In the Spirit of Community







ANNUAL REPORT
TOPSFIELD MASSACHUSETTS

Town of Topsfield Massachusetts

July 1, 2015 through June 30, 2016



The Annual Reports, Receipts, and Expenditures
of the Town Officers
for the 2016 Fiscal Year

Credits and Acknowledgments:

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www.etjohnson.com

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Note:

All financial data cover the period July 1, 2015 through June 30, 2016. However, for the reader's benefit, and to make this a more meaningful publication, individual reports may list more current significant events.



PHOTO COURTESY OF JEN LARUSSA

In the Spirit of Community

Last December, at the start of the Holiday season, whimsical hand-painted snowmen started appearing on the Topsfield Library lawn. What began as

of Community, which is ever present, in Topsfield.

snowballed (pun intended) to an eclectic display of cheerful faces, uniquely decorated. The snow "people" represented different non-profits, businesses and local residents. The Rails-to-Trails Snowman was riding a bicycle, with recycled parts donated from the Topsfield Bike Shop. Local photographer and social activist, Eric Roth, created a "snow hippie" sporting a tiedye shirt and peace necklace. The Congregational Church's snowman featured the "Kindness Rocks" project, promoting random acts of compassion. The Snowmen were much more than their painted wooden facades; They represented that Spirit

Throughout 2016, community spirit was evident in Topsfield. A grassroots petition focusing on revitalizing the downtown and removing the concrete barriers in the center of the shopping center, quickly generated community activism. Over 1,000 residents, former residents and businesses in Topsfield signed a petition for change, and offered positive

suggestions for improving the shopping plaza.

A "Spirited" debate regarding Town Hall renovations and an expansion brought about open discussion, research, planning and compromises that will move this project forward. Town Meeting voters approved the renovation and a new building addition, after more than a decade of proposals, grant submissions, design studies and countless hours of committed volunteers. At the close of 2016, work began and all Town offices have moved as this monumental renovation commences.

Spirited People Power flourished in 2016, as younger residents got involved in Town Government, and new families moved into Topsfield, slightly increasing the elementary school population, and bringing the energy of newcomers.

GREEN Topsfield continued to grow, in both elementary schools, teaching the next generation about preserving the earth, and sustainability. The Topsfield Food Pantry, now housed at Trinity Church, expanded to serve neighboring communities, as well as harvesting the fresh vegetables from the Community Gardens at Proctor and Steward Schools. Yet another example of community spirit, coming full circle.

It was only fitting that Topsfield joined Boxford and Middleton for the first ever Tri-Town Community Reads, choosing the inspirational book, "Life Is Good" written by brothers Bert and Jon Jacobs, founders of the internationally known brand name. The book focuses on optimism and involvement, at all levels. In collaboration with the elementary schools, Masconomet, the Tri-Town Council, and other organizations, the community is encouraged to "See the Good & To Be the Good" through a variety of activities, discussions, and celebrations.

Perhaps no moment was more defining of "Spirit of Community" than our own homegrown Abbey D'Agostino. As the

world watched the Olympic Games in August, "our" Abbey demonstrated human kindness and compassion that resonated throughout the globe. For those who know the D'Agostino family, it's no surprise that that they would raise such a remarkable young woman. Her gesture, and selfless compassion to aid a fellow runner, New Zealand athlete Nikki Hamblin, despite her own injury, exemplified such kindness and goodwill. Abbey made all of Topsfield proud,

as across the world, people watched this remarkable young woman

from Topsfield, Massachusetts, of the United States of America.



COURTESY TOWN OF TOPSFIELD

Illustration of the Topsfield Town Hall Clock Tower & Cupola

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Transitions

We honor all those whom we lost in 2016, in particular residents who made exceptional contributions of service to the Town of Topsfield:

Edward J. Colbert

Rev. Richard A. Driscoll

Marian G. Kimball

Brian A. Low

Jean B. Malenfant

Harriet (Bunny) Nutter

Joan Panella

Dorothy J. Rose

Richard W. Skeffington

Retirements

Dr. Bernard (Bernie) Creeden Superintendent of the Tri-Town Elementary Schools

John (Jack) Donaher General Manager of the Essex County Co-Op in Topsfield



Town of Topsfield

Incorporated:	1650
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, 2016)	6,798
Area:	13 Square Miles
Town Roads:	60 Miles
Fiscal 2016 Tax Rate:	\$16.52
Tax Levy:	\$20,923,327.04
Congressional District:	Sixth
Senatorial District:	First Essex and Middlesex
Representative District:	
Town Hall Hours:	M–TH:8am – 4pm; FRI: 8am – Noon
Schools:	
Steward Elementary School	(K-3)
Proctor Elementary School	(4-6)
Masconomet Middle School	(7-8)
Masconomet High School	(9-12)
Town Website:	www.topsfield-ma.gov

General Town Information

Emergency Numbers	Cemeteries
Ambulance – Fire – Police:911	Pine Grove Cemetery Office: 978-887-1525
	a
Beverly Hospital978-922-3000	Churches
Poison Control Center800-682-9211	Congregational Church of Topsfield
Water Main Breaks978-887-6533	East Common
National Grid	Our Savior Lutheran Church
Gas Emergency800-231-5325 or 888-377-5325	Boston Street, Route 1 978-887-5701
Electric Outage Emergency 800-465-1212	boston street, Route 1 9/0-00/-5/01
All Other Calls781-388-5000	St. Rose of Lima Catholic Church
	Park Street978-887-5505
Animal Control	1 ark otteet9/0 00/ 5505
Call Emergency Center978-887-6553	Trinity Episcopal Church of Topsfield
Assessors	River Road978-887-5570
Office978-887-1514	Civil Defense
Birth Certificates	Call Emergency Center978-887-6553
Town Clerk's Office978-887-1505	cuit Emergency center970 007 0555
10.11 010110 011100	Compost Center
Board of Health	279 Boston Street, Route 1
Office978-887-1520	Open Saturdays April – November:
	9:00 am – 1:00 pm978-887-1542
Board of Selectmen	9.00 mii 1.00 piir9/0 00/ 1942
Office978-887-1500	Conservation Commission
Bus Service	Office
MBTA – Customer Service 800-392-6100	
	Council on Aging
· -	Office978-887-1523
The Coach Company800-874-3377	
Cable TV	Death Certificates
Cable (Town office):	Town Clerk's Office978-887-1505
Comcast:	
Verizon	Dog Licenses
7 6112011	Town Clerk's Office978-887-1505

Elections	Nowenanare
Town Clerk's Office978-887-1505	Newspapers Salem News
Town MeetingFirst Tuesday of May	Tri-Town Transcript
Town ElectionsFirst Thursday of May	111-10wii 11aiiscript 9/0-//4-0505
Town ElectionsThis Thursday of May	Notary Publics
Finance Committee	Town Clerk's Office:978-887-1505
Karen A. Dow, Chairman:978-887-1500	Council on Aging978-887-1523
Fire Department	Percolation Tests
Fire Emergencies	Board of Health Office978-887-1520
Call for Burning Permits, Fire and Smoke Alarms,	Planning Board
and Oil Burner Inspections	Office
and on burner mapeenons	012100111111111111111111111111111111111
Firearm Identification Cards	Poison Control Center
Police Dept:978-887-6553	Information Center 800-682-9211
Gould Barn	Police Department
Contact Amy Coffin	Emergency 911
Illiahaan Barantaan t	All Other Business 978-887-6533
Highway Department	Post Office
279 Boston Street978-887-1542	4 Main Street
Historical Commission 050 005 1501	4 Maii Street9/0-00/-530/
Historical Commission 978-887-1504	Pre-Schools
Housing Authority	Joyful Noises
Little Brook Village	Emerson Center 978-887-2101 x26
69 Washington Street 978-887-8407	
3,	Trinity Church Pre-School
Inspectional Services978-887-1522	River Road978-887-2990
•	
League of Women Voters	Steward Integrated Pre-School
Voter Information800-882-1649	Steward School, Perkins Row978-887-1538
Library 978-887-1528	Property Valuations
Monday and Thursday 10 am to 8 pm	Assessors' Office
Tuesday and Saturday 10 am to 5 pm	Schools
Wednesday and Friday 12 pm to 5 pm	Grades K thru 3
Sunday2 pm to 5 pm	Steward Elementary School
Mauriana Liaanasa	•
Marriage Licenses	www.topsfieldschools.org
Town Clerk's Office978-887-1505	Perkins Row978-887-1538

Grades 4 thru 6	Town Administrator
Proctor Elementary School	Office
www.topsfieldschools.org	
Main Street978-887-1530	Town Clerk
	Office978-887-1505
Tri-Town School Union Offices	Tarana Tarana and On Haratan
www.tritownschoolunion.org	Town Treasurer/Collector
for Elementary Schools978-887-0771	Office978-887-1511
	Transportation – Trains
Grades 7 and 8	MBTA: Customer Service800-392-6100
Masconomet Regional Middle School	
www.masconomet.org	Trash/Recycling Collection
Endicott Road978-887-2323	Replacement Decals and Trash Info:
	Selectmen's Office
Grades 9 thru 12	Concerns or Issues with Pick-up:
Masconomet Regional High School	JRM800-323-4285
www.masconomet.org	Tues Wouden
Endicott Road	Tree Warden
Contin Customs	David Bond978-887-1542
Septic Systems	Veteran's Services
Board of Health Office978-887-1520	Dick Cullinan
Snow Plowing	21011 0411111111111111111111111111111111
Highway Department978-887-1542	Voter Information and Registration
	Town Clerk's Office978-887-1505
Soil Removal Board	
Conservation Commission Office 978-887-1510	Water Department
	Water related questions978-887-1518
Soil Testing	Bill related questions 978-887-1517
Board of Health Office978-887-1520	
	Welcome Wagon
Tax Bills	Community Greetings
Billing information978-887-1511	Joanne Colosi978-777-1545
Topsfield Fair	Zip Code 01983
www.topsfieldfair.org	
James O'Brien, General Manager978-887-5000	Zoning Board of Appeals
	Office978-887-1504
Town Accountant	
Office978-887-1508	



PHOTO COURTESY CONSERVATION COMMISSION

Beaver dam off of Perkins Row.

Elected State Officials sworn in as of July 1, 2016

Governor:

Honorable Charlie Baker (R) Office of the Governor, Room 280 Boston, MA 02133

Tel: 617-725-4005

mass.gov/governor/contact

United States Senators:

Edward Markey (D) 218 Russell Senate Office Building Washington, D.C., 20510

Tel: 202-224-2742

Local Office: 975 JFK Building 15 New Sudbury Street Boston, MA 02114 Tel: 617-565-8519

Email: markey.senate.gov

Elizabeth Warren (D) 317 Russell Senate Office Building Washington, D.C., 20510

Tel: 202-224-4543

Local Office:

2400 JFK Federal Building 15 New Sudbury Street Boston, MA 02203

Tel: 617-565-3170

Internet: www.warren.senate.gov

Attorney General

Maura Healy (R)

One Ashburton Place, 20th Floor

Boston, MA 02108 Tel: 617-727-2200

E-mail: agoweb@state.ma.us

United States Representative:

Seth Moulton (D) 1408 Longworth **House Office Building** Washington, DC 20515 Phone: (202) 225-8020 Fax: (202) 225-5915

Local Office: 21 Front Street Salem, MA 01970 Phone: (978) 531-1669 Fax: (978) 224-2270

State Senator

Joan Lovely (D) State House, Room 215 Boston, MA 02133 Tel: 617-722-1410

E-mail: Joan.Lovely@masenate.gov

State Representative

Bradford Hill (R) State House, Room 128 Boston, MA 02133-1020 Tel: 617-722-2100

E-mail: Brad.Hill@mahouse.gov

Secretary of State

William F. Galvin (D) Citizen Information Service McCormack Building One Ashburton Place, Room 1611

Boston, MA 02108 Tel: 617-727-7030

E-mail: cis@sec.state.ma.us

Elected Town Officials sworn in May 5, 2016

Board of Assessors	Elementary School Committee
Lynn A. Conant2019	Katrina A. Frere2019
Robert E. Kanter2018	Gregg William Lindsay2017
John W. Minnehan2017	Daniel M. Palotta2019
Doord of Library Trustons	Joseph J. Quigley, Jr2017
Board of Library Trustees	Linda S. Ross
Gail D. Bryson	
Audrey B. Iarocci	Housing Authority
Abigail P. Jackson2017	George D. Anderson2017
Judith F. Lais	Paula M. Burke2018
Brooke S. Spater 2019	Richard J. Cullinan2020
Patricia Walsh2018	Gerard McCarthy2017
Board of Road Commissioners	Masconomet Regional School
Joseph K. Gibbons2018	District Committee Representatives
Boyd R. Jackson2017	William Hodges2019
Philip G. Knowles2019	Kim M. Sherwood2018
	John K. Spenser2017
Board of Selectmen	
Mark B. Lyons	Moderator
Boyd R. Jackson2018	Stephan T. Whelan2017
J. Stephen Lais2017	
Martha A. Morrison2017	Park and Cemetery Commissioners
Laura J. Powers	Robert E. Benjamin2016
	Steven Mscisz2018
Board of Water Commissioners	Open position2017
Mark Gallagher2018	- · - ·
Richard L. Stone 2019	Planning Board
Philip G. Knowles2017	Jeanine P. Cuniff
	Joseph D. Geller2019
Commissioners of Trust Funds	Steven B. Hall2017
David G. Strachan, Jr2018	Martha A. Morrison2017
Richard Walsh2017	Steven D. Silveri2018
Thomas P. Walsh2019	
Constable	
Frederick J. Glatz2017	

Appointed Town Officers

July 1, 2015 - June 30 2016

ADA Coordinator	Board of Registrars
Jenifer Collins-Brown2016	Ann D. Gill (ex-officio)2017
	Elizabeth J. Collins2017
Agricultural Commission	Janet Kmetz2019
Richard P. Denton2017	Dorothy T. Wass2018
Peter E. Mulholland2018	
James O'Brien2016	Cable TV/Website Committee
Trudi I. Perry2018	Jeanne Pickering2016
Martinus J. Riekert2017	
Peter Gibney (Alternate)2016	Caretaker of Soldiers' Graves
	Steven Mscisz2016
Alcohol Licensing Advisory Committee	
Robert E. Hardy2016	CDL Coordinator
Nancy J. Luther 2016	David M. Bond2016
Stanley V. Ragalevsky2016	Computer Technology Committee
	Robert P. Sapienza2016
Animal Control Officer	-
Carol A. Larocque2016	Robert L. Sunberg2016
Reed Wilson (Alternate) 2016	Conservation Commission
Animal Inspector	James V. Carroll2017
Peter E. Mulholland2016	Jennifer L. DiCarlo2016
	Cheryl A. Jolley2018
Assessor	Holger M. Luther2016
Toula Guarino2016	Dodds B. Shamroth 2018
Lisa Benecke (Assistant)2016	Lana R. Sequin-Spillman, Admin 2016
Board of Health	Council on Aging
Joseph F. Collins2017	Florence T. Brady2018
Vincent F. Guerra	Lois Carpenter2018
Sheryl L. Knutsen2017	Annette A. Cohen2016
Thomas Mannetta2018	Martha D. Davis2017
Gerald J. Topping2018	Alfred A. DiDonato2018
John Coulon, Agent2016	Alan Grenier2016
	Mary Jolene Guerra2016

Charlotte O'Toole2016	Inspector of Buildings
William T. Quinn2017	Glenn A. Clohecy2016
Penny Rogers2017	David Harris (Alternate)2016
Jodi Gibeley, Executive Director2016	
	Inspector of Gas and Plumbing
Cultural Council	Stanley Kulacz2016
Janet S. Brown2018	Kevin Dash (Alternate)2016
Annette A. Cohen2018	
Kathleen L. Hunt2017	Inspector of Wires
David W. Juliano2018	John P. Thompson2016
Mary E. MacDonald2018	Thomas Tombarello, Jr. (Alternate) 2016
Kathleen J. Moore2018	Kaanay of Olaska
Laura O'Connor2017	Keeper of Clocks
Julie C. Sullivan2018	Norman J. Isler
	Robert L. Winship2016
Fence Viewers	Mapping Committee
Jenifer Collins-Brown2016	James V. Carroll
Nancy J. Luther	Gregory R. Krom
Charlene A. Stawicki2016	Robert L. Winship
-	Robert L. Whiship2010
Finance Committee	MBTA Representative
Karen A. Dow	MBTA Representative Open position
Karen A. Dow	MBTA Representative Open position 2016
Karen A. Dow. 2016 Che R. Elwell 2018 Jonathan D. Guido 2018	
Karen A. Dow. 2016 Che R. Elwell. 2018 Jonathan D. Guido. 2018 Michael G. Hartmann. 2018	Open position 2016
Karen A. Dow. 2016 Che R. Elwell 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer 2017	Open position 2016 Memorial Day/Veteran's Day Committee
Karen A. Dow. 2016 Che R. Elwell. 2018 Jonathan D. Guido. 2018 Michael G. Hartmann. 2018	Open position
Karen A. Dow. 2016 Che R. Elwell 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer 2017	Open position. 2016 Memorial Day/Veteran's Day Committee Richard J. Cullinan 2016 Patricia J. Landgren 2016
Karen A. Dow. 2016 Che R. Elwell 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer 2017 Dana Warren 2016	Open position. 2016 Memorial Day/Veteran's Day Committee Richard J. Cullinan 2016 Patricia J. Landgren 2016
Karen A. Dow. 2016 Che R. Elwell. 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer. 2017 Dana Warren 2016 Forest Warden	Open position. 2016 Memorial Day/Veteran's Day Committee Richard J. Cullinan 2016 Patricia J. Landgren 2016 Robert G. Shamroth 2016
Karen A. Dow. 2016 Che R. Elwell. 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer. 2017 Dana Warren 2016 Forest Warden	Open position. 2016 Memorial Day/Veteran's Day Committee Richard J. Cullinan 2016 Patricia J. Landgren 2016 Robert G. Shamroth 2016 Open Space Committee
Karen A. Dow. 2016 Che R. Elwell. 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer. 2017 Dana Warren 2016 Forest Warden Ronald P. Giovannacci 2016	Open position. 2016 Memorial Day/Veteran's Day Committee Richard J. Cullinan. 2016 Patricia J. Landgren 2016 Robert G. Shamroth 2016 Open Space Committee Joseph D. Geller 2016
Karen A. Dow. 2016 Che R. Elwell 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer 2017 Dana Warren 2016 Forest Warden Ronald P. Giovannacci 2016 Historical Commission	Open position. 2016 Memorial Day/Veteran's Day Committee Richard J. Cullinan 2016 Patricia J. Landgren 2016 Robert G. Shamroth 2016 Open Space Committee Joseph D. Geller 2016 Reginald Lockwood 2016 David D. Merrill 2016
Karen A. Dow. 2016 Che R. Elwell. 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer. 2017 Dana Warren 2016 Forest Warden Ronald P. Giovannacci 2016 Historical Commission Kindra L. Clineff 2018	Open position. 2016 Memorial Day/Veteran's Day Committee Richard J. Cullinan 2016 Patricia J. Landgren 2016 Robert G. Shamroth 2016 Open Space Committee Joseph D. Geller 2016 Reginald Lockwood 2016 David D. Merrill 2016 Parking Ticket Clerk
Karen A. Dow. 2016 Che R. Elwell. 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer. 2017 Dana Warren 2016 Forest Warden Ronald P. Giovannacci 2016 Historical Commission Kindra L. Clineff 2018 Glen P. Gollrad 2016	Open position. 2016 Memorial Day/Veteran's Day Committee Richard J. Cullinan 2016 Patricia J. Landgren 2016 Robert G. Shamroth 2016 Open Space Committee Joseph D. Geller 2016 Reginald Lockwood 2016 David D. Merrill 2016
Karen A. Dow. 2016 Che R. Elwell. 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer. 2017 Dana Warren 2016 Forest Warden Ronald P. Giovannacci 2016 Historical Commission Kindra L. Clineff 2018 Glen P. Gollrad 2016 Norm J. Isler 2017	Open position. 2016 Memorial Day/Veteran's Day Committee Richard J. Cullinan 2016 Patricia J. Landgren 2016 Robert G. Shamroth 2016 Open Space Committee Joseph D. Geller 2016 Reginald Lockwood 2016 David D. Merrill 2016 Parking Ticket Clerk Donna C. Rich 2016
Karen A. Dow. 2016 Che R. Elwell. 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer. 2017 Dana Warren 2016 Forest Warden Ronald P. Giovannacci 2016 Historical Commission Kindra L. Clineff 2018 Glen P. Gollrad 2016 Norm J. Isler 2017 Elizabeth R. Mulholland 2016 Daniel P. Hover (Alernate) 2016	Open position.2016Memorial Day/Veteran's Day CommitteeRichard J. Cullinan.2016Patricia J. Landgren2016Robert G. Shamroth2016Open Space Committee2016Joseph D. Geller2016Reginald Lockwood2016David D. Merrill2016Parking Ticket Clerk2016Public Works Committee2016
Karen A. Dow. 2016 Che R. Elwell. 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer. 2017 Dana Warren 2016 Forest Warden Ronald P. Giovannacci 2016 Historical Commission Kindra L. Clineff 2018 Glen P. Gollrad 2016 Norm J. Isler 2017 Elizabeth R. Mulholland 2016 Daniel P. Hover (Alernate) 2016 Highway Superintendent	Open position. 2016 Memorial Day/Veteran's Day Committee Richard J. Cullinan. 2016 Patricia J. Landgren 2016 Robert G. Shamroth 2016 Open Space Committee Joseph D. Geller 2016 Reginald Lockwood 2016 David D. Merrill 2016 Parking Ticket Clerk Donna C. Rich 2016 Public Works Committee David M. Bond 2016
Karen A. Dow. 2016 Che R. Elwell. 2018 Jonathan D. Guido 2018 Michael G. Hartmann 2018 Eric S. Menzer. 2017 Dana Warren 2016 Forest Warden Ronald P. Giovannacci 2016 Historical Commission Kindra L. Clineff 2018 Glen P. Gollrad 2016 Norm J. Isler 2017 Elizabeth R. Mulholland 2016 Daniel P. Hover (Alernate) 2016	Open position.2016Memorial Day/Veteran's Day CommitteeRichard J. Cullinan.2016Patricia J. Landgren2016Robert G. Shamroth2016Open Space Committee2016Joseph D. Geller2016Reginald Lockwood2016David D. Merrill2016Parking Ticket Clerk2016Public Works Committee2016

Purchasing & Community Dev. Coordinator	Town Counsel
Donna C. Rich	KP Law, PC
Rail Trail Committee	Town Treasurer & Collector
Roy J. Baessler	Barbara B. Michalowski2017
Gregg A. Demers	Julie McCarthy (Assistant)2017
Joseph D. Geller	•
David C. Read	Tree Warden
William J. Rossiter	David Bond2016
	Votovonia A cont
Renewable Energy/Green Communities	Veteran's Agent
Committee	Richard J. Cullinan
Joseph D. Geller2016	Veteran's Graves Registration Officer
Glen Gollrad2016	Richard J. Cullinan
Henry A. Goudreau2016	Richard 9. Cullillan2010
Robert L. Winship2016	Wallace Kneeland Memorial Committee
0 1 7W 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Philip G. Knowles2016
Sealer of Weights and Measures	Robert L. Winship2016
Leonard Rose 2016	r
Soil Removal Board	Zoning Board of Appeals
Jeaninne P. Cunniff	Jody L. Clineff2017
Robert J. Moriarty 2016	David D. Merrill2016
2010	David P. Moniz2020
Stormwater Management Committee	Robert J. Moriarty, Jr2019
David M. Bond2016	Gregor Smith2018
Glenn A. Clohecy2016	Kristin M. Palace2016
Joseph K. Gibbons2016	
Steven B. Hall2016	
Gregory R. Krom2016	
Holger M. Luther2016	
Town Accountant	
Catherine Gabriel2018	
Marion Wedge (Assistant)	
Town Administrator	
Kellie A. Hebert	
Susan Sordello 2016	
2010	
Town Clerk, Assistant	
Mary Elizabeth Willis 2016	



PHOTO COURTESY TOWN OF TOPSFIELD

Ms. Toula Guerino hired as the Town's Principal Assessor after being sworn in by Town Clerk Ann Gill

Board of Selectmen

Topsfield is a friendly, welcoming community nestled among hills and streams while also offering 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

In July 2015, the Board membership included Chair Laura Powers, Clerk J. Stephen Lais and members Martha Morrison, Eldon Goodhue and Boyd Jackson. Attorney and former Finance Committee member and Chairman, Mark Lyons was elected in May, 2016 for a three-year term, replacing Attorney Eldon Goodhue who stepped down from the Board after two terms. The Board reorganized in May 2016 with J. Stephen Lais serving as Chairman and Attorney Mark Lyons as Clerk.

Historic Town Hall

In 1873, Town Hall was built to serve the government of a town with 1,156 residents. Today, Town Hall municipal operations support a population of 6,300 citizens. In recognition of the physical and operational needs of this historic building, on

December 15, 2014 the Board of Selectmen established a Town Hall Building Committee: Gregor Smith, Boyd Jackson, Elizabeth Mulholland, Ben Nutter, Attorney Mark Lyons, Josh Rownd, Peter Bryson and Ex Officio Members Selectman Martha Morrison, Town Administrator Kellie Hebert, Procurement Director Roberta Knight and Executive Assistant Donna Rich.

The Town Hall Building Committee has worked tirelessly to demonstrate need, seek support, and secure funding for necessary Town Hall repairs and improvements. The Committee's hard work and leadership led to Town Meeting support for the funding of exterior improvements and a schematic design project in 2015. Throughout Fiscal Year 2016, the Committee oversaw the \$100,000 schematic design project to analyze the building's needs and potential improvements. The Selectmen and Building Committee hired McGinley Kalsow & Associates, Inc., a professional architectural firm specializing in historic restoration to conduct the schematic design project. In 2015, Town Meeting also approved a \$227,000 borrowing authorization to conduct exterior building stabilization improvements as part of a Façade Repair and Window Preservation Project. The historic preservationists from the Firm of Adams and Smith, LLC. helped guide the Committee's work during the project. To complement these efforts, a \$50,000 Massachusetts Historic Preservation Grant was awarded by the Commonwealth for window restoration and hazard abatement.

During the 2016 Annual Town Meeting, voters supported a \$9,859,000 borrowing article and debt exclusion vote to fund the renovation of Topsfield Town Hall and a new building addition. The new addition will allow for ADA upgrades, the restoration of the grand auditorium and programming and activities space for the Council on Aging. The Town is deeply appreciative and indebted to the individual citizens who serve on this committee. Their commitment of time, effort, professional expertise and personal dedication will help to restore our historic Town Hall for the next century and beyond.

Volunteerism, Donations and Partnerships

Quite similar to the dedicated public service voluntarily offered by the Town Hall Building Committee, Topsfield continues to be blessed with people and organizations that generously give of their talents and resources to accomplish worthwhile community projects and activities. Their work helps shape the character of our community.

• Topsfield's Town Government is fortunate to attract dedicated citizen volunteers who provide countless hours of public service throughout the year. The Town's appointed committees, elected boards and volunteers offer their valuable time to help supplement the work of Topsfield's dedicated employees and professional staff. Robert L. Sundberg is one such volunteer that provides Town Hall staff members with his "pro bono" information technology expertise and technical expertise. Members of the Personnel Advisory Committee, Allan Wallace, Roberta Sapienza and Elizabeth Cullinan were instrumental to the implementation of the Town's 2014 Employee Compensation Study. While not exclusive, other notable volunteers are the members of the Council on Aging for their work on the Senior Needs Assessment; Henry A. "Chip" Goudreau, Chair of the Green Communities Committee; Joseph D. Geller, Chair of the Rail Trail Committee; Attorney Mark Lyons (former) and Karen Dow (present), Chairs of the Finance Committee; and Gregor Smith, Chair of the Town Hall Building Committee.

- Ongoing donations in support of our elementary schools have totaled more than one million dollars to support initiatives in computer and network technology, the innovative CLIC Program, the construction of three playgrounds and continued support for various enrichment programs and school field trips.
- 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 GrowSpring! EXPO hosted by the Topsfield Garden Club in March was a welcome addition to the community calendar.

Personnel

Town Administrator

Town Administrator Kellie A. Hebert was appointed by the Board of Selectmen in 2013 and holds a Master of Public Administration Degree from Northeastern University and a Bachelor's

Degree in Political Science from Emmanuel College. She brings more than twenty (25+) years of municipal government experience to Topsfield, having served as Interim Town Administrator and Assistant Town Administrator in the Town of Belmont, Human Relations Director in the City of Lowell, and the Assistant to Town Manager in the Town of Chelmsford.

Financial Officers

With a combined public service of approximately 75 years, long time employees and financial officers, Town Accountant Pamela Wood, Principal Assessor Pauline "Nina" Evans and Purchasing Director/Community Development Coordinator Roberta Knight all retired after many years of service to the Town of Topsfield. The Town is enormously thankful for their many years of financial guardianship.

Following the retirement of these long term employees, new Financial Officers were appointed by the Board of Selectmen in Fiscal Year 2016. Catherine Gabriel was hired in February 2016 and was the former Town Accountant in Tyngsboro. After fourteen years of dedicated service to the Town, former Board of Selectmen Executive Assistant Donna Rich was promoted to Purchasing Agent/Community Development Coordinator following Roberta Knight's retirement. In her new role, Donna has been instrumental serving as the key support staff for the Town Hall Building Committee. In addition, the Board of Assessors hired Toula Guerino as the Principle Assessor following Nina Evan's retirement. Toula served as the Assistant Assessor in Middleton prior to taking on the lead role in Topsfield in February of 2016. These officials and the Town Administrator represent the Town's Financial Management Team. On behalf of the Board of Selectmen, I'd like to thank them for all of their hard work during the year, but especially during the annual budget planning process and for their preparation of the annual warrant and Town Meeting. Working in partnership with the Board and the Finance Committee, their professional knowledge, strong teamwork and excellent financial guidance keep Topsfield's finances in order. Their hard work and dedication is a key component for the Town's successful Financial Audit each year and is an important factor in the Town's strong financial position.

Administrative Staff

Topsfield resident and former Proctor School Assistant Susan Sordello was hired as the Town's Executive Assistant to fill Donna Rich's role following her promotion into Roberta Knight's title. Julie McCarthy was hired in September 2015 as the Assistant Treasurer Collector; she previously served as a Manager at Georgetown Savings Bank. Following the promotion of Katherine Jackson to the position of Executive Assistant in the Police Department, Lisa Benecke, Assistant Assessor, was hired in May 2016 by Toula Guerino and the Board of Assessors and formally worked for National Grid.

Fire Chief

After almost three decades of public service, Fire Chief Ronald Giovannacci announced his intention to retire. His dedication to public service, and commitment to the protection and safety of Topsfield's citizens, leaves the Town with a challenging and critical role to fill within the Town's leadership team. At the Special Town Meeting on May 3, 2016, Town Meeting approved funding to hire a specialized firm to conduct the recruitment, screening, assessment and hiring process for the Town's next Fire Chief.

Animal Inspector

In March 2016, Peter Mulholland was appointed Inspector of animals for a term effective May 1, 2016 to April 30, 2017.

Town Clerk

In August 2015, the Selectmen sponsored a Special Act for the Appointment of Topsfield's Town Clerk. Approval of the Special Legislation changed the job from an elected to an appointed position. At the expiration of her term on May 19, 2016, incumbent Town Clerk Ann Gill applied for the position and was appointed by the Board of Selectmen as the Town's first appointed Town Clerk.

24/7 Fire Study Committee

In July 2015, the Board of Selectmen appointed Aimee Mitchell, Philip McManus and Attorney George Hall to the 24/7 Fire Study Committee. They also appointed David Soffron, Scott Conley and William (Mike) Todd as alternate members. The Committee was formed after the May 2016 Annual Town Meeting following a recommendation of Town Meeting and the Finance Committee in response to a Citizen's Petition that requested staffing of the Topsfield Fire Department for 24 hours a day, seven days a week, 365 days a year.

Collective Bargaining Agreements

In June 2016, the Board signed a Collective Bargaining Contract between the Town and the Reserve Police Officers Association for Fiscal Years 2016-18.

Communications and Cable Television

Topsfield recognizes the value of communications within our municipal organizations and with our residents. The Town's Website is coordinated by volunteers Martha Morrison and Jeanne Pickering. Boxford Cable Access TV

(BCATv) Organization provides programming services for the Towns of Boxford and Topsfield and a regional contract has been renewed each year. Topsfield thanks the BCATv staff for their partnership, dedication and hard work to keep Topsfield's public meetings recorded and aired for public viewing. Their partnership allows the Board of Selectmen and School Committee meetings, as well as numerous other special events in the Tri-Town communities, to be shared with all citizens in the comfort of their homes.

Public Records Policy

The Board of Selectmen approved a Town Wide Public Record Request Policy in January, 2016 to comply with recent changes to the Massachusetts Public Records Law.

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. To encourage new development, the legislature approved Topsfield's Home Rule Petition to issue eight, all-alcohol pouring licenses and to approve an additional 2 package stores. The Topsfield Alcohol Licensing Advisory Committee updated the Town's Rules and Regulations and fee schedule to reflect the new licenses. All-alcohol pouring licenses were granted to Willowdale Estate and The Commons, a Farmer Winery Series Pouring License was granted to Alfalfa Farms, Inc., and Village Market and Gil's Grocery were granted package store licenses.

Topsfield Designated A Compact Community

The Town received a Community Compact grant for \$35,000 from the Commonwealth of Massachusetts and Governor Baker's Administration to develop best practices for Financial Policies, Capital Planning and Financial Forecasting. The Town Administrator, Financial Management Team and members of the Finance Committee have worked with the Edward J. Collins Jr. Center for Public Management to begin preparing a Five Year Capital Improvement Plan and Five Year Financial Forecast. Working with the Board of Selectmen, the Town Administrator has outlined various capital needs and departmental requests for the next five (5) years. The plans will help to establish a longer-term focus on the Town's existing and future capital needs and equipment replacement schedules.

Capital Equipment and Projects

At the May 2016 Annual Town Meeting, approved capital expenses included the purchase of a new Police SUV Cruiser, signal repeaters to improve coverage for the Police Department's two-way radios, and MUNIS Software enhancements.

Town Facilities

Town Hall

The Board of Selectmen accepted a Massachusetts Historic Commission grant of \$50,000 for the repair and restoration of windows at Town Hall. The Board awarded the Town Hall Historic Windows Restoration project to Homer Contracting, Inc. of Arlington, MA in the amount of \$164,400 and a contract for Design Services for the Town Hall Renovation and Preservation Project Schematic Design to McGinley Kalsow & Associates Inc. of Somerville, MA for \$89,550. In May of 2016, Town Meeting voters approved a \$9.8 Million Town Hall Building Renovation and Addition Project which is anticipated for completion within 24 months. The Project Architects, McGinley Kalsow & Associates, will continue to work in partnership with the members of the Town Hall Building Committee to oversee the project to its completion. On behalf of the Board and the citizens of Topsfield, we thank them for their professional expertise, commitment and dedication to the project.

