



2012

annual report

town of topsfield

Town of Topsfield Massachusetts

JULY 1, 2011 THROUGH JUNE 30, 2012



**THE ANNUAL REPORTS, RECEIPTS, AND EXPENDITURES
OF THE TOWN OFFICERS
FOR THE 2012 FISCAL YEAR**

Credits and Acknowledgments:

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www.etjohnson.com

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www.kindraclineff.com

Juliette Rehak, *Masconomet High School*

Cover photo courtesy Kindra Clineff Photography, Topsfield, MA

Note:

All financial data cover the period July 1, 2011 through June 30, 2012.

However, for the reader's benefit, and to make this a more meaningful publication, individual reports may list more current significant events.

topsfield in focus



In our fast paced, technology-driven society, there seems to be no time to slow down; to truly look at the places and vistas we see every day, to marvel at their beauty and notice the details. In general, we see the rolling hills and changing foliage in our fair Topsfield, but don't have the time to look more closely, to re-focus, and zoom in.

Look from a different viewpoint and you will see Topsfield with a fresh perspective. The baby goats happily frolicking alongside the sleek horses and the occasional bluebird swooping in to visit at Meredith Farm. Observe the majestic power of the Rockery at the Audubon Sanctuary overlooking the pond teeming with frogs, dragonflies, and graceful egrets. Breathe in the view from Great Hill as the full moon rises and seems to touch the steeple of the Congregational Church or the quiet of fresh snow along the trails at Bradley Palmer Park.

Look again and focus on the changes; the bright red bicycle sculptures marking the Topsfield Rail Trail, the elegant homes at English Commons on Route 1, the presence of new businesses, such as EBSCO and The Institution for Savings, the vibrant colors of the new Steward School playground against the stately green fir trees.

Take another look at Topsfield and its residents, the Pulitzer-prize winner modestly living in our Town, the talent of artists and musicians drawn to our Town, the old-timers that recount stories of when the commuter train stopped at the site of The Station, or rode bikes to Busy Bees for the best burger and fries, now the houses of Coventry Lane.

TOPSFIELD IN FOCUS...look closer. You will be amazed by what you see.



**GREEN COMMUNITY GRANT
RECEIVED \$132,975**

for energy efficiency projects
at Town Hall and town buildings

Received
**MASSWORKS INFRASTRUCTURE
PROGRAM GRANT**

for the Rowley Bridge Road Bridge
rehabilitation project
in the amount of \$550,000.



TOWN CLEAN-UP DAY

2012

WALLACE KNEELAND AWARD
recipient Martha Morrison

topsfield



**TOWN REPORT
WINS 1ST PLACE AWARD**

from Massachusetts
Municipal Association
for 2nd year in a row.

INSTITUTION FOR SAVINGS

3 Licenses issued for fence along Main
Street, temporary construction fence
along Main Street and expansion of
Park Street parking lot.

RAIL TRAIL received approval

for town boundary markers to be placed
at Town lines and "No Littering" along the path
in May.



Topsfield named one of the
"BEST PLACES TO LIVE"

in Boston Magazine and recognized for
"the great outdoors of your backyard."
Topsfield was also mentioned as having one of
the "lowest divorce rates" in the
Commonwealth, in part because of fewer
environmental stress inducers.

Local resident, Kevin Leonowert, electrician by day and TV-star at night, was featured in the TV Reality series, **"WICKED TUNA"** aboard his boat *Christina*, following the escapades of fisherman and his 1,100 pound catch. The modest Leonowert was featured in 10 episodes and was a ratings' hit with over a million viewers.



COA COOKOUTS

on the Green weekly events in the summer

CONCERTS ON THE COMMON

All Summer long

EBSCO-approval of exercise area, picnic tables and walking path at Klock Park.

Movie Night on the Common
Police Department sponsored

TOPSFIELD FAIR

THE ESSEX COUNTY CO-OP
marked its 95th year in business serving the agricultural and livestock needs of the North Shore

in focus

44th Annual STRAWBERRY FESTIVAL

featured Civil War re-enactments on the Capen lawn

NEW PLAYGROUND STRUCTURES

at Steward School installed

GOVERNMENT REVIEW COMMITTEE

results announced in August from their efficiency and operations audit of Topsfield's current operations relative to costs and to the delivery of services to residents

Marijuana civil citations earned Topsfield extra cash and the Topsfield Police Department issued 292 civil citations for possession of marijuana under one ounce.

Holiday Walk/
PILLAR OF THE COMMUNITY AWARD
recipient Dave Comeau



HOLLYWOOD COMES TO TOPSFIELD AND TOPSFIELD GOES TO HOLLYWOOD

First it was "Furry Vengeance" that brought Brooke Shields and company to our Town, then "Crooked Arrow" a lacrosse movie, filmed in part at the Topsfield Fairgrounds and featuring some of our youth. Then comedy arrived, in the form of "Clear History" an HBO film featuring Kate Hudson, Larry David and John Hamm, shot at the Fairgrounds and featuring the record-setting 2,009 pound great pumpkin. The Director was so taken with Topsfield's own "Whoopie Wagon" that the entire van is going to be shipped to Hollywood for future scenes.



Q & A with the Selectmen

If a generous benefactor gave the Town a million dollars for “the common good of the community” with no other strings attached, how would you propose the Town spend it?



I would propose we spend this generous donation for our Town Hall’s renovation and truly make that building a community facility. This is such a beautiful, historic and iconic building that is begging for some tender loving care! As part of the renovation, I would like to see better meeting space for use by our many boards and committees, as well as better gathering rooms for use by community groups to conduct their activities. Further, I would like to see more efficient office space for our Town’s operations; eliminate existing hazardous conditions and make all spaces fully handicap accessible. Ideally, I would like to bring back to life the beautiful theater on the second floor of Town Hall, outfitting the space with cable tv equipment, so events such as Town Meeting or Selectmen’s meetings can be recorded for broadcasting.

The Town has hired a consulting company to recruit candidates for the Town Administrator. With several nearby towns with similar demographics also seeking a Town Manager why would a candidate choose Topsfield?

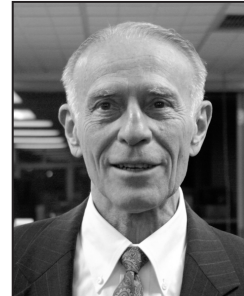
Topsfield is home to a picturesque idyllic town common and green surrounded by historic architecture; the stereotypical image of a true New England setting. It represents small town America in so many ways.

A candidate for town administrator has the opportunity to make Topsfield even better than it is. The TA will work with a great group of town personnel, volunteers and citizens who are well educated, creative and committed to the town. He/she can work one-on-one with those who are committed to retaining our Currier& Ives environment while striking a balance of growth, technology and efficiency.



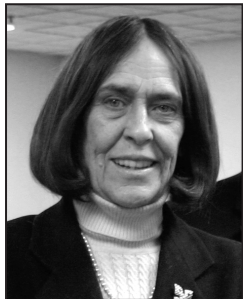
What landmark or vista defines Topsfield to you?

When I arrive in Topsfield, from the south along US Route 1 where it narrows to two lanes, I'm greeted by hills and a pastoral setting that say, "Ease up, the hubbub and stress of city life are behind you." To me it suggests a slower pace and invites a sense of relaxation. Along the first mile, views are held largely to trees and stone walls. But then suddenly, at the top of Wheatland's Hill, a beautiful vista unfolds – a quilt of the river valley, open fields, and stands of trees surrounding the town with white church steeple and all below. It says, "You're back home – you're back in New England's quintessential town." This view epitomizes the beauty of Topsfield to me.



If you had several hours on a spring afternoon to explore in Topsfield, where would you go and why?

The RailTrail, the Audubon Sanctuary and Bradley Palmer are all great places to explore. Pine Grove Cemetery, however, is a special place. The well-maintained formal landscape includes lovely flowering trees and shrubs, and there is a rustic trail that winds through the woods for those who prefer to hike through a more natural setting. Of particular interest, a walk from the entrance to the top of the hill is a journey through the history of Topsfield from Colonial days to the present. The lower area, once the location of the Town's fortified meetinghouse, includes the historic grave-stones of many of the Town's early settlers. Higher up, there is a memorial to Topsfield's Founders. Along the way, monuments of many styles trace the generations of Topsfield families and the changing demographics of the Town. Pine Grove is one of Topsfield's natural and historic treasures.



What do you see as the best part of our community? What is lacking or could be improved?

In 2012, *Boston Magazine* named Topsfield one of the "Best Places To Live". Topsfield is a rural community and best known for having the oldest fair in the country. However, the best attributes of the community is its' neighborly atmosphere, its vast recreational opportunities and our excellent school system. There is always a welcoming 'hello', from your neighbor, while working in the yard or walking in the downtown area. Topsfield also has many recreational opportunities, from the recently installed rail trail to a large amount of acreage devoted to parks and recreational fields. We also have many family oriented gatherings such as the annual Strawberry Festival, the Holiday walk and the Topsfield Fair parade. Our schools are consistently ranked among the top in Massachusetts.



One thing I would like to see improved is our local infrastructure. Over the last several years while funds were scarce we had to delay repair and upgrades to our infrastructure. Now the things are improving we need to develop a long range plan to make necessary improvements in an efficient manner.

In Memoriam

Elizabeth Bell Hughes

Betty Hughes was an active member of many organizations in Topsfield, including the Congregational Church, the Topsfield Historical Society, the New Meadows Garden Club and with her love of gardening and all things New England, she was instrumental in the Priscilla Capen Herb Society.

Stephen S. Clark

Stephen Clark and his wife Wendy moved to Topsfield in 1980 and he quickly immersed himself in town government, as a member of the Planning Board, The Board of Selectmen, and Town Moderator, where he presided over Town Meetings with fairness and a love for his community. He co-founded his own law firm and practiced real estate law for 31 years, and still found time to serve as the Moderator for the Congregational Church and give of his time and talent to numerous civic organizations on the North Shore. He was the epitome of class and dignity in government.

Ruth (Dwinell) Ingalls

Ruth graduated from Topsfield High School in 1936 and for 40 years she owned and operated Ruth's Beauty Shop on Salem Road. She was a proud member of the Girl Scouts for over 83 years, earning every badge and honor. She volunteered with the Topsfield/Boxford Community Club, the Essex Agricultural Society and the Topsfield Council on Aging. A former correspondent for the Danvers Herald newspaper, she was an avid writer. She was a Deacon Emeritus of the Topsfield Congregational Church where she worshipped since 1930.

Johanes (Jan) Janson

Jan Janson was born in Haarzuilens, the Netherlands and immigrated to the United States in 1923 at the age of 6. He received his BA and MA in Electrical Engineering from MIT and worked for more than 41 years at Bell Labs. Jan was well-known for his written and media presentations for the Topsfield Historical Society and his countless hours serving the Parson Capen House, the Gould Barn and the Topsfield Library. He shared his love of gardening, photography, woodworking, and music with young and old and developed numerous programming ideas for the Topsfield Historical Society.

Gilbert L. Steward

Gil was a man of many talents and hobbies. He worked for many years at the brokerage firm of Tucker, Anthony and Day in Boston. An antique car and boat enthusiast, he served as President of the Vintage Sports Club of American and the North Shore Old Car Club. He was a Selectmen for the town of Topsfield and had a great appreciation for the preservation of Topsfield's agricultural history.

Roger E. Wildes

A lifelong resident of Topsfield, Roger and his wife Joanne, raised five children in Topsfield, and were familiar faces throughout the community. He was a veteran of the United States Navy, WWII, and served as a volunteer on the Topsfield Fire Department for many years. He was an adoring grandfather to 11 grandchildren and 9 great grandchildren.



Photo: Kindra Clineff

Table of Contents

GENERAL INFORMATION

- 1 Tosfield: In Focus
- 2 General Town Information
- 5 Elected Officials
- 6 Elected Town Officials
- 7 Appointed Town Officers

GENERAL GOVERNMENT

- 10 Board of Selectmen
- 14 Town Clerk
- 18 Cable TV/Website Committee
- 21 Green Communities/Renewable Energy

PUBLIC SAFETY

- 24 Police Department
- 28 Police and Fire Rosters
- 30 Fire Department
- 36 Inspectional Services

PUBLIC WORKS

- 38 Board of Road Commissioners
- 40 Board of Water Commissioners

EDUCATION

- 42 Elementary School Committee
- 52 Masconomet Regional School District

HEALTH AND HUMAN SERVICES

- 66 Board of Health
- 70 Council on Aging
- 72 Tri-Town Council
- 78 Recycling Committee

CULTURE AND RECREATION

- 80 Board of Library Trustees
- 84 Keepers of the Clock
- 86 Parks & Cemeteries Commission
- 88 Rail Trail Committee

PLANNING AND LAND USE

- 90 Conservation Commission
- 92 Planning Board
- 94 Zoning Board of Appeals

TOWN MEETING MINUTES AND ELECTION DOCUMENTATION

- 95 Annual/Special Town Meeting Minutes
May 1, 2012
- 118 Annual Town Election: May 3, 2012
- 119 Presidential Primary Election: March 6, 2012
- 121 State Primary Election: September 6, 2012
- 122 State Election: November 6, 2012

APPENDICES

- 123 Appendix A:
Fiscal 2013 Operating Budget
- 130 Appendix B:
Article VI (Flood Plan District); May 1, 2012 ATM

FINANCIAL REPORTS

- 134 Board of Assessors
- 136 Finance Committee
- 138 Town Accountant
- 164 Town Collector
- 166 Town Treasurer
- 167 Trust Fund Commissioners



Photo: Kindra Clineff Photography

Town of Topsfield

Incorporated:.....1650 (362nd Year)

Government:Open Town Meeting
Five-member Board of Selectmen with Town Administrator

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

Annual Town Election: First Thursday in May

Town Census:.....(January 1, 2012) 6686

Area: 13 Square Miles

Town Roads:..... 60 Miles

Fiscal 2012 Tax Rate:\$15.45

Tax Levy:.....\$17,802,440

Congressional District: Sixth

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

Representative District:Thirteenth Essex

Town Hall Hours:.....M-TH:8am – 4pm
.....FRI: 8am – Noon

Schools:

Steward Elementary School.....(K-3)

Proctor Elementary School(4-6)

Masconomet Middle School.....(7-8)

Masconomet High School.....(9-12)

Town Website:..... www.topsfield-ma.gov



General Town Information

EMERGENCY NUMBERS

Ambulance – Fire – Police:.....911
Beverly Hospital.....978-922-3000
Poison Control Center800-682-9211
Water Main Breaks978-887-2116

NATIONAL GRID

Gas Emergency800-231-5325 or 888-377-5325
Electric Outage Emergency.....800-465-1212
All Other Calls.....781-388-5000

ANIMAL CONTROL

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

ASSESSORS

Office.....978-887-1514

BIRTH CERTIFICATES

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

BOARD OF HEALTH

Office.....978-887-1520

BOARD OF SELECTMEN

Office.....978-887-1500

BUS SERVICE

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

CABLE TV

Cable (Town office):978-887-1544
Comcast:800-633-4266
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 Street978-887-5505
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 pm978-887-1542

CONSERVATION COMMISSION

Office.....978-887-1510

COUNCIL ON AGING

Office.....978-887-1523

DEATH CERTIFICATES

Town Clerk's Office978-887-1505

DOG LICENSES

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

ELECTIONS

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

FINANCE COMMITTEE

Mark Lyons, Chairman:978-887-1500

FIRE DEPARTMENT

Fire Emergencies 911 or 978-887-2116
All Other Business978-887-5148
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 Street978-887-1542

HISTORICAL COMMISSION978-887-1504

HOUSING AUTHORITY

Little Brook Village
69 Washington Street978-887-8407

INSPECTIONAL SERVICES978-887-1522

LEAGUE OF WOMEN VOTERS

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

LIBRARY978-887-1528

Monday and Thursday.....10 am to 8 pm
Tuesday and Saturday10 am to 5 pm
Wednesday and Friday.....12 am 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 Aging978-887-1523

PERCOLATION TESTS

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

PLANNING BOARD

Office978-887-1504

POISON CONTROL CENTER

Information Center800-682-9211

POLICE DEPARTMENT

Emergency.....911
Communications Ctr978-887-2116
All Other Business978-887-6533

POST OFFICE

4 Main Street978-887-5307

PRE-SCHOOLS

Joyful Noises
Emerson Center978-887-2101 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

Office978-887-1525

SCHOOLS

Grades K thru 3
Steward Elementary School
www.topsfieldschools.org
Perkins Row978-887-1538

Grades 4 thru 6
Proctor Elementary School
www.topsfieldschools.org
Main Street978-887-1530

General Town Information (cont.)

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
 Endicott Road 978-887-2323

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

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

SNOW PLOWING
 Highway Department..... 978-887-1542

SOIL REMOVAL BOARD
 Conservation Commission Office..... 978-887-1510

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

TAX BILLS
 Billing information..... 978-887-1511

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

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

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

TOWN CLERK
 Office..... 978-887-1505

TOWN TREASURER/COLLECTOR
 Office 978-887-1511

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

TRASH/RECYCLING COLLECTION
 Replacement Decals and Trash Info:
 Selectmen's Office 978-887-1500
 Concerns or Issues with Pick-up:
 JRM..... 800-323-4285

TREE WARDEN
 David Bond 978-887-1542

VETERAN'S SERVICES
 Dick Cullinan..... 978-380-8397

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

WATER DEPARTMENT
 Water related questions..... 978-887-1518
 Bill related questions 978-887-1517

WEBSITE
www.topsfield-ma.gov
 Town website office 978-887-1544

WELCOME WAGON
 Community Greetings
 Joanne Colosi 978-777-1545

ZIP CODE 01983

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

Elected Officials

Elected officials serving or sworn in as of January 1, 2012.

GOVERNOR:

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

UNITED STATES SENATORS:

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

Local Office:
One Bowdoin Sq. Tenth Floor
Boston, MA 02114
Tel: 617-565-8519
Internet: kerry.senate.gov/contact

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

Local Office:
JFK Federal Building, Room 2400
Boston, MA 02203
Tel: 617-565-3170
Internet: scottbrown.senate.gov

ATTORNEY GENERAL

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

UNITED STATES REPRESENTATIVE:

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

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

STATE SENATOR

Frederick E. Berry (D), Majority Leader
State House, Room 333
Boston, MA 02133
Tel: 617-722-1410
E-mail: frederick.berry@masenate.gov

STATE REPRESENTATIVE

Theodore Speliotis (D)
State House, Room 146
Boston, MA 02133-1020
Tel: 617-722-2575
E-mail: theodore.speliotis@mahouse.gov

SECRETARY OF STATE

William F. Galvin (D)
Citizen Information Service
McCormack Building
One Ashburton Place, Room 1611
Boston, MA 02108
Tel: 617-727-7030
E-mail: cis@sec.state.ma.us

Elected Town Officials

*These are elected positions voted upon in the Annual Town Election, May 3, 2011.
The dates represent the year when the current term expires.*

BOARD OF ASSESSORS

Lynn A. Conant2013
Eldon D. Goodhue2015
John W. Minnehan.....2014

BOARD OF LIBRARY TRUSTEES

Sean P. Cunniff.....2013
Dorthea M. DeLuca.....2014
Kathleen Hoffman.....2015
Audrey B. Iarocci.....2014
Philip Madell2015
Michael P. Massaro.....2013

BOARD OF ROAD COMMISSIONERS

Joseph K. Gibbons.....2015
Philip G. Knowles2013
Richard J. Cullinan.....2014

BOARD OF SELECTMEN

A. Richard Gandt2015
Eldon D. Goodhue2013
Martha A. Morrison.....2014
Laura J. Powers.....2015
Kenneth G. Vogel.....2014

BOARD OF WATER COMMISSIONERS

Mark Gallagher.....2015
Richard L. Stone2013
Philip G. Knowles2014

COMMISSIONERS OF TRUST FUNDS

Barbara Booth2013
David G. Strachan, Jr.....2015
Richard Walsh2014

CONSTABLE

Frederick J. Glatz.....2014

ELEMENTARY SCHOOL COMMITTEE

Susan Archer.....2014
Jeanine P. Cunniff2013
Rosemarie Lucey2015
Joseph J. Quigley, Jr.....2014
Gordon P. Spater.....2013

HOUSING AUTHORITY

George D. Anderson2017
Gerald J. Buckley2015
John W. Minnehan.....2013
Rose M. David2016

MASCONOMET REGIONAL SCHOOL

DISTRICT COMMITTEE REPRESENTATIVES

Elizabewth L. Dierze.....2014
Lawrence Lindquist2013
John K. Spenser.....2014

MODERATOR

George A. Hall, Jr.....2013

PARK AND CEMETERY COMMISSIONERS

Robert E. Benjamin.....2013
Steven Mscisz.....2015
Michael T. Smerczynski.....2014

PLANNING BOARD

Janice M. Ablon2013
Steven B. Hall.....2014
Martha A. Morrison2014
Gregor Smith.....2013
Ian De Buy Wenniger.....2015

TOWN CLERK

Paula M. Burke2013

Appointed Town Officers

July 1, 2011 through June 30, 2012:

ADA COORDINATOR

Jenifer Collins-Brown2012

AGRICULTURAL COMMISSION

Peter E. Mulholland2012

Trudi I. Perry2012

James O'Brien2014

Sabina S. Petersen.....2014

Peter Gibney (*Alternate*).....2014

ALCOHOL LICENSING ADVISORY COMMITTEE

Robert E. Hardy.....2012

Stanley V. Ragalevsky.....2012

Bruce C. Spaulding2012

Nancy J. Luther.....2012

ANIMAL CONTROL OFFICER

Carol A. Larocque2012

Reed Wilson (*Alternate*)2012

ANIMAL INSPECTOR

Sandra L. Larson2012

Joel A. Larson (*Assistant*).....2012

ASSESSOR

Pauline M. Evans.....2012

Nancy G. Gifford (*Assistant*).....2012

BOARD OF HEALTH

Wade M. Goldman2014

Vincent F. Guerra.....2013

William J. Hunt.....2012

Sheryl L. Knutsen.....2014

Gerald J. Topping2012

John Coulon, Agent.....2012

BOARD OF REGISTRARS

Paula Burke (*ex-officio*)2013

Elizabeth J. Collins2014

Elizabeth A. Dorn.....2013

Dorothy T. Wass.....2012

CABLE TV/WEBSITE COMMITTEE

Kathleen M. Curran2012

Robert D Ogden.....2012

William B. Whiting.....2012

Jeanne Pickering.....2012

CARETAKER OF SOLDIERS' GRAVES

Steven Mscisz.....2012

CDL COORDINATOR

David M. Bond2012

COMPUTER TECHNOLOGY COMMITTEE

Robert P. Sapienza2012

Robert L. Sunberg.....2012

CONSERVATION COMMISSION

George Hall.....2014

Mark O. Erickson.2014

Holger M. Luther2014

James S. MacDougal2012

Jennie M. Merrill2013

Lana R. Sequin-Spillman, Admin.2012

COUNCIL ON AGING

Lawrence C. Atkins.....2013

Frederick A. Capobianco.....2014

Patricia A. Carroll.....2021

Jenifer Collins-Brown2013

Donna M. D'Agostino2012

Mary Jolene Guerra.....2013

Katherine Crockett Lyons2012

Jacqueline A. Rizzo2014

Jodi Gibeley, *Executive Director*2012

CULTURAL COUNCIL

Jeanine P. Cunniiff2012

Darcy Fulton2012

Karen E. Nadherny2014

Laura O'Connor2012

Joan Panella.....2012

Appointed Town Officers (cont.)

Margaret W. Smith2012
Julie Sullivan2012
Jacqueline White.....2012

FENCE VIEWERS

David M. Bloss.....2012
Jenifer Collins-Brown2012

FINANCE COMMITTEE

Heidi L. Bond.....2012
Paul E. Dierze2014
Karen A. Dow2013
Kathryn S. Hartmann2013
J. Stephen Lais.....2012
Mark B. Lyons.....2012
Daniel Shugrue.....2014

FOREST WARDEN

Ronald P. Giovannacci.....2012

HISTORICAL COMMISSION

Kindra L. Clineff.....2012
Glen P. Gollrad.....2014
Elizabeth R. Mulholland2013
Daniel W. Philpot2012

HIGHWAY SUPERINTENDENT

David M. Bond2012

INSPECTOR OF BUILDINGS

Glenn A. Clohecyc2012
Kenneth A. Ward (*Alternate*).....2012

INSPECTOR OF GAS AND PLUMBING

Stanley Kulacz2012
Kevin Dash (*Alternate*).....2012

INSPECTOR OF WIRES

John P. Thompson2012
David Levesque (*Alternate*).....2012

KEEPER OF CLOCKS

Norman J. Isler.....2012
Robert L. Winship2012

LOCAL EMERGENCY PLANNING COMMISSION

David M. Bond2012
Ronald P. Giovannacci, *Fire Chief*.....2012
Evan E. J. Haglund, *Police Chief*.....2012
William J. Hunt.....2012
Dale E. Johnson.....2012
James S. MacDougall2012
Virginia L. Wilder (*Town Administrator*).....2012

MAPPING COMMITTEE

Pauline M. Evans.....2012
Gregory R. Krom2012
James S. MacDougall2012
Robert L. Winship2012

MBTA REPRESENTATIVE

Gregg A. Demers.....2012

MEMORIAL DAY/VETERAN'S DAY COMMITTEE

Paula M. Burke2012
Richard J. Cullinan.....2012
Alfred A. DiDonato.....2012
Patricia J. Landgren.....2012
Robert G. Shamroth2012

NORTH SHORE VOCATIONAL SCHOOL DISTRICT COMMITTEE

Trudi I. Perry.....2012

OPEN SPACE COMMITTEE

Joseph D. Geller.....2012
Reginald Lockwood.....2012
David D. Merrill2012
Pamela J. Newport2012
Melissa A. Ogden2012

PARKING TICKET CLERK

Donna C. Rich.....2012

PUBLIC WORKS COMMITTEE

David M. Bond2012
Gregory R. Krom2012
Stephen J. Shepard2012

PURCHASING & COMMUNITY DEV. COORDINATOR

Roberta M. Knight.....2012

RAIL TRAIL COMMITTEE

Roy J. Baessler.....2012

Katherine E. Carlson.....2012

Gregg A. Demers.....2012

Joseph D. Geller.....2012

David C. Read.....2012

Kathleen A. Tremblay.....2012

RECREATION COMMITTEE

Joseph D. Geller.....2012

Laura J. Powers.....2012

Stephen J. Powers.....2012

Kathleen A. Tremblay.....2012

RECYCLING COMMITTEE

Belinda E. Young.....2012

RENEWABLE ENERGY/GREEN COMMUNITIES COMMITTEE

Sara J. Beck.....2012

Joseph D. Geller.....2012

Bruce Edward Dyas.....2012

Henry A. Goudreau.....2012

George P. Hall Jr.2012

Robert L. Winship.....2012

SEALER OF WEIGHTS AND MEASURES

Robert D. Rose.....2012

SOIL REMOVAL BOARD

Steven B. Hall.....2012

Jeannie Merrill.....2012

Robert J. Moriarty.....2012

STORMWATER MANAGEMENT COMMITTEE

David M. Bond.....2012

Glenn A. Clohecy.....2012

Joseph K. Gibbons.....2012

Gregory R. Krom.....2012

Holger M. Luther.....2012

Jonathan J. Young.....2012

SURFACE WATER AND GROUNDWATER STUDY COMMITTEE

Walter D. Harmer.....2012

Gregory R. Krom.....2012

Charles K. Wilkinson.....2012

TOWN ACCOUNTANT

Pamela J. Wood.....2012

Rosalba Giuffrida (Assistant).....2012

TOWN CLERK, ASSISTANT

Jack M. Armitage.....2012

Mary Elizabeth Willis (*Associate*).....2012

TOWN COUNSEL

Kopelman & Paige, P.C.....2012

TOWN TREASURER & COLLECTOR

Barbara B. Michalowski.....2014

Ann D. Gill (*Assistant*).....2014

TREE WARDEN

David Bond.....2012

VETERAN'S AGENT

Richard J. Cullinan.....2012

VETERAN'S GRAVES REGISTRATION OFFICER

Richard J. Cullinan.....2012

WALLACE KNEELAND MEMORIAL COMMITTEE

Charles R. Denault, Jr.....2012

Audrey B. Iarocci.....2012

Dale E. Johnson.....2012

Robert L. Winship.....2012

ZONING BOARD OF APPEALS

Jody L. Clineff.....2012

David D. Merrill.....2016

David P. Moniz.....2015

Robert J. Moriarty, Jr.....2014

Kristin M. Palace.....2013

Board of Selectmen

Cherished by its residents and attractive to newcomers, our community provides an ideal environment for parents to nurture a family, children to learn and mature, and seniors to stay on and enjoy retirement.

Topsfield is a friendly, welcoming community nestled among hills and streams with a rural character that offers convenient access to metropolitan Boston. Cherished by its residents and attractive to newcomers, our community provides an ideal environment for parents to nurture a family, children to learn and mature, and seniors to stay on and enjoy retirement. Our distinguished schools, fine library, excellent services, recreational venues and cultural activities further make Topsfield a great place to live. The Board of Selectmen is committed to preserving Topsfield's rural character for current and future generations while embracing the positive aspects of our changing world.

MEMBERSHIP OF THE BOARD

The board began in July 2011 with Chairman Laura Powers, Clerk Eldon Goodhue, and Selectmen Dick Gandt, Martha Morrison, and Ken Vogel. In May, Laura Powers and Dick Gandt were reelected to the Board. The Board then reorganized with Eldon Goodhue as Chairman and Martha Morrison as Clerk.

FINANCES

After a few years of financial constraints the Town experienced a slight easing due to a several factors including: new growth, student enrollment, level state aid and debt refinancing. The Hickory-Beech subdivision and the English Commons Elderly Housing District provided new growth tax revenues and Topsfield's Masconomet Regional School District assessment decreased because our student enrollment declined. In addition, State aid remained constant, rather than decreasing as it had in recent years, and we refinanced our school construction bonds at a more favorable interest rate, reducing the cost of debt service by about \$100k per year over the next ten years. Lastly, we experienced only a few snow storms this winter reducing our snow removal costs. As a result, the Town was able to make several capital expenditures that had been deferred for some years. Further, operating budgets that had been level funded for a number of years were allowed to increase up to 2% in order to adequately provide essential services.

COMMUNITY DEVELOPMENT

Two new businesses in town proposed projects that the Board of Selectmen approved. At Klock Park, EBSCO will be clearing an overgrown area and installing picnic tables, exercise equipment and a walking path. When completed the Board looks forward to accepting the improvements as a gift to the town. The Institution for Savings, to comply with the parking requirement for their location at 5-15 Main Street, proposed expanding and beautifying the Park Street parking lot. The Board of Selectmen licensed Institution for Savings to construct the expanded parking lot with the addition of eighteen (18) new parking spaces and upgrades to the existing lot. Granite curbing, grass islands, new lighting and newly planted trees will improve the appearance of the Park Street area. At the same time, the Rail Trail through the parking lot will be upgraded with a paved area replacing the stone dust path from the original end of the parking lot to Summer Street. The Board of Selectmen thanks both EBSCO and the Institution for Savings for these fine contributions to the community.

The section of Rail Trail from Route 1 to Wenham was completed and signage for the town boundary and improved safety were added, along with an historic marker on the railway bridge crossing the Ipswich River. For details, please refer to the Rail Trail Committee's report.

In the spring, the Topsfield Playground Committee presented plans to replace the playground structure at Steward School with a new structure. Using donations, the Committee intends to build the new structure and then gift it to the School Committee.

On Memorial Day we dedicated a monument honoring the patriots who served during the American Revolution along with the citizens who supported them. Given by the Historical Society and a group of private citizens, the monument is located on the Veterans' Green.

The Board of Selectmen accepted the Federal Emergency Management Agency's (FEMA's) new flood plain maps for Topsfield. To comply with federal standards, the Planning Board recommended a revised Floodplain zoning bylaw which Town Meeting approved.

As part of a review of our alcohol rules and regulations, the Board explored, but then rejected, the notion of adopting Chapter 138 of the Massachusetts General Laws. At the same time, the Board recommended to Town Meeting submission of a Home Rule Petition to the Legislature allowing the town to license Alfalfa Farm Winery for the retail sale of their wines at their property.

PERSONNEL

During the year the Board approved labor agreements with the Reserve Police, Regular Police, and Firefighters. Then to plan for costs related to employees retiring and otherwise leaving town employment, for a second year we used the Town Government Retirement Forecast survey to anticipate the one-time, non-recurring costs related to separation, and used this information to propose a Town Meeting appropriation. Also this year, for the first time, we began funding the Town's OPEB (Other Post Employee Benefits) trust with warrant articles for: town employees at \$100,000 and water enterprise employees at \$30,000.

Board of Selectmen (cont.)

ACHIEVING GOALS

Three years ago we began the process of defining our goals and objectives, and the tasks necessary to achieve them. We currently have five broad goals and under each have identified one or more objectives to address that goal. The Town Administrator and members of the Board assume responsibility for various tasks and then work with department heads, committees and other boards to accomplish them.

Grant Applications -- Under the objective of preparing for grant applications, we completed the FY2011 Commonwealth Capital application. Elements of that application were used to apply for a Small Town Road Assistance Program (STRAP) grant to repair of the Rowley Bridge Road bridge which was closed in August due to structural deficiencies. In November the Town was awarded a STRAP grant in the amount of \$550k, and design for the repair began. Additionally, the Open Space Committee completed the Town's 2010 Open Space Plan, a requirement for grant applications to the Department of Conservation and Recreation (DCR). Based on a town-wide survey relative to open space and recreational needs, the plan includes a lengthy narrative of Topsfield's environmental character and recreational facilities and a five-year plan with goals and objectives relative to open space and recreation. The Board and DCR approved the Plan making Topsfield eligible for DCR grants over the next five years.

Town Management -- The Board appointed a "2012 Town Government Review Committee" to, "review the efficiency of Topsfield's current operations relative to costs and to the delivery of services to residents." The committee has been meeting with department heads and elected boards and professionals in the area of government organization and has researched the approaches of other communities. We anticipate a report and recommendations in the coming year.

Reduce Structural Costs -- Under this goal, the objective, 'Develop a plan to effectively reduce municipal energy costs', helped drive us to become certified as a 'Green Community'. Topsfield's application for certification as a "Green Community," submitted in June of 2011, was approved by the Department of Energy Resources (DOER) in July of 2011. In response to the Town's plan for energy reduction, DOER awarded Topsfield a grant of \$132,975 to be used for energy-saving projects. These funds have been allocated for the following projects: 1) an investment grade energy audit of all town buildings to determine whether a performance contract would be appropriate; 2) interior lighting retrofits in Proctor and Steward Schools and exterior lighting retrofits for all town buildings; 3) weatherization projects at Proctor and Steward Schools.

Also during the year we completed two energy projects that were initiated prior to certification as a Green Community. In the first, interior lighting retrofits were installed at Town Hall and other town buildings. In the second, a new high-efficiency, condensing natural gas boiler, weatherization, and temperature controls were installed in Town Hall improving personal comfort and reducing heating costs. Many thanks to the Green Communities/Renewable Energy Committee for their tireless work on these projects.

Improve Communications -- This includes communications with the public as well as communications among town boards and committees. Funds received from our contracts with Comcast and Verizon were used to upgrade the Town's cable television equipment during the year. In recognition of the increasing relationship between web and cable services, the Cable TV Committee and the Website Committee were merged. The Selectmen received a Cable and Web Plan from that Committee outlining the challenges facing the Town in the rapidly changing digital world and offering recommendations as to how to meet those challenges. At the same time, on-line payment of

bills through the website was expanded to include not only real estate taxes but also water bills, excise taxes, and the recently established donation funds.

