

Annual Report 2017  
Topsfield, Massachusetts

Strengthening  
our Foundation





# Town of Topsfield Massachusetts

July 1, 2016 through June 30, 2017



The Annual Reports, Receipts, and Expenditures  
of the Town Officers for the 2017 Fiscal Year

Credits and Acknowledgments:

Annual Report Committee:

Beth Johnson, Gretchen Rehak, Kellie Hebert, Donna Rich

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*www.ericrothphoto.com*

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*www.kindraclineff.com*

Additional Photos Courtesy of the following

Town Departments and Committees:

Council on Aging, Fire Department, Police Department, Rail Trail Committee,  
Town Hall Building Committee.

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Note:

All financial data cover the period July 1, 2016 through June 30, 2017.  
However, for the reader's benefit, and to make this a more meaningful publication,  
individual reports may list more current significant events.





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# 2017: Strengthening our Foundation



Visitors to Topsfield, particularly those from outside of New England, are amazed at the number of stonewalls that exist; seemingly mismatched rocks that have withstood hundreds of years of storms, encroaching trees, and paved roadways that were once dirt roads for carriages. The strength of the foundation of these classic stonewalls is remarkable. And what is even more remarkable is the forethought and planning of those farmers and early settlers who painstakingly did this by hand, or using the most rudimentary tools, to design these strong functional walls.

Building a strong foundation is part of the character of Topsfield, and its' residents. Settled first by Native Americans of the Agawam tribe, and later by European settlers drawn to the beauty of abundant meadowlands, (nee New Meadows) the early residents recognized the need to plan and develop a village that would lay the foundation for the future. Pragmatic New Englanders, they utilized the natural rivers and lakes for water, hand-hewn timber for their homes, and they farmed the rocky soil, mined, and forged ironwork. Topsfield was well-known for blacksmiths and for shoemaking, in addition to agriculture. Our Town forefathers/mothers, established a firm infrastructure for education, religion, safety and home ownership, valuing greatly education, civility and discourse. The Topsfield Academy, was constructed in 1827, on a lovely hilltop site on School Street, for the price of \$600 for the land. (Now just to the north of the current Box-Top Shop.) For over a century, The Topsfield Academy schooled hundreds of Topsfield youth, until the construction of Proctor School in the 1930's, to meet the needs of a rising population.

Those same principles of building strong foundations and investing in our Town's infrastructure have withstood the test of time. The Topsfield Town Hall, built in 1873, at a cost of approximately \$13,000 by local builder John Potter, is now undergoing a much needed restoration and addition. Building upon a strong foundation and well constructed frame, the renovated Town Hall will maintain its' stunning historical architecture and place on the Common, yet will be





“Big Ticket” expenses are never popular, but Topsfield has shown its commitment to all, with capital expenditures and projects, devoted to creating a strong and lasting foundation, for the future.

accessible and expanded to serve the needs of a 21st Century Town. Part of the extensive renovation will include restoring the 2nd floor auditorium, which once hosted vaudeville shows, dances, literary events and music. The opportunity for residents to have a true balconied theatre restored for art and entertainment is inspiring and forging multi-generational programming ideas.

Additionally, much needed repairs and improvements of our elementary schools, Steward and Proctor, was approved in 2017, as evidence that our Community has always valued education and the safety and well-being of our children. A vigilant and forward-thinking School Committee brought the issues to the public, and like the early settlers, townspeople recognized the need to continue to make our schools exceptional.

Perhaps the single most important issue was raised in 2017; our drinking water, which is so often taken for granted. Once again, townspeople were asked to make a fundamental decision related to our infrastructure—the quality of our water. Plans for a new water treatment plant were approved at Town Meeting.

“Big Ticket” expenses are never popular, but the Town of Topsfield has shown its commitment to all, with capital expenditures and projects, devoted to creating a strong and lasting foundation, for the future.

Together, Topsfield is strengthening our foundation.



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# Transitions

We honor all those whom we lost in 2017,  
in particular residents who made exceptional  
contributions to the Town of Topsfield.

Jerome (Jerry) Ablon

Andrew Baumgartner

Dr. Harry C. Clemson

Helen W. Gaffey

Rosemary A. Gangi

Jane E. Lomanno

Carol G. McLaughlin

Gerda Johansen Roeder

Daniel O'Shea  
*Former Chief of Topsfield Police*



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*Town Hall Renovation Groundbreaking Ceremony, August, 2017.*



# Town of Topsfield



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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, 2017) .....	6,707
Area: .....	13 Square Miles
Town Roads: .....	60 Miles
Fiscal 2017 Tax Rate: .....	\$16.93
Tax Levy: .....	\$21,989,128.56
Congressional District: .....	Sixth
Senatorial District: .....	First Essex and Middlesex
Representative District: .....	Thirteenth Essex
Town Hall Hours: .....	M–TH: 8am – 4pm ..... FRI: 8am – Noon
Schools:	
Steward Elementary School .....	(K-3)
Proctor Elementary School .....	(4-6)
Masconomet Middle School .....	(7-8)
Masconomet High School .....	(9-12)
Town Website: .....	<a href="http://www.topsfield-ma.gov">www.topsfield-ma.gov</a>





# Community Information

**Emergency Numbers**

Ambulance – Fire – Police.....	911
.....	978-646-8402
Beverly Hospital.....	978-922-3000
Poison Control Center.....	800-682-9211
Water Main Breaks.....	978-887-6533

**National Grid**

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

**Animal Control**

Call Emergency Center.....	978-646-8402
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<b>Assessors</b> .....	978-887-1514
------------------------	--------------

**Birth Certificates**

Town Clerk's Office.....	978-887-1505
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<b>Board of Health</b> .....	978-887-1520
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<b>Board of Selectmen</b> .....	978-887-1500
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**Bus Service**

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

**Cable TV**

Comcast: .....	800-633-4266
Verizon .....	888-553-1555

**Cemeteries**

Pine Grove Cemetery Office:.....	978-887-1525
----------------------------------	--------------

**Churches**

Congregational Church of Topsfield	
East Common.....	978-887-2101

Our Savior Lutheran Church	
Boston Street, Route 1 .....	978-887-5701

St. Rose of Lima Catholic Church	
Park Street.....	978-887-5505

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

**Civil Defense**

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

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

<b>Conservation Commission</b> .....	978-887-1510
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**Council on Aging**

Office .....	978-887-1523
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**Death Certificates**

Town Clerk's Office .....	978-887-1505
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**Dog Licenses**

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

Town Clerk's Office .....	978-887-1505
Town Meeting .....	First Tuesday of May



Town Elections ..... First Thursday of May

### **Finance Committee**

Karen A. Dow, Chairman: ..... 978-887-1500

### **Fire Department**

Fire Emergencies..... 911 or 978-646-8402

All Other Business.....978-887-5148

Call for Burning Permits, Fire and Smoke Alarms, and Oil Burner Inspections

### **Firearm Identification Cards**

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

### **Gould Barn**

Contact Sean Ward ..... sean.ward@gouldbarn.com

### **Highway Department**

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

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

### **Housing Authority**

Little Brook Village

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

**Inspectional Services** ..... 978-887-1522

### **League of Women Voters**

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

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

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

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

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

Sunday..... closed

### **Marriage Licenses**

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

### **Newspapers**

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

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

### **Notary Publics**

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

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

### **Percolation Tests**

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

### **Planning Board**

Office ..... 978-887-1504

### **Poison Control Center**

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

### **Police Department**

Emergency ..... 911

..... 978-646-8402

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

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

### **Post Office**

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

### **Pre-Schools**

Joyful Noises, Emerson Center ..... 978-887-2101 x26

Trinity Church Pre-School, River Road..... 978-887-2990

Steward Integrated Pre-School

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



## Community Information, cont.

**Property Valuations**

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

**Recreation Committee**

Office.....978-887-1525

**Schools**Grades K – 3: Steward Elementary School.....[www.topsfieldschools.org](http://www.topsfieldschools.org)

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

Grades 4 – 6: Proctor Elementary School.....[www.topsfieldschools.org](http://www.topsfieldschools.org)

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

Tri-Town School Union Offices.....[www.tritownschoolunion.org](http://www.tritownschoolunion.org)  
for Elementary Schools ..... 978-887-0771Grades 7 – 8: Masconomet Regional Middle School. [www.masconomet.org](http://www.masconomet.org)  
Endicott Road ..... 978-887-2323Grades 9 – 12: Masconomet Regional High School... [www.masconomet.org](http://www.masconomet.org)  
Endicott Road ..... 978-887-2323**Septic Systems**

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

**Snow Plowing**

Highway Department.....978-887-1542

**Soil Removal Board**

Conservation Commission Office.....978-887-1510

**Soil Testing**

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

**Tax Bills**

Billing information.....978-887-1511

**Topsfield Fair**.....[www.topsfieldfair.org](http://www.topsfieldfair.org)James O'Brien, *General Manager*.....978-887-5000**Town Accountant**

Office.....978-887-1508

**Town Administrator**

Office.....978-887-1500

**Town Clerk**

Office.....978-887-1505

**Town Treasurer/Collector**

Office.....978-887-1511

**Transportation – Trains**

MBTA: Customer Service.....800-392-6100

**Trash/Recycling Collection**

Replacement Decals and Trash Info:

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

Concerns or Issues with Pick-up:

JRM Hauling and Recycling .....800-323-4285

**Tree Warden**

David Bond .....978-887-1542

**Veteran's Services**

Dick Cullinan .....978-380-8397

**Voter Information and Registration**

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





**Water Department**

Water related questions .....978-887-1518

Bill related questions .....978-887-1517

**Welcome Wagon**

Community Greetings

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

**Zip Code** .....01983

**Zoning Board of Appeals**

Office.....978-887-1504



# Elected Officials Sworn in as of January 1, 2017

**Governor:**

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

**Attorney General**

Maura Healy (R)  
One Ashburton Place, 20th Floor  
Boston, MA 02108  
Tel: 617-727-2200  
*E-mail: [agoweb@state.ma.us](mailto:agoweb@state.ma.us)*

**United States Senators:**

Edward Markey (D)  
255 Dirksen Senate Office Building  
Washington, D.C., 20510  
Tel: 202-224-2742  
[www.markey.senate.gov](http://www.markey.senate.gov)

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

Elizabeth Warren (D)  
317 Hart Senate Office Building  
Washington, D.C., 20510  
Tel: 202-224-4543  
[www.warren.senate.gov](http://www.warren.senate.gov)

Local Office:  
2400 JFK Federal Building  
15 New Sudbury Street  
Boston, MA 02203  
Tel: 617-565-3170

**United States Representative:**

Seth Moulton (D)  
1408 Longworth House Office Building  
Washington, D.C. 20515  
Tel: (202) 225-8020  
[www.moulton.house.gov](http://www.moulton.house.gov)

Local Office:  
21 Front Street  
Salem, MA 01970  
Tel: 978-531-2270

**State Senator**

Joan Lovely (D)  
State House, Room 413A  
Boston, MA 02133  
Tel: 617-722-1410  
*E-mail: [Joan.Lovely@masenate.gov](mailto:Joan.Lovely@masenate.gov)*

