

annual report 2014



topsfield,massachusetts



# Town of Topsfield Massachusetts

July 1, 2013 through June 30, 2014



The Annual Reports, Receipts, and Expenditures  
of the Town Officers for the 2014 Fiscal Year

Credits and Acknowledgments:

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*www.kindraclineff.com*

Topsfield Fair, Topsfield Fire Department, Topfield Library, Council on Aging,  
Abbey D'Agostino, Zillie Bhuj, The ArtRoom, Masconomet Art Department

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Note:

All financial data cover the period July 1, 2013 through June 30, 2014.  
However, for the reader's benefit, and to make this a more meaningful publication,  
individual reports may list more current significant events.

## 2014: trending in topsfield

The way the world communicates has been completely transformed, and Topsfield is no exception. The average U.S. household owns 25 consumer electronic products, and more than 75% of U.S. homes have at least one cell phone. By 2017, it is anticipated that the average household will own 11 Wi-Fi devices. Our youth are tethered to their electronic devices and we are all but one click away from the next story. It is a society of sound bites, texting, podcasts, blogs, twitter, followers, apps, and more. The traditional methods of communication are changing, with less than 40% of the population “reading” a newspaper, and the majority gathering their news and information online.

Old-timers and baby-boomers can lament the changes, and recall times when the news came from the old Fraher’s Drug Store in downtown Topsfield, or on the Post Office corner, and the nightly edition of The Boston Globe. Younger families will say they got their news on the soccer fields, at Pye Brook Park, at TESPTO meetings and online communications from Proctor and Steward Schools. And the kids will know the latest trend from 5 seconds ago, with “Insta’s” and “snapchats” and the latest posting of the Masco prom dress just acquired.

The beautiful, rolling hills of Topsfield, incorporated in 1650, and for 300 years a small farm town, did not seem poised for the fast-paced 21st Century. Known more for the hanging of Topsfield “Witches” Sarah Cloyce, Mary Esty, Sarah Wildes and Elizabeth How, and for the shoe manufacturing of the 1860’s, putting “New Meadows” on the map, Topsfield came into its own in the late 1870’s. The invention of the electric light bulb, the telephone and centrally generated electricity, pulled Topsfield into the hub, and all were available to residents by 1890 and boomed after the start of the 20th Century. In 1867, there were four shoe manufacturing firms in Topsfield, and at its best, 200,000 pairs of shoes were being shipped annually from our modest town of Topsfield, across the country.

Fast forward to 2014....Where the goal is for every student at Masco to have their own laptop, all communications from the schools are online, elementary school students are so tech savvy they teach their parents and grandparents... It is 2014 and Topsfield is Trending.

2014....Where will we go from here? The sky is the limit!

@01983



# trending around topsfield









# in memoriam

## **Marjorie (Anderson) Rouisse**

Marjorie Rouisse was known for her intelligence, fairness and dedication to the Town of Topsfield. She served for 25 years as the longest elected official on the Topsfield Trust Funds, diligently and carefully following the complex regulations and criteria of the many Trust funds that benefitted the residents of Town. Her precision and trustworthiness served her well as a bookkeeper for the former Governor Dummer Academy in their business office for 28 years. She was appointed Trust Officer to the Cemetery and Parks Department, and was always well-regarded for her thoroughness and competence. She volunteered at the Box Top Community Shop to benefit the Visiting Nurses Association for many years, and always, was an important part of their business with her financial acumen.

Born in Clinton and raised in Leominster, she and her husband of 67 years, Herb, moved to Topsfield in the 1960's, where he served as Superintendent of Topsfield elementary schools.

Her skills were also well-known in a friendly bowling league, at the Old Surfwood Bowling and Rollerskating Rink, located in Topsfield. Marjorie was an avid Square Dancer, as both a participant and Officer of the Riverside Squares. She is also remembered fondly by the afghan knitting group of the Congregational Church of Topsfield, for her generosity and creativity crafting comforting quilts for the the ill and elderly, and the gentle companionship she shared with friends.



*Photo courtesy Kindra Clineff*



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*Photo courtesy Kindra Clineff*

# town of topsfield



*Photo courtesy Kindra Clineff*

Incorporated: ..... 1650 (364th 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, 2014) ..... 6,714

Area: ..... 13 Square Miles

Town Roads: ..... 60 Miles

Fiscal 2014 Tax Rate: ..... \$16.16

Tax Levy: ..... \$18,797,872

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)



# general information

## Emergency Numbers

Ambulance – Fire – Police:.....911  
 Beverly Hospital..... 978-922-3000  
 Poison Control Center.....800-682-9211  
 Water Main Breaks..... 978-887-6533

## National Grid

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

## Animal Control

Call Emergency Center..... 978-887-6533

**Assessors** .....978-887-1514

## Birth Certificates

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

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

**Board of Selectmen** ..... 978-887-1500

## Bus Service

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

## Cable TV

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..... 978-887-6533

## Compost Center

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

**Conservation Commission**.....978-887-1510

## Council on Aging

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

## general information, cont.

### Property Valuations

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

### Recreation Committee

Office.....978-887-1525

### Schools

Grades K – 3: Steward Elementary School

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

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

Grades 4 – 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 – 8: Masconomet Regional Middle School

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

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

Grades 9 – 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

# elected officials sworn in as of january 1, 2014

**Governor:**

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

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**United States Senators:**

Edward Markey (D)	Local Office:
218 Russell Senate Office Building	975 JFK Building
Washington, D.C., 20510	15 New Sudbury Street
Tel: 202-224-2742	Boston, MA 02114
<a href="http://www.markey.senate.gov">www.markey.senate.gov</a>	Tel: 617-565-8519

Elizabeth Warren (D)	Local Office:
317 Russell Senate Office Building	2400 JFK Federal Building
Washington, D.C., 20510	15 New Sudbury Street
Tel: 202-224-4543	Boston, MA 02203
<a href="http://www.warren.senate.gov">www.warren.senate.gov</a>	Tel: 617-565-3170

**United States Representative:**

John Tierney (D)	Local Office:
2238 Rayburn House Office Building	17 Peabody Sq.
Washington, D.C. 20515	Peabody, MA 01960
Tel: (202) 225-8020	Tel: 978-531-1669
<a href="http://www.tierney.house.gov">www.tierney.house.gov</a>	

**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)*

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**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)*

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**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)*

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**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 town officers sworn in may 8, 2014

## Board of Assessors

Lynn A. Conant .....	2016
Eldon D. Goodhue.....	2015
John W. Minnehan.....	2014

## Board of Library Trustees

Sean P. Cunniff .....	2016
Dorthea M. DeLuca .....	2014
Kathleen Hoffman.....	2015
Audrey B. Iarocci.....	2014
Phillip Madell .....	2015
Michael P. Massaro .....	2016

## Board of Road Commissioners

Joseph K. Gibbons.....	2015
Philip G. Knowles.....	2016
Richard Cullinan .....	2014

## Board of Selectmen

A. Richard Gandt.....	2015
Eldon D. Goodhue.....	2016
J. Steven Lais .....	2017
Martha A. Morrison .....	2014
Laura J. Powers .....	2015

## Board of Water Commissioners

Mark Gallagher .....	2015
Richard L. Stone .....	2016
Philip G. Knowles.....	2014

## Commissioners of Trust Funds

Barbara Booth.....	2016
David G. Strachan, Jr. ....	2015
Richard T. Walsh .....	2014

## Constable

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

Susan Archer .....	2014
Katherine E. Carlson .....	2016
Rosemarie A. Lucey.....	2015
Joseph J. Quigley, Jr.....	2014
Gordon P. Spater .....	2016

## Housing Authority

George D. Anderson .....	2017
Richard J. Cullinan .....	2015
Paula M. Burke .....	2018
Rose M. David .....	2016

## Masconomet Regional School District Committee Representatives

Elizabeth L. Dierze.....	2014
Lawrence Lindquist .....	2016
John K. Spenser .....	2014

## Moderator

George A. Hall .....	2014
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### Park and Cemetery Commissioners

Robert E. Benjamin.....	2016
Steven Mscisz .....	2015
Mark H. Frampton.....	2014

### Planning Board

Jeanine P. Cunniff .....	2016
Joseph D. Geller .....	2016
Steven B. Hall .....	2014
Martha A. Morrison .....	2014
Ian De Buy Wenniger.....	2015

### Town Clerk

Ann D. Gill.....	2016
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*"Chicken," by Matt Ryan*



*"New Money, by Jackson Stewart*



*"Galaxy," by Sophie Adams*

**2014 Boston Globe Scholastic Art Awards: Topsfield students at Masconomet**

# appointed town officers July 1, 2013 – June 30, 2014:

## ADA Coordinator

Jenifer Collins-Brown.....2014

## Agricultural Commission

Peter E. Mulholland .....2015

Trudi I. Perry.....2015

James O'Brien.....2016

Sabina S. Petersen.....2014

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

## Alcohol Licensing Advisory Committee

Robert E. Hardy .....2014

Stanley V. Ragalevsky .....2014

Bruce C. Spaulding .....2014

Nancy J. Luther .....2014

## Animal Control Officer

Carol A. Larocque .....2014

Reed Wilson (*Alternate*).....2014

## Animal Inspector

Sandra L. Larson.....2014

## Assessor

Pauline M. Evans .....2014

Nancy G. Gifford (*Assistant*) .....2014

## Board of Health

Wade M. Goldman.....2014

Vincent F. Guerra.....2016

William J. Hunt .....2015

Sheryl L. Knutsen .....2014

Gerald J. Topping .....2015

John Coulon, *Agent*.....2014

## Board of Registrars

Ann D. Gill (*ex-officio*).....2014

Elizabeth J. Collins.....2014

Elizabeth A. Dorn .....2016

Dorothy T. Wass .....2015

## Cable TV/Website Committee

Paul Luippold .....2014

Jeanne Pickering.....2014

## Caretaker of Soldiers' Graves

Steven Mscisz .....2014

## CDL Coordinator

David M. Bond.....2014

## Computer Technology Committee

Robert P. Sapienza .....2014

Robert L. Sunberg .....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 .....2016

Lana R. Sequin-Spillman, *Administrator*. ....2014

## Council on Aging

Florence T. Brady.....2015

Lois Carpenter .....2015

Annette A. Cohen .....2016

Martha D. Davis .....2014

Alan Grenier.....2016

Mary Jolene Guerra .....	2016
Charlotte O'Toole .....	2016
William T. Quinn, Jr. ....	2014
Penny Rogers .....	2014
Jodi Gibeley, <i>Executive Director</i> .....	2014

#### **Cultural Council**

Emily Collins .....	2015
David W. Juliano .....	2015
Mary E. MacDonald .....	2015
Laura A. O'Connor .....	2014
Deborah Pechet Quinan .....	2014
Michele L. Sabri .....	2015
Julie C. Sullivan .....	2015
Jacqueline White .....	2015

#### **Fence Viewers**

Jenifer Collins-Brown .....	2014
Nancy J. Luther .....	2014

#### **Finance Committee**

Heidi L. Bond .....	2015
Paul E. Dierze .....	2014
Jonathan D. Guido .....	2015
Karen A. Dow .....	2016
Mark B. Lyons .....	2015
Daniel Shugrue .....	2014
Dana Warren .....	2016

#### **Forest Warden**

Ronald P. Giovannacci .....	2014
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#### **Historical Commission**

Kindra L. Clineff .....	2015
Glen P. Golrad .....	2014
Elizabeth R. Mulholland .....	2016

#### **Highway Superintendent**

David M. Bond .....	2014
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#### **Inspector of Buildings**

Glenn A. Clohecyc .....	2014
Kenneth A. Ward ( <i>Alternate</i> ) .....	2014

#### **Inspector of Gas and Plumbing**

Stanley Kulacz .....	2014
Kevin Dash ( <i>Alternate</i> ) .....	2014

#### **Inspector of Wires**

John P. Thompson .....	2014
David Levesque ( <i>Alternate</i> ) .....	2014

#### **Keeper of Clocks**

Norman J. Isler .....	2014
Robert L. Winship .....	2014

#### **Mapping Committee**

Pauline M. Evans .....	2014
Gregory R. Krom .....	2014
James S. MacDougall .....	2014
Robert L. Winship .....	2014

#### **MBTA Representative**

Gregg A. Demers .....	2014
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#### **Memorial Day/Veteran's Day Committee**

Richard J. Cullinan ( <i>ex-officio</i> ) .....	2014
Alan L. Grenier .....	2015
Patricia J. Landgren .....	2014
Harry W. Lear, Jr. ....	2014



**Open Space Committee**

Joseph D. Geller .....	2014
Reginald Lockwood.....	2014
David D. Merrill .....	2014
Pamela J. Newport .....	2014

**Parking Ticket Clerk**

Donna C. Rich .....	2014
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**Public Works Committee**

David M. Bond.....	2014
Gregory R. Krom.....	2014
Stephen J. Shepard .....	2014

**Purchasing & Community Development Coordinator**

Roberta M. Knight .....	2014
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**Rail Trail Committee**

Roy J. Baessler .....	2014
Katherine E. Carlson .....	2014
Gregg A. Demers.....	2014
Joseph D. Geller .....	2014
David C. Read .....	2014
William J. Rossiter.....	2014

**Recreation Committee**

Joseph D. Geller .....	2014
Jodi Gibeley .....	2014
Laura J. Powers .....	2014
Stephen J. Powers.....	2014

**Renewable Energy/Green Communities**

Sara J. Beck .....	2014
Joseph D. Geller .....	2014
Bruce Edward Dyas .....	2014
Henry A. Goudreau.....	2014
Robert L. Winship.....	2014

**Sealer of Weights and Measures**

Robert D. Rose .....	2014
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**Soil Removal Board**

Ian DeBuy Winniger.....	2014
Jeannie Merrill .....	2014
Robert J. Moriarty, Jr. ....	2014

**Stormwater Management Committee**

David M. Bond.....	2014
Glenn A. Clohecy .....	2014
Joseph K. Gibbons.....	2014
Gregory R. Krom.....	2014
Holger M. Luther .....	2014

**Town Accountant**

Pamela J. Wood .....	2015
Debra Rogers ( <i>Assistant</i> ).....	2015

**Town Administrator**

Kellie R. Herbert .....	2015
Donna C. Rich ( <i>Secretary</i> ).....	2015

**Town Clerk, Assistant**

Mary Elizabeth Willis .....	2014
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**Town Counsel**

Kopelman & Paige, P.C.....	2014
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**Town Treasurer & Collector**

Barbara B. Michalowski .....	2014
Rosalba Guiffrida ( <i>Assistant</i> ).....	2014

**Tree Warden**

David M. Bond .....	2014
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**Veteran's Agent**

Richard J. Cullinan .....	2014
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**Veteran's Graves Registration Officer**

Richard J. Cullinan .....2014

**Wallace Kneeland Memorial Committee**

Boyd Jackson.....2014

Philip G. Knowles.....2014

Robert L. Winship .....2014

**Zoning Board of Appeals**

Jody L. Clineff.....2017

David D. Merrill .....2016

David P. Moniz .....2015

Robert J. Moriarty, Jr. ....2013

Gregor Smith .....2018

Kristin M. Palace (*Alternate*) .....2011

the evolution of the selectmen's selfie:



no...



no...



yes!

2014 Topsfield Selectmen: (L-R) Martha Morrison, Eldon Goodhue, Dick Gandt, Laura Powers, Stephen Lais.

# board of selectman

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

## Membership of the Board

The board began in July 2013 with Chairman Ken Vogel, Clerk Martha Morrison, and members Laura Powers, Eldon Goodhue, and Dick Gandt. In March, Ken Vogel announced his resignation because he was leaving Topsfield at which point Martha Morrison became Acting Chairman. In May, Martha Morrison was reelected and Steve Lais was elected a new member of the Board. In June the Board reorganized with Dick Gandt as Chairman and Laura Powers as Clerk.

## Donations, Partnerships and Volunteerism

Topsfield continues to be blessed with people and organizations that generously give of their talents and resources to community projects and activities. Their work helps shape the character of our community.

- The Town Library entered into a five year partnership with EBSCO Industries whereby EBSCO provides their database products to Topsfield in return for periodic evaluations of the software including recommendations for product enhancements. The partnership makes the software tools available to both library staff and patrons.
- Over the past five years, donations in support of our elementary schools have totaled one million dollars for such initiatives as computer and network technology, the innovative CLIC program, and construction of three well equipped playgrounds as well as support for enrichment programs and field trips.
- Using a grant from the Topsfield Cultural Council, a group of residents organized

"Create Topsfield" – an interactive arts festival to celebrate our community's creativity and cultural diversity. The program kicked off in the Town Library with a reception for a month-long gallery exhibit displaying the works of thirty-five local artists. It culminated in a "Create Topsfield Day" at Proctor School with an array of creative activities for children of all ages along with local performers showcasing music and dance from around the world.

- The Topsfield Main Street Foundation continues to beautify the downtown area with planters funded by donations from members of the community.
- The New Meadows Garden Club, the Topsfield Garden Club and the Village Gardeners commit time, talent and funds for many community projects including: roadside triangles, holiday decorations, the Village Gardeners' Memory Tree, a garden in Pine Grove Cemetery, and programs in the schools.
- The annual Strawberry Festival and Holiday Walk, organized by the Historical Society and the Recreation Committee, respectively, are signature community events.
- The Recreation Committee sponsors "Concerts on the Common" in the summer and a summer camp for youngsters.

## Personnel

### *Town Administrator*

As our former Town Administrator retired in June 2013, we began the year belatedly searching for a new Town Administrator. In July the consultant we had engaged provided the Board with the names of four candidates they had selected from the applications for the position. After candidate interviews and subsequent discussions, Kellie Hebert became our new Town Administrator in September.

### *Pay and Classification*

About fifteen years ago, the town conducted a comprehensive analysis of our compensation relative to other communities and since then updated that information with reviews of various positions. We felt our overall compensation plan

continued to be appropriate, and we continued to successfully negotiate collective bargaining agreements. However, after a decade and a half it seemed prudent to seek some outside review and so the 2013 annual town meeting appropriated funds for a study. While the original appropriation was for non-union personnel, the study was later expanded to include town employees in bargaining units.

In September we selected a consultant to conduct the study, and in June the consultants presented their project objectives and methodology, and proposed a new grid for non-union employees. The consultant provided data comparing our salary and wages to that of similar communities. The data showed our compensation comparable in some cases and in need of adjustment in others. The proposed pay grid included thirteen grades along with either minimum-maximum ranging or eleven levels. As the year closed, the consultants planned to provide job descriptions for all town positions and a final report with details and recommendations for implementation.

### **Communications**

As stated in the past, we recognize the value of communications within our municipal organization, and with our residents. While this year's results have been limited, we remain committed to providing better and easier ways for resident to communicate with the town and for the town to communicate with residents.

#### ***Cable TV***

As we began the year, the town was no longer broadcasting local municipal events such as Board of Selectmen's meetings. Our key volunteer had retired, and although we had ample notice we were unable to find or establish a new way to create and manage our local programming. As a result of our efforts to issue a bid request for services, we received a call from the Boxford Cable Access TV (BCATv) organization which provides programming services for the Town of Boxford. They asked if they could help. After considerable discussion, we entered into a one year agreement for basic programming services. This was seen as a way to resume local broadcasting as well as a mutual trial of the relationship. Under BCATv's management, we resumed broadcasting in December.

#### ***Permitting Software***

To improve communications across our permitting authorities and improve tracking of residential and commercial projects throughout the town, we implemented

a computer permitting system to replace our paper system. The Inspections Department, Board of Health and the Conservation Commission are in production with other departments to be added next year.

### **Veterans**

#### ***Purple Heart Community***

The Purple Heart is a medal awarded to armed forces personnel wounded in combat. To better communicate the role of these individuals living in our community, Topsfield applied for and was accepted as a Purple Heart Community!

#### ***Veterans Memorial Triangle***

The Veterans Memorial Triangle in the center of town was redesigned to include new landscaping and the relocation of monuments and benches. Students at the Essex Agricultural School worked closely with the Park and Cemetery Department on both the design and installation of the new features.

### **Regionalization**

#### ***Regional Emergency Communications Center***

In 2010, together with five nearby municipalities, the Town entered into an agreement to join a regional center to answer our '911' calls and to dispatch services. The plan drew emotional responses from parts of the community as well as from some employees, but the potential economy of scale, technology improvements and performance advantages prevailed. While our transfer to the center has been transparent to '911' callers, in the trenches it has been fraught with delays and challenges.

As the year began, responsibility for answering and dispatching 911 calls originating in Topsfield transferred from the town to the new Essex County Regional Emergency Communications Center. However, at that point the Center's building and staff were not ready to accept our workload. Therefore, the physical location of the function remained at the Topsfield police station, albeit under the Center's management.

In March the town received a citizen petition for a Special Town Meeting (STM) to reconsider Topsfield's participation in the Center. At that April STM, citizens rejected the request.



Finally, in June the function moved from our police station to the Center, with all 911 calls and police and fire dispatching handled at the Center.

### ***Regional Response Team***

Considering the growing potential of unique security challenges, even in our small, local communities, as shown in recent high profile domestic incidents, local law enforcement in several communities recommended the creation of a Regional Response Team. The Team would be trained, equipped and available to assist in dealing with unique incidents in participating communities. In September the town entered into a mutual aid agreement with Ipswich, Rockport, Manchester and Essex to join the Regional Response Team. As a result we have committed the resources of our police to participate in joint training and in incidents when needed.

### ***Vocational High Schools***

For decades, Topsfield sent its vocation-bound high school students to the "North Shore Regional Vocational School District." As this school year ended in June, the district graduated its last class and closed its doors. Beginning in September 2014, we will send our vocation-bound students to the new "Essex North Shore Agricultural and Technical School District."

## **Development**

### ***Alcohol Licenses***

The town has tried to attract quality conference and event facilities as well as full service restaurants. In each case the ability to serve alcoholic beverages of all types is a business consideration. For a decade we have had one beer and malt liquor license applicable to a restaurant, for which no one has applied. Further, in the past year the state legislature authorized a new caterer's alcohol license for use in all cities and towns. Encouraged by this action of the legislature, two of the event facilities in Topsfield implored the town to get authority to issue regular on-premises pouring licenses. In response, to support these existing businesses as well as to encourage new development, we petitioned the legislature to allow Topsfield to issue eight, all-alcohol pouring licenses. As the year closed, our request for such an act was pending with the legislature.

### **Facilities**

In 2012, the annual town meeting authorized a Building Assessment Study to evaluate the condition and needs of our town buildings. Last year and again

this year, town meeting appropriated a total of a quarter of a million dollars to address a few of the millions of dollars in the estimated needs. We've begun to address those needs.

### ***Town Hall***

Of the Building Assessment Study's observations, the exterior envelope of Town Hall is especially noted to need attention. The condition of the building is threatened by the deterioration of some elements of the exterior, most notably windows and flashing. To secure additional detailed data, a consultant was engaged to provide an analysis of Town Hall's exterior. The consultant's findings are expected at the beginning of next year. Additionally, as a result of the recommendation of the town's insurance carrier, a security system was installed in Town Hall.

### ***Library***

While the Library's air conditioning system was upgraded several years ago, the heating system with uneven heating has remained an issue. A consultant, associated with the Green Communities initiative, did an analysis of the heating system and recommended repairs to several heating units and replacement of the building's boiler. We applied for and received a Green Communities grant to upgrade the boiler. The upgrade is scheduled to begin next year. Additionally, certain repairs and painting of the library's façade were completed.

### ***Police Station***

The roof of the Police Station is scheduled for repair the beginning of next year.

## **Conclusion**

Topsfield is endowed with a dedicated community spirit which is evident in the contributions of its volunteers. We extend 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 achieving our common goals. You keep our town safe and running each day in service to our residents. With sincere respect, thank you.

# town clerk

After the State Election in June 2013, the summer provided the Clerk's office the opportunity to come up for air. While the day to day duties ensued, time was taken to make sure that Committee and Board Members remained in compliance with Ethics Training and Open Meeting Law requirements, especially since the Open Meeting Law Guide had been updated on August 1, 2013.

In addition, every effort was made to continue accurately updating the State CVR (Central Voter Registry) system in preparation of the Town Census Mailing which occurred in late Fall. This office continues to strive to procure 100% compliance from residents in this process. We are grateful to our Police Department in assisting with this endeavor.

Spring 2014 brought two Special Town Meetings, the scheduled one prior to the Annual Town Meeting and an unscheduled one required after receipt of a Citizen Petition with the necessary 200 registered voter signatures. The nature of the petition was to request a Special Town Meeting to see if the town would "vote to repeal or rescind Article Twenty Two of the Special Town Meeting held on May 5, 2009 which authorized the Board of Selectman to participate in a Regional Emergency Communication Center Intergovernmental Agreement." The Finance Committee recommendation was that no action should be taken. Two hundred and fourteen registered voters were in attendance the evening of April 22, 2014 for this Special Town Meeting. The recommendation of the Finance Committee that no action be taken passed after a hand count vote of 145 to 48 was taken.

The office continues to issue dog licenses, business certificates, raffle/bazaar permits and public documents upon request, which includes numerous certified copies of marriage, birth and death certificates. This year the office has licensed 1090 dogs, and issued 32 Business Certificates and thirteen raffle / bazaar permits. Open Meeting notices continue to be posted as required by the Attorney General's office in a binder located outside the building for review 24/7.

As we head into Fiscal 2015, our office is busy preparing for the upcoming State Primary and State Election Scheduled for September 9, 2014 and November

## Statistical Town Data For 2014 (Calendar Year)

Town Population (January 1, 2014) .....	6,714
Registered Voters** .....	4,600
Party Totals:	
Democrat.....	853
Republican .....	911
Libertarian.....	8
Green-Rainbow .....	1
Interdependent 3rd party.....	1
Unenrolled (Independent).....	2826
Births:	
Recorded & Filed .....	43
Marriages:	
Intentions Recorded & Filed .....	22
Licenses Issued.....	20
Licenses Recorded & Filed .....	19
Deaths:	
Burial/Crematory Permits	
Recorded, Issued & Filed .....	48
Certificates Recorded, Issued & Filed	
(occurrence community) .....	50
Certificates Recorded & Filed	
(residence community) .....	25
Total Death Certificates Recorded and Filed.....	75
Dog Licenses Recorded & Issued .....	1109
Kennel Licenses Recorded & Issued .....	2

\*\* In VRIS, REPORTS/V ot tot As Of

4, 2014. Topsfield historically has an above average voter turnout, and we will expect the same for these two elections.

We continue to work hard to provide quality service to our residents, as well as accurate information. We are dedicated to ensuring proper preservation of the Town's records including Town Meeting minutes, historical documents, and vitals. Triannual conferences provide relevant training to keep this office on track with current processes within State guidelines.

#### IN GRATITUDE

In my first year as Town Clerk, I have received an incredible amount of support from Town employees and residents. I am fortunate to have an amazing Assistant in Beth Willis, a valuable group of Poll Workers and Board of Registrars. I continue to receive valuable advice from my predecessors Beverly Guarino and Paula Burke, and I thank both of you! I greatly appreciate the help of the Highway and Park and Cemetery employees for their assistance in transporting the election supplies to the Polling locations and then back to Town Hall. Our elections run smoother with your help!

Respectfully submitted,

Ann D. Gill, *Town Clerk*



*Photo courtesy Kindra Clineff*

*Town Meeting minutes and Election Documentation  
presented on pages 70 through 85.*

# police department

Our department is a proactive, community service orientated department, dedicated to ensuring the safety of the citizens of Topsfield. 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. Again this year we have been fortunate to see a reduction in crime and traffic accidents as well as a reduction in drug offenses.

We saw major changes in the switchover from our communication center to the new Essex County Regional Communication Center in Middleton. We are now operating a new records management software system that will allow us to be more efficient with new technology for our mobile data terminals in the cruisers as well as increased evidence control, booking procedures, accident reporting, and motor vehicle stops. This continues to be a new learning experience for our officers as we strive to have the most up to date and efficient equipment available for the safety of our officers and citizens.

## **Essex County Regional Emergency Communications Center**

Long in the making and approved at an earlier Town meeting as well as a special Town meeting this past year, our dispatch center at the police station was officially moved to the Essex County Regional Emergency Communication Center located at the Essex County Sheriffs facility in Middleton this past June. The RECC consists of six towns, Middleton, Essex, Wenham, Amesbury, Beverly and Topsfield. So far all of the towns with the exception of Beverly have been switched over to the Regional Center.

Your emergency calls instead of going to the State Police in Framingham are now going to Middleton. Your business calls will continue to come to the Topsfield Police Station through our 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 to the citizen request.

We will continue to work with the RECC while maintaining the highest level of service you expect.

## **Traffic Safety Division Report**

*Officer Neal Hovey*

The Topsfield Police Department Traffic Division was established in 2012. The traffic division's initiatives have significantly reduced the number of complaints of speeding motorists within the roads of Topsfield. The efforts of the traffic division have significantly reduced the number of motor vehicle crashes, motor vehicle stops and citations, therefore maintaining safer roads throughout the Town. Even though aggressive enforcement is maintained throughout the year we are still plagued with an increase in residential complaints during the spring and summer months. The areas of concern that we are currently addressing are Central Street, North Street, Campmeeting Road and Rowley Bridge Road. To combat the speeding motorists the traffic division is utilizing radar enforcement during peak times and spy radar deployment.

We will continue to address specific neighborhood traffic concerns and should you wish 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 Citizens Information Alerts and Advisories through our NIXLE Community notification system. NIXLE Corporation's vast secure community notification system allows citizens to join the public network and receive community alerts and advisories direct to their mobile phone or computer through text messaging or email at no cost to the Town or subscriber. It will allow alerts or advisories to be sent from the scene of any incident in real time without delays, keeping the public informed while allowing citizens to sign up for notifications from area participating agencies as well. 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 now require a fee of \$50. for Topsfield residents and \$75. for nonresidents for the program, as of this writing over 264 people have successfully completed the course. We will make periodic notifications throughout the year as to when the classes will be offered.

