

## TOWN OF TOPSFIELD • ANNUAL REPORT



2020: A YEAR LIKE NONE OTHER



# Town of Topsfield Massachusetts

July 1, 2019 through June 30, 2020



The Annual Reports, Receipts, and Expenditures  
of the Town Officers for the 2020 Fiscal Year

**Credits and Acknowledgments:**

**Annual Report Committee:**

Beth Johnson, Kevin Harutunian, Debra Morong

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*[www.etjohnson.com](http://www.etjohnson.com)*

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Kindra Clineff Photography  
Eric Roth Photography

Cover photo by  
Daniel J. Nelson

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**Note:**

All financial data cover the period July 1, 2019 through June 30, 2020  
However, for the reader's benefit, and to make this a more meaningful publication,  
individual reports may list more current significant events.



PHOTO COURTESY TOWN OF TOPSFIELD

*The 2020 Annual Town Meeting was held at Masconomet High School Roberts Field to accomodate social distancing.*



## 2020: A Year Like None Other

### Thoughts from Town Hall

As COVID-19 became a global pandemic, the likes of which we had not seen in over 100 years, we found ourselves suddenly faced with uncertainty, unparalleled adversity, and loss. In the midst of this crisis, the Topsfield community rose to the challenge, displaying strength and optimism, adapting and supporting one another, and committing to a better future together.

The people of Topsfield continue to be the heart of our community. Those who volunteer on local boards and commissions, those who serve our schools and youth organizations, the local business owners, and our everyday neighbors, are always willing to lend a helping hand and are the strength of our community. Sadly, in December, we said goodbye to a man who had dedicated decades of service to the Town of Topsfield, Select Board Chair John Spencer. John was a friend, a mentor, and an inspiration to many. While we miss John tremendously, his passion, grace and legacy will live on for years to come.

Despite the many challenges of the past year, we have much to be proud of. As you read our annual report, you will see the results of our hard work and determination and recognize the Town's unwavering spirit and steadfast commitment to providing our citizens with outstanding services. We have and will continue to be transparent, collaborative, innovative, and committed to delivering fiscally responsible, efficient and effective services. In the years to come, we will continue to focus on downtown revitalization opportunities, environmentally sustainable solutions, technology, communications and more, as we continue to evolve and maintain Topsfield as a wonderful place to live, work, and explore. We have come a long way together and as we bid farewell to 2020, our future is bright.

Kevin Harutunian,  
Town Administrator

*Administrator*



# Table of Contents

## General Information

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

## General Government

- 11 Board of Selectmen
- 14 Town Clerk

## Public Safety

- 17 Police Department
- 24 Fire/Police Department Rosters
- 25 Fire Department
- 34 Inspectional Services

## Public Works

- 35 Board of Road Commissioners
- 37 Board of Water Commissioners

## Education

- 39 Elementary School Committee
- 46 Masconomet Regional School Committee

## Health and Human Services

- 51 Board of Health
- 54 Council on Aging
- 66 Tri-Town Council
- 74 Recycling Committee

## Culture and Recreation

- 75 Board of Library Trustees
- 77 Park & Cemetery Commission
- 79 Topsfield Beach Association
- 80 Rail Trail Committee
- 81 Open Space Committee

## Planning and Land Use

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

## Town Meeting Minutes and Election Documentation

- 87 Annual/Special Town Meeting Minutes: June 20, 2020
- 97 Presidential Primary Election: March 3, 2020
- 100 Annual Town Election: June 25, 2020

## Appendices

- 102 Appendix A:  
Fiscal 2021 Operating Budget

## Financial Reports

- 113 Board of Assessors
- 114 Finance Committee
- 117 Town Accountant
- 146 Town Treasurer/Collector
- 148 Trust Fund Commissioners

# Transitions

We honor all those whom we lost in 2020  
in particular residents who made exceptional  
contributions to the Town of Topsfield.

Janice M. Ablon

Jennifer L. Courtemanche

Ronald S. Fudge

Evelyn L. Gaudrault

John P. Markos

Edward S. Roman

James Rouvalis

Deborah J. Watson



PHOTO COURTESY KINDRA CLINEFF PHOTOGRAPHY



# In Memoriam

Topsfield lost two valuable and dedicated leaders in our community, both as Chairman of the Select Board at the time of their passing. We would like to show our appreciation for their service and thank their families for their many years of unwavering service to the Town of Topsfield.

**Mark B. Lyons**  
**Sept. 18, 1951 – Aug. 6, 2019**



Mark B. Lyons was born and raised in Malden, MA. Mark practiced law for over 35 years and was the founding partner of Lyons & Tzanoudakis, LLP in Danvers. Mark moved to Topsfield in 1995 and became active in town by joining the Planning Board. He went on and served as chairman for the Finance Committee, Elementary School Committee and the Select Board. Mark was also very involved in the Town Hall Building Committee. Mark made a significant impact on many and his contributions to Topsfield will live on for years to come.

**John K. Spencer**  
**Mar. 19, 1948 – Dec. 21, 2020**



John K. Spencer was born in Winchester, MA. John moved to town in 2000 and was a great supporter of the town and its people. He served as President and Board Member of the ABC Masconomet, was a dedicated member of the Masconomet Regional School Committee and was on the Select Board where he served as Chair. John touched countless lives over the years and his passion to help and kindness towards all will be missed.

*"What you leave behind is not what is engraved in stone monuments,  
but what is woven into the lives of others."  
~Thucydides*



PHOTO COURTESY TOWN OF TOPSFIELD

*Zoom meetings were the norm in 2020. Here, Town Administrator Kevin Harutunian reads to a second grade class as part of the Read Across America Day.*

# Town of Topsfield

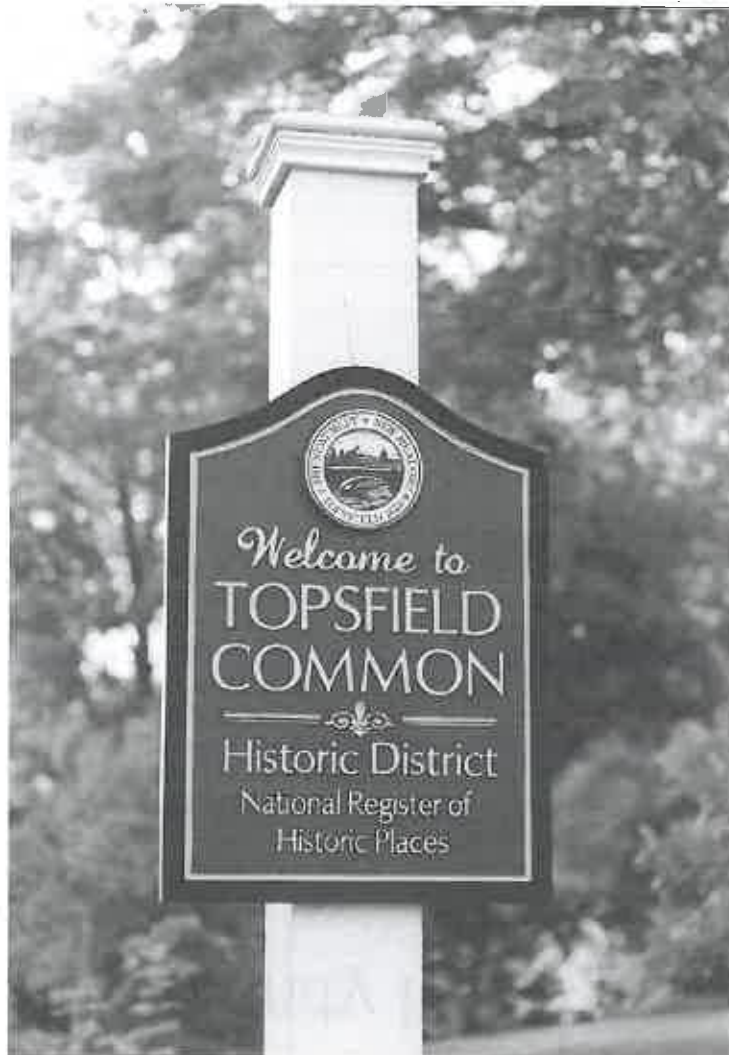


PHOTO COURTESY ERIC ROTH PHOTOGRAPHY

Incorporated: ..... 1650

Government: ..... Open Town Meeting  
Five-member Select Board with Town Administrator

Annual Town Meeting: ..... First Tuesday in May

Annual Town Election: ..... First Thursday in May

Town Census: (January 1, 2020) ..... 6,520

Area: ..... 13 Square Miles

Town Roads: ..... 60 Miles

Fiscal 2020 Tax Rate: ..... \$17.42

Tax Levy: ..... \$25,137,392.49

Congressional District: ..... Sixth

Senatorial District: ..... First Essex and Middlesex

Representative District: ..... Thirteenth Essex

Town Hall Hours: ..... M-TH: 8am – 4pm  
..... FRI: 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](http://www.topsfield-ma.gov)

# Community Information

## EMERGENCY NUMBERS

Ambulance – Fire – Police.....	911
North Shore Regional 911 Center .....	978-801-4911
Beverly Hospital.....	978-922-3000
Poison Control Center.....	800-682-9211
Water Main Breaks.....	978-887-6533

## NATIONAL GRID

Gas Emergency .....	800-231-5325 or 888-377-5325
Electric Outage Emergency.....	800-465-1212
All Other Calls.....	781-322-3223

## ANIMAL CONTROL

North Shore Regional 911 Center .....	978-801-4911
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## BIRTH CERTIFICATES

Town Clerk's Office.....	978-887-1505
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<b>BOARD OF ASSESSORS</b> .....	978-887-1514
---------------------------------	--------------

<b>BOARD OF HEALTH</b> .....	978-887-1520
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<b>SELECT BOARD</b> .....	978-887-1500
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## BUS SERVICE

MBTA – Customer Service .....	800-392-6100 or 617-222-3200
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## CABLETV

Comcast: .....	800-633-4266
Verizon .....	800-837-4966

## CEMETERIES

Pine Grove Cemetery Office:.....	978-887-1525
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## CHURCHES

Congregational Church of Topsfield 9 East Common.....	978-887-2101
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Our Savior Lutheran Church 478 Boston Street, Route 1 .....	978-887-5701
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St. Rose of Lima Catholic Church 12 Park Street .....	978-887-5505
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Trinity Episcopal Church of Topsfield 129 River Road .....	978-887-5570
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## COMPOST CENTER

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

<b>CONSERVATION COMMISSION</b> .....	978-887-1510
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## COUNCIL ON AGING

Office .....	978-887-1523
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## DEATH CERTIFICATES

Town Clerk's Office .....	978-887-1505
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## DOG LICENSES

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

Town Clerk's Office .....	978-887-1505
Town Meeting .....	First Tuesday of May
Town Elections .....	First Thursday of May

1542

**FINANCE COMMITTEE**

Office: ..... 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 Department..... 978-887-2116

**GOULD BARN**

Contact ..... 978-887-8874

**HIGHWAY DEPARTMENT**

279 Boston Street ..... 978-887-1542

**HISTORICAL COMMISSION** ..... 978-887-1504**HOUSING AUTHORITY**

Little Brook Village

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

**INSPECTIONAL SERVICES**

Office ..... 978-887-1522

**LEAGUE OF WOMEN VOTERS**

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

Chronicle &amp; Transcript ..... 888-697-2737

**NOTARY PUBLICS**

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

Council on Aging..... 978-887-1523

**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

North Shore Regional 911 Center ..... 978-801-4911

All Other Business..... 978-887-2116

**POST OFFICE**

4 Main Street..... 978-887-5307

**PRE-SCHOOLS**

Joyful Noises, Emerson Center ..... 978-887-2101 or 978-848-2018

Steward Integrated Pre-School

Steward School, 261 Perkins Row ..... 978-887-1538

Trinity Church Pre-School, 124 River Road ..... 978-887-2990



## Community Information, cont.

### PROPERTY VALUATIONS

Assessors' Office.....978-887-1514

### RECREATION COMMITTEE

Office.....978-887-1525

### SCHOOLS

Grades K – 3: Steward Elementary School

[www.topsfieldschools.org](http://www.topsfieldschools.org)

261 Perkins Row.....978-887-1538

Grades 4 – 6: Proctor Elementary School

[www.topsfieldschools.org](http://www.topsfieldschools.org)

60 Main Street.....978-887-1530

Tri-Town School Union Offices for Elementary Schools.....978-887-0771

[www.tritownschoolunion.org](http://www.tritownschoolunion.org)

Grades 7 – 8: Masconomet Regional Middle School

[www.masconomet.org](http://www.masconomet.org)

20 Endicott Road .....978-887-2323

Grades 9 – 12: Masconomet Regional High School

[www.masconomet.org](http://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

### TAX BILLS

Billing information.....978-887-1511

### TOPSFIELD FAIR

[www.topsfieldfair.org](http://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

### TOWN 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 and Recycling .....800-323-4285

### TREE WARDEN

David Bond .....978-887-1542

**VETERAN'S SERVICES**

Contact..... 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

# Elected Officials Sworn in as of January 1, 2020

## GOVERNOR:

Honorable Charlie Baker (R)

## LIEUTENANT GOVERNOR:

Karen Polito (R)

Office of the Governor, Room 280

Boston, MA 02133

Tel: 617-725-4005

Internet: [www.mass.gov/governor/contact](http://www.mass.gov/governor/contact)

## UNITED STATES SENATORS:

Edward Markey (D)

255 Dirksen Senate Office Building

Washington, D.C., 20510

Tel: 202-224-2742

Internet: [www.markey.senate.gov](http://www.markey.senate.gov)

Local Office:

975 JFK Building

15 New Sudbury Street

Boston, MA 02203

Tel: 617-565-8519

Elizabeth Warren (D)

317 Hart Senate Office Building

Washington, D.C., 20510

Tel: 202-224-4543

Internet: [www.warren.senate.gov](http://www.warren.senate.gov)

Local Office:

2400 JFK Federal Building

15 New Sudbury Street

Boston, MA 02203

Tel: 617-565-3170

## UNITED STATES REPRESENTATIVE:

Seth Moulton (D)

1127 Longworth House Office Building

Washington, D.C. 20515

Tel: (202) 225-8020

Email: [www.moulton.house.gov](http://www.moulton.house.gov)

Local Office:

21 Front Street

Salem, MA 01970

Tel: 978-531-2270

## Attorney General

Maura Healy (R)

One Ashburton Place, 20th Floor

Boston, MA 02108

Tel: 617-727-2200

E-mail: [agoweb@state.ma.us](mailto:agoweb@state.ma.us)

## STATE SENATOR

Joan Lovely (D)

State House, Room 413A

Boston, MA 02133

Tel: 617-722-1410

E-mail: [Joan.Lovely@masenate.gov](mailto:Joan.Lovely@masenate.gov)

## STATE REPRESENTATIVE

Bradford Hill (R)

State House, Room 128

Boston, MA 02133-1020

Tel: 617-722-2100

E-mail: [Brad.Hill@mahouse.gov](mailto:Brad.Hill@mahouse.gov)

## SECRETARY OF STATE

William F. Galvin (D)

Citizen Information Service

McCormack Building

One Ashburton Place, Room 1611

Boston, MA 02108

Tel: 800-392-6090

E-mail: [cis@sec.state.ma.us](mailto:cis@sec.state.ma.us)

# Elected Town Officers sworn in June 25, 2020

## BOARD OF ASSESSORS

Lynn A. Conant .....	2022
Robert E. Kanter .....	2021
John W. Minnehan .....	2023

## BOARD OF LIBRARY TRUSTEES

Gail D. Bryson .....	2022
Olivia Gatti .....	2021
Kathryn Hartmann .....	2021
Maureen McCarthy .....	2023
Caroline Playter .....	2023

## BOARD OF ROAD COMMISSIONERS

Joseph K. Gibbons .....	2021
Philip G. Knowles .....	2022
Thomas Weil .....	2023

## SELECT BOARD

Lynn A. Bermudez .....	2021
A. Richard Gandt .....	2022
Boyd R. Jackson .....	2021
John K. Spencer .....	2023

## BOARD OF WATER COMMISSIONERS

Mark Gallagher .....	2021
Richard L. Stone .....	2022
Philip G. Knowles .....	2023

## COMMISSIONERS OF TRUST FUNDS

David G. Strachan, Jr. ....	2021
Richard T. Walsh .....	2023
Thomas P. Walsh .....	2022

## CONSTABLE

Frederick A. Capobianco .....	2023
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## ELEMENTARY SCHOOL COMMITTEE

Charise Rohm Nulsen .....	2021
Shawn Malloy .....	2023
Andrew C. Prazar .....	2022
Augustin A. Serino .....	2022
Meredith Sokolowski .....	2023

## HOUSING AUTHORITY

Jennifer DeCarlo .....	2021
Gerard McCarthy .....	2023
Talisa Rafferty .....	2025

## MASCONOMET REGIONAL SCHOOL

### District Committee Representatives

William Hodges .....	2022
Melissa Ogden .....	2023
Zillie Bhujju .....	2021

## MODERATOR

Stephan T. Wheilan .....	2021
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## PARK AND CEMETERY COMMISSIONERS

Jay Alberts .....	2023
Marshall P. Hook .....	2022
Gretchen W. Rehak .....	<del>2020</del> 2021

## PLANNING BOARD

Steven B. Hall .....	2023
Gregory S. Melinger .....	2022
Jennie M. Merrill .....	2022
Martha A. Morrison .....	2023
C. Josh Rownd .....	2021

Lyme →

# Appointed Town Officers July 1, 2019 – June 30, 2020

## ADA COORDINATOR

Jenifer Collins-Brown ..... 2020

## AGRICULTURAL COMMISSION

Peter E. Mulholland ..... 2021

James O'Brien ..... 2022

Trudi I. Perry ..... 2021

Martinus J. Riekert ..... 2020

Peter Gibney (*Alternate*) ..... 2020

## ALCOHOL LICENSING ADVISORY COMMITTEE

Robert E. Hardy ..... 2020

Nancy J. Luther ..... 2020

Stanley V. Ragalevsky ..... 2020

## ANIMAL CONTROL OFFICER

Carol A. Larocque ..... 2020

Reed Wilson (*Alternate*) ..... 2020

## ANIMAL INSPECTOR

Peter E. Mulholland ..... 2020

## ASSESSOR

Toula Guarino ..... 2020

Lisa Benecke (*Assistant*) ..... 2020

## BOARD OF HEALTH

Anthony Alley ..... 2021

Larry Fixler ..... 2022

Sheryl L. Knutsen ..... 2020

Thomas Mannetta (*resigned 2/19/20*) ..... 2021

Mark Rizza ..... 2021

Gerald J. Topping ..... 2021

Wendy Hansbury, *Agent* ..... 2020

## BOARD OF REGISTRARS

Mary Willis (*ex-officio*) ..... 2020

Diann Baylis ..... 2020

Dorothy T. Wass ..... 2020

Erin Merrill (*Assistant*) ..... 2021

## COMMERCIAL DRIVER'S LICENSE COORDINATOR

David M. Bond ..... 2020

## CONSERVATION COMMISSION

Nikolas Betts ..... 2020

Jennifer L. DiCarlo ..... 2022

Cheryl A. Jolley ..... 2021

Holger M. Luther ..... 2021

Dodds B. Shamroth ..... 2021

Heidi Gaffney, *Administrator* ..... 2020

## COUNCIL ON AGING

Lynne A. Bermudez ..... 2020

George Berube ..... 2021

Kendra Berube ..... 2022

Florence T. Brady ..... 2020

Joan Chiffer ..... 2023

Elaine H. Crippen ..... 2022

Hannah Menzer ..... 2022

Charlotte O'Toole ..... 2022

Penny Rogers ..... 2020

Stephen Walsh ..... 2021

Paula Burke, *Executive Director* ..... 2020



**CULTURAL COUNCIL**

Anthony Bloxham .....	2022
Janet S. Brown .....	2021
Kathleen L. Hunt .....	2020
Donna Hurley .....	2021
Mary MacDonald .....	2022

**FENCE VIEWERS**

Jenifer Collins-Brown .....	2020
Nancy J. Luther .....	2020
Charlene A. Stawicki .....	2020

**FINANCE COMMITTEE**

Karen A. Dow .....	2022
Che R. Elwell .....	2021
Jonathan D. Guido .....	2021
Michael G. Hartmann .....	2021
Eric S. Menzer .....	2020
Louis M. Ross .....	2020

**FOREST WARDEN**

Jenifer Collins-Brown .....	2020
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**HISTORICAL COMMISSION**

Kindra L. Clineff .....	2021
Glen P. Gollrad .....	2022
Norm J. Isler .....	2020
Elizabeth R. Mulholland .....	2022

**HIGHWAY SUPERINTENDENT**

Gary Wildes .....	2020
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**INSPECTOR OF BUILDINGS**

Glenn A. Clohacy .....	2020
David Harris ( <i>Alternate</i> ) .....	2020

**INSPECTOR OF GAS AND PLUMBING**

Stanley Kulacz .....	2020
Kevin Dash ( <i>Alternate</i> ) .....	2020
Larry Fischer .....	2020

**INSPECTOR OF WIRES**

John P. Thompson .....	2020
Thomas Tombarello Jr. ( <i>Alternate</i> ) .....	2020

**KEEPER OF CLOCKS**

Norman J. Isler .....	2020
Robert L. Winship .....	2020

**MAPPING COMMITTEE**

James V. Carroll .....	2020
Gregory R. Krom .....	2020
Robert L. Winship .....	2020

**MBTA REPRESENTATIVE**

Open position .....	2020
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**MEMORIAL DAY/VETERAN'S DAY COMMITTEE**

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

**OPEN SPACE COMMITTEE**

Joseph D. Geller .....	2020
Reginald Lockwood .....	2020
David D. Merrill .....	2020
Melissa Ogden .....	2020
Martha B. Sanders .....	2020

**PARKING TICKET CLERK**

Debra Morong .....	2020
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continued...

**PUBLIC WORKS COMMITTEE**

Travis Good .....	2020
Gary Wildes .....	2020
Gregory R. Krom .....	2020

**PURCHASING & COMMUNITY DEVELOPMENT COORDINATOR**

Donna C. Rich .....	2020
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**RAIL TRAIL COMMITTEE**

Roy J. Baessler .....	2020
Joseph D. Geller .....	2020
David C. Read .....	2020
William J. Rossiter .....	2020

**SEALER OF WEIGHTS AND MEASURES**

Leonard Rose .....	2020
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**STORMWATER MANAGEMENT COMMITTEE**

David M. Bond .....	2020
Glenn A. Clohecy .....	2020
Joseph K. Gibbons .....	2020
Gregory R. Krom .....	2020
Holger M. Luther .....	2020
Stephen Hall .....	2020

**TOWN ACCOUNTANT**

Catherine Gabriel .....	2022
Susan Lemiesz ( <i>Assistant</i> ) .....	2021

**TOWN ADMINISTRATOR**

Kevin Harutunian .....	2020
Debra Morong .....	2020

**TOWN CLERK, ASSISTANT**

Mary Elizabeth Willis .....	2023
Erin Merrill ( <i>Assistant</i> ) .....	2020

**TOWN COUNSEL**

KP Law .....	2020
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**TOWN HALL BUILDING COMMITTEE**

Peter A. Bryson .....	2020
Elizabeth Mulholland .....	2020
C. Josh Rownd .....	2020
Benjamin Nutter .....	2020
Gregor Smith .....	2020

**TOWN TREASURER & COLLECTOR**

Barbara Michalowski .....	2020
Julie McCarthy ( <i>Assistant</i> ) .....	2020

**TRAFFIC ADVISORY COMMITTEE**

David M. Bond .....	2020
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**TREE WARDEN**

David M. Bond .....	2020
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**VETERAN'S AGENT**

Richard J. Cullinan .....	2020
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**VETERAN'S GRAVES REGISTRATION OFFICER**

Richard J. Cullinan .....	2020
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**WALLACE KNEELAND MEMORIAL COMMITTEE**

Philip G. Knowles .....	2020
Robert L. Winship .....	2020

**ZONING BOARD OF APPEALS**

Jody L. Clineff .....	2022
David D. Merrill .....	2021
David P. Moniz .....	2020
Robert J. Moriarty, Jr. ....	2024
Gregor Smith .....	2023
Kristin M. Palace ( <i>Alternate</i> ) .....	2020

# Select Board

The Town of Topsfield is a vibrant community that has retained its friendly, rural character while offering easy access to Boston. We take pride in our distinguished schools, excellent services, amenities and a friendly community spirit that residents enjoy and newcomers quickly come to appreciate. Topsfield is a delightful place 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 current residents and future generations.

## OVERVIEW

In a changing world, this was a year of two tales. The first began at the start of the year with the usual new budget, goals, challenges and some surprises. The second tale, a dramatically different one, arrived in March as "The Pandemic," caused by a deadly virus dubbed Covid-19, and affected everyone and disrupted everything including our schools, residents and town government.

## GOVERNANCE

In fiscal year 2020 the Select Board began with: Mark Lyons (Chair), Lynne Bermudez (Vice Chair and Clerk), Dick Gandt, Boyd Jackson, and John Spencer. In August, Mark Lyons died unexpectedly. John Spencer was voted as Chair and Lynne Bermudez as Vice Chair and Clerk. The Board continued with four members until the next Town election in June 2020 when John Spencer and Dick Gandt were reelected and Marshall Hook was elected as a new member of the Board. After the election, John Spencer was voted Chair and Lynne Bermudez was voted Vice Chair and Clerk. In June, Town Meeting approved changing to Board's name to that of "Select Board."

## PERSONNEL

Since the year began without a Town Administrator, the Board quickly engaged an Interim Town Administrator while we began a search for a new Administrator. The Board appointed a search committee and engaged a consulting firm to assist in that search. In November the search committee recommended two candidates for consideration and the Board enthusiastically selected Kevin Harutunian who became Topsfield's new Town Administrator in December 2019.

During the year, personnel in four key positions retired: Treasurer/Collector, Barbara Michalowski; Inspector of Buildings, Glenn Clohecy; Chief of Police, Evan Haglund; and Highway Superintendent, David Bond. Jackie Cuomo was selected as our new Treasurer/Collector and Glenn Clohecy, while retired, agreed to continue part time in his position. For a new police chief, the Board appointed a search committee and engaged a consulting firm to assist in the search and to conduct an assessment. Following the selection of five candidates and the assessment, Neal Hovey was appointed Topsfield's new Chief of Police. The Board of Road Commissioners promoted Gary Wildes as the Town's new Highway Superintendent.

## DOWNTOWN REVITALIZATION

As a primary goal of the Board, the project to revitalize Topsfield's downtown village kicked into high gear. The work that began the previous year, with a grant from the Metropolitan Area Planning Council (MAPC) to assist us in "visioning" possibilities and developing a Downtown Revitalization Strategic Plan, expanded to invite all residents to participate in the process as well as to engage state officials in a walking tour of the downtown to solicit their creativity and resources. In September a "Visioning Session," facilitated by the MAPC, drew 160 residents to learn about the town's progress and offer feedback. And in an online survey the following week, 80 residents offered their feedback of likes and dislikes. Using the residents' feedback, together with the work the team had already done and data collected from a related parking study, the MAPC compiled a final report which they presented to the Board in December as a roadmap of activities. While downtown studies and visioning were underway, the town also received a "Complete Streets" grant for the downtown area. This state grant dovetailed with downtown revitalization by extending and improving the safety of sidewalks on both Grove and Washington Streets and connecting them and the Rail Trail with the Downtown Village. As the year closed, a contract had been awarded but construction had not begun.

## OPERATIONS

The Government Review Committee (GRC), which the Board appointed the previous year, delivered its final report in October. The Committee provided

the most comprehensive analysis of the town's operational structure in over a decade. The focus of the GRC was to review the town's current form of government and to make a recommendation on whether or not the town should pursue changing the current Town Administrator position to a "strong" Town Administrator position.

The GRC interviewed town department heads and a majority of board and committee chairs that were appointed or elected in 2019. The report indicated the majority of those interviewed believed the Town should not change the current form of government or the Town Administrator's role. However, there was a recommendation to investigate consolidating Park and Cemeteries, Highway, and Water into a single Department of Public Works.

Pursuant to the recommendation to investigate consolidation, a majority of the Board decided to recommend to Town Meeting that the Boards of Park and Cemeteries, Highway, and Water be dissolved and that those departments report directly to the Town Administrator. To implement this change, Town Meeting approved a petition to the General Court to enact a law codifying the change which would take effect January 1, 2021.

During the year, the Board adopted two new policies: a "Social Media" policy and a "Workplace Violence" policy.

### THE PANDEMIC

In February due to the worldwide novel coronavirus pandemic and its spread in the state, Governor Baker declared a State of Emergency which within a month led to dramatic lockdowns of all non-essential activities in the state. The Board followed quickly with a Declaration of Emergency in Topsfield. All non-essential town plans and efforts suddenly stopped and a focus was placed on how to continue municipal services in this new, uncertain environment.

While history books will tell of the overall effects, the town's responses included the following: All town building were closed to the public. Police and Fire continued operations but with sanitizing, revised schedules, distancing and other new protocols. With the exception of an essential skeletal crew working inside the Town Hall, other employees worked from home with the help of additional software that allowed them to communicate with their town

computer. The commitment and ingenuity of Town employees kept operations running smoothly.

In early June, the Governor allowed buildings to open to the public, but with special protocols. The Library, for example, offered curbside pickup and Town Hall opened by appointment only, with sanitizer, gloves, and plexiglass shields, corridors with one-direction foot traffic, and social distancing.

Since in-person public meetings were effectively not permitted, emergency state laws were enacted to allow virtual meetings and in this mode Town Boards and Leadership continued day to day operations. The Board began to plan for the next year's budget, Town Meeting, and elections but with many questions. When will it be safe to bring residents together? How will it be safe to bring them together? How many would attend; who would choose to stay home? What will the economy be next year and how will state aid, taxes and receipts be affected?

With such unknowns going into Town Meeting, the Board moved to conserve cash by stripping all but the most essential capital items from the warrant. To ensure a safe and well-attended Town Meeting, the Board decided to hold Town Meeting, for the very first time, on the Masconomet School football field on the Saturday morning of June 20, and moved Town elections to June 25th. The town ended the year with a hiring freeze in place, no discretionary spending, and hope for a vaccine that would end the pandemic.

### CONCLUSION

Throughout this year's annual report, you'll read about ways our town adjusted to maintain services and safety during the pandemic. We are immensely grateful for the creativity and can-do spirit of our employees and volunteers who kept our schools and government operating in the midst of the pandemic. We are especially grateful to our police and fire personnel who, as first responders even with PPE (personal protective equipment), routinely exposed themselves to the potential fury of the virus to help others, and to our Health Director and Town Administrator, whose commitment and expertise kept our town informed of all state mandates, recommendations and protocols. Their character shined. The Board appreciates all those who helped our Town through the pandemic and we thank you sincerely.

Respectfully submitted,

Lynne A. Bermudez, *Chair*  
Marshall P. Hook, *Vice-Chair & Clerk*  
Boyd R. Jackson  
A. Richard Gandt



*2020 Select Board: (Clockwise from top left)*  
*Lynne A. Bermudez, Marshall P. Hook,*  
*Boyd R. Jackson, A. Richard Gandt.*



PHOTO COURTESY TOWN OF TOPSFIELD

*New charger for electric vehicles installed at Town Hall.*



# Town Clerk

## OVERVIEW

Throughout the summer and fall, the Town Clerk's office provided the usual high volume of services to residents and was also busy with the certification of numerous state initiative petition and state/federal nomination papers ahead of the 2020 fall elections. The volume of Public Records Requests leveled off in 2019, totaling 98. However, fulfilling the requests continues to dominate the attention of the Town Clerk's office.

At the request of the Select Board, the Town Clerk put together a timeline and costs to hold a Special Election in the late fall for a Select Board vacancy. The Board ultimately decided to not to have the election. The Town Clerk represented town employees on the Town Administrator Screening Committee from August to November. It was an honor to swear-in new Town Administrator, Kevin Harutunian in December, as well as the new Police Chief, Neal Hovey in April.

The Presidential Primary was held on Tuesday, March 3, 2020. Prior to election day, the Town Clerk's office supervised Early Voting at Town Hall during the week of February 22- February 28. Two hundred and twelve Topsfield voters took advantage of Early Voting. Overall, 50% or 2,261 Topsfield residents, voted in this Primary.

## STATE OF EMERGENCY, TOWN MEETING AND TOWN ELECTION

On March 10, 2020, Governor Baker declared a State of Emergency in Massachusetts due to COVID-19 that included a Stay at Home order for non-essential employees. Shortly afterward, Town Hall was closed to the public. On March 12, 2020, Governor Baker signed an order suspending certain provisions of the Open Meeting Law allowing for virtual meetings, among other things. During this time, in addition to posting public meetings, the Town Clerk's office was charged with facilitating the Town's virtual meeting account for most Town boards and committees.

Out of an abundance of caution, the Moderator and Select Board postponed the Annual Town Meeting to June 20, 2020. Town Meeting was originally scheduled to take place in the auditorium at Masconomet High School so the Town Clerk's

office began working with the school, the Town Administrator, Board of Health, and the Police Chief to plan to hold Town Meeting outside on the football field. The team worked to develop a plan to accommodate attendees while adhering to COVID-19 protocols. The Town Clerk was responsible for securing audio services and chairs for attendees, as well as scheduling staff for check-in and teller duties. The Police Chief planned and executed public safety and parking procedures. The Highway Supervisor and his staff provided set-up and break down services. On June 20th, 163 residents attended Town Meeting. The meeting lasted approximately 2 ½ hours. Although the weather was quite warm, all COVID-19 protocols in place made for a smooth and safe meeting.

On March 23, 2020, the Massachusetts Legislature signed the emergency act known as Chapter 45 of the Acts of 2020, granting municipalities authority to postpone local elections. At their March 26th meeting, the Select Board voted to postpone Topsfield's election to June 25, 2020. Chapter 45 of the Acts of 2020 allowed for Early Voting by Mail, resulting in the Town Clerk mailing out over 500 ballots. Election day was a challenge. To ensure public safety, many precautions were taken including: physical distancing; limiting number of voters in the polling place; and continuous surface cleaning. In total, 814 ballots were cast, with approximately 50% being cast in person, and 50% mail-in ballot. At 17%, voter turnout was low for a typical Topsfield election.

## RECOGNITION

The COVID-19 State of Emergency presented many challenges this Spring for the Town Clerk's Office. We had to remain flexible and perform with fewer resources in order to accomplish our goals. I wish to recognize Assistant Town Clerk, Erin Merrill's service to the Town. With her excellent work ethic, she remains a true asset to this office. I also wish to recognize the dedication of our poll workers and Board of Registrars. Their professionalism and hard work ensured our elections and Town Meeting ran smoothly in this unprecedented year. I appreciate the leadership of Police Chief, Neal Hovey and the support of his entire team for the planning and execution of our outdoor Town Meeting. I also want to thank Highway Superintendent, Gary Wildes and the Highway and Park and Cemetery employees who supported Town Meeting set up, and

carefully transported the election equipment to and from the polling location.

Respectfully Submitted,

Mary E. Willis, *Town Clerk*

**Statistical Town Data for Annual Town Report Year 2020 (Calendar Year)**

Town Population (January 1, 2020)	6,520
**Registered Voters	4,910
Party Totals:	
United Independent Party	20
Democrat	936
Republican	843
Libertarian	18
Green-Rainbow	1
Interdependent 3rd Party	2
Socialist	1
Unenrolled (Independent)	3,086
Births:	
Recorded and Filed	55

Marriages:	
Intentions Recorded and Filed	31
Licenses Issued	31
Licenses Recorded and Filed	32
Deaths:	
Burial/Crematory Permits Recorded, Issued and Filed	106
Certificates Recorded, Issued and Filed (Occurrence Community)	109
Certificates Recorded and Filed (Residence Community)	40
Total Death Certificates Recorded and Filed	149
Dog Licenses:	
Recorded and Issued	840
Kennel Licenses:	
Recorded and Issued	2

**\*\*In VRIS, REPORTS/Polls/Vot tot As Of**



PHOTO COURTESY TOWN OF TOPSFIELD

*Town Administrator Kevin Harutunian and Police Chief Neal Hovey.*

# Police Department

To the Honorable Select Board and the Citizens of Topsfield.