**State Representative**

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

**Secretary of State**

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



# Elected Town Officers Sworn in May 4, 2017

## Board of Assessors

Lynn A. Conant .....	2019
Robert E. Kanter .....	2018
John W. Minnehan .....	2020

## Board of Library Trustees

Gail D. Bryson .....	2019
Audrey B. Iarocci .....	2018
Abigail P. Jackson .....	2020
Janet O. Kmetz .....	2020
Brooke S. Spater .....	2019
Patricia Walsh .....	2018

## Board of Road Commissioners

Joseph K. Gibbons .....	2018
Boyd R. Jackson .....	2020
Philip G. Knowles .....	2019

## Board of Selectmen

Mark B. Lyons .....	2019
A. Richard Gandt .....	2020
Boyd R. Jackson .....	2018
Laura J. Powers .....	2018
John K. Spencer .....	2020

## Board of Water Commissioners

Mark Gallagher .....	2018
Richard L. Stone .....	2019
Philip G. Knowles .....	2020

## Commissioners of Trust Funds

David G. Strachan, Jr. ....	2018
Richard T. Walsh .....	2020
Thomas P. Walsh .....	2019

## Constable

Frederick J. Glatz .....	2020
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## Elementary School Committee

Katrina A. Frere .....	2019
Daniel M. Palotta .....	2019
Linda S. Ross .....	2018
Jessica C. Steffens .....	2020
Meredith Sokolowski .....	2020

## Housing Authority

George D. Anderson .....	2021
Richard J. Cullinan .....	2020
Colleen Gibson .....	2018
Gerard McCarthy .....	2018

## Masconomet Regional School District Committee Representatives

William Hodges .....	2019
Kim M. Sherwood .....	2018
John K. Spencer .....	2020

## Moderator

Stephan T. Whelan .....	2018
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## Park and Cemetery Commissioners

Robert E. Benjamin .....	2019
Steven Mscisz .....	2018
Gretchen W. Rehak .....	2020

## Planning Board

Jeanine P. Cunniff .....	2019
Joseph D. Geller .....	2019
Steven B. Hall .....	2020
Martha A. Morrison .....	2020
C. Josh Rownd .....	2018





# Appointed Town Officers July 1, 2016 – June 30, 2017

**ADA Coordinator**

Jenifer Collins-Brown.....2017

**Agricultural Commission**

Peter E. Mulholland .....2018

James O'Brien .....2019

Trudi I. Perry .....2018

Martinus J. Riekert .....2017

Peter Gibney (*Alternate*) .....2017**Alcohol Licensing Advisory Committee**

Robert E. Hardy .....2017

Nancy J. Luther .....2017

Stanley V. Ragalevsky .....2017

**Animal Control Officer**

Carol A. Larocque .....2017

Reed Wilson (*Alternate*) .....2017**Animal Inspector**

Peter E. Mulholland .....2017

**Assessor**

Toula Guarino .....2017

Lisa Benecke (*Assistant*) .....2017**Board of Health**

Joseph F. Collins .....2017

Vincent F. Guerra .....2019

Sheryl L. Knutsen .....2017

Thomas Mannetta .....2018

Gerald J. Topping .....2018

John Coulon, *Agent* .....2017**Board of Registrars**Ann D. Gill (*ex-officio*) .....2017

Elizabeth J. Collins .....2017

Janet O. Kmetz .....2019

Dorothy T. Wass .....2018

**Caretaker of Soldiers' Graves**

Steven Mscisz .....2017

**CDL Coordinator**

David M. Bond .....2017

**Computer Technology Committee**

Robert P. Sapienza .....2017

Robert L. Sunberg .....2017

**Conservation Commission**

James V. Carroll .....2017

Jennifer L. DiCarlo .....2019

Cheryl A. Jolley .....2018

Holger M. Luther .....2019

Dodds B. Shamroth .....2018

Lana R. Sequin-Spillman, *Administrator* .....2017**Council on Aging**

Florence T. Brady .....2018

Lois Carpenter .....2018

Annette A. Cohen .....2019

Elaine H. Crippen .....2019

Martha D. Davis .....2017

Mary Jolene Guerra .....2019

Ruth A. Lucey .....2018

Charlotte O'Toole .....2019

*continued*



William T. Quinn .....	2017
Penny Rogers .....	2017
Paula Burke, <i>Executive Director</i> .....	2017

#### **Cultural Council**

Janet S. Brown .....	2017
Annette A. Cohen .....	2018
Kathleen L. Hunt.....	2017
David W. Juliano .....	2018
Mary E. MacDonald.....	2018
Kathleen J. Moore .....	2018
Laura A. O'Connor .....	2017
Julie C. Sullivan.....	2018

#### **Fence Viewers**

Jenifer Collins-Brown.....	2017
Nancy J. Luther .....	2017
Charlene A. Stawicki.....	2017

#### **Finance Committee**

Karen A. Dow.....	2019
Che R. Elwell .....	2018
Jonathan D. Guido .....	2018
Michael G. Hartmann.....	2018
Eric S. Menzer .....	2017
Dana Warren .....	2019

#### **Forest Warden**

Ronald P. Giovannacci .....	2017
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#### **Historical Commission**

Kindra L. Clineff .....	2018
Glen P. Gollrad.....	2019
Norm J. Isler .....	2017
Elizabeth R. Mulholland .....	2019
Daniel P. Hover.....	2019

#### **Highway Superintendent**

David M. Bond.....	2017
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#### **Inspector of Buildings**

Glenn A. Clohecyc .....	2017
David Harris ( <i>Alternate</i> ).....	2017

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

Stanley Kulacz.....	2017
Kevin Dash ( <i>Alternate</i> ) .....	2017

#### **Inspector of Wires**

John P. Thompson .....	2017
Thomas Tombarello Jr. ( <i>Alternate</i> ).....	2017
Larry Fischer ( <i>Alternate</i> ) .....	2017

#### **Keeper of Clocks**

Norman J. Isler .....	2017
Robert L. Winship .....	2017

#### **Mapping Committee**

James V. Carroll .....	2017
Gregory R. Krom.....	2017
Robert L. Winship .....	2017

#### **MBTA Representative**

Open position. ....	2017
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#### **Memorial Day/Veteran's Day Committee**

Dave Comeau .....	2017
Richard J. Cullinan ( <i>ex-officio</i> ) .....	2017
Patricia J. Landgren .....	2017
Robert G. Shamroth.....	2017

#### **Open Space Committee**

Joseph D. Geller .....	2017
Reginald Lockwood.....	2017
David D. Merrill .....	2017

**Parking Ticket Clerk**

Sue Winslow.....2017

**Public Works Committee**

David M. Bond.....2017

Gregory R. Krom.....2017

Stephen J. Shepard .....2017

**Purchasing & Community Development Coordinator**

Donna C. Rich.....2017

**Rail Trail Committee**

Roy J. Baessler .....2017

Gregg A. Demers.....2017

Joseph D. Geller .....2017

David C. Read .....2017

William J. Rossiter.....2017

**Renewable Energy/Green Communities**

Joseph D. Geller .....2017

Glen Gollrad .....2017

Henry A. Goudreau .....2017

Robert L. Winship .....2017

**Sealer of Weights and Measures**

Leonard. Rose .....2017

**Soil Removal Board**

Jeaninne P. Cuniff .....2017

Robert J. Moriarty, Jr. ....2017

**Stormwater Management Committee**

David M. Bond.....2017

Glenn A. Clohecy .....2017

Joseph K. Gibbons.....2017

Gregory R. Krom.....2017

Holger M. Luther .....2017

**Town Accountant**

Catherine Gabriel.....2018

Marion Wedge (*Assistant*) .....2018**Town Administrator**

Kellie A. Hebert.....2019

Sue Winslow.....2017

**Town Clerk, Assistant**

Ann D. Gill.....2019

Mary Elizabeth Willis (*Assistant*).....2017**Town Counsel**

KP Law.....2017

**Town Hall Building Committee**

Peter A. Bryson.....2017

Elizabeth Mulholland.....2017

C. Josh Rownd .....2017

Benjamin Nutter.....2017

Gregor Smith .....2017

Kellie R. Hebert (*ex-officio*).....2017Mark B. Lyons (*ex-officio*).....2017**Town Treasurer & Collector**

Barbara B. Michalowski .....2017

Julie McCarthy (*Assistant*).....2017**Traffic Advisory Committee**

David M. Bond.....2017

Evan J. Haglund .....2017

**Tree Planning Committee**

Reggie Lockwood .....2017

Paul Harder .....2017

Christian Clemson .....2017

**Tree Warden**

David M. Bond .....2017

**Veteran's Agent**

Richard J. Cullinan .....2017

**Veteran's Graves Registration Officer**

Richard J. Cullinan .....2017

**Wallace Kneeland Memorial Committee**

Philip G. Knowles .....2017

Robert L. Winship .....2017

**Zoning Board of Appeals**

Jody L. Clineff .....2017

David D. Merrill .....2021

David P. Moniz .....2020

Robert J. Moriarty, Jr. ....2019

Gregor Smith .....2018

Kristin M. Palace (*Alternate*) .....2017





# Board of Selectman

## **“Topsfield.... Working Together to Strengthen our Foundation”**

A friendly, welcoming community - cherished by its residents and attractive to newcomers, our Topsfield community provides an ideal environment for parents to nurture a family and for seniors to stay on and enjoy retirement. Our distinguished schools, fine library, excellent services, recreational venues and cultural activities 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.

Some years ago, Selectman Joe Iarocci served as Selectman and coined the expression, *“Topsfield Working Together.”* Joe worked hard to keep everyone working together – and working toward a common goal. I was fortunate to serve with him, and it is an honor to continue his legacy as a member of the Board of Selectmen and to have served the Board as Chairman for the past year. In 2017, Topsfield began many projects that serve to “strengthen our foundation” for the future. Working together as one team with a common goal - I know that success is well within our reach.

Topsfield is very fortunate to have the residents, employees and volunteers that we have. Our employees and volunteers are dedicated and hard-working individuals who have the best interests of the Town at heart. They are proud of the job that they do – and I am thankful for their willingness and efforts to serve the Town and our citizens. I have been involved with town government long enough (four terms as selectman) that I know all of these people personally. It is this spirit of teamwork, partnership and community pride that Joe Iarocci believed in so strongly – and I also believe that our continued work will help make our town stronger for generations to come.

## **Town Facilities**

### ***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 6,388 residents. The Town Hall Building Committee, including Chairman Gregor Smith and my fellow members Elizabeth Mulholland, Ben Nutter, Attorney Mark Lyons,

Josh Rownd, Peter Bryson – joining our Ex Officio Members Selectman Martha Morrison, Town Administrator Kellie Hebert, and Community Development Coordinator Donna Rich - have worked tirelessly to demonstrate need, seek support, and secure funding for necessary Town Hall repairs and improvements.

