

topsfield

greening up



Town of Topsfield Massachusetts

July 1, 2009 through June 30, 2010



The Annual Reports, Receipts, and Expenditures
of the Town Officers
for the 2010 Fiscal Year

Credits and Acknowledgments:

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Cover photos courtesy Kindra Clineff and Topsfield Town Library

Note:

All financial data cover the period July 1, 2009 through June 30, 2010.
However, for the reader's benefit, and to make this a more meaningful publication,
individual reports may list more current significant events.



Photo: Kindra Clineff Photography



Greening Up

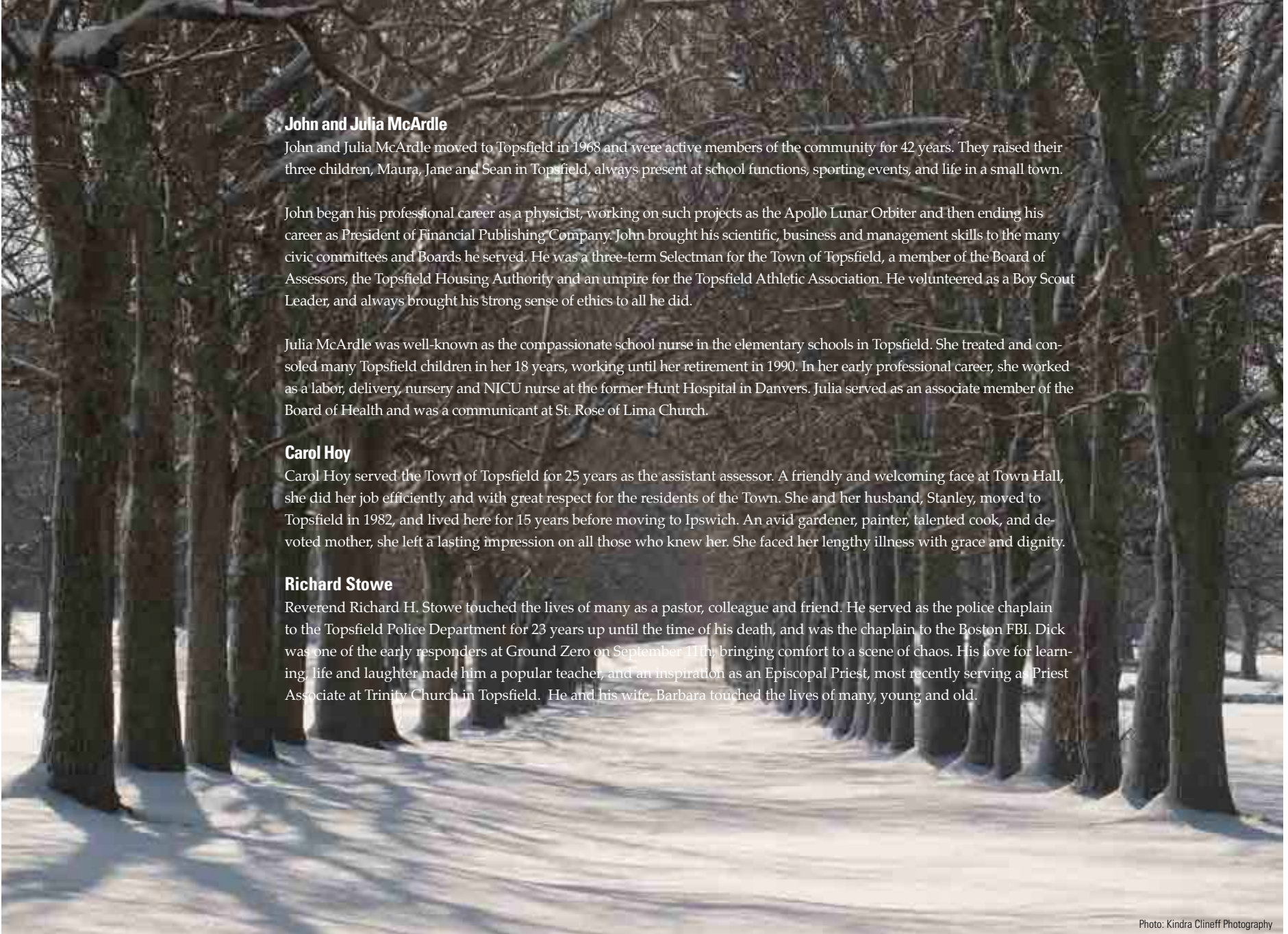
Going Green has become all the rage. From Smart cars to T-shirts made of recycled fibers, wind turbines, solar panels and backyard vegetable gardens, going green has never been hotter...or greener. Yet the Town of Topsfield has been ahead of the curve, a trendsetter in the "Go Green" movement. Topsfield, established in 1650, and known for its classic New England common and sleepy downtown, is rarely regarded as being trendy. However, forty years ago, in 1970, a group of hearty Topsfield residents recognized the fragility of the environment and sought to preserve Topsfield's beauty and agricultural heritage. The Town started a drop-off recycling center where tin cans were flattened and glass bottles smashed in giant containers rigged up by members of Topsfield's Highway Department. Newspapers were bound up with twine, milk jugs attached to a giant rope, and every few months the materials were picked up from the old Highway Garage site, on School Street. At the time, there were very few companies in Massachusetts, or New England for that matter, collecting recycled materials. In most cases, we had to pay to have recycled materials collected.

Fast forward to 2010, where Topsfield has one of the highest recycling rates for a community its size, and a resident participation level that is enviable. Other cities and towns in Essex County and surrounding areas recognized the need and the financial benefit to recycling and followed Topsfield's green path. Our schools and municipal buildings have implemented numerous energy-saving strategies, from efficiency light bulbs to school children using both sides of paper, eliminating Styrofoam lunch trays, and utilizing recycled products. Masconomet's Go Green campaign has resulted in an average reduction of natural gas consumption by 26% and a reduction of electricity by 16.1%. The Topsfield Library completely embraced the Go Green concept with the Community Read program, "A Book Grows in Topsfield". Workshops, films, book discussions and a community vegetable garden, planted on the lawn of the library, moved the farm to table idea from concept to reality.

The campaign to "Go Green" has now moved to a higher level, as town officials contemplate becoming a so-called "Green Community". Members of The Renewable Green Energy Committee are studying options regarding wind, solar and other renewable energy projects that could improve energy efficiency and tap into incentives of the state's Green Communities initiatives. Over 50 Massachusetts communities have earned Green Community status; Topsfield could be next.

Topsfield has always been a leader when it comes to the environment and the future. The pride of our agricultural history as a farming community, and home of the largest Agricultural Fair in the state, Topsfield continues to embrace new ways of conserving energy, while blazing a green trail.





John and Julia McArdle

John and Julia McArdle moved to Topsfield in 1968 and were active members of the community for 42 years. They raised their three children, Maura, Jane and Sean in Topsfield, always present at school functions, sporting events, and life in a small town.

John began his professional career as a physicist, working on such projects as the Apollo Lunar Orbiter and then ending his career as President of Financial Publishing Company. John brought his scientific, business and management skills to the many civic committees and Boards he served. He was a three-term Selectman for the Town of Topsfield, a member of the Board of Assessors, the Topsfield Housing Authority and an umpire for the Topsfield Athletic Association. He volunteered as a Boy Scout Leader, and always brought his strong sense of ethics to all he did.

Julia McArdle was well-known as the compassionate school nurse in the elementary schools in Topsfield. She treated and consoled many Topsfield children in her 18 years, working until her retirement in 1990. In her early professional career, she worked as a labor, delivery, nursery and NICU nurse at the former Hunt Hospital in Danvers. Julia served as an associate member of the Board of Health and was a communicant at St. Rose of Lima Church.

Carol Hoy

Carol Hoy served the Town of Topsfield for 25 years as the assistant assessor. A friendly and welcoming face at Town Hall, she did her job efficiently and with great respect for the residents of the Town. She and her husband, Stanley, moved to Topsfield in 1982, and lived here for 15 years before moving to Ipswich. An avid gardener, painter, talented cook, and devoted mother, she left a lasting impression on all those who knew her. She faced her lengthy illness with grace and dignity.

Richard Stowe

Reverend Richard H. Stowe touched the lives of many as a pastor, colleague and friend. He served as the police chaplain to the Topsfield Police Department for 23 years up until the time of his death, and was the chaplain to the Boston FBI. Dick was one of the early responders at Ground Zero on September 11th, bringing comfort to a scene of chaos. His love for learning, life and laughter made him a popular teacher, and an inspiration as an Episcopal Priest, most recently serving as Priest Associate at Trinity Church in Topsfield. He and his wife, Barbara touched the lives of many, young and old.

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Photo: Kindra Clineff Photography

Topsfield At A Glance



Photo: Kindra Clineff Photography

Incorporated:	1650 (360th Year)
Government:	Open Town Meeting Five-member Board of Selectmen with Town Administrator
Annual Town Meeting:	First Tuesday in May
Annual Town Election:	First Thursday in May
Town Census: (January 1, 2010)	6,347
Area:	13 Square Miles
Town Roads:	60 Miles
Fiscal 2010 Tax Rate:	\$13.87
Tax Levy:	\$16,635,884.87
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

General Information

Emergency Numbers

Ambulance – Fire – Police:.....911
Beverly Hospital.....978-922-3000

National Grid

Gas Emergency800-231-5325
.....or 888-377-5325
Electric Outage Emergency.....800-465-1212
All Other Calls.....781-388-5000
Poison Control Center800-682-9211
Water Main Breaks978-887-2116

Animal Control

Call Emergency Center.....978-887-2116

Assessors

Office.....978-887-1514

Birth Certificates

Town Clerk's Office978-887-1505

Board of Health

Office.....978-887-1520

Board of Selectmen

Office.....978-887-1500

Bradley Palmer Pool

.....978-887-3799

Bus Service

MBTA – Customer Service800-392-6100
.....or 617-222-3200
The Coach Company800-874-3377

Cable TV

Comcast:800-633-4266
Cable (Town office):978-887-1544
Verizon888-553-1555

Cemeteries

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

Churches

Congregational Church of Topsfield
East Common.....978-887-2101
Our Savior Lutheran Church
Boston Street, Route 1.....978-887-5701

St. Rose of Lima Catholic Church

Park Street978-887-5505

Trinity Episcopal Church of Topsfield

River Road.....978-887-5570

Civil Defense

Call Emergency Center.....978-887-2116

The Commons

.....978-887-4100

Compost Center

279 Boston Street, Route 1
Open Saturdays April– November:
9:00 am – 1:00 pm978-887-1542

Conservation Commission

Office.....978-887-1510

Council on Aging

Office.....978-887-1523

Death Certificates

Town Clerk's Office978-887-1505

Dog Licenses

Town Clerk's Office978-887-1505

Elections

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

Finance Committee

Mark Lyons, Chairman:978-887-1500

Fire Department

Fire Emergencies911 or 978-887-2116
All Other Business978-887-5148
*Call for Burning Permits, Fire and Smoke Alarms,
and Oil Burner Inspections*

Firearm Identification Cards

Emergency Center, see Police Chief:
.....978-887-2116

Gould Barn

Contact Peg Isler.....978-887-9724

Highway Department

279 Boston Street978-887-1542

Historical Commission

.....978-887-1504

Hoods Pond (Topsfield Beach Assoc.)

.....P.O. Box 274, Topsfield, MA 01983

Housing Authority

Little Brook Village
69 Washington Street978-887-8407

Inspectional Services

Office.....978-887-1522

League of Women Voters

Voter Information.....800-882-1649

Library

Hours:
Monday and Thursday.....10 am to 7 pm
Tuesday and Saturday.....10 am to 5 pm
Wednesday and Friday.....10 am to 5 pm

Marriage Licenses

Town Clerk's Office978-887-1505

Newspapers

Salem News.....978-922-1234
Tri-Town Transcript.....978-774-0505

Notary Publics

Town Clerk's Office:978-887-1505
Council on Aging978-887-1523

Percolation Tests

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

Planning Board

Office.....978-887-1504

Poison Control Center

Information Center800-682-9211

Police Department

Emergency.....911
 Communications Ctr 978-887-2116
 All Other Business 978-887-6533

Post Office

4 Main Street 978-887-5307

Pre-Schools

Joyful Noises
 Emerson Center 978-887-2101 x26
 Trinity Church Pre-School
 River Road..... 978-887-2990
 Steward Integrated Pre-School
 Steward School, Perkins Row 978-887-1538

Property Valuations

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

Recreation Committee

Office..... 978-887-1525

Schools

Grades K thru 3
 Steward Elementary School
 Perkins Row
www.topsfieldschools.org 978-887-1538

Grades 4 thru 6
 Proctor Elementary School
 Main Street
www.topsfieldschools.org 978-887-1530

Tri-Town School Union Offices

www.tritownschoolunion.org
 for Elementary Schools..... 978-887-0771

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

Grades 9 thru 12
 Masconomet Regional High School
 Endicott Road
www.masconomet.org 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

Strawberry Festival

Barbara Pratt 978-887-9789

Tax Bills

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

Topsfield Athletic Association

..... *www.taasports.com*

Topsfield Beach Assoc. (Hood's Pond)
 P.O. Box 274, Topsfield, MA 01983

Topsfield Fair

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

Town Accountant

Office 978-887-1508

Town Administrator

Office 978-887-1500

Town Clerk

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:
 Selectmen's Office 978-887-1500

Tree Warden

David Bond 978-887-1542

Veteran's Services

Dick Cullinan..... 978-380-8397

Voter Information and Registration

Town Clerk's Office 978-887-1505

Water Department

Water related questions 978-887-1518
 Bill related questions 978-887-1517

Website

www.topsfield-ma.org
 Town website office 978-887-1544

Welcome Wagon

Community Greetings
 Joanne Colosi 978-777-1545

Zip Code 01983

Zoning Board of Appeals

Office 978-887-1504

Elected Officials

Governor:

Honorable Deval Patrick (D)
Office of the Governor
Room 280
Boston, MA 02133
Tel: 617-725-4005
Web: www.mass.gov

United States Senators:

John F. Kerry (D)
218 Russell Senate Office Building
Washington, D.C., 20510
Tel: 202-224-2742
Web: www.senate.gov

Local Office:
One Bowdoin Sq. Tenth Floor
Boston, MA 02114
Tel: 617-565-8519
Web form: <http://kerry.senate.gov/contact/>

Scott Brown (R)
317 Russell Senate Office Building
Washington, D.C., 20510
Tel: 202-224-4543
Web: www.senate.gov

Local Office:
JFK Federal Building, Room 2400
15 New Sudbury St.
Boston, MA 02203
Tel: 617-565-3170
Web form: scottbrown.senate.gov/public/index.cfm/emails/scottbrown

Attorney General

Martha Coakley (D)
One Ashburton Place, 20th Floor
Boston, MA 02108
Tel: 617-727-2200
Web: ago.state.ma.us

United States Representative:

John Tierney (D)
2238 Rayburn House Office Building
Washington, D.C. 20515
Tel: (202) 225-8020
Web: www.house.gov

Local Office:
17 Peabody Square
Peabody, MA 01960
Tel: 978-531-1669

State Senator

Frederick E. Berry (D), Majority Leader
State House Rm. 333
Boston, MA 02133-1053
Tel: 617-722-1410
E-mail: frederick.berry@senate.state.ma.us

State Representative

Theodore Speliotis (D)
State House Rm. 43
Boston, MA 02133
Tel: 617-722-2030
E-mail: rep.theodore.speliotis@mahouse.gov

Secretary of the Commonwealth

William F. Galvin (D)
Citizen Information Service
One Ashburton Place Room 1611
Boston, MA 02108-1512
Tel: 617-727-9180
E-mail: cis@sec.state.ma.us

Elected Town Officers

**These are elected positions
voted upon in the Annual Town
Election, May 6, 2010.**

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

Board of Assessors

Lynn Conant	2013
Eldon D. Goodhue	2012
John W. Minnehan.....	2011

Board of Library Trustees

Jennifer L. Baker.....	2012
Sheila R. Becker	2011
Barbara R. Bodengraven	2012
Sean P. Cunniff.....	2013
Dorthea M. DeLuca.....	2011
Michael P. Massaro.....	2013

Board of Road Commissioners

Joseph K. Gibbons.....	2012
Philip G. Knowles	2013
Richard J. Cullinan.....	2011

Board of Selectmen

A. Richard Gandt	2012
Eldon D. Goodhue	2013
Nancy J. Luther.....	2011
Martha A. Morrison	2011
Laura J. Powers.....	2012

Board of Water Commissioners

Elizabeth A. Cullinan.....	2012
Richard L. Stone	2013
Philip G. Knowles	2011

Commissioners of Trust Funds

Barbara Booth	2013
David G. Strachan, Jr.....	2012
Richard Walsh	2011

Constable

Frederick J. Glatz.....	2011
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Elementary School Committee

Susan Archer	2011
Jeanine P. Cunniff	2013
Jeffrey C. Evaul.....	2011
Rosemarie Lucey	2012
Gordon P. Spater.....	2013

Housing Authority

George D. Anderson	2011
Gerald J. Buckley	2015
Joan Emerson	2012
John W. Minnehan.....	2013

Masconomet Regional School District Committee Representatives

Laura J. Powers.....	2012
Lawrence Lindquist	2013
John K. Spenser.....	2011
Kenneth G. Vogel.....	2011

Moderator

John P. Kinhan	2011
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Park and Cemetery Commissioners

Robert E. Benjamin.....	2013
Michael T. Smerczynski.....	2011
Charles H. Southard III	2012

Planning Board

Janice M. Ablon	2013
Gregor Smith.....	2013
Ian De Buy Wenniger.....	2012
Robert L. Winship	2011
Jonathan J. Young	2011

Town Clerk

Paula M. Burke	2013
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Appointed Town Officers

**Appointments
July 1, 2009
through
June 30, 2010:**

ADA Coordinator

Jenifer Collins-Brown2010

Agricultural Commission

Timothy J. Guinee2010

Peter E. Mulholland2012

Trudi I. Perry2012

Peter Gibney (*Alternate*).....2010

Alcohol Licensing Advisory Committee

Robert E. Hardy2010

Stanley V. Ragalevsky2010

Bruce C. Spaulding2010

Kenneth G. Vogel.....2010

Animal Control Officer

Carol A. Larocque2010

Reed Wilson (*Alternate*)2010

Animal Inspector

Sandra L. Larson2010

Joel A. Larson (*Assistant*).....2010

Assessor

Pauline M. Evans.....2010

Carol Hoy (*Assistant*)2010

Board of Health

Wade M. Goldman2011

Vincent F. Guerra.....2010

William J. Hunt2012

Sheryl L. Knutsen2011

Gerald J. Topping2012

John Coulon, Agent.....2010

Board of Registrars

Joan T. Glatz (*Assistant*)2010

Elizabeth J. Collins2011

Elizabeth A. Warren2012

Dorothy T. Wass.....2012

Cable Advisory Committee

Dana B. Berenson2010

Kathleen M. Curran2010

Jay MacDougall2010

William B. Whiting.....2010

William A. Wood2010

Caretaker of Soldiers' Graves

Steven Mscisz.....2010

CDL Coordinator

David M. Bond2010

Computer Technology Committee

Robert G. Fitzgerald, Jr.2010

Robert P. Sapienza2010

Robert L. Sunberg.....2010

Conservation Commission

George Hall2011

Mark O. Erickson.2010

Holger M. Luther2011

James S. MacDougal2012

Jennie M. Merrill2010

Lana R. Sequin-Spillman, *Admin.*.....2010

Council on Aging

Lawrence C. Atkins.....2010

Paula M. Burke2011

Patricia A. Carroll.....2012

Jenifer Collins-Brown2010

Donna M. D'Agostino2012

Mary Jolene Guerra.....2010

Jacqueline A. Rizzo2011

Lydia B. Bertolino, *Executive Director*.....2010

Cultural Council

Jeanine P. Cuniff2012

Darcy Fulton2012

Joan W. Panella2012

Laura A. O'Connor2012

Margaret W. Smith2012

Fence Viewers

Jenifer Collins-Brown2010

Finance Committee

Heidi L. Bond.....2012

Paul E. Dierze2011

Kathryn S. Hartmann2010

J. Stephen Lais.....2012

Holger M. Luther2011

Mark B. Lyons2012

Trudi I. Perry2010

Forest Warden

Ronald P. Giovannacci.....2010

Historical Commission

Daniel W. Philpot2012

Kindra L. Clineff.....2012

Mary Fletcher-Ferrill.....2011

Elizabeth R. Mulholland2010

Jeanne Pickering.....2011

Joyce A. Bergsten (*Alternate*).....2010

Highway Superintendent

David M. Bond2010

Inspector of Buildings

Glenn A. Clohecyc	2010
Kenneth A. Ward (<i>Alternate</i>)	2010

Inspector of Gas and Plumbing

Stanley Kulacz	2010
Kevin Dash (<i>Alternate</i>)	2010

Inspector of Wires

John P. Thompson	2010
David Levesque (<i>Alternate</i>)	2010

Keeper of Clocks

Norman J. Isler	2010
Robert L. Winship	2010

Local Emergency Planning Commission

David M. Bond	2010
Ronald P. Giovannacci, <i>Fire Chief</i>	2010
Beverly Ann Guarino	2010
Evan E. J. Haglund, <i>Police Chief</i>	2010
William J. Hunt	2010
Dale E. Johnson	2010

Mapping Committee

Pauline M. Evans	2010
Gregory R. Krom	2010
James S. MacDougall	2010
Robert L. Winship	2010

MBTA Representative

Gregg A. Demers	2010
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Memorial Day/Veteran's Day Committee

Paula M. Burke	2010
Dave Comeau	2010
Alfred A. DiDonato	2010
Patricia J. Landgren	2010

North Shore Vocational School District Committee

Trudi I. Perry	2010
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Open Space Committee

John H. Beck	2010
Joseph D. Geller	2010
Reginald Lockwood	2010
David D. Merrill	2010
Pamela J. Newport	2010
Melissa A. Ogden	2010

Parking Ticket Clerk

Donna C. Rich	2010
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Public Works Committee

David M. Bond	2010
Gregory R. Krom	2010
Stephen J. Shepard	2010

Purchasing & Community Development Coordinator

Roberta M. Knight	2010
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Rail Trail Committee

Roy J. Baessler	2010
Katherine E. Carlson	2010
Gregg A. Demers	2010
Joseph D. Geller	2010
David C. Read	2010
Kathleen A. Tremblay	2010

Recreation Committee

Joseph D. Geller	2010
Laura J. Powers	2010
Stephen J. Powers	2010
Kathleen A. Tremblay	2010

Recycling Committee

Laura A. O'Connor	2010
Belinda E. Young	2010

Scholarship Committee

Abigail P. Jackson	2010
Alice B. Sheridan	2010

Sealer of Weights and Measures

Robert D. Rose	2010
----------------------	------

Soil Removal Board

Lisa Stern Taylor	2010
Robert L. Winship	2010

Stormwater Management Committee

David M. Bond	2010
Joseph K. Gibbons	2010
Gregory R. Krom	2010
Jonathan J. Young	2010

Surface Water and Groundwater Study Committee

Walter D. Harmer	2010
Gregory R. Krom	2010
Charles K. Wilkinson	2010

Tree Warden

David M. Bond	2010
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Town Accountant

Pamela J. Wood	2010
Rosalba Giuffrida (<i>Assistant</i>)	2010

Town Counsel

Kopelman & Paige, P.C.	2010
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Town Clerk, Assistant

Joan T. Glatz	2010
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Town Treasurer & Collector

Barbara B. Michalowski	2011
Ann D. Gill (<i>Assistant</i>)	2011

Veteran's Agent

Richard J. Cullinan	2010
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Veteran's Graves Registration Officer

vacant	2010
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Wallace Kneeland Memorial Committee

Charles R. Denault, Jr.	2010
Dale E. Johnson	2010
Judson W. Pratt	2010
Robert L. Winship	2010

Website Committee

Paula M. Burke	2010
Jeanne Kinhan	2010
Kim B. Philpot	2010
Jeanne Pickering	2010
William B. Whiting	2010

Zoning Board of Appeals

Scott C. Dow	2011
Robert J. Moriarty, Jr.	2014
Kristin M. Palace	2013
Anthony J. Penta	2010
Lisa Stern Taylor	2012

Trash Tips

**Call JRM at 800-323-4285
for any individual questions
or concerns.**

Rules on the \$2.00 Stickers

If you fill another trash can, a \$2.00 sticker is to be placed on the top of the extra trash bags and be visible.

Oversized items will be taken if appropriately stickered:

Bicycle.....	1 sticker
1 bag of trash left at curbside*	1 sticker
Mattress (twin)	1 sticker
Mattress (double/queen).....	2 stickers
Mattress (king).....	3 stickers
Recliner chair.....	2 stickers
Toilet.....	2 stickers
Couch (loveseat).....	2 stickers
Couch (sectional)	3 stickers

**not to exceed 40 lbs.*

Trash Pick-up

Trash barrels are to be at the END of the drive-way by 7AM.

If there is a holiday before your pick-up day, then trash pick-up is ONE DAY LATER.

Do you need to replace your trash barrel? New decals are distributed through the Board of Selectmen’s Office at NO charge.

One trash decal per household, unless other-wise registered. New trash barrels are not to exceed 36 gallon capacity or 40 pounds.

Purchasing Trash Stickers

Trash stickers can be purchased for \$2.00 each at Cumberland Farms, Dawsons Tru-Value Hardware or at the Essex County Cooperative.

Metal – White Goods Pick-up

May and October: dates to be announced on the town website.
METAL ONLY, (no wooden items).

What is a White Good?

It is another word for appliances: refrigerators, washers/dryers, stoves/ovens.

- Refrigerators are required to have the doors removed and registered at the Board of Selectmen’s Office.
- Lawn motors and other motorized items are to have the oil and gas removed.
- Items containing freon must be called into the Board of Selectmen’s office prior to pickup (978-887-1500). (example: airconditioners, dehumidifiers)
- Televisions and computer monitors are accepted at the Boxford transfer station on Saturdays. There is a fee for disposal and it is strongly suggested to call for details: 978-887-6000.

Recycling

Recycle items, such as plastic, glass, metal and styrofoam do not have to be separated, except for paper.

Paper can be placed in a brown paper bag obtained at the grocery store. Plastic grocery bags are recyclable.

Red and white RECYCLE stickers are available at the Board of Selectmen’s Office and can be placed on any receptacle of your choosing

Police and Fire Rosters

Police Department Personnel

Full-Time Officers

Chief Evan E. J. Haglund
Sgt. Gerald Harrison
Sgt. James Harris
Sgt. Richard LeBel
Ofc. John Hayward
Ofc. Gary Hayward
Ofc. Steven Weir
Ofc. Shawn Frost
Ofc. Glenn Walker
Ofc. Neal Hovey

Reserve Officers

Ofc. Raymond Gerry
Ofc. David Bond
Ofc. Robert Cahill
Ofc. Gary Wildes
Ofc. James Gettman
Ofc. Craig Robinson
Ofc. Christopher Sanborn
Ofc. Lawrence Nestor
Ofc. Kelly Pickering
Ofc. David Fortune
Ofc. John Barry
Ofc. Joseph DeBernardo
Ofc. Michael Balsley
Ofc. Justin Bullis
Ofc. David Castellarin

Police Chaplain

Dorrington Little
Robert Tansill

Full-Time Dispatchers

James Gettman
Joy Fleck
James Bonfanti

Part-Time Dispatchers

Sandra Sanger
Phillip Mahoney
Paul Polonsky
Lawrence Nestor
Joseph DeBernardo
David Fortune
Tyler Dechene
Lorna Wise
Kelly Pickering
Justin Bullis
Melissa Alleruzzo
Julian Harp
Arthur Green
Clint Larrabee

Auxiliary Officers

Ofc. Stephen Shepard
Ofc. Paul Polonsky
Ofc. Joy Fleck
Ofc. Tyler Dechene
Ofc. Arthur Green
Ofc. James Dunn
Ofc. James Bonfanti
Ofc. Melissa Alleruzzo
Ofc. James Nestor

Office Manager

Catherine Gerry

Fire Department Personnel

Officers:

Giovannacci, Ronald P. - Chief** *
Denault, Charles, Jr. - Captain, Training & Hazardous Materials Coordinator ** %
Moore, Darrell, - Captain, Fire Prevention Coordinator ** ^
Collins-Brown, Jenifer - Captain, Emergency Medical Services Coordinator ** ^
Bond, David - Lieutenant %
Wood, Donald - Lieutenant %
Wood, William - Lieutenant *

Firefighters:

Ahern, David *
Bell, Michael ^
Boeri, Robert *
Bowman, Cynthia ^
Brown, Charles *
Butler, James *
Costanza, Luigi *
Eaton, Michael ^
Erickson, Christopher *
Feltault, Jerome *
Fontaine, Travis *
Fortuna, Mark *
Fuller, Leonard ** *

Harper, Tamara *
King, Peter ^
Looney, Sean *
Lord, William *
Low, Brian *
Moore, Scott *
Reineke, John ^
Wood, Charles *

Support Staff:

Lemiesz, Susan, Administrative Assistant

** Career
* EMT=Emergency Medical Technician
% EMTI=Intermediate
^ EMTP=Paramedic

Board of Selectmen

The Town of Topsfield offers its residents the best-of-all-worlds -- convenient access to Boston and other local metropolitan areas, as well as a quiet, peaceful haven with a rural character. Topsfield is a highly desirable community in which to live, with a rich agricultural heritage, high performing schools, excellent public safety, and for our size, a surprising number of cultural and recreation opportunities. Our most precious asset is an active, generous and caring citizenry that strives to preserve and enhance our quality of life.

The Board of Selectmen's mission is to execute the will of Town Meeting and to support the efforts of its residents, town employees, and boards and committees in their efforts to preserve Topsfield as a vital community.

2010 Board of Selectmen:
L-R: Eldon Goodhue, Laura Powers, Martha Morrison, Dick Gandt, Nancy Luther



Membership of the Board

The Board began the year in July 2009 with Chairman Martha Morrison, Clerk Karen Dow and Selectmen Nancy Luther, Laura Powers and Dick Gandt. Near the end of the year, following the May 2010 elections, the Board reorganized with Dick Gandt as Chairman, Laura Powers as Clerk and with newly elected Eldon Goodhue replacing Karen Dow as Selectman.

Economic Crisis

During Fiscal Year 2010, our town continued to operate in the difficult economic environment brought about by the acute recession our country has experienced. In October, several months into the year, the state governor declared so-called "9C cuts" in the state budget which included reductions in the amount of local aid provided by the state to municipalities. Since our approved budgets were built on the state's originally committed amount of local aid, we scrambled to address the reduced funding and our town departments responded by deferring projects and maintenance. These new economic realities shaped the development of our fiscal 2011 budget and the agenda for our May 2010 Town Meeting.

The Finance Committee requested level funded budgets as the guideline for FY2011 with "No new government" and only \$100k for capital improvement. In the end, two Proposition 2 ½ override questions were placed on the ballot before the citizens. The first approved \$104,307 in funding for the operating budget but the second failed to approve \$93,500 for capital expenditures.

Personnel

The fiscal challenges described above played a pivotal role in our approach to employee compensation for the coming fiscal year. In an effort to deal with anticipated reductions in state aid and the increasing cost of employee benefits, the Board chose not to modify the personnel grid with the result that wages and salaries remained the same as in the current year. Further, in the case of bargaining units, all but three agreed to one year contracts with a 0% change in wages. We are grateful for the cooperation of both our regular employees and those union employees who accepted the 0% wage and salary 'freeze' for FY2011. At the close of the current fiscal year the police, dispatchers and the teachers unions remained in collective bargaining negotiations.

Vocational Education

The 2010 Town Meeting voted to authorize the Board of Selectmen to allow the Town of Topsfield to become a member of the new Essex North Shore Agricultural and Technical School District which will be a merger of the current North Shore Technical High School and the Essex Agricultural Technical Institute as well as the inclusion of the City of Peabody's vocational education program. The new school will follow a career academy model with four academies: Animal and Plant Sciences, Technology and Services, Construction Technology, and Life and Natural Sciences. The Massachusetts School Building Authority has approved a grant to fund 62% of the total \$133,000,000 cost of the new facility. In the fall of 2010, the Board of Selectmen voted to join the new school district. The Town of Topsfield

will be assessed a pro rata share of the cost of construction and operation based on student enrollment in the new district. Topsfield enrollment in the predecessor schools has averaged two students per year.

Renewable Energy/Green Communities Committee

In an effort to improve the efficiency of our municipal energy use as well as participate in the state's Green Communities Act grant opportunities, we appointed a Renewable Energy / Green Communities Committee. The Committee was charged with: 1) investigating the Green Communities Act and making a recommendation as to whether Topsfield should seek "Green Community" status; 2) identifying opportunities for achieving greater energy efficiency in Town buildings; and 3) exploring other energy-related matters. The Committee utilized a grant from Clean Energy Choice to conduct energy audits of all municipal buildings and to develop a demonstration project for educational purposes. Through the Massachusetts Department of Energy Resources' MassEnergyInsight program, the Committee began the process of establishing a baseline for energy use in all Town buildings.

Rail Trail

On October 17, Phase I of the Rail Trail was officially opened with a reception at the Town Library followed by a ribbon cutting on the Trail at Main Street. With the completion of this first section, Topsfield Linear Common is now open from Washington Street to Summer Street.

For further details on the progress and future plans of this project, please refer to the Rail Trail Committee's report.

Liability Insurance

During the course of the 2010 Fiscal Year, the Board reviewed the Town's liability insurance policies, specifically looking at additional insured, third parties named in the Town's General Liability policy. We considered the premium costs and potential risks associated with naming or not naming these third parties, and the potential of increasing coverage in our Umbrella Liability policy. Balancing these factors with the value these non-profit organizations provide the town, the Board decided to continue to include these organizations as additional insureds on our General Liability policy and to maintain our Umbrella Liability policy at its current level.

Hood Pond Beach

In May of 2010, the Board of Selectmen issued a Request for Proposal (RFP) to operate and maintain the town's beach at Hood Pond for activities such as swimming lessons, bathing, use of paddle boats and similar recreation for residents of Topsfield and surrounding communities. The Board selected the sole respondent, the Topsfield Beach Association, and entered into a license agreement with the Association for the operation and maintenance of the beach through December 31, 2010. In accordance with the RFP, the Town may, at its sole discretion, extend this agreement for two successive one year terms.

Establishing Goals

As noted in our FY09 report, near the end of last year the Board began setting goals, and this year we continued to act on those goals. For example, to find ways to reduce energy costs, the Board appointed a Renewable Energy / Green Communities Committee, and to address pensions we established an Other Post Employment Benefits fund at Town Meeting. In the last few months of this year, we began to build on our goal setting process to develop an even stronger framework to set and track our goals. Further, we committed to using these goals to communicate our plans and directions to our municipal management.

Town Website

The Town's website, managed by the all-volunteer Web Committee, was awarded an e-Government Award with Distinction for 2010 by Common Cause. The website's content grew to include copies of application filings for permits before the Planning and Zoning Boards, a comprehensive forms library, Finance Committee documents and links to many external resources. In addition, the Board of Assessors portion of the website was updated and expanded to include information and forms important for taxpayers, and other boards and committees refined, updated and further developed their pages.

Conclusion

Today's economic climate has made it difficult to address our municipal needs with the available resources. The Board of Selectmen is committed to looking at creative, efficient and

effective ways to meet this challenge. Our approach includes pursuing regionalization opportunities, applying for grants, and continuing to streamline government. In addition to and in accordance with our goals we are committed to improving our communications with residents from our use of web and cable technology to the availability of content that increases government transparency.