To promote better communication among the permitting departments, boards and committees, the Board recommended to Town Meeting the purchase of permitting software. This software will enable these departments, boards and committees to communicate better on projects and more efficiently process building and development permits. Lastly, under a provision in the Commonwealth's Open Meeting law, the Board of Selectmen adopted the new "remote participation" option for municipal meeting and promulgated local rules.

Long Term Financial Plan -- Under this goal, to address vital needs, the Board proposed development of a facilities plan which the citizens approved at Town Meeting. We will be asking for bids for such a plan in the upcoming year.

In June, we analyzed our results and began to update our goals in light of our accomplishments. While pleased with our progress, we continue to strive to serve our citizens better and keep Topsfield an ideal community in which to live. As we established new goals, we will communicate them to our citizens and management team and seek their assistance.

CONCLUSION

As the Town's financial situation is improving, we continue to manage our fiscal affairs prudently, pursuing efficiencies wherever possible. At the same time, we strive to prepare for the future by careful planning for the needs of our citizens, employees and facilities. We are especially grateful to our dedicated employees who embrace our efforts and contribute their knowledge and expertise to achieving our common goals. Very special thanks are due to the elected and appointed volunteers who serve on our boards, committees and commissions. These citizens give generously of their time and exceptional talents to improve our quality of life in Topsfield.



*Board of Selectmen 2012
Clockwise: Martha Morrison,
Ken Vogel, Laura Powers,
Dick Gandt, Eldon Goodhue.*



Town Clerk

2012 launched an election year that captivated the nation and even the world. In Topsfield, 90% of the electorate turned out for the Presidential election compared to 65% statewide.

ELECTIONS

Changes to the MOVE (Military and Overseas Voter Empowerment) Act were first implemented in the November 2, 2010 State Election. UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) 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. Of the five UOCAVA voters who requested to receive their Presidential Primary ballots electronically, two citizens completed and submitted their ballots by the close of the polling site on Election Day.

New voting booths were unveiled at the Annual Town Election on May 3, 2012. The convenient Alphaboos should serve the Town for years to come. In Fiscal Year 2012, we processed two elections: our annual town election in May as well as the Presidential Primary in xxx. The Topsfield electorate had a 25% turnout compared to only 11% statewide. The presidential election was held in November 2012 (calendar year 2012). In Topsfield, 90% of the electorate turned out compared to 65% of the state.

VITAL RECORDS

FY 12 marks the first year during which all birth records were processed electronically in Topsfield since the inaugural recording was completed on April 10, 2011. The Vital Information Partnership or VIP has proven to be a reliable and efficient system that streamlines vital record operations between hospitals, City and Town clerks, and the Registry of Vital Records.

The Massachusetts Department of Public Health and Strategic Solutions Group in cooperation with the City and Town Clerks of Massachusetts and many other stakeholders are preparing the next phase of electronic vital records implementation, electronic death registration, in January of 2014.



The Topsfield Town Clerk has been serving on the task force that has been charged with developing and launching the VIP Electronic Death Registration System, which will accommodate burial agents, funeral directors, physicians, City / Town Clerks, and other registration partners by providing user-friendly burial permit acquisition and secure, accessible (via the Internet) 24/7 availability. Topsfield has served as a pilot community.

TOWN MEETING

The electronic submission of documents related to the passage of bylaws, both general and zoning, to the Massachusetts Attorney General's Municipal Law Unit in order to comply with M.G.L. c. 40, § 32 and M.G.L. c. 40A, § 5, has, for the second year in a row, proven to be an effective way to transmit information about votes taken at Town Meeting. The review of Articles 30-33 took fewer than four days once submitted and on June 14, 2014 the Municipal Law Unit issued their written decision approving the by-law modifications/additions via email.

OPEN MEETING LAW

The method adopted by Topsfield when the new Open Meeting Law was enacted on July 1, 2010 has proven to be effective. Agendas listing the topics that are reasonably anticipated by the chairperson to be discussed are sent electronically by local and regional boards, commissions and committees to the Town Clerk's Inbox well in advance of the required 48 hour business day minimum. Those agendas are date/time stamped, placed into a binder that is stored outside of Town Hall, and are available 24/7. As a courtesy, many agendas are also posted online.

Updates to the Open Meeting Law have been released. On November 18, 2011, for example, new regulations authorizing remote participation in meetings under certain circumstances were announced by the Office of the Attorney General. The best way for citizens to educate themselves about G.L. c. 30A, §§ 18-25, the state law that promotes transparency in government, is to consult the Open Meeting Law Guide (including any supplements), which can be found online at: <http://www.mass.gov/ago/docs/government/oml-guide.pdf>

CONFLICT OF INTEREST/ETHICS

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. Section 28 requires that "the state ethics commission shall prepare and update from time to time the following online training programs, which the commission shall publish on its official website: (1) a program which shall provide a general introduction to the requirements of this chapter; and (2) a program which shall provide information on the requirements of this chapter applicable to former state, county, and municipal employees. Every state, county, and municipal employee shall, within 30 days after becoming such an employee, and every 2 years thereafter, complete the online training program." Due to a delay at the State level, the municipalities were advised to delay the recertification by their employees and volunteers until the release of the new online training program. On December 10, 2012, the updated training that targets groups, e.g. state and municipal workers and local volunteers more specifically, will be available.

IN GRATITUDE

I would like to thank Jack Armitage for his devoted service in this office from October of 2010 to February of 2012. Though he has assumed a new position outside of Town Hall, he continues to bring his wonderful personality to the polling site every Election Day when he serves as Town Warden. Beth Willis has been installed as the new Assistant Town Clerk and has adapted quickly to her position. Stepping in to assist at every Town Meeting is dedicated

Town Clerk (cont.)

town volunteer, Darcy Fulton. I want to recognize Frederick J. Glatz who enthusiastically pursued another term as Town Constable; his service at the polls, especially, is invaluable. Also providing superb service at the polls are Barbara Adams, Jane Bonanno, Betty Booye, Sally Cabral, Fred Capobianco, Elizabeth Carey, Carole Carter, Mary Connor, Christine Cotti, Elaine Crippen, Kathleen Curran, Jolene Guerra, Janice Englehardt, Audrey Iarocci, Florence Lear, Ruth Lucy, Eileen Reichardt, and Dorothy Roberts. Sorely missed is long-time election worker and Topsfield resident Betty Kruck, who entered into eternal rest on September 6, 2011 after also devoting years of service to the town as a library and thrift shop volunteer.

Respectfully submitted,
Paula M. Burke / Town Clerk

STATISTICAL TOWN DATA FOR 2012

Town Population

(January 1, 2012).....6686

Registered Voters4,381

Party Totals:

Democrat794

Republican.....877

Green-Rainbow.....2

Libertarian.....6

Unenrolled (Independent)2702

Births

Recorded & Filed.....42

Marriages

Intentions Recorded & Filed.....26

Licenses Issued26

Licenses Recorded & Filed26

(1 from license issued in 2011)

Deaths

Burial/Crematory Permits

Recorded, Issued & Filed60

Certificates Recorded, Issued & Filed60

(Occurence Community)

Certificates Recorded & Filed.....36

(Residence Community)

Total Death Certificates Recorded & Filed96

Dog Licenses

Recorded & Issued1,066

Commercial Kennel Licenses

Recorded & Issued1

The results of the Annual Town Election, Presidential Primary, State Primary and State Election are contained on pages 118-122 in this Annual Report.





Photo: Kindra Clineff Photography

Cable TV / Website Committee

Our town website serves as a “virtual Town Hall” and information center for citizens and a welcome mat for visitors and new residents.

The Cable TV Advisory Committee and the Town Website Committee have been combined and have produced a 5-year planning document.

CABLE TV PROGRAMMING

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 8. Verizon customers receive local programming on channel 47.

A new 5-year license contract was negotiated with Comcast on 10/14/11. This agreement significantly increased the funds received from the cable TV provider. New equipment has been purchased to upgrade the cable architecture providing increased flexibility in programming content. New portable video and audio equipment is providing improved local programming. New volunteers have brought needed video skills to the community. A new Cable TV / Town Website Coordinator has been hired who brings much needed technical skills to the job. Two part-time Video Camera Operators have been hired. A MASCO summer intern was sponsored and new creative ways to deliver video-on-demand were prototyped.

TOWN WEBSITE

A group of dedicated volunteers have developed a comprehensive Town Web site -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.

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 Cable TV / 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 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.

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

12 MONTH PROGRAM SUMMARY

(July 1, 2011 through June 30, 2012)

Selectmen meetings..... Every other week is live;re-broadcast the following week	Congressman Tierney updates.....6
Annual Town Meeting.....1	Historical Society lectures.....10
Public Forums (<i>Candidates Night, Town Budget</i>)2	Local church services:..... Weekly
Town Events (<i>parades, concerts, etc.</i>)13	Provided by the churches:
Topsfield School Committee Meetings.....12	Our Savior Lutheran
MASCO School Committee Meetings.....12	Topsfield Congregational (<i>Christmas Specials</i>).....2
MASCO sports *12	First Church of Boxford
MASCO concerts/special events *2	St. Rose of Lima (<i>Christmas Concerts</i>)2
Special Interest (<i>cooking, medical</i>) *15	* (Compliments of Boxford Cable)
General interest (<i>Trails and Sails, etc.</i>)5	

Green Communities / Renewable Energy

The GCRE Committee is focused on further developing and implementing the Town's 5-year energy reduction plan and investigating the installation of renewable energy sources on Town properties that are respectful of, and consistent with, the character of the community.

INTRODUCTION

The Topsfield Green Communities / Renewable Energy 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, apply for energy reduction grants and to recommend feasible renewable energy projects, energy conservation projects and educational initiatives to the Town.

In Fiscal Year 2012, the Green Communities / Renewable Energy Committee's primary achievements were:

- (1) orchestrating and receiving the Town's application as a "Green Community" and obtaining the associated grant which totals \$132,957 to be utilized for energy efficiency projects;
- (2) the development of Topsfield's energy reduction plan for all town and school buildings;
- (3) replacement of the Town Hall's antiquated oil heating system with natural gas, including the installation of a control system to manage temperature settings and regulate usage;
- (4) installation of new indoor lighting systems for the Fire Station, Police Station, Library and DPW building designed to reduce energy consumption;
- (5) tracking and documenting energy usage for all municipal buildings and vehicles;
- (6) "Public Education" highlighting solar powered displays at the annual Holiday Walk, Strawberry Festival and Topsfield Fair Parade.

TOWN HALL HEATING SYSTEM REPLACEMENT

At the May, 2011 Annual Town Meeting, the Green Communities / Renewable Energy Committee proposed to the Town that a new gas fired boiler be installed at Town Hall and that other energy efficiency measures be implemented in the building. The existing oil-fired boiler was antiquated, inefficient, and in need of rehabilitation. The Town Meeting appropriated \$32,000 for this project. During the early fall of 2011, the boiler, three oil tanks, most of

the piping and asbestos insulation and ancillary equipment were removed from the old boiler room. A new high efficiency condensing gas fired boiler was installed along with fourteen computer controlled thermostats which provide temperature control throughout the Town Hall, along with nighttime and weekend temperature setback.

Significant savings have accrued as a result of the change from oil to natural gas, the increase in efficiency of the combustion system, reduced maintenance costs, weatherization improvements, and the new temperature control system. The Green Communities/ Renewable Energy Committee estimates an annual reduction in heating fuel from \$13,700 in oil to \$4,228 in natural gas, resulting in a fuel saving for one heating season of over \$9,000. Maintenance costs, which had been running several thousand dollars a year, were zero during the past winter. The cost of the new boiler installation and other energy efficiency measures are on target to be paid back in approximately three years, as promised at the Annual 2011 Town Meeting.

ENERGY CONSERVATION PROJECTS & FUTURE FOCUS

The Green Communities/ Renewable Energy Committee is focused on further developing and implementing the Town's 5-year energy reduction plan, especially with regard to increasing the energy efficiency of the two elementary school buildings. The Green Communities/ Renewable Energy Committee are also investigating the installation of renewable energy sources on Town properties that are respectful of, and consistent with, the character of the community. We anticipate installing new indoor lighting for Proctor and Stewart Elementary schools, as well as new outdoor lighting fixtures and weatherization improvements for all town and school buildings in FY2013. The costs will be completely paid for through Topsfield's Green Community grant. The Committee is currently projecting more than \$43,027 in annual utility cost savings through the implementation of these energy conservation measures.

The Green Communities/ Renewable Energy Committee is also investigating the installation of a new Energy Management System for the Town Library, Proctor School and Stewart School to further reduce our energy usage and achieve additional cost savings in the years to come.

The savings our town anticipates receiving through these energy conservation projects is listed on the following page.

The Green Community/ Renewable Energy Committee greatly appreciate the participation of members of the Board of Selectmen, Martha Morrison, and representatives of the Topsfield Public Schools, Jeanine Cunniff and Steve Clifford, in the work of the Committee. We would especially like to thank George Hall whose work as Chairman helped us achieve our goals.



Green Communities / Renewable Energy Committee (cont.)

LOCATION	ENERGY CONSERVATION MEASURE	PROJECTED ANNUAL COST SAVINGS
Proctor Elementary	Indoor Lighting Retrofit	\$7,956
Proctor Elementary	Outdoor Lighting Retrofit	TBD
Proctor Elementary	Infiltration Reduction	\$3,107
Stewart Elementary	Indoor Lighting Retrofit	\$9,162
Stewart Elementary	Outdoor Lighting Retrofit	TBD
Stewart Elementary	Infiltration Reduction	\$3,136
Police Station	Outdoor Lighting Retrofit	\$488
Police Station	Indoor Lighting Retrofit	\$566
Police Station	Infiltration Reduction	\$794
Fire Station	Indoor Lighting Retrofit	\$846
Fire Station	Outdoor Lighting Retrofit	\$359
Town Library	Indoor Lighting Retrofit	\$1,774
Town Library	Outdoor Lighting Retrofit	\$360
Town Library	Infiltration Reduction	\$564
DPW Station	Indoor Lighting Retrofit	\$1,338
DPW Station	Outdoor Lighting Retrofit	\$1,317
DPW Station	Infiltration Reduction	\$174
Town Hall	Indoor Lighting Retrofit	\$784
Town Hall	Infiltration Reduction	\$560
Town Hall	Oil to Natural Gas Conversion	\$9,742
Total Estimated Savings:		\$43,027

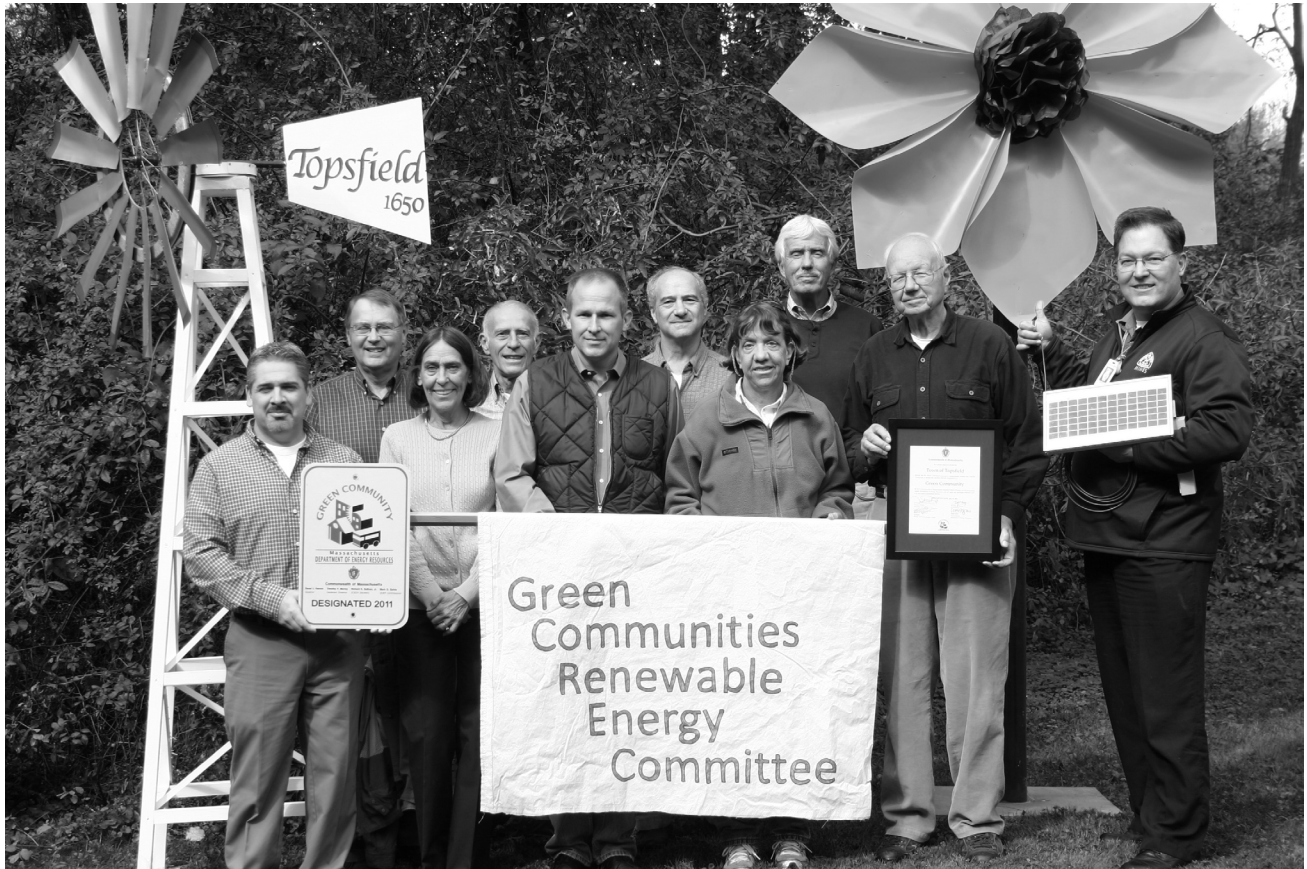


Photo: ET Johnson

Green Communities/Renewable Energy Committee: L-R: Chip Goudreau, Rick Muka, Martha Morrison, Dick Gandt, Glen Gollard, Joe Geller, Sara Beck, Eldon Goodhue, Bob Winship, Bruce Dyas.

Police Department

Over the past year our department continued to focus on community services and policing operations to ensure the safety of the citizens of Topsfield. Our first priority remained police visibility within your neighborhood in order to prevent and reduce property crimes such as burglaries and thefts.

Over the past year our department continued to focus on community services and policing operations to ensure the safety of the citizens of Topsfield. Our first priority remained police visibility within your neighborhood in order to prevent and reduce property crimes such as burglaries and thefts. Although burglaries remained consistent to last year's level, theft related offences were down over 40%. We also made it our goal to address areas pertaining to traffic safety, implement a new groundbreaking driver safety program for seniors and began offering Firearms Safety classes for citizens who wish to learn the proper and safe handling of firearms. These were just a few of the many programs our department offers the citizens of Topsfield.

TRAFFIC SAFETY DIVISION

As a result of numerous complaints involving traffic related issues we have established a new Traffic Safety Division within the police department to reach out to the public for feedback on traffic related concerns. A public meeting was held at the Proctor School in January where we listened to citizen concerns and suggestions. From this meeting our officers met with additional neighborhood groups to address their specific issues. Through education, enforcement and signage options our department remains committed to providing safe roadways for the motoring public. Fortunately this past year due to the mild winter and our enhanced efforts we have seen an overall reduction of 42% in accidents. If your neighborhood has traffic issues please feel free to contact me so we can start reviewing your area.

COMMUNITY NOTIFICATION SYSTEM

The Topsfield Police Department is sending all Citizens Information Alerts and Advisories through our NIXLE Community notification system. NIXLE Corporation's vast secure community notification system allows citizens to join the public network and receive community alerts and advisories direct to their mobile phone or computer through text messaging or email at no cost to the Town or subscriber. This is an improvement over the department's previous distribution process for Citizen Information Alerts. It will allow alerts or advisories to be sent from the

scene of any incident in real time without delays, keeping the public informed while allowing citizens to sign up for notifications from area participating agencies as well. If you wish to continue to receive our Citizen Information Alerts/ Advisories you must subscribe to the NIXLE community notification system. Go to www.topsfieldpolice.com and click on the NIXLE sign up icon.

SENIOR SERVICES: CARFIT PROGRAM:

This summer the Topsfield Police Department partnered with the Topsfield Council on Aging and TRIAD to bring the CARFIT program to seniors. CARFIT is a nationally recognized educational program created by the American Society on Aging and developed in collaboration with AAA (American Automobile Association), AARP and the American Occupational Therapy Association. The program is designed to help older drivers find out how well they currently fit their personal vehicle, to highlight actions they can take to improve their fit, and to promote conversations about driver safety and community mobility. A proper fit in one's personal vehicle can greatly increase not only the driver's safety but also the safety of others. The program was a resounding success and was the first time the program was instituted in Massachusetts.

BASIC FIREARMS SAFETY CLASSES

The Topsfield Police Department began sponsoring and instructing a Basic Firearms Safety Course for citizens that fulfills the State of Massachusetts requirement before residents can apply for a Firearms Identification Card or License to possess or carry a handgun. The course is free to Topsfield residents; nonresidents are charged \$50. As of this writing 133 people have successfully completed the course. The course has become so popular that there is a waiting list to attend.

SCHOOL SAFETY PROGRAMS

School Resource Officer:

The School Resource Officer (SRO) program is a combined effort of the Tri-Town police departments of Topsfield, Boxford and Middleton, involving Masconomet Regional High and Middle School. Our SRO continues to take the lead with this program as budgetary cutbacks in Boxford and Middleton led to reduced participation in the program again this year. The School Resource Officer has to deal with many issues involving drug abuse, cyber bullying and child and family issues. In doing so, our department works closely with area police departments, Masconomet school administration, State probation officials, the Essex County District Attorney's Office and the Department of Youth and Family Services which allows for resources to be combined and utilized for students deemed at risk of offending or in need of additional resources. The SRO program allows the Police and Students to build upon a relationship of mutual respect while maintaining an open line of communication. The School Resource Officer continues to be a valuable position for Topsfield and Masconomet and cannot continue without the continued support of the community.

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 thankful to the generous support of the Topsfield Lions Club. The Topsfield Lions Club had been an ardent supporter of the D.A.R.E. program for many years; unfortunately, this fine organization has now disbanded. It is our hope that other organizations, businesses and individuals can step forward to assist

Police Department (cont.)

with funding so we can continue our goal of educating our children to say no to drugs. Please become a partner with the Topsfield Police Department and help us continue this worthwhile program by making a donation to the Topsfield Police D.A.R.E. account.

CITIZENS POLICE ACADEMY:

We have completed seven academies totaling 131 graduates. Our 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 cooperation as well as having fun. If you are interested in participating in our next Academy check out our webpage at www.topsfieldpolice.com/citizenspoliceacademy.html or drop us an email at ehaglund@topsfieldpolice.com we'll add you to the list.

VEHICLE FLEET UPDATE

We will be trying to get back on track with our scheduled vehicle replacement plan by replacing two of our older police patrol vehicles this year, a 7 and 5 year old Ford Crown Victoria police cruiser with 115,000 and 145,000 miles respectively. Due to past budget setbacks we have not been able to maintain our scheduled vehicle replacement program. Our goal is to maintain a fleet with lower mileage to reduce major repair costs that have dramatically increased the past few years directly due to age. I encourage you to support our request for additional new front line police cruisers at Town Meeting.

CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division resolved several cases during the past year which included the following: An armed robbery on Salem St. which led to two arrests. The arrest of a man who had broken into cars parked at Hoods Pond. An Ipswich woman was arrested after allegedly answering Craig's list ads for missing dogs, claiming them as her own and reselling the dogs. Through hard work and determination detectives have been able to resolve 6 of the 8 residential burglaries. Their duties also involved working with area departments on drug investigations that affected our community.

COMMUNITY POLICING

The members of the Topsfield Police Department are diligent in our efforts every day to ensure you live in a safe and secure community. We ask that you join with us as partners for the community, join our NIXLE alerts, know what is happening in your neighborhood and let the police department know when you see or hear something suspicious. Help continue to make our community safer every day.

We thank you for your support as we continue to serve you in the most professional and dedicated manner.

Respectfully Submitted,

Evan E.J. Haglund
Chief of Police

TOPFIELD POLICE DEPARTMENT 2011-2012 STATISTICS

	FY2012	FY 2011
Arrests	148	283
Mv Enforcements		-
Warnings	1216	845
Citations	680	577
Criminal Complaints	78	72
O.U.I. (Oper Under the Influence)	44	31
MV Accidents (investigated)	81	139
(not investigated)	45	68
Domestics	17	37
Disturbances	33	59
Loud Groups/Noise Complaints	30	69
Assaults (non-sexual)	20	21
Vandalism	98	69
Juvenile Related	107	104
Suspicious Activity	543	682
Medical Aids	487	458
Alarms	546	449
Animal Calls	129	266
Protective Custody	22	12
Walk-ins	1397	2194
Physical House Checks	1471	2038
Theft of Motor Vehicle	1	5
Larceny from Motor Vehicle	15	27
Unlawful entry of Motor Vehicle	5	12
Larceny from Residence	8	4
Larceny of Bicycle	2	0
Larceny General	25	43
Residential Burglary	8	7
Commercial Burglary	1	0
Burglary General	0	2
Armed Robbery	1	0
Alcohol Related Incidents		-
(not including OUI)	51	47
Drug Related Incidents		-
(not including OUI)	88	57
Homicide	0	0
Calls for Service	18313	18326
Total calls	25160	24554

(Statistical tabulation for 2011-2012 fiscal year)

Police and Fire Rosters

POLICE DEPARTMENT PERSONNEL

FULL-TIME OFFICERS

Chief Evan E. J. Haglund
Sgt. Richard LeBel
Det. Sgt. Gary Hayward
Sgt. John Hayward
Det. Steven Weir
Off. Shawn Frost
Off. Neal Hovey
Off. Joseph DeBernardo
Off. Kelly Pickering
Off. Michael Balsey

RESERVE OFFICERS

Sgt. Gerald Harrison
Off. Glenn Walker
Off. David Bond
Off. Gary Wildes
Off. James Gettman
Off. Christopher Sanborn
Off. Lawrence Nestor
Off. John Barry
Off. David Castellarin
Off. James Dunn
Off. Tyler Dechene
Off. Brook Dechene

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 LISTING:

Officers:

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

Denault, Jr., Charles - *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*
 Brown, Charles*
 Brown, Conor** *
 Costanza, Luigi*
 Erickson, Christopher*
 Feltault, Jerome*
 Fontaine, Travis*
 Ahern, David*

Ash, Thomas*
 Boeri, Robert*
 Brown, Charles*
 Brown, Conor** *
 Costanza, Luigi*
 Erickson, Christopher*
 Feltault, Jerome*
 Fontaine, Travis*
 Fuller, Leonard** *
 Harper, Tamara*
 Horne, Jeff*
 King, Peter^
 Looney, Sean*
 Lord, William*
 Moore, Scott*
 Reineke, John^
 Winfrey, Scott*
 Wood, Charles*

Support Staff:

Lemiesz, Susan, Administrative Assistant

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



Fire Department

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.

Our community has an on-call Fire Department supplemented by two full-time firefighters working 6:00 am until 6:00 pm only. We continue to struggle to provide an adequate response to emergencies during certain times of the day or certain days of the week. Our response is determined by the number of Call Firefighters on hand and in town during an emergency event. I am still troubled by our current Call system and its' inadequacies. This system is similar to many other towns in Essex County which have chosen to add additional full-time personnel to address the issue of an insufficient or unacceptable response. We should consider this option in the near future or consider consolidating emergency Fire and Emergency Medical services with several neighboring communities.

Your Fire Department continues to be creative in finding ways to fund our essential services. This year we have applied for many local, state, and federal grants. Topsfield was lucky in receiving the following Grants: 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 works on every chance to supplement training, firefighting equipment and supplies to better meet our community's needs. The Topsfield Fire Department proudly deposited \$56,054.12 in permit fees and ambulance revenue directly into the Town of Topsfield's General Fund this fiscal year.

I am grateful to the Topsfield Firefighter Relief Association and their fund raising efforts. This year they purchased and donated 2 Cardiac Monitors/Defibrillators and upgraded our semi-automatic defibrillators. This donation was worth over \$64,000. On behalf of the Fire Department and the citizens of Topsfield - thank you to TFFRA and their President Luigi Costanza.

TRIBUTE

Captain Darrell Moore retired from his full-time position after 32 years of service. Darrell has done an excellent job as a Fire Prevention Officer, Paramedic and Firefighter. Darrell was also instrumental in establishing the fire

department website years before others. We are grateful that Darrell wishes to continue his job with the fire department as a call firefighter for the foreseeable future. Thanks Darrell!

Conor Brown was hired as a full-time firefighter to replace Darrell Moore. Conor is a Graduate of North Shore Community College and is currently engaged in a Paramedic class. Conor was a call firefighter with Topsfield prior to his full-time appointment. Congratulations to Conor Brown.

Jeffrey Horne completed the Call Firefighter 1 and 2 class held by the Massachusetts Fire Academy. Jeff committed a great deal of his own time to accomplish this certification. I am very grateful for his dedication. Jeff's Grandmother (Lou) pinned his Grandfather's Badge on him at his graduation. Jeff's Grandfather was a Lieutenant with the fire department for over 25 years. It was exciting for me to see the tradition continuing.

Lieutenant William A. Wood resigned after 37 years of service to the Town. I thank him for his service and wish him well in the future.

THE TOPSFIELD EMERGENCY MANAGEMENT AGENCY

I am happy to report that our staff continues to be trained in (NIMS) National Incident Management System according to our federal declaration.

I am continuing to update Topsfield's Comprehensive Emergency Plan as required by the Massachusetts Emergency Management Agency. This document demonstrates how Topsfield emergency services would respond to a local disaster.

I would like to thank the Board of Selectmen and Town Administrator for their help this past year. Regrettably, we still have not received any local funds to include a sufficient risk assessment for our town or the ability to obtain the materials and tools we need to be ready for an event should it strike our area.

REGIONAL EMERGENCY COMMUNICATIONS CENTER

Construction of the 8,000 square foot communications facility is complete at the 20 Manning Avenue site in Middleton. The target date for operation is still July of 2013. All of our 911 dispatch services will be coordinated at this new state-of-the-art facility. It has been a long road since its inception in 2004. It has been a great experience partnering with the five other communities. Although each community is unique in its own way; however, everyone involved continues to have the same goal in mind. They want efficient, effective, and standards-based emergency communication services. I would like to thank all of our friends from the other charter communities as well as the Essex County Sheriff's Office for their work on this outstanding program.

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

Fire Department (cont.)

TRAINING AND HAZARDOUS MATERIALS COORDINATOR

During the past twelve months, the Fire Department has conducted over twenty-three training sessions for all of the firefighters. Subjects included in this training were EMS, Hazardous materials, Incident Command, as well as fire training. The fire training covered many aspects of firefighting including prompt and proper laddering techniques, extinguisher use, hose handling, extrication, attack and theory. All firefighters must attend 80% of all of the training we provide. We realize how much of a commitment that it takes to achieve this goal. Thank you for all of your efforts.

This past year the Fire Department responded to 33 incidents involving Hazardous materials. All incidents were mitigated by fire department personnel and no state agencies were involved. The majority of the incidents involved flammable gases or liquids.

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 for all businesses. Quarterly inspections and fire drills are held at all schools in the Town as well as the local skilled nursing facility. We strive to promote cooperation and information sharing between our citizens, the business community, contractors, and the Massachusetts State Fire Marshal's Office. This collaboration puts the safety of our citizens and our firefighters in the forefront with the most current standards.

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

- The Department of Fire Services, in conjunction with the Divisions of Training and Fire Safety, introduced a multi-level training program for fire prevention officers. The requirements for a fire prevention officer are ever expanding and more complicated than ever before. In today's world the fire prevention officer needs to be thoroughly familiar with the fundamentals of firefighting, hazardous materials, fire protection systems, fire inspection principles, Mass General Laws (MGL), Massachusetts Fire and Building Codes, and national standards (i.e., National Fire Protection Association and International Code Family). Two members of the Topsfield Fire Department were credentialed as Fire Inspector Basic and one member was credentialed as Fire Inspector I.
- 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 continue to be educated to this new law and novelty lighters 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 several fires which resulted in approximately \$16,837 in damages. Cause and origin of the fires varied. We would like to thank our colleagues at the Massachusetts State Fire Marshal's Office for their assistance in investigating a number of incidents.

We performed 896 inspections this year including:

Snow Removal Egress and FDC	31	Incidents:	
Walk through for 26 F	36	Fire	91
Annual Building Inspections	366	Medical Aid	582
School and Bus Evacuation Drills	3	Haz-Mat 3	2
Common Victuller Inspection	8	Inspections/Service Calls	1,273
Oil Burner Form 1 A	27	Good Intent	43
Fire Drills	18	False Calls	131
Oil Burner Inspections	28	Severe Weather	1
LPG Inspection	39		
Oil Tanks and new oil lines	39		
Oil Tank Removal	27		
Oil Burner Tank Installation	16		
Plan Review	17		
Smoke Detectors for 26 F ½	102		
Rough Smoke Detector Inspections	32		
Sprinkler Inspection	13		
Sprinkler pressure test.....	2		
Final Smoke Detector Inspections	38		
Other inspections	54		

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". The third grade participated for the second 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

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, 2011, through June 30, 2012, members of the Topsfield Fire Department responded to numerous requests for medical assistance. During this timeframe, there

Fire Department (cont.)

were 582 requests for medical assistance and 608 patients evaluated and treated. Three firefighters were injured providing emergency medical care to our patients, reminding us of how dangerous our work is. 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 258 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 \$56,054.12 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, Massachusetts Department of Public Safety, the Massachusetts Department of Conservation and Recreation and the Federal Emergency Management Agency. We received a \$1,500 grant for our child passenger safety seat installation program. We received a grant from the Massachusetts Department of Public Health for 36 photoelectric and ionization smoke detectors to be installed by Fire Department Personnel in the homes of senior Topsfield Residents at no cost to the home owner.

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

Respectfully Submitted,

Jen Collins-Brown

Captain, EMT-P, I/C, CFI-1 and II

MS, EMT-P, I/C



With the "Jaws" Firefighter David P. Ahern and Firefighter Robert L. Boeri.



Photos: Topsfield Fire Department

Captain Jen Collins-Brown at the top of the ladder battling a fire at Danver Town Hall.

Inspectional Services

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

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

FY/12 REPORT OF THE INSPECTOR OF BUILDINGS.			
Total Building Permits Issued	330		
Total Fees		\$163,177.00	
Waived Fees (Public Buildings)		-50.00	
Total Fees Collected			\$163,127.00
Total Sheet Metal Permits Issued	26		
Total Fees Collected			\$ 3,411.00
FY/12 REPORT OF THE ELECTRICAL INSPECTOR			
Total Electrical Permits Issued	275		
Total Fees		\$41,069.75	
Waived Fees (Public Buildings)		- 350.00	
Total Fees Collected			\$40,719.75
FY/12 REPORT OF THE GAS/PLUMBING INSPECTOR			
Total Gas Permits Issued	111		
Total Fees Collected			\$ 7,848.00
Total Plumbing Permits Issued	135		
Total Fees		\$14,034.00	
Waived Fees (Public Buildings)		- 50.00	
Total Fees Collected			\$13,984.00



Photo: Juliette Rehak

Board of Road Commissioners

The fiscal year began with the closure of the bridge on Rowley Bridge Road by the Board of Road Commissioners, after a visual inspection and the issuing of a condition report by (MASSDOT).

