

# 2013 TOPSFIELD ANNUAL REPORT



CHARTING OUR COURSE



# Town of Topsfield Massachusetts

July 1, 2012 through June 30, 2013



The Annual Reports, Receipts, and Expenditures  
of the Town Officers  
for the 2013 Fiscal Year

Credits and Acknowledgments:

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Sam LaRussa, *Masconomet High School*

Juliette Rehak, *Masconomet High School*

Joseph Yutkins, *Masconomet Photography Archives*

Cover photo courtesy Kindra Clineff Photography, Topsfield, MA

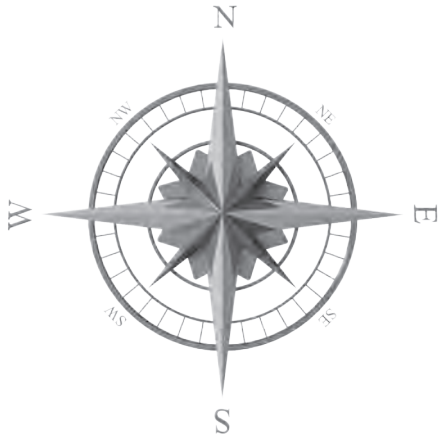
*www.kindraclineff.com*

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Note:

All financial data cover the period July 1, 2012 through June 30, 2013.  
However, for the reader's benefit, and to make this a more meaningful publication,  
individual reports may list more current significant events.






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## Charting our Course

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70°W 57' 39.708"

*Coordinates: 42°N 38' 30.357" / 70°W 57' 39.708"*

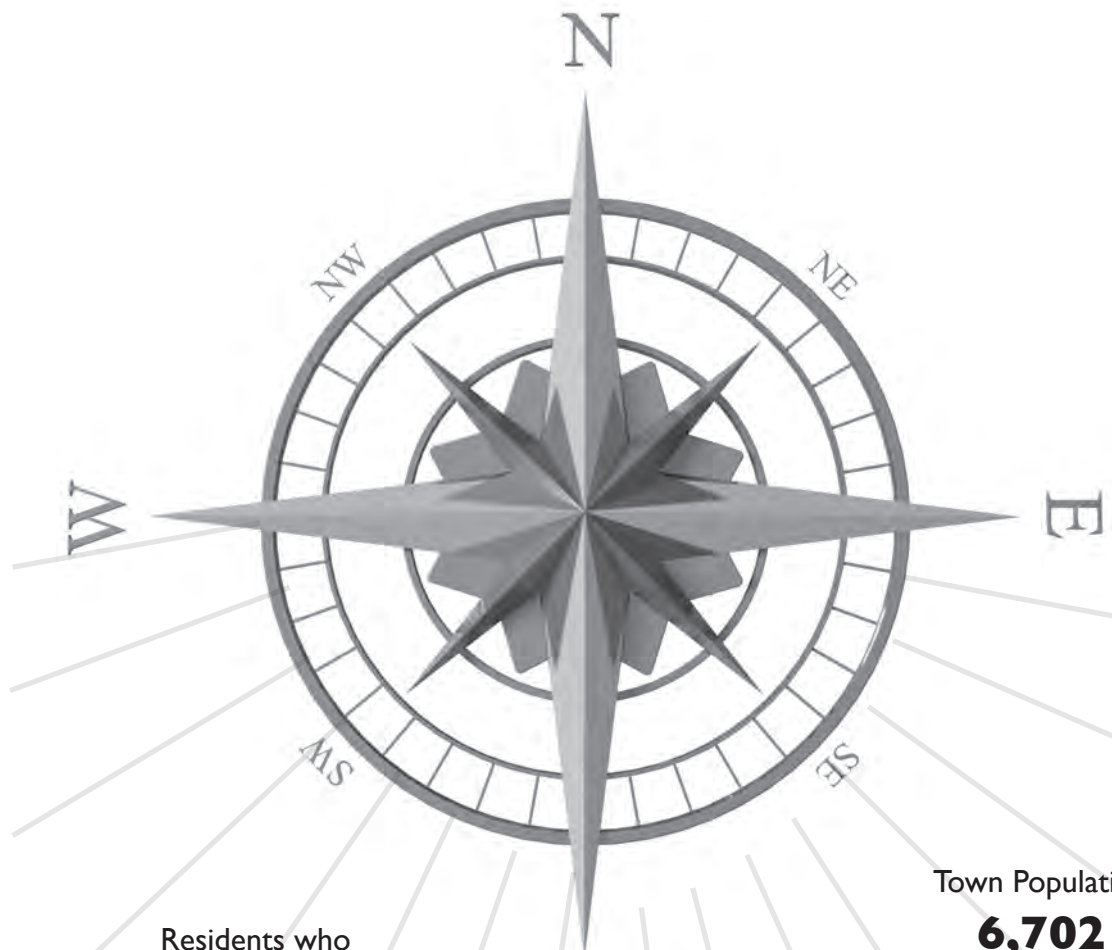
*Topsfield, Center of Essex County, Northeastern Massachusetts, North of Boston by 21 miles, bordered by Ipswich, Hamilton, Wenham, Danvers, Middleton and Boxford. Encompasses 12.76 square miles with land elevation of 53% and 60 miles of roads.*

STEADYON has been the mantra for Topsfield. Stormy seas and financial and political unrest have been on the horizon for much of the country and beyond. Yet Topsfield has weathered the storms, planning and charting for the future, maintaining a steady course.

A new town administrator at the helm, active selectmen, involved committees of citizens and compassionate families have banded together. Strategic planning for the future has continued to keep our schools exceptional, our Town government intact, our library a haven. Steady leadership has allowed our parks and open space to be maintained well, our roadways and homes safe, our way of life in this small town of exceptional beauty, a constant beacon of light and hope.

The seas may be tumultuous around us, but Topsfield is firmly rooted, with a clear navigational plan, and a solid framework to weather all storms.

42°N 38' 30.357"



Residents who  
turned in  
absentee ballots in 2013

**120**

Registered as  
Green Rainbow Party

**1**

Acres mowed  
by the Park & Cemetery  
staff per week in summer

**450**

Stop Signs  
in Topsfield

**80**

Number of truckloads of snow  
removed from sidewalks

**50**

Registered  
Independent  
voters

**2,737**

Trees removed as  
safety hazard

**30**

Tons of road salt used  
in 2013

**1,800**

Number of deaths

**69**

Percentage of  
Topsfield population  
over 65

**15.4**

Baby Girls  
born in 2013

**23**

Most popular name of Topsfield babies  
in 2013 –  
Joshua & Abigail

Average class size of 6th  
grade at Proctor

**19**

Town Population  
**6,702**  
up 16 from last year

Dog licenses  
issued

**1,069**

Baby Boys  
born in 2013

**18**

Number of students  
enrolled K-6

**563**

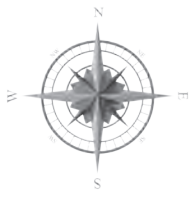
# Charting Our Course

## Who Are We in 2013?

To chart a course for the future, we have to know who we are.

What is Topsfield all about? Here is a snapshot of our town with some things you might not have known...but should!





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## In Memoriam

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### *Natalie Kalscheur Anderson*

Natalie (Nat) Anderson and her husband Tom met at the University of Wisconsin where she earned a BS in journalism. They moved to Boxford in 1962, and then to Topsfield where they raised four daughters. She served as Children's Librarian at the Ipswich Library and the Topsfield Library. An avid gardener, she earned the Presidential Award in 2012 from the New Meadows Garden Club. She served as a trustee of the Topsfield Library and was involved in numerous volunteer activities in the schools and in town, cherishing family, friends, flowers and books.

### *John Eben Borden*

John was a well-known man in Topsfield, living in town for over fifty years. He served on the Finance Committee from 1986-1990, as Selectman from 1990-1993, and later as Town Moderator, where he was known for his keen mind, humor and fairness. A graduate of Harvard Business School, he worked for many years at General Mills and Gorton's of Gloucester, while raising his two sons, with his wife Margaret (Mimi). He also served on the Zoning Board of Appeals and was on the Vestry at Trinity Church in Topsfield, among many roles at the church.

### *Leonard C. Broughton*

Leonard (Len) Broughton was a man feared and admired by hundreds of youth at Masconomet. He taught and then was Principal of the Middle School for 38 years, implementing new curriculum and training teachers, leading Masconomet to become one of the best regional schools in the state.

### *Nicholas W. Rensch*

Nicholas Rensch was devoted to the Congregational Church of Topsfield, serving as Moderator, President of the Board of Trustees, Chair of Christian Education and two search committees, as well as Chair of Strategic Planning. His commitment to the church spanned over 37 years. Additionally, as an engineer and longtime executive with GTE as Director of Information Systems, he was instrumental in recommending and implementing the first computer system for the Town of Topsfield. An avid fisherman, he delighted in the outdoors, especially in his role as father and grandfather.



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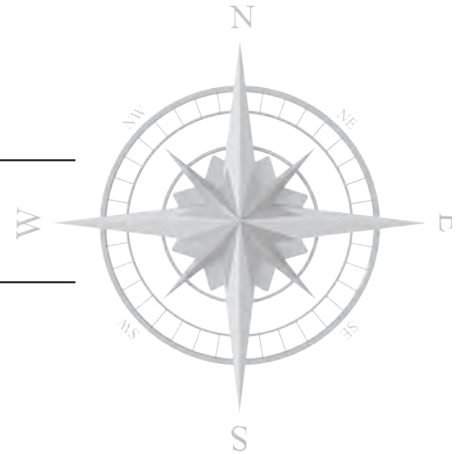


*Photo: Sam LaRussa*

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# Town of Topsfield

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Incorporated:..... 1650 (363rd 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, 2013) 6,702

Area:..... 13 Square Miles

Town Roads: ..... 60 Miles

Fiscal 2013 Tax Rate:.....\$15.95

Tax Levy:.....\$18,330,215

Congressional District: .....Sixth

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

Representative District: ..... Thirteenth Essex

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

## Schools:

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

Proctor Elementary School..... (4-6)

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

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

Town Website:..... [www.topsfield-ma.gov](http://www.topsfield-ma.gov)





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# General Town Information

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## Emergency Numbers

Ambulance – Fire – Police: ..... 911  
Beverly Hospital.....978-922-3000  
Poison Control Center .....800-682-9211  
Water Main Breaks.....978-887-2116

## National Grid

Gas Emergency .....800-231-5325 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 Service.....800-392-6100  
..... or 617-222-3200  
The Coach Company.....800-874-3377

## 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 Street.....978-887-5505

## Trinity Episcopal Church of Topsfield

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

## Civil Defense

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

## Compost Center

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

## Conservation Commission

Office.....978-887-1510

**Council on Aging**

Office.....978-887-1523

**Death Certificates**

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

**Dog Licenses**

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

**Elections**

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

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 Business.....978-887-5148

Call for Burning Permits, Fire and Smoke Alarms, and  
Oil Burner Inspections**Firearm Identification Cards**

Police Dept: .....978-887-2116

**Gould Barn**

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

**Highway Department**

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

**Historical Commission** .....978-887-1504**Housing Authority**

Little Brook Village

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

**Inspectional Services** .....978-887-1522**League of Women Voters**

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

**Library**.....978-887-1528

Monday and Thursday ..... 10 am to 8 pm

Tuesday and Saturday..... 10 am to 5 pm

Wednesday and Friday .....12 pm to 5 pm

**Marriage Licenses**

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

**Newspapers**

Salem News.....978-922-1234

Tri-Town Transcript.....978-774-0505

**Notary Publics**

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

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

**Percolation Tests**

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

**Planning Board**

Office.....978-887-1504

**Poison Control Center**

Information Center .....800-682-9211

**Police Department**

Emergency ..... 911

Communications Ctr .....978-887-2116

All Other Business.....978-887-6533

**Post Office**

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

**Pre-Schools**

Joyful Noises

Emerson Center ..... 978-887-2101 x26

Trinity Church Pre-School

River Road .....978-887-2990

Steward Integrated Pre-School

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





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## General Town Information (cont.)

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### Property Valuations

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

### Recreation Committee

Office .....978-887-1525

### Schools

Grades K thru 3

Steward Elementary School

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

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

Grades 4 thru 6

Proctor Elementary School

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

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

Tri-Town School Union Offices

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

for Elementary Schools.....978-887-0771

Grades 7 and 8

Masconomet Regional Middle School

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

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

Grades 9 thru 12

Masconomet Regional High School

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

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

### Town Accountant

Office.....978-887-1508

### Town Administrator

Office.....978-887-1500

### Town Clerk

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](http://www.topsfield-ma.gov)*

Town Cable office .....978-887-1544

**Welcome Wagon**

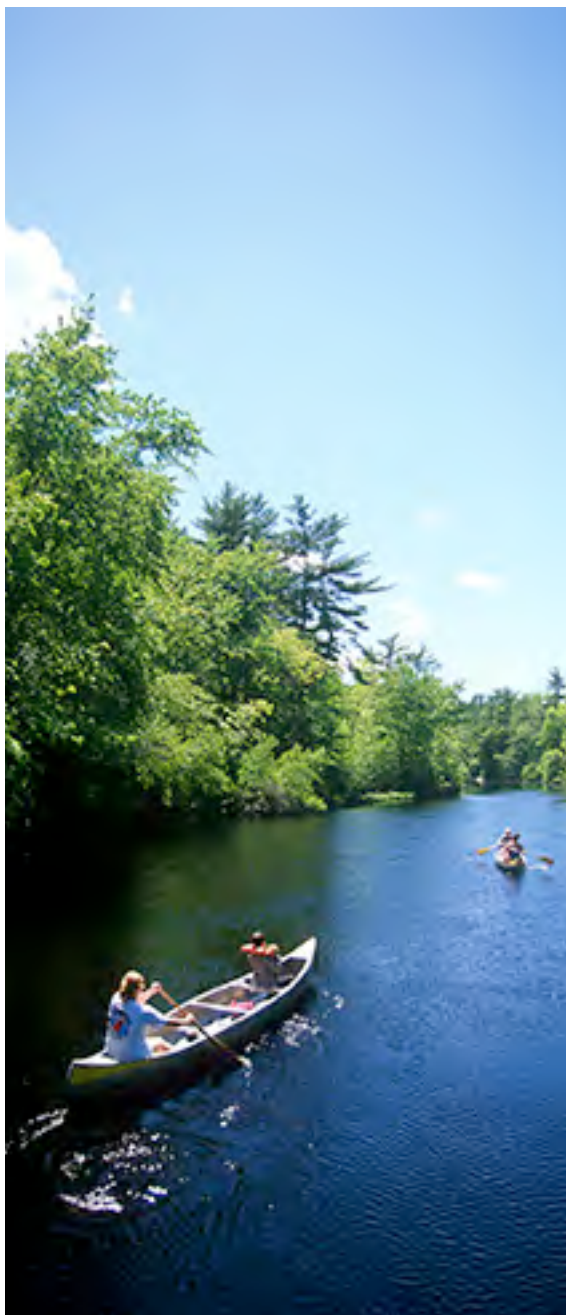
Community Greetings

Joanne Colosi.....978-777-1545

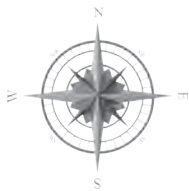
Zip Code.....01983

**Zoning Board of Appeals**

Office.....978-887-1504



*Photo: Kindra Clineff Photography*



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## Elected State Officials

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### Governor:

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

### United States Senators:

Edward Markey (D)  
218 Russell Senate Office Building  
Washington, D.C., 20510  
Tel: 202-224-2742

Local Office:  
975 JFK Building  
15 New Sudbury Street  
Boston, MA 02114  
Tel: 617-565-8519  
Internet: [markey.senate.gov](http://markey.senate.gov)

Elizabeth Warren (D)  
317 Russell Senate Office Building  
Washington, D.C., 20510  
Tel: 202-224-4543

Local Office:  
2400 JFK Federal Building  
15 New Sudbury Street  
Boston, MA 02203  
Tel: 617-565-3170  
Internet: [www.warren.senate.gov](http://www.warren.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](mailto:agoweb@state.ma.us)

### United States Representative:

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

Local Office:  
17 Peabody Sq.  
Peabody, MA 01960  
Tel: 978-531-1669  
Internet: [tierney.house.gov](http://tierney.house.gov)

### State Senator

Joan Lovely (D)  
State House, Room 215  
Boston, MA 02133  
Tel: 617-722-1410  
E-mail: [Joan.Lovely@masenate.gov](mailto:Joan.Lovely@masenate.gov)

### State Representative

Bradford Hill (R)  
State House, Room 128  
Boston, MA 02133-1020  
Tel: 617-722-2100  
E-mail: [Brad.Hill@mahouse.gov](mailto:Brad.Hill@mahouse.gov)

### Secretary of State

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

*Elected officials serving or sworn in as of January 1, 2013*

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# Elected Town Officials

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**Board of Assessors**

Lynn A. Conant .....	2013
Eldon D. Goodhue .....	2015
John W. Minnehan.....	2014

**Board of Library Trustees**

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

**Board of Road Commissioners**

Joseph K. Gibbons .....	2015
Philip G. Knowles .....	2013
Richard J. Cullinan .....	2014

**Board of Selectmen**

A. Richard Gandt.....	2015
Eldon D. Goodhue .....	2013
Martha A. Morrison .....	2014
Laura J. Powers.....	2015
Kenneth G. Vogel.....	2014

**Board of Water Commissioners**

Mark Gallagher .....	2015
Richard L. Stone .....	2013
Philip G. Knowles .....	2014

**Commissioners of Trust Funds**

Barbara Booth .....	2013
David G. Strachan, Jr. ....	2015
Richard Walsh .....	2014

**Constable**

Frederick J. Glatz .....	2014
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**Elementary School Committee**

Susan Archer .....	2014
Jeanine P. Cunniff .....	2013
Rosemarie Lucey .....	2015
Joseph J. Quigley, Jr.....	2014
Gordon P. Spater .....	2013

**Housing Authority**

George D. Anderson .....	2017
Gerald J. Buckley .....	2015
John W. Minnehan.....	2013
Rose M. David .....	2016

**Masconomet Regional School****District Committee Representatives**

Elizabewth L. Dierze .....	2014
Lawrence Lindquist.....	2013
John K. Spenser.....	2014

**Moderator**

George A. Hall, Jr.....	2013
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**Park and Cemetery Commissioners**

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

**Planning Board**

Janice M. Ablon .....	2013
Henry Goudreau.....	2013
Steven B. Hall .....	2014
Martha A. Morrison .....	2014
Ian De Buy Wenniger.....	2015

**Town Clerk**

Paula M. Burke .....	2013
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# Appointed Town Officers

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*July 1, 2012 through June 30, 2013:*

## ADA Coordinator

Jenifer Collins-Brown..... 2013

Gerald J. Topping..... 2015

John Coulon, Agent ..... 2013

## Agricultural Commission

Peter E. Mulholland ..... 2015

Trudi I. Perry..... 2015

James O'Brien ..... 2013

Sabina S. Petersen..... 2014

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

## Board of Registrars

Paula Burke (*ex-officio*) ..... 2013

Elizabeth J. Collins..... 2014

Elizabeth A. Dorn ..... 2013

Dorothy T. Wass..... 2015

## Alcohol Licensing Advisory Committee

Robert E. Hardy..... 2013

Stanley V. Ragalevsky ..... 2013

Bruce C. Spaulding ..... 2013

Nancy J. Luther..... 2013

## Cable TV/WEBSITE Committee

Paul Luippold..... 2013

Robert D. Ogden ..... 2013

Jeanne Pickering..... 2013

William B. Whiting..... 2013

## Animal Control Officer

Carol A. Larocque ..... 2013

Reed Wilson (*Alternate*)..... 2013

## Caretaker of Soldiers' Graves

Steven Mscisz ..... 2013

## Animal Inspector

Sandra L. Larson ..... 2013

Joel A. Larson (*Assistant*)..... 2013

## CDL Coordinator

David M. Bond..... 2013

## Assessor

Pauline M. Evans..... 2013

Nancy G. Gifford (*Assistant*)..... 2013

## Computer Technology Committee

Robert P. Sapienza ..... 2013

Robert L. Sunberg..... 2013

## Board of Health

Wade M. Goldman ..... 2014

Vincent F. Guerra..... 2013

William J. Hunt..... 2015

Sheryl L. Knutsen..... 2014

## Conservation Commission

James V. Carroll..... 2014

Mark O. Erickson. .... 2014

Cheryl A. Jolley..... 2015

Holger M. Luther..... 2014

James S. MacDougal ..... 2014

Jennie M. Merrill ..... 2013

Lana R. Sequin-Spillman, Admin. .... 2013



**Council on Aging**

Lawrence C. Atkins .....	2013
Lois Carpenter .....	2015
Patricia A. Carroll.....	2015
Gracia A. Clemson .....	2015
Mary Jolene Guerra.....	2013
Carole Moore .....	2016
Jacqueline A. Rizzo.....	2014
Penny Rogers.....	2014
Shirley Sciora .....	2015
Jodi Gibeley, <i>Executive Director</i> .....	2013

**Cultural Council**

Emily Collins .....	2015
David W. Juliano.....	2015
Mary E. MacDonald .....	2015
Karen E. Nadherny .....	2014
Laura O'Connor .....	2014
Michele L. Sabri .....	2015
Julie C. Sullivan.....	2015
Jacqueline White .....	2015

**Fence Viewers**

Jenifer Collins-Brown.....	2013
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**Finance Committee**

Heidi L. Bond.....	2015
Paul E. Dierze .....	2014
Jonathon D. Guido .....	2015
Karen A. Dow .....	2013
Kathryn S. Hartmann .....	2013
Mark B. Lyons.....	2015
Daniel Shugrue .....	2014

**Forest Warden**

Ronald P. Giovannacci.....	2013
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**Historical Commission**

Kindra L. Clineff.....	2015
Glen P. Gollrad.....	2014
Elizabeth R. Mulholland .....	2013

**Highway Superintendent**

David M. Bond.....	2013
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**Inspector of Buildings**

Glenn A. Clohecy.....	2013
Kenneth A. Ward ( <i>Alternate</i> ) .....	2013

**Inspector of Gas and Plumbing**

Stanley Kulacz .....	2013
Kevin Dash ( <i>Alternate</i> ) .....	2013

**Inspector of Wires**

John P. Thompson.....	2013
David Levesque ( <i>Alternate</i> ).....	2013

**Keeper of Clocks**

Norman J. Isler.....	2013
Robert L. Winship .....	2013

**Mapping Committee**

Pauline M. Evans.....	2013
Gregory R. Krom .....	2013
James S. MacDougall .....	2013
Robert L. Winship .....	2013

**MBTA Representative**

Gregg A. Demers.....	2013
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**Memorial Day/Veteran's Day Committee**

Richard J. Cullinan .....	2013
Alan L. Grenier .....	2015
Patricia J. Landgren .....	2014
Harry W. Lear, Jr. ....	2013

**North Shore Vocational School****District Committee**

Trudi I. Perry.....	2013
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**Open Space Committee**

Joseph D. Geller.....	2013
Reginald Lockwood.....	2013
David D. Merrill .....	2013
Pamela J. Newport .....	2013
Melissa A. Ogden .....	2013

**Parking Ticket Clerk**

Donna C. Rich.....	2013
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## Appointed Town Officers (cont.)

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**Public Works Committee**

David M. Bond..... 2013  
Gregory R. Krom ..... 2013  
Stephen J. Shepard ..... 2013

**Purchasing & Community Dev. Coordinator**

Roberta M. Knight..... 2013

**Rail Trail Committee**

Roy J. Baessler..... 2013  
Katherine E. Carlson..... 2013  
Gregg A. Demers..... 2013  
Joseph D. Geller..... 2013  
David C. Read ..... 2013  
Kathleen A. Tremblay..... 2013

**Recreation Committee**

Joseph D. Geller..... 2013  
Jodi Gibeley ..... 2013  
Laura J. Powers..... 2013  
Stephen J. Powers ..... 2013

**Recycling Committee**

Belinda E. Young..... 2013

**Renewable Energy/green Communities Committee**

Sara J. Beck..... 2013  
Joseph D. Geller..... 2013  
Bruce Edward Dyas..... 2013  
Henry A. Goudreau..... 2013  
George P. Hall Jr. .... 2013  
Robert L. Winship ..... 2013

**Sealer of Weights and Measures**

Robert D. Rose ..... 2013

**Soil Removal Board**

Steven B. Hall ..... 2013  
Jeannie Merrill ..... 2013  
Robert J. Moriarty..... 2013

**Stormwater Management Committee**

David M. Bond..... 2013  
Glenn A. Clohecyc..... 2013  
Joseph K. Gibbons ..... 2013  
Gregory R. Krom ..... 2013  
Holger M. Luther..... 2013  
Jonathan J. Young..... 2013

**Surface Water and Groundwater Study Committee**

Walter D. Harmer ..... 2013  
Gregory R. Krom ..... 2013  
Charles K. Wilkinson..... 2013

**Town Accountant**

Pamela J. Wood..... 2015  
Rosalba Giuffrida (*Assistant*)..... 2015

**Town Clerk, Assistant**

Mary Elizabeth Willis..... 2013

**Town Counsel**

Kopelman & Paige, P.C..... 2013

**Town Treasurer & Collector**

Barbara B. Michalowski..... 2014  
Ann D. Gill (*Assistant*)..... 2014

**Tree Warden**

David Bond..... 2013

**Veteran's Agent**

Richard J. Cullinan ..... 2013

**Veteran's Graves Registration Officer**

Richard J. Cullinan ..... 2013

**Wallace Kneeland Memorial Committee**

Charles R. Denault, Jr. .... 2013

Scott C. Dow ..... 2013

Phil G. Knowles ..... 2013

Robert L. Winship ..... 2013

**Zoning Board of Appeals**

Jody L. Clineff..... 2017

David D. Merrill ..... 2016

David P. Moniz ..... 2015

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

Gregor Smith ..... 2013



*Photo: Masconomet Photography Archives*



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# Board of Selectmen

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## Membership of the Board

The board began in July 2012 with Chairman Eldon Goodhue, Clerk Martha Morrison, and members Laura Powers, Dick Gandt, and Ken Vogel. In May, Eldon Goodhue was reelected to the Board and the Board then reorganized with Ken Vogel as Chairman and Martha Morrison again as Clerk.

## Donations and Partnerships

Topsfield is blessed with people and organizations that generously give of their talents and resources to community projects. A few of this year's are highlighted here.

- The Town's Park Street parking lot was extended to Summer Street and landscaped with grass and trees to beautify this previously unused and unkempt area. The entire project was done by the 'Institution for Savings' under an agreement with the town and provides additional parking for all users including the bank's employees and patrons.
- At Steward School a new playground replaced the old one which was no longer safe. Private donations of \$97,109 funded the project which was built by volunteers over a weekend and then gifted to the elementary schools.
- A walking path was built around Klock Park, and a picnic and exercise area was created in an unused wooded area contiguous to the Park. The entire project was undertaken by 'EBSCO Information Services' which had become a recent neighbor to the Park.

- The American Legion Post in Topsfield provided the leadership to create a Korean War Memorial for the Veteran's Green. Funded by donations, it was dedicated at the Town's Memorial Day Parade.
- The property at the northern gateway to Topsfield, at Route 1 and Ipswich Road, had fallen derelict, and with wetlands and the Mile Brook is environmentally sensitive. A gracious resident purchased the property, removed the derelict structures, and then donated this prominent parcel to the Town as Open Space for conservation purposes.

## Personnel

***Town Administrator*** — As the year began our Town Administrator, Ginna Wilder, had announced plans to retire and we were preparing to search for a new administrator. As time was moving quickly, however, we decided to consider an interim administrator to come onboard in January. After some searching and discussion, we asked Ginna to consider staying on for up to six more months. Thankfully, Ginna obliged.

As the Town appropriated funds at the 2012 Town Meeting, we issued a request for proposal for a search consultant and received three responses. We also asked the Collins Center at the University of Massachusetts for a proposal. While the consultants were all very capable, we ultimately selected the proposal from the Collins Center. We considered appointing a citizens' search committee to work with the Center, but with time moving quickly we rejected that option.

As the year closed, the Center was committed to delivering candidates' names to the Board within days. With Ginna's retirement at the close of the year also, members of the Board were prepared to temporarily assume Town Administrator duties.

**Veterans Service Officer** – In Topsfield, the role of a Veterans Service Officer (VSO), a position which is required by state law, has been filled by volunteers. After some four years in the role, our current volunteer announced his plans to step down. Since we were unable to find a new volunteer for next year, we asked and the town appropriated \$12k to fund a contract to provide VSO services to the Town. We thank our current volunteer Richard Cullinan, his predecessor, the late Matt Boyle, and all those who preceded for their generous, heartfelt dedication to our veterans and the town.

### Communicating

We recognize the value of communicating within our municipal organization, and we also recognize the importance of communicating to and from our residents. Communications is a recurring theme in our goals and we are committed to taking advantage of new technologies and expanding the ways in which we communicate; however, that task is challenging.

**Regional Emergency Communications Center** – In July 2010, along with five other municipalities, the Town entered into an agreement to join a regional center to answer our '911' calls. The project has proceeded and in February construction of the center, located in Middleton, was complete. The Town's dispatch function had been scheduled to transfer to the center in the fourth quarter of fiscal year 2013. After several postponements, however, our scheduled transfer was moved to the next year.

**Townwide Message Alert System** – A 2013 Town Meeting warrant article proposed engaging a service the town could use in the event of an emergency to call all residents. The article was not approved.

**Cable TV** – The Town has broadcast local municipal events such as live Board of Selectmen's meetings for

about a dozen years. As a volunteer, Bill Whiting initiated that broadcasting project and then managed its daily operations from vendor negotiations and personnel to troubleshooting and technology transitions. This year Bill said it was time to retire. We struggled but were unable to find another volunteer or other solution before Bill's retirement. So after a dozen years of operation, our local cable went 'dark' following the Board's meeting of June 10th. We look forward to returning to our local programming sometime next year.

We thank Bill for his vision and leadership through these early years of the Town's TV programming, as well as for his launch and nurturing of our town website. Bill has made a huge impact on our ability to communicate with residents.

### Operational Efficiency

**Permitting** – Last year we announced plans to implement an application to improve the efficiency and management of our permitting process. This year we selected a vendor and began that implementation. We also retained the vendor's consulting services to guide us and to tailor the system to the needs of our departments. The initial users will be the Inspectional Services Department, the Board of Health and the Conservation Commission whom are scheduled to go 'live' the first quarter of next year.

**Building Assessment Study** – Using last year's Town Meeting appropriation, we engaged a consultant to do a comprehensive assessment of the Town's municipal buildings. The study identified projects ranging from hundreds to millions of dollars in priorities ranging from grandfathered to critical. As a small but initial step we allocated about 35% of next year's capital appropriation to address some of the most important items identified in the study. In future years we will continue to evaluate the study's projects and allocate capital.

**Remote Hosting of Accounting Application** – We transferred the hosting of our accounting application software from our local server to a vendor, 'Tyler Technologies', under an Application Service Provider agreement. Preparation for transfer to this new envi-





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## Board of Selectmen (cont.)

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ronment required upgrades to our local workstations as well as our network. Under the service agreement, the vendor provides and manages the application's hardware, software and updates, provides data backup and recovery and, if necessary, disaster recovery services.

### Historical Heritage

Topsfield enjoys a rich colonial heritage which includes the 17th century Parson Capen House and the Congregational Church that are included in the Topsfield Town Common National Register District. Both celebrated important anniversaries this year. The Church commemorated the 350th anniversary of its founding in Topsfield. The Topsfield Historical Society celebrated the 100th year of its stewardship of the Parson Capen House. Each of these structures is a daily reminder of Topsfield's and our country's colonial roots. It is an honor for the Town to be a part of our nation's earliest history.

### Conclusion

Topsfield is endowed with a dedicated community spirit which is evident in the contributions of its volunteers. We give a sincere thanks to our elected and appointed volunteers and to all our residents who volunteer their time and talents in so many ways to make Topsfield the delightful community it is.

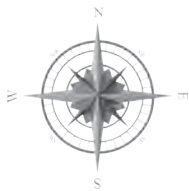
We are especially grateful to our dedicated employees who embrace our efforts and contribute their knowledge and expertise to achieve our common goals. You keep our Town safe and running each day in service to our residents. With sincere respect – thank you.



*Board of Selectmen 2013 – L-R: Dick Gandt, Ken Vogel, Laura Powers, Eldon Goodhue, Martha Morrison.*



*Photo: Kindra Clineff Photography*



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# Town Clerk

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## Elections

After a very busy presidential election year in 2012, two special elections were called by the state legislature when Massachusetts Senator John Kerry was confirmed as Secretary of State in January. A primary was held on April 30, 2013 and a final on June 25, 2013. Towns holding Annual Town Elections in the spring were given permission by the State to conduct “dual elections” to reduce both costs and voter fatigue. With the advice of the Town Clerk, the Board of Selectmen voted unanimously to hold a dual election on April 30, 2013. The Topsfield voters seemed to embrace this concept, which required conducting two separate elections on the same day; voters picked up the two distinct ballots as they checked in to the polling site and entered the ballots into separate machines as they checked out. Though two entirely separate check-in/check-out crews were required, the town realized some savings as the warden and constable oversaw the entire polling site. Voter turnout was an impressive 23% for each election. Dual elections, when necessary, would be recommended in the future. State Auditor Suzanne Bump fought vehemently to ensure that municipalities would be reimbursed for expenses related to the special elections. The newly elected local officials were sworn-in during the annual ceremony, which was held May 10, 2013.

In the Special State Election on June 25, 2013, voter turnout was again impressive at 39.6%. New Town Clerk Ann Gill, along with her seasoned team, conducted a flawless event.

## Vital Records

Locally, nothing unusual happened with regard to vital records. At the State level, some noteworthy staffing changes were made in the Office of Vital Records and Statistics. Until announcing her departure, Town Clerk, Paula Burke, continued to serve on the task force charged with helping the State convert to electronic death records. Funding cuts proved a major obstacle as the path was being laid for this transition. A launch date of January 2014 remains the target.