At the 2016 Annual Town Meeting, voters supported a \$9,859,000 borrowing article and a debt exclusion ballot vote to fund the renovation of Topsfield Town Hall and a new building addition. The Town's municipal offices were temporarily moved to 461 Boston Street, Unit E-6 in February, 2017 to enable the demolition and asbestos abatement at the Town Hall Building at 8 West Common Street. The commitment of time, effort, professional expertise and personal dedication from our Town Hall Building Committee – along with the support of our residents and voters - will restore our historic Town Hall for the next century and beyond.

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***

On May 2, 2017, Town Meeting voted to appropriate \$7,651,757 for new roofing, windows, doors, mechanical units and associated work at Proctor Elementary School and Steward Elementary School. These projects will materially extend the useful life of the schools and will preserve assets for generations of Topsfield's elementary students. The project is being partially funded by a 41.1%



grant from the Massachusetts School Building Authority ("MSBA"). The work is scheduled to be completed by the Fall of 2019.

#### ***Donibristle Farm***

Residents voted at Town Meeting to raise and appropriate the sum of \$500,000 toward the \$725,000 purchase price for the 46-acre Donibristle Farm for the purpose of conservation, open space and passive recreation. The purchase was contingent on the receipt of gifts or other contributions received by the Town of not less than \$225,000. Working with Essex County Greenbelt, the Town submitted an application for a LAND Grant to cover \$400,000 of the purchase price.

#### ***Little Brook Village***

Overseen by the Topsfield Housing Authority, the Department of Housing and Community Development (DHCD) continued 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. On June 20, 2017, a Special Town Meeting was convened to vote on the construction of the Town's first water treatment facility. Town Meeting voted to appropriate \$10,000,000 and approved borrowing of \$8,850,000. The project will enable the construction of a water treatment facility, located at the Public Works Facility, and is designed to correct long-standing water quality issues, including the removal of manganese from source water before it enters the distribution system. Special thanks and recognition extended to Water Superintendent Greg Krom for his hard work, leadership, project management skills and technical expertise to champion this project.

#### ***Membership of the Board***

In July 2016, the Board membership included Chair J. Stephen Lais, Clerk Mark Lyons and members Martha Morrison, Boyd Jackson and Laura Powers. Richard Gandt and John K. Spencer were elected in May of 2017 for three-year terms, replacing J. Stephen Lais and Martha Morrison. The Board reorganized in May 2016 with Boyd Jackson serving as Chairman and Attorney Mark Lyons remaining as Clerk.

#### **Town Government Support**

##### ***Town Personnel***

Along with Town Administrator Kellie Hebert, the Town's Financial Management Team consists of Treasurer Collector Barbara Michalowski, Town Accountant Catherine Gabriel, Purchasing Agent/Community Development Coordinator Donna Rich and Principle Assessor Tola Guarino. On behalf of the Board of Selectmen, I thank them for their hard work throughout the year, but especially during the annual budget planning process and preparation for Annual 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.

In January of 2017, M. Beth Willis (formerly Assistant Town Clerk) was appointed to the position of Town Clerk. Beth replaces Topsfield resident Ann Gill, former Town Clerk, who accepted a position as Town Treasurer for the Town of Georgetown.

##### ***Volunteerism, Donations, and Partnerships***

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.
- 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 as was the Holiday On the Green event in December.

### **Recognition**

After almost three decades of public service, Fire Chief Ronald Giovannacci retired in December 2016. 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. Richard Harris of North Reading, a 33-year veteran of the Fire Service and retired Chief of the North Reading Fire Department, was chosen to serve as Interim Fire Chief while the Town worked with Municipal Resources Incorporated of Meredith, NH to initiate a professional search process for the next permanent Fire Chief. In September of 2017, after more than two decades of service to the Fire Department, Captain Jen Collins Brown, EMT-Paramedic, was appointed by the Town Administrator and confirmed by the Board of Selectmen as Topsfield's newest Fire Chief. Her leadership, hard work and commitment to Topsfield's citizens will be an asset to the Town in her new role as Chief of the department.

### **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. The Town's Collective Bargaining Contracts with AFSCME, the Police Benevolent Association of Topsfield, Full Time Firefighters and Call Firefighters expired June 30, 2017 and are up for renegotiation for agreements for Fiscal Years 2018-20.

### **Communications**

#### ***New Website***

The Town received a Community Compact Information Technology Grant for \$10,000 from the Commonwealth of Massachusetts to develop a new website.

After a review of potential vendors, Virtual Towns and Schools of Boxborough, MA, was chosen to host the Town's new website and to assist the Town with the design and transfer of our historic content to a new platform. The Town's previous website utilized software that was outdated and not secure. The new website will be ADA compliant and will allow more staff to add new content and public records to their departmental websites. The website will continue to serve as key source of community information and provides a 24/7 source for access to public records. Special thanks and deepest appreciation is extended to Martha Morrison and Jeanne Pickering who developed the Town's original website and diligently maintained it for many years.

#### ***Cable Television***

Topsfield recognizes the value of communications within our municipal organizations and with our residents. The 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. In accordance with the new Public Records Law, Town Clerk M. Beth Willis was named as the Town's official Records Access Officer (RAO) in February.

#### **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, The Commons, and Osteria Peppino Pizzeria. 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 worked with the Edward J. Collins Jr. Center for Public Management to develop 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 2017 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. A rescue boat and new protective equipment were approved for purchase by the Topsfield Fire Department. A small dump truck with plow was approved for purchase by the Highway Department.

### **In Closing**

Topsfield is endowed with a dedicated community spirit which is evident in the contributions of its residents, volunteers and employees. We extend sincere thanks to our elected and appointed officials, our volunteers, and to all of our residents who choose to 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 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.

I am proud and inspired that with each of our Town's successes, my old friend and colleague Joe Iarocci would be so very proud. As we witness his legacy of "Topsfield Working Together" – I know that we can continue to build upon our foundation by fostering and continuing our hard work, commitment, teamwork and a common vision for Topsfield's future.

Respectfully,  
Boyd R. Jackson, *Chair*  
Board of Selectmen



2017 Board of Selectmen: L-R: Boyd Jackson, John Spencer, Mark Lyons, and Dick Gandt. Not pictured: Laura Powers.



# Town Clerk

It's been a particularly momentous year in the Town Clerk's office; one filled with many changes. Summer was spent working on many projects and making preparations for the presidential election in the fall, as well as the census mailing and dog licensing season around the holidays. Last year, the Town Clerk's office implemented on-line ordering and payment of Birth, Marriage and Death certificates. It was such a success, we worked with our dog program vendor, the banking system and our Treasurer and Collector's office to extend on-line dog registration to residents this year.

## **Presidential Election & Early Voting**

Early Voting was rolled out for the first time in Massachusetts for the 2016 Presidential Election. During the summer months, the Town Clerk's office attended Early Voting training and ordered supplies required for voting stations. The Clerk worked with the Town Administrator and other town hall staff to develop a plan to implement Early Voting at Town Hall, complying with all State regulations. During the Early Voting period, which ran from October 24 through November 4th, the Town Clerk's office saw 979 residents (20% of registered Topsfield voters) come in to Town Hall to cast their ballots. Servicing Early Voting residents was the focus of the business day for the Office for that two week period. In addition, the Office processed 326 Absentee Ballots.

Topsfield experienced an 85% turn out on Election Day. The Clerk's office had additional election staff scheduled to check in and process the substantial quantity of Early Voting and Absentee ballots. It took this team the better part of the day to accomplish the task.

This year the Town Clerk's office processed the Annual Town Street Listing in house because the former vendor was no longer available. The staff, with some high school volunteers, compiled and mailed 2,500 censuses by mid-December. The census packet included instructions to residents regarding on-line dog registration. About one quarter of the dog owners gave it a try during the inaugural season. The months of January and February were busy with processing the census returns and issuing dog licenses to both walk-in and mail-in customers. The office issued upwards of 800 dog licenses during the busy season.

The new public records law went into effect on January 1, 2017. Topsfield designated the Town Clerk as the Records Access Officer (RAO). Adding additional responsibilities to an already busy office, the RAO's duty is to log public records requests, facilitate the request fulfillment and ensure the Town adheres to public records law. From January 1, 2017 – June 30, 2017, the Town Clerk's Office received 52 individual Public Records Requests. Most of these requests were for more than one document or record.

At the end of January, Ann Gill decided to leave the Topsfield Town Clerk's office to return to the Treasurer Collector's office in another town. Having worked for almost five years as the Assistant Treasurer/Collector, and three and a half years as the Town Clerk, Ann's warmth, energy, and dedication will be missed by both Town Hall staff and Topsfield residents. By mid-February, the Board of Selectmen appointed Beth Willis as Town Clerk. Beth was previously the Assistant Town Clerk for over five years.

The big move from Town Hall to the temporary Town Offices took place the third week of February. With Ann's departure, the office was understaffed for this momentous event. Fortunately, some energetic and considerate residents, Dick Cullinan and Bette Cullinan, spent over a week helping to pack and, then, unpack the Town Clerk's Office, including the vault full of permanent records dating back to the 1700s. Because of their hard work and dedication, the Town Clerk's office was ready to open for business with the rest of the Town Offices on time. In addition to the town's records, the Clerk coordinated the move and installation of state voter computer equipment and data lines. Thank you, Dick and Bette for the many days of hard work!

## **Town Meetings & Town Election**

The Annual Town Meeting and Town Election were held on May 2nd and May 4th, respectively. The Annual Town Meeting was well attended. Moderator Stephen Whelan officiated his second meeting. The Town approved both the Donibristle Farm acquisition and the Steward and Proctor Schools Improvement Project. The Town Election ran without issue on Thursday, March 15, 2018, and the newly elected local officials were sworn in on Friday, May 8, 2015 at the Town Offices.





A Special Town Meeting was held on June 20th. This highly attended meeting was to vote on the Water Treatment Plant and a citizen's petition to alter the scope of the Town Hall project. The water treatment plant passed. However, the citizen's petition regarding Town Hall failed.



*Town Clerk Beth Willis with COA Director Paula Burke*

Finally, in mid-May, after being without an assistant for over three months, the Town Clerk's office welcomed Erin Merrill as the new Assistant Town Clerk. Erin is a Topsfield resident and was able jump in and make an immediate impact, helping at the Special Town Meeting and finalizing the census returns and producing the Annual Street Listing for 2017. With her prior municipal experience, Erin is already an asset to the Clerk's office and Town Hall, as a whole.

I also wish to recognize the hardworking team of poll workers and Board of Registrars who ensure the elections and town meetings run smoothly. I especially want to acknowledge the Highway and Park and Cemetery employees who transport the election supplies and equipment to and from the polling site for every election. The support the Clerk's office has received during this year of big changes has been greatly appreciated.