Elementary Schools

The Selectman approved a contract for with the Department of Energy Resources (MMARS) Green Communities Division, Competitive Grant, to fund the Domestic Hot Water Condensing Units at the Proctor and Steward Elementary schools and weatherization improvements at Proctor Elementary School. The Board supported the Superintendent's request to submit to the Massachusetts School Building Authority the Statement of Interest Forms for funding of the Proctor School and Steward School accelerated repairs.

Little Brook Village

Overseen by the Topsfield Housing Authority, the Department of Housing and Community Development (DHCD) began a \$1.529 million renovation project at Little Brook Village.

Water Treatment Facility

With the advice of the Water Commissioners, the Selectmen awarded the contract for Project Manager of the Water Treatment Plant Project to Woodard & Curran of Andover, MA for \$386,400. Wright-Pierce of North Andover, MA will be responsible for pilot testing design, permitting and bidding of the Water Treatment Facility for \$504,526.

Conclusion

Topsfield is endowed with a dedicated community spirit which is evident in the contributions of its volunteers and employees. 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 to contribute their expertise and hard work to achieve our common goals. Our professional staff and employees are also "volunteers" since they choose Topsfield as the community to share their skills, knowledge and technical training. They work hard each and every day to keep our town safe and operating efficiently. With sincere respect, and admiration, the Board of Selectmen thanks you for your dedicated public service to the citizens of Topsfield.

Respectfully,

J. Stephen Lais, Chairman



2017 Board of Selectmen: L-R: boyd Jackson, Martha Morrison, J. Stephen Lais, Mark Lyons. Not pictured, Laura Powers.

Town Clerk

Overview

Throughout 2016 the Town Clerk's office provided the usual high volume of services to residents. The Summer and Fall of 2016 allowed time to streamline procedures where applicable. The Clerk's office implemented a procedure to receive online requests and payments for Vital Records, which include birth, death and marriage certificates. Furthermore, we worked with the dog license software vendor to implement online canine registration in 2017. The mailing of the 2017 Census will include instructions to residents on how to apply for dog licenses online through the Clerk's page on the town website.

Business as usual ensued with the Census mailing project, and budget preparation for Fiscal Year 2017, as well as setting the calendar for the Spring Town Meeting and Election. The first Election this office would oversee in 2016 would be the Presidential Primary on March 1, 2016. Planning began in the fall with various deadlines regarding petitions and nomination papers, scheduling of staff, and the Election operation itself.

Town Meeting and Elections

At Town Meeting held on May 3, 2016, the Town voted to move forward with a Town Hall building project. The project allows for an addition, as well as refurbishing the original building. The project is expected to begin in late winter of 2017. Stephen Whelan was successful on his maiden voyage as Town Moderator.

The Town Election was held on May 5, 2016. Newly elected officials were sworn in on Friday, May 6th at Town Hall. Later this year, the Town Clerk's office will be required to conduct Early Voting for the Presidential Election, a legislative mandate passed in 2014. The State has not issued final regulations, and it remains to be seen the additional burden it will put on this already very busy office.

Recognition

As always, I wish to recognize Assistant Town Clerk Beth Willis' excellent work ethic and service to the Town. She is a true asset to this office. Thank you to our amazing and hardworking election workers and Board of Registrars, and special appreciation for the help that we receive from the Highway and Park & Cemetery employees in transportation of election supplies for all Elections.

Respectfully submitted, Ann D. Gill, *Town Clerk*

Statistical Town Data For 2016

Town Population	Deaths
(January 1, 2016)6,798	Burial/Crematory Permits
Registered Voters**4,785	Recorded, Issued & Filed74
Party Totals:	Certificates Recorded, Issued & Filed74
United Independent Party18	(Occurence Community)
Democrat867	Certificates Recorded & Filed22
Republican904	(Residence Community)
Green-Rainbow1	Total Death Certificates
Libertarian	Recorded & Filed96
Interdependent 3rd Party1	
Unenrolled (Independent)2,887	Dog Licenses
	Recorded & Issued986
Births	
Recorded & Filed40	Commercial Kennel Licenses
	Recorded & Issued2
Marriages	
Intentions Recorded & Filed26	
Licenses Issued26	**In VRIS, REPORTS/Vot tot As Of
Licenses Recorded & Filed26	

Election results and Town Meeting minutes are included on pages 86-104 of this Annual Report.

Police Department

To the Honorable Board of Selectmen and Citizens of Topsfield,

It is with great pride that I submit to you the Fiscal year 2016 report of the Topsfield 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. I write this every year because of the importance of this directive. Our officers take pride in ensuring your safety in all aspects of police work.

Essex County Regional Communication Center

We are now into our third year with the Essex County Regional Emergency Communication Cente (ECRECC). All 911 emergency calls are received by the ECRECC in Middleton and are forwarded to the officers on patrol through our radio communication and mobile data terminals. Your business calls continue to come to the Topsfield Police Station through our telephone system, where they are directed to the extension requested or switched back to the Regional Center for answering by a Telecommunicator.

Police Station Building Improvements

Renovations were completed in the area previously utilized for our police dispatchers into a new administration area that houses the Executive Assistant to the Chief of Police and Records Clerk. This allows the public more access to personnel to assist our citizens during normal business hours.

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.

Additional repairs were completed on the buildings stairs as well as security upgrades to the prisoner booking area.

Technology Division: Off. Joseph DeBernardo
Officers of the Topsfield Police Department
have been working diligently throughout recent
months making strides in improving technology
for the department. Since the transition to the
Essex County Regional Emergency Communications Center (ECRECC), the police station
has gone through significant changes such as
developing new work stations for officers, standardizing computer hardware and software, and
transitioning to a more practical email server.

Officers of the Topsfield Police Department have been involved in a multi departmental working group known as the "Spillman IT User Group". This group, represented by members of each town associated with the ECRECC have been tasked with identifying functionality issues with the software, reporting the issues to Spillman Technologies and developing a more functional product for Officers to use. Officers of the Topsfield Police Department "IT User Group" have made some strides in making the Spillman software more functional for the department but are still faced with many challenges with software improvements.

Departmental Recognition

Our department was recognized for our dedicated and professional service to the community with a presentation of a specially made stained glass award by Topsfield veterans. We are very proud to have received this award from such a distinguished and honorable organization.

TRAINING DIVISION: Sqt. Neal Hovey

The Topsfield Police Departments Training Division conducted more than 110 hours of in-house training for the members of the department during 2016 in programs such as Legal Updates, CPR, First Aid, Witness Identification, Fair and Impartial Policing, Active Shooter, Firearms, Use of Force and Use of Force. The department is very fortunate that many of the members of the department have obtained instructor status in a variety of subject matters from the Massachusetts Municipal Police Training Committee. This allows the department to certify and re-certify the members of the department annually without seeking outside instructors and/or attending outside training to meet the minimum training mandates per year. Some of the subject matters that the members of the department have obtained instructor status in are: Firearms, CPR/First Aid, Legal Updates, Taser's, Less Lethal Shotgun, Use of Force, Active Shooter, Dynamics of Addiction, Elder issues, Youth Issues, Stop sticks, Witness Identification, Fair and Impartial Policing, and Applied Patrol Procedures. The department was also very fortunate this year to be able to send seven (7) members of the department to emergency vehicle operator's course (EVOC). This course measures the proficiency of each person's driving ability in backing up, maneuvering through cones at a variety of speeds, use of the anti-lock braking systems and driving through obstacle courses in a safe and proficient manner.

Traffic Safety Division Report: Sgt. Neal Hovey

The Topsfield Police Department Traffic Division was established in 2012. In 2016 the Topsfield Police department conducted more than 2000 motor vehicle stops and conducted more than 700 selective enforcements for speeding motor vehicles on various streets throughout the Town. The traffic division's initiatives have significantly reduced the number of complaints of speeding motorists within the roads of Topsfield which has also significantly reduced the number of motor vehicle crashes, 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. The areas of concern that we are currently addressing are Central Street, North Street, Campmeeting Road, Lockwood Lane, River Road, Washington Street, Main Street, High Street, South Main Street, and Ipswich Road. To combat the speeding motorists the traffic division is utilizing radar enforcement during peak times. The traffic division also deploys spy radar equipment to maximize the utilization of our resources.

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.

What is Nixle?

Nixle is a Community Information Service dedicated to helping you stay connected to the information that matters most to you, depending on your physical location. You stay connected to your local police department, your children's schools, your local community agencies and organizations, and the important information from other locations throughout the country that are relevant to you. Our service is built on the most secure, reliable, and high-speed distribution platform, ensuring that you receive trusted and immediate, geographically relevant information. Information is immediately available over your cell phone by text message, by email, and over the web. Your account can be customized so you receive the information that matters most to you. Whether it is where you live, work, or have friends or family throughout the country, the information is immediately available to you over your mobile phone, email and computer.

Go to 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.

The Topsfield Police Department is on Facebook. All our alerts and notifications will be distributed through Nixle and Facebook. Please continue to follow us.

Basic Firearms Safety Classes

Our Firearm Safety Instructors conducted six (6) Firearms Safety Programs in 2016 in which ninety-two (92) participants received their Fire-

arms Safety certificates. 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 300 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:

Det. Kelly Pickering

A School Resource Officer (SRO) is a police officer assigned to work in the school setting, investigating crimes, conducting presentations, and acting as a liaison between the police, student, and school administration. Presently the Topsfield Police Department assigns a certified School Resource Officer one day per week to the regional Masconomet High School. Our Tri Town police departments which include Boxford and Middleton also participate in the program but have limited schedules for officers. We are looking at options to expand the program in the future based on scheduling and funding options. The presence of a police School Resource Officer makes police more accessible to students, it offers another trusted adult voice for the students to express their concerns to allowing the officer to offer guidance when requested. It also gives the officer another avenue to teach students and build the bonds of trust between them.

The duties of the School Resource Officer require the officer to maintain an open line of communication with the students and school administrators especially when dealing with domestic or social issues involving the students so appropriate resources can be provided.

The SRO holds 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. Meeting between these organizations occur on a regular basis.

One of the issues the SRO and school administrators continue to improve upon is a comprehensive off site evacuation plan for Masconomet. This would involve moving the students and staff to the Topsfield fairgrounds in the event of an emergency.

The SRO participates in conjunction with the school's faculty by teaching criminal law, social media concerns, drug and alcohol awareness, teen dating violence, and legal issues to students, parents, and staff.

In a risk behavior assessment study conducted with the students, 44 percent of high school students indicated that they didn't have a trusted adult in their lives. This is a troubling situation especially with all the issues facing the students at their age such as cyber-bullying, sexting and now with the legalization of marijuana, there's a lot of hard choices for them. Having a trusted adult is very important to ensure that they make the right choices.

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 to 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. We appreciate your continued support for this position.

Drug Ause & Resistance Education Report:

Off. Daniel Bell

The DARE Program is a way for Police Officer's to communicate with the 6th grade students at Proctor School. The program has been run for over 20 years and covers many important topics that a teenager may encounter such as: Alcohol, Tobacco, Marijuana, bullying, resistance strategies, peer pressure, responsibilities, risk management, stress and how to communicate effectively. The 6th grade class is at a very exciting time in their lives where they will be moving on to another school in a year; Masconomet. Although this is an exciting new chapter to their young lives, we understand that they will face a number of challenges throughout their teenage years. The program strives to develop an understanding from right and wrong. It is not easy being a teenager these days and there are many obstacles one could encounter. Making these students prepared for what is ahead is a way for us to guide them in the right direction and make positive decisions when conquering their challenges.

Last year's 6th grade class consisted of five classes with roughly 100 students. The program ran one day a week for 10 weeks. Each week, we discussed a topic and had open discussions regarding strategies on how to effectively handle these situations. Although the DARE Program focuses on a strict schedule, we are also able to work side by side with the teachers and principal handling current issues that may be taking place with the students. Last year, special attention was focused on bullying and peer pressure due to actual situations that took place in the school.

Although the program comes with its guidelines, we are able to be flexible and shift topics in a way that is fitting for the school. Due to the partnership with Proctor School and the Police Department, we were able to sit down one on one with students and families who asked for additional help throughout the program. Although this program is a way for Police Officers to communicate with the students, it's also a way for the students to communicate with us. Much of the Program consists of answering questions and concerns throughout the 10 weeks. Last year's class was a huge success. The students are able to take this program into Masconomet and use the strategies taught to make smart and clear decisions. As Police Officers, we have the ability to make a lasting impression in a positive way and the DARE Program is a tool used in doing so.

Vehicle Fleet Update

We have completed our vehicle replacement upgrade as we now utilize the new Ford SUV explorers for all patrol operations. This allows us to save additional monies when replacing older vehicles with newer ones as we can reuse some of the vehicle equipment.

We'll continue our goal of lowering mileage and reduced operating costs by continuing vehicle replacements on a yearly basis. These costs are directly related to the age and usage of the vehicles. I encourage you to support our scheduled vehicle replacement plan for the upcoming Town Meeting.

Citizens Police Academy

The Citizens Police Academy ss a 10-week interactive program designed to give citizens a better understanding of what the police department does and how it operates, increasing the bonds of understanding and cooperation as well as having fun. If you are interested in participating in our

next Academy check out our webpage at www. topsfieldpolice.com/citizenspoliceacademy.html or drop us an email at ehaglund@topsfieldpolice. com and we'll add you to the list.

Elder Affairs: Det. Kelly Pickering

The Mission of the Topsfield Elder Affairs is to offer outstanding programs and services that provide for the physical, social, and emotional needs of our older adults by assisting them to lead independent, stimulating, and self-reliant lives as members of the community. The primary goals of the Topsfield Elder Affairs Department are as follows:

- Provide education for older adults and families on critical current senior issues
- Provide outreach services for seniors unable to access outings, doctor's appointments, and meetings
- Provide programs that promote healthy life style choices while stimulating the mind and increasing happiness and laughter
- Foster intergenerational programs that will enrich the lives of older adults, families, and children.

The Topsfield TRIAD Council is a partnership focused on Seniors. It includes a group of volunteer seniors, Essex County Sheriff and District Attorney, Topsfield Police and Fire Chiefs, the Council on Aging, and support services. Its goal is to improve the quality of life for seniors by helping reduce concerns about their personal and financial safety not only at home, but in the greater community.

The Topsfield Police Department in conjunction with the Council on Aging offer a variety of programs for the elderly members of our community.

• Operation "Safety Net", is a GPS locator device that can be used with people with dementia to

find their location in times of need.

- "Operation Concern" is a phone based notification program that allows a senior citizen to be accounted for every day by communicating with the Essex County Regional Emergency Communications Center (ECRECC). If the person who signed up for "Operation Concern" does not call in by 10 am daily, the Topsfield police will respond to the person's residence to check on the individual.
- "911 disability program" The information provided on the disability indicator form enables a special code to appear on the 911 call takers screen at the ECRECC which alerts the call taker that a person residing at that address may require special assistance during an emergency.

The police department works closely with the senior community and looks forward to assisting in any way possible.

Criminal Investigation Division Report:

Det. Sgt. Gary Hayward

A rise in computer related "scams" and identity theft has proven to be a challenging problem for the Investigation Division for the past few years, however through public education and awareness we have seen a decrease in victimization of our residents. Unfortunately, these crimes are well masked through today's technology and public alerts of the latest trends concerning our area have proved beneficial.

Residential burglaries also decreased through proactive patrols by our officers and the two incidents reported were resolved by the arrest of a subject from Chelsea. In addition, a Beverly woman was arrested for larceny after victimizing an elderly couple.

Narcotics investigation have increased and inves-

tigations led to charges being filed on a Topsfield resident for cultivation and a Peabody subject for distribution. The opioid epidemic throughout the area continues to be concerning and like most communities Topsfield is not exempt. We have seen an increase in overdoses over the past year that have involved our residents and effected our community.

Over the past year, we have seen an increase in sexually based related crimes. One of the cases investigated led to the arrest of an Ipswich man for Possession of Child Pornography.

The Criminal Investigative Division is committed to educating our citizenry to the many dangers of identity theft and fraud that has become a constant threat, as well as continuing our dedicated efforts to resolve crimes reported to our division so there can be closure to the victims and families of our community.

Police Movie Night

Our annual Police Movie Night continues to be resounding success each year. This past year was our greatest success with over 550 members of our community in attendance. It was a great time for the community and families to enjoy a movie on the Topsfield common, meet the members of the police department and participate in various activities provided by our sponsors. Local and area business continue to support and sponsor the event to include the Institution for Savings, Topsfield Police Association, Topsfield Fair, Fiesta Shows and Chunky's Cinema making this a fun and enjoyable event for the families of Topsfield. The date is usually the first Saturday after Labor Day so plan on attending next year.

In Closing

This past year we saw the retirements of two of

our long-standing employees, Sgt. John Hayward, and Cathy Gerry, my Executive Assistant. Both have served the department and community in a dedicated and professional manor for over 30 years. We will miss them both and wish them the very best on a well-deserved retirement.

As always, I want to thank the citizens of Topsfield for your never-ending support for the members of our department. It's your commitment to us that provides us the motivation to serve you each day. For that we offer our sincere gratitude.

Respectfully Submitted,

Evan E.J. Haglund, Chief of Police



PHOTO COURTESY TOWN OF TOPSFIELD

Police Officer Neal Hovey promoted to Sergeant in the Topsfield Police Department.

Topsfield Police Department 2015-2016 Statistics

	FY2016	FY2015
Arrests	99	67
MV Enforcements		
Warnings	1754	1357
Citations	758	74
Criminal Complaints	32	95
O.U.I. (Oper Under the Influence)	15	15
MV Accidents	184	180
MV Selective Enforcement	745	694
Domestics	33	31
Disturbances	27	26
Loud Groups/Noise Complaints	28	23
Assaults (non-sexual)	2	1
Vandalism	3	12
Juvenile Related	32	10
Suspicious Activity	649	476
Medical Aids	411	458
Alarms	335	549
Animal Calls	218	295
Protective Custody	9	4
Physical House Checks	573	501
Theft of Motor Vehicle	0	3
Larceny from Motor Vehicle	3	9
Unlawful entry of Motor Vehicle	0	0
Larceny from Residence	0	2
Larceny of Bicycle	0	0
Larceny General	1	13
Burglary	2	3
Armed Robbery	0	0
Alcohol Related Incidents		
(not including OUI)	7	4
Drug Related Incidents		
(not including OUI)	24	18
Homicide	0	
Calls for Service	13740	13936
Total calls	16249	14854

Police and Fire Rosters

Police Department Personnel

Full-Time Officers

Chief Evan E.J. Haglund

Sgt. Richard LeBel

Det. Sgt. Gary Hayward

Sgt. John Hayward (Ret. Oct 2106)

Sgt. Neal Hovey

Det. Steven Weir

Off. Shawn Frost

Off. Joseph DeBernardo

Off. Kelly Pickering

Off. James Bonfanti

Off. Dan Bell

Off. Brendan Gahagan

Reserve Officers

Sgt. John Hayward

Off. Glenn Walker

Off. Gary Wildes

Off. James Gettman

Off. Christopher Sanborn

Off. Lawrence Nestor

Off. David Castellarin

Off. James Dunn

Off. Tyler Dechene

Off. Christopher Lippi

Auxiliary Officers

Off. David Bond

Off. Paul Polonsky

Off. Brook Dechene

Off. Matthew Shedden

Off. Alexandra Bentas

Police Chaplain

Dorrington Little

Office Manager

Catherine Gerry

(Ret. Feb. 2016)

Executive Asst. Katherine Jackson

Records Clerk

Sandra Sanger

Fire Department Personnel

Officers:

Giovannacci, Ronald P.

Chief of the Department

Emergency Management Director

Chairman, Regional Emergency Communi-

cation Center ** *

Denault, Jr., Charles - Captain

Training & Haz. Materials Coordinator ** %

Collins-Brown, Jenifer - Captain

Emergency Medical Services Coord.** ^

Moore, Darrell, - Captain ^

Wood, Donald - Lieutenant %

Wood, Charles - Acting Lieutenant *

Firefighters: Harper, Tamara* Horne, Jeff* Ahern, David*

Ash, Thomas** * Looney, Sean* Boeri, Robert* Moore, Scott*

Brown, Charles* Morehouse, Jessica*

Brown, Conor** ^ Rea, Stephen*

Costanza, Luigi* Reineke, John* Courtemanche, Roland^ Santosuosso, Jason

Dalissandro, Nicholas Taylor, Brittany*

Erickson, Christopher* Winfrey, Scott

Feltault, Jerome*

Fontaine, Travis* Support Staff: Fuller, Leonard** * Lemiesz, Susan

Admin. Asst.

Career

EMT=Emergency Medical Technician

% EMTI=Intermediate

EMTP=Paramedic

Fire Department

The Topsfield Fire Station remains closed from 6PM - 6AM every day. Personnel (Two Firefighters) are on duty at the station each day from 6AM - 6PM only.

Topsfield still has an on-call Fire Department supplemented by two full-time firefighters on duty each day from 6:00AM until 6:00PM. I have cautioned our community leaders for many years that the Fire Department continues to struggle to assemble a sufficient number of firefighters to respond to emergencies at night and particularly during peak family vacation times.

This year 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 used for this specific purpose which is a wonderful benefit to our citizens. We continue to search for grants to subsidize our programs and modernize our firefighting and emergency medical equipment to better meet our community's needs.

At the 2015 Annual Town Meeting, it was suggested that the Board of Selectmen appoint a committee to evaluate the plausibility of adding personnel for coverage from 6PM until 6AM. This was in response to a Citizens' Petition presented at the Annual Town Meeting.

The Board of Selectmen appointed the 24/7 Committee and provided them with specific instructions and guidelines. I am very sorry to

report the committee felt they did not have adequate time to fully study the issues; and therefore, they made no actionable recommendations to our community.

Tribute

My Dad, Chief Ronald H. Giovannacci passed away in September. His counsel to me and all of our members will be greatly missed.

Brian Low passed away in May. Brian was a wonderful member of our department for many years and will be in our hearts and minds forever.

Leonard Fuller retired in July after decades of service to our community. Lenny began his career in 1973 as a Call Firefighter and was promoted to full-time status in 1989. Lenny was a very dedicated and loyal member of our department and will truly be missed. I wish Lenny many happy years of retirement to be enjoyed with his wife Debbie and his children and grandchildren.

Luigi Costanza also retired this year after many years of service. Louie has been a dedicated member of our community nearly his entire life. Louie also selflessly served as the President of the Topsfield Firefighters' Relief Association for 6 consecutive terms. Louie was a member of the Massachusetts National Guard for many years, and we thank him for his dedication to our community and our country.

Robert Boeri resigned to spend more time with his growing family. Bob during his time with the department became an EMT instructor and regularly teaches the EMT curriculum at North Shore Community College. We wish Bob all the best.

Fritz Reineke chose to take a break from the department and will also be missed.

Stephen Rea accepted a full-time Police Officer's position for the City of Peabody. We wish him luck.

Firefighter Thomas Ash was promoted to fulltime status. Tom has been a Call member of the department for several years and also has prior firefighting experience and is a great addition.

Jason Santosuosso became a Call Firefighter for our department in June. We look forward to utilizing his gifts and knowledge of construction in our work.

Nicholas Dalissandro became a Call Firefighter this year in June and is pursuing a degree in Fire Science at North Shore Community College. We look forward to Nick's participation.

This will be my final Town report as your Fire Chief as I am retiring in January. I cannot begin to say what an honor, privilege and joy it has been for me to be a member of the Topsfield Fire Department for nearly 40 years. The journey has been incredible. The dozens and dozens of people I have worked with and encountered over the years on behalf of public service has enriched me personally beyond words. Thank you!

Topsfield Emergency Management Agency

All local Government employees must be trained in (NIMS) National Incident Management Sysem procedures according to federal regulation. Our Comprehensive Emergency Plan is a document that we modify each year in different areas as required by the Massachusetts Emergency Management Agency. This document illustrates how Topsfield's emergency agencies would respond to a local emergency or regional disaster.

Regional Emergency Communications Center

By vote of the 2013 Annual Town Meeting, Topsfield emergency communications and 911 dispatch operations are being conducted by Essex County Regional Emergency Communications Center located on Manning Avenue in Middleton. Topsfield, along with the other 4 member communities, and the Essex County Sheriff's Office are privileged to be one of the first Regional 911 call centers in Massachusetts. The Telecommunicators in this facility answer all 911 calls for the current members (Topsfield, Essex, Middleton, Amesbury and Wenham) as well as all wireless callers (cell phones) for the 34 cities and towns in Essex County and 32 communities in Middlesex County and 3 in Suffolk County. We greatly appreciate the cooperation of our partner communities in this remarkable public safety communications program.

Report of the Training and Hazardous Materials Coordinator

Captain Charles Denault, Jr.

In the past 12 months, the Fire Department has held 194 training sessions. This training included Fire Control and Extinguishment, Hazardous Material Emergencies, Medical Calls, and Driver Training. Calls for service are varied in their nature, and our response has become an all hazards approach. Training must reflect the nature of our responses. Due to the schedules of our call firefighters, subjects have to be offered several times to adequately cover the training subjects.

Driver Training	85
Fire Training	82
EMS	22
Hazardous Material	5

The Fire Department responded to 52 incidents involving hazardous materials. The majority of these calls involved downed power lines and carbon monoxide incidents.

Report of the Fire Prevention Officer

Captain Jen Collins-Brown

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

The newly revised Comprehensive Fire Safety Code (527 CMR 1.00) which took effect on January 1, 2015 continued to be a challenge to enforce. The Board of Fire Prevention Regulations formally voted at its August meeting to adopt the National Fire Protection Association Standard 1 (NFPA 1, 2012 edition) with Massachusetts amendments. Massachusetts joins nearly 20 other states in the country that use this model code as the backbone of their statewide fire code.

The adoption of a model code set the stage for a code that is adaptable to new technologies and emerging trends, while also being easily maintained going forward. It taps into the depth and

expertise the National Fire Protection Association's voluntary consensus code development process. One example is the stronger, more comprehensive chemical process safety provisions in NFPA 1 than those initially adopted by the Board of Fire Prevention Regulations in the wake of incidents including the 2006 Danvers chemical plant explosion.

This adoption reflects many years' of work consisting of constituent input, community outreach and stakeholder collaboration. Firefighters worked diligently to learn the new code and several members attended training to understand how to navigate and enforce it uniformly across the Commonwealth.

For residents of Topsfield, hold open clips that will start to appear at self-service gas stations are the most noticeable change resulting from the revised code. Modern vapor recovery technology in both motor vehicles and dispensing equipment has minimized the likelihood of fires started at the fill pipe when static electricity ignites gasoline vapors. Spills are less likely to occur with well-maintained dispensing equipment that have hold open clips (or latch open devices) than when people illegally stuff a gas cap under the nozzle. Gas station attendants are still required to halt unattended fueling or fueling while the engine is running. While the clips are a convenience, it does not mean that the fueling process can be left unattended.

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

During this fiscal year, the Topsfield Fire Department responded to several fires which resulted in approximately \$49,959 in damages. Cause and origin of the fires varied. We would like to thank our colleagues at the Massachusetts State Fire Marshal's Office for their assistance in investigating a number of incidents.

We performed 883 Inspections this year including:

Walk through for 26 F and
Smoke Detectors for 26 F ½188
Annual Building Inspections481
Lockdown, School and
Bus Evacuation Drills2
Common Victuller Inspection12
Fire Drills
Oil Burner Inspections25
LPG Inspection39
Oil Tanks and new oil lines15
Oil Tank Removal23
Oil Burner Installation25
Plan Review12
Rough Smoke Detector Inspections5
Sprinkler Inspection1
Final Smoke Detector Inspections 10
Other inspections27
Incidents:
Fire123
Medical Aid563
Haz-Mat52
Inspections/Service Calls and other1,471
Good Intent61
Fire/Sprinkler Alarm System Activations 122

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 school year.

Students tour the fire station during field trips related to "community helpers". The third grade participated for the fourth 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. We have done training with seniors on fire and fall prevention, fire extinguisher training, and education and distribution of carbon monoxide detectors and night lights to participating seniors.

Emergency Medical Services Annual Report *Captain Jenifer Collins-Brown*

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, 2015, through June 30, 2016, members of the Topsfield Fire Department responded to numerous requests for medical assistance. During this timeframe, there were 563 requests for medical assistance and 608 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 319 child safety seats during this reporting period. We applied for and received a grant from the Commonwealth of Massachusetts to give away 56 child passenger safety seats to residents and former residents of Topsfield. 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, initially licensed in 1999, 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-theart evaluation and treatment techniques as well as changes to existing treatment protocols. The Topsfield Fire Department generated \$52,918.12 in revenue from ambulance fees for the Town of Topsfield's 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, FM Global the Massachusetts Department of Conservation and Recreation and the Federal Emergency Management Agency. We received grants from the Massachusetts Department of Public Safety, FM Global, and The Department of Fire Services.

Lastly, the Topsfield Fire Department received batteries for installation in smoke detectors and smoke detectors for the hearing impaired. If you are interested in these products, please contact fire headquarters.

The Emergency Medical Services branch of our Department participates in in-house and regional quality improvement programs. Several members of our Department provide training and instruction to other organizations due to their training and expertise. The Topsfield Fire Department remains committed to quality service to their community. To that end, an on-line customer satisfaction survey is now available on our website at www.topsfieldfire.com.

Respectfully submitted,

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



Inspectional Services

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

Respectfully submitted,

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

FY/15 Report of the Inspector of	of Buildings		
Total Building Permits Issued	325		
Total Fees		\$94,815.00	
Waived Fees (Public Buildings)		18,360.00	
Total Fees Collected			\$76,455.00
Total Sheet Metal Permits	23		
Issued			
Total Fees Collected			\$ 3,633.00
FY/15 Report of the Electrical I	nspector		
Total Electrical Permits Issued	244		
Total Fees		\$24,176.00	
Waived Fees (Public Buildings)		3,050.00	
Total Fees Collected			\$21,126.00
FY/15 Report of the Gas/Plumb	ing Inspect	or	
Total Gas Permits Issued	92		
Total Fees		\$ 6,542.00	
Waived Fees (Public Buildings)		0	
Total Fees Collected			\$ 6,542.00
Total Plumbing Permits Issued	122		
Total Fees		\$10,836.00	
Waived Fees (Public Buildings)		550.00	
Total Fees Collected			\$ 10,286.00



 $Woody\ Lancaster\ and\ crew\ preparing\ to\ move\ the\ great\ pumpk in\ for\ its\ weigh\ in\ at\ the\ Fair.$

Board of Road Commissioners

FY 2016 saw more road paving than any other year in the history of Topsfield. Route 97 was paved from the Town line at Boxford to Wenham thanks to a state grant obtained through the efforts of our Highway Superintendent and State Representative Brad Hill. Governor Charlie Baker confirmed the grant during a visit to Topsfield in July of 2015, and the paving was completed in the summer and under budget. The unused funds were considered for resurfacing the existing sidewalks along Route 97.

Our FY 2016 Road Plan included resurfacing of Hill Street, Salem Road, Rowley Bridge Road from Hill St. to Cross Street. Other streets included in the plan were Washington St, Winsor Lane, and Boxford Rd. The State also paved Route 1 from South Main Street to English Commons. Superintendent Bond wrote a letter to the Highway Department employees complimenting them on a job well done supporting the paving program.

The FEMA reimbursement that the Town received from the previous year's storms covered only a fraction of the costs incurred. Fortunately, the winter of 2015-2016 was much milder.

Reorganization of the Board retained all members in their current positions, and Superintendent David Bond was reappointed for a three-year term.

Equipment Changes

A new catch basin cleaning truck was purchased and outfitted with suitable equipment including a plow in time for the winter weather. Although the winter was mild, warmer temperatures caused softening of the road shoulders which resulted in damage to a sander truck. The truck was ultimately replaced.

Repairs

In addition to dealing with citizens' concerns, working with National Grid on tree removals, repairing culverts, and other tasks, the Department spent a great deal of time and effort assisting the Water Department dealing with numerous water main breaks. Failures of water mains on River Road had especially high impact, and the Board agreed to consider the addition of a drain and catch basin that would allow drainage from a residence in the area that was susceptible to flooding in these situations. Replacement of the aging water mains remains the long term solution.

The Road Commissioners received a letter from the Conservation Commission regarding erosion at Hood's Pond. The Highway Department assisted in stabilizing the situation. In addition, the Road Commissioners initiated a Notice of Intent with the Conservation Commission to re-establish a standing Order of Conditions that would allow the Department to perform normal work operations in buffer zones and resource areas.

Summary

The significant work accomplished during the reporting period reflects well on the planning and execution of projects which result in a road system that is well above average on the North Shore. Our Department responds to emergency needs as well, and we also work with other agencies, utilities, and Town departments including the Police, Fire, Park and Cemetery, Town Hall, and the Water Department to complete the required tasks at hand. The Department is grateful

to all Town departments and agencies for their cooperation and assistance in helping the Department complete its assigned mission.

Respectfully submitted,

Philip Knowles, *Chairman*Boyd Jackson, *Member*Joseph Gibbons, *Clerk*David Bond, *Highway Superintendent*



PHOTO COURTESY DPW

L-R: Town Administrator Kellie Hebert, Boyd Jackson, Martha Morrison, Governor Charilie Baker, Eldon Goodhue and Laura Powers, during the Governor's visit to Topsfield in July 2015 confirming a state grant for road repairs along Route 97.

Water Commissioners

Water Quantity

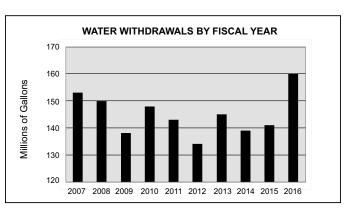
One hundred sixty million gallons of water was withdrawn from our two well fields during FY2016. One hundred twenty-one million gallons were taken from North Street and the remainder from Perkins Row. Withdrawals were split between sources to minimize manganese concentrations in the distribution system.

Mandatory water restrictions were required again this year due to low Ipswich River stream flow. The restrictions, which we expect will be required every year, have allowed us to stay well below withdrawal caps set by the Massachusetts Department of Environmental Protection (MassDEP).

The Andrews Farm Water Company, located in Boxford, started purchasing water on an emergency basis in June 2016 following an explosion that destroyed their pumping and treatment facility. The 53 unit development served by the facility consumes approximately 12,000 gallons per day and implemented the same water restrictions required of Topsfield residents.

Water Quality

Manganese levels were below the MassDEP's action level of 0.3 mg/L. Water quality records starting with calendar year 2016 are now available online for customers to review at http://watertesting.topsfieldpublicworks.org. The site



includes source water and distribution system test results for all monitored contaminants.

System Improvements

Wright-Pierce was selected as the designer for the water treatment plant project and began preliminary design work including hydraulic analysis of the distribution system and pilot testing of various treatment regimes. The hydraulic analysis indicated that moving the inputs of the treated water from the existing pump stations to the Public Works Facility, where the plant will be situated, will result in uneven storage tank filling. As a result, an altitude valve will be added to the Boston Street tank to correct for this and will improve utilization of both storage tanks. Pilot testing demonstrated that the greensand filter selected for the project removed virtually all of the manganese from the raw water of both water sources. Compliance with corrosion control guidelines was also reviewed during pilot testing and an aeration process will be added to the project to meet current requirements.

Billing, Rates and Conservation

Water rates were raised to cover anticipated expenses including labor, materials and expected short-term debt expenses incurred due to the water treatment design process and water main replacement project. Rates over the next several years will ramp up to meet anticipated bond costs associated with the water treatment plant project.