## Town Meeting

At the Annual Town Meeting on May 7, 2013, new Moderator George Hall successfully introduced the Town Meeting mechanism known as a Consent Calendar. This useful strategy streamlines the Town Meeting process and can be a significant time-saver. In 2013, the seven articles grouped together ranged from the authorization of grants to the establishment of revolving funds. Most likely, the number of articles included in the annual consent calendar will increase. Two citizens' petitions successfully passed, one relative to the retail sale of wine to be consumed on the premises at Alfalfa Farm at the Special Town Meeting and one relative to making a contribution to Senior Care Inc., an authorized service provider for Topsfield elders, at the Annual Town Meeting.

## Open Meeting Law

The Massachusetts Division of Open Government released an updated Open Meeting Law Guide on March 12, 2013. “The revisions include information about changes to the AG’s OML regulations that occurred



during the past year, as well as guidance from recent determinations made by the Division in response to OML complaints.”

### Conflict of Interest/Ethics

On December 10, 2012, the long-awaited sequel to the Conflict of Interest online training was released. One of the most significant advances in the second version was to provide different online training programs for state/county and municipal employees. On March 18, 2013, the Board of Selectmen (and on March 20, 2013, Elementary School Superintendent Bernie Creeden) adopted the Conflict of Interest Exemption List that was developed by Selectman Richard Gandt after Town Clerk, Paula Burke, provided him with a template that had circulated among the Massachusetts Clerks for the purpose of exempting those town volunteers/part-time employees for whom the situations described in the training would be irrelevant. Mr. Gandt's initiative was in keeping with his continuing goal of reducing the burden on volunteers who are so greatly appreciated in Topsfield.

### Animal Control

In order to adapt to the changing landscape relative to animal control, the Massachusetts legislature approved on August 2, 2012 Chapter 193 of the Acts of 2012, to be effective November 13, 2013. Crafted by several animal advocacy groups in consultation with dog owners, city/town officials, and public health agents, the Massachusetts Animal Control Law is projected to have positive financial implications for taxpayers. Locally, the passage of the new law resulted in Article Forty-sixth being brought before the Annual Town Meeting; Article Forty-sixth altered the fee structure of dog licensing in Topsfield in order to bring the town into compliance with the new legislation. As a result of a strong collaboration between the staff in the Office of the Town Clerk and Topsfield's Animal Control Officer, a record number of canines (1,055) were licensed in Topsfield.

### Town Government Review

A very dedicated group of town volunteers served for more than a year on the Town Government Review Committee, which explored in-depth by analytical com-

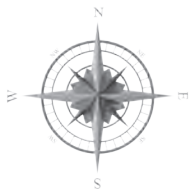
parisons the structure of Topsfield's local government. They recommended revising the organizational structure of Topsfield's government, including converting the position of Town Clerk from elected to appointed. Massachusetts Town Clerk's Association president Donna Hooper wisely stated in the March 2013 edition of the organization's newsletter, "As municipal government becomes more complex and local charters continue to be reviewed for change, whether the position is elected or appointed is not as critical as whether the Town Clerk is properly trained and prepared to develop and maintain the technical competencies to perform the responsibilities in a manner that upholds the statutes governing the position, and supports the professionalization of the position and its value and role within the community." The continued support by the town for the professional development of our Town Clerk and her staff is highly recommended.

### Community Service

Always supportive of community/educational events, the Office of the Town Clerk welcomed an intern from Masconomet Regional High School during the spring of 2013. Topsfield resident Ashor Azeni reported to the office for 4 weeks nearly 40 hours/week (well in excess of the requirement) starting in April as part of his senior internship project that would combine field training along with research to relate operations, with an emphasis on elections, in Topsfield to similar offices around the globe. Specifically, Ashor wrote in his proposal, "I will compare the elective process and structures between America and another democracy." Ashor's dedication was impressive and leads to a feeling of optimism about future generations. Thank you, Ashor, for your eagerness to learn and willingness to perform whatever task required attention. Thanks, also, for your enthusiastic participation in your first Town Meeting.

### In Gratitude

If I were to mention all of the individuals to whom I am grateful for the support and cooperation throughout my term, this report would continue for pages. Suffice it to say that during my tenure as Town Clerk, I felt the support of the town employees, the town volunteers, and



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## Town Clerk (cont.)

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the residents. The past three years, though challenging and time-consuming because ten elections were squeezed into a relatively short time period (during which intensive training was required of three people in the office), have been wonderful and memorable. Ultimately, the difficult decision to not seek re-election was based on the needs of my family. Thanks to all who have made me feel appreciated. I have no doubt that our newly elected Town Clerk, Ann Gill, will accelerate the pace of progress in the office as she carries the torch. I worked diligently to leave the office in good order, especially by training, to the best of my ability, an exceptional Assistant Town Clerk, Beth Willis. Serving Topsfield in many roles since moving here eighteen years ago continues to be an honor and a privilege.

Respectfully submitted,

*Paula M. Burke, Town Clerk, May 2010 – May 2013*

As I transitioned into my new position as Town Clerk, I was fortunate to start off by attending a Clerk's Conference, providing much needed exposure to many responsibilities of the Clerk. Upon my return, the first few weeks were dedicated to learning the day to day operations of the office. Assistant Town Clerk, Beth Willis, remained on in her position, a true asset to the office, helping to make the transition smoother.

Preparation was well underway for the Special Election held on June 25th. Surrounded not only by the experienced poll workers, I had the help of Constable Fred Glatz, Town Warden Jack Armitage, and former Town Clerk Paula Burke. With this support, the Special Election ran successfully.

As I continue undertaking this new adventure, familiarizing myself with not only local and state law and policies, but also assisting residents with various requests and tasks, I look forward to the future in this new position of Town Clerk.

Respectfully submitted,

*Ann Gill, Town Clerk, May 23, 2013 – June 30, 2013*



## Statistical Town Data For 2013

***Town Population***

(January 1, 2013) .....6,702

***Registered Voters***.....4,426

Party Totals:

Democrat .....803

Republican .....877

Green-Rainbow .....1

Libertarian .....7

Unenrolled (Independent) .....2737

***Births***

Recorded &amp; Filed .....41

***Marriages***

Intentions Recorded &amp; Filed .....30

Licenses Issued .....30

Licenses Recorded &amp; Filed .....30

*(1 from license issued in 2011)****Deaths***

Burial/Crematory Permits

Recorded, Issued &amp; Filed .....41

Certificates Recorded, Issued & Filed .....38  
(Occurrence Community)

Certificates Recorded &amp; Filed .....31

(Residence Community)

Total Death Certificates Recorded &amp; Filed .....69

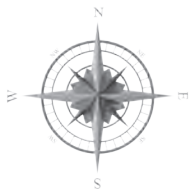
***Dog Licenses***

Recorded &amp; Issued .....1,069

***Commercial Kennel Licenses***

Recorded &amp; Issued .....2

*The results of the Annual Town Election and Special State Election are contained on pages 106 –108 in this Annual Report.*



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# Police Department

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Our department continued to focus on community services and policing operations to ensure the safety of the citizens of Topsfield. As you are aware, we strive to be seen in the neighborhoods and feel police visibility within your neighborhood is paramount to preventing and reducing property crimes such as burglaries and thefts. This year we have been fortunate to have seen major reductions in all crime areas and traffic accidents with the exception of drug offenses. The increase in this area is a reflection in the increase in marijuana citations issued.

New challenges face us in the future with the switch over to the Regional Emergency Communication Center in Middleton.

## Essex County Regional Emergency Communication Center

Long in the making, and approved at an earlier Town meeting, the Essex County Regional Emergency Communication Center located at the Essex County Sheriffs facility in Middleton, consists of six towns, Middleton, Essex, Wenham, Amesbury, Beverly and Topsfield. The Towns of Wenham and Essex went online in late June and Topsfield is expected to be online by late fall.

Your emergency calls that had gone to the State Police in Framingham will now be going to Middleton. Your business calls will continue to come to the Topsfield Police Station through our new telephone system, where they will be directed to the extension requested or back up to the Regional Center for answering.

Members of the public who come to the police station when the station itself is not manned will be required to pick up a phone in the station lobby area to be in contact with the Regional Dispatch Center. The center will direct our officers to respond the citizen request.

We will continue to work through the transition process while maintaining the highest level of service you expect.

## Traffic Safety Division

Traffic Safety remains a major concern for our department. The Traffic Safety Division was busy researching and evaluating hazardous or high accident areas in Town as well as increasing education and signage options while working with our patrol units increasing our enforcement on these targeted areas. As a result, we have seen a reduction in motor vehicle accidents over the past year. We will continue to address specific neighborhood traffic concerns. Should you wish to contact us to have your neighborhood evaluated, please contact Chief Haglund directly.

## Community Notification System

*"We Want to Get the Message Out"*

The Topsfield Police Department is sending all Citizen 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 directly 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

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*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](http://www.topsfieldpolice.com) and click  
on the NIXLE sign up icon.*

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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](http://www.topsfieldpolice.com) and click on the NIXLE sign up icon. You can customize what you want to receive for alerts. Stay informed. Be alert.

### **Basic Firearms Safety Classes**

The Topsfield Police Department continued offering 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. Changes for this year now require a fee of \$50 for Topsfield residents and \$75 for nonresidents for the program. As of this writing, over 200 people have successfully completed the course. We will make periodic notifications throughout the year as to when the classes will be offered.

### **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 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. Funding continues to be an issue for this program. It is our hope that organizations, businesses and individuals can step forward to assist 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 eight academies totaling 154 graduates. We are planning our ninth academy to start in the fall. 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](http://www.topsfieldpolice.com/citizenspoliceacademy) or drop us an email at [ehaglund@topsfieldpolice.com](mailto:ehaglund@topsfieldpolice.com) and we'll add you to the list.

### **Vehicle Fleet Update**

Major changes within the police vehicle market occurred this year with the end of the classic Ford Crown Victoria model cruiser which had been the mainstay of police cruisers since the 1980's. Ford has introduced the new Police Interceptor Sedan or SUV package which is being built on the Taurus frame. We have started to replace our older Crown Victoria cruisers with this new style and presently utilize one of the new style sedan interceptors and 2 new style SUV's interceptors. A benefit to the new style cruiser is that we have opted for the smaller 6 cylinder engine over the larger V8 interceptor engines of the Crown Victoria's. We should see a substantial increase in fuel savings with this selection.

Our goal is to maintain a fleet with lower mileage, while reducing repair and fuel costs that are directly related to the vehicles' age. I encourage you to support our scheduled vehicle replacement plan for the upcoming Town Meeting.



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## Police Department (cont.)

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### Criminal Investigation Division

The Criminal Investigation Division has seen an increase in overall cases over the past year including identity fraud, metal thefts, motor vehicle thefts, narcotic investigations, as well as other forms of larceny, scams and burglary cases.

- Our Detectives were able to resolve a major residential burglary bringing charges against suspects from Revere, Reading, Woburn and Topsfield. Detectives recovered stolen items from the Topsfield residence that included firearms, collector items and jewelry. Scene processing led to a quick arrest of those responsible for the firearms theft which was recovered before the firearms could be sold on the street. Investigation into two additional burglaries also resulted in suspects.
- Narcotics arrests netted Heroin, Cocaine, Prescription drugs, Ecstasy and Marijuana. The majority of the narcotic arrests were of suspects from outside this community bringing narcotics into Topsfield.
- Arrests for sexual offenses were made for an aggravated assault case and an arrest of a registered sex offender who was not in compliance.
- Motor vehicle thefts and car breaks have increased over the spring and summer in Topsfield as well as neighboring communities.
- Identity fraud cases have led to arrests; however the majority of fraud cases have shown the suspects to be out of the country.
- Metal thefts from area businesses are becoming more prevalent.
- Investigations have also led to arrests in tagging, larceny and various scams.

The investigation division continues to work throughout the community educating our residents in current criminal trends and criminal awareness. We continue to strive to make Topsfield the safest community possible.

### 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.

### Police Movie Night

Our annual Police Movie Night was a resounding success having over 380 members of the community get together for free ice cream, popcorn and bicycles raffles on the Topsfield Common while watching a family orientated movie. A great time was had by all and we wish to thank the Topsfield Fair, Fiesta Shows, Chunky's Cinema, HP Hood and all the members of the Topsfield Police Department and Police Association who contribute to making this a fun and enjoyable event for the families of Topsfield.

We thank you for your support as we continue to serve you in the most professional and dedicated manner. Please feel free to contact our department with any of your concerns.

Respectfully submitted,

Evan E.J. Haglund  
*Chief of Police*

## Topsfield Police Department 2012-2013 Statistics

	FY2013	FY2012
Arrests	238	148
MV Enforcements		
Warnings	1238	1216
Citations	567	680
Criminal Complaints	59	78
O.U.I. (Oper Under the Influence)	24	44
MV Accidents (investigated)	134	81
(not investigated)	43	45
Domestics	23	17
Disturbances	32	33
Loud Groups/Noise Complaints	43	30
Assaults (non-sexual)	5	20
Vandalism	62	98
Juvenile Related	38	107
Suspicious Activity	565	543
Medical Aids	521	487
Alarms	311	546
Animal Calls	134	129
Protective Custody	13	22
Physical House Checks	715	1471
Theft of Motor Vehicle	5	1
Larceny from Motor Vehicle	15	15
Unlawful entry of Motor Vehicle	0	5
Larceny from Residence	2	8
Larceny of Bicycle	1	2
Larceny General	14	25
Residential Burglary	3	8
Commercial Burglary	0	1
Burglary General	2	0
Armed Robbery	0	1
Alcohol Related Incidents		
(not including OUI)	16	51
Drug Related Incidents		
(not including OUI)	96	88
Homicide	0	0
Calls for Service	14611	18313
Total calls	19530	25160

*(Statistical tabulation for 2012-2013 fiscal year)*





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# Police and Fire Rosters

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## Police Department Personnel 2013

### 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 Bettencourt

### 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

### Office Manager

Catherine Gerry

### Auxiliary Officers

Off. Stephen Shepard  
Off. Paul Polonsky  
Off. James Bonfanti  
Off. Melissa Alleruzzo  
Off. Robert Varney  
Off. Robert Smith  
Off. Kevin Boodoo  
Off. Derek Wood  
Off. Matthew Melto  
Off. Michael Gelineau  
Off. Michael Cassidy  
Off. Kerry Stokes

### Full-Time Dispatchers

James Gettman  
Melissa Alleruzzo  
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

## Fire Department Personnel Listing 2013

### Officers:

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

Denault, Jr., Charles - *Captain*  
*Training & Hazardous Materials Coordinator* \*\* %

Collins-Brown, Jenifer - *Captain*  
*Emergency Medical Services Coordinator* \*\* ^

Moore, Darrell, - *Captain* ^  
Bond, David - *Lieutenant* %  
Wood, Donald - *Lieutenant* %

### Support Staff:

Lemiesz, Susan, *Administrative Assistant*

### Firefighters:

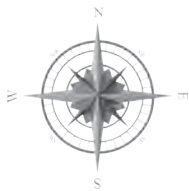
Ahern, David\*  
Ash, Thomas\*  
Boeri, Robert\*  
Brown, Charles\*  
Brown, Conor\*\* \*  
Costanza, Luigi\*  
Courtemanche, Roland\*  
Erickson, Christopher\*  
Feltault, Jerome\*  
Fontaine, Travis\*  
Fuller, Leonard\*\* \*  
Harper, Tamara\*  
Horne, Jeff\*  
King, Peter^  
Looney, Sean\*  
Lord,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

\*\* Career

\* EMT=Emergency Medical Technician

% EMTI=Intermediate

^ EMTP=Paramedic



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## Fire Department

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Topsfield has an on-call Fire Department augmented by two full-time Firefighters on duty from six in the morning until six at night daily. The Department works very hard to supply a sufficient response to emergencies during time periods when Call Firefighters are out of town working at their regular, full-time jobs. Our response is determined by the number of Call Firefighters around town during a fire or other emergency. I remain concerned about the inadequacies and capriciousness of the on-call system. This system is currently being re-evaluated by many communities across our nation. It is a system that was designed when people lived and worked in the same community and was only utilized a few times a month. Topsfield's leaders need to take a hard look at amalgamation with our neighboring communities' fire departments or add a significant number of full-time personnel to meet the current emergency needs of our citizens. It would be straightforward for our community to enter into a fire district agreement with our neighbors to muster and maintain adequate funding and resources that would allow us to meet nationally accepted public safety standards.

The Topsfield Fire Department has again been fortunate in finding ways to fund essential services through grant programs. This year we received a FEMA Firefighter Safety Grant for \$90,535 to replace all of our obsolete breathing apparatus with apparatus that meets current standards. If we had not received this grant, we would have needed to purchase these with Topsfield funds. Topsfield also spearheaded a county-wide Incident Safety Officer Program which certified 230 Safety Officers in Essex County. These Firefighters are now trained to

recognize the hazards that may occur in an evolving situation and take life-saving precautions. Topsfield was blessed in receiving the following Grants: The SAFE Grant for elementary school education and the Fire Safety Grant for smoke detectors for seniors. These funds are directly utilized for these very specific purposes which are beneficial to our citizens. We continue to aggressively seek out grant funding to improve our training programs, replace outdated firefighting equipment and purchase necessary supplies to be able to meet our citizens' needs. In this fiscal year alone, the Topsfield Fire Department proudly deposited \$60,365.05 in permit fees and ambulance revenue to the Town of Topsfield's General Fund.

I am grateful to the Topsfield Firefighter Relief Association and their fund drive efforts. They continue to purchase supplies and services for our Fire Department. Thank You TFFRA and President Luigi Costanza for his leadership.

### Tribute

Firefighter William Lord retired after 34 years of dedicated service to our Fire Department family. He came from a firefighting history with family members involved in the Marblehead Fire Department. Bill responded to thousands of emergency calls and was also a very capable EMT. He was instrumental in developing and running the Explorer's Post 311 for many years for local teenagers interested in the fire services. He was always ready to lend a hand in our fire drill training. Bill has been a very faithful member of our department and will be greatly missed. Thanks Bill!

### **Topsfield Emergency Management Agency**

Local Government employees must be trained in (NIMS) National Incident Management System procedures by federal regulation.

Our Comprehensive Emergency Plan is a document that we continue to update each year in specific areas required by the Massachusetts Emergency Management Agency. This plan specifies how Topsfield emergency services would respond to a local emergency or disaster.

Topsfield's Emergency Management Agency received a grant for broadband connectivity to essential services should our local wire lines become compromised during an emergency. Unfortunately that remains the only funding we received again this year as our community still has not recognized an appropriate funding mechanism required to conduct a sufficient risk assessment, purchase important equipment or maintain our current apparatus.

### **Regional Emergency Communications Center**

The building construction is complete and the communications equipment and links to member communities is under way for a July 1, 2013 implementation. 911 dispatch services will be conducted at this new facility. It has been many years since its inception; yet, the team continues to strive to provide a standards-based, state-of-the-art Emergency Communications Center. I would like to thank all of our peers, other charter communities, and also the staff at the Essex County Sheriff's Office for their work on this Project.

Respectfully Submitted,

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

### **Report of the Training and Hazardous Materials Coordinator**

During the past twelve months, the Fire Department conducted training for all of our staff. With members' scheduling conflicts, we repeat the same drill material several times. Our training consists of both lecture and practical sessions. The subjects covered in this include: Driver/Operator, Medical, Hazardous Materials, Incident Command, and Rescue training. As the result of a grant, several members of the Department attended an Incident Safety Officers course to provide a safer environment at the scene of emergencies. This past year, the following outside agencies have been used to bolster our in-house training: the Essex County Fire Chiefs and the Massachusetts Fire Academy have provided instructors to enhance our training.

Forty-five Incidents involving hazardous materials were mitigated by members of the Topsfield Fire Department during this timeframe. The most prevalent was accidental releases as the result of motor vehicle crashes and carbon monoxide alarm activations.

Respectfully submitted,

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

### **Report of the Fire Prevention Officer**

The Topsfield Fire Department has taken a pro-active role in the education of our residents and businesses in the area of Fire Prevention. Annual inspections of all local businesses are completed. 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:



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## Fire Department (cont.)

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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 fire-fighting, 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.

As a result of the 6/1/11 Station Nightclub fire, 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 benefitted 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 \$835,670 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.

### ***Inspections:***

We performed 906 inspections this year including:

Walk through for 26 F .....	140
Annual Building Inspections .....	381
Lockdown, School and Bus Evacuation Drills ....	5
Common Victuller Inspection .....	7
Fire Drills.....	16
Oil Burner Inspections .....	28
LPG Inspection .....	96
Oil Tanks and new oil lines .....	18
Oil Tank Removal .....	28
Plan Review.....	33
Rough Smoke Detector Inspections.....	22
Sprinkler Inspection .....	28
Final Smoke Detector Inspections .....	55
Other inspections.....	18
Permit Fees Received and Deposited into General Fund: .....	\$22,497

### ***Incidents:***

Fire.....	94
Medical Aid.....	625
Haz-Mat .....	48
Inspections/Service Calls .....	1,357
Good Intent .....	37
False Calls .....	122
Severe Weather .....	1
Total Incidents: .....	2,284
(Up from 2,153 last year)	

Ambulance Fees Received and Deposited  
into General Fund: .....\$37,868.05

The theme for this year's Fire Prevention Week: Have Two Ways Out. Each year in October since 1922, the NFPA has sponsored the fire prevention campaign to emphasize the importance of fire safety to inspire



individuals to take action to prevent fires and avoid the deaths, injuries, and destruction they cause. The reality is that when fire strikes, your home could be engulfed in smoke and flames in just a few minutes. It is important to have a home fire escape plan that prepares your family to think fast and get out quickly when the smoke alarm sounds. What if your first escape route is blocked by smoke or flames? This very reason is why having two ways out is such a key part of your plan.

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 third 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

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 7/1/12–6/30/13, members of the Topsfield Fire Department responded to numerous requests for medical assistance. During this timeframe, there 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 the danger of our work. 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. We have inspected and installed 264 child safety seats during this reporting period. We have 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.

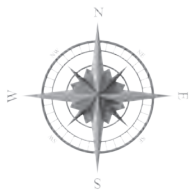
The Topsfield Fire Department continues as a licensed ambulance service at the Paramedic Level. All residents and visitors to the Town of Topsfield are able to receive the highest level of pre-hospital care beginning in their home or place of work. Patients suffering a large variety of medical conditions 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. Our members have participated 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 \$37,868.05 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 Connor and Lacy Peterson Foundation, the Massachusetts Department of Conservation and Recreation and the Federal Emergency Management Agency. We received a grant from the Massachusetts Department of Public Health for 36 photo-electric 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. Lastly, our Department received batteries for installation in smoke detectors. If you are interested in these grants, please contact fire headquarters.

The Emergency Medical Services branch of our Department participates in in-house and regional quality improvement programs. The Topsfield Fire Department remains committed to quality service to their community. To that end, an online customer satisfaction survey is now available on our website at [www.topsfieldfire.com](http://www.topsfieldfire.com).

Respectfully submitted,

Captain Jenifer Collins-Brown, *MS, EMT-P, I/C,*  
*CFI-I and II, EMS Coordinator*



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# Inspectional Services

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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.

<b>FY/13 Report of the Inspector of Buildings.</b>			
Total Building Permits Issued	295		
Total Fees		\$186,946.00	
Waived Fees (Public Buildings)		-1,993.00	
Total Fees Collected			\$184,953.00
Total Sheet Metal Permits Issued	18		
Total Fees Collected			\$ 1,980.00
<b>FY/13 Report of the Electrical Inspector</b>			
Total Electrical Permits Issued	246		
Total Fees		\$34,471.00	
Waived Fees (Public Buildings)		- 450.00	
Total Fees Collected			\$34,021.00
<b>FY/13 Report of the Gas/Plumbing Inspector</b>			
Total Gas Permits Issued	129		
Total Fees Collected			\$11,372.00
Total Plumbing Permits Issued	121		
Total Fees Collected			\$13,923.00

Respectfully submitted,

Glenn Clohecy, *Inspector of Buildings*

John Thompson, *Electrical Inspector*

Stanley Kulacz, *Plumbing/Gas Inspector*



*Photo: Sam LaRussa*



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# Board of Road Commissioners

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The Highway Department's major effort was the repair of the bridge on Rowley Bridge Road which was closed on August 26, 2011. Massachusetts Highway Division of the Massachusetts Department of Transportation (MASSDOT) completed a visual inspection and issued a condition report revealing damage to the support pilings which prompted the bridge closure. Highway Superintendent David Bond applied for and received funding from a State program called MASSWORKS to contract the necessary engineering to study alternatives for the necessary repairs, and Jacobs Engineering was the successful bidder. The bridge remained closed for the remainder of fiscal year 2012, and did not open for traffic until after the end of FY 2013.

The Conservation Commission cooperated with the Highway Department to approve plans for the bridge repair. Jacobs Engineering performed geo-technical testing of the subsurface conditions and developed a repair plan for Town Counsel and MASSDOT to review. A bid package was developed concurrently with a submittal for Chapter 85 review from MASSDOT. It was determined that a shale ledge existed 20 ft below the surface at Rowley Bridge.

The bridge project was advertised and the contract was awarded to Kodiak Corporation on October 29 with an anticipated completion date of mid-January. Subsequently underwater obstructions and record rainfall delayed the project to the point that Highway Superintendent David Bond pursued and obtained a contract extension based upon factors beyond our control. Continued heavy rainfall extended the project until July 2013.

## Winter Storms

The Road Commissioners reviewed the plowing rate list and made adjustments to certain categories. There were

three storm events in December, two in January (along with black ice sanding events), and numerous events in February and March. Whiteout conditions during a storm in February of 2013 prompted a commendation memo from the Road Commissioners to the Highway Department employees and contractors for their "exemplary efforts that kept our streets passable during the 5th worst blizzard in Topsfield's recorded history."

## Capital Plan

A new wing plow truck with a new sander body replaced our 16 year-old truck. The new truck restored reliability to our snow removal capability.

## Paving and Road Maintenance

The Highway Department resurfaced Salem Road – East side, McLeod Lane, a portion of Wenham Road, and High Street from Valley Road to Wenham Road. In addition, the Highway Department worked with the Water Department on servicing of water mains on Central Street, Main Street, Bare Hill Road, and River 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.

Respectfully submitted,

Philip Knowles, *Chairman*

Richard Cullinan, *Member*

Joseph Gibbons, *Clerk*

David Bond, *Highway Superintendent*





*Rowley Bridge project. Photos courtesy of Highway Department.*





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# Water Commissioners

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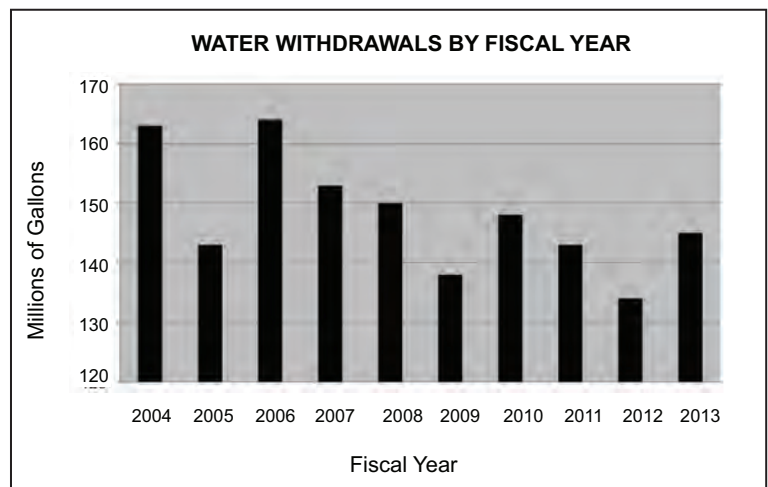
## Water Quantity

We pumped 145 million gallons of water from our two well fields during FY2013. 92 million gallons were withdrawn from North Street and 53 million gallons from Perkins Row. Withdrawals were slightly higher than in FY2013 but are still comparable to those of the late 1970s.

## Water Quality

Manganese levels were low during the beginning of the fiscal year but increased reaching 0.3 mg/L by early winter and remaining above this level for the spring and early summer of 2013. Manganese remains an unregulated contaminant although the Massachusetts Department of Environmental Protection recommends keeping levels below 0.3 mg/L.

The Water Treatment & Supply Alternative Study was completed this year. The study examined a series of manganese removal options as well as purchasing water from the Beverly & Salem Water Board and the Massachusetts Water Resources Authority. The Water Commission selected constructing a centralized filtration plant at the Public Works Building as the most feasible option. The proposed plant would remove manganese to levels below 0.05 mg/L; provide greater compliance with the Groundwater Rule and protection from potential Surface Water Treatment Rule requirements.



Funding for the engineering portion of the project was voted down at Town Meeting in May. This issue will be revisited at the May 2014 Town Meeting.

## System Improvements

The original six inch diameter water main on Central Street (Main St. to Summer St.) and eight inch diameter pipe on Main Street (Washington St. to Ipswich Road) were replaced this year. Both of these pipes were prone to frequent failure and in the case of Central Street flooded several homes. A new water main was installed on Bare Hill Road between Haverhill Road and Parsonage Lane. This new pipe connected two long dead end mains which will improve water quality and fire flows in the area. The new pipe also provides a third route from our water sources to the storage tanks and downtown area.

### Billing, Rates and Conservation

Water rates were increased slightly to cover budget increases and water volume decreases. The rates were changed as follows:

Rate Item	FY2012	FY2013
Tier 1 (0-12,000 gal. quarterly)	5.40	5.43
Tier 2 12,001-24,000 gal. quarterly)	6.50	6.54
Tier 3 (>24,000 gal. quarterly)	9.20	9.25
Base Fee (per quarter)	\$12.50	\$15.00

### Board Composition

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

### Recognition

We would also like to thank all of the Town Officials and Departments for their support, with special thanks to our Staff, who 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.

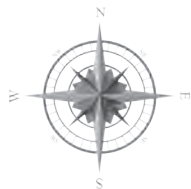
### Information

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.

Respectfully submitted,  
Greg Krom, *Water Superintendent*



*Photo: Sam LaRossa*



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# Elementary School Committee

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## Elementary School Committee

Susan Archer, *Chair, Term Expires 2014*

Rosemarie Lucey, *Vice Chair, Term Expires 2015*

Katherine Carlson, *Term Expires 2016*

Gordon Spater, *Term Expires 2016*

Joseph Quigley, *Term Expires 2014*

School Superintendent: ..... Bernard F. Creeden

Assistant Superintendent

of Operations: ..... Steven Greenberg

Assistant Superintendent of

Student Support Services: ..... Sharon Lyons

Director of Curriculum: ..... Christine Elliott

Director of Facilities: ..... Stephen Clifford

## Milestones

Two staff members retired in June 2013. Lynn Clark retired from her position as a Second Grade Teacher at the Steward School having completed twenty (20) of service to our schools. Susan O'Brien retired from her position as a Kindergarten Teacher at the Steward School having completed twenty-five (25) of service to our schools. Jeanine Cunniff completed six years of service on the School Committee in May having served three years as Chair. The committee and town wish to thank her for her dedicated years of service. Gordon Spater was elected to a second term and Katherine Carlson was elected to the open seat.

## New Staff Appointments

New staff members joining the Topsfield Elementary Schools in the fall of 2013 include Maribeth Inconiglios (Teacher- Kindergarten), Benjamin Kilham (Teacher

Grade 2/ Math Specialist), Mindy Murphy (Teacher Grade 4), Andrea Gibbas (Teacher Grade 4), Donna Ellis (Teacher Grade 5), Julee Avallone (Teacher Music), Melissa Goldner (Teacher Special Education), Jennifer Larussa (Coordinator CLIC), Allison Kezer (Special Education Instructional Aide), Jennifer Marshall (Special Education Instructional Aide), Sara Barrett (Special Education Instructional Aide), Kathleen Ragan (Special Education Instructional Aide), Alexandra Scott (School Nutrition), Susan Repucci (School Nutrition) and Nicholas LeBlanc (PT Custodian)

## Staff Anniversaries

Twenty-one staff members celebrated five-year anniversaries of service in our schools.

### *Five-year service pins were presented to:*

Colleen Ferrarini (*Teacher, Special Education, Steward*)

Kelli Silva (*Occupational Therapy Assistant, Steward*)

Tricia Truhart (*Teacher, Grade 1*)

Pamela Lane (*Teacher, Special Education, Proctor*)

Kristen Nicholson (*Teacher, Grade 5*)

Jennifer Steinberg (*Mathematics Intervention Specialist, Proctor*)

Susan Sordello (*Office and Library, Proctor*)

### *Ten-year pins were presented to:*

Lisa Draper-Small (*Speech and Language Pathologist*)

Robyn King (*Special Education Instructional Aide*)

Jennifer Mack (*Teacher, Grade 1*)

Jessica Minnaar (*Reading Intervention Specialist, Steward*)

Carol Rogers (*Teacher, Special Education, Pre-School, Steward*)

Sandra Zargaj (*Teacher, Special Education, Steward*)

Mary Feltault (*Special Education Instructional Aide, Proctor*)

Karen Nawoichik (*Teacher, Grade 6*)

***Fifteen-year pins were presented to:***Sandra Ragan (*Teacher, Kindergarten*)Kevin Zajac (*Instrumental Music, Band Director*)Anne LeBlanc (*School Nutrition, Cook/Manager, Proctor*)***Twenty-five years of service:***Lena Madden (*Teacher, Grade 5*)Nancy Swan (*Reading Intervention Specialist, Proctor*)***Thirty-five years of service:***

John Deveney completed his thirty-fifth year of service as a teacher and teacher assistant at Steward and Proctor.

## Highlights of the 2012-2013 School Year

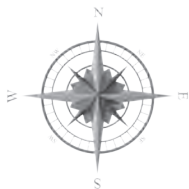
### ***District Goals:***

In May of 2013 the School Committee adopted a revised set of District Goals to guide our efforts for the next three years. As a School District we are committed to the pursuit of educational excellence by creating and sustaining a learning community that challenges its members to reach their full intellectual, social, creative, emotional and physical potential. While our pursuit of excellence is an on-going mission, every three years, the Elementary School Committee identifies several measurable goals to direct and evaluate our progress. These District Goals are designed to guide our budgeting, planning and development, but in no way to limit our responsibility to pursue our mission.