Respectfully submitted,

Mary Elizabeth Willis

### Statistical Town Data For 2017 (Calendar Year)

Town Population (January 1, 2017) .....	6,707
Registered Voters** .....	4,906
Party Totals:	
United Independent Party.....	30
Democrat.....	905
Republican .....	906
Libertarian.....	7
Green-Rainbow .....	2
Interdependent 3rd party.....	0
Unenrolled (Independent).....	3,056
Births:	
Recorded & Filed .....	39
Marriages:	
Intentions Recorded & Filed .....	21
Licenses Issued.....	21
Licenses Recorded & Filed .....	21
Deaths:	
Burial/Crematory Permits	
Recorded, Issued & Filed .....	75
Certificates Recorded, Issued & Filed	
(occurrence community).....	75
Certificates Recorded & Filed	
(residence community).....	26
Total Death Certificates Recorded and Filed.....	101
Dog Licenses Recorded & Issued .....	901
Kennel Licenses Recorded & Issued .....	2

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



# Town Hall Building Committee

## The Renovation and Preservation of Topsfield Town Hall

One of the many appealing factors that draw people to Topsfield is the town's connection with history. Nowhere in town is this more apparent than in the Topsfield Common Historic District, one of the best preserved rural town centers in New England. The Common is ringed by buildings representing several periods of American architectural history from Colonial times through the 20th century. They create a sense of place that is uniquely ours. Integral to the character of the village, and symbols of Topsfield's historic memory, they give us a direct and meaningful link to our past.

The act of renovating our Town Hall, while intended to position us for our future, has in fact offered us a number of opportunities to reconnect with our roots. After emptying the building and relocating town government functions to temporary quarters just up Route 1, the project team uncovered historical documents that were long lost to memory. Of particular note is the original 1873 architectural drawings for Town Hall. This find was augmented one year later when demolition activity exposed areas of the building that had been sealed for 100 years; this turned up a stash of early engineering drawings, dating as far back as the 1850s.



*Original architectural drawing from 1873.*

In opening up this building and exposing its bones, we have been able to identify hidden problems and remedy them. One example is the discovery of a major wooden sill on the south side of the build-

ing that exhibited substantial rot. The deteriorated section was removed and replaced with new, healthy wood. Had this problem been allowed to continue untended, we would have run the risk that it would spread, like a cancer, ultimately causing substantial, and costly, structural damage to the building.



*Rotted sill on south side.*

While it may seem counter-intuitive that the first activity in renovating an old, historic building is demolition, this is common. The challenge, of course, is to conduct such work in a manner that demonstrates sensitivity to the value of the building's historic character. This happens with surgical precision. And it requires careful protection of elements of the building that are to be preserved.



*Temporary protection on woodwork of main stairs.*



In addition to restoring deteriorated elements of the building, projects like this present a golden opportunity to deal with building materials that may be at best inappropriate, and at worst a potential health hazard. We have removed asbestos throughout the building, found in window caulk, roofing cement, floor finishes and wall plaster. And the excavation around the building to accommodate the construction of the addition has turned up contaminants, specifically lead and arsenic, in the soil. These are very common contaminants and they were identified at a very low level, but it was enough to warrant removal of the soils to a regulated hazardous materials disposal facility. Without this project, we would never have known of the presence of these substances. The project is 50% complete and already the Town has a much healthier environment for Town Hall workers and visitors and, especially, for the children of Proctor School next door.

Another benefit to the extensive intervention we have pursued on the building is that we could see just how ineffective previous efforts were at enhancing energy efficiency. At some point in the past, cellulose insulation was blown into exterior walls in parts, but not all, of the building. Over time this material settles leaving large gaps and rendering the insulation considerably less effective. Furthermore, with no proper vapor barrier, the insulation can absorb moisture which can cause all sorts of problems. The renovation project has opened all exterior walls and allowed for a thorough installation of new fiberglass insulation with a proper vapor barrier.



*New insulation is added throughout.*

It may be no surprise to most people that building codes are more structured and significantly more restrictive than they were 140 years ago. With a substantial renovation like this one, we are required to bring the building up to current standards. For example, a significant amount of additional structure has been added, primarily to meet 21st century seismic codes. While it may seem odd that we must worry about seismic activity posing a danger to buildings in New England, it does represent a risk and the Massachusetts Building Code requires appropriate structural enhancements.

A key goal for the project is ensuring accessibility for those with disabilities, hence a new elevator. This amenity, placed within the core of the addition, will provide level access to each occupied floor of the original building and the addition. Furthermore, a new primary entry on the west side of the building, having been designed as fully accessible, more effectively integrates the function into the overall design than the problematic ramp and awkward entry clumsily conceived and built 30 years ago (now removed as part of the current project) on the north side of the building.

The original design and construction of the building identified the large second floor space as a "Public Hall." Once used for town meetings, community gatherings, stage productions and just about any other demand that warranted space for people to come together, is being restored to its original condition.



*Public Hall is being restored.*



The project remains on schedule for a November 2018 completion. It also remains comfortably on budget.

**Committee Members**

Gregor Smith, *Chairman*

Ben Nutter

Peter Bryson

C. Josh Rownd

Liz Mulholland

Ex-Officio Members include:

Donna Rich, *Recording Clerk & Administrative Support*

Boyd Jackson, *Chair of the Board of Selectmen*

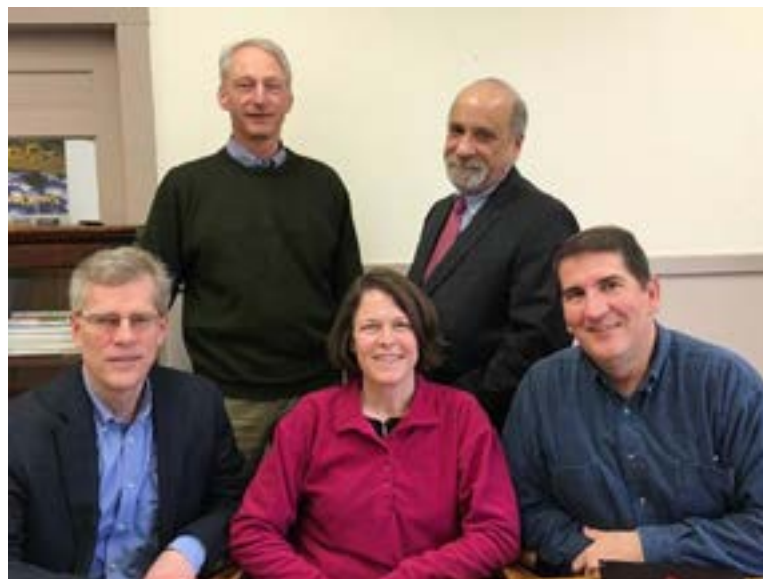
Mark Lyons, *Clerk of the Board of Selectmen*

Kellie Hebert, *Town Administrator*

Former Ex-Officio Members:

Martha Morrison

Roberta Knight



(L–R): Chair Gregor Smith, Ben Nutter, Liz Mulholland, Mark Lyons, Josh Rownd  
Not pictured: Peter Bryson, Boyd Jackson, Donna Rich, Kellie Hebert)





# 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 Emergency Communications Center

We are now into our fourth year with the Essex County Regional Emergency Communication Center. (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.

This year Sheriff Frank Cousins retired and new Sheriff Kevin Coppinger was elected to replace him. We continue to work closely with the new administration as they work to make the center more efficient and responsive to the needs of our community.

New software for the CAD and department records management system is being considered as well as new scheduling software for patrol operations. The Emergency notification system SWIFTREACH is now in operation for our community.

## Departmental Recognition

Detective Kelly Pickering was awarded a Community person of the year Award from the



Tri-Town Council for her work with at risk youths in the community.

*Photo bottom left: Detective Kelly Pickering and State Representative Brad Hill.*

## Training Division: Sgt. Neal Hovey

The Topsfield Police Departments Training Division conducted more than 110 hours of in-house training for the members of the department during FY 2017 in programs such as Legal Updates, CPR, First Aid, Effective Interventions with People with Alzheimer's & Dementia, Dynamics of Addiction and Police Interactions, Police Interactions with Youth, Firearms, Use of Force and Use of Force and Regional Active Shooter Training with Boxford Police, Middleton Police, Boxford Fire, Middleton Fire and Topsfield Fire Department. 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, Effective Interventions with People with Alzheimer's, Youth Issues, Stop sticks, Witness Identification, Fair and Impartial Policing, and Applied Patrol Procedures.

The Training Division also conducted two (2) Firearms Safety Programs in 2017 in which nineteen (19) participants received their Firearms Safety certificates.

## Traffic Safety Division: Sgt. Neal Hovey

In 2017 the Topsfield Police department conducted more than 2100 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





## Police Department, cont.

plagued with an increase in residential complaints. The areas of concern that we are currently addressing are Central Street, North Street, Campmeeting Road (nearly 100 traffic selective enforcements were conducted), 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 WE'VE SWITCHED !!!!!!!

The Topsfield Police Department is sending all Citizens Information Alerts and Advisories through our new emergency community notification system.



In conjunction with:



Essex Regional Alerts in conjunction with Swift Reach has replaced NIXIE as the Town's emergency communication notification system. The Notification system is being provided as part of our commitment to the Essex County Regional Emergency Communication Center.

Your Public Safety agencies and Town Government will now be able to contact all residents of the Town though the land line and mobile phone communications network.

Residents are encouraged to sign up with "Essex Regional Alerts" for mobile emergency alerts and notifications. 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.

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

### Basic Firearms Safety Classes

Our Firearm Safety Instructors conducted two (2) Firearms Safety Programs in 2017 in which nineteen (19) participants received their Firearms 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 350 people have successfully completed the course. We will make periodic notifications throughout the year as to when the classes will be offered.

### School Safety Programs

#### *School Resource Officer Report: Det. Kelly Pickering*

Topsfield Police Detective Kelly Pickering continued her role as Topsfield Police Department's School Resource Officer (SRO) assigned to Masconomet Regional for the 2016-17 school year. Pickering is one of several SRO's involved at Masconomet Regional with the other SRO's coming from the other member town police departments. These SRO's include Middleton Police Detective Adam Maccini and Boxford Police Sgt. Kara Fitzpatrick. The SRO program is coordinated and overseen by Boxford Police Chief James Riter in conjunction with the other TriTown Chiefs of Police, Chief Evan E.J. Haglund from Topsfield, and Chief James Digianvittorio from Middleton. Steve Burt, Masconomet's Director of Security & Crisis Response is the primary point of contact for the SRO's and the school administration liaison for law enforcement.

The SRO's are present at Masconomet as their schedules and departmental operational needs allow. Detective Pickering had an increased presence this past



year due to solely assuming the SRO role for Topsfield Police. Topsfield's SRO position was previously split between Detective Pickering and Officer Shawn Frost. Officer Frost was one of the original SRO's at Masconomet dating back to 2008 when the program first started but is now involved in other department initiatives. Detective Pickering picked up the time that was previously covered by and assigned to Officer Frost. As a result of being on site and available, Detective Pickering was able to assist school administration in a timely manner with the handling of several incidents that required police involvement.

SRO programs in schools are common nowadays but they are an important an integral part in the mission of keeping schools safe. Presence and availability are the keys to a successful SRO program. It is about building relationships, establishing rapport and building trust with students and staff alike. It is important for students and staff to feel comfortable talking to the police, sharing information and having interactions with the police that are not confrontational or incident driven. The SRO's are in the schools to partner with students, staff and parents to promote safety and a positive culture. This is done through visibility and approachability. Detective Pickering has been very proactive in this regard, keeping in touch with day to day activities as well as staying on top of trends that put our youth at risk.