I am honored to offer you this annual report highlighting the activities and accomplishments of your Police Department during the calendar year of 2020. As this is my first annual report, it is such a privilege to serve the stakeholders of this community as your Chief of Police. Although this year has been extremely challenging for the community as a whole, it has been exceptionally difficult for all of the front-line workers within the community in dealing with the known and unknown threat of the worldwide Covid-19 pandemic. Every day the front-line workers came to work to serve the community setting aside the risks to themselves and their families.

In addition to the pandemic, the police department was faced with the egregious actions or inactions taken by the police officers in Minneapolis and despite our efforts to increase transparency and enhance procedural justice there is clearly more work ahead. You have our commitment that we will work tirelessly to earn and keep the trust of our community. As part of our Department Mission and Vision Statements, we will continue to protect and serve the public with professionalism, honor and integrity while building a community partnership that enhances the quality of life for our citizens. We will also pursue excellence in the best policing practices while partnering with our community stakeholders and fostering a team atmosphere.

It is remarkable to me how much we have overcome this past year and how resilient we were during the adversity that we all faced. Our bond with one another was strengthened and we came to support one another in the unlikely of circumstances. The pandemic altered our life in a way that we would have never expected, and our creativity and innovative thinking shattered these limitations during this virtual world we are currently living in. As we reflect upon this past year, we were able to continue our annual traditions, and even start new ones that brought us together with overwhelming support and community.

Over the last year, the town of Topsfield came together in ways that it had never been done before. We collaborated with all the departments from the

Town such as the Fire Department, Highway, Parks & Cemetery, COA, BOH and Select Board members.

- We celebrated over 100 birthdays with moving parades.
- We replaced in-person funerals and wakes with moving processions to celebrate our fellow community members lives.
- We refused to forget our military personnel as we put together one of the largest Memorial Day parades that this town has ever experienced... roughly 100 vehicles traveled over 10 miles throughout Topsfield; witnessed by an outpouring of support from the residents that came to the curbs to wave and express their appreciation.
- We honored our graduates from MASCO with a car decorating parade and a graduation parade of each of the 6th grade classes of Proctor School.
- We also honored the graduates with moving up celebration for the students of Steward school and Joyful Noises preschool.
- We continued with the traditions of democracy by continuing the Annual Town Meeting format under the safest guidelines.
- We maintained the tradition of the annual "Holiday on the Green," the lighting of the Memory Tree in front of town Hall, and the annual door decorating contest.
- The annual "Stuff a Cruiser" Food Drive for the Topsfield Food Pantry has seen the greatest amount of generosity than ever before with several truck load already delivered.

This past year the police department was extremely fortunate to have the opportunity and support of the Town Administrator and the Select Board members to promote two extremely talented police officers to the position of Sergeant. On August 25th, Daniel Bell was promoted to the position of Sergeant and on September 15th, Shawn Frost was promoted to the position of Sergeant. We were also happy to be able to promote Officer Alex MacMullen and Officer Kendall Trepanier to the position of Reserve Police Officer.

We were also extremely fortunate to have been awarded the following grants totally nearly \$80,000.00 as well receiving more than \$16,000 in public donations and gifts. I would like to thank the support we received from the Executive

Office of Public Safety and Securities for affording us the opportunity in receiving these grants as well as the generosity of the community and organizations in your financial support of our department.

#### **CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM**

Grant proposal for purchasing the necessary equipment to increase our interoperable communications and the establishment of a unified command system along with the purchasing equipment to disinfect our cruisers and facilities during the pandemic.

- **Grant - \$24,916.30 (Edward J. Byrne Memorial Justice Grant Program (JAG) )** This grant will allow us to purchase speed spy, lidar, pole mounted speed indicators and speed trailers which will increase our technology and surveillance of speeding motorists.
- **Grant - \$38,261.00 (Municipal Road Safety Grant)** This grant will allow us to increase extra patrols for the enforcement of speeding motorists, distracted drivers, impaired drivers, and seatbelt enforcement.
- **Grant - \$11,936.04 (Bureau of Justice Bullet Proof Vest Grant)** This grant allows us to purchase or update bullet proof vests for our officer's. Grant Awarded on October 19, 2020 in the amount of \$4,477.50
- Acquired a gift of a 2012 Ford F-150 Pick-Up Truck from the Environmental Police Value \$9,300.00.
- Accepted a gift donation from the Massachusetts Motorcycle Survivors Organization in the amount of \$1,800.00
- Accepted a gift donation in the amount of \$1,000.00 from the neighbors of Coppermine Road
- Accepted a gift in the amount of \$4,400.00 for the 2020 Motorcycle Lease in partnership with the Topsfield Fair grounds.

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 REPORT**

##### **Detective Brendan Gahagan**

Community policing is emphasized by the conscience effort of our officers to engage with residents consistently. The main goal of community policing is to create a safer and happier community for all and to build the best community possible.

Since we could not conduct our usual events such as Coffee with a Cop, Movie Night, and the Citizens Police Academy, we were able to improvise and create new ways to interact with the Topsfield Community. For example, we participated in over 100 drive by birthday parades for members of the community who could not get together with family and friends to celebrate. We also organized the rolling Memorial Day Parade, which had an unusual route, covering most of the town so everyone at home could participate. We also organized a month long, Stuff a Cruiser Food Drive, where we delivered four truckloads of food and household goods to the Topsfield Food Pantry. Thank you to all who donated and for making a positive impact in our community and others.

TPD announced a partnership with Addiction Policy Forum on their Opioid Prevention Campaign. This campaign is focused on sharing information and support to prevent opioid and other substance use by adolescents. We also established a partnership with the Massachusetts Military Support Foundation (MMSF). Through this partnership, we participated in a Coats 4 Vets Campaign, where we brought back buckets that included coats, masks, hand sanitizer, and snacks for our Town Veterans in need.

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. Officers were permitted to grow beards in the month of November to raise money for this great cause. Officers continued this into December, donating to Cops for Kids with Cancer, an organization that provides help to families dealing with the devastation of children with cancer. TPD also participated in law enforcement cruiser convoys for the Special Olympics of Massachusetts and for local



health care workers, who showed tremendous fortitude during the beginning of the pandemic.

Officers are constantly engaged with the community and developing new ideas and events to exceed expectations for community service each year. Officers selflessly serve and protect to maintain the incredible community of Topsfield.

#### **Community Notification System**

The Topsfield Police Department is sending all residents information, alerts, and advisories through the North Shore Regional 911 Alert Notification System. This system is where all emergency notifications will be communicated to residents. Please visit <https://www.topsfieldpolice.com/alerts> to sign up to receive alerts. Other notifications will come from our official Facebook page and our newly created Twitter account. We utilize Twitter to notify residents of traffic issues, such as road closures and traffic delays. Please follow our official Twitter account @TopsfieldPD.

#### **Elder Affairs**

The mission of the Topsfield Police Department's Elder Affairs is to provide for the physical, social, and emotional needs of our elder residents by assisting them to lead stimulating and independent lives. We are partnered with the Topsfield Council on Aging, where we provide public safety information directly to our elder residents. Specifically, we notify the Topsfield Council on Aging of updated awareness regarding fraud and scams that target the elder community. By increasing their awareness, we prevent our residents from becoming victims. Between the Topsfield Council on Aging, the Town of Topsfield's Elder Services, The Topsfield Fire Department, and the Police Department; we believe that Topsfield's work in Elder Affairs is exceptional. The Topsfield Police Department will continue this exceptional service for many years to come.

#### **Prescription Drug Take Back**

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 109 pounds of prescription drugs to be destroyed.

#### **CRIMINAL INVESTIGATIONS REPORT**

##### **Detective Brendan Gahagan**

The trend of increased cybercrime continued in 2020. Many of the crimes being identity theft and fraud. Please be aware of fraudulent requests for information over the telephone, email, and internet. The best thing to do if someone is requesting your information over the phone is to hang up and call the police. We will then assist you in determining if the call is legitimate. If someone is requesting your information through email or over the internet, pause and call us before moving forward. Detective's will continue disseminating information to the Topsfield Community to decrease the number of victims of these crimes.

Scammers used the COVID-19 pandemic to their advantage by fraudulently obtaining resident's information over false vaccination claims and unemployment fraud. Over one-hundred Topsfield residents were victim of unemployment fraud this past year.

Crimes against a person and their property are crimes we investigate aggressively. 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 are on a downward trend. Our patrol units are always hypervigilant 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.

#### **SCHOOL RESOURCE OFFICER REPORT**

##### **Sgt. Daniel Bell**

Topsfield Police Sergeant Daniel Bell began his first year as the School Resource Officer (SRO) assigned to Masconomet Regional High School for the 2020-2021 school year. Sergeant Bell is one of three SRO's involved at Masconomet Regional High School with other SRO's coming from Boxford and Middleton. These SRO's include Middleton Police Detective Adam Maccini and Boxford Police Officer Brooke Lindley. The SRO program is coordinated and overseen by Boxford Police Chief James Riter in conjunction with other Tri-Town Chiefs of Police, Chief Neal Hovey from Topsfield, and Chief James Digianvittorio from

## Police Department, cont.

Middleton. Steve Burt, Masconomet Director of Security and 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. The SRO serves as an integral part of Masconomet serving a population over 2000 students, families, staff, and administration of each building. Sergeant Bell 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, Sergeant Bell's goal is to be recognizable and approachable for the students. His primary function as an SRO is to build a bond between students and staff and assist in any way possible. Sergeant Bell grew up in Topsfield and attended Masconomet as a student. This gives him a unique skill set being able to relate to the students and share experiences firsthand as he walked the halls years ago.

SRO programs in schools are an important and integral part of the mission of keeping schools safe. Sergeant Bell has specialized training in ALICE (Alert, Lockdown, Inform, Counter, Evacuate), Police and school response to a hostile event and is the Assistant Statewide Coordinator for CPR and First Responder for the State of Massachusetts.

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. This is done through visibility and approachability. This school year has had its challenges due to Covid-19 as many students are remote. Special events such as sports and clubs are not allowing spectators which makes it difficult for interactions outside of school. Sergeant Bell does his best to make the most out of interactions in the halls, at lunch and during breaks.

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 dem-

onstrates 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 function includes prevention and deterrence, they are responsible for conducting all criminal investigations on campus and coordinating 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.

### Dare Program

The DARE program had yet another successful year with the 6th grade students at 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. DARE runs for 11 weeks and creates a tremendous bond between the students and the Topsfield Police Department. From week one, students are ensured that if they need help our station will be 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.

Due to the ongoing Opioid issues throughout the country, DARE has created a new lesson addressing prescription medication for the 6th grade level. The opiate lesson focuses on safe use of medication and the harm medication can do if not used properly. 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. 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 and stress in their lives and the DARE program ensures effective options when dealing with their stress and decision making.

## **TRAINING DIVISION**

### **Sgt. Daniel Bell**

The Topsfield Police Departments Training Division conducted more than 150 hours of in-house training for the members of the department during FY 2020 in programs such as Legal Updates, CPR, First Aid, Taser Training, Animal Cruelty, Police Survival, Sexual Harassment, Biased based policing, Defensive tactics, Firearms training, MILO training, Motor Vehicle Pursuit, and suicide by cop. The Department is extremely fortunate that many of the members of the department have obtained instructor status in a variety of subject matters from the Massachusetts 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), Citizen 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.

## **ACCREDITATION**

### **Sgt. Daniel Bell**

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 and agency's exposure to liability and builds a stronger defense against lawsuits. Accreditation renewal takes place every 3 years, and the Department will be going through its renewal assessment in June of 2021.

## **PATROL DIVISION**

### **Sgt. Shawn Frost**

The Topsfield Police Department Patrol Division is made up of nine full-time and ten part-time officers. The Patrol Division handles the daily service and emergency calls. This past year posed some new challenges with the Covid-19 Pandemic. During the height of the Pandemic officers changed schedules to twelve hour shifts to avoid virus exposure and attempted to limit exposure by taking most reports over the phone. We greatly appreciate the residents working with the Department during the difficult times. We continue to provide services such as vacant house checks to residents who are away. In 2020 the patrol division responded to 130 motor vehicle accidents and was also responsible for making twenty-eight impaired driving arrests. The patrol division also saw a large increase in fraud complaints with daily reports of unemployment fraud at

the top of the list. We highly encourage everyone to remain vigilant and report any suspicious behavior or activity in a timely manner.

## **TRAFFIC DIVISION**

### **Sgt. Shawn Frost**

The Topsfield Police Department Traffic Safety Division was established in 2012 with the goal of responding to the increasing amount of traffic complaints throughout Topsfield. The Topsfield Police Department understands that traffic and speed concerns on roadways and neighborhoods can be an ongoing concern throughout the year. This past year the Department conducted 2,465 selective enforcements resulting in 2,694 motor vehicle stops.

The Department's speed enforcement division is made up of officers Officer Justin Slattery and Officer Joseph Levasseur. In addition to active speed enforcements throughout the year, the department also heavily utilizes technology as a resource for speed evaluations, traffic car count and vehicle size. Some of the technology the department uses is a traffic monitoring device (speed spy) that tracks vehicle speeds and traffic volume. The result of the survey can give the range and average speeds as well as the time frame of when the maximum volume of traffic travels through a certain area.

In 2020 the Traffic Division deployed the speed spy device on many of streets with speeding concerns. Those locations include Haverhill Road, Washington Street, Main Street, Ipswich Road, Wenham Road, Camp meeting Road, Pine Street, Asbury Street, Central Street, Boxford Road, Surrey Lane, and North Street. Speeding vehicles and heavy traffic volume consistently are at the top of the list of citizen concerns. The Topsfield Police Department takes traffic complaints seriously and understands that traffic issues impact the quality of life. We strongly encourage citizens to keep calling with any traffic concerns.

### **Commercial Vehicle Enforcement**

The Topsfield Police Department established a Commercial Vehicle Enforcement Unit over a decade ago. Overweight vehicles cause an extensive amount of damage to local roads and bridges and are a major safety concern on the roadways. The Department utilizes four portable scales that are calibrated and certified annually by the Massachusetts Department of Transportation. This year officers were able to train with the Massachusetts State

Police Truck Team. The Commercial Vehicle Enforcement Unit was deployed several times this year which resulted in over two thousand dollars of overweight fines being issued as well as two criminal complaints of unlicensed operation being issued.

## **NORTH SHORE REGIONAL 911 CENTER**

### **Sgt. Shawn Frost**

The North Shore Regional 911 Center continues to serve as the public safety answering and dispatch center for the Town of Topsfield. The Center is run by the State 911 and still operates at no cost to the Town. We have been actively communicating and working with the North Shore Regional 911 Center to improve services to the Town of Topsfield.

In closing, I want to thank the dedicated professionals of Topsfield Police Department that serve the nearly 6,800 citizens. Our staff includes eleven full time sworn police officers, ten reserve sworn police officers, one matron and one civilian staff member. The members of the Topsfield Police Department genuinely care about the safety of our community and providing excellent customer service. Our staff responds to the public safety needs of the community with the most effective measures available within our existing resources with the primary focus of ensuring the safety and well-being of our citizens and visitors. We invite and encourage community members to take the opportunity to participate in our community-related programs and safety events, including Citizens Police Academy, Movie Night on the Commons, Coffee with a Cop and more. Our policing philosophy balances a foundation of traditional policing concepts with innovative and progressive methods to help evolve with our citizens into the future. Community problems are often best addressed by working in partnership with citizens; therefore, the Topsfield PD will continually strive to improve public relations and increase public confidence.

As your Chief of Police, I will always listen to your needs and strive to be open and honest with community members as well as the men and women with whom I serve. I believe maintaining a high level of professionalism within the police department serves to maintain the quality of public safety citizens deserve and fosters collaborative efforts which result in constantly improving community relations.

As Community members, you should know that I have made an uncompromising commitment to public safety in Topsfield and I encourage you to share with me your innovative ideas to improve our police services. Please feel free to contact me by email or phone with suggestions or comments.

Respectfully submitted,

Neal S. Hovey, *Chief of Police*

## 2020 CALL STATISTICS

	TOTALS		
911 FALSE/DISCONN/ABAND	303	MISSING PERSON	6
AGENCY ASSIST	57	MV ACCIDENT	130
ALARM	216	MV CITATIONS	70
ANIMAL COMPLAINT	163	MV WARNINGS	2694
ARRESTS	146	OUI	28
ASSAULTS (NON-SEXUAL)	11	OVERDOSE	5
BREAKING AND ENTERING	3	PROPERTY CHECK	591
CITATIONS	1049	PAPER WORK SERVICE	28
CITIZEN ASSIST	641	REPOSESSION	3
DISTURBANCE	80	SELECTIVE ENFORCEMENT	2465
DISABLED MV	98	SOLICITOR COMPLAINT	16
DOMESTIC	14	SUSPICIOUS ACTIVITY	525
DIRECTED PATROL	9024	TRAFFIC HAZARD	102
MV COMPLAINT/ ERRATIC OPER	142	THEFT	25
FRAUD/SCAM	164	THREAT	12
HARASSMENT	12	TRESPASSING	6
JUVENILE ISSUE	18	PROPERTY DAMAGE/ VANDALISM	22
KIDNAPPING/ATTEMPT	1	VIOLATION OF ORDER	6
LARCENY	19	WELFARE CHECK	115
MEDICAL	718		
		TOTAL CALLS FOR SERVICE	24,894

# Police and Fire Rosters

## 2020 POLICE DEPARTMENT PERSONNEL

### FULL TIME OFFICERS

Chief Neal Hovey  
 Captain Gary Hayward  
 Sgt. Daniel Bell  
 Sgt. Shawn Frost  
 Ofc Joseph DeBernardo  
 Ofc Kelly Pickering  
 Ofc. James Bonfanti  
 Ofc Brendan Gahagan  
 Ofc. Justin Slattery  
 Ofc. Joseph Levasseur  
 Ofc. Eric Giordano

### RESERVE OFFICERS

Ofc. Gary Wildes  
 Ofc. James Gettman  
 Ofc. Christopher Sanborn  
 Ofc. Lawrence Nestor  
 Ofc. James Dunn  
 Ofc. Tyler Dechene  
 Ofc. Timothy Glynn  
 Ofc. David Ricci  
 Ofc. Alex MacMullen  
 Ofc. Kendall Trepanier

Katherine Jackson, *Executive Assistant*

Ann Ambeliotis, *Matron*

## 2020 FIRE DEPARTMENT PERSONNEL

### OFFICERS:

#### Officers:

Collins-Brown Jenifer – *Chief of the Department, Emergency Management Director\*\*^*  
 Brown, Conor – Lieutenant\*\*^  
 Wood, Charles – Lieutenant \*  
 Boyle, John – Lieutenant \*\*^  
 Winfrey, Scott – Acting Lieutenant \*

### Firefighters:

Ahern, David \*  
 Brown, Charles \*  
 Courtemanche, Blayke \*  
 Courtemanche, Roland ^  
 Dalissandro, Nicholas \*  
 Duval, Catherine \*  
 Dwinell, Andrew  
 Fontaine, Travis \*  
 Godbout, Jon \*  
 Hallinan, Jonathan \* \*\*

Harper, Tamara\*  
 Horne, Jeff\*  
 Looney, Sean\*  
 Matthews, Sheila\*  
 McLaughlin, Robert\*  
 Miserandino, Vincent \*  
 Moore, Scott\*  
 O'Leary, Robert\*  
 Ross, Matthew^  
 Winfrey, Mark\*

### Support Staff:

Lemiesz, Susan – Sr. Administrative Assistant  
 Rizza, Diane – Administrative Assistant  
 Akins, Laurence-Chaplain

\*\* Career  
 \* EMT=Emergency Medical Technician  
 ^ EMTP=Paramedic

# Fire Department

## MISSION STATEMENT

It is with pride and purpose that the men and women of the Topsfield Fire Department dedicate themselves to providing the fastest, most effective response to any emergency, and to restore our Community to the quality of life it deserves.

## OVERVIEW

Friends, the team at the Topsfield Fire Department has completed another year of change, growth, and dedication to their community. This year was like no other that we have experienced. FY 2020 provided challenges that we had long planned for, but honestly had never envisioned happening. During the pandemic, we worked closely with our public safety partners to adapt to the ever-changing guidelines regarding COVID-19. We worked with minimal PPE and stressful conditions to care for our friends and neighbors.

We are humbled by your support and look forward to moving the Department forward in a safe and responsible manner. This organization provides professional services such as fire suppression, emergency medical services, and hazardous materials response. The Topsfield Fire Department aggressively attempts to minimize the risks associated with these incidents through effective fire prevention and investigation, code enforcement, and public education and injury prevention programs. We are dedicated to assisting those in need regardless of the severity of the problem.

"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 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 Topsfield and are dedicated to the safety and well-being of the community. Two firefighters are on duty at the station each day from 6AM – 6PM daily. Working with the Select Board, both collective bargaining groups were able to negotiate shifts Sunday through Thursday nights from 1800-midnight and Friday and Saturday nights from 1800-0600. Two shifts are offered each night for up to two staff members to stay in the station and respond immediately to any emergencies. The Covid-19 pandemic and increase

in emergency calls during the night time hours forced further evolution within the Department, leading us to staff within the station during the hours of 6PM to 6AM, 7 days a week. We are grateful to our residents for supporting our efforts to provide a guaranteed response to emergencies. Though this program is an improvement to what we currently have, it does not put staff in the station 24 hours per day. There is still a delay as most responders 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 complexity. Topsfield continues to explore all options to provide service to our community in the most cost-efficient manner possible.

Our reliance on a call fire department places our community and our employees at risk. Topsfield's Select Board 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.

## GRANTS

This year, Topsfield was fortunate in receiving \$165,217 in grants. These grants were sought by the department to provide necessary equipment and services while decreasing our reliance on our tax payers. The grant money was allocated as follows:

- Assistance to Firefighter Grant for replacement of portable radios \$143,238
- The SAFE Grant for elementary school education and Senior SAFE Grant

for fire prevention education to Seniors for \$6,313

- A child passenger safety grant for \$1,500
- Department of Fire Service Grant for an Extractor \$7,730
- Department of Fire Service Grant for a supplemental extractor equipment \$1,156
- FM Global Grant for Fire Prevention Activities \$1,400
- The Society for Fire Prevention Engineers \$3,880

These funds are used for these specific purposes which have been 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

### Promotions

Members of the Topsfield Fire Department spent many months going through a promotional process. The test and job descriptions were posted on August 12, 2019 with an application deadline on September 15, 2019. Chief Fred Mitchell of the Georgetown Fire Department graciously agreed to my request to take the lead on this process. It was important that this process was seamless and that I was not involved with the selection, as a relative was a candidate. In the end it is my responsibility to make the promotions, but I wanted them based on the group's objective recommendation.

Four applications were received. Subsequently, one of the candidates withdrew their application. A test was administered on Wednesday January 15th and was proctored by Susan Lemiesz. The tests were mailed by Sue to Industrial Organizational Solutions in Illinois and scored early the following week. Candidates were immediately notified of their scores. Interviews were held on Wednesday the 5th of February by a panel of experts in the fire and human resource field. This panel included Chief Fred Mitchell, Mr. Al Wallace, and Attorney Scott Moore. The committee believed it in the best interest of the Department, that we build a succession plan. It is my pleasure to carry out the recommendations of the group and announce the following promotions:

- Captain-Conor P. Brown
- Lieutenant-John M. Boyle
- Acting Lieutenant-Scott E. Winfrey

### Department Losses:

Many suffered losses during FY 20 and Topsfield Fire was no exception.

#### Deputy Chief Robert A. Wood

Bob joined the Topsfield Fire Department in 1952, which began decades of dedicated civic service to the town. He was appointed as the Civil Defense Director and played an important role in the formation of Topsfield's first Emergency Communications Center located in the Town Hall. As an early advocate in the initiative to train firefighters as first responders, he taught EMT classes and served as an official EMT Examiner. Prior to his retirement from the Fire Department in 1992, he was a Deputy Chief for over 20 years. His family remains an active part of our department and we remember Bob fondly.

#### Dean Harwood

As a young man, Dean served as a member of the Topsfield Fire Department from 1959-1972 and later as a member of its affiliate Association. Dean had a strong belief in the power and bond of family and love its immense importance in life; he provided wise counsel to his children. He possessed unbounding energy, an inspiring positive attitude, and a stirring reverence for all living things. Most importantly, he was sincere and honorable.

#### Frank Watson

Frank owned and operated Watson Masonry Company with his son Barry for over 50 years. The Topsfield Shopping Center, Post Office, Topsfield Crossing, AmeriGas, Parson's Corner and countless residential chimneys, ceramic tiled baths and concrete floors and patios throughout Topsfield, Boxford, and Essex County stand as legacies to his career. Frank enjoyed gardening and being with family and many friends throughout New England.

#### Jen Philpot Couremanche

Though the loss of Jen occurred in FY 21, we feel it is important to recognize the impact of her loss on our team. Jen was wife to Firefighter Roland Courtmanche and mother to Firefighter Blayne Courtemanche. Jen came from a firefighting family and was a major cheerleader for her family and for our Department. Jen's sudden and unexpected loss has touched all of us and we promise to do our best to do as Jen would recommend and to "live life in full bloom."



### Departmental Changes

- Matthew Ross was hired as a call firefighter. He is a paramedic at a private ambulance company and works full time as a firefighter in Littleton, MA.
- Mark Winfrey was hired as a call firefighter. He is a certified EMT and certified Firefighter I/II. He owns his own business and has served as a call firefighter in Rowley.
- Robert O'Leary was hired as a call firefighter. He is a certified EMT and certified Firefighter I/II. He owns his own business and has served as a call firefighter in Rowley.
- Kate Duval was hired as a call firefighter. She is a certified EMT and is a full-time student at Berklee College of Music.
- Blake Courtemanche was a long-time member of our Explorer Post. Upon his graduation from high school, he was hired as a call firefighter. He is a certified EMT and has begun the process to become a paramedic.
- Jon Godbout was hired as a call firefighter. He is a full-time firefighter at the rank of Lieutenant in the Lynn Fire Department. He is a certified EMT and certified Firefighter I/II.
- Paul Connor left the department as he moved out of the area.
- Emma Rioux left the department as she moved out of the area.

### 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 Completed the Fire Instructor I class.
- Lt. Conor Brown continued the pursuit of his Bachelor's Degree in Fire Service Administration.
- FF Sheila Mathews continued the pursuit of her Associates Degree in Fire Science.

### TRAINING DIVISION

Captain Conor P. Brown, *Training Coordinator*

Fiscal year 2020 began as a normal year for training, it evolved to deal with the ongoing and competing challenges of COVID-19. We hired several new members at the start of the fiscal year and one of the department's priorities was their orientation, to establish a functional baseline for them to serve the community in a safe and effective manner. Initially, objectives for new hires are orienting to

policy and personnel items, such as software logins, meeting other members of the department, and orienting them to the facilities and resources within the fire department. Then training consists of getting the members skilled in the use and wearing of their turnout gear and SCBA. From there the new recruits are taught lower-risk jobs like exterior fire tasks and assisting with medical patients. Once past that phase, they receive training on interior operations in the highest hazard zone, as well as how to be the primary provider for medical patients. Existing members continued training per usual for the department on most Monday nights for 2-3 hours as a department to keep their skills sharp and maintain a team-based mentality.

We began to hear about a virus in other continents that had a high ability to spread causing severe respiratory illness. As a department we were all confident in our ability to stay safe at work and continue training. As COVID in the United States began to ramp up, the frequency, depth, and type of training our members had to take part in changed dramatically. During the first surge of COVID-19, many Topsfield residents were seriously stricken with the virus and the members of the Topsfield Fire Department suffered several near-miss exposures to patients that were either positive or potentially positive. At that point, given the lack of availability of PPE and data about the disease, many of our staff were in and out of work on precautionary quarantine. This affected training as it added variability to the number of members able to participate at each session.

While cases continued to rise, new restrictions came into effect regarding people gathering indoors together. The department's concern for our ability to maintain an active emergency service became at odds, so weekly drills were held via Zoom. Subject matter at that point consisted of weekly check-ins with staff and updating them on evidence-based practices for treating patients with COVID-19. We also would use that time to update the membership on policies, procedures, and equipment that was changing by the day as far as decontamination and communicable disease prevention.

When cases began to trend down after the first surge, our training committee of 8 members began hosting several drills per week. Training was held with reduced numbers so as not to commit the entire department to being at the same place at the same time. Training for firefighters and EMTs is still essential,

## Fire Department, cont.

small group training minimized the exposure of the department to the virus. An exposure to the department would have catastrophic ramifications for the community. This practice proved difficult to administrate, as almost every member of our 25-person department has a different schedule to consider. That being said, it benefited each member immensely having a smaller group to learn and train with. For hands on drills, we observed each person getting more “reps” in and a shorter overall drill time. Though there were more sessions, the members were getting more practice in a shorter time.

As a department, specifically in the training capacity, COVID-19 presented new situations and challenges that proved difficult to work through especially when best practices and recommendations would change daily. I could not be prouder of the members of this department and their constant will to find the most effective, safest way to continue to develop and train no matter what those challenges were.

During Fiscal Year 2020 a few training accomplishments of note are as follows:

- Firefighter/EMT Vin Miserandino completed a 240 Call/Volunteer Recruit Fire Academy course and subsequently obtained his Pro Board Firefighter I/II Certification. This was in addition to being a husband, father of 2, physical education teacher, and coach as well as being an active member of the department.
- Chief Collins-Brown attended the first ever Women’s Health and Safety in the Fire Service Conference in Boston, MA
- FF Mike Bonaiuto obtained his Fire Prevention Officer 1 Certification after completing an 80-hour blended course via the Massachusetts Firefighting Academy.
- FF Jon Hallinan and Blayke Courtemanche completed the beginning of the months-long process of becoming a paramedic. During the height of the first surge, their respective programs were postponed, but they both continued to work through these challenges to complete their paramedic education.
- LT John Boyle completed and obtained certification as a Fire Instructor I after completing the Massachusetts Firefighting Academy Course.

### EMERGENCY MEDICAL SERVICES DIVISION

*Lt. John Boyle, EMS Coordinator*

During the period of July 1, 2019 to June 30, 2020, the Topsfield Fire Department remained committed to providing the Town of Topsfield with the highest level of pre-hospital care available, all while experiencing constant change and evolution. An increase in requests for emergency service, changes in Statewide treatment protocols, and a global pandemic provided many challenges, and each was met head on with the highest level of service and professionalism by the members of the Topsfield Fire Department.

The Topsfield Fire Department operates at the Advanced Life Support (ALS) Level with two ALS ambulances. The Department consists of both ALS and Basic Life Support (BLS) level providers. From July 1, 2019 to June 30, 2020, the Topsfield Fire Department responded to 754 requests for emergency medical aid. During this time, the Department evolved into the primary transporting ambulance service for the town. Of the 754 requests for medical aid, 468 resulted in transport to the hospital via Topsfield Fire Department. These transports generated \$318,980.63, which was placed into the General Fund for the Town. An additional 82 transports were completed via mutual aid ambulances.

The department continued to provide all members with the highest level of EMS training. Department members must complete annual training covering topics such as CPR/AED, glucometry, stretcher/stair chair operations, and ALS/BLS Interface. Changes in statewide protocols due to the Covid-19 pandemic allowed our members a larger scope of practice, as interventions that were once dedicated to ALS providers were made available to BLS providers.

The Topsfield Fire Department remains committed to injury prevention. The Department has participated in several prevention programs. The Topsfield Fire Department inspected and installed 81 child safety seats during this reporting period. The Department 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 is committed, and will remain committed, to providing the highest-level quality service to our community.

#### **FIRE PREVENTION DIVISION**

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 back through the years, major changes in fire prevention laws have been preceded by fires with a large loss of life or tragedy. Annual inspections are completed for 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. COVID 19 significantly impacted our ability to complete inspections. In March 2020, the State Fire Marshal allowed fire departments to defer inspections for the resale of one- and two-family homes. Those inspections were deferred until the virus numbers in town began to level off.

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. Site plan reviews consider requirements such as apparatus access, water supply, exposure to other structures in a type of occupancy. These are 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. The 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. This taps into the depth and expertise of the National Fire Protection Association's voluntary consensus code development process.

During this fiscal year, the Topsfield Fire Department responded to several fires which resulted in approximately \$276,900 in damages. The causes and origins 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 622 inspections this year including

Walk through for 26 F and Smoke Detectors for 26 F ½	115
Annual Building Inspections	60
Lockdown, School and Bus Evacuation Drills	14
Common Victualer Inspection	13
Fire Drills	9
LPG Inspection	92
Oil Tanks and new oil lines	15
Oil Tank Removal	16
Oil Burner Installation	15
Final Smoke Detector Inspections	23
Other inspections	250

Incidents:	
Fire	97
Medical Aid	754
Haz-Mat	60
Inspections/Service Calls and other	68
Good Intent	61
Fire/Sprinkler Alarm System Activations	359

The Topsfield Fire Department actively participates in the SAFE (Student Awareness of Fire Education) 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 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 and fire extinguisher operation and have educated and distributed carbon monoxide detectors and night lights to participating seniors. During this fiscal year, the Topsfield Fire Department issued permits, depositing \$18,995 in the General Fund of the Town.

### **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, and regular education in the schools regarding fire safety. Bystander CPR, First Aid and Babysitting classes are held throughout the year at the Topsfield Fire Station. This year we were scheduled to do an actual evacuation of Steward School to test our evacuation and reunification plan. This was being funded through a grant from our homeland security region. Last year we did the evacuation as a table top activity and this year we were supposed to operationalize the plan. Due to the pandemic, the actual evacuation drill was put on hold until a later date.

### **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. Participants in the program are called Explorers. The program serves young men and women who are 14 through 20 years old. Topsfield Explorers train with the department.

### **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. 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.

### **SPECIALIZED COMMUNITY SERVICES**

#### **Sharps Drop Off**

Topsfield Fire Department participates in a joint effort with the Topsfield Board 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 collection box outside of the Fire Station. Replacement sharps containers can be picked up at the fire station at no charge.

#### **Car Fit**

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 increase their mobility in the community. Older drivers are often the safest drivers in that they are more likely to wear their seatbelts, 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, however, many of these deaths can be prevented. Buckling children in appropriate seats, booster seats, and seat belts reduces serious and fatal injuries by more than half.

#### **IN CLOSING**

This has been the most challenging time for the Topsfield Fire Department, but it has also been the most rewarding. We have been honored to care for all of the residents and visitors to our town. Our staff proudly served during the most difficult time the fire service has experienced in many years. We cared for some of the sickest patients that we have ever encountered. We cared for their families and friends during this most trying time. Topsfield Fire Department hosted early voting in our station and sponsored a Patriotic Door Decorating Campaign. We participated in the Front Porch Project which raised money for local organizations. Our members volunteered for dozens and dozens of parades during this year. As social distancing and restrictions on gatherings became the norm, we celebrated birthdays, graduations, retirements, anniversary's, and participated in memorials using our vehicles and our staff who quickly responded to the request to volunteer for the parades.

There are simply not enough words to say thank you to our staff and frankly all of our public safety team for their diligence, sacrifice and determination during

this pandemic. Thank you all for your compassion and dedication in this time of crisis and always. I am forever grateful to everyone who risked their own health, and the health of their family to respond to emergencies in the Town of Topsfield. We lost many residents of Topsfield during the pandemic. We hold each of them in our hearts and were honored to care for them.

Respectfully submitted,,

Jen Collins-Brown, *Chief of the Department*

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#### **REPORT OF THE TOPSFIELD EMERGENCY MANAGEMENT DIRECTOR**

Emergency management directors recognize hazards in all sorts of forms: health and safety, long and short term, and across different populations. Then, they organize and dispatch a multi-faceted response in order to minimize those identified risks to humans and their environments. The Town of Topsfield has an exceptional emergency management team that work seamlessly together to respond to all emergencies.

