

Town of Topsfield

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: (Jan 1, 2021)..... 6,534

Area: 13 Square Miles

Town Roads: 60 Miles

Fiscal 2021 Tax Rate: \$17.92

Tax Levy: \$26,231,311.13

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



PHOTO COURTESY OF TOPSFIELD TOWN HALL

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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BOARD OF ASSESSORS.....	978-887-1514
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BOARD OF HEALTH.....	978-887-1520
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SELECT BOARD.....	978-887-1500
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BUS SERVICE

MBTA – Customer Service.....	800-392-6100 or 617-222-3200
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CABLE TV

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

CEMETERIES

Pine Grove Cemetery Office.....	978-887-1542
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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
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CONSERVATION COMMISSION.....	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

DOG LICENSES

Town Clerk's Office 978-887-1505

ELECTIONS

Town Clerk's Office 978-887-1505

Town Meeting First Tuesday of May

Town Elections First Thursday of May

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-Thursday 10 am to 7 pm

Friday and Saturday 10 am to 5 pm

Sunday closed

MARRIAGE LICENSES

Town Clerk's Office 978-887-1505

NEWSPAPERS

Salem News 978-922-1234

Chronicle and Transcript wickedlocal.com

NOTARY PUBLICS

Town Clerk's Office 978-887-1505

Council on Aging 978-887-1523



Community Information, cont.

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

PROPERTY VALUATIONS

Assessors' Office..... 978-887-0335

RECREATION

Office..... 978-887-0335

SCHOOLS

Grades K – 3: Steward Elementary School

www.topsfieldschools.org

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

Grades 4 – 6: Proctor Elementary School

www.topsfieldschools.org

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

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

www.tritownschoolunion.org

Grades 7 – 8: Masconomet Regional Middle School

www.masconomet.org

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

Grades 9 – 12: Masconomet Regional High School

www.masconomet.org

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

SEPTIC SYSTEMS

Board of Health Office..... 978-887-1520

SNOW PLOWING

Highway Department..... 978-887-1542

SOIL REMOVAL BOARD

Conservation Commission Office..... 978-887-1510

SOIL TESTING

Board of Health Office..... 978-887-1520

TAX BILLS

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

TOPSFIELD FAIR

www.topsfieldfair.org

James O'Brien, General Manager..... 978-887-5000

TOWN ACCOUNTANT

Office 978-887-1508

TOWN ADMINISTRATOR

Office 978-887-1500

TOWN CLERK/RECORDS ACCESS OFFICER

Office 978-887-1505

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 978-887-1500

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, 2021

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

ATTORNEY GENERAL

Maura Healy (R)

One Ashburton Place, 20th Floor

Boston, MA 02108

Tel: 617-727-2200

E-mail: agoscheduling@state.ma.us

STATE SENATOR

Joan Lovely (D)

State House, Room 413D

Boston, MA 02133

Tel: 617-722-1410

E-mail: Joan.Lovely@masenate.gov

STATE REPRESENTATIVE

Bradford Hill (R)

State House, Room 128

Boston, MA 02133-1020

Tel: 617-722-2100

E-mail: Bead.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

UNITED STATES SENATORS:

Edward Markey (D)

255 Dirksen Senate Office Building

Washington, D.C., 20510

Tel: 202-224-2742

Internet: 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

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) 225-1669

Email: www.moulton.house.gov

Local Office:

21 Front Street

Salem, MA 01970

Tel: 978-531-2270

Elected Town Officers

Sworn in May 20, 2021

BOARD OF ASSESSORS

Lynn A. Conant	2022
Robert E. Kanter	2024
John W. Minnehan	2023

BOARD OF LIBRARY TRUSTEES

Gail D. Bryson	2022
Carolyn Jensen	2024
Kathryn Hartmann	2024
Maureen McCarthy	2023
Caroline Playter	2023
Kenneth Scott	2022

SELECT BOARD

Lynne A. Bermudez	2024
Cameron Brown	2024
A. Richard Gandt	2022
Boyd R. Jackson	2023
Marshall Hook	2024

COMMISSIONERS OF TRUST FUNDS

Rafeal N. McDonald	2024
Richard T. Walsh	2023
Thomas P. Walsh	2022

CONSTABLE

Frederick A. Capobianco	2023
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ELEMENTARY SCHOOL COMMITTEE

Charise Rohm Nulsen	2024
Shawn Malloy	2023
Andrew C. Prazar	2022
Augustin A. Serino	2022
Meredith Sokolowski	2023

HOUSING AUTHORITY

Jennifer DeCarlo	2026
Gerard McCarthy	2023
Talisa Rafferty	2025

MASCONOMET REGIONAL SCHOOL

District Committee Representatives	
William Hodges	2022
Melissa Ogden	2023
Zillie Bhuj	2024

MODERATOR

Stephan T. Whelan	2022
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PLANNING BOARD

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



Appointed Town Officers

July 1, 2020 – June 30, 2021

ADA COORDINATOR

Jenifer Collins-Brown 2022

AGRICULTURAL COMMISSION

Stacey Apple 2023

Megan Brown 2023

Kindra Clineff 2023

Greg Mellinger 2024

Martha Morrison 2022

Nora Neale (Alternate) 2024

Trudi I. Perry (Alternate) 2022

ALCOHOL LICENSING ADVISORY COMMITTEE

Robert E. Hardy 2022

Nancy J. Luther 2022

Stanley V. Ragalevsky 2022

ANIMAL CONTROL OFFICER

Carol A. Larocque 2022

Reed Wilson (Alternate) 2022

ANIMAL INSPECTOR

Peter E. Mulholland 2022

ASSESSOR

Toula Guarino 2022

Lisa Benecke (Assistant) 2022

BOARD OF HEALTH

Ellen Eaton 2022

William Hunt 2022

Sheryl L. Knutsen 2023

Amy Lischko 2022

Mark Rizza 2024

Wendy Hansbury, Agent 2022

BOARD OF REGISTRARS

Mary Willis (ex-officio) 2022

Michael Fahey 2022

Janet Wilkins 2023

Dorothy T. Wass 2024

Erin Merrill (Assistant) 2022

COMMERCIAL DRIVER'S LICENSE COORDINATOR

Gary Wildes 2022

CONSERVATION COMMISSION

Nikolas Betts 2023

Jennifer L. DiCarlo 2022

Holger M. Luther 2022

Richard Muka 2024

Dodds B. Shamroth 2024

Heidi Gaffney, Administrator 2022

COUNCIL ON AGING

Lynne A. Bermudez 2023

George Berube 2024

Kendra Berube 2022

Florence T. Brady 2024

Joan Chiffer 2023

Elaine H. Crippen 2022

Hannah Menzer 2022

Charlotte O'Toole, Associate Member 2022

Penny Rogers 2023

Stephen Walsh 2023

Kathleen Borborisi, Executive Director 2022

CULTURAL COUNCIL

Anthony Bloxham 2022

Madeline Cordello 2023

Ava Foley (Student) 2022

Kathleen L. Hunt 2023

Donna Hurley (resigned) 2022

Mary MacDonald 2022

FENCE VIEWERS

Jenifer Collins-Brown 2022

Nancy J. Luther 2022

Charlene A. Stawicki 2022

FINANCE COMMITTEE

Karen A. Dow 2022

Karen Duval 2022

Che R. Elwell 2024

Jonathan D. Guido 2024

Michael G. Hartmann 2024

David Larson 2023

Tim O'Malley 2023

FOREST WARDEN

Jenifer Collins-Brown 2022

HISTORICAL COMMISSION

Kindra L. Clineff 2024

Glen P. Gollrad 2022

Norm J. Isler 2023

Elizabeth R. Mulholland 2022

Dan Hover (Alternate) 2022

HIGHWAY SUPERINTENDENT

Gary Wildes 2022

INSPECTOR OF BUILDINGS

Jeffrey Macleod 2022

David Harris (Alternate) 2022

Glenn A. Clohecy (Alternate) 2022

INSPECTOR OF GAS AND PLUMBING

Stanley Kulacz 2022
 Kevin Dash (Alternate) 2022

INSPECTOR OF WIRES

John P. Thompson 2022
 Thomas Tombarello Jr. (Alternate) 2022

KEEPER OF CLOCKS

Gary Bergman 2022
 Norman J. Isler 2022

MAPPING COMMITTEE

Joe Geller 2022
 Gregory R. Krom 2022

MBTA REPRESENTATIVE

Open position 2022

MEMORIAL DAY/VETERAN'S DAY COMMITTEE

Dave Comeau 2022
 Richard J. Cullinan (ex-officio) 2022
 Robert G. Shamroth 2022

OPEN SPACE COMMITTEE

Joseph D. Geller 2022
 Reginald Lockwood 2022
 David D. Merrill 2022
 Melissa Ogden 2022
 Martha B. Sanders 2022

PARKING TICKET CLERK

Debra Morong 2022

PUBLIC WORKS COMMITTEE

Travis Good 2022
 Gary Wildes 2022
 Gregory R. Krom 2022

PURCHASING & COMMUNITY DEVELOPMENT COORDINATOR

Donna C. Rich 2022

RAIL TRAIL COMMITTEE

Roy J. Baessler 2022
 Joseph D. Geller 2022
 David C. Read 2022
 William J. Rossiter 2022

SEALER OF WEIGHTS AND MEASURES

Leonard Rose 2022

STORMWATER MANAGEMENT COMMITTEE

David M. Bond 2022
 Joseph K. Gibbons 2022
 Gregory R. Krom 2022
 Holger M. Luther 2022
 Stephen Hall 2022

TOWN ACCOUNTANT

Catherine Gabriel 2022
 Susan Lemiesz (Assistant) 2024

TOWN ADMINSTRATOR

Kevin Harutunian 2022
 Debra Morong 2022

TOWN CLERK, ASSISTANT

Mary Elizabeth Willis 2022
 Erin Merrill (Assistant) 2022

TOWN COUNSEL

KP Law 2022

TOWN HALL BUILDING COMMITTEE

Peter A. Bryson 2022
 Elizabeth Mulholland 2022
 C. Josh Rownd 2022
 Benjamin Nutter 2022
 Gregor Smith 2022

TOWN TREASURER & COLLECTOR

Jackie Cuomo 2023
 Julie McCarthy (Assistant) 2023

TRAFFIC ADVISORY COMMITTEE

Jenifer Collins-Brown 2022
 Steve Carroll 2022
 Kevin Harutunian 2022
 Neal Hovey 2022
 Boyd Jackson 2022
 Nancy Luther 2022
 Gary Wildes 2022

TREE WARDEN

David M. Bond 2022

VETERAN'S AGENT

Richard J. Cullinan 2022

VETERAN'S GRAVES REGISTRATION OFFICER

Richard J. Cullinan 2022

ZONING BOARD OF APPEALS

Jody L. Clineff 2022
 David D. Merrill 2026
 David P. Moniz 2025
 Robert J. Moriarty, Jr. 2024
 Gregor Smith 2023
 Kristin M. Palace (Alternate) 2022



Select Board



2021 Select Board; (Left to right) Lynne A. Bermudez, Marshall P. Hook, Boyd R. Jackson, A. Richard Gandt, and Cameron K Brown

The Town of Topsfield is a vibrant community that has retained its friendly, rural character while gently growing its housing stock in a pastoral setting. That setting continues to draw people to Topsfield, where we take pride in our distinguished schools, excellent services, amenities, and friendly community spirit. Topsfield is a 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

The pandemic, which began in 2020, continued to impact all aspects of town government as you will note throughout this year's report. Guided by State mandates and protocols, we continued to use a virtual meeting format, to limit access to public buildings and to adjust police and fire staffing schedules as necessary. While protecting our residents and employees from the virus was paramount, we were determined not to allow the pandemic to stop our efforts at improving town operations and our downtown.

GOVERNANCE

In fiscal year 2021 the Select Board began with: John Spencer (Chair), Lynne Bermudez (Vice Chair and Clerk), Dick Gandt, Boyd Jackson, and Marshall Hook. In December we suffered the loss of our dedicated friend John Spencer. Lynne Bermudez was voted Chair and Marshall Hook was voted Vice Chair and Clerk. The Board continued with four members until the May 2021 Town election when Lynne Bermudez and Boyd Jackson were reelected and Cameron Brown was elected as a new member of the Board. After the election, Lynne Bermudez was voted Chair and Marshall Hook was voted Vice Chair and Clerk.

ORGANIZATIONAL CHANGES

Elected Boards:

The 2020 Annual Town Meeting petitioned the State Legislature to enact a law authorizing the Town to abolish three elected boards: The

Board of Road Commissioners, the Board of Water Commissioners and the Board of Park and Cemetery Commissioners. In January 2021 the legislature enacted that request (Chapter 340 Acts of 2020) and the three boards were abolished. The departments previously under those boards then became the responsibility of the Select Board, reporting into the Town Administrator.

Personnel:

During the year, two key personnel positions changed. Our Parks and Cemeteries Superintendent, Steve Shepard retired and our Council on Aging (COA) Director, Paula Burke, accepted another position in a neighboring town. With Steve's retirement and the elimination of two of the boards mentioned above, the Select Board combined the Highway and the Park and Cemetery Departments under the responsibility of one Superintendent, Gary Wildes and replaced Steve Shepard's position with a new Recreation Director, Stephanie Sweeney. Ms. Sweeney is responsible for the coordination of sports activity across all town fields and the development of community building events and activities. Kathleen Barbarisi was hired as Topsfield's new COA Director.

Committees:

The Board created two new committees during the year: The Economic and Community Development Committee (ECDC) and the Traffic Advisory Committee. The ECDC provides the Board with advice and support concerning creation, implementation, and communication surrounding the town's revitalization initiatives. The Committee, with a majority of members being local residents and business owners, has been especially effective in improving the appearance and friendliness of our downtown village.

The Board for many years turned to the Highway Superintendent and Police Chief as our team for traffic safety advice. However, at the urging of the Police Chief for greater transparency, we created the Traffic Advisory Committee that now brings residents, as members, into developing traffic related recommendations.

GOALS

The Select Board chose the following five goals to provide broad guidelines for the Board's priorities. The results of some of these are discussed in this letter.

- **Economic Development**
- **Communication/Transparency**
- **Information Technology Improvements**
- **Improve Organizational Operations**
- **Enhanced Financials**

As we look forward to next year, we plan to build on some of these goals with greater specificity as well as add new goals focused on resident safety and amenities.

ECONOMIC DEVELOPMENT

Downtown Revitalization:

Under the creative and enthusiastic leadership of the ECDC, Topsfield's downtown village has become more attractive with new plantings, solar light posts with flowers and seasonal decorations, and outdoor dining driven by the pandemic. The Committee also participated in the design of new wayfinding signage to guide people into the Downtown area. The Committee's efforts were supported by a new Topsfield Community Partnership (TCP) which, as a non-profit organization, is committed to supporting the re-imagining of Topsfield's downtown and surrounding area. During the year the TCP made donations towards activities such as seasonal decorations and consulting for streetscape visioning.

Electric Vehicle Chargers:

We installed two dual port electric vehicle charging stations at Town Hall to attract people to Topsfield's downtown village to enjoy its shops and amenities. A National Grid rebate, which requires the Town to maintain the stations for at least five years, funded greater than ninety percent of the project's cost.

Commercial Development:

An area adjacent to the downtown village along School Brook was identified as potential for commercial or housing development. It contained three parcels, one of which was Town owned and included the Town's old highway garage. After modifying the town owned parcel, the Planning Board recommended adding the three parcels to the downtown village. Town Meeting approved the zoning change and then authorized the Board to dispose of the town parcel for development purposes. The Board has since decided to issue a Request for Proposal (RFP) next year focused on commercial development.

Community Improvements:

We also implemented the "Complete Streets" grant which replaced the sidewalk on Grove Street and added new sidewalks on both sides of Washington Street. In addition to improving pedestrian safety, the project has effectively tied together the Grove and local Washington Street areas with the downtown village and Town Common.

Lastly, adding a touch of historic charm, the Proctor School bell which had been dormant for many years was returned to service, and now rings at both the beginning and end of each school day.

REGIONAL INITIATIVES

Masconomet SROs: The Board approved an intermunicipal agreement with Boxford and Middleton for a funding structure to be used for School Resource Officers (SROs) assigned to the Masconomet Regional School District.

North Shore Regional IT:

The Board also approved a Memorandum of Understanding for an inter-municipal agreement among Danvers, Middleton, Essex, Hamilton, Wenham and Manchester-by-the-Sea as the first step in creating the North Shore Regional IT (Information Technology) Collaborative which is intended to leverage shared IT resources as well as the purchasing power of a collaborative.

THE PANDEMIC

The worldwide novel coronavirus pandemic that began in 2020 persisted throughout this year affecting most municipal and school activities as we functioned under the Governor's State of Emergency order.

Federal Funds:

The federal government responded to the pandemic by providing funds to the states and municipalities. Under the CARES Act (Coronavirus Aid, Relief and Economic Security Act), enacted last year, Topsfield was granted \$584,287 in July to assist the town in addressing issues created by the pandemic. We used these funds for needs ranging from personal protective equipment (PPE) to computers and communications for remote work and meetings. We also received a \$181,865 "Shared Streets" grant to create an environment for local businesses to operate outdoors. A major portion of this grant funded the new solar light posts which now brighten our sidewalks along Main Street.

Vaccines:

In November of 2020, the approval of several vaccines brought hope and expectation that the pandemic had reached a turning point. The Town and its volunteers quickly mobilized to establish a vaccination site and successfully vaccinated our first responders, Topsfield Residents 65 years and older and those of surrounding communities. By February 2021 the state had created a series of mega vaccination sites to serve the public and the Town continued to provide vaccinations to our homebound residents.

The Pandemic did create interesting, unanticipated changes, some of which were:

- Together Topsfield, Boxford and Middleton, through a state grant, engaged a nurse to act as a Pandemic Nurse in tracking and responding to Covid-19 cases including those affecting the schools.
- The Board granted the Topsfield Fairgrounds a license to operate a drive-in theater for families and individuals to enjoy entertainment in the safety of the outdoors.
- Our traditional Holiday on the Green became a virtual event with the public watching, via live streaming, the festivities happening outside Town Hall.
- Memorial Day was commemorated with a caravan of vehicles flying American flags that wove its way through town.
- All Select Board meetings, as well as those of most other boards



and committees, were conducted virtually via the internet and phone

- Annual Town Meeting, for a second year, was held outside, this time on the Town Common under a large tent – with pandemic funds covering the cost of the tent.

ACKNOWLEDGEMENTS

Operating for more than a year under the pall of a pandemic -- masks, protection equipment, constrained personal contact, changing guidelines and other irritants -- our employees and volunteers kept spirits high and continued to find creative ways to continue to support town residents with services and activities. We are so grateful for their can-do spirit and ability to continually adjust to keep our schools and government operating under such difficult circumstances.

Although the virus is now better understood and therapies and protocols have improved, Covid-19 remains a dangerous disease. We are especially grateful for our police and fire who, while protecting the public, exposed themselves daily to this disease.

A special thanks to our Board of Health and Health Director for stepping up to the challenge of setting up a vaccination clinic from scratch as soon as the vaccine approvals were announced. They wrote the manual as they did the work.

We greatly commend our Town Administrator whose leadership guided his team throughout this dynamic and successful year.

Your Select Board,
Lynne Bermudez – Chair
Marshall Hook – Vice Chair & Clerk
Boyd Jackson
Dick Gandt
Cameron Brown



PHOTO COURTESY OF DAN PALLOTTA



Topsfield Town Meeting on The Commons

Town Clerk

OVERVIEW

As the Governor's State of Emergency due to covid-19 continued through the summer and fall of 2020, and into the spring of 2021, Town Hall mostly remained closed to the public. However, the Town Clerk's office was busier than ever. Adhering to COVID-19 protocols, we met residents outside to provide notary services, apply for marriage intentions, administer oaths of office, and deliver certified copies of vital records. Dog licensing was carried out exclusively online or by mail. The Town Clerk's office continued to post meetings (per MGL requirements) and continued to manage one of the Town's ZOOM accounts and facilitated virtual meetings for several Committees and Boards.

STATE PRIMARY AND GENERAL ELECTION

Due to the ongoing pandemic, legislation was enacted to allow for expanded In-Person Early Voting as well as Mail-In Early Voting for both elections. Over the summer, plans were developed for the Early Voting periods, as well as both election days. The Clerk worked with the Town Administrator and the Safety Officials to implement In-Person Early Voting within COVID-19 protocols. It was determined that the Fire Station at 27 High Street was the safest location. The Town Clerk's office was able to purchase four poll pads for use during Early Voting, elections and town meetings. These devices streamline the check-in process and print labels for early voting ballot envelopes.

Taking all COVID-19 precautions, teams of election workers came in to Town Hall as needed to assist the Clerk with the mailing of ballots for the Primary in September and the General Election in November. For the Primary, the Town Clerk's team processed applications for Mail-In ballots from August 5th through August 26th and mailed out 1367 Early Voting ballots and Absentee ballots. The Clerk's office processed the sealed ballot envelopes as they were returned to Town Hall, and secured them in the vault until election day. Similarly, for the General Election, the Clerk processed applications as they were received from mid-September through October 26th. The team mailed out 2377 Early Voting and Absentee ballots, processed the ballots envelopes as they were returned and secured the sealed ballots in the vault until election day. For the Primary, State mandated In-Person Early Voting took place from August 22 through August 28 at the Fire Station. One hundred and three voters took advantage of this opportunity. In-Person Early Voting for the General Election took place from October 17 – October 30, with 1159 voters coming in to cast their votes. The Fire Department was instrumental in setting up a COVID-safe environment for the both poll workers and residents in their open-air bay.

The Primary and General election days in September and November, respectively, were busy days. All the now familiar COVID-19 protocols were followed at St. Rose of Lima Church polling place. In addition to the usual check-in personnel and election staff, extra teams of poll workers were on hand to open and process the Early Voting ballots as residents came to vote in person. Once again, voter turnout was above state average in Topsfield. In the Primary, 2,112 of eligible voters voted, and in the General election there was an 87.1% turnout.

ANNUAL TOWN MEETING AND TOWN ELECTION

As the time for Town Meeting approached, the Town Clerk, Town Administrator and Public Safety Team determined it was appropriate to plan an outdoor meeting. With the approval of the Select Board, the meeting was moved to Saturday, May 8th. Police Chief Neal Hovey led the development of a comprehensive plan to hold the Annual Town Meeting outside on the Town Common. On a very brisk, but sunny, Saturday, May 8th, 203 Topsfield residents made history attending Town Meeting under a large tent on the Town Common. Additionally, with legislative approval, the Annual Town Election was held on May 20, 2021. With only one contested race on the ballot, voter turn-out was lower than usual at 20.7%.

RECOGNITIONS

Although the continuing pandemic and State of Emergency presented many challenges for the Town Clerk's office during a Presidential election year, we were able to remain flexible in order to respond to the needs of our citizens, as well as conduct safe and efficient elections and Town Meeting. This would not have happened without the effort of many departments and people. I'd like to thank the Public Safety Team for their leadership and support throughout the year. I especially want to acknowledge Highway Superintendent, Gary Wildes, and the Highway and Park & Cemetery departments for all their hard work preparing the Town Common for Town Meeting and for taking special care to transport the election equipment to and from the Fire Station for Early Voting, as well as, to and from the polling place for the three elections this year. I want to recognize our poll workers and Board of Registrars whose hard work and dedication ensured our elections and Early Voting ran smoothly. Finally, I'd like to thank Assistant Town Clerk Erin Merrill. Erin's flexibility and professionalism ensured the Town Clerk's office ran smoothly all year long.

Respectfully Submitted,
Mary E. Willis
Town Clerk

Statistical Town Data

Annual Town Report Year 2021 (Calendar Year)

TOWN POPULATION

(January 1, 2021) 6534

**Registered Voters: 2037

Party Totals:

United Independent Party: 15

Democrat: 960

Republican: 756

Libertarian: 16

Conservative: 4

Interdependent 3rd Party: 2

We The People: 1

Unenrolled (Independent): 3282

BIRTHS

Recorded and Filed: 47

MARRIAGES

Intentions Recorded and Filed: 38

Licenses Issued: 37

Licenses Recorded and Filed: 37

DEATHS

Burial/Crematory Permits Recorded, Issued and Filed: 73

Certificates Recorded, Issued and Filed (Occurrence Community): 74

Certificates Recorded and Filed (Residence Community): 68

Total Death Certificates Recorded and Filed: 110

DOG LICENSES

Recorded and Issued: 901

KENNEL LICENSES

Recorded and Issued: 3

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



Town Hall and schools reopen during the COVID-19 pandemic, bringing hope to the town

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 2021. It is such a privilege to serve the stakeholders of this community as your Chief of Police. Although this year, as like last year has been extremely challenging for the community, as the community entered its second year in dealing with the known and unknown threat of the worldwide Covid-19 pandemic and despite the unknowns the front-line workers came to work each day to serve the community setting aside the risks to themselves and their families. In addition to the pandemic, the legislators voted in Police Reform, Chapter 253 of the Acts of 2020, An Act Relative to Justice, Equity, and Accountability In Law Enforcement In The Commonwealth which created a Peace Officer Standards and Training Commission. The POST commission is an independent state entity comprised of civilians, which would oversee the certification and decertification of police officers and investigations into police misconduct. Although POST was long overdue, there are many components of the bill that are concerning and could bring an economic hardship on our community with unfunded mandates, additional training requirements for all police officers, setting new training standards for part-time police officers, and increase in administrative responsibilities. Your police department will continuously strive in our efforts to increase transparency and enhance procedural justice. 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.

This year we were able to celebrate another first as the Topsfield Police Department purchased its first all-electric police cruiser, a 2021 Ford Mustang Mach E. This vehicle will be utilized as a front-line police cruiser and is outfitted with all emergency lighting, full front and rear radar system, mobile data terminal and all the necessary equipment as our other front-line cruisers. This vehicle was purchased as it is believed to be the way of the future, its is economically sound, cost efficient and serves the full functionality of our other cruisers other than the fact that it does not have the capabilities to house a portioned area to transport a detainee.

It is remarkable to me how much we continuously overcome and how resilient we were during the adversity that we all face. Our bond with one another was strengthened and we came to support one another in the unlikeliest of circumstances and every day your police officers come to work with a smile on their faces and ready to serve the members of this great community. As we all now understand, the pandemic has altered our life in many ways that we would have never expected, but 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.

Below is a quick reflection of some of the community traditions and events that took place:

- For the second year, 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 again 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 continued with the traditions of democracy by continuing the Annual Town Meeting format under the safest guidelines in which we held our first outdoor Town meeting on the Commons.
- We maintained the tradition of the Annual Holiday on the Green, and the lighting of the Memory Tree in front of town Hall.
- For the second year in a row 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 loads delivered.
- We continued our coffee and conversations with the COA through zoom.
- We participated in the Read Across America with the students from Steward School.
- We implemented a new campaign initiative to promote bicycle safety by awarding community members with a pizza coupon for safe bicycle acts.
- We participated in the first time Classic Car show sponsored by the COA
- We were registered participants in the first annual Tomato Fest in which we took home one first place and 2 second place finishes for the Tomato Contests.
- We participated in the twentieth anniversary of 911 with a ceremony on the Commons.
- The Officers wore uniform patches to bring awareness to Breast Cancer and Autism.
- We participated in the first Trunk or Treat where we decorated our new Ford Mustang Mach E police cruiser.
- For the second year we participated in the Coats 4 Vets program where we donated 10 coats to veterans within the community of Topsfield.

This past year we honored and shared our farewells to Captain Gary Hayward on his retirement after a distinguished thirty-two-year career with the Topsfield Police Department. With Captain Hayward's retirement we were extremely fortunate to have the opportunity and support of the Town Administrator and the Select Board members to promote Sgt. Daniel Bell to the position of Captain. In addition to promoting Daniel Bell to the position of Captain we were fortunate enough to be able to promote two extremely talented police officers to the position of



Sergeant. On April 26th, Eric Giordano was promoted to the position of Sergeant and on December 20th, Brendan Gahagan was promoted to the position of Sergeant. We were also happy to be able to promote Officer Kendall Trepanier to the position of Full-time Police Officer and hire Christopher Lippi as a Full-Time Police Officer.

We were also extremely fortunate to have been awarded the following grants totally nearly \$51,000.00. 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.

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 - \$18,427.00

Body-Worn Camera Grant

This grant will allow us to purchase Body Cameras for our officers.

Grant - \$27,540.58

Bureau of Justice Bullet Proof Vest Grant

This grant allows us to purchase or update bullet proof vests for our officer's.

Grant - \$4,975.00

Our officers take pride in ensuring your safety in all aspects of police work but also extend themselves by participating in numerous commu-

nity and charitable activities throughout the year. Our officers selflessly serve and protect the incredible community of Topsfield each day.

ADMINISTRATIVE SERVICES – Captain Daniel Bell

ACCREDITATION

The Topsfield Police Department is among only 99 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 successfully completed the renewal assessment in June of 2021.



Dare

The DARE program had yet another successful year with the 6th grade students at Proctor School. The DARE program has been running for 29 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 of stress in their lives and the DARE program ensures effective options when dealing with their stress and decision making.

TRAINING

The Topsfield Police Departments Training Division conducted more than 150 hours of in-house training for the members of the department during FY 2021 in programs such as Legal Updates, CPR, First Aid, Taser Training, Suicide Prevention, Use of Force, Sexual Harassment, Biased Based Policing, Defensive Tactics, Firearms Training, De-escalation, Motor Vehicle Pursuit, Human Trafficking, Responding to Mental Illness, Mass Gatherings, Officer Wellness, Critical Incident Stress Management, Active Shooter and ICAT (Integrating Communication, Assessment and Tactics). The Department is very fortunate that many of the members of the department have obtained instructor status in a variety of subject matters from the Massachusetts 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 man-

dates 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.

PATROL & SUPPORT SERVICES - Sgt. Shawn Frost PATROL DIVISION

The Topsfield Police Patrol Division is made up of ten full-time officers and eight part-time reserve officers. The Patrol Division manages the daily service and emergency calls. In 2021 the Patrol Division responded to seventy-seven (77) motor vehicle crashes throughout town and responded to 645 medical aid calls. We saw a significant increase in the number of requests for false or abandoned 911 calls, responding to 460 calls for 911 follow-up requests. We also saw a significant increase in the volume of disturbance calls, responding to 114 calls for disturbances. The Topsfield Police Department processed 129 arrests and made twenty-four (24) arrests for operating under the influence of liquor. Complaints of telephone fraud continue to be an area of concern however the Topsfield Police Department was successful in apprehending and prosecuting three individuals attempting to fraudulently obtain a considerable sum of money from a resident through a phone scam. We have seen a sharp increase in mental health calls and are diligently working with area departments and clinicians to produce a comprehensive plan to respond to and follow up on those that are experiencing mental health issues. We still provide house checks for those residents who go on vacation. We strongly encourage residents to remain vigilant and report in any suspicious or criminal behavior in a timely manner.