Rate Item (gal. per quarter)	FY2015	FY2016
Tier 1		
(0-12,000 gallons)	6.35	7.50
Tier 2		
(12,001-24,000 gallons)	6.90	8.85
Tier 3		
(>24,000 gallons)	7.50	12.50
Base Fee	\$22.50	\$22.50

Board Composition

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

Recognition

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

General Information

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

Respectfully sumitted,

Philip Knowles, Chairman

Water quality records starting with calendar year 2016 are now available online for customers to review. Visit http://watertesting.topsfieldpublicworks.org.

Elementary School Committee

School Committee

Joe Quigley, Chair	Term Expires 2017
Gregg Lindsay	Term Expires 2017
Linda Ross	Term Expires 2018
Katrina Frere	Term Expires 2019
Daniel Pallotta	Term Expires 2019

Leadership Team

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 challenges 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 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.
- 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.

3. Technology (Digital Learning) Curriculum and Infrastructure

The Topsfield Public Schools and Tri-Town School Union is preparing our students for their future, for a global world and society, and for jobs that have not yet been created. In the classroom, technology in now integrated as part of regular learning and teaching in the classroom. Technology integration is based in solid teaching, learning and pedagogy practices. Teachers are expected to regularly integrate technology to leverage students' critical thinking and learning; students are regularly learning and developing their digital literacy, communication and collaboration skills with the assistance of technology. Technology is integrated into our teaching and learning mindfully and with purpose: it enhances effective teaching and instructional practices, increases student learning and promotes innovative thinking and creativity.

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. This year we

are focusing on monthly Superpowers to promote character development. These Superpowers, authenticity, creativity, humor, and gratitude, to name a few, have been recognized at all school assemblies, and are part of a common language at both Steward and Proctor.

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 and maintenance of a reasonable technology equipment replacement schedule using the annual operating budget and other funding mechanisms.

Highlights of the 2015-2016 School Year:

Our students engage in rigorous curriculum with a focus on higher order thinking skills to create, analyze and evaluate. Educators personalize learning for each student to maximize individual potential, engagement and motivation. Instructional practices, such as the workshop model and inquiry-based learning provide options for student choice based on an individual's interest, learning style, and readiness. Technology has been a tool in promoting collaboration, com-

munication, innovation and engagement across curriculum areas. In addition to our academic focus, creating a culture in which the social-emotional, well-being of our students is cultivated and fostered. Focus on district wide themes such as GRIT and the Superpowers have provided a springboard for classroom and school-wide lessons which allow student to explore concepts such as resilience, risk-taking, authenticity, gratitude, and openness.

Other aspects which support maintaining this high level of commitment to teaching and learning enabling student social, emotional, and academic success.

- Class Size: Maintained class size within historical averages so teachers can maximize the learning for all students and differentiate at a deeper and more meaningful level.
- Enhanced Learning Opportunities: Maintained enhanced learning opportunities for students in Steward and Proctor Schools with CLIC (Creative Learning Integrated Curriculum) and TAAP (Topsfield Advanced Academic Program). CLIC is a privately/publicly funded creative integration program that provides creative classes and clubs before, during, and after school. The program is intended to give immediate creative support to teachers and children to bring hands on, real life learning experiences to the whole school. CLIC focuses on self-esteem by giving children many opportunities to become active and also become leaders in after school academic clubs, theater, and community outreach activities. TAAP addresses 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 curriculum was chosen specifically to challenge advanced students in their thinking, and to provide opportunities for the students to use and to develop their identified talent(s) and skills.

- Inclusive Schools Initiative: The Educator Effectiveness Guidebook for Inclusive Practice has been developed for school districts based on research indicating the many benefits of structuring inclusive opportunities for all students. Educators are working closely with their Principals to discuss the guidebook, the information provided and the tools that can be used in their classrooms and in the school. We believe the benefits of inclusive practices will support the social, emotional and academic growth of all our students.
- Endicott College Partnership: Topsfield has a reciprocal relationship with Endicott College that has greatly benefitted our students and our community as a whole. We have various layers within this partnership that have supported our programs in regular education and special education. This year Steward and Proctor had 6 undergraduate student teachers and four fellows in the graduate program supporting three of our special education programs and a higher class size in one Kindergarten classroom. This relationship has allowed us to enjoy smaller student to teacher ratios, learn current research in the field of education and allow our cooperating teachers to gain experience in providing feedback to future educators.

Curriculum and Program Development

The Topsfield Elementary Schools maintain 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.tritown-schoolunion.com/district/curriculum-o.

Educators continue to implement lessons that align with the Massachusetts Frameworks 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. The Tri-Town Reading Committee began developing Reading Units of Study for grades K-2. Teachers have volunteered to pilot individual units and provide feedback to those developing the units. Massachusetts officially adopted new Science and Technology/Engineering standards in spring of 2016. The Tri-Town Science Committee spent the year evaluating Science programs and identified two programs to pilot. The pilot took place in the fall of 2016 and the Committee has made the recommendation to adopt the Scott Foresman Science program for Pre-K, Inspire Science for Grades K-5 and iScience for Grade 6.

The Tri-Town School Union leadership team and the Masconomet leadership team met regularly throughout the school year to collaborate and communicate about curriculum, instruction, and joint initiatives. The Life is Good community read initiative was a product of these discussions ultimately resulting in a year-long Tri-Town wide event focusing on the ten superpowers identified in the book, with both school districts, the town librarians, and Tri-Town Council. These ten monthly superpowers (openness, creativity, gratitude, compassion, authenticity, love, fun, humor, simplicity, and courage) were infused into the existing curriculum in a variety of creative and meaningful ways.

Professional Development:

Educators participated in a variety of profession-

al development courses during the year. Below is a list of the in-district courses offered.

- Reader's Workshop (K-2)
- Reader's Workshop (3-6)
- Pedagogy- Best Instructional Practices (PK-6)
- Close Reading (3-6)
- Fundations Training for grade 3 Teachers
- Bar Model Bootcamp- Math problem solving with the bar model method
- Mindful, Not Mind Full
- ESL- Making Content Comprehensible
- Close Reading

In addition to courses, teachers have been engaged in various workshops to improve and enhance their professional skills. Although not exhaustive, the following describe many of the key workshops offered during the past year.

Tech Talk: The Tech Talk workshop series is currently in its third year. A variety of new topics are being addressed in addition to many in-demand repeat sessions being offered for those unable to previously participate. Currently there are many offerings related to Google applications as our teachers work to more fully utilize Google applications for education.

W.I.S.E: The W.I.S.E. (Workshops in Education) is in its second year. There are a wide variety of topics offered related to special education and meeting the needs of diverse learning styles. Sessions take place weekly throughout the school year and are led by Tri-Town educators.

Educational Technology: Innovation and Critical Thinking

The Topsfield Public Schools and Tri-Town School Union is preparing our students for their future, for a global world and society, and for jobs that have not yet been created. In the classroom, technology in now integrated as part of regular learning and teaching in the classroom. Technology integration is based in solid teaching, learning and pedagogy practices. Teachers are expected to regularly integrate technology to leverage students' critical thinking and learning; students are regularly learning and developing their digital literacy, communication and collaboration skills with the assistance of technology. Technology is integrated into our teaching and learning mindfully and with purpose: it enhances effective teaching and instructional practices, increases student learning and promotes innovative thinking and creativity.

Our approach to integrating technology is one where of consistent and gradual growth: we work closely with the support of digital learning specialists to build teacher capacity and regular integration into instruction and learning opportunities. This process takes time, and through focus and effort, we have moved our schools to a crucial point: where the demand has started to outpace the supply of devices. We have encouraged, challenged and asked our teachers to use technology, and they have risen to the occasion. In order to continue to support this shift towards new and innovative teaching and learning practices, we must invest in devices, infrastructure, digital learning specialists and information technology support. Financially, this means both increasing the number of devices to which students and teachers have access, but also to replacing technology that is aging out so we can sustain and grow how we integrate technology effectively and regularly into the classroom. At Steward School, we are in need of additional devices for regular classroom instruction. Teachers have made effective use the devices that are available. Staff have grown their skill set, and are ready to implement and utilize technology as part of regular classroom instruction, but without the devices to do so, we are unable to leverage technology in a way that we expect teaching and learning to occur in 2017. iPads and tablets continue to be the main student device used in the primary grades, as their applications are effectively used to assist students and teachers with learning, skill development and tracking data to drive instruction. We are looking to second and third grades as the likely grade where students will start utilizing keyboarding skills and Google Applications for Education. As a result, we are looking to these grades as the entry point with which we can provide access to Chromebooks for our Topsfield students. Our short-term vision is to provide one floating cart of devices per grade at Steward School, which will allow each grade at Steward School to share best practices in technology integration. Currently, the lack of available devices prevents best practices from occurring and being shared around technology and innovation. Some classrooms have interactive boards at Steward, but not all do; those classrooms that have this technology report more effectiveness and efficiency in the classroom surrounding student learning.

At Proctor School, our technology status is in a similar status to Steward: we regularly are encouraging and supporting staff to use and implement technology effectively in the classroom, and teachers are ready to do so. As at Steward, teachers are ready to implement technology thoughtfully, purposefully and mindfully, but there are currently an insufficient level of devices available to do so regularly in classroom instruction. We currently have three carts of devices at Proctor School, which does allow some access to technology, and those devices are used constantly and with fidelity. In order to provide an equitable experience for students across the Tri-Town, as

we prepare our sixth graders for Masconomet Middle School and beyond, we need to invest in additional devices, so students are regularly engaging not only in content-rich experiences, but ones that develop 21st century skills such as digital literacy, digital communication, collaboration, innovation and design thinking. We can support this forward-thinking vision by investing in additional carts of devices at Proctor School, and providing additional investment in the network capacity at both Steward and Proctor Schools. As our technology investment grows, so too does our Information Technology (IT) infrastructure needs. This means that we must invest in our IT staff and infrastructure accordingly, to ensure that existing devices work effectively, and that we strategically plan for future needs. As teachers and students have more access to devices, we must support our building principals, digital learning specialists, information technology specialists as they support teaching in using technology as a regular part of daily classroom instruction, teaching and learning. Technology is now viewed and utilized as a regular utility that must work effectively and reliably. As a result, this regular investment must be maintained to ensure the smooth operation of our increasingly technology-based learning and functionality in our schools. This is true across Topsfield, Tri-Town School Union, as well as Massachusetts. Our current Wi-Fi network is at a 500mbps duplex fiber optic (steady state guaranteed) connection, which is approaching maximum capacity for our schools' needs. Principals, teachers and students have started to report some connectivity problems, despite adding additional access points throughout the building. We are engaging in a usage study currently, to collect data about our current usage regarding supply and demand. This is an important process to take, as we will use this to adequately plan for our immediate and

longer-term futures in Topsfield and Tri-Town School Union.

The Topsfield Public Schools and all schools across Tri-Town Union have shifted our email and calendar to Google Applications for Education (GAFE). We are in the process of shifting our storage of files to Google Drive, which is a cloud-based storage solution. Our email, calendars and files are stored in topsfieldps.org accounts, directly to Google servers. GAFE is free for schools, with unlimited storage, for educators and students alike. It can accessed wherever there is internet access and on any device: computer, tablet, or smartphone. As a school, we are using GAFE to collaborate, communicate and teach students digital citizenship, as we prepare them for a global society where interconnectedness is part of every day life as a citizen and employee. GAFE continues to provide efficiencies for staff and students alike, and has provided the ability for students to track their work and start developing an electronic portfolio of work.

Our external and internal communication systems are not keeping up with the level of technology our schools are using and the sophistication with which we are teaching students and facilitating learning. Internally, we have a very outdated Student Information System (SIS). Currently, the tool we are using is static, and provides very rudimentary and basic student information (e.g. student addresses, state ID numbers) to one administrative assistant in each building. Our needs as a district and as a school union have outgrown our current tool. Our current SIS collects very limited data and does not provide reports and data which would assist building administrative assistants, principals, teachers and central office with efficiencies and collecting data about student progress. Current SIS that are used across

Massachusetts allows schools to track student biographical information, provide secure reports to administrative assistants, principals, teachers, and central office, communicate effectively with parents/guardians, provide state data to the the Massachusetts Department of Elementary and Secondary Education, track student interventions, create standards-based report cards, and integrate school-based communication via email. As a way to track student data, the vast majority of Massachusetts districts are using updated SIS tools, and the Topsfield Public Schools and Tri-Town Union are unable to effectively and efficiently manage our data and communication without an updated SIS.

We are in the process of writing an RFP (request for proposals) to seek an updated, effective SIS for Topsfield Public Schools and Tri-Town School Union. Further in the future, we will assess our external communication tools (e.g. website, applications, social media) to develop a strategic plan to effectively communicate with parents/guardians and community to share the good work that our schools are doing.

The assigned architect is working on drawings and documents so that we have an estimated cost for the May 2017 Town Meeting. We are planning that work on the school will take place over the summer of summer of 2018.

School Nutrition Program

This school year, the three elementary school districts are in year two of a three year contract with Whitson Culinary Group for our school nutrition management services. Our goal is to increase the percentage of participation in the program by students and staff. We also want a program that gets students excited about school lunch by

School Nutrition						
Financial and Participation Information						
	FY14	FY15	FY16	FY17		
	Actual	Actual	Actual	Budget		
Receipts	153,314	173,491	165,623	168,989		
Expenses	185,731	166,091	185,469	191,713		
Profit/(Loss)	(32,417)	7,400	(19,846)	(22,724)		
# of Meal Days	175	177	175			
Avg. Attendance	5518	5545	5723			
Avg. Participation	2388	2200	2343			
Total Participation	43.28%	39.68%	40.94%	·		

Projects in Process in FY2016 through FY2017

The Steward and Proctor roofs have come to the end of their useful life. The Director of Facilities has commissioned infrared studies to provide details on the condition of both roofs. In 2016 we applied for the Accelerated Repair Program through the Massachusetts School Building Authority (MSBA). The MSBA has agreed to partner with the Town of Topsfield for the replacement of the both school building roofs.

delivering fresh produce, in-house (or scratch cooking), and integration with the educational culture of the elementary schools.

Christopher Braden is our Food Service Director. Whitsons and Mr. Braden provide the district's nutrition program with services in management, marketing, professional development, procurement, and accounting. These services are integrated with our existing employees that work in our kitchens.

Support for the Topsfield Elementary Schools

- 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 can be located on the Internet at www.topsfieldpto.org/.
- TEF is a non-profit group founded to help facilitate the best educational experience possible for both the Proctor and Steward Schools. The TEF is supported through generous donations from families, businesses, and foundations. 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 including the "Scientist in Residence" program. Support for both the Proctor band and CLIC are included in TEF's yearly budget as well as often serving as a pilot program for small initiatives proposed each year through grant requests.. More information about TEF can be located at www.tefschools.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. TPC previously has funded two new

playgrounds near the town center and two new playgrounds at Steward school. All of the new playgrounds and expansions were built by members of the community through time and labor donations, and TPC would like to thank the volunteers for their time and effort. More information about TPC can be located at www.topsfieldplaygroundcommittee.org/.

 GREEN Topsfield: GREEN Topsfield is a network of families, students, educators, administrators, and other supporters, with a mission to promote consistent sustainable practices and environmental literacy in Topsfield's elementary schools and community.

Student environmental clubs (the "Young Earth Savers at Steward" and the "Proctor Planet Protectors") help to ensure existing programs such as garden projects at both schools are maintained, and advance new initiatives based on the club-members' areas of interest and the schools' needs. More information can be found at www.greentopsfield.wix.com/rethink.

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 four committee members with children in the elementary schools.

The budget process begins in late fall with the Finance Committee's presentation to the Elementary School Committee of budget guidelines and ends in the spring with the School Committee's approval of a budget that is submitted to the Finance Committee and Board of Selectmen to be voted as part of Topsfield's operating budget at Town Meeting in May. The 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 each and every year.

The following general guidelines are used in preparing the budget:

- Preserve Excellence in Curriculum and Instruction
- Maintain a Safe and Secure Environment and Infrastructure
- Maintain the Rate of Budget Growth at a Responsible Level

Budget Summary	Actual Expense & Approved Budgets				
Expenses	FY15 Approved Budget	I ACTUAL I		Approved FY16	
Salaries	6,316,977	5,735,292	6,798,046	5,8748,70	6,949,021
Professional Development	90,876	69,760	109,985	86,568	98,718
Admin, Educational & Support					
Supplies,/ Materials/ Equipment/ Services	221,686	307,416	357,860	336,037	250,080
In District Special Education Services					
(Non Salary - DW only)	47,230	29,351	48,585	60,268	65,450
Food Service Contracted Services	-	-	-	-	120,000
Transportation (Regular & Sp.Ed.)	263,493	247,700	240,542	247,142	291,321
Utilities	180,971	184,748	193,561	203,406	191,364
Facilities	185,755	214,979	219,706	205,438	240,796
Insurance (Beneficial & Non Beneficial)	18,000	16,500	18,000	19,200	17,000
Special Eduction Out of District Tuition	231,869	56,176	145,315	139,276	231,673
Total Operating Budget	7,556,858	6,861,922	8,131,599	7,172,205	8,455,423
Less Applied Income	689,939		959,000		853,200
Total Local Appropriation Expenses	6,866,919	6,861,922	7,171,599	7,172,205	7,602,223

School Enrollment

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. Due to financial constraints, maintaining class size within these historical ranges has become a significant challenge.

Massachusetts Comprehensive Assessment System (MCAS), Partnership for the Assessment of College and Career Readiness (PARCC) and School District Accountability System

The Topsfield School Committee's goal continues to be to increase the number and percentage of our students achieving at the Advanced and Proficient Levels in each grade and in each subject tested year over year. The Department of Education has rated each school district and school in terms of its performance and improvement.

Detailed information about our district's performance 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/accountability/report/district.aspx?link-id=30&orgcode=02980000&orgtypecode=5&

Detailed information about our district's performance in ELA, Math and Science can viewed on the Department of Elementary and Secondary Education (DESE) website.

Grade 3 - 6 English Language Arts and Mathematics Results http://profiles.doe.mass.edu/parcc/achievement_level.aspx?orgcode=02980000&-fycode=2016&orgtypecode=5&

Grade 5 Science Results

http://profiles.doe.mass.edu/mcas/achievement_ level.aspx?linkid=32&orgcode=02980000&orgtypecode=5&

Student Support Services

With the overall goal of providing all students an educational environment that supports and allows them to reach their full potential, the student services department continues to solidify and grow the service delivery model that is in place in each of our buildings. This includes extensive professional development, increased behavioral and social/emotional support for students, and program development based on the best practices for students with low incidence disabilities. Over the course of the past several years, the district has been able to support students with a range of needs by adapting and developing programming.

As of December 1, 2016, there were 113 students in the Topsfield Elementary Schools, grades Pre-Kindergarten through grade 6 identified as eligible for special education; this represents a 10 student decrease. Over the past 4 years, our Dec. 1st special education headcount has been between 109-121.

We are excited as a district to bring to the schools a new tool that has been created by the Department of Elementary and Secondary Education around inclusive practices for all students. The Educator Effectiveness Guidebook for Inclusive Practice has been developed for school districts based on research indicating the many benefits of structuring inclusive opportunities for all students. While reviewing areas such as special education practices, inclusion, identification and services delivery for students with disabilities, Massachusetts contracted with Thomas Hehir

and Associates to gather and review data around best practices. One of the key findings of this reports was that "Students with disabilities who had full inclusion placements appeared to outperform similar students who were not included to the same extent in general education with their non-disabled peers" (Hehir and Associates, 2014). Specifically, students with full inclusion programs demonstrated higher MCAS scores, a higher probability of graduating High School and were less likely to be placed in an out of district placement (Hehir, 2014).

The guidebook is a "toolbox" of inclusive practices which can be effective for students. Teachers will be working closely with their Principals to discuss the guidebook, the information provided and the tools that can be used in their classrooms and in the school. We are all excited to see the benefits that inclusive practices can have on our students.

A developing area of need for the district is supporting students with social/emotional and behavioral needs. Social emotional skills and emotional stability are essential components in child development. From the time that a student enters school, navigating friendships, handling academic pressures and simply making sense of their surroundings have a profound impact on their performance. Areas of the impact of a deficiency in the ability to cope with everyday stressors include, but are not limited to, student isolation, bullying, reduced academic performance, school refusal and hospitalization. A dual approach of direct teaching as well as teaching strategies "in the moment" allows the students to recognize the skills they need to cope and will help students with the management of these challenges. The district will continue to develop and implement supports for students with social/emotional and behavioral needs. This year, as part of the Special Education Coordinated Program Review System, DESE conducted a "Mid-Cycle" review, which falls in between the major review pattern of every 6 years. This fall, a member of the CPR program came out to Topsfield to review compliance in areas of Special Education and Civil Rights. During the review, DESE reviews files, interviews staff members and tours buildings. The Mid-Cycle review includes review of any area that found to be a need when the full Program Review was conducted as well as any new criteria that has been implemented by DESE. We are extremely pleased to report that Topsfield was found to be in full compliance with all areas reviewed. This is a testament to the amazing staff and their dedication to the Special **Education Process.**

The Special Education PAC continue to be a strong committee across the Tritown. The Special Education PAC Board is comprised of a parent from each of our three towns and from across the grades, PK-12. The elementary and Masconomet SEPACs merged several years ago and have offered programs to interest parents from all grade levels. The TTSEPAC has its own website: www.tritownSEPAC.org. In addition to open meetings throughout the year, the SE-PAC board meets with district administrators throughout the year as well to serve in an advisory capacity. In a short amount of time I have been impressed with the direction and drive of the SEPAC and the thoughtfulness of events that they hold. Already this year they have held a resource fair and a basic rights presentation for parents. Also, they are planning a second annual carnival to help fund raise and support the students. This event will take place in the spring. In addition, many additional ideas are being discussed as potential meetings and activities. This year the

SEPAC was able to run a grant program which was offered to all staff in all 6 buildings. Through the grant program, the SEPAC was able to generously fund multiple grants, including supporting the purchase of the the Google Read and Write program.

Closing Statement

The school committee is challenged with maximizing our students' learning experience and development in an environment of fiscal constraints, budget realities and state mandates. This could not be achieved without the continued support of the entire Topsfield community.

Specifically, the school committee would like to thank:

- Our dedicated and talented educators for their relentless focus on individual student development.
- Superintendent Morrison and the entire Central Office team for their leadership, guidance, and diligence in stretching the taxpayers' investment in education.
- TESPTO, TEF and TPC for their generous and continued support enhancing the learning experience of our students.
- Our highly involved parent community, as well as residents without children in elementary school, for their commitment to making education a collective priority.

The schools are a significant part of the fabric of our town. Topsfield has a well-deserved reputation for our students' exceptional educational experience – a testament to our educators, administrators and community. Families have come to expect excellence. As a school committee, we strive to meet and exceed those expectations.

Respectfully submitted,

Joe Quigley, *Chairman*Gregg Lindsay, *Vice Chairman*Linda Ross
Katrina Frere
Daniel Pallotta



Masconomet School Committee

The 2015-16 fiscal year was one of innovation and change in the Masconomet Regional School District. We kicked off some new initiatives and made strides in achieving others, all while continuing as a high-performing district. Boston Magazine rated Masconomet 24th among the best high schools in the state.

As the result of previous year discussions with the Town Administrators and Finance Committees, the School Committee rolled out a new budget process that was designed to provide transparency and open communication regarding the budget development. Through a series of public meetings in December, the academic and administrative areas discussed their wants, needs and future plans with the Budget Subcommittee. This allowed for an open and honest discussion of potential budget issues. The proposed budget, presented in February, reflected the discussions and what the senior leadership felt was a reasonable request to the towns. After considerable dialogue, the School Committee approved a FY17 budget which represented a 3.4% increase of FY 16. During the budget discussion, the decrease in overall student enrollment was discussed. The Committee charged the administration with producing a staffing and enrollment analysis for use in developing the FY18 budget.

In addition to the operating budget, Masconomet works with organizations and individuals to receive grants and gifts to help support the academic program and physical plant. The Masconomet Education Foundation (MEF) granted a total of \$300,000 during the 2014-2015 and 2015-2016 school years. This year, \$200,000 of the grant was provided for the construction, equipment and furnishing of a Science, Technology, Engineering, Arts and Math (STEAM) lab. A science lab in the high school was converted over the summer and opened September 2016. We also received gifts from a number of graduating classes to complete funding for a digital sign outside the high school. We will work with Essex Technical School for construction and installation.

As the landscape of state mandated assessment changes, the School Committee discussed the shift from MCAS to PARCC and then to MCAS 2.0. It was decided to implement the online version of PARCC for the Middle School, but remain with MCAS in the High School. As a result of the Middle School's performance on MCAS last year, the school moved from Level II to Level I and achieved the status of Commendation School. Commissioner of Elementary and Secondary Education Mitchell Chester visited Masco Middle School in May to offer his congratulations to the Middle School Principal, teachers and students.

The School Committee and District launched a strategic planning process to establish a fresh and future vision for Masconomet – Masconomet 2025. A task force of faculty, staff and community members created a vision, mission and statement of values that are the basis of the development of a strategic plan to be developed in 2016-17.

After nearly 5 years of planning and work ensuring that our infrastructure was sound and our teaching staff was prepared to utilize the technology, we began the process to rollout a 1:1 digital learning environment. It was decided that the environment would only be required in the high school and phased in, beginning with 9th and 10th graders in 2016-17. A number of public meetings were held to discuss the plan and gather input from parents and the community. An online store was established to allow parents the opportunity to purchase the necessary computer, accessories and insurance/service.

A joint advisory committee comprised of Masconomet and Tri-Town Union School Committee members was formed to investigate potential school calendar changes that could provide a more family-friendly schedule. Through their work, the Start Time Advisory Committee (STAC) was created in April 2016 and charged with studying the research related to adolescent sleep and school start time, investigating the issues related to any change in the school start time at Masconomet or the Elementary Schools and make recommendations. Their work continues through 2016-17.

The health and safety of our students and the school community is of utmost importance. In conjunction with the tri-town public safety officials, the District established new guidelines for crisis intervention and response. Masco joined the CopSync network to provide all staff members with a new means of making emergency calls in certain situations and providing an ability to communicate in an extended crisis event. This network has been adopted by Boxford Police and Boxford Dispatch, by the Tri-Town Union schools and their respective police departments, by MA State Police Troop A and other first responders.

Additionally, a crisis readiness meeting was held with a variety of public safety, public health and other agencies to review Multi-Hazard Evacuation Plans. In April, the Police Departments of Boxford, Middleton, and Topsfield conducted a successful joint training exercise and simulation of an armed intruder at the High School.

Student achievement and experiences were evident throughout the school and in a number of academic and extracurricular areas. Masconomet art students had very impressive results once again in the Boston Globe Scholastic Art Award competition. The Middle School had 5 Gold Key awards, 6 Sliver Key awards, and 18 Honorable Mentions. The High School had 26 Gold Key awards, 24 Sliver Key awards, and 30 Honorable Mentions. Senior Whitney Nekoroski was cited as an "American Visions Nominee" for her Gold Key winning drawing. Middle School student Makayla Graves earned a Gold Medal at the national level. Students and faculty participated in cultural trips to Costa Rica and South Africa. Masconomet, for the first time, hosted the Institution for Savings Credit for Life Fair in April. The fair is a nationally recognized program designed to help high school students develop personal financial management skills that they will use throughout their lives.

During the fall season, Masconomet athletics enjoyed tremendous success, earning league championships in boys' soccer, girls' soccer, field hockey, boys' cross country, volleyball, and cheerleading. Our boys' soccer team won the Division II north championship before falling in the state finals. The boys' cross country team was undefeated in the Cape Ann League and qualified for the all-state meet for the first time in school history. Twenty-seven players earned all-star status in the Cape Ann League during the

fall 2015 season. Football Player Scott Foden was named the Cape Ann League Player of the Year. During the winter season, Masconomet earned a league championship in swimming & diving for the third year in a row. All of the Masconomet varsity winter sports teams earned individual or team state tournament berths. The boys' hockey team played into the Division II north semi-finals. Kyle Faddis was the Division II state champion in the mile, while Danny Cosgrove finished 2nd in the Division II 1000M. Ninth-grader Jack Darling was the Division II state wrestling champion at 106 lbs., while Nolan Houston finished 3rd at the Interscholastic Ski Race. During the spring season, Masconomet earned a league championship in girls' lacrosse, boys' track and field, and boys' tennis. The girls' lacrosse team was a Division I north finalist and Molly Gillespie was named the Cape Ann League girls' lacrosse Player of the Year. Danny Cosgrove established a new school record in the mile with a time of 4:19.10 and qualified for the New England meet. Elias Varinos was the Cape Ann League baseball Player of the Year and was named a Boston Globe All-Scholastic. During the 15-16 school year, more than 60% of students at Masconomet participated in at least one sport, as high a percentage as any school in the Cape Ann League. Overall, Masconomet fields 29 sports and 62 teams (varsity, junior varsity, freshman).

The school and students worked on a number of community activities and services. These included the annual September 11 Flag Display, the first annual Holiday Chorus and Band Concert for senior citizens in December, the annual High School Student Council St. Patrick's Dinner for senior citizens in March, and the annual Memorial Day ceremony for veterans in May. In cooperation with Representative Brad Hill, the Tri-Town Police Departments, Essex County

Sheriff, and the Coalition of the Tri-Town Council, we hosted a community forum on the large impact overdoses and opioid-related deaths are having on Northshore communities.

The Masconomet students, faculty and staff appreciate the support from the Tri-Town communities and continue to strive to provide the best possible education to all students.

Respectfully Submitted,

Daniel J. Volchok Chair, Masconomet Regional School Committee

Masconomet Regional School Committee Members
Boxford Members
Paula Fitzsimmons
Carolyn Miller
Hagan Rivers
Daniel Volchok, Chairman

Middleton Members
Teresa Buono, Vice Chairman
Kosta Prentakis
Arete Pascucci
Linda Richards

Topsfield Members
William Hodges
Kim Sherwood
John Spencer

Masconomet Regional High School

- Four year public high school
- Accredited by NEASC
- Total enrollment as of September 2016: 1232

Class of 2017: 343 Class of 2018: 304 Class of 2019: 283 Class of 2020: 290

Post-Secondary Plans for Class of 2013: (369 students)

• Four & Two Year Colleges: 96.7%

• Post-graduate/other schooling: 1.7%

Employment: 0.3%Military: 0.3 %

• Other: 1%

Average SAT I 2016: (336 students)

Masco (seniors only) National MA Critical Reading 549 517494 Math 566 530 508 Writing 506 482 547

Average ACT: (148 students)

Masco MA National Composite 25.6 24.8 20.8

Advanced Placement 2016

Masconomet Regional High School offers 17 College Board Advanced Placement courses. In 2016, 280 students took 502 exams;

88.2 % scored a 3 or higher.

Score of 5: 113 (23%) Score of 4: 169 (34%) Score of 3: 137 (27%)

Board of Health

Personnel

Sheryl Knutsen, RN, Chairman
Gerald Topping PE, Vice Chairman
Vince Guerra, MD,
Joseph Collins Esq.
Thomas Mannetta CE (new member as of June 2016)
John Coulon, RS, Agent
Susan Winslow, Administrative Assistant
Alexander Moreta, DPH Summer Intern 2015
(MPH-Boston University)
Hayley Byra, NEHA Summer Intern 2016 (BA/MPH, UMASS/Lowell)
Caitlyn Pohl, DPH Summer Intern 2016 (MPH-Tufts University)

The Board would like to thank Attorney William Hunt for his dedicated service to Public Health in Topsfield. Mr. Hunt served as both Board Member and Chairman during his twelve years of service, stepping down at the June 2015 meeting.

Overview

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

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 (MGL, c111, s31), all 351 Massachusetts communities are responsible for delivering essential public health services such as disease prevention and control, health and environmental protection, and the promotion of healthy communities, all through a diverse variety of means. The Topsfield Board of Health has statutory powers to develop and promulgate rules and regulations in all areas of public and environmental health to supplement and reinforce state laws.

This past year, the Board of Health worked closely with eleven other communities comprising the Topsfield Regional Medical Reserve Corps (TRMRC). The TRMRC is one of 44 such volunteer groups in MA, (977 in US) utilizing federal funds to grow local emergency response capacity. (www. medicalreservecorps.gov). Health Agent John Coulon was the Director of the TRMRC and Arthur Howe III served as the TRMRC Coordinator.

The Topsfield Board of Health is a member of Region 3A – Northeast Public Health Coalition. The members of this 14-community coalition work collaboratively to enhance the local communities' collective capacity to share resources and respond to public health threats and emergencies, including bioterrorism and outbreaks of infectious diseases. As a member of this Coalition, the Topsfield Board of Health receives funding from the Massachusetts Department of Public Health which provides deliverables,

or required local and regional public health emergency preparedness planning activities, that are consistent with the Centers For Disease Control and Prevention's (CDC's) 'Public Health Preparedness Capabilities: National Standards for State and Local Planning.'

FY 2016 Highlights

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 FY16 included:

- Sheryl Knutsen worked with John Coulon to develop a Tri-Town Emergency Dispensing Site (EDS) plan with our Middleton and Boxford counterparts.
- Health Agent John Coulon conducted a seminar at the Gould Barn on Tick and Mosquito-Borne Illness and Prevention.
- The Board of Health received a grant from the FDA Voluntary Retail Standards Program for \$2,500.00 to conduct a review of the best practices for retail and food inspections.
- Health Agent John Coulon received a scholarship to attend the annual AFDO (Association of Food & Drug Officials) Conference in Pittsburgh, PA from June 25 - 29.

The 2015 Topsfield Fair (www.topsfieldfair.org) continued to require the daily oversight of the BOH Agent. Concerns include food (125 permits issued for revenue to the town of \$27,000), solid waste, liquid waste, animals, other vector control, on-site housing, and a new water ride.

Annually, the Topsfield Fairgrounds is the site for many non-Fair events ranging from the AKC Dog Shows and major Regional Horse Shows to the annual Diabetes Foundation Tour de Cure. All have many of the same Public Health oversight concerns as the Fair.

VNA Care (www.vnacarenetwork.org) is contracted to deliver public health nursing services, including Seasonal Flu Vaccinations, Wellness Clinics and Health Talks at Little Brook Village & Washington Meadows, Communicable Disease follow-up, and Emergency Preparedness. The VNA was instrumental in delivering 126 flu vaccinations at the October 22 and December 5 clinics. The VNA also conducted Elder Health Clinics at Little Brook Village and Washington Meadows four times a month, 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 \$1,369.50 to the Town's General Funds from vaccination reimbursements. Expenses of \$1,806.84 incurred are paid from the Board of Health Budget.

The Town of Topsfield belongs to The Northeast Massachusetts Mosquito Control & Wetlands Management District (NEMMC) (www.northeastmassmosquito.com). The organization monitors mosquito activity in Town and makes recommendations to the Board of Health when action is warranted. NEMMC submits an annual Best Management Practice Plan and Vector Management Plan to the Board of Health for review and comment. This year, no mosquitoes tested

positive for West Nile Virus or Eastern Equine Encephalitis Virus during weekly trapping and testing of mosquitoes. The Board of Health will continue to work with the DPH and NEMMC to respond with appropriate targeted truck mounted spraying as well as heightened monitoring of potential breeding areas. See the town website for the current plan.

