TOPSFIELD

FRAMING OUR BLUEPRINT

TOWN OF TOPSFIELD | 2011 ANNUAL REPORT

TOWN OF TOPSFIELD 2011 ANNUAL REPORT

TOWN OF TOPSFIELD
MASSACHUSETTS

JULY 1, 2010 THROUGH JUNE 30, 2011

THE ANNUAL REPORTS, RECEIPTS, AND EXPENDITURES
OF THE TOWN OFFICERS
FOR THE 2011 FISCAL YEAR

Credits and Acknowledgments:

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www.etjohnson.com

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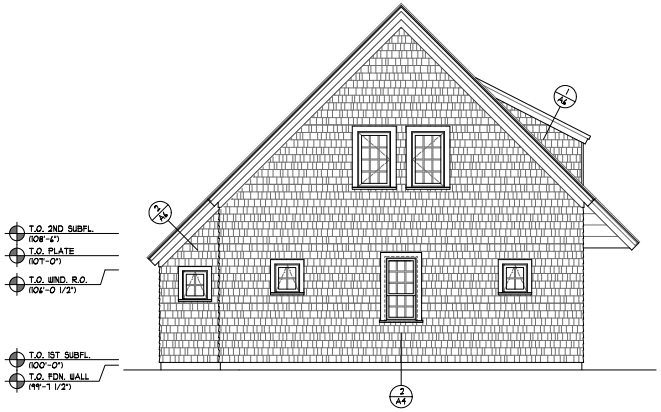
Benjamin Nutter & Associates, Architects,
Kindra Clineff Photography

Cover photos courtesy Benjamin Nutter & Associates, Architects

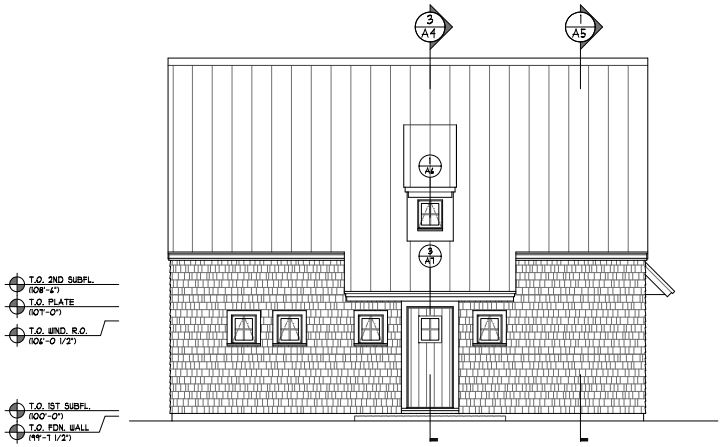
Thanks to Amy Coffin, Archivist for The Topsfield Historical Society,
Source: Dr. Allen's personal journals and Historical Collections, Vols. 14 & 25

Note:
All financial data cover the period July 1, 2010 through June 30, 2011.
However, for the reader's benefit, and to make this a more meaningful publication,
individual reports may list more current significant events.



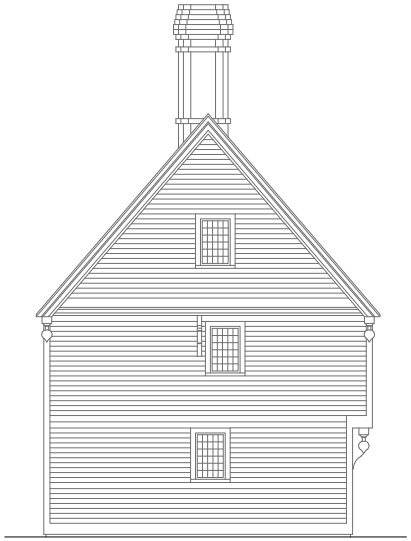
1 NORTH ELEVATION

SCALE: 1/4" = 1'-0"



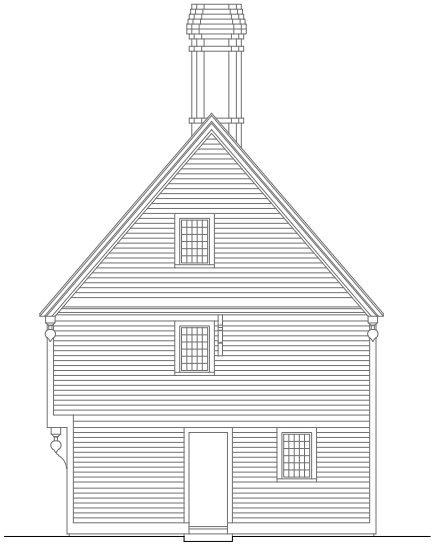
2 WEST ELEVATION

SCALE: 1/4" = 1'-0"



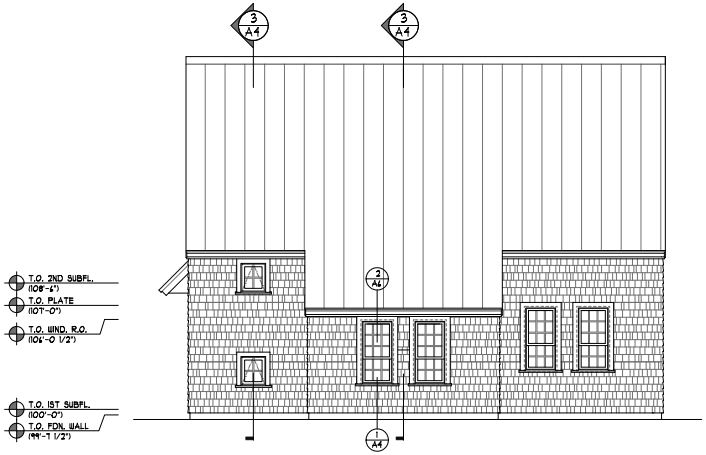
3 EXISTING CAPEN HOUSE WEST ELEVATION

SCALE: 1/4" = 1'-0"



4 EXISTING CAPEN HOUSE EAST ELEVATION

SCALE: 1/4" = 1'-0"



5 EAST ELEVATION

SCALE: 1/4" = 1'-0"

6 SOUTH ELEVATION

SCALE: 1/4" = 1'-0"

Elevations: Benjamin Nutter Associates,

FRAMING OUR BLUEPRINT

In 1646, a wise and prophetic gentleman, Captain Edward Johnson, had his first glimpse of the hills of Topsfield and the winding Ipswich River, and described the beauty in his journal:

> *"Here are many rising hills, and on their tops and descents are many cornfields and delightful grouse…okes, mulberry, pines and pasture make this an excellent habitation, being a good and safe harbor....A faire and delightful river…"*
>
> *The River Agawam, An Essex County Waterway*
> *By George Francis Dow 1926*

Captain Johnson's earliest written description of Topsfield, and the Ipswich River, then known as "Angoam" by the Indians, and later "Agawam" meaning a haven for the fish of passage, was indeed a keen and prescient observation. For Topsfield truly is an excellent place for habitation, as we fast forward more than 360 years since its incorporation on October 18, 1650. The rolling hills he first described, hearty trees and abundant pastures framed the blueprint for Topsfield today. Our thirteen square miles of hills and scenic valleys now make up a community of close to 6,500 residents, deemed one of the top towns in Massachusetts to live in, according to a recent Boston Magazine article. The pastures Captain Johnson described became the fertile soil for a thriving agricultural community, and the plentiful trees framed the many houses that were built in the early years, as well as the source of heat and cooking for the early settlers braving cold New England winters.

Sketch: Benjamin Nutter Associates, Architects

We are a community that has grown and changed dramatically, yet we have preserved the strong foundation set forth by our forefathers. Topsfield was first named by the Native Americans as She-ne-we-medy, translated as "The pleasant place by the flowing waters." That is certainly evident as the Topsfield Linear Common, the work of the tireless Topsfield Rail Trail Committee, now is enjoyed by countless walkers, joggers, cyclists, horses and people of all ages from Topsfield and surrounding communities. The flowing waters of the "Agawam," now known as the Ipswich River, are utilized by kayakers, fishermen, wildlife and enjoyed by all who walk the TLC and cross the renovated, solid railroad bridge. The railroad bridge was used for passenger service for trains that made up the Danvers- Newburyport Rail Line, with a stop in Topsfield Center from 1854 until 1950, the final excursion. The Station, an elegant architectural gem, now houses several businesses along the Shopping Center and Grove Street, site of the old railway station.

Photo: E.T. Johnson & Associates

From Captain Johnson's earliest descriptions of Shenewemedy, to the blueprints for the future, the town of Topsfield has been forward thinking and remarkably proactive in planning, for a community rich in history. An archivist for the Topsfield Historical Society recently came upon a document written by Dr. Justin Allen, a community pillar, and former President of the Topsfield Historical Society, in 1902, to be read by the Society in 2002. Dr. Allen had no way of knowing what the next century would bring to Topsfield, yet his predictions were astoundingly astute. He moved to Topsfield in 1857, and had a medical practice, serving the community for 50 years, until his death in 1914. He served on the first School Committee and as School Superintendent for a year. He was devoted to the library which he helped to establish in 1874. He lived all his 50 years in Topsfield at the corner of Main Street and Grove Street. Dr. Allen's planning and sense of responsibility to the future framework of Topsfield left a significant legacy. Our elementary schools and their extraordinary reputation in Massachusetts, the collections of the Topsfield Library and the incredible contributions of the Topsfield Historical Society, the Civil War monument on the Veterans Common, are all examples of the framework established by Dr. Allen.

Topsfield is a unique place to live. The commitment to preserving our history and natural resources, yet forward thinking, as we build upon our foundation, is what frames our blueprint.

Photos: Benjamin Nutter Associates, Architects

Photo: E.T. Johnson & Associates

KATHLEEN E. DEVENEY

Every child, parent, teacher and visitor to Proctor School was welcomed by Kathy Deveney for over 25 years. As the school secretary, she was a smiling, comforting presence, and the unsung heroine that kept everything running smoothly. A resident of Topsfield for 35 years, she and her husband, John, were a familiar site walking throughout town, greeting generations of students and friends. She was the mother of two children, raised in Topsfield, and also the adoring grandmother of three. A garden was planted in her memory, outside of the window where she sat at Proctor School, a blossoming tribute, welcoming all, as she always did.

WILLIAM G. EVANS

Attorney William Evans practiced law in Topsfield for 45 years, serving the Tri-Town, until the age of 85 when he retired to work on him memoirs and spend time with his children and grandchildren. William was part of the World War II invasion forces in Normandy in 1944 and he was awarded the European-African Middle Eastern Campaign medal with four bronze stars. After the war, he went to Law School and then formed the law firm Evans & Evans with his brother. William served on the Board of Selectmen and as Town Counsel for the Town of Topsfield. He was the founding member of the Topsfield/Boxford/Middleton Rotary Club and helped build the foundation for local businesses.

JORDAN E. PATKIN

Jordan Patkin dedicated his life to helping those less fortunate. A longtime resident of Topsfield, he served as Selectman, and for many years as a member of the Masconomet Regional High School committee. He was the director of the Tri-Town Council, and under his leadership developed many new programs benefitting youths. He also served as Director and Treasurer of the ABC (A Better Chance) program locally, and President and Treasurer of the Board of Bridge over Troubled Waters. He was a licensed pilot and shared his love of flying by instructing others. A talented photographer, his 3D photography of the North Shore graces the walls of many homes and offices in Topsfield, leaving a lasting legacy of the town he so cherished.

JEAN MORRISON SHEPARD

Jean Shepard never jumped into any activity half-heartedly, from her long career in teaching and volunteerism, to becoming certified in scuba diving to keep up with her sons and taking Spanish classes as a grandmother. Jean and her husband Clayton moved to Topsfield in 1970, where their three sons all graduated from Masconomet. Jean volunteered at the New England Aquarium for 15 years, as well as the Museum of Science, where she earned numerous accolades. In Topsfield, she was the Chairman of the Conservation Commission and a member of the original Topsfield Recycling Committee. She worked as a part-time teacher at Masconomet and Manchester-Essex High Schools .Dedicated to helping others, she was Chairman of the Board of Missions through the Congregational of Topsfield, traveling to Guatemala to assist with Habitat for Humanity.

Photo: Kindra Clineff Photography

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Photo: Kindra Clineff Photography

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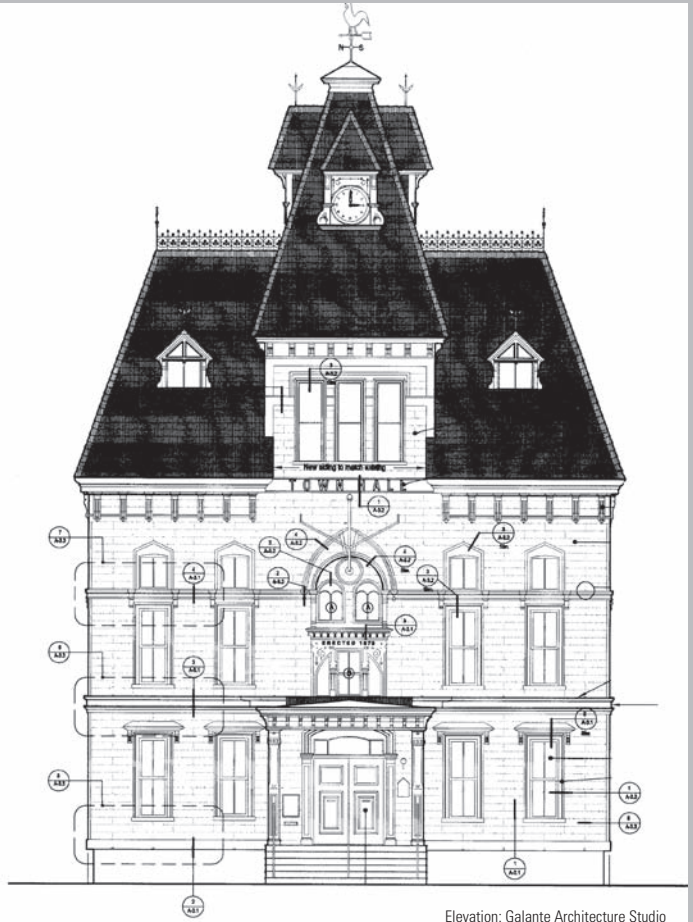


Elevation: Galante Architecture Studio

43

Average number of patrons that use our library in 1 hour

551

Medical aid incidents responded to by Fire Department

30

Number of K-6 classrooms

135

Motor vehicle citations given out by the TPD

Framing

143

Millions of gallons of water pumped in 2011

4,153

Topsfield residents registered to vote

44

Births Recorded & Filed

308

Number of child safety seat inspections and/or installations by TFD

Topsfield's Blueprint

2011

95.5
Percentage of 2011 Masco graduates that go on to college.

19
Marriages recorded and filed

78.6
Percentage of town revenues that come from real estate taxes

1044
Number of dog licenses issued

6,491
Town population

325
Flu shots given by BOH

80
Percentage of Topsfield residents who hold a library card

30
Deaths recorded and filed

14.83
2011 tax rate

78
Active COA Volunteers

1650
Date Topsfield was incorporated

283
Number of arrests made by Topsfield Police Department

299
Building permits issued

71
Fires

778.78
Tons of curbside waste recycled by Topsfield residents

GENERAL INFORMATION

EMERGENCY NUMBERS
Ambulance – Fire – Police: 911
Beverly Hospital 978-922-3000
Poison Control Center 800-682-9211

NATIONAL GRID
Gas Emergency 800-231-5325
..... or 888-377-5325
Electric Outage Emergency 800-465-1212
All Other Calls 781-388-5000

Water Main Breaks 978-887-2116

ANIMAL CONTROL
Call Emergency Center 978-887-2116

ASSESSORS 978-887-1514

BIRTH CERTIFICATES
Town Clerk's Office 978-887-1505

BOARD OF HEALTH 978-887-1520

BOARD OF SELECTMEN 978-887-1500

BUS SERVICE
MBTA – Customer Service 800-392-6100
..... or 617-222-3200
The Coach Company 800-874-3377

CABLE TV
Comcast: 800-633-4266
Cable (Town office): 978-887-1544
Verizon 888-553-1555

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 Street 978-887-5505

Trinity Episcopal Church of Topsfield
River Road 978-887-5570

CIVIL DEFENSE
Call Emergency Center 978-887-2116

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

CONSERVATION COMMISSION 978-887-1510

COUNCIL ON AGING 978-887-1523

DEATH CERTIFICATES
Town Clerk's Office 978-887-1505

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

ELECTIONS
Town Clerk's Office 978-887-1505

FINANCE COMMITTEE
Mark Lyons, Chairman: 978-887-1500

FIRE DEPARTMENT
Fire Emergencies ..... 911 or 978-887-2116
All Other Business 978-887-5148
Call for Burning Permits, Fire and Smoke Alarms, and Oil Burner Inspections

FIREARM IDENTIFICATION CARDS
Police Dept: 978-887-2116

GOULD BARN
Contact Peg Isler 978-887-9724

HIGHWAY DEPARTMENT
279 Boston Street 978-887-1542

HISTORICAL COMMISSION 978-887-1504

HOUSING AUTHORITY
Little Brook Village
69 Washington Street 978-887-8407

INSPECTIONAL SERVICES 978-887-1522

LEAGUE OF WOMEN VOTERS
Voter Information 800-882-1649

LIBRARY 978-887-1528
Monday and Thursday ..... 10 am to 8 pm
Tuesday and Saturday ..... 10 am to 5 pm
Wednesday and Friday ..... 12 pm to 5 pm

MARRIAGE LICENSES
Town Clerk's Office 978-887-1505

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

NOTARY PUBLICS
Town Clerk's Office: 978-887-1505
Council on Aging 978-887-1523

PERCOLATION TESTS
Board of Health Office 978-887-1520

PLANNING BOARD 978-887-1504

POISON CONTROL CENTER
Information Center 800-682-9211

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 978-887-1525

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

Grades 4 thru 6
Proctor Elementary School
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
www.masconomet.org 978-887-2323

Grades 9 thru 12
Masconomet Regional High School
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

TAX BILLS
Billing information 978-887-1511

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

TOWN ACCOUNTANT 978-887-1508

TOWN ADMINISTRATOR 978-887-1500

TOWN CLERK 978-887-1505

TOWN TREASURER/COLLECTOR 978-887-1511

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

TRASH/RECYCLING COLLECTION
Replacement Decals and Trash Info: 978-887-1500

TREE WARDEN 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

ZONING BOARD OF APPEALS 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/emailscottbrown*

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 Romm 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 5, 2011.

The dates represent the year when the current term expires.

BOARD OF ASSESSORS

Lynn A. Conant 2013
Eldon D. Goodhue 2012
John W. Minnehan 2014

BOARD OF LIBRARY TRUSTEES

Jennifer L. Baker 2012
Barbara R. Bodengraven 2012
Sean P. Cunniff 2013
Dorthea M. DeLuca 2014
Audrey B. Iarocci 2014
Michael P. Massaro 2013

BOARD OF ROAD COMMISSIONERS

Joseph K. Gibbons 2012
Philip G. Knowles 2013
Richard Cullinan 2014

BOARD OF SELECTMEN

A. Richard Gandt 2012
Eldon D. Goodhue 2013
Martha A. Morrison 2014
Laura J. Powers 2012
Kenneth G. Vogel 2014

BOARD OF WATER COMMISSIONERS

Elizabeth A. Cullinan 2012
Richard L. Stone 2013
Philip G. Knowles 2014

COMMISSIONERS OF TRUST FUNDS

Barbara Booth 2013
David G. Strachan, Jr. 2012
Richard T. Walsh 2014

CONSTABLE

Frederick J. Glatz 2012

ELEMENTARY SCHOOL COMMITTEE

Susan Archer 2014
Jeanine P. Cunniff 2013
Rosemarie Lucey 2012
Joseph J. Quigley, Jr. 2014
Gordon P. Spater 2013

HOUSING AUTHORITY

George D. Anderson 2012
Gerald J. Buckley 2015
John W. Minnehan 2013
David M. Rose 2016

MASCONOMET REGIONAL SCHOOL DISTRICT COMMITTEE REPRESENTATIVES

Elizabeth L. Dierze 2014
Laura J. Powers 2012
Lawrence Lindquist 2013
John K. Spencer 2014

MODERATOR

John P. Kinhan 2012

PARK AND CEMETERY COMMISSIONERS

Robert E. Benjamin 2013
Steven Mscisz 2012
Michael T. Smerczynski 2014
Charles H. Southard III 2012

PLANNING BOARD

Janice M. Ablon 2013
Steven B. Hall 2014
Gregor Smith 2013
Martha A. Morrison 2014
Ian De Buy Wenniger 2012

TOWN CLERK

Paula M. Burke 2013

APPOINTED TOWN OFFICERS

Appointments
July 1, 2010 – through June 30, 2011:

ADA COORDINATOR
Jenifer Collins-Brown 2011

AGRICULTURAL COMMISSION
Peter E. Mulholland 2012
Trudi I. Perry 2012
James O'Brien 2011
Sabina S. Petersen 2011
Peter Gibney *(Alternate)* 2011

ALCOHOL LICENSING ADVISORY COMMITTEE
Robert E. Hardy 2011
Stanley V. Ragalevsky 2011
Bruce C. Spaulding 2011
Kenneth G. Vogel 2011

ANIMAL CONTROL OFFICER
Carol A. Larocque 2011
Reed Wilson *(Alternate)* 2011

ANIMAL INSPECTOR
Sandra L. Larson 2011
Joel A. Larson *(Assistant)* 2011

ASSESSOR
Pauline M. Evans 2011
Nancy G. Gifford *(Assistant)* 2011

BOARD OF HEALTH
Wade M. Goldman 2011
Vincent F. Guerra 2013
William J. Hunt 2012
Sheryl L. Knutsen 2011
Gerald J. Topping 2012
John Coulon, *Agent* 2011

BOARD OF REGISTRARS
Paula Burke *(ex-officio)* 2011
Elizabeth J. Collins 2011
Elizabeth A. Warren 2012
Dorothy T. Wass 2012

CABLE ADVISORY COMMITTEE
Dana B. Berenson 2011
Kathleen M. Curran 2011
Jay MacDougall 2011
William B. Whiting 2011
William A. Wood 2011

CARETAKER OF SOLDIERS' GRAVES
Steven Mscisz 2011

CDL COORDINATOR
David M. Bond 2011

COMPUTER TECHNOLOGY COMMITTEE
Robert P. Sapienza 2011
Robert L. Sunberg 2011

CONSERVATION COMMISSION
George Hall 2011
Mark O. Erickson. 2013
Cheryl A. Jolley 2012
Holger M. Luther 2011
James S. MacDougal 2012
Jennie M. Merrill 2013
Judson W. Pratt 2011
Lana R. Sequin-Spillman, Admin. 2011

COUNCIL ON AGING
Lawrence C. Atkins 2013
Frederick A. Capobianco 2011
Patricia A. Carroll 2012
Jenifer Collins-Brown 2013
Donna M. D'Agostino 2012
Mary Jolene Guerra 2013
Katherine Crockett Lyons 2012

Jacqueline A. Rizzo 2011
Lydia B. Bertolino (*resigned April '11*) 2011
Jodi Gibeley, *Executive Director* 2011

CULTURAL COUNCIL
Jeanine P. Cunniff 2012
Darcy Fulton 2012
Karen E. Nadherny 2011
Joan W. Panella 2012
Laura A. O'Connor 2012
Margaret W. Smith 2012

FENCE VIEWERS
Jenifer Collins-Brown 2011
David M. Bloss 2011

FINANCE COMMITTEE
Heidi L. Bond 2012
Paul E. Dierze 2011
Karen A. Dow 2013
Kathryn S. Hartmann 2013
J. Stephen Lais 2012
Holger M. Luther 2011
Mark B. Lyons 2012

FOREST WARDEN
Ronald P. Giovannacci 2011

HISTORICAL COMMISSION
Kindra L. Clineff 2012
Mary Fletcher-Ferrill 2011
Elizabeth R. Mulholland 2013
Jeanne Pickering 2011
Daniel W. Philpot 2012
Joyce A. Bergsten (Alternate) 2011

HIGHWAY SUPERINTENDENT
David M. Bond 2011

INSPECTOR OF BUILDINGS
Glenn A. Clohecy 2011
Kenneth A. Ward *(Alternate)* 2011

INSPECTOR OF GAS AND PLUMBING
Stanley Kulacz 2011
Kevin Dash *(Alternate)* 2011

INSPECTOR OF WIRES
John P. Thompson 2011
David Levesque (*Alternate*) 2011

KEEPER OF CLOCKS
Norman J. Isler 2011
Robert L. Winship 2011

LOCAL EMERGENCY PLANNING COMMISSION
David M. Bond 2011
Ronald P. Giovannacci, *Fire Chief* 2011
Evan E. J. Haglund, *Police Chief* 2011
Dale E. Johnson 2011
James S. MacDougall 2011

MAPPING COMMITTEE
Pauline M. Evans 2011
Gregory R. Krom 2011
James S. MacDougall 2011
Robert L. Winship 2011

MBTA REPRESENTATIVE
Gregg A. Demers. 2011

MEMORIAL DAY/VETERAN'S DAY COMMITTEE
Paula M. Burke 2011
Dave Comeau 2011
Richard J. Cullinan *(ex-officio)* 2011
Alfred A. DiDonato 2011
Patricia J. Landgren 2011

NORTH SHORE VOCATIONAL SCHOOL DISTRICT COMMITTEE
Trudi I. Perry 2011

OPEN SPACE COMMITTEE
John H. Beck 2011
Joseph D. Geller 2011
Reginald Lockwood 2011
David D. Merrill 2011
Pamela J. Newport 2011
Melissa A. Ogden 2011

PARKING TICKET CLERK
Donna C. Rich 2011

PUBLIC WORKS COMMITTEE
David M. Bond 2011
Gregory R. Krom 2011
Stephen J. Shepard 2011

PURCHASING & COMMUNITY DEVELOPMENT COORDINATOR
Roberta M. Knight 2011

RAIL TRAIL COMMITTEE
Roy J. Baessler 2011
Katherine E. Carlson 2011
Gregg A. Demers 2011
Joseph D. Geller 2011
David C. Read 2011
Kathleen A. Tremblay 2011

RECREATION COMMITTEE
Joseph D. Geller 2011
Laura J. Powers 2011
Stephen J. Powers 2011
Kathleen A. Tremblay 2011

RECYCLING COMMITTEE
Laura A. O'Connor 2011
Belinda E. Young 2011

SCHOLARSHIP COMMITTEE
Audrey B. Iarocci 2011
Abigail P. Jackson 2011

SEALER OF WEIGHTS AND MEASURES
Robert D. Rose 2011

SOIL REMOVAL BOARD
Lisa Stern Taylor 2011
Jeannie Merrill 2011
Ian DeBuy Winneger 2011

STORMWATER MANAGEMENT COMMITTEE
David M. Bond 2011
Glenn A. Clohecy 2011
Joseph K. Gibbons 2011
Gregory R. Krom 2011
Holger M. Luther 2011
Jonathan J. Young 2011

SURFACE WATER AND GROUNDWATER STUDY COMMITTEE
Walter D. Harmer 2011
Gregory R. Krom 2011
Charles K. Wilkinson 2011

TOWN ACCOUNTANT
Pamela J. Wood 2011
Rosalba Giuffrida *(Assistant)* 2011

TOWN ADMINISTRATOR
Virginia L. Wilder 2013
Donna C. Rich *(Secretary)* 2011

TOWN CLERK, ASSISTANT
Jack M. Armitage 2011

TOWN COUNSEL
Kopelman & Paige, P.C. 2011

TOWN TREASURER & COLLECTOR
Barbara B. Michalowski 2011
Ann D. Gill *(Assistant)* 2011

TREE WARDEN
David M. Bond 2011

VETERAN'S AGENT
Richard J. Cullinan 2012

VETERAN'S GRAVES REGISTRATION OFFICER
vacant 2012

WALLACE KNEELAND MEMORIAL COMMITTEE
Charles R. Denault, Jr. 2011
Audrey B. Iarocci 2011
Dale E. Johnson 2011
Robert L. Winship 2011

WEBSITE COMMITTEE
Jeanne Kinhan 2011
Robert D. Ogden 2011
Kim B. Philpot 2011
Jeanne Pickering 2011
William B. Whiting 2011

ZONING BOARD OF APPEALS
Jody L. Clineff 2012
Scott C. Dow 2011
Robert J. Moriarty, Jr 2014
Kristin M. Palace 2013
Anthony J. Penta *(Alternate)* 2011
Lisa Stern Taylor *(Alternate)* 2012

POLICE AND FIRE ROSTERS

POLICE DEPARTMENT PERSONNEL

FULL-TIME OFFICERS
Chief Evan E. J. Haglund
Sgt. Gerald Harrison
Sgt. James Harris *(retired 2010)*
Sgt. Richard LeBel
Off. Gary Hayward
Off. John Hayward
Off. Steven Weir
Off. Shawn Frost
Off. Glenn Walker
Off. Neal Hovey
Off. Joseph DeBernardo

RESERVE OFFICERS
Off. Raymond Gerry
Off. David Bond
Off. Robert Cahill
Off. Gary Wildes
Off. James Gettman
Off. Craig Robinson
Off. Christopher Sanborn
Off. Lawrence Nestor
Off. Kelly Pickering
Off. David Fortune
Off. John Barry
Off. Michael Balsley
Off. Justin Bullis *(resigned 2010)*
Off. 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
Kelly Pickering
David Fortune
Tyler Dechene
Lorna Wise
Arthur Green
Clint Larrabee
Melissa Alleruzzo

AUXILIARY OFFICERS
Off. Stephen Shepard
Off. Paul Polonsky
Off. Joy Fleck
Off. Tyler Dechene
Off. Arthur Green
Off. James Dunn
Off. James Bonfanti
Off. Melissa Alleruzzo
Off. 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 *
Ash, Thomas *
Boeri, Robert *
Bowman, Cynthia ^
Brown, Charles *
Brown, Conor *
Costanza, Luigi *
Erickson, Christopher *
Feltault, Jerome *
Fontaine, Travis *
Fuller, Leonard ** *
Harper, Tamara *
Horn, Jeff *
King, Peter ^
Looney, Sean *
Lord, William *
Low, Brian *
Moore, Scott *
Reineke, John ^
Winfrey, Scott *
Wood, Charles *

SUPPORT STAFF:
Lemiesz, Susan, *Administrative Assistant*

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

BOARD OF SELECTMEN

2011 Board of Selectmen:
L-R: Dick Gandt, Ken Vogel, Laura Powers, Eldon Goodhue, Martha Morrison.

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.