**School Resource Officer Report**

*Officer Shawn Frost*

The Topsfield Police Department continues to provide a school resource officer to the Masconomet School District. An officer is assigned to the school one day every week. This past year we have also increased our involvement with the elementary schools as well. We continue to have an open line of communication with the schools and are able to provide them with background information when dealing with domestic or social issues that occur outside the school so that appropriate resources can be provided. We continue to hold forums with Department of Children and Family services, juvenile probation, the Essex County District Attorney's Office, and the local schools to identify issues involving local families and students. We are currently in the process of developing a comprehensive off site evacuation plan for Masconomet that would involve moving the students and staff to the Topsfield fairgrounds in the event of an emergency. Within the school I have been able to teach criminal law to several classes and have been able to promote drug and alcohol awareness to students, parents and staff. This past year we have been invited into a local driving school to provide information on safe driver education and we have also reached out the pre-schools for safety talks. Our role has increased significantly since the inception of the school resource officer position. We continue to break down the barriers that have existed between youth and law enforcement. The school resource officer position has grown into an important position and has been well received by students, school staff, and parents. It is my hope that in the near future the program can be expanded allowing more time in the schools.

**Drug Abuse & Resistance Education Report**

*Sgt. Richard LeBel*

The Topsfield Police Departments D.A.R.E. program completed our TWENTIETH YEAR teaching the Proctor School sixth grade students. The D.A.R.E. program is almost completely funded by private donations. These funds allow us to teach the children the many skills needed to resist tobacco, alcohol and drugs. It also teaches them how to report and prevent bullying and violence that can occur between young teens. It empowers them to make the correct decisions and become responsible members of the community. This worthwhile program continues because of the generous individuals, organizations and businesses within our community. Without their generosity we would not be able to continue with this program. We urge everyone to become a partner with us and support the youth of Topsfield by making a donation to the Topsfield Police D.A.R.E. account.

**Citizens Police Academy Report**

*Sgt. John Hayward*

We have completed nine academies totaling 227 graduates. Our 10 week interactive program has received praise from all who attended. It is designed to give citizens a better understanding of what the police department does and how it operates, increasing the bonds of understanding and cooperation as well as having fun. If you are interested in participating in our next Academy check out our webpage at [www.topsfieldpolice.com/citizenspoliceacademy.html](http://www.topsfieldpolice.com/citizenspoliceacademy.html) or drop us an email at [ehaglund@topsfieldpolice.com](mailto:ehaglund@topsfieldpolice.com) and we'll add you to the list.

**Vehicle Fleet Update**

We continue to move forward with our vehicle replacement plan. This year we will be replacing the last of the Ford Crown Victoria Police cruisers with the new police interceptor SUV. This is due to the discontinuing of the older Crown Victoria model. A benefit to the new 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 as well as reduced costs in equipment purchases and changeovers in the coming years.

## police department, cont.

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

### **Cape Ann Regional Response Team**

Our department has joined the Cape Ann Regional Response Team with the Towns of Ipswich, Rockport, Manchester, Essex and Topsfield. This allows our department the flexibility for additional resources from these towns in time of emergencies.

### **Criminal Investigation Division Report**

*Det. Sgt. Gary Hayward*

Over the past year the Investigation Division responded to a variety of situations but most concerning is the increase of serious narcotic incidents. Essex County has witnessed resurgence in the use of heroin due to its prevalence and reduced cost.

Heroin overdoses have increased dramatically within our county and community. We continue to work closely with Federal and State Drug Enforcement officials dealing with this concerning issue.

We are fortunate to report that residential and motor vehicle breaking and entering's continue to decrease. We remind residents to be vigilant and be aware of your property and please report anything suspicious in your area to the police. Unfortunately, we have seen a major increase in reported identity fraud and scams mostly through the internet with email solicitations primarily focusing on our elderly citizens. Our department continues to work closely with the Topsfield Council on Aging to educate our seniors on these fraudulent trends.

Situations this past year on Washington Street and a missing juvenile case caused the need for the utilization of State and Federal resources to assist our department. Through their assistance both situations were resolved in a speedy and safe resolution.

The Investigation Division through hard work, determination and education works to resolve crimes that affect our citizens. It is important that our citizens who are victimized have closure to these issues and we ensure that it is our goal to provide that. We continue to strive to make Topsfield the safest community possible.

### **Police Movie Night**

Our annual Police Movie Night continues to be resounding success each year. It allows for families to enjoy a night together for free ice cream and popcorn with raffles on the Topsfield Common or at the Topsfield Fair Arena depending on weather, while watching a family orientated movie. This year we want to thank our new sponsor The Institution for Savings who joins our other sponsors the Topsfield Police Association, Topsfield Fair, Fiesta Shows and Chunky's Cinema who contribute to making this a fun and enjoyable event for the families of Topsfield.

As always, we continue to thank you for your support as we strive 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 Statistics  
2013-2014 Fiscal Years**

	<b>FY2014</b>	<b>FY2013</b>
Arrests	152	238
MV Enforcements		
Warnings	1131	1238
Citations	372	567
Criminal Complaints	47	59
O.U.I. (Oper Under the Influence)	20	24
MV Accidents (investigated)	80	134
(not investigated)	56	43
Domestics	9	23
Disturbances	31	32
Loud Groups/Noise Complaints	37	43
Assaults (non-sexual)	2	5
Vandalism	47	62
Juvenile Related	80	38
Suspicious Activity	387	565
Medical Aids	421	521
Alarms	323	311
Animal Calls	163	134

	<b>FY2014</b>	<b>FY2013</b>
Physical House Checks	341	715
Theft of Motor Vehicle	1	5
Larceny from Motor Vehicle	9	15
Unlawful entry of Motor Vehicle	2	0
Larceny from Residence	4	2
Larceny of Bicycle	0	1
Larceny General	11	14
Residential Burglary	1	3
Commercial Burglary	2	0
Burglary General	2	2
Armed Robbery	0	0
Alcohol Related Incidents		
(not including OUI)	50	16
Drug Related Incidents		
(not including OUI)	37	96
Homicide	0	0
Calls for Service	12949	14611
Total calls	16782	19530

# police and fire rosters

## 2014 Police Department Personnel

### Full-Time Officers

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

### Reserve Officers

Sgt. Gerald Harrison  
Off. Glenn Walker  
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. Robert Varney  
Off. Robert Smith

### Police Chaplain

Dorrington Little

### Auxiliary Officers

Off. David Bond  
Off. Stephen Shepard  
Off. Paul Polonsky  
Off. Brook Dechene  
Off. Melissa Alleruzzo  
Off. Derek Wood  
Off. Matthew Melto  
Off. Michael Gelineau  
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

### Office Manager

Catherine Gerry

## 2014 Fire Department Personnel

### 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 %*  
Wood, Charles – *Acting Deputy Chief \**

### Firefighters:

Ahern, David*	Fontaine, Travis*
Ash, Thomas*	Fuller, Leonard** *
Birdie, Scott*	Harper, Tamara*
Boeri, Robert*	Horne, Jeff*
Brown, Charles*	Looney, Sean*
Brown, Conor** ^	Moore, Scott*
Costanza, Luigi*	Morehouse, Jessica*
Courtemanche, Roland^	Rea, Stephen*
Eaton, Michael^	Reineke, John*
Erickson, Christopher*	Soffron, Daniel*
Feltault, Jerome*	Taylor, Brittany*
Winfrey, Scott*	

### Support Staff:

Lemiesz, Susan, *Administrative Assistant*

\*\*Career

%EMTI=Intermediate

\*EMT=Emergency Medical Technician

^EMTP=Paramedic



# fire department

Topsfield has an on-call Fire Department supplemented by two full-time firefighters on duty from 6:00 in the morning until 6:00 at night each day. The Fire Department continues to struggle to provide an adequate response to emergencies at night and during peak vacation periods. Our emergency response is determined by the number of available call firefighters at home and not at their jobs or out of town when a fire or other emergency occurs. The men and women of our department continue to perform at a remarkable level. Unfortunately, the number of employees willing or able to come to serve at night or weekends is minimal. I remain troubled that the call structure as it stands currently is not sustainable. This call system was fine when people lived and worked in the same community and were only activated a few times a month. Topsfield's politicians need to take a hard look at how to provide these vital services to our community in order to meet the present emergency needs of our citizens. This could be accomplished by combining with our neighboring communities' fire departments or by adding additional full-time personnel. As the Fire Chief, I have asked to increase staffing for our community since 1999 to address the lack of a timely and adequate response. Our town leaders do not share my sense of urgency. I implore all of you as community members to open a dialogue with your town leaders in order to address these important public safety issues and let your voice be heard.

Topsfield was fortunate 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 utilized for this specific purpose which is a great advantage to our citizens. We persist to assertively seek out grant subsidy to advance our training programs and upgrade firefighting equipment and materials to be able to meet our requirements.

I am grateful to the Topsfield Firefighters' Relief Association and their fund drive efforts. This year, they provided our community with an FLIR infrared camera used for locating fires in hidden areas and also the Lucas CPR device which is utilized to perform CPR in a safer, more efficient method. Thank you Topsfield Firefighters' Relief Association and President David M. Bond for your leadership.

## **Report of the 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 revise each year in specific areas mandated by the Massachusetts Emergency Management Agency. This plan details how Topsfield emergency services would react to a local emergency or disaster.

## **Report of the Regional Emergency Communications Center**

In July, all of Topsfield emergency communications and 911 dispatch services will be transferred to the new Essex County Regional Emergency Communications Center located on Manning Avenue in Middleton. We, along with the other five member communities, and the Essex County Sheriff's Office will be one of the true Regional 911 centers in the Commonwealth. The dispatchers in this new facility will answer all 911 calls for the 6 member communities (Topsfield, Essex, Middleton, Beverly, Amesbury and Wenham) as well as all wireless for the 34 cities and towns in Essex County and 32 communities in Middlesex County and 3 in Suffolk County. We look forward to working with our partner communities in this exciting, new opportunity for improved public safety communications.

Respectfully Submitted,

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

### Report of the Training and Hazardous Materials Coordinator

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

In the past 12 months, your Topsfield Fire Department responded to 47 incidents involving Hazardous Materials. The majority of these incidents consist of fluids leaking from vehicles after motor vehicle collisions, unknown odors, and spills of other combustible or flammable substances. As part of our annual training, we devote time in order to deal with hazardous materials safely, effectively, and efficiently. Recognizing, identifying, containing, and cleanup of various substances are reinforced each year. This year, the majority of our firefighters completed a 24 Hour Hazardous Materials Operational Level Responder course in accordance with NFPA 472.

Carbon Monoxide is a colorless, odorless and tasteless gas that is lighter than air. In high concentrations it can be fatal to humans and pets. Carbon monoxide detectors are now required on every habitable level of a home and within ten feet of every bedroom door. These devices have proven themselves time and time again as lifesavers. Please feel free to call Topsfield Fire Department to have our staff assist with locating the correct placement of these detectors in your home.

### Report of the Fire Prevention Officer

*Jen Collins-Brown, Captain, EMT-P, I/C, CFI-1 and II*

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

New initiatives that the Topsfield Fire Department implemented this year include: The Department of Fire Services, in conjunction with the Divisions of Training and Fire Safety, introduced a multi-level training program for fire prevention officers. The requirements for a fire prevention officer are ever-expanding and more complicated than ever before. In today's world, the fire prevention officer needs to be thoroughly familiar with the fundamentals of firefighting, hazardous materials, fire protection systems, fire inspection principles, Mass General Laws (MGL),

Massachusetts Fire and Building Codes, and national standards (i.e., National Fire Protection Association and International Code Family). Two members of the Topsfield Fire Department are credentialed as Fire Inspector Basic and one member is credentialed Fire Inspector I.

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

During this fiscal year, the Topsfield Fire Department responded to several fires which resulted in approximately \$148,513 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 901 inspections this year including:

Walk through for 26 F and Smoke Detectors for 26 F ½ .....	156
Annual Building Inspections .....	389
Lockdown, School and Bus Evacuation Drills .....	5
Common Victuller Inspection .....	7
Fire Drills .....	17
Oil Burner Inspections .....	18
LPG Inspection .....	128
Oil Tanks and new oil lines .....	6
Oil Tank Removal .....	18
Plan Review .....	37
Rough Smoke Detector Inspections .....	15
Sprinkler Inspection .....	16
Final Smoke Detector Inspections .....	42
Other inspections .....	47

These inspections and related permits resulted in \$20,522.60 deposited into the general fund.

**Incidents**

Fire .....	112
Medical Aid .....	512
Haz-Mat .....	47
Inspections/Service Calls .....	1,366
Good Intent .....	34
False Calls .....	118
Severe Weather .....	2

**Fire Prevention Week:*****Prevent Kitchen Fires, they start small and grow big fast.***

Kitchen fires are the number one cause of injuries in fires in the homes across America today. 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 Topsfield Fire Department actively participates in the SAFE (Student Awareness of Fire Education) Program and the Senior SAFE Program. Educators review age appropriate strategies for fire safety throughout the year. Students and Seniors 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. Topsfield Fire Department remains active with the Topsfield Council on Aging and the Triad Group to help to ensure the safety of our seniors in their homes.

**Emergency Medical Services Annual Report**

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

Topsfield Fire Department has remained committed to providing our community with the highest level of pre-hospital care that is available. During the reporting period of July 1, 2013, through June 30, 2014, members of the Topsfield Fire Department responded to numerous requests for medical assistance. During

this timeframe, there were 512 requests for medical assistance and 551 patients evaluated and treated. In addition to the calls for service, Topsfield firefighters completed advanced training, specialty certification, and maintained their required certification.

The Topsfield Fire Department remains committed to injury prevention. The Department has participated in several prevention programs. The Topsfield Fire Department inspected and installed 243 child safety seats during this reporting period. The Department has also worked closely with local Visiting Nurses Associations, the Council on Aging, the Topsfield Housing Authority, and Elder Services to help to ensure that our elderly residents are safe in their living environments.

The Topsfield Fire Department continues as a licensed ambulance service at the Paramedic Level. All residents and visitors to the Town of Topsfield are able to receive the highest level of pre-hospital care beginning in their home or place of work. Patients suffering a large variety of medical conditions including diabetic emergencies, drug overdoses, seizures, allergic reactions, and respiratory distress will benefit from the ability of the Topsfield Fire Department paramedics and the care that they can provide. Members of Topsfield Fire Department 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 \$27,235.51 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.

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

# inspectional services

## Ensuring Public Safety Through Professionalism

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

Respectfully submitted,

Glenn Clohecy, *Inspector of Buildings*

John Thompson, *Electrical Inspector*

Stanley Kulacz, *Plumbing/Gas Inspector*

## FY14 Report of the Inspectional Services Department

### Inspector of Buildings

Total Building Permits Issued.....	326
Total Fees .....	\$174,172.00
Waived Fees (Public Buildings) .....	- 50.00
Total Fees Collected .....	\$174,122.00

Total Sheet Metal Permits Issued.....	32
Total Fees Collected .....	\$ 1,220.00

### Electrical Inspector

Total Electrical Permits Issued.....	266
Total Fees .....	\$51,246.00
Waived Fees (Public Buildings) .....	- 100.00
Total Fees Collected .....	\$51,146.00

### Gas/Plumbing Inspector

Total Gas Permits Issued.....	129
Total Fees Collected .....	\$10,362.00

Total Plumbing Permits Issued .....	153
Total Fees Collected .....	\$15,411.00

# road commissioners

The winter of FY2014 was both stormy and costly with the Town's Snow and Ice budget 60% expended by January 2014 and totally consumed by February. A final tally showed that snow removal labor and materials along with storm-related repairs caused an overrun of over \$90,000. A state "Winter Road Repair" disbursement of \$40,686 eased the deficit somewhat, but equipment repairs and concerns regarding the availability of road salt kept overtime hours as well as stress levels high.

## Paving Program

Averill Road, Pond Street, Linebrook Road, and portions of Perkins Row were paved in the fall. The spring program included Lockwood Lane and the parking lots at Town Hall and the Police Station. Additional paving was done in conjunction with repair and replacement of water mains as well as patching of potholes and other damage.

In addition to the funding authorized in the Town's budget for paving, the Highway Department accesses state funding ("Chapter 90") and other sources. Although there was discussion of state funding availability for resurfacing Route 97 within Town boundaries, the money did not materialize. The Road Commissioners and Highway Superintendent will continue to monitor the situation.

## Capital Items

The Highway Department took delivery of a new pick-up truck and proposed the purchase of a new dump truck/sander and brush chipper for FY2015.

## Rowley Bridge

The bridge on Rowley Bridge Road was initially closed in August 2011 due to deterioration of the supporting pilings. As a result of unusually high rainfall and snowfall as well as obstacles to setting new pilings, the bridge finally reopened in July of 2013 and is fully rated. These repairs were funded by a grant from the Commonwealth of Massachusetts through its MassWorks program.

## Miscellaneous Work

The Highway Department responds to citizen requests as required, and, working in conjunction with other Town departments, often helps with other Town issues.

During the year, the Highway Department assisted the Rail Trail project by cutting brush as needed and painting a cross walk for the Rail Trail on Bare Hill Road.

## Personnel Items

The Road Commissioners reappointed David Bond to the position of Highway Superintendent for a three-year term.

During the year it was necessary to replace one of our Highway Department employees who left for a higher paying position in another town. The position was filled by Richard Gamble.

The Board of Road Commissioners membership saw no changes from the previous year, but Dick Cullinan did not run for re-election at the end of his term due to other responsibilities in the Town. The Board thanked Dick for his long years of service as a Road Commissioner. Boyd Jackson replaced Dick at the May 2014 elections

## 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*

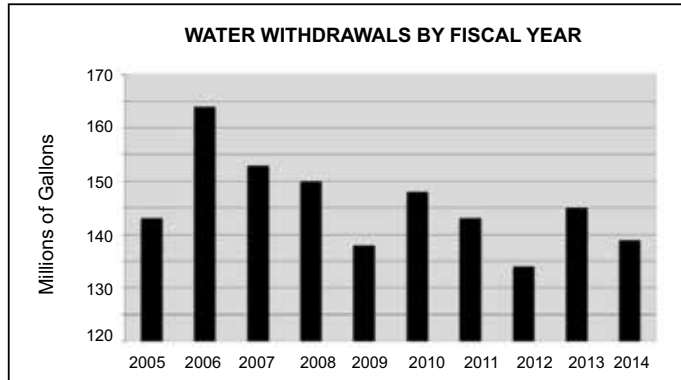
David Bond, *Highway Superintendent*



# water commissioners

## Water Quantity

We pumped one hundred thirty-nine million gallons of water from our two well fields during FY2014. One hundred eight million gallons were withdrawn from North Street and thirty-one million gallons from Perkins Row. Withdrawals have leveled out and are similar to those found decades ago. This is likely due to the effects of the summer water restrictions and the cumulative impact of high efficiency plumbing fixtures and appliances.



## Water Quality

Manganese levels exceeded the new Massachusetts Department of Environmental Protection's action level of 0.3 mg/L during the first half calendar year 2013. A public notice was mailed to all customers in December 2013 notifying them of the health effects of manganese and how the issue would be resolved. Manganese levels remained below 0.3 mg/L for most of FY2014.

## System Improvements

Design work began on the Washington Street Water Main Improvement Project during the latter half of the FY2014. The Town approved several capital projects at the Annual Town Meeting in May 2014 including the design of a water treatment plant, replacement of water main on Washington Street from Colrain Road to River Road, storage tank repairs and the design of improvements to the Perkins Row Pumping Station.

## Billing Rates and Conservation

Water rates were increased to cover higher labor & materials costs and an increase in the reserve fund to provide for future capital projects such as storage tank and pump station rehabilitation projects. Billing volumes for FY2013 fell short of projections requiring an increase in rates to account for lower water use.

Rate Item	FY2013	FY2014
Tier 1 - (0-12,000 gallons quarterly)	5.43	5.80
Tier 2 - (12,001-24,000 gallons quarterly)	6.54	6.90
Tier 3 - (>24,000 gallons quarterly)	9.25	9.80
Base Fee	\$15.00 /quarter	\$22.50/ quarter

## Recognition

We would like to thank Peter King for his many years of service to the Water Department and to the Town. Peter started working for the Highway and Fire Departments while still in high school. He joined the Water Department as a seasonal employee in 2005 and became a full time system operator in early 2007. Peter left the department in October 2013 to operate a treatment plant for a nearby town. We wish him the best in his future endeavors.

We would also like to thank all of the Town Officials and Departments for their support, with special thanks to our Staff, who works every day to keep our water pure and safe. In addition, thanks to the Highway Department for their continuing help in operations, the Finance Committee and the Board of Selectmen for their support.

## INFORMATION – BOARD MEETINGS

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

Respectfully submitted,

Philip Knowles, *Chairman*

# elementary school committee

## School Committee:

Rosemarie Lucey, Chairman .....	Term Expires 2015
Gordon Spater, Vice Chairman .....	Term Expires 2017
Katherine Carlson .....	Term Expires 2016
Joseph Quigley .....	Term Expires 2017
Gregg Lindsay .....	Term Expires 2017
Susan Archer .....	Term Expired 2014

## Leadership Team:

School Superintendent: .....	Bernard F. Creeden
Assistant Superintendent of Operations: .....	Steven Greenberg
Assistant Superintendent of Student Support Services: .....	Sharon Stewart
Director of Curriculum: .....	Christine Elliott
Director of Facilities: .....	Stephen Clifford
Principal, Proctor School: .....	Sarah O'Leary
Principal, Steward School: .....	Michelle Costa

In August 2014 the School Committee adopted a revised set of District Goals to guide our efforts for the next four 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.

## Mission Statement

The Mission of the Topsfield Elementary Schools is to provide the academic foundation and the social and emotional support for children to meet the chal-

lenges of citizenship expected of lifelong learners in an increasingly technological and interdependent world.

## Core Values

- Respect for oneself, and other children and adults, promotes belonging and is essential to learning.
- The strongest possible instructional program for children and adults is based on quality research, world-class standards, and high expectations.
- All children can and will learn when provided equal access to educational opportunities appropriate to their individual needs and capabilities.
- Lifelong learning is achieved in partnership with the home, school and community.
- Our schools are a shared resource for the entire community.

## District Goals

1. Development of Higher Order Thinking Skills
2. Student Achievement and District Accountability
3. Technology (Digital Learning) Curriculum and Infrastructure
4. School Nutrition and Wellness
5. Strategic Planning and Financial Management

### 1. Development of Higher Order Thinking Skills

The Topsfield Elementary Schools are committed to academic excellence and maintaining high expectations for all children. We strive to challenge each child to grow to reach his/her full individual potential with the delivery of curriculum, instruction and assessments for learning which are focused on targeting higher order thinking skills requiring the daily exercise of complex judgment skills including critical thinking and problem solving.

The Topsfield School Committee will work to identify one to three initiatives that will positively impact academic excellence for all students and will demonstrate a commitment to high expectations for all students. This will be achieved via collaboration of principals, parents and community members on initiatives that will have the greatest impact on student learning. These initiatives could include strategies such as, but not limited to:

## elementary school committee, cont.

- Increasing the incorporation of Science, Technology, Engineering, Arts, and Mathematics (aka STEAM) into the interdisciplinary planning for teaching and learning across the curriculum.
- Developing assessment opportunities to measure higher level thinking skills by providing opportunities for students to analyze, synthesis and evaluation with a lesser emphasis on recall.
- Investigating and applying of learning principles described and developed by A.J. Juliani in *Inquiry and Innovation in the Classroom* (2015) and Michael Fullan's work *Deep Learning Strategies*.
- Learning more about how the "Teacher Maker Movement" could inform our work as we seek to develop the most authentic learning experiences possible for children.
- Introducing "computer coding" as a method to teach logic and higher level problem solving.
- Piloting ways to integrate curriculum and instructional experiences by partnering with the Topsfield Green Team on its environmental initiatives.

In addition the Topsfield School Committee will monitor the work of ongoing initiatives that we have invested in such as:

- Extended Studies, Grades 4-6 during the 2014-2015 school year;
- Global Child Foreign Language;
- Creative Learning Integrated Curriculum (CLIC).

### **2. Student Achievement and District Accountability**

The Commonwealth of Massachusetts has established measures for student success with specific targets for state wide testing results; however the Topsfield School Committee recognizes that the state wide testing results are but one small facet of demonstrating academic excellence. This school committee monitors state wide testing results, but recognizes that this is only one measure of identifying student success. In short, we want to make accountability for teaching and learning more meaningful for us at the local level and less dependent on externally imposed state and national policies.

*Measure #1: District Determined Measures will be developed across each grade and curriculum area as part of the next steps in implementing the Massachusetts Educator Evaluation Model.*

We will meet the DESE requirement to develop District Determined Measures (DDMs) by intimately engaging teachers in the identification and use of measures of gauging whether a child is making lower, moderate or higher growth in a year's time at each grade-level in ELA and Mathematics. We will also develop DDMs in non-state testing grades in Art, Music and Physical Education.

*Measure #2: Piloting of Electronic Portfolios in selected classrooms during the 2014-2015 school year.*

We will identify volunteer classes to pilot the collection of student work samples across the curriculum which can be accumulated from year to year and will be maintained in an electronic format.

*Measure #3: State Assessment Results from the Massachusetts Comprehensive Assessment System (MCAS) and/or the Partnership for the Assessment of Readiness for College and Career (PARCC).*

Massachusetts has established 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. Progress towards meeting identified targets is presented in Attachment A, at the end of this report.

- The School Committee will continue to support the mission of the school site councils to have the greatest impact on student learning opportunities.

### **3. Technology (Digital Learning) curriculum and infrastructure**

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.

- Staffing
  - Consideration of the implementation of a Director of Technology, for the Tri-Town Union communities of Topsfield, Middleton and Boxford was placed on hold during the development of the FY2015 budget. Funding for this position will be considered again for the FY2016 budget.
- Hardware, Software, Maintenance of Infrastructure, and Communication
  - Fully fund maintenance contracts on technology equipment and move toward a leasing arrangement.
  - Expand our current iPad carts within the Steward and Proctor schools to enable regular and repeated access to technology to enhance digital learning, promote digital literacy and open the door to creative teaching and learning through technology integration.
  - Continued implementation of Virtual Town Hall based web page components during the 2014-2015 school year, with an emphasis on the sharing of content in a transparent and timely manner.
- Professional Development
  - Continually survey teaching and instructional staff throughout the year using the rubrics developed for DESE Technology Skills Assessment Tool (TSAT) tool to ensure that sufficient resources are being allocated to technology integration and training.
  - Each staff member will engage in a repeated and regular professional learning with the support of the Curriculum Integration & Technology Specialist devoted to development of their skills in the use of digital learning devices.
- Internet Safety
  - Establish a digital citizenship policy regarding appropriate technology use in the classroom and beyond. Digital citizenship helps administrators,

parents and students understand what users should know about the appropriate use of digital learning tools and devices.

#### ***4. School Nutrition and Wellness***

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.

- School Nutrition Program
  - We will undertake a comprehensive examination of all aspects of our School Nutrition Program
- Physical Education
  - We will maintain the model of offering physical education classes twice weekly and include two recess breaks per full day. We will explore the introduction of the Building Our Kids Success (BOKS) before school fitness program.

#### ***5. Strategic Planning and Financial Management***

- Capital Plan
  - 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.
  - Continue to work with the Finance Committee and Board of Selectmen to develop a planned approach to the funding of extraordinary expenses for special education, program development (e.g.: STEM, Foreign Language, CLIC at Steward etc...), curriculum revision (Science), and maintenance of a reasonable technology equipment replacement schedule using the annual operating budget and other funding mechanisms
  - Continue to review findings from the town-wide DRA building condition report (2012-2013) and use its findings to prioritize, plan, and execute capital projects to maintain our Steward and Proctor school buildings.

## elementary school committee, cont.

- Reports and Updates
  - Investigate and procure a new Student Information Management System software package that will meet state reporting requirements while increasing our capacity to support administrative and teaching functions in our schools for implementation during FY2016.
- School Committee Training and Professional Development
  - The School Committee will consider working with a consultant from the Massachusetts Association of School Committees (MASC) or an independent practitioner to assist in the “smart” planning and self-evaluation process.
- Transition to new Superintendent and Administrative Structure
  - A new organizational structure for the Central Office of the Tri-Town School Union was established for the 2014-2015 school year. A Superintendent Transition Planning Committee has been established to identify approaches to consider in identifying, recruiting a new Superintendent of Schools when the time comes. The Transition Committee is expected to report on options for consideration to the TTU Committee at the October 2014 TTU Meeting.

### Milestones

One staff member retired in June 2014. Melanie Sandman retired from her position as a Moderate Special Needs Teacher at the Proctor School having completed twenty-five (25) years of service to our schools. Susan Archer completed six years of service on the School Committee in May having served this past year as Chairman. Joseph Quigley was elected to a second term and Gregg Lindsay was elected to the open seat.

### New Staff Appointments

New staff members joining the Topsfield Elementary Schools in the fall of 2014 include Maria Sideri (Teacher Grade 1, Steward), Shaina Salomon (Teacher, Grade 5, Proctor), Sasha Ozahowski (Teacher, Moderate Special Needs- Proctor) Mindy Murphy (Teacher Grade 4), Janet Morris (Teacher-TAAP, Proctor) (Teacher Grade

4), Sarah Lacourciere (Learning Specialist, English Language Arts and Social Studies, PK-6), Rebecca Knowles (Learning Specialist Mathematics and Science, PK-6), Carolyn Pulchino (Teacher, ESL), Jenny Churchill (Special Education Services Coordinator PK-6), Valerie Sambuco (Behavior Specialist, Proctor), Rose McPherson (Office Assistant, Steward), Shannon Rogers (Special Education Instructional Aide), Joanne Spofford (Special Education Instructional Aide), Leslie Levine (Special Education Clerical Support), Alyse Comeau (COTA, Steward), Bethany Granoth (Special Education Instructional Aide), Denise Serino (Special Education Instructional Aide), Anna Vitale (Endicott College Intern), Christina Stelzer (Endicott College Intern), Lindsey Kelly (Endicott College Intern), Joanne Joyce (Special Education Instructional Aide), Frederick Joyce (Special Education Instructional Aide), Veronica O’Leary (Special Education Instructional Aide), Shannon Rogers (Special Education Instructional Aide), Alexandra Scott (School Nutrition), Susan Repucci (School Nutrition), Bill Jones (Head Custodian- Proctor), Medley Long (PT Custodian- Steward), and Brian Dukehart (PT Custodian, Proctor).