- **Student Achievement and District Accountability:** Massachusetts has established new district and school Progress and Performance Index (PPI) targets with specific six-year targets (2017) for all districts in English Language Arts and Mathematics for All Students and High Needs Students to narrow the achievement proficiency gap. The six-year target for Topsfield in English Language Arts is a Composite Performance Index (CPI) of 97.0 for all students and 91.1 for the High Needs group. In Mathematics the targets are 95.8 for All Students and 88.9 for the High Needs group. Our goal is to meet or exceed the specific yearly targets for our students. One strategy for meeting our CPI target goals is to implement an Extended Studies Program, like our sister communities Boxford and

Middleton, to support learners at the high end of the achievement continuum. We will support the mission of the school site councils to have the greatest impact on student learning opportunities.

- **Technology curriculum and infrastructure:** We will utilize technology to improve the efficiency and the effectiveness of teaching with an emphasis on critical thinking, communication, collaboration, and creativity. Massachusetts has established standards of technology mastery for grades K-2, 3-5 and 6-8. Topsfield schools will meet or exceed these standards by 2016. To support this goal, Topsfield will evaluate these standards and develop a plan to incorporate them into each of the grade level curricula. We will invest in our support staff, curriculum development, and availability of computing devices and in the training of teaching staff to ensure a smooth transition to this higher state of integration.
- **Specific Learning Enrichment Programs:** Some students who perform at the “ends of the continuum” in some subject areas need further support to reach their full potential. Our goal is to ensure each student is offered appropriate support in a What I Need (“WIN”) block of common time across each grade level to reduce interruptions to classroom time on learning.
- **Health and Wellness:** In a world where empty calories and “screen time” are ever-increasing, we recognize the need to reinforce healthy lifestyle and good nutritional choices that will positively impact student learning. Our goal is to provide students and families with the information and access to resources to help them develop healthy lifestyles, become responsible citizens, and make positive choices.
- **Transition to new Superintendent and administrative structure:** The Topsfield Elementary School Committee is collaborating with the Boxford and Middleton School Committees to develop a succession and continuity plan for the TTSU Central Office. The continuity plan will enable the TriTown School Union to prepare for the future retirement of the superin-



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## Elementary School Committee (cont.)

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tendent and/or any unanticipated Central Office staff vacancies. With the start of the 2013-14 school year, the leadership structure of the Tri-Town School Union, known as Central Office, changed with the transition of the role of Special Education Director to an Assistant Superintendent of Student Services, and the role of Director of Finance to be Assistant Superintendent of Operations. Both Sharon Lyons and Steven Greenberg have transitioned smoothly from their previous roles into these expanded roles. This reorganization was the culmination of a multi-year study and examination of how our central office staff can best support the teaching and learning of our staff and students. This reorganization is intended to better and more cohesively address and support important school programs and functions that have emerged and evolved over the past ten years. In addition the position of Human Resources Specialist was added to the Central Office structure.

- **Strategic Planning and Financial Management:** We will work with the Finance and Capital Planning Committees to annotate a capital plan that presents the priorities and represents the schedule for the implementation of each priority. The annotated capital plan should be revised and reviewed with the School Committee at an appropriate time to coincide with each year's town meeting.

### *Collective Bargaining Agreement*

A new master contractual agreement was negotiated with the Topsfield Teachers' Association which included new model Educator Evaluation Language for all professional staff. The Agreement is for three years and provides for a 2% increase in each year of the agreement.

### *Web Page Redesigned*

The Tri-Town School Union districts launched a redesigned web page during the summer of 2013. This

upgraded web presence is intended to improve and increase the opportunities for communication about our school programs and activities at the district, school and classroom level.

### *Response to Intervention (RTI)*

The framework, Response to Intervention, is now in its fifth year at Steward and Proctor Schools and has played a pivotal role in helping to identify those students who need more targeted intervention strategies in reading and math. Each year, the staff at both schools participate in Data Days, which is time allotted to analyze student data and make data-driven decisions regarding supplemental supports we provide to our learners who may be struggling in a specific area. These Data Days help the staff to identify those students who need more targeted intervention, which is often provided by the math and reading support specialists, both in and out of the general education classroom. In addition, the schools have begun to implement RTI supports for students with social, emotional, behavior and attention challenges, which has been necessary when trying to dissect exactly what may be impacting a student's progress.

### *Standards-Based Report Card*

A standards-based report card was piloted during the 2012-2013 school year. It was designed to align with the new Massachusetts standards for Mathematics and English Language Arts. In addition, the Personal and Social Development and the Special Subject Area sections were redesigned to provide consistency across the six Tri-Town Schools. Feedback was gathered from stakeholders at various intervals throughout the year. Based on the feedback received, edits and revisions were made and incorporated into the version currently being used during the 2013-2014 school year. Further revisions will be made when Massachusetts makes revisions to the standards in the areas of Science and Social Studies.



### *Community Building*

Many activities and strategies have been implemented to build a stronger sense of community in the Topsfield Schools. For example, each week the children attend an assembly that focuses on character development and health and wellness. Topics have included self-esteem, ways to ease anxiety, nutrition, exercise, fire safety, pride and perseverance. Since the implementation of Olweus, the Topsfield Schools' bullying prevention program, the Principals at Steward and Proctor have started each year with a kick-off event that has been designed to create a stronger sense of community and set the expectations for the way students are to treat one another. These events have included skits, bulletin board creations, songs and more. At Steward School, the Student Council has played a pivotal role in helping the third graders recognize their position as role models within the school and ways they can help their school and Topsfield communities, as well as those needing support internationally. At Proctor School, the sixth grade leads our monthly All School Assemblies. These assemblies celebrate the successes of our students, often by having the children share an individual, classroom or grade level accomplishment. The children in both schools recognize that safety, respect and responsibility are essential components of being a Topsfield Schools' citizen through these various community building activities.

### *Department of Elementary and Secondary Education – Coordinated Program Review*

Once every six years, the Department of Elementary and Secondary Education is required to conduct an in depth review of every school district in their program implementation and compliance with key regulations; for Topsfield, this monitoring review took place in November 2013. The Coordinated Program Review focused on our district's implementation of Special Education, Civil Rights, Title I, and English Language Learner Education programs. The review involved hundreds of hours of document preparation and submission to the DESE, student record reviews, and interviews of staff, administrators, and parents (both through surveys and face to face interviews.) We expect a written report

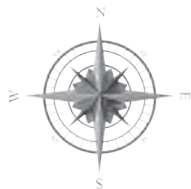
sometime in the spring of 2014, which will be posted on the school district's website.

### *Educator Evaluation Model*

The district began phasing in a new Educator Evaluation Model that has been mandated by the Massachusetts Department of Elementary and Secondary Education. While the new model places a higher administrative burden on both educators and administrators, the School Committee remains hopeful that it will result in a higher quality educational experience for our students. Approximately half of our DESE licensed educators and all administrators have begun the educational evaluation process. As this is our first year of implementation, we will have more information about the impact this approach has upon educator growth and development. This model is one which requires more frequent unannounced observations and for educators to contribute heavily to collecting and providing evidence of their progress towards meeting multiple state-established standards of performance, as well as professional practice and student learning goals. The research behind this approach indicates that the more involved educators are in their professional growth the greater the student achievement; it also supports a collaborative approach to teaching and learning, not only amongst educators, but also with parents. We expect to have more information about the implementation of this evaluation model in subsequent years.

### *Professional Development*

Teachers have been engaged in professional development and projects related to the changes in curricula tied to alignment with the Common Core State Standards. A great emphasis was placed on math professional development as we rolled out the new math program. In addition, during the summer of 2013, twenty-eight Topsfield teachers participated in the graduate level course, Genre Study: Literature and Informational Text, co-taught by Sarah O'Leary and Christine Elliott. During the fall of 2013, a Tri-Town Tech Talk Committee was formed and created an opportunity for staff members to participate in a variety of technology workshops throughout the school year on Wednesday afternoons.



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## Elementary School Committee (cont.)

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### *Math Implementation*

During the 2012-2013 school year, K-6 teachers implemented the Math in Focus program. They received professional development from a Math in Focus Trainer during the fall and winter. Teachers were also supported by a “Math Liaison” that served on each grade level as a resource of support. Teachers worked diligently to prepare lessons and “back-fill” skills during this first transition year to ensure students would have success with the program. Students in grades 3-6 participated in the Math MCAS in the spring and overall results were favorable in mathematics confirming our belief that the program selected was a good investment and will serve our students well.

### *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 purchased in 2012 of a cart of tablets is easily transported, better meeting the needs of today’s classrooms. During 2013-2014, teachers were provided, through private and public funds, with an iPad enabling teachers and students to work collaboratively on project based learning. During this year, the Technology Committee sponsored Tech Talk Workshops across the Tri-Town providing teachers with professional development opportunities to expand their knowledge of using technology to enhance teaching and learning. Many

examples of the work students have created can be seen at <http://www.mrsklipfelstopteachingtips.blogspot.com/>.

### *Homework Policy*

In the winter of 2013, the School Committee updated the Topsfield Public Schools Homework Policy. The policy focuses on the importance of homework to develop important work habits such as responsibility, independence and organizational skills while reinforcing classroom instruction, to create the opportunity for families to express to their child(ren) the importance of education and school achievement, to provide students the opportunity to learn how to work independently and take responsibility for completing and returning homework assignments and to provide teachers the opportunity to assess independent work.

### *Foundations*

During the 2011-2012 school year, Kindergarten and first grade teachers implemented the Foundations 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 Foundations 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 was instrumental in helping support the CLIC program, as well as raises funds 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.topsfieldpto.org/>.

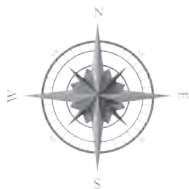
#### ***Topsfield Educational Foundation (TEF)***

The Topsfield Education Foundation (TEF) is a not

for profit group founded to help facilitate the best educational experience possible for both the Proctor and Steward Schools. Since 1996, with TEF's vision and funding, the foundation has assisted the Topsfield schools in funding so many great innovative programs. The TEF is supported through generous donations from families, businesses, and foundations. Donations 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, CLIC 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. The children have enjoyed this vast structure, which 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 the community of Topsfield. The



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## Elementary School Committee (cont.)

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TPC can be located on the Internet at <http://www.topsfieldplaygroundcommittee.org/>.

### ***CLIC (Creative Learning Integrated Curriculum)***

CLIC is a private/public joint funded program in its third year at Proctor School run by educator, Jen LaRussa. This program is funded through a grant from the Charles Mott Foundation, the Topsfield Educational Foundation, TESPTO, the Town of Topsfield, 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. CLIC also creates opportunities for Proctor School to collaborate with parents and community members to create a strong unified sense of community for our children. CLIC also focuses 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 for their classrooms. The CLIC Lab and learning opportunities are also offered to Proctor students every day before school. More information can be found at [www.clicprogram.org](http://www.clicprogram.org).

### **Educational Mission Statement and Core Values**

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

The Topsfield Elementary Schools pursue educational excellence by providing the opportunity for every individual in its community of learners to reach his or her full intellectual, social, moral, creative and physical potential.

In cooperation with family and community, our mission is to guide students in becoming personally responsible,

self-motivated, disciplined, respectful, competent, and contributing members of society. It is the belief of the Topsfield School District that all children can learn and be successful. Effective education requires a committed partnership among the schools, home, and community.

Student achievement results from high expectations within an environment that is stimulating and challenging, yet safe and nurturing. A sense of respect for oneself and others promotes belonging and is essential to learning.

### **School Committee Overview**

The committee is comprised of five elected town members. 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 historically have performed 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 2012, FY 2013 and FY 2014 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.

Expenditure Summary	FY12 Actuals	FY13 Actuals	FY13 Approved Budget	FY14 Approved Budget
Total Salaries	4,551,457	4,803,360	5,365,619	5,635,223
Total Supplies/Materials/Textbooks	320,294	168,769	166,991	197,368
Total Equipment	34,646	42,907	42,896	42,946
Total Prof. Dev. (Mem./Work./Conf.)	92,121	71,328	85,862	93,968
Total Special Education (Tuitions & Services)	374,538	485,851	512,520	538,427
Total Transportation	231,791	238,108	279,632	255,312
Utilities	175,409	172,635	194,071	168,449
Facilities	110,360	109,597	146,057	151,159
Total Operating Budget			6,793,648	7,082,851
Less: Applied Income Sources			(699,677)	(743,677)
Total Town Actual & Proposed Appropriation	5,890,616	6,092,556	6,093,971	6,339,174





## Elementary School Committee (cont.)

	Pre-K	K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Students K-6	Classrooms K-6
10/01/04	50	80	99	96	104	97	103	112	691	36
10/01/05	47	89	80	99	97	104	95	104	668	35
10/01/06	50	73	96	81	99	96	105	97	647	34
10/01/07	54	80	80	95	85	103	94	104	641	33
10/01/08	50	78	82	79	94	91	103	100	627	33
10/01/09	46	78	77	83	80	101	92	107	618	32
10/01/10	41	79	89	87	79	84	102	93	613	31
10/01/11	43	64	83	88	84	82	78	97	576	30
10/01/12	46	60	72	86	92	86	81	78	555	28
Class Sizes 2012-2013		14,15, 15,16	17,17, 19,19	21,21, 22,22	22,23, 23,24	21,21, 22,22	19,20, 21,21	19,19, 20,20		
10/01/13	42	77	64	74	85	93	89	81	563	28
Class Sizes 2013-2014		20,19, 19,19	16,16, 16,16	19,19, 18,18	22,21, 21,21	24,23, 23,23	23,22, 22,22	21,20, 20,20		

### 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

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. Maintaining class size within these historical ranges has become and increasing challenge the past two years. Because of enrollment shifts after the completion of the annual budget the School Committee added additional staffing to Grade 3 for the 2012-2013 school year and to Grade 4 for the 2013-2014 school year. A study of future enrollment trends completed by the New England School Development Council (NESDEC) updated in December 2013 continues to show a trend

of anticipated enrollment leveling for the next several years. It also shows that keeping class size within the historical averages is likely to require additional class sections at multiple grade levels. 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) and School District Accountability System

Educational Reform in Massachusetts is now in its eighteenth year, a revamped school district accountability system is being implemented by the Department of Elementary and Secondary Education (DESE). 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 Elementary and Secondary Education Act (ESEA) can be found on the Massachusetts Department of Elementary and Secondary Education web site, which can be accessed directly at <http://profiles.doe.mass.edu/profiles/general.aspx?topNavId=1&orgcode=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 2013 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/achievement\\_level.aspx?link-id=32&orgcode=02980000&orgtypecode=5&](http://profiles.doe.mass.edu/mcas/achievement_level.aspx?link-id=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:

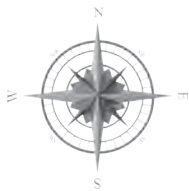
<http://www.tritownschoolunion.com/district/news/topsfield-nclbesea-school-district-report-card>.

## Curriculum and Program Development

The Topsfield Elementary Schools maintains a website that contains detailed information about our ongoing initiatives in curriculum, instruction and professional development. These web-based resources can be located at <http://www.tritownschoolunion.com>.

## 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



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## Elementary School Committee (cont.)

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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, 2013, there were 119 special education students in the Topsfield Elementary Schools, grades Pre-Kindergarten through grade 6. 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.

In addition to our Inclusion and Resource Room programs, we also have several learning center programs for students with more intensive needs; our Language-based Learning Centers are successful program options and are available at both the Steward and Proctor Schools. We also developed a new program options for our youngest students, which uses intensive data analysis to shape and adjust our special education interventions for some of our more intensive needs young children. Topsfield's students fill the majority of spaces within these programs, though we do have a few students from nearby towns attend our Learning Center Programs and those school districts pay a tuition for those students. 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 stu-

dents. 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, CREST (the former 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.

The elementary schools' Special Education Parents Advisory Council (SEPAC) has merged with the

Masconomet SEPAC to form one parent support and information resource organization. The elementary SEPAC group has conducted an annual fundraiser in the spring for many years and through the proceeds earned has purchased a few iPads for special education teachers to use in their instruction with children. The staff is grateful to the SEPAC and is using these digital learning tools on a daily basis with children.

### 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 the CLIC program, technology and infrastructure, as well as the new playground at Steward School. Through creative thinking and dedicated parents and community members, we have helped improve technology in our schools, given our children a safe and accessible places to play at recess, and enhance our curriculum. 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 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 and keep up with increasing enrollment. An

educational investment in our programs to reduce class size, expand learning opportunities for learners, support staff, and provide a gifted and talented program such as our sister communities Boxford and Middleton have implemented for 4 and 11 years respectively are fiscally responsible enhancements needed in order to achieve the level services we have provided in previous years.

Respectfully submitted,

Susan Archer, *Chairperson*

Rosemarie Lucey, *Vice Chairperson*

Katherine Carlson

Gordon Spater

Joseph Quigley



*Photo: Masconomet Photography Archives*



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# Masconomet School Committee

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## Masconomet Regional School Committee Members

### *Boxford*

Paula Lia Fitzsimmons – *Chairperson*

Ben Messenger

Kathleen Tyler

Daniel Volchok

### *Middleton*

Teresa Buono

Matthew Cocciardi

Kosta Prentakis

Linda Richards – *Vice Chairperson*

### *Topsfield*

Elizabeth Dierze

Larry Lindquist

John Spencer

The FY13 school year was filled with enthusiastic teaching and learning for our students and staff. Centered around the District goals to provide a challenging and supportive educational environment for all students that maximizes opportunities for intellectual, personal and physical development, builds character, promotes learning as a life-long pursuit and encourages individuals to become contributing community members, locally, nationally and globally, the school year began as we welcomed 2064 students to school and wound to a close as we graduated 303 seniors, including our first graduates to earn the innovative global competency diploma which focuses on learning about multicultural and international issues and developing attitudes and thinking skills about global issues.

The Tri-Town continued its commitment to providing a quality education for our students. Total expenditures for the 2012-2013 school year were \$28,133,116.00, an increase of 1.6% over the previous year. This translates to an annual per pupil expenditure of \$13,094, \$542 less than the state average of \$13,636. While the District continues to strive for cost savings where possible and prudent, there are limited new opportunities for savings. In late 2012, the District adopted the Health Care Reform Act of 2011 which allowed changes in health care coverage resulting in savings to the District. In addition, purchasing equipment at the end of the prior fiscal year that included the subsequent year of maintenance and energy conservation measures pursued through lighting retrofit projects have continued to result in additional savings as the District's consumption has declined. Those savings, however, were largely consumed by unanticipated expenses in the Pupil Personnel Service budget.

The District also made some important repairs to maintain the buildings and grounds. Repairs included replacing doorways to the link and gymnasium entryways, installing new commercial equipment in the main kitchen, the addition of three new surveillance cameras, repainting the dome shaped exterior portion of the field house, moving the Middle School teacher workroom to a larger area and reestablishing a new workroom/kitchen and recreating a new Title 1 room from the old teacher workroom in the Middle School.

Using multiple assessment tools such as MCAS at grades 7, 8, and 10, PSAT, SAT and Advanced Placement (AP) Exams, the District continues to be a high performing



District. Offering 17 College Board Advance Placement courses, 260 students took 522 exams with 80% scoring a 3 or higher on a scale of 5. The District's graduation rate has always been high, this year, however the graduation rate was 100%, all students who began this year as seniors graduated with their class. The Class of 2013 is also beginning to make their way into the world with 95.7% of graduating seniors attending two or four year colleges, 1.3% going on to do post-graduate or other schooling, 1.0% entering employment, 0.7% entering the ranks of the military and 1.3% choosing other opportunities

Masconomet continues to shine in the arts. For the sixth year in a row, Maconomet students have received the greatest number of awards in the Boston Globe Scholastic Art competition of any school in the Commonwealth. This year, the Middle School had 25 students recognized for achievement with 2 Gold Key winners and the High School had 95 students recognized for achievement with 25 Gold Keys, 12 Silver Keys, 25 Honorable Mentions and 23 Gold Key Portfolio Nominees including one for Best in Show for Drawing and one National Gold Medal in Photography. In addition, four Masconomet students received four Gold Keys in the Boston Globe Writing competition.

It was an exciting year for the High School Band and Chorus as they traveled to Barcelona, Spain and performed at eight different venues. Members of the band and chorus also excelled at the annual state music festivals with 13 High School and 15 Middle School musicians and singers receiving recognition in the district music festival and four High School students earning placement in the All-State Music Festival.

Masconomet continues to offer a wide offering of athletic, club and co-curricular activities. More than one-half of our students participate in one or more of these activities, many of these offerings run at capacity levels. Our sports teams had a banner year, winning conference championships in football, boys soccer, field hockey, golf, cheerleading, girls indoor track, girls outdoor track, boys tennis, girls tennis, boys lacrosse and girls lacrosse. Masconomet was also honored as

the recipient of the Boston Globe's prestigious Dalton Award given to the school with enrollment over 1300 students with the highest winning percentage.

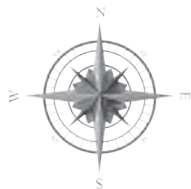
The Middle School celebrated a number of exciting achievements this year. Students participated in Governor Deval Patrick's Project 351 which recognizes quiet leaders and unsung heroes while emphasizing service, volunteerism and youth leadership. The math team was impressive participating in five meets and earning five wins. Middle School students participated in their first Future Cities Project at Northeastern University, one team winning the award for Best Communication.

The District successfully negotiated and ratified Master Agreements with four of the five district bargaining units. The Teachers, Multi Purpose Facility Technicians (MPFT), Administrators and Support Staff bargaining units all agreed to three year Collective Bargaining Agreement renewals.

A number of key staff retired this year including Kathleen Hillis, Linda Valaskatgis, Marie Foster, Alice Tierney, Cathy Graziano and Mary Ellen Kelleher. Also retiring are Terry Meinelt, who first taught and then lead our Art Department for 37 years and High School Principal Pamela Culver, who during her 16 years here, led Masconomet through many changes including the building renovation. We thank all our retirees for their years of service to the Masconomet Community.

The Committee acknowledges and thanks two School Committee members with terms ending in FY13: Rodney Pendleton of Middleton for 5 years of service and Tom Mathers of Boxford for 3 years of service to the District.

The Masconomet Regional School District is proud of its tradition of providing a quality educational experience for the students of Boxford, Middleton and Topsfield while being mindful of the financial situation of the communities of which we are comprised. While preparing students to leave Masco and to live and work in an increasingly complex, interconnected and competitive global society, we are challenged by an ever expand-



## Masconomet School Committee (cont.)

ing body of information to learn and teach and the ever changing technology our students will be challenged to know, understand and use in order to succeed. We want our students to thrive when they leave us, be prepared to meet the goals they set for themselves and be prepared to meet the challenges that will inevitably come their way. The goal is for students to not only find gainful employment suited to their talents and interests, but also to live their lives responsibly and ethically and to find both personal and professional meaning and happiness in their lives. Students do not achieve these goals alone, it takes a community of support and cooperation among students, parents, teachers, administrators, volunteers, school committee members and citizens. The School Committee thanks the Masconomet Community for the support it has provided in the past and respectfully requests the Community's continued support in the years to come.

Respectfully submitted,

Paula Lia Fitzsimmons, *Chairperson*  
*Masconomet Regional School Committee*

### Masconomet Regional High School

- Four year public high school
- Accredited by NEASC
- Total enrollment as of September 2013: 1392
  - Class of 2014: 350
  - Class of 2015: 324
  - Class of 2016: 376
  - Class of 2017: 339

Post-Secondary Plans for Class of 2013:  
(305 students)

- Four & Two Year Colleges: 95.7%
- Post-graduate/other schooling: 1.3%
- Employment: 1.0%
- Military: 0.7 %
- Other: 1.3%

### Average SAT I 2013: (294 students)

	Masco (seniors only)	Massachusetts	National
Critical Reading	565	515	496
Math	583	529	514
Writing	566	509	488

### Average ACT: (98 students)

	Masco	Massachusetts	National
Composite	25.5	24.1	20.9

### Advanced Placement 2013

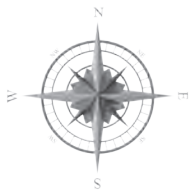
Masconomet Regional High School offers 17 College Board Advanced Placement courses.

In 2013, 260 students took 522 exams; 80% scored a 3 or higher.

Score of 5: 120 (23%)      Score of 4: 178 (34%)      Score of 3: 122 (23%)



*Photo: Juliette Rehak*



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## Board of Health

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### Board of Health Members (during the reporting period of July 1, 2012 thru June 30, 2013):

William Hunt, Esq., *Chairperson*

Sheryl Knutsen, R.N., *Clerk*

Wade Goldman, P.E.

Vince Guerra, M.D.

Gerald Topping, P.E.

John Coulon, RS, *Agent*

Susan Winslow, *Office Secretary*

Heather Darrah, *Summer Intern*

Alexandra Brinkert, RN-DPH *Intern*,  
(MPH candidate at Tufts)

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 bi-annually by the Board of Selectmen. They have the legal authority to set local policies and regulations to ensure 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 ten other communities comprising the Topsfield Regional Medical Reserve Corps (TRMRC). The TRMRC is one of 44 such volunteer groups in MA, (978 in US) utilizing federal funds to grow local emergency response capacity ([www.medicalreservecorps.gov](http://www.medicalreservecorps.gov)). Health Agent John Coulon is the Director of the TRMRC and Arthur Howe III joined the TRMRC as Coordinator this year. The Board of Health members and staff 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. Notable events for 2013 included:

- Sheryl Knutsen worked with John Coulon to improve the town's Emergency Dispensing Site (EDS) plan. This plan was audited by the CDC and Topsfield was awarded a score of 92 out of a possible 100, the second highest score in the state.
- Health Agent John Coulon conducted an informational seminar on Tick-Borne Illness and Prevention at the Gould Barn in Topsfield.
- The Topsfield Supplemental Regulations to the State Environmental Code, Title 5, were reviewed and updated. The current version is available on line at the town website ([www.topsfield-ma.gov](http://www.topsfield-ma.gov)).
- Health Agent John Coulon attended FEMA training in Alabama (Advanced Public Information Officer) at no cost to Topsfield.

The 2012 Topsfield Fair ([www.topsfieldfair.org](http://www.topsfieldfair.org)) continued to require the daily oversight of the BOH Agent. Concerns include food (124 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 AKC Dog Shows to the Castleberry Arts & Crafts Festival. All have many of the same Public Health oversight concerns as the Fair.

VNA Care Network and Hospice, Inc. ([www.vnacarenetwork.org](http://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 VNA was instrumental in delivering 226 flu vaccinations at the October 18 and December 1 clinics. The VNA also conducted 48 Elder Health Clinics at Little Brook Village and Washington Meadows including health assessment, blood pressure checks, blood glucose testing and other health related services. The Topsfield Board of Health and the VNA are now fully integrated into MAVEN (Massachusetts Virtual Epidemiological Network) according to DPH protocol.

The Topsfield Board of Health brought new revenues of \$1617.11 to the Town's General Funds from vaccination reimbursements. Expenses incurred are paid from the Board of Health Budget.

The Town of Topsfield belongs to The Northeast Massachusetts Mosquito Control & Wetlands Management District ([www.northeastmassmosquito.com](http://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. This year, mosquitoes testing positive for West Nile Virus and Eastern Equine Encephalitis Virus were found during weekly trapping and testing of mosquitoes in late summer and early autumn. The Board of Health worked with the DPH and NEMMC to respond with appropriate targeted truck mounted spraying as well as heightened monitoring of potential breeding areas. No cases of human WNV or EEE were reported in Topsfield. See the town website for the current plan.

The Board of Health works closely with the Topsfield Elementary Schools ([www.topsfieldschools.org](http://www.topsfieldschools.org)) and Masconomet Regional Middle School and Senior High School ([www.masconomet.org](http://www.masconomet.org)) 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, RS  
*Board of Health Agent*





## Board of Health (cont.)

### Volume Analysis

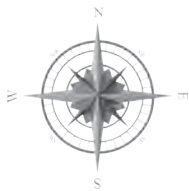
ACTIVITY:	*FY10	*FY11	*FY12	*FY13
SEPTIC SYSTEMS				
SOIL TESTS CONDUCTED	19	19	27	26
SEPTIC SYSTEM INSPECTION REVIEWS	89	63	71	82
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	32	31	33	27
SEPTAGE HAULER LICENSES ISSUED	24	24	19	19
NEW APPLICATIONS RECEIVED	5	3	5	13
REPAIR APPLICATIONS	26	29	27	29
FOOD PERMITS				
ANNUAL PERMITS	37	31	38	45
TEMPORARY PERMITS - FAIR	127	135	136	124
TEMPORARY PERMITS - NON-FAIR	33	23	21	25
MILK PASTEURIZATION	1	1	2	1
CAMP PERMITS	3	3	4	5
POOL PERMITS	1	2	2	2
BEACH PERMIT	1	1	1	1
TANNING SALON	1	1	1	1
TOBACCO PERMITS	3	3	3	4
WELL PERMITS	2	3	5	7
BEAVER TRAPPING PERMITS			4	2
GENERAL COMPLAINTS	4	11	10	7
PUBLIC HEALTH INITIATIVES				
COMMUNICABLE DISEASE INVESTIGATION	190	191	146	134
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED TO TOWN RESIDENTS	413	325	147	226
BLOOD PRESSURE/WELLNESS CLINICS CONDUCTED	48	***45	47	48

Data Source: Town of Topsfield Annual Reports/BOH Records

\* Fiscal Year: July 1 - June 30      \*\*\*2 clinics canceled due to snow; another combined with vaccines

## A-Z OF PUBLIC HEALTH: A SAMPLING

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



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# Council on Aging

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## Mission Statement

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.

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 5500 meals were provided to senior citizens of Topsfield. The Meals on Wheels program provides food Service from Proctor Elementary School while school is in session and Sidekim Catering during school vacations.

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. These clinics served over 50 different seniors his year.

## Transportation

Transportation is vital to senior citizen activity and attendance at our programs. The COA got a new bus this year which holds 14 passengers. This bus also has the capability to have four wheelchair passengers. The bus was funded in part by the Merrimack Valley Transit Authority, The Trust Fund of Topsfield and The Friends of the COA. We were also able to keep the old COA van. Seniors utilize the Council on Aging vans 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 460 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 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.

In addition, a new program was started to supply food to animals owned by senior citizens. This program was started so seniors didn’t have to worry about feed-

ing their animals. We called all the seniors who have animals registered with town hall. Any senior who felt like they needed help financially to support their animal received food for that animal. This program continues to be a success.

### Information and Referrals

There were over 4000 seniors and caregivers who received outreach services which included phone, office or home visits. Some of these people contacted the COA for information and referral assistance. This includes referrals to nursing homes, assisted living and home care. In addition, we provide help filling out applications for senior housing, Medicaid, food stamps, fuel assistance etc.

### Volunteers

Volunteers serve as drivers, group leaders, social event helpers, 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 May 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 award was given to Lois Carpenter. Lois has volunteered for the COA in a lot of capacities for many years. She is an asset to the COA and the people who know her.

### 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, Girl Scouts Mother's Day Tea Social and the Senior Appreciation Dinner at Masconomet High School. Several other 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 is the Executive Director. Beth Wideber continues to be the Meals on Wheels Coordinator and Peg Beauregard continues to be the data entry clerk. Jim Rouvalis is the van driver for medical appointments and shopping and Stan Brennan drives the bus for trips and outings.

### Funding

We were granted Title III funds from Seniorcare, Inc. in the amount of \$1900 to help pay for the van drivers hours which enabled us to drive beyond the 2:00pm hour.

The Friends of the Council on Aging have been very supportive. They continue to fund the holiday parties, 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.

The COA Board meets monthly as posted in town hall. Meetings are open to all Topsfield residents.

Respectfully Submitted,

Jodi Gibeley, *Executive Director*



*Above: Judith and Richard Smith  
Top Right: Cheryl Jones and Jim Rouvalis  
Bottom Right: Rev. Richard Driscoll  
Photos courtesy of Beth Wideberg.*



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# Topsfield Housing Authority

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Known locally as Little Brook Village, the Topsfield Housing Authority, located on Washington Street is within walking distance of the Town Hall and downtown. The facility consists of five resident buildings and a central building which contains a large "Common Room" for resident activities, a small kitchen, laundry, bathroom facilities and the Executive Director's office. The facility also contains the work/storage area/office for the Maintenance Supervisor.

Little Brook Village is home to approximately 70-72 residents who are citizens of Topsfield. They reside in sixty, one- bedroom apartments which each contain a kitchen, bathroom, bedroom, and living room. Each is designed for one or two persons. There is also ample parking for a resident vehicle and designated Visitor Parking.

It is worth noting that residents regularly use our Common Room facilities for a broad spectrum of activities. The Council of Aging holds meetings and weekly activities on a pre- scheduled basis. In addition, various groups (residents and local citizens) also play mahjong, bridge and scrabble on a regular basis.

The Topsfield Housing Authority is overseen by an elected Board of Commissioners and is funded by State and Federal funds. Residents apply for apartments and the monthly fees are based on income of the parties. There are minimum considerations and maximum levels of personal income (not assets) for interested parties to be eligible for residency. There is also a provision for 14.6 % of our apartments to be available for disabled citizens if they meet certain requirements and conditions (Veterans are given priority consideration).

The facility is in the process of becoming a completely smoke-free facility. In the meantime, we are approaching forty years of age as a facility. Our apartments are

in desperate need of update, particularly the kitchens, appliances and bathrooms. This is a quality of life and a dignity issue with our residents and fellow citizens. We cannot anticipate that these updates be funded by the State or Federal government. The Board of Commissioners will be approaching the Town, private donations and grant funding opportunities to accomplish these much needed updates.

We are extremely grateful as a community for the ongoing support of The Fire Department, The Police Department, Water Department and the Highway Department for their services and continued support.

Respectfully submitted,

George D. Anderson

## TOPSFIELD HOUSING AUTHORITY 2013

George D. Anderson, *Chairman*

Gerald Buckley, *Vice Chairman*

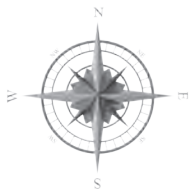
Rose David, *Treasurer*

Paula Burke, *Secretary*

State Appointee, *Vacant*

Tina Myers, *Executive Director*

Woodrow Lancaster, *Maintenance Supervisor*



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## Tri-Town Council

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### *Celebrating 45 years of service to Tri-Town Youth and Families*

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Tri-Town Council is proud to have proactively served the communities of Topsfield, Boxford and Middleton for more than 45 years. For over four decades we have worked with thousands of youth and families providing parent education, professional development, prevention services, after-school enrichment and various types of family support. This grassroots effort established in 1968, 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 into a strong working relationship with the Masconomet Regional School District and Tri-Town Elementary School Union 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 2012-2013 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 adults, youth behavior and adult perception data collection and dissemination, 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/guardians and educators the tools and strategies needed to support youth in effective ways.