The Board of Health works closely with the Topsfield Elementary Schools (*www.topsfieldschools.org*) and Masconomet Regional Middle School and Senior High School (*www.masconomet.org*) in considering the State DPH guidelines for the recognition and management of illness in school settings.

The Topsfield Board of Health meets publicly at the Town Hall Conference Room on the fourth Thursday of every month unless posted otherwise. Topsfield citizens are encouraged to participate in maintaining their community's health.

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

Respectfully submitted,

John Coulon, RS Board of Health Agent

ACTIVITY:	*FY15	*FY16	FY16 fees paid
SEPTIC SYSTEMS			
SOIL TESTS CONDUCTED	25	52	\$**6,325.00
SEPTIC SYSTEM INSPECTION REVIEWS	88	86	\$2,150.00
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	23	28	\$2,100.00
SEPTAGE HAULER LICENSES ISSUED	23	21	\$1,575.00
NEW APPLICATIONS RECEIVED	3	6	\$2,400.00
REPAIR APPLICATIONS	25	33	\$2,475.00
FOOD PERMITS			
ANNUAL PERMITS	25	40	\$2,975.00
TEMPORARY PERMITS - FAIR	134	125	\$27,000.00
TEMPORARY PERMITS - NON-FAIR	17	22	\$950.00
MILK PASTEURIZATION	1	1	\$50.00
CAMP PERMITS	3	3	\$150.00
POOL PERMITS	2	2	\$100.00
BEACH PERMIT	1	1	WAIVED
TANNING SALON	1	1	\$50.00
TOBACCO PERMITS	4	4	\$100.00
WELL PERMITS	1	3	\$225.00
BEAVER TRAPPING PERMITS	4	6	
GENERAL COMPLAINTS	16	15	
PUBLIC HEALTH INITIATIVES			
COMMUNICABLE DISEASE INVESTIGATION	91	***31	
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED TO TOWN RESIDENTS	158	126	
BLOOD PRESSURE/WELLNESS CLINICS CONDUCTED	48	47	

^{*} Fiscal Year: July 1 - June 30

 $[\]ensuremath{^{**}}$ including fees for new and repair

^{***}comparative reduction due to changes in DPH protocol

Council on Aging

COA Board of Directors:

Penny Rogers, Chairman
William Quinn, Vice Chairman
Charlotte O'Toole, Recording Secretary
Florence Brady
Lois Carpenter
Annette Cohen
Elaine Crippen
Martha Davis
Alfred DiDonato
Jolene Guerra
Ruth Lucy
Jodi Gibeley, COA Director

FY2016 Office Hours:

Monday - Thursday 9:00 AM. to 3:00 PM. Friday 9:00 AM. to 12:00 PM.

The Topsfield Council on Aging's (COA) purpose is to design, implement and promote programs and services to support the independence, health and well-being of Topsfield residents 60 years of age or older. These programs include Meals-on Wheels, bus transportation, outreach, social and educational programs, information and referral, wellness programs, support services, volunteer opportunities, Senior/Veteran Tax Work Program, and a variety of other services.

Accomplishments

Made available under a grant received from the Commonwealth of Massachusetts Executive Office of Elder Affairs (EOEA), the Topsfield Council on Aging's monthly newsletter, the Senior Scoop, reached approximately 900 senior citizens, their families and/or caregivers. The "Scoop" provided information on programs, services, social activities, and outreach in the community of critical importance to Topsfield's senior citizens. The Senior Scoop was posted on the town's website.

Title III funding from SeniorCare, Inc. enabled the Topsfield COA to expand their transportation services for appointments, trips, etc. beyond what was appropriated at the 2015 Annual Town Meeting.

The Commonwealth of Massachusetts EOEA allocates funds from a Formula Grant to supplement approved costs of operating an effective Council on Aging. In FY16, the Topsfield COA designated those funds to cover the cost of a Data Entry Clerk, essential but unfunded office supplies, an annual yearly volunteer recognition event and monthly newsletter mailings. In addition, funds were received from the Commissioners of Trust Funds/David Cummings Charity to help support the Meals-on-Wheels (MOW) Program.

Monday through Friday, excluding holidays and inclement weather days, approximately twenty-five meals were prepared daily by Sidekim Catering of Lynn, MA and delivered by four dedicated COA stipend/volunteer drivers who are residents of Topsfield. The most important task completed by this dedicated corps of drivers is to conduct daily wellness checks on Topsfield's

most at-risk residents. The Topsfield Garden Club continued to provide MOW participants with lovingly hand-crafted arrangements on holidays throughout the year.

On Mondays and Thursdays, the COA bus provided rides for medical appointments, trips, important errands, visits to family in medical facilities, and much more. Often on Tuesdays and Wednesdays, adventurers loaded onto the bus for excursions.

A significant amount of the Topsfield COA's staff time was devoted to outreach and matching Topsfield residents with elder services. Phone calls, office visits, and home visits were offered continually to seniors, family members and caregivers seeking information and assistance. A variety of services were made available through our Area Agency on Aging, SeniorCare, Inc., which is a consumer-centered organization that provides and coordinates services for elders and others, with the goal of enabling seniors to age in place (live independently at home or in a setting of their choice while remaining part of the community).

Starting in May of 2016, comfortable programming and drop-in space was made available at the Emerson Center to the COA on Mondays, Wednesdays and Thursdays between 9:30 A.M. and 1:30 P.M. thanks to the resourcefulness of the Topsfield Council on Aging Board, the generosity of the Friends of the Topsfield Council on Aging, and the willingness of the Congregational Church of Topsfield. This opportunity planted the seed for exponential growth in the next fiscal year.

In addition to funding the programming space, the Friends of the Topsfield COA, which is the fund raising arm of the Topsfield COA, sponsored many of the luncheons, holiday parties, refreshments and prizes. They also provided supported the programming and other events that require entertainment or financial assistance. The Friends offer scholarships making it possible for anyone interested in participating to join trips.

In February, March and April, AARP Tax Prep volunteers assisted low to middle income seniors from Topsfield and beyond with preparing simple tax returns at no cost. The Topsfield Library made space available while the Topsfield COA coordinated appointments to provide this essential service.

Town of Topsfield SHINE (Serving the Health Insurance Needs of Everyone) counselors scheduled one hour private consultations to advise seniors on current health insurance options, open enrollment choices, Medicare coordination, etc. throughout the year.

A nurse from VNA Care, formerly the Visiting Nurses' Association (VNA) offered Elder Keep Well Clinics four times each month on a rotating basis at senior populated locations around town: the Washington Meadows Community Room and the Little Brook Village Community Room and, beginning in May of 2016, at the Emerson Center. At the clinics the nurse would help monitor residents' blood pressure, sugar levels, and weight, assess cardiopulmonary function, educate about diet, disease management and prevention, and make referrals to community resources, etc.

TRIAD, a community safety initiative focused on empowering, educating and improving the safety, security and peace of mind of the senior population, continued to offer programs such as the File of Life, Is Your House Number Up?, Grab and Go Bags, CarFit and presentations (Decluttering in FY16). Thanks to the collaboration

between the Essex County Sheriff's Dept., the District Attorney's Office, the Topsfield Police and Fire Depts., the Topsfield COA and dedicated residents, progress was made towards achieving the goals of reducing criminal activity, especially that targeting senior citizens, alleviating seniors' fears of victimization thereby building confidence and improving their quality of life, and enhancing the delivery of law enforcement services to the 60+ population.

Ten homeowners participated in the Senior/ Veterans Tax Work-Off Programs and performed critical functions in many Town Departments-Board of Health, Council on Aging, Library, Proctor School, Fire Dept., Cable Office and Town Hall. The seniors/veterans received abatements on their property taxes based on the number of hours completed.

The Topsfield Council on Aging could not function without the assistance of numerous volunteers who in FY16 taught yoga and writing classes, delivered Meals-on-Wheels, served special meals, raked leaves, shoveled snow, assembled the "Scoop", served on the COA Board, raised money as members of the Friends, etc. Abby Jackson and Nancy Hood were presented with service awards at the annual SeniorCare, Inc. Recognition Luncheon. At the 2016 Volunteer Appreciation Breakfast in May, longtime volunteer Christine Cotti was awarded our highest honor, the prestigious Silver Tree Award.

In FY16, the seniors of Topsfield were served by COA Executive Director Jodi Gibeley, Secretary/ Meals-on-Wheels Coordinator Beth Wideberg, Data Entry Clerk Peg Beauregard, part-time bus drivers, Stan Brennan and Greg Young as well as valued volunteers Lois Carpenter, Nancy Hood, and Judith Anne Mitchell Smith.

Our Mission, Our Future

In FY17, the goals of the Topsfield Council on Aging are to raise awareness and increase participation.

To achieve these goals, the monthly newsletter will expand in order to display the offerings of the subsequent month. Announcements as well as photos from past events will be posted on the Friends of the Topsfield Council on Aging Facebook page.

Expanded programming will meet the needs of our entire growing demographic, residents from sixty years of age and beyond. Be on the lookout for new exercise classes, technology help sessions, art programs, special events, and creative trips to destinations throughout New England. Evening and weekend trips are on the horizon. We will also head back to campus to take advantage of programs sponsored by local colleges. Separate events will be woven together with interesting themes. Intergenerational activities and collaborations will be promoted. The Topsfield COA will continue to focus on outreach in the community and expand the number of services offered as well as the number of residents who are served. With increased town support, the COA staff can reduce the isolation and loneliness experienced by some of Topsfield's most vulnerable seniors while providing innovative programming for all seniors. Every Topsfield resident has the right to Age in Place and with Dignity and the Topsfield COA is committed to being on the front lines as our community continues to work towards that goal.

Respectfully submitted,

Beth Wideberg, COA Administrative Assistant Paula Burke, COA Executive Director

Tri-Town Council

Who We Are

Serving and supporting youth and families for nearly five decades, Tri-Town Council (TTC) is laser focused on providing programs and services which support and empower youth to make healthy and safe decisions and to provide parents/guardians, educators and community members the tools and strategies needed to support youth in effective, positive and impactful ways.

Each year we offer a variety of mission-driven programs and services including youth leadership, parent education, professional development, prevention services, after-school enrichment and various types of family and community support. Established in 1968 and originally named the Tri-Town Council on Drugs, TTC was organized by concerned citizens to address underage youth drug and alcohol use. This grassroots effort has evolved over the years to become a vibrant community mainstay centered on positive youth development.

Our work is guided by the Developmental Assets Framework. Developmental Assets are 40 research-based, positive experiences and qualities that influence young people's healthy development, helping them become caring, responsible, and successful adults. Grounded in the tenets of positive youth development and rooted in prevention research, the Developmental Assets framework is widely used in the United States and, increasingly, around the world in support of the health and well-being of youth.

Tri-Town Council (TTC), a 501c3 not-for profit organization proudly serves the communities of Boxford, Topsfield and Middleton.

How We Do Our Work

We achieve our annual programming goals as a result of strategic collaborations with a host of community partners including Masconomet Regional School District, Tri-Town Elementary School Union, town health departments, town police departments, faith-based organizations, and mental health professionals among others to provide social/emotional wellness, service-learning, leadership, enrichment and recreational programs for youth; parent/guardian education, workshops and family support; and professional development opportunities for our educators. It is as a result of these partnerships that TTC, whose small staff of employees (2.75 FTEs), is able to accomplish our ambitious goals each year reaching thousands across the tri-town community.

TTC is relies on the financial support from the Towns of Boxford, Topsfield and Middleton along with hundreds of individual donors; community and family foundations; and corporate and institutional grants, which together make our work possible.

Our Impact

In the 2015-2016 program year, TTC's efforts reached thousands of youth, parents and educators with more than 100 educational, enrich-

ing and empowering programs and workshops including alcohol & drug prevention education for youth and adults; community conversations focused on the Youth Risk Behavior and Adult Perception Surveys looking at the data and the positive norms which prevail; Developmental Assets workshops for youth and adults; programs which focus on adolescent anxiety and depression, conflict resolution and raising resilient teens; youth leadership workshops; a peer mentoring; after-school enrichment; and substance-free events among others.

Core Programs

- The Coalition established in 2010, The Coalition continues to expand its activities and reach. This TTC program is a community-wide partnership which includes our schools, law enforcement, public health, mental health professionals, faith-based, youth and parents. This program is TTC's directed focus on reducing and preventing substance use among tri-town youth. The Coalition provides local coordination, collaboration, education and advocacy towards the ultimate goal of reducing youth substance use ensuring and sustaining a healthy tri-town community for all. Activities include data collection/dissemination, substance-free activities, information/education campaigns, youth engagement and advocacy.
- Horizons After-School & Summer 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, taught by experiences adults, may include art, science, physical activity, Lego Engineering, sewing and nature workshops. Horizons is offered in 4, 6 and 8 week sessions during the fall, winter and spring; weekly during the summer; and

- includes a 6 week ski program for Boxford students at Bradford Ski. Community service opportunities are available for high school youth. Programs are held at the elementary schools right after dismissal during the school year. During FY16 over 500 Tri-Town youth participated in Horizons.
- TTC High School Youth Council Led by high school youth and facilitated by our Youth Program Coordinator, the TTC HS Youth Council engages in fun social activities, leadership opportunities, participates in community service programs and supports special projects such as 6th Grade Fun Night.
- TTC Middle School Youth Council Led by the Tri-Town Council Youth Program Coordinator, this group is open to Tri-Town youth in grades 7 and 8. This youth group engages in fun social activities, community service opportunities, leadership development, special programs and projects.
- All-Night Graduation Party Tri-Town Council sponsors and coordinates this annual event with the input and support from parents of Masco Seniors. This event, run since our inception, takes place the night of graduation with approximately 80% of seniors participating and is chaperoned by parents of juniors and TTC staff. The graduates enjoy a full night (9PM-7AM) of fun activities and food with buses transporting them to each location (kept secret from the seniors) keeping them safe on a high risk night. Almost 300 graduated seniors (our biggest group ever!) and 40 chaperons participated in the 2016 event.
- Tri-Town Council Scholarship Program-Scholarships are awarded to three graduat-

ing Masconomet Seniors, one from each of the tri-towns, recognized for their academic performance, community service and being exemplary role models to peers during their high school years. The 2016 recipients were Kelly Baker (Topsfield), Madison Hughes (Middleton) and Lily Pearsall (Boxford). FY16 marks the 6th year these scholarships have been awarded. In FY16 TTC awarded \$750 to each recipient.

- 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 parents/guardians seeking advice or guidance regarding issues with their children, and youth in need of someone to talk to as well as concerned community members for information, referral/crisis counseling.
- · Tri-Town Community Resources for Families in Need - Tri-Town Council with local community and school 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. TTC and the Masconomet School Health Council (SHAC) provide a comprehensive list of local resources, regional and state resources to include mental health, substance abuse, food/fuel assistance, safety and more. This resource list is accessible on-line and in print. TTC also works with 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. This tool is

used across the state and nationally to assess youth behavior and perception. Administered biennially to Masconomet middle and high school youth, the anonymous survey includes questions about alcohol, tobacco, marijuana and other drug use; bullying; depression; stress; sexual behaviors; dietary behaviors, physical activity; and behaviors associated with intentional or unintentional injuries. Data from the survey provides accurate estimates of the prevalence of risk behaviors and perceptions of use among Masconomet middle and high school youth. This information is used to inform health education and risk prevention programs within the schools and community. The next YRBS will be administered in November 2016. During the 2015-2016 program year, TTC held a public Community Conversation to present survey findings from the 2014 administration which was followed by data presentations to all three town Boards of Selectmen and Boards of Health. In addition, data was presented throughout the year to various other stakeholders including youth, parents and educators. The data is used to inform our programming, in particular our Positive Community Norms initiative. Executive summaries of all YRBS administered to date are available on our website www.tritowncouncil.org/coalition.

• Adult Perception Survey (APS) – conducted biennially since 2011 and implemented by TTC with the support of our Coalition partners, this survey asks tri-town adults (parents, teachers, administrators, law enforcement, clergy, business owners as well as any other adult 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 2015 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. This information was also presented to the community in conjunction with the YRBS survey data. Executive summaries of all APS administered to date are available on our website.

Enrichment Programs and Workshops *Youth Workshops/Activities*

- 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. What will you do to create a safe school, community and online environment? How will you support students who are being bullied?
- Massachusetts Conference for Women (Young Women's Program) Tri-Town Council, for the fifth year, secured sponsorship for Masco HS youth and adult chaperons to attend this annual event in December which focuses on leadership, self-esteem and empowerment. In 2015 our attendees were sponsored by State Street Bank.
- PhotoVoice This program, run since 2012, encompasses both a photographic and written component on a chosen topic. Volunteer assistance is provided by community members. The 2016 topic was "Exploring What Matters Through the Eyes of Youth". Projects were unveiled at TTC's Annual Meeting and at a reception at Masconomet. They are displayed at town libraries at various times during the school year.
- Open Gym Nights for Middle & High School Youth – run by Tri-Town Council for Middle and High School youth on select Saturday evenings during the winter months from Novem-

- ber-March and hosted by Masconomet in the Field House, Open Gym is a free, supervised drop-in program for Masco teens. Activities include basketball, floor hockey, volleyball, Frisbee, hula hoops, and more.
- 6th Grade Fun Night now in its third year. Expanded this year as a result of the partnership with 6th grade committee events prior to the Fun Night. TTC provided 1-way bus transportation from the upper elementary schools to Masconomet. This event provides another opportunity for tri-town 6th graders to meet one another in a fun environment at Masconomet for an evening of games and activities. We rely on many middle and high school youth who help plan and facilitate during the evening. More than 260 6th graders attended in May 2016 which represented a 50% increase from 2015.
- High School Youth Leadership Retreat 4th annual ½ day workshop held on an early release day in March, this year at Danvers Indoor Sports. Over 35 Masconomet high school youth participated in this free program focused on leadership, communication and self-advocacy.
 1-way transportation provided from Masco to Danvers Indoor Sports.
- Middle School Youth Leadership Retreat new this year and modeled after the high school leadership retreat, the afternoon focused on team building and making new connections with peers. Over 20 middle school youth attended the program which was held at Creighton Pond in Middleton.
- Randy Pierce presents to the Junior Class

 a dynamic visionary and inspiring motivational speaker with an innate and powerful ability to engage his audience, Randy spoke to Masconomet juniors and staff of his own struggles and triumphs over adversity sending a powerful message of hope and optimism to

- the audience. Classroom teachers had the opportunity to follow up with small group discussions following the presentation.
- Essex County Youth Summit ten 9th and 10th grade Masconomet High School student council leaders and 2 Masco staff advisors attended this summit sponsored by the DA's office which featured nationally recognized speakers Chris Herren and Al Duncan.
- Girls 4 Girls Mentoring Program in its inaugural year, this program matches Proctor girls in grades 4-6 with Masconomet High School girls grades 10-12 and meeting regularly over the course of the school year to develop relationships, serve as a mentor, role model and to help with the transition to middle school. TTC works collaboratively with Proctor School staff member Kim Boucher in program design and delivery.
- Stand Tall! A four session program, run annually and open to tri-town middle school aged girls (grades 6-8), addresses self-esteem, social pressures as well as promoting leadership skills and healthy dialogue. Stand Tall! is facilitated by Spofford School guidance counselor Julie Benson and psychologist Courtney Eckhoff. Funded in part by The Women's Fund of Essex County.
- Developmental Assets for Youth Developmental Assets are 40 research-based, positive experiences and qualities that influence young people's development, helping them become caring, responsible, and productive adults. Using the metaphor of a 'lifepack', TTC intentionally engages with youth, educators and our community partners focusing on what kids need to be productive, thriving, resilient contributors to society.
- 6th Grade Student Transition Facilitated by Masconomet Middle School Guidance staff, select Masco Middle School students are trans-

- ported for visits to 6th grade students at the elementary schools answering questions and concerns regarding their upcoming transition to Masconomet. TTC funds transportation costs for this annual visit.
- Youth Artisan Fair in its third year held in conjunction with the Topsfield Strawberry Festival in June. This program affords tri-town youth aged 9-18 the opportunity to sell their handmade, quality items as well as polish their business and public speaking skills at a fun, community event. This year we expanded to include youth musicians to share their talent and entertain during the day.

Parent/Community Presentations & Workshops

- Conflict, Competition & Companionship in this workshop developed for Tri-Town Council and our elementary schools, Boxford resident and educator Stephanie Meegan, this program was designed to teach parents and caregivers how to reduce unnecessary conflicts among children and learn how to intervene effectively when unavoidable conflicts arise.
- Failing Well: Raising Resilient Kids an evening with acclaimed author and nationally recognized speaker Rachel Simmons presented during the day to Masconomet 7th, 8th and 11th grade students; middle school student council members and, in the evening, to parents and educators offering practical advice and helpful strategies to help our children/teens become braver and interpret setbacks with more optimism and resilience. She also explored adult relationship to failure so that we can model resilience for our children.
- Anxious Kids Anxious Parents an evening program presented by Lynn Lyons, LICSW and anxiety expert, addressed how parents/adults can help 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. Recorded by Boxford Cable to expand reach.
- The Secret Life of a Massachusetts (Masco)
 Teen with Jon Mattleman- This program
 co-sponsored with the Middleton Board of
 Health covered teen behaviors including drug
 and alcohol use, depression, suicide, and more.
 Real life examples and life tips and strategies
 were offered which could be implemented by
 parents immediately.
- Opiate Forum State and local officials discussed policy and legislative action being taken to combat the deadly disease of addiction. Tri-Town Council, Tri-Town police and other local organizations were present to educate the community on information, resources and support available to families and individuals in need of help. The purpose of this round table discussion was to eliminate the stigma of addition and assure families they are not alone.

Professional Development: for Educators, Administrators & Community Partners

- Sponsor local participation (14 community partners – including school and law enforcement representatives) at the Essex County District Attorney Annual Safety Conference in March.
- Developmental Assets Project for Educators

 initiated during FY15 with support of the
 TBM Rotary- TTC works with educators and community partners using the Developmental
 Assets (building blocks of health development)
 Framework developed by the Search Institute which help young people grow up healthy, caring and responsible.

Community Outreach

TTC is a trusted resource for children and families in the Tri-Town area. TTC works to expand

its community engagement by participating whenever possible in community events. Examples of this outreach include:

- Social media presence including TTC Facebook page, Teen Facebook page and Twitter account
- Elementary, Middle and High School Open Houses
- Presentations to Boards of Selectmen
- Presentations to Boards of Health
- Presentations to School Committees (K-12)
- Programming information sent regularly via TTC e-mail
- Positive Community Norms direct mail campaign to parents of 9th-11th grade students
- Prescription drug abuse prevention mailer (all households)
- · Steward School Wellness Fair
- "Welcome to Topsfield" for new Topsfield residents
- TBM Rotary Fall Foliage Road Race
- Topsfield Holiday Walk
- Strawberry Festival

Affiliated Organizations

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 in novative, hands-on sensitivity awareness
 experience for elementary school students in
 Boxford and Topsfield and more recently in
 Middleton. This parent led program relying
 on more than 250 volunteers and embraced
 by the school district, emphasizes abilities
 rather than disabilities; encourages empathy
 and understanding; fosters an atmosphere of
 mutual respect and friendship; and strives to

eliminate fear and misunderstanding. Each year almost all youth in second through fifth grade participate in this program. D.A.S.H. presents four unique curriculums which utilize hands-on activities designed to simulate what it is like to live with a disability. Children are encouraged to explore their feelings, think creatively, and discuss alternatives and solutions to the challenges created by a disability. Each program concludes with a guest speaker where the children are invited to ask questions and share their new perspectives. The grade level curriculums are 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 45 classroom volunteers to 38 needy children in Salisbury as well as made a cash donation of \$1300 to the Salisbury Santa's Helper program during the 2015 holiday season.

TriTown Council Leadership

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, Tri-Town

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

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 professional staff members who assist with program implementation, communications, youth activities and business functions.

Our Funding

Municipal funding contributions from Boxford, Topsfield 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. This funding is vital to the financial health and organizational stability of the Tri-Town Council.

In Summary

Through our educational, enrichment and leadership programs, sponsored programs and organizational affiliations, Tri-Town Council proactively strives to meet the needs and address the 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 programs and services. We maintain high visibility in the community through our website: 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 and Twitter, providing important programming information and resources pertaining to various family issues, challenges and raising children of all ages.

In addition we host the TTC Teen Spot on Facebook allowing us to connect with high school youth regarding programs, activities and important issues. Our website, E-news and social media posts contain timely

information for parents/guardians, educators and youth on topics such as resilience, asset building, bullying and cyber bullying, Internet safety, stress management, and alcohol and drug abuse as well as updates regarding Tri-Town Council events and activities.

Tri-Town Council actively participates in and collaborates with several Tri-Town committees including; the Masconomet School Health Advisory Council (SHAC) whose mission is to promote youth health, wellness and safety; 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; TBM Rotary Club; faith-based institutions and TTC maintains connections with professional groups including of CADCA, Community Anti-Drug Coalitions of America, Bolster Collaborative and the Massachusetts Non-Profit Network. We work with local 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.

on the continued support we receive from our funders - it is as a result of Municipal, Corporate, Foundation, Individual 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.

Tri-Town Council Board of Directors FY 17

Zillie Bhuju, President
Susan Fowler, Treasurer
Alison Giachinno, Secretary
Emily Collins
Marise Stewart
Jane Pappas
Stacie Bloxham
Laura O'Connor
Johanna Bernard
Susie Read
Mary Dodge, Past President

Tri-Town Council Advisory Board

Jeanne Richards; Robin Wildman; Rhonda Fogel; Donna Davis; Dana Webster; Rodney Pendleton; Leslie Levenson; Mark Landgren; Diane Frampton; Guy Simmons; Jan Pazar; Joan Murphy; Adam Thurlow.

Respectfully submitted,

Lisa G. Teichner, Executive Director

The Tri-Town Council is grateful for and depends

Recycling Committee

Now in its eighteenth 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 \$50,700 in Pay as You Throw (PAYT) sticker revenue in fiscal 2016.

The Town is in its third 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 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 fifteenth 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 868 tons of curbside wastes, which included 393.78 tons of mixed paper 393.78 tons of co-mingled plastics, cans, and glass containers. This represented 46% of the total tonnage (1,901.55 tons) collected in the Town.

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

Respectfully submitted,

Donna C. Rich
Recycling Coordinator

Little Brook Village

Little Brook Village is a 60 unit elderly housing complex on Washington Street governed by the Topsfield Housing Authority. The Topsfield Housing Authority is made up of five volunteer members, four of whom are elected by the citizens and one of whom is appointed by the governor. The Village is managed by an appointed Executive Director.

There are five separate buildings housing the residential units. Each unit consists of a living room, kitchen, bathroom with shower, and a bedroom. Additionally, there is a community center which houses offices for the Director, a well appointed common room with a large television, a kitchen, a laundry room with washers and dryers, and a conference room. There is space for a maintenance person and equipment storage in the basement.

At present there are 30 long term residents of Topsfield occupying the village. Eight of the units are occupied by disabled eligible citizens. Veterans have preference on the waiting list. Rents are based on income as set by state requirements.

The complex was constructed in the early seventies with funds provided by the Commonwealth of Massachusetts which has an oversight responsibility. For the past few years the Housing Authority has focused on updating the facility. New roofs and upgraded siding have been installed, painting of all exteriors has been done and the community center common room has been refurbished. New washers and dryers have been purchase and

installed. The grounds have been upgraded and snow plowing equipment purchased.

At the present time the village is undergoing a two million dollar program of improvements including replacement of all foundation sills, tree removal, drainage improvements, and installation of handicap walkways. This project, somewhat disruptive to the residents, is being by financed by the Commonwealth, financial reserves of the Authority, and grants obtained by the Director. The Village is a huge asset to the larger town, not only providing housing to those who otherwise might have to leave town in their last years, but also making the common room available for use by residents and community organizations. Although the Village receives no direct financial support from the Town, the Directors and residents are appreciative of the services provided by the Police Department, the Fire Department, Senior Care Inc., The Council on Aging, Troop 81 of the Boy Scouts and citizens who attend to the community.

Little Brook Village is a facility of which the citizens of Topsfield can be very proud. The vast majority of its residents are engaged citizens who are active in the community and who regularly participate in many events, organizations including churches, school functions, and civic duties. Topsfield would be a lessor community without Little Brook Village.

Respectfully submitted,

Topsfield Housing Authority

Board of Library Trustees

Topsfield by the Numbers

The Topsfield Town Library is a bustling place with 73,876 visitors and 901 meetings held here last year. Although the TTL is a small library, it has a large circulation of 116,071 items. There were 7,253 wireless sessions at the library. People also continued to use the public computers - computer sessions increased 7.6% from last year. The AWE Learning Station in the Children's Room continued its popularity with the under 10 set – children logged in for 3,581 sessions.

Library Staff

It was another year of staff departures and new hires. In January, the library said good bye to Rebecca (Becky) Rowlands, Head of Adult Services. Becky began her career at the library in 2007 and was responsible for many innovative ideas such as the "Awesome Box" and the online readers' advisory tool. Another long time TTL employee, Tracy Berenson, who had been with the library for 12 years, left in February.

The library welcomed new staff members Rebecca Crockett in February, Sara Kelso in March, and Rebecca Boudreau in June.

Facility

The Sensory Wall, which includes elements to create a learning environment for the library's youngest patrons, opened in the Children's Room on March 30. The library is grateful to the American Legion Post 255 and the Timothy Collins family for funding the project.

The ash tree that stood on library property for many years was removed on June 24 because of rot.

Library Programs

The Music Committee 2015-2016 concert series was a success. The group, Jumpin Juba, opened the series on November 8, with regional blues and early rock & roll styles from Chicago, Memphis, and New Orleans. The November concert was followed by the first Open Mic night organized by the Music Committee on December 4. Six local acts performed to the delight of the crowd. The Russell Hoffman Latin Jazz Quartet livened up a dull January Sunday afternoon, while Ensemble Aubade ushered in the spring on April 3. All concerts were sponsored by the Gould Trust and held at the Gould Barn. The Music Committee is grateful to the Topsfield Historical Society for allowing the concert series to be held at the Gould Barn without charge and to the Bradley D. Gatlin Family Fund for sponsoring the refreshments.

The library held several interesting programs during the year, starting in July with a series of genealogy workshops, a welcome reception for newcomers to Topsfield in October, a braided rug workshop in March, an eating healthier discussion with a nutritionist from Whole Foods in April, and an easy composting workshop in May.

Books and authors are always front and center at the library. The Topsfield Town Library Book Club met in September, November, January, March, and May for librarian-led book discussions. The Friends of the Topsfield Library sponsored author Barbara Shapiro at the Gould Barn in May. Authors Meg Mitchell Moore and Elin Hilderbrand were sponsored by the Tri-town libraries (Boxford, Middleton and Topsfield) at Masconomet auditorium in June.

Children's Programs

One hundred sixty children participated in the "On your mark, get set, READ!" Summer Reading Program. Children enjoyed instructor Pinto Bella who taught 30 students how to do hula-hoop tricks, and they created popular "calm down bottles" to promote mindfulness and relaxation. Magician Debbie O'Carroll entertained youngsters at the library thanks to a Topsfield Cultural Council grant, and Buddhaful Souls Yoga Studio introduced yoga to our young patrons. The Children's Room collaborated with Winfrey's and the Topsfield Bake Shop to provide summer reading prizes. The summer ended with the annual Tea Party at the Gould Barn in August.

The library staff and volunteers engaged children during an afternoon of trick or treat at the library on October 30. Visitors were surprised to see Super Girl, Ariel the mermaid, a Minion, and a T-Rex at the Circulation desk.

Fall, winter and spring storytimes are always popular with the under-5 set. The library augmented storytimes with early literacy events for parents in the fall and spring.

Lindsey Recka, the Children's Librarian, partnered with the Coordinated Family and Community Engagement organization to bring music and movement storytimes to Topsfield as well as Dads and Donuts storytimes once a month on Saturdays. Ms. Recka also visited Steward School to read to a kindergarten class on Read Across America day in March and "booktalked" reading books and the summer reading program to students at Steward and Proctor schools in June.

Library Volunteers

The trustees and staff are very grateful to the 19 volunteers who come to the library each week to process new books, put away books, and do special projects. The library could not function without them.

Friends of the Library

The Friends of the Topsfield Library supports the library in many ways. Its membership drive and book sales fund numerous adult and children's programs. The library would like to thank the Friends for its continued support of the following programs:

- Gingerbread house workshop
- Holiday Stroll refreshments
- Spring egg hunt
- · Author events
- · Summer reading kickoff event
- · Summer reading events
- Fall, winter, and spring book sales

The Friends of the Topsfield Library also sponsors the entire museum pass program. The following list identifies museums and properties that Topsfield residents can visit for reduced admission.

- The Children's Museum of Boston
- DeCordova Museum and Sculpture Park
- Gloucester Maritime Heritage Museum
- The Institute of Contemporary Art
- Isabella Stewart Gardner Museum
- Massachusetts State Parks
- Museum of Fine Arts
- Museum of Science

- · New England Aquarium
- · Peabody Essex Museum
- · Salem Witch Museum
- · Strawberv Banke
- · USS Constitution Museum
- · Zoo New England: The Franklin Park and Stone Zoo

In closing, the Trustees of the Library thank patrons for their generous support of the library and encourage all Topsfield residents to visit the library. It's more than books!

Respectfully submitted,

2016 Board of Library Trustees Abigail Jackson, Chairman Judith Lais, Vice Chairman Brooke Spater, Secretary Gail Bryson Audrey Iarocci Patricia Walsh

Topsfield Town Library by the numbers (2015 – 2016)

116,071 items checked out 19 volunteers contributed

2,909 public use computer sessions

73,876 visitors

375 Fans



33 adult programs with 1,887 attendees questions answered downloads

8,268 research

3,641 eBook

Open 44 per week

5,308 new items added

133 youth programs with 2,997 attendees

5,116 Topsfield residents with library cards



 $(((\bullet)))$ 7,252 wireless

Parks & Cemeteries Commission

Commissioners

Steve Mscisz, Chairman
Robert Benjamin, Member
Mark Frampton, Member
Mark Frampton resigned his position as a commissioner in June 2016 to relocate to another community. We would like to thank Mark for his years of service to the Town of Topsfield and The Parks & Cemeteries Dept.

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 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.

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 41 internments were performed in fiscal year 2016, of which 18 were full and 23 ash burials. Updates and changes have also been made to the *Rules, Regulations and Rates*.

Please inquire at the Cemetery Office for specifics regarding these changes. Cemetery expansion continues at the Pine Grove Cemetery in order to stay ahead of burial space needs. We recently added a new section at Pine Grove Cemetery for green ash burials. This area will allow cremated remains to be buried in direct contact with the soil. This section referred to as Section H consists of approximately 200 burial plots, with a wisteria and pergola garden, memorial perennial and annual gardens. A Rules and Regulations sheet for this section is available at the Cemetery Office

within The Pine Grove Cemetery. Section F is another newer section at Pine Grove Cemetery for full and ash burials, with approximately 200 burial plots. Rules and Regulations also apply for this section which is located along a wood line to the south of the Founders monument. Section F is the section where full burial lot spaces are currently being sold.