### Staff Anniversaries

Twenty-one staff members celebrated five-year anniversaries of service in our schools. Five-year service pins were presented to Elizabeth Martin, Mark Schiavoni, and Lori Piecewicz. Ten-year pins were presented to Stephanie Corliss, Susan DeFronzo, Beth Mathews, Bonnie O’Leary, Janet Sacco, Lyndsay Lantz, and Sara DeOreo. Fifteen-year pins were presented to Ron Dienstmann, Katie Lyons, and Sarah O’Leary. Twenty year pins were presented to Cheryl Butt and Karen Hoyt. Melanie Sandman, Carol Cheever, Linda Repucci and Antonette Valcourt were honored for twenty-five years of service to the Topsfield Elementary Schools. Susan Bodwell was recognized for her thirty years of service to the Topsfield Schools.

### Highlights of the 2013-2014 School Year

#### 1. Learning Specialists:

The Learning Specialists support the implementation of consistent delivery of the curriculum, the differentiation of instructional strategies, the integration of curriculum across disciplines and the collection of classroom, district and state data to support student progress. In working to achieve these goals, the cur-



riculum specialists provide modeling and peer coaching, analyze classroom, district and state data, design professional development to meet the needs of staff, consult with instructional support specialists, grade level teams and administrators and work with the Director of Curriculum and Curriculum Specialists in Boxford and Middleton.

### **2. *Topsfield Advanced Academic Program (TAAP):***

The Topsfield Advanced Academic Program (TAPP) was created to address the needs of our academically advanced learners in grades 4-6 in the areas of mathematical/logical reasoning, linguistic/verbal and STEM (science/technology/engineering/mathematics) The content of the Extended Studies Program curriculum was chosen specifically to challenge advanced students in their thinking, and to provide opportunities for advanced students to use and to develop their identified talent(s) and skills. Students were identified based on their above average ability, task commitment and learner qualities.

### **3. *Class Size:***

The Topsfield School Committee remains dedicated to evaluating and supporting the effectiveness of smaller class sizes on student achievement and success. During the 2013-2014 school year and leading into the 2014-2015 school year, the class sizes have become more in line with the school committee's vision so teachers can maximize the learning for all students and differentiate at a deeper and more meaningful level.

### **4. *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.

### **5. *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, and 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.) In the spring of 2014 we received the written report which is posted on the school district's website. There are a number of professional development training programs and activities in place for the 2014-2015 school year related to several criterion reviewed by the DESE.

### **6. *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. We are now in our second year of implementation 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

## elementary school committee, cont.

a collaborative approach to teaching and learning, not only amongst educators, but also with parents.

### **7. Technology Review:**

Many member of the Topsfield Community have supported us in acquire technology tools to enrich and extend the curriculum and infrastructure upgrades to increase accessibility. During the 2014-2015, the Proctor and Steward School's internet connection was upgraded to fiber from cable and a new server was purchased for the district. In addition, Steward School received two iPad carts and Proctor School received an iPad Cart and a laptop cart. We continue to develop a replacement cycle so we are continually upgrading our technology tools. The Technology Committee continues to sponsor 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/>.

### **8. 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, state and federal mandates and current district initiatives. Many teachers participated in the graduate level course: Genre Study- Understanding Literature and Informational Text offered by Proctor Principal Sarah O'Leary and Tri-Town Union Director of Curriculum, Christine Elliott during the summer of 2014. This course previously ran during the summer of 2013 and was offered again for those who were unable to previously participate and for those new to the district. Also offered in August of 2014 was a follow-up Genre Study one-day session for the participants of the 2013 course to provide an opportunity to reflect on the implementation of strategies taught and the impact the course had on their instructional practices and student learning. In addition to Reading professional development, Patti Chesney, the Math in Focus trainer, taught a course on mental math strategies, which is an integral part of the Math in Focus program. Paula Klipfel from Topsfield and Julie Klipfel from Fuller Meadow began teaching a course in August 2014- Creating and Maintaining a Blog that will continue on

throughout the school year. The course was designed to promote communication with families and the community while supporting teachers as they developed and maintained a blog. The Tech Talk Workshops, a series of technology-related workshops for all staff, continue into their second year after positive feedback from participants. A wide variety of sessions have been offered to meet the needs of participant and to support the integration of technology into the curriculum. Educators have participated in professional development sessions related to the revised Educator Evaluation Model and the district-determined measures (DDMs) that are a component of the model. In addition to the professional development opportunities offered to all staff, the newest members of our district received a substantial amount of professional development through the newly revised induction and mentoring program. New teachers participated in a series of induction institutes focusing on curriculum planning and assessment, meeting the needs of all learners, family and community engagement, and professional culture. Mentors who have been assigned to support the newest staff members have also participate in a revised training session to support the educators through their first year in the district.

### **9. Math Implementation:**

K-6 teachers are in year three of implementation of the Math in Focus program. They received professional development from a Math in Focus Trainer during the fall and winter of 2013.

### **10. 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. During the 2014 – 2015 school year the school committee will review the policy with input from multiple stakeholders to assess how the policy is translating into actual practice.

**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- 2011 school year was a review of technology. Mapping of a technology infrastructure and instructional plan was a focus during the 2011-2012 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 2012-2013 school year. During 2014- 2015 school year we were fortunate to be able to continue implementation of our technology plan thanks to support from our community of a warrant article passed at town meeting in May 2014. Support from the above organizations as well as our community were instrumental in rejuvenating our technology plan which had lain dormant for six years. These and other organizations that support our schools are discussed below.

***Parent Teacher Organization (TESPTO):***

Topsfield Elementary School Parent/Teacher Organization (TESPTO) is an independent, non-profit organization comprised of parents, teachers and administrators. The PTO's mission is to promote open communication and understanding between parents and staff of the Topsfield Elementary Schools. Our efforts serve to enhance and maximize the education of every child while aiding them in achieving their highest potential. TESPTO raises funds in numerous ways to be used for curriculum enrichment programs, school field trips, special equipment and services, and long range planning initiatives developed in conjunction with our membership and other community groups. TESPTO also provides seed money for fast track implementation of strategic initiatives beyond the scope of the elementary school budget. From 2009-2013 TESPTO has raised almost \$500,000 through a combination of grants, private contributions and membership fees. In 2009, when Topsfield's economy was significantly impacted by the recession, citizens rallied and raised \$22,000 for the schools. 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, 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. Since 2009 TEF has raised over \$250,600 through a combination of grants, private contributions and membership fees. 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 near the town center, one on the grounds of Proctor School, and the other on the "Tot Lot" Community Park adjacent to Grove Street, a new K-3 playground at Steward School was constructed in September of 2012 and a new Steward Preschool playground in July 2014. All of the new playgrounds were built by members of the community and we would like to thank the volunteers for their time and effort. The children have enjoyed the new structures, which offer many options for students to enjoy their play time and build their gross motor skills, essential to their development at a young

## elementary school committee, cont.

age. These playgrounds are truly a symbol of teamwork and the community involvement that is so unique to the community of Topsfield. The Playground Committee raised \$63,395 to replace the Proctor playground, \$83,086 to replace the Tot Lot on Grove Street, \$97,109 to replace the Steward School playground, And \$26,757.68 to replace the Steward Preschool Playground. The TPC can be located on the Internet at <http://www.topsfieldplaygroundcommittee.org/>.

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

CLIC is a private/public joint funded creative integration program in its fourth year at Proctor School run by educator, Jen LaRussa. This program is funded through the Town of Topsfield and through private donations. The CLIC Program offers programs before, during, and after school. The program is intended to give immediate creative support to teachers and children to enhance the learning experience for the whole school. CLIC Program 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 Program focuses on self-esteem by giving children many opportunities to become active and also become leaders in after school academic clubs and community outreach activities. CLIC is intended to provide extension of the standard curriculum through hands-on and creative learning opportunities. Teachers work with Mrs. LaRussa each week to create innovative lessons in all subject areas for their classes. Children then come up to the CLIC Classroom throughout the week to do their explorations. The CLIC Program is also open every morning before school Monday through Friday for students to work on independent projects. All CLIC Programs are inclusive and open to all Topsfield children free of charge. More information can be found at [www.clicprogram.org](http://www.clicprogram.org).

### **Fiscal**

The school committee is comprised of five elected town members. The goal of the School Committee is to continue to provide a high quality education within a fiscally responsible managed budget. Currently there are three committee members with children in the elementary schools.

The budget process begins in late fall with the Finance Committee's presenta-

tion 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 limited fiscal support from the state and community tax revenues. Increasing costs associated with insurance, school transportation, utilities, special education, building maintenance, and contractual salary increases, and unfunded state mandates 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.

<b>Expenditure Summary</b>	<b>FY13 Actuals</b>	<b>FY13 Approved Budget</b>	<b>FY14 Approved Budget</b>	<b>FY15 Approved Budget</b>
Total Salaries	4,803,360	5,365,619	5,635,223	6,149,556
Total Supplies/Materials/Textbooks	168,769	166,991	197,368	206,289
Total Equipment	42,907	42,896	42,946	45,703
Total Prof. Dev. (Mem./Work./Conf.)	71,328	85,862	93,968	94,056
Total Special Education (Tuition & Services)	485,851	512,520	538,427	464,085
Total Transportation	238,108	279,632	255,312	263,493
Utilities	172,635	194,071	168,449	180,971
Facilities	109,597	146,057	151,159	152,704
Total Operating Budget		6,793,648	7,082,851	7,556,858
Less: Applied Income Sources		(699,677)	(743,677)	(689,939)
Total Town Actual & Proposed Appropriation	6,092,556	6,093,971	6,339,174	6,866,919



## elementary school committee, cont.

### School Enrollment

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

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 an 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 4 for the 2013-2014 school year and to Grades 1 and 5 for the 2014-2015 school year. A study of future enrollment trends completed by the New England School Development Council (NESDEC) updated in December 2014 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.

	Pre-School	K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Students K-6	Class-rooms 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		
10/01/14	37	79	86	68	76	86	95	86	576	<b>31</b>
Class Sizes 2014-2015		19,20,20,20	16,17,17,18,18	16,17,17,18	18,19,19,20	16,17,17,18, 18	18,19,19,19,20	21,21,22,22		

### **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 website, 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. Our Overall District Ranking for 2014 continues to be in the top 10-15% out of 404 school districts participating in the MCAS. Additional information regarding the performance of Topsfield students including historical trends, the Composite Performance Index, and the Student Growth Percentiles can be found on the Department of Elementary and Secondary Education's website at: [http://profiles.doe.mass.edu/mcas/achievement\\_level.aspx?linkid=32&orgcode=02980000&orgtypecode=5&](http://profiles.doe.mass.edu/mcas/achievement_level.aspx?linkid=32&orgcode=02980000&orgtypecode=5&)

Our students continue to perform well on MCAS tests. However, there is concern that our Students Growth Profiles in certain grades have not always

kept pace with our own past growth performance. School teachers and staff, administrators, the Director of Curriculum and the Director of Special Education continue to work together to identify specific areas for improvement. They have created a plan to address them. It is anticipated that new curricula will be needed over the next several years to allow our students to keep pace with changes made to the MCAS resulting from the state's Common Core Standards. A complete School and District Report Card published by the Massachusetts Department of Elementary and Secondary Education for Topsfield can be found on our district web page at: <http://www.tritownschoolunion.com/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/district/curriculum-0>.

Educators continue to implement lessons that align with the Common Core State Standards in English Language Arts and Mathematics and have participated in ongoing professional development to support these subject areas since the adoption of the revised standards in 2010. In September of 2014, two PK-6 Learning Specialist positions were established to support educators as they strive to meet the challenges of new curriculum initiatives and the diverse needs of the students. The ELA/Social Studies Learning Specialist and the Math/Science Learning Specialist provide embedded professional development to teachers supporting them in a variety of ways related to curriculum and instruction with timely, hands-on support. A Tri-Town Science Committee was established in the fall of 2014 consisting of educators representing grades Pre K-grade 6 including staff members in a variety of roles. The focus of this committee in year one is to unpack and develop a deep understanding of the proposed MA Science and Technology/Engineering standards and to begin developing an understanding of programs and resources available to help begin the alignment process. It is expected that districts will fully align with the new standards (once officially adopted in 2015) by September of 2017. The Tri-Town Science Committee will likely run for 3-4 years while we unpack the standards, identify and evaluate programs and materials, visit other districts, field test/

## elementary school committee, cont.

pilot programs and materials, plan for implementation and ultimately assess the roll-out. 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/district/curriculum>.

### **Student Support Services**

#### ***Special Education:***

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

As of October 1, 2014, 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 18% of the total K-6 population. The state average for special education students in Massachusetts is 17.1%.

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 option for our youngest students, which uses extensive 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 students. These students attend a summer program to prevent substantial regression of academic skills during the summer months. Other students require a social pragmatic language program option, and we continue our partnership with the Topsfield Recreation Department to provide that program through their Celebrate Summer Camp on Proctor School's campus. This program has benefitted the students tremendously.

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 last year 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.

#### ***English Language Learner Education Program:***

The state of Massachusetts has been in the process of revising its expectations for districts in how they structure and implement education programs for English Language Learners (ELLs). These revisions include the way students are assessed, the teaching approaches and the teacher preparation requirements. While Topsfield is a 'low incidence' district, meaning there are very few students whose first language is not English and some years there are no students in this category, we must adhere to the same standards as communities with much larger ELL populations. Topsfield shares an ELL Program Coordinator with Boxford and Middleton Schools and has a part-time teacher employed to provide the direct teaching required for our ELLs.

#### **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. Historically, the Topsfield School Committee in conjunction with Superintendent of Schools Dr. Bernie Creeden and his leadership team, works diligently to prepare a fiscally responsible school budget for the town of Topsfield. Since 2003 our budget has absorbed approximately \$224,805 in capital expenses such as transformer and underground wiring repair, Proctor boiler repair, Steward System Electrical Generator Replacement, \$23,786 Steward Boiler Repair, Emergency Snow removal from roof on campus, and Replacement of electrical underground power service. Our budget also absorbed \$110,000 over two year

for the purchase of a new math curriculum, also implemented in Boxford and Middleton, replacing a 13 year old program.

The recession in 2009 marked the start of tight fiscal constraints which made maintaining and growing programs a challenge. We were faced with making tough decisions regarding cutting programs and the inability to move forward on district goals. Fortunately, we navigated these difficult times with steady leadership provided by our Superintendent, Dr. Bernie Creeden, and his central office staff, along with our dedicated principals and teachers. These professionals labored to ensure that the quality of education for our children remained 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, parents, and private donors totaling over \$1,000,000 since 2009. These contributions made possible the investments in technology and infrastructure, a new playground at Proctor and Steward School as well as the Tot Lot on Grove Street, and funding for curriculum such as Foundations and Math In Focus: Singapore Math. We recognize these investments to be highlights over the past five years.

We are sincerely grateful to our Town leaders, residents, and taxpayers for investing in the Elementary Schools in the 2014 override and warrant article which allowed us to begin moving forward in what we believe are important components to the education of our students such as funding for two additional classroom teachers thus allowing class size to remain at historical levels, the addition of two learning specialists, implementation of an Extended Studies Program, and funding for technology infrastructure and hardware.

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

Respectfully submitted,

Topsfield Elementary School Committee

## elementary school committee, cont.

### Attachment A

**(Goal#2): Department of Elementary and Secondary Education (DESE) School and District Accountability Determination:  
School and District Accountability Levels:**

Date	Topsfield District Level	Steward School Level	Proctor School Level
2012	Level 2	Level 2	Level 2
2013	Level 2	Level 1	Level 2
2014	Level 2	Level 2	Level 2

	CPI Targets for All Students Group (PPI)						CPI Target for High Needs* Student Group (PPI)					
	English Language Arts			Mathematics			English Language Arts			Mathematics		
	Target	Actual	Result	Target	Actual	Result	Target	Actual	Result	Target	Actual	Result
<b>2011 Baseline</b>	<b>94.0</b>			<b>91.6</b>			<b>82.2</b>			<b>77.8</b>		
2012	94.5	91.9	No Change	92.3	89.1	No Change	83.7	75.3	Declined	79.7	70.8	Declined
2013	95.0	92.2	Improved Below Target	93.0	90.2	On Target	85.2	78.4	Improved Below Target	81.6	73.6	Improved Below Target
2014	95.5	92.8	Improved Below Target	93.7	90.4	On Target	86.7	79.3	Improved Below Target	83.5	74.5	Improved Below Target
2015	96.0			94.4			88.2			85.4		
2016	96.5			95.1			89.7			87.3		
2017	97.0			95.8			91.1			89.2		

\*High Needs Student group consists of students with disabilities, English language learners and low-income/eligible for reduced price lunch



# masconomet regional school committee

The Masconomet Regional School District has continued to manifest its vision statement by striving to provide a challenging educational environment for all students that maximizes opportunities for intellectual and personal growth, builds character, promotes learning as a lifelong pursuit, and encourages students to become contributing community members, locally, nationally, and globally. District goals include: improving student performance by providing programs and services which result in improved achievement for all students on state and national assessments, including narrowing achievement gaps for identified student groups; continuing to expand the appropriate use of innovative educational techniques and strategies in the teaching and learning environment; and increasing the number of students exhibiting successful educational, social, career, civic and health/wellness engagement behaviors.

The Tri-Town communities demonstrate continued fiscal commitment to the school district by supporting our budget. For the school year ending on June 30, 2014, total general fund expenditures were \$29,664,294 and total general fund income were \$29,658,129. Expenses exceeded revenue in FY14 by \$6,165 thus reducing reserves slightly. The annual per pupil expenditure continues to be below the state average while MCAS scores continue to remain above the state average. The District continues to strive for a fiscally responsible budget that maximizes economies wherever possible while continuing to offer the high quality education our communities expect and deserve. More information regarding district finances can be found on the website at the following address (<http://masconomet.org/co/financial-other-dist-reports>).

In the 2013-2014 academic year, 2051 students were enrolled in the District. Of 345 graduates, 93% went on to four and two year colleges; 1.2 % went to post-graduate/other school; 0.6% secured employment; 0.9% enlisted in the military, and 4.3 % indicated other plans such as a "gap" year.

Using multiple assessment tools including the MCAS at grades 7, 8, and 10, PSAT, SAT and Advanced Placement Exams, the District continues to be a high performing one. Masconomet offers 17 College Board Advanced Placement courses. Two-hundred seventy-six students took 568 exams and 86% scored a 3

or higher; score of 5: 159 (28%), score of 4: 187 (33%), and score of 3: 140 (25%). SAT and ACT scores remain above the Massachusetts and National Averages.

The majority of Masconomet students participate in multiple extracurricular activities. Participant fees contribute to the operational costs of each club or sport. In athletics, Masconomet teams had a highly successful 2013-14 school year. Masconomet won the prestigious Division 1 Boston Globe Dalton Award for overall excellence in athletics for the second year in a row. Fifteen varsity teams earned League Championships in field hockey, girls' cross country, boys' soccer, cheerleading, girls' basketball, boys' ice hockey, swimming, baseball, softball, boys' & girls' track and field, boys' and girls' lacrosse and boys' and girls' tennis. Masconomet's varsity teams won State Championships in baseball and boys' soccer. Masconomet students earned all-scholastics designation in field hockey, boys' and girls' soccer, golf, swimming, baseball, and girls' lacrosse. Additionally, a Masconomet student earned a D2 EMass title in the javelin. Each year, Masconomet fields 59 teams across 27 sports.

In the Arts, Masconomet has gained a national reputation for outstanding achievement through the accomplishments of its students and faculty. For the past seven years, Masconomet students have been awarded the greatest number of prizes in the Boston Globe Scholastic Art Awards program of any school in the state. In 2014, students received 46 Gold Keys, 35 Silver Keys, and 49 Honorable Mentions for individual and portfolio entries including two Best in Show awards and six National Silver Medals.

The Masconomet Music Department offers many programs in vocal and instrumental music as well as music theory and song writing. Masconomet is host to the Heritage Music Festival with schools from across the United States and Canada as part of the Boston Festival experience. In April 2014, the High School Band and Chorus traveled to Barcelona Spain where they performed eight performances in addition to visiting many historical and cultural sites. In 2015, a performance trip is planned to Disney. In the winter of 2014, 14 students participated in the Senior District Music Festival and 3 students participated in the All State Music Festival.

The Middle School continues to shine with a number of achievements this year. After last year's successful pilot program, all 8th graders are benefiting from STEM classes in 2014-2015. Students from each town again participated in Governor Patrick's Project 351 which recognizes quiet leaders and unsung heroes while emphasizing service, volunteerism, and youth leadership. The Math Team carries on its winning ways with another impressive undefeated record of 5 meets and 5 wins in the region and finishing the season in second place overall in the League. Middle School students participated in their second Future Cities Project at Northeastern University winning two awards for communication and best building design. Students were challenged to read a million pages as part of promoting reading for pleasure. Meeting the challenge, a school-wide celebration was held in June in recognition of this accomplishment.

Several key staff retired this year, including, Dr. Darrell Lockwood, *Superintendent*, Paul Harrington, *Middle School Assistant Principal*, Ruth Ryan, *High School Guidance Counselor*, Karen Roberts, *Middle School English Teacher*, Sandy Crete, *House D Support Staff*, Patricia Hughes, *High School Writing Tutor*, and Karen Blakeslee, *Science Department Head*, who is serving in an interim capacity for school year 2014-15.

The Masconomet community welcomed several new leaders to the District over the past year, including Dr. Laurie Hodgdon, *High School Principal*, Patricia Bullard, *Director of Pupil Personnel Services*, and Kevin M. Lyons, *Superintendent of Schools*.

The Committee acknowledges and thanks three School Committee members whose service ended in 2014: Lawrence Lindquist, Topsfield who served the District from 2004-2014, Kathleen Tyler, Boxford, from 2008- 2014, and Elizabeth Dierze, Topsfield, from 2011-2014.

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 realities of the communities of which we are comprised. While preparing students for their lives beyond Masconomet, preparing them to live, learn, problem solve, adapt, and work in an increasingly complex world, our schools must keep abreast of new and emerging technologies, changing and evolving teaching strategies, the needs

of the 21st century workplace, and the ever changing mandates of the state and federal government. The District could not do this without the continued support of our communities. In addition to our gratitude for critical community fiscal support, we are grateful to our students, parents, teachers, tutors, support staff, administrators, coaches, IT staff, maintenance and grounds staff, volunteers, and citizens for their enthusiastic support, cooperation, and commitment to our mission.

Respectfully submitted,

Linda M. Richards, *Chairman*  
Masconomet Regional School Committee

#### **Masconomet Regional School Committee Members**

Boxford  
Daniel Volchok  
Paula Lia Fitzsimmons  
Ben Messenger  
Carolyn Miller

Middleton  
Linda Richards, *Chairman*  
Teresa Buono  
Matthew Cocciardi  
Kosta Prentakis

Topsfield  
John Spencer, *Vice Chairman*  
Kim Sherwood

# board of health

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 fulfill our legal mandates.

## Personnel

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.

## Highlights

This past year, the Board of Health worked closely with the eleven other communities comprising the Topsfield Regional Medical Reserve Corps (TRMRC). The TRMRC is one of 46 such volunteer groups in MA, (993 in US comprised of 207,783 volunteers) 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 serves as the Coordinator.

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 2013/2014 included:

- Sheryl Knutsen worked with John Coulon to update the town's Emergency Dispensing Site (EDS) plan, outlining the procedure should an emergency situation require mass distribution of medicines during a public health emergency.

The audit of the plan by the Massachusetts Department of Public Health (MDPH) resulted in the second highest score in the State.

- DPH Intern Alexandra Brinkert produced a project on Integrated Pest Management and facilitated compliance with the Children's Protection Act regarding schools and child care centers in the Tri-Town. The results were presented at a ceremony at the MA State Lab in Jamaica Plain.
- John Coulon conducted an informational seminar on Tick-Borne Illness and Prevention at the Gould Barn in Topsfield.
- Sheryl Knutsen, Vincent Guerra and John Coulon attended the national FEMA Tabletop Exercise on Public Health Emergency Preparedness in Boston.
- John Coulon attended the National Environmental Health Association (NEHA) and the MA Health Officers Assoc. (MHOA) Annual Education Conferences.
- John Coulon, Sheryl Knutsen and Susan Winslow participated in the Peabody Emergency Dispensing Site Tabletop Exercise
- Sheryl Knutsen and John Coulon attended CDC Training in Mass Antibiotic Dispensing in Milford, MA.
- John Coulon presented a display and information on ticks at the Annual Wellness Fair at Steward School.

The 2013 Topsfield Fair ([www.topsfieldfair.org](http://www.topsfieldfair.org)) continued to require the daily oversight of the BOH Agent. Concerns include food (120 permits issued), solid waste, liquid waste, animals, vector control, on-site housing, backflow prevention, and a water ride.

## Board of Health Members July 1, 2013 thru June 30, 2014):

William Hunt Esq., *Chairman*  
Sheryl Knutsen, RN, *Clerk*  
Wade Goldman, PE  
Vince Guerra, MD  
Gerald Topping PE  
John Coulon RS, *Agent*  
Susan Winslow, *Administrative Assistant*  
Alexandra Brinkert, *DPH Intern*  
(*MPH Candidate at Tufts University*)  
Natalie Miller, *DPH Intern*  
(*MPH Candidate at Boston University*)

## board of health, cont.

Annually, the Topsfield Fairgrounds is the site for many non-Fair events ranging from the AKC Dog Show and Greater Boston Charity Horse Show to the Castleberry Arts & Crafts Festival and this year's inaugural Rock Revival 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, Communicable Disease follow-up, and Emergency Preparedness. The VNA was instrumental in delivering 188 flu vaccinations at the October 18 and December 1 clinics. The VNA also conducted 43 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 \$1893.63 to the Town's General Funds from vaccination reimbursements. Expenses incurred are paid from the Board of Health Budget.

### **Mosquito Control**

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 and Vector Management Plan to the Board of Health for review and comment. Last 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 dedicated Mosquito page on the Board of Health 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 at 7:30 pm unless posted otherwise. Topsfield citizens are encouraged to participate in maintaining their community's health.

### **Recognition**

This marks the final year of service for Wade Goldman, PE who has served six years on the Board. We would like to recognize his contribution to Public Health in Topsfield and we wish him well as he moves on to serve the town in a new capacity.

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

Respectfully submitted,

John Coulon, RS  
*Board of Health Agent*

**Volume Analysis FY 2009 through FY2014  
July 1 – June 30**

<b>ACTIVITY:</b>	<b>FY09</b>	<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
<b>SEPTIC SYSTEMS</b>						
SOIL TESTS CONDUCTED	21	19	19	27	26	24
SEPTIC SYSTEM INSPECTION REVIEWS	47	89	63	71	82	79
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	41	32	31	33	27	24
SEPTAGE HAULER LICENSES ISSUED	30	24	24	19	19	20
NEW APPLICATIONS RECEIVED	6	5	3	5	13	1
REPAIR APPLICATIONS	27	26	29	27	29	23
<b>FOOD PERMITS</b>						
ANNUAL PERMITS	29	37	31	38	45	42
TEMPORARY PERMITS - FAIR	134	127	135	136	124	120
TEMPORARY PERMITS - NON-FAIR	34	33	23	21	25	26
MILK PASTEURIZATION	1	1	1	2	1	1
CAMP PERMITS	4	3	3	4	5	4
POOL PERMITS	1	1	2	2	2	2
BEACH PERMIT		1	1	1	1	1
TANNING SALON	1	1	1	1	1	1
TOBACCO PERMITS	3	3	3	3	4	4
WELL PERMITS	4	2	3	5	7	0
BEAVER TRAPPING PERMITS				4	2	4
GENERAL COMPLAINTS	2	4	11	10	7	17
<b>PUBLIC HEALTH INITIATIVES</b>						
COMMUNICABLE DISEASE INVESTIGATION	194	190	191	146	134	125
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED TO TOWN RESIDENTS	302	413	325	147	226	188
BLOOD PRESSURE/WEELLNESS CLINICS CONDUCTED	48	48	***45	47	48	44

*Data Source: Town of Topsfield Annual Reports/BOH Records*

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

# council on aging

## Mission

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.

## Purpose

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.

## Communication

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, funded by the Executive Office of Elder Affairs, 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 5200 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 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 30 different seniors this year.

## Transportation:

Transportation is vital to senior citizen activity and attendance at our programs. The COA has two vans. One holds 14 passengers at once or ten passengers with four wheelchairs, or a combination of the two. 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 2200 rides.

## Outreach

Triad is a collaboration of the police, Essex county sheriff's department and senior citizens. These programs presented by the Council on Aging 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. These programs are being planned to help prevent crimes against the elderly and to educate seniors in methods to avoid financial exploitation. We recently installed lock boxes at some resident's homes so the fire and police department can get entry by using the key in the lockbox rather than going through a window or other means of entering a home.

In addition, a new program was started to supply garden fresh fruits and vegetables to the seniors in town. We receive garden donations from Topsfield residents for Topsfield seniors. Our van drivers make deliveries of tomatoes, cucumbers, string beans, summer squash etc. to seniors in town. These fresh garden foods also get donated to the Topsfield Food Pantry and Top Cupboard.

Our most successful story is a new program funded by Seniorcare, Inc. out of Gloucester called *Senior Center Without Walls*. This is a teleconferencing call that enables those with limited mobility to join in lively, stimulating classes, make new friends, and get and give emotional support. These calls have allowed our homebound seniors to have socialization and be able to communicate outside of their homes. We currently do phone bingo but will be expanding to other calls and programs.

## Information and Referrals

There were over 5200 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. Other outreach services include help filling out applications for senior housing, Medicaid, food stamps, fuel assistance etc.

### **Volunteers**

Volunteers serve as drivers, 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. 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 Claire Hamson. Claire 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, 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 Wideberg continues to be the Secretary/Meals on Wheels Coordinator and Peg Beauregard continues to be the data entry clerk. Jim Rouvalis is the van driver for medical appointments and Stan Brennan drives the bus for trips and outings and Wednesday food

shopping. In addition, Greg Young was hired as an additional driver to help out on Thursdays and whenever we may need additional help.

### **Funding**

We were granted Title III funds from Seniorcare, Inc. in the amount of \$1709 to help pay for the van driver's 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, some cookouts, entertainment 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*  
*Council on Aging*

## topsfield housing authority

FY 2014 was a year of transition at Little Brook Village, a bucolic community near downtown Topsfield where more than 60 seniors, veterans and people with disabilities reside. A new executive director, Roseline Giglio, was hired in September of 2013, following the departure of Tina Meyers, who had served in that role for three years. Maintenance Supervisor, Woody Lancaster, retired on December 31, 2013 and was replaced by Gary Dean, who brought with him experience from working at two nearby housing authorities. Gary dove right in with many weather-related tasks as the winter of 2013-2014 was unforgiving, even for seasoned New Englanders.