As members of the Board of Selectmen we recognize our responsibility to represent the residents of Topsfield and provide the leadership and vision to preserve Topsfield as a safe, pleasant and welcoming community with an efficient municipal government that is responsive to our citizens.

Our accomplishments this year as well as future plans are highlighted here. Details are shown in the follow on sections of this report.

MEMBERSHIP OF THE BOARD

The board began in July 2010 with Chairman Dick Gandt, Clerk Laura Powers, and Selectmen Nancy Luther, Martha Morrison and Eldon Goodhue. In May, Nancy Luther retired from the board and Ken Vogel was welcomed as a new member after the town election. The Board then reorganized with Laura Powers as Chairman and Eldon Goodhue as Clerk.

ECONOMIC CHALLENGE

As a result of reductions in aid from the State along with increases in relatively uncontrollable budget items such as health care insurance, operating budgets for fiscal year 2011 were funded at the same level as the previous year and wages and salaries were largely unchanged.
The strains of the economy continued through the year and affected our budgeting for fiscal year 2012. While our local taxes receipts were relatively stable, State aid for schools and general government was expected to decline again. This continued reduction in revenue from the State coupled with increased costs, particularly for health care insurance and pension liabilities, left essentially no funds to improve other budgets items. Therefore, we entered Town Meeting for a second year with level funded budgets that, except for some school personnel, included no increase in wage or salaries.

On a brighter side, we took advantage of the economy's low cost of capital to refinance $4,226,000 in General Obligation Municipal Bonds that were callable after ten years. The new bonds were financed over the previously remaining ten year life of the original bonds and our debt service costs were reduced by about $30,000 per year. Since the original bonds were financed as a debt exclusion override, the reduction in debt service will reduce local taxes by that amount over the next ten years.

COMMUNITY DEVELOPMENT

The Rail Trail's Phase II – from Summer Street to Route 1 - was completed in the fall. Since a safe crossing of Route 1 has not yet been developed, the Trail currently ends at Route 1. Development of Phase III -- from Route 1 to the

Wenham town line -- was underway at the close of the fiscal year. For details, please refer to the Rail Trail Committee's report.

The 2008 Annual Town Meeting approved the "English Commons at Topsfield" Elderly Housing District which is located on Route 1 at 12 Boston Street. Construction of units began during the year and is expected to continue for several years. In addition to the developed portion of the property, a 35.76 acre parcel has been set aside as permanently protected open space, the restriction for which was approved by the Board of Selectmen. In the future, a trail through this conservation land, accessed from Rowley Bridge Road via a boardwalk, will be open to the public. In August the Board committed Topsfield's share of the North Shore HOME Consortium Home Investment Partnership Program affordable housing funds, in the amount of $20,473, to Top House, Inc. for the purpose of constructing a community residence at 198 Central Street. This project provides four units of affordable housing for disabled adults. We welcome TopHouse to our community.

In October the Board accepted, on behalf of the Town, the newly constructed "Tot-lot Playground" adjacent to the Grove Street tennis courts. Donated by the "Topsfield Playground Committee", a non-profit citizens group, the new playground equipment is safer than the earlier equipment which had offered great enjoyment to the children of Topsfield for some twenty years. Like the original playgrounds built by "Park-It" and the new playground built at Proctor School last year, this entire project was funded by donations and constructed by volunteers. The Committee's commitment and creative dedication reflects the spirit of Topsfield's residents. We thank you.

ACHIEVING GOALS

Two years ago we began a process to define our goals. Last year we further developed that process with a stronger framework in which to set and act on our goals and then track our achievements. We currently have five broad goals and under each have identified one or more objectives to address that goal.

One objective is to 'Develop a five year personnel succession plan and continuity of operations plan'. We prepared a survey, to be used annually, asking all personnel their plans for continued employment, and asking key personnel their recommendations or concerns for ensuring continuity of operations as well as their recommendations for building and addressing future staffing. In addition to future planning, we have used the results of the survey to budget employee separation costs, such as unused vacation. For the May 2011 Annual Town Meeting we added a warrant article to fund anticipated separation costs in the coming year. We anticipate this will be an annual Town Meeting article. Under the broad goal of 'Reducing Structural Costs' our objective to 'Develop a plan to effectively reduce municipal energy costs' helped drive us to become certified as a 'Green Community'.

In June, following Town Meeting's approval of certain zoning changes and adoption the Stretch Code, along with an energy reduction plan prepared by the Renewable Energy/ Green Communities Committee and commitments by the Board of Selectmen, Topsfield successfully applied for certification as a "Green Community". At the same time, also based on Town Meeting approval, we began work to improve the energy efficiency of our heating and lighting systems in Town Hall.

Our goal to 'Improve Communication within the Town' involves improving our cable television capabilities. In June, the Board renewed Comcast's license to operate in Topsfield for a period of five years. This agreement included additional capital funding and increased revenues from Comcast to support our community television programs, especially the purchase of sorely needed equipment for filming and broadcasting meetings and other community events.

As cited above, we have found that our goals provide us with effective guidance to focus our efforts. We continue to communicate our goals to our management team and seek their assistance in achieving those goals.

REGIONAL EMERGENCY COMMUNICATION

In July, with the signing of an, "Intergovernmental Agreement for the Joint Provision of Public Safety Communications, Dispatch and Operations Services", along with a "Memorandum of Understanding" with the Essex County Sheriff's Department, Topsfield became one of six municipalities joining the "Essex County Regional Emergency Communications Center" (RECC) in Middleton. It is anticipated that construction and startup will take about two years. The RECC has one Executive Board and three advisory boards: Finance Advisory, Fire Advisory and Police Advisory. As a member of the RECC, our municipal personnel worked throughout the year on these boards to ensure an effective start up and efficient operation of the new center.

CONCLUSION

The past few years have been fiscally challenging. Topsfield continues to run its fiscal affairs carefully, but in this challenging environment we further allowed: no new programs, no inflationary adjustments, and only modest requests for capital needs. Under these conditions our dedicated employees have stretched the resources available to them and have wisely and creatively found ways to maintain most services and our safety. Our elected and appointed volunteers, who serve on our boards, committees and commissions, continue to give generously of their time and exceptional talents to improve our quality of life in Topsfield. And, in the finest tradition of Topsfield, citizen volunteers have pitched in to bring to fruition projects, like the playground, that will serve the Town long into the future.

The Board of Selectmen sincerely appreciates all of these individuals who help make Topsfield the wonderful Town it is. Thank you.

TOWN CLERK

STATISTICAL TOWN DATA FOR 2011

Town Population (January 1, 2011) 6,491

Registered Voters 4,153
Party Totals:
Democrat 751
Republican 825
Libertarian 5
Green-Rainbow 0
Unenrolled (Independent) 2572

*Births:
Recorded & Filed 44

Marriages:
Intentions Recorded & Filed 21
Licenses Issued 21
Licenses Recorded & Filed 19

Deaths:
Burial/Crematory Permits
Recorded, Issued & Filed 66
Certificates Recorded, Issued & Filed
(occurence community) 66
Certificates Recorded & Filed
(residence community) 30
Total Death Certificates Recorded and Filed 96

Dog Licenses Recorded & Issued 1044

Kennel Licenses Recorded & Issued 1

** On February 28, 2011, the first electronic birth certificate was recorded in Topsfield.*

During Fiscal Year 2011, numerous state mandates affected operations in the offices of City and Town Clerks of Massachusetts.

OPEN MEETING LAW

On July 1, 2010, the new Open Meeting Law, intended to improve transparency in government at all levels, was launched by the Office of the Attorney General. (As noted on the web site of the Office of the Massachusetts Attorney General), Chapter 28 of the Acts of 2009, sections 17–20, repealed the existing state Open Meeting Law, G.L. c. 30A, §§ 11A, 11A-1/2, county Open Meeting Law, G.L. c. 34, §9F, 9G, and municipal Open Meeting Law, G.L. c. 39, §§ 23A, 23B, and 23C, and replaced them with a single Open Meeting Law covering all public bodies, G.L. c. 30A, §§ 18-25, enforced by the Attorney General. Effective July 1, 2010, responsibility for the state-wide enforcement of the Open Meeting Laws, relative to local, county, regional, and state public bodies was centralized in the office of the Attorney General.

After sponsoring hearings around the state, the newly formed Division of Open Government released significant changes to the regulations on October 1 that included authorizing website-only posting for local, regional, district and county public bodies; clarifying the role of municipal clerks in the notice posting and complaint processes; providing explicit guidance to members of public bodies about certifying the receipt of educational materials as required by law; and clarifying the complaint process.

The Town of Topsfield's boards and committees comply with the new law by submitting complete agendas electronically to the Office of the Town Clerk by 3 PM on the Thursday of the week prior to the meeting. That posting is stamped and then placed in a binder contained in a dedicated box at the base of the ramp of Town Hall ensuring that the information is available 24/7. As a courtesy, the meeting dates, times and locations are listed on the Government Calendar on the town web site.

ELECTIONS

The results of the State Primary held on September 14, 2010 and the State Election held on November 2, 2010 are contained elsewhere (on pages???) in this Annual Report.

Modifications to the MOVE (or Military and Overseas Voter Empowerment) Act, were in effect for the State Election held on November 2, 2010. Specifically, the UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) and other statutes were modified. UOCAVA citizens are U.S. citizens who are active members of the Uniformed Services, the Merchant Marine, and the commissioned corps of the Public Health Service and the National Oceanic and Atmospheric Administration, their family members, and U.S. citizens residing outside the United States. This Act provides the legal basis for absentee voting requirements for these citizens. Specifically, UOCAVA voters were offered the opportunity to submit their vote electronically for the first time. In Topsfield, three UOCAVA voters, including one uniformed officer, submitted ballots for the November 2, 2010 State Election.

CONFLICT OF INTEREST

In December of 2010, the State Ethics Commission approved amendments to the section of M.G.L. Chapter 268A, informally known as the Massachusetts Conflict of Interest Law. In summary, the new regulations on gift giving and acceptance are as follows:

- Teachers are allowed to accept a gift(s) with a combined value of up to a maximum of $150 per year from their current public school students and/or their parents as long as the gift is identified only as being from the class, and the identity of givers and the amounts given by each individual are not identified to the teacher receiving the gift.

- A teacher accepting a gift of less than $50 from a current student, according to the regulations, will need to complete a disclosure form that must be sent to the Town Clerk.
- A teacher may accept a gift to the classroom that is to be used for the class and which will become the property of the school district. The teacher should inform the building principal so that the gift can be properly accepted as a gift by the Topsfield School Committee.

VITAL RECORDS

On February 1, 2011, Massachusetts entered a new era when the first electronic birth certificates were issued. The launch of the web based Vitals Information Partnership (VIP) system was the culmination of a seventeen year effort spearheaded by a persistent group of Massachusetts City and Town Clerks dedicated to generating electronic vital records. In addition to providing a standardized electronic birth record, the system streamlines vital record operations between hospitals, city and town clerks, and the Registry of Vital Records. Security improves because it is now easier to validate the authenticity of a Massachusetts birth record.

The first electronic birth certificate was processed in Topsfield on April 10, 2011.

The Massachusetts Department of Public Health and Strategic Solutions Group, in cooperation with the City and Town Clerks of Massachusetts and a variety of other vested groups, are preparing to implement the next phase of the legal requirement, electronic death certificates, in January of 2013. Topsfield has volunteered to serve as a pilot community in 2012.

CENSUS RESULTS AND RE-PRECINCTING

As stated in the 2011 Re-Precincting in Massachusetts booklet, "every ten years, after the results of the decennial census have been finalized, the legislature and local governments must re-draw boundaries that take into consideration population, communities of interest, and state and federal constitutional requirements, amongst others. This is to guarantee that all people should have free, open and fair access to the electoral process, and every person's vote should carry the same weight. The law requires that legislative districts be redrawn on a periodic basis so that shifts in population will neither unfairly increase nor diminish a particular voter's voice in government."

Because the Federal 2010 Census results indicated that the population in Topsfield as of January 1, 2010 was 6085, down 0.91% from 2000, the Topsfield Board of Selectmen received a letter stating "On June 10, 2011, the Local Election Districts Review Commission met and considered the submission from the Town of Topsfield keeping the Town as a single precinct…(and) is pleased to inform you that the Town's submission of a single precinct meets the requirements of Massachusetts General Laws chapter 54, section 6, and is otherwise consistent with law and has thus been approved by the Commission." Remaining one precinct was a priority for Topsfield as dividing in to two precincts would only add confusion and expense to elections that currently run smoothly. This determination should remain in effect until at least 2021.

TOWN MEETING

The Massachusetts Attorney General's Municipal Law Unit is responsible for reviewing bylaws, both general and zoning, that are adopted or amended at Town Meeting. In order to comply with the deadlines established in M.G.L. c. 40, § 32 and M.G.L. c. 40A, § 5, the Municipal Law Unit now urges City and Town Clerks to submit materials for approval electronically. On May 23, 2011, following the 2011 Topsfield Annual Town Meeting on May 3, 2011, materials were submitted electronically to the Office of the Attorney General's Municipal Law Unit by the Topsfield Town Clerk, in collaboration with the Community Development Coordinator. Within three hours, the Municipal Law Unit had reviewed the materials and at 5:27 P.M. issued electronically a written decision approving the by-law amendments. This enabled the Renewable Energy/Green Communities Committee to submit a grant that secured significant funds for the town.

IN GRATITUDE

I would like to recognize Assistant Town Clerk and Election Warden Jack M. Armitage for the enthusiasm and energy he brings to the office and to the polls. I appreciate, also, the wonderful election team that conducted flawless elections. I must also acknowledge all Topsfield employees, but especially those who work in Town Hall and have provided continuous assistance and cooperation. The residents of Topsfield are extremely fortunate to have such a dedicated and competent group of public servants, both paid and volunteer.

Respectfully submitted,

Paula M. Burke, *Town Clerk*

RENEWABLE ENERGY & GREEN COMMUNITIES COMMITTEE

INTRODUCTION

The Topsfield Renewable Energy and Green Communities Committee was formed in late 2009 to identify opportunities for the Town to benefit from the provisions of the Green Communities Act (Chapter 169 of 2008), identify the potential for developing renewable energy within the Town, and to recommend feasible renewable energy projects, energy conservation projects and educational initiatives to the Town.

In Fiscal Year 2011, the Committee's primary achievements were (1) orchestrating the Town's application for designation as a "Green Community" by the Massachusetts Department of Energy Resources (an application which was approved in July, 2011); (2) developing specifications for the conversion of the Town Hall's antiquated oil heating system to natural gas, and securing the funding for the project at the 2011 Annual Town Meeting; and (3) completing a renewable energy demonstration project, funded by a grant secured from the Massachusetts Technology Collaborative, at the Proctor Elementary School.

GREEN COMMUNITIES DESIGNATION

To be eligible for designation as a "Green Community," Topsfield was required to (1) complete a baseline inventory of its energy consumption, including electricity, heating fuels, and motor vehicle fuels; (2) develop a 5-year energy reduction plan, (3) allow alternative or renewable energy production, manufacturing or R&D "by right" in its zoning bylaw, (4) approve the "stretch code" (a local option building code that requires new buildings to be 20% more energy efficient); and (5) adopt a purchasing plan for energy-efficient vehicles. The amendments to the Zoning Bylaw and the adoption of the "stretch code" were presented to, and approved by, the Annual Town Meeting in May, 2011. The other items were completed by the Committee with the cooperation and support of the Board of Selectmen, the School Committee, and department heads from all major town departments. The Town's application was submitted in June and approved in July, 2011, making the Town eligible for an initial grant of $132,750 for renewable energy or energy conservation projects. Funds come from carbon allowance auction proceeds under the Regional Greenhouse Gas Initiative (RGGI).

TOWN HALL HEATING SYSTEM REPLACEMENT

This project began with an unsuccessful attempt to obtain a "stimulus" grant in 2010. Despite our failure to secure the grant, the Committee was so convinced that replacement of the heating system made economic sense (with a payback period of less than four years), that we sought funding for the project at the Annual Town Meeting in 2011. The money was appropriated, and the project was put out to bid in August. The work should be completed before the heating season begins in the fall of 2011.

PROCTOR SCHOOL RAIN GARDEN

Using the proceeds of a small grant from the Massachusetts Technology Collaborative which required us to focus on education about renewable energy, the Committee worked with volunteers to construct a garden at Proctor School that includes a solar powered drip irrigation system.

OTHER PROJECTS/FUTURE FOCUS

In the coming years, the Committee expects to focus on implementation of the Town's 5-year energy reduction plan, especially with regard to increasing the efficiency of the two elementary school buildings, and on identifying opportunities for the installation of renewable energy sources on Town properties that are respectful of, and consistent with, the character of the community.

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.

Negotiations with Comcast to establish a new license that will expire on 10/2011, began in late 2010. Our hope is to negotiate a significant increase in financial support so that equipment can be upgraded and service improved.

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 2010 THROUGH JUNE 2011)

Selectmen meetings ..... Every other week is Live, re-broadcast the following week

Annual Town Meetings..... 1

Public Forums..... 3

(Candidates Night, Renewable Energy, Town Budget)
Town events (Parades) 2

Tops. School Committee meetings 11

Tri-Town School Union meetings 1

MASCO sports 45
Compliments of Boxford Cable

MASCO concerts/special events 5
Compliments of Boxford Cable

Special Interest (Cooking, medical) 5
Compliments of Boxford Cable

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

Congressman Tierney updates 3

North Shore Navigators baseball 2

Historical Society archive videos 8

Local church services:..... Weekly
Provided by the churches:
..... Our Savior Lutheran
..... Topsfield Congregational
..... First Church of Boxford

TOWN WEBSITE COMMITTEE

www.topsfield-ma.gov

From 2009 to 2010,
the number of visits per year
has increased 23%.

The most frequently accessed pages are:
Town Documents
Town Government Directory
Assessors' Office
Community Information
Town Calendar

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 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 Google Analytics. The number of visits per year has increased from 47,870 in 2009 to 58,765 in 2010, a 23% increase. The most frequently accessed pages are: Town Documents, then Town Government Directory, then Assessors' Office, then Community Information, then Town Calendar.

Our greatest challenge is the fact that the Town Web 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

The Topsfield Fire Department was awarded a grant from the Department of Public Health to install smoke detectors free of charge in the homes of senior citizens. Contact the Fire Department if you would like to have your home assessed and new smoke detectors installed.

The Topsfield Fire Department inspected and installed 308 child safety seats during this reporting period.

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.

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.

The Topsfield Fire Department remains committed to creative ways to fund our important services. To that end, we have applied for many local, state, and federal grants. Topsfield was fortunate in receiving the following grants: The Governor's Highway Safety Bureau Grant/Bicycle Helmet, The SAFE Grant, and the Fire Safety Grant for smoke detectors for seniors. 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. The Topsfield Fire Department proudly deposited $58,290.32 in permit fees and ambulance revenue to the Town of Topsfield's General Fund this fiscal year.

Tribute

In June of this year, Firefighters Cynthia Bowman and Brian Low chose not to be reappointed due to work and family commitments. Cyndi was a member of our department for twelve years, and Brian for nine years. We wish them well and will miss them and look forward to their return when scheduling permits.

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.

TOPSFIELD EMERGENCY MANAGEMENT AGENCY

I am pleased to report that our employees continue to be trained in (NIMS) National Incident Management System according to our federal decree.

I am continuing to update Topsfield's electronic version of the Comprehensive Emergency Plan as required by the Massachusetts Emergency Management Agency. This manuscript demonstrates what our reaction would be to a local disaster.

I would like to thank the Board of Selectmen and Town Administrator for their assistance this past year. Unfortunately, we still have not received any local resources to complete an adequate risk assessment for our town or to obtain the supplies and equipment we need to be ready for a disaster or an overwhelming incident should it strike our area.

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. Construction of an approximate 8,000 square foot communications facility is under way at the Middleton Jail location on Manning Avenue. The construction of this new facility should be complete by October of 2012 and in operation by July of 2013. It has been very rewarding to see all of our partner communi-

ties working together to bring this enormous undertaking to fruition. I wish to thank all of the other Delegates from the other communities and the Essex County Sheriff's Office for their faithful work on this project.

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

REPORT OF THE TRAINING AND HAZARDOUS MATERIALS COORDINATOR

The Topsfield Fire Department responded to 48 incidents in the past twelve months dealing with hazardous materials. Most of the responses deal with accidental releases. Upon arrival, the firefighters must identify the type of chemical that has been released in order to safely mitigate the incident while protecting ourselves and the community. Some of the reference materials that we utilize are from industry and some are from the federal government.

All firefighters are required by law to take annual refresher training in hazardous materials recognition and identification.

Please contact the Fire Department if you believe that there is an accidental release or spill anywhere in Town

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

REPORT OF THE FIRE PREVENTION OFFICER

The Topsfield Fire Department has taken a proactive role in the education of our residents and businesses in the area of Fire Prevention. Annual inspections are completed to all businesses. Quarterly inspections and fire drills are held at all schools in the Town as well as the local skilled nursing facility. We strive to promote cooperation and information sharing between our citizens, the business community, contractors, and the Massachusetts State Fire Marshal's Office. This collaboration puts the safety of our citizens and our firefighters in the forefront with the most current standards.

New initiatives that the Topsfield Fire Department implemented this year include:

- On April 5, 2010, The Board of Fire Prevention Regulations promulgated amendments to 527 CMR 32.00 regarding Approved Smoke Detectors in residential occupancies. The new amendments require an upgrade to dual detection (both ionization and photoelectric) technology, with the exceptions if installed near kitchen or bathrooms. This change has required education of the public and realtors as it applies to the inspection of a house for resale that was built before 1975.

- The New Novelty Lighter Ban became effective November 7, 2010. This new law prohibits the manufacture, sale, exchange, storage, or transportation of any novelty lighter throughout the Commonwealth of Massachusetts. Stores in Topsfield were educated to this new law and novelty lighters were removed from shelves.

- As a result of the Station Nightclub fire, on June 1, 2011, the Commonwealth implemented 527 CMR 10.13 (d) requiring every nightclub, dance hall, discothèque or bar, with an occupant load of 100 persons or more to designate a Crowd Manager. Members of our Fire Prevention staff took the required training for crowd management.

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

During this fiscal year, the Topsfield Fire Department responded to seven building fires and three vehicle fires which resulted in approximately $1,208,735.00 in damages and an injury to one firefighter. Cause and origin of the fires varied. We would like to thank our colleagues at the Massachusetts State Fire Marshal's Office for their assistance in investigating a number of incidents.

The Topsfield Fire Department changed the way that we track our inspections for accuracy documenting our activities. We performed 501 inspections this year including:

Snow Removal Egress and FDC	31
Walk through for 26 F	5
Annual Building Inspections	253
Ansul System	1
Common Victuller Inspection	2
Oil Burner Form 1 A	18
Fire Drills	10
Oil Burner Inspections	14
LPG Inspection	19
Oil Tanks and new oil lines	15
Oil Tank Removal	6
Oil Burner Tank Installation	5
Plan Review	7
Smoke Detectors for 26 F ½	41
Rough Smoke Detector Inspections	18
Sprinkler Inspection	6
Sprinkler pressure test	1
Final Smoke Detector Inspections	20
Other inspections	29

Incidents:

Fire	71
Medical Aid	551
Haz-Mat	48
Inspections/Service Calls	1,023
Good Intent	29
False Calls	123
Special Incidents	4
Severe Weather	2
Overpressure/Explosions	2

The theme for this year's Fire Prevention Week: Smoke Alarms: A sound you can live with. Fire Prevention Week was held from October 3-9, 2010. Each year in October since 1922, the NFPA has sponsored the fire prevention campaign to emphasize the importance of fire safety to inspire individuals to take action to prevent fires and avoid the deaths, injuries, and destruction they cause.

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 goal of the theme was to educate the public on how smoke alarms save lives and to show why they should be installed and maintained in every home. Having working smoke alarms can cut the chances of dying in a fire in half. The theme focused on how to choose, install, and maintain smoke alarms.

The Topsfield Fire Department actively participates in the SAFE (Student Awareness of Fire Education) Program. Educators review age appropriate strategies for fire safety throughout the school year. Students tour the fire station during field trips related to "community helpers". This year the third grade participated for the first time, in a written evaluation of the program. Scores obtained this year will help set goals for next year's program with the ultimate goal to have our children learn fire and injury prevention techniques to become safer adults.

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, 2010, through June 30, 2011, members of the Topsfield Fire Department responded to numerous requests for medical assistance. During this time frame, there were 551 requests for medical assistance and 562 patients evaluated and treated. In addition to the calls for service, Topsfield Firefighters completed advanced training, specialty certification, and maintained their required certification.

The Topsfield Fire Department remains committed to injury prevention. The Department has participated in several prevention programs. The Topsfield Fire Department inspected and installed 308 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 diabetic emergencies, drug overdoses, seizures, allergic reactions, and respiratory distress will benefit from the ability of the Topsfield Fire Department paramedics and the care that they can provide. Members of 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 $35,542.32 in revenue from ambulance fees for the Town of Topsfield general fund.

In our constant search for creative funding, the Topsfield Fire Department has applied for grants from Home Depot, The Connor and Lacey Peterson Foundation, Massachusetts Department of Public Safety, the Massachusetts Department of Conservation and Recreation and the Federal Emergency Management Agency. We were fortunate to receive a grant of 35 bicycle helmets from the Executive Office of Public Safety, which were distributed during this year's Strawberry Festival.

The Emergency Medical Services branch of our Department participates in 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 website at www.topsfieldfire.com.

Respectfully submitted,
Captain Jenifer Collins-Brown,
MS, EMT-P, I/C, CFI-1 and II EMS Coordinaton

POLICE DEPARTMENT

Check out our new website:
www.topsfieldpolice.com.

Stay Informed.
Sign up for our Citizen Information Alerts at
www.topsdfieldpolice.com/citizens.html

Have piece of mind when you are away:
Utilize our House Check Program at:
www.topsfieldpolice.com/housecheck.html

The state of the economy continues to have a major effect on department operations. We have to accept the fact that extra monies from grants or government programs have now been drastically reduced or cut entirely. Funding for police training throughout the State has been affected with the burden for training now falling to the cities and towns. This of course, puts an additional strain on local budgets. It is something that will now be worked into our budget for the future.

The Topsfield Police Department is changing. After 26 years Sgt. James Harris retired. Sgt. Harris served the department faithfully as a patrol officer, patrol Sergeant and Administrative/ Court Officer. Det. Gary Hayward was promoted to Det. Sergeant to fill the open supervisor's position. Additional retirements are pending for the new fiscal year with Sgt. Gerald Harrison and Officer Glenn Walker expected to retire as well.

I want to announce that the department now has a new website, www.topsfieldpolice.com. The new site will allow us to provide more in depth information for our citizens on events and issues facing our community. Come check it out.

VEHICLE FLEET UPDATE

We will be requesting to replace our 2001 SUV for a new 4 wheel drive as well as a 6 year old Ford Crown Victoria police cruiser for this year's town meeting. We have been forced to put additional money into an aged and rusting SUV in order to maintain its safety. Do to recent budget setbacks we have not been able to maintain our scheduled vehicle replacement program. This program replaces police vehicles on a rotating basis allowing newer vehicles into the fleet in order to reduce costs and mileage on our aging vehicles. Most of our police vehicles now have over 100,000 miles. This ultimately increases repair frequency and costs in order for us to maintain safe response vehicles. The older the vehicles get the more its going to cost for repairs. I encourage you to support our request for additional new front line police cruisers at Town Meeting.

COMMUNITY POLICING

Police visibility within your neighborhood continues to remain our first priority. Property crimes such as burglary and motor vehicle breaks continued at a high rate throughout the year especially throughout the area towns. We ask that our citizens stay informed and utilize our website and Citizen Information Alerts for information. Many of you have email lists that you utilize to forward our citizens information Alerts to. Please have your contacts join the CIA list directly so they will be assured of receiving the information in a timely fashion. Have them go to our website and click on the link to Citizens Information Alerts at http://www.topsfieldpolice.com/citizens.html complete the form to get on our list. Spread the word so others can be prepared as well. Our alerts are now being received by over 400 homes.

HOUSE CHECK PROGRAM

Our Vacant House Check Program continues it 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 http://www.topsfieldpolice.com/housecheck.html complete the form and drop it off at the police station.

COMMUNITY SAFETY PROGRAM

Our Prescription Drug disposal program is being utilized almost daily. Our drop off box located in the police station lobby 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 program a combined effort of the Tri-Town police departments of Topsfield, Boxford and Middleton continued at Masconomet Regional High and Middle School. Our SRO has continued to take the lead with this program as budgetary cutbacks in Boxford and Middleton continued throughout the year. Even with the increased workload our department stays firmly committed to this programs effectiveness. 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

Our new 10 week interactive program has received praise from all who attended. 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 co-operation as well as having a little fun. We have completed five academies with over 80 graduates. We will be starting our sixth academy in the fall. If you are interested in participating drop us an email at topsfield101@verizonesg.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 crimes from residential and motor vehicle burglaries to thefts from businesses. Our investigators have been very successful in solving all of our residential burglaries this past year. The dedication and commitment to resolving these crimes allows the homeowner comfort and closure.

We continue to see numerous identity theft and credit card fraud reports. Even though these are very difficult to solve our investigators again were able to resolve these cases. The successes of the Investigative division 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 and shows the commitment and determination of our investigators.

I have to say I am very proud of the dedication and professionalism our officers display every day to the citizens they serve. I have heard from so many of you thanking our officers for doing their job so well. As citizens you deserve nothing but the best and our department strives to provide that for you every day. We thank you for your support as we continue working with the community we serve.

