

FORMIDABLE ROOTS



2019 Annual Report
Topsfield, Massachusetts

Town of Topsfield Massachusetts

JULY 1, 2018 THROUGH JUNE 30, 2019



THE ANNUAL REPORTS, RECEIPTS, AND EXPENDITURES
OF THE TOWN OFFICERS
FOR THE 2019 FISCAL YEAR

Credits and Acknowledgments:

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Kindra Clineff Photography, Topsfield, MA

www.kindraclineff.com

Note:

All financial data cover the period July 1, 2018 through June 30, 2019.
However, for the reader's benefit, and to make this a more meaningful publication,
individual reports may list more current significant events.



PHOTO BY KINDRA CLINEFF

This oak tree, located grounds of the Topsfield Co-Op near the Police Station, is believed to be over 400 years old.

Formidable Roots

THOUGHTS FROM TOWN HALL



In December 2019, I embarked upon a new and exhilarating journey as I was sworn in as your Town Administrator. Since that time, it has been both an honor and a privilege to serve this community, and to do so with transparency and with an unwavering dedication to hard work and success.

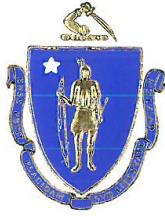
From the start, my focus has been to learn as much as I can about Topsfield and about the people who define this incredible community. I have been greatly impressed by the commitment of our citizens. Those who volunteer on local boards and commissions, those who serve our schools and youth organizations, the local business owners and our everyday neighbors, always willing to lend a hand, truly exemplify what it means to give back to a community. This town undoubtedly has a long history of committed individuals, dedicating their lives to making Topsfield a better place now and for generations to come. We lost one such individual this year, our neighbor and former Selectman Mark Lyons whose devotion to the community was aspirational. We fondly remember Mark and many others, recognizing that the work we are engaged in today would not be possible if not for the diligence of those that came before us.

The impressive tree gracing our cover is located on the grounds of the Topsfield Co-Op near the Police Station. Its age is believed to be over 400 years which would mean it began growing before the arrival of the first English settlers. Its strong root system has established a foundation to let it thrive for many many years.

Like our tree, the roots of Topsfield are well established, grounded in years of hard work and commitment. These roots set the foundation for fresh ideas and innovation and will allow us to continue to cultivate this community while ensuring viability and success as we look toward the future.

I am grateful for your goodwill, support, productive collaboration and tireless efforts to make Topsfield a great place to live, work and explore. I have been touched by the warm welcome I have received from the community and I am excited and confident that together we will do great things for Topsfield. I look forward to continuing our efforts in the years to come. Thank you.

Kevin Harutunian
Town Administrator



William Francis Galvin
Secretary of the Commonwealth

The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

April 23, 2019

Mark B. Lyons
Chairperson Topsfield Board of Selectmen
Town of Topsfield
8 West Common Street
Topsfield, MA 01983

Dear Mr. Lyons,

The Massachusetts Historical Commission is pleased to recognize the Rehabilitation & Restoration of Topsfield Town Hall with a 2019 Massachusetts Historical Commission Preservation Award. Elizabeth Mulholland of the Topsfield Historical Commission nominated this project for an award.

The Massachusetts Historical Commission sincerely appreciates all efforts to preserve the Commonwealth's valuable historic properties. The careful restoration of Topsfield Town Hall demonstrates a strong commitment to historic preservation that goes well beyond what is normally expected. It is for this significant achievement that Topsfield Town Hall has been selected to be honored this year at the Massachusetts Historical Commission's 41st Annual Preservation Awards ceremony on June 6, 2019.

On behalf of the Massachusetts Historical Commission, I applaud this outstanding contribution to historic preservation. Details about the ceremony on June 6, 2019 at the Massachusetts Archives Building will be forthcoming.

Once again, congratulations.

Sincerely,

A handwritten signature in blue ink, reading "William Francis Galvin".

William Francis Galvin
Secretary of the Commonwealth
Chairman
Massachusetts Historical Commission

xc: Kellie A. Hebert, Town Administrator
Elizabeth Mulholland, Chair, Topsfield Historical Commission



Transitions

We honor all those whom we lost in 2019,
in particular residents who made contributions of service
to the Town of Topsfield:

Joseph Collins

Alison D'Amario

Jane Driscoll

John Ellsworth

Mark B. Lyons

Kenneth Moser

William Quinn, Sr.

Frank Watson

Sarah Wong

Table of Contents

GENERAL INFORMATION

- 1 Town of Topsfield
- 2 General Town Information
- 6 Elected State Officials
- 7 Elected Town Officials
- 8 Appointed Town Officers

GENERAL GOVERNMENT

- 12 Board of Selectmen
- 14 Town Clerk

PUBLIC SAFETY

- 16 Police Department
- 23 Police and Fire Rosters
- 24 Fire Department
- 31 Inspectional Services

PUBLIC WORKS

- 32 Board of Road Commissioners
- 33 Board of Water Commissioners

EDUCATION

- 35 Elementary School Committee
- 42 Masconomet Regional School District
- 49 Essex North Shore Agriculture & Technical School

HEALTH AND HUMAN SERVICES

- 51 Board of Health
- 54 Council on Aging
- 64 Tri-Town Council
- 72 Recycling Committee

CULTURE AND RECREATION

- 73 Board of Library Trustees
- 75 Parks & Cemeteries Commission
- 78 Topsfield Beach Association
- 79 Rail Trail Committee
- 80 Open Space Committee

PLANNING AND LAND USE

- 82 Conservation Commission
- 83 Planning Board
- 85 Zoning Board of Appeals

TOWN MEETING MINUTES & ELECTION DOCUMENTATION

- 86 Annual/Special Town Meeting Minutes:
May 7, 2019
- 97 State Primary Election: September 4, 2018
- 101 State Election: November 6, 2018
- 103 Annual Town Election: May 9, 2019

APPENDIX A

- 105 Fiscal 2020 Operating Budget

FINANCIAL REPORTS

- 115 Board of Assessors
- 117 Finance Committee
- 120 Town Accountant
- 150 Treasurer & Collector
- 153 Trust Fund Commissioners



PHOTO COURTESY COUNCIL ON AGING

Town of Topsfield

Incorporated:	1650
Government:	Open Town Meeting Five-member Board of Selectmen with Town Administrator
Annual Town Meeting:	First Tuesday in May
Annual Town Election:	First Thursday in May
Town Census: (January 1, 2019)	6,615
Area:	13 Square Miles
Town Roads:	60 Miles
Fiscal 2019 Tax Rate:	\$17.00
Tax Levy:	\$23,946,009
Congressional District:	Sixth
Senatorial District:	First Essex and Middlesex
Representative District:	Thirteenth Essex
Town Hall Hours:	M–TH: 8am – 4pmFRI: 8am – Noon
Schools:	
Steward Elementary School	(K-3)
Proctor Elementary School	(4-6)
Masconomet Middle School	(7-8)
Masconomet High School	(9-12)
Town Website:	www.topsfield-ma.gov

General Town Information

EMERGENCY NUMBERS

Ambulance – Fire – Police:..... 911
Regional Emergency
Communication Center..... 978-646-8402
Beverly Hospital978-922-3000
Poison Control Center800-222-1222
Water Main Breaks..... 978-887-6533

NATIONAL GRID

Gas Emergency800-233-5325
Electric Outage Emergency800-465-1212
All Other Calls.....800-322-3223

ANIMAL CONTROL

Call Regional Emergency
Communication Center..... 978-646-8402

BIRTH CERTIFICATES

Town Clerk's Office.....978-887-1505

BOARD OF ASSESSORS

Office..... 978-887-1514

BOARD OF HEALTH

Office..... 978-887-1520

BOARD OF SELECTMEN

Office..... 978-887-1500

BUS SERVICE

MBTA – Customer Service800-392-6100
..... or 800-664-4480

CABLE TV

Comcast:800-633-4266
Verizon 888-553-1555

CEMETERIES

Pine Grove Cemetery Office:978-887-1525

CHURCHES

Congregational Church of Topsfield
9 East Common 978-887-2101

Our Savior Lutheran Church

478 Boston Street, Route 1 978-887-5701

St. Rose of Lima Catholic Church

12 Park Street..... 978-887-5505

Trinity Episcopal Church of Topsfield

129 River Road 978-887-5570

COMPOST CENTER

279 Boston Street, Route 1
Open Saturdays April– November:
9:00 am – 1:00 pm 978-887-1542

CONSERVATION COMMISSION

Office..... 978-887-1510

COUNCIL ON AGING

Office..... 978-887-1523

DEATH CERTIFICATES

Town Clerk's Office978-887-1505

DOG LICENSES

Town Clerk's Office.....978-887-1505

ELECTIONS

Town Clerk's Office978-887-1505
Town Meeting First Tuesday of May
Town Elections First Thursday of May

FINANCE COMMITTEE

Karen Dow, Chairman: 978-887-1500

FIRE DEPARTMENT

Fire Emergencies 911 or 978-646-8402

All Other Business 978-887-5148

Call for Burning Permits, Fire and
Smoke Alarms, and Oil Burner Inspections**FIREARM IDENTIFICATION CARDS**

Police Dept: 978-887-2116

GOULD BARN

Contact Sean Ward.....sean.ward@gouldbarn.com

HIGHWAY DEPARTMENT

279 Boston Street 978-887-1542

HISTORICAL COMMISSION

Office 978-887-1504

HOUSING AUTHORITY

Little Brook Village

69 Washington Street..... 978-887-8407

INSPECTIONAL SERVICES

Office..... 978-887-1522

LEAGUE OF WOMEN VOTERS OF MA

Voter Information 800-452-1715

LIBRARY

Circulation Desk 978-887-1528

Monday and Thursday 10 am to 8 pm

Tuesday and Saturday 10 am to 5 pm

Wednesday and Friday 12 pm to 5 pm

Sunday closed

MARRIAGE LICENSES

Town Clerk's Office 978-887-1505

NEWSPAPERS

Salem News 978-922-1234

Tri-Town Transcript 978-774-0505

NOTARY PUBLICS

Town Clerk's Office: 978-887-1505

PERCOLATION TESTS

Board of Health Office 978-887-1520

PLANNING BOARD

Office 978-887-1504

POISON CONTROL CENTER

Information Center 800-222-1222

POLICE DEPARTMENT

Emergency 911

Regional Emergency

Communication Center 978-646-8402

All Other Business 978-887-2116

POST OFFICE

4 Main Street 978-887-5307

PRE-SCHOOLS

Joyful Noises

Emerson Center 978-887-2101 x8

Trinity Church Pre-School

124 River Road 978-887-2990

Steward Integrated Pre-School

261 Steward School, Perkins Row 978-887-1538

PROPERTY VALUATIONS

Assessors' Office 978-887-1514

RECREATION COMMITTEE

Office 978-887-1525

SCHOOLS

Grades K thru 3

Steward Elementary School

www.tritownschoolunion.com

261 Perkins Row 978-887-1538

Grades 4 thru 6

Proctor Elementary School

www.tritownschoolunion.com

60 Main Street 978-887-1530

Tri-Town School Union Offices

www.tritownschoolunion.com

for Elementary Schools 978-887-0771

Grades 7 and 8
Masconomet Regional Middle School
www.masconomet.org
20 Endicott Road..... 978-887-2323

Grades 9 thru 12
Masconomet Regional High School
www.masconomet.org
20 Endicott Road..... 978-887-2323

SEPTIC SYSTEMS
Board of Health Office 978-887-1520

SNOW PLOWING
Highway Department 978-887-1542

SOIL REMOVAL BOARD
Conservation Commission Office 978-887-1510

SOIL TESTING
Board of Health Office 978-887-1520

STORMWATER COORDINATOR
David Bond 978-887-1542

TAX BILLS
Billing information 978-887-1511

TOPSFIELD FAIR
www.topsfieldfair.org
James O'Brien, General Manager 978-887-5000

TOWN ACCOUNTANT
Office..... 978-887-1508

TOWN ADMINISTRATOR
Office..... 978-887-1500

TOWN CLERK/RECORDS ACCESS OFFICER
Office..... 978-887-1505

TREASURER/COLLECTOR
Office..... 978-887-1511

TRANSPORTATION – TRAINS
MBTA: Customer Service 800-392-6100

TRASH/RECYCLING COLLECTION
Replacement Decals and Trash Info:
Board of Health Office 978-887-1520
Concerns or Issues with Pick-up:
JRM Hauling & Recycling 800-323-4285

TREE WARDEN
David Bond 978-887-1542

VETERAN'S SERVICES
Dick Cullinan 978-380-8397

VOTER INFORMATION AND REGISTRATION
Town Clerk's Office 978-887-1505

WATER DEPARTMENT
Office 978-887-1517

WELCOME WAGON
Community Greetings
Joanne Colosi 978-777-1545

ZIP CODE..... 01983

ZONING BOARD OF APPEALS
Office..... 978-887-1504



PHOTO COURTESY OF COUNCIL ON AGING

Vinny Mortellite and Bonnie Gulick before the start of the Topsfield Fair 200th Anniversary Grand Parade. Bonnie's dress was custom made by local expert and historical seamstress, Annette Cohen.

Elected State Officials

Sworn in as of January 1, 2019

GOVERNOR

Honorable Charlie Baker (R)

LIEUTENANT GOVERNOR

Karen Polito (R)

Office of the Governor, Room 280

Boston, MA 02133

Tel: 617-725-4005

Internet: mass.gov/governor/contact

ATTORNEY GENERAL

Maura Healy (R)

One Ashburton Place, 20th Floor

Boston, MA 02108

Tel: 617-727-2200

Email: ago@state.ma.us

SECRETARY OF STATE

William F. Galvin (D)

Citizen Information Service

McCormack Building

One Ashburton Place, Room 1611

Boston, MA 02108

Tel: 800-392-6090

Email: cis@sec.state.ma.us

STATE SENATOR

Joan Lovely (D)

State House, Room 413A

24 Beacon Street, Boston, MA 02133

Tel: 617-722-1410

Email: Joan.Lovely@masenate.gov

STATE REPRESENTATIVE

Bradford Hill (R)

State House, Room 128

24 Beacon Street, Boston, MA 02133-1020

Tel: 617-722-2100

Email: Brad.Hill@mahouse.gov

UNITED STATES SENATORS

Edward Markey (D)

255 Dirksen Senate Office Building

Washington, D.C., 20510

Tel: 202-224-2742

Local Office:

975 JFK Federal Building

15 New Sudbury Street, Boston, MA 02203

Tel: 617-565-8519

Internet: www.markey.senate.gov

Elizabeth Warren (D)

317 Hart Senate Office Building

Washington, D.C., 20510

Tel: 202-224-4543

Local Office:

2400 JFK Federal Building

15 New Sudbury Street, Boston, MA 02203

Tel: 617-565-3170

Internet: www.warren.senate.gov

UNITED STATES REPRESENTATIVE

Seth Moulton (D)

1127 Longworth House Office Building

Washington, D.C. 20515

Tel: (202) 225-8020

Local Office:

21 Front Street, Salem, MA 01970

Tel: 978-531-2270

Email: moulton.house.gov

Elected Town Officials

Sworn in May 9, 2019

BOARD OF ASSESSORS

Lynn A. Conant	2022
Robert E. Kanter	2021
John W. Minnehan	2020

BOARD OF LIBRARY TRUSTEES

Gail D. Bryson	2022
Olivia Gatti	2021
Kathryn Hartmann	2021
Abigail P. Jackson	2020
Janet O. Kmetz	2020
Kenneth J. Scott	2022

BOARD OF ROAD COMMISSIONERS

Joseph K. Gibbons	2021
Boyd R. Jackson	2020
Philip G. Knowles	2022

BOARD OF SELECTMEN

Lynne Bermudez	2021
A. Richard Gandt	2020
Boyd R. Jackson	2021
Mark B. Lyons	2022
John K. Spencer	2020

BOARD OF WATER COMMISSIONERS

Mark Gallagher	2021
Richard L. Stone	2022
Philip G. Knowles	2020

COMMISSIONERS OF TRUST FUNDS

David G. Strachan, Jr.	2021
Richard Walsh	2020
Thomas P. Walsh	2022

CONSTABLE

Frederick J. Glatz	2020
--------------------------	------

ELEMENTARY SCHOOL COMMITTEE

Charise Nulsen	2021
Andrew C. Prazar	2022
Augustin A. Serino	2022
Meredith Sokolowski	2020
Jessica C. Steffens	2020

HOUSING AUTHORITY

George D. Anderson	2021
Richard J. Cullinan	2020
Gerard McCarthy	2023

MASCONOMET REGIONAL SCHOOL

District Committee Representatives	
William Hodges	2022
Melissa Ogden	2020
Zillie Theodorou	2021

MODERATOR

Stephan T. Whelan	2020
-------------------------	------

PARK AND CEMETERY COMMISSIONERS

Marshall Hook	2022
Steven Mscisz	2021
Gretchen W. Rehak	2020

PLANNING BOARD

Steven B. Hall	2020
Gregory S. Melinger	2022
Jennie M. Merrill	2022
Martha A. Morrison	2020
C. Josh Rownd	2021

**The dates represent the year when the current term expires.*

Appointed Town Officers

July 1, 2018 – June 30, 2019

ADA COORDINATOR

Jenifer Collins-Brown 2019

AGRICULTURAL COMMISSION

Peter E. Mulholland 2021

James O'Brien 2019

Trudi I. Perry 2021

Marthinus J. Riekert 2020

Peter Gibney (*Alternate*) 2020

ALCOHOL LICENSING ADVISORY COMMITTEE

Robert E. Hardy 2019

Nancy J. Luther 2019

Stanley V. Ragalevsky 2019

ANIMAL CONTROL OFFICER

Carol A. Larocque 2019

Reed Wilson (*Alternate*) 2019

ANIMAL INSPECTOR

Peter E. Mulholland 2019

ASSESSOR

Toula Guarino 2019

Lisa Benecke (*Assistant*) 2019

BOARD OF HEALTH

Anthony Alley 2021

Vincent F. Guerra 2019

Sheryl L. Knutsen 2020

Thomas Mannetta 2021

Gerald J. Topping 2021

John Coulon, *Agent (retired)* 2019

Wendy Hansbury, *Agent* 2020

BOARD OF REGISTRARS

Mary Willis (*ex-officio*) 2020

Janet O. Kmetz 2019

Diann Baylis 2020

Dorothy T. Wass 2021

Erin Merrill (*Assistant*) 2019

CARETAKER OF SOLDIERS' GRAVES

Steven Mscisz 2019

COMMERCIAL DRIVER'S LICENSE (CDL) COORDINATOR

David M. Bond 2019

CONSERVATION COMMISSION

Nikolas Bettsl 2020

Jennifer L. DiCarlo 2019

Cheryl A. Jolley 2021

Holger M. Luther 2021

Dodds B. Shamroth 2021

Heidi Gaffney, *Admin.* 2019

COUNCIL ON AGING

Lynne A. Bermudez 2020

Florence T. Brady 2021

Elaine Crippen 2019

Elizabeth Culinan 2021

Martha D. Davis 2020

Mary Guerra 2019

Ruth Lucey 2021

Charlotte O'Toole 2019

Penny Rogers 2020

Paula Burke, *Executive Director* 2019

CULTURAL COUNCIL

Janet S. Brown 2021

Kathleen L. Hunt 2020

Donna Hurley 2021

Kathleen J. Moore 2021

FENCE VIEWERS

Jenifer Collins-Brown	2019
Nancy J. Luther.....	2019
Charlene A. Stawicki.....	2019

FINANCE COMMITTEE

Karen A. Dow	2019
Che R. Elwell	2021
Jonathan D. Guido	2021
Michael G. Hartmann.....	2021
Eric S. Menzer	2020
Louis M. Ross.....	2020
Dana Warren	2019

FOREST WARDEN

Jenifer Collins-Brown	2019
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HISTORICAL COMMISSION

Kindra L. Clineff.....	2021
Glen P. Gollrad	2019
Norm J. Isler.....	2020
Elizabeth R. Mulholland	2019

HIGHWAY SUPERINTENDENT

David M. Bond	2019
---------------------	------

INSPECTOR OF BUILDINGS

Glenn A. Clohecyc	2019
David Harris (<i>Alternate</i>)	2019

INSPECTOR OF GAS AND PLUMBING

Stanley Kulacz	2019
Kevin Dash (<i>Alternate</i>).....	2019
Larry Fischer (<i>Alternate</i>).....	2019

INSPECTOR OF WIRES

John P. Thompson	2019
Thomas Tombarello, Jr. (<i>Alternate</i>)	2019

KEEPER OF CLOCKS

Norman J. Isler.....	2019
Robert L. Winship.....	2019

MAPPING COMMITTEE

Joseph Geller	2019
Gregory R. Krom.....	2019
Robert L. Winship	2019

MBTA REPRESENTATIVE

Open position.....	2019
--------------------	------

MEMORIAL DAY/VETERAN'S DAY COMMITTEE

Dave Comeau	2020
Richard J. Cullinan (<i>ex-officio</i>)	2019
Robert G. Shamroth.....	2019

OPEN SPACE COMMITTEE

Joseph D. Geller	2019
Reginald Lockwood.....	2019
David D. Merrill	2019
Melissa Ogden.....	2019
Martha B. Sanders.....	2019

PARKING TICKET CLERK

Debra Morong.....	2019
-------------------	------

PUBLIC WORKS COMMITTEE

David M. Bond	2019
Gregory R. Krom.....	2019
Stephen J. Shepard	2019

PURCHASING & COMMUNITY DEV. COORDINATOR

Donna C. Rich.....	2019
--------------------	------

RAIL TRAIL COMMITTEE

Roy J. Baessler.....	2019
Joseph D. Geller	2019
David C. Read.....	2019
William J. Rossiter	2019

SEALER OF WEIGHTS AND MEASURES

Leonard Rose.....	2019
-------------------	------

STORMWATER MANAGEMENT COMMITTEE

David M. Bond	2019
Glenn A. Clohecyc	2019
Joseph K. Gibbons.....	2019
Gregory R. Krom.....	2019
Holger M. Luther	2019
Steven Hall	2018

TOWN ACCOUNTANT

Catherine Gabriel.....	2019
Susan Lemiesz (<i>Assistant</i>).....	2021

TOWN ADMINISTRATOR

Kellie A. Hebert.....	2019
Debra Morong (<i>Executive Assistant</i>).....	2019

TOWN CLERK

Mary Elizabeth Willis.....2020
Erin Merrill (*Assistant*)..... 2019

TOWN COUNSEL

KP Law. 2018

TOWN HALL BUILDING COMMITTEE

Peter A. Bryson 2019
Elizabeth Mulholland..... 2019
C. Josh Rownd..... 2019
Benjamin Nutter 2019
Gregor Smith..... 2019
Kellie A. Hebert (*ex-officio*)..... 2019
Mark B. Lyons (*ex-officio*)..... 2019

TREASURER & COLLECTOR

Barbara B. Michalowski.....2020
Julie McCarthy (*Assistant*)2020

TREE WARDEN

David M. Bond 2019

VETERAN'S AGENT

Richard J. Cullinan 2019

VETERAN'S GRAVES REGISTRATION OFFICER

Richard J. Cullinan 2019

WALLACE KNEELAND MEMORIAL COMMITTEE

Phil G. Knowles..... 2019
Robert L. Winship..... 2019

ZONING BOARD OF APPEALS

Jody L. Clineff..... 2022
David D. Merrill2021
David P. Moniz2020
Robert J. Moriarty, Jr 2019
Gregor Smith..... 2023
Kristin M. Palace (*Alternate*) 2019

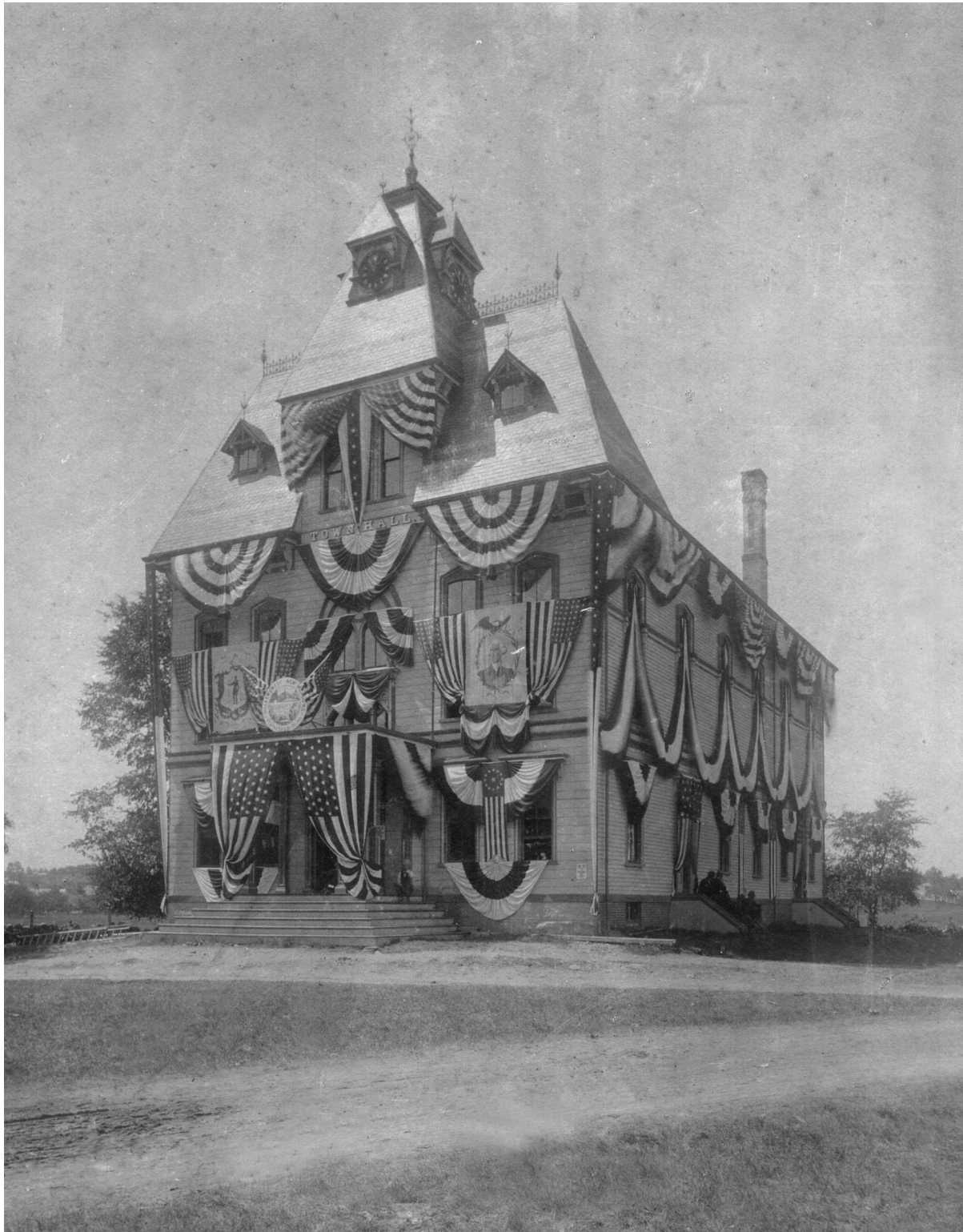


PHOTO COURTESY TOWN OF TOPSFIELD

Topsfield Town Hall, circa 1876.

Board of Selectmen

The Town of Topsfield is a vibrant community that has retained its friendly, rural character while offering easy access to the Boston area. We take pride in our distinguished schools, excellent services, amenities and community spirit that make Topsfield a wonderful town for parents to nurture a family, children to learn and mature, and seniors to stay on and enjoy retirement. We are committed to preserving Topsfield's character within a changing world for the benefit of our citizens and future generations.

MEMBERSHIP

In fiscal year 2019 the Board began with: Mark Lyons (Chair), Lynne Bermudez (Clerk), Dick Gandt, Boyd Jackson, and John Spencer. In May 2019 with the re-election of Mark Lyons, the board voted for members to continue in their roles.

OVERVIEW

During the year we completed three construction projects, strengthened our financial policies, began a downtown revitalization initiative, improved our operations, and created several committees guided by goals we set early in the year.

Construction Projects

After 18 months in a temporary "Town Hall," with much anticipation and excitement we returned in September 2018 to our newly renovated and expanded Town Hall across from the Town Common. The "new" Town Hall, which is fully handicapped-accessible, contains all the amenities of a new building while retaining the character of the original building built in 1873. It also now provides space and a home for our Council on Aging. The restored Public Hall on the second floor was immediately put to town use for meetings and COA events, and in January 2019 became available for public rental.

The Proctor and Steward Schools' roofing and related

exterior renovation projects were completed in December and within budget. Through this project we have protected our investment in our school buildings and reduced annual repair costs. Roughly 30 percent of the project was funded through the Massachusetts School Building Authority.

Lastly, the town's new Water Treatment Plant, that came in under budget, began operation in March 2019. The plant provides users with water that is essentially free of manganese. The plant has an estimated operating life of 40 years.

Financial Policies

Because the three large construction projects needed to be funded through issuing bonds, we were cognizant of the potential impact of this borrowing on our bond rating. While our financial numbers were strong, past Standard & Poor reviews had indicated concern that our written policies were not robust. Therefore, we worked in tandem with the Finance Committee to develop and document clear financial policy guidelines. With these in hand, Standard & Poor assigned Topsfield a AAA rating, up from AA+. This occurred shortly before issuing \$12.8 million in bonds, ensuring the town received the most favorable interest rate. Those financial policies continue to be an extremely helpful guide for our financial decisions.

Downtown Revitalization

The appearance and functionality of the downtown village area was recently improved with the replacement of sidewalks and repaving of Main Street. However, with vacant retail outlets, inconsistent and unpermitted signage, and a lack of amenities such as planters and benches, the village area was due for revitalization. In January the Board applied for, and was awarded, a \$30,000 grant from the Metropolitan Area Planning Council (MAPC) for assistance in developing a Downtown Revitalization Plan. The project has started and will continue into the first half of FY2020.

Operations

The Board continued to seek ways to improve our operations, from procedural efficiencies to user-friendly services. Through implementation of new applications and modifications to existing processes, improvements in Town Hall operations and customer service to residents were seen in the following areas:

- Facility maintenance scheduling and tracking
- Open Records request management
- Permit processing for permit requests and inspection management
- Public meeting documents online for public access

We focused on the Town website's ease of use, quality of information and value to users. We asked for and incorporated comments and the suggestions from residents, both in content and format. Improvements will continue to be made to the website to ensure it is current and a valuable tool in providing information to residents.

Following years of planning and contract negotiations, the Town smoothly migrated from weekly to bi-weekly payroll, reducing the number of hours spent processing payroll each month.

Our emergency dispatch services (911 services) for the past six years have been provided through the Essex County Regional Emergency Communications Center (ECRECC) which was managed by the sheriff's office. Beginning next year, the "Commonwealth of Massachusetts State 911 Department" will assume responsibility for that center and existing users were invited to continue to use the center under the State 911's terms and conditions. As a result, Topsfield entered into a ten-year Intermunicipal agreement with the Department. Under the new agreement Topsfield will no longer be assessed charges for use of the service, saving the Town \$100,000 annually.

New Committees

The 2018 Annual Town Meeting (Article 28) established an "Elderly and Disabled Taxation Fund" to accept donations for senior and disabled residents who are financially stressed to help pay their real estate taxes. In February of 2018 the Board created the "Senior and Disabled Tax Relief Committee," comprised of the town's Principal Assessor, the Treasurer/Collector and three residents, to implement and administer that fund.

That same Town Meeting, under a Citizen Petition (Article 39), ordered the Board to appoint a "Charter Review Committee" to review and make recommendations concerning the town's existing form of government. In September 2018 the Board created a "Government Review Committee" made up of five residents to complete that task by July 2019. The Board also created the "Educational Fund Committee," with four residents as members, to administer funds donated to the Elementary Schools through the Education Fund. The 2019 Annual Town Meeting (Article 31) created a "Commission on Disabilities" under the provisions of MGL c 40 §8J. The Board is in the process of recruiting and appointing five members.

CONCLUSION

The welcoming friendliness of Topsfield's community is reflected in the spirit of our employees and volunteers. We thank our dedicated employees for providing the safety, learning, services and amenities that make Topsfield a wonderful place to live. We also thank the many volunteers and other elected and appointed officials that dedicate so much of their time and talent to preserving and enhancing Topsfield's environment and rural character. Without all of you Topsfield could not function. The Board sincerely appreciates your spirit and dedication. Thank you.

Respectfully submitted,

John K. Spencer, *Chairman*
 Lynne A. Bermudez, *Vice-Chair & Clerk*
 Boyd R. Jackson
 A. Richard Gandt

Town Clerk

In addition to the everyday activities of the Town Clerk's office, summer found us busy with the certification of numerous state initiative petitions and state/federal nomination papers for upcoming elections. Another focus for the summer months was preparing for the move back to the renovated Town Hall. Utilizing the Municipal Retention Schedule, we organized and began to pack our documents, records and files.

The physical move back to Town Hall fell between the two State Elections. The State Primary Election took place on September 4, 2018, and saw a 24% voter turnout. After certifying the election, we were busy unpacking in our new office. The new Town Clerk's office is down the hall from the original space. We have access to the original vault through a new door. The office has a spacious service counter and a storage alcove for election supplies. The vault received new sliding shelving designed to maximize space. The original green metal storage cabinets (which were custom-build for the vault in 1909) are being utilized in the storage alcove. I'd like to recognize Assistant Town Clerk, Erin Merrill, for the outstanding job she did unpacking and organizing the new space.

Early voting for the State Election took place October 21st – November 1st and the Town Clerk's office received 587 voters. The State Election on November 6th realized a 78% turnout, far above state averages.

As the Records Access Officer for the Town of Topsfield, Public Records Requests continued to be a time-consuming challenge for this office. In 2018, the Town Clerks office facilitated 110 requests. So far in 2019, requests are matching the same pace.

The 2019 Annual Town Meeting was well-attended with 663 residents checking in. The robust meeting did not dissolve until 12:30 AM. Several citizens' petitions were debated and voted. Once again, we prepared for the expected large crowd by renting additional chairs and setting up the cafeteria for overflow seating with audio and visual

equipment. The Annual Local Election participation was above state average at 32% or 1,459 residents voting.

Finally, I again wish to acknowledge the outstanding work of Assistant Town Clerk Erin Merrill. Erin continues to master the duties of her position. She is a valuable addition to the Town Clerk's Office and the Town of Topsfield, in general. I want to recognize the dedication of our poll workers and Board of Registrars. Their professionalism and hard work ensures our elections and Annual Town Meeting run smoothly. It is with sincere appreciation that I also thank the Highway and Park & Cemetery employees who carefully transport the election supplies and equipment to and from the polling location. The assistance and support of these groups allows the Town Clerk's Office to provide the highest quality of service to the residents of Topsfield.

Respectfully submitted,

Mary E. Willis
Town Clerk

*Town Meeting minutes and Town Election results
are included on pages 86-104
of this Annual Report.*

**STATISTICAL TOWN DATA FOR 2019
(CALENDAR YEAR)**

Town Population

(January 1, 2019) 6,615

Registered Voters** 4,899

Party Totals:

United Independent Party 25

Democrat 929

Republican 859

Libertarian 14

Green-Rainbow 2

Interdependent 3rd Party 1

Unenrolled (Independent) 3068

Births

Recorded & Filed 35

Marriages

Intentions Recorded & Filed 25

Licenses Issued 26

Licenses Recorded & Filed 26

Deaths

Burial/Crematory Permits

Recorded, Issued & Filed 98

Certificates Recorded, Issued & Filed 98

(Occurrence Community)

Certificates Recorded & Filed 25

(Residence Community)

Total Death Certificates Recorded & Filed 123

Dog Licenses

Recorded & Issued 882

Commercial Kennel Licenses

Recorded & Issued 2

**In VRIS, REPORTS/Polls/Vote total as of December
31, 2019

Police Department

To the Honorable Board of Selectmen and Citizens of Topsfield it is with great pride that I submit to you the fiscal year 2019 report of the Topsfield Police Department.

Our department is a proactive, community service orientated department, dedicated to ensuring the safety of the citizens of Topsfield. We strive to be seen in the neighborhoods and feel police visibility within your neighborhood is paramount to preventing and reducing property crimes such as burglaries, thefts and motor vehicle complaints.

Our officers take pride in ensuring your safety in all aspects of police work but also extend themselves by participating in numerous community and charitable activities throughout the year. Our officers selflessly serve and protect the incredible community of Topsfield each day.

COMMUNITY SERVICE PROGRAMS:

This past year, our officers were involved in many community events. The Topsfield Police Relief Association hosted Movie Night on the Common. Movie Night has been an event for many years and is a way for families to gather and enjoy popcorn, ice cream and a movie as a guest of your police department.



Movie Night 2019

Officers and community members joined multiple times this year for Coffee with a Cop, an event to discuss community issues and build relationships over a cup of coffee with members of the police department.



Coffee with a Cop

The Police Department also organized another Citizens Police Academy, where students graduated with a greater knowledge of the Department and individual officers. Students also learned about criminal, motor vehicle, and firearms laws. Students engaged in shoot or don't shoot scenarios to gain a greater understanding of the pressure officers face in these situations.



Citizens Police Academy 2019

While the Topsfield Police Department's main goal is to build the best community possible, officers did not forget about those in need outside of our community. Officers participated in No Shave November, in support of Home Base, which helps veterans and military families heal from invisible wounds of war to help raise money for this great cause.



Det. Brendan Gahagan

TPD members participated in events for Special Olympics throughout the year that included a law enforcement cruiser convoy that concluded at Harvard Stadium Summer Games as well as the Holiday Torch run in Peabody where Officers handed out medals and engaged with the competing athletes.



Sgt. James Bonfanti, Off. Dave Ricci, Off. Justin Slattery

Officers were also present at the Holiday Walk, where a police cruiser was stuffed with non-perishable food items for the Topsfield Food Pantry. A police cruiser is used multiple times a year to collect non-perishable food items and household essentials for the Topsfield Food Pantry.



Holiday walk 2019, Chief Haglund, Capt. Hayward

SCHOOL SAFETY PROGRAMS:

School Resource Officer: Detective Kelly Pickering

Topsfield Police Detective Kelly Pickering continued her role for the 5th year as Topsfield's Police Department's School Resource Officer (SRO) assigned to Masconomet Regional for the 2018-2019 school year. Pickering is one of three SRO's involved at Masconomet Regional with other SRO's coming from the other member town police departments. These SRO's include Middleton Police Detective Adam Maccini and Boxford Police Officer Brooke Dechene. The SRO program is coordinated and overseen by Boxford Police Chief James Riter in conjunction with other Tri-Town Chiefs of Police, Chief Evan Haglund from Topsfield and Chief James Digianvittorio from Middleton. Steve Burt, Masconomet Director of Security & Crisis Response is the primary point of contact for the SRO's and the school administration liaison for law enforcement.

The SRO's are present at Masconomet every day of the week as their schedules and departmental operational needs allow. Detective Pickering had an increased presence this past year due to solely assuming the SRO role for the Topsfield Police. As a result of being on site and more readily available, Detective Pickering was able to assist school administration in a timely manner with the handling of several incidents

that required police involvement. The SRO serves as an integral part of Masconomet serving a population of over 2000 students, families, staff and administration of each building. Detective Pickering serves as a role model, teacher, counselor, and advocate for the students and staff alike. While being present in the school on a weekly basis, she is easily recognized and approachable resource for students.



School Resource Officer Kelly Pickering on right

SRO programs in schools are common nowadays but they are an important and an integral part of the mission of keeping schools safe. Presence and availability are the keys to a successful SRO program. It is about building relationships, establishing rapport and building trust with students and staff alike. It is important for students and staff to feel comfortable talking to the police, sharing information and having interactions with the police that are not confrontational or incident driven. The SROs are in the schools to partner with students, staff and parents to promote safety and a positive culture. This is done through visibility and approachability. As such, Detective Pickering plays basketball and soccer with the faculty against the 8th grade girls and boys teams, attends dances, football games, proms, pep rallies and freshman orientation. Detective Pickering has been very proactive in this regard, keeping in touch with day to day activities as well as staying on top of trends that put our youth at risk. The SRO's presence in the school demonstrates the officer's commitment to the students and tends to strengthen the

police/student bond. This also demonstrates the police department's willingness to go beyond the normal tour of duty for the safety and interests of the students.

While the SRO's primary function is prevention and deterrence, the SRO conducts all criminal investigations on campus, coordinating her activities with the building administration. Although under direct supervision of the Police Department, the SRO is considered a member of the school faculty and as such, works closely with the principal and vice-principal to determine the best course of action.

DRUG ALCOHOL RESISTANCE EDUCATION (DARE)

Officer Daniel Bel

The DARE program had yet another successful year with the 6th grade students of Proctor School. The DARE program has been running for 28 years discussing important topics such as alcohol, tobacco, marijuana, bullying, stress, social media, and knowing how to make safe and responsible choices. Last year's sixth grade class consisted of four classes with approximately 85 students. This program runs for 11 weeks and creates a tremendous bond between the students and the Topsfield Police Department. From week one, students are assured that if they need help, our station is open 24 hours a day and 7 days a week. By the end of the program, students can feel confident that Topsfield Police are here to support and guide them in the right direction at any point in their lives. The bond between the Police and students builds trust and confidence as well as strong relationships to ensure a positive future and responsible decision making.

Although the DARE program spends most of its time discussing important topics, it also sets aside time to discuss questions and concerns directly from the students. Throughout the week, students have the option to write down questions anonymously and put them into a DARE box. At the beginning of each class, the DARE Officer answers each question and discusses the important topics to the students. By allowing students to express their questions and concerns, we are making sure important topics are discussed that may not be in the curriculum. Having these questions submitted anonymously helps the students come forward and ask questions they may not ask in front of their classmates.