***Drug Abuse & Resistance Education Report: Off. Daniel Bell***

The DARE program had yet another successful year with the 6th grade students of Proctor School. The DARE program has been running for 26 years discussing important topics such as; alcohol, tobacco, marijuana, bullying, stress, social media, and knowing how to make safe and responsible choices. Last year's 6th grade class consisted of 5 classes with approximately 90 students. This program runs for 10 weeks and creates a tremendous bond between the students and the Topsfield Police Department. From week one, students are ensured that if they need help our station will be open 24 hours a day and 7 days a week. By the end of the program, students can feel confident that Topsfield Police are here to support and guide them in the right direction at any point in their lives. The bond between the Police and students builds trust and confidence as well as strong relationships to ensure a positive future and responsible decision making. Although the DARE program spends most of its time discussing important topics, it also sets aside time to discuss questions and concerns directly from the students. Throughout the week, students have the option to write down

questions anonymously and put them into a DARE box. At the beginning of each class, the DARE Officer answers each question and discusses the important topics to the students. By allowing students to express their questions and concerns, we are making sure important topics are discussed that may not be in the curriculum. Having these questions submitted anonymously helps the students come forward and ask questions they may not ask in front of their classmates.

Each lesson consists of an open discussion and allows the students to think their way through many situations they may face in the future. The program expresses the dangers that students could see in the future and how to recognize a problem before it gets too far along. It discusses real life situations and magnifies the fact that one poor decision could lead you down a long road. The DARE program receives tremendous support from the Town of Topsfield and Proctor School and has been a success year in and year out. Teenage students have a tremendous amount and stress in their lives and the DARE program ensures effective options when dealing with their stress and decision making.

**Citizens Police Academy**

Is 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](http://www.topsfieldpolice.com/citizenspoliceacademy) or drop us an email at [ehaglund@topsfieldpolice.com](mailto:ehaglund@topsfieldpolice.com) and we'll add you to the list.

**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 adults by assisting them to lead independent, stimulating, and self-reliant lives as members of the community. There are many programs offered at Topsfield Elder Services designed to keep seniors safe, knowledgeable, active, and secure in their homes. They include supportive services, social and cultural events, education, legal, and financial assistance, transportation, health and fitness, information and referral, and recreation and safety.



## Police Department, cont.

- The primary goals of the Topsfield Elder Affairs Department are as follows:
- Provide education for older adults and families on critical 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 volunteers, seniors, Essex Sheriff's Department, District Attorney's Office, Topsfield Police and Topsfield Fire Departments, 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.

Seniors look forward to the monthly newsletter, "*Senior Scoop*" which highlights upcoming activities, including the transportation schedule, valuable information from the outreach department, and volunteer opportunities. Volunteers distribute a total of newsletters each month and newsletters may be picked up at local venues throughout the Town such as churches, Town Hall, and the library.

*Triad Tips* will now be offered on the first Wednesday of each month, as part of coffee and conversation. Some of the topics of conversation are Carfit, operation concern, 911 disability program, and operation safety net.

Starting this calendar year, the Council on Aging implemented a scanner tag which can go on the senior's key chain or their wrist to help with accountability. Tracking the seniors is important to see who is coming to functions, how often they are coming and who may want to attend but have not been able to participate for different reasons due to illness, weather etc. We want to encourage as many seniors to enjoy the events the Topsfield Council on Aging offers to the residents of Topsfield.

### **Criminal Investigation Report: Det. Sgt. Gary Hayward**

The Investigation Division continued to receive numerous reports of fraud and attempted fraud throughout the year by avenue of internet, telephone and identity theft. The perpetrators of these schemes are extremely difficult to identify. Educational awareness and public notifications of these schemes have shown to be effective in minimizing the number of residents of becoming victims.

The Investigation Division goal of Information gathering and intelligence received from various sources and the timely dissemination of the knowledge received to the patrol officers has proven to be a valuable tool for proactive policing for our community.

Our division successfully completed a counterfeiting investigation with Homeland Security and police agencies throughout the state and surrounding states which culminated in criminal charges being brought on several individuals and the seizure of counterfeit merchandise in value of approximately one million dollars. Our on-going efforts to disrupt the distribution of narcotics in our community continues to be effective. Undercover operations into the sales of various narcotics is constant. Our division has been working in conjunction with neighbor communities to reduce the number of illegal narcotics being supplied to the youth in our community and strives to assist those facing addiction.

The Investigation Division will continue to educate and assist our residents throughout the upcoming year to make Topsfield a safer 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 700 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 to attend next year AS THAT WILL BE OUR 10TH YEAR. Look for another great time for the family.



*Movie Night 2017.*

### **Public Safety Day**

We also sponsored a Public Safety day in the spring at the Topsfield fair grounds. Area police departments, Fire and Public works vehicles were open for the kids to enjoy. There was a bouncy house and dunk-the-cop amusements. We look forward to having this event again next year.

### **Recognition**

This past year we saw the retirements of two of our long-standing employees: Sergeant Richard LeBel and Records Clerk Sandra Sanger.

Sgt. Richard LeBel and Records Clerk Sandra Sanger have served the department and community in a dedicated and professional manner for over 30 years. Sgt. LeBel was our Court officer and former DARE officer and Sandy Sanger was a former dispatcher and part time records clerk. We will miss them both and wish them the very best on a well-deserved retirement.



### **In Closing**

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*



**Topsfield Police Department Statistics  
2016-2017 Fiscal Years**

	<b>FY2017</b>	<b>FY2016</b>
Arrests	65	99
MV Enforcements		
Warnings	2162	1754
Citations	755	758
Criminal Complaints	53	32
O.U.I. (Oper Under the Influence)	28	15
MV Accidents	169	184
MV Selective Enforcement	967	745
Domestics	18	33
Disturbances	21	27
Loud Groups/Noise Complaints	16	28
Assaults (non-sexual)	5	2
Property Damage	3	3
Juvenile Related	21	32
Suspicious Activity	510	649
Medical Aids	486	411
Alarms	313	335
Animal Calls	243	218

	<b>FY2017</b>	<b>FY2016</b>
Proactive Custody	9	3
Building Checks	573	503
Theft of Motor Vehicle	0	1
Larceny from Motor Vehicle	3	1
Unlawful entry of Motor Vehicle	0	0
Larceny from Residence	0	1
Larceny of Bicycle	0	0
Larceny General	1	9
Burglary	2	1
Armed Robbery	0	0
Alcohol Related Incidents		
(not including OUI)	7	11
Drug Related Incidents		
(not including OUI)	24	61
Homicide	0	
Calls for Service	13740	17189
Total calls	16249	18095





# Police and Fire Rosters

## 2017 Police Department Personnel

### Full-Time Officers

Chief Evan E. J. Haglund  
 Sgt. Richard LeBel  
*(Retired. Oct. 2016)*  
 Det. Sgt. Gary Hayward  
 Sgt. Neal Hovey  
 Sgt. James Bonfanti  
 Off.. Steven Weir  
 Off. Shawn Frost  
 Off. Joseph DeBernardo  
 Det. Kelly Pickering  
 Off. Dan Bell  
 Off. Brendan Gahagan  
 Off. Christopher Lippi

### 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

### Special Police Officers

Off. David Bond  
 Off. Timothy Glynn  
 Off. Eric Goodwin  
 Off. David Ricci  
 Off. Justin Slattery

### Police Chaplain

Dorrington Little

### Executive Assistant

Katherine Jackson

### Records Clerk

Jennifer Davis  
 Sandra Sanger  
*(Retired June 2017)*

## 2017 Fire Department Personnel

### Officers:

Giovannacci, Ronald P. – *Chief of the Department*  
*Emergency Management Director*  
*Chairman - Regional Emergency Communication Center \*\* \**  
 Denault, Jr., Charles - Captain  
*Training & Hazardous Materials Coordinator \*\**  
 Collins-Brown, Jenifer - Captain  
*Emergency Medical Services Coordinator \*\* ^*  
 Moore, Darrell, - Captain ^  
 Wood, Donald - Lieutenant \*  
 Wood, Charles – Acting Lieutenant \*

### Firefighters:

Ahern, David*	Fontaine, Travis*
Ash, Thomas**^	Harper, Tamara*
Brown, Charles*	Horne, Jeff*
Brown, Conor** ^	Looney, Sean*
Courtemanche, Roland^	Moore, Scott*
Dalissandro, Nicholas*	Santosuosso, Jason
Feltault, Jerome*	Winfrey, Scott*

### Support Staff:

Lemiesz, Susan - Administrative Assistant  
 Little, Dorington - Chaplain

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\*\*Career

\*EMT=Emergency Medical Technician

^EMTP=Paramedic



# Fire Department

Committed to Community is not only the motto of the Topsfield Fire Department, but it is the framework that our culture is built upon. When a resident has a problem, and they don't know what to do about it; they call the Fire Department. We are an All Hazards Department. We are primarily made up of your friends and neighbors who live in the Town of Topsfield. Our firefighters live in this community and are dedicated to the safety and well-being of the community. The Topsfield Fire Station remains closed to the public 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. Thirty-two percent of our emergency calls happen when the station is not staffed. We 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 is a national trend and not unique to Topsfield. Current management trends for Fire Departments are to look at planned shift work using call personnel to augment full time staff. Each year, our emergencies increase in numbers and in complexity. Topsfield continues to explore all options to provide service to our community at the most cost-efficient manner possible.

I am truly afraid that our reliance on a Call Fire Department places our community and our employees at risk. Topsfield's Selectmen have begun to address this very important staffing issue by working with both collective bargaining units to compensate members for night time availability. Staffing at night must be addressed for the safety of our community. I am looking forward to working with all stakeholders to find a creative way to protect our town.

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.

## Personnel Changes

For the first time in 85 years, there is not a Giovannacci on the Topsfield Fire Department. Chief Giovannacci retired January 25, 2017, after serving the Town of Topsfield for over 40 years. Chief Giovannacci followed in the footsteps of his Great Uncle Amadeo and his father Ronald Henry. Chief Giovannacci became an Auxiliary Firefighter in 1973 and joined the department as a Call Firefighter in 1977. He worked his way through the ranks as a Call Firefighter from Lieutenant and then Captain while he worked as a Police Officer in Boxford. He was promoted to Sergeant in 1986 for the Boxford Police Department. In 1994, he was promoted to Deputy Chief as a Call Firefighter for the Topsfield Fire Department. Finally, in 1997 the Town of Topsfield performed a search, and he was promoted as Chief of the Department taking over for his father.



Under Chief Giovannacci's leadership, the Department increased full-time staff, began providing Advanced Life Support Care, modernized equipment and the training program. He was an important part of the founding and development of the Essex County Regional Emergency Dispatch Center. He was President of the Essex County Fire Chiefs' Association from 2000 through 2015. We are grateful for his service, leadership and friendship. We thank his wife Sue, Daughters Ashley and Kelsey and son David for sharing him with us for a large part of their lives. We wish him good health and happiness as he begins this new chapter of his life.