Respectfully Submitted,

Evan E.J. Haglund
Chief of Police

TOPSFIELD POLICE DEPARTMENT STATISTICS
7/1/ 2010-6/30/ 2011

Arrests	283
MV Enforcements	
Warnings	442
Citations	135
Ciminal Complaints	72
O.U.I. (Operating Under the Influence)	31
MV Accidents (Investigated)	139
(Non investigated)	68
Domestics	37
Disturbances	59
Loud Groups/Noise Complaints	69
Assaults (non-sexual)	21
Vandalism	69
Juvenile Related	104
Suspicious Activity	682
Medical Aids	458
Alarms	449
Animal Calls	266
Protective Custody	12
Walk-ins	2194
Physical House Checks	2038
Theft of Motor Vehicle	5
Larceny from Motor Vehicle	27
Unlawful entry of Motor Vehicle	12
Larceny from Residence	4
Larceny of Bicycle	0
Larceny General	43
Residential Burglary	7
Commercial Burglary	0
Burglary General	2
Armed Robbery	0
Alcohol Related Incidents (not including OUI)	47
Drug Related Incidents (not including OUI)	57
Homicide	0
Total Calls for Service	18326

(Statistical tabulation for 2010-2011 fiscal year)

INSPECTIONAL SERVICES

ENSURING PUBLIC SAFETY THROUGH PROFESSIONALISM

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

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

FY11 REPORT OF THE INSPECTIONAL SERVICES DEPARTMENT

FY10 Report of the Inspector of Buildings

Total Building Permits Issued	299
Total Fees Collected	$138,746.00
Waived Fees (Public Buildings)	-50.00
Total Collected & Waived Fees	$138,696.00

FY/11 Report of the Electrical Inspector

Total Electrical Permits Issues	231
Total Fees Collected	$32,155.00

FY/11 Report of the Gas/Plumbing Inspector

Total Gas Permits Issued	128
Total Gas Fees Collected	$ 8,783.00
Total Plumbing Permits Issued	137
Total Plumbing Fees Collected	$14,670.00
Waived Fees (Public Buildings)	-50.00
Total Collected & Waived Fees	$14,620.00

ROAD COMMISSIONERS

Philip Knowles, *Chairman*
Richard Cullinan, *Member*
Joseph Gibbons, *Clerk*
David Bond, *Highway Superintendent*

SNOW AND ICE

The big story for Topsfield's Highway Department in FY11 was unrelenting snow storms which depleted the Department's snow and ice budget before mid-winter. The Department responded to each event and kept the roads clear in spite of the continuing snow and cold. Recovery from a mid-January storm was ruled eligible for $35,000 in FEMA reimbursement funds.

The town was fortunate that our 14 year-old wing plow truck suffered no major mechanical problems during the winter. Maintenance was required to meet emissions requirements for an inspection sticker, and the Town voted not to replace the vehicle in the hope that it will last another year or so.

ROUTE 1 OVERPASS (HOWLETT STREET BRIDGE)

Mass Department of Transportation is responsible for the maintenance of Route 1 bridges and overpasses. The Road Commissioners wrote to the Selectmen regarding deterioration of the overpass at Howlett Street for forwarding to MASSDOT. Ultimately, Representative Ted Speliotis was contacted to expedite a response. Although some work was begun, the project remains unfinished.

ROAD MAINTENANCE

The fiscal year began with continuing clean up from a spring storm of the previous year which damaged numerous culverts, ditches, and roads in town. Ultimately, the Town received some relief from FEMA for repair efforts.

Paving and normal maintenance was combined with repairs of culvert and shoulder damage from the storm. Maintenance was done on Wenham Road, Howlett Street, Perkins Row, and River Road, among other locations. Normal maintenance 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.

Work on Ipswich Road was completed and a "punchlist" defined for remaining outstanding work items.

COMPOSTING

The Road Commissioners established a two-tier fee schedule for composting, effective April 2, 2011. Single loads for composting remained at $5.00 while an unlimited permit for the season was set at $45.00.

STREET SIGNS

The remaining burgundy-colored street signs were procured and installed. Unfortunately, a number of the new signs were stolen and had to be re-ordered and installed. Topsfield is now in compliance with the current signage requirements.

SUMMARY

Topsfield's Highway Department maintains the Town's many roads and sidewalks. Our employees respond to emergency needs such as storms, power outages, and water main breaks. We also work with other agencies, utilities, and Town departments 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*

WATER QUANTITY

We pumped one hundred forty-three million gallons of water from our two well fields during FY2011. Sixty million gallons were withdrawn from North Street and eighty-three million gallons from Perkins Row. Current water use is comparable to that of the late 1970s even though the population and distribution system have grown significantly over that time. Our per capita use remains well below State requirements.

WATER QUALITY

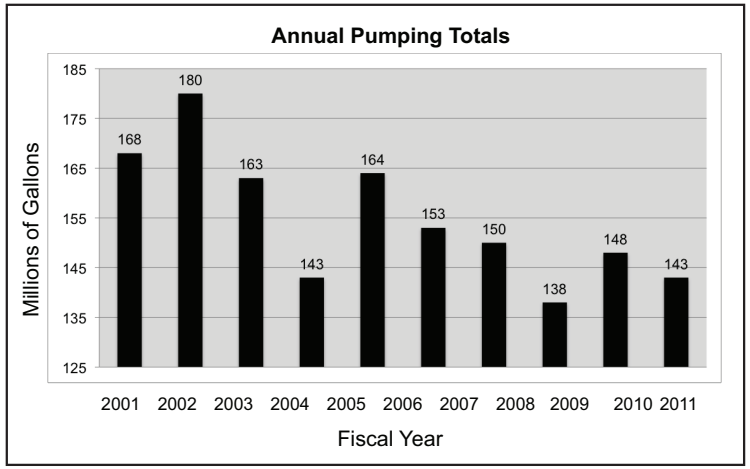
Manganese in our source water continues to cause discolored water at various times in the distribution system. Progress is being made in the installation of a sequestrant system that will help reduce the frequency of discolored water. We expect the system to be operating in FY2012.

SYSTEM IMPROVEMENTS

A series of improvements were made to the system's control and electrical system to comply with new chemical injection regulations. The improvements include new analyzers used to monitor chlorine and pH levels 24 hours per day and additional alarms and programming to turn off the main pumps if treatment parameters are out of normal ranges.

BILLING, RATES AND CONSERVATION

This is the second full year of quarterly billing for the majority of our customers. Some of the benefits realized so far are fewer disputed bills, steadier cash flow and more predictable operations. Water rates were raised to balance budget increase of 3.3% as compared to FY2010 and a billing volume shortfall of 7% in the same fiscal year.



Customers are encouraged to conserve water and the Water Department continues to do the same. Steps taken this year include implementing a uni-direction flushing system that will save approximately 1 million gallons per flushing round and conducting two rounds of leak detection. Work was also completed on a project allow us to compare actual monthly water use to water withdrawals. This provides valuable and timely information as we try to reduce how much water is lost to leakage.

Water Rate Summary for FY2010 and FY2011		
Usage per quarter	FY2009 Rate per Thousand Gallons	FY2010 Rate per Thousand Gallons
0 to 12,000	$5.20	$5.40
12,001 to 24,000	$6.35	$6.50
24,000 +	$8.95	$9.20

BOARD COMPOSITION

We are very pleased that Richard Stone was reelected to the Board of Water Commissioners this year. The Board elected Philip Knowles as Chairman; Richard Stone as Clerk; and Elizabeth Cullinan as Member.

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 and the Board of Selectmen for their support.

INFORMATION – BOARD MEETINGS

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

ELEMENTARY SCHOOL COMMITTEE

Jeanine Cunniff, *Chairperson*	Term Expires 2013
Susan Archer, *Vice Chairperson*	Term Expires 2014
Rosemarie Lucey	Term Expires 2012
Gordon Spater	Term Expires 2013
Joseph Quigley	Term Expires 2014
Jeff Evaul	Term Expired 2011
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

Jeff Evaul completed six years of service on the School Committee. The committee and the town wish to thank him for his leadership and service.

Mary Ellen Dunsmore retired in September 2011 from teaching reading at Steward School after twenty-six years of service in Topsfield and forty years as an educator.

New staff joining the Topsfield Elementary Schools in September 2011 include Meredith Edelstein (School Psychologist), Molly Dunn (Title I Math at Steward), Dina Reilly (General Music) and Julie Dunagan (Grade 6).

STAFF ANNIVERSARIES

Seventeen staff members celebrated five-year anniversaries of service in our schools. Five-year service pins were presented to Brittany Green, Kory Sandman, Penny Lapatovich, Laurie Swartz, Lynn Strobl, and Sam Shambaugh. Ten year pins were presented to Dawna Emma, Sarah Tucker, Nathan Wentworth and Shawn Conary. Fifteen year pins were presented to Gary Marques, Christine Elliott, and Suzanne Obuchowski. A Twenty year pin was presented to Julie Scott. Kathleen Curran, Jane Jones, Lisa Hancock, were honored for twenty-five years of service to the Topsfield Elementary Schools.

HIGHLIGHTS OF THE 2010-2011 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. The program has been implemented for the 2011-12 school year.

ARRA Grant Funding: With the financial assistance of Federal ARRA stimulus funds to supplement the federal grant for special education students, we introduced a new multi-age classroom model at the Steward School for students in grades 1 and 2 beginning in the 2009-2010 school year. This program features 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. About $82,000 in funding for the Topsfield schools came from the ARRA stimulus. These funds are no longer available following the June 30, 2011 end date of the ARRA program. The program has been suspended for the 2011-12 school year, in response to funding challenges and anticipated changes in student enrollment.

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. The program has been a success at both schools.

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 2010, 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.

Math Curriculum Review and Pilot Program: In October 2010 Dr. Creeden, Superintendent of Schools, called for a mathematics curriculum task force to be lead by the Director of Curriculum for the Tri-Town School Union. The formation of this task force was due to several factors including MCAS Mathematical scores dipping and or remaining stagnant over the past several years and a need to align our mathematics curriculum to the newly adopted Common Core State Standards for Mathematics. The Common Core State Standards for Mathematics were adopted by the Massachusetts Board of Elementary and Secondary Education on July 21, 2010.

Currently, the mathematics curriculum used by teachers in the Topsfield Schools is 13-years old. Teachers are developing lessons from the 3rd edition of Math Trailblazers for grades K–5 and the 1st edition of Impact Math for grade 6.

The mathematics curriculum task force consists of teachers, administrators and school committee members from the Tri-Town Schools. Beginning in October 2010 task force members research various math curriculums, engaged in site visits and listened to presentations from various mathematic publishers. In June 2011 the committee voted to pilot two programs; Math in Focus and Math Expressions. During the summer of 2011, Math pilot teachers participating in training sessions for both programs and prepared materials for units to be piloted from September to December 2011.

The hope is for approval of purchase of a new mathematics curriculum for fiscal year 2013. Purchase and training would occur during the summer of 2012 and implementation would commence in September of 2012. We intend to achieve greater ability to differentiate instruction through adoption of a new curriculum. This will allow us to meet the needs of all learners, resulting in increased MCAS scores.

Technology Review: In September 2010, a Technology Review Committee was launched. Its purpose was to evaluate the condition and needs of our technology programs, hardware, and infrastructure. An outside auditor completed a study and issued findings. This effort was begun in part because the Elementary Schools have been unable to maintain a 7 Year Technology Cycle, which was the intended goal for many years. Limitations on capital spending in Topsfield and on the Elementary Schools budgets have resulted in technology that does not meet the needs of today's classrooms. The Technology Committee, administrators, and community groups are working together to determine necessary steps forward.

Writing Curriculum: Director of Curriculum Christine Elliot worked with many educators within the Tri-Town Union throughout 2010 and 2011 to create and implement an innovative and original new writing curriculum. This new program is aligned with the new Common Core Standards and will allow our students vast new exposure to daily writing opportunities. MCAS evaluation of writing has been a challenge to districts statewide, and this new program will enable our students to improve performance on these assessments.

Collective Bargaining: In June 2011, the Elementary School Committee and the Topsfield Teachers' Association signed a three-year agreement that began in September 2010 and extends through August 2013.

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. One area of focus in the 2010-11 school year was a review of technology. Mapping of a technology plan is ongoing for the 2011-12 school year. The above organizations are central to that plan. These and other organizations that support our schools are discussed below.

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 has the support of the school staffs and is unlikely to receive funding through traditional routes. * Does not exclude scholarship or teacher stipends.

Topsfield Educational Foundation (TEF): The Topsfield Education Foundation (T.E.F.) 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 go directly to school programs, and can be made in the name of someone special. Volunteers are always welcomed. 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. Two new playgrounds, one on the grounds of Proctor School, and the other on the "Tot Lot" Community Park adjacent to Grove Street, have been constructed through private funding between 2009 and 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/* .

CLIC (Creative Learning Integrated Curriculum): CLIC is a privately funded pilot program for the year 2011-2012 at Proctor School run by educator, Jen LaRussa. This program is funded through a grant from the Charles Mott Foundation, the Topsfield Educational Foundation, and through other community, business, and family donations The program is intended to give immediate creative support to the teachers to enhance the learning experience for the whole school, create opportunities for our schools to collaborate with parents and community members to create a strong unified sense of community for our children, and to focus on self esteem by giving children many opportunities to become active in after school academic clubs and community outreach activities. is intended to provide extension to the standard curriculum through hands-on and creative learning opportunities. Teachers work with Mrs. LaRussa to create innovative lessons. The CLIC Lab and learning opportunities are also offered to Proctor students before school hours. More information can be found at *www.clicprogram.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 it 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 due to the current economic climate and challenges facing the Town of Topsfield. 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. The School Administration continues to examine spending carefully to ensure maximum efficiency and effectiveness. We endeavor to educate the public of budgetary impact on the long-term stability and strength of our school system and programs.

The School Department operating budgets for the years FY 2009, FY 2010, FY 2011 and FY 2012 approved at the Annual Town Meeting are as shown in the table below. 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.

TOPSFIELD ELEMENTARY SCHOOLS EXPENDITURE SUMMARY

	FY09 Approved Budget	FY10 Approved Budget	FY11 Approved Budget	FY12 Approved Budget
Total Salaries	5,132,811	5,413,732	5,039,332	5,226,430
Total Supplies/Materials/Textbooks	163,794	144,624	168,958	188,835
Total Equipment	40,826	38,882	43,306	43,124
Total Prof. Dev. (Mem./Work./Conf.)	62,386	61,949	45,062	59,977
Total Special Education (Tuitions & Services)	563,997	400,731	395,338	489,370
Total Transportation	284,575	270,801	246,203	285,530
Utilities	211,394	242,628	225,306	213,288
Facilities	170,453	170,568	164,287	166,096
Total Operating Budget	6,630,236	6,743,915	6,327,793	6,672,649
Less: Applied Income Sources	522,398	412,200	546,200	698,168
Total Town Appropriation	6,107,838	6,331,715	5,781,593	5,974,481

TOPSFIELD ELEMENTARY SCHOOLS ENROLLMENT

	PS	K	GR. 1	GR. 2	GR. 3	GR. 4	GR. 5	GR. 6	Students 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
October 1, 2011	43	64	83	88	84	82	78	97	576	30

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. A study of future enrollment trends completed by the New England School Development Council (NESDEC) in March 2006 and updated in December 2011 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 fifteenth 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 IV 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.tritownschoolunion.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, 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*.

Our students continue to perform well on MCAS tests. However, there is concern that our Students Growth Profiles in certain grades suffered in comparison to those of similar districts. School staff, administrators, and Christine Elliot; Director of Curriculum; have worked together to identify specific areas for improvement and created a plan to address them. This plan may be found at *http://www.tritownschoolunion.com/Topsfield-pdfs/TMCAS11.pdf.*

CURRICULUM AND PROGRAM DEVELOPMENT

The Topsfield Elementary Schools maintain websites which contain detailed information about our ongoing initiatives in curriculum, instruction and professional development. These web pages can be located at *www.tritownschoolunion.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

MCAS 2011 RESULTS												
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	13	11	71	50	14	30	3	9	79	94.0	N/A	N/A
GRADE 03 - MATHEMATICS	29	14	58	52	9	25	4	10	79	95.3	N/A	N/A
GRADE 04 ENGLISH LANGUAGE ARTS	23	10	39	43	35	35	4	12	83	87.0	54.0	79
GRADE 04 - MATHEMATICS	17	15	41	32	39	42	2	11	82	85.7	60.0	79
GRADE 05 ENGLISH LANGUAGE ARTS	42	17	47	50	10	24	2	9	103	95.9	74.5	100
GRADE 05 - MATHEMATICS	44	25	41	34	11	28	5	15	103	93.0	72.0	100
GRADE 05 SCIENCE AND TECHNOLOGY	21	14	53	36	23	36	2	15	103	91.5	N/A	N/A
GRADE 06 ENGLISH LANGUAGE ARTS	28	17	65	51	7	23	0	9	92	98.4	52.0	92
GRADE 06 MATHEMATICS	26	26	58	32	12	25	4	16	92	92.1	38.0	92
ALL GRADES ENGLISH LANGUAGE ARTS	27	17	55	52	16	25	2	8	357	94.0	60.0	271
ALL GRADES MATHEMATICS	30	24	49	34	17	27	4	15	356	91.6	55.0	271

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 and 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, 2011, there were 122 special education students in the Topsfield Elementary Schools, grades Pre-Kindergarten through grade 6 with 15 of those students being of Pre-School age. The percentage of Topsfield students (Kindergarten through 6th grade) receiving special education services, which is 7 more students than 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. Topsfield's students fill the majority of spaces within this program, though we have also had one tuition student attend one of our Language-based Learning Center Programs from a nearby town. We operate an Intensive Preschool Program and have accepted tuition students from Boxford and Middleton, and this year we have a student from another North Shore community that began with us in September. 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. Some students attend summer programs to prevent substantial regression during the summer months. Other students require a social pragmatic language program option, and we continue our partnership with the Topsfield Recreation Department to provide that program through their Celebrate Summer Camp on Proctor School's campus. This program has benefitted the students tremendously and will be continued.

The District is deeply committed to an inclusion philosophy pursuing effective ways to integrate all our children into regular education settings. We continue to implement in both schools an inclusive teaching model which combines the strengths of a classroom teacher with those of a special educator to provide intensive instruction in the regular education classroom setting. This is a requirement and stated goal of 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, and therefore also have Resource Room and Learning Center Program models in place to address the varied needs of students. We extend our program options beyond the confines of our schools through memberships with two outstanding educational collaboratives, the Greater Lawrence Educational Collaborative and the Northshore Education Consortium. Through our affiliations with these two collaboratives we provide more intensive and highly specialized educational programs to low incidence populations of special needs students, work collaboratively with member districts to address a variety of special education issues, and 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 drastic cuts since 2009 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 some investments in the Elementary School programs and infrastructure (such as technology and curriculum materials) are necessary at this time.

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

Photo: Kindra Clineff Photography

MASCONOMET SCHOOL COMMITTEE

2011 MASCONOMET HIGHLIGHTS

95.5% of the 2011 graduates went on to attend a 2 or 4 year college.

1 student was named a National Merit Scholar Finalist/ Semi-Finalist.

Advanced Placement:
282 juniors and seniors took 563 AP exams.

96 seniors qualified for the John & Abigail Adams State College and University Scholarships.

75 students were inducted into the National Honor Society.

87 students earned Boston Globe Scholastic Art Awards.

23 students earned Special Recognition in Regional Contests for voice and/or musical instrument ability.

600+ students partipate in 50 extracurricular activites.

Masconomet Athletics:
Each year, Masconomet fields 59 teams across 28 sports.
500+ students partipate in fall sports.
400+ students partipcate in winter/spring sports.

To the citizens of Boxford, Topsfield and Middleton:

This report is submitted to show the achievements associated with educating 2,097 students. The dedicated teachers, support staff and administration have made this year another success. We should all be proud of what has been accomplished by our students.

The goals set by the School Committee were to maintain level services, meet MCAS performance requirements, have 100% graduation rate, establish global and ethical literacy programs and improve and enhance the appropriate usage of educational technologies. We continue to make wonderful progress toward these goals.

Based upon input from town officials during deliberations last year, Masconomet revamped the budget process for the FY13 budget. A revised calendar of meetings was created in an effort to provide the town officials with budget numbers at an earlier date. The individual town assessments have changed slightly each year as student population shifts continue. Town populations have also changed which led to an amendment to the Masconomet Regional Agreement concerning representation on the School Committee. The new structure will reduce the membership from 13 to 11 members after the upcoming elections. Boxford will change from 5 to 4 members. Topsfield from 4 to 3 and Middleton will continue to have 4 members.

Our new superintendent, Dr. Darrell Lockwood was welcomed in September of 2010 and started by meeting with department heads, local town officials, school union officers and the School Committee members. One of his first acts was to revive the practice of taping the School Committee meetings for later showing in each town. An initiative to improve the website *www.masconomet.org* was started and is continuing to evolve.

The Communication subcommittee conducted a three-town survey asking for feedback on matters of class size, student engagement, food in the cafeteria, budget items and many other topics. Over 300 people responded including parents, town officials and business owners.

MCAS testing continues assessing the individual progress of each student. From this testing, a program is developed to help each student achieve the established learning goals. Educational honors at the high school included one National Merit Scholar Finalist/Semi Finalist. Advanced Placement [for college credit] tests were taken by two hundred eighty two juniors and seniors. Eighty seven students earned "Special Awards" in art for work submitted to the Boston Globe Scholastic Art program. We have been the state leader in winning awards in this competition for many years. In music, twenty three students earned special recognition in regional contests for their abilities in voice and/or instruments.

We had seventy five students inducted into the National Honor Society. Ninety six seniors qualified for the John and Abigail Adams State College and University Scholarships. For the second year in a row, the district was recognized by the College Board for expanding Advanced Placement opportunities to students while maintaining and improving achievement on individual AP assessments. The Masconomet Regional Scholarship Foundation awarded two hundred and twelve deserving scholars in the class of 2011 with more than $190,000 in scholarship awards.

Athletic teams had a great year. Participation in athletics continues to be excellent with over five hundred students in fall sports and four hundred in winter and spring sports. There are fifty extracurricular activities with another six hundred students participating.

Student involvement in charitable causes has been a long standing tradition and the freshman class has a "walk" that raises money for a different charity each year. Over $30,000 was raised by the freshman this past year. Grants and donations of over $60,000 played a role in reducing the overall budget. Thank you to the booster clubs, local businesses and the newly formed Masconomet Education Foundation for their support. In addition, we are appreciative of the support efforts and donations from the Masconomet Alumni Association.

The fall of 2011 saw major changes in the middle and senior high libraries. A plan was developed to change the libraries into the hub of learning. Book shelves were transformed into computer desks [by the maintenance staff]. Desks were relocated to have additional computer stations available. Two classes can now meet in each library at the same time and work online. New computers were purchased and wireless capacity was improved with a grant from the Masconomet Education Foundation.

A five year outlook for the need for textbooks and primary source materials was developed by the various department heads. This will be helpful in future budget planning. The use of technology in teaching is being reviewed to include the Tri-Town School Union [the 6 elementary schools in the three towns].

The "Greening of Masco" continues with a new single stream recycling program. The computerized lights out initiative is proven to be a cost saver. Watering of the fields from our well now costs less with the installation of the sprinkler system.

Catherine Cullinane, the Middle School Principal retired in June of 2011 after a distinguished career in the educational field. Dr. Dorothy Flaherty, a former Maconomet teacher was hired to take the reins of the Middle School as the new principal. Also retiring were David Donavel, Deborah Shapiro and James Pugh. We thank them for their dedicated service to our students.

A special thank you goes to the volunteers who served on the School Committee: Betsy McGinnity and Janice Lisiak of Middleton, Kenneth Vogel of Topsfield and Barbara Jessel of Boxford. They have volunteered many hours during their terms on the School Committee to better the education for the youth of our communities. Newly elected to the committee are Elizabeth Dierze of Topsfield, Teresa Buono of Middleton and Benjamin Messenger of Boxford.

The schools in our towns need your continued support to maintain and enhance the educational and social experiences at Masconomet. Or to say this in another way with a quote from the vision statement of the School Committee, "Maximize opportunities for intellectual, personal and physical development. Encourage individuals to become contributing community members. Promote learning as a life-long pursuit". We appreciate your continued support of our youngsters.

MASCONOMET SCHOOL COMMITEE

Topsfield Members:
Elizabeth Dierze
Lawrence Lindquist
Laura Powers
John Spencer, *Vice Chairperson*

Boxford Members:
Paula Fitzsimmons
Thomas Mathers
Benjamin Messenger
Kathleen Tyler
Daniel Volchok

Middleton Members:
Teresa Buono
Rodney Pendleton, *Chairperson*
Linda Richards
Vacant

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 (Short Form) for the period January 1, 2011 through December 31, 2011.

For a complete report, please contact:

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

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

The class of 2011 saw 42% of its graduates matriculate to a two year school, 22% to a four year school, 5% enlisted in the Military and 31% were placed in jobs related to their career programs.

MERGER UPDATE

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 was to finalize the draft the Massachusetts School Building Authority's (MSBA) Construction Manager (CM) at Risk contract with the architect, OPM and MSBA legal counsel.

The OPM completed and submitted an application to the Inspector General's Office (IG) for authority to construct the project under the new CM at Risk delivery method. The application was supplemented with information provided by the Superintendents relative to their and the districts construction experience. After completion of the application, The OPM secured the signature of the School Committee Chair and a CM at Risk Application was submitted to the IG's Office. The submittal package was reviewed and approved by the IG's Office and the District will proceed under the new project delivery method. After proper advertising and notices, Request for Qualifications were solicited from CM at Risk Firms. Four firms were deemed qualified and interviewed for the project. The interviews were conducted by the OPM, Superintendents' and members of the District Committee comprising a CM at Risk Selection Committee.

The Project Team began Program Review and Early Design Development Phase. The School Superintendents have scheduled "Design Focus Group Meetings" with teacher, staff, administration, and their respective advisory boards 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. The district has successfully submitted a Design Development Phase package of project drawings, specifications and supporting documents required by the MSBA.

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

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 community, 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.

ENROLLMENT

Student enrollment as of October 1, 2011 is 467. Students

cite the interpersonal relationships with teachers, counselors, and administrators, and the vocational/career area programs as the reasons for application. There continues to be a shortage of space for classrooms, shop areas, the media center, and the cafeteria. In addition, an auditorium is needed.

Students participate in programs in Automotive Technology, Automotive Collision Repair and Refinishing, Carpentry, Cosmetology, Culinary Arts, Design and Visual Communications, Electricity, Graphic Communications, Health Assisting, Information Technology Services, Machine Tool Technology, and Masonry and Tile Setting.

VOCATIONAL CAREER AND TECHNICAL AREA

The excitement abounds in the Career/Technical Education (CTE) area because of being allowed to help design the new school. Our teachers over the last year have met several times in some areas even more with the architect creating their spaces in the new building. They have been given the opportunity to recommend equipment for the shops, help plan in the location of the equipment and ensure that we have the necessary infrastructure to ensure that our students have the opportunity to learn in an educational environment that meets the needs of the 21st century. They have had the opportunity to discuss with the architect's consultants changes in their technical areas to ensure that we are creating spaces that will be viable for the next fifty (50) years.

While they plan for the future they are very involved in preparing their students to be successful members of today's society. The CTE programs continue to ensure that students are receiving the necessary training to help them be successful in their chosen fields. North Shore Technical High School students update their career/technical competencies twice a year. The summative assessment is made available to their parents through the Career Cruising software. The CTE programs continue to incorporate integration projects into their programs. Working with the science department the sophomores are currently researching how environmental considerations affect their trade areas. This allows the students to understand the important role of research, reading, writing, math, science and presentation skills play in their technical areas. CTE teachers have begun to use the Writing with Colors initiative when creating reflection sheets for their portfolios and the students are being introduced to Sean Covey's The Seven Habits of Highly Effective Teens in their professional development class to help them deal with real life challenges and the problems they will face.

In addition the CTE programs continue to enhance the integrity of their programs by having the student complete nationally recognized certifications in their trade areas.

The technology department and a team of teachers have formed a pilot program to research and explore the use of one-to-one computing. One freshman academy will participate in a 1-to-1 iPad study. We plan to gather data in order to track changes in student engagement and achievement. We also plan to provide much teacher professional development in this initiative in order for educational practices to integrate with the technologies. The teachers in this group will work to adapt their teaching materials and practices to make the 1-to-1 environment effective and relevant. We anticipate using the results of this study to determine future 1-to-1 computing initiatives.

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.

During the 2010-11 school year, two seniors from Information Technology Services participated in the dual enrollment program at Johnson and Wales. They both successfully completed this program and will continue next year at Johnson and Wales as sophomores.

COOPERATIVE EDUCATION

Cooperative Education provides seniors the opportunity to develop academic, technical and employability skills in a work-based setting. Alternating weekly between work and classroom student, students in good academic/technical standing and discipline record may participate in this program. Students participating in this program are paid for their work in their chosen technical field. Students may also participate in internships through this program.

During the 2010-2011 school year, twenty-two (22) junior and senior students went out on co-op. These jobs resulted in full-time employment for graduates not attending post-secondary schools. Presently the Co-op position is held by the Essex Aggie CTE Co-op Coordinator who serves both schools. Ms. Leilevre is present at North Shore Technical from 8:00-11:00 Monday – Friday. There are eighteen (18) students placed in co-op jobs.

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 communities. The Program serves nearly one thousand adult students that participate in a wide variety of courses.

The Adult Education Program continues to enjoy a reputation of providing quality vocational-technical education to a demanding clientele that faces an ever-changing work place and an uncertain economy. We have an ongoing effort to provide competitive and progressive programming. Our course offerings are continuously reviewed for either updating, or modification, and we research the local market for new offerings.

Adult Education at North Shore provides a much-needed service and is embraced by our area communities as an outstanding educational opportunity.

BOARD OF HEALTH

Board of Health Members
July 1, 2010 thru June 30, 2011):
William Hunt, *Chair*
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 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. 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)*.

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. This year, at the behest of the Board of Health, Topsfield joined twelve abutting towns in an agreement for Public Health Mutual Aid.

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 ranging from The Home Show to the Greater Boston Horse Show. 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 Preparedness. The Topsfield Board of Health hosted two flu vaccine clinics that were well attended. Working with the VNA, the Health Agent oversaw the administration of three hundred and twenty five vaccines in two clinics, including the Holiday Walk.

The Topsfield Board of Health brought new revenues of $2,577.41 to the Town's General Funds from vaccination reimbursements at the expense of $223.13 from its own budget.