ESSEX COUNTY REGIONAL DISPATCH CENTER

The Essex County Regional Dispatch Center continues to function as the public safety and dispatch center for the Town of Topsfield. The Center is run by the State 911 at no cost to Topsfield. We diligently work with the Center and often take new dispatchers out on patrol to assist them in gaining knowledge of the Town. We have been communicating and working with the Dispatch Center to improve services to the Town of Topsfield.

PATROL & ADMINISTRATIVE SERVICES – Sgt. Eric Giordano CRITICAL INCIDENT STRESS MANAGEMENT

Each day Police Officers are faced with several high stress, emotional and dangerous calls for service. Some of these calls can leave a lasting mark on an Officer. Over the last two years Police Officers have also faced overwhelming challenges and changes in legislature regarding the performance of their duty. With these challenges and changes comes a heavy burden for Officers to carry with them. For these reasons The Topsfield Police Department has expanded its Officer Wellness program to include an Officer who is now certified in Massachusetts to assist in Critical Incident Stress Management. This new resource will allow a much-needed growth in the CISM Network to assist Officers within our

Town, but also provide assistance in neighboring towns as well. The safety and well-being of all First Responders is an often-overlooked priority in the law enforcement profession. I am proud to announce that under the leadership of Chief Neal Hovey, this much needed resource is now available 24/7 365 days a year.

TRAFFIC

The Topsfield Police Department recognizes the importance of traffic safety throughout the Town. Speeding, impaired driving and distracted driving are some of the major areas of concern and pose the greatest threat to the public. The traffic advisory committee has worked diligently over the last year to enforce and educate the motoring public on safe driving habits. Throughout the last year The Topsfield Police Department responded to, and initiated over 2,600 traffic related incidents that include:

- Motor Vehicle Stops
- Impaired Driving
- Erratic Operation
- Motor Vehicle Crashes
- Selective Enforcement

The Department has also conducted over 8,600 directed patrols of various Town Property throughout the year.

The Topsfield Police Department has also expanded our equipment, and division, to include two new speed trailers, a speed tracking, and data collection device and two pole mounted speed radars. The Departments Traffic Division is comprised of Officer Justin Slattery, Officer Joe Levasseur and Officer Chris Lippi. Officer Lippi also specializes as a certified Crash Reconstruction Officer in Massachusetts.

With the implementation of these new devices, expanded Traffic Division Officers and new tactics and deployment, calls for speeding and other improper driving have decreased over the last year. Motor vehicle accidents have also decreased by approximately thirty percent. Although these calls have decreased The Traffic Division will continue to enforce traffic violations throughout the Town. While we will continue to use proven methods for this enforcement The Traffic Division will constantly pursue modern technology and discover new methods to continually provide the highest quality traffic enforcement and strive to maintain a safe driving environment.

CIVIL RIGHTS

The Topsfield Police Department recognizes the importance of establishing personal relationships between law enforcement and the members of the community. These relationships build trust and foster a strong connection between the community and those who serve it.

The Topsfield Police Department is proud to announce the implementation of a Full – Time Civil Rights Officer that serves within the department. This officer is responsible for many aspects of civil rights including awareness, detection, prosecution, and proper reporting of hate crimes.

This Officer receives multiple specialized trainings to assist in his duties while serving in this position, but also to assist all other officers who respond to, and report hate crimes.

INVESTIGATIONS & COMMUNITY SERVICES

–Sgt. Brendan Gahagan

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. In 2021 we had a remarkable example of this which led to an arrest in a 'Grandchild in Jail Scam' attempt that also resulted in the seizure of eighty (80) grams of fentanyl. 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.



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 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.

PRESCRIPTION DRUG TAKE BACK

The Topsfield Police Department 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 190 pounds of prescription drugs to be destroyed.

COMMUNITY SERVICES REPORT

The main goal of community policing is to create a safe and happy community for all and to build the best community possible. Like 2020, 2021 continued to have its challenges with the COVID-19 pandemic. However, we were still able to participate and organize





incredible events with our community such as a free Women's Self Defense Class, hosted by the Topsfield Relief Association. We organized the annual rolling Memorial Day Parade. We organized another month long, Stuff a Cruiser Food Drive, where we delivered truckloads of food and household goods to the Topsfield Food Pantry. We were positively surprised at the number of toys donated as well, which we provided to the Topsfield Fire Department for Toys for Tots. Thank you to all who donated and for making a positive impact in our community and others. We started a new bicycle safety campaign for children, where we provided free pizza coupons to Topsfield House of Pizza. Children spotted by patrol officers who practiced safe bicycle skills such as wearing a helmet, received a "ticket," a coupon for a free slice of pizza. We continued our 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. Officers continued this in January as well, raising money and awareness to Special Olympics of Massachusetts. We also started a specialized patch project which included an Autism Awareness Patch, worn by Topsfield Officers in the month of April and Breast Cancer Awareness patches, worn by Topsfield Officers in the month of October.

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

CRIMINAL INVESTIGATIONS REPORT

The trend of increased cybercrime continued in 2021. 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.

Our effort to disseminate information to the community led to an arrest in a "Grandchild in Jail" scam attempt which resulted in a seizure of 80 grams of fentanyl and \$13,000 in cash. This arrest could not have been made without the effort of the potential victim who was made aware of this scam ahead of time and called to report it immediately. 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 initiative-taking policing for crime prevention in our community.

In closing, I want to thank the dedicated professionals of Topsfield Police Department that serve the nearly 6,800 citizens. Our staff includes one Chief, one Captain, ten 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,
Neal S. Hovey
Chief of Police

2021 Police Department Personnel

Full Time Officers

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

Reserve Officers

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

Matron: Ann Ambeliotis
Executive Assistant: Katherine Jackson

2021 Police Department Statistics

911 FALSE/DISCONN/ABAND: 460

AGENCY ASSIST: 62
ALARM: 190
ANIMAL COMPLAINT: 164
ARRESTS: 129
ASSAULTS (NON-SEXUAL): 18
BREAKING AND ENTERING: 1
CITATIONS: 1303
CITIZEN ASSIST: 372
DISTURBANCE: 114
DISABLED MV: 108
DOMESTIC: 13
DIRECTED PATROL: 8672
MV COMPLAINT/ERRATIC OPER: 126
FRAUD/SCAM: 60
HARASSMENT: 15
JUVENILE ISSUE: 20
MEDICAL: 645

MISSING PERSON: 8
MV ACCIDENT: 77
MV CITATIONS: 50
MV WARNINGS: 1300
OUI: 24
OVERDOSE: 2
PROPERTY CHECK: 521
PAPER WORK SERVICE: 25
SELECTIVE ENFORCEMENT : 489
SOLICITOR COMPLAINT: 4
SUSPICIOUS ACTIVITY : 269
TRAFFIC HAZARD: 125
THEFT: 20
THREAT: 4
TRESPASSING: 1
PROPERTY DAMAGE/VANDALISM: 21
VIOLATION OF ORDER: 4
WELFARE CHECK: 64

TOTAL CALLS FOR SERVICE: 15,480



Fire Department

MISSION

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.

Friends, the Topsfield Fire Department team has completed another extraordinary year of change, growth, and dedication to their community. This year was like no other that we have experienced. FY 2021 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. In January, we pivoted to take on the massive undertaking to get our public safety team members vaccinated. We staffed dozens of vaccination clinics for public safety personnel and the general public. We also provided standby EMS coverage for dozens more clinics. This proactive approach led to the Town of Topsfield being a state leader in vaccination rates.

We are humbled by your support and look forward to moving the Department forward in a safely and responsibly. This organization responds and provides professional services such as fire suppression, emergency medical services, and hazardous materials incidents. 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 they don’t know what to do about it, they call the Fire Department. We are an All-Hazards Department. We are primarily made up of your friends and neighbors who live in Topsfield and are dedicated to the safety and well-being of the community. Two full-time firefighters are on duty at the station from 6AM – 6PM daily. A milestone was reached this fiscal year where we have received funding for two firefighters 24 hours per day, 7 days per week. We are eternally grateful to the Select Board, the Finance Committee and the voters of Topsfield for their support. Two shifts are offered each night for staff members to stay in the station and respond immediately to all emergencies. The Covid-19 pandemic and increase in emergency calls during the nighttime hours forced further evolution within the Department, creating the need to staff in 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. This program improves what we currently have, though it does not ensure staff in the station 24 hours per day. We will continue to work with our administration to get staffing to an appropriate, safe level.

The Fire Department continues to struggle to assemble enough Firefighters to respond to emergencies at night and particularly during peak family vacation times. This is a national trend and not unique to Topsfield. Fire Departments’ current management trends 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.

This year, the Topsfield Fire Department was fortunate in receiving \$55,420.48 in grants. These grants were sought by the Department to provide necessary equipment and services while decreasing our reliance on our taxpayers. The grant money was allocated as follows:

- Assistance to Firefighter Grant for stretcher power load systems: \$60,952.38
- The SAFE Grant for elementary school education and Senior SAFE Grant for fire prevention education to Seniors: \$7,172.00
- A child passenger safety grant: \$1,500.00
- Department of Fire Service Grant: \$12,500.00
- EOPSS: \$25,000.00
- Volunteer Fire Assistance: \$2,000.00
- Assistance to Firefighters Grant Covid Supplemental Round 1 and 2: \$7,284.48

These funds are used for these specific purposes which have been a tremendous benefit to our citizens and our staff. 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.

DEPARTMENT LOSES

Many suffered losses during FY 21 and Topsfield Fire was no exception.

Call Firefighter William Bond

William “Bill” Bond of Ipswich, a call firefighter for Topsfield from 1982-1985. Bill also served the Ipswich Fire Department. His brother, Dave, retired from TFD as a Lieutenant just a few years ago and recently retired as Topsfield’s Highway Superintendent. Our thoughts are with the Bond family, and we remain grateful for Bill’s years of service to the Topsfield Fire Department.

Phyllis Hurley

Wife of Retired Deputy Chief James Hurley, Phyllis was a dedicated supporter of the Fire Department and all the time that her husband gave to the Town. Indeed, she shouldered the work at home when Deputy Hurley was called out on an emergency or to repair a piece of apparatus. With her support, the Topsfield Fire Department functioned as a better organization.

Barbara Harrison

Barb was the wife of Retired Sgt. Gerald Harrison. Barb was a great supporter of Sgt. Harrison and a friend of the Topsfield Fire Department. Barb's steadfast support of Jerry and all of us in public safety will be missed.

DEPARTMENTAL CHANGES

Diane Rizza was our Administrative Assistant in a job share. Diane left to increase her hours within Inspectional Services. She will be missed but will be in touch frequently during building projects.

Susan Lemiesz was our Administrative Assistant as part of a job share. Sue left us to work full time as the Assistant Town Accountant. Sue was part of our team for twelve years and we are glad we will continue to see her in Town Hall.

Michael Bonaiuto was a full-time firefighter for Topsfield and left the Department to become a full-time firefighter in his hometown of Ipswich.

Attorney Scott Moore left the Department to focus on his rapidly growing consulting business. Scott has been a longtime supporter of the Fire Department and we look forward to seeing him around town.

Sheila Mathews left to focus on her family and other job opportunities. Jon Godbout, a Rowley resident and Full-time Lt. in Lynn fire, joined as a call firefighter.

Daniel Veinot was hired as a Full-time firefighter to fill the vacancy left by FF Bonaiuto. Daniel came to us from the Town of Lynnfield.

Jason Murley 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 completed Firefighter I/II through the Massachusetts Fire Academy.

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 Certified Fire Officer I.

Captain Conor Brown received his bachelor's degree in Fire Service Administration.

FF Sheila Mathews received her associate degree in Fire Science.

Other accomplishments

Blayke Courtemanche and Roland Courtemanche completed Massachusetts Call Volunteer Academy Program Class #089. Classes were held in Hamilton and Stow. This is quite an accomplishment for both especially since that Roland's wife and Blayke's mom Jen unexpectedly passed away during the academy. We know that she is smiling proudly at their accomplishments.

Catherine Duval was also a member of MFA Class #089; Catherine deservedly received the Martin H. McNamara Award. The award is given to one member of each Call Volunteer Academy Class to recognize their outstanding performance and is based on practical skill applications and academic exams for the program.

The Department remains grateful to the Town for support of our training budget. This year Topsfield Fire Department had a record number of firefighters attend and complete the fire academy Jason Murley graduated as a member of Class 091. His class was based in Stow. He completed the Academy while attending North Shore Community College for Fire Science and while working in the station. Jason completed this critical training and certification and is looking forward to a long and healthy career.

One of the most challenging training programs in our profession is to become a paramedic. This year both Blayke Courtemanche and Jonathan Hallinan completed this training, clinical and field work and were certified through the Commonwealth of Massachusetts. They will provide residents of Topsfield with the highest level of prehospital care available. We congratulate them both on this huge accomplishment and thank them for taking steps to provide a higher level of care.

TRAINING DIVISION

The Topsfield Fire Department continues to make training a priority to better serve our community. Some of the challenges from the previous year spilled over, to complicate normal operations. The Massachusetts Office of Emergency Medical Services mandated that all training and continuing education except for skill signoffs be held virtually. This created an atypical recertification cycle for the Department. In addition to that, COVID-19 began to affect members of the department, taking members out of play due to quarantine and illness. TFD had 4 members graduate from the Massachusetts Firefighting Academy with certifications in Firefighter I/II and HAZMAT Operations. This training and subsequent certification are an enormous feat, especially given the constant setback in the curriculum with COVID exposures and possible exposures. Credit to Firefighters Blayke Courtemanche, Roland Courtemanche and Catherine Duval from class #089 and FF J. Murley from Class #091 for finishing the 240-hour program which was split between a combination of virtual classes and in-person training at the Academy in Stow. Having our members train in a team-based environment with live fire is as close to real-life scenarios as possible is invaluable to the community. In total, myself in cooperation with the Training Committee, have worked to keep our members skills sharp in a responsible manner as there has been no down-time for us during this pandemic. Run volumes have dramatically increased, creating less time for organized training with calls regularly occurring during our weekly drill nights. This has created an even greater need to stay sharp with our skills and always be ready to respond to whatever the next call may be. TFD re-vamped our apparatus operation training to better ensure that our members were pragmatically effective while still adaptable to any range of scenarios that may be encountered. In total, the department's members conducted 1700 hours of training over the fiscal year, with the average member completing just over 60 hours. The use of call firefighters regularly on shift covering overnights at the station, ensures our members are trained to perform independently with a bias for action



and initiative has never been more crucial. Personally, it is rewarding to see the same group of individuals step up with a steep increase in requests for emergent assistance and twice the hours to cover at the station, our team of Topsfield Firefighters are a group of professionals whose heart is in their work and service.

Respectfully submitted,
Captain Conor P. Brown
Training Coordinator

EMERGENCY MEDICAL SERVICES DIVISION

From July 1, 2020, to June 30, 2021, the Topsfield Fire Department continued to remain committed to providing the Town of Topsfield with the highest level of pre-hospital care available. A continued increase in requests for emergency medical services, the constant evolution of Statewide Treatment Protocols, and the ever-changing global pandemic guidance provided many challenges, and all were 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 ALS and Basic Life Support (BLS) level providers. From July 1, 2020, to June 30, 2021, the Topsfield Fire Department responded to 775 requests for emergency medical aid. Of the 775 requests for medical assistance, 557 resulted in transport to the hospital via Topsfield Fire Department. An additional 22 mutual aid ambulances were provided to neighboring towns resulting in transport. These transports generated a total of \$401,555.00, which was placed into the General Fund for the Town.

The Department continued to provide all members with the highest level of EMS training. Members completed training in many areas, including cardiopulmonary resuscitation, ALS/BLS Interface, EMT refresher, mass casualty incidents, and ice and water rescue incidents. Training also consisted of skills refresher and introductions to new equipment such as ventilators within the Department. With the continuation of the pandemic, came the availability of the long-awaited vaccine. The

Department participated in dozens of vaccination clinics. In those clinics, we administered hundreds of vaccines to first responders and members of the public. We pivoted to provide vaccinations to our homebound residents. This unique service got vaccines into our highest risk residents in the safety of their own homes.

The Topsfield Fire Department remains committed to injury prevention. The Department has participated in several prevention programs. The Topsfield Fire Department inspected and installed 50 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.

Respectfully,
Lt. John Boyle, EMS Coordinator

Fire Prevention Division Fire Prevention is a function of the Topsfield Fire Department, made up of a team of firefighters dedicated to the safety of citizens and visitors of the Town of Topsfield. The goal of The Fire Prevention Division is to educate and inform all age groups, including our children, young adults, and seniors, on how to take precautions to prevent potentially deadly fires and a wide array of other safety topics. Some safety topics include; winter home heating safety, smoke/carbon monoxide alarms, cooking/grilling safety, ice or water safety. This proactive method of reducing 911 emergencies and reducing the potential damage caused by them is how the Topsfield Fire Prevention team measures success.

The Topsfield Fire Prevention Team averaged 4.65 inspections per day from 1/1/2021 to 12/31/2021.

- With over 270 home sales in Topsfield, the Fire Prevention team ensured these homes met the smoke/carbon monoxide alarm codes for our newest residents.
- Collaborating with the Building Department Official, we reviewed construction plans in the planning phase to ensure better compliance with construction supervisors.
- With fuel price increases and a greater desire for home generators, over 55 propane tank permits, and safety inspections were performed.
- More than 100 homes were inspected had new/replacement heating systems and equipment that required safety inspections and permits.
- Schools and daycares required multiple fire drills since many programs were adapting between remote and in-person learning according to regulatory guidelines.
- 12% increase to child car seat installs.
- 462 commercial buildings and spaces in Topsfield were inspected, with a 98.9% inspection rate.

This past year, under the leadership of Chief Collins-Brown, the Topsfield Fire firefighters met the community's unprecedented 911 call volume, implemented creative work processes, and reorganized the Fire Prevention Division to reduce false and unintentional alarms. False alarms can waste resources, which may be desperately needed during an emergency. Inspections of homes and businesses for non-compliance with fire codes are a unique way to help proactively



identify potential risks to people and property loss. These inspections also play an essential part in keeping firefighters and EMTs safe at an incident scene. In 2022, The Topsfield Fire Prevention team intends to improve our current model. With more data collection to drive areas of improvement, find ways to create better interoperability with the Building Official/Board of Health Department, and create an online/social media presence for our community.

Respectfully submitted,
FF Daniel N. Veinot

OTHER PROGRAMS

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 tabletop activity and this year we were supposed to operationalize the plan. Due to the pandemic, the actual evacuation drill was postponed again.

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. We see this program as a subtle recruitment tool. 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 fire 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.

Our Explorers come from all towns on the North Shore and often become firefighters when they become old enough.

Lock Boxes

The Topsfield Fire Department Lockbox Program is designed to allow 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.

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 essential for the safety of our trash collectors and 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.

ADVOCACY & INVOLVEMENT

Members of the Topsfield Fire Department remain active at the local, county and state level in issues involving the fire service and overall safety. Captain Conor Brown leads the Essex County Fire Chief's Association Training Division and meets monthly with Fire Department training officers throughout the county. Programs are developed and implemented based on needs assessments and changing technology. These programs serve to improve the fire service and its members. Chief Collins-Brown represents the Topsfield Fire Department as Secretary for the Essex County Fire Chiefs Association. She represents the county as a member of the Emergency Medical Services Committee for the Fire Chiefs Association of Massachusetts. Chief Collins-Brown also represents the Town of Topsfield as a member of the Commonwealth Security Trust Fund appointed by Governor Charles Baker.

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 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.

There are simply not enough words to say thank you to our staff and frankly all 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.

With great respect,
Jen Collins-Brown
Chief of the Department

Report of the Topsfield Emergency Management Director

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

According to federal regulation, all local Government employees must be trained in (NIMS) National Incident Management System procedures.

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 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 and to develop a Municipal Vulnerability Preparedness Plan. These two plans require a tremendous amount of work and we were fortunate enough to contract with MAPC to carry out this critical work. The completion of these grants will allow the Town of Topsfield to compete in grant applications for repairs of significant infrastructure of our roads and culverts. The Town public safety team, volunteers and committee members worked to complete these plans. The Topsfield Fair represents the single most significant 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. The public safety team from the Topsfield Fire Department, Topsfield Police Department, and the Topsfield Fair and other agencies met to determine the safest circumstances for opening based on the current CDC Guidelines. The 2020 Fair did not take place. The team felt that was the safest decision and supported the Fair management in their decision.

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.ececc.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. This declaration will allow us to access federal funds and resources throughout the pandemic. We continued 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. 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. Volun-

teers 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 workforce. Topsfield has been aggressively 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 FY 20 the town received \$18,098.25 in FEMA reimbursement. Most of the funds from FEMA reimbursement were received in FY 21.

In FY 21 your emergency management team received grants and reimbursements for the following items:

An Emergency Planning Grant: \$2,700.00

HMPG: \$19,500.00

MVP: \$27,000.00

FEMA 1: \$37,075.70 in Covid reimbursement

Total \$67,298.25

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,
Jen Collins-Brown
Emergency Management Director



Inspectional Services

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

FY2021 Report of the Inspector of Buildings:

Total Building Permits Issued: 386
Total Fees: \$191,484.85
Waived Fees (Public Buildings): \$0.00
Total Fees Collected: \$191,484.85

Total Sheet Metal /Mechanical Permits Issued: 45
Total Fees: \$7,970.00
Waived Fees (Public Buildings): \$0.00
Total Fees Collected: \$7,970.00

FY/21 Report of the Electrical Inspector

Total Electrical Permits Issued: 262
Total Fees: \$28,636.00
Waived Fees (Public Buildings): \$0.00
Total Fees Collected: \$28,636.00

FY/21 Report of the Gas/Plumbing Inspector

Total Gas Permits Issued: 133
Total Fees: \$11,749.00
Waived Fees (Public Buildings): \$0.00
Total Fees Collected: \$11,749.00

Total Plumbing Permits Issued: 116
Total Fees: \$10,961.00
Waived Fees (Public Building): \$0.00
Total Fees Collected: \$ 10,961.00

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



Parson Capen House

Water Department

WATER QUANTITY

One hundred fifty-two million gallons of water was withdrawn from our two well fields during FY2020. One hundred twenty-four million gallons were taken from North Street and the remainder from Perkins Row. Water withdrawals at Perkins Row were limited in prior years due to water quality issues. The source has seen increased use since construction of the water treatment plant.

WATER QUALITY

Monthly testing for per- and polyfluoroalkyl substances (PFAS) continued this year. Massachusetts Department of Environmental Protection (MassDEP) PFAS regulations took effect on October 1, 2020 which limits concentrations of six PFAS (PFAS6) compounds to twenty parts per trillion (ppt) individually or as a summed total. Customers received a notice in January 2021 informing them the two-month average of PFAS6 exceeded 20 ppt for October and November 2020. Recent tests show the PFAS6 concentration is around 10 ppt. All of our test results are posted on line at <https://www.topsfieldpublicworks.org/apps/watertesting/>.

SYSTEM IMPROVEMENTS

The Town approved design funding at the Annual Town Meeting in May 2021 for the replacement of the Boston Street Water Storage Tank. The ground level concrete storage tank holds approximately a half million gallons and by all accounts is the oldest tank of its type still in service. Recent leaks and issues identified during the last inspection prioritized its replacement. Construction is slated for FY2024 contingent upon Town Meeting approval.

During FY2021, the Town was awarded a MassDEP grant of \$190,000 to pilot test PFAS removal technologies. The testing is conducted on site using miniaturized treatment systems to evaluate different treatment techniques such as granular activated carbon and ion exchange filtration.

BILLING, RATES, AND CONSERVATION

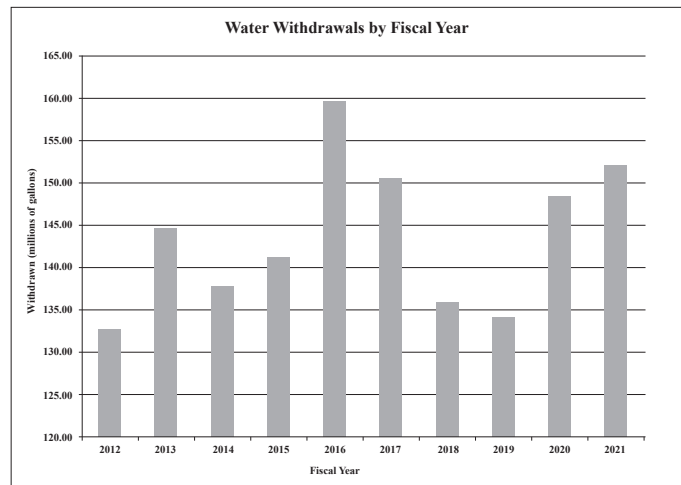
Water rates did not increase and remained the same as FY2020. This marked the end of a multi-year period where rates were increased each year to meet anticipated bond costs for the water treatment plant and two water main projects. We do not have any large debt funded project planned in the near future and expect only minor rate adjustments will be needed in the next few years.

PANDEMIC RESPONSE

This was the first full fiscal year of dealing with COVID. Our administrative staff returned to the office in July 2020. Operational staff continued to work separately and visits to customer's homes and businesses were made on a case-by-case basis.

BOARD OF WATER COMMISSIONERS' COMPOSITION

The Board was comprised of Philip Knowles as Chairman; Richard Stone as Clerk; and Mark Gallagher as Member.



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 occurred in February 2021.

RECOGNITION

We would also like to thank all past members of the Board of Water Commissioners for their decades of stewardship. The Water Department would not be where it is today without their efforts.

We would also like to thank all Town Officials and Departments for their support, with special thanks the Highway Department for their continuing help in operations and to the Town Administrator, Finance Committee and the Select Board for their support.

INFORMATION

If you have any questions or comments, the Water Department is located at the Public Works Building, 279 Boston Street, and can be reached at (978) 887-1517 or at water@topsfield-ma.gov. Our office is open from 7:00 A.M. to 3:00 P.M. Monday through Friday.



Department of Public Works

The Department of Public Works services Highway, Parks, Cemeteries and provides recreation field maintenance. Along with the Water Department, the DPW is located at 279 Boston Street in Topsfield. The front office is open Monday to Friday, 7:00AM to 2:00 PM.

HIGHWAY

Road and Sidewalk Programs

The repaving of sections of Coppermine Road was completed during the past summer. There are plans to repave additional streets and roadways around town in the coming months.

The downtown solar LED street lighting was completed. A solar WIFI bench will be installed near downtown rail trail entrance in the spring.

Vehicles

The DPW purchased and outfitted a new Ford F350 that was approved at the May 2020 Town Meeting. In time for snow and ice season, a multi-purpose sidewalk plow was purchased. The equipment is versatile and also will mow parks during the growing season.

Other Items

In November 2021, Topsfield was awarded a \$400,000 one-stop grant from the Rural and Small Town Development Fund. Topsfield's project will create multi-modal improvements for streets and sidewalks approaching the Downtown and Commons areas along Washington Street. Portions of each intersection will be reconstructed to provide a consistent cross-section, increase and improve existing pedestrian infrastructure and address specific traffic safety challenges.

PARKS & CEMETERIES

All pre-need lot sales begin in mid-March weather permitting and continue until mid-November. All lot sales during winter months are reserved for immediate use. Burial lot payments are due in full at the time of purchase. To be eligible to purchase lots in Topsfield cemeteries, requests must be from a current taxpaying Topsfield resident. Other restrictions may apply.

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 and burials were performed in calendar year 2021, with 28 interments performed in FY21 to date. The Parks and Cemeteries staff is the primary liaison with families and funeral directors. The family's 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.

STAFF

Andrew Dwinell, Equipment Operator
Paul Fontaine, Assistant Superintendent
Travis Good, Foreman
George Merry, Equipment Operator
Peter Miller, Lead Person
Patrick Nolan, Mechanic
Elisabeth Perkins, Sr. Administrative Assistant
Stephen Shepard, Jr., Operator
Andy Woodbury, Equipment Operator

The department continues to expand the cemeteries in order to stay ahead of burial space needs.

The Smith Family Memorial Monument memorial was completed by the Church of the Latter-day Saints. The memorial, which honors Joseph Smith and five ancestral generations, is located next to the existing Smith monument in the older section of the Pine Grove Cemetery. The Church has planned a dedication ceremony and celebration for May 2022.

Eagle Scout Candidate Project

The department was approached by Thomas Eagan, an Eagle Scout candidate, with his proposal to install street signs within Pine Grove Cemetery. In addition, Mr. Eagan built and erected an information kiosk near the cemetery entrance and, designed an updated map of the Pine Grove Cemetery. Mr. Eagan is a graphic arts student at the Essex Technical and Vocational High School in Danvers. The department wishes to thank Mr. Eagan and his work crew for the completion of this improvement project.

Cemetery software purchased 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

During the fall, students and faculty from the Essex Technical and Vocational High School's Electrical Department rewired and updated the electrical outlets and wiring connections for the Commons and gazebo areas. All work was completed to code in time for the holidays and, provided hands-on work experience for the students.

Holiday on the Green took place in-person this year on December 11, 2020. New LED tree lights were purchased to enhance the light displays. All were glad to see Santa arrive in style! The department would like to thank the Topsfield Fairgrounds and the numerous volunteers who hung tree lights and worked to make this event a success.

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 Superintendent and staff work closely with the DEP and a new vendor to ensure all mandates are met. The flares which were permitted through the DEP to be removed, are now replaced with passive vents.

The Topsfield Playground Committee members volunteered materials, equipment and their time to remove and replace the play sand at the Grove Street playground area near the tennis courts. The playground is open to all ages and the refreshed sand is very appreciated.

Sports and Recreational Field Maintenance

The department works closely with school officials to minimize noise and disruption during the school days while maintaining the fields.

The department refurbished a baseball field at Pye Brook Park which was enjoyed by numerous athletic teams during the year. Also at Pye Brook Park, the sprinkler heads and equipment were repaired and maintained by the DPW employees.

Please note: all sports, games and practices must be scheduled to have field space. Please contact the Recreation Director, Stephanie Sweeney to make reservations. Every user group must apply for a field use permit and various restrictions may apply. Field use permits are also available by email, ssweeney@topsfield-ma.gov.

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. We extend special acknowledgement to Scout Troup 99 and their families who assist with their time to place grave marker flags on the veterans' graves buried in Topsfield cemeteries every Memorial Day – thank you.

Respectfully submitted,
Gary Wildes, Superintendent



*Thomas Eagan, an Eagle Scout candidate, designed and installed an updated map at Pine Grove Cemetery.
Photo courtesy of Topsfield Town Hall.*



Elementary School Committee

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. The TSC is currently working on new goals which will be applicable for 2021-2024.

2018-2021 SCHOOL COMMITTEE STATEMENTS OF GOAL 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.