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.

Topsfield applied for and received funding from MEMA for \$46,500 to write a hazard mitigation plan as well as to develop a Municipal Vulnerability Prepared-

ness Plan. These two plans require a tremendous amount of work and we were fortunate enough to be able to contract with MAPC to carry out this important work. The completion of these grants will allow the Town of Topsfield to be able to compete in grant applications for repairs of major infrastructure of our roads and culverts.

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 2019 Fair was a busy time for the Topsfield Fire Department. In addition to our usual Town activities, members responded to incidents related to the Fair itself including requests for medical assistance, 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. The Town of Topsfield uses Swift Reach to notify residents of emergencies. This is a free service provided by the North Shore Regional Emergency Communications Center.

### **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. North Shore 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.

### **REGISTRATION INFORMATION**

- 1) Sign up for an account at <https://www.ecrecc.org/alerts>.
- 2) Once registered, login to the portal.
- 3) Once logged in, click "add subscriptions" and select the lists you wish to subscribe to.

If you are using a mobile device or tablet, you may be directed to the app store.

The response of the Topsfield Emergency Management Team was quick, thorough and comprehensive. On March 18, 2020 the Topsfield Select Board declared a state of emergency in Topsfield. This declaration will allow us to access federal funds and resources throughout the pandemic. We began meeting several times per week to address items as they came up. Those meetings focused on the closing and opening of town owned buildings and properties, communications between the Town and local businesses, the care of our seniors and the well-being of our community at large. We collected PPE as many items were in short supply. Masconomet High School provided goggles for our staff during patient treatment. Many residents gave us the supplies that they had in their homes. Groups were designated to reach out to seniors who were isolated at home. Volunteers helped with meals on wheels and meals for school children and their families. We worked closely with FEMA and MEMA to

request PPE and receive PPE. We reported daily to FEMA on cases of COVID 19 in our town as it related to impacting the public safety work force.

Topsfield has been aggressive seeking reimbursement to offset the costs associated with responding to and living in the pandemic. This includes requesting and receiving \$584,287 in CARES Funds and then requesting FEMA reimbursement for some items and services. Additionally, several departments including fire, police, and health applied and received grants for their respective disciplines related to the response to COVID 19. In FY20 the town received \$18,098.25 in FEMA reimbursement. Most of the funds from FEMA reimbursement will be received in FY21. In FY20 your emergency management team received grants and reimbursements for the following items:

An Emergency Planning Grant ....	\$2,700
HMPG.....	19, 500
MVP.....	27,000
FEMA 1 .....	18,098.25
Total .....	\$67,298.25

On March 18, 2020, the State Fire Marshal deferred all inspections until 90 days after the state of emergency was lifted for the safety of our personnel. In Essex County at that time, there were 6 active COVID cases. The courts closed and jails stopped accepting prisoners. Town services had to be modified to comply with the guidelines. The annual town meeting and elections had to be modified and held in a way which kept all participants safe while allowing them to exercise their right to vote. At the time of this report, the state of emergency is still in effect, the courts are still closed. Schools are in a hybrid model and looking to open full in school soon.

We remain grateful for the Emergency Management Team in Topsfield. COVID 19 was handled by all members with extreme compassion, skill and dedication. All team members worked incredibly hard to maintain services to the community while keeping everyone as safe as possible.

Respectfully submitted,

Jen Collins-Brown, *Emergency Management Director*

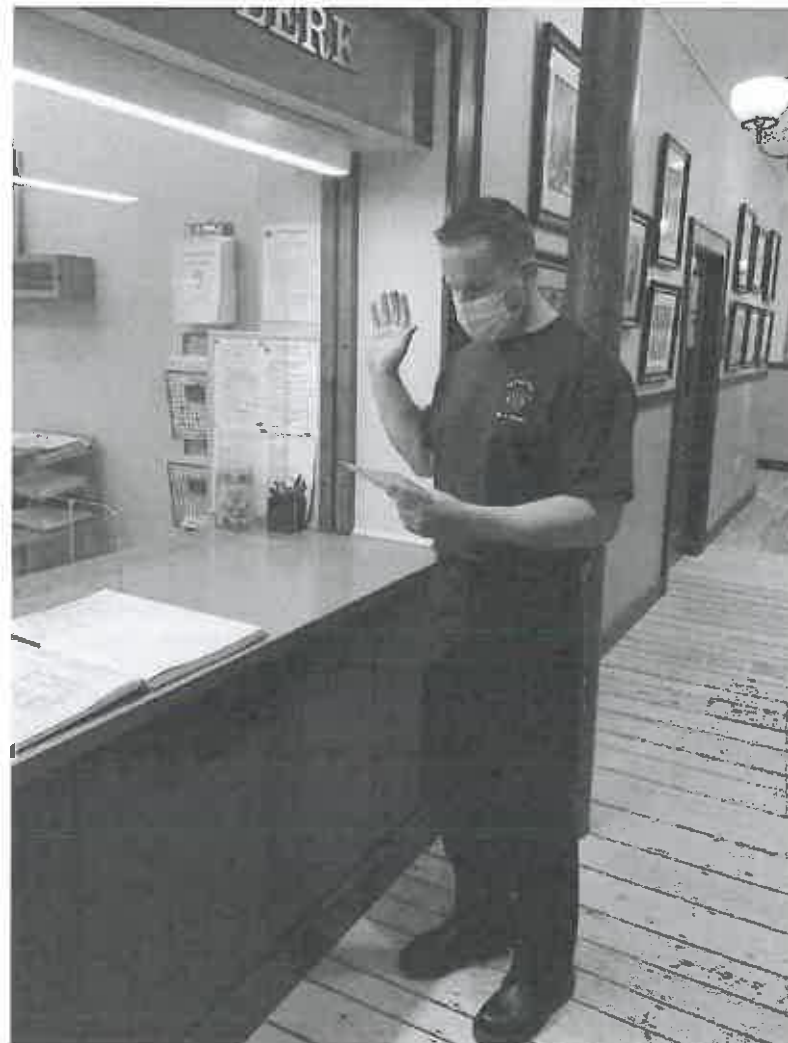


PHOTO COURTESY TOWN OF TOPSFIELD

*Firefighter Daniel Veinot getting sworn in.*

# Inspectional Services

## ENSURING PUBLIC SAFETY THROUGH PROFESSIONALISM

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*

Diane Rizza, *Administrative Assistant*

## FY20 REPORT OF THE INSPECTIONAL SERVICES DEPARTMENT

### INSPECTOR OF BUILDINGS

Total Building Permits Issued.....	291	
Total Fees .....		\$114,640.00
Waived Fees (Public Buildings) .....		\$ 0.00
Total Fees Collected .....		\$114,640.00

Total Sheet Metal Permits Issued.....	40	
Total Fees .....		\$5,360.00
Waived Fees (Public Buildings) .....		\$0.00
Total Fees Collected .....		\$5,360.00

### ELECTRICAL INSPECTOR

Total Electrical Permits Issued.....	208	
Total Fees .....		\$27,697.50
Waived Fees (Public Buildings) .....		\$ 0.00
Total Fees Collected .....		\$27,697.50

### GAS/PLUMBING INSPECTOR

Total Gas Permits Issued.....	102	
Total Fees .....		\$7,707.00
Waived Fees (Public Buildings).....		\$0.00
Total Fees Collected .....		\$ 7,707.00

Total Plumbing Permits Issued .....	102	
Total Fees Collected .....		\$10,027.00
Waived Fees (Public Buildings).....		\$0.00
Total Fees Collected .....		\$10,027.00



# Road Commissioners

Fiscal Year 2020 saw a “changing of the guard” at the Highway Department. With Superintendent David Bond announcing his retirement date of December 31, 2019 after many years of successful management of the Department, the Road Commissioners were faced with finding a successor who would fill the shoes of the Superintendent position. As it turned out, we were fortunate to have a very qualified internal candidate in our then Foreman, Gary Wildes. In addition to Gary’s in-depth knowledge of the Department’s workings, his selection in November provided an overlap with David Bond and a seamless transition.

Obviously, Gary’s Wildes’ promotion created a need to fill the Foreman position, and the Commissioners interviewed several candidates from fourteen applicant resumes. On February 24, the Board unanimously selected Travis Good to fill the position. Travis had been a group leader/heavy equipment operator for the Town of Wenham and, prior to that position, had been a Foreman for an excavation contractor. He has since proven to be an effective leader and a knowledgeable employee.

Both Gary and Travis were selected with the expectation that the Town’s departments might become reorganized under a “Home Rule” petition that could move the Commissioners to an advisory role.

## ROAD AND SIDEWALK PROGRAMS

The fiscal year began with the milling and paving of Main Street, along with line painting and in painting of all crosswalks and school zone crossings. Over the summer, East Street and Wildes Road were paved and shoulder work completed. River Road, Prospect Street, Rowley Bridge Road, and the Public Works location were paved in the fall along with some shoulder work. The following spring, Canterbury Hill received structural repairs, and was milled and paved.

## VEHICLES

The Volvo loader was replaced with a Caterpillar loader, the low bidder, and it arrived at the end of summer. All equipment required for snow removal, including the plows, sanders, and sidewalk plow were serviced in November. In March, the Deere backhoe went out of service, and it was traded in on a new

Caterpillar, the low bidder at \$125,000 before trade-in. The funding was shared by the Water Department, Highway Dept. Chapter 90 funds, and Town Reserve Fund, along with a \$25,000 credit for the existing backhoe.

## OTHER ITEMS

- The Highway Department has maintained a standing Order of Conditions with the Conservation Commission to allow routine and emergency road maintenance. The OOC was renewed in November 2019.
- The Town was successful at obtaining funds for a “Complete Streets” program. The funds were used to create safer pedestrian and school zones in the downtown area.
- While the Conservation Commission approved a permit to replace a culvert on Hill Street, the DEP required an Engineering report which ultimately cost more than the repair itself. The DEP also has added requirements for catch basin cleanings which may add cost to the disposal of catch basin cleanings.
- During the reporting period there were a number of issues on Coppermine Road where maintenance was needed but documentation could not be located that would define the responsibility for the roadway. Residents of the subdivision attended a Board of Road Commissioners meeting along with our Town Administrator. The Select Board eventually offered a solution that satisfied the residents.
- A joint meeting (virtual) was held with the Select Board, the Highway Department, and the Parks and Cemeteries Department on March 26, 2020 to discuss the possibility of reorganizing the departments to report directly to the Town Administrator and place the Commissioners into an advisory capacity. A “Home Rule” petition subsequently became a warrant article at the (postponed) Town Meeting which passed. The Boards Road Commissioners and Parks and Cemeteries Commissioners were dissolved on January 1, 2021.

### 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*

Dave Bond – *Highway Superintendent (7/1/2019 – 12/31/2019)*

Gary Wildes – *Highway Superintendent (1/1/2020 – ~~6/30/2020~~*  
*present*



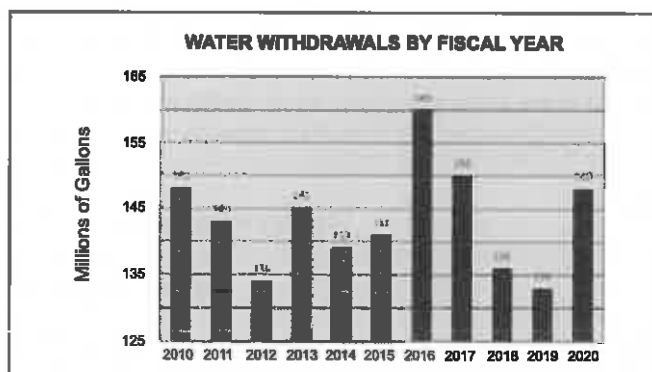
PHOTO COURTESY TOWN OF TOPSFIELD

*Congratulations to Dave Bond on his retirement. From left: Dave Bond with Select Board members: Boyd R. Jackson, John K. Spencer, Lynne A. Bermudez.*

# Water Commissioners

## WATER QUANTITY

One hundred forty-eight million gallons of water was withdrawn from our two well fields during FY2020. Eighty-six million gallons were taken from North Street and the remainder from Perkins Row. This was the first full fiscal year the new water treatment plant was in operation. Water quality concerns at our Perkins Row source limited its use in prior years.



## WATER QUALITY

The new treatment plant greatly improved water quality throughout the distribution system. Lead and copper levels found in home tap water continue to be the lowest detected since testing began in the early 1990s. Manganese concentrations in the raw water ranged from 0.09 milligrams per Liter to 0.32 mg/L during the year and finished water levels were below detectable limits.

Testing for per- and polyfluoroalkyl substances (PFAS) was conducted again this year. The United States Environmental Protection Agency had previously tested our sources for PFAS in 2014 and did not detect any at Perkins Row or North Street. Testing methods have since improved and several of these compounds were detected in our raw and treated water during FY2020. In January 2020, the Massachusetts Department of Environmental Protection announced they

intend to regulate some of these chemicals and it is unclear at this point if additional treatment systems will be needed to deal with the new regulations.

## SYSTEM IMPROVEMENTS

There have been several large capital projects over the past few years including the treatment plant and water main improvements. The costs of these projects and associated changes in water rates require a slight pause in capital spending. Planning for future projects will begin to address water supply and storage issues.

The most significant improvement this year is the Town was able to obtain a waiver to run the treatment plant unattended. The plant had been staffed whenever it ran for the first full year of operation, including weekends and holidays. We can now run it in an automated mode, which it was designed to do, without staff present to monitor the system. This will translate into significant labor savings and increased productivity. Staff time dedicated to this had been six to eight ours per day during the winter and up to sixteen hours a day during the summer.

## BILLING, RATES AND CONSERVATION

Water rates increased again to meet bond payments for the treatment plant and water main improvements. This will be the last major rate adjustment for these projects.

Rate Item	FY2019	FY2020
Tier 1 - (0-12,000 gallons quarterly)	13.20	16.20
Tier 2 - (12,001-24,000 gallons quarterly)	15.60	19.10
Tier 3 - (>24,000 gallons quarterly)	22.00	26.90
Base fee per quarter	\$22.50	\$22.50

## PANDEMIC RESPONSE

The onset of COVID-19 in the spring of 2020 created some unique challenges for the Water Department. Administrative staff started working from home in

March which continued through the end of FY2020. Operational staff worked separately to maintain essential departmental functions. Visits to customer's homes and businesses were limited to emergencies only to prevent spreading the virus and infecting our few operators. The spring round of hydrant flushing was cancelled to avoid the expected water quality complaints and service calls typically generated during flushing. We look forward to FY2021 and perhaps a return to normal operations.

#### **TOWN GOVERNANCE CHANGES**

The Town voted at the 2020 Annual Town Meeting to eliminate the Board of Water Commissioners and have the Town Administrator oversee the Water Department. This transition is expected to occur no later than January 1, 2021 so this will be the last report of the Board of Water Commissioners.

#### **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 Town Administrator, Finance Committee and the Select Board 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*

Mark Gallagher

Richard Stone

Greg Krom, *Water Superintendent*

# Elementary School Committee

## SCHOOL COMMITTEE:

Charise Rohm Nulsen, <i>Chairperson</i>	Term Expires 2021
Meredith Sokolowski, <i>Vice Chairperson</i>	Term Expires 2023
Andrew Prazar	Term Expires 2022
Gus Serino	Term Expires 2022
Shawn Malloy	Term Expires 2023

## LEADERSHIP TEAM:

School Superintendent	Dr. Scott Morrison
Assistant Superintendent of Operations	Steven Greenberg
Assistant Superintendent of Student Support Serv	Matthew LaCava
Interim Director of Curriculum	Peggy McElhinney
Director of Educational Technology	Steve 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 of 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 reimagines 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 social media presence to

streamline communication between the Topsfield Elementary Schools, Tri-Town 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 TTU and 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 practiced in the past.
4. Ask each SC 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.tritownschoolunion.com/central-office/curriculum>. This year, the district implemented the Heggerty Phonemic Awareness curriculum in kindergarten and first grade to support students' literacy development. In addition, fifteen Topsfield educators are participating in the Tri-Town Math in Focus 2020 Pilot. The goal of the pilot is to ensure a smooth transition when the district upgrades to the revised curriculum resources.

The district continues to focus efforts on achieving the district's 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 continues to be on the three pillars: exploring innovative teaching practices such as project-based learning as an instructional approach, 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. Given the unique nature of this school year, many professional development offerings focused on how to address the three pillars through remote and socially distanced instruction.

#### **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:**

- Building Your Digital Toolbox
- Creating the Trauma-Informed Classroom
- Integrated Social Studies Curriculum Using the Massachusetts History and Social Science Framework
- PBL 101 (Buck Institute)
- 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**

- Clever Teacher Page
- Envisioning Teaching and Learning Committee
- ESP/IA Training: Online Math and Science Materials
- Flipgrid
- Generation Genius
- Google Classroom
- Google Earth, Maps, and My Maps, Oh My!
- Google Goodies for Google Slides
- Guided Reading Groups in Remote Learning
- Interdisciplinary Curriculum
- IXL
- Jamboard
- Lexia Training
- Math in Focus Pilot Training
- Math Problem Solving and the Productive Struggle
- Newsela
- Online Discussion Protocols
- Padlet
- PBL in Remote Learning
- Pre-K Roundtable Discussion

- Providing Literacy Feedback Remotely in the Primary Grades
- Remote Learning Core Tech Tools
- Seesaw
- Seesaw: Linking Specially Designed Instruction with Independence (Teacher to Teacher Project)
- Smartboard Training
- SORA
- Strategies for Engaging Remote Students: Roundtable Discussion
- Teaching Reading Remotely
- Using Manipulatives in Remote Learning
- Videos in Google Slides
- Winning Tactics for Google Forms
- Workshop Model in Socially Distanced and Remote Settings
- Zoom

##### **SOCIAL EMOTIONAL LEARNING**

- Antecedent Management and Data Collection
- Anxiety
- Art and Self-Care
- Classroom Community in Remote Learning
- Executive Functioning
- Helping Children to Feel Comfortable Talking About Their Differences
- How to Add Spark to the Student with Low Motivation
- It's Okay to Say "They": Creating Gender-Friendly Elementary Schools
- Mindful, Not Mind-full
- PBIS and Tier 1 Behavior Interventions for All Students
- Psychotropic Medications and Behavior
- Self-Care for Teachers: Decreasing Stress and Anxiety
- Teaching Self-Care Skills
- Teaching Wellness and Growth Mindset via Zoom
- Trauma-Informed Behavior Analysis
- Trauma-Informed Practices
- Yoga for Educators

##### **INCLUSIVE PRACTICES**

- Analyzing Aimsweb Reports to Inform Instruction
- Best Practices for Supporting Children with ASD in the Preschool Setting

## Elementary School Committee, cont.

- Cultural Awareness & Culturally Responsive Teaching
- Differentiated Instruction
- Fostering Fine Motor in Pre-K and K
- Fountas and Pinnell Training
- Google Fluency Tutor
- Google Read&Write
- Heggerty Phonemic Awareness Curriculum Training
- IEP Writing/Ed A&B
- Landmark Outreach Training
- Phonics Instruction Using Decodable Texts
- Phonological Awareness
- Promoting Diversity, Equity, and Inclusion in the Classroom through the Power of Our Word Choice
- Remote Evaluations
- Unifying Questions for 6th Grade F&P Assessments (Teacher to Teacher Project)
- Wilson Reading System in Remote Learning

### **MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM (MCAS)**

In 2020, the Topsfield Public Schools, along with public schools across the Commonwealth did not participate in the annual Massachusetts Comprehensive Assessment System (MCAS).

Due to the global pandemic, on April 14, 2020, Department of Elementary and Secondary Education (DESE) Commissioner Jeffrey Riley announced the cancellation of the administration of tests for grades 3-10 after the federal and state governments waived their respective testing requirements.

For information regarding assessment and accountability from previous years, please visit the Massachusetts Department of Education website at: <http://profiles.doe.mass.edu>

### **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 the digital learning specialist, 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: staff are effectively using technology to provide instruction, and we need to continue to invest in student and staff devices so that students are able to continue to have access to premiere educational opportunities that staff create on a daily basis.

As our technology investment grows, so too does our Information Technology (IT) infrastructure needs. This means that additional investment in our IT staff and infrastructure must occur, to ensure that existing devices work effectively, and that we strategically plan for future needs. As teachers and students have more access to more devices and digital tools, we must support our building principals, digital learning specialist, information technology specialists, and classroom teachers as they support teaching in using technology as a regular part of daily classroom instruction. 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

As of December 1, 2020, there were 118 students in the Topsfield Elementary Schools, grades Pre-Kindergarten through grade 6 identified as eligible for special education; this represents similar eligibility percentages 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 continue our 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. 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.

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](http://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.

## 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 Com-

mittee's approval of a budget that is submitted to the Finance Committee and Select Board 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

## 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)

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](http://topsfieldpto.org).

### TEF (Topsfield Educational Foundation)

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

BUDGET SUMMARY	ACTUAL EXPENSE, APPROVE BUDGETS, & PROPOSED BUDGET				
	FY19 APPROVED BUDGET	FY19 ACTUAL	FY20 APPROVED BUDGET	FY20 ACTUAL	FY21 APPROVED BUDGET
<b>Total Revenues</b>	9,050,220	8,0949,525	9,509,117	8,812,476	9,713,350
<b>Expenses</b>					
Salaries	7,418,385	6,395,175	7,623,742	7,191,060	8,068,782
Professional Development	79,664	76,532	115,763	94,278	103,196
Admin., Educational, & Support Supplies/Materials/Equipment/Services	342,983	366,047	393,206	526,139	463,244
In District Special Education Services (Non-Salary- DW Only)	71,505	96,389	94,905	163,960	82,265
Transportation (Reg. and Sp. Ed)	312,998	316,452	366,665	225,696	304,993
Utilities	200,359	199,326	216,652	166,031	218,333
Facilities	238,205	261,984	241,236	211,078	216,432
Insurance (Beneficial & Non Beneficial)	21,000	22,330	21,000	25,000	25,350
Special Education Out of District Tuition	365,122	360,717	435,948	209,234	230,755
<b>Total Operating Budget</b>	9,050,220	8,0949,525	9,509,117	8,812,476	9,713,350
Less Applied Income	942149		595,887		595,448
<b>Total Local Appropriation Expenses</b>	8,108,071	8,0949,525	8,913,230	8,812,476	9,117,902

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](http://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, GREENTopsfield also ensures that Audubon programs and Change Is Simple continue to provide interactive enrichment programs throughout the year at each school. \*\*Please note that we are not doing Young Earth Savers or Proctor Planet Protectors this year as all before and after school clubs are not occurring due to the pandemic.

#### **CLOSING STATEMENT**

The 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, *Chairperson*  
Meredith Sokolowski, *Vice Chairperson*  
Andrew Prazar  
Gus Serino  
Shawn Malloy

# Masconomet Regional School Committee

## INTRODUCTION

The 2019-2020 fiscal year was a year of change for many reasons. The Masconomet Regional School District ("Masco" or "The District") was making good progress toward its goals when the Covid-19 Pandemic hit in March. The School Committee's key goals for the District this year were:

- *To support the implementation of a strategic plan for achieving Vision 2025, including long-term actionable strategies developed by the Superintendent and Leadership Team:*

The District's new superintendent, Dr. Michael Harvey, began his term at the beginning of the year. In December, Dr. Harvey presented the results of his Masco entry plan. This plan outlined his evaluation of the District and his plans to begin a long-term strategic planning process. Over the coming months, he intended to develop a plan that defined "exactly what we're going to do and how we're going to achieve the outcomes envisioned in Masconomet Vision 2025."

This process came to an abrupt halt in mid-March due to the Pandemic. At that point, determining how to educate the District's students in the new age of remote learning became the priority for Dr. Harvey and the School Committee for the remainder of the year.

- *To more effectively engaging the community:*

This goal was achieved with the Community Relations Subcommittee's launch of a blog (<https://www.masconomet.org/domain/207>) and a Facebook page (*Masconomet Regional School Committee Updates*) in the fall. These tools became important communication channels as Masco navigated the Pandemic. Additionally, the Budget Subcommittee continued to work on enhancing our relationships with our Towns' Finance Committees and Select Boards.

- *To make significant progress towards developing a capital plan and identifying potential funding sources:*

The Masconomet buildings were renovated and rebuilt about 20 years ago. The facilities have been well maintained; however, given the age of the facilities, significant upgrades will be needed in the coming years. After several meetings with town officials, it was agreed that a full capital plan was needed but further discussion of commissioning a capital plan report and determining future funding was put on hold due to the pandemic.

- *To manage transition to a new leadership team:*

Three out of the five members of the District's Executive Leadership team were new this fiscal year. In addition to Dr. Harvey, the District's new Assistant Superintendent of Finance and Operations, Mr. Jeffrey Sands, began his new role at the beginning of the year. Mr. James Dillon, a veteran science teacher at the Middle School stepped up to serve as an interim Middle School Principal this year. The School Committee Chair and Vice Chair regularly met with Dr. Harvey to plan our meetings and exchange ideas. The School Committee supported the administration's revamp of the tools used to create the District budget as well as facilitated the introduction of these 2 new key leaders to the leaders of our towns. Along with Masco's Assistant Superintendent of Student Services, Ms. Patty Bullard, and High School Principal, Mr. Peter Delani, this 5-person Executive Leadership Team worked closely with the School Committee throughout the year.

In early 2020, the search for a new Middle School Principal was completed and Dr. Philip McManus was hired for the following school year.

**DISTRICT SNAPSHOT**

With an outdoor ceremony on August 1, 278 seniors graduated from Masconomet. 96% of the graduating seniors went on to 2 or 4-year colleges.

**Enrollment in the District by town as of October 1, 2019:**

Boxford	663
Middleton	617
Topsfield	479
Other	7
<b>Total</b>	<b>1,766</b>

**Enrollment in the District by grade level (all Towns):**

Grade 7	269
Grade 8	315
Grade 9	293
Grade 10	295
Grade 11	291
Grade 12	289
Beyond 12	14
<b>Total</b>	<b>1,766</b>

**Annual Operating Budget: \$34.7 million****GRANTS**

In addition to the operating budget, Masconomet works with numerous organizations and individuals to receive grants and gifts to help support the academic program and physical plant. The Masconomet Education Foundation (MEF) funded 17 grants totalling \$49,000 this school year. These grants funded Chromebooks for the Middle School, mini PCR machines, a 3D printer and hallway furniture for the high school.

**HIGHLIGHTS OF 2019-2020**

Student achievement and experiences were evident throughout the District in a number of academic and extracurricular activities.

Masconomet art students once again achieved excellent results at the Massachusetts 2020 Scholastic Art and Writing Awards competition. This is truly a reflection of the hard work and talent of our students and the guidance of our art teachers.

- The Middle School received a total of 14 visual awards (1 Gold Key, 5 Silver Key, and 8 Honorable Mentions)—the second highest total of all public and private middle schools in the state!
- The High School received a total of 60 awards (12 Gold Key, 19 Silver Key, and 29 Honorable Mentions)—also the second highest total of any high school in the state—public or private.
- Daria Adamczyk's Gold Key award winning animation "Il Neige" was also selected as an American Visions Nominee, which is the highest honor given in the contest. Only 5 nominees are selected from across the state in total. All Massachusetts Gold Key artwork was then judged at the national level with other Gold Key work from across the country. Daria Adamczk received a National Gold Key Award for her animation as well.
- Our annual school-wide Poetry Out Loud competition happened in January, after which the winner, Maggie Chiffer, represented Masco at the state-wide competition and made it to the state finals.

The Math team won three of its six meets with the final meet cancelled due to the pandemic.

- Based on scores earned on a preliminary screening test, junior Justin Crosby and freshman Henry Liu were invited to participate in the American Regions Mathematics League (ARML) competition.
- In February, sixteen High School students participated in the annual American Mathematics Competitions AMC10 and AMC12. Junior Alex Theriault earned a first place certificate on the AMC 12 test and freshman Henry Liu earned a first place certificate on the AMC 10 test.

In January, and for the first time in over 40 years, Shakespeare was performed at Masconomet, A Midsummer's Night Dream.

In March, prior to the pandemic lock down, 5 students participated in the Massachusetts All State Concert performed at BSO Symphony Hall. The Junior District Festival concert which was scheduled in late March was cancelled.

However, it should be noted that 17 Masconomet students were selected to participate in the Junior District concert had it been performed.

In April 2020, five Masconomet juniors virtually sat for the local section exam for the American Chemical Society's US National Chemistry Olympiad.

- Marion Duval earned the highest score in the history of Masconomet for the National Chemistry Olympiad.

Teachers continued to develop and revise the core content curriculum sequence to align with the revised Massachusetts Frameworks and Standards for Social Sciences.

- Our new curriculum includes Global Cultures in 7th grade (which covers both 6th and 7th grade standards determined in consultation with the elementary schools), United States and Massachusetts Government and Civic Life in 8th grade, World History in 9th grade, US History in 10th grade, and Modern US and World History in 11th grade.
- Eighth grade students attended the Washington, D.C., multi-day field trip, which was reinstated after many years due to the shift to civics, government, and early American history to middle school.
- A new elective course called "21st Century Skills" was created at the Middle School to be offered for next year. One trimester will be an introduction to coding, the second will be on public speaking, and the third will look at all aspects of media communication.

Another new initiative at the Middle School was the creation of an 8th-grade "portfolio" project. Middle School students build a portfolio of items that demonstrate the skills they achieved or projects they completed.

In February, 2020 25 Masco Spanish students traveled to Huesca, Spain for the Spanish exchange program. Unfortunately, other international travel for the remainder of 2020 had to be cancelled.

All 10th-grade students experienced new pieces of the curriculum which speak to community engagement and having a place in the greater world.

- This school year, the program grew into a pen pal program with students in Kyrgyzstan, as well as the development of a Masco-student-lead STEM club for girls at the Hennessey School in Lawrence.

- During this school year, the Anti-Defamation League's World of Difference Program provided training to High School staff, which focused on equity, bias, and racial awareness. In addition, three full days of training from the Anti-Defamation League's World of Difference Program were provided to 35 Junior Peer Leaders with the intention to work with this year's freshmen in their peer leader groups on issues of equity, bias, and racial

During the fall sports season, Masconomet athletic teams produced 30 league all-stars and two all-scholastics (boys soccer and field hockey).

- The field hockey team won the CAL Kinney Division for the eighth year in a row 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 also placed five players on the CAL all-star team, including the Player-of-the-Year.
- The football team finished in a three-way tie for the CAL Kinney Division championship and placed five players on the CAL all-star team.
- The golf team placed two first-team all-stars and the CAL Coach of the Year.
- The volleyball finished its best season ever, advancing to the Division I North finals and losing in 5 sets to undefeated Winchester.

Winter season:

- The gymnastics team won the Division I state championship for the 2nd year in a row and had nine all-stars, including all-state champion Gracy Mowers.
- The boys' ice hockey team finished 1st in the CAL Kinney Division and was seeded 1st in Division I North.
- The boys' and girls' swim/dive team both placed 3rd at the CAL Meet.
- The girls' ski team finished 14-0 as champions of the North Shore Ski League (NSSL) while the boys finished 8-4.
- The girls' basketball team qualified for the MIAA state tournament for the 35th year in a row.
- The indoor track teams competed in the EMASS Division III Championships at the Reggie Lewis Center.

The 2020 spring sports season was canceled.

**COVID-19 PANDEMIC**

The District buildings were closed to students and teachers on March 13, 2020 due to Covid-19. At that point, the focus changed to remote learning for the first time in history. This monumental change challenged everyone. After three weeks of remote enrichment-learning, the District began its Remote Learning Plan on April 6.

To launch this plan the District's Information Technology Department provided teachers with enhanced training to use Blackboard, our remote learning platform, and developed online learning help for students and teachers. Chromebooks were made available to all Middle School students in need of one. Grading for the last quarter/trimester was changed to Pass/Fail.

On April 21, 2020, Governor Baker extended the order to close all Massachusetts schools and continue with Remote Learning through the end of the 2019-2020 school year. April school vacation was cancelled in order to recapture instructional time. Most end-of-year Masco traditions (including spring clubs & sports, junior & senior proms, senior internships, the Middle School promotion ceremony and the traditional High School graduation ceremony) were sadly cancelled. The school year closed on June 16.

While teachers, students and most staff took a well-deserved summer break, the Executive Leadership Team and the School Committee spent the summer preparing for a return to learning in the fall.

**CONCLUSION**

Dr. Harvey's Superintendent Entry Plan Findings conclusion from December 2019 works well here:

*"It is clear to me that the Masconomet Regional School District is overall offering students an exceptional learning experience. This is a testament to the faculty, staff and administration of the District who are clearly committed to working in the best interest of their students, and to the residents of Boxford, Middleton and Topsfield, who understand the value of providing the resources necessary to produce a world-class program."*

The 2019-2020 school year was interrupted by the Covid-19 pandemic which continued for longer than anyone anticipated at the time. We are grateful for

the support of Boxford, Middleton and Topsfield during these challenging times and look forward to returning to our long-term strategic and capital planning with a new perspective when the pandemic is behind us.

Respectfully Submitted,

Carolyn Miller Chair, *Masconomet Regional School Committee*

**MASCONOMET REGIONAL SCHOOL COMMITTEE MEMBERS:****Boxford Members**

Kristen DeMarco  
Carolyn Miller (FY21 Chair)  
Terri Teleen  
Bonnie Thornborough

**Middleton Members**

Joseph Ciampa  
Tasha Cooper (FY20 Chair)  
Arete Pascucci  
Kosta Prentakis

**Topsfield Members**

Zillie Bhuj  
William Hodges  
Melissa Ogden



PHOTO COURTESY TOWN OF TOPSFIELD

*Louise Weeder, Julia D'Agostino, and Donna D'Agostino voting in the Presidential Primary.*



# Board of Health

The Board of Health had a memorable year due to the onset of the COVID-19 pandemic that emerged in February, 2020. Health Director Wendy Hansbury worked closely with Board Members, the Town Administrator, Police Chief and Fire Chief to ensure that residents received accurate, timely information regarding the pandemic and measures to protect themselves from contagion. Although the pandemic became the primary focus of the Board of Health from February onward, the office maintained a full schedule of daily activities and responsibilities throughout the year and the office has remained staffed in person throughout the pandemic.

The Board would like to acknowledge the contributions of two valued Members who stepped down in 2019. Gerry Topping PE and Thomas Mannetta CE brought dedication and extensive knowledge of Title 5 regulations to the Board of Health for many years. Their service to the Town of Topsfield is greatly appreciated. The Board of Health welcomed new member Larry Fixler RPh to the Board of Health. Mr. Fixler had previously served as the Chair of the North Andover Board of Health and brings a wealth of Public Health experience to the Board.

Under Massachusetts General Laws, state and local regulations<sup>[1]</sup> and community direction, Boards of Health are held responsible for disease prevention and control, health and environmental protection, and promoting a healthy community. Boards of Health serve as the local arm of both the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection. These requirements reflect the principle that many critical health problems are best handled by local officials familiar with local conditions.

The duties of the Topsfield Board of Health and department staff include: surveillance, investigation, reporting of communicable diseases, as well as enforcement of isolation/quarantine; and enforcing the State Sanitary Code and Environmental Code. The Health Director 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 has numerous other responsibilities such as addressing concerns of public nuisances, air quality, noise control, indoor air quality, overseeing the plastic bag ban, outdoor hydronic heaters, control of youth access to tobacco, enforcement of the Smoke-Free Workplace Act, limited animal/insect control including beaver and mosquito management concerns, private water wells, and any other issues affecting the public health.

Additionally, the Board of Health provides health promotion services and support to residents including senior wellness clinics, influenza vaccination clinics, medical sharps collection, and managing the trash, recycling and compost programs<sup>[2]</sup>.

The Board of Health is continuing to work at the local and regional level on emergency response planning relative to infectious disease emergencies, bioterrorist 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.