Topsfield's Veterans' Agent, Dick Cullinan, was appointed by the Board of Selectmen on February 3, 2014 to fill a vacancy that resulted from the resignation of long-time Board Member, Jerry Buckley on December 31, 2013.

At the Annual Town Election on May 8, 2014, Dick was unopposed to fill the one year remaining on the term. Dick joined other Board Members George Anderson, Rose David and Paula Burke. For several years, the Board has been functioning at less than capacity because there has been no state appointee.

During FY 2014, grant monies were used to add parking spaces and repair one unit with rotted sills.

Applications have been filed to secure funding in the amount of \$1,184,271 for the remaining units in the sill replacement project.

Occupancy was stable from July 1, 2013 to June 30, 2014, with six units turning over. The Housing Authority is required to rent 13.5% of the 60 units to non-elderly disabled residents.

Topsfield is proud of its village within a village. The residents tend to be engaged citizens who participate in numerous Council on Aging events and turn out to vote on Election Day.



*Photo courtesy Kindra Clineff*

# tri-town council

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 and community 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. Over these many years TTC has become a community mainstay working with the Masconomet Regional School District, the Tri-Town Elementary School Union and many community partners providing social and emotional wellness, service learning, leadership and safety programs for youth and their parents 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 our schools, parents, youth, law enforcement, community organizations and local resources.

In the 2013-2014 fiscal year, Tri-Town Council impacted thousands of youth, 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 risk & perception behavior data and adult perception data dissemination and conversations; social skills workshops; adolescent anxiety and depression presentations; youth leadership programs; service-learning retreats; 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 and impactful ways.

This past year Tri-Town Council continued to support the important work of the Tri-Town Youth Substance Abuse Prevention Coalition, renaming it The Coalition, by expanding our 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 helpline 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 in conjunction with MARC (MA Aggression Reduction Center) - Program for middle school youth (during the school day) and parents (an evening program) on Internet and Cyber-Bullying safety tips and building resilience. The evening program was taped by Boxford Cable TV to expand its community reach.
- TAG-IT Tuesdays – Opportunities in the Middle School for youth to ‘shout out’ on a particular topic; Tag-It’s spark discussion on various topics and give youth a chance to be heard on specific issues in an engaging and unique way.
- Massachusetts Conference for Women Young Woman’s Program – Tri-Town Council, for the third year, secured sponsorship for 11 Masconomet HS youth and 2 adult chaperons to attend this annual event in December which focuses on leadership, self-esteem and empowerment.
- TTC Youth Construction Retreat – New in the 2013/2014 year - bringing youth to Cherryfield, Maine to work with the Maine Seacoast Mission on housing repair projects for families in need. The first was a 3-day service learning experience over Columbus Day Weekend (2013) and proved to be an incredible experience for 13 Tri-Town teens. A second service learning construction retreat occurred from 6/28/14-7/2/14 with 19 high school and 1 middle school youth plus 6 chaperones participating.
- PhotoVoice – TTC launched this powerful program for Tri-Town Youth in 2013 and offered again in 2014. This project encompasses both a photographic and written expression on a chosen topic. Volunteer assistance is provided by two community members. The 2014 topic was “Community.” The current year youth projects are installed at the Masco Middle School as well as will be displayed at area locations throughout the year including the Topsfield Library in January 2015.

## tri-town council, cont.

- Open Gym for Middle & High School Youth – facilitated by TTC for Middle and High School youth on select Saturday evenings during the winter months. Open Gym is a free, supervised drop-in program for Tri-Town youth. Activities include ping pong, basketball, floor hockey, volleyball, Frisbee, hula hoops, and more. Medical coverage is provided by volunteers from North Shore Medical Reserve Corps.
  - 2014 marked the first year for a 6th Grade Open Gym Night providing another opportunity for Tri-Town youth to meet one another in a fun environment for an evening of games and activities. This idea was generated, planned and run by our High School Youth Council members under the direction of the TTC Youth Coordinator. More than 70 6th graders attended this inaugural event.
  - High School Youth Leadership Retreat – 2nd annual ½ day workshop conducted on an early release day in February. 50 Masconomet high school youth participated in this free program. TTC worked with Jason Verhoosky, Youth Coordinator at the DanversCares Coalition, to develop a meaningful experience for youth to strategize about leadership opportunities in our communities. Transportation provided from Masco to the Emerson Center in Topsfield.
  - Stand Tall! A free four session program offered to Tri-Town middle school aged girls (grades 6-8) addressing the topics of self-esteem, social pressures, and the like, as well as promoting leadership skills and healthy dialogue. Facilitated by Spofford School guidance counselor Julie Benson and Spofford School psychologist Courtney Eckhoff. This is an annual program run during four weeks in the spring and is 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 are transported for hour-long visits to 6th grade students at the elementary schools to answer questions and address concerns regarding their upcoming transition to Masconomet. Topsfield youth are selected to visit Proctor School.
  - Youth Artisan Fair new in FY14 - held in conjunction with the Topsfield Strawberry Festival in June, this program afforded Tri-Town youth aged 9-18 the opportunity to sell their handmade, quality items as well as polish their business and public speaking skills in a fun, community event. In addition to the youth tables, TTC used the opportunity to display the youth PhotoVoice project.
- Parent/Community Presentations & Workshops***
- APPLAUDD: A Prevention Program About Underage Drinking & Drugs - A three part series for parents of youth in grades 5-12 which includes education on different aspects of substance abuse including marijuana, alcohol and prescription drugs; adolescent brain development; social host liability law; parent-teen communication skills; and proven prevention parenting strategies.
  - Boy Sense: Decoding the Developmental Needs & Nurturing the Resiliency of Boys at Home and in School – in this workshop developed for Tri-Town Council, Boxford resident and educator Stephanie Meegan provides practical insights and simple, yet powerful recommendations that parents/guardians & educators can implement at home and in the classroom supporting the unique needs of all young boys.
  - Teen Anxiety and Depression – an evening program presented by Lynn Lyons, LICSW and anxiety expert, addressed how parents/adults can help their teens manage anxiety and know the signs of depression. Specific strategies and exercises were provided as well as a link to an on-line video resource. The evening program held at Masconomet Auditorium was taped by Boxford/Topsfield Cable to expand its reach.
  - Friendship Detective by author/educator and Tri-Town resident Stephanie Meegan. A two-hour workshop designed for parents, guardians and educators of K-6 aged youth focused on expanding children's social competence and confidence. This program is provided once in each of our three Tri-Town Communities to ensure maximum outreach and accessibility. We worked collaboratively with Cole School to host this program in Boxford. The series

is partially funded by the Coordinated Family & Community Engagement program.

- Drop-In Fridays – New in FY14 – On select Fridays TTC invites parents and caregivers to discuss issues of interest, concern and challenges in raising children and teens. Topics have included teen anxiety, helping children make social connections, a community conversation about our Youth Risk Behavior Survey, a viewing of the documentary Race to Nowhere along with discussion, to name a few.
- A Community Conversation – Held at Masconomet and attended by parents, school administrators and school committee members, the interactive evening was designed to share the results of the 2012 Youth Risk Behavior Survey and 2013 Adult Perception Survey, shedding light on our teens choices, challenges, and successes, and included an opportunity for in-depth discussion on next steps and ways to support our youth in making healthy, safe decisions.

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

- Anxiety and Depression – presented by Lynn Lyons, LICSW and anxiety expert, to Tri-Town guidance, psychological and special education staff during the professional development day in January 2014.
- Sponsoring local participation (13 community partners – including school and law enforcement representatives) at the Essex County District Attorney Annual Safety Conference (April 1, 2014)
- Provided Social Skill Kits- literature based skill kits designed for parents and teachers to use with Pre-K through grade 3 youth. The purpose of these kits (2 such provided per school over the past year) is to support the development of specific social skills such as calming down, using quality literature & activities as a springboard.
- Sponsorship for community partners to attend the annual Essex County Community Foundation Youth at Risk Conference.
- Tri-Town Council Youth Substance Abuse Prevention Coalition hosted Senator

Joan Lovely (March 2014) for a joint meeting with DanversCares Coalition to discuss our concerns about youth substance use/abuse and prevention, and what is being done at the state level to address these issues of concern.

#### **Keystone Programs**

- Tri-Town Youth Substance Abuse Prevention Coalition – The Coalition - Tri-Town Council established the Tri-Town Council Youth Substance Abuse Prevention Coalition in 2010 and renamed it to The Coalition in 2014; continuing 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. Meetings are held quarterly at the Topsfield Library.
- Horizons After-School & Adult Enrichment - Horizons is available to K-6 elementary school children in Topsfield and Boxford during the academic school year and to all Tri-Town K-6 residents during the summer. Classes 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; weekly during the summer, and taught by experienced adults. There are also community service opportunities for local high school youth. Programs are held at Steward and Proctor Elementary Schools during the school year. In FY 14 we offered our first Adult Horizons programs which included meditation, flower arranging and paint night classes. We used the TTC office space as well as local sites to host these programs – engaging adults in fun activities and supportive practices.
- TTC High School Youth Council – Led by Masconomet High youth and facilitated by our Youth Program Coordinator, the TTC Youth Council engages in fun, social activities, leadership opportunities, participates in community service programs and supports special projects.
- TTC Middle School Youth Council – Led by the Tri-Town Council Youth Program



## tri-town council, cont.

Coordinator, this group, established two years ago, is open to Tri-Town youth in grades 7 and 8. This youth group engages in fun, social activities, community service opportunities, leadership development and special programs and projects.

- All-Night Graduation Party - Tri-Town Council sponsors and coordinates this annual event in conjunction with parents of graduating Masco Seniors. This event, running since our inception 45 years ago, takes place in June the night of graduation with approximately 80% of seniors participating. The just graduated teens 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. Over 280 graduated seniors and 35 chaperons participated in the 2014 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. The 2014 recipient from Topsfield was Emily Bornstein. FY14 marks the 4th year these scholarships have been awarded.
- Project Safety Net 24/7 Helpline – Counseling provided 24/7 via telephone and text access to a licensed mental health counselor; 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 FY14 we provided highlighters with the PSN number to all Masco guidance and nursing staff to distribute to youth throughout the 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. TTC also works with the schools and local agencies to facilitate support for Tri-Town families in particular need during the November/December holiday season.

- 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 youth 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; bullying; depression; stress; 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 and was disseminated throughout the community and to youth during the 2013-2014 school year. Another YRBS is scheduled for November 2014.
- 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, asks Tri-Town adults including parents, teachers, administrators, law enforcement, clergy, business owners as well as any other adults vested in the local community for feedback on issues youth face, or will face, in making safe, healthy choices as they grow and mature. Participation is open to all Tri-Town adults who parent, educate and care for and about Tri-Town youth. 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. We expect to conduct another APS in the spring of 2015.



**Affiliated Organizations**

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

- **Disability Awareness Starts Here (DASH)** Since 1994, D.A.S.H. has provided an innovative, hands-on sensitivity awareness experience for elementary school students in Topsfield, Boxford, and in part, in Middleton. This parent led volunteer 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 Visual Impairments - Grade 2; Hearing Impairments - Grade 3; Invisible Disabilities - Grade 4; Physical Disabilities - Grade 5.
- **Sponsor-A-Child** – run in the Boxford Elementary Schools since 1980, provides a tangible and meaningful way for elementary school children to be part of a community service activity along with their classmates and family. This program raises awareness about children, close to home, who are underprivileged and in need, and how others, both individuals and a community can help. Sponsor-a Child 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 36 needy children in Salisbury as well as made a cash donation of \$1500 to the Salisbury Santa's Helper program during the 2013 holiday season.

**Tri-Town Council Leadership**

The Tri-Town Council Board of Directors provides leadership, governance, fiscal oversight and long-term strategic planning in support of the organizational mission. Led by an Executive Board consisting of a President, Treasurer and Secretary, sub-committees and an Advisory Board, the Tri-Town Council Board is

engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization.

The Tri-Town Council employs a 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 FY14. 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,

## tri-town council, cont.

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  
Mary Dodge

### **TRI-TOWN COUNCIL ADVISORY BOARD**

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

# recycling committee

Now in its sixteenth year, the Pay As You Throw (PAYT) Program has continued to decrease trash collection costs, and increase overall recycling rates. The administration of both the PAYT and the recycling programs are handled in the Selectmen's Office. The Town collected \$52,650 in Pay as You Throw (PAYT) sticker revenue in fiscal 2014.

The Town is in its first year of a ten year recycling and trash collection contract that includes the collection and disposal of municipal solid waste, recyclables and metal objects with JRM Hauling and Recycling Services, Inc. of Peabody, MA. Under our contract terms, mixed recyclables, newspapers, paper, cardboard 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 fourteenth Annual Town Clean-Up Day held in April. This year's clean-up was sponsored by the Congregational Church. Trash was picked up from Topsfield's roadsides, sidewalks, alleys, and parking lots by many volunteers.

The Town recycled 788.77 tons of curbside wastes, which included 439.32 tons of mixed paper; 349.45 tons of co-mingled plastics, cans, and glass containers. This represented 43% of the total tonnage (1,843.63 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 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.

## **Trash Barrels**

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.

## **Trash Stickers**

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

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

# board of library trustees

## Topsfield Library by the Numbers

The Topsfield Town Library remained a favored destination with residents of Topsfield and nearby communities. Fiscal 2014 saw a 2.75% increase in circulation and 6.65% increase in visitors to the library. 4,728 Topsfield residents are registered borrowers. The reference librarians answered 7,892 research questions. The library holds 96,158 items. The library circulated 40,069 items to residents of other communities.

### Topsfield Town Library by the numbers (2013 – 2014)

125,844 items checked out	21 volunteers contributed 1,021 hours	
2,444 public use computer sessions	75,431 visitors	257 Fans  Like
27 adult programs with 1,153 attendees	7,892 research questions answered	2,116 eBook downloads
Open 44 hours per week	5,092 new items added	127 youth programs with 2,653 attendees

## Digital Presence

The library continued to serve the community by adding services and materials that made information and entertainment available 24 hours a day. In July 2013, EBSCO Information Services generously donated products that enhanced the library's collection. Included in the donation was 31,000 eBooks and EBSCO Discovery Services – a webscale discovery product.

The library continued to subscribe to Freegal – free and legal music downloads,

Zinio, on line magazines, and Universal Class, a tool for lifelong learning. In November 2013, the library purchased TumbleBooks, an online library of animated talking picture which engaged the library's youngest patrons. In January 2014, the library purchased an AWE Learning station, a computer specifically designed for children 2 - 8 years old, which promotes early literacy. The latest version of the AWE station features more than 70 educational software programs, featuring hundreds of activities.

The library kept its digital presence fresh during the year with many posts, tweets, and pictures on Facebook, Twitter, Pinterest, and Flickr.

## Library Staff

It was a year of staff additions and retirements. Nicole Rogers began her career in Topsfield as a Library Assistant in the Reference Department in July 2013. Dinah Torrey, beloved Library Assistant in the Children's Room, retired in March 2014. Popular Library Assistant Nicole Giroux left the library in June 2014. Laura Lee Bond and Lindsey Recka started as Library Assistants in the Children's Room in May and June 2014 respectively.

## Library Programs

The library added an "Awesome Box" for patrons during this fiscal year. Patrons nominated books they thought were "awesome" and those books were displayed in the box for others to enjoy. A Pinterest board was also created so that patrons could review "Awesome" books from the comfort of their homes.

The popular "Concerts in the Barn" series opened on a beautiful October afternoon with Athene Wilson and Friends. Attendees enjoyed a two hour interactive jazz/blues/pop concert with the group. A cold afternoon in January welcomed Cappella Clausura, an a cappella group specializing in the music of women composers. The last concert of the season was a Friday evening in May featuring Calliope Winds, a talented and dynamic quintet of wind instruments, focused on Viennese music. All the concerts were funded by the George Gould Trust for the Visual and Performing Arts and refreshments were provided by Lantern

Hill Catering, sponsored by the Bradley D. Gatlin Family Trust.

The library was busy during the year with non-musical programming for adults which was funded by the Gould Trust and the Friends of the Topsfield Library. In September 2013, The Gravestone Girls provided an interesting virtual tour of Topsfield cemeteries. November's presentations included Kevin Gardner, a local stonemason and historian, who build a miniature stonewall while discussing the history of stonewalls in New England and a second annual Local Author night which hosted 7 authors eager to share their publishing experiences with patrons. February 2014 brought Chef Liz Barbour to Topsfield, who delighted patrons with Cooking with Chocolate. Betsy Williams provided many tasty treats in her March 2014 Herb program. In April 2014, Topsfield resident Jamie Belsito had patrons on their feet during a Flamenco talk and demonstration. The programming season ended in May with Pulitzer Prize winning author and Topsfield resident Paul Harding discussing his newest book, *Enon* at the Gould Barn.

On Earth Day April 22, 2014, the library unveiled its newest resource – a seed library! The concept behind a seed library is simple: take a packet of seeds, grow them in your garden, and when you harvest, save some seeds and return them to the library for next year. Over time, the seed library will have seeds that are especially suited to growing in Topsfield and the seed library will be self-sustaining. The library re-purposed its old card catalog for the seed collection.

The library thanks the New Meadows Garden Club, Topsfield Garden Club, and the Friends of the Topsfield Library for providing funding to start this new endeavor.

The library continued its tradition of hosting the gingerbread house workshop the morning of the December Holiday Stroll. Approximately 75 children enjoyed decorating premade gingerbread houses with holiday candy. The Friends of the Library and volunteers from Masconomet High School worked diligently to ensure each child had enough supplies to create their masterpiece. The Masconomet High School Concert Choir entertained visitors with an assortment of holiday tunes. Hot chocolate and cookies baked and served by the Friends of the Topsfield Town Library ended a very special evening.

The Library renewed its popular art-leasing program with the DeCordova Mu-

seum located in Lincoln, MA. This program provides artwork for 5 different locations throughout the Library, changing the collection once a year. Also included in the DeCordova membership are passes to the museum for use by Topsfield residents.

The Library also had monthly art exhibits in the meeting room, providing an inviting space for local and regional artists. The Library requested 15% of total sales as a donation to the Friends of the Topsfield Town Library. The percentage supports the Friends of the Library Art Scholarship given each year to a graduating Masconomet High School senior who will continue his or her education in the arts.

### **Children and Young Adults**

The Library provided an exciting summer reading programming using the national theme of "Fizz, Boom, READ!" The Summer Reading Kickoff party was held on Friday evening June 20. Nearly 200 people attended. The Proctor School jazz band provided the musical entertainment and the Friends' of the Library provided a "Make Your Own Sundae" bar. Marvelous Marvin and the Magic of Science provided an hour of science and entertainment. The summer reading events included the "Mad Science Laboratory," Nile the Whalemobile, Jeff Jam Music, the Summer Reading Bookclub, Toto the Tornado Kitten, Lego Mania, Farmer Minor and Daisy the Pig, Katy's Storytime, and Popcorn and Pajamas with Elizabeth. The library offered 32 programs during July and August, with 749 people attending.

Another beloved summer tradition is the Doll Tea Party held at the Gould Barn at the end of August. The library partnered once again with the Priscilla Capen Herb Society and although the day was extremely warm, 50 participants enjoyed decorating hats 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. Stories and craft programs were scheduled for early release days from school. For the year, the Library offered 127 children's and young adult programs, with a total of 2,635 participants.

**Friends of the Library**

The Friends of the Topsfield Library supported the library in many ways. Their membership drive and bi-annual book sales fund many adult and children's programs. The library would like to thank the Friends' for their continued support of the following programs:

- Gingerbread house workshop
- Holiday Stroll refreshments
- Spring egg hunt
- Seed Library
- Summer reading kickoff event
- Summer reading events
- Winter and spring book sales

And the work of the Friends' continued with their funding of the Museum Pass Program. Members of the Friends' are able to reserve and use discount passes to some of the area's most frequented museums. Currently, the Friends' sponsor the following museum passes:

- The Children's Museum of Boston
- Zoo New England: The Franklin Park and Stone Zoo
- Gloucester Maritime Heritage Museum
- The Institute of Contemporary Art
- Lowell Spinners (seasonal)
- Isabella Stewart Gardner Museum
- Massachusetts State Parks
- Museum of Fine Arts
- Merrimack Repertory Theatre
- Peabody Essex Museum
- Strawberry Banke

In closing, the Trustees of the Library would like to thank patrons for their generous support of the library. Community support makes a library strong and Topsfield is one of the strongest libraries in Massachusetts.

Respectfully submitted,

**2014 Board of Library Trustees**

Michael Massaro, *Chairman*

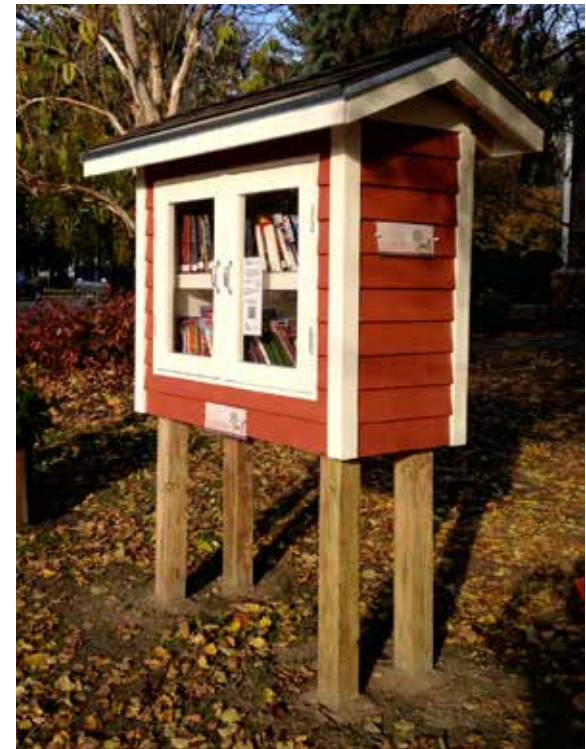
Philip Madell, *Vice Chairman*

Judith Lais, *Secretary*

Sean Cuniff

Kathleen Hoffman

Abigail Jackson



*Photo courtesy Gretchen Rehak*



# topsfield cultural council

The goal of the Topsfield Cultural Council (TCC) is to serve a broad array of citizens, including families, students, and seniors, by funding grants to organizations and individuals for cultural activities and programs.

## Grant Awards

In 2014, the Massachusetts Cultural Council allocated \$4,250 to the Topsfield Cultural Council for the awarding of grants to organizations and individuals. Another \$700 was added to this amount from activities from previous years for which no reimbursement requests were received, bringing the total allotment to \$4,940. Grant recipients encompassed a variety of fields, including art, music, history, storytelling, and science.

Specific programs that were made possible by the assistance of TCC grants included:

- A woodcut workshop for 20 adults, held in conjunction with an art exhibit at the Topsfield Town Library.
- A yearlong program of free multi-age art classes, called Community Art Sessions, were presented by Topsfield resident Jen LaRussa.
- The Art Room featured several artist demonstrations by practicing fine artists, each working in different mediums.
- The Mass Audubon Society brought noted bird language expert Dan Gardoqui to the sanctuary to present an evening program, as well as a daylong intensive field workshop, on understanding bird language.
- A program on whales was presented to Proctor School students by Topsfield resident Cynde McInnis.
- *"Short Skirts, Oh My! An Evolution of the Women's Movement"* by Historical Society member Anne Barrett was held in March at the Topsfield Town Library.
- The Holiday Walk, run by the Topsfield Recreation Committee, was again a popular event, and the TCC was pleased to help make it happen.
- Musician and storyteller John Root, who was also sponsored by the Topsfield Historical Society, presented "Only Yesterday," featuring songs and stories from the 1940s and 1950s.
- Other sponsored musical programs included the Northeast Mass Youth Orchestra concert, an educational clinic and concert at Masconomet Middle

School given by the New England Brass Band, and the Recreation Committee's Concerts on the Common.

- For a few hours Steward School was alive with the sounds of internationally acclaimed percussionist Tony Vacca, who gave a school-wide assembly with dancer Abdou Saar; the performance was part of their Senegal-America project, which serves as a model for global citizenship.

Respectfully submitted,

2013 Topsfield Cultural Council Members

Julie Sullivan, *Chairman*

David Juliano, *Treasurer*

Michelle Sabri, *Secretary*

Emily Collins

Mary McDonald

Jacqueline White

Deborah Pechet Quinan

# parks and cemeteries commission

## 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: 978-887-6533

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 approximately mid December 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 30 internments were performed in fiscal year 2014, of which 15 were full and 15 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.

## 2014 Highlights

- Pyebrook Park surface depressions were filled, in addition to ongoing valve box repairs which impact the surface due to trash continuing to settle below.
- We are working with Weston & Sampson Engineers and the D.E.P. at Pyebrook Park for permitting to decommission the irrigation pond and to provide for a larger well pump, so that we are able to draw direct from the well to irrigate the fields. The pond could then be back-filled to create a recreational facility.
- We revisited our Dog Policies due to an influx of complaints regarding unleashed dogs in our Parks. We affirmed our leash policy to protect public health and safety, and also installed additional signage. This department will also work closely with the Animal Control Officer in terms of policy enforcement.
- The Parks and Cemeteries Commission has plans to transform existing Steward Tennis Courts into a multi-use facility with parking at the Steward School to include tennis, pickle ball and basketball.
- 2014 saw the return of Emerson Field for sports leased from the Congregational Church, which is now a 6 month term lease subject to review by Church officials and the Parks & Cemeteries Commission.

- We were proud to work on a community service project supported mostly by private donations in 2014 with the Essex Agricultural & Technical High School, which resulted in beautification of the Veteran's Green and Town Hall by their students who did landscaping, planting/re-design of same.

### Recreation

The Recreation Commission is comprised of volunteers that run non-competitive sports, instructional and entertaining programs for all age groups. Four members served on this Committee during FY14. The Recreation Committee works directly under the auspices of the Parks and Cemeteries Commission. Recreation programs continue to grow in popularity especially summer programs as well as band concerts on the Common and the Christmas walk.

### Miscellaneous

2014 also saw the approval of \$35,000.00 in funds at Town Meeting in May for the purchase of a new self-propelled sweeper which will assist with fall and spring clean-ups. The Parks and Cemeteries Department also assisted the Board of Health with deceased animal pick-ups throughout the town. We responded to 19 deceased animal calls in fiscal year 2014. Our Dept. is also responsible for the purchase of necessary supplies relating to methane flares in Pyebrook Park, however the rebuilding of methane flares remains outsourced to Weston & Sampson Engineers. Our Dept. continues to work with Weston & Sampson and the D.E.P. to assure that all regulations and maintenance issues are addressed at Pyebrook Park.

### 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, Essex Agricultural & Technical High School and the Main

Street Foundation, as well as all other individuals who donated to the Parks & Cemeteries Dept. throughout this past year.

Respectfully submitted,

Robert Benjamin, *Chairman*



Photo courtesy Kindra Clineff

# rail trail committee

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.

## **FY2014 Activities**

- Opened the Phase IV section of the Topsfield Linear Common from Washington St. to the Boxford town line, a distance of about 1.6 miles.
- Worked with the Friends of Topsfield Trails on various construction projects received donations to the TLC.
- 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 entire length of the trail which has a length of about 3.9 miles.
- Phase IV drainage ditch remediation (much more needed).
- Benches made and located by Eagle Scout project (Nick Meixsell).
- Main St. curb cuts installed for the trail crossing.
- Ipswich River Railroad bridge emergency maintenance completed.
- Installed an informational kiosk at Rt. 1, which includes Topsfield historical information and a map showing location in relation to the Border-to-Boston trail.
- Planted donated day lilies along the 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.
  - Table at the Strawberry Festival.

Respectfully submitted,

Joe Geller, *Chairman*

## **Topsfield Rail Trail Committee:**

Joe Geller, *Chairman*

Roy Baessler

David Read

Gregg Demers

Kathy Tremblay.

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

# conservation commission

## 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 the Topsfield Town Library meeting room. Phone: 978-887-1510, general E-mail address: *conservation@topsfield-ma.gov*, webpage on the Town website: *www.topsfield-ma.gov*.

## Highlights

The Administrator's reviews of proposed activities for FY2014 increased significantly over the previous year, primarily due to increased building activities. More than twice as many Certificates of Compliance for completed projects were issued. Determinations of Negligible Impact, for minor projects in Riverfront Area, and TCC Administrator Permits, for relatively small projects in Buffer Zones, increased, continuing to replace applications previously filed as Requests for Determinations of Applicability. Review of these two application types does not require legal notice or abutter notification. 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 the National Grid Substation upgrade at 224A Boston Street, development at 120 High Street/Hickory Beech Subdivision, and parking activities on Topsfield Fairgrounds properties in areas contiguous to wetlands and/or the Ipswich River. Coordination continued with State and Federal agencies on major enforcement matters. The Commission modified portions of the Wetlands Bylaw Regulations, especially related to drainage and stormwater management, and added references to the Topsfield Soils Map that was prepared the previous year.

The Conservation Department initiated set-up of Conservation input to the Munis Permitting Software program for permitting departments in Town, with effort to include information useful to all departments involved. Annual Town Meeting

in May passed a warrant article to decrease the Commission's membership from seven to five members, and the MA Attorney General's office accepted the new number in June. With the resignation of long-time, dedicated, and most knowledgeable Jim MacDougall, the Commission ended the fiscal year with four members. Jim's expertise will be missed.

As an Eagle Scout project for the Commission, Aidan Crowley organized and implemented rehabilitation and enhancement of the former "Buttercup House" property, now Conservation Land, at 362 Boston Street. The Conservation Department's Summer Intern, Kerry Ditson, an enthusiastic senior honors student in English at UMass Amherst had her article about the Commission published in the Tri-Town Transcript and prepared outreach/educational documents for the Commission's webpage.

Attorney Jennie Merrill served as the Chair and educator/biologist Cheryl Jolley as the Vice-Chair. Pauline Doody resigned unexpectedly at the end of the fiscal year to begin a full-time position at Salem Five Bank. MaryAnn Tuxbury, who has many years of experience in planning, health, and conservation offices, served as the Minutes Secretary and also provided secretarial assistance in the Conservation office. Re-appointed Tree Planning Committee members Paul Harder and Reggie Lockwood planned an outreach program to provide citizens with information about tree selection, planting, and care. Mary Sawall provided a cheerful spirit and valuable assistance with organization of department files under the Senior Work-off Program.

The Conservation Commission welcomes volunteer assistance and donations of land.