The Town of Topsfield subscribes to The Northeast Massachusetts 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 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

TOPSFIELD BOARD OF HEALTH ACTIVITY

	*2009	*2010	*2011
SEPTIC SYSTEM ACTIVITY			
SOIL TESTS CONDUCTED	21	19	19
SEPTIC SYSTEM INSPECTION REVIEWS	47	89	63
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	41	32	31
SEPTAGE HAULER LICENSES ISSUED	30	24	24
NEW APPLICATIONS RECEIVED	6	5	3
REPAIR APPLICATIONS	27	26	29
FOOD PERMITS			
ANNUAL PERMITS	29	37	31
TEMPORARY PERMITS - FAIR	134	127	135
TEMPORARY PERMITS - NON-FAIR	34	33	23
MILK PASTEURIZATION	1	1	1
CAMP PERMITS	4	3	3
POOL PERMIT	1	1	2
BEACH PERMIT		1	1
TANNING SALON	1	1	1
TOBACCO PERMITS	3	3	4
PUBLIC HEALTH INITIATIVES			
COMMUNICABLE DISEASE INVESTIGATION	194	190	191
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED	413	413	325
BLOOD PRESSURE/WELLNESS CLINICS CONDUCTED	48	48	**45

Data Source: Town of Topsfield Annual Reports/BOH Records
* Fiscal Year: July 1 - June 30
**2 clinics canceled due to snow; another combined with vaccines

COUNCIL ON AGING

NUTRITION

The COA staff coordinates the home delivered meals program here in Topsfield. The funding is provided under a contract with Seniorcare, Inc. Food is provided by Proctor School while school is in session and when school is on vacation or during the summer, Sidekim, the contracted caterer from Seniorcare, provides the meals. The Meals-on-Wheels volunteer driver's delivered 5650 meals to 38 different seniors and/or disabled people. Meals on Wheels are provided Monday through Friday and are delivered by volunteers each day. In addition to the meal each day each participant receives a wellness check by the drivers. The Commissioners of the Trust Funds continues to provide the funding to stipend our Meals on Wheels drivers.

TRANSPORTATION

The COA van continues to be available to provide transportation services to elders and disabled adults living in Topsfield who need a ride to their medical appointments, grocery store, day trips, errands, luncheons, downtown Topsfield, pharmacy, hairdressers, banks, post office, library, COA activities, social events and more. This past year, the van provided 3177 rides to 90 unduplicated seniors. Title III funding provided to us by Seniorcare of $2,200 allows the van service to expand the hours of operations to accommodate the rider's request beyond the funding from the town budget.

NEWSLETTER

The Council on Aging provides an eight page monthly newsletter under a grant from the Executive Office of Elder Affairs. The newsletter is mailed to 750 seniors and providers and 300 are distributed locally. The newsletter is also available online at www.seniorpublishing.com. The newsletter provides information on activities and programs being offered by the COA and other topics of interest relevant for seniors.

VOLUNTEERS

The COA continues to rely on volunteers to assist with programming, assembly/mailing of newsletters, special functions, driving, delivering meals, leaf raking, snow shoveling, program leaders and more. We have 78 active volunteers who provided over 2000 hours of service this year. Our volunteers are an integral part of our organization and they help provide the support and programming for the COA. In June we honored our volunteers at a volunteer breakfast at Gould Barn. The volunteer who received the award was Abby Jackson. She has been a MOW driver for two days a week for over five years. The Silver Tree Awards are sponsored by the Friends of the Council on Aging and are given by the Council on Aging in recognition of an outstanding volunteer.

Special thanks to New Meadows Garden Club and The Topsfield Garden Club for their continued support and beautiful flower arrangements for the seniors here in Topsfield.

INFORMATION AND REFERRAL SERVICE

There were 654 phone and office contacts that were provided to seniors and non seniors at the COA for information and referral assistance.

AARP offers free tax preparation at the Topsfield library. The COA staff schedules the appointments for this program. The program is available February 3rd-April 7th. Appointments are scheduled every Thursday from 1-5. Thirty two seniors were serviced by Clay Shepard.

STAFFING

In May a new director was hired. Jodi Gibeley became the Executive Director of the COA. Beth Wideberg and Peg Beauregard work in the office at the COA and are instrumental in keeping the programs running smoothly. Jim Rouvalis and Nick Mazzetta continue to be our van drivers and are very loyal and reliable workers for the COA.

FUNDING

The Essex County Agriculture Association continues to offer the COA the use of the Topsfield Fairgrounds Bee Building for no charge so we are able to offer programs and activities to the seniors in Topsfield on Mondays, Tuesdays and Thursdays. The space and all utilities are generously donated and have a kind value of $40,000 to the COA. We were again granted Title III funds from Seniorcare, Inc. in the amount of $2200 to help pay for the van drivers hours which enable us to drive beyond the 2:00pm hour. The Friends of the Council on Aging have been very supportive. They continue to fund the holiday party, internet service at Little Brook Village and additional funding to the COA when needed. Grants and funding will always be needed to help the COA continue to offer and expand services available to the seniors here in Topsfield.

TRI-TOWN COUNCIL

TRI-TOWN COUNCIL BOARD OF DIRECTORS

Christine Rothman, *President*
Rhonda Fogel, *Vice President*
Jeanne Richards, *Treasurer*
Sally Dahlgren, *Secretary*
Susan Block
Robin Wildman
Donna Davis

TRI-TOWN COUNCIL ADVISORY BOARD

Dana Webster
Rodney Pendleton
Leslie Levenson
Mark Landgren
Diane Frampton
Guy Simmons
Jan Pazar
Joan Murphy
Adam Thurlow

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.

For more than four decades Tri-Town Council has actively served Topsfield, Boxford and Middleton 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 past year, Tri-Town Council established the Tri-Town Youth Substance Abuse Prevention Coalition which provides 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 & 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 has provided a platform for small group workshops and discussions. (venue St. Rose of Lima, Topsfield) *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 focused on understanding the developmental needs and nurturing the resiliency of boys at home and at school. (venue Proctor 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 addressed the latest trends in youth sports including parental over-involvement, overuse leading to injuries, excessive travel and coaching techniques. This event was co-sponsored with the Topsfield, Middleton & Boxford PTO's.
- April 2011 "Bullying Prevention and the Bystander" This program focused on the bullying dynamic, the role of the bystander and offered specific strategies to help parents and educators support the social and safety needs

of elementary and middle school aged children. (venue Proctor School)

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 addressed internet safety, social networking, gaming and cyber bullying. Workshops were provided for all Tri-Town students in 5th, 6th, 7th, 8th, 9th and 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 was 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 focused 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 focused on student health and wellness.
- May 2011 "Navigating through College & Beyond" – Presented by transition expert Gail Jones, this program for Masconomet High School Seniors offered 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 were 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. Topsfield students were selected to visit Proctor Elementary School.

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. (venue Emerson Center)
- 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.(venue Topsfield Library)
- 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 understand 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. (venue Topsfield Library)
- 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, faith-based, students and parents whose focus is to reduce and prevent substance abuse among Tri-Town youth. The Coalition provides local coordination, collaboration, education and advocacy towards 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. Topsfield programs are held at Steward & Proctor Elementary Schools.
- Tri-Town Council High School 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 (9PM-7:00AM) 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 were awarded to three graduating Masconomet Seniors recognized for their academic performance, community service within the Tri Town and being exemplary role models to peers 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, with local support, 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 has been developed and is accessible on-line and in print. *http://www.tritowncouncil.org/wp-content/uploads/2011_CommunityResources_Shac.pdf*
- 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 provides 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. This survey is administered bi-annually with the most recent data collected in November 2010.

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 Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and Council management; and a part-time support staff who assist with program implementation, daily office operations and business functions.

OUR FUNDING

We greatly 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.

RECYCLING COMMITTEE

Now in its thirteenth 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 $58,500 in Pay as You Throw (PAYT) sticker revenue in fiscal 2011.

The Town is in its fourth 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 eleventh Annual Town Clean-Up Day held in May. A very special thanks goes out (again) to Peter Sacco, a senior 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 778.78 tons of curbside wastes, which included 485.68 tons of mixed paper; 293.10 tons of co-mingled plastics, cans, and glass containers.

RECYCLING TIPS

Recycle items, such as plastic, glass, metal and stryrofoam 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

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

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 TIPS

Trash Pick-up
Trash barrels are to be at the END of the driveway by 7AM. Call JRM at 800-323-4285 for any individual questions or concerns.

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 otherwise 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.

TOPSFIELD CULTURAL COUNCIL

MEMBERSHIP
Laura O'Connor
Darcy Fulton
Jeanine Cunniff
Joan Panella
Margi Smith
Karen Nadherny
Julie Sullivan

In 2011, the TCC supported 11 cultural grants using the $3,870 awarded from the MCC.

The 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.

With the commitment of dedicated members, the TCC evaluated 26 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 2011, the TCC supported 11 cultural grants using the $3,870 awarded from the MCC.

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

- There were two drama productions: "Love Letters," a two person play by Richard Clark and "Lizzie Borden and the 40 Whacks" by the Delvena Theatre
- The Believe Kite Festival hosted by the Congregational Church.
- The Power of Portraiture, an art class on painting portraits by Topsfield artist, Jen LaRussa.
- The Shane Wood Jazz Trio. This music concert was for 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.
- John Root, a World of music program at the Town Library for the summer reading program.
- The TCC also made two grants in 2011 to support the Summer Concerts on the Common and to supply a harpist for the annual Holiday Walk.
- The TCC supported a talk at the Topsfield Historic Society titled, "The Beau Ideal of a Solider, Salem's Zouave Civil War Militia.
- North Shore Youth Symphony Orchestra: This was a concert by the NYSO flute and clarinet choir open to the public.

LIBRARY TRUSTEES

2011 BOARD OF LIBRARY TRUSTEES
Barbara Bodengraven, *Chairperson*
Jennifer Baker, *Vice Chairperson*
Michael Massaro, *Clerk*
Sean Cunniff
Doe DeLuca
Audrey Iarocci

Like most community libraries in the 21st century, the Topsfield Town Library is no longer a simple repository for books or materials on shelves. It is a highly sophisticated clearinghouse of information, employing advanced technological systems and services. These include a communications system to connect with the 35-library Merrimack Valley Library Consortium and its interlibrary loan system, updated online catalogue, banks of computers and Internet access maintained for public use, multiple data base accounts, e-readers such as Nook and Kindle, website, and blog. All have catapulted the Library into a new era. These highly valuable resources available to Topsfield residents require ever greater knowledge, care and attention on the part of the Library's director, staff, trustees, and IT professionals. They also require increasing commitment and responsibility from the town's citizens in order to preserve and maintain the facility's sophisticated infrastructure.

Throughout its history, the Library has been – and will continue to be – a revered cultural and civic resource. It is an extremely popular and busy destination serving a broad range of community needs. It serves not only as in informational clearinghouse, but as a cultural center for everyone from pre-schoolers to elders. With its writing groups, story hours, author lectures, art displays and musical presentations, the Library provides a place of community and welcome where all Topsfield citizens may engage in civic interaction. On a regular basis, the Library's central meeting room also provides meeting space for essential town business. During the past year, the Library was the main venue for over 20 civic groups and organizations.

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 and Gould Fund as well as by state aid and private grants.

TRANSITION IN LEADERSHIP

Following the resignation of Library Director Jaclyn White in 2010, the Library Board of Trustees welcomed Dana Mastroianni as the Library's new director in January 2011. The former director of the M.G. Parker Library in Dracut, Mass., Dana is a graduate of Simmons College, Johnson & Wales University and Salem State College. In addition to her years serving as library director in Dracut, Dana draws valuable experience from previous positions she held at Harvard University's Cabot Library and Salem State College library. in library collection development, reference, circulation and technical services, Dana is highly credentialed in human resources and budgetary management.

CULTURAL ACTIVITIES

The Library renewed its popular art-leasing program with the DeCordova Museum located in Lincoln, Mass. 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, which provides an inviting space for local and regional artists. The meeting room provides an environment of excellent ambient light as well as sufficient foot traffic for those artists who wish to have their art viewed by patrons and art enthusiasts. 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 following museums:

- The Children's Museum of Boston and New Hampshire
- Zoo New England: The Franklin Park and Stone Zoo
- Garden in the Woods
- Gloucester Maritime Heritage Museum
- The Harvard Museum of Natural History
- Higgins Armory Museum
- The Institute of Contemporary Art
- Isabella Stewart Gardner Museum
- Massachusetts State Parks
- Museum of Fine Arts
- Merrimack Repertory Theatre
- Museum of Science
- Norman Rockwell Museum
- Peabody Essex Museum
- Roger Williams Park and Zoo
- The Library also offered passes to The DeCordova Museum and Sculpture Park and Massachusetts Audubon

The Library's music series began the year with two concerts associated with the Massachusetts Board of Library Commissioners "Community Reads" grant. Mason Daring and the Band that Time Forgot and a NH based blues band, Soulhouse 7, entertained to packed and engaged audiences. The Bohemian Quartet and the Boston Saxophone Quartet rounded out the musical schedule with the concerts held at the Gould Barn. The concerts were free of charge, thanks to the Gould Trust Fund, The Friends of the Library, and the MBLC grant 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 a program in April, "Digging Up Your Family Roots," a presentation emphasizing the genealogical databases available through the Library. The program format was a discussion and hands on about the resources and techniques available to patrons. The use of the Library's computer system to carry out genealogical research was also a large component of the program.

The majority of 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 Commissioners who make these funds available for Library use.

NOTABLE ACCOMPLISHMENTS

In 2011, the Library Service and Technology Act's (LSTA) "One Book One Community"Grant, which was awarded in 2009, featured the book "Animal Vegetable, Miracle" by Barbara Kingsolver. The grant continued to serve Topsfield with associated events such as book discussions, cooking demos, movie screenings, and lectures. In April of 2011, The Massachusetts Library Association (MLA) recognized the talent associated with Topsfield Town Library's public relations campaign for the grant and awarded the Library two first place awards for the categories of community read program and for merchandise. Two other awards included second place in the category for flier/poster and brochure, and top honors with Best in Show for their Community Read concept. Sincere thanks are extended to Rebecca Rowlands, Amanda Fauver, Gretchen Rehak, Beth Johnson, and Jaclyn White for their extraordinary efforts in promoting and presenting the "One Book One Community" grant.

The Library's website was renovated and reintroduced in late spring of 2011. Highlights of the website include a link to facebook, easy accessible links to the library catalog and databases, as well as a calendar which employs a color tool to denote events offered by different departments in the library.

The MVLC Merrimack Valley Library Consortium, to which Topsfield Town Library belongs, introduced its much awaited new integrated library system to its members in May of 2011. The new system, known as Evergreen, promises to offer more robust results and enhanced content than its predecessor. The implementation was smooth with upgrades and enhancements added regularly. Several workshops were offered by the Library in order to ease the transition to Evergreen for Topsfield patrons.

CONTINUING INITIATIVES

The popularity of e-readers and the quest for more easily downloadable and readily available content was the impetus behind several library staff attending an e-book information session in March. A hands-on approach to introducing new devices and helpful methods of learning the details of downloading content were noteworthy outcomes from the session. Staff were better versed in assisting the patron as a result of attending the program. Several scheduled learning opportunities were offered at the library for patrons to "test drive" the e-readers. While off to a slow start, the popularity of these devices has yet to be fully realized and continues to pique the interest of many patrons. In late Fall of 2011, e-readers were made available for check out from the library instead of the initial requirement of in-house use.

In an effort to better serve the young adult population, several staff members attended a Teen Summit in April. Collection development, graphic novels, downloadable music and social media were some of the hot topics discussed at the summit. Those staff who attended the conference were zealous and eager to make suggestions and assist the librarians in planning some initiatives for the coming year.

CHILDREN AND YOUNG ADULTS

The Library continues to provide exciting summer reading programming employing 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 was held on the stormy Friday evening June 17. Nearly 200 people attended. The Proctor

School jazz band and "Cornell The Drummer" provided the musical entertainment while the Friends of the Topsfield Library provided outdoor games and prizes. The Friends also volunteered to set-up, cook, and provide financial assistance for the event. The summer reading packets were collected that evening by approximately 200 children, who enjoyed the reading challenges from June until August. The summer reading program culminated in early August and was celebrated with an ice cream social. During the summer, free educational and craft programs were provided each week for children. For the entire year the Library offered 85 children's and young adult programs, with a total of nearly 3000 participants.

During the school year, the Library continued to sponsor its weekly story time for children as well as a Drop-in-Club for fourth through sixth graders, who received 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. Various successful programs were offered throughout the year including cartoon drawing, a local magician, an origami hands-on workshop, "Legomania" competition, a cooking program and a mirror mosaic art class for older teens.

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. Events sponsored by the Friends for 2011 include:

- Friends of Topsfield Town Library brunch
- Gingerbread house-making day
- Valentines dessert demonstration
- Easter egg hunt
- Author discussions including Mike Girard, Julia Glass and Gary Braver
- "Barnes and Noble Day"
- Digital photography class
- Adult summer party at the Ferncroft
- Summer reading kickoff
- Winter and spring book sales

LIBRARY STATISTICS: FISCAL YEAR 2011

Percentage of Topsfield residents who hold a library card:	80%
Circulation:	
TOTAL	168,477
Direct circs	130,245
Indirect Interlibrary Loans	38,232
Total materials collection:	68,590
Average number of visits:	
People per hour	43
Yearly total	96,600
Research Requests per year	5,150
Total Book Clubs served	14
Number of Volunteers	24
Number of Volunteer hours	1,115.5
Number of Friends members	462

PARKS & CEMETERY COMMISSION

The Parks and Cemeteries Dept. maintains 350 acres of town property which includes parks, school grounds and nature trails and cemeteries.

A total of 36 internments were performed in fiscal year 2011:
23 full burials
13 ash burials

To be eligible to purchase lots in Topsfield cemeteries you must be a current taxpaying Topsfield resident.

All sports, games and practices must be scheduled to have field space.
Field schedules through the Parks & Cemeteries office are viewable online at: www.topsfieldma.gov by scrolling to schedules.

The Parks & Cemeteries Office is located in the Pine Grove Cemetery (Rt. 97) Haverhill Rd.,Topsfield, MA. Office hours are Tuesdays and Thursdays 9:00 a.m. to 12:30p.m. All other times are by appointment. All pre-need lot sales begin Dec. 1st 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. All sports, games and practices must be scheduled to have field space. 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. Former Parks & Cemeteries Commissioner Steven Mscisz was appointed to fill the vacant seat of Parks & Cemeteries Commissioner Charles Southard.

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 36 internments were performed in fiscal year 2011, which 23 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.

2011 was again a busy year for the Parks & Cemeteries Dept. We performed numerous updates to all of our sports fields. Emerson diamonds were skinned and new clay was added, and Proctor diamonds' edges were all re-cut and the pitcher's mound was rebuilt. At Pyebrook all four diamonds had new clay installed, the edges were re-cut and the diamonds rebuilt. Harmer Field at Pyebrook is our work in progress and we continue to expand its perimeter slowly as sports demands climb. The entire road system and parking areas at Pyebrook were totally rebuilt with ground asphalt, followed by grading of some roadways. We now have a road and parking area very similar to an asphalt roadway. Extensive tree work was done along property lines at Klock Park in order to remove dead trees and brush. With respect to our Cemeteries we had an October snow storm which caused extensive damages. This October snow storm left devastating results due to heavy wet snow and numerous trees which were downed. Especially hard hit was Pine Grove Cemetery, which resulted in a closing of the cemetery for a total of three days. Numerous trees blocked roadways, and our crew alone with contractors worked diligently to open the cemetery at Barehill. We continue our woods cleaning and our expansion efforts at Pine Grove to accommodate the need for future burial space. In addition we had to deal with the effects of an early summer 2011 windstorm. The effects of this storm was devastating to Pine Grove Cemetery shutting down operations for two full days with numerous trees down and roads closed within the Cemetery. The Parks were not affected to the same degree as the cemeteries as a result of both storms. We were fortunately able to clean-up the Parks with our own staff.

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 Cemeteries Commission. Recreation programs continue to grow in popularity especially summer programs as well as band concerts on the Common and the Christmas walk.

EQUIPMENT

A new 2.5 yd. sander was purchased out of Cemetery Trust Funds in order to sand Cemetery roads, which will be especially helpful prior to funerals.

MISCELLANEOUS

The Parks and Cemeteries Department is also responsible for deceased animal pick-ups throughout the town. We responded to 16 deceased animal calls in fiscal year 2011. Rebuilding of methane flares at Pyebrook was also 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

Photo: Rail Trail Committee

RAIL TRAIL COMMITTEE

Rail Trail Committee Members:
Joe Geller, *Chairman*
Katherine Carlson
Roy Baessler
David Read
Gregg Demers
Kathy Tremblay

> The TLC now joins with the towns of Wenham and Danvers offering 7.5 miles of trail.

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 without cost to the Town of Topsfield. The trail is known as the "TLC" or Topsfield Linear Common.

FY2011 ACTIVITIES INCLUDED:

- Completed construction of Phases I, II and III (about 2 miles) of the TLC. The trail now joins with the towns of Wenham then Danvers offering 7.5 miles of trail over Rt. 114.
- Worked with the Friends of Topsfield Trails on various construction projects and donations to the TLC.
- Continued mowing and clean-up of the southern 2 miles of the 4 mile trail.
- Prepared and submitted a grant to the Department of Conservation and Recreation. One was received in the amount of $50,000.
- Prepared and submitted a grant to the MAPC (Metropolitan Area Planning Commission) for bicycle racks. A grant in the amount of almost $10,000 was received for 4 red bicycle racks and 7 green racks that hold 9 bicycles each. Shipping cost for the racks in the amount of $800 was generously donated by the Essex Agricultural Society.
- 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 one-time use permit for mowing, a license or lease for the northern 2 miles of the TLC (in partnership with the towns of Boxford, Georgetown, and Newbury). Effort is funded by the Friends of Topsfield Trails (www.FriendsOfTopsfieldTrails.Org).
- Community outreach:
  - TLC brochure updated and distributed at public events, Town Hall and the bicycle shop
  - Maintained the www.TopsfieldTrail.Org website.

OPEN SPACE COMMITTEE

Joe Geller, *Chairman*
Pamela Newport
John Beck
David Merrill
Melissa Ogden
Reggie Lockwood

ACTIVITIES OF THE OPEN SPACE COMMITTEE:

- Completed work on the approximately 100 page 2010 Open Space Plan.
- The Plan was accepted by the Massachusetts Office of Conservation and Recreation.
- Presented a forum on the "Great Estates Bylaw".

CONSERVATION COMMISSION

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

STAFF:
Lana Spillman, *Administrator*
Kathy Eramo, *Commission Secretary*
Lisa Nihan-Demeule, *Minutes Secretary*

Cons Com Meetings and Hearings:
2nd and 4th Wednesdays
Topsfield Town Library Meeting Room

Walk-in office hours:
Mondays and Wednesdays from 9am-12pm
Appointments :
Monday – Friday during usual business hours.

Tel: 978-887-1510
Email: 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

Applications before the Commission for permits were very similar in numbers to FY2010, with a few notable exceptions. Determinations of Negligible Impact and TCC Administrator Permits increased significantly, reflecting the Commission's efforts to simplify permitting for relatively small projects, especially those only in Buffer Zones. There also was an increase in Certificates of Compliance issued as a result of the Administrator's initiative. 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. Notable projects with the Commission's oversight included infrastructure construction and boardwalk construction in the open space area at 12 Boston Street/English Commons, infrastructure at 30 Wildes Road/The Meadows, pond dredging at Ferncroft Golf Course, and construction of the Topsfield Linear Common/Rail Trail in areas contiguous to wetlands and/or the Ipswich River. For the third year, Jim MacDougall led the effort removing invasive water chestnut from Hoods Pond. The Commission continued coordination with State and Federal agencies on major enforcement matters.

In January, the Commission hosted an informative presentation, "Natural History and Protection Strategies for Vernal Pools," by vernal pool experts Leo Kenney and Matt Burne, and in June hosted a stream crossing inventory training, both very well attended. The Commission sponsored a warrant article at Annual Town Meeting for a land swap at the end of Pheasant Lane that would result in a valuable addition to the open space property. That proposal now is before the State Legislature.

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

In October, long-time Masco biology teacher Cheryl Jolley was appointed by the Selectmen, adding helpful experience to the Commission. Lisa Nihan-Demeule, who worked enthusiastically as Minutes Secretary for a year, resigned at the end of May to devote more time to her other job responsibilities.

The Commission was delighted to have Trine University sophomore Heather Darrah as a volunteer summer intern. Heather submitted materials to certify two vernal pools to the State and documented features of the Morningside conservation property between High Ridge Road and Wenham Road.

The Conservation Commission welcomes volunteer assistance and donations of land.

Respectfully Submitted,
Lana Spillman, *Conservation Administrator*

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 2011, the Planning Board worked with the Green Communities/ Renewable Energy Committee on changes to the Zoning Bylaws that would help qualify Topsfield for Green Community status and establish standards for ground-mounted solar voltaic installations. The Board continued its review of the Elderly Housing District senior development projects for the construction monitoring phase of the infrastructure for these two projects and approved minor modifications to the special permits.

PERMITS AND APPROVALS

- One ANR lot application was approved that included: application for a change in a lot line between two abutting properties in the same ownership.

- Under the Family Accessory Apartment Bylaw, special permits were granted for family accessory apartments at 88 High Street and 183 Ipswich Road.

- The Board approved a site plan review permit for parking at 267 Rowley Bridge Road for education related activities at Alfalfa Farm.

- Under the Stormwater & Erosion Control Bylaw the Board granted a waiver for a Stormwater Management Permit for 70 Campmeeting Road.

- Recommended that Antoria Way be accepted as a public way and preceded with processing the final documents for its acceptance.

MEMBERS AND LIAISONS

Members Steven Hall and Martha Morrison were elected to the Board in May 2011. Martha Morrison was elected Chair, and Janice Ablon as Clerk. The following liaisons were appointed:

- Janice Ablon – Main Street Foundation, Inc.
- Steven Hall – Mapping Committee
- Martha Morrison – Stormwater Mgmt. Committee
- Gregor Smith – Rail Trail Committee
- Ian DeBuy Wenniger – Soil Removal Board

The Board wishes to thank former Chairman Robert Winship and former Member Jonathan Young for their time, commitment and service to the Town as members of the Planning Board.

ZONING AMENDMENTS

The Planning Board proposed to the Town zoning amendments related to the "Green Communities" initiative and established regulations for Ground-Mounted Solar Photovoltaic Installations. The following zoning amendments were proposed to achieve these initiatives:

- Add definitions for Renewable and Alternative Energy, and related Research and Development ("R&D") Facilities;

- Amend Table of Uses to allow R&D Facilities as a permitted use in the Business Park District as a requirement for "Green Communities " designation and by special permit in the Business Highway and Business Highway North Districts;

- Adoption of a Ground-Mounted Solar Photovoltaic "PV" Installations Bylaw to regulate said installations to the extent allowed under the State Zoning Act;

- Amend Dimensional and Density Regulations for Accessory Buildings to include Ground-Mounted Solar Installations and require all installations over 500 sq. ft. to obtain a special permit subject to site plan review;

- Amend Table of Uses for all districts to allow Ground-Mounted Solar Installations 500 sq. ft. and less as a permitted use, and those installations over 500 sq. ft. to require a special permit.

ELDERLY HOUSING DEVELOPMENT PROJECTS

The Planning Board monitored the construction phase for the required infrastructure for these English Commons and New Meadows Elderly Housing District developments with weekly reviews by peer review engineers during the 2011 construction season. The Board also approved minor modifications deemed insignificant in scope for both projects.

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.

Respectfully submitted,

Martha Morrison, *Chair*
Janice Ablon
Steven Hall
Gregor Smith
Ian DeBuy Wenniger

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.

FY11 DECISIONS / HIGHLIGHTS

- 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 was continued during the procurement process for peer review services. At the September 28th meeting, the applicant requested that the application be withdrawn without prejudice and the Board approved said request.

- 207 Boardman Lane: The Board granted a finding for a two story addition consisting of two bedrooms, living room and study with interior renovation within the existing building footprint.

- 218 Boston Street: The Board approved the applicant's request to withdraw the application without prejudice to allow the existing property to be permitted for retail sales of motor vehicles.

- 207 Boston Street/NRT Bus Inc.: The Board approved a finding and granted an approval with conditions pursuant to Article III, Section 3.05 to allow parking and refueling of school buses by NRT Bus, Inc. at the Topsfield Fairgrounds. This finding shall only be valid until June 30, 2015.

- 33 Central Street: The Board granted a finding for the construction of an in-ground swimming pool.

- 124 River Road: An application was filed by T-Mobile Northeast LLC pursuant to Article XII, Section 12.02A requesting (1.) a special permit subject to Article V and site plan review; and (2.) a variance to the dimensional requirement to allow the installation of a major wireless communications facility with a 100' monopole and related equipment in a fenced compound on premises located at 124 River Road, commonly known as Trinity Episcopal Church. After an extensive review, the Board approved the written request dated April 12, 2011 to withdraw said application without prejudice.

- 53 Main Street: The Board approved the applicant's request to withdraw the application without prejudice for (1.) a finding pursuant to Article III, Section 3.05 of the Zoning By-Law to permit the alteration of a non-conforming building for construction of a second floor apartment over restaurant for a dormer roofline alteration; (2) a variance from the required setback pursuant to Article IV, Section 4.07 and (3.) a special permit pursuant to Article IV, Section 4.12B to reduce the required on-site parking requirement.

- 16 Maple Street: The Board granted a finding for the conversion of professional office space on the second floor of unit A to a residential unit and construction of said residential unit on the second floor with no alteration to the exterior of the building.

- 166 Washington Street: The Board granted a finding with conditions for the construction of an in-ground swimming pool.

- 191 Washington Street: The Board granted a finding for the construction of an above-ground swimming pool.

The Board wishes to thank former members Anthony Penta, Lisa Taylor and Scott Dow for their time, commitment and service to the Town as members of the Zoning Board of Appeals.