We especially appreciate the support of our dedicated employees during these difficult financial times. They have been understanding and cooperative. We also appreciate the confidence expressed by the citizens that support the recommendations we bring to Town Meeting.

Town Clerk

Statistical Town Data For 2010

Town Population (January 1, 2010).....	6,347
Registered Voters.....	4,034
Party Totals:	
Democrat	735
Republican.....	804
Libertarian.....	2
Green-Rainbow.....	1
Interdependent 3rd Party.....	1
Unenrolled (Independent)	2491
Births:	
Recorded & Filed.....	39
Marriages:	
Intentions Filed & Recorded	27
Licenses Issued.....	27
Licenses Recorded	26
Deaths:	
Burial/Crematory Permits	
Recorded & Issued	40
Certificates Recorded & Issued and Filed (occurrence community)	40
Certificates Recorded & Filed (residence community)	28
Total Death Certificates Recorded and Filed	68
Dog Licenses	
Recorded & Issued	975
Kennel Licenses	
Recorded & Issued	1

July 1, 2009 – May 19, 2010

Contained herein are the Special State elections' records of December 8, 2009 and January 19, 2010 accompanied by the minutes of the Annual Town Meeting and Election of May 2010.

The usual high level of office activity was punctuated this year, with numerous legislative mandates directly related to the Town Clerk's functions. These new mandates placed considerable increased burden on clerks and staff for implementation and inclusion in the day-to-day responsibilities of the office. Significant amongst these were the Ethics law and public notification of meeting and agenda clerk mandates. Federal 2010 filings were timely met and fully administrated by the Town Clerk. The annual local Town census was again handled in-house saving tax dollars. In January, Town Clerk Guarino announced she was stepping down after serving eight terms (24 yrs.). The annual Town election saw Paula Burke elected to a three-year term. Ms. Burke was sworn into office on May 20, 2010. A new era had begun. We wish her every success in her position as Town Clerk.

In closing, I wish to note the outstanding twenty-two (22) years of service to our community of Joan Glatz, Assistant Town Clerk. Her dedication and excellence of performance significantly contributed to our success in providing "Service Second-to-None". I would be remiss if I did not extend my sincere appreciation to my fellow colleagues, the Police Department for their invaluable assistance in obtaining 100% annual Town census compliance year to year, our Park & Cemetery and Highway Depart-

ments for dedicated assistance in the transfer of election materials to the polls and back, to all who have assisted us in the performance of our duties through these many years, and last but not least, to you my fellow townsmen my sincere thanks for allowing me to serve as your Town Clerk.

Respectfully submitted,
Beverly Ann Guarino, MMC/CMMC Town Clerk

May 20 – June 30, 2010

The Office of the Town Clerk was in transition during fiscal year 2010. After decades of devoted service, Beverly Guarino, Town Clerk and Joan Glatz, Assistant Town Clerk retired. They left behind a legacy of efficiency, competence, and compassion, all qualities critical to the functioning of the office. The Guarino/Glatz team oversaw scores of elections, registered thousands of Vital Records, and provided unparalleled customer service. They are sorely missed but everyone is delighted to witness their taking advantage of retirement opportunities.

As legislation passes the day-to-day operations of a city/town clerk's office are steadily evolving. Chapter 28 of the Acts of 2009 made significant changes (effective January 1, 2010) to the campaign finance law, M.G.L. Chapter 55. The new statute expands the requirement of local election officials to make campaign finance reports available for inspection by the public by further mandating that officials post within 30 days of a filing deadline any campaign finance report on their existing municipal web site if the report discloses activity of \$1,000 or more during that reporting period.

The Commonwealth of Massachusetts Municipal Records Retention Manual that is created under the authority granted to the Supervisor of Records in the Massachusetts General Laws, Chapter 66, Section 8, was updated on June 11, 2010. This is of particular interest to Topsfield residents for two reasons. First, our own Beverly Guarino was instrumental in helping to prepare the booklet. Beverly was part of a collaborative effort, which included the Massachusetts Records Management Unit and Supervisor of Records, to help guide records custodians in municipalities in their quest to abide by state law and maintain order in their offices. The second reason that Records Retention Manuals are especially meaningful in towns such as Topsfield is that documents of significant historical significance are maintained here. Jack Long, Topsfield's revered archivist, deserves high praise for his devotion to documenting historical records over the decades.

The Federal Census work continued through 2010. After release of the results, state and local officials will utilize the data to redraw Topsfield's local precinct lines for use by the Massachusetts General Court in its upcoming redistricting of state and federal representative districts. Through the process of re-precincting, Topsfield may be divided into multiple precincts.

I would like to extend my deepest appreciation to all of the Topsfield employees, volunteers and retirees who eased my transition into the Town Clerk's Office.

Respectfully submitted,
Paula M. Burke, Town Clerk

Cable Advisory Committee

The success of Topsfield's local cable support is dependent upon finding volunteers to become involved.

Contact Bill Whiting 978-887-2283.

In the fall of 2004, Topsfield took over the full responsibility for Local Access Cable TV programming on Channel 10 from Comcast. In preparation for this transfer of responsibility, a new "Video Institutional Network" was built in Topsfield that allows for live broadcasts from 5 locations in Proctor School, 2 locations at the Town Library and the Town Hall. A Cable TV Office has been built in renovated space on the third floor at Town Hall. Equipment to manage the video network as well as equipment to broadcast local programming was installed. All local access programming now originates in Town, including the Community Bulletin Board.

Equipment was purchased, personnel hired and trained, and local procedures established. Funds for this project were negotiated in the 10-year contract with Comcast that was effective October 14, 2001. In March of 2006, negotiations with Verizon began to grant a competitive Cable TV franchise. This process concluded on December 4, 2006 with the granting of a 15-year license. Comcast customers receive local programming on channel 10. Verizon customers receive local programming on channel 47.

A major accomplishment this year was the collection of data for a Public Opinion Survey on Cable TV that will support negotiations with Comcast for their license renewal. The survey was mailed to all households. Residents were encouraged to fill out the survey on-line. 26% of households completed the survey, 422 using paper and 132 using the Internet. The paper responses were re-entered on-line by the Committee so that detailed analysis could be performed looking at differences between Comcast and Verizon customers as well as differences between paper and on-line users.

Our major challenge is the low level of funding received from Comcast and Verizon.

Our hope is to find volunteers using digital video cameras and home computers with video editing software, who are interested in creating local programs. We need people to tape local community events such as parades and concerts.

12 Month Program Summary (July 2009 through June 2010)

Selectmen meetings:
Every other week is live;
re-broadcast the following week

Annual Town Meeting1

Public Forums4
(Candidates Night, Rail Trail, Parenting,
Town events)

Topsfield School Committee Meetings.....12

TriTown School Union Meetings.....3

MASCO sports44
Compliments of Boxford Cable

MASCO concerts/special events.....12
Compliments of Boxford Cable

Special Interest (cooking, medical).....6
Compliments of Boxford Cable

General interest (Trails and Sails, etc.).....5

Congressman Tierney updates.....6

North Shore Navigators baseball2

Historical Society archive videos8

Board of Health information.....3
(Flu Facts, Cancer)

Local church services:.....Weekly
Provided by the churches:

.....Our Savior Lutheran
.....Topsfield Congregational
.....First Church of Boxford

Town Website Committee

www.topsfield-ma.gov

A group of dedicated volunteers have developed a comprehensive town website - *www.topsfield-ma.gov*, at minimal cost to the taxpayers. This group includes people with professional web development skills who contribute their time and expertise. Others on the committee are well versed in the operations of the Town and have researched valuable information that did not exist in a centralized form.

A major accomplishment for FY10 is the award from Massachusetts Common Cause for providing outstanding “E-Government” information. Topsfield received their highest award – “With Distinction”.

A good deal of new information has been added to the website including, extensive “Documents” and “Forms” libraries. A section of “Permit Filings” and “Hearings” have been created. Meeting Agendas and Minutes now exist for most town departments and committees.

Web usage has been analyzed through the use of a Public Opinion Survey that was mailed to each household and available on-line. 26% of households responded, 422 by hard copy and 132 electronically. Google Analytics Analysis tool is also used to analyze web usage

Our greatest challenge is the fact that the Town Website Committee receives \$0 funding from the Town.

The site was launched in the spring of 2004. The purpose of the Topsfield Town Website is to provide accurate and current information on the town of Topsfield to the residents of the town and anyone else interested in obtaining general information on the town, its policies, government and community.

The Topsfield Town Website Committee is responsible for the development, design, maintenance and editing of the Town of Topsfield Website. This is achieved by holding monthly committee meetings and assigning various tasks to committee members and town employees. These tasks include data collection and data entry, calendar updates, page editing and updating.

The site is constantly updated with current information. Periodic design reviews add new capabilities and resources.

The site serves as a “virtual Town Hall” and information center for citizens and a welcome mat for visitors and new residents.

The Web site includes information about:

- Town government – information concerning the operations, descriptions, meetings, events, activities and similar information about Town boards and committees.
- News of current interest concerning issues affecting Topsfield residents.
- Topsfield community non-profit organizations and events, provided that they are for the primary benefit of Topsfield residents.

Fire Department

Topsfield has an on-call Fire Department supplemented with full-time personnel. We continue to have a difficult time assembling a sufficient response to emergencies in our Town during certain times of the day or days of the week. Our response is determined by the quantity of Call Firefighters available in town during an emergency incident. I continue to be concerned about our stressed Call system and its' shortcomings. This system is similar to many other towns in Essex County which also struggle to assemble an adequate and effective response to the increasing number of emergency calls for services. We continue to work together with our neighboring communities on opportunities to improve our Firefighting and Emergency Medical Service response with a vision of a regional approach to accomplish emergency services.

Topsfield was lucky in receiving the following Grants: the Commonwealth of Massachusetts Firefighting Equipment Grant, the Governor's Highway Safety Bureau Grant, and the Fire Safety Grant. These monies are earmarked by the awarding governmental agency for specific purchases to benefit the citizens. This department aggressively seeks out any opportunity to supplement supplies, training and firefighting equipment to benefit our community's needs.

Tribute

Firefighter James Butler chose to retire after twenty-five years of dedicated service to our community. Jim was a great asset to our department both as a Firefighter and an Emergency Medical Technician. We will miss Jim and his contagious optimism. We wish him and Laurie all the best in his retirement.

Firefighter Michael Eaton has taken Military Leave to serve our country in the United States Air Force. Before departing for Basic Training at Lackland Air Force Base, Michael married Kimberly Goodwin. We wish Michael and Kim all the best, and they will be in our prayers during Michael's deployment.

Firefighter Mark Fortuna opted to retire for medical reasons which prohibited him from firefighting activities. Mark was an active member of the department and brought a great deal of enthusiasm to his position. We wish Mark and his wife Vencenza all the best.

Firefighter Michael Bell has resigned to become a permanent fulltime firefighter for the Town of Amesbury. Mike will do well in his chosen career as a Firefighter/paramedic. We wish him well.

I am thankful to the Selectmen, Finance Committee, Town Administrator, and mostly to our citizens for their continued support of the Fire Department. I continue to be amazed by the devotion and dedication of the members of our Fire Department. I would again like to thank the Topsfield Firefighters' Relief Association and its President Luigi Costanza for their efforts and support of the Department.

Report of the Topsfield Emergency Management Agency

I am happy to report that our employees continue to be been trained in (NIMS) National Incident Management System according to our federal directive. I am pleased to report that we were successful at obtaining a reimbursable

grant to fund all training and any overtime associated with NIMS.

I am continuing to update Topsfield's electronic version of our communities' Comprehensive Emergency Plan as required by the Commonwealth. This is a document which illustrates what our response would be should a disaster occur.

I would like to thank the Board of Selectmen and Town Administrator for their support over this past year. Regrettably, we still have not allotted resources to complete an adequate risk assessment for our entire community or to procure the supplies and tools we would need in order to be ready for a disaster or large scale occurrence, should one hit our district or region without forewarning.

Report of the Regional Emergency Communications Center

I continue to be Topsfield's Delegate to the Regional Emergency Communication Center (RECC).

At the 2009 Annual Town Meeting we voted to authorize the Board of Selectman to enter into an Inter-Municipal Agreement with surrounding communities. This year the Board of Selectman chose to sign the agreement as did 5 other communities. We continue to work on the construction plans for the ECRECC which will be built in Middleton at the site of the County Jail. This will occur in early 2010 if the other additional communities finalize their agreements. We believe this project will demonstrate a substantial savings in cost and offer

increased level of emergency dispatch services to our community. I appreciate all of the work the other Delegates from the other communities and the Essex County Sheriff's Office for their devoted work on this plan.

Respectfully Submitted,
Ronald P. Giovannacci, *Chief of Department,
Emergency Management Director,
Chairman, Regional Emergency
Communication Center*

Report of the Training and Hazardous Materials Coordinator

The Topsfield Fire Department responded to 67 incidents involving Hazardous Materials this year. The calls ranged from oil and fuel spills to gas leaks as well as electrically energized equipment failure issues.

With a 30,000 gallon propane storage facility located in Topsfield, propane related incidents are always in the back of our minds. In the spring of this year, Amerigas gave the Fire Department a tour of their facility. During which time, we planned the actions that we would take should there be a mishap at that facility.

Carbon Monoxide is a colorless, odorless and potentially lethal gas. In November of 2005, Nicole's Law was signed which requires CO alarms on all levels of homes. Please check www.topsfieldfire.com to see the specifics of Nicole's Law.

Respectfully submitted,
Charles Denault, Jr., *Captain,
Training & Hazardous Materials Coordinator*

Emergency Medical Services Annual Report

The Topsfield Fire Department has remained committed to providing our community with the highest level of pre-hospital care that is available. During the reporting period of July 1, 2009, through June 30, 2010, members of the Topsfield Fire Department responded to 584 requests for medical assistance and 614 patients were evaluated and treated. As in past years, this was an increase in activity over the previous year. In addition to the calls for service, Topsfield Firefighters completed advanced training, specialty certification, and maintained their required certifications. By a special waiver from the Department of Public Health, paramedics from Topsfield Fire Department were trained in the administration of the H1N1 vaccine and participated in many community flu clinics.

The Topsfield Fire Department remains committed to injury prevention and has participated in several prevention programs. The Topsfield Fire Department inspected and installed over 230 child safety seats during this reporting period. The Department has also worked closely with local Visiting Nurses Associations, the Council on Aging, the Topsfield Housing Authority, and Elder Services to help to ensure that our elderly residents are safe in their living environments.

The Topsfield Fire Department continues as a licensed ambulance service at the Paramedic Level. All residents and visitors to the Town of Topsfield are able to receive the highest level of pre-hospital care beginning in their home or place of work. Patients suffering a large variety of medical conditions including dia-

betic emergencies, drug overdoses, seizures, allergic reactions, and respiratory distress will benefit from the ability of the Topsfield Fire Department paramedics and the care that they can provide. Members of Topsfield Fire Department participate in training to ensure proficiency of skills and to receive instruction on state-of-the-art evaluation and treatment techniques as well as changes to existing treatment protocols. The Topsfield Fire Department generated \$19,459.44 in revenue from ambulance fees for the Town of Topsfield, and this goes directly into the Town’s general fund.

The Emergency Medical Services branch of our Department participates at in-house and regional quality improvement programs. The Topsfield Fire Department remains committed to quality service to their community. To that end, an on-line customer satisfaction survey is now available on our web site at www.topsfieldfire.com.

Respectfully submitted,
Jenifer Collins-Brown,
Captain, MS, EMT-P, I/C, EMS Coordinator

Report of the Fire Prevention Officer

This years’ Fire Prevention Week campaign was “Smoke Alarms: A sound you can live with”.

Smoke alarms that are more than 10 years old no longer offer a reliable level of safety. If they’re 10 years old or older, replace them immediately! This includes smoke alarms that use 10-year batteries and /or are hard-wired. In 2008, home fires killed 2,755 people and injured 13,160. Two of every five home fire deaths were in a home with no smoke alarms and another one in five was in a home where the smoke alarms were not working.

The 2009 U.S. Fire Loss Clock

- A fire department responded to a fire every 23 seconds.
- One structure fire was reported every 66 seconds.
- One home structure fire was reported every 87 seconds
- One civilian fire injury was reported every 31 minutes.
- One civilian fire death occurred every 2 hours and 55 minutes.
- One outside fire was reported every 49 seconds.
- One vehicle fire was reported every 146 seconds.

Source: National Fire Protection Association

A number of different groups visited the Fire Station this past year. They received educational handouts and tours of the station as well as the emergency equipment. Along with the tours, there were many questions answered and safety tips given by the firefighters.

The Topsfield Fair, with its great weather and crowds, was once again a busy time for the department with inspections and permitting. Each year, there are hundreds of temporary structures which require inspections on a daily basis for cleanliness, fire safety and proper use of electrical and propane cooking equipment.

Throughout the year, firefighters visited the Steward School to deliver fire safety messages that were geared towards the time of year and the current holidays (i.e. during Hal-

loween; costume safety, walking with friends, adult checking candy before eating; during Christmas; Christmas tree safety, safety around candles, etc.).

I would like to thank all of the firefighters for all of their hard work and involvement with the task of fire prevention.

Incidents

Fire	73
Medical Aids	584
Haz-Mat	67
Service Calls	473
Good Intent	45
False Calls	115
Special Incidents	7
Severe Weather	1
Overpressure / Explosions	2
Total	1367

Inspections / Permits

Assembly	41
Educational	39
Health Care / Detention	33
Residential	297
Mercantile, Business	265
Industrial, Utility	4
Manufacturing, Processing	13
Storage	10
Outside or special property	7
New Burning Permits	625
Re-issued Burning Permits	1339
Total	2673

Respectfully Submitted,
Darrell W. Moore, *Captain,*
EMT-P, I/C, CFI-1, Fire Prevention Officer

Police Department

The economy continued to have a major effect on department operations. With the loss of previous grants and additional cuts from the State this year, specifically the loss of Highway Safety equipment funds, adding that to the previous year's loss of Community Policing funds, has hampered our ability to provide additional patrol operations and Highway Safety technology upgrades. We had intended to utilize the Highway funds to update our sign board with speed radar capabilities for additional neighborhood enforcement efforts but unfortunately this is now on hold due to funding.

Vehical Fleet Update

A request for a new 4 wheel drive police cruiser to replace a 9 year old vehicle was defeated at the polls. The ramifications were twofold. It forced us to put additional money into an aged and rusting vehicle in order to maintain its safety. Secondly this sets back our scheduled vehicle replacement program increasing the mileage on all of our police vehicles to well over 100,000 miles. This ultimately increases repair frequency and costs in order to maintain a safe response vehicle. So far we have had to replace transmissions in two of our front line cruisers at considerable expense. The older the vehicles get the more it's going to cost for repairs.

Neighborhood Patrols

Police visibility within your neighborhood remains our first priority. Property crimes such as burglary and motor vehicle breaks have hit our area hard. We try to get into the neighborhoods as much as possible but with

only two patrol officers on at a time sometimes our capabilities to do so are limited. In the past we have had the resources to perform extra patrols or target specific areas for enforcement, unfortunately the funds are no longer available. In order to assist with this shortfall we are asking for more citizen involvement in addressing the rise in property crimes. Utilize our Citizen Information Alerts to stay informed and aware of issues throughout the town. Spread the word so others can be prepared as well. Sign up for our Citizen Information Alerts at www.topsfield-ma.gov/gov/police/ciaprogram.shtml. Complete the form and drop it off at the police station, enrollment continues to grow with the Alerts now being received by over 350 homes.

Neighborhood Watch

We have also started our neighborhood watch program where the citizens look out for each other. Our first area was Nike Village. The residents have banded together to keep an eye on each other and notify the police in case of suspicious activity. We will be expanding this program throughout the year to include additional neighborhoods.

House Check Programs

Our Vacant House Check Program continues its success. We encourage all citizens to utilize this service if you plan on leaving your home for vacation. This program helps give you the piece of mind that we are watching your home and increases the presence of police cruisers in your neighborhood. If you have not utilized our House Check program please go to www.topsfield-ma.gov/gov/police/HouseCheck.shtml

to complete the form and drop it off at the police station.

Community Safety Program

We've initiated a new Prescription Drug disposal program. This allows you to dispose of your prescription drugs that are no longer needed in a safe secure area. Just bring them to the lobby of the police station where our drop off container box is located. All received drugs are turned over to the State for disposal. This has been a very successful program by reducing the access to unused drugs from getting into the wrong hands while also protecting our environment by not having the drugs entering our water supply. Please encourage others to utilize this program.

School Safety Programs

School Resource Officer:

The School Resource Officer (SRO) program is a combined effort of the Tri-Town police departments of Topsfield, Boxford and Middleton continued at Masconomet Regional High School. The SRO works in cooperation with parents and administration officials to help build the bridges of trust with the students. Budgetary cutbacks in Boxford and Middleton continued into this year as well, reducing the programs effectiveness as well as increasing the workload on our SRO. Even with the reductions we will continue to work together in order to ensure the safety of our students to the best of our abilities.

Drug Abuse & Resistance Education:

Our D.A.R.E. program continues in conjunction with the sixth grade administration and

Proctor School students. This well established program is now funded by private donations due to budget reductions. This program gives our sixth grade students the information and ability necessary to help our children fend off the peer pressure for them to become involved with drugs. If interested please help us continue this worthwhile program by making a donation to the Topsfield Police D.A.R.E. account.

Citizens Police Academy

We have updated and revised the academy into a new 10 week interactive program. It is designed to give citizens a better understanding of what the police department does and how it operates, increasing the bonds of understanding and cooperation as well as having a little fun. We are now into our fifth academy having graduated 64 citizens so far. If you are interested in participating drop us an email at topsfield101@verizon.net and we will put you on our list for the next academy.

Criminal Investigation Division

The Criminal Investigation Division continues to investigate several property crime incidents from home and motor vehicle burglaries to thefts from businesses. We have seen a dramatic increase in identity theft, credit card fraud and mail scams that revolve around internet predators. Crimes of this nature are often difficult to prove, however we have been successful in bringing the suspects to justice. A child enticement suspect was arrested in Connecticut after victimizing a child; an identity theft suspect was arrested after victimizing one of our elderly residents. We continue

to strive to educate the citizenry on internet protection in hopes of lessening the victims of internet and identity fraud. Our department will be sponsoring classes on internet security and protection in the future for the community. Education and awareness is the key to your family's protection on the internet.

The success the Investigative division has made allows the victims of crime closure. It also gives our department a reputation that we will not give up when our citizens are victimized until the case is resolved and a suspect is brought to justice. This deters others from seeking to victimize our citizens.

The economy affects us all and there has been many challenges this past year and more to come in the future, but as a police department we remain committed to providing the most professional and dedicated level of safety and service to all the citizens of Topsfield, for you deserve nothing but the very best. Thank you for your support.

Respectfully submitted,

Evan E.J. Haglund
Chief of Police

Topsfield Police Department Statistics 7/1/2009-6/30/2010

Arrests.....	252
MV Enforcements.....	
Warnings.....	1022
Citations.....	707
Criminal Complaints.....	86
O.U.I. (Operating Under the Influence).....	40
MV Accidents	
(Investigated).....	118
(Non investigated)	56
Domestics	34
Disturbances	45
Loud Groups/Noise Complaints	45
Assaults (non-sexual)	10
Vandalism.....	99
Juvenile Related.....	103
Suspicious Activity	511
Medical Aids	458
Alarms	
Animal Calls	152
Protective Custody.....	18
Walk-ins	2256
Physical House Checks	1451
Theft of Motor Vehicle.....	3
Larceny from Motor Vehicle.....	15
Unlawful entry of Motor Vehicle	3
Larceny from Residence	4
Larceny of Bicycle	0
Larceny General	40
Residential Burglary	8
Commercial Burglary	1
Burglary General	3
Armed Robbery	0
Alcohol Related Incidents (not including OUI).....	35
Drug Related Incidents (not including OUI)	92
Homicide	0
<hr/>	
Total Calls for Service	17006
<i>(Statistical tabulation for 2009-2010 fiscal year)</i>	

Inspectional Services

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

Ensuring Public Safety Through Professionalism

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

FY10 Report of the Inspectional Services Department

FY10 Report of the Inspector of Buildings	
Total Building Permits Issued	300
Total Fees Collected.....	\$119,650.00
Waived Fees (Public Buildings).....	-3,74.00
Total Collected & Waived Fees.....	\$115,976.00
FY10 Report of the Electrical Inspector	
Total Electrical Permits Issued	203
Total Fees Collected.....	\$124,164.00
Waived Fees (Public Buildings).....	-275.00
Total Collected & Waived Fees.....	\$23,889.00
FY10 Report of the Gas/Plumbing Inspector	
Total Gas Permits Issued	118
Total Gas Fees Collected	\$7,688.00
Total Plumbing Permits Issued	118
Total Plumbing Fees Collected	\$10,551.00
Waived Fees (Public Buildings).....	-100.0
Total Collected & Waived Fees.....	\$10,451.00
Total Collected & Waived Fees For Inspectional Services Department.....	
	\$ 158,004.00

Road Commissioners

Philip Knowles, *Chairman*

Richard Cullinan, *Member*

Joseph Gibbons, *Clerk*

David Bond, *Highway Superintendent*



Photo: Topsfield Highway Dept.

Ipswich Road renovation project was completed in FY 2010.

Ipswich Road Project

A major improvement to Topsfield's roads is the renovation of Ipswich Road. Work included replacement of drainage culverts, replacement of water mains, construction of retaining walls and sidewalks as well as rerouting and repaving the road. Although some outstanding work items remained, the road was completed by end of the fiscal year.

Road Maintenance

Pine Street, Mansion Drive, and Woodside Road were paved in preparation for the finish paving where they intersect with the renovated portion of Ipswich Road. An overlay was done on Asbury Street at the bridge, and Gail and Grove streets.

The Highway Department uses a computer program to assist in planning pavement work, but financial constraints sometimes limit the number of improvements that can be done. In addition, unforeseen road damage from spring storms required costly repairs of roads and shoulders. Our Highway Superintendent applied for FEMA reimbursement funds to mitigate the cost.

Normal maintenance also includes snow removal, sweeping, line painting, mowing, brush cutting, tree removal, pot hole and culvert repairs, and catch basin cleaning on Topsfield's 60 miles of roadway.

Cost Saving Efforts

Budget reductions for the Highway Department resulted in reduction or elimination of some services. In an effort to maintain the quality of town roads, the Highway Department responded in several areas. First, a new "pay as you go" system was set up to continue operation of the compost facility with no impact on the department budget. Further refinements are expected. Also, the Board voted to forego street sweeping in the spring. Although a cost savings was realized, street sweeping will likely be reinstated in the downtown area.

The Highway Department philosophy is to replace equipment as it becomes old and less reliable. A lease/purchase plan for a new truck with a wing plow was not approved, and the Highway Department continues to operate our current aging vehicle.

Summary

Topsfield's Highway Department maintains the Town's many roads and sidewalks. While this is a big job in itself, our employees also respond to emergency needs such as storms, power outages, and snowstorms. We also work with other departments in town including the Police and Water departments. We are grateful to all these departments and agencies for their cooperation.

Water Commissioners

Philip Knowles, *Chairman*
Richard Stone, *Clerk*
Elizabeth Cullinan, *Member*

Information – Board Meetings

If you have any questions or comments, the Water Department is located at:
Public Works Building
279 Boston Street

7:00 a.m. to 3:30 p.m.
Monday through Friday.

Our regular monthly meetings are held on the second Wednesday of the month at 7:30 a.m. at the Public Works Building. Visitors are always welcome

Water Quantity

We pumped one hundred forty-seven million gallons of water from our two well fields during FY2010. Seventy million gallons were withdrawn from North Street and Seventy-seven million gallons from Perkins Row. Water use has reached a plateau around 150 million gallons annually as compared to 180 million gallons per year earlier in the decade. This is due to a wet summer during this fiscal year and a combination of weather and water restrictions in others.

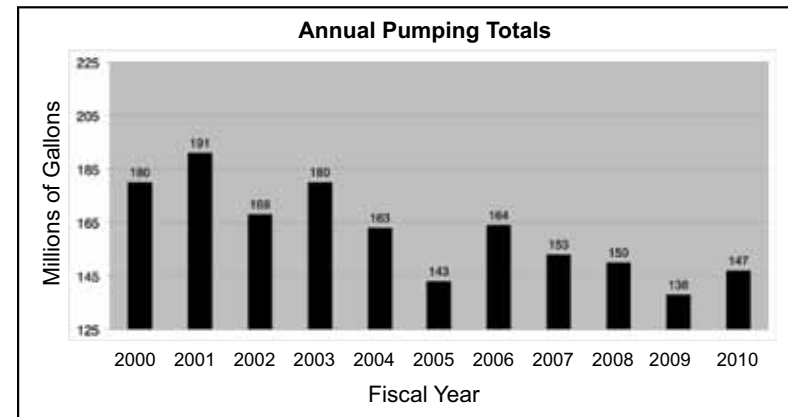
System Improvements

The Ipswich Road Reconstruction Project was completed this year and included the replacement of water mains on Ipswich Road from Main Street to Boston Street, Pine Street, Haverhill Road from Main Street to Pine Street, North Street from Ipswich Road to the pump station driveway, and short spurs on Mansion Drive and Woodside Road. The project was funded through retained earnings from the Water Enterprise Fund and bonds.

Billing Rates and Conservaton

This was the first full fiscal year with quarterly billing. Since switching from semi-annual billing to quarterly billing in FY2009, cash flow is much more predictable and steady, there are fewer disputed bills, and leaks are found much quicker.

Water rates were increased this year to account for a 5.5 % increase in the Water Department's Total Budget and a large drop in earnings during FY2009. The budget increase is due to increases in the Operating Budget (1.3%,



Water Rate Summary for FY2009 and FY2010

Usage per quarter	FY2009 Rate per Thousand Gallons	FY2010 Rate per Thousand Gallons
0 to 12,000	\$4.65	\$5.40
12,001 to 24,000	\$5.70	\$6.50
24,000 +	\$8.00	\$9.20

\$5,697), Debt Service (44.8%, \$21,240) and Indirect Costs (17.0%, \$14,672). Additional debt service is due to the Ipswich Road Project and Indirect Costs is reimbursement to the Town for bills paid during the previous fiscal year on behalf of the Water Department.

Recognition

We again thank all of the Town Officials and Departments for their support, with special thanks to our Staff, who work every day to keep our water pure and safe. In addition,

thanks to the Highway Department for their continuing help in operations, the Finance Committee, the Board of Selectmen and the Capital Program Committee for their support.

Elementary School Committee

Jeff Evaul, Chair, Term Expires 2011
 Jeanine Cuniff, Term Expires 2013
 Susan Archer, Term Expires 2011
 Rosemarie Lucey, Term Expires 2012
 Gordon Spater, Term Expires 2013
 Rebecca Brockelman, Term Expired 2010

School Superintendent:
 Bernard F. Creeden

Director of Finance and Human Resources:
 Steven Greenberg

Director of Special Education:
 Sharon Lyons

Director of Facilities and School Operations:
 Steven Clifford

Milestones

Rebecca Brockelman completed three years of service on the School Committee. The committee and the town wish to thank her for her service.

New staff joining the Topsfield Elementary Schools in September 2010 included Anala Guertin (Kindergarten Partner Teacher), Lauren Creamer (Grade 3), Kathleen Dwomoh (Grade 2), and Ellen Niceiewsky (Moderate Special Needs)

Staff Anniversaries

Seventeen staff members celebrated five-year anniversaries of service in our schools. Five-year service pins were presented to Clare Baczewski, Diane DePlacido, Lisa Levas-

seur, Lindsay Grenert, Charlene O'Leary, and Timothy Hogan. Ten year pins were presented to Katherine DeFrank, Emily Gatchell, Paula Klipfel, Diane McCarthy, Jane Conley, and Michelle Costa. Fifteen year pins were presented to Donna Sewall. Helen Dukehart and Doreen Kelleher. Mary Ellen Dunsmore was honored for twenty-five years of service to the Topsfield Elementary Schools. Bernard Creeden was also recognized for thirty years of service to schools in the Boxford, Middleton and Topsfield.

Highlights of the 2009-2010 School Year *Bullying Prevention and Intervention Policy Development and Implementation:*

In response to legislation enacted in May 2010, the Tri-Town School Union Committee began a review of the existing anti-bullying policies and undertook a review to enhance our prevention strategy. After several discussions at open meetings, the Topsfield School Committee approved implementation of the Olweus Program, and adopted an expanded Bullying Prevention and Intervention Policy for use in both Topsfield elementary schools. The Plan was filed with the Massachusetts Department of Elementary and Secondary Education (DESE) in advance of the December 31, 2010 submission deadline, as required by the legislation.

ARRA Grant Funding: With the financial assistance of Federal ARRA stimulus funds to supplement the federal grant for special education students, we were able to create and implement a new model at the Steward School for students in grades 1 and 2 beginning in the 2009-2010 school year. This program is a

multi-age classroom with two teachers, one of whom is a part-time special education teacher, who work collaboratively to provide a high quality program for both typical and special needs students. The program provides all students special education teaching within the general education classroom. As the ARRA grant program will end on June 30, 2011, the Topsfield Schools will lose about \$82,000 in funding. The multi-age program has not only benefitted students with disabilities, it has also provided a much needed and cost-efficient means to absorb an overflow of students in grades 1 and 2 for the past 2 years. All students have benefitted from this multi-age, co-taught classroom. The Topsfield School Committee, educators, and administrators hope to see it continue in spite of the anticipated funding challenges.

School Committee Implements Regionalization Readiness Study Committee Recommendations: The Regional Readiness Study Committee, formed in 2009, recommended that the existing School Union be strengthened to improve its ability to serve the three elementary districts and assist with a reasonable succession plan. The Boxford, Middleton and Topsfield Elementary School Committees approved initiatives in four areas of school district operation for the 2010-2011 school year including:

- Modification of the existing governance structure and meeting schedule
- Adjustments to the existing leadership structure at the Central Office to be implemented no later than July 1, 2012.
- Continuous review of existing educational programs and best practices to achieve

greater consistency across the elementary school offerings in the three towns.

- Implementation of the Town of Boxford to serve as the fiscal agent for Central Office expenses as of July, 2010.

The Tri-Town School Union continues to excel in delivering comprehensive support and leadership to the educational process of the three elementary school districts and the towns. The leadership has worked hard to engage in collaborative efforts that are productive and cost-effective while maintaining the identity of each of the member towns.

Response to Intervention (RTI): In 2008, staff at both Steward and Proctor schools completed a year-long series of research and study meetings in preparation for the implementation of RTI. In September of 2009, the RTI program was launched at both schools. The RTI program uses district and state assessments, as well as teacher recommendations and observations, to identify struggling learners. Each school has been assigned RTI liaisons that work with educators to create a RTI plan that specifically address each student's needs.

Staff Curriculum and Professional Development Projects: Each summer our teachers engage in a number of professional development and curriculum development initiatives designed to enhance the teaching and learning process in our schools. This past summer saw fourteen Steward and Proctor School teachers and staff enrolled in a graduate course on Differentiated Instruction taught by Diane Carreiro, the principal of the Fuller Meadow School in

Middleton. Thirteen teachers also participated in workshops to learn more about Six+1 Traits Writing.

School Nutrition Food Service Program Implements “Nutri-Kids” project: In September 2009, the Topsfield Elementary Schools introduced a point of sale system in each cafeteria. The Nutri-Kids system allows families to fund password-protected accounts for their children’s lunch expenses. This eliminated lunch tickets, provides faster lunch lines, and allows the food service director to collect better data on food sales.