Respectfully Submitted,  
Lana Spillman, *Conservation Administrator*

# planning board

## Introduction

The responsibilities of the Planning Board include approval of ANR lots and subdivisions, site plan review of proposed projects, the granting of special permits for certain uses of property, and planning for the future use of land and resources in the Town of Topsfield. The Board's efforts during this term centered on an extensive review process concerning stormwater run-off and drainage issues related to both the roadway and drainage infrastructure of the Hickory Beech Sub-division, and the development's five remaining undeveloped lots.

## 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 By-law special permits were granted for family accessory apartments at 19 Orchard Lane and 9 Gail Circle.
- Under the Stormwater & Erosion Control By-law 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 By-law, 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 by-laws, 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 Martha Morrison and Steven Hall were re-elected to the Board in May 2014. 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 replace the moratorium that expired on May 6, 2014 with a new section entitled "Medical Marijuana Treatment Center" that established permitting requirements for such entities, referencing the state Department of Public Health Rules and Regulations. This bylaw allows the use in the Business Park District by special permit, designates the Zoning Board of Appeals as the special permit granting authority and requires site plan review with additional features regarding licensing for said use.
- To add the Medical Marijuana Treatment Center use to the Table of Use Regulations, allowing for the establishment of a medical marijuana treatment center by Special Permit in the Business Park District.
- To insure that lots contain an area for construction that does not require encroachment on resource areas necessary for stormwater management and wetland protection. This article establishes for lots created after May 6, 2014 in the ORA and the IRA Districts the requirement that each lot's buildable area be capable of containing a 100 foot diameter circle within which there is not more than 5% of buffer zone, and re-lettering the existing section "C" to "D" and amending it to allow the Planning Board to require indication on subdivision plans or on plot plans the location of the 100 foot diameter circle on a lot or lots.



**Elderly Housing Development Project**

The Planning Board monitored the final construction phase for the required driveway infrastructure related to the walking path, curbing and rotary island for the New Meadows Elderly Housing District and approved minor modifications as part of the review process.

All the above activities required the coordination and cooperation of boards, committees and departments throughout Town government. The Planning Board would like to acknowledge the extraordinary commitment of time and talent of all who have participated.

Respectfully submitted,

Martha Morrison, *Chairman*

Steven Hall

Ian De Buy Wenniger

Jeanine Cunniff

Joseph Geller



Photo courtesy Kindra Clineff

# zoning board of appeals

## Introduction

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

## FY14 Decisions / Highlights

- 13 Ross Road: The Board granted a finding for the construction of a one room addition to a single family residence on a non-conforming lot.
- 53 Main Street: The Board approved an amendment to the April 24, 2012 decision and approved a modified parking plan in accordance with the revised site Plan dated August 16, 2013 relative to parking spaces, one way traffic flow, directional arrows and signage for the retail operations at that site.
- 45 Washington Street: The Board granted a finding to allow the demolition of an existing rear first floor room and its replacement with a larger footprint to a single family residence on a non-conforming lot.
- 17 Gail Street: The Board granted a finding to allow the construction of a side addition and the expansion of the rear extension by two feet to a single family residence on a non-conforming lot.
- 7 Grove Street: The Board approved a minor modification to the approved site plan dated April 13, 2007, as amended, relative to the location of parking spaces for the professional building, known as Topsfield Station.
- 116 Boston Street: The Board approved a special permit with site plan review for the conversion of a residential dwelling with horse farm to a conference and event facility. Site plan approval in conjunction with a stormwater management review was granted with conditions relative to the creation of a parking lot for the event facility.
- 46 South Main Street: The Board granted a finding to allow the demolition of an existing garage and apartment and replacement with the construction of a 1 ½ story Carriage House Garage with porch on a non-conforming lot.
- 19 South Main Street: The Board granted a finding to allow the demolition of a rear porch and construction of a rear two story addition that also changed the rear roof line to a single family residence on a non-conforming lot.
- 207 Boston Street: The Board granted a special permit in connection with the Topsfield Agricultural Fair, to be held from the Friday, 10 days prior to, and through Columbus Day to allow for parking of cars, use of the midway until 11:30PM. The special permit was subject to the following conditions:
  - (1) loudspeakers for amplified noise for entertainment purposes are to cease operation at 10:15PM, for the period of Sunday thru Wednesday during the Topsfield Fair;
  - (2) loudspeaker announcements would be limited to only public safety announcements after 10:15PM;
  - (3) the period of this special permit is for three (3) years which includes the operation of the Fair for 2014, 2015 and 2016;
  - (4) The Fairgrounds will open no earlier than 9AM for admittance to the general public in the morning during the annual fair with buildings and agricultural displays opening at 10AM;
  - (5) the First Friday start time opening for the public to gain entrance will be 1PM. All other conditions remain the same as the 2009 special permit including free parking on the first Friday on Fairground owned and operated lots.

- 47 Central Street: The Board granted a variance from the required lot area and depth requirements in order to subdivide the corner lot with two existing principal structures into two non-conforming lots.

Respectfully submitted,

Robert J. Moriarty, *Chairman*

Jody L. Clineff

David D. Merrill

David P. Moniz

Gregor Smith



Photo courtesy Kindra Clineff



# annual/special town meetings

## **ANNUAL/SPECIAL TOWN MEETINGS PROCTOR SCHOOL – WOODBURY AUDITORIUM TUESDAY, MAY 6TH, 2014**

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

The Moderator called the Annual Town Meeting to order at 7:18 p.m., stating the required quorum had been surpassed. The Moderator followed with reading of the Warrant and the Return of the Constable noting the meeting had been duly posted and advertised as required by law, and called the meeting to order. The meeting opened with the Pledge of Allegiance. He continued with the following announcements.

1. The meeting is being taped for future broadcast. Thanks to volunteers Brad Sweet and his assistant Baxter Demers for this service. We also thank Art Bevilacqua of Essex TV & Radio for providing audio for this Meeting.
2. Microphones have been provided in the auditorium for your convenience. We ask that you use them when addressing the meeting.
3. If you wish to speak to any question, you must first be recognized by the Moderator. When recognized, the person must state his or her name and street address.
4. By long standing tradition in the Town, a recommendation of the Finance Committee amounts to the main motion, and doesn't require a second. If the Finance Committee recommends "no action" on a particular article, and a voter desires positive action on the article or an amended article, the voter may and should, during discussion of the Finance Committee recommendation, state his or her intention to move for positive action on the article or an amended article if the Finance Committee's "no action" recommendation is voted down; but, the vote will be taken on the Finance Committee's recommendation of "no action" before a motion for positive action is in order.
5. If a voter desires to move an amendment to a Finance Committee recommendation or to any other motion, I will require a written proposed motion to amend for review by myself and Town Counsel prior to any action on it.

We have printed forms for these motions and will be happy to help anyone who needs assistance in making it out.

The Moderator asked for unanimous consent to allow out of town Department Heads to sit with their peers. Consent was given.

The Moderator moved to his introductions. First, he introduced Ann Gill, the Town Clerk, on her maiden voyage on Annual Town Meeting. He then introduced the Board of Selectmen, Acting Chair Martha Morrison, Dick Gandt, Laura Powers and Eldon Goodhue. He also recognized Town Council Lauren Goldberg, and Town Administrator Kellie Hebert. Introductions were made of the Finance Committee Members, Chairman Mark Lyons, Karen Dow, Heidi Bond, Paul Dierze, Dan Shugrue, Jonathan Guido, and Dana Warren.

The Town Moderator requested the Meeting start with the Annual Award Presentations.

### **2014 AWARDS PRESENTATION**

The following is a list of recipients who received awards for their past service to the town. The awards were presented by Selectmen Martha Morrison with the assistance of Laura Powers.

Susan Archer.....	Elementary School Committee
Laurence C. Atkins.....	Council on Aging
Gerald J. Buckley .....	Housing Authority
Katherine E. Carlson .....	Rail Trail Committee
Gracie A. Clemson .....	Council on Aging
Richard J. Cullinan.....	Board of Road Commission
Charles R. Denault, Jr. ....	Wallace Kneeland Committee
Mark O. Erickson .....	Conservation Commission
Henry A. Goudreau .....	Planning Board
Kathryn S. Hartmann.....	Finance Committee
Audrey B. Iarocci.....	Board of Library Trustees

John W. Minnehan ..... Housing Authority  
 Karen E. Nadherny ..... Cultural Council  
 Melissa A. Ogden ..... Open Space Committee  
 Robert D. Ogden ..... Cable TV/ Website Committee  
 Jacqueline A. Rizzo ..... Council on Aging  
 Kathleen A. Tremblay ..... Rail Trail Committee  
 William B. Whiting ..... Cable TV/ Website Committee

The following recipients were unable to attend but were recognized:

Patricia A. Carroll ..... Council on Aging  
 Dorothea M. DeLuca ..... Board of Library Trustee  
 Elizabeth L. Dierze ..... Masconomet School Committee  
 Scott Dow ..... Wallace Kneeland Committee  
 Bruce C. Spaulding ..... Alcohol Licensing Advisory Committee  
 Kenneth G. Vogel ..... BOS/Elementary School & Masco School

The Moderator then moved to Article First.

#### **ARTICLE FIRST: REPORTS**

Mark Lyons, Finance Committee Chair presented the Budget report in respect to recommendations for FY 2015.

Martha Morrison, Acting Chair for the Board of Selectmen, presented the report summarizing FY 2014 accomplishments and happenings.

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

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

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

The Finance Committee recommended that the Town raise and appropriate \$16,059,271 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 \$15,965,549; transfer the sum of \$66,000 from the Gould Trust Fund Part B; transfer the sum of \$1,722 from

the Fund Balance Reserved for Reduction Future Excludable Debt Account; transfer the sum of \$26,000 from the Conservation Revolving Account; and further, that the Town vote to raise, assess, and appropriate the additional sum of \$199,500 for the Elementary Schools as stated in the column entitled "Contingency Appropriation" in Appendix A, provided, however, that such additional appropriation shall be contingent upon the passage of a Proposition 2 ½ general override referendum under General Laws Chapter 59, § 21C(g). Appendix A may be found at the close of this document. Discussion ensued. The Town Moderator noted that only a simple majority vote was required, and the Town so voted overwhelmingly.

The Moderator, having concluded Town Meeting action on Article Third, stated "I will now entertain a motion to adjourn the Annual Town Meeting until such time as the business of the Special Town Meeting has been concluded and the Special Town Meeting is dissolved." The motion was made and seconded. The Moderator called the Special Town Meeting to order at 8:04 p.m. and read the warrant. He then moved to Article First of the May 6, 2014 Special Town Meeting.

#### **ARTICLE FIRST: REPORTS**

There were no reports.

#### **ARTICLE SECOND: PRIOR YEAR BILLS**

The Finance Committee recommended to see if the Town would transfer from available funds and appropriate a sum of money to pay outstanding bills contracted prior to July 1, 2013. There were none to review and the Town so voted unanimously.

## annual/special town meetings, cont.

### ARTICLE THIRD: TRANSFER OF FUNDS

The Finance Committee recommended that the Town 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 2014 fiscal year, and the Town so voted unanimously as follows:

FROM:		TO:
\$ 7,380	Selectmen Salary .....	\$ 2,480 Police Salary Account
	.....	\$ 1,946 Fire Salary Account
	.....	\$ 1,154 Treasurer Collector Wage Account
\$ 92,900	MIIA Health Insurance.....	\$ 9,400 Snow & Ice Wage Account
	.....	\$83,500 Snow & Ice Other Account
\$ 4,840	Essex Retirement.....	\$ 3,800 Town Hall Other Account
	.....	\$ 1,040 Town Treasurer Collector Other
\$16,060	Worker's Compensation ....	\$14,000 Fire Other Account
	.....	\$ 2,060 Highway Wage Account
\$48,375	Property & Liability Ins. ....	\$11,100 Highway Other Account
	.....	\$ 8,647 Library Maintenance & Repair Account
	.....	\$ 5,000 School Other Account
	.....	\$ 5,000 Selectmen Other Account
	.....	\$ 5,000 Town Hall Other Account
	.....	\$13,628 Police Wage Account
\$10,000	Police Other.....	\$10,000 Police Wage Account
\$14,740	Insurance & Restitution .....	\$14,740 Police Wage Account
\$ 1,200	Assessors Wage.....	\$ 1,200 Assessors Other Account
\$ 1,660	A19/13ATM.....	\$ 1,660 Inspectional Services Other Account
\$ 3,078	A17/13ATM .....	\$ 3,078 Town Hall Other Account

### ARTICLE FOURTH: PURCHASE OF TECHNOLOGY EQUIPMENT FOR THE ELEMENTARY SCHOOLS

The Finance Committee recommended that the Town appropriate and transfer the sum of \$90,462 from Article Third of the May 2013 Annual Town Meeting Insurance: Medical to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, to purchase technology equipment, and the Town so voted unanimously.

The Moderator stated the business of the Special Town Meeting was concluded. He would now entertain a motion to dissolve the Special Town Meeting of May 6, 2014. The motion was duly made, seconded and voted unanimously. The Special Town Meeting dissolved at 8:10 p.m. The Annual Town Meeting resumed with Article Fourth.

### ARTICLE FOURTH: WATER DEPARTMENT OPERATING BUDGET

The Finance Committee recommended that the Town appropriate the sum of \$891,842 as detailed herein, and to meet said appropriation \$891,842, to come from Water Revenue, to operate the Water Department from July 1, 2014, through June 30, 2015, and to approve the sum of \$109,702 of indirect costs appropriated in the General Fund under Article Third above, to be funded from Water Revenue, and the Town so voted unanimously.

Appropriated Fiscal Year 2014	Proposed Appropriation Fiscal Year 2015
----------------------------------	---

WATER DEPARTMENT OPERATING BUDGET			
\$ 77,240	.....Salary .....	\$ 81,073	
155,791	.....Wages.....	177,577	
273,054	.....Other .....	296,980	
84,000	.....Long-Term Debt Principal.....	83,500	
31,572	.....Long-Term Debt Interest .....	28,212	
20,000	.....Short-Term Debt Interest .....	38,000	



5,000 .....	Debt Issue Costs .....	5,000
130,000 .....	Water Reserve Fund .....	130,000
76,500 .....	Unanticipated Emergency .....	51,500
853,157 .....	SUB-TOTAL – DIRECT COSTS .....	891,842
106,229 .....	Indirect Costs .....	109,702
959,386 .....	TOTAL: WATER DEPARTMENT .....	1,001,544

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

The Finance Committee recommended that the Town approve the 2015 Fiscal Year Gross Operating Budget of the Masconomet Regional School District in the amount of \$30,932,313 and appropriate the sum of \$6,421,520 to fund the Town's share of the Fiscal Year 2015 Masconomet Regional School District Assessment of which the sum of \$6,133,337 supports the Maintenance & Operating Budget, and the sum of \$288,183 supports the Masconomet Building Debt Service; and to meet said appropriation raise and assess the sum of \$6,421,520, and the Town so voted unanimously.

#### **ARTICLE SIXTH: ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT ASSESSMENT**

The Finance Committee recommended that the Town approve the 2015 Fiscal Year Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$28,038,701 and appropriate the sum of \$188,764 for the Town's share of the assessment of same; and to meet said appropriation, raise and assess the sum of \$185,957; and transfer the sum of \$2,807 from Article Seventh of May 2013 Annual Town Meeting, and the Town so voted unanimously.

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

The Finance Committee recommended that the Town authorize the Board of Selectmen, with the advice of the Park & Cemetery Commissioners, 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 raise, assess and appropriate the sum of \$1,250 for said lease, and the Town so voted unanimously.

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

The Finance Committee recommended that the Town 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, and the Town so voted unanimously.

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

The Finance Committee recommended that the Town authorize the Board of Selectmen to enter into contracts with the Massachusetts Department of Transportation for the ensuing year and to accept and expend such sums as may be made available to the Town under Chapter 90 of the General Laws, and the Town so voted unanimously.

#### **ARTICLE TENTH: ANNUAL ENGINEERING & LANDFILL MONITORING**

The Finance Committee recommended that the Town 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 2015 annual professional engineering and monitoring services related to the capping and closure of the Town's sanitary landfill, and the Town so voted unanimously.

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

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$18,319 as a grant to fund certain activities of the Tri-Town Council, and the Town so voted unanimously.

#### **ARTICLE TWELFTH: SENIOR CARE**

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$1,500 as a grant to Senior Care Inc., and the Town so voted unanimously.

#### **ARTICLE THIRTEENTH: FUND TOWN EMPLOYEE SEPARATION RESERVE FUND**

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$20,000 to the Town Employee Separation Reserve Fund created under Article Fourth of the May 7, 2013 Special Town Meeting for costs 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

## annual/special town meetings, cont.

Personnel Bylaw, rules, regulations, policies or applicable contracts or collective bargaining agreements, and the Town so voted unanimously.

### **ARTICLE FOURTEENTH: FUND OTHER POST EMPLOYMENT BENEFITS**

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$100,000 to the "Other Post-Employment Benefits Liability Trust Fund"; and the Town so voted unanimously.

### **ARTICLE FIFTEENTH: RESERVE FOR WAGES**

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$30,000 for general collective bargaining settlement purposes in Fiscal Year 2015, and the Town so voted unanimously.

### **ARTICLE SIXTEENTH: RESERVE FOR PAY & COMPENSATION STUDY**

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$50,000 to be expended by the Board of Selectmen, with the advice of the Personnel Director, to implement an Employee Compensation Plan, and the Town so voted unanimously.

### **ARTICLE SEVENTEENTH: TRIENNIAL RE-CERTIFICATION FOR ALL REAL PROPERTY VALUES**

The Finance Committee recommended that the Town transfer \$22,500 from free cash, and transfer \$25,000 from Article Fifteenth of May 2012 Annual Town Meeting and appropriate a sum of \$47,500 to be expended by the Board of Selectmen, with the advice of the Board of Assessors, to contract for the State required re-certification update of real property values for residential, commercial and industrial real estate, and the Town so voted unanimously.

### **ARTICLE EIGHTEENTH: FISCAL YEAR 2015 ADDITIONAL REAL ESTATE EXEMPTION**

The Finance Committee recommended that the Town 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 2015 for all taxpayers qualifying for a personal exemption, and the Town so voted unanimously.

### **ARTICLE NINETEENTH: PARK REVOLVING FUND**

The Finance Committee recommended that the Town reauthorize the Park Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Laws Chapters 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, and the Town so voted unanimously.

### **ARTICLE TWENTIETH: PARK REVOLVING FUND**

The Finance Committee recommended that the Town reauthorize the Cemetery Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Laws 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, and the Town so voted unanimously.

### **ARTICLE TWENTY-FIRST: CONSERVATION COMMISSION REVOLVING FUND**

The Finance Committee recommended that the Town reauthorize the Conservation Revolving Fund for the Conservation Commission pursuant to Massachusetts General Laws 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, and the Town so voted unanimously.

**ARTICLE TWENTY-SECOND: PURCHASE TELEPHONE SYSTEMS FOR THE TOWN HALL AND LIBRARY**

The Finance Committee recommended that the Town appropriate the sum of \$21,000 to be expended by the Board of Selectmen to purchase and install digital telephone systems, including hardware, software and other equipment needed to replace the Town Hall and Library's existing systems; and transfer from Free Cash the sum of \$17,400; and transfer the sum of \$3,600 from Article Fifth of the May 2011 Special Town Meeting, and the Town so voted unanimously.

**ARTICLE TWENTY-THIRD: PURCHASE OF LAWN SWEEPER**

The Finance Committee recommended that the Town appropriate the sum of \$35,000 to be expended by the Board of Selectmen, with the advice of the Park and Cemetery Commissioners, to purchase and equip a lawn sweeper, and to appropriate and transfer from Free Cash the sum of \$10,000; and from the Cemetery Perpetual Care Fund the sum of \$20,000; and from the Park Revolving Fund the sum of \$5,000; and trade-in or sell a 1996 lawn sweeper, and the Town so voted unanimously.

**ARTICLE TWENTY-FOURTH: PURCHASE OF BRUSH CHIPPER**

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$38,000 to be expended by the Board of Selectmen, with the advice of the Tree Warden, to fund the purchase of a brush chipper; and trade-in or sell a 1993 brush chipper, and the Town so voted unanimously.

**ARTICLE TWENTY-FIFTH: PURCHASE OF A POLICE CRUISER**

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$40,200 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new Police cruiser; and trade-in or sell a 2006 Ford Crown Victoria, and the Town so voted unanimously.

**ARTICLE TWENTY-SIXTH: PURCHASE OF A FIRE UTILITY VEHICLE**

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$50,000 to be expended by the Board of Selectmen, with the advice of the Fire Chief, to purchase and equip a new Fire Utility Vehicle, and the Town so voted unanimously.

**ARTICLE TWENTY-SEVENTH: REPAIR OF TOWN FACILITIES**

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$120,800 to be expended by the Board of Selectmen to fund repairs and associated costs to repair Town facilities as recommended in the report entitled "Town Buildings Assessment Study and Capital Master Plan," on file with the Town Clerk, and the Town so voted unanimously.

**ARTICLE TWENTY-EIGHTH: ANDFILL – FIELD AND INFRASTRUCTURE MAINTENANCE**

The Finance Committee recommended that the Town appropriate and transfer from Free Cash 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 the Town so voted unanimously.

**ARTICLE TWENTY-NINTH: PURCHASE OF A HIGHWAY DUMP TRUCK/ SANDER**

The Finance Committee recommended that the Town appropriate \$145,000 to purchase and equip a Highway Dump Truck/Sander, including the payment of all other costs incidental and related thereto; and trade-in or sell the existing 2000 model year Dump Truck/Sander, that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and the Town so voted unanimously exceeding the required two-thirds vote.

**ARTICLE THIRTIETH: PURCHASE OF A FIRE RESCUE VEHICLE**

The Finance Committee recommended that the Town appropriate \$210,000 to purchase and equip a Fire Rescue Vehicle, including the payment of all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Discussion ensued and the Town so voted with the required two-thirds vote.

**ARTICLE THIRTY-FIRST: PURCHASE OF A FIRE QUINT/LADDER TRUCK**

The Finance Committee recommended that the Town appropriate \$1,000,000 to pay the costs of purchasing and equipping a Fire Quint/Ladder Fire Apparatus,

## annual/special town meetings, cont.

including the payment of all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Discussion ensued. AT 9:06 p.m., John Spencer of Morningside Drive asked to move the question. The Town voted unanimously to do so. The Town so voted in favor of the Finance Committee recommendation with the required two-thirds vote.

### **ARTICLE THIRTY-SECOND: PERKINS ROW PUMPING STATION REHABILITATION DESIGN**

The Finance Committee recommended that the Town transfer and appropriate the sum of \$100,000 for the preparation of design plans and construction documents for the Perkins Row Pumping Station Rehabilitation Project as described in Article Thirty-second of the warrant; and to meet said appropriation, transfer the amount of \$100,000 from the amount appropriated under Article Twenty of the May 2012 Annual Town Meeting; to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, and to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to take any other action necessary to carry out this project. After brief discussion, the Town so voted unanimously.

### **ARTICLE THIRTY-THIRD: WATER STORAGE TANKS REPAIR AND IMPROVEMENT**

The Finance Committee recommended that the Town appropriate the total sum of \$250,000 for the construction phase of the Water Storage Tanks Repair and Improvement Project as described under Article Thirty-third of the warrant; and, to meet said appropriation, transfer the sum of \$78,000 from the amount appropriated under Article Twentieth of the May 2012 Annual Town Meeting, the sum of \$35,000 from the amount appropriated under Article Thirty-seventh of the May 2013 Annual Town Meeting, and \$137,000 from Water Enterprise Retained Earnings; such funds to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, and to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners,

to take any other action necessary to carry out this project, and the Town so voted unanimously.

### **ARTICLE THIRTY-FOURTH: WATER TREATMENT PLANT DESIGN**

The Finance Committee recommended that \$800,000 be appropriated to pay costs of project management services, design, preparation of construction documents, pilot testing, permitting and bidding of a water treatment plant, including related 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; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 29C and Chapter 44, Sections 7 & 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town thereof. All or any portion of the amount authorized to be borrowed pursuant to this vote may be obtained through the Massachusetts Water Abatement Trust (the "Trust"), and in connection therewith, appropriate officials of the Town are authorized to execute and deliver any and all documents and agreements incidental and related thereto, including one or more loan and/or security agreement(s) with the Trust and any related project regulatory agreement(s) with the Department of Environmental Protection. Heated debate ensued, and the Town voted in favor of the Finance Committee's recommendation by the required two-thirds vote.

### **ARTICLE THIRTY-FIFTH: WATER MAIN REPLACEMENT - WASHINGTON STREET**

The Finance Committee recommended that \$1,100,000 be appropriated to pay costs of replacing water mains and appurtenances on Washington Street from Colrain Road to River Road, including the payment of all other project expenses for the Washington Street Water Main Replacement and Improvement Project, so called; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 8(5) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town thereof, and the Town so voted unanimously, exceeding the two-thirds vote requirement.

**ARTICLE THIRTY-SIXTH: AMEND PROCUREMENT CONTRACT BYLAW**

To see if the Town will vote to amend Chapter XXIV, Procurement Contract Bylaw, section 2 by deleting:

“one thousand (\$1,000.00)”

and inserting in place of therof:

“ten thousand (\$10,000.00)”

, or take any other action relative thereto.

The Finance Committee recommended that the Town amend Chapter XXIV, Procurement Contract By-Law, section 2, as set forth under Article Thirty-sixth of the warrant, and the Town so voted unanimously.

**ARTICLE THIRTY-SEVENTH: AMEND ANIMAL CONTROL BYLAW**

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

“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”
--	---

and inserting in place of therof:

“All Dogs Neutered or Spayed (male or female)	Fifteen (\$15.00) dollars per registered dog
---	--

All Dogs Not Neutered or Spayed (male or female)	Twenty (\$20.00) dollars per registered dog”
--	--

, or take any other action relative thereto.

The Finance Committee recommended that the Town vote to amend Chapter XXIII, Canine Control By-Law, section 23-2.3, as set forth under Article Thirty-seventh of the warrant, and the Town so voted unanimously.

**ARTICLE THIRTY-EIGHTH: AMEND MEMBERSHIP OF CONSERVATION COMMISSION**

To see if the Town will vote to reduce the size of the Conservation Commission from seven members to five, by amending the Town Bylaws, Chapter II, Article VII, Section 2-15, Conservation Commission, to delete Section 2-15.2 in its entirety and insert the following in place thereof:

“2-15.2 Members: Term. A Conservation Commission of five (5) members shall be appointed by the Board of Selectmen for three-year overlapping terms, commencing July 1 of each year, so arranged that the term of no more than

two members shall expire in any given year.”

provided, however, that following the effective date of the bylaw approved hereunder, the Board of Selectmen shall make appointments to the Conservation Commission to fill vacancies as they may arise, or upon expiration of term, only as needed to bring the total composition of the Conservation Commission to five, and for such term as appropriate so that the term of no more than two members shall expire in any given year, and thereafter appointments shall be made for three-year terms as provided in said bylaw, or take any other action relative thereto.

The Finance Committee recommended that the Town amend Chapter II, Article VII, Section 2-15, Conservation Commission, as set forth under Article Thirty-eighth of the warrant, and the Town so voted unanimously.

**ARTICLE THIRTY-NINTH: HOME RULE PETITION FOR EIGHT ALCOHOL POURING LICENSES**

To see if the Town will vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the Board of Selectmen to issue EIGHT pouring licenses for conference and event facilities and full-service restaurants as defined in the Zoning Bylaws, and in the form set forth below; 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 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, or take any other action relative thereto.

An Act Authorizing the Issuance of Eight Licenses for the Sale of Alcoholic Beverages to Be Drunk On Premises in the Town of Topsfield

SECTION 1. Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the town of Topsfield shall be authorized to grant up to eight additional licenses for the sale of all alcoholic beverages to be drunk on the premises under the provisions section 12 of said chapter 138, to entities licensed as a common victualler under chapter 140 of the General Laws and operating as a “conference and event facility” or “full-service restaurant,” both as defined in the Topsfield zoning by-laws. No holder of a license for the sale of alcoholic beverages under the provisions of any special or general law shall

## annual/special town meetings, cont.

be eligible to hold a license under this act. The licenses shall be subject to all of said chapter 138, except section 17.

SECTION 2. The license granted under this Act, if revoked or no longer in use, shall be returned physically, with all of the legal rights and privileges pertaining thereto, to the licensing authority.

SECTION 3. This Act shall take effect upon its passage.

The Finance Committee recommended that the Town authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the licensing authority of the Town to issue EIGHT pouring licenses for conference event facilities and full-service restaurants and to approve Article Thirty-ninth as set forth above in this warrant article After much heated debate, resident Philip Knowles asked that the question be moved, which was voted unanimously. The Finance Committee recommendation passed on a standing vote of: 94 ayes to 74 nos.

### **ARTICLE FORTIETH: CITIZEN PETITION - ESSEX AGRICULTURAL SOCIETY ALCOHOL LICENSE**

To see if the Town will vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the Board of Selectmen to issue to Essex Agricultural Society a license for the sale of all alcoholic beverages to be drunk on the premises at Topsfield Fairgrounds, 207 Boston Street, as set forth below; 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 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, or take any other action relative thereto.

An Act Authorizing the Issuance of a Certain License for the Sale of Alcoholic Beverages to Be Drunk On Premises in the Town of Topsfield

SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws, the licensing authority of the Town of Topsfield to grant a license for the sale

of all alcoholic beverages to be drunk on the premises under Section 12 of said Chapter 138. The licenses shall be subject to all of said Chapter 138, except Section 17.

SECTION 2. Licenses issued pursuant to this Act shall be non-transferrable to any other location, person, corporation, organization, or entity. Any transfer in violation of this Act shall render said license null and void.

SECTION 3. The license granted under this Act, if revoked or no longer in use, shall be returned physically, with all of the legal rights and privileges pertaining thereto, to the licensing authority.

SECTION 4. This Act shall take effect upon its passage.

The Finance Committee recommended that no action be taken. Lengthy discussion ensued. At 11:08 p.m., resident Robert Cornetta asked that the question be moved which was seconded. The Petition was dismissed.