Respectfully submitted,

Robert J. Moriarty, *Chairman*
Kristin M. Palace
Joan L. Clineff
David D. Merrill
David P. Moniz

ANNUAL/SPECIAL TOWN MEETINGS

2011 ANNUAL TOWN MEETING

PROCTOR SCHOOL
WOODBURY AUDITORIUM

May 3, 2011 at 7:00 P.M.

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 7:03 P.M., stating that a quorum was present. The meeting opened with the Pledge of Allegiance led by Willard Flagg of 21 Perkins Row, an Army veteran of World War II. The Moderator stated that the Warrant for the 2011 Annual Town Meeting had been duly served and posted according to law and the Constable's Return of service was certified as complete and proper by the Town Clerk. He noted that this, the 361st Annual Town Meeting, notice of which was duly posted and timely advertised, would be lawful and would now proceed. He continued with the following announcements:

1. Topsfield Cable is taping our meeting for future broadcast. I commend Bill Whiting and his crew (Evelyn Hammond) for their dedication and thank them for their extraordinary service year in and year out.

2. Microphones have been provided in this auditorium for your convenience. Please use them when addressing the meeting. Audio services are provided by Essex Radio - thank you, gentlemen.

3. Whoever desires to address the meeting must first be recognized by the Moderator. If recognized, then that person must state his or her name and street address prior to discussion. All discussion is addressed to the Moderator and not to individuals. All discussion will be timed for duration, which will generally be limited to two minutes each.

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 main 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 if the finance committee's "no action" recommendation is voted down, but the vote on the finance committee's recommendation of "no action" will be taken before a motion for positive action is in order.

6. If a voter desires to offer an amendment to a finance committee recommendation or to any other motion, I will require submittal of a written 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 assist anyone in drafting the wording of the amendment.

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, a vote was taken and at 7:07 P.M. and the motion passed unanimously.

Next, the Moderator introduced many of the people who were involved in this year's Town Meeting and asked them to stand to be recognized. He first introduced Paula Burke, the new Town Clerk, thanking her for making the arrangements for the evening and for her professional service to the community. He then noted that Assistant Town Clerk Jack Armitage would be assisting by tracking the time to help the meeting run efficiently.

The Moderator thanked Shawn Conary and the custodial staff at Proctor School for setting up the Auditorium and other rooms.

He recognized the attendees sitting at the front of the auditorium including the Board of Selectman-Chairman Richard Gandt, Clerk Laura Powers, Members Martha Morrison, Nancy Luther, and Eldon Goodhue-as well as the Town Administrator Virginia Wilder and Town Counsel Lauren Goldberg from the law firm of Kopelman & Paige along with the Finance Committee-Chairman Mark Lyons, Kathryn Hartmann, Karen Dow, Heidi Bond, Stephen Lais, Holger Luther, and Paul Dierze.

He asked for a round of applause for "these folks who have committed many hours of their time to labor and wrestle with the many complexities and challenges of the budget and the budget process. They reviewed every department request, line item by line item. It is a tribute to their extraordinary dedication and commitment that the proposed budget is once again a model of fiscal prudence."

The Moderator introduced Pam Wood, Town Accountant, Barbara Michalowski, Town Treasurer, and Fred Glatz, Town Constable. He welcomed our distinguished educators Dr. Bernard Creeden, Superintendent of our Elementary Schools and Dr. Darrell Lockwood, Superintendent of Masconomet Regional H.S.

The Moderator asked for assent to permit Greg Krom, Superintendent of our Water Department, Susan Givens, Masconomet's Chief Financial Officer, Lana Spillman, Conservation Commission Administrator, Dana Mastroianni, our new Library Director, Evan Haglund, Chief of Police, and Nina Evans, Chief Assessor (not present), all non-residents to sit with the voters and not sit apart in the visitor section. When no objections were heard, the Moderator permitted the specified non-residents to sit at the front of the Town Meeting floor in designated seats and not apart in the Visitor's Section. He reminded visitors that they are to observe the proceedings, and, if necessary, assist in the discussion of Articles directly pertaining to them, but could not vote on any matter.

The Moderator noted those who were serving as tellers, Ruth Lucy, Darcy Fulton, Dottie Wass, Elizabeth Collins, Elizabeth Dorn, and Mary Connor.
2011 Award Presentations

SELECTMEN'S CERTIFICATES OF APPRECIATION

Several recognition presentations were made by the Selectmen. Selectman Richard Gandt presented the certificates with Laura Powers assisting. For their service to the Town, outgoing volunteers Paula Burke, Holger Luther, Nancy Luther and Bob Winship were awarded certificates.

WALLY KNEELAND AWARD

Holger Luther stood in for Scott Dow to present this special award to Janice Ablon for her years of devoted service to Topsfield.

The Moderator moved to Article First at 7:19 P.M.

ARTICLE FIRST: REPORTS

Mr. Richard Gandt, Chairman of the Board of Selectman, explained that the reasonable warrant being presented was the result of many meetings, including one half dozen meetings in March. He noted that valuable, but not critical articles were removed and that only three capital requests were included.

Mr. Mark Lyons, Chairman of the Finance Committee, thanked town volunteers and community activists such as the Scouts and the Topsfield Main Street Foundation for their contributions to the town.

At 7:32 P.M., the Moderator entertained a motion to adjourn the Annual Town Meeting and the Town voted unanimously to recess the Annual Town Meeting to go to the Special Town Meeting.

2011 SPECIAL TOWN MEETING

The Moderator noted that he would waive the reading of the Warrant in its entirety.

ARTICLE FIRST: REPORTS

There were no reports.

ARTICLE SECOND: PRIOR YEAR BILLS AND WAGES

Mark Lyons, on behalf of the Finance Committee, recommended and at 7:34 P.M. the Town voted unanimously, exceeding the nine-tenths requirement, to transfer from available funds and appropriate the sum of $870 from the Town Hall Computer Maintenance Account and $675 from the Selectmen Special Other Legal Services Account to pay outstanding bills that were contracted and incurred prior to July 1, 2010.

ARTICLE THIRD: TRANSFER OF FUNDS FROM UNEXPENDED BALANCES

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 7:36 P.M. 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 2011 fiscal year as follows:

$100	From Account Prior Year Street Lights to the School Street Other Account
$3,000	From the Medical Insurance Account to the Selectmen Other Account
$110	From Account Prior Year Street Lights to the Animal Control Other Account
$23,881	From the Insurance & Restitution Injured Police Officer Account to the Police Injury Wage Account
$1,008	From the Medical Insurance Account to the Inspectional Services Salary Account
$72	From the Medical Insurance Account to the Inspectional Services Wages Account
$1,500	From the Assessors Wage Account to the Assessors Other Account
$3,276	From the Selectmen Special Other Account to the Veterans' Benefits Other Account
$1,093	From the Town Clerk Wage Account to the Town Clerk Other Account
$93,000	From the Insurance Liability Account to the Snow & Ice Other Account
$8,000	From the Selectmen Special Other Account to the Town Hall Other Account
$12,156	From the Medical Insurance Account to the Library Salary Account
$1,000	From the MSW/HHW Services Account to the Snow & Ice Other Account
$800	From Account Prior Year Assessors Other to the Snow & Ice Other Account

$278	From Account Prior Year Highway Other to the Snow & Ice Other Account
$1,478	From Conservation Commission Revolving Fund to Conservation Commission Salary Account
$1,170	From Board of Health Other Account to Board of Health Wage Account

ARTICLE FOURTH: NON-RESIDENT OR FOSTER CARE STUDENT TUITION REVOLVING ACCOUNT

Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended and at 7:39 P.M. the Town voted unanimously to adopt the provisions of M.G.L. Chapter 71, Section 71F as set forth below; and further, to transfer and appropriate the sum of $27,200 from Free Cash to the Non-Resident or Foster Care Students Tuition Revolving Account for receipts received in FY10 from the special education program.

"In any city or town which accepts this section, all monies received by the school committee as tuition payments for nonresident students and as state reimbursements for students who are foster care children shall be deposited with the treasurer of the town or city and held as separate accounts. The receipts held in such a separate account may be expended by said school committee without further appropriation for expenses incurred in providing education for such nonresident students or for such students who are foster care children, notwithstanding the provisions of section fifty-three of chapter forty-four. A city or town may appropriate funds for expenses incurred in providing education for such nonresident students or for such students who are foster care children, which funds shall be expended by the school committee in addition to funds provided from other sources."

ARTICLE FIFTH: TOWN HALL BOILER REPLACEMENT

Mr. Holger Luther, on behalf of the Finance Committee, after explaining the long term savings in fuel costs that would result in the unit paying for itself in just three years, recommended and at 7:46 P.M. the Town voted unanimously to transfer and appropriate the sum of $32,330 from Article 3 Medical Insurance of the May 2010 Annual Town Meeting for the installation of a high efficiency natural gas fired boiler including associated project costs and related energy saving improvements.

The Moderator stated that the business of the Special Town Meeting was now concluded. He would, therefore, entertain a motion to dissolve the Special Town Meeting of May 3, 2011. The motion was made, seconded and the Town voted unanimously at 7:46 P.M. in the affirmative.

2011 ANNUAL TOWN MEETING CONTINUED

The 2011 Annual Town Meeting reconvened at 7:46 P.M. with Article Second.

ARTICLE SECOND: RESERVE FUND

Mr. Mark Lyons, on behalf of the Finance Committee, recommended that the Town vote 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. At 7:47 P.M., the Town voted unanimously to transfer $150,000 from Free Cash to the Reserve Fund.

ARTICLE THIRD:
GENERAL OPERATING BUDGET

Mr. Kinhan explained that the General Operating Budget would be presented in its entirety and in concise fashion and requested that any amendment proposals be held until the entire budget had been presented. Mrs. Heidi Bond, on behalf of the Finance Committee, recommended that the Town vote to appropriate the sum of $15,158,376 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 $14,982,793; 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 $1,466 from the Bond Accrued Interest Account; transfer the sum of $1,016 from the Bond Premium Account; transfer the sum of $6,783 from the Conservation Revolving Fund; transfer the sum of $18,551 from Article 3 Debt Service Interest of the May 2010 Annual Town Meeting; transfer the sum of $33,485 from Article 3 Debt Issue Costs of the May 2010 Annual Town Meeting; transfer the amount of $10,894 from Article 3 Pensions of the May 2010 Annual Town Meeting; transfer the sum of $3,300 from Article 36 of the May 2010 Annual Town Meeting. After Finance Committee Member, Stephen Lais, Town Accountant, Pamela Wood, Board of Selectmen Chairperson, Richard Gandt, Finance Committee Member Kathryn Hartmann, and Tri-Town School Union Superintendent Bernie Creeden, responded to citizens' questions, the Town voted unanimously at 8:05 P.M. to appropriate the money to fund the FY 2012 General Operating Budget as written and as recommended by the Finance Committee.

Refer to Attachment A (Appendix A) for the detailed Fiscal Year 2012 General Operating Budget as approved.

ARTICLE FOURTH:
WATER DEPARTMENT OPERATING BUDGET

Mr. Stephen Lais, on behalf of the Finance Committee, recommended that the Town vote to appropriate the sum of $728,611.00 as detailed herein, and to meet said appropriation $728,001.00 to come from Water Revenue, and $610.00 from Water Department accrued Interest Reserved for Expenditure account, to operate the Water Department from July 1, 2011,

through June 30, 2012, and to approve the sum of $106,564.00 of indirect costs appropriated in the General Fund under Article Third above, to be funded from Water Revenue. Chairperson Richard Gandt stated that the Board of Selectmen recommended positive action. Mr. Richard Carlson proposed the following amendment to Article Fourth:

"To reduce following line items:

- Water Reserve App. of $88,000 to zero ($0)
- Water Unanticipated Emergency Fund of $75,000 to zero ($0)"

After a twenty-minute discussion that included comments by Town Counsel Lauren Goldberg and Water Superintendent Gregory Krom, after introduction by Board of Water Commissioners' Chairperson Philip Knowles, a vote was taken at 8:25 P.M. on the amendment. The Town voted unanimously not to accept the amendment.

At 8:27 P.M., the Town voted nearly unanimously to appropriate the money to fund the FY 2012 Water Department Operating Budget as presented:

Appropriated Fiscal Year 2011	WATER DEPARTMENT OPERATING BUDGET	Proposed Appropriation Fiscal Year 2012
$ 67,371.00	Salary	$ 67,371.00
156,766.00	Wages	146,234.00
232,940.00	Other	232,130.00
7,000.00	Long-Term Debt Principal	83,300.00
4,565.00	Long-Term Debt Interest	36,576.00
40,000.00	Short-Term Debt Interest	–
2,000.00	Debt Issue Costs	–
15,000.00	Short Term Debt Principal Paydown	–
100,000.00	Water Reserve Fund	88,000.00
75,000.00	Unanticipated Emergency	75,000.00
700,642.00	SUB-TOTAL DIRECT COSTS	728,611.00
118,179.00	Indirect Costs	106,564.00
818,821.00	TOTAL WATER DEPARTMENT	835,175.00

ARTICLE FIFTH: MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT

Finance Committee Member Karen Dow explained that the recommendation she would read would be different from what was printed in the warrant. She explained that, because of a delay in receiving information from the State of Massachusetts, a revised budget was sent to the three towns in the Masconomet Regional School District after the deadline for submitting the 2011 Topsfield Town Warrant had passed.

Mrs. Karen Dow, on behalf of the Finance Committee, recommended that the Town vote to approve the 2012 Fiscal Year Gross Operating Budget of the Masconomet Regional School District in the amount of $27,971,314 and appropriate the sum of $6,197,599 to fund the Town's share of the Fiscal Year 2012 Masconomet Regional School District Assessment of which the sum of $5,882,771 supports the Maintenance & Operating Budget, and the sum of $314,828 supports the Masconomet Building Debt Service; and to meet said appropriation raise and assess the sum of $6,197,599; provided, however, that the sum of $149,552 of the amount appropriated for the Maintenance & Operating Assessment shall be contingent upon the passage of a Proposition 2 ½ general override referendum under Massachusetts General Law Chapter 59, § 21C (g), and if such referendum is not passed, the vote as it pertains to the appropriation in the amount of $149,552 will be deemed to be a disapproval. Citizens' questions were addressed by Masconomet Regional School District Member Larry Lindquist, Board of Selectmen Chairperson Richard Gandt, and Masconomet Regional School District Chief Financial Officer Susan Givens. At 8:51 P.M. the Town met the more than two-thirds required by voting unanimously to fund the FY 2012 Masconomet Regional School District Assessment of $6,1997,599, contingent upon the passage of the Proposition 2½ general override referendum under Massachusetts General Law Chapter 59, § 21C (g) in the amount of $149,552 that would require majority passage of Question 1 at the Annual Town Election on May 5, 2011.

ARTICLE SIXTH: NORTH SHORE VOCATIONAL SCHOOL DISTRICT ASSESSMENT

Mrs. Karen Dow, on behalf of the Finance Committee, recommended and at 8:52 P.M. the Town voted unanimously to approve the 2012 Fiscal Year Gross Operating Budget of the North Shore Regional Vocational School District in the amount of $10,646,033 and raise, assess, and appropriate the sum of $75,400 for the Town's share of the assessment of same.

ARTICLE SEVENTH: ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT ASSESSMENT

Mrs. Karen Dow, on behalf of the Finance Committee, recommended and at 8:54 P.M. the Town voted unanimously to approve the 2012 Fiscal Year Debt Service of the Essex North Shore Agricultural and Technical School District in the amount of $100,000 and raise, assess, and appropriate the sum of $838 for the Town's share of the Debt Service of same.

ARTICLE EIGHTH: LEASE OF EMERSON FIELD

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 8:55 P.M. 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 NINTH: GRANT AUTHORIZATION FOR TOWN PROJECTS

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 8:56 P.M. 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 TENTH: MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTS

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 8:56 P.M. 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 ELEVENTH: PARK REVOLVING FUND

Mr. Holger Luther, on behalf of the Finance Committee, recommended and at 8:58 P.M. 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 TWELVETH: CEMETERY REVOLVING FUND

Mr. Holger Luther, on behalf of the Finance Committee, recommended and at 9:00 P.M. 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 THIRTEENTH: CONSERVATION COMMISSION REVOLVING FUND

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 9:01 P.M. 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 FOURTEENTH: ANNUAL ENGINEERING & LANDFILL MONITORING

Mr. Holger Luther, on behalf of the Finance Committee, recommended and at 9:03 P.M. the Town voted unanimously to transfer and appropriate the sum of $ 36,700 from the Solid Waste Fund to be expended by the Board of Selectmen to fund the Fiscal Year 2012 annual professional engineering and monitoring services related to the capping and closure of the Town's sanitary landfill.

ARTICLE FIFTEENTH: FISCAL YEAR 2012 ADDITIONAL REAL ESTATE EXEMPTION

Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended and at 9:04 P.M. 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 2012 for all taxpayers qualifying for a personal exemption.

ARTICLE SIXTEENTH: LOCAL OPTION TO INCREASE GROSS RECEIPTS ELIGIBILITY FOR SENIORS

Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended and at 9:07 P.M. the Town voted unanimously to increase the gross receipts that seniors may have in the prior calendar year to be eligible to defer property taxes under Massachusetts General Law Chapter 59 § 5, Clause 41A from $20,000 to $40,000, with such increase to be effective for deferrals granted for taxes assessed for any fiscal year beginning on or after July 1, 2011.

ARTICLE SEVENTEENTH: LOCAL OPTION TO DECREASE INTEREST RATE ON DEFERRED TAXES OF SENIORS

Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended and at 9:09 P.M. the Town voted unanimously to reduce the rate of interest that accrues on property taxes deferred by eligible seniors under Massachusetts General Law Chapter 59 §5, Clause 41A from 8% to 4%, with such reduced rate to apply to taxes assessed for any fiscal year beginning on or after July 1, 2011.

ARTICLE EIGHTEENTH: HOME RULE PETITION - HEALTH INSURANCE PLAN DESIGN

"AN ACT PROVIDING FOR HEALTH INSURANCE IN THE TOWN OF TOPSFIELD

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1

Notwithstanding the provisions of chapter 32B and chapter 150E of the General Laws or any other general or special law to the contrary, the town of Topsfield is authorized at the discretion of the Board of Selectmen, without bargaining under said chapters 150E or 32B concerning the decision or the impact thereof, to: negotiate and purchase group insurance policies for employees, retirees and their dependents; alter current and future group insurance plan design features including but not limited to co-payments, deductibles, and tiered provider

network co-payments; and participate in or join a state program providing group insurance policies including those provided by the Group Insurance Commission ("GIC") or another similar program without being subject to collective bargaining as defined in chapter 150E.
SECTION 2
The provisions of this act shall not affect the town's obligations under any collective bargaining agreements(s) between the town and any unions in effect on the effective date of this act during the respective current terms of any such collective bargaining agreements, while such agreements are in effect.
SECTION 3
This action shall take effect upon its passage."Mrs. Karen Dow, on behalf of the Finance Committee, recommended and at 9:23 P.M. the Town voted by clear majority to petition the General Court to enact special legislation as set forth above. The General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court. The Board of Selectmen is hereby authorized to approve amendments, which shall be within the general scope of the public objectives of this petition.

ARTICLE NINETEENTH: FUND TOWN EMPLOYEE EMPLOYMENT SEPARATION

Mr. Stephen Lais, on behalf of the Finance Committee, recommended and at 9:26 P.M. the Town voted unanimously to appropriate from Free Cash the sum of $50,968 to cover the cost of employment separation benefits for employees for time owed for unused sick and vacation leave or other benefits as may be required by law, the Personnel Bylaw, rules, regulations, policies or applicable contract or collective bargaining agreement.

ARTICLE TWENTIETH: RESCIND AUTHORIZATION TO BORROW

Mr. Stephen Lais, on behalf of the Finance Committee, recommended and at 9:27 P.M. the Town voted unanimously, exceeding the two-thirds requirement, to rescind $100,000 of the authorization to borrow as voted under Article 4 of the May 5, 2009 Special Town Meeting for the Ipswich Road Water Main Project.

ARTICLE TWENTY-FIRST: TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES

Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended and at 9:29 P.M. the Town voted nearly unanimously, by clear plurality, to appropriate the sum of $18,319 as a grant to fund certain activities of the Tri-Town Council and to meet said appropriation to transfer the sum of $18,319 from Free Cash.

ARTICLE TWENTY-SECOND: MASCONOMET REGIONAL SCHOOL COMMITTEE REPRESENTATION EIGHTH AMENDMENT TO THE AGREEMENT FOR THE ESTABLISHMENT OF THE MASCONOMET REGIONAL SCHOOL DISTRICT

The Agreement Between the Towns of Boxford, Middleton and Topsfield, Massachusetts with Respect to the Formation of a Regional School District, as amended to the date hereof (the "Agreement"), is hereby further amended as follows:

Section 1. Section 1(A) of the Agreement is amended in its entirety to read as follows:

A. Powers, Duties and Composition

The powers and duties of the regional school district shall be vested in and exercised by a regional district school committee, hereinafter sometimes called the "Committee". The Committee shall consist of eleven (11) members; four (4) from Middleton; four (4) from Boxford and three (3) from Topsfield.

Section 2. Section 1(C) of the Agreement is amended in its entirety to read as follows:

C. Elected Members

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

To ensure that Topsfield maintains continuity of membership on the Committee, the terms of its representatives with terms expiring in 2014 shall be revised, on a one-time basis, so as to provide that one representative shall be elected by Topsfield at the 2014 annual election to a term of one (1) year, and one representative shall be elected by Topsfield at the 2014 annual election for a term of three (3) years. After the 2014 annual election in Topsfield, the terms of all subsequent Topsfield members of the Committee shall be for three (3) years, or until his or her successor is elected and qualified.

Except as otherwise provided in this section, at the expiration of the term of office of all other elected members of the Committee, each member town shall, at its annual town election, elect a member of the Committee to serve for a term of three (3) years or until his or her successor is elected and qualified.

Notwithstanding any other provision of this Agreement to the contrary, on February first immediately following the official publication of the most recently conducted federal census, the Committee shall determine, on the basis of such census figures, the total population of each Member Town. (For the purposes of this provision, "official publication" means transmittal of the federal census to Congress by the President.) Elected membership on the Committee shall be adjusted at that time, as is necessary to maintain

compliance with one person one vote.

Section 3. The balance of the Agreement shall remain unchanged.

Mrs. Karen Dow, on behalf of the Finance Committee, recommended and at 9:29 P.M. the Town voted by clear majority to amend the Masconomet Regional School Agreement, between the Towns of Boxford, Middleton and Topsfield as stated above.

ARTICLE TWENTY-THIRD: CENTRAL STREET WATER MAIN PROJECT

Mr. Stephen Lais, on behalf of the Finance Committee, recommended and at 9:32 P.M. the Town voted unanimously to transfer and appropriate a sum of $175,000 and to meet said appropriation, transfer the amount of $57,230 from Article 41 of the May 2004 Annual Town Meeting, transfer $75,133 from Article 24 of the May 2006 Annual Town Meeting and $42,637 from Article 32 of the 2005 Annual Town Meeting; to be expended by the Board of Selectmen, with the advice of the Water Commissioners for the replacement of the Central Street water main from Main Street to Summer Street.

ARTICLE TWENTY FOURTH: PURCHASE OF A POLICE CRUISER

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 9:34 P.M. the Town voted by a substantial majority to raise, assess and appropriate the sum of $29,124 to be expended by the Board of Selectmen with the advice of the Police Chief to purchase and equip a new cruiser and trade in or sell a 2006 Ford Crown Victoria and to meet said appropriation that the Town transfer the sum of $21,927 from Free Cash and transfer the sum of $7,197 from Article 19th of the May 5, 2009 Annual Town Meeting.

ARTICLE TWENTY-FIFTH: PURCHASE OF HIGHWAY DUMP/PLOW/SANDER/WING TRUCK

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 9:36 P.M. voted by a clear majority, exceeding the two-thirds requirement, to authorize the Board of Selectmen with the advice of the Board of Road Commissioners to acquire and equip a Dump/Plow/Sander/Wing Truck, and to trade in or sell the 1994 International Dump/Sander/Wing Truck and further to raise and assess and appropriate $145,000 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), or take any other action relative thereto.

ARTICLE TWENTY-SIXTH: STRETCH ENERGY CODE BYLAW

§63-1. Purpose

The purpose of the Stretch Code is to provide a more energy efficient alternative to the base energy code applicable to the relevant section of the building code for both new construction and existing buildings.

§63-2. Applicability

The Stretch Code applies to residential and commercial buildings. Buildings not included in this scope shall comply with 780 CMR 13, 34, 61, or 93, as applicable.

§63-3. The Stretch Code, as codified by the Board of Building Regulations and Standards as 780 CMR Appendix 120 AA, including any amendments and modifications, is herein incorporated by reference.

Mr. Holger Luther, on behalf of the Finance Committee, recommended that the Town vote to adopt the "Stretch Energy Code" set forth in the State Building Code at 780 CMR 120. AA (i.e., Appendix 120.AA) as it may be amended from time to time, and by amending the Topsfield General Bylaws within the Town Code by adding Chapter LXIII, the "Stretch Energy Code Bylaw" as indicated above. Robert Winship stated that "the Planning Board recommends positive action." Richard Gandt of the Board of Selectmen made a motion to amend (see below) that was denied by a majority vote. At 10:00 P.M., the Town voted by an overwhelming majority in favor of the article as written.

Richard Gandt proposed that the Town "Amend Article 26th as follows: insert 'to certain renovations to' between 'and' and 'existing' in § 63-1 and add 'as set forth in the code' to the end of that sentence."

ARTICLE TWENTY-SEVENTH AMEND ZONING BY-LAW, ARTICLE I, DEFINITIONS AND ARTICLE III, SECTION 3.02 TABLE OF USE REGULATIONS

Amend Article I, Definitions, by inserting new definitions relating to alternative energy and renewable energy and research and development facilities, as set forth below, and renumbering the remaining paragraphs accordingly:

"1.04 Alternative Energy.
See definition under Energy",

"1.34 Energy.

Alternative Energy: Includes but is not limited to combined heat and power, and electric and fuel cell powered vehicles and associated technologies including advanced batteries and recharging stations.

Renewable Energy: Includes but is not limited to solar (photovoltaic and thermal), wind, biomass power conversion or thermal technologies (including the use of wood pellets), ultra-low emissions high efficiency wood pellet boilers and furnaces, low impact hydroelectric and kinetic energy, ocean thermal, wave or tidal energy, geothermal energy, landfill gas energy, fuel cells that use renewable energy and advanced biofuels.",

"1.84 Renewable Energy.
See definition under Energy",

"1.85 Research and Development Facilities.

A facility including offices used primarily for research, development and/or testing of innovative information, concepts, methods, processes, materials, or products. Such a facility may include but is not limited to the design, development, and testing of biological, chemical, electrical, magnetic, mechanical, and/or optical components in advance of product manufacturing. The accessory development, fabrication, and light manufacturing of prototypes, or specialized machinery and devices integral to research or testing may be associated with these uses."

Amend Article III, Section 3.02, Use Regulations and Table of Use Regulations for all districts in the "Permitted Uses" table as set forth below:
(new language and additions in bold italics; deletions in strikethrough)

Permitted Uses		ORA	IRA	CR	BV	BH	BP	BHN
5.	Trades, Wholesale, Transportation and Industrial							
5.10A	~~research office and development facilities~~ ***Research and Development Facilities, General***	NP	NP	NP	NP	S	S	S
5.10B	***Research and Development Facilities for Alternative Energy and Renewable Energy***	***NP***	***NP***	***NP***	***NP***	***S***	***P***	***S***

, or take any other action relative thereto

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 10:04 P.M. the Town voted unanimously, exceeding the two-thirds requirement, to amend certain articles of the Topsfield Zoning Bylaw as follows: Amend Article I, Definitions, by adding definitions relating to alternative energy and renewable energy and research and development facilities and renumber accordingly the paragraphs that follow; and amend Article III, Section 3.02, Use Regulations and Table of Use Regulations for all districts in the "Permitted Uses" table as set forth above. Mr. Robert Winship of the Planning Board recommended adoption of this Article on behalf of the Planning Board.

ARTICLE TWENTY-EIGHTH: GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATIONS

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 10:10 P.M. the Town voted by an overwhelming majority, exceeding the two-thirds requirement, to amend the Topsfield Zoning Bylaw by inserting a new Article XVI, "Ground-Mounted Solar Photovoltaic Installations" as set forth in Attachment B to the warrant (which is appended to these minutes of the Annual Town Meeting), entitled "Article XVI Ground-Mounted Solar Photovoltaic Installations". Mr. Gregor Smith, of and for the Planning Board, recommended adoption of this Article.

Refer to Attachment B, Article Twenty-Eighth/"Ground-Mounted Solar Photovoltaic Installations," as approved. (See Appendix B).

ARTICLE TWENTY-NINTH
AMEND ZONING BYLAW, ARTICLE III, SECTION 3.02 TABLE OF USE REGULATIONS

Permitted Uses		**ORA**	**IRA**	**CR**	**BV**	**BH**	**BP**	**BHN**
4.	***Retail and Service***							
4.37A	***Ground-mounted Solar Installations 500 sq. ft. or less***	***P***	***P***	***P***	***P***	***P***	***P***	***P***
4.37B	***Ground-mounted Solar Installations Over 500 sq. ft.***	***S***	***S***	***S***	***S***	***S***	***S***	***S***

new language in bold italics *

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 10:11 P.M. the Town voted unanimously, exceeding the two-thirds requirement, to amend the Topsfield Zoning Bylaw, Article III, Use Regulations and Table of Use Regulations by inserting new uses in the "Permitted Uses" table as described above. Mr. Gregor Smith, of and for the Planning Board, recommended adoption of this Article.

ARTICLE THIRTIETH: CITIZEN PETITION – CHANGE THE DATE OF THE ANNUAL TOWN MEETING

Mr. Stephen Lais, on behalf of the Finance Committee, recommended that the Town vote to take no action on a petition signed and submitted by ten citizens requesting a vote to see if the Town will change the date of the Annual Town Meeting from the first Tuesday in May to the first Saturday in May. The petition was declared to be defective by Town Counsel because proper research of the Town's Bylaws had not been conducted. At 10:17 P.M. the Town voted unanimously to take no action on the citizen petition.