SCHOOL COMMITTEE

Charise Rohm Nulsen, Chair: Term Expires 2024
Meredith Sokolowski, Vice Chair: 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 Services:
Matthew LaCava
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

Toward these ends, the School Committee will:

1. Continue to streamline communication between the Topsfield Elementary Schools, Tri-Town Union and students and families via the website and email newsletters.
2. Continue to 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 expanded the implementation of the Heggerty Phonemic Awareness curriculum to include Pre-K, a 12-week extension curriculum in Grade 2, and the Bridge the Gap intervention curriculum for Grades 2 and above. The district also upgraded to the new Math in Focus 2020 curriculum.

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.

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.

Courses:

- Creating the Trauma-Informed Classroom
- English Learners and the Common Core
- HILL for Literacy Science of Reading course for all K-3 teachers
- PBL 101 (Buck Institute)
- RETELL SEI Teacher Endorsement

- Shifting the Balance online book group
- Tech-Gagement: Leveraging Innovative Technology Practices to Maximize Student Engagement

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

- Bar Model Boot Camp
- Connecting Science and Literacy
- Design to Learn
- Flipgrid
- Fluency Tutor
- Google Arts and Culture
- Integrating All Strands of Reading in First Grade (Teacher-to-Teacher Project)
- Integrating Google My Maps Across Your Curriculum
- Lumio/SMART Learning Suite
- Math Fact Fluency
- Navigating the Digital World: Is It the World Wide Web or the Wild, Wild West?
- Pear Deck
- Student-Led Conferences
- Tech Tips and Tricks That Will Engage Students
- "The Writing Revolution" Introduction

Social Emotional Learning

- Early Learner Skills and Behavior 101
- Mindful Flow
- Onward: How to Cultivate Resilience in Yourself
- Safety Care Basics
- Teaching Coping Skills to Students

Inclusive Practices

- DBIE: Practices to Empower All Learners
- Differentiating Instruction in Science and Social Studies
- Diversity and Inclusion in the Primary Classroom
- Heggerty Phonemic Awareness Curriculum Training
- How to Use Aimsweb Reading Assessment Data to Guide Your Instruction in K-2
- IEP Writing/Ed A&B
- Landmark Outreach Training
- Question-Answer Relationship

Massachusetts Comprehensive Assessment System (MCAS)

The Department of Elementary and Secondary Education (DESE) resumed administration of the MCAS in the spring of 2021 following a one-year hiatus due to the pandemic. For information regarding assessment and accountability data for the Topsfield Public Schools, please visit the Massachusetts Department of Education website at https://profiles.doe.mass.edu/mcas/achievement_level.aspx?linkid=32&org-code=02980000&orgtypecode=5&.



Educational Technology: Innovation and Critical Thinking

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

Integrating technology is crucial to meet the demands of our present educational model. Educators work closely with 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. 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 Committee's approval of a budget that is submitted to the Finance Committee and Board of Selectmen to be voted as part of Topsfield's operating budget at Town Meeting in May. Increasing costs associated with elementary school operations including school transportation, utilities, special education, building maintenance, contractual salary increases, and unfunded state mandates must be addressed each and every year.

The following general guidelines are used in preparing the budget:

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

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

	Proposed Operating Budget Fiscal Year: 2022 -2023 School District: Topsfield Elementary Schools				
Budget Summary	Actual Expense, Approved Budgets, & Proposed Budget				
	FY20 Approved Budget	FY20 Actual	FY21 Approved Budget	FY21 Actual	FY22 Approved Budget
Expenses					
Salaries	7,623,742	7,191,060	8,068,782	7,544,588	8,353,406
Professional Development	115,763	94,278	103,196	91,769	107,559
Admin, Educational, & Support	393,206	526,139	433,915	528,466	513,271
Supplies/Materials/Equipment/Services					
In District Special Education Services (Non Salary - DW Only)	94,905	163,960	82,265	47,935	62,300
Transportation (Regular & Sp. Ed.)	366,665	225,696	304,993	257,704	311,582
Utilities	216,652	166,031	218,333	184,905	210,483
Facilities	241,236	211,078	245,761	306,921	207,110
Insurance (Beneficial & Non-Beneficial)	21,000	25,000	25,350	25,350	26,130
Special Education Out of District tuition	435,948	209,234	230,755	129,625	299,486
Total Operating Budget	9,509,117	8,812,476	9,713,350	9,117,263	10,091,326
Less Applied Income	595,887		595,887		722,858
Total Local Appropriation Expenses	8,913,230	8,812,476	9,117,463	9,117,263	9,368,469

continue funding the wonderful programs at our schools and supporting our amazing teachers, while also bringing our community together for fun family events such as rock painting, game night and bingo. We couldn't do this without the help of our dedicated volunteers and generous community donations. Thank you. topsfieldpto.org.

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

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

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



Masconomet Regional School Committee

MISSION

The Masconomet community believes that learning enables us all to achieve ambitious personal goals, develop fine minds, and build strong character. Therefore, we foster the acquisition of attitudes, skills, and knowledge necessary for life-long learners to think critically in order to participate in a global society.

VISION

- Student learning is highly interdisciplinary and connects students to solving real-world problems.
- Students feel safe, happy, emotionally secure, and physically well. They are builders of a culture of respect and kindness.
- Curriculum and instruction is learner-centered: All students are achieving the same standards in multiple ways and can demonstrate their learning through a variety of different assessments.
- Instruction is personalized to the individual learning styles and unique needs and interests of ALL students.
- Our students are culturally sensitive, globally aware through their study and experiential learning, and they act confidently with an understanding of their impact on the world.

ANNUAL OPERATING BUDGET: \$36.7 million

282 seniors graduated, with an outdoor ceremony under a tent on the stadium field, and 87.3% went to a 2 or 4 year college. This dip in the percentage of students attending college upon graduation was due to the pandemic, as reported by the students. They were concerned about the possibility of going to college using a “remote learning” model. As a result, those students opted for other schooling, employment, or other, in hopes of attending college after restrictions due to the pandemic were relaxed.

SCHOOL COMMITTEE

School Committee Goals - The School Committee had one goal for 2020-2021, given the context of the Covid-19 pandemic and its impacts on public education nationwide: to implement uninterrupted teaching and learning programs, including a safe option for in-person learning as well as virtual or remote platforms, keeping our schools open to the greatest extent possible within the Covid-19 guidelines set forth by the state.

The Committee shaped a FY22 budget, with the administration’s recommendations, that was designed to meet the heightened student needs of this unique time for pandemic recovery. The Committee also proposed specific improvements to our regional district agreement, which will incorporate a multi-year average for apportionment calculations between the three member towns, and will have a long term benefit to all member towns. We are grateful to our member towns for approving those items at Town Meeting.

Other notable actions taken by the Committee included voting to approve a phased reopening of schools, hosting listening sessions for the community throughout the year, hosting a “reopening forum” that addressed FAQs collected by the committee through a community-wide survey, including student representation at our meetings, voting to run a modified fall athletics season (unusual circumstances required a vote for fall sports), initiating contract negotiations with the Masconomet Teachers Union, approving a limited number of school-choice openings for grade 9, introducing a “Small Town Hero Award” collabora-

DISTRICT SNAPSHOT

Enrollment in the District by town as of October 1, 2020:

Boxford: 622
Middleton: 604
Topsfield: 436
Other: 15
TOTAL: 1727

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

Grade 7: 319
Grade 8: 267
Grade 9: 268
Grade 10: 288
Grade 11: 283
Grade 12: 288
Beyond 12: 14
TOTAL: 1727

tive project with the student council, adopting an Anti-Racism Resolution in November, 2020, and voting to create an Inclusion, Diversity, Equity, and Anti-Racism Policy for the district in June, 2021.

COVID-19 PANDEMIC

Masconomet joined the broader community in doing our part to limit community transmission of Covid-19 in 2020-2021. The district spent the year responding to and balancing needs in a pandemic: student engagement, safety protocols, access and equity, modified academic and co-curricular programming, physical and mental health, etc. Due to the challenges of achieving this balance, schools across the nation had to design and implement new teaching and learning models. Masconomet opened using a phased approach. The state delayed the start of school by ten days, during which faculty worked to prepare and transfer their curriculum onto platforms that could easily adapt for remote or in person teaching and learning. School started in September with four weeks on a fully remote platform, to then transition mid-October into a hybrid model with four cohorts of students: two cohorts alternating daily between in-person and remote learning by cohort, a third cohort that chose to be fully remote, and a fourth cohort to be fully in person based on individualized needs, with our faculty in-person five days a week throughout. In the spring, several Covid-19 guidelines changed, allowing the district to shift away from the hybrid model and finish the year with only two cohorts based on choice: fully in-person or fully remote. This shift was possible because of numerous factors, including changes to DESE’s regional transportation social distancing requirements, evolution of data on Covid-19, updates to CDC guidance, access to vaccinations for teachers and staff, consultation with local Public Health departments and nursing team, local trend of declining virus transmission (had seen an incline after the winter holiday), and consistent practices established on campus for other key mitigation strategies including masks, hand hygiene, and contact tracing.

A theme all year was how to support the wellbeing of students and families, emotionally as well as physically. Partnering with the Tri-Town Council, the Community Assistance Program brought tangible resources to the doorsteps of families impacted by Covid-19 when needed. Throughout the year, there was concern about the degree of isolation students and teachers were experiencing. The importance of relationships became more apparent than ever before. The hybrid model also shined a light on the significance of Executive Functioning skills. A Pandemic Impact Transition Team for students and support groups for parents were introduced by the Student Services department. The Middle School also started MASCO Connect “bringing the fun back” to foster a sense of community in school in late winter when everyone needed a boost after many difficult months in hybrid learning.

All departments this year evolved their programs for the hybrid model of teaching and learning. The Information Technology (IT)/Digital Learning team built strong partnerships with staff and worked hard to provide training on new tools and tech support as quickly as possible. Faculty participated in a wide range of Professional Development (PD) with adaptive models in mind. When possible, faculty scheduled Professional Learning Communities (PLC) to discuss curriculum, instruction and assessment, sharing ideas and best practices for hybrid teaching. Among the programs that had to adapt, the Senior Internship program was substituted with Senior Workshops, with professionals in a variety of fields.

Overall, the district overcame challenges. Our schools had to implement significantly more technological strategies, with a variety of digital learning applications, and consistent online access to classwork and assignments through BlackBoard. Many of these tools have been very successful and will continue to be used in the future as curriculum has now been created around them. Some of these include: jamboard, flipgrid, google assignments, edpuzzle, quizlet, music making apps, science lab simulation apps, and we-video. Another adaptive practice that students and teachers would like to see continued after the pandemic was the “flex” block (WIN, or “What I Need”) in the daily class schedule.

NEW HIGH SCHOOL PRINCIPAL

In February, 2021 - Dr. Mary Jo Carabatsos was hired as Masconomet Regional High School's new Principal. Dr. Carabatsos distinguished herself as a school leader who is visionary, data-focused, thoughtful, and engaged in the lives of her students and faculty. We are excited that she joined our team on July 1, 2021.

RETIREMENTS

Our gratitude goes to our retiring Principal, Peter Delani, who dedicated 29 years to Masconomet in the roles of Social Studies teacher, Baseball and Football coach, “High School Dean of Students,” Assistant Principal, and finally Principal in his final years with the district. We wish him all the best in his retirement, and will do our best to keep his legacy alive as we make Masconomet, “Masco.” Math Department Head, Denise Tenanty, also retired after 31 years at Masconomet, and the impact of her tireless capacity to give all she had will be felt for years to come. We also wish to recognize the retirements of Maripaul McGinn after 10 years, Christina Stohl after 11 years, and Elizabeth Thomas after 9 years of service. Masconomet is grateful to them and wishes them well.

HIGHLIGHTS

Student Council

Student Council was involved in a variety of “open projects” with a goal of engaging students, faculty and the community over the course of the year. Some highlights included: The Learning to Lead Series, a Black History Month assembly featuring Dr. Thadeus Miles, Director of Community Service for MassHousing and author of the blog Black Joy, and the first annual Tri-Town Small Town Hero Awards. With over 60 student clubs at Masconomet, the student council often collaborates with other groups as they engage the student body and broader community in various ways.

School Counseling

The School Counseling Department currently delivers the program, Metacognition: Learning How to Think to all students in the Middle School. Topics include organization, note-taking, study strategies, time-management, flexible thinking, prioritizing and active listening. A 6 part PD Series resulted in an expansion of programming to include a social-emotional learning component that bridges executive functioning and metacognition with SEL, with lessons on empathy, decision-making, social awareness, and relationship building.

School counselors assisted students to create strategies and plans to meet their academic, executive functioning, and extracurricular needs. They helped students develop coping strategies to manage stress and anxiety, stay engaged with the subject matter and with classmates, as well as advise students about their course selections. For College/Career Counseling: online BlackBoard resources were created to virtually assist students with post-secondary planning as well as provide outreach programs to families. Masconomet offered 19 College Board Advanced Placement courses. In 2021, 207 students took 339 exams; 84% scored a 3 or higher.

Health Services Department

Our Health Offices in both schools were very busy with COVID 19 tracking, oversight and providing support and resources to students, families, and staff. This intensive process involved daily communications, frequent planning meetings, attendance tracking and follow-up with parents. The challenge to keep current with ever changing guidelines and direction from DPH, CDC, DESE continued throughout the year. There was also an increase of virtual Student Meetings, Re-entry, 504, IEP or General Education Meetings, as well as an increase in the Holiday Assistance Program due to Pandemic.

School Health Advisory Council (SHAC)

The Masconomet School Health Advisory Council (SHAC) works to promote and protect the health, wellness, and safety of all students. The Council works in collaboration with Tri-Town Council, Tri-Town School Union, our families and our communities to collect and analyze data. Based on the conclusions drawn, SHAC advises all interested shareholders by providing information, making recommendations for new or revised policies, and suggesting additional programming in order to enhance existing school curricula and services. SHAC worked partnerships with community organizations to disseminate resources and opportunities available to students and families during the pandemic.



Art

The Art Department achieved outstanding results at the Massachusetts 2021 Scholastic Art & Writing Awards competition. The high school received a total of 47 awards (11 Gold Key, 14 Silver Key, and 22 Honorable Mentions)—this is the second highest total of any high school in the state—public or private. Two seniors received the Second Prize Award and an Honorable Mention at the Annual 6th Congressional District Art Show. Once again, the AP Studio Arts students created portraits of young women from Afghanistan for the Memory Project, which is a non-profit organization that invites art teachers and their students to create portraits for youth around the world who have faced substantial challenges, such as neglect, abuse, loss of parents, and extreme poverty.

Performing Arts

All in-person performances were suspended through June 2021 due to the pandemic. The High School Band and Chorus returned to perform live at the 2021 graduation. All trips and in-person music festivals were also suspended during the spring semester of 2021. Twelve workshops, involving students enrolled for High School Concert Band for Honors Credit, High School Percussion Ensemble, and Chamber Singers, were facilitated by the non-profit Teach to Learn and focused on world cultures as well as world music. The students communicated via Skype with professional musicians from various international locations.

Wellness

The High School Wellness Department offered elective classes in Emergency Medical Technician (EMT - Honors), Emergency Medical Response (EMR), Intro to Medicine, Yoga (I and II), Team Sports, Freshman Seminar, Project Adventure, and Fundamental Fitness. These courses have been very popular for students of all levels of high school. Comprehensive Health, a semester-long course, is required for all students at Masconomet.

Business & Technology

The AP Computer Science Principles, the 8th grade Intro to Coding, and the All Girls Computer Science courses have all had growing student interest. Over 70 DECA students qualified for the state competition this year. The Virtual Credit For Life Fair was conducted virtually over 100 students from Masco participating.

The IT department trained over 40 teachers in Formative, an online web-based assessment tool integrated with our information system. They successfully migrated to Gallery View in Blackboard Collaborate in order to allow video feed for up to 25 students, and created multiple opportunities for virtual school-wide assemblies with the district & community. These included: Parent's Night, Parent Conferences, Course Selection Night as well as creating opportunities for Senior Workshop guests to present from anywhere in the country (ie. Sea World Orlando, on the set of Days of our Lives, etc)

English

Poetry Out Loud annual competition took place in January, with the 1st place winner going on to represent Masco at the statewide competition in Boston. Five Honorable Mentions and one Silver Key for the Scholastic Arts and Writing Awards were won by one Masco junior this year.

Morning Update and Chieftain Chronicle adapted to on-going changes with new, innovative methods for relaying school news in our Media Communications class, collaborating across disciplines with Digital Learning. Poetry Club, GSA, ACE Club, and Debate Club were all

actively engaged all year, with advisors helping these student-led initiatives grow and thrive. The department is continuously seeking to improve strategies with PD.

Math

Twenty-six high school students were members of the math team, which participated in meets virtually as part of the Massachusetts Mathematics League. During the pandemic, the Mathematical Decision Making was an example of innovative instruction to adapt, spending class time outside (in school or at home) to measure distances and angles to items such as treetops, flagpoles, rooflines etc. by applying trigonometry. Other applied learning opportunities included students presenting administrators with statistical summaries relative to data such as student enrollment trends, using quadratic functions to determine who could hit over the Green Monster, investigating piecewise functions to discuss taxes and look at the impact of filing individually or as a couple. There were also interdisciplinary opportunities with geometry and art (ie. scaled drawings). PD courses supported preparations to teach Intro to Calculus with Applications.

Social Studies

Teachers continued to develop and revise the core content curriculum sequence to align with the revised Massachusetts Frameworks and Standards for Social Sciences, now in the third year of implementing the revised curriculum. New curriculum includes Global Cultures, United States and Massachusetts Government and Civic Life, World History, US History, and Modern US and World History. Teachers worked to make the curriculum more diverse and incorporated more student-centered lessons using simulations and discussions. Teachers participated in various professional development offerings through Primary Source, Teachers as Scholars (offered through the district), Essex History seminars, and Ditch That Textbook, and others.

Science Department

Five students sat for the The American Chemical Society's Ashdown Exam, the state qualifying exam for the National Chemistry Olympiad was given online in March. Throughout the spring of 2021, science educators elevated their use of digital platforms to help all students learn. For example, chemistry teachers used high quality PHET simulations to help students conceptually understand scientific phenomena. The department often collaborated with the art department on interdisciplinary and applied learning experiences. For example, the course Art of Anatomy was developed to allow students to express content mastery through a variety of art-based projects, and students in "computer aided modeling" collaborated with students in "Innovative Design" to create 3D prototypes of art designs. During the spring of 2021, students participated in a citizen science project, USAnts, coordinated by the DNA Learning Center at Cold Spring Harbor Laboratory, and their work was presented at a virtual conference. Biotechnology students participated in the BioBuilder Accelerator Project, a three-week experiential learning project collaborating with an MIT professor, where student teams worked on generating a design of new biotechnologies that can better our world. The Masconomet Science Team competed virtually, and attended seminars with a wide range of STEM professionals.

World Language

In 2021, 5 students graduated having earned the Global Competency Diploma. 18 students were inducted into the French Honor Society, Société Honoraire de Français, 25 students into the Spanish Honor Society, Sociedad Honoraria Hispánica, and 2 students into the Chinese Honor Society. 4 Masco students in French IV won 1st place prizes in

the national video contest sponsored by the American Association of Teachers of French. A student in French III won the 3rd place prize, and another student in French III earned an honorable mention.

Due to the pandemic, we were unable to offer exchanges with Spain, France and China. In place of physical travel, many students participated in pen pal exchanges with students from Senegal, Buenos Aires, Argentina; Chinandega, Nicaragua; Cusco, Perú; and Huesca, España.

In November 2020, French students celebrated National French Week with virtual speakers and cooking authentic recipes at home. In March 2021, French students participated in Manie Musicale (Music Madness) with thousands of other French students from across the U.S. and abroad. Students discovered new Francophone music and voted on the best song of the year. They interacted with other students virtually on Flipgrid, and some participated in a video competition. One Masco student won the prize for the best singing in an original music video!

Athletics

Fall 2020 - In August of 2020, the school committee voted to have a fall interscholastic sports season. Masconomet was the first school in the Northeastern Conference to allow regular season competition. Eventually, eight other NEC schools would follow. The NEC fall season included field hockey, cross country, soccer, and golf and began on September 18, 2020. The MIAA sports committees made safety modifications to account for the COVID-19 Pandemic (football, volleyball, and cheerleading were moved to the fall-2 season from the end of February through April 25th). The field hockey team completed its inaugural season in the NEC and finished undefeated at 10-0. The boys' soccer team finished undefeated with only one tie, while the girls' soccer team finished 7-1-1. The golf team was also undefeated at 7-0 in the NEC. Due to the COVID-19 Pandemic, only regular season competition was held in the fall 2020 and all MIAA tournaments were canceled.

Winter 2020(1) - Although the MIAA didn't hold state tournaments because of COVID concerns in the winter of 2021, we were able to compete in a modified league schedule in the Northeastern Conference (NEC). The gymnastics team continued its amazing string of success by finishing undefeated. The boys' ice hockey team shared first place in the NEC. Our girls' ski team was undefeated and finished first in the interscholastic race. Our boys' ski team also completed a successful season and finished fourth in the interscholastic race. Our girls' ice hockey team competed for the first time in school history as a stand-alone program as we look forward to continued growth of the program. The girls' basketball team finished the season with only one loss, while the boys finished the season on a high note, finishing 7-5 and winning our last

Fall-2, 2021 - The indoor track teams competed in the "fall-2" season that ran from the end of February through April 25, 2021. Meets were held outdoors on our local school tracks and events were modified so students could have the opportunity to participate. The volleyball team also competed in the NEC during the fall-2 season.

Spring 2021 - The spring teams welcomed a full state tournament after the season was canceled in 2020. The girls' lacrosse team finished 1st in the NEC and eventually lost to Chelmsford in the Division I North finals. The baseball team also had a magical run of its own, winning three state tournament games before eventually falling to state champion St. Mary's in the Division Two North finals. The girls'

tennis team finished undefeated in the NEC and eventually lost to state champion Winchester in the Division Two North semifinals. In spring track and field, the girls' team finished 24th overall in Division I while the boys finished 26th.

SUPPORT ORGANIZATIONS

In addition to the operating budget, there are numerous organizations and individuals that support the district's academic program and physical plant through grants and gifts as well as through complementary programming. This year, they all had to adjust their work to the pandemic, putting many of their usual offerings on hold, and in many cases filling different kinds of needs for this unusual year.

We are grateful for these relationships and the generosity that benefits Masconomet. These include TriTown Council, Booster groups for sports teams, TurfUp Masco, and others who generously and consistently support Masconomet. Below is information from four 501(c)3 organizations that are run by parent volunteers and structured to specifically support the Masco community: MEF, MMPA, PAC, and SE-PAC.

Masconomet Education Foundation (MEF)

The goal of the MEF is to enrich the educational experience for students by funding projects that enhance the resources available to educators, improve technology in the classroom and provide unique learning opportunities for our students. In 2020-2021 MEF's mission was tested with a school year during the Covid-19 pandemic. MEF awarded 2 grants to Masconomet for \$2,900. One grant funded the installation of 2 HUDL cameras on the football field and in the gym so that games could be filmed as fans watched from home. The other grant funded a middle school weather station for the 8th grade science classes so they could gather real-time data and collaborate with other schools in the area utilizing the same data. In any given year, MEF funds from 10-20 grants funding up to \$75,000 per year, but 2020-2021 was a year of very little fundraising and funding. Instead, we shifted our focus and looked to supporting and lifting up the educators, administrators and volunteers who were working hard for the Masco students who needed support. There were a lot of Zoom meetings and phone calls to check in and offer smiles, virtual hugs and an ear to listen. We closed out the year and joined with PAC, TTC and SEPAC to put on an appreciation breakfast for the Masco faculty and cheer them on to finish the year strong, and provided banners for graduations and moving on ceremonies, where so excited students had their day to celebrate. We are very grateful to have such great organizations supporting Masconomet and we know we have to continue to support each other so we can all thrive and meet our missions, and that is the true measure of a community's spirit. Find out more at: <https://masconometeducationfoundation.org/>

Masconomet Music Parents Association (MMPA)

The MMPA's primary focus is to promote and support Music Education within the Masconomet Regional School District. Due to the severe covid restrictions during the 2020-2021 school year, we focused on bringing in a program called Teach To Learn which exposes students to professional musicians all around the world. The kids learn about culture and music. It is a program that could be done over Zoom which was important when half of the school was remote. To learn more about the program please see their website. <https://www.teachtolearn.life/>

Two of our three major fundraisers were able to continue during the pandemic. We run an annual electronics recycling event which is open



to the public during October. We also run a paper shredding event which is open to the public during the month of April. Trinity Church in Topsfield was extremely gracious and let us hold our fundraisers on their property. Music Department students as well as their parents (MMPA members) work these events. It provided a much needed sense of community during a very difficult year. Our normal community connections such as concerts, programs with COA etc were not able to happen due to covid restrictions. Learn more at: mascomusic.org

Masconomet Parent Activities Committee (PAC)

PAC is the high school and middle school's parent organization designed to sponsor activities and events that will enhance the educational, extra-curricular and social needs of our students, to promote school spirit by encouraging friendship, support and cooperation between students, faculty and administration; and to plan, execute and pay for intracurricular and extracurricular events sponsored by PAC for our students during the academic year. Everything we do is based on Parent Volunteers and donations. Every year, to include the past year, PAC has provided many traditional activities, such as providing community-sponsored PAC t-shirts to the incoming 7th graders during orientation, flowers for the 8th grade Moving On Ceremony, organizing the Sr. Parade and Sr. Breakfast. Due to COVID restrictions we were unable to provide our full array of activities which also include various events such as pizza parties, BBQs, dances, movie nights, guest speakers, scholarships, parent night out. PAC is always looking for volunteers, including class representatives and leadership members. Find out more at <https://mascopac.org/>

Tri-Town Special Education Parents Advisory Council (SEPAC)

The mission of the Tri-Town SEPAC is to provide information, support and assistance to parents of children with disabilities in the communities of Boxford, Middleton and Topsfield. To that end, the Tri-Town SEPAC promotes "parent to parent" forums, advises administrators and school committees, provides educational forums, collaborates on state-wide advocacy work, and encourages understanding, acceptance and inclusion of children with disabilities. In 2020-2021, the SEPAC helped fund clear masks for both the Tri-Town School Union and Masconomet. We also made a donation to MEF for their staff appreciation in the spring. The SEPAC is committed to ensuring that best practice and science guides policy/procedure/programming in our community to ensure equitable education for all children. Education as it has always been should never be the goal; we greatly appreciate the willingness to hear our perspective and honor our guidance from our town partner organizations and from the Masconomet School Committee and Administration, and we hope that Town Administration is as committed to that outcome as we are. Learn more at: Tritownsepac.org

COMMUNICATION

We want to keep our community informed! The School Committee has established a blog and Facebook page for announcements and summaries of meetings. You will also find options for sharing your voice with the School Committee posted there. The Superintendent has a blog with regular updates (about every two weeks), and the principals post weekly updates on the district website. Please enjoy learning more about what is happening at Masconomet through any of these. Go to www.masconomet.org to find them all.

CONCLUSION

In Dr. Harvey's words: "job number one is to do what's in the best interest of our students." This is only possible with the support of the

residents in our community. Thank you for your interest in and support of the Masconomet Regional School District. We often emphasize the importance of relationships for student learning and success. Likewise, Masconomet's relationship with the broader community is important for the district's overall success. We encourage you to attend some of our students' exhibitions, performances, athletic events, etc. We hope you can enjoy our students' success and overall wellbeing as a positive reflection on our community as a whole!

Respectfully Submitted,
Zillie Theodorou Bhuju, Chair
Masconomet Regional School Committee

MASCONOMET REGIONAL SCHOOL COMMITTEE MEMBERS

Boxford Members

Patricia Bernheart
Joseph McLean
Carolyn Miller (FY21 Chair)
Terri Teleen

Middleton Members

Domenic Casamassima
Joseph Ciampa
Tasha Cooper
Kosta Prentakis

Topsfield Members

Zillie Bhuju (FY22 Chair)
William Hodges
Melissa Ogden

Board of Health

The Board of Health had a memorable year due to the ongoing COVID-19 pandemic. 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, 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 of Health accepted the resignation of Member Anthony Alley RN at the end of FY 21, and welcomed former Board of Health Chair William Hunt Esq. back to the Board. We would like to acknowledge the contributions of the Topsfield Board of Health members who bring dedication and extensive health care, technical and legal knowledge to the Board of Health. Their service to the Town of Topsfield is greatly appreciated.

Under Massachusetts General Laws, state and local regulations 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 Topsfield 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.

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

BOARD OF HEALTH MEMBERS

*(During the reporting period of
July 1, 2020 through June 30, 2021)*

Sheryl Knutsen RN-Chair

Mark Rizza

William Hunt Esq.

Anthony Alley RN

Larry Fixler RPh

Board of Health Staff: Wendy Hansbury, Director

Susan Winslow, Senior Administrative Assistant

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.

Responding to the COVID-19 pandemic that started in February, 2020, remained a primary focus for the Board of Health. Emergency Orders issued by the Baker/Polito administration, necessitated local schools and work places to use remote access platforms. Town Hall Offices were open by appointment only and the 2020 Topsfield Fair was cancelled. The Public Hearing reviewing local supplemental regulations opened prior to the State of Emergency in March 2020, was closed without findings in May 2021. The Board will return to this review at a date to be determined.

The Topsfield Board of Health took the lead establishing COVID vaccine clinics when vaccine became available in January, 2021. Extensive experience in conducting vaccine clinics and an Emergency Dispensing Site Plan, with one of the highest scores in the country, prepared the Board of Health to establish vaccine clinics quickly. Clinics for regional First Responders were held at the Topsfield Fair Grounds and continued for residents. The Topsfield Board of Health would like to thank the many volunteers, including local community members, who staffed these clinics. The Topsfield Fire Department assisted with clinics and efforts to vaccinate home-bound residents. The Health Director worked with MDPH and the Topsfield Public Safety Team to ensure coordinated messaging to the public, and oversaw the receipt of MAPC grant funds allocated for pandemic response. A Tri-Town Pandemic Response Nurse, Julia Lobell RN, was hired to coordinate communications and contact tracing with the schools. VNA Public Health Nurse Joan Fitzpatrick RN conducted all other Topsfield contact tracing. Frequent meetings of the Public Safety Team ensured that an effective collaboration and response was available to residents, employees, and local businesses. Public meetings remained remote or hybrid due to the Governor's Order limiting public gatherings. Reimbursement for Flu and COVID vaccine clinics go into the Town's General Fund; Board of Health funds cover clinic expenses.

Due to the Baker/Polito Administration's school age flu vaccination requirement, the 2020 clinics held at Town Hall were well attended. The Board of Health holds a contract with VNA Care to deliver public health nursing services, including participation in flu vaccine clinics, Wellness Clinics and Health Talks, and communicable disease fol-



Town of Topsfield - 2021 Annual Report

low-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. Due to COVID-19, these clinics were halted during the Stay-At-Home Order from the Governor's office, then conducted by appointment only when the State relaxed the Order.