### **ARTICLE FORTY-FIRST: AMEND ZONING BYLAW, ARTICLE VII, SECTION 7.04, MEDICAL MARIJUANA TREATMENT CENTER**

To see if the Town will vote to amend the Topsfield Zoning Bylaws by deleting Article VII, Special Regulations, Section 7.04 titled "Temporary Moratorium on Medical Marijuana Treatment Centers" in its entirety and replacing it with a new Section 7.04 titled "Medical Marijuana Treatment Center" to provide as follows:

#### **"7.04 Medical Marijuana Treatment Center**

A. A Medical Marijuana Treatment Center which is also known as a Registered Marijuana Dispensary, shall be permitted in the Business Park District by Special Permit and shall be subject to Site Plan Review in accordance with Article IX of the Topsfield Zoning Bylaws.

B. The Zoning Board of Appeals shall be the Special Permit granting authority for a Medical Marijuana Treatment Center.

C. Medical Marijuana Treatment Centers shall be licensed and operated in



accordance with 105 CMR 725.000, as may be amended from time to time.

D. Procedure:

1. Application: In addition to the materials required under Article IX, Site Plan Review, the applicant shall include:

- a. A copy of its registration as an Medical Marijuana Treatment Center from the Massachusetts Department of Public Health (DPH);
- b. A detailed floor plan of the premises of the proposed Medical Marijuana Treatment Center that identifies the square footage available and describes the functional areas of the Medical Marijuana Treatment Center, including areas for any preparation of marijuana-infused products;
- c. A description of the security measures, including employee security policies, approved by the DPH for the Medical Marijuana Treatment Center;
- d. A copy of the emergency procedures approved by the DPH for the Medical Marijuana Treatment Center;
- e. A copy of the policies and procedures for patient or personal caregiver home-delivery approved by the DPH for the Medical Marijuana Treatment Center;
- f. A copy of the policies and procedures for the transfer, acquisition, or sale of marijuana between Medical Marijuana Treatment Centers approved by the DPH;
- g. A copy of proposed waste disposal procedures; and
- h. A description of any waivers from the DPH regulations issued for the Medical Marijuana Treatment Center.

2. The Special Permit Granting Authority shall refer copies of the application to the Town's Inspectional Services Department, Fire Department, Police Department, Board of Health, the Conservation Commission, and the Highway Department. These boards/departments shall review the application and shall submit their written recommendations. Failure to make recommendations

within thirty-five (35) days of referral of the application shall be deemed lack of opposition.

3. After notice and public hearing and consideration of application materials, consultant reviews, public comments, and the recommendations of other town boards and departments, the Special Permit Granting Authority may act upon such a permit.

E. Special Permit Conditions on the Medical Marijuana Treatment Center:

The Special Permit Granting Authority shall impose conditions reasonable and appropriate to improve site design, traffic flow and public safety, protect water quality, air quality, and significant environmental resources, preserve the character of the surrounding area and otherwise serve the purpose of this section. In addition to any specific conditions applicable to the applicant's Medical Marijuana Treatment Center, the Special Permit Granting Authority shall include the following conditions in any special permit granted under this Bylaw:

1. Hours of operation, including dispatch of home deliveries.
2. The permit holder shall file a copy of any Incident Report required under 105 CMR 725.110(F) with the Zoning Enforcement Officer and the Chief of Police within 24 hours of creation of the incident report by the Medical Marijuana Treatment Center. Such reports may be redacted as necessary to comply with any applicable state or federal laws and regulations.
3. The permit holder shall file a copy of any cease and desist order, summary cease and desist order, quarantine order, summary suspension order, order limiting sales, notice of a hearing, or final action issued by the DPH or the Division of Administrative Law Appeals, as applicable, regarding the Medical Marijuana Treatment Center with the Zoning Enforcement Officer and the Chief of Police within 48 hours of receipt by Medical Marijuana Treatment Center.
4. The permit holder shall provide to the Zoning Enforcement Officer and the Chief of Police, the name, telephone number and electronic mail address of a contact person in the event that such person needs to be contacted after regular business hours to address an urgent issue. Such contact information

## annual/special town meetings, cont.

shall be kept updated by the permit holder.

5. The special permit shall expire within five years of its issuance or sooner if so limited by the Special Permit Granting Authority. If the permit holder wishes to renew the special permit, an application to renew the special permit must be submitted at least 120 days prior to the expiration of the special permit.
6. The special permit shall be limited to the current applicant and shall lapse (a) if the permit holder ceases operating the Medical Marijuana Treatment Center, (b) the applicant transfers the right to operate the Treatment Center without the prior consent of the Special Permit granting authority or (c) if the majority interest in or control of the applicant is transferred without the prior consent of the Special Permit Granting Authority.
7. The special permit shall lapse upon the expiration or termination of the applicant's registration by the DPH.
8. The permit holder shall notify the Zoning Enforcement Officer and the Chief of Police in writing within 48 hours of the cessation of operation of the Medical Marijuana Treatment Center or the expiration or termination of the permit holder's registration with the DPH.

### G. Prohibition Against Nuisances:

No use shall be allowed in the Business Park District which creates a nuisance to abutters or to the surrounding area, or which creates any hazard, including but not limited to, fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive noise or vibration, flashes, glare, objectionable effluent or electrical interference, which may impair the normal use and peaceful enjoyment of any property, structure or dwelling in the area.

### H. Severability:

The provisions of this Bylaw are severable. If any provision, paragraph, sentence, or clause of the Bylaw or the application thereof to any person, establishment, or circumstance(s) shall be held invalid, such invalidity shall not affect the other

provisions or application of this Bylaw,"

and further to amend the Table of Contents by deleting the entry "7.04 Temporary Moratorium on Medical Marijuana Treatment Centers" and replacing it with the entry "7.04 Medical Marijuana Treatment Center," or take any other action relative thereto.

The Finance Committee recommended that the Town amend the Topsfield Zoning Bylaws by deleting Article VII, Special Regulations, Section 7.04 titled "Temporary Moratorium on Medical Marijuana Treatment Centers" in its entirety and replacing it with a new Section 7.04 titled "Medical Marijuana Treatment Center" and amending the Table of Contents accordingly, all as set forth under Article Forty-first of the warrant, and the Town so voted unanimously, exceeding the required two-thirds vote, in favor the Zoning By-Law amendment, as presented.

### **ARTICLE FORTY-SECOND: AMEND ZONING BYLAW, ARTICLE III, SECTION 3.02 TABLE OF USE REGULATIONS**

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article III, Section 3.02, Use Regulations and Table of Use Regulations for all districts with an addition to the "Permitted Uses" table as set forth below, with the provisions to be added shown in bold italics:

		ORA	IRA	CR	BV	BH	BP	BHN
2.18	Medical Marijuana Treatment Center	NP	NP	NP	NP	NP	S	NP

, or take any other action relative thereto.

The Finance Committee recommended that the Town amend the Topsfield Zoning Bylaw, Article III, Section 3.02, Use Regulations and Table of Use Regulations for all districts in the "Permitted Uses" table as set forth under Article Forty-second of the warrant, and the Town so voted unanimously, exceeding the required two-thirds vote, in favor of the Zoning By-Law amendment, as presented.

#### **ARTICLE FORTY-THIRD: AMEND ZONING BYLAW, ARTICLE IV, SECTION 4.08 MINIMUM BUILDABLE AREA**

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article IV, Section 4.08 Minimum Buildable Area by amending and re-designating the existing sub-section C as sub-section D, and by adding a new sub-section C, all as set forth below, with the provisions to be deleted shown in strikethrough and the provisions to be added shown in bold italics:

***“C. For lots created after May 6, 2014, in the Outlying Residential and Agricultural District and in the Inner Residential and Agricultural District, each lot’s buildable area shall be capable of containing a 100 foot diameter circle within which there is not more than 5% of buffer zone as defined by the Massachusetts Wetlands Protection Act Regulations 310 CMR 10.00, et. seq. or the Topsfield Wetlands General Bylaw.***

~~C. D. On subdivision plans or on plot plans~~ the Planning Board may require indication on subdivision plans or on plot plans of the general location on a lot of proposed buildings, and to determine the existence of sufficient buildable land ***those plans to show buildable areas as required in Section 4.08 A. and C., and the proposed locations of buildings.”***

, or take any other action relative thereto.

Recent experience with the development of both subdivisions and individual lots has shown that our existing buildable area bylaw is not adequate to protect town residents, new home-owners, and natural resource areas from flooding and stormwater management problems that have led to costly engineering, reconstruction and/or legal costs. The purpose of this amendment is to ensure that new lots created in the town have enough space for a building and some unrestricted, surrounding area to allow for the construction of the structure and its appurtenances without the disruption of resource areas vital to stormwater management and for the installation of landscaping surrounding the structure without permanent intrusion into resource areas. This amendment attempts to encourage the creation of lots that have at least a 100’ diameter circle (7854 ft<sup>2</sup>) of unrestricted land that can support a house and its infrastructure and provide surrounding land that will protect neighbors and resource areas from the impacts of development. This amendment does not affect existing lots. It affects only new lots created after May 6, 2014.

The Finance Committee recommended that the Town amend the Topsfield Zoning Bylaw, Article IV, Section 4.08 Minimum Buildable Area by amending and re-designating the existing sub-section C as sub-section D, and by adding a new sub-section C, all as set forth under Article Forty-third of the warrant, and the Town so voted unanimously, exceeding the required two-thirds vote, in favor of the Zoning Bylaw amendment, as presented.

#### **ARTICLE FORTY-FOURTH: AMEND ZONING BYLAW, ARTICLE XVI SECTION 16.04**

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article XVI, Section 16.04 General Requirements to insert correct alphabetical ordering after

“F. Design Standards” or take any other action relative thereto.

The Finance Committee recommended that the Town amend the Topsfield Zoning Bylaw, Article XVI, Section 16.04 General Requirements to insert correct alphabetical ordering after “F. Design Standards,” and the Town so voted unanimously exceeding the required two-thirds vote, in favor of the Zoning Bylaw amendment, as presented.

The Moderator asked the Finance Committee to present Articles Forty-Fifth, Forty-Sixth, and Forty-Seventh in a single motion, and asked for consent, which was granted.

The Developer and Town Departments agreed that the roads were not ready for acceptance, and the Finance Committee recommended no action be taken, and the Town so voted unanimously exceeding the simple majority vote requirement.

#### **ARTICLE FORTY-FIFTH: ACCEPTANCE OF HICKORY LANE**

To see if the Town will vote to accept “Hickory Lane” as a public way, in accordance with the locations, boundaries and measurements of said Hickory Lane as laid out, altered or relocated by the Board of Selectmen, all as shown on a plan titled:

“As-Built Plan For: Hickory Beech Residential Development Topsfield, MASS.; dated January, 2014 prepared by Beals Associates PLLC, 70 Portsmouth Ave., Stratham, N.H. 03885; Scale 1” = 50’.”

and to authorize the Board of Selectmen to accept a gratuitous conveyance

## annual/special town meetings, cont.

for any necessary easement for said way and name it "Hickory Lane"; or take any other action relative thereto.

### **ARTICLE FORTY-SIXTH: ACCEPTANCE OF EVERGREEN LANE**

To see if the Town will vote to accept "Evergreen Lane" as a public way, in accordance with the locations, boundaries and measurements of said Evergreen Lane as laid out, altered or relocated by the Board of Selectmen, all as shown on a plan titled:

"As-Built Plan For: Hickory Beech Residential Development Topsfield, MASS.; dated January, 2014 prepared by Beals Associates PLLC, 70 Portsmouth Ave., Stratham, N.H. 03885; Scale 1" = 50';"  
and to authorize the Board of Selectmen to accept a gratuitous conveyance for any necessary easement for said way and name it "Evergreen Lane"; or take any other action relative thereto.

### **ARTICLE FORTY-SEVENTH: ACCEPTANCE OF BEECH PLACE**

To see if the Town will vote to accept "Beech Place" as a public way, in accordance with the locations, boundaries and measurements of said Beech Place as laid out, altered or relocated by the Board of Selectmen, all as shown on a plan titled:

"As-Built Plan For: Hickory Beech Residential Development Topsfield, MASS.; dated January, 2014 prepared by Beals Associates PLLC, 70 Portsmouth Ave., Stratham, N.H. 03885; Scale 1" = 50';"  
and to authorize the Board of Selectmen to accept a gratuitous conveyance for any necessary easement for said way and name it "Beech Place"; or take any other action relative thereto.

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

To see if the Town will vote to create a special purpose stabilization fund in accordance with the provisions of Massachusetts General Laws Chapter 40, §5B, to be known as the Capital Stabilization Fund, to be used for capital purchases and projects, and in connection therewith to raise and assess or transfer from available funds and appropriate a sum of money to said fund, or take any other action relative thereto.

The Finance Committee recommended that the Town create a special purpose stabilization fund, to be known as the Capital Stabilization Fund, and to appropriate and transfer from Free Cash the sum of \$10,000.00 to fund, and the Town so voted unanimously exceeding the two-third vote requirement.

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

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

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$100,000 to the Stabilization Fund, and the Town so voted unanimously exceeding the two-third vote requirement.

### **ARTICLE FIFTIETH: FREE CASH**

To see if the Town will vote to transfer from Free Cash and appropriate a sum of money to reduce the tax levy for Fiscal Year 2015, or take any other action relative thereto.

The Finance Committee recommended that the Town transfer from Free Cash and appropriate the sum of \$33,817 to reduce the tax levy for Fiscal Year 2015. A simple majority vote was required, the Town so voted, and the motion was adopted.

The Moderator stated that Selectman Gandt moved to adjourn the meeting to 12 Park Street on Thursday, May 8, 2014 for voting, and upon conclusion of voting at 8 p.m., the meeting would dissolve. The motion was seconded, and voted unanimously. The meeting adjourned at 11:24 p.m. There were 487 registered voters in attendance.

# annual town election

## ANNUAL TOWN ELECTION ST. ROSE CHURCH HALL 12 PARK STREET MAY 8, 2014 - 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.

Paula M. Burke, *Warden*  
Mary E. Willis, *Deputy Warden*  
Fred Glatz, *Constable*

### *Ballot Clerks and Tellers:*

Sally Cabral, Jane Bonanno, Ruth Lucy, Frederick Capobianco, Christine Cotti, Elaine Crippen, Audrey Iarocci, Dorothy Roberts, Betty Booye, and Barbara Adams.

The polls were closed at 8:00 p.m. After a provisional ballot was verified the following day, 1129 registered voters cast their votes with the following events:

### ASSESSOR

John W. Minnehan .....915  
Other .....3  
Blanks .....211

### COMMISSIONER OF TRUST FUNDS

Richard T. Walsh .....905  
Other .....2  
Blanks .....222

### CONSTABLE

Frederick J. Glatz .....937  
Other .....2  
Blanks .....190

### HOUSING AUTHORITY

Richard J. Cullinan .....903  
Other .....4  
Blanks .....222

### LIBRARY TRUSTEE

Abigail P. Jackson .....856  
Judith F. Lais .....823  
Other .....4  
Blanks .....575

### MODERATOR - 1 YEAR

George A. Hall, Jr. ....912  
Other .....6  
Blanks .....211

### PARK & CEMETERY COMMISSIONER

Mark H. Frampton .....916  
Other .....5  
Blanks .....208

### PLANNING BOARD

Steven B. Hall .....846  
Martha A. Morrison .....844  
Other .....5  
Blanks .....563

### REGIONAL SCHOOL DISTRICT COMMITTEE - 1 YR

Kim M. Sherwood .....850  
Other .....12  
Blanks .....267

## annual town election, cont.

### REGIONAL SCHOOL DISTRICT COMMITTEE - 3 YR

John K. Spencer .....	901
Other .....	5
Blanks .....	223

### ROAD COMMISSIONER

Boyd R. Jackson .....	900
Other .....	7
Blanks .....	222

### SCHOOL COMMITTEE

Joseph J. Quigley, Jr. ....	850
Gregg William Lindsay .....	756
Other .....	3
Blanks .....	649

### SELECTMAN

Martha A. Morrison .....	828
J. Stephen Lais .....	762
Other .....	10
Blanks .....	658

### WATER COMMISSIONER

Philip G. Knowles .....	844
Other .....	6
Blanks .....	279

### BALLOT QUESTIONS

#### PROPOSITION 2 ½ REFERENDUM BALLOT QUESTION

QUESTION ONE: SCHOOL COMMITTEE: "Shall the Town of Topsfield be allowed to assess an additional \$199,500 in real estate and personal property taxes for the purpose of funding the general operating budget for the elementary schools including, two full time classroom teachers in grades one and four (\$110,599), a 5/10 full time equivalent Extended Studies Program teacher for grades 4-6 (\$27,849), and an 8/10 full time equivalent Learning Specialist (\$61,052), for the fiscal year beginning July first two thousand and fourteen?"	
Yes .....	792
No .....	318
Blanks .....	19

Question One passed by a majority vote.

#### NON-BINDING REFERENDUM BALLOT QUESTION

QUESTION TWO: To see if the Town will vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the Board of Selectmen to issue EIGHT pouring licenses for "conference and event facilities" and "full-service restaurants" as defined in the Zoning By-laws, and in the form set forth below; 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 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, or take any other action relative thereto.

An Act Authorizing the Issuance of Eight Licenses for the Sale of Alcoholic Beverages to Be Drunk On Premises in the Town of Topsfield

SECTION 1. Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the town of Topsfield shall be authorized to grant up to eight additional licenses for the sale of all alcoholic beverages to be drunk



on the premises under the provisions section 12 of said chapter 138, to entities licensed as a common victualler under chapter 140 of the General Laws and operating as a "conference and event facility" or "full-service restaurant," both as defined in the Topsfield zoning by-laws. No holder of a license for the sale of alcoholic beverages under the provisions of any special or general law shall be eligible to hold a license under this act. The licenses shall be subject to all of said chapter 138, except section 17.

SECTION 2. The license granted under this Act, if revoked or no longer in use, shall be returned physically, with all of the legal rights and privileges pertaining thereto, to the licensing authority.

SECTION 3. This Act shall take effect upon its passage.

Yes .....728

No .....343

Blanks 58

Question Two passed by a clear majority. The vote, however, is not binding.

Attest:



Ann D. Gill, *Town Clerk*

# appendix a: fy2015 operating budget

Approved Appropriation Fiscal Year 2014	GENERAL OPERATING BUDGET May 6, 2014 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2015	Approved Appropriation Fiscal Year 2015
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## ELECTED OFFICERS

50 ..... MODERATOR: ..... 50 ..... 50

### SELECTMEN:

1 ..... Chairman ..... 1 ..... 1  
 1 ..... Clerk ..... 1 ..... 1  
 1 ..... Member ..... 1 ..... 1  
 1 ..... Member ..... 1 ..... 1  
 1 ..... Member ..... 1 ..... 1

### ASSESSORS:

1,500 ..... Chairman ..... 1,500 ..... 1,500  
 1,500 ..... Clerk ..... 1,500 ..... 1,500  
 1,500 ..... Member ..... 1,500 ..... 1,500

52,895 ..... TOWN CLERK: ..... 56,651 ..... 56,651  
 300 ..... TOWN CONSTABLE: ..... 300 ..... 300

### PLANNING BOARD:

1 ..... Chairman ..... 1 ..... 1  
 1 ..... Clerk ..... 1 ..... 1  
 1 ..... Member ..... 1 ..... 1  
 1 ..... Member ..... 1 ..... 1  
 1 ..... Member ..... 1 ..... 1

Approved Appropriation Fiscal Year 2014	GENERAL OPERATING BUDGET May 6, 2014 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2015	Approved Appropriation Fiscal Year 2015
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**GENERAL GOVERNMENT**

## Moderator:

50 .....	Salary .....	50 .....	50
50 .....	TOTAL: Moderator .....	50 .....	50

## Selectmen:

177,634 .....	Salaries .....	182,160 .....	182,160
44,203 .....	Wages .....	45,080 .....	45,080
34,067 .....	Other .....	37,867 .....	37,867
255,904 .....	TOTAL: Selectmen .....	265,107 .....	265,107

## Selectmen's Special:

68,200 .....	Other .....	68,200 .....	68,200
68,200 .....	TOTAL: Selectmen Special .....	68,200 .....	68,200

## Parking Clerk:

- .....	Other .....	- .....	-
- .....	TOTAL: Parking Clerk .....	- .....	-

## Finance Committee:

1,264 .....	Wages .....	1,264 .....	1,264
374 .....	Other .....	385 .....	385
1,613 .....	TOTAL: Finance Committee .....	1,649 .....	1,649

## Town Website/Cable Advisory:

1,630 .....	Wages .....	1,630 .....	1,630
1,263 .....	Other .....	1,263 .....	1,263
2,893 .....	Total: Town Website/Cable Advisory .....	2,893 .....	2,893

## Town Accountant:

66,868 .....	Salary .....	68,205 .....	68,205
37,598 .....	Wages .....	36,096 .....	36,096
21,960 .....	Other .....	22,619 .....	22,619
126,426 .....	TOTAL: Town Accountant .....	126,920 .....	126,920

Approved Appropriation Fiscal Year 2014	GENERAL OPERATING BUDGET May 6, 2014 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2015	Approved Appropriation Fiscal Year 2015
<b>Board of Assessors</b>			
73,118 .....	Salaries .....	74,455 .....	74,455
35,897 .....	Wages .....	36,596 .....	36,596
21,050 .....	Other .....	30,875 .....	30,875
130,065 .....	TOTAL: Assessors.....	141,926 .....	141,926
<b>Town Treasurer and Collector:</b>			
67,618 .....	Salary .....	68,955 .....	68,955
72,868 .....	Wages .....	76,668 .....	76,668
45,625 .....	Other .....	48,136 .....	48,136
186,111 .....	TOTAL: Town Treasurer & Coll. ....	193,759 .....	193,759
<b>Town Hall :</b>			
141,296 .....	Wages Other .....	142,431 .....	142,431
141,296 .....	TOTAL: Town Hall .....	142,431 .....	142,431
500 .....	School Street Building Other .....	500 .....	500
500 .....	TOTAL: School Street Building .....	500 .....	500
<b>Town Clerk:</b>			
53,195 .....	Salary .....	56,951 .....	56,951
18,819 .....	Wages .....	23,447 .....	23,447
10,248 .....	Other .....	14,335 .....	14,335
82,262 .....	TOTAL: Town Clerk .....	94,733 .....	94,733
<b>Trust Fund Clerk:</b>			
- .....	Salary .....	- .....	-
100 .....	Other .....	100 .....	100
100 .....	TOTAL: Trust Fund Clerk .....	100 .....	100
<b>Conservation Commission:</b>			
67,618 .....	Salary .....	68,955 .....	68,955
13,659 .....	Wages .....	14,079 .....	14,079
81,277 .....	TOTAL: Conservation Commission .....	83,034 .....	83,034

Approved Appropriation Fiscal Year 2014	GENERAL OPERATING BUDGET May 6, 2014 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2015	Approved Appropriation Fiscal Year 2015
Planning Board:			
5 .....	Salaries .....	5,005 .....	5,005
1,709 .....	Other .....	1,742 .....	1,742
1,714 .....	TOTAL: Planning Board .....	6,747 .....	6,747
Zoning Board of Appeals:			
724 .....	Other .....	724 .....	724
724 .....	TOTAL: Zoning Board of Appeals .....	724 .....	724
1,079,135 .....	SUB-TOTAL: GENERAL GOVERNMENT .....	1,128,773 .....	1,128,773
<b>PUBLIC SAFETY</b>			
Police Department:			
149,530 .....	Salaries .....	157,062 .....	157,062
991,459 .....	Wages .....	1,015,293 .....	1,015,293
134,049 .....	Other .....	138,929 .....	138,929
- .....	Capital Equipment .....	- .....	-
1,275,038 .....	TOTAL: Police Department .....	1,311,284 .....	1,311,284
Fire Department:			
101,316 .....	Salaries .....	103,262 .....	103,262
412,448 .....	Wages .....	458,837 .....	458,837
91,510 .....	Other .....	104,255 .....	104,255
605,274 .....	TOTAL: Fire Department .....	666,354 .....	666,354
Ambulance Services:			
- .....	Other .....	- .....	-
- .....	TOTAL: Ambulance Service .....	- .....	-
Inspectional Services:			
78,300 .....	Salaries .....	88,259 .....	88,259
20,715 .....	Wages .....	26,734 .....	26,734
5,743 .....	Other .....	5,913 .....	5,913
104,758 .....	TOTAL: Inspectional Services .....	120,906 .....	120,906

Approved Appropriation Fiscal Year 2014	GENERAL OPERATING BUDGET May 6, 2014 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2015	Approved Appropriation Fiscal Year 2015
	Sealer Weights & Measure		
1,561	Salary	1,593	1,593
—	Other	—	—
1,561	TOTAL: Sealers Weights & Measure	1,593	1,593
	Animal Control Officer:		
9,264	Salary	9,449	9,449
560	Other	560	560
9,824	TOTAL: Animal Control Officer	10,009	10,009
	Animal Inspector :		
7,160	Salary	7,303	7,303
1,840	Other	1,840	1,840
9,000	TOTAL: Animal Inspector	9,143	9,143
2,005,455	SUB-TOTAL: PUBLIC SAFETY	2,119,289	2,119,289
<b>EDUCATION ELEMENTARY SCHOOL</b>			
4,958,612	Total Salaries	5,312,057	5,511,557 *
197,368	Total Supplies/Materials/Textbooks	206,289	206,289
42,946	Total Equipment	45,703	45,703
93,968	Total Prof Dev (Mem./Work./Conf.)	94,056	94,056
471,375	Total Special Education (Tuitons & Services)	412,146	412,146
255,312	Total Transportation	263,493	263,493
168,449	Utilities	180,971	180,971
151,035	Facilities	152,704	152,704
6,339,065	TOTAL: Elementary Schools	6,667,419	6,866,919
6,339,065	SUB-TOTAL - ELEMENTARY SCHOOLS	6,667,419	6,866,919
<b>PUBLIC WORKS AND FACILITIES</b>			
	General Highway:		
79,763	Salary	81,323	81,323



Approved Appropriation Fiscal Year 2014	GENERAL OPERATING BUDGET May 6, 2014 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2015	Approved Appropriation Fiscal Year 2015
249,092	Wages	263,989	263,989
215,094	Other	221,520	221,520
29,257	Capital Equipment	29,257	29,257
573,206	TOTAL: General Highway	596,089	596,089
	Snow and Ice:		
26,600	Wages	28,000	28,000
169,565	Other	174,400	174,400
196,165	TOTAL: Snow and Ice	202,400	202,400
	Street Lights		
19,660	Other	20,250	20,250
19,660	TOTAL: Street Lights	20,250	20,250
789,031	SUB-TOTAL: PUBLIC WORKS	818,739	818,739
<b>HUMAN SERVICES</b>			
	Board of Health:		
66,868	Salary	68,205	68,205
14,633	Wages	15,383	15,383
17,118	Other	17,629	17,629
98,619	TOTAL: Board of Health	101,217	101,217
	MSW Collection, HHW & Recycling:		
409,713	Services	409,713	409,713
409,713	TOTAL: MSW Collection, HHW & Recycling	409,713	409,713
	Recycling:		
1,600	Other	2,050	2,050
1,600	TOTAL: Recycling	2,050	2,050
	Council On Aging:		
41,080	Salary	43,158	43,158
43,782	Wages	44,378	44,378
2,686	Other	2,767	2,767
87,548	TOTAL: Council On Aging	90,303	90,303

Approved Appropriation Fiscal Year 2014	GENERAL OPERATING BUDGET May 6, 2014 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2015	Approved Appropriation Fiscal Year 2015
20,620 .....	Veterans' Benefits: Other .....	20,960 .....	20,960
20,620 .....	TOTAL: Veterans' Benefits .....	20,960 .....	20,960
1,000 .....	Soldiers & Sailors Graves: Other .....	1,000 .....	1,000
1,000 .....	TOTAL: Soldiers & Sailors Graves .....	1,000 .....	1,000
619,100 .....	SUB-TOTAL: HUMAN SERVICES .....	625,243 .....	625,243
<b>CULTURE &amp; RECREATION</b>			
Library:			
200,741 .....	Salaries .....	208,021 .....	208,021
157,522 .....	Wages .....	164,784 .....	164,784
136,399 .....	Other .....	140,550 .....	140,550
494,662 .....	TOTAL: Library .....	513,355 .....	513,355
Park and Cemetery Department:			
68,618 .....	Salary .....	69,955 .....	69,955
124,755 .....	Wages .....	131,582 .....	131,582
48,593 .....	Other .....	51,593 .....	51,593
241,966 .....	TOTAL: Park & Cemetery Dept. ....	253,130 .....	253,130
Tree Department:			
3,035 .....	Salary .....	3,096 .....	3,096
3,264 .....	Wages .....	3,330 .....	3,330
7,955 .....	Other .....	8,195 .....	8,195
14,254 .....	TOTAL: Tree Department .....	14,621 .....	14,621
Memorial Day / Veteran's Day:			
3,600 .....	Other .....	3,600 .....	3,600
3,600 .....	TOTAL: Memorial Day / Veteran's Day .....	3,600 .....	3,600
Historical Commission:			
450 .....	Other .....	450 .....	450
450 .....	TOTAL: Historical Commission .....	450 .....	450

Approved Appropriation Fiscal Year 2014	GENERAL OPERATING BUDGET May 6, 2014 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2015	Approved Appropriation Fiscal Year 2015
754,932	SUB TOTAL: CULTURE & RECREATION.....	785,156	785,156
<b>DEBT SERVICE</b>			
551,000	Long-Term Debt Principal .....	556,500	556,500
115,709	Long -Term Debt Interest .....	95,469	95,469
	Interest for Temporary Loans .....		
2,500	Issue Cost.....	2,500	2,500
669,209	TOTAL: DEBT SERVICE .....	654,469	654,469
669,209	SUB TOTAL: DEBT SERVICE.....	654,469	654,469
<b>OTHER EXPENDITURES</b>			
Pensions:			
796,025	Essex Retirement.....	884,541	884,541
796,025	TOTAL: Pensions.....	884,541	884,541
Insurance:			
355,439	Liability/Accident/Workmen's Compensation .....	355,439	355,439
1,945,203	Life/Medical/Medicare .....	1,945,203	1,945,203
100,000	Unemployment.....	75,000	75,000
2,400,642	TOTAL: Insurance .....	2,375,642	2,375,642
3,196,667	SUB-TOTAL OTHER EXPENDITURES.....	3,260,183	3,260,183
<b>15,452,594</b>	<b>***TOTAL BUDGET RECOMMENDATION***</b> .....	<b>16,059,271</b>	<b>16,258,771</b>

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

Fiscal Year 2015: July 1, 2014 through June 30, 2015

\*Proposition 2 1/2 override Question One, passed May 8, 2014 at local election:

Yes .....792      No.....318      Blanks .....19



Photo courtesy Kindra Clineff

# financial reports

Note:

All financial data cover the period July 1, 2013 through June 30, 2014.