ARTICLE THIRTY-FIRST: ACCEPTANCE OF ANTORIA WAY

"Roadway As-Built Plan Antoria Way located in Topsfield MA, Essex County dated March 24, 2010 prepared by W. C. Cammett Engineering, Inc., Robert E. Smith Jr., PLS, 297 Elm

Street, Amesbury MA; Scale 1" = 20'; Recorded in Book 30298, Page 420 in the Essex Southern District Registry of Deeds in Salem, MA",
Mr. Holger Luther, on behalf of the Finance Committee, recommended and at 10:20 P.M. the Town voted by an overwhelming majority to accept "Antoria Way" as a public way, in accordance with the locations, boundaries and measurements of said Antoria Way as laid out, altered or relocated by the Board of Selectmen, all as shown on a plan as described above and to authorize the Board of Selectmen to acquire by gift, purchase or otherwise an easement or easements in such way as so laid out for all purposes for which public ways are used in the Town of Topsfield and all associated easements and to name said way "Antoria Way".

ARTICLE THIRTY-SECOND: EXCHANGE OF LAND ON PHEASANT LANE

Mr. Holger Luther, on behalf of the Finance Committee, recommended and at 10:25 P.M. the Town voted unanimously, exceeding the two-thirds requirement, to (a) approve the transfer from the Conservation Commission for conservation purposes to the Conservation Commission for such purposes and also to the Board of Selectmen for purposes of conveyance of a portion of the land off Pheasant Lane, described in a deed recorded at Book 10857, Page 271 at the Essex South District Registry of Deeds, which land constituted the open space parcel for the Pheasant Hill subdivision, as shown on a plan on file with the Town Clerk, to Timothy and Brigitte O'Malley and authorize the Board of Selectmen to convey such property; (b) authorize the Conservation Commission to accept, in consideration therefor, an adjacent parcel of land of equal or greater size and value from Timothy and Brigitte O'Malley; and (c) authorize the Board of Selectmen to petition the General Court to approve the transfer of said property pursuant to Article 97 of the Articles of Amendment to the Massachusetts Constitution.

ARTICLE THIRTY-THIRD: ACCEPTANCE OF MGL CHAPTER 53, SECTION 9A - NOMINATION PAPERS

"Section 9A. In any city or town which accepts this section, in a city by vote of the city council subject to the provisions of its charter, and in a town by vote of the town meeting, the following provisions shall apply with respect to nomination papers:—
The final date for obtaining blank nomination papers for nomination to city or town office shall be forty-eight week day hours prior to the hour on which nomination papers are required to be submitted to the registrars of voters for certification.
Each candidate shall file with the city or town clerk, prior to obtaining blank nomination papers, a statement containing his name and address, and the city or town office for which he intends to be a candidate.
No candidate for city or town office shall receive more blank nomination papers than will contain the number of signatures required to place his name in nomination, multiplied by five."

Mrs. Karen Dow, on behalf of the Finance Committee, recommended and at 10:27 P.M. the Town voted unanimously to accept Massachusetts General Law Chapter 53, Section 9A.

ARTICLE THIRTY-FOURTH: STABILIZATION FUND

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 10:28 P.M. the Town voted unanimously, exceeding the two-thirds requirement, to appropriate and transfer from Free Cash the sum of $1,000 for the Stabilization Fund.

ARTICLE THIRTY-FIFTH: FREE CASH

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 10:29 P.M. the Town voted unanimously to authorize and direct the Board of Assessors to transfer and appropriate the sum of $346,997 from Free Cash to reduce the tax levy for the fiscal year 2012.
The Moderator stated that he would now entertain a motion to adjourn the 2011 Annual Town Meeting to the polling site, St. Rose Church Hall located at 12 Park Street, on Thursday, May 5, 2011 at 7:00 A.M., and at the close of the polls at 8:00 P.M. to dissolve the 2011 Annual town Meeting. The motion to adjourn was duly made and seconded and the Town voted unanimously in favor of adjournment. The meeting adjourned at 10:30 P.M. There were two hundred forty-two (242) registered voters in attendance.

ANNUAL TOWN ELECTION

ANNUAL TOWN ELECTION
ST. ROSE CHURCH HALL 12 PARK STREET
May 5, 2011
7:00 a.m. – 8:00 p.m.

The Town Warden announced the polls open at 7:00 a.m. The poll workers were sworn prior to the opening of the polls.

Jack Armitage, *Warden*
Mary Connor, *Deputy Warden*
Fred Glatz, *Poll Constable*

Ballot Clerks and Tellers:
Betty Booye, Sally Cabral, Carole Carter, Chris Cotti, Elaine Crippen, Jan Englehardt, Betty Kruck, Florence Lear, Ruth Lucy, Eileen Reichardt, Dottie Roberts

The polls were closed at 8:00 p.m. The Town Clerk announced at 10:30 P.M. 1248 registered voters had cast their ballots as follows:

Note: Those elected are indicated in bold.

MODERATOR
John P. Kinhan **683**
Jeanine P. Cunniff 530
Others 2
Blanks 33

SELECTMAN
Martha A. Morrison **839**
Kenneth G. Vogel **731**
Others 11
Blanks 915

ASSESSOR
John W. Minnehan **932**
Other 5
Blanks 311

SCHOOL COMMITTEE
Susan Archer **836**
Joseph J. Quigley, Jr. **716**
Others 17
Blanks 927

MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE
John K. Spencer **907**
Write-In (Elizabeth L.Dierze) **76**
Others 16
Blanks 1497

COMMISSIONER OF TRUST FUNDS
Richard T. Walsh **931**
Others 3
Blanks 314

LIBRARY TRUSTEE
Dorothea M. DeLuca 738
Sandra M. Conant 336
Audrey B. Iarocci **613**
Others 1
Blanks 808

HOUSING AUTHORITY
Rose M. David **848**
Others 2
Blanks 398

PARK & CEMETERY
Michael T. Smerczynski **912**
Others 6
Blanks 330

PLANNING BOARD
Steven B. Hall **793**
Martha A. Morrison **717**
Others 7
Blanks 979

ROAD COMMISSIONER
Richard Cullinan **889**
Others 5
Blanks 354

WATER COMMISSIONER
Philip G. Knowles **877**
Others 11
Blanks 360

PROPOSITION 2 ½ REFERENDUM BALLOT QUESTIONS

Question One: To fund the Masconomet Regional District School Committee Budget
Shall the Town of Topsfield be allowed to assess an additional $191,539 in real estate and personal property taxes for the purpose of funding the Town's assessment for the Masconomet Regional School District for the fiscal year beginning July 1, 2011?

Yes.....614
No 607
Blanks..... 27

Question One passed by 7 votes.

Question Two: To Purchase & Equip a Dump/Plow/Sander/Wing Truck for the Highway Department
Shall the Town of Topsfield be allowed to assess an additional $145,000 in real estate and personal property taxes for the purposes of funding the purchase and equipping of a Dump/Plow/Sander/Wing Truck for the Highway Department for the fiscal year beginning July 1, 2011.

Yes.....543
No 674
Blanks..... 31

Question Two failed by a significant margin.

NON-BINDING REFERENDUM BALLOT QUESTION

Question Three: Related to An Act Providing for Health Insurance in the Town of Topsfield
Shall the Town vote to petition the General Court to enact special legislation as set forth below? The General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court. The Board of Selectmen is hereby authorized to approve amendments, which shall be within the scope of the general public objectives of this petition as described below:

AN ACT PROVIDING FOR HEALTH INSURANCE IN THE TOWN OF TOPSFIELD
Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:
SECTION 1
Notwithstanding the provisions of chapter 32B and chapter 150E of the General Laws or any other general or special law to the contrary, the town of Topsfield is authorized at the discretion of the board of selectmen, without bargaining under said chapters 150E or 32B concerning the decision or the impact thereof, to: negotiate and purchase group insurance policies for employees, retirees and their dependents; alter current and future group insurance plan design features including but not limited to co-payments, deductibles, and tiered provider network co-payments; and participate in or join a state program providing group insurance policies including those provided by the Group Insurance Commission ("GIC") or another similar program without being subject to collective bargaining as defined in chapter 150E.
SECTION 2
The provisions of this act shall not affect the town's obligations under any collective bargaining agreements(s) between the town and any unions in effect on the effective date of this act during the respective current terms of any such collective bargaining agreements, while such agreements are in effect.
SECTION 3
This action shall take effect upon its passage.

Yes 803
No 322
Blanks.....123

Question Three passed by a significant margin.

Attest:

Paula M. Burke
Town Clerk

STATE ELECTION TOPSFIELD RESULTS

"Pursuant to the foregoing warrant, the inhabitants of the Town of Topsfield, qualified to vote in elections appeared at St. Rose Hall/12 Park St. to cast their ballot for candidates and offices of their choice listed below.

A total of 3226 voters cast their votes on November 2, 2010 from 7:00 a.m. through 8:00 p.m."

TOTAL REGISTERED VOTERS FOR TOPSFIELD: 4119
TOTAL VOTES IN TOPSFIELD: 3226
% of Turnout 78.32%

GOVERNOR AND LIEUTENANT GOVERNOR

Patrick and Murray – Democratic 1125
Baker and Tisei – Republican 1891
Cahill and Loscocco – Independent 149
Stein and Purcell – Green-Rainbow 25
All Others 1
Blanks....35

ATTORNEY GENERAL

Martha Coakley – Democratic
Candidate for Re-Election 1626
James B. McKenna – Republican....1541
All Others 3
Blanks....56

SECRETARY OF STATE

William Francis Galvin – Democrat
Candidate for Re-Election 1588
Willam C. Campbell – Republican....1460
James D. Henderson – Unenrolled 61
All Others 3
Blanks....114

TREASURER

Steven Grossman – Democrat 1256
Karyn E. Polito – Republican....1835
All Others 2
Blanks....133

AUDITOR

Suzanne M. Bump – Democrat....975
Mary Z. Connaughton – Republican....1888
Nathanael Alexander Fortune – Green-Rainbow 120
All Others 4
Blanks....239

REPRESENTATIVE IN CONGRESS

John F. Tierney– Democrat
Candidate for Re-Election 1486
Bill Hudak, Republican 1623
All Others 8
Blanks....109

COUNCILLOR

Mary-Ellen Manning – Democrat 1862
All Others 55
Blanks....1309

SENATOR IN GENERAL COURT

Frederick E. Berry – Democrat
Candidate for Re-Election 1364
Richard A. Jolitz – Republican 1472
Matthew J. Fraser – Independent....170
All Others 2
Blanks....218

REPRESENTATIVE IN GENERAL COURT

Theodore C. Speliotis – Democrat
Candidate for Re-Election 1421
Daniel C. Bennett – Republican 1676
All Others 2
Blanks....127

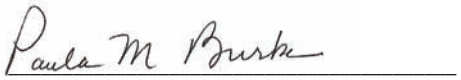
DISTRICT ATTORNEY

Jonathon W. Blodgett – Democrat
Candidate for Re-Election 1942
All Others 52
Blanks....1232

SHERIFF

Frank G. Cousins, Jr. 2243
Damian M. Anketell....582
Kevin J. Leach – Independent....214
All Others 3
Blanks....184

A TRUE COPY ATTEST:



Paula M. Burke
Town Clerk

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION
Sales Tax on Alcoholic Beverages

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 4, 2010?

SUMMARY
This proposed law would remove the Massachusetts sales tax on alcoholic beverages and alcohol, where the sale of such beverages and alcohol or their importation into the state is already subject to a separate excise tax under state law. The proposed law would take effect on January 1, 2011.

A YES VOTE would remove the state sales tax on alcoholic beverages and alcohol where their sale or importation into the state is subject to an excise tax under state law.	1,876
A NO VOTE would make no change in the state sales tax on alcoholic beverages and alcohol.	1,276

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION
Comprehensive Permits for Low- or Moderate- Income Housing

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 4, 2010?

SUMMARY
This proposed law would repeal an existing state law that allows a qualified organization wishing to build government-subsidized housing that includes low- or moderate-income units to apply for a single comprehensive permit from a city or town's zoning board of appeals (ZBA), instead of separate permits from each local agency or official having jurisdiction over any aspect of the proposed housing. The repeal would take effect on January 1, 2011, but would not stop or otherwise affect any proposed housing that had already received both a comprehensive permit and a building permit for at least one unit.

Under the existing law, the ZBA holds a public hearing on the application and considers the recommendations of local agencies and officials. The ZBA may grant a comprehensive permit that may include conditions or requirements concerning the height, site plan, size, shape, or building materials of the housing. Persons aggrieved by the ZBA's decision to grant a permit may appeal it to a court. If the ZBA denies the permit or grants it with conditions or requirements that make the housing uneconomic to build or to operate, the applicant may appeal to the state Housing Appeals Committee (HAC).

After a hearing, if the HAC rules that the ZBA's denial of a comprehensive permit was unreasonable and not consistent with local needs, the HAC orders the ZBA to issue the permit. If the HAC rules that the ZBA's decision issuing a comprehensive permit with conditions or requirements made the housing uneconomic to build or operate and was not consistent with local needs, the HAC orders the ZBA to modify or remove any such condition or requirement so as to make the proposal no longer uneconomic. The HAC cannot order the ZBA to issue any permit that would allow the housing to fall below minimum safety standards or site plan requirements. If the HAC rules that the ZBA's action was consistent with local needs, the HAC must uphold it even if it made the housing uneconomic. The HAC's decision is subject to review in the courts.
A condition or requirement makes housing "uneconomic" if it would prevent a public agency or non-profit organization from building or operating the housing except at a financial loss, or it would prevent a limited dividend organization from building or operating the housing without a reasonable return on its investment.

A ZBA's decision is "consistent with local needs" if it applies requirements that are reasonable in view of the regional need for low- and moderate-income housing and the number of low-income persons in the city or town, as well as the need to protect health and safety, promote better site and building design, and preserve open space, if those requirements are applied as equally as possible to both subsidized and unsubsidized housing. Requirements are considered "consistent with local needs" if more than 10% of the city or town's housing units are low- or moderate-income units or if such units are on sites making up at least 1.5% of the total private land zoned for residential, commercial, or industrial use in the city or town. Requirements are also considered "consistent with local needs" if the application would result, in any one calendar year, in beginning construction of low- or moderate-income housing on sites making up more than 0.3% of the total private land zoned for residential, commercial, or industrial use in the city or town, or on ten acres, whichever is larger.

A YES VOTE would repeal the state law allowing the issuance of a single comprehensive permit to build housing that includes low- or moderate-income units.	1,428
A NO VOTE would make no change in the state law allowing issuance of such a comprehensive permit.	1,621

QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION
Sales and Use Tax Rates

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives before May 4, 2010?

SUMMARY
This proposed law would reduce the state sales and use tax rates (which were 6.25% as of September 2009) to 3% as of January 1, 2011. It would make the same reduction in the rate used to determine the amount to be deposited with the state Commissioner of Revenue by non-resident building contractors as security for the payment of sales and use tax on tangible personal property used in carrying out their contracts.
The proposed law provides that if the 3% rates would not produce enough revenues to satisfy any lawful pledge of sales and use tax revenues in connection with any bond, note, or other contractual obligation, then the rates would instead be reduced to the lowest level allowed by law.

The proposed law would not affect the collection of moneys due the Commonwealth for sales, storage, use or other consumption of tangible personal property or services occurring before January 1, 2011.

The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would reduce the state sales and use tax rates to 3%.	1,630
A NO VOTE would make no change in the state sales and use tax rates.	1,546

APPENDIX A FY2012 OPERATING BUDGET

Approved Appropriation Fiscal Year 2011	FISCAL YEAR 2012 GENERAL OPERATING BUDGET May 3, 2011 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2012
	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
50,842.00	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
	GENERAL GOVERNMENT	
	Moderator:	
1.00	Salary	1.00
1.00	TOTAL: Moderator	1.00
	Selectmen:	
164,406.00	Salaries	165,905.00
41,197.00	Wages	41,197.00
25,890.00	Other	28,890.00
231,493.00	TOTAL: Selectmen	235,992.00
	Selectmen's Special:	
68,050.00	Other	68,050.00
68,050.00	TOTAL: Selectmen Special	68,050.00
	Parking Clerk:	
-	Other	-
-	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:	
4,272.00	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
	Board of Assessors:	
69,772.00	Salaries	69,772.00
33,855.00	Wages	33,331.00
17,309.00	Other	17,833.00
120,936.00	TOTAL: Assessors	120,936.00

FISCAL YEAR 2012
GENERAL OPERATING BUDGET
May 3, 2011
ANNUAL TOWN MEETING

Approved Appropriation Fiscal Year 2011		Recommended Appropriation Fiscal Year 2012
	Town Treasurer and Collector:	
64,272.00	Salary	64,922.00
64,132.00	Wages	64,132.00
30,800.00	Other	39,500.00
159,204.00	TOTAL: Town Treasurer & Coll.	168,554.00
	Town Hall:	
500.00	Wages	300.00
143,878.00	Other	139,969.00
144,378.00	TOTAL: Town Hall	140,269.00
	School Street Building	
634.00	Other	500.00
634.00	TOTAL: School Street Building	500.00
	Town Clerk:	
50,842.00	Salary	50,842.00
15,919.00	Wages	19,714.00
11,309.00	Other	10,056.00
78,070.00	TOTAL: Town Clerk	80,612.00
	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
14,127.00	Wages	14,127.00
68,887.00	TOTAL: Conservation Commission	68,887.00
	Planning Board:	
5.00	Salaries	5.00
1,754.00	Other	1,754.00
1,759.00	TOTAL: Planning Board	1,759.00

FISCAL YEAR 2012
GENERAL OPERATING BUDGET
May 3, 2011
ANNUAL TOWN MEETING

Approved Appropriation Fiscal Year 2011		Recommended Appropriation Fiscal Year 2012
	Zoning Board of Appeals:	
724.00	Other	724.00
724.00	TOTAL: Zoning Board of Appeals	724.00
993,857.00	SUB-TOTAL:GENERAL GOV'T	1,006,005.00
	PUBLIC SAFETY	
	Police Department:	
144,202.00	Salaries	145,113.00
1,122,374.00	Wages	1,098,522.00
109,653.00	Other	113,372.00
	Capital Equipment	-
1,376,229.00	TOTAL: Police Department	1,357,007.00
	Fire Department:	
97,316.00	Salaries	101,316.00
401,785.00	Wages	401,785.00
86,866.00	Other	85,366.00
585,967.00	TOTAL: Fire Department	588,467.00
	Ambulance Services	
-	Other	-
-	TOTAL: Ambulance Service	-
	Inspectional Services:	
71,775.00	Salaries	74,450.00
18,462.00	Wages	18,807.00
5,519.00	Other	5,519.00
95,756.00	TOTAL: Inspectional Services	98,776.00
	Sealer Weights & Measures:	
1,500.00	Salary	1,500.00
–	Other	-
1,500.00	TOTAL: Sealers Weights & Measure	1,500.00

FISCAL YEAR 2012
GENERAL OPERATING BUDGET
May 3, 2011
ANNUAL TOWN MEETING

Approved Appropriation Fiscal Year 2011		Recommended Appropriation Fiscal Year 2012
	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
2,077,627.00	SUB-TOTAL: PUBLIC SAFETY	2,063,925.00
	EDUCATION ELEMENTARY SCHOOL	
4,493,132.00	Total Salaries	4,619,452.00
168,959.00	Total Supplies/Marerials/Textbooks	188,835.00
43,306.00	Total Equipment	43,624.00
45,062.00	Total Prof Dev (Mem./Work./Conf.)	59,477.00
395,338.00	Total Special Ed.(Tuitions & Services)	439,447.00
246,203.00	Total Transportation	285,530.00
225,306.00	Utilities	213,288.00
164,287.00	Facilities	124,828.00
5,781,593.00	TOTAL: Elementary Schools	5,974,481.00
5,781,593.00	SUB-TOTAL - ELEMENTARY SCHOOLS	5,974,481.00
	PUBLIC WORKS AND FACILITIES	
	General Highway:	
75,983.00	Salary	75,983.00
190,419.00	Wages	191,069.00
198,805.00	Other	198,805.00
25,740.00	Capital Equipment	-
490,947.00	TOTAL: General Highway	465,857.00
	Snow and Ice:	
78,581.00	Wages	78,581.00
164,285.00	Other	164,285.00
242,866.00	TOTAL: Snow and Ice	242,866.00

FISCAL YEAR 2012
GENERAL OPERATING BUDGET
May 3, 2011
ANNUAL TOWN MEETING

Approved Appropriation Fiscal Year 2011		Recommended Appropriation Fiscal Year 2012
	Street Lights:	
18,900.00	Other	18,900.00
18,900.00	TOTAL: Street Lights	18,900.00
752,713.00	SUB-TOTAL: PUBLIC WORKS	727,623.00
	HUMAN SERVICES	
	Board of Health:	
64,272.00	Salary	64,272.00
12,182.00	Wages	12,182.00
16,730.00	Other	16,730.00
93,184.00	TOTAL: Board of Health	93,184.00
	MSW Collection, HHW & Recycling:	
369,819.00	Services	387,560.00
369,819.00	TOTAL: MSW Collection, HHW & Recycling	387,560.00
	Recycling:	
1,350.00	Other	3,850.00
1,350.00	TOTAL: Recycling	3,850.00
	Council On Aging:	
41,865.00	Salary	41,865.00
35,476.00	Wages	35,476.00
2,582.00	Other	2,582.00
79,923.00	TOTAL: Council On Aging	79,923.00
	Veterans' Benefits:	
4,970.00	Other	6,350.00
4,970.00	TOTAL: Veterans' Benefits	6,350.00
	Soldiers & Sailors Graves:	
800.00	Other	800.00
800.00	TOTAL: Soldiers & Sailors Graves	800.00
550,046.00	SUB-TOTAL: HUMAN SERVICES	571,667.00

Approved Appropriation Fiscal Year 2011	FISCAL YEAR 2012 GENERAL OPERATING BUDGET May 3, 2011 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2012
	CULTURE & RECREATION	
	Library:	
187,719.00	Salaries	182,383.00
150,813.00	Wages	150,813.00
118,846.00	Other	131,140.00
457,378.00	TOTAL: Library	464,336.00
	Park and Cemetery Department:	
65,272.00	Salary	65,272.00
121,207.00	Wages	121,557.00
44,261.00	Other	45,176.00
230,740.00	TOTAL: Park & Cemetery Dept.	232,005.00
	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
	Memorial Day/Veteran's Day:	
3,600.00	Other	3,600.00
3,600.00	TOTAL: Memorial Day/Veteran's Day	3,600.00
	Historical Commission:	
450.00	Other	450.00
450.00	TOTAL: Historical Commission	450.00
705,871.00	SUB TOTAL:CULTURE & RECREATION	714,094.00

Approved Appropriation Fiscal Year 2011	FISCAL YEAR 2012 GENERAL OPERATING BUDGET May 3, 2011 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2012
	DEBT SERVICE	
643,000.00	Long-Term Debt Principal	796,700.00
438,042.00	Long -Term Debt Interest	388,283.00
25,000.00	Interest for Temporary Loans	35,000.00
	Issue Cost	2,500.00
1,141,042.00	TOTAL: DEBT SERVICE	1,187,483.00
1,141,042.00	SUB TOTAL: DEBT SERVICE	1,187,483.00
	OTHER EXPENDITURES	
	Pensions:	
667,094.00	Essex Retirement	733,580.00
667,094.00	TOTAL: Pensions	733,580.00
	Insurance:	
362,253.00	Liability/Accident/Workmen's Comp.	352,941.00
1,575,476.00	Life/Medical/Medicare	1,726,577.00
50,000.00	Unemployment	100,000.00
1,987,729.00	TOTAL: Insurance	2,179,518.00
2,654,823.00	SUB-TOTAL OTHER EXPENDITURES	2,913,098.00
14,657,572.00	*****TOTAL BUDGET RECOMMENDATION*****	**15,158,376.00**

Fiscal Year 2011: July 1, 2010 through June 30, 2011
Fiscal Year 2012: July 1, 2011 through June 30, 2012

APPENDIX B ARTICLE TWENTY-EIGHT OF THE MAY 3, 2011 ATM

ATTACHMENT B

Article Twenty-Eighth of the May 3, 2011 ATM
Ground-Mounted Solar Photovoltaic Installations

16.01 Purpose

The purpose of this bylaw is to provide the standards for new Ground-Mounted Solar Photovoltaic Installations relative to the placement, design, construction, operation, monitoring, modification and removal of such installations that address public health, welfare or safety, and to minimize impacts on scenic, natural and historic resources.

16.02 Applicability

This bylaw applies to Ground-Mounted Solar Photovoltaic Installations and physical modifications that materially alter the type, configuration, or size of these installations or related equipment.

16.03 Definitions

A. Solar Photovoltaic Installation: A solar photovoltaic system including all panels and appurtenant structures that is structurally mounted on the ground and is not roof-mounted.

B. Solar Photovoltaic Installation - Large Scale: A Solar Photovoltaic Installation which occupies an area greater than five-hundred (500) square feet as measured within the perimeter of the installation.

16.04 General Requirements

The following requirements are common to all Solar Photovoltaic Installations to be sited in designated locations.

A. Compliance with Laws, Ordinances and Regulations: The construction and operation of all Solar Photovoltaic Installations shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of a Solar Photovoltaic Installation shall be constructed in accordance with the State Building Code.

B. Special Permit with Site Plan Review: All Solar Photovoltaic Installations shall be subject to site plan review as described in Article IX of the Topsfield Zoning Bylaw. In addition, Solar Photovoltaic Installation - Large Scale shall require a special permit, pursuant to Article V of the Topsfield Zoning Bylaw, by the Planning Board as special permit granting authority prior to construction, installation or modification as provided in this section.

Required Documents: Pursuant to the special permit and site plan review process, the applicant shall provide the following documents in addition to those required under Article IX:

1. A site plan showing:

a. The Solar Photovoltaic Installation showing the proposed layout of the system and any potential shading from nearby structures. For Special Permit Applications, drawings shall be signed by a Professional Engineer licensed in Massachusetts
b. One or three line electrical diagram detailing the Solar Photovoltaic Installation, associated components, and electrical interconnection methods, with all National Electrical Code compliant disconnects and over-current devices;
c. Documentation of the major system components to be used, including the panels, mounting system, rated name plate capacity, inverter and interconnection details;
d. Name, address, and contact information for proposed system installer and operator;
e. Name, address, phone number and signature of the applicant, as well as all co-applicants if any;
f. The name, contact information and signature of property owner or co-owner, project developers and co-developers, lessors and agents representing the project applicant.

2. Documentation of actual or prospective access and control of the project site (see also Section 16.04 D);

3. Proof of liability insurance acceptable to the Planning Board.

The Planning Board may waive documentary requirements as it deems appropriate.

C. Operation & Maintenance Plan: The applicant for a Solar Photovoltaic Installation – Large Scale shall submit a plan for the operation and maintenance of the Solar Photovoltaic Installation, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

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

E. Dimension and Density Requirements:

1. Setback and Yard Requirements:

a. No Solar Photovoltaic Installation shall be installed in a front yard or within thirty feet of the line of any street or way.

b. Solar Photovoltaic Installations shall comply with the Table of Dimensional and Density Regulations with respect to side yard, rear yard and minimum open space, except that Solar Photovoltaic Installations – Large Scale shall have a required side setback of fifty (50) feet and a required rear setback of fifty (50) feet. The Planning Board may reduce the side and rear setbacks but not to less than those required in the Table of Dimensional and Density Regulations.

2. Height Requirements. Solar Photovoltaic Installations must be no higher than twelve (12) feet.

F. Design Standards:

1. Lighting. Lighting shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting of the Solar Photovoltaic Installation shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.

2. Signage. A sign for all Solar Photovoltaic Installations – Large Scale consistent with the Town's sign bylaw shall be required to identify the owner and provide the business name for the company (ies) that own and operate the installation, their business address, the name of a contact person, and a 24-hour emergency contact phone number.

3. Utility Connections. Reasonable efforts, as determined by the Planning Board, shall be made to place cabling and utility connections from the Solar Photovoltaic Installation underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider.

4. Conditions. All appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible with each other. Structures shall be screened from view by vegetation or fencing.

I. Safety and Environmental Standards:

1. Emergency Services. The Solar Photovoltaic Installation – Large scale owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the Topsfield Fire Chief. The owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the Solar Photovoltaic Installation shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.

2. Land Clearing, Soil Erosion and Habitat Impacts. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Solar Photovoltaic Installation and in accordance with applicable laws, regulations, and bylaws including but not limited to the Conservation Bylaw, the Stormwater Management and Erosion Control Bylaw and the Soil Removal Bylaw.

J. Maintenance: The Solar Photovoltaic Installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security and safety measures. Site access for Solar Photovoltaic Installation – Large Scale shall be maintained to a level acceptable to the Topsfield Fire Chief.

K. Modifications: All material modifications to a Solar Photovoltaic Installation made after issuance of the required building permit shall require approval by the Planning Board.

L. Abandonment or Decommissioning:

1. Removal Requirements. Any Solar Photovoltaic Installation which has reached the end of its useful life or has been abandoned consistent with Section 16.04 L. 2. of this bylaw shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

a. Physical removal of all Solar Photovoltaic Installations, structures, equipment, security barriers and transmission lines from the site.

b. Disposal of all solid and hazardous waste shall be in accordance with local, state, and federal regulations.

c. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner or operator to leave landscaping or designated below-grade foundations in place in order to minimize erosion and disruption to vegetation.