The Board and staff have participated in several local events before arrival of the COVID-19 pandemic in February, 2020. The 2019 Topsfield Fair required exten-

## BOARD OF HEALTH MEMBERS JULY 1, 2019 THRU JUNE 30, 2020):

Sheryl Knutsen, RN, *Chairperson*  
Gerald Topping PE, *Vice Chairperson*  
Thomas Mannetta, CE  
Anthony Alley, RN  
Larry Fixler, RPh  
Board of Health staff  
Wendy Hansbury, *Director*  
Susan Winslow, *Sr. Admin. Assistant*

sive food inspections for over 110 food vendors that were completed prior to the Fair's opening day, with continuous follow-up throughout the 11-day event. Other activities throughout the year included Health Agent Wendy Hansbury's hand-washing presentations for local school classes and the Proctor School Wellness Fair, several Coffee and Conversation presentations and informational sessions on the pandemic to local senior citizens, and two Flu Vaccine clinics assisted by VNA Care and local volunteers.

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. However, a person who spent time in Topsfield tested positive for EEE, causing the Commonwealth to raise the EEE threat level to 'Critical' in late summer, 2019. This necessitated town wide communication and the coordination of barrier spraying of school fields, playing fields, the Fairgrounds and the Rail Trail.

In the fall of 2019, the historical method of removal of dead animals from public ways was changed due to several factors including retirement and restructuring of another department. This necessitated the Agent to research best practices and locate a contractor to provide the service of removal and disposal. Until transferred to another department, the Board of Health continues to be responsible to provide this service to the town.

In February 2020, the first signs of COVID-19 appeared in the United States. On March 10, Massachusetts Governor Charlie Baker declared a state of emergency and issued Emergency Orders limiting the size of gathering, restricting travel, requiring masks and face-coverings, closing schools and restricting the

operation of restaurants and recreational activities in the Commonwealth. The Health Agent, following the Emergency Orders from the Baker/Polito Administration, worked with the Town Administrator and local school officials to close the schools and transition into a hybrid mode of education to reduce the spread of the virus. The Health Agent worked closely with MDPH and the Topsfield Public Safety Team to ensure coordinated messaging to the public. Frequent meetings of the Public Safety Team ensured an effective collaboration and response was available to residents, employees, and local businesses. Town Hall operations continued; the offices were closed to the public in March to reduce the possible spread of the disease, and employees assisted applicants remotely until reopening of business by appointment only in May.

Goals for fiscal year 2021 include maintaining quality service and professionalism in the office and in the field while continuing to enforce the Governor's COVID-19 Emergency Orders and respond to the Community's needs during a global pandemic. 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. When a COVID-19 vaccine becomes available, it is anticipated that the Board of Health Department will activate its emergency dispensing site plans in vaccinating the residents of Topsfield.

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 Director*

Susan Winslow, *Senior Administrative Assistant*

<sup>(1)</sup> [Record Keeping Responsibilities and Requirements: \(mahb.org\)](https://www.mahb.org/wp-content/uploads/2015/12/MAHB-updated-Manual-of-Laws-and-Regulations-6.17.16-1.pdf)

<sup>(2)</sup> <https://www.mahb.org/wp-content/uploads/2015/12/MAHB-updated-Manual-of-Laws-and-Regulations-6.17.16-1.pdf>

**VOLUME ANALYSIS FY 2011 THROUGH FY2020  
JULY 1 – JUNE 30**

<b>ACTIVITY:</b>	<b>*FY11</b>	<b>*FY12</b>	<b>*FY13</b>	<b>*FY14</b>	<b>*FY15</b>	<b>*FY16</b>	<b>*FY17</b>	<b>*FY18</b>	<b>*FY19</b>	<b>*FY20</b>
<b>SEPTIC SYSTEMS</b>										
SOIL TESTS CONDUCTED	19	27	26	24	25	52	48	36	18	12
SEPTIC SYSTEM INSPECTION REVIEWS	63	71	82	79	88	86	87	95	68	79
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	31	33	27	24	23	28	26	28	28	31
SEPTAGE HAULER LICENSES ISSUED	24	19	19	20	23	21	21	29	16	11
NEW CONSTRUCTION APPLICATIONS	3	5	13	1	3	6	6	4	2	5
REPAIR APPLICATIONS	29	27	29	23	25	33	39	40	42	40
<b>FOOD PERMITS</b>										
ANNUAL PERMITS	31	38	45	42	25	40	27	34	48	41
TEMPORARY PERMITS - FAIR	135	136	131	120	134	125	126	124	122	123
TEMPORARY PERMITS - NON-FAIR	23	21	25	26	17	22	23	53	48	28
MILK PASTEURIZATION	1	2	1	1	1	1	1	1	1	1
CAMP PERMITS	3	4	5	4	3	3	3	5	2	2
POOL PERMITS	2	2	2	2	2	2	2	2	2	2
BEACH PERMIT	1	1	1	1	1	1	1	1	1	1
TANNING SALON	1	1	1	1	1	1	1	1	1	1
TOBACCO PERMITS	3	3	4	4	4	4	4	4	4	4
WELL PERMITS	3	5	7	0	1	3	5	4	1	4
BEAVER TRAPPING PERMITS	3	4	2	4	4	6	4	3	3	2
COMPLAINTS	11	10	7	17	16	15	4	10	23	14
<b>PUBLIC HEALTH INITIATIVES</b>										
COMMUNICABLE DISEASE INVESTIGATION	191	146	134	125	91	**31	95	95	61	***
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED	325	147	226	188	158	126	122	127	142	209

Data Source: Town of Topsfield Annual Reports/BOH Records

\* Fiscal Year: July 1 - June 30

\*\* Comparative reduction due to changes in DPH protocol

\*\*\* Pending due to COVID-19 numbers

# Council on Aging

When the Covid-19 Pandemic struck in 2020, TopsCOA demonstrated its ability to protect a vulnerable population by working collaboratively with partners to provide food and other necessities and to reduce the need for at-risk residents to venture into public spaces, by providing engaging virtual activities and the technology and instruction to take advantage of those programs, and by meeting the individual needs of those requiring emergency housing, etc. during the worst public health crisis in a century. Though no one ever imagined making this proclamation, it now seems safe to say that Topsfield is a wonderful place to Age in Place and with Dignity during a pandemic.

## PROGRAMMING HIGHLIGHTS BY MONTH

### In-Person Programming

#### July

- Eric Roth hosted his first Community Sing-along at the Topsfield Library after rehearsing with TopsCOA.
- On a steamy day in Boston, we cooled off on a comfortable Charles River Boat Cruise.

#### August

- After enjoying a Traveling Chef-catered BBQ, we were treated to "The Beatles Nicely Played," a presentation by 4EverFab, a talented performer who uses visuals to give a history lesson and a guitar to play songs made popular by The Fab Four.
- During our 2nd Annual Intergenerational Week, the children of all ages who joined our adapted recurring events brought tremendous energy and enthusiasm that propelled us as we participated in space-themed activities.

#### September

- We extended summer by dancing the night away at Danversport's Party on the Patio.
- Our annual MA Bar Association's Elder Law Education Program, "Protect Your Independence and Nest Egg" was well attended and attracted new participants.

The highlight of 2019 for TopsCOA may have been Downton Abbey Month, a series of events inspired by the popular PBS show chronicling the lives of the aristocratic Crawley family and their servants living on a magnificent estate in Britain during the early twentieth century. We kicked off the month with a trip to Salem State University to hear producer Rebecca Eaton reflect on the series as part of the University's Annual Speaker Series. Vinny juxtaposed snippets from the series as only he could with humor and heart in his September Silver Screenings. The Royal Luncheon, complete with tea and finger sandwiches, was served in Public Hall. The most ardent fans traveled to the Castle at Park Plaza to immerse themselves in all things Downton at "Downton Abbey: The Exhibition." At the closing event, devotees viewed the newly released film "Downton Abbey" on the big screen.

#### October

- As in previous years, we connected COA programs to the Topsfield Fair. In 2019, the year following the Essex Agricultural Society's 200th Bicentennial Celebration and the launch of the Topsfield Fair as America's first Dementia Friendly Agricultural Fair, we continued to hear those most involved with the eleven-day event share "FAIRyTales." Mrs. Essex County, Amanda Guerino, led a group that included EOE's Emmett Schmarsow on an Insiders' Tour of a Dementia Friendly Fair. The highlight, though, was watching the Dance Out Dementia Team perform on the first Sunday; before they finished the large audience was on their feet trying to keep pace with the dancers. Maggie Chiffer and Vinny Mortellite performed a spirited dance duet.
- Cracker Barrel Restaurant and Old Country Store, Inc.'s biggest fans traveled to the popular Southern-themed American chain for a 50th anniversary tribute that included shopping for old-fashioned candy.
- The Springfield Museums, an easily navigable complex of cultural buildings in the middle of Springfield, MA, had something for everyone, but especially Dr. Seuss fans!
- Our Third Annual Octoberfest was paired with a Triad-sponsored event, "Winter Readiness 101."

### November

Inspired by an earlier presentation hosted by the Topsfield Historical Society, Ben Nutter took his Architectural Tour of Topsfield on the road in the COA Bus. The 2019 Indoor Memory Café Season launched for the first time in the centrally located Meeting Room of the library, which proved to be an ideal location for this uplifting activity.

### December

- During the town's annual Holiday on the Green celebration incoming Town Administrator, Kevin Harutunian, lovingly crafted ornaments for his daughters.
- Mother Nature nearly squashed our plans to take the "Christmas Carol Trolley Tour" in Salem when she dropped several inches of snow throughout the day, but a beautiful sunset emerged and our evening tour went off without a hitch with the newly fallen snow providing a perfect backdrop for this unique and engaging event; Vinny played the role of Tiny Tim masterfully.
- We traveled Back to Campus for two holiday concerts; first, we traveled to Boston College's St. Mary's Chapel with some Eagle alumni and then to Masconomet's auditorium to hear local students perform favorite holiday tunes.
- The Friends of the Topsfield Council on Aging hosted another magnificent Holiday Party that featured entertainment by talented students from the Creative Co-Op.

### January

- "Resolutionaries," TopsCOA regulars along with Mrs. Murphy's 4th Grade class, joined together at our first Coffee & Conversation of 2020-the year we hoped that everything would come into focus-to share our promises for the new year.
- Following our last dinner at Spud's, which was wrapping up a long run as a local favorite, Shirley Connelly and Nancy Smith offered a toast with hot fudge sundaes. We then headed off to an Intergenerational Open Mic Night, a collaboration between the Creative Co-Op, the library, and the Tri-Town Council.
- We enjoyed private tours of the new wing at the Peabody Essex Museum in Salem and of the impressive Furniture Institute of New England in

Beverly where the craft of furniture-making is passed down to younger generations and those who may be seeking a new hobby.

- COA Board Member and Meals on Wheels volunteer Kendra Berube led us in a Valentine-Making Workshop during which beloved bus driver, Greg, added sweet touches to his valentines.

### February

- Situated in a residential area on the outskirts of Essex, The Bubble Factory is nestled into a reimagined barn. Glass artist, James McLeod, showed us every nook and cranny of this delightful structure.
- In honor of Presidents' Day, Dexter Bishop's friend Al Smith shared with us just about "Everything You Ever Wanted to Know about Abe."
- In their final few months, Music at Eden's Edge was offering a series of four complimentary performances that included a "Suite of Small Plates" concert at the cozy Peirce Farm Barn. The opening performance was delightful.
- A field representative from the United States Census Bureau joined us for Coffee & Conversation to help demystify the 2020 Federal Census and explain how the results would impact TopsCOA.
- In advance of a flurry of democratic activity Town Clerk Beth Willis stopped by to offer a preview of what to expect during the busy 2020 election year. We never could have imagined how much would change in the coming months.

### March

- Artist and TopsCOA Volunteer Denise Brown guided us in a unique Art-Venture, "Sea Glass Shorescapes."
- Long-time Tri-Town League of Women Voters Member Dottie Wass guided a commemoration of "100 Years of the League of Women Voters."
- In what turned out to be our final event before the world took a long pause, the Traveling Chef prepared hearty crepes before Hannah Adelman-Menzer led us in a sing-along featuring Celtic tunes.

Given in Boston on 3:20 PM this 10th day of March two thousand and twenty: NOW THEREFORE, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, pursuant to the powers provided by Chapter 639 of the Acts of

1950 and Section 2A of Chapter 17 of the General Laws, do hereby issue this proclamation that there now exists in the Commonwealth of Massachusetts a STATE OF EMERGENCY.

LIFE CAME TO A SCREECHING HALT until...

### Virtual Programming

#### April

- Topsfield COA Intern, Maggie Chiffer, shifted her popular Dance Out Dementia class to a virtual format by hosting group and individual Zoom training sessions.
- She then joined Janet Brown as co-host of TopsCOA's Book Club, which kept their April 30th meeting date by "gathering" online.

#### May

- On May 1st, most TopsCOA programs were restored using Zoom Conferencing Technology to meet virtually.
- Volunteer extraordinaire Chrysa DaCosta launched an immediate blockbuster, Virtual Tours with Chrysa, that took guests around the world to share the history, culture, and aesthetics of places Chrysa had explored.
- During the first Virtual Coffee & Conversation, "Responding in a Pandemic," Emergency Management Coordinator Fire Chief, Jen Collins-Brown, and members of her courageous team explained how they were keeping themselves and everyone else safe during the Covid-19 Crisis.
- The first Thursday Afternoon Program, "Surviving a Pandemic in Small Town America," featured Health Agent, Wendy Hansbury. Running on fumes during the Spring 2020 surge, Wendy shared her experiences from the first few months of the 2020 pandemic and offered up-to-the minute recommendations.
- Pushed out from his 100th day on March 18th, Topsfield's new Town Administrator Kevin Harutunian reported in virtually on his "First 156 Days" on May 13th.
- In the inaugural Virtual ArtVenture we were "Masking in Style." Participants showed off how they were accessorizing with what was now an essential and mandatory item.
- Our VETERAN contributor Dexter Bishop prepared a moving "Online Memorial Day Observance." This solemn activity was an appropriate

lead-in to the town's first ever Memorial Day Rolling Tribute in which driver, Greg Young, loaded his family onto the COA Bus for the drive all over the streets of Topsfield.

- When Vinny hosted his first Virtual Silver Screenings, devoted fans experienced a welcome brush with normalcy. Instructors Sally Palmer and Beth Wideberg quickly shifted their fitness classes-Restorative Yoga and Tai Chi-to an online format.

#### June

- During a Virtual Thursday Afternoon Program, active town volunteer Charise Rohm Nulsen shared helpful strategies for identifying "Community Resources" while her children gave us a peek into their world of remote learning.
- For the last time in the unprecedented school year, Team Murphy gave us a helpful lesson on "What's in a Flag?" as June 14th approached.
- More than three months into the 2020 pandemic, Virtual Coffee & Conversations focused on self-help as we discussed "Tending to Your Mental Health" and "Safe Staycations."

At the close of FY20, the initial COVID-19 surge had quieted down, but virtual programming at TopsCOA raged on! Participation was increasing as word spread about the engaging programs. The recurring weekly/monthly schedule had been firmly reestablished:

- MONDAY: Virtual Restorative Yoga, Virtual Technology Tips (1/month)
- TUESDAY: Virtual Tour with Chrysa
- WEDNESDAY: Virtual Coffee & Conversation, Virtual Tai-Chi
- THURSDAY: Virtual Speaking of TED, Virtual Thursday Afternoon Program (ArtVentures, Educational Programs, etc.), Virtual TopsCOA Book Club (1/month)

Signature Events were reintroduced in the fall. COA Board Member Joan Chiffer and now Virtual Programming Specialist Maggie Chiffer reimaged Octoberfest with the support of the Friends and COA Team. From playing a trivia game about Massachusetts, to hearing advice about how to be a smart news consumer during an unusual election season from keynote speaker Chronicle & Transcript editor Wendall Waters to singing along with Eric and Hannah, the forty-nine guests enjoyed a festive evening that felt comfortable and familiar

yet technologically advanced all at the same time. In December, the pandemic did not prevent the Friends from hosting their Annual Holiday Party. After being presented with the coveted Silver Tree Award honoring exceptional volunteerism, Chrysa DaCosta took the fifty-five revelers to winter holiday celebrations around the world, Vinny Mortellite played classic scenes from all-time favorite holiday movies, and keynote speaker Police Chief Neal Hovey shared tips on how to stay safe over the winter.

In order to make technology available to a broader audience, Formula Grant Funds were used to purchase nine loaner 14" Dell laptop computers. Borrowers were provided with instruction by staff and volunteer coaches and were encouraged to participate in TopsCOA's virtual programming. Three computers were disseminated immediately. Interested seniors who would qualify to receive free devices through SeniorCare Inc.'s Technology Programs were made aware of those programs and assisted with the application process.

There are silver linings during this public health emergency. One that revealed itself in the Council on Aging is that virtual programming is accessible and should be offered even after the Covid-19 virus has been vanquished. Homebound residents could benefit long-term from participating in the department's unique programs that promote lifelong learning and social engagement. Adaptations will be required but exploring a hybrid approach to programming for senior citizens should be encouraged in the future.

### SERVICES

While innovative and engaging programming is offered and often featured on the Town's website and on social media, even more is happening behind the scenes to assist seniors and those with disabilities in Topsfield who require services and referrals fifty-two weeks a year. Tremendous effort is put forth by those associated with the department, including exceptional volunteers, 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 the Topsfield COA.

During ordinary times, transportation is one of the most vital services provided

by the Topsfield Council on Aging. Up until mid-March 2020, drivers Greg Young and Ed Blum were efficiently transporting senior/adult-disabled residents four days per week, offering rides on the COA Bus on demand to medical and other appointments on Mondays, Wednesday afternoons, and Thursdays. Most Tuesdays, and occasionally on other days, the bus transported seniors on weekly excursions around New England. On Wednesday mornings, 8-10 members of "The Shopping Club" loaded onto the bus and headed north to Rowley Market Place to purchase groceries and other necessities for the week. For seniors who are not driving, the transportation services offered by the Topsfield COA are invaluable. Seniors received 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, and more, and were asked only for a small donation to offset expenses. During FY20, volunteers played a critical role in meeting demand for essential medical appointments; volunteer drivers transported multiple seniors to lifesaving daily/weekly treatments throughout early winter just before everything ground to a halt when a State of Emergency was declared by Governor Baker on March 10, 2020.

Between July 1, 2019 and March 12, 2020, more than 2,900 rides on the Council on Aging bus were provided to 138 unique clients. Many services sponsored by the Topsfield COA, often in collaboration with other departments (e.g., Board of Health), are hosted regularly at our programming site. During the COVID Crisis, operational adaptations were made to ensure that the needs of the most vulnerable residents were being met throughout the pandemic.

The VNA Care's "Keep Well and Blood Pressure Clinics" traditionally have been held at three locations around town. On the first and third Thursdays of the month, the nurse could be found in the community rooms at Washington Meadows and Little Brook Village, respectively; on the second and fourth Thursdays, the nurse set up in the first-floor conference room at Town Hall, a comfortable space designed to offer privacy. Unfortunately, for several months after the Governor declared a State of Emergency, the VNA suspended the clinics and they did not resume until November 2020.

Each year, 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

## Council on Aging, cont.

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. The two dates in March and April that were cancelled at the start of the pandemic were made up on Fridays in late June at Town Hall thanks to lead volunteer, Charlie Wilkinson, who developed a comprehensive plan that was modified slightly and approved by Town Administrator Kevin Harutunian. Thirteen clients, mostly repeat customers, were offered this essential service and were, therefore, able to meet the revised Federal and State Tax Filing Deadlines (July 15th) thanks to sacrifices by staff and volunteers who stepped up during a public health emergency.

A SHINE (Serving Health Information Needs of Everyone) Counselor normally offers at least two appointments on the fourth Tuesday of every month on the second floor of the 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. Like so many assistance agencies, the SHINE program shifted to a remote model, having counselors interact with clients over the phone during the pandemic. On a daily basis, COA 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. Of course, not much was ordinary about 2020 and when the pandemic struck, priorities shifted to ensure that at-risk seniors were in regular contact with COA staff members, volunteers, and others. Throughout FY20, thousands of "encounters" were documented, and the largest portion of those were directly related to outreach efforts (see "Pandemic Related Initiatives").

One lesson reinforced by the Pandemic of 2020 is that the most important service that is offered by a Council on Aging is the Meals on Wheels Program. When life ground to a halt because of the Covid-19 Virus, the one service that was offered almost without interruption was Meals on Wheels. Adaptations that were made to the delivery process are outlined below in "Pandemic Related Initiatives." During ordinary times, each 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 (RDN's) 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. TopsCOA's dedicated corps of Meals on Wheels Volunteers extend lives every day. Sadly, we said goodbye to three beloved members of the MOW team in 2020-Ed Roman, Gloria Celso, and Jim Rouvalis, who in years past also drove the COA Van.

According to the 2019 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 2019 exceeds \$273,000. "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 fixed incomes. Working alongside the Town Assessor, Council on Aging team members strive to educate the senior population about tax relief that is available at the local and state levels. The 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.

When the pandemic shut down virtually everything in Massachusetts and dramatically shifted the way that town departments were operating, most Tax Work-Off Volunteers were furloughed, assigned only tasks that could be completed in safe settings (e.g., in homes or in unoccupied spaces in municipal buildings). During our Virtual Coffee & Conversation on August 19th, a concerted effort was made to convey to newly elected Select Board Member Marshall Hook the importance of the Senior and Veteran Tax Work-Off Programs. Several longtime volunteers participated in the virtual event and shared their experiences. Immediately following the conversation, Mr. Hook contacted Town Administrator Kevin Harutunian and they agreed that a provision should be made during these extraordinary times so that the (8) seniors and (3) veterans who had been participating in the programs in January should not lose the benefit due to circumstances beyond their control. Hundreds of hours that had been completed by volunteers throughout the pandemic would be credited to the longtime Tax Work-Off Volunteers in 2020. This decision led to a win-win-win for the seniors/veterans who received the abatement they had been counting on, for the residents of the town who benefitted from the volunteer work (much related to increasing food security and promoting public safety), and for the volunteers whose contributions were multiplied!

## VOLUNTEERS

The more than eighty volunteers from Topsfield who devote hours of their time every month performing a range of functions form the backbone of the 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.

The Friends of the Topsfield Council on Aging is a 501(c)3 organization that raises funds to support operations at the Topsfield Council on Aging. Additionally, board members invest their time and talent to help execute Signature Events- "Family & Friends Dinner", "Octoberfest," and the "Annual Holiday Party"-as well as other activities. They are guided by a dedicated Board of Directors that meets at least nine times each year. Throughout the pandemic, the Friends adapted their mission to provide new kinds of support to seniors in Topsfield.

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 to support and empower the senior population." In Topsfield, several members of the Public Safety Team participate. In October 2019, the Triad Team presented "Winter Readiness 101" to a large group before the start of "Octoberfest."

In addition to all 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, friendly callers, 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.” During the 2020 Pandemic, RSVP volunteer medical drivers from around the region provided critical transportation services to many Topsfield seniors.

A Volunteer Appreciation Breakfast could not be held in 2020 because of the public health emergency. The Silver Tree Award, given annually to a volunteer for exceptional service, was presented to Chrysa DaCosta during the COA's second virtual Signature Event, the “Annual Holiday Party,” on December 16, 2020 because of her extensive work prior to the start of and throughout the pandemic. The nominator wrote:

*“Chrysa DaCosta illuminates the world and she takes us around it!”*

Chrysa's journey with the Topsfield COA began on a Sunday afternoon, late in the summer of 2017. During a stroll along the Rail Trail, she happened upon Topsfield COA's first intergenerational event that was being sponsored by The Art Room. During her visit, Chrysa mentioned to Director Paula Burke that she would be interested in volunteering. A valuable partnership was born on the spot! Without hesitation, Chrysa joined the Meals on Wheels Team, which is comprised of five to ten devoted volunteers who deliver hot meals to more than two dozen homes all over Topsfield five days a week during ordinary times. When the pandemic struck and Governor Baker issued a “Stay Safe, Stay Home” Order on March 23rd, Chrysa did not hesitate to go out on her regular Thursday route to greet those who were anxiously awaiting her arrival with a warm smile and comforting words.

When it became clear soon after she joined the MOW Team that some of those she was serving had unfulfilled needs, Chrysa quietly intervened. She eagerly began running errands, providing transportation to medical appointments and life-saving treatments, assisting with relocations, making regular check-in calls, and more.

Some of her most impactful work has been advocating for seniors in search of emergency housing. Even when the first available housing unit is outside of Topsfield, Chrysa maintains contact with the senior, as a friend, and ensures that urgent needs continue to be met.

Chrysa answered the call when Topsfield's food pantry, Top Cupboard, was seeking a new Treasurer in 2017. Chrysa has excelled in the role that has seen an increase in responsibilities because of the pandemic. She functions as the perfect liaison between TopsCOA and Top Cupboard.

In addition, Chrysa is filling a void caused by the public health emergency and TopsCOA's abrupt shift to virtual programming. Curious seniors who had grown accustomed to traveling to destinations all over New England on the COA Bus most Tuesdays were craving adventure. Chrysa closed this gap by relying upon her extensive travel experiences and creative expression to offer amazing virtual tours to destinations/events around the globe such as: The Tower of London, Cape Town, Nashville, the Acropolis, Sedona, Cinco de Mayo, and Oktoberfest. Being sensitive to issues raised during these unprecedented times, Chrysa's programs are part history lesson, part cultural experience, and part walk down memory lane for her and for others who have visited the iconic locations.

During the Covid-19 Pandemic, many volunteers are making extraordinary contributions in Topsfield. But Chrysa DaCosta, with her warm heart, compassion, creativity, and dedication, has enriched so many lives in so many ways that she stands out as the clear choice to receive the 2020 Silver Tree Award. Chrysa, please accept this small token of our deep appreciation from all who benefit from your generous spirit.”

## **PANDEMIC RELATED INITIATIVES**

### **Food Security**

When Gov. Baker declared a State of Emergency in Massachusetts on March 10, 2020, food security quickly became the primary focus of the Topsfield COA. The immediate reaction was to reach out to the town's food pantry, Top Cupboard, to ask for assistance. They offered to expand their role without hesitation. Working together, TopsCOA and Top Cupboard found ways to supply the most vulnerable residents with extra meals and groceries in an effort

to keep people out of public places where the Covid-19 virus was circulating in the spring. Top Cupboard pivoted to a model that featured home delivery of essential items as well special requests. For several months and through most of the summer of 2020, the Dowd and Gibeley families arranged for food delivery to the households every other week. Tricia Haines took orders from the eight members of Wednesday's Shopping Club and delivered requested items (weekly) along with bagged lunches (daily) for nearly three months. Led by Beth Wideberg, the Topsfield COA Meals on Wheels team delivered five meals over the course of three days (Mondays, Tuesdays, and Thursdays) for most of the year. This modified schedule reduced exposure to volunteers and consumers as the pandemic continued. Special precautions-wearing gloves and masks, using hand sanitizer in between deliveries, and putting meals in bags that could be placed on doorknobs-ensured everyone's safety. A publicity campaign targeting residents at the senior communities of Little Brook Village and Washington Meadows was carried out in an attempt to increase participation in the Meals on Wheels Program during the pandemic to provide nutritious meals and reduce the amount of time seniors needed to spend out in public at grocery stores. Non-profit, corporate, and private donors contributed to expenses associated with expanding the length of time that meals were supplied at no cost to consumers through the Tri-Town School Union lunch program to promote the life-extending service.

#### **Outreach to Seniors/Veterans**

Outreach, mostly by phone, was a primary initiative at the start of the pandemic and continued regularly with the most vulnerable as the pandemic continued. At the outset, Masconomet Regional High and Middle School nurses, Topsfield Library staff, and volunteers eagerly made calls to check in with at-risk residents in Topsfield, particularly those living in single family dwellings around town. A benefit to having seven senior communities in Topsfield is that many seniors living in close proximity look after one another.

TopsCOA and Topsfield's Veteran Services Officer, Dick Cullinan, always work collaboratively, along with the Assessor, to ensure that veterans and their surviving spouses receive all benefits to which they are entitled. When the pandemic struck, a concerted effort was made to connect with the town's more than three hundred veterans to see if additional assistance was needed. Assistant Town Clerk Erin Merrill was recruited to work alongside Dick Cullinan

for this purpose. They took this opportunity to ask veterans if they wanted to receive a complimentary box filled with two weeks' worth of non-perishable food items donated through the Food4Vets Program with distribution sponsored by the Kraft Family. COA Bus Driver Greg Young and Park & Cemetery Superintendent Steve Shepard traveled to Gillette Stadium to pick up 50 boxes along with some harvested produce to distribute to the most at-risk veterans. Many of the veterans were grateful to "Mr. Kraft" for thinking of them during these uncertain times.

#### **New Initiatives by the Friends of the Topsfield Council on Aging**

When the COVID-19 Crisis struck, the Friends of the Topsfield Council on Aging adapted their mission to address pressing needs. Volunteers from both the Friends' and COA Boards prepared birthday cards to be sent to Topsfield residents aged 70 and above. Cards were donated as part of a campaign by a Tri-Town Council youth volunteer and by COA Board Member Kendra Berube and Friends' Board Member Nancy Beirne, both of whom applied their artistic skills to produce heartwarming custom cards that were greatly appreciated by recipients. With the goal of reminding an at-risk population that the Topsfield COA is a local resource, included in every card was a label with contact information. Furthermore, the Friends provided direct assistance to some clients who needed additional support during unprecedented times.

#### **GRANTS**

On May 14, 2020, the Commonwealth of Massachusetts announced the CARES Act Coronavirus Relief Fund to provide additional funding to assist municipalities with covering unexpected costs associated with the COVID-19 public health emergency. Topsfield COA applied through the town's Cares Act Coordinator Donna Rich for the \$500 fee to offer a specially tailored eight-week workshop promoting mental and emotional health, "Mindfulness during a Pandemic" that was created by talented Restorative Yoga Instructor Sally Palmer.

During ordinary years, the Topsfield Council on Aging seeks grants to subsidize the appropriation that is approved each year at Topsfield's Annual Town Meeting. The Formula Grant, calculated in FY20 at a rate of \$12/senior according to numbers collected during the decennial (2010) census, is disbursed annually by the state. In FY20, Topsfield received a final disbursement of \$17,796. Most of the 2020 Formula Grant funds were used to pay the wages of the

## Council on Aging, cont.

department's Data Entry Technician and Intern/Virtual Programming Specialist as well as stipends to fitness instructors. The remaining funds were used to build TopsCOA's Computer Loan supply. Nine 14" Dell Laptops were purchased for the purpose of loaning them out (1) to seniors who do not qualify for the devices offered at no cost through SeniorCare, Inc.'s Technology Program, (2) to seniors/adult-disabled without the resources to purchase their own, or (3) to seniors/adult-disabled who wish to experiment with the device before personally investing in one.

Acknowledging that Topsfield has limited access to public transportation, SeniorCare, Inc. for years has disbursed funds made available through a Title III Older American Transportation Grant that has been used to offset bus drivers' wages. In FFY20, the award was for \$2,934 to support the cost of offering bus service to seniors requiring transport to medical appointments, grocery stores, pharmacies, etc. When transportation services were suspended in March, invoicing for the grant ceased so that a total of \$1,222.50 supplemented the town appropriation for transportation costs in FY20. In the fall of 2020, a revised application was submitted seeking funding to subsidize the cost of offering extensive virtual programming aimed at decreasing isolation and increasing social engagement during the second year of the grant cycle (October 2020-September 2021).

The Massachusetts Cultural Council entrusts local Cultural Councils, which are appointed volunteer municipal committees, to equitably distribute state funds earmarked for supporting enriching activities that benefit as many citizens as possible within a city/town. In FY20, the Topsfield Cultural Council-sponsored performers 4EverFab and Anne Barrett/Belva Lockwood entertained/educated guests at TopsCOA events. Care-partners and their loved ones who participated in the Topsfield Indoor Memory Café, held monthly between November and March, also benefitted from a successful Topsfield Cultural Council grant application by Mary MacDonald, a partner who serves as the Café's Creative Director.

### COLLABORATIONS

In the recent past, partnering with other organizations has led to several unique opportunities for the Topsfield COA. 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. We seek out opportunities to plan events and activities with other local groups that have similar objectives. Our intergenerational experiences have been particularly appealing....

### Intergenerational Experiences Bring Joy Across the Generations

With assistance from Hannah Adelman-Menzer, COA Board Intergenerational Liaison, even a pandemic did not deter us from linking generations.

Between July 2019 and March 2020, Topsfield seniors interacted with children of all ages during their regular recurring activities and during specially designed events. During our Second Annual Intergenerational Week August 5th-8th, Mrs. Murphy invited her students past and present to join us to play family games, the Tri-Town Council recruited families to blast off with us to the McAuliffe-Shepard Discovery Center, Zillie Bhuju and her GREENTopsfield Team demonstrated how to RecycleSmart, Maggie Chiffer and Janet Brown collaborated to inspire an engaging discussion about "Heartland" with the TopsCOA Book Club, and Maggie welcomed a large group of Brownies into her weekly Dance Out Dementia class; much to their delight, the regular dancers were presented with original works of art by the girls. Vinny introduced us to the animated adventure film, "WALL-E" and accomplished his mission when he produced another special intergenerational edition of Silver Screenings.

Upon returning to school, the Proctor Planet Protectors invited us to make salsa with ingredients that were part of the first harvest from the Intergenerational Garden, raised beds acquired with a successful grant application by Proctor School Nurse Melissa West, that is situated between Proctor School and Town Hall. Throughout the 2020 growing season, our dedicated volunteer with the greenest thumb Janet Wilkins lovingly tended to the Intergenerational Garden when she was not assisting with meal delivery. With Mrs. Murphy's fourth grade class we shared those things for which we are grateful during our first ever

Friendsgiving in November 2019 and our New Year's resolutions in January 2020.

Lead elves Nancy Beirne and Shirley Connelly operated Santa's Workshop during the 2019 Holiday on the Green festivities. At the 2019 Annual Holiday Party, members of the Creative Co-Op provided exceptional entertainment; several grandparents in attendance beamed with pride as their younger family members appeared on stage. We wasted no time reuniting with Mrs. Murphy's class in the new year when "resolutionaries" gathered to make promises for 2020. On January 10th, we collaborated with the Creative Co-Op, the Topsfield Library, and the Tri-Town Council to bring Topsfield the first ever Intergenerational Open Mic Night; on a cold winter night nearly one hundred guests of all ages turned out to support the talented performers. At February's Topsfield Indoor Memory Café, 4th grade Girl Scouts joined Mary MacDonald in showing compassion to guests at this important monthly event. We partnered with a new and older group of students, members of Masconomet's United States History classes, to hear an educational presentation by Anne Barret who depicted Belva Lockwood, the first woman to run for president in America. The engaging event was funded by the Topsfield Cultural Council.

When the world came to a grinding halt in March 2020 because of the Covid-19 Pandemic, TopsCOA and Mrs. Murphy prioritized hosting another intergenerational event before the academic year ended in June. Exhibiting tremendous resilience, the 4th graders used Zoom technology to teach us "What's in a Flag?" in recognition of Flag Day. This virtual event between two groups who had grown so familiar during the school year was the perfect antidote to the isolation that so many were experiencing as we were told to keep our "social distance" in order to stay safe. The bonds that had been forged over the past nine months proved beneficial during challenging times. The true benefits of intergenerational experiences were revealed during the Covid Crisis.

#### FY20 PARTICIPATION STATISTICS

ACTIVITY TYPE	*UNDUPLICATED COUNT	DUPLICATED
Events	467	5,215
Rides	138	2,818

Services	293	875
Volunteers	76	1,373
Total People Served	683	10,281

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

#### TOPSFIELD CONTINUES TO BLAZE TRAILS FOR THE DEMENTIA-FRIENDLY MOVEMENT

##### Dementia Friendly Topsfield Task Force

*Joan Chiffer, Dementia Friendly Topsfield Chair*

The Dementia Friendly Topsfield (DFT) Task Force exists to combat the stigma of dementia by educating the town's citizens, employees, and businesses about this brain function impairment and also promote healthy aging through dementia risk reduction initiatives. The DFT is chaired by Joan Chiffer, COA Board Member, and includes the following members: Paula Burke, COA Director; Maggie Chiffer, COA Virtual Programming Specialist and Founder/Creator of Dance Out Dementia; Kathy Curran, Friends of the Topsfield COA member; Kim Love, COA Board Member; Mary MacDonald, Founder/Creator Rest Stop Ranch; and Karen Moniz, Community Member.