The fiscal year began with the closure of the bridge on Rowley Bridge Road by the Board of Road Commissioners. This was done after a visual inspection and the issuing of a condition report by the Massachusetts Highway Division of the Massachusetts Department of Transportation (MASSDOT). Necessary repair problems continued with the Route 1 bridge over Howlett Street known in Town as "Dry Bridge". Clean up from Hurricane Irene and an early snowstorm on Halloween necessitated a great deal of extra work from the Highway Department.

An unusually mild winter allowed the Highway Department employees to take advantage of the good weather to catch up on maintenance and administrative projects. The Highway Department cleaned catch basins, continued brush cutting, maintained and cleaned drainage ditches, and performed tree work with National Grid. In early spring the outside storage area was cleaned and organized, the skid steer loader trailer was overhauled, and road maintenance was able to begin earlier than usual.

ROUTE 1 OVERPASS ("HOWLETT STREET BRIDGE")

The Massachusetts Department of Transportation is responsible for the maintenance of Route 1 bridges and overpasses. The deteriorated condition of the Howlett Street Bridge prompted the Town to write letters to MASSDOT and State Representative Ted Speliotis. Photos showed the deterioration of the exterior concrete structure that exposed reinforcing rod as well as a net set up to catch falling debris from the deck beams. The state finally sent an emergency repair crew in the fall to remedy the situation, but the crew had to stop work in October due to funding problems. A new contractor returned in January to finish the work.

ROWLEY BRIDGE

On August 26th, Rowley Bridge was closed by the Road Commissioners to all vehicular traffic following an inspection by MASSDOT revealing damage to the support pilings. The Highway Superintendent applied for and received funding from a new State program called MASSWORKS to contract the necessary engineering to study

alternatives for the necessary repairs. A contract was awarded to Jacobs Engineering in June to accomplish this. The bridge remained closed for the fiscal year, and was expected to reopen by the end of calendar 2012.

STORMS AND CLEANUP

Hurricane Irene devastated parts of Western New England, however Topsfield was largely spared. The Highway Department ultimately did receive \$6,000 in FEMA funds to cover some of the cost of extra cleanup work caused by the storm damage. A premature snow storm on Halloween caused significant tree damage, and the composting center was kept open until late November to accommodate the fallen trees and branches that homeowners and Town departments needed to dispose of.

CAPITAL PLAN

After several years of application by the Board of Road Commissioners, the Town Meeting and voters at the polls approved the purchase of a new wing plow truck with a new sander body with will replace our existing 16 year-old truck. The new truck restores reliability to our snow removal capability. A request to replace a pick-up truck was not approved in FY2012.

PAVING AND ROAD MAINTENANCE

Road maintenance in the summer included crack filling of Dover Hill, High Ridge Rd, Caitlin Lane, Juniper Lane, Morningside Drive, Howlett Street, and a section of Perkins Row. Ipswich Road was milled and resurfaced with a new asphalt surface course from Route 1 to the Ipswich town line. Campmeeting Road and a section of Perkins Row were also re-paved.

Plans for FY13 include resurfacing on Salem Road – East side, McLeod Lane, a portion of Wenham Road, and High Street from Valley Road to Wenham Road.

SUMMARY

The Topsfield Highway Department maintains 60 miles of Town roads and sidewalks. Our employees respond to emergency needs such as storm cleanup, power outages, and water main breaks. We also work with other agencies, utilities, and Town departments including the Police, Fire, Park and Cemetery, Town Hall, and the Water Department. We are grateful to all these departments and agencies for their cooperation.

Philip Knowles, *Chairman*

Richard Cullinan, *Member*

Joseph Gibbons, *Clerk*

David Bond, *Highway Superintendent*



Water Commissioners

Beginning in November 2011 a new treatment process, sequestration, was added to help alleviate some of the problems caused by manganese contamination.

WATER QUANTITY

We pumped one hundred thirty-four million gallons of water from our two well fields during FY2012. One hundred twelve million gallons were withdrawn from North Street and twenty-two 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. Work began on a feasibility study that examines water supply and treatment alternatives, particularly water treatment plant options as well as purchasing water from another city, town or the Massachusetts Water Resources Authority. The study should be completed by the fall of 2012.

SYSTEM IMPROVEMENTS

Beginning in November 2011 a new treatment process, sequestration, was added to help alleviate some of the problems caused by manganese contamination. The sequestrant, an ortho/poly phosphate blend, binds the manganese in a soluble state prior to the disinfection and pH adjustment processes that reduce its solubility. Initial reports indicate the process is working but more time is needed to make a final evaluation.

BILLING, RATES AND CONSERVATION

Water rates were not changed for FY2012.

BOARD COMPOSITION

The Board was comprised of Philip Knowles as Chairman; Richard Stone as Clerk; and Elizabeth Cullinan as Member. Mark Gallagher was elected to the Board in May 2012 and the Board completed the remainder of the

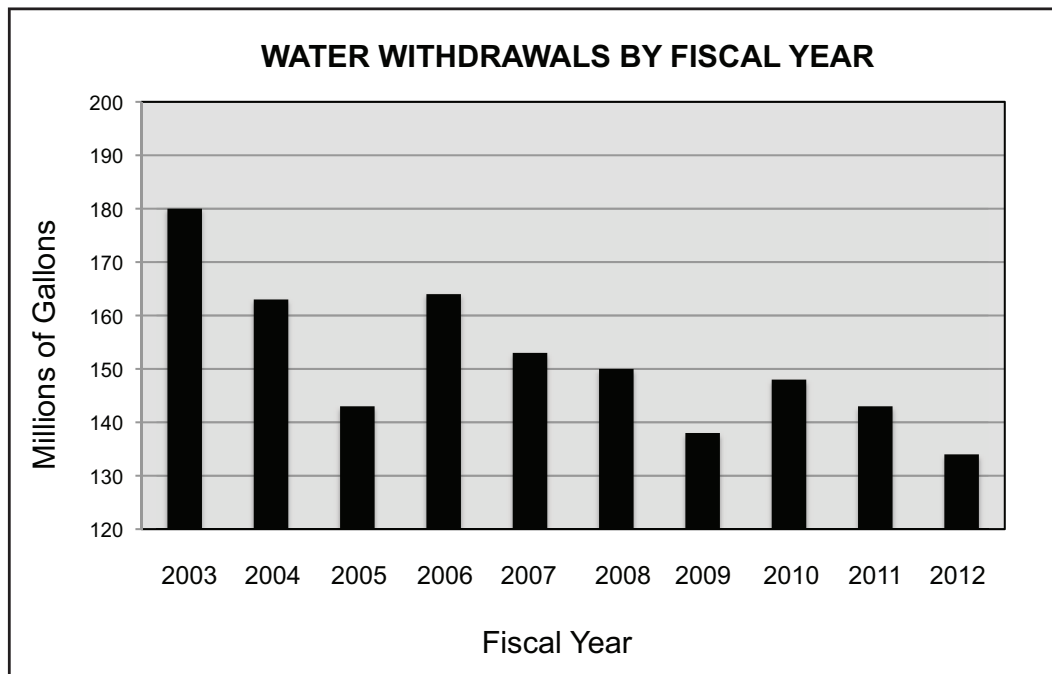
year with Philip Knowles as Chairman, Richard Stone as Clerk and Mark Gallagher as Member.

RECOGNITION

We would like to thank Elizabeth Cullinan for her many years of service to the Board. We would also like to 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

The School Committee has exercised significant fiscal restraint due to the current economic climate and challenges facing the Town of Topsfield. These constraints precluded needed investments in technology, which were ultimately achieved in 2012 through a public/private partnership.

Jeanine Cunniff, Chair	Term Expires 2013	School Superintendent:	Bernard F. Creeden
Susan Archer,	Term Expires 2014	Dir. Finance & Human Resources:	Steven Greenberg
Rosemarie Lucey, Vice Chair	Term Expires 2015	Dir. Special Education:	Sharon Lyons
Gordon Spater.....	Term Expires 2013	Dir. Curriculum	Christine Elliott
Joseph Quigley	Term Expires 2014	Dir. Facilities and School Operations: ...	Stephen Clifford

MILESTONES

Two staff members retired in June 2012. Kathleen Curran retired from her position as the Library Media Specialist for the Steward and Proctor Schools having completed twenty-six years of service to our schools. Kay McGregor retired from her role as a Teacher Assistant at the Steward School having completed thirteen years of service.

NEW STAFF APPOINTMENTS

New staff members joining the Topsfield Elementary Schools in the fall of 2012 include Karin Beirne (Grade 4), Christopher Esolen (Network Technician), Amanda Lurvey (School Nutrition/Food Service), Traci Massimi (Teacher Assistant), Kaersten Mehlin (Teaching Intern Grade 3), Lorraine Miles (Behavior Specialist), John Murphy (Custodian), Sara Pedersen (Office Assistant), Maria Sideri (Teacher Assistant), Audrey Quenneville (Teacher Assistant), and Robert Wyman (Custodian).

The TTSU Central Office welcomed a new staff member, James Kreyling, Facilities Maintenance Electrician to work in the Topsfield, Boxford & Middleton Schools under the direction of the Director of Facilities, Steve Clifford.

Staff Anniversaries: Twenty-three staff members celebrated five-year anniversaries of service in our schools. Five-year service pins were presented to Allison (Andruszkiewicz) Barry, Kim Boucher, Jodi (Gosule) Burke, Maureen

Jordan, Anne Lang, Amy Markos and Michelle Wronski. Ten-year pins were presented to Steve Clifford, Steve Greenberg, Mary Jordan, Judith LeBlanc, Nancy Rudder, and Cheryl Soriano. Fifteen-year pins were presented to Lorraine Denman, Janice Peetz, and Melissa West. Twenty-year pins were presented to Lynn Clark, and Kathleen Cronin. Cathy Craven and Susan O'Brien were honored for twenty-five years of service to the Topsfield Elementary Schools. Jeannie Meehan was presented a clock for her thirty years of service to the Topsfield Elementary Schools.

HIGHLIGHTS OF THE 2011-2012 SCHOOL YEAR

Response to Intervention (RTI): In 2008, staff at both Steward and Proctor schools completed a year-long series of research and study 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: Teachers have been engaged in professional development and projects related to the changes in curricula tied to alignment with the Common Core State Standards. These have focused on writing, language word study, and mathematics. Many teachers have also participated in workshops to learn more about using iPads and other technology devices to support instruction and learning.

Math Implementation: The Math Pilot Committee, in February 2012, made the recommendation to purchase and implement the program, Math in Focus: Singapore Math after a 3-year process of researching and piloting programs. The school committee supported the proposal, materials were purchased, and teachers began participating in professional development sessions to prepare for implementation. Teachers worked throughout the summer as Tri-Town grade level teams to prepare for the implementation. At the start of the school year in September of 2012, grades K-6 were fully implementing the new program.

Technology Review: In September 2010, a Technology Review Committee was launched. The committee's charter was to evaluate the condition and needs of our technology programs, hardware, and infrastructure. The review was undertaken because fiscal constraints had precluded maintenance of a 7 Year Technology Cycle. An outside auditor completed a study and issued findings. The Technology Committee, administrators, and community groups worked together to determine a path forward. In partnership with non-profits, donors, and contributions from the private sector, infrastructure was updated, including new wiring, new routers, and new hardware. The new hardware includes purchase of carts of tablets that can be transported easily, better meeting the needs of today's classrooms.

Writing Curriculum: The Tri-Town Writing Curriculum was fully implemented during the 2011-2012 school year, supported by extensive professional development. Teachers embraced the new writing model and brought the curriculum to life in their classrooms. The Tri-Town Writing Committee continued to meet throughout the school year to develop writing rubrics as tools to assess student writing in the three major modes of writing: Narrative, Argument and Informational writing. These rubrics were developed for grades K-6 and are available on the Tri-Town School Union Curriculum web page. The Tri-Town Writing Committee reconvened at the start of the 2012-2013 school year to develop writing prompt assessments that align to the pacing of the curriculum at each grade level.

Elementary School Committee (cont.)

Fundations: During the 2011-2012 school year, Kindergarten and first grade teachers implemented the Fundations Program as the language word study component of the balanced literacy model. Reading Specialists, Jessica Minnaar and Marianne Monbleau, were instrumental in supporting teachers with the implementation. In June of 2012 they provided training for the second grade teachers to prepare for implementation in September of 2012. Currently, the Fundations Program is fully implemented in grades K-2 with plans for the third grade implementation for 2013 under way so that the program will be fully implemented for grades K-3 for the 2013-14 school year.

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 students. The Topsfield Elementary School Parent-Teacher Organization (TESPTO) provides funds to support excellent enrichment programs and field trip transportation. The Topsfield Education Foundation (TEF) supports various enrichment programs. The School Committee has spent a considerable amount of time identifying system needs and working with these organizations to ensure continued excellence. One area of focus in the 2010-11 school year was a review of technology. Mapping of a technology infrastructure and instructional plan was a focus during the 2011-12 school year. As a result of this school-parent and other public-private partnerships, the Topsfield Schools was able to purchase and install many upgrades to our schools' technology infrastructure and instructional integration supports at the start of the 2012-13 school year. The above organizations were instrumental in that initiative. 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. The PTO's mission is to promote open communication and understanding between parents and staff of the Topsfield Elementary Schools. Our efforts serve to enhance and maximize the education of every child while aiding them in achieving their highest potential. 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 seeks to find creative, enjoyable ways to bring together parents, teachers, administrators, and others in the raising and education of our children by sponsoring community events open to the general public and by participating in other community events. TESPTO can be located on the Internet at <http://www.topsfieldschools.org/tespto/index.php?id=4>.

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, literature, art and music. TEF funding has helped to provide a "Scientist in Residence" with a science lab at Proctor and Steward, including all necessary materials and textbooks for this program; a science coordinator; Lego League Robotics program, instrumental music program for grades 3-6,

online math league at Steward, literary and art magazine at Proctor, and technology upgrades for both schools. A TEF grant was also made to help construct the Proctor Playground. Many smaller grants have been funded over the years to help both schools obtain what is needed to provide an excellent education for the Topsfield students. More information about TEF can be located 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. In addition to the two new playgrounds, one on the grounds of Proctor School, and the other on the "Tot Lot" Community Park adjacent to Grove Street, a new playground at Steward School was constructed in September of 2012. This playground was built by members of the community and we would like to thank the volunteers for their time and effort. This vast structure offers many options for students to enjoy their play time and build their gross motor skills, essential to their development at a young age. This playground is truly a symbol of teamwork and the community involvement that is so unique to Topsfield. 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 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. CLIC 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.

Elementary School Committee (cont.)

SCHOOL COMMITTEE OVERVIEW

The committee is comprised of five elected town members. All current members are parents of children enrolled in our schools. The goal of the School Committee is to continue to provide a high quality education within a managed budget.

FISCAL

The budget process begins in late fall with the Finance Committee's presentation to the Elementary School Committee of budget guidelines and ends in the spring with the School Committee's approval of a budget that is submitted to the Finance Committee and Board of Selectmen to be voted as part of Topsfield's operating budget at Town Meeting in May. The budget development process is a constant balancing act, weighing the needs of students and teachers against the town's financial constraints. The Committee's goal is to provide the highest quality educational programs with available funding from community tax revenues and limited fiscal support from the state. Increasing costs associated with insurance, school transportation, utilities, special education, building maintenance, and contractual salary increases must be addressed annually. Our students score relatively well on the Massachusetts Comprehensive Assessment System (MCAS), even in comparison to districts that spend more per student. MCAS performance is discussed in detail below.

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. 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. As part of the Town Building Assessment that was funded through action at the 2012 Annual Town Meeting, both schools and other town buildings have been reviewed to assess needs going forward. The findings reported from this assessment will guide future capital projects. Interior and exterior lighting retrofits to conserve energy were begun in 2012 in concert with the Topsfield Green Communities Committee.

- *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. These constraints precluded needed investments in technology, which were ultimately achieved in 2012 through a public/private partnership. These improvements could not have been undertaken without significant financial support from private donors and non-profits. 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's actual operating budgets for the years FY 2011, FY 2012 and FY 2013 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.

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Topsfield Elementary Schools Expenditure Summary	FY11 Actual Expenditures	FY12 Approved Budget	FY12 Actual Expenditures	FY13 Approved Budget
Total Salaries	4,540,437	5,226,430	4,551,457	5,372,419
Total Supplies / Materials / Textbooks	194,977	188,835	320,294	166,991
Total Equipment	39,045	43,124	34,646	42,896
Total Professional Development	49,642	59,977	92,121	85,862
Total Special Education (Tuition & Services)	303,310	489,370	374,538	510,537
Total Transportation	223,107	285,530	231,791	279,632
Utilities	210,104	213,288	175,409	189,254
Facilities	187,725	166,096	110,360	146,057
Total Operating Budget	5,748,347	6,672,649	5,890,616	6,793,648
Less: Applied Income Sources	546,200	698,168	698,168	699,677
Total Town Appropriation	5,781,593	5,974,481	5,890,616	6,093,971

Elementary School Committee (cont.)

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.

	Pre-school	Kinder-garten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 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
October 1, 2012	46	60	72	86	92	86	81	78	555	28

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) updated in December 2012 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 so cannot predict variations based on migration of new families to town, a significant driver of enrollment increases over NESDEC predictions in the past several years.

MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM (MCAS)

As Educational Reform in Massachusetts is now in its seventeenth 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 Proficiency 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 new Progress and Performance Index (PPI), including our designation as a Level 2 District under the federal No Child Left Behind (NCLB) law, can be found on the Massachusetts Department of Elementary and Secondary Education web site, which can be reached through a link on our school district website (<http://www.tritownschoollunion.com>) or directly at <http://profiles.doe.mass.edu/profiles/general.aspx?topNavId=1&org-code=02980000&orgtypecode=5&>.

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

Grade Three: Reading and Mathematics

Grade Four: English Language Arts, Writing and Mathematics

Grade Five: English Language Arts, Mathematics, Science and Technology, History and Social Studies

Grade Six: English Language Arts and Mathematics

The School Performance Index was introduced for the 2003 MCAS Administration. Performance points are awarded to a school or district for each student in the MCAS test group during the rating period. The goal is for each school and district to achieve a Composite Performance Index of 100 by the year 2014, (corresponding to all students performing at the Advanced or Proficient levels). Our Composite Performance Index is in the High or Very High Range for all areas tested. Our Overall District Ranking for 2011 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 web site at http://profiles.doe.mass.edu/mcas/performance_level.aspx?linkid=32&orgcode=02980000&orgtypecode=5&.

Our students continue to perform well on MCAS tests. However, there is concern that our Students Growth Profiles in certain grades have not always kept pace with our own past growth performance. School teachers and staff, administrators, the Director of Curriculum and the Director of Special Education continue to work together to identify specific areas for improvement. They have created a plan to address them. It is anticipated that new curricula will be needed over the next several years to allow our students to keep pace with changes made to the MCAS resulting from the state's Common Core Standards. A complete School and District Report Card published by the Massachusetts Department of Elementary and Secondary Education for Topsfield can be found on our district web page at: <http://www.tritownschoolunion.com/Topsfield-pdfs/TRC12.pdf>

MCAS 2012 Results:

Grade and Subject	Advanced		Proficient		Needs Improvement		Warning/ Failing		Students Included	CPI	SGP	Included in SGP
	Tpsfld	STATE	Tpsfld	STATE	Tpsfld	STATE	Tpsfld	STATE				
GR. 03 - READING	21	15	53	48	21	30	5	9	86	89.8	N/A	N/A
GR. 03 - MATHEMATICS	26	27	42	34	23	25	9	14	86	84.6	N/A	N/A
GR. 04 - ENGLISH LANGUAGE ARTS	18	13	54	44	24	30	5	14	84	88.7	53.5	78
GR. 04 - MATHEMATICS	25	16	51	35	18	36	6	12	84	92.0	59.5	78
GR. 05 - ENGLISH LANGUAGE ARTS	27	17	58	44	14	28	1	11	79	94.3	58.5	76
GR. 05 - MATHEMATICS	29	25	44	32	23	26	4	17	79	88.9	64.0	76
GR. 05 - SCIENCE/ TECHNOLOGY	30	22	49	30	19	34	1	14	79	93.0	N/A	N/A
GR. 06 - ENGLISH LANGUAGE ARTS	32	18	52	48	13	22	3	9	101	94.6	49.0	95
GR. 06 - MATHEMATICS	34	27	44	33	18	24	5	16	101	90.5	41.0	95
ALL GRADES - ENGLISH LANGUAGE ARTS	25	19	54	50	18	22	3	9	350	91.9	52.0	249
ALL GRADES - MATHEMATICS	29	27	45	32	20	26	6	15	350	89.1	51.0	249

Elementary School Committee (cont.)

CURRICULUM AND PROGRAM DEVELOPMENT

The Topsfield Elementary Schools maintain websites that 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 that we remain flexible enough to meet the growing numbers of students with disabilities and the increasing complexity of their needs. School districts are mandated by state and federal laws to provide special education services to those students with disabilities who require specialized instruction in order to make effective educational progress and to ensure that these services occur in the least restrictive environment; we are required to begin providing special education services to eligible students as early as their third birthday. Special Education programs are required to be individually tailored and reasonably calculated to ensure the individual student makes steady progress towards meeting the same curriculum standards as all students in our district. Students with disabilities who meet the eligibility criteria for a special education program are entitled by federal statute to receive a Free Appropriate Public Education (FAPE), therefore, this is an area over which the local School Committee has little control in terms of costs, and yet has a major impact upon our budget. There are diverse student needs that must be addressed through our educational programs. 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 that our district has been able to introduce and provide many innovative specialized education programs to students within our own district. Providing appropriate programs to children in-district rather than through out-of-district placements provides significant cost-savings to the Town.

As of October 1, 2012, there were 120 special education students in the Topsfield Elementary Schools, grades Pre-Kindergarten through grade 6 with 9 of those students being of Pre-School age. The percentage of Topsfield students (Kindergarten through 6th grade) receiving special education services is just under 20% of the total K-6 population, which reflects an increased proportion of students accessing our programs. This proportion of students with disabilities is also above the state average of 17%. We continue to review data and examine our practices to ensure we are using appropriate eligibility evaluation methods and research-based instruction to provide quality educational experiences for all our students.

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 these programs, though we have had students from nearby towns attend our Language-based Learning Center Programs. We operate an Intensive Preschool Program and have accepted tuition students from Boxford and Middleton, and for the past two years we also have a student from another North Shore community enrolled in this program. In addition to our typical school year programs, we are obligated to provide Extended School Year (summer) programs for about 1/3 of our special education students. These students attend a summer program to prevent substantial regression of academic skills 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 that 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 the district program options beyond 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 other local 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. Fiscal constraints have made this endeavor most challenging. We are fortunate to have the steady leadership provided by our Superintendent, Bernie Creeden, and his central office staff, 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. As members of the community serving on the school committee, we are most grateful for these efforts.

We are also appreciative of the significant contributions of TESPTO, TEF, TPC, and private donors in 2012. These contributions made possible the investments in technology and infrastructure, the need for which was mentioned in the 2011 report, as well as the new playground at Steward School. We recognize these investments to be highlights of 2012.

We understand that the Town's budget faces many pressures, including ongoing increases in health insurance and pension costs. We must advise Town leaders, residents, and taxpayers that investments in the Elementary School programs (such as curriculum materials and programs for gifted learners) are necessary to continue the respected performance on assessments and high levels of student achievement that help determine the character of Topsfield, as well as to meet mandated targets for performance.

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

Masconomet School Committee

Masconomet students continue to outperform their peers across more than 280 other districts in the Commonwealth.

Although 2011–2012 was as difficult a time economically for Masconomet Regional School District as it was for the Commonwealth and tri-town citizens, we had a successful year with a number of modest but important accomplishments. Above all, the district worked to ensure that the quality of education our students enjoy at Masconomet would not be eroded by the financial challenges we faced, and we believe we managed these effectively.

Our budget for the 12-month fiscal year encompassing the school year was \$27,971,314, a 1.6% increase from the year before. As a result of some anticipated revenues, the school committee recertified the budget in September and was able to return \$259,808 to the towns. Despite increases in many program costs, thanks to a much kinder winter than normal we saved on plowing and heating costs, a slight reduction in those budgeted expenses that partially offset other increases. However, we continued to struggle with unavoidable and uncontrollable increases in many necessary and mandated services such as health insurance, school transportation, and special education to name but three, at a time when despite legal mandates, state support has been diminishing.

Masconomet provides a high quality education for an annual per pupil expenditure of only \$12,850, which compares very favorably both to the statewide average of \$13,369 and also to the average of similarly performing districts of \$14,516. That Masconomet has continued to provide such a strong educational and social experience for the children of our towns while managing to do so on such a tight budget is a particular point of pride for all of us. Unquestionably the ongoing support of townspeople has made this possible, and for this we remain grateful.

Masconomet students continue to outperform their peers across more than 280 other districts in the Commonwealth. Our 8th graders ranked 14th or higher across the state in English, Math and Science, and our 10th graders ranked 32nd or higher in each of these subjects. The District's performance on AP exams continued to improve, and we again were named to the College Board AP District Honor Roll.

In September we welcomed 2121 students to Masco, the same number as the previous year. In June, 325 seniors graduated and began their individual paths to the rest of their lives. Between these two events we had a remarkable year filled with many notable accomplishments.

Academically our students competed well not only in standardized testing, but also were recognized for superior performances in various regional and state level competitions as part of math and science teams, and in literary and language contests including some national recognition. Masco's music department continues to provide remarkable training and performance experiences for many students, and five of them earned All State Music distinction this year. Many student music events and theatrical productions are open to the community throughout the year, and most people who see one are surprised at the high level of skill and capability these young performers demonstrate. And once again Masco students were disproportionately represented among the winners of the 2012 Boston Globe Scholastic Art Awards.

In sports, Masco was also particularly well represented among the leaders in both league and state championships. On average, about half the student body participates in athletics and other co-curricular activities, and it is an important component of their overall development as educated and fit citizens. Many faculty and administrators serve as coaches to these students they see in class each day, and it is remarkable how well they have performed in both these realms. The faculty continues to have a number of leaders among their peers in the state and the nation, with several receiving recognition and awards for their work and contributions.

Within the middle and high schools several initiatives have been undertaken to ensure Masco will remain a leading secondary education provider in this state and nation. This year interactive whiteboards were installed in all academic classrooms, completing a project begun a few years ago. The Masconomet Education Foundation contributed \$47,000 for this work, and has undertaken helping us upgrade and expand wireless Internet access throughout the campus. As the administrators and faculty work to meet expectations for revised education standards and new instructional media, a pilot program was launched to integrate 90 netbooks and 90 tablets into class work for science and Language Arts; these will be evaluated over the next year in order to develop an effective implementation strategy going forward. You can follow this progress in the monthly newsletters, emailed to parents and available to everyone on the www.masconomet.org website.

The district launched a much-revised website with far more information about every aspect of the schools and many activities that go on there. Initiated by Superintendent Dr. Lockwood and enthusiastically supported by the school committee, it was created entirely through the inspiration and efforts of Masconomet faculty, administration and students. If you remember the old website but haven't taken a look at the new one yet, please do—you'll be pleasantly surprised. Just about everything you could want to know about what's going on at Masco can be found there.

Several Masconomet faculty and staff retired at the end of the 2011-2012 school year, including Joseph Czarnecki, Mary Mahoney and Patricia Basso. On the school committee we bid farewell, with thanks for their service, to Laura Powers of Topsfield, Ben Messenger of Boxford, and Deidre Donarumo of Middleton and welcomed newly-elected member Kosta Prentakis of Middleton as the committee composition was re-balanced according to state law following changes in our towns' population sizes in recent years.

Masconomet School Committee (cont.)

Despite the relative difficulties compared to the easier times not that long ago, we remain proud of all that Masconomet Regional School District provides for our students, our families, and our towns. Above all, the committee appreciates the interest and support of so many concerned and committed citizens who help insure we can continue to realize our goals.

John K. Spencer

Chairperson, Masconomet Regional School Committee

AVERAGE SAT I 2012: (297 STUDENTS)

	Masco	Massachusetts	National
Critical Reading	549	513	496
Math	578	530	514
Writing	550	508	489

AVERAGE ACT: (131 STUDENTS)

	Masco	Massachusetts	National
Composite	24.6	24.1	21.1

ADVANCED PLACEMENT 2012

Masconomet Regional High School offers 17 College Board Advanced Placement courses. Masconomet offers open enrollment in all AP courses and we do not limit the number of AP courses a student can take. In 2012, 250 students took 516 exams; 85% scored a 3 or higher.

Score of 5: 125 (24%) Score of 4: 144 (28%) Score of 3: 122(24%)

ARTS

The Masconomet Arts Department has gained a national reputation for outstanding achievement through the accomplishments of its students and faculty. We take pride in our solid program, which not only emphasizes the making of art and solving complex visual programs, but also encourages the ability to discuss art.

For the past five years, Masconomet students have been awarded the greatest number of prizes in the Boston Globe Scholastic Art Awards program of any school in the state. In 2012 students received 16 Gold Keys, 20 Silver Keys, 32 Honorable Mentions, and 19 Gold Key Portfolio Nominees.

MUSIC

The Masconomet Music Department offers many programs in both vocal and instrumental music. Masconomet is host to the Heritage Music Festival in which schools from across the US and Canada perform as part of the Boston Festival Experience.

In 2011-12, Masconomet had many students participate in both the NE Junior and Senior Districts and in the All-State Music Festival. In addition, the Masconomet Jazz Ensemble, Jazz I, took top honors at both the 2012 NE District Jazz Festival as well as the 2012 Heritage Music Festival.

ATHLETICS

Masconomet teams had a very successful 2011-12 school year. The Girls Cross Country, Boys Soccer, Girls Soccer, Golf, Boys Lacrosse, Boys Track and Girls Tennis teams all won the Cape Ann League conference title. Also, Golf won the state championship. Each year Masconomet fields 57 teams across 27 sports.

There is a strong sense of camaraderie and competition amongst the teams and the coaches work to bring out the best in each player.



Photo: Juliette Rehak

Board of Health

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

Board of Health Members (during the reporting period of July 1, 2011 thru June 30, 2012):

William Hunt, *Chairperson*

Sheryl Knutsen, *Clerk*

Wade Goldman

Vince Guerra

Gerald Topping

John Coulon, *Agent*

Susan Winslow, *Office Secretary*

Heather Darrah, *Summer Intern*

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.

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. At the behest of the Board of Health, Topsfield joined twelve nearby towns in an agreement for Public Health Mutual Aid.

The 2011 Topsfield Fair continued to require the daily oversight of the BOH Agent. Concerns include food (131 permits issued), solid waste, liquid waste, animals, vector control, on-site housing, and a new water ride. Annually, the Topsfield Fairgrounds is the site for many 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 and Health Talks at Little Brook Village & Washington Meadows, Communicable Disease follow-up, and 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 147 vaccines in two clinics, including the Holiday Walk. The VNA reports that numbers at local flu vaccine clinics were lower throughout the state this year due to more venues in the private sector where people may obtain flu shots.

The Topsfield Board of Health brought new revenues of \$316.90 to the Town's General Funds from vaccination reimbursements. Additional reimbursements from this fiscal year are expected in the coming months. Expenses incurred are paid from the Board of Health 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 works closely with the Topsfield Elementary Schools and Masconomet Regional Middle School and Senior High School in considering the State DPH guidelines for the recognition and management of 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*



Board of Health (cont.)

	*FY09	*FY10	*FY11	*FY12
SEPTIC SYSTEM ACTIVITY				
SOIL TESTS CONDUCTED	21	19	19	27
SEPTIC SYSTEM INSPECTION REVIEWS	47	89	63	71
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	41	32	31	33
SEPTAGE HAULER LICENSES ISSUED	30	24	24	19
NEW APPLICATIONS RECEIVED	6	5	3	5
REPAIR APPLICATIONS	27	26	29	27
FOOD PERMITS				
ANNUAL PERMITS	29	37	31	38
TEMPORARY PERMITS - FAIR	134	127	135	136
TEMPORARY PERMITS - NON-FAIR	34	33	23	21
MILK PASTEURIZATION	1	1	1	2
CAMP PERMITS	4	3	3	4
POOL PERMIT	1	1	2	2
BEACH PERMIT		1	1	1
TANNING SALON	1	1	1	1
TOBACCO PERMITS	3	3	3	3
WELL PERMITS	4	2	3	5
BEAVER TRAPPING PERMITS				4
COMPLAINTS	**	**	11	10
PUBLIC HEALTH INITIATIVES				
COMMUNICABLE DISEASE INVESTIGATION	194	190	191	146
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED TO TOWN RESIDENTS	413	413	325	147
BLOOD PRESSURE /WELLNESS CLINICS CONDUCTED	48	48	***45	47

Data Source: Town of Topsfield Annual Reports/BOH Records

* Fiscal Year: July 1 - June 30

**Numbers being compiled

***2 clinics canceled due to snow; another combined with vaccines



A-Z OF PUBLIC HEALTH: A SAMPLING

A	B	C	D	E	F
AIR POLLUTION ANIMALS ARBOVIRUS ASBESTOS ASTHMA AVIAN FLU VIRUS	BEACHES BEAVERS BED BUGS BIOHAZARD BIOTERRORISM BODY ART BOTULISM	CHRONIC ILLNESS COMMUNICABLE DISEASES COMMUNITY SANITATION COMPLAINTS COURT CORI CHECKS	DAIRY DAYCARE CENTERS DISEASE REPORTING	E. COLI EASTERN EQUINE ENCEPHALITIS EMERGENCY PREP. AND RE- SPONSE ENVIRONMENTAL HEALTH EPIDEMIOLOGY	FACT SHEETS FISH FOOD SAFETY FUNDING
G	H	I	J	K	L
GEOGRAPHIC INFORMATION SYSTEMS GIARDIA GREASE TRAPS GREYWATER GROUNDWATER ELEVATION	HAND WASHING HAZARDOUS WASTE DISPOSAL HEPATITIS HOARDING HOUSING	IMMUNIZATIONS INDOOR AIR QUALITY INFECTIOUS DISEASES INFLUENZA INFORMATION INJURY CONTROL INSPECTIONS	JAILS	KNOWLEDGE	LEAD PAINT POISONING LICENSES LISTERIA LYME DISEASE
M	N	O	P	Q	R
MENTAL HEALTH MERCURY	NOROVIRUSES NUISANCES	OUTBREAKS (DISEASE)	PERMITS PESTICIDES POLICY, PLAN- NING, PARTNER- SHIPS POLLUTION PREVENTION	QUALITY OF LIFE QUARANTINE QUATERNARY AMMONIUM (SANITIZER)	RABIES RADIATION CONTROL REGULATIONS RISK COMMUNICATION RECREATIONAL CAMPS
S	T	U	V	W	X
SALMONELLA SMOKING SOIL EVALUA- TIONS SEPTIC SYSTEMS SOLID WASTE STATISTICS SURVEILLANCE SWIMMING POOLS	TANNING TATTOOS THREAT ASMT. TICKS TOBACCO CONTROL TRAINING TRASH TUBERCULOSIS	UNCONVENTIONAL THERAPIES UNIVERSAL PRECAUTIONS	VACCINES VARIANCES VIRUSES	WATER WELLNESS WEST NILE VIRUS WILDLIFE	X-RAYS
				Y	Z
				YERSINIA	ZOONOTIC DISEASES



Council on Aging

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

The Council on Aging provides valuable programs and services to the age 60+ population of Topsfield. Services include nutrition, transportation, outreach, health and safety programs, social and recreational programs, intergenerational activities and volunteer opportunities. COA also offers services to caregivers and family members in need of resources and referral information for their loved ones.