Interim Fire Chief Richard N. Harris was appointed to start January 25, 2017. Chief Harris was hired to fill in while the Town performed an extensive search using a professional company. Chief Harris has served over 33 years as a full-time Firefighter in North Reading, with eight years as shift Captain and two years as Deputy Chief. Harris has also been an Adjunct Professor at Anna Maria College and Bunker Hill Community College developing curriculum and teaching "Legal Aspects in the Fire Service" and "Arson Investigation."



From 2015 to 2106, Chief Harris served as Interim Fire Chief in Northborough, Massachusetts. He said he is “looking forward to working for the Town of Topsfield and benefitting the Fire Department as best I can.”

Brittany Lynn Taylor left our Department to become a full-time Firefighter/Paramedic for the Town of Belmont. Belmont’s gain is a loss for the Town of Topsfield. We wish Brittany a long and healthy career in the fire service.

Christopher Erickson left our Department to spend more time with his family.

Jessica Morehouse left our Department to concentrate on her career as a Registered Nurse in the Emergency Department at Beverly Hospital. We are proud of her accomplishments and look forward to seeing her when we transfer care of our patients to her capable hands.

Jason Santosuosso left our department to spend more time with his family and business.

#### **Report of the Topsfield Emergency Management Agency**

All local Government employees must be trained in (NIMS) National Incident Management System 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. Our Emergency Management Team meets monthly year round to work together to ensure a consistent and comprehensive approach to emergency management.

A table top exercise was held with our partners in the Topsfield Emergency Service Community which involved an evacuation of the Steward School. This table top drill and the planning meetings leading up to the drill were paid for by a grant that I obtained through the Northeast Homeland Security Council. We have made plans for an actual emergency drill involving evacuation of all occupants of the school for the future pending a funding grant.

The Topsfield Fair represents the single biggest event held in Town annually. It is

a challenge to manage from a public safety perspective because of the number of variables involved in its operation. The 2016 Fair was a busy time for the Topsfield Fire Department. In addition to our usual Town activities, members responded to 215 incidents related to the Fair itself. These incidents included requests for medical assistance (42), motor vehicle lock outs, mulch and trash fires, inspections of bunk houses, generators, and LPG. We participated in daily security sweeps with our law enforcement partners. Our Emergency Management Team meets regularly with the management of the Topsfield Fair and Dean and Fiesta Shows to ensure a safe Fair.

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

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. The public safety agencies in Topsfield have transitioned from NIXLE Notifications to Essex Alerts powered by Swift 911. Essex Regional Alerts are a value added service provided by the Essex County Regional Emergency Communications Center to provide timely emergency and non-emergency notifications.

#### ***Emergency Notifications***

These are critical notifications of life safety events that may require persons near the event in question to take specific life safety actions. Examples may include evacuating a specific area, refraining from accessing a particular area, shelter-in-place, or lockdown. The specifics of each scenario may be different, so residents are encouraged to read instructions carefully and refer to their local Emergency Management Agency for more information.

#### ***Non-emergency Municipal Information***

From time to time, local municipalities may choose to distribute non-emergency



## Fire Department, cont.

information relevant to each particular town. Such information may include parking bans, transportation issues, major local events, anticipated traffic disruptions, changes to hours of town services, etc.

### ***Severe Weather Information***

The National Weather Service issues watches, warnings, and advisories from time to time. Essex Regional 911 makes many of these pertinent notifications available automatically for all of Essex County by following on Twitter. You can also sign up to receive only the severe “warnings” by subscribing to the “Essex County MA Severe Weather List” through the portal. These alerts are delivered via email and text only.

You may also subscribe to the “Essex County MA Urgent Life Safety Notifications” list which will not provide severe warnings such as winter storms, etc., but will notify you of some alerts which require immediate action for life safety. These are delivered by phone, text, and email.

Everyone is encouraged to subscribe to or receive these alerts and notifications.

### **REGISTRATION INFORMATION**

- 1) Sign up for an account at <https://www.ecrecc.org/alerts>.
- 2) Once registered, login to the portal.
- 3) Once logged in, click “add subscriptions” and select the lists you wish to subscribe to.

If you are using a mobile device or tablet, you may be directed to the app store.

### **Report of the Training Coordinator**

Topsfield Firefighters continue to train on a regular basis. This year, they completed over 400 hours of training. Training can either be given in-house, in a classroom session or practical hands-on training. Teaching is led by our own Instructors as well as Instructors from other towns and the Massachusetts Fire Academy. In the past 12 months, the Fire Department has held 194 training sessions. This training included Fire Control and Extinguishment, Active Shooter

Training, Water Rescue, Hazardous Material Emergencies, Medical Calls, and Driver Training. We are fortunate that many of our Firefighters are certified Instructors in several topic areas. 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, classes have to be offered several times to adequately cover the training subjects. Dozens of Topsfield residents were certified in CPR and First aid by members of our Department.

### ***Public Education:***

Topsfield Fire Department works closely with Topsfield Police and the Administration and Staff of all Schools in Topsfield. We participate in monthly safety meetings, open discussion time, regular education in the schools regarding fire safety. Regular CPR, First Aid and Babysitting classes are held throughout the year at the Topsfield Fire Station.

### ***Student Awareness and Fire Education***

Work-a-Day -Topsfield Fire Department participates in an annual rite of passage of the sixth graders in the Proctor School. Each year two or three youngsters spend the day learning about one of the greatest jobs in the world. They perform inspections, learn about emergency medicine and get to wash big trucks. The highlight of the day is returning to Steward School to conduct a fire drill, they enjoy being on the enforcement side of the drill!

### ***Public Safety Day***

This year we brought back an old tradition in conjunction with our partners in the Topsfield Police Department. Members showed the public the steps to extricate a victim entangled in a motor vehicle after a crash. This is done with the tools commonly known as the “jaws of life.” Also Firefighters built two rooms beside each other to demonstrate the benefits of having residential sprinklers. The early notification of fire alarms and quick containment of flames by the sprinkler system clearly can save lives and property.



### ***Explorers***

Exploring is an interactive, worksite-based, career education program of Learning for Life, an affiliate of the Boy Scouts of America. Participants in the program are called Explorers and previously Explorer Scouts. The program serves young men and women who are 14 through 20 years old (Explorer Posts). Exploring posts, are sponsored by local businesses, government agencies, and non-profit organizations, and usually focus on a single career field, but can also introduce youth to a variety of career fields within a single unit.



Prior to 1998, the Exploring program was the main BSA program for older youth and included posts with an emphasis on outdoor activities, which are now part of the Venturing (Venture Scouts) program. The Topsfield Fire Explorers are a group of high schoolers who have an interest in the fire service and public safety. Explorers is open to anyone age 14-21 and has completed the eighth grade. Topsfield Explorers train with the fire department and obtain CPR and First Responder certifications.

### ***Senior Awareness and Fire Education***

**Lock Boxes** – The Topsfield Fire Department Lockbox Program is designed to allow for Firefighters to gain faster access and to limit damage to homes and businesses during emergencies when no one is available or physically able to open the door.

The box itself is a thick steel box that has a locking faceplate on the front of it. This box is mounted to the home in a specific location so that during an emergency, the Fire Department can immediately use the keys locked inside of the box rather than causing damage to the structure in order to gain entry. The only keys to the lock boxes are controlled by the Fire Department.

During an emergency, every second counts! The Fire Department has a number of these boxes available to seniors in town. Please call if you would like one.

**Triad** – The Essex County Triad is a community safety initiative that focuses on empowering, educating and improving the safety, security and peace of mind of the senior population. The goal is to reduce criminal activity, which targets seniors, provide presentations and activities that will build confidence and improve quality of life and enhance the delivery of public safety services to the senior population. The Topsfield Triad is made up of members of the Topsfield Fire and Police Departments, the Council on Aging, the Essex County Sheriff's Department and members of the community. This year, we as a group, have sponsored a number of initiatives including clutter drop off, Car Fit, and our time-tested File of Life Program.

### ***Citizen Fire Academy***

Citizen Fire Academy 4/18/17 Topsfield Fire held their first Citizen Fire Academy. Attendees learned about the fire service, specialized equipment and how to use fire extinguishers, do CPR, and how emergency calls are processed. The Academy included a trip to the Essex County Regional Emergency Communications Center to listen to 911 calls that were actually incoming as well as the dispatch aspect of the call.



### ***Specialized Community Services:***

**Sharps Drop Off** – Topsfield Fire Department participates in a joint effort with the Topsfield and Boxford Boards of Health to decrease the incidence of used hypodermic syringes in the waste stream. Proper disposal of these items is important for the safety of our trash collectors as well as the general population. Residents with sharps stored in appropriate containers may drop them off in the red collection box outside of the Fire Station. Replacement sharps containers can be picked up at the fire station at no charge.







## Fire Department, cont.

**Car Fit** – The Car Fit Program is a joint venture between the American Occupational Therapy Association, AAA and the AARP. CarFit is an educational program that offers older adults the opportunity to check how well their personal vehicles “fit” them.

The CarFit program also provides information and materials on community-specific resources that could enhance their safety as drivers, and/or increase their mobility in the community.

Older drivers are often the safest drivers in that they are more likely to wear their seatbelts, and less likely to speed or drink and drive. However, older drivers are more likely to be killed or seriously injured when a crash does occur due to the greater fragility of their aging bodies.

Driver safety programs improve adult driver safety by addressing cognitive abilities and skills, however, older drivers can also improve their safety by ensuring their cars are properly adjusted for them. A proper fit in one’s car can greatly increase not only the driver’s safety but also the safety of others. Topsfield Fire Department is fortunate to have a licensed Occupational Therapist who has been trained in the Car Fit Program. Seniors can call the Fire Station to schedule their evaluation.

**Child passenger safety seats** – We continue to install and inspect child passenger safety seats for families from all over the North Shore and southern New Hampshire. Motor vehicle injuries are a leading cause of death among children in the United States. But many of these deaths can be prevented. Buckling children in age and size appropriate car seats, booster seats, and seat belts reduces serious and fatal injuries by more than half.

**Safety Net** – Topsfield Fire Department developed a County-Wide response plan to find missing persons using the Safety Net Technology. Caring for a loved one who wanders is a considerable responsibility. Nothing is more frightening than the thought of a loved one with autism, Alzheimer’s, or other cognitive impairment becoming lost. Proven SafetyNet Tracking™ Systems technology helps public safety agencies quickly find and bring your loved ones home. It provides

you with additional protection and peace of mind to keep your loved one safe. Topsfield Fire Department is proud to offer this service to our community to provide a tool in keeping our residents safe in their homes.