Revised Website: The web pages for the Steward and Proctor Schools at www.topsfieldschools.org underwent major restructuring and were launched in time for the beginning of the 2009-2010 school year. The changes have been designed to make access to information about our schools easier and more user friendly.

The School Committee reviewed and updated our Mission Statement, Core Values and setting Goals for 2009-2012. The new plan was approved at a public meeting and is posted at www.tritownschoolunion.com.

Support for the Topsfield Elementary Schools

We are fortunate to live in a town that supports an excellent school system. Two organizations assist in supporting increased educational experiences to our student. The Topsfield Elementary School Parent-Teacher Organization provides funds to support excellent enrichment programs and field trip

transportation. The Topsfield Education Foundation supports various enrichment programs including the Proctor School Band, Scientist in Residence Program, the Proctor Science Laboratory and the Lego Robotics League. The School Committee has spent a considerable amount of time identifying system needs and working with these great organizations to ensure continued excellence.

Parent Teacher Organization (TESPTO): Topsfield Elementary School Parent/Teacher Organization (TESPTO) is an independent, non-profit organization comprised of parents, teachers and administrators. Our goal is to maintain quality education and seek new avenues for improving programs offered to the elementary school children of Topsfield. TESPTO raises funds in numerous ways to be used for curriculum enrichment programs, school field trips, special equipment and services, and long range planning initiatives developed in conjunction with our membership and other community groups. TESPTO also provides seed money for fast track implementation of strategic initiatives beyond the scope of the elementary school budget.

TESPTO strives to bring the entire community together by sponsoring community events open to the general public, by participating in other community events, by disseminating information to the elementary school community and other interested parties, and by being responsive to the requests for cooperation and assistance. TESPTO can be located on the Internet at <http://www.topsfieldschools.org/tespto/index.php?id=4>. TESPTO funds are allocated based on the following Guiding Principles:

- Supports school improvement plans developed by the site councils and principals.
- Supports additional enrichment initiatives.
- Affects immediately or seeds a program that eventually will affect a great percentage of the elementary school population. The goal would be to demonstrate a program’s success and prove its impact so it will be easier to be adapted and sustained by the school budget.
- Do not wish to support programs on an ongoing basis that should be funded by the school budget.
- Seeds innovative initiatives that may not affect a large number of the elementary school population, but that have the support of the school staffs and are unlikely to receive funding through traditional routes. * Does not exclude scholarship or teacher stipends.

Topsfield Educational Foundation (TEF):

The Topsfield Education Foundation (TEF) is a not for profit group founded to help facilitate the best educational experience possible for both the Proctor and Steward schools. Since 1996, with TEF’s vision and funding, the foundation has assisted the Topsfield schools in funding so many great innovative programs. The TEF is supported through generous donations from families, businesses, and foundations. Donations can be made at any time and go directly to school programs. You can make a gift donation to TEF in the name of someone special. Or perhaps volunteer your time in support of our different programs. TEF continues to play a significant role in the enrichment of our elementary students particularly in the area of science, math and music. The TEF has

provided a “Scientist in Residence” at Proctor including all necessary materials and textbooks for this program; a science coordinator; Lego league teams and hosted a regional tournament in Topsfield for the 2nd time, science lab materials, music curriculum books, grant for online math league at Steward, purchased clarinets and trumpets for 3rd grade instrumental program and provided funds to keep the instrumental program at Proctor viable for another year. The TEF can be located on the Internet at <http://www.topsed.org/>.

Topsfield Playground Committee (TPC):

The Topsfield Playground Committee (TPC) is organized for the charitable and educational purposes of raising funds to provide fun, safe, accessible, and physically challenging play areas for the community of Topsfield, Massachusetts. One half of the new playground is on the property of the Proctor Elementary School. This part of our project was completed in October 2009, a full 6 months ahead of schedule! The previous structure had been closed to students during school hours since September 2008 due to safety concerns. The second half of the project was to replace the existing “Tot Lot”, adjacent to the school, with a new Community Park. This part of the project was completed in the fall of 2010. This downtown park area is the only town playground for the 6,200 residents of Topsfield. The Topsfield Playground Committee wishes to thank all of our sponsors and the many volunteers who helped with the installation at Proctor School on Sunday, October 25th, 2009, and of the Community Park on Saturday, October 23rd, 2010. It was truly a community effort

with participation by many volunteers. Going forward the TPC will be evaluating the needs of the play structures at the Steward School. The TPC can be located on the internet at <http://www.topsfieldplaygroundcommittee.org/>.

Educational Mission Statement and Core Values

The School Committee is committed to implementing its Mission Statement and Core Values which are:

- The Topsfield Elementary Schools pursue educational excellence by providing the opportunity for every individual in its community of learners to reach his or her full intellectual, social, moral, creative and physical potential.
- In cooperation with family and community, our mission is to guide students in becoming personally responsible, self-motivated, disciplined, respectful, competent, and contributing members of society. It is the belief of the Topsfield School District that all children can learn and be successful. Effective education requires a committed partnership among the schools, home, and community.
- Student achievement results from high expectations within an environment that is stimulating and challenging, yet safe and nurturing.
- A sense of respect for oneself and others promotes belonging and is essential to learning.

School Committee Overview

The committee is comprised of five elected town members. All current members are parents of children enrolled in our schools. The goal of the School Committee is to

continue to provide a high quality education within a managed budget.

Fiscal

The budget process begins in late fall with 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. The budget development process is a constant balancing act, weighing the needs of students and teachers against the town's financial constraints. The Committee's goal is to provide the highest quality educational programs with available funding from community tax revenues and limited fiscal support from the state. Increasing costs associated with insurance, school transportation, utilities, special education, building maintenance, and contractual salary increases, must be addressed annually. Our town scores as well or better on the Massachusetts Comprehensive Assessment System (MCAS) and other measures of achievement as many other communities that spend far more per pupil.

The following general guidelines are used in preparing the budget. These guidelines reflect the Town's desire to provide a first rate education to all students.

Preserve Excellence in Curriculum and Instruction

At the core of our efforts will be preserving the quality of our programs and services that enable all students to reach high standards and expectations. Hiring and retaining the highest

quality staff available is the most important factor in accomplishing this goal.

Maintain a Safe and Secure Environment and Infrastructure

The School Department should continue to maintain appropriate levels of safety, security and quality of school environments, while seeking energy conservation and appropriate cost-reduction measures. Due to severe fiscal limitations, many long-term capital programs for the maintenance and management of our facilities have been deferred in the last several budget cycles. Significant consideration of the long-term impact of further deferrals of these programs to the successful operation of our schools should be given in the FY 2012 Budget cycle.

Maintain the Rate of Budget Growth at a Responsible Level

Due to economic pressures, the School Committee has exercised significant fiscal restraint the past three years. We are now at a crossroads where we feel further restraint could jeopardize our ability to remain a top school system. However, we are also mindful that taxpayers are concerned about the Town's maintenance of fiscal responsibility as their tax bills continue to rise. Therefore, the School Administration will continue to examine spending carefully to ensure maximum efficiency and effectiveness, while endeavoring to educate the public of the impact that prior and continued restraint may have on the long-term stability and strength of our school system.

The Town experienced shortfalls in local and state receipts over the past three fiscal years which had an impact on the financial operation of the Elementary Schools Partway

through the 2009-2010 school year, the School Committee implemented a spending freeze and committed \$100,000 to be returned to the Town to address the Town's revenue shortfall. In addition, in mid-May 2009, the Governor and Legislature reduced Chapter 70 Education aid for Topsfield by \$116,300 (which is greater than 10% of our total Chapter 70 funding). In turn, the Governor supplanted this cut with ARRA stimulus funds, available to the Town in the form of a grant, for which we applied and were approved. By using this grant, the School Committee had to move appropriate fourth quarter expenses from the operating budget to the ARRA Grant for FY09.

The School Department operating budgets for the years FY 2008, FY 2009, FY 2010 and FY 2011 approved at the Annual Town Meeting are as shown in the table on page 25. The figures used present the actual local contribution after the application of revenue from State and Federal Grants and Local Revolving Accounts including Pre-School, Kindergarten Tuition, School Food Service and Facility Rental.

School Enrollment

The building grade level organizational structure continues to locate the pre-school through grade three programs at the Steward School and grade four through grade six at the Proctor School. (see table next page).

The School Committee has worked for many years to maintain class sizes within the following ranges across each grade span:

- Kindergarten, 18-20;
- Grades 1-2, 20-22;
- Grades 3-4, 20-22;
- Grades 5-6, 22-24.

Topsfield Elementary Schools Expenditure Summary

	FY08 Approved Budget	FY09 Approved Budget	FY10 Approved Budget	FY11 Approved Budget
Total Salaries	4,845,188	5,132,500	5,088,448	5,039,332
Total Supplies/Materials/Textbooks	169,706	163,794	127,956	168,959
Total Equipment	35,257	40,826	36,358	43,306
Total Prof. Dev. (Mem./Work./Conf.)	62,009	62,697	45,732	45,062
Total Special Education				
(Tuition & Services)	566,556	563,997	400,153	395,338
Total Transportation	329,409	284,575	248,801	246,203
Utilities	213,229	211,394	237,590	225,306
Facilities	171,194	170,453	159,105	164,287
Total Operating Budget	6,392,548	6,630,236	6,344,141	6,327,793
Less: Applied Income Sources	462,608	522,398	559,200	546,200
Total Town Appropriation	5,929,940	6,107,838	5,784,941	5,781,593

Topsfield Elementary Schools Enrollment

	PS	K	Gr.1	Gr.2	Gr.3	Gr.4	Gr.5	Gr.6	K-6	Classrooms K-6
October 1, 2004	50	80	99	96	104	97	103	112	691	36
October 1, 2005	47	89	80	99	97	104	95	104	668	35
October 1, 2006	50	73	96	81	99	96	105	97	647	34
October 1, 2007	54	80	80	95	85	103	94	104	641	33
October 1, 2008	50	78	82	79	94	91	103	100	627	33
October 1, 2009	46	78	77	83	80	101	92	107	618	32
October 1, 2010	41	79	89	87	79	84	102	93	613	31

A study of future enrollment trends completed by the New England School Development Council (NESDEC) in March 2006 and updated in December 2010 continues to show a trend of anticipated enrollment leveling for the next several years. It is important to note that NESDEC's enrollment projections are based on birthrate, and cannot predict variations based on migration of new families to town, which impacted Topsfield's enrollment over the past year.

Massachusetts Comprehensive Assessment System (MCAS)

As Educational Reform in Massachusetts heads into its fourteenth year, school district accountability continues to be at the forefront of the reform effort. The Topsfield School Committee's goal is to increase the number and percentage of our students achieving at the Advanced and Proficient Levels in each grade and in each subject tested year over year. The Department of Education has rated each school district and school in terms of its performance and improvement over the past two years. Detailed information about the School District Accountability System Cycle III ratings, including determinations regarding the requirement to achieve Adequate Yearly Progress (AYP) under the federal No Child Left Behind (NCLB) law, can be found on the Massachusetts Department of Education web site, which can be reached through a link on our school district website (<http://www.tritown-schoolunion.com>).

The Massachusetts Comprehensive Assessment System (MCAS) now includes the following areas and grades:

- Grade Three: Reading and Mathematics
- Grade Four: English Language Arts, Writing and Mathematics
- Grade Five: English Language Arts, Mathematics, Science and Technology, History and Social Studies
- Grade Six: English Language Arts and Mathematics

The School Performance Index was introduced for the 2003 MCAS Administration. Performance points are awarded to a school or district for each student in the MCAS test group during the rating period. The goal is for each school and district to achieve a Composite Performance Index of 100 by the year 2014, (corresponding to all students performing at the Advanced or Proficient levels). Our Composite Performance Index is in the High or Very High Range for all areas tested. Our Overall District Ranking for 2010 continues to be in the top 10-15% out of 373 school districts participating in the MCAS. Additional information regarding the performance of Topsfield students including historical trends, the Composite Performance Index, and the Student Growth Percentiles can be found on the Department of Elementary and Secondary Education's website at <http://profiles.doe.mass.edu/mcas>.

2010 MCAS Performance Index for Topsfield Students

Grade and Subject	Advanced / Above Proficient		Proficient		Needs Improvement		Warning / Failing		Students Included	CPI	SGP	Included in SGP
	Topsfield	STATE	Topsfield	STATE	Topsfield	STATE	Topsfield	STATE				
GRADE 03 - READING	24	14	54	49	20	30	2	8	82	92.7	N/A	N/A
GRADE 03 - MATHEMATICS	21	25	49	40	28	24	2	11	82	88.1	N/A	N/A
GRADE 04 - ENGLISH LANGUAGE ARTS	22	11	61	43	10	35	7	12	101	90.8	63.0	98
GRADE 04 - MATHEMATICS	17	16	51	32	27	41	5	11	101	88.4	47.0	98
GRADE 05 - ENGLISH LANGUAGE ARTS	32	16	54	47	14	28	0	10	93	95.7	63.0	89
GRADE 05 - MATHEMATICS	38	25	42	30	19	28	1	17	93	92.5	56.0	91
GRADE 05 - SCIENCE AND TECHNOLOGY	25	15	53	38	22	36	1	11	93	92.5	N/A	N/A
GRADE 06 - ENGLISH LANGUAGE ARTS	32	15	61	54	5	21	2	9	109	96.8	48.0	103
GRADE 06 - MATHEMATICS	40	27	37	32	17	25	6	16	108	89.6	49.0	103
ALL GRADES - ENGLISH LANGUAGE ARTS	28	16	58	52	11	24	3	8	385	94.1	60.0	290
ALL GRADES - MATHEMATICS	29	26	45	33	22	27	4	15	384	89.6	49.0	292

Curriculum and Program Development

The Topsfield Elementary Schools maintain web sites which contain detailed information about our ongoing initiatives in curriculum, instruction and professional development. These web pages can be located at www.tritown-schoolunion.com and www.topsfieldschools.org.

Special Education

The special education programs in Topsfield have always been outstanding and we continue to assess and modify our program needs each year to ensure we remain flexible enough to meet the growing complexity and numbers of our students with disabilities. School districts are mandated by state and federal laws to provide special education services to those students with disabilities who require specialized instruction in order to make effective educational progress and to ensure that these services occur in the least restrictive environment; we are required to begin providing special education services to eligible students as early as their third birthday. Special Education programs are required to be individually tailored and reasonably calculated to ensure the individual student makes steady progress towards meeting the same curriculum standards as all students in our district. Students with disabilities who meet the eligibility criteria for a special education program are entitled by federal statute to receive a Free Appropriate Public Education (FAPE), therefore, this is an area over which the local School Committee has little control in terms of costs, which can have a major impact upon our budget. Clearly, there are diverse student needs that must be addressed through our educational programs and the School Committee asks for your continued support with the local budget to ensure

all children's needs are fulfilled to the best of our ability. The Committee is very proud of the extent to which our district has been able to provide education to students within our own district. The ability to provide appropriate programs to children in-district provides significant cost-savings to the Town, and is achieved through many innovative programs (some discussed below) that have been introduced over the past decade.

As of December 1, 2010, there were 115 special education students in the Topsfield Elementary Schools, grades Pre-Kindergarten through grade 6 with 14 of those students being of Pre-School age. The percentage of Topsfield students (Kindergarten through 6th grade) receiving special education services is approximately 15.9% which is the same as a year ago. In addition to our Inclusion and Resource Room programs, we also have several programs for students with more intensive needs; our Language-based Learning Centers are successful program options and are available at both the Steward and Proctor Schools. We have also operated an Intensive Preschool Program for about 8 years and have accepted students from Boxford and Middleton for a tuition, when those districts' students have needed this type of program. As we look ahead to 2011, Topsfield will again require the majority of spaces within this program. We have also had one student attend one of our Language-based Learning Center Programs from a nearby town for the past 2 years, again paying a tuition to the town for these special education services.

With the financial assistance of Federal ARRA stimulus funds to supplement the federal grant

for special education students, we were able to create and implement a new model at the Steward School for students in grades 1 and 2 beginning in the 2009-2010 school year. This program is a multi-age classroom with two teachers, one of whom is a part-time special education teacher, who work collaboratively to provide a high quality program for both typical and special needs students and do so by providing all special education teaching within the general education classroom. As the ARRA grant program will end on June 30, 2011, the Topsfield Schools will lose about \$82,000 in funding. The multi-age program has not only benefitted students with disabilities, it has also provided a much needed and cost-efficient means to absorb an overflow of students in grades 1 and 2 for the past 2 years. All students have benefitted from this multi-age and co-taught classroom and hope to see it continue in spite of the anticipated funding challenges.

In addition to school year programs, we are obligated to provide Extended School Year (summer) programs for about 1/3 of our special education students. In the summer of 2009, we forged a partnership with the Topsfield Recreation Department in order to provide not only the educational program required to prevent substantial regression, but also the social pragmatic language program option some students require. This program was a highly successful partnership and benefitted the students tremendously; we therefore continued this partnership program during the summer of 2010 and will do so again for the summer of 2011.

The District is deeply committed to an inclusive philosophy pursuing effective ways to

integrate all our children into regular education settings. We continue to implement an inclusive teaching model in both schools which combines the strengths of a classroom teacher with those of a special educator to provide intensive instruction in the regular education classroom setting, one of the goals and requirements of the special education regulations. This structure enables us to provide the most appropriate instruction in the least restrictive setting possible. We also recognize that we need to offer a full continuum of services, therefore also have Resource Room and Learning Center Program models in place in order to address the varied needs of students. We also extend our program options beyond the confines of our schools through memberships with two outstanding collaboratives, the Greater Lawrence Educational Collaborative and the North Shore Education Consortium. Our affiliation with these two collaboratives enables us to provide more intensive and highly specialized educational programs to low incidence populations of special needs students, to serve as a resource to work collaboratively with member districts to address a variety of special education issues, and to provide professional development opportunities for staff.

Closing Statement

The School Committee has endeavored to maintain a focus on teaching and learning directed towards increased student achievement in a standard-based environment. The economic climate has made this endeavor most challenging. We are fortunate to have the steady leadership provided by our Superintendent, Bernie Creeden, and his central office, along with our dedicated principals and

teachers. These professionals have labored to ensure that the quality of education for our children remains at the highest level possible despite the drastic cuts to our 2009/2010 budget, and continued budget restrictions. As members of the community serving on the school committee, we are most grateful for these efforts.

We understand that the Town's budget faces many pressures, including significant increases in health insurance and pension costs, but feel we must advise Town leaders, residents, and taxpayers that continued or increased restrictions on the Elementary School budget will have lasting and potentially far-reaching repercussions.

Respectfully submitted,
 Jeff Evaul, *Chairperson*
 Jeanine Cunniff, *Vice Chairperson*
 Susan Archer
 Rosemarie Lucey
 Gordon Spater

Masconomet School Committee

2010 Masconomet Highlights

3 National Merit Scholar Finalists
3 Semi-Finalists
8 Commended Students.

Advanced Placement

223 students took 391 AP exams;
86% scored a 3 or higher on the 5 point scale
62% of our students scored a 4 or 5.

College Acceptances

The class of 2010 had 94% of the graduates attending college:
(86% to 4-year programs and 9% to 2-year programs).

Art Program

Masco received more Boston Globe Scholastic Art Awards than any other school program in the state.

72 awards were received overall including:
17 Gold Key awards and
20 Gold Key portfolio awards.

Masconomet Athletics

Cape Ann League Conference Champions:
Football, Girls Soccer, Girls Ski, Girls Cross Country, Girls Tennis, Boys Baseball and Boys Golf.

The Football team played in the Massachusetts Division IIA Superbowl at Gillette Stadium.

To the Citizens of Boxford, Middleton, and Topsfield:

The FY10 school year held a renewed level of enthusiasm, sense of purpose and vigor for our students and staff. The Masconomet Regional School District continues to be an exciting place to work and learn. On behalf of the School Committee, school site administrators, dedicated front line personnel – our teachers – and the ones for whom we work, the children of our towns, I present the following report.

The Commonwealth, the Tri-Towns and Masconomet continued to face financial challenges for FY10. The district made it a priority to maintain our long-term investment in student programs and to do so within a level funded budget. The appropriation for FY10 remained the same as the appropriation for FY09 at \$24,805,341. Our FY09 cost per pupil as published by the Mass. Department of Elementary and Secondary Education was \$11,979, which continues to be nearly \$1,000 or 7.96% below the state average.

Assessment

Yearly assessments are administered to students across the grade levels in our district. They include MCAS at grades 7, 8, and 10, and AP Exams, PSAT, SAT, and common course mid-year and final exams at the high school level. No one assessment provides a complete picture of our students or our programs. Viewed collectively, the purpose of these assessments is to: (1) determine the effectiveness of district reading, writing, and mathematics programs as well as the degree to which stu-

dents have learned content materials outlined in our curriculum; (2) assess individual student progress and report that information to parents; (3) plan appropriate professional development based on identified areas of need designated by student data; (4) determine intervention or enrichment activities; and (5) report to parents and the community the progress students are making toward meeting established learning goals.

Highlights

Masconomet continues to be a high performing public school district. We had 3 National Merit Scholar Finalists, 3 Semi-Finalists and 8 Commended students. During 2010, 223 students took 391 AP exams; 86% scored a 3 or higher on the 5 point scale; 62% of our students scored a 4 or 5. Our Art program continues to produce award winning students. We received more Boston Globe Scholastic Art Awards than any other school program in the state. Seventy-two awards were received overall including 17 Gold Key awards and 20 Gold Key portfolio awards. Masconomet athletic teams had very successful 2009-10 seasons. The Football, Girls Soccer, Girls Ski, Girls Cross Country, Girls Tennis, Boys Baseball and Boys Golf teams all won the Cape Ann League Conference title. The Football team played in the Massachusetts Division IIA Superbowl at Gillette Stadium.

Our college acceptance rates continue to climb. MRHS students are consistently accepted at the colleges of their choice. The class of 2010 had 94% of the graduates attending college (86% to 4-year programs and 9% to 2-year

programs). A growing number of our students apply to college early. We had 507 early action applications submitted by our students before December. Northeastern University was the private school with most applications from our students (17% of our students applied) and the University of Massachusetts – Amherst was the public college with the most applications from our students (34% of our students applied).

Dr. Anthony Bent was hired as an Interim Superintendent of Schools to replace Dr. Claire Sheff Kohn who retired after the FY09 school year. Among a number of initiatives, Dr. Bent assisted the school committee in negotiating new collective bargaining agreements with all of our employee groups. The new agreements continue our goal to control the long-term expense of employee benefits through an increase in the employee's share of the cost of their health insurance plans.

Potential Revenue Generating Initiatives

The School Committee reviewed a number of potential revenue generating initiatives this past year. It was decided that establishing a foundation, and pursuing a procurement card program (P-Card) were the two to focus on, since they had the potential for generating the greatest return on our investment.

The Masconomet Education Foundation has organized and is preparing to undergo fundraising for the first time. The goal of the group is to support the continuing improvement of the school district. They are concentrating on supporting instructional technology equip-

ment, the Global Education Program and general educational improvement.

A procurement card is a form of a trade credit card with spending restrictions. Supplies and services procured with the card must be paid in full every month. At the end of each year, the P-Card company issues the district a rebate based on the total activity for the year. The rebate percentage will range from 1.05% to 1.21. The rebates to Masconomet will directly reduce the assessments to the towns and save taxpayers money.

Go Green

Since 2008, one of the major initiatives that the district administration has embraced is a “Go Green” campaign. Staff, students, and administration continue to look for ways to reduce the carbon footprint of the school district. Energy intensive equipment has been replaced, automatic timers have been commissioned in various parts of the building, a “turn it off” campaign was introduced, and bottled water was replaced with filtered water dispensers in the cafeteria. These efforts have resulted in an average reduction in natural gas consumption of 26.6% and an average reduction in electricity consumption of 16.1%.

Superintendent Search

The district continued to work with NESDEC to conduct a nationwide search for a permanent Superintendent. After months of work and input from a number of community members, the school committee hired Dr. Darrell Lockwood to lead the district. After completing the Superintendent search, the School

Committee immediately began the process of hiring a replacement for Debra Bromfield to lead the Special Education program. The successful search culminated in the hiring of Dr. MaryEllen Kelleher as our new Pupil Personnel Services Director.

Enrollment

Our official enrollment from the October 1st school district census went from 2,184 students in grades 7 through 12 in October of 2008, to 2,121 students in October of 2009. The student breakdown by town for FY10 included 810 students from Boxford, 690 students from Middleton and 621 students from Topsfield. We continue to monitor these numbers as the Boxford number continues to drop and the Middleton number is on the rise. Topsfield’s student numbers remain quite stable.

Middle School

The Middle School math team placed second in their division. We are fortunate to have not only superstars in math but such a large interest in the program. Over the last few years the Excels program has expanded the offerings and the number of students attending these clubs and afterschool activities has more than doubled. After school at the MS seems more like school is in session. The Middle School Student Council has continued their generous donations of food and clothing to local charities. In addition, they have taken on new challenges such as the victims in Haiti and the Leukemia and Lymphoma Society. The grade 8 student council members attend the ELNA fall conference “Power of Youth.” These workshops are designed for middle school students

on topics such as leadership, environmental issues, and community service.

Appreciation

One staff member retired from Masconomet this past school year. We send best wishes to Sandra Samaha for her ten years of service to our art program. We are forever indebted for her work with our students.

Please join me in thanking several School Board members for their years of service. James Shanahan, Kimberly Holliday and Steven Eimert, all of Boxford, completed their service to the district during FY10.

In closing, as always, we give thanks to school committee members, employees, school volunteers, parents and citizens who have contributed to the past and present accomplishments of our students. Your continued support and cooperation is essential to our students’ success.

Daniel Volchok
School Committee Chairperson

North Shore Regional Vocational District

NORTH SHORE REGIONAL
VOCATIONAL SCHOOL DISTRICT
30 LOG BRIDGE ROAD,
MIDDLETON, MA 01949-2806
www.nsths.net

The following is a condensed version of the Annual Report for the period January 1, 2010 through December 31, 2010.

For a complete report, please contact:

Trudi Hall, *Topsfield Representative*
North Shore Regional Vocational School
Committee

Daniel R. O'Connell, *Superintendent-Director*
North Shore Regional Vocational School
District

Merger Study

The plan to build a \$133 million high school that proponents say will transform vocational education on the North Shore finally became a reality in December.

The Owners Project Manager (OPM) and New District Fee Negotiation team completed design fee and scope negotiations. Negotiations resulted in a reduction from approximately 10% of total construction cost to approximately 7.9%. A Notice of Intent to Award a Contract was approved by the full School Committee and sent to the architect. The next step will be to finalize the draft Massachusetts School Building Authority's (MSBA) Construction Manager (CM) at Risk contract with the architect, OPM and MSBA legal counsel.

The OPM completed the application with information provided by the Superintendents relative to construction experience. The OPM will secure the signature of the School Committee Chair to the application and submit to the state.

The Architect and Engineering teams began Program Review and Early Design Development Phase. The School Superintendents have scheduled "Design Focus Group Meetings" with teacher, staff and administrative personnel from each school. This review will allow new district representatives to have input on the previously completed schematic phase and re-introduce the project to all stakeholders.

After compiling and analyzing the Design Focus Groups data, the Architect will move into the Design Development Phase of the project

where scaled layouts and building elevations will be drawn and specifications will also begin to be developed.

All necessary plans and specifications will be finalized into a package of documents suitable for bidding. The CM at risk firm will assist the project team in insuring the best and most accurate plans and specs are developed lending their experience as "builders" into the design process.

Construction Phase

10/20/2011 to	Construction of new
01/20/2014	buildings and playing fields
02/20/14 to	Demolition old buildings
06/20/2014	and finish fields
09/01/2014	New School Year Begins

The Essex North Shore Agricultural & Technical School District has hired Richard Manley of Edwards Angell Palmer & Dodge LLP as bond counsel and Peter Frazier, Senior Vice President, of FirstSouthwest as financial planner for the construction project. A preliminary bonding schedule for payment by sending communities will be distributed during the month of February. Interest only will be assessed for 2012 and 2013. The North Shore Technical High School website (www.nsths.net) will continuously update all merger progress in the future.

Administration

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member com-

munity, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee and oversee the daily operation of the school.

Curriculum

Over the course of the past year administrators and faculty have worked collaboratively to increase the instructional rigor in each of the four academic areas to better prepare our students for collegiate studies or employment. The following initiatives have been implemented:

- Each content area has designed a research paper so students have the opportunity to complete a minimum of one paper in each of their four years of attendance.
- MCAS-like comment assessments in all four grade levels have been developed in order to prepare students for state testing as well as to allow us to obtain "real time" data on our students' knowledge and the effectiveness of our instruction. In English, we have had one set of assessments independently scored by a former MCAS designer in order to obtain consistent scoring.
- "Writing with Colors" has been introduced to the English Department. This program equips students with the skills to include a thesis statement, transitions, supporting details, commentary and analysis, and style in their writing so that their work is ultimately a more complete piece. Because of its effectiveness, students have begun to utilize this program in other content areas.
- Walk-Throughs by administrators in both academic and vocational learning environ-

ments have been focused and in line with our school improvement plan.

General and Program Advisory Committees

The Program Advisory Committees meet twice per year to discuss suggestions for improving our vocational-technical programs. The instructors use these meetings to learn about the latest equipment, materials, techniques, and technology being used in industry. Improvement in curriculum and delivery of instruction are directly related to these suggestions and industrial standards.

The General Advisory Committee consists of one member from each of the Program Advisory Committees and the school Principal. Each member has specific recommendations from their advisory committee and advice for how to improve the vocational delivery system and maintain the high industrial standards and integrity of each program. The General Advisory Committee discusses articulation agreements, integration into the curriculum for academics and career areas, the OSHA 10-hour card online training, and the diversity representation of our advisory committees. Another key task for the General Advisory Committees this year is to offer input on the design of the new merged North Shore Technical High School and Essex Agricultural and Technical High School building project to ensure that both the design and space of the vocational areas will provide students with the optimal learning environment.

Vocational Career and Technical Area

Reading the Labor Market Blueprint published this past October by the Workforce Investment Board, it re-enforced my assessment that North

Shore Technical (NST) is definitely on the right track. Current priorities here at NST include helping our students develop strong foundation skills (math and science), technology skills, the development of their soft skills and the importance of a good work ethic; all recommendations made in the executive summary of that report. These areas are priorities in at NST and are taught every day in our technical shops, their related classes and their PDP classes.

Three of the four areas identified as critical drivers of labor market demand are in the areas of Construction, Health Care and Durable Goods manufacturing. These programs are well established at NST and continue to grow. One focus of our technical programs is to ensure that students receive recognizable certifications to help them be successful in their chosen field. Students are also taught the importance of green technology and concepts to complete tasks.

The importance of practicing safe work habits, integration with the academic classes and creating a portfolio are all areas that are worked on in their technical area. In addition students participate in the Skill/USA program, which helps students improve their technical skills by competing against students from other technical high schools in their chosen field.

Dual Enrollment

Dual enrollment is a program offered to eligible high school juniors and seniors who want to earn both high school and college credits simultaneously by taking courses at publicly founded higher education institutions. Students from the class of 2010 participated in these programs at North Shore Community College and Salem State College.

During the 2010-11 school year, two seniors from Information Technology Services will participate as full-time students in the dual enrollment program at Johnson and Wales.

Cooperative Education

Cooperative Education provides seniors the opportunity to develop academic, technical and employability skills in a work-based setting.

During the 2009-2010 school year, twenty-five (25) junior and senior students went out on co-op. These jobs resulted in full-time employment for graduates not attending post-secondary schools.

Senior Placement

The class of 2010 saw 36% of its graduates matriculate to a two year school, 24% to a four year school, 8% enlisted in the Military and 30% were placed in jobs related to their career programs.

Transportation Department

The Transportation Department is currently looking into a gradual transition into the busing of Essex Aggie students prior to the merger. Hopefully this will be complete before the merger. This will spread the expense over a few years instead of waiting and getting hit with the expense all at once. The size of our fleet will gradually be increased to accomplish this.

Adult Education

Adult Evening Education at North Shore is a self-supporting program that offers approximately sixty (60) vocational-technical classes that enhance the professional and personal lives of the adult members of our community. The Program serves nearly one thousand adult students that participate in a wide variety of courses.

New this year, the Adult Education Program initiated the development of online course capabilities and has presented our first online course in webpage design. It is our hope to expand our offerings in the near future.

Business Office

The Department of Revenue has certified the amount in our unencumbered excess and deficiency funds available July 1, 2010 at \$463,685.

The Fiscal Year 2012 Budget preparation is currently in process and will be presented to the District's Finance & Property Policy Subcommittee in February and subsequently to the District's School Committee. At this point, we have not received financial data pertaining to fiscal 2012 from the Department of Elementary and Secondary Education. Preliminary figures are expected to be released in mid January.

We continue to work diligently to reduce costs and increase local revenues. Service contracts continue to be reviewed and quotes, in some instances, are requested when not required. We are using our district buses to transport Essex Agricultural students for a fee and are continuing cooperative athletic programs and share costs with Essex Agricultural and technical high school.

North Shore's FY 2010 and 2011 budgets had 1% and 1.89% increases respectively, as we've requested level funded budgets by departments for the last two years and will do the same for the FY 2012 budget.

Board of Health

Board of Health Members (July 1, 2009 thru June 30, 2010):

Bill Hunt, *Chairman*
Sheryl Knutsen, *Clerk*
Wade Goldman
Vince Guerra
Gerald Topping

John Coulon, *Agent*
Susan Winslow, *Office Secretary*
Catherine Tinsley, *Board Minutes Secretary*

The Topsfield Board of Health (BOH) continues to deliver increasing public health services to the citizens of Topsfield in an efficient manner while remaining mindful of today's challenging economic climate. This has been accomplished by creative use of grant money and innovative approaches to fulfilling our legal mandates.

The Topsfield Board of Health members are appointed annually by the Board of Selectmen. Currently numbering five members (increased from three), they have the legal authority to set local policies and regulations to ensure both public health and environmental protection. Under Massachusetts General Laws, all 351 Massachusetts communities are responsible for delivering essential public health services, such as disease prevention and control, health and environmental protection, and the promotion of healthy communities, all through a diverse variety of means.

Serving as a local extension of both Massachusetts Department of Public Health and the Department of Environmental Protection, the Topsfield Board of Health has statutory powers to develop and promulgate rules and regulations in all areas of public and environmental health to supplement and reinforce state laws. This past year, the Board of Health worked closely with the Topsfield Regional Medical Reserve Corps (11 communities), one of 44 such volunteer groups in the State utilizing federal funds to grow local emergency response capacity (www.medicalreservecorps.gov).

We worked closely with the towns of Middleton and Boxford to host a series of vaccination

clinics at the Topsfield Fairgrounds and Tri-Union schools and other Tri-Town locations in response to an active flu season and the H1N1 outbreak. The Tri-Town Boards of Health were recognized by the MA Department of Public Health for exemplary service in coordinating the vaccination clinics that ran from November, 2009 to March, 2010.

The Health Agent and members of the Board of Health attended educational and planning meetings with the MA Dept of Public Health and similar organizations in order to expand and enhance our ability to meet the needs of the public.

The 2010 Topsfield Fair (www.topsfieldfair.org) continued to require the daily oversight of the BOH Agent. Concerns include food (135 permits issued), solid waste, liquid waste, animals, vector control, and on-site housing. Annually, the Topsfield Fairgrounds is the site for over 50 non-Fair events. All have the same oversight concerns as the Fair.