This past year Tri-Town Council continued to support the important work of the Tri-Town Youth Substance Abuse Prevention Coalition by expanding the role of the Youth Program Coordinator and related youth programs and activities. The Coalition, a Keystone Program of TTC, provides local coordination, education and advocacy toward the long-term goal of reducing youth substance abuse in the Tri-Town community. Additionally, TTC continues 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.

### **Educational Programs & Workshops**

#### *Youth Workshops/Activities*

- 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.
- Massachusetts Conference for Women Young Woman's Program – Tri-Town Council, for the second year, secured sponsorship for 13 Masconomet HS youth and 2 adult chaperons to attend this annual event focused on leadership, self-esteem and empowerment.
- Sponsored Chris Herren, former Boston Celtics player and author of *Basketball Junkie*, to talk with over 400 Masco high school youth athletes after school about the dangers of drug and alcohol use.
- Making Good Decisions by Teen Challenge - Classroom presentation for Masconomet High School

youth in 9th and 10th grade health education classes focused on preventing drug and alcohol use and addiction.

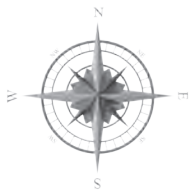
- PhotoVoice – TTC launched this powerful program for Tri-Town Middle School Youth in January which culminated in a public show in late May. This project encompassed both a photographic and written expression on the topic of ‘Leadership’. Volunteer assistance was provided by two community members.
- Open Gym Nights for Middle & High School Youth: Tri-Town Council hosts open gym nights for Middle and High School youth 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 volunteers from North Shore Medical Reserve Corps (Topsfield affiliation).
- High School Youth Leadership Retreat – a half day program conducted on an early release day in February and attended by 50 Masconomet high school youth. TTC worked with Andi Egmont, Egmont Youth Development and our Youth Program Coordinator to develop a meaningful experience for the participating youth (Emerson Center, Topsfield).
- Stand Tall! A free four session program in April for middle school girls which addressed the topics of self-esteem, social pressures, and the like, as well as promoting leadership skills and healthy dialogue. Facilitated by local school guidance counselor Julie Benson and school psychologist Courtney Eckhoff. This program was held in Topsfield at the Emerson Center and funded in part by The Women’s Fund of Essex County.
- 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 youth are selected to visit Proctor Elementary School.

- The Revealers & True Shoes – presentations to Masconomet 7th and 8th grade youth by author Doug Wilhelm. The books, read in MS Health classes and used for classroom discussion, focus on the same school and address bullying, cyber-bullying and common social issues facing middle school-aged youth. The author visit included grade level assemblies, classroom visits and a small group meet & greet with the Masco MS Student Council and TTC Middle School Council for the purpose of brainstorming and idea development for the next school year.

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

- Secrets to Success in Parenting Your Teen” presented by Sue Blaney, author of “Please Stop the Rollercoaster! How Parents of Teenagers Can Smooth Out the Ride”. A nationally recognized speaker and Certified Professional Behavior Analyst, this presentation for Tri-Town parents of teens provided participants with insight into what is an all-too-often frustrating relationship with wit, wisdom and practical strategies to keep things on an even keel.
- APPLAUDD: A Prevention Program About Underage Drinking & Drugs - A four part series for parents of youth 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.
- Worried About Your Worrier – presented by Lynn Lyons, LICSW and anxiety expert, to talk with parents in the Masco Auditorium on the topic of how parents can help their children manage anxiety. Specific strategies and exercises were provided as well as a link to an on-line video resource.
- Friendship Detective by author/educator and Tri-Town resident Stephanie Meegan. A two-hour workshop



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## Tri-Town Council (cont.)

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designed for parents, guardians and educators of K-6 aged youth focused on expanding children's social competence and confidence (Steward School Library).

- 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, Topsfield).

### *Professional Development for Educators, Administrators & Community Partners*

- Search Institute Developmental Asset Training for Tri-Town educators, clergy, parents, and program partners. This day-long free training held in August covered the basic tenets of the Search Institute Developmental Asset Model and deepened participants understanding of how the 40 Assets work in building community capacity by engaging adults; mobilizing young people; activating sectors; invigorating programs; and influencing civic decisions.
- Lynn Lyons, LICSW anxiety expert, returned to the Tri-Town to facilitate a 2-hour professional development workshop for Tri-Town Elementary School guidance counselors, school psychologists, and behavior specialists (Proctor School, Topsfield).
- Sponsored local participation in the Essex County District Attorney Annual Safety Conference.
- Facilitated attendance for community partners to attend the Essex County Community Foundation annual Youth at Risk Conference.
- World Café Training for Tri-Town Community - hosted an evening for local community members on the format and use of the World Café meeting facilitation tool which is often used to address community concerns and issues (Emerson Center, Topsfield).

### Keystone Programs

- Tri-Town Youth Substance Abuse Prevention Coalition - Tri-Town Council established the Tri-Town Council Youth Substance Abuse Prevention Coalition in 2010 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, youth 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.
- TTC High School Youth Council – Led by Masconomet high school students and facilitated by our Youth Program Coordinator, the TTC Youth Council engages in fun, social activities, facilitates programs

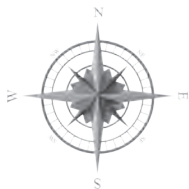
and workshops for peers, participates in community service programs and supports special projects.

- TTC Middle School Youth Council – Led by the Tri-Town Council Youth Program Coordinator, this group is open to Tri-Town youth in grades 7 and 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 45 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. More than 290 graduated seniors and 30 chaperons participated in the 2013 event.
- Tri-Town Council Scholarship Program- Scholarships are awarded to three graduating Masconomet Seniors, one from each of the Tri-Towns, 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. In 2012 we facilitated a school-wide promotion via locker magnets (magnets on every locker throughout both the middle and high school) at the start of the school year.
- Tri-Town Community Resources for Families in Need - Tri-Town Council, with local support, developed a community-based resource list and outreach protocol which highlights the efforts of local organizations helping families in need during the holidays and year-round. 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](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 bi-annual anonymous survey administered to Masconomet middle and high school youth 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 youth and are important for planning health education and risk prevention programs within the schools and in the community. This survey is administered bi-annually; the most recent data was collected in November 2012.
- Adult Perception Survey (APS) – conducted for the second time in the spring of 2013 this survey, facilitated by the Tri-Town Youth Substance Abuse Prevention Coalition, asked for feedback on issues youth face, or will face, in making safe, healthy choices as they grow and mature. Participation is open to all Tri-Town adults who parent, educate and care for and about Tri-Town youth. In 2013 more than 500 adults participated offering us an insight into areas of concern as well as perceived alcohol and drug abuse among Tri-Town youth.

### Affiliated Organizations

The Tri-Town Council has several affiliated organizations which benefit from our non-profit status, admin-





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## Tri-Town Council (cont.)

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istrative support and fiscal sponsorship affording them the opportunity to serve the Tri-Town community including:

- **Disability Awareness Starts Here (DASH)** Since 1994, D.A.S.H. has provided an innovative, hands-on sensitivity awareness experience for elementary school students in Topsfield, Boxford and most recently in Middleton. This parent led program relying on more than 250 volunteers and embraced by the school district, emphasizes abilities rather than disabilities; encourages empathy and understanding; fosters an atmosphere of mutual respect and friendship; and strives to eliminate fear and misunderstanding. Each year almost all youth in second through fifth grade participate in this program. D.A.S.H. presents four unique curriculums which utilize hands-on activities designed to simulate what it is like to live with a disability. Children are encouraged to explore their feelings, think creatively, and discuss alternatives and solutions to the challenges created by a disability. Each program concludes with a guest speaker where the children are invited to ask questions and share their new perspectives. The grade level curriculums are:
  - o Visual Impairments - Grade 2 - spring
  - o Hearing Impairments - Grade 3 - spring
  - o Invisible Disabilities - Grade 4 - fall
  - o Physical Disabilities - Grade 5 - fall

During the 2012-13 school year Boxford & Topsfield ran the program as listed above. Middleton ran the program in all grades levels in the spring.

- **Sponsor-A-Child** a Boxford Elementary School Program since 1980 provides a tangible and meaningful way for elementary school children to be part of a community service activity along with their classmates and family. This program raises awareness about children, close to home, who are underprivileged and in need, and

how others, both individuals and a community can help. SAC, working with Santa's Helper of Salisbury, facilitated the donation of hundreds of wish list gifts (clothing and essentials) with the help of over 95 classroom volunteers to approximately 35 needy children in Salisbury, MA during the 2012 holiday season.

- **Boxford Summer Park Program** This program runs for five weeks during the summer in Boxford on the grounds of the Cole Elementary School. The Park Program trains and employs more than 50 young adults (under 18) as well as retains several adult coordinators to supervise. Over 200 children in entering grades K-6 attend during the summer for one or all five weeks of the program's operation. Activities include arts & crafts, sports, special guests (including the Boxford Fire Department) and games.

### TriTown 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 full-time Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and Council management; and several 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 FY13. 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](http://www.tritowncouncil.org), E-news via our in-house database and through school newsletters, in local media resources such as the Tri-Town Transcript (our regular bi-weekly spot called the "Tri-Town Council Corner"), 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 is a member of CADCA, Community Anti-Drug Coalitions of America. 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*

### TRI-TOWN COUNCIL BOARD OF DIRECTORS

Christine Rothman, *President*

Rhonda Fogel, *Vice President*

Jeanne Richards, *Treasurer*

Sally Dahlgren, *Secretary*

Susan Block

Robin Wildman

Donna Davis

### TRI-TOWN COUNCIL ADVISORY BOARD

Dana Webster

Rodney Pendleton

Leslie Levenson

Mark Landgren

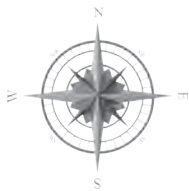
Diane Frampton

Guy Simmons

Jan Pazar

Joan Murphy

Adam Thurlow



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## Recycling Committee

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Now in its fifteenth 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 \$48,750 in Pay as You Throw (PAYT) sticker revenue in fiscal 2013.

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 thirteenth Annual Town Clean-Up Day held in April. This year's clean-up was sponsored by Faithworks, the ecumenical teen youth group based at the Congregational Church. Trash was picked up from

Topsfield's roadsides, sidewalks, alleys, and parking lots by many volunteers.

The Town recycled 773.10 tons of curbside wastes, which included 439.34 tons of mixed paper; 333.76 tons of co-mingled plastics, cans, and glass containers. This represented 43% of the total tonnage (1,798.86 tons) collected in the Town.

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

Respectfully submitted,

Donna C. Rich  
*Recycling Coordinator*

## 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.

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### Rules on the \$2.00 Stickers

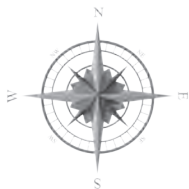
If you fill another trash can a \$2.00 sticker is to be placed on the top of the extra trash bags and be visible.

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.

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## Board of Library Trustees

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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, education, and entertainment 24 hours a day. With access to the internet, virtual visitors to the library can reserve museum passes, check the library calendar for programs, request material from the online catalog, download music, read magazines, research topics using databases, and download audio and e-books.

In fiscal 2013, the library made investments in electronic offerings. In November 2012, the library added Freegal (free and legal music downloads) to the collection. Patrons can download three MP3 format files (with no DRM) each week of their favorite music. The collection gives our patrons access to over 7,000,000 titles and 28,000 record labels. In May 2013, the library added Zinio, an online magazine subscription. The library subscribes to Newsweek (no longer available in print), Consumer Reports, National Geographic and more. Patrons can download the current issues of their favorite magazines onto their devices without worrying about returning the magazines on time.

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.

### Staff News

In August 2012, Laura Zalewski was hired as the new Director. Laura, the former Director of the Reuben Hoar Library in Littleton, received her Master's degree in Library and Information Science from Simmons College in 2005. A Georgetown resident, Laura has worked in large and small libraries, including Boxford and Wakefield. Her true passion is for small libraries where she can be an administrator AND a librarian.

In May 2013, Wendy Thatcher, Head of Reference, received her Master's degree in Library and Information Science from the University of Rhode Island. In June 2013, Meredith Toumayan, library assistant in the Reference department, left the library to return to her home state of Maine. Library staff and patrons will miss her.

### Events and Programs

The Library's popular "Concerts in the Barn" series began 2012-2013 season on Sunday November 4 with The Rich Greenblatt Group. Over 60 participants enjoyed the group's original jazz compositions and some old favorites. On Sunday, January 27nd, the 125



participants in the Gould Barn were rocking to the a cappella sounds of “Pitch Slapped”. This contemporary co-ed a cappella group, from Berklee College of Music in Boston, offered their distinctive arrangements and infectious energy to a group that didn’t want them to stop. And on Sunday, April 27th, 40 opera aficionados were entertained by “An Evening of Glorious Song”. Soprano Dana Schnitzer, mezzo-soprano Megan Roth, and pianist Andrew Altenbach performed selections from Mozart, Strauss, and Puccini. The library would like to thank Mitzi Gatlin for the loan of her baby grand piano for this performance. 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.

The library offered its patrons two opportunities to learn the intricacies of flower arrangements. Platinum Posies demonstrated autumnal arrangements in November and holiday arrangements for December. In October and November, librarians in the Reference department offered a four part series on various computer topics to Topsfield seniors. The workshop discussed email, Facebook, shopping online, and identifying reliable websites.

The library was a popular stop on the Holiday Walk on December 1, 2012. The Masconomet Concert Choir sang arrangements of popular holiday songs from the 2nd floor balcony. The Masconomet Photography Club set up a Picture with Santa booth in the library’s Mystery Room. The Friends of the Library offered hot cocoa and cookies to strollers during the evening. A dusting of snow lent a festive touch to the proceedings.

In January, the library introduced patrons to a new art form: Zentangle. A certified Zentangle instructor from Absolutely Everything, led the workshop.

In March, a local business owner held a Baby Massage workshop for new mothers and fathers. The Friends of the Library sponsored Michael Sullivan, well known author and reading expert.

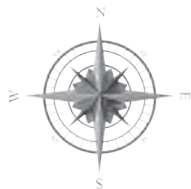
The Library renewed its popular art-leasing program with the DeCordova Museum located in Lincoln, MA. This program provides artwork for 5 different locations throughout the Library, changing the collection once a year. The Library also has monthly art exhibits in the meeting room, providing an inviting space for local and regional artists. 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 majority of events and programs 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. The library uses Twitter (@Topsfield\_Lib), Facebook, Flickr, the website, and the library’s blog “OverBooked” to keep patrons up to date on library happenings and points of interest. In FY2013, the library established a Pinterest account to showcase new additions to the collection, read-a-likes, and themed reading lists.

The Topsfield Library staff has been working diligently with the Merrimack Valley Library Consortium (MVLC) to improve Evergreen, the integrated library system that was implemented in 2011. In October 2012, MVLC upgraded the online catalog to make searching easier. In January 2013, MVLC added EBSCO’s Novelist Select content under the “Awards, Reviews, and Suggested Reads” tab of the catalog. Now, readers can quickly find books in the series, Goodreads reviews, and read-a-likes with one click of their mouse.



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## Board of Library Trustees (cont.)

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To support the increasing patron demand for e-books, the library again subscribed to Overdrive Advantage, a program which allows the library to purchase copies of e-books specifically for Topsfield residents. Patrons were also able to schedule private sessions with library staff for individualized e-reader instruction.

### 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 online software. The traditional Summer Reading Kickoff party was held on Friday evening June 14. Nearly 200 people attended. The Proctor School jazz band and the "Toe Jam Band" provided the musical entertainment while the Friends of the Topsfield Town Library provided outdoor games. Participants enjoyed bean bag tosses, egg and sack races, hula hoops, parking lot hockey, and bubble blowing. The Friends also set-up, cooked, and provided financial assistance for the event.

The "Dig into Reading" summer reading program, enjoyed by 621 participants, featured programs such as "Dig into Dinosaurs" with the Museum of Science, "Ed the Wizard", "Katie's Story Time", Mosaic Suncatchers, the 501st Legion Storm Troopers, and the 4th - 6th Grade Book Club. The program culminated in early August and was celebrated with a traditional ice cream social sponsored by the Topsfield Friends of the Library. Children who read 15 hours or read 15 books were rewarded with passes to the Topsfield Fair.

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 60 participants enjoyed decorating hats and

purses with flowers, ribbons, and other materials, decorating iced cupcakes with a variety of candies, sampling cookies, and hearing 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. Stories and craft programs were scheduled for early release days from school. Teen programming included mosaic trivets in December, cupcake decorating for Valentine's Day, and a spring dinner where teens prepared and ate a "healthy dinner". For the year, the Library offered 112 children's and young adult programs, with a total of 2,430 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 2013 include:

- Friends of Topsfield Town Library brunch
- Gingerbread house-making day
- Holiday Stroll refreshments
- Easter egg hunt
- Author Michael Sullivan
- Intuition workshop
- Summer reading kickoff
- Winter and spring book sales

The Friends of the Library offer a popular Museum Pass program for the Library. Friends' membership offers patrons the ability to reserve passes to the following

museums by calling the library or using the on-line reservation system:

- The Children's Museum of Boston and New Hampshire
- Zoo New England: The Franklin Park and Stone Zoo
- Garden in the Woods
- Gloucester Maritime Heritage Museum
- The Harvard Museum of Natural History
- The Institute of Contemporary Art
- Isabella Stewart Gardner Museum
- Massachusetts State Parks
- Museum of Fine Arts
- Merrimack Repertory Theatre
- Museum of Science
- Norman Rockwell Museum
- Peabody Essex Museum
- Roger Williams Park and Zoo
- Strawberry Banke - NEW

The Library also offers passes to The DeCordova Museum and Sculpture Park and Massachusetts Audubon.

Respectfully submitted,

#### 2013 BOARD OF LIBRARY TRUSTEES

Philip Madell, *Chairperson*

Audrey Iarocci, *Vice Chairperson*

Sean Cuniff, *Secretary*

Dorothea DeLuca

Kathleen Hoffman

Michael Massaro

#### Fiscal Year 2013 Library Statistics

Percentage of Topsfield residents  
who hold a library card:..... 77%

Circulation: TOTAL  
Direct circulation ..... 121,260  
Indirect Interlibrary Loans..... 21,920

Total materials collection:..... 67,075

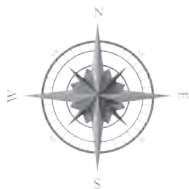
Research Requests per year ..... 4,331

Total Book Clubs served..... 14

Number of Volunteers ..... 221

Number of Volunteer hours..... 1,391

Number of Friends members..... 462



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## Parks & Cemeteries Commission

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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 1:00 p.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](http://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 37 internments were performed in fiscal year 2013, of which 19 were full and 18 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.

Fiscal Year 2013 was again a busy year for the Parks & Cemeteries Dept. We performed updates to our sports fields at Pyebrook Park and Proctor. Pet waste dispensers were also installed for the first time at Pyebrook Park. The Steward Playground was updated, and a ballfield

was removed to accommodate the new school play structure. Our department worked closely with local groups in FY13 including the Topsfield Playground Group concerning a playground maintenance day in June 2013. We have cooperated closely with our corporate neighbor, The EBSCO Company, which donated several picnic tables, a picnic area and exercise stations to Klock Park for all to use. We have had security concerns at some properties, which we have dealt with by updating our security monitoring, adding lighting and increasing police patrols. With the loss of Emerson Fields due to a non-renewal of a lease at the end of December 2013, field space in 2014 will be in demand. We have been forced to look even more closely at preserving space for local sporting events. We were proud to be involved in the Korean War Monument project on the Veterans' Green that was dedicated this spring. Pyebrook Park, the Town's former sanitary landfill, has seen settlement to its surface. We submitted an article for Town meeting asking for monies to fill surface depressions caused by the decaying trash below and to lower some methane distribution boxes. The article passed and work will commence as early as fall 2013. This will be an ongoing project for the next five plus years or until we see settlement of the surface.

### Recreation

The Recreation Commission is comprised of volunteers that run non-competitive sports, instructional and entertaining programs for all age groups. Four members serving on this Committee during FY13 included Laura and Steve Powers, Joseph Geller and Jodi Gibley. The Recreation Committee works directly under the auspices of the Parks and Cemeteries Commission. Recreation program continue to grow in popularity, especially summer programs as well as band concerts on the Common and the Holiday walk.

## Miscellaneous

A new truck equipped with a V plow and 4 x 4 dump bed will allow our Department to plow the cemeteries during the winter months. In addition, a new Z track mower and tractor mounted chipper were purchased during the same year. The Parks and Cemeteries Department is responsible for deceased animal pick-ups throughout the town. We responded to 13 deceased animal calls in fiscal year 2013. Our Department 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. We are also responsible for complying with D.E.P regulation s which concern Pyebrook Park as it is built on a former landfill.

## 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 Topsfield Main Street Foundation, as well as all other individuals who donated to the Parks & Cemeteries Dept. throughout this past year. Also special thanks to Mike Smerczynski for his service as a Parks & Cemeteries Commissioner.

Respectfully submitted,

Robert Benjamin, *Chairman*

### PARKS AND CEMETERIES COMMISSIONERS

Robert Benjamin, *Chairman*

Mark Frampton, *Member*

Steven Mscisz, *Member*

Staff:

Stephen Shepard, *Superintendent*

Paul Fontaine, *Assistant Superintendent*

Peter Miller, *Lead Person*

Constance Rowe, *Secretary*

### General Information

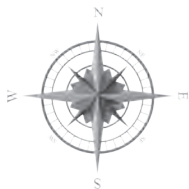
General Inquiries: 978-887-1525

Emergencies: 978-887-2116



*Photo: Kindra Clineff Photography*





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## Rail Trail Committee

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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.

FY2013 activities included:

- Received a license from National Grid to allow usage of their utility corridor from Washington St. to the Boxford town line, a distance of about 2 miles.
- Received a Certificate of Completion from the Conservation Commission for Phases I and II of the TLC.
- Obtained approval from Mass. Dept. of Transportation and contractors installed flashing lights and a crosswalk (donated by the Topsfield Institution for Savings) on U.S. Route 1. The design, purchase of equipment and installation was 80% paid for by a Mass. Dept. of Conservation and Recreation grant. The remainder through in-kind donations.
- Designed and installed flashing lights and a crosswalk at Rt. 97. Installation was completed by volunteers. This project was 80% paid for by a Mass. Dept. of Conservation and Recreation grant. The remainder through in-kind donations.
- Worked with the Friends of Topsfield Trails on various construction projects from received donations to the TLC.
- Offered four Masconomet internships for 100 hours each for trail maintenance. Their work was excellent.
- 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.
- 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.
- Community outreach:
  - TLC brochure updated and distributed at public events, Town Hall and the bicycle shop.
  - Maintained the [www.TopsfieldTrail.Org](http://www.TopsfieldTrail.Org) website.

Respectfully submitted,

Joe Geller, *Chairman*

### 2013 Rail Trail Committee:

Chairman: Joe Geller

Members: Katherine Carlson, Roy Baessler, David Read, Gregg Demers, and Kathy Tremblay.

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

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# Open Space Committee

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The last fiscal year has been relatively quiet for the Open Space Committee.

Activities of the Open Space Committee:

- TOSC continues to track progress of the Goals and Objectives, stated in the Open Space and Recreation Plan.

- Create process and procedures to deal with Chapter lands, and priority parcels, when they go up for sale. This is a work in progress.

Respectfully submitted,

Reggie Lockwood, *Chairman*

Members:

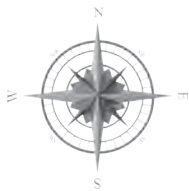
Pamela Newport

David Merrill

Joe Geller



*Photo: Masconomet Photography Archives*



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# Conservation Commission

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## Introduction

The Topsfield Conservation Commission (Commission) has responsibility under the Massachusetts Wetlands Protection Act and Regulations, the Topsfield General Wetlands Bylaw and Regulations, and numerous other laws, regulations, and policies, to protect groundwater and surface water quantity and quality, prevent flooding and erosion, manage stormwater in order to prevent storm damage, and protect wildlife habitat and recreation values in Topsfield. Meetings typically are held twice a month, 2nd and 4th Wednesdays, at Topsfield Town Library meeting room. Phone: 978-887-1510, general email address: [conservation@topsfield-ma.gov](mailto:conservation@topsfield-ma.gov), webpage on the Town website: [www.topsfield-ma.gov](http://www.topsfield-ma.gov).

## Highlights

Applications before the Commission for permits and reviews were similar to the previous year, with Determinations of Negligible Impact and TCC Administrator Permits, for relatively small projects, especially those only in Buffer Zones, replacing many applications previously filed as Requests for Determinations of Applicability. 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, the multi-unit development at 30 Wildes Road/The Meadows, pond dredging and restoration at Ferncroft Golf Course, development at 120 High Street/Hickory Beech Subdivision, rehabilitation of the Rowley Bridge Road Bridge, and parking

activities on Topsfield Fairgrounds properties in areas contiguous to wetlands and/or the Ipswich River. A Topsfield Soils Map was prepared to emphasize the locations and extent of areas of soils and hydrology that pose challenges for development. The Commission continued coordination with State and Federal agencies on major enforcement matters.

For the sixth year, 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.

In May, EBSCO Publishing generously donated the former "Buttercup House" property, recently cleared of unoccupied buildings, at 362 Boston Street to the Commission as Conservation Land.

For six months, engineer Rick Muka served on the Commission, sharing his knowledge of innovative water conservation techniques. In June, Chairman Mark Erickson resigned from the Commission after six years of dedicated service and providing valued engineering expertise. The Commission chose attorney Jennie Merrill as the Chair and educator/biologist Cheryl Jolley as the Vice-Chair for the coming year. At the beginning of the fiscal year, Pauline Doody, who has many years of experience working in several positions in Gloucester, became the Commission Secretary. Debra Rogers served faithfully as Minutes Secretary for seventeen months prior to moving up to the Assistant Town Accountant position.

The Commission appointed Paul Harder to join Reggie Lockwood on the Tree Planning Committee. Ramona Donahue provided valuable assistance with organization of department files under the Senior Work-off Program.

In June, Kate Kennedy, an enthusiastic graduate student in Environmental Conservation at the Czech University of Life Sciences, became the summer Conservation Intern, learning about the Commission's responsibilities, investigating and preparing documentation for certification of a vernal pool at 17 Brookside Road, evaluating opportunities for improvement of trails off the end of Blueberry Lane, and creating several drafts of a logo for the Commission's future use.

The Conservation Commission welcomes volunteer assistance and donations of land.

Respectfully Submitted,

Lana Spillman, *Conservation Administrator*

COMMISSIONERS:

Mark Erickson, *Chairperson*  
Jennie Merrill, *Vice-Chairperson*  
Holger Luther  
Jim MacDougall  
Cheryl Jolley  
Jim Carroll  
Rick Muka

STAFF

Lana Spillman, *Administrator*  
Pauline Doody, *Commission Secretary*  
Debra Rogers, *Minutes Secretary*



*Photo: Masconomet Photography Archives*





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# Planning Board

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## 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. 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

- Five ANR lot applications were approved. Applications for 103 River Road, 488 Boston Street, 21A Grove Street resulted in the subdivision of one lot into two individual lots; and the applications for 10 Gail Street and 19 Pheasant Lane resulted in the reconfiguration of the lots.
- Under the Family Accessory Apartment Bylaw special permits were granted for family accessory apartments at 19 Orchard Lane and 9 Gail Circle.
- Under the Stormwater & Erosion Control Bylaw the Board granted Stormwater Management Permits for 89 Wenham Road, 120 Hill Street Lot 2, 120 Hill Street Lot 3, 19 Orchard Lane, 67 Washington Street, 14 Grove Street, 51 Fox Run Road, 78 Alderbrook Drive
- Under the Scenic Road Bylaw, the Board granted special permits for the permanent removal of sections of

stonewall for new driveway entrances at 89 Wenham Road, 120 Hill Street Lot 2, 120 Hill Street Lot 3, 101-105-109 Hill Street, 5-25 Wildes Road.

- Under Article IV, Section 4.07 J of the Zoning bylaws, the Board granted a special permit for a common driveway to 488-490 Boston Street, 125 Boston Street – 75 Salem Road.

## Members and Liaisons

Members Jeanine Cunniff and Joseph Geller were elected to the Board in May 2013. Martha Morrison was elected Chair, and Steven Hall as Clerk. The following liaisons were appointed:

- Steven Hall – Stormwater Management / Mapping Committee
- Joseph Geller – Rail Trail Committee
- Ian DeBuy Wenniger – Soil Removal Board

## Zoning Amendments

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

- To establish a temporary moratorium on the use of land or structures for Medical Marijuana Treatment Centers to allow for the review of the potential impact of such centers on the Town and to consider zoning amendments to address the impact of such centers.



- To add definitions of Medical Marijuana Treatment Center and Medical Clinic to the Table of Uses.

The Planning Board Chairman also worked with the Historical Commission to develop a streamlined review process for the Demolition Delay Bylaw.

### 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. The Board would like to recognize the years of service of former members Janice Ablon, Gregor Smith and Henry Goudreau.

Respectfully submitted,

Martha Morrison, *Chairperson*

Steven Hall

Ian De Buy Wenniger

Jeanine Cunniff

Joseph Geller



*Photo: Kindra Clineff Photography*



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# Zoning Board of Appeals

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## 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.

## FY13 Decisions / Highlights

- 78 Alderbrook Drive: The Board after several continuations of the public hearing granted the applicant a variance to use for access, egress and utilities a grandfathered non-conforming common driveway easement shared by 4 other lots for said purposes subject to specific conditions and improvements to the driveway easement.
- 20 Central Street: The Board granted a finding for the demolition of the existing non-conforming one-story garage within the side setback and the replacement with a two story structure and connecting breezeway to the existing home with the same side setback on a non-conforming lot.
- 44-46R Main Street: The Board approved a minor modification to the January 25, 2012 site plan review decision relative to parking spaces, directional arrows and signage for the retail operation at the Topsfield Bake Shop.
- 224A Boston Street: The Board approved a finding and variances to National Grid for substation upgrades that included the replacement of most of the existing 13kv and 23kv equipment and facilities at the existing substation, including the existing control house and removal of its existing 4kv equipment with all the work confined to the existing fenced yard of the substation.
- 5-15 Main Street: The Board approved a minor modification to the May 14, 2012 site plan review decision to allow the removal of the existing fence located parallel to and along Park Street by the Institution For Savings. Later in the year, the Board approved a second minor modification to the May 14, 2012 site plan review decision to allow the Institution For savings to place a lighted flagpole on the lot.
- 207 Boston Street: The Board approved a special permit to allow the Essex Agricultural Society the use of loudspeakers for a one day outdoor concert event, known as “Boston Immersion”, in June 2013 to be held on the Route 97 Midway side of the Fairgrounds.
- 285 Boston Street: The Board approved a minor modification to the special permit granted to Westport Communications LP to allow the three public

safety whip antennas to extend above the top of the 180' lattice tower.

- 6-8 Grove Street: The Board granted a finding to allow the demolition and replacement of the two non-conforming rear residential structures within the same footprint located on the lot.
- 34 Gail Street: The Board granted a finding to allow the demolition and replacement of a single family residential structure within the same footprint on the non-conforming lot.
- 222 Boston Street: The Board made the appropriate findings and granted a variance from the required frontage, front, side and rear setbacks for the reconfiguration of the footprint for a new commercial structure and approved a site plan for the redevelopment of the property from a residential use to a commercial use.

Respectfully submitted,

Robert J. Moriarty, *Chairman*

Joan L. Clineff

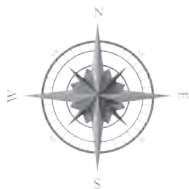
David D. Merrill

David P. Moniz

Gregor Smith



*Photo: Masconomet Photography Archives*



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# Annual Town Meeting Minutes

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## 2013 ANNUAL TOWN MEETING

PROCTOR SCHOOL  
WOODBURY AUDITORIUM

May 7, 2013 @ 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.

Selectman Laura Powers led the group in the Pledge of Allegiance.

The Moderator noted that the Warrant for the 2013 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 363rd 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. Thanks to Bill Whiting and his crew for making that happen.
2. Microphones have been provided in this auditorium for your convenience. Please use them when addressing the meeting.

3. Whoever desires to address the meeting must first be recognized by the Moderator. If recognized, that person must state his or her name and street address prior to discussion. All discussion is addressed to the Moderator and not to individuals. There are no conversations here. Questions should be addressed to the Moderator who will then determine if there is someone who would want to answer the question.

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. If the Finance Committee recommends no action on a particular article and a resident wants to move for positive action. The vote on the Finance Committee's recommendation of "no action" will be taken before a vote for positive action is in order.

5. If a voter wishes to offer an amendment to a finance committee recommendation or to any other motion, it will require submittal of a written Motion to Amend for review by the Moderator and Town Counsel prior to any action on it. We have some forms available to assist anyone drafting the wording of such an amendment.

Since the Finance Committee recommendation is the motion on which a vote is to be taken, Mr. Hall entertained a motion to allow the Moderator to waive the reading of each and every Article in its entirety, substituting instead a brief synopsis thus aiding an orderly progression of the meeting. After a motion was requested and a seconded, there being no discussion, the motion was adopted unanimously.

The Moderator then introduced the people involved in preparing for and executing this year's Town Meeting. He started with Paula Burke, the Town Clerk, who was serving in this capacity at her last Town Meeting and Beth Willis, who would assist.

The Moderator then introduced the Board of Selectmen:  
 Eldon Goodhue, *Chairman*  
 Martha Morrison, *Clerk*  
 Richard Gandt, *Member*  
 Laura Powers, *Member*  
 Kenneth Vogel, *Member*  
 Virginia Wilder, *Town Administrator*  
 Lauren Goldberg, *Town Counsel from Kopelman & Paige*

Finance Committee:  
 Mark Lyons, *Chairman*  
 Karen Dow  
 Paul Dierze  
 Kathy Hartmann  
 Dan Shugrue  
 Heidi Bond  
 Jonathan Guido

Mr. Hall noted how these folks have committed many hours of their time especially in the last few months to labor with a lot that would come before the meeting. He requested that a round of applause be given for the work that they did in preparation for the meeting.