DARE America has decided to add another lesson to next year's curriculum discussing opiate addiction. The north east region of the United States has been hit hard with this ongoing issue and it has affected the lives of many. The opiate

lesson for the 6th grade class focuses on abusing medication that could lead to the addiction of opiates. The lesson will also discuss where and how to get help if you or a loved one is battling an addiction issue. DARE America has taken the time to develop this lesson plan for the 6th grade to raise awareness and understand the warning signs of addiction and how it affects everyone around us.

Each lesson consists of an open discussion and allows the students to think their way through many situations they may face in the future. The program expresses the dangers that students could see in the future and how to recognize a problem before it gets too far along. It discusses real life situations and magnifies the fact that one poor decision could lead you down a long road. The DARE program receives tremendous support from the Town of Topsfield and Proctor School and has been a success year in and year out. Teenage students have a tremendous amount of stress in their lives and the DARE program ensures effective options when dealing with their stress and decision making.

ELDER AFFAIRS

Detective Kelly Pickering

The mission of the Topsfield Elder Affairs is to offer outstanding programs and services that provide for the physical, social, and emotional needs of our adults by assisting them to lead independent, stimulating, and self-reliant lives as members of the community. There are many programs offered at Topsfield Elder Services designed to keep seniors safe, knowledgeable, active, and secure in their homes. They include supportive services, social and cultural events, education, legal, and financial assistance, transportation, health and fitness, information and referral and recreation and safety. Triad Tips is offered on the first Wednesday of each month as part of coffee and conversation. Some of the topics of conversation are Car Fit, 911 disability program, operation safety net, financial crimes, scams and fraud.

NORTH SHORE REGIONAL 911 CENTER

Effective this past July 1, 2019 the Essex County Regional Communications Center became the North Shore Regional 911 Center under State 911 control. This center is the primary public safety communications center for the Towns of Topsfield, Wenham, Middleton, Essex, and Amesbury. There is no change to the day to day operations and we all look forward to State 911 enhancing operations and service to the member communities. As a result of this change, the

Town of Topsfield is now receiving these services at no cost to the Town.

NATIONAL PRESCRIPTION DRUG TAKE BACK PROGRAM

TPD has been an active participant in the National Prescription Drug Take Back program for many years. The Drug Take Back program aims to provide a safe and convenient way to dispose of prescription drugs. TPD has a drop off box inside the lobby of the police station and residents are encouraged to utilize it to dispose of prescription drugs. This past year, with the help of the community, TPD turned in 131 pounds of prescription drugs to be destroyed.

ACCREDITATION

Sgt. Neal Hovey

The Topsfield Police Department is among only 86 agencies that are accredited within the Commonwealth of Massachusetts. The Massachusetts Police Accreditation Commission (MPAC) uses Commission on Accreditation for Law Enforcement Standards (CALEA), which are national standards based upon best practices. The standards reflect the best professional practices in police management, administration, operations and support services.

The Accreditation Program consists of the department meeting or exceeding the best professional standards for 326 standards. The Accreditation signifies that the Topsfield Police Department demonstrated its commitment to police excellence by living up to a body of progressive standards to ensure the delivery of police services within the Commonwealth is at the highest level of professionalism and integrity. The benefits of being an accredited police department are vast and include; providing quality assurance, provides a means of an evaluation of the agency's operations, enhances the reputation of the agency and promotes public confidence in it, promotes accountability among agency personnel, provides a basis to correct deficiencies and minimizes an agency's exposure to liability and builds a stronger defense against lawsuits.

TRAINING DIVISION

Sgt. Neal Hovey

The Topsfield Police Departments Training Division conducted more than 154 hours of in-house training for the members of the department during FY 2019 in programs such as Legal Updates, CPR, First Aid, Taser training, suicide prevention, BT- Re-Certifications, Sexual Harassment,

documentation, Bias Based Policing, defensive tactics, Active Shooter and Hostile Events Response (ASHER), Firearms, Use of Force, Stop Stick Training and Regional Active Shooter Training with Boxford Police, Middleton Police, Boxford Fire, Middleton Fire, Topsfield Fire Department and the Essex County Sheriff's Department. The department is very fortunate that many of the members of the department have obtained instructor status in a variety of subject matters from the Massachusetts Municipal Police Training Committee. This allows the department to certify and re-certify the members of the department annually without seeking outside instructors and/or attending outside training to meet the minimum training mandates per year. Some of the subject matters that the members of the department have obtained instructor status in are: Firearms, CPR/First Aid, Legal Updates, Taser's, Less Lethal Shotgun, Use of Force, Active Shooter, Dynamics of Addiction, Effective Interventions with People with Alzheimer's, Youth Issues, Stop Sticks, Witness Identification, Fair and Impartial Policing, Applied Patrol Procedures, Integrating Communications and Tactics, Stress Stigma and Survival, Procedural Justice, Active Shooter and Hostile Event Responses (ASHER), Citizens Response to an Active Shooter and Hostile Event (CRASHE) and Alert, Lockdown, Inform, Counter and Evacuate (ALICE) Training, which is a civilian response training for all organizations.



COMMUNITY NOTIFICATION SYSTEM:

The Topsfield Police Department is sending all Citizens Information Alerts and Advisories through the Essex Regional Alerts is the Town's emergency communication notification system. The Notification system is being provided as part of our commitment to the North Shore Regional 911 Center. Go to www.topsfieldpolice.com to sign up today.

TRAFFIC SAFETY DIVISION

Sgt. James Bonfanti

Since the Topsfield Police Departments Traffic Safety Division was established in 2012, we have strived to increase the visibility of police units and enforcement of traffic laws, while utilizing the technology that is available to us. In 2019, our department conducted a total of 3,069 selective enforcements

at a variety of locations including Pine Street, Camp Meeting Road, Main Street, Central Street, Washington Street and South Main Street. As a result, over 2,200 motor vehicle stops were conducted for various traffic offenses. Our use of the department's traffic monitoring device (speed spy) was increased to collect valuable data that helps us recognized problematic areas that may otherwise go unnoticed. The data can streamline not only roadways that need attention, but also specific days and times that are high volume and high violation time frames. Due to the proactive nature of the Traffic Safety Division and the technology used, our department can take a more direct approach in the way these areas are addressed. As a result, we have seen a decrease in traffic complaints throughout town and a 30 percent decrease in motor vehicle accidents from 2018.

The Topsfield Police Department understands that traffic concerns on roadways and neighborhoods can be an ongoing issue throughout the year. Please feel free to contact our department directly with any comments, questions or concerns.

CRIMINAL INVESTIGATION DIVISION

Capt. Gary Hayward

The Criminal Investigation Division has experienced an increase in fraud and identity theft crimes. Residents were victims of fraud and identify theft and their information was obtained on the internet, phone, and by mail. Elder residents are the most common victims via phone calls from fraudulent callers from the IRS or Social Security Office. Detectives will continue disseminating information to the Topsfield community to decrease the number of victims of these crimes. The perpetrators of fraud and identity theft crimes are extremely difficult to identify. However, Detectives were able to successfully arrest two suspects in a fraudulent business check scheme this year.

Crimes against a person and their property are crimes we investigate aggressively. Our Detective's received an increase in reports of motor vehicle larcenies this year. We will continue to remind residents to not leave any valuables in their vehicles and to keep their vehicles locked. Residential and commercial breaking and entering cases have minimized. Our patrol units are always hyper vigilant for any suspicious activity around residential homes and commercial properties. The objective of the Criminal Investigation Division is to gather information and intelligence from a variety of sources and disseminate the information and intelligence to patrol officers. This objective has proven to be valuable in proactive

policing for crime prevention in our community.

IN CLOSING: FOR THE FINAL TIME

Unfortunately, under Massachusetts law municipal police officers must retire upon attaining the age of 65 which will happen for me in April. This will conclude my 42 years of service in law enforcement as a police officer and Chief of Police in two States, New Hampshire and Massachusetts. It is with a heavy heart that I do so, with new challenges on the horizon for all.

I have always stated that if it wasn't for the overwhelming and never-ending support for the members of our department throughout the year, we would not be able to serve the community with the highest level of professionalism, commitment and dedication that this community deserves. It's your commitment to us that provides the motivation to serve you each day. For that I offer our sincere gratitude.

I want to thank the Board of Selectmen, fellow department heads, town employees and the especially the citizens of Topsfield for having the faith and confidence in me to lead this fine organization for the past 13 years.

I want to say thank you to those who have served under my leadership as well. For they are the dedicated ones that put their lives on the line to protect and serve you each day. You will be missed and will always have my admiration and friendship. I wish you all a safe and happy life.

Now it is time to return to my family, who have sacrificed these many years understanding that too many times the calling of the job took precedence over them. Unfortunately, that is the profession we have chosen to serve, a noble, honorable and extremely rewarding one at that.

For the final time,
Respectfully submitted,
Evan E.J. Haglund, *Chief of Police*

TOPSFIELD POLICE DEPARTMENT 2018 – 2019 STATISTICS

	FY2019	FY2018
Arrests	58	67
Motor Vehicle Enforcements		
Warnings	2,010	1,677
Citations	211	325
Criminal Complaints	94	47
Operating Under the Influence	18	18
MV Accidents	110	164
MV Selective Enforcement	3068	2996
Domestics	19	19
Disturbances	36	15
Noise Complaints	27	59
Assaults (non-sexual)	3	2
Property Damage	19	10
Juvenile Related	18	45
Suspicious Activity	430	470
Medical Aids	524	495
Alarms	305	415
Animal Calls	175	170
Protective Custody	2	4
Building Checks	706	947
Theft of Motor Vehicle	6	15
Larceny from Motor Vehicle	0	0
Unlawful entry of Motor Vehicle	15	10
Larceny from Residence	0	5
Larceny of Bicycle	0	0
Larceny General	9	6
Burglary	4	4
Armed Robbery	0	0
Alcohol Related Incidents (not including OUI)	6	6
Homicide	0	0
Calls for Service	15,698	15,392
Total Calls	21,694	20,012

2019 Police and Fire Rosters

POLICE DEPARTMENT PERSONNEL

FULL-TIME OFFICERS

Chief Evan E.J. Haglund
 Capt. Gary Hayward
 Sgt. Neal Hovey
 Sgt. James Bonfanti
 Off. Shawn Frost
 Off. Joseph DeBernardo
 Det. Kelly Pickering
 Off. Dan Bell
 Det. Brendan Gahagan
 Off. Justin Slattery
 Off. Joseph Levasseur
 Off. Charles Curran
 Off. Eric Giordano

RESERVE OFFICERS

Sgt. John Hayward
 Off. Glenn Walker
 Off. Gary Wildes
 Off. James Gettman
 Off. Christopher Sanborn
 Off. Lawrence Nestor
 Off. James Dunn
 Off. Tyler Dechene
 Off. Timothy Glynn
 Off. David Ricci

SPECIAL POLICE OFFICERS

Off. Kendall Trepanier
 Off. Emmanuel Terrero
 Off. Timothy Campbell

Katherine Jackson, *Executive Assistant*
 Jennifer Davis, *Admin. Assistant/ Records*

FIRE DEPARTMENT PERSONNEL OFFICERS

OFFICERS:

Collins-Brown Jenifer, *Chief of the Department, Emergency Management Director* ** ^
 Moore, Darrell, *Captain* ^
 Ash, Thomas, *Lieutenant* ** ^
 Brown, Conor, *Lieutenant* ** ^
 Wood, Charles, *Lieutenant* *

FIREFIGHTERS:

Ahern, David *	Courtemanche, Roland ^
Harper, Tamara *	Miserandino, Vincent *
Bonaiuto, Michael ** ^	Dalissandro, Nicholas *
Horne, Jeff *	Moore, Scott*
Boyle, John ** ^	Dwinell, Andrew
Looney, Sean *	Richard, Nicole ** ^
Brown, Charles *	Fontaine, Travis *
Matthews, Sheila *	Rioux, Emma*
Connor, Paul ^	Hallinan, Jonathan* **
McLaughlin, Robert *	Winfrey, Scott*

SUPPORT STAFF:

Lemiesz, Susan, *Sr. Administrative Assistant*
 Rizza, Diane, *Administrative Assistant*
 Barrett, Johanna, *Chaplain*
 Medas, Michael Fr., *Chaplain*

** Career

* EMT=Emergency
 Medical Technician

^ EMTP=Paramedic

Fire Department

Friends, the team at the Topsfield Fire Department has completed another year of change, growth, and dedication to their community. I am humbled by your support and look forward to moving the Department forward in a safe and responsible manner.

Several members of the Topsfield Fire Department received commendations for service for their response to the Gas Explosions in the Merrimac Valley. Lt. Conor Brown, Firefighters David Ahern, Travis Fontaine, and Michael Bonaiuto performed under the most difficult of circumstances with dramatically few resources and extremely unstable conditions. They were recognized for their heroism at the Selectman's meeting on October 15, 2018. Firefighters Andrew Dwinell, Jonathan Hallinan, Robert McGlauflin, Sean Looney and Roland Courtemanche were recognized for their service during these explosions for their coverage of the Town of Topsfield.

We have worked with our partners in the Topsfield Police Department to bring Alert, Lockdown, Inform, Counter and Evacuate (ALICE) Training to Town Hall and Library employees. It is a concept developed by years of experience involving active shooter incidents. Anyone wishing to receive this training can contact either of these departments.

We are grateful for the support of the Town of Topsfield and the Selectmen during the replacement of Ambulance 2, which suffered catastrophic failure of its' frame and was not able to be repaired. We looked to neighboring fire departments and private ambulance services for a loaner ambulance and there were none available. Our capital plan listed the replacement of that vehicle at \$240,000. We were able to develop a creative plan in which we were able to replace the vehicle itself for under \$10,000. Topsfield Fire Department is always looking for the most cost effective ways to deliver our services.

We completed a transfer of our municipal fire alarm system to central station monitoring. For well over 20 years, the dispatchers for the Topsfield Fire Department monitored a system of fire alarms that were installed in public and private buildings. We gave owners and managers one year to move to an alarm system monitored by subject matter experts. In the long run, this move saved the Town of Topsfield thousands of dollars in equipment used to monitor these alarms.

"Committed to Community" is not only the motto of the Topsfield Fire Department, but it is the framework that our culture is built upon. When a resident has a problem and they don't know what to do about it, they call the Fire Department. We are an "All Hazards" department. We are primarily made up of your friends and neighbors who live in the Town of Topsfield. Our firefighters live around us and are dedicated to the safety and well-being of the community. Personnel (two firefighters) are on duty at the station each day from 6AM – 6PM only. Working with the Selectmen, both collective bargaining groups were able to negotiate a \$50/night stipend to be available to respond to calls. Three shifts are offered per night for up to 3 staff to say they would be available to respond from their homes. Though this program is an improvement to what we currently have, it does not put staff in the station. There is still a delay as they are responding from their homes to the station for gear and equipment.

We have cautioned our community leaders for many years that the Fire Department continues to struggle to assemble a sufficient number of firefighters to respond to emergencies at night and particularly during peak family vacation times. This is a national trend and not unique to Topsfield. Current management trends for fire departments are to look at planned shift work using call personnel to augment full-time staff. Each year, our emergencies increase in

numbers and in complexity. Topsfield continues to explore all options to provide service to our community at the most cost-efficient manner possible.

Our reliance as a “Call” fire department places our community and our employees at risk. Topsfield’s Selectmen have begun to address this very important staffing issue by working with both collective bargaining units to compensate members for nighttime availability. We have implemented a program to reward personnel who respond at night. It has been met with limited success. We will continue to evaluate its effectiveness moving forward. Staffing at night must be addressed for the safety of our community. I am looking forward to working with all stakeholders to find a creative way to protect our town.

In our constant search for creative funding, the Topsfield Fire Department has applied for grants from Home Depot, Massachusetts Department of Public Safety, FM Global, the Massachusetts Department of Conservation and Recreation and the Federal Emergency Management Agency. We received grants from the Massachusetts Department of Public Safety, FM Global, and The Department of Fire Services.

The Topsfield Fire Department received batteries for installation in smoke detectors and smoke detectors for the hearing impaired. If you are interested in these products, please contact fire headquarters.

This year, Topsfield was fortunate in receiving the following grants:

- The SAFE Grant for elementary school education for \$3,708.00
- The Senior SAFE Grant for fire prevention education to Seniors for \$2,415.00
- A child passenger safety grant for \$2,625
- Energizer Battery Grant for 336 9-volt batteries
- An emergency planning grant for \$2,500

These funds are used for this specific purpose which is a wonderful benefit to our citizens. We continue to aggressively search for grants to subsidize our programs and modernize our firefighting and emergency medical equipment to better meet our community’s needs.

PERSONNEL CHANGES



Captain Darrell Moore retired from our department on January 2, 2019. Darrell came from a family of public servants as his father was the Police Chief in Topsfield. Darrell’s wife Donna is a nurse. His son is a firefighter paramedic for the city of Cambridge

and his daughter is a nurse in a local emergency room. Darrell was appointed to the Topsfield Fire Department in June of 1976 as a Call Firefighter. He was hired as a full-time firefighter in July of 1987. He was promoted to lieutenant on May 28, 1991, and to captain in 2002. Darrell’s wealth of knowledge in fire prevention, and in oil-fired appliances in particular, was extremely helpful to our team. He was a founding member of Local 3250 and was committed to performing the highest level of patient care possible to the residents of the Town of Topsfield. Darrell became the first EMT Intermediate in the Town of Topsfield Fire Department and went on to become a paramedic and impacted hundreds of our patients in a positive way.



Lt. Thomas Ash retired on December 31, 2018. Tom became a Call Firefighter in 2010 and was hired as a full-time firefighter in July of 2015. He had previously been a full-time firefighter for the Town of Boxford for five years. He was promoted to Lieutenant in 2017. He served as president of

Local 3250 and completed the rigorous program to become an EMT Paramedic. Tom’s knowledge of building construction was very helpful to members of the department and he was always willing to share his knowledge with the newer members. Tom and his wife Jane played an active role in our team, and we wish them well in the next phase of their lives.

DEPARTMENTAL CHANGES

Jonathan Hallinan was a Call Firefighter and hired as a full-time Firefighter due to the departmental retirements.

Mike Bonaiuto was a Call Firefighter and hired as a full-time firefighter due to the departmental retirements.

Paul Connor has roots in Topsfield as his grandparents were long-time Topsfield residents. Paul is a Paramedic with a private ambulance service and is looking forward to serving this community.

Sheila Mathews grew up in Topsfield and lives in Danvers. She is an EMT and works for Brooksby Village. We look forward to working with her.

Vin Miserandino is a resident of Topsfield who teaches physical education at St. John's Prep. He has become an EMT and has jumped right into serving the Town as a Call Firefighter.

Emma Rioux is an EMT who joined our department as a Call Firefighter and has since left us in pursuit of a career opportunity.

CONTINUING EDUCATION

Members of the Topsfield Fire Department are committed to life-long learning to offer the best services possible to our Community. Over and above our weekly training, the following firefighters completed additional training:

- John Boyle and Mike Bonaiuto became certified as paramedics after completing the intensive two year program of classroom and practical skills experience.
- Nicholas Dalissandro completed his Associates Degree in Fire Science from North Shore Community College.
- John Boyle completed the Fire Officer I class.
- Lt. Conor Brown continued the pursuit of his bachelor's degree in Fire Service Administration.
- Lt. Conor Brown became certified to the Fire Officer II.
- Fire Department Personnel Listing for FY2019:

REPORT OF THE TOPSFIELD EMERGENCY MANAGEMENT AGENCY

In 2018, we experienced several nor'easters in two weeks with heavy snow and damaging winds with unprecedented rain, wind, snow and power outages. Once again, public safety officials rose to the challenge and worked tirelessly

to keep roads open and emergency services accessible. We completed the arduous process of getting reimbursement for the storms. In this fiscal year, we received and deposited into the general fund \$41,641.32 for protective measures and debris clean up.

All local government employees must be trained in (NIMS) National Incident Management System procedures according to federal regulation.

Our Comprehensive Emergency Plan is a document that we modify each year in different areas as required by the Massachusetts Emergency Management Agency. This document illustrates how Topsfield's emergency agencies would respond to a local emergency or regional disaster. Our Emergency Management Team meets monthly year-round to work together to ensure a consistent and comprehensive approach to emergency management.

The Topsfield Fire Department worked with the Tri-Town School Union and their nurses to train all staff in the "Stop the Bleed" program and implemented bleeding control kits throughout the elementary schools in Topsfield, Boxford and Middleton. The project was truly collaborative and is modeled from the experiences of the brave families and staff of the Sandy Hook Elementary School.

The Topsfield Fair represents the single biggest event held in Town annually. It is a challenge to manage from a public safety perspective because of the number of variables involved in its operation. With funding from NERAC, we held a tabletop training activity including and involving the Topsfield Fair Grounds. The public safety team from the Topsfield Fire Department, Topsfield Police Department, Amerigas, Topsfield Fair and other agencies worked together to plan and respond to an incident outside the immediate grounds involving many injured patients. The 2018 Fair was a busy time for the Topsfield Fire Department. In addition to our usual Town activities, members responded to 205 incidents related to the Fair itself. These incidents included requests for medical assistance (55), motor vehicle lock outs, mulch and trash fires, and inspections (bunk houses, generators, and LPG). We participated in daily security sweeps with our law enforcement partners. Our Emergency Management Team meets regularly with the management of the Topsfield Fair and Dean & Fiesta Shows to ensure a safe Fair.

Emergency Notifications

These are critical notifications of life safety events that may require persons near the event in question to take specific life safety actions. Examples may include evacuating a specific area, refraining from accessing a particular area, shelter-in-place, or lockdown. The specifics of each scenario may be different, so residents are encouraged to read instructions carefully and refer to their local Emergency Management Agency for more information.

Non-emergency Municipal Information

From time to time, local municipalities may choose to distribute non-emergency information relevant to each particular town. Such information may include parking bans, transportation issues, major local events, anticipated traffic disruptions, changes to hours of town services, etc.

Severe Weather Information

The National Weather Service issues watches, warnings, and advisories from time to time. Essex Regional 911 makes many of these pertinent notifications available automatically for all of Essex County by following on Twitter. You can also sign up to receive only the severe “warnings” by subscribing to the “*Essex County MA Severe Weather List*” through the portal. These alerts are delivered via email and text only.

You may also subscribe to the “*Essex County MA Urgent Life Safety Notifications*” list which will not provide severe warnings such as winter storms etc., but will notify you of some alerts which require immediate action for life safety. These are delivered by phone, text, and email. Everyone is encouraged to subscribe to or receive these alerts and notifications.

REPORT OF THE TRAINING COORDINATOR

Lt. Conor Brown, *Training Coordinator*

The members of the Topsfield Fire Department continue to maintain and improve skills to better serve the community. Between July 1, 2018 and June 30, 2019 the Topsfield Fire Department logged 219 separate training courses, all of which accounted for 2447 hours of training. Some of this training took place while on duty and in service, while other sessions were conducted regularly on most Monday nights when the entire department meets to train together. Still other training sessions were conducted at outside locations with outside instruction. The Topsfield Fire Department Training Committee meets monthly and assists in formu-

lating training modules and content for the department based on national standards and recommendations as well as observation and after action review of calls that take place over the course of the year. A significant amount of time and effort went into streamlining the department's fire attack package, testing and implementing different methods of packing and deploying fire hose for fire attack. This effort was done in conjunction with testing of new hose to determine the most ergonomic hose. These practices were implemented with the realistic notion that TFD regularly operates with a day crew half the size of the nationally recommended engine company. The mission of the department remains the same regardless of this fact. The changes will enable firefighters to quickly stretch hoses to a fire and effectively manage them while flowing high volumes of water. Some other areas of focus that were addressed in training were: hoarding conditions in building fires and their specific hazards, fire code updates and compliance training, the annual active shooter drill at Masconomet completed jointly with Tri-Town public safety departments, and annual EMS and HAZMAT recertification. A large part of annual training is dedicated to orienting new hires, bringing them up to speed with expectations and department policy and procedure. We continue to train to protect lives, property, and the environment within the town, adapting as best we can to the constantly changing scope of emergencies.

Public Education

Topsfield Fire Department works closely with Topsfield Police and the administration and staff of all schools in Topsfield. We participate in monthly safety meetings, open discussion time, regular education in the schools regarding fire safety. Regular CPR, first aid and babysitting classes are held throughout the year at the Topsfield Fire Station.

Student Awareness and Fire Education

Work-a-Day – Topsfield Fire Department participates in an annual rite of passage of the sixth graders in the Proctor School. Each year two or three youngsters spend the day learning about one of the greatest jobs in the world. They perform inspections, learn about emergency medicine and get to wash big trucks. The highlight of the day is returning to Steward School to conduct a fire drill; they enjoy being on the enforcement side of the drill!

Explorers

Exploring is an interactive, worksite-based, career education

program of *Learning for Life*, an affiliate of the Boy Scouts of America. Participants in the program are called Explorers and previously Explorer Scouts. The program serves young men and women who are 14 through 20 years old (Explorer Posts). Exploring posts and usually focus on a single career field. Topsfield Explorers train with the fire department

Senior Awareness and Fire Education

Lock Boxes – The Topsfield Fire Department Lockbox Program is designed to allow for firefighters to gain faster access and to limit damage to homes and businesses during emergencies when no one is available or physically able to open the door.

The box itself is a thick steel box that has a locking faceplate on the front of it. This box is mounted to the home in a specific location so that during an emergency, the Fire Department can immediately use the keys locked inside of the box rather than causing damage to the structure in order to gain entry. The only keys to the lock boxes are controlled by the Fire Department.

During an emergency, every second counts! The Fire Department has a number of these boxes available to seniors in town. Please call if you would like one.

Triad – The Essex County Triad is a community safety initiative that focuses on empowering, educating and improving the safety, security and peace of mind of the senior population. The goal is to reduce criminal activity, which targets seniors, provide presentations and activities that will build confidence and improve quality of life and enhance the delivery of public safety services to the senior population. The Topsfield Triad is made up of members of the Topsfield fire and police departments, the Council on Aging, the Essex County Sheriff's Department and members of the community. This year, we as a group, have sponsored a number of initiatives including clutter drop off, *CarFit*, and our time-tested *File of Life* program.

Specialized Community Services

Sharps Drop Off – Topsfield Fire Department participates in a joint effort with the Topsfield and Boxford boards of health to decrease the incidence of used hypodermic syringes in the waste stream. Proper disposal of these items is important for the safety of our trash collectors as well as the general population. Residents with sharps stored in appropriate containers may drop them off in the red col-

lection box outside of the fire station. Replacement sharps containers can be picked up at the fire station at no charge.

CarFit - The CarFit Program is a joint venture between the American Occupational Therapy Association, AAA, and the AARP. CarFit is an educational program that offers older adults the opportunity to check how well their personal vehicles “fit” them.

The CarFit program also provides information and materials on community-specific resources that could enhance their safety as drivers, and/or increase their mobility in the community.

Older drivers are often the safest drivers in that they are more likely to wear their seat belts, and less likely to speed or drink and drive. However, older drivers are more likely to be killed or seriously injured when a crash does occur due to the greater fragility of their aging bodies.

Driver safety programs improve adult driver safety by addressing cognitive abilities and skills, however, older drivers can also improve their safety by ensuring their cars are properly adjusted for them. A proper fit in one's car can greatly increase not only the driver's safety but also the safety of others

Topsfield Fire Department is fortunate to have a licensed occupational therapist who has been trained in the CarFit program. Seniors can call the fire station to schedule their evaluation.

Child passenger safety seats – We continue to install and inspect child passenger safety seats for families from all over the North Shore and southern New Hampshire. Motor vehicle injuries are a leading cause of death among children in the United States. But many of these deaths can be prevented. Buckling children in age and size appropriate seats, booster seats, and seat belts reduces serious and fatal injuries by more than half.

Safety Net – The Topsfield Fire Department developed a county-wide response plan to find missing persons using the Safety Net Technology. Caring for a loved one who wanders is a considerable responsibility. Nothing is more frightening than the thought of a loved one with autism, Alzheimer's, or other cognitive impairment becoming lost. Proven SafetyNet Tracking™ Systems technology

helps public safety agencies quickly find and bring your loved ones home. It provides you with additional protection and peace of mind to keep your loved one safe. Topsfield Fire Department is proud to offer this service to our community to provide a tool in keeping our residents safe in their homes.

REPORT OF THE FIRE PREVENTION OFFICER

The Topsfield Fire Department has taken a proactive role in the education of our residents and businesses in the area of fire prevention. Fire prevention is one of the most unrecognized roles in which the public sees the Fire Department perform, but it's one of the most important. The Department places a high priority on fire prevention. All full-time staff have obtained State Credentialing at the Fire Prevention Officer Basic and attend regular code enforcement classes. As part of the department's comprehensive approach to fire and life safety, fire prevention plays a major role in preventing injuries and death.

Looking through the years, major changes in fire prevention laws have been preceded by a large loss of life fire or tragedy. Annual inspections are completed to all businesses. Quarterly inspections and fire drills are held at all schools in the Town as well as the local skilled nursing facility. We strive to promote cooperation and information sharing between our citizens, the business community, contractors, and the Massachusetts State Fire Marshal's Office. This collaboration puts the safety of our citizens and our Firefighters in the forefront with the most current standards.

New development in commercial and residential properties continues within the Town. Through inspections, enforcement of fire codes, construction plan reviews, fire investigations, issuing of permits, and fire education programs, there has been an intensive involvement of the Topsfield Fire Department in our Town. Commercial and large residential construction projects require many steps including site plan review. This considers requirements such as apparatus access, water supply, exposure to other structures, type of occupancy, etc. That is followed by meetings with fire protection engineers to discuss fire alarm, fire suppression and fire alarm connections and the issuing of proper permits in conjunction with the building inspector. Once the project is started, on-site inspections are required to keep track of progress and ensure adherence to codes. A certificate of occupancy is issued by the

building inspector once all final inspections are completed.

The adoption of a model code sets the stage for a code that is adaptable to new technologies and emerging trends, while also being easily maintained going forward. It taps into the depth and expertise of the National Fire Protection Association's (NFPA) voluntary consensus code development process. One example of this is the stronger, more comprehensive, chemical process safety provisions in NFPA 1 than those initially adopted by the Board of Fire Prevention Regulations in the wake of incidents including the 2006 Danvers chemical plant explosion.

The Topsfield Fire Department was awarded a grant from the Department of Public Health to install smoke detectors free of charge in the homes of senior citizens. Several residents have benefited from this program. Contact the fire department if you would like to have your home assessed.

During this fiscal year, the Topsfield Fire Department responded to several fires which resulted in approximately \$738,000 in damages. Cause and origin of the fires varied. We would like to thank our colleagues at the Massachusetts State Fire Marshal's Office for their assistance in investigating a number of incidents.

We performed 671 Inspections this year including:

Walk through for 26 F and	
Smoke Detectors for 26 F 1/2	103
Annual Building Inspections	144
Lockdown, School and Bus Evacuation Drills	6
Common Victaller Inspection	10
Fire Drills.....	9
LPG Inspection	173
Oil Tanks and new oil lines	18
Oil Tank Removal	21
Oil Burner Installation	35
Final Smoke Detector Inspections	34
Other inspections	118

Incidents:

Fire	105
Medical Aid	723
Haz-Mat	80
Inspections/Service Calls and other	1,191
Good Intent	63
Fire/Sprinkler Alarm System Activations	170

The Topsfield Fire Department actively participates in the Student Awareness of Fire Education (SAFE) Program and the Senior SAFE Program. Educators review age appropriate strategies for fire safety throughout the school year. Students tour the fire station during field trips related to “community helpers”. The third grade participated for the fourth time, in a written evaluation of the program. Scores obtained this year will help set goals for next year’s program with the ultimate goal to have our children learn fire and injury prevention techniques to become safer adults. We have done training with seniors on fire and fall prevention, fire extinguisher training, and education and distribution of carbon monoxide detectors and night lights to participating seniors. During this fiscal year, the Topsfield Fire Department issued 730 permits, depositing \$25,985.00 in the General Fund of the Town.

EMERGENCY MEDICAL SERVICES ANNUAL REPORT

John Boyle, *EMS Coordinator*

The Topsfield Fire Department remains committed to providing our community with the highest level of pre-hospital care that is available. During the reporting period of July 1, 2018, through June 30, 2019, members of the Topsfield Fire Department responded to numerous requests for medical assistance. During that time, there were 723 requests for medical assistance. In addition to the calls for service, Topsfield firefighters continued to complete advanced training, specialty certification, as well as maintain their required certification. Emergency medical services in Topsfield are monitored by a Department of Public Health Approved Service Zone Plan. Due to night time staffing, we have not been able to meet our standards for response time of less than six minutes ninety percent of the time. Our lack of a guaranteed response and extended response time due to the unmanned station delay patient care that could lead to an adverse outcome.

The Topsfield Fire Department remains committed to injury prevention. The department has participated in several prevention programs. The Topsfield Fire Department inspected and installed 179 child safety seats during this reporting period. The department also continues to work closely with local Visiting Nurses Associations, the Council on Aging, the Topsfield Housing Authority, and Elder Services, to help ensure that our elderly residents are safe in their living environments.

The Topsfield Fire Department continues as a licensed ambulance service at the paramedic level. All residents and visitors to the Town of Topsfield are able to receive the highest level of pre-hospital care beginning in their home or place of work. Patients suffering from a large variety of medical conditions, including diabetic emergencies, drug overdoses, seizures, allergic reactions, and respiratory distress, will benefit from the ability of the Topsfield Fire Department Paramedics and the care that they can provide. Members of the Topsfield Fire Department continue to participate in training to ensure proficiency of skills and to receive instruction on state-of-the-art evaluation and treatment techniques, as well as changes to existing treatment protocols. We know, without question, that people’s lives have been saved by the tremendous efforts of our Topsfield firefighters.

Due to the increase in medical emergencies, the Topsfield Fire Department generated \$120,628.05 in revenue from 149 ambulance transports. All ambulance fees are returned to the Town of Topsfield’s General Fund.

The Emergency Medical Services branch of our department participates in in-house and regional quality improvement programs. Several members of our department provide training and instruction to other organizations due to their training and expertise.

The Topsfield Fire Department remains committed to quality service to their community. To that end, an online customer satisfaction survey is now available on our website at www.topsfieldfire.com.

Respectfully submitted,

Chief Jenifer Collins-Brown, *MS, EMT-P, I/C*

Inspectional Services

The Inspectional Services Department is dedicated to administering and enforcing the public safety codes of the Commonwealth of Massachusetts with respect to all building and structures within the Town of Topsfield in a professional, uniform and consistent manner.

Respectfully submitted,

Glenn Clohecy, *Inspector of Buildings*
 John Thompson, *Electrical Inspector*
 Stanley Kulacz, *Plumbing/Gas Inspector*

FY/18 REPORT OF THE INSPECTOR OF BUILDINGS		
Total Building Permits Issued	339	
Total Fees		\$ 677,122.00
Waived Fees (Public Buildings)		\$ 509,245.00
Total Fees Collected		\$ 167,877.00
Total Sheet Metal Permits Issued	18	\$ 2,115.00
Waived Fees (Public Buildings)		\$ 150.00
Total Fees Collected		\$ 1,965.00
FY/18 REPORT OF THE ELECTRICAL INSPECTOR		
Total Electrical Permits Issued	273	
Total Fees		\$131,554.00
Waived Fees (Public Buildings)		\$101,825.00
Total Fees Collected		\$ 29,729.00
FY/18 REPORT OF THE GAS/PLUMBING INSPECTOR		
Total Gas Permits Issued	126	
Total Fees		\$ 11,460.00
Waived Fees (Public Buildings)		\$ 440.00
Total Fees Collected		\$ 11,020.00
Total Plumbing Permits Issued	157	
Total Fees		\$ 15,397.00
Waived Fees (Public Buildings)		\$ 440.00
Total Fees Collected		\$ 14,957.00

Board of Road Commissioners

Having ended the previous year with a budget surplus, the Highway Department planned to keep expenditures under control while making significant improvements in the downtown infrastructure although the hoped for “Complete Streets” funding did not materialize. Improvements to the downtown sidewalks were planned using our normal sources of funds with the paving of Main Street put off until the next fiscal year. This work was supportive of Town revitalization efforts, and residents were pleasantly surprised by the results.

Also, because of work beginning on a new water treatment plant, the Highway Department was closely involved with the routing of water lines and other issues. By closely cooperating with the Water Department, the new structures were installed with minimum impact on residents and with costs within the budget.

ROAD AND SIDEWALK PROGRAMS

Early paving started with Asbury Street, Willowdale Road, and Ipswich Road. In June, potholes and drainage structures were repaired while July involved work on Averill Street, Perkins Row, and Howlett Street, much of this due to support of the new water treatment plant project. Over the summer there was also drainage work including Aaron Drive and Main Street.

The work on Main Street began with drainage repairs followed by the sidewalk project beginning in October with completion in December with the exception of some landscaping that was accomplished the following spring. Fall and winter paving included work on the entrance to Candlewood Drive and a small section of Bare Hill Road as well as repairs to potholes and signage.

VEHICLES

A new dump truck was purchased to replace a truck lost to fire, and the chassis arrived in October. An old sander from the damaged truck was installed in November prior to the snow and ice season. Also, Superintendent Bond arranged for the lease of a plow truck as had been done in the prior year which would be billed only if it were used during the snow and ice season. The Road Commissioners supported this cost-saving back-up plan.

The FY2020, the Highway Department capital plan approved by the Town included a new loader.

OTHER

The winter and spring work included brush mowing on the rail trail, cleaning up downed trees after March wind storms, and the usual pothole repairs. Additional items included work at 279 Boston Street to connect water and sprinkler lines to the DPW and Water Treatment Plant buildings. Plans were made to pave, loam, and seed the property in the coming year.

SUMMARY

As always, the Department is grateful for the support and cooperation of all the town departments for their assistance in making our efforts successful.

Respectfully submitted,

Philip Knowles – *Chairman*

Boyd Jackson – *Member*

Joseph Gibbons – *Clerk*

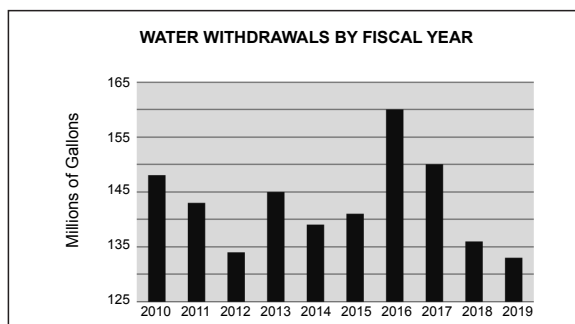
David Bond – *Highway Superintendent*

Water Commissioners

WATER QUANTITY

One hundred thirty-three million gallons of water was withdrawn from our two well fields during FY2019. One hundred eight million gallons were taken from North Street and the remainder from Perkins Row.

Mandatory water restrictions were implemented during the summer of 2018 due to low Ipswich River stream flow. Restrictions were not implemented during the summer of 2019.



WATER QUALITY

Manganese levels at both sources were well below levels set by the Massachusetts Department of Environmental Protection for much of the year. Water quality throughout the system rapidly improved once the treatment plant went online in the spring of 2019. From the day of opening the plant has been producing high quality water with manganese concentrations below detectable limits. Multiple rounds of testing have shown similar results in the distribution system. The addition of the aeration process has improved our corrosion control process. For the first time ever, our 90th percentile lead concentration in home tap water is below detectable limits. These homes were first tested in the early 1990s.

SYSTEM IMPROVEMENTS

Construction of the water treatment continued through most of FY2019 and the plant opened in March 2019. Completion of the project now allows much greater use of our Perkins Row source which had been limited to 3 hours per day to keep manganese levels down. It is now running at least eight, sometimes sixteen hours per day. The installation of an altitude valve at the Boston Street storage tank, combined with greater use of Perkins Row, allows for a wider storage tank operating range which increases turnover in the tanks and improves overall water quality.

BILLING, RATES AND CONSERVATION

Water rates increased once again as budget capacity is increased to meet bond payments for the treatment plant and water main improvements.

Rate Item	FY2018	FY2019
Tier 1 (0-12,000 gallons quarterly)	10.45	13.20
Tier 2 (12,001-24,000 gallons quarterly)	12.40	15.60
Tier 3 (>24,000 gallons quarterly)	17.50	22.00
Base fee per quarter	\$22.50	\$22.50

BOARD COMPOSITION

The Board was comprised of Philip Knowles as chairman; Richard Stone as clerk; and Mark Gallagher as member.

RECOGNITION

We would also like to thank all of the Town officials and departments for their support, with special thanks to our staff, who works every day to keep our water pure and safe.

In addition, special thanks to the Highway Department for their continuing help in operations and cooperation in completing water main related paving projects. Thanks also to the Finance Committee and the Board of Selectmen for their support.

INFORMATION – BOARD MEETINGS

If you have any questions or comments, the Water Department is located at the Public Works Building, 279 Boston Street, and is open from 7:00 A.M. to 3:30 P.M. Monday through Friday. Our regular monthly meetings are held on the second Wednesday of the month at 7:30 A.M. at the Public Works Building. Rate hearings are typically held in June. Visitors are always welcome.

Respectfully submitted,

Phil Knowles, *Chairman*

Elementary School Committee

SCHOOL COMMITTEE

Charise Nulsen, *Chair*..... Term Expires 2021
 Meredith Sokolowski, *Vice Chair*...Term Expires 2020
 Andrew Prazar..... Term Expires 2022
 Gus Serino..... Term Expires 2022
 Shawn Malloy.....Term Expires 2020

LEADERSHIP TEAM

School Superintendent Dr. Scott Morrison
 Assistant Superintendent
 of Operations Steven Greenberg
 Assistant Superintendent
 of Student Support Services Matthew LaCava
 Director of Curriculum..... Christine Elliott
 Director of Educational
 TechnologySteve Guditus
 Director of Facilities..... Stephen Clifford
 Director of Human Resources ... Brian Middleton-Cox
 Principal, Proctor School Sarah O'Leary
 Principal, Steward School.....Carroll Willa

TRI-TOWN SCHOOL UNION VISION STATEMENT

The Tri-Town School Union believes in nurturing a dynamic learning environment where creative thinkers and innovative problem- solvers develop the empathy, resilience, perseverance, self-management, and kindness needed to positively impact the world.