HIGHLIGHTS

The Senior “Scoop”, the COA’s monthly newsletter, offers timely advice to elders on issues of importance and interest to them. This free publication to Topsfield senior citizens includes COA’s calendar of events, health and nutrition information and social opportunities both within the COA and in the Topsfield community at large.

Wellness and Nutrition: Over 6000 meals were provided to 335 different senior citizens of Topsfield including the Meals on Wheels program provided through Food Service at Proctor Elementary School. Compared to last year’s figures, there was a 20 percent increase in meals provided. Fitness and exercise is promoted by participation in COA’s Walking Club, Tai Chi Studios (held in Ipswich), yoga and zumba classes which are held at Little Brook Village and Trinity church respectively. VNA clinics are held every Thursday at either Little Brook Village or Washington Meadows housing sites.

Transportation: Transportation is vital to senior citizen activity and attendance at our programs. Seniors utilize the Council on Aging van to transport them to the meal site, town offices, downtown businesses and banks, library, medical appointments, grocery shopping and mall shopping and all other activities which help them remain independent and safe in the Topsfield community. This year over 400 different seniors utilized the van for a total of over 3000 rides.

Outreach: Prevention Programs presented by the Council on Aging in collaboration with local police and fire departments help seniors to live safely in the Topsfield community. Programs include *File of Life*, *Operation Concern*, and

Safety Net, a service to bring loved ones who wander home. The Triad Program is now established in conjunction with the Essex County Sheriff's Dept. and the Tri-Town senior community. Programs are being planned to help prevent crimes against the elderly and to educate seniors in methods to avoid financial exploitation. Some programs include the *CarFit Program* where seniors are fitted to their car and the *Is Your Number UP Program* which explains that your house number should be on your house for emergency vehicles to see it.

Information and Referrals: There were over 3300 incoming phone calls and 800 office contacts that were provided to seniors and caregivers at the COA for information and referral assistance. This includes referrals to nursing homes, assisted living, home care, insurance, Medicaid, food stamps,

Volunteers: Volunteers serve as drivers, friendly visitors, group leaders, social event helpers, handymen and women, newsletter helpers, telephone callers and meal site workers. The COA values their important contributions to elder health and continues to provide volunteer opportunities for the enrichment of the entire community. The Council appreciates the Friends of the COA for their continued support both financially and volunteer based. Volunteer recognition events and Silver Tree Awards Presentations are held in June to honor our valued volunteers. Funding for this event is provided through a grant received from the Massachusetts Executive Office of Elder Affairs. This year our event was held at the Wenham Tea House and the silver tree awards were given to Richard Smith and Richard Cullinan.

Intergenerational: Intergenerational programs help to promote awareness of elder issues and offer opportunities for the young to interact with the older citizens in a variety of ways. This fosters a spirit of cooperation between the generations and offers many opportunities for learning. This past year programs included the Valentine Exchange, Concert and Lunch at Proctor School and the Senior Appreciation Dinner at Masconomet High School. Several Girl Scout troops, C.C.D. classes and other local children contributed to senior citizens enjoyment in COA programs and services and at holiday events.

Staffing: Jodi Gibeley finished her first year as the Executive Director. Beth Wideberg continues to be the Meals on Wheels Coordinator and Peg Beauregard continues to be the data entry clerk. Nick Mazzetta and Jim Rouvalis are the van drivers along with a new recruit, Stan Brennan.

Funding: 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. We also received \$3500 service incentive grant which enabled us to fund an outreach position for ten hours a week. This proved very beneficial because it allowed us to spend extra time reaching out to at risk seniors and others who need help. 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.

The goal of the Topsfield Council on Aging is to establish a multi-purpose Senior Center or other space in Topsfield to meet the physical, social, psychological and emotional needs of a growing senior population. A Senior Center is an infrastructure of support involving nutrition, exercise and socialization. In many cases it allows individuals to remain in their communities and homes longer to "Age in place" and to "Age with dignity". The COA will pursue space to establish a senior center that will reflect proudly on the Town of Topsfield for present and future generations.



Tri-Town Council

Last year, Tri-Town Council impacted thousands of students, parents and educators with more than 50 comprehensive programs and workshops which support and empower youth to make healthy and safe decisions and provide parents and educators the tools and strategies needed to support them in effective ways.

For over 40 years Tri-Town Council has actively served Topsfield, Boxford and Middleton working with thousands of youth and families providing parent education, professional development, prevention services and various types of family support. This grassroots effort, originally called the Tri-Town Council on Drugs, was organized by concerned citizens to address youth drug and alcohol abuse and has over the years developed a strong working relationship with the Masconomet Regional School District and Tri-Town Elementary Schools providing social & emotional wellness and safety programs, parent education and professional development opportunities. Today, Tri-Town Council continues its proactive response to the needs and concerns of the Tri-Town community through collaboration with schools, parents, youth, law enforcement, community organizations and area resources.

In the 2011-2012 fiscal year, Tri-Town Council impacted thousands of students, parents and educators with more than 50 comprehensive programs and workshops which included bullying / cyber-bullying education, alcohol & drug prevention education for youth and parents, social skills workshops, youth leadership and service programs and substance-free events. We focus on programs and services which support and empower youth to make healthy and safe decisions and provide parents and educators the tools and strategies needed to support them in effective ways.

This past year Tri-Town Council expanded the Tri-Town Council Youth Substance Abuse Prevention Coalition with the addition of a Youth Programs Coordinator. This program provides local coordination, education and advocacy toward the long-term goal of reducing youth substance abuse in the Tri-Town community. Additionally, we continue to staff a 24/7 counseling hotline Project Safety Net (978-771-4619) providing day, night, weekend and holiday support for youth and families in need.

STUDENT WORKSHOPS/ACTIVITIES

- Open Gym Nights for Middle & High School Youth: Tri-Town Council hosts open gym nights for Middle and High School students on Saturday evenings during the winter and early spring. Open gym is a free, supervised drop-



in program for youth. Activities include ping pong, basketball, floor hockey, volleyball, Frisbee, hula hoops, and more. Medical supervision graciously provided by the North Shore Medical Reserve Corps (Topsfield affiliation)

- Internet Safety / Cyber-Bullying Prevention Training – 8th grade team presentations. Facilitated by Rob Fitzgerald (Topsfield resident), this presentation addressed personal responsibility, on-line safety strategies and suggestions on when and how to report abuse.
- 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.
- Teen Dating Violence - Classroom presentation for Masconomet High School students in 9th and 10th grade health education classes.
- 6th Grade Student Transition – Facilitated by Masconomet Middle School Guidance staff, 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 are selected to visit Proctor Elementary School students.
- Dorie Witt's Guide to Surviving Bullying – presentation to Masconomet 7th grade students by teen author Brigitte Berman focused on her true life story of dealing with bullying and cyber-bullying as a middle school student offering strategies and support to students. Her book was used for discussion during the year in 7th grade health classes. Additional copies of her book are available at all elementary and town libraries, provided by Tri-Town Council.
- Massachusetts Conference for Women Young Woman's Program – Tri-Town Council secured sponsorship for 12 Masconomet HS students and chaperons to attend this annual event focused on leadership development and empowerment.
- Senior Internship – TTC hosted four Masconomet Senior Interns whose work included substance abuse prevention activities, social media and body image.

PARENT & COMMUNITY PRESENTATIONS & WORKSHOPS

- Strengthening Social Skills by author/educator and Tri-Town resident Stephanie Meegan. A four- part series designed for parents, guardians and educators of K-6 aged youth focused on expanding children's social competence and confidence. (Topsfield Library)
- Parenting For Character: How to Raise Responsible, Caring, Achieving Children (Proctor School) Parent program offering strategies to support strong character development and warning signals when youth are heading "off track".
- Boy Sense - Developed for the Tri-Town Council for parents/guardians and educators of boys in grades pre-K through 6th grade, this program focuses on understanding the developmental needs and nurturing the resiliency of boys at home and at school.



Tri-Town Council (cont.)

- Path of the Courageous Parent – Multiple workshops with both morning and evening sessions which address a variety of issues facing parents. Led by author/educator Stephanie Meegan and educator Meredith Shaw, each program focused on youth development accompanied by readings distributed prior to each session for discussion at the workshops. (Emerson Center)
- APPLAUDD: A Prevention Program About Underage Drinking & Drugs”: A four part series for parents of students grade 5-12 on different aspects of substance abuse including marijuana, underage drinking, adolescent brain development, the new marijuana law, social host liability law, parent-teen communication skills and proven prevention parenting strategies.
- Mother/Daughter Workshop: Strengthening Communication in the Tween Years- A workshop designed to increase and nurture positive communication about growth and development between young girls and their mother/special adult female in their life. (Emerson Center)
- Social Host Liability: a program for high school parents and youth presented by Attorney Richard Campbell, creator of “Be a Parent Not a Pal” which focused on the Massachusetts Social Host Liability laws. This program was taped by BCATV and the video is posted on the Tri-Town Council website.
- Rachel’s Challenge Anti-Bullying Program – presented to Tri-Town parents and MS/HS youth. Rachel’s Challenge team conducted a powerful evening session for Tri-Town parents, Masconomet youth and community leaders and focused on the life of Rachel Scott, the first student killed at Columbine, and the legacy she left behind. This program was sponsored by the Masconomet High School Administration and Staff in collaboration with the Tri-Town Council.

PROFESSIONAL DEVELOPMENT FOR EDUCATORS, ADMINISTRATORS & COMMUNITY PARTNERS

- APPLAUDD: A Prevention Program about Underage Drugs and Drinking: professional development 3-hour training provided to Masconomet staff and Tri-Town fire, police and first responders, conducted by Marilyn Belmonte, nationally recognized Prevention Specialist.
- Thinking Outside the Box: Connecting with your Inner Creativity – an elementary school professional development opportunity during “Wonderful Wednesdays” with art educator Paula Beaulieu. (venue Steward School)
- Stress-Less Teaching – a mindfulness based workshop offered to Tri-Town Elementary staff during the January K-6 professional development day.
- Sponsored Masconomet staff participation in the Essex County Annual Safety Conference.
- Facilitated attendance for community partners to attend the Essex County Community Foundations annual Youth at Risk Conference.
- Youth Asset Training for Tri-Town Community & Faith Partners – trainings for Tri-Town professional staff, faith and community partners focused on the Search Institute Developmental Assets model for youth programs.

KEYSTONE PROGRAMS

- Tri-Town Youth Substance Abuse Prevention Coalition - Tri-Town Council established the Tri-Town Council Youth Substance Abuse Prevention Coalition last year and continues to expand its activities and reach. This program is 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 K-6 elementary school children in Topsfield and Boxford during the academic school year and to all Tri-Town residents during the summer. 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 and facilitated by our Youth Programs Coordinator, the TTC Student Club engages in fun, social activities, facilitates programs and workshops for peers, participates in community service programs and supports special projects.
- Tri-Town Council Middle School Youth Leadership Group – Established in 2012, led by the Tri-Town Council Youth Programs Coordinator is open to all Tri-Town students in grades 6-8. This group engages in community service opportunities, leadership development, special projects and multi-cultural events.
- 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- Scholarships are 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 – Counseling provided 24/7 via telephone and text access to a licensed mental health counselor (978-771-4619); Project Safety Net is used by both for parents/guardians in seeking advice or guidance regarding issues with their children, and youth in crisis and/or concerned community members for information, referral/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 help-



Tri-Town Council (cont.)

ing families in need during the holidays and year-round. In conjunction with the Masconomet School Health Council (SHAC), TTC created and provides a comprehensive list of these local resources as well as mental health, substance abuse, safety and more. This resource list 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. The data collection tool is one which is used across the state and nationally to assess student behavior and perception. 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; data was collected in November 2010 and is scheduled to be given to the students in November 2012.

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) offered 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 in Boxford. The Park Program trains and employs more than 25 young adults (under 18) as well as retains several adult coordinators to supervise. Over 125 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, communications, youth activities 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 FY12. 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 a significant portion of Tri-Town Council's annual operating budget. The balance of our income comes as a result of private donations, corporate donations, foundation contributions, grants, fee for service programs and fundraising events.

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, regular E-news and through school newsletters, in local media resources such as the Tri-Town Transcript (new this year a bi-weekly column, "Tri-Town Council Corner") and Salem Evening News, local phone books and other organizational websites including Masconomet and the Tri-Town School Union. We also connect with parents via Facebook, providing important programming information and resources pertaining to various family issues, challenges and raising children of all ages. . In addition, we established the TTC Teen Spot on Facebook allowing us to connect with high school youth regarding programs, activities and important issues. Our website and E-news contain 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.

Tri-Town Council actively participates in and collaborates with several Tri-Town committees including; the Masconomet School Health Advisory Council (SHAC) whose mission is to promote health and wellness in all youth; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share projects and ideas; the elementary school Parent-Teacher Organizations; public libraries; faith-based institutions; and membership in the Massachusetts Council of Human Services Providers; and the Massachusetts Bay United Way. We work with these organizations and agencies sharing ideas, co-sponsoring programs and events to both broaden our impact as well as sharing the costs whenever possible and appropriate.

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

Respectfully submitted,
Lisa G. Teichner, *Executive Director*



Recycling Committee

The Town recycled 812.25 tons of curbside wastes, which included 483.30 tons of mixed paper; 329.95 tons of co-mingled plastics, cans, and glass containers. This represented 31% of the total tonnage collected in the Town.

Now in its fourteenth 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 \$52,650 in Pay as You Throw (PAYT) sticker revenue in fiscal 2012.

The Town is in its fifth 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 twelfth Annual Town Clean-Up Day held in May. A very special thanks goes out to residents Wendy Higgins and Gretchen Rehak, for organizing the town wide event. Trash was picked up from Topsfield's roadsides, sidewalks, alleys, and parking lots by many volunteers.

The Town recycled 812.25 tons of curbside wastes, which included 483.30 tons of mixed paper; 329.95 tons of co-mingled plastics, cans, and glass containers. This represented 31% of the total tonnage (2,640.12 tons) collected in the Town.

Respectfully submitted,

Donna C. Rich, *Recycling Coordinator*



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.

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.*



Board of Library Trustees

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.

The Topsfield Town Library continues to serve the community by adding services and materials that make information accessible to all. The library continues to evolve from its foundation in physical items to providing information and entertainment 24 hours a day. Visitors to the library's website can now reserve museum passes, check the library calendar for programs, request material from the online catalog. Databases such as Safari provide approximately 4,000 technical books published in the last 3 years that are searchable. The library takes advantage of social media such as Facebook and Twitter to keep patrons up to date on activities, events and new materials.

The library is an extremely popular and busy destination serving a broad range of community needs. 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 STAFF

Judy Connelly, long time Assistant to the Director, retired July 1, 2011 after 11 years in that position. Children's Room patrons will miss Marie Christensen, who retired in December 2011 after 25 years of service. Director Dana Mastroianni resigned in March, 2012. Rebecca Rowlands, Head of Circulation, became the Interim Director. Ms. Rowlands exemplary performance allowed the trustees to conduct a thorough search for a new director.



In December 2011, the library welcomed Nicole Giroux to the Children's Room and in April 2012, Meredith Toumayan was hired to assist patrons in the Reference Department.

CULTURAL ACTIVITIES

The Library renewed its popular art-leasing program with the DeCordova Museum located in Lincoln, MA. This program provides artwork for 8 different locations throughout the Library, changing the collection every six months. The Library also has monthly art exhibits in the meeting room, providing an inviting space for local and regional artists. Many artists enjoy hosting receptions to invite friends and patrons to meet the artist and, in some cases, purchase artwork for sale. The Library requests 15% of total sales as a donation to the Friends of the Topsfield Town Library. The percentage supports the Friends Art Scholarship given each year to a graduating Masconomet High School senior who will continue his or her education in the arts. In addition to the meeting room, the balcony gallery that is located on the second floor is home to the Library's permanent collection of Topsfield artists.

The Friends of the Library offer a popular Museum Pass program for the Library. Friends membership offers patrons the ability to reserve passes to over 15 museums by calling the library or using the on-line reservation system: The Library also offered passes to The DeCordova Museum and Sculpture Park and Massachusetts Audubon.

The Library's popular "Concerts in the Barn" series began 2011-2012 season on Sunday October 22nd with classical and jazz guitarist Neal Fitzpatrick. The light blanket of snow on January 22nd did not deter the 60 participants who enjoyed the Vento Chiaro woodwind quintet at the Gould Barn. And on April 27th, a packed and engaged crowd listened appreciatively to Quintessential Brass. The concerts and refreshments were free of charge thanks to the George Lambert Gould Trust Fund and the Bradley D. Gatlin Family Fund. Refreshments were provided by Lantern Hill Catering.

Starting in the fall, along with the Boxford and Middleton libraries, the Topsfield library participated in a Tri-Town Cookbook Club. Participants were invited to share and discuss their favorite cookbooks and sample their favorite recipes. Each of the three tri-town libraries hosted meetings on a rotating schedule.

Over the summer, the library presented a four part series on Genealogy Research on the web for the Council on Aging. The sessions were held on consecutive Friday afternoons, one hour before opening. Participants used the public computers and were able to review the web sites under discussion immediately.

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.

CONTINUING INITIATIVES

Social media is an important medium for reaching library patrons. In February 2012, library staff created a Twitter account, tweeting library events and interesting tidbits of information. Follow the library @Topsfield_Lib. Patrons

Board of Library Trustees (cont.)

also enjoyed photographs, upcoming event announcements, and new materials posted on the library's Facebook page. Library staff also created a Flickr page that displays photos of all events. Library staff continue to contribute book reviews to the library's blog "OverBooked" linked to the library website.

The Topsfield Library staff has been working diligently with the Merrimack Valley Library Consortium (MVL) to improve Evergreen, the integrated library system that was implemented in May of 2011. Since Evergreen is open source, responding to changes requested by patrons and library staff has taken much less time than proprietary software systems. The library is looking forward to introducing a new online catalog early next fiscal year.

To support patron demand for e-books, the library subscribed to Overdrive Advantage, a program which allows the library to purchase copies of e-books specifically for Topsfield residents. In the fall of 2011, library staff presented a number of "how-to" workshops for patrons about using e-readers and using the Overdrive website. Patrons were also able to schedule private sessions with library staff for individualized e-reader instruction.

In February 2012, the library staff re-established the annual Volunteer Training Day. The event covered the "how-to's" of volunteer duties such as shelf-reading, mending, book processing, and sorting the daily book delivery. The event was much appreciated by the attending volunteers.

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, Jane Johnson, 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 Friday evening June 15th. Nearly 200 people attended. The Proctor School jazz band and "Steve Kercher Band" provided the musical entertainment while the Friends of the Topsfield Library provided outdoor games and prizes. Participants enjoyed bean bag tosses, knock down the duck, egg and sack races, hula hoops, tug of war, and bubble blowing. The Friends also volunteered to set-up, cook, and provide financial assistance for the event.

The "Dream Big" summer reading program, enjoyed by 564 participants, featured programs such as "Art Around the World", "Katie's Story Time", Origami workshops, Curious Creatures, "Stained Glass Suncatchers", and the Museum of Science Reptiles. The program culminated in early August and was celebrated with a traditional ice cream social sponsored by the Topsfield Friends of the Library.

Another beloved summer tradition is the Doll Tea Party held at the Parson Capen House at the end of August. The library partnered with the Priscilla Capen Herb Society and 85 participants enjoyed making a fan, lemonade, cookies, and stories with their dolls.

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 vacations. Various successful programs were offered throughout the year including origami hands-on workshop, “Legomania” competition, Arbor Day program, a mirror mosaic art class, and cupcake decorating for older teens. For the year, the Library offered 112 children’s and young adult programs, with a total of nearly 2,500 participants.

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 2012 include:

- Friends of Topsfield Town Library brunch
- Gingerbread house-making day
- Valentines flower-arranging workshop
- Easter egg hunt
- Author Presentations
- Paleo Nutrition workshop
- Intuition workshop
- DIY card-making class
- Local Artisan Craft Fairs
- Summer reading kickoff
- Winter and spring book sales

Respectfully submitted,

2012 Board of Library Trustees
Dorothea DeLuca, *Chairperson*
Audrey Iarocci, *Vice Chairperson*
Philip Madell, *Clerk*
Sean Cunniff
Kathleen Hoffman
Michael Massaro

FISCAL YEAR 2012 LIBRARY STATISTICS

Percentage of Topsfield residents who hold a library card:.....	77%
Circulation: TOTAL	
Direct circulation	122,474
Indirect Interlibrary Loans.....	23,705
Total materials collection:	69,444
Research Requests per year	6,138
Total Book Clubs served.....	14
Number of Volunteers	22
Number of Volunteer hours.....	1,204
Number of Friends members	462

Keepers of the Clock

The clock had been installed in 1879, purchased by the Topsfield Drama Club for \$325 (about \$4000 today) who gave concerts to raise the money.

As background, in the year 2000 when you would drive by the center of town and look up at the clock it was not working. The spire of Town Hall housed a dormant and neglected historical relic. The clock had been installed in 1879, purchased by the Topsfield Drama Club for \$325 (about \$4000 today) who gave concerts to raise the money. It required volunteers to crank the mechanism every eight days for 121 years to raise its several hundred pound driving weight up the spire about twelve feet. This regular winding did not always occur and, by 1989, the clock was no longer operating when Ed Bowerman was appointed Keeper. Ed adjusted the mechanism and kept it wound faithfully until 1996-97 when Dick Adams took his place. By 2000 the clock had ceased operation due to Adam's passing.

Following appointment by the Selectmen of Bob Winship and Norm Isler as Keepers of the Clock, a significant donation was made by Sue Kimball, Widow of long time Town Moderator Jack Kimball, to the Topsfield Historical Society to repair the mechanism and provide an automatic winding system. Norm recruited Bill Toth, a retired MIT Draper Lab engineer and clock fancier and the three of them working as a team put the clock back in working order including an electrically powered drive system to crank the mechanism through its own gearing. That system has been in successful operation ever since. The gold gilded hands will require re-gilding in the near future; however the 134 year old mechanism continues to perform very well with only an occasional stoppage or adjustment required. No town funds were used in this project.

Submitted by the Keepers of the Clock

Bob Winship
Norm Isler





Bob Winship resetting the clock.

Photo: ET Johnson & Associates

Parks & Cemeteries Commission

In FY 2012 the sports field usage policy was revised and the fee structure was adjusted for athletic teams with consideration given to high versus low impact sports in terms of field upkeep issues.

GENERAL INFORMATION

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.

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 33 internments were performed in fiscal year 2012, of which 20 were full and 13 ash burials. Updates and changes have also been made to the Rules and Regulations and Rates. Please inquire at the Cemetery Office for specifics regarding these changes.

2012 was again a busy year for the Parks & Cemeteries Dept. We performed numerous updates to all of our sports fields. One ongoing issue concerned overplay and clean up of Town athletic fields. This issue has been addressed with individual groups with a positive resolution. Emerson Park ball diamonds were skinned and clay was added to same by our department. In addition, a slope which had washed out and irrigation system repairs were made



at Pyebrook Park as a cost saving measure by Parks & Cemeteries employees. A cooperative effort of the Highway Dept. and Parks & Cemeteries Dept. resulted in a roadway and parking area being rebuilt in Pyebrook Park. The Dept. dealt with an underground wiring larceny insurance claim to Pyebrook Park this year, which resulted in damages and a larceny of over \$20,000.00 of copper wire. In addition, approx. 30 trees were removed from the Steward School area which posed a safety issue. This tree removal was funded by the School Dept. Gazebo repairs were also completed on the Town Common in a timely basis due to wear and tear issues. Another high point this year was the dedication of a Revolutionary War Monument on the Veterans' Green, the opening and dedication of the Steward Playground as well as initial discussions on a picnic/fitness area adjacent to Klock Park, the latter which was proposed by EBSCO Company. Hurricane Irene which caused extensive damages to the Cemeteries from downed trees resulted in over \$6,000.00 in emergency clean up costs. We continue our woods cleaning and our expansion efforts at Pine Grove to accommodate the need for future burial space for our current residents.

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.

MISCELLANEOUS

Equipment: We are in the process finalizing the purchase of a new truck for the Parks & Cemeteries Dept. which was approved in FY11. This truck will be equipped with a plow and 4 x 4 dump bed to allow our Dept. to plow the Cemeteries during the winter months.

The Parks and Cemeteries Department is responsible for deceased animal pick-ups throughout the town. We responded to 29 deceased animal calls in fiscal year 2012.

Our Dept. is also responsible for the purchase of necessary supplies relating to methane flares in Pyebrook Park, however the rebuilding of methane flares remains outsourced to Weston and Sampson Engineers. Our Dept. is also responsible for complying with D.E.P regulations which concern Pyebrook Park as it is built on an existing landfill. One recent issue concerned underground valve boxes which had broken through the park's grassy surface, an issue which is being addressed as a priority by this Dept. The boxes affect the available play area for sports and pose a safety issue.

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*

Rail Trail Commitee

The trail now joins with the towns of Wenham, Danvers and Peabody offering 10 miles of trail over Rt. 114 to Lowell St. to the North Shore Shopping Center.

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.

FY2012 ACTIVITIES

- Completed construction of Phases I, II and III (about 2 miles) of the TLC. The trail now joins with the town of Wenham then Danvers and Peabody offering 10 miles of trail over Rt. 114 to Lowell St. in Peabody. From Lowell St. the Peabody Independence Greenway trail takes you to North Shore Shopping Center.
- Eradicated knotweed with approval from the state Dept. of Agriculture and the Topsfield Conservation Commission from an area just west of Rt. 1.
- Worked with the Friends of Topsfield Trails on various construction projects and donations to the TLC.
- Received a 100% grant from the Metropolitan Area Planning Commission for eleven bicycle racks at a cost of \$8,226. The Topsfield Fair donated \$800 for shipping costs.
- Built a set of stairs for fisherman access off the rail trail at the southern end of the Ipswich River Bridge.
- Approved a recommendation to the Selectmen to hire a traffic engineering company to design a crosswalk and flashing lights for Rt. 1 (needs to be approved by the Mass Department of Transportation).
- Painted crosswalks at Rt. 97, Summer and Washington Streets with thermoplastic paint.
- Installed various signs at the Wenham town line and other locations.
- At their cost the Institution for Savings proposed adding additional parking spaces to the Park St. lot. This required moving the southern end of the trail to the western edge of the property.
- Offered four Masconomet interships for 100 hours each for trail maintenance.
- All previous grants have been reimbursed to the Town of Topsfield. The 20% required matches were approved coming from volunteer labor and donations from the Friends of Topsfield Trails.

- Purchased a John Deere mower for the trail shoulders using DCR grant funds.
- Continued mowing and clean-up of the southern 2 miles of the 4 mile trail.
- Continued working with the Border-To-Boston (B2B) Coalition to develop the trail from Danvers to the New Hampshire border.
- Continued working 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.
- Strawberry Festival table for the Rail Trail Committee and Friends of Topsfield Trails.
- Maintained the www.TopsfieldTrail.Org website.

The committee is very grateful to all the dedicated and generous individuals who volunteer on behalf of the Topsfield Rail Trail.

Respectfully submitted,

Joe Geller, *Chairman*

Katherine Carlson

Roy Baessler

David Read

Gregg Demers

Kathy Tremblay



Photo: Juliette Rehak

Conservation Commitee

The Topsfield Conservation Commission has responsibility 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.

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. Meetings/hearings typically are held twice a month, 2nd and 4th Wednesdays, at the Topsfield Town Library meeting room. Phone: 978-887-1510, general E-mail address: conservation@topsfield-ma.gov, webpage on the Town website is www.topsfield-ma.gov.

HIGHLIGHTS

Applications before the Commission for permits and reviews were slightly fewer than in FY2011, with a few notable exceptions. The Administrator reviewed nearly double the applications for Building Permits, and Determinations of Negligible Impact and TCC Administrator Permits, for relatively small projects, especially those only in Buffer Zones, increased 48%. Approved projects involved new home construction, septic system repairs and upgrades, additions, pools, tree removals, and general site work near and in Wetlands Resource Areas. Notable projects with the Commission's oversight included Resource Area restoration projects at Meredith Farm (Cross Street) and at 270 Boston Street, multi-unit developments at 12 Boston Street/English Commons and at 30 Wildes Road/The Meadows, pond dredging and restoration at Ferncroft Golf Course, development at 120 High Street/Hickory Beech Subdivision, construction of the Topsfield Linear Common/Rail Trail and parking activities on Topsfield Fairgrounds properties in areas contiguous to wetlands and/or the Ipswich River. The Commission continued coordination with State and Federal agencies on major enforcement matters.



The Pheasant Lane land swap was finalized with the Governor's signature late in June. With a fifth (!) year of very 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 the environmental health of Topsfield by reducing the need for water and chemicals.

Early in the year, Jim Carroll, who has degrees in Aeronautics and Astronautics and had served previously on the Conservation Commission and Finance Committee, was appointed by the Selectmen. In June, Chairman George Hall resigned from the Commission as he was elected to become Town Moderator. George's four years of leadership, expertise and extensive experience enabled the Commission's meetings to run effectively and efficiently and led to the Commission's simplification of the review/permitting process with the addition of the Administrator Permit in 2009. The Commission chose engineer Mark Erickson as the new Chair and lawyer Jennie Merrill as the Vice-Chair. After 2 ½ years of enthusiastic assistance, Secretary Kathy Eramo resigned to work fulltime for the Scleroderma Foundation of New England. Lisa-Marie Cashman resigned after half a year as Minutes Secretary to devote more time to other responsibilities.

High School volunteers provided valuable assistance to the Conservation Commission – from office work including organizing maps and files to field work including documentation for vernal pool certification. Four vernal pools were certified by the MA Natural Heritage and Endangered Species program based on documentation submitted by Interns Kelsey Wallace, Heather Darrah, Lydia Erickson, and Administrator Spillman. Several students participated in the Commission's Strawberry Festival booth, "Topsfield Attacks the Invasives," providing guidance for control of invasive plant species and Winter Moth.

The Conservation Commission welcomes volunteer assistance and donations of land.

Respectfully Submitted,
Lana Spillman, *Conservation Administrator*

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

STAFF:
Lana Spillman, *Administrator*
Kathy Eramo, *Commission Secretary*
Lisa-Marie Cashman, *Minutes Secretary*

Planning Board

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.

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 Year 2012, the Planning Board worked with the Mapping Committee to make corrections to previously approved district legal descriptions and revised the Zoning Map accordingly. The Planning Board also worked with the Stormwater Management Committee to address stormwater drainage and run-off issues related to the future development of land within the Town. 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

- Three ANR lot applications were approved: one application for the creation of three new lots; one application for the division of a single lot into three lots; one application for the reconfiguration of four lots.
- Under the Family Accessory Apartment Bylaw, special permits were granted for family accessory apartments at 14 Perkins Row and 15 Perkins Circle.
- Under the Stormwater & Erosion Control Bylaw the Board granted Stormwater Management Permits for 103 Wenham Road, 107 Wenham Road and the Park Street Parking lot.
- Under the Scenic Road Bylaw, the Board granted special permits for the permanent removal of sections of stonewall for new driveway entrances at 103 and 107 Wenham Road.
- Under Article IV, Section 4.07 J of the Zoning bylaws, the Board granted a special permit for a common driveway at 29, 41-43 Cross Street.

ZONING AMENDMENTS

The Planning Board proposed and Town Meeting approved certain amendments to the Zoning Bylaw as follows:

- To correct the legal description of previously approved zoning districts specifically the Central Residential District (CR), the Outlying Residential and Agricultural District (ORA) and the Business Park District (BP);
- To add previously approved overlay zoning districts to the Classes of Districts and to insert the legal descriptions for these districts within Article II;
- To insert the Scenic Overlay Zone into the Table of Use Regulations Overlay District category;
- To adopt a revised Zoning Map incorporating these amendments.
- To reformat the Article VI Flood Plain with the addition of categories designating purpose, description of district and uses in the district amending the date of the Topsfield Flood Insurance Study and incorporating other required revisions as a condition of continued eligibility in the National flood Insurance Program (NFIP).

STORMWATER AND EROSION CONTROL GENERAL BYLAW

In cooperation with the Conservation Commission and the Stormwater Management Committee, the Planning Board reviewed the Stormwater and Erosion Control General Bylaw and developed revisions that Town Meeting approved. The revisions clarify certain sections of the Bylaw and include new provisions relative to slope, poorly drained soils and connections to Town-owned drainage systems.

ELDERLY HOUSING DEVELOPMENT PROJECTS

The Planning Board monitored the construction phase for the required infrastructure for the English Commons and New Meadows Elderly Housing District and also approved minor modifications for both projects. Of particular importance, the Planning Board worked with the developer of English Commons to establish a walking path through that property's permanently protected open space. Connected to Rowley Bridge Road by a boardwalk, the path will be open to the public via a town-owned easement for that purpose.

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 extraordinary commitment of time and talent of all who have participated.

Respectfully submitted,

Martha Morrison, *Chairperson*

Janice Ablon, *Clerk, TMSF liaison*

Steven Hall, *Stormwater Mgmt. /Mapping liaison*

Gregor Smith

Ian De Buy Wenniger

Zoning Board of Appeals

Zoning bylaws define permitted uses of land, prohibited uses, and uses which require special permits. The Zoning Board of Appeals primary role is to hear appeals with respect to permits that have been denied by the Building Inspector.

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.

FY12 DECISIONS / HIGHLIGHTS

- **253 Boston Street:** The Board approved a special permit to allow the construction of an exterior automatic teller machine at Bank of America’s facility located on Route 1.
- **53 Main Street:** The Board after several continuations of the public hearing granted the applicant a special permit for the change in use of the second floor storage area to a one bedroom apartment over a first floor limited service restaurant; a variance for construction of an emergency egress for the second floor within the setback; and the reconfiguration of the parking lot servicing both 49 and 53 Main Street under site plan review.
- **249 Boston Street:** The Board approved variances under a site plan review process to allow a 138’ x 23.5’ addition on the northerly side of the Evan’s Industries building and the conversion of approximately 440 sq. ft. of concrete pad area for building space by enclosing the area.

- **285 Boston Street:** The Board granted a finding and approved a special permit to allow AT&T Wireless PCS, LLC ("AT&T Mobility") to add three panel antennas at a centerline of approximately 158' and one GPS antenna mounted on an existing shelter within the existing fenced compound at the existing major wireless facility located on the site.
- **240 Boston Street:** The Board approved a special permit to allow the sale of motor vehicles by the Applicant.
- **5-15 Main Street:** The Board made the appropriate findings and approved several requested special permits and variances through the site plan review process to allow the Institution for Savings to make exterior alterations to the structure at 5 Main Street to (1) construct a handicap ramp and vestibule on the south side of structure; (2) install a wheel chair lift in an addition on north side of structure; (3) construct a drive through and ATM under a canopy on rear of structure; and (4) construct a front vestibule.
- **46R Main Street:** The Board approved a site plan review decision with specific conditions relative to parking and traffic flow to allow the production and retail sale of bake goods and prepared foods at the Topsfield Bakeshop.
- **244 Boston Street:** The Board made the appropriate finding and granted a variance to allow the construction of a rear addition for office space.
- **285 Boston Street:** The Board granted a finding and approved a special permit to allow Westport Communications Limited Partnership to add three directional FM antennae side mounted at a centerline of 170' to the existing 160' lattice tower to be extended to 180', along with a parabolic antenna and related radio equipment in a 10' x 20' equipment shelter, all to be placed within the existing fenced compound of the existing major wireless facility at the site.
- **488 Boston Street:** The Board granted a finding relative to the sub-division of a grandfathered non-conforming lot with two principal residential structures into two residential lots.
- **78 Alderbrook Drive:** The Board commenced the public hearing process for a requested variance to use for access, egress and utilities a grandfathered non-conforming common driveway easement shared by 4 other lots for said purposes.