VNA Care Network and Hospice, Inc. (www.vnacarenetwork.org) is contracted to deliver public health nursing services, including Seasonal Flu Vaccinations, Wellness Clinics (Little Brook Village & Washington Meadows), Communicable Disease follow-up, Emergency Response.

The Topsfield Board of Health brought new revenues of \$1120.50 to the Town's General Funds from vaccination reimbursements at the expense of \$305.00 from its own budget.

The Town of Topsfield subscribes to The Northeast MA Mosquito Control & Wetlands Management District (www.northeastmassmosquito.com). The organization monitors mosquito activity in Town and makes recommendations to the Board of Health when action is warranted. It also submits an annual Best Management Practice Plan to the Board of Health for review and comment. See the town website for the current plan.

The Board of Health worked closely with the Topsfield Elementary Schools and Masconomet Regional Middle School and Senior High School in applying the State guidelines for the recognition and management of influenza-like illness.

The Board of Health was educated through meetings, presentations and an available DVD regarding the new Open Meeting Laws that took effect on July 1, 2010. The Topsfield Board of Health meets publicly at the Town Hall Conference Room on the fourth Thursday of every month unless posted otherwise. Topsfield citizens are encouraged to participate in maintaining their community's health.

Thank you to Susan Winslow for her assistance in writing this report.

Respectfully submitted,
John Coulon
Board of Health Agent

A-Z OF PUBLIC HEALTH: A SAMPLING

A	B	C		E	F
	Beaches	Chronic Illness	D	E. Coli	Fact Sheets
Air Pollution	Beavers	Communicable Diseases	Dairy	Eastern Equine Encephalitis	Fish
Animals	Bed Bugs	Community Sanitation	Daycare Centers	Emergency Prep. and Response	Food Safety
Arbovirus	Biohazard	Complaints	Disease Reporting	Environmental Health	Funding
Asbestos	Bioterrorism	Court		Epidemiology	
Asthma	Body Art	Criminal Offender Record Inventory (CORI) Checks			
Avian Flu Virus	Botulism				
G	H	I	J	K	L
Geographic Information Systems Giardia	Hand washing	Immunizations	Jails	Knowledge	Lead Paint Poisoning
Grease Traps	Hazardous Waste Disposal	Indoor Air Quality			Licenses
Greywater	Hepatitis	Infectious Diseases			Listeria
Groundwater Elevation	Hoarding	Influenza			Lyme Disease
	Housing	Information			
		Injury Control			
		Inspections			
M	N	O	P	Q	R
Mental Health	Noroviruses	Outbreaks (Disease)	Permits	Quality of Life	Rabies
Mercury	Nuisances		Pesticides	Quarantine	Radiation Control
			Policy, Planning, Partnerships	Quaternary Ammonium (Sanitizer)	Regulations
			Pollution		Risk Communication
			Prevention		Recreational Camps
S	T	U	V	W	X
Salmonella	Tanning	Unconventional	Vaccines	Water	X-Rays
Smoking	Tattoos	Therapies	Variances	Wellness	
Soil Evaluations	Threat Assessment	Universal Precautions	Viruses	West Nile Virus	
Septic Systems	Ticks			Wildlife	
Solid Waste	Tobacco Control			Y	Z
Statistics	Training			Yersinia	Zoonotic Diseases
Surveillance	Trash				
Swimming Pools	Tuberculosis				

Topsfield Board of Health Activity

	*2008	*2009	*2010
SEPTIC SYSTEM ACTIVITY			
SOIL TESTS CONDUCTED	31	21	19
SEPTIC SYSTEM INSPECTION REVIEWS	35	47	89
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	31	41	32
SEPTAGE HAULER LICENSES ISSUED	19	30	24
NEW APPLICATIONS RECEIVED	8	6	5
REPAIR APPLICATIONS	12	27	26
FOOD PERMITS			
ANNUAL PERMITS	23	29	37
TEMPORARY PERMITS - FAIR	132	134	127
TEMPORARY PERMITS - NON-FAIR	27	34	33
MILK PASTEURIZATION	1	1	1
CAMP PERMITS	3	4	3
POOL PERMIT	1	1	1
BEACH PERMIT			1
TANNING SALON	1	1	1
TOBACCO PERMITS	4	3	3
PUBLIC HEALTH INITIATIVES			
COMMUNICABLE DISEASE INVESTIGATION	143	194	190
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED TO TOWN RESIDENTS	308	413	413
BLOOD PRESSURE/WEILLNESS CLINICS CONDUCTED	48	48	48

Data Source: Town of Topsfield Annual Reports/BOH Records

* Fiscal Year 2010: July 1 - June 30

Council on Aging

The current COA Board of Directors:

Jolene Guerra, *Chairman*
 Pat Carroll, *Vice Chairman*
 Kathryn Crockett-Lyon, *Secretary*
 Larry Atkins
 Fred Capobianco
 Jenifer Collins-Brown
 Donna D'Agostino
 Jackie Rizzo

Lydia Bertolino, *COA Director*

Our office is open
 Monday through Thursday
 9:00 a.m. to 3:00 p.m.
 and Fridays, 9:00 a.m. to noon.

The Topsfield Council on Aging's (COA) purpose is to design, implement and promote programs and services to support the independence, health and well-being of residents aged 60 and over. These programs include Outreach, Meals-on-Wheels, Transportation, Social and Educational Programs, Information and Referral, Wellness Programs, Support Services, Volunteer Opportunities, Senior Tax Work Off Program, and a variety of other services.

Accomplishments

The COA accomplishments are as follows:

- The COA Van provided more rides to medical appointments than in past years. We continue to offer trips, rides for groceries, errands, hairdressers, post office, library, COA activities and more. We had 93 unduplicated seniors who were provided with 3,548 trips.
- In addition, we had recruited volunteer drivers who provided 24 rides to five senior citizens to their medical appointments when the COA Van Service was not available.
- Outreach, Information and Referral: Office and phone contacts of 5,318 were provided to seniors and non-seniors seeking information and assistance.
- There were 4,271 home delivered meals delivered by the COA to 29 unduplicated seniors, and 264 meals were served at special luncheons to 95 unduplicated seniors. The food is prepared by the Proctor School for Meals on Wheels during school session and then by Sidekim Foods out of Lynn, SeniorCare's caterer. Our core of dedicated volunteer drivers deliver an average of 22 meals daily excluding holidays and snow days. In addition to delivering the meals, the volunteers provide a daily wellness check. Some of our drivers for Meals-on-Wheels receive a stipend from the Commissioners of Trust Funds and some choose not to receive the stipend. The Topsfield Garden Club continues to provide our home delivered meal participants with individually made plants or flowers throughout the year.
- The COA's publishes a four-page newsletter each month under a grant from the Commonwealth of Massachusetts Executive Office of Elder Affairs. The newsletter is mailed to 850 seniors each month. The newsletter provides information on programs, services, and social activities that are important to our senior citizens each month.
- Thanks to our partnership with Northeast Senior Health we were able to provide the following workshops: Macular Degeneration and New Advancement - Safe Driving Tips - Stroke Education and Prevention - Talking to Your Doctor - Holiday Cooking for One - Exercise, Safety, & Fall Prevention - Eating Well As You Age - Learn About Lifeline, and Keys to Healthy Aging.
- Free monthly movies were offered thanks to our partnership with the Topsfield Public Library.

- The VNA Care Network provides *Elder Keep Well Clinics* on the 1st and 4th Thursday of each month at Washington Meadows Community Room and on the 2nd and 3rd Thursday of each month at Little Brook Village Community Room.
- The Senior Tax Work Off Program was very successful and we placed 8 eight seniors in the following Town Departments: Board of Health, Council on Aging, Library, Proctor School, Fire, Cable, and Town Hall. Each senior received up to \$750 in an abatement on their property taxes for FY 2010.
- The Tri-Town TRIAD was disbanded and each individual town established their own TRIAD. Topsfield TRIAD continues to offer safety programs for the seniors such as the File of Life, House Numbering, Grab & Go and more. New members are always needed to join the council.
- We continue to receive Title III funding of \$2,200 from SeniorCare, Inc. which enables us to pay for our van driver for hours beyond what we have budgeted for the year. This allows us to offer van service later in the day. The Massachusetts Executive Office of Elder Affairs allocates funds from a Formula Grant in the amount of \$8,449 that covers the cost of our data clerk, office supplies, MCOA Conference, training, and newsletter mailings. In addition, we receive funds from the Commissioners of Trust Funds to reimburse our Meals-on-Wheels drivers a stipend when they deliver meals.

- The Essex County Agricultural Association continues to offer the Bee Building to the COA at no charge. The COA offers activities, luncheons, classes, and other activities at the Bee Building throughout the year on Mondays, Tuesdays, and Thursdays. The Topsfield Housing Authority offers free space in their community room for Scrabble, Knitting, Strength Training Exercise, and Yoga.
- The Friends of the COA provide funding for the monthly internet service for seniors at Little Brook Village at a cost of \$720.00 per year plus funds for ink supplies for the printer. They also pay for the Holiday Party held in December each year. The Friends continue to work very closely with the COA Director, Board and Staff as our fundraising arm of the COA.
- Volunteerism - Our organization presently has 78 active volunteers providing the COA with 1,823 hours of service freely without compensation. They teach our Strength Training Class, Yoga, and Writing Class. They deliver meals on wheels, help at our luncheons, leave raking, snow shoveling, and a variety of other activities for the COA. They also assemble each month the COA Newsletter and serve on boards. In June, we held our Annual Volunteer Appreciation Breakfast and at the event two outstanding volunteers were honored and received the Silver Tree Award. They were: Janice Englehardt and Christine Roman.
- The COA worked very closely with AARP Tax Volunteer Clayton Shepard scheduling

the counseling session for him from February 1st to April 15th. Clay Shepard assisted forty-one senior citizens this past season. In May, at SeniorCare, Inc's Annual Meeting, Clayton Shepard received the Rosemary Kerry Community Service Award.

- The Topsfield COA and the Town of Topsfield SHINE Counselor Susan Winship provided assistance for seniors on health insurance information. This past year she served 27 unduplicated seniors in Topsfield. Many of these people were referred to her by the COA office.

Staffing

Staffing at the COA consists of Director, Lydia Bertolino for 30 hours, Secretary, Beth Wideberg for 22 hours, and two Van Drivers, Nick Mazzetta and Jim Rouvalis for 21 hours. Our Data Clerk, Peg Beauregard, eight hours per week is paid from our formula grant. Lorraine Hill continues to assist us by covering activities at the Topsfield Bee Building on Mondays, Tuesdays, and Thursdays. She works through a grant from the Federal Government Senior Employment Program, Operation A.B.L.E. In addition we had two senior tax workers placed in the COA office in Town Hall.

Challenges

Due to budget limitations, staff hours are limited and the services and programming that we are able to provide for the seniors of Topsfield are restricted. We continue to try to offer a high quality of service to the families and senior citizens on a daily basis which means more time must be allocated for staff. Our

office space is extremely small for the number of employees working or volunteering at the COA; it is crowded, noisy and not private. Finding private space for individual meetings with seniors and family members is difficult at times because the only accessible space available is the Town Hall Conference Room which is booked in advance and not available.

It is difficult for the COA staff to schedule our activities on a daily basis when we do not have a senior center or community center. Presently our activities are held at different locations in town. Most of them are held in the Bee Building at the Topsfield Fairgrounds, some at Little Brook Village, Villages of Great Hill, Topsfield Library, Emerson Center and Gould Barn. It is time consuming to the staff because we always have to keep the set-up as is, moving tables and chairs constantly, no storage space for supplies, and no on-site staff.

Respectfully submitted,

Lydia Bertolino, LSW
Executive Director COA

Tri-Town Council

TRI-TOWN COUNCIL BOARD OF DIRECTORS

Christine Rothman, *President*
 Jeanne Richards, *Treasurer*
 Dottie Crowther, *Secretary*
 Susan Block
 Sally Dahlgren
 Rhonda Fogel
 Robin Wildman

TRI-TOWN COUNCIL ADVISORY BOARD

Dana Webster
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 Diane Frampton
 Guy Simmons
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 Joan Murphy
 Adam Thurlow

For more than four decades Tri-Town Council has actively served the Tri-Town communities working with thousands of youth and families providing prevention services and support. From its grassroots beginning as the Tri-Town Council on Drugs formed by concerned citizens to address youth drug and alcohol abuse; to the development of a strong working relationship with the Masconomet Regional School District and Tri-Town Elementary Schools providing social and emotional wellness programs; to its expanded role in parent support and education; Tri-Town Council continues to proactively respond to the needs and concerns of the Tri-Town community through collaboration with schools, parents, youth, law enforcement, community organizations and area resources.

Last year alone, Tri-Town Council impacted thousands of students, parents and educators with more than 50 proactive programs and workshops including bullying/cyber bullying education, alcohol & drug prevention education, social skills workshops, stress management and substance-free events. We focus on programs and services which support and empower youth to make healthy and safe decisions.

This year, Tri-Town Council established the Tri-Town Youth Substance Abuse Prevention Coalition which will provide local coordination, education and advocacy toward the ultimate goal of reducing youth substance abuse in the Tri-Town community. In addition, we staff a 24/7 counseling hotline Project Safety Net (978-771-4619) providing night, weekend and holiday support for youth and families in need.

Educational Programs and Workshops

Community Presentations

- November 2010 – “Supporting Social Success and Online Safety” Presented by Dr. Elizabeth Englander, Director of Massachusetts Aggression Reduction Center (MARC). This presentation open to all parents/guardians and educators included trends and data about how adolescents and teens are using social networking sites and communications technology as well as information on the new Massachusetts bullying prevention law including offering recommendations for parents to work more effectively with schools to reduce bullying, cyber bullying, and increase online safety.
- January 2011 – “Race to Nowhere” Film and Facilitated Discussion. “A concerned mother turned filmmaker aims her camera at the high-stakes, high-pressure culture that has invaded our schools and our children’s lives. *Race to Nowhere* is a call to action for families, educators, and policy makers to challenge current assumptions on how to best prepare the youth of America to become healthy, bright, contributing and leading citizens.” The viewing of this film was free and attended by more than 350 community members and provides a platform for future small group workshops and discussions planned for 2011 (<http://www.wickedlocal.com/boxford/news/education/x687474235/Are-Tri-Town-children-over-booked>).
- February 2011 “Boy Sense” This program developed for the Tri-Town Council for parents/guardians and educators of boys in grades pre-K through 6th grade focuses on understanding the developmental needs and nurturing the resiliency of boys at home and at school.
- March 2011 – “Just Let the Kids Play: Addressing the Latest Trends in Youth Sports” Presented by Bob Bigelow. For all adults (parents/guardians, educators and coaches) involved or interested in youth sports. This program addresses the latest trends in youth sports including parental over-involvement, overuse leading to injuries, excessive travel and coaching techniques. This event is co-sponsored by the Boxford, Topsfield, Middleton PTO’s and the Tri-Town Council.
- April 2011 “Bullying Prevention and the Bystander” This program focuses on the bullying dynamic, the role of the bystander and offers specific strategies to help parents and educators support the social and safety needs of elementary and middle school aged children.

Student Workshops

- October and November 2010 “Internet Safety & Cyber Bullying” Presented by Massachusetts Aggression Reduction Center (MARC) staff in collaboration with Tri-Town Elementary School and Masconomet principals, the student workshops addressing internet safety, social networking, gaming and cyber bullying. Workshops were provided for all Tri Town students in 5th through 10th grades.
- November 2010 “Peer Leadership Bullying Prevention Training” Facilitated small

group training for Masconomet Middle and High School students. As a result of this training an Anti-Bullying Task Force has been established and plans to meet regularly under the guidance of teacher mentors to identify activities and events addressing school culture and safety.

- November 2010 & May 2011 “Making Good Decisions” by Teen Challenge Classroom presentation for Masconomet High School students in 9th and 10th grade health education classes focusing on preventing drug and alcohol use and addiction.
- May/June 2011 “Teen Dating Violence” Classroom presentation for Masconomet High School students in 9th and 10th grade health education classes.
- May 2011 “Wellness Fair” In conjunction with the Masconomet School Health Advisory Council (SHAC). This event available to Middle and High School students focuses on student health and wellness.
- May 2011 “Navigating through College & Beyond” – Presented by transition expert Gail Jones, this program for Masconomet High School Seniors offers constructive guidance on what students need to know about moving on towards a more independent life after high school.
- June 2011 “6th Grade Student Transition” – Facilitated by Masconomet Middle School Guidance Counselor Rob Beardsell, select Masco Middle School Students are transported for hour-long visits to 6th grade students at the elementary schools to answer

questions and address concerns regarding their upcoming transition to Masconomet.

Parent Workshops (Multiple Sessions)

- January-February 2011 “Girl Talk” A series of workshops designed to increase and nurture positive communication about growth and development between young girls and their mother/special adult female in their life.
- March 2011 “Strengthening Social Skills” by author/educator Stephanie Meegan. A four-part series designed for parents, guardians and educators interested in expanding children’s social competence and confidence.
- March 2011 “Transitioning Parents and Teens for Life Beyond High School” A four-part workshop facilitated by transition expert Gail Jones designed to help parents/guardians understanding the internal process of this major life change as their Senior transitions from high school to college.

Professional Development for Tri-Town Educators & Administrators

- September 2010 Educator Bullying Prevention Professional Development – TTC provided local training for Tri-Town Elementary School administrators and select staff which focused on school-based response and intervention protocols.
- October 2010 MARC Bullying Prevention Training – staff members from Masconomet attended the MARC Bullying Prevention Train-the-Trainer program receiving Massachusetts certification to provide training to other staff members.

- January 2011 “Boy Sense” - Tri-Town Council facilitated speaker Stephanie Meegan’s presentation of two workshops during the Tri-Town Elementary School Professional Development Day. This program focused on understanding the developmental needs, social dynamics and how to nurture the resiliency of elementary aged boys at school.

Keystone Programs

- Tri-Town Youth Substance Abuse Prevention Coalition - Tri-Town Council established the Tri-Town Youth Substance Abuse Prevention Coalition, a community-wide partnership which includes membership from schools, law enforcement, public health, mental health professionals, churches and parents whose focus is to reduce and prevent substance abuse among Tri-Town youth. Currently in its strategic planning stage, the Coalition will provide local coordination, collaboration, education and advocacy toward the ultimate goal of reducing youth substance abuse ensuring and sustaining a healthy Tri-Town Community for all.
- Horizons After-School Program - Horizons is available to elementary school children in Topsfield and Boxford during the academic school year. Classes may include art, science, physical activity, chess, Lego engineering, sewing and media workshops. Classes are offered in 4, 6 and 8 week sessions during the fall, winter and spring and taught by experienced adults. There are also community service opportunities for local high school youth. Tri-Town Council also runs a 6-week ski program for Spofford Pond students at Bradford Ski Mountain.
- Tri-Town Council Student Youth Club – Led by Masconomet high school students, the TTC Student Club engages in fun, social activities, facilitates programs and workshops for peers, participates in community service programs and supports special projects.
- All-Night Graduation Party - Tri-Town Council sponsors and coordinates this annual event in conjunction with parents of graduating Masconomet Seniors. This event, running since our inception 40+ years ago, takes place in June the night of graduation with an expected participation of approximately 90% of seniors. The students enjoy a full night (8PM-6:30AM) of fun, chaperoned (by parents of juniors and TTC staff) activities with busses transporting them to and from each location keeping them safe on a night renowned for tragedies.
- Tri-Town Council Scholarship Program- established in 2010 and granted for the first time in June 2011, scholarships will be awarded to three graduating Masconomet Seniors who are recognized for their community service within the Tri Town community during their high school years.
- Project Safety Net 24/7 Hotline - Providing 24/7 telephone access to a licensed mental health counselor (978-771-4619) for parents/guardians, youth and/or concerned community members for information, referral and crisis counseling.
- Tri-Town Community Resources for Families in Need - Tri-Town Council, in conjunction with local support, has developed a community-based resource list and outreach protocol which highlights the efforts of

local organizations helping families in need during the holidays and year-round. Resource partners include Invest in People, the St. Vincent de Paul Society of St. Rose of Lima Church, Christian Angel Smile Foundation and the Boxford Food Pantry. In conjunction with the Masconomet School Health Council (SHAC) a comprehensive list including these local resources as well as mental health, substance abuse, safety and more will be developed and accessible online and in print later the coming months.

- Youth Risk Behavior Survey (YRBS) – the YRBS is a data collection tool which focuses on the major risk behaviors that threaten the health and safety of young people. This anonymous survey administered to all Masconomet middle and high school students includes questions about tobacco use, alcohol and other drug use, sexual behaviors that might lead to unintended pregnancy or sexually transmitted disease, dietary behaviors, physical activity, and behaviors associated with intentional or unintentional injuries. Data from the YRBS provide accurate estimates of the prevalence of risk behaviors among our middle and high school students and are important for planning health education and risk prevention programs within the schools and in the community.

Affiliated Organizations

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

- Disability Awareness Starts Here (DASH) taught in the Topsfield, Boxford and Middleton elementary schools is an important educational program relying on over 250 community volunteers a year to experientially teach more than 800 second through fifth grader students about physical and emotional disabilities including blindness, hearing impairments, learning styles and individual learning differences.
- Sponsor-A-Child Boxford Elementary School Program which facilitates the donation of hundreds of gifts (clothing and essentials), with the help of over 95 classroom volunteers, to approximately 50 needy children in Salisbury, MA during the holiday season.
- Boxford Summer Park Program This program runs for five weeks during the summer at either the Cole or Spofford Pond School. The Park Program employs and trains more than 20 young adults (under 18) as well as hires several adult coordinators to supervise. Over 100 Boxford children attend during each program week. Activities include arts and crafts, sports, free play and games.

Tri-Town Council Leadership

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

The Tri-Town Council employs a part-time Director of Programs and Operations who is responsible for the development and implementation of programs and services, provides organizational leadership and Council management; and a part-time Business Director responsible for daily office operations and business functions.

Our Funding

We appreciate the support from the Town of Topsfield whose residents voted to provide Tri-Town Council with \$18,319 in FY10. This funding is vital to the financial health and organizational stability of the Tri-Town Council.

Municipal Funding contributions from Topsfield, Boxford and Middleton represent 42% of Tri-Town Council's 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.

In Summary

Through our educational programs, sponsored programs and organizational affiliations, the Tri-Town Council proactively responds to the needs and concerns of the Tri-Town community. We collaborate with schools, parents, youth, law enforcement, community organizations and area resources to insure the highest impact and most cost effective delivery of our services. We maintain high visibility in the community through our website: www.tritowncouncil.org, our monthly E-Newsletter and through school newsletters, in local media resources such as the Tri-Town Transcript and Salem Evening News, local phone books and other organizational websites including Masconomet

and the Tri-Town School Union. Our website and E-Newsletter contains timely information for parents/guardians, educators and youth on topics such as bullying and cyber bullying, Internet safety, stress management, and alcohol and drug abuse as well as updates regarding Tri-Town Council events and activities.

The 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 health and wellness in all students; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share projects and ideas; the Global Ethics Initiative-a group that reviews ethics education at Masconomet Regional School; the elementary school Parent-Teacher Organizations; the public libraries; faith-based institutions; and membership in the Massachusetts Council of Human Services Providers; and the Massachusetts Bay United Way. We work with these 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 depends on the continued support we receive from the Town of Topsfield – it is as a result of municipal and community support and involvement that we are able to pursue our mission educating youth, parents and educators providing proactive solutions which support, engage and empower Tri-Town youth to make informed, healthy, safe and compassionate decisions while strengthening their social and emotional well-being.

Recycling Committee

Did You Know?

In 2010, Topsfield recycled 854.97 tons of curbside wastes, which included 575.62 tons of mixed paper; 279.35 tons of co-mingled plastics, cans, and glass containers

The Town collected \$47,819 in Pay as You Throw (PAYT) sticker revenue in fiscal 2010.

**See Page 8
for Trash Tips**

Now in its twelfth 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 Selectmen's Office. The Town collected \$47,819 in Pay as You Throw (PAYT) sticker revenue in fiscal 2010.

The Town is in its third year of a five 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 and styro-foam are collected at curbside every other week. The May and October "Household Metal" collections continues to be very successful. Residents utilize this collection to dispose of household white metal appliances such refrigerators, stoves, air conditioners, etc and anything else that has accumulated in the garage or basements.

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

Prior year MRIP (Municipal Recycling Incentive Program) monies were used again this year to purchase supplies for the tenth Annual Town Clean-Up Day held in May. A very special thanks goes out to Peter Sacco, a junior at Masconomet Regional High School, for single-handedly organizing the town wide event. Trash was picked up from Topsfield's roadsides, sidewalks, alleys, and parking lots by many volunteers.

The Town recycled 854.97 tons of curbside wastes, which included 575.62 tons of mixed paper; 279.35 tons of co-mingled plastics, cans, and glass containers.

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

Topsfield Cultural Council

The Topsfield Cultural Council (TCC) is a volunteer committee, individually appointed by the Board of Selectmen to a 3-year term, to administer Massachusetts Cultural Council funds to support cultural events in the Topsfield Community.

Membership:
 Laura O'Connor
 Darcy Fulton
 Jeanine Cunniff
 Joan Panella
 Margi Smith

With the commitment of dedicated members, the TCC evaluated 20 diverse grant applications to bring exceptional cultural and educational events to all Topsfield residents. As a local arm of the Massachusetts Cultural Council (MCC), the TCC is one of 329 local councils that receive an annual appropriation from the state legislature, specifically for funding cultural programs in the arts, humanities and interpretive sciences.

The TCC works hard to grant applications that spread the arts across all groups and ages in the community, from preschoolers to seniors. All programs funded by the TCC are open to the public. In 2010, the TCC supported 12 cultural grants using the \$4,000 awarded from the MCC.

The TCC was extremely pleased to support the projects below with full and partial funding:

Davis Bates, Celebrating New England, a concert for Families: This program included Native American stories and songs, New England folktales and legends.

Yankee Notions: A concert of New England Folk Music: This family oriented concert included traditional New England folk music with the guitar, hammered dulcimer, English concertina, tin whistle, and limberjack.

The Marble Collection: This grant was awarded for a literary magazine that is published in print and online showcasing work from Massachusetts Public High Schools. The published work included literature, art, music and video.

The Shane Wood Jazz Trio: This music concert was provided for the Council on Aging and open to the public.

Merrimack Valley Concert Band: The band played "Pops" variety band music for the Summer Concerts on the Common held by the Recreation Committee. This was music enjoyed by all ages.

The TCC also made two grants in 2010 to support the **Summer Concerts on the Common** and to supply a harpist for the annual **Holiday Walk**.

Jim Douglas: A House Divided, Civil War: The TCC was pleased to support this concert of songs from the civil in conjunction with the Topsfield Historical Society.

Gary Jackson, Contempaissance Flute and Guitar: This grant supplied music for the Empty Bowls in support of the Masconomet student effort 'Empty Bowls', a project to combat hunger.

Mass Audubon, Family Build a Bat Box Program: This program was open to elementary school aged children and their parents to build a bat box guided by the Mass Audubon.

North Shore Youth Symphony Orchestra: This was a concert by the NYSO flute and clarinet choir open to the public.

Pied Potter Hamelin: This was a pottery demonstration for the High School students at Masconomet. This was a joint program with the Topsfield Recreation Dept.

Library Trustees

2010 Board of Library Trustees:
Barbara Bodengraven, *Chairperson*
Jennifer Baker, *Vice Chairperson*
Michael Massaro, *Clerk*
Sean Cunliff
Doe DeLuca
Audrey Iarocci

Topsfield Town Library Fiscal Year 2010 Statistics

State ranking for visits and total circulation:	
#1 out of 60 in population group	
#11 out of 360 in total State	
Circulation:	182,313
Direct circs.	139,484
Indirect Interlibrary Loans	42,829
Total materials collection:	66,106
Average number of visits:	
People per hour	63
Yearly total	138,600
Research Requests per year	4,758
Total Book Clubs served	19
Number of Volunteers	36
Number of Volunteer hours	4,215
Number of Friends members	438

The Topsfield Town Library continues its role as a cultural and civic resource center for the Town. The Library is a very busy place, serving a broad range of community needs. We continue to find ways to support the Town by making the facility user-friendly and providing meeting space for essential town business. During the past year, the Library was the main venue for over 17 civic groups and organizations. In addition, the meeting room was reserved for a wide variety of programming sponsored by the Library staff and the Friends of the Library

Because the Library building is heavily used, the Trustees continue their commitment to the maintenance and care of the building. A five-year capital expenditure plan is used to assist the Trustees in evaluating the Library's maintenance and technology needs. The costs of needed repairs are shared among the town, the Gould Fund, donations by the Friends of the Library and grants. During Fiscal 2010, the Library's HVAC (Heating, Ventilating and Air Conditioning) capital improvement project administrators awarded the construction contract to Hall Sheet Metal, Corp. The project began in the early spring and neared completion by the fall. The Trustees would like to thank James Rossi, David Johnson, Robert Smith and Jaclyn White for their continued work on this project.

Cultural Activities

The Library renewed its popular art-leasing program with the DeCordova Museum located in Lincoln, MA. This program provides artwork for eight different locations throughout the Library, changing the collection every

six months. The Library also has monthly art exhibits in the meeting room. The meeting room provides an inviting space for local and regional artists. Many artists enjoy hosting receptions to invite friends and patrons to meet the artist and, in some cases, purchase artwork for sale. The Library requests 15% of total sales as a donation to the Friends of the Topsfield Town Library. The percentage supports the Friends Art Scholarship given each year to a graduating Masconomet High School senior who will continue his or her education in the arts. In addition to the meeting room, the balcony gallery that is located on the second floor, is home to the Library's permanent collection of Topsfield artists.

The Friends of the Library offer a popular Museum Pass program for the Library. Friends' membership offers patrons the ability to reserve passes to The Children's Museum of Boston and New Hampshire, The Franklin Park and Stone Zoo, Garden in the Woods, Gloucester Maritime Heritage Museum, The Harvard Museum of Natural History, Higgins Armory Museum, The House of the Seven Gables, Institute of Contemporary Art, Isabella Stewart Gardner Museum, Massachusetts State Parks, Museum of Fine Arts, Museum of Science, Norman Rockwell Museum, Pawtucket Red Sox, Peabody Essex Museum, and Roger Williams Zoo. The Library also offered passes to The DeCordova Museum, Massachusetts Audubon and Topsfield's Hoods Pond.

The Library's music series began the year with the violin and cello duo of Elizabeth Larson and Soo Bae on October 23, 2009. The winter

Cafe Concert was a lively event celebrating Mardi Gras with Henri Smith and the New Orleans Friends & Flavours on Friday, February 5, 2010. Both events entertained a full house performing on the Library's second floor. The concerts were free of charge, thanks to the Gould Trust Fund and included refreshments provided by Lantern Hill Catering, thanks to the Bradley D. Gatlin Family Fund.

The Library and the Topsfield Historical Society continued their joint programming initiative with two more programs. In February, the Library celebrated Valentine's Day with a book discussion on the title, Abigail and John: Portrait of a Marriage by Edith B. Gelles. Later that month the program Timeless Love Story; Love Letters of John and Abigail Adams, was performed by actors Thomas Macy and Patricia Bridgeman at the Gould Barn on February 28, 2010. The Library and Historical Society provided a chocolate buffet for refreshments in keeping with the Valentine's Day theme. On April 30, 2010, the joint programming brought the maiden voyage of the Titanic to life with the program The History and Mysteries of the RMS Titanic. Guest speaker CDR Bill Wilson, USCG (retired) offered interesting stories and facts of the Titanic and added the local connections that made the program interesting to Topsfield.

All cultural events held at the Library or in conjunction with other organizations are made possible through the generous funds designated to the arts by the George Lambert Gould Trust Fund. The Library Trustees would like to thank the diligent work of the Trust Fund Com-

missioners that make these funds available for Library use.

New Initiatives

For 2010, the Library's circulation staff applied for the Library Service and Technology Act's (LSTA) One Book One Community Grant. The LSTA grant is a federal grant designed to support Library improvements and programming through the Institute of Museum and Library Services. In September 2009, the Library received \$7,500 in grant money to offer the Town of Topsfield the Community Read Program that we named "A Book Grows in Topsfield." Through surveying community groups, patrons, staff and Trustees, the book selected was Barbara Kingsolver's *Animal, Vegetable, Miracle*. The title properly reflected the community's agricultural heritage and assisted in bringing important issues of health, nutrition, local agriculture and sustainable living to the community. The staff prepared an impressive line-up of authors, workshops, farm tours, book discussions and social events to compliment the book. Rebecca Rowlands, Adult Circulation Department Head, and Assistant Amanda Fauver are to be recognized for their hard work, creative ideas and leadership, organizing the Library's first community-wide read.

The year ended with the first planned activity of the Community Read program. On Sunday, June 6, 2010, a vegetable garden was planted on the Library's lawn. Thanks to the help of the community the Library garden idea became a reality. Trudi Perry generously offered her expertise in agriculture by developing a plan for the garden. Topsfield Fair manager

and assistant, Jim and Katie O'Brien provided plants and connected the Library with the Brick End Farm's quality compost. Jim Donahue of the Essex County Cooperative donated fencing, a garden hose and nozzle. Spreading the compost and rototilling the garden was done by the Town Parks and Cemetery staff with the guidance of Steve Shepard. Seventy-five people showed up on a beautiful Sunday to plant the Library's garden. By late June the garden was thriving and produced enough lettuce to make the Library's first of many donations of fresh produce to the Acord Food Pantry located in Hamilton, Massachusetts.

During the fall of 2009, Jaclyn White, Library Director, participated in the Connectivity Conference, "Opportunity On-Line", sponsored by the State of Massachusetts Board of Library Commissioners and the Bill and Melinda Gates Foundation. The Gates Foundation identified five states to evaluate the connectivity of libraries and schools that included the State of Massachusetts. It provided libraries the opportunity to file reports on Internet services and demands. The Topsfield Town Library qualified for an improvement grant that increased the bandwidth service to the Library. In February 2010, the Library's bandwidth was increased from 768k to a full T1 line. The improvement dramatically increased the Library's Internet speed, improving service for staff and the public.

Children and Young Adults

The Library continues to provide exciting summer reading programming utilizing the state's online reading log-in and book review software. In addition, the children's librarian

provided reading packets for those traveling or not inclined to use the electronic software. The traditional Summer Reading Kickoff party had another beautiful day, making outdoor activities and a cookout possible for over 300 people. Over 275 packets were picked up that evening and approximately 150 children enjoyed the reading challenges. During the summer, free educational and craft programs were provided each week for children. For the entire year the Library offered 90 children's and 28 young adult programs with a total of 5,480 participants.

In support of the Library's Community Read Program, Masconomet Middle School and High School added *Animal, Vegetable, Miracle* to the required summer reading list, encouraging students and their families to participate in the Library's activities. Plans to hold two book discussions at the Middle School and High School were made with English Department Head, Mr. David Donavel, who will also lead discussions in the fall when students return from summer vacation.

The Library continued the weekly story time for children scheduled for Tuesdays, and every Monday the Drop-in-Club for fourth through sixth graders offered snacks and homework support. Traditional holiday programs were planned by the Library and Friends, providing many opportunities for children and their families to enjoy the Library. Programs were also scheduled for early release days from school, stories and crafts during school-vacation weeks, and Cultural Council Grant programs were added to the busy monthly schedule.