Parks

2016 was the worst drought on record for our Parks. A mandatory water ban forced us to purchase water via a water tanker and we were forced to reseed the entire Park. We are just seeing signs of green grass seedlings. Pyebrook Park has rebounded to about 75% of its former condition but we were still forced to reseed Pyebrook. Some of the soccer programs for younger children were moved from Klock to Pyebrook in an effort to reduce usage at Klock. Associated costs for water and seeding were close to \$10,000.00. We are also developing an area adjacent to Harmer field to provide more recreational field space. This will result in approximately 4 more acres of playable park land. Pyebrook Park, the former Town sanitary landfill, continues to be improved. We are working to regrade, change and/or repair existing infrastructure at Pyebrook. The warrant article for these repairs and updates has been extremely useful due to changes in the maintenance of the Park, and it will ultimately result in a larger and updated facility.

We have also obtained permits from D.E.P. to level the existing clay pile at Pyebrook Park. The pile will be leveled into recreation space for sports and general usage as needed. The pile was originally meant to be used to cap the Park, but instead a plastic liner was used, thus leaving this large clay pile unused.

Equipment

A new truck with a plow and dump was also recently purchased in July out of Cemetery Trust funds and is now in service. Our 2006 dump truck was traded in to mitigate the cost of this purchase. We also continue to update mowing equipment in order to keep our stock rotating. We purchased a Z-track mower in August to add to our fleet of mowers while at the same time retiring an older machine for parts stock.

Recreation

The Recreation Commission was recently restaffed with volunteers to organize the winter Holiday Walk. This group has traditionally run non-competitive sports, instructional and entertainment programs for all age groups. No summer program was offered during the summer of 2016. The Recreation Committee works directly under the auspices of the Parks and Cemeteries Commission. Recreation programs continue to grow in popularity including band concerts on the Common and a Holiday on the Green event.

Roadside Animal Pickups

During Fiscal Year 2016 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 2016.

Miscellaneous

Our Department is also responsible for the purchase of necessary supplies relating to methane flares in Pyebrook Park, however the rebuilding of methane flares remains outsourced to Weston & 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.

Acknowledgments

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

Respectfully submitted,

Steve Mscisz, Chairman



Rail Trail Commitee

The Topsfield Rail Trail Committee was created by the Topsfield Selectmen on April 25, 2005. The purpose is to develop the 3.9 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.

FY2016 activities:

Community Outreach

- TLC brochure updated and distributed at public events, Town Hall and the bicycle shop.
- Strawberry Festival table for the Rail Trail Committee and Friends of Topsfield Trails.
- Maintained the TopsfieldTrail.Org website.

Eagle Scout Projects

- Eagle scout candidate Paul Roach suggested, and the committee voted to approve developing street crossing signs along the trail and building a couple of picnic tables for his main project.
- Tom LeBel presented a plan to build and place bat houses along the rail trail to help keep the insect population down. Tom brought a prototype of his bat house when was approx 18" high and 18" wide. These would need to be placed 15 to 20 feet high on trees located along the trail. He installed 12 houses which were placed along the trail.

Masco Internship program

We had 7 interns this year who have selected the trail for their high school senior community service project – this is the most students who have ever selected the trail as their project. They worked on a list of maintenance and trail beautification projects including planting donated day lilies. This year the interns were 'self supervised' with one student taking the lead for the group each week. The Rail Trail Committee monitored their work and commended them on a job well done.

Comcast Cares Day

A dozen volunteers from Comcast worked on planting more day lilies and cleaning leaves from the drainage ditches between Summer St. and Rt.1.

Route 1 Crossing Signal Poles

One pole fell over without damage. After a 911 call the committee redesigned the fastening mechanism (the installation contractor took no responsibility for their workmanship) and with MassDOT approval completed the installation. Thanks to Lawton Welding for their donation of a redesigned base.

Phase 4 Status

This section is the 1.6 miles of unfinished, but usable trail, north of Washington St. to the Boxford town line. National Grid generously repaired a large washed out section of trail near Pye Brook Park. They did a magnificent job which required a Notice of Intent with the Conservation Commission. Near completion a contractor's truck backed into a utility pole bringing down the wires which started a fire. Fortunately, there were no injuries.

Trail Maintenance Update

Various trail maintenance projects have been completed including brush cutting, grass mowing, filling chipmunk holes, ruts and repairing some lifted deck boards on the Ipswich River railroad bridge.

Path from Trail to Salem-Beverly Canal

A rebuilt path from the canal bridge to the rail trail was completed by the Salem-Beverly Water Commission. They also replaced the deteriorated wooden bridge over the canal.

Main St. Crossing Safety

Due to the report of cyclists not stopping at the intersection additional stop signs have been placed on either side of the trail for increased visibility. We want do everything we can to make the trail crossings as safe as possible so we approached the Selectmen on two different occasions to eliminate a single parking spot that blocks the view of trail users going south and to stripe the crosswalk in a more visible manner (like those at Route1 and 97), and install bright yellow "Stop for Pedestrians" signs for motorists on Main St. No action was taken by the Selectmen as there is a grant submission to review safety for the town. Results of the grant are expected in the spring of 2017.

DCR grant Update

The deadline for our latest Dept. of Conservation and Recreation grant has been extended to the end of the calendar year.

Route 97 Parking Area

A Notice of Intent was submitted to the Conservation Commission for creating a parking area where the rail trail crosses route 97 across from the canoe landing. Eight or none cars would be parked diagonally, completely off the traveled lane and shoulders, so they could remove water

craft from their vehicles. Wetland delineation was generously donated by Jim MacDougall. Our DCR grant covered the expense of having a site plan created and representation for the project by a wetlands scientist.

Respectfully submitted,

Joe Geller, Chairman Members: Roy Baessler David Read Gregg Demers Bill Rossiter

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

Conservation Commission

Commissioners

Cheryl Jolley (Chair)
Dodds Shamroth (Vice-Chair)
Holger Luther
Jim Carroll
Jennifer DiCarlo

Staff

Lana Spillman, Administrator
MaryAnn Tuxbury, Administrative Assistant
Dee Wise, Theresa Coffey, Recording Secretaries

Introduction

The Topsfield Conservation Commission (Commission/TCC) 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/conservation.

Highlights

The total number of "permits" issued in FY2016 increased 26% over the previous fiscal year. TCC Administrator Permits for minor Buffer Zone

(only) activities were approximately the same, while TCC-voted Determinations of Negligible Impact (DNIs) for minor projects in Buffer Zone or Riverfront Area increased. Twenty-three Certificates of Compliance for completed projects were issued, partly as the result of an ongoing outreach effort to close out old filings. Public hearings for Requests for Determination of Applicability (RDAs) and the most complex applications, Notices of Intent (NoIs), increased. 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. New applications and reviews included review of Resource Areas at 116 and 120 Hill Street, to address major erosion on the Rail Trail near Bare Hill Road, a proposed subdivision at 57 Perkins Row, modifications to the property at 97 Boston Street (Essex Agricultural Society, including parking area for the Topsfield Fair), and numerous single-family house projects. Eight Emergency Certifications were issued, mostly to authorize breaching of the large beaver dam just upstream of the Stone Bridge on Perkins Row. Notable projects with the Commission's oversight included stabilization of the altered trail to the Canal at 2R Valley Road (Enforcement Order), and repaving of Washington Street and Route 97. Coordination continued with State (DEP) and Federal (US Army Corps of Engineers and EPA) agencies on major enforcement matters at three different locations.

Commission members and officers remained the same, with Cheryl Jolley serving as Chair and Dodds Shamroth as Vice-Chair. Administrative Assistant MaryAnn Tuxbury left in June. Dee Wise resigned as Recording Secretary in November to accept other employment. Theresa Coffey, who has many years of related experience, became Recording Secretary and also assisted in the Conservation office. Christian Clemson, a certified arborist, was appointed to the Tree Planning Committee.

Commissioners and the Administrator attended the Mass. Association of Conservation Commissions (MACC) Annual Environmental Conference, attended workshops, and Commissioners took MACC Fundamentals courses. Administrator Spillman attended several Mass. Society of Municipal Conservation Professionals workshops and Parker-Ipswich-Essex Rivers meetings. In February, the Commission again had a table at the Garden Club Expo.

The Conservation Department continued with modifications and input to the Munis Permitting Software program for permitting departments in Town, with continued effort to make the system more user-friendly and the information more useful to the Conservation and other departments involved. A short survey distributed with permits and available online sought feedback and suggestions to improve Conservation Department services. The Conservation Department worked with the Highway and Water Departments to come up with a new General Permit (Order of Conditions) for roadway and minor Water Department activities.

With Administrator Spillman's guidance, Masco Interns Dante Che and James Murphy conducted vernal pool investigations, and Dante submitted information to the MA Natural Heritage and Endangered Species Program to certify a vernal pool on Rowley Road. Dante also created a brochure of trails in Topsfield, and James made an inventory of some of the specimen trees in Topsfield, working with Bill Whiting in preparation for one of the Topsfield Historical Society's projects in the coming year.

The Conservation Department was fortunate to have the assistance of Summer Intern Brian Gallagher, a talented and enthusiastic student entering his senior year at Masconomet High School, who worked with Administrator Spillman to collect documentation to certify a Vernal Pool near the Ipswich River Bridge (including sketches he made), prepare a brochure about vernal pools, and create an extensive interactive resource about vernal pools in Topsfield with a link on the Conservation webpage.

Mary Sawall, for a third year, cheerfully assisted with organization of department files and other office tasks under the Senior Work-off Program. Under the same program, Walter Harmer with his dog, Mr. Houdini, assisted for a second year, spending untold hours removing invasive knotweed and otherwise improving the Conservation property at 362 Boston Street.

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.

Permits and Approvals

- ANR lot applications were approved for 136
 Ipswich Road and 27 East Street.
- Under the Family Accessory Apartment Bylaw special permits were granted for family accessory apartments at 51 Wenham Road, 8 Fuller Farm Road, 13 Stage Coach Road and 15 Perkins Circle.
- Under the Stormwater & Erosion Control Bylaw the Board granted Stormwater Management Permits for 67 Perkins Row, 12 Hickory Lane, 51 Wenham Road and 19 Evergreen Lane, along with a minor modification at that same address.
- A Special Permit was issued for a restaurant at 414 Boston Street after the approval with conditions of the Site Plan under Article IX, Site Plan Review.

Members and Liaisons

Stephen Silveri was elected in May 2015 and resigned in January 2016. Josh Rownd was appointed by the Board of Selectmen as an Al-

ternate member and then elected to the Board in May 2016. Martha Morrison was elected Chair, and Steven Hall as Clerk. The following liaisons were appointed:

Joe Geller	Mapping
Stephen Silveri	Stormwater/ JG Alternate
Steven Hall	Rail Trail
Jeanine Cunniff.	Soil Removal
Steven Hall	Conservation/JC Alternate

Zoning Amendments

The Planning Board proposed and Town Meeting approved two amendments to the Zoning Bylaw. Zoning Bylaw Article IV, Section 4.10 Business Park District Conditions, Sections B, C and J was amended to name the Zoning Board of Appeals the "Permit Granting Authority" for Special Permits in all districts. The amendment finalized efforts to create an expeditious and coherent process for reviewing Special Permits and Site Plan Reviews in all zoning districts.

After lengthy meetings and a Public Hearing, the Planning Board recommended and Town Meeting approved the addition of 470 Boston Street, to be known as "Rolling Green," to the Elderly Housing District.

57 Perkins Row Preliminary Subdivision

New Meadows LLC filed Preliminary and Definitive Subdivision Plans and an Application for a Stormwater and Erosion Control Permit for a five (5) lot subdivision on an eight acre parcel. The

Public Hearing for the Definitive Plan and the Stormwater permit was continued pending resolution of a legal dispute between the developer and the Conservation Commission.

116-120 Hill Street Preliminary Subdivision

As required by the Town's Zoning Bylaws, New Meadows LLC filed both a conventional Preliminary Subdivision Plan and an Open Space Development Plan for the 67-acre property encompassed by the two lots. The Planning Board rejected the Open Space Development Plan with the result that any Definitive Plan would need to be developed in accordance with conventional Subdivision Rules and Regulations.

English Commons Walking Trail

The plan and easement for the public walking trail at English Commons were finalized and filed.

All the above activities required the coordination and cooperation of boards, committees and departments throughout Town government. The Planning Board would like to acknowledge the extraordinary commitment of time and talent of all who have participated. The Board would like to thank Stephen Silveri for his dedicated service as a member of the Board.

Respectfully submitted,

Martha Morrison, *Chairman*Steven Hall, *Clerk*Jeanine Cunniff
Joseph Geller
Josh Rownd

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.

FY16 Decisions / Highlights

• 27R East Street:

The Board granted a finding for a detached garage pursuant to Zoning Bylaw Section 3.05.

• 374 Boston Street:

The Board affirmed the decision made by the Inspector of Buildings of a Notice of Violation pursuant to M.G. L. 40A, Section 15 ordering the owners to immediately cease & desist the illegal use of a commercial kennel operation at said premises. The Attorney for the owner stated the facility would operate under Chap-

ter 140, Section 136A, a domestic charitable corporation kennel.

• 53R Main Street:

The Board granted pursuant to Zoning Bylaw Section 3.05, with conditions, to allow the alteration of the roof line on the rear building.

• 29 Wilmor Road:

The Board granted pursuant to Zoning Bylaw Section 3.05 to allow the construction of a rear addition.

Respectfully submitted,

Robert J. Moriarty, *Chairman*Jody L. Clineff
David D. Merrill, *Clerk*David P. Moniz
Gregor Smith

Annual Town Meeting Minutes

ANNUAL/SPECIAL TOWN MEETINGS PROCTOR SCHOOL WOODBURY AUDITORIUM TUESDAY, MAY 3rd, 2016

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

The Moderator, Stephen Whelan, called the Annual Town Meeting to order at 7:09 PM., stating the required quorum had been surpassed. The meeting was opened with the Pledge of Allegiance. The Moderator followed with stating that the warrant had been served and duly posted and that the Return of the Constable was certified as proper and complete, posted and advertised as required by law, and called the meeting to order. The Moderator having introduced himself continued with general announcements.

The Moderator moved to his introductions recognizing Town Clerk Ann Gill, Finance Committee Members, Chairman Karen Dow, Jonathan Guido, Dana Warren, Eric Menzer, Michael Hartmann, Che Elwell and Louis Ross, as well as Administrative Assistant Jennifer Davis. He then introduced the Board of Selectmen, Chairman Laura Powers, Stephen Lais, Martha Morrison, Eldon Goodhue, and Boyd Jackson. He also recognized Town Counsel Lauren Goldberg, and Town Administrator Kellie Hebert.

In attendance were Department Heads as follows: Treasurer/Collector Barbara Michalowski,

Accountant Catherine Gabriel, Highway Superintendent Dave Bond, Water Superintendent Greg Krom, Police Chief Evan Haglund, Fire Chief Ron Giovannacci, Council on Aging Director Jodi Gibeley, Library Director Laura Zalewski, and Donna Rich, Purchasing and Community Development Coordinator. Educators Bernie Creeden from Topsfield Elementary Schools, Masconomet Superintendent Kevin Lyons and CFO Susan Givens were also recognized, as well as School Committee Board Members. The moderator acknowledged Dr. Creeden's upcoming retirement and years of service, and Dr. Creeden received a standing ovation.

The Moderator asked for permission to allow out of town Department Heads and leadership of Departments to sit with their peers, and there were no objections.

Board of Selectmen Chair Laura Powers, with the Assistance of Stephen Lais, presented Recognition Awards to Members of the Community as follows:

Barbara K. Booth:

Commissioners of Trust Funds

Katherine E. Carlson:

Elementary School Committee

Emily Collins:

Cultural Council

Sean P. Cunniff:

Library Trustee

Lisa A. Nihan-Demeule:

Cultural Council

Jennifer Floyd:

Historical Commission

A.Richard Gandt:

Board of Selectmen

Eldon D. Goodhue:

Board of Assessors / Board of Selectmen

Alan L. Grenier:

Council on Aging / Memorial/Veterans Day

Committee

David W. Juliano:

Cultural Council

Harry W. Lear, Jr:

Memorial/Veterans Day Committee

Paul Luippold:

Cable TV/Town Website Committee

Michael P. Massaro:

Library Trustee

Stephen D. Silveri:

Planning Board

Gordon C. Spater:

Elementary School Committee

Robert Rose:

Sealer of Weights & Measures

If a hand count vote became necessary, the tellers were Ruth Lucy, Darcy Fulton, Dottie Wass, Liz Collins, and alternates were Donna Rich and Susan Sordello if necessary. A summary of further announcements are listed below:

- Microphones have been provided in the auditorium for convenience. It was asked that they be used when addressing the meeting.
- 2. If one wished to speak to any question, one must first be recognized by the Moderator. When recognized, the person must state his or her name and street address. Three minutes was provided for each speaker. Debate should be conducted in a respectful and courteous manner.

- 3. 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.
- 4. If a voter desired to move an amendment to a Finance Committee recommendation or to any other motion, a written proposed motion to amend for review by the Moderator and Town Counsel prior to any action on it. Printed forms for these motions are available and assistance can be provided in completing these forms if needed.

Since the finance committee's recommendation is the motion on which the vote is being taken, the moderator asked for a motion to be made to waive the reading of the warrant. The motion was made and seconded, and there were no objections.

ARTICLE FIRST: REPORTS

Laura Powers, Chairman of the Board of Selectmen, presented the report. She began with thanking everyone for participating in Town Meeting, and commended the hardwork and dedication of employees and volunteers of the Town. The Moderator asked Chairman Gregor Smith of the Town Hall Building Committee to present his report along with Committee Members Peter

Bryson, Mark Lyons, Elizabeth Mulholland, Ben Nutter, and Josh Rownd. The committee recommended that renovations and addition to Town Hall be considered, based on the data gathered and analyzed. The evidence presented focused on the needs of the building, the organization within the building, and the daily operations. The current building is not ADA compliant nor building code compliant. This recommendation was to be addressed through Article Twenty-fourth later in the meeting.

At 7:50 PM, the Moderator called the Annual Town Meeting into a brief recess and called to order the Special Town Meeting.

ARTICLE FIRST: REPORTS

Finance Committee Chairman Karen Dow presented the report, and explained the process of Budget planning for Fiscal Year 2017. Beginning in the fall of 2016, Department heads are provided with guidelines. Two items that exceeded guidelines were the increase of hours for the COA Director due to the Senior Needs Study done the previous year, as well as a salary increase for the Police Clerk due to a back log of reporting requirements.

ARTICLE SECOND: PRIOR YEAR BILLS

The Finance Committee recommended that the Town vote to transfer from available funds the sum of \$658.00 from Water Department Other-Systems Maintenance Emergency to pay an outstanding bill contracted prior to July 1, 2015, from the same account. At 7:58 PM, the Town voted unanimously.

ARTICLE THIRD: TRANSFER OF FUNDS

The Finance Committee recommended that the

Town vote to transfer from the unexpended balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2016 fiscal year and the Town so voted at 8:00 PM.

FROM:	\$1,080Highway - Other
TO:	\$1,080Highway- Salary
FROM:	\$10,700 Highway – Other
TO:	\$10,700Highway - Wages
FROM:	\$16Accountant - Salary
TO:	\$16 Accountant - Wages
FROM:	\$5,025Treasurer - Wages
TO:	\$5,025Treasurer – Salaries
FROM:	\$2,000Insp. Services Salaries
TO:	\$2,000Insp. Services Wages
FROM:	\$266Insp.Services - Other
TO:	\$266Insp. Services – Wages
FROM:	\$500 Assessors – Salaries
TO:	\$500Parks Cemetery - Wages
FROM:	\$2,500Fire - Other
TO:	\$2,500 Fire – Salaries
FROM:	\$9,623 Pensions/Essex Retrmt.
TO:	\$9,623 Fire – Salaries
FROM:	\$3,647 Pensions/Essex Retrmt.
TO:	\$3,647 Parks Cemetery Salaries
FROM:	\$4,950 Pensions/Essex Retrmt.
TO:	\$4,950Historic Comm. Other
FROM:	\$1,500 Account – Salary

\$1,500.....Accountant - Other

TO:

ARTICLE FOURTH: POLICE CRUISER

The Finance Committee recommended that the Town vote to transfer the sum of \$44,120 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new SUV Police Cruiser; and authorize the tradein or sale of a 2000 Honda Odyssey utilized by the Detective Division; and to fund said transfer \$3,071.01 from Fiscal 2014 Annual Town Meeting Article 22 Telephone Systems Town Hall/ Library; \$4,252.50 from Fiscal 2012 Special Town Meeting Article 5 Permitting Software; \$20.00 from Fiscal 2015 Annual Town Meeting Article 24 Police Cruiser; \$393.79 from Fiscal 2015 Special Town Meeting Article 7 Security Doors and Alarm System; and \$35,488.70 from Fiscal 2016 MIIA Health Insurance; and \$894 from Fiscal 2015 Article 22 Water Heater. The vote was unanimous at 8:03 PM.

ARTICLE FIFTH: PUBLIC SAFETY RADIO COMMUNICATIONS UPGRADES - PHASE II

The Finance Committee recommended that the Town vote to transfer from Fiscal 2016 MIIA Health Insurance the sum of \$16,000 to be expended by the Board of Selectmen, with the advice of the Police Chief, for the purchase and installation of equipment to improve coverage of two-way police radio communications within the Town, including all incidental and related costs, and the Town so voted at 8:05 PM.

ARTICLE SIXTH: AUTOMATIC FLOOR SCRUBBER FOR STEWARD ELEMENTARY SCHOOL

The Finance Committee recommended that the Town vote to transfer from Fiscal 2015 Annual Town Meeting Article 22 Hot Water Heaters the sum of \$12,000 to be expended by the School Committee to purchase an automatic floor scrubber for the Steward Elementary School, and the Town so voted at 8:06 PM.

ARTICLE SEVENTH: CAFETERIA TABLES FOR PROCTOR SCHOOL

The Finance Committee recommended that the Town vote to transfer from Fiscal 2015 Annual Town Meeting Article 22 Hot Water Heaters the sum of \$21,106 to be expended by the School Committee to purchase cafeteria tables for the Proctor School, and the Town so voted at 8:06 PM.

ARTICLE EIGHTH: AUTHORIZE INSUR-ANCE PROCEEDS FOR HIGHWAY TRUCK SANDER

The Finance Committee recommended that the Town vote to authorize Insurance Proceeds in the amount of \$52,681 from Reserved for Appropriation Insurance Proceeds over \$20,000 to be used towards the purchase of a Highway Sander/ Plow Truck, and the Town so voted at 8:07 PM.

ARTICLE NINTH: HIGHWAY SANDER/PLOW TRUCK REPLACEMENT

Recommend that the Town vote to transfer the sum of \$87,320 from the Fiscal 2016 MIIA Health Insurance and apply \$52,681 from Article Eighth to be expended by the Board of Selectmen, with the advice of the Road Commissioners to purchase a Sander/Plow Truck.

Resident Kim Sherwood of 29 Perkins Row asked for clarification on the funds being used from the insurance account, and Karen Dow, Finance Chair, provided her with the answer.

The motion carried unanimously at 8:10 PM.

ARTICLE TENTH: FIRE/RESCUE/EMS ASSESSMENT

At 8:10pm, the Finance Committee recommended

that the Town vote to transfer from the Fiscal 2016 Property and Liability Insurance the sum of \$9,500 to be expended by the Board of Selectmen to hire a professional consulting firm to conduct a Public Safety Assessment to evaluate Fire, Rescue and Emergency Medical Services in the Town of Topsfield.

Much heated debate ensued. Those citizens heard included Philip McManus of 10 Proctor Drive, Susan Archer of 24 Parsonage Lane, Dexter Bishop of 387 Boston Street, and Carlos Verrier of 15 Brook Road. At 8:38 PM Philip Knowles of 75 High Street asked the question be moved. The Moderator took a vote and due to the closeness of the voice vote a hand count was required. The vote to move the question was 262 yeas to 82 nos and the question was moved to the vote on the article.

The Moderator was unsure on the voice vote, and a hand count was necessary on the main motion. Article Tenth was defeated by a vote of 206 nos to 141 yeas at 9:02 PM.

ARTICLE ELEVENTH: FIRE CHIEF ASSESS-MENT CENTER

Recommended that the Town vote to transfer \$9,800.00 from the Fiscal 2016 Insurance Administration Fees the sum of \$3,800.00 and transfer from the Fiscal 2016 HRA Inpatient Hospital fund the sum of \$6,000.00 to be expended by the Board of Selectmen to hire a professional consulting firm to conduct a Fire Chief Recruitment and Assessment.

Some questions were asked and comments favoring or opposing the article presented. Jonelle Winfrey of 15 South Main Street asked if this was the normal process for hiring a new chief. The question was fielded by Laura Powers, Board of

Selectmen chair, with an affirmative response. Mike Massaro of 10 Boardman Lane inquired if the Chief did not retire, would the funds be able to be transferred to another account for use. Karen Dow, Finance Committee Chair responded that yes, the funds could be transferred via next year's Town Meeting, as seen earlier in the evening with Article Third of the Special Town Meeting.

The article passed with a simple majority vote at 9:10 PM.

A motion to conclude the Special Town Meeting was made and seconded and the Annual Town Meeting was re-adjourned at 9:10 PM. The Town Moderator requested that the Town Clerk copy the Finance Committee's report from the Special Town Meeting into the Annual Town Meeting Minutes Article First.

ARTICLE FIRST: REPORTS

Finance Committee Chairman Karen Dow presented the report, explaining the process of Budget planning for Fiscal Year 2017. Beginning in the Fall of 2016, Department heads are provided with guidelines. Two items that exceeded guidelines were the increase of hours for the COA Director due to the Senior Needs Study done the previous year, as well as a Salary increase for the Police Clerk due to a back log of reporting requirements.

ARTICLE SECOND: RESERVE FUND

The Finance Committee recommended that the Town vote to appropriate and transfer from free cash the sum of \$100,000 for the Reserve Fund for Fiscal Year 2017, and the Town so voted at 9:12 PM unanimously.

ARTICLE THIRD: GENERAL OPERATING BUDGET

The Finance Committee Recommended that the Town vote to raise and appropriate the sum of \$18,012,479 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2016, and determine the manner of expending the same as stated in attachment A; and to meet said appropriation, raise and assess the sum of \$17,924,170; transfer the sum of \$46,376 from the Gould Trust Fund Part B; transfer the sum of \$1.585 from the Fund Balance Reserved for Reduction Future Excludable Debt Account; transfer the sum of \$22,000 from the Conservation Revolving Account and transfer the sum of \$18,348 from the Police Insurance and Restitution Account; and further, that the Town vote to raise, assess, and appropriate the additional sum of \$140,000 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 1/2 general override question under General Laws Chapter 59, section 21C(g).

The motion carried at 9:30 PM.

ARTICLE FOURTH: WATER DEPARTMENT OPERATING BUDGET

The Finance Committee recommended that the Town vote to appropriate and transfer from Water Revenue the sum of \$1,196,604 as detailed herein, to operate the Water Department from July 1, 2016, through June 30, 2017, and to approve the sum of \$113,047 of indirect costs appropriated in the General Fund under Article Third above, to be funded from Water Revenues.

Appropriated Appropriation 2016 Fiscal Year 2017

WATER DEPARTMENT OPERATING BUDGET

\$	85,299 Salary\$ 91,410
	192,667 Wages199,275
	305,780323,630
	Long-Term
	84,000 Debt Principal79,500
	Long-Term
	24,872 Debt Interest23,191
	Short Term
	– Debt Principal55,000
	Short-Term
	11,508 Debt Interest11,598
	5,000 Debt Issue Costs5,000
	295,000 Water Reserve Fund 356,000
	Unanticipated
	51,500 Emergency 52,000
	SUB-TOTAL
1	1,055,626 DIRECT COSTS 1,196,604
	76,362 Indirect Costs 113,047
	TOTAL:
	1,131,988 WATER DEPT 1,309,651

Resident Philip Knowles of 75 High Street, Chairman of the Water Enterprise asked that the Board of Selectmen voice their approval of the Water Department Budget. Laura Powers, Board of Selectmen Chair stated approval and that the Board of Selectmen had done so during the Warrant process.

The Town voted at 9:32 PM and the article passed unanimously.

ARTICLE FIFTH: MASCONOMET REGIONAL SCHOOL DISTRICT

The Finance Committee recommended that the Town vote to approve the Fiscal Year 2017 Total General Fund Expense Budget of the Masconomet Regional School District in the amount of \$34,017,615 and raise, assess and appropriate the sum of \$7,025,349 to fund the Town's share of the Fiscal Year 2017 Masconomet Regional School District Assessment of which the sum of \$6,739,123 supports the Maintenance & Operating Budget, and the sum of \$286,226 supports the Masconomet Building Debt Service.

Resident Katherine Carlson of 23 Perkins Row inquired about student growth in Topsfield over the next few years, and Masconomet Superintendent Kevin Lyons responded that Topsfield had shown slower growth than the other two Towns over the past year and expected that to remain the same.

The recommendation was adopted at 9:37 PM with a unanimous vote.

ARTICLE SIXTH: ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

The Finance Committee recommended that the Town vote to approve the Fiscal Year 2017 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$26,261,503 and raise, assess and appropriate the sum of \$191,263 for the Town's share of the assessment of same.

The motion passed unanimously at 9:40 PM.

ARTICLE SEVENTH: MEMORY TREE & BROWNIE TREE LIGHTING

The Finance Committee recommended that the Town take no action to appropriate and transfer from Free Cash the sum of \$2,750 to be expended

by the Parks and Cemetery Department in Fiscal Year 2017 to fund the installation, operations and maintenance of the lights on the Memory Tree and the Brownie Tree on the Topsfield Town Common. Residents Philip Knowles of 75 High Street and Richard Cullinan of 25 Howlett Street offered to donate the funds to assist with the project.

At 9:52 PM, the Finance Committee recommendation of no action was voted and passed.

At 9:52 PM, the first group of consent articles were presented by the finance committee, and the town voted unanimously on articles eighth thru article nineteenth.

*ARTICLE EIGHTH: LEASE OF EMERSON FIELD

The Finance Committee recommended that the Town vote to 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 raise, assess and appropriate the sum of \$1,250 for said lease, and the Town so voted unanimously.

*ARTICLE NINTH: GRANT AUTHORIZATION FOR TOWN PROJECTS

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

*ARTICLE TENTH: MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTS

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen to enter into contracts with the Massachusetts Department of Transportation for the ensuing year 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 ELEVENTH: ANNUAL ENGINEERING & LANDFILL MONITORING

The Finance Committee recommended that the Town vote to appropriate and transfer from the Solid Waste Fund the sum of \$38,700 to be expended by the Board of Selectmen in Fiscal Year 2017 to fund services for professional engineering and monitoring related to the capping and closure of the Town's sanitary landfill, and the Town so voted unanimously.

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

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$20,500 as a grant for Fiscal Year 2017 to fund certain activities of the Tri-Town Council, and the Town so voted unanimously.

*ARTICLE THIRTEENTH: 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., as the annual contribution that provides services for our elders in Topsfield, and the Town so voted unanimously.

*ARTICLE FOURTEENTH: FUND TOWN EMPLOYEE SEPARATION RESERVE FUND

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$62,000 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 Personnel Bylaw, rules, regulations, policies or applicable contracts or collective bargaining agreements, and the Town so voted unanimously.

*ARTICLE FIFTEENTH: FUND OTHER POST EMPLOYMENT BENEFITS

Recommended that the Town vote to 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 SIXTEENTH: RESERVE FOR SALARY/WAGES

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$18,000 for general collective bargaining and employee contract settlement purposes in Fiscal Year 2017, and the Town so voted unanimously.

*ARTICLE SEVENTEENTH: PARK REVOLVING FUND

The Finance Committee recommended that the Town vote to 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 fiscal year, and the Town so voted unanimously.

*ARTICLE EIGHTEENTH: CEMETERY REVOLVING FUND

The Finance Committee recommended that the Town vote to 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 fiscal year, and the Town so voted unanimously.

*ARTICLE NINETEENTH: CONSERVATION COMMISSION REVOLVING FUND

The Finance Committee recommended that the Town vote to 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 fiscal year, and the Town so voted unanimously.

At 9:54 PM, the second set of consent articles were presented by the finance committee, and the town voted unanimously to accept articles twentieth thru twenty third.

**ARTICLE TWENTIETH: ACCOUNTING/ HR SOFTWARE FOR TRI-TOWN SCHOOL UNION

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$19,560 to be expended by the School Committee to purchase Topsfield's share of Accounting/Human Relations Software for the Tri-Town School Union, and the Town so voted.

**ARTICLE TWENTY-FIRST: LANDFILL – FIELD AND INFRASTRUCTURE MAINTE-NANCE

The Finance Committee recommended that the Town vote to 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 recreational fields, and the Town so voted.

**ARTICLE TWENTY- SECOND: PURCHASE OF A 4 WHEEL DRIVE PICK-UP TRUCK WITH PLOW

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$45,000 to be expended by the Board of Selectmen, with the advice of the Road Commissioners to purchase and equip a pick-up truck for the Highway Department and authorize the trade-in or sale of a 2005 Pick-Up Truck, and the Town so voted.

**ARTICLE TWENTY-THIRD: PURCHASE OF HIGHWAY BRUSH TRACTOR

The Finance Committee recommended that the Town vote to appropriate the sum of \$140,000 to be expended by the Board of Selectmen, with the advice of the Road Commissioners, to purchase and equip a brush tractor, of which the sum of \$70,000 shall be transferred from Free Cash and the sum of \$70,000 shall be appropriated and

transferred from existing, available State funds, and authorize the trade-in or sale of the 1997 brush tractor, and the Town so voted.

ARTICLE TWENTY-FOURTH: TOWN HALL PROJECT

The Finance Committee recommended that the Town appropriate the sum of \$9,859,000 to pay costs of designing, remodeling, reconstructing and making extraordinary repairs to the Town Hall, including the payment of all other costs incidental and related thereto, and 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 7(3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided, however, that the appropriation and borrowing authorized by this vote shall be expressly contingent upon approval by the voters of the Town of a debt exclusion question allowing the Town to exclude from the limits imposed by General Law Chapter 59, Section 21C(k), so called Proposition 2 1/2, the amounts necessary to repay the principal and interest on any such borrowing.

Questions were fielded by Town Hall Building Committee Members. Resident Joanne Patton of 135 Asbury Street spoke eloquently in favor of the article.

At 10:05 PM, the motion carried with the required 2/3 vote.

ARTICLE TWENTY-FIFTH: TOWN HALL PROJECT – TRANSFER OF CUSTODY AND PURPOSE FOR PORTION OF ABUTTING LAND

The Finance Committee recommended that the Town vote to transfer from the School Committee for school and playground purposes to the Board of Selectmen for general municipal purposes, including without limitation, for Town Hall purposes and purposes ancillary thereto, the care, custody, management and control of a certain portion of the Parcel School property which property lies adjacent to Town Hall and was acquired by deed recorded with the Essex South District Registry of Deeds in Book 2760, Page 78, which portion contains 6,923 square feet, more or less, and is approximately shown as "Article Twenty-Fifth Parcel" on a sketch plan entitled "2016 Annual Town Meeting-Article Twenty-Fifth", copy of which is on file with the office of the Town Clerk.