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. This year, no mosquitoes tested positive for West Nile Virus or Eastern Equine Encephalitis Virus during weekly testing.

Goals for fiscal year 2022 include maintaining quality service and professionalism in the office and in the field while continuing to respond to the community's needs. The Board of Health will work with other town departments in cooperation for 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.

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



PHOTO COURTESY OF KINDRA CLINEFF

Board of Health: Volume Analysis

ACTIVITY:	*FY18	*FY19	*FY20	*FY21
SOIL TESTS CONDUCTED	36	18	12	31
SEPTIC SYSTEM INSPECTION REVIEWS	95	68	79	81
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	28	28	31	35
SEPTAGE HAULER LICENSES ISSUED	29	16	11	13
NEW CONSTRUCTION APPLICATIONS	4	2	5	10
REPAIR APPLICATIONS	40	42	40	43
ANNUAL FOOD PERMITS	34	48	41	41
TEMPORARY FOOD PERMITS - FAIR	124	122	123	0
TEMPORARY FOOD PERMITS - NON-FAIR	53	48	28	6
MILK PASTEURIZATION	1	1	1	1
CAMP PERMITS	5	2	2	2
POOL PERMITS	2	2	2	2
BEACH PERMIT	1	1	1	1
TANNING SALON	1	1	1	1
TOBACCO PERMITS	4	4	4	4
WELL PERMITS	4	1	4	15
BEAVER TRAPPING PERMITS	3	3	2	1
COMPLAINTS	10	23	14	10
COMMUNICABLE DISEASE INVESTIGATION	95	61	**	***55
COVID19 COMMUNICABLE DISEASE CASE INVESTIGATION				314
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED	127	142	209	339
Data Source: Town of Topsfield Annual Reports/BOH Records				
* Fiscal Year: July 1 - June 30				
**not available due to COVID 19				
***does not include COVID 19 follow-ups				



Council on Aging

MISSION

The Topsfield Council on Aging mission is to design, implement and promote programs and services to support the independence, health and well being of senior citizens in the town of Topsfield.

STRATEGY

FY21 has been an unprecedented year. With the pandemic at the forefront, the strategic plan had to keep the residents safe and healthy in their homes. Meals on Wheels were delivered in plastic bags, left on the handles of the doors to avoid any face to face contact. Volunteers performed grocery shopping errands for those that were most vulnerable and at risk. Virtual programming was put into place to keep minds occupied and established a feeling of community and the residents felt safe and engaged at home. When the COVID-19 vaccines became available, volunteer drivers transported seniors to the vaccination clinics both in town and out of town.

FOCUS

FY21 focused on getting as many seniors vaccinated as possible as well as taking care of any other needs during the pandemic. A volunteer team of about 50 people collectively made calls to every senior citizen with an available phone number to either make a vaccination appointment for them or to help them navigate the websites available to book their own appointment.

PROGRAMMING

At the beginning of FY21 the programming remained strictly virtual by Zoom conferencing. Volunteers continued to do a stellar job at entertaining virtually; Virtual Travel, Silver Screening, Tai Chi, Dance out Dementia, Supper Club, Masking in Style, Book Group, Coffee and Conversation were some of the programs provided. The challenge was getting the seniors to learn the technology and to get computers out to those who did not have access to one. As the pandemic approached a different stage, more hybrid programs started in addition to the virtual programs, Tai Chi, Coffee & Conversation, Virtual Restorative Yoga and Grab & Go lunches. Starting in May of 2021 in-house programs such as Mahjong, painting classes, intergenerational activities and exercise classes were offered. We were also able to have a variety of musical concerts.

Dynamic and engaging programs at Topsfield Council on Aging are depicted in the bimonthly newsletter, The Scoop. The Scoop provides a major source of communication, information and referral in addition to programs and entertainment in the community. We try to provide advocacy and support systems to empower senior citizens age 60+ to maintain their independence in their homes, quality of life and to stay informed of what services are available.

SERVICES

Social Services Advocate/Outreach is probably one of the most important components of the COA. Daily outreach focuses on senior citizens and their families and caregivers to be sure that their needs are being

met, to ensure that they are safe in their living situation. Some of the outsource advocates include; Pace/Element Care and SeniorCare Inc. SeniorCare, Inc. also coordinates the nutritional, federally funded, Meals on Wheels Program and other nutrition programs through the Older American Acts Nutrition Programs. Every weekday hot meals, prepared by Trio Community Meals, are delivered to the homes of more than fifty clients throughout Topsfield. Clients qualify through SeniorCare, Inc. and remain in the program for as long as necessary. Occasionally, a client will participate short-term, while recovering from surgery, etc. The meals are tailored to the client's dietary needs, e.g. reduced salt, pureed, cardiac and carb controlled. A dedicated team of volunteers spend two hours on their designated day to ensure that the meals are delivered in a timely fashion to clients in need of proper nutrition, companionship and valuable well-being checks. These programs enable the participants to stay in their home and age in place with dignity.

Transportation is a key service that the COA provides. The COA's handicapped accessible bus operates five days per week, offering rides to medical, dental and any essential appointments. Two COA drivers provide transportation to grocery shopping, daily living support and essential needs. Once a week the COA offers a variety of day trips. For senior citizens who are not driving, the transportation services are essential, invaluable and encourage independence in rural Topsfield. For a small voluntary donation, senior citizens can get curb-to-curb service. The VNA Care's "Keep Well and Blood Pressure Clinics" are held at two locations in Topsfield. The clinics are held at Town Hall on the second Thursday of the month and at Little Brook Village the third Wednesday of the month.

SHINE (Serving Health Information Needs of Everyone) counselors offer appointments each month. SHINE is a state program that provides free, unbiased health insurance information, counseling, and assistance to Massachusetts residents with Medicare.

AARP partners with the COA to offer free assistance with Tax Preparation for low- and middle-income earners with simple taxes. The COA coordinates the appointments and sends out the essential paperwork. In 2021 dedicated trained AARP volunteers met with the senior citizens briefly and completed the tax return for approximately 35 senior citizens, mostly Topsfield residents. This was a busy year due to so many towns did not offer the service due to COVID-19. This service runs mid-February through March in order to have taxes prepared and delivered by Tax Day on April 15th.

Tax Relief assists senior citizens who would like to remain in their Topsfield residence for as long as possible. This requires helping them reduce the financial burden of increasing expenses when living on a fixed income. Working with the Town Assessor, the COA strives to educate the senior population about tax relief that is available at the local (abatements) and state (Circuit Breaker) levels. The 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 their workforce. The applications for both Work-Off Programs are available starting December 1st and are accepted until all fifteen positions are filled each year.

VOLUNTEERS

The eleven-member Topsfield COA Board of Directors, whose members are listed along with other Appointed Town Officials in this Annual Report, work together with the COA Director to establish priorities. This dedicated team, led by chairperson Penny Rogers, attends monthly meetings and assumes leadership roles for different projects/initiatives as requested. The Board members have supported and offered their time to the COA to meet the common goal.

The Topsfield COA Board is a full board with 11 members and 1 associate member. All members other than the associate are appointed by the Select Board and sworn in by the Town Clerk. All members are active with COA events and activities. The Board continues to assist the COA Director with priorities and policies to fulfill the COA mission. Board meetings are monthly and always well attended.

The Friends of the Topsfield COA (Friends) is a 501(c)3 fund raising organization to support COA activities. They are a 10-member board that meet monthly 9 times a year to discuss the needs of the COA. The Friends have been extremely helpful and supportive during the pandemic and the re-opening of in-person COA activities. All senior citizens over 70 years of age currently receive a birthday card from the Friends. Because of their dedication to COA, they have received this year numerous donations in remembrance of passing COA senior citizens. The Virtual Annual Holiday Party, antique car show/cookout and Oktoberfest; not only do they provide the funds so that more than one hundred guests can enjoy a wonderful afternoon or evening out complete with entertainment at no cost, they do the heavy lifting to ensure that the events run smoothly. The Friends offer scholarships so that seniors without expendable dollars can attend some of the higher priced trips on which the COA embarks (e.g. theater outings). The Friends of the Topsfield COA have been sharing their Facebook Page so that there is a unified online presence. On this page photos of events and activities are shared regularly so that family members can continually see how engaged their loved one is with their community. Important information about relevant local and regional services and time-sensitive matters is also shared on this site.

In addition to all of the volunteers previously recognized, more than fifty additional Topsfield residents give their time to enhance the lives of Topsfield seniors, as programming and event assistants, companions, newsletter editors and assemblers, and much more. The Topsfield COA volunteers fall under SeniorCare, Inc.'s RSVP program that organizes volunteers in nine communities throughout the region.

GRANTS

The Topsfield Council on Aging seeks grants to supplement the appropriation that is approved at the Annual Town Meeting. The Formula Grant is disbursed annually by the state at a level of \$12/senior based on the most current US Census.

The Massachusetts Cultural Council funds have organized enriching events and on several occasions to the benefit of the senior population, the Topsfield Cultural Council awarded the COA funds that would cover the cost of entertainment in June and cover half the cost of a summer concert at the Town Green Gazebo that attracted more than one hundred residents of all ages in August. Also, a special event on New Year's Eve was held at Town Hall in the Public Hall and attended by approximately 35 people.

I have always believed that it takes a village, but the Town of Topsfield has taken that saying to a new level. I am moved by the tremendous support of the First Responders, the community's employees, Town Administrator, the COA and Friends of COA boards, the COA team and all the volunteers that came out to do whatever was necessary, required, or essential done. I have enjoyed participating in this village.

Respectfully submitted,

Kathleen Barbarisi, Council on Aging Director

Council on Aging Team

Beth Wideberg, Senior Administrative Assistant

Greg Young, Driver

Ed Blum, Driver

Stephany Sweeney, Data Clerk & Technology Coordinator

Kathleen Barbarisi, Council on Aging Director

Council on Aging Board

Penny Rogers, Chairperson

Lynne Bermudez, Vice-Chairperson

Rusty Brady, Recording Clerk

George Berube, Member

Kendra Berube, Member

Joan Chiffer, Member, Dementia Friendly Topsfield Chair

Elaine Crippen, Member, Friends of COA Liaison

Kim Love, Member

Hannah Menzer, Member, Intergenerational Liaison

Friends of Council on Aging Board

Kathy Yanchus, President

Kathy Curran, Vice-President

Pat MacLean, Treasurer

Susan Whelton, Secretary

Nancy Beirne, Member

Chris Roman, Member

Christine Cotti, Member

Mary Anne Cosgrove, Member

Mary Margaret Keaney, Member

Elaine Crippin, COA Liaison

Steve Walsh, Member

Bill Quinn, Member

Charlotte O'Toole, Associate Member



Tri-Town Council

Celebrating 53 years (and counting) supporting Tri-Town Youth and Families!

VISION

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

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 grounded in positive youth development and prevention including: youth leadership, parent/caregiver education, professional development, prevention resources, 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 resilient 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, and every healthy caring adult in our community has a role to play in building Assets. In the words of the late Dr. Peter Benson, "All kids are our kids."

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 3 FTEs), is able to accomplish our ambitious goals each year reaching thousands across the Tri-Town community.

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

OUR IMPACT

In FY21, despite the continued challenges of the global pandemic, TTC's efforts reached hundreds of children, youth, parents and community members with a variety of primarily virtual programs and workshops. Much of our focus in FY21 was supporting mental health, self-care, and resilience and innovating new ways to bring youth together to connect, engage and serve. The Lisa G. Teichner speaker series, named after our former Executive Director, hosted teen expert Jon Mattleman for The Secret Life of Teens and child psychologist Linda Price for Parenting with Intention: Building Resilience for K-5 Youth. In addition, other parent/caregiver and family workshops focused on self-care, mindfulness, substance use prevention, and self-regulation.

COLLABORATIONS

Working with existing and new community partners was a critical aspect of the breadth of programming we were able to offer this year. A Young Adult and Single Parenting Coping Group was offered through MassSupport. A Family Mindfulness Video series was created for families to access on-demand through our partnership with Sally Palmer of Revive Mindfulness. Zen Center North Shore partnered with us to host virtual Teen Guided Meditation groups from January through May for middle and high school aged youth where youth could experience guided meditation and learn some techniques to build their own skills and share them with others. When vaccines started to become available, TTC partnered with the Middleton Council on Aging on an Intergenerational Digitizing Photos service opportunity where middle and high school youth volunteered to digitize older adults' precious family memories. Masconomet's National Honor Society (NHS) was looking for a meaningful service project and worked with us to develop the Virtual Reader

Program - where a NHS student was paired with a child in Kindergarten through 3rd grade to meet virtually with on a weekly basis for 5 weeks. Children and youth engaged in reading quality books through a virtual platform and built a connection.

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 preventing and reducing youth substance use ensuring and sustaining a healthy Tri-Town community for all. Activities include data collection and dissemination, substance-free youth social activities, information/education campaigns, positive community norms promotion, youth engagement and advocacy.

Coalition initiatives

Building on the work of Masconomet's graphic design students and the non-use norms from the 2018 YRBS data, the Coalition planned and executed over FY21's summer a community wide Positive Community Norms campaign using Boxford student and Class of 2020 Masco grad Rheanna Murray's graphic design. Postcards promoting the healthy norms along with other communication strategies worked to correct misperceptions held by Tri-Town youth and adults regarding youth substance use rates. (Information on why perceptions matter [HERE](#).)

Internally, and building on the framework of the Science of the Positive, Coalition members focused on exploring the Seven Core Principles. These principles provide a concrete process that helps Coalition members frame, execute, and evaluate our work in a way that increases our effectiveness in our organizations and our communities.

With Covid postponing the YRBS administration until November 2021, the Coalition focused on gathering data about how COVID-19 may be impacting the Tri-Town community. The 2021 Tri-Town Community Covid-19 survey was developed and administered in March 2021 to gather data about health indicators, community members' understanding and perceptions of mental health, and to gain an idea of whether they are aware of and able to access the resources that may be available. The goal was to obtain a snapshot of how our community members were coping, one year into the pandemic. The results were used to inform Tri-Town Council, The Coalition and its partners in planning programs and resources.

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.

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.

While some classes were offered in person, most classes were virtual for the 2020-21 school year and included STEM based skills: like technical drawing, Lego Robotics, video game programming; life skills: babysitting training, home alone safety; and yoga and creative arts. TTC worked with a Masconomet sophomore and geography enthusiast who offered Earth Science - a virtual program that explored different aspects of geography, earth science and habitats.

Youth Action Advisory Board (YAAB)

This dynamic and dedicated group of Tri-Town high school youth 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. YAAB met virtually for the 20-21 school year, recruiting several new members to join the group. Activities included: recruiting new members; supporting the development of a Guided Meditation group for middle and high school youth; advocating for youth mental health by participating in a Peer Comeback stories workshop with the The Nan Project; co-hosting with The Coalition a parent/caregiver workshop Understanding Marijuana Today; and created, coordinated and promoted an inspirational bookmark contest, inviting youth to color or create a bookmark with positive messages. Over 500 bookmarks were distributed to Tri-Town and Masconomet libraries.

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 again this year. As in the previous year, TTC sponsored banners to hang in each town congratulating the Class of 2021 as well as promoted and participated in the Class of 2021's rolling rally occurring on June 1st that was coordinated by a small group of senior parents.

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 role models to peers during their high school years. The 2021 recipients were Katie Bernard, Bianca Paiva, and Nicole Messih. FY21 marks the 11th year these scholarships have been awarded, and in FY21 TTC awarded \$500 to each recipient. In addition, TTC awarded YAAB member and Masconomet graduate Justin Crosby the inaugural Youth Asset Builder Award and a \$500 scholarship for his exemplary service to his school and community.



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 mental health resources. As the pandemic continued, TTC 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.

Community Assistance Program

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 use/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 hosted a Kindness Friday event the day after Thanksgiving, with a special performance by the Tri Town Rock Band, where community members were invited to donate gift cards to support local families during the holidays and beyond. The event collected over \$2000 in gift cards that were distributed to local families in need.

Knowing that many families continued to need support, in mid-January, TTC, in collaboration with Masconomet partners expanded the Holiday Assistance Program to the Community Assistance Program in order to meet the needs of families facing hardship/isolation due to Covid19. Working with the (3) Boards of Health in Boxford, Topsfield and Middleton, and the schools, several families were identified as needing support. Using grant funding provided by a local business, TTC provided groceries, fuel assistance, clothing necessities, baby equipment and related items to families in Boxford, Middleton and Topsfield. For families temporarily in quarantine due to Covid, TTC coordinated over a dozen volunteers to grocery shop and do errands. Additionally, 24 Covid Cheer bags, containing games, activities and well wishes were delivered to families in quarantine.

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. Due to the pandemic, 2020 administration was postponed until November 2021.

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. Due to the pandemic, the APS was not administered this year. In its place The Coalition administered the Tri-Town Community Covid 19 survey in March of 2021.

ENRICHMENT PROGRAMS & WORKSHOPS

Youth Workshops/Activities

This year many of the youth workshops and activities were virtual until the Spring. We were happy to explore new partnerships and innovate programming so we could offer our youth opportunities to engage, connect, serve and find joy.

Girls 4 Girls Mentoring Program

Completing its sixth 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 2020-21 school year there were over 50 participants among the three communities. The program was run virtually culminating in spring-time outdoor in person meetings.

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 typically meet during TTC's Saturday Open Gym nights at Masconomet but this year meetings were virtual culminating in an in-person meet up in May.. 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 10 youth were served in this program.

Virtual Tutoring Program

With concern mounting about learning gaps due to remote learning, in the summer of 2020, TTC piloted a virtual tutoring program. Matching trained Tri-Town high school aged tutors with youth in grades 5 and up, the program grew to serve 120 youth in 3 sessions - summer, fall and spring.

Guided Meditation

In partnership with Zen Center North Shore (ZCNS), TTC hosted virtual guided meditation for middle and high school youth on Sundays in January through April. Under the tutelage of a ZCNS practitioner, youth were guided through different meditations and learned about different meditation techniques.

Middle School Girls' Virtual Writing Group

This new program was developed under the direction and guidance of TTC's youth coordinator. The group met weekly Sunday evenings for 60 - 90 minutes and used writing as the medium for middle school girls to explore, connect with each other, express themselves, and dig deeper into who they are and who they want to become.

Virtual Parent, Caregiver, Caring Adult and 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. During the 2020-21 school year the series hosted virtual presentations of The Secret Life of Teens with Jon Mattleman and child psychologist Linda Price for Parenting with Intention: Building Resilience for K-5 Youth. Coupled with the live attendance and view counts of the recordings, these 2 programs served over 200 parents, caregivers, and caring adults.

Stress, Resilience and Self-Care

Windi Bowitch, licensed mental health counselor and Director of Clinical Training and Consultation at Northshore Education Consortium presented on how the many factors of the current world can contribute to toxic stress amongst adults and the impact it can have on the brain and functioning. Participants discussed the importance of self care and resilience strategies to navigate through these difficult times, while considering the challenges of raising children in a pandemic and otherwise stressful world.

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.

Self Regulation Strategies for K-5 Youth and Youth in Grades 6 - 12

TTC experimented with a virtual "Lunch and Learn" series over the lunch hour with these 2 presentations on supporting youth in developing strategies to self-regulate. Presenter Noelle Colbert shared an approach to help youth identify and process feelings to lead to developing strategies to cope with difficult situations.

Understanding Marijuana Today: With marijuana legalization and the industry burgeoning, young people's perceptions of the risk of harm

marijuana use can cause a developing brain have plummeted over the past decade. Prevention Specialist Cory Mashburn, M.Ed presented this workshop for parents, caregivers, guardians and caring adults to learn about the impacts of the new marijuana industry on youth and what adults can do to relay a clear, consistent message about this drug to youth. YAAB members kicked off the workshop, sharing information about the prevention work they were doing and introduced the workshop and presenter.

Virtual Yoga Classes for Education Partners

TTC, working with our Horizons Enrichment yoga instructor and with the support of a local bank, offered 4 weeks of virtual yoga classes to Tri-Town School Union and Masconomet educators and staff. Over 50 staff participated in the virtual sessions.

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 occasionally attends meetings of town and school boards to share our work. Due to Covid, outreach at community events was limited during the 2020-21 school year.

Programming information sent bi-weekly via TTC's digital newsletter to over 2500 email addresses

Social media presence including TTC Facebook page, 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, retired director of Spofford Pond Band.

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 many 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. Due to Covid, the DASH program did not run during the 2020-21 school year.

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. Due to Covid the Sponsor-A-Child program did not run during the 2020-21 school year.

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. 2021-2024 Strategic Plan

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 Coalition and YAAB meetings and enrichment classes as well as a variety of other 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, weekly E-news to more than 2200 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 communications, and other organizational websites including Masconomet and the Tri-Town School Union.

We also connect with parents/caregivers, youth and community members via Facebook (almost 900 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, mental health, stress/anxiety management, and alcohol, marijuana, vaping, prescription drug and other forms of youth substance use as well as updates regarding Tri-Town Council events and activities. Our social media and e-news platforms continue to be critical in our efforts to support the community with resources, opportunities, and connections..

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 and regional 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 - because of Municipal, Corporate, Foundation, Individual and community support and involvement we are able to continue our mission educating youth, parents and educators and 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 DIRECTORSFY21

Stacie Bloxham, President

Susie Read, Treasurer

Beth Beringer, Secretary

Randi Brown

Hilary LaMotte Burke

Preeti Deshpande

Sue Duval

Emily Esolen

Megan Pietropaolo

Jessica Schoonmaker

FY22

Stacie Bloxham, President

Cari Donovan, Treasurer

Beth Beringer, Secretary

Randi Brown

Christine Dean
Sue Duval
Emily Esolen
Julie Fine
Megan Pietropaolo
Jessica Schoonmaker

TRI-TOWN COUNCIL STAFF FY22

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

Respectfully submitted,

Meredith Shaw
Executive Director
mshaw@tritowncouncil.org (978) 887-6512

Fed EIN #23-7130785



Tri-Town Rock Band performs on the main stage at the Topsfield Fair. Photo courtesy of Ellen Penafiel.



Recycling Committee

Now in its twenty-third 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 **\$31,825.25** in Pay as You Throw (PAYT) sticker revenue in fiscal 2021.

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

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

The Town recycled 704.07 tons of curbside wastes, which included 388.21 tons of mixed paper 315.76 tons of co-mingled plastics, cans, and glass containers. This represented 35% of the total tonnage (1,983.64 tons) collected in the Town.

Due to the pandemic, a modified Annual Town Clean-Up Day was organized and our twentieth 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 23rd at Masconomet Regional High School 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 269 cars, 78 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 \$8,640 which represented 1,480 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



PHOTO COURTESY OF DAN PALLOTTA

Board of Library Trustees

With the COVID-19 pandemic in full swing throughout FY21, the library staff adapted well in order to serve. The library did a brisk checkout business at the newly installed pick-up window at the front of the building. Library staff worked diligently throughout the year to collect item requests and hand them off to eager patrons in a safe manner.

The “curbside pickup” service at the window was very popular and remained open throughout the year. There were 10,060 patron visits to pick up 55,839 items between July 1, 2020 and June 7, 2021.

The building re-opened for public visits in September by appointment only. Patrons were able to call the library to make an appointment. The 45-minute appointments were for browsing, computer use, faxing or copying. There were 373 appointment visits from September 21 through December 28 before a winter spike in COVID numbers saw the doors closed once again. Appointments resumed in late April and continued until June 7.

The building re-opened for public visitors once again on June 8. At this time patrons could now visit the building on a regular walk-in basis or request that their items be bagged and left in the entry vestibule for a “rapid pick up” that required no contact with others.

ADULT/FAMILY PROGRAMS

The library utilized the online video teleconferencing platform Zoom in order to present guest speakers and programs throughout the year. Fifteen adult programs were hosted on a wide range of topics including Backyard Birding, Spring Cleaning the Feng Shui Way, Seascape Painting in New England, Being a Smarter News Consumer, Seasonal Affective Disorder and more. A broadcast of the Boston Pops Holiday Concert was also hosted in December.

Though limited by the pandemic, the library was able to continue several forms of outreach including providing deaccessioned large print books for the Masconomet Healthcare Center and participating in the Route One Reads program. The library participated in a week long food drive for the Top Cupboard Pantry. The library also worked in concert with the Council on Aging to provide delivery of library books for homebound patrons.

In adult circulation, the “Library of Things” collection continued to grow and garner attention and interest. New items added to the collection for loan included wireless hotspots, light therapy lamps, a seed spreader, ghost hunting kit, puzzles, board games and more.

Use of electronic databases and eBooks became a lifeline during the pandemic. The Overdrive/Libby app provided eBook and audiobook downloads direct to patron phones, devices and tablets. The streaming services Freegal and Kanopy allowed card-holding patrons access to lots of music and movies. The library also began remote digital subscriptions to the New York Times, Wall Street Journal and Ancestry.com so that patrons could access this content remotely.

2021 Board of Library Trustees

Gail Bryson, Secretary
Kathryn Hartmann, Chair
Carolyn Jensen
Maureen McCarthy
Caroline Playter
Kenneth Scott, Vice Chair

CHILDREN’S PROGRAMS AND ACTIVITIES

A new Children’s & Teen Facebook page was created to send out content from our Youth Services department. This page became the posting site for the very popular virtual Story Time series conducted by our Children’s Librarian. This was also the destination for a virtual look at the Fun Friday Summer Reading prize drawing. The two grand prize winners for Summer Reading each received an Instant Camera. A homeschooling Zoom event in September with Amy Faeskorn from Advocates for Home Education in Massachusetts received an excellent response from parents interested or already in the process of moving their children to homeschooling during the pandemic. Other virtual events included the Star Wars and Disney family trivia events and a virtual visit from Wally the Green Monster.

Take home craft kits for kids were made available throughout the year with many fun and interesting kits being created each week, including sticker mosaics, a no-sew avocado pillow, decorate-a-bookmark, snowmen ornaments, candy cane magnets, and New Year’s eve party hats.

Book bundles were also a hit during the pandemic as patrons could select a reading topic and receive a bundle of books culled together by library staff members.

LIBRARY VOLUNTEERS

Although the library’s full-scale volunteer program was suspended in March of 2020, a small number of volunteers returned in 2021 and contributed many helpful hours in our Technical Services Department. Our volunteers worked safely and independently behind-the-scenes assisting staff with book processing and mending.

FRIENDS OF THE LIBRARY

The Friends of the Topsfield Town Library support the library in many ways. Although many of fundraisers for FY21 were canceled due to the ongoing pandemic, the Friends were able to 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. To join or to donate, please visit the Friends page at [topsfieldlibrary.org](https://www.topsfieldlibrary.org)



Town of Topsfield - 2021 Annual Report

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 another challenging year. Please visit the library website, topsfieldlibrary.org, to learn more about the programs and services provided by the library.

Respectfully submitted,
Gail Bryson, Secretary
Kathryn Hartmann, Chair
Carolyn Jensen
Maureen McCarthy
Caroline Playter
Kenneth Scott, Vice Chair



PHOTO COURTESY OF TOPSFIELD TOWN LIBRARY

Keepers of the Clock

MISSION

The Keepers of the Clock are responsible for the maintenance, inspection, and accurate timekeeping of Topsfield's Town Hall Tower Clock. It is a single, all-mechanical pendulum clock, gravity powered by a 300-pound weight that drops 16 feet over the course of 8 days. The clock's gears drive the tower's 4 synchronized clock faces with an accuracy of ± 2 minutes per month.

A BRIEF HISTORY

The Tower Clock was purchased for \$325 from the George M. Stevens Company of Boston and was installed during the construction of Town Hall (1873-1874). Funding was raised "by public entertainment provided by an amateur dramatic club composed of the young people of the town". This Model 3A Clock is one of only 7 known to still be functioning in New England.

For its first 128 years, the clock was hand-wound by dedicated volunteers who had to climb 5 flights of stairs every 8 days. In 2002, Co-Keepers Bob Winship and Norm Isler installed a motorized automated winding system to eliminate the need for weekly hand-winding. That system had been in successful operation until the Town Hall renovation (2017 - 2019) coupled with the pandemic's social distancing requirements ceased the clock's operation until 2021.

FY2021 ACTIVITY

- Power was restored to the Clock Tower to reactivate the automatic winding system.
- The Clock gears were cleaned, bearings were lubricated, and the Tower interior's upper and lower floors were cleaned and organized.
- All eight severely weathered clock hands were removed from the exterior, refurbished, painted gold to match the clock face numerals, and meticulously balanced to minimize strain on the gear train and to aid in accurate timekeeping.
- Accuracy is monitored and maintained to ± 2 minutes per month.
- Gary Bergmann joined Norm Isler as Co-Keeper of the Clock, and we would like to take this opportunity to thank Bob Winship for his nearly 20 years of support as a Keeper with Norm.
- This nearly 150-year old iconic town landmark is now fully back in operation, performing its single function...keeping Topsfield on time.

Respectfully submitted,
Norm Isler and Gary Bergmann, Co-Keepers of the Clock

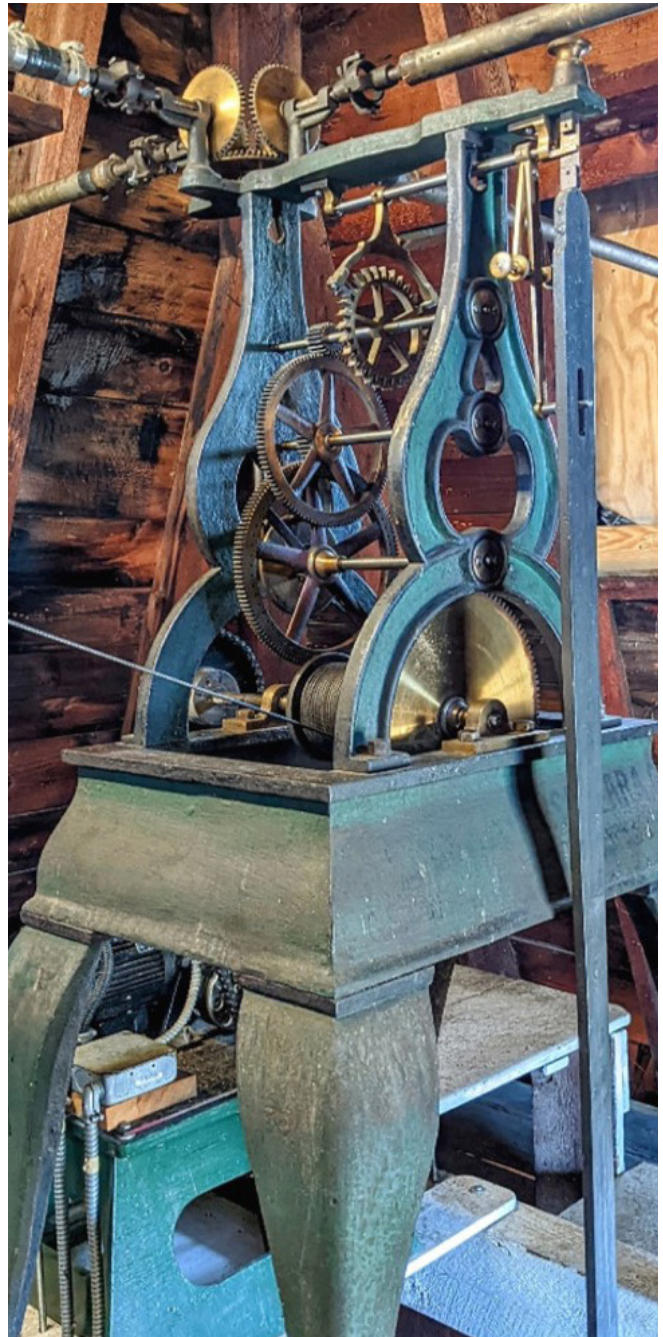


PHOTO COURTESY OF TOPSFIELD TOWN HALL



Topsfield Beach Association

The 2021 season had its challenges, but again we had a wonderful turn-out in memberships and participation at the pond. The Association continues to keep the annual membership prices low to drive membership. This paired with the summer camp proved an excellent strategy to keep the pond in good financial shape. We also continue to offer honor-system ice-cream, a beachgoer favorite service.