Friends of the Library

The Friends of the Topsfield Town Library continue to support the Library with dedicated programming and contributions. Our Library would not be what it is today if not for the ongoing support of the Friends. We sincerely thank all the Friends for all they do.

In Appreciation

In June 2010, Library Director, Jaclyn White (Jackie) announced her retirement from the position that she has held since 2000. Jackie came to the Library in August 1999 as Assistant to the Director and was later hired in September of 2000 as Director. She officially retired February 1, 2011. The Trustees extend their sincere thanks and appreciation to Jackie for the exemplary job she has done as Director of the Library and wish her the best in her future endeavors.

Volunteer Program

The Volunteer Program continued to provide much needed support for Library operations:

36 adults regularly volunteered, giving 4,215 hours this year.

12 students volunteered to satisfy academic or community service needs, giving 318 hours this year.

Parks & Cemetery Commission

Commissioners:

Robert Benjamin, *Chairman*
Michael Smerzinski, *Member*
Charles Southard, III, *Member*

Staff:

Steve Shepard, *Superintendent*
Paul Fontaine, *Asst. Superintendent*
Peter Miller, *Lead Person*
Constance Rowe, *Secretary*

General Information:

General Inquiries: 978-887-1525
Emergencies: 978-887-2116

The Park & Cemetery Office is located in Pine Grove Cemetery (Rt. 97)
Haverhill Rd., Topsfield, MA
Office Hours: T and TH: 9a.m. to 12 p.m.
All other times are by appointment.

All pre-need lot sales begin December 15th and continue until March 1st. All other times are emergency sales (see above emergency telephone number). To be eligible to purchase lots in Topsfield cemeteries you must be a current taxpaying Topsfield resident. Other restrictions may apply.

Field schedules through the Parks & Cemeteries office are viewable online at: www.topsfieldma.gov by scrolling to schedules. In addition every user group must apply for a field use permit. Various restrictions apply concerning said permits which can be viewed online. Field use permit forms are also available at our Cemetery Office.

Parks & Cemeteries

The Parks and Cemeteries Dept. maintains 350 acres of properties of which 300 are parks, school grounds and nature trails. In addition the Town owns 3 cemeteries. Pine Grove is the largest which is located on Rt. 97 (Haverhill Road). Boston Street Cemetery is located on Rt. 1 near the police station, and South Side Cemetery is located on Rowley Bridge Rd. A total of 34 internments were performed in fiscal year 2010, which 21 were full and 13 ash burials. Updates and changes have been made to the Rules and Regulations and Rates. Please inquire at the Cemetery Office for specifics regarding these changes.

2010 posed many challenges for the Parks & Cemeteries Dept. some of which were brought upon us by mother nature and others by means of overall growth in sports programs. All were impacted by reduced budgets and minimal staff given our current economic status. Regardless, we did our best, and met the challenges head-on. The start of June began a long drought with no rain in the months of June, July and August and most of September. This drought caused our Water Dept. to institute a mandatory water ban. It was not long before dry turf gave way to dead turf in the parks, Commons and open spaces. However, with the cooperation of the local sports teams, we were able to institute a slice seed and fertilization program on all of our properties. Since it has now rained we should begin to see green again. The end of winter and early spring brought high winds, snow and heavy rain, causing severe damage all around Town, with numerous downed trees in the parks and

cemeteries. We were able to clean up what we could handle in-house, but we were forced to hire an independent tree company to remove the larger trees. After review of the damages it was decided that we would file a claim with F.E.M.A. for reimbursement of our costs, but unfortunately our application was denied. Thus we were left with a large monetary deficit to fill.

On a more positive note, we are working on another large challenge, specifically the growth and need in the town for a new Babe Ruth Baseball field. We have monitored the need for a new diamond for several years, and after holding many meetings on the subject, some with controversy concerning the location of same, we have finally decided to build a diamond at Pyebrook Park. Our major concerns were funding along with sports displacement. We finally accepted the fact that sports displacement will be minimal for a short period of time, and it was decided to level the existing clay pile from the Big Dig in Boston/northwest end of the park, and to cap it so that it can be utilized as a sports field. We estimate that this project will take approximately five years from start to finish. The ball diamond will be placed on the capped park adjacent to the Little League fields given its northerly orientation. Both projects will be funded by private sources and sports teams. We are in the process of working with an engineering firm to develop plans for both projects, but as of this date no physical work has begun.

Our last project for this year is the clean-up of Barehill Park-Pine Grove Cemetery. The heavy storms also caused heavy damage within this 15 acre site and clean-up efforts will commence

this year. It is expected that these clean up efforts will take up to three years for completion. Our end goal is to have a memorial park with large areas of natural woods accompanied by cemetery expansion along with updated roadways. Any work which is done in these regards will be done with the desire to maintain the natural integrity of the area utilizing it for passive recreation, walking, picnicking, guided trail and cemetery purposes. Work is already underway for this project which has an estimated completion date of 2014.

Recreation

The Recreation Commission is comprised of volunteers that run non-competitive sports, instructional and entertaining programs for all age groups. The Recreation Committee works directly under the auspices of the Parks and Cemetery Commission. Recreation programs continue to grow in popularity especially summer programs as well as band concerts on the Common.

Equipment

A new 2010 4 x 4 Dump Truck was purchased out of Cemetery Trust Funds and will be used for cemetery operations.

Miscellaneous

The Park and Cemetery Department is also responsible for deceased animal pick-ups throughout the town. We responded to 29 deceased animal calls in fiscal year 2010. Rebuilding of methane flares at Pyebrook will also be outsourced this year to Weston and Sampson Engineers. This was previously a responsibility of The Parks & Cemeteries Dept. Our Dept. will still however continue to purchase and

stock all necessary supplies for the rebuilding as well as help to monitor the methane flow.

By way of explanation, the Parks & Cemeteries Commission voted that these repairs should be performed by a licensed technician in the future rather than by Parks & Cemeteries employees citing staff personal safety issues.

Acknowledgements

We would like to thank all town departments, committees, boards, garden clubs, the Veterans Administration, the Topsfield Athletic Association, the Boy Scouts of America, and the Main Street Foundation, as well as all other individuals who donated to the Parks & Cemeteries Dept. throughout this past year.

Respectfully submitted,
Robert Benjamin, *Chairman*

Open Space Committee

Chairman: Joe Geller

Members: Pamela Newport,

John Beck,

David Merrill,

Melissa Ogden,

Reggie Lockwood

Activities of the Open Space Committee:

- Continued work on 010 Open Space Plan.
- Sponsored a Public Forum to discuss the 2010 Open Space Plan

- Developed and marked a new recreational trail in the woods, the Hickory Beech Trail in the new development off Washington St.
- Sponsored or co-sponsored walks on the Bradley Palmer State Park (National Trails Day) Hickory Beech Trail, Wildlife Path at Pye Brook Community Park and the Topsfield Linear Common rail trail.
- Worked with the Essex County Trails Association (ECTA) to identify trails in Topsfield. ECTA made a map of those trails and it is available from them.



Ipswich River at the Route 97 bridge.

Photo: Joe Geller

Rail Trail Committee

Rail Trail Committee Members:

Joe Geller, *Chairman*
 Katherine Carlson
 Roy Baessler
 David Read
 Gregg Demers
 Kathy Tremblay

The Topsfield Rail Trail Committee was created by the Topsfield Selectmen on April 25, 2005. The purpose is to develop the 4 miles of abandoned MBTA rail corridor into a recreational path. The trail is known as the "TLC" or Topsfield Linear Common.

FY2010 activities:

- Completed construction of Phase I (0.3 miles) of the TLC in fall 2009.
- Worked with the Friends of Topsfield Trails and Essex County Trails Association on construction projects and donations to the TLC. Projects included a new deck and railings on both the Spillway by Rt. 97 and the Ipswich River Bridge
- Prepared design drawings, and topographical survey for building Phase II of the Topsfield Linear Common from Summer St. to Route 1.

- Had the three bridges (School Brook culvert, Spillway by Rt. 97 and the Ipswich River Bridge) inspected by a structural engineer at no cost to the Town. All passed H20 specification for trucks used by National Grid electric utility.
- Applied to FEMA for damage to an Ipswich River Bridge abutment from heavy March rains.
- Continued mowing and clean-up of the southern 2 miles of the 4 mile trail.
- Engaged the Iron Horse Preservation Society to remove all rails, metal, and ties from Summer St. to the Wenham town line (a distance of 1.9 miles) at no cost to the town. As of June 30, 2010 all the rails were removed.
- Prepared and submitted grants to the Department of Conservation and Recreation.
- Topsfield Historical Society donated and installed a historical sign to commemorate rail service in Topsfield.

- Continued working with the Border-To-Boston (B2B) Coalition to develop the trail from Danvers to the New Hampshire border. Worked with National Grid towards a license or lease for the northern 2 miles of the TLC (in partnership with the towns of Boxford, Georgetown, and Newbury).

Community outreach:

- Ribbon cutting ceremony for the opening of Phase I of the TLC.
- Public forum for Phases II and III.
- Table at the Strawberry Festival and First night at the Topsfield Fair
- Committee meetings at Town Hall
- TLC brochure updated and distributed at public events, Town Hall and the bicycle shop
- Maintained the www.TopsfieldTrail.Org website.



A new deck and railings were constructed on the Spillway by Rt. 97 in September, 2009.

Photos: Topsfield Rail Trail Committee

Conservation Commission

COMMISSIONERS:

George Hall, *Chairman*
 Holger Luther, *Vice-Chairman*
 Mark Erickson
 Jim MacDougall
 Jennie Merrill
 Jud Pratt

STAFF:

Lana Spillman, *Administrator*
 Trish Kubaska/Kathy Eramo,
Commission Secretary
 Catherine Tinsley, *Minutes Secretary*

GENERAL INFORMATION:

- Meetings and hearings are held typically twice a month, 2nd and 4th Wednesdays, at the Topsfield Library meeting room.
- Walk-in office hours are Mondays and Wednesdays from 9:00 a.m. until noon, and appointments may be scheduled for Monday through Friday during usual business hours.
- Tel: 978-887-1510
 E-mail: conservation@topsfield-ma.gov

Introduction

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

Highlights

Compared with FY 2009, applications before the Commission for permits decreased slightly, building permit application reviews were about the same, and Board of Health application reviews (soils tests and new systems) and reviews for minor activities in jurisdictional areas doubled. Approved projects involved new home construction, septic system repairs and upgrades, additions, pools, tree removals, and general site work near and in Wetland Resource Areas.

The Commission's most notable changes were the creation of an Administrator Permit for minor projects in Buffer Zone (only) and the associated revisions to the General Wetlands Bylaw and Regulations. Notable projects with the Commission's oversight for activities in and/or adjacent to Resource Areas included construction of multi-unit housing at 12 Boston Street/English Commons, infrastructure construction at 30 Wildes Road/The Meadows, and removal of rails and ties for the Topsfield Linear Common/Rail Trail in areas contiguous to wetlands and/or the Ipswich River.

For the second year, invasive water chestnut was removed from Hoods Pond. The Commission coordinated with State and Federal agencies on major enforcement matters.

Commissioners and the Administrator participated in meetings, trainings, and workshops, including the fall and spring Massachusetts Association of Conservation Commission (MACC) conferences. Coordination continued with the Planning Board, Open Space Committee, Highway Department, and Board of Selectmen to address stormwater management, open space protection, beaver activity concerns, and other conservation topics.

Secretary Trish Kubaska resigned in September to become a full-time preschool teacher in Ipswich. In October, Kathy Eramo, who has extensive experience as an administrative assistant and enthusiasm to learn about the Commission's work, became the Secretary. Catherine Tinsley, who had worked reliably as Minutes Secretary for nearly three years resigned at the end of June to concentrate on other interests.

Together with the Highway and Water Departments, and with a third year of generous support (\$1,500) from the Essex Agricultural Society (Topsfield Fair) the Commission co-sponsored Topsfield's participation in the Greenscapes North Shore program for a fourth year – promoting use of landscaping practices that protect our environment by reducing the need for water and chemicals.

The Commission was delighted to have Colby-Sawyer College senior Alexandra Frisch as a volunteer Summer Intern. Alex assisted in the Conservation office, prepared three flyers about invasive plants for homeowners, and began a project to transform the canoe landing at Route 97 near the Ipswich River Bridge into an area that is user-friendly, less susceptible to impacts from heavy use, and aesthetically pleasing.

Respectfully Submitted,

Lana Spillman, *Conservation Administrator*

The Conservation Commission
 welcomes volunteer assistance
 and donations of land.

Planning Board

Introduction

The responsibilities of the Planning Board include approval of ANR lots and subdivisions, site plan review of proposed projects, the granting of special permits for certain uses of property, and planning for the future use of land and resources in the Town of Topsfield. During Fiscal 2010, the Planning Board concentrated its efforts on amending the out-of-date wind energy section of the Zoning Bylaw and created a new, updated version that established the special permitting requirements to regulate small systems referred to as Wind Energy Conversion System – Small Scale (WECS-SS) for all districts within the Town. The Board continued to review through the public hearing process the applications for the two Elderly Housing District senior development projects: English Commons located at 12 Boston Street, and New Meadows located at 16 & 30 Wildes Road and approved these projects with the issuance of special permits with respective conditions.

Permits and Approvals

- Four ANR lot applications were approved that included: two applications for a change in a lot line between two abutting properties; two applications for the division of a single lot into two lots.
- Under the Family Accessory Apartment Bylaw, a special permit was granted for a family accessory apartment at 42 Wenham Road.
- Under the Scenic Road Bylaw, a special permit was issued for the temporary removal and replacement of a stonewall on property located at 86 Salem Road with frontage also on Wenham Road.

- The Board also issued two special permits in the Business District Park for fitness and recreation facilities at 414 Boston Street and 431 Boston Street.
- Under the Stormwater & Erosion Control Bylaw the Board issued a Stormwater Management Permit for 50 Prospect Street.

Members and Liaisons

Members Janice Ablon and Gregor Smith were re-elected to the Board in May 2010. Robert Winship was elected Chairman, and Janice Ablon as Clerk. The following liaisons were appointed:

- Janice Ablon – Main Street Foundation, Inc.
- Ian DeBuy Wenniger – Soil Removal Board
- Gregor Smith – Rail Trail Committee
- Robert Winship – Mapping Committee
- Jonathan Young – Stormwater Management Committee

Zoning Amendments

The Planning Board proposed to the Town general bylaw amendments relative to alternative enforcement provisions for three bylaws under the Board's direct and indirect purview. The amendments as approved at Town Meeting allow the Town to enforce the provisions of the Stormwater Management & Erosion Control Bylaw, the Scenic Road Bylaw and the Soil Removal Bylaw by using a non-criminal process as an additional alternative to the procedure of filing a criminal complaint in a court of law for enforcement, and also established respective penalty fine schedules.

The Board addressed the out-of-date section 4.11 of the Zoning Bylaw that addressed the

installation and maintenance of wind energy systems commonly known as "wind towers" by deleting this section in its entirety and created a new, updated Bylaw that established the special permitting requirements to regulate small systems referred to as a Wind Energy Conversion System – Small Scale (WECS-SS) for all districts within the Town. In conjunction with this effort the Board also made revisions in the Table of Use Regulations now requiring a Special Permit (S) for a Wind Energy Conversion System - Small Scale (WECS-SS) in all districts within the Town.

Elderly Housing Development Projects

The Planning Board continued its review of the two Elderly Housing District Senior Developments: English Commons and New Meadows as noted in the 2009 Annual Report. The Board reviewed the respective applications relative to requests for an Elderly Housing Special Permit, Site Plan Review including

the design standards for the Scenic Overlay Zone specifically for English Commons, Scenic Road Permit, and Stormwater Management & Erosion Control Permit for both projects. The Board approved both applications, and permits were issued with specific waivers and conditions respective to each project.

Subdivision Control

An application for a definitive plan for the extension of Brady Lane was filed for a one-lot subdivision on property located at 7 Bare Hill Road. The public hearing was opened in June and continued to the next fiscal year.

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 willing participation and extraordinary commitment of all who have participated.



Aerial view of the English Commons construction.

Photo: C.P. Berry

Zoning Board of Appeals

Introduction

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

FY10 Decisions / Highlights

285 Boston Street:

The Board granted a special permit to MetroPCS Massachusetts LLC to add six (6) panel antennas at a centerline of 110' and related BTS equipment in the existing fenced compound to an existing cell tower located on the property.

207 Boston Street:

The Board granted a special permit to the Essex Agricultural Society for the use of the Livestock Arena as a sports arena for athletic games including a sports office, snack bar and pro-shop.

126 Main Street:

The Board granted a finding with conditions

for the construction of a one-car detached garage on a non-conforming lot and for the alteration of the roofline with the addition of two dormers to the front roof of the dwelling.

1 Howlett Street / Topsfield Historical Society

The Board overruled the decision of the Inspector of Buildings to deny the allowance of a mixed use at 1 Howlett Street and that a variance would be required for the addition of a single family apartment to the Parson Capen House. The Board based its decision on its interpretation of M.G.L. Chapter 40A, Section 3, commonly known as the “Dover Amendment” that places limitations on local zoning bylaws to regulate uses for non-profit educational corporations. The Board determined that the Society demonstrated its status as a non-profit educational organization and therefore the mixed use was not subject to regulation.

42 Wenham Road:

The Board granted a finding to allow the demolition of an existing garage, and the construction of an addition that included a temporary accessory apartment, utility room and new two-car garage on a non-conforming lot due to the frontage requirement.

17-19 Main Street:

The Board granted a special permit to allow the “the preparation and sale of a limited menu of food items as a secondary use to the primary business of a grocery store for the Main Street Market.

46R Main Street:

The Board granted a special permit with con-

ditions and site plan approval to allow a catering use operation for a commercial kitchen used for the specific preparation of wholesale baked goods and specialty cakes.

13 Prospect Street:

The Board granted a finding with conditions to allow the construction of an addition to an existing detached one-car garage to expand the structure to a detached two-car garage.

171 Washington Street:

The Board granted a finding for the construction of an addition that included a master bedroom, mudroom and family room on a non-conforming lot due to frontage and lot size requirements.

1 Howlett Street:

The Historical Society filed a second application and the Board granted a special permit with conditions to allow a second principal structure for a single family residential dwelling on the same lot as the museum.

103 Main Street:

The Board granted a variance from the required setback to decrease the right side setback to five (5) feet in order to build a detached extended two-door garage with room above on a non-conforming lot.

188 Washington Street:

The Board granted a finding to allow the demolition and replacement of a deck and porch with a new deck which did not increase the non-conformity of the lot.

362 Boston Street:

The Board opened the public hearing at its June 22 meeting for the demolition and removal of all existing structures and the redevelopment of the property for retail and office uses. The hearing process has been continued that would include determinations for requested variances, special permits and site plan review.

Respectfully submitted,

Robert J. Moriarty, *Chairman*

Annual/Special Town Meetings

ANNUAL/SPECIAL TOWN MEETINGS

Proctor School – Woodbury Auditorium

May 4, 2010

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

The Moderator called the Annual Town Meeting to order at 7:08 p.m., stating a quorum was present. The meeting opened with the Pledge of Allegiance. The Moderator followed with the reading of the Warrant and the Return of the Constable noting the meeting had been duly posted and advertised as required by law. He continued with the following announcements:

1. Topsfield Cable is taping our meeting for future broadcast. We thank Bill Whiting, Walter Harmer and Evelyn Hammond for this service. We also thank Essex TV & Radio for providing audio for this Meeting.
2. Microphones have been provided in the auditorium for your convenience. We ask that you use them when addressing the meeting.
3. We also request that anyone desiring to address the meeting, state his or her name and street address after being recognized by the Moderator.
4. By long standing tradition in the Town, a recommendation of the Finance Committee amounts to a motion, made and seconded and before the town for debate.
5. If the Finance Committee recommends “no action” on a particular article, and a voter desires positive action on the article or an amended article, the voter may and should, during discussion of the Finance Committee recommendation, state his or her intention to move for positive action on the article or an amended article if the Finance Committee’s “no action” recommendation is voted down; but, the vote will be taken on the Finance Committee’s recommendation of “no action” before a motion for positive action is in order.
6. Finally, 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.
7. Since the Finance Committee recommendation is the motion on which the vote is to be taken, I will now entertain a motion to allow your Moderator to waive the reading of each and every Article in its entirety, substituting instead a brief synopsis, thus aiding an orderly progression of the meeting.

The motion to waive the reading of each and every article in its entirety, substituting instead a brief synopsis was then duly made and seconded. There being no discussion, the vote was taken. The motion passed unanimously.

The Moderator moved to his introductions. First, he introduced Beverly Guarino, the Town Clerk, thanking her for the arrangements made for town meeting. He extended his personal thanks to the Proctor School custodial staff for setting up the Auditorium, and continued with introductions of the Board of Selectmen, Finance Committee, Town Administrator, Town Accountant, Town Treasurer, Town Counsel, Town Constable, Police Chief, Town Meeting Tellers, and School Superintendents of Masconomet Regional District, Tri-Town Union and North Shore Regional District Vocational.

The Moderator then moved to Article First.

ARTICLE FIRST: REPORTS

Martha Morrison, Board of Selectmen Chairman made reference to the current economical environment and the work done by local government to present a fiscally responsible budget to the Topsfield voters.

Mark Lyons, Finance Committee Chairman detailed the 2010 Budget process and recognized the efforts of all in presenting a budget that was dual in nature for voter consideration.

ARTICLE SECOND: RESERVE FUND

The Finance Committee recommended and the Town voted in the majority to appropriate the sum of \$150,000 for the Reserve Fund, and to meet said appropriation that the Town transfer the sum of \$150,000 from Free Cash.

The Moderator having concluded Town Meeting action on Article Second, stated, “I will now entertain a motion to adjourn the Annual Town Meeting until such time as the business of the Special Town Meeting has been concluded and the Special Town Meeting is dissolved.” The motion was made, seconded and unanimously voted. The Moderator called the Special Town Meeting to order at 7:31 p.m. and read the warrant. He then moved to Article First of the May 4, 2010 Special Town Meeting.

SPECIAL TOWN MEETING:**ARTICLE FIRST: REPORTS**

There were no reports.

ARTICLE SECOND: PRIOR YEAR BILLS AND WAGES

The Finance Committee recommended and the Town voted by more than 9/10ths vote to transfer from available funds and appropriate the sum of \$4,255 from Selectmen Special Other Legal Services Account to pay an outstanding bill contracted prior to July 1, 2009.

ARTICLE THIRD: TRANSFER OF FUNDS

The Finance Committee recommended and the Town voted unanimously 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 2010 fiscal year as follows:

\$ 15,791	from Police Ins. Restitution for Injured Officers Account to Police Wage Injury Pay Account
\$ 15,000	from Police Other Account to Police Wages Account
\$ 10,000	from Prior Year Fire Wages Account to Police Wages Account
\$ 10,000	from A3/09 ATM General Operating Budget Medical Insurance to Police Wages Account
\$ 9,427	from A3/09 ATM General Operating Budget Town Insurance to Police Wages Account
\$ 3,470	from Assessors Wage Account to Assessors Other Account
\$ 563	from Council On Aging Other Account to Council On Aging Wages Account
\$ 497	from Council On Aging Other Account to Council On Aging Salary Account
\$ 10,003	from A3/09 ATM General Operating Budget Town Insurance to Town Clerk Wage Account
\$ 3,000	from Highway Other Account to Highway Wages Account

ARTICLE FOURTH: SALE OF TOWN PROPERTY

The Finance Committee recommended and the Town voted unanimously to transfer the care, custody, management and control of a certain parcel of land off Grove Street, containing 229 square feet more or less, shown as Parcel "A" on a plan entitled "Plan of Land in Topsfield, MA, Prepared for The Town of Topsfield and Paul A. & Shirley A. Fontaine, Scale: 1" = 10', March 10, 2010, Donohoe and Parkhurst, Inc." said plan being on file with the office of the Town Clerk, from the Board of Selectmen for the purposes for which it is currently held to the Board of Selectmen for the purposes for which it is currently held and for the purpose of conveyance; and further to authorize the Board of Selectmen to convey said Parcel upon such terms and conditions as the

Board of Selectmen shall deem appropriate, to the owner of 21A Grove Street to cure inadvertent encroachment.

The Moderator stated the business of the Special town Meeting was now concluded. He would therefore entertain a motion to dissolve the Special Town Meeting of May 4, 2010. The motion was made, seconded and voted unanimously. The Annual Town Meeting resumed with Article Third. at 7:38 p.m.

ANNUAL TOWN MEETING (CONT'D):**ARTICLE THIRD: GENERAL OPERATING BUDGET**

The Finance Committee recommended that the Town vote to raise, assess, and appropriate the sum of \$14,624,767 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1st and determine the manner of expending the same; and to meet said appropriation, raise and assess the sum of \$14,436,502; transfer the sum of \$34,088 from the Police Insurance and Restitution Injured Officer Revolving Account; transfer the sum of \$66,000 from the Gould Trust Fund Part B; transfer the sum of \$2,100 from Article 14 of the May 2008 Annual Town Meeting; transfer the sum of \$10,494 from Article 4 of the May 2008 Special Town Meeting; transfer the sum of \$694.81 from Article 22 of the May 2008 Annual Town Meeting; transfer the sum of \$6,759.19 from Article 23 of the May 2008 Annual Town Meeting; transfer the sum of \$54,000 from Article 3 Ambulance Service of the May 2009 Annual Town Meeting; transfer \$13,267 from Article 3 Pensions of the May 2009 Annual Town Meeting; transfer \$862 from Article 6 of the May 2009 Annual Town Meeting; and further, that the Town vote to raise, assess, and appropriate the additional sum of \$32,805 for such matters, provided, however, that such additional appropriation shall be contingent upon the passage of a Proposition 2 1/2 general override referendum under General Laws Chapter 59, § 21C (g).

The Town voted in the majority in support of the Finance Committee's recommendation of positive action, upon conclusion of marked discussion. Please refer to Attachment A for the detailed Fiscal Year 2011 General Operating Budgets as approved.

ARTICLE FOURTH: WATER DEPARTMENT OPERATING BUDGET

The Finance Committee recommended that the Town vote to appropriate from Water Revenue the sum of \$700,642.00 as detailed herein, to operate the Water Department from July 1, 2010, through June 30, 2011, and approve the sum of \$118,179.00 of indirect costs, appropriated in the General Fund under Article Third above, to be funded from Water Revenue.

Appropriated Appropriated
Fiscal Year 2010..... Fiscal Year 2011

WATER DEPARTMENT OPERATING BUDGET

\$ 67,371.00.....	Salary	\$ 67,371.00
159,639.00.....	Wages.....	156,766.00
221,284.00.....	Other.....	232,940.00
7,000.00.....	Long-Term Debt Principal.....	7,000.00
4,622.00.....	Long-Term Debt Interest.....	4,565.00
40,000.00.....	Short-Term Debt Interest	40,000.00
2,000.00.....	Debt Issue Costs.....	2,000.00
15,000.00.....	Short Term Debt Principal Paydown.....	15,000.00
100,000.00.....	Water Reserve Fund	100,000.00
75,000.00.....	Unanticipated Emergency	75,000.00
691,916.00.....	SUB-TOTAL – DIRECT COSTS	700,642.00
101,060.00.....	Indirect Costs.....	118,179.00
792,976.00.....	TOTAL: WATER DEPARTMENT	818,821.00

Martha Morrison, Chairman Board of Selectmen followed with the board's recommendation of positive action. The vote was taken after brief discussion. The Town voted by a clear majority in favor of the Finance Committee recommendation, as presented.

ARTICLE FIFTH: MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT

The Finance Committee recommended that the Town vote to approve the 2011 Fiscal Year Gross Operating Budget of the Masconomet Regional School District in the amount of \$27,545,312 and appropriate the sum of \$6,013,061 to fund the Town's share of the Fiscal Year 2011 Masconomet Regional School District Assessment of which the sum of \$5,697,246 supports the Maintenance & Operating Budget, and the sum of \$315,815 supports the Masconomet Building Debt Service; and to meet said appropriation raise and assess the sum of \$6,013,061; provided, however, that the sum of \$63,000 of the amount appropriated for the Maintenance & Operating Assessment shall be contingent upon the passage of a Proposition 2 ½ general override referendum under General Laws Chapter 59, § 21C (g), and if such referendum is not passed, the vote as it pertains to the appropriation in the amount of \$63,000 will be deemed to be a disapproval.

The vote on the Finance Committee recommendation of positive action was taken after lengthy discussion. The Town voted in the majority in support of the Finance Committee recommendation, as presented.

ARTICLE SIXTH: NORTH SHORE VOCATIONAL SCHOOL DISTRICT ASSESSMENT

The Finance Committee recommended and the Town voted unanimously to approve the 2011 Fiscal Year Gross Operating Budget of the North Shore Regional Vocational School District in the amount of \$10,288,172 and raise, assess, and appropriate the sum of \$88,184 for the Town's share of the assessment of same.

ARTICLE SEVENTH: LEASE OF EMERSON FIELD

The Finance Committee recommended and the Town voted unanimously to authorize the Board of Selectmen with the advice of the Park and Cemetery Commission, and under such terms as it deems advisable, to enter into a lease with the Congregational Church of Topsfield for certain property in Topsfield commonly known as Emerson Field, and to transfer from free cash and appropriate the sum of \$1,250 for said lease.

ARTICLE EIGHTH: GRANT AUTHORIZATION FOR TOWN PROJECTS

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

ARTICLE NINTH: MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTS

The Finance Committee recommended and the Town voted unanimously to authorize the Board of Selectmen to enter into contracts with the Massachusetts Department of Transportation for the ensuing year.

ARTICLE TENTH: PARK REVOLVING FUND

The Finance Committee recommended and the Town voted unanimously to establish the Park Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Law Chapter 44, § 53E1/2: (1) to pay for part-time, seasonal and temporary wages, equipment, supplies and other operating expenses; (2) receipts of the Park & Cemetery Department's recreation programs shall be deposited in said fund unless otherwise provided for by law; (3) said funds may be expended by majority vote of the Park & Cemetery Commissioners; (4) expenditures to be limited to \$40,000 in the ensuing year.

ARTICLE ELEVENTH: CEMETERY REVOLVING FUND

The Finance Committee recommended and the Town voted unanimously to establish the Cemetery Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General

Law Chapter 44, § 53E1/2: (1) to pay for part-time, temporary and seasonal wages, equipment, supplies and other operating expenses; (2) cemetery related receipts of the Park & Cemetery Department shall be deposited in said fund unless otherwise provided for by law; (3) said funds may be expended by majority vote of the Park & Cemetery Commissioners; (4) expenditures to be limited to \$25,000 in the ensuing year.

ARTICLE TWELFTH: CONSERVATION COMMISSION REVOLVING FUND

The Finance Committee recommended and the Town voted unanimously to establish the Conservation Revolving Fund for the Conservation Commission pursuant to Massachusetts General Law Chapter 44, § 53E1/2: (1) to be expended for services, supplies, and other operating expenses as authorized by Massachusetts General Law Chapter 40, § 8C; (2) receipts of the Conservation Commission of fees paid under the Topsfield General Wetlands Bylaw and Regulations will be deposited in said fund unless otherwise provided for by law; (3) said funds may be expended by majority vote of the Conservation Commissioners; (4) expenditures to be limited to \$10,000 in the ensuing year.

ARTICLE THIRTEENTH: FISCAL YEAR 2011 ADDITIONAL REAL ESTATE EXEMPTION

The Finance Committee recommended and the Town voted unanimously under the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, an exemption increase of one hundred per cent (100%) for Fiscal Year 2011 for all taxpayers qualifying for a personal exemption.

ARTICLE FOURTEENTH: ANNUAL ENGINEERING & LANDFILL MONITORING

Finance Committee recommended and the Town voted unanimously to transfer and appropriate the sum of \$36,760 from the Solid Waste Fund to be expended by the Board of Selectmen to fund the Fiscal Year 2011 annual professional engineering and monitoring services related to the capping and closure of the Town's sanitary landfill.

ARTICLE FIFTEENTH: PROCTOR SCHOOL DOORS

The Finance Committee recommended and the Town voted unanimously to raise and assess, and appropriate the sum of \$7,000 to be expended by the Board of Selectmen with the advice of the School Committee for the replacement of exterior doors at the Proctor School; provided, however, that any appropriation authorized hereunder shall be contingent upon approval by the voters of a Proposition 2 ½ capital outlay expenditure exclusion question pursuant to the provisions of Massachusetts General Laws Chapter 59, § 21C (i ½).

ARTICLE SIXTEENTH: TOWN HALL FINANCE OFFICES WORKSTATIONS

The Finance Committee recommended and the Town voted unanimously to transfer from Free Cash, and appropriate the sum of \$11,865 to be expended by the Board of Selectmen with the advice of the Computer Technology Committee for the purchase and installation of seven computer workstations, including all related hardware and software, for use in the Town's financial offices.

ARTICLE SEVENTEENTH: PURCHASE OF A 4X4 POLICE CRUISER

The Finance Committee recommended and the Town voted in the majority to raise, assess and appropriate the sum of \$35,500 to be expended by the Board of Selectmen with the advice of the Police Chief to purchase and equip a new 4x4 cruiser and trade in or sell a 2001 Chevrolet Tahoe; provided, however, that any appropriation authorized hereunder shall be contingent upon approval by the voters of a Proposition 2 ½ capital outlay expenditure exclusion question pursuant to the provisions of Massachusetts General Laws Chapter 59, § 21C (i ½).

ARTICLE EIGHTEENTH: PURCHASE OF HIGHWAY DUMP/SANDER/WING/PLOW TRUCK BY A LEASE AGREEMENT

The Finance Committee recommended and the Town voted in the majority to authorize the Board of Selectmen, with the advice of the Board of Road Commissioners, to enter into a six year lease-to-purchase agreement to procure and equip a Dump/Plow/Sander/Wing Truck, to acquire and equip said truck, and to trade in or sell the 1994 International Dump/Plow/Sander/Wing Truck, and to raise, assess, and appropriate the sum of \$23,000 for such purpose; provided, however, that any appropriation authorized hereunder shall be contingent upon approval by the voters of a Proposition 2 ½ capital outlay expenditure exclusion question pursuant to the provisions of Massachusetts General Laws Chapter 59, § 21C (i).

ARTICLE NINETEENTH: PURCHASE OF FIRE DEPARTMENT DEFIBRILLATOR

The Finance Committee recommended and the Town voted in the majority to raise, assess and appropriate the sum of \$28,000 to be expended by the Board of Selectmen with the advice of the Fire Chief for the purchase of a 15 lead defibrillator and trade in or sell the Department's 12 lead defibrillator; provided, however, that any appropriation authorized hereunder shall be contingent upon approval by the voters of a Proposition 2 ½ capital outlay expenditure exclusion question pursuant to the provisions of Massachusetts General Laws Chapter 59, § 21C (i ½).

ARTICLE TWENTIETH: PURCHASE OF CHEMICAL ANALYZERS FOR THE PUMPING STATIONS

The Finance Committee recommended and the Town voted unanimously to transfer and

appropriate the sum of \$32,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to purchase chemical analyzers; and to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to take any other action necessary to carry out this project.

ARTICLE TWENTY-FIRST: BOSTON STREET AND GARDEN STREET WATER TANK INSPECTIONS

The Finance Committee recommended and the Town voted unanimously to transfer and appropriate the sum of \$25,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to conduct inspections of the Boston Street and Garden Street Water Tanks; and to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to take any other action necessary to carry out this project.

ARTICLE TWENTY-SECOND: CENTRAL STREET WATER MAIN DESIGN

The Finance Committee recommended and the Town voted unanimously to transfer and appropriate the sum of \$20,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for the preparation of design plans and construction documents for the replacement of the Central Street Water Main from Main Street to Summer Street; and to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to take any other action necessary to carry out this project.