Sheila King of 24 Willowdale Road requested information on parking. The question was fielded by Town Hall Building Committee member Josh Rownd of 110 Salem Road.

The motion passed unanimously at 10:09 PM.

ARTICLE TWENTY-SIXTH: WATER TREAT-MENT PLANT PROJECT-LAND EASEMENT

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to acquire by gift, purchase or eminent domain easement(s), needed for the conveyance of raw water from the Town's sources to the Public Works Facility and treated water from the Public Works Facility to the water distribution system, consistent with the easements shown on plans prepared by and on file with the Water Department, as well as with the Town Clerk's office entitled, "Water Transmission Main Project", and to authorize the Board of Selectmen to execute documents and take whatever other action is required to effectuate the purpose of this vote. The Town voted and the motion passed at 10:11 PM unanimously.

ARTICLE TWENTY-SEVENTH: TOWN CLERK OFFICE HOURS- ACCEPT MASSACHUSETTS GENERAL LAW

The Finance Committee recommended that the Town vote pursuant to Massachusetts General Law Chapter 41, Section 110A, to allow the Office of the Town Clerk to remain closed on Saturdays and to treat Saturday as a legal holiday for the purposes of calculating the time frame for filing or taking other action required by law. The vote was taken at 10:12 PM and the motion passed.

ARTICLE TWENTY-EIGHTH: DOG LICENSES - ACCEPT MASSACHUSETTS GENERAL LAW

The Finance Committee recommended that the Town vote to accept the provision of Massachusetts General Law Chapter 140, Section 139(c) that provides as follows, "No fee shall be charged for a license for a dog owned by a person aged 70 years or over". The Town voted unanimously to accept the recommendation at 10:13 PM.

ARTICLE TWENTY-NINTH: AGGREGATION OF ELECTRICITY – ACCEPT MASSACHU-SETTS GENERAL LAW

The Finance Committee recommended that the Town vote to initiate the process to aggregate electrical load, pursuant to Massachusetts General Law chapter 164, section 134 and to grant the Board of Selectmen authority to research, develop and participate in a contract, or contracts, to aggregate the electricity load of the residents and businesses in the Town and for other related services, independently, or in joint action with other municipalities, retaining the right of individual residents and businesses to opt-out of the aggregation.

The motion carried at 10:16 PM.

ARTICLE THIRTIETH: FIRE CHIEF-RESCIND ACCEPTANCE OF MASSACHU-SETTS GENERAL LAW

The Finance Committee recommended that the Town vote no action be taken to rescind its acceptance of the provisions of Massachusetts General Law Chapter 48, Sections 42, 43, and 44, the so-called "strong fire chief" statute, pursuant to which, amongst other things, the Fire Chief appoints fire fighters and otherwise has control over the Fire Department, and further to accept the provisions of Massachusetts General Law Chapter 48, Section 42A, the so called "weak fire chief" statute, pursuant to which the Board of Selectmen appoints fire fighters and may establish regulations for the operation of the Fire Department; or take any other action relative thereto.

Much heated debate ensued and a hand count was necessary to determine the vote. At 10:53 PM, the Finance Committee's recommendation for no action was passed with 147 votes in favor, and 118 votes against the motion.

ARTICLE THIRTY-FIRST: AMEND PERSONNEL BYLAW

The Finance Committee recommended that the Town vote to delete Chapter XLI, Section 8.0, entitled "Personnel Advisory Committee", and insert in place thereof a new section 8.0 entitled, "Ad Hoc Personnel Advisors" as follows:

8.0 Ad Hoc Personnel Advisors

The Personnel Director may appoint, to serve at the pleasure of the Director, one or more residents of the Town qualified with certain expertise and experience relevant to personnel issues, all of whom shall serve without compensation, to assist said Director in an advisory capacity with respect to any personnel issues that the Personnel Director deems appropriate; and further that the Personnel Advisory Committee shall be abolished and the terms of any incumbent members thereof terminated, and the Town so voted unanimously at 10:54 PM.

ARTICLE THIRTY- SECOND: AMEND ZONING BYLAW ARTICLE IV, SECTION 4.10 BUSINESS PARK DISTRICT CONDITIONS, SECTIONS B, C AND J

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article IV, Section 4.10, Sections B, C and J as follows with the words to be deleted shown in strikethrough.

- "B. A site plan for the tract shall be submitted along with the application for special permit and shall be subject to the approval of the Special Permit Granting Authority.
- C. Uses may be in one continuous building, or groupings of buildings. Different ownership may be allowed by the Special Permit Granting Authority where such groupings are consistent with the safety of the users and are consistent with the overall intent of this section.
- J. The development shall be served by a public water system or private water system approved by the Special Permit Granting Authority and adequate in terms of fire protection and domestic use."

At 10:56 PM the motion was adopted unanimously.

ARTICLE THIRTY- THIRD: AMEND ZONING BYLAW, ARTICLE II, SECTION 2.10 CREATION OF "ROLLING GREEN" ELDERLY HOUSING DISTRICT

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article II, Section 2.10 and the Zoning Map, to include property located at 470 Boston Street as an Elderly Housing District to be known as Rolling Green by adding Section 2.10, Section D, as follows:

"D. Rolling Green Elderly Housing District It being determined to be consistent with the purposes of the Zoning Bylaw, as amended, and the Master Plan for the Town, the property as described hereinafter, being approximately Fourteen and 3/10 (14.3) acres, known as "Rolling Green," and being shown as Parcel 3 on Topsfield Assessors' Map 7 and being bounded generally on the East by Boston Street (Newburyport Turnpike, U.S. Route 1) and on the North by the Town Line between Topsfield and Ipswich, is rezoned as an Elderly Housing District, and the Zoning Map of the Town of Topsfield, Massachusetts, is so amended. The legal description of the property referred to above is comprised of that area of land situated in the Town of Topsfield, bounded and described as follows:

Beginning at a point on westerly sideline of Boston Street (Newburyport Turnpike, U.S. Rt. 1), said point being located N 36° 39′ 55″ E a distance of Five Hundred Seventy and 42/100 (570.42) feet from a MASS Highway Bound;

Thence running along a stone wall N 66° 26' 07" W for a distance of Fifty Nine and 51/100 (59.51) feet to a drill hole in said stonewall;

Thence turning and running along said stone wall N 64° 53' 01" W for a distance of Ninety One and 11/100 (91.11) feet to a drill hole in said stonewall; Thence turning and running along said stone wall S 77° 42' 54" W for a distance of Two Hundred Two and 58/100 (202.58) feet;

Thence turning and running along said stone wall S 74° 02' 08" W for a distance of One Hundred Forty Five and 16/100 (145.16) feet;

Thence turning and running along said stone wall

S 73° 36' 58" W for a distance of One Hundred Thirty One and 47/100 (131.47) feet;

Thence turning and running along said stone wall S 73° 30′ 56″ W for a distance of One Hundred Fifty Nine and 30/100 (159.30) feet to a drill hole at a stone wall corner;

Thence turning and running along a stone wall N 36° 57' 12" W for a distance of Two Hundred Sixty Four and 56/100 (264.56) feet to a drill hole in said stone wall;

Thence running N 36° 57′ 12″ W for a distance of Nineteen and 46/100 (19.46) feet to a point; Thence turning and running N° 17 16′ 49″ W for a distance of Twelve and 27/100 (12.27) feet to a drill hole set in a stone wall;

Thence running along said stone wall N 17° 16' 49" W for a distance of Seventy Six and 80/100 (76.80) feet to a point;

Thence turning and running along said stone wall N 15° 17' 25" W for a distance of One Hundred Twenty Three and 02/100 (123.02) feet to a point;

Thence turning and running along said stone wall N 11° 39' 33" W for a distance of Forty Nine and 99/100 (49.99) feet to a point;

Thence turning and running along said stone wall N 27° 36' 34" W for a distance of Twenty Seven and 82/100 (27.82) feet to a point;

Thence turning and running along said stone wall N 60° 55' 45" W for a distance of Forty Six and 26/100 (46.26) feet to a point;

Thence turning and running along said stone wall N 42° 22' 09" W for a distance of Twenty One and 87/100 (21.87) feet to a drill hole set at the end of said stone wall;

Thence turning and running N 39° 18' 14" W to the Town Line between Ipswich and Topsfield; Thence turning and running N 74° 52' 49" E by the Town Line between Ipswich and Topsfield to a point;

Thence turning and running S 19° 03' 04" E to

a tree with wire;

Thence turning and running S 13° 10' 00" E for a distance of Twenty Three and 11/100 (23.11) feet to a tree with wire:

Thence turning and running S 15° 48' 44" E by the remnants of an old wire fence for a distance of Fifty One and 67/100 (51.67) feet to a point; Thence turning and running S 36° 44' 57" E by said remnants of an old wire fence for a distance of Ninety Four and 41/100 (94.41) feet to a point; Thence turning and running S 38° 15' 24" E by said remnants of an old wire fence for a distance of One Hundred Forty Three and 84/100 (143.84) feet to a post;

Thence turning and running S 45° 50' 51" E by said remnants of an old wire fence for a distance of One Hundred Twenty Five and 22/100 (125.22) feet to a point;

Thence turning and running S 40° 01' 55" E by said remnants of an old wire fence for a distance of One Hundred Sixty and 55/100 (160.55) feet to a post;

Thence turning and running S 42° 10' 33" E by said remnants of an old wire fence for a distance of Ninety Three and 32/100 (93.32) feet to a point on westerly sideline of Boston Street (Newburyport Turnpike, U.S. Rt. 1);

Thence turning and running S 36° 39' 55" W by the westerly sideline of Boston Street (Newburyport Turnpike U.S. Rt. 1) for a distance of Two Hundred Thirty Nine and 08/100 (239.08) feet to the point of beginning.

Said property is shown on a plan entitled "PLAN of LAND in TOPSFIELD AND IPSWICH, MA, 470 BOSTON STREET – ASSESSORS MAP 2 LOT 5, PROPERTY OF BOSTON STREET REALTY TRUST, scale 1"-50', dated DEC. 23, 1986, prepared by Hancock Survey Associates, Inc. and contains approximately fourteen and three tenths (14.3+/-) acres according to said plan.".

This article required a 2/3 vote, and the Town so voted at 11:05 PM.

ARTICLE THIRTY- FOURTH: CITIZEN PETITION

To see if the Town will vote to Amend the Town Bylaws, Chapter II, Article I, Section 2-1 "Town Meeting and Elections" by adding the following subsection to empower written secret ballots at town meetings:

"2-1.7 Written Ballot. The vote on any question before the Town at an Annual or Special Town Meeting may be taken by written secret ballot upon the affirmative vote of at least twenty-five of the voters present and voting."

The Finance Committee recommendation of no action was adopted at 11:10 PM.

The Moderator presented Articles Thirty-Fifth, Thirty-Sixth, and Thirty-Seventh as a Third Consent Agenda. There were no objections from the Town. The Finance Committee recommended no action at this time because there was insufficient information.

*ARTICLE THIRTY- FIFTH:HICKORY LANE – STREET ACCEPTANCE

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 for any necessary easement for said way and name it "Hickory Lane", or take any other action relative thereto. A vote of no action passed unanimously at 11:12 PM.

*ARTICLE THIRTY- SIXTH: EVERGREEN LANE – STREET ACCEPTANCE

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.

A vote of no action passed unanimously at 11:12 PM.

*ARTICLE THIRTY- SEVENTH: BEECH PLACE – STREET ACCEPTANCE

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.

A vote of no action passed unanimously at 11:12 PM.

ARTICLE THIRTY- EIGHTH: CAPITAL STABILIZATION FUND

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$100,000 to the Capital Stabilization Fund, and the Town so voted at 11:13 PM.

This article required a 2/3 vote and was passed unanimously.

ARTICLE THIRTY- NINTH: STABILIZATION FUND

The Finance Committee recommended the Town vote to raise and assess or transfer from available funds and appropriate the sum of \$25,000 to the Stabilization Fund.

This article required a 2/3 vote and was passed unanimously at 11:13 PM.

ARTICLE FORTIETH: FREE CASH

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$358,492 to reduce the tax levy for Fiscal Year 2017.

The motion passed at 11:16 PM unanimously.

After completion of the last article to be brought before the Town, the Moderator asked for a motion to adjourn Town Meeting, which was received and seconded by the Town. Annual Town Meeting of 2016 was dissolved at 11:17 PM. There were 391 registered voters in attendance.

Presidential Primary Election

TOWN OF TOPSFIELD PRESIDENTIAL PRIMARY ELECTION MARCH 1, 2016

The polls opened at 7:00 AM on March 1, 2016 at St. Rose of Lima Church Hall, 12 Park Street, with Paula Burke as Election Warden and Frederick Glatz as Constable. The following election workers were sworn to the faithful performance of their duties:

Jane Bonanno, Elaine Crippen, Frederick Capobianco, Dottie Roberts, Carole Carter, Kathy Curran, Betty Booye, Audrey Iarocci, Jolene Guerra, Judith Forrest, and Mary Beth Willis.

The polls were closed at 8:00 PM. The total number of persons who voted in the Presidential Primary Election was 2674. There were 4770 persons registered to vote in this election. The results are as follows:

Ballots Cast by Party:

1
1297
1375
1

The United Independent Party Presidential Primary ballots were cast as follows:

Presidential Preference	
No Preference	С
Write Ins]
Blanks	C

Town Committee	
Write Ins	O
Blanks	10
State Committee Woman	
Write Ins	o
Blanks	

The Democratic Party Presidential Primary ballots were cast as follows:

Presidential Preference	
Bernie Sanders	644*
Martin O'Malley	3
Hillary Clinton	632
Roque "Rocky" De La Fuente	1
No Preference	12
Blanks	3
Write Ins	2
0 0 ' 117	

State Committee Woman	
Julie E. Curtis	699
Marsha Finkelstein	17
Write Ins	
Blanks	422

State Committee Man	
Duane R. Anderson	320
Scott A. Spencer	446 [†]
Write Ins	
Blanks	522
Toron Committee	

Town Committee	
Herbert F. Wass	618
Dorothy T. Wass	661

Heidi April Fox699	Jane May 584
Joel P. Hariton573	A. Richard Gandt 662
Jeanne M. Pickering604	John G. Kidd Jr530
Deborah B. Atwood642	Kim Birkins Philpot574
Elizabeth J. Collins	
Joseph F. Collins	
Christopher J. Ruggles600	The Green Rainbow Party Presidential Pri-
Diann M. Baylis597	mary ballots were cast as follows:
Angus G. McQuilken571	Presidential Preference
John J. Brown603	Sedinam Kinamo Christin
	Moyowasifza Curry o
The Republican Party Presidential Primary	Jill Stein 0
ballots were cast as follows:	William P. Kreml 0
Presidential Preference	Kent Mesplay 0
Jim Gilmore	Darryl Cherney
Donald J. Trump556*	No Preference O
Ted Cruz105	Write Inso
George Patakio	Blanks o
Ben Carson39	0 0
Mike Huckabee	State Committee Woman
Rand Paul3	Write Inso
Carly Fiorina	Blanks1
Rick Santorum 0	Glata Garage Man
Chris Christie	State Committee Man
Marco Rubio	Write Ins
Jeb Bush	Blanks1
John R. Kasich353	Town Committee
No Preference 10	Town Committee
Write Ins	Write Ins
Blanks11	Blanks10
Town Committee	A true copy attest:
Nancy J. Luther745	11 that copy account
Heidi L. Bond	lan D Lill
Judson W. Pratt	Carre D'arie
Philip Madell	Ann D. Gill, Town Clerk
Kathleen Rolsma Hoffman	,
Geoffrey A. May	
Maureen E. Young Kidd 517	
Renato Mastrogiovanni	
Andrew J. Clement 404	

Annual Town Election

TOWN OF TOPSFIELD ANNUAL TOWN ELECTION May 5, 2016

The polls opened at 7:00 AM on May 5, 2016 at St. Rose of Lima Church Hall, 12 Park Street, with Paula Burke as Election Warden, and Frederick Glatz as Constable. The following election workers were sworn to the faithful performance of their duties:

Jane Bonanno, Elaine Crippen, Fred Capobianco, Janice Englehardt, Barbara Adams, Audrey Iarocci, Jane May, Judith Forrest, Ruth Lucy, Sue Caples, Chris Cotti, , Betty Booye, and Mary Beth Willis.

The polls were closed at 8:00 PM, and 1508 ballots were cast. There were 4807 persons registered to vote in this election. The results are as follows:

Moderator, One Year

Stephen T. Whelan	1109*
Jeanine P. Cunniff –Write In	63
Blanks	324
Write-ins	12
Selectman, Three Years	
A. Richard Gandt	725

Elementary School Committee, Three Years (Vote for 2)

Katrina Alexis Frere	787
Josiah Grimes	. 620
Daniel Mark Pallotta	621
Blanks	984
Write-ins	4

Assessor, Three Years

Lynn A. Conant	1119*
Blanks	385
Write-ins	4

Assessor, Two Years

Robert E. Kanter	1067
Blanks	430
Write-ins	

Commissioner of Trust Funds, Three Years

Гhomas P. Walsh	1081*
Blanks	424
Write-ins	3

Housing Authority, Five Years

Rose M. David	1068^
Blanks	437
Write-ins	

Library Trustee, Three Year(Vote for 2)

Gail Bryson	969*
Brook Spater	1012*
Blanks	1032
Write-ins	3

Park & Cemetery Commissioner, Three Year
Robert E. Benjamin1090*
Blanks
Write-ins 1
Planning Board, Three Year (Vote for 2)
Jeanine P. Cunniff
Joseph D. Geller1004*
Blanks1027
Write-ins 4
Planning Board, Two Year
C. Josh Rownd 1039*
Blanks465
Write-ins 4
Regional School Committee, Three Years (Vote for 1)
William J. Hodges 705*
Leeanne Powers 535
Blanks267
Write-ins
Road Commissioner, Three Years
Philip G. Knowles 1099*
Blanks 404
Write-ins 5
Water Commissioner, Three Years
Water Commissioner, Three Years Richard L. Stone1099*

Question One:

Shall the Town of Topsfield be allowed to exempt from the provisions of proposition two and one-half, so —called, the amounts required to pay for the bond issued in order to design, remodel, reconstruct and make extraordinary repairs to the Town Hall, including design and construction of an addition and payment of all other incidental and related costs:

Yes74	‡6 *
No	733
Blanks	29

Question Two:

Shall the Town of Topsfield be allowed to assess an additional \$140,000 in real estate and personal property taxes for the purposes of funding the general operating budget for the elementary schools for the fiscal year beginning July first two thousand sixteen?

Yes9	24*
No	562
Blanks	22

A true copy attest:

lan D Lill

Ann D. Gill Town Clerk

FY2017 Operating Budget

Approved
Appropriation
Fiscal Year 2016

FISCAL YEAR 2017 GENERAL OPERATING BUDGET May 3, 2016 ANNUAL TOWN MEETING

Approved
Appropriation
Fiscal Year 2017

ELECTED OFFICERS SELECTMEN: Clerk 1 1 Member 1 1 Member 1 ASSESSORS: 1,500 1,500 PLANNING BOARD: **GENERAL GOVERNMENT** Moderator: 50Salary50

FISCAL YEAR 2017 GENERAL OPERATING BUDGET May 3, 2016 ANNUAL TOWN MEETING

Approved
Appropriation
Fiscal Year 2017

	Selectmen:			
188,428	3			
53,150				
39,696	39,696Other			
281,274				
	Selectmen's Special:			
70,200	Other			
70,200				
	Finance Committee:			
1,316				
	Other			
1,706				
	Town Accountant:			
78,365				
42,171				
23,297	Other23,996			
143,833				
	Board of Assessors			
83,865				
42,704				
31,725	Other			
158,294				
	Town Treasurer and Collector:			
78,365				
86,779				
56,583	Other			
221,727				
	Town Hall:			
-	Wages –			
137,423	Other			
137,423	TOTAL: Town Hall			

	FISCAL YEAR 2017
Approved	GENERAL OPERATING BUDGET
Appropriation	May 3, 2016
Fiscal Year 2016	ANNUAL TOWN MEETING

School Street Building Town Website/Cable Advisory: Town Clerk: Trust Fund Clerk: **Conservation Commission:** Planning Board: 6,896TOTAL: Planning Board6,998 Zoning Board of Appeals: 745Other......745 745TOTAL: Zoning Board of Appeals745

Approved
Appropriation
Fiscal Year 2017

FISCAL YEAR 2017 GENERAL OPERATING BUDGET May 3, 2016 ANNUAL TOWN MEETING

Approved Appropriation Fiscal Year 2017

PUBLIC SAFETY

	PUBLIC SAFETY
	Police Department:
161,789	
1,168,805	
142,990	Other
-	
1,473,584	
	Fire Department:
103,262	Salaries117,692
	Other
	Ambulance Services:
_	Other
	TOTAL: Ambulance Service
_	TOTAL. Allibulance Scivice
	Inspectional Services:
96,718	
29,326	
6,089	Other
132,133	
	Sealer Weights & Measure
1,625	Salary
1,625	
	Animal Control Officer:
9,638	
	Other
_	TOTAL: Animal Control Officer
	Animal Inspector:
7,303	
	Other
/ -	

		FISCAL	YEAR 2017	
Approved	(GENERAL OP	ERATING BUDGET	Approved
Appropriat	ion	May	y 3, 2016	Appropriation
Fiscal Year	· 2016	ANNUAL T	OWN MEETING	Fiscal Year 2017
9,143		TOTAL: An	imal Inspector	9,289
2,344,822	S	SUB-TOTAL:	PUBLIC SAFETY	2,456,239
	EDU	ICATION ELE	EMENTARY SCHOOL	
5,689,382	•••••	Total	Salaries	5,842,194**
250,600	To	tal Supplies/N	Materials/Textbooks	232,333
43,837		Total I	Equipment	44,332
113,357	To	tal Prof Dev (Mem./Work./Conf.)	101,380
422,318	Total S	pecial Educat	ion (Tuitions & Service	s) 569,204
30,000		Total F	ood Service	120,000
			•	291,321
93,561		U1	tilities	191,364
				210,096
7,172,203	•••••	.TOTAL: Ele	mentary Schools	7,602,224
7,172,203				7,602,224
	PU		S AND FACILITIES	
			l Highway:	,
			•	96,900
			· ·	
				248,845
				29,527
646,563	•••••	101AL: Ge	enerai Highway	672,456
		Snow	and Ice:	
20.720				30,828
			· ·	180,155
				210,983
_00,100				
		Stree	et Lights	
20,858	•••••		•	21,200
				21,200
873,586		SUB-TOTAL:	PUBLIC WORKS	904,639

FISCAL YEAR 2017 GENERAL OPERATING BUDGET May 3, 2016 ANNUAL TOWN MEETING

Approved Appropriation Fiscal Year 2017

	HUMAN SERVICES
	Board of Health:
72,229 .	Salary
21,264 .	
, 0	Other 18,702
111,651 .	TOTAL: Board of Health
	MSW Collection, HHW & Recycling
409,713 .	Services 409,713
409,713 .	TOTAL: MSW Collection, HHW & Recycling
	Recycling:
4,150 .	Other
4,150 .	
	Council On Aging:
46,029 .	Salary
46,389 .	
2,850 .	Other
95,268 .	TOTAL: Council On Aging 107,049
	Veterans' Benefits:
20,960 .	Other20,960
20,960 .	TOTAL: Veterans' Benefits20,960
	Soldiers & Sailors Graves:
1,000 .	
1,000 .	
642,742 .	SUB-TOTAL: HUMAN SERVICES1,000
	CULTURE & RECREATION
	Library:
225,972 .	Salaries231,118
181,256 .	Wages
151,988 .	Other
559,216 .	

		FISCAL YEAR 2017			
Approved		GENERAL OPERATING BUDGET	Approved		
Appropriat	ion	May 3, 2016	Appropriation		
Fiscal Year	2016	ANNUAL TOWN MEETING	Fiscal Year 2017		
		Park and Cemetery Department:			
73,643		Salary	82,786		
142,551		Wages	147,474		
53,018		Other	54,608		
269,212		TOTAL: Park & Cemetery Dept	284,868		
0		Tree Department:			
		Salary			
		Wages			
,		Other			
14,993	•••••	TOTAL: Tree Department	15,422		
		Historical Commission:			
450		Other	450		
		TOTAL: Historical Commission	· -		
		Memorial Day/Veteran's Day:			
· -		Other	· -		
2,650	2,650TOTAL: Memorial Day/Veteran's Day2,650				
846,521		.SUB TOTAL: CULTURE & RECREATION	873,781		
		DEBT SERVICE			
486,000		Long-Term Debt Principal	569,500		
1 /		_	0-7,0		
	59				
	.846				
		Issue Cost			
		TOTAL: DEBT SERVICE			
644,405		SUB TOTAL: DEBT SERVICE	653,486		
OTHER EXPENDITURES					
		Pensions:			
964,456		Essex Retirement	1,057,155		
964,456	964,456				

FISCAL YEAR 2017 GENERAL OPERATING BUDGET May 3, 2016 ANNUAL TOWN MEETING

Approved Appropriation Fiscal Year 2017

Insurance:

2,016,137 75,000	Liability/Accident/Workmen's Compensation 399,665 Life/Medical/Medicare 2,234,114 Unemployment 60,000
	TOTAL: Insurance
17,168,562	18,152,479

^{**}Includes \$140,000 proposition 2 1/2 voted at polls on May 5, 2016

Fiscal Year 2016: July 1, 2015 through June 30, 2016 Fiscal Year 2017: July 1, 2016 through June 30, 2017

Financial Reports

Note:

All financial data cover the period July 1, 2015 through June 30, 2016.

Auditors' Report

The Independent Auditors' Report on General Purpose Financial Statements for the Town of Topsfieldwas conducted by Giusti, Hingston and Company, Certified Public Accountants, on February 7, 2017.

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

Town Audit

An audit of the Town of Topsfield's 2016 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

<u>Audited Financial Statements</u> – Giusti, Hingston and Company, Certified Public Accounts.

Board of Assessors

Eldon D. Goodhue resigned from the Board of Assessors and Robert Kanter was elected to the Board of Assessors in the May 2016 election. In 2016, Toula Guarino became the Principal Assessor replacing Paula Evans who retired in December of 2015, and Lisa Benecke became Assistant to the Principal Assessor, replacing Katherine Jackson, who left to take a position in the police department.

Fiscal 2016 was an interim certification year. Fiscal 2016 valuations continue to reflect an upward trend in the market. Assessed values do not reflect current market conditions. The assessment date is January 1st of each year, and valuations are based on an analysis of the preceding calendar year's sales. Mass appraisal is the use of standardized procedures for collecting data and appraising property. It is the process of valuing a group of properties as of a given date, using common data, employing standardized methods and conducting statistical tests to ensure uniformity and equity in valuations. We operate under the jurisdiction of the Commissioner of the Department of Revenue who issues guidelines and requirements for achieving fair cash valuation in compliance with state statutes. Copies of property record cards and GIS tax maps are on line and may be accessed through the Town's website at www.topsfield-ma.gov and by department listing to the Assessors page.

Respectfully submitted,

Lynn A. Conant, *Chairman*John W. Minnehan, *Clerk*Robert E. Kanter, *Member*

Full and	I Fair Cash Valuations	as of January 1, 2015 for Fis	cal 2016
Real Property:	Residential Open Space Commercial Industrial	Total Real Property	\$ 1,163,647,377 0 59,053,941 17,609,582 \$1,240,310,900
	y: Business Accounts Utility Accounts Wireless Accounts al and Personal Propo	Total Personal Property erty:	\$ 4,778,470 21,039,880 415,970 \$ 26,234,320 \$1,266,545,220 71,419,000
Total Valuation of Tax Rate (Per \$1,00	- ·		\$1,337,964,200 \$16.52
	on Real Property On Personal Property Total Levy d Trailer Excise Recei 2014 Registered Cars 2015 Registered Cars		verlay) \$ 20,489,936.07 \$ 433,390.97 \$ 20,923,327.04
Commissioner's T Excise Tax Total:	Cotal Value:		\$ 53,795,650 \$ 1,121,972.01

Finance Committee

March 30, 2016

Citizens of Topsfield Topsfield, Massachusetts 01983

Dear Fellow Citizens:

In accordance with the bylaws of the Town of Topsfield, we the members of the Finance Committee reviewed and prepared recommendations regarding the Town's Operating Budget for Fiscal Year 2017 (FY2017) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7 P.M. on Tuesday, May 3, 2016. The proposed budgets were prepared by departments in general accordance with guidelines established by the Finance Committee. These guidelines requested the submission of department budgets with appropriate adjustments to the salary and wage grid for non-represented personnel, negotiated contractual salaries and wages, and a 3.0% increase in "Other," which is comprised of non-salary and wage accounts. The guidelines stated no 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 an FY2017 budget with a 5.73% increase in the

General Operating Budget (Article Third). This includes \$140,000 for the Elementary Schools that is subject to passage of a Proposition 2 1/2 override at both Town Meeting and at the polls on Thursday, May 5, 2016. The Masconomet Regional School assessment, as certified by its School Committee, is \$7,025,349, a 1.47% increase over FY2016.

The FY2017 budget recommended by the Finance Committee for Annual Town Meeting includes an estimated total amount to be raised of \$27,741,156 representing an increase of 3.19% over the FY2016 approved. 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 \$22,000,981, an increase of 5.15% over the current year approved. Without the Elementary School override, the estimated total amount to be raised through real estate taxes would increase over the current year by 4.48%. In addition to the Elementary Schools over-guidelines request, the Finance Committee considered several other requests for department budgets over guidelines. While all had merit, we felt we could only fund the two most urgent requests. The recently-completed Senior Needs Assessment showed an increasing over-55 population in town and a need for additional services. Thus, the FY2017 budget includes an increase in the COA Director's time from 30 to 35 hours per week. The other increase beyond guidelines is additional hours for the Police part-time clerk for the next year to clear a backlog of reports associated with the transition to a new reporting system. Due to the retirement of several long-time employees and readjustment of duties, including a shift of the Police Chief's executive assistant from the salary to the wage category, the total Town salaries will increase by only 1.43%, while the total Town wages will increase by 6.22%, compared to the FY2016 approved non-school department budgets.

Article Twenty-fourth requests permission to borrow \$9,859,000 for the detailed design and construction of a renovated and expanded Town Hall. This approval is also subject to passage of a debt-exclusion override of Proposition 2 1/2 at the polls on May 5, 2016. Town Hall is in sore need of renovation and adequate space for operation of town departments, as explained by the Town Hall Building Committee in a presentation available on the Topsfield website. The proposed plans include restoration of the second floor to its original function as an auditorium as well as additional meeting and multi-purpose rooms, for use by the COA, various town boards, and other groups. The Finance Committee recommends positive action, taking into consideration ever-increasing construction costs and the current low interest rates. The anticipated debt is estimated to cost the average household less than \$260 per year for a 25-year bond.

The FY2017 recommended budget once again includes a limited amount of capital expenditures. While our recommendations continue to represent 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 Warrants for our specific recommendations. These include the purchase of

accounting software, a new floor scrubber and cafeteria tables for the Elementary Schools; a slope mower for Parks & Cemeteries; a Police SUV; the final phase of an upgrade of the Public Safety radio system; maintenance of infrastructure at the landfill; and a pickup/plow truck and a brush tractor for Highway. Some of these items appear on the Annual Town Meeting warrant; others appear on the Special Town Meeting warrant and will be purchased with tailings from FY2016. Replacement of a Highway sander truck that was damaged this winter is on the Special Town Meeting warrant, using a combination of insurance funds and FY2016 tailings.

The Finance Committee supports these capital expenditures and believes them to be important to the operation of our Town. The Finance Committee believes its recommendations are consistent with the ideals of our community while staying responsive to the needs of the taxpayers. Included among the contributing factors requiring the recommended funding levels for the proposed budgets are the following:

- Elementary Schools If the \$140,000 override is passed, the Elementary Schools Budget for FY2017 will increase by \$430,021 or 6.0% over the previous year. This increase is partially driven by an anticipated \$45,448 increase in extraordinary special education costs compared to FY2016.
- Pensions and Insurance Projected pension and insurance costs will increase by \$325,872 or 9.51% over FY2016.

The Topsfield Elementary School Committee and Administration have voiced their view that the quality of education requires a certain level of funding. Therefore, an Elementary School Prop-

osition 21/2 override in the amount of \$140,000 has been offered for your consideration. This is the only operating budget override that will be brought before this Town Meeting.

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,

Karen A. Dow, Chairman Che Elwell Jonathan D. Guido Michael Hartmann Eric Menzer Louis Ross Dana E. Warren, Jr.

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, 2016. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2016.