## **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.

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 2014 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





# board of assessors

John W. Minnehan was re-elected to the Board of Assessors in April 2014 election.

Fiscal 2014 was interim certification year. The cyclical re-inspection of all residential parcels started in calendar year 2013 and will be completed by the start of Fiscal 2016.

The Board continues to adjust valuations each year to reflect changes 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.

Copies of the property record cards and maps for Fiscal 2014 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.

In 2013 Katherine J. Jackson became Assistant to the Principal Assessor replacing Nancy Gifford who left to take a position in another town.

As of this writing the Assessors are preparing to solicit proposals for the valuation of all real property for Fiscal 2016 which is a triennial re-certification year.

Respectfully submitted,

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

## Full and Fair Cash Valuations as of January 1, 2013 for Fiscal 2014

<b>Real Property:</b>	Residential	\$ 1,067,900,593
	Open Space	0
	Commercial	55,538,691
	Industrial	<u>17,554,776</u>
	Total Real Property	\$ 1,140,994,060

<b>Personal Property:</b>	Business Accounts	\$ 4,450,220
	Utility Accounts	17,344,920
	Wireless Accounts	<u>445,470</u>
	Total Personal Property	\$ 22,240,610

**Total Taxable Real and Personal Property:** \$ 1,163,234,670

**Exempt Property:** 68,338,400

**Total Valuation of All Property:** \$ 1,231,573,070

**Tax Rate** (Per \$1,000 Valuation): \$ 16.16

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

On Real Property	\$ 18,438,464.01
On Personal Property	<u>\$ 359,408.26</u>
Total Levy	\$ 18,797,872.27

Motor Vehicle and Trailer Excise Received in Calendar 2013

2012 Registered Cars	157
2013 Registered Cars	6,933

Commissioner's Total Value: \$ 44,452,800

Excise Tax Total: \$ 943,221.63

# finance committee

April 2, 2014  
Citizens of Topsfield  
Topsfield, Massachusetts 01983

RE: Town of Topsfield Fiscal Year 2015 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 2015 (FY15) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7 P.M. on May 6, 2014. The proposed budgets were prepared by Town 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 3.0% increase in "other," which comprised of non-salary and wage accounts. The guidelines once again declined to fund 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 15 budget with a 3.93% increase in the General Operating Budget (Article Third). In the event the Elementary Schools' Proposition 2½ override passes, that would bring the Article Third increase to 5.22%. The Masconomet Regional School assessment as certified by its Regional School Committee is \$6,421,520, a 2.95% increase. The FY 15 budget recommended by the Finance Committee includes an estimated total amount to be raised of \$25,640,720 representing an increase of 2.84% over the fiscal year 2014 (FY 14) actual. Should the Elementary Schools Proposition 2½ override pass the estimated total amount to be raised would be \$25,840,220 representing an increase of 3.64%. 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 \$19,808,629, an increase of 5.38% over the current year actual, or \$20,008,129 and 6.44% with the aforementioned override. In addition, included in the Warrant for your consideration are the purchase of telephone systems for Town Hall and the Library, a lawn sweeper and brush chipper for Parks & Cemeteries, a cruiser for Police, a utility vehicle, rescue vehicle and quint/ladder truck for the Fire Department and a dump truck/sander for Highway. 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 2.0% salary wage increases for non-represented personnel. Funds are also reserved for general collective bargaining settlement purposes.

Included among the significant contributing factors requiring the recommended funding levels for the proposed budget(s) are the following:

- Elementary Schools – The Elementary Schools Budget for FY 15 will increase by \$527,854 or 8.33% over the previous year with passage of the related override.
- Masconomet Regional School – The certified Topsfield assessment for the Masconomet Regional School budget for FY 15 has increased by 2.95% over FY 14. The total Topsfield assessment is \$6,421,520.
- Public Safety – The Public Safety Base Budget has increased by \$113,834 or 5.68% relative to FY 14, reflecting restoration of appropriate levels of coverage.

The FY 15 recommended budget once again includes a limited allocation for capital expenditures. While our recommendations continue to include funding for 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 continue to remain consistent with the ideals of our community while staying responsive to the needs of the taxpayers. The extremely difficult fiscal realities of recent years have left certain areas (particularly capital items) acutely in need. This proposed budget begins to revisit some of those needs in a reasoned manner, at a reasonable pace.

The Topsfield Elementary School Committee and Administration have voiced concern that the quality of our elementary schools is endangered, and could fall behind neighboring communities if not addressed directly. Therefore, an elementary school Proposition 2½ override has been offered for your consideration. This is the only override that will be brought before this Town Meeting. We have taken advantage of available cost savings and revenue sources to propose a Budget that otherwise avoids Proposition 2½ overrides.

We encourage you to participate in the Annual Town Meeting and to give careful consideration to both the immediate and long-term implications of all the important decisions before you.

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

Respectfully submitted by the Topsfield Finance Committee,

Mark B. Lyons, *Chairman*

Heidi L. Bond

Paul E. Dierze

Karen A. Dow

Jonathan D. Guido

Daniel Shugrue

Dana Warren



Photo courtesy Kindra Clineff

# town accountant

Pursuant to the General Laws of Massachusetts Chapter 41 Section 61, I submit herewith the reports of the accounts of Topsfield for the fiscal year ending June 30, 2014. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2014.

Respectfully submitted,

Pamela J. Wood  
Town Accountant

## STATEMENT OF TOWN DEBT

As of June 30, 2014

### Outstanding Debt - July 1, 2013

Multi-Purpose 2011	3,160,000.00	
Multi-Purpose 2012	<u>1,770,000.00</u>	\$4,930,000.00

### Plus Debt Issued During the Year

\$ -

### Less Debt Retired During the Year:

Multi-Purpose 2011	455,000.00	
Multi-Purpose 2012	<u>180,000.00</u>	\$635,000.00

### Outstanding Debt - June 30, 2014

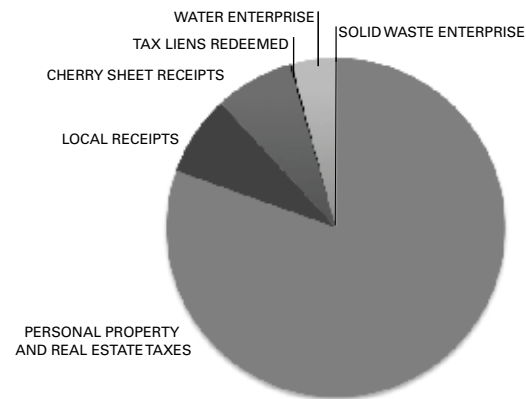
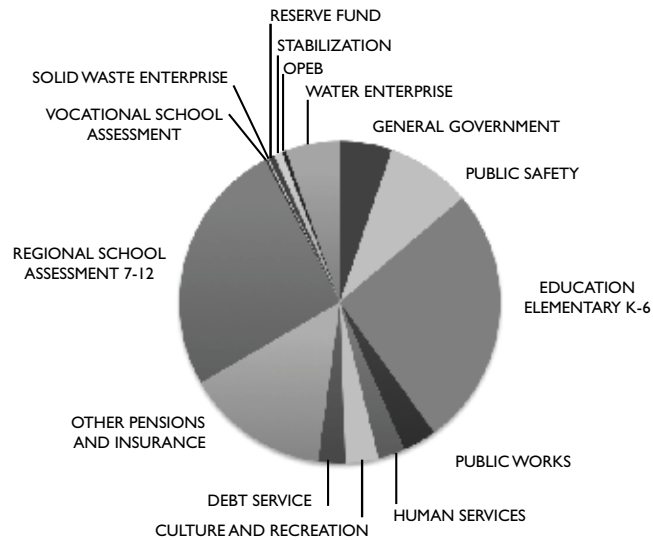
Multi Purpose 2011	2,705,000.00	
Multi Purpose 2012	<u>1,590,000.00</u>	<u>\$4,295,000.00</u>

Outstanding Debt - General Government	3,408,500.00	
Outstanding Debt - Water Enterprise Fund	886,500.00	
Total Outstanding Debt - June 30, 2014	<u>\$4,295,000.00</u>	

Outstanding Bond Anticipation Notes - June 30, 2013 -

Bond Anticipation Notes issued -

Outstanding Bond Anticipation Notes - June 30, 2014 -



### GENERAL FUND AND ENTERPRISE APPROPRIATIONS FISCAL 2014 TOTAL APPROPRIATIONS \$24,352,523.00

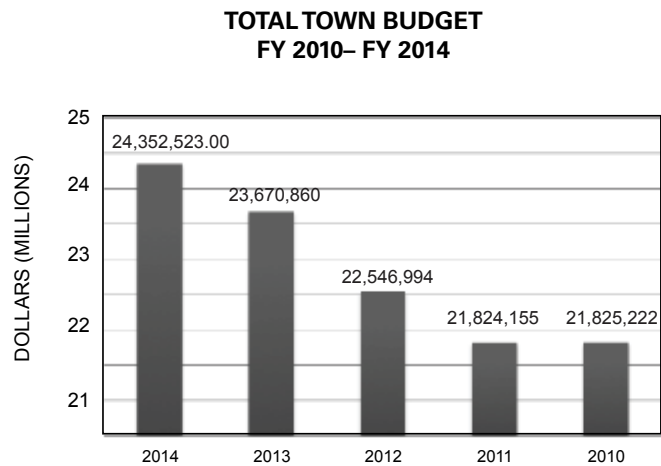
Total Appropriations		Operating Budget	Warrant Articles	
General Government	1,281,835.00	0.0526	1,079,135.00	202,700.00
Public Safety	2,085,205.00	0.0856	2,005,455.00	79,750.00
Education Elementary K-6	6,379,065.00	0.2619	6,339,065.00	40,000.00
Public Works	828,531.00	0.0340	789,031.00	39,500.00
Human Services	658,919.00	0.0271	638,919.00	20,000.00
Culture and Recreation	806,182.00	0.0331	756,182.00	50,000.00
Debt Service	669,209.00	0.0275	669,209.00	
Other Pensions and Insurance	3,523,149.00	0.1447	3,503,149.00	20,000.00
Regional School Assessment 7-12	6,237,692.00	0.2561	-	6,237,692.00
Vocational School Assessment	50,948.00	0.0021	-	50,948.00
Essex North Shore Ag & Tech.	6,931.00	0.0003	-	6,931.00
Solid Waste Enterprise	36,700.00	0.0015	-	36,700.00
Reserve Fund	150,000.00	0.0062	-	150,000.00
Stabilization	200,000.00	0.0082		200,000.00
OPEB	100,000.00	0.0041		100,000.00
Water Enterprise	1,338,157.00	0.0549	853,157.00	485,000.00
TOTAL APPROPRIATIONS	24,352,523.00	100.0000%		

### GENERAL FUND AND ENTERPRISE REVENUES FISCAL 2014 TOTAL REVENUE \$23,258,333.62

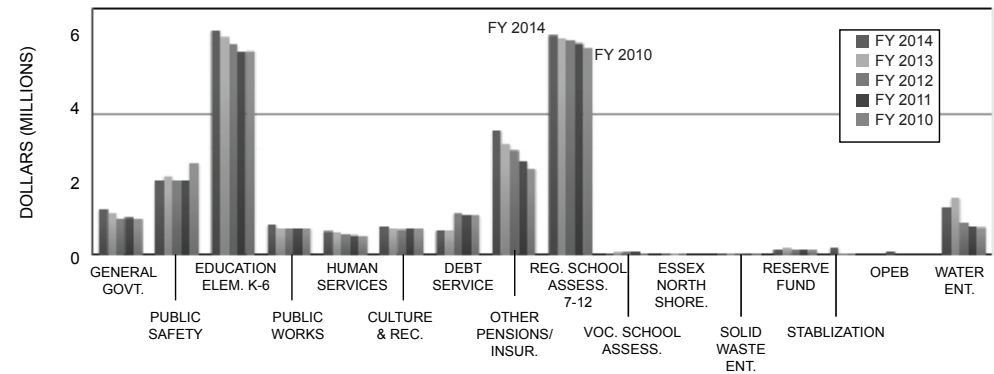
Personal Property and Real Estate Taxes	18,709,913.44	80.444%
Local Receipts	1,788,538.96	7.690%
Cherry Sheet Receipts	1,739,848.00	7.481%
School Building Assistance	-	0.000%
Tax Liens Redeemed	41,280.17	0.177%
Water Enterprise	978,534.87	4.207%
Solid Waste Enterprise	218.18	0.001%
TOTAL REVENUE	23,258,333.62	100.0000%

## historical perspective

### TOWN BUDGETS FROM PAST 5 YEARS



### TOWN DEPARTMENT BUDGETS FY 2010 – FY 2014





**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2014**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
GENERAL FUND REVENUE				
Taxes				
Personal Property:				
Levy of 2014	355,755.26			
Levy of Prior Years	<u>863.72</u>	356,618.98	359,408.26	(2,789.28)
Real Estate:				
Levy of 2014	18,224,062.08			
Levies of Prior Years	<u>129,232.38</u>	18,353,294.46	18,438,464.01	(85,169.55)
Tax Liens:				
Redeemed	<u>41,280.17</u>	41,280.17	-	41,280.17
Other Tax Revenue:				
Withdrawal Penalty Tax Ch. 61A				
Withdrawal Penalty Tax Ch. 61B		-		-
Motor Vehicles Excise:				
Levy of 2014	854,160.59			
Levy of 2013	165,922.22			
Levies of Prior Years	<u>3,639.73</u>	1,023,722.54	800,000.00	223,722.54
Other Excise				
Room Occupancy	-	-	125.00	(125.00)
Interest & Penalties on Taxes:				
Over Short Motor Vehicle Excise	10.08			
Over Short Real Personal Property	(26.15)			

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2014**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Real & Personal Property	31,374.17			
Motor Vehicle Excise	3,592.86			
Tax Liens	<u>5,310.11</u>	40,261.07	25,300.00	14,961.07
In Lieu of Taxes	56,467.89	56,467.89	56,400.00	67.89
Other Charges for Services:				
Town Hall - Copier	635.35			
Library - Fax Fees	235.00			
Assessors - Sale of Maps	70.50			
Accident Report & Miscellaneous	640.00			
Tax Collector - Municipal Liens	4,825.00			
Firearms Licensing	<u>2,937.50</u>	9,343.35	8,000.00	1,343.35
Fees:				
Tax Collector Demands	13,285.15			
Deputy Collector	6,628.00			
Town Clerk Fees	10,470.40			
Town Clerk Dog License Fees	15,413.00			
Planning Board Fees	1,508.80			
Zoning Board Fees	2,000.00			
Animal Control Officer	75.00			
Police Special Detail	39,526.89			
Fire Special Detail	<u>7,485.66</u>	96,392.90	82,000.00	14,392.90
Other Departmental Revenue:				
ALS-Dual Transport Ambulance	12,163.73			
Rescue Patient Transport	15,071.78			

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2014**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Sealer of Weights & Measures	325.00		
Town Clerk Census	2,000.00		
Recycling Sticker Program	52,650.00		
Composting Access Ticket	5,320.00		
Firearms Safety Class	1,350.00		
	88,880.51	87,737.00	1,143.51
Licenses & Permits:			
Alcohol License	2,800.00		
Auction Permits	300.00		
Building Permits	174,172.00		
Cable License Fee	4,260.50		
Class I & II Licenses	1,400.00		
Electrical Permits	51,624.00		
Fairgrounds Permits	43,105.00		
Fire Permits	20,522.60		
Food Licenses	10,790.00		
Gas Permits	10,362.89		
Installer Permits	2,700.00		
Milk Licenses	30.00		
Miscellaneous Permits	300.00		
Plumbing Permits	15,411.00		
Septic Permits	8,550.00		
Sheet Metal Permits	1,220.00		
Sign Permit	200.00		
Street Opening Permits	850.00		
Tobacco Sales	75.00		
Victualler License	700.00		

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2014**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Well Permits	75.00	349,447.99	190,000.00	159,447.99
<hr/>				
State Aid - Cherry Sheet :				
Abatements to Elderly				
Abatements to Vets, Blind, Surviving Spouses	13,606.00		12,420.00	
Veteran Benefits Ch. 115	4,092.00		4,635.00	
State Owned Land	128,370.00		128,370.00	
School Aid - Chapter 70	1,062,714.00		1,062,714.00	
Unrestricted General Government Aid	531,066.00		531,066.00	
Lottery				
		1,739,848.00	1,739,205.00	643.00
<hr/>				
Fines & Forfeits:				
Conservation Commission Fines				
Court Fines	6,738.16			
Parking Fines	385.00			
Civil Disposition Violation	5,300.00			
Civil Disposition Violation Tobacco	100.00			
RMV Charges	55,557.00	68,080.16	48,000.00	20,080.16
<hr/>				
Earnings on Investments:	13,422.73	13,422.73	13,750.00	(327.27)
<hr/>				
Miscellaneous:				
Return Check Fees	400.00			
Medicare Drug Subsidy	21,894.19			
MIIA Credit Prior Year	361.00			
Cancelled Payments Prior Year	2.03			

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2014**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Estimated Receipts	132.50		
Non Recurring	5,860.47		
Medicare Reimbursement Grants	10,332.21		
Flu Clinic Insurance Reimbursement	2,006.55		
Medicare Reimbursement	1,530.87		
	42,519.82	500.00	42,019.82
<b>Total General Fund Revenue &amp; Other Financing Sources</b>	<b>22,279,580.57</b>	<b>21,848,889.27</b>	<b>430,691.30</b>
<b>WATER ENTERPRISE REVENUE</b>			
User Charges & Connection Fees	963,716.64	956,086.00	7,630.64
Water Delinquent Charges	11,252.88		11,252.88
Cancel Payments Prior Year	4.53		4.53
Sale of Equipment	500.00		500.00
Interest Income Transfer from General Fund	3,060.82	3,300.00	(239.18)
<b>Total Water Enterprise Revenue</b>	<b>978,534.87</b>	<b>959,386.00</b>	<b>19,148.87</b>
<b>SOLID WASTE ENTERPRISE REVENUE</b>			
Interest Income	218.18		
<b>Total Solid Waste Enterprise Revenue</b>	<b>218.18</b>		<b>218.18</b>
<b>Total Revenue &amp; Other Financing Sources - Fiscal 2014</b>	<b>23,258,333.62</b>	<b>22,808,275.27</b>	<b>450,058.35</b>

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
Moderator		50.00				50.00	
Board of Selectmen							
Salaries		177,634.00	(7,380.00)		155,437.94	14,816.06	
Wages		44,203.00			43,941.15	261.85	
Other		34,067.00	6,800.00		29,644.88	6,725.02	4,497.10
Prior Year Other	1,774.54				1,774.54	-	
Selectmen's Special							
Other		68,200.00			54,672.35	7,715.43	5,812.22
Prior Year Other	1,176.72				1,176.72	-	
A8/12STM Town Admin Search	6,250.00				6,250.00	-	
Parking Clerk - Other						-	
A29/13ATM Repair Town Facilities		131,250.00				-	131,250.00
A35/13ATM Employee Compensation Study		10,000.00			8,500.00	-	1,500.00
Finance Committee						-	
Wages		1,239.00			820.38	418.62	
Other		374.00			176.00	198.00	
A2 Reserve Fund		150,000.00				124,723.00	
Transfers to:							
Assessor's - Other Consulting			(5,000.00)				
Treasurer/Collector - Wages			(2,727.00)				
Fire - Wages			(9,000.00)				
Highway - Other Maintenance, Building			(7,800.00)				
Street Lights - Other Electricity			(750.00)				
A47/13ATM Reserve Fund Union Contract Settlements		30,000.00				-	
Transfers to:							
Highway Wages - Full Time			(7,200.00)				
Park & Cemetery - Wages			(3,518.00)				
Fire Wages - Full Time			(6,650.00)				



**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
Police Wages - Full Time			(12,632.00)				
Town Accountant							
Salary		66,868.00			66,868.00	-	
Wages		37,598.00			22,020.66	15,577.34	
Other		21,960.00			18,947.98	3,012.02	
Prior Year Other						-	
Board of Assessors							
Salaries		73,118.00			73,118.00	-	
Wages		35,897.00	(1,200.00)		34,373.68	323.32	
Other		21,050.00	6,200.00		23,143.78	1,298.39	2,807.83
Prior Year Other	7,190.85				7,058.85	132.00	
A15/12ATM Triennial Re-Certification	62,959.67		(25,000.00)		33,350.35	-	4,609.32
Town Treasurer/Collector							
Salaries		67,618.00			67,618.00	-	
Wages		72,868.00	3,881.00		76,727.50	21.50	
Other		45,625.00	1,040.00		22,370.18	15,421.02	8,873.80
Prior Year Other	1,566.85				1,566.85	-	
Town Hall							
Other		141,296.00	11,878.00		139,512.90	2,037.63	11,623.47
Prior Year Other	5,206.00				5,206.00	-	
A5/11STM TH Boiler Replacement	3,600.00		(3,600.00)			-	
A4/12STM TH Technology	1,329.84					-	1,329.84
A5/12STM Inspectional Service Permit Software	6,465.00				2,212.50	-	4,252.50
A16/13ATM TH Copiers		15,000.00			13,125.49	1,874.51	
A17/13ATM TH Computer Technology		9,500.00	(3,078.00)		6,307.63	114.37	
A33/13ATM Map Updating		6,950.00			6,950.00	-	
School Street Building							
Other		500.00			470.51	29.49	
Prior Year Other	346.74				346.74	-	

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
Town Website/Cable Advisory							
Wages		1,630.00				1,630.00	
Other		1,263.00			185.10	1,068.70	9.20
Town Clerk							
Salaries		53,195.00			53,195.00	-	
Wages		18,819.00			18,664.97	154.03	
Other		10,248.00			10,020.51	227.49	
Prior Year Other	83.32				83.32	-	
Trust Fund Clerk							
Other		100.00				100.00	
Conservation Commission							
Salary		67,618.00			67,618.00	-	
Wages		13,659.00			12,206.58	1,452.42	
Planning Board							
Salaries		5.00				5.00	
Other		1,709.00			459.59	652.42	596.99
Prior Year Other	608.71				608.71	-	
Zoning Board							
Other		724.00			67.50	59.51	596.99
Prior Year Other	241.18				241.18	-	
<b>TOTAL GENERAL GOVERNMENT</b>	<b>98,799.42</b>	<b>1,431,835.00</b>	<b>(65,736.00)</b>	<b>-</b>	<b>1,087,040.02</b>	<b>200,099.14</b>	<b>177,759.26</b>
PUBLIC SAFETY							
Police Department							
Salaries		149,530.00	2,480.00		152,009.42	0.58	
Wages		991,459.00	51,000.00		1,036,600.12	5,858.88	
Other		134,049.00	(10,000.00)		97,984.37	7,226.21	18,838.42
Prior Year Other	5,129.27				5,088.94	40.33	
Capital						-	
A18/13ATM Police Telephone System		8,350.00			8,350.00	-	

**TOWN OF TOPSFIELD**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
A21/13ATM Police SUV		37,400.00			36,506.95	893.05	
Fire Department							
Salaries		101,316.00	1,946.00		103,262.00	-	
Wages		412,448.00	15,650.00		428,040.87	57.13	
Other		91,510.00	14,000.00		78,746.51	590.37	26,173.12
Prior Year Other	8,766.56				8,258.40	508.16	
A24/12ATM Rapid Response Vehicle	11,872.76				11,872.76	-	
A26/12ATM Reban PS Comm System	10,754.76				10,754.76	-	
A34/13ATM Fire Liab Risk Reduction Training		25,000.00			24,998.51	1.49	
Ambulance Service - Other						-	
Inspectional Services							
Salaries		78,300.00			75,028.54	3,271.46	
Wages		20,715.00			20,406.01	308.99	
Other		5,743.00	1,660.00		6,431.54	76.52	894.94
Prior Year Other	1,211.08				1,211.08	-	
A19/13ATM Inspectional Services Scanner		9,000.00	(1,660.00)		7,340.00	-	
Sealer of Weights and Measures							
Salary		1,561.00			1,561.00	-	
Animal Control Officer							
Salary		9,264.00			9,264.00	-	
Other		560.00			180.15	379.85	
Prior Year Other						-	
Animal Inspector							
Salary		7,160.00			7,160.00	-	
Other		1,840.00			840.00	1,000.00	
<b>TOTAL PUBLIC SAFETY</b>	<b>37,734.43</b>	<b>2,085,205.00</b>	<b>75,076.00</b>	<b>-</b>	<b>2,131,895.93</b>	<b>20,213.02</b>	<b>45,906.48</b>
EDUCATION							
Elementary Schools						-	
Salaries		5,111,454.00			5,198,499.09	(87,045.09)	

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
Other School Services		1,227,611.00	5,000.00		1,008,861.11	87,045.09	136,704.80
FY2014 Elementary Education Operating Budget	-	6,339,065.00	5,000.00	-	6,207,360.20	-	136,704.80
Prior Year Elementary School Expenditures	198,647.91				142,056.19	56,591.72	
A29/12ATM School Technology	14,071.00				5,258.25	-	8,812.75
A31/13ATM Upgrade Elemen Security		40,000.00				-	40,000.00
A4/14STM Elemen Sch Technology			90,462.00			-	90,462.00
Masconomet Regional School Assessment Operating Budget		5,939,690.00			5,939,689.36	0.64	
Masconomet Regional School Assessment Debt Service		298,002.00			298,001.29	0.71	
North Shore Vocational Tech Assessment		50,948.00			50,948.00	-	
Essex North Shore Agricultural & Technical Assessment		6,931.00	(2,807.00)		4,124.00	-	
<b>TOTAL EDUCATION</b>	<b>212,718.91</b>	<b>12,674,636.00</b>	<b>92,655.00</b>	<b>-</b>	<b>12,647,437.29</b>	<b>56,593.07</b>	<b>275,979.55</b>
<b>PUBLIC WORKS</b>							
General Highway							
Salary		79,763.00			79,763.00	-	
Wages		249,092.00	9,260.00		246,895.36	11,456.64	
Other		215,094.00	18,900.00		217,428.76	7,955.71	8,609.53
Prior Year Other	46,467.85				46,263.29	204.56	
Capital		29,257.00			29,256.23	0.77	
A20/13ATM Highway Pick Up Truck		39,500.00			39,500.00	-	
Snow and Ice							
Wages		26,600.00	9,400.00		35,966.66	33.34	
Other		169,565.00	83,500.00		252,847.95	217.05	
Street Lights							
Street Lights - Other		19,660.00	750.00		19,600.39	435.16	374.45
Prior Year Other	1,504.44				1,504.44	-	
<b>TOTAL PUBLIC WORKS</b>	<b>47,972.29</b>	<b>828,531.00</b>	<b>121,810.00</b>	<b>-</b>	<b>969,026.08</b>	<b>20,303.23</b>	<b>8,983.98</b>

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
<b>HUMAN SERVICES</b>							
Board of Health							
Salary		66,868.00			66,868.00	-	
Wages		14,633.00			13,679.67	953.33	
Other		17,118.00			15,901.01	373.60	843.39
Prior Year Other	2,293.74				2,293.74	-	
MSW Collection and Recycling		409,713.00			409,159.00	554.00	
A15/13ATM Landfill Infrastructure		20,000.00			7,099.87	-	12,900.13
Recycling							
Other		1,600.00			1,276.60	323.40	
Prior Year Other						-	
Council on Aging							
Salary		41,080.00			41,080.00	-	
Wages		43,782.00			36,272.13	7,509.87	
Other		2,686.00			2,661.91	24.09	
Veteran's Benefits & Services		20,620.00			19,648.38	971.62	
Soldier/Sailor Graves		1,000.00			936.26	63.74	
Tri-Town Council		18,319.00			18,319.00	-	
Senior Care Grant		1,500.00			1,500.00	-	
<b>TOTAL HUMAN SERVICES</b>	<b>2,293.74</b>	<b>658,919.00</b>	<b>-</b>	<b>-</b>	<b>636,695.57</b>	<b>10,773.65</b>	<b>13,743.52</b>
<b>CULTURE AND RECREATION</b>							
Library							
Salary		200,741.00			200,740.63	0.37	
Wages		157,522.00			157,062.27	459.73	
Other		136,399.00	8,647.00		140,242.98	6.41	4,796.61
Prior Year Other	3,145.04				3,076.80	68.24	
A27/12ATM Library Ext Paint	8,000.00				7,560.00	440.00	
A30/13ATM Library Generator		50,000.00				-	50,000.00
Park and Cemetery							
Salary		68,618.00			68,618.00	-	

**TOWN OF TOPSFIELD**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
Wages		124,755.00	3,518.00		117,509.17	10,763.83	
Other		48,593.00			43,384.97	4,949.69	258.34
Prior Year Other	1,055.84				907.16	148.68	
Emerson Lease		1,250.00			1,250.00	-	
Tree Department							
Salary		3,035.00			3,035.00	-	
Wages		3,264.00			888.98	2,375.02	
Other		7,955.00			6,517.89	1,437.11	
Prior Year Other	250.00				250.00	-	
Historical Commission							
Other		450.00			280.79	169.21	
Memorial Day							
Other		3,600.00			1,320.60	2,279.40	
Prior Year Other						-	
<b>TOTAL CULTURE AND RECREATION</b>	<b>12,450.88</b>	<b>806,182.00</b>	<b>12,165.00</b>	<b>-</b>	<b>752,645.24</b>	<b>23,097.69</b>	<b>55,054.95</b>
 DEBT SERVICE							
Long Term Debt Interest		115,709.00			115,708.75	0.25	
Interest Temporary Loans						-	
Long Term Debt Principal		551,000.00			551,000.00	-	
Debt Issue Costs		2,500.00			1,500.00	1,000.00	
<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>669,209.00</b>	<b>-</b>	<b>-</b>	<b>668,208.75</b>	<b>1,000.25</b>	<b>-</b>
 OTHER EXPENDITURES							
Pensions - Essex Regional Retirement		796,025.00	(4,840.00)		780,404.00	10,781.00	
Insurance - Unemployment		100,000.00			57,998.56	39,911.44	2,090.00
Insurance - Hospital		1,793,701.00	(183,362.00)		1,461,999.60	148,339.40	
Insurance - Life		6,655.00			4,328.30	2,326.70	
Insurance - Medicare		144,847.00			129,249.10	15,597.90	