In June, 2018, the Topsfield Elementary School Committee voted to adopt the following three year goals in line with the Tri-Town School Union Vision Statement.

2018-2021 SCHOOL COMMITTEE STATEMENTS OF GOALS AND INTENTIONS

Our Commitment to Our Educational Program

The School Committee will work to develop, explore, approve and support educational policy that re-imagines the delivery of elementary education, with the goal of creating a foundation for students that will make them more resilient, socially intelligent, empathetic, and self-aware and prepare them for life and work in the 21st century.

Toward these ends, the School Committee will:

1. Prioritize students, student learning and student experience first in all things.
2. Encourage and support the solicitation of input from students to create a culture of learning for them that inspires, excites and motivates them.
3. Encourage and support the solicitation of input from teachers in all stages of educational program development.
4. Support and promote social-emotional learning programs as core teaching and learning practices in the Topsfield Elementary Schools. Work with administration to integrate these skills as a critical proactive component to school safety planning.
5. Work with administration and staff to identify and adopt innovative learning programs focused on developing collaborative skills, critical reasoning, and creative problem solving skills and a growth mindset in our students.
6. Provide age-appropriate and equitable access to technology that keeps pace with technological advances.

7. Undertake a formal evaluation of Topsfield's ability to offer 5-day kindergarten tuition free for all students.
8. Work with administration and staff to identify and integrate service-learning into our educational program.
9. Work with the administration to enhance the nutritional quality of food served in the schools and the cafeteria and lunch experience for all students.

Our Commitment to Family and Community Attention

The School Committee will develop an annual communication strategy across a variety of media that substantially improves community awareness and support of our educational and social programs and our vision for students and student learning.

Toward these ends, the School Committee will:

1. Support the development of a new website and mobile app to streamline communication between the Topsfield Elementary Schools, Tri-Town School Union and students and families.
2. Develop and implement a proactive and positive strategy for use of social media that will provide timely and relevant information to the community, while staying within MASC guidelines.
3. Establish community partnerships that create additional useful and relevant learning experiences for our students beyond the curricula delivered by teachers.
4. Work with the administration to create an inspiring culture for teachers and staff in which creativity and innovation are encouraged.

Our Standards for Leadership and Governance

The School Committee will work to provide continuity, leadership and support to the Tri-Town Union Superintendent for the implementation of and adherence to Topsfield Elementary School policy, while providing useful and important information and transparency to the Topsfield community at-large.

Toward these ends, the School Committee will:

1. Develop a "New Member Guide" and orientation for new school committee members to facilitate their transition onto the committee.

2. Undertake regular policy reviews to ensure that Topsfield policies align with those of the Tri-Town School Union and Massachusetts Association of School Committees (MASC). Policy will be made available and easily accessible to the public online.
3. Engage the greater community in robust conversation about status and important challenges and opportunities through a much more consistent, compelling and wider distribution of communications than has been practice in the past.
4. Ask each School Committee member to commit to attend at least one other Town committee meeting per year.

Our Standards for Finance and Asset Management

The School Committee will provide clear and consistent guidance for the development of a sustainable and long-term Topsfield Elementary School budget that allows for innovation, growth and development of educational programs, improvements to facilities, updates to technology, and early attention to future capital needs.

Toward these ends, the School Committee will:

1. Proactively communicate budgetary needs and strategy consistent with its vision for student learning with Town boards and the larger community on a year-round basis.
2. Develop financial plans to forecast future budgetary guidelines and needs consistent with its vision. Where possible, the financial plan will also endeavor to align the Topsfield Elementary School budget with the shared vision of the Tri-Town School Union.
3. Support the implementation of a state-of-the-art computerized Student Information Management System .

CURRICULUM AND PROFESSIONAL DEVELOPMENT

Curriculum

The Topsfield Elementary Schools maintain a website that contains detailed information about our ongoing initiatives in curriculum, instruction and professional development: <https://www.tritownschoollunion.com/central-office/curriculum>. There were no new district-wide curriculum adoptions during the 2018-2019 school year. The focus was on continuing efforts to strive towards the district vision: The Tri-Town School Union believes in nurturing a dynamic learning environment where creative thinkers and

innovative problem-solvers develop the empathy, resilience, perseverance, self-management, and kindness needed to positively impact the world.

The primary focus was on exploring innovative teaching practices such as project-based learning, incorporating instruction related to the social-emotional learning competencies; growth mindset, self-efficacy, social awareness, and self-management, and improving inclusive practices for all Topsfield students.

PROFESSIONAL DEVELOPMENT

Professional development is an investment in our educators to help give them the skills and tools to deliver the best service possible to our students. Educators participated in a variety of professional development courses during the year. Below is a list of the in-district courses offered.

Graduate Level Courses:

- Social and Emotional Learning in the Classroom
- Project-Based Learning (PBL 101)
- Strategies to Engage and Equip All Learners
- RETELL SEI Teacher Endorsement

In addition to courses, teachers have been engaged in various workshops and projects to improve and enhance their professional skills, ultimately improving outcomes and experiences for students. The following describes many of the key workshops aligned to the district vision offered during the past year.

Workshops/Projects:

Innovative Teaching:

- Using Seesaw Across the Early Elementary Curriculum to Increase Student Engagement and Parent Communication
- ASSISTments
- Learning with Lego We Do 2.0
- Art in the Dark: A Steam Exploration in the Elementary Classroom
- Breakout EDU
- Flipped Math
- PBL In Action
- Picturing Writing, Fostering Literacy through Art
- Sharing Design 39
- Going Global! Mystery Location Skypes/Hangouts in the Elementary Classroom
- Brain Pop Jr.: More than Just Movies

- If You Build It They Will Come
- Design Thinking in the 2nd grade classroom
- Promoting Student Engagement
- Designing an Innovative Curriculum (Teacher to Teacher Project)
- Environmental Literacy Field Day (Teacher to Teacher Project)
- Environmental Literacy PBL (Teacher to Teacher Project)
- Google Certification Educator Academy Level 2
- Google Slides Master Class
- Google Essentials for Teachers Series - Google Drive
- Connecting Math Workshop to Math in Focus (Grades 3-6)
- It's Time to Build a PBL Unit
- Creating Choice Boards
- Become the Superintendent of Your Classroom!
- Google Essentials for Teachers Series - Chrome Organization (Tech)
- Introducing the Tinker Lab: How to host a makerspace in your own classroom!
- Making Thinking Visible

Social Emotional Learning:

- An Introduction to Social-Emotional Learning
- Mathematical Mindset: Promoting a Growth Mindset in the Math Classroom
- Emotional Regulation and your class: Societal Stress Barometer
- Mindful, Not Mind Full
- Supporting Students with Anxiety in the Classroom
- Supporting Students with Challenging Behavior
- Building a Bridge to Social Emotional Learning Through Multiple Intelligences
- Emotional Regulation and your class: Societal Stress Barometer
- Integrating Social Development Skills and Content
- Social Skills Mini Lessons
- Relationship, Responsibility, and Regulation: Trauma-Invested Practices for Fostering Resilient Learners Book Group
- Developing Social Thinking Vocabulary and Concepts
- Strategies in Teaching and Supporting Students with Anxiety

Inclusive Practices:

- Collaborating and Planning in a Co-Teach Model
- Designing an Accommodating Classroom
- Universal Design for Learning (UDL)
- The Inclusive Classroom: Accommodations, Modifications, and Specially Designed Instruction

- Why Inclusion Works for ALL
- Inclusive Practices through a Co-Teaching Model
- Co-Teaching - The 6 Styles of Co-Teaching
- Introduction to UDL (Virtual Presentation from CAST)
- Summer Teacher-to-Teacher Project for Co-Teaching Teams
- Cultural Awareness & Culturally Responsive Teaching

NEXT GENERATION MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM (MCAS)

The Next Generation MCAS is an updated version of the nearly 20-year old MCAS Assessment which is designed to be administered on a computer. This exam was first administered in the spring of 2017 in grades 3-8 in English/Language Arts and Mathematics. It is important to note that 2017 is considered a baseline year for this new assessment as results from this year are not comparable to the legacy MCAS exam.

Detailed information about our district's performance under the federal Elementary and Secondary Education Act (ESEA) can be found on the Massachusetts Department of Elementary and Secondary Education website, which can be accessed directly at: <http://profiles.doe.mass.edu/accountability/report/district.aspx?linkid=30&orgcode=02980000&orgtypecode=5&>

Detailed information about our district's performance in ELA, Math and Science can be viewed on the Department of Elementary and Secondary Education (DESE) website: http://profiles.doe.mass.edu/mcas/achievement_level.aspx?linkid=32&orgcode=02980000&orgtypecode=5&

EDUCATIONAL TECHNOLOGY: INNOVATION AND CRITICAL THINKING

The Topsfield Public Schools and Tri-Town School Union are preparing our students for their future, for a global world and society, and for jobs that have not yet been created. In the classroom, technology is now integrated as part of regular learning and teaching in the classroom. Technology integration is based on effective pedagogy and instructional techniques. Teachers are expected to regularly integrate technology to leverage students' critical thinking and learning; students are regularly learning and developing their digital literacy, communication and collaboration skills with the assistance of technology. Technology is integrated into our teaching and learning mindfully and with purpose and fidelity: it enhances effective teaching and instructional practices, increases student learning and promotes innovative thinking and creativity.

Integrating technology is crucial to meet the demands of our present educational model. Educators work closely with digital learning specialists, curriculum coordinators, and principals to build teacher capacity and effective integration into instruction and learning opportunities, and take advantage of teachable moments using technology. This process takes time, and through focus and effort, we have moved our schools to a crucial point: where the demand has started to outpace the supply of devices, and technological developments has started to outpace our instructional learning plans. We have encouraged, promoted and asked our teachers to use technology, and they continue to rise to the occasion. Our continued goal is to increase the integration of technology to which students and teachers have regular access, and also to replace technology that is aging out so we can sustain and grow how we integrate technology effectively and regularly into the classroom.

As our technology investment grows, so too does our Information Technology (IT) infrastructure needs. This means that a future investment in our IT staff and infrastructure accordingly, to ensure that existing devices work effectively, and that we strategically plan for future needs. As teachers and students have more access to devices, we must support our building principals, digital learning specialists, information technology specialists as they support teaching in using technology as a regular part of daily classroom instruction, teaching and learning. Technology is now viewed and utilized as a regular utility that must work effectively and reliably. As a result, this investment must be maintained to ensure the smooth operation of our increasingly technology-based learning and functionality in our schools. This is true across Topsfield, Tri-Town School Union, as well as Massachusetts.

STUDENT SUPPORT SERVICES

With the overall goal of providing all students an educational environment that supports and allows them to reach their full potential, the student services department continues to solidify and grow the service delivery model that is in place in each of our buildings. This includes extensive professional development, increased behavioral and social/emotional support for students, and program development based on the best practices for students with low incidence disabilities. Over the course of the past several years, the district has been able to support students with a range of needs by adapting and developing programming.

As of December 1, 2019, there were 123 students in the Topsfield Elementary Schools, grades Pre-Kindergarten through grade 6 identified as eligible for special education; this represents a slight increase in eligibility from the reporting period last year. Over the past 4 years, our Dec. 1st special education student headcount has been between 109-123.

As a district, we have made the commitment to prepare our students both as learners and as citizens. We continue to support current programming and develop new programming to support all students develop competencies in the area of Social Awareness, Self-Efficacy, Growth Mindset and Self-Management. We are excited to be taking the next step towards supporting our students SEL growth. We embarked on our first data collection survey with students grades 3 - 12 at the end of last school year. Overview results (general trends and overview totals) of that survey with the School Committees throughout the 19/20 school year. As part of the survey product (Panorama Education) we have been able to set up accounts for all of our teachers to access the "Playbook" portion of their website. The Playbook includes hundreds of SEL lessons, ranging from Grit, to Growth Mindset to Self-Efficacy. The lessons come from some of the most well-known and utilized educational companies including Open Circle, Second Step and Transforming Education Toolkits. They also have lessons that have been submitted by educators that go through their review and vetting process before they are included in Playbook. We are excited to have begun the data driven process of assessing students social/emotional growth while providing teachers with support to teach these skills.

The Special Education PAC continues to be a strong committee across the Tri-Town. The Special Education PAC Board is comprised of a parent from each of our three towns and from across the grades, PK-12. The elementary and Masconomet SEPACs merged several years ago and have offered programs to interest parents from all grade levels. The TTSEPAC has its own website: www.tritownSEPAC.org. In addition to open meetings throughout the year, the SEPAC board meets with district administrators throughout the year as well to serve in an advisory capacity. SEPAC has continued a grant program for the teachers and staff, and continued to bring in speakers and run programs to help support the parents of the Tri-Town. They plan to run an annual end of year "Carnival" as a fundraiser.

FINANCE AND ASSET MANAGEMENT

Steward and Proctor Building Envelope Projects

The Steward and Proctor building envelope projects have been completed and we are in the process of completing final close out with the Massachusetts School Building Authority

School Nutrition Program

This school year, the three elementary school districts are in year two, of a three-year contract, with Whitson Culinary Group for our school nutrition management services. Our continued goal is to increase the percentage of student participation in the program. We want a program that gets students excited about school lunch by delivering fresh produce, in-house (or scratch cooking), and integration with the educational culture of the elementary schools.

Fiscal Management

The school committee is comprised of five elected town members. The goal of the School Committee is to continue to provide a high-quality education within a fiscally responsible managed budget. The budget process begins in late fall that includes the Finance Committee's presentation to the Elementary School Committee of budget guidelines and ends in the spring with the School Committee's approval of a budget that is submitted to the Finance Committee and Board of Selectmen to be voted as part of Topsfield's operating budget at Town Meeting in May. Increasing costs associated with elementary school operations including school transportation, utilities, special education, building maintenance, contractual salary increases, and unfunded state mandates must be addressed each and every year.

The following general guidelines are used in preparing the budget:

- Preserve excellence in curriculum and instruction.
- Maintain a safe and secure environment and infrastructure.
- Maintain the rate of budget growth at a responsible level.

(Budget Summary chart located next page.)

Budget Summary	Actual Expenses and Approved Budgets		
	FY19 Approved Budget	FY19 Actual	FY120 Approved Budget
Salaries	7,418,385	6,395,175	7,623,742
Professional Development	79,664	76,532	115,763
Admin, Educational, & Support Supplies/Materials/ Equipment/Services	367,282	366,047	417,505
In District Special Education Services (Non Salary - DW Only)	71,505	96,389	94,905
Transportation (Regular & Sp. Ed.)	312,998	316,452	366,665
Utilities	200,359	199,326	216,652
Facilities	213,906	261,984	216,937
Insurance (Beneficial & Non-Beneficial)	21,000	22,330	21,000
Special Education Out of District Tuition	365,122	360,717	435,948
Total Operating Budget	9,050,220	8,094,952	9,509,117
Less: Applied Income	942,149		595,887
Total Local Appropriation Expenses	8,108,071	8,094,952	8,913,230

Support for the Topsfield Elementary Schools

Our program offerings at Steward and Proctor would look very different without the support of the following organizations:

TESPTO

Topsfield Elementary Schools Parent Teacher Organization (TESPTO) is an independent, non-profit organization comprised of parents, teachers, and administrators. Our goal is to provide high quality education enrichment, field trips (including bus cost) and grants which seek and encourage new avenues of improving the programs offered to the Topsfield elementary school children. This year we have funded some tremendous programs, field trips and grants including Teacher Collaborative Spaces in both Proctor and Steward, professional development opportunities for our teachers and administration, alternative seating options and fine motor development supplies for our classrooms, sewing machines and carving tools for the CLIC, 3D printers, and an outdoor teaching learning space totaling over \$110,000. We offer a variety of fundraising opportunities throughout the year in order to allow us to continue funding the wonderful programs at our schools and supporting our amazing teachers, while also bringing our community together for fun family events such as rock painting, game

night and bingo. We couldn't do this without the help of our dedicated volunteers and generous community donations. Thank you. topsfieldpto.org.

TEF

Topsfield Educational Foundation (TEF) is a private, non-profit group founded to help facilitate the best educational experience possible for both the Proctor and Steward Schools. TEF is supported through generous donations from families, businesses, and foundations. TEF plays a significant role in the enrichment of our elementary students. TEF helps fund technology, theater, art, science, physical fitness, classroom resources, and many other areas. TEF also educates and informs the community about important issues that affect the educational integrity of our schools. TEF often sponsors pilot programs for small initiatives proposed each year through grant requests. More information about TEF can be located at www.topsfieldeducationalfoundation.org

GREEN Topsfield

Green Topsfield is a school & community network with a mission to promote consistent sustainable practices and environmental literacy. Student environmental clubs (the "Young Earth Savers at Steward" and the "Proctor Planet

Protectors”) help to ensure existing programs such as cafeteria composting and garden projects are maintained, and advance new initiatives based on the club-members’ areas of interest and the schools’ needs. This year, for example, a new Intergenerational Garden was installed between Proctor School and the Council on Aging at Town Hall in collaboration with the Health and Wellness Committee. GREEN Topsfield is also working with the Tri-Town Union Environmental Literacy Committee (ELC) to identify and innovate best practices to scale across the Tri-Town elementary schools. This year, the ELC committee created grade-level “themes” related to environmental education, with driving questions and resources that support teachers in linking relevant curriculum to Project Based Learning opportunities for students to make connections with real-world impact on the environment. With private grants and the support of TEF, GREEN Topsfield also ensures that Audubon programs and Change Is Simple continue to provide interactive enrichment programs throughout the year at each school.

CLOSING STATEMENT

The Topsfield School Committee is challenged with maximizing our students’ learning experience and development in an environment of fiscal constraints, budget realities, and state mandates. This could not be achieved without the continued support of the entire Topsfield community.

Specifically, the School Committee would like to thank:

- Our dedicated and talented educators for their relentless focus on individual student development;
- Superintendent Dr. Scott Morrison and the entire Central Office team for their leadership, guidance, and diligence in stretching the taxpayers’ investment in education;
- TESPTO, TEF, GREEN Topsfield, and Tri-Town Council for their generous and continued support enhancing the learning experience of our students; and
- Our highly involved parent community, as well as residents without children in elementary school, for their commitment to making education a collective priority.

We highly value the reputation and achievements of our schools. Topsfield has a well-deserved reputation for our students’ exceptional educational experience – a testament to our educators, administrators and community. Each

student’s success is critical to our continued community’s success. They hold the potential of our future social and civic vibrancy. As a school committee, this is a responsibility we take seriously.

Respectfully submitted,

Charise Rohm Nulsen, *Chair*
 Meredith Sokolowski, *Vice Chair*
 Andrew Prazar
 Gus Serino
 Shawn Malloy

Masconomet School Committee

INTRODUCTION

The Masconomet Regional School District (“Masco”) is thankful for the substantial and continuing support we have been given from residents and taxpayers across Middleton, Boxford, and Topsfield, regardless of whether they have children in the school system or not. We firmly believe that our school district is a community asset, with “quality of schools” commonly mentioned by those looking to buy homes in one of our three towns. We understand that Masco is a community center for the Tri Towns, and as such, continued community involvement is key in keeping and improving upon the quality school district that all of us have come to expect, that our children deserve, and know that ultimately we grow stronger as a community due to this partnership.

HIGHLIGHTS

On May 31, 267 seniors graduated, an achievement of which many members of the Masconomet community (students, parents & guardians, faculty, and administration) can all be proud.

95% of the graduating seniors went on to 2 or 4-year colleges (1.4% to other schooling and 1.5% to employment).

Masco offered 19 College Board Advanced Placement Exams. 186 students took 329 exams with 90% scoring 3 or better (5-point scale).

Enrollment across the Middle and High Schools per town as of October 1, 2018:

Boxford	676
Middleton	631
Topsfield	471
Total	1778

SCHOOL COMMITTEE

Much of the 2018/2019 year was spent searching for our next leaders, as prompted by the news of Kevin Lyons’ and Susan Givens’ departures. A superintendent search was convened in the fall, and culminated in the successful hiring of Dr. Michael Harvey, previously superintendent of Hamilton-Wenham (HW). Once his hiring was complete, the search began for a new Assistant Superintendent of Finance and Operations, resulting in the hiring of Jeff Sands, who had previously held this position in HW. Dr. Dorothy Flaherty, Middle School principal, moved on to a position as director of curriculum in Beverly, and thus her position was filled on an interim basis by Jim Dillon, a long-time middle school science teacher at Masco.

Sports fees were examined as part of a 3-year cycle. While prices went up to the families, the percentage they were paying decreased from 60% to 55%.

The teachers’ contract was successfully negotiated. Many other groups were negotiated as well, including administrators and secretaries.

The District Capital Investment task force had been working diligently in order to determine a plan for capital improvement over the next several years. Ultimately, given the upcoming change of leadership, a warrant article was determined to be the best option while transitions were ongoing. We appreciate the support of the 3 towns in helping us fund our stabilization account to be utilized in the next year(s) as aged systems need repairs. Critical roof repairs were completed that should sustain us until the time that a roof replacement is deemed necessary.

GRANTS

Numerous organizations and individuals have generously given grants to Masconomet, and any list is bound to

inadvertently omit someone. Nonetheless, we wanted to highlight the generosity of the Masconomet Education Foundation (MEF) for the 14 grants they provided during the school year. These generous donations went towards funding field trips, stem equipment, and club competitions. In total MEF donated \$33,296 towards our students.

ARTS

The Masconomet Regional School District has once again received excellent results at the Massachusetts 2019 Scholastic Art and Writing Awards Competition. This a testament to the hard work and talent of our students along with that of every member of the art department faculty.

- The high school received a total of 65 visual awards (16 Gold Key, 17 Silver Key, and 32 Honorable Mentions) - this is the second highest total of any high school in the state- public or private.
- The middle school received a total of 20 visual awards (2 Gold Key, 5 Silver Key, and 13 Honorable Mentions)- this is the highest total of any middle school in the state- public or private.
- All Massachusetts Gold Key artwork was then judged at the national level with other Gold Key work from across the country. Three high school students received national recognition for their artwork (Ebuka Udon—National Gold Key, Daria Adamczyk—National Silver Key, Rheanna Murray—National Silver Key, and 8th grader Amber Goudreau received a National Silver Key as well. This prestigious competition, which began in 1923, is the nation's longest running program for visual arts and writing for teens in grades 7-12.
- The AP Studio Arts students created portraits of children from Puerto Rico for the Memory Project, which is a non-profit organization that invites art teachers and their students to create portraits for youth around the world who have faced substantial challenges, such as neglect, abuse, loss of parents, and extreme poverty. Erica Ding (10th grade) achieved the Second Prize Award for her drypoint engraving at the 25th Annual 6th Congressional District Art Show, which was held at the Montserrat School of Art in Beverly. Two juniors (Jackson Bridge and Sophie Lane) were selected to participate in the 2019 Massachusetts Art All-State. This is an intensive two-day program that brings together 144 high school juniors of exceptional artistic talent and commitment from across the state to work with practicing artists to create collaborative installations.
- The Fashion class collaborated with the Advanced Placement Spanish class on a design challenge based on an artist from a Spanish speaking country.
- The Innovative Product Design class collaborated with the Computer Aided Modelling students to design, refine, and 3D render a tool that improves their lives.
- The Graphic Design students once again created cover designs for the music programs given out at all the concerts throughout the year. These students also created posters for the annual Boxford Apple Festival and senior Whitney Bouthot's design was selected to be professionally printed and displayed throughout the North Shore in the Fall. Additionally, Rheanna Murray (11th grade) created a logo for the Tri-Town School Union.

PERFORMING ARTS

- In January, 14 students participated in the District Music Festival in Wakefield, MA.
- In March, 3 students participated in the Massachusetts All State Music Festival at BSO Symphony Hall in Boston. During April break the High School Band and Chorus performed at Disney in Orlando.
- In 2019 Masconomet Music Parents (MMPA) funded a number of workshops for our students. There were four workshops involving our HS percussionists. The workshops were facilitated by Masco Alumnus (class of 2005) Derek Beckvold and Robert Jordan from Teach to Learn. They focused on world cultures, Indian percussion and Tabla techniques. The students communicated via Skype with professional percussionists from various international locations. I recommend following the attached link to Teach to Learn <https://www.teachtolearn.life/>. to see what a Masco graduate, Derek Beckvold, has accomplished after graduating from Masco.
- In March, Derek Beckvold returned with his Boston based Jazz Quartet. The members of the quartet coached the HS chamber ensembles on various aspects and nuances of performing in a chamber ensemble. The student ensembles that participated included our 2 saxophone quartets, the brass quintet and the clarinet choir. Following the morning coaching session, the jazz quartet performed for our students and held a question and answer session that addressed a broad range of topics.
- In April, Lyracora, <http://www.lyricora.org/#cover> a New England based professional choral ensemble, visited Masco and worked with our HS singers.

- In May, Dr. Edward Orgil, professor of Jazz Improvisation and Saxophone from Westfield State University, came and worked with Jazz I and Jazz 2.0 ensembles. He was also the featured soloist for our spring Jazz Concert. In addition to the 10 formal concerts (curriculum based), music groups from Masco provided music for many school and civic events including: HS Pep band for home football games, HS Choruses performed numerous times out in the community including at the Masconomet Nursing Home, Little Brook Village, Ronald McDonald House in Charlestown, Tri-town Sr. Citizen luncheon (HS Band and Chorus), International Dinner (HS and MS groups), both MS and HS Memorial Day Assemblies, Topsfield Fair Parade, Boxford Memorial Day Parade, HS Baccalaureate, Class Night, Graduation, Eighth Grade Moving On Ceremony, Junior National Honor's Society and 6th grade visitation day (MS ensembles).

ATHLETICS

Overall, Masconomet fall athletic teams produced 30 league all-stars, three all-scholastics (boys' soccer, girls' soccer, field hockey) and one Boston Globe Coach of the Year (field hockey).

- The field hockey team advanced the EMASS Finals, their best finish in school history. They won the CAL Kinney Division and placed five players on the league all-star team, including the CAL Player-of-the-Year.
- The boys' soccer team won the CAL Kinney Division and advanced to the MIAA state semi-finals. The team produced five league all-stars.
- The girls' soccer team finished undefeated in the regular season and advanced to the Division Two North semi-finals. They placed five players on the league all-star team, including the CAL Player-of-the-Year.
- The boys' cross-country team finished 9-1 and 3rd overall in EMASS Division 3.
- The girls' cross-country team also competed in the EMASS Division 3 championships.
- The volleyball team won the CAL championship and finished its best season ever, advancing to the Division I North semi-finals.
- The cheerleading team won the CAL Championship, came in 3rd in the state, and qualified for the Nationals in Dallas, TX.
- The football and golf teams qualified in the Division 2 state tournament.

Overall, Masconomet winter athletic teams produced 67 league all-stars during the winter 2019 season.

- Senior Jack Darling was the ALL-STATE CHAMPION at 132 lbs. The team came in 1st place in the CAL/NEC match.
- The gymnastics won the Division I state championship and had six all-stars!
- The boys' and girls' ice hockey teams had outstanding seasons both teams winning their respective league titles.
- The boys' and girls' swim/dive team both placed 3rd at the CAL Meet.
- The girls' ski team finished as co-champs of the North Shore Ski League (NSSL).
- The girls' basketball team qualified for the MIAA state tournament.
- The indoor track teams competed in the EMASS Division III Championships at the Reggie Lewis Center.

Overall, Masconomet spring athletic teams produced over twenty-four league all-stars. Seven spring teams qualified for the state tournament in the spring of 2019.

BUSINESS & TECHNOLOGY

- DECA, an academic club that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management is rapidly growing. Masco sent 140 DECA students to compete at the district competition in January 2019. 60 moved on to the state competition and 8 DECA students competed at the National Competition in April 2019 in Orlando, Florida.
- In May, Masco hosted for the 3rd year in a row the Junior Credit for Life Fair run by the Institution of Savings. Close to 1,000 area high school students take on the role of a young professional and learn how to manage their finances. Close to 150 Masco students attended.

ENGLISH

Several exciting activities took place through the English department beyond the typical curriculum.

- Poetry Out Loud (Grades 9-12) is our annual school-wide competition happens in January, after which our winner goes on to represent Masco at the state-wide competition in Boston in March. Last year our school winner was Sophia Kwiatek and she made it to semifinals for the state.
- Student Day of Poetry (Grades 11 and 12) – With the help of MEF we hosted poets from the greater Boston area as they came in and did poetry writing and reciting

workshops with students, and culminated with an “Open Mic” portion in the auditorium where students and poets alike shared their work.

- A Service Learning Curriculum (Grade 10) was developed to have students experiencing new pieces of the curriculum which speak to community engagement and having a place in the greater world. This included a pen pal program with elementary school students in Lawrence, a visit to the school, and speakers who came in including our very own Andrea Alexis and her husband Igor who run a program to bring food, school supplies and clothing to students in Haiti.
- Power of One (Grade 7) – Beginning in the 18/19 school year, all 7th-grade students participated in the “Power of One” culminating project which also couples with the “Innovation” project in 7th grade Social Studies. The “Power of One” challenges students to explore the difference that they can make just as one individual person
- Creative Media Children’s Book Project (Grade 8) – Creative Media classes took their annual trip to a Tri-Town elementary school to read the children’s books they wrote and created to students.
- Professional Development – All English teachers grades 7-12 participated in meaningful PD last year including a multi-session Socratic Seminar workshop, an Argument Mapping workshop, and a presentation on fostering a love of reading in students and teaching writing in the digital age. All three of these began with presentations/workshops led by outside consultants and followed with subsequent opportunities to work the skills/activities into their curriculum and invite colleagues into see it in action.

FOREIGN LANGUAGE

- In September, the Chinese exchange program welcomed 13 students and two teachers from our sister school, Shanghai Pudong High School, to Masco.
- In April, 12 Masco Chinese students and two faculty members stayed with host families in Shanghai and toured Beijing and Xi’an. In October, we welcomed to Masco 25 students and two teachers from Huesca, Spain as part of the annual Spanish exchange.
- In February, 24 Masco Spanish students traveled to Spain to stay with host families in Huesca and tour Madrid and Barcelona.
- In October, we welcomed to Masco 19 students and two teachers from Rennes, France as part of the French exchange.

- In April, 19 Masco French students and two faculty members stayed with host families in Rennes, France and they also toured Paris.
- In March, the department celebrated the learning of languages and cultures with the annual International Dinner. Hundreds of students from grades 7-12 and their families enjoyed an evening of international foods, music, dance, and presentations by student clubs and organizations.
- In April of 2019, we were pleased to induct 13 students into the French Honor Society, Société Honoraire de Français, 28 students into the Spanish Honor Society, Sociedad Honoraria Hispánica, and 7 students into the National Chinese Honor Society.
- In May, 41 9th-grade French students and 4 faculty members spent an immersion weekend in Quebec.

MATH

- In August 2018, 32 incoming seventh graders participated in one week of Math Camp and 6 students participated in both weeks of the program. For the fifth consecutive year, the middle school math team took home first place honors in its division. Eighth grader Haofeng Henry Liu earned a perfect score for the season. Long time division coaches believe this is the first time any student has had a perfect score for a season!
- In November, twenty-one middle school students participated in the annual American Mathematics Competition, AMC8. Eighth graders Shreya Subbu, Matthew Theriault and Michael Tran earned first place certificates tying with the highest score among Masco participants.
- During the spring all seventh graders completed a personal finance project.
- During the spring all eighth graders completed an end of year project modeled after TV’s Shark Tank. Students created a product and applied math skills developed throughout the year to create their business plan. The high school math team placed third in its division. Senior James Gallagher was the team’s high scorer.
- In February sixteen high school students participated in the annual American Mathematics Competitions AMC10 and AMC12. Sophomore Alex Theriault earned a first-place certificate with the highest score among Masco participants.
- The curriculum redesign moved to eleventh grade. Algebra 2 options were expanded to include college prep options of a traditional algebra 2 and a new course with a personal finance focus.

- High school math teachers participated in scheduled personal learning communities (PLCs) for the first time. Teachers of the same course met once a cycle to discuss curriculum, instruction and assessment.

SCIENCE DEPARTMENT

- An additional STEM elective was added to the HS course offerings in response to student interest in courses that focus on inquiry and problem-based learning.
- The STEAMworks elective was designed so that any content area educator could teach it by adjusting the content and focus.
- Biology educators organized a field trip to Northeastern University in March 2019. They attended the BioTeach Biotech Futures program run by MassBioEd. During this program students engaged with faculty and students while engaging in lab experiences and a campus tour. The objective of Biotech Futures is to expose students to the college experience while encouraging them to pursue life science education and careers.
- All 7th-grade life science and high school biology teachers incorporated the Amgen Biotech Experience (ABE) curriculum into their courses. More than 600 students performed age-appropriate biotechnology labs. All students learned to micropipette and performed gel electrophoresis.
- High school students performed additional labs related to molecular biology. We have continued our partnership with ABE in 2019. Amgen generously supplies reagents and equipment to support the implementation of labs.
- 8th-grade educators planned and implemented a Family Science Night. All 8th-grade students and their parents participated in Family Science Night. During this night, students became teachers as they assisted their parents in one of the inquiry-based labs that are experienced in the 8th-grade curriculum. There was a guest speaker from Harvard University that spoke to students and parents about the pursuit of science. We received a lot of positive feedback from parents. They enjoyed the hands-on experience and working with their child.
- The 7th-grade science teachers made adjustments to the more traditional science fair so that students could choose from the following project types: experimental, engineering design, career shadowing, art and science, or volunteering with a focus on science. They worked all spring on their projects and hosted a science exhibition night for the community. The team adjusted the program in 2019 by adding the art and science project option

and removed the judging of student projects. Without any project judging the tone of the evening focused on what students learned and how they shared that with the community.

- Two high school sophomores, Katie Bernard and Marion Duval, participated in Biogen's Spark Video Contest entitled "Counting on Biotech for a Cure". The video they submitted focused on the role biotechnology plays in the treatment of Type I diabetes. Their video was selected for public voting in March of 2019. In April 2019, it was announced that Katie and Marion had won. They were honored at the Cambridge Science Festival in April. The school received \$10,000 for their efforts and each of them received a GoPro camera.
- The Science Team earned a trophy by finishing 5th in the North Shore Science League. This was a very strong finish by a very young team.
- The middle school Future Cities team earned three awards at the competition held in Boston, January 2019. Ka Mua won the Tufts Health Plan Foundation Best Health System Award, the BSA Most Innovative Public Spaces Award, and was awarded 3rd place in the region.
- Team Amun-Ra won the CDM Smith Best Management of Water Systems Award and the Robinson + Cole Best Essay Award. Mrs. Wrobel stated that the Best Essay award is a big deal since it is usually awarded to the 1st or 2nd place team.
- In June of 2019, the Future Cities team took a field trip to Joppa Flats in Newburyport where they participated in many hands-on activities related to marine ecosystems.

SOCIAL STUDIES

- All 7th grade students completed the Innovation Project, which challenges them to set goals to complete a task outside of their comfort zone. This project is interdisciplinary in nature and aligns well with the English Department's "Power of One" project.
- Middle School teacher Rebecca Calzini organized the 8th grade Washington, D.C., trip for the 2019-2020 school year to enrich students' study of government and American history.
- High school teachers were recognized in the Fall of 2018 by Essex Heritage with a Pioneer in Partnership Award for their work on the Essex County History Project. High school teachers Pete Magner and Kim Marini presented on the Essex County History Project at the Northeast Regional Conference for the Social Studies at Framingham State University in March of 2019.

- The Model United Nations Team, led by advisors Laura Greeley and Pete Magner, participated in conferences at the Catholic Memorial School Conference in November, the Boston Invitational Conference in February, as well as the St. John's Prep and BC High Conferences during the year. Masconomet students were recognized and received awards for their exemplary performances at each of these conferences.
- High school teacher David Mitchell presented at several workshops offered by the Gilder Lehrman Institute of American History, sharing his lesson plan ideas on topics in American History.
- Teachers organized field trips for students to enhance their learning of topics of study, which included: JFK Library and Museum, EMK Institute for the Senate, Harvard University, the Massachusetts State House, the International World War II Museum, and the Ramakrishna Vedanta Society in Boston.
- Teachers took advantage of professional development through Primary Source, Teachers as Scholars (offered through the district), and other organizations.

SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

- The Community Resource Booklet, a multi-page, local resource guide for families has been completely updated and is available to the community and staff via the District's and SHAC's homepage.
- The Holiday Assistance Program collected and organized donations from the Twelve Days of Giving, the Middle School Toy Drive and worked with Tri-Town Council and other outside community agencies to provide much needed assistance to the children and families in our own community. This year, we were able to provide assistance to 31 families (57 children and 3 grandchildren) in the form of toys, food and gift cards. This program, directed by Joan Murphy, has been in existence for over ten years and is a collaborative effort with the students, staff, outside community agencies and retirees.
- SHAC is developing a Vaping Diversion Program to support and educate students who vape. The program can be used for students receiving disciplinary measures as well as students interested in more information or looking for cessation resources.
- In January, a district-wide multidisciplinary team will attend a half day training provided by Tom Brow, of Seaside Educational Consultants. Starting in January, SHAC will begin work on the School Health Index, a self-assessment tool and planning guide that will help us

to identify the strengths and weaknesses of the District's policies and programs for promoting health and safety. This tool will help the council develop an action plan for improving student health and safety and involve staff, parents, students and the community in this process.

HEALTH SERVICES DEPARTMENT

- This fall four CPR classes were held for central office staff, winter and fall sport coaches and support staff. Starting in January, the department will be holding free CPR/AED, First Aid and Stop-The-Bleed classes to all interested staff. Besides contributing to the breadth of individuals' knowledge and abilities, having more staff trained in life-saving skills will increase the school's ability to respond more effectively and appropriately during emergencies. As of this writing, nearly 40 staff have signed up for classes.
- Our annual state-wide immunization report was just completed and 98% of the district's students are fully immunized! The nurses work diligently all year round to ensure students are properly immunized.
- Screening, Brief Intervention and Referral to Treatment (SBIRT), a verbal substance use screening will be held next month on all 9th grade students. This is a collaborative effort between nurses and counselors that focuses on prevention, early detection, risk assessment, brief counseling and, when needed, referral.
- In November Vision and Hearing Screening was done on all 10th grade students. Two new AEDs were obtained and placed in the Gym and Field House respectively to be available for staff or outside community in these high traffic areas.

CONCLUSION

Thank you again for interest and support for the Masconomet Regional School District. We hope this year-end report provides you some insight into all the exciting things happening at Masco. Of course, this wouldn't be possible without the support of our community in our 3 supporting towns. And that isn't just about your tax dollars, but also your "constructive feedback" when needed, your support when warranted, and your engagement always. We would like to encourage you to attend some of our art shows, musical performances, athletic events, etc. As we feel that our community is stronger when we all come together.

I would also like to point out, that while technically not during the 2018/2019 year, we are very excited about our

new school committee blog that was launched at the beginning of the 2019/2020 school year. Please follow it to stay informed about what is happening at Masco.

<https://www.masconomet.org/domain/207>

Respectfully submitted,

Tasha Cooper, *Chair, Masconomet Regional School Committee*

Masconomet Regional School Committee Members:

Boxford Members

Kristen DeMarco

Carolyn Miller (Vice-chair)

Bonnie Thornborough

Daniel Volchok

Middleton Members

Joseph Ciampa

Tasha Cooper (Chair)

Arete Pascucci

Kosta Prentakis

Topsfield Members

Zillie Bhuju

Bill Hodges

Melissa Ogden

Essex North Shore Agricultural and Technical School

Essex North Shore Agricultural and Technical School (ENSATS) is Massachusetts' premier regional technical and agricultural high school, serving 17 member communities on the North Shore and 38 surrounding communities. Our mission is to create a culture of excellence, encourage continuous growth, and promote professionalism and citizenship for all students, as they develop into architects, artisans, and authors of the 21st century community.

Twenty-six career, technical, and agricultural programs are available to students from member communities whereas students from surrounding communities select from 8 agricultural areas.

ENROLLMENT

Enrollment at ENSATS is 1,493 for the 2019-2020 school year. Moreover, over 1,384 students applied for 440 openings in our current 9th grade. Our school was designed for 1,500 students and is currently organized into two academies.

TOPSFIELD AT A GLANCE

(**As of November 1, 2019)

22 Total Student Population

Grade 9 – 9 students

Grade 10 – 5 students

Grade 11 – 7 students

Grade 12 – 1 student

EAST ACADEMY

Advanced Manufacturing, Automotive Collision, Repair & Refinishing, Automotive Technology, Companion Animals, Culinary Arts, Design & Visual Communications, Engineering Technology, Equine Studies, Graphic Communications, Natural Resources, Sustainable Horticulture, Veterinary Science



Future pastry chef, Taylor Morie, grade 11 from Topsfield.

WEST ACADEMY

Arboriculture, Biotechnology, Environmental Technology, Carpentry, Cosmetology, Construction Craft Laborer, Dental Assisting, Electrical, Health Assisting, HVAC-R, Masonry, Landscaping, Plumbing

We are a leader within the state of Massachusetts, creating opportunities for more students throughout our region to have access to Career and Technical Education. Partnering with our districts, we have enrolled 28 additional students in our CTE Programs that are high demand career areas as a model for Governor Baker's Career Technical Initiative. We have received \$1.6 M in competitive grants.

Our Cooperative Education Program places upperclassmen in positions where they work among professionals in their field. These opportunities often lead to full time employment upon graduation as we continue to work with our industry leaders to meet the needs of the current workforce and strengthen the economic pathways for our students. Our graduates enter the workforce with industry recognized credentials and hours toward professional licensure which gives them an advantage and adds to future readiness. Business, industry, and labor representatives

serve on our Program Advisory Committee to ensure that we are educating our students to industry standards.