### Fire Prevention Officer

The Topsfield Fire Department has taken a proactive role in the education of our residents and businesses in the area of Fire Prevention. Fire prevention is one of the most unrecognized roles which the public sees the Fire Department perform but it’s one of the most important. The Department places a high priority on fire prevention. All full-time staff have obtained State Credentialing at the Fire Prevention Officer Basic and attend regular code enforcement classes. As part of the department’s comprehensive approach to fire and life safety, fire prevention plays a major role in preventing injuries and death. Looking through the years, major changes in fire prevention laws have been preceded by a large loss of life fire or tragedy. Annual inspections are completed to all businesses. Quarterly inspections and fire drills are held at all schools in the Town as well as the local skilled nursing facility. We strive to promote cooperation and information sharing between our citizens, the business community, contractors, and the Massachusetts State Fire Marshal’s Office. This collaboration puts the safety of our citizens and our Firefighters in the forefront with the most current standards.

New development in commercial and residential properties continues within the Town. Through inspections, enforcement of fire codes, construction plan reviews, fire investigations, issuing of permits, and fire education programs, there has been an intensive involvement of the Topsfield Fire Department in our Town. Commercial and large residential construction projects require many steps including site plan review. This considers requirements such as apparatus access, water supply, exposure to other structures, type of occupancy, etc. That is followed by meetings with Fire Protection Engineers to discuss fire alarm, fire suppression and fire alarm connections and the issuing of proper permits in conjunction with the Building Inspector. Once the project is started, on-site inspections are required to keep track of progress and ensure adherence to codes. The Certificate of Occupancy is issued by the Building Inspector once all final inspections are completed.



The adoption of a model code sets 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 of the National Fire Protection Association's voluntary consensus code development process. One example of this 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) then 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 benefitted from this program. Contact the Fire Department if you would like to have your home assessed and new smoke detectors installed.

During this fiscal year, the Topsfield Fire Department responded to several fires which resulted in approximately \$341,600 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 783 Inspections this year including:

Walk through for 26 Fire and Smoke Detectors for 26 F ½ .....	155
Annual Building Inspections .....	357
Lockdown, School and Bus Evacuation Drills .....	6
Common Victaller Inspection.....	9
Fire Drills.....	16
LPG Inspection .....	107
Oil Tanks and new oil lines .....	16
Oil Tank Removal.....	28
Oil Burner Installation .....	16
Final Smoke Detector Inspections .....	15
Other inspections .....	58

Incidents:

Fire .....	85
Medical Aid .....	638
Haz-Mat .....	64
Inspections/Service Calls and other .....	1,392
Good Intent .....	54
Fire/Sprinkler Alarm System Activations.....	145

The theme for this year's Fire Prevention Week: "Don't wait - check the date," reminds us to check the dates on our smoke detectors and to replace them every ten years. Each year in October since 1922, the NFPA has sponsored the fire prevention campaign to emphasize the importance of fire safety to inspire individuals to take action to prevent fires and avoid the deaths, injuries, and destruction they cause. Smoke alarms can make a life-saving difference in a fire, but they need to be working. Unfortunately, many home fire deaths result from fires where a smoke alarm is present but does not operate. This year's Fire Prevention Week theme focuses on motivating people to test their smoke alarms each month to make sure they're working properly.

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. During this fiscal year, the Topsfield Fire Department issued 730 permits, depositing \$18,590 in the General Fund of the Town.

### **Emergency Medical Services Annual Report**

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, 2016, through June 30, 2017, members of the Topsfield Fire Department responded to numerous requests for medical assistance. During this timeframe, there were 638 requests for medical assistance which represents a 13% increase in calls for service. In addition to the calls for service, Topsfield Firefighters completed advanced training, specialty certification, and maintained their required certification. Emergency Medical Services in Topsfield are monitored by a Department of Public Health Approved Service Zone Plan. Due to night-time staffing, we have not been able to meet our standards for response time of less than six minutes 90% of the time. Our lack of a guaranteed response and extended response time due to the unmanned station delay patient care could lead to an adverse outcome.

The Topsfield Fire Department remains committed to injury prevention. The Department has participated in several prevention programs. The Topsfield Fire Department inspected and installed 274 child safety seats during this reporting period. The Department has also worked closely with local Visiting Nurses Associations, the Council on Aging, the Topsfield Housing Authority, and Elder Services to help to ensure that our elderly residents are safe in their living environments.

The Topsfield Fire Department, 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-the-art evaluation and treatment techniques as well as changes to existing treatment protocols. We now know that without question, people’s lives have been saved by the tremendous efforts of our Topsfield Firefighters.

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](http://www.topsfieldfire.com).

Respectfully submitted,

Chief Jenifer Collins-Brown, *MS, EMT-P, I/C*



# Inspectional Services

## Ensuring Public Safety Through Professionalism

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

Respectfully submitted,

Glenn Clohecy, *Inspector of Buildings*

John Thompson, *Electrical Inspector*

Stanley Kulacz, *Plumbing/Gas Inspector*

## FY17 Report of the Inspectional Services Department

### Inspector of Buildings

Total Building Permits Issued.....	298
Total Fees .....	\$82,118.00
Waived Fees (Public Buildings) .....	- 100.00
Total Fees Collected .....	\$82,018.00

Total Sheet Metal Permits Issued.....	14
Total Fees Collected .....	\$1,609.00
Waived Fees (Public Buildings) .....	50.00
Total Fees Collected .....	\$1,559.00

### Electrical Inspector

Total Electrical Permits Issued.....	245
Total Fees .....	\$22,029.00
Waived Fees (Public Buildings) .....	- 100.00
Total Fees Collected .....	\$21,929.00

### Gas/Plumbing Inspector

Total Gas Permits Issued.....	118
Total Fees Collected .....	\$10,135.00
Waived Fees (Public Buildings).....	150.00
Total Fees Collected .....	\$ 9,985.00

Total Plumbing Permits Issued .....	112
Total Fees Collected .....	\$10,207.00
Waived Fees (Public Buildings).....	100.00
Total Fees Collected .....	\$10,107.00



# Road Commissioners

FY 2017 was devoid of any major snow events, equipment issues, or other unpleasant occurrences which have often hindered us in past years. Outside of some personnel changes in the Highway Department and water main break repairs which involve Highway Department employees, it was "business as usual".

## Road Plan

Our FY 17 Road Plan included resurfacing of Garden Street (in advance of the Topsfield Fair), milling and resurfacing of South Main Street, and resurfacing of Colrain Road, Birch Lane, and Oak Drive. The Road Plan was forwarded to the Conservation Commission which had approved a Standing Order of Conditions which was implemented in order to streamline approval of road work.

## Complete Streets Initiative

During the first quarter of FY17, the Town Administrator solicited an opinion from the Board of Road Commissioners regarding participation in the Complete Streets Program, a Massachusetts Department of Transportation (MassDOT) funded initiative intended to reward municipalities that demonstrate a commitment to embedding Complete Streets in policy and practice. A Complete Street is one that provides safe and accessible options for all travel modes – walking, biking, transit, and motorized vehicles – for people of all ages and abilities.

The Road Commissioners agreed that the program could be a financial benefit to the Town on future projects. After meeting two requirements of a three-tiered program, Topsfield was granted approval for technical assistance to begin implementing work which could result in funding of up to \$400,000.00 for street and sidewalk improvements. Our intent was to fund the replacement of the downtown sidewalks with up-to-date features such as compliant wheelchair ramps.

## Equipment Replacement

The sander truck which had been in an accident in FY16 was replaced in the fall. Also, specifications for a new brush tractor were published, and the request for quotes went out in the spring. Two very competitive bids were received, and, by year end, an award was imminent. The Board opted to contribute some

other available state funds to help with the purchase. A small dump truck was approved by the voters at Town Meeting in May.

## Repairs

Failures of water mains, particularly on River Road, continued to plague the Highway and Water Departments with unplanned repair work. After assessing the impact of the failures, the Water Department requested Town Meeting approval to replace the aging pipes that have been prone to failure.

## Other Items

- Andrew Dwinell was hired as an equipment operator to fill a position opened by a resignation.
- The Board approved a price increase for composting to cover the actual costs of labor and disposal of compost.
- The Highway Department assisted the Topsfield Beach Association with erosion control and drainage problems at the Hood's Pond parking lot. The Department employees also completed some repairs to voting booths.
- The asphalt curb on both sides of South Common Street in front of the library was replaced.

## Summary

Topsfield roads remain a standard by which other towns on the North Shore are judged. The Highway Department also spends significant hours on unplanned and emergency projects, working 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*

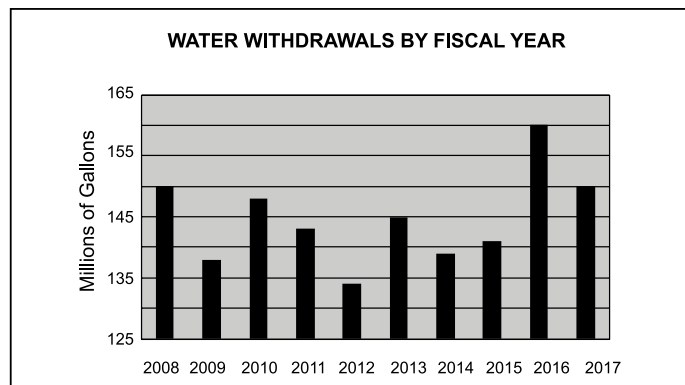




# Water Commissioners

## Water Quantity

One hundred fifty million gallons of water was withdrawn from our two well fields during FY2017. One hundred thirty-seven 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 and to balance withdrawals between sources due to lack of precipitation.



Mandatory water restrictions were implemented in May for the second year in a row due to low Ipswich River stream flow. The restrictions, which we expect will be required every year, normally begin in early July. The historic drought required them to be implemented earlier than normal.

The Andrews Farm Water Company, located in Boxford, continued to purchase water from us while they rebuilt their pump station which suffered a catastrophic loss during FY2016.

## Water Quality

Manganese levels at the Perkins Row Pump Station exceeded MassDEP's limit of 0.3 milligrams per Liter for a period during the summer of 2016. The station was turned off and all water withdrawals were shifted to the North Street Pump Station. Perkins Row remained off over the winter and levels

were back below 0.3 mg/L by early spring 2017. The Water Department began publishing water quality results on a dedicated website – [watertesting.topsfieldpublicworks.org](http://watertesting.topsfieldpublicworks.org) so customers can check results for any parameter at any time.

## System Improvements

Frequent water main failures on River Road and Prospect Street prompted the Board of Water Commissioners to request a Reserve Fund Transfer to fund the design of replacement mains. Design work began in the winter and continued through the spring. The Town approved construction funding totaling \$1.6 million at the Annual Town Meeting held in May 2017. Construction of the project has been delayed until the spring of 2018 due to borrowing constraints.

Wright-Pierce completed the design, permitting and bidding of the Water Treatment Plant Project. Bids for the construction of the project were opened on May 31, 2017. Although too late for the Annual Town Meeting the results were presented at a Special Town Meeting held on June 20, 2017 and the Town voted to fund the 10.4-million-dollar project.

The Town partnered with the towns of Danvers, Middleton, Hamilton and Wenham to examine the impacts of new water withdrawal permits that will be issued by the Massachusetts Department of Environmental Protection in the coming years. The Towns applied and received a Sustainable Water Management Initiative Grant to look at potential permit conditions and long-term water supply alternatives such as increase reservoir storage or a regional connection to the Massachusetts Water Resources Authority. We look forward to working with surrounding towns to plan for future water supply needs.