The Board wishes to thank retiring member Kristin Palace for her time, commitment and service to the Town as a member 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 Town Meeting Minutes

2012 ANNUAL TOWN MEETING

PROCTOR SCHOOL
WOODBURY AUDITORIUM
May 1, 2012 @ 7 P.M.
Minutes

The Moderator reported that we had a quorum and that the Town Meeting would come to order. He asked for assistance and cooperation in maintaining a quorum.

When he asked if there were any WWII veterans present, Mr. Robert Bellemare came forward to lead those gathered in reciting the Pledge of Allegiance. Mr. Bellemare closed with an emphatic "Alleluia"!

The Moderator noted that the Warrant for the 2012 Annual Town Meeting had been duly served and posted according to law and that the Constable's Return of Service was certified as complete and proper by the Town Clerk. "This, the 362nd Annual Town Meeting, notice of which was duly posted and advertised, is lawful and will now proceed."

The Moderator continued with the following announcements:

1. Topsfield Cable is taping our meeting for future broadcast. I thank Bill Whiting and his crew...for their dedication and thank them for their yearlong extraordinary service.
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 various individuals or to the Selectmen. All discussion will be timed for duration, which will generally be limited to two minutes each.
4. By longstanding tradition in the town, a recommendation of the Finance Committee amounts to a motion, made and seconded and lawfully before the town for debate.
5. If anyone wishes 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.

As the Finance Committee recommendation is the motion on which a vote is to be taken, Mr. Kinhan entertained a motion to allow the Moderator to waive the reading of each and every Article in its entirety, substituting instead a brief synopsis to aid in the orderly progression of the meeting. After a motion was requested and a seconded, there being no discussion, the motion carried unanimously at 7:07 P.M.



The Moderator then introduced the people involved in preparing for and executing this year's Town Meeting. He started with Paula Burke, the new Town Clerk, thanking her for the arrangements for the Town Meeting and for her professional service to the community. When introducing Assistant Town Clerk, Mary Elizabeth "Beth" Willis, who would be tracking time, he asked for assent to allow the non-resident to sit on stage during the meeting. The motion was made, seconded and passed unanimously at 7:08 P.M. Mr. Kinhan recognized, also, Sean and Mark and the other members of the Proctor School custodial staff who made us all comfortable.

The Moderator then introduced the Board of Selectmen:

Laura Powers, *Chairman*
Martha Morrison, *Member*
Richard Gandt, *Member*
Kenneth Vogel, *Member*
Eldon Goodhue, *Clerk*

along with Virginia Wilder, Town Administrator, and Lauren Goldberg, our Town Counsel from Kopelman & Paige and the Finance Committee:

Mark Lyons, *Chairman*
Karen Dow
Paul Dierze
Kathryn Hartmann
Daniel Shugrue
Heidi Bond
Steve Lais

Mr. Kinhan noted how these folks committed many hours of their time to labor and wrestle with the many complexities and challenges of the budget and the budget process and that the proposed budget is, once again, a model of fiscal prudence.

The Moderator introduced the members of the Town's Financial Team who were seated in the audience, Pam Wood, Town Accountant, Barbara Michalowski, Town Treasurer, and Roberta Knight, Purchasing and Community Development Coordinator, as well as Assessor Nina Evans who was absent. He recognized our dedicated Town Constable, Fred Glatz, and welcomed our distinguished educators Dr. Darrell Lockwood, Superintendent of Masconomet Regional High School, and Dr. Bernie Creeden, Superintendent of our elementary schools.

When the Moderator asked for assent to permit non-residents Greg Krom, Superintendent of the Water Department, and Susan Givens, Masconomet's Chief Financial Officer, to sit among the residents, the Town voted unanimously in favor of the motion at 7:11 P.M.

The Moderator acknowledged those serving as tellers for the Town Meeting: Ruth Lucy, Darcy Fulton, Dottie Wass, Elizabeth Collins, Elizabeth Dorn and Mary Connor.

AWARD PRESENTATIONS

SELECTMEN'S CERTIFICATES OF APPRECIATION:

The Moderator called upon Chairperson of the Board of Selectman Laura Powers to present the 2012 Appreciation Awards.

Mrs. Powers noted, "It is my privilege and my honor to recognize many of our citizens who have served with such distinction and who have given so much time for the benefit of our community. Thank you for your service."

The award recipients were announced alphabetically and those present proceeded to be recognized in front of the audience:

Jack Armitage..... Assistant Town Clerk
Jennifer Baker Library Trustee
John Beck Open Space Committee
Dana Berenson..... Cable Advisory Committee
Barbara Bodengraven Library Trustee
Robert Cahill Police Department (FT)
Dave Comeau Veterans Day Memorial Day Committee
Elizabeth "Betty" Cullinan Board of Water Commissioners
Jeffrey Evaul..... Elementary School Committee
Ray Gerry Police Department (FT)
Evelyn Hammond Cable / Web Coordinator
Jeanne Kinhan..... Web Site Committee
John Kinhan Moderator
Jay MacDougall Cable Advisory Committee
Darrell Moore..... Fire Department
Kristin Palace Zoning Board of Appeals
Kim Philpot..... Web Site Committee
Jeanne Pickering Historical Commission
Judd Pratt Conservation Commission
Charles Southard..... Park & Cemetery Commissioner
Kenneth Vogel..... Masconomet Regional School Committee
William Wood Cable Advisory Committee

After making some general announcements about upcoming town events, the Moderator opened up the Warrant for the Annual Town Meeting on May 1st, 2012, which had been duly posted and was open for discussion and for legislative action. He paused to remind those gathered that tonight they were serving as a legislative body. He repeated that a quorum was present and that we would, therefore, proceed to the articles in the Warrant.

ARTICLE FIRST: REPORTS

To hear all reports that may legally come before the meeting.

When the Moderator asked if there were any reports from the Board of Selectmen, Chairperson Laura Powers stood and gave the following report:

"Thank you all for coming out on this rainy night to take care of the important business before us tonight. This warrant we present tonight for your consideration is the culmination of months of careful and thoughtful planning. The Board of Selectmen has worked diligently with our Town Boards, Committees, employees and citizens



to move forward a plan that aims to maintain the quality of the essential services we provide our residents in a responsible, balanced and prudent manner.

As the State's economy starts to show some signs of a modest recovery, we begin to see a more stable and positive outlook trickling through our budget and warrant this year. State Aid is stable and slightly better than last year; consequently, this year's Finance Committee guideline is a little more relaxed than it has been for the past three years, allowing us to consider making some modest but important investments in infrastructure and long-range planning. This year, the warrant articles which we present for your consideration propose to move our town forward, reinvest in itself and look to the future. And we propose to do this affordably within Prop 2 1/2, and within the Finance Committee's guideline.

So I respectfully ask for your support and positive action on the business that's before us tonight."

When the Moderator asked if there were any reports from the Finance Committee, Chairperson Mark Lyons stood to give the following report:

"Good evening, Topsfield.

In preparing for tonight's Town Meeting, reflecting on the importance of many of the Warrant Articles that will come before you, including the Finance Committee recommendation for the upgrade of your Elementary Schools' essential technology infrastructure, it came to my attention that our Town Meeting's dedication to the quality of education actually had quite a rocky start. According to George Francis Dow's History of (Topsfield Massachusetts) our town:

While the town had apparently selected a schoolmaster for thirty years, it had not fully complied with the law requiring every town with one hundred families or more to establish a grammar school. At a town meeting much like this evening held Dec. 15, 1723, Deacon John Howlett and Mr. Nathaniel Porter were chosen agents of the town to appear at the Court in Salem to answer to the town's presentment for not being provided with a grammar schoolmaster...

In 1732 the town was again presented at Court and this time fined for want of a schoolmaster. This resulted in the election of a school committee-so some good came out of it-three in number, who hired William Howlett to teach for five months. From this time until 1790 a committee of three was elected annually at town meeting to supply a schoolmaster....

The inhabitants saw the need of a schoolhouse as early as 1703, for when Samuel Stanley was re-elected schoolmaster that year it was left to the selectmen at the time to provide a schoolhouse as soon as they could do so conveniently. While the people realized the need of a schoolhouse in Topsfield at this time, it took nearly a century before any buildings were erected at the expense of the town.

I am optimistic this Town Meeting will, however, once again confirm how far our commitment to the Topsfield schools has come since these meager beginnings.

Continuing with the spirit of recent Town Budgets, and acknowledging current relevant economic factors, your Finance Committee continued our "No New Government, No New Programs" approach, once again, targeting the maintenance of essential Town services. In General Government, these guidelines called for Salary & Wage budget categories to be based on collective bargaining and contractual obligations, and an increase of 2% to the salary and wage grid for non-represented personnel. The "Other" expense category was set at 2% of an increase. Ongoing Financial Programs, such as automobile leasing were to be reviewed on a case-by-case basis. Fuel and Electricity budget requests were based upon FY 2011 actual and FY 2012 projections. Elementary Schools were set at a 2 % increase. While the Capital items budget remained limited, it was increased from \$100,000 to \$250,000 town wide. Even with this modest increase, we remain deeply concerned with the inadequacy of this funding level for capital Town needs going forward.



A Masconomet guideline was deferred pending further discussions with both the Boxford and Middleton Finance Committees. As a three Town joint guideline did not materialize, and given the regional nature of the Masconomet school district, a Topsfield guideline was not issued. Finance Committee Members did continue vigorous efforts with Boxford, Middleton and Masconomet officials throughout the budget process, advocating for the certification of a fiscally responsible FY 13 Masconomet budget.

We entertained requests of additional support by departments only if specific Essential Services remained unfunded at Guideline levels. This year's Finance Committee Guidelines are established to initiate the annual Town Budget process in a consistent and reasonable manner. Based upon information that is preliminary at best, they generally target a balanced budget without overrides, given the economic nature and involved fiscal policies of the year. They are not a guarantee of Finance Committee recommendation of funding at any specific level, as a balanced budget must be brought to Town Meeting.

This year's guidelines were formulated with the goal of constructing a Town Budget capable of maintaining the provision of essential services to our residents without dependence on Proposition 2 ½ Overrides. This has indeed been accomplished. You will find NO Proposition 2 ½ overrides or exclusions of any nature in your Town Meeting Warrants this year.

The Finance Committee has recommended a FY 2013 total Town budget that includes a slightly decreasing (-1.13%) General Operating Budget (that's your Article Third) and a Masconomet Regional School assessment of \$6,173,071, (six million, one hundred seventy three thousand, seventy one dollars) as certified by the Masconomet Regional School Committee. The 13 total Town budget recommended by the Finance Committee includes an estimated total amount to be raised from various sources, of \$24,150,389 (twenty four million, one hundred fifty thousand, three hundred eighty nine dollars) representing an increase of 2.95% over FY12. After making adjustments for state aid and other revenues such as local receipts and assessments, the resulting total expected amount to be raised through real estate taxes based on information at that point in time, will be \$18,424,229 (eighteen million four hundred twenty four thousand, two hundred twenty nine dollars), an increase of 3.49%. Any further increase in local aid will decrease that amount. In addition to the Operating Budget, the Warrant offers for your consideration the acquisition of a truck/ sander and wing plow for the Highway Department; purchase of a 4x4 police vehicle, a police cruiser, a fire department rapid-response vehicle and voting booths; rebanding of the public safety communication system; maintenance work on the exterior of the library; a comprehensive assessment of Town facilities; and as I mentioned an upgrading of the elementary school technology infrastructure.

Once again, in cooperation with your Selectmen, Town Administrator, Town Hall Financial Team, consisting of your Principal Assessor, Accountant, Treasurer and Purchasing Officer, your Finance Committee liaisons and the Committee as a whole have worked diligently and cooperatively with Department Heads, Committees, Boards and School Administrators throughout the year. As we do annually, we have reviewed budgets in detail and in depth. We seek your support for our continuing efforts to preserve the essential character and nature of our Town, and to begin the process of addressing significant items that have not been adequately funded while we survived the harsh impact of recent economic times.

Thank you to all who have participated throughout this process for your dedication and cooperation.

The Moderator asked the Town Clerk to receive those reports and place them in the record.



ARTICLE SECOND: RESERVE FUND

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 7:27 PM the Town voted nearly unanimously, to appropriate the sum of \$150,000 for the Reserve Fund, and to meet said appropriation that the Town transfer the sum of \$100,000 from Free Cash; \$50,000 from Article 2 of the May 2011 Annual Town Meeting. Prior to asking if there was any discussion on Article Second, the Moderator reminded residents that a motion made by the Finance Committee is a motion made and seconded and that the motion is properly before the floor for discussion.

Noting that the hour of 7:30 P.M., the designated start time for the May 1, 2012 Special Town Meeting was approaching, Mr. Kinhan entertained a motion to adjourn or recess the Annual Town Meeting until such time as the business of the Special Town Meeting has been concluded and that meeting dissolved. A motion was made and seconded and the Town voted unanimously to adjourn. There was no discussion. At 7:29 PM, the motion passed unanimously and the Annual Town Meeting was adjourned.

2012 SPECIAL TOWN MEETING

Mr. Kinhan read the Warrant that was given under the hand of the Board of Selectmen on the 2nd day of April and duly served by the Town Constable and noted that the Town Meeting had been duly posted and timely advertised according to law and that the quorum was holding as sufficient. The Moderator then declared, "We are, therefore, legally going into Special Town Meeting."

ARTICLE FIRST: REPORTS

There were no reports.

ARTICLE SECOND: PRIOR YEAR BILLS AND WAGES

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 7:30 P.M. the Town voted unanimously, exceeding the nine-tenths requirement, to transfer from available funds and appropriate the sum of \$500 from the Police Longevity Account to pay outstanding wages contracted prior to July 1, 2011.

ARTICLE THIRD: TRANSFER OF FUNDS

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 7:32 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 2012 fiscal year as follows:

\$ 1,515.....From Selectmen Special Legal Account to Planning Board Advertising Account
\$ 10,000.....From Snow & Ice Equipment Rental Account to Highway Other Gasoline Account
\$ 3,000.....From Snow & Ice Wage Overtime Account to Highway Wage Account
\$ 6,500.....From A17/09ATM Steward School Door Account to Steward Computer Equipment Account
\$ 9,100.....From A16/09ATM Proctor School Door Account to Proctor Computer Equipment Account
\$ 3,500.....From Council On Aging Salary Account to Council On Aging Wage Account

ARTICLE FOURTH: TOWN HALL TECHNOLOGY

Mr. Stephen Lais, on behalf of the Finance Committee, recommended and at 7:33 P.M. the Town voted unanimously to transfer from Fiscal 2012 Additional State Aid Supplemental Cherry Sheet and appropriate the sum of \$7,825 to be expended by the Board of Selectmen for the purchase and installation of a computer rack, and computer server and related hardware, software, and services to update the Assessor's Vision Appraisal system.



ARTICLE FIFTH: PERMITTING SOFTWARE

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 7:34 P.M. the Town voted unanimously to transfer from Fiscal 2012 Additional State Aid Supplemental Cherry Sheet and appropriate the sum of \$23,750 to be expended by the Board of Selectmen to license and install a permitting application for use by Town departments which would include software acquisition, setup of data and codes, training and first year maintenance costs.

ARTICLE SIXTH: PURCHASE LIBRARY EJECTOR PUMP

Mrs. Karen Dow, on behalf of the Finance Committee, recommended and at 7:35 P.M. the Town voted unanimously to transfer from Fiscal 2012 Additional State Aid Supplemental Cherry Sheet and appropriate the sum of \$3,600 to be expended by the Board of Selectmen with the advice of the Board of Library Trustees for the purchase and installation of a groundwater ejector pump for the Library.

ARTICLE SEVENTH: REPAIR LANDFILL FLARES

Mr. Stephen Lais, on behalf of the Finance Committee, recommended and at 7:37 P.M. the Town voted unanimously to appropriate the sum of \$12,000 to be expended by the Board of Selectmen with the advice of the Park & Cemetery Commissioners for solar flare piping maintenance repairs at the Topsfield Sanitary Landfill at Pye Brook Community Park; and to meet said appropriation, transfer the sum of \$2,337 from Fiscal 2012 Additional State Aid Supplemental Cherry Sheet; transfer the sum of \$3,192 from Article 3 Pensions of the May 2011 Annual Town Meeting; and transfer the sum of \$6,471 from the Fund Balance Reserved for 25 Year Borrowing.

ARTICLE EIGHTH: TOWN ADMINISTRATOR SEARCH

Mr. Mark Lyons, on behalf of the Finance Committee, regretfully recommended and at 7:38 P.M. the Town voted unanimously to transfer from Article 3 Pensions from the May 2011 Annual Town Meeting and appropriate the sum of \$10,000 to be expended by the Board of Selectmen for costs associated with hiring a new Town Administrator, which would include procuring a consultant, to replace the current Town Administrator whose contract ends on December 31st of this year and who plans on retiring from public service.

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE:

Mark B. Lyons, *Chairperson*

Heidi L. Bond

Karen A. Dow

J. Stephen Lais

Paul E. Dierze

Kathryn S. Hartmann

Daniel Shugrue

With the business of this "special meeting" concluded, Mr. Kinhan entertained a motion to dissolve the "special meeting". A motion was made and seconded. The unanimous vote to dissolve the Special Town Meeting was taken at 7:39 P.M.

2012 ANNUAL TOWN MEETING CONTINUED

The 2012 Annual Town Meeting reconvened at 7:40 P.M. with Article Third.

ARTICLE THIRD: GENERAL OPERATING BUDGET

Mrs. Karen Dow, on behalf of the Finance Committee recommended, that the Town vote to appropriate the sum of \$14,987,746 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 as stated in Attachment A; and to meet said appropriation, raise and assess the sum of \$14,785,118; transfer the sum of \$34,637 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 \$1,722 from the Fund Balance Reserved for Reduction Future Excludable Debt Account; transfer the sum of \$6,000 from the Conservation Revolving Fund; transfer the sum of \$47,000 from Article 3 Town Insurance of the 2011 Annual Town Meeting; transfer the sum of \$9,295 from Article 3 Medical Insurance of the 2011 Annual Town Meeting; transfer the sum of \$307 from Article 6 of the May 2011 Annual Town Meeting; transfer \$838 from Article 7 of the May 2011 Annual Town Meeting; transfer \$1,715 from Article 3 Pensions of the May 2011 Annual Town Meeting; transfer \$35,114 from Article 3 Unemployment Insurance of the May 2011 Annual Town Meeting.

The voters were asked to refer to Attachment A in the back of the 2012 Annual Town Meeting Warrant for the detailed Fiscal Year 2013 General Operating Budget.

Mrs. Dow stated, "As allowed by the Moderator, to save time I will read only the elected officers and the budget subtotal lines, and skip saying 'dollars' each time. The Fiscal Year 2013 General Operating Budget is as follows:

Elected officers:

Moderator	50
Selectmen:	Chairman	1
	Clerk	1
	Member	1
	Member	1
	Member	1
Assessors:	Chairman	1,500
	Clerk	1,500
	Member	1,500
Town Clerk:	54,451
Planning Board:	Chairman	1
	Clerk	1
	Member	1
	Member	1
	Member	1
Subtotal General Government:	1,047,394
Subtotal Public Safety:	2,087,872
Subtotal Elementary Schools:	6,093,971
Subtotal Public Works:	737,379
Subtotal Human Services:	598,359
Subtotal Culture & Recreation:	731,015
Subtotal Debt Service:	670,221
Subtotal Other Expenditures:	3,021,535
Total Budget Recommendation:	14,987,746

This article approves the Fiscal Year 2013 General Operating budget for the Town for general government purposes and the elementary schools. The budget assessment for Masconomet will be addressed in Article 5 later this evening.

Each department budget before you was prepared by department managers with reference to guidelines established by the Finance Committee last fall. These guidelines recognized a slight improvement in the economic environment, requesting department budgets with a 2% increase to the salary and wage grid for non-represented personnel, longevity bonuses where applicable, contractual obligations and a 2% increase in the "other" category. Once again the guidelines stated no new government or programs, and requested departments to focus on essential Town services.

Each Finance Committee liaison worked diligently with their departments to understand the essential services, other funding sources such as grants and revolving funds, and where essential services might require a department budget beyond the guidelines. By and large, the department budgets before you comply with the guidelines. Overall, department operating budgets have increased by \$238,195 or 2.15% over last year, which is actually this current fiscal year, while pensions, insurance and debt costs decreased by \$408,825 or 9.97% compared to the current fiscal year. This decrease is due to refinancing some debt at a more favorable interest rate and the state paying off its share of the elementary schools' renovation and expansion cost. The net result is the proposed General Operating budget before you has decreased by \$170,629 or 1.13% compared to last spring's Article 3 approval.

In the proposed department budgets before you, deviations from the guidelines are in general small and have been deemed essential. These include the costs associated with hiring a new Town Administrator, the cost to hold a Presidential Election, support for the Town website, restoration of town funding for Friday van service by the Council on Aging, purchase of spare parts for the flares at Pye Brook Park due to a new maintenance agreement, and coverage of a portion of the Conservation Commission Administrator's salary as the revolving account which had been providing funding has been depleted.

The proposed General Operating budget before you is a result of a collaborative effort between department managers, town boards, the Town Administrator, Town Hall Financial Team, Finance Committee and Selectmen. The Finance Committee believes its recommendation is responsive to the needs of the citizens, both in terms of services and costs."

During the discussion that followed, Mrs. Kim Sherwood first asked how the guidelines for paying staff are calculated; in other words, "Are we going out to market?" Selectmen Laura Powers explained that the Personnel Advisory Committee, appointed by Town Administrator and Chief Personnel Officer Virginia Wilder and chaired by Al Wallace, on a routine basis examines what applicable employees are being paid in neighboring communities. The salary grid that is used considers experience and years of service, etc. Mrs. Sherwood further asked if comparisons were made only with government salaries. Selectman Dick Gandt responded that comparisons with the private sector are not made and that databases such as those generated by the Massachusetts Municipal Association are consulted. Finally, Mrs. Sherwood asked what is driving the 10%, or \$35,000, increase in Liability / Accident / Workmen's Compensation Insurance. Town Administrator Virginia Wilder explained that the rates are supplied by our insurer and may change during the course of the year.

Following the brief discussion, at 7:54 P.M., the Town voted unanimously to approve Article Third, the General Operating Budget for FY 13, as written in Attachment A of the 2012 Annual Town Meeting Warrant.

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 \$773,081.00 as detailed herein, and to meet said appropriation \$773,081.00 to come from Water Revenue, to operate the Water Department from July 1, 2012 through June 30, 2013, and to approve the sum of \$110,116.00



of indirect costs appropriated in the General Fund under Article Third above, to be funded from Water Revenue. When the Moderator asked if a Selectman would recommend positive action as has been done historically, Dick Gandt recommended positive action on behalf of the Board of Selectmen. Town Counsel, Lauren Goldberg, explained to the Moderator that the article should be restated in “longer fashion” so that there is no confusion. Mr. Lais proceeded to read the amounts listed in the column under “Proposed Appropriation Fiscal Year 2013” from the Water Department Operating Budget chart included in the 2012 Annual Town Meeting Warrant:

Appropriated Fiscal Year 2012	Proposed Appropriation Fiscal Year 2013
WATER DEPARTMENT OPERATING BUDGET	
\$ 67,371.00.....	Salary\$ 73,092.00
146,234.00.....	Wages.....148,082.00
232,130.00.....	Other265,330.00
83,300.00.....	Long-Term Debt Principal83,500.00
36,576.00	Long-Term Debt Interest.....34,077.00
-	Short-Term Debt Interest -
-	Debt Issue Costs -
-	Short Term Debt Principal Paydown..... -
88,000.00	Water Reserve Fund.....94,000.00
75,000.00	Unanticipated Emergency75,000.00
728,611.00	SUB-TOTAL – DIRECT COSTS773,081.00
106,564.00	Indirect Costs110,116.00
835,175.00	TOTAL: WATER DEPARTMENT883,197.00

At 7:58 P.M., the article passed unanimously.

ARTICLE FIFTH: MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT

Mrs. Heidi Bond, on behalf of the Finance Committee, recommended that the Town vote to approve the 2013 Fiscal Year Gross Operating Budget of the Masconomet Regional School District in the amount of \$28,596,962 and appropriate the sum of \$6,173,071 to fund the Town’s share of the Fiscal Year 2013 Masconomet Regional School District Assessment of which the sum of \$5,871,969 supports the Maintenance & Operating Budget, and the sum of \$301,102 supports the Masconomet Building Debt Service; and to meet said appropriation raise and assess the sum of \$6,173,071. Mrs. Bond noted that the Finance Committees from Topsfield, Boxford, and Middleton work each year with the Masconomet School Committee and the Masconomet Administration during the budget process. Each year Masconomet develops their budget striving to maintain a high quality education for their students while being mindful of our challenging fiscal times. Each year Masconomet makes efforts to reduce costs where possible, this year concentrating on vendor contracts, utilities and insurance costs. This article would approve the Fiscal Year 2013 Assessment for maintenance and operation as well as debt service for the Masconomet Regional School District. Topsfield’s certified assessment of \$6,173,070 has been rounded up to \$6,173,071 for purposes of appropriation. The Masconomet budget represents a 2.2% increase in the General Fund Budget, but a 3.5% increase in total for the 3 community’s contributions due to declining state aid (primarily transportation reimbursement). Topsfield’s certified assessment of \$6,173,071 represents a .84% or \$51,663 due to our declining enrollment of 36 students. Although this budget increase is favorable for Topsfield this year, the Finance Committee continues to monitor carefully salary increases, pension and insurance costs all which reside in Masco’s budget. There was no discussion. At 8:02 P.M. the Town voted unanimously in favor of the article.

ARTICLE SIXTH: NORTH SHORE VOCATIONAL SCHOOL DISTRICT ASSESSMENT

Mrs. Heidi Bond, on behalf of the Finance Committee, recommended that the Town vote to approve the 2013 Fiscal Year Gross Operating Budget of the North Shore Regional Vocational School District in the amount of \$11,775,091 and raise, assess, and appropriate the sum of \$65,469 for the Town's share of the assessment of same. Mrs. Bond explained that this article approves the Fiscal Year 2013 Assessment for the North Shore Regional Vocational School District. This assessment represents Topsfield's share of a required minimum of five students. Three Topsfield students are currently enrolled. At 8:03 P.M. the Town voted unanimously to approve the article.

ARTICLE SEVENTH: LEASE OF EMERSON FIELD

Mr. Stephen Lais, on behalf of the Finance Committee, recommended and at 8:05 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 EIGHTH: GRANT AUTHORIZATION FOR TOWN PROJECTS

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 8:05 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 NINTH: MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTS

Mr. Paul Dierze, on behalf of the Finance Committee, describing this as an annual article that allows the Selectmen to accept Chapter 90 funds for road maintenance and reconstruction, recommended and at 8:06 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 TENTH: PARK REVOLVING FUND

Mr. Stephen Lais, on behalf of the Finance Committee, recommended and at 8:08 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 by law; (3) said funds may be expended by majority vote of the Park & Cemetery Commissioners; (4) expenditures to be limited to \$40,000 in the ensuing year.

ARTICLE ELEVENTH: CEMETERY REVOLVING FUND

Mr. Stephen Lais, on behalf of the Finance Committee, recommended and at 8:09 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 TWELFTH: CONSERVATION COMMISSION REVOLVING FUND

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 8:11 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 expend for services, supplies, and part-time wages 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 are limited to \$10,000 for the ensuing year.

ARTICLE THIRTEENTH: ANNUAL ENGINEERING & LANDFILL MONITORING

Mr. Stephen Lais, on behalf of the Finance Committee, recommended and at 8:12 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 2013 annual professional engineering and monitoring services related to the capping and closure of the Town's sanitary landfill.

ARTICLE FOURTEENTH: FISCAL YEAR 2013 ADDITIONAL REAL ESTATE EXEMPTION

Mr. Stephen Lais, on behalf of the Finance Committee, recommended and at 8:14 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 percent (100%) for Fiscal Year 2013 for all taxpayers qualifying for a personal exemption.

ARTICLE FIFTEENTH: CONTRACT FOR RE-CERTIFICATION OF RESIDENTIAL PROPERTY

Mr. Stephen Lais, on behalf of the Finance Committee, recommended that the Town vote to appropriate the sum of \$80,000 to be expended by the Board of Selectmen, with the advice of the Board of Assessors, to contract for the measure and list of residential real property for fiscal 2016; and to meet said appropriation, transfer the sum of \$6,500 from Article 34th of the May 2010 Annual Town Meeting; and transfer the sum of \$73,500 from Free Cash. Mr. Lais explained that this article would fund the reinspection of all residential properties over the next three years in anticipation of the 2016 recertification. At 8:16 P.M. the Town voted unanimously to pass the article.

ARTICLE SIXTEENTH: FUND TOWN EMPLOYEE EMPLOYMENT SEPARATION

Mr. Daniel Shugrue, on behalf of the Finance Committee for the first time, recommended and at 8:17 P.M. the Town voted unanimously to appropriate and transfer from Article 3 Medical Insurance of the May 2011 Annual Town Meeting the sum of \$32,198 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 contracts or collective bargaining agreements.

ARTICLE SEVENTEENTH: FUND POST-EMPLOYMENT BENEFITS – GENERAL

Mr. Daniel Shugrue, on behalf of the Finance Committee, recommended and at 8:18 P.M. the Town voted unanimously to appropriate \$100,000 and to meet said appropriation transfer the sum of \$100,000 from Article 3 (Medical Insurance) of the May 2011 Annual Town Meeting for the "Other Post Employment Benefits Liability Trust Fund".

ARTICLE EIGHTEENTH: FUND POST-EMPLOYMENT BENEFITS – WATER

Mr. Daniel Shugrue, on behalf of the Finance Committee, recommended and at 8:19 P.M. the Town voted unanimously to appropriate and transfer the sum of \$30,000 from the Water Enterprise Retained Earnings for the "Other Post Employment Benefits Liability Trust Fund".

ARTICLE NINETEENTH: TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES

Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended and at 8:20 P.M. the Town voted



unanimously 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 TWENTIETH: WATER MAIN PROJECT

Mr. Stephen Lais, on behalf of the Finance Committee, recommended that the Town vote to transfer and appropriate a sum of \$800,000 and to meet said appropriation, transfer the sum of \$25,172 from Article 32nd of the May 2005 Annual Town Meeting, transfer \$30,000 from Article 25th of the May 2006 Annual Town Meeting, transfer \$11,797 from Article 20th of the May 2010 Annual Town Meeting, transfer \$16,771 from Article 21st of the May 2010 Annual Town Meeting, transfer \$175,000 from Article 23rd of the May 2011 Annual Town Meeting, and transfer \$541,260 from Retained Earnings; to be expended by the Board of Selectmen, with the advice of the Water Commissioners for the replacement of the water mains on Central Street, from Summer Street to Main Street, and on Main Street, from Washington Street to Ipswich Road, and for the installation of a water main on Bare Hill Road, from Haverhill Road to Parsonage Lane. Mr. Lais explained that last year the Town voted to appropriate \$175,000 for the Central Street water main replacement project and that, since that time, there have been numerous water main breaks on the Main Street section. He further stated that any water commissioner would recommend looping the pipes, which is the reason for the Bare Hill Road expansion. At 8:23 P.M., the Town voted unanimously in favor of the article.

ARTICLE TWENTY-FIRST: LEASE OF HIGHWAY DUMP/PLOW/SANDER/WING TRUCK

Mr. Paul Dierze, on behalf of the Finance Committee, explained that new numbers would be inserted into Article Twenty-first. Specifically, the amount requested would increase from \$27,500 to \$29,335 and the total six year cost would increase from \$165,000 that is shown in the summary to \$176,010. Mr. Paul Dierze, on behalf of the Finance Committee, recommended that the Town vote to transfer from Free Cash, and appropriate the sum of \$29,335 to be expended by the Board of Selectmen, with the advice of the Board of Road Commissioners, and to authorize the Board of Selectmen to enter into a six year lease-to-purchase agreement to procure and equip a Dump / Plow / Sander / Wing Truck, and trade-in or sell the 1994 International Dump / Plow / Sander / Wing Truck. To respond to residents' questions, Town Employees and Officials further explained the lease-to-purchase agreement and the reasoning behind it. Town Accountant, Pam Wood, assured the attendees that, although \$29,335 would be embedded in Article Third over the next six years, the cost would remain a capital expense. Selectman Dick Gandt explained that the Finance Committee approved leasing the vehicle because an outright purchase would have prevented the Town from coming in under the \$250,000 guideline that had been issued by the Finance Committee for capital expenditures in FY 2013. He clarified that the Town would pay about \$16,000 in interest in order to enter into the lease-to-purchase agreement for the Dump / Plow / Sander / Wing Truck. At 8:31 P.M. the Town voted by a clear majority to carry the motion.

ARTICLE TWENTY-SECOND: PURCHASE OF 4X4 POLICE VEHICLE

Mrs. Heidi Bond, on behalf of the Finance Committee, recommended that the Town vote to raise, assess and appropriate the sum of \$40,983 and to meet said appropriation transfer \$40,983 from Free Cash to be expended by the Board of Selectmen with the advice of the Police Chief to purchase and equip a new 4x4 SUV police vehicle and trade-in or sell a 2001 Chevrolet Tahoe. Mrs. Bond explained that the new 4x4 vehicle would replace an 11 year old 4x4 Chevrolet Tahoe, which has logged more than 135,000 and continues to experience downtime and incur high repair costs. This would be the department's ONE 4x4, front line vehicle which is used especially during weather related responses. At 8:34 P.M., the Town voted by a clear majority to pass the article.

ARTICLE TWENTY-THIRD: PURCHASE OF POLICE CRUISER

Mrs. Heidi Bond, on behalf of the Finance Committee, recommended that the Town vote to appropriate the sum



of \$36,014 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 2008 Ford Crown Victoria and to meet said appropriation that the Town transfer the sum of \$34,442 from Free Cash and transfer the sum of \$1,572 from Article 24 of the May 2011 Annual Town Meeting. Mrs. Bond stated that the new cruiser would replace a four year old Ford Crown Victoria cruiser with now over 165,000 miles. This replacement would continue the ongoing efforts to replace one cruiser yearly to maintain reliability among our front-line cruisers. At 8:35 P.M., the Town voted unanimously to pass the article.

ARTICLE TWENTY-FOURTH: PURCHASE OF A FIRE DEPARTMENT RAPID RESPONSE VEHICLE

Mr. Daniel Shugrue, on behalf of the Finance Committee, recommended that the Town vote to appropriate the sum of \$50,000 to be expended by the Board of Selectmen with the advice of the Fire Chief to purchase and equip a new Rapid Response Vehicle and trade-in or sell a 1980 Pierce Mini-pumper and a 2001 Chevrolet Tahoe and to meet said appropriation that the Town transfer the sum of \$50,000 from Free Cash. Mr. Shugrue explained that the new truck would replace both the current T1 Rapid Response Vehicle, the 2001 Tahoe with 125,000 miles, and Squad 1, the 1980 Pierce Mini-pumper. The T1, which is essential for rapid deployment of command staff to emergencies and is used for routine patrol and inspections, would also be outfitted to allow transport of water and provide pumping. At 8:36 P.M., the Town voted nearly unanimously to pass the article.