Over 70% of our students enroll in 2 or 4 year institutions with many earning articulated credit at state community colleges. Other students enroll in apprenticeship programs or enter the workforce.

Several of our programs provide opportunities directly to residents of our communities, including the Maple Street Bistro and Café, the Salon, Pet Grooming, Automotive and Auto Collision Repair, and Blooming Designs & More. New this year, Angell at Essex, currently offers veterinary services on our campus.

ENSATS provides students with extracurricular activities including MIAA competitive sports, intramural athletics, and various clubs and service groups, including SkillsUSA, FFA, and DECA organizations that encourage students to explore and develop additional skills across their career and technical disciplines.

Our growing NightHawks Adult Education Program offers Industry Training with Credentialing as well as Community Enrichment Courses

Respectfully submitted,

Heidi T. Riccio, Ed.D., *Superintendent-Director*
Topsfield Representative Pending

Board of Health

OVERVIEW

Topsfield Board of Health members are appointed by the Board of Selectmen. The Board is authorized and mandated by state legislation to set policies and regulations that ensure public health and environmental protection to local citizens. Under the Massachusetts General Laws, all 351 Massachusetts communities are responsible for delivering essential public health services such as disease prevention and control, health and environmental protection, and the promotion of healthy communities. This has been accomplished through a variety of collaborations and innovative approaches that fulfill the legal mandates and benefit the residents.

The Board of Health and department staff implement and oversee the diverse laws, policies, and regulations of the Town, the Massachusetts Department of Public Health, and the Massachusetts Department of Environmental Protection. The Board of Health Department responds to emergency planning requirements, issues permits and licenses, addresses concerns of public nuisance, air quality, noise control, indoor air quality, plastic bag ban, outdoor hydronic heaters, tobacco control, limited animal/insect control including beaver and mosquito management concerns, food protection, housing complaints, Title 5 compliance, private water wells, and communicable disease reporting and follow-up investigation, or any other issues affecting the public health. The Board of Health provides services and support to citizens including senior wellness clinic, influenza vaccine clinics, medical sharps collection, and managing the trash and recycling program.

The Health Agent is responsible for conducting inspections for approximately 280 individual licenses and associated multiple licensing and inspection requirements for septic installers, sewage haulers, retail/food service establishments, mobile food, temporary food service vendors,

retail tobacco, semi-public swimming pools, children's recreational camps, private drinking water wells, and body tanning. Inspections also include septic system installation, well installation, and follow up on non-compliance and complaints.

The Board of Health is continuing to work at the local and regional level on emergency response planning relative to infectious disease emergencies, bio-terrorist events, and natural disasters. The Board of Health cooperates with the Police and Fire Departments through joint training and planning, and is an active participant in Region 3A Northeast Public Health Coalition, comprised of 14 surrounding cities and towns working together to develop emergency plans and mutual aid. The Board of Health Members and staff have completed trainings required for emergency response planning and participated in training exercises.

FISCAL 2019 HIGHLIGHTS

The board and staff have participated in several local events, including Grow Spring! Expo, Holiday on the Green, and the school wellness fair. The Health Department collaborated with Northeast Mass Mosquito Control and Mass Dept. of Agricultural Resources to hold an educational presentation to the Essex County Beekeepers Association, and the Health Department and the Visiting Nurses Association provided two flu clinics for the benefit of the residents.

The Board of Health holds a contract with the VNA Care to deliver public health nursing services, including participation in flu vaccine clinics, Wellness Clinics and Health Talks, and communicable disease follow-up. The VNA also conducts Elder Health Clinics at Little Brook Village and Washington Meadows each month that include health assessments, blood pressure checks, blood glucose testing and other personalized health related services.

The Town of Topsfield belongs to The Northeast Massachusetts Mosquito Control & Wetlands Management District. The organization monitors mosquito activity in Town and makes recommendations to the Board of Health when action is warranted. It also submits an annual Best Management Practice Plan to the Board of Health for review and comment. This year, no mosquitoes tested positive for West Nile Virus or Eastern Equine Encephalitis Virus during weekly testing. No human cases of these viruses were reported in Topsfield.

ACKNOWLEDGEMENTS

The Board acknowledges the significant contribution that Vincent Guerra MD has provided over the past 12 years. Dr. Guerra has brought a wide breadth of medical knowledge to the Board of Health and has volunteered generously at numerous public health events.

The Board acknowledges the substantial role John Coulon RS provided as the Health Agent for the past 13 years. Mr. Coulon served on numerous regional and national boards and brought the expertise gained in emergency preparedness and food safety to Topsfield health initiatives; his investment in public health provided the town numerous valuable improvements.

GOALS

Goals for fiscal year 2020 include maintaining quality service and professionalism in the office and in the field. The search to fill vacancies left by our departing members will be completed. The Board of Health will work with other town departments to ensure cooperation and compliance with cross jurisdictional issues. It is a priority to maintain the existing services and programs that are necessary and useful to the local populations. Offering and expanding services and programs needed by the local population will be a top consideration. The Members of the Board and staff wish to thank the residents and various Boards for their support and will continue to expand the capacity in which the Town is served.

Respectfully submitted,

Wendy Hansbury, *Health Agent*

Susan Winslow, *Senior Administrative Assistant*

Board of Health Members:

Sheryl Knutsen RN-*Chair*

Gerald Topping PE-*Vice Chair*

Vincent Guerra MD

Thomas Mannetta CE

Anthony Alley RN

Board of Health staff:

John Coulon RS-*Agent*

Susan Winslow, *Senior Administrative Assistant*

ACTIVITY	*FY17	*FY18	*FY19	ACTIVITY	*FY17	*FY18	*FY19
SEPTIC SYSTEMS				PERMITS			
Soil Tests Conducted	48	36	18	Annual Permits	27	34	48
Septic System Inspection Reviews	87	95	68	Temporary Permits - Fair E	126	124	122
Septic System Installer Licenses Issued	26	28	28	Temporary Permits - Non Fair	23	53	48
Septage Hauler Licenses Issued	21	29	16	Milk Pasteurization	1	1	1
New Construction Applications Received	6	4	2	Camp Permits	3	5	2
Repair Applications	39	40	42	Pool Permits	2	2	2
				Beach Permit	1	1	1
PUBLIC HEALTH INITIATIVES				Tanning Salon	1	1	1
Communicable Disease Investigation	95	95	61	Tobacco Permits	4	4	4
Seasonal Influenza Vaccinations Administered to Residents	122	127	142	Well Permits	5	4	1
Blood Pressure/Wellness Clinics Conducted	48	42	47	Beaver Trapping Permits	4	3	3
GENERAL COMPLAINTS	4	10	23				
DATA SOURCE: TOWN OF TOPSFIELD ANNUAL REPORTS/BOH RECORDS							
* Fiscal Year: July 1 - June 30							

Council on Aging

2018 was a monumental year for Topsfield as residents proudly unveiled a restored and expanded Town Hall and even more importantly, for the first time in history presented the senior citizens of Topsfield with dedicated space in which to continually run programs. Perched on the top floor of the new Town Hall wing, Topsfield COA was now housed in one of the most welcoming enclaves in town. Flanked by tall windows, the space is light and airy, a breeding ground for innovation, creativity, and compassion. Town Hall decision-makers agreed that Topsfield Council on Aging should have right of first refusal to the expansive room on the second floor between the hours of 8 A.M. and 5 P.M., Monday through Thursday and 8 A.M. and 12 P.M. on Friday. (The Finance Committee quickly embraced the opportunity to hold their after-hours meetings in that same space.) Topsfield COA was also given preference in reserving the beautifully restored Public Hall, which would be ideal for hosting fitness classes and larger events. When a smaller more intimate space would be required for confidential conversations, consultations, small group gatherings, etc., the small conference room on the first floor could be reserved; the small conference room is perfectly suited to house the VNA Keep Well and Blood Pressure Clinics. This flexible arrangement has allowed the Council on Aging to optimize the number of programs that can be offered in Topsfield's incredible new and improved town hall!

Along with all other Town Hall departments on September 24, 2018, Topsfield Council on Aging opened their new office door on the second floor of 8 West Common Street to the public.

Programming would officially relocate from rented space at Trinity Episcopal Church at 124 River Road starting November 1, 2018 with a special "Novemberfest" celebration. More than 90 guests attended this inaugural event sponsored and hosted by the Friends of the Topsfield Council on Aging.

PROGRAMMING

Beginning January 1, 2019, three new programs were added to an already robust calendar – Restorative Yoga, Movie Monday, and Speaking of TED. By the end of FY19, the following activities were taking place weekly (except for the two weeks per year when only essentials services are offered-the week between Christmas and New Year's Day as well as the week of July 4th):

- Monday-Game Day, Restorative Yoga
- Tuesday-Excursion, Parkinson's Fitness Class
- Wednesday-Coffee & Conversation, Tai-Chi, Knitting (at Little Brook Village)
- Thursday-Themed Luncheon
- Friday-Speaking of TED (except summer months)
- Several programs would be offered monthly:
- Watercolor Painting with Bill Duke, hosted one Monday morning every month, attracts super fans who faithfully enroll for nearly every class (maximum 10).
- Book Club, led by the incredible Janet Brown, meets one Thursday per month at 10 A.M.

Lunch 'n Learns are offered once or twice per month. This combination offering gives participants the opportunity to socialize over a meal and then receive valuable information related to aging (and thriving) in place. Beginning in September of 2018, when the Nutrition Department at SeniorCare, Inc., Topsfield's Area Agency on Aging, for the first time offered Topsfield seniors a coveted monthly reservation with the Traveling Chef, special educational sessions were paired with these luncheons. Arrangements were made with SeniorCare to bring in presenters from each of their divisions to describe their services. This combination event draws a larger crowd not only because guests appreciate the culinary skills of the Traveling Chef but because the meal is complimentary as the Friends of the Topsfield COA created a special opportunity for donors to sponsor a lunch.

Among the topics addressed in Lunch 'n Learn sessions during FY19 by team members from SeniorCare, Inc. were Financial Literacy, Options Counseling & Evidence Based Programming, Advanced Directives (MOLST Forms), and Nutrition. A staff member from the Disability Resource Center in Salem described the breadth of services offered by this helpful agency. A representative from Mass Save described programs that are free to homeowners. Before the start of our 3rd Annual Family & Friends Dinner in June, an expert from Homeland Security distributed well-stocked backpacks when he gave a presentation to a large group on Disaster Preparedness.

Another category of events offered once or twice per month, mostly in combination with Thursday luncheons, are ArtVentures. The most popular of these events that spark creativity and provide entertainment is Silver Screenings with Vinny, during which one of our most dedicated volunteers shares fascinating stories about Hollywood icons, such as Bette White, and a variety of themes, such as patriotic movies. During March, artist Carol White guided us through the Topsfield Library Meeting Room Exhibition that featured her own works as well as those of good friends. Occasionally, quests for arts and culture take us "Back to Campus." During spring 2019, we attended an artist's reception and movie viewing at Merrimack College and a concert at Salem State University. A true highlight of the year was spending an entire day at Bowdoin College in Brunswick, Maine, where we toured the unique Arctic Museum and the world-renowned Walker Art Museum, feasted on a lunch buffet prepared by one of the nation's best college dining services, participated in a class designed especially for us in the Special Collections Department, shopped at the college bookstore, toured the revered hockey rink with two members of the women's hockey team, and were serenaded in the pub by the Bear Tones, one of several acapella groups on campus.

Adventurers enjoyed excursions to fascinating destinations all over New England. During an "Untapped History of Newburyport", many interesting facts were learned about our seaside neighbor. The striking fall foliage seemed even more beautiful when viewed from an antique trolley at The Trolley Museum in Kennebunkport. During the holiday season, we returned to the unique Portsmouth (NH) Music Hall to see "Elf the Musical" and headed south to travel back in time to the Gilded Age when we toured the Newport Mansions at Christmas. We were the first guests to sit in

the renovated balcony at Beverly's Cabot Theater when we danced to the music of Abba as performed by "The Arrival from Sweden." The Kingston Trio gave a spirited performance in the intimate setting of The Firehouse in Newburyport. Closer to home, Water Superintendent Greg Krom led an extensive tour of the town's new water treatment plant. Throughout June 2019, we toured gardens of the North Shore, including Long Hill in Beverly and the Stevens-Coolidge Estate in North Andover, and then headed to America's first "rural, or garden" cemetery, Mount Auburn on the Cambridge/Watertown line.

Weekly Coffee & Conversations bring in a variety of speakers who educate us, motivate us, inspire us, and entertain us. A few unusual topics presented were "Hidden in Plain Sight," "Military Anniversaries of 2019," "Protecting Your Online Afterlife/Digital Legacy," "A Weighty Topic" (presented by the town's Sealer of Weights and Measures). Subcategories of Coffee & Conversations are Triad Tips, information about services available to keep seniors safe in their homes, and FAIRy tales, anecdotes from longtime fair staff and volunteers. Just prior to the 200th Anniversary run of Topsfield Fair in 2018, we enjoyed hearing from the Merrimack Valley Quilters and Hannah Adelman Menzer from the Wine Department. During the quieter winter months that followed, we welcomed Fair Sculptor Justin Gordon and Maintenance Supervisor Kurt Schmakiel.

While innovative and engaging programs and events are offered and featured on social media and in the local newspaper, even more is happening behind the scenes to assist seniors and those with disabilities in Topsfield who require services and referrals fifty-two weeks each year. Tremendous effort is put forth by those associated with the department to assist older people who are striving to live independently in single family homes or in one of the seven senior communities around Topsfield. Providing the necessary support and working with families to achieve the goal of keeping seniors safe in their homes is the most important work that continually takes place at Topsfield COA.

SERVICES

Transportation is one of the most important services provided by Topsfield Council on Aging. The fourteen-passenger bus operates four days per week, offering rides on demand to medical and other appointments on Mondays, Wednesday afternoons, and Thursdays. Most Tuesdays, and occasionally on other days, the bus transports seniors

on weekly excursions around New England. Typically on Wednesday mornings, the weekly grocery shopping shuttle transports an average of ten seniors to Rowley Marketplace, while once a month on a Monday afternoon the bus transports residents to other popular shopping destinations. For seniors who are not driving, the transportation services offered by Topsfield COA are invaluable. Seniors receive curb-to-curb service to medical appointments for life-saving tests, to pharmacies to pick up essential medications, to local banks to address financial matters, to facilities where loved ones are being treated, and more, and are asked for just a small donation to offset expenses. During the winter/spring of 2019 when the FY20 budget was developed through a long process involving staff and devoted town volunteers (both elected and appointed), the Finance Committee determined that increasing the Bus Drivers' Wage Line to ensure that the COA Bus could potentially operate for all of the stated hours was advisable. At the 2019 Annual Town Meeting, residents voted for positive action on the Finance Committee's recommendation when they approved Article 3rd-Operating Budget early in the evening. Because Topsfield COA Transportation Services run on demand, operations are streamlined, and bus transportation is supplemented by volunteer drivers, demand is being met without expending all of the funds allocated to paying the beloved COA Bus Drivers. The fact that the legislative body, at the recommendation of the Finance Committee which carefully evaluates every request for increased funding, took this action is reflective of the town's priorities. Topsfield COA is grateful that residents of all ages value the seniors among us and are willing to subsidize such a vital service to the aging population.

In FY19, transportation services were supplemented by a Title III grant in the amount of \$2308 managed by SeniorCare, Inc. Between July 1, 2018 and June 30, 2019, 4476 rides on the Council on Aging bus were provided to 211 different clients.

Many services sponsored by Topsfield COA, often in collaboration with other departments (e.g. Board of Health), are hosted regularly at our programming site.

The VNA Care's "Keep Well and Blood Pressure Clinics" are held at three locations around town. On the first and third Thursdays of the month, the nurse can be found in the community rooms at Washington Meadows and Little Brook Village, respectively; on the second and fourth

Thursdays, the nurse sets up at the COA's programming site (Trinity Church until October 30, 2018 and thereafter in the small conference room in Town Hall). Going out to where clients live and gather is a priority for the COA. Topsfield COA partners with AARP to offer free assistance with tax preparation for low- and middle-income earners who file simple taxes. Dedicated volunteers help mostly Topsfield seniors each year at designated times between mid-February and Tax Day, April 15th at the Topsfield Library. Tax preparers ensure that their clients receive all entitlements, including the Massachusetts Circuit Breaker Income Tax Credit.

A Serving Health Information Needs of Everyone (SHINE) Counselor offers at least two appointments on the fourth Tuesday of every month on the second floor of Topsfield Library. SHINE is a state program providing free, unbiased health insurance information, counseling, and assistance to Massachusetts residents who receive (or are about to receive) Medicare coverage.

On a daily basis, staff members are in contact with at-risk seniors and their families to confirm that their needs are being met, to ensure that they are safe in their living situation, and to help them find support. Making outreach house calls is part of an ordinary day at the office. In FY19, thousands of "encounters" were documented, a large portion of which were directly related to outreach.

Probably the most important service that is offered by Topsfield COA in partnership with our Area Agency of Aging, SeniorCare Inc., is the Meals on Wheels Program. Every weekday (barring holidays and inclement weather) hot meals prepared by Sidekim Foods are delivered to the homes of more than two dozen senior citizens all over Topsfield. Clients qualify through SeniorCare, Inc. and remain in the program for as long as necessary. Occasionally, a client will participate only for a brief period, while recovering from surgery, for example. The meals are tailored by nutrition experts to meet the client's dietary needs (reduced salt, pureed, gluten-free) and then prepared by a professional caterer. Dedicated volunteers spend one to three hours on their designated day in all types of weather conditions to ensure that the meals are delivered at the appropriate temperatures to seniors in need of proper nutrition and companionship. There is no question that this lifesaving service extends the time that at-risk residents can live independently in their homes.

According to the 2018 Annual Service Report that quantifies the array of services provided to Topsfield elders, caregivers, and others, the total cost of services provided by SeniorCare, Inc. during calendar year 2018 exceeds \$272,459. “Services provided to elders in their homes and in the community include but are not limited to:”

- Care Management
- Homemaker
- Personal Care
- Supportive Home Care Aides
- Chore
- Personal Care, Home Health Aide
- Companion Services
- Legal Services
- Nursing Home Pre-Screening
- Meals
- LTC Ombudsman Program
- Protective Services
- Housing Assistance
- Transportation
- Caregiver Support
- Personal Emergency Response System
- Adult Day Health Care
- Options Counseling

The dollar value reported does not include the cost of programs such as protective services, LTC Ombudsman, Money Management, and Legal Services.

Assisting senior citizens who wish to remain in Topsfield for as long as possible requires helping to reduce the financial burden associated with increasing expenses while living on a fixed income. Working alongside the Town Assessor, Council on Aging staff strives to educate the senior population about tax relief that is available at the local (abatements) and state (Circuit Breaker) levels. Topsfield COA administers the Senior and Veteran Tax Work-Off Programs, in collaboration with other Town Departments that see the benefit of integrating talented and enthusiastic seniors and veterans into the local workforce. The applications for both Tax Work-Off Programs are made available in December and are accepted until all fifteen positions are filled each year.

VOLUNTEERS

The more than 80 volunteers from Topsfield who devote hours of their time every month performing a range of functions are the lifeline of Topsfield Council on Aging.

The eleven-member Topsfield COA Board of Directors, whose members are listed along with other Appointed Town Officials in this Annual Report, actively works with the Executive Director to establish priorities and policy in an effort to fulfill the department’s mission. This dedicated team, currently led by Chairperson Penny Rogers, attends monthly meetings and assumes leadership roles for different projects/initiatives as requested.

During a year when they celebrated their 25th Anniversary, our dedicated Friends of the Topsfield COA, once again, hosted three signature events. Held on November 1, 2018, “Novemberfest” was the inaugural event for Topsfield Council on Aging in their long sought after home. How appropriate that our devoted Friends would be instrumental in welcoming Topsfield Council on Aging to its new, permanent space. The Annual Holiday Party quickly followed in December and the Third Annual Family & Friends Dinner took place on June 20, 2019. While the very active and engaged Friends continue to fulfill their primary mission, which is to raise funds to support the activities and services of Topsfield Council on Aging, their Board of Directors are actively involved in planning and executing the signature events and assisting with other programming initiatives as well. Kathy Curran and Kathy Yanchus, two seasoned educators, answered the call to guide discussions in “Speaking of TED”, a new offering on Fridays. While an annual membership drive in May brings in most donations, raffles held at both the Strawberry Festival and restaurant fund raiser each year supplement the campaign. New sponsorship opportunities, such as \$25 to provide a bus pass or \$100 to host a Traveling Chef Luncheon, were first introduced at the 2018 Holiday Dinner; several guests took advantage of this option to give tangibly to support Topsfield COA participants. In FY19, the Friends of the Topsfield COA Board authorized spending an impressive \$22,090 (that included funds donated in previous decades when a designated space for Topsfield seniors was only a pipe dream) to help furnish areas of the second floor of Town Hall that would be occupied regularly by the COA. Specifically, they paid for items in the Programming Room, including the wall-mounted smart TV and complementary sound system, and for the refrigerator, microwave, warming oven, and prep table in the community Break Room. They also funded mobile coat racks. The Friends provided about \$500 in scholarships so that seniors without expendable dollars could attend events with higher admission fees. They also continue to share their Facebook page, thereby

creating a unified presence online. On this continually updated page new posts display many photos of events and activities enabling family members to see how engaged their loved one is within his/her community. Important information about relevant local and regional services and time-sensitive matters is also shared on this site.

According to the Essex County Sheriff's Department website, "Triad" is a collaboration of law enforcement, senior citizens, Council on Aging and support services in each community. Sheriff Coppinger and District Attorney Jonathan Blodgett brought Triad to Essex County in order to support and empower the senior population. With a focus on senior safety, Triad offers programs such as File of Life – a magnetic folder containing a person's medical information; Grab & Go bag – an emergency preparedness kit; and the Yellow Dot – a decal that alerts emergency responders that the driver's vital medical information is in the glove box." With advice from Topsfield's first responders, the local Triad Team expands Triad's offerings to meet the needs of Topsfield seniors. In FY19, a continuing focus of Triad was to inspire residents to declutter. Triad, in collaboration with Topsfield COA and their Friends, partnered with Boy Scout Troop 81 to expand services offered as part of their Annual Yard Sale in May. The Friends subsidized the cost of a larger dumpster and paid Masconomet High School senior Eddie King to assist Scout leaders with the removal and transport of unwanted quality items from homes of seniors around town. Publicized in a flyer that was included with the May/June newsletter, this expanded service led to the most successful Boy Scout Yard Sale to date, according to Scoutmaster Roger Roach. These new partners expect to offer this helpful service in the future.

In addition to all of the volunteers previously recognized, more than fifty additional Topsfield residents give their time to enhance the lives of Topsfield seniors, as programming and event assistants, companions, drivers, newsletter editors and assemblers, and much more. Most Topsfield COA volunteers are registered with the RSVP program that "links volunteers age 55+ with opportunities to serve" in thirteen communities throughout the North Shore and Cape Ann. The local RSVP website states, "Established in 1971 by Congress, RSVP is the largest adult volunteer program in the nation with more than 650 chapters throughout the country. Our program is sponsored and funded locally by SeniorCare Inc., and nationally by the independent federal agency, the Corporation for National and

Community Service in Washington, D.C. RSVP Volunteers of the North Shore also depends on gifts from individuals and from civic, business, and non-profit organizations." More than a dozen volunteers from Topsfield attended the Annual RSVP Luncheon held at Danversport Yacht Club in the fall of 2018.

At Topsfield's own 2019 Volunteer Appreciation Breakfast, longtime Friend of the Topsfield COA Kathy Faust was presented with the Silver Tree Award for years of exceptional volunteer service. Kathy and her family members made numerous contributions of their time, talent to our fund raising partner.

For the first time in the history of Topsfield COA, a lifetime achievement award was presented. In tribute to Audrey Iarocci, one of the founding Friends of the Topsfield COA and longtime volunteer in a variety of capacities all over town, this new award would recognize service to Topsfield COA over a long period of time. COA Board Member and Past President Jolene Guerra was the first to be recognized for years of dedicated service upon her retirement. Jolene provided tremendous stability to Topsfield COA particularly during times of flux. Unlike the Silver Tree Award that is presented annually, The Audrey Iarocci Lifetime Service Award will be presented only when appropriate.

GRANTS

The Council on Aging seeks grants to supplement the appropriation that is approved at Topsfield's Annual Town Meeting. The Formula Grant is disbursed annually by the state. In FY19, the funding level approved by the Massachusetts governing bodies increased from \$10 to \$12/senior based on the results of the 2010 census, resulting in a final disbursement of \$17,796. The vast majority of the 2019 Formula Grant funds were used to pay the wages of the department's Data Entry Technician and Intern as well as stipends to fitness instructors. A portion was allocated to the cost of cabinets in Town Hall's break room for storage of COA items. Recognizing that Topsfield has limited access to public transportation, SeniorCare, Inc. has disbursed funds made available through a Title III Older American transportation grant that offsets the bus drivers' wages. The Massachusetts Cultural Council entrusts local Cultural Councils, which are appointed volunteer committees, to equitably distribute the state funds so that enriching events will benefit as many citizens as possible within a city/town. In FY19, Topsfield COA benefited both directly

and indirectly. Cultural Council funds covered the costs of the materials required to produce an 1818 replica gown as part of the Essex Agricultural's 200th Anniversary Celebration. Local expert seamstress Annette Cohen created an incredible full-length gown that was modeled by COA regular, Bonnie Gulick, in the 2018 Topsfield Fair Grand Parade; she was accompanied by Vinny Mortellite, who donned period clothing appropriate for a male fairgoer. Topsfield COA indirectly benefited from a successful grant application by Mary MacDonald, a partner who serves as the Creative Director for Topsfield COA's Indoor Memory Café held monthly from November through March.

COLLABORATIONS

Partnering with other organizations has led to several unique opportunities for Topsfield COA. So many wonderful organizations with shared goals and objectives – Topsfield Library, Topsfield Historical Society, Tri-Town Council, scout troops – are eager to collaborate so that we can be better together! We are always eager to publicize events hosted by local organizations that would be of interest to Topsfield's over 60 crowd in our newsletter, on our bulletin boards, and on our Facebook Page. When the opportunity arises, we intentionally plan events and activities with other like-minded groups.

We travel well with members of the Topsfield Historical Society. In July of 2018, we made a third stop on our tour of military installations (first stopping at West Point in March of 2017 and then at the United States Coast Guard Academy in March of 2018) to visit the Naval War College in Newport, RI. Retiring Capt. Greg Smith joined us for a wonderful lunch in the Officers' Club following a private tour of the Naval War College Museum.

We enjoyed activities together with members of the Tri-Town Council during Intergenerational Week. Both Girl Scouts and Boy Scouts helped us to better serve the seniors of Topsfield.

We felt adored when Trinity Episcopal Church invited us to a Valentine's Dinner on February 7, 2018, just months after we left our beloved temporary shelter. We will be forever grateful for the incredible hospitality shown to us by everyone we encountered during our 16 month stay at Trinity Church. Pastor Jo Barrett and her generous team could not have made us feel more at home. We also en-

joyed spending time with the Trinity preschoolers, under the supervision of Director Kelly Martignetti.

FY19 PARTICIPATION STATISTICS		
ACTIVITY TYPE	DUPLICATED COUNT	*UNDUPLICATED COUNT
Events	539	6075
Rides	211	4476
Services	111	306
Volunteers	82	1322
Total People Served	620	12,185

**Indicates number of individuals served. Duplicated Counts include multiple events for same person.*

TOPSFIELD BLAZES TRAILS FOR THE DEMENTIA - FRIENDLY MOVEMENT

Joan Chiffer, Dementia Friendly Topsfield Chair

A task force of the Council on Aging, the Dementia Friendly Topsfield (DFT) team believes that those living with dementia and their care partners deserve to be treated with empathy, dignity, and respect. The team is chaired by Joan Chiffer and includes Paula Burke, COA Director; Maggie Chiffer, founding DFT Member; Kathy Curran, Kim Love, Mary MacDonald, founding DFT Member; and Karen Moniz. Dementia Friendly Topsfield exists to combat the stigma of dementia and to educate the town's residents, employees, and volunteers about this collection of symptoms that affects more than two hundred Topsfield citizens and one in ten Massachusetts adults over the age of 65.

Since its founding in November of 2017, Dementia Friendly Topsfield has provided information to over 750 municipal employees, volunteers, and residents about this collection of symptoms, teaching them to "see the person, not the dementia." Dementia Friendly Topsfield's interactive information sessions empower participants to become empathetic advocates on behalf of those living with dementia and their care partners.

The Topsfield Fair - A "Dementia Friendly" First

Beginning in 2018, Dementia Friendly Topsfield launched a strategic partnership with the Topsfield Fair, resulting in the latter's designation as the first agricultural fair in the country to offer a fair experience customized to the needs of those living with dementia and their care partners.

In partnership with the Dementia Friendly Topsfield team, the Essex Agricultural Society, the non-profit that organizes the Topsfield Fair, created a dementia-friendly map that garnered 300-plus views on the fair's website. To raise the public's consciousness about this group of symptoms, Dementia Friendly Topsfield also participated in the 2018 Topsfield Fair Grand Parade. The segment featured high school students in dementia-friendly T-shirts who handed out dementia-friendly fliers and copies of the dementia-friendly Topsfield Fair map to spectators. The segment also featured an intergenerational influence, as marchers aged 9 through 85 used the parade as a vehicle to showcase the mission of Dementia Friendly Topsfield. This special 200th Anniversary Edition of Topsfield Fair provided the perfect backdrop for the Essex Agricultural Society to demonstrate how it has evolved over the centuries to meet the needs of its patrons. Dementia Friendly Topsfield was proud to partner with Topsfield Fair during this monumental celebration.

Inside the Fairgrounds, Dementia Friendly Topsfield also worked with food vendors to ensure a comfortable dining experience for fairgoers living with dementia. Specifically, the Topsfield Congregational Church restaurant booth and the Topsfield Whoo(pie) Wagon booth took concrete steps to become the first dementia-friendly food vendors at the fair. To earn this designation, these vendors and their staff participated in dementia-friendly sessions and rolled out simplified and illustrated menu options for fairgoers living with dementia and other deficits.

Updated Mission and New Vision Statements

To articulate a clear purpose for Dementia Friendly Topsfield, the task force augmented their mission statement and developed a vision statement in January 2019:

Dementia Friendly Topsfield Mission Statement: To help make Topsfield, Massachusetts a dementia-friendly town by empowering businesses, organizations, municipal employees, and residents to advocate for and assist those community members living with dementia. DFT will accomplish this mission by providing information sessions, trainings, recommendations, and follow-up as needed.

Dementia Friendly Topsfield Vision Statement: To help make Topsfield, Massachusetts a caring and supportive community for those residents living with dementia and their care partners.

Partnerships

DFT continues to partner with Mary MacDonald, founder of Rest-Stop-Ranch, "a sanctuary for long-term care givers and receivers" at 202 Haverhill Road in Topsfield. The second season of Topsfield Indoor Memory Cafes were generously hosted again by Trinity Episcopal Church generally on the first Saturday each month between November 2018 and March 2019. Mary MacDonald received funding from Topsfield Cultural Council to serve as the Creative Director. The outdoor Memory Cafes move back to the Rest-Stop-Ranch each April. The Memory Cafes are a wonderful opportunity for people living with dementia and their care partners to relax, socialize with others, and network.

DFT also continues to partner with Maggie Chiffer of Dance Out Dementia: Train Your Brain With the Beat of Your Feet™. Originally part of a Girl Scout Gold Award project, Dance Out Dementia classes continued to be offered by Maggie after she earned her Gold Award in June 2018. February 8, 2019 marked the one-year anniversary of the very first Dance Out Dementia class, which, starting in November 2018 would be held most Thursdays from 3:00 to 3:45 P.M. in Public Hall on the second floor of Town Hall. The class continually grows and performed for the first time in their trademark purple shirts with jazz hands provided by the Friends of the Topsfield Council on Aging when the COA officially opened the doors to their new, permanent space on the second floor of Town Hall at "Novemberfest," a signature event held on November 1, 2018. In March 2019, the majority of Dance Out Dementia students performed on the Public Hall stage once again in front of a large audience that included Lt. Governor Karyn Polito, who was in town awarding grants related to Downtown Revitalization projects to Topsfield and several other Massachusetts cities and towns.

DFT also partnered with Furry Friends, a service launched by another high school student, Jessica Bermudez. Jessica created Furry Friends after learning that pet owners living with dementia who are no longer able to care for a pet could benefit from spending time with therapy animals. According to furry-friends.net, "Furry Friends is a service that provides support and comfort through the unconditional love of Therapy Dogs to those living with physical and emotional difficulties, as well as those who would benefit from the presence of a calm, loving dog. At scheduled events throughout the year, Furry Friends

works in conjunction with certified, insured therapy dog organizations across the state to provide people with the opportunity to spend time with loving therapy dogs of all sizes and breeds. Furry Friends has provided therapy dogs for Council on Aging, Memory Café, Tri-Town Council on Youth, and Parkinson Fitness events. We also work with the American Foundation for Suicide Prevention (AFSP) providing therapy dogs for its Out of Darkness Walks at high schools, colleges and towns across central and eastern Massachusetts.”

Charting the Course Forward

The Dementia Friendly Topsfield Team is honored and privileged to collaborate with community partners to reverse the stigma of dementia and advocating for those living with dementia and their care partners. As we build on the successes of the past year, the team looks forward to embarking upon these initiatives in the next fiscal year:

- Provide Dementia Friendly information sessions to the town’s religious organizations
- Expand the Topsfield Fair’s dementia friendly initiative
- Consider the pursuit of Age-Friendly designation or elements by the town

TOPSFIELD COA AND PARTNERS EXPAND INTERGENERATIONAL OFFERINGS

Hannah Adelman Menzer, Topsfield COA Board Intergenerational Liaison

Working collaboratively with several community partners, Topsfield COA expanded the number and scope of intergenerational offerings in FY19.

Co-sponsored by Topsfield Historical Society, Topsfield Parks & Cemetery Department, Topsfield Cultural Council, and the Friends of the Topsfield COA, the Providence Brigade Band played their hearts out in period costumes at the gazebo on a warm July 15, 2018. We thank regular COA contributor Dexter Bishop who secured the band to play at this unique community concert that appealed to all ages. During the first week of August 2018, we celebrated our inaugural Intergenerational Week. Monday through Thursday, we invited children to attend our regular events that were modified to suit audiences of all ages. Tri-Town Council helped to kick things off on Monday morning with Game Day. The energy in the room was palpable as people from different generations played interactive games such as Headbanz, Clue, and Scrabble. On Wednesday we hosted

our weekly Coffee & Conversation and Tai Chi programs at what is truly “A Place for All” in the community, Topsfield Library. The library team, led by Wendy Thatcher, after sharing a brief history of the library, introduced many seniors to the Children’s Room that had been upgraded from the basement decades earlier. Many who were viewing this inspiring space for the first time were truly awestruck, particularly by the colorful, wall-length mural featuring popular destinations in Topsfield. On Thursday, the energy level peaked when Tri-Town Council and the Friends of the Topsfield COA hosted an Intergenerational Pizza and Sundae Party followed up by Vinny’s Silver Screenings: Disney Edition. Several children asked their parents to watch some of the classic children’s movies featured in Vinny’s whimsical presentation. On a side note, shared spaces around Trinity Church had been rented by an entertainment company that was shooting a film on this big day; though it complicated the logistics slightly, the addition of the movie crew did add to the day’s excitement!

Although leaving the preschoolers behind when we moved out of Trinity Church on Halloween 2018 was difficult, we were excited to land in the center of town in close proximity to Proctor School, where the potential to develop intergenerational experiences with the fourth through sixth grade students next door was practically limitless. This dream became reality when a dynamic team associated with Proctor proposed the creation of an intergenerational garden between Proctor School and Topsfield Town Hall and when fourth grade teacher Mrs. Murphy extended a hand to build a bridge between her class and Topsfield senior citizens. Andrew Prazaar, an outdoor educator and Intergenerational Garden Liaison for Proctor School, and Zillie Bhujju, founder of GREEN Topsfield the mission of which is to “promote consistent sustainable practices and environmental literacy in our schools and community”, along with Proctor School Nurse Melissa West successfully navigated the local town boards and permits and installed three raised, accessible garden beds that are conveniently located between Town Hall and Proctor School. The Intergenerational Team, led by new liaison from the Topsfield COA Board of Directors, Hannah Adelman Menzer, continues to coordinate with Tri-Town Council, Topsfield COA, and Proctor School to create a year-long schedule of celebrating, decorating, planting, watering, harvesting, and eventually consuming the vegetables and herbs the Intergeneration Garden produces. Longtime Topsfield resident and Topsfield COA volunteer Mary Sawall was delighted when she was presented with

an enormous zucchini at the end of the growing season! But the venture officially began on June 6th when, as part of Proctor School's Annual Give Back Day for 6th Graders, five students and their chaperones from Tri-Town Council and GREEN Topsfield were given a private tour of Rest-Stop-Ranch by Mary MacDonald and then stopped by Topsfield COA to work alongside multiple generations to help prepare flower pots and the raised beds for planting. The herbs and flowers that were planted that day and cared for by Proctor School families and Topsfield COA participants throughout the summer thrived in the Intergenerational Garden.

Throughout the year, myriad intergenerational experiences enhanced the lives of Topsfield seniors. At Topsfield's Annual Holiday on the Green Celebration in December, the COA elves under the direction of Chief Elves Nancy Beirne and Shirley Connelly set up Santa's Workshop at the IMAA Karate Studio where over one hundred families stopped by to make decorations. The following week Girl Scout Troop 62999, under the leadership of Diane DeAngelis, assisted the Friends who were hosting the Annual Holiday Party. About thirty Topsfield senior citizens all decked out in green joined peers from Boxford and Middleton at the Annual St. Patrick's Day Party hosted by the Masconomet Student Council. In May, students from Essex North Shore Agricultural & Technical School prepared and served an incredible lunch at Maple Street Bistro. Our bond with Mrs. Murphy's classes was first established on June 3, 2019 when we hosted an Intergenerational Game Day in Public Hall. This simple yet fun event planted the seed for what would blossom into a special relationship between Topsfield COA and Mrs. Murphy's classes that will be nurtured for years. Because of an intentional effort to blend generations, local children and seniors have learned new things together, played board games, worked on projects, and nurtured life in a garden.

THE FUTURE

We experience many magical moments at Topsfield COA. They do not typically occur at our Signature Events or during big celebrations. A prime example of a magical moment was when dedicated Scrabble players Jolene and Vince Guerra were sharing helpful tips with two girls who spent one of their last mornings of summer vacation with us on Intergenerational Game Day.

Nestled into permanent space in the center of town, Topsfield Council on Aging is well positioned to serve the physical, mental, and emotional needs of the town's expanding senior/adult-disabled population for decades to come. Residents supporting Topsfield Council on Aging with their votes, their time, their talent, and their treasure help to ensure that it is possible for those who have contributed to the town's coffers for decades as well as relative newcomers are able to Age in Place and with Dignity in our bucolic setting northwest of Boston. If residents of all ages continue to prioritize the needs of our older residents, generations will live in harmony in Topsfield even at a time when so much of the world seems divided.

Respectfully submitted,

Paula Burke
COA Executive Director



PHOTO COURTESY COUNCIL ON AGING

"Novemberfest" in the newly renovated Town Hall.



PHOTO COURTESY COUNCIL ON AGING

COA watercolor painting class.

Tri-Town Council

WHO WE ARE

Serving and supporting youth and families for over five decades, Tri-Town Council (TTC) continues our commitment to support and empower youth to make healthy and safe decisions and to provide parents/guardians, educators and community members the tools and strategies needed to support youth in effective, positive and impactful ways. We are a 501c3 not-for profit organization proudly serving the communities of Boxford, Middleton and Topsfield, Massachusetts.

Each year we offer a variety of mission-driven programs and services including youth leadership, parent education, professional development, prevention services, after-school enrichment and various types of family and community support. Established in 1968 and originally named the Tri-Town Council on Drugs, TTC was organized by concerned citizens to address underage youth drug and alcohol use. This grassroots effort has evolved over the years to become a vibrant community mainstay centered on positive youth development.

Our work is guided by the Developmental Assets Framework and Positive Community Norms (PCN) using The Science of the Positive (SOTP). Developmental Assets are 40 research-based, positive experiences and qualities that influence young people's healthy development, helping them become caring, responsible, and successful adults. Grounded in the tenets of positive youth development and rooted in prevention research, the Developmental Assets Framework is widely used in the United States and, increasingly, around the world in support of the health and well-being of youth.

The Positive Community Norms approach to improving community health is founded on the Science of the Positive. Science of the Positive focuses on growing the healthy,

positive, protective factors that already exist in our community. It is based on the core assumption that the positive is real and is worth growing – in ourselves, our families, our workplaces, and our communities (Linkenbach, 2007). Dr. Jeff Linkenbach, whose research and frameworks guide TTC in this work, presented to TTC and many community partners in November 2018.

HOW WE DO OUR WORK

We achieve our annual programming goals as a result of strategic collaborations with a host of community partners including Masconomet Regional School District, Tri-Town Elementary School Union, health departments, police departments, faith-based organizations, local legislators and mental health professionals among others to provide social/emotional wellness, service-learning, leadership, enrichment and recreational programs for youth; parent/guardian education, workshops and family support; and professional development opportunities for our educators. It is as a result of these partnerships that TTC, whose small staff of employees (2.75 FTEs), is able to accomplish our ambitious goals each year reaching thousands across the tri-town community.

TTC is powered by financial support from the Towns of Boxford, Middleton and Topsfield along with hundreds of individual donors; community and family foundations; and corporate and institutional grants, which together make our work possible.