ARTICLE TWENTY-THIRD: PURCHASE OF A PICK-UP TRUCK

The Finance Committee recommended and the Town voted in the majority to transfer and appropriate the sum of \$22,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to purchase and equip a new service pick-up truck; and trade in or sell a 1997 Ford F350 truck.

ARTICLE TWENTY-FOURTH: POST EMPLOYMENT BENEFITS TRUST FUND

The Finance Committee recommended and the Town voted in the majority to accept Massachusetts General Law Chapter 32B § 20, a local option legislation entitled "Other Post Employment Benefits Liability Trust Fund".

ARTICLE TWENTY-FIFTH: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

The Finance Committee recommended and the Town voted unanimously to take positive action

relative to membership in the Essex North Shore Agricultural and Technical School District in accordance with Chapter 463 of the Acts of 2004 (as amended), that is, to become a member of the Essex North Shore Agricultural and Technical School District (the "District") in accordance with Chapter 463 of the Acts of 2004 (as amended); and to further authorize Topsfield to appropriate, borrow, or transfer from available funds, its proportioned share of \$133,000,000 dollars, based on Topsfield's projected percentage of enrollment for the proposed Essex North Shore Agricultural and Technical High School, to be expended under the direction of the District for construction of the Essex North Shore Agricultural and Technical High School, which school facility shall have an anticipated useful life as an educational facility for the instruction of school children for at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority (MSBA). The MSBA's grant program is a non entitlement discretionary program based on need, as determined by the MSBA, and any project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District. Any grant that the District may receive from the MSBA for the Project shall be based on a total project budget of \$125,000,000 and shall not exceed the lesser of (1) sixty-two percent (62%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount as determined by the MSBA. The MSBA's grant is conditioned upon the election by cities and towns representing at least 75 percent (75%) of the October 1, 2004 foundation enrollment of the North Shore Vocational Regional School District to become a member municipality of the District, or take any other action relative thereto.

ARTICLE TWENTY-SIXTH AMEND GENERAL WETLANDS BYLAW

The Finance Committee recommended that the Town vote to amend the Town Code, Chapter LXII, the General Wetlands Bylaw, by inserting the following sentence after the second sentence in section 62-7,

"For applications filed only under this Bylaw, and not concurrently under the Wetlands Protection Act, the Commission may allow publication of such notice on the Town's web page, in lieu of publication in a local newspaper."

and by adding the following new section 62-7A,

"62-7A ADMINISTRATIVE PERMITS.

The provisions of Section 62-7 notwithstanding, the Commission may, by regulation, provide for the issuance of administrative permits for the maintenance or improvement of Land within one hundred (100) feet of Freshwater Wetlands, Bodies of Water, Land Under Water, or Banks, but excluding Riverfront Area, in connection with existing residential uses. Such administrative permits may be issued by the Commission or the Conservation Administrator without a hearing."

George Hall, Chairman of the Topsfield Conservation Commission spoke in support of adoption of the amendment as presented. The vote was taken absent discussion. The Town voted unanimously in favor of the Finance Committee recommendation, as presented.

ARTICLE TWENTY-SEVENTH: NON-CRIMINAL DISPOSITION BOARD OF HEALTH BYLAW

The Finance Committee recommended that the Town vote to amend the Town Code, Chapter XXX Non-Criminal Disposition Enforcement Bylaw by deleting:

“Article 1, Board of Health, Tobacco Control Access Program” in the title

and by adding Section 30-2 as set forth below:

“30-2 Violations of the provisions of section R-11: Food Code of the Board of Health’s Rules and Regulations may be enforced by the Health Agent by a non-criminal complaint pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 21D. Each day a violation exists shall constitute a separate violation. When enforced through non-criminal disposition, unless otherwise specifically provided for by bylaw, rule or regulation, the penalties shall be as follows:

First violation:.....\$25.00
 Second violation:.....\$50.00
 Third and subsequent violations:\$200.00 ”

Sheryl Knutsen, Board of Health member moved to amend the Finance Committee recommendation by deleting the words “ Each day a violation exists shall constitute a separate violation.” and inserting in place “The provisions of this section shall be in effect as long as Town of Topsfield Board of Health R-11 is restricted to the provisions of 105 CMR 590.000.” The motion was duly made seconded and voted after limited discussion. The Town voted in the majority in favor of the motion to amend. The main motion as amended was then voted. The Finance Committee recommendation as amended passed unanimously.

ARTICLE TWENTY-EIGHTH: NON-CRIMINAL DISPOSITION SCENIC ROAD BYLAW

The Finance Committee recommended and the Town voted unanimously to amend the Town Code, Chapter LV, the Scenic Road Bylaw, by inserting the following paragraph as Section 55-6, and renumber accordingly the paragraphs that follow:

“55-6. This bylaw may be enforced by the Planning Board, its agent, or any Police Officer of the Town of Topsfield, by any available means in law or equity, including but not limited to enforcement by non-criminal disposition pursuant to M.G.L. Chapter 40, §21D. Each day a violation exists shall constitute a separate violation. When enforced through non-criminal disposition, unless otherwise specifically provided for by bylaw, rule or regulation, the penalties shall be as follows:

First violation:.....\$25.00
 Second violation:.....\$50.00
 Third violation:.....\$100.00
 Fourth and subsequent violations:\$200.00 ”

ARTICLE TWENTY-NINTH: NON-CRIMINAL DISPOSITION STORMWATER MANAGEMENT & EROSION CONTROL BYLAW

The Finance Committee recommended that the Town vote to amend the Town Code, Chapter LI, the Stormwater Management & Erosion Control Bylaw, by inserting the following paragraph at the end of Section 51-7 Enforcement as follows:

“This bylaw may also be enforced by the Planning Board, its agent, or any Police Officer of the Town of Topsfield, by any available means in law or equity, including but not limited to enforcement by non-criminal disposition pursuant to M.G.L. Chapter 40, §21D. Each day a violation exists shall constitute a separate violation. When enforced through non-criminal disposition, unless otherwise specifically provided for by bylaw, rule or regulation, the penalties shall be as follows:

First violation:.....\$25.00
 Second violation:.....\$50.00
 Third violation:.....\$100.00
 Fourth and subsequent violations:\$200.00 ”

The vote was taken absent discussion. The Town voted unanimously in favor the Finance Committee recommendation, as presented.

ARTICLE THIRTIETH: NON-CRIMINAL DISPOSITION SOIL REMOVAL BYLAW

The Finance Committee recommended that the Town vote to amend the Town Code, Chapter XLIX, the Soil Removal Bylaw, by inserting Section 49-5 c. as follows:

“This bylaw may be enforced by the Planning Board, its agent, or any Police Officer of the Town of Topsfield, by any available means in law or equity, including but not limited to enforcement by non-criminal disposition pursuant to M.G.L. Chapter 40, §21D. Each day a violation exists shall constitute a separate violation. When enforced through non-criminal disposition, unless otherwise specifically provided for by bylaw, rule or regulation, the penalties shall be as follows:

First violation:.....\$25.00
 Second violation:.....\$50.00
 Third violation:.....\$100.00
 Fourth and subsequent violations:\$200.00 ”

Martha Morrison, Chairman Board of Selectman moved to strike the word “Planning” and insert the words “Soil Removal”. The motion was seconded and voted unanimously. The vote on the Finance Committee recommendation as amended was then voted absent further discussion. The Town voted unanimously in favor of the main motion, as amended.

ARTICLE THIRTY-FIRST: WIND ENERGY CONVERSION SYSTEM – SMALL SCALE

The Finance Committee recommended that the Town vote to amend Article IV of the Topsfield Zoning Bylaw by deleting Section 4.11 “Installation and Maintenance of Wind Energy Conversion Systems” in its entirety and renumbering accordingly the paragraphs that follow, and adding a

new Article XV, “Wind Energy Conversion System – Small Scale” as set forth below and entitled “Wind Energy Conversion System – Small Scale Bylaw Amendment.”

ARTICLE XV

WIND ENERGY CONVERSION SYSTEM – SMALL SCALE

15.01 Purpose

The purpose of this bylaw is to accommodate small scale wind energy conversion systems in appropriate locations to reduce the on-site consumption of utility supplied electricity, to furnish wind-generated energy to the grid or to furnish electric power to an “off the grid” system, while respecting the scenic and rural character of the Town and minimizing adverse visual, safety and environmental impacts of the wind energy system.

15.02 Applicability

The installation, operation and decommissioning of any WECS-SS system in the Town shall comply with this bylaw. Wind energy conversion systems with rated nameplate capacity of more than 30 kilowatts (kW) are prohibited in the Town of Topsfield.

15.03 Definitions

- A. Wind Energy Conversion System-Small Scale (“WECS-SS”): A wind energy conversion system typically consists of a wind turbine, generator, foundation, tower, support facilities, fencing and other safety equipment, power lines, transformers, associated interconnection equipment and related control and conversion equipment. A WECS-SS has a rated nameplate capacity of not more than thirty (30) kilowatts (kW).
- B. Height: The height of a wind turbine is the maximum vertical distance of the highest component of the system above the existing average grade within ten (10) feet of the centerline of the structure.
- C. Special Permit: A permit granted by the Special Permit Granting Authority for the installation of a WECS-SS.
- D. Wind Turbine: A device that converts kinetic wind energy into rotational energy that drives an electrical generator. A wind turbine typically consists of a tower, nacelle body, and a rotor.
- E. Rated Nameplate Capacity: The maximum rated output of electric power specified by an equipment manufacturer on the nameplate of a piece of equipment or wind turbine system.
- F. Tower: The structure on which the wind turbine is mounted.

G. Off-grid: A stand-alone generating system not connected to or in any way dependent on the public utility grid.

H. Wind Monitoring or Meteorological Tower (“MET tower”): A temporary tower used to gather wind data necessary for site evaluation and development of a wind energy project. In addition a MET tower can be equipped to record temperature, solar radiation and air pressure if necessary, but is not used for the purpose of generating electricity.

15.04 Special Permit Requirements

- A. Special Permit. All applications for such permits shall be filed with the Special Permit Granting Authority in accordance with Article V, Section 5.04.
- B. Site Plan. Eight copies and one electronic file of the site plan must be submitted to the Special Permit Granting Authority, in accordance with Town of Topsfield Zoning Bylaws, Article IX, Section 9.06, Submission Requirements and any other applicable bylaws, except that beyond ten feet of the centerline of the tower ten foot contours are acceptable.
- C. Certification: The proposed wind turbine must be approved by a small wind certification program recognized by the American Wind Energy Association or other entity acceptable to the Special Permit Granting Authority.
- D. Engineered Drawing Requirement: A Special Permit application for a WECS-SS shall be accompanied by standard drawings, certified by a professional engineer, of the wind turbine structure, the tower, base, footings, and /or foundation as provided by the manufacturer. Wet stamps shall not be required.
- E. Height: The height of any WECS-SS shall be no greater than 120 feet. The Special Permit Granting Authority may allow this height to be exceeded as part of the Special Permit process if the Applicant can demonstrate that the additional height is needed to ensure technical and economic feasibility and that the additional benefits of the higher tower outweigh any increased adverse impacts. However, in no case shall the total height of the WECS-SS exceed 150 ft.
- F. Dimensional and Density Provisions:
 - 1. A horizontal axis wind turbine may not be sited within one and one-half times (1.5x) the height of the wind turbine from the nearest abutting property line as measured from the centerline of the tower. For a vertical axis turbine, the setback shall be one and one-tenth times (1.1x) the height.
 - 2. A wind turbine may not be sited within a distance equal to one times (1x) the height of

the wind turbine from critical infrastructure, or private or public ways.

3. A setback from a lot line of the lot on which the system is installed shall not be required if the owner(s) of the abutting lot (which may be the same as the Applicant) consents to a setback less than that set forth in F.1 above. Such consent shall be in writing and shall be included with the application. If the Special Permit Granting Authority determines that the setback diminution and the consent are reasonable, based upon the characteristics of the tower and lots, the setback diminution and consent may be approved. If approval is granted, the consent shall be recorded as a restrictive covenant on the abutting property before the Special Permit is released to the Applicant.
4. Setbacks distances of the wind turbine may be reduced by the Special Permit Granting Authority based on site-specific criteria if the project is consistent with Section 15.04 O. Special Permit Approval Criteria and only after review of substantial evidence, including but not limited to detailed engineering reports or product engineering certification, which demonstrate that safety concerns have been minimized and that setbacks have been complied with to the maximum extent practicable. Setbacks for structures other than the wind turbine shall comply with the bylaws of the Town of Topsfield.
5. No part of the WECS-SS support structure, including guy wire anchors, may extend closer to the property boundaries than the standard structure setbacks for the zoning district in which the land is located.
6. WECS-SS may not be installed in a front yard or on the street-facing end of a building which borders the front yard unless the Special Permit Granting Authority determines that the system is a sufficient distance from the street to mitigate the visual impact.
7. There shall be no more than one (1) horizontal axis system or two vertical axis systems per lot. On lots greater than ten (10) acres, the Special Permit Granting Authority may permit additional units taking into consideration Section 15.04 O. Special Permit Approval Criteria.

G. Noise: The operation of the WECS-SS shall conform with the provisions of the Department of Environmental Protection's, Division of Air Quality Noise Regulations (310 CMR 7.10) and its Noise Pollution Policy or superseding applicable state standards.

H. Prevention of Tower Access: Climbing access to the tower shall be limited by one of the following methods: by placing climbing apparatus no lower than twelve (12) feet from the ground, or by placing shielding over climbing apparatus or access, or by installation of a fence with a locked gate that touches the ground with a minimum height of 8 feet.

I. Compliance as required by the following:

1. Regulations of the Federal Communications Commission (FCC)
2. Massachusetts Uniform Building Code
3. Regulations of the Federal Aeronautical Administration (FAA)
4. National Electric Code
5. Regulations of the Federal Energy Regulatory Commission (FERC)

J. Utility Notification: No WECS-SS shall be installed until evidence has been given that the utility company has been informed of the customer's intent to install an interconnected customer-owned generator and an interconnection agreement has been approved by the utility. Off-grid systems shall be exempt from this requirement.

K. Site Control: At the time of application for a special permit, the Applicant shall submit documentation of actual or prospective control of the project site sufficient to allow for installation and use of the proposed facility. Documentation shall also include proof of control over setback areas and access roads.

L. Temporary Meteorological Tower (MET tower): A MET tower shall be permitted under the same standards as a WECS-SS, except that the requirements apply to a temporary structure. A permit for a temporary MET tower shall be valid for a maximum of one year after which an extension may be granted by the Special Permit Granting Authority upon demonstration of continued need. Small anemometers installed directly on buildings shall not require a Special Permit but may require a building permit.

M. Exterior Lighting: A wind turbine shall be lighted only if required by the Federal Aviation Administration. Lighting of other parts of the wind energy facility, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be shielded from abutting properties as approved by the Special Permit Granting Authority.

N. Support Towers: Monopole towers shall be used as the support structure for Wind Turbines; this requirement may be waived by the Special Permit Granting Authority for good cause at the discretion of the Special Permit Granting Authority.

O. Special Permit Approval Criteria: In addition to meeting the conditions for Special Permits in Article V, Section 5.04, any Special Permit granted for a WECS-SS shall meet the following conditions:

1. The specific site is an appropriate location for such use including but not limited to consideration of noise, flicker, shadow and visual impact;
2. The use will not pose a significant adverse impact to the health and safety of the neighborhood;

3. The proposed WECS-SS will pose no hazard to persons or property;
4. Adequate and appropriate infrastructure will be provided for the proper operation of the WECS-SS.

The Special Permit may include reasonable conditions, addressing among others, safeguards and limitations and requirements for the Applicant to implement measures to reasonably protect the neighborhood. The Special Permit may require the Applicant to implement all reasonable measures to mitigate unforeseen adverse impacts of the wind energy conversion system should they occur.

P. As-Built Plan: The system shall not commence operation until an “As-Built” plan and a certificate of compliance have been submitted to the Special Permit Granting Authority and the Inspector of Buildings representing that the system has been constructed substantially in compliance with the plan approved by the Special Permit Granting Authority. Said certificate and plan shall be signed and stamped by a registered professional engineer licensed in the Commonwealth of Massachusetts.

Q. Abandonment And Decommission: A WECS-SS or a MET tower will be considered to be abandoned if it is not operated for its intended purpose for a period of one year, or considered hazardous by the Inspector of Buildings. Once a WECS-SS or MET tower is designated as abandoned or hazardous, the owner shall mitigate the hazardous condition within thirty days or shall immediately physically remove the installation, which shall include, but not be limited to:

1. Removal of WECS-SS, any equipment shelters and security barriers from the subject property;
2. Proper disposal of the waste materials from the site in accordance with local and state solid waste disposal regulations;
3. Re-vegetation of the site of the WECS-SS to its natural condition. The Inspector of Buildings may allow the owner to leave below-grade foundations and landscaping in order to minimize erosion and disruption to vegetation.

The Town retains the right, after the receipt of an appropriate court order to enter and remove an abandoned or hazardous WECS-SS or MET tower that is not removed by the property owner within six (6) months from the date of abandonment. All WECS-SS and MET tower removal and associated costs will be charged to the property owner in accordance with the provisions of M.G.L. 139, Section 3A as a tax lien on the property.

R. Severability: All the clauses of this bylaw are distinct and severable, and if any clause shall be deemed illegal, void, or unenforceable, it shall not affect the validity, legality, or enforceability of any other clause or portion of this bylaw.

Jonathan Young, Planning Board member spoke in support of the amendment detailing the need for passage. The vote was taken after considerable discussion. The Town voted unanimously in favor of the Finance Committee recommendation of positive action, as presented.

ARTICLE THIRTY-SECOND: AMEND ZONING BYLAW, ARTICLE III, SECTION 3.02 TABLE OF USE REGULATIONS

The Finance Committee recommended that the Town voted to amend to amend the Topsfield Zoning Bylaw, Article III, Use Regulations, Table of Use Regulations, Section 4.32 and amend footnote four at the end of the table, all as set forth below (new language in bold italics; deletions with strikethrough).

Permitted Uses		ORA	IRA	CR	BV	BH	PB	BHN
4.	Retail and Service							
4.32	<i>Installation of WECS Wind energy conversion system – small scale</i>	<i>P⁴ S⁴</i>	<i>P⁴ S⁴</i>	<i>P⁴ S⁴</i>	<i>P⁴ S⁴</i>	<i>P⁴ S⁴</i>	<i>P⁴ S⁴</i>	<i>P⁴ S⁴</i>

~~4 See Article IV, 4.11 for regulations~~ See Article XV for permitting standards

Jan Ablon, Planning Board member spoke in support of the amendment noting its need for inclusion. The vote was taken absent discussion. The Town voted in favor of the Finance Committee recommendation of positive action, as presented.

ARTICLE THIRTY-THIRD: TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES

The Finance Committee recommended and the Town voted in the majority to raise and assess and appropriate the sum of \$18,319 to fund certain activities of the Tri-Town Council.

ARTICLE THIRTY-FOUR: CONTRACT FOR TRIENNIAL RE-CERTIFICATION FOR COMMERCIAL AND INDUSTRIAL REAL ESTATE

The Finance Committee recommended and the Town voted unanimously to transfer from free cash, and appropriate a sum of \$28,000 to be expended by the Board of Selectmen, with the advice of the Board of Assessors, to contract for the State required re-certification update of real property values for commercial and industrial real estate.

ARTICLE THIRTY-FIFTH: CONTRACT FOR TRIENNIAL RE-CERTIFICATION FOR PERSONAL PROPERTY

The Finance Committee recommended and the Town voted unanimously to transfer from free cash, and appropriate a sum of \$11,000 to be expended by the Board of Selectmen, with the advice of the Board of Assessors, to contract for the State required re-certification update of all personal property values.

ARTICLE THIRTY-SIXTH: POLICE LIABILITY REDUCTION TRAINING

The Finance Committee recommended and the Town voted unanimously to raise, assess and appropriate a sum of \$8,502 to be expended by the Board of Selectmen, with the advice of the Police Chief, for the purpose of Liability Reduction Training for members of the Topsfield Police Department; provided, however, that any appropriation authorized hereunder shall be contingent upon approval by the voters of a Proposition 2 ½ general override question pursuant to the provisions of Massachusetts General Laws Chapter 59, § 21 C (g).

ARTICLE THIRTY-SEVENTH: USE OF TOWN FACILITIES FOR SOLAR ENERGY PROJECTS

The Finance Committee recommended that the Town vote to authorize for the ensuing year the Board of Selectmen with respect to municipal property, and the School Committee with respect to school property, to enter into any leases, licenses, easements, and/or other agreements allowing the use for up to 25 years, on such terms and conditions as the said Board or Committee may determine, of any Town-owned lands, buildings, facilities, or portions thereof, for the purpose of installing and operating solar energy facilities to defray the cost of energy borne by taxation, and to enter long-term power purchase agreements, energy management services agreements, utility easements and similar instruments in conjunction therewith and in furtherance thereof.

Alice Sheridan, 26 Parsonage Lane, moved to amend the Finance Committee recommendation. "I move to insert after "with respect to school property", the words "with Town Meeting approval". The motion having been made was seconded and before the town meeting for discussion. Discussion was labored. The vote was taken in due course. The motion to amend passed by majority vote. Richard Carlson, 33 Averill Street, then moved for reconsideration. His motion was denied as he had not voted in the affirmative. Laurena Gatlin, 147 River Road, having voted in the affirmative, then moved for reconsideration of the amendment. The motion was seconded and before the town meeting for discussion. The vote was taken on conclusion of brief discussion. The vote to reconsider passed on a voice majority. The vote on the Sheridan motion to amend followed. The vote was yes 23; nays 62. The motion to amend the Finance Committee's recommendation failed.

The Moderator then return to the main motion. Jeanine Cunniff, 16 Towne Lane, addressed the moderator. "Mr. Moderator, I rise to a point of order regarding quorum." The moderator stated "The point of order has been raised. There is no continuing quorum. We will continue this Town meeting tomorrow night at seven o'clock, right here." The meeting terminated at 10:35 p.m. There were two hundred and two (202) registered voters in attendance.

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CONTINUATION OF THE ANNUAL TOWN MEETING OF MAY 4, 2010

The moderator called the continuation of the Annual Town Meeting to order Wednesday, May 5, 2010 at 7:10 p.m. He began with Article Thirty-Seventh.

ARTICLE THIRTY-SEVENTH: USE OF TOWN FACILITIES FOR SOLAR ENERGY PROJECTS

The Finance Committee recommended that the Town vote to authorize for the ensuing year the Board of Selectmen with respect to municipal property, and the School Committee with respect to school property, to enter into any leases, licenses, easements, and/or other agreements allowing the use for up to 25 years, on such terms and conditions as the said Board or Committee may determine, of any Town-owned lands, buildings, facilities, or portions thereof, for the purpose of installing and operating solar energy facilities to defray the cost of energy borne by taxation, and to enter long-term power purchase agreements, energy management services agreements, utility easements and similar instruments in conjunction therewith and in furtherance thereof.

Heidi Fox, 31 Wildes Road, moved to amend the Finance Committee recommendation by deleting "on such terms and conditions as said Board or Committee may determine" and inserting after "or portions thereof, "on such terms and conditions as the said Board or Committee may determine, subject and pursuant to a public hearing called by said Board or Committee, and contingent upon approval by a super majority of said Board or Committee". The motion was seconded and open for discussion. Discussion followed as to clarification of the word super and what it meant in application to majority. It was agreed that 2/3rds majority provided greater clarity. Ms. Fox then moved to amend her motion deleting the word "super" and inserting in its place the word "2/3rds". The motion to amend the amendment passed by a clear majority. Charles Denault, Jr. 12 Gail St., followed with "I move the question." The motion to move the question was seconded and voted. The motion passed on the required 2/3rds vote. The vote was then taken on the motion to amend. It passed by a clear majority. The main motion as amended was then voted. The Town voted unanimously in favor of the Finance Committee recommendation as amended.

ARTICLE THIRTY-EIGHT: BYLAW GOVERNING ILLICIT DISCHARGES TO THE MUNICIPAL STORM DRAIN SYSTEM

The Finance Committee recommended that the Town vote to amend the Town Code by adding a new Chapter LIX entitled, “Bylaw Governing Illicit Discharges To The Municipal Storm Drain System”, as set forth below.

“CHAPTER LIX

Bylaw Governing Illicit Discharges To The Municipal Storm Drain System

SECTION 1. PURPOSE

Increased and contaminated stormwater runoff is a major cause of impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater; contamination of drinking water supplies; alteration or destruction of aquatic and wildlife habitat; and flooding.

Regulation of illicit connections and discharges to the municipal storm drain system is necessary to protect the Town of Topsfield’s water bodies and groundwater, and to safeguard the environment and public health, safety, and welfare.

The objectives of this bylaw are:

1. to prevent pollutants from entering Topsfield’s municipal separate storm sewer system (MS4);
2. to prohibit illicit connections and unauthorized discharges to the MS4;
3. to require the removal of all such illicit connections;
4. to comply with state and federal statutes and regulations relating to stormwater discharges; and
5. to establish the legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

SECTION 2. DEFINITIONS

For the purposes of this bylaw, the following shall mean:

AUTHORIZED ENFORCEMENT AGENCY: The Topsfield Stormwater Officer shall administer and implement this bylaw. Any powers granted to or duties imposed upon the Stormwater Officer may be delegated in writing by the Stormwater Officer to the appropriate agents of the Town, i.e. the employees and agents of the Highway Department, the Board of Health, the Police and Fire Departments, the Conservation Commission and the Inspectional Services Department.

BEST MANAGEMENT PRACTICE (BMP): An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

CLEAN WATER ACT: The Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) and as hereafter amended.

GROUNDWATER: Water beneath the surface of the ground.

ILLICIT CONNECTION: Any indoor or outdoor drain or conveyance, whether on the surface or subsurface, that allows an illicit discharge to enter the storm drain system including but not limited to any conveyances that allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system, regardless of whether said drain or connection had been previously allowed, permitted, or approved.

ILLICIT DISCHARGE: Direct or indirect discharge to the municipal storm drain system that is not composed entirely of stormwater, except as exempted in Section 8. The term does not include a discharge in compliance with an NPDES Storm Water Discharge Permit or a Surface Water Discharge Permit.

IMPERVIOUS SURFACE: Any material or structure on or above the ground that prevents water from infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and rooftops.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM: The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Topsfield.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT: A permit issued by United States Environmental Protection Agency or jointly with the State that authorizes the discharge of pollutants to waters of the United States.

NON-STORMWATER DISCHARGE: Discharge to the municipal storm drain system not composed entirely of stormwater.

PERSON: A partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such entity or an individual.

POLLUTANT: Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sew-

age, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; sedimentary material and noxious or offensive matter of any kind.

PROCESS WASTEWATER: Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

RECHARGE: The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

STORMWATER: Precipitation runoff, snow melt runoff, and surface water runoff and drainage.

SURFACE WATER DISCHARGE PERMIT. A permit issued by the Department of Environmental Protection (DEP) pursuant to 314 CMR 3.00 that authorizes the discharge of pollutants to waters of the Commonwealth of Massachusetts.

TOXIC OR HAZARDOUS MATERIAL OR WASTE: Any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to the environment or to human health, safety, or welfare. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under G.L. Ch.21C and Ch.21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

WATERCOURSE: A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

WATERS OF THE COMMONWEALTH: All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, and groundwater.

WASTEWATER: Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

SECTION 3. APPLICABILITY

This bylaw shall apply to flows entering the municipally owned storm drainage system.

SECTION 4. AUTHORITY

This bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act, and pursuant to the regulations of the Federal Clean Water Act found at 40 CFR 122.34.

SECTION 5. RESPONSIBILITY FOR ADMINISTRATION

The Board of Selectmen shall appoint the Stormwater Officer. The Stormwater Officer shall administer, implement and enforce this bylaw.

SECTION 6. REGULATIONS

The Stormwater Management Committee may promulgate rules and regulations to effectuate the purposes of this bylaw. Failure by the Committee to promulgate such rules and regulations shall not have the effect of suspending or invalidating this bylaw.

SECTION 7. PROHIBITED ACTIVITIES

Illicit Discharges. No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into the municipal separate storm sewer system (MS4).

Illicit Connections. No person shall construct, use, allow, maintain or continue any illicit connection to the municipal storm drain system, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

Obstruction of Municipal Storm Drain System. No person shall obstruct or interfere with the normal flow of stormwater into or out of the municipal storm drain system without prior written approval from the Stormwater Officer.

SECTION 8. EXEMPTIONS

A. Discharge or flow of water or other fire fighting materials resulting from fire fighting activities.

B. The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwaters provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:

- (1) Waterline flushing;
- (2) Flow from potable water sources;
- (3) Springs;
- (4) Natural flow from riparian habitats and wetlands;
- (5) Diverted stream flow;
- (6) Groundwater;
- (7) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20), or uncontaminated pumped groundwater (e.g. sump pump);
- (8) Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;

- (9) Discharge from landscape irrigation or lawn watering;
- (10) Water from individual residential car washing;
- (11) Discharge from dechlorinated swimming pool water (less than one ppm chlorine) provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
- (12) Discharge from street sweeping;
- (13) Discharge of dye for testing purposes, provided verbal notification is given to the Stormwater Officer prior to the time of the test;
- (14) Discharge of non-stormwater as permitted under an NPDES permit, or under a Surface Water Discharge Permit, or by a waste discharge order or waiver administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations; and
- (15) Discharge of non-stormwater for which advanced written approval is received from the Stormwater Officer as necessary to protect the environment or public health, safety, or welfare.

SECTION 9. EMERGENCY SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS

The Stormwater Officer may suspend municipal storm drain system access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the environment or to the public health, safety, or welfare. In the event any person fails to comply with an emergency suspension order, the Stormwater Officer may take all reasonable steps to prevent or minimize harm to the environment or to public health, safety, or welfare.

SECTION 10. NOTIFICATION OF SPILLS

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to the municipal drainage system or waters of the Commonwealth, the person shall take all necessary steps to ensure containment, and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal fire, police and highway departments. In the event of a release of other than oil or non-hazardous material, the reporting person shall notify the Stormwater Officer no later than the next business day. The reporting person shall provide to the Stormwater Officer written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

SECTION 11. ENFORCEMENT

The Stormwater Officer or an authorized agent of the Stormwater Officer shall enforce this bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

Civil Relief. If a person violates the provisions of this bylaw, regulations, permit, notice, or order issued hereunder, the Stormwater Officer may seek injunctive relief in a court of competent jurisdiction to restrain the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

Orders. The Stormwater Officer or an authorized agent of the Stormwater Officer may issue a written order to enforce the provisions of this bylaw or the regulations hereunder, which may include: (a) elimination of illicit connections or discharges to the MS4; (b) performance of monitoring, analyses, and reporting; (c) that unlawful discharges, practices, or operations shall cease and desist; and (d) remediation of contamination in connection therewith.

If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town may, at its option, seek a court order requiring the property owner to perform the work or allowing the Town to perform the work and recover its costs.

Criminal Penalty. Any person who violates any provision of this bylaw, regulation, order or permit issued hereunder, shall be punished by a fine of not more than \$ 300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Non-Criminal Disposition. As an alternative to criminal prosecution or civil action, the Town of Topsfield may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D in which case the Stormwater Officer shall be the enforcing person. The penalty for the first violation shall be \$ 25.00. The penalty for the second violation shall be \$50.00. The penalty for the third and subsequent violations shall be \$100.00. Each day that such violation occurs or continues shall constitute a separate offense.

Entry to Perform Duties Under this Bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Stormwater Officer, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys or sampling as the Stormwater Officer deems reasonably necessary.

Appeals. The decisions or orders of the Stormwater Officer shall be final. Further except that relief may be sought in a court of competent jurisdiction.

Remedies Not Exclusive. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

SECTION 12. COMPATIBILITY WITH OTHER REGULATIONS.

This bylaw is not intended to modify or repeal any other bylaw, rule, regulation, or other provision of law. The requirements of this bylaw are in addition to the requirements of any other bylaw, rule, regulation, or other provision of law, and where any provision of this bylaw imposes restrictions different from those imposed by any other bylaw, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

SECTION 13. SEVERABILITY

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

The vote was taken absent any discussion. The Town voted unanimously in favor of the Finance Committee recommendation of positive action, as presented.

ARTICLE THIRTY-NINTH: STORMWATER MANAGEMENT COMMITTEE BYLAW

The Finance Committee recommended and the Town voted unanimously to amend the Town Code, Chapter II, Administration, Article VII, Committee and Commissions by adding a new section 2-14 which shall read as follows:

“2-14 STORMWATER MANAGEMENT COMMITTEE

There shall be a seven (7) member Stormwater Management Committee appointed by the Board of Selectmen for a one year term commencing on July 1 of each fiscal year. Said appointments shall be of one currently active member of the Board of Health, Board of Road Commissioners, Board of Water Commissioners, Conservation Commission, Planning Board or their agents, and the Stormwater Officer and Inspector of Buildings.”

ARTICLE FORTIETH: STABILIZATION FUND

The Finance Committee recommended and the Town voted unanimously to appropriate and transfer from Free Cash the sum of \$1,000 for the Stabilization Fund.

ARTICLE FORTY-FIRST: FREE CASH

The Finance Committee recommended and the Town voted unanimously to authorize and direct the Board of Assessors to transfer and appropriate the sum of \$221,329 from Free Cash to reduce the tax levy for the fiscal year 2011.

The Moderator stated he would now entertain a motion to adjourn the Annual Town Meeting to the polling site, St. Rose Church Hall located at 12 Park Street, on Thursday, May 6, 2010 at 7:00 a.m., and at the close of the polls at 8:00 p.m. to dissolve the 2010 Annual Town Meeting. The motion was duly made, seconded and voted unanimously. The meeting adjourned at 7:43 p.m. There were one hundred and twenty-two (122) registered voters in attendance.

Annual Town Election

St. Rose Church Hall
12 Park Street
May 6, 2010
7:00 a.m. to 8:00 p.m.

The Town Clerk opened the polls at 7:00 a.m.
The election workers had been sworn as follows:
Joan Glatz, Warden
Dottie Roberts, Deputy Warden
Fred Glatz, Poll Constable

Ballot Clerks and Tellers:
Sally Cabral, Mary Connor, Betty Kruck, Jan
Englehardt, Florence Lear, Ruth Lucy, Carol
Carter, Eileen Reichardt, Betty Booye, Barbara
Adams and Jackie Scudder.

The polls were closed at 8:00 p.m. The Town
Clerk announced at 10:13 p.m. one thousand one
hundred and thirty-four (1134) registered voters
had cast their ballots with the following results:

Moderator (One Year)

John P. Kinhan 786
Eldon D. Goodhue 14
Beverly Guarino 11
Others 7
Blanks 316

Selectman (Three Years)

Karen Dow 456
Eldon Goodhue (write-in) 584
Others 0
Blanks 94

Assessor (Three Years)

Lynn Conant 143
Boyd Jackson 18
Eldon Goodhue 13
Beverly Guarino 9
Others 92
Blanks 854

School Committee (Three Years)

Jeanine P. Cunniff 720
Gordon C. Spater 599
Others 6
Blanks 943

Regional District School Committee (Three Years)

Lawrence Lindquist 807
Others 10
Blanks 317

Commissioner of Trust Funds (Three Years)

Barbara Booth 821
Others 7
Blanks 302

Library Trustee (Three Years)

Sean P. Cunniff 722
Michael P. Massaro 683
Others 16
Blanks 847

Housing Authority (Five Years)

Gerald J. Buckley 838
Others 6
Blanks 290

Park & Cemetery Commissioner (Three Years)

Robert E. Benjamin 781
Others 10
Blanks 343

Planning Board (Three Years)

Janice M. Ablon 724
Gregor Smith 717
Others 17
Blank 810

Road Commissioner (Three Years)

Philip G. Knowles 543
George D. Anderson 470
Others 0
Blanks 121

Water Commissioners (Three Years)

Richard I. Stone 468
John V. Bermudez 348
Mark F. Gallagher 147
Others 0
Blanks 171

Town Clerk (Three Years)

Paula M. Burke 763
Jack M. Armitage (withdrew) 270
Others 0
Blanks 101

Note: Those elected to office are in bold.