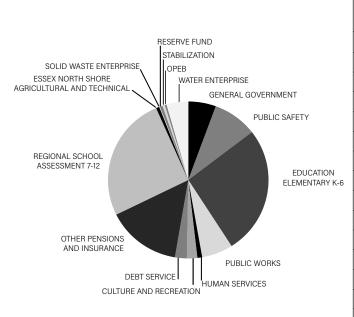
Respectfully submitted,

Catherine M. Gabriel, Town Accountant

Statement of Town Debt As of June 30, 2016

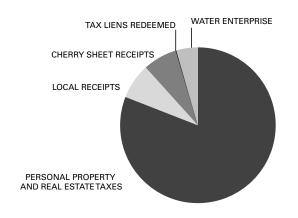
Outstanding Debt - July 1, 2015		
Multi-Purpose 2011	2,250,000.00	
Multi-Purpose 2012	1,405,000.00	\$3,655,000.00
		Φ.
Plus Debt Issued During the Year		\$ -
Less Debt Retired During the Year:		
Multi-Purpose 2011	380,000.00	
Multi-Purpose 2012	190,000.00	\$570,000.00
Outstanding Debt - June 30, 2016		
Multi Purpose 2011	1,870,000.00	
Multi Purpose 2012	1,215,000.00	\$3,085,000.00
Outstanding Debt - General Government		2 266 222 22
		2,366,000.00
Outstanding Debt - Water Enterprise Fund		719,000.00
Total Outstanding Debt - June 30, 2015		\$3,085,000.00
Short Term Debt:		
Outstanding Bond Anticipation Notes - June 30, 2015	-	
Bond Anticipation Notes issued - General Fund	1,761,000.00	
Bond Anticipation Notes issued - Water Enterprise Fund	1,555,000.00	
Outstanding Bond Anticipation Notes - June 30, 2015	3,316,000.00	
Total New Debt Authorized - General Fund	2,008,000.00	
Total New Debt Authorized - General Fund/Town Hall	9,859,000.00	
Bond Anticipation Notes issued - General Fund	1,761,000.00	
Total Authorized and Un-issued - General Fund	10,106,000.00	
Total Flation Bod and Oil Issued Contrar Fund	=======================================	
Total New Debt Authorized - Water Enterprise Fund	1,900,000.00	
Bond Anticipation Notes issued - Water Enterprise Fund	1,555,000.00	
Total Authorized and Un-issued - Water Enterprise Fund	345,000.00	
Total Authorized and Un-issued - June 30, 2016	10,451,000.00	

GENERAL FUND AND ENTERPRISE APPROPRIATIONS FISCAL 2016 TOTAL APPROPRIATIONS \$ 26,912,457



	Total	
	Appropriations	%
General Government	1,501,471	5.58%
Public Safety	2,416,815	8.98%
Education Elementary K-6	7,098,902	26.38%
Public Works	1,690,231	6.28%
Human Services	260,879	0.97%
Culture and Recreation	562,316	2.09%
Debt Service	644,405	2.39%
Other Pensions and Insurance	4,051,210	15.05%
Regional School Assessment 7-12	6,923,501	25.73%
Vocational School Assessment	-	0.00%
Essex North Shore Ag. & Tech.	175,401	0.65%
Solid Waste Enterprise	36,700	0.14%
Reserve Fund	150,000	0.56%
Stabilization	125,000	0.46%
OPEB	100,000	0.37%
Water Enterprise	1,175,626	4.37%
TOTAL APPROPRIATIONS	26,912,457	100.00%

GENERAL FUND AND ENTERPRISE REVENUES FISCAL 2016 TOTAL REVENUE \$25,656,291



	Actual	
	Revenue	%
Personal Property and	20,762,185.64	80.92%
Real Estate Taxes		
Local Receipts	1,893,790.90	7.38%
Cherry Sheet Receipts	1,816,015.00	7.08%
School Building Assistance	-	0.00%
Tax Liens Redeemed	33,940.54	0.13%
Water Enterprise	1,150,209.27	4.48%
Solid Waste Enterprise	149.87	0.00%
TOTAL REVENUE	25,656,291.22	100.00%

				Over/
		ACTUAL	BUDGETED	(Under)
		REVENUE	REVENUE	BUDGET
GENERAL FUND REVENUE				
Taxes				
Personal Property:				
Levy of 2016	429,930.71			
Levy of Prior Years	4,231.72			
		434,162.43	433,390.97	771.46
Real Estate:				
Levy of 2016				
,	20,237,928.10			
Levies of Prior Years	90,095.11			
		20,328,023.21	20,311,581.03	16,442.18
Tax Liens:				
Redeemed	33,940.54			
Redecined	33,940.34	33,940.54	-	33,940.54
Material Company				
Motor Vehicles Excise:				
Levy of 2016	977,165.87			
Levy of 2015	153,872.17			
Levies of Prior Years	4,933.04	1,135,971.08	905,000.00	230,971.08
Other Excise:				
Room Occupancy	-			
Interest & Penalties on Taxes:				
Over Short Motor Vehicle Excise	(6.36)			
Over Short Real Personal Property	5.60			
Real & Personal Property	20,695.50			
Motor Vehicle Excise	4,322.68			
Tax Liens	4,162.99			
		29,180.41	25,300.00	3,880.41

				Over/
		ACTUAL	BUDGETED	(Under)
		REVENUE	REVENUE	BUDGET
	_			
In Lieu of Taxes:	57,724.18			
		57,724.18	56,400.00	1,324.18
Other Charges for Services:				
Town Hall - Copier	1,796.66			
Library - Fax Fees	670.00			
Assessors - Sale of Maps	54.00			
Accident Report & Miscellaneous	676.00			
Tax Collector - Municipal Liens	4,950.00			
Firearms Licensing	2,375.00			
		10,521.66	8,000.00	2,521.66
_				
Fees:				
Tax Collector Demands	15,068.68			
Deputy Collector	9,383.00			
Town Clerk Fees	11,272.00			
Town Clerk Dog License Fees	17,535.00			
Planning Board Fees	4,310.04			
Zoning Board Fees	1,200.00			
Animal Control Officer	125.00			
Police Special Detail	38,369.62			
Fire Special Detail	7,307.82			
		104,571.16	82,000.00	22,571.16
Other Departmental Revenue:				
Sale of Town Equipment	8,500.00			
Fire - Ambulance Reimb Other Towns	2,004.90			
Ambulance Service Topsfield Fair	, , , , ,			
ALS-Dual Transport Ambulance	6,273.85			
Rescue Patient Transport	45,873.26			
Sealer of Weights & Measures	471.50			
Town Clerk Census	2,000.00			

	FISCAL YEAR END	ING JUNE 30, 2	010	
				Over/
		ACTUAL	BUDGETED	(Under
		REVENUE	REVENUE	BUDGET
Recycling Committee				
Recycling Sticker Program	50,700.00			
Composting Access Ticket	5,295.00			
		121,118.51	88,000.00	33,118.5
Licenses & Permits:				
26F Inspections	5,200.00			
Alcohol License	5,700.00			
Auction Permits	450.00			
Building Permits	102,720.00			
Burning Permits	5,220.00			
Class I & II Licenses	1,000.00			
Electrical Permits	25,525.76			
Fairgrounds Permits	21,150.00			
Fire Permits	4,050.00			
Fire Other Permits	410.00			
Food Licenses	29,125.00			
Gas Permits	9,495.00			
Installer Permits	2,700.00			
LPG Permits	2,575.00			
Milk Licenses	50.00			
Miscellaneous Permits	300.00			
Oil Tank Burner Permits	2,950.00			
Plumbing Permits	10,732.00			
Septic Permits	18,900.00			
Sheet Metal Permits	3,883.00			
Sign Permit	200.00			
Sprinkler Permit	50.00			
Street Opening Permits	25.00			
Tobacco Sales	100.00			
Trench Permits	1,250.00			
Victualler License	1,890.00			
Well Permits	300.00			
		255,950.76	190,000.00	65,950.70

		,		
				Over/
		ACTUAL	BUDGETED	(Under)
		REVENUE	REVENUE	BUDGET
State Aid - Cherry Sheet :				
Abatements to Vets, Blind, Surviving				
Spouses	12,378.00		13,854.00	
Veteran Benefits Ch. 115	4,706.00		4,976.00	
State Owned Land	125,693.00		125,693.00	
School Aid - Chapter 70	1,107,808.00		1,107,808.00	
School Aid - School Choice				
Reimbursement				
School Aid - Charter School	(12.00)			
Reimbursement				
Unrestricted General Government Aid	565,442.00		565,442.00	
		1,816,015.00	1,817,773.00	(1,758.00)
Fines & Forfeits:				
Conservation Commission Fines				
Court Fines	8,920.00			
Parking Fines	610.00			
Police Fines				
Civil Disposition Violation	2,100.00			
Civil Disposition Violation Tobacco	100.00			
RMV Charges	41,737.50			
		53,467.50	49,000.00	4,467.50
Earnings on Investments:	83,574.86			
		83,574.86	13,000.00	70,574.86
Miscellaneous:				
Return Check Fees	527.00			
Medicare Drug Subsidy	14,455.66			
Cancelled Payments Prior Year	905.50			
Estimated Receipts	1,687.36			

IISCAL	TEAR ENDING	ONE 00, 2010		
				Over/
		ACTUAL	BUDGETED	(Under)
		REVENUE	REVENUE	BUDGET
Flu Clinic Insurance Reimbursement	1,985.12			
Medicare Reimbursement	237.87			
Medicaid Reimbursement	1,269.00			
Land Court	165.00			
Collection of Uncollectibles	711.47			
Ban Premium	25.78			
		41,710.78	10,275.00	31,435.78
Total General Fund Revenue		24,505,932.08	23,989,720.00	516,212.08
WATER ENTERPRISE REVENUE				
User Charges & Connection Fees	1,132,239.88		1,128,988.00	3,251.88
Water Betterments Tax Lien				
Water Delinquent Charges	17,917.45			17,917.45
Water Delinquent Charges Tax Lien				-
Water Restriction Violation	50.00			50.00
Interest on Investment	1.94		3,000.00	(2,998.06)
Non Recurring Miscellaneous				
Insurance & Restitution				-
State Revenue				
Total Water Enterprise Revenue		1,150,209.27	1,131,988.00	18,221.27
SOLID WASTE ENTERPRISE REVENUE				
Interest Income	149.87			
Total Solid Waste Enterprise Revenue		149.87		149.87
Total Revenue & Other Financing Sources				
- Fiscal 2016		25,656,291.22	25,121,708.00	534,583.22

				•	•		
	2015	2016	2016			2016	2017
	Balance	Original	Transfers /	2016	2016	Close to	Balance
Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
GENERAL GOVERNMENT							
114 Moderator							
Salaries & Wages		50.00				50.00	
122 Board of Selectmen						(894.00)	
Salaries & Wages		241,578.00			228,628.79	12,949.21	
Other Expenditures	1,399.59	39,696.00			38,370.18	1,357.20	1,368.21
124 Selectmen's Special							
Salaries & Wages						-	
Other Expenditures	2,644.13	70,200.00			70,186.74	2,657.39	
Articles:							
FY1413ATM/A29 TOWN FACILITY REPAIRS	117,965.00				35,283.54	-	82,681.46
FY15 14ATM/A27 TOWN FACILITY REPAIRS	108,045.00				8,166.31	-	99,878.69
131 Finance Committee						-	
Salaries & Wages		1,316.00			1,179.09	136.91	
Other Expenditures		390.00			176.00	214.00	
ART A2 Reserve Fund		150,000.00				-	146,800.00
Transfer To:							
Street Lights			(1,200.00)			-	
Hghway Salary & Wages			(2,000.00)			1	
135 Town Accountant							
Salaries & Wages		120,536.00	(1,500.00)		114,364.80	4,671.20	
Other Expenditures		23,297.00	1,500.00		24,194.45	602.55	
141 Board of Assessors							
Salaries & Wages		126,569.00	(500.00)		107,726.24	18,342.76	
Other Expenditures	682.35	31,725.00			30,501.88	1,905.47	
Articles:							

+ miles	2013 Balance	2016 Original	2016 Transfers /	2016	2016	2016 Close to	2017 Balance
Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
FY15 14ATM/A14 TRIENNIAL	90 000				90,00		7
145 Town Tressurer/Collector	30,430.90				20,400./0	1	9,/04:10
Salaries & Wages		165,144.00			159,483.64	5.660.36	
Other Expenditures	973.27	56,583.00			39,460.97	10,796.30	7,299.00
150 Town Hall							
Salaries & Wages	4,495.51	137,423.00			139,679.34	2,198.98	40.19
Articles:							
FY15 STM/A09 MUNIS UPGRADE	7,000.00				2,633.98	1	4,366.02
FY16 15ATM/A18 TOWN HALL BLDG DESIGN		100,000.00			90,185.00	1	9,815.00
FY16 15ATM/A23 TOWN HALL COMPUTER		32,250.00			16,650.00	1	15,600.00
151 Town Owned Buildings							
Other Expenditures (electricity)		00.009			478.50	121.50	
157 Town Website/Cable Advisory							
Salaries & Wages		1,858.00			I	1,858.00	
Other Expenditures	15.00	1,263.00			224.04	1,053.96	
161 Town Clerk							
Salaries & Wages		89,361.00			89,248.67	112.33	
Other Expenditures	1,089.41	13,156.00			14,118.91	126.50	
162 Trust Fund Clerk							
Salaries & Wages		100.00				100.00	
171 Conservation Commission							
Salaries & Wages		90,735.00			89,713.43	1,021.57	
175 Planning Board							
Salaries & Wages		5,105.00			5,100.00	5.00	
Other Expenditures		1,791.00			714.82	1,076.18	

	2015	2016	2016			2016	2017
	Balance	Original	Transfers /	2016	2016	Close to	Balance
Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
176 Zoning Board							
Salaries & Wages		745.00			736.40	8.60	
Other Expenditures						ı	
TOTAL GENERAL GOVERNMENT	274,560.12	1,501,471.00	(3,700.00)	1	1,327,692.42	66,131.97	377,612.73
PUBLIC SAFETY							
210 Police Department							
Salaries & Wages		1,330,594.00			1,274,441.22	56,152.78	
Other Expenditures	1,058.51	142,990.00	2,843.00		146,341.87	522.52	27.12
Articles:							
FY16/A24 - POLICE CRUISER		42,000.00	(20.00)		41,980.00	-	
FY16/A25 - POLICE RADIO REPEATER		15,000.00			15,000.00	1	
FY16STM/A4 - POLICE CRUISER	44,120.00					-	44,120.00
FY16STM/A5 - POLICE RADIOS	16,000.00					-	16,000.00
220 Fire Department							
Salaries & Wages		610,132.00	12,123.00		615,078.22	7,176.78	
Other Expenditures	19,626.30	108,007.00	(2,500.00)		108,757.18	7,410.99	8,965.13
Articles:							
FY15/A26 - FIRE UTILITY TRUCK	3,163.55				3,163.55	-	
FY15STM/A06 - FIRE JAWS OF LIFE	35,000.00				35,000.00	•	
FY16 STM/A11 - FIRE CHIEF ASSESSMENT	9,800.00					-	9,800.00
241 Inspectional Services							
Salaries & Wages		126,044.00	266.00		124,467.88	1,842.12	
Other Expenditures	893.33	6,089.00	(266.00)		5,399.66	251.98	1,064.69
245 Sealer of Weights and Measures							
Salaries & Wages		1,625.00			1,448.96	176.04	

	2015	2016	2016			2016	2017
	Balance	Original	Transfers /	2016	2016	Close to	Balance
Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
292 Animal Control Officer							
Salaries & Wages		9,638.00			9,638.00	1	
Other Expenditures		560.00			392.60	167.40	
294 Animal Inspector							
Salaries & Wages		7,303.00			7,303.00	-	
Other Expenditures		1,840.00			ı	1,840.00	
295 Tree Warden							
Salaries & Wages		6,553.00			3,910.03	2,642.97	
Other Expenditures		8,440.00			8,390.77	49.23	
TOTAL PUBLIC SAFETY	129,661.69	2,416,815.00	12,446.00	-	2,400,712.94	78,232.81	79,976.94
EDUCATION							
Elementary Education Operating Budget	311,619.25	7,336,203.00	(34,000.00)	_	7,406,386.06	19,173.77	188,262.42
300 Salaries & Wages		5,938,246.00			5,897,399.05	40,846.95	
Other Expenditures	225,531.31	1,233,957.00			1,339,086.95	(21,673.18)	142,074.54
Articles:							
13ATM/A31 SCH UPGRADE SECURITY	40,000.00				29,197.35	-	10,802.65
14STM/A04 SCH TECHNOLOGY	981.94				ı	-	981.94
15STM/A08 SCH/S LIB CARPET	12,000.00				12,000.00	-	ı
15ATM/A21 SCH TELEPHONE SYS		130,000.00			128,702.71	-	1,297.29
15ATW/A22 SCH WATER HEATERS		34,000.00	(34,000.00)		-	-	ı
FY16STM/A6 SCH FLOOR SCRUBBER	12,000.00				1	-	12,000.00
FY16STM/A7 SCH CAFE TABLE	21,106.00				ı	1	21,106.00
Education Assessments	ı	7,098,902.00	1	1	7,098,349.76	552.24	I
302 Masconomet Regional School Operating Budget		6,632,904.00			6,632,902.76	1.24	
302 Masconomet Regional School Debt Service		290,597.00			290,597.00	1	
303 Essex North Shore Agricultural & Vocational Tech		175,401.00			174,850.00	551.00	
TOTAL EDUCATION	311,619.25	14,435,105.00	(34,000.00)	-	14,504,735.82	19,726.01	188,262.42

						•	
	2015	2016	2016			2016	2017
	Balance	Original	Transfers /	2016	2016	Close to	Balance
Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
PUBLIC WORKS							
420 General Highway							
Salaries & Wages		375,136.00	13,780.00		387,629.57	1,286.43	
Other Expenditures		242,170.00	616.34		234,807.55	7,978.79	
Capital		29,257.00			29,256.23	0.77	
Articles:							
FY16STM/A09 - HIGHWAY SANDER		87,320.00				•	87,320.00
423 Snow and Ice							
Salaries & Wages		29,720.00			21,026.89	8,693.11	
Other Expenditures		176,445.00			152,692.37	23,752.63	
424 Street Lights							
Other Expenditures		20,858.00	1,597.51		22,421.13	34.38	
430 Refuse Expense							
Other Expenditures		409,713.00			409,713.00	1	
433 Recycling Expense							
Other Expenditures		4,150.00			4,150.00	-	
492 Park and Cemetery							
Salaries & Wages		216,194.00	4,147.00		216,883.19	3,457.81	
Other Expenditures	1,311.11	53,018.00			52,796.08	1,533.03	
Articles:							
FY14-FY18 LANDFILL	20,761.51	20,000.00			18,244.79	-	22,516.72
FY16 15ATM/A27 SLOPE MOWER		25,000.00	(393.79)		24,606.21	1	
EMERSON LEASE		1,250.00			1,250.00	-	
TOTAL PUBLIC WORKS	22,072.62	1,690,231.00	19,747.06	-	1,575,477.01	46,736.95	109,836.72

	2015	2016	2016			2016	2017
	Balance	Original	Transfers /	2016	2016	Close to	Balance
Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
HUMAN SERVICES							
512 Board of Health							
Salaries & Wages		93,493.00			92,474.41	1,018.59	
Other Expenditures	850.39	18,158.00			14,690.60	2,822.79	1,495.00
541 Council on Aging							
Salaries & Wages		92,418.00			87,401.55	5,016.45	
Other Expenditures		2,850.00			2,734.35	115.65	
Articles:							
FY16 15ATM/A46 SENIOR NEEDS ASSESSMT		10,000.00			10,000.00	ı	
546 Veteran's Benefits & Services							
Other Expenditures	1,000.00	20,960.00			21,890.06	69.94	
548 Soldier/Sailor Graves							
Other Expenditures		1,000.00			1,000.00	-	
549 Tri-Town Council							
Articles:							
FY09/Axx Tri Town Council (Annual)		20,500.00			20,319.00	181.00	
549 Senior Care Grant							
Articles:							
Senior Care Grant (Annual)		1,500.00				-	1,500.00
TOTAL HUMAN SERVICES	1,850.39	260,879.00	I	1	250,509.97	9,224.42	2,995.00
CULTURE AND RECREATION							
610 Library							
Salaries & Wages		407,228.00			404,215.26	3,012.74	
Other Expenditures	2,321.39	151,988.00			146,807.82	5,449.33	2,052.24
Articles:							

	2015	2016	2016			2016	2017
	Balance	Original	Transfers /	2016	2016	Close to	Balance
Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
FY15 STM/A07 - LIBRARY DOORS & ALARM	7,000.00					-	7,000.00
FY14 13ATM/A30 - LIBRARY GENERATOR	6,455.50				6,455.50	1	
691 Historical Commission							
Other Expenditures		450.00	4,950.00		88.82	2,377.18	2,934.00
692 Memorial Day							
Other Expenditures		2,650.00			150.00	2,500.00	
TOTAL CULTURE AND RECREATION	15,776.89	562,316.00	4,950.00	1	557,717.40	13,339.25	11,986.24
DEBT SERVICE							
751 Long Term Debt Interest		75,059.00			75,058.75	0.25	
752 Interest Temporary Loans		9,846.00			1,891.45	7,954.55	
753 Long Term Debt Principal		557,000.00			557,000.00	1	
755 Debt Issue Costs		2,500.00			250.00	2,250.00	
TOTAL DEBT SERVICE	1	644,405.00	1	1	634,200.20	10,204.80	I
OTHER CHARGES / UNCLASSIFIED							
820 State Assessment - Cherry Sheet		296,148.00			288,645.00	7,503.00	
913 Pension - Essex Regional Retirement		964,456.00	(18,220.00)		946,077.00	159.00	
913 Insurance - Unemployment		75,000.00			21,051.58	53,948.42	
915 Insurance - Health		1,836,750.00	(138,808.70)		1,556,584.54	141,356.76	
915 Insurance - Life		6,855.00			4,835.39	2,019.61	
915 Insurance - Medicare		159,332.00			147,661.83	11,670.17	
915 Administrative Fees		7,200.00	(3,800.00)		2,614.00	786.00	
915 HRA Inpatient Hospital		6,000.00	(6,000.00)		1	ı	
916 Town Insurance - Workman's Comp		60,393.00			57,668.56	2,724.44	
916 Town Insurance - Property/Liability/Accident		309,076.00	(2,843.00)		290,036.31	16,196.69	

	2015	2016	2016			2016	2017
	Balance	Original	Transfers /	2016	2016	Close to	Balance
Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
Articles:							
EMPLOYEE EMPLOYMENT SEPARATION	62,210.18	105,000.00			75,646.46	ı	91,563.72
A5/06STM INJURED OFFICERS MEDICAL							
BILL	7,416.11					I	7,416.11
992 Transfers to Stabilization		125,000.00			125,000.00	ı	
992 Transfers to Trust - Agency Fund		100,000.00			100,000.00	1	
TOTAL OTHER / UNCLASSIFIED	69,626.29	4,051,210.00	(169,671.70)	1	3,615,820.67	236,364.09	98,979.83
TOTAL GENERAL FUND	825,167.25	25,562,432.00	(170,228.64)	1	24,866,866.43	479,960.30	869,649.88
CAPITAL PROJECTS FUND (WITH BORROWING):							
Articles:							
FY15/A29 - HWY DUMP/SANDER		145,000.00			145,000.00	1	
FY15/A30 - FIR RESCUE VEHICLE		210,000.00			209,992.96	-	7.04
FY15/A31 - FIR QUINT TRUCK		326,897.00	673,103.00		1,000,000.00	ı	
FY15/A5s - TH EXT WINDOW RPR		177,000.00			133,177.12	1	43,822.88
FY16/A28 - HWY BASIN CLEANER		165,000.00			163,553.98	1	1,446.02
FY16/A29 - SCH EXT PAINTING		135,000.00			109,640.00	-	25,360.00
FY16/A30 - SCH SIDEWALK RPR(S)		20,000.00				-	20,000.00
FY16/A31 - HALLWAY FLOOR (P)		60,000.00				-	60,000.00
FY16/A32 - ENG DESGN PLIB HVAC		20,000.00				-	20,000.00
FY16/A34 - P&S SCH CUPOLA/ROOF		49,000.00				1	49,000.00
FY16/A33 - LAVATORY RENO (P)		48,000.00				-	48,000.00
TOTAL CAPITAL PROJECT FUNDS	ı	1,355,897.00	673,103.00	-	1,761,364.06	-	267,635.94

	LISCALIL	י בווחוום חא-	ISCAL I LAN ENDING JOINE 30, 2010				
	2015	2016	2016			2016	2017
	Balance	Original	Transfers /	2016	2016	Close to	Balance
Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
WATER DEPARTMENT - ENTERPRISE							
Salaries & Wages		277,966.00	2,529.16		271,814.58	8,680.58	
Other Expenditures	16,564.15	305,780.00			298,455.71	23,186.06	702.38
Unanticipated Emergencies		51,500.00			38,520.84	12,979.16	
Water Reserve Fund		295,000.00				292,470.84	
Transfers to:							
Superintendent Salary			(2,529.16)				
Debt Interest		24,872.00			24,871.25	0.75	
Debt Principal		84,000.00			84,000.00	1	
Debt Interest Temporary Loans		16,508.00			7,840.13	8,667.87	
Debt Issue Costs						ı	
Debt Short Term Principle Pay down						-	
Articles:							
A22/03 & A35/00ATM NO. ST PERK	33,388.59				ı	-	33,388.59
13ATM/A36 WASH ST WTR MAIN DESIGN	5,692.58				2,174.50	-	3,518.08
13ATM/A39 WAT MAIN MINOR REPLACEMT	9,555.91				-	-	9,555.91
13ATM/A40 GRAVEL PK WELL PERK	238,157.25				12,891.90	1	225,265.35
14ATM/A32 PERKINS ROW P ST REH	100,000.00				_	-	100,000.00
15ATM/A19 WAT METER TESTING		40,000.00			33,383.28	1	6,616.72
15ATM/A20 WATER TRUCK		80,000.00			79,501.55	-	498.45
Capital Borrowing Articles:							
FY15ATM/A34 WTR TREAT PLANT	768,708.75				128,208.72	1	640,500.03
FY15ATM/A34 WTR MAIN (WASHGTN)	236,958.30				210,593.97	1	26,364.33
Water Department - OPEB	31,265.90			1,303.10		1	32,569.00
TOTAL WATER ENTERPRISE FUND	403,358.48	1,175,626.00	1	1	853,453.74	345,985.26	379,545.48

	2015	2016	2016			2016	2017
	Balance	Original	Transfers /	2016	2016	Close to	Balance
Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
SOLID WASTE ENTERPRISE FUND							
Articles:							
A13/12ATM Annual Engineer & Monitor		36,700.00			31,439.06	5,081.39	179.55
						1	
TOTAL SOLID WASTE ENTERPRISE FUND	ı	36,700.00	-	-	31,439.06	5,081.39	179.55
SPECIAL REVENUE FUNDS							
Federal Grants:							
204 Police-Bullet Proof Vest	ı			840.00		1	840.00
Fire Volunteer Fire Assistance				302.50	302.50	1	ı
307 School-SPED Program Improvement	ı			1,250.00	1,250.00	1	
309 School Title Five	488.80			2,824.80	2,931.00	-	382.60
310 School SPED 94-142	5,254.13			108,900.00	108,167.13	-	5,987.00
325 School Teacher Quality	8,475.57			6,552.00	10,382.31	-	4,645.26
326 School Title I	4,664.81			144,990.00	142,225.50	-	7,429.31
540 Council on Aging Title III Outreach	166.15			1,758.00	1,924.15	-	ı
544 Council on Aging Title III	ı			1,036.17	308.52	1	727.65
State Grants:							
219 Police Gov. Highway Safety Bureau Grant				3,229.32	5,486.35	1	(2,257.03)
220 Fire Safe Grant	8,143.24			6,953.00	5,619.02	1	9,477.22

		2015	2016	2016			2016	2017
		Balance	Original	Transfers /	2016	2016	Close to	Balance
	Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
420	Highway Chapter 90				453,286.19	465,286.19	1	(12,000.00)
427	WRAP Grant				40,686.00	40,686.00	1	
428	Route 97 Project				879,699.79	879,699.79	1	
029	School Foundation Enrollment Aid	4,589.84					1	4,589.84
020	School Circuit Breaker Grant FY15				16,457.00	16,457.00	-	1
020	School Circuit Breaker Grant FY16				62,349.00	49,103.88	-	13,245.12
020	School Big Yellow School Bus Steward	800.00					-	800.00
020	School Big Yellow School Bus Proctor	200.00					-	200.00
250	School Green Communities Grant					6,640.00	1	(6,640.00)
652	Topsfield Raid Trail / Linear Common					5,012.12	1	(5,012.12)
							1	
640	Cultural Council	6,428.25			4,406.48	6,509.09	1	4,325.64
543	Council on Aging Formula Grant	27.72			13,319.28	13,743.19	1	(396.19)
614	Library State Aid	16,222.83			11,430.70	3,729.64	1	23,923.89
029	Extended Polling Hours				372.00	372.00	1	ı
150	Mass Historic Preservation Grant	643.84					1	643.84
151	Clean Energy Choice	2,207.50					1	2,207.50
152	Green Community Grant				9,104.50	ı	1	9,104.50
515	Recycling DEP Grant	2,879.71			3,950.00	2,778.94	1	4,050.77
	Receipts Reserved for Appropriation:							

		2015	2016	2016			2016	2017
		Balance	Original	Transfers /	2016	2016	Close to	Balance
	Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
209	Insurance Proceed greater than \$20,000				52,680.00		-	52,680.00
490	Sale of Cemetery Lots	174,785.78			10,947.02	270.00	1	185,462.80
232	Reserved for 20 year Borrowing Ch44:8	1,585.00					1	1,585.00
232	Reserved for FY18 Library Loan Subsidy	46,419.40					1	46,419.40
232	Reserved for Reduction Future Excludable Debt	7,249.25					1	7,249.25
	Revolving Accounts:							
303	School Pre-School Tuition	186,680.94			167,339.75	240,977.89	1	113,042.80
304	School Instrumental Music	60,277.63			37,787.60	23,205.75	-	74,859.48
305	School Full Day Kindergarten	121,353.78			162,854.00	89,402.76	1	194,805.02
306	School Rental of Surplus	_			7,097.00	7,097.00	-	ı
342	School Tuition Ch71, 71F Non Res, Foster	128,378.48			48,918.00	75,549.97	1	101,746.51
650	Recreation/Park Ch. 44:53D	4,845.25			10,200.00	8,183.25	1	6,862.00
172	Conservation Revolving Fund Ch44:53E1/2	17,466.83			29,465.00	8,071.96	1	38,859.87
491	Cemetery CH 44:53E1/2	52,262.36			33,128.50	15,171.53	1	70,219.33
651	Park Revolving Ch. 44:53E 1/2	978.55			2,700.00		1	3,678.55
210	Insurance & Restitution School	785.56					-	785.56
210	Insurance & Restitution Town Hall	500.00				500.00	-	ı
210	Insurance & Restitution Fire Department	3,750.00					1	3,750.00
210	Insurance & Restitution Police Injury	43,866.44			21,023.75		1	64,890.19
210	Insurance & Restitution Police Highway	3,860.59				3,144.86	1	715.73

		2015	2016	2016			2016	2017
		Balance	Original	Transfers /	2016	2016	Close to	Balance
	Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
	Special Revenue:							
029	School Gifts	2,056.58			12,161.78	12,604.84	1	1,613.52
029	School Essay Donation	571.98			ı	ı	-	571.98
029	School Newsletter	15.00			ı	1	•	15.00
029	School Chap 712 Scholarship Fund	1,043.01			2,105.00	2,920.00	1	228.01
029	School Chap 71 Education Fund	6,825.33			180.00	1	-	7,005.33
029	School Lost Book Revolving	418.39			18.49	I	-	436.88
315	School Educ Foundation Gift	700.00			2,430.00	1	ı	3,130.00
	Special Revenue / School Lunch Program:							
012	School Lunch	20,037.20			171,361.48	120,347.43	-	71,051.25
	Special Revenue / Other:							
029	Tree Planning Gift	2,664.00					-	2,664.00
029	Fire Dept. Gift	350.00			1,000.00		-	1,350.00
029	Conservation Fund Ch. 40 S 8C	6,475.98			9.24		-	6,485.22
029	Open Space Fund Ch. 40 S 8C	220.09			0.34		-	220.43
029	MIIA Training Grant	ı			4,940.00	4,940.00	1	I
029	Flag Pole Fund	427.10			I		1	427.10
029	Conservation Wetland Fees State Ch131:40	7,052.68			3,792.00			10,844.68
029	Veterans Day Parade Gift	100.00					1	100.00
122	Topsfield General Purpose Gift	721.00					1	721.00
158	Town Hall Capital Improvement Gift	525.93					1	525.93
171	Conservation Com Gift	250.00					1	250.00
174	Conservation Gift Hickory Beech	2,764.82			2.78		1	2,767.60

		2015	2016	2016			2016	2017
		Balance	Original	Transfers /	2016	2016	Close to	Balance
	Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward
205	Police TAF Enterprise Gift	8,482.61				2,141.13	•	6,341.48
211	Police - D.A.R.E. Donations	906.62				375.10	1	531.52
213	Police - Law Enforcement Trust	2,945.19			12,899.30	2,796.00	•	13,048.49
218	Police Dept. Gift	1			2,700.00	I	-	2,700.00
222	Fire Dept. EMS Equipment Gift	4,490.56			500.00	841.00	1	4,149.56
231	Fire - FM Global Fire Prevention	1			1,500.00	1,500.00	-	ļ
542	COA Donations to Meals/ Wheels	3,493.15			00.609	I	•	4,102.15
545	COA Transportation Donation	9,500.52			2,055.00	535.57	-	11,019.95
547	COA Gift	1,764.59			1,170.00	618.69	•	2,315.90
548	COA Sunshine Ladies Gift	14.92						14.92
549	COA Betty Wogan Gift	331.52					•	331.52
550	COA Activities/Fitness	2.00					-	2.00
609	Library Mr & Mrs Tim Collins Gift	4,674.70				703.07	-	3,971.63
612	Library Gifts, Miscellaneous	13,310.27			8,441.62	5,024.47	-	16,727.42
613	Library Lost Book Revolving	807.29			1,933.00	1,833.57	-	906.72
620	Memory Tree & Brownie Tree Donations				2,770.00		1	2,770.00
653	Recreation Committee Gift	721.32					-	721.32
663	Historical Commission Preservation Gift	240.00					1	240.00
695	Cable Advisory Committee Gift	190,006.77			25,040.95	31,405.00	1	183,642.72
	5							
	Consultation Accounts Cn. 44:53G							
238	Conservation Consul Ch. 44:53G				9,595.63	6,091.07	1	3,504.56
238	Planning Board Consult Ch. 44:53G	2,088.26			27,062.83	25,843.20	1	3,307.89

	2015	2016	2016			2016	2017	
	Balance	Original	Transfers /	2016	2016	Close to	Balance	
Account	Forward	Appropriation	Adjustments	Receipts	Expended	Treasury	Forward	
238 Zoning Board Consult Ch. 44:53G						ı		
238 Board of Health CH 44:53G						ı		
Stabilization:								
o85 General Stabilization Fund	1,117,741.64		25,000.00	4,807.63		ı	1,147,549.27	
o85 Capital Stabilization Fund	10,582.05		100,000.00	11,031.47		ı	121,613.52	
TOTAL SPECIAL REVENUE FUNDS	2,341,561.30	ı	125,000.00	2,667,954.89	2,460,709.43	ı	2,673,806.76	
TRUST FUNDS								
086 OPEB	311,586.97		100,000.00	14,342.93		1	425,929.90	
082 Non-Expendable Trust Funds	8,250,178.73		73,243.34	181,099.78	630.00	ı	8,503,891.85	
o84 Expendable Trust Funds	1,462,855.16		343,433.11	(38,148.26)	401,454.00	-	1,366,686.01	
TOTAL TRUST FUNDS	10,024,620.86	1	516,676.45	157,294.45	402,084.00	-	10,296,507.76	
Total Expenditures & Other Financing Uses - Fiscal 2016					30,375,916.72			

JUNE 30, 2016 COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS

	GOVER	GOVERNMENTAL FUND TYPES	YPES	ROPRIETARY	ROPRIETARY FUND TYPES	FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT	TOTALS
	General	Special Revenues	Capital Projects	Water Enterprise	Solid Waste Enterprise	Trust and Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
ASSETS AND OTHER DEBITS									
CASH AND SHORT-TERM INVEST- MENTS									
Cash & Investments Petty Cash	4,367,503.87 1,413,250.94 625.00	1,413,250.94	71,693.94	1,928,778.71	117,307.22	117,307.22 11,603,465.16			19,501,999.84
CASH & INVESTMENTS:	4,368,128.87	1,413,250.94	71,693.94	1,928,778.71	117,307.22	11,603,465.16	•	•	19,502,624.84
RECEIVABLES:									
Real Estate & Personal Property Taxes	217,423.03								217,423.03
Tax Liens	142,304.44								142,304.44
Deferred Real Estate	'								'
Tax Possessions & Foredosures Payment in Lieu of Taxes	33,938.83								33,938.83
Excise taxes	120,819.32								120,819.32
Due from Veteran's Administration									'
Water and Liens				117,030.48					117,030.48
State Aid; Grants & Contracts									•
Due From Other Agencies									•
Amount to be Provided - Payment of									•
BAN									