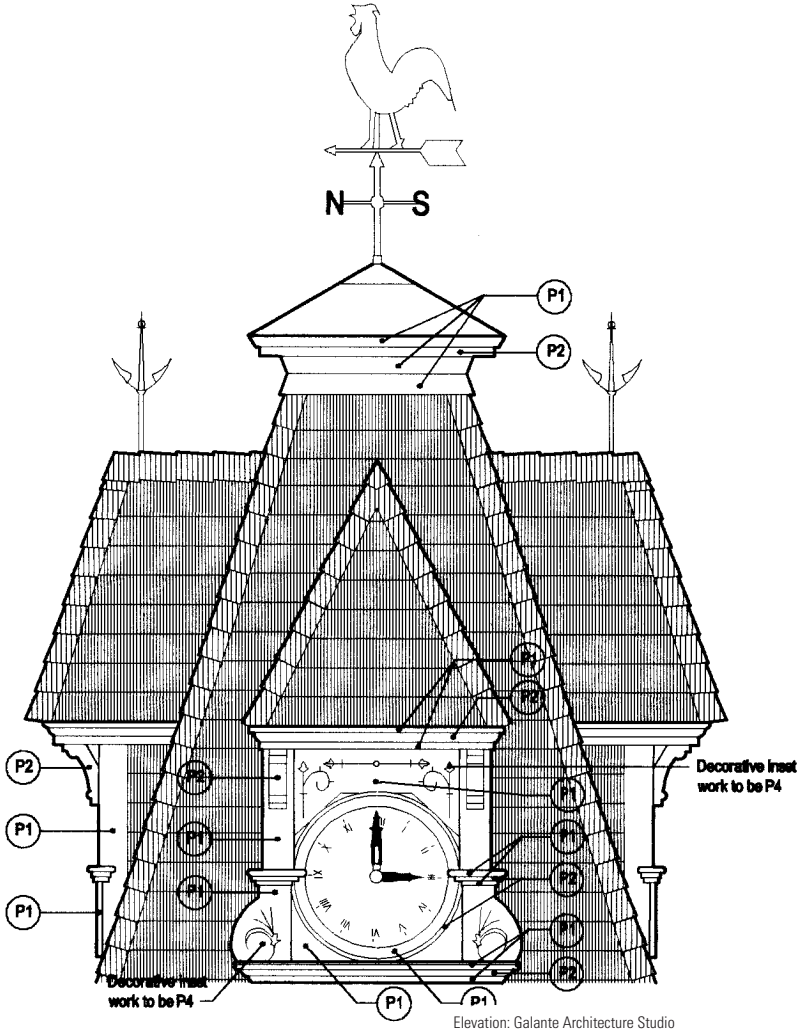
2. Abandonment: Absent notice to the Planning Board as provided above of a proposed date of decommissioning or written notice requesting an extension due to extenuating circumstances, the Solar Photovoltaic Installation shall be considered abandoned when it fails to operate or its operations are discontinued for more than one year without the written consent of the Planning Board; or if the Building Inspector has determined that the installation is a hazard to public safety and the conditions have not been corrected within six (6) months.

The Town retains the right, after the receipt of an appropriate court order to enter and remove an abandoned or hazardous Solar Photovoltaic Installation that is not removed by the property owner within six (6) months from the date of abandonment, as described above, or the proposed date of decommissioning. As a condition of approval, an applicant shall agree to allow entry to remove an abandoned installation. The costs for the removal 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.

16.05 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.

Photo: Kindra Clineff Photography



Elevation: Galante Architecture Studio

Photo: ET Johnson & Associates

FINANCIAL REPORTS

Note:
All financial data cover the period July 1, 2010 through June 30, 2011.

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 December 21, 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

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

John W. Minnehan was re-elected to the Board of Assessors in May 2011 election.

Copies of the property record cards for Fiscal 2011 are now on line and may be accessed through the Town's website at *www.topsfield-ma.gov* and going to the alpha listing by department to the Assessors page. Scroll down and click on Y2011 Assessed Values Vision Appraisal Database. You will be asked to sign in and create a password. Information can be obtained by address or parcel identification number. Owners' names are excluded. We will update the database each year upon receiving certification of the tax rate.

Fiscal 2011 valuations continued to decrease in certain areas reflecting the downward trend in the market. Assessed values do not reflect current market conditions. The assessment date is January 1st of each year and valuations are based upon an analysis of the preceding calendar year's sales. When there are insufficient sales two years of sales are used. 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, 2010 FOR FISCAL 2011

Real Property:	Residential	$1,062,463,312
	Open Space	0
	Commercial	61,241,558
	Industrial	18,792,500
	Total Real Property	$**1,142,497,370**
Personal Property:	Business Accounts	4,200,104
	Utility Accounts	15,670,676
	Wireless Accounts	594,250
	Total Personal Property	20,465,030
Total Taxable Real and Personal Property:		$1,162,962,400
Exempt Property:		70,021,000
Total Valuation of All Property:		$1,212,518,370
Tax Rate (Per $1,000 Valuation):		$14.83

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

On Real Property	$16,943,236.01
On Personal Property	$ 303,496.39
Total Levy	$17,246,732.40

Motor Vehicle and Trailer Excise Received in Calendar 2010

2008 Registered Cars	1
2009 Registered Cars	155
2010 Registered Cars	6,765

Commissioner's Total Value:	$40,027,100.
Excise Tax Total:	$ 858,168.26

FINANCE COMMITTEE

Town of Topsfield Fiscal Year 2012
Revenue and Expense Plan

Finance Committee
Overview and Recommendations

April 4, 2011

Citizens of Topsfield
Topsfield, Massachusetts 01983

Dear Fellow Citizens:
In accordance with the bylaws of the Town of Topsfield, we the members of the Finance Committee reviewed and prepared recommendations regarding the Town's Operating Budget for fiscal year 2012 (FY 012) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7PM on May 3, 2011. The proposed budgets were prepared by departments with reference to guidelines established by the Finance Committee. Given the continuing difficult economic environment, these guidelines requested the submission of level-funded budgets, no new government or programs, and no adjustment for inflation in non salary and wage accounts. Departments were asked to focus on services that are essential to the Town. Articles were placed on the Warrant by the Board of Selectmen on their own behalf, on behalf of other Town Boards or by Citizen Petition. This letter outlines some of the significant issues and facts that our Committee has considered. You may find these helpful to your decision making process.
The Finance Committee has recommended a FY 2012 budget of a nearly level-funded Article-3 budget and a Masconomet Regional School assessment of a base amount of $6,048,048 and an additional amount subject to a Proposition 21/2 override of $191,539 for a total Masconomet High School assessment of $6,239,587 as certified by the School Board. The FY012 budget recommended by the Finance Committee includes total appropriations in the amount of $22,810,173 representing an increase of 3.53% over FY011. After making adjustments for state aid and other revenues and assessments inclusive of the impact of reduced state aid and lack of growth in local receipts, the resulting total to be raised through real estate taxes will be $18,204,399, an increase of 5.55% over the current year. Additionally, the Board of Selectmen recommend the purchase of a truck/sander and wing plow for the Highway Department subject to a Proposition 2 ½ capital expenditure exclusion totaling $145,000. The taxing authority for the purchase of the truck relative to Proposition 21/2 limits only remain in place for the fiscal year 2012.

The budget reflects signed employee contracts and an agreement reached under collective bargaining negotiations with union employees by the Selectmen and zero salary wage increases for non-represented personnel. Some allowances have been made for uniform and safety-related equipment. Included among the contributing factors requiring the recommended funding levels for the proposed budget(s) are the following:

- Public Safety –The Public Safety Base Budget has been decreased by $13,702 or 0.66% relative to FY011. This change is consistent with the recommended Finance Committee guidelines.
- Elementary Schools – The Elementary School Budget for FY012 has increased by $192,888 or 3.34% over the previous year. Compelling evidence demonstrated this funding level to be essential to the educational program provided at the Steward and Proctor schools.
- Public Works and Facilities – This budget has been decreased by $25,090 or 3.3% under FY011.
- Masconomet Regional School – The certified Topsfield assessment for the Masconomet Regional School budget for FY012 has increased by $226,526 or 3.77% over FY011 of which $191,539 or 3.19% has been placed on a Proposition 2/12 override question as this amount is over the guideline for the school set jointly by the Finance Committees of Topsfield, Boxford and Middleton. The Topsfield assessment is based on the total assessed cost of $21,293,967 for the entire district of Topsfield, Boxford and Middleton.

In addition to the above discussed items, the FY012 recommended budget includes a limited amount of capital expenditures. While our recommendation represents a relatively small number of the numerous justifiable requests, in concert with the Selectmen, we believe the proposed expenditures to be financially prudent. We encourage you to review the Warrant for our specific recommendations. The Finance Committee supports these capital expenditures and believes them to be important to the operation of our Town.

The Topsfield Town 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 available cost savings and revenue sources in order to propose a base Budget that remains within Prop 2 1/2 guidelines. In an attempt to maintain Town services and education consistent with the values historically embraced in Topsfield, Articles requiring either a Proposition 2 1/2 override or exclusion in the amount of $336,539 have 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 the important decisions before you.

Additional detail for each budget addressed in this Warrant, is available on the Topsfield website: *http://www.topsfield-ma.gov/index.shtml.*

Respectfully submitted by the Topsfield Finance Committee,

Mark B. Lyons, *Chairman*
Heidi L. Bond
Paul E. Dierze
Karen Dow
Kathryn S. Hartmann
J. Stephen Lais
Holger M. Luther

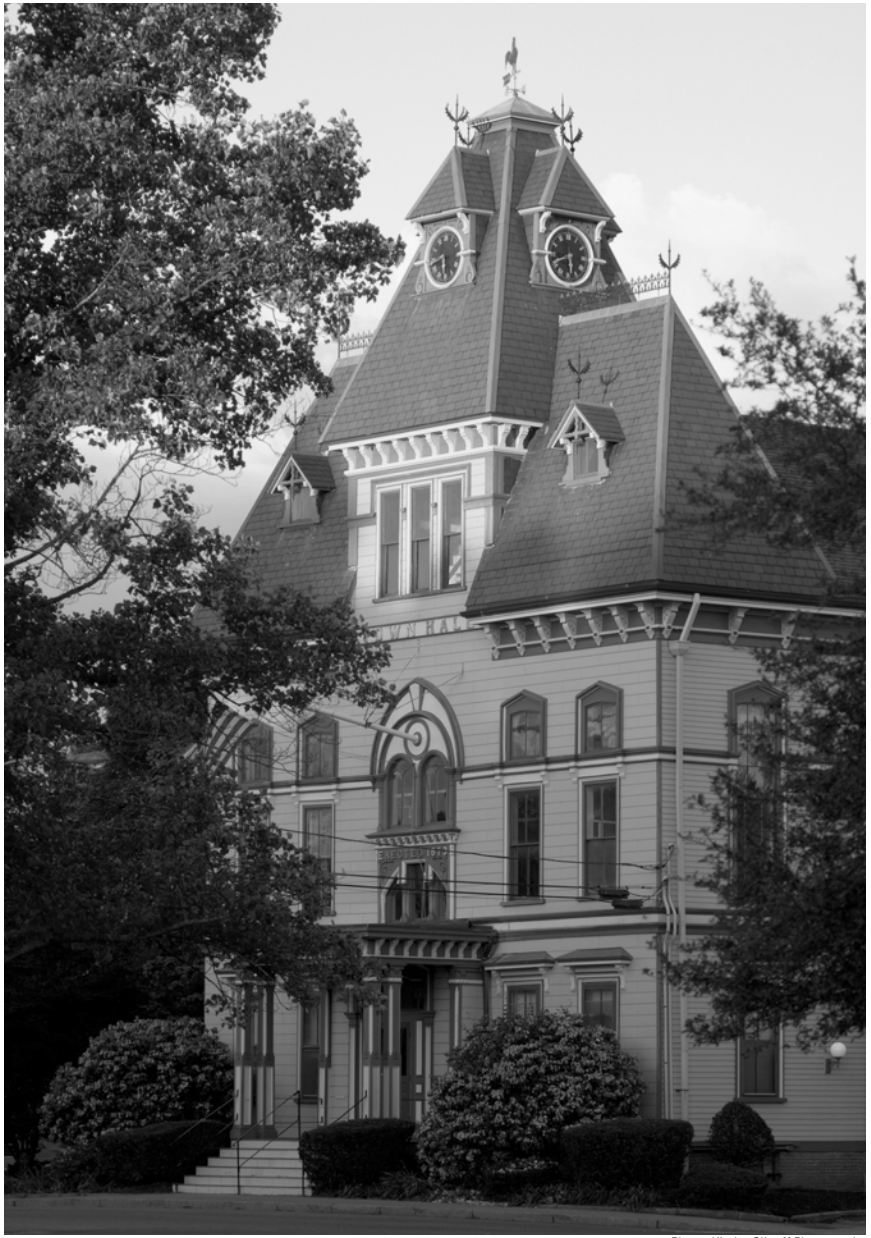


Photo: Kindra Clineff Photography

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, 2011. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2011.

Respectfully submitted,

Pamela J. Wood
Town Accountant

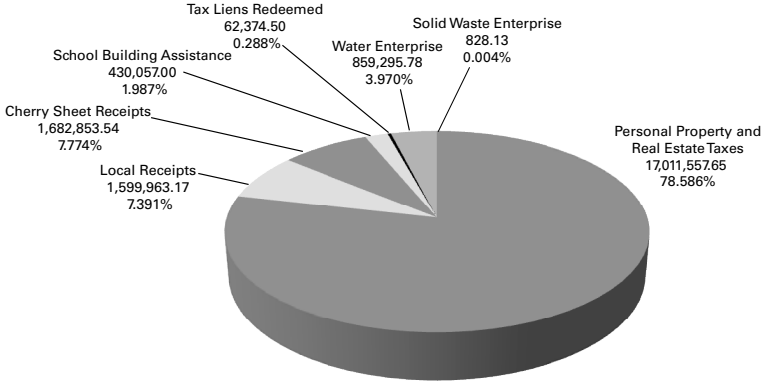
STATEMENT OF TOWN DEBT
As of June 30, 2011

Outstanding Debt - July 1, 2010		
Multi-Purpose 2001	2,575,000.00	
Multi-Purpose 2002	6,605,000.00	$9,180,000.00
Plus Debt Issued During the Year		
Town - Asbury Street Bridge	400,000.00	
Town - Fire Truck	250,000.00	
Town Refunded Multi Purpose 2001	2,252,500.00	
Water Enterprise Fund - Washington, Gail, Grove St	505,000.00	
Water Enterprise Fund - Ipswich Rd	550,000.00	
Water Refunded Multi Purpose 2001	82,500.00	$4,040,000.00
Less Debt Retired During the Year:		
Multi-Purpose 2001	230,000.00	
Multi-Purpose 2001 - Pay down from Bond Premium	10,000.00	
Multi-Purpose 2001 - Refunded as part of Multi Purpose 2011	2,335,000.00	
Multi-Purpose 2002	420,000.00	$2,995,000.00
Outstanding Debt - June 30, 2011		
Multi-Purpose 2001 - Refunded as part of Multi Purpose 2011	-	
Multi-Purpose 2002	6,185,000.00	
Multi Purpose 2011	4,040,000.00	$10,225,000.00
Outstanding Debt - General Government		9,087,700.00
Outstanding Debt - Water Enterprise Fund		1,137,300.00
Total Outstanding Debt - June 30, 2011		$10,225,000.00
Outstanding Bond Anticipation Notes - June 30, 2011		
Town - Asbury Street Bridge	400,000.00	
Issued as Long Term Debt Multi Purpose 2011	(400,000.00)	
Town - Fire Truck	250,000.00	
Issued as Long Term Debt Multi Purpose 2011	(250,000.00)	
Water Enterprise Fund - Washington, Gail, Grove St	505,000.00	
Issued as Long Term Debt Multi Purpose 2011	(505,000.00)	
Water Enterprise Fund - Ipswich Rd	550,000.00	
	(550,000.00)	
	-	

FISCAL 2011

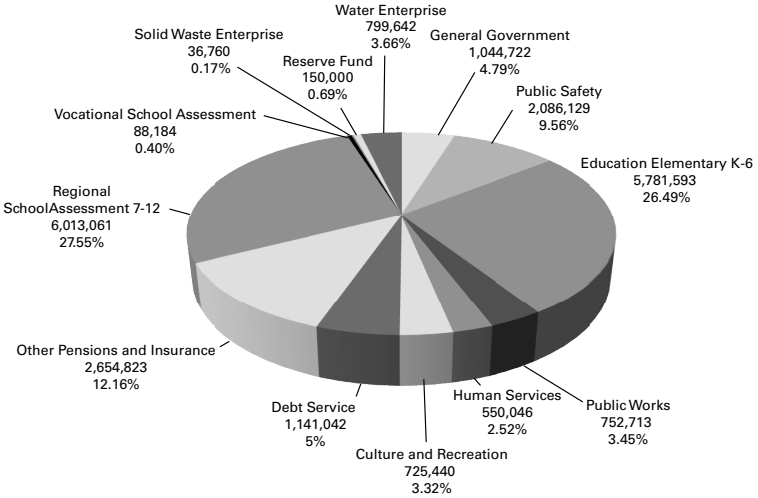
REVENUES

$ 21,646,929.77



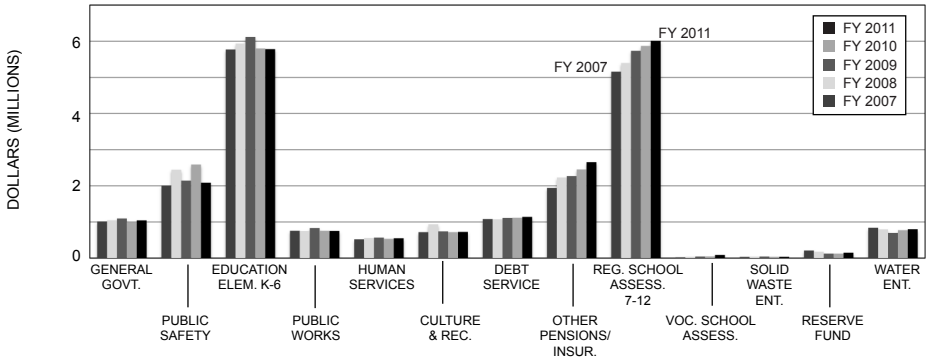
APPROPRIATIONS

$21,824,155

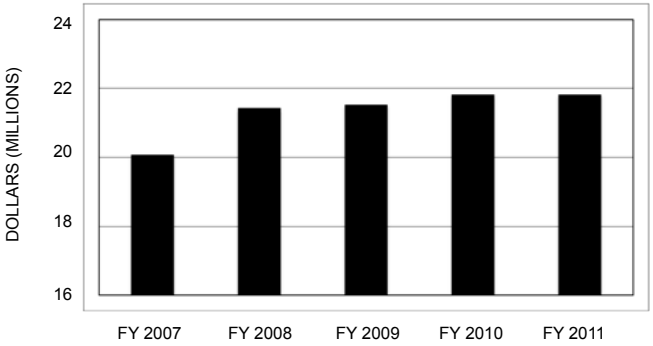


TOWN BUDGETS FROM PAST 5 YEARS

TOWN DEPARTMENT BUDGETS
FY 2007 – FY 2011



TOTAL TOWN BUDGET
FY 2007 – FY 2011



TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2011

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
GENERAL FUND REVENUE				
Taxes				
Personal Property:				
Levy of 2011	302,271.20			
Levy of Prior Years	(7,020.99)	295,250.21	303,496.39	(8,246.18)
Real Estate:				
Levy of 2011	16,659,304.82			
Levies of Prior Years	57,002.62	16,716,307.44	16,943,236.01	(226,928.57)
Tax Liens:				
Redeemed	62,374.50	62,374.50	-	62,374.50
Other Tax Revenue:				
Withdrawal Penalty Tax Ch 61A	-			
Withdrawal Penalty Tax Ch 61B	-	-		-
Motor Vehicles Excise:				
Levy of 2011	728,112.08			
Levy of 2010	119,381.24			
Levies of Prior Years	5,362.53	852,855.85	736,000.00	116,855.85
Other Excise				
Room Occupancy	556.44	556.44	1,100.00	(543.56)
Interest & Penalties on Taxes:				
Real & Personal Property	16,386.98			
Motor Vehicle Excise	3,869.97			

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2011

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Tax Liens	6,814.37	27,071.32	25,300.00	1,771.32
In Lieu of Taxes	59,874.64	59,874.64	59,300.00	574.64
Other Charges for Services:				
Town Hall - Copier	308.27			
Library - Fax Fees	1,139.50			
Cable - Sale of Video Tapes				
Assessors - Sale of Maps	457.00			
Accident Report & Miscellaneous	751.50			
Tax Collector - Municipal Liens	6,650.00			
Firearms Licensing	2,275.00	11,581.27	7,500.00	4,081.27
Fees:				
Tax Collector Demands	12,947.00			
Deputy Collector	8,219.00			
Town Clerk Fees	9,385.20			
Town Clerk Dog License Fees	14,223.50			
Planning Board Fees	400.00			
Zoning Board Fees	1,600.00			
Animal Control Officer	175.00			
Police Special Detail	54,993.86			
Fire Special Detail	6,970.60	108,914.16	80,000.00	28,914.16
Other Departmental Revenue:				
Conservation Commission				
Planning Board				
Fire - Ambulance Reimb Other Towns	2,111.10			

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2011

		ACTUAL REVENUE	BUDGETED REVENUE	Over / (Under) BUDGET
Ambulance Service Topsfield Fair	1,976.32			
ALS-Dual Transport Ambulance	21,431.20			
Rescue Patient Transport	11,023.70			
Sealer of Weights & Measures	940.00			
Town Clerk Census	2,000.00			
Recycling Committee				
Recycling Sticker Program	58,500.00			
Composting Access Ticket	5,935.00			
		103,917.32	80,000.00	23,917.32
Licenses & Permits:				
Alcohol License	3,200.00			
Auction Permits	270.00			
Building Permits	138,858.00			
Cable License Fee	1,222.00			
Class I & II Licenses	1,600.00			
Electrical Permits	32,639.00			
Fairgrounds Permits	29,100.00			
Fire Permits	23,413.00			
Food Licenses	32,800.00			
Gas Permits	10,724.00			
Installer Permits	4,950.00			
Massage Therapy Permits				
Milk Licenses	50.00			
Miscellaneous Permits	300.00			
Plumbing Permits	14,475.00			
Septic Permits	10,050.00			
Sign Permit				

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2011

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Street Opening Permits	100.00			
Tobacco Sales	125.00			
Victualler License	800.00			
Well Permits	225.00	304,901.00	185,000.00	119,901.00
State Aid - Cherry Sheet - Mass School Business Authority:				
Abatements to Elderly	3,022.00			
Abatements to Vets,Blind, Surv Spouses	9,625.00		12,949.00	
Veteran Benefits Ch 115	6,515.00		11,768.00	
State Owned Land	121,346.00		121,346.00	
School Aid - Chapter 70	1,020,461.00		1,020,461.00	
" - School Choice Assessment				
" - School Bldg. Asst.	430,057.00		430,057.00	
Additional Assistance				
Police Career Incentive	3,081.54		3,368.00	
Unrestricted General Government Aid	518,803.00		518,803.00	
Lottery				
		2,112,910.54	2,118,752.00	(5,841.46)
Fines & Forfeits:				
Conservation Commission Fines				
Court Fines	5,375.00			
Parking Fines	400.00			
Police Fines				
Civil Disposition Violation	3,500.00			
RMV Charges	36,260.00	45,535.00	48,400.00	(2,865.00)

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2011

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Earnings on Investments:	21,732.31	21,732.31	18,000.00	3,732.31
Miscellaneous:				
Return Check Fees	575.00			
Cancelled Payments Prior Year	5,010.62			
Bond Premium	10,666.33			
Medicare Drug Subsidy	12,565.75			
Medicare Reimbursement Grants				
Medicare Reimbursement	22.81			
Abandoned Propery Comm of Mass				
Medicaid Reimbursement	25,279.52			
Flu Clinic Insurance Reimbursement	2,471.21			
Interest on Medicare Tax Refund				
SEC Action Administrative Fee	5.63			
MIIA Dividend				
MIIA Education Participation				
MIIA Credit Property & Casualty Prior Year				
Estimated Receipts	45.00			
Workmaers Comp refund	66.70			
Highway - Space Rental	2,500.00			
Gifts				
Rebate	5.89			
Board of Health	100.20			
Board of Health Court Appearance	10.00			
Police Court Appearance	121.20			
Police Academy Reimbursement	3,578.00			
Collector's Certification Fee				

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2011

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Veteran's Services Reimbursement				
Sale of Town Vehicle		63,023.86	500.00	62,523.86
Total General Fund Revenue & Other Financing Sources		20,786,805.86	20,606,584.40	180,221.46
WATER ENTERPRISE REVENUE				
User Charges & Connection Fees	845,553.27		805,071.62	40,481.65
Water Betterments	6,512.44		6,749.38	(236.94)
Water Betterments Tax Lien				
Water Delinquent Charges	2,387.41			2,387.41
Water Delinquent Charges Tax Lien				-
Cancel Payments Prior Year	612.61			612.61
Non Recurring Miscellaneous				-
Insurance & Restitution				
Sale of Equipment				
State Revenue				
Interest Income Transfer from General Fund	4,230.05		7,000.00	(2,769.95)
Total Water Enterprise Revenue		859,295.78	818,821.00	40,474.78
SOLID WASTE ENTERPRISE REVENUE				
Interest Income	828.13			
Total Solid Waste Enterprise Revenue		828.13		828.13
Total Revenue & Other Financing Sources - Fiscal 2011		21,646,929.77	21,425,405.40	221,524.37

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

GENERAL GOVERNMENT	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
Moderator		1.00				1.00	
Board of Selectmen							
Salaries		164,406.00			164,401.00	5.00	
Wages		41,197.00			41,196.24	0.76	
Other		25,890.00	3,000.00		28,103.16	786.84	
Prior Year Other						-	
Selectmen's Special							
Other		68,050.00	(11,951.00)		36,511.82	18,060.68	1,526.50
Prior Year Other	2,633.51		675.00		3,308.51	-	
Parking Clerk - Other						-	
Finance Committee							
Wages		1,158.00			639.12	518.88	
Other		360.00			173.00	187.00	
Prior Year Other	41.99				41.99	-	
A2 Reserve Fund		150,000.00				73,534.00	
Transfers to:							
Unemployment Insurance			(18,000.00)				
Unemployment Insurance			(12,000.00)				
Unemployment Insurance			(35,000.00)				
Treasurer/Collector- Other Contracted Services			(2,500.00)				
Fire - Wages			(8,000.00)				
Town Clerk - Other Elections & Town Meetings			(966.00)				
Town Accountant							
Salary		64,272.00			64,272.00	-	
Wages		33,043.00			33,042.07	0.93	
Other		20,788.00			20,631.17	156.83	
Prior Year Other	136.17				136.17	-	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
Board of Assessors							
Salaries		69,772.00			69,772.00	-	
Wages		33,855.00	(1,500.00)		32,184.56	170.44	
Other		17,309.00	1,500.00		13,143.09	4,503.41	1,162.50
Prior Year Other	6,831.30		(800.00)		6,031.30	-	
A34/10ATM Triennial Update Com & Ind		28,000.00				-	28,000.00
A35/10ATM Triennial Update PP		11,000.00				-	11,000.00
Town Treasurer/Collector							
Salaries		64,272.00			64,272.00	-	
Wages		64,132.00			64,131.06	0.94	
Other		30,800.00	2,500.00		30,883.70	2,284.21	132.09
Prior Year Other	9,362.39				9,362.39	-	
Town Hall							
Wages		500.00			327.76	172.24	
Other		143,878.00	7,130.00		135,561.01	12,775.32	2,671.67
Prior Year Other	7,762.12		870.00		8,227.12	405.00	
A17/06ATM TH Electrical Upgrade	1,637.00					-	1,637.00
A22/07ATM Interior Refurbish TH	2,398.80					-	2,398.80
A16/10ATM TH Finance Off Workstations		11,865.00			10,699.80	-	1,165.20
A5/11STM TH Boiler Replacement			32,330.00		2,500.00	-	29,830.00
School Street Building						-	
Other		634.00	100.00		504.74	229.26	
Prior Year Other						-	
Town Website/Cable Advisory							
Wages						-	
Other						-	
Town Clerk							
Salaries		50,842.00			50,842.00	-	
Wages		15,919.00	(1,465.00)		13,995.82	458.18	
Other		11,309.00	2,431.00		13,708.66	31.34	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
Prior Year Other	690.12				690.12	-	
A39/93ATM Town Codification	169.05				166.28	2.77	
Trust Fund Clerk							
Other		100.00				100.00	
Conservation Commission							
Salary		54,760.00	1,478.00		56,238.00	-	
Wages		14,127.00			13,934.76	192.24	
Planning Board							
Salaries		5.00				5.00	
Other		1,754.00			783.94	970.06	
Prior Year Other	103.56				103.56	-	
Zoning Board							
Other		724.00			26.66	697.34	
TOTAL GENERAL GOVERNMENT	31,766.01	1,194,722.00	(40,168.00)	-	990,546.58	116,249.67	79,523.76
PUBLIC SAFETY							
Police Department							
Salaries		144,202.00			144,101.00	101.00	
Wages		1,122,374.00	23,881.00		1,121,359.19	24,895.81	
Other		109,653.00			106,924.75	1,306.01	1,422.24
Prior Year Other	3,081.42				3,081.42	-	
Capital							
A36/10ATM Police Liability Reduction		8,502.00	(3,300.00)		5,202.00	-	
Training							
Fire Department							
Salaries		97,316.00			97,316.00	-	
Wages		401,785.00	8,000.00		406,273.59	3,511.41	
Other		86,866.00			80,915.30	161.92	5,788.78
Prior Year Other	12,596.28				12,518.59	77.69	
A19/09 ATM Fire Dept Pumper	13,401.00		242,803.00		256,203.15	0.85	
Ambulance Service - Other						-	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
Inspectional Services							
Salaries		71,775.00	1,008.00		71,977.20	805.80	
Wages		18,462.00	72.00		18,109.80	424.20	
Other		5,519.00			5,235.33	156.33	127.34
Prior Year Other	640.28				640.28	-	
Sealer of Weights and Measures							
Salary		1,500.00			1,500.00	-	
Animal Control Officer							
Salary		8,904.00			8,904.00	-	
Other		549.00	110.00		658.94	0.06	
Animal Inspector							
Salary		6,882.00			6,882.00	-	
Other		1,840.00			905.00	935.00	
TOTAL PUBLIC SAFETY	29,718.98	2,086,129.00	272,574.00	-	2,348,707.54	32,376.08	7,338.36
EDUCATION							
Elementary Schools		5,781,593.00			5,616,303.96	33,251.62	132,037.42
FY2011 Elementary Education Operating Budget		5,781,593.00	-	-	5,616,303.96	33,251.62	132,037.42
Prior Year Elementary School Expendiutres	116,409.65				89,707.39	26,702.26	
A16/09ATM Proctor School Doors	9,100.00					-	9,100.00
A17/09ATM Steward Scool Doors	6,500.00					-	6,500.00
Masconomet Regional School Assessment Operating Budget		5,697,246.00			5,697,245.84	0.16	
Masconomet Regional School Assessment Debt Service		315,815.00			315,814.95	0.05	
North Shore Vocational Tech Assessment		88,184.00			88,184.00	-	
TOTAL EDUCATION	132,009.65	11,882,838.00	-	-	11,807,256.14	59,954.09	147,637.42
PUBLIC WORKS							
General Highway							
Salary		75,983.00			75,983.00	-	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
Wages		190,419.00			186,960.04	3,458.96	
Other		198,805.00			161,460.49	5,077.03	32,267.48
Prior Year Other	13,980.36		(278.00)		13,701.58	0.78	
Capital		25,740.00			25,740.00	-	
Snow and Ice						-	
Wages		78,581.00			81,429.98	(2,848.98)	
Other		164,285.00	95,078.00		271,789.86	(12,426.86)	
Street Lights - Other		18,900.00			18,900.00	-	
Prior Year Other	1,696.03		(210.00)		1,461.35	24.68	
TOTAL PUBLIC WORKS	15,676.39	752,713.00	94,590.00	-	837,426.30	(6,714.39)	32,267.48
HUMAN SERVICES							
Board of Health							
Salary		64,272.00			64,272.00	-	
Wages		12,182.00	1,170.00		12,943.31	408.69	
Other		16,730.00	(1,170.00)		12,186.08	2,474.19	899.73
Prior Year Other	2,661.10				2,661.10	-	
MSW Collection and Recycling		369,819.00	(1,000.00)		368,364.63	454.37	
A10/01STM Improvements to Landfill	10,004.00					-	10,004.00
Recycling							
Other		1,350.00			1,237.75	112.25	
Council on Aging							
Salary		41,865.00			40,253.15	1,611.85	
Wages		35,476.00			34,591.13	884.87	
Other		2,582.00			2,498.79	83.21	
A33/10ATM Tri-Town Council		18,319.00			18,319.00	-	
Veteran's Benefits & Services		4,970.00	3,276.00		6,862.00	1,384.00	
Soldier/Sailor Graves		800.00			423.36	376.64	
TOTAL HUMAN SERVICES	12,665.10	568,365.00	2,276.00	-	564,612.30	7,790.07	10,903.73