ARTICLE TWENTY-FIFTH: PURCHASE OF VOTING BOOTHS

Mrs. Karen Dow, on behalf of the Finance Committee recommended that the Town vote to transfer from Free Cash, and appropriate the sum of \$2,860 to be expended by the Board of Selectmen with the advice of the Town Clerk for the purchase of new voting booths. Mrs. Dow explained that the existing voting booths are deteriorated and unsafe. Some of the new booths, which fold up compactly and are easy to transport, were purchased with reserve funds to see us through the imminent election. The remaining quantity required to hold a Presidential Election given Topsfield's number of registered voters, and also to serve for many future elections, would be purchased with approval of this article. At 8:38 P.M., the Town voted unanimously to pass the article.

ARTICLE TWENTY-SIXTH: REBAND PUBLIC SAFETY COMMUNICATION SYSTEM

Mr. Daniel Shugrue, on behalf of the Finance Committee, recommended that the Town vote to transfer \$23,000 from Free Cash to be expended by the Board of Selectmen, with the advice of the Emergency Management Director, to procure services and equipment to reband the Town's two-way radio system. Mr. Shugrue explained that by January 1, 2013, in accordance with FCC regulations, all public safety land mobile radio systems operating in the 150-174 MHz and the 421-512 MHz frequency spectrums must reduce channel bandwidth to 12.5 kHz. Since the town's existing communications equipment operates at a channel bandwidth of 25 kHz, the town's equipment must be modified, that is "narrowbanded", to 12.5 kHz, and in some cases replaced, to achieve a system that operates at a 12.5 kHz channel bandwidth. Of the town's radios, it is estimated that 117 would be modified and 15 that cannot be modified would be replaced. At 8:40 P.M., the Town voted unanimously to pass the article.

ARTICLE TWENTY-SEVENTH: LIBRARY EXTERIOR MAINTENANCE

Mrs. Karen Dow, on behalf of the Finance Committee, recommended that the Town vote to transfer from Free Cash, and appropriate the sum of \$8,000 to be expended by the Board of Selectmen, with the advice of the Board of Library Trustees, for the repair, replacement and painting of wood, including architectural molding on the original library building, on the exterior of the Town Library. When the Moderator asked the Town for assent to allow (interim) Library Director Becky Rowlands to sit among the residents on the Town Meeting floor, the Town voted unanimously in favor of the motion. At 8:42 P.M., the Town voted unanimously to pass Article Twenty-seventh.



ARTICLE TWENTY-EIGHTH: TOWN BUILDINGS ASSESSMENT

Mr. Mark Lyons, on behalf of the Finance Committee, recommended that the Town vote to transfer from Free Cash and appropriate \$55,000 to be expended by the Board of Selectmen to retain the services of a consultant to prepare a comprehensive assessment of Town facilities and create a master plan for improvements based on relative need and cost effectiveness. Mr. Lyons elaborated that the study would evaluate the existing condition of the Town's municipal and school buildings. Through the study the consultant would determine deficiencies in each building and develop a master plan for recommended long-term improvements taking into consideration relative need and cost-effectiveness. The report would result in a five to ten year capital plan. At 8:43 P.M., the Town voted by a clear majority to pass the article.

ARTICLE TWENTY-NINTH: UPGRADE ELEMENTARY SCHOOL TECHNOLOGY INFRASTRUCTURE

Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended that the Town vote to appropriate a sum of \$95,903 to be expended by the Topsfield Elementary School Committee to upgrade the technology infrastructure and install wireless capabilities at the Steward and Proctor Elementary Schools and to meet said appropriation raise and assess the sum of \$35,125; and transfer the sum of \$60,778 from Free Cash. Mrs. Hartmann noted that this would be the first major technology infrastructure upgrade in either elementary school since 1999 and would begin a reinvestment in our outlived technology. Installing wireless equipment would provide the technology foundation the teachers need to increase the efficiency of how they prepare and teach. With the addition of private fundraising, already underway in Topsfield, we would be able to add hardware and software on top of this foundation to improve the effectiveness of teaching and what can be provided to our children. She added that many of the textbooks now come with a technology component. At 8:47 P.M., the Town voted by a vast majority in favor of the article.

ARTICLE THIRTIETH: AMEND CANINE CONTROL BYLAW – DOG REGISTRATION FEE

In Chapter XXIII, Canine Control Bylaw, Section 23-2.3 Fees Established:

change from:

“All Dogs (male or female) Ten (\$10.00) dollars, per registered dog”

to:

“All Dogs (male or female) Fifteen dollars (\$15.00), per registered dog”

Mrs. Karen Dow, on behalf of the Finance Committee, recommended and at 8:50 P.M. the Town voted by a clear majority to amend a portion of Section 23-2.3 Fees Established, of the Topsfield Town Code, Chapter XXIII, Canine Control Bylaw, as set forth in the 2012 Annual Town Meeting Warrant. When questioned, the Town Clerk provided information about fees charged in other communities prior to the vote's being taken.

ARTICLE THIRTY-FIRST: AMEND STORM WATER AND EROSION CONTROL BYLAW

In section 51-2 DEFINITIONS:

Insert the following new definition for Poorly Drained Soils:

“POORLY DRAINED SOILS: Poorly drained soils shall have the meaning as contained in the list of definitions set forth in the glossary under the heading of “drainage class” in the Soil Survey of Essex County, Massachusetts - Northern Part prepared by the US Department of Agriculture, Soil Conservation Service – Donald Fuller, editor, first printed 1981 and following editions. Poorly drained soils shall include all such soils listed as “moderately poorly drained, poorly drained, and very poorly drained” as well as soils that contain a fragipan layer in the section entitled Soil Series and Morphology beginning on page 75 and ending on page 101 of the Soil Survey of Essex County, Massachusetts-Northern Part”; and



Amend the definition of HOTSPOT as follows:

"Land uses or activities with higher potential pollutant loadings, ~~such as inclusive of~~"; and

Amend the definition of REDEVELOPMENT as follows:

"REDEVELOPMENT: Any construction, alteration, or improvement ~~of land that exceeding land disturbance of 7500 square feet, where the existing land~~ has been subject to previous development."; and

Amend the ordering of definitions as follows:

Move the definition POST-DEVELOPMENT after PRE-DEVELOPMENT.

In section 51-3 AUTHORITY:

Insert the following at the end of the section:

"and as amended at the May 1, 2012 Annual Town Meeting."

In section 51-5 APPLICABILITY:

Replace the title "~~APPLICABILITY~~" with the new title, "**STORMWATER MANAGEMENT PERMIT REQUIREMENT**"; and

Replace 51-5a in its entirety as follows:

"a. Applicability

No person shall alter land within the Town of Topsfield including without limitations any new development or redevelopment, or other activity that will alter the drainage characteristics of a parcel of land without obtaining a Stormwater Management Permit, unless exempt pursuant to Section 51-5(b) of this Bylaw. In addition, any alteration or redevelopment of a hotspot, or conversion of land to a hotspot, shall require a Stormwater Management Permit and shall not be subject to the exemptions set forth in Section 51-5(b) of the Bylaw."

Amend 51-5b as follows:

"b. Exemptions

~~No person shall alter land within the Town of Topsfield without having obtained a Stormwater Management Permit (SMP) for the property with the following exceptions:~~

The following activities shall be exempt from the requirement to obtain a Stormwater Management Permit. The exemptions in b.1 and 2 below shall not be applied to projects entirely or in any part on poorly drained soils, or for projects consisting of the installation of any drain system designed to transport stormwater or groundwater beyond the boundaries of the property on which it is located. "

Amend 51-5 b.1 as follows:

"1. Any activity that will alter an area ~~less than~~ of 7500 square feet ~~or less of land where the on~~ existing



or proposed slopes ~~are less than 15 %; or less than 25% of contiguous property on existing or proposed slopes less than 15%, whichever is less. This exception may not be applied for contiguous properties held in common ownership at the time of adoption of this Bylaw that may have been previously subdivided and/or attributed to multiple separate owners."~~

Amend 51-5 b.2 as follows:

"2. Any activity that will alter an area of 4000 square feet or less ~~of land where the~~ on existing or proposed slopes ~~are between 15% and 25%, inclusive; steeper than 15%.~~ This exception may not be applied for contiguous properties held in common ownership at the time of adoption of this Bylaw that may have been previously subdivided and/or attributed to multiple separate owners."

Delete 51-5 b.11. in its entirety:

~~"11. Redevelopment projects are presumed to meet the specified stormwater management requirements described in the Stormwater Regulations of the Town of Topsfield if the total impervious cover is reduced by 40 % from existing conditions. Where site conditions prevent the reduction in impervious cover, stormwater management practices shall be implemented to provide stormwater controls for at least 40 % of the site's impervious area. When a combination of impervious area reduction and stormwater management practice implementation is used for redevelopment projects, the combination of impervious area reduction and the area controlled by a stormwater management practice shall equal or exceed 40 %."~~

Amend section 51-7 ENFORCEMENT as follows:

~~"The Stormwater Coordinator, Planning Board or an ..."~~ [remainder of section not changed].

And in the title of and throughout the Bylaw, amend the words "Storm Water" to read "Stormwater" [one word],

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 8:52 P.M. the Town voted unanimously to amend the Storm Water and Erosion Control Bylaw as indicated in the 2012 Annual Town Meeting Warrant.

ARTICLE THIRTY-SECOND: AMEND ARTICLE VI, FLOOD PLAIN DISTRICT

Mr. Paul Dierze, on behalf of the Finance Committee, recommended that the Town vote to amend the Topsfield Zoning Bylaw by deleting Article VI, Flood Plain District in its entirety and replacing with a new Article VI, Flood Plan District as set forth in Attachment B to the 2012 Annual Town Meeting Warrant, entitled "Article VI, Flood Plain District". The Moderator introduced Mr. Gregor Smith to speak on behalf of the Planning Board about this zoning amendment. Mr. Smith explained that the intent of this article is to update our current Floodplain Bylaw and that although this is a total replacement there are actually only modest changes in terms of language. The intent is to enhance clarity and to ensure consistency and compliance with the new national flood insurance program administered by FEMA. This includes the addition of specific language meeting state guidelines and the inclusion of updated references to the new flood insurance rate maps. It remains an overlay district and as such the underlying zoning rules still apply. Mr. Smith stated that the Planning Board recommended positive action. At 8:55 P.M. the Town voted unanimously, exceeding the 2/3 requirement, in favor of passing the article, thereby carrying the motion.



ARTICLE THIRTY-THIRD: AMEND ZONING BYLAW - DESCRIPTION OF DISTRICTS

"2.01 Classes of Districts.

The Town of Topsfield is hereby divided into ~~eight (8)~~ seven (7) Districts and *four (4) overlay districts:*

A. Business District Highway (B-H) *(BH)*

B. Business District Village (B-V) *(BV)*

C. Central Residential District (C-R) *(CR)*

D. Inner Residential and Agricultural District (I-R-A) *(IRA)*

E. Outlying Residential and Agricultural District (O-R-A) *(ORA)*

F. Business Park District (B-P) *(BP)*

G. Elderly Housing District (EHD)

H. Business District Highway North (B-H-N) *(BHN)*

I. Scenic Overlay Zone

J. Groundwater Protection Overlay District

K. Floodplain District "

"2.05 Central Residential District.

The Central Residential District shall comprise, except for the business districts included therein, the area bounded by a line beginning at the junction of *South* Main Street and Maple Street, thence to a point on Prospect Street, 1,000 feet southwesterly from South Main Street; thence to a point on Washington Street, at the westerly boundary of land ~~formerly owned by Hosmer Eldridge at 71 Washington Street and shown as Block 13 on Map 32 of the Assessor's plats dated 2011,~~ northeasterly to the end of Colrain Road as presently accepted, thence to the southwest corner of Pine Grove Cemetery; along the southern border of said cemetery to Haverhill Road, thence northerly on Haverhill Road to a point 200 feet north of Pine Street; thence easterly parallel to Pine Street to a point on Ipswich Road, thence to a point on Boston Street 400 feet north of High Street; thence parallel to High Street across Perkins Row to a point where it meets a perpendicular to High Street and its junction with the center line; of the railroad, thence following said perpendicular to said center line; thence up the center line of the railroad northwesterly to a point 200 feet southeasterly of Maple Street; thence westerly parallel to Maple Street to Boston Street, thence southerly on Boston Street to South Main Street, thence northwesterly parallel to South Main Street to the junction of South Main Street and Maple Street, the point of beginning.

2.06 Outlying Residential and Agricultural District.

The Outlying Residential and Agricultural District shall comprise:

- a. All area ~~in Topsfield~~ south and east of the Ipswich River;
- b. An area ~~in Topsfield~~ east and north of line starting at the junction of the Ipswich River and Howlett Brook following Howlett Brook to a point 300 feet south of Ipswich Road on a perpendicular to said road, thence westerly on a line south of a parallel to Ipswich Road and then Campmeeting Road to a point ~~200 feet east of Boston Street~~ *250 feet east of the center line of Boston Street*; thence northerly along a line parallel to and ~~200 feet east of Boston Street~~ *250 feet east of the centerline of Boston Street to the northerly line of land now or formerly of Arthur Gaklis (for description, see deed from Margaret N. Lewis to Arthur Gaklis, dated December 30, 1974 and recorded in the Essex South District Registry of Deeds at Book 5287, page 222, also being shown as Block 7, Map 7, on the Topsfield Assessors' plat dated 2011) then turning northwest along referenced north boundary and*



continuing in the same direction to the centerline of Boston Street then turning north and following the centerline of Boston Street to the Town boundary with the Town of Ipswich;

- c. An area ~~in Topsfield~~ that is west of North Street and north of Howlett and Pye Brooks;
- d. An area comprising the existing land located *on Assessor's Map 5, Block 2* and located west of Pye Brook and east of the New England Power Company right-of-way;
- e. An area *located on Assessor's Map 51, Block 21 and Map 35, Block 6* ~~consisting of all existing land in Topsfield owned by the Massachusetts Audubon Society;~~
- f. An area consisting of land bounded by a line beginning at the intersection of *the centerline* of Boston Street and *the centerline of* Howlett Street; thence westerly along *the centerline of* Howlett Street to a point where boundary of Central Residential District crosses Howlett Street; thence northwesterly along said boundary to *the southern edge of the* Ipswich Road *layout*, thence easterly along *the southern edge of the* Ipswich Road *layout* to westerly property line of lot *at 79 Ipswich Road and shown as Block 47 on Map 25 of the Assessor's plats dated 2011*, thence southerly along said property line to southern boundary of line of said lot, then easterly along southern boundary lines of lots *with addresses of* 79, 83, 85L, 87, *91*, 101 and 107 *Ipswich Road* to center line of Boston Street; thence southerly on Boston Street to point of beginning.

2.07 Inner Residential and Agricultural District.

The Inner Residential and Agricultural District shall comprise all the land remaining outside the Business District Highway, Business District Village, ~~Business District Highway~~, Business District Highway North, Business Park District, and Central Residential and Outlying Residential and Agricultural Districts.

2.08 Zoning Map

The location and boundaries of the Zoning Districts are hereby established as shown on a map titled "Zoning Map of the Town of Topsfield, Essex County Massachusetts" and drawn to a scale of 1 inch to 1200 feet which accompanies and is hereby declared to be a part of the Bylaw. The authenticity of the Zoning Map shall be identified by the signature of the Town Clerk and the imprinted seal of the Town under the following words: "This is to certify that this is the Zoning Map referred to in Article II of the Zoning Bylaw of the Town of Topsfield, Massachusetts, which was approved by the Town Meeting on ~~May 7, 1996~~ *May 1, 2012*."

2.09 Business Park District.

The Business Park District shall comprise an area bounded by a line perpendicular to Boston Street beginning at the center line of Boston Street and 200 feet southerly of intersection of Boston Street and Camp-meeting Road; thence westerly along said perpendicular to North Street; thence northwesterly along North Street to Town boundary (with Town of Ipswich); thence northeasterly along Town boundary to intersection of center line of Boston Street; thence southerly along center line of Boston Street to a point opposite the northwesterly corner of land now or formerly of Arthur Gaklis (which is located on the easterly side of said Boston Street) (for description, see deed from Margaret N. Lewis to Arthur Gaklis, dated December 30, 1974 and recorded in the Essex South District Registry of Deeds at Book 5287, page 222, also being shown as ~~Plot 461C, Map 2, Lot 11 on the Topsfield Assessors' Map Block 7, Map 7, on the Topsfield Assessors' plat dated 2011~~) thence southeasterly along the northerly line of property of said Gaklis to a point 250 feet easterly of Boston Street; thence along a line



parallel to Boston Street and 250 feet east of Boston Street to a line perpendicular to Boston Street and 200 feet south of the intersection of Boston Street and Campmeeting Road *then turning west to the point of the beginning.*”,

and further to insert the following new sections:

“2.12 Scenic Overlay Zone

The Scenic Overlay Zone description is as referenced in Article XIV Scenic Overlay Zone.

2.13 Groundwater Protection Overlay District

The Ground Water Protection District description is as referenced in Article XI Groundwater Protection District.

2.14 Floodplain District

The Floodplain District description is as referenced in Article VI District.”,

and further to amend Article III, Use Regulations, Table of Use Regulations Overlay Districts by inserting the following:

Scenic Overlay Zone *See Article XIV for delineation and permitted uses.*

Mr. Paul Dierze, on behalf of the Finance Committee, recommended that the Town vote to amend certain sections of Article II, and further, amend Article III, Use Regulations, Table of Use Regulations Overlay Districts of the Topsfield Zoning Bylaw as set forth in the 2012 Annual Town Meeting Warrant. Article II corrects legal descriptions of previously approved zoning districts and Article III the previously approved Scenic Overlay Zone is inserted into the Table of Use Regulations Overlay District category. The Moderator introduced Mr. de Buy Wenniger to speak on behalf of the Planning Board about this zoning amendment. Mr. de Buy Wenniger explained that this article makes certain clean-up changes to various provisions of the zoning bylaw. First, it updates the descriptions of zoning districts to correct errors and to remove outdated references. Second, it adds descriptions of three Overlay Districts that Town Meeting had previously approved. Third, it updates the date of the zoning map to today’s date and finally it adds the Scenic Overlay Zone to the Table of Uses in the Overlay District category. Explaining that none of these changes is substantive in nature, Mr. de Buy Wenniger, on behalf of the Planning Board, recommended positive action. At 8:57 P.M. the Town voted unanimously, exceeding the 2/3 requirement, in favor of passing the article.

ARTICLE THIRTY-FOURTH: CITIZEN PETITION – REDUCE AMOUNT OF TAXES

Moderator Kinhan noted that Article Thirty-fourth was a Citizens’ Petition and read it verbatim to the Town Meeting. “To see if the Town will vote to reduce the amount of real estate and personal property taxes to be assessed for the fiscal year beginning July first, two thousand and eleven by an amount equal to \$118,178.” Mrs. Karen Dow, on behalf of the Finance Committee, recommended that no action be taken. She explained that this article was placed on the warrant by Citizens’ Petition and “It seeks to reduce the taxes assessed in the current fiscal year, which ends this June 30th. The tax rate for this fiscal year was set last fall based on appropriations voted at last year’s Annual Town Meeting by you the taxpayers, and other assessments at the amounts known at the time the tax rate was set.

Based on that rate, taxes have already been assessed and collected for this current fiscal year, and used to fund this year's approved expenditures. The funds collected match the approved expenditures."

Mrs. Kim Sherwood, the resident who submitted the petition, was recognized and she explained her reasoning while emphasizing the fact that the citizens who signed the petition are concerned that \$118,178 remains on the levy limit as a result of action taken at the 2011 Annual Town Meeting and at the Town Election on May 5, 2011, when the Masconomet Override ballot question passed by only seven votes. In response to a request by a resident, Moderator Kinhan clarified that a "yes" vote on the article would support the Finance Committee recommendation of no action and the article would be defeated while a "no" vote would defeat the Finance Committee's motion and leave the matter unresolved. Mrs. Karen Dow further explained to residents that they were not taxed on \$118,178 this year and that you can only be taxed on what you appropriate at Town Meeting. Moderator Kinhan asked Town Counsel Mrs. Lauren Goldberg to explain what this "roll back" article means to us. She explained that there is no action that can "roll back" back your taxes or reduce your current taxes. She noted that Article Thirty-fourth has no legal effect. Moreover, there is no action that can be taken under it that is consistent with law. At 9:04 P.M. the Town voted by a clear majority to take no action on Article Thirty-fourth, a Citizens' Petition.

ARTICLE THIRTY-FIFTH: ALFALFA FARM WINERY – ALCOHOL LICENSE

"An Act Authorizing the Issuance of a Certain License for the Retail Sale of Bottled Wine in the Town of Topsfield
Section 1. Notwithstanding the provisions of sections 11, 15, 15F, 17 and 19B of chapter 138 of the general laws, or of any other general or special law to the contrary, the licensing authority of the town of Topsfield is authorized to grant to the Alfalfa Farm Winery at 267 Rowley Bridge Road, Topsfield, a license for the sale at retail not to be drunk on the premises of bottled wine produced by or for said winery and sold under the winery brand name, provided that said owner meets all the other requirements for the issuance of the license and holds a farmer-winery license issued by the Commonwealth under section 19B of said chapter 138. The issuance of such license shall not be construed to grant permission to said winery to sell wine at a farmer's market under section 15F of said chapter 138 or to sell glasses of wine on the premises under section 12 of said chapter 138. The license shall be subject to all of said chapter 138 except as set forth herein. The licensing authority shall not approve the transfer of the license to any other applicant or to any other location.

Section 2. Such licensing authority may authorize the licensee to provide, with or without charge, on premises sample tastings for prospective customers of wine available for sale on such premises; provided, however, that: (1) all such samples shall be served by an agent, representative, or solicitor of the licensee to individuals who are at least 21 years of age and consumed in the presence of such agent, representative or solicitor; (2) no sample shall exceed 1 ounce of wine; and (3) no more than 5 samples shall be served to an individual prospective customer. The licensing authority may impose such additional reasonable conditions on its authorization to conduct tastings as it deems appropriate, including but not limited to the complimentary provision of food in conjunction with provision of samples, the hours and length of time during which samples may be provided, and the number of times per week or month that samples or advertised tastings may be provided.

Section 3. This act shall take effect upon its passage."

Mrs. Heidi Bond, on behalf of the Finance Committee, recommended that the Town vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the Board of Selectmen to issue to Alfalfa Farm Winery a license for the retail sale of wine at 267 Rowley Bridge Road, as set in Article Thirty-fifth of the 2012 Annual Town Meeting Warrant. Mrs. Bond explained that, if enacted by the State legis-



lature, this act would allow the Board of Selectmen to issue a license to Alfalfa Farm Winery for the retail sale of wine to be consumed off premises and to provide for wine tastings. "Currently there is no authority for Alfalfa Farm to sell wine at retail on the premises. This proposed legislation seeks to remedy this situation." There was no discussion. At 9:07 P.M. the Town voted by a clear majority to pass the motion.

ARTICLE THIRTY-SIXTH: RESERVE FOR WAGES

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 9:08 P.M. the Town voted unanimously to appropriate the sum of \$25,000 for general collective bargaining settlement purposes in fiscal year 2013, and to meet said appropriation that the Town transfer the sum of \$25,000 from Free Cash.

ARTICLE THIRTY-SEVENTH: STABILIZATION FUND

Mr. Mark Lyons, on behalf of the Finance Committee recommended and at 9:09 P.M. the Town voted unanimously, exceeding the 2/3 requirement, to appropriate and transfer from Free Cash the sum of \$50,000 for the Stabilization Fund.

ARTICLE THIRTY-EIGHTH: FREE CASH

Mr. Mark Lyons, on behalf of the Finance Committee, after noting that this would be Moderator Kinhan's last warrant article recommended that since Free Cash had been used throughout the Warrant to fund specific warrant articles, there was no need for action to be taken on Article Thirty-eighth so the Finance Committee's recommendation was that no action be taken and at 9:10 P.M. the Town voted unanimously to take no action on Article Thirty-eighth, which had asked the Town to authorize and direct the Board of Assessors to transfer and appropriate a sum of money from Free Cash to reduce the tax levy for the Fiscal Year 2013, or take any other action relative thereto.

The Moderator entertained a motion to adjourn the meeting to the polling site at 7 A.M. on Thursday, May 3rd and at the close of the polls to dissolve the Annual Town Meeting. The motion was seconded and the Town voted "Amen". Three hundred nine (309) registered voters signed in to the 2012 Annual Town Meeting.

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE:

Mark B. Lyons, *Chairperson*

Heidi L. Bond

Karen A. Dow

J. Stephen Lais

Paul E. Dierze

Kathryn S. Hartmann

Daniel Shugrue



Annual Town Election

ANNUAL TOWN ELECTION

ST. ROSE CHURCH HALL 12 PARK STREET

May 3, 2012 7:00 a.m. – 8:00 p.m.

599 out of 4283 (14%) registered voters had cast their ballots as follows (includes 30 absentee ballots):

ASSESSOR

Eldon D. Goodhue497
Others.....0
Blanks.....102

COMMISSIONER OF TRUST FUNDS

David G. Strachan, Jr.484
Others.....0
Blanks.....115

CONSTABLE

Frederick J. Glatz.....513
Others.....0
Blanks.....86

HOUSING AUTHORITY

George D. Anderson.....487
Others.....0
Blanks.....112

LIBRARY TRUSTEE

Philip Madell426
Kathleen R. Hoffman424
Others.....1
Blanks.....347

MODERATOR

George A. Hall, Jr.492
Others.....4
Blanks.....103

PARK & CEMETERY

Steven Mscisz498
Others.....0
Blanks.....101

PLANNING BOARD

Ian de Buy Wenniger.....477
Others.....0
Blanks.....122

ROAD COMMISSIONER

Joseph K. Gibbons.....484
Others.....1
Blanks.....114

SCHOOL COMMITTEE

Rosemarie A. Lucey484
Others.....0
Blanks.....115

SELECTMAN

A. Richard Gandt466
Laura J. Powers402
Kim Sherwood161
Others.....2
Blanks.....167

WATER COMMISSIONER

Mark F. Gallagher.....478
Others.....0
Blanks.....121



2012 Presidential Primary

PRESIDENTIAL PRIMARY ELECTION

ST. ROSE CHURCH HALL 12 PARK STREET

March 6, 2012 7:00 a.m. – 8:00 p.m.

1,065 out of 4226 (25%) registered voters had cast their ballots as follows (includes 73 absentee ballots):

DEMOCRATIC PARTY

Presidential Preference

Blanks.....	5
Barack Obama.....	141
No Preference.....	18
Write-ins	0
TOTAL	164

State Committee Man

Blanks.....	40
James M. Fleming.....	124
Write-ins	0
TOTAL	164

State Committee Woman

Blanks.....	156
No Nomination.....	0
Write-ins	8
TOTAL	164

Democratic Town Committee

Blanks.....	2,048
Joseph F. Collins	116
Deborah B. Atwood	114
John J. Brown	101
Sandra M. Conant	103
Keith A. Conant, Jr.	102
Elizabeth J. Collins	111
Heidi April Fox.....	113
Diann M. Baylis	104
Joel P. Hariton	100
Dorothy T. Wass.....	118
Jerome T. Riordan.....	103
Write-ins / All Others.....	7
TOTAL	3,139

REPUBLICAN PARTY

Presidential Preference

Blanks.....	3
Ron Paul	64
Mitt Romney	712
Rick Perry	0
Rick Santorum	78
Jon Huntsman.....	4
Michele Bachmann.....	1
Newt Gingrich	30
No Preference.....	5
Write-ins	2
TOTAL	899

State Committee Man

Blanks.....	304
John F. McCarthy	591
Write-ins	4
TOTAL	899

State Committee Woman

Blanks.....	261
Nancy J. Luther	634
Write-ins	4
TOTAL	899

Republican Town Committee

Blanks.....	25,264
Philip Madell	367
Paul Grillo	393
Robert A. Kmetz	407
Janet O. Kmetz	437
Geoffrey A. May	408
A. Richard Gandt	503
Laura J. Powers.....	428



2012 Presidential Primary (cont.)

Elizabeth A. Cullinan.....	409
John G. Kidd, Jr.....	371
Maureen E. Young Kidd.....	363
Nancy J. Luther.....	489
Heidi L. Bond.....	455
John D. Riley	366
Scott M. Frasca (Disqualified)	0
David P. Moniz	380
Write-ins	9
TOTAL	30,686

GREEN-RAINBOW PARTY

Presidential Preference

Blanks.....	0
Kent Mesplay	0
Jill Stein.....	0
Harley Mikkelson.....	0
No Preference.....	2
Write-ins	0
TOTAL	2

State Committee Man

Blanks.....	2
Write-ins	0
TOTAL	2

State Committee Woman

Blanks.....	2
Write-ins	0
TOTAL	2

Town Committee

Blanks.....	20
Write-ins	0
TOTAL	20



2012 State Primary

STATE PRIMARY ELECTION

ST. ROSE CHURCH HALL 12 PARK STREET

September 6, 2012 7:00 a.m. – 8:00 p.m.

760 out of 4364 (17%) registered voters had cast their ballots as follows:

Democrat414
Republican.....346
Green-Rainbow.....0
TOTAL VOTES CAST.....760

DEMOCRATIC PARTY

Senator in Congress

Blanks.....98
Elizabeth A. Warren.....305
Write-ins11

Representative in Congress

Blanks.....120
John F. Tierney288
Write-ins6

Councillor

Blanks.....93
Donald Bumiller157
Eileen R. Duff99
David W. Eppley33
George T. O'Brine.....30
Write-ins2

Senator in General Court

Blanks.....19
Edward J. Carroll.....7
Joan B. Lovely167
Mary-Ellen Manning100
John P. Slattery118
Write-ins3

Representative in General Court

Blanks.....406
No Nomination.....
Write-ins8

Clerk of Courts

Blanks.....136
Thomas H. Driscoll, Jr.275
Write-ins3

Register of Deeds

Blanks.....125
John L. O'Brien, Jr.286
Write-ins3

REPUBLICAN PARTY

Senator in Congress

Blanks.....12
Scott P. Brown334
Write-ins0

Representative in Congress

Blanks.....25
Richard R. Tisei320
Write-ins1

Councillor

Blanks.....72
Maura L.P. Ciardiello.....273
Write-ins1

Senator in General Court

Blanks.....66
Richard A. Jolitz279
Write-ins1

Representative in General Court

Blanks.....41
Bradford R. Hill305
Write-ins0

Clerk of Courts

Blanks.....341
No Nomination.....
Write-ins5

Register of Deeds

Blanks.....335
No Nomination.....
Write-ins11

2012 State Election

2012 PRESIDENTIAL ELECTION

ST. ROSE CHURCH HALL 12 PARK STREET

November 6, 2012 7:00 a.m. – 8:00 p.m.

4092 out of 4565 (90%) registered voters had cast their ballots as follows: (includes 573 absentee ballots).