OUR IMPACT

In the 2018-2019 program year, TTC's efforts reached thousands of youth, parents and educators with more than 100 educational, enriching and empowering programs and workshops including alcohol, vaping/tobacco & drug prevention education for youth and adults; implementation of the biennial Youth Risk Behavior Survey at Masco MS

and HS collecting substance use, behavior and perception data; programs which focus on adolescent behavior and raising resilient teens; a community conversation on mental health; the unique challenges of raising boys; youth leadership workshops; peer mentoring; after-school enrichment; and substance-free events among others.

CORE PROGRAMS

The Coalition

Established in 2010, The Coalition continues to expand its activities and reach. This TTC program is a community-wide partnership which includes our schools, law enforcement, public health, mental health professionals, faith-based, civic organizations, youth and parents. The Coalition is TTC's directed focus on reducing and preventing substance use among tri-town youth. The Coalition provides local coordination, collaboration, education and advocacy towards the ultimate goal of reducing youth substance use ensuring and sustaining a healthy tri-town community for all. Activities include data collection/dissemination, substance-free activities, information/education campaigns, youth engagement and advocacy. The receipt of multi-year grant funding from the Peter and Elizabeth Tower Foundation has allowed TTC to further expand and deepen the work of The Coalition including hiring a dedicated Coalition Coordinator in FY19.

Horizons After-School & Summer Enrichment

Horizons is available to K-6 elementary school children in Topsfield and Boxford during the academic school year and to all Tri-Town K-6 residents during the summer. Classes, taught by experienced adults, may include art, science, chess, yoga, cooking, physical activity, Lego Engineering, sewing, drama and nature workshops. We continued to offer several classes initiated and taught by Masconomet High School youth with adult supervision including ultimate Frisbee, dance and art which provided leadership and mentoring opportunities for our high school youth. These teens also serve as wonderful role models for elementary youth. Horizons is offered in 2, 4, 6 and 8 week sessions during the fall, winter and spring; weekly during the summer; and includes a 6-week ski program for Boxford youth grades 3-6 at Bradford Ski. Community service opportunities are available for high school youth to assist in Horizons classes to make programs accessible for students who may need additional support. In FY19, 14 high school youth participated in the Teacher's Assistant program. Programs are held at the elementary schools

immediately after dismissal during the school year and new this year several classes before school. Summer programs are held at various locations in the Tri-Town. During FY18 more than 500 Tri-Town elementary youth participated in after-school Horizons and 10 high school youth and 12 middle school youth served as volunteer counselors during summer Camp Invention.

Youth Action Advisory Board (YAAB)

This dynamic and dedicated group of Masconomet high school students serves under the umbrella of The Coalition and works with community leaders and peers to address issues that matter most to teens. YAAB is about speaking up, speaking out and making a difference in the community. YAAB is coordinated by TTC's Youth Program Director. FY19 activities included 2 community showings of "If They Had Known", participating in training offered by The 84 Youth Tobacco Prevention in advance of a visit to the MA Statehouse as part of The 84 advocacy group, presentations to local boards of health and selectmen and peer education focused on vaping.

All-Night Graduation Party

Tri-Town Council sponsors and coordinates this annual event with the input and support from parents of Masco Seniors. This event, run since our inception in 1968, takes place the night of graduation with approximately 80% of seniors participating and is chaperoned by parents of underclassmen and TTC staff.

The graduates enjoy a full night (9PM-7AM) of fun activities and food with buses transporting them to each location (kept secret from the seniors) keeping them safe on a high risk night. More than 200 graduated seniors and 35 chaperones participated in the 2019 event.

Tri-Town Council Scholarship Program

Scholarships are awarded to three graduating Masconomet Seniors, one from each of the tri-towns, recognized for their community service and being exemplary role models to peers during their high school years. The 2019 recipients were Sydney Brooke, Michael Duest and Joseph Perkins. FY19 marks the 9th year these scholarships have been awarded. In FY19 TTC awarded \$500 to each recipient.

Project Safety Net 24/7 Helpline

Counseling provided 24/7 via telephone and text access to a licensed mental health counselor. Project Safety Net is

used by both parents/guardians seeking advice or guidance regarding issues with their children, and youth in need of someone to talk to as well as concerned community members for information, referral/crisis counseling.

Tri-Town Community Resources for Families in Need

TTC and the Masconomet School Health Council (SHAC) provide a comprehensive list of local resources, regional and state resources to include mental health, substance abuse, food/fuel assistance, safety and more. This resource list (Community Resource Guide) updated in August of 2019 is accessible on-line and in print. TTC also works with schools and local agencies to facilitate support for tri-town families in particular need during the November/December holiday season. This support includes non-perishable food items plus a gift card to a local grocery store provided by Christian Angel Smile Foundation at Thanksgiving and Christmas.

Youth Risk Behavior Survey (YRBS)

The YRBS is a data collection tool which focuses on the major risk behaviors that threaten the health and safety of young people as well as the peer, adult, and community supports they have in place. This tool is used across the state and nationally to assess youth behaviors and perceptions. Administered biennially to Masconomet middle and high school youth since 2010, the anonymous survey includes questions about alcohol, tobacco, vaping, marijuana and other drug use; bullying; depression; stress; sexual behaviors; dietary behaviors, physical activity; screen time; protective factors; and behaviors associated with intentional or unintentional injuries. Data from the survey provides accurate estimates of the prevalence of risk behaviors and perceptions of use among Masconomet middle and high school youth. This information is used to inform health education and risk prevention programs within the schools and community. The YRBS was administered in November 2018 to almost 2000 middle and high school youth. The Executive Summary was released in the spring of 2019. Survey findings were first presented to TTC's YAAB Board then to a self-selected group of Masconomet High School Youth in a one-day data retreat held on a Saturday in March 2019. The data was presented to the Masconomet School Committee in May 2019 with YAAB member support. Presentations to stakeholders will continue in FY20 including a Community Conversation scheduled for January 2020. The survey data is used to inform TTC programming, in particular our Positive Community Norms initiative, and is shared and

used by Masconomet, public health, and others. Executive summaries of all YRBS administered are available on the Masconomet and Tri-Town Council websites.

Adult Perception Survey (APS)

Conducted biennially since 2011 and implemented by TTC with the support of our Coalition partners, this survey asks tri-town adults (parents, teachers, administrators, law enforcement, clergy, business owners (as well as any other adult vested in the local community) for feedback on issues youth face, or will face, in making safe, healthy choices as they grow and mature. Participation is open to all tri-town adults who parent, educate and care for and about tri-town youth. 268 adults participated in the 2019 survey, offering us an insight into areas of concern as well as perceived alcohol and drug abuse among tri-town youth. This information will be presented to the community in conjunction with the YRBS survey data in January 2020. Executive summaries of past Adult Perception Surveys are available on our website. The 2019 Adult Perception Survey data is in the process of being analyzed and will be available on our website.

ENRICHMENT PROGRAMS & WORKSHOPS

Youth Workshops/Activities

Massachusetts Conference for Women (Young Women's Program) Tri-Town Council, for the 8th year, secured sponsorship for 8 Masco Junior and Senior girls and 3 adult chaperones to attend this annual event in December which focuses on leadership, self-esteem and empowerment. For the past two years, TTC's participation has been sponsored by State Street Bank.

Open Gym Nights for Middle & High School Youth – run by Tri-Town Council for Middle and High School youth on select Saturday evenings during the winter months from November-March in the Masconomet Field House. Open Gym is a free, supervised drop-in program for Masco teens. Activities include basketball, floor hockey, Frisbee, board games and some craft activities.

Open Mic Nights for High School Youth – new this year, Open Mic held on several Friday nights throughout the school year are designed for high school youth only; giving them an opportunity to perform in an uncensored, judgement free, supportive environment. Teen performances included poetry, music, storytelling, and comedy. Tri-Town Council partnered with Creative Co-Op in Topsfield to host these teen events.

6th Grade Fun Night in its 6th year - This two hour event provides another opportunity for tri-town 6th graders to meet in a casual environment for an evening of games and activities. Middle and high school youth help plan and facilitate activities during the evening. TTC provides 1-way bus transportation from the upper elementary schools to Masconomet to encourage participation. More than 250 6th graders and more than 30 middle and high school volunteers attended in May 2019. Katelin Kim, a graduating senior and TTC intern, created a video of 2019 6th Grade Fun Night.

Girls 4 Girls Mentoring Program – completing its fourth year, the mentoring program is run at Howe-Manning School, Spofford Pond School and Proctor School. This impactful program matches girls in grades 5-6 with Masconomet High School girls grades 10-12 who meet regularly October-June to develop relationships, serve as a mentor, role model and help with the transition to middle school. TTC works collaboratively with Howe-Manning, Proctor and Spofford School staff in program design and delivery. In 2019 there were 33 Mentor/Mentee matches (total 66 participants) among the three communities.

Boys Mentoring Program – Building on the success of the Girls 4 Girls Mentoring program, TTC initiated a boys mentoring program matching high school youth with boys in grades 5 & 6. The boys meet during TTC's Saturday Open Gym nights. The Mentors and Mentees actively engage with one another in myriad activities that include sports, games, partner activities and science and building challenges. During this past year we had 10 elementary boys and 9 high school mentors participate.

Intergenerational Programming – TTC works closely with the Topsfield Council On Aging (COA), school and community partners to support Intergenerational activities in Topsfield, linking older adults with tri-town youth. This program benefits young people by providing opportunities to engage with older adults in positive and structured ways; learn from their experience and wisdom; and affords our seniors an opportunity to stay socially engaged, come to know young people as assets as well as share their experience and wisdom. TTC teamed up with the Topsfield COA, the Proctor Planet Protectors and other students, as well as GREEN Topsfield for the design, installation and planting of the Proctor Intergenerational Garden. Through the grant-writing efforts of the Proctor Wellness

Committee, accessible garden beds were purchased, assembled and planted by TTC and the committee. During the Proctor "Day of Service" youth toured the Rest Stop Ranch in Topsfield, an intergenerational garden artfully designed as a sanctuary for all touched by long-term illness. Following the tour, we planted vegetables, herbs and flowers in the raised beds, utilizing composted materials. Families signed up to water the Intergenerational garden throughout the summer and in the Fall, youth participated in "harvesting" the vegetables, creating salsas, pestos and other recipes featuring abundant vegetable. Plans are to expand TTC's IG programming initiatives to Boxford and Middleton in the coming year(s).

High School Retreat - Sponsored by TTC and YAAB, this year's high school retreat was focused on the 2018 Youth Risk Behavior Survey. Held on a Saturday in March, more than 20 high school youth spent 6 hours with TTC staff digging into the YRBS results. During the day participants spent time reviewing key sections of the survey exploring and considering what the data says about tri-town youth health and well being. Participants were asked to share their experiences as a teen in the tri-town community as well as to identify key youth strengths and concerns as noted in the survey results based on their perspective. Their feedback was incorporated into subsequent presentations and will be instrumental in the Community Conversation to be held in January (FY20).

6th Grade Student Transition – Facilitated by Masconomet Middle School Guidance staff, select Masco Middle School students are transported for visits to 6th grade students at the three upper elementary schools answering questions and concerns regarding their upcoming transition to Masconomet. TTC funds transportation costs for this annual visit which is an important part of the 6th graders overall preparation for Middle School.

Youth Artisan Fair @ Strawberry Festival – held in conjunction with the Topsfield Strawberry Festival in June. This program affords tri-town youth aged 9-18 the opportunity to sell their handmade, quality items as well as polish their business and public speaking skills at a fun, community event. 13 youth artisans participated this year.

In addition to our diverse program offerings for youth, Tri-Town Council offers internship opportunities through Masconomet's Senior Internship program, in FY19 two

Seniors participated. Additionally, TTC staff work with local Girl Scouts to serve in Mentor roles for Gold Award candidates as appropriate.

Parent/Community Presentations & Workshops

Surviving Adolescents: Outwit, Outplay, Outlast! – Presented by Mark Altman for parents/caregivers of middle school aged youth. This 2 hour hands-on workshop focused on helping attendees learn how to establish mutual respect with their teens; how to open communication channels; and how to establish healthy relationships with their adolescents.

Science of the Positive - Why it Matters...How Shifting Perceptions Leads to Shifting Realities – Tri-Town Council was honored to offer this inspiring program to the community in November 2019. Presented by Dr. Jeff Linkenbach from The Montana Institute, this keynote presentation offered our community partners an opportunity to learn and explore how focusing on & growing the positive can lead to community transformation; how to identify, measure and grow the positive that already exists in our communities; how to apply the Science of the Positive Framework to shift perceptions, behaviors and improve health outcomes. The morning presentation was followed by an afternoon of professional development for TTC staff enabling us to further our work with the SOTP Framework. The funding for the keynote and subsequent professional development was provided by the Peter and Elizabeth C. Tower Foundation.

In Plain Sight – an adults-only (over 21) exhibit offering an opportunity for participants to explore all of the ways drugs, alcohol and other risky behaviors (self-harm, eating disorders) can be hidden in plain sight via a mock teen bedroom. The interactive exhibits offered opportunities to identify red flags, talk to local experts and gather resources. This 3 day event was held at the Topsfield Fairgrounds, Coolidge Hall, in partnership with many Coalition partners including the Topsfield, Boxford and Middleton Police, Fire and Health Departments.

"If They Had Known" – Sponsored by our Youth Action Advisory Board, this powerful documentary focuses on the risks of recreationally mixing prescription drugs with alcohol. It is an honest and emotional account of what happened the night of Clay Soper's death, a 19 year old college student from Winchester, MA spoken by the friends who were with him. YAAB hosted two viewings, one at

Masconomet and the other at the Topsfield Library. At both venues members of The Coalition were on hand to answer questions, provide guidance and advice to those in attendance. Screening generously funded by The Foundation for Alcohol Education.

Boy-Sense: Decoding the Developmental Needs & Nurturing the Resilience of Boys at Home & School – presented by Boxford resident and consultant Stephanie Meegan, this popular program is intended for parents/caregivers and educators of boys in grades preK-6th. Attendees received practical insights and simple, yet powerful recommendations that they could easily implement at home and in the classroom supporting the unique needs of all young boys.

Vaping Presentation – On March 4th, Diane Knight, Director of the Northeast Tobacco Free Community Partnership and toxicologist Cindy Grondin, PhD presented "The New Look of Nicotine Addiction" to the community. Community members were invited to attend to learn about and access resources on what vaping products are, why they are harmful, and how to protect youth from this latest trend.

A Conversation About Mental Health – Jointly sponsored by Tri-Town Council, Senator Joan Lovely and the Congregational Church of Topsfield, this program featured Judge John T. Broderick and provided an opportunity to discuss how to reduce stigma, increase awareness and build support & empathy in our community and beyond. This event, open to adults and high school aged youth, included guided conversation and opportunity for Q&A with an expert panel representing NFI Massachusetts Inc., National Alliance on Mental Illness (NAMI), Health Services Director at Masconomet, Baystate Recovery, Beth Israel Lahey Health, The Nan Project and McLean Hospital.

Professional Development for Educators, Administrators & Community Partners

Youth Mental Health First Aid – in this 8 hour workshop held over 2 days, participants learned risk factors/warning signs of common adolescent mental health challenges; the importance of early intervention; how to support youth developing signs/symptoms of mental health illness or emotional crisis by applying a 5 step core action plan. This impactful and free program was offered two times in FY19 (Fall and Spring) and will be offered two times in FY20 and FY21 as a result of the generous funding provided by the Peter and Elizabeth C. Tower Foundation.

Essex County District Attorney Annual Safety Conference – Sponsored local participation which included school and law enforcement representatives as well as TTC staff and Board of Directors at the Essex County District Attorney Annual Safety Conference in May. The 2019 topic was Healthy School Environments: Responding to Sexting & Vaping.

COMMUNITY OUTREACH

TTC is a trusted resource for children and families in the Tri-Town area. TTC works to expand its community engagement by participating whenever possible in community events and regularly attends meetings of town and school boards to share our work.

Outreach included:

- Masconomet MS and HS Open Houses
- Presentations to Boards of Selectmen
- Presentations to Boards of Health and Planning Boards
- Presentations to School Committees (K-12) and Parent Advisory Groups
- TTSU Parent University
- Proctor School Wellness Fair
- Middleton Gets Moving Night
- Topsfield Strawberry Festival/Youth Artisan Fair
- Programming information sent weekly via TTC e-mail newsletter to over 2500 addresses
- Social media presence including TTC Facebook page and Twitter

AFFILIATED ORGANIZATIONS

Tri-Town Council has affiliated organizations which benefit from our non-profit status, administrative support and fiscal sponsorship affording them the opportunity to serve the Tri-Town community including:

Tri-Town Rock Band

Tri-Town Rock Band is an inclusive performing pop-rock ensemble and is comprised of Tri Town students with disabilities in grades 6–12 who are interested in learning and playing pop & rock music appropriate for advancing musical skills. Participants work with youth mentors who possess strong musical and mentoring skills. Since its inception in 2016, the band has learned 14 songs and publicly performs at least four times a year. This program is under the direction of Andrea Monty, Director of Spofford Pond Band. Check out this terrific performance at a Best Buddies event at Masco here: <https://www.youtube.com/watch?v=fhmVktK5B2g>.

Disability Awareness Starts Here (DASH)

Since 1994, DASH has provided an innovative, hands-on sensitivity awareness experience for elementary school students in Boxford, Topsfield and Middleton. This parent-led program relying on more than 250 volunteers annually is embraced by the elementary school district, emphasizes abilities rather than disabilities; encourages empathy and understanding; fosters an atmosphere of mutual respect and friendship; and strives to eliminate fear and misunderstanding. Each year all youth in second through fifth grade participate in this program; first grade youth participate in an abbreviated program. DASH presents four unique curriculums which utilize hands-on activities designed to simulate what it is like to live with a disability. Children are encouraged to explore their feelings, think creatively, and discuss alternatives and solutions to the challenges created by a disability. Each program concludes with a guest speaker where the children are invited to ask questions and share their new perspectives. The grade level curriculums are Visual Impairments - Grade 2; Hearing Impairments - Grade 3; Invisible Disabilities - Grade 4; Physical Disabilities- Grade 5.

Sponsor-A-Child

A Boxford-based program run at Cole and Spofford Pond Elementary Schools since 1980, provides a tangible and meaningful way for elementary school children to be part of a community service activity along with their classmates and family. This program raises awareness about children, close to home, who are underprivileged and in need, and how others, both individuals and a community can help. Sponsor-a Child working with Santa's Helper of Salisbury, facilitates the donation of hundreds of wish list gifts (clothing and essentials) with the help of dozens of classroom volunteers to more than 40 needy children during the 2018 holiday season.

TRI-TOWN COUNCIL LEADERSHIP

Tri-Town Council Board of Directors provides leadership, governance, fiscal oversight and long-term strategic planning in support of the organizational mission. Led by an Executive Board consisting of a President, Treasurer and Secretary, sub-committees and an Advisory Board, the Tri-Town Council Board is engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization.

Tri-Town Council employs a full-time Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and management; and several part-time professional staff members who assist with program implementation, communications, youth activities and business functions.

TTC's professional work space is located at 7 Grove Street, Topsfield. In addition to the primary space on the second floor, TTC has a dedicated program space in the basement of this building where we host meetings such as The Coalition, YAAB as well as a variety of programs.

OUR FUNDING

Municipal funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. The balance of our income comes as a result of private donations, corporate donations, foundation contributions, grants, fee for service programs and fundraising events. This funding is vital to the financial health and organizational stability of Tri-Town Council.

IN SUMMARY

Through our educational, enrichment, mentoring and leadership programs, sponsored programs and organizational affiliations, Tri-Town Council proactively provides support and addresses current and emerging concerns of the Tri-Town community. We collaborate with schools, parents, youth, law enforcement, community organizations, legislators and area resources to insure the highest impact and most cost effective delivery of our programs and services. We maintain high visibility in the community through our website: www.tritowncouncil.org, weekly

E-news to more than 2800 subscribers within our in-house database and through school newsletters and blogs, in local media resources such as the Tri-Town Transcript, the Salem Evening News, PTO directories and other

organizational websites including Masconomet and the Tri-Town School Union.

We also connect with parents/caregivers, youth and community members via Facebook (over 750 page follows) and Twitter, providing important programming information as well as resources pertaining to various youth & family issues, social and emotional challenges and guidance in raising children of all ages. Our newly designed website, E-news and social media posts contain timely information for parents/guardians, educators and youth on topics such as resilience, asset building, bullying and cyberbullying, social media and Internet safety, stress/anxiety management and alcohol, marijuana, vaping, prescription drug and other forms of substance abuse as well as updates regarding Tri-Town Council events and activities.

Tri-Town Council actively participates in and collaborates with several Tri-Town committees including the Masconomet School Health Advisory Council (SHAC) whose mission is to promote youth health, wellness and safety; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share projects and ideas; the elementary school Parent-Teacher Organizations; public libraries; and faith-based institutions. TTC maintains connections with professional groups including Community Anti-Drug Coalitions of America (CADCA), MassTapp, Bolster Collaborative, Search Institute and the Massachusetts Non-Profit Network. We work with local organizations and agencies



PHOTO COURTESY OF TTC

Tri-town Council coalition meeting.

sharing ideas, co-sponsoring programs and events to both broaden our impact as well as sharing the costs whenever possible and appropriate.

The Tri-Town Council is grateful for and depends on the continued support we receive from our funders - it is as a result of Municipal, Corporate, Foundation, Individual and community support and involvement that we are able to pursue our mission educating youth, parents and educators providing pro-active solutions which support, engage and empower Tri-Town youth to make informed, healthy, safe and compassionate decisions while strengthening their social and emotional well-being.

**TRI-TOWN COUNCIL BOARD OF DIRECTORS
FY 19**

Stacie Bloxham, President
Susie Read, Treasurer
Johanna Bernard, Secretary
Jane Pappas
Laura O'Connor
Beth Beringer
Zillie Bhuj, Past President

FY20

Stacie Bloxham, President
Susie Read, Treasurer
Johanna Bernard, Secretary
Beth Beringer
Randi Brown
Sue Duval
Jessica Schoonmaker
Megan Pietropaolo
Angela Ray
Hilary LaMotte Burke

TRI-TOWN COUNCIL ADVISORY BOARD FY20

Jane Pappas; Zillie Bhuj; Laura O'Connor; Emily Collins;
Marise Stewart; Mary Dodge;
Susan Fowler; Chris Rothman; Rodney Pendleton; Robin
Wildman; Joan Murphy; Adam Thurlow

TRI-TOWN COUNCIL STAFF FY20

Meredith Shaw, Executive Director; Dawn Seymour, Youth
Programs/Special Projects; Nicole Gregoire-Allis, Coalition
Coordinator; Gretchen Rehak, Communications/Develop-
ment Manager; Bonnie Collins, Accounting Manager; Beth
Whalley, Horizons Program Coordinator

Respectfully submitted,

Meredith Shaw, *Executive Director*

Recycling Committee

Now in its twenty-first year, the Pay As You Throw (PAYT) Program has continued to decrease trash collection costs, and increase overall recycling rates. The administration of both the PAYT and the recycling programs are handled in the Board of Health office. The Town collected \$56,550 in Pay as You Throw (PAYT) sticker revenue in fiscal 2019.

The Town is in its sixth year of a ten-year recycling and trash collection contract that includes the collection and disposal of municipal solid waste, recyclables and metal objects with JRM Hauling and Recycling Services, Inc. of Peabody, MA. Under our contract terms, mixed recyclables, newspapers, paper, cardboard are collected at curbside every other week. The May and October "Household Metal" collections continue to be very successful. Residents utilize this FREE collection to dispose of household white metal appliances such washing machines, stoves, dryers, etc. and anything else that has accumulated in the garage or basement at no extra cost.

We thank the hauling staff, provided by JRM, for their courtesy and cooperation in enforcing the PAYT program and also the general management for their considerate and prompt response to issues and resident complaints as they arise.

Prior year SMRP (Sustainable Materials Recovery Program) monies were used again this year to purchase supplies for the eighteenth Annual Town Clean-Up Day held in April. This year's clean-up was again sponsored by the Congregational Church. Trash was picked up from Topsfield's roadsides, sidewalks, alleys, and parking lots by many volunteers. Funds are also used at the two elementary schools in Topsfield for their ongoing efforts of composting food waste. Each week, two 64-gallon totes per school (totaling four totes) are dedicated to organic waste for compost, and hauled by Black Earth Compost, which then offers the

schools compost at half price for the school gardens and for a spring fundraiser as well. The students are trained to sort their waste to maximize uncontaminated recyclables and compostables, and bins have clear and thorough signs with pictures to help. Compostables are generated in the greatest volume in the cafeteria and kitchen, but classrooms also collect waste from snacks for composting. SMRP funds were also utilized to purchase shredding machines which are primarily used by the Council on Aging folks to eliminate clutter of paperwork in their homes.

Household Hazardous Waste Collection Day was held on October 26th at the Masconomet Regional School parking lot. The event was managed by the Topsfield, Boxford Middleton League of Women Voters and Stericycle was the vendor for the removal of the hazardous materials. The event collected items from 309 cars, 104 of which were Topsfield residents. We thank Karen Sheridan, Town of Boxford Recycling Chair, for her continued leadership with this event.

The Town recycled 1,106.53 tons of curbside wastes, which included 612.96 tons of mixed paper 493.57 tons of co-mingled plastics, cans, and glass containers. This represented 98% of the total tonnage (2,862 tons) collected in the Town.

Thank you again, residents of Topsfield, for all your conscientious efforts in keeping our RECYCLING & PAYT programs alive and well.

Respectfully submitted,

Donna C. Rich
Recycling Coordinator

Board of Library Trustees

TOPSFIELD BY THE NUMBERS




FY2019 was another big year for the library. Digital material lending increased 47%. Program attendance increased 8% and computer sessions increased 13%. 93% of Topsfield residents have a library card. The demand for services, information, and entertainment continues to grow, and the library staff are able to use their skills to meet the needs of every patron.

FACILITY

In March 2019, the library introduced its new website. The development process took over a year, but the wait was well worth the results. The new website is hosted on WordPress, making it easy for the staff to update from any desktop. It has a crisp, clean design, and is mobile friendly, making it a pleasure to view on any device.

LIBRARY ADULT/FAMILY PROGRAMS

Sewing lessons and craft projects were featured in the Topsfield Room throughout the fall and winter. Stamp kits were added to the library's collection. The library celebrated winter with a Hygge Community Read. The Friends of the Library sponsored hot coffee, hot chocolate and snacks for the months of January and February. The first ever Cookie Contest was held the last Saturday in January. The two contest winners received gift certificates to the Topsfield Bake Shop. In February, the library celebrated the 20th anniversary of the renovation with cake and a slide show of library highlights from 1999. In February and March, the library joined 130 Massachusetts libraries to collect pajamas for the 11th annual Boston Bruins PJ drive. Topsfield collected 81 pairs of pajamas for the drive, which benefits the Massachusetts Department of Children, Families Wonderfund and Cradles to Crayons.

Topsfield Town Library by the numbers (2018 – 2019)			
100,101 items checked out		20 volunteers contributed 845 hours	
6,203 Topsfield residents with library cards	74,511 visitors	661 Fans	 Like
93 adult programs – 2,434 attendees	12,306 research questions answered	7,105 eBook downloads	
1,003 meetings	6,823 new items added	112 youth programs 2,607 attendees	
 8,182 wireless sessions		3,484 public use computer sessions 	

Reference librarians made special efforts to reach homebound patrons in FY2019 by creating a new brochure explaining the library's homebound delivery service. The brochure was given to all Meals on Wheels clients and is part of a display at the Council on Aging office. Eight book deliveries were made for 2 homebound patrons with Meals on Wheels deliveries. Reference librarians provided one on one tech support for 18 patrons.

CHILDREN'S PROGRAMS

In June, over 200 people had a blast with space themed games followed by make-your-own-sundaes at the Summer Reading Kick-off party. During the summer months, Children's Librarian Lindsey Recka hosted a stuffed animal sleepover, a new sensory-based playgroup for babies, the annual Teddy Bear picnic at the Gould Barn, Toto the Tornado Cat and Jungle Jim's balloon and magic show.

Story time returned in the fall to the delight of the library's youngest patrons. Sixty children participated in Trick or Treat at the library including princesses, superheroes, firefighters, and a Charizard Pokemon. Curious Creatures brought a chinchilla, rabbit, ferret, hedgehog, tortoise, snake, bearded dragon, and baby alligator to the library during February vacation. In March, Children's Librarian Lindsey Recka went to Steward School and read to Mrs. Hancock's class for Read Across America Day. Twenty-three patrons (including some teens!) came to visit and read to Nanook, a therapy dog. In May, sixth grade students from Proctor School visited the library learn about summer reading.

LIBRARY VOLUNTEERS

The library would not be the place it is without its volunteers. Our twenty dedicated volunteers come to the library each week to process new books, put away books, repair books, and do special projects. The staff and trustees cannot thank them enough.

The library staff and trustees were saddened by the loss of Audrey Iarocci in March. Audrey was a former library trustee and a dedicated volunteer. Her presence is missed by all.

Florence Lear, a longtime volunteer, moved to Maine in June to be closer to her family.

FRIENDS OF THE LIBRARY

The Friends of the Topsfield Town Library supports the library in many ways. Its membership drive and book sales fund adult and children's programs, museum passes and a variety of other library services. Consider joining the Friends – a great way to support your library.

The following is a list of museum passes sponsored by the Friends of the Topsfield Library:

- Boston's Children's Museum
- Cape Ann Museum
- Concord Museum
- Gloucester Maritime Heritage Museum
- Isabella Stewart Gardner Museum
- Museum of Fine Arts
- Museum of Science
- New England Aquarium
- Peabody Essex Museum
- Trustees of Reservations
- Zoo New England: The Franklin Park and Stone Zoo

The Trustees of the Library thank patrons for their generous support. To see all the services and materials the library provides, please visit the library's website at www.topsfieldlibrary.org.

2019 BOARD OF LIBRARY TRUSTEES

Gail Bryson, *Chair*

Janet Kmetz, *Vice Chair*

Kathryn Hartmann, *Secretary*

Olivia Gatti

Abigail Jackson

Kenneth Scott

Parks & Cemeteries Commission

COMMISSIONERS

Steve Mscisz, *Chairman*
Gretchen Rehak, *Member*
Marshall Hook, *Member*

STAFF

Stephen Shepard, Superintendent
Paul Fontaine, Assistant Superintendent
Peter Miller, Lead Person
Stephen Shepard Jr., Laborer/Operator
Constance Rowe, Secretary

GENERAL INFORMATION

General Inquiries: 978-887-1525
Emergencies: 978-887-6533

The Parks & Cemeteries office has been relocated to the lower level of the new Town Hall located at 8 West Common Street in Topsfield. Office hours are Tuesdays and Thursdays 9:00 A.M. to 1:00 P.M. All other times are by appointment. All pre-need lot sales begin approximately mid December and continue until March 1st. All other times are emergency sales (see below for emergency telephone number). To be eligible to purchase lots in Topsfield cemeteries you must be a current taxpaying Topsfield resident. Other restrictions may apply.

On July 1, 2019 the Parks & Cemeteries Commissioners hired Stephen Shepard Jr. as a full-time laborer for the department to fill a new position. Stephen has worked for the department since 2006. Our department's goal is to reduce the summer seasonal work force and to focus on full-time year-round licensed and trained employees.

SPORTS/COMMUNITY ACTIVITIES/FIELD MAINTENANCE

The Town and Congregational Church were unable to reach an agreement on the Emerson field lease so the town

will no longer be utilizing Emerson Park. Future baseball diamonds will be added to Harmer Park at Pyebrook Park to accommodate sports needs. Topsfield's playing fields include Pyebrook Park, Klock Park, Steward School, Proctor School and the four tennis courts. This department prepares, maintains and provides improvements to all playing fields throughout the Town.

This department also maintains property surrounding the Town Hall, Library, Town Common, police and fire stations, as well as the Veteran's memorial green.

The department works closely with school officials to minimize noise and disruption during the school day while maintaining the fields. Topsfield's playing fields, particularly Pyebrook Park, are highly sought after and usage schedules are complex to accommodate all teams from Topsfield and surrounding communities. The Parks & Cemeteries Department charges usage fees commensurate with other towns for playing fields, and the upkeep for mowing, watering, fertilizing and weed removal for over 300 acres of fields. This department also maintains the schedules for all playing fields and ensures that fields are prepared and ready for use.

All sports, games and practices must be scheduled to have field space and schedules are viewable online at: www.topsfield-ma.gov by scrolling to schedules. Every user group must apply for a field use permit and various restrictions may apply. Field use permit forms are also available at our Cemetery Office.

CEMETERIES

The Parks and Cemeteries Department maintains 350 acres of properties including all town parks, school grounds, nature trails and wooded areas along with 3 cemeteries.

Pine Grove is the largest cemetery which is located on Rt. 97 (Haverhill Road). Boston Street Cemetery is located on Rt. 1 near the police station, and South Side Cemetery is located on Rowley Bridge Rd. A total of 22 interments have been performed year to date for fiscal year 2019 which began on July 1, 2019, including 8 full and 14 cremation burials. The Parks & Cemeteries staff is the primary liaison with families and funeral directors, this requires exceptional communication skills and compassion when assisting families and friends in difficult circumstances. The selection of memorials and headstones must also be approved by the Parks & Cemeteries Commissioners, and contribute to the overall character, beauty and safety of the Topsfield Cemeteries.

Cemetery expansion continues by this department in order to stay ahead of burial space needs. Sections F and H are the sections where burial lot spaces are currently being sold.

Renovations of the 1895 Carriage Barn at Pine Grove Cemetery is also underway. This structure will be transformed into a multi-denominational chapel and available for funeral services. The project should be completed by the summer of 2020.

The Church of the Latter-Day Saints has asked the Parks & Cemeteries Commission permission to set a new memorial next to the existing Smith monument in the older section of the Pine Grove Cemetery. The Parks & Cemeteries Commission agreed to its construction provided the appearance conformed to the older section of the cemetery. Construction began this fall and the entire renovations should be completed by June of 2020. A large dedication ceremony is being planned by the Church which has involved discussions with public safety to accommodate all of the potential traffic and safety concerns associated with this event.

PARKS

The new Quonset hut storage shed is now complete and now our department equipment can finally be under cover and protected from the elements. Parks include approximately 300 acres of properties which require continual maintenance. The department participates in our local Spring Expo and last year passed out free Norway spruce tree seedlings if the person could answer one of ten questions related to the Parks and Cemetery department.

RECREATION

Summer band concerts were held on the Common this summer which were very well attended. Paula Burke of our Council on Aging was instrumental in the organization of these events.

Holiday on the Green also took place this year on Saturday, December 7th. It featured a tree lighting ceremony on the Common. The Recreation Committee began their work in September to plan the large array of activities which are held throughout the town during this event. This year we saw the return of an old popular event, the Doors of Topsfield. Our department also spent the month of November hanging lights in the tree in the downtown area. Some of the lighting also needed to be replaced this year and the electrical boxes on the Common which are utilized in this event may need to be replaced in the future. The event was once again well attended and very successful!

ROADSIDE ANIMAL PICKUPS

During the year 2019 the Parks & Cemeteries Department responded to 22 plus deceased animal calls throughout the Town. Efforts are now underway to have animal pickups and disposal assigned to a private contractor, as it was originally intended, and functioned in the past.

MISCELLANEOUS

The Parks & Cemeteries Department is responsible for the purchase of necessary supplies relating to the maintenance of the methane distribution system at Pyebrook Park. The actual rebuilding is outsourced to Weston & Sampson Engineers. Our Superintendent had worked closely with Weston & Sampson and the D.E.P. over the years to ensure that all mandates were being met. All the working components of the methane flares had also been cleaned and/or rebuilt yearly.

ACKNOWLEDGEMENTS

We would like to thank all town departments, committees, boards, garden clubs, the Veterans Administration, all divisions of the Topsfield Athletic Association, the Boy Scouts of America and Eagle Scouts, as well as all other individuals who donated to the Parks & Cemeteries Department this past year. [Note: The Scouts assistance in placing grave marker flags on the veteran's graves buried in Topsfield Cemeteries every Memorial Day.]

We would also like to thank JRR Rosencrantz for donating the use of their equipment for the Hayride at the Holiday on the Green event.

Finally, we wish to thank Bob Benjamin, our former Chairman and Commissioner, for over 30 years of dedicated service.

Respectfully submitted,

Steve Mscisz, *Chairman*

Topsfield Beach Association

The 2019 summer season had more of a decline in memberships compared to 2017 and 2018. The beach continued to have some challenging problems throughout the season. These included:

- Water well needed to be replaced
- Electric box needed replacement (from the prior year)
- Replaced all the toilets in the bathrooms which was an expense that we did not anticipate and for a period we needed to also have port-a-potties to hold us over
- Addition of general liability insurance policy which was not part of our original budget
- Replacement of the peddle boats (2)

As you can see from the financials on page 2, we did not make enough money to sustain the pond for the 2019 season. Should this continue, the future of Hoods Pond could be in jeopardy.

On a more positive note, 95% of our lifeguards will be returning from last year, which makes up 95% of Tri-town children. We are also offering our lifeguards another open water training as part of our ongoing effort to keep the water safe. This is 100% paid for by the TBA.

We had a good year for programs with Miss Nancy's Girls Club and Stand-up Paddle Board (SUP). Although each had a strong participation, they will not be back this season. We continue to do well with the honor system ice-cream freezer; a beach goer favorite service.

We do not have any Eagle Scout projects in the works for 2020, but we continue to support them and the Indian Princesses by allowing them to use the pond for their sleep outs and various programs.

Last season, we had the DCR, the Ipswich River Water Shed, and Friends of Hoods Pond (a new community orga-

nization) come in and take care of the invasive plants that were growing in the pond as well as the milfoil problem. The DCR authorized money to clean up the plants and have divers come and remove all the weeds and milfoil that were growing in the swim area of the pond. They also treated the pond for the invasive growth twice over the course of the summer which meant we needed to be closed on those days. Friends of Hoods Pond along with all the other organizations will continue to work the health and well-being of Hoods Pond water and plant growth.

Looking ahead we are hoping to market the pond now that most of the major repairs are done and the installation of the new docks, with the hopes of getting more people to join. We are also considering bringing back swim lessons with the recent surge of new families. We hope that will also encourage people to join the pond. Of course, we are also doing a large push for some new volunteers so that many of our board members can retire!

Respectfully submitted,

Rosemary Young, *Chair*
Topsfield Beach Association

TBA 2019 FINANCIALS		INCOME	EXPENSE
Memberships			
Residents	106	\$18,550.00	
Non-Residents	35	\$7,135.00	
Seniors	44	\$2,365.00	
Day Pass Square	68	\$1,360.00	
Free Passes	2	\$0.00	
Guest money/Programs		\$10,134.00	
Credit Card Rewards		\$509.29	
Interest		\$46.65	
Fundraiser		\$2,230.31	
Parties		\$190.00	
Ice Cream		\$354.66	
Total Income		\$42,874.91	
Payroll and Fees			\$35,420.92
Supplies			\$215.89
Maintenance			\$612.36
Plumber			\$1,200.00
Electrician			\$885.00
Water Well			\$3,000.00
Verizon			\$583.01
Fire Extinguisher			\$59.95
Port-a-Potties			\$627.00
Water Testing			\$310.00
Sand Turn Over			\$650.00
Directors Insurance			\$1,635.00
Workers Comp Insurance			\$1,058.00
General Liability Insurance			\$1,621.12
Constant Contact			\$478.10
Uniforms			\$718.45
Eagle Scout Project Materials			\$365.24
Costco Membership			\$120.00
Electricity			\$196.32
Donation to FOHP			\$1,080.00
Peddle Boats (2)			\$1,373.56
Ladder and Ropes			\$844.10
Website			\$331.50
Treasurer Equipment			\$223.94
PO Box and Postage			\$125.00
Lifeguard Training			\$100.00
Total Expenses			\$53,834.46
Net Loss			(\$10,959.55)

Rail Trail Committee

The Topsfield Rail Trail Committee was created by the Topsfield Selectmen on April 25, 2005. The purpose is to develop the 3.9 miles of abandoned MBTA rail corridor into a recreational path without cost to the Town of Topsfield. The trail is known as the “TLC” or Topsfield Linear Common.

COMMUNITY OUTREACH:

- TLC brochure updated and distributed at public events, Town Hall and the bicycle shop.
- Maintained the www.TopsfieldTrail.Org website.

EAGLE SCOUT PROJECTS

- Exercise station built at the Proctor School trail location.

MASCO INTERNSHIP PROGRAM

We had 4 interns this year who have selected the trail for their high school senior community service project. They worked on a list of maintenance and trail beautification projects including planting donated day lilies and putting in the foundations for solar powered crossing lights at Washington St., Rt. 97 and Bare Hill Rd. crossing. The Rail Trail Committee monitored their work and commended them on a job well done.

PHASE 4 STATUS

Trail Maintenance update: Various trail maintenance projects have been completed including brush cutting, grass mowing, filling chipmunk holes, ruts and repairing some lifted deck boards on the Ipswich River railroad bridge. Main St. Crossing Safety: One parking space was removed next to the crossing as approved by the Selectmen. This greatly improves the sight lines for both trail users and motorists.

DCR GRANT UPDATE

With recent Dept. of Conservation and Recreation grants we were able to purchase and install solar powered flashing lights at Bare Hill Rd. and Washington St. The Rt. 97 crossing was improved with advance warning flashers at about 300 ft. on both sides of the crossing.

Respectfully submitted,

Joe Geller, *Chairman*

Roy Baessler

David Read

Bill Rossiter

Volunteers: a crew of highly dedicated and generous individuals for which the committee is grateful.

Open Space Committee

Activities of the Open Space Committee:

- Submitted the approximately 125-page Open Space and Recreation Plan to the Commonwealth.
- Received comments on the above to provide additional sections.

Respectfully submitted,

Joe Geller, *Chairman*:

Members: Melissa Ogden, Martha Sanders, David Merrill,
and Reggie Lockwood.