BALLOT QUESTIONS

QUESTION ONE: Shall the Town of Topsfield
be allowed to assess an additional \$104,307 in
real estate and personal property taxes for the

purposes of funding the Police Liability Training
(\$8,502); Police School Resource Officer (\$7,805);
Road, Bridge and Sidewalk Reconstruction
and Maintenance (\$25,000), and the Town's As-
sessment for the Masconomet Regional School
District (\$63,000), for the fiscal year beginning
July first, two thousand and ten?

Yes 547
No 541
Blanks 46

Question One passed by six votes.

QUESTION TWO: Shall the Town of Topsfield
be allowed to assess an additional \$93,500 in
real estate and personal property taxes for the
purposes of funding the purchase and equip-
ping of a new 4x4 cruiser for the Police Depart-
ment (\$35,500), the purchase of a 15 lead
defibrillator for the Fire Department (\$28,000),
replacement of exterior doors for the Proctor
School for the School Department (\$7,000) and
the lease purchase of a Dump/Plow/Sander/
Wing Truck for the Highway Department
(\$23,000), for the fiscal year beginning July
first, two thousand and ten?

Yes 487
No 601
Blanks 46

Question Two failed by a significant margin.

Attest:



Beverly Ann Guarino, MMC/CMMC Town Clerk

Special State Primary to fill Congressional Senatorial Seat

St. Rose Church Hall
12 Park Street
December 8, 2009
7:00 a.m. to 8:00 p.m.

The Town Clerk opened the polls at 7:00 a.m.
The poll workers were sworn as follows:

Joan Glatz, *Warden*
Dotty Roberts, *Deputy Warden*
Fred Glatz, *Poll Constable*

Ballot Clerks and Tellers:
Sally Cabral, Jan Englehardt, Betty Kruck, Sue
Caples, Eileen Reichardt, Chris Cotti, Claire
Cook, Jackie Scudder, Jill Sullivan and Ruth
Lucy.

The Town Clerk closed the polls at 8:00 p.m.
and at 8:35 p.m. announced that 1206 regis-
tered voters had cast their ballots by party as
follows:

Republican Party State Primary ballots cast
were 381.

Democratic Party State Primary ballots cast
were 824.

Libertarian Party State Primary ballots cast
were zero.

Working Families Party State Primary ballots
cast was 1.

The Republican Party State Primary ballots were cast as follows:

Senator In Congress

Scott P. Brown	341
Jack E. Robinson	36
Blanks.....	3

The Democratic Party State Primary ballots were cast as follows:

Senator in Congress

Michael E. Capuano	185
Martha Coakley	385
Alan A. Khazei.....	142
Stephen G. Pagliuca	100
Blanks.....	12

Attest:



Beverly Ann Guarino, MMC/CMMC Town Clerk

Special State Election


to fill Congressional Senatorial Seat

St. Rose Church Hall
12 Park Street
January 19, 2010
7:00 a.m. to 8:00 p.m.

Senator In Congress	
Scott P. Brown	1993
Martha Coakley	1117
Others.....	0
Blanks.....	42

The Town Clerk opened the polls at 7:00 a.m.
The poll workers were sworn as follows:

Joan Glatz, *Warden*
Dotty Roberts, *Deputy Warden*
Fred Glatz, *Poll Constable*

Attest:

Beverly Ann Guarino, MMC/CMMC Town Clerk

Ballot Clerks and Tellers:
Jan Englehardt, Betty Kruck, Jackie Scudder,
Jill Sullivan and Ruth Lucy, Barbara Adams,
Betty Booye, Linda Lightfoot, Carol Carter and
Florence Lear.

The Town Clerk closed the polls at 8:00 p.m.
and at 9:38 p.m. announced that 3174 regis-
tered voters had cast their ballots in the Special
State Election to fill the Congressional Senato-
rial Seat vacated due to the untimely death of
Senator Edward M. “Ted” Kennedy as follows:

Appendix A

Approved Appropriation Fiscal Year 2010	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 4, 2010 Annual Town Meeting	Approved Appropriation Fiscal Year 2011
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ELECTED OFFICERS

1.00..... MODERATOR: 1.00

SELECTMEN:

1.00 Chairman 1.00

1.00 Clerk 1.00

1.00 Member 1.00

1.00 Member 1.00

1.00 Member 1.00

ASSESSORS:

1,500.00 Chairman 1,500.00

1,500.00 Clerk 1,500.00

1,500.00 Member 1,500.00

58,912.00..... TOWN CLERK: 50,842.00

PLANNING BOARD:

1.00 Chairman 1.00

1.00 Clerk 1.00

1.00 Member 1.00

1.00 Member 1.00

1.00 Member 1.00

Approved Appropriation Fiscal Year 2010	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 4, 2010 Annual Town Meeting	Approved Appropriation Fiscal Year 2011
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GENERAL GOVERNMENT

Moderator:

1.00 Salary 1.00

1.00..... TOTAL: Moderator 1.00

Selectmen:

162,653.00 Salaries 164,406.00

41,197.00 Wages 41,197.00

26,740.00 Other 25,890.00

230,590.00 TOTAL: Selectmen 231,493.00

Selectmen's Special:

68,000.00 Other 68,050.00

68,000.00 TOTAL: Selectmen Special 68,050.00

Parking Clerk:

50.00 Other -

50.00..... TOTAL: Parking Clerk -

Finance Committee:

1,158.00 Wages 1,158.00

360.00 Other 360.00

1,518.00 TOTAL: Finance Committee 1,518.00

Town Website/Cable Advisory:

- Wages -

- Other -

- Total: Town Website/Cable Advisory -

Town Accountant:

64,272.00 Salary 64,272.00

33,043.00 Wages 33,043.00

20,788.00 Other 20,788.00

118,103.00 TOTAL: Town Accountant 118,103.00

Approved Appropriation Fiscal Year 2010	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 4, 2010 Annual Town Meeting	Approved Appropriation Fiscal Year 2011
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Board of Assessors:

69,772.00	Salaries	69,772.00
36,964.00	Wages	33,855.00
14,200.00	Other	17,309.00
120,936.00	TOTAL: Assessors	120,936.00

Town Treasurer and Collector:

64,272.00	Salary	64,272.00
64,132.00	Wages	64,132.00
39,300.00	Other	30,800.00
167,704.00	TOTAL: Town Treasurer & Coll.	159,204.00

Town Hall:

1,500.00	Wages	500.00
119,108.00	Other	143,878.00
120,608.00	TOTAL: Town Hall	144,378.00

School Street Building:

728.00	Other	634.00
728.00	TOTAL: School Street Building	634.00

Town Clerk:

58,912.00	Salary	50,842.00
30,488.00	Wages	15,919.00
10,238.00	Other	11,309.00
99,638.00	TOTAL: Town Clerk	78,070.00

Trust Fund Clerk:

-	Salary	-
100.00	Other	100.00
100.00	TOTAL: Trust Fund Clerk	100.00

Conservation Commission:

54,760.00	Salary	54,760.00
14,167.00	Wages	14,127.00
68,927.00	TOTAL: Conservation Commission	68,887.00

Approved Appropriation Fiscal Year 2010	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 4, 2010 Annual Town Meeting	Approved Appropriation Fiscal Year 2011
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Planning Board:

5.00	Salaries	5.00
1,754.00	Other	1,754.00
1,759.00	TOTAL: Planning Board	1,759.00

Zoning Board of Appeals:

724.00	Other	724.00
724.00	TOTAL: Zoning Board of Appeals	724.00

999,386.00 SUB-TOTAL: GENERAL GOVERNMENT 993,857.00

PUBLIC SAFETY

Police Department:

142,219.00	Salaries	144,202.00
1,053,107.00	Wages	1,114,569.00
106,270.00	Other	109,653.00
1,301,596.00	TOTAL: Police Department	1,368,424.00

Fire Department:

98,366.00	Salaries	97,316.00
400,735.00	Wages	401,785.00
86,866.00	Other	86,866.00
585,967.00	TOTAL: Fire Department	585,967.00

Ambulance Services:

54,000.00	Other	-
54,000.00	TOTAL: Ambulance Service	-

Inspectional Services:

71,775.00	Salaries	71,775.00
18,462.00	Wages	18,462.00
5,519.00	Other	5,519.00
95,756.00	TOTAL: Inspectional Services	95,756.00

Approved Appropriation Fiscal Year 2010	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 4, 2010 Annual Town Meeting	Approved Appropriation Fiscal Year 2011
Sealer Weights & Measure		
1,500.00	Salary	1,500.00
-	Other	-
1,500.00	TOTAL: Sealers Weights & Measure	1,500.00
Animal Control Officer:		
8,904.00	Salary	8,904.00
549.00	Other	549.00
9,453.00	TOTAL: Animal Control Officer	9,453.00
Animal Inspector:		
6,882.00	Salary	6,882.00
1,840.00	Other	1,840.00
8,722.00	TOTAL: Animal Inspector	8,722.00
2,056,994.00	SUB-TOTAL: PUBLIC SAFETY	2,069,822.00
		7,805.00 *
EDUCATION		
ELEMENTARY SCHOOL		
4,529,248.00	Total Salaries	4,493,132.00
127,956.00	Total Supplies/Materials/Textbooks	68,959.00
36,358.00	Total Equipment	43,306.00
45,730.00	Total Prof Dev (Mem./Work./Conf.)	45,062.00
400,153.00	Total Special Education (Tuitons & Services)	395,338.00
248,801.00	Total Transportation	46,203.00
237,590.00	Utilities	225,306.00
159,105.00	Facilities	64,287.00
5,784,941.00	TOTAL: Elementary Schools	5,781,593.00
5,784,941.00	SUB-TOTAL - ELEMENTARY SCHOOLS	5,781,593.00

Approved Appropriation Fiscal Year 2010	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 4, 2010 Annual Town Meeting	Approved Appropriation Fiscal Year 2011
PUBLIC WORKS AND FACILITIES		
General Highway:		
75,983.00	Salary	75,983.00
185,169.00	Wages	190,419.00
188,195.00	Other	173,805.00
49,577.00	Capital Equipment	25,740.00
498,924.00	TOTAL: General Highway	465,947.00
		25,000.00 *
Snow and Ice:		
78,581.00	Wages	78,581.00
160,080.00	Other	164,285.00
238,661.00	TOTAL: Snow and Ice	242,866.00
Street Lights		
18,900.00	Other	18,900.00
18,900.00	TOTAL: Street Lights	-
756,485.00	SUB-TOTAL: PUBLIC WORKS	727,713.00
		25,000.00 *
HUMAN SERVICES		
Board of Health:		
64,272.00	Salary	64,272.00
13,202.00	Wages	12,182.00
16,001.00	Other	16,730.00
93,475.00	TOTAL: Board of Health	93,184.00
MSW Collection, HHW & Recycling		
355,787.00	Services	369,819.00
355,787.00	TOTAL: MSW Collection, HHW & Recycling	369,819.00
Recycling:		
2,750.00	Other	1,350.00
2,750.00	TOTAL: Recycling	1,350.00

* OVERRIDE

Approved Appropriation Fiscal Year 2010	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 4, 2010 Annual Town Meeting	Approved Appropriation Fiscal Year 2011
	Council On Aging:	
40,764.00	Salary	41,865.00
34,914.00	Wages	35,476.00
2,582.00	Other	2,582.00
78,260.00	TOTAL: Council On Aging	79,923.00
	Veterans' Benefits:	
3,470.00	Other	4,970.00
3,470.00	TOTAL: Veterans' Benefits	4,970.00
	Soldiers & Sailors Graves:	
800.00	Other	800.00
800.00	TOTAL: Soldiers & Sailors Graves	800.00
534,542.00	SUB-TOTAL: HUMAN SERVICES	550,046.00
	CULTURE & RECREATION	
	Library:	
187,069.00	Salaries	187,719.00
151,246.00	Wages	150,813.00
112,837.00	Other	118,846.00
451,152.00	TOTAL: Library	457,378.00
	Park and Cemetery Department:	
65,272.00	Salary	65,272.00
121,207.00	Wages	121,207.00
43,774.00	Other	44,261.00
230,253.00	TOTAL: Park & Cemetery.	230,740.00
	Tree Department:	
2,916.00	Salary	2,916.00
3,137.00	Wages	3,137.00
7,650.00	Other	7,650.00
13,703.00	TOTAL: Tree Department	13,703.00

Approved Appropriation Fiscal Year 2010	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 4, 2010 Annual Town Meeting	Approved Appropriation Fiscal Year 2011
	Memorial Day/Veteran's Day:	
3,600.00	Other	3,600.00
3,600.00	TOTAL: Memorial/Veteran's Day	3,600.00
	Historical Commission:	
450.00	Other	450.00
450.00	TOTAL: Historical Comm.	450.00
699,158.00	SUB TOTAL: CULTURE & RECREATION	705,871.00
	DEBT SERVICE	
618,000.00	Long-Term Debt Principal	643,000.00
467,078.00	Long -Term Debt Interest	438,042.00
25,000.00	Interest for Temp. Loans	25,000.00
7,500.00	Issue Cost	35,000.00
1,117,578.00	TOTAL: DEBT SERVICE	1,141,042.00
1,117,578.00	SUB TOTAL: DEBT SERVICE	1,141,042.00
	OTHER EXPENDITURES	
	Pensions:	
643,879.00	Essex Retirement	667,094.00
643,879.00	TOTAL: Pensions	667,094.00
	Insurance:	
315,027.00	Liability/Accident/Workmen's Compensation	362,253.00
1,444,653.00	Life/Medical/Medicare	1,575,476.00
50,000.00	Unemployment	50,000.00
1,809,680.00	TOTAL: Insurance	1,987,729.00
2,453,559.00	SUB-TOTAL OTHER EXPENDITURES	2,654,823.00
14,402,643.00	***TOTAL BUDGET AS APPROVED**	14,624,767.00
		32,805.00 *

* OVERRIDE

Fiscal Year 2010: July 1, 2009 through June 30, 2010

Fiscal Year 2011: July 1, 2010 through June 30, 2011

Financial Reports

Note:

All financial data cover the period July 1, 2009 through June 30, 2010.

Auditors' Report

The Independent Auditors' Report on General Purpose Financial Statements for the Town of Topsfield was conducted by Guisti, Hingston and Company, Certified Public Accountants on January 10, 2011.

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

Town Audit

An audit of the Town of Topsfield's 2010 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 – Gusti, Hingston and Co., Certified Public Accounts

Board of Assessors

John W. Minnehan, *Chairman*
Lynn A. Conant, *Clerk*
Eldon D. Goodhue, *Member*

Fiscal 2010 was a year of transition for the Assessing Department. John J. McArdle, member and former chairman of the Board passed away on March 31, 2010 after serving several terms. Carol Y. Hoy, Assistant to the Principal Assessor, retired after more than twenty-five years at the end of December 2009 and sadly passed away on August 31, 2010. Both will be missed. The Board of Assessors hired Nancy Gifford to replace Carol in April 2010 and Lynn A. Conant was elected as a new member of the Board in May of 2010.

Fiscal 2010 was also a triennial re-certification year. Valuations decreased reflecting the downward trend in market values. It is important to note that assessed values do not reflect current market conditions. The assessment date is January 1st of each year and usually sales analysis is based upon the preceding calendar year's sale. When there are insufficient sales two years of sales are used. Also, declining values do not mean lower taxes as taxes are based upon the levy – the amount of money that the Town needs to provide services to the residents.

Full and Fair Cash Valuations as of January 1, 2009 for Fiscal 2010

Real Property:	Residential	\$1,099,109,837
	Open Space	0
	Commercial.....	61,687,913
	Industrial.....	18,888,500
	Total Real Property	\$1,179,686,250
Personal Property:	Business Accounts	3,336,553
	Utility Accounts	16,392,112
	Total Personal Property.....	19,728,665
Total Taxable Real and Personal Property		1,199,414,915
Exempt Property:		70,760,600
Total Valuation of All Property:		\$1,270,175,515
Tax Rate (Per \$1,000 Valuation):		\$13.87
Levy (Total taxes assessed for state, county and town purposes including overlay)		
	On Real Property.....	\$16,362,248.29
	On Personal Property.....	\$ 273,636.58
	Total Levy.....	\$16,635,884.87
Motor Vehicle and Trailer Excise Received in Calendar 2009		
	2008 Registered Cars	144
	2009 Registered Cars	6,464
Commissioner's Total Value:		\$37,411,000.
Excise Tax Total:.....		\$ 841,053.63

Finance Committee

April 6, 2010

Town of Topsfield Fiscal Year 2011
Revenue and Expense Plan
Finance Committee Overview and
Recommendations

Dear Fellow Citizens:

In accordance with the bylaws of the Town of Topsfield, we the members of the Finance Committee have completed our review of, and prepared recommendations regarding, the Town's Operating Budget for Fiscal Year 2011 and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7PM on May 4th, 2010. The proposed budgets were prepared by department managers with reference to guidelines established by the Finance Committee. The guidelines continued the call for no new government or governmental programs, seeking to maintain Town essential services during the continuation of this difficult financial period. Articles were placed on the Warrant by the Board of Selectmen on their own behalf or on behalf of other Town Boards, as none were by Citizen Petition this year. This letter outlines some of the significant issues and facts that our Committee has considered. You may find these important to your decision making process.

The Finance Committee has recommended a FY 2011 budget comprised of two components. The first, the Base Budget, is supplemented by the Contingent Budget which requires passage of a Proposition 2 ½ override question and a Proposition 2 ½ capital exclusion question at Town Meeting and at the ballot.

The FY 2011 Base Budget recommended by the Finance Committee includes total appropriations in the amount of \$21,918,655 representing a small decrease from FY 2010. We have been informed by our state level elected officials to construct the Town budget anticipating a

4% reduction in state aid. Accordingly, after making adjustments for reduced state aid, diminishing local receipts and other revenue and assessments, the resulting total to be raised through real estate taxes will be \$17,177,778, an increase of 3.26% over the current year.

Additionally, the Contingent Budget being offered for your consideration, subject to a Proposition 2 ½ override question and a Proposition 2 ½ capital exclusion question is structured as follows. The override question, in the amount of \$104,307 seeks funding for Police Liability Training, the Police School Resource Officer, a portion of Road, Bridge and Sidewalk Reconstruction and Maintenance and a portion of the Masconomet assessment. The capital exclusion question, in the amount of \$93,500 will enable the funding of a 4x4 Police cruiser, a 15 lead defibrillator for the Fire Department, replacement of Proctor School exterior doors and the lease/purchase of a Highway Department Dump/Plow/Sander/Wing Truck.

A significant contribution to the recommended budget level has been made by the willingness of dedicated Town personnel (both those non-represented and those represented by five of the Town employee unions) to agree to 0.00% wage increases for FY 2011.

Other factors contributing to the recommended funding levels for the proposed budget(s) are the following:

- Public Safety -The Public Safety Base Budget has been increased by \$12,828 or 0.62% for

FY 2011. Passage of the Contingent Budget would add \$7,805.

- Elementary Schools - The Elementary School Base Budget for FY 2011 has decreased by \$3,348 or 0.06% over the previous year.
- Public Works and Facilities - This Base Budget has been decreased by \$28,772 or 3.8% for FY 2011. Passage of the Contingent Budget would add \$25,000.
- Masconomet Regional School- The Topsfield Assessment for the Masconomet Regional School budget for FY 2011 has increased by \$142,607 or 2.43%. \$63,000 of this increase is contingent upon a Proposition 2 ½ override.

In addition to the above discussed items the FY 2011 recommended budget includes a limited amount of capital expenditures, such as the amount of \$11,865 for significant improvements to Town Hall computer capabilities. We encourage you to review the Warrant for our specific recommendations. We should point out that the Finance Committee supports the selected capital expenditures and believes them to be important to the operation of our Town. We recommend your consideration of these expenditures.

The Topsfield Finance Committee believes its recommendations are consistent with the ideals of our community while staying responsive to the needs of the taxpayers. We have taken advantage of all available cost savings and revenue sources in order to propose a Base

Budget that remains within Proposition 2 ½ guidelines. In an attempt to maintain Town services and education consistent with the values historically embraced in Topsfield, a Contingent Budget requiring a Proposition 2 ½ override question and a Proposition 2 ½ capital exclusion question in the total of \$197,807, has also been offered for your consideration. We encourage you to participate in the annual Town Meeting and to give careful consideration to both the immediate and long-term implications of all of the important decisions before you.

Additional detail for each budget addressed in this Warrant, including salaries, wages and other expenses, is available on the Topsfield website: <http://www.topsfield-ma.gov/index.shtml>.

Respectfully submitted,

Topsfield Finance Committee

Mark B. Lyons, *Chairman*

Heidi L. Bond

Paul E. Dierze

Kathryn S. Hartmann

J. Stephen Lais

Holger M. Luther

Trudi I. Perry



Photo: Kindra Clineff Photography

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, 2010. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2010.

Respectfully submitted,

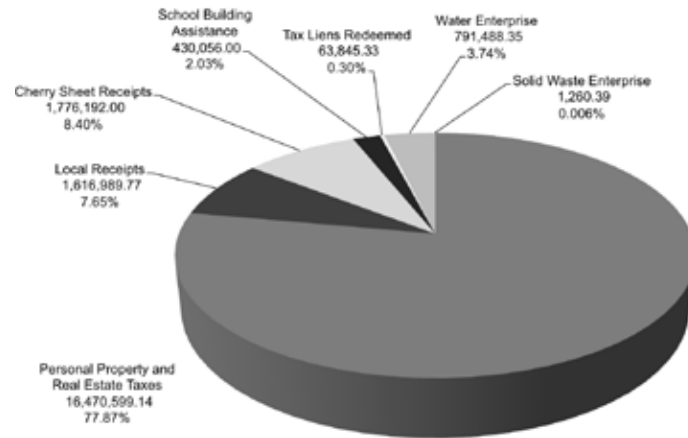
Pamela J. Wood
Town Accountant

Statement of Town Debt

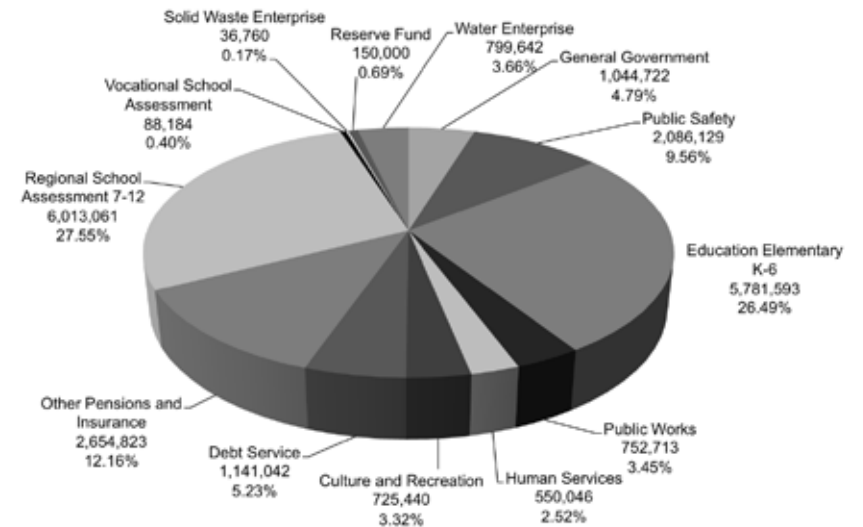
As of June 30, 2010

Outstanding Debt - July 1, 2009		
Multi-Purpose 2001	2,795,000.00	
Multi-Purpose 2002	<u>7,010,000.00</u>	\$9,805,000.00
Less Debt Retired During the Year:		
Multi-Purpose 2001	220,000.00	
Multi-Purpose 2002	<u>405,000.00</u>	625,000.00
Outstanding Debt - June 30, 2010		
Multi-Purpose 2001	2,575,000.00	
Multi-Purpose 2002	<u>6,605,000.00</u>	<u>9,180,000.00</u>
Outstanding Debt - General Government		
		9,090,500.00
Outstanding Debt - Water Enterprise Fund		
		<u>89,500.00</u>
		<u>9,180,000.00</u>
Outstanding Bond Anticipation Notes - June 30, 2010		
Town - Asbury Street Bridge	400,000.00	
Water Enterprise Fund - Washington, Gail, Grove St	520,000.00	
Water Enterprise Fund - Ipswich Rd	<u>550,000.00</u>	
	<u>1,470,000.00</u>	

Fiscal 2010 General Fund Revenues \$ 21,150,430.98



Fiscal 2010 Appropriations \$21,824,155



TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2010

		ACTUAL REVENUE	BUDGETED REVENUE	Over / (Under) BUDGET
GENERAL FUND REVENUE				
Taxes				
Personal Property:				
Levy of 2010	272,435.26			
Levy of Prior Years	<u>1,146.47</u>	273,581.73	273,636.58	(\$54.85)
Real Estate:				
Levy of 2010	16,079,840.58			
Levies of Prior Years	<u>117,176.83</u>	16,197,017.41	16,362,248.29	(165,230.88)
Tax Liens:				
Redeemed	<u>63,845.33</u>	63,845.33		63,845.33
Other Tax Revenue:				
Withdrawal Penalty Tax Ch 61A				
Withdrawal Penalty Tax Ch 61B	<u>15,859.65</u>	15,859.65		15,859.65
Motor Vehicles Excise:				
Levy of 2010	710,402.58			
Levy of 2009	121,504.71			
Levies of Prior Years	<u>7,532.02</u>	839,439.31	736,000.00	103,439.31
Other Excise				
Room Occupancy	<u>1,176.00</u>	1,176.00		1,176.00
Interest & Penalties on Taxes:				
Real & Personal Property	20,763.33			
Motor Vehicle Excise	5,164.26			

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2010**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Tax Liens	13,162.39	39,089.98	25,300.00	13,789.98
In Lieu of Taxes	65,104.39	65,104.39	60,000.00	5,104.39
Other Charges for Services:				
Town Hall - Copier	213.80			
Library - Fax Fees	1,173.60			
Cable - Sale of Video Tapes				
Assessors - Sale of Maps	272.95			
Accident Report & Miscellaneous	483.00			
Tax Collector - Municipal Liens	5,325.00			
Firearms Licensing	737.50	8,205.85	7,500.00	705.85
Fees:				
Tax Collector Demands	11,250.00			
Deputy Collector	9,143.50			
Town Clerk Fees	10,028.50			
Town Clerk Dog License Fees	12,636.00			
Planning Board Fees	4,675.00			
Zoning Board Fees	3,300.00			
Animal Control Officer	495.00			
Police Special Detail	44,999.31			
Fire Special Detail	7,494.72	104,022.03	80,000.00	24,022.03
Other Departmental Revenue:				
Conservation Commission				
Planning Board				
Fire - Ambulance Service	27,653.64			

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2010

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Recycling Committee	1,303.50			
Recycling Sticker Program	47,819.00			
Composting Access Ticket	6,520.00			
Sealer of Weights & Measures	610.00	83,906.14	54,000.00	29,906.14
Licenses & Permits:				
Alcohol License	1,805.00			
Auction Permits	360.00			
Building Permits	120,099.50			
Cable License Fee	8,593.00			
Class I & II Licenses	1,400.00			
Electrical Permits	23,896.00			
Fairgrounds Permits	28,565.00			
Fire Permits	24,545.00			
Food Licenses	31,610.00			
Gas Permits	9,870.00			
Installer Permits	3,825.00			
Massage Therapy Permits				
Milk Licenses	100.00			
Miscellaneous Permits	400.00			
Plumbing Permits	10,690.00			
Septic Permits	9,475.00			
Sign Permit	300.00			
Street Opening Permits	275.00			
Tobacco Sales	75.00			
Victualler License	700.00			
Well Permits	150.00	276,733.50	185,000.00	91,733.50

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2010

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
State Aid - Cherry Sheet - Mass School				
Business Authority:				
Abatements to Elderly				
Abatements to Vets, Blind, Surv Spouses	12,412.00		13,176.00	
Veteran Benefits Ch 115	1,053.00			
State Owned Land	132,667.00		132,667.00	
School Aid - Chapter 70	1,083,775.00		1,083,775.00	
" - School Choice Assessment				
" - School Bldg. Asst.	430,056.00		430,056.00	
Additional Assistance				
Police Career Incentive	5,865.00		6,004.00	
Unrestricted General Government Aid	540,420.00		540,420.00	
Lottery				
		2,206,248.00	2,206,098.00	150.00
Fines & Forfeits:				
Conservation Commission Fines	3,000.00			
Court Fines	16,205.00			
Parking Fines	1,510.00			
Police Fines				
Civil Disposition Violation	5,400.00			
RMV Charges	38,842.50	64,957.50	48,400.00	16,557.50
Earnings on Investments:	22,444.00	22,444.00	18,000.00	4,444.00
Miscellaneous:				
Return Check Fees	525.00			
Cancelled Payments Prior Year	8,869.05			

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2010

		ACTUAL REVENUE	BUDGETED REVENUE	Over / (Under) BUDGET
Audit adjustment				
Medicare Drug Subsidy	11,529.49			
Medicare Reimbursement Grants	1,453.50			
Medicare Reimbursement	3,050.52			
Abandoned Property Comm of Mass				
Medicaid Reimbursement	10,724.75			
Flu Clinic Insurance Reimbursement	1,698.09			
Interest on Medicare Tax Refund				
SEC Action Administrative Fee	59.40			
MIIA Dividend	1,838.00			
MIIA Education Participation	2,279.00			
MIIA Credit Property & Casualty Prior Year	9,629.00			
Estimated Receipts	155.22			
School Tuition - Hamilton Wenham	27,722.00			
Legal Settlement	10,000.00			
Refund	390.00			
Comm of MA - January Election	5,521.00			
Gifts	270.99			
Rebate	15.00			
Board of Health	22.41			
Collector's Certification Fee	12.00			
Veteran's Services Reimbursement	287.00			
Sale of Town Vehicle		96,051.42	500.00	95,551.42
Total General Fund Revenue & Other		20,357,682.24	20,056,682.87	300,999.37
Financing Sources				

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2010**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
WATER ENTERPRISE REVENUE			
User Charges & Connection Fees	773,117.13	777,730.00	(4,612.87)
Water Betterments	7,264.22	7,246.00	18.22
Water Betterments Tax Lien			
Water Delinquent Charges	1,884.40		1,884.40
Water Delinquent Charges Tax Lien	680.25		680.25
Non Recurring Miscellaneous	240.00		240.00
Insurance & Restitution			
Sale of Equipment			
State Revenue			
Interest Income Transfer from General Fund	<u>8,302.35</u>	8,000.00	302.35
Total Water Enterprise Revenue	791,488.35	792,976.00	-1487.65
SOLID WASTE ENTERPRISE REVENUE			
Interest Income	<u>1,260.39</u>		
Total Solid Waste Enterprise Revenue	1,260.39		1,260.39
Total Revenue & Other Financing Sources - Fiscal 2010	21,150,430.98	20,849,658.87	\$300,772.11

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
GENERAL GOVERNMENT							
Moderator		1.00				1.00	
Board of Selectmen							
Salaries		162,653.00			162,648.00	5.00	
Wages		41,197.00			41,196.24	0.76	
Other		26,740.00	536.59		26,795.35	481.24	
Prior Year Other	1,625.77				1,625.77	-	
Selectmen's Special							
Other		68,000.00	(4,255.00)		55,252.77	5,858.72	2,633.51
Prior Year Other	1,218.96		4,255.00		3,123.96	2,350.00	
Parking Clerk - Other		50.00	200.00		198.00	52.00	
Finance Committee							
Wages		1,158.00			524.63	633.37	
Other		360.00			173.00	145.01	41.99
A2 Reserve Fund		125,000.00				20,867.87	
Transfers to:							
Veterans - Other			(15,225.00)				
Parking Clerk - Other			(200.00)				
Assessors - Other Consulting			(5,600.00)				
Library -Other Library Repairs & Maintenance			(4,958.00)				
Town Clerk - Other Elections & Town Meetings			(4,400.00)				
Snow & Ice - Wages			(7,374.44)				
Snow & Ice - Other			(30,664.69)				
Library Other - Repair & Maint Unanticipated			(5,710.00)				
Fire - Wages			(30,000.00)				
Town Accountant							
Salary		64,272.00			64,272.00	-	
Wages		33,043.00			33,042.06	0.94	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
Other		20,788.00			20,406.71	245.12	136.17
Board of Assessors							
Salaries		69,772.00			69,397.00	375.00	
Wages		36,964.00	(3,470.00)		31,062.91	2,431.09	
Other		14,200.00	9,070.00		15,319.24	1,119.46	6,831.30
Prior Year Other	6,195.81				6,195.81	-	
A14/08ATM Triennial Re-Certification	13,952.00		(2,100.00)		11,852.00	-	
Town Treasurer / Collector							
Salaries		64,272.00			64,272.00	-	
Wages		64,132.00			64,131.06	0.94	
Other		39,300.00			26,541.04	3,396.57	9,362.39
Prior Year Other	2,536.02				2,536.02	-	
Town Hall							
Wages		1,500.00			171.11	1,328.89	
Other		119,108.00	(536.59)		95,914.38	14,894.91	7,762.12
Prior Year Other	12,728.57				11,503.57	1,225.00	
A17/06ATM TH Electrical Upgrade	1,637.00					-	1,637.00
A22/07ATM Interior Refurbish TH	2,398.80					-	2,398.80
A4/08STM TH Computer System	21,000.00	(10,494.00)			10,505.16	0.84	
School Street Building - Other		728.00			454.16	273.84	
Prior Year Other	30.61				30.61	-	
Town Website / Cable Advisory							
Wages						-	
Other						-	
Town Clerk							
Salaries		58,912.00			58,912.00	-	
Wages		30,488.00	10,003.00		40,220.19	270.81	
Other		10,238.00	4,400.00		13,177.42	770.46	690.12
A39/93ATM Town Codification	350.00				180.95	-	169.05
Trust Fund Clerk							

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
Other		100.00				100.00	
Conservation Commission							
Salary		54,760.00			54,760.00	-	
Wages		14,167.00			13,055.78	1,111.22	
Planning Board							
Salaries		5.00				5.00	
Other		1,754.00			559.99	1,090.45	103.56
Prior Year Other	239.08				239.08	-	
Zoning Board							
Other		724.00			50.00	674.00	
TOTAL GENERAL GOVERNMENT	63,912.62	1,113,892.00	(86,029.13)	-	1,000,299.97	59,709.51	31,766.01
PUBLIC SAFETY							
Police Department							
Salaries		142,219.00			142,119.00	100.00	
Wages		1,053,107.00	62,956.00		1,112,998.34	3,064.66	
Other		106,270.00	(17,738.00)		85,304.69	145.89	3,081.42
Prior Year Other	991.20				990.13	1.07	
Capital							
A22/08ATM Police Station Garage Drain	10,000.00	(694.81)			9,305.19	-	
A23/08ATM Police Station Elevator	6,759.50	(6,759.19)				0.31	
Feasibility Study							
A18/09ATM Police Cruiser		32,561.00			32,561.00	-	
Fire Department							
Salaries		98,366.00			97,316.00	1,050.00	
Wages		400,735.00	30,000.00		430,003.93	731.07	
Prior Year Wages	10,000.00						
Other		86,866.00			74,204.21	65.51	12,596.28
Prior Year Other	3,805.96				3,805.96	-	
A19/09 ATM Fire Dept Pumper		250,000.00			236,599.00	-	13,401.00
Ambulance Service - Other		54,000.00	(54,000.00)			-	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010**