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
CULTURE AND RECREATION							
Library							
Salary		187,719.00	12,156.00		199,874.40	0.60	
Wages		150,813.00			150,220.90	592.10	
Other		118,846.00			116,348.89	2,497.11	-
Prior Year Other	8,742.17				8,741.79	0.38	
A18/07ATM Rep & Upgr Lib HVAC System	3,928.08				3,875.00	53.08	-
Park and Cemetery							
Salary		65,272.00			65,272.00	-	
Wages		121,207.00			117,383.67	3,823.33	
Other		44,261.00			38,822.90	4,725.38	712.72
Prior Year Other	845.64				714.28	131.36	
A8/11ATM Emerson Lease		1,250.00			1,250.00	-	
Tree Department							
Salary		2,916.00			2,916.00	-	
Wages		3,137.00			1,833.76	1,303.24	
Other		7,650.00			7,399.32	250.68	
Historical Commission							
Other		450.00				450.00	
Memorial Day							
Other		3,600.00			2,892.47	707.53	
TOTAL CULTURE AND RECREATION	13,515.89	707,121.00	12,156.00	-	717,545.38	14,534.79	712.72
DEBT SERVICE							
Long Term Debt Interest		438,042.00			438,040.64	1.36	
Interest Temporary Loans		25,000.00	(18,551.00)		6,448.33	0.67	
Long Term Debt Principal		643,000.00			643,000.00	-	
Debt Issue Costs		35,000.00	(33,485.00)		1,515.00	-	
TOTAL DEBT SERVICE	-	1,141,042.00	(52,036.00)	-	1,089,003.97	2.03	-

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
OTHER EXPENDITURES							
Pensions - Essex Regional Retirement		667,094.00	(10,894.00)		656,199.81	0.19	
Insurance - Unemployment		50,000.00	65,000.00		87,208.40	27,791.60	-
Prior Year Unemployment	1,185.14				1,185.14	-	
Insurance - Hospital		1,439,051.00	(48,566.00)		1,361,659.27	28,825.73	
Insurance - Life		6,050.00			4,510.55	1,539.45	
Insurance - Medicare		130,375.00			120,775.96	9,599.04	
Insurance - Town		307,513.00	(84,040.00)		221,882.80	1,590.20	
Prior Year Insuurance - Town	100.00				100.00	-	
Insurance - Town - Workman's Comp		54,740.00	(8,960.00)		30,831.90	14,948.10	
A5/06STM Medical Bills Injured Officer	7,995.13				954.84	-	7,040.29
State Assessment - Cherry Sheet		196,937.00			203,177.00	(6,240.00)	
TOTAL OTHER EXPENDITURES	9,280.27	2,851,760.00	(87,460.00)	-	2,688,485.67	78,054.31	7,040.29
Total General Fund	244,632.29	21,184,690.00	201,932.00	-	21,043,583.88	302,246.65	285,423.76
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)	-	-	-	-

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
WATER DEPARTMENT - ENTERPRISE							
Salary		67,371.00			67,371.00	-	
Wages		156,766.00			131,241.97	25,524.03	
Other		232,940.00	60,000.00		251,058.73	25,462.57	16,418.70
Other - Prior Year Bill	9,665.24				8,953.18	712.06	
Water Reserve Fund		100,000.00				100,000.00	
Transfers to:							
Debt Interest		4,565.00			4,333.12	231.88	
Debt Interest Temporary Loans		40,000.00			13,268.00	26,732.00	
Debt Principal		7,000.00			7,000.00	-	
Debt Issue Costs		2,000.00				2,000.00	
Debt Short Term Principle Paydown		15,000.00			15,000.00	-	
Unanticipated Emergencies		75,000.00				15,000.00	
Transfers to:							
Systems Emergency Maint			(60,000.00)				
A25/99ATM Engineering Services Water Projects	5,453.55					-	5,453.55
A22/03ATMRen Perk Row & Nth St Pump Station	34,495.78				1,107.19	-	33,388.59
A32/02ATM Confined Space Equipment	20,914.00					-	20,914.00
A20/03ATM Engineering Ipswich Road	831.98					831.98	
A42/04ATM North St Well Fld Re	13,604.12					13,604.12	
A32/05ATM Meter Replacement	94,218.44		(42,637.00)		14,408.96	-	37,172.48
A25/06ATM Eng Wash St Water Main	30,000.00					-	30,000.00
A21/09ATM Perkins Row Test Well	49,115.58				6,040.21	-	43,075.37
A20/10ATM Water Chemical Analz		32,000.00			8,860.50	-	23,139.50
A21/10ATM Boston & Garden Tank Inspec tion		25,000.00			728.84	-	24,271.16
A22/10ATM Central St Water Main Design		20,000.00				-	20,000.00

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
A23/10ATM Water Pickup Truck		22,000.00			22,000.00	-	
Capital						-	
A41/04ATM Ipswich Rd Water Main	67,960.70		(57,230.00)		10,730.50	0.20	
A24/06ATM Ipswich Rd Water Main	77,848.75		(75,133.00)		2,715.00	0.75	
Total Water Enterprise Fund	404,108.14	799,642.00	(175,000.00)	-	564,817.20	210,099.59	253,833.35
SOLID WASTE ENTERPRISE FUND							
A15/09ATM Annual Engineering & Monitoring	4,232.39				4,232.39	-	
A14/10ATM Annual Engineering & Monitoring		36,760.00			32,959.79	3,800.21	
Total Solid Waste Enterprise Fund	4,232.39	36,760.00	-	-	37,192.18	3,800.21	-
Balance Forward from 2010-2011	661,768.24						
2011 Appropriations Including Transfers		22,021,092.00	18,136.58				
Receipts, Refunds & Other				-			
Expended					21,645,593.26		
Close to Treasury						516,146.45	
Balance Forward to 2011-2012							539,257.11
NON APPROPRIATION EXPENDITURES							
State Grants:							
Council on Aging Formula Grant	321.47			8,127.53	7,207.71	-	1,241.29
Cultural Council	6,919.64			3,881.08	4,006.00	-	6,794.72
Extended Polling Hours				1,081.00	1,081.00	-	
Fire Safety Grant	5,689.70			4,815.00	2,186.79	-	8,317.91
Highway Chapter 90				121,427.24	121,427.24	-	
Library LIG/MEG Grant	13,675.15			9,871.43	9,487.55	-	14,059.03
Library Project Renov/Exp Grant	197.65					197.65	
Library Supplemental Grant	125.13					-	125.13
Mass Historic Preservation Grant	643.84					-	643.84

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
Police-GHSB Grant				3,600.00	3,600.00	-	
Police Bullet Proof Vest				5,896.50	5,896.50	-	
Police 911 Training				18,986.00	18,986.00	-	
Recycling DEP Grant	3,779.76				53.84	-	3,725.92
School - Big Yellow School Bus Steward				400.00		-	400.00
School - Circuit Breaker Grant FY10	8,736.82			9,227.00	17,963.82	-	
School - Circuit Breaker Grant FY11				54,778.00	28,408.00	-	26,370.00
School Foundation Enrollment Aid '02	31,268.83					-	31,268.83
School Foundation Enrollment Aid '05	10,000.00					-	10,000.00
Rail Trail MAPC Regional Bike Parking						-	
Topsfield Linear Common Grant Phase II				18,118.44	18,118.44	-	
Topsfield Linear Common Grant Phase III				16,511.40	16,621.20	-	(109.80)
Clean Energy Choice	8,507.00				6,050.00	-	2,457.00
						-	
Federal Grants:						-	
Board of Health - MDPH Emergency Preparedness						-	
Council on Aging-Title III	41.84			2,200.00	1,832.84	-	409.00
Library - On the Same Page	4,246.81				4,246.81	-	
FEMA - March 2010 Flood - Jan 2011 Snow Storms				76,676.85	40,489.09	35,530.76	657.00
Police-Comm Policing						-	
Police-Bullet Proof Vest				5,896.50	5,896.50	-	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
School-Drug Free Schools	23.00				23.00	-	
School-Early Childhd Allocation	89.60			2,838.20	2,877.60	-	50.20
School-Enhanced Ed Through Technology	63.00				63.00	-	
School-SPED 94-142	6,912.43			113,830.00	114,182.65	-	6,559.78
School-Teacher Quality	7,003.00			9,563.00	12,079.00	-	4,487.00
School - Title I	296.00			15,397.00	15,418.00	-	275.00
School - ARRA Idea Sped	4,117.18			70,886.00	71,418.32	-	3,584.86
School - EDU Jobs Fund				48,640.00		-	48,640.00
School-ARRA Sped				5,870.00	5,240.00	-	630.00
School - ARRA School Stabilization Fund				5,478.00	5,478.00	-	
Rail Trail EN Heritage 07 Partner ship						-	
Reserved for Expenditure							
Reserved for 25 year Borrowing Ch44:7			6,471.45			-	6,471.45
Reserved for 20 year Borrowing Ch44:8			2,323.97			-	2,323.97
Reserved for FY18 Library Loan Subsidy			46,419.40			-	46,419.40
Reserved for Reduction Future Excludable Debt			9,142.58			-	9,142.58
Gifts,Donations and Other:						-	
Board of Health International Inst Greater Lawrence						-	
Cable Advisory Committee Gift	98,395.27		15,000.00	7,500.00	8,643.37	-	112,251.90
COA Activities/Fitness	2.00					-	2.00
COA Betty Wogan Gift	331.52					-	331.52
COA Donations to Meals/ Wheels	4,089.22			3,603.00	4,313.96	-	3,378.26
COA Gift	6,500.95			1,515.00	1,397.05	-	6,618.90

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
COA Sunshine Ladies Gift	228.42					-	228.42
COA Transportation Donation	10,296.25			1,771.00	2,970.70	-	9,096.55
Conservation Com Gift	400.00					-	400.00
Conservation Fund Ch 40 S 8C	6,388.47			25.74		-	6,414.21
Conservation Gift Hickory Beech	2,738.26			9.15		-	2,747.41
Fire Dept EMS Equipment Gift	3,592.52			1,045.00		-	4,637.52
Fire Dept Gift	75.00					-	75.00
Fire - FM Global Fire Prevention	385.00					-	385.00
Flag Pole Fund	537.00					-	537.00
Historical Comm Preservation Gift	240.00					-	240.00
Library Historical Records Grant	80.00			659.20	636.00	67.20	36.00
Library Gifts, Miscellaneous	3,877.25			725.00	227.41	-	4,374.84
Open Space Fund Ch 40 S 8C	217.07			0.85		-	217.92
Police - D.A.R.E. Donations	100.00			800.00	332.44	-	567.56
Police - Law Enforcement Trust	4,257.79				632.62	-	3,625.17
Police Dept Gift	207.62			200.00		-	407.62
Police TAF Enterprise Gift	11,000.00				7,419.27	-	3,580.73
Recreation Committee Gift	1,355.32			725.00	1,300.00	-	780.32
Sale of Cemetery Lots	127,816.45			5,506.59		-	133,323.04
School Chap 71 Education Fund	5,614.51			198.82		-	5,813.33
School Chap 712 Scholarship Fund	2,534.24			603.00	1,200.00	-	1,937.24
School -Educ Foundation Gift	851.40			2,400.00	2,400.00	-	851.40
School Gifts	923.40					-	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	755,346.44		1,000.00	2,308.35		-	758,654.79
Topsfield General Purpose Gift	-					-	
Town Hall Capital Improvement Gift	-			13,640.00		-	13,640.00

TOWN OF TOPSFIELD
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FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
Tree Planning Gift	2,664.00					-	2,664.00
Rail & Trail Gift	205.75					-	205.75
Veterans Day Parade Gift	-			500.00		-	500.00
Revolving Accounts:						-	
Board of Health CH 44:53G	6,651.71			5,770.59	5,265.29	-	7,157.01
Bond Premium			(9,142.58)	86,895.58	76,737.00	-	1,016.00
Bond Accrued Interest				1,466.00		-	1,466.00
Cemetery CH 44:53E1/2	2,875.71			28,590.24	21,329.42	-	10,136.53
Conservation Revolving Fund Ch44:53E1/2	19,084.51			12,158.15	5,435.67	1,478.00	24,328.99
Conservation Wetland Fees State Ch131:40	19,780.52			1,302.50	8,034.00	-	13,049.02
Conservation Consul Ch 44:53G	3,208.20			11.44		-	3,219.64
Insurance & Restitution Library	1,571.29				1,571.29	-	
Insurance & Restitution Police Injury	102,884.23			54,168.27		57,969.00	99,083.50
Insurance & Restitution School	3,777.10				3,777.10	-	
Library Lost Book Revolving	742.71			2,141.20	2,125.71	-	758.20
Library Repair 2018 Loan Subsidy	46,500.26		(46,419.40)		80.86	0.00	
Park Revolving Ch 44:53E 1/2	38,183.47			17,081.00	41,542.14	-	13,722.33
Planning Board Consult Ch 44:53G	13,451.01			5,233.97	12,081.41	-	6,603.57
Recreation/Park Ch 44:53D	18.37			11,000.00	11,018.37	-	
School Cafeteria	58,050.12			170,044.59	166,976.56	-	61,118.15
School Instrumental Music	96,060.37			45,814.00	41,718.85	-	100,155.52
School Full Day Kindergarten	159,020.25			41,790.25	40,500.00	-	160,310.50
School Lost Book Revolving	53.39			149.61		-	203.00
School Pre-School Tuition	294,237.50			193,800.82	194,475.03	-	293,563.29
School Rental of Surplus				12,385.04	12,385.04	-	
School Tuition Ch71, 71F Non Resident , Foster			27,200.00	27,359.00		-	54,559.00

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2011

	Balance Forward 2010	2011 Original Appropriation	2011 Transfers-Adjustments	2011 Receipts	2011 Expended	2011 Close to Treasury	Balance Forward 2012
Zoning Board Consult Ch 44:53G				3,671.20	3,671.20	-	
Total Special Revenue Funds	2,037,935.79	-	51,995.42	1,398,565.32	1,220,536.66	95,242.61	2,172,717.26
Trust Funds							
Non-Expendable Trust Funds	6,092,378.28			802,454.34			6,894,832.62
Expendable Trust Funds	1,337,029.45		(66,000.00)	302,082.13	130,626.66		1,442,484.92
Total Trust Funds	7,429,407.73	-	(66,000.00)	1,104,536.47	130,626.66		8,337,317.54
*Transfers - transferred from Library Gould Trust $66,000 to GF to partially fund Library Debt Payment							
Total Expenditures & Other Financing Uses - Fiscal 2011					22,966,756.58		

COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2011

	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	$0.00								0.00
Cash/Investments	2,883,683.29	$2,091,814.77		$8,337,317.54	$1,752,347.78	$278,779.45			15,343,942.83
Receivables:									
Personal Property Taxes	5,033.65								5,033.65
Real Estate Taxes	120,716.21								120,716.21
Tax Foreclosure	14,511.47								14,511.47
Tax Title Liens	243,669.60				645.79				244,315.39
Allowance Abatements & Exemptions	(337,261.86)								(337,261.86)
Other (Excise Taxes)	72,518.34								72,518.34
Police Academy	2,803.00								2,803.00
User Charges & Connection Fees					72,354.45				72,354.45
Special Assessments									0.00
Deferred Special Assessments					595.66				595.66
Due from Other Governments									
Due from Comm Ch Sh Vets Ch 115	790.00								790.00
Due from Comm Rail Trail Grant Ph II		18,850.88							18,850.88
Due from Comm Rail Trail Grant Ph III		16,511.40							16,511.40
Due from Comm GHSB Grant		900.00							900.00
Due from Comm Bullet Proof Vest		5,896.50							5,896.50
Due from Comm Hwy Chap 90		149,976.72							149,976.72
Due from Fed Gov't Bullet Proof Vest		367.50							367.50
Due from Fed Gov't FEMA 1959 Jan Snow		35,249.34							35,249.34
Due from Fed Gov't SPED 94-142		19,957.00							19,957.00
Due from Fed Gov't Teacher Quality		873.00							873.00
Due from Fed Gov't Title I		1,562.00							1,562.00
Land - Fixed Assets					323,038.00		5,196,767.00		5,519,805.00
All Other - Fixed Assets Net of Depreciation					6,077,225.01		17,283,887.36		23,361,112.37
Amount to be Provided for Payment of Long Term Debt								9,087,700.00	9,087,700.00
TOTAL ASSETS	$3,006,463.70	$2,341,959.11	$0.00	$8,337,317.54	$8,226,206.69	$278,779.45	$22,480,654.36	$9,087,700.00	$53,759,080.85

COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2011

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY FUND TYPES		ACCOUNTGROUP		
	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	121,948.24	2,026.28			4,352.27				128,326.79
Vendor Warrants Payable	80,501.25	17,109.65			9,978.06	1,884.06			109,473.02
Withholdings Payable	145,526.04								145,526.04
Police Special Detail		129.20							129.20
Cemetery Special Detail		0.00							0.00
Deferred Revenue	81,814.52	149,976.72			1,496.05				233,287.29
Due to the Commonwealth									0.00
Pre-paid Real Estate Tax	14,659.13								14,659.13
Other Liabilities:									0.00
Unclaimed Checks	4,382.00								4,382.00
Due to Individuals	24,021.35								24,021.35
Bond Indebtedness - Inside Debt Limit					82,300.00			2,587,700.00	2,670,000.00
Bond Indebtedness - Outside Debt Limit					1,055,000.00			6,500,000.00	7,555,000.00
Bond Anticipation Note			0.00		0.00	0.00		0.00	0.00
TOTAL LIABILITIES	472,852.53	169,241.85	0.00	0.00	1,153,126.38	1,884.06	0.00	9,087,700.00	10,884,804.82
FUND EQUITY AND OTHER CREDITS:									
Investment in fixed assets					5,262,963.01		22,480,654.36		27,743,617.37
Reserved for:									0.00
Petty Cash	0.00								0.00
Encumbrances	285,423.76		0.00	0.00	253,833.35	0.00			539,257.11
Expenditures	663,888.00	43,353.00		66,000.00	175,610.00	36,700.00			985,551.00
Future Debt		64,357.40							64,357.40
Overlay Deficit	(31.46)								(31.46)
Snow & Ice Deficit	(15,275.84)								(15,275.84)
Reserved for Special Purposes		2,065,006.86		1,376,484.92					3,441,491.78
Reserved for Endowments				6,894,832.62					6,894,832.62
Undesignated	1,599,606.71				1,380,673.95	240,195.39			3,220,476.05
TOTAL FUND EQUITY	2,533,611.17	2,172,717.26	0.00	8,337,317.54	7,073,080.31	276,895.39	22,480,654.36	0.00	42,874,276.03
TOTAL LIABILITIES & FUND EQUITY	$3,006,463.70	$2,341,959.11	$0.00	$8,337,317.54	$8,226,206.69	$278,779.45	$22,480,654.36	$9,087,700.00	$53,759,080.85

*Note 1: 60 Day Accrual of Property Tax - $ $37,372.89

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 7/1/10		$14,162,728.12
	Revenue	27,323,666.18
	Disbursement	28,613,857.21
		$15,343,942.83
		971.44
		-
Interest Earned and Gain on Investments		
General Fund		21,732.31
Solid Waste Fund		828.13
School Lunch		206.01
Stabilization Fund		2,308.35
Total Interest and Gain on Investments		25,074.80
Collections from Tax Title accounts		69,188.87
Deposits held to Guarantee Payment		
Balance as of 6/30/2010		66,003.79
Balance as of 6/30/2011		24,021.35
Sale of Cemetery Lots		
Balance as of 6/30/2010		127,816.45
Balance as of 6/30/2011		132,723.04
Stabilization Fund		
Balance as of 6/30/2010		755,346.44
Balance as of 6/30/2011		758,654.79
Trust Funds		
Balance as of 6/30/2010		7,429,407.73
Balance as of 6/30/2011		8,346,084.05

TAX COLLECTOR

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.

The Tax Collector's Office collected in Fiscal 2011 $ 6,716,386 in Real Estate taxes and $ 295,250 in Personal Property taxes; $ 27,071 in interest and fees and $852,856 in motor vehicle excise tax revenue, $ 62,449 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 2011 tax bills are based on the assessment date of January 1, 2010 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

Tax Collector Report continued.

	BEGINNING BALANCE June 30, 2010	COMMITTED	BALANCE DUE June 30, 2011
MOTOR VEHICLE EXCISE			
2006	3,174.37		2,983.12
2007	4,668.35		4,528.14
2008	3,689.00	45.00	2,768.00
2009	9,178.54	21.25	4,588.00
2010	35,398.48	99,989.23	6,988.00
2011		790,297.90	50,663.00
ROLLBACK TAX CH 61A	0.00		0.00
PERSONAL PROPERTY TAXES			
2000-2007	8,987.45		1,360.80
2008	769.00		654.32
2009	955.00		831.50
2010	1,201.00		961.87
2011	0.00	304,141.32	1,225.16
REAL ESTATE TAXES			
2010	192,750.00		0.00
2011	0.00	16,943,236.95	120,716.21
DELINQUENT WATER	0.00	2,742.25	254.60
TAX TITLE			
1989-2010	76,590.00	97,256.63	244,544.43
FORECLOSED	13,389.27	1,122.20	14,511.47
WATER BETTERMENT			
1994-2010 Tax Liens	282.00		100.24
2011 PRINCIPAL	244.00	6,263.72	243.54
2011 INTEREST	38.37	512.36	20.10
WATER USER FEES	71,519.79	871,813.86	72,099.85

TRUST FUND COMMISSIONERS

INTRODUCTION

The Commissioners of Trust Funds completed another year of the administration and management of the Topsfield trust funds. Topsfield is extremely fortunate to have so many different trust funds available for the continued funding of numerous projects. All disbursements from trust funds are from private accounts and do not come from any taxpayer funds. The 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 $3,400.92.
2. The continued underwriting of a Masconomet scholarship award and plaque by the Wallace H. Kneeland Trust. The total amount paid out was $120.00
3. 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 $105,088.75
4. 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 $24,527.76.
5. The payment of the eleventh 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.

Respectfully submitted,

David G. Strachan, Jr., *Chairman*
Barbara Booth, *Member*
Richard Walsh, *Member*

TOWN OF TOPSFIELD COMMISSIONERS OF TRUST FUNDS
ALLOCATION OF COMBINED INVESTMENT FUNDS

TRUST NAME	JUNE 30, 2010 BALANCES			FISCAL 2011				JUNE 30, 2011 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	18,197.64	15,491.23	3.689%	67.53	182.00			18,083.18	17,175.79	3.612%
Income	94,435.59	72,830.72	17.345%	317.51	855.64	2,670.89		96,568.35	80,750.56	16.983%
CUMMINGS * Principal	37,266.90	31,724.42	7.555%	138.30	372.71			37,032.49	35,174.23	7.397%
Income	205,859.76	161,375.82	38.432%	703.53	1,895.89	5,839.42	3,671.04	206,835.77	178,924.32	37.630%
KIMBALL * Principal	1,103.30	939.21	0.224%	4.09	11.03			1,096.36	1,041.34	0.219%
Income	2,091.67	2,328.62	0.555%	10.15	27.36	98.82		2,173.29	2,581.84	0.543%
PEABODY * Principal	1,070.38	911.20	0.217%	3.97	10.71			1,063.65	1,010.28	0.212%
Income	2,028.54	1,317.70	0.314%	5.74	15.48	67.40		2,086.21	1,460.99	0.307%
GOULD COMMON * Principal	1,070.38	911.20	0.217%	3.97	10.71			1,063.65	1,010.28	0.212%
Income	6,587.49	3,742.70	0.891%	16.32	43.97	140.74		6,700.58	4,149.70	0.873%
GOULD PARK * Principal	1,070.38	911.20	0.217%	3.97	10.71			1,063.65	1,010.28	0.212%
Income	(665.43)	2,365.90	0.563%	10.31	27.80	99.10		(583.81)	2,623.18	0.552%
MONUMENT * Principal	1,958.04	1,666.83	0.397%	7.27	19.58			1,945.72	1,848.09	0.389%
Income	7,654.02	4,952.64	1.179%	21.59	58.19	200.18		7,817.60	5,491.21	1.155%
KNEELAND * Principal	15,371.45	12,596.20	3.000%	54.91	147.98			15,278.38	13,965.95	2.937%
Income	1,584.46	349.11	0.083%	1.52	4.10	391.47	120.00	1,853.35	387.07	0.081%
LIBRARY GEN'L * Principal	23,659.20	20,140.52	4.797%	87.80	236.62			23,510.39	22,330.67	4.696%
Income	(37,492.44)	11,416.37	2.719%	49.77	134.12	954.29	9,421.82	(46,044.32)	12,657.82	2.662%
LIBRARY DOW * Principal	2,140.75	1,822.35	0.434%	7.94	21.41			2,127.28	2,020.52	0.425%
Income	(2,612.31)	438.12	0.104%	1.91	5.15	68.36	532.52	(3,079.71)	485.76	0.102%
LIBRARY LAMSON * Principal	22,771.23	19,384.62	4.617%	84.51	227.74			22,628.00	21,492.56	4.520%
Income	(15,989.71)	4,713.32	1.123%	20.55	55.37	728.73	3,905.99	(19,201.79)	5,225.86	1.099%
LIBRARY WILDES * Principal	15,025.88	12,791.16	3.046%	55.76	150.27			14,931.37	14,182.11	2.983%
Income	(20,289.17)	4,567.62	1.088%	19.91	53.66	524.94	4,138.16	(23,936.14)	5,064.32	1.065%
LIBRARY HADSELL * Principal	5,830.37	4,916.15	1.171%	21.43	57.76			5,794.05	5,450.75	1.146%
Income	(607.59)	293.14	0.070%	1.28	3.44	157.53		(452.23)	325.02	0.068%
LIBRARY WITHAM * Principal	28,444.96	20,690.76	4.928%	90.20	243.08			28,292.08	22,940.73	4.825%
Income	2,236.87	644.97	0.154%	2.81	7.58	645.20	723.64	2,153.67	715.11	0.150%
STATHOPOULOS * Principal	4,284.69	3,623.87	0.863%	15.80	42.57			4,257.92	4,017.94	0.845%
Income	307.01	36.82	0.009%	0.16	0.43	110.70		417.44	40.82	0.009%
JOSEPH IAROCCI * Principal	0.00	0.00	0.000%	10,039.06	105.26			9,933.80	9,933.80	2.089%
Income	0.00	0.00	0.000%	0.00	0.00	270.94		270.94	(0.00)	0.000%
COLUMN TOTALS	$424,394.35	$419,894.48	100.00%	$11,869.61	$5,038.30	$12,968.69	$22,513.17	$421,681.18	$475,488.89	100.00%

TOWN OF TOPSFIELD
COMMISSIONERS OF TRUST FUNDS
GEORGE L. GOULD FUND - ALLOCATION

GEORGE GOULD TRUST (1)	JUNE 30, 2010 BALANCES		FISCAL 2011				JUNE 30, 2011 BALANCES	
	BOOK VALUE	MARKET VALUE	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BOOK VALUE	MARKET VALUE
PRINCIPAL ACCOUNT	5,354,104.61	5,448,101.84	53,580.89	55,903.77	0.00	0.00	5,351,781.73	6,217,926.78
INCOME: FUND A - BOOKS	453,558.85	461,995.42	413.94	465.97	103,337.01	86,366.62	470,477.21	482,747.64
INCOME: FUND B - ART & MAINT	213,531.91	270,422.49	0.00	226.31	92,851.62	90,527.76	215,629.46	276,874.36
COLUMN TOTALS	6,021,195.37	6,180,519.75	53,994.83	56,596.05	196,188.63	176,894.38	6,037,888.40	6,977,548.78

(1)Funded October 1988

Photo: E.T. Johnson & Associates

TOWN OF TOPSFIELD, MASSACHUSETTS 2011 ANNUAL REPORT

TOWN OF TOPSFIELD 2011 ANNUAL REPORT