The Moderator introduced the members of the Town's Financial Team who were seated in the audience, Pam Wood, Town Accountant, and Roberta Knight, Purchasing and Community Development Coordinator, as well as Barbara Michalowski, Town Treasurer, and Assessor Nina Evans who were absent. He welcomed educators Dr. Darrell Lockwood, Superintendent of Masconomet Regional High School, and Dr. Bernie Creeden, Superintendent of our elementary schools. When he asked if there was any objection to having the superintendents sit among the meeting and not in the Visitors' Section, there was no objection so assent was given.

When the Moderator asked for assent to permit non-residents Greg Krom, Superintendent of the Water Depart-

ment, and Susan Givens, Masco's Finance Officer, to sit among the residents and not in the Visitors' Section, there were no objections so assent was given.

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

## Award Presentations

### *Selectman's Certificate of Appreciation*

The Moderator called upon Chairperson of the Board of Selectman Eldon Goodhue to present the 2013 Appreciation Awards.

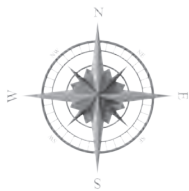
Mr. Goodhue noted,

"It is my great pleasure to honor folks who have worked for the Town over the past years and to present them with Annual Achievement Awards."

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

Janice M. Ablon, *Town Government Review Committee*  
 George D. Anderson, *Town Government Review Committee*  
 Jenifer Collins-Brown, *Council on Aging*  
 Paula M. Burke, *Town Clerk*  
 Frederick A. Capobianco, *Council on Aging*  
 Jeanine P. Cunniff, *Elementary School Cmte., Cultural Council*  
 Kathleen M. Curran, *Cable TV/Website Committee*  
 Donna M. D'Agostino, *Council on Aging*  
 Darcy Fulton, *Cultural Council*  
 George P. Hall, *Conservation Commission & Renewable Energy/Green Communities Committee*  
 J. Stephen Lais, *Finance Committee*  
 Holger M. Luther, *Town Government Review Committee*  
 Kathryn C. Lyons, *Council on Aging*  
 Grace Davini Peabody, *Tree Planning*  
 Daniel K. Peabody, *Tree Planning*  
 Daniel W. Philpot, *Historical Commission*  
 Michael T. Smerczynski, *Park & Cemetery Commission*  
 Gregor Smith, *Planning Board*  
 Margaret W. Smith, *Cultural Council*  
 Allan J. Wallace, *Town Government Review Committee*





Those not present were also acknowledged by Mr. Goodhue:

David M. Bloss, *Fence Viewers*

Boyd R. Jackson, *Town Government Review Committee*

Charles A. Keys, *Tree Planning*

Joan Panella, *Cultural Council*

### Special Presentation

Mr. Goodhue then introduced Ms. Martha Morrison to present an Achievement Award posthumously. Ms. Morrison recognized Stephen S. Clark for his willingness to serve as a Fence Viewer, which was “his very, very favorite position because it took him right back to colonial days, which he so loved.” She noted that he served as a Selectman, Planning Board Member, Moderator, Town Government Review Committee Member and more. “There were few parts of Topsfield’s government and Topsfield’s community that he did not touch, did not enrich in some way. We are very sad that he could not be with us tonight. We all miss him as a friend and as a member of the community. But we are truly thankful to him for all that he did”.

His wife, Wendy, was asked to accept the award in Stephen’s honor. A rousing standing ovation followed.

The Moderator noted that in the Annual Report could be found an homage to Stephen Clark along with other deceased volunteers who passed away in the last year. He then asked for a moment of silence to acknowledge those individuals along with all members of the community unable to be with us.

Mr. Hall then introduced Bob Was of the Topsfield-Boxford-Middleton Rotary Club to recognize the years of service to the community by Terry Meinelt, Masconomet Art Department Chairperson. Superintendent Darrell Lockwood was introduced to speak about Terry’s contributions to the Masconomet community. Mr. Was closed with, “Terry, after 37 years, I am sorry to see you go.”

### ARTICLE FIRST: REPORTS

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

When the Moderator asked Mr. Goodhue, the Chair of the Board of Selectmen, who would be addressing the meeting on behalf of the Board, Dick Gandt was introduced and said:

I’d like to touch on two areas: some warrant articles that are a follow up from last year, and an update on two current items.

First the warrant articles from our last Town Meeting.

- At that Town Meeting you appropriated funds for a Facilities Study. We went out to bid and selected a consulting firm that conducted that study. As a result we are asking for an appropriation to fund a portion – a small portion – of repairs that are identified in that study.
- You also authorized funds to study the addition of a water treatment plant. As a result we have an article on the warrant this year to design that plant. While there may be various thoughts about this plant, having observed the process that got us to this point, I can assure you your Water Commissioners and Superintendent have done a thorough job to provide a well thought out offering for your consideration.
- Based on your authorization to acquire a permitting application we have selected a vendor and are now implementing it. Town departments have been working on data and procedures, and we plan to go live this summer. This application is intended to improve our back office processes.
- And last year you approved funds for a consultant to assist us in hiring a Town Administrator. It took some time to get started, but encouraged – rather pushed – by Laura and Eldon we finally selected a consultant, the Collins Center at UMass Boston and we’re on track to identify a candidate by July. Our Town Administrator position is posted with applications due by May 20th. A description of the position is available at [www.collinscenter.umb.edu](http://www.collinscenter.umb.edu).

A couple of delightful announcements:

- Rowley Bridge Road Bridge – The Road Commissioners and Highway superintendent have assured us the bridge will be reopened by July. [applause]
- And second, the Board of Selectmen is thrilled to report on the status of the property at Ipswich Road and Route 1. As you may have already seen and heard, that property, the one diagonally across from the Dunkin Donuts, that has been derelict for a decade has very graciously been cleaned up and donated to the town by a generous resident for open space purposes under the custody of the Conservation Commission. Removing this blight in this area has already improved the appearance of the neighborhood. We've been concerned about this environmentally sensitive property with bordering vegetated wetlands and river front that is in the Town's groundwater protection district. We're relieved to have this situation resolved.

Lastly, this evening we have recognized citizens that have completed their years of volunteer service to the town. By the way, some of them have not completed their service to the Town; they have completed their service on a committee, but we know that some of them who came up here are still committed to other committees and we appreciate that. In addition, as your Board of Selectmen, we also want to thank the many current elected and appointed members of boards and committees that volunteer their time to serve Topsfield. You are vital to the effective functioning of our Town government. Thank you. Lastly, we thank so many citizens that volunteer for organizations throughout town – organizations ranging from the TAA, Girl Scouts, Boy Scouts, the garden clubs that beautify our Town, to groups such as the Friends of the COA, the Rail Trail and the Library. You are all a part of making Topsfield an enjoyable and pleasant place to live. Thank you very much.

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. Reflecting on the importance of many of the Warrant Articles that will come before

you tonight, including those aimed at ensuring the quality of the Town's water supply for years to come, with the help of the historian George Francis Dow [The River Agawam an Essex County Waterway], I located the following colonial indenture, which I think we would call deed, which read:

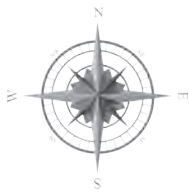
*I Musconomet, Sagamore of Agawam, do by these presents acknowledge to have received of Mr. John Winthrop the sum of 20 pounds, in full satisfaction of all the right, property and claim, I have or ought to have unto all the land lying and being in the Bay of Agawam, And I hereby relinquish all the right and interest I have unto all the havens, rivers, creeks, islands hunting and fishing, with all the woods swamp and timber. Witness my hand this 28th of June 1638.*

*Musconomet.*

We will consider Articles relative to this critical natural resource later in the evening.

Continuing with the spirit of recent Town budgets, but mindful that relevant economic factors appear somewhat kinder, your Finance Committee Guidelines continued our "No New Programs" approach, but gave consideration to expenditures associated with possible reorganizing or restructuring then under consideration. This still targeted 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 category was set at a 2% 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 2012 actual and projections into FY 2013. Elementary Schools were set at a 2.00% increase. The Capital items budget remained limited at \$250,000 Town wide. We continue to be concerned with the inadequacy of this funding level for Town wide capital requirements.

A Masconomet guideline was deferred pending discussions with both the Boxford and Middleton Finance Committees. As a three Town joint guideline did not materialize, given the regional nature of the Masconomet



school district, a Topsfield guideline was not issued. Finance Committees did continue efforts with Boxford, Middleton and Masconomet officials throughout the budget process, advocating for the certification of a fiscally responsible FY 14 Masconomet budget.

We entertained requests for additional support by departments only if specific Essential Services remained unfunded at guideline levels.

Once again, 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. Once again, this difficult fiscal goal has 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 2014 total Town budget that includes: a General Operating Budget increase of 3.10% and a Masconomet Regional School assessment of \$6,237,692 as certified by the Masconomet Regional School Committee. The FY 2014 total Town budget recommended by the Finance Committee includes an estimated total amount to be raised from various sources, of \$24,550,511 representing an increase of only 0.62% over FY13 actual. After making adjustments for state aid and other revenues such as local receipts and assessments, the resulting total expected, at this point in time, to be raised through real estate taxes will be \$18,830,202, an increase of 2.73% over the current year actual. In addition to the Operating Budget, the Warrant offers for your consideration: the purchase of copiers and computers for Town Hall, a telephone system and an SUV for the Police, a document scanner for Inspectional Services, a pick-up truck for Highway and a generator for the library. Also included is funding for a portion of the repairs needed at Town Hall and updates to both the elementary school security and Town mapping systems. Also in the Warrant are Water Department Articles including one for the design of a water treatment plant. 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.

Mr. Hall introduced Jeanine Cunniff to speak on behalf of the Elementary School Committee:

Hello Topsfield. Thank you, Mr. Moderator, Selectmen, Finance Committee, and residents.

The Topsfield Elementary Schools have achieved several important goals this year. With voter support at Town Meeting last year, we implemented significant upgrades to the technology infrastructure at Proctor and Steward Schools. Then using funding from private donors we added new equipment at both schools. Going forward, the School Committee will pursue leasing agreements for equipment such as tablets and laptops. This will allow us to provide students with current technology in a cost effective way.

The proposed FY2014 elementary school budget includes funding to reorganize our Central Office, which is designed to address two issues. The first issue is the ever-growing number of man-hours needed to handle increasing governmental reporting requirements and unfunded mandates. The second issue is the need to hire a new superintendent. Our longtime Superintendent, Dr. Creeden, has stated an intention to retire within a few years. The market for Superintendent candidates is tight. At the same time, our unique structure as a superintendency union offers challenges for the superin-

tendent role. The reorganization of the Central Office will allow us to attract high caliber candidates to our search for a new superintendent.

The Elementary School budget, due in large part to Special Education, includes an increase of 4% over the current budget. The needs of our Special Education students vary from year to year, sometimes causing drastic fluctuations in the operating budget. The School Committee is investigating a means of separately allocating funds for Special Education tuitions and transportation to control for these anomalies.

Topsfield was named a Level 2 district based on the results of the 2012 MCAs testing. One measure that could improve our designation to a Level 1 district is to increase the number of students that move from the level of Proficient to Advanced. As a means to achieve that goal, the Elementary School Committee plans to re-introduce an Extended Studies Program in the 2014-15 school year. This program will allow our schools to better serve our high achieving students.

So we have achieved some goals and have others going forward. In all this, the school Committee appreciates the strong support you have shown for our educational programs and schools. As your school committee, we are committed to maintaining Topsfield's tradition of excellence and to providing our town's children with the best, cost effective education that we can.

The Moderator declared the Annual Town Meeting in recess subject to the call of the Chair at the conclusion of the Special Town Meeting.

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## 2013 SPECIAL TOWN MEETING

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The Moderator called the Special Town Meeting to order at 7:39 P.M. and asked the Town Clerk if the Warrant had been properly posted and returned properly executed. Mrs. Burke indicated in the affirmative.

### 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 7:40 P.M. the Town voted unanimously, exceeding the nine-tenths requirement, to transfer from available funds and appropriate the sum of

\$253.....From Animal Control Other Account for veterinary services

\$8,139.....From Fire Wage Account for unpaid fire circus detail & contracted longevity

to pay outstanding bills and wages contracted prior to July 1, 2012.

### ARTICLE THIRD: TRANSFER OF FUNDS

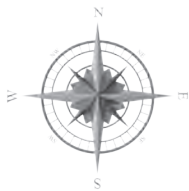
Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 7:42 P.M. the Town voted unanimously to transfer from the unexpended balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2013 fiscal year as follows:

\$2,500.....From Tree Wages Account to Tree Other Account

\$1,104.....From A22/07ATM to Town Hall Other Account

\$6,218.....From Assessors Wage Account to Assessors Other Account

\$5,672.....From Essex Retirement Account to Highway Other Account



\$21,586....From Property Liability Insurance Account  
to Snow & Ice Other Account  
\$8,728.....From Worker's Compensation Account to  
Snow & Ice Wage Account  
\$10,000....From Police Other Account to  
Police Wage Account  
\$41,000....From Unemployment Account to  
Police Wage Account  
\$14,945....From Police & Fire Accident Insurance  
Account to Fire Wage Account  
\$474.....From Essex Retirement Account to  
Park & Cemetery Other Account  
\$1,171.....From Essex Retirement Account to  
Park & Cemetery Wage Account

#### **ARTICLE FOURTH: ACCEPTANCE OF M.G.L. CHAPTER 40, SECTION 13D**

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 7:42 P.M. the Town voted unanimously to accept M.G.L. Chapter 40, Section 13 D relative to the establishment of a reserve fund for future payment of accrued liabilities for compensated absences due any employee or full-time officer of Town upon termination of employment.

#### **ARTICLE FIFTH: ALFALFA FARM CITIZEN PETITION**

Mr. Paul Dierze, on behalf of the Finance Committee, recommended that no action be taken on Article Fifth, which originated as a citizens' petition to ask the Town 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 to be consumed on the premises at 267 Rowley Bridge Road as set forth in the Special Town Meeting Warrant dated May 7, 2013. Mr. John Kinhan opened the lengthy discussion on the citizens' petition by saying that positive action would be "in the best interest of our community." Alfalfa Farm owner, Mr. Richard Adelman first recited the history of and then tried to dispel some of the misconceptions about Alfalfa Farm. Speaking well past the allowable time of two minutes, Mr. Adelman was interrupted by

the Moderator who asked him to restrict his comments to the Home Rule Petition, which was a request to authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the Board of Selectmen to grant Alfalfa Farm Winery an alcoholic beverage license for the retail sale of wine to be consumed on the premises. Ms. Trudy Perry, who identified herself as the chairperson of the Agricultural Commission, supported the petition with remarks on the Right to Farm Bylaw, sustainability, agri-tourism and closed with the comment that this action would "level the playing field." When Alfalfa Farm patron Mr. John Spencer asked for someone to shed light on the Finance Committee's recommendation, Mr. Paul Dierze explained that the information came to them late in their cycle and that the committee felt that it was missing information from Town Counsel, so they, therefore, voted "no action." Ms. Heidi Fox, referring to a vote taken in 2002 when the Town did not grant a pouring license, requested that the issue be brought before all voters at the ballot and asked how Alfalfa Farm would advertise. When Mr. Norm Isler asked for more specific details about the winery's operations, the Moderator said that "that is beyond the scope of what this article is asking the Meeting to vote on." He continued, "The question in front of you is a petition that would allow you to petition the legislature for a Special Act that would allow the Board of Selectmen to grant a pouring license to this particular facility at this particular location as long as it holds a farm winery license." He requested that further comments not go "too far afield...." In attempting to answer questions that had been posed, Ms. Trudy Perry explained that if Alfalfa Farm were given the opportunity to apply for the license, then matters, such as advertising, would be addressed at that time. Mrs. Joanne Patton, attending a Topsfield Town Meeting for the first time as a new resident, stood up to speak as a "CEO of a fellow farm." Having known Mr. Adelman since the 1980s, Mrs. Patton described him as "the finest of colleagues" and said that she could not "endorse them more highly than to say they have grown in the proper directions." She stated, "I see no reason that there should be no action on something that is going to establish not only their



farm but the open space that it represents.” Significant applause followed. Mr. Holger Luther noted that the Meeting was not addressing the issues and inquired about the “legal conundrum” that was preventing a straight up and down vote.

Mr. Paul Dierze responded that it had been “purely an issue of timing.” Since the Finance Committee received the information late in their cycle, they did not feel that they had enough information within their timeline to vote positive action. When the Moderator asked if there was anything new, Ms. Hannah Adelman, who grew up on the farm, cited the benefits for Topsfield of having Alfalfa Farm be a “new destination for families.” Going well past the two minutes allowed for speakers, the Moderator called time and noted that testimonials to what the farm is all were not helping the Town deal with the question on the floor.

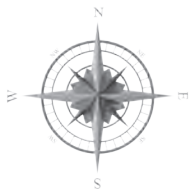
Town Counsel, Ms. Lauren Goldberg, asked for the opportunity to explain how the petition came to be before the Meeting:

Last year you approved an authorization for special legislation for a Home Rule Petition to be filed relative for a granting of a license for tastings to occur at the farm. That legislation has been pending in the General Court and the legislation was re-filed. At a meeting about that legislation it was clear that the farm wanted more than just a license to have tastings in connection with off-premises sales; it was suggested that if they did want to give the Board of Selectmen more authority then they should petition for that and place an article before the town for that purpose. Alcohol beverage licensing in Massachusetts is very restrictive; without a license you’re not supposed to do certain things so in Topsfield, the alcohol beverage chapter, Chapter 138 was not accepted by the Town so the Town has been going on a case by case basis for the Board of Selectmen to issue licenses. Some came back to the town as a local acceptance and others just took effect without that local acceptance. What’s being presented tonight is another single license that would authorize the Board of Selectmen to issue the license; it would take effect upon passage by the General

Court; it would be an authorization for the Selectmen to issue a license; it is written to be specific to farmer Winery. It cannot be transferred. They would have to come to the Selectmen to request the license and follow the regular alcoholic beverage licensing process including if and when approved by the Board of Selectmen and also approved by the ABCC, the Alcoholic Beverages Control Commission. This is the way it arrived before you tonight; this is a policy decision that reflects a determination about what the town feels is appropriate in terms of alcoholic beverage licensing. In order to be able to sell alcohol in town, there needs to be authority to do so. There is a statutory license that they have under section 138 section 19f which allows that off-premises sale of alcohol but the on-premises sale of alcohol, which is what this license would do needs to be authorized by the General Court in the first instance by the Legislature in the first instance by the Board of Selectmen in the second instance and then by the Alcoholic Beverage Commission in the third instance before retail sale of alcohol on the premises could be allowed for consumption on the premises.

Mr. Charles Denault, who identified himself as an objective third party, noted “We could do worse than be known as a town that makes excellent wine and as a destination for agri-tourism” after reminding the Meeting that Topsfield was once known for copper-mining, shoe-crafting, wagon-building. Applause followed. Neighbor to Alfalfa Farm Mr. Bill Guinee asked everyone to support “no action” because the location is dangerous and had witnessed functions that have nothing to do with agri-tourism. He described the request as one for a pouring license that belongs before the townspeople in a vote. Meg Philpot, an abutter to Alfalfa Farm emphasized that, though the Town is a licensing agent, the request was being made under the provisions of the agricultural amendments to the economic development act and the Commonwealth has recognized that small farms in general, wineries in particular, need multiple streams of revenue. She reiterated that only small gatherings take place.

At 8:09 P.M., when Mr. George Anderson made a



motion to shut off debate, the Moderator explained that a two-thirds vote was required and that it was not debatable. When the vote was taken, Mr. George Hall declared that the motion carried as adopted by a two-thirds vote so that the “debate is concluded.” Mr. Hall said that the Town would proceed to vote on the main motion. After providing clarification on the vote (a “yes” vote would be for “no action”), Mr. Hall asked for the vote, after which he declared “the no’s have it.”

He then asked if someone wished to offer an affirmative motion, which Ms. Trudy Perry did:

To the voters of the Town of Topsfield:

I move that the Town authorize the Board of Selectmen to file a petition with the General Court for special legislation in the form printed in the warrant under Article Fifth of this Town Meeting, provided however, that the General Court may make clerical and editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill prior to the enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the public purposes of the petition.”

The motion was seconded. The Moderator explained that the motion was essentially to authorize the Selectman to submit Home Rule Legislation as printed in the warrant. He requested non-repetitive discussion. Mr. Richard Gandt equated the request to that for a wine bar. He went on to say that at a recent open meeting the owner had indicated that he would want to open more than just Saturdays and Sundays. Mr. George Anderson commented that this felt like *déjà vu* for him and that “This is something that the Town should offer and have.” Many applauded. Ms. Trudy Perry refuted the “wine bar” comment and emphasized that this would be in conjunction with agri-tourism.

Mrs. Nancy Luther moved to amend the main motion by deleting the text of section 2 of the proposed Home Rule Petition and inserting in place thereof the following:

(Amendment 1)

Section 2. Notwithstanding sections 11 and 11A of chapter 138 of the General Laws as to the time and manner of voting on the question of issuing the license set forth above, this act shall be submitted for its acceptance to the qualified voters of the town of Topsfield at an annual or special town election following the effective date of this act in the form of the following question:

“Shall an act passed by the General Court in the year 2013, entitled ‘An Act Authorizing the Issuance of a Certain License for the Retail Sale of Wine to be Consumed on the Premises in the Town of Topsfield’, be accepted?”

Below the ballot question shall appear a fair and concise (sic) as prepared by town counsel. If a majority of the votes cast in answer to the question is in the affirmative, this act shall immediately take full effect in the town of Topsfield, but not otherwise.

Section 3 would read “This act shall take effect upon passage.”

The amendment was seconded.

Mr. Adelman quickly expressed his opposition to the amendment.

Town Counsel, Ms. Lauren Goldberg, explained what a Voter Acceptance Provision would do:

If Town Meeting passes the proposed Home Rule Petition as is without the amendment it would go to the General Court; they would enact it. It would take effect immediately. What the amendment does is it would mean that once it was approved by the General Court, it would come back to the town. The Board of Selectmen would place the question of whether to accept the act on the ballot and all of the voters of the town would have the opportunity to vote on whether the Board of Selectmen should be able to issue a license for the retail sale on-premises of alcohol at the farm ... so it essentially puts the question into the hands of all of the voters of the town...no matter what there is no way to put a question on the ballot that is binding without

approval from the General Court. So this question could not have gone immediately to the ballot. It has to go first to Town Meeting then to the General Court and then to the ballot.

Mr. Eldon Goodhue stated, "I am speaking fully and 100% behind Alfalfa Farm. I am asking you to turn this down and go for the original motion. When a neighbor comes to you to ask for help, we have got to back him up. He's come; he's asked you for help. Turn down this amendment; it's a ploy...Go for the original motion. And I would ask that we move the question." Moderator George Hall declared, "I won't accept a moving the question at the end of a speech." No one had anything new to say on the amendment. The Moderator explained that a "yes" vote on Mrs. Luther's amendment to the main motion would add a provision to the Special Act that would require its acceptance at the ballot.

The amendment failed when a vote was taken.

The Moderator conducted a vote on the second main motion made by Mrs. Perry to authorize the Home Rule Petition as printed in the warrant. At 8:10 P.M., the motion carried.

### **ARTICLE SIXTH: FUNDING MEDICAL BILLS FOR INJURED POLICE OFFICER**

Mrs. Heidi Bond, on behalf of the Finance Committee, recommended, and at 8:24 P.M. the Town voted unanimously to appropriate the sum of \$7,000 to pay certain medical expenses as required under M.G.L. Chapter 41, Section 100, and to meet said appropriation transfer the sum of \$7,000 from the Insurance and Restitution Police Injured Officer Account.

### **RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE:**

Mark B. Lyons, *Chairperson*

Heidi L. Bond	Paul E. Dierze
Karen A. Dow	Jonathan David Guido
Kathryn S. Hartmann	Daniel Shugrue

With the business of the Special Town Meeting concluded, Mr. Hall entertained a motion to dissolve the Special Town Meeting. A motion was made and seconded. The unanimous vote to dissolve the Special Town Meeting was taken at 8:24 P.M.

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## **2013 ANNUAL TOWN MEETING – continued**

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The 2013 Annual Town Meeting reconvened at 8:25 P.M. with Article Second.

### **ARTICLE SECOND: RESERVE FUND**

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 8:25 P.M. the Town voted unanimously to appropriate the sum of \$150,000 for the Reserve Fund, and to meet said appropriation that the Town transfer the sum of \$31,553 from Free Cash and \$118,447 from Overlay Reserve.

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

Mrs. Karen Dow, on behalf of the Finance Committee recommended that the Town vote to appropriate the sum of \$15,452,594 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 \$15,350,102; transfer the sum of \$34,770 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.

Mrs. Dow asked voters to refer to Attachment A in the back of the 2013 Annual Town Meeting Warrant.

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 2014 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: ..... 52,895

Planning Board: Chairman ..... 1

Clerk ..... 1

Member ..... 1

Member ..... 1

Member ..... 1

Subtotal General Government: ..... 1,790,135

Subtotal Public Safety: .....  
2,005,455

Subtotal Elementary Schools: ..... 6,339,065

Subtotal Public Works: ..... 789,031

Subtotal Human Services: ..... 619,100

Subtotal Culture & Recreation: ..... 754,932

Subtotal Debt Service: ..... 669,209

Subtotal Other Expenditures: ..... 3,196,667

Total Budget Recommendation: ..... 15,452,594

This article approves the Fiscal Year 2014 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 were detailed by Mr. Lyons in his report. Once again the guidelines stated no new government or programs except those associated with contemplated restructuring, 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 \$290,728 or 2.57% over last year, while pensions, insurance and debt costs increased by \$174,120 or 4.72% compared to last year. The net result is the proposed General Operating budget before you has increased by \$464,848 or 3.1% compared to last year'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 contracting out some work in the Assessors' Office; up-front costs to pursue delinquent taxes; coverage of a portion of the Conservation Commission Administrator's salary as revenue into the Wetlands Fees revolving account, which provided funding in the past, is down; additional hours for police officers associated with an increase in business as well as mandated additional training; an increase in clerical hours for the Fire Department for the first time in 50 years; and extraordinary special education costs for the Elementary Schools. You will also note an increase in the Veteran's Benefit line. The town is required to have a Veteran's Agent, which has been ably filled by volunteers for many years, most recently Dick Cullinan. However, Mr. Cullinan is unable to continue in the position, and so a consultant must be paid. Finally, there is also a shift in funds from Snow & Ice Account to Highway Account, as required by the State.

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 asked for clarification on the elementary school budget. Both Mrs. Karen Dow and Mrs. Jeanine Cunniff provided feedback, noting that the elementary school budget, which is available in detail on the Town's website, is a "bottom-line budget." Mrs. Cunniff provided more specific details about special education costs that led to the higher than expected request.

Following the brief discussion, at 8:35 P.M., the Town voted unanimously to approve Article Third, the General Operating Budget for FY 14, as written in Attachment A of the 2013 Annual Town Meeting Warrant.

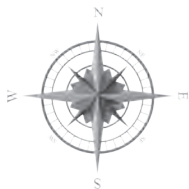
#### ARTICLE FOURTH: WATER DEPARTMENT OPERATING BUDGET

Mr. Paul Dierze, on behalf of the Finance Committee, recommended that the Town vote to appropriate the sum of \$853,157.00 as detailed herein, and to meet said appropriation \$853,157.00, to come from Water Revenue, to operate the Water Department from July 1, 2013, through June 30, 2014, and to approve the sum of \$106,229.00 of indirect costs appropriated in the General Fund under Article Third in the 2013 Annual Town Meeting Warrant, to be funded from Water Revenue.

At 8:36 P.M., the article passed unanimously.

Appropriated Fiscal Year 2013	Proposed Appropriation Fiscal Year 2014
<b>WATER DEPARTMENT OPERATING BUDGET</b>	
\$ 73,092.00 .....Salary .....	\$ 77,240.00
148,082.00 .....Wages.....	155,791.00
265,330.00 .....Other.....	273,054.00
83,500.00 .....Long-Term Debt Principal .....	84,000.00
34,077.00 .....Long-Term Debt Interest .....	31,572.00
– .....Short-Term Debt Interest .....	20,000.00
– .....Debt Issue Costs .....	5,000.00
– .....Short Term Debt Principal Paydown .....	–
94,000.00 .....Water Reserve Fund .....	130,000.00
75,000.00 .....Unanticipated Emergency .....	76,500.00
773,081.00 .....SUB-TOTAL – DIRECT COSTS.....	853,157.00
110,116.00 .....Indirect Costs.....	106,229.00
883,197.00 .....TOTAL: WATER DEPARTMENT .....	959,386.00





#### **ARTICLE FIFTH: MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT**

Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended that the Town vote to approve the 2014 Fiscal Year Gross Operating Budget of the Masconomet Regional School District in the amount of \$29,572,272 and appropriate the sum of \$6,237,692 to fund the Town's share of the Fiscal Year 2014 Masconomet Regional School District Assessment of which the sum of \$5,939,690 supports the Maintenance & Operating Budget, and the sum of \$298,002 supports the Masconomet Building Debt Service; and to meet said appropriation raise and assess the sum of \$6,237,692. Mrs. Kim Sherwood shared some statistics and made some projections based on information she had gleaned from the budget that is on the Masconomet Regional School District website. Mrs. Hartmann responded that the Finance Committee believed that the budget brought to them was in line with a school that size. Superintendent Darrell Lockwood confirmed that the budget is up 3.4% and noted that the community contribution is not relevant. Mrs. Hartmann noted that the difference in the assessment is \$64,628. At 8:43 P.M. the Town adopted the recommendation.

#### **ARTICLE SIXTH: NORTH SHORE VOCATIONAL SCHOOL DISTRICT ASSESSMENT**

Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended and at 8:45 P.M. the Town voted unanimously to approve the 2014 Fiscal Year Gross Operating Budget of the North Shore Regional Vocational School District in the amount of \$11,775,091 and raise and assess, and appropriate the sum of \$50,948 for the Town's share of the assessment of same.

#### **ARTICLE SEVENTH: ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL**

Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended and at 8:44 P.M. the Town voted unanimously to approve the 2014 Fiscal Year Debt Service of the Essex North Shore Agricultural and Technical School District in the amount of \$1,238,884

and raise and assess and appropriate the sum of \$6,931 for the Town's share of the debt service.

#### **CONSENT CALENDAR – ARTICLES EIGHTH THROUGH FOURTEENTH**

The Moderator introduced an innovation in Town Meeting called a Consent Calendar, "which is a series of articles that appears on the Warrant every year and is fairly routine; through the device of unanimous consent, they are voted on as a block...the Finance Committee's recommendations as appearing in the Warrant." Mr. Hall explained that to discuss any articles separately, during his reading of the articles by number, the voter should yell out "hold" to extract that article from the Consent Calendar so that it would be debated and voted on separately. Since there was no interruption when the Moderator read Articles Eight through Fourteen, none of those articles was deliberated and/or voted on separately.

#### **ARTICLE EIGHTH: LEASE OF EMERSON FIELD**

Recommended that the Town vote to authorize the Board of Selectmen, with the advice of the Park & 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 vote to appropriate and transfer from Free Cash the sum of \$1,250 for said lease.

#### **ARTICLE NINTH: GRANT AUTHORIZATION FOR TOWN PROJECTS**

Recommended that the Town vote to authorize the Board of Selectmen to apply for, accept, and expend without further appropriation any private, state, or federal grants or loans for Town projects.

#### **ARTICLE TENTH: MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTS**

Recommended that the Town vote to authorize the Board of Selectmen to enter into contracts with the Massachusetts Department of Transportation for the ensuing year.

#### **ARTICLE ELEVENTH: PARK REVOLVING FUND**

Recommended that the Town vote to establish the Park Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Law Chapter 44, § 53E1/2: (1) to pay for part-time, seasonal and temporary wages, equipment, supplies and other operating expenses; (2) receipts of the Park & Cemetery Department's recreation programs shall be deposited in said fund unless otherwise provided for by law; (3) said funds may be expended by majority vote of the Park & Cemetery Commissioners; (4) expenditures to be limited to \$45,000 in the ensuing year.

#### **ARTICLE TWELFTH: CEMETERY REVOLVING FUND**

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

#### **ARTICLE THIRTEENTH: CONSERVATION COMMISSION REVOLVING FUND**

Recommended that the Town vote to establish the Conservation Revolving Fund for the Conservation Commission pursuant to Massachusetts General Law Chapter 44, § 53E1/2: (1) to be expended for services, supplies, 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 to be limited to \$10,000 in the ensuing year.

#### **ARTICLE FOURTEENTH: LANDFILL - ANNUAL ENGINEERING & MONITORING**

Recommended that the Town vote 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 2014 annual professional engineering and monitoring services related to the capping and closure of the Town's sanitary landfill.

At 8:45 P.M. Articles Eight through Fourteen were approved unanimously by the voters. For the first time in recent history in Topsfield, a Consent Calendar was executed!

#### **ARTICLE FIFTEENTH: LANDFILL – FIELD AND INFRASTRUCTURE MAINTENANCE**

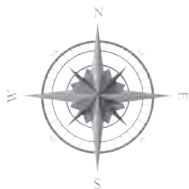
Mr. Dan Shugrue, on behalf of the Finance Committee, recommended and at 8:47 P.M. the Town voted unanimously to appropriate from available funds the sum of \$20,000 to be expended by the Board of Selectmen, with the advice of the Park & Cemetery Commissioners, for maintenance of the Town's sanitary landfill infrastructure and for maintenance of the landfill's recreational fields; and to meet said appropriation transfer \$7,069 from A10/01 STM, \$12,000 from A7/12 STM and \$931 from Free Cash.

#### **ARTICLE SIXTEENTH: REPLACE TOWN HALL COPIERS**

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 8:48 P.M. the Town voted unanimously to appropriate and transfer from Free Cash the sum of \$15,000 to be expended by the Board of Selectmen for the purchase and replacement of two Town Hall copiers.