In addition to providing dementia friendly information sessions to stakeholder groups throughout the year to teach community members to "see the person, not the dementia," Dementia Friendly Topsfield also advocates on behalf of those living with dementia and their care partners through strategic partnerships.

#### Strategic Partnerships

##### *Topsfield Fair*

DFT continued its partnership with the Topsfield Fair, which earned its designation as the first agriculture fair in the country to be dementia friendly as a result of its initial partnership with the task force in 2018. Throughout this fiscal year, DFT collaborated with the Topsfield Fair to drive continued improvements to the fair for those living with dementia and their caregivers. A few highlights:

- DFT trained fair greeters and created a comprehensive fact sheet for their use to field questions from care partners.
- After adding a third vendor to their dementia friendly fair food vendor list, DFT created a food vendor certificate that includes the DFT logo, an

expiration date, and certificate number. The certificates are another way for care partners to quickly ascertain whether a food vendor at the fair has been dementia friendly trained. This certificate also indicates that a vendor has created a simplified and illustrated menu for fairgoers living with dementia.

- Joan Chiffer and Karen Moniz were highlighted in the September 2019 Dementia Friends Champion newsletter for breaking the "4,000 [people trained in Massachusetts] barrier with their information session for Topsfield Fair staff and volunteers."
- DFT provided an insider's tour of a Dementia Friendly Fair to Emmett Schmarsow, Program Manager for Councils on Aging and Senior Centers at Mass Elder Affairs. The insider's tour included a stop at one of the fair's three dementia friendly food vendors while traveling the route outlined on the Dementia Friendly fair map.

#### *Rest-Stop-Ranch*

DFT continued to partner with Mary MacDonald of Rest-Stop-Ranch. Mary's indoor Memory Cafes are held at the Topsfield Town Library from November to March. The outdoor Memory Cafes move back to the Rest-Stop-Ranch each April.

#### *Dance Out Dementia: Train Your Brain with the Beat of Your Feet™*

DFT's partnership with Maggie Chiffer of Dance Out Dementia: Train Your Brain with the Beat of Your Feet™ is now in its second year. Originally a Girl Scout Gold Award project, Maggie has continued her popular program, which was held every Thursday from 3 to 3:45 p.m. in the Public Hall at the Topsfield Town Hall. As a result of the pandemic, Maggie quickly transformed her class to a virtual one and trained all her students to access the class through Zoom.

As a result of the Covid-19 Pandemic, dementia care facilities across the state were shuttered, leaving caregivers with few options for their loved ones living with dementia. DFT responded by creating a Virtual Resource Guide for care partners who suddenly found their loved ones home all day.

The intention of the guide is to highlight the numerous virtual resources available to care partners. The ever-evolving Virtual Resource Guide currently con-

tains: the COA's virtual programming schedule, local resources, links to apps providing solutions for people living with dementia, links to free virtual tours, live webcams, online fitness and learning classes, concerts, arts, and culture, as well as mental health and religion resources. The team has also scheduled Virtual Resource Guide Sessions for care partners to learn how to best use the guide as it pertains to their loved ones. These sessions will begin in July 2020.

#### **Charting the Course Forward**

DFT is honored to work on behalf of those residents living with dementia and their care partners to reverse the stigma of dementia in Topsfield. As we chart the course forward, DFT will continue to enact meaningful change on behalf of community members living with dementia through strategic partnerships and programming. In addition, DFT will expand its dementia risk reduction initiatives throughout the coming fiscal year to educate residents about how changes to the brain begin years before a diagnosis occurs and teach them what they can do to proactively mitigate that risk.

#### **TopsCOA TEAMMATES**

Senior Administrative Assistant, Beth Wideberg, has been with the Topsfield COA since 2006. Throughout her tenure she has been ensuring that life-saving Meals on Wheels are delivered efficiently and that at-risk clients are paired with services that will improve their quality of life. She also plays a key role on the Signature Event Planning Team that coordinates three large events during ordinary years.

Greg Young, driver since 2014, and Ed Blum, driver since 2017, work cooperatively to provide exceptional transportation services when the COA Bus is on the road. The department's Intern since 2018, Maggie Chiffer evolved into TopsCOA's Virtual Programming Specialist when the COVID-19 Pandemic struck. Maggie began shifting her popular Dance Out Dementia: Train Your Brain with the Beat of Your Feet™ to a virtual format days after in-person programming was suspended. Maggie was instrumental in helping the department pivot and offer their robust interactive programming online.

Two devoted department members departed in 2020.

Executive Director Paula Burke left her role late in the fall of 2020 after helping to guide the department through one of the most challenging periods in its

history. Even before the pandemic struck, there were multiple relocations, the creation of innovative and diverse programming (with an emphasis on beneficial intergenerational experiences), and the expansion of services. Paula recruited incredible volunteers to establish a Dementia Friendly Topsfield Task Force that would go on to lead the country in executing unique initiatives. When a public health crisis struck in 2020, Paula guided the exceptional team of staff and volunteers as the department shifted priorities and helped to keep the most vulnerable residents in Topsfield safe and engaged. Leaving this position after serving the town in a variety of roles for twenty-five years, Paula was confident that the established systems were in place to weather the pandemic and any other obstacles that might arise. Serving friends and neighbors in this essential role was the privilege of a lifetime. Paula looks forward to continuing to serve Topsfield as the Election Warden.

Data Entry Technician Peg Beauregard had been an essential team member since 2006. After retiring on January 31, 2020, she recalled that her favorite memory was “peeking out of her closet in the COA Office to see the seniors!” Peg’s loyalty, dedication, and attention to detail were unsurpassed. She led the department’s conversion to a state-of-the-art software program that included swipe cards and scanners. We knew that Peg would leave behind a huge void, but everyone was happy that she was looking forward to her next stage of life when she could reap the benefits of having served for decades as a devoted public servant first at the USPS and then at the Topsfield COA. Peg did not allow the pandemic to deter her from meeting her retirement goals and we were all delighted when she popped up on the screen at TopsCOA virtual events!

### THE FUTURE

It may be years before we determine if everything did come into focus in 2020. No one can dispute that it was a period that challenged all of us in ways we never could have predicted.

Between the pandemic that kept us apart, the call to unify to fight for social justice, Mother Nature’s fury, the efforts to preserve our democracy, our favorite centenarian declared that “it was a year like no other.”

But one thing is undeniable...the magic continued at TopsCOA. Flexing quickly to adapt to a temporary new normal, the essential human services department

strengthened partnerships to increase food security at a time when venturing into a grocery store meant potentially risking one’s life. The nearly immediate restoration of the robust programming that TopsCOA devotees had grown to love and count on led to comfort provided by something familiar, engagement with friends old and new, the improvement of physical, mental, and emotional health, and the maintenance of vital social connections at a time when we were all trying to stay safe by maintaining our “social distance.”

At TopsCOA we like to describe “magical moments.” Perhaps the most magical moment of 2020 occurred when Book Club Guide, Janet Brown, joined her group for the first time on Zoom on one of the department’s loaner computers. With just a little bit of coaching Janet was able to seamlessly lead the discussion of “My Grandmother Asked Me to Tell You She’s Sorry” during TopsCOA’s Third Annual Intergenerational Week.

May the magic continue now and during times when we can shed our masks and embrace again!

Respectfully submitted,

Paula Burke

*Topsfield COA Executive Director July 18, 2016-October 31, 2020*

# Tri-Town Council

## TRI-TOWN COUNCIL ANNUAL REPORT - FY 2020

Celebrating over 50 years supporting Tri-Town Youth and Families!

*Our Vision: A community where all youth have the relationships, supports and skills necessary to grow and develop into resilient, healthy, thriving adults.*

*Our Mission: To intentionally strengthen the social and emotional well-being of Tri-Town Youth and to reduce and prevent at-risk behavior by growing and fostering healthy youth behaviors.*

### WHO WE ARE

Serving and supporting youth and families for five decades and counting, 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, Developmental Relationships and Positive Community Norms (PCN) using The Science of the Positive (SOTP). Developmental Assets are 40 research-based, positive experiences, structures, opportunities, values 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. Developmental Relationships identify 5 elements and 20 specific actions of these healthy, close connections with important people in their lives that help youth discover who they are, cultivate abilities to shape their own lives, and learn how to engage with and contribute to the world around them. It is within the context of these Developmental Relationships that youth Assets are built.

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, measurable, and is worth growing – in ourselves, our families, our workplaces, and our communities (Linkenbach, 2007).

### 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 and partners. 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

Despite the challenges wrought by Covid-19, in the 2019-2020 program year,



TTC's efforts reached hundreds of youth, parents and educators with a variety of educational, enriching and empowering programs and workshops including our "Mental Health" and "Tech Talk" community education series; inaugural Lisa G. Teichner speaker series honoring the service of our long time former Executive Director; a community conversation "Are the Children Well?" focusing on the 2018 Youth Risk Behavior Survey data; January 2020 publication of the Youth Health and Safety Guide featuring a variety of resources and articles to support healthy development and decision making that was mailed to all Tri-Town households; youth leadership and outreach opportunities through our Youth Action Advisory Board (YAAB); peer mentoring; after-school enrichment; and substance-free events among others.

When COVID-19 set our world upside down, Tri-Town Council was able to provide virtual support and enrichment resources via a parent connection group, enrichment classes, conversations with a local mental health counselor, youth volunteer opportunities including virtual peer tutoring and virtual guest readers in elementary classrooms. Additionally, we offered a variety of resources and strategies to help manage the impact of COVID 19 on health and well-being via "Covid Coping Strategies" focusing on gratitude as a practice, laughter as a stress management strategy, reaching out to others, and asking for help. These offerings were intended to support individuals, family dynamics and the especially hard work of parenting and caregiving during a pandemic. With the continued uncertainty for our school districts, and families continuing to face numerous challenges, TTC will remain a trusted partner and resource during these unprecedented times, supporting our youth and community through innovative and proactive programming in a variety of forms.

## **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, positive community norms promotion, youth engagement and advocacy.

Coalition initiatives in FY20 focused on disseminating and promoting the 2018 Youth Risk Behavior survey data among the youth and community. In partnership with the Masco Art Department's head Stacy Mannheim and Health Director Karen Trevenen, TTC staff worked with graphic design students to understand the positive community norms the YRBS data revealed about Masco high school youth. Further TTC staff engaged youth in discussions about why promoting healthy norms matters and why correcting misperceptions about behavior is an effective prevention strategy. Using this information students graphically designed campaign posters promoting the healthy norms around marijuana, alcohol and vape NON-use. TTC selected 5 of the student designs to be used in a community education campaign.

The Coalition hosted a community conversation "Are the Children Well?" in January. Members of the Youth Action Advisory Board presented 2018 YRBS data centered around 30 day substance use rates, mental health, norms, perceptions, and technology use. YAAB, Coalition members and community partners facilitated table conversations centered around the data and what it revealed about youth health and well being.

### **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. In December we offered a few Saturday workshops initiated and taught by a Tri-Town high school youth with adult supervision including Creating Bubble Bars and Bath Bombs. In the spring, TTC was honored to partner with a local Masco youth and Geo Bee champion who offered virtual "Geo Bee" classes where elementary participants learned about geography through games and online activities. The youth enjoyed facilitating Geo Bee and for the month of June ran "Sports Talk" sessions where participants explored the wide world of professional sports together.

Horizons is offered in multi-week sessions during the fall, winter and spring;

weekly during the summer; and includes a 6-week ski program for Boxford youth in grades 3-6 at Bradford Ski. Programs are held at the elementary schools immediately after dismissal during the school year along with before school. 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. Summer 2019 programs were held at various locations in the Tri-Town - Fuller Meadow School, Trinity Church and others. During FY20, up until the closures due to Covid-19, over 500 Tri-Town elementary youth participated in after-school Horizons programs and 10 high school youth and 12 middle school youth served as volunteer counselors during Camp Invention in the summer of 2019.

#### **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 Executive Director and Youth Program Coordinator. FY20 activities included: hosting a high school Open Mic Night, presenting YRBS data at the Community Conversation which took several weeks of planning and co-facilitating Community Conversation table talks, planning and hosting a middle school youth night at the Danvers YMCA, and continuing to meet virtually throughout the Covid-19 shutdown. This past spring, despite the challenges of remote schooling, YAAB members focused on bringing the Masco community together through a food drive benefiting Tri-Town food pantries and Masco Counts - a friendly middle and high school reading contest challenging all grades to read more books while sheltering at home. All members of the winning grade were entered into a raffle to win one of four gift cards to local Tri-Town businesses.

#### **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.

Because of the pandemic the graduation party was cancelled this year. TTC worked with a committee of Class of 2020 parent volunteers who had formed to make the end of the school year a special one for the seniors. TTC spon-

sored banners to hang in each town congratulating the Class of 2020 as well as promoted and participated in the Class of 2020's rolling rally occurring on May 29th - the original graduation day date.

#### **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 2020 recipients were Sophie Lane, Brooke Baptista and Charles McGinley. FY20 marks the 10th year these scholarships have been awarded, and in FY20 TTC awarded \$500 to each recipient.

#### **Project Safety Net 24/7 Helpline**

TTC continued to provide 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, youth in need of someone to talk to, as well as concerned community members looking for information, and/or referral/crisis counseling. During Covid-19 TTC has heavily promoted the Project Safety Net Helpline as a community resource. In addition, TTC provides a list of mental health resources and a list of local and regional mental health practitioners on our website.

#### **Tri-Town Community Resources for Families in Need**

TTC and the Masconomet -School Health Advisory Council (SHAC) provide a comprehensive list of local resources, regional and state resources that 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. TTC worked with the Christian Angel Smile Foundation and Masco's School Health Services in the spring to identify families in need of additional support during the initial stage of Covid-19.

#### **Youth Risk Behavior Survey (YRBS)**

The YRBS is a data collection tool which focuses on measuring risk behaviors that threaten the health and safety of young people as well as the protective

factors, resistance strategies, and peer, adult, and community supports youth have in their lives. 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; youth's perceptions of their peers' behaviors; bullying; mental health; 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 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, this past year culminating in the Coalition's January 2020 Community Conversation as noted above. Executive summaries of all YRBS's administered are available on the Masconomet and Tri-Town Council websites.

#### **Adult Perception Survey (APS)**

This survey is 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 insight into areas of concern as well as perceived alcohol and drug use among Tri-Town youth. This information is presented to the community in conjunction with the YRBS survey data at the Community Conversations. Executive summaries of past Adult Perception Surveys as well as the most recent 2019 summary are available on our website.

#### **ENRICHMENT PROGRAMS & WORKSHOPS**

##### **Youth Workshops/Activities**

*Open Gym Nights for Middle & High School Youth* – These nights are 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. The Boys 4 Boys mentoring program runs in conjunction with Open Gym Nights.

*Open Mic Nights for High School Youth* – YAAB hosted an Open Mic Friday night last Fall. These evenings 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 once again partnered with Creative Co-Op in Topsfield to host this evening.

*6th Grade Fun Night* – 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 volunteers help plan and facilitate activities during the evening. TTC provides 1-way bus transportation from the upper elementary schools to Masconomet to encourage participation. Due to Covid-19, we were not able to host this event for the 6th graders this year.

*Girls 4 Girls Mentoring Program* – completing its fifth 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. During the 2019-20 school year there were 80 participants among the three communities. While Covid-19 prevented the mentor pairs from meeting in person in the spring, meetings continued virtually.

*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. This year 20 youth were served in this program.

## Tri-Town Council, cont.

**Intergenerational Activities** – New this year was an Intergenerational Open Mic Night for all ages. TTC partnered with the Tri-Town libraries and COA to plan this event in January 2020. TTC sponsored program, the Tri-Town Rock Band, under the direction of former Boxford band director Andrea Monty opened the night and a variety of acts of all ages performed. Over 80 people attended the event at the Creative Co-op in Topsfield.

### **Parent/Community Presentations & Workshops**

**Lisa G. Teichner Speaker Series** – In honor of our former Executive Director Lisa Teichner's service to the Tri-Town community, we created the Lisa G. Teichner Speaker Series in September of 2019. The series will bring experts and programs to the Tri-Town that support community education, awareness, social-emotional health and well-being, and positive youth development in homage to Lisa Teichner's dedication to our youth and the Tri-Town community.

#### *Teaching Our Children Emotional and Social Skills:*

*What Current Research and Mr. Rogers Have in Common... and Why We Need to Take Action Now*

Nationally recognized expert on anxiety Lynn Lyons brought her perspectives on HOW and WHAT our children need to learn in today's world, which overlap with the skills that Fred Rogers of Mr. Roger's Neighborhood taught children who tuned into his PBS television show over its 31 seasons. The goal? Helping kids move toward autonomy, empathy, connection and flexibility now and throughout the life cycle. Lynn's presentation kicked off TTC's Mental Health Community Education series.

#### *Positive Parenting in a Digital World*

Kerry Gallagher, experienced educator, parent, advocate for digital safety and director of K-12 Education for ConnectSafely.org – an internet safety non-profit in Palo Alto, California - offered guidance, experience and advice on navigating the constantly changing landscape of technology, games, and social media while maintaining a positive and consistent relationship with their children. Kerry's presentation kicked off TTC's "Tech Talk" series.

### **Tech Talk Series:**

#### *Healthy Balance: Screen Time*

With data increasingly suggesting that exposing youth to large amounts of time in front of screens (TV, computer, tablet, or smart phone) can have negative effects on physical and mental development, TTC hosted this workshop to support parents in providing the tools and vocabulary needed for children and adolescents to make wise choices about balancing daily screen use, while focusing more attention on exercise and nutrition.

The 2nd workshop scheduled for the "Tech Talk" series Mindfulness in the Age of Digital Distraction was cancelled due to Covid-19.

### **Mental Health Series:**

#### *Just Talk About It*

This interactive presentation served as an introduction to adolescent mental health, designed to train both adults and youth on how to recognize the warning signs of stress, anxiety, depression, and crisis. Participants heard from a clinician and a young adult who have both experienced anxiety and depression.

**Social Media's Impact on Mental Health:** Optimizing the Connection Participants learned about the impact social media has on today's youth and the ways their peers, families and teachers can work together to optimize its use with practical solutions for youth, adults and teachers alike.

#### *Understanding Teen Depression*

Families for Depression Awareness presented this workshop on understanding teen depression, what to do if you suspect a teen you care about is suffering and the resources available to support teens and their families get the care they need to get well.

### **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; and 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 as a result of the generous funding provided by the Peter and Elizabeth C. Tower Foundation.

### 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
- Presenting to Tri-Town Selectboards
- Presenting to Masco MS and HS staff
- Attended the Tri-Town School Union's Parent University
- Proctor School Wellness Fair
- Middleton Gets Moving Night
- Programming information sent weekly via TTC's digital newsletter to over 2800 email addresses
- Social media presence including TTC Facebook, Instagram, and Twitter

### AFFILIATED ORGANIZATIONS

Tri-Town Council has affiliated organizations (referred to as "sponsored programs") 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 [here](#).

- *Disability Awareness Starts Here (DASH)* – Since 1994, D.A.S.H. 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. D.A.S.H. 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) from many Boxford families with the help of dozens of classroom volunteers to almost 40 children in need during the 2019 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, and sub-committees, 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, Middleton and Topsfield 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](http://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 800 page likes and page follows) Instagram 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 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 use as well as updates regarding Tri-Town Council events and activities. Our social media and e-news platforms were critical in our efforts to support the community with resources, opportunities, and connections during the Covid-19 shutdown.

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 regional and 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 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 proactive 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

FY20

Stacie Bloxham, President

Susie Read, Treasurer

Johanna Bernard, Secretary

Beth Beringer

Randi Brown

Hilary LaMotte Burke

Sue Duval

Megan Pietropaolo

Angela Ray

Jessica Schoonmaker

Stacie Bloxham, President

Susie Read, Treasurer

Beth Beringer, Secretary

Randi Brown

Hilary LaMotte Burke

Preeti Deshpande

Sue Duval

Emily Esolen

Megan Pietropaolo

Jessica Schoonmaker

### TRI-TOWN COUNCIL STAFF FY20

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

Respectfully submitted,

Meredith Shaw, *Executive Director*



# Recycling Committee

Now in its twenty-second 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 \$37,537.50 in Pay as You Throw (PAYT) sticker revenue in fiscal 2020.

The Town is in its seventh 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 as 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.

The Town recycled 711.40 tons of curbside wastes, which included 390.37 tons of mixed paper 320.94 tons of co-mingled plastics, cans, and glass containers. This represented 38% of the total tonnage (1,890.85 tons) collected in the Town.

Due to the pandemic, a modified Annual Town Clean-Up Day was organized and our nineteenth year did happen under the COVID-19 guidelines of social distancing and appropriate mask being worn. Thank you to the many efforts of our residents to continue to keep Topsfield clean of debris.

Each year the Town applies for the Sustainable Materials Recovery Program and the Recycling Dividends Program. Through the on-going efforts in recycling initiatives the Town receives monies which this year were used by the two elementary schools in Topsfield for their ongoing efforts of composting food waste. The composting food waste is picked up weekly by Black Earth

Compost and is totally funded by the grants offered by the MassDEP programs.

The pandemic did not stop the Household Hazardous Waste Collection Day, which was held on October 24th at Route 114, Middleton Golf Course parking lot. The event was managed by the Topsfield, Boxford Middleton League of Women Voters and Trident Environmental Group was the vendor for the removal of the hazardous materials. The event collected items from 292 cars, 79 of which were Topsfield residents. We thank Karen Sheridan, Town of Boxford Recycling Chair, for her continued leadership with this event and for Middleton hosting the event.

The DPW facility located at 279 Boston Streets opens up each year for 30 weeks to allow residents to deposit yard waste. The annual revenue collected was \$7,235 which represented 3,000 yards of brush and leaves. Thank you to the individuals responsible for supporting this service offered to the residents.

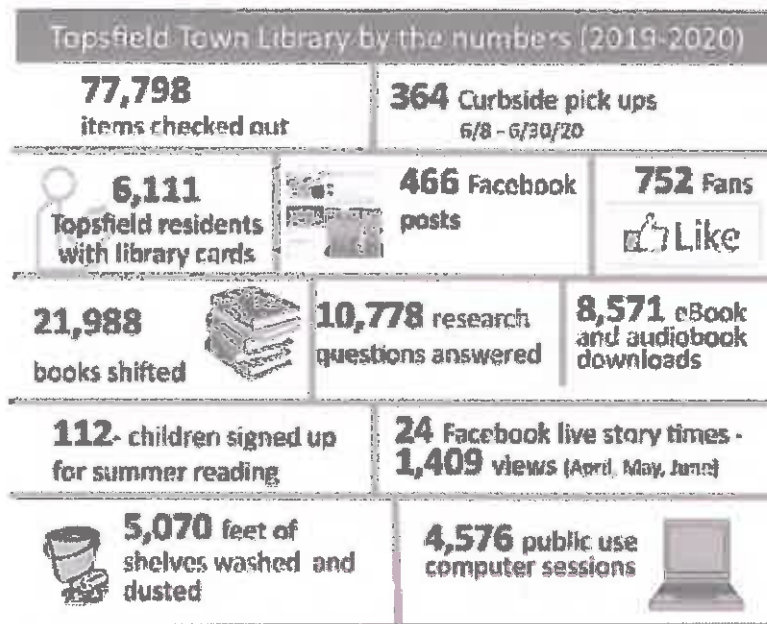
Thank you again, residents of Topsfield, for all your conscientious efforts in keeping our RECYCLING & PAYT programs alive and well.

Respectfully submitted,

Donna C. Rich, *Recycling Coordinator*



# Board of Library Trustees



Although dealing with the pandemic has been challenging, the library staff has shown itself to be flexible, adapting at a moment's notice to accommodate new health regulations while serving patrons in the best and safest way possible.

In the month of February, library staff began to disinfect handrails, counter tops, and door handles at the beginning of each day. Public computer keyboards and mice were wiped down with disinfectant between uses. Hand sanitizer and disinfecting wipes were made available to the public.

Library closure to the public began on March 13, 2020. While the library was closed, staff shifted the entire Non-Fiction collection and relocated the Biography section to the area behind the Reference desk for easier patron access.

As books were shifted and shelves cleared, staff washed the shelving and dusted the books.

Library staff worked with the Council on Aging to do community outreach to the town's seniors. Some of the library staff used their sewing skills to create cloth masks to be donated to the community by the Board of Health. The library was a cloth mask collection site.

While at home, library staff attended professional development webinars to improve their skills, did live story times on Facebook, created interesting and informative posts for the library's social media accounts, wrote new recommended reading lists and digitized existing lists, improved the library's website, and ordered materials (physical and digital) for the library's collection.

Once the staff was able to return to the building, they washed and dusted the remaining shelves. The staff processed new materials, which had been done in the past by volunteers. In June, the library re-opened for curbside pick-up so that patrons could borrow materials safely and without physical contact.

Also in June, the library partnered with the Creative Co-Op and the Art Room for "Topsfield Creates: June in Bloom." The program, which ran from 6/13 - 6/20, encouraged residents to set up outdoor art installations. There were 13 participants and many engaged viewers.

## ADULT/FAMILY PROGRAMS

Although it's difficult to remember, the library had many successful adult programs in FY20. In addition to weekly Mahjonn, the library set up a weekly Canasta group. In the fall, the library sponsored a healthy cooking series, "Monday Morning Quarterbacks" (a weekly football discussion group) and a "Fall Fruit Baking Contest." The Music Committee sponsored "Peking and the Mystics," an acapella group, in the town hall auditorium (50 attendees). The library and the Council on Aging collaborated on a very successful Open Mic at the Creative Co-Op (80 attendees). And the last of the in-person programs were the "Learn to Draw" workshops (39 attendees), a cookie contest (38 participants) and a family "Escape Room" (18 attendees).

### CHILDREN'S PROGRAMS

The Children's Room also had successful programs pre-pandemic. The "Summer Reading Kickoff" with its space theme went very well. Approximately 300 attendees had ice cream, played games, and danced until after 8 pm. A fantastic flash mob from the Creative Co-Op joined in the celebration.

The Summer Reading Program continued with Magician Scott Jameson who enthralled 100 kids/parents with a space-themed magic show at Town Hall. "Sciencetellers" was a hit with children and their parents who learned about and participated in science experiments and storytelling. "Sensory Play Morning" programs were a hit with patrons ages 3-7. Children enjoyed playing the most with the giant blocks and water beads. The Summer Reading Program ended with the annual "Teddy Bear Picnic," held at the Gould Barn.

In the fall, "Trick-or-Treat at the Library" went on for 2 days after Topsfield postponed trick-or-treating in town. A new program, "Move It, Shake It Mondays" started and lots of happy toddlers crawled through tunnels and played with sensory toys to develop motor skills. Story times continued to be popular. One of the last in-person programs was held during February vacation - 58 people came to "Animal Craze" to meet goats, a piglet, chicks, ducks and rabbits in the library's meeting room.

### LIBRARY VOLUNTEERS

Although the library's volunteer program was suspended in March, 19 volunteers still contributed 543 volunteer hours. To thank volunteers for all their hard work, the library staff assembled and printed their favorite recipes for the 2020 Topsfield Town Library Volunteer Comfort Food Cookbook which was mailed to each volunteer during the month of April.

### FRIENDS OF THE LIBRARY

The Friends of the Topsfield Town Library support the library in many ways. Although many of its fundraisers were canceled due to COVID-19, the Friends still sponsor adult and children's programs, museum passes, take-home craft bags, and a variety of other library services. Joining the Friends is a great way to support our 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
- Isabella Stewart Gardner Museum
- Museum of Fine Arts
- Museum of Science
- New England Aquarium
- Peabody Essex Museum
- Trustees of Reservations
- Wenham Museum
- Zoo New England: The Franklin Park and Stone Zoo

The Trustees of the Library thank patrons for their generous support, especially during this difficult time. The library's website, [topsfieldlibrary.org](https://topsfieldlibrary.org), features all programs and services, virtual and physical, provided by the library.

Respectfully submitted,

#### 2020 BOARD OF LIBRARY TRUSTEES

Gail Bryson, *Secretary*

Kathryn Hartmann, *Chairperson*

Olivia Gatti

Maureen McCarthy

Caroline Playter

Kenneth Scott, *Vice Chairperson*

# Parks and Cemeteries Commission

## COMMISSIONERS

Gretchen Rehak, *Chairperson*

Marshall Hook, *Member*

Jay Clark Alberts, *Member*

Steve Mscisz, *Former Chairperson and Commissioner*

## STAFF

Stephen Shepard, *Superintendent*

Paul Fontaine, *Assistant Superintendent*

Peter Miller, *Lead Person*

Stephen Shepard, Jr., *Operator*

~~Elisabeth Perkins, Administrative Assistant~~

Connie Rowe, *Administrative Assistant*

## GENERAL INFORMATION

All inquiries: 978-887-1542

The Parks & Cemeteries office is now located at the Department of Public Works at 279 Boston Street in Topsfield. Office hours are Monday to Thursday, 8:00AM to 4:00 PM and Fridays 8:00AM to Noon. All pre-need lot sales begin approximately mid-December and continue until March 1st. All other times are emergency sales. To be eligible to purchase lots in Topsfield cemeteries, requests must be from a current taxpaying Topsfield resident. Other restrictions may apply.

The Commission would like to thank Steve Mscisz for his many years of service and leadership as a Member and Chairperson of the Parks & Cemeteries Commission. Jay Clark Alberts was sworn in as a new Commissioner in July 2020.

In October 2020, Stephen Shepard retired as Superintendent after 41 years working in the Parks & Cemeteries Department. Stephen worked tirelessly to develop and maintain Topsfield's three cemeteries and vigorously supported Topsfield's athletic programs. Stephen was an integral participant in the Downtown Revitalization and the Carriage House restoration projects. His assistant,

Connie Rowe, retired in August 2020 and worked faithfully with Stephen for over 12 years. We thank Stephen and Connie for their dedicated service and wish them well in their future endeavors.

## SPORTS/COMMUNITY ACTIVITIES AND FIELD MAINTENANCE

The department works closely with school officials to minimize noise and disruption during the school days while maintaining the fields. Due to the Covid pandemic, sports activities were curtailed during the spring, summer and fall months. It is the hope that the 2021 season that sports activities can safely resume and follow mask and safe distancing protocols.

All sports, games and practices must be scheduled to have field space. Schedules are viewable online at: [www.topsfield-ma.gov](http://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 permits are also available by email by calling the Department of Public Works office at 978-887-1542.

## CEMETERIES

The Parks and Cemeteries Department maintains 350 acres of properties including all town parks, school grounds, nature trails and wooded areas, in addition to three (3) cemeteries. Pine Grove is the largest cemetery which is located on Route 97 (Haverhill Road). Boston Street Cemetery is located on Route 1 near the police station and South Side Cemetery is located on Rowley Bridge Road. A total of 41 interments were performed in 2020, with 24 interments performed in FY20 to date. The Parks and Cemeteries staff is the primary liaison with families and funeral directors. This responsibility requires exceptional communication skills and compassion when assisting families and their friends in difficult circumstances. The selection of memorials and headstones must be approved by the Parks & Cemeteries Superintendent, and contribute to the overall character, beauty and safety of the Topsfield cemeteries.

The department continues to expand the cemeteries in order to stay ahead of burial space needs. Sections F (full and ash burials) and H (ash burials only) are where burial lot spaces are currently available for purchase.

Renovations of the 1895 Carriage Barn at Pine Grove Cemetery are complete except for the interior. Full completion of the project has been delayed due to the Covid pandemic. The department plans to review further completion plans in the coming year.

The Church of the Latter-Day Saints memorial has been completed. The memorial is located next to the existing Smith monument in the older section of the Pine Grove Cemetery. A large dedication ceremony will be planned in the coming year once large gathering restrictions have been approved.

The Parks & Cemeteries Commission voted to approve the purchase of cemetery software with the goal of cataloging burial locations for all three (3) cemeteries. The project will take some time to complete however in the future, families and friends will be able to easily search for loved ones using an app on a smart phone or electronic device.

#### **PARKS / RECREATION**

Due to the pandemic, Holiday on the Green took place virtually this year on December 12, 2020. New LED tree lights were purchased to enhance the light displays. To keep attendance to a minimum, a virtual tree lighting ceremony was offered as an alternative to in-person viewing. All were glad to see Santa in attendance! The department would like to thank the Topsfield Fairgrounds and the numerous volunteers who hung tree lights and worked to make this event special this year.

In the Downtown area, new solar street lighting foundations were installed in fall 2020. In spring 2021, the Department of Public Works will complete the project by installing the posts and lighting fixtures. The solar light posts will enhance the Downtown area and will be more cost effective to the Town.

#### **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 rebuilding is outsourced to Weston & Sampson Engineers.

The Superintendent works closely with Weston & Sampson and the DEP to ensure all mandates are met. All working components of the methane flares have been cleaned and/or rebuilt annually.

#### **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. Of special note is the Scouts assistance to place grave marker flags on the veteran's graves buried in Topsfield cemeteries every Memorial Day – thank you. The Town of Topsfield and the Department of Public Works wish to thank Commissioners Gretchen Rehak, Marshall Hook and Jay Clark Alberts for their contributions to the Parks & Cemeteries Department.

Respectfully submitted.

Gretchen Rehak, *Chairperson*

# Topsfield Beach Association

## SUMMARY

Despite the ongoing 2020 pandemic and issues, the season had a wonderful turn-out in memberships. The Association kept prices low due to the uncertainty we faced with COVID restrictions and lock-downs. This, coupled with the fact that many camps were cancelled, summer plans were unended, and much more, resulted in one of the highest membership levels we have achieved in recent years. There were challenges associated with beach operation during COVID, but fortunately the Massachusetts government issued guidelines and regulations were very thorough and easy to follow. The Association was also lucky to have Miss Nancy's Camp operating for a total of 4 weeks, with 20 children per week. Finally, a new dock made possible by a state grant was installed in May of 2020. The plastic construction and light color should keep it in operation for many years. Our member feedback indicates very positive feeling regarding our handling of the COVID situation, and the new dock.

Our lifeguards and gate-guards for the 2020 season consisted of 95% of Tri-town children. We are also offered 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 continue to offer honor-system ice-cream; a beachgoer favorite service.

Looking ahead to 2021, we are hopeful that COVID will have less of an impact on daily life. Our beach facilities are in good working order, however there are places that we know we can improve. Membership feedback indicates that the bathrooms need some improvements. We are also considering bringing back swim lessons but interest from our members is around 40%. Of course, we are also doing a large push for some new volunteers so that many of our board members can retire. It looks like a good group of interested people has stepped up to volunteer for the 2021 season!

Respectfully submitted,

Eric Renda

## FINANCIAL STATEMENT

TBA 2020 Financials		Income	Expense
<b>Memberships / Income</b>			
Residents	186	\$29,280.00	
Non-Residents	84	\$14,930.00	
Seniors	56	\$3,080.00	
Free Passes	0	\$0.00	
Guest money/Programs		\$10,323.00	
Interest		\$36.66	
Fundraiser		\$420	
Parties		\$0	
Ice Cream		\$1,171.63	
<b>Total Income</b>		<b>\$59,241.29</b>	
Payroll and Fees			\$37,170.02
Supplies			\$4,099.54
Maintenance			\$2,630.87
Utilities			\$1,012.77
Fire Extinguisher			\$59.95
Filing Fees			\$37.00
Weekly Water Testing			\$398.00
Insurances (BoD, GL, WorkC)			\$3,796.06
Uniforms			\$278.18
Ladder and Ropes			\$1,702.12
Website			\$457.20
PO Box and Postage			\$136.00
<b>Total Expenses</b>			<b>\$51,777.71</b>
<b>Net</b>			<b>\$7,463.58</b>

# Rail Trail Committee

The Topsfield Linear Common has proven to be a great asset during the pandemic. Trail usage was very high and trail users mostly respected social distancing and wore face masks.