**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
Insurance - Town		298,589.00	(48,375.00)		239,120.90	11,093.10	
Insurance - Town - Workman's Comp		56,850.00	(16,060.00)		37,687.54	3,102.46	
Prior Year Insurance - Town	143.00				143.00	-	
Employee Employment Separation	51,849.67	20,000.00				-	71,849.67
A5/06STM Medical Bills Injured Officer	7,600.45					-	7,600.45
State Assessment - Cherry Sheet		306,482.00			300,256.00	6,226.00	
Transfers to Stabilization		200,000.00			200,000.00	-	
Transfers to Trust - Agency Fund		100,000.00			100,000.00	-	
<b>TOTAL OTHER EXPENDITURES</b>	<b>59,593.12</b>	<b>3,823,149.00</b>	<b>(252,637.00)</b>	<b>-</b>	<b>3,311,187.00</b>	<b>237,378.00</b>	<b>81,540.12</b>
<b>Total General Fund</b>	<b>471,562.79</b>	<b>22,977,666.00</b>	<b>(16,667.00)</b>	<b>-</b>	<b>22,204,135.88</b>	<b>569,458.05</b>	<b>658,967.86</b>
<b>CAPITAL PROJECTS FUND</b>						-	
<b>Total Capital Projects Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>WATER DEPARTMENT - ENTERPRISE</b>							
Salary		77,240.00			77,240.00	-	
Wages		155,791.00			142,287.00	13,504.00	
Prior Year Wages						-	
Other		273,054.00	83,000.00		325,527.59	21,572.00	8,954.41
Other - Prior Year Bill	7,039.85				6,780.85	259.00	
Water Reserve Fund		130,000.00				95,000.00	
Transfers to:							
Other - Building Maintenance			(5,000.00)				
Other - Vehicle Maintenance			(5,000.00)				
Other - Engineering			(1,400.00)				
Other - Postage			(2,000.00)				
Other - Forms & Printing			(7,000.00)				

**TOWN OF TOPSFIELD**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
Other - Public Works Supplies			(6,000.00)				
Other - Meters			(5,000.00)				
Other - Computer			(3,600.00)				
Debt Interest		31,572.00			31,571.25	0.75	
Debt Interest Temporary Loans		25,000.00				25,000.00	
Debt Principal		84,000.00			84,000.00	-	
Debt Issue Costs						-	
Debt Short Term Principle Pay down						-	
Unanticipated Emergencies		76,500.00				28,500.00	
Transfers to:							
Systems Emergency Maintenance			(31,000.00)				
Systems Emergency Maintenance			(17,000.00)				
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	
A20/12ATM Water Main Replacement	290,036.15		(178,000.00)		109,862.58	2,173.57	
A36/13ATM Water Main Design Washington St		50,000.00			13,047.76	-	36,952.24
A37/13ATM Water Main Repair River Road		35,000.00	(35,000.00)			-	
A38/13ATM Water Tanks Repair/Improve		50,000.00			6,011.71	-	43,988.29
A39/13ATM Minor Replacement Water Mains		100,000.00				-	100,000.00
A40/13ATM Gravel Pack Well Perkins Row		250,000.00			2,300.00	-	247,700.00
Transfers to Trust-Agency Fund						-	
<b>Total Water Enterprise Fund</b>	<b>351,378.59</b>	<b>1,338,157.00</b>	<b>(213,000.00)</b>	<b>-</b>	<b>798,628.74</b>	<b>206,923.32</b>	<b>470,983.53</b>
<b>SOLID WASTE ENTERPRISE FUND</b>							
A13/12ATM Annual Engineering & Monitoring		36,700.00			31,439.06	5,081.39	179.55
						-	
<b>Total Solid Waste Enterprise Fund</b>	<b>-</b>	<b>36,700.00</b>	<b>-</b>	<b>-</b>	<b>31,439.06</b>	<b>5,081.39</b>	<b>179.55</b>
Balance Forward from 2013-2014	822,941.38						

**TOWN OF TOPSFIELD**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
2014 Appropriations Including Transfers		24,352,523.00	(229,667.00)				
Receipts, Refunds & Other				-			
Expended					23,034,203.68		
Close to Treasury						781,462.76	
Balance Forward to 2014-2015							1,130,130.94
NON APPROPRIATION EXPENDITURES							
<b>Federal Grants:</b>							
Police-Bullet Proof Vest				1,960.00	1,960.00	-	
Police-Comm Policing						-	
Fire-Assist Fire Fighters				90,535.00	90,535.00	-	
Fire-Local Preparedness Grant						-	
Fire - Child Passenger Safety	35.97					35.97	
Fire - Emergency Management Performance				2,500.00	2,500.00	-	
School-SPED Program Improvement	1,786.75				1,786.75	-	
School-Title Five						-	
School-Early Childhood Allocation	87.94			2,701.00	2,586.14	-	202.80
School-SPED 94-142	10,295.96			105,048.00	110,242.43	-	5,101.53
School-Enhanced Ed Through Technology						-	
School-Teacher Quality	1,820.00			10,001.00	6,573.09	-	5,247.91
School - Title I	490.00			78,632.00	73,946.90	-	5,175.10
Fire - Volunteer Fire Assistance						-	
Fire-FEMA Assist Firefighters						-	
Fire- FEMA/MEMA				47,400.31		47,400.31	
Council on Aging-Title III Outreach				3,533.17	3,533.17		

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
Council on Aging-Title III	1,728.81			3,002.59	4,365.27	-	366.13
Board of Health - MDPH Emergency Prep.						-	
<b>Other Special Revenue:</b>							
School Chap 71 Education Fund	6,478.33			172.00		-	6,650.33
School Chap 712 Scholarship Fund	890.24			823.30	1,200.00	-	513.54
School -Educ Foundation Gift				10,700.00	10,000.00	-	700.00
School Gift T E S P T O						-	
School Gifts	923.40			1,000.00	772.57	-	1,150.83
School Essay Donation	571.98					-	571.98
School Newsletter	15.00					-	15.00
School Historical Society Gift						-	
School Lost Book Revolving	240.09			177.92		-	418.01
School Cafeteria	45,053.75			153,313.88	185,731.11	-	12,636.52
Tree Planning Gift	2,664.00					-	2,664.00
Flag Pole Fund	537.00					-	537.00
Veterans Day Parade Gift	100.00					-	100.00
Topsfield General Purpose Gift	500.00			1,600.00	1,379.00	-	721.00
Town Hall Capital Improvement Gift	10,475.93					-	10,475.93
Conservation Fund Ch. 40 S 8C	6,452.07			14.05		-	6,466.12
Open Space Fund Ch. 40 S 8C	219.24			0.49		-	219.73
Conservation Wetland Fees State Ch131:40	2,826.26			456.42		-	3,282.68
Conservation Com Gift	400.00				150.00	-	250.00
Conservation Consul Ch. 44:53G	3,233.18			(3,233.18)		-	
Conservation Gift Hickory Beech	2,758.75			3.31		-	2,762.06
Planning Board Consult Ch. 44:53G	7,870.38			12,061.49	17,349.77	-	2,582.10
Zoning Board Consult Ch. 44:53G				2,751.19	2,596.42	-	154.77

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
Fire Metro Planning Council						-	
Fire Dept. Gift	75.00			828.00	828.00	-	75.00
<b>Special Revenue:</b>							
Police TAF Enterprise Gift	12,534.80			15,000.00	17,632.19	-	9,902.61
Police - D.A.R.E. Donations	1,303.55			100.00		-	1,403.55
Police - Law Enforcement Trust	3,145.19				200.00	-	2,945.19
Police Dept. Gift						-	
Fire Dept. EMS Equipment Gift	5,387.52			380.00	653.36	-	5,114.16
Fire - FM Global Fire Prevention						-	
Board of Health CH 44:53G	5,044.25			2,128.27	2,550.94	-	4,621.58
COA Donations to Meals/Wheels	4,184.57			1,756.00	1,582.37	-	4,358.20
COA Transportation Donation	8,536.87			1,946.65	652.85	-	9,830.67
COA Gift	3,346.92			1,996.38	2,820.07	-	2,523.23
COA Sunshine Ladies Gift	228.42				213.50	-	14.92
COA Betty Wogan Gift	331.52					-	331.52
COA Activities/Fitness	2.00					-	2.00
Library Mr & Mrs Tim Collins Gift				17,500.00	8,402.96	-	9,097.04
Library Gifts, Miscellaneous	7,543.70			707.80	619.30	-	7,632.20
Library Lost Book Revolving	652.53			3,302.83	2,327.75	-	1,627.61
Rail & Trail Gift						-	
Recreation Committee Gift	721.32					-	721.32
Historical Commission Preservation Gift	240.00					-	240.00
Cable Advisory Committee Gift	190,118.87			17,572.96	16,301.98	-	191,389.85
<b>Receipts Reserved for Appropriation:</b>							
Sale of Cemetery Lots	160,382.59			6,235.89		-	166,618.48
Reserved for 20 year Borrowing Ch44:8	2,323.97					-	2,323.97

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
Reserved for FY18 Library Loan Subsidy	46,419.40					-	46,419.40
Reserved for Reduction Future Excludable Debt	12,278.25		(1,722.00)			-	10,556.25
<b>Revolving Accounts:</b>							
Insurance & Restitution School						-	
School Pre-School Tuition	291,807.94			169,914.00	273,003.47	-	188,718.47
School Instrumental Music	34,369.11			41,712.00	3,544.25	-	72,536.86
School Full Day Kindergarten	86,238.50			104,734.68	127,000.00	-	63,973.18
School Rental of Surplus				9,369.80	9,369.80	-	
School Tuition Ch71, 71F Non Resident, Foster	35,487.00			68,091.48	50,000.00	-	53,578.48
Recreation/Park Ch. 44:53D	6,889.88			14,750.00	15,618.13	-	6,021.75
Conservation Revolving Fund Ch44:53E1/2	40,861.24			8,343.25	6,582.77	-	42,621.72
Cemetery CH 44:53E1/2	31,699.94			31,566.48	24,423.44	-	38,842.98
Park Revolving Ch. 44:53E 1/2	379.25			22,330.00	22,036.67	-	672.58
Insurance & Restitution Police Injury	69,547.08		(49,510.00)	64,861.50		-	84,898.58
Insurance & Restitution Park & Cemetery	2,824.98				2,824.98	-	
<b>State Grants:</b>							
Police 911 Training						-	
Police Bullet Proof Vest				1,960.00	1,960.00	-	
Police-GHSB Grant				2,258.67	2,258.67	-	
Fire Emergency Performance Grant				1,136.27	1,136.27	-	
Fire Safety Grant	3,730.15			6,904.00	5,487.13	-	5,147.02
Highway Chapter 90				326,127.70	326,127.70	-	
School Foundation Enrollment Aid '05	10,000.00					-	10,000.00
School Foundation Enrollment Aid '02	28,207.03				6,740.00	-	21,467.03

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
School - Circuit Breaker Grant FY13	17,620.31			22,014.00	39,634.31	-	
School - Circuit Breaker Grant FY14				53,429.00	40,474.00	-	12,955.00
School - Big Yellow School Bus Steward	400.00			200.00		-	600.00
School - Big Yellow School Bus Proctor	200.00					-	200.00
MEMA						-	
Topsfield Linear Common Grant Fiscal 2013				9,022.60	9,022.60	-	
Cultural Council	7,454.47			4,253.87	5,188.45	-	6,519.89
Council on Aging MARTAP Helping Hand Mini Gr				219.19	219.19	-	
Council on Aging Formula Grant	821.94			11,042.06	11,618.91	-	245.09
Council on Aging Service Incentive Grant	607.90			897.78	1,505.68	-	
Library Supplemental Grant	125.13				125.13	-	
Library LIG/MEG Grant	18,225.16			9,482.89	1,650.02	-	26,058.03
Extended Polling Hours				2,948.00		2,948.00	
Mass Historic Preservation Grant	643.84					-	643.84
Clean Energy Choice	2,207.50					-	2,207.50
Green Community Grant				58,028.23	58,028.23	-	
Recycling DEP Grant	3,648.71				769.00	-	2,879.71
<b>Stabilization:</b>							
Stabilization Fund	813,503.40		200,000.00	1,884.28		-	1,015,387.68
<b>Total Special Revenue Funds</b>	<b>2,080,756.73</b>	<b>-</b>	<b>148,768.00</b>	<b>1,642,090.45</b>	<b>1,618,341.69</b>	<b>50,384.28</b>	<b>2,202,889.21</b>



**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2014**

	Balance Forward 2013	2014 Original Appropriation	2014 Transfers- Adjustments	2014 Receipts	2014 Expended	2014 Close to Treasury	Balance Forward 2015
Trust Funds							
OPEB	130,197.14		100,000.00	7,960.14		-	238,157.28
Non-Expendable Trust Funds	7,404,243.41			723,802.89		-	8,128,046.30
Expendable Trust Funds	1,522,091.60		(66,000.00)	321,491.84	139,600.33	-	1,637,983.11
Total Trust Funds	9,056,532.15	-	34,000.00	1,053,254.87	139,600.33	-	10,004,186.69
*Transfers - transferred from Library Gould Trust \$66,000 to GF to partially fund Library Debt Payment							
Total Expenditures & Other Financing Uses - Fiscal 2014					24,792,145.70		

**COMBINED BALANCE SHEET**  
**ALL FUND TYPES AND ACCOUNT GROUPS    JUNE 30, 2014**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY FUND TYPES	ACCOUNT GROUP			
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only
ASSETS:									
Petty Cash	\$141.98								141.98
Cash/Investments	4,298,580.18	\$2,183,706.63		\$10,004,186.69	\$1,501,739.59	\$180,013.32			18,168,226.41
Receivables:									
Personal Property Taxes	6,842.74								6,842.74
Real Estate Taxes	185,314.92								185,314.92
Delinquent User Charges					461.29				461.29
Tax Foreclosure	33,938.83								33,938.83
Tax Title Liens	104,569.22				71.00				104,640.22
Allowance Abatements & Exemptions	(354,116.16)								(354,116.16)
Other (Excise Taxes)	67,033.53								67,033.53
Police Academy	(4,092.00)								(4,092.00)
Police Special Detail		2,683.08							2,683.08
Fire Special Detail	7,888.40								7,888.40
User Charges & Connection Fees					93,923.67				93,923.67
Due from Other Governments:									
Due from Comm Ch Sh Vets Ch 115	384.00								384.00
Due from Comm Ch Sh Vet Blind & Surv Spouse	10,838.00								10,838.00
Due from Comm Ch Sh Vets Ch 117									0.00
Due from Comm RMV Moving Violations	4,157.00								4,157.00
Due from Comm Rail Trail Grant		9,022.60							9,022.60

**COMBINED BALANCE SHEET**  
**ALL FUNDTYPES AND ACCOUNT GROUPS    JUNE 30, 2014**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY FUND TYPES	ACCOUNT GROUP			
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only
Due from Comm Circuit Breaker FY14		13,358.00							13,358.00
Due from Green Community Grant									0.00
Due from Comm 911 Grant		1,760.56							1,760.56
Due from Comm Fire Emergency Preparedness									0.00
Due from Comm GHSB Grant		1,378.21							1,378.21
Due from Comm Bullet Proof Vest		1,960.00							1,960.00
Due from Comm Hwy Chap 90		215,038.30							215,038.30
Due from Comm COA Service Incentive Grant		1,505.68							1,505.68
Due from Fed Gov't Bullet Proof Vest		1,960.00							1,960.00
Due from Fed Gov't Medicare Part D	21,894.19								21,894.19
Due from Fed Gov't COA Title III Outreach		2,340.77							2,340.77
Due from Others									0.00
Land - Fixed Assets					323,037.76		5,196,767.49		5,519,805.25
All Other - Fixed Assets Net of Depreciation					5,993,921.00		16,407,752.34		22,401,673.34
Amount to be Provided for Pmt of Long Term Debt								3,408,500.00	3,408,500.00
TOTAL ASSETS	\$4,383,374.83	\$2,434,713.83	\$0.00	\$10,004,186.69	\$7,913,154.31	\$180,013.32	\$21,604,519.83	\$3,408,500.00	\$49,928,462.81

**COMBINED BALANCE SHEET**  
**ALL FUNDTYPES AND ACCOUNT GROUPS    JUNE 30, 2014**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY FUND TYPES	ACCOUNT GROUP			
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only
LIABILITIES AND FUND EQUITY:									
Liabilities:									
Payroll Warrants Payable	222,859.88	7,146.52			7,145.29				237,151.69
Vendor Warrants Payable	147,924.63	9,639.80			26,799.96	933.04			185,297.43
Withholdings Payable	156,937.28								156,937.28
Police Special Detail		(2,683.08)							(2,683.08)
Deferred Revenue:									
Property Tax	(231,860.07)								(231,860.07)
Delinquent Water					461.29				461.29
Tax Liens	104,569.22				71.00				104,640.22
Tax Foreclosure	33,938.83								33,938.83
Motor Vehicle	67,033.53								67,033.53
Fire Special Detail	7,888.40								7,888.40
Police Special Detail		2,683.08							2,683.08
Chapter 90		215,038.30							215,038.30
Due to the Commonwealth									0.00
Pre-paid Real Estate Tax	16,052.39								16,052.39
Other Liabilities:									0.00
Unclaimed Checks	4,382.00								4,382.00
Due to Individuals	0.00								0.00
Bond Indebtedness - Inside Debt Limit					56,500.00			1,588,500.00	1,645,000.00
Bond Indebtedness - Outside Debt Limit					830,000.00			1,820,000.00	2,650,000.00
Bond Anticipation Note									0.00
TOTAL LIABILITIES	529,726.09	231,824.62	0.00	0.00	920,977.54	933.04	0.00	3,408,500.00	5,091,961.29

**COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS    JUNE 30, 2014**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	PROPRIETARY FUND TYPES	ACCOUNT GROUP			
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only
FUND EQUITY AND OTHER CREDITS:									
Investment in fixed assets					5,430,458.76		21,604,519.83		27,034,978.59
Reserved for:									
Petty Cash	141.98								141.98
Encumbrances	658,967.86				470,983.53	179.55			1,130,130.94
Expenditures	863,943.00	32,722.00		86,000.00	350,000.00	36,700.00			1,369,365.00
Future Debt		48,743.37							48,743.37
Overlay Deficit									0.00
Snow & Ice Deficit	0.00								0.00
Reserved for Special Purposes				1,551,983.11					1,551,983.11
Reserved for Endowments				8,128,046.30					8,128,046.30
Reserved for OPEB				238,157.28					238,157.28
Undesignated	2,330,595.90	2,121,423.84			740,734.48	142,200.73			5,334,954.95
<b>TOTAL FUND EQUITY</b>	<b>3,853,648.74</b>	<b>2,202,889.21</b>	<b>0.00</b>	<b>10,004,186.69</b>	<b>6,992,176.77</b>	<b>179,080.28</b>	<b>21,604,519.83</b>	<b>0.00</b>	<b>44,836,501.52</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$4,383,374.83</b>	<b>\$2,434,713.83</b>	<b>\$0.00</b>	<b>\$10,004,186.69</b>	<b>\$7,913,154.31</b>	<b>\$180,013.32</b>	<b>\$21,604,519.83</b>	<b>\$3,408,500.00</b>	<b>\$49,928,462.81</b>

\*Note 1: 60 Day Accrual of Property Tax - \$69,901.57

# town treasurer

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

Respectfully submitted,

Barbara B. Michalowski  
Town Treasurer and Collector

<b>Beginning Cash/Investments as of 7/1/13</b>	<u>\$16,613,945.00</u>
Revenue	23,258,334.00
Disbursement	24,783,195.00
<b>Total Cash/Investments as of 7/1/14</b>	<u>\$18,168,226.41</u>
Petty Cash on hand 6/30/2013	<u>156.71</u>
Petty Cash on hand 6/30/2014	<u>141.98</u>
<b>Interest Earned and Gain on Investments</b>	
General Fund	24,526.95
Solid Waste Fund	218.18
School Lunch	80.48
Stabilization Fund	1,884.00
<b>Total Interest and Gain on Investments</b>	<u>26,709.61</u>
<b>Collections from Tax Title accounts</b>	<u>41,280.17</u>
<b>Deposits held to Guarantee Payment</b>	
Balance as of 6/30/2013	<u>20,224.87</u>
Balance as of 6/30/2014	<u>-</u>
<b>Sale of Cemetery Lots</b>	
Balance as of 6/30/2013	<u>159,982.59</u>
Balance as of 6/30/2014	<u>166,018.48</u>
<b>Stabilization Fund</b>	
Balance as of 6/30/2013	<u>813,503.40</u>
Balance as of 6/30/2014	<u>1,015,387.68</u>
<b>Trust Funds</b>	
Balance as of 6/30/2013	<u>8,933,581.12</u>
Balance as of 6/30/2014	<u>9,782,740.52</u>
<b>OPEB GENERAL FUND</b>	
Balance as of 6/30/2013	<u>100,151.62</u>
Balance as of 6/30/2014	<u>207,069.61</u>
<b>OPEB WATER FUND</b>	
Balance as of 6/30/2013	<u>30,045.52</u>
Balance as of 6/30/2014	<u>31,087.67</u>

# tax collector

The Tax Collector's Office collected in Fiscal 2014 \$ 18,438,464 in Real Estate taxes and \$ 359,408 in Personal Property taxes; \$ 40,261 in interest and fees and \$1,023,723 in motor vehicle excise tax revenue, \$ 41,280 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 2014 tax bills are based on the assessment date of January 1, 2013 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 Massachu-

setts Registry database and will not issue or renew licenses or registrations until outstanding obligations are met.

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

Respectfully submitted,

Barbara B. Michalowski  
*Town Treasurer and Collector*



## tax collector, cont.

	<b>BEGINNING BALANCE</b> <b>June 30, 2013</b>	<b>COMMITTED</b>	<b>BALANCE DUE</b> <b>June 30, 2014</b>
<b>MOTOR VEHICLE EXCISE</b>			
Prior years	7,096.00		7,027.00
2011	1,630.00		1,092.00
2012	7,476.00		3,422.00
2013	27,408.00	154,472.00	8,205.00
2014	0.00	920,761.00	47,288.00
	<b>43,610.00</b>	<b>1,075,233.00</b>	<b>67,034.00</b>
<b>ROLLBACK TAX CH 61A</b>	0.00		0.00
<b>PERSONAL PROPERTY TAXES</b>			
Prior years	1,125.00		1,125.00
2011	300.00		300.00
2012	850.00		520.00
2013	2,083.00		1,245.00
2014	0.00	<b>\$359,408.00</b>	3,653.00
	<b>4,358.00</b>		<b>6,843.00</b>
<b>REAL ESTATE TAXES</b>			
2012	8,825.00		8,825.00
2013	229,415.00		22,901.00
2014	0.00	<b>\$18,438,464.00</b>	153,589.00
	<b>238,240.00</b>		<b>31,726.00</b>
<b>DELINQUENT WATER</b>	<b>71.00</b>		<b>532.00</b>
<b>TAX TITLE</b>		<b>\$47,158.00</b>	
Delinquent Wtr tax liens	71.00		532.29
1989-2012	<b>98,692.00</b>		<b>104,569.00</b>
<b>FORECLOSED</b>	<b>33,939.00</b>		<b>33,939.00</b>
		<b>\$1,002,106.59</b>	
<b>WATER USER FEES</b>	93,164.00		93,924.00

# trust fund commissioners

## Introduction

The Commissioners of Trust Funds completed another year of the administration and management of the Topsfield trust funds. Topsfield is extremely fortunate to have so many different trust funds available for the continued funding of numerous projects. All disbursements from trust funds are from private accounts and do not come from any taxpayer funds. The main focus of the Commission's management of all the funds is to produce a consistent stream of income which grows with or greater than inflation while increasing the principal at a conservative rate so as to protect its purchasing power over time. The funds continue to be invested in high quality common stocks and United States government and corporate fixed income securities and exchange traded funds, in accordance with the conservative asset allocation guidelines adopted by the Commission.

## Highlights and Accomplishments

During the fiscal year, the Commissioners of Trust Funds provided funds for various town purposes including the following:

1. The continued subsidizing of the Council on Aging, Meals on Wheels program by the David Cummings Trust at a total expense of \$3,925.00.
2. The support of a needy Topsfield family with the replacement of their roof by the David Cummings Trust at a total cost of \$17,325.00.
3. The cleaning and restoration of the Civil War Monument by the Monument Fund in the amount of \$1,175.00.
4. The funding of scholarships for graduating Masconomet High School students by the Wallace Kneeland Fund and the Joseph Iarocci Fund each in the amount of \$300.00.
5. The acquisition of books, periodicals and other miscellaneous items and the upkeep of such on behalf of the Topsfield Library by the George Gould Trust and other library specific trusts in the amount of \$105,517.37.

6. 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 \$13,248.71.

7. The payment of the fourteenth 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, 2013 BALANCES			FISCAL 2014				JUNE 30, 2014 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	18,153.69	16,152.11	3.610%	3.96	59.44			18,098.21	17,019.37	3.610%
Income	102,111.40	75,937.81	16.973%	18.64	279.48	2,395.27		104,245.83	80,015.15	16.973%
CUMMINGS * Principal	37,176.90	33,077.84	7.393%	8.12	121.74			37,063.28	34,853.89	7.393%
Income	179,723.22	168,260.43	37.608%	41.29	619.25	5,236.83	21,250.00	163,132.09	177,294.89	37.608%
KIMBALL * Principal	1,100.64	979.28	0.219%	0.24	3.60			1,097.27	1,031.86	0.219%
Income	2,376.71	2,427.96	0.543%	0.60	8.94	88.62		2,456.99	2,558.32	0.543%
PEABODY * Principal	1,067.80	950.07	0.212%	0.23	3.50			1,064.54	1,001.08	0.212%
Income	2,223.73	1,373.91	0.307%	0.34	5.06	60.45		2,279.46	1,447.68	0.307%
GOULD COMMON * Principal	1,067.80	950.07	0.212%	0.23	3.50			1,064.54	1,001.08	0.212%
Income	6,992.22	3,902.37	0.872%	0.96	14.36	126.21		7,105.03	4,111.90	0.872%
GOULD PARK * Principal	1,067.80	950.07	0.212%	0.23	3.50			1,064.54	1,001.08	0.212%
Income	(379.67)	2,466.84	0.551%	0.61	9.08	88.87		(299.27)	2,599.29	0.551%
MONUMENT * Principal	1,953.31	1,737.94	0.388%	0.43	6.40			1,947.34	1,831.26	0.388%
Income	8,230.73	5,163.93	1.154%	1.27	19.00	179.52	1,175.00	7,217.51	5,441.20	1.154%
KNEELAND * Principal	15,335.72	13,133.58	2.935%	3.22	48.34			15,290.60	13,838.76	2.935%
Income	1,673.79	364.00	0.081%	0.09	1.34	351.07	300.00	1,723.61	383.54	0.081%
LIBRARY GEN'L * Principal	23,602.07	20,999.76	4.694%	5.15	77.29			23,529.94	22,127.30	4.694%
Income	(63,572.41)	11,903.41	2.661%	2.92	43.81	855.81	7,057.49	(69,814.97)	12,542.54	2.661%
LIBRARY DOW * Principal	2,135.58	1,900.10	0.425%	0.47	6.99			2,129.05	2,002.12	0.425%
Income	(3,575.99)	456.81	0.102%	0.11	1.68	61.30	416.92	(3,933.17)	481.34	0.102%

**TOWN OF TOPSFIELD COMMISSIONERS OF TRUST FUNDS  
ALLOCATION OF COMBINED INVESTMENT FUNDS (continued)**

TRUST NAME	JUNE 30, 2013 BALANCES			FISCAL 2014				JUNE 30, 2014 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BK VALUE	MKT VALUE	% TOTAL
LIBRARY LAMSON * Principal	22,716.24	20,211.60	4.517%	4.96	74.39			22,646.82	21,296.82	4.517%
Income	(25,567.77)	4,914.39	1.098%	1.21	18.09	653.53	3,756.06	(28,687.18)	5,178.26	1.098%
LIBRARY WILDES * Principal	14,989.59	13,336.86	2.981%	3.27	49.08			14,943.78	14,052.96	2.981%
Income	(29,460.15)	4,762.48	1.064%	1.17	17.53	470.77	3,908.62	(32,914.36)	5,018.19	1.064%
LIBRARY HADSELL * Principal	5,816.43	5,125.88	1.146%	1.26	18.86			5,798.82	5,401.10	1.146%
Income	(502.75)	305.65	0.068%	0.08	1.12	141.27	265.36	(627.89)	322.06	0.068%
LIBRARY WITHAM * Principal	28,386.27	21,573.46	4.822%	5.29	79.40			28,312.17	22,731.81	4.822%
Income	2,262.65	672.48	0.150%	0.17	2.47	578.62	313.21	2,525.75	708.59	0.150%
STATHOPOULOS * Principal	4,274.41	3,778.47	0.845%	0.93	13.91			4,261.44	3,981.35	0.845%
Income	633.61	38.39	0.009%	0.01	0.14	99.28		732.76	40.45	0.009%
JOSEPH IAROCCI * Principal	9,974.57	9,347.18	2.089%	2.29	34.40			9,942.46	9,849.06	2.089%
Income	(78.80)	254.94	0.057%	0.06	0.94	249.75	300.00	(129.93)	268.63	0.057%

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

	JUNE 30, 2013 BALANCES		FISCAL 2014				JUNE 30, 2014 BALANCES	
	BOOK VALUE	MARKET VALUE	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BOOK VALUE	MARKET VALUE
GEORGE GOULD TRUST (1)								
PRINCIPAL ACCOUNT	5,410,777.55	6,700,605.80	668.45	14,889.31	0.00	0.00	5,396,556.69	7,400,693.94
INCOME: FUND A - BOOKS	516,574.59	529,386.39	946.00	235.09	125,926.48	89,799.71	553,412.27	557,885.14
INCOME: FUND B - ART & MAINT	270,431.00	327,856.88	109.80	3,017.36	122,767.02	79,248.71	311,041.75	363,063.86
COLUMN TOTALS	6,197,783.14	7,557,849.07	1,724.25	18,141.76	248,693.50	169,048.42	6,261,010.71	8,321,642.94

(1) Funded October 1988



*Photo courtesy Kindra Clineff*