Our initial challenge was the hiring of Certified Lifeguards. Due to the pandemic, lifeguard certification classes weren't held by the Red Cross and similar organizations. We had several qualified individuals let their certification lapse. We are proud to have been able to open and staff with qualified, certified lifeguards for all our shifts. This year, we plan to offer to underwrite the cost of certification for some of our gate guards, so they can be promoted to lifeguards. Just another way we are investing in our youth.

Our lifeguards and gate-guards for the 2021 season consisted of 90% tri-town youth. We offered our lifeguards open water training as part of

our ongoing effort to keep the water safe. This is 100% paid for by the TBA. We also offered a new program called Tween Wednesday. Each week we held a fun, drop in, no cost, activity for our members children. Activities consisted of events such as Candy Bar Bingo, Marvel Trivia, Real Life Among Us (obstacle course / mystery) and more. It was such a success; we will offer it again in 2022.

Looking ahead to 2022, 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. For the 2022 season, we will be working on sand improvement, which we know is desperately needed. Enhancement of the restrooms and the doors leading into them is another factor.

Sincerely,
The Topsfield Beach Association Board of Directors



New logo, created by a student at Proctor School



PHOTO COURTESY OF TOPSFIELD BEACH ASSOCIATION

2021 Financial Statement for the Topsfield Beach Association

Calendar Year 2021 Beach Season Income & Expense				
		Income		Expense
Memberships				
Resident	208	\$34,375.00		
Non Resident	140	\$26,670.00		
Seniors	82	\$5,060.00		
Comps	1	\$0.00		
Clark School	1	\$450.00		
Ice Cream		\$2,043.50		
Guest Passes		\$85.00		
Donations		\$50.00		
Trivia Night		\$1,325.01		
Miss Nancy		\$8,387.60		
Interst		\$126.13		
Totals	432	\$78,572.24		
Payroll, Fees, Taxes				\$39,741.32
Square Fees and Adjustments				\$3,252.00
Supplies (membership, cleaning, ops, etc.)				\$472.24
Maintenance				\$7,340.98
Insurance (WorkComp, BOD, GL)				\$4,361.65
SEC Filing Fees				\$18.50
Web-hosting				\$331.50
Fire Extinguisher Inspection				\$59.95
Utilities (Elec/Internet/Phone)				\$1,264.76
Varsity Swim / Sewforth (Lifeguard Supplies)				\$1,703.50
Dock Parts				\$486.33
Personnel Charts and Foam Board				\$213.92
Email Blaster				\$318.72
BioMarine Water Testing				\$367.00
Enrichment Program (Tween Wednesday)				\$280.99
Postage / PO Box				\$120.15
Totals		\$78,572.24		\$60,333.51
Est. Profit (Loss)		\$18,238.73		



Rail Trail Committee

MISSION

The Topsfield Rail Trail Committee was created by the Topsfield Selectmen 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 work to be done and maintained.

FY2021 ACTIVITIES

Community outreach

- Tomato festival with a table shared between the Rail Trail Committee and Friends of Topsfield Trails.
- Maintained the www.TopsfieldTrail.Org website.

Eagle Scout project:

- Solar System: Eagle Scout candidate Liam Gillespie organized and built a scale model of the solar system on the Topsfield Linear Common. All the planets are represented, with educational materials, at stations between Washington St. and just into the Town of Wenham. They are distanced in proportion to the distance from earth and their relative sizes.

Masco Internship Program

This was not held this year due to the Covid pandemic.

Route 1 Crossing Signal

Failure of the control electronics required a replacement at a cost of \$5,500. This was paid for by the Friends of Topsfield Trails. Installation was accomplished by volunteers.

Ipswich River Railroad Bridge and Spillway

Several pressure treated planks were replaced after their 10 year of service by volunteers and donations for cost of materials.

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 is license to its use. There are significant restrictions on what maintenance we can do to the trail until we get a lease on the property and approvals from the Town Conservation Commission. Currently we are trying to get approval from the Conservation Committee for restoring drainage ditches between Oak Drive crossing and Washington St. Similar work has to be done between Summer St. and Rt. 1. Meanwhile our volunteers are using hand tools to keep the water flowing.

Main Street parking Spot Removal

The Select Boards approved the removal of the closest parking space to the Rail Trail crossing on the north side of Main St. for safety reasons. It was removed by the Highway Department.

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, ruts and repairing some lifted deck boards on the Ipswich River railroad bridge.

Route 97 Parking Area

A 9 space parking area by the trail crossing of Rt. 97 was completed after filing a Notice of Intent to the Conservation Commission. Repurposed river stone for the project was donated. The stone was formally used as ballast on an industrial roof in Topsfield

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

Submitted the approximately 125-page Open Space and Recreation Plan to the Commonwealth in FY 2019. The plan was approved.

Planning outreach programs to implement the 5-year strategic plan as defined in the Open Space Plan which is available on the town website.

Chairman: Joe Geller

Members:

Pamela Newport

John Beck

David Merrill



PHOTO COURTESY OF KINDRA CLINEFF



Conservation Commission

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 continued to be held virtually via ZOOM Videoconference due to the ongoing COVID-19 pandemic. ZOOM information is posted on each Agenda so the public may attend meetings virtually.

Conservation Phone: 978-887-1510

General e-mail address: conservation@topsfield-ma.gov

Webpage on the Town website: www.topsfield-ma.gov/conservation

HIGHLIGHTS

- The Conservation Commission Office maintained full operation despite the COVID-19 pandemic.
- 2021 continued to see a significant increase in permit applications and violations of the Wetlands Protecting Act and/or the Topsfield General Wetlands Bylaw.
- Attended the MACC Annual Conference in March 2021 which was held virtually over the course of several days due to the ongoing pandemic.
- Continued to work collaboratively on projects which involved multiple departments.

“Permits” issued in FY2021 increased and included nineteen TCC Administrator Permits (TCCAP’s) for minor Buffer Zone (only) activities, fourteen 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-eight requests for Public Hearings included Requests for Determination of Applicability (RDA’s) or Notices of Intent (NoI’s), the most complex applications, resulted in the issuance of twelve Determinations of Applicability (DoA’s) and twenty-one Orders of Conditions (OoC’s). Notable projects included Orders of Conditions permitting the replacement of the culvert on Pond Street; construction of new single-family homes at 109 Salem Road, 44 Candlewood Drive and 10 Pearl Way; several restoration plans for violations, such as tree removal, unpermitted construction and wetland filling; numerous swimming pool installations, septic system repairs and additions; and numerous decks, sheds and tree removals as well as general site work near and in Wetlands Resource Areas. A significant increase in home sales resulted in numerous residents, potential residents and developers seeking answers to wetlands rules and regulations which provided an opportunity for public education. The increase in home sales also resulted in the permitting of a large number of septic system upgrades/replacements due to failed septic systems. Several Enforcement Orders were issued for violations of the Wetlands Protection Act and/or the Topsfield General Wetlands Bylaw. Four Emergency Certifications were issued in FY21.

COMMISSIONERS

Cheryl Jolley

(Chair 7-1-2020 through 11-18-2020)

Dodds Shamroth

(Vice-Chair 7-1-2020 through 12-16-2020 / Chair 1-13-2021 on)

Nicholas Betts

(Vice-Chair 1-27-2021 on)

Holger Luther

Jennifer DiCarlo

STAFF

Heidi Gaffney, Administrator

Susan Winslow, Sr. Administrative Assistant

Theresa Coffey, Recording Secretary

Cheryl Jolley served as Chair during FY21 through November 18, 2020, after which the Conservation Commission accepted Cheryl’s resignation. Cheryl served over 10 years on the commission. We are very grateful for her knowledge and service and want to thank her for her contributions to the Conservation Commission. Cheryl has been greatly missed. Dodds Shamroth served as Vice-Chair during FY21 through the December 16, 2020 meeting and then was elected Chair. Commission members included Holger Luther, Jennifer DiCarlo and Nicholas Betts (Vice-Chair from 1-27-2021 through 6-30-2021). Theresa Coffey has continued performing an excellent job as Recording Secretary, helping to run the ZOOM meetings and ensuring that the meeting minutes are kept up to date. Susan Winslow was indispensable during the pandemic in her role 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 the Health Department in the use of PermitLink software to track building activity in Topsfield and review building permit applications. Administrator Gaffney attended several professional education courses and collaborative meetings, including numerous meetings to stay abreast of the orders issued by Governor Baker and the implications to the Conservation Department. Public education and outreach continue to be top priorities of the Conservation Department.

The Conservation Commission welcomes volunteer assistance and donations of land.

Respectfully Submitted,
Heidi Gaffney
Conservation Administrator

Economic Community Development Committee

MISSION

The Economic Community Development Committee (ECDC) was formed in October of 2020. The mission of the Committee is to help enhance the Town's economic infrastructure and downtown vitality by supporting planning, implementation and communication efforts to generate greater economic opportunity and improve the overall quality of downtown Topsfield.

The revitalization initiatives pursued are based upon the five major goals identified in the Downtown Revitalization Plan developed, with significant input from the community, and presented to the Select Board in January, 2020.

These five goals include:

1. Attract new businesses to the downtown to respond to the needs of residents.
2. Increase the customer base in the district to support downtown businesses by marketing the village to residents and visitors.
3. Enhance the look, feel and safety of the district to maintain a vibrant and walkable downtown and create a sense of place where all can gather.
4. Increase community-building events in the district to maintain a more energetic Downtown.
5. Expand Town capabilities and resources to achieve these goals.

HIGHLIGHTS

The ECDC, working with Town departments, the Planning Board, the Topsfield Garden Club, the Cultural Council and the Topsfield Community Partnership (TCP), advised and supported the implementation of several Downtown Revitalization initiatives including:

- Development of a Streetscape Design with concepts to enhance Main St. * Installation of a parklet outside Alex's Roast Beef (for outdoor eating) and bump outs on Main St. (to increase walking safety) along with beautiful Fall decorations.
- Installation of 20 new Solar Lights on Main St. with hanging flower baskets, filled with colorful spring flowers.
- The purchase of new planters that were filled with spring flowers and flags located throughout the Downtown.
- Installation of four electric vehicle charging stations beside the Town Hall to attract motorists into our Downtown who need to recharge their vehicles.
- Design of new wayfinding signage and an identify/branding program for Topsfield including a logo, color palette, and signs and standing maps to direct people into the downtown. A state earmark for \$100,000 is being pursued to fund construction of the signs.
- Creation of a website, by TCP, to showcase the beautiful sites, shopping, and recreational and cultural events within Topsfield. This new website will be linked to the Town website, which is being updated to include the newly designed Town branding as well as information of how to do business in Topsfield.

- Creation of a new annual Tomato Festival to increase community events in Town. Festival activities include tomato contests, cooking contests, educational information, sale of locally grown foods, local businesses selling lunch, music, tomato art, and kid's games.
- Due to Covid, the annual Holiday on the Green had to be modified to be a virtual event broadcast by Boxford Cable. In addition to the firetruck arriving with Santa to light the Memory Tree in front of Town Hall, raffles were held to encourage residents to visit local stores, dancers and singers performed at the Town Hall and two videos were developed to celebrate our local businesses and residents (a dance montage with residents and town employees, and a video showcasing local businesses).
- Prepared the former DPW facility off Main St. for sale and redevelopment. This included conducting a survey to sub-divide the land on which the DPW facility sits, divesting it from the land on which the Fire Department is located; creating two articles for Town Meeting to expand the Business Village to include the new sub-divided lot, the undeveloped lot on School Ave and the BoxTop Store and to allow the Select Board to sell the DPW lot/building. Both articles passed.

Respectfully Submitted,
Lynne A. Bermudez, Chair
Kevin Harutunian – Town Administrator
Zillie Bhuj – Member
Tom Capano - Member
Rosie DiScipio – Member
Sarah Guido - Member
Janet Kmetz – Member
Frank Martino - Member
Alex Qirjazi - Member



Planning Board

MISSION

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.

Pursuant to Chapter 20 of the Acts of 2021 the Board met via ZOOM for all of FY21.

PERMITS & APPROVALS

- ANR approvals: 55 and 47 Coppermine, 76 Campmeeting Road, and 69 Central Street.
- The Board granted Stormwater and Erosion Control By-law permits for 109 Salem Road and 7 Boardman Lane.
- The Board approved Accessory Apartments at 87 Barehill Road, 220 High Street, and 44 Prospect Street.
- The Board approved a Scenic Road Permit for 64 Wenham Road.
- The Board approved a Definitive Subdivision with conditions at 27 High Street/10 School Ave.

ZONING AMENDMENTS

Town Meeting approved amendments to Article XI, Groundwater Protection District, Section 6.1 Permitted Uses and Article II, Establishment and Description of Districts Section 2.04, Business District Village.

MEMBERS & LIAISONS

C. Josh Rownd was re-elected.

Martha Morrison was elected Chair, and Steven Hall Clerk.

The following liaisons were appointed:

- Greg Mellinger to the Soil Removal Committee
- Steve Hall to the 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
Greg Mellinger
Josh Rownd
Jennie Merrill



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Zoning Board of Appeals

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.

FY2021 Decisions / Highlights

Pursuant to Chapter 20 of the Acts of 2021 the Board met via ZOOM for all of FY21.

207 Boston Street: The Board granted a Finding of an alteration or extension of an existing non-conforming use to allow for the operation of two (2) drive-in screens at the Fair Grounds by Fiesta Shows.

57 Perkins Row: Perkins Landing, LLC application for a Comprehensive Permit pursuant to 760 CMR 56.05(3) was opened April 27, 2021 and not closed by the end of June 2021.

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



PHOTO COURTESY OF KINDRA CLINEFF



Annual/Special Town Meeting

**ANNUAL/SPECIAL TOWN MEETINGS
TOPSFIELD TOWN COMMON
NORTH COMMON STREET
SATURDAY, MAY 8, 2021**

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

The Moderator, Stephen Whelan, introduced himself and reported there was a quorum present. He called the Annual Town Meeting to order at 10:06 AM. He noted that during this difficult year, the world has changed we all have changed as well. He explained that although we are getting back to some normalcy, we are holding the Annual Town Meeting outside on the Common for health and safety reasons, and because we are “required to move ahead.” He acknowledged the employees and volunteers for their hard work preparing the budgets and the warrant. 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.

The Moderator noted that Senator Joan Lovely and Representative Brad Hill were in attendance.

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. Restrooms are located in the Emerson Center. Please wear a mask and limit to one at a time indoors.
3. Please retain the blue cards you were issued at Check-in. In the event of a hand count vote, you will be required to raise your card.
4. Please silence all cell phones.
5. The meeting is being recorded for a future broadcast. The Moderator thanked Brad Sweet and Boxford Cable for their service.
6. 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.
7. If one wishes to speak to any question, one must first be recognized by the Moderator. Please proceed to the nearest microphone. When recognized, the person must state his or her name and street address. There is a two-minute speaking limit. Debate should be conducted in a respectful and courteous manner.

8. 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: Dick Gandt, Boyd Jackson, Marshall Hook, Vice Chair and Clerk, and Lynne Bermudez, Chair. He then introduced Finance Committee Members, Jonathan Guido, Karen Dow, Eric Menzer, Michael Hartmann, David Larson, Karen Duval, and Che Elwell, Chairman. He recognized Town Administrator, Kevin Harutunian and that Town Counsel was being represented by Janelle Austin of KP Law.

ARTICLE FIRST: Reports

Che Elwell, Chairman of the Finance Committee, presented the report of the Finance Committee. He explained the process of budget planning for the Fiscal Year 2022. He expressed the Committee’s appreciation of the assistance and support of the department heads, town officials, and town and school administrators for their commitment to establishing a balanced budget, especially given the challenge of COVID-related increased expenses and reduced revenues. He highlighted two areas of concern for the Finance Committee: the disconnect between annual net salary increases countered by proposition 2 ½ and the ability of the schools to adjust budgets based on enrollments.

Lynne Bermudez, Chair of the Select Board, welcomed the residents to Town Meeting on the Town Common. She summarized the significant accomplishments achieved by the Town this year, and recognized the hard work of Town employees and board and committee volunteers during this difficult pandemic year.

Marshall Hook, Vice Chair and Clerk of the Select Board, recognized citizens who had completed terms on various volunteer boards and committees. They are as follows: Peter Gibney, Gerald Topping, Thomas Manetta, Phil Knowles, Joseph Gibbons, Thomas Weil, David Strachan, Cheryl Jolley, Fred Glatz, Charlotte O’Toole, Ruth Lucy, Lou Ross, George Anderson, Abigail Jackson, Janet Kmetz, Olivia Gatti, Gretchen Rehak, Jay Alberts, Janice Ablon, Edward Roman, Phil Knowles, Mark Gallagher, Richard Stone.

At 10:40 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

To see if the Town will vote to transfer from available funds a sum of money to pay any outstanding bills contracted prior to July 1, 2020. Jon Guido of the Finance Committee moved that the Town vote to transfer from available funds a sum of money to pay outstanding bills contracted prior to July 1, 2020 as follows:

TRANSFER FROM:		TRANSFER TO:	
Water – Forms & Printing	\$186.20	Prior Year Water – Forms & Printing	\$186.20
Water – Postage	\$253.37	Prior Year Water – Postage	\$253.37
Water – Telephone	\$119.98	Prior Year Water – Telephone	\$119.98

The Finance Committee recommended positive action. Article Second passed by unanimous vote.

ARTICLE THIRD:

Fiscal Year 2021 Budget transfers

To see if the Town will vote to transfer from the unexpended balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2021 fiscal year, or take any other action relative thereto. Jon Guido of the Finance Committee moved that the Town vote to transfer from the unexpected balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2021 fiscal year. The Finance Committee recommended positive action.

TRANSFER FROM:		TRANSFER TO:	
Essex Technical High School Assessment	\$2,396	Sel Wages – Minute Secretary	\$2,000
		Town Building Electricity	\$150
		Board of Health Wages – Secretary	\$246
Fire Vehicle & Maintenance	\$4,000	Fire Wages Training	\$4,000
Medicare Tax	\$2,000	Street Lights	\$2,000
Tree Warden – Police Details	\$500	Tree Warden Wages Overtime	\$500
	\$8,896		\$8,896

Article Third passed by unanimous vote.

ARTICLE FOURTH:

PEG ACCESS AND CABLE RELATED FUND – FISCAL YEAR 2021 BUDGET TRANSFER

To see if the Town will vote to transfer from available funds and appropriate a sum of money to fund PEG cable access services for the remainder of the fiscal year, or take any other action relative thereto. Jon Guido of the Finance Committee moved that the Town vote to

transfer and appropriate \$1,100 from the PEG Access and Cable Related Fund, to the PEG and Cable Professional Services Account to fund cable access services. The Finance Committee recommended positive action. Article Fourth passed by unanimous vote.

A motion to conclude the Special Town Meeting was made, seconded and the Town so voted. The Annual Town Meeting was re-convened at 10:45 AM.

ARTICLE SECOND:

Balance Transfers

To see if the Town will vote to transfer certain account balances and appropriate the same to fund the General Operating Budget for Fiscal Year 2022 to be voted under Article Third, or take any other action relative thereto.

Michael Hartmann of the Finance Committee moved that the Town vote to transfer the sum of \$65,172.67 from various funds listed under this Article Second in the warrant and appropriate the same to fund the General Operating Budget in Fiscal Year 2022 to be voted under Article Third. The Finance Committee recommended positive action.

ACCOUNT	
Fund Balance Reserved for Reduction of Future Excludable Debt	\$322.67
Conservation Commission	\$10,000.00
Cable/PEG Fund	\$54,850
Total Balance to Transfer	\$65,172.67

The Town so voted unanimously.

ARTICLE THIRD:

General Operating Budget

To see if the Town will vote to fix the annual salary and compensation of all elected officers, and raise and assess, or transfer from available funds, and appropriate a sum of money for elementary schools, highways, and other Town expenses from July 1, 2021 for Fiscal Year 2022, and determine the manner of expending the same, or take any other action relative thereto.

Michael Hartmann, of the Finance Committee moved that the Town vote to appropriate the sum of \$22,227,921 for elementary schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2021, 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 \$75,000 from Overlay Surplus and raise and assess the sum of \$22,087,748.33. The Finance Committee recommended positive action.

John Kinhan, 55 Colrain Rd., rose to question the need of the recreation department coordinator. He proposed an amendment to Article Third as follows:

“Moved that the Town vote to appropriate the sum of \$22,194,821 for elementary schools, highways, and other Town expenses, and fix



the annual salary and compensation of all elected officers from July 1, 2021, 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 \$75,000 from Overlay Surplus and raise and assess the sum of \$22,054,648.33.”

The motion was seconded, and following a discussion, the amendment was voted down.

Sheryl Knudsen, 18 Brookside Rd., stood to amend Article Third as follows: “Transfer from available funds the sum of \$1,000.00 to fund a minute’s secretary for the Board of Health.” The Town voted by majority in favor of the amendment. A discussion continued on the amended Article Third. Many residents voiced questions and comments about the Stabilization Fund; the Snow and Ice Budget; increases in the Town Accountant and Board of Assessors budgets; a request for a percent plus or minus column added to the appendix of the Warrant; and a request for the school’s detail budget to be included in the Warrant. John Kinhan, 55 Colrain Rd., spoke of a concern regarding the elementary school’s decrease in enrollment year over year contrasted with the increase in the budget. Phil Knowles, 12 Boston St. Unit 21, rose to move the question. Michael Hartmann, 34 Kinsman Lane, of the Finance Committee restated the amended article as follows:

“Recommended that the Town vote to appropriate the sum of \$22,228,921 for elementary schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2021, 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 \$75,000 from Overlay Surplus and raise and assess the sum of \$22,088,748.33.”

The Town voted by majority for the amended article.

ARTICLE FOURTH:

Water Department Operating Budget

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money for the Water Department for Fiscal Year 2022 and determine the manner of expending the same, or take any other action relative thereto.

David Larsen of the Finance Committee moved that the Town vote to transfer from Water Revenue the sum of \$2,107,291 and appropriate the same as detailed under this Article Fourth in the Warrant, to operate the Water Department from July 1, 2021, through June 30, 2022, and to approve the sum of \$178,046 of indirect costs appropriated in the General Fund under Article Third, to be funded from Water Revenues. The Finance Committee recommended positive action.

WATER DEPARTMENT OPERATING BUDGET			
Actual Appropriation FY2021		Proposed Appropriation FY2022	
Salary & Wages	\$361,555	Salary & Wages	\$366,175
Other	\$410,455	Other	\$434,930

WATER DEPARTMENT OPERATING BUDGET			
Long-Term Debt Principal	\$655,000	Long-Term Debt Principal	\$659,300
Long-Term Debt Interest	\$404,125	Long-Term Debt Interest	\$366,886
Short Term Debt Principal		Short Term Debt Principal	
Short-Term Debt Interest		Short-Term Debt Interest	
Debt Issue Costs		Debt Issue Costs	
Water Reserve Fund	\$50,000	Water Reserve Fund	\$125,000
Unanticipated Emergency	\$230,000	Unanticipated Emergency	\$155,000
SUB-TOTAL – DIRECT COSTS:			
	\$2,111,135		\$2,107,291
Indirect Costs	\$ 61,291	Indirect Costs	\$178,046
TOTAL WATER DEPARTMENT BUDGET:			
	\$2,272,426		\$2,285,337

The Town so voted unanimously.

ARTICLE FIFTH:

Masconomet Regional School District Assessment

To see if the Town will vote to approve the Fiscal Year 2022 Gross Budget of the Masconomet Regional School District and to raise and assess, or transfer from available funds, and appropriate a sum of money for the Town’s share of the assessment of same, or take any other action relative thereto.

Karen Duval of the Finance Committee moved that the Town vote to approve the Fiscal Year 2022 Gross Budget of the Masconomet Regional School District in the amount of \$38,302,489 and raise, assess and appropriate the sum of \$8,476,833 to fund the Town’s share of the Fiscal Year 2022 Masconomet Regional School District Assessment, of which the sum of \$8,394,366 supports the Maintenance & Operating Budget, and the sum of \$82,467 supports the Masconomet Building Debt Service. The Finance Committee recommended positive action. The Town so voted unanimously.

ARTICLE SIXTH:

Essex North Shore Agricultural and Technical School District

To see if the Town will vote to approve the Fiscal Year 2022 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District and to raise and assess, or transfer from available funds, and appropriate a sum of money for the Town’s share of the assessment of same, or take any other action relative thereto.

Karen Duval of the Finance Committee moved that the Town vote to approve the Fiscal Year 2022 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$32,008,879 and raise, assess and appropriate the sum of \$419,370 for the Town’s share of the assessment of same. The Finance Committee recommended positive action.

The Town so voted unanimously.

At 11:29 AM the Moderator presented the first group of consent articles including Articles Seventh thru Article Thirteenth, asking the Town to vote unanimously on these annually recurring articles. A particular article could be pulled for debate and discussion simply by objection. John Kinhan, of 55 Colrain Road, objected to Article Ninth. The Moderator then restated the Consent Items, excluding Article Ninth, and the Town so voted.

***ARTICLE SEVENTH:**

Grant Authorization for Town Projects

To see if the Town will 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, or take any other action relative thereto.

Che Elwell, Chairman of the Finance Committee, moved 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 Finance Committee recommended positive action. Article Seventh passed with a majority vote.

***ARTICLE EIGHTH:**

Massachusetts Department of Transportation Contracts

To see if the Town will 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 such sums as may be made available to the Town in accordance with MGL c.90, or take any other action relative thereto.

Che Elwell, Chairman of the Finance Committee, moved 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 MGL c.90. The Finance Committee recommended positive action.

Article Eighth passed by majority vote.

***ARTICLE NINTH:**

Tri-Town Council on Youth and Family Services

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money as a grant for Fiscal Year 2022 to fund certain activities of the Tri-Town Council, or take any other action relative thereto.

Che Elwell, Chairman of the Finance Committee, moved that the Town vote to transfer and appropriate from Free Cash the sum of \$20,500 as a grant for Fiscal Year 2022 to fund activities of the Tri-Town Council. The Finance Committee recommended positive action.

John Kinhan, of 55 Colrain Rd., asked several questions regarding this grant and requested that the grant application and other information be made available. The Moderator recognized Kevin Harutunian, Town Administrator, who addressed the questions and concerns. Two other residents commented in support of the Tri-Town Council as well.

Article Ninth passed with a unanimous vote.

***ARTICLE TENTH:**

Senior Care

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money as a grant to Senior Care Inc., an authorized service provider for elders in Topsfield, or take any other action relative thereto.

Che Elwell, Chairman of the Finance Committee, moved that the Town vote to transfer and appropriate from Free Cash the sum of \$1,500 as a grant for Fiscal Year 2022 to fund activities of Senior Care Inc. The Finance Committee recommended positive action.

Article Tenth passed by majority vote.

***ARTICLE ELEVENTH:**

Compensated Absences Fund

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to the Compensated Absences Fund for 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, or take any other action relative thereto.

Che Elwell, Chairman of the Finance Committee, moved 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 Finance Committee recommended positive action.

Article Eleventh passed by majority vote.

***ARTICLE TWELFTH:**

UNEMPLOYMENT COMPENSATION Fund

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to the Unemployment Compensation Fund for the costs of unemployment benefits as may be required by law, or take any other action relative thereto.

Che Elwell, Chairman of the Finance Committee, moved that the Town vote to appropriate and transfer from Free Cash the sum of \$80,000 to the Town's Unemployment Compensation Fund to fund the costs of unemployment benefits as may be required by law. The Finance Committee recommended positive action.

Article Twelfth passed by majority vote.

***ARTICLE THIRTEENTH:**

Town Facilities Repair and Maintenance Fund

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 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, or take any other action relative thereto.

Che Elwell, Chairman of the Finance Committee, moved that the Town



vote to transfer and appropriate from Free Cash the sum of \$27,000 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. The Finance Committee recommended positive action.

Article Thirteenth passed with a majority vote.

ARTICLE FOURTEENTH:

Town Hall Generator

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 purchase and install a generator for the Town Hall building, including design and all incidental and related expenses, or take any other action relative thereto.

Che Elwell, Chairman of the Finance Committee, moved that the Town vote to transfer and appropriate from the Ban Premium Reserved for Appropriation Account the sum of \$40,000 to be expended by the Select Board to purchase and install a generator for the Town Hall building, including design and all incidental and related expenses. The Finance Committee recommended positive action.

Rafael McDonald, of 30 Parsonage Lane, asked if the Town considered battery products. A brief discussion followed.

Article Fourteenth passed by unanimous vote.

ARTICLE FIFTEENTH:

Police Cruiser

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, with the advice of the Police Chief, to purchase and equip a new Police Cruiser, including all incidental and related expenses, or take any other action relative thereto.

Karen Duval of the Finance Committee moved that the Town vote to transfer and appropriate from Free Cash the sum of \$67,500 to be expended by the Select Board, with the advice of the Police Chief, to purchase and equip a new Police Cruiser, including all incidental and related expenses. The Finance Committee recommended positive action. There was no discussion. Article Fifteenth passed by majority vote.

ARTICLE SIXTEENTH:

Police Cruiser Radios

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, with the advice of the Police Chief, to purchase and install three new police cruiser radios, including all incidental and related expenses, or take any other action relative thereto.

Karen Duval of the Finance Committee moved that the Town vote to transfer and appropriate from Free Cash the sum of \$16,000 to be expended by the Select Board, with the advice of the Police Chief, to purchase and install three new police cruiser radios, including all incidental and related expenses. The Finance Committee recommended positive action.

There was no discussion. Article Sixteenth passed by unanimous vote.

ARTICLE SEVENTEENTH:

Fire Station Roof Replacement

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 purchase and install a new roof at the Fire Station, including engineering, design and all incidental and related expenses, or take any other action relative thereto.