The Topsfield Rail Trail Committee was created by the Topsfield Select Board on April 25, 2005. The purpose was 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. That has been accomplished during the course of about 80 meetings. There is more to be done and maintained.

## FY2020 ACTIVITIES INCLUDED:

- Community outreach:
  - TLC brochure updated and distributed at public events, Town Hall and the bicycle shop.
  - Maintained the [www.TopsfieldTrail.Org](http://www.TopsfieldTrail.Org) website.
- Eagle Scout projects:
  - Exercise Station: Eagle Scout candidate Joey Perkins completed a project constructing an exercise station at a location between the Proctor School tennis courts and rail trail.
  - Solar system: Another project was discussed to install a replica of the solar system on the sides of the trail. Liam Gillespie approached the Rail Trail Committee with his ideas. It was favorably received. Construction should start in the spring of 2021.
- 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 staining the railing on the Ipswich River Bridge. They also helped with the installation of road crossing rapid rectangular flashing devices (RRFD) at the Rt. 97, Washington St., and Bare Hill Rd. crossings. The Rail Trail Committee and their volunteers supervised their work and commended them on a job well done.
- Route 1, Washington St. and Rt. 97 crossing lights: The Rail Trail Committee received a grant in the amount of about \$25,000. The installation was done

by the Rail Trail Committee members and volunteers. Items included:

- Install new flashing lights at the Washington St. rail trail crossing.
- Remove the flashing lights at the Rt. 97 crossing and re-install them at Bare Hill Rd. crossing.
- Install new flashing lights at the Rt. 97 crossing adding radio controlled advance warning flashing lights on both sides of the crossing.
- Phase 4 status:
  - This section is the 1.6 miles of unfinished, but usable trail, north of Washington St. to the Boxford town line. This section of the trail is owned by National Grid for which Topsfield has a license to use it. There are significant restrictions on what maintenance we can do to the trail until we get a lease on the property. Three years ago, an engineering drawing was presented to National Grid. They made many comments and requirements for the design. The cost to implement the design is cost prohibitive at this time.
- Main Street parking spot removal: The Select Board were asked to order the removal of the closest parking space to the Rail Trail crossing on the north side of Main St. for safety reasons. That was approved and the spot redesignated no parking.
- Trail Maintenance update: Various trail maintenance projects have been completed on the 3.9 miles of trail including brush cutting, grass mowing, filling chipmunk holes, adding additional stone dust, and repairing some lifted deck boards on the Ipswich River railroad bridge.
- Route 97 Parking Area: In last year's report we noted "A Notice of Intent was submitted to the Conservation Commission for creating a parking area where the rail trail crosses route 97 across from the canoe landing." That project was completed by Rail Trail Committee members and volunteers. Most of the cost was donated by the Friends of Topsfield Trails.

Respectfully submitted,

Chairman: Joe Geller

Members: Roy Baessler, David Read, and Bill Rossiter.

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

# Open Space Committee

## **FY 2020 ACTIVITIES OF THE OPEN SPACE COMMITTEE:**

- Submitted the approximately 125-page Open Space and Recreation Plan to the Commonwealth in FY 2019.
- Received comments on the above to provide additional sections. Submitted and approved.

**Joe Geller, *Chairman***

**Members:**

**Melissa Ogden**

**Marth Sanders**

**David Merrill**

**Reggie Lockwood**





PHOTO COURTESY TOWN OF TOPSFIELD

*Red Pine Farm, owned for 60 years by the Nutter Family, closed in 2020.*



# Conservation Commission

## COMMISSIONERS

Cheryl Jolley, *Chairperson*

Dodds Shamroth, *Vice-Chairperson*

Holger Luther

Nicholas Betts

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 on the 2nd and 4th Wednesdays. Meetings were held at the Topsfield Town Library meeting room until we moved to the Select Board Meeting Room at Town Hall in January, 2020. The outbreak of the COVID-19 pandemic in March, 2020 included an Emergency Order from Governor Baker closing Town Hall to the public. This necessitated a change in venue from in-person meetings to online meetings via the ZOOM platform. ZOOM information is posted on each Agenda so the public may attend meetings virtually. Phone: 978-887-1510, general e-mail address: conservation@topsfield-ma.gov, webpage on the Town website: www.topsfield-ma.gov/conservation.

## HIGHLIGHTS

- Attended the MACC Annual Conference in March 2020, just before the Governor's Order shut down all mass gatherings.
- The Conservation Commission Office maintained full operation despite the COVID-19 pandemic.

- 2020 saw a significant increase in violations of the Wetlands Protecting Act and/or the Topsfield General Wetlands Bylaw.

"Permits" issued in FY2020 included ten TCC Administrator Permits (TCCAP's) for minor Buffer Zone (only) activities, twelve TCC-voted Determinations of Negligible Impact (DNI's) for minor projects in Buffer Zone or Riverfront Area and ten Certificates of Compliance for completed projects. A total of thirty-seven requests for Public Hearings included Abbreviated Notice of Resource Area Delineation (ANRAD's), Requests for Determination of Applicability (RDAs) or Notices of Intent (NoI's), the most complex applications, resulting in the issuance of two Orders of Resource Area Delineation (ORAD's), seventeen Determinations of Applicability (DoAs) and twelve Orders of Conditions (OoC's). Notable projects include review of wetland resource area delineations for 5 East Common Street, 6 Aaron Drive & 280 Rowley Bridge Road; Orders of Conditions for culvert replacement on Hill Street, construction of a new single family home at 280 Rowley Bridge Road, several restoration plans for violations and numerous septic system repairs, additions & pools; review of the town wide trail maintenance plan submitted by ECTA; issuance of a Certificate of Compliance to Essex County Greenbelt for the public parking lot at Donibristle Reservation; and numerous decks, sheds and tree removals as well as general site work near and in Wetlands Resource Areas. Ten Enforcement Orders were issued for violations of the Wetlands Protection Act and/or the Topsfield General Wetlands Bylaw. One Emergency Certification was issued in FY20.

Commission officers remained the same, with Cheryl Jolley serving as Chair and Dodds Shamroth as Vice-Chair along with Members Holger Luther, Jennifer DiCarlo and Nicholas Betts. Theresa Coffey has continued performing an excellent job as Recording Secretary, ensuring that the meeting minutes are kept up to date. Susan Winslow continued as the Sr. Administrative Assistant providing essential support for the Conservation Department and exceptional customer service to residents, applicants and the general public.

The Conservation Department continued with the Inspectional Services and Health Departments in the use of PermitLink software to track building activity

in Topsfield while continuing to make the MUNIS 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 FY20, 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 FY20 under the Senior Tax 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*

# Planning Board

## INTRODUCTION

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

Due to the pandemic, the Planning Board did not meet in May or June of 2020. The April meeting was conducted via Zoom.

- ANR approvals: 5 Porter Meadow and 18 Glen Road transferred an equal amount of property to the other which enabled a better use of the land.
- The Board granted Stormwater and Erosion Control Bylaw permits for 280 Rowley Bridge Road and 276 Rowley Bridge Road.
- The Board approved a Scenic Road Permit for 280 Rowley Bridge Road and 276 Rowley Bridge Row.

## ZONING AMENDMENTS

The Planning Board recommended and Town Meeting approved an amendment to the Town's Zoning Bylaw Chapter XVI, Ground-Mounted Solar Photovoltaic Installations Section 16.04 D as follows:

D. Utility Notification: No Solar Photovoltaic Installation shall be constructed until evidence has been given to the Planning Board that the utility company that operates the electrical grid where the installation is to be located has been informed of the Solar Photovoltaic Installation owner or operator's intent to install an interconnected generator ~~and an interconnection agreement and power purchase agreement (where appropriate) has been signed by the utility.~~ Off-grid systems shall be exempt from this requirement.

This change updated the bylaw to reflect current utility company policies.

## MEMBERS AND LIAISONS

Martha Morrison and Steve Hall were re-elected.

Martha Morrison was elected Chair, and Steven Hall Clerk. The following liaisons were appointed:

Steven Hall ..... *Stormwater Committee*

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*  
Steven Hall, *Clerk*  
Josh Rownd  
Greg Miellinger  
Jennie Merrill

# 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.

## FY20 DECISIONS / HIGHLIGHTS

Due to Governor Baker's March 12, 2020 order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, meetings of the Zoning Board of Appeals beginning in August were conducted via remote participation to the greatest extent possible.

- 286 Boston Street: The Board granted a Finding pursuant of Article III, Section 3.05 for an increase height of antenna on existing communications facility and remove second communications tower on property.
- 374 Boston Street: The Board granted a Special Permit pursuant to Article III, Section 3.02 for a beauty services establishment at this location.
- 8 Pemberton Road: The Board granted a Variance pursuant of Article IV, Section 4.06 for the installation of an above ground pool.

Respectfully submitted,

Robert J. Moriarty, *Chairman*  
Jody L. Clineff  
David D. Merrill, *Clerk*  
David P. Moniz  
Gregor Smith

# Annual / Special Town Meetings

## **ANNUAL/SPECIAL TOWN MEETINGS MASCONOMET REGIONAL SCHOOL DISTRICT FOOTBALL FIELD SATURDAY, JUNE 20, 2020**

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 8:31 AM, and introduced himself. He asked residents to take a moment to reflect on what an unusual year this has been, and to remember the folks who are no longer with us. He thanked the voters for their courage in coming to the Annual Town Meeting this year. He acknowledged the employees and volunteers for their detail in planning the event. 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. We have chosen this field for the safety of all. Please respect everyone's safety. Refrain from moving the chairs and maintain physical distance when coming to the microphones to speak.
2. There is bottled water available at the safety tents on the edge of the field.
3. Please use the exit to the left to get to the restrooms in the Field House. Keep your voting card with you in order to return to the seating area.
4. At the end of the meeting, wait to be dismissed before leaving your seat.
5. We may perform a hand count of cards to confirm a vote.
6. Please silence all cell phones.
7. Meeting is being recorded. The Moderator thanks Brad Sweet and Boxford Cable for their service.
8. 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.

9. 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.
10. 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 introduced the Select Board: John Spencer, Chairman; Lynne Bermudez, Vice-Chair & Clerk; Boyd Jackson, and Dick Gandt. He then introduced Finance Committee Members, Chairman Jonathan Guido, Karen Dow, Eric Menzer, Michael Hartmann, Che Elwell and Louis Ross, and Karen Duval. He recognized Town Administrator, Kevin Haratunian and that Town Counsel was being represented by Carolyn Murray of KP Law.

The Moderator continued to acknowledge the various Department Heads, Administrators from Tri-Town Union and Masconomet School Districts, and Board and Committee members in attendance. Finally, he introduced the volunteers serving check-in staff, tellers and ushers for the meeting.

### **ARTICLE FIRST: REPORTS**

John Spencer, Chair of the Select Board, addressed the Town. He acknowledged the significant changes to the Town since that last Town Meeting. He highlighted key personnel changes, the passing of Mark Lyons and many ways the pandemic has affected how the Town has been able to conduct its business.

Jon Guido, Finance Committee Chair, read the report from the Finance Committee. He remembered Mark Lyons, and explained how these extraordinary times had reshaped the Committee's work for the year.

The Moderator read the names of residents who had recently completed terms on various volunteer boards and committees.

#### **ARTICLE SECOND: BALANCE TRANSFERS**

The Finance Committee recommended that the Town vote to transfer the sum of \$60,074 from various funds listed under Article Second in the warrant and appropriate the same to fund the General Operating Budget in Fiscal Year 2021 to be voted under Article Third as follows:

Account:	Amount:
Fund Balance Reserved for Reduction of Future Excludable Debt	1,074
Conservation Commission	10,000
Cable/PEG Fund	49,000
Total Balance to Transfer	\$60,074

The Town so voted unanimously.

#### **ARTICLE THIRD: GENERAL OPERATING BUDGET**

The Finance Committee recommended that the Town vote to appropriate the sum of \$21,942,109 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2020, 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 transfer the sum of \$100,000 from Overlay Surplus and raise and assess the sum of \$21,882,035. The Town vote by majority in favor of the Article.

#### **ARTICLE FOURTH: WATER DEPARTMENT OPERATING BUDGET**

The Finance Committee recommended that the Town vote to transfer from Water Revenue the sum of \$2,111,135 and appropriate the same as detailed under Article Fourth in the Warrant, to operate the Water Department from July

1, 2020, through June 30, 2021, and to approve the sum of \$161,291 of indirect costs appropriated in the General Fund under Article Third, to be funded from Water Revenues as follows:

Actual Appropriation FY2020	WATER DEPARTMENT OPERATING BUDGET	Proposed Appropriation FY2021
\$ 378,387	Salary & Wages	\$ 361,555
415,824	Other	410,455
529,000	Long-Term Debt Principal	655,000
342,695	Long-Term Debt Interest	404,125
-	Short Term Debt Principal	-
115,375	Short-Term Debt Interest	-
5,000	Debt Issue Costs	-
50,000	Water Reserve Fund	50,000
100,000	Unanticipated Emergency	230,000
1,936,281	SUB-TOTAL – DIRECT COSTS:	2,111,135
155,083	Indirect Costs	161,291
\$2,091,364	TOTAL WATER DEPARTMENT BUDGET:	\$2,272,426

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 2021 Gross Budget of the Masconomet Regional School District in the amount of \$37,448,235 and raise and assess and appropriate the sum of \$7,825,842 to fund the Town's share of the Fiscal Year 2021 Masconomet Regional School District Assessment, of which the sum of \$7,745,305 supports the Maintenance & Operating Budget, and the sum of \$80,537 supports the Masconomet Building Debt Service.

**ARTICLE SIXTH: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT**

The Finance Committee recommended that the Town vote to approve the Fiscal Year 2021 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$31,078,848 and raise and assess and appropriate the sum of \$364,498 for the Town's share of the assessment of same. The Town so voted unanimously.

*At 9:14 AM the Moderator entertained a motion to accept the use of the Consent Agenda in the Annual Town Meeting for the first Consent Agenda and the Town so voted. The Moderator then restated the Consent Items, and the Town so voted unanimously.*

**\*ARTICLE SEVENTH: GRANT AUTHORIZATION FOR TOWN PROJECTS**

The Finance Committee recommended that the Town vote to authorize the Select Board 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 EIGHTH: MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTS**

The Finance Committee recommended that the Town vote to authorize the Select Board 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 NINTH: TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES**

The Finance Committee recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$20,500 as a grant for Fiscal Year 2021 to fund activities of the Tri-Town Council. The Town so voted unanimously.

**\*ARTICLE TENTH: SENIOR CARE**

The Finance Committee recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$1,500 as a grant for Fiscal Year 2021 to fund activities of Senior Care Inc. The Town so voted unanimously.

**\*ARTICLE ELEVENTH: COMPENSATED ABSENCES FUND**

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$100,000 to the Town's Compensated Absences Fund to fund the costs of employment separation benefits for unused sick and vacation leave or other benefits as may be required by law, the Personnel Bylaw, rules, regulations, policies or applicable contracts or collective bargaining agreements. The Town so voted unanimously.

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

The Finance Committee recommended and the Town voted unanimously to transfer and appropriate from Free Cash the sum of \$22,000 to be expended by the Select Board 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.

**ARTICLE THIRTEENTH: TOWN HALL AND LIBRARY TELEPHONE SYSTEMS**

The Finance Committee recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$30,000 to be expended by the Select Board, to purchase and install new telephone systems for Town Hall and the Town Library, including design, hardware and software and all incidental and related expenses. Kevin Haratunian, Town Administrator, answered questions regarding the deficiencies of the current phone system. The Town then voted unanimously in favor of the Article.

**ARTICLE FOURTEENTH: NORTH SIDE RADIO COMMUNICATION EQUIPMENT**

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from Free Cash the sum of \$12,000 to be expended by the Select Board to purchase and install radio communication within the Town including engineering, design, hardware and software and all incidental and related expenses.

**ARTICLE FIFTEENTH: RESURFACE GROVE STREET TENNIS COURTS**

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Select Board

to fund the resurfacing and repair of the Grove Street Tennis Courts, including all incidental and related expenses, or take any other action relative thereto. The Finance Committee recommended no action on this article and the Town so voted unanimously.

#### **ARTICLE SIXTEENTH: PUMP STATION AND WELL REHABILITATION STUDY**

The Finance Committee recommended that the Town vote to transfer and appropriate from the amounts appropriated under Article 9 of the 2019 Special Town Meeting (Prospect Street & River Road Main Improvements) the sum of \$100,000, to be expended by the Select Board, with the advice of the Board of Water Commissioners, to fund the Pump Station and Well Rehabilitation Study, including all incidental or related expenses. The Article passed unanimously.

*At 9:26 am the Moderator entertained a motion to recess the Annual Town Meeting. The motion was so voted by the Town and the Moderator called to order the Special Town Meeting.*

#### **ARTICLE FIRST: REPORTS**

There were no reports.

#### **ARTICLE SECOND: PRIOR YEAR BILLS**

There were no prior year bills.

#### **ARTICLE THIRD: FISCAL YEAR 2020 BUDGET TRANSFERS**

There were no fiscal year 2020 budget transfers.

#### **ARTICLE FOURTH: POLICE RADIOS**

The Finance Committee recommended that the Town vote to transfer and appropriate the sum of \$8,869.74 to be expended by the Select Board, with the advice of the Police Chief, to purchase radios for Police Department personnel as follows:

From:	To:	Amount:
FY16/A18 Town Hall Building Design	Police Radios	\$ 7,563.68
FY20/A19 Town Hall Computer Workstations		\$ 56.06
Annual Article for Emerson Field Lease		\$ 1,250.00
	Total:	\$ 8,869.74

The Town so voted unanimously.

#### **ARTICLE FIFTH: FIRE PERSONAL PROTECTIVE EQUIPMENT**

The Finance Committee recommended that the Town vote to transfer and appropriate the sum of \$10,539.78 to be expended by the Select Board, with the advice of the Fire Chief, to purchase personal protective equipment for Fire Department personnel as follows:

From:	To:	Amount:
FY20/A18 HWY Front End Loader	Fire Protective Equipment	\$ 10,539.78
	Total:	\$ 10,539.78

The Town so voted unanimously.

*A motion to conclude the Special Town Meeting was made and seconded and the Annual Town Meeting was re-adjoined at 9:33 AM.*

#### **ARTICLE SEVENTEENTH: ELEMENTARY SCHOOLS TECHNOLOGY**

The Finance Committee recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$50,000 to be expended by the Topsfield School Committee, to purchase and install technology at the Proctor and Steward Elementary Schools, including hardware, software and all incidental and related expenses. The Town so voted unanimously.



*At 9:30 AM the Moderator presented the second group of consent articles including Article Eighteenth through Article Twentieth, asking the Town to vote unanimously on these 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 unanimously.*

**\*\*ARTICLE EIGHTEENTH: REPLACE FIRE STATION AIR HANDLER**

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from Free Cash the sum of \$15,000 to be expended by the Select Board to purchase and install a new air handler at the Fire Station, including engineering, design and all incidental and related expenses.

**\*\*ARTICLE NINETEENTH: FIRE STATION TIGHT TANK FOR DRAINS**

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from Free Cash the sum of \$22,000 to be expended by the Select Board to purchase and install a tight tank and supporting infrastructure for fire station garage drains including design, construction and all incidental and related expenses.

**\*\*ARTICLE TWENTIETH: REPAIR OF FIRE ENGINE PUMP**

The Finance Committee recommended and the Town so voted unanimously to transfer and appropriate from Free Cash the sum of \$20,000 to be expended by the Select Board to repair by rebuilding or otherwise, the pump for Fire Department Engine 3, including all incidental and related expenses.

**ARTICLE TWENTY-FIRST: HOME RULE PETITION – REORGANIZATION OF THE WATER, HIGHWAY AND PARK/CEMETERY DEPARTMENTS AND COMMISSIONERS**

The Finance Committee recommended that the Town vote to authorize the Select Board to petition the General Court for special legislation streamlining certain services in the Town of Topsfield, all as set forth below, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approve amendments to the bill before enactment by the General Court, and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or take any other action relative thereto.

SECTION 1. Notwithstanding any general or special law to the contrary, there shall be a highway department, a park and cemetery department and a water department in the town of Topsfield to be under the general supervision and control of the town administrator, which town administrator shall have and exercise all of the authority with respect to the departments as provided herein, and such other authority generally as the town may grant from time by bylaw. Provided, further, that the town administrator may, following notification to the Select Board, consolidate or organize the park and cemetery departmental operations with those of the highway department to provide for operational efficiencies.

SECTION 2. (a) The highway department shall have all the powers and duties that are vested by the General Laws, town bylaws or special acts in the following boards, departments and offices or those having corresponding powers and duties in the town of Topsfield: road commissioners, surveyors of highways, and superintendent of streets, which offices shall hereby be abolished and the terms of any incumbents terminated. There shall be a highway superintendent, appointed by the town administrator, who shall serve as the highway department head.

(b) The park and cemetery department shall have all the powers and duties that are vested by the General Laws, town bylaws or special acts in the following boards, departments and offices or those having corresponding powers and duties in the town of Topsfield: park commissioners, cemetery commissioners, and moth superintendent, which offices shall hereby be abolished and the terms of any incumbents terminated. There shall be a park and cemetery superintendent appointed by the town administrator, who shall serve as the park and cemetery department head.

(c) The water department shall have all the powers and duties that are vested by the General Laws, town bylaws or special acts in the following boards, departments and offices or those having corresponding powers and duties in the town of Topsfield: water commissioners, which office shall hereby be abolished and the terms of any incumbents terminated. There shall be a water superintendent, appointed by the town administrator, who shall serve as the water department head. Notwithstanding any other provision of this act to the contrary, the Select Board shall be authorized to set water rates, provided,

## Annual/Special Town Meetings, cont.

however, that such rates shall be set only after receiving a recommendation from the water superintendent.

SECTION 3. During their tenure with the town, the department heads created under section 2 of this act shall not hold elective office nor engage in a business or occupation relating to matters within the jurisdiction of their respective departments unless approved in advance by the Select Board. Nothing in this section shall prevent the department heads from serving on committees in order to represent the town and their respective departments.

The Town Administrator may enter into an employment agreement with each department head created under section 2 of this act to provide for the salary, fringe benefits and other conditions of employment.

SECTION 4. (a) The incumbent members of the board of road commissioners, holding office as of the effective date of this act, shall constitute an advisory committee to the town administrator on the matters on which it is consulted falling within the jurisdiction of the highway department. The members of said advisory committee may serve for a period equivalent to the remainder of their elected term or their sooner vacating of the position; appointments to such advisory board may be made from time to time at the discretion of the Select Board.

(b) The incumbent members of the park and cemetery commission, holding office as of the effective date of this act, shall constitute an advisory committee to the town administrator, on the matters on which it is consulted falling within the jurisdiction of the park and cemetery department. The members of said advisory committee may serve for a period equivalent to the remainder of their elected term or their sooner vacating of the position; appointments to such advisory board may be made from time to time at the discretion of the Select Board.

(c) The incumbent members of the water commission, holding office as of the effective date of this act, shall constitute an advisory committee to the town administrator, on the matters on which it is consulted falling within the jurisdiction of the water department. The members of said advisory committee may serve

for a period equivalent to the remainder of their elected term or their sooner vacating of the position; appointments to such advisory board may be made from time to time at the discretion of the Select Board.

(d) All records, property and equipment of any office, department or agency or part of any office, department or agency whose powers and duties were assigned by this act to the highway department, park and cemetery department or water department shall be transferred immediately as so provided. All official bonds, obligations, contracts and other instruments entered into or executed by or on behalf of the town prior to the effective date of this act and all taxes, assessments, fines, penalties and forfeitures incurred or imposed, due or owing to the town shall be enforced and collected, shall continue without abatement and shall remain unaffected by this act. No contracts or liabilities in force on the effective date of this act shall be affected by this act or the abolition of any offices under this act.

(e) The highway department, park and cemetery department, and water department, for matters under each department's respective jurisdiction, shall be the lawful successor of the respective offices and departments abolished, consolidated or otherwise modified pursuant to this act. No person in the regular permanent full-time or part-time service or employment of the town in relation to the functions addressed in this act shall forfeit the rate of compensation, grade, step or time of service because there shall be a highway department, a park and cemetery department and a water department in the town of Topsfield to be under the general supervision and control of the town administrator. Each such person shall be retained in a capacity as similar as may be practicable to the person's former capacity. No collective bargaining agreement, contract or liability in force on the effective date of this act shall be affected by this act.

SECTION 5. This act shall take effect on January 1, 2021.

The Moderator called on Select Board Chair, John Spencer, to offer insight into the article. A lengthy discussion followed with many residents and town officials expressed both positive and negative positions. Several resident questions were answered by elected officials and Town administration. After a 40-minute

discussion, Philip Knowles, 12 Boston St., Unit 21, rose to move the question, and the Moderator called for a vote. The call to move the question passed by a 2/3 vote. The Town then voted by a majority show of hands to approve the Finance Committee's recommendation.

#### **ARTICLE TWENTY-SECOND: FIVE-YEAR SCHOOL BUS CONTRACT**

The Finance Committee recommended that the Town vote to authorize, during the ensuing year, the Superintendent of Schools of Masconomet and the Tri-Town Union, to negotiate and enter into a five-year contract for school transportation. This article was passed over.

#### **ARTICLE TWENTY-THIRD: SOLAR PHOTOVOLTAIC FACILITY – PILOT AGREEMENT**

The Finance Committee recommended that the Town vote to authorize the Select Board to negotiate and enter into a binding agreement for payments-in-lieu-of-taxes, between the Town of Topsfield and Topsfield Solar LLC, or its affiliates, assigns, or successors for personal property attributable to a solar photovoltaic facility to be installed and operated in the Town at 6 Aaron Drive as detailed in Article Twenty-Third in the warrant. Following a robust discussion, Phil Knowles, 12 Boston St., rose to move the question and the Town so voted. The Town then voted by majority in favor of the Article.

#### **ARTICLE TWENTY-FOURTH: ADOPT STREET NUMBERING BYLAW**

The Finance Committee recommended that the Town vote to amend the Town General Bylaws by adopting a new Street Numbering Bylaw and inserting the same into the General Bylaws as section 2-55 in Chapter II, Article VIII, Policies and Procedures as follows:

##### **2-55. STREET NUMBERING Bylaw**

2-55.1 The Town through its Select Board, shall promulgate regulations establishing addressing standards and governing the numbering of properties.

2-55.2 The regulations shall designate specific Town officials to assign and modify addresses for all taxable and non-taxable properties.

2-55.3 The Town shall maintain an up-to-date Master Address Table for all taxable and non-taxable properties using the addresses and parcel identifica-

tions assigned by persons designated in 2-55.2 above. No person shall utilize an address in the Town for a property, building, or structure, for any purpose, unless that address is included in the Master Address Table.

or take any other action relative thereto.

The Town so voted by majority in favor of the recommendation.

#### **ARTICLE TWENTY-FIFTH: AMEND GENERAL BYLAWS: NON-CRIMINAL DISPOSITION FOR BOARD OF HEALTH**

The Finance Committee recommended and the Town so voted by a two-thirds majority to amend the Town General Bylaws by deleting the provisions of Chapter XXX in its entirety and inserting in place thereof the following new text:

30-1 The Board of Health is hereby authorized to enforce violations of any bylaw, rule, or regulation over which it has jurisdiction, in addition to any other means available in law and in equity, through the non-criminal disposition process set forth in Massachusetts General Laws, Chapter 40, Section 21D. For purposes of non-criminal disposition, the designated enforcement officers shall be the agents of the Board of Health, or any Police Officer of the Town of Topsfield. Each day a violation exists shall constitute a separate violation for purposes of this section. When enforced through non-criminal disposition, unless otherwise specifically provided for by bylaw, rule or regulation, the penalties shall be as follows:

First violation: \$25.00

Second violation: \$50.00

Third and subsequent violations: \$100.00

#### **ARTICLE TWENTY-SIXTH:**

##### **AMEND GENERAL BYLAWS: WILD AND EXOTIC ANIMALS**

The Finance Committee recommended that the Town vote to amend the title and certain sections of the Town General Bylaws, Chapter LXVII, "Prohibition of Wild or Exotic Animals for Entertainment," as set forth in Attachment B, with the provisions to be deleted shown in strikethrough and the provisions to be added shown in bold italics, or take any other action relative thereto.

## ATTACHMENT B

## CHAPTER LXVII

## PROHIBITION OF WILD OR EXOTIC ANIMALS FOR ENTERTAINMENT Bylaw

## 67-1. 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.~~

## 67-2. 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.

## 67-3. PROHIBITION OF WILD OR EXOTIC AMINALS 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.

## 67-4. EXEMPTIONS

The provisions of 67-3 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 an organization that is accredited by the "Association of Zoos and Aquariums" (AZA).***
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.~~

## 67-5. 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 Select Board 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.~~

***The Select Board or its designee, shall be the enforcing authority of this bylaw.***

The Town so voted unanimously.

#### **ARTICLE TWENTY-SEVENTH: AMEND GENERAL BYLAWS: SELECT BOARD**

The Finance Committee recommended that the Town vote to amend the Town General Bylaws to change the name of the "Selectmen" to "Select Board" by inserting in Chapter 1, Section 1-2, Definitions, after the definition of "Month", the following:

Select Board - The Select Board of the Town of Topsfield shall be referred to in these bylaws and for all other purposes as the Select Board of the Town of Topsfield, and an individual member thereof as a "Select Board Member"; provided, however, that regardless of such nomenclature, said board shall constitute a Select Board for purposes of the Massachusetts General Laws and of any special law applicable to the Town.

and further, in each instance in which they appear in the Town General Bylaws, to replace the words "Board of Selectmen" or "Selectmen," with the words, "Select Board," and the word "Selectman" with "Select Board Member".

or take any other action relative thereto.

The Town so voted by a two-thirds majority.

#### **ARTICLE TWENTY-EIGHTH: AMEND ZONING BYLAW: ARTICLE XVI, GROUND-MOUNTED SOLAR**

The Finance Committee recommended that the Town vote to amend the Town's Zoning Bylaws Article XVI, Ground-Mounted Solar Photovoltaic Installations, Section 16.04 D as follows, with the provisions to be deleted shown in strikethrough:

D. Utility Notification: No Solar Photovoltaic Installation shall be constructed until evidence has been given to the Planning Board that the utility company that operates the electrical grid where the installation is to be located has been informed of the Solar Photovoltaic Installation owner or operator's intent to install an interconnected generator ~~and an interconnection agreement and power purchase agreement (where appropriate) has been signed by the utility.~~ Off-grid systems shall be exempt from this requirement.

or take any other action relative thereto.

Martha Morrison, of 217 Rowley Bridge Road, gave the Planning Board's report. The Town voted by two-thirds majority in favor of the Finance Committee's recommendation.

#### **ARTICLE TWENTY-NINTH: ACCEPTANCE OF M.G.L. CHAPTER 59, § 5 - VETERANS ELIGIBILITY FOR OWNERSHIP EXEMPTIONS**

The Finance Committee recommended that the Town vote to accept the provisions of G.L. c.59, §5, for veteran exemptions as detailed in Article Twenty-Ninth in the warrant. The Town so voted unanimously.

#### **ARTICLE THIRTIETH: 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 \$320,000 to the Other Post-Employment Benefits Liability Trust Fund.

#### **ARTICLE THIRTY-FIRST: CAPITAL STABILIZATION FUND**

The Finance Committee recommended and the Town so voted unanimously, to transfer and appropriate from Free Cash the sum of \$100,000 to the Capital Stabilization Fund.

**ARTICLE THIRTY-SECOND: GENERAL STABILIZATION FUND**

The Finance Committee recommended vote to raise and assess, or transfer from available funds, and appropriate a sum of money to the General Stabilization Fund. The Article passed unanimously.

**ARTICLE THIRTY-THIRD: FREE CASH TO OFFSET THE TAX RATE**

The Finance Committee recommended that the Town vote to transfer from available funds and appropriate a sum of money to reduce the tax levy for Fiscal Year 2021. The Finance Committee's recommendation was approved unanimously.

A true copy attest:

Mary E. Willis, *Town Clerk*

# Presidential Primary Election

## TOWN OF TOPSFIELD PRESIDENTIAL PRIMARY ELECTION MARCH 3, 2020

The polls opened at 7:00 AM on March 3, 2020 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, Susanne Caples, Frederick Capobianco, Carole Carter, Mary Connor, Chris Cotti, Elaine Crippen, Judith Forrest, Jolene Guerra, Debra Parkhurst, Dorothy Roberts, Diane Torrey, and Erin Merrill.

The polls were closed at 8:00 PM. The total number of persons who voted in the Presidential Primary Election was 2,261. There were 4,547 persons registered to vote in this election. The results are as follows:

Ballots cast by Party:

Libertarian: 0    Democratic: 1730    Republican: 535    Green Rainbow: 0

The Democratic Party Presidential Primary ballots were cast as follows:	
Presidential Preference	
Deval Patrick	6
Amy Klobuchar	34
Elizabeth Warren	346
Michael Bennet	3
Michael R. Bloomberg	241
Tulsi Gabbard	19
Cory Booker	0
Julian Castro	0
Tom Steyer	4
Bernie Sanders	336
Joseph R. Biden	672*
John K. Delaney	2
Andrew Yang	7
Pete Buttigieg	42
Marianne Williamson	0
No Preference	6
Write Ins	1
Blanks	11
State Committee Woman	
Julie E. Curtis	1201*
Write Ins	0
Blanks	529

<b>State Committee Man</b>	
Scott A. Spencer	906*
Duane R. Anderson	225
Write Ins	1
Blanks	598
<b>Town Committee</b>	
Herbert F. Wass	829
Heidi April Fox	918
Jeanne M. Pickering	804
Christopher J. Ruggles	777
Angus G. McQuilken	800
Melissa A. Ogden	892
Jacqueline Cassiday	810
Elizabeth L. Bailey-Masullo	793
Dorothy T. Wass	872
Joel P. Hariton	764
Deborah B. Atwood	861
Diann M. Baylis	823
John J. Brown	785
Charise Rohm Nulsen	864
Sara J. Beck	801

<b>The Republican Party Presidential Primary ballots were cast as follows:</b>	
<b>Presidential Preference</b>	
William F. Weld	77
Joe Walsh	2
Donald J. Trump	427*
Roque "Rocky" De La Fuente	1
No Preference	10
Write Ins	4
Blanks	14
<b>State Committee Woman</b>	
Ann D. Richards	314*
Jaclyn Corriveau	136
Write Ins	2
Blanks	83
<b>State Committee Man</b>	
John F. McCarthy, Jr.	329*
Michael J. Scarlata	123
Write Ins	
Blanks	82
<b>Town Committee</b>	
Renato Mastrogiovanni	272
Nancy Luther	278
Willard A. Knarr	232
Alan S. Finger	229
A. Richard Gandt	314
Philip Madell	238
Kim Birkins	249



The Green Rainbow Party Presidential Primary ballots were cast as follows:	
<b>Presidential Preference</b>	
Dario Hunter	0
Sksm Curry	0
Kent Mesplay	0
Howard Hawkins	0
No Preference	0
Write Ins	0
Blanks	0
<b>State Committee Woman</b>	
Write Ins	0
Blanks	0
<b>State Committee Man</b>	
Write Ins	0
Blanks	0
<b>Town Committee</b>	
Write Ins	0
Blanks	0

The Libertarian Presidential Primary ballots were cast as follows:	
<b>Presidential Preference</b>	
Arvin Vohra	0
Vermin Love Supreme	0
Jacob George Hornberger	0
Samuel Joseph Robb	0
Dan Taxation Is Theft Behrman	0
Kimberly Margaret Ruff	0
Kenneth Reed Armstrong	0
Adam Kokesh	0
Jo Jorgensen	0
Max Abramson	0
No Preference	0
Write Ins	0
Blanks	0
<b>State Committee Woman</b>	
Write Ins	0
Blanks	0
<b>State Committee Man</b>	
Write Ins	0
Blanks	0
<b>Town Committee</b>	
Write Ins	0
Blanks	0

A true copy attest:

Mary E. Willis, *Town Clerk*

# Annual Town Election

## TOWN OF TOPSFIELD TOWN ELECTION JUNE 25, 2020

The polls opened at 11:00 AM on June 25, 2020 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, Carole Carter, Elaine Crippen, Kathy Curran, Judy Forrest, Joan Glatz, Debra Parkhurst, and Erin Merrill.