Conservation Commission

COMMISSIONERS:

Cheryl Jolley (*Chair*)

Dodds Shamroth (*Vice-Chair*)

Holger Luther

Jim Carroll (*through November 30, 2018*)

Nicholas Betts (*February 4, 2019 to present*)

Jennifer DiCarlo

STAFF

Heidi Gaffney, *Administrator*

Susan Winslow, *Sr. Administrative Assistant*

Theresa Coffey, *Recording Secretary*

INTRODUCTION

The Topsfield Conservation Commission (Commission/TCC) has responsibility under the Massachusetts Wetlands Protection Act and Regulations, the Topsfield General Wetlands Bylaw and Regulations, and numerous other laws, regulations, and policies, to protect groundwater and surface water quantity and quality, prevent flooding and erosion, manage stormwater in order to prevent storm damage, and protect wildlife habitat and recreation values in Topsfield.

Meetings typically are held twice a month, 2nd and 4th Wednesdays, and were held at the Topsfield Town Library meeting room in FY19 (the meeting location has been moved to the Selectman's Meeting Room at Town Hall for 2020). Phone: 978-887-1510, general e-mail address: conservation@topsfield-ma.gov, webpage on the Town website: www.topsfield-ma.gov/conservation.

HIGHLIGHTS

- Susan Winslow has proved to be a great asset to the day to day operation of the Conservation Commission office. She ensures that operations run smoothly and provides excellent customer service.

- New commission member Nicholas Betts has been a welcome addition to the Conservation Commission. He has an excellent skill set which has complimented the Commission.
- We moved into the beautifully renovated Town Hall in September 2018.
- Attended the Grow Spring! Expo in April and the MACC Annual Conference in March 2019.

"Permits" issued in FY2019 included:

- Eighteen TCC Administrator Permits (TCCAP's) for minor Buffer Zone (only) activities;
- Fifteen TCC-voted Determinations of Negligible Impact (DNI's) for minor projects in Buffer Zone or Riverfront Area; and
- Five Certificates of Compliance for completed projects.

Public Hearings included a total of twenty-four Abbreviated Notice of Resource Area Delineation (ANRAD's).

Requests for Determination of Applicability (RDA's) or Notices of Intent (NOI's), the most complex applications, resulted in:

- The issuance of one Order of Resource Area Delineation (ORAD);
- Ten Determinations of Applicability (DoA's); and
- Orders of Conditions (OoC's).

Approved projects included:

- Riverfront Restoration and the demolition and rebuilding of a single-family house at 333 Perkins Row;
- An Aquatic Management Program at Hood Pond; the repaving of a portion of Route 1;
- Flashing safety lights at the Rail Trail crossings;
- Multiple septic system repairs and upgrades;
- Numerous additions, pools, decks, sheds and tree removals; and

- General site work near and in Wetlands Resource Areas.
- Five Enforcement Orders were issued for violations of the Wetlands Protection Act and/or the Topsfield General Wetlands Bylaw.

No Emergency Certifications were issued in FY19.

James Carroll, who has degrees in Aeronautics and Astronautics, resigned from the Commission in November 2018 after 6 years of service. Jim joined the Commission in FY2012 and had served on the Commission previously as well. Nicholas Betts, who is a Sustainable Sites Accredited Professional (SITES AP) with a degree in Landscape Architecture and over 8 years of experience working for civil and environmental engineering firms on sustainable landscape design, ecological restoration, and stormwater management, joined the Commission in February 2019.

Commission officers remained the same, with Cheryl Jolley serving as Chair and Dodds Shamroth as Vice-Chair. Theresa Coffey has continued performing an excellent job as Recording Secretary. Susan Winslow continued as the Sr. Administrative Assistant and has proven to be an excellent addition.

The Conservation Department continued with modifications and input to the Munis Permitting Software program for permitting departments in Town, with continued effort to make the system more user-friendly and the information more useful to the Conservation and other departments involved. Administrator Gaffney attended several Mass. Society of Municipal Conservation Professionals workshops and Parker-Ipswich-Essex Rivers (PIE-Rivers) meetings.

At the beginning of FY19 Conservation had a summer intern, Victoria Sutcliffe who assisted with several projects including identifying potential vernal pools to seek out for certification, reviewing and mapping the Bylaw Perennial Streams and creating helpful planting guides to assist residents with choosing appropriate native species to plant.

During the first half of FY19 under the Senior Work-off Program, Walter Harmer, along with his dog Mr. Houdini, continued spending untold hours caring for and improving the Conservation property at 362 Boston Street.

The Conservation Commission welcomes volunteer assistance and donations of land.

Respectfully submitted,

Heidi Gaffney, *Conservation Administrator*



PHOTO COURTESY CONSERVATION COMMISSION

Planning Board

The responsibilities of the Planning Board include approval of *Approval Not Required* (ANR) lots and subdivisions, site plan review of proposed projects, the granting of stormwater and erosion control permits and special permits for certain uses of property, and planning for the future use of land and resources in the Town of Topsfield.

PERMITS AND APPROVALS

- ANR approvals: Subdivision of the property located at 5 East Street in order to create Lot 1 and Lot 2. Subdivision of land on Map 48, Lot 13 into two parcels, Parcel 1 & Parcel 2, with Parcel 1 conveyed to the owners at 45 River Road.
- The Board granted Stormwater and Erosion Control By-law permits for 195 Rowley Bridge Road and 120 Salem Road.
- The Board approved Accessory Apartments at 18 Wenham Road and 64 Perkins Row.
- The Board approved a Scenic Road Permit for 195 Rowley Bridge Road.

ZONING AMENDMENTS

Town Meeting approved amendments to Article I, Definitions and Article V, Administration and Enforcement, which addressed “housekeeping” issues. The two articles clarified the permitting authority of the Planning Board and acknowledge the Board of Selectmen as the permitting authority for signs. The Planning Board also proposed and Town Meeting approved amendments to Article XIII, Sign Regulation.

In addition, a Citizen Petition was approved which amended the Zoning By-Law, Article III, Section 3.02 Permitted Uses, which changed the Table of Use to not permit (NP) Nursing and Community Care facilities within the Central Residential (CR), Business Village (BV), and Business Highway North (BHN) districts.

NOTICE OF FILING OF PROJECT ELIGIBILITY APPLICATION

In September the Board of Selectmen received a formal letter

from the Massachusetts Housing Agency regarding a Project Eligibility Application for Perkins Landing, a 40B Project proposed for 57 Perkins Row. The Board of Selectmen requested that the Planning Board review the application. The Board gathered information from relevant Town Departments and provided extensive comments to the Board of Selectmen for submission in October to the Massachusetts Housing Agency. In addition, many residents submitted comments. In May, 2019 the Board of Selectmen received a modified Project Eligibility Application for the project. The Board again reviewed and submitted an extensive response regarding the environmental impact and apparent flaws in the application to the Mass Housing Agency’s requirements.

MEMBERS AND LIAISONS

Jeanine Cunniff and Joseph Geller stepped down after 6 years of service to the Board. At the May 2019 election, Jennie Merrill and Greg Mellinger were elected. Martha Morrison was elected Chair, and Steven Hall as Clerk.

The following liaisons were appointed:

Steven Hall..... Stormwater Committee
 Greg Mellinger..... Soil Removal
 Josh Rownd..... Downtown Strategic Planning Initiative,
 Steve Hall Alternate

All the above activities required the coordination and cooperation of boards, committees and departments throughout Town government. The Planning Board would like to acknowledge the generous commitment of time and talent of all who have participated.

Respectfully submitted,

Martha Morrison, *Chair*

Zoning Board of Appeals

INTRODUCTION

Zoning bylaws define permitted uses of land, prohibited uses, and uses which require special permits. The Zoning Board of Appeals primary role is to hear appeals with respect to permits that have been denied by the Building Inspector. Upon hearing of the appeal, the Zoning Board may grant a variance providing relief to an owner of property, if literal enforcement of a zoning bylaw would create a substantial hardship, or in some instances as the “permit granting authority” or “special permit granting authority” the Board may grant a special permit to allow the requested relief, with appropriate conditions, or may allow a modification or alteration to an existing structure or use upon making the requisite finding in conformance with the requirements of Massachusetts General Laws and the Town of Topsfield Zoning Bylaw.

FY19 DECISIONS / HIGHLIGHTS

9-11 South Main Street:

The Board granted a Finding pursuant of Article III, Section 3.05 for alterations of a non-conforming use to allow for mixed use of residential and commercial and also approved the Site Plan as presented.

129 Main Street:

The Board granted a Variance from Article IV, Section 4.02 to decrease 10-feet on the front setback in order to accommodate the construction of a standard depth garage.

374 Boston Street #10:

The Board granted a Variance from Article 5, Section 4 for a natural vitamin/food retail establishment.

215 Washington Street and 221 Washington Street:

The Board decided to uphold the Building Inspector’s Order to Cease & Desist.

23 Ipswich Road:

The Board granted a Finding pursuant of Article III, Section 3.05 for the construction of a single-family dwelling on a non-conforming lot of 17,075 sq. ft.

Respectfully submitted,

Robert J. Moriarty, *Chairman*

Jody L. Clineff

David D. Merrill, *Clerk*

David P. Moniz

Gregor Smith

Annual Town Meeting Minutes

ANNUAL/SPECIAL TOWN MEETINGS

May 7, 2019

Proctor School, Woodbury Auditorium

The several articles in the Warrant for the Meeting and the action of the Town thereto.

The Moderator, Stephen Whelan, reported there was a quorum and called the Annual Town Meeting to order at 7:02 PM, and introduced himself. The meeting was opened with the Pledge of Allegiance. The Moderator confirmed with the Town Clerk that the warrant had been served and duly posted, and that the Return of the Constable was certified as proper and complete, posted and advertised as required by law.

A summary of further announcements are listed below:

1. The cafeteria is available for overflow seating and audio and visual equipment has been set up, however, there are plenty of chairs here in the Gym and I ask all to take a seat. It aids with the counting process during hand count votes.
2. Paula Burke has agreed to act as Assistant Moderator as needed for the overflow cafeteria room. Assigned tellers will assist her during vote counts.
3. As a courtesy, all electronic devices should be silenced.
4. Meeting is being recorded. The Moderator thanks Brad Sweet and Boxford Cable for their service and for enabling video access of the main meeting room in the Cafeteria overflow room.
5. By long standing tradition in the Town, a recommendation of the Finance Committee amounts to the main motion, and doesn't require a second. If the Finance Committee recommends "no action" on a particular article, and a voter desires positive action on the article or an amended article, the voter may and should, during discussion of the Finance Committee recommendation,

state his or her intention to move for positive action on the article or an amended article if the Finance Committee's "no action" recommendation is voted down; but, the vote will be taken on the Finance Committee's recommendation of "no action" before a motion for positive action is in order.

6. If one wishes to speak to any question, one must first be recognized by the Moderator. When recognized, the person must state his or her name and street address. Debate should be conducted in a respectful and courteous manner.
7. If a voter desires to move an amendment to a Finance Committee recommendation or to any other motion, I will require a written proposed motion to amend for review by myself and Town Counsel prior to any action on it. We have printed forms for these motions and will be happy to help anyone who needs assistance in making it out.

The Moderator acknowledged Representative Brad Hill and Senator Joan Lovely, who were seated in the front row. He then recognized Beth Willis, Town Clerk and Erin Merrill, Assistant Town Clerk. The Moderator introduced the Board of Selectmen: Chairman Mark Lyons, Boyd Jackson, Lynne Bermudez, Dick Gandt, and John Spencer, followed by Town Administrator Kellie Hebert and Town Counsel Lauren Goldberg. He then introduced Finance Committee Members, Chairman Karen Dow, Jonathan Guido, Dana Warren, Eric Menzer, Michael Hartmann, Che Elwell and Louis Ross, as well as Administrative Assistant Jennifer Davis.

The Moderator acknowledged that this would be Police Chief Evan Haglund's last Town Meeting as he is retiring next April. The audience gave him a standing ovation. In attendance were Department Heads as follows: Treasurer Collector Barbara Michalowski, Town Accountant Cather-

ine Gabriel, Highway Superintendent Dave Bond, Water Department Superintendent Greg Krom, Fire Chief Jenifer Collins-Brown. Council on Aging Executive Director Paula Burke, Board of Health Agent John Coulon, Conservation Commission Administrator Heidi Gaffney, Board of Library Director Laura Zalewski, and Purchasing and Community Development Coordinator Donna Rich. Members of Boards and Committees in attendance include: Holger Luther and Cheryl Jolley of the Conservation Commission, and Sheryl Knutsen from the Board of Health. Superintendent Scott Morrison from Topsfield Elementary Schools and Masconomet Superintendent Kevin Lyons were also recognized, as well as School Committee Board Members. Also representing the schools, the Moderator introduced Steve Greenberg and Steve Clifford. He concluded with identifying the tellers, Dottie Wass, Dianne Bayliss, Dinah Bufalino, Debra Parkhurst, Mary Connor and Elaine Crippen.

The Moderator asked for permission to allow out of town Department Heads and leadership of Departments to sit with their peers, and there were no objections.

ARTICLE FIRST: REPORTS

Mark Lyons rose to recognize citizens who recently completed terms on various volunteer boards and committees. They are as follows: Vincent Guerra, Janet Kmetz, Bill Quinn, Mary MacDonald, David Juliano, Julie Sullivan, Katrina Frere, Dan Pallotta, Dana Warren, Brooke Spater, John Spencer, Robert Benjamin, Jeanine Cunniff, Joe Geller, Greg Demers, and Audrey Iarocci.

Lou Ross, Chairman of the Government Review Committee, presented a brief report on the status of the committee. Ben Nutter reported that the Town has received a 2019 Massachusetts Historical Commission Preservation Award for the preservation, rehabilitation and restoration of the Topsfield Town Hall.

At 7:30 PM, the Moderator called the Annual Town Meeting into a brief recess and called to order the Special Town Meeting.

ARTICLE FIRST: REPORTS

There were no reports.

ARTICLE SECOND: PRIOR YEAR BILLS

The Finance Committee recommended that the Town vote to appropriate the sum of \$216.97 to pay outstanding bills

contracted prior to July 1, 2018, and further to pay the outstanding bills from the corresponding Fiscal 2019 Budget accounts as follows:

Vertical Telecommunications Services

(Town Hall Equipment)	\$97.50
Metro Water Treatment Group	
(Library Repair & Maintenance)	\$93.00
Fed Ex	
(Water Department Postage)	\$26.47

The Town so voted unanimously.

ARTICLE THIRD: FISCAL YEAR 2019 BUDGET TRANSFERS

The Finance Committee recommended that the Town vote to transfer from the unexpended balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2019 fiscal year.

TRANSFER FROM:		TRANSFER TO:	
Water – BAN Interest	63,372	Water – Long Term Interest	63,372
Snow & Ice Salt	2,500	Street Light –Other Expenses	2,500
	11,000	Tree Department - Other Expenses	11,000
	10,000	Town Hall - Other Expenses	10,000
Essex Retirement	20,000	Town Hall - Other Expenses	20,000
	1,500	Planning Board -Other Expenses	1,500
Health-Salary/Wages	3,000	Health - Other Expenses	3,000

Liability/ Accident Insurance	3,500	Select- men-Salary/ Wages	3,500
	15	Treasurer-Sal- ary/Wages	15
	3,293	Conserva- tion - Salary/Wages	3,293
	160	Town Clerk- Salary/Wages	160
	312	Fire Depart- ment- Salary/Wages	312
	3,500	Town Hall - Other Ex- penses	3,500
	20,000	Police Department - Other Expenses	20,000
	46,000	Fire Department -Other Expenses	46,000
	14,000	Steward School - Other Expenses	14,000
	27,500	Town Hall - Other Expenses	27,500
Medical Insurance	10,000	Police Department -Salary/Wages	10,000
	9,000	Fire Department -Salary/Wages	9,000
FY16/ATM A23 Computers	11,300	Town Hall- Other Expenses	11,300
FY18/ATM A26 Fire Rescue Boat	10,038		10,038
FY17/STM A6 COA Rent	1,080		1,080

FY18/STM A6 Police Tasers	63		63
FY15/STM A9 Munis Upgrades	4,366.02		4,366.02

The Town so voted unanimously.

ARTICLE FOURTH: EMPLOYEE COMPENSATION STUDY

The Finance Committee recommended that the Town vote to take no action to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen to retain the services of a consultant to prepare a non-union employee compensation study for the Town of Topsfield. The Town voted by majority for the Finance Committee's recommendation.

ARTICLE FIFTH: POLICE CHIEF SEARCH PROCESS & ASSESSMENT CENTER

The Finance Committee recommended that the Town vote to transfer and appropriate from Article Third of the May 1, 2018 Annual Town Meeting for the Fiscal Year 2019 Operating Budget Accident-Police/Fire Insurances the sum of \$10,000 to be expended by the Board of Selectmen to retain the services of a consultant to conduct a Police Chief Search Process and/or Professional Assessment Center for the Town of Topsfield. The Town so voted unanimously.

ARTICLE SIXTH: PROCTOR ELEMENTARY SCHOOL SECURITY & SURVEILLANCE SYSTEM

The Finance Committee recommended that the Town vote to transfer and appropriate the sum of \$85,000 from Article Third of the May 1, 2018 Annual Town Meeting for the Fiscal Year 2019 Operating Budget MIIA Health Insurance to be expended by the Board of Selectmen, with the advice of the Topsfield School Committee, to purchase and install a security and surveillance system for the Proctor Elementary School, including all incidental and related expenses. The Town so voted unanimously.

ARTICLE SEVENTH: REVOKE SOLID WASTE ENTERPRISE FUND

The Finance Committee recommended that the Town vote to revoke the vote taken under Article Eighteenth of the May 2, 2000 Town Meeting accepting G.L. c. 44, §53F 1/2 for the purpose of creating a Solid Waste Enterprise Fund, such vote to be effective at the close of business on June 30, 2019. The Town voted by the majority in favor of the recommendation.

ARTICLE EIGHTH: RESCIND PRIOR YEAR BOND AUTHORIZATION

The Finance Committee recommended that the Town vote to rescind \$530,000 of the \$1,500,000 borrowing authorization approved under Article Twenty-Ninth of the May 2, 2017 Annual Town Meeting for the “Prospect Street and River Road Water Main Replacement Project”, which amount was authorized but unissued. The Town so voted unanimously.

ARTICLE NINTH: ROAD REPAIRS TO PROSPECT STREET AND RIVER ROAD

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate the sum of \$300,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to repair and/or reconstruct areas of Prospect Street and River Road disrupted as part of the recent water main replacement project and previous water main breaks; and to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to take any other action necessary to carry out this project.

ARTICLE TENTH: PEG ACCESS AND CABLE RELATED FUND – FISCAL YEAR 2019 BUDGET TRANSFER

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate \$400 from the PEG Access and Cable Related Fund to PEG and Cable Professional Services to fund cable access services.

A motion to conclude the Special Town Meeting was made and seconded and the Annual Town Meeting was re-ad-journed at 7:42 PM. The Town Moderator requested that the Town Clerk copy the Finance Committee’s report from the Special Town Meeting into the Annual Town Meeting Minutes Article First.

ARTICLE FIRST: REPORTS CONTINUED

Katrina Frere, Chairman of the Elementary School Committee Shared information about the Elementary Schools and its budget.

Finance Committee Chairman Karen Dow presented the Finance Committee report, and explained the process of Budget planning for Fiscal Year 2020.

ARTICLE SECOND: BALANCE TRANSFERS

The Finance Committee recommended that the Town vote to transfer the sum of \$50,226 from various funds listed under Article Second in the warrant and appropriate the same to fund the General Operating Budget in Fiscal Year 2020 to be voted under Article Third and the Town so voted.

Account: Amount:

Fund Balance Reserved for Reduction

of Future Excludable Debt1,226

Cable/PEG Fund 49,000

Total Balance to Transfer:.....\$50,226

ARTICLE THIRD: GENERAL OPERATING BUDGET

The Finance Committee recommended that the Town vote to appropriate the sum of \$20,902,941 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2019, and determine the manner of expending the same as stated in Attachment A to the warrant; and to meet said appropriation, in addition to the amount transferred for such purposes under Article Second, to raise and assess the sum of \$20,852,715; and further, that the Town vote to raise, assess, and appropriate the additional sum of \$593,068 for the Elementary Schools as stated in the column entitled “Contingency Appropriation” in Attachment A, provided, however, that such additional appropriation shall be expressly contingent upon approval by the voters at an election of a so-called Proposition 2 ½ override pursuant to General Laws Chapter 59, Section 21C(g).

John Kinhan, of 55 Colrain Rd., made a motion to divide the main article of the General Operating Budget from the override for the Elementary Schools. The motion was defeated. Eldon Goodhue, of 37 Winsor Lane, stood to amend Article Third, by recommending the Town vote to appropriate \$20,430,092 for the General Budget and to meet said appropriation, to raise and assess a \$20,379,866, and additionally, raise, assess and appropriate the additional sum \$593,068 for the Elementary Schools. However, Mr. Goodhue could not specify which line items would be reduced, and a vote was not taken.

The discussion continued for some time, with Town Counsel addressing questions about the process of re-aligning the budget. Mr. Goodhue, then restated his amendment such that the Town would appropriate \$20,430,092 for

the General Budget, subtracting that amount from the Finance Committee's recommendation of \$20,902,941, and then further subtracting that percentage from each line item. Following further discussion, the Moderator called for a vote on the amendment. The motion failed by a significant majority.

David Larsen, of 109 North Street, stood to "amend Article Third to reduce the Town Hall budget by \$50,000 by changing the Town Hall Facilities and Town Hall Information Technologies Support of \$25,000 each to zero." Following a brief discussion, the amendment was defeated. The Moderator called for a vote on the original Finance Committee recommendation and it passed by an overwhelming margin.

ARTICLE FOURTH: WATER DEPARTMENT OPERATING BUDGET

The Finance Committee recommended that the Town vote to transfer from Water Revenue the sum of \$1,936,281 and appropriate the same as detailed under Article Fourth in the Warrant, to operate the Water Department from July 1, 2019, through June 30, 2020, and to approve the sum of \$155,083 of indirect costs appropriated in the General Fund under Article Third, to be funded from Water Revenues.

WATER DEPARTMENT OPERATING BUDGET		
Actual Appropriation FY2019		Proposed Appropriation FY2020
\$ 302,539	Salary & Wages	\$ 378,387
349,180	Other	415,824
152,500	Long-Term Debt Principal	529,000
68,578	Long-Term Debt Interest	342,695
-	Short Term Debt Principal	-
377,634	Short-Term Debt Interest	115,375
5,000	Debt Issue Costs	5,000
56,710	Water Reserve Fund	50,000
300,000	Unanticipated Emergency	100,000
1,612,141	SUB-TOTAL – DIRECT COSTS:	1,936,281

159,760	Indirect Costs	155,083
\$1,771,901	TOTAL WATER DEPARTMENT BUDGET:	\$2,091,364

The Town so voted unanimously.

ARTICLE FIFTH: MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT

The Finance Committee recommended and the Town so voted unanimously to approve the Fiscal Year 2020 Gross Budget of the Masconomet Regional School District in the amount of \$37,057,467 and raise and assess and appropriate the sum of \$7,693,568 to fund the Town's share of the Fiscal Year 2020 Masconomet Regional School District Assessment, of which the sum of \$7,408,262 supports the Maintenance & Operating Budget, and the sum of \$285,306 supports the Masconomet Building Debt Service.

ARTICLE SIXTH: MASCONOMET REGIONAL SCHOOL DISTRICT – STABILIZATION FUND

The Finance Committee recommended and the Town so voted unanimously to approve the Masconomet Regional School District Fiscal Year Stabilization Fund request in the amount of \$450,000 including parking and sidewalk repairs, wood shop safety upgrades, and an appropriation to the District Stabilization Fund as requested by the District School Committee and transfer and appropriate the sum of \$119,250 from Free Cash to fund the Town's share of the Stabilization Fund request of same.

ARTICLE SEVENTH: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

The Finance Committee recommended and the Town so voted unanimously to approve the Fiscal Year 2020 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$29,643,949 and raise and assess and appropriate the sum of \$302,815 for the Town's share of the assessment of same.

At 9:30 pm the Moderator entertained a motion to accept the use of the Consent Agenda in the Annual Town Meeting. The motion was defeated and the Consent Agenda was not used. The Moderator then proceeded with the Articles individually.

***ARTICLE EIGHTH: GRANT AUTHORIZATION FOR TOWN PROJECTS**

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen to apply for, accept, and expend without further appropriation any private, state, or federal grants or loans for Town projects. The Town so voted unanimously.

***ARTICLE NINTH: MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTS**

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen to enter into contracts with the Massachusetts Department of Transportation for the ensuing year and to accept and expend any sums of money made available to the Town in accordance with G.L. c.90. The Town so voted unanimously.

***ARTICLE TENTH: LEASE OF EMERSON FIELD**

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen, with the advice of the Parks and Cemeteries Commissioners, and under such terms as it deems advisable, to enter into a lease with The Congregational Church of Topsfield for certain property in Topsfield commonly known as Emerson Field, and transfer and appropriate from Free Cash the sum of \$1,250 to fund said lease. The Article passed by a majority vote.

***ARTICLE ELEVENTH: TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES**

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from Free Cash the sum of \$20,500 as a grant for Fiscal Year 2020 to fund activities of the Tri-Town Council.

***ARTICLE TWELFTH: SENIOR CARE**

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from Free Cash the sum of \$1,500 as a grant for Fiscal Year 2020 to fund activities of Senior Care Inc.

***ARTICLE THIRTEENTH: TOWN FACILITIES REPAIR AND MAINTENANCE FUND**

The Finance Committee recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$37,000 to be expended by the Board of Selectmen to fund facilities repairs, maintenance and any associated costs to repair, maintain and ensure the safety and security of Town-owned properties, facilities equipment and assets, including all incidental and related expenses. The Article passed by a majority vote.

***ARTICLE FOURTEENTH: POLICE SUV CRUISER**

The Finance Committee recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$62,000 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new SUV Police Cruiser, including all incidental and related expenses. Chief Haglund fielded several questions. The Town voted unanimously in favor of the recommendation.

At 9:51 pm the Moderator presented the second group of consent articles including Articles Fifteenth thru Article Seventeenth, asking the Town to vote unanimously on these annually recurring articles. A particular article could be pulled for debate and discussion simply by objection. The Moderator then restated the Consent Items, and the Town so voted.

****ARTICLE FIFTEENTH: WATER SYSTEM IMPROVEMENTS**

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate \$100,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to fund water system improvements including design of water main replacements projects, replacement of fire hydrants, replacement/extension of water mains and other water system projects; and including all incidental and related costs; and, further, to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to take any other action necessary.

****ARTICLE SIXTEENTH: WATER METER READING SYSTEM UPGRADES**

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate the sum of \$25,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to purchase and install water meter reading equipment and software, including all incidental and related expenses; and to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to take any other action necessary.

****ARTICLE SEVENTEENTH:
NORTH STREET EXPLORATORY DRILLING**

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate the sum of \$100,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the

advice of the Board of Water Commissioners, to conduct exploratory drilling and well testing at the North Street Wellfield; including all incidental and related expenses; and, further, to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to take any other action necessary.

ARTICLE EIGHTEENTH: HIGHWAY FRONT END LOADER

The Finance Committee recommended and the Town so voted unanimously to appropriate the sum of \$165,000 to be expended by the Board of Selectmen, with the advice of the Road Commissioners, to purchase and equip a front-end loader, including all incidental and related expenses; and to meet said appropriation to transfer the sum of \$150,000 from Free Cash, and the sum of \$15,000 from the Water Enterprise Retained Earnings Account.

ARTICLE NINETEENTH: TOWN HALL COMPUTER WORKSTATIONS

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from Free Cash the sum of \$26,000 to be expended by the Board of Selectmen to purchase and install twenty-six (26) computer workstations at Town Hall, including hardware, software and all incidental and related expenses.

ARTICLE TWENTIETH: AMBULANCE/RESCUE VEHICLE REPLACEMENT

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from Free Cash the sum of \$30,000 to be expended by the Board of Selectmen, with the advice of the Fire Chief, to purchase and equip a used Ambulance/Rescue Vehicle, including all incidental and related expenses.

ARTICLE TWENTY-FIRST: ELEMENTARY SCHOOLS TECHNOLOGY

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from Free Cash the sum of \$210,000 to be expended by the Board of Selectmen, with the advice of the Topsfield School Committee, to purchase and install technology at the Proctor and Steward Elementary Schools, including hardware, software and including all incidental and related expenses.

ARTICLE TWENTY-SECOND: STEWARD ELEMENTARY SCHOOL SECURITY & SURVEILLANCE SYSTEM

The Finance Committee recommended and the Town so

voted unanimously to transfer and appropriate from Free Cash the sum of \$85,000 to be expended by the Board of Selectmen, with the advice of the Topsfield School Committee, to purchase and install a security and surveillance system for the Steward Elementary School, including all incidental and related expenses.

ARTICLE TWENTY-THIRD: LIBRARY MAINTENANCE & ROOFING REPAIRS

The Finance Committee recommended that the Town vote to take no action to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Library Director, for building maintenance and roof repairs to the Topsfield Library. Finance Committee member Dana Warren, of 12 Boston St., Unit 19, presented the Finance Committee's review determining that the Gould Fund is permitted to cover the repairs. Gail Bryson, of 5 Porter Meadow Rd., rose to state that she would like to amend the Article. The Town overwhelmingly defeated the Finance Committee's recommendation. Gail Bryson, of 5 Porter Meadow Rd., moved to take positive action, with \$10,000 to be transferred from Free Cash for Library roof repairs, and the Town so voted by a vast majority.

ARTICLE TWENTY-FOURTH: GENERAL STABILIZATION FUND

The Finance Committee recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$25,000 to the General Stabilization Fund. The article passed by the required 2/3 vote.

ARTICLE TWENTY-FIFTH: CAPITAL STABILIZATION FUND

The Finance Committee recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$100,000 to the Capital Stabilization Fund. The article passed by the required 2/3 vote.

ARTICLE TWENTY-SIXTH: OTHER POST-EMPLOYMENT BENEFITS ("OPEB" TRUST FUND)

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from Free Cash the sum of \$300,000 to the Other Post-Employment Benefits Liability Trust Fund.

**ARTICLE TWENTY-SEVENTH: REVOLVING FUNDS:
PUBLIC HALL REVOLVING FUND**

PROGRAM OR PURPOSE	DEPARTMENT RECEIPT	AUTHORIZED TO SPEND
Public Hall Revolving Fund (Paying costs and expenses related to the use and rental of the Public Hall, including direct and incidental expenses for the use, care and maintenance of the hall. Fees charged are deposited into the fund to pay for contractor fees, part-time wages, supplies and operating expenses.)	Receipts from the use of the Public Hall.	Board of Selectmen

The Finance Committee recommended and the Town so voted unanimously, pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to establish a new Public Hall Revolving Fund, and, for such purposes, to amend Section 64-I of the Town Bylaws to insert in the chart set forth therein a new row for the Public Hall Revolving Fund as printed in the warrant under Article Twenty-Seventh, and to approve an annual expenditure limit of \$10,000 for such fund with such expenditure limit to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to change the same; provided, however, that the Board of Selectmen, with the approval of the Finance Committee, may increase such limit, for that fiscal year only.

**ARTICLE TWENTY-EIGHTH: AMEND ZONING BYLAW:
ARTICLE I, DEFINITIONS**

The Finance Committee recommended that the Town vote to amend certain sections of the Town Zoning Bylaws, Article I, Definitions as follows, with the provisions to be added shown in ***bold italics***:

1.95 Special Permit Granting Authority.

The Planning Board, Town of Topsfield, Massachusetts, ***unless otherwise defined herein.***

Or take any other action relative thereto.

The Town so voted by a 2/3 majority in support of the Finance Committee's recommendation.

**ARTICLE TWENTY-NINTH: AMEND ZONING BYLAW:
ARTICLE V, ADMINISTRATION AND ENFORCEMENT**

The Finance Committee recommended that the Town vote to amend certain sections of the Town Zoning Bylaws, Article V, Administration and Enforcement as follows, with the provisions to be deleted shown in strike-through and the provisions to be added shown in ***bold italics***:

5.02 Permit Granting Authority and Special Permit Granting Authority.

A. Permit Granting Authority. The Zoning Board of Appeals, hereinafter called "The Board", shall be the Permit Granting Authority pursuant to the Zoning Act.

B. Special Permit Granting Authority. The Topsfield Planning Board shall be the Special Permit Granting Authority pursuant to the Zoning Act. ~~In this capacity the Planning Board shall be responsible for hearing and deciding upon applications for special permits for the following~~

~~1. Uses in the Business Park District requiring special permits in accordance with Section 3.06 and the Table of Use Regulations:~~

~~a. The installation and maintenance of wind energy conversion systems:~~

~~1. Special Permit and Site Plan Approval for multifamily residences for the elderly in an Elderly Housing District.~~

~~1. Special Permit and Site Plan Approval for multifamily residences for the elderly in an Elderly Housing District (Article III, Section 3.16).~~

~~2. Special Permit for a Common Driveway (Article IV, Section 4.07 J).~~

~~2.3. Temporary Accessory Apartment Special Permit Bylaw (Article IVVII, Section 7.03).~~

~~3.4. Special Permits for uses and activities in the Ground-water Protection District (Article XI).~~

~~4 5. Wind Energy Conversion Systems (Article XV).~~

§ 6. *Ground-Mounted Solar Photovoltaic Installations (Article XVI).*

- 3- The Board of Selectmen may appoint one town resident as an associate member of the Planning Board for a one year term, who shall be eligible to participate solely in matters in which the Planning Board is acting as the Special Permit Granting Authority, in accordance with M.G.L. Chapter 40A, § 9. The Chairman of the Planning Board, or the Acting Chairman, in the event of the absence of the Chairman, may designate the associate member to sit on the Planning Board for the purposes of acting on a special permit application, in the case of absence, inability to act, or conflict of interest, on the part of any member of the Planning Board or in the event of a vacancy on the Planning Board.

C. Special Permit Granting Authority. The Topsfield Board of Selectmen shall be the Special Permit Granting Authority responsible for hearing and deciding upon applications for special permits for the following:

1. *Signs (Article XIII).*

Or take any other action relative thereto.

Steven Hall, of 86 Salem Road, presented the Planning Board's report. The Town so voted by a 2/3 majority in support of the Finance Committee's recommendation.

ARTICLE THIRTIETH: LOCAL MEALS EXCISE

The Finance Committee recommended that the Town vote to accept the provisions of G.L. c.64L, §2(a) authorizing the Town to impose what is commonly known as a "local meals excise", a local sales tax at the statutory rate of 0.75 percent on the sale of restaurant meals originating within the Town. The motion carried by majority vote.

ARTICLE THIRTY-FIRST: COMMISSION ON DISABILITIES

The Finance Committee recommended and the Town so voted unanimously to accept the provisions of G.L. c.40, §8J to create a Commission on Disabilities of five (5) members, to be appointed by the Board of Selectmen, in accordance with the provisions of Article Thirty-First as set forth in the warrant to carry out the duties of such a Commission in accordance with law.

ARTICLE THIRTY-SECOND: SPECIAL EDUCATION RESERVE FUND

The Finance Committee recommended and the Town so voted unanimously to accept the provisions of G.L. c.40, §13E to create a Special Education Reserve Fund, consistent with the vote of the Topsfield School Committee, for future payments of unanticipated or unbudgeted special education costs, out-of-district tuition, or transportation, provided however, that the monies in such fund shall be expended only with the approval of the Elementary School Committee and Board of Selectmen.

ARTICLE THIRTY-THIRD: CITIZEN PETITION: ADOPT GENERAL BYLAW - PROHIBITION OF WILD OR EXOTIC ANIMALS FOR ENTERTAINMENT

The Finance Committee recommended that the Town vote to take no action on a citizens' petition requesting the Town amend the Town of Topsfield General Bylaws by inserting a new bylaw to prohibit the use of certain wild or exotic animals for entertainment in any circus, carnival, fair, traveling show, exhibit, or similar event or undertaking, or take any other action relative thereto, as follows:

Chapter ____ – Prohibition of Wild or Exotic Animals for Entertainment

____-1. Purpose

The purpose of this Bylaw is to prevent the cruel and inhumane treatment of certain wild and exotic animals displayed for public entertainment in the Town of Topsfield and to thereby preserve and protect the general safety, welfare, and health of the public.

____-2. Definitions

"Displayed" – This term shall include, but is not limited to, animal acts or performances, animal rides, photographic opportunities, and parades.

"Domesticated Animal" - Any animal occurring naturally or historically in the United States, that through long association with humans, has been bred to a degree which has resulted in genetic changes affecting the temperament, color, conformation or other attributes of the species to the extent that makes it unique and different from wild animals of its kind.

"Entertainment" - Any replication of the traditional wild animal circus or other carnival, traveling show, fair, or

presentation of any kind in which wild or exotic animals are required to perform tricks or are used in performances for the amusement of an audience.

“Traveling Show” - Any mobile or stationary act, public show, trade show or similar undertaking incorporating wild or exotic animals as defined in this Bylaw wherein the animals are taken from their permanent residence and required to walk or travel for any distance.

“Wild or Exotic Animal” - Any or all of the following, whether born in the wild or in captivity, and also any or all of their hybrids with domestic species:

- a. Elephants;
- b. Lions;
- c. Tigers;
- d. Ocelots;
- e. Cheetahs;
- f. Jaguars;
- g. Cougars;
- h. Lynx;
- i. Bears;
- j. Giraffes;
- k. Camels;
- l. Zebras;
- m. Kangaroos;
- n. All non-human primates.

___-3. Prohibition of Wild or Exotic Animals for Entertainment

No living wild or exotic animal as defined in this Bylaw shall be displayed or used for public entertainment on any property in the Town of Topsfield, including land owned by the Town, leased by the Town, or private property, and regardless of how such public entertainment is characterized, including, for example, a circus, carnival, fair, traveling show, exhibit, or similar event or undertaking.

___-4. Exemptions

The provisions of ___-3 shall not apply to:

1. Domesticated animals, including, but not limited to, dogs, cats, horses, and farm animal
2. Any non-domesticated animal that is not included in this Bylaw’s definition of “Wild or Exotic Animal”

3. Exhibits that are part of a duly licensed zoo and accredited by American Zoo and Aquarium Association, and exhibits that are deemed educational by either Mass Audubon, Massachusetts Society for the Protection of Animals, or the New England Wildlife Center, provided that the required permitting from the MA Division of Fisheries and Wildlife, US Fish and Wildlife Service, and USDA has been obtained.

___-5. Enforcement and Penalties

This Bylaw shall be enforced by any available means in law or equity, including but not limited to enforcement by non-criminal disposition pursuant to M.G.L. Chapter 40, §21D. Display of a wild or exotic animal in violation of this Bylaw shall constitute a separate violation for each day such violation exists. When enforced through non-criminal disposition, the penalties shall be as follows:

First violation:	\$100.00
Second violation:	\$200.00
Third violation and subsequent offenses:	\$300.00

The Board of Selectmen or its designee, the Board of Health or its agent, and any Police Officer of the Town of Topsfield shall be considered “enforcing persons” for purposes of this Bylaw.

A lengthy discussion took place. Martha Sanders, of 192 Rowley Bridge Road, the resident who brought forth the petition and Jamie O’Brien, the President of the Topsfield Fair both spoke. Several residents made comments for and against the petition. Philip Knowles, 12 Boston St., Unit 21, rose to move the question. The Town so voted by overwhelming majority to move the question. The Town then voted by a majority of a show of hands to defeat the Finance Committee’s recommendation of no action. Martha Sanders, of 192 Rowley Bridge Road, then stood and moved for positive action under Article 33rd. The motion was seconded. The Town so voted by majority for positive action on Article 33rd.

ARTICLE THIRTY-FOURTH: CITIZEN PETITION: AMEND ZONING BYLAW, ARTICLE III, SECTION 3.02 PERMITTED USES

To see if the Town will vote to amend Section 3.02 of the Topsfield Zoning Bylaw entitled “Permitted Uses” by striking out the “S” (Special Permit) in the Table of Use Regulation, as shown in red (striked-out) and inserting

therefore NP (Not Permitted) in lines 2.14 and 2.16 in the columns CR, BV and BHN as shown in the excerpt of the aforementioned Table seen below:

2.Community Facilities	ORA	IRA	CR	BV	BH	BP	BHN	
2.14	Hospital	S	S	NP	NP	S	S	S NP
2.16	Nursing and Community Care Facilities	S	S	S NP	S NP	S	S	S NP

A positive vote will re-instate the 1993 ATM vote to limit the establishment of such facilities in Topsfield to the IRA, ORA, BH, and BP zoning districts that are less densely populated.

The Finance Committee, by a vote of 4 to 2, recommended positive action on this Citizen's Petition. Jeanine Cunniff, of 16 Towne Ln, presented the report of the Planning Board. The Planning Board's vote was 2-2-1. An extensive discussion ensued with many residents speaking both for and against the petition. Jack Burns, of 46 Campmeeting Rd., stood to move the question, and the Town so voted. The Moderator called for a standing count vote. The recommendation of the Finance Committee passed by a vote of 294 Yeas to 78 Nays, a 2/3 majority.

ARTICLE THIRTY-FIFTH: CITIZEN PETITION: APPROPRIATE FREE CASH TO DEBT SERVICE

To see if the Town will vote to appropriate a total amount of four hundred thousand (\$400,000.00) dollars of free cash in the town's current free cash account and apply the same to the town's current debt service for purposes of debt service relief, and to take any other action related thereto. The Finance Committee recommended no action on this Citizen's Petition. Following an explanation of the petition by the petitioner, Kim Sherwood, of 29 Perkins Row, and a clarification of Free Cash by Town Counsel, Lauren Goldberg, the Town voted in an overwhelming majority to support the Finance Committee's recommendation of no action.