PRESIDENT/VICE PRESIDENT

Blanks.....	73
Johnson/Gray (L).....	32
Obama/Biden (D)	1,801
Romney/Ryan (R).....	2,164
Stein/Honkala	14
Write-ins	8

SENATOR IN CONGRESS

Blanks.....	104
Scott P. Brown (R).....	2,475
Elizabeth A. Warren (D).....	1,512
Write-ins	1

REPRESENTATIVE IN CONGRESS

Blanks.....	188
John F. Tierney (D)	1,469
Richard R. Tisei (R).....	2,288
Daniel Fishman (L).....	145
Write-ins	2

COUNCILLOR

Blanks.....	603
Maura L.P. Ciardiello (R).....	1,907
Eileen R. Duff (D)	1,579
Write-ins	3

CLERK OF COURTS

Blanks.....	1,490
Thomas H. Driscoll, Jr. (D).....	2,577
Write-ins	25

SENATOR IN GENERAL COURT

Blanks.....	479
Richard A. Jolitz (R).....	1,755
Joan B. Lovely (D)	1,855
Write-ins	3

REPRESENTATIVE IN GENERAL COURT

Blanks.....	1,059
Bradford R. Hill (R)	3,014
Write-ins	19

REGISTER OF DEEDS

Blanks.....	1,484
John L. O'Brien, Jr. (D)	2,590
Write-ins	18

QUESTION 1: Right to Repair by Independent Facilities/Small Businesses in Repairing Motor Vehicles

BLANKS	517
YES	3,111
NO	464

QUESTION 2: Medical Assisted Suicide/Death with Dignity

BLANKS	191
YES	1,992
NO	1,909

QUESTION 3: Legalize Medical Marijuana/Medical Use of Marijuana

BLANKS	230
YES	2,291
NO	1,571

Appendix A

Approved	FISCAL YEAR 2013	Recommended
Appropriation	GENERAL OPERATING BUDGET	Appropriation
Fiscal Year 2012	May 1, 2012	Fiscal Year 2013
	ANNUAL TOWN MEETING	

ELECTED OFFICERS

1.00 MODERATOR: 50.00

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 54,451.00

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 50.00

1.00 TOTAL: Moderator 50.00

SELECTMEN

165,905.00 Salaries 176,323.00

41,197.00 Wages 43,160.00

28,890.00 Other 33,315.00

235,992.00 TOTAL: Selectmen 252,798.00



Approved	FISCAL YEAR 2013	Recommended
Appropriation	GENERAL OPERATING BUDGET	Appropriation
Fiscal Year 2012	May 1, 2012	Fiscal Year 2013
	ANNUAL TOWN MEETING	

SELECTMEN'S SPECIAL	
68,050.00.....	Other 68,200.00
68,050.00.....	TOTAL: Selectmen Special..... 68,200.00

PARKING CLERK	
-	Other -
-	TOTAL: Parking Clerk -

FINANCE COMMITTEE	
1,158.00.....	Wages 1,179.00
360.00	Other 367.00
1,518.00.....	TOTAL: Finance Committee..... 1,546.00

TOWN WEBSITE/CABLE ADVISORY:	
-	Wages 1,630.00
-	Other 1,238.00
-	Total: Town Website/Cable Advisory 2,868.00

TOWN ACCOUNTANT	
64,272.00.....	Salary..... 65,557.00
33,043.00	Wages 35,573.00
20,788.00	Other 21,530.00
118,103.00	TOTAL: Town Accountant..... 122,660.00

BOARD OF ASSESSORS	
69,772.00.....	Salaries 71,807.00
33,331.00.....	Wages 35,028.00
17,833.00.....	Other 18,190.00
120,936.00.....	TOTAL: Assessors..... 125,025.00

TOWN TREASURER AND COLLECTOR	
64,922.00	Salary..... 66,307.00
64,132.00.....	Wages 69,094.00
39,500.00	Other 31,620.00
168,554.00	TOTAL: Town Treasurer & Coll 167,021.00

TOWN HALL:	
300.00	Wages -
139,969.00	Other 141,902.00
140,269.00.....	TOTAL: Town Hall 141,902.0

Approved	FISCAL YEAR 2013	Recommended
Appropriation	GENERAL OPERATING BUDGET	Appropriation
Fiscal Year 2012	May 1, 2012	Fiscal Year 2013
	ANNUAL TOWN MEETING	

SCHOOL STREET BUILDING		
500.00	Other	500.00
500.00	TOTAL: School Street Building	500.00

TOWN CLERK		
50,842.00	Salary	54,451.00
19,714.00	Wages	20,165.00
10,056.00	Other	12,528.00
80,612.00	TOTAL: Town Clerk	87,144.00

TRUST FUND CLERK		
-	Salary	-
100.00	Other	100.00
100.00	TOTAL: Trust Fund Clerk	100.00

CONSERVATION COMMISSION		
54,760.00	Salary	61,390.00
14,127.00	Wages	13,707.00
68,887.00	TOTAL: Conservation Commission	75,097.00

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

ZONING BOARD OF APPEALS		
724.00	Other	724.00
724.00	TOTAL: Zoning Board of Appeals	724.00

1,006,005.00	SUB-TOTAL: GENERAL GOVERNMENT	1,047,394.00
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PUBLIC SAFETY		
POLICE DEPARTMENT		
145,113.00	Salaries	148,671.00
1,098,522.00	Wages	1,109,378.00
113,372.00	Other	116,080.00
-	Capital Equipment	-
1,357,007.00	TOTAL: Police Department	1,374,129.00

FIRE DEPARTMENT		
101,316.00	Salaries	101,316.00
401,785.00	Wages	402,683.00

Approved	FISCAL YEAR 2013	Recommended
Appropriation	GENERAL OPERATING BUDGET	Appropriation
Fiscal Year 2012	May 1, 2012	Fiscal Year 2013
	ANNUAL TOWN MEETING	

85,366.00.....	Other	87,073.00
588,467.00.....	TOTAL: Fire Department	591,072.00

AMBULANCE SERVICES

-	Other	-
-	TOTAL: Ambulance Service	-

INSPECTIONAL SERVICES

74,450.00.....	Salaries	76,776.00
18,807.00.....	Wages	20,243.00
5,519.00.....	Other	5,631.00
98,776.00	TOTAL: Inspectional Services	102,650.00

SEALER WEIGHTS & MEASURE

1,500.00.....	Salary.....	1,530.00
-	Other	-
1,500.00.....	TOTAL: Sealers Weights & Measure	1,530.00

ANIMAL CONTROL OFFICER

8,904.00	Salary.....	9,082.00
549.00.....	Other	549.00
9,453.00.....	TOTAL: Animal Control Officer	9,631.00

ANIMAL INSPECTOR

6,882.00	Salary.....	7,020.00
1,840.00	Other	1,840.00
8,722.00.....	TOTAL: Animal Inspector	8,860.00
2,063,925.00.....	SUB-TOTAL: PUBLIC SAFETY	2,087,872.00

EDUCATION

ELEMENTARY SCHOOL

4,619,452.00.....	Total Salaries	4,736,919.00
188,835.00.....	Total Supplies / Materials / Textbooks	166,991.00
43,624.00.....	Total Equipment	42,896.00
59,477.00.....	Total Prof Dev (Mem. / Work. / Conf.)	85,862.00
439,447.00	Total Special Education (Tuition & Services)	446,360.00
285,530.00.....	Total Transportation	279,632.00
213,288.00	Utilities	189,254.00
124,828.00.....	Facilities	146,057.00
5,974,481.00.....	TOTAL: Elementary Schools	6,093,971.00
5,974,481.00.....	SUB-TOTAL - ELEMENTARY SCHOOLS	6,093,971.00

Approved	FISCAL YEAR 2013	Recommended
Appropriation	GENERAL OPERATING BUDGET	Appropriation
Fiscal Year 2012	May 1, 2012	Fiscal Year 2013
	ANNUAL TOWN MEETING	

PUBLIC WORKS AND FACILITIES

GENERAL HIGHWAY

75,983.00	Salary	77,983.00
191,069.00	Wages	191,410.00
198,805.00	Other	202,565.00
-	Capital Equipment	-
465,857.00	TOTAL: General Highway	471,958.00

SNOW AND ICE

78,581.00	Wages	78,581.00
164,285.00	Other	167,565.00
242,866.00	TOTAL: Snow and Ice	246,146.00

STREET LIGHTS

18,900.00	Other	19,275.00
18,900.00	TOTAL: Street Lights	19,275.00
727,623.00	SUB-TOTAL: PUBLIC WORKS	737,379.00

HUMAN SERVICES

BOARD OF HEALTH

64,272.00	Salary	65,557.00
12,182.00	Wages	13,518.00
16,730.00	Other	16,815.00
93,184.00	TOTAL: Board of Health	95,890.00

MSW COLLECTION, HHW & RECYCLING

387,560.00	Services	406,713.00
387,560.00	TOTAL: MSW Collection, HHW & Recycling	406,713.00

RECYCLING

3,850.00	Other	4,100.00
3,850.00	TOTAL: Recycling	4,100.00

COUNCIL ON AGING

41,865.00	Salary	39,101.00
35,476.00	Wages	42,622.00
2,582.00	Other	2,633.00
79,923.00	TOTAL: Council On Aging	84,356.00

VETERANS' BENEFITS

6,350.00	Other	6,500.00
6,350.00	TOTAL: Veterans' Benefits	6,500.00

Approved	FISCAL YEAR 2013	Recommended
Appropriation	GENERAL OPERATING BUDGET	Appropriation
Fiscal Year 2012	May 1, 2012	Fiscal Year 2013
	ANNUAL TOWN MEETING	

SOLDIERS & SAILORS GRAVES

800.00.....	Other	800.00
800.00.....	TOTAL: Soldiers & Sailors Graves	800.00
571,667.00.....	SUB-TOTAL: HUMAN SERVICES	598,359.00

CULTURE & RECREATION

LIBRARY

182,383.00.....	Salaries	191,954.00
150,813.00.....	Wages	149,920.00
131,140.00.....	Other	133,756.00
464,336.00.....	TOTAL: Library	475,630.00

PARK AND CEMETERY DEPARTMENT

65,272.00.....	Salary.....	67,307.00
121,557.00.....	Wages	122,408.00
45,176.00.....	Other	47,640.00
232,005.00.....	TOTAL: Park & Cemetery Dept.	237,355.00

TREE DEPARTMENT

2,916.00.....	Salary.....	2,975.00
3,137.00.....	Wages	3,200.00
7,650.00.....	Other	7,805.00
13,703.00.....	TOTAL: Tree Department.....	13,980.00

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
714,094.00.....	SUB TOTAL: CULTURE & RECREATION.....	731,015.00

DEBT SERVICE

796,700.00.....	Long-Term Debt Principal	537,500.00
388,283.00.....	Long -Term Debt Interest.....	130,221.00
0.00.....	Interest for Temporary Loans	-
2,500.00.....	Issue Cost	2,500.00
1,187,483.00.....	TOTAL: DEBT SERVICE	670,221.00
1,187,483.00.....	SUB TOTAL: DEBT SERVICE	670,221.00

Approved	FISCAL YEAR 2013	Recommended
Appropriation	GENERAL OPERATING BUDGET	Appropriation
Fiscal Year 2012	May 1, 2012	Fiscal Year 2013
	ANNUAL TOWN MEETING	

OTHER EXPENDITURES

PENSION

733,580.00.....	Essex Retirement.....	756,064.00
733,580.00.....	TOTAL: Pensions	756,064.00

INSURANCE

352,941.00.....	Liability/ Accident/ Workmen's Compensation.....	388,235.00
1,726,577.00.....	Life/ Medical/ Medicare.....	1,802,236.00
100,000.00.....	Unemployment	75,000.00
2,179,518.00.....	TOTAL: Insurance	2,265,471.00
2,913,098.00.....	SUB-TOTAL OTHER EXPENDITURES.....	3,021,535.00

15,158,376.00	***TOTAL BUDGET RECOMMENDATION***	14,987,746.00
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Fiscal Year 2012: July 1, 2011 through June 30, 2012
Fiscal Year 2013: July 1, 2012 through June 30, 2013

Appendix B

ATTACHMENT B

ARTICLE VI

FLOODPLAIN DISTRICT

6.01 Purpose

The land located in the Floodplain District as hereinafter described and defined is deemed to be subject to seasonal or periodic flooding. The purposes of the Floodplain District are to protect the public health, safety, and general welfare, to protect human life and property from the hazards of periodic flooding, to preserve the natural flood control characteristics, and the flood storage capacity of the floodplain.

6.02 Description of District

The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Topsfield designated as Zone A or AE on the Essex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Essex County FIRM that are wholly or partially within the Town of Topsfield are panel numbers 25009C0261F, 25009C0262F, 25009C0263F, 25009C0264F, 25009C0266F, 25009C0267F, 25009C0268F, 25009C0269F, 25009C0401F, 25009C0402F, and 25009C0406F dated July 3, 2012. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Essex County Flood Insurance Study (FIS) report dated July 3, 2012. The FIRM and FIS report are incorporated herein by reference into the Town's Zoning Map approved by the Town Meeting on May 1, 2012 and are on file with the Town Clerk.

6.03 Uses in the Floodplain District.

A. The following uses only are permitted in the Floodplain District:

1. Farming, including forestry, nursery and truck gardening and the pasturing of livestock, but not the erection of permanent structures for use in connection with the above.
2. Conservation of water, plants, and wildlife, including the raising and management of wildlife.
3. Taking of water for irrigation, farming or agriculture.
4. Recreation, including play areas, nature study, golf, boating, fishing, and hunting, where legally permitted in the underlying basic District.
5. With the written approval of the Board of Appeals, which shall have found that the proposed use is not contrary to the purpose of this District.
6. The removal or deposit of earth products, as part of a flood control or other conservation program or in connection with the building of a driveway, or road provided that the Board of Appeals find such driveway or

road does not interfere with natural drainage or result in any increase in flood levels during the 100-year flood in so far as such removal is in compliance with the Topsfield Soil Removal Bylaw Chapter XLIX.

7. The discharge of stormwater run-off into a stream.
8. Shelters in connection with wildlife conservation and management or agriculture.
9. Boathouses and docks not accessory to a dwelling and having the same area requirements as the underlying basic District. (Art. 48, 5/9/78; Art. 6, 5/6/80; Art. 20, 5/4/93)

B. The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by special permit must be in compliance all relevant Federal, State and Topsfield laws and regulations without limit with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:

1. Sections of the Massachusetts State Building Code (780 CMR) which address floodplain and coastal high hazard areas;
2. Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
3. Topsfield General Wetlands Bylaw, Ch. 62 and Regulations;
4. Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);
5. Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

C. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

D. In Zone AE, along watercourses within the Town of Topsfield that have a regulatory floodway designated on the Essex County FIRM encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

E. All subdivision proposals must be designed to assure that: a) such proposals minimize flood damage; b) all public utilities and facilities are located and constructed to minimize or eliminate flood damage; and c) adequate drainage is provided to reduce exposure to flood hazards.

F. The boundaries of the Floodplain District and the one hundred (100) year base flood elevations shall be provided with all proposals for development of land located within a Zone AE or Zone A which are submitted to the Board of Appeals in support of an application for a permit. The actual Floodplain District boundaries shall reflect the approved base flood elevations and the actual topography of the site.

G. If for any reason the restrictions or requirements contained in this Article VI shall be or become invalid or inoperative as to any land in the Floodplain District, then such land shall be subject to the Zoning uses and requirements of the basic underlying District in which such land is located.

H. If any land in the Floodplain District is proven to the satisfaction of the Board of Appeals as being in fact not subject to flooding or not unsuitable because of drainage conditions for uses permitted in the underlying basic district as described in this Bylaw, and that such land use will not increase the danger to the health or safety of the occupants thereof, the Board of Appeals may grant a special permit for such uses of said land as are permitted in the underlying basic district. The underlying basic districts are the districts described in Article II of the Topsfield Zoning Bylaw and any amendments thereto.

I. Density and Dimension Requirements (Required Lot Area, Width, Yards, Coverage, Height) shall be as defined in the underlying basic district. Land within the Floodplain District and in the same ownership as an adjoining lot in the underlying basic District may be counted as part of such lot when determining the area, width, yards or coverage of such lot provided that no structure except one permitted in this section, is erected in the Floodplain District nor is any sewage disposal area constructed in the Floodplain District.

6.04 Prohibited Uses in the Floodplain District

In the Floodplain District, no building structure for human habitation or for any occupation, except as expressly permitted by other provisions of Section 6.03, shall hereafter be erected, altered, enlarged or moved.

6.05 Removal of Earth Products

In the Floodplain District, no earth products shall be removed or deposited except under the provisions of Section 6.03.

6.06 Notification of Watercourse Alteration

In a riverine situation, the Conservation Commission Administrator shall notify the following of any alteration or relocation of a watercourse:

1. Adjacent Communities
2. NFIP Program Specialist
Massachusetts Department of Conservation and Recreation
251 Causeway Street, Suite 600-700
Boston, MA 02114-2104
3. NFIP Program Specialist
Federal Emergency Management Agency, Region I
99 High Street, 6th Floor
Boston, MA 02110

Financial Reports

Note:

All financial data cover the period July 1, 2011 through June 30, 2012.

AUDITORS' REPORT

The Independent Auditors' Report on General Purpose Financial Statements for the Town of Topsfield was conducted by Guisti, Hingston and Company, Certified Public Accountants on January 23, 2013.

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

TOWN AUDIT

An audit of the Town of Topsfield's 2011 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

Assessed values do not reflect current market conditions. The assessment date is January 1st of each year and valuations are based on an analysis of the preceding calendar year's sales.

Eldon D. Goodhue was re-elected to the Board of Assessors in May 2012 election.

Fiscal 2012 valuations continued to reflect 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 on an analysis of the preceding calendar year's sales. Mass appraisal is the use of standardized procedures for collecting data and appraising property. It is the process of valuing a group of properties as of a given date, using common data, employing standardized methods and conducting statistical tests to ensure uniformity and equity in valuations. We operate under the jurisdiction of the Commissioner of Department of Revenue who issues guidelines and requirements for achieving fair cash valuation in compliance with state statutes.

The Board and staff are preparing for Fiscal 2013 triennial recertification which will involve on-site inspection of all commercial, industrial and mixed used parcels and all personal property accounts as part of 9 year cyclical re-inspection. The Board is also preparing for cyclical re-inspection of all residential properties to be completed for Fiscal 2016.

Copies of the property record cards for Fiscal 2012 are online and may be accessed through the Town's website or by going directly to Vision Appraisal (now known as Vision Government Solutions) online data base. You will be asked to sign in and create a password. We will update the data base each year.

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

FULL AND FAIR CASH VALUATIONS AS OF JANUARY 1, 2011 FOR FISCAL 2012

Real Property:	Residential	\$ 1,052,232,020
	Open Space	0
	Commercial	60,445,750
	Industrial	<u>18,496,700</u>
	Total Real Property	\$ 1,131,174,470
Personal Property:	Business Accounts	\$ 4,875,879
	Utility Accounts	15,704,317
	Wireless Accounts	<u>506,823</u>
	Total Personal Property	\$ 21,087,019
Total Taxable Real and Personal Property:		\$ 1,152,261,489
Exempt Property:		<u>69,217,900</u>
Total Valuation of All Property:		\$1,221,479,389
Tax Rate (Per \$1,000 Valuation):		\$15.45
Levy (Total taxes assessed for state, county and town purposes including overlay)		
	On Real Property	\$17,476,645.57
	On Personal Property	<u>\$ 325,794.44</u>
	Total Levy	\$17,802,440.01
Motor Vehicle and Trailer Excise Received in Calendar 2011		
	2010 Registered Cars	134
	2011 Registered Cars	6,711
Commissioner's Total Value:		\$40,007,702.00
Excise Tax Total:		\$ 864,302.25

Finance Committee

April 2, 2012

Citizens of Topsfield

Topsfield, Massachusetts 01983

RE: Town of Topsfield Fiscal Year 2013 Revenue and Expense Plan
Finance Committee Overview and Recommendations

Dear Fellow Citizens:

In accordance with the bylaws of the Town of Topsfield, we the members of the Finance Committee reviewed and prepared recommendations regarding the Town's Operating Budget for fiscal year 2013 (FY 013) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7 P.M. on May 1, 2012. The proposed budgets were prepared by departments with reference to guidelines established by the Finance Committee. Given the current economic environment, these guidelines requested the submission of department budgets with a 2.0% increase to the salary and wage grid for non-represented personnel, and a 2.0% in "other," which is non-salary and wage accounts. Once again, the guidelines stated no new government or new programs. 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 2013 budget of a nearly level-funded General Operating Budget (Article Third) and a Masconomet Regional School assessment of \$6,173,071 as certified by the Masconomet Regional School Committee. The FY013 budget recommended by the Finance Committee includes an estimated total amount to be raised of \$24,116,274 representing an increase of 2.81% over the FY012 actual. After making adjustments for state aid and other revenues such as local receipts and assessments, the resulting total expected to be raised through real estate taxes will be \$18,424,229, an increase of 3.49% over the current year actual. Additionally, the Warrant offers for your consideration the lease of a truck/sander and wing plow for the Highway; purchase of a 4x4 police vehicle, a police cruiser, a fire department rapid-response vehicle and voting booths; rebanding of the public safety communication system; maintenance work on the exterior of the library and a comprehensive assessment of Town facilities.

The budget reflects signed employee contracts, an agreement reached under collective bargaining negotiations with union employees by the Selectmen, and two percent salary wage increases for non-represented personnel. Funds are also reserved for general collective bargaining settlement purposes.

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 increased by \$23,947 or 1.16% relative to FY012. This change is consistent with the recommended Finance Committee guidelines.
- Elementary Schools – The Elementary School Budget for FY012 has increased by \$119,490 or 2.00% over the previous year, consistent with the recommended Finance Committee guidelines. Passage of Article Twenty-Ninth will also provide \$95,903 for a technology infrastructure upgrade.
- Public Works and Facilities – This budget has increased by \$9,756 or 1.34% over FY012.
- Masconomet Regional School – The certified Topsfield assessment for the Masconomet Regional School budget for FY013 has increased by \$51,663 or 0.84% over FY012. The Topsfield assessment is based on the total assessed cost of \$21,613,540 for the entire district of Topsfield, Boxford and Middleton.

The FY013 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 Proposition 2 1/2 guidelines. While we believe that the quality and level of Town services and education consistent with the values historically embraced in Topsfield have been maintained, no Articles requiring either a Proposition 2 1/2 override or exclusion will be 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/>.

Respectfully submitted by the Topsfield Finance Committee,

Mark B. Lyons, *Chairman*
Heidi L. Bond
Paul E. Dierze
Karen A. Dow
Kathryn S. Hartmann
J. Stephen Lais
Daniel Shugrue

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, 2012. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2012.

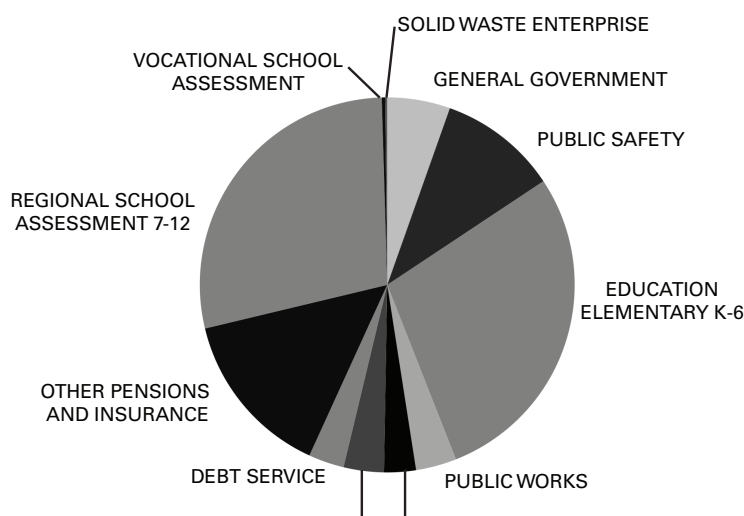
Respectfully submitted,

Pamela J. Wood, *Town Accountant*

STATEMENT OF TOWN DEBT AS OF JUNE 30, 2012

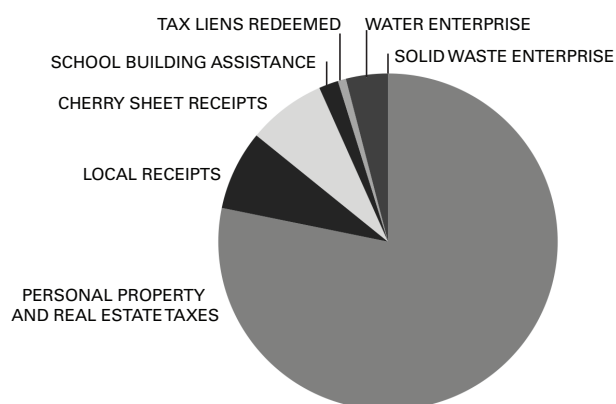
Outstanding Debt - July 1, 2011		
Multi-Purpose 2002	6,185,000.00	
Multi-Purpose 2011	4,040,000.00	\$10,225,000.00
Plus Debt Issued During the Year		
Multi Purpose 2012 - Town Refunded Multi Purpose 2002	1,946,000.00	
		\$1,946,000.00
Less Debt Retired During the Year:		
Multi-Purpose 2002	445,000.00	
Multi-Purpose 2002 - Pay down from Bond Premium	21,610.00	
Multi-Purpose 2002 - Pay down from Mass School Building Authority	3,772,390.00	
Multi-Purpose 2002 - Refunded as part of Multi Purpose 2012	1,946,000.00	
Multi-Purpose 2011	435,000.00	\$6,620,000.00
Outstanding Debt - June 30, 2012		
Multi-Purpose 2002 - Refunded as part of Multi Purpose 2012	-	
Multi Purpose 2011	3,605,000.00	
Multi Purpose 2012	1,946,000.00	\$5,551,000.00
Outstanding Debt - General Government		
		4,497,000.00
Outstanding Debt - Water Enterprise Fund		
		1,054,000.00
Total Outstanding Debt - June 30, 2012		
		\$5,551,000.00
Outstanding Bond Anticipation Notes - June 30, 2011		
Bond Anticipation Notes issued	-	
Outstanding Bond Anticipation Notes - June 30, 2012		
	-	

GENERAL FUND AND ENTERPRISE APPROPRIATIONS FISCAL 2012
TOTAL APPROPRIATIONS \$23,663,929



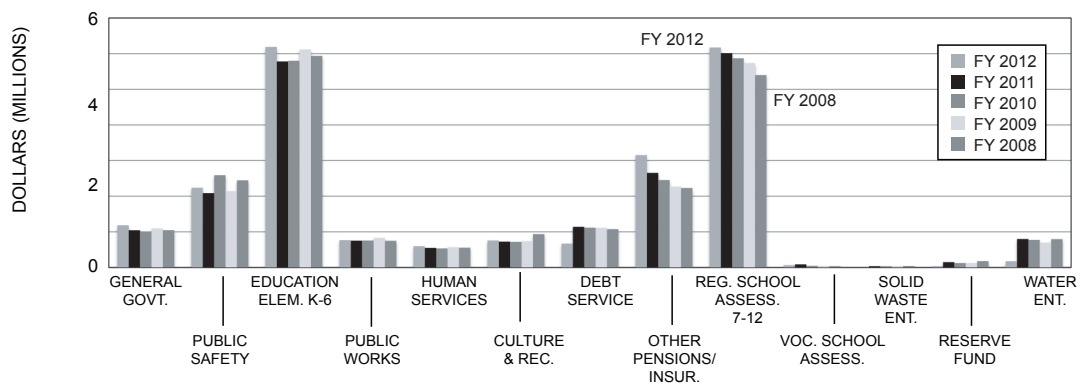
General Government	1,185,254	0.0501
Public Safety	2,237,869	0.0946
Education Elementary K-6	6,189,874	0.2616
Public Works	766,714	0.0324
Human Services	598,359	0.0253
Culture and Recreation	758,584	0.0321
Debt Service	670,221	0.0283
Other Pensions and Insurance	3,153,733	0.1333
Regional School Assessment 7-12	6,173,071	0.2609
Vocational School Assessment	65,469	0.0028
Essex North Shore Ag. & Technical	0	0.0000
Solid Waste Enterprise	36,700	0.0016
Reserve Fund	175,000	0.0074
Stabilization	50,000	0.0021
Water Enterprise	1,603,081	0.0677
TOTAL APPROPRIATIONS	23,663,929	100.0000%

GENERAL FUND AND ENTERPRISE REVENUES FISCAL 2012
TOTAL REVENUE \$22,552,117.07

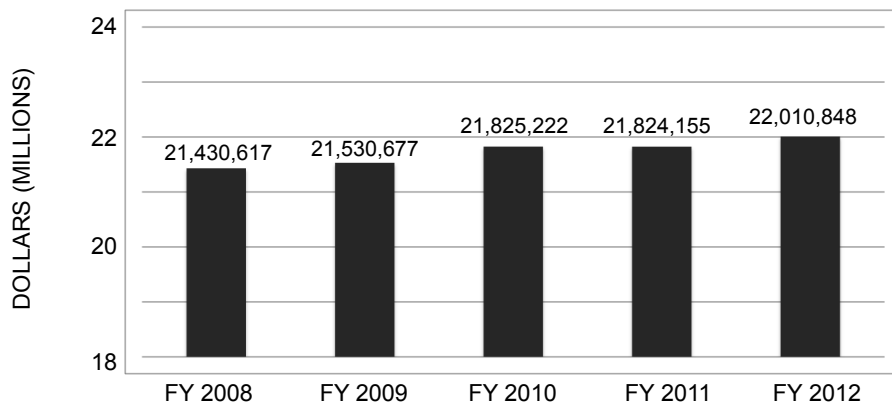


Personal Property and Real Estate Taxes	17,640,608.30	78.222%
Local Receipts	1,728,210.33	7.663%
Cherry Sheet Receipts	1,687,884.00	7.484%
School Building Assistance	419,170.00	1.859%
Tax Liens Redeemed	174,478.77	0.774%
Water Enterprise	901,249.59	3.996%
Solid Waste Enterprise	516.08	0.002%
TOTAL REVENUE	22,552,117.07	100.0000%

TOWN DEPARTMENT BUDGETS FY 2008 – 2012



TOTAL TOWN BUDGET FY 2008 – 2012



**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2012**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
GENERAL FUND REVENUE				
Taxes				
Personal Property:				
Levy of 2012	324,262.68			
Levy of Prior Years	<u>656.41</u>	324,919.09	325,794.44	(875.35)
Real Estate:				
Levy of 2012	17,218,649.29			
Levies of Prior Years	<u>97,039.92</u>	17,315,689.21	17,476,645.57	(160,956.36)
Tax Liens:				
Redeemed	<u>174,478.77</u>	174,478.77	-	174,478.77
Other Tax Revenue:				
Withdrawal Penalty Tax Ch. 61A	-			
Withdrawal Penalty Tax Ch. 61B	-	-		-
Motor Vehicles Excise:				
Levy of 2012	736,950.91			
Levy of 2011	111,487.88			
Levies of Prior Years	<u>5,577.05</u>	854,015.84	745,000.00	109,015.84
Other Excise				
Room Occupancy	<u>127.00</u>	127.00	500.00	(373.00)
Interest & Penalties on Taxes:				
Over Short Motor Vehicle Excise	7.29			
Over Short Real Personal Property	(54.75)			
Real & Personal Property	27,267.54			
Motor Vehicle Excise	4,120.78			
Tax Liens	<u>37,961.14</u>	69,302.00	25,300.00	44,002.00
In Lieu of Taxes	62,377.81	62,377.81	62,700.00	(322.19)

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2012**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Other Charges for Services:				
Town Hall - Copier	734.25			
Library - Fax Fees	386.00			
Cable - Sale of Video Tapes				
Assessors - Sale of Maps	196.00			
Accident Report & Miscellaneous	501.00			
Tax Collector - Municipal Liens	8,060.00			
Firearms Licensing	3,225.00	13,102.25	8,000.00	5,102.25
Fees:				
Tax Collector Demands	13,949.01			
Deputy Collector	8,122.50			
Town Clerk Fees	11,277.00			
Town Clerk Dog License Fees	11,824.00			
Planning Board Fees	2,520.91			
Zoning Board Fees	2,600.00			
Animal Control Officer	350.00			
Police Special Detail	55,790.76			
Fire Special Detail	7,418.84	113,853.02	82,000.00	31,853.02
Other Departmental Revenue:				
Conservation Commission				
Planning Board				
Fire - Ambulance Reimb Other Towns	4,757.59			
Ambulance Service Topsfield Fair	2,711.29			
ALS-Dual Transport Ambulance	36,710.73			
Rescue Patient Transport	11,874.51			
Sealer of Weights & Measures	575.00			
Town Clerk Census	2,000.00			
Recycling Committee				
Recycling Sticker Program	52,650.00			
Composting Access Ticket	4,980.00			
Firearms Safety Class	650.00			
		116,909.12	84,437.00	32,472.12

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2012**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Licenses & Permits:				
Alcohol License	2,700.00			
Auction Permits	315.00			
Building Permits	165,582.30			
Cable License Fee	1,148.00			
Class I & II Licenses	1,600.00			
Electrical Permits	41,454.75			
Fairgrounds Permits	29,890.00			
Fire Permits	25,025.00			
Food Licenses	32,350.00			
Gas Permits	9,928.00			
Installer Permits	3,975.00			
Massage Therapy Permits				
Milk Licenses	87.50			
Miscellaneous Permits	350.00			
Plumbing Permits	13,480.00			
Septic Permits	11,525.00			
Sheet Metal Permits	3,411.00			
Sign Permit	400.00			
Street Opening Permits	100.00			
Tobacco Sales	100.00			
Victualler License	800.00			
Well Permits	375.00	344,596.55	190,000.00	154,596.55
State Aid - Cherry Sheet - Mass School Business Authority:				
Abatements to Elderly	3,020.00			
Abatements to Vets, Blind, Surviving Spouses	9,400.00		12,410.00	
Veteran Benefits Ch. 115	5,036.00		3,632.00	
State Owned Land	125,686.00		125,686.00	
School Aid - Chapter 70	1,025,939.00		1,025,939.00	

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2012**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
School Aid - School Choice Reimbursement	120,323.00			
School Aid - Charter School Reimbursement	-		11,299.00	
School Aid- School Building Assistance	419,170.00		419,170.00	
Additional Assistance				
Additional Local Aid	37,512.00			
Police Career Incentive				
Unrestricted General Government Aid	360,968.00		481,291.00	
Lottery				
		2,107,054.00	2,079,427.00	27,627.00
Fines & Forfeits:				
Conservation Commission Fines				
Court Fines	8,955.00			
Parking Fines	810.00			
Police Fines				
Civil Disposition Violation	8,950.00			
RMV Charges	31,945.00	50,660.00	45,000.00	5,660.00
Earnings on Investments:	14,180.02	14,180.02	15,000.00	(819.98)
Miscellaneous:				
Return Check Fees	825.00			
Medicare Drug Subsidy	31,034.45			
MIIA Credit Prior Year	38,614.00			
Cancelled Payments Prior Year	2,991.33			
Estimated Receipts	78.75			
Non Recurring	4,066.34			
Medicare Reimbursement Grants	8,860.28			
Flu Clinic Insurance Reimbursement	81.57			
Medicare Reimbursement	2,535.00			
Sale of Town Vehicle		89,086.72	500.00	88,586.72
Total General Fund Revenue & Other Financing Sources		21,650,351.40	21,140,304.01	510,047.39

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2012**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
WATER ENTERPRISE REVENUE			
User Charges & Connection Fees	892,761.16	829,924.62	62,836.54
Water Betterments	640.13	640.38	(0.25)
Water Betterments Tax Lien	545.55		
Water Delinquent Charges	2,599.57		2,599.57
Water Delinquent Charges Tax Lien	100.24		100.24
Cancel Payments Prior Year	1,300.00		1,300.00
Non Recurring Miscellaneous			-
Insurance & Restitution			
Sale of Equipment			
State Revenue			
Interest Income Transfer from General Fund	<u>3,302.94</u>	4,000.00	(697.06)
Total Water Enterprise Revenue	901,249.59	834,565.00	66,139.04
SOLID WASTE ENTERPRISE REVENUE			
Interest Income	<u>516.08</u>		
Total Solid Waste Enterprise Revenue	516.08		516.08
Total Revenue & Other Financing Sources - Fiscal 2012	22,552,117.07	21,974,869.01	576,702.51

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
GENERAL GOVERNMENT							
Moderator		1.00				1.00	
Board of Selectmen							
Salaries		165,905.00			165,900.00	5.00	
Wages		41,197.00			41,196.24	0.76	
Other		28,890.00			27,058.13	1,755.54	76.33
Prior Year Other						-	
Selectmen's Special							
Other		68,050.00	(1,515.00)		26,846.66	36,652.93	3,035.41
Prior Year Other	1,526.50				1,526.50	-	
A8/12STM Town Admin Search			10,000.00			-	10,000.00
Parking Clerk - Other						-	
Finance Committee							
Wages		1,158.00			913.01	244.99	
Other		360.00			173.00	187.00	
Prior Year Other						-	
A2 Reserve Fund		150,000.00				81,209.43	
Transfers to:							
Assessor's A35/10ATM							
Triennial recertification PP			(5,000.00)				
Town Clerk - Other Election							
Expenses			(4,000.00)				
Assessor's Other - Equipment			(5,340.57)				
Street Lights Other - Electric			(500.00)				
Fire - Wages Call			(3,000.00)				
Park & Cemetery - Other							
Supplies			(950.00)				
Funding Source A2/12ATM							
Reserve Fund			(50,000.00)				
Town Accountant							
Salary		64,272.00			60,657.65	3,614.35	
Wages		33,043.00			33,004.92	38.08	
Other		20,788.00			20,405.86	158.46	223.68
Prior Year Other						-	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

GENERAL GOVERNMENT	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Board of Assessors							
Salaries		69,772.00			69,772.00	-	
Wages		33,331.00			32,949.10	381.90	
Other		17,833.00	5,340.57		20,693.45	1,817.62	662.50
Prior Year Other	1,162.50				1,162.50	-	
A34/10ATM Triennial Update							
Com & Industrial	28,000.00		(6,500.00)		7,956.00	-	13,544.00
A35/10ATM Triennial							
Update PP	11,000.00		5,000.00		13,592.00	-	2,408.00
Town Treasurer/Collector							
Salaries		64,922.00			64,922.00	-	
Wages		64,132.00			64,004.64	127.36	
Other		39,500.00			26,307.79	3,557.24	9,634.97
Prior Year Other	132.09				132.09	-	
Tax Title - FY 2012 Recap			10,000.00		4,974.85	5,025.15	
Town Hall							
Wages		300.00				300.00	
Other		139,969.00			113,121.62	17,086.78	9,760.60
Prior Year Other	2,671.67				2,670.15	1.52	
A17/06ATM TH Electrical							
Upgrade	1,637.00				1,637.00	-	
A22/07ATM Interior							
Refurbish TH	2,398.80				1,294.19	-	1,104.61
A16/10ATM TH Finance							
Off Workstations	1,165.20				1,065.20	100.00	
A5/11STM TH Boiler							
Replacement	29,830.00				26,230.00	-	3,600.00
A4/12STM TH Technology			7,825.00		5,342.21	-	2,482.79
A5/12STM Inspectional Service							
Permit Software			23,750.00			-	23,750.00
School Street Building						-	
Other		500.00			306.97	70.73	122.30
Prior Year Other						-	
Town Website/Cable Advisory							