#### **ARTICLE SEVENTEENTH: TOWN HALL COMPUTER TECHNOLOGY**

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 8:48 P.M. the Town voted unanimously to appropriate and transfer from Free Cash the sum of \$9,500 to be expended by the Board of Selectmen to purchase and install replacement batteries for the UPS



system and purchase and install five computer workstations, including all related hardware and software.

#### **ARTICLE EIGHTEENTH: POLICE STATION TELEPHONE SYSTEM**

Mrs. Heidi Bond, on behalf of the Finance Committee, recommended and at 8:49 P.M. the Town voted unanimously to appropriate and transfer from Free Cash the sum of \$8,350 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and install a digital telephone system to replace the Police Station's existing system.

#### **ARTICLE NINETEENTH: PURCHASE OF A DOCUMENT SCANNER FOR INSPECTIONAL SERVICES**

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 8:50 P.M. the Town voted unanimously to appropriate and transfer from Free Cash the sum of \$9,000 to be expended by the Board of Selectmen with the advice of the Inspectional Services Department for the purchase and installation of a large format scanner, including all related hardware and software.

#### **ARTICLE TWENTIETH: PURCHASE OF A PICK-UP TRUCK**

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 8:50 P.M. the Town voted unanimously to appropriate and transfer from Free Cash the sum of \$39,500 to be expended by the Board of Selectmen, with the advice of the Board of Road Commissioners, to purchase and equip a new pick-up truck; and trade-in or sell a 2002 Chevrolet K2500 truck.

#### **ARTICLE TWENTY-FIRST: PURCHASE OF A 4X4 POLICE VEHICLE**

Mrs. Heidi Bond, on behalf of the Finance Committee, recommended and at 8:51 P.M. the Town voted unanimously to appropriate and transfer from Free Cash the sum of \$37,400 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 2008 Ford Crown Victoria.

#### **ARTICLE TWENTY-SECOND: FISCAL YEAR 2014 ADDITIONAL REAL ESTATE EXEMPTION**

Mr. Jonathan Guido, on behalf of the Finance Committee, recommended and at 8:52 P.M. the Town voted unanimously under the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, an exemption increase of one hundred per cent (100%) for Fiscal Year 2014 for all taxpayers qualifying for a personal exemption.

#### **ARTICLE TWENTY-THIRD: PROPERTY TAX EXEMPTION FOR COOPERATIVES**

Mr. Jonathan Guido, on behalf of the Finance Committee, recommended that the Town vote to accept Massachusetts General Law Chapter 46, Section 48, of the Acts of 2003 which adds a new local acceptance clause, Clause 55, to MGL Chapter 59, Section 5, which provides Property Tax Exemption to units leased to and occupied by members of cooperatives and occupied as their domiciles are considered owned by the members for purposes of making them eligible for personal exemptions. Mr. Guido explained that this local option would permit members of cooperatives, such as veterans, who lease and occupy units of cooperatives as their domicile to apply for personal exemptions. Under the current statute they are not eligible because of ownership requirements for such exemptions. At 8:53 P.M., the Town approved the motion unanimously.

#### **ARTICLE TWENTY-FOURTH: VETERANS TAX WORK-OFF PROGRAM**

Mr. Jonathan Guido, on behalf of the Finance Committee, recommended and at 8:54 P.M. the Town voted unanimously to accept Massachusetts General Law Chapter 59, Section 5N, authorizing the Board of Selectmen to establish a program to allow veterans who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in real estate property tax obligations of that veteran on the veteran's tax bill, in addition to any exemption or abatement to which that person is otherwise entitled, not to exceed \$1,000 and not to exceed the current minimum wage of

the Commonwealth per hour; and further to see if the Town will vote to adjust the exemption by (1) allowing an approved representative for persons physically unable to provide such services to the Town; or (2) allowing the maximum reduction of real property tax to be based on 125 volunteer service hours in a given year rather than \$1,000.

#### **ARTICLE TWENTY-FIFTH: FUND TOWN EMPLOYEE EMPLOYMENT SEPARATION**

Mr. Jonathan Guido, on behalf of the Finance Committee, recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$20,000 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. In response to philosophical questions by voters about obligations of the Town to separated employees, Selectmen Dick Gandt explained that this kind of article creating a separate pool of money was introduced three years ago to remove anomalies in individual department budgets. He further explained that employees are entitled to twenty-five percent of accrued sick time upon retirement because of labor agreements and personnel regulations for non-union employees. At 8:58 P.M. the motion carried.

#### **ARTICLE TWENTY-SIXTH: FUND POST EMPLOYMENT BENEFITS**

Mr. Jonathan Guido, on behalf of the Finance Committee, recommended that the Town voted to appropriate and transfer from Free Cash the sum of \$100,000 for the "Other Post-Employment Benefits Liability Trust Fund". He explained that the Town accepted Massachusetts General Law chapter 32b, section 20 establishing the Other Post-Employment Benefits Liability Trust Fund at the May 2010 Annual Town Meeting within Article 24. This article would allow the Town to continue to fund its OPEB liability by depositing funds in the Trust. At 8:59 P.M. the motion carried.

#### **ARTICLE TWENTY-SEVENTH: TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES**

Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended and at 9:00 P.M. the Town voted unanimously to appropriate and transfer from Free Cash the sum of \$18,319 as a grant to fund certain activities of the Tri-Town Council, which is a non-profit.

#### **ARTICLE TWENTY-EIGHTH: SENIOR CARE CITIZEN PETITION**

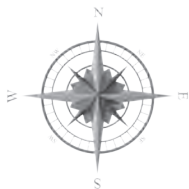
Mrs. Kathryn Hartmann, on behalf of the Finance Committee, recommended and at 9:00 P.M. the Town voted unanimously to appropriate and transfer from Free Cash the sum of \$1,500 as a grant to Senior Care Inc., a non-profit.

#### **ARTICLE TWENTY-NINTH: REPAIR OF TOWN FACILITIES**

Mr. Mark Lyons, on behalf of the Finance Committee, recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$131,250 to be expended by the Board of Selectmen to fund a portion of the repairs to Town facilities as recommended in the report from the "Town Buildings Assessment". He explained that last year's Town Meeting appropriated funding for an assessment of the Town's building needs. This article would allow the Board of Selectmen to select and fund several of the repairs recommended in that assessment. At 9:01 P.M. the Town voted unanimously to approve the recommendation of the Finance Committee.

#### **ARTICLE THIRTIETH: PURCHASE LIBRARY GENERATOR**

Mrs. Karen Dow, on behalf of the Finance Committee, recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$50,000 to be expended by the Board of Selectmen, with the advice of the Board of Library Trustees, to purchase and install an emergency generator for the Town Library. Mrs. Dow explained that the library is built on land with a high water table, and so the basement is subject to flooding. There are sump pumps that in general keep the basement



dry. However, during some power failures the water table is also high, and the Library has had water in the basement. The water flows into the elevator shaft and affects other building infrastructure. The emergency generator would provide backup power to keep the pumps running. When Mr. John Kinhan questioned the size and expense of the generator, Library Trustee Audrey Iarocci asked if Library Director Laura Zalewski could speak to this question. Mrs. Zalewski explained that the generator would also power the stormwater ejector pumps that we have including the 2 sump pumps, the electricity and the boiler and that \$30,000 would be a more realistic estimated cost. Mrs. Zalewski presented some worst case scenarios if a generator were not purchased for the library. Selectmen Dick Gandt added that prevailing wage obligations increase labor costs and that any differential would go to Free Cash the following year. At 9:07 P.M. the recommendation was approved.

#### **ARTICLE THIRTY-FIRST: UPDATE ELEMENTARY SCHOOL SECURITY**

Mr. Dan Shugrue, on behalf of the Finance Committee, recommended that the Town appropriate and transfer from Free Cash the sum of \$40,000 to be expended by the Board of Selectmen, with the advice of the School Committee, for the purchase and installation of a card access system, including hardware and software, for external doors at the Proctor and Steward Elementary Schools. The objective of this article is to reasonably improve the building security and access capabilities for the Proctor and Steward Elementary Schools. Specifically, this article would fund the installation of card access hardware and supporting software on appropriate external doors located at both schools. Authorized personnel would be given unique access cards to enter the assigned buildings at authorized times and days. The system will be programmable and managed by the Director of Facilities. At 9:08 P.M. the Town voted unanimously to approve the article.

#### **ARTICLE THIRTY-SECOND: TOWNWIDE MESSAGE ALERT SYSTEM**

Mrs. Heidi Bond, on behalf of the Finance Committee, recommended that no action be taken and advised the

Town to wait before investing in such a system. At 9:09 P.M. the recommendation of the Finance Committee was adopted unanimously.

#### **ARTICLE THIRTY-THIRD: MAP UPDATE**

Mrs. Karen Dow, on behalf of the Finance Committee, recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$6,950 to be expended by the Board of Selectmen to update the Town's maps to a geodatabase format. Mrs. Dow explained that the Town maps were updated in 1998. The data layers that include the parcel and easement lines were converted to geodatabase format, the current industry standard. This article funds conversion of the planimetric and topographic layers to geodatabase format, providing a complete set of tax maps in industry standard format. This is required for printing hard copies of the maps as required by State law. This will also allow us to provide parcel data to MassGIS and be eligible for possible grant money for further updates. At 9:09 P.M. the Town adopted the motion unanimously.

#### **ARTICLE THIRTY-FOURTH: FIRE DEPARTMENT LIABILITY RISK REDUCTION TRAINING**

Mrs. Heidi Bond, on behalf of the Finance Committee, recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$25,000 to be expended by the Board of Selectmen, with the advice of the Fire Chief, for the purpose of Liability Risk Reduction Training for members of the Topsfield Fire Department. This article would fund additional liability risk reduction training for all firefighters. Because the town has a small combination fire department, all firefighters must be able to perform all functions under inherently dangerous conditions. Therefore, all firefighters should be trained to the minimum acceptable industry standard. When asked by Mrs. Kim Sherwood how the money would be spent, Fire Chief Ron Giovannacci, a member of the Topsfield Fire Department since 1977, provided compelling evidence, e.g. that Topsfield has three hundred serious medical aid calls per year, to illustrate the importance of having a properly trained fire department. The Department must meet OSHA standards and should adhere to



National Fire Protection Agency standards, which cannot be done without proper funding. He explained that the current budget is \$25,000 and this appropriation would increase it to \$50,000, which is still in the low end of the range when compared to similar communities, many of which are not nearly as busy. The increasing number of fifty-five and over communities are drawing in a wonderful but higher risk population. Chief Giovannacci received a round of applause when he asked the voters to support their friends and neighbors (twenty-six call firefighters out of twenty-nine on the Fire Department). At 9:16 P.M. the Town voted unanimously to support the recommendation.

#### **ARTICLE THIRTY-FIFTH: EMPLOYEE COMPENSATION STUDY**

Mr. Jonathan Guido, on behalf of the Finance Committee, recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$10,000 to be expended by the Board of Selectmen to research and develop an updated compensation plan for non-union town employees. Mr. Guido explained that this article would approve the funding of a study to review and update the town's current classifications, to prepare a benchmark survey of comparable communities, and to recommend adjustments, if any, to the compensation plan. At 9:17 P.M. the Town voted unanimously to adopt the motion.

#### **ARTICLE THIRTY-SIXTH: WATER MAIN DESIGN - WASHINGTON STREET**

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 9:18 P.M. the Town voted unanimously to appropriate and transfer the sum of \$50,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for the preparation of design plans and construction documents for the replacement of the Washington Street water main from approximately Colrain Road to River Road.

#### **ARTICLE THIRTY-SEVENTH: REPAIR OF ROADWAY - RIVER ROAD**

Mr. Paul Dierze, on behalf of the Finance Committee, recommended that the Town vote to appropriate and

transfer the sum of \$35,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to fund the repair of approximately 300 yards of River Road from Prospect Street to 95 River Road. After Mr. Dierze quickly answered a voter's question about enterprise funds, the Town approved the motion unanimously at 9:19 P.M.

#### **ARTICLE THIRTY-EIGHTH: WATER STORAGE TANKS – DESIGN OF REPAIRS AND IMPROVEMENTS**

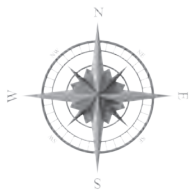
Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 9:19 P.M. the Town voted unanimously to appropriate and transfer the sum of \$50,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for the preparation of design plans and construction documents for repairs and improvements to the Boston Street and Garden Street water storage tanks.

#### **ARTICLE THIRTY-NINTH: FUND FOR MINOR REPLACEMENT WATER MAINS**

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 9:20 P.M. the Town voted unanimously to appropriate and transfer the sum of \$100,000 from the Water Enterprise Retained Earnings to establish an account to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for replacement of minor sections of water mains.

#### **ARTICLE FORTIETH: GRAVEL PACK WELLS - IMPLEMENTATION AT PERKINS ROW PUMPING STATION**

Mr. Paul Dierze, on behalf of the Finance Committee, recommended and at 9:21 P.M. the Town voted unanimously to appropriate and transfer the sum of \$250,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to fund the engineering design, construction and other project related expenses for the Perkins Row Gravel Pack Wells Project.



## ARTICLE FORTY-FIRST: WATER TREATMENT PLANT DESIGN

Mr. Paul Dierze, on behalf of the Finance Committee, recommended that \$800,000 is appropriated for the purpose of financing for project management, design, preparation of construction documents, pilot testing, permitting and bidding of a water treatment plant including water transmission mains and other associated costs of the project including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws, as most recently amended by St. 1998, c.78; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow \$800,000 and issue bonds or notes therefore under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, as most recently amended by St. 1998, c.78; that such bonds or notes shall be general obligations of the Town unless the Treasurer, with the approval of the Selectmen, determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as most recently amended by St. 1998, c.78; that the Treasurer, with the approval of the Selectmen, is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C, as most recently amended by St. 1998, c.78; and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Board of Water Commissioners is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary to carry out the project.

Mr. Joseph Geller, a Topsfield homeowner on a private well and a Topsfield business owner on town water, asked if all taxpayers would help to supply his business with water. Mr. Philip Knowles, as Chairman of the Water Commissioners, explained that all payments would be through the Enterprise Fund. Mr. Knowles

also asked if Water Superintendent Greg Krom could address the meeting; there was no objection. Mr. John Spencer asked if Topsfield, like some communities, has a long-term plan (25-150 years) for water. He compared our rates to nearby Peabody, which draws from the MWRA. He questioned moving ahead “with no clear plan.” Supt. Krom assured the voters that studies have shown that Topsfield will have enough water for at least the next twenty years with some extra room. He further explained why connecting to the MWRA or the Salem/Beverly Water Supply would not be feasible at this time, mostly because of the length of pipeline that would need to be laid down. Supt. Krom described the alternatives that were considered in the study. Ms. Priscilla Coughlin asked about where Topsfield’s water rates are going while describing increasing rates being charged in neighboring Rowley. Supt. Krom provided details about the calculation of Topsfield’s water rates. Mr. Spencer asked if we might be able to find any partners who would be willing to join us. Supt. Krom noted that the time to join the MWRA would have been if Danvers had tied in. Mr. John Kinhan expressed his opposition because he questioned the need to build a water treatment plant mostly to deal with excessive manganese, when the 2012 Topsfield Water Quality Report indicated that the manganese (which is not even regulated) levels are below the suggested limit set by the EPA. Mr. Kinhan recommended that homeowners purchase an easy to install, low-cost reverse osmosis water filtration system for their homes as an alternative to building a water treatment plant for \$7,000,000 and adding long-term personnel costs. There was mild applause. Supt. Krom described calendar year 2012, the year after manganese reporting was first mandated, as an anomaly and shared data indicating that in most years the levels of manganese in the town water is higher than the limits established by the DEP and EPA. Mrs. Jeanine Cunniff praised both the Water Commission and the firm that was hired to conduct the study but suggested waiting so that the Board of Selectmen could work with the State to control beaver activity. At 9:41 PM it was the Moderator’s judgment that the motion failed to obtain even a majority vote (and not the 2/3 required for a borrowing article).

## ARTICLE FORTY-SECOND:AMEND DEMOLITION DELAY BYLAW

To see if the Town will vote to delete Town Code, Chapter XXVI, sections 26-4 through 26-4.7 in their entirety and replace with the following:

### “26-4. Procedure

26-4.1 No demolition of a Significant Structure, or any portion thereof, shall be permitted except in conformity with the provisions of this By-law. A permit for the demolition of such a structure or portion thereof shall be issued only upon compliance with the provisions of the By-Law.

26-4.2 The Commission shall maintain and keep current a List of Significant Structures that meet the criteria specified in section 26-2.3, and shall provide said List to the Building Inspector.

26-4.3 Upon receipt of an application for a demolition permit, the Building Inspector shall refer to the List of Significant Structures. If the Building Inspector determines that the application pertains to a Significant Structure, the Building Inspector shall deny the application and notify the Commission in writing of this action.

26-4.4 Upon notification of denial of a demolition permit by the Building Inspector, if the applicant wishes to proceed, the applicant shall within 60 days of denial, file an Application for Significant Structure Review (“Application for Review”) with the Commission. The Application for Review shall include the following information and materials:

- a. A map showing the location of the structure or portion thereof to be demolished with reference to the lot lines and to neighboring building and structures;
- b. Photographs of all elevations;
- c. A written description of the structure or portion thereof to be demolished, sufficient to identify the nature and extent of the proposed demolition;
- d. The reason for the proposed demolition and data supporting said reason;
- e. Plans for the proposed restoration or buildings that

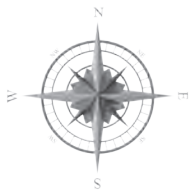
will replace the demolished structure;

- f. Authorization for a site visit by the Commission.

26-4.5 Upon receipt of an Application for Review filing, the Commission shall, within fourteen (14) days of such filing, assess the structure or portion thereof and hold a meeting of the Commission (during a site visit or otherwise) to make a determination relative to the proposed demolition.

26-4.6 If the Commission determines that the proposed demolition of the structure or portion thereof would not be detrimental to the historical or architectural heritage or resources of the Town, the Commission shall so notify the Building Inspector and applicant of such in writing within ten (10) days of such determination. Upon receipt of such notice, the Building Inspector may, subject to the requirements of the State Building Code and any other applicable laws, by-laws, rules and regulations, issue a demolition permit for the subject structure or project.

26-4.7 If the Commission determines that the proposed demolition of the structure or portion thereof would or may be detrimental to the historical or architectural heritage or resources of the Town, the Commission shall so notify the Building Inspector and the applicant in writing within ten (10) days of such determination and the Commission shall conduct a public hearing at the applicant’s expense within thirty (30) days of such determination to determine whether the structure or portion thereof should be preferably preserved. The Commission shall give public notice of said hearing by publishing notice of the time, place and purpose of the hearing in a newspaper of general circulation in Topsfield at least five (5) business days prior to the date of such hearing and by mailing a copy of said notice: to the applicant, to the owner of the premises on which the Significant Structure is located (if other than the applicant), to the owners of all property within three hundred feet of the premises on which the Significant Structure is located as appearing on the most recent tax list, and to such other persons as the Commission shall deem entitled to notice. The Commission may allow



publication of such notice on the Town's website, in lieu of publication in a local newspaper.

The Commission shall determine at the public hearing whether the structure or portion thereof should be preferably preserved. Within (10) business days of the close of the public hearing, the Commission shall advise the applicant, the owner if other than the applicant, and the Building Inspector, in writing, of the Commission's determination. If the Commission determines that demolition of the structure or portion thereof would be detrimental to the historical or architectural heritage or resources of the Town, such structure shall be considered to be a preferably preserved structure, and no demolition permit shall be issued until six months after the close of the public hearing. If the Commission determines that demolition of the structure or portion thereof would not be detrimental, the Building Inspector may, subject to the requirements of the State Building Code and any other applicable laws, by-laws, rules and regulations, issue a demolition permit for the subject structure or project.

26-4.8 If, upon the expiration of ninety (90) days from the Application for Review filing, the Building Inspector has received no notification of final determination from the Commission, the Building Inspector may, subject to the requirements of the State Building Code and any other applicable laws, by-laws, rules and regulations, issue a demolition permit for the subject structure or project",

and renumber existing section 26-4.8 to 26-4.9, or take any other action relative thereto.

Mr. Paul Dierze, on behalf of the Finance Committee, recommended that the Town vote to amend the Demolition Delay Bylaw as set forth in the 2013 Annual Town Meeting Warrant. Mr. Dierze explained that this article would simplify and streamline the procedure by which the Historical Commission reviews demolition permits for Significant Structures. He noted that the existing bylaw requires an expensive and time-consuming public hearing for all applicants regardless of the scope of the

project. The proposed procedure would allow the Historical Commission to first assess the scope of the project to determine whether or not a public hearing should be held. Additionally, the proposed procedure mirrors that of the Conservation Commission relative to notification of abutters and the general public. When Masconomet Intern and newcomer to Town Meeting Ashor Azeni asked if this bylaw would reduce the regulations relative to historical buildings, Planning Board Chairperson and Selectman Martha Morrison elaborated on the benefits of amending the current demolition bylaw. At 9:46 P.M. the voters unanimously approved the repeal and replacement of the demolition bylaw.

#### **ARTICLE FORTY-THIRD:AMEND ZONING BYLAW,ARTICLE I, DEFINITIONS AND ARTICLE III, SECTION 3.02 TABLE OF USE REGULATIONS**

To see if the Town will vote to amend certain sections of the Topsfield Zoning Bylaw as follows:

Amend Article I, Definitions, by inserting a new definition for Medical Marijuana Treatment Center as set forth below, and renumbering accordingly the paragraphs that follow:

##### **"1.70 Medical Marijuana Treatment Center**

A not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."

Amend Article III, Section 3.02, Use Regulations and Table of Use Regulations for all districts in the "Permitted Uses" table as set forth below and renumber remaining sub-sections:

(new language and additions in bold italics)

	Community Facilities	ORA	IRA	CR	BV	BH	BP	BHN
2.15	<i>Medical Clinic</i>	<i>NP</i>	<i>NP</i>	<i>NP</i>	<i>S</i>	<i>S</i>	<i>S</i>	<i>S</i>

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, or take any other action relative thereto.

Mr. Paul Dierze, on behalf of the Finance Committee, recommended that the Town vote to amend Article I, Definitions and Article III, Section 3.02 Table of Use Regulations of the Zoning Bylaw, as set forth in the 2013 Annual Town Meeting Warrant. The addition of this definition is necessary for the purposes of both the proposed Temporary Moratorium and future regulations. When the Moderator asked for a Planning Board report, member Steven Hall stated that the Planning Board recommended affirmative action. At 9:46 P.M. the motion was adopted unanimously, exceeding the two-thirds requirement.

#### ARTICLE FORTY-FOURTH: TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS

To see if the Town will vote to amend the Town's Zoning Bylaw by revising Article VII Special Regulations by adding a new sub-section, "7.04 Temporary Moratorium on Medical Marijuana Treatment Centers" that would provide as follows:

"7.04 Temporary Moratorium On Medical Marijuana Treatment Centers

##### A. Purpose.

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law's effective date. Currently under the Zoning Bylaw, a medical marijuana treatment facility is not a permitted use in the Town and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including medical marijuana treatment centers. The regulation of medical marijuana raises

novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of medical marijuana treatment centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for medical marijuana treatment centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

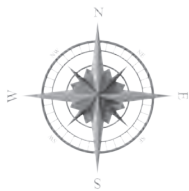
##### B. Temporary Moratorium.

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a medical marijuana treatment center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, shall consider the Department of Public Health regulations regarding medical marijuana treatment facilities and related uses, and consider adopting new Zoning Bylaws to address the impact and operation of medical marijuana treatment centers and related uses.",

and further to amend the Table of Contents by adding section "7.04, Temporary Moratorium on Medical Marijuana Treatment Centers",  
or take any other action relative thereto.

Mr. Paul Dierze, on behalf of the Finance Committee, recommended that the Town vote to amend the Town's





Zoning Bylaw by revising Article VII Special Regulation by adding a new sub-section, "7.04 Temporary Moratorium On Medical Marijuana Treatment Centers" and amending the Table of Contents, all as set forth in the 2013 Annual Town Meeting Warrant. When the Moderator asked for a Planning Board report, member Steven Hall stated that the Planning Board recommended affirmative action. At 9:47 P.M. the motion carried unanimously.

#### **ARTICLE FORTY-FIFTH: MUNICIPAL SOLID WASTE TEN YEAR AGREEMENT**

Mr. Dan Shugrue, on behalf of the Finance Committee, recommended that the Town vote to authorize the Board of Selectmen to enter into a contract agreement or agreements for the collection, transportation and disposal of solid waste and recyclable materials for a term or terms of up to ten years. Mr. Shugrue added that the Board of Selectmen is requesting authorization to expand that authority for up to ten years to take advantage of the economies that would be gained in negotiating a longer contract period. Selectman Dick Gandt reassured an inquiring voter that Topsfield could save money by extending our contracts. At 9:50 P.M. the Town voted unanimously to adopt the recommendation.

#### **ARTICLE FORTY-SIXTH: AMEND ANIMAL CONTROL BYLAW**

To see if the Town will vote to amend Chapter XXIII, Canine Control Bylaw, section 23-2.3 by deleting:

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

and inserting place thereof:

"All Dogs Neutered or Spayed (male or female)

Ten (\$10.00) dollars per registered dog

All Dogs Not Neutered or Spayed (male or female)  
Fifteen (\$15.00) dollars per registered dog"

, or take any other action relative thereto.

Mrs. Karen Dow, on behalf of the Finance Committee, recommended that the Town vote to amend Chapter XXIII, Canine Control Bylaw, section 23-2.3, as set forth in the 2013 Annual Town Meeting Warrant. Mrs. Dow explained that this article would put the Town in

compliance with the state's new Animal Control Law that requires cities and towns to establish licensing fees for spayed or neutered dogs that are lower than those for intact dogs, to encourage spaying and neutering to reduce the population of homeless dogs. Mr. John Kinhan, who served as Moderator in 2012, suggested tabling the article since this positive action would effectively reverse a Town Meeting vote taken in 2012 so that the Board of Selectmen and Town Clerk could collaborate. Selectmen Martha Morrison explained that this article was before the voters because state law changed since that vote was taken. The motion to table, requiring a two-thirds vote, was seconded and a vote was taken; the motion failed. Registrar Dorothy Wass suggested increasing the fees to \$15 for neutered/spayed dogs and \$20 for intact dogs. Bruce Dyas asked to move the question and shut off debate. The motion to move the question, which was not debatable, passed by more than the required two-thirds vote. At 9:37 P.M. the motion carried.

#### **ARTICLE FORTY-SEVENTH: RESERVE FOR WAGES**

Mr. Jonathan Guido, on behalf of the Finance Committee, recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$30,000 for general collective bargaining settlement purposes in fiscal year 2014. Dr. Norm Gaudrault asked officials to look at unused sick time and defined benefits relative to the public vs. the private sector. When Mrs. Kim Sherwood asked for clarification on this article, Selectmen Laura Powers explained that this reserve would eliminate the need to go back to Town Meeting when a contract settles and confirmed that this is a timing issue. At 9:59 P.M. the motion carried.

#### **ARTICLE FORTY-EIGHTH: STABILIZATION FUND**

Mr. Mark Lyons, on behalf of the Finance Committee, recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$200,000 for the Stabilization Fund. At 10:01 P.M. the Town passed the motion unanimously.

**ARTICLE FORTY-NINTH: FREE CASH**

Mr. Mark Lyons, on behalf of the Finance Committee, recommended and at 10:02 P.M. the Town voted unanimously to authorize and direct the Board of Assessors to transfer and appropriate the sum of \$165,783 from Free Cash to reduce the tax levy for the fiscal year 2014.

The Moderator entertained a motion to dissolve the Annual Town Meeting which was seconded. The Town voted to dissolve the Annual Town Meeting at 10:02 P.M. One hundred eighty voters had signed in.

**RECOMMENDATIONS AS VOTED BY THE  
TOPSFIELD FINANCE COMMITTEE:**

Mark B. Lyons, *Chairperson*

Heidi L. Bond

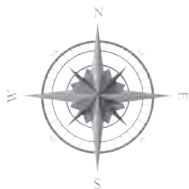
Paul E. Dierze

Karen A. Dow

Jonathan David Guido

Kathryn S. Hartmann

Daniel Shugrue



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# Annual Town Election

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After John Kerry accepted an appointment by President Obama to serve as Secretary of State, the Board of Selectmen voted unanimously to combine Topsfield's Annual Town Election with the Special State Primary to replace the Senator in Congress that was scheduled for April 30, 2013. The results of the Annual Town Election follow:

ANNUAL TOWN ELECTION  
ST. ROSE CHURCH HALL 12 PARK STREET  
April 30, 2013  
7:00 a.m. – 8:00 p.m.

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

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

## *Ballot Clerks and Tellers:*

Barbara Adams, Sally Cabral, Carole Carter, Jan Englehardt, Jolene Guerra, Audrey Iarocci, Florence Lear, Eileen Reichardt

The polls were closed at 8:00 p.m. The Town Clerk announced at 10:15 P.M. that 1034 out of 4518 (23%) registered voters had cast their ballots as follows:

## ASSESSOR

Lynn A. Conant ..... 766  
Others ..... 3  
Blanks ..... 265

## COMMISSIONER OF TRUST FUNDS

Barbara K. Booth ..... 781  
Others ..... 2  
Blanks ..... 251

## HOUSING AUTHORITY

Paula M. Burke ..... 820  
Others ..... 1  
Blanks ..... 213

## LIBRARY TRUSTEE

Sean P. Cunniff..... 727  
Michael P. Massaro ..... 698  
Others ..... 7  
Blanks ..... 636

## MODERATOR

George A. Hall, Jr..... 776  
Others ..... 3  
Blanks ..... 255

**PARK & CEMETERY – 3 Year**

Robert E. Benjamin.....	750
Others .....	9
Blanks .....	275

**PARK & CEMETERY – 1 Year**

Mark H. Frampton .....	468
Brian A. Rossano.....	363
Others .....	2
Blanks .....	201

**PLANNING BOARD**

Jeanine P. Cunniff .....	675
Joseph D. Geller.....	668
Others .....	8
Blanks .....	717

**REGIONAL DISTRICT SCHOOL COMMITTEE**

No Nomination .....	
Write-In: Lawrence Lindquist.....	94
Others .....	23
Blanks .....	917

**ROAD COMMISSIONER**

Philip G. Knowles .....	746
Others .....	4
Blanks .....	284

**SCHOOL COMMITTEE**

Gordon C. Spater.....	532
Katherine E. Carlson .....	545
Others .....	5
Blanks .....	986

**SELECTMAN**

Eldon D. Goodhue .....	667
Others .....	4
Blanks .....	363

**TOWN CLERK**

Ann D. Gill.....	698
Others .....	7
Blanks .....	329

**WATER COMMISSIONER**

Richard L. Stone .....	660
Others .....	3
Blanks .....	371



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# Special State Election

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## TOWN OF TOPSFIELD

June 25, 2013

Special State Election

The polls at St. Rose of Lima Church Hall opened at  
7 A.M. and closed at 8 P.M.

Eligible Voters .....4,521  
Total Votes Cast .....1,789  
# Percent ..... 39.6%

PRECINCT .....1  
TOTAL VOTES CAST .....1,789

## SENATOR IN CONGRESS

Blanks .....2  
Gabriel E. Gomez.....1,067  
Edward J. Markey\* .....708  
Richard A. Heos.....7  
Write-ins .....5  
TOTAL.....1,789

\*Indicates those elected to office.