ARTICLE THIRTY-SIXTH: DONIBRISTLE FARM: TRANSFER FUND BALANCE RESERVED FOR CAPITAL EXCLUSION REDUCTION

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from the Fund Balance Reserve Account, established by the Town Accountant upon receipt of a \$400,000 LAND Grant, the sum of \$405,190 to reduce the tax levy for Fiscal Year 2020.

ARTICLE THIRTY-SEVENTH: FREE CASH TO OFFSET THE TAX RATE

The Finance Committee recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$500,000 to reduce the tax levy for Fiscal Year 2020. The Finance Committee's recommendation was approved by an overwhelming majority.

After completion of the last article to be brought before the Town, the Moderator asked for a motion to adjourn Town Meeting, which was received and seconded by the Town. The Annual Town Meeting of 2019 was dissolved at 12:30 AM. There were 663 registered voters in attendance.

State Primary Election

TOWN OF TOPSFIELD

SEPTEMBER 4, 2018

Registered Voters 4,828

Official Results

Election Votes..... 1,178

Percent..... 24%:

PRECINCT 1

Democrat 601

Republican..... 572

Libertarian 5

TOTAL VOTES CAST 1,178

DEMOCRATIC PARTY

SENATOR IN CONGRESS

Elizabeth A. Warren..... 522

Blanks 76

Others 3

TOTAL 601

GOVERNOR

Jay M. Gonzalez 266

Bob Massie 208

Blanks 124

Others 3

TOTAL 601

LIEUTENANT GOVERNOR

Quentin Palfrey 277

Jimmy Tingle..... 183

Blanks 141

Others 0

TOTAL 601

ATTORNEY GENERAL

Maura Healey 540

Blanks 59

Others 2

TOTAL 601

SECRETARY OF STATE

William Francis Galvin 369

Josh Zakim 201

Blanks 31

Others 0

TOTAL 601

TREASURER

Deborah H. Goldberg 474

Blanks 127

Others 0

TOTAL 601

AUDITOR

Suzanne M. Bump 459

Blanks 141

Others 1

TOTAL 601

REPRESENTATIVE IN CONGRESS

Seth W. Moulton 548

Blanks 51

Others 2

TOTAL 601

COUNCILOR

Eileen R. Duff..... 417

Nicholas S. Torresi 52

Blanks 132

Others 0

TOTAL 601

SENATOR IN GENERAL COURT

Joan B. Lovely 498

Blanks 103

Others 0

TOTAL 601

REPRESENTATIVE IN GENERAL COURT

Allison M. Gustavson.....	490
Blanks	107
Others	4
TOTAL	601

DISTRICT ATTORNEY

Jonathan W. Blodgett	486
Blanks	114
Others	1
TOTAL	601

CLERK OF COURTS

Thomas H. Driscoll, Jr.....	467
Blanks	133
Others	1
TOTAL	601

REGISTER OF DEEDS

John L. O'Brien, Jr.....	232
Alice Rose Merkl	281
Blanks	88
Others	0
TOTAL	601

REPUBLICAN PARTY

SENATOR IN CONGRESS

Geoff Diehl	245
John Kingston	136
Beth Joyce Lindstrom.....	160
Blanks	31
Others	0
TOTAL	572

GOVERNOR

Charles D. Baker	391
Scott D. Lively.....	169
Blanks	12
Others	0
TOTAL	572

LIEUTENANT GOVERNOR

Karyn E. Polito.....	417
Blanks	155
Others	0
TOTAL	572

ATTORNEY GENERAL

James R. McMahon, III	232
Daniel L. Shores	181
Blanks	159
Others	0
TOTAL	572

SECRETARY OF STATE

Anthony M. Amore	384
Blanks	186
Others	2
TOTAL	572

TREASURER.....

Keiko M. Orrall.....	376
Blanks	196
Others	0
TOTAL	572

AUDITOR

Helen Brady.....	374
Blanks	198
Others	0
TOTAL	572

REPRESENTATIVE IN CONGRESS

Joseph S. Schneider	386
Blanks	186
Others	0
TOTAL	572

COUNCILOR

Richard A. Baker	376
Blanks	196
Others	0
TOTAL	572

SENATOR IN GENERAL COURT

Write In	0
Blanks	559
Others	3
TOTAL	572

REPRESENTATIVE IN GENERAL COURT

Bradford R. Hill.....	474
Blanks	98
Others	0
TOTAL	5

DISTRICT ATTORNEY

Write In 9
 Blanks 563
 Others 0
 TOTAL 572

Clerk of Courts

Write In 0
 Blanks 566
 Others 6
 TOTAL 572

REGISTER OF DEEDS

Jonathan E. Ring 361
 Blanks 209
 Others 2
 TOTAL 572

LIBERTARIAN PARTY

SENATOR IN CONGRESS

Write In 0
 Blanks 4
 Others 1
 TOTAL 5

GOVERNOR

Write In
 Blanks
 Others 1
 TOTAL 5

LIEUTENANT GOVERNOR

Write In 0
 Blanks 5
 Others 0
 TOTAL

ATTORNEY GENERAL

Write In 0
 Blanks 4
 Others 1
 TOTAL 5

SECRETARY OF STATE

Write In 0
 Blanks 5
 Others 0
 TOTAL 5

TREASURER

Write In
 Blanks 5
 Others 0
 TOTAL 5

AUDITOR

Daniel Fishman 4
 Blanks 1
 Others 0
 TOTAL 5

REPRESENTATIVE IN CONGRESS

Write In 0
 Blanks 4
 Others 1
 TOTAL 5

COUNCILOR

Marc C. Mercier 4
 Blanks 1
 Others 0
 TOTAL 5

SENATOR IN GENERAL COURT

Write In 0
 Blanks 5
 Others 0
 TOTAL 5

REPRESENTATIVE IN GENERAL COURT

Write In 0
 Blanks 5
 Others 0
 TOTAL 5

DISTRICT ATTORNEY

Write In 0
 Blanks 5
 Others 0
 TOTAL 5

CLERK OF COURTS

Write In 0
 Blanks 5
 Others 0
 TOTAL 5

REGISTER OF DEEDS

Write In 0
Blanks 5
Others 0
TOTAL 5

The polls at St. Rose of Lima Church Hall opened at 7 A.M.
and closed at 8 P.M.

Votes Cast: 1,178 51.02%
..... 48.56%
Warden: 0.42%
Precinct 1-Paula Burke 100.00%

Attest:

Mary E. Willis, *Town Clerk*

State Election

TOWN OF TOPSFIELD

NOVEMBER 6, 2018

Eligible Voters4,665
 State Election
 Total Votes Cast.....3,614
 Percent.....77.5%

PRECINCT 1:

TOTAL VOTES CAST3,614

SENATOR IN CONGRESS

Blanks 160
 Elizabeth A. Warren (D) 1,697
 Geoff Diehl (R)1,627
 Shiva Ayyadurai..... 130
 Write-ins 0
 TOTAL3,614

GOVERNOR AND LIEUTENANT GOVERNOR

Blanks 190
 Baker and Polito (R)..... 2,689
 Gonzalez and Palfrey (D)..... 735
 Write-ins 0
 TOTAL3,614

ATTORNEY GENERAL

Blanks 136
 Maura Healey (D)..... 2,161
 James R. McMahon, III (R) 1,317
 Write-ins 0
 TOTAL3,614

SECRETARY OF STATE

Blanks 163
 William Francis Galvin (D).....2,179
 Anthony M. Amore (R) 1,204
 Juan G. Sanchez, Jr. (G-R) 68
 Write-ins 0
 TOTAL3,614

TREASURER

Blanks 224
 Deborah B. Goldberg (D)..... 2,005
 Keiko M. Orrall (R).....1,302
 Jamie M. Guerin (G-R) 83
 Write-ins 0
 TOTAL3,614

AUDITOR

Blanks257
 Suzanne M. Bump (D)..... 1,695
 Helen Brady (R)..... 1,387
 Daniel Fishman (L) 228
 Edward J. Stamas (G-R) 47
 Write-ins 0
 TOTAL3,614

REPRESENTATIVE IN CONGRESS

Blanks 190
 Seth Moulton (D) 2,081
 Joseph S. Schneider (R) 1,245
 Mary Jean Charbonneau 98
 Write-ins 0
 TOTAL3,614

COUNCILOR

Blanks299
 Eileen R. Duff (D) 1,749
 Richard A. Baker (R) 1,389
 Marc C. Mercier (L)..... 177
 Write-ins 0
 TOTAL3,614

SENATOR IN GENERAL COURT

Blanks1,074
 Joan B. Lovely (D)..... 2,540
 Write-ins 0
 TOTAL3,614

REPRESENTATIVE IN GENERAL COURT

Blanks 202
Bradford R. Hill (R) 1,862
Allison M. Gustavson (D) 1,550
Write-ins 0
TOTAL 3,614

The polls at St. Rose of Lima Church Hall opened at 7 A.M.
and closed at 8 P.M.

The above figures includes:
207 ballots cast by Absentee Ballot
587 ballots cast by Early Voting Ballots

DISTRICT ATTORNEY

Blanks 1,065
Jonathan W. Blodgett (D) 2,549
Write-ins 0
TOTAL 3,614

Attest:

Mary E. Willis, *Town Clerk*

CLERK OF COURTS

Blanks 1,162
Thomas H. Driscoll, Jr. (D) 2,452
Write-ins 0
TOTAL 3,614

REGISTER OF DEEDS

Blanks 319
John L. O'Brien, Jr. (D) 1,925
Jonathan E. Ring (R) 1,275
David D. Colpitts 95
Write-ins 0
TOTAL 3,614

QUESTION 1.....

PET. H: PATIENT SAFETY (LAW)

BLANKS..... 146
YES..... 721
NO..... 2,747
TOTAL 3,614

QUESTION 2

PET. D: CITIZEN COMMISSION FOR CONST. AMEND.
(LAW)

BLANKS..... 169
YES..... 2,341
NO..... 1,104
TOTAL 3,614

QUESTION 3

REF: TRANSGENDER ANTI-DISCRIMINATION

BLANKS..... 161
YES..... 2,262
NO..... 1,191
TOTAL 3,614

Annual Town Election

TOWN OF TOPSFIELD

May 9, 2019

The polls opened at 7:00 AM on May 9, 2018 at St. Rose of Lima Church Hall, 12 Park Street, with Paula Burke as Election Warden, and Frederick Glatz as Constable. The following election workers were sworn to the faithful performance of their duties:

Jane Bonanno, Diane Bufalino, Carole Carter, Mary Connor, Elaine Crippen, Kathy Curran, Jan Englehardt, Judy Forrest, Jolene Guerra, Mary Hayden, Debra Parkhurst, and Dorothy Roberts

The polls were closed at 8:00 PM, and 1459 ballots were cast. There were 4621 persons registered to vote in this election. Total percentage voting in this election is 31.6%. The results are as follows:

MODERATOR, ONE YEAR

Stephen T. Whelan..... 1086 *
Blanks 308
Shawn Malloy – Write-in 54
Jeanine Cuniff – Write-in 11

SELECTMAN, THREE YEARS

Mark B. Lyons..... 1142 *
Blanks 317
Write Ins..... 0

ELEMENTARY SCHOOL COMMITTEE, THREE YEARS (VOTE FOR TWO)

Andrew C. Prazar 1138*
Blanks 1587
Augustin Serino – Write-in 193 *

ASSESSOR, THREE YEARS

Lynn A. Conant 1150 *
Blanks 309
Write Ins..... 0

COMMISSIONER OF TRUST FUNDS, THREE YEARS

Thomas P. Walsh 1137 *
Blanks 322
Write Ins..... 0

LIBRARY TRUSTEE, THREE YEARS (VOTE FOR TWO)

Gail D. Bryson 1096 *
Kenneth J. Scott..... 865 *
Blanks 957
Write Ins..... 0

PARK & CEMETERY COMMISSIONER, THREE YEARS

Blanks 1220
Marshall Hook..... 194 *
Michael Smerczynski..... 36
Robert Benjamin..... 9

Planning Board, Three Years (Vote for Two)

Gregory S. Mellinger..... 979 *
Jennie M. Merrill..... 1012 *
Blanks 927
Write Ins..... 0

REGIONAL SCHOOL COMMITTEE, THREE YEARS (VOTE FOR ONE)

William J. Hodges 764 *
Melissa Even..... 433
Blanks 262
Write Inso 0

REGIONAL SCHOOL COMMITTEE, ONE YEAR

Melissa A. Ogden 1139 *

Blanks 320

Write Ins..... 0

ROAD COMMISSIONER, THREE YEARS

Philip G. Knowles 1148 *

Blanks 311

Write Ins..... 0

WATER COMMISSIONER, THREE YEARS

Richard L. Stone..... 1133 *

Blanks 326

Write Ins..... 0

QUESTION ONE:

Shall the Town of Topsfield be allowed to assess an additional \$593,068 in real estate and property taxes for the purpose of funding the general fund operating budget for the elementary schools for the fiscal year beginning July first, two thousand and nineteen?

YES..... 960 *

NO..... 485

BLANK 14

A true copy attest:

Mary E. Willis, *Town Clerk*

FY2020 Operating Budget

Approved Appropriation Fiscal Year 2019	FY 2020 GENERAL OPERATING BUDGET May 1, 2019 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2020	Contingency Appropriation
ELECTED OFFICERS			
50	MODERATOR:	50	
	SELECTMEN:		
1	Chairman	1	
1	Clerk	1	
1	Member	1	
1	Member	1	
1	Member	1	
	ASSESSORS:		
1,500	Chairman	1,500	
1,500	Clerk	1,500	
1,500	Member	1,500	
Appointed	TOWN CLERK:	Appointed	
300	TOWN CONSTABLE:	300	
	PLANNING BOARD:		
1	Chairman	1	
1	Clerk	1	
1	Member	1	
1	Member	1	
1	Member	1	

Approved Appropriation Fiscal Year 2019	FY 2020 GENERAL OPERATING BUDGET May 1, 2019 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2020	Contingency Appropriation
	GENERAL GOVERNMENT		
	Moderator:		
50	Salaries & Wages	50	
50	TOTAL: Moderator	50	
	Selectmen:		
260,411	Salaries & Wages	269,948	
18,311	Other Expenses	18,311	
278,722	TOTAL: Selectmen	288,259	
	Selectmen's Special:		
77,300	Other Expenses	77,300	
77,300	TOTAL: Selectmen Special	77,300	
	Finance Committee:		
1,437	Salaries & Wages	1,505	
395	Other Expenses	395	
100,000	Reserve Fund	100,000	
101,832	TOTAL: Finance Committee	101,900	
	Town Accountant:		
146,583	Salaries & Wages	154,861	
30,226	Other Expenses	30,226	
176,809	TOTAL: Town Accountant	185,087	
	Board of Assessors:		
133,650	Salaries & Wages	140,903	
33,303	Other Expenses	43,303	
166,953	TOTAL: Assessors	184,206	
	Town Treasurer and Collector:		
203,611	Salaries & Wages	215,051	
52,068	Other Expenses	59,718	
255,679	TOTAL: Town Treasurer / Collector	274,769	

Approved Appropriation Fiscal Year 2019	FY 2020 GENERAL OPERATING BUDGET May 1, 2019 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2020	Contingency Appropriation
	Town Hall:		
-	Salaries & Wages	-	
188,331	Other Expenses	271,471	
188,331	TOTAL: Town Hall	271,471	
	Town Owned Buildings:		
600	Other Expenses (School Street Bldg Electricity)	600	
600	TOTAL: Town Owned Buildings	600	
	P.E.G. / Cable Advisory:		
-	Salaries & Wages	-	
37,000	Other Expenses	49,000	
37,000	Total: P.E.G. / Cable Advisory	49,000	
	Town Clerk:		
98,574	Salaries & Wages	106,905	
16,585	Other Expenses	13,885	
115,159	TOTAL: Town Clerk	120,790	
	Conservation Commission:		
84,294	Salaries & Wages	92,486	
84,294	TOTAL: Conservation Commission	92,486	
	Planning Board:		
5	Salaries & Wages	5	
1,791	Other Expenses	1,791	
1,796	TOTAL: Planning Board	1,796	
	Zoning Board of Appeals:		
745	Other Expenses	745	
745	TOTAL: Zoning Board of Appeals	745	
1,485,270	SUB-TOTAL: GENERAL GOVERNMENT	1,648,459	

Approved Appropriation Fiscal Year 2019	FY 2020 GENERAL OPERATING BUDGET May 1, 2019 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2020	Contingency Appropriation
	PUBLIC SAFETY		
	Police Department:		
1,448,998	Salaries & Wages	1,449,627	
135,900	Other Expenses	134,150	
-	Capital Equipment	-	
1,584,898	TOTAL: Police Department	1,583,777	
	Fire Department:		
733,197	Salaries & Wages	791,859	
109,858	Other Expenses	123,558	
843,055	TOTAL: Fire Department	915,417	
	Inspectional Services:		
141,917	Salaries & Wages	143,500	
6,415	Other Expenses	16,415	
148,332	TOTAL: Inspectional Services	159,915	
	Sealer Weights & Measure:		
1,692	Salaries & Wages	1,726	
1,692	TOTAL: Sealers Weights & Measure	1,726	
	Animal Control Officer:		
10,028	Salaries & Wages	10,229	
571	Other Expenses	571	
10,599	TOTAL: Animal Control Officer	10,800	
	Animal Inspector:		
7,598	Salaries & Wages	7,750	
1,840	Other Expenses	1,840	
9,438	TOTAL: Animal Inspector	9,590	
	Tree Department:		
6,817	Salaries & Wages	6,882	
8,845	Other Expenses	8,845	
15,662	TOTAL: Tree Department	15,727	

Approved Appropriation Fiscal Year 2019	FY 2020 GENERAL OPERATING BUDGET May 1, 2019 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2020	Contingency Appropriation
2,613,676	SUB-TOTAL: PUBLIC SAFETY	2,696,952	
	ELEMENTARY EDUCATION		
	Proctor Elementary School & Steward Elementary School:		
6,549,689	Total Salaries & Wages	6,667,434	593,068
79,664	Total Professional Development	78,417	
342,983	Total Supplies & Equipment	329,821	
	Total Food Service		
312,998	Total Transportation	339,935	
200,359	Total Utilities Expense	216,652	
238,205	Total Facilities Expense	216,937	
384,173	Total Special Education (Tuitions & Services)	378,461	
	Total In District Special Education Services	71,505	
	Total Insurance (Beneficial & Non-Beneficial)	21,000	
8,108,071	TOTAL: Elementary Schools	8,320,162	593,068
8,108,071	SUB-TOTAL: ELEMENTARY EDUCATION	8,320,162	593,068
	PUBLIC WORKS AND FACILITIES		
	Stormwater Management:		
5,306	Salaries & Wages	5,413	
10,000	Other Expenses	10,000	
15,306	TOTAL: Stormwater Management	15,413	
	Highway Department:		
405,769	Salaries & Wages	435,009	
252,518	Other Expenses	252,518	
-	Capital Equipment	-	
658,287	TOTAL: Highway Department	687,527	
	Snow and Ice:		
30,828	Salaries & Wages	32,370	

Approved Appropriation Fiscal Year 2019	FY 2020 GENERAL OPERATING BUDGET May 1, 2019 ANNUAL TOWN MEETING		Approved Appropriation Fiscal Year 2020	Contingency Appropriation
183,345	Other Expenses		183,345	
214,173	TOTAL: Snow and Ice		215,715	
	Street Lights:			
24,860	Other Expenses		26,104	
24,860	TOTAL: Street Lights		26,104	
	MSW Collection, HHW & Recycling:			
429,915	Contracted Services		429,915	
429,915	TOTAL: MSW Collection, HHW & Recycling		429,915	
	Recycling:			
1,650	Other Expenses		1,650	
1,650	TOTAL: Recycling		1,650	
	Park and Cemetery Department:			
238,439	Salaries & Wages		255,069	
57,700	Other Expenses		54,770	
296,139	TOTAL: Park & Cemetery Dept.		309,839	
	Landfill:			
40,000	Other Expenses		40,000	
40,000	TOTAL: Landfill		40,000	
1,680,330	SUB-TOTAL: PUBLIC WORKS		1,726,163	
	HUMAN SERVICES			
	Board of Health:			
99,146	Salaries & Wages		103,171	
20,208	Other Expenses		20,208	
119,354	TOTAL: Board of Health		123,379	
	Council On Aging:			
118,032	Salaries & Wages		129,311	
4,430	Other Expenses		5,530	
122,462	TOTAL: Council On Aging		134,841	

Approved Appropriation Fiscal Year 2019	FY 2020 GENERAL OPERATING BUDGET May 1, 2019 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2020	Contingency Appropriation
	Veterans' Benefits:		
20,960	Other Expenses	20,960	
20,960	TOTAL: Veterans' Benefits	20,960	
	Soldiers & Sailors Graves:		
1,000	Other Expenses	1,000	
1,000	TOTAL: Soldiers & Sailors Graves	1,000	
263,776	SUB-TOTAL: HUMAN SERVICES	280,180	
	CULTURE & RECREATION		
	Library:		
452,604	Salaries & Wages	478,190	
154,870	Other Expenses	158,168	
607,474	TOTAL: Library	636,358	
	Historical Commission:		
450	Other Expenses	450	
450	TOTAL: Historical Commission	450	
	Memorial Day/Veteran's Day:		
100	Salaries & Wages	100	
1,750	Other Expenses	1,750	
1,850	TOTAL: Memorial Day/Veteran's Day	1,850	
609,774	SUB TOTAL: CULTURE & RECREATION	638,658	
	DEBT SERVICE		
555,500	Long-Term Debt Principal	766,000	
134,567	Long -Term Debt Interest	467,097	
	Short-Term Debt Principal Pay Down		
447,000	Interest for Temporary Loans	200,000	

Approved Appropriation Fiscal Year 2019	FY 2020 GENERAL OPERATING BUDGET May 1, 2019 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2020	Contingency Appropriation
2,500	Issue Cost	2,500	
1,139,567	TOTAL: DEBT SERVICE	1,435,597	
1,139,567	SUB TOTAL: DEBT SERVICE	1,435,597	
	OTHER EXPENDITURES		
	Pensions:		
1,140,341	Essex Retirement	1,224,339	
1,140,341	TOTAL: Pensions	1,224,339	
	Insurance:		
456,503	Liability / Accident / Workmen's Compensation	461,844	
2,312,733	Life / Medical / Medicare	2,309,587	
	Unemployment		
2,769,236	TOTAL: Insurance	2,771,431	
	Other Employee Costs/Benefits:		
25,000	Salary Reserve	91,000	
25,000	TOTAL: Other Employee Costs/Benefits	91,000	
	Transfer to Other Funds		
	Unemployment	15,000	
	Compensated Absences	40,000	
	Police / Fire Indemnity Leave	15,000	
	TOTAL: Transfer to Other Funds	70,000	
3,934,577	SUB-TOTAL OTHER EXPENDITURES	4,156,770	
19,835,041	***TOTAL APPROVED BUDGET ***	20,902,941	21,496,009

Fiscal Year 2019: July 1, 2018 through June 30, 2019

Fiscal Year 2020: July 1, 2019 through June 30, 2020

Financial Reports

Note:

All financial data cover the period July 1, 2018 through June 30, 2019.

AUDITORS' REPORT

The Independent Auditors' Report on General Purpose Financial Statements for the Town of Topsfield was conducted by Giusti, Hingston and Company, Certified Public Accountants, for the period ending June 30, 2019.
A copy of this report is on file with the Board of Selectmen.

TOWN AUDIT

An audit of the Town of Topsfield's 2018 basic financial statements was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards as issued by the Comptroller General of the United States.

The auditor's opinion on the financial statements was unqualified.
The financial statements are available for inspection in the Town Clerk's office as required under MGL Chapter 44, Section 40. Said statements are titled Audited Financial Statements – Giusti, Hingston and Company, Certified Public Accounts.

Board of Assessors

The Board of Assessors is a three-member board. One member is elected each year to serve a three-year term. In May of 2019, Lynn A. Conant was re-elected to the Board of Assessors. The Board typically meets the last Friday of the month.

Fiscal 2019 was an interim year. Values are adjusted in an interim year based on an analysis of market conditions performed annually and are approved by the Department of Revenue. Fiscal 2019 valuations continue to reflect an upward trend in the market. The average single-family home assessed value for Fiscal Year 2019 was \$599,950, a 2.89% increase from the Fiscal Year 2018 average single-family home assessed value of \$583,083.

Assessed values do not reflect current market conditions. The assessment date is January 1st of each year, and valuations are based on an analysis of the preceding calendar year's sales. Mass appraisal is the use of standardized procedures for collecting data and appraising property. It is the process of valuing a group of properties as of a given date, using common data, employing standardized methods and conducting statistical tests to ensure uniformity and equity in valuations. We operate under the jurisdiction of the Department of Revenue who issues guidelines and requirements for achieving fair cash valuation in compliance with state statutes.

Copies of property record cards and GIS tax maps are online and may be accessed through the Town's website at www.topsfield-ma.gov and by department listing to the Assessors page.

Respectfully submitted,

Lynn A. Conant, *Chairman*

John W. Minnehan, *Clerk*

Robert E. Kanter, *Member*

Board of Assessors, cont.

FULL AND FAIR CASH VALUATIONS AS OF JANUARY 1, 2018 FOR FISCAL 2019

Real Property:	Residential	\$ 1,301,752,738
Open Space	0	
	Commercial	67,272,079
	Industrial	<u>18,438,959</u>
	Total Real Property	\$ 1,387,463,776
Personal Property:	Business Accounts	\$ 4,147,120
	Utility Accounts	16,753,990
	Wireless Accounts	<u>223,870</u>
	Total Personal Property	<u>\$ 21,124,980</u>
Total Taxable Real and Personal Property:		\$ 1,408,588,756
Exempt Property:		<u>81,621,895</u>
Total Valuation of All Property:		<u>\$1,490,210,651</u>
Tax Rate (Per \$1,000 Valuation):		\$17.00
Levy (Total taxes assessed for state, county and town purposes including overlay)		
	On Real Property	\$23,586,884.19
	On Personal Property	<u>\$ 359,124.66</u>
	Total Levy	\$23,946,008.85
Motor Vehicle and Trailer Excise Received in Calendar 2019		
	2018 Registered Cars	196
	2019 Registered Cars	7,353
Commissioner's Total Value:		\$ 60,526,550
Excise Tax Total:		\$ 1,259,162.98

Finance Committee

March 27, 2019

Dear Fellow Citizens,

In accordance with the By-Laws of the Town of Topsfield, the Finance Committee reviewed and prepared recommendations regarding the Town's Operating Budget for Fiscal Year 2020 (FY2020) and for other Warrant Articles to be voted upon by all citizens in attendance at the Annual Town Meeting (ATM) to be held at 7 P.M. on Tuesday, May 7, 2019.

In Fall 2018, the FinCom issued guidelines to all Town departments and elected supervising boards to consider as they built their budgets based on their assessment of needed services and known costs. The guidelines are not a guarantee of funding, but rather provide a starting point that hopefully produces a balanced budget without a need for overrides. These guidelines requested the submission of department budgets with appropriate adjustments to the salary and wage grid for non-represented personnel, negotiated contractual salaries and wages, and a 0.0% increase in "Other," which is comprised of non-salary and wage accounts. The guidelines stated no new programs, and departments were asked to continue to focus on services that are essential to the Town. Departments were also encouraged to propose new initiatives that might save the Town money in the long run. For Elementary Schools and the Masconomet Maintenance & Operating (M&O) Budget, the guideline was 3%. Department budgets and any needed capital items were discussed and voted in public meetings of their respective elected supervising boards.

As in years past, over the course of the winter and early spring, the Finance Committee worked with Town boards and department heads to understand department needs

and costs, and potential revenue sources. Topsfield is a small town with little available land for new construction and a limited commercial tax base; approximately 85% of the FY2019 operating budget is funded through the tax levy, and roughly 92% of the tax levy is from residential sources. Every year it is a challenge to provide even level services within the constraints of available funds. We gratefully acknowledge the hard work done by elected and appointed volunteers, and by Town employees, to provide needed services within guidelines.

The Finance Committee has recommended an FY2020 budget with an 8.37% increase in the General Operating Budget (Article Third). The Masconomet Regional School assessment, as certified by its School Committee, is \$7,693,568, a 1.51% increase over FY2019. This is smaller than the increase in Masconomet's M&O budget (a 3.77% increase compared to FY2019) due to a decrease in Topsfield's share of the enrollment at Masconomet.

Notable items in the Article Third budget:

- The health insurance line item again came in at a 0% increase.
- The FinCom voted to approve an FY2020 Elementary School budget that shows an increase of 9.93%, including a recommended Proposition 2 ½ operating override of \$593,068 and a slight decrease in extraordinary special education (XSPED) costs. This would result in a level services budget compared to FY2018, due to contractual increases for salaries, a decrease in a Title I grant, depleted revolving accounts, and restoration of some cuts made in FY2019. The Elementary School Committee had also hoped to expand services, including free 5-day Kindergarten, smaller class size in one grade,

curriculum enhancements and a start on conversion to a 21st century education model.

- The salary & wage lines of department budgets reflect settled contracts with a number of unions, a 2% cost-of-living adjustment to the non-union salary & wage grid, appropriate movements on that grid based on employee performance, and longevity payments as appropriate.
- Most of the cost of the Town Hall and Elementary School Envelope projects has now been bonded, with the final permanent bond issuance expected in November 2019 when the projects are closed out. The Town's S&P bond rating has improved to the highest possible AAA rating, due to the Town's financial stability, evidence of commitment to maintaining our infrastructure, and having in place clear financial policy guidelines that demonstrate the Town's approach to addressing current and future liabilities. The Debt Service budget increase is 25.98%, reflecting the long-term bonds that have been issued. The FinCom has chosen to apply additional Free Cash in the amount of \$100,000 to partially offset the increase in debt service, in addition to applying \$400,000 of Free Cash to balance the budget. Some older debt was paid off in FY2018 and FY2019, with additional components paying off in FY2020, FY2021 and FY2022.

Overall, the recommended FY2020 budget for Annual Town Meeting is projected to increase 9.28% compared to FY2019. After taking into account projected state aid and local receipts, Free Cash and other available funds, the projected increase to the tax levy is 6.93% compared to FY2019. The recommended operating budget for FY2020 requires a Proposition 2 ½ override for the Elementary Schools budget. Without the override, the FY2020 budget for Annual Town Meeting would be 7.31% higher than FY2019, and the projected increase to the tax levy would be 4.40%.

In addition to certain fixed charges that resulted in an increase in FY2020 compared to FY2019 (e.g. increased pension obligations, property insurance costs and a required bi-annual audit), the FinCom considered a number of other requests over guidelines that are contractual or aim to improve Town services. A number of these were approved, including costs associated with operating a larger Town Hall, increased Library repair and maintenance

contracts, increased use of the Council on Aging van, an increase in the cost of electricity for streetlights, and police training expenses. Increased costs associated with the Town website are covered by Public/Educational/Governmental funds from the Town's cable providers, and \$10,000 in licensing fees for the Building Inspector's permit software will be recovered through a \$10 charge per building permit. The FinCom has also approved several larger beyond-guidelines costs:

- Moving towards professional support for Town facilities management and Town Hall Information Technology support that has been covered to date by volunteers, at a cost of \$25,000 each.
- An additional \$44,000 in Fire Department wages to provide station coverage from midnight to 6 AM on Saturdays and Sundays. Despite recruiting additional call firefighters and offering a stipend to those promising availability, these weekend shifts have a low response rate for calls, putting public health and safety at risk.
- An additional \$66,000 in Salary Reserve and a decrease of \$40,000 in Police wages associated with a plan by the Police Department to reduce overtime costs by hiring two additional full-time officers to provide a third officer scheduled for day and evening shifts during weekdays; an officer on vacation or out sick during these shifts would then not need to be replaced. This should be cost-neutral based on analysis of several years of overtime use; the funds in the salary reserve will be used if the one-year trial shows the additional personnel costs are larger than the overtime savings.

The total of these contractual and other requests is \$214,467 or about 0.8% of the total tax levy.

The FinCom worked with the Town Administrator and departments/boards on funding for a number of capital and one-time purchase items. Some items, including a security system for Proctor School and funds for a consultant to conduct a search for a new Police Chief, are being dealt with during the 5/7/19 Special Town Meeting (STM) using unspent FY 2019 funds in certain line items (aka turn-backs). During the ATM, FinCom recommends funding other items from Free Cash, such as a security system for Steward School, replacement of a police cruiser and a highway front-end loader, technology for the Elementary

Schools and Town Hall, a backup fire rescue vehicle, and so forth. These were deemed the most important of many competing needs. Additional capital items associated with the Water Department are recommended to be funded through the Water Enterprise Fund. The FinCom has also voted to use Free Cash to make annual contributions to two Stabilization Funds and to the Other Post-Employment Benefits fund. These can be thought of as the Town's savings accounts against an unexpected need and/or future financial commitments. Free Cash expenditures for these capital items totals \$742,500, with another \$425,000 going to the stabilization and OPEB funds.

We encourage you to read the warrants carefully, then participate in the Town Moderator's Forum on April 30th and Annual Town Meeting on May 7th, and to give careful consideration to both the immediate and long-term implications of all the important decisions before you.

Additional detail for each budget addressed in this Warrant, as well as more general information about Town Meeting, are available on the Topsfield website: <http://www.topsfield-ma.gov/>.

Respectfully submitted,

TOPSFIELD FINANCE COMMITTEE

Karen A. Dow, *Chairman*

Che Elwell

Jonathan D. Guido

Michael Hartmann

Eric Menzer

Louis Ross

Dana E. Warren, Jr.

Town Accountant

Pursuant to the General Laws of Massachusetts Chapter 41 Section 61, I submit herewith the reports of the accounts of Topsfield for the fiscal year ending June 30, 2018. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2019.

Respectfully submitted,

Catherine M. Gabriel, *Town Accountant*

STATEMENT OF TOWN DEBT AS OF JUNE 30, 2019

Long Term Debt:

Outstanding Debt - July 1, 2018		
Multi-Purpose 2011	1,105,000.00	
Multi-Purpose 2012	820,000.00	
Multi-Purpose 2017	<u>4,633,000.00</u>	\$6,558,000.00
Plus Debt Issued During the Year		
Multi-Purpose 2018	3,465,000.00	
Multi-Purpose 2019	<u>12,780,000.00</u>	\$16,245,000.00
Less Debt Retired During the Year:		
Multi-Purpose 2011	(290,000.00)	
Multi-Purpose 2012	(210,000.00)	
Multi-Purpose 2017	<u>(208,000.00)</u>	\$(708,000.00)
Outstanding Debt - June 30, 2019		
Multi Purpose 2011	815,000.00	
Multi Purpose 2012	610,000.00	
Multi-Purpose 2017	4,425,000.00	
Multi-Purpose 2018	3,465,000.00	
Multi-Purpose 2019	<u>12,780,000.00</u>	<u>\$22,095,000.00</u>
Outstanding Debt - General Government		12,941,000.00
Outstanding Debt - Water Enterprise Fund		9,154,000.00
Total Outstanding Debt - June 30, 2018		<u>\$22,095,000.00</u>

Statement of Town Debt continued next page:

STATEMENT OF TOWN DEBT (CONTINUED)
AS OF JUNE 30, 2019

Short Term Debt:

Outstanding Bond Anticipation Notes - June 30, 2018	
Bond Anticipation Notes - General Fund	13,520,743.00
Bond Anticipation Notes - Water Enterprise Fund	10,196,549.00
Outstanding Bond Anticipation Notes - June 30, 2018	<u>23,717,292.00</u>

GENERAL FUND

Bond Anticipation Notes - General Fund	13,520,743.00
Total New Debt Authorized - General Fund	-
Bond Anticipation Notes Issued	4,020,743.00
less Bond Anticipation Notes Retired	13,520,743.00
Total Authorized and Un-issued - General Fund	<u>4,020,743.00</u>

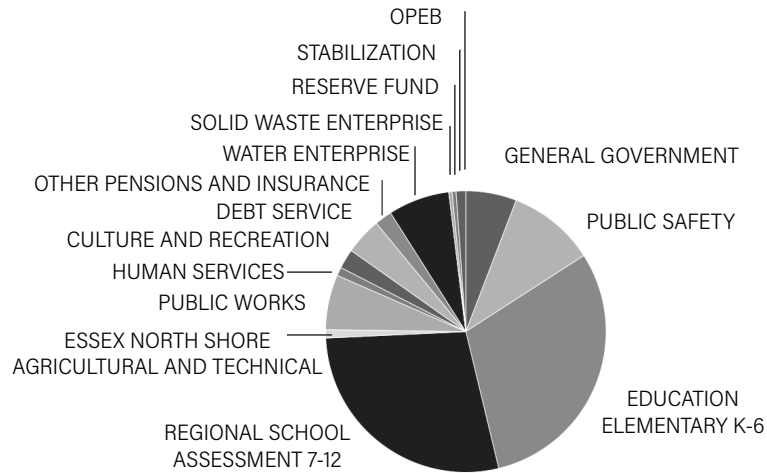
WATER ENTERPRISE FUND

Bond Anticipation Notes - Water Enterprise Fund	10,196,549.00
Total New Debt Authorized - Water Enterprise Fund	-
Bond Anticipation Notes Issued	2,696,549.00
less Bond Anticipation Notes Retired	10,196,549.00
Total Authorized and Un-issued - Water Enterprise Fund	<u>2,696,549.00</u>

Outstanding Bond Anticipation Notes - June 30, 2019	<u>6,717,292.00</u>
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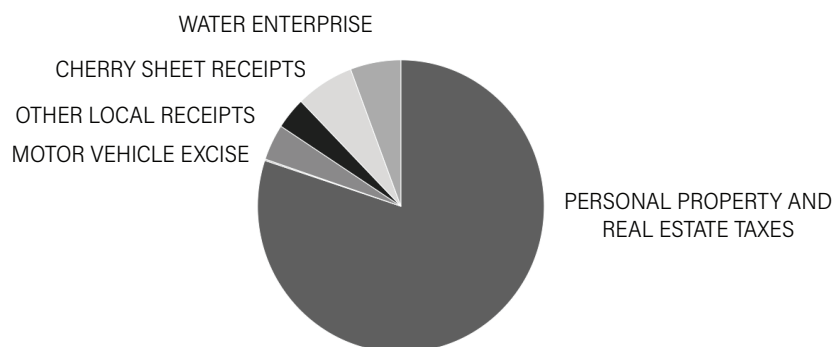
Authorized and Unissued Debt	
Water Mains - Prospect / River	530,000.00
School Roofs	2,392,694.00
Total Authorized and Unissued Debt - June 30, 2019	<u>2,922,694.00</u>

**GENERAL FUND AND ENTERPRISE APPROPRIATIONS
FISCAL 2019**



	Total Appropriations	%	Operating Budget	Warrant Articles
General Government	1,582,770	5.86%	1,480,270	102,500
Public Safety	2,718,176	10.06%	2,613,676	104,500
Education Elementary K-6	8,193,071	30.31%	8,108,071	85,000
Regional School Assessment 7-12	7,579,413	28.04%	7,579,413	-
Essex North Shore Agricultural & Technical	260,101	0.96%	260,101	-
Public Works	1,706,580	6.31%	1,680,330	26,250
Human Services	263,776	0.98%	263,776	-
Culture and Recreation	609,774	2.26%	609,774	-
Debt Service	1,139,567	4.22%	1,139,567	-
Other Pensions and Insurance	539,000	1.99%	539,000	-
Water Enterprise	1,912,141	7.07%	1,612,141	300,000
Solid Waste Enterprise	-	0.00%	-	-
Reserve Fund	100,000	0.37%	100,000	-
Stabilization Funds	125,000	0.46%	-	125,000
OPEB	300,000	1.11%	-	300,000
TOTAL APPROPRIATIONS	27,029,369	100.00%	25,986,119	1,043,250

GENERAL FUND AND ENTERPRISE REVENUES FISCAL 2019



	Actual Revenue	%
Personal Property and Real Estate Taxes	23,839,638.11	80.06%
Tax Liens Redeemed	47,586.42	0.16%
Motor Vehicle Excise	1,187,121.02	3.99%
Other Local Receipts	1,045,633.91	3.51%
Cherry Sheet Receipts	1,958,299.00	6.58%
Water Enterprise	1,697,334.83	5.70%
TOTAL REVENUE	29,775,613.29	100.00%

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2019

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
GENERAL FUND REVENUE				
Taxes				
Personal Property:				
Levy of 2019	357,612.89			
Levy of Prior Years	532.50			
		358,145.39	358,072.74	72.65
Real Estate:				
Levy of 2019	23,385,166.45			
Levies of Prior Years	96,326.27			
		23,481,492.72	23,175,730.86	305,761.86
Tax Liens:				
Redeemed	47,586.42			
		47,586.42	-	47,586.42
Motor Vehicles Excise:				
Levy of 2019	1,022,433.78			
Levy of 2018	160,443.77			
Levies of Prior Years	4,243.47			
		1,187,121.02	1,000,000.00	187,121.02
Other Excise:				
Room Occupancy				
		-	-	-
Interest & Penalties on Taxes:				
Over Short Motor Vehicle Excise	4.07			
Over Short Real Personal Property	(1.62)			
Real & Personal Property	20,341.52			
Motor Vehicle Excise	4,699.11			
Tax Liens	2,526.56			
		27,569.64	26,000.00	1,569.64
In Lieu of Taxes:	78,526.14			
		78,526.14	75,000.00	3,526.14