	NED BALA	COMBINED BALANCE SHEET		TYPES AN	ALL FUND TYPES AND ACCOUNT GROUPS	T GROUPS	JUNE 30, 2016	2016	
FOW						FIDUCIARY		DEBT	
N OF	GOVERNM	NMENTAL FUND TYPES	TYPES	ROPRIETARY	ROPRIETARY FUND TYPES	FUND TYPE	FIXED ASSETS	GROUP	TOTALS
TORS	General	Special	Capital	Water	Solid Waste	Trust and	General	General Long	(Memorandum
FIELD		Revenues	Projects	Enterprise	Enterprise	Agency	Fixed Assets	Term Debt	Only)
FIXED ASSETS							5,196,767.49		5,196,767.49
Land							17,936,131.83		17,936,131.83
All Other - Net of Depreciation									
AMOLINTS TO BE PROVIDED FOR									
RETIREMENT OF LONG TERM									
OBLIGATIONS				719,000.00				2,366,000.00	3,085,000.00
TOTAL ASSETS AND OTHER DEBITS:	4,882,614.49	1,413,250.94	71,693.94	2,764,809.19	117,307.22	11,603,465.16	23,132,899.32	2,366,000.00	46,352,040.26
LIABILITIES AND FUND EQUITY									
LIABILITIES:									
Warrants Payable	326,896.69	74,001.64	1,058.00	29,711.06	•	3,712.90			435,380.29
Accrued Payroll									1
Payroll Withholdings	137,301.37								137,301.37
Other Liabilities	5,489.03								5,489.03
Due to Other Funds									1
Prepaid Taxes	29,651.48								29,651.48
Bonds & Notes Payable			1,761,000.00	1,761,000.00 2,274,000.00				2,366,000.00	6,401,000.00
Deferred Revenues									

JUNE 30, 2016 COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS

Provision for Abdelments & Special Capital Water Solid Waster Trust and General Long (Memorandum Revenues Projects Enterprise Enterprise Enterprise Finerprise Fine		GOVERN	GOVERNMENTAL FUND TYPES	ΓΥPES	ROPRIETARY	ROPRIETARY FUND TYPES	FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT	TOTALS
142.304.44		General	Special Revenues	Capital Projects	Water Enterprise	Solid Waste Enterprise	Trust and Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
319.259.86 (101,836.83) 142.304.44	Provision for Abatements &									
(101,836,83)	Exemptions	319,259.86								319,259.86
Secretary 33,938.83 Act (CPA) 33,938.83 120,819.32 120,819.32 120,819.32 120,819.32 120,819.32 120,819.32 120,819.32 120,819.32 120,819.32 120,819.32 120,819.32 120,819.32 117,030.48 117,030.48 117,030.48 117,030.48 117,030.48 117,030.48 117,030.48 117,030.48 117,030.48 117,030.48 117,030.48 117,030.48 117,030.48 117,030.364.08) 117,030.364.08) 118,030.364.08) 119,030.364.08) 119,030.364.08) 119,030.364.08) 110,030.364.08) 110,030.364.08) 110,030.364.08) 111,030.364.08) 111,030.364.08) 111,030.364.08) 111,030.364.08) 112,030.364.08) 113,030.310.01	Property Taxes	(101,836.83)								(101,836.83)
Act (CPA) 33,938.83 120,819.32 120,819.32 120,819.32 120,819.32 1417,030.48 3,562.50 3,712.90 940,052.00 46,376.00 1,1 1,291,652.05 (1,690,364.06) 1,1 1,320,310.01	Tax Liens	142,304.44								142,304.44
Act (CPA) 33,938.83 120,819.32 120,819.32 120,819.32 120,819.32 120,819.32 120,81652.05 140,052.00 140,05	Deferred Real Estate	•								•
Act (CPA) 33,938.83 120,819.32	Payment of Lieu of Taxes	•								•
33.938.83 120,819.32 -	Community Preservation Act (CPA)									•
120,819.32	Tax Possessions & Foreclosures	33,938.83								33,938.83
3,562.50	Excise Taxes	120,819.32								120,819.32
ABILITIES: 1,017,386.69 74,001.64 1,762,058.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,420,7	Water Utility	'			117,030.48	•				117,030.48
ABILITIES: 1,017,386.69 74,001.64 1,762,058.00 2,420,741.54 - 3,712.90 - 2,366,000.00 - 2,366,00	Due from state	3,562.50								3,562.50
ABILITIES: 1,017,386.69 74,001.64 1,762,058.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,366,000.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,366,000.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,420,741.54 - 3,712.90 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,366,000 2,420,741.54 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,420,741.54 - 2,366,000.00 2,420,000.	Police Details									•
Juing 911,112.30 697,393.31 51,365.06 41,933.00 41,933.00 (1,690,364.06) (1,690,364.06) (1,690,364.06)	TOTAL LIABILITIES:	1,017,386.69	74,001.64	1,762,058.00	2,420,741.54	1	3,712.90	•	2,366,000.00	7,643,900.77
uing 911,112.30 697,393.31 51,365.06 40,052.00 41,933.00 41,933.00 (1,690,364.06) (1,690,364.06)	FUND BALANCES (DEFICIT):									
rices & Continuing 911,112.30 697,393.31 51,365.06 46,376.00 ons Plus 46,376.00 41,933.00 wenue Funds 1,291,652.05 (1,690,364.06) ject Funds (1,690,364.06) (1,590,364.06)	Investment in Fixed Assets							23,132,899.32		23,132,899.32
940,052.00 41,933.00 1,291,652.05 1,291,652.05 1,320,310.01 1,320,310.01 697,393.31 46,376.00 1,320,310.01	Reserved for:									,
340,052.00 41,933.00 46,376.00 46,376.00 41,933.00 46,376.00 41,933.00 46,376.00 41,933.00 46,376.00 41,320,310.01 (1,690,364.06) (1,690,364.06) (1,690,364.06)	Encumbrances & Continuing	911,112.30			697,393.31	51,365.06				1,659,870.67
340,052.00 41,933.00 46,376.00 1,291,652.05 (1,690,364.06) (1,1,320,310.01	Appropriations									
1,291,652.06 41,933.00 46,376.00 46,376.00 46,376.00 46,376.00 41,933.00 46,376.00 46,	Overlay Surplus									1
ds 1,291,652.05 (1,690,364.06) (1,320,310.01 (1,320,310.01)	Expenditure	940,052.00	41,933.00				46,376.00			1,028,361.00
1,291,652.05 (1,690,364.06) ds	Special Revenue Funds									1,291,652.05
ds (1,690,364.06) (7,620,310.01 (7,320,310.01)			1,291,652.05							
1,320,310.01	Capital Project Funds			(1,690,364.06)						(1,690,364.06)
	Expendable Trust Funds						1,320,310.01			1,320,310.01

JUNE 30, 2016 COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS

	GOVERI	GOVERNMENTAL FUND TYPES	TYPES	ROPRIETARY	ROPRIETARY FUND TYPES	FIDUCIARY FUND TYPE	FIXED ASSETS	DEBT	TOTALS
	General	Special Revenues	Capital Projects	Water Enterprise	Solid Waste Enterprise	Trust and Agency	General Fixed Assets	General Long Term Debt	General Long (Memorandum Term Debt Only)
Nonexpendable trusts Stabilization						8,503,891.85			8,503,891.85
Other Special Purpose Funds		5,664.25				458,498.90			464,163.15
Agency Unreserved:						1,512.71			1,512.71
Undesignated Overlay Deficit	2,014,063.50			(353,325.66)	65,942.16				1,726,680.00
TOTAL FUND EQUITY (DEFICIT): 3,865,227.80 1,339,249.30 (1,690,364.06)	3,865,227.80	1,339,249.30	(1,690,364.06)	344,067.65	117,307.22	117,307.22 11,599,752.26	23,132,899.32	•	38,708,139.49
TOTAL LIABILITIES AND FUND EQUITY	4,882,614.49 1,4	1,413,250.94	71,693.94	2,764,809.19	117,307.22	11,603,465.16	23,132,899.32	2,366,000.00	46,352,040.26
	•	•	•	•	•	•	•	•	•

Town Collector

The Tax Collector's Office collected in Fiscal 2016 \$20,328,023 in Real Estate taxes and \$434,162. in Personal Property taxes; \$83,575 in interest and fees and \$1,135,971 in motor vehicle excise tax revenue, \$33,941 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 2016 tax bills are based on the assessment date of January 1, 2015 and are mailed to the owner of record as of that date. Delinquent water overdue 90 days from June 30th, is added to the real estate tax bill.

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

Motor Vehicle Excise bills are calculated by the Registry of Motor Vehicles and forwarded to the Town throughout the year. The bills are due and payable in full within 30 days of issue, and payments are considered made when received by the Collector. Interest accrues at the rate of

12% per annum on all overdue payments from the date the excise was due. A \$10.00 charge is added for the demand bill which is payable in 14 days. A \$12.00 warrant fee is added to all outstanding bills, which are sent to the Deputy Collector for collection. Taxpayers are required to notify the Registry within 30 days of moving to their new address.

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

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

Respectfully submitted,

Barbara B. Michalowski Town Treasurer and Collector

	BEGINNING BALANCE	COMMITTED	BALANCE DUE
	June 30, 2015		June 30, 2016
MOTOR VEHICLE EXCISE			
Prior Years	3,515.00		3,082.00
2013	2,562.00		2,065.00
2014	7,688.00		3,133.00
2015	41,201.00	132,149.13	9,872.00
2016		1,093,728.30	102,667.00
	54,966.00	1,225,877.43	120,819.00
ROLLBACK TAX CH 61A	0.00		0.00
PERSONAL PROPERTY TAXES			
Prior years	1,124.00		1,124.00
2013	416.00		325.00
2014	2,888.00		963.00
2015	3,066.00		849.00
2016		\$433,407.84	1,362.00
	7,494.00		4,623.00
REAL ESTATE TAXES			
Prior Years	8,825.00		8,825.00
2013	8,399.00		8,399.00
2014	9,263.00		9,263.00
2015	153,634.00		9,704.00
2016	0.00	\$20,495,257.86	176,609.00
	17,224.00		212,800.00
DELINQUENT WATER	532.00		68.03
TAX TITLE		\$13,835.59	
Delinquent Wtr tax liens	532.00		1,969.12
1989-2015	104,569.00		118,198.00
FORECLOSED	33,939.00		33,939.00
		\$1,168,460.97	
WATER USER FEES	106,665.96		114,924.93

Town Treasurer

Beginning Cash/Investments as of 7/1/15		\$19,332,827.38
	Revenue	32,523,528.64
	Disbursement	43,147,813.95
T otal Cash/Investments as of 6/30/2016	_	18,866,129.81
Petty Cash on hand 6/30/2015		-
Petty Cash on hand 6/30/2016	_	-
Interest Earned and Gain on Investments		
General Fund		-
Solid Waste Fund		149.87
School Lunch		88.18
Stabilization Fund		4,807.63
Capital Stabilization Fund		11,031.47
Total Interest and Gain on Investments	_	16,077.15
Collections from Tax Title accounts	_	33,940.54
Deposits held to Guarantee Payment		
Balance as of 6/30/2015		
Balance as of 6/30/2016		-
Sale of Cemetery Lots		
Balance as of 6/30/2015		174,785.78
Balance as of 6/30/2016	-	184,802.80
Stabilization Fund	_	.,
Balance as of 6/30/2015		1,117,741.64
Balance as of 6/30/2016	_	1,147,549.27
Capital Stabilization Fund	_	
Balance as of 6/30/2015		10,582.05
Balance as of 6/30/2016	_	121,613.52
Trust Funds	_	
Balance as of 6/30/2015		9,697,401.58
Balance as of 6/30/2016	_	9,874,777.46
OPEB GENERAL FUND	<u> </u>	27 7 177 1
Balance as of 6/30/2015		311,586.97
Balance as of 6/30/2016		425,929.90
OPEB WATER FUND	_	. 2., , ,
Balance as of 6/30/2015		31,265.90
Balance as of 6/30/2016	_	32,569.00
	_	J 70 - 71 - 5

Commissioners of Trust Funds

Introduction

The Commissioners of Trust Funds completed another year of the administration and management of the Topsfield trust funds. Topsfield is extremely fortunate to have so many different trust funds available for the continued funding of numerous projects. All disbursements from trust funds are from private accounts and do not come from any taxpayer funds. The 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:

- The continued subsidizing of the Council on Aging, Meals on Wheels program by the David Cummings Trust at a total expense of \$4,950.00.
- 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.

- 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\$113,002.53.
- The payment of the sixteenth and final payment on the bond issued in connection with the Library Construction Project by the George Gould Trust in the amount of\$102,330.98.

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*Richard Walsh, Member
Thomas Walsh, Member

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

BK VALUE WALTE WALTE WALTE PAL PAL	TRUST NAME		JUNE 3	JUNE 30, 2015 BALANCES	LANCES		FISCAL	L 2016	JUNE 3	JUNE 30, 2016 BALANCES	CES
18,724.34 24,614.80 3.761% 667.81 196.04 3,509.40 19196.12 22745.43 18,724.34 24,614.80 3.761% 667.81 196.04 3,509.40 19196.12 22745.43 109,277.42 143,654.83 21,951% 22579.50 1144.10 3,509.40 0.00 134222.23 159039.59 2 167,044.49 21,9594.75 33,555% 34515.65 1748.90 5,631.15 4,950.00 200492.39 23756.294 3 1,135.23 1,492.36 0.228% 40.49 11.89 0.00 3247.11 3847.49 2,683.86 3,455.21 0.528% 40.49 11.53 0.00 3247.11 3847.49 1,101.37 1,447.85 0.221% 492.89 24.89 0.00 2948.29 1375.89 1,101.37 1,447.85 0.221% 492.89 11.53 0.00 2948.39 1375.89 1,101.37 1,447.85 0.221% 4,50 0.00 2948.39 11259.12 <t< td=""><td></td><td>BK VALUE</td><td>MKT</td><td>% TO- TAL</td><td>PRINCIPAL RECEIPTS & GAINS</td><td>PRINCI- PAL CHARGES & LOSSES</td><td>INCOME RECEIVED</td><td>INCOME</td><td>BK VALUE</td><td>MKT</td><td>% TOTAL</td></t<>		BK VALUE	MKT	% TO- TAL	PRINCIPAL RECEIPTS & GAINS	PRINCI- PAL CHARGES & LOSSES	INCOME RECEIVED	INCOME	BK VALUE	MKT	% TOTAL
18,74,34 2,461,480 3,761,8 667,81 196,04 96,04 19196,12 22745,43 109,277,42 14,365,483 2,1951,8 22579,50 1144,10 3,509,40 0,00 134222,23 159039,59 2 109,277,42 14,365,483 2,1951,8 2,2579,50 1144,10 3,509,40 0,00 134222,23 159039,59 2 11,35,23 1,492,36 34515,65 144,89 5,631,15 4,950,00 200492,39 23756,294 3 1,135,23 1,492,36 0,228 40,49 11,89 0 116,38 1379,02 2,638,3 3,455,21 0,528 543,08 11,39 0 11,39,12 1370,02 1,101,37 1,447,85 0,221 492,89 24,95 0 0 24,44 0 11,39,12 137,89 137,89 137,89 137,89 137,89 137,89 137,89 137,89 137,89 137,89 137,89 137,89 137,89 137,89 137,89 137,											
109,277,42 14,5654,83 1.951% 2.2579,50 1144.10 3,509,40 0.00 134222.23 15903,959 2 38,345,53 50,408,59 7.703% 1367.61 401.46 39311.68 46580.31 46580.31 46580.31 46580.31 46580.31 46580.31 46580.31 46580.31 46580.32 46580.32 4614.9 11.48.9 56,31.15 4,950.00 200492.39 23756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3756.24 3757.24	Principal	18,724.34	24,614.80	3.761%	667.81	196.04			19196.12	22745.43	3.370%
38,345,53 50,408.59 7.703% 1367.61 401.46 5,631.15 4,950.00 209402.39 23756.24 3 167,044,49 219,594.75 33,555% 34515.65 1748.90 5,631.15 4,950.00 200492.39 23756.24 3 1,135.23 1,492.36 0.228% 40.49 11.18 116.31 116.38 1379.02 2,628.36 3,455.21 0.528% 49.43 11.53 0.00 3247.11 3847.49 1,101.37 1,447.85 0.21% 492.89 24.49 95.60 0.00 294.89 3494.17 1,101.37 1,447.85 0.21% 492.89 24.49 95.60 0.00 294.89 3494.17 1,101.37 1,447.89 0.21% 45.20 77.12 223.16 0.00 9043.43 10715.54 1,101.37 1,447.89 0.21% 71.53 22.20 10.20 10.20 10.20 10.20 10.20 10.20 10.20 10.20 10.20 10.20	Income	109,277.42	143,654.83	21.951%	22579.50	1144.10	3,509.40	00.0	134222.23	159039.59	23.566%
167,044,49 19,594,75 33,555% 34515.65 1748,90 5,631.15 4,950.00 200492.39 237562.94 3 1,135.23 1,492.36 0.228% 40.49 11.89 0.00 3.247.11 3847.49 2,628.36 3,455.11 0.528% 543.08 27.52 103.19 0.00 3247.11 3847.49 1,101.37 1,447.85 0.221% 492.89 24.97 95.60 0.00 2948.92 3494.17 1,101.37 1,447.85 0.221% 492.89 24.97 95.60 0.00 2948.92 3494.17 1,101.37 1,447.85 0.221% 492.89 11.53 0.00 2948.92 3494.17 1,101.37 1,447.85 0.221% 492.89 11.53 0.00 2948.92 3494.17 1,101.37 1,447.85 0.221% 41.50 11.53 0.00 1129.12 137.89 1,010.37 1,447.85 0.245% 11.53 11.53 0.00 11.53 11.53	Principal	38,345.53	50,408.59	7.703%	1367.61	401.46			39311.68	46580.31	6.902%
1,135.23 1,492.36 0.228% 40.49 11.89 1163.38 1379.02 2,628.36 3,455.21 0.528% 543.08 27.52 103.19 0.00 3247.11 3847.49 1,101.37 1,447.85 0.221% 39.28 11.53 0.00 2948.92 3494.17 1,101.37 1,447.85 0.221% 39.28 11.53 0.00 2948.92 3494.17 1,101.37 1,447.85 0.221% 39.28 11.53 0.00 2948.92 3494.17 1,101.37 1,447.85 0.221% 39.28 11.53 0.00 2948.92 3494.17 1,101.37 1,447.85 0.221% 39.28 11.53 0.00 2948.92 1337.89 1,101.37 1,447.85 0.221% 44.50 0.132 0.2216 0.00 0.00 2943.43 10715.54 1,101.37 1,447.85 0.221% 44.50 0.132 0.221% 0.132 0.221% 0.132 0.221% 0.132 0.244.	Income	167,044.49	219,594.75	33.555%	34515.65	1748.90	5,631.15	4,950.00	200492.39	237562.94	35.202%
2,628,36 3,455,21 0,528% 543,08 27.32 103.19 0.00 3247.11 3847.49 1,101.37 1,447.85 0,221% 39.28 11.53 1129.12 1337.89 1,101.37 1,447.85 0,221% 492.89 24.97 95.60 0.00 2948.92 3494.17 1,101.37 1,447.85 0,221% 492.89 11.53 0.00 2948.92 3494.17 1,101.37 1,447.85 0,221% 152.20 77.12 232.16 0.00 9043.43 10715.54 1,101.37 1,447.85 0,202% 152.20 77.12 232.16 0.00 9043.43 10715.54 1,101.37 1,447.85 0,202% 11.53 26.79 0.00 102.61 1015.59 1,101.37 1,447.87 0,205% 1,556.02 79.30 262.90 0.00 932.78 11046.54 1,757.41 2,048.52 0,405% 1,65.42 79.30 262.90 0.00 1402.84 166.23 </td <td>Principal</td> <td>1,135.23</td> <td>1,492.36</td> <td>0.228%</td> <td>40.49</td> <td>11.89</td> <td></td> <td></td> <td>1163.83</td> <td>1379.02</td> <td>0.204%</td>	Principal	1,135.23	1,492.36	0.228%	40.49	11.89			1163.83	1379.02	0.204%
1,101.37 1,447.85 0.221% 39.28 11.53 1129.12 1337.89 2,385.41 3,135.83 0.479% 492.89 24.97 95.60 0.00 2948.92 3494.17 1,101.37 1,447.85 0.221% 39.28 11.53 0.00 90.43.43 10715.54 1,101.37 1,447.85 0.221% 39.28 11.53 0.00 90.43.43 10715.54 1,101.37 1,447.85 0.221% 39.28 11.53 0.00 90.43.43 10715.54 1,101.37 1,447.85 0.221% 11.53 26.74 0.00 1012.01 1337.89 1,101.37 1,447.85 0.025% (4.50) 11.33 0.00 102.61 2447.37 2,014.71 2,648.52 0.405% 71.86 22.09 0.00 932.78 11046.54 15,799.72 15.21% 1565.02 165.42 0.00 1619.74 19192.74 15,794.72 2,574.17 2,502.30 26.54 26.54	Income	2,628.36	3,455.21	0.528%	543.08	27.52	103.19	00.0	3247.11	3847.49	0.570%
2,385.41 3,135.83 0.479% 492.89 24.97 95.60 0.00 2948.92 3494.17 1,101.37 1,447.85 0.221% 39.28 11.53 1129.12 1337.89 1,101.37 1,447.85 0.221% 39.28 11.53 0.00 9043.43 10715.54 1,101.37 1,447.85 0.221% 39.28 11.53 1129.12 1337.89 1,101.37 1,447.85 0.201% 39.28 11.53 1129.12 1337.89 1,101.37 1,447.85 0.202.9 (4.50) (1.32) 26.74 0.00 102.61 11337.89 2,014.71 2,648.52 0.405% 71.86 21.09 26.29 0.00 102.61 11447.37 2,014.71 2,648.52 0.405% 716.54 75.30 0.00 9322.78 11046.54 15,794.72 2,077.13 3.174% 563.50 18.26 0.00 1016.77 11046.54 2,202.71 2,895.65 0.412% 26.61	Principal	1,101.37	1,447.85	0.221%	39.28	11.53			1129.12	1337.89	0.198%
1,101.37 1,447.85 0.221% 39.28 11.53 11.53 1129.12 1139.18 1337.89 7,366.32 9,683.68 1,480% 1522.07 77.12 232.16 0.00 9043.43 10715.54 1,101.37 1,447.85 0.221% 39.28 11.53 26.74 0.00 1129.12 1337.89 1,101.37 1,447.85 0.221% (4.50) (1.32) 26.74 0.00 1129.12 1337.89 2,014.71 2,648.52 0.405% 71.86 21.09 26.29 0.00 9322.78 11046.54 7,574.17 2,648.52 1,548 563.50 165.42 26.29 0.00 9322.78 11046.54 15,799.72 2,0770.13 3,174% 563.50 18.26 480.99 550.00 2016.77 2389.67 1,743.74 2,292.30 0.350% 36.30 26.51 265.80 687.89 0.00 1402.84 1662.23 2,202.71 2,895.65 0.412% 26.61	Income	2,385.41	3,135.83	0.479%	492.89	24.97	09'56	00.0	2948.92	3494.17	0.518%
7,366.32 9,683.68 1.480% 1522.07 77.12 232.16 0.00 9043.43 10715.54 1,101.37 1,447.85 0.221% 39.28 11.53 26.74 0.00 1129.12 1337.89 (126.17) (165.87) -0.025% (4.50) (1.32) 26.74 0.00 (102.61) (121.59) 2,014.71 2,648.52 0.405% 71.86 21.09 262.90 0.00 9025.47 2447.37 7,574.17 2,956.92 1.521% 1565.02 79.30 262.90 0.00 9322.78 11046.54 15,799.72 20,770.13 3.174% 563.50 165.42 480.99 550.00 2016.77 2389.67 24,343.99 32,002.32 4.890% 868.24 254.87 687.89 0.00 1402.84 1662.23 22,202.71 2,895.65 0.412% 78.56 256.9 258.78 265.75 265.75 1,539.67 20.01 20.114 1.648.33 668.89 67.00 <td>• Principal</td> <td>1,101.37</td> <td>1,447.85</td> <td>0.221%</td> <td>39.28</td> <td>11.53</td> <td></td> <td></td> <td>1129.12</td> <td>1337.89</td> <td>0.198%</td>	• Principal	1,101.37	1,447.85	0.221%	39.28	11.53			1129.12	1337.89	0.198%
1,101.37 1,447.85 0.221% 39.28 11.53 26.74 0.00 1129.12 133.89 (126.17) (165.87) -0.025% (4.50) (1.32) 26.74 0.00 (102.61) (121.59) 2,014.71 2,648.52 0.405% 71.86 21.09 262.90 0.00 932.78 11046.54 15,747.7 9,956.92 1.521% 1565.02 79.30 262.90 0.00 932.78 11046.54 15,799.72 20,770.13 3.174% 563.50 165.42 480.99 550.00 16197.81 19192.74 24,343.99 32,002.32 4.890% 868.24 254.87 687.89 687.89 0.00 1402.84 1662.23 24,343.99 32,002.32 4.890% 868.24 25.48 687.89 0.00 1402.84 1662.23 25,202.71 2,895.65 0.412% 26.61 2658.59 687.89 0.00 1402.84 1662.23 1,539.67 70.26 0.011% 1.941.24	Income	7,366.32	9,683.68	1.480%	1522.07	77.12	232.16	00'0	9043.43	10715.54	1.588%
- (126.17) (165.87) - (0.025% (4.50) (1.32) 26.74 0.00 (102.61) (102.61) (121.59) 2,014.71 2,648.52 0.405% 71.86 21.09 262.90 0.00 932.78 11046.54 2447.37 15,799.72 2,0470.13 3.174% 563.50 165.42 480.99 550.00 932.78 11046.54 19192.74 15,799.72 2,0470.13 3.174% 563.50 165.48 480.99 550.00 2016.77 2389.67 17,43.74 2,292.30 0.350% 868.24 254.87 687.89 687.89 24957.36 29571.91 24,343.99 32,002.32 4890% 868.24 254.87 687.89 687.89 687.89 1402.84 1662.23 22,202.71 2,895.65 0.011% 1,91.91 1448.1.24 61.86 0.00 1402.84 1447.79 23,430.31 30,801.22 4.707% 835.65 245.31 658.00 0.00 1301.11 1541.68 <td>GOULD PARK * Principal</td> <td>1,101.37</td> <td>1,447.85</td> <td>0.221%</td> <td>39.28</td> <td>11.53</td> <td></td> <td></td> <td>1129.12</td> <td>1337.89</td> <td>0.198%</td>	GOULD PARK * Principal	1,101.37	1,447.85	0.221%	39.28	11.53			1129.12	1337.89	0.198%
2,014.71 2,648.52 0.405% 71.86 21.09 262.90 0.00 2065.47 2447.37 15,791.72 9,956.92 1.521% 1555.02 79.30 262.90 0.00 9322.78 11046.54 15,799.72 20,770.13 3.174% 563.50 165.42 480.99 550.00 2016.77 2389.67 24,343.9 22,202.30 0.350% 868.24 254.87 0.0 24957.36 29571.91 24,343.9 32,002.32 4.890% 868.24 254.87 0.0 1402.84 1662.23 27,274.28 980.67 0.150% 26.61 26585.93 687.89 0.0 1402.84 1662.23 22,202.71 2,895.65 0.442% 78.56 23.06 1402.8 1447.9 1447.9 23,430.31 30,801.22 4,707% 835.65 245.31 658.00 0.00 1301.11 1541.68	Income	(126.17)	(165.87)	-0.025%	(4.50)	(1.32)	26.74	00.0	(102.61)	(121.59)	-0.018%
7,574.17 9,956.92 1.521% 1565.02 79.30 262.90 0.00 9322.78 11046.54 15,799.72 20,770.13 3.174% 563.50 165.42 480.99 550.00 16197.81 19192.74 24,343.99 32,002.32 4.890% 868.24 254.87 687.89 0.00 24957.36 29571.91 24,343.99 32,002.32 4.890% 868.24 254.87 687.89 0.00 1402.84 1662.23 22,202.71 2,895.65 0.442% 78.56 23.06 1481.24 61.86 0.00 122.19 144.79 1,539.67 70.26 0.011% 1.91 1481.24 61.86 0.00 122.19 144.79 23,430.31 30,801.22 4.707% 835.65 10848.33 658.00 0.00 1301.11 1541.68	* Principal	2,014.71	2,648.52	0.405%	71.86	21.09			2065.47	2447.37	0.363%
15,799,72 20,770.13 3.174% 563.50 165.42 480.99 550.00 16197.81 19192.74 1,743.74 2,292.30 0.350% 360.30 18.26 480.99 550.00 2016.77 2389.67 24,343.99 32,002.32 4.890% 868.24 254.87 687.89 0.00 1402.84 1662.23 22,202.71 2,895.65 0.442% 78.56 23.06 23.06 1402.84 1662.23 1,539.67 70.26 0.011% 1.91 1481.24 61.86 0.00 122.19 144.79 23,430.31 30,801.22 4.707% 835.65 10848.33 658.00 0.00 1301.11 1541.68	Income	7,574.17	9,956.92	1.521%	1565.02	79.30	262.90	0.00	9322.78	11046.54	1.637%
1,743.74 2,292.30 0.350% 360.30 18.26 480.99 550.00 2016.77 2389.67 24,343.99 32,002.32 4.890% 868.24 254.87 0.00 1402.84 1662.23 27,274.28 980.67 0.150% 26.61 26585.93 687.89 0.00 1402.84 1662.23 2,202.71 2,895.65 0.442% 78.56 23.06 1481.24 61.86 0.00 122.19 144.79 23,430.31 30,801.22 4.707% 835.65 245.31 658.00 0.00 1301.11 1541.68	• Principal	15,799.72	20,770.13	3.174%	563.50	165.42			16197.81	19192.74	2.844%
24,343.99 32,002.32 4.890% 868.24 254.87 687.89 0.00 1402.84 1662.23 27,274.28 980.67 0.150% 26.61 26585.93 687.89 0.00 1402.84 1662.23 2,202.71 2,895.65 0.442% 78.56 23.06 1481.24 61.86 0.00 122.19 144.79 23,430.31 30,801.22 4.707% 835.65 245.31 658.00 0.00 1301.11 1541.68	Income	1,743.74	2,292.30	0.350%	360.30	18.26	480.99	550.00	2016.77	2389.67	0.354%
27,274.28 980.67 0.150% 26.61 26.585.93 687.89 0.00 1402.84 1662.23 22,202.71 2,895.65 0.442% 78.56 23.06 0.00 122.19 2675.75 1,539.67 70.26 0.011% 1.91 1481.24 61.86 0.00 122.19 144.79 23,430.31 30,801.22 4.707% 835.65 245.31 658.00 0.00 1301.11 1541.68	• Principal	24,343.99	32,002.32	4.890%	868.24	254.87			24957.36	29571.91	4.382%
2,202.71 2,895.65 0.442% 78.56 23.06 23.06 61.86 0.00 122.19 144.79 23,430.31 30,801.22 4.707% 835.65 245.31 658.00 0.00 1301.11 1541.68	Income	27,274.28	79.086	0.150%	26.61	26585.93	687.89	0.00	1402.84	1662.23	0.246%
1,539.67 70.26 0.011% 1.91 1481.24 61.86 0.00 122.19 144.79 23,430.31 30,801.22 4.707% 835.65 245.31 520.32 10848.33 658.00 0.00 1301.11 1541.68	Principal	2,202.71	2,895.65	0.442%	78.56	23.06			2258.21	2675.75	0.396%
23,430.31 30,801.22 4.707% 835.65 245.31 768.00 24020.66 28462.02 11,471.12 748.87 0.114% 20.32 10848.33 658.00 0.00 1301.11 1541.68	Income	1,539.67	70.26	0.011%	1.91	1481.24	61.86	0.00	122.19	144.79	0.021%
11,471.12 748.87 0.114% 20.32 10848.33 658.00 0.00 1301.11 1541.68	Principal	23,430.31		4.707%	835.65	245.31			24020.66	28462.02	4.217%
	Income	11,471.12	748.87	0.114%	20.32	10848.33	658.00	0.00	1301.11	1541.68	0.228%

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

CES			%	TOTAL	2.783%	0.158%	1.080%	0.054%	5.247%	0.739%	0.793%	0.198%	1.855%	-0.093%		100.00%
JUNE 30, 2016 BALANCES			MKT	VALUE	18781.01	1064.49	7285.50	363.58	35408.15	4985.10	5354.52	1333.18	12517.78	(628.54)		\$674,856.04
JUNE 3				BK VALUE	15850.33	868.39	6148.63	306.84	29882.88	4207.20	4518.97	1125.14	10564.44	(530.46)		\$569,548.02
FISCAL 2016			INCOME	EXPENDED		0.00		00'0		0.00		0.00		00'009		\$6,100.00
[FISCA]			INCOME	RECEIVED		435.14		167.81		875.52		143.35		276.98		\$13,648.66
	PRINCI-	PAL	CHARGES	& LOSSES	161.87	12435.62	62.79	234.79	305.17	29.16	46.15	8.59	107.89	(2.12)		\$56,777.99
ANCES		PRINCIPAL	RECEIPTS	& GAINS	551.42	14.64	213.90	4.39	1039.59	575.52	157.21	169.59	367.53	(7.22)		\$69,320.99
JUNE 30, 2015 BALANCES			% TO-	TAL	3.106%	0.082%	1.205%	0.025%	5.855%	0.560%	0.885%	0.165%	2.070%	-0.041%		100.00%
JUNE 3			MKT	VALUE	20,324.56	539.44	7,884.27	161.90	38,318.22	3,661.54	5,794.59	1,078.99	13,546.57	(266.00)		\$654,428.67
				BK VALUE	15,460.78	12,884.23	5,997.52	369.43	29,148.46	2,785.32	4,407.91	820.79	10,304.80	(202.34)		\$549,456.36
TRUST NAME					LIBRARY WILDES * Principal	Income	LIBRARY HADSELL * Principal	Income	LIBRARY WITHAM * Principal	Income	STATHOPOULOS * Principal	Income	JOSEPH IAROCCI * Principal	Income		COLUMN TOTALS

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

	JUNE 30, 2015 BALANCES	5 BALANCES		FISCAL 2016	016		JUNE 30, 201	JUNE 30, 2016 BALANCES
			PRINCIPAL	PRINCIPAL				
	ВООК	MARKET	RECEIPTS	CHARGES	INCOME	INCOME	BOOK	MARKET
GEORGE GOULD TRUST (1)	VALUE	VALUE	& GAINS	& LOSSES	RECEIVED	EXPENDED	VALUE	VALUE
PRINCIPAL ACCOUNT	5,572,667.15	7,509,962.50	394,073.93	100,930.00	00.00	0.00	0.00 5,865,811.08	7,674,851.15
INCOME: FUND A - BOOKS	363,917.98	265,375.60	514.00	81,097.16	75,519.34	113,002.53	245,851.63	243,553.78
NCOME: FUND B - ART &MAINT	331,411.93	297,021.33	954.00	126,453.96	75,519.28	102,330.98	179,100.27	186,469.71
COLUMN TOTALS 6,267,997.06	6,267,997.06	8,072,359.43	395,541.93	308,481.12	151,038.62	215,333.51	215,333.51 6,290,762.98 8,104,874.64	8,104,874.64



TOWN OF TOPSFIELD, MASSACHUSETTS 2016 ANNUAL REPORT