Karen Dow of the Finance Committee moved that the Town vote to appropriate the sum of \$35,000 to be expended by the Select Board to purchase and install a new roof at the Fire Station, including engineering, design and all incidental and related expenses; and to meet said appropriation, transfer the sum of \$20,000 from the Ban Premium Reserved for Appropriation Account and transfer the sum of \$15,000 from Article Eighteenth of the 2020 Annual Town Meeting (Replace Fire Station Air Handler). The Finance Committee recommended positive action. Catherine Gabriel, Town Accountant, answered a question from Robert Kmetz, of 32 Towne Lane, defining a "Ban." There was no additional discussion.

Article Seventeenth passed by unanimous vote.

ARTICLE EIGHTEENTH:

Public Works Building HVAC System Replacement

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 purchase and install a new HVAC system at the Public Works Building, including design, demolition, site clearing, testing and all other incidental and related expenses, or take any other action relative thereto. David Larson of the Finance Committee moved that the Town vote to appropriate the sum of \$44,500 to be expended by the Select Board, to purchase and install a new HVAC system at the Public Works Building, including design, demolition, site clearing, testing and all other related expenses; and to meet said appropriation, transfer the sum of \$4,500 from Free Cash, transfer the sum of \$22,465 from the Ban Premium Reserved for Appropriation Account, transfer the sum of \$2,535 from the Water Enterprise Fund Retained Earnings and transfer the sum of \$15,000 from Article Thirteenth of the 2020 Annual Town Meeting (Town Hall and Library Telephone System). The Finance Committee recommended positive action.

There was no discussion. Article Eighteenth passed by unanimous vote.

ARTICLE NINETEENTH:

Public Works Multi-Purpose Tractor

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 purchase and equip a Public Works Multi-Purpose Tractor, including all incidental and related expenses, or take any other action relative thereto.

David Larson of the Finance Committee moved that the Town vote to appropriate the sum of \$172,000 to be expended by the Select Board to purchase and equip a Public Works Multi-Purpose Tractor, including all incidental and related expenses; and to meet said appropriation, transfer the sum of \$114,000 from Free Cash, such sum to be added to the sum of \$58,000 that the Select Board has committed from Chapter 90 funds for such purposes. The Finance Committee recommended positive action.

Following a brief discussion, Article Nineteenth passed by unanimous vote.

ARTICLE TWENTIETH:

Fire Sprinkler Improvements for Public Works Building

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 pay costs of design and construction of fire sprinkler improvements for the Public Works Building, including, but not limited to, the design and installation of electrical, piping, valving, fire alarm and other required control and alarm changes, and all incidental and related expenses, or take any other action relative thereto.

David Larson of the Finance Committee moved that the Town vote to appropriate the sum of \$75,000, to be expended by the Select Board, to pay costs of design and construction of fire sprinkler improvements for the Public Works Building, including, but not limited to, the design and the installation of electrical, piping, valving, fire alarm and other required control and alarm changes, and all incidental and related expenses; and to meet said appropriation, transfer the sum of \$48,500 from Free Cash and transfer the sum of \$26,500 from the Ban Premium Reserved for Appropriation Account. The Finance Committee recommended positive action.

Article Twentieth passed by unanimous vote.

ARTICLE TWENTY-FIRST:

Public Works Pickup Truck

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 purchase and equip a new Public Works Pickup Truck, including all incidental and related expenses, and trade-in or sell a 2009 Pickup Truck, or take any other action relative thereto.

David Larson of the Finance Committee moved that the Town vote to transfer and appropriate the sum of \$40,000 to be expended by the Select Board, to purchase and equip a new Pickup Truck, including all incidental and related expenses, and trade-in or sell a 2009 Pickup Truck; and to meet said appropriation, transfer the sum of \$20,000 from Free Cash and transfer the sum of \$20,000 from the Cemetery Trust Fund. The Finance Committee recommended positive action.

Article Twenty-first passed by unanimous vote.

ARTICLE TWENTY-SECOND:

Library Fire Alarm Panel

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 purchase and installation of a new Fire Panel for the Library, including all incidental and related expenses, or take any other action relative thereto.

Jon Guido of the Finance Committee moved that the Town vote to transfer and appropriate from Free Cash the sum of \$14,000 to be expended by the Select Board, to purchase and install a new Fire Panel for the Library, including all incidental and related expenses. The Finance Committee recommended positive action.

Article Twenty-second passed by unanimous vote.

ARTICLE TWENTY-THIRD:

Library Security Camera System

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 purchase and installation of a security camera system for the Library, including design, hardware and software and all incidental and related expenses, or take any other action relative thereto.

Jon Guido of the Finance Committee moved that the Town vote to transfer and appropriate the sum of \$15,000 from Article Thirteenth of the 2020 Annual Town Meeting (Town Hall and Library Telephone System), to be expended by the Select Board for the purchase and installation of a security camera system for the Library, including design, hardware and software and all incidental and related expenses. The Finance Committee recommended positive action.

Article Twenty-third passed by unanimous vote.

ARTICLE TWENTY-FOURTH:

Boston Street Water Storage Tank Replacement Evaluation and Design

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to fund the evaluation and design for the replacement of the Boston Street Water Storage Tank, including all incidental or related expenses, or take any other action relative thereto.

David Larson of the Finance Committee moved that the Town vote to transfer and appropriate from the Water Enterprise Fund Retained Earnings the sum of \$275,000, to be expended by the Select Board, to fund the evaluation and design for the replacement of the Boston Street Water Storage Tank and all incidental or related expenses. The Finance Committee recommended positive action.

David Larson, of 109 North Street, stood to amend the motion as follows:

Recommended that the Town vote to transfer and appropriate from the Water Enterprise Fund Retained Earnings the sum of \$275,000, to be expended by the Select Board, to fund the evaluation and design for the replacement of the Boston Street Water Storage Tank and all incidental or related expenses including any construction required on the access road.

The amendment was passed by unanimous vote.

Following a brief discussion, Article Twenty-fourth passed by unanimous vote.

ARTICLE TWENTY-FIFTH:

Coppermine Road Improvements

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 road repairs, improvements and maintenance on the portion of Coppermine Road in which the Town of Topsfield holds an access easement between the Coppermine subdivision and Locust Street in Middleton, all to ensure safe access to properties in Topsfield, including all incidental and related expenses, or take any other action relative thereto.

Eric Menzer of the Finance Committee moved that should the state not



allot the Town a grant or otherwise make funds available to the Town for the stated purposes by June 30, 2022, the Town vote to transfer and appropriate from Free Cash the sum of \$45,000 to be expended by the Select Board to fund road repairs, improvements and maintenance on the portion of Coppermine Road in which the Town of Topsfield holds an access easement between the Coppermine subdivision and Locust Street in Middleton, all to ensure safe access to properties in Topsfield, including all incidental and related expenses. The Finance Committee recommended positive action.

Following a brief discussion, Article Twenty-fifth passed by unanimous vote.

ARTICLE TWENTY-SIXTH:

Creation of aN AMBULANCE & FIRE Apparatus Stabilization Fund

To see if the Town will vote, pursuant to MGL c.40, §5B, to create a special purpose stabilization fund, to be known as the Ambulance and Fire Apparatus Stabilization Fund, to allow the Town to aggregate funds for the purchase and equipping of ambulances and fire apparatus and other related capital equipment in connection therewith, to vote to designate 25% of revenue collected through ambulance billing to be directly credited to that fund, without further appropriation, to take effect on the first day of July, 2021, or take any other action relative thereto. Karen Dow of the Finance Committee moved that the Town vote, pursuant to MGL c.40, §5B, to create a special purpose stabilization fund, to be known as the Ambulance and Fire Apparatus Stabilization Fund, to allow the Town to aggregate funds for the purchase and equipping of ambulances and fire apparatus and other related capital equipment, in connection therewith, to designate 25% of revenue collected through ambulance billing to be directly credited to that Fund, without further appropriation, to take effect on the first day of July, 2021. The Finance Committee recommended positive action.

Following a brief discussion, Article Twenty-sixth passed by unanimous vote, exceeding the required two-thirds.

At 12:20 pm the Moderator presented the second group of consent articles including, Articles Twenty Seventh thru Article Thirtieth, asking the Town to vote unanimously on these articles related to updating the Masconomet Regional School District Agreement. Hearing no objection, Karen Duval of the Finance Committee summarized the Articles, and the Town so voted.

**ARTICLE TWENTY-SEVENTH:

Amend Masconomet Regional School District Agreement, Elimination of Language

To see if the Town will vote to amend the Masconomet Regional School District Agreement, as The Finance Committee recommended by the Masconomet Regional School District School Committee, by deleting text that is no longer applicable and updating other text as follows, with provisions to be deleted shown in strikethrough as set forth in items 1 through 4 below:

1. By striking Subsection "B" of Section I, which currently reads:

~~B. Interim Committee~~

Within 30 days after the passage of this Amendment (refers to 8th

Amendment) to the Masconomet Regional School District Agreement by the member towns, an interim Committee will be established which will consist of the four elected members from the Town of Topsfield; the four elected members from the Town of Boxford plus one member from the Town of Boxford appointed by the selectmen of the Town of Boxford and the remaining interim Committee members from Boxford; said appointed member to serve until the next annual election; the three elected members from the Town of Middleton plus one member from the Town of Middleton appointed by the Selectmen of the Town of Middleton and the remaining interim Committee members from Middleton; said appointed member to serve until the next annual election.

and re-lettering the remaining subsections to reflect the deletion of Subsection "B".

2. In Subsection "D" of Section IV, "Apportionment of Capital Costs," by striking "Essex County Agricultural School" and replacing it with "Essex Northshore Agricultural and Technical School" and by striking the sentence: "This amendment shall first take effect with the apportionment for the year 1962."

3. In Subsection "F" of Section IV, "Fiscal Year and Times of Payments of Apportioned Costs," by striking the following:

~~"Provided, however, that for the fiscal period beginning January 1, 1973, and ending June 30, 1974, the dates on or before which the respective percentages of the costs of the District for said period apportioned to each member town shall be paid shall be as follows:~~

~~April 1, 1973: 17%~~

~~June 1, 1973: 16%~~

~~September 1, 1973: 17%~~

~~December 1, 1973: 16%~~

~~March 1, 1974: 17%~~

~~June 1, 1974: 17%~~

~~This section shall be effective only to the extent that Chapter 849 of the Acts of 1969 as amended shall be in effect."~~

4. By striking Subsection "A" of Section V, "Budget," which currently reads:

~~A. Initial Budget~~

~~Within sixty days after the original Committee is organized, it shall prepare a reasonably detailed operating and maintenance budget covering expenses, if any, for the balance of the then calendar year. Copies of such proposed budget shall be submitted to the Chairman of the Finance or Advisory Committee of each member town, or if there is no Finance or Advisory Committee in a member town, to the Chairman of the Board of Selectmen of such town, for its consideration. A budget shall be adopted not earlier than fourteen days but within thirty days after the proposed budget has been so submitted. The amount of the said budget shall be apportioned between the member towns according to the provisions in section N hereof. The treasurer shall certify to each member town its respective share of said budget. The sums thus certified shall be payable forthwith by each member town to the Committee but only from funds which may be or may have been appropriated by each member town for such purpose, if any.~~

and re-lettering the remaining subsections to reflect the deletion of Subsection “A”.

or take any other action relative thereto.

Karen Duval of the Finance Committee moved that the Town vote to amend the Masconomet Regional School District Agreement, as set forth in this Article Twenty-Seventh in the warrant. The Finance Committee recommended positive action.

There was no discussion. Article Twenty-Seventh passed by unanimous vote.

****ARTICLE TWENTY-EIGHTH:**

Amend Masconomet Regional School District Agreement, Section I, The Regional District Committee

To see if the Town will vote to amend the Masconomet Regional School District Agreement, Section I, The Regional District Committee, as The Finance Committee recommended by the Masconomet Regional School District School Committee, as follows, with the provisions to be inserted shown in bold italics and deletions shown in strikethrough, as set forth below:

By striking Subsection “C” of Section I, which currently reads:

C. Elected Members

In order to comply with the proportional representation requirements mandated by the United States Constitution (also known as “one man, one vote”), the total number of representatives to the Committee from each of the Towns of Boxford and Topsfield shall be reduced by one. To accomplish this reduction, one position on the Committee held by a representative of the Town of Topsfield with a term expiring in 2012 shall be abolished upon the expiration of such representative’s term in 2012. In addition, one of the two positions on the Committee held by the representatives of the Town of Boxford with a term expiring in 2012, shall be abolished upon the expiration of such representative’s term. The Chairman of the Committee shall determine by lot the particular position to be eliminated.

and inserting the following in Section I:

B. Election of Committee Members

Members of the Committee from each member town shall be elected by voters in such member town at such member town’s annual town election to serve three-year terms on a staggered basis. Thus, every third year, two persons shall be elected by the voters in Middleton and two persons shall be elected by the voters in Boxford to serve on the Committee, and otherwise one person shall be elected from each member town every year.

It is the intent of this agreement, pursuant to G.L. c. 71, § 14E, that Committee members be elected by voters in member towns with each member town’s representation apportioned according to population. Accordingly, the Committee will review its apportionment as soon as practicable after each federal census and will recommend such amendments to this agreement as may be necessary to ensure that such

apportionment continues to reflect the relative population of the member towns as accurately as possible.

or take any other action relative thereto.

Karen Duval of the Finance Committee moved that the Town vote to amend the Masconomet Regional School District Agreement, Section I, The Regional District Committee, as set forth in this Article Twenty-Eighth of the warrant. The Finance Committee recommended positive action.

There was no discussion. Article Twenty-Eighth passed by unanimous vote.

****ARTICLE TWENTY-NINTH:**

Amend Masconomet Regional School District Agreement, Section IV E, Apportionment of Operating Costs

To see if the Town will vote to amend the Masconomet Regional School District Agreement, Section IV E, Apportionment of Operating Costs, as The Finance Committee recommended by the Masconomet Regional School District School Committee, as follows, with the provisions to be inserted shown in bold italics and deletions shown in strikethrough, as set forth below:

By striking Subsection “E” of Section IV, “Apportionment of Operating Costs,” which currently reads:

E. Apportionment of Operating Costs

Operating costs for the first calendar year next following the establishment of the regional school district and for every calendar year thereafter shall be apportioned to the member towns on the basis of their respective pupil enrollments in the regional school. Each member town’s share for each calendar year shall be determined by computing the ratio which that town’s pupil enrollment in the regional district school on October 1 of the year in which apportionment is determined bears to the total pupil enrollment from all the member towns in the regional district school on the same date. In the event that enrollment in the regional district school has not been accomplished by October 1 of any year, operating costs shall be apportioned on the basis of enrollment in grades 7 through 12 of pupils residing in each member town and receiving education at such town’s expense on October 1 of that year.

And replacing it with the following:

E. Apportionment of Operating Costs

1. Operating costs for fiscal years 2021 through 2022 will be apportioned to member towns using the method outlined in G.L. c. 70 § 6. Operating assessments for each member town shall equal the sum of (i) such member town’s required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district’s net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town’s pupil enrollment in the regional school district on October 1 of the year in which apportionment is determined bears to the total pupil enrollment from all member towns on the same date.

2. For Fiscal Year 2023, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assess-



ments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's October 1 pupil enrollment in the regional school district for the two (2) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

3. For Fiscal Year 2024, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the three (3) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

4. For Fiscal Year 2025, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's October 1 pupil enrollment in the regional school district for the four (4) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

5. Beginning in Fiscal Year 2026, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's October 1 pupil enrollment in the regional school district for the five (5) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

or take any other action relative thereto.

Karen Duval of the Finance Committee moved that the Town vote to amend the Masconomet Regional School District Agreement, Section IV E, Apportionment of Operating Costs, as set forth in this Article Twenty-Ninth of the warrant. The Finance Committee recommended positive action.

There was no discussion. Article Twenty-Ninth passed by unanimous vote.

****ARTICLE THIRTIETH:**

Amend Masconomet Regional School District Agreement, Section IV F, Payment of Operating Costs

To see if the Town will vote to amend the Masconomet Regional School District Agreement, Section IV F, Payment of Operating Costs, as The Finance Committee recommended by the Masconomet Regional School District School Committee, as follows, with the provisions to be inserted shown in bold italics and deletions shown in strikethrough, as set forth below:

By striking the second sentence of Subsection "F" of Section IV, "Fiscal Year and Times of Payments of Apportioned Costs," which currently reads:

~~Except as otherwise provided in subsection V(A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:~~

~~September 1: 25%~~

~~December 1: 50%~~

~~March 1: 75%~~

~~June 1: 100%~~

and replacing it with the following:

Except as otherwise provided in subsection V (A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:

August 15

November 15

February 15

May 15

or take any other action relative thereto.

Karen Duval of the Finance Committee moved that the Town vote to amend the Masconomet Regional School District Agreement, Section IV F, Payment of Operating Costs, as set forth in this Article Thirtieth of the warrant. The Finance Committee recommended positive action. There was no discussion. Article Thirtieth passed by unanimous vote.

ARTICLE THIRTY-FIRST:

Five Year School Bus Contract

To see if the Town will vote pursuant to MGL c.30B, §12 to authorize, during the ensuing year, the Topsfield School Committee, with advice of the Superintendent of Schools of the Tri-Town Union, to solicit and award a transportation contract for a term exceeding three years, but not longer than five years, including any renewal, extension, or option, provided, in each instance, the longer term is found to be in the best interest of the Tri-Town Union, or take any other action relative thereto.

Eric Menzer of the Finance Committee moved that the Town vote to authorize, during the ensuing year, the Topsfield School Committee, with advice of the Superintendent of Schools of the Tri-Town Union, to negotiate and enter into a five-year contract for the Tri-Town Union transportation services. The Finance Committee recommended positive action.

Article Thirty-first passed by unanimous vote.

ARTICLE THIRTY-SECOND:

Five Year SCHOOL Food Service Management Contract

To see if the Town will vote pursuant to MGL c.30B, §12 to authorize, during the ensuing year, the Topsfield School Committee, with advice of the Superintendent of Schools of the Tri-Town Union, to solicit and award a food service management contract for a term exceeding three years, but not longer than five years, including any renewal, extension, or option, provided, in each instance, the longer term is found to be in the best interest of the Tri-Town Union, or take any other action relative thereto.

Eric Menzer of the Finance Committee moved that the Town vote to authorize, during the ensuing year, the Topsfield School Committee, with advice of the Superintendent of Schools of the Tri-Town Union, to negotiate and enter into a five-year contract for the Tri-Town Union food management services. The Finance Committee recommended positive action.

Article Thirty-second passed by unanimous vote.

ARTICLE THIRTY-THIRD:

Recodification of General Bylaws

To see if the Town will vote to amend the General Bylaws by making non-substantive, ministerial amendments to the General Bylaws for the purpose of recodifying the General Bylaws to create a more uniform presentation, organized topical structure and reader-friendly format to aid searches and to facilitate the insertion of future amendments, including renumbered outline format, insertion of headings and sub-headings, providing for consistency with Massachusetts General Laws and internally with regard to spelling and use of various words, and updating references to existing Town offices and bodies; all as set forth in a document entitled, "Bylaw Recodification – Final Draft – April 2021" showing the text to be inserted underlined and text to be deleted in the margins, on file in the office of the Town Clerk and available on the Town's website at www.topsfield-ma.gov, or take any other action relative thereto.

Michael Hartmann, of the Finance Committee, moved that the Town vote to amend the General Bylaws by making non-substantive, ministerial amendments to the General Bylaws for the purpose of recodifying the General Bylaws to create a more uniform presentation, organized topical structure and reader-friendly format to aid searches and to facilitate the insertion of future amendments, including renumbered outline format, insertion of headings and subheadings, providing for consistency with Massachusetts General Laws and internally with regard to spelling and use of various words, and updating references to existing Town offices and bodies; all as set forth in a document entitled, "Bylaw Recodification – Final Draft – April 2021" showing the text to be inserted underlined and text to be deleted in the margins, on file in the office of the Town Clerk and available on the Town's website at www.topsfield-ma.gov. The Finance Committee recommended positive action. There was no discussion. Article Thirty-third passed with a unanimous vote.

ARTICLE THIRTY-FOURTH:

Amend Zoning Bylaw, Article XI, Groundwater Protection District

To see if the Town will vote to amend the Town's Zoning Bylaw Article

XI, Groundwater Protection District, Section 6.1 Permitted Uses, as follows, with the provision to be deleted shown in strikethrough and the provision to be added shown in bold italics, as set forth below:

"6.1 Permitted Uses

1. ~~All uses customary and incidental to maintaining and using a residential dwelling.~~ *Any use permitted in the underlying zoning district except for those uses specifically prohibited in Section 6.2 of this bylaw.*"

or take any other action relative thereto.

Eric Menzer of the Finance Committee moved that the Town vote to amend the Town's Zoning Bylaw Article XI, Groundwater Protection District, Section 6.1 Permitted Uses as set forth in Article Thirty-fourth of the Warrant. The Finance Committee recommended positive action. Greg Mellinger, of 23 Perkins Circle, presented the Planning Board report. The Planning Board recommended positive action.

There was no discussion. Article Thirty-fourth passed with a unanimous vote.

ARTICLE THIRTY-FIFTH:

Amend Zoning Bylaw, Article II, Business District Village

To see if the Town will vote to amend the Town's Zoning Bylaw Article II, Establishment and Description of Districts Section 2.04, Business District Village, as follows, with the provision to be added shown in bold italics, as set forth below:

"2.04 Business District Village.

The Business District Village shall comprise an area bounded by a line beginning at the intersection of Main Street and the center line of the railroad or railroad bed right of way where track has been removed, and following said line westerly to the Proctor School Playground; thence following the southern boundary of the Proctor School playground to Main Street, and crossing Main Street; and following the southern boundary of the Town Library grounds to the brook; following the brook southwesterly until it intersects a parallel to Main Street 250 feet to the southeast thereof, following this parallel across Central Street and Park Street to South Main Street; then following South Main Street north to the center line of the railroad, the point of beginning. *The Business District Village shall also include the following lots referred to by the lot number and the Assessor's map number: Map 41 Lots 32, 60 and 133.*"

or to take any other action relative thereto.

Eric Menzer of the Finance Committee moved that the Town vote to amend the Town's Zoning Bylaw Article II, Establishment and Description of Districts Section 2.04, Business District Village as set forth in Article Thirty-fifth of the Warrant. The Finance Committee recommended positive action.

Josh Rownd, of 110 Salem Rd., presented the Planning Board report. The Planning Board recommended positive action.

Jon Palace, of 21 Winsor Lane, asked the Moderator to confirm that the Town will require that environmental reports, surveys and analyses will be completed before any work is done. Martha Morrison, Chair of Planning Board, confirmed that any applicant would have to return



to the Planning Board to complete all of the requirements before any work could be accomplished there.

Article Thirty-fifth passed with a unanimous vote.

ARTICLE THIRTY-SIXTH:

Old Highway Garage Transfer and Redevelopment

To see if the Town will vote to authorize the Select Board, in accordance with the requirements of MGL c. 30B, §16, to convey or otherwise dispose of certain real property situated between Main Street and High Street and shown on Assessors' Map 41 Lot 60, and as shown on a Plan of Land entitled "27 High Street, (A.K.A. 10 School Avenue) Topsfield, Massachusetts 01983", for redevelopment purposes, on such terms and conditions as the Select Board deems appropriate, and, further, to enter into such agreements and execute such instruments as may be necessary or convenient to effectuate the purposes of this article, or take any other action relative thereto.

Eric Menzer of the Finance Committee moved that the Town vote to authorize the Select Board, in accordance with the requirements of MGL c. 30B, §16, to convey or otherwise dispose of certain real property as shown on Assessors' Map 41 Lot 60, and as shown on a Plan of Land entitled "27 High Street, (A.K.A. 10 School Avenue) Topsfield, Massachusetts 01983", on such terms and conditions as the Select Board deems appropriate, and, further, to enter into such agreements and execute such instruments as may be necessary or convenient to effectuate the vote taken hereunder. The Finance Committee recommended positive action. A robust discussion took place. Lou Ross, of 48 Kinsman Lane, questioned whether the vote needed to be two-thirds majority, however, Town Counsel confirmed it should be a simple majority vote. Article Thirty-sixth passed with a majority vote.

ARTICLE THIRTY-SEVENTH:

Other Post-Employment Benefits ("OPEB" Trust Fund)

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to the Other Post-Employment Benefits Liability Trust Fund, or take any other action relative thereto. Karen Dow of the Finance Committee moved that the Town vote to transfer and appropriate from Free Cash the sum of \$340,000 to the Other Post-Employment Benefits Liability Trust Fund. The Finance Committee recommended positive action. Article Thirty-seventh passed with a unanimous vote.

ARTICLE THIRTY-EIGHTH:

Capital Stabilization Fund

To see if the Town will vote in accordance with the provisions of MGL c.40, §5B to raise and assess, or transfer from available funds, and appropriate a sum of money to the Capital Stabilization Fund, or take any other action relative thereto.

Jon Guido of the Finance Committee moved that the Town vote to transfer and appropriate from Free Cash the sum of \$100,000 to the Capital Stabilization Fund. The Finance Committee recommended positive action.

There was no discussion. Article Thirty-eighth passed with a unanimous vote.

ARTICLE THIRTY-NINTH:

GENERAL STABILIZATION FUND

To see if the Town will vote in accordance with the provisions of MGL c.40, §5B to raise and assess, or transfer from available funds, and appropriate a sum of money to the Capital Stabilization Fund, or take any other action relative thereto.

Jon Guido of the Finance Committee moved that the Town vote to transfer and appropriate from Free Cash the sum of \$25,000 to the General Stabilization Fund. The Finance Committee recommended positive action.

Article Thirty-ninth passed with a unanimous vote.

ARTICLE FORTIETH:

Free Cash to Offset the Tax Rate

To see if the Town will vote to transfer from available funds and appropriate a sum of money to reduce the tax levy for Fiscal Year 2022, or take any other action relative thereto.

Che Elwell, Chairman of the Finance Committee, moved that the Town vote to transfer and appropriate from Free Cash the sum of \$400,000 to reduce the tax levy for Fiscal Year 2022. The Finance Committee recommended positive action.

There was no discussion. Article Fortieth passed with a unanimous vote.

After completion of the last article to be brought before the Town, the Moderator asked for a motion to adjourn Town Meeting, which was received and seconded by the Town. The Annual Town Meeting of 2021 was dissolved at 12:45 PM. There were 204 registered voters in attendance.

A true copy attest:

Mary E. Willis
Town Clerk

Annual Town Election

TOWN OF TOPSFIELD ANNUAL TOWN ELECTION May 20, 2021

The polls opened at 7:00 AM on May 20, 2021, at St. Rose of Lima Church Hall, 12 Park Street, with Paula Burke as Election Warden, and Frederick Capobianco as Constable. The following election workers were sworn to the faithful performance of their duties:

Ruth Bortzfield, Mary Connor, Elaine Crippen, Kathy Curran, Judy Forrest, Debra Parkhurst, and Susan Whelton

The polls were closed at 8:00 PM, and 1033 ballots were cast. There were 4985 persons registered to vote in this election. Total percentage voting in this election is 20.7%. The results are as follows:

MODERATOR, ONE YEAR	
Stephen T. Whelan	781*
Blanks	252
Write-Ins	0

SELECTMAN, THREE YEARS (VOTE FOR TWO)	
Lynne A. Bermudez	751*
Cameron Knight Brown	508*
Blanks	807
Write-Ins	0

SELECTMAN, TWO YEARS (VOTE FOR TWO)	
Boyd R. Jackson	728*
Blanks	300
Write-Ins: Al Holland	5

ELEMENTARY SCHOOL COMMITTEE, THREE YEARS	
Charise Rohm Nulsen	724*
Blanks	309
Write-Ins	

ASSESSOR, THREE YEARS	
Robert E. Kanter	731*
Blanks	302
Write-Ins	0

COMMISSIONER OF TRUST FUNDS, THREE YEARS	
Rafael N. McDonald	738*
Blanks	295
Write-Ins	0

HOUSING AUTHORITY, FIVE YEARS	
Jennifer L. DiCarlo	734*
Blanks	299
Write-Ins	0

LIBRARY TRUSTEE, THREE YEARS (VOTE FOR TWO)	
Kathryn S. Hartmann	696*
Carolyn Jensen	530*
Blanks	840
Write-Ins	0

PLANNING BOARD, THREE YEARS	
C. Josh Rownd	707*
Blanks	326
Write-Ins	0

REGIONAL SCHOOL COMMITTEE, THREE YEARS (VOTE FOR ONE)	
Zillie Theodorou Bhuj	604*
Kathleena R. Scarpato	402
Blanks	27
Write-Ins	0

A true copy attest:

Mary E. Willis
Town Clerk



General Election

**TOWN OF TOPSFIELD
GENERAL ELECTION
November 3, 2020**

The polls opened at 7:00 AM on November 3, 2020 at St. Rose of Lima Church Hall, 12 Park Street, with Paula Burke as Election Warden and Frederick Capobianco as Constable. The following election workers were sworn to the faithful performance of their duties:

Jane Bonnano, Ruth Bortzfield, Susan Whelton, Mary Connor, Deb Parkhurst, Joan Glatz, Mary Hayden, Elaine Crippen, Maura Fel-

teault, Kathy Curran, Jolene Guerra, Judith Forrest, Nancy Woolford, Michelle Kelleher, Sean Burke, Nate Willis and Erin Merrill

The polls were closed at 8:00 PM. The total number of persons who voted in the General Election was 4487. There were 5147 persons registered to vote in this election. Voter turnout was 87.2%. The results are attached.