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2019

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Other Charges for Services:				
Town Hall - Copier	914.80			
Library - Fax Fees	522.00			
Assessors - Sale of Maps	670.00			
Accident Report & Miscellaneous	130.00			
Tax Collector - Municipal Liens	4,525.00			
Firearms Licensing	3,100.00			
		9,861.80	8,000.00	1,861.80
Fees:				
Tax Collector Demands Fees	14,590.00			
Deputy Collector Fees	9,693.50			
Returned Check Charges	550.00			
Town Clerk Fees	12,436.05			
Town Clerk Dog License Fees	14,200.00			
Planning Board Fees	131.88			
Zoning Board Fees	1,400.00			
Animal Control Officer	175.00			
Police Special Detail Admin Fee	38,090.50			
Fire Special Detail Admin Fee	6,376.24			
		97,643.17	88,000.00	9,643.17
Other Departmental Revenue:				
Treasurer/Collector Departmental Revenue	208.07			
Board of Health Flu Clinic Insurance Reimb	711.42			
Sale of Town Equipment	6,885.35			
ALS-Dual Transport Ambulance	470.75			
Rescue Patient Transport	120,157.30			
Sealer of Weights & Measures	379.00			
Town Clerk Census	2,000.00			
Recycling Sticker Program	56,550.00			
Composting Access Ticket	10,095.00			
Firearms Safety Class				
		197,456.89	92,000.00	105,456.89

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2019

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Licenses & Permits:			
License - Food			
License - Cable / PEG			
License - Milk	100.00		
License - Class I & II	1,200.00		
License - Alcohol	6,550.00		
License - Victualer	1,800.00		
Permits - Food	5,925.00		
Permits - Street Opening	25.00		
Permits - Sign			
Permits - Miscellaneous	250.00		
Permits - Tobacco Sales	100.00		
Permits - Auction			
Permits - Building	138,645.44		
Permits - Electric	44,676.00		
Permits - Sheet Metal	4,814.00		
Permits - Mechanical	1,302.00		
Permits - Fairgrounds	47,330.00		
Permits - Fire			
Permits - Gas	14,708.00		
Permits - Installers	1,950.00		
Permits - Plumbing	12,092.00		
Permits - Fire Alarms			
Permits - Septic	11,375.00		
Permits - Well	150.00		
Permits - Sprinkler			
Permits - LPG	9,850.00		
Permits - Trench	400.00		
Permits - Tent			
Permits - 26F Inspections	5,850.00		
Permits - Burning	4,740.00		
Permits - Oil Tank Burner	4,200.00		
Permits - Fire Other	945.00		
	318,977.44	195,000.00	123,977.44

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2019

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
State Aid - Cherry Sheet :				
Abatements to Vets, Blind, Surviving Spouses	19,691.00			
Veteran Benefits Ch. 115	437.00			
State Owned Land	129,339.00			
School Aid - Chapter 70	1,174,628.00			
School Aid - School Choice Reimbursement				
School Aid - Charter School Reimbursement				
Unrestricted General Government Aid	634,204.00			
		1,958,299.00	1,960,181.00	(1,882.00)
Fines & Forfeits:				
Parking Fines	215.00			
Court Fines	5,808.90			
RMV Charges	16,278.03			
Police Fines				
Civil Disposition Violation	500.00			
Civil Disposition Violation Tobacco				
		22,801.93	40,000.00	(17,198.07)
Earnings on Investments:	232,853.68			
		232,853.68	15,000.00	217,853.68
Medicaid Reimbursement:				
Medicaid Reimbursement - School	19,704.63			
Medicaid Reimbursement - School Federal				
		19,704.63	11,000.00	8,704.63
Miscellaneous:				
Medicare Drug Subsidy	4,947.00			
Miscellaneous				
Insurance Reimbursement - Prior Year	861.00			
Canceled Payments - Prior Year				
Collections of Uncollectibles				
		5,808.00		5,808.00

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2019**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Miscellaneous (NON-RECURRING):			
Miscellaneous Non-Recurring	34,430.59		
		34,430.59	34,430.59
Total General Fund Revenue	28,078,278.46	27,043,984.60	1,034,293.86
WATER ENTERPRISE REVENUE			
User Charges & Connection Fees	1,658,505.48		
Water Betterments Tax Lien			
Water Delinquent Charges	32,134.56		
Water Delinquent Charges Tax Lien			
Water Restriction Violation	100.00		
Interest on Investment	39.46		
Non Recurring Miscellaneous	6,555.33		
Insurance & Restitution			
State Revenue			
Total Water Enterprise Revenue	1,697,334.83	1,612,141.00	85,193.83
Total Revenue & Other Financing Sources - Fiscal 2019	29,775,613.29	28,656,125.60	1,119,487.69

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
GENERAL GOVERNMENT							
114 Moderator		50.00				50.00	
Salaries & Wages							
122 Board of Selectmen							
Salaries & Wages		264,611.00	90,200.00		352,749.02	2,061.98	
Other Expenditures		14,111.00			12,600.39	1,174.83	335.78
124 Selectman's Special							
Salaries & Wages						-	
Other Expenditures		77,300.00			72,825.63	4,474.37	
Articles:							
FY09/Axx Tri Town Council (Annual)		20,500.00			20,500.00	-	
SENIOR CARE SERVICES (Annual)		1,500.00			1,500.00	-	
FY18/A28 TOWN BUILDING REPAIRS	27,778.18				27,778.18	-	
FY19/A18 TOWN BUILDING REPAIRS		25,500.00			20,285.57	-	5,214.43
FY19/A23 BOS RECORD MANAGEMENT		45,000.00			44,075.22	-	924.78
FY19STM/A5 POL CHIEF SEARCH		10,000.00			-	-	10,000.00
131 Finance Committee							
Salaries & Wages		1,437.00			1,336.67	100.33	
Other Expenditures		395.00			180.00	215.00	
131 Reserve Fund		100,000.00	(94,700.00)			5,300.00	
Transfer To:							
Selectmen Salary Severance			86,700.00				
Inspections - Permit Link Software			8,000.00				

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
135 Town Accountant							
Salaries & Wages		146,583.00			146,043.01	537.99	
Other Expenditures	142.94	30,226.00			30,113.47	255.47	
141 Board of Assessors							
Salaries & Wages		133,650.00			132,800.10	849.90	
Other Expenditures		33,303.00			27,572.96	5,730.04	
Articles:							
FY15 14ATM/A14 TRIENNIAL RE- CERTIFICATION	5,514.16				5,514.16	-	
145 Town Treasurer/Collector							
Salaries & Wages		203,611.00	15.00		203,623.12	2.88	
Other Expenditures	111.36	52,068.00			44,974.85	7,204.51	
150 Town Hall							
Salaries & Wages						-	
Other Expenditures	5,111.66	188,331.00	87,847.05		249,357.03	3,519.76	28,412.92
Articles:							
FY16 15ATM/A18 TOWN HALL BLDG DESIGN	7,563.68					-	7,563.68
151 Town Owned Buildings							
Other Expenditures (electricity)		600.00			246.76	353.24	
157 Town Website/Cable Advisory							
Salaries & Wages					-	-	
Other Expenditures		37,000.00	400.00		37,400.00	-	
Articles:							

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
FY18 STM/A10 PEG TOWN HALL UPGRADE	78,230.00				47,275.83	-	30,954.17
161 Town Clerk							
Salaries & Wages		93,574.00	10,160.00		99,560.78	4,173.22	
Other Expenditures		16,585.00			14,527.95	2,057.05	
171 Conservation Commission							
Salaries & Wages		84,294.00	3,293.00		87,586.20	0.80	
175 Planning Board							
Salaries & Wages		5.00				5.00	
Other Expenditures		1,791.00	1,500.00		2,963.12	327.88	
176 Zoning Board							
Salaries & Wages						-	
Other Expenditures		745.00			739.13	5.87	
TOTAL GENERAL GOVERNMENT	124,451.98	1,582,770.00	98,715.05	-	1,684,131.15	38,400.12	83,405.76
PUBLIC SAFETY							
210 Police Department							
Salaries & Wages		1,448,998.00	10,000.00		1,439,128.22	19,869.78	
Other Expenditures	297.40	135,900.00	20,000.00		133,228.03	2,969.37	
Articles:							
FY18ATM/A22 - POLICE SECURITY	135.96				135.96	-	
FY18ATM/A23 - POLICE EXTERIOR BUILDING	3,870.78				3,479.11	-	391.67
FY18STM/A6 - POLICE SIX TASERS	8,937.00				8,937.00	-	
FY19/A20 POL POL SUV CRUISER		46,500.00			44,951.04	-	1,548.96
					-	-	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
220 Fire Department							
Salaries & Wages		733,197.00	9,312.00		630,109.50	112,399.50	
Other Expenditures	96.00	109,858.00	46,000.00		153,514.97	58.90	2,380.13
Articles:							
FY18/A27 - FIRE/EMERGENCY	6,401.79				6,401.79	-	
FY19/A21 - FIRE ENGINE 2 REPAIRS		18,000.00			17,738.32	-	261.68
FY19/A22 - FIRE PROTECTIVE GEAR		40,000.00			31,695.08	-	8,304.92
241 Inspectional Services							
Salaries & Wages		141,917.00			137,786.70	4,130.30	
Other Expenditures	392.25	6,415.00	8,000.00		11,815.89	2,991.36	
245 Sealer of Weights and Measures							
Salaries & Wages		1,692.00			1,692.00	-	
292 Animal Control Officer							
Salaries & Wages		10,028.00			10,028.00	-	
Other Expenditures		571.00			-	571.00	
294 Animal Inspector							
Salaries & Wages		7,598.00			7,598.00	-	
Other Expenditures		1,840.00			-	1,840.00	
295 Tree Warden							
Salaries & Wages		6,817.00			5,382.33	1,434.67	
Other Expenditures		8,845.00	11,000.00		18,622.00	1,223.00	
TOTAL PUBLIC SAFETY	20,131.18	2,718,176.00	104,312.00	-	2,682,243.94	147,487.88	12,887.36

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

EDUCATION		2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
Elementary Education Operating Budget		54,446.07	8,193,071.00	14,000.00	-	8,024,612.13	32,013.18	204,891.76
300	Salaries & Wages		6,549,689.00			6,412,920.99		21,825.36
	Other Expenditures		1,558,382.00	14,000.00		1,611,691.14		98,066.40
300	Articles: FY19STM/A6 PROCTOR SCHOOL SECURITY		85,000.00					85,000.00
Education Assessments - MASCO		-	7,579,413.00	-	-	7,579,412.84	0.16	
302	Masconomet Regional School Operating Budget		7,286,699.00			7,286,698.84		
302	Masconomet Regional School Debt Service		292,714.00			292,714.00		
302	Articles:							
Education Assessments - ESSEX TECH		-	260,101.00	-	-	256,915.00	3,186.00	
303	Essex North Shore Agricultural & Vocational Tech		260,101.00			256,915.00		
TOTAL EDUCATION		54,446.07	16,032,585.00	14,000.00	-	15,860,939.97	35,199.34	204,891.76

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
PUBLIC WORKS							
411 Stormwater Management							
Salaries & Wages		5,306.00			5,306.00	-	
Other Expenditures		10,000.00			2,627.50	7,372.50	
420 Highway Department							
Salaries & Wages		411,729.00	12,000.00		419,084.55	4,644.45	
Other Expenditures	3,095.19	246,558.00			242,315.55	7,273.56	64.08
Capital						-	
Articles:						-	
FY18STM/A8 - HIGHWAY DUMP						-	
TRUCK	145,000.00				145,000.00		
423 Snow and Ice							
Salaries & Wages		32,328.00			32,328.00	-	
Other Expenditures		181,845.00	(23,500.00)		156,965.34	1,379.66	
424 Street Lights							
Other Expenditures	71.30	24,860.00	2,500.00		26,182.25	1,249.05	
430 Refuse Collection/Disposal Expense							
Other Expenditures		429,915.00			428,172.00	1,743.00	
433 Recycling Expense							
Other Expenditures		1,650.00			1,530.47	119.53	
492 Park and Cemetery							
Salaries & Wages		241,839.00			238,578.94	3,260.06	
Other Expenditures	63.00	54,300.00			45,909.16	8,444.17	9.67
Articles:							

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
FY14-FY18 LANDFILL	27,408.67					-	27,408.67
FY19/A19 CEM BARN REPAIR		25,000.00			3,193.52	-	21,806.48
EMERSON LEASE		1,250.00			1,250.00	-	
494 Landfill							
Landfill Engineering & Monitoring		40,000.00			24,451.46	15,548.54	
TOTAL PUBLIC WORKS	175,638.16	1,706,580.00	(9,000.00)	-	1,772,894.74	51,034.52	49,288.90
HUMAN SERVICES							
512 Board of Health							
Salaries & Wages		99,146.00	(3,000.00)		84,859.55	11,286.45	
Other Expenditures		20,208.00	3,000.00		20,617.33	2,590.67	
541 Council on Aging							
Salaries & Wages		118,032.00			118,030.61	1.39	
Other Expenditures		4,430.00			4,054.04	375.96	
Articles:							
FY17 STM/A06 COA RENT (TEM- PORARY)	2,520.00				2,520.00	-	
546 Veteran's Benefits & Services							
Other Expenditures		20,960.00			15,062.11	5,897.89	
548 Soldier/Sailor Graves							
Other Expenditures		1,000.00			900.22	99.78	
TOTAL HUMAN SERVICES	2,520.00	263,776.00	-	-	246,043.86	20,252.14	-

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
CULTURE AND RECREATION							
610 Library							
Salaries & Wages		452,604.00			450,745.60	1,858.40	
Other Expenditures	136.79	154,870.00			153,161.50	1,845.29	
Articles:							
691 Historical Commission							
Other Expenditures	-	450.00				450.00	
692 Memorial Day							
Other Expenditures	-	1,850.00			800.00	1,050.00	
TOTAL CULTURE AND RECREATION	136.79	609,774.00	-	-	604,707.10	5,203.69	-
DEBT SERVICE							
710 Debt Issue Costs		2,500.00			500.00	2,000.00	
710 Long Term Debt Principal		555,500.00			555,500.00	-	
710 Long Term Debt Interest		134,567.00			134,566.27	0.73	
752 Short Term Temporary Loans (BANS)		447,000.00			404,495.56	42,504.44	
TOTAL DEBT SERVICE	-	1,139,567.00	-	-	1,095,061.83	44,505.17	-
OTHER CHARGES / UNCLASSIFIED							
820 State Assessment - Cherry Sheet		315,376.00			296,652.00	18,724.00	
913 Pension - Essex Regional Retirement		1,140,341.00	(21,500.00)		1,118,667.00	174.00	
913 Insurance - Unemployment						-	
915 Insurance - Health		2,100,000.00	(104,000.00)		1,942,446.06	53,553.94	
915 Insurance - Life		6,855.00			4,833.22	2,021.78	
915 Insurance - Medicare		192,678.00			164,627.77	28,050.23	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
915 Administrative Fees		7,200.00			4,210.00	2,990.00	
915 HRA Inpatient Hospital		6,000.00			-	6,000.00	
916 Town Insurance - Workman's Comp		81,803.00			82,468.00	(665.00)	
916 Town Insurance - Property/Liability/Accident		374,700.00	(128,280.00)		229,301.42	17,118.58	
918 SALARY / WAGE RESERVE		25,000.00	(22,000.00)			3,000.00	
Transfer To:							
			22,000.00				
TOTAL OTHER / UNCLASSIFIED	-	4,249,953.00	(275,780.00)	-	3,843,205.47	130,967.53	-
TRANSFERS FROM GENERAL FUND TO OTHER FUNDS							
992 Transfers to Tri-Town School		99,000.00			99,000.00	-	
992 Transfers to Unemployment Compensation		15,000.00			15,000.00	-	
992 Transfers to Compensated Absences					-	-	
992 Transfers to Special Pol/Fir Indemnity Leave					-	-	
992 Transfers to Stabilization		25,000.00			25,000.00	-	
992 Transfers to Capital Stabilization		100,000.00			100,000.00	-	
992 Transfers to OPEB		300,000.00			300,000.00	-	
TOTAL TRANSFERS	-	539,000.00	-	-	539,000.00	-	-
TOTAL GENERAL FUND	377,324.18	28,842,181.00	(67,752.95)	-	28,328,228.06	473,050.39	350,473.78

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

	Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
	WATER DEPARTMENT - ENTERPRISE							
061	Salaries & Wages		306,669.00	18,340.00		325,870.70	(861.70)	
061	Other Expenditures	1,273.38	350,050.00			338,704.70	10,874.20	1,744.48
061	Unanticipated Emergencies		300,000.00	(18,340.00)			281,660.00	
	Transfer To:							
	Water - Labor (F/T)			(5,180.00)				
	Water - Labor, Outside Help			(2,400.00)				
	Water - Overtime			(10,760.00)				
061	Water Reserve Fund		56,710.00	-			56,710.00	
	Transfer To:							
061	Long Term Debt Principal		152,500.00			152,500.00	-	
061	Long Term Debt Interest		68,578.00	63,372.00		131,949.71	0.29	
061	Short Term Temporary Loans (BANS)		377,634.00	(63,372.00)		273,883.57	40,378.43	
061	BAN Paydown - Water Project						-	
061	BAN Paydown - Water Project						-	
061	Transfers to Capital Project Funds						-	
061	Transfers to General Fund			159,760.00		159,760.00	-	
	Articles:							
	FY19STM/A9 WAT PROSPECT ST		300,000.00				-	300,000.00
036	Capital Borrowing Articles:							
	FY18ATM/A29 WTR MAIN (PR-SPECT/RIVER)	84,051.46				870,758.13	(786,706.67)	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
386 WATER TREATMENT FACILITY	(3,516,872.26)		35,000.00	7,465,000.00	5,016,223.64	(1,033,095.90)	
086 Water Department - OPEB	36,500.17			1,577.47		38,077.64	
TOTAL WATER ENTERPRISE FUND	(3,395,047.25)	1,912,141.00	194,760.00	7,466,577.47	7,269,650.45	(1,392,963.71)	301,744.48
SOLID WASTE ENTERPRISE FUND							
062 Articles:							
ATM Annual Engineer & Monitor	11,482.56				11,482.56	-	
TOTAL SOLID WASTE ENTERPRISE FUND	11,482.56	-	-	-	11,482.56	-	-
SPECIAL REVENUE FUNDS							
Federal Grants:							
204 Police Bullet Proof Vest	4,530.84			3,690.84	8,221.68	-	
224 Fire Volunteer Assistance Grant				636.85	636.85	-	
227 Fire EMR Management Performance Grant	(411.18)			2,460.00	2,586.14	(537.32)	
309 School Early Childhood Allocation Grant	36.86			2,855.00	2,891.86	-	
310 School-SPED 94-142	(1,877.56)			128,825.00	124,957.44	1,990.00	
318 School Title V (A)	74.00			11,714.00	6,224.00	5,564.00	
325 School Teacher Quality	6,889.44			17,598.00	22,316.20	2,171.24	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

	Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
326	School - Title I School Title I Grant	5,451.28			84,266.00	90,048.46	(331.18)	
540	Council on Aging-Title III Outreach						-	
544	Council on Aging-Title III				2,437.68	2,332.02	105.66	
State Grants:								
213	Police Law Enforcement Trust	14,926.03			66.00		14,992.03	
219	Police Gov. Highway Safety Bureau Grant	980.77					980.77	
220	Fire Safe Grant	1,379.87			3,754.00	1,319.88	3,813.99	
221	Fire Senior Safe Grant	5,011.00			2,400.00		7,411.00	
316	School Wellness Grant				4,000.00	3,256.40	743.60	
344	School - Big Yellow School Bus Steward	800.00					800.00	
345	School - Big Yellow School Bus Proctor	500.00					500.00	
347	School Foundation Enrollment Aid	4,589.84					4,589.84	
358	School - Circuit Breaker Grant FY	20,848.00			101,130.00	50,870.08	71,107.92	
640	Cultural Council	4,026.31			5,135.41	5,339.58	3,822.14	
652	Topsfield Rail Trail / Linear Common	370.87				289.65	81.22	
543	Council on Aging Formula Grant				17,796.00	14,033.92	3,762.08	
614	Library State Aid	15,382.98			10,651.98	11,832.97	14,201.99	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

	Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
150	Mass Historic Preservation Grant	643.84					643.84	
151	Clean Energy Choice	2,207.50					2,207.50	
253	State Grants - Comm Compac / Financial	26,250.00					26,250.00	
253	State Grants - Town Hall Municipal ADA	(25,000.00)			25,000.00		-	
253	State Grants - Donibristle Land Grant	(400,000.00)			400,000.00		-	
253	State Grants - Comm Compac / IT Grant						-	
253	State Budget 2008-116 Earmark: TH Ele- vator				75,000.00	75,000.00	-	
515	Recycling DEP Grant	11,575.54			6,600.00	3,443.86	14,731.68	
420	Highway Chapter 90					452,459.08	(452,459.08)	
425	RAA TNC/Infrastructure	301.20			483.00		784.20	
429	Complete Streets Program				31,722.15	31,722.15	-	
429	MA DOT Pave Asbury Street Grant	50,000.00				50,000.00	-	
Receipts Reserved for Appropriation:								
490	Sale of Cemetery Lots	210,568.82			15,413.91	570.00	225,412.73	
232	Reserved for FY18 Library Loan Subsidy	46,419.40				46,419.40	-	
232	Reserved for Reduction Excludable Debt	9,649.27		(1,456.00)			8,193.27	
695	Cable Advisory Committee Gift	114,593.18		(37,400.00)	31,012.86		108,206.04	
Revolving Accounts:								
303	School Pre-School Tuition	113,178.32			205,428.97	185,852.51	132,754.78	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

	Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
304	School Instrumental Music	37,863.30			32,141.00	29,942.29	40,062.01	
305	School Full Day Kindergarten	161,051.69			130,849.89	226,714.68	65,186.90	
306	School Rental of Surplus	0.33			7,840.59	696.55	7,144.37	
342	School Tuition Ch71, 71F Non Res, Foster	93,246.51					93,246.51	
650	Recreation/Park Ch. 44:53D				6,850.00	10,178.60	2,988.93	
128	Town Hall Auditorium Rental	6,317.53			630.00		630.00	
172	Conservation Revolving Fund Ch44:53E1/2	20,436.57		(10,000.00)	9,925.25	6,753.43	13,608.39	
491	Cemetery CH 44:53E1/2	76,584.16			21,819.50	50,747.26	47,656.40	
651	Park Revolving Ch. 44:53E 1/2	962.06				300.00	662.06	
210	Insurance & Restitution Town Hall						-	
210	Insurance & Restitution Police				8,173.02	828.52	7,344.50	
210	Insurance & Restitution Police Injury	25,380.31					25,380.31	
210	Insurance & Restitution Fire Department	3,750.00					3,750.00	
210	Insurance & Restitution School	785.56					785.56	
210	Insurance & Restitution Highway	1,215.73			2,179.95	2,194.57	1,201.11	
210	Insurance & Restitution Library						-	
Special Revenue:								
080	School Chap 712 Scholarship Fund	538.01		8,630.01	190.00		9,338.02	
081	School Education Fund (MGL c60 s3C)	7,190.33			25.00		7,215.33	
088	Unemployment (MGL c60 s5E)	47,862.01				9,693.60	38,168.41	
089	Compensated Absences (MGL c60 s13D)	94,067.90		15,000.00		27,545.94	81,521.96	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 20189

	Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
090	Special Indemnity Leave (IIIIF)	49,616.06			10,906.83	7,905.02	52,617.87	
091	Senior/Disabled Tax Relief (MGL c60 s3D)				120.44		120.44	
092	Veterans Assistance Fund (MGL c60 s3F)				421.73		421.73	
145	Treasurer's BAN Premium	127,295.00			27,003.51	17,021.15	137,277.36	
146	Treasurer's BOND Premium	4,134.20		(35,000.00)	170,170.68	119,740.53	19,564.35	
	Special Revenue / School:							
315	School Educ Foundation Gift	1,797.08				1,797.08	-	
343	School Lost Book Revolving	456.86			10.00	-	466.86	
346	School Gifts & Donations	6,776.32			36,459.34	4,971.11	38,264.55	
	Special Revenue / School Lunch Program:							
012	School Lunch	99,331.59			183,917.39	209,026.26	74,222.72	
	Special Revenue / Other:							
122	Topsfield General Purpose Gift	721.00					721.00	
123	Flag Pole Fund	427.10					427.10	
124	Tree Planning Gift	2,664.00					2,664.00	
125	Donibristle Land Gift Fund						-	
126	Town Hall 2018 Renovation Gift	8,875.00		(90,010.00)	235,000.00	235,000.00	24,500.00	
158	Town Hall Capital Improvement Gift	525.93					525.93	
168	Open Space Fund Ch. 40 S 8C	221.69			1.72		223.41	
169	Conservation Wetland Fees State Ch131:40	11,884.68			2,380.00		14,264.68	
170	Conservation Fund Ch. 40 S 8C	6,521.13			50.19		6,571.32	
171	Conservation Com Gift	250.00					250.00	
174	Conservation Gift Hickory Beech	2,792.82			21.02		2,813.84	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

	Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
205	Police TAF Enterprise Gift	5,005.01				100.00	4,905.01	
211	Police - D.A.R.E. Donations	199.02				173.92	25.10	
218	Police Dept. Gift	2,900.00			2,200.00	2,376.95	2,723.05	
222	Fire Dept. EMS Equipment Gift	8,809.56			4,610.00	698.37	12,721.19	
223	Fire Food/Vending Donations				519.30	153.50	365.80	
542	COA Donations to Meals/ Wheels	4,102.15					4,102.15	
545	COA Transportation Donation	11,640.21			676.00	1,957.95	10,358.26	
547	COA Gift	1,942.71			200.00		2,142.71	
560	Veterans Day Parade Gift	100.00					100.00	
609	Library Mr. & Mrs. Tim Collins Gift	3,971.63					3,971.63	
612	Library Gifts, Miscellaneous	32,491.63			865.95	16,536.97	16,820.61	
613	Library Lost Book Revolving	3,460.12			2,369.64	4,204.65	1,625.11	
620	Memory Tree & Brownie Tree Donations	2,358.56			1,318.71	2,275.89	1,401.38	
653	Recreation Committee Holiday Walk	1,221.32					1,221.32	
654	Recreation Illuminate Topsfield Gift	1,466.98			465.00	1,799.91	132.07	
692	Historical Commission Preservation Gift	240.00					240.00	
Consultation Accounts Ch. 44:53G								
238	Conservation Consul Ch. 44:53G						-	
238	Planning Board Consult Ch. 44:53G	3,559.97			1,017.30	1,660.13	2,917.14	
238	Zoning Board Consult Ch. 44:53G						-	
238	Board of Health CH 44:53G						-	
Stabilization:								
085	General Stabilization Fund	1,227,329.99		25,000.00	31,269.97		1,283,599.96	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2019

Account	2018 Balance Forward	2019 Original Appropriation	2019 Transfers / Adjustments	2019 Receipts	2019 Expended	2019 Close to Treasury	2020 Balance Forward
o85 Capital Stabilization Fund	328,372.54		100,000.00	22,507.41		450,879.95	
TOTAL SPECIAL REVENUE FUNDS	2,784,610.28	-	(25,235.99)	2,250,818.98	2,185,618.96	2,824,574.31	-
TRUST FUNDS							
o86 OPEB	696,596.90		300,000.00	54,831.30		1,051,428.20	
o82 Non-Expendable Trust Funds	9,536,684.05		(198,148.37)	1,030,998.22		10,369,533.90	
o84 Expendable Trust Funds	1,504,050.21		198,148.37	107,865.45	160,214.92	1,649,849.11	
TOTAL TRUST FUNDS	11,737,331.16	-	300,000.00	1,193,694.97	160,214.92	13,070,811.21	-
Total Expenditures & Other Financing Uses - Fiscal 2019	37,955,194.95						

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2019

GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES	FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT GROUP	TOTALS
			Water Enterprise	Trust and Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
ASSETS AND OTHER DEBITS	CASH AND SHORT-TERM INVESTMENTS						
	Cash & Cash Equivalents	5,851,618.21	1,308,099.29	(13,000.82)			9,791,820.66
	Investments	1,633,730.20		14,846,445.59			14,846,445.59
	CASH & INVESTMENTS:	5,851,618.21	1,308,099.29	14,833,444.77	0.00	0.00	24,638,266.25
	RECEIVABLES:						
	Personal Property Taxes	2,834.01					2,834.01
	Real Estate Taxes	196,022.12					196,022.12
	Deferred Real Estate	17,027.57					17,027.57
	Allowance for Abatement & Exemption	(383,722.42)					(383,722.42)
	Tax Liens	258,211.25					258,211.25
	Tax Possessions & Foreclosures	33,938.83					33,938.83
	Payment in Lieu of Taxes						
	Excise taxes	109,715.25					109,715.25
	Due from Veteran's Administration						
	Water and Liens		216,816.81				216,816.81
	State Aid; Grants & Contracts						
	Due From Other Agencies						
	Prepays	(22,586.36)					(22,586.36)

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2019

GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT GROUP	TOTALS
				Trust and Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
FIXED ASSETS	General	Special Revenues	Capital Projects	Water Enterprise			
Land							
All Other - Net of Depreciation	30,330,237.55			8,403,742.44			38,733,979.99
AMOUNTS TO BE PROVIDED FOR RETIREMENT OF LONG-TERM OBLIGATIONS				9,164,000.00		12,931,000.00	22,095,000.00
TOTAL ASSETS AND OTHER DEBITS:	36,393,296.01	1,633,730.20	1,011,373.78	19,092,658.54	0.00	12,931,000.00	85,895,503.30
LIABILITIES AND FUND EQUITY							
LIABILITIES:							
Warrants Payable	812,308.65	13,965.36	181,265.89	34,911.28	13,451.52		1,055,902.70
Accrued Payroll							
Payroll Withholdings	143,408.52						143,408.52
Other Liabilities	5,489.03						5,489.03
Deferred Revenues							
Property Taxes	(184,866.29)						(184,866.29)
Deferred Real Estate	17,027.57						17,027.57
Tax Liens	258,211.25						258,211.25
Tax Possessions & Foreclosures	33,938.83						33,938.83

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2019

GOVERNMENTAL FUND TYPES		PROPRIETARY FUND TYPES	FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT GROUP	TOTALS
General		Special Revenues	Capital Projects	Water Enterprise	Trust and Agency	General Long Term Debt
Motor Vehicle Excise Taxes	109,715.25			216,816.81		109,715.25
Water Utility						216,816.81
Due from Other Governments	3,443.75					3,443.75
Due to Other Funds						
Bonds Payable						
Notes Payable			6,717,292.00			12,931,000.00
						6,717,292.00
TOTAL LIABILITIES:	1,198,676.56	13,965.36	6,898,557.89	251,728.09	13,451.52	21,307,379.42
FUND BALANCES (DEFICIT):						
Reserved for Encumbrances	151,094.34			301,744.48		452,838.82
Reserved for Expenditures	1,677,500.00			240,000.00		1,917,500.00
Reserved for Continuing Appropriations	199,379.44					199,379.44
Reserved for Petty Cash						
Reserved for Appropriation Deficits						
Reserved for Snow & Ice Deficit						
Reserved for Debt Service						
Reserved Fund Balance	405,190.00					405,190.00
Expendable Trusts					10,369,533.90	10,369,533.90
Non expendable Trusts					1,649,849.11	1,649,849.11

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2019

GOVERNMENTAL FUND TYPES							TOTALS
GOVERNMENTAL FUND TYPES		PROPRIETARY FUND TYPES		FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT GROUP	TOTALS
GOVERNMENTAL FUND TYPES		PROPRIETARY FUND TYPES		FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT GROUP	TOTALS
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GOVERNMENTAL FUND TYPES		PROPRIETARY FUND TYPES		FIDUC			

Treasurer & Collector

It is the mission of the Treasurer/Collector's Office to maintain the highest level of service to taxpayers, employees, retirees, and vendors in an efficient and professional manner.

The Treasurer/Collector's Office is responsible for the investment of Town monies and the collection of real estate taxes, personal property taxes, motor vehicle excise taxes, and departmental receipts. This Office is responsible for all municipal borrowings and the issuance of short-term and long-term debt. The Treasurer/Collector's Office issues payroll for Town and School employees and manages benefits administration. The Office also distributes vendor payments upon approval and performs cash and receivables reconciliations.

Respectfully submitted,

Jacqueline Cuomo, *Treasurer/Collector*

Julie McCarthy, *Assistant Treasurer/Collector*

Janet Sacco, *Payroll & Benefits Administrator*

COLLECTOR'S REPORT

TAX COLLECTIONS- FISCAL YEAR 2019

MOTOR VEHICLE EXCISE	\$1,187,121.00
PERSONAL PROPERTY TAXES	\$358,145.00
REAL ESTATE TAXES	\$23,385,166.00
TAX TITLE	\$52,012.00
PENALTIES & INTEREST	\$27,570.00

BALANCE DUE	June 30, 2019
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MOTOR VEHICLE EXCISE

2015	1,999.64
2016	1,601.47
2017	5,714.29
2018	8,482.66
2019	91,917.19
	<u>109,715.25</u>

PERSONAL PROPERTY TAXES

2015	53.07
2016	384.48
2017	323.05
2018	609.41
2019	1,464.00
	<u>2,834.01</u>

REAL ESTATE TAXES

2018	0.00
2019	196,022.12
	<u>196,022.12</u>

TAX TITLE	<u>259,567.14</u>
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Respectfully submitted,
 Jacqueline Cuomo, *Treasurer/Collector*

TREASURER'S REPORT- FISCAL YEAR 2019

Year End Cash Report- Fiscal Year 2019

	Cash/Investments	\$11,189,648.75
	Trust Funds	\$13,102,850.15
Total Cash/Investments and Trust Funds		<u>\$24,292,498.90</u>
General Fund		232,853.68
Stabilization Fund		31,269.97
Capital Stabilization Fund		22,507.41
OPEB-General Fund		54,831.30
OPEB-Water Fund		1,577.47
Senior/Disabled Tax Relief		0.44
Veterans Assistance		1.73
Total Interest and Gain on Investments		<u>343,042.00</u>
Sale of Cemetery Lots		
Balance as of 6/30/2018		<u>204,713.50</u>
Balance as of 6/30/2019		<u>215,102.41</u>
Stabilization Fund		
Balance as of 6/30/2018		<u>1,227,329.99</u>
Balance as of 6/30/2019		<u>1,283,599.96</u>
Capital Stabilization Fund		
Balance as of 6/30/2018		<u>328,372.54</u>
Balance as of 6/30/2019		<u>450,879.95</u>
Trust Funds		
Balance as of 6/30/2018		<u>11,047,922.61</u>
Balance as of 6/30/2019		<u>13,102,850.15</u>
OPEB GENERAL FUND		
Balance as of 6/30/2018		<u>696,596.90</u>
Balance as of 6/30/2019		<u>1,051,428.20</u>
OPEB WATER FUND		
Balance as of 6/30/2018		<u>36,500.17</u>
Balance as of 6/30/2019		<u>38,077.64</u>

Respectfully submitted,
 Jacqueline Cuomo, *Treasurer/Collector*

Commissioners of Trust Funds

INTRODUCTION:

The Commissioners of Trust Funds completed another year of the administration and management of the Topsfield trust funds. Topsfield is extremely fortunate to have so many different trust funds available for the continued funding of numerous projects. All disbursements from trust funds are from private accounts and do not come from any taxpayer funds. The main focus of the Commission's management of all the funds is to produce a consistent stream of income which grows with or greater than inflation while increasing the principal at a conservative rate so as to protect its purchasing power over time. The funds continue to be invested in high quality common stocks and United States government and corporate fixed income securities and exchange traded funds, in accordance with the conservative asset allocation guidelines adopted by the Commission.

HIGHLIGHTS AND ACCOMPLISHMENTS:

During the fiscal year, the Commissioners of Trust Funds provided funds for various town purposes including the following:

1. The continued subsidizing of the Council on Aging, Meals on Wheels program by the David Cummings Trust at a total expense of \$3,425.00.
2. The acquisition of books and improvements on behalf of the Topsfield Library by the Virginia Witham Trust in the amount of \$5,920.00.
3. The acquisition of books, periodicals and other miscellaneous items and improvements on behalf of the Topsfield Library by the George Gould Trust in the amount of \$139,619.92.

The Trustees also completed the researching and selection of an independent investment manager to manage the various investment accounts on their behalf. The Trustees are confident in their selection of Eastern Investment

Advisors, an experienced investment manager with extensive fiduciary experience.

COMMUNITY AWARENESS:

The Commissioners of Trust Funds have attempted to make the community aware of the existence of the trust funds and of their purposes by communicating with the local newspaper media, the local clergy of all different denominations and others. While the trust funds have been established for specific and limited purposes, the Commission welcomes inquiries about the trusts and their distributive provisions, which are reviewed at periodic meetings

Respectfully submitted,

David G. Strachan, Jr., *Chairman*

Richard Walsh, *Member*

Thomas Walsh, *Member*

**TOWN OF TOPSFIELD
COMMISSIONERS OF TRUST FUNDS
ALLOCATION OF COMBINED INVESTMENT FUNDS**

TRUST NAME	JUNE 30, 2018 BALANCES					FISCAL 2019		JUNE 30, 2019 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPEND-ED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	19165.77	24935.84	3.228%	-	4.33			19161.44	26934.39	3.180%
Income	143397.43	186568.83	24.154%	-	32.37	5,014.02		148379.09	208569.93	24.627%
CUMMINGS * Principal	39249.52	51066.03	6.611%	-	8.86			39240.66	55158.87	6.513%
Income	206225.10	268311.47	34.737%	-	46.55	7,571.31	3,425.00	210324.86	295644.37	34.908%
KIMBALL * Principal	1161.99	1511.82	0.196%	-	0.26			1161.73	1632.99	0.193%
Income	3511.87	4569.16	0.592%	-	0.79	144.16		3655.24	5138.01	0.607%
PEABODY * Principal	1127.33	1466.73	0.190%	-	0.25			1127.08	1584.29	0.187%
Income	3193.79	4155.31	0.538%	-	0.72	133.28		3326.34	4675.69	0.552%
GOULD COMMON * Principal	1127.33	1466.73	0.190%	-	0.25			1127.08	1584.29	0.187%
Income	9651.57	12557.29	1.626%	-	2.18	332.46		9981.85	14031.05	1.657%
GOULD PARK * Principal	1127.33	1466.73	0.190%	-	0.25			1127.08	1584.29	0.187%
Income	(39.64)	(51.57)	-0.007%	-	(0.01)	33.55		(6.08)	(8.55)	-0.001%
MONUMENT * Principal	2062.20	2683.05	0.347%	-	0.47			2061.74	2898.10	0.342%
Income	10004.87	13016.95	1.685%	-	2.26	372.19		10374.80	14583.40	1.722%
KNEELAND * Principal	16172.20	21041.02	2.724%	-	3.65			16168.55	22727.42	2.684%
Income	3128.10	4069.85	0.527%	-	0.71	595.29		3722.69	5232.82	0.618%
LIBRARY GEN'L * Principal	24317.90	31639.07	4.096%	-	5.49		-	24312.41	34174.88	4.035%
Income	3013.56	3920.83	0.508%	-	0.68	843.00		3855.88	5420.04	0.640%
LIBRARY DOW * Principal	2254.64	2933.42	0.380%	-	0.51			2254.13	3168.53	0.374%
Income	267.65	348.23	0.045%	-	0.06	77.80		345.39	485.49	0.057%

TOWN OF TOPSFIELD
COMMISSIONERS OF TRUST FUNDS
ALLOCATION OF COMBINED INVESTMENT FUNDS

TRUST NAME	JUNE 30, 2018 BALANCES					FISCAL 2019		JUNE 30, 2019 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPEND-ED	BK VALUE	MKT VALUE	% TOTAL
LIBRARY LAMSON * Principal	23982.68	31202.93	4.040%	-	5.41			23977.27	33703.79	3.980%
Income	2848.45	3706.01	0.480%	-	0.64	827.57		3675.38	5166.31	0.610%
LIBRARY WILDES * Principal	15825.27	20589.64	2.666%	-	3.57			15821.70	22239.86	2.626%
Income	1921.80	2500.37	0.324%	-	0.43	547.38		2468.75	3470.21	0.410%
LIBRARY HADSELL * Principal	6138.91	7987.09	1.034%	-	1.39			6137.52	8627.24	1.019%
Income	701.36	912.51	0.118%	-	0.16	210.98		912.17	1282.20	0.151%
LIBRARY WITHAM * Principal	29835.63	38817.98	5.026%	-	6.73			29828.90	41929.16	4.951%
Income	6286.47	8179.08	1.059%	-	1.42	1,114.13	5,920.00	1479.18	2079.22	0.246%
STATHOPOULOS * Principal	4511.82	5870.16	0.760%	-	1.02			4510.81	6340.64	0.749%
Income	1468.72	1910.89	0.247%	-	0.33	184.46		1652.84	2323.33	0.274%
JOSEPH IAROCCI * Principal	10547.74	13723.25	1.777%	-	973.38			9574.36	13458.25	1.589%
Income	(515.66)	(670.90)	-0.087%	971.00	(0.12)	309.42	-	764.88	1075.16	0.127%
COLUMN TOTALS	593,673.71	772,405.80	100%	971.00	1,105.00	18,311.00	9,345.00	602,505.71	846,915.68	100%

TOWN OF TOPSFIELD
COMMISSIONERS OF TRUST FUNDS
GEORGE L. GOULD FUND - ALLOCATION

GEORGE GOULD TRUST (1)	JUNE 30, 2018 BALANCES		FISCAL 2019				JUNE 30, 2019 BALANCES	
	BOOK VALUE	MARKET VALUE	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BOOK VALUE	MARKET VALUE
PRINCIPAL ACCOUNT	6,023,342.84	8,654,402.04	170,704.30	53,831.14	0.00	0.00	6,140,216.00	9,456,181.39
INCOME: FUND A - BOOKS	221,572.47	249,208.13	0.00	17,144.08	120,781.72	117,614.00	207,596.11	209,702.22
INCOME: FUND B - ART & MAINT	350,752.04	374,347.86	223.87	8,639.70	123,787.48	22,005.92	444,117.77	450,627.52
COLUMN TOTALS	6,595,667.35	9,277,958.03	170,928.17	79,614.92	244,569.20	139,619.92	6,791,929.88	10,116,511.13

**TOWN OF TOPSFIELD, MASSACHUSETTS
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