The polls were closed at 7:00 PM, and 814 ballots were cast. There were 4826 persons registered to vote in this election. Total percentage voting in this election is 16.8%. The results are as follows:

<b>Moderator, One Year</b>	
Stephen T. Whelan *	627
Blanks	177
Write Ins	10
<b>Selectman, Three Years</b>	
John K. Spencer *	532
Marshall P. Hook *	552
Blanks	534
Write Ins	10
<b>Selectman, Two Years</b>	
A. Richard Gandt *	549
Blanks	251

Write Ins	14
<b>Elementary School Committee, Three Years (Vote for Two)</b>	
Meredith Sokolowski *	575
Shawn P. Malloy *	512
Blanks	537
Write Ins	4
<b>Assessor, Three Years</b>	
John W. Minnehan *	599
Blanks	514
Write Ins	1
<b>Commissioner of Trust Funds, Three Years</b>	
Richard T. Walsh *	600
Blanks	213
Write Ins	1
<b>Constable</b>	
Frederick A. Capobianco *	615
Blanks	199
Write Ins	0
<b>Housing Authority</b>	
Kathleen L. Hunt	244
Talisa Rafferty *	407
Blanks	161
Write Ins	2

<b>Library Trustee, Three Years,</b>	
Maureen McCarthy *	56
Caroline B. Playter	532
Blanks	523
Write Ins	4
<b>Park &amp; Cemetery Commissioner, Three Years</b>	
Jay Clark Alberts *	570
Blanks	222
Write Ins	22
<b>Park &amp; Cemetery Commissioner, One Year</b>	
Blanks	
Write Ins - Gretchen Rehak *	61
Write Ins - Joe Geller	25
<b>Planning Board, Three Years</b>	
Steven B. Hall *	579
Martha A. Morrison *	579
Blanks	467
Write Ins	3

<b>Regional School Committee, Three Years</b>	
Melissa A. Ogden *	619
Blanks	192
Write Ins	3
<b>Road Commissioner, Three Years</b>	
Thomas G. Weil *	588
Blanks	224
Write Ins	2
<b>Water Commissioner, Three Years</b>	
Philip G. Knowles *	603
Blanks	207
Write Ins	4

A true copy attest:

Mary E. Willis, *Town Clerk*

# Appendix A: FY2021 Operating Budget

Approved  
Appropriation  
Fiscal Year 2020

GENERAL OPERATING BUDGET  
May 2, 2021  
ANNUAL TOWN MEETING

Approved  
Appropriation  
Fiscal Year 2021

ELECTED OFFICERS		
50	MODERATOR:	50
SELECT BOARD:		
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
65,835	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 2020

GENERAL OPERATING BUDGET  
May 2, 2021  
ANNUAL TOWN MEETING

Approved  
Appropriation  
Fiscal Year 2021

**GENERAL GOVERNMENT**

Moderator:

50	Salaries & Wages	50
50	TOTAL: Moderator	50

Select Board:

269,948	Salaries & Wages	280,015
18,311	Other Expenses	14,111
288,259	TOTAL: Select Board	294,126

Select Board's Special:

77,300	Other Expenses	77,300
77,300	TOTAL: Select Board Special	77,300

Finance Committee:

1,505	Salaries & Wages	1,548
395	Other Expenses	350
100,000	Reserve Fund	100,000
101,900	TOTAL: Finance Committee	101,898

Town Accountant:

154,861	Salaries & Wages	158,457
30,226	Other Expenses	32,026
185,087	TOTAL: Town Accountant	190,483

Board of Assessors:

140,903	Salaries & Wages	143,556
43,303	Other Expenses	43,695
184,206	TOTAL: Assessors	187,251

Town Treasurer and Collector:

215,051	Salaries & Wages	216,030
59,718	Other Expenses	52,068
274,769	TOTAL: Town Treasurer / Collector	268,098

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Appropriation  
Fiscal Year 2020

GENERAL OPERATING BUDGET  
May 2, 2021  
ANNUAL TOWN MEETING

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Appropriation  
Fiscal Year 2021

Town Hall:		
	Salaries & Wages .....	*
271,471	Other Expenses .....	275,122
271,471	TOTAL: Town Hall .....	275,122
Town Owned Buildings:		
600	Other Expenses (School Street Bldg Electricity).....	400
600	TOTAL: Town Owned Buildings.....	400
P.E.G. / Cable Advisory:		
	Salaries & Wages .....	*
49,000	Other Expenses .....	49,000
49,000	Total: P.E.G. / Cable Advisory .....	49,000
Town Clerk:		
106,905	Salaries & Wages .....	106,195
13,885	Other Expenses .....	17,097
120,790	TOTAL: Town Clerk .....	123,292
Conservation Commission:		
92,486	Salaries & Wages .....	94,693
92,486	TOTAL: Conservation Commission .....	94,693
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
1,648,459	<b>SUB-TOTAL: GENERAL GOVERNMENT .....</b>	<b>1,664,254</b>

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Fiscal Year 2020

GENERAL OPERATING BUDGET  
May 2, 2021  
ANNUAL TOWN MEETING

Approved  
Appropriation  
Fiscal Year 2021

**PUBLIC SAFETY**

Police Department:		
1,449,627	Salaries & Wages	1,563,401
134,150	Other Expenses	135,388
	Capital Equipment	-
1,583,777	TOTAL: Police Department	1,698,789
Fire Department:		
791,859	Salaries & Wages	859,405
123,558	Other Expenses	130,058
915,417	TOTAL: Fire Department	989,463
Inspectional Services:		
143,500	Salaries & Wages	127,893
16,415	Other Expenses	17,165
159,915	TOTAL: Inspectional Services	145,058
Sealer Weights & Measure:		
1,726	Salaries & Wages	1,726
1,726	TOTAL: Sealers Weights & Measure	1,726
Animal Control Officer:		
10,229	Salaries & Wages	10,229
571	Other Expenses	571
10,800	TOTAL: Animal Control Officer	10,800
Animal Inspector:		
7,750	Salaries & Wages	7,750
1,840	Other Expenses	1,840
9,590	TOTAL: Animal Inspector	9,590
Tree Department:		
6,882	Salaries & Wages	6,882
8,845	Other Expenses	8,880

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Fiscal Year 2020

GENERAL OPERATING BUDGET  
May 2, 2021  
ANNUAL TOWN MEETING

Approved  
Appropriation  
Fiscal Year 2021

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15,727	TOTAL: Tree Department.....	15,762
<b>2,696,952</b>	<b>SUB-TOTAL: PUBLIC SAFETY.....</b>	<b>2,871,188</b>

**ELEMENTARY EDUCATION**

Proctor Elementary School & Steward Elementary School:

7,084,420	Total Salaries & Wages .....	7,530,382
1,450,349	Total Other Expenses .....	1,413,813
378,461	Total Special Education (Tuition & Services) .....	173,707
8,913,230	TOTAL: Elementary Schools .....	9,117,902
<b>8,913,230</b>	<b>SUB-TOTAL: ELEMENTARY EDUCATION.....</b>	<b>9,117,902</b>

**PUBLIC WORKS AND FACILITIES**

Stormwater Management:

5,413	Salaries & Wages .....	5,413
10,000	Other Expenses .....	10,000
15,413	TOTAL: Stormwater Management .....	15,413

Highway Department:

435,009	Salaries & Wages .....	423,391
252,518	Other Expenses .....	246,558
-	Capital Equipment .....	-
687,527	TOTAL: Highway Department .....	669,949

Snow and Ice:

32,370	Salaries & Wages .....	33,870
183,345	Other Expenses .....	181,845
215,715	TOTAL: Snow and Ice .....	215,715

Street Lights:

26,104	Other Expenses .....	26,104
26,104	TOTAL: Street Lights .....	26,104

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Approved Appropriation Fiscal Year 2020	GENERAL OPERATING BUDGET May 2, 2021 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2021
<b>MSW Collection, HHW &amp; Recycling:</b>		
429,915 .....	Contracted Services .....	429,915
429,915 .....	TOTAL: MSW Collection, HHW & Recycling .....	429,915
<b>Recycling:</b>		
1,650 .....	Other Expenses .....	1,650
1,650 .....	TOTAL: Recycling .....	1,650
<b>Park and Cemetery Department:</b>		
255,069 .....	Salaries & Wages .....	263,904
54,770 .....	Other Expenses .....	54,770
309,839 .....	TOTAL: Park & Cemetery Dept. ....	318,674
<b>Landfill:</b>		
40,000 .....	Other Expenses .....	47,000
40,000 .....	TOTAL: Landfill .....	47,000
<b>1,726,163 .....</b>	<b>SUB-TOTAL: PUBLIC WORKS .....</b>	<b>1,724,420</b>
<b>HUMAN SERVICES</b>		
<b>Board of Health:</b>		
103,171 .....	Salaries & Wages .....	92,814
20,208 .....	Other Expenses .....	26,586
123,379 .....	TOTAL: Board of Health .....	119,400
<b>Council On Aging:</b>		
129,311 .....	Salaries & Wages .....	131,577
5,530 .....	Other Expenses .....	5,561
134,841 .....	TOTAL: Council On Aging .....	137,138
<b>Veterans' Benefits:</b>		
20,960 .....	Other Expenses .....	20,960
20,960 .....	TOTAL: Veterans' Benefits .....	20,960
<b>Soldiers &amp; Sailors Graves:</b>		
1,000 .....	Other Expenses .....	1,000

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Fiscal Year 2020

GENERAL OPERATING BUDGET  
May 2, 2021  
ANNUAL TOWN MEETING

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Appropriation  
Fiscal Year 2021

1,000 .....	TOTAL: Soldiers & Sailors Graves .....	1,000
<b>280,180 .....</b>	<b>SUB-TOTAL: HUMAN SERVICES .....</b>	<b>278,498</b>

**CULTURE & RECREATION**

Library:

478,190 .....	Salaries & Wages .....	488,691
158,168 .....	Other Expenses .....	174,395
636,358 .....	TOTAL: Library .....	663,086

Historical Commission:

450 .....	Other Expenses .....	400
450 .....	TOTAL: Historical Commission .....	400

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

<b>638,658 .....</b>	<b>SUB TOTAL: CULTURE &amp; RECREATION .....</b>	<b>665,336</b>
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**DEBT SERVICE**

766,000 .....	Long-Term Debt Principal .....	795,000
467,097 .....	Long -Term Debt Interest .....	563,328

Short-Term Debt Principal Pay Down

200,000 .....	Interest for Temporary Loans .....	10,000
2,500 .....	Issue Cost .....	2,500
1,435,597 .....	TOTAL: DEBT SERVICE .....	1,370,828

<b>1,435,597 .....</b>	<b>SUB TOTAL: DEBT SERVICE .....</b>	<b>1,370,828</b>
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Approved  
Appropriation  
Fiscal Year 2020

GENERAL OPERATING BUDGET  
May 2, 2021  
ANNUAL TOWN MEETING

Approved  
Appropriation  
Fiscal Year 2021

**OTHER EXPENDITURES**

Pensions:

1,224,339	Essex Retirement	1,365,197
1,224,339	TOTAL: Pensions	1,365,197

Insurance:

461,844	Liability/Accident/Workmen's Compensation	465,499
2,309,587	Life/Medical/Medicare	2,318,987
	Unemployment	
2,771,431	TOTAL: Insurance	2,784,486

Other Employee Costs/Benefits:

91,000	Salary Reserve	85,000
91,000	TOTAL: Other Employee Costs/Benefits	85,000

Transfer to Other Funds

15,000	Unemployment	15,000
40,000	Compensated Absences	-
15,000	Police / Fire Idemnity Leave	-
70,000	TOTAL: Transfer to Other Funds	15,000

4,156,770	SUB-TOTAL OTHER EXPENDITURES	4,249,883
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21,496,009	***TOTAL APPROVED BUDGET ***	21,942,109
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Fiscal Year 2020: July 1, 2019 through June 30, 2020

Fiscal Year 2021: July 1, 2020 through June 30, 2021



PHOTO COURTESY ERIC ROTH PHOTOGRAPHY

# Financial Reports

Note:

All financial data cover the period July 1, 2019 through June 30, 2020.

## **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, 2020.

A copy of this report is on file with the Board of Selectmen.

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## **TOWN AUDIT**

An audit of the Town of Topsfield's 2020 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 2020, John W. Minnehan was re-elected to the Board of Assessors. The Board typically meets the last Friday of the month.

Fiscal 2020 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 2020 valuations continue to reflect an upward trend in the market. The average single-family home assessed value for Fiscal Year 2020 was \$609,298, a 1.558% increase from the Fiscal Year 2019 average single-family home assessed value of \$599,950.

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 on line and may be accessed through the Town's website at [www.topsfield-ma.gov](http://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*

## FULL AND FAIR CASH VALUATIONS AS OF JANUARY 1, 2019 FOR FISCAL 2020

<b>Real Property:</b>	Residential	\$ 1,335,559,836
	Open Space	0
	Commercial	67,036,387
	Industrial	19,476,504
	<b>Total Real Property</b>	<b>\$ 1,422,072,727</b>
<b>Personal Property:</b>	Business Accounts	\$ 9,844,160
	Utility Accounts	10,884,490
	Wireless Accounts	217,710
	<b>Total Personal Property</b>	<b>\$ 20,946,360</b>
<b>Total Taxable Real and Personal Property:</b>		<b>\$ 1,443,019,087</b>
<b>Exempt Property:</b>		<b>87,165,900</b>
<b>Total Valuation of All Property:</b>		<b>\$ 1,530,184,987</b>
<b>Tax Rate (Per \$1,000 Valuation)</b>		<b>\$ 1742</b>
<b>Levy (Total taxes assessed for state, county and town purposes including overlay)</b>		
	On Real Property	\$ 24,772,506.90
	On Personal Property	\$ 364,885.59
	<b>Total Levy</b>	<b>\$ 25,137,392.49</b>
<b>Motor Vehicle and Trailer Excise</b>		
Processed in Calendar 2020		
	2019 Registered Cars	130
	2020 Registered Cars	7,136
<b>Commissioner's Total Value</b>		<b>\$ 55,641,626</b>
<b>Excise Tax Total</b>		<b>\$ 1,184,255.56</b>

# Finance Committee

May 14, 2020

Dear Fellow Residents,

We write you this letter during an unprecedented time, and we hope that absolutely as many residents of Topsfield and their families remain as safe and healthy as possible.

In accordance with the bylaws of the Town of Topsfield, the Finance Committee reviewed and prepared recommendations regarding the Town's Operating Budget for Fiscal Year 2021 (FY2021) and for other Warrant Articles to be voted upon by all citizens in attendance at the Annual Town Meeting (ATM). As of the date this letter was published, Town Meeting is expected to be at 7:00 P.M. on Tuesday, June 23, 2020, per the Town Moderator's "Notice of Change" letter to the residents of Topsfield dated March 30, 2020. (Please note: the date of the ATM may be subject to further change depending on the current State of Emergency declared in Massachusetts and other potential Orders from Governor Baker or potential changes in legislation for the Commonwealth.)

The Finance Committee is very proud of the collective work of the Town Administrator, the Board of Selectmen, and the various Town boards, committees and departments that worked very well together to deliver a balanced budget during these unprecedented times. In response to the COVID-19 pandemic, Governor Baker issued an Order on March 12, 2020, which suspended certain provisions of the Open Meeting Law (G.L. c. 30A, §§ 18-25), allowing Finance Committee meetings to take place via video and voice conferences. The minutes of these meetings and some recordings of the Finance Committee's deliberations have been made available on the Town website.

On November 19, 2019, the Finance Committee 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 to assist the Town and school administrations with preparing a proposed 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" costs, 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, the guideline was a 3% increase over the FY2020 budgeted amount, excluding any extraordinary special education costs. The guideline for the Masconomet Operating & Maintenance (O&M) Budget was 3% for overall Community Contributions; the fraction Topsfield is responsible for shifts each year based on enrollment. Department budgets and any needed capital items were discussed and voted during public meetings of the respective elected supervising boards. In the guideline letter, the Finance Committee also articulated its perspective that there is an unsustainable fundamental disconnect between the 4-6% annual increase in salary growth (theoretical scenario where headcount and personnel are static in two consecutive years, not including any changes in insurance or benefits) compared to the 2.5% annual increase consistent with Proposition 2½. The Finance Committee recommends that the supervising boards and the Town and school administrations look at how to align future personnel costs more closely with broader economic wage growth.

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. Every year it is a challenge to provide even level services within the constraints of available funds. In the weeks leading up to the COVID-19 pandemic, the budget was heading in a direction where the Board of Selectmen would be asked to consider adding overrides to the ballot in order to fund the budget. Then the realities of COVID-19 settled in. During the Finance Committee's weekly meetings in March and April, many very healthy discussions were held discussing how COVID-19



will impact Topsfield and how this should affect the FY2021 budget process. The Finance Committee looked at data from the Great Recession; historical pattern of tax receipts and State aid; growth of budgets passed at previous Town Meetings; and mulled options ranging from potential reduction in overall budgets, to level dollar funded, to level service, and to essential service. The Finance Committee came to a consensus that it could support a balanced level services budget with no overrides; it is too early to panic over COVID-19 impacts and make drastic reductions. The Finance Committee has used conservative assumptions in its modeling of state and local receipts and is anticipating challenging times ahead over the next few years. On April 8, 2020, the Town Administrator, Board of Selectmen and Finance Committee issued a joint letter to the Masconomet School Committee urging that they revisit their budget and meet our issued guideline. The Finance Committee was very pleased to learn that Masconomet responded and lowered its O&M budget to 3.09%, within 0.09% of guideline. During this same period, the Elementary School Committee held additional meetings to further reduce their budget, from a level that required a potential Proposition 2½ override to 1.72% over guideline. At the same time, the Town Administrator worked with the Selectmen and Finance Committee and identified the necessary cuts to deliver a balanced budget without the need for any overrides.

After the aforementioned deliberations and subsequent voting, the Finance Committee has recommended an FY2021 budget with a 2.49% increase in the General Operating Budget (Article Third). The Masconomet Regional School assessment for Topsfield, as certified by its School Committee, is \$7,825,842, a 1.72% increase over FY2020. Please note that this includes a \$337,043 (4.6%) increase in Operating expense partially offset by a \$204,768 (-71.8%) reduction in debt payments. The increase in Topsfield's assessment for O&M is larger than the increase in Masconomet's O&M budget (a 3.09% increase compared to FY2020) due to an increase in Topsfield's allocation based on our enrollment share at Masconomet.

#### Notable items in the Article Third budget:

- The health insurance line item came in at a 0.4% increase.
  - The Finance Committee voted to approve an FY2021 Elementary School budget that is 1.72% over guidelines, including a decrease in extraordinary special education (XSPED) costs. This would result in a level services

budget compared to FY2020, due primarily to contractual increases for salaries. The Elementary School Committee had also hoped to pursue an override to expand services, including free 5-day Kindergarten, smaller class size, curriculum enhancements and a regular technology replacement cycle, but pulled back those pursuits given the reality of the economic impact of COVID-19.

- The salary & wage lines of department budgets reflect a 0.0% 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. We acknowledge the sacrifice made by non-represented personnel to balance the budget.
- The Debt Service budget decreased 4.51% reflecting the long-term bonds that have been issued and some debt that has been paid off.
- The Finance Committee has chosen to apply \$260,000 of Free Cash to balance the budget, consistent with our policy guidelines for use of Free Cash.

The Finance Committee voted to recommend approval of several over guideline items within the Police budget totaling \$24,703. These items address increasing training and certification requirements and reflect the continued effort on the part of the Police to stabilize their operational budget associated with the addition of two new full-time officers during FY20. The addition of the new officers was approved for FY20 with the expectation that overall expenses associated with overtime and other non-regular officer line items would decrease in an amount equal or greater than the increase to expenses associated with the two additional positions, thus a "net-neutral" effect. The FY20 projections and FY21 Omnibus reflect a near target achievement of this goal. The Finance Committee applauds the depth of analysis and rigorous management of wage expenses put forth by the Police and appreciates the continued collaboration to maintain a positive fiscal position relating to the Police staffing plan.

Overall, the recommended FY2021 budget for Annual Town Meeting is projected to increase 0.41% compared to FY2020. After taking into account projected state aid and local receipts, Free Cash and other available funds, the projected increase to the tax levy is 2.92% compared to FY2020.

In addition to certain fixed charges that resulted in an increase in FY2021

compared to FY2020 (e.g., increased pension obligations, financial audit, and additional funds for ambulance billing services, offset by increased ambulance revenue), the Finance Committee considered a number of other requests over guidelines that are contractual or aim to improve Town services. While most of these requests were voted down, the few that were approved are: 1.) \$62,000 to fund call firefighter wages to provide staffing in the fire station from midnight to 6:00 AM Sunday through Thursday; 2.) increased election expenses due to an extra election in FY2021, at a cost of \$5,021; 3.) landfill monitoring for PFAS, at a cost of \$7,000; 4.) Board of Health dead animal pickup, at a cost of \$2,678; 5.) increases in Library contracted cleaning services, unanticipated maintenance, and computer operating expenses totaling \$16,270; 6.) Board of Health vaccine expenses for \$3,700; and 7.) other minor amounts. The total of these contractual and other requests is \$134,638 or about 0.5% of the total tax levy; some of these items were offset by reductions in other line items.

The Finance Committee worked with the Town Administrator and departments/boards on funding for a number of capital and one-time purchase items. Some items (police radios and three sets of firefighter turn-out gear) are being dealt with during the Special Town Meeting (STM) using unspent FY 2020 funds in certain line items (aka turn-backs). During the ATM, Finance Committee recommends funding other items from Free Cash, including: 1.) a new phone system for Town Hall and Library; 2.) North Side radio communication equipment; and 3.) three items for Fire (station air handler, tight tank for drains and a repair of the pump for Engine #3). These were deemed the most important of many competing needs. Other capital items that were originally considered as being within guidelines have been deferred, in order to make a larger contribution to the general stabilization fund. This will buffer us against a potential reduction in state aid. Additional capital items associated with the Water Department are recommended to be funded through the Water Enterprise Fund. The Finance Committee 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. These contributions are in line with Topsfield's documented financial policy guidelines. Free Cash expenditures for these capital items totals \$171,000. In addition, contributions in the amounts of \$100,000, \$225,000 and \$325,000 were made to the capitalization, general stabilization and OPEB funds.

We encourage you to read the warrants carefully, then participate in the Town Moderator's Forum (date pending) and Annual Town Meeting, 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 the Warrants for Town Meeting, as well as more general information about Town Meeting, are available on the Topsfield website: <http://www.topsfield-ma.gov/>.

Respectfully submitted by the Topsfield Finance Committee,

Jonathan Guido, *Chairman*  
Karen Dow  
Karen Duval  
Che Elwell  
Michael Hartmann  
Eric Menzer  
Louis Ross

# 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, 2020. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2020.

Respectfully submitted,

Catherine M. Gabriel, *Town Accountant*

## STATEMENT OF TOWN DEBT

As of June 30, 2020

### Long Term Debt

#### Outstanding Debt - July 1, 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	12,780,000 00	\$22,095,000 00

#### Plus Debt Issued During the Year

Multi-Purpose 2020	6,395,000 00	\$6,395,000 00
--------------------	--------------	----------------

#### Less Debt Retired During the Year

Multi-Purpose 2011	(295,000 00)	
Multi-Purpose 2012	(210,000 00)	
Multi-Purpose 2017	(235,000 00)	
Multi-Purpose 2018	(175,000 00)	
Multi-Purpose 2019	(380,000 00)	\$(1,295,000 00)

#### Outstanding Debt - June 30, 2020

Multi Purpose 2011	520,000 00	
Multi Purpose 2012	400,000 00	
Multi-Purpose 2017	4,190,000 00	
Multi-Purpose 2018	3,290,000 00	
Multi-Purpose 2019	12,400,000 00	
Multi-Purpose 2020	6,395,000 00	\$27,195,000 00

**TOWN DEBT (CONT.)**

Outstanding Debt - General Government	16,012,000.00
Outstanding Debt - Water Enterprise Fund	11,183,000.00
Total Outstanding Debt - June 30, 2018	\$27,195,000.00

Short Term Debt:

Outstanding Bond Anticipation Notes - June 30, 2019	
Bond Anticipation Notes - General Fund	4,020,743.00
Bond Anticipation Notes - Water Enterprise Fund	2,696,549.00
Outstanding Bond Anticipation Notes - June 30, 2020	6,717,292.00

GENERAL FUND

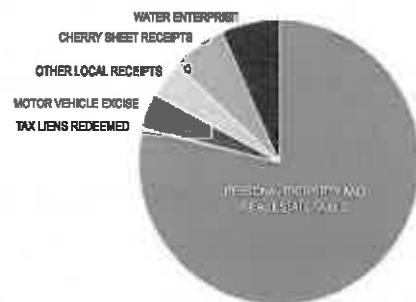
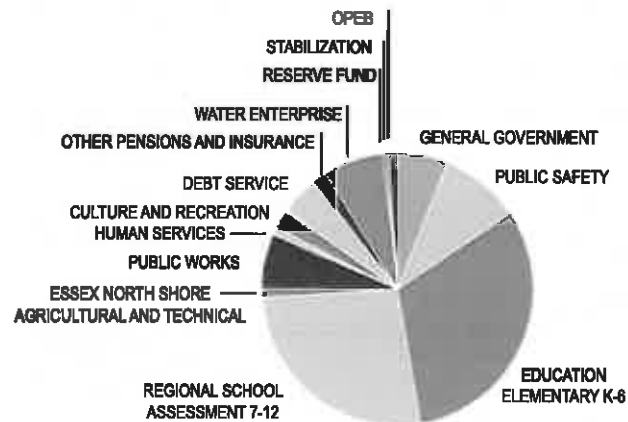
Bond Anticipation Notes - General Fund	4,020,743.00
Total New Debt Authorized - General Fund	-
Bond Anticipation Notes Issued	-
less Bond Anticipation Notes Retired	4,020,743.00
Total Authorized and Un-issued - General Fund	-

WATER ENTERPRISE FUND

Bond Anticipation Notes - Water Enterprise Fund	2,696,549.00
Total New Debt Authorized - Water Enterprise Fund	-
Bond Anticipation Notes Issued	-
less Bond Anticipation Notes Retired	2,696,549.00
Total Authorized and Un-issued - Water Enterprise Fund	-

Outstanding Bond Anticipation Notes - June 30, 2020

Authorized and Unissued Debt	
School Roofs	2,392,694.00
Total Authorized and Unissued Debt - June 30, 2020	2,392,694.00



**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2020**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
<b>GENERAL FUND REVENUE</b>			
<b>Taxes</b>			
Personal Property:			
Levy of 2020	363,342.42		
Levy of Prior Years	846.35		
	364,188.77	364,885.59	(696.82)
 Real Estate:			
Levy of 2020	24,376,497.77		
Levies of Prior Years	118,491.43		
	24,494,989.20	24,610,552.41	(115,563.21)
 Tax Liens:			
Redeemed	84,351.86		
	84,351.86		84,351.86
 Motor Vehicles Excise:			
Levy of 2020	991,690.99		
Levy of 2019	196,062.37		
Levies of Prior Years	6,483.92		
	1,194,237.28	1,000,000.00	194,237.28
 Other Excise:			
Meals Tax	56,279.44		
Room Occupancy	3,968.41		
	60,247.85	30,000.00	30,247.85

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2020**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
<b>Interest &amp; Penalties on Taxes:</b>			
Over Short Motor Vehicle Excise	5.19		
Over Short Real Personal Property	8.01		
Real & Personal Property	28,646.99		
Motor Vehicle Excise	5,480.77		
Tax Liens	2,427.19		
	36,568.15	25,000.00	11,568.15
<b>In Lieu of Taxes:</b>	85,824.86		
	85,824.86	75,000.00	10,824.86
<b>Other Charges for Services:</b>			
Town Hall - Copier	793.60		
Library - Fax Fees	374.00		
Assessors - Sale of Maps	940.00		
Accident Report & Miscellaneous	59.63		
Tax Collector - Municipal Liens	7,050.00		
Firearms Licensing	1,687.50		
	10,904.73	8,000.00	2,904.73
<b>Fees:</b>			
Tax Collector Demands Fees	12,329.93		
Deputy Collector Fees	9,385.00		
Returned Check Charges	553.00		
Town Clerk Fees	15,110.85		

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2020**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Town Clerk Dog License Fees	13,185.00		
Planning Board Fees	512.21		
Zoning Board Fees	2,491.55		
Animal Control Officer	100.00		
Police Towing Fee	2,400.00		
Police Special Detail Admin Fee	40,570.40		
Fire Special Detail Admin Fee	5,907.00		
	102,544.94	96,000.00	6,544.94
Other Departmental Revenue:			
Treasurer/Collector Departmental Revenue	650.05		
Board of Health Flu Clinic Insurance Reimb	2,641.27		
Sale of Town Equipment	2,608.00		
Ambulance Reimbursement from Other Towns	6,105.53		
Rescue Patient Transport	312,875.10		
Sealer of Weights & Measures	532.00		
Town Clerk Census			
Recycling Sticker Program	63,084.50		
Composting Access Ticket	2,890.00		
Firearms Safety Class	550.00		
	391,936.45	106,000.00	285,936.45
Licenses & Permits:			
License - Food			
License - Cable / PEG			
License - Milk	50.00		



**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2020**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
License - Class I & II	1,200.00		
License - Alcohol	6,550.00		
License - Victualler	2,400.00		
Permits - Food	5,650.00		
Permits - Street Opening	50.00		
Permits - Sign	200.00		
Permits - Miscellaneous	150.00		
Permits - Tobacco Sales	100.00		
Permits - Auction			
Permits - Building	126,305.00		
Permits - Electric	26,515.50		
Permits - Sheet Metal	2,970.00		
Permits - Mechanical	2,300.00		
Permits - Fairgrounds	45,945.00		
Permits - Fire			
Permits - Gas	7,809.00		
Permits - Installers	2,175.00		
Permits - Plumbing	10,725.00		
Permits - Fire Alarms			
Permits - Septic	12,900.00		
Permits - Well	250.00		
Permits - Sprinkler			
Permits - LPG	5,650.00		
Permits - Trench	600.00		
Permits - Tent			
Permits - 26F Inspections	3,950.00		

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2020**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Permits - Burning	5,240.00		
Permits - Oil Tank Burner	3,000.00		
Permits - Fire Other	555.00		
	273,239.50	200,000.00	73,239.50
State Aid - Cherry Sheet :			
Abatements to Vets, Blind, Surviving Spouses	20,393.00		
Veteran Benefits Ch. 115	1,040.00		
State Owned Land	140,546.00		
School Aid - Chapter 70	1,192,358.00		
School Aid - School Choice Reimbursement			
School Aid - Charter School Reimbursement			
Unrestricted General Government Aid	651,328.00		
	2,005,665.00	2,008,008.00	(2,343.00)
Fines & Forfeits:			
Parking Fines			
Court Fines	7,542.50		
RMV Charges	15,487.48		
Police Fines			
Civil Disposition Violation	1,700.00		
Civil Disposition Violation Tobacco			
	24,729.98	30,000.00	(5,270.02)
Earnings on Investments:	94,996.17		
	94,996.17	18,000.00	76,996.17

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2020**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
<b>Medicaid Reimbursement:</b>			
Medicaid Reimbursement - School	8,050.64		
Medicaid Reimbursement - School Federal			
	8,050.64	12,000.00	(3,949.36)
<b>Miscellaneous:</b>			
Medicare Drug Subsidy	1,015.00		
Miscellaneous			
Insurance Reimbursement - Prior Year	698.22		
Medicaid Reimbursement	2,633.00		
Cancelled Payments - Prior Year			
Collections of Uncollectibles			
	4,346.22		4,346.22
<b>Miscellaneous (NON-RECURRING):</b>			
Miscellaneous Non-Recurring	31,408.68		
	31,408.68		31,408.68
<b>Transfers Into General Fund</b>			
Budget Offsets	50,226.00		
Water Indirect Costs	155,082.18		
	205,308.18		205,308.18
<b>Total General Fund Revenue</b>	<b>29,473,538.46</b>	<b>28,583,446.00</b>	<b>890,092.46</b>

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2020**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
<b>WATER ENTERPRISE REVENUE</b>			
User Charges & Connection Fees	2,067,793.68		
Water Betterments Tax Lien			
Water Delinquent Charges	38,023.67		
Water Delinquent Charges Tax Lien			
Water Restriction Violation			
Interest on Investment	55.56		
Non Recurring Miscellaneous	4,000.00		
Insurance & Restitution			
State Revenue			
<b>Total Water Enterprise Revenue</b>	<b>2,109,872.91</b>	<b>1,936,281.00</b>	<b>173,591.91</b>
<b>Total Revenue &amp; Other Financing Sources - Fiscal 2020</b>	<b>31,583,411.37</b>	<b>30,519,727.00</b>	<b>1,063,684.37</b>

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account		2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
<b>GENERAL GOVERNMENT</b>								
114	Moderator							
	Salaries & Wages		50.00				50.00	
122	Select Board							
	Salaries & Wages		274,148.00			264,488.41	9,659.59	
	Other Expenditures	335.78	14,111.00			10,832.69	3,614.09	
124	Select Board's Special							
	Salaries & Wages						-	
	Other Expenditures		77,300.00			58,709.62	18,578.38	12.00
	Articles:							
	FY09/Axx Tri Town Council (Annual)		20,500.00			20,500.00	-	
	SENIOR CARE SERVICES (Annual)		1,500.00			1,500.00	-	
	FY19/A18 TOWN BUILDING REPAIRS	5,214.43				5,214.43	-	
	FY19/A23 BOS RECORD MANAGEMENT	924.78				75.23	-	849.55
	FY19STM/A5 POL CHIEF SEARCH	10,000.00				9,605.00	-	395.00
	FY20/A13 TOWN BUILDING REPAIRS		37,000.00			37,000.00	-	
131	Finance Committee							
	Salaries & Wages		1,505.00	150.00		1,358.52	296.48	
	Other Expenditures		395.00			180.00	215.00	
131	Reserve Fund		100,000.00	(46,950.00)			53,050.00	
	Transfer To:							
	Highway - Capital Equipment			(35,000.00)				
	Compensated Absences			(5,200.00)				
	Finance Committee - Minute Taker			(150.00)				
	Street Lights - Other			(3,600.00)				

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account		2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
	Board of Health - Dead Animal Pickup			(3,000.00)				
135	<b>Town Accountant</b>							
	Salaries & Wages		154,861.00			154,859.98	1.02	
	Other Expenditures		30,226.00			28,118.46	2,107.54	
141	<b>Board of Assessors</b>							
	Salaries & Wages		140,903.00			140,373.84	529.16	
	Other Expenditures		43,303.00			31,540.18	3,812.82	7,950.00
145	<b>Town Treasurer/Collector</b>							
	Salaries & Wages		215,051.00			212,266.48	2,784.52	
	Other Expenditures		59,718.00			40,231.00	11,837.00	7,650.00
150	<b>Town Hall</b>							
	Salaries & Wages						-	
	Other Expenditures	28,412.92	271,471.00			260,079.13	39,804.79	
	Articles:							
	FY20 /A19 TH COMPUTER WORK-STATIONS		25,943.94			25,943.94	-	
151	<b>Town Owned Buildings</b>							
	Other Expenditures (electricity)		600.00			600.98	(0.98)	
157	<b>Town Website/Cable Advisory</b>							
	Salaries & Wages		5,000.00			4,999.92	0.08	
	Other Expenditures		44,000.00			39,641.00	4,359.00	
	Articles:							
	FY18 STM/A10 PEG TOWN HALL UPGRADE	30,954.17				26,837.65	4,116.52	
161	<b>Town Clerk</b>							
	Salaries & Wages		106,905.00			101,692.92	5,212.08	
	Other Expenditures		13,885.00			11,906.73	1,978.27	
171	<b>Conservation Commission</b>							