Attest:
Mary E. Willis
Town Clerk



PHOTO COURTESY OF KINDRA CLINEFF

**FISCAL YEAR 2022
GENERAL OPERATING BUDGET
May 8, 2021
ANNUAL TOWN MEETING**

Approved Appropriation Fiscal Year 2021		Approved Appropriation Fiscal Year 2022
<hr/>		
ELECTED OFFICERS		
50	MODERATOR:	50
SELECTMEN:		
1	Chairman	1
1	Clerk	1
1	Member	1
1	Member	1
1	Member	1
ASSESSORS:		
1,500	Chairman	1,500
1,500	Clerk	1,500
1,500	Member	1,500
Appointed	TOWN CLERK:	Appointed
300	TOWN CONSTABLE:	300
PLANNING BOARD:		
1	Chairman	1
1	Clerk	1
1	Member	1
1	Member	1
1	Member	1

GENERAL GOVERNMENT

	Moderator:	
50	Salaries & Wages	50
50	TOTAL: Moderator	50
	Selectmen:	
280,015	Salaries & Wages	285,551
14,111	Other Expenses	14,111
294,126	TOTAL: Selectmen	299,662
	Selectmen's Special:	
77,300	Other Expenses	77,300
77,300	TOTAL: Selectmen Special	77,300

**Approved
Appropriation
Fiscal Year 2021**

**Approved
Appropriation
Fiscal Year 2022**

	Finance Committee:	
1,548	Salaries & Wages	1,579
350	Other Expenses	350
100,000	Reserve Fund	100,000
101,898	TOTAL: Finance Committee	101,929
	Town Accountant:	
158,457	Salaries & Wages	171,046
32,026	Other Expenses	37,026
190,483	TOTAL: Town Accountant	208,072
	Board of Assessors:	
143,556	Salaries & Wages	146,357
43,695	Other Expenses	55,295
187,251	TOTAL: Assessors	201,652
	Town Treasurer and Collector:	
216,030	Salaries & Wages	219,624
52,068	Other Expenses	52,068
268,098	TOTAL: Town Treasurer / Collector	271,692
	Town Hall:	
-	Salaries & Wages	-
275,122	Other Expenses	265,466
275,122	TOTAL: Town Hall	265,466
	Town Owned Buildings:	
400	Other Expenses (School Street Bldg Electricity)	400
400	TOTAL: Town Owned Buildings	400
	P.E.G. / Cable Advisory:	
-	Salaries & Wages	5,000
49,000	Other Expenses	49,850
49,000	Total: P.E.G. / Cable Advisory	54,850
	Town Clerk:	
106,195	Salaries & Wages	105,292
17,097	Other Expenses	20,457
123,292	TOTAL: Town Clerk	125,749
	Conservation Commission:	
94,693	Salaries & Wages	96,597
94,693	TOTAL: Conservation Commission	96,597

Approved Appropriation Fiscal Year 2021		Approved Appropriation Fiscal Year 2022
	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
1,664,254	SUB-TOTAL: GENERAL GOVERNMENT	1,705,960
<hr/>		
PUBLIC SAFETY		
	Police Department:	
1,563,401	Salaries & Wages	1,560,170
135,388	Other Expenses	125,488
-	Capital Equipment	-
1,698,789	TOTAL: Police Department	1,685,658
	Fire Department:	
859,405	Salaries & Wages	901,434
130,058	Other Expenses	142,183
989,463	TOTAL: Fire Department	1,043,617
	Inspectional Services:	
127,893	Salaries & Wages	142,088
17,165	Other Expenses	17,165
145,058	TOTAL: Inspectional Services	159,253
	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
8,880	Other Expenses	8,880
15,762	TOTAL: Tree Department	15,762
2,871,188	SUB-TOTAL: PUBLIC SAFETY	2,926,406



**Approved
Appropriation
Fiscal Year 2021**

**Approved
Appropriation
Fiscal Year 2022**

ELEMENTARY EDUCATION

	Proctor Elementary School & Steward Elementary School:	
7,530,382	Total Salaries & Wages	7,757,512
1,413,813	Total Other Expenses	1,349,146
173,707	Total Special Education (Tuition & Services)	261,986
9,117,902	TOTAL: Elementary Schools	9,368,644
9,117,902	SUB-TOTAL: ELEMENTARY EDUCATION	9,368,644

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:	
423,391	Salaries & Wages	397,888
246,558	Other Expenses	246,558
-	Capital Equipment	-
669,949	TOTAL: Highway Department	644,446
	Snow and Ice:	
33,870	Salaries & Wages	33,870
181,845	Other Expenses	181,845
215,715	TOTAL: Snow and Ice	215,715
	Street Lights:	
26,104	Other Expenses	30,000
26,104	TOTAL: Street Lights	30,000
	MSW Collection, HHW & Recycling:	
429,915	Contracted Services	429,915
429,915	TOTAL: MSW Collection, HHW & Recycling	429,915
	Recycling:	
1,650	Other Expenses	1,650
1,650	TOTAL: Recycling	1,650
	Park and Cemetery Department:	
263,904	Salaries & Wages	226,041
54,770	Other Expenses	54,170
318,674	TOTAL: Park & Cemetery Dept.	280,211

Approved Appropriation Fiscal Year 2021		Approved Appropriation Fiscal Year 2022
	Landfill:	
47,000	Other Expenses	42,300
47,000	TOTAL: Landfill	42,300
1,724,420	SUB-TOTAL: PUBLIC WORKS	1,659,650
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HUMAN SERVICES		
	Board of Health:	
92,814	Salaries & Wages	97,653
26,586	Other Expenses	36,076
119,400	TOTAL: Board of Health	133,729
	Council On Aging:	
131,577	Salaries & Wages	132,280
5,561	Other Expenses	5,561
137,138	TOTAL: Council On Aging	137,841
	Veterans' Benefits:	
20,960	Other Expenses	20,960
20,960	TOTAL: Veterans' Benefits	20,960
	Soldiers & Sailors Graves:	
1,000	Other Expenses	1,000
1,000	TOTAL: Soldiers & Sailors Graves	1,000
278,498	SUB-TOTAL: HUMAN SERVICES	293,530
<hr/>		
CULTURE & RECREATION		
	Library:	
488,691	Salaries & Wages	487,802
174,395	Other Expenses	164,680
663,086	TOTAL: Library	652,482
	Recreation Department:	
-	Salaries & Wages	31,103
-	Other Expenses	2,000
-	TOTAL: Recreation Department	33,103
	Historical Commission:	
400	Other Expenses	400
400	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
665,336	SUB TOTAL: CULTURE & RECREATION	687,835



Approved Appropriation Fiscal Year 2021		Approved Appropriation Fiscal Year 2022
DEBT SERVICE		
795,000	Long-Term Debt Principal	775,000
563,328	Long -Term Debt Interest	534,564
	Short-Term Debt Principal Pay Down	
10,000	Interest for Temporary Loans	
2,500	Issue Cost	2,500
1,370,828	TOTAL: DEBT SERVICE	1,312,064
1,370,828	SUB TOTAL: DEBT SERVICE	1,312,064
OTHER EXPENDITURES		
	Pensions:	
1,365,197	Essex Retirement	1,432,033
1,365,197	TOTAL: Pensions	1,432,033
	Insurance:	
465,499	Liability/Accident/Workmen's Compensation	473,612
2,318,987	Life/Medical/Medicare	2,273,187
	Unemployment	
2,784,486	TOTAL: Insurance	2,746,799
	Other Employee Costs/Benefits:	
85,000	Salary Reserve	75,000
85,000	TOTAL: Other Employee Costs/Benefits	75,000
	Transfer to Other Funds	
15,000	Unemployment	-
-	Compensated Absences	-
-	Police / Fire Idemnity Leave	20,000
15,000	TOTAL: Transfer to Other Funds	20,000
4,249,683	SUB-TOTAL OTHER EXPENDITURES	4,273,832
21,942,109	***TOTAL APPROVED BUDGET ***	22,227,921

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

Fiscal Year 2022: July 1, 2021 through June 30, 2022

Financial Reports

Note:

All financial data cover the period July 1, 2020 through June 30, 2021.

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, 2021.

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

TOWN AUDIT

An audit of the Town of Topsfield's 2021 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 2021, Robert Kanter was re-elected to the Board of Assessors. The Board typically meets the last Friday of the month.

Fiscal Year 2021 was an interim year. Our five-year recertification of valuations will be in Fiscal Year 2024. 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 Year 2021 valuations continue to reflect an upward trend in the market. The average single-family home assessed value for Fiscal Year 2021 was \$611,779 a .4072% increase from the Fiscal Year 2020 average single-family home assessed value of \$609,298.

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 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, 2020 for Fiscal 2021

REAL PROPERTY

Residential: \$1,354,748,136

Open Space:

Commercial: \$66,906,264

Industrial: \$19,706,204

Total Real Property: \$ 1,441,360,604

PERSONAL PROPERTY

Business Accounts: \$9,406,750

Utility Accounts: \$12,681,980

Wireless Accounts: \$351,510

Total Personal Property: \$ 22,440,240

Total Taxable Real and Personal Property:

\$ 1,463,800,844

Exempt Property:

\$88,147,500

Total Valuation of All Property:

\$1,551,948,344

Tax Rate (Per \$1,000 Valuation): \$17.92

LEVY

(Total taxes assessed for state, county and town purposes including overlay)

On Real Property: \$25,829,182.03

On Personal Property: \$402,129.10

Total Levy: \$26,231,311.13

Motor Vehicle and Trailer Excise Processed in Calendar 2021

2020 Registered Card: 143

2021 Registered Cars: 7,175

Commissioner's Total Value: \$58,533,117.17

Excise Tax Total: \$1,250,993.14

Finance Committee

We write you this letter during an unprecedented year for all of us. While there may be light coming, it has been a long year, but one in which this town, its residents and its employees have continually demonstrated why Topsfield is such an amazing place to live. We thank the town and school employees in adapting to new ways of working and continuing to provide essential services to the Town in difficult times. We would like to also recognize and thank everyone in the town and schools who were able to also achieve a balanced budget without the need for an override during the changing and challenging Covid environment.

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 2022 (FY2022) 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 10:00 A.M. on Saturday May 8th on the Town Common. (Please note: the date of the ATM may be subject to further changes 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 continues to be impressed by the collective work of the Town Administrator, the Select Board, 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 16, 2020, 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. We recognize that insurance costs, primarily health care, have historically been rising significantly. The Masconomet budget carries their insurance costs, while the elementary school's insurance costs are funded from the Town budget. For this reason, for the Elementary Schools the guideline was a 2.75% increase over the FY2021 budgeted amount, excluding any extraordinary special education costs. The guideline for the Masconomet Operating & Main-

tenance (O&M) Budget was 3% for overall Community Contributions; Topsfield's share of the Community Contributions is calculated based on State Net School Spending requirements and Topsfield's share of Masconomet enrollment. In the guideline letter, the Finance Committee also articulated its continued 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 2. The Finance Committee wishes to emphasize its recommendation that the supervising boards and the Town and school administrations look at ways to align future personnel costs more closely with broader economic wage growth.

Department budgets and any needed capital items were discussed and voted during public meetings of the respective elected supervising boards. As in years past, over the course of the winter and early spring, the Finance Committee worked with Town boards and department heads to understand department needs and costs, and potential revenue sources. Every year it is a challenge to provide even level services within the constraints of available funds. With the unknowns of the long-term economic impact of COVID-19, 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.

Recognizing that it is a unique and difficult year, the Topsfield Elementary and Masconomet Regional Administrations and School Committees worked hard to meet their targets for this coming year. Using some one-time funds and deferring some initiatives from their long-term plan, the Elementary Schools were able to meet the targeted guidelines of 2.75% with a total budget of \$9,368,644. The Masconomet Administration and School Committee came in below our 3% guidelines at a 2.2% increase in the community contribution to the O&M budget; this was achieved with the help of significant one-time savings and non-recurring revenue. While Masconomet came in overall under guideline, the assessment for Topsfield increased dramatically due to a unique scenario. The Topsfield share, as certified by the School Committee, is \$\$8,476,833, an 8.3% increase over FY2021.

This increase is the result of two factors.

- 1.) Our share of the Masconomet enrollment increased.
- 2.) The elementary school had a significant COVID-related drop in enrollment which caused the State mandated and calculated Minimum Net School Spending (NSS) to increase Topsfield's assessment to Masconomet by \$340,202.

The Finance Committee, working with the State, Town Administration, and Masconomet and Elementary School Administrations and School Committee believes this \$340,202 is a unique onetime spend within the operating budget. We are recommending using additional free cash to reduce the tax levy beyond our usual guideline to help in funding this one-time expense. It should be noted that enrollment projections for the



schools show a continued decrease over the coming years, particularly for Masconomet, and the Finance Committee hopes the schools will find ways to reduce their expenses in line with the reduction in the number of students served.

Along with the work the schools did, the Town Administrator and team worked with the Select Board and Finance Committee and identified the necessary cuts to deliver a balanced budget without the need for any overrides. After deliberations and subsequent voting, the Finance Committee has recommended an FY2022 budget with a 1.3% increase in the General Operating Budget (Article Third).

Notable items in the Article Third budget:

- Health insurance came in at a 1.98% reduction, partially related to a reduction in FY2021 insurance claims.
- The Finance Committee voted to approve an FY2021 Elementary School budget that is at the guideline of 2.75%, with no change in extraordinary special education (XSPED) costs. This does include a reduction in the fees charged for 5-day Kindergarten compared to FY2021, funded through use of one-time grant funds. The Elementary School Committee had also hoped to expand services, including free 5-day Kindergarten, smaller class size, curriculum enhancements and a regular technology replacement cycle, but pulled back those pursuits again this year given the reality of the economic impact of COVID-19.
- The salary & wage lines of department budgets reflect settled contracts and a 2.0% increase to the non-union salary & wage grid, with no movements on the grid for this coming year. We acknowledge the sacrifice made by non-represented personnel to balance the budget.
- The Debt Service budget decrease is 4.29%, reflecting the long-term bonds that have been issued and some debt that has been paid off.
- The Finance Committee has chosen to apply \$400,000 of Free Cash to balance the budget, consistent with our policy guidelines for use of Free Cash, and recognition of what we believe is a one-time COVID-related increase to our Masconomet assessment.

Overall, the recommended FY2022 budget for Annual Town Meeting is projected to increase 5.02% compared to FY2021. After taking into account projected state aid and local receipts, new growth, Free Cash and other available funds, the projected increase to the tax levy is 3.03% compared to FY2021.

In addition to certain fixed charges that resulted in an increase in FY2022 compared to FY2021 (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. Some of these were approved, including:

1. \$28,500 to fund firefighter wages and training related to a new contract;
2. \$10,000 to purchase 3 sets of additional/replacement firefighter turnout gear annually;
3. \$23,587 to increase the Building Inspector's hours, partially offset by a reduction in the Building Inspection administrative

assistant's hours.

4. Increase in Board of Health dead animal pickup, at a cost of \$2,700 based on current expenses;
5. Board of Health vaccine expenses and sharps disposal totaling \$6,790;
6. \$2,977.00 Board of Health increase in assistant's hours;
7. \$33,103.00 to fund a Recreation Director, as the final step in the re-organization of the Highway and Parks and Cemetery departments, which inclusive of this position resulted in an overall savings;
8. \$20,000 for the Police Indemnity Fund; and
9. 9,397.00 to increase the town accountant assistant's hours. The total of all the approved contractual and other requests is \$179,994 or about 0.67% 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. During the ATM, Finance Committee recommends funding various items from Free Cash, including:

1. DPW Tractor, Truck, and Fire Sprinkler system;
2. Police radios and a replacement police cruiser;
3. Replacement of the Fire Station Roof; and
4. Library Security Camera and Fire Panel replacement. These were deemed the most important of many competing needs. Free Cash expenditures for these capital items totals \$311,500. 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 in the amounts of \$100,000, \$25,000 and \$340,000 to the capital stabilization, general stabilization and OPEB funds. These can be thought of as the Town's savings accounts against an unexpected need and/or future financial commitments. These amounts are consistent for OPEB and the two stabilization funds. We are recommending creation of an Ambulance & Fire Apparatus stabilization fund, which would be funded by 25% of annual ambulance billing revenues and would provide a partial source of funding for future fire and ambulance equipment purchases.

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,

Che Elwell, Chair

Karen Dow

Karen Duval

Jonathan Guido

Michael Hartmann

David Larson

Eric Menzer

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, 2021.

Respectfully submitted,
Catherine M. Gabriel
Town Accountant

Statement of Town Debt

As of June 30, 2021

<u>Long Term Debt:</u>			
Outstanding Debt - July 1, 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
Plus Debt Issued During the Year			
Multi-Purpose 2021	332,400.00	\$	332,400.00
Less Debt Retired During the Year:			
Multi-Purpose 2011	(520,000.00)		
Multi-Purpose 2012	(200,000.00)		
Multi-Purpose 2017	(240,000.00)		
Multi-Purpose 2018	(175,000.00)		
Multi-Purpose 2019	(390,000.00)		
Multi-Purpose 2020	(255,000.00)	\$	(1,780,000.00)
Outstanding Debt - June 30, 2021			
Multi Purpose 2011	-		
Multi Purpose 2012	200,000.00		
Multi-Purpose 2017	3,950,000.00		
Multi-Purpose 2018	3,115,000.00		
Multi-Purpose 2019	12,010,000.00		
Multi-Purpose 2020	6,140,000.00		
Multi-Purpose 2020	332,400.00	\$	25,747,400.00
Outstanding Debt - General Government			15,217,000.00
Outstanding Debt - Water Enterprise Fund			10,530,400.00
Total Outstanding Debt - June 30, 2021		\$	25,747,400.00
<u>Short Term Debt:</u>			
Outstanding Bond Anticipation Notes - June 30, 2020			
Bond Anticipation Notes - General Fund	-		
Bond Anticipation Notes - Water Enterprise Fund	-		
Outstanding Bond Anticipation Notes - June 30, 2021	-		
<u>GENERAL FUND</u>			
Bond Anticipation Notes - General Fund	-		
Total New Debt Authorized - General Fund	-		
Bond Anticipation Notes Issued	-		
less Bond Anticipation Notes Retired	-		
Total Authorized and Un-issued - General Fund	-		
<u>WATER ENTERPRISE FUND</u>			
Bond Anticipation Notes - Water Enterprise Fund	-		
Total New Debt Authorized - Water Enterprise Fund	-		
Bond Anticipation Notes Issued	-		
less Bond Anticipation Notes Retired	-		
Total Authorized and Un-issued - Water Enterprise Fund	-		
Outstanding Bond Anticipation Notes - June 30, 2021	-		
Authorized and Unissued Debt			
School Roofs	2,392,694.00		
Total Authorized and Unissued Debt - June 30, 2021	2,392,694.00		



GENERAL FUND AND WATER ENTERPRISE FUND APPROPRIATIONS ~ FISCAL 2020

	Total Appropriations	%	Operating Budget	Warrant Articles
General Government	1,740,254	5.85%	1,637,754	102,500
Public Safety	2,940,188	9.88%	2,835,688	104,500
Education Elementary K-6	9,167,902	30.81%	9,082,902	85,000
Regional School Assessment 7-12	7,825,842	26.30%	7,825,842	-
Essex North Shore Agricultural & Technical	364,498	1.22%	364,498	-
Public Works	1,724,420	5.80%	1,698,170	26,250
Human Services	278,498	0.94%	278,498	-
Culture and Recreation	665,336	2.24%	665,336	-
Debt Service	1,370,828	4.61%	1,370,828	-
Other Pensions and Insurance	760,000	2.55%	760,000	-
Water Enterprise	2,372,426	7.97%	2,072,426	300,000
Reserve Fund	100,000	0.34%	100,000	-
Stabilization Funds	125,000	0.42%	-	125,000
OPEB	320,000	1.08%	20,000	300,000
TOTAL APPROPRIATIONS	29,755,192	100.00%	28,711,942	1,043,250

GENERAL FUND AND WATER ENTERPRISE FUND REVENUES ~ FISCAL 2020

	Actual Revenue	%
Personal Property and Real Estate Taxes	26,141,756.79	78.66%
Tax Liens Redeemed	4,031.83	0.01%
Motor Vehicle Excise	1,174,810.08	3.53%
Other Local Receipts	1,410,598.72	4.24%
Cherry Sheet Receipts	2,048,760.00	6.16%
Water Enterprise	2,455,997.97	7.39%
TOTAL REVENUE	33,235,955.39	100.00%

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE - BUDGET vs ACTUAL
FISCAL YEAR ENDING JUNE 30, 2021**

		ACTUAL REVENUE	BUDGETED REVENUE	Over / (Under) BUDGET
GENERAL FUND REVENUE				
Taxes				
Personal Property:				
Levy of 2021	399,764.28			
Levy of Prior Years	599.13			
		400,363.41	402,129.10	(1,765.69)
Real Estate:				
Levy of 2021	25,535,494.70			
Levies of Prior Years	205,898.68			
		25,741,393.38	25,684,108.90	57,284.48
Tax Liens:				
Redeemed	4,031.83			
		4,031.83	-	4,031.83
Motor Vehicles Excise:				
Levy of 2021	1,013,182.93			
Levy of 2020	150,968.29			
Levies of Prior Years	10,658.86			
		1,174,810.08	1,000,000.00	174,810.08
Other Excise:				
Meals Tax	33,797.74			
Room Occupancy	0.12			
		33,797.86	30,000.00	3,797.86
Interest & Penalties on Taxes:				
Over Short Motor Vehicle Excise	(2.70)			
Over Short Real Personal Property	3.29			
Real & Personal Property	42,850.95			
Motor Vehicle Excise	7,191.39			
Tax Liens	156.25			
		50,199.18	25,000.00	25,199.18
In Lieu of Taxes:	88,288.26			
		88,288.26	85,000.00	3,288.26
Other Charges for Services:				
Town Hall - Copier	186.00			
Library - Fax Fees	13.00			
Assessors - Sale of Maps	1,000.00			
Accident Report & Miscellaneous	-			
Tax Collector - Municipal Liens	8,675.00			
Firearms Licensing	4,862.50			
Police School Resource Officer (SRO)	6,670.00			
		21,406.50	8,000.00	13,406.50



**TOWN OF TOPSFIELD
STATEMENT OF REVENUE - BUDGET vs ACTUAL
FISCAL YEAR ENDING JUNE 30, 2021**

		ACTUAL REVENUE	BUDGETED REVENUE	Over / (Under) BUDGET
Fees:				
Tax Collector Demands Fees	14,584.17			
Deputy Collector Fees	7,269.50			
Returned Check Charges	325.00			
Town Clerk Fees	10,490.75			
Town Clerk Dog License Fees	13,860.00			
Planning Board Fees	1,257.57			
Zoning Board Fees	1,200.00			
Animal Control Officer	600.00			
Police Towing Fee	2,150.00			
Police Special Detail Admin Fee	18,926.44			
Fire Special Detail Admin Fee	-			
Police Cruiser Detail Fee	92.80			
		70,756.23	96,000.00	(25,243.77)
Other Departmental Revenue:				
Rescue Patient Transport	401,555.38			
Highway Scrap Metal	732.86			
Treasurer/Collector Departmental Revenue	0.46			
Board of Health Flu Clinic Insurance Reimb	4,375.39			
Board of Health COVID-19 Vaccine Reimb	824.96			
Sale of Town Equipment	701.00			
Sealer of Weights & Measures	310.00			
Town Clerk Census	2,000.00			
Recycling Sticker Program	68,825.25			
Composting Access Ticket	12,560.00			
Firearms Safety Class	200.00			
		492,085.30	101,000.00	391,085.30
Licenses & Permits:				
License - Food				
License - Cable / PEG				
License - Milk	50.00			
License - Class I & II	900.00			
License - Alcohol	4,925.00			
License - Victualler	1,200.00			
Permits - Food	3,875.00			
Permits - Street Opening	50.00			
Permits - Sign	200.00			
Permits - Miscellaneous	225.00			
Permits - Tobacco Sales	160.00			
Permits - Auction				
Permits - Building	170,880.25			
Permits - Electric	29,977.00			
Permits - Sheet Metal	3,430.00			
Permits - Mechanical	2,570.00			
Permits - Fairgrounds	230.00			
Permits - Fire				
Permits - Gas	12,065.00			
Permits - Installers	2,475.00			
Permits - Plumbing	11,419.00			
Permits - Fire Alarms				
Permits - Septic	20,005.00			
Permits - Well	1,200.00			
Permits - Sprinkler				

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE - BUDGET vs ACTUAL
FISCAL YEAR ENDING JUNE 30, 2021**

		ACTUAL REVENUE	BUDGETED REVENUE	Over / (Under) BUDGET
Permits - LPG	2,300.00			
Permits - Trench	950.00			
Permits - Tent				
Permits - 26F Inspections	5,750.00			
Permits - Burning	7,015.00			
Permits - Oil Tank Burner	2,300.00			
Permits - Fire Other	410.00			
		284,561.25	230,000.00	54,561.25
State Aid - Cherry Sheet :				
Abatements to Vets, Blind, Surviving Spouses	11,893.00			
Veteran Benefits Ch. 115	2,313.00			
State Owned Land	144,203.00			
School Aid - Chapter 70	1,239,023.00			
School Aid - School Choice Reimbursement				
School Aid - Charter School Reimbursement				
Unrestricted General Government Aid	651,328.00			
		2,048,760.00	2,048,760.00	-
Fines & Forfeits:				
Parking Fines	120.00			
Court Fines	5,752.50			
RMV Charges	10,881.11			
Police Fines				
Civil Disposition Violation	-			
Civil Disposition Violation Tobacco				
		16,753.61	25,000.00	(8,246.39)
Earnings on Investments:	27,610.79			
		27,610.79	20,000.00	7,610.79
Medicaid Reimbursement:				
Medicaid Reimbursement - School	10,810.23			
Medicaid Reimbursement - School Federal				
		10,810.23	5,000.00	5,810.23
Miscellaneous:				
Medicare Drug Subsidy				
Miscellaneous				
Insurance Reimbursement - Prior Year				
Medicaid Reimbursement				
Collections of Uncollectibles	492.45			
		492.45		492.45
Miscellaneous (NON-RECURRING):				
Miscellaneous Non-Recurring	91,372.06			
		91,372.06		91,372.06
Transfers Into General Fund				
Budget Offsets	61,174.00			
Water Indirect Costs	161,291.00			
		222,465.00	222,465.00	-
Total General Fund Revenue		30,779,957.42	29,982,463.00	797,494.42



**TOWN OF TOPSFIELD
STATEMENT OF REVENUE - BUDGET vs ACTUAL
FISCAL YEAR ENDING JUNE 30, 2021**

	ACTUAL REVENUE	BUDGETED REVENUE	Over / (Under) BUDGET
WATER ENTERPRISE REVENUE			
User Charges & Connection Fees	2,408,093.08		
Water Betterments Tax Lien			
Water Delinquent Charges	47,853.08		
Water Delinquent Charges Tax Lien			
Water Restriction Violation			
Interest on Investment	51.81		
Non Recurring Miscellaneous			
Insurance & Restitution			
State Revenue			
Total Water Enterprise Revenue	2,455,997.97	2,111,135.00	344,862.97
Total Revenue & Other Financing Sources - Fiscal 2020	33,235,955.39	32,093,598.00	1,142,357.39

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers/ Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
GENERAL GOVERNMENT							
114 Moderator		50.00				50.00	
Salaries & Wages							
122 Board of Selectmen							
Salaries & Wages		282,015.00			281,586.10	428.90	
Other Expenditures		14,111.00			8,361.84	5,749.16	
124 Selectmen's Special							
Salaries & Wages						-	
Other Expenditures	12.00	77,300.00			70,007.82	7,304.18	
Articles:							
FY09/Axx Tri Town Council (Annual)		20,500.00			20,500.00	-	1,500.00
SENIOR CARE SERVICES (Annual)		1,500.00				-	14,200.00
FY19/A18 TOWN BUILDING REPAIRS		22,000.00			7,800.00	-	823.45
FY19/A23 BOS RECORD MANAGEMENT	849.55				26.10	-	395.00
FY19STM/A5 POL CHIEF SEARCH	395.00					-	
131 Finance Committee							
Salaries & Wages		1,548.00			800.40	747.60	
Other Expenditures		350.00				350.00	
131 Reserve Fund		100,000.00				100,000.00	
Transfer To:							
135 Town Accountant							
Salaries & Wages		158,457.00			158,455.89	1.11	
Other Expenditures		32,026.00			31,752.66	273.34	
141 Board of Assessors							
Salaries & Wages		143,556.00			140,597.96	2,958.04	
Other Expenditures	7,950.00	43,695.00			43,199.19	8,445.81	
145 Town Treasurer/Collector							
Salaries & Wages		216,030.00			215,611.50	418.50	
Other Expenditures	7,650.00	52,068.00			46,497.20	13,220.80	



TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers / Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
150 Town Hall							
Salaries & Wages						-	
Other Expenditures		275,122.00			241,697.33	33,424.67	
Articles:							
FY21 /A13 TH PHONE SYSTEM		30,000.00				-	30,000.00
151 Town Owned Buildings							
Other Expenditures (electricity)		400.00	150.00		413.11	136.89	
157 Town Website/Cable Advisory							
Salaries & Wages		5,000.00			5,000.00	-	
Other Expenditures		44,000.00	1,100.00		45,064.70	35.30	
Articles:							
FY18 STM/A10 PEG TOWN HALL UPGRADE						-	4,116.52
161 Town Clerk							
Salaries & Wages		106,195.00			105,279.51	915.49	
Other Expenditures		17,097.00			12,337.53	4,759.47	
171 Conservation Commission							
Salaries & Wages		94,693.00			94,692.22	0.78	
175 Planning Board							
Salaries & Wages		5.00				5.00	
Other Expenditures		1,791.00			937.76	853.24	
176 Zoning Board							
Salaries & Wages						-	
Other Expenditures		745.00			130.24	614.76	
TOTAL GENERAL GOVERNMENT	20,973.07	1,740,254.00	1,250.00	-	1,530,749.06	180,693.04	51,034.97

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers/ Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
PUBLIC SAFETY							
210 Police Department							
Salaries & Wages		1,563,401.00			1,312,274.67	250,723.49	402.84
Other Expenditures		135,388.00			120,712.40	14,480.60	195.00
Articles:							
FY18ATM/A23 - POLICE EXTERIOR BUILDING	391.67				-	-	391.67
FY20STM/A4 POLICE RADIOS	8,869.74	12,000.00			11,502.00	-	9,367.74
220 Fire Department							
Salaries & Wages		859,405.00	34,785.00		880,324.34	13,065.66	800.00
Other Expenditures	8,522.16	130,058.00			131,280.64	5,866.91	1,432.61
Articles:							
FY20/A20 - FIRE AMBULANCE	99.00				99.00	-	10,539.78
FY20STM/A5 - FIRE PROTECTIVE GEAR	10,539.78				-	-	15,000.00
FY21/A20 - FIRE AIR HANDLER		15,000.00				-	22,000.00
FY21/A20 - FIRE TIGHT		22,000.00				-	-
FY21/A20 - FIRE REBUILD		20,000.00			20,000.00	-	-
241 Inspectional Services							
Salaries & Wages		131,593.00			122,239.33	9,353.67	
Other Expenditures		13,465.00			11,344.79	2,120.21	
245 Sealer of Weights and Measures							
Salaries & Wages		1,726.00			1,726.00	-	
292 Animal Control Officer							
Salaries & Wages		10,229.00			10,229.00	-	
Other Expenditures		571.00			378.71	192.29	
294 Animal Inspector							
Salaries & Wages		7,750.00			7,750.00	-	
Other Expenditures		1,840.00			-	1,768.50	71.50
295 Tree Warden							
Salaries & Wages		6,882.00	500.00		7,037.73	344.27	
Other Expenditures		8,880.00	(500.00)		8,380.00	-	
TOTAL PUBLIC SAFETY	28,422.35	2,940,188.00	34,785.00	-	2,645,278.61	297,915.60	60,201.14



TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers / Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
EDUCATION							
Elementary Education Operating Budget	192,674.92	9,167,902.00	-	-	9,167,774.83	13,172.08	179,630.01
300 Salaries & Wages		7,530,382.00			7,597,369.32	(66,987.32)	
Other Expenditures	124,766.94	1,587,520.00			1,528,301.92	80,159.40	103,825.62
300							
Articles:							
FY19STM/A6 PROCTOR SCHOOL SECURITY	26,024.62					-	26,024.62
FY20/A21 ELEMENTARY SCH SURVEILLANCE	41,883.36				375.00	-	41,508.36
FY21/A17 ELEMENTARY SCH TECHNOLOGY		50,000.00			41,728.59	-	8,271.41
Education Assessments - MASCO	-	7,825,842.00	-	-	7,825,842.00	-	
302 Masconomet Regional School Operating Budget		7,745,305.00			7,745,305.00		
302 Masconomet Regional School Debt Service		80,537.00			80,537.00		
302 Articles:							
Education Assessments - ESSEX TECH	-	364,498.00	(2,396.00)	-	361,812.00	290.00	
303 Essex North Shore Agricultural & Vocational Tech		364,498.00	(2,396.00)		361,812.00		
TOTAL EDUCATION	192,674.92	17,358,242.00	(2,396.00)	-	17,355,428.83	13,462.08	179,630.01

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers/ Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
PUBLIC WORKS							
411 Stormwater Management							
Salaries & Wages		5,413.00			5,413.00	-	
Other Expenditures		10,000.00			5,921.95	4,078.05	
420 Highway Department							
Salaries & Wages		423,391.00			391,262.65	25,728.35	6,400.00
Other Expenditures	2,873.32	246,558.00			216,409.54	32,618.05	403.73
Capital						-	
Articles:						-	
423 Snow and Ice							
Salaries & Wages		33,870.00			33,870.45	(0.45)	
Other Expenditures		181,845.00			162,598.59	19,246.41	
424 Street Lights							
Other Expenditures		26,104.00	2,000.00		25,381.91	2,722.09	
430 Refuse Collection/Disposal Expense							
Other Expenditures		429,915.00			428,396.50	1,518.50	
433 Recycling Expense							
Other Expenditures		1,650.00			1,629.43	20.57	
492 Park and Cemetery							
Salaries & Wages		263,904.00			222,885.03	38,068.97	2,950.00
Other Expenditures		54,770.00			42,130.34	12,639.66	
Articles:							
FY14-FY18 LANDFILL	15,358.08				6,771.51	-	8,586.57
FY19/A19 CEM BARN REPAIR	816.65				105.06	-	711.59
494 Landfill							
Landfill Engineering & Monitoring		47,000.00			39,481.71	7,518.29	
TOTAL PUBLIC WORKS	19,048.05	1,724,420.00	2,000.00	-	1,582,257.67	144,158.49	19,051.89



TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers / Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
HUMAN SERVICES							
512 Board of Health							
Salaries & Wages	246.00	92,814.00			93,058.60	1.40	
Other Expenditures		26,586.00			23,215.06	3,370.94	
541 Council on Aging							
Salaries & Wages		131,577.00			101,455.98	30,121.02	
Other Expenditures		5,561.00			3,307.59	2,253.41	
546 Veteran's Benefits & Services							
Other Expenditures		20,960.00			12,003.31	8,956.69	
548 Soldier/Sailor Graves							
Other Expenditures		1,000.00			-	1,000.00	
TOTAL HUMAN SERVICES	246.00	278,498.00	-	-	233,040.54	45,703.46	-
CULTURE AND RECREATION							
610 Library							
Salaries & Wages		488,691.00			441,063.19	47,627.81	
Other Expenditures		174,395.00			147,477.11	26,917.89	
Articles:							
FY20/A23 LIBRARY ROOF	4,452.44					-	4,452.44
691 Historical Commission							
Other Expenditures		400.00			350.00	50.00	
692 Memorial Day							
Other Expenditures		1,850.00			-	1,850.00	
TOTAL CULTURE AND RECREATION	4,452.44	665,336.00	-	-	588,890.30	76,445.70	4,452.44

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers/ Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
DEBT SERVICE							
710 Debt Issue Costs		2,500.00			2,000.00	500.00	
710 Long Term Debt Principal		795,000.00			795,000.00	-	
710 Long Term Debt Interest		563,328.00			563,327.76	0.24	
752 Short Term Temporary Loans (BANS)		10,000.00			-	10,000.00	
TOTAL DEBT SERVICE	-	1,370,828.00	-	-	1,360,327.76	10,500.24	-
OTHER CHARGES / UNCLASSIFIED							
820 State Assessment - Cherry Sheet		209,306.00			209,306.00	-	
913 Pension - Essex Regional Retirement		1,365,197.00			1,365,197.00	-	
913 Insurance - Unemployment						-	
915 Insurance - Health		2,100,000.00			1,776,656.14	323,343.86	
915 Insurance - Life		6,855.00			4,474.37	2,380.63	
915 Insurance - Medicare		205,932.00	(2,000.00)		177,821.33	26,110.67	
915 Administrative Fees		4,200.00			4,583.00	(383.00)	
915 HRA Inpatient Hospital		2,000.00			-	2,000.00	
916 Town Insurance - Workman's Comp		91,000.00			79,649.13	11,350.87	
916 Town Insurance - Property/Liability/Accident		374,499.00			241,689.17	132,809.83	
918 SALARY / WAGE RESERVE		85,000.00	(30,785.00)		54,215.00	85,000.00	
<i>Transfer To:</i>							
TOTAL OTHER / UNCLASSIFIED	-	4,443,989.00	(32,785.00)	-	3,913,591.14	582,612.86	-
TRANSFERS FROM GENERAL FUND TO OTHER FUNDS							
992 Transfers to Tri-Town School							
992 Transfers to Unemployment Compensation						-	
992 Transfers to Compensated Absences		100,000.00			100,000.00	-	
992 Transfers to Special Pol/Fir Identity Leave		15,000.00			15,000.00	-	
992 Transfers to Stabilization		225,000.00			225,000.00	-	
992 Transfers to Capital Stabilization		100,000.00			100,000.00	-	
992 Transfers to OPEB		320,000.00			320,000.00	-	
TOTAL TRANSFERS	-	760,000.00	-	-	760,000.00	-	-
TOTAL GENERAL FUND	265,816.83	31,281,755.00	2,854.00	-	29,969,563.91	1,351,491.47	314,370.45



TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers / Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
WATER DEPARTMENT - ENTERPRISE							
061 Salaries & Wages		361,555.00			361,554.55	0.45	
061 Other Expenditures	856.72	410,455.00			398,813.45	11,810.49	687.78
061 Unanticipated Emergencies		230,000.00			62,722.95	167,277.05	
061 Water Reserve Fund		50,000.00	-			50,000.00	
<i>Transfer To:</i>							
061 Debt Service Expense		-				-	
061 Long Term Debt Principal		655,000.00			655,000.00	-	
061 Long Term Debt Interest		404,125.00			404,124.78	0.22	
061 Short Term Temporary Loans (BANS)						-	
061 Transfers to Capital Project Funds						-	
061 Transfers to General Fund		161,291.00			161,291.00	-	
Articles:							
FY19STM/A9 WAT PROSPECT ST	220,795.44		(100,000.00)		-	-	120,795.44
FY20/A15 WAT SYSTEM IMPROVEMENTS	100,000.00				-	-	100,000.00
FY20/A16 WAT METER UPGRADE	2,000.00				-	-	2,000.00
FY20/A17 WAT NORTH STREET	100,000.00				-	-	100,000.00
FY21/A16 WAT NORTH PERKINS		100,000.00			-	-	100,000.00
Capital Borrowing Articles:							
036 FY18ATM/A29 WTR MAIN (PRSPEC/RIVER)	37,823.95					-	37,823.95
386 WATER TREATMENT FACILITY	534,095.73				82,971.99	-	451,123.74
452 Water State Grant MassDEP PFAS Grant					9,507.28	-	(9,507.28)
086 Water Department - OPEB	38,843.68			8,339.16		-	47,182.84
TOTAL WATER ENTERPRISE FUND	1,034,415.52	2,372,426.00	(100,000.00)	8,339.16	2,135,986.00	229,088.21	950,106.47

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers/ Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
SPECIAL REVENUE FUNDS							
Federal Grants:							
204 Police Bullet Proof Vest	4,027.50				5,370.00	-	(1,342.50)
216 Police Road Safety Grant				4,259.70	7,870.90	-	(3,611.20)
216 Police JAG Traffic Enforcement Grant					29,137.06	-	(29,137.06)
216 Police DOJ CESEP					738.55	-	(738.55)
224 Fire Volunteer Assistance Grant						-	
225 Fire AFG Radio Grant						-	
226 Fire AFG Homeland Security Grant/COVID	(2,457.38)			2,990.48	533.10	-	-
226 Fire FEMA AFG/Homeland Security Grant					4,089.52	-	(4,089.52)
226 Fire FEMA Defibrillator Grant				11,333.33	11,333.33	-	-
226 Fire DOJ CESFP				17,150.21	24,608.41	-	(7,458.20)
227 Fire EMR Management Performance Grant	(774.50)				1,925.50	-	(2,700.00)
422 FEMA (COVID-19)	(23,397.46)			40,278.83	37,785.11	-	(20,903.74)
309 School Early Childhood Alllocation Grant	(100.00)			3,104.00	3,004.00	-	-
310 School SPED 94-142	6,542.59			130,795.00	130,480.63	-	6,856.96
318 School Title V (A)	6,611.00			10,800.00	9,729.21	-	7,681.79
325 School Teacher Quality	864.06			9,214.00	3,614.06	-	6,464.00
326 School Title I Grant	32,363.72			82,574.00	64,196.25	-	50,741.47
352 School Re-open Grant	-			141,075.00	141,075.00	-	-
352 School CARES/ESSER I	-			67,044.00	23,597.68	-	43,446.32
352 School CARES/ESSER II	-					-	-
352 School Remote Learning	-			15,626.00	15,626.00	-	-
352 School Idea SPED Improvement	-					-	-
352 School Early Childhood SPED	-					-	-
254 CLK CARES Election Postage Reimb	-			976.10		-	976.10
259 American Rescue Plan Act (ARPA) 2021	-			347,551.94		-	347,551.94
299 CARES Act 2020 (COVID-19)	557,071.15				548,939.33	-	8,131.82
540 Council on Aging Title III Outreach	-					-	-
544 Council on Aging Title III	-					-	-



TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers / Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
State Grants:							
213 Police Law Enforcement Trust	16,292.03			1,547.15	381.07	-	17,458.11
219 Police Gov. Highway Safety Bureau Grant	980.77				633.60	-	347.17
220 Fire Safe Grant	7,019.04			4,692.00	6,018.74	-	5,692.30
221 Fire Senior Safe Grant	7,411.00			2,480.00	5,469.50	-	4,421.50
229 Fire DFS Firefighter Safety Equip Grant	-				12,039.76	-	(12,039.76)
347 School Foundation Enrollment Aid	0.03					-	0.03
353 School Corona Prev Fund Program	-			17,925.00	17,925.00	-	-
358 School Circuit Breaker Grant	52,705.90			75,305.00	78,992.21	-	49,018.69
510 Board of Health MAPC/FY21 Flu Vaccine	-			1,830.13	1,830.13	-	-
510 Board of Health COVID MAPC	-			3,002.98	3,002.98	-	-
510 Board of Health MAPC Earmark	-			30,000.00	23,581.59	-	6,418.41
512 Board of Health Emergency Preparedness	36.46				36.46	-	-
640 Cultural Council	6,568.84			504.24	3,070.46	-	4,002.62
652 Topsfield Rail Trail / Linear Common	(21,739.46)			25,064.00	3,324.54	-	-
543 Council on Aging Formula Grant	114.01			17,796.00	13,036.73	-	4,873.28
614 Library State Aid	18,689.11			12,265.73	3,996.67	-	26,958.17
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	8,875.00		(8,875.00)			-	-
253 Comm Compact - NS IT Feasibility Grant	0.50		(0.50)			-	-
253 State Budget Earmark: Hood Pond Dock	66.96					-	66.96
253 EOE Planning Grant	27,000.00					-	27,000.00
253 Clerk Secure Mailbox Grant	-			895.50	895.50	-	-
515 Recycling DEP Grant	17,813.53			7,800.00	2,385.04	-	23,228.49
380 Capital Project - Town Hall Renovation	912.92					-	912.92
381 Capital Project - School Roof / Envelop	(20,216.78)					-	(20,216.78)
420 Highway Chapter 90	(95,550.00)			241,446.92	145,896.92	-	-
425 RAA TNC/Infrastructure	1,505.30			300.70		-	1,806.00
429 Complete Streets Program				379,766.41	379,766.41	-	-
429 Dept of Transportation-Shared St Grant				181,864.91	176,076.91	-	5,788.00

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers/ Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
Receipts Reserved for Appropriation:							
490 Sale of Cemetery Lots	235,117.74			17,638.75		-	252,756.49
232 Reserved for Reduction Excludable Debt	6,967.27		(1,074.00)			-	5,893.27
695 Cable Advisory Committee Gift	89,799.30		(50,100.00)	29,582.79		-	69,282.09
Revolving Accounts:							
303 School Pre-School Tuition	156,850.64			62,622.00	96,361.10	-	123,111.54
304 School Instrumental Music	37,635.68				2,136.00	-	35,499.68
305 School Full Day Kindergarten	175,332.85			46,646.68	78,673.66	-	143,305.87
306 School Rental of Surplus	120.42			160.00	9.75	-	270.67
342 School Tuition Ch71, 71F Non Res, Foster	46,829.19					-	46,829.19
650 Recreation/Park Ch. 44:53D	2,988.93			7,500.00	8,497.70	-	1,991.23
128 Town Hall Auditorium Rental	1,335.00					-	1,335.00
172 Conservation Revolving Fund Ch44:53E1/2	33,487.84		(10,000.00)	23,949.10	6,546.25	-	40,890.69
491 Cemetery CH 44:53E1/2	56,995.07			33,069.85	15,947.29	-	74,117.63
651 Park Revolving Ch. 44:53E1/2	3.90					-	3.90
210 Insurance & Restitution Town Hall						-	
210 Insurance & Restitution Police	7,344.50			8,526.69	10,393.51	-	5,477.68
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						-	
Special Revenue:							
080 School Chap 712 Scholarship Fund	9,603.02			185.00	600.00	-	9,188.02
081 School Education Fund (MGL c60 s3C)	7,310.33			250.00		-	7,560.33
088 Unemployment (MGL c60 s5E)	31,525.19				30,758.81	-	766.38
089 Compensated Absences (MGL c60 s13D)	57.58		100,000.00		56,418.52	-	43,639.06
090 Special Idemnity Leave (11.1F)	59,029.77		15,000.00	59,876.51	89,322.84	-	44,583.44
091 Senior/Disabled Tax Relief (MGL c60 s3D)	1,426.25			291.08		-	1,717.33



TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers / Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
092 Veterans Assistance Fund (MGL c60 s3F)	583.70			210.48		-	794.18
145 Treasurer's BAN Premium	137,278.06					-	137,278.06
146 Treasurer's BOND Premium	23,549.01					-	23,549.01
Special Revenue / School:							
315 School Educ Foundation Gift	-					-	466.86
343 School Lost Book Revolving	466.86					-	466.86
346 School Gifts & Donations	41,527.84			3,376.34	6,728.94	-	38,175.24
Special Revenue / School Lunch Program:							
012 School Lunch	69,703.36			73,177.98	44,747.91	-	98,133.43
Special Revenue / Other:							
122 Topsfield General Purpose Gift	721.00			5,800.00	5,800.00	-	721.00
123 Flag Pole Fund	427.10					-	427.10
124 Tree Planting Gift	2,664.00					-	2,664.00
125 Select Board Gift-EBSCO/Downtown Revit				15,000.00		-	15,000.00
126 Town Hall 2018 Renovation Gift	20,756.62					-	20,756.62
158 Town Hall Capital Improvement Gift	525.93					-	525.93
168 Open Space Fund Ch. 40 S 8C	224.51			0.15		-	224.66
169 Conservation Wetland Fees State Ch131.40	17,739.68			2,203.00		-	19,942.68
170 Conservation Fund Ch. 40 S 8C	6,603.53			3.72		-	6,607.25
171 Conservation Com Gift	250.00					-	250.00
174 Conservation Gift Hickory Beech	2,826.71			2.02		-	2,828.73
205 Police TAF Enterprise Gift	4,052.64				1,809.82	-	2,242.82
211 Police - D.A.R.E. Donations	25.10			150.00	100.00	-	75.10
218 Police Dept. Gift	2,589.04			2,800.00	2,217.09	-	3,171.95
222 Fire Dept. EMS Equipment Gift	14,421.19			2,667.00	2,352.94	-	14,735.25
223 Fire Food/Vending Donations	104.78					-	104.78
230 Fire SFPF / Kitchen Simulator	3,880.00				3,880.00	-	-
542 COA Senior Care Grant	-			3,000.00		-	3,000.00
542 COA Donations to Meals/ Wheels	7,202.15				4,500.00	-	2,702.15
545 COA Transportation Donation	10,370.49			92.00		-	10,462.49
547 COA Gift	2,487.71			525.00	203.05	-	2,809.66
560 Veterans Day Parade Gift	100.00					-	100.00

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2021

Account	2020 Balance Forward	2021 Original Appropriation	2021 Transfers/ Adjustments	2021 Receipts	2021 Expended	2021 Close to Treasury	2022 Balance Forward
612 Library Gifts, Miscellaneous	14,283.45			1,130.86	933.92	-	14,480.39
613 Library Lost Book Revolving	1,124.34			545.81	1,441.32	-	228.83
620 Memory Tree & Brownie Tree Donations	1.26					-	1.26
653 Recreation Committee Holiday Walk	1,721.32				1,065.22	-	656.10
654 Recreation Illuminate Topsfield Gift				3,000.00		-	3,000.00
692 Historical Commission Preservation Gift	240.00					-	240.00
Consultation Accounts Ch. 44:53G							
238 C Conservation Consul Ch. 44:53G	187.31			0.68	187.00	-	0.99
238 P Planning Board Consult Ch. 44:53G	2,931.42			98,170.74		-	101,102.16
238 Z Zoning Board Consult Ch. 44:53G	-					-	-
238 B Board of Health CH 44:53G	-					-	-
Stabilization:							
085 S General Stabilization Fund	1,330,480.10		225,000.00	2,682.89		-	1,558,162.99
085 S Capital Stabilization Fund	562,338.59		100,000.00	30,819.70		-	693,158.29
TOTAL SPECIAL REVENUE FUNDS	3,887,353.43	-	369,950.50	2,424,916.08	2,413,646.50	-	4,268,573.51
TRUST FUNDS							
086 O OPEB	1,391,388.20		320,000.00	367,663.20		-	2,079,051.40
082 N Non-Expendable Trust Funds	11,088,266.79		(198,700.49)	2,765,108.37	53,533.00	-	13,601,141.67
084 E Expendable Trust Funds	1,788,649.73		198,700.49	242,626.69	231,707.41	-	1,998,269.50
TOTAL TRUST FUNDS	14,268,304.72	-	320,000.00	3,375,398.26	285,240.41	-	17,678,462.57
Total Expenditures & Other Financing Uses - Fiscal 2021							
				34,804,436.82			



TOWN OF TOPSFIELD, MASSACHUSETTS - COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS - JUNE 30, 2021

	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)
ASSETS AND OTHER DEBITS								
CASH AND SHORT-TERM INVESTMENTS								
Cash & Cash Equivalents	6,019,899.58	1,962,231.49	492,874.83	1,776,933.75	91,951.26			10,343,890.91
Investments					19,979,343.04			19,979,343.04
CASH & INVESTMENTS:	6,019,899.58	1,962,231.49	492,874.83	1,776,933.75	20,071,294.30	0.00	0.00	30,323,233.95
RECEIVABLES:								
Personal Property Taxes	4,858.97							4,858.97
Real Estate Taxes	130,459.89							130,459.89
Allowance for Abatement & Exemption	(313,723.49)							(313,723.49)
Tax Liens	406,347.66			1,355.89				407,703.55
Deferred Real Estate	34,371.08							34,371.08
Motor Vehicle Excise Taxes	129,829.51							129,829.51
Due from Veteran's Administration								
Water User Fees & Liens				294,178.23				294,178.23
Departmental	199,863.55							199,863.55
Tax Possessions & Foreclosures	33,938.83							33,938.83
State Aid, Grants & Contracts								
Due From Other Agencies								
FIXED ASSETS								
Land								
All Other - Net of Depreciation				13,331,355.67				13,331,355.67
AMOUNTS TO BE PROVIDED FOR RETIREMENT OF LONG-TERM OBLIGATIONS				10,530,400.00			15,217,000.00	25,747,400.00
TOTAL ASSETS AND OTHER DEBITS:	6,645,845.58	1,962,231.49	492,874.83	25,934,223.54	20,071,294.30	0.00	15,217,000.00	70,323,469.74

TOWN OF TOPSFIELD, MASSACHUSETTS - COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS - JUNE 30, 2021

	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)
LIABILITIES AND FUND EQUITY								
LIABILITIES:								
Warrants Payable	445,683.83	34,372.55	15,637.00	45,700.11	2,376.35			543,769.84
Accrued Payroll								
Payroll Withholdings	129,316.84							129,316.84
Due from Other Governments	3,168.75							3,168.75
Other Liabilities	9,106.07							9,106.07
Deferred Revenues								
Property Taxes	(178,404.63)							(178,404.63)
Tax Liens	406,347.66			1,355.89				407,703.55
Deferred Real Estate	34,371.08							34,371.08
Motor Vehicle Excise Taxes	129,829.51							129,829.51
Departmental	199,863.55							199,863.55
Water Utility				294,178.23				294,178.23
Tax Possessions & Foreclosures	33,938.83							33,938.83
Prepays	10,055.37							10,055.37
Due to Other Funds								
Agency					91,951.26			91,951.26
Bonds Payable							15,217,000.00	15,217,000.00
Notes Payable								-
TOTAL LIABILITIES:								
	1,223,276.86	34,372.55	15,637.00	341,234.23	94,327.61	0.00	15,217,000.00	16,925,848.25



TOWN OF TOPSFIELD, MASSACHUSETTS - COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS - JUNE 30, 2021

	Governmental Fund Types			Proprietary Fund Type	Fiduciary Fund Type	Fixed Assets		Debt Group	TOTALS
	General	Special Revenues	Capital Projects			General	Fixed Assets		
FUND BALANCES (DEFICIT):									
Reserved for Encumbrances	116,481.59			687.78					117,169.37
Reserved for Continuing Appropriations	197,889.15			422,795.44					620,684.59
Reserved for Expenditures	1,498,500.00			277,535.00					1,776,035.00
Reserved for Petty Cash									
Reserved for Appropriation Deficits									
Reserved for Snow & Ice Deficit									
Reserved for Debt Service									
Reserved Fund Balance									
Expendable Trusts					13,601,141.67				13,601,141.67
Nonexpendable Trusts					1,998,269.50				1,998,269.50
Stabilization					2,251,321.28				2,251,321.28
Other Special Purpose Funds					2,126,234.24				2,126,234.24
Unreserved:									
Undesignated Fund Balance	3,609,697.98	1,927,858.94	477,237.83	1,030,215.42					6,014,794.75
Unreserved Retained Earnings				23,861,755.67					23,861,755.67
Investment in Fixed Assets									
TOTAL FUND EQUITY (DEFICIT):	5,422,568.72	1,927,858.94	477,237.83	25,592,989.31	19,876,966.69	0.00	0.00	0.00	53,397,621.49
TOTAL LIABILITIES AND FUND EQUITY	6,645,845.58	1,952,231.49	492,874.83	25,934,223.54	20,071,294.30	0.00	0.00	15,217,000.00	70,323,469.74

Town Treasurer/Collector

MISSION

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.

STAFF

Jacqueline Cuomo
Treasurer/Collector

Julie McCarthy
Assistant Treasurer/Collector

Pamela Rogers
Payroll & Benefits Administrator



PHOTO COURTESY OF TOPSFIELD BEACH ASSOCIATION



Treasurer/Collector's Reports

TREASURER'S REPORT

Year End Cash Report- Fiscal Year 2021

Cash/Investments: \$11,655,424.36

Trust Funds: \$18,667,404.59

Total Cash/Investments and Trust Funds: \$30,322,828.95

General Fund: 27,610.79

Stabilization Fund: 2,682.89

Capital Stabilization Fund: 33,961.62

OPEB-General Fund: 337,212.71

OPEB-Water Fund: 7,652.84

Total Interest and Gain on Investments: 409,120.85

Sale of Cemetery Lots

Balance as of 6/30/2021: 231,310.88

Stabilization Fund

Balance as of 6/30/2021: 1,558,162.99

Capital Stabilization Fund

Balance as of 6/30/2021: 693,158.29

Trust Funds

Balance as of 6/30/2021: 18,667,404.59

OPEB GENERAL FUND

Balance as of 6/30/2021: 2,079,051.40

OPEB WATER FUND

Balance as of 6/30/2021: 47,182.84

Respectfully submitted,
Jacqueline Cuomo, CMMT, CMMC
Treasurer/Collector

COLLECTOR'S REPORT

Tax Collections- Fiscal Year 2021

MOTOR VEHICLE EXCISE: \$1,174,810.08

PERSONAL PROPERTY TAXES: \$398,295.45

REAL ESTATE TAXES: \$25,273,270.97

TAX TITLE: \$4,031.83

PENALTIES & INTEREST: \$50,199.18

BALANCE DUE: June 30, 2021

MOTOR VEHICLE EXCISE

Prior Years: 3,246.00

2018: 1,585.00

2019: 4,401.00

2020: 17,459.00

2021: 103,138.00

129,829.00

PERSONAL PROPERTY TAXES

Prior Years: 314.00

2018: 334.00

2019: 831.00

2020: 1,016.00

2021: 2,365.00

4,860.00

REAL ESTATE TAXES

2020: 0.00

2021: 130,460.00

130,460.00

TAX TITLE: 407,703.00

Respectfully submitted,
Jacqueline Cuomo, CMMT, CMMC
Treasurer/Collector

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:

The continued subsidizing of the Council on Aging, Meals on Wheels program by the David Cummings Trust at a total expense of \$3050.00. The funding of scholarships for graduating seniors from the Masconomet Regional High School by the Wallace Kneeland Trust (\$300,00).

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 \$200,458.38

The Trustees would like to thank our former chairman David G. Strachan, Jr. for his many years of service as a trustee.

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,

Richard Walsh, Chairman
Thomas Walsh, Member
Rafael McDonald, Member



PHOTO COURTESY OF DAN PALLOTTA



Commissioners of Trust Funds

Allocation of Combined Investment Fund

TOWN OF TOPSFIELD COMMISSIONERS OF TRUST FUNDS ALLOCATION OF COMBINED INVESTMENT FUNDS							
TRUST NAME	JUNE 30, 2020 BALANCE		FISCAL 2020			JUNE 30, 2021 BALANCE	
	MKT VALUE	% TOTAL	NET INCREASE (DECREASE) IN MARKET VALUE	NET INCOME RECEIVED	INCOME EXPENDED	MKT VALUE	% TOTAL
PINGREE * Principal	28,988.75	3.131%	6,665.41			35,654.16	3.083%
Income	229,551.44	24.79%	53,919.48	4951.53		288,422.44	24.941%
CUMMINGS * Principal	59,365.99	6.412%	13,650.08				6.314%
Income	323,464.01	34.937%	75,358.91	7,331.91	3,050.00	403,104.83	34.858%
KIMBALL * Principal	1,757.54	0.190%	404.11			2,161.65	0.187%
Income	5,675.76	0.613%	1,337.77	142.36		7,155.89	0.619%
PEABODY * Principal	1,705.13	0.184%	392.06			2,097.19	0.181%
Income	5,167.18	0.558%	1,218.36	131.62		6,517.15	0.564%
GOULD COMMON * Principal	1,705.13	0.184%	392.06			2,097.19	0.181%
Income	15,437.63	1.667%	3,625.98	328.32		19,391.02	1.677%
GOULD PARK * Principal	1,705.13	0.184%	392.06			2,097.19	0.181%
Income	24.74	0.003%	13.31	33.13		71.18	0.006%
MONUMENT * Principal	3,119.15	0.337%	717.19			3,836.34	0.332%
Income	16,072.31	1.736%	3,780.03	367.55		20,219.89	1.748%
KNEELAND * Principal	24,460.91	2.642%	5,624.32			30,085.23	2.602%
Income	5,265.62	0.569%	1,277.65	569.32	300.00	6,807.59	0.589%
LIBRARY GEN'L * Principal	36,781.50	3.973%	8,457.20			45,238.70	3.192%
Income	6,686.40	0.722%	1,728.83	832.49		9,247.72	0.800%
LIBRARY DOW * Principal	3,410.20	0.368%	784.11			4,194.31	0.363%
Income	601.24	0.065%	155.91	76.83		833.97	0.072%
LIBRARY LAMSON * Principal	36,274.47	3.918%	8,340.62			44,615.09	3.858%
Income	6,397.71	0.691%	1,658.94	817.25		8,873.90	0.767%
LIBRARY WILDES * Principal	23,936.16	2.585%	5,503.66			29,439.82	2.546%
Income	4,288.75	0.463%	1,110.41	540.56		5,939.72	0.514%
LIBRARY HADSELL * Principal	9,285.26	1.003%	2,134.97			11,420.23	0.988%
Income	1,593.47	0.172%	414.29	208.35		2,216.11	0.192%
LIBRARY WITHAM * Principal	45,127.22	4.874%	10,376.14			55,503.36	4.800%
Income	3,185.85	0.344%	945.28	925.29		5,056.41	0.437%
STATHOPOULOS * Principal	6,824.26	0.737%	1,569.11			8,393.37	0.726%
Income	2,687.18	0.290%	659.75	182.16		3,539.09	0.305%
JOSEPH IAROCCHI * Principal	14,484.75	1.564%	3,330.49			17,815.24	1.541%
Income	824.48	0.89%	256.99	293.20		1,374.67	0.199%
COLUMN TOTALS	925,855.32	100.000%	216,189.58	17,731.85	3,350.00	1,156,426.75	100%



Commissioners of Trust Funds

Allocation of Combined Investement Fund

TOWN OF TOPSFIELD COMMISIONERS OF TRUST FUNDS GEORGE L. GOULD FUND ALLOCATION					
JUNE 30, 2020 BALANCE		FISCAL 2020			JUNE 30, 2021 BALANCE
	MKT VALUE	NET INCREASE (DECREASE) IN MARKET VALUE	INCOME RECEIVED	INCOME EXPENDED	MKT VALUE
GEORGE GOULD TRUST	10,140,029.72	2,421,641.29	0.00	0.00	12,561,671.01
Income Fund A	204,965.87	1,318.51	103,065.51	109,726.67	199,623.22
Income Fund B	541,135.79	39,135.44	110,324.18	90,73.71	599,863.70
COLUMN TOTALS	10,886,131.38	2,462,095.24	213,389.69	200,458.38	13,361,157.93