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
Inspectional Services							
Salaries		71,775.00			71,517.85	257.15	
Wages		18,462.00			17,405.30	1,056.70	
Other		5,519.00			4,778.57	100.15	640.28
Prior Year Other	44.99				44.99	-	
Sealer of Weights and Measures							
Salaries		1,500.00			1,500.00	-	
Other						-	
Animal Control Officer							
Salary		8,904.00			8,904.00	-	
Other		549.00			82.00	467.00	
Animal Inspector							
Salary		6,882.00			6,882.00	-	
Other		1,840.00			840.00	1,000.00	
TOTAL PUBLIC SAFETY	31,601.65	2,332,101.00	21,218.00	-	2,337,162.16	8,039.51	29,718.98
EDUCATION							
Elementary Schools		5,784,941.00			5,668,081.36	449.99	116,409.65
FY2010 Elementary Education Operating Budget		5,784,941.00	-	-	5,668,081.36	449.99	116,409.65
Prior Year Elementary School Expenditures	102,117.30				85,819.32	16,297.98	
A17/08ATM Proctor School Doors	1,274.98					1,274.98	
A16/09ATM Proctor School Doors		9,100.00				-	9,100.00
A17/09ATM Steward School Doors		6,500.00				-	6,500.00
Masconomet Regional School Assessment Operating Budget		5,542,369.00			5,542,368.80	0.20	
Masconomet Regional School Assessment Debt Service		328,085.00			315,219.31	12,865.69	
North Shore Vocational Tech Assessment		47,579.00	(862.00)		46,717.00	-	
TOTAL EDUCATION	103,392.28	11,718,574.00	(862.00)	-	11,658,205.79	30,888.84	132,009.65
PUBLIC WORKS							
General Highway							

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
Salary		75,983.00			75,983.00	-	
Wages		185,169.00	3,000.00		187,245.02	923.98	
Other		188,195.00	(3,000.00)		165,643.26	5,571.38	13,980.36
Prior Year Other	4,882.49				4,881.49	1.00	
Capital		49,577.00			49,577.00	-	
Snow and Ice						-	
Wages		78,581.00	7,374.44		85,955.44	-	
Other		160,080.00	30,664.69		190,744.69	-	
Street Lights		18,900.00			17,203.97	-	1,696.03
Prior Year Other	1,615.00				1,510.87	104.13	
TOTAL PUBLIC WORKS	6,497.49	756,485.00	38,039.13	-	778,744.74	6,600.49	15,676.39
HUMAN SERVICES							
Board of Health							
Salary		64,272.00			64,272.00	-	
Wages		13,202.00			13,202.00	-	
Other		16,001.00			10,794.50	2,545.40	2,661.10
Prior Year Other	1,187.48				1,187.48	-	
MSW Collection and Recycling		355,787.00			355,188.97	598.03	
A10/01STM Improvements to Landfill	10,004.00					-	10,004.00
Recycling							
Other		2,750.00			1,181.72	1,568.28	
Council on Aging							
Salary		40,764.00	497.00		41,261.00	-	
Wages		34,914.00	563.00		31,464.89	4,012.11	
Other		2,582.00	(1,060.00)		266.23	1,255.77	
A33/09ATM Tri-Town Council		18,319.00			18,319.00	-	
A34/09ATM H A W C		900.00			900.00	-	
Veteran's Benefits & Services		3,470.00	15,225.00		10,921.39	7,773.61	
Soldier/Sailor Graves		800.00			800.00	-	
TOTAL HUMAN SERVICES	11,191.48	553,761.00	15,225.00	-	549,759.18	17,753.20	12,665.10

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
CULTURE AND RECREATION							
Library							
Salary		187,069.00			187,068.38	0.62	
Wages		151,246.00			151,241.82	4.18	
Other		112,837.00	10,668.00		108,974.06	5,788.77	8,742.17
Prior Year Other	3,344.75				3,344.75	-	
A18/07ATM Rep & Upgr Lib HVAC System	86,639.14				82,711.06	-	3,928.08
Park and Cemetery							
Salary		65,272.00			65,272.00	-	
Wages		121,207.00			117,844.87	3,362.13	
Other		43,774.00			41,562.76	1,365.60	845.64
Prior Year Other	1,278.80				1,245.03	33.77	
A10/07ATM Emerson Lease		1,250.00			1,250.00	-	
Tree Department							
Salary		2,916.00			2,916.00	-	
Wages		3,137.00			2,465.39	671.61	
Other		7,650.00			7,372.12	277.88	
Historical Commission							
Other		450.00			71.94	378.06	
Memorial Day							
Other		3,600.00			2,876.73	723.27	
TOTAL CULTURE AND RECREATION	91,262.69	700,408.00	10,668.00	-	776,216.91	12,605.89	13,515.89
DEBT SERVICE							
Long Term Debt Interest		467,078.00			467,076.88	1.12	
Interest Temporary Loans		25,000.00			9,777.18	15,222.82	
Long Term Debt Principal		618,000.00			618,000.00	-	
Debt Issue Costs		7,500.00			1,515.00	5,985.00	
TOTAL DEBT SERVICE	-	1,117,578.00	-	-	1,096,369.06	21,208.94	-

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
OTHER EXPENDITURES							
Pensions - Essex Regional Retirement		643,879.00	(13,267.00)		630,611.97	0.03	
Insurance - Unemployment		50,000.00			26,714.51	22,100.35	1,185.14
Prior Year Unemployment	2,199.00				2,199.00	-	
Insurance - Hospital		1,308,228.00	(10,000.00)		1,277,008.70	21,219.30	
Insurance - Life		6,050.00			4,780.45	1,269.55	
Insurance - Medicare		130,375.00			118,960.67	11,414.33	
Insurance - Town		262,427.00			242,540.65	19,786.35	100.00
Insurance - Town - Workman's Comp		52,600.00	(19,430.00)		45,220.00	(12,050.00)	
A5/06STM Medical Bills Injured Officer	7,995.13					-	7,995.13
State Assessment - Cherry Sheet		179,472.00			185,847.00	(6,375.00)	
TOTAL OTHER EXPENDITURES	10,194.13	2,633,031.00	(42,697.00)	-	2,533,882.95	57,364.91	9,280.27
Total General Fund	318,052.34	20,925,830.00	(44,438.00)	-	20,730,640.76	214,171.29	244,632.29
CAPITAL PROJECTS FUND							
A2/96OTM Library Expansion	2,323.97					-	2,323.97
A31/97ATM Landfill Park Closure	0.06					-	0.06
A16/98ATM Close/Cap Landfill	6,466.14					-	6,466.14
A17/98ATM Grade Landfill	5.25					-	5.25
A17/07ATM Replace/repair Bridge						-	
Total Capital Projects Fund	8,795.42	-	-	-	-	-	8,795.42
WATER DEPARTMENT - ENTERPRISE							
Salary		67,371.00			67,371.00	-	
Wages		159,639.00			124,778.71	34,860.29	
Other		221,284.00			205,230.85	6,387.91	9,665.24
Other - Prior Year Bill	5,050.25				3,635.25	1,415.00	
Water Reserve Fund		100,000.00				100,000.00	
Transfers to:							
Debt Interest		4,622.00			4,621.88	0.12	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
Debt Interest Temporary Loans		40,000.00			16,443.23	23,556.77	
Debt Principal		7,000.00			7,000.00	-	
Debt Issue Costs		2,000.00			85.00	1,915.00	
Debt Short Term Principle Paydown		15,000.00			15,000.00	-	
Unanticipated Emergencies		75,000.00				75,000.00	
Transfers to:							
A25/99ATM Engineering Services Water Projects	5,453.55					-	5,453.55
A22/03ATM Ren Perk Row & Nth St Pump Station	43,761.78				9,266.00	-	34,495.78
A32/02ATM Confined Space Equipment	20,914.00					-	20,914.00
A20/03ATM Engineering Ipswich Road	1,550.00				718.02	-	831.98
A42/04ATM North St Well Fld Re	13,604.12					-	13,604.12
A32/05ATM Meter Replacement	98,699.06				4,480.62	-	94,218.44
A25/06ATM Eng Wash St Water Main	30,000.00					-	30,000.00
A20/09ATM Water Pickup Truck		22,000.00			21,691.30	308.70	
A21/09ATM Perkins Row Test Well		60,000.00			10,884.42	-	49,115.58
Capital							
A41/04ATM Ipswich Rd Water Main		550,000.00			482,039.30	-	67,960.70
A24/06ATM Ipswich Rd Water Main	254,550.68				176,701.93	-	77,848.75
Total Water Enterprise Fund	473,583.44	1,323,916.00	-	-	1,149,947.51	243,443.79	404,108.14
SOLID WASTE ENTERPRISE FUND							
A15/09ATM Annual Engineering & Monitoring		37,000.00			25,375.17	7,392.44	4,232.39
Total Solid Waste Enterprise Fund	-	37,000.00	-	-	25,375.17	7,392.44	4,232.39
Balance Forward from 2009-2010	800,431.20						
2010 Appropriations Including Transfers		22,286,746.00	(44,438.00)				
Receipts, Refunds & Other				-			

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
Expended					21,905,963.44		
Close to Treasury						465,007.52	
Balance Forward to 2010-2011							661,768.24
NON APPROPRIATION EXPENDITURES							
State Grants:							
Council on Aging Formula Grant				9,039.75	8,718.28	-	321.47
Council on Aging Service Incentive Grant						-	
Cultural Council	4,806.00			4,013.64	1,900.00	-	6,919.64
Extended Polling Hours				860.00	860.00	-	
Fire Safety Grant	5,539.02			4,100.00	3,949.32	-	5,689.70
Fire Safety Equipment Grant	3,797.11				3,797.11	-	
Fire-MEMA Certification Grant						-	
Fire-MDPH Ambulance Task Force Grant						-	
Highway Chapter 90				155,568.87	155,568.87	-	
Highway Storm Water Grant						-	
Library LIG/MEG Grant	9,265.91			10,214.61	5,805.37	-	13,675.15
Library Project Renov/Exp Grant	197.65					-	197.65
Library Science Technology Grant						-	
Library Supplemental Grant	278.74			600.00	753.61	-	125.13
Mass Environment Management Grant						-	
Mass Historic Preservation Grant	643.84					-	643.84
Police-GHSB Grant			(0.01)	6,730.57	6,730.56	-	
Police Bullet Proof Vest	-					-	
Police 911 Training				18,975.00	18,975.00	-	
Recycling DEP Grant	3,859.76				80.00	-	3,779.76
School - Circuit Breaker Grant FY09	6,191.31			9,725.00	15,916.31	-	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010**

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
School - Circuit Breaker Grant FY10				22,423.00	13,686.18	-	8,736.82
School Foundation Enrollment Aid '02	31,268.83					-	31,268.83
School Foundation Enrollment Aid '05	10,000.00					-	10,000.00
School-Academic Support Services						-	
Water Enterprise - Watershed Ipswich River						-	
Water Enterprise - Smart Growth						-	
Rail Trail MAPC Regional Bike Parking						-	
Topsfield Linear Common Grant Phase I						-	
Topsfield Linear Common Grant Phase II				31,206.83	31,206.83	-	
Tree Planning - Urban Forestry Challenge	89.39		(69.02)		20.37	-	
Clean Energy Choice				8,507.00		-	8,507.00
Federal Grants:						-	
Board of Health - MDPH Emergency Preparedness						-	
Council on Aging-Title III	14.15			2,749.92	2,722.23	-	41.84
Library - On the Same Page				7,500.00	3,253.19	-	4,246.81
Fire-FEMA Assist Firefighters						-	
Fire- FEMA/MEMA						-	
Fire - Volunteer Fire Assistance						-	
Fire-Assist Fire Fighters						-	
Fire - Child Passenger Safety				560.00	560.00	-	
Fire-Local Preparedness Grant						-	
Fire - Cooperative Fire Protection				588.00	588.00	-	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
Fire - Emergency Management			(2,500.00)	2,500.00		-	
Performance							
FEMA - 2006 Flood	1,576.08		(1,576.08)			-	
Police-Comm Policing	2,220.73				2,220.73	-	
Police-Bullet Proof Vest						-	
School-Drug Free Schools	30.00			1,279.00	1,286.00	-	23.00
School-Early Childhd Allocation	89.60			2,843.60	2,843.60	-	89.60
School-Enhanced Ed Through Technology	183.00			347.00	467.00	-	63.00
School-SPED 94-142	7,140.17			115,772.00	115,999.74	-	6,912.43
School-SPED Program Improvement						-	
School-SPED Corrective Action						-	
School-Teacher Quality	8,271.20			9,911.00	11,179.20	-	7,003.00
School - Title I	300.00			16,542.00	16,546.00	-	296.00
School-Title Five						-	
School-Gifted & Talented						-	
School - ARRA Idea Sped				71,240.00	67,122.82	-	4,117.18
School-Katrina Assistance	12,000.00				12,000.00	-	
Rail Trail EN Heritage 07 Partnership						-	
Gifts,Donations and Other:						-	
Board of Health International Inst Greater Lawrence				138.84	138.84	-	
Cable Advisory Committee Gift	109,123.31				10,728.04	-	98,395.27
COA Activities/Fitness	2.00					-	2.00
COA Betty Wogan Gift	331.52					-	331.52
COA Donations to Meals/ Wheels	3,444.21			3,981.00	3,335.99	-	4,089.22
COA Gift	5,698.47			1,298.00	495.52	-	6,500.95
COA Sunshine Ladies Gift	228.42					-	228.42
COA Transportation Donation	10,861.57			2,455.96	3,021.28	-	10,296.25
Conservation Com Gift	400.00					-	400.00

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
Conservation Fund Ch 40 S 8C	6,343.12			45.35		-	6,388.47
Conservation Gift Hickory Beech	2,723.02			15.24		-	2,738.26
Fire Dept EMS Equipment Gift	2,572.52			1,020.00		-	3,592.52
Fire Dept Gift	75.00					-	75.00
Fire - FM Global Fire Prevention				1,350.00	965.00	-	385.00
Flag Pole Fund	537.00					-	537.00
Historical Comm Preservation Gift	240.00					-	240.00
Historical Commission Gift						-	
Library Historical Records Grant	180.00				100.00	-	80.00
Library Gift Program						-	
Library Gifts, Friends						-	
Library Gifts, Miscellaneous	3,135.25			796.00	54.00	-	3,877.25
Open Space Fund Ch 40 S 8C	215.53			1.54		-	217.07
Police - D.A.R.E. Donations	281.35			200.00	381.35	-	100.00
Police - Law Enforcement Trust	727.20			5,860.25	2,329.66	-	4,257.79
Police Dept Gift	427.37				219.75	-	207.62
Police TAF Enterprise Gift				11,000.00		-	11,000.00
Recreation Committee Gift	601.00			1,450.00	695.68	-	1,355.32
Sale of Cemetery Lots	117,786.86			10,029.59		-	127,816.45
School Chap 71 Education Fund	5,047.27			567.24		-	5,614.51
School Chap 712 Scholarship Fund	2,266.74			1,467.50	1,200.00	-	2,534.24
School -Educ Foundation Gift	851.40					-	851.40
School Gift T E S P T O						-	
School Gifts	923.40			900.00	900.00	-	923.40
School Essay Donation	571.98					-	571.98
School Newsletter	15.00					-	15.00
School Historical Society Gift	7,289.12					-	7,289.12
Stabilization Fund	951,621.28		(200,000.00)	3,725.16		-	755,346.44
Tree Planning Gift	2,594.98		69.02			-	2,664.00
Rail & Trail Gift	5.75			200.00		-	205.75

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
Revolving Accounts:						-	
Board of Health CH 44:53G	15,386.67			5,016.01	13,750.97	-	6,651.71
Cemetery CH 44:53E1/2	27,531.65		(21,000.00)	20,533.93	24,189.87	-	2,875.71
Conservation Revolving Fund Ch44:53E1/2	33,636.82		(25,000.00)	18,778.86	8,331.17	-	19,084.51
Conservation Wetland Fees State Ch131:40	27,748.21			1,545.00	9,512.69	-	19,780.52
Conservation Consul Ch 44:53G	6,772.05			9.18	3,573.03	-	3,208.20
Insurance & Restitution Fire						-	
Insurance & Restitution Highway				182.30	182.30	-	
Insurance & Restitution Library	1,204.06			16,581.35	16,214.12	-	1,571.29
Insurance & Restitution Police	144.00		(2,445.55)	2,445.55	144.00	-	
Insurance & Restitution Police Injury	101,874.37		(49,879.00)	50,888.86		-	102,884.23
Insurance & Restitution School				4,227.10	450.00	-	3,777.10
Insurance & Restitution Tree						-	
Insurance & Restitution Animal Control Officer			(137.78)	137.78		-	
Insurance & Restitution Cons Com - BOH						-	
Library Lost Book Revolving	1,602.59			1,758.00	2,617.88	-	742.71
Library Repair 2018 Loan Subsidy	67,992.26				21,492.00	-	46,500.26
Park Revolving Ch 44:53E 1/2	32,026.85			41,092.00	34,935.38	-	38,183.47
Planning Board Consult Ch 44:53G	3,509.29			14,634.60	4,692.88	-	13,451.01
Recreation/Park Ch 44:53D	5,254.91			350.00	5,586.54	-	18.37
School Cafeteria	66,522.03			158,134.98	166,606.89	-	58,050.12
School Instrumental Music	52,757.88			46,096.56	2,794.07	-	96,060.37
School Full Day Kindergarten	100,456.00			71,804.25	13,240.00	-	159,020.25
School Lost Book Revolving	19.39			34.00		-	53.39
School Pre-School Tuition	291,986.56			189,001.00	186,750.06	-	294,237.50
School Rental of Surplus			(893.91)	12,236.29	11,342.38	-	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2010**

	Balance Forward 2009	2010 Original Appropriation	2010 Transfers- Adjustments	2010 Receipts	2010 Expended	2010 Close to Treasury	Balance Forward 2011
School Student Activity Ch71:47						-	
Zoning Board Consult Ch 44:53G						-	
Total Special Revenue Funds	2,181,309.72	-	(303,432.33)	1,215,786.06	1,055,727.66	-	2,037,935.79
Trust Funds							
Non-Expendable Trust Funds	5,744,071.88		2,821.92	345,484.48		6,092,378.28	
Expendable Trust Funds	1,269,843.58		(68,821.92)	321,685.12	185,677.33	1,337,029.45	
Total Trust Funds	7,013,915.46	-	(66,000.00)	667,169.60	185,677.33	7,429,407.73	-
*Transfers - transferred from Library Gould Trust \$66,000 to GF							
Total Expenditures & Other Financing Uses - Fiscal 2010					23,147,368.43		

COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2010

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY- FUND TYPES		ACCOUNT- GROUP		
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only
ASSETS:									
Petty Cash	\$971.44								971.44
Cash/Investments	2,948,312.32	\$1,866,988.45	\$8,795.42	\$7,435,085.04	\$1,587,095.84	\$316,451.05			14,162,728.12
									0.00
Receivables:									0.00
Property Taxes	218,283.64								218,283.64
Tax Title Liens	76,589.65								76,589.65
									0.00
Allowance Abatements & Exemptions	(290,164.46)								(290,164.46)
Other (Excise Taxes)	71,861.12								71,861.12
User Charges & Connection Fees					71,519.79				71,519.79
Special Assessments					281.91				281.91
Deferred Special Assessments					6,832.68				6,832.68
Accrued Interest Receivable									0.00
Due from Other Governments									0.00
Due from Comm Ch Sh Vet, Blind, S Sp	9,388.00								9,388.00
Due from Comm Ch Sh Vets Ch 115	790.00								790.00
Due from Other Gov't		138.84							138.84
Due from Comm Hwy Chap 90		219,314.83							219,314.83
Due from Comm GHSB Grant		753.12							753.12
Due from Comm 911 Training Grant		32.56							32.56
Due from Comm Rail Trail Grant		31,206.83							31,206.83
Due from Fed Gov't SPED 94-142		10,538.00							10,538.00
Due from Fed Gov't Fire Child Pass Safe		560.00							560.00
Land - Fixed Assets					323,038.00		5,196,767.00		5,519,805.00
All Other - Fixed Assets Net of Depreciation					6,239,182.28		17,840,491.74		24,079,674.02
Amount to be Provided for									0.00
Payment of Long Term Debt								9,090,500.00	9,090,500.00
TOTAL ASSETS	\$3,036,031.71	\$2,129,532.63	\$8,795.42	\$7,435,085.04	\$8,227,950.50	\$316,451.05	\$23,037,258.74	\$9,090,500.00	\$53,281,605.09

COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2010

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY- FUND TYPES	ACCOUNT- GROUP			
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only
LIABILITIES AND FUND EQUITY:									
Liabilities:									
Payroll Warrants Payable	206,524.73	12,888.85			7,383.30				226,796.88
Vendor Warrants Payable	55,810.73	18,852.59		5,677.31	23,941.30	3,191.61			107,473.54
Withholdings Payable	129,949.74								129,949.74
Police Special Detail		(3,890.56)							(3,890.56)
Cemetery Special Detail									0.00
Deferred Revenue	18,038.56	63,745.96			7,114.59				88,899.11
Due to the Commonwealth	145.00								145.00
Pre-paid Real Estate Tax	229,851.08								229,851.08
Other Liabilities:									0.00
Unclaimed Checks	4,382.00								4,382.00
Due to Individuals	66,003.79								66,003.79
Bond Indebtedness - Inside Debt Limit					89,500.00			2,140,500.00	2,230,000.00
Bond Indebtedness - Outside Debt Limit								6,950,000.00	6,950,000.00
Bond Anticipation Note			400,000.00		1,070,000.00				1,470,000.00
TOTAL LIABILITIES	710,705.63	91,596.84	400,000.00	5,677.31	1,197,939.19	3,191.61	0.00	0.00	11,499,610.58
FUND EQUITY AND OTHER CREDITS:									
Investment in fixed assets					6,472,720.28		23,037,258.74		29,509,979.02
Reserved for:									0.00
Petty Cash	971.44								971.44
Encumbrances	244,632.29		8,795.42		404,108.14	4,232.39			661,768.24
Expenditures	512,621.00	34,088.00		66,000.00	99,000.00	36,760.00			748,469.00
Snow & Ice Deficit	0.00								0.00
Reserved for Special Purposes		2,003,847.79		1,271,029.45					3,274,877.24
Reserved for Endowments				6,092,378.28					6,092,378.28
Undesignated	1,567,101.35		(400,000.00)		54,182.89	272,267.05			1,493,551.29
TOTAL FUND EQUITY	2,325,326.08	2,037,935.79	(391,204.58)	7,429,407.73	7,030,011.31	313,259.44	23,037,258.74	0.00	41,781,994.51
TOTAL LIABILITIES & FUND EQUITY	\$3,036,031.71	\$2,129,532.63	\$8,795.42	\$7,435,085.04	\$8,227,950.50	\$316,451.05	\$23,037,258.74	\$9,090,500.00	\$53,281,605.09

Town Treasurer

Pursuant to the General Laws of Massachusetts
Chapter 41 Section 35, I submit herewith a true
account of all receipts and disbursements.

Respectfully submitted,

Barbara B. Michalowski
Town Treasurer and Collector

Beginning Cash/Investments as of 7/1/09

	\$13,818,464.70
Revenue	24,914,801.00
Disbursement	28,894,940.70
	\$14,162,728.12
	836.49
	971.44

Interest Earned and Gain on Investments

General Fund	22,444.00
Solid Waste Fund	1,260.39
School Lunch	324.66
Stabilization Fund	3,725.16

Total Interest and Gain on Investments

27,754.21

Collections from Tax Title accounts

63,845.33

Deposits held to Guarantee Payment

Balance as of 6/30/09	170,492.33
Balance as of 6/30/2010	66,003.79

Sale of Cemetery Lots

Balance as of 6/30/09	97,399.42
Balance as of 6/30/2010	127,816.45

Stabilization Fund

Balance as of 6/30/09	951,621.28
Balance as of 6/30/2010	755,346.44

Trust Funds

Balance as of 6/30/09	7,012,930.46
Balance as of 6/30/2010	7,429,407.73

Tax Collector

The Tax Collector's Office collected in Fiscal 2010 \$16,197,187.19 in Real Estate taxes and \$273,581.73 in Personal Property taxes; \$22,444.00 in interest and fees and \$839,439.31 in motor vehicle excise tax revenue, \$63,845.33 in other tax revenue which was Tax Title.

Real Estate and Personal Property Tax bills were billed quarterly and were due August 1st, November 1st, February 1st and May 1st. Collection processes include a bank lockbox and an internet pay-on-line process. Interest accrues at the rate of 14% per annum on all overdue payments from date of mailing. A \$10.00 demand bill, payable in 14 days, is sent after the May 1st due date. Fiscal Year 2010 tax bills are based on the assessment date of January 1, 2009 and are mailed to the owner of record as of that date. Delinquent water overdue 90 days is added to the real estate tax bill.

Overdue Real Estate taxes are placed into Tax Title to perfect the Town's lien on the property. This insures the Town's ability to collect the taxes. The cost of placing taxes into Tax Title is added to the Tax Title account. Interest accrues at the rate of 16% per annum on all Tax Title accounts.

Motor Vehicle Excise bills are calculated by the Registry of Motor Vehicles and forwarded to the Town throughout the year. The bills are due and payable in full within 30 days of issue, and payments are considered made when received by the Collector. Interest accrues at the rate of 12% per annum on all overdue payments from the date the excise was due. A \$10.00 charge is added for the demand bill

which is payable in 14 days. A \$12.00 warrant fee is added to all outstanding bills, which are sent to the Deputy Collector for collection. Taxpayers are required to notify the Registry within 30 days of moving to their new address.

The Town continues to use the collection services of a Deputy Collector, as well as, the Registry's Non-Renewal Program for unpaid Motor Vehicle Excise. The Non-Renewal program allows the Town to prevent renewal of any license or registration without full payment of Motor Vehicle Excise and parking tickets. Most out of state Registries of Motor Vehicles have access to the Massachusetts Registry database and will not issue or renew licenses or registrations until outstanding obligations are met.

So long as a municipality mails a bill to the last known address, Taxpayers are liable for timely payment of taxes and interest and fees will accrue if the bill is not paid on or before the due date, regardless whether the bill is in fact received.

Respectfully submitted,
Barbara B. Michalowski
Town Treasurer and Collector

	BEGINNING BALANCE 07/01/09	COMMITTED	BALANCE DUE 06/30/10
MOTOR VEHICLE EXCISE			
2000	827.92		0.00
2001	3,931.89		0.00
2002	2,729.59		0.00
2003	1,947.50		1,803.75
2004	7,731.79		7,606.79
2005	6,394.49		6,342.09
2006	4,335.10		3,174.37
2007	6,841.28		4,668.35
2008	9,314.35	326.35	3,689.00
2009	32,556.02	106,871.50	9,178.54
2010		757,461.99	35,398.48
ROLLBACK TAX CH 61A	0.00		0.00
PERSONAL PROPERTY TAXES			
1988-2006	8,987.45		8,921.00
2007	303.01		298.00
2008	791.08		769.00
2009	2,007.86		955.00
2010	0.00	273,977.68	1,201.00
REAL ESTATE TAXES			
2009	177,933.40		0.00
2010	0.00	16,362,412.13	192,750.00
DELINQUENT WATER TAX TITLE	680.25	0.00	0.00
1989-2008	75,939.56	0.00	76,590.00
FORECLOSE WATER BETTERMENT	13,389.27		13,389.27
1994-2009 Tax Liens		0.00	0.00
2010 PRINCIPAL	243.54	6,263.72	244.00
2010 INTEREST	56.63	982.24	38.00
WATER USER FEES	42,436.05	783,443.69	71,519.79

Trust Fund Commissioners

David G. Strachan, Jr., *Chairman*
 Barbara Booth, *Member*
 Richard Walsh, *Member*

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 Commission's main focus of its management of all the funds is to produce a consistent stream of income which grows with or greater than inflation while increasing the principal at a conservative rate so as to protect its purchasing power over time. The funds continue to be invested in high quality common stocks and United States government and corporate fixed income securities and exchange traded funds, in accordance with the conservative asset allocation guidelines adopted by the Commission.

Highlights and Accomplishments

During the fiscal year, the Commissioners of Trust Funds provided funds for various town purposes including the following:

1. The continued subsidizing of the Council on Aging, Meals on Wheels program by the David Cummings Trust at a total expense of \$3,130.20.
2. The renovation of a bathroom at the ABC Topsfield House by the David Cummings Trust at a total expense of \$14,029.00.
3. The continued underwriting of a Masconomet scholarship award and plaque by the

Wallace H. Kneeland Trust. The Fiscal 2009 and 2010 awards were both paid in 2010. The total amount paid out was \$600.00

4. The acquisition of books, periodicals and other miscellaneous items and the upkeep of such on behalf of the Topsfield Library by the George Gould Trust and other library specific trusts in the amount of \$99,514.51
5. The acquisition and upkeep of art and other associated items and the funding of artistic presentations by of the Topsfield Library by the George Gould Trust in the amount of \$21,740.29.
6. The payment of the tenth payment on the bond issued in connection with the Library Construction Project by the George Gould Trust in the amount of \$66,000.00.

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.

**TOWN OF TOPSFIELD
COMMISSIONERS OF TRUST FUNDS
ALLOCATION OF COMBINED INVESTMENT FUNDS**

TRUST NAME	JUNE 30, 2009 BALANCES			FISCAL 2010				JUNE 30, 2010 BALANCES		
				PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED			
	BK VALUE	MKT VALUE	% TOTAL					BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	17,947.52	15,196.90	3.689%	556.00	305.88			18,197.64	15,491.23	3.689%
Income	90,136.20	71,446.94	17.345%	2,613.99	1,438.07	3,123.47		94,435.59	72,830.72	17.345%
CUMMINGS * Principal	36,754.67	31,121.66	7.555%	1,138.63	626.41			37,266.90	31,724.42	7.555%
Income	213,584.48	158,309.73	38.432%	5,791.99	3,186.42	6,828.91	17,159.20	205,859.76	161,375.82	38.432%
KIMBALL * Principal	1,088.14	921.36	0.224%	33.71	18.54			1,103.30	939.21	0.224%
Income	1,938.51	2,284.38	0.555%	83.58	45.98	115.57		2,091.67	2,328.62	0.555%
PEABODY * Principal	1,055.67	893.88	0.217%	32.70	17.99			1,070.38	911.20	0.217%
Income	1,928.45	1,292.66	0.314%	47.29	26.02	78.82		2,028.54	1,317.70	0.314%
GOULD COMMON * Principal	1,055.67	893.88	0.217%	32.70	17.99			1,070.38	911.20	0.217%
Income	6,362.48	3,671.59	0.891%	134.33	73.90	164.58		6,587.49	3,742.70	0.891%
GOULD PARK * Principal	1,055.67	893.88	0.217%	32.70	17.99			1,070.38	911.20	0.217%
Income	(819.52)	2,320.95	0.563%	84.92	46.72	115.89		(665.43)	2,365.90	0.563%
MONUMENT * Principal	1,931.12	1,635.16	0.397%	59.82	32.91			1,958.04	1,666.83	0.397%
Income	7,339.96	4,858.54	1.179%	177.76	97.79	234.09		7,654.02	4,952.64	1.179%
KNEELAND * Principal	15,168.07	12,356.87	3.000%	452.09	248.72			15,371.45	12,596.20	3.000%
Income	1,721.02	342.48	0.083%	12.53	6.89	457.81	600.00	1,584.46	349.11	0.083%
LIBRARY GEN'L * Principal	23,334.01	19,757.86	4.797%	722.87	397.68			23,659.20	20,140.52	4.797%
Income	(30,076.14)	11,199.46	2.719%	409.75	225.42	1,116.00	8,716.62	(37,492.44)	11,416.37	2.719%
LIBRARY DOW * Principal	2,111.33	1,787.73	0.434%	65.41	35.98			2,140.75	1,822.35	0.434%
Income	(2,250.33)	429.79	0.104%	15.72	8.65	79.94	449.00	(2,612.31)	438.12	0.104%
LIBRARY LAMSON * Principal	22,458.25	19,016.31	4.617%	695.74	382.76			22,771.23	19,384.62	4.617%
Income	(12,441.29)	4,623.76	1.123%	169.17	93.07	852.21	4,476.73	(15,989.71)	4,713.32	1.123%
LIBRARY WILDES * Principal	14,819.35	12,548.13	3.046%	459.09	252.57			15,025.88	12,791.16	3.046%
Income	(19,275.57)	4,480.84	1.088%	163.94	90.19	613.89	1,701.24	(20,289.17)	4,567.62	1.088%
LIBRARY HADSELL * Principal	5,751.00	4,822.74	1.171%	176.45	97.07			5,830.37	4,916.15	1.171%
Income	(549.06)	287.57	0.070%	10.52	5.79	184.22	247.49	(607.59)	293.14	0.070%
LIBRARY WITHAM * Principal	28,110.89	20,297.63	4.928%	742.62	408.55			28,444.96	20,690.76	4.928%
Income	2,082.33	632.71	0.154%	23.15	12.74	754.53	610.40	2,236.87	644.97	0.154%
STATHOPOULOS * Principal	4,226.18	3,555.01	0.863%	130.07	71.55			4,284.69	3,623.87	0.863%
Income	176.96	36.12	0.009%	1.32	0.73	129.46		307.01	36.82	0.009%
COLUMN TOTALS	\$436,726.02	\$411,916.52	100.00%	\$15,070.57	\$8,290.96	\$14,849.39	\$33,960.68	\$424,394.35	\$419,894.48	100.00%

**TOWN OF TOPSFIELD
COMMISSIONERS OF TRUST FUNDS
GEORGE L. GOULD FUND - ALLOCATION**

	JUNE 30, 2009 BALANCES		FISCAL 2010				JUNE 30, 2010 BALANCES	
			PRINCIPAL	PRINCIPAL				
			RECEIPTS	CHARGES	INCOME	INCOME		
GEORGE GOULD TRUST (1)	BOOK VALUE	MARKET VALUE	& GAINS	& LOSSES	RECEIVED	EXPENDED	BOOK VALUE	MARKET VALUE
PRINCIPAL ACCOUNT	5,316,970.41	5,123,092.36	128,068.80	90,934.60	0.00	0.00	5,354,104.61	5,448,101.84
INCOME: FUND A - BOOKS	429,642.49	404,006.25	0.00	421.53	107,650.92	83,313.03	453,558.85	461,995.42
INCOME: FUND B - ART & MAINT	204,014.22	252,267.41	0.00	211.79	97,469.77	87,740.29	213,531.91	270,422.49
COLUMN TOTALS	5,950,627.12	5,779,366.02	128,068.80	91,567.92	205,120.69	171,053.32	6,021,195.37	6,180,519.75

(1) Funded October 1988



TOWN OF TOPSFIELD, MASSACHUSETTS 2010 ANNUAL REPORT