The above figures include Absentee Ballots cast by  
precinct as follows:  
1=106

Weather: Sunny, hot, humid

Attest:

Ann D. Gill, Town Clerk



# Appendix A

Approved Appropriation Fiscal Year 2013	FISCAL YEAR 2014 GENERAL OPERATING BUDGET May 7, 2013 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2014
ELECTED OFFICERS		
50.00 .....	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
54,451.00 .....	TOWN CLERK: .....	52,895.00
– .....	TOWN CONSTABLE: .....	300.00
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		
50.00 .....	Salary .....	50.00
50.00 .....	TOTAL: Moderator .....	50.00



Approved Appropriation Fiscal Year 2013	FISCAL YEAR 2014 GENERAL OPERATING BUDGET May 7, 2013 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2014
SELECTMEN		
176,323.00.....	Salaries.....	177,634.00
43,160.00 .....	Wages.....	44,203.00
33,315.00.....	Other.....	34,067.00
252,798.00.....	TOTAL: Selectmen .....	255,904.00
SELECTMEN'S SPECIAL		
68,200.00 .....	Other.....	68,200.00
68,200.00 .....	TOTAL: Selectmen Special .....	68,200.00
PARKING CLERK		
- .....	Other.....	-
- .....	TOTAL: Parking Clerk.....	-
FINANCE COMMITTEE		
1,179.00.....	Wages.....	1,239.00
367.00.....	Other.....	374.00
1,546.00 .....	TOTAL: Finance Committee .....	1,613.00
TOWN WEBSITE/CABLE ADVISORY		
1,630.00.....	Wages.....	1,630.00
1,238.00.....	Other.....	1,263.00
2,868.00.....	Total: Town Website/Cable Advisory.....	2,893.00
TOWN ACCOUNTANT		
65,557.00 .....	Salary.....	66,868.00
35,573.00 .....	Wages.....	37,598.00
21,530.00 .....	Other.....	21,960.00
122,660.00 .....	TOTAL: Town Accountant .....	126,426.00
BOARD OF ASSESSORS		
71,807.00 .....	Salaries.....	73,118.00
35,028.00.....	Wages.....	35,897.00
18,190.00.....	Other.....	21,050.00
125,025.00.....	TOTAL: Assessors .....	130,065.00
TOWN TREASURER AND COLLECTOR		
66,307.00 .....	Salary.....	67,618.00
69,094.00 .....	Wages.....	72,868.00

Approved Appropriation Fiscal Year 2013	FISCAL YEAR 2014 GENERAL OPERATING BUDGET May 7, 2013 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2014
31,620.00.....	Other.....	45,625.00
167,021.00.....	TOTAL: Town Treasurer & Coll.....	186,111.00
TOWN HALL		
- .....	Wages.....	-
141,902.00 .....	Other.....	141,296.00
141,902.00 .....	TOTAL: Town Hall.....	141,296.00
SCHOOL STREET BUILDING		
500.00.....	Other.....	500.00
500.00 .....	TOTAL: School Street Building.....	500.00
TOWN CLERK		
54,451.00 .....	Salary.....	53,195.00
20,165.00.....	Wages.....	18,819.00
12,528.00 .....	Other.....	10,248.00
87,144.00 .....	TOTAL: Town Clerk.....	82,262.00
TRUST FUND CLERK		
- .....	Salary.....	-
100.00 .....	Other.....	100.00
100.00 .....	TOTAL: Trust Fund Clerk.....	100.00
CONSERVATION COMMISSION		
61,390.00 .....	Salary.....	67,618.00
13,707.00.....	Wages.....	13,659.00
75,097.00 .....	TOTAL: Conservation Commission .....	81,277.00
PLANNING BOARD		
5.00 .....	Salaries.....	5.00
1,754.00 .....	Other.....	1,709.00
1,759.00.....	TOTAL: Planning Board .....	1,714.00
ZONING BOARD OF APPEALS		
724.00.....	Other.....	724.00
724.00.....	TOTAL: Zoning Board of Appeals.....	724.00
1,047,394.00 .....	SUB-TOTAL: GENERAL GOVERNMENT .....	1,079,135.00



## APPENDIX A

Approved Appropriation Fiscal Year 2013	FISCAL YEAR 2014 GENERAL OPERATING BUDGET May 7, 2013 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2014
<b>PUBLIC SAFETY</b>		
<b>POLICE DEPARTMENT</b>		
148,671.00.....	Salaries.....	149,530.00
1,109,378.00.....	Wages.....	991,459.00
116,080.00.....	Other.....	134,049.00
— .....	Capital Equipment.....	—
1,374,129.00.....	TOTAL: Police Department.....	1,275,038.00
<b>FIRE DEPARTMENT</b>		
101,316.00.....	Salaries.....	101,316.00
402,683.00.....	Wages.....	412,448.00
87,073.00.....	Other.....	91,510.00
591,072.00.....	TOTAL: Fire Department .....	605,274.00
<b>AMBULANCE SERVICES</b>		
— .....	Other.....	—
— .....	TOTAL: Ambulance Service.....	—
<b>INSPECTIONAL SERVICES</b>		
76,776.00.....	Salaries.....	78,300.00
20,243.00.....	Wages.....	20,715.00
5,631.00.....	Other.....	5,743.00
102,650.00 .....	TOTAL: Inspectional Services .....	104,758.00
<b>SEALER WEIGHTS &amp; MEASURE</b>		
1,530.00.....	Salary.....	1,561.00
— .....	Other.....	—
1,530.00.....	TOTAL: Sealers Weights & Measure .....	1,561.00
<b>ANIMAL CONTROL OFFICER</b>		
9,082.00.....	Salary.....	9,264.00
549.00.....	Other.....	560.00
9,631.00.....	TOTAL: Animal Control Officer.....	9,824.00
<b>ANIMAL INSPECTOR</b>		
7,020.00 .....	Salary.....	7,160.00
1,840.00 .....	Other.....	1,840.00
8,860.00 .....	TOTAL: Animal Inspector.....	9,000.00

Approved Appropriation Fiscal Year 2013	FISCAL YEAR 2014 GENERAL OPERATING BUDGET May 7, 2013 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2014
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## DISPATCH

- .....	Regional Dispatch Assessment .....	-
- .....	TOTAL: Dispatch .....	-

2,087,872.00 ..... SUB-TOTAL: PUBLIC SAFETY ..... 2,005,455.00

## EDUCATION

## ELEMENTARY SCHOOL

4,736,919.00.....	Total Salaries .....	4,958,612.00
166,991.00.....	Total Supplies/Materials/Textbooks .....	197,368.00
42,896.00 .....	Total Equipment .....	42,946.00
85,862.00 .....	Total Prof Dev (Mem./Work./Conf.) .....	93,968.00
446,360.00 .....	Total Special Education (Tuitions & Services) .....	471,375.00
279,632.00 .....	Total Transportation.....	255,312.00
189,254.00.....	Utilities .....	168,449.00
146,057.00.....	Facilities.....	151,035.00
6,093,971.00.....	TOTAL: Elementary Schools .....	6,339,065.00

6,093,971.00 ..... SUB-TOTAL - ELEMENTARY SCHOOLS ..... 6,339,065.00

## PUBLIC WORKS AND FACILITIES

## GENERAL HIGHWAY

77,983.00.....	Salary .....	79,763.00
191,410.00 .....	Wages.....	249,092.00
202,565.00.....	Other .....	215,094.00
- .....	Capital Equipment.....	29,257.00
471,958.00.....	TOTAL: General Highway.....	573,206.00

## SNOW AND ICE

78,581.00 .....	Wages.....	26,600.00
167,565.00.....	Other .....	169,565.00
246,146.00.....	TOTAL: Snow and Ice.....	196,165.00

## STREET LIGHTS

19,275.00.....	Other .....	19,660.00
19,275.00 .....	TOTAL: Street Lights.....	19,660.00

737,379.00..... SUB-TOTAL: PUBLIC WORKS ..... 789,031.00





Approved Appropriation Fiscal Year 2013	FISCAL YEAR 2014 GENERAL OPERATING BUDGET May 7, 2013 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2014
<b>HUMAN SERVICES</b>		
<b>BOARD OF HEALTH</b>		
65,557.00.....	Salary.....	66,868.00
13,518.00.....	Wages.....	14,633.00
16,815.00.....	Other.....	17,118.00
95,890.00.....	TOTAL: Board of Health.....	98,619.00
<b>MSW COLLECTION, HHW &amp; RECYCLING</b>		
406,713.00.....	Services .....	409,713.00
406,713.00.....	TOTAL: MSW Collection, HHW & Recycling.....	409,713.00
<b>RECYCLING</b>		
4,100.00.....	Other.....	1,600.00
4,100.00 .....	TOTAL: Recycling.....	1,600.00
<b>COUNCIL ON AGING</b>		
39,101.00 .....	Salary.....	41,080.00
42,622.00 .....	Wages.....	43,782.00
2,633.00.....	Other.....	2,686.00
84,356.00 .....	TOTAL: Council On Aging .....	87,548.00
<b>VETERANS' BENEFITS</b>		
6,500.00.....	Other.....	20,620.00
6,500.00.....	TOTAL: Veterans' Benefits.....	20,620.00
<b>SOLDIERS &amp; SAILORS GRAVES</b>		
800.00 .....	Other.....	1,000.00
800.00 .....	TOTAL: Soldiers & Sailors Graves.....	1,000.00
598,359.00 .....	SUB-TOTAL: HUMAN SERVICES .....	619,100.00
<b>CULTURE &amp; RECREATION</b>		
<b>LIBRARY</b>		
191,954.00 .....	Salaries.....	200,741.00
149,920.00 .....	Wages.....	157,522.00
133,756.00 .....	Other.....	136,399.00
475,630.00 .....	TOTAL: Library .....	494,662.00

Approved Appropriation Fiscal Year 2013	FISCAL YEAR 2014 GENERAL OPERATING BUDGET May 7, 2013 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2014
<hr/>		
PARK AND CEMETERY DEPARTMENT		
67,307.00.....	Salary .....	68,618.00
122,408.00.....	Wages .....	124,755.00
47,640.00.....	Other .....	48,593.00
237,355.00.....	TOTAL: Park & Cemetery Dept. ....	241,966.00
TREE DEPARTMENT		
2,975.00.....	Salary .....	3,035.00
3,200.00.....	Wages .....	3,264.00
7,805.00 .....	Other .....	7,955.00
13,980.00.....	TOTAL: Tree Department .....	14,254.00
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
731,015.00.....	SUB TOTAL: CULTURE & RECREATION .....	754,932.00
DEBT SERVICE		
537,500.00 .....	Long-Term Debt Principal .....	551,000.00
130,221.00 .....	Long -Term Debt Interest.....	115,709.00
- .....	Interest for Temporary Loans .....	-
2,500.00.....	Issue Cost.....	2,500.00
670,221.00 .....	TOTAL: DEBT SERVICE .....	669,209.00
670,221.00.....	SUB TOTAL: DEBT SERVICE.....	669,209.00
OTHER EXPENDITURES		
PENSIONS		
756,064.00 .....	Essex Retirement .....	796,025.00
756,064.00 .....	TOTAL: Pensions .....	796,025.00



APPENDIX A

Approved Appropriation Fiscal Year 2013	FISCAL YEAR 2014 GENERAL OPERATING BUDGET May 7, 2013 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2014
<hr/>		
INSURANCE		
388,235.00 .....	Liability/Accident/Workmen's Compensation.....	355,439.00
1,802,236.00 .....	Life/Medical/Medicare .....	1,945,203.00
75,000.00 .....	Unemployment .....	100,000.00
2,265,471.00 .....	TOTAL: Insurance .....	2,400,642.00
3,021,535.00 .....	SUB-TOTAL OTHER EXPENDITURES .....	3,196,667.00
 14,987,746.00	 ***TOTAL BUDGET RECOMMENDATION***	 15,452,594.00

Fiscal Year 2013: July 1, 2012 through June 30, 2013

Fiscal Year 2014: July 1, 2013 through June 30, 2014

Attest:



Date: May 20, 2013

Paula M. Burke, *Town Clerk*

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# Financial Reports

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Note:

All financial data cover the period July 1, 2012 through June 30, 2013.

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## Auditors' Report

The Independent Auditors' Report on General Purpose Financial Statements for the Town of Topsfield was conducted by Roselli, Clark & Associates, Certified Public Accountants on December 10, 2013.

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

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## Town Audit

An audit of the Town of Topsfield's 2013 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 – Roselli, Clark & Associates, Certified Public Accounts.



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## Board of Assessors

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Lynn A. Conant was re-elected to the Board of Assessors in April 2013 election.

Fiscal 2013 was a triennial re-certification year. All personal property accounts and commercial industrial and mixed use parcels were re-inspected as part of a cyclical re-inspection. Residential parcels will be re-inspected starting in 2013 with completion schedule for Fiscal 2016 re-certification.

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.

Copies of the property record cards for Fiscal 2013 are on line and may be accessed through the Town's website or by going directly to Vision Appraisal (now known as Vision Government Solutions) on-line data base.

Lynn A. Conant, *Chairman*

John W. Minnehan, *Clerk*

Eldon D. Goodhue, *Member*

### Full and Fair Cash Valuations as of January 1, 2012 for Fiscal 2013

<b>Real Property:</b>	Residential	\$ 1,054,013,878
	Open Space	0
	Commercial	56,210,896
	Industrial	<u>17,840,126</u>
	Total Real Property	\$ 1,149,229,840
<b>Personal Property:</b>	Business Accounts	\$ 4,703,020
	Utility Accounts	16,086,080
	Wireless Accounts	<u>375,840</u>
	Total Personal Property	\$ <u>21,164,940</u>
<b>Total Taxable Real and Personal Property:</b>		\$ 1,149,229,840
<b>Exempt Property:</b>		<u>70,329,600</u>
<b>Total Valuation of All Property:</b>		\$ 1,219,559,440
<b>Tax Rate</b> (Per \$1,000 Valuation):		\$15.95
<b>Levy</b> (Total taxes assessed for state, county and town purposes including overlay)		
	On Real Property	\$ 17,992,635.15
	On Personal Property	\$ <u>337,580.79</u>
	Total Levy	\$ 18,330,215.94
<b>Motor Vehicle and Trailer Excise</b> Received in Calendar 2012		
	2011 Registered Cars	144
	2012 Registered Cars	6,760
<b>Commissioner's Total Value:</b>		\$ 41,196,903
<b>Excise Tax Total:</b>		\$ 873,442.85





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## Finance Committee

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April 2, 2013  
Citizens of Topsfield  
Topsfield, Massachusetts 01983

RE: Town of Topsfield Fiscal Year 2014  
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 2014 (FY14) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7 P.M. on May 7, 2013. The proposed budgets were prepared by departments with reference to guidelines established by the Finance Committee. 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, and Departments were asked to continue 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 2014 budget with a 3.10% increase in the General Operating

Budget (Article Third) and a Masconomet Regional School assessment of \$6,237,692 as certified by the Masconomet Regional School Committee. The FY014 budget recommended by the Finance Committee includes an estimated total amount to be raised of \$24,550,511 representing an increase of 0.62% over the FY013 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 \$18,830,202, an increase of 2.73% over the current year actual. In addition, included in the Warrant for your consideration are the purchase of copiers and computers for Town Hall, a telephone system and an SUV for the Police, a document scanner for Inspectional Services, a pick-up truck for Highway and a generator for the library. Also included is funding for a portion of the repairs needed at Town Hall and updates of both the elementary school security and Town map systems. Also in the Warrant are Water Department Articles including one for the design of a water treatment plant.

The budget reflects signed employee contracts, any agreements 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 decreased by \$82,417 or 3.95% relative to FY013,

reflecting the relocation of dispatch service to the Essex Regional Emergency Communication Center. This change is consistent with the recommended Finance Committee guidelines.

- Elementary Schools – The Elementary School Budget for FY014 has increased by \$245,094 or 2.00% over the previous year plus one-time extraordinary special education costs, consistent with the recommended Finance Committee guidelines. Passage of Article Thirty-first will also provide \$40,000 for an upgrade to elementary school security.
- Public Works and Facilities – This budget has increased by \$51,652 or 7.00% over FY013, reflecting the inclusion of the annual cost of the lease of the dump/plow/wing truck approved at last year's Annual Town Meeting.
- Masconomet Regional School – The certified Topsfield assessment for the Masconomet Regional School budget for FY014 has increased by \$64,621 or 1.05% over FY013. The Topsfield assessment is based on the total assessed cost of \$22,490,776 for the entire district of Topsfield, Boxford and Middleton.

The FY014 recommended budget once again 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, once again 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,

#### TOPSFIELD FINANCE COMMITTEE

Mark B. Lyons, *Chairman*

Heidi L. Bond

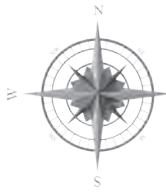
Paul E. Dierze

Karen A. Dow

Jonathan D. Guido

Kathryn S. Hartmann

Daniel Shugrue



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# Town Accountant

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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, 2013. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2013.

Respectfully submitted,

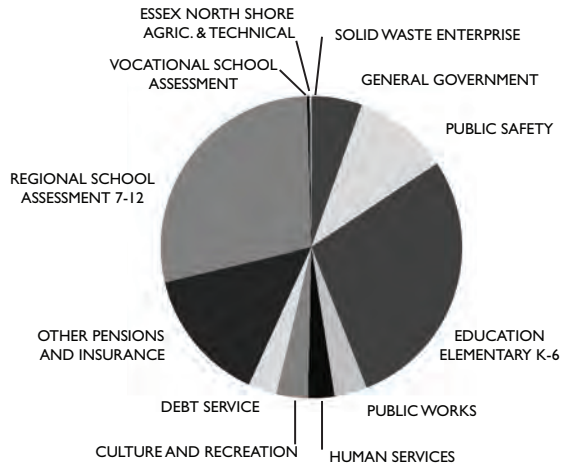
Pamela J. Wood, *Town Accountant*

## Statement of Town Debt As of June 30, 2013

Outstanding Debt - July 1, 2012		
Multi-Purpose 2011	3,605,000.00	
Multi-Purpose 2012	<u>1,946,000.00</u>	\$ 5,551,000.00
Plus Debt Issued During the Year		\$ —
Less Debt Retired During the Year:		
Multi-Purpose 2011	445,000.00	
Multi-Purpose 2012	<u>176,000.00</u>	\$ 621,000.00
Outstanding Debt - June 30, 2013		
Multi Purpose 2011	3,160,000.00	
Multi Purpose 2012	<u>1,770,000.00</u>	<u>\$ 4,930,000.00</u>
Outstanding Debt - General Government		3,959,500.00
Outstanding Debt - Water Enterprise Fund		970,500.00
Total Outstanding Debt - June 30, 2013		<u>\$ 4,930,000.00</u>
Outstanding Bond Anticipation Notes - June 30, 2012	—	
Bond Anticipation Notes issued	<u>—</u>	
Outstanding Bond Anticipation Notes - June 30, 2013	<u>—</u>	

## GENERAL FUND AND ENTERPRISE APPROPRIATIONS FISCAL 2013

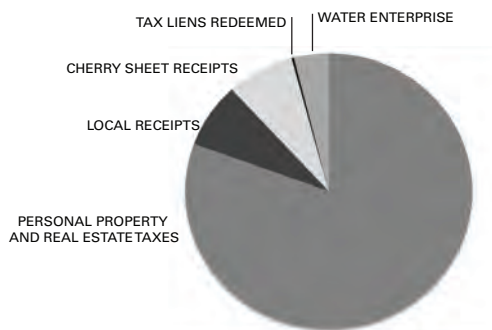
TOTAL APPROPRIATIONS \$23,663,929



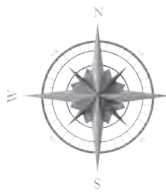
General Government	1,185,254	0.0501
Public Safety	2,237,869	0.0946
Education Elementary K-6	6,189,874	0.2616
Public Works	766,714	0.0324
Human Services	616,678	0.0253
Culture and Recreation	740,265	0.0321
Debt Service	670,221	0.0283
Other Pensions and Insurance	3,153,733	0.1333
Regional School Assmt. 7-12	6,173,071	0.2609
Vocational School Assessment	65,469	0.0028
Essex North Shore Agric. & Tech.	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 2013

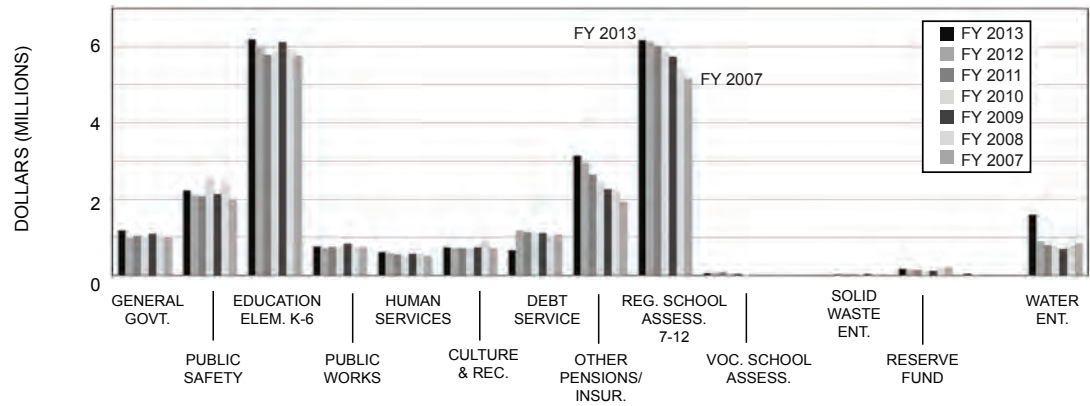
TOTAL REVENUE \$22,401,938.82



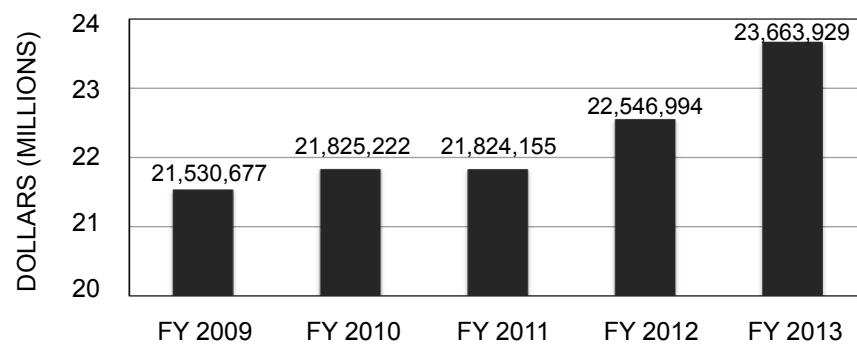
Personal Property and Real Estate Taxes	18,050,964.31	80.578%
Local Receipts	1,704,299.70	7.608%
Cherry Sheet Receipts	1,709,772.00	7.632%
School Building Assistance	-	0.000%
Tax Liens Redeemed	59,931.20	0.268%
Water Enterprise	876,636.79	3.913%
Solid Waste Enterprise	334.82	0.001%
TOTAL REVENUE	22,401,938.82	100.0000%



### Town Department Budgets FY 2007 – 2013



### Total Town Budget FY 2007 – 2013



**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2013**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
GENERAL FUND REVENUE				
Taxes				
Personal Property:				
Levy of 2013	335,023.63			
Levy of Prior Years	<u>(91,539.77)</u>	243,483.86	337,580.79	(94,096.93)
Real Estate:				
Levy of 2013	17,689,748.97			
Levies of Prior Years	<u>117,731.48</u>	17,807,480.45	17,992,635.15	(185,154.70)
Tax Liens:				
Redeemed	<u>59,931.20</u>	59,931.20	-	59,931.20
Other Tax Revenue:				
Withdrawal Penalty Tax Ch. 61A	5,218.68			
Withdrawal Penalty Tax Ch. 61B	<u>5,218.68</u>	5,218.68		5,218.68
Motor Vehicles Excise:				
Levy of 2013	749,448.51			
Levy of 2012	109,959.58			
Levies of Prior Years	<u>3,950.21</u>	863,358.30	756,675.00	106,683.30
Other Excise				
Room Occupancy	<u>191.08</u>	191.08	125.00	66.08
Interest & Penalties on Taxes:				
Over Short Motor Vehicle Excise				
Over Short Real Personal Property	(88.32)			
Real & Personal Property	26,120.31			
Motor Vehicle Excise	3,591.42			
Tax Liens	<u>8,689.41</u>	38,312.82	25,300.00	13,012.82
In Lieu of Taxes	64,477.89	64,477.89	62,700.00	1,777.89



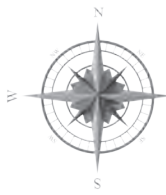


**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2013**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Other Charges for Services:				
Town Hall - Copier	703.80			
Library - Fax Fees	257.05			
Assessors - Sale of Maps	204.50			
Accident Report & Miscellaneous	624.00			
Tax Collector - Municipal Liens	8,125.00			
Firearms Licensing	3,625.00	13,539.35	8,000.00	5,539.35
Fees:				
Tax Collector Demands	14,495.00			
Deputy Collector	7,716.50			
Town Clerk Fees	10,613.45			
Town Clerk Dog License Fees	17,635.00			
Planning Board Fees	4,484.89			
Zoning Board Fees	1,400.00			
Animal Control Officer	255.00			
Police Special Detail	40,594.90			
Fire Special Detail	7,406.88	104,601.62	82,000.00	22,601.62
Other Departmental Revenue:				
Sale of Town Equipment	27,897.00			
Sale of Town Land	800.00			
Sale of Surplus Items	2,421.60			
Fire - Ambulance Reimb Other Towns	2,819.44			
Ambulance Service Topsfield Fair	3,625.41			
ALS-Dual Transport Ambulance	15,352.23			
Rescue Patient Transport	14,968.98			
Sealer of Weights & Measures	545.00			
Town Clerk Census	2,000.00			
Recycling Sticker Program	48,750.00			
Composting Access Ticket	4,675.00			
Firearms Safety Class	650.00			
		124,504.66	84,437.00	40,067.66

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2013**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Licenses & Permits:				
Alcohol License	2,800.00			
Auction Permits	360.00			
Building Permits	199,684.00			
Cable License Fee	1,181.00			
Class I & II Licenses	1,400.00			
Electrical Permits	32,315.00			
Fairgrounds Permits	24,860.00			
Fire Permits	22,497.00			
Food Licenses	28,825.00			
Gas Permits	10,166.00			
Installer Permits	3,750.00			
Milk Licenses	50.00			
Miscellaneous Permits	250.00			
Plumbing Permits	14,365.00			
Septic Permits	16,125.00			
Sheet Metal Permits	2,230.00			
Street Opening Permits	75.00			
Tobacco Sales	125.00			
Victualler License	700.00			
Well Permits	525.00			
		362,283.00	190,000.00	172,283.00
State Aid - Cherry Sheet :				
Abatements to Elderly				
Abatements to Vets, Blind, Surviving Spouses	12,108.00		12,645.00	
Veteran Benefits Ch. 115	4,396.00		4,858.00	
State Owned Land	125,726.00		125,726.00	
School Aid - Chapter 70	1,048,739.00		1,048,739.00	
Unrestricted General Government Aid	518,803.00		518,803.00	
Lottery				
		1,709,772.00	1,710,771.00	(999.00)

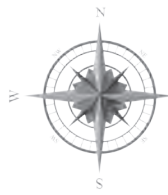


**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2013**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
<b>Fines &amp; Forfeits:</b>				
Conservation Commission Fines				
Court Fines	10,100.00			
Parking Fines	615.00			
Civil Disposition Violation	7,100.00			
RMV Charges	<u>43,027.04</u>	60,842.04	45,000.00	15,842.04
 Earnings on Investments:	 13,761.27	 13,761.27	 13,750.00	 11.27
 <b>Miscellaneous:</b>				
Return Check Fees	500.00			
Medicare Drug Subsidy	21,354.43			
Cancelled Payments Prior Year	2,877.12			
Estimated Receipts	15.00			
Non Recurring	2,687.95			
Medicare Reimbursement Grants	1,644.40			
Flu Clinic Insurance Reimbursement	784.41			
Medicare Reimbursement	832.72			
Medicaid Reimbursement	22,495.12			
P Card Rebate	<u>17.84</u>	53,208.99	500.00	52,708.99
 <b>Total General Fund Revenue &amp; Other Financing Sources</b>				
		21,524,967.21	21,309,473.94	215,493.27

TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2013

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
WATER ENTERPRISE REVENUE			
User Charges & Connection Fees	861,049.91	880,197.00	(19,147.09)
Water Delinquent Charges	11,518.83		11,518.83
Water Delinquent Charges Tax Lien	254.60		254.60
Cancel Payments Prior Year	357.75		357.75
Interest Income Transfer from General Fund	<u>3,455.70</u>	3,000.00	455.70
Total Water Enterprise Revenue	876,636.79	883,197.00	(6,560.21)
SOLID WASTE ENTERPRISE REVENUE			
Interest Income	<u>334.82</u>		
Total Solid Waste Enterprise Revenue	334.82		334.82
Total Revenue & Other Financing Sources – Fiscal 2013	22,401,938.82	22,192,670.94	209,267.88



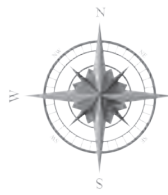
**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
<b>GENERAL GOVERNMENT</b>							
Moderator		50.00				50.00	
<b>Board of Selectmen</b>							
Salaries		176,323.00			168,358.18	7,964.82	
Wages		43,160.00			43,160.00	—	
Other		33,315.00			28,393.75	3,146.71	1,774.54
Prior Year Other	76.33				76.33	—	
<b>Selectmen's Special</b>							
Other		68,200.00			34,750.52	32,272.76	1,176.72
Prior Year Other	3,035.41				3,035.41	—	
A8/12STM Town Admin Search	10,000.00				3,750.00	—	6,250.00
<b>Finance Committee</b>							
Wages		1,179.00	200.00		1,275.63	103.37	
Other		367.00			173.00	194.00	
Prior Year Other						—	
A2 Reserve Fund		150,000.00				92,858.92	
Transfers to:							
Treasurer/Collector –							
Other Abatement Interest			(24,822.08)				
Park & Cemetery –							
Other Flare Maintenance			(10,000.00)				
Veteran's –							
Other Veteran's Benefits			(2,241.00)				
Town Clerk –							
Wages Election Workers			(128.00)				
Town Clerk –							
Other Election Expenses			(2,250.00)				
Police – Wages			(8,000.00)				
Fire – Wages			(8,000.00)				
Finance Committee – Wages			(200.00)				
Town Clerk –							
Wages Election Workers			(1,000.00)				
School Street Building –							
Other Maint Building			(500.00)				
A36/12ATM Reserve Fund Union							
Contract Settlements		25,000.00				2,320.90	
Transfers to:							
Police Wages – Full Time			(9,608.00)				

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
Highway –							
Other Clothing & Boot Allowance			(1,250.00)				
Highway Prior Year –							
Wage Longevity			(500.00)				
Highway – Wage Full Time			(3,166.00)				
Highway – Wage Longevity			(500.00)				
Fire – Other Personnell Supplies			(2,100.00)				
Fire – Wage Full Time			(2,182.00)				
Fire – Wage Call Men			(1,274.00)				
Fire – Wage Station Coverage			(258.90)				
Fire – Wage OT			(985.92)				
Fire – Wage Holiday OT			(354.28)				
Fire – Wage Training			(500.00)				
<b>Town Accountant</b>							
Salary		65,557.00			60,167.87	5,389.13	
Wages		35,573.00			33,942.44	1,630.56	
Other		21,530.00			21,168.86	361.14	
Prior Year Other	223.68				223.68	–	
<b>Board of Assessors</b>							
Salaries		71,807.00			71,807.00	–	
Wages		35,028.00	(6,218.00)		24,454.70	4,355.30	
Other		18,190.00	6,218.00		15,764.77	1,452.38	7,190.85
Prior Year Other	662.50				662.50	–	
A15/12ATM Triennial					1		
Re–Certification		80,000.00			7,040.33	–	62,959.67
A34/10ATM Triennial Update							
Com & Industrial	13,544.00				13,544.00	–	
A35/10ATM Triennial Update PP	2,408.00				2,408.00	–	
<b>Town Treasurer/Collector</b>							
Salaries		66,307.00			66,307.00	–	
Wages		69,094.00			67,146.47	1,947.53	
Other		31,620.00	24,822.08		54,353.60	521.63	1,566.85
Prior Year Other	9,634.97				9,634.97	–	
Tax Title – FY 2013 Recap			4,974.85			4,974.85	
<b>Town Hall</b>							
Other		141,902.00	1,104.00		124,849.39	12,950.61	5,206.00
Prior Year Other	9,760.60				9,760.60	–	
A17/06ATM TH Elect. Upgrade						–	
A22/07ATM Interior Refurbish TH	1,104.61		(1,104.00)			0.61	



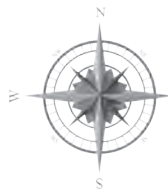


**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
A16/10ATM TH Finance Off						—	
Workstations							
A5/11STM TH Boiler							
Replacement	3,600.00					—	3,600.00
A4/12STM TH Technology	2,482.79				1,152.95	—	1,329.84
A5/12STM Inspectional Service							
Permit Software	23,750.00				17,285.00	—	6,465.00
A28/12ATM Town Building							
Assessment		55,000.00			49,500.00	5,500.00	
School Street Building						—	
Other		500.00	500.00		281.38	371.88	346.74
Prior Year Other	122.30				122.30	—	
<b>Town Website/Cable Advisory</b>							
Wages		1,630.00			1,629.90	0.10	
Other		1,238.00			1,238.00	—	
<b>Town Clerk</b>							
Salaries		54,451.00			54,451.00	—	
Wages		20,165.00	1,128.00		21,048.42	244.58	
Other		12,528.00	2,250.00		12,645.37	2,049.31	83.32
Prior Year Other	4,444.29				4,444.29	—	
A25/12ATM Voting Booths		2,860.00			2,596.00	264.00	
<b>Trust Fund Clerk</b>							
Other		100.00				100.00	
<b>Conservation Commission</b>							
Salary		61,390.00			61,390.00	—	
Wages		13,707.00			11,834.23	1,872.77	
<b>Planning Board</b>							
Salaries		5.00				5.00	
Other		1,754.00			631.66	513.63	608.71
Prior Year Other	676.98				676.98	—	
<b>Zoning Board</b>							
Other		724.00			152.08	330.74	241.18
Prior Year Other	161.63				161.63	—	
<b>TOTAL</b>							
<b>GENERAL GOVERNMENT</b>	85,688.09	1,360,254.00	(45,945.25)	—	1,117,450.19	183,747.23	98,799.42
<b>PUBLIC SAFETY</b>							
<b>Police Department</b>							
Salaries		148,671.00			148,671.00	—	

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
Wages		1,109,378.00	68,608.00		1,169,019.72	8,966.28	
Other		116,080.00	(10,000.00)		99,414.91	1,535.82	5,129.27
Prior Year Other	3,511.64				3,511.64	—	
Capital						—	
A22/12ATM Police SUV		40,983.00			40,289.30	693.70	
A23/12ATM Police Cruiser		36,014.00			36,014.00	—	
<b>Fire Department</b>							
Salaries		101,316.00			101,316.00	—	
Wages		402,683.00	20,361.10		418,919.76	4,124.34	
Prior Year Wages			8,139.00		8,138.40	0.60	
Other		87,073.00	2,100.00		80,401.63	4.81	8,766.56
Prior Year Other	9,320.71				9,320.71	—	
A24/12ATM Rapid Response							
Vehicle		50,000.00			38,127.24	—	11,872.76
A26/12ATM Reban PS Comm							
System		23,000.00			12,245.24	—	10,754.76
Ambulance Service – Other						—	
<b>Inspectional Services</b>							
Salaries		76,776.00			74,936.02	1,839.98	
Wages		20,243.00			18,477.55	1,765.45	
Other		5,631.00			4,261.59	158.33	1,211.08
Prior Year Other						—	
<b>Sealer of Weights and Measures</b>							
Salary		1,530.00			1,530.00	—	
<b>Animal Control Officer</b>							
Salary		9,082.00			9,082.00	—	
Other		549.00	(253.00)			296.00	
Prior Year Other			253.00			253.00	
<b>Animal Inspector</b>							
Salary		7,020.00			7,020.00	—	
Other		1,840.00			840.00	1,000.00	
<b>TOTAL PUBLIC SAFETY</b>	12,832.35	2,237,869.00	89,208.10	—	2,281,536.71	20,638.31	37,734.43
<b>EDUCATION</b>							
<b>Elementary Schools</b>							
Salaries		4,882,641.00			4,951,089.64	(68,448.64)	
Other School Services		1,211,330.00			944,228.35	68,453.74	198,647.91
<b>FY2013 Elementary Education</b>							
Operating Budget	—	6,093,971.00	—	—	5,895,317.99	5.10	198,647.91