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Wages						-	
Other						-	
Town Clerk							
Salaries		50,842.00			50,842.00	-	
Wages		19,714.00			18,777.08	936.92	
Other		10,056.00	4,000.00		9,611.03	0.68	4,444.29
Prior Year Other						-	
Trust Fund Clerk							
Other		100.00				100.00	
Conservation Commission							
Salary		54,760.00			54,760.00	-	
Wages		14,127.00			12,192.87	1,934.13	
Planning Board							
Salaries		5.00				5.00	
Other		1,754.00	1,515.00		2,537.90	54.12	676.98
Prior Year Other						-	
Zoning Board							
Other		724.00			30.00	532.37	161.63
TOTAL GENERAL GOVERNMENT	79,523.76	1,156,005.00	(9,375.00)	-	984,566.61	155,899.06	85,688.09
PUBLIC SAFETY							
Police Department							
Salaries		145,113.00			145,113.00	-	
Wages		1,098,522.00	(500.00)		1,093,388.22	4,633.78	
Prior Year Wages			500.00		500.00	-	
Other		113,372.00			109,860.36	-	3,511.64
Prior Year Other	1,422.24				1,286.24	136.00	
Capital						-	
A24/11ATM Police Cruiser		29,124.00	(1,572.00)		27,551.80	0.20	
Fire Department							
Salaries		101,316.00			101,316.00	-	
Wages		401,785.00	3,000.00		402,091.13	2,693.87	
Other		85,366.00			72,559.40	3,485.89	9,320.71

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Prior Year Other	5,788.78				5,788.78	-	
Ambulance Service - Other						-	
Inspectional Services							
Salaries		74,450.00			72,953.71	1,496.29	
Wages		18,807.00			17,810.40	996.60	
Other		5,519.00			5,354.01	164.99	
Prior Year Other	127.34				127.34	-	
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			549.00	-	
Animal Inspector							
Salary		6,882.00			6,882.00	-	
Other		1,840.00			840.00	1,000.00	
TOTAL PUBLIC SAFETY	7,338.36	2,093,049.00	1,428.00	-	2,074,375.39	14,607.62	12,832.35
EDUCATION							
Elementary Schools		5,974,481.00	15,600.00			5,657,603.41	332,477.59
Salaries					4,686,726.96	(4,686,726.96)	
Other School Services					887,013.95	(887,013.95)	
FY2012 Elementary Education Operating Budget	-	5,974,481.00	15,600.00	-	5,573,740.91	83,862.50	332,477.59
Prior Year Elementary School Expenditures	132,037.42				120,252.29	11,785.13	
A16/09ATM Proctor School Doors	9,100.00		(9,100.00)			-	
A17/09ATM Steward School Doors	6,500.00		(6,500.00)			-	
Masconomet Regional School Assessment Operating Budget		5,806,580.16			5,806,580.16	-	
Masconomet Regional School Assessment Debt Service		314,827.90			314,827.90	-	
North Shore Vocational Tech Assessment		75,400.00	(307.00)		75,093.00	-	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
TOTAL EDUCATION	147,637.42	12,171,289.06	(307.00)	-	11,890,494.26	95,647.63	332,477.59
PUBLIC WORKS							
General Highway							
Salary		75,983.00			75,983.00	-	
Wages		191,069.00	3,000.00		189,855.83	4,213.17	
Other		198,805.00	10,000.00		183,687.97	6,890.76	18,226.27
Prior Year Other	32,267.48				32,267.48	-	
Capital						-	
Snow and Ice							
Wages		78,581.00	(3,000.00)		63,976.76	11,604.24	
Other		164,285.00	(10,000.00)		104,538.61	49,746.39	
Street Lights							
Street Lights - Other		18,900.00	500.00		18,978.03	374.22	47.75
Prior Year Other						-	
TOTAL PUBLIC WORKS	32,267.48	727,623.00	500.00	-	669,287.68	72,828.78	18,274.02
HUMAN SERVICES							
Board of Health							
Salary		64,272.00			64,272.00	-	
Wages		12,182.00			12,100.17	81.83	
Other		16,730.00			13,193.06	2,692.61	844.33
Prior Year Other	899.73				899.73	-	
MSW Collection and Recycling		387,560.00			385,687.39	1,872.61	
A10/01STM Improvements to Landfill	10,004.00				2,935.00	-	7,069.00
A7/12STM Repair Landfill Flares			12,000.00			-	12,000.00
Recycling							
Other		3,850.00			2,465.00	138.94	1,246.06
Council on Aging							
Salary		41,865.00	(3,500.00)		36,345.18	2,019.82	
Wages		35,476.00	3,500.00		37,118.91	1,857.09	
Other		2,582.00			2,486.15	95.85	
Tri-Town Council		18,319.00			18,319.00	-	
Veteran's Benefits & Services		6,350.00			5,862.00	488.00	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Soldier/Sailor Graves		800.00			800.00	-	
TOTAL HUMAN SERVICES	10,903.73	589,986.00	12,000.00	-	582,483.59	9,246.75	21,159.39
CULTURE AND RECREATION							
Library							
Salary		182,383.00			172,756.11	9,626.89	
Wages		150,813.00			137,982.99	12,830.01	
Other	-	131,140.00			128,300.17	3.18	2,836.65
Prior Year Other						-	
A6/12STM Lib Storm Ejector Pump		3,600.00				-	3,600.00
Park and Cemetery							
Salary		65,272.00			65,272.00	-	
Wages		121,557.00			120,588.52	968.48	
Other		45,176.00	950.00		42,752.40	2,492.27	881.33
Prior Year Other	712.72				402.02	310.70	
Emerson Lease		1,250.00			1,250.00	-	
Tree Department							
Salary		2,916.00			2,916.00	-	
Wages		3,137.00			1,040.00	2,097.00	
Other		7,650.00			7,543.80	106.20	
Historical Commission							
Other		450.00			306.32	143.68	
Memorial Day							
Other		3,600.00			2,954.61	485.39	160.00
TOTAL CULTURE AND RECREATION	712.72	718,944.00	950.00	-	684,064.94	29,063.80	7,477.98
DEBT SERVICE							
Long Term Debt Interest		388,283.00			388,282.25	0.75	
Interest Temporary Loans						-	
Long Term Debt Principal		796,700.00			796,700.00	-	
Debt Issue Costs		2,500.00			250.00	2,250.00	
TOTAL DEBT SERVICE	-	1,187,483.00	-	-	1,185,232.25	2,250.75	-

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
OTHER EXPENDITURES							
Pensions - Essex Regional Retirement		733,580.00	(14,907.00)		718,672.51	0.49	
Insurance - Unemployment	-	100,000.00	(35,114.00)		21,187.00	43,699.00	-
Prior Year Unemployment						-	
Insurance - Hospital		1,590,152.00	(141,493.00)		1,423,210.03	25,448.97	
Insurance - Life		6,050.00			4,642.93	1,407.07	
Insurance - Medicare		130,375.00			123,937.57	6,437.43	
Insurance - Town		293,209.00	(37,000.00)		259,111.80	(2,902.80)	
Insurance - Town -Workman's Comp		59,732.00	(10,000.00)		41,821.80	7,910.20	
Prior Year Insurance - Town						-	
Employee Employment Separation		50,968.00			31,316.33	-	19,651.67
A5/06STM Medical Bills Injured Officer	7,040.29				4,155.98	-	2,884.31
State Assessment - Cherry Sheet		215,973.00			202,038.00	13,935.00	
TOTAL	7,040.29	3,180,039.00	(238,514.00)	-	2,830,093.95	95,935.36	22,535.98
OTHER EXPENDITURES							
Total General Fund	285,423.76	21,824,418.06	(233,318.00)	-	20,900,598.67	475,479.75	500,445.40
CAPITAL PROJECTS FUND							
Total Capital Projects Fund	-	-	-	-	-	-	-
WATER DEPARTMENT - ENTERPRISE							
Salary		67,371.00			67,371.00	-	
Wages		146,234.00			131,300.05	14,933.95	
Other		232,130.00	62,829.00		271,104.64	6,100.62	17,753.74
Other - Prior Year Bill	16,418.70				16,118.70	300.00	
Water Reserve Fund		88,000.00				38,750.00	
Transfers to:							

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Other - Engineering			(49,250.00)				
Debt Interest		36,576.00			36,575.25	0.75	
Debt Interest Temporary Loans						-	
Debt Principal		83,300.00			83,300.00	-	
Debt Issue Costs						-	
Debt Short Term Principle						-	
Pay down							
Unanticipated Emergencies		75,000.00				61,421.00	
Transfers to:							
Systems Emergency							
Maintenance			(13,579.00)				
A25/99ATM Engineering							
Services Water Projects	5,453.55				5,453.55	-	
A22/03ATMRen Perk Row &							
Nth St Pump Station	33,388.59					-	33,388.59
A32/02ATM Confined Space							
Equipment	20,914.00					-	20,914.00
A20/03ATM Engineering							
Ipswich Road						-	
A42/04ATM North St Well							
Field Re						-	
A32/05ATM Meter							
Replacement	37,172.48		(25,172.00)		6,262.08	-	5,738.40
A25/06ATM Engineering							
Wash St Water Main	30,000.00		(30,000.00)			-	
A21/09ATM Perkins Row							
Test Well	43,075.37				35,231.78	-	7,843.59
A20/10ATM Water Chemical							
Analyzer	23,139.50		(11,797.00)		11,342.26	0.24	
A21/10ATM Boston & Garden							
Tank Inspection	24,271.16		(16,771.00)		7,500.00	0.16	
A22/10ATM Central St							
Water Main Design	20,000.00				18,619.95	-	1,380.05
A23/11ATM Central Street							
Water Main		175,000.00	(175,000.00)			-	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Capital						-	
A41/04ATM Ipswich Rd						-	
Water Main							
A24/06ATM Ipswich Rd						-	
Water Main							
Total Water Enterprise Fund	253,833.35	903,611.00	(258,740.00)	-	690,179.26	121,506.72	87,018.37
SOLID WASTE ENTERPRISE FUND							
A14/11ATM Annual Engineering & Monitoring		36,700.00			33,860.34	2,839.66	
						-	
Total Solid Waste Enterprise Fund	-	36,700.00	-	-	33,860.34	2,839.66	-
Balance Forward from 2011-2012	539,257.11						
2012 Appropriations Including Transfers		22,764,729.06	(492,058.00)				
Receipts, Refunds & Other				-			
Expended					21,624,638.27		
Close to Treasury						599,826.13	
Balance Forward to 2012-2013							587,463.77
Federal Grants:							
Police-Bullet Proof Vest				418.00	367.50	-	50.50
Police-Comm Policing						-	
Fire-Assist Fire Fighters						-	
Fire-Local						-	
Preparedness Grant						-	
Fire - Child Passenger Safety						-	
Fire - Emergency Management Performance						-	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Fire - Cooperative Fire Protection				3,000.00	3,000.00	-	
School-SPED Program Improvement				7,549.00		-	7,549.00
School-Title Five						-	
School-Early Childhood Allocation	50.20			2,838.18	2,838.20	-	50.18
School-SPED 94-142	6,559.78			114,264.00	108,653.19	-	12,170.59
School-Enhanced Ed Through Technology						-	
School-Teacher Quality	4,487.00			7,995.00	9,562.98	-	2,919.02
School - Title I	275.00			14,038.00	13,620.00	-	693.00
School-Drug Free Schools						-	
School-Gifted & Talented						-	
School - ARRA Idea Sped	3,584.86				3,584.86	-	
School - EDU Jobs Fund	48,640.00			25,345.00	67,876.00	-	6,109.00
School-ARRA Sped	630.00				630.00	-	
School - ARRA School Stabilization Fund						-	
Fire - Volunteer Fire Assistance				950.00	950.00	-	
Fire-FEMA Assist Firefighters						-	
Fire- FEMA/MEMA						-	
FEMA - / MEMA							
Snow & Ice	657.00			4,831.11	4,240.61	1,247.50	
Library - On the Same Page						-	
Council on Aging- Title III	409.00			2,383.35	2,530.95	-	261.40
Board of Health - MDPH Emergency Preparedness						-	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Other Special Revenue:							
School Chap 71 Education Fund	5,813.33			410.00		-	6,223.33
School Chap 712 Scholarship Fund	1,937.24			975.00	1,200.00	-	1,712.24
School -Educ Foundation Gift	851.40			51,300.00	1,300.00	-	50,851.40
School Gift T E S P T O						-	
School Gifts	923.40			15,000.00		-	15,923.40
School Essay Donation	571.98					-	571.98
School Newsletter	15.00					-	15.00
School Historical Society Gift	7,289.12					-	7,289.12
School Lost Book Revolving	203.00			470.30		-	673.30
 School Cafeteria	 61,118.15			 166,043.16	 163,260.56	 -	 63,900.75
 Tree Planning Gift	 2,664.00					 -	 2,664.00
Flag Pole Fund	537.00					-	537.00
Bond Premium	1,016.00		(1,016.00)			-	
Bond Accrued Interest	1,466.00		(1,466.00)			-	
Veterans Day Parade Gift	500.00				400.00	-	100.00
Topsfield General Purpose Gift						-	
Town Hall Capital Improvement Gift	13,640.00				3,164.07	-	10,475.93
Conservation Fund Ch. 40 S 8C	6,414.21			19.50		-	6,433.71
Open Space Fund Ch. 40 S 8C	217.92			0.67		-	218.59
Conservation Wetland Fees State Ch131:40	13,049.02			1,582.50	10,162.00	-	4,469.52
Conservation Com Gift	400.00					-	400.00
Conservation Consul Ch. 44:53G	3,219.64			6.83		-	3,226.47
Conservation Gift Hickory Beech	2,747.41			5.83		-	2,753.24
Planning Board Consult Ch. 44:53G	6,603.57			5,080.60	4,481.18	-	7,202.99

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Zoning Board Consult Ch. 44:53G							
Fire Dept. Gift	75.00			828.00	828.00	-	75.00
Special Revenue:							
Police TAF Enterprise Gift	3,580.73			20,000.00	3,634.40	-	19,946.33
Police - D.A.R.E. Donations	567.56			100.00	221.77	-	445.79
Police - Law Enforcement Trust	3,625.17					-	3,625.17
Police Dept. Gift	407.62			468.00		-	875.62
Fire Dept. EMS Equipment Gift	4,637.52			100.00		-	4,737.52
Fire - FM Global Fire Prevention	385.00				385.00	-	
Board of Health CH 44:53G	7,157.01			2,164.78	2,520.74	-	6,801.05
COA Donations to Meals/ Wheels	3,378.26			3,850.00	5,214.69	-	2,013.57
COA Transportation Donation	9,096.55			1,326.47	2,251.42	-	8,171.60
COA Gift	6,618.90			7,506.99	4,946.30	-	9,179.59
COA Sunshine Ladies Gift	228.42					-	228.42
COA Betty Wogan Gift	331.52					-	331.52
COA Activities/Fitness	2.00					-	2.00
Library Historical Records Grant	36.00				36.00	-	
Library Gifts, Miscellaneous	4,374.84			705.00	529.54	-	4,550.30
Library Lost Book Revolving	758.20			2,247.00	1,298.78	-	1,706.42
Rail & Trail Gift	205.75			800.00	906.42	-	99.33
Recreation Committee Gift	780.32					-	780.32
Historical Commission Preservation Gift	240.00					-	240.00
Cable Advisory Committee Gift	112,251.90			115,886.19	24,979.44	-	203,158.65

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Receipts Reserved for Appropriation:							
Sale of Cemetery Lots	133,323.04			13,474.99		-	146,798.03
Reserved for 25 year Borrowing Ch44:7	6,471.45		(6,471.00)			0.45	
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			4,857.67		-	14,000.25
Revolving Accounts:							
Insurance & Restitution School						-	
School Pre-School Tuition	293,563.29			250,449.82	186,048.33	-	357,964.78
School Instrumental Music	100,155.52			45,674.00	68,661.38	-	77,168.14
School Full Day Kindergarten	160,310.50			62,355.50	100,500.00	-	122,166.00
School Rental of Surplus				11,897.24	11,897.24	-	
School Student Activity Ch71:47						-	
School Tuition Ch71, 71F Non Resident , Foster	54,559.00			32,428.00	75,000.00	-	11,987.00
Conservation Revolving Fund Ch44:53E1 / 2	24,328.99		(6,783.00)	9,507.77	7,054.36	-	19,999.40
Cemetery CH 44:53E1 / 2	10,136.53			30,135.78	15,641.95	-	24,630.36
Park Revolving Ch. 44:53E 1/2	13,722.33			47,900.00	35,846.43	-	25,775.90
Recreation/Park Ch. 44:53D				28,555.00	19,165.28	-	9,389.72
Insurance & Restitution Police				3,004.91	3,004.91	-	
Insurance & Restitution Library						-	
Insurance & Restitution Cons Com - BOH						-	
Insurance & Restitution Fire						-	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Insurance & Restitution Police Injury	99,083.50		(34,088.00)	25,610.75		-	90,606.25
Insurance & Restitution Animal Control Officer						-	
Insurance & Restitution Highway						-	
State Grants:							
Police 911 Training				29,038.64	29,038.64	-	
Police Bullet Proof Vest				367.50	367.50	-	
Police-GHSB Grant				2,076.17	2,076.17	-	
Fire Safety Grant	8,317.91			4,665.00	10,024.88	-	2,958.03
Highway Chapter 90				421,363.72	421,363.72	-	-
School Foundation Enrollment Aid '05	10,000.00					-	10,000.00
School Foundation Enrollment Aid '02	31,268.83					-	31,268.83
School - Circuit Breaker Grant FY11	26,370.00				26,370.00	-	
School - Circuit Breaker Grant FY12				59,100.00	40,782.00	-	18,318.00
School - Big Yellow School Bus Steward	400.00				200.00	-	200.00
MEMA				10,400.00		10,400.00	
Rail Trail MAPC Regional Bike Parking				8,226.75	8,226.75	-	
Topsfield Linear Common Grant Phase I						-	
Topsfield Linear Common Grant Phase II						-	
Topsfield Linear Common Grant Phase III	(109.80)			41,116.84	41,007.04	-	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2012**

	Balance Forward 2011	2012 Original Appropriation	2012 Transfers- Adjustments	2012 Receipts	2012 Expended	2012 Close to Treasury	Balance Forward 2013
Topsfield Linear Common Grant Fiscal 2011				10,679.05	10,679.05	-	
Tree Planning - Urban Forestry Challenge						-	
Cultural Council	6,794.72			3,876.91	2,865.00	-	7,806.63
Council on Aging Formula Grant	1,241.29			9,092.58	8,397.16	-	1,936.71
Council on Aging Service Incentive Grant				3,500.00	2,692.10	-	807.90
Library Supplemental Grant	125.13					-	125.13
Library LIG/MEG Grant	14,059.03			9,485.36	10,231.56	-	13,312.83
Extended Polling Hours				543.00	543.00	-	
Mass Historic Preservation Grant	643.84					-	643.84
Clean Energy Choice	2,457.00				249.50	-	2,207.50
Green Community Grant				66,487.50		-	66,487.50
Recycling DEP Grant	3,725.92				77.21	-	3,648.71
Stabilization:							
Stabilization Fund	758,654.79		1,000.00	2,092.32		-	761,747.11
Total Special Revenue Funds	2,172,717.26	-	(48,824.00)	1,828,451.23	1,587,585.76	11,647.95	2,353,110.78
Trust Funds							
Non-Expendable Trust Funds	6,894,832.62			(125,577.56)			6,769,255.06
Expendable Trust Funds	1,442,484.92		(66,000.00)	227,181.15	150,376.66		1,453,289.41
Total Trust Funds	8,337,317.54	-	(66,000.00)	101,603.59	150,376.66		8,222,544.47
*Transfers - transferred from Library Gould Trust \$66,000 to General Fund to partially fund Library Debt Payment							
Total Expenditures & Other Financing Uses - Fiscal 2012					23,362,600.69		

**COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS**

JUNE 30, 2012

	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	\$768.55								768.55
Cash/Investments	3,872,855.19	\$2,336,061.77		\$8,223,144.47	\$1,850,581.49	\$246,122.84			16,528,765.76
Receivables:									
Personal Property Taxes	3,006.14								3,006.14
Real Estate Taxes	188,837.26								188,837.26
Tax Foreclosure	33,938.83								33,938.83
Tax Title Liens	90,896.66				254.60				91,151.26
Allowance Abatements & Exemptions	(419,918.60)								(419,918.60)
Other (Excise Taxes)	59,330.51								59,330.51
Police Academy	1,503.00								1,503.00
User Charges & Connection Fees					74,728.50				74,728.50
Due from Other Governments									
Due from Comm Ch Sh Vets Ch 115	2,195.00								2,195.00
Due from Comm Ch Sh Vet Blind & Surv Spouse	9,400.00								9,400.00
Due from Comm Ch Sh Vets Ch 117									0.00
Due from Fed Gov't SPED		1,885.00							1,885.00
Due from Fed Gov't Teacher Quality		1,452.00							1,452.00
Due from Fed Gov't Title I		713.00							713.00
Due from Comm SPED fy 12 CB		1,738.00							1,738.00
Due from Comm Rail Trail Grant									
Fiscal 2011		10,679.05							10,679.05
Due from Comm 911 Grant		9,863.64							9,863.64
Due from Comm GHSB Grant		800.00							800.00
Due from Comm Hwy Chap 90		56,602.57							56,602.57
Due from Others		3,832.52							3,832.52
Land - Fixed Assets					323,038.00				323,038.00
All Other - Fixed Assets Net of Depreciation					5,916,251.64		21,794,382.79		27,710,634.43
Amount to be Provided for Pmt of Long Term Debt								4,497,000.00	4,497,000.00
TOTAL ASSETS	\$3,842,812.54	\$2,423,627.55	\$0.00	\$8,223,144.47	\$8,164,854.23	\$246,122.84	\$21,794,382.79	\$4,497,000.00	\$49,191,944.42

**COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2012**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES		PROPRIETARY FUND TYPES		ACCOUNT GROUP		
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only	
LIABILITIES AND FUND EQUITY:										
Liabilities:										
Payroll Warrants Payable	128,276.39	4,075.05			4,976.56				137,328.00	
Vendor Warrants Payable	55,942.56	66,441.72		600.00	5,709.80	2,571.71			131,265.79	
Withholdings Payable	142,568.42								142,568.42	
Police Special Detail		0.00							0.00	
Deferred Revenue					254.60				254.60	
Property Tax	(294,656.87)								(294,656.87)	
Tax Liens	90,896.66								90,896.66	
Tax Foreclosure	33,938.83								33,938.83	
Motor Vehicle	59,330.51								59,330.51	
(110,490.87)										
Due to the Commonwealth										
Pre-paid Real Estate Tax	51,513.08								51,513.08	
Other Liabilities:										
Unclaimed Checks	4,769.68								4,769.68	
Due to Individuals	20,184.50								20,184.50	
Bond Indebtedness - Inside Debt Limit					74,000.00			2,254,000.00	2,328,000.00	
Bond Indebtedness - Outside Debt Limit					980,000.00			2,243,000.00	3,223,000.00	
Bond Anticipation Note									0.00	
TOTAL LIABILITIES	292,763.76	70,516.77	0.00	600.00	1,064,940.96	2,571.71	0.00	4,497,000.00	5,928,393.20	

COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS **JUNE 30, 2012**

	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	Long-Term Obligations	Total Memorandum Only			
FUND EQUITY AND OTHER CREDITS:												
Investment in fixed assets					5,185,289.64		21,794,382.79		26,979,672.43			
Reserved for:												
Petty Cash	768.55								768.55			
Encumbrances	500,445.40				87,018.37				587,463.77			
Expenditures	857,006.00	42,359.00		66,000.00	830,000.00	36,700.00			1,832,065.00			
Future Debt		48,743.37							48,743.37			
Overlay Deficit									0.00			
Snow & Ice Deficit	0.00								0.00			
Reserved for Special Purposes				1,387,289.41					1,387,289.41			
Reserved for Endowments				6,769,255.06					6,769,255.06			
Undesignated	2,191,828.83	2,262,008.41			997,605.26	206,851.13			5,658,293.63			
TOTAL FUND EQUITY	3,550,048.78	2,353,110.78	0.00	8,222,544.47	7,099,913.27	243,551.13	21,794,382.79	0.00	43,263,551.22			
					1,914,623.63							
TOTAL LIABILITIES & FUND EQUITY	\$3,842,812.54	\$2,423,627.55	\$0.00	\$8,223,144.47	\$8,164,854.23	\$246,122.84	\$21,794,382.79	\$4,497,000.00	\$49,191,944.42			

*Note 1: 60 Day Accrual of Property Tax - \$ \$66,581.67

Town Collector

The Tax Collector's Office collected in Fiscal 2012 \$ 17,315,689 in Real Estate taxes and \$ 324,919 in Personal Property taxes; \$ 69,302 in interest and fees and \$854,016 in motor vehicle excise tax revenue, \$ 174,479 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 2012 tax bills are based on the assessment date of January 1, 2011 and are mailed to the owner of record as of that date. Delinquent water overdue 90 days from June 30th, is added to the real estate tax bill.

Overdue Real Estate taxes are placed into Tax Title to perfect the Town's lien on the property. This insures the Town's ability to collect the taxes. The cost of placing taxes into Tax Title is added to the Tax Title account. Interest accrues at the rate of 16% per annum on all Tax Title accounts.

Motor Vehicle Excise bills are calculated by the Registry of Motor Vehicles and forwarded to the Town throughout the year. The bills are due and payable in full within 30 days of issue, and payments are considered made when received by the Collector. Interest accrues at the rate of 12% per annum on all overdue payments from the date the excise was due. A \$10.00 charge is added for the demand bill which is payable in 14 days. A \$12.00 warrant fee is added to all outstanding bills, which are sent to the Deputy Collector for collection. Taxpayers are required to notify the Registry within 30 days of moving to their new address.

The Town continues to use the collection services of a Deputy Collector, as well as, the Registry's Non-Renewal Program for unpaid Motor Vehicle Excise. The Non-Renewal program allows the Town to prevent renewal of any license or registration without full payment of Motor Vehicle Excise and parking tickets. Most out of state Registries of Motor Vehicles have access to the Massachusetts Registry database and will not issue or renew licenses or registrations until outstanding obligations are met.

So long as a municipality mails a bill to the last known address, Taxpayers are liable for timely payment of taxes and interest and fees will accrue if the bill is not paid on or before the due date, regardless whether the bill is in fact received.

Respectfully submitted,

Barbara B. Michalowski
Town Treasurer and Collector

	BEGINNING BALANCE June 30, 2011	COMMITTED	BALANCE DUE June 30, 2012
MOTOR VEHICLE EXCISE			
2006	2,983.12		2,951.87
2007	4,528.14		4,323.97
2008	2,768.00		2,219.37
2009	4,588.00		3,560.10
2010	6,988.00	6.25	2,200.02
2011	50,663.00	74,343.08	5,309.99
2012		789,190.61	38,765.19
		863,539.94	
ROLLBACK TAX CH 61A	0.00		0.00
PERSONAL PROPERTY TAXES			
2000-2008	1,361.00		474.58
2009	832.00		412.59
2010	962.00		280.52
2011	1,225.00		393.68
2012		326,797.49	1,444.77
REAL ESTATE TAXES			
2011	120,716.21		0.00
2012	0.00	17,476,651.26	188,837.26
DELINQUENT WATER	100.24		255.00
TAX TITLE			
1989-2011	244,544.43	27,482.65	90,896.66
FORECLOSED	14,511.47		33,939.00
WATER BETTERMENT			
1994-2011 Tax Liens	545.55		0.00
WATER USER FEES	72,099.85	905,506.94	74,728.50

Town Treasurer

Pursuant to the General Laws of Massachusetts Chapter 41 Section 35, I submit herewith a true account of all receipts and disbursements.

Beginning Cash/Investments as of 7/1/11	\$15,343,942.83
Revenue	31,017,954.57
Disbursement	32,961,551.25
	\$16,528,765.76
Petty Cash on hand 6/30/2011	-
Petty Cash on hand 6/30/2012	-
Interest Earned and Gain on Investments	
General Fund	14,180.02
Solid Waste Fund	516.08
School Lunch	170.02
Stabilization Fund	2,092.32
Total Interest and Gain on Investments	16,958.44
Collections from Tax Title accounts	174,478.77
Deposits held to Guarantee Payment	
Balance as of 6/30/2011	24,021.35
Balance as of 6/30/2012	20,184.50
Sale of Cemetery Lots	
Balance as of 6/30/2011	132,723.04
Balance as of 6/30/2012	141,778.03
Stabilization Fund	
Balance as of 6/30/2011	758,654.79
Balance as of 6/30/2012	761,747.11
Trust Funds	
Balance as of 6/30/2011	8,346,084.05
Balance as of 6/30/2012	8,204,570.46

Commissioners of Trust Funds

INTRODUCTION

The Commissioners of Trust Funds completed another year of the administration and management of the Topsfield trust funds. Topsfield is extremely fortunate to have so many different trust funds available for the continued funding of numerous projects. All disbursements from trust funds are from private accounts and do not come from any taxpayer funds. The 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 and the acquisition of a new van for a handicapped individual by the David Cummings Trust at a total expense of \$26,786.08.
2. The continued underwriting of a Masconomet scholarship award and plaque by the Wallace H. Kneeland Trust. The total amount paid out was \$945.00.
3. The first payments from a new scholarship fund in the memory of Joseph Iarocci totaling \$900.00.
4. The acquisition of books, periodicals and other miscellaneous items and the upkeep of such on behalf of the Topsfield Library by the George Gould Trust and other library specific trusts in the amount of \$112,547.28.
5. The acquisition and upkeep of art and other associated items and the funding of artistic presentations by of the Topsfield Library by the George Gould Trust in the amount of \$14,295.77.
6. The payment of the twelfth 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, 2011 BALANCES			FISCAL 2012				JUNE 30, 2012 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	18,083.24	17,165.80	3.610%	311.37	221.56			18,173.06	15,403.22	3.610%
Income	96,567.11	80,703.56	16.973%	1,463.90	1,041.63	2,580.16		99,589.53	72,416.95	16.973%
CUMMINGS * Principal	37,032.63	35,153.76	7.393%	637.66	453.73			37,216.56	31,544.18	7.393%
Income	206,833.07	178,820.19	37.608%	3,243.65	2,308.02	5,641.06	26,786.08	186,623.68	160,458.99	37.608%
KIMBALL * Principal	1,096.37	1,040.73	0.219%	18.88	13.43			1,101.81	933.87	0.219%
Income	2,173.24	2,580.34	0.543%	46.81	33.30	95.46		2,282.20	2,315.39	0.543%
PEABODY * Principal	1,063.66	1,009.70	0.212%	18.32	13.03			1,068.94	906.02	0.212%
Income	2,086.18	1,460.14	0.307%	26.49	18.85	65.11		2,158.93	1,310.21	0.307%
GOULD COMMON * Principal	1,063.66	1,009.70	0.212%	18.32	13.03			1,068.94	906.02	0.212%
Income	6,700.51	4,147.28	0.872%	75.23	53.53	135.95		6,858.17	3,721.44	0.872%
GOULD PARK * Principal	1,063.66	1,009.70	0.212%	18.32	13.03			1,068.94	906.02	0.212%
Income	(583.85)	2,621.65	0.551%	47.55	33.84	95.73		(474.40)	2,352.46	0.551%
MONUMENT * Principal	1,945.73	1,847.01	0.388%	33.50	23.84			1,955.39	1,657.36	0.388%
Income	7,817.50	5,488.01	1.154%	99.55	70.83	193.38		8,039.59	4,924.51	1.154%
KNEELAND * Principal	15,278.43	13,957.82	2.935%	253.18	180.15			15,351.46	12,524.64	2.935%
Income	1,853.12	386.85	0.081%	7.02	4.99	378.17	945.00	1,288.32	347.12	0.081%
LIBRARY GEN'L * Principal	23,510.48	22,317.67	4.694%	404.82	288.05			23,627.25	20,026.10	4.694%
Income	(46,044.83)	12,650.45	2.661%	229.47	163.28	921.88	9,611.01	(54,667.77)	11,351.51	2.661%
LIBRARY DOW * Principal	2,127.29	2,019.35	0.425%	36.63	26.06			2,137.86	1,812.00	0.425%
Income	(3,079.75)	485.48	0.102%	8.81	6.27	66.04	357.65	(3,368.82)	435.63	0.102%
LIBRARY LAMSON * Principal	22,628.09	21,480.05	4.517%	389.63	277.24			22,740.47	19,274.49	4.517%
Income	(19,202.19)	5,222.81	1.098%	94.74	67.41	703.98	4,791.52	(23,262.41)	4,686.54	1.098%
LIBRARY WILDES * Principal	14,931.42	14,173.86	2.981%	257.10	182.94			15,005.58	12,718.49	2.981%
Income	(23,936.43)	5,061.37	1.064%	91.81	65.33	507.10	3,845.45	(27,248.29)	4,541.67	1.064%

LIBRARY HADSELL * Principal	5,794.07	5,447.57	1.146%	98.81	70.31				5,822.57	4,888.22	1.146%
Income	(452.32)	324.83	0.068%	5.89	4.19	152.18		241.19	(539.63)	291.48	0.068%
LIBRARY WITHAM * Principal	28,292.17	22,927.38	4.822%	415.88	295.92				28,412.14	20,573.20	4.822%
Income	2,153.29	714.69	0.150%	12.96	9.22	623.28		576.55	2,203.77	641.31	0.150%
STATHOPOULOS * Principal	4,257.93	4,015.60	0.845%	72.84	51.83				4,278.94	3,603.28	0.845%
Income	417.38	40.80	0.009%	0.74	0.53	106.94			524.53	36.61	0.009%
JOSEPH IAROCCHI * Principal	9,933.80	9,933.80	2.089%	180.19	128.21				9,985.78	8,913.80	2.089%
Income	276.52	270.94	0.057%	4.91	3.50	269.03		900.00	(353.03)	243.12	0.057%
COLUMN TOTALS	\$421,681.18	\$475,488.89	100.00%	\$8,624.98	\$6,137.10	\$12,535.46		\$48,054.45	\$388,650.07	\$426,665.85	100.00%

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

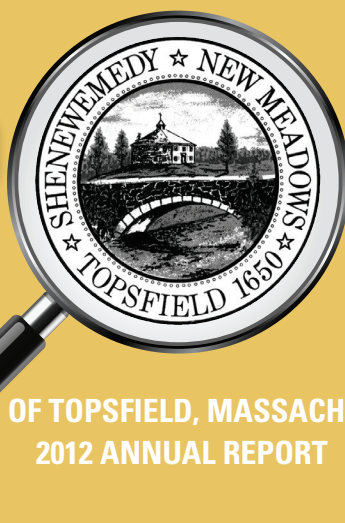
GEORGE GOULD TRUST (1)	JUNE 30, 2011 BALANCES		FISCAL 2012				JUNE 30, 2012 BALANCES	
	BOOK VALUE	MARKET VALUE	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BOOK VALUE	MARKET VALUE
PRINCIPAL ACCOUNT	5,351,781.73	6,217,926.78	78,909.34	48,952.74	0.00	0.00	5,381,738.33	6,097,647.43
INCOME: FUND A - BOOKS	470,477.21	482,747.64	0.00	566.85	106,620.20	93,123.91	483,406.65	488,727.35
INCOME: FUND B - ART & MAINT	215,629.46	276,874.36	0.00	322.07	97,478.58	80,295.77	232,490.20	291,237.67
COLUMN TOTALS	6,037,888.40	6,977,548.78	78,909.34	49,841.66	204,098.78	173,419.68	6,097,635.18	6,877,612.45

(1) Funded October 1988



Photo: Kindra Clineff Photography

topsfield



in focus

TOWN OF TOPSFIELD, MASSACHUSETTS
2012 ANNUAL REPORT