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account		2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
	Salaries & Wages		92,486.00			92,485.65	0.35	
175	Planning Board							
	Salaries & Wages		5.00				5.00	
	Other Expenditures		1,791.00			110.42	1,680.58	
176	Zoning Board							
	Salaries & Wages						-	
	Other Expenditures		745.00			214.32	530.68	
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>75,842.08</b>	<b>1,733,402.94</b>	<b>(46,800.00)</b>	<b>-</b>	<b>1,581,368.50</b>	<b>164,221.97</b>	<b>16,858.55</b>
	<b>PUBLIC SAFETY</b>							
210	Police Department							
	Salaries & Wages		1,449,627.00			1,336,865.89	112,761.11	
	Other Expenditures		134,150.00			98,598.87	35,551.13	
	Articles:							
	FY18ATM/A22 - POLICE SECURITY	391.67				-	-	391.67
	FY18ATM/A23 - POLICE EXTERIOR BUILDING	1,548.96				1,548.96	-	-
	FY20/A14 - POLICE CRUISER		62,000.00			62,000.00	-	-
	FY20STM/A4 POLICE RADIOS		8,869.74			-	-	8,869.74
220	Fire Department							
	Salaries & Wages		791,859.00			748,658.79	43,200.21	
	Other Expenditures	2,380.13	123,558.00			110,864.34	2,551.63	12,522.16
	Articles:							
	FY19/A21 - FIRE ENGINE 2 REPAIRS	261.68				261.68	-	-
	FY19/A22 - FIRE PROTECTIVE GEAR	8,304.92				8,304.92	-	-
	FY20/A20 - FIRE AMBULANCE		30,000.00			29,901.00	-	99.00
	FY20STM/A5 - FIRE PROTECTIVE GEAR		10,539.78			-	-	10,539.78

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account		2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
241	<b>Inspectional Services</b>							
	Salaries & Wages		143,500.00			134,776.81	8,723.19	
	Other Expenditures		16,415.00			12,279.96	4,135.04	
245	<b>Sealer of Weights and Measures</b>							
	Salaries & Wages		1,726.00			1,726.00	-	
292	<b>Animal Control Officer</b>							
	Salaries & Wages		10,229.00			10,228.92	0.08	
	Other Expenditures		571.00			-	571.00	
294	<b>Animal Inspector</b>							
	Salaries & Wages		7,750.00			7,749.96	0.04	
	Other Expenditures		1,840.00			-	1,840.00	
295	<b>Tree Warden</b>							
	Salaries & Wages		6,882.00			5,257.62	1,624.38	
	Other Expenditures		8,845.00			8,178.47	666.53	
	<b>TOTAL PUBLIC SAFETY</b>	<b>12,887.36</b>	<b>2,808,361.52</b>	<b>-</b>	<b>-</b>	<b>2,577,202.19</b>	<b>211,624.34</b>	<b>32,422.35</b>
	<b>EDUCATION</b>							
	Elementary Education Operating Budget	204,891.76	9,208,230.00	-	-	9,103,476.88	116,969.96	192,674.92
300	Salaries & Wages	21,825.36	7,463,803.00			7,256,995.83		
	Other Expenditures	98,066.40	1,449,427.00			1,534,389.03		124,766.94
300								
	Articles:							
	FY19STM/A6 PROCTOR SCHOOL SECURITY	85,000.00				58,975.38	-	26,024.62
	FY20/A21 ELEMENTARY SCH SURVEILLANCE		210,000.00			210,000.00	-	
	FY20/A22 STEWARD SCHOOL SECURITY		85,000.00			43,116.64	-	41,883.36



**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account			2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
		Education Assessments - MASCO	-	7,812,818.00	-	-	7,812,817.31	0.69	
302		Masconomet Regional School Operating Budget		7,408,262.00			7,408,262.00		
302		Masconomet Regional School Debt Service		285,306.00			285,305.31		
302		Articles:							
		FY20/A6 MASCO STABILIZATION FUND		119,250.00			119,250.00		
		Education Assessments - ESSEX TECH	-	302,815.00	-	-	301,595.00	1,220.00	
303		Essex North Shore Agricultural & Vocational Tech		302,815.00			301,595.00		
		<b>TOTAL EDUCATION</b>	<b>204,891.76</b>	<b>17,323,863.00</b>	<b>-</b>	<b>-</b>	<b>17,217,889.19</b>	<b>118,190.65</b>	<b>192,674.92</b>
		<b>PUBLIC WORKS</b>							
411		<b>Stormwater Management</b>							
		Salaries & Wages		5,413.00			5,412.96	0.04	
		Other Expenditures		10,000.00			3,669.95	6,330.05	
420		<b>Highway Department</b>							
		Salaries & Wages		440,969.00			400,559.77	40,409.23	
		Other Expenditures	64.08	246,558.00			198,820.96	44,927.80	2,873.32
		Capital			35,000.00		34,997.62	2.38	
		Articles:							
		FY20/A18 - HWY/WATER FRONT LOADER		139,460.22			139,460.22	-	
423		<b>Snow and Ice</b>							

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account		2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
	Salaries & Wages		33,870.00			26,400.90	7,469.10	
	Other Expenditures		181,845.00			111,598.14	70,246.86	
424	Street Lights							
	Other Expenditures		26,104.00	3,600.00		28,756.20	947.80	
430	Refuse Collection/Disposal Expense							
	Other Expenditures		429,915.00			428,912.00	1,003.00	
433	Recycling Expense							
	Other Expenditures		1,650.00			1,571.50	78.50	
492	Park and Cemetery							
	Salaries & Wages		255,069.00			255,067.87	1.13	
	Other Expenditures	9.67	54,770.00			51,071.98	3,707.69	
	Articles:							
	FY14-FY18 LANDFILL	27,408.67				12,050.59	-	15,358.08
	FY19/A19 CEM BARN REPAIR	21,806.48				20,989.83	-	816.65
494	Landfill							
	Landfill Engineering & Monitoring		40,000.00			34,050.59	5,949.41	
	<b>TOTAL PUBLIC WORKS</b>	<b>49,288.90</b>	<b>1,865,623.22</b>	<b>38,600.00</b>	<b>-</b>	<b>1,753,391.08</b>	<b>181,072.99</b>	<b>19,048.05</b>
	<b>HUMAN SERVICES</b>							
512	Board of Health							
	Salaries & Wages		103,171.00			86,471.06	16,699.94	
	Other Expenditures		20,208.00	3,000.00		22,943.23	264.77	
541	Council on Aging							
	Salaries & Wages		129,311.00			119,800.52	9,510.48	
	Other Expenditures		5,530.00			5,730.38	(200.38)	
546	Veteran's Benefits & Services							
	Other Expenditures	-	20,960.00			12,000.50	8,959.50	
548	Soldier/Sailor Graves							

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account		2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
	Other Expenditures	-	1,000.00			970.00	30.00	
	<b>TOTAL HUMAN SERVICES</b>	-	<b>280,180.00</b>	<b>3,000.00</b>	-	<b>247,915.69</b>	<b>35,264.31</b>	-
	<b>CULTURE AND RECREATION</b>							
610	Library							
	Salaries & Wages		478,190.00			477,025.24	1,164.76	
	Other Expenditures		158,168.00			147,830.91	10,337.09	
	Articles:							
	FY20/A23 LIBRARY ROOF			10,000.00		5,547.56	-	4,452.44
691	Historical Commission							
	Other Expenditures	-	450.00				450.00	
692	Memorial Day							
	Other Expenditures	-	1,850.00			504.00	1,346.00	
	<b>TOTAL CULTURE AND RECREATION</b>	-	<b>638,658.00</b>	<b>10,000.00</b>	-	<b>630,907.71</b>	<b>13,297.85</b>	<b>4,452.44</b>
	<b>DEBT SERVICE</b>							
710	Debt Issue Costs		2,500.00			500.00	2,000.00	
710	Long Term Debt Principal		766,000.00			766,000.00	-	
710	Long Term Debt Interest		467,097.00			527,032.74	(59,935.74)	
752	Short Term Temporary Loans (BANS)		200,000.00			53,609.91	146,390.09	
	<b>TOTAL DEBT SERVICE</b>	-	<b>1,435,597.00</b>	-	-	<b>1,347,142.65</b>	<b>88,454.35</b>	-
	<b>OTHER CHARGES / UNCLASSIFIED</b>							
820	State Assessment - Cherry Sheet		207,416.00			207,416.00	-	
913	Pension - Essex Regional Retirement		1,224,339.00			1,224,339.00	-	
913	Insurance - Unemployment						-	
915	Insurance - Health		2,100,000.00			1,996,182.28	103,817.72	
915	Insurance - Life		6,855.00			5,103.74	1,751.26	

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account		2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
915	Insurance - Medicare		196,532.00			174,212.33	22,319.67	
915	Administrative Fees		4,200.00			4,086.00	114.00	
915	HRA Inpatient Hospital		2,000.00			-	2,000.00	
916	Town Insurance - Workman's Comp		87,530.00			77,101.71	10,428.29	
916	Town Insurance - Property/Liability/ Accident		374,314.00			235,504.08	138,809.92	
918	SALARY / WAGE RESERVE		91,000.00				91,000.00	
	Transfer To:							
	<b>TOTAL OTHER / UNCLASSIFIED</b>	-	<b>4,294,186.00</b>	-	-	<b>3,923,945.14</b>	<b>370,240.86</b>	-
	<b>TRANSFERS FROM GENERAL FUND TO OTHER FUNDS</b>							
992	Transfers to Tri-Town School							
992	Transfers to Unemployment Compensation		15,000.00	5,200.00		15,000.00	5,200.00	
992	Transfers to Compensated Absences			45,200.00		45,200.00	-	
992	Transfers to Special Pol/Fir Idemity Leave		15,000.00			15,000.00	-	
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	-	
	<b>TOTAL TRANSFERS</b>	-	<b>455,000.00</b>	<b>50,400.00</b>	-	<b>500,200.00</b>	<b>5,200.00</b>	-
	<b>TOTAL GENERAL FUND</b>	<b>342,910.10</b>	<b>30,834,871.68</b>	<b>55,200.00</b>	-	<b>29,779,960.15</b>	<b>1,187,567.32</b>	<b>265,454.31</b>

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account		2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance For- ward
<b>WATER DEPARTMENT - ENTERPRISE</b>								
061	Salaries & Wages		382,517.00			364,383.72	18,133.28	
061	Other Expenditures	1,744.48	411,694.00	35,000.00		428,267.39	19,314.37	856.72
061	Unanticipated Emergencies		100,000.00	(49,219.59)			50,780.41	
061	Water Reserve Fund		50,000.00	(35,000.00)			15,000.00	
	Transfer To:							
	Water - Capital Equipment			(35,000.00)				
061	Debt Service Expense		5,000.00				5,000.00	
061	Long Term Debt Principal		529,000.00			529,000.00	-	
061	Long Term Debt Interest		342,695.00			385,207.10	(42,512.10)	
061	Short Term Temporary Loans (BANS)						-	
061	Transfers to Capital Project Funds						-	
061	Transfers to General Fund			155,082.18		155,082.18	-	
	Articles:							
	FY19STM/A9 WAT PROSPECT ST	300,000.00				79,204.56	-	220,795.44
	FY20/A15 WAT SYSTEM IMPROVE- MENTS		100,000.00			-	-	100,000.00
	FY20/A16 WAT METER UPGRADE		25,000.00			23,000.00	-	2,000.00
	FY20/A17 WAT NORTH STREET		100,000.00			-	-	100,000.00
	FY20/A18 HWY/WAT FRONT END LOADER		15,000.00			15,000.00	-	
	Capital Borrowing Articles:							
036	FY18ATM/A29 WTR MAIN (PRSPCT/RIVER)	(786,706.67)			970,000.00	145,469.38	37,823.95	
386	WATER TREATMENT FACILITY	(1,033,095.90)			1,726,549.00	159,357.37	534,095.73	

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account		2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
086	Water Department - OPEB	38,077.64			766.04		38,843.68	
	<b>TOTAL WATER ENTERPRISE FUND</b>	<b>(1,479,980.45)</b>	<b>2,060,906.00</b>	<b>105,862.59</b>	<b>2,897,315.04</b>	<b>2,283,971.70</b>	<b>676,479.32</b>	<b>423,852.16</b>
	<b>SPECIAL REVENUE FUNDS</b>							
	<b>Federal Grants:</b>							
204	Police Bullet Proof Vest				4,027.50		-	4,027.50
224	Fire Volunteer Assistance Grant						-	
225	Fire AFG Radio Grant				429,714.28	429,714.28	-	
227	Fire AFG Homeland Security Grant/ COVID					2,457.38	-	(2,457.38)
227	Fire EMR Management Performance Grant	(537.32)			2,700.00	2,937.18	-	(774.50)
422	FEMA (COVID-19)					23,397.46	-	(23,397.46)
309	School Early Childhood Allocation Grant	-			2,866.00	2,966.00	-	(100.00)
310	School SPED 94-142	1,990.00			122,523.00	117,970.41	-	6,542.59
318	School Title V (A)	5,564.00			2,101.00	1,054.00	-	6,611.00
325	School Teacher Quality	2,171.24			7,712.00	9,019.18	-	864.06
326	School Title I Grant	(331.18)			62,928.00	30,233.10	-	32,363.72
254	EMR CARES Act Relief Fund				5,053.43	5,053.43	-	
299	CARES Act 2020 (COVID-19)				584,287.00	27,215.85	-	557,071.15
540	Council on Aging Title III Outreach						-	
544	Council on Aging Title III	105.66			2,238.20	2,343.86	-	

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account		2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
	<b>State Grants:</b>							
213	Police Law Enforcement Trust	14,992.03			1,300.00		-	16,292.03
219	Police Gov. Highway Safety Bureau Grant	980.77					-	980.77
220	Fire Safe Grant	3,813.99			6,313.00	3,107.95	-	7,019.04
221	Fire Senior Safe Grant	7,411.00					-	7,411.00
316	School Wellness Grant	743.60				743.60	-	
344	School Big Yellow School Bus Steward	800.00				800.00	-	
345	School Big Yellow School Bus Proctor	500.00			250.00	750.00	-	
347	School Foundation Enrollment Aid	4,589.84				4,589.81	-	0.03
358	School Circuit Breaker Grant	71,107.92			59,514.00	77,916.02	-	52,705.90
512	Board of Health Emergency Preparedness	-			10,000.00	9,963.54	-	36.46
640	Cultural Council	3,822.14			5,021.70	2,275.00	-	6,568.84
652	Topsfield Rail Trail / Linear Common	81.22			-	21,820.68	-	(21,739.46)
543	Council on Aging Formula Grant	3,762.08			14,033.92	17,681.99	-	114.01
614	Library State Aid	11,646.80			11,206.08	4,163.77	-	18,689.11
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		(17,375.00)			-	8,875.00
253	State Grants - Town Hall Municipal ADA	-					-	

**TOWN OF TOPSFIELD**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING JUNE 30, 2020**

Account		2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
253	State Grants - Donibristle Land Grant	-					-	
253	State Grants - Comm Compac / IT Grant	-					-	
253	State Budget 2008-116 Earmark: TH Elevator	-					-	
253	Comm Compact - NS IT Feasibility Grant	80,342.00				80,341.50	-	0.50
253	State Budget Earmark: Hood Pond Dock	-			50,000.00	49,933.04	-	66.96
253	EOEA Planning Grant	-			27,000.00		-	27,000.00
253	Clerk Secure Mailbox Grant	-					-	
515	Recycling DEP Grant	14,731.68			6,600.00	3,518.15	-	17,813.53
380	Capital Project - Town Hall Renovation	(2,218,115.37)			2,261,680.00	42,651.71	-	912.92
381	Capital Project - School Roof / Envelop	(1,427,591.29)			1,759,063.00	351,688.49	-	(20,216.78)
420	Highway Chapter 90 Highway Chapter 90	(422,459.08)			751,707.88	424,798.80	-	(95,550.00)
425	RAA TNC/Infrastructure	784.20			721.10		-	1,505.30
429	Complete Streets Program						-	
	<b>Receipts Reserved for Appropriation:</b>							
490	Sale of Cemetery Lots	225,982.73			9,135.01		-	235,117.74
232	Reserved for Reduction Excludable Debt	8,193.27		(1,226.00)			-	6,967.27
695	Cable Advisory Committee Gift	108,206.04		(49,000.00)	30,593.26		-	89,799.30
	<b>Revolving Accounts:</b>							



**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account			2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
303		School Pre-School Tuition	132,754.78			143,419.00	119,323.14	-	156,850.64
304		School Instrumental Music	40,062.01			34,916.00	37,342.33	-	37,635.68
305		School Full Day Kindergarten	65,186.90			164,875.16	54,729.21	-	175,332.85
306		School Rental of Surplus	7,144.37			8,087.13	15,111.08	-	120.42
342		School Tuition Ch71, 71F Non Res, Foster	93,246.51				46,417.32	-	46,829.19
650		Recreation/Park Ch. 44:53D	2,988.93					-	2,988.93
128		Town Hall Auditorium Rental	630.00			755.00	50.00	-	1,335.00
172		Conservation Revolving Fund Ch44:53E1/2	13,608.39			26,907.05	7,027.60	-	33,487.84
491		Cemetery CH 44:53E1/2	47,656.40			33,639.72	24,301.05	-	56,995.07
651		Park Revolving Ch. 44:53E 1/2	662.06				658.16	-	3.90
210		Insurance & Restitution Town Hall	-					-	
210		Insurance & Restitution Police	7,344.50					-	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	1,201.11					-	1,201.11
210		Insurance & Restitution Library	-					-	
		<b>Special Revenue:</b>							
080		School Chap 712 Scholarship Fund	9,358.02			245.00		-	9,603.02
081		School Education Fund (MGL c60 s3C)	7,215.33			95.00		-	7,310.33
088		Unemployment (MGL c60 s5E)	38,168.41		15,000.00		21,643.22	-	31,525.19

**TOWN OF TOPSFIELD**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING JUNE 30, 2020**

Account			2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
089		Compensated Absences (MGL c60 s13D)	81,521.96		45,200.00		126,664.38	-	57.58
090		Special Idemnity Leave (111F)	52,617.87		15,000.00	11,999.99	20,588.09	-	59,029.77
091		Senior/Disabled Tax Relief (MGL c60 s3D)	120.44			1,305.81		-	1,426.25
092		Veterans Assistance Fund (MGL c60 s3F)	421.73			161.97		-	583.70
145		Treasurer's BAN Premium	137,277.36					-	137,277.36
146		Treasurer's BOND Premium	19,564.35			64,040.41	60,055.75	-	23,549.01
		<b>Special Revenue / School:</b>							
315		School Educ Foundation Gift	-					-	
343		School Lost Book Revolving	466.86					-	466.86
346		School Gifts & Donations	38,264.55			19,503.73	16,240.44	-	41,527.84
		<b>Special Revenue / School Lunch Program:</b>							
012		School Lunch	74,222.72			128,173.57	132,692.93	-	69,703.36
		<b>Special Revenue / Other:</b>							
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
126		Town Hall 2018 Renovation Gift	24,500.00				3,743.38	-	20,756.62
158		Town Hall Capital Improvement Gift	525.93					-	525.93
168		Open Space Fund Ch. 40 S 8C	223.41			1.10		-	224.51
169		Conservation Wetland Fees State Ch131:40	14,264.68			3,475.00		-	17,739.68

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account			2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
170		Conservation Fund Ch. 40 S 8C	6,571.32			32.21		-	6,603.53
171		Conservation Corn Gift	250.00					-	250.00
174		Conservation Gift Hickory Beech	2,813.84			12.87		-	2,826.71
205		Police TAF Enterprise Gift	4,905.01				852.37	-	4,052.64
211		Police - D.A.R.E. Donations	25.10					-	25.10
218		Police Dept. Gift	2,723.05			2,200.00	2,334.01	-	2,589.04
222		Fire Dept. EMS Equipment Gift	12,721.19			2,400.00	700.00	-	14,421.19
223		Fire Food/Vending Donations	365.80			111.00	372.02	-	104.78
542		Fire SFPF / Kitchen Simulator				3,880.00		-	3,880.00
542		COA Donations to Meals/Wheels	4,102.15			3,100.00		-	7,202.15
545		COA Transportation Donation	10,358.26			362.00	349.77	-	10,370.49
547		COA Gift	2,142.71			445.00	100.00	-	2,487.71
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	16,820.61			1,350.21	3,887.37	-	14,283.45
613		Library Lost Book Revolving	1,625.11			1,626.18	2,126.95	-	1,124.34
620		Memory Tree & Brownie Tree Donations	1,401.38			1,027.50	2,427.62	-	1.26
653		Recreation Committee Holiday Walk	1,221.32			500.00		-	1,721.32
654		Recreation Illuminate Topsfield Gift	132.07			315.00	447.07	-	
692		Historical Commission Preservation Gift	240.00					-	240.00
		<b>Consultation Accounts Ch. 44:53G</b>							
238		Conservation Consul Ch. 44:53G						-	
238		Planning Board Consult Ch. 44:53G	2,917.14			2,194.12	1,993.20	-	3,118.06
238		Zoning Board Consult Ch. 44:53G						-	
238		Board of Health CH 44:53G						-	

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2020**

Account			2019 Balance Forward	2020 Original Appropriation	2020 Transfers/ Adjustments	2020 Receipts	2020 Expended	2020 Close to Treasury	2021 Balance Forward
		<b>Stabilization:</b>							
085		General Stabilization Fund	1,283,599.96		25,000.00	21,880.14		-	1,330,480.10
085		Capital Stabilization Fund	450,879.95		100,000.00	11,458.64		-	562,338.59
		<b>TOTAL SPECIAL REVENUE FUNDS</b>	(712,775.54)	-	132,599.00	6,924,784.87	2,457,256.27	-	3,887,352.06
		<b>TRUST FUNDS</b>							
086		OPEB	1,051,428.20		300,000.00	39,960.00		-	1,391,388.20
082		Non-Expendable Trust Funds	10,369,533.90		(194,901.52)	913,634.41		-	11,088,266.79
084		Expendable Trust Funds	1,649,849.11		194,901.52	109,009.00	165,109.90	-	1,788,649.73
		<b>TOTAL TRUST FUNDS</b>	13,070,811.21	-	300,000.00	1,062,603.41	165,109.90	-	14,268,304.72
		<b>Total Expenditures &amp; Other Financing Uses - Fiscal 2020</b>					<b>34,686,298.02</b>		

**COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 2020**

	Governmental Fund Types			Proprietary Fund Type	Fiduciary Fund Type	Fixed Assets	Debt Group	TOTALS
	General	Special Revenues	Capital Projects	Water Enterprise	Trust & Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
<b>ASSETS AND OTHER DEBITS</b>								
<b>CASH AND SHORT-TERM INVESTMENTS</b>								
Cash & Cash Equivalents	5,127,778.19	2,123,343.38	463,937.06	1,378,162.52	(25,715.55)			9,067,505.60
Investments					16,202,617.57			16,202,617.57
<b>CASH &amp; INVESTMENTS:</b>	<b>5,127,778.19</b>	<b>2,123,343.38</b>	<b>463,937.06</b>	<b>1,378,162.52</b>	<b>16,176,902.02</b>	<b>0.00</b>	<b>0.00</b>	<b>25,270,123.17</b>
<b>RECEIVABLES:</b>								
Personal Property Taxes	3,530.84							3,530.84
Real Estate Taxes	281,599.78							281,599.78
Deferred Real Estate	24,894.09							24,894.09
Allowance for Abatement & Exemption	(329,523.66)							(329,523.66)
Tax Liens	249,209.54							249,209.54
Tax Possessions & Foreclosures	33,938.83							33,938.83
Payment in Lieu of Taxes								
Excise taxes	87,785.10							87,785.10
Due from Veteran's Administration								
Water and Liens				255,359.67				255,359.67
Departmental	456,301.89							456,301.89
State Aid; Grants & Contracts								
Due From Other Agencies								
Prepays	(23,648.64)							(23,648.64)
<b>FIXED ASSETS</b>								
Land								
All Other - Net of Depreciation	30,330,237.55			12,271,724.21				42,601,961.76

**COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 2020**

	Governmental Fund Types			Proprietary Fund Type	Fiduciary Fund Type	Fixed Assets	Debt Group	TOTALS
	General	Special Revenues	Capital Projects	Water Enterprise	Trust & Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
AMOUNTS TO BE PROVIDED FOR RETIREMENT								
				11,183,000.00			16,012,000.00	27,195,000.00
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>36,242,103.51</b>	<b>2,123,343.38</b>	<b>463,937.06</b>	<b>25,088,246.40</b>	<b>16,176,902.02</b>	<b>0.00</b>	<b>16,012,000.00</b>	<b>96,106,532.37</b>
<b>LIABILITIES AND FUND EQUITY</b>								
LIABILITIES:								
Warrants Payable	423,281.26	18,578.81	5,365.94	59,420.12	19,390.28			526,036.41
Accrued Payroll								
Payroll Withholdings	115,417.80							115,417.80
Other Liabilities	5,489.03							5,489.03
Deferred Revenues								
Property Taxes	(44,393.04)							(44,393.04)
Deferred Real Estate	24,894.09							24,894.09
Tax Liens	249,209.54							249,209.54
Tax Possessions & Foreclosures	33,938.83							33,938.83
Motor Vehicle Excise Taxes	87,785.10							87,785.10
Water Utility				255,359.67				255,359.67
Departmental	456,301.89							456,301.89
Due from Other Governments	1,981.25							1,981.25
Due to Other Funds								
Bonds Payable							16,012,000.00	16,012,000.00
Notes Payable								-
<b>TOTAL LIABILITIES:</b>	<b>1,353,905.75</b>	<b>18,578.81</b>	<b>5,365.94</b>	<b>314,779.79</b>	<b>19,390.28</b>	<b>0.00</b>	<b>16,012,000.00</b>	<b>17,724,020.57</b>

**COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 2020**

	Governmental Fund Types			Proprietary Fund Type	Fiduciary Fund Type	Fixed Assets	Debt Group	TOTALS
	General	Special Revenues	Capital Projects	Water Enterprise	Trust & Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
<b>FUND BALANCES (DEFICIT):</b>								
Reserved for Encumbrances	155,774.42			856.72				156,631.14
Reserved for Expenditures	1,298,000.00							1,298,000.00
Reserved for Continuing Approp.	113,796.41			422,795.44				536,591.85
Reserved for Petty Cash								
Reserved for Appropriation Deficits								
Reserved for Snow & Ice Deficit								
Reserved for Debt Service								
Reserved Fund Balance								-
Expendable Trusts					11,088,266.79			11,088,266.79
Nonexpendable Trusts					1,788,649.73			1,788,649.73
Stabilization					1,892,818.69			1,892,818.69
Other Special Purpose Funds					1,430,231.88			1,430,231.88
Agency					(42,455.35)			(42,455.35)
Unreserved:								
Undesignated Fund Balance	2,990,389.38	2,104,764.57	458,571.12					5,553,725.07
Unreserved Retained Earnings				895,090.24				895,090.24
Investment in Fixed Assets	30,330,237.55			23,454,724.21				53,784,961.76
<b>TOTAL FUND EQUITY (DEFICIT):</b>	<b>34,888,197.76</b>	<b>2,104,764.57</b>	<b>458,571.12</b>	<b>24,773,466.61</b>	<b>16,157,511.74</b>	<b>0.00</b>	<b>0.00</b>	<b>78,382,511.80</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>36,242,103.51</b>	<b>2,123,343.38</b>	<b>463,937.06</b>	<b>25,088,246.40</b>	<b>16,176,902.02</b>	<b>0.00</b>	<b>16,012,000.00</b>	<b>96,106,532.37</b>

# Treasurer/Collector

## TREASURER/COLLECTOR OFFICE STAFF

Jacqueline Cuomo  
*Treasurer/Collector*

Julie McCarthy  
*Assistant Treasurer/Collector*

Pamela Rogers  
*Payroll & Benefits Administrator*

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*

### Year End Cash Report- Fiscal Year 2020

Cash/Investments	\$10,158,153.95
Trust Funds	\$15,110,067.22
<b>Total Cash/Investments and Trust Funds</b>	<b>\$25,268,221.17</b>

General Fund	94,996.17
Stabilization Fund	21,880.14
Capital Stabilization Fund	19,506.73
OPEB-General Fund	52,743.84
OPEB-Water Fund	1,472.46
Total Interest and Gain on Investments	190,599.34

### Sale of Cemetery Lots

Balance as of 6/30/2020	234,867.74
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### Stabilization Fund

Balance as of 6/30/2020	1,330,480.10
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### Capital Stabilization Fund

Balance as of 6/30/2020	562,338.59
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### Trust Funds

Balance as of 6/30/2020	15,110,067.22
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### OPEB GENERAL FUND

Balance as of 6/30/2020	1,391,388.20
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### OPEB WATER FUND

Balance as of 6/30/2020	38,843.68
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**TAX COLLECTIONS- FISCAL YEAR 2020**

<b>MOTOR VEHICLE EXCISE</b>	<b>\$1,194,237.28</b>
<b>PERSONAL PROPERTY TAXES</b>	<b>\$362,390.20</b>
<b>REAL ESTATE TAXES</b>	<b>\$24,051,627.25</b>
<b>TAX TITLE</b>	<b>\$84,351.86</b>
<b>PENALTIES &amp; INTEREST</b>	<b>\$36,568.15</b>

<b>BALANCE DUE</b>	<b>June 30, 2020</b>
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**MOTOR VEHICLE EXCISE**

Prior Years	3,521.00
2017	4,086.00
2018	2,762.00
2019	13,528.00
2020	63,888.00
	<b>87,785.00</b>

**PERSONAL PROPERTY TAXES**

Prior Years	437.00
2017	316.00
2018	379.00
2019	855.00
2020	1,543.00
	<b>3,530.00</b>

**REAL ESTATE TAXES**

2019	4,204.00
2020	277,396.00
	<b>281,600.00</b>

**TAX TITLE****250,565.00**

# Trust Fund Commissioners

## 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 \$2,125.00.
2. The funding of scholarships for graduating seniors from the Masconomet Regional High School by the Wallace Kneeland Trust (\$900.00) and the Joseph Iarocci Trust (\$600.00).
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 \$137,047.23.

The Trustees also completed the transition of the portfolios to an independent investment manager to manage the various investment accounts on their behalf. The Trustees are pleased to report that Eastern Investment Advisors has provided investment returns that, for the approximately nine months of management, have been above the relative benchmarks.

## 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, 2019 BALANCE		FISCAL 2020			JUNE 30, 2020 BALANCE	
			NET INCREASE (DECREASE) IN	NET INCOME	INCOME		
	MKT VALUE	% TOTAL	MARKET VALUE	RECEIVED	EXPENDED	MKT VALUE	% TOTAL
PINGREE * <i>Principal</i>	28,934.39	3.180%	2,054.36			28,988.75	3.131%
<i>Income</i>	208,589.93	24.627%	18,267.76	4,713.76		229,551.44	24.793%
CUMMINGS * <i>Principal</i>	55,158.87	6.513%	4,207.12			59,365.99	6.412%
<i>Income</i>	295,644.37	34.908%	22,923.11	7,021.53	2,125.00	323,484.01	34.937%
KIMBALL <i>Principal</i>	1,632.99	0.193%	124.55			1,757.54	0.190%
<i>Income</i>	5,138.01	0.607%	402.23	135.53		5,675.76	0.613%
PEABODY * <i>Principal</i>	1,584.29	0.187%	120.84			1,705.13	0.184%
<i>Income</i>	4,675.70	0.552%	366.19	125.30		5,167.18	0.558%
GOULD COMMON * <i>Principal</i>	1,584.29	0.187%	120.84			1,705.13	0.184%
<i>Income</i>	14,031.05	1.657%	1,094.03	312.55		15,437.63	1.667%
GOULD PARK * <i>Principal</i>	1,584.29	0.187%	120.84			1,705.13	0.184%
<i>Income</i>	(8.55)	-0.001%	1.75	31.54		24.74	0.003%
MONUMENT * <i>Principal</i>	2,898.10	0.342%	221.05			3,119.15	0.337%
<i>Income</i>	14,583.40	1.722%	1,139.01	349.90		16,072.31	1.736%
KNEELAND * <i>Principal</i>	22,727.42	2.684%	1,733.49			24,460.91	2.642%
<i>Income</i>	5,232.82	0.618%	373.16	559.64	900.00	5,265.62	0.569%
LIBRARY GEN'L * <i>Principal</i>	34,174.88	4.035%	2,606.62			36,781.50	3.973%
<i>Income</i>	5,420.04	0.640%	473.85	792.52		6,686.40	0.722%
LIBRARY DOW * <i>Principal</i>	3,168.53	0.374%	241.67			3,410.20	0.368%
<i>Income</i>	485.49	0.057%	42.61	73.14		601.24	0.065%
LIBRARY LAMSON * <i>Principal</i>	33,703.79	3.980%	2,570.68			36,274.47	3.918%
<i>Income</i>	5,166.31	0.610%	453.39	778.01		6,397.71	0.691%
LIBRARY WILDES * <i>Principal</i>	22,239.86	2.626%	1,696.30			23,936.16	2.585%
<i>Income</i>	3,470.21	0.410%	303.93	514.60		4,288.75	0.463%

**TOWN OF TOPSFIELD  
COMMISSIONERS OF TRUST FUNDS  
ALLOCATION OF COMBINED INVESTMENT FUNDS (CONTINUED)**

TRUST NAME	JUNE 30, 2019 BALANCE		FISCAL 2020			JUNE 30, 2020 BALANCE	
			NET INCREASE (DECREASE) IN	NET INCOME	INCOME		
	MKT VALUE	% TOTAL	MARKET VALUE	RECEIVED	EXPENDED	MKT VALUE	% TOTAL
LIBRARY HADSELL * <i>Principal</i>	8,627.24	1.019%	658.02			9,285.26	1.003%
<i>Income</i>	1,282.20	0.151%	112.93	198.34		1,593.47	0.172%
LIBRARY WITHAM * <i>Principal</i>	41,929.16	4.951%	3,198.06			45,127.22	4.874%
<i>Income</i>	2,079.22	0.246%	225.77	880.85		3,185.85	0.344%
STATHOPOULOS * <i>Principal</i>	6,340.64	0.749%	483.62			6,824.26	0.737%
<i>Income</i>	2,323.33	0.274%	190.43	173.41		2,687.18	0.290%
JOSEPH IAROCCHI * <i>Principal</i>	13,458.25	1.589%	1,026.50			14,484.75	1.564%
<i>Income</i>	1,075.16	0.127%	58.43	290.89	600.00	824.48	0.089%
COLUMN TOTALS	846,915.68	100.000%	65,613.13	16,951.51	3,625.00	925,855.32	100%

**TOWN OF TOPSFIELD  
COMMISSIONERS OF TRUST FUNDS  
GEORGE L. GOULD FUND - ALLOCATION**

	JUNE 30, 2019 BALANCE	FISCAL 2020			JUNE 30, 2020 BALANCE
		NET INCREASE (DECREASE) IN	NET INCOME	INCOME	
	MKT VALUE	MARKET VALUE	RECEIVED	EXPENDED	MKT VALUE
GEORGE GOULD TRUST	9,456,181.39	683,848.33	0.00	0.00	10,140,029.72
INCOME: FUND A	209,702.22	5,348.54 (1)	02,863.15	112,948.04	204,965.87
INCOME: FUND B	450,627.52	24,430.75	97,450.78	24,099.19	548,409.86
COLUMN TOTALS	10,116,511.13	713,627.62	200,313.93	137,047.23	10,893,405.45

(1) Funded October 1988