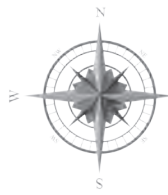


**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
Prior Year Elementary School							
Expenditures	332,477.59				323,682.16	8,795.43	
A29/12ATM School Technology		95,903.00			81,832.00	–	14,071.00
Masconomet Regional School							
Assessment Operating Budget		5,871,969.00			5,871,968.40	0.60	
Masconomet Regional School							
Assessment Debt Service		301,102.00			301,101.44	0.56	
North Shore Vocational Tech							
Assessment		65,469.00			64,580.00	889.00	
<b>TOTAL EDUCATION</b>	<b>332,477.59</b>	<b>12,428,414.00</b>	<b>–</b>	<b>–</b>	<b>12,538,481.99</b>	<b>9,690.69</b>	<b>212,718.91</b>
<b>PUBLIC WORKS</b>							
<b>General Highway</b>							
Salary		77,983.00			77,983.00	–	
Wages		191,410.00	3,666.00		191,399.59	3,676.41	
Prior Year Wages			500.00		500.00	–	
Other		202,565.00	6,922.00		153,003.54	10,015.61	46,467.85
Prior Year Other	18,226.27				18,226.27	–	
Capital						–	
A21/12ATM Lease Dump/Sander		29,335.00			29,256.23	78.77	
<b>Snow and Ice</b>						–	
Wages		78,581.00	8,728.00		87,308.73	0.27	
Other		167,565.00	21,586.00		189,150.31	0.69	
<b>Street Lights</b>							
Street Lights – Other		19,275.00			17,762.71	7.85	1,504.44
Prior Year Other	47.75				47.75	–	
<b>TOTAL PUBLIC WORKS</b>	<b>18,274.02</b>	<b>766,714.00</b>	<b>41,402.00</b>	<b>–</b>	<b>764,638.13</b>	<b>13,779.60</b>	<b>47,972.29</b>
<b>HUMAN SERVICES</b>							
<b>Board of Health</b>							
Salary		65,557.00			65,557.00	–	
Wages		13,518.00			12,777.73	740.27	
Other		16,815.00			13,016.06	1,505.20	2,293.74
Prior Year Other	844.33				844.33	–	
MSW Collection and Recycling		406,713.00			405,017.06	1,695.94	
A10/01STM Improvements to							
Landfill	7,069.00		(7,069.00)			–	
A7/12STM Repair Landfill Flares	12,000.00		(12,000.00)			–	

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
<b>Recycling</b>							
Other		4,100.00			3,348.67	751.33	
Prior Year Other	1,246.06				1,246.06	—	
<b>Council on Aging</b>							
Salary		39,101.00			39,101.00	—	
Wages		42,622.00			40,596.99	2,025.01	
Other		2,633.00			2,340.23	292.77	
Tri-Town Council		18,319.00			18,319.00	—	
Veteran's Benefits & Services		6,500.00	2,241.00		8,049.22	691.78	
Soldier/Sailor Graves		800.00			799.82	0.18	
<b>TOTAL HUMAN SERVICES</b>	<b>21,159.39</b>	<b>616,678.00</b>	<b>(16,828.00)</b>	<b>—</b>	<b>611,013.17</b>	<b>7,702.48</b>	<b>2,293.74</b>
<b>CULTURE AND RECREATION</b>							
<b>Library</b>							
Salary		191,954.00			188,414.74	3,539.26	
Wages		149,920.00			147,756.15	2,163.85	
Other		133,756.00			109,045.70	21,565.26	3,145.04
Prior Year Other	2,836.65				2,836.65	—	
A6/12STM Lib Storm Ejector Pump	3,600.00				2,165.00	1,435.00	
A27/12ATM Library Ext Paint		8,000.00				—	8,000.00
<b>Park and Cemetery</b>							
Salary		67,307.00			67,307.00	—	
Wages		122,408.00	1,171.00		117,913.33	5,665.67	
Other		47,640.00	10,474.00		55,006.49	2,051.67	1,055.84
Prior Year Other	881.33				881.33	—	
Emerson Lease		1,250.00			1,250.00	—	
<b>Tree Department</b>							
Salary		2,975.00			2,975.00	—	
Wages		3,200.00	(2,500.00)		646.09	53.91	
Other		7,805.00	2,500.00		7,473.68	2,581.32	250.00
<b>Historical Commission</b>							
Other		450.00			30.51	419.49	
<b>Memorial Day</b>							
Other		3,600.00			2,098.39	1,501.61	
Prior Year Other	160.00				160.00	—	
<b>TOTAL CULTURE &amp; REC.</b>	<b>7,477.98</b>	<b>740,265.00</b>	<b>11,645.00</b>	<b>—</b>	<b>705,960.06</b>	<b>40,977.04</b>	<b>12,450.88</b>



**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
<b>DEBT SERVICE</b>							
Long Term Debt Interest		130,221.00			130,219.92	1.08	
Interest Temporary Loans						—	
Long Term Debt Principal		537,500.00			537,500.00	—	
Debt Issue Costs		2,500.00			1,500.00	1,000.00	
<b>TOTAL DEBT SERVICE</b>	—	670,221.00	—	—	669,219.92	1,001.08	—
<b>OTHER EXPENDITURES</b>							
Pensions —							
Essex Regional Retirement		756,064.00	(7,317.00)		741,227.41	7,519.59	
Insurance — Unemployment	—	75,000.00	(41,000.00)		2,710.86	31,289.14	
Insurance — Hospital		1,652,168.00			1,564,567.20	87,600.80	
Insurance — Life		6,655.00			4,687.59	1,967.41	
Insurance — Medicare		143,413.00			127,365.72	16,047.28	
Insurance — Town		322,530.00	(36,531.00)		268,890.30	16,965.70	143.00
Insurance — Town —							
Workman's Comp		65,705.00	(8,728.00)		45,549.50	11,427.50	
Prior Year Insurance — Town						—	
Employee Employment Separation	19,651.67	32,198.00				—	51,849.67
A5/06STM Medical Bills Injured Officer	2,884.31		7,000.00		2,283.86	—	7,600.45
State Assessment — Cherry Sheet			209,673.00		206,153.00	3,520.00	
Transfers to Stabilization		50,000.00			50,000.00	—	
Transfers to Trust — Agency Fund		100,000.00			100,000.00	—	
<b>TOTAL</b>							
<b>OTHER EXPENDITURES</b>	22,535.98	3,203,733.00	123,097.00	—	3,113,435.44	176,337.42	59,593.12
<b>Total General Fund</b>	500,445.40	22,024,148.00	202,578.85	—	21,801,735.61	453,873.85	471,562.79
<b>CAPITAL PROJECTS FUND</b>						—	
<b>Total Capital Projects Fund</b>						—	
<b>WATER DEPARTMENT — ENTERPRISE</b>							
Salary		73,092.00			73,092.00	—	
Wages		148,082.00	7,357.56		143,766.37	11,673.19	
Prior Year Wages			3,185.62		3,185.62	—	
Other		265,330.00	45,821.00		291,756.23	12,354.92	7,039.85

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
Other – Prior Year Bill	17,753.74				16,644.77	1,108.97	
Water Reserve Fund		94,000.00				61,043.82	
Transfers to:							
Wages – FT			(1,690.56)				
Wages – OT			(5,667.00)				
Prior Year Wages – OT			(3,185.62)				
Other – Engineering			(22,413.00)				
Debt Interest		34,077.00			34,076.25	0.75	
Debt Interest Temporary Loans						–	
Debt Principal		83,500.00			83,500.00	–	
Debt Issue Costs						–	
Debt Short Term Principle Pay down						–	
Unanticipated Emergencies		75,000.00				51,592.00	
Transfers to:							
Systems Emergency							
Maintenance			(23,408.00)				
A25/99ATM Engineering							
Services Water Projects						–	
A22/03ATM Ren Perk Row & Nth St Pump Station	33,388.59					–	33,388.59
A32/02ATM Confined Space Equipment	20,914.00					–	20,914.00
A32/05ATM Meter Replacement	5,738.40				5,738.40	–	
A25/06ATM Engineering						–	
Wash St Water Main						–	
A21/09ATM Perkins Row Test Well	7,843.59					7,843.59	
A20/12ATM Water Main Replacement		800,000.00			509,963.85	–	290,036.15
A22/10ATM Central St Water Main Design	1,380.05				1,380.05	–	
Transfers to Trust–Agency Fund		30,000.00			30,000.00	–	
<b>Total Water Enterprise Fund</b>	<b>87,018.37</b>	<b>1,603,081.00</b>	<b>–</b>	<b>–</b>	<b>1,193,103.54</b>	<b>145,617.24</b>	<b>351,378.59</b>
<b>SOLID WASTE ENTERPRISE FUND</b>							
A13/12ATM Annual Engineering & Monitoring		36,700.00			33,584.79	3,115.21	
<b>Total Solid Waste Enterprise Fund</b>	<b>–</b>	<b>36,700.00</b>	<b>–</b>	<b>–</b>	<b>33,584.79</b>	<b>3,115.21</b>	<b>–</b>



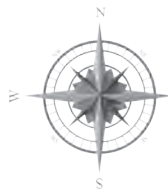


**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
Balance Forward from 2012–2013	587,463.77						
2013 Appropriations Including							
Transfers		23,663,929.00	202,578.85				
Receipts, Refunds & Other				–			
Expended					23,028,423.94		
Close to Treasury						602,606.30	
Balance Forward to 2013–2014							822,941.38
<b>NON-APPROPRIATION</b>							
<b>EXPENDITURES</b>							
<b>Federal Grants:</b>							
Police–Bullet Proof Vest	50.50			1,112.49	1,112.50	50.49	
Police–Comm Policing						–	
Fire–Assist Fire Fighters						–	
Fire–Local Preparedness Grant						–	
Fire – Child Passenger Safety				1,098.58	1,062.61	–	35.97
Fire – Emergency Management							
Performance				3,363.73	3,363.73	–	
Fire – Cooperative Fire Protection						–	
School–SPED Program Improvement	7,549.00				5,762.25	–	1,786.75
School–Title Five						–	
School–Early Childhood Allocation	50.18			2,824.94	2,787.18	–	87.94
School–SPED 94–142	12,170.59			111,433.00	113,307.63	–	10,295.96
School–Enhanced Ed Through							
Technology						–	
School–Teacher Quality	2,919.02			6,562.00	7,661.02	–	1,820.00
School – Title I	693.00			15,774.00	15,977.00	–	490.00
School–Drug Free Schools						–	
School–Gifted & Talented						–	
School – ARRA Idea Sped						–	
School – EDU Jobs Fund	6,109.00				6,109.00	–	
School–ARRA Sped						–	
School – ARRA School						–	
Stabilization Fund						–	
Fire – Volunteer Fire Assistance						–	
Fire–FEMA Assist Firefighters						–	
Fire– FEMA/MEMA				1,610.00		1,610.00	

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
FEMA – / MEMA Snow & Ice						–	
Library – On the Same Page						–	
Council on Aging–Title III	261.40			2,058.84	591.43	–	1,728.81
Board of Health – MDPH Emergency Preparedness						–	
<b>Other Special Revenue:</b>							
School Chap 71 Education Fund	6,223.33			255.00		–	6,478.33
School Chap 712 Scholarship Fund	1,712.24			378.00	1,200.00	–	890.24
School –Educ Foundation Gift	50,851.40				50,851.40	–	
School Gift T E S P T O						–	
School Gifts	15,923.40				15,000.00	–	923.40
School Essay Donation	571.98					–	571.98
School Newsletter	15.00					–	15.00
School Historical Society Gift	7,289.12				7,289.12	–	
School Lost Book Revolving	673.30				433.21	–	240.09
 School Cafeteria	 63,900.75			 152,505.97	 171,352.97	 –	 45,053.75
 Tree Planning Gift	 2,664.00					 –	 2,664.00
Flag Pole Fund	537.00					–	537.00
Bond Premium						–	
Bond Accrued Interest						–	
Veterans Day Parade Gift	100.00					–	100.00
Topsfield General Purpose Gift				500.00		–	500.00
Town Hall Capital Improvement Gift	10,475.93					–	10,475.93
Conservation Fund Ch. 40 S 8C	6,433.71			18.36		–	6,452.07
Open Space Fund Ch. 40 S 8C	218.59			0.65		–	219.24
Conservation Wetland Fees State Ch131:40	4,469.52			3,273.74	4,917.00	–	2,826.26
Conservation Com Gift	400.00					–	400.00
Conservation Consul Ch. 44:53G	3,226.47			6.71		–	3,233.18
Conservation Gift Hickory Beech	2,753.24			5.51		–	2,758.75
Planning Bd. Consult Ch. 44:53G	7,202.99			6,256.30	5,588.91	–	7,870.38
Zoning Bd. Consult Ch. 44:53G						–	
Fire Metro Planning Council				2,044.28	2,044.28	–	
Fire Dept. Gift	75.00					–	75.00
Fire MIIA Grant				479.84	479.84	–	

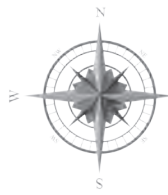


**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
<b>Special Revenue:</b>							
Police TAF Enterprise Gift	19,946.33		(266.77)		7,144.76	—	12,534.80
Police – D.A.R.E. Donations	445.79			1,100.00	242.24	—	1,303.55
Police – Law Enforcement Trust	3,625.17			2,230.00	2,709.98	—	3,145.19
Police Dept. Gift	875.62		(875.62)			—	
Fire Dept. EMS Equipment Gift	4,737.52			650.00		—	5,387.52
Fire – FM Global Fire Prevention						—	
Board of Health CH 44:53G	6,801.05			11.39	1,768.19	—	5,044.25
COA Donations to Meals/ Wheels	2,013.57			2,171.00		—	4,184.57
COA Transportation Donation	8,171.60			1,621.87	1,256.60	—	8,536.87
COA Gift	9,179.59			2,552.24	8,384.91	—	3,346.92
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						—	
Library Gifts, Miscellaneous	4,550.30			3,346.36	352.96	—	7,543.70
Library Lost Book Revolving	1,706.42			1,689.39	2,743.28	—	652.53
Rail & Trail Gift	99.33				99.33	—	
Recreation Committee Gift	780.32			1,400.00	1,459.00	—	721.32
Historical Commission						—	
Preservation Gift	240.00					—	240.00
Cable Advisory Committee Gift	203,158.65			20,841.89	33,881.67	—	190,118.87
<b>Receipts Reserved for Appropriation:</b>							
Sale of Cemetery Lots	146,798.03			13,584.56		—	160,382.59
Reserved for 25 yr. Borrowing Ch44:7						—	
Reserved for 20 yr. 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	14,000.25		(1,722.00)			—	12,278.25
<b>Revolving Accounts:</b>							
Insurance & Restitution School						—	
School Pre-School Tuition	357,964.78			228,888.94	295,045.78	—	291,807.94
School Instrumental Music	77,168.14			45,306.00	88,105.03	—	34,369.11
School Full Day Kindergarten	122,166.00			85,072.50	121,000.00	—	86,238.50
School Rental of Surplus				11,974.00	11,800.80	173.20	
School Student Activity Ch71:47						—	

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
School Tuition Ch71, 71F							
Non Resident, Foster	11,987.00			23,500.00		—	35,487.00
Conservation Revolving Fund							
Ch44:53E1/2	19,999.40		(6,000.00)	33,107.25	6,245.41	—	40,861.24
Cemetery CH 44:53E1/2	24,630.36			32,069.58	25,000.00	—	31,699.94
Park Revolving Ch. 44:53E 1/2	25,775.90			10,210.00	35,606.65	—	379.25
Recreation/Park Ch. 44:53D	9,389.72			18,660.00	21,159.84	—	6,889.88
Insurance & Restitution Police						—	
Insurance & Restitution Library						—	
Insurance & Restitution							
Cons Com – BOH						—	
Insurance & Restitution Fire						—	
Insurance & Restitution Police							
Injury	90,606.25		(41,637.00)	20,577.83		—	69,547.08
Insurance & Restitution Animal Control Officer						—	
Insurance & Restitution Highway				2,950.11	2,950.11	—	
Insurance & Restitution Council on Aging				1,243.95	1,243.95	—	
Insurance & Restitution Park & Cemetery				3,491.98		667.00	2,824.98
<b>State Grants:</b>							
Police 911 Training			1,142.39	18,612.61	19,755.00	—	
Police Bullet Proof Vest				1,112.49	1,112.49	—	
Police–GHSB Grant				2,605.10	2,605.10	—	
Fire Safety Grant	2,958.03			4,625.00	3,852.88	—	3,730.15
Highway Chapter 90	—			387,145.41	387,145.41	—	
School Found. Enrollment Aid '05	10,000.00					—	10,000.00
School Found. Enrollment Aid '02	31,268.83				3,061.80	—	28,207.03
School– Circuit Breaker Grant FY12	18,318.00				18,318.00	—	
School–Circuit Breaker Grant FY13				52,302.00	34,681.69	—	17,620.31
School –							
Big Yellow School Bus Steward	200.00			200.00		—	400.00
School –							
Big Yellow School Bus Proctor				200.00		—	200.00



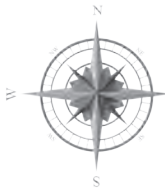
**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2013**

	Balance Forward 2012	2013 Original Appropriation	2013 Transfers- Adjustments	2013 Receipts	2013 Expended	2013 Close to Treasury	Balance Forward 2014
Topsfield Linear Common Grant							
Fiscal 2011				39,408.63	39,408.63	—	
Tree Planning – Urban Forestry Challenge						—	
Cultural Council	7,806.63			3,879.84	4,232.00	—	7,454.47
Council on Aging Formula Grant	1,936.71			9,567.00	10,681.77	—	821.94
Council on Aging Service Incentive Grant	807.90				200.00	—	607.90
Library Supplemental Grant	125.13					—	125.13
Library LIG/MEG Grant	13,312.83			9,428.50	4,516.17	—	18,225.16
Extended Polling Hours				1,086.00	1,086.00	—	
Mass Historic Preservation Grant	643.84					—	643.84
Clean Energy Choice	2,207.50					—	2,207.50
Green Community Grant	66,487.50			13,607.52	80,095.02	—	
Recycling DEP Grant	3,648.71					—	3,648.71
<b>Stabilization:</b>							
Stabilization Fund	761,747.11		50,000.00	1,756.29		—	813,503.40
<b>Total Special Revenue Funds</b>	<b>2,353,110.78</b>	<b>—</b>	<b>641.00</b>	<b>1,425,349.17</b>	<b>1,695,843.53</b>	<b>2,500.69</b>	<b>2,080,756.73</b>
Trust Funds							
OPEB			130,000.00	197.14		—	130,197.14
Non-Expendable Trust Funds	6,769,255.06			634,988.35		—	7,404,243.41
Expendable Trust Funds	1,453,289.41		(66,000.00)	298,171.97	163,369.78	—	1,522,091.60
<b>Total Trust Funds</b>	<b>8,222,544.47</b>	<b>—</b>	<b>64,000.00</b>	<b>933,357.46</b>	<b>163,369.78</b>	<b>—</b>	<b>9,056,532.15</b>
*Transfers – transferred from Library Gould Trust \$66,000 to GF to partially fund Library Debt Payment							
<b>Total Expenditures &amp; Other Financing Uses – Fiscal 2013</b>	<b>24,887,637.25</b>						

## COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2013

	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			
ASSETS:												
Petty Cash	\$156.71								156.71			
Cash/Investments	3,945,690.99	\$1,992,297.43	\$0.00	\$9,056,532.15	\$1,407,821.77	\$211,602.66			16,613,945.00			
Receivables:												
Personal Property Taxes	4,357.77								4,357.77			
Real Estate Taxes	238,240.29								238,240.29			
Delinquent User Charges					71.00				71.00			
Tax Foreclosure	33,938.83								33,938.83			
Tax Title Liens	98,691.58								98,691.58			
Allowance Abatements & Exemptions	(281,305.99)								(281,305.99)			
Other (Excise Taxes)	43,610.29								43,610.29			
Police Academy	1,078.00								1,078.00			
Police Special Detail		5,001.75							5,001.75			
Fire Special Detail	7,888.40								7,888.40			
User Charges & Connection Fees					93,164.18				93,164.18			
Due from Other Governments												
Due from Comm Ch Sh Vets Ch 115	1,073.00								1,073.00			
Due from Comm Ch Sh Ver Blind & Surv Sp.	9,088.00								9,088.00			
Due from Green Community Grant		5,830.52							5,830.52			
Due from Comm 911 Grant		2,155.56							2,155.56			
Due from Comm Fire Emergency Prep.		1,363.73							1,363.73			
Due from Comm GHSB Grant		939.20							939.20			
Due from Comm Hwy Chap 90		270,576.00							270,576.00			
Due from Fed Gov't Bullet Proof Vest		1,112.49							1,112.49			
Due from Mass Works Infrastructure		83,923.07							83,923.07			
Land - Fixed Assets					323,038.00				5,196,767.00			
All Other - Fixed Assets Net of Depreciation					6,189,100.87				17,022,334.15			
Amount to be Provided for Pmt Long Term Debt									3,959,500.00			
TOTAL ASSETS	\$4,102,507.87	\$2,363,199.75	\$0.00	\$9,056,532.15	\$8,013,195.82	\$211,602.66	\$22,219,101.15	\$3,959,500.00	\$49,925,639.40			





# COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2013

	GOVERNMENTAL FUND TYPES				FIDUCIARY		PROPRIETARY		ACCOUNT	
					FUND TYPES		FUND TYPES		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	
<b>LIABILITIES AND FUND EQUITY:</b>										
<b>Liabilities:</b>										
Payroll Warrants Payable	219,192.67	5,309.04			5,566.04				230,067.75	
Vendor Warrants Payable	80,552.38	6,557.98			7,379.03	1,301.50			95,790.89	
Teacher End of Career Pay out Payable	13,130.52								13,130.52	
Withholdings Payable	144,282.20								144,282.20	
Police Special Detail		(5,001.75)							(5,001.75)	
Deferred Revenue									0.00	
Property Tax	(156,618.30)								(156,618.30)	
Delinquent Water					71.00				71.00	
Tax Liens	98,691.58								98,691.58	
Tax Foreclosure	33,938.83								33,938.83	
Motor Vehicle	43,610.29								43,610.29	
Fire Special Detail	7,888.40								7,888.40	
Police Special Detail		5,001.75							5,001.75	
Chapter 90		270,576.00							270,576.00	
Due to the Commonwealth										
Pre-paid Real Estate Tax	40,749.62								40,749.62	
<b>Other Liabilities:</b>										
Unclaimed Checks	4,382.00								4,382.00	
Due to Individuals	20,224.87								20,224.87	
Bond Indebtedness - Inside Debt Limit								1,924,500.00	1,924,500.00	
Bond Indebtedness - Outside Debt Limit					65,500.00			2,035,000.00	2,100,500.00	
Bond Anticipation Note					905,000.00				905,000.00	
<b>TOTAL LIABILITIES</b>	<b>550,025.06</b>	<b>282,443.02</b>	<b>0.00</b>	<b>0.00</b>	<b>983,516.07</b>	<b>1,301.50</b>	<b>0.00</b>	<b>3,959,500.00</b>	<b>5,776,785.65</b>	

## COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2013

	GOVERNMENTAL FUND TYPES				FIDUCIARY		PROPRIETARY		ACCOUNT		
					FUND TYPES		FUND TYPES		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		
FUND EQUITY AND OTHER CREDITS:											
Investment in fixed assets					5,541,638.87		22,219,101.15		27,760,740.02		
Reserved for:											
Petty Cash	156.71								156.71		
Encumbrances	471,562.79	36,492.00			351,378.59				859,433.38		
Expenditures	1,088,802.00			66,000.00	485,000.00	36,700.00			1,676,502.00		
Future Debt		48,743.37							48,743.37		
Overlay Deficit									0.00		
Snow & Ice Deficit									0.00		
Reserved for Special Purposes				1,456,091.60					1,456,091.60		
Reserved for Endowments				7,404,243.41					7,404,243.41		
Reserved for OPEB				130,197.14					130,197.14		
Undesignated	1,991,961.31	1,995,521.36			651,662.29	173,601.16			4,812,746.12		
TOTAL FUND EQUITY	3,552,482.81	2,080,756.73	0.00	9,056,532.15	7,029,679.75	210,301.16	22,219,101.15	0.00	44,148,853.75		
1,488,040.88											
TOTAL LIABILITIES & FUNDEQUITY											
	\$4,102,507.87	\$2,363,199.75	\$0.00	\$9,056,532.15	\$8,013,195.82	\$211,602.66	\$22,219,101.15	\$3,959,500.00	\$49,925,639.40		

\*Note 1: 60 Day Accrual of Property Tax - \$ 117,910.37



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## Town Collector

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The Tax Collector's Office collected in Fiscal 2013 \$17,807,480.45 in Real Estate taxes and \$ 243,483.86 in Personal Property taxes; \$ 38,312.82 in interest and fees and \$863,358.30 in motor vehicle excise tax revenue, \$ 59,931.20 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 2013 tax bills are based on the assessment date of January 1, 2012 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.

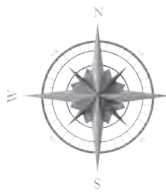
The Town continues to use the collection services of a Deputy Collector, as well as, the Registry's Non-Renewal Program for unpaid Motor Vehicle Excise. The Non-Renewal program allows the Town to prevent renewal of any license or registration without full payment of Motor Vehicle Excise and parking tickets. 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	COMMITTED	BALANCE DUE
	June 30, 2012		June 30, 2013
MOTOR VEHICLE EXCISE			
2006 - 2009	13,055.00		5,327.00
2010	2,200.00		1,769.00
2011	5,310.00	281.25	1,630.00
2012	38,765.00	83,600.00	7,476.00
2013		788,900.88	27,408.00
	59,330.00	872,782.13	43,610.00
ROLLBACK TAX CH 61A	0.00		0.00
PERSONAL PROPERTY TAXES			
2000-2009	887.00		887.00
2010	280.00		238.00
2011	394.00		300.00
2012	1,445.00		850.00
2013		\$337,580.78	2,083.00
	3,006.00		4,358.00
REAL ESTATE TAXES			
2012	188,837.26		8,825.00
2013		\$17,992,641.00	229,415.00
	188,837.26		238,240.00
DELINQUENT WATER	255.00		71.00
TAX TITLE		\$14,183.34	
1989-2012	90,897.00		98,692.00
FORECLOSED	33,939.00		33,939.00
		\$886,071.00	
WATER USER FEES	74,729.00		93,164.00



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# Town Treasurer

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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 7/1/12**

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**\$16,528,766.00**Revenue 

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24,596,904.00Disbursement 

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28,231,400.40

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**\$16,613,945.00**

Petty Cash on hand 6/30/2012

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768.55

Petty Cash on hand 6/30/2013

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156.71**Interest Earned and Gain on Investments**General Fund 

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17,219.90Solid Waste Fund 

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334.82School Lunch 

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95.27Stabilization Fund 

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1,756.29**Total Interest and Gain on Investments** 

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**19,406.28****Collections from Tax Title accounts**

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**59,931.20****Deposits held to Guarantee Payment**Balance as of 6/30/2012 

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20,184.50Balance as of 6/30/2013 

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20,224.87**Sale of Cemetery Lots**Balance as of 6/30/2012 

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141,778.03Balance as of 6/30/2013 

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159,982.59**Stabilization Fund**Balance as of 6/30/2012 

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761,747.11Balance as of 6/30/2013 

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813,503.40**Trust Funds**Balance as of 6/30/2012 

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8,204,570.46Balance as of 6/30/2013 

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8,933,581.12**OPEB GENERAL FUND**Balance as of 6/30/2012 

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100,000.00Balance as of 6/30/2013 

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100,151.62**OPEB WATER FUND**Balance as of 6/30/2012 

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30,000.00Balance as of 6/30/2013 

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30,045.52

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# Commissioners of Trust Funds

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## Introduction

The Commissioners of Trust Funds completed another year of the administration and management of the Topsfield trust funds. Topsfield is extremely fortunate to have so many different trust funds available for the continued funding of numerous projects. All disbursements from trust funds are from private accounts and do not come from any taxpayer funds. The main focus of the Commission's management of all the funds is to produce a consistent stream of income which grows with or greater than inflation while increasing the principal at a conservative rate so as to protect its purchasing power over time. The funds continue to be invested in high quality common stocks and United States government and corporate fixed income securities and exchange traded funds, in accordance with the conservative asset allocation guidelines adopted by the Commission.

## Highlights and Accomplishments

During the fiscal year, the Commissioners of Trust Funds provided funds for various town purposes including the following:

1. The continued subsidizing of the Council on Aging, Meals on Wheels program by the David Cummings Trust at a total expense of \$12,455.13.
2. 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 \$111,642.83.
3. 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 \$17,095.16.
4. The payment of the thirteenth 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.

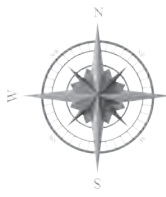
Respectfully submitted,

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, 2012 BALANCES			FISCAL 2013				JUNE 30, 2013 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	18,173.06	15,403.22	3.610%	424.22	443.58			18,153.69	16,152.11	3.610%
Income	99,569.53	72,416.95	16.973%	1,994.41	2,085.46	2,632.92		102,111.40	75,937.81	16.973%
CUMMINGS * Principal	37,216.56	31,544.18	7.393%	868.75	908.41			37,176.90	33,077.84	7.393%
Income	186,623.68	160,458.99	37.608%	4,419.15	4,620.89	5,756.41	12,455.13	179,723.22	168,260.43	37.608%
KIMBALL * Principal	1,101.81	933.87	0.219%	25.72	26.89			1,100.64	979.28	0.219%
Income	2,282.20	2,315.39	0.543%	63.77	66.68	97.42		2,376.71	2,427.96	0.543%
PEABODY * Principal	1,068.94	906.02	0.212%	24.95	26.09			1,067.80	950.07	0.212%
Income	2,158.93	1,310.21	0.307%	36.08	37.73	66.44		2,223.73	1,373.91	0.307%
GOULD COMMON * Principal	1,068.94	906.02	0.212%	24.95	26.09			1,067.80	950.07	0.212%
Income	6,858.17	3,721.44	0.872%	102.49	107.17	138.73		6,992.22	3,902.37	0.872%
GOULD PARK * Principal	1,068.94	906.02	0.212%	24.95	26.09			1,067.80	950.07	0.212%
Income	(474.40)	2,352.46	0.551%	64.79	67.75	97.69		(379.67)	2,466.84	0.551%
MONUMENT * Principal	1,955.39	1,657.36	0.388%	45.64	47.73			1,953.31	1,737.94	0.388%
Income	8,039.59	4,924.51	1.154%	135.62	141.82	197.33		8,230.73	5,163.93	1.154%
KNEELAND * Principal	15,351.46	12,524.64	2.935%	344.94	360.68			15,335.72	13,133.58	2.935%
Income	1,288.32	347.12	0.081%	9.56	10.00	385.91		1,673.79	364.00	0.081%
LIBRARY GEN'L * Principal	23,627.25	20,026.10	4.694%	551.53	576.71			23,602.07	20,999.76	4.694%
Income	(54,667.77)	11,351.51	2.661%	312.63	326.90	940.73	9,831.09	(63,572.41)	11,903.41	2.661%
LIBRARY DOW * Principal	2,137.86	1,812.00	0.425%	49.90	52.18			2,135.58	1,900.10	0.425%
Income	(3,368.82)	435.63	0.102%	12.00	12.55	67.39	274.00	(3,575.99)	456.81	0.102%
LIBRARY LAMSON * Principal	22,740.47	19,274.49	4.517%	530.83	555.07			22,716.24	20,211.60	4.517%
Income	(23,262.41)	4,686.54	1.098%	129.07	134.96	718.37	3,017.84	(25,567.77)	4,914.39	1.098%
LIBRARY WILDES * Principal	15,005.58	12,718.49	2.981%	350.28	366.27			14,989.59	13,336.86	2.981%
Income	(27,248.29)	4,541.67	1.064%	125.08	130.79	517.47	2,723.62	(29,460.15)	4,762.48	1.064%

LIBRARY HADSELL * Principal	5,822.57	4,888.22	1.146%		134.62	140.77				5,816.43	5,125.88	1.146%
Income	(539.63)	291.48	0.068%		8.03	8.39	155.29	118.05		(502.75)	305.65	0.068%
LIBRARY WITTHAM * Principal	28,412.14	20,573.20	4.822%		566.60	592.47				28,386.27	21,573.46	4.822%
Income	2,203.77	641.31	0.150%		17.66	18.47	636.03	576.34		2,262.65	672.48	0.150%
STATHOPOULOS * Principal	4,278.94	3,603.28	0.845%		99.24	103.77				4,274.41	3,778.47	0.845%
Income	524.53	36.61	0.009%		1.01	1.05	109.13			633.61	38.39	0.009%
JOSEPH IAROCCI * Principal	9,985.78	8,913.80	2.089%		245.49	256.70				9,974.57	9,347.18	2.089%
Income	(353.03)	243.12	0.057%		6.70	7.00	274.53			(78.80)	254.94	0.057%
COLUMN TOTALS	\$388,650.07	\$426,665.85	100.00%		\$11,750.67	\$12,287.11	\$12,791.78	\$28,996.07		\$371,909.34	\$447,410.07	100.00%

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

	JUNE 30, 2012 BALANCES		FISCAL 2013				JUNE 30, 2013 BALANCES	
			PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED		
GEORGE GOULD TRUST (1)	BOOK VALUE	MARKET VALUE					BOOK VALUE	MARKET VALUE
PRINCIPAL ACCOUNT	5,381,738.33	6,097,647.43	123,151.50	94,112.28	0.00	0.00	5,410,777.55	6,700,605.80
INCOME: FUND A - BOOKS	483,406.65	488,727.35	155.80	490.11	128,604.14	95,101.89	516,574.59	529,386.39
INCOME: FUND B - ART & MAINT	232,490.20	291,237.67	27.60	280.11	121,288.47	83,095.16	270,431.00	327,856.88
COLUMN TOTALS	6,097,635.18	6,877,612.45	123,334.90	94,882.50	249,892.61	178,197.05	6,197,783.14	7,557,849.07

(1) Funded October 1988



*Photo: Juliette Rehak*



CHARTING  
OUR  
COURSE



TOWN OF TOPSFIELD, MASSACHUSETTS  
2013 ANNUAL REPORT