## Billing, Rates and Conservation

Water rates were raised again to cover anticipated expenses and anticipated debt costs for the water treatment plant. Annual rate increases to ramp up to the anticipated debt service for a variety of capital projects, including the water treatment plant, is favored over drastic rate increases as borrowing milestones are reached. Several more years of increases is expected to meet the anticipated debt service.



Rate Item	FY2016	FY2017
Tier 1 - (0-12,000 gallons quarterly)	7.50	8.90
Tier 2 - (12,001-24,000 gallons quarterly)	8.85	10.55
Tier 3 - (>24,000 gallons quarterly)	12.50	14.85
Base Fee (per quarter)	\$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.

**INFORMATION – BOARD MEETINGS**

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

Respectfully submitted,

Philip Knowles, *Chairman*



# Elementary School Committee

## School Committee:

Linda S. Ross, Chair.....	Term Expires 2018
Katrina Frere, Vice Chair.....	Term Expires 2019
Daniel Pallotta.....	Term Expires 2019
Meredith Sokolowski.....	Term Expires 2020
Jessica Steffens.....	Term Expires 2020

## Leadership Team:

School Superintendent .....	Dr. Scott Morrison
Assistant Superintendent of Operations .....	Steven Greenberg
Asst. Superintendent of Student Support Services....	Matthew LaCava
Director of Curriculum .....	Christine Elliott
Director of Educational Technology.....	Steve Guditus
Director of Facilities.....	Stephen Clifford
Principal, Proctor School .....	Sarah O'Leary
Principal, Steward School .....	Carroll Willa

## 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.

## Current 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

*\* The 2017-2018 Topsfield School Committee is actively working to review and revise the District Goals to ensure they align with our Core Values but also prepare our students for learning and life in the coming years.*

### 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 is now integrated as part of regular learning and teaching. Technology integration is based in solid teaching, learning and pedagogy practices. Teachers are expected to regularly integrate technol-



## Elementary School Committee, cont.

ogy 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.

### **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, CLIC, etc.), curriculum revision and maintenance of a reasonable technology equipment replacement schedule using the annual operating budget and other funding mechanisms.

### **Highlights of the 2016-2017 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, communication, 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. During the 2016-2017 year the Topsfield Public Schools and Tri-Town Union joined in a community read of "Life is Good: The Book" by local authors Bert and John Jacobs. Each month focused on monthly Superpowers to promote character development. These Superpowers, authenticity, creativity, humor, and gratitude, to name a few, were recognized at all school assemblies, and became a part of a common language at both Steward and Proctor Schools and throughout the community.

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 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 and the Program and Inclusion Coordinator 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 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 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 Professional Development**

#### ***Curriculum:***

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 continued the development of Reading Units of Study for grades K-2. Teachers have volunteered to pilot individual units and provide feedback to those developing the units. The units are expected to be complete in spring of 2018 with an anticipated roll-out in Fall 2018. In April of 2016, the Department of Elementary and Secondary Education released new Science and Technology/Engineering standards. In the Fall of 2017, Topsfield Elementary Schools adopted the Scott Foresman Science program for Pre-K, Inspire Science for Grades K-5 and iScience for Grade 6. The new curriculum was fully implemented, PK-6, and all grade levels have been engaged in hands-on learning experiences, enabling the district to align instruction with the revised state frameworks.

#### ***Professional Development:***

Educators participated in a variety of professional development courses during the year. Below is a list of the in-district courses offered:

- Mindful, Not Mind Full
- Implementing the New Science Practices
- Solving for “Why”: Best Practices in Mathematics Instruction

- Building your Professional Learning Network with Twitter
- Google Bootcamp
- 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.
- Grade Specific Science Training
- Tech Talk Series
- W.I.S.E: (Workshops in Special Education)
- ESL Workshop
- Co Teaching Workshop
- Science-Take a Closer Look at Module One in your new Science Program
- Strategies for working with Students with Anxiety
- Social/Emotional Developmental Milestones
- Book Club-Executive Functioning

### **Educational Technology: Innovation and Critical Thinking**

The Topsfield Public Schools and Tri-Town School Union are 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 is 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.

Integrating technology is crucial to meet the demands of a 21st century educational model. We work closely under the guidance of the Director of Technology, 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, and technological developments has started to outpace our instructional learning plans. We have encouraged, promoted and asked our teachers to use technology, and they continue to rise to the occasion. Our continued goal is to increase the





## Elementary School Committee, cont.

integration of technology to which students and teachers have regular access, and also to replace technology that is aging out so we can sustain and grow how we integrate technology effectively and regularly into the classroom.

As our technology investment grows, so too does our Information Technology (IT) infrastructure needs. This means that a future investment 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 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.

### Projects in Process in FY2017 through FY2018

Due to the generosity and support of the Topsfield community, the Steward and Proctor roofs will undergo full replacement and renewal of the exterior/envelope of the two buildings. This is funded, primarily, by the Topsfield community and through award of the Accelerated Repair Program by the Massachusetts School Building Authority (MSBA). The projects will begin in the of summer of 2018.

### School Nutrition Program

This school year, the three elementary school districts are in year three 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 delivering fresh produce, in-house (or scratch cooking), and integration with the educational culture of the elementary schools. Participating members from the three elementary school districts will be assessing successes to-date, by Whitsons Culinary Group and assessing other potential school nutrition management services for consideration.

### SCHOOL NUTRITION FINANCIAL AND PARTICIPATION INFORMATION

	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL
RECEIPTS	153,314	173,491	165,623	165,118
EXPENSES	<u>185,731</u>	<u>166,091</u>	<u>185,469</u>	<u>185,338</u>
PROFIT/LOSS	(32,417)	7,400	(19,846)	(20,220)
# OF MEALS DAYS	175	177	175	177
AVERAGE ATTENDANCE	5,518	5,545	5,723	5,575
AVERAGE PARTICIPATION	2,388	2,200	2,343	2,221
TOTAL PARTICIPATION %	43.28%	39.68%	40.94%	39.84%

### Support for the Topsfield Elementary Schools

Our program offerings at Steward and Proctor would look very different without the support of the following organizations:

- **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. In April 2017, TESPTO successfully hosted their bi-annual fundraiser at Witch Hill Farm, Topsfield, MA to further raise funds to support our 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/](http://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 and sponsoring our Northshore Nature Programs. 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 <http://www.tefschools.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](http://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 all committee members have 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 chart located next page).*

### 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 greater challenge each year.

**Next Generation Massachusetts Comprehensive Assessment System (MCAS)**  
The Next Generation MCAS is an updated version of the nearly 20-year old MCAS Assessment which is designed to be administered on a computer. This exam was first administered in the spring of 2017 in grades 3-8 in English/Language Arts and Mathematics. It is important to note that 2017 is considered a baseline year for this new assessment as results from this year are not comparable to the legacy MCAS exam.

Detailed information about our district's performance 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?linkid=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: [http://profiles.doe.mass.edu/mcas/achievement\\_level.aspx?linkid=32&orgcode=02980000&orgtypecode=5&](http://profiles.doe.mass.edu/mcas/achievement_level.aspx?linkid=32&orgcode=02980000&orgtypecode=5&)

### 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,



Budget Summary	Actual Expense, Approve Budgets, & Proposed Budget				
	FY16 Approved Budget	FY16 Actual	FY17 Approved Budget	FY17 Actual	FY18 Approved Budget
Total Revenues	8,131,599	7,172,205	8,455,423	7,581,323	8,801,183
Expenses					
Salaries	6,798,046	5,874,870	6,949,021	5,971,769	7,117,293
Professional Development	109,985	86,568	98,718	105,398	107,729
Admin., Educational, & Support Supplies/Materials/Equipment/Services	357,860	336,037	370,080	517,701	313,026
In District Special Education Services (Non-Salary- DW Only)	48,585	60,268	65,450	69,078	84,310
Food Service Contracted Services	-	-	-	-	120,000
Transportation (Reg. and Sp. Ed)	240,542	247,142	291,321	280,613	327,168
Utilities	193,561	203,406	191,364	252,825	197,668
Facilities	219,706	205,438	240,796	212,443	253,191
Insurance (Beneficial & Non Beneficial)	18,000	19,200	17,000	20,400	19,500
Special Education Out of District Tuition	145,315	139,276	231,673	151,136	261,298
Total Operating Budget	8,131,599	7,172,205	8,455,423	7,581,323	8,801,183
Less Applied Income	959,000		853,200		974,012
Total Local Appropriation Expenses	7,172,599	7,172,205	7,602,223	7,581,323	7,827,171

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, 2017, there were 110 students in the Topsfield Elementary Schools, grades Pre-Kindergarten through grade 6 identified as eligible for special education; this represents a 3 student decrease. Over the past 4 years, our Dec. 1st special education student headcount has been between 109-121.

We are excited at the opportunity to partner with the Rennie Center, Teachers21 and Transforming Education to become part of the Excellence through Social Emotional Learning Network (exSEL). We were selected as one of only nine districts across the state to be a part of the Network. As a district, we have made the commitment to prepare our students both as learners and as citizens. It has never been more important than now to look at current approaches to teaching and helping support the development of social emotional competency skills. 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. It is our responsibility to ensure that we, as educators, are preparing the students to handle these challenges and give them the tools they will need to be successful now and far into the future.

The Tri-Town School Union and the Masconomet Regional School District are working together in a joint effort to prepare students in the towns of Topsfield, Middleton and Boxford. As we strive for consistency for our students as they transition from the elementary based district (Tri-Town School Union) to the middle and high school regional district (Masconomet) we saw no better way than to partner in this application and embark on this process together!

The Special Education PAC continues to be a strong committee across the Tri-town. 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](http://www.tritownSEPAC.org). In addition to open meetings throughout the year, the SEPAC board meets with district administrators throughout the year as well to serve in an advisory capacity. For the 2016-2017 and continuing into the future, SEPAC has begun a grant program for the teachers and staff. For the 2016-2017 school year, SEPAC, with the district, was able to joint fund bringing Google Read and Write to all students in Topsfield. This is an impactful technology tool that supports students with many assignments they complete throughout the year. SEPAC continues to bring in speakers and run programs to help support the parents of the Tri-Town and will again run an end of year "Carnival" as a fundraiser.

### 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 Dr. Scott Morrison and the entire Central Office team for their leadership, guidance, and diligence in stretching the taxpayers' investment in education;
- TESPTO, TEF, and TTC for their generous and continued support enhancing the learning experience of our students; and
- Our highly involved parent community, as well as residents without children in elementary school, for their commitment to making education a collective priority.

We highly value the reputation and achievements of our schools. Topsfield has a well-deserved reputation for our students' exceptional educational experience – a testament to our educators, administrators and community. Each student's success is critical to our continued community's success. As a school committee, we strive to meet and exceed those expectations.

Respectfully submitted,

Linda S. Ross, *Chair*  
Katrina Frere, *Vice Chair*  
Daniel Pallotta  
Meredith Sokolowski  
Jessica Steffens



# Masconomet Regional School Committee

2017 saw continued growth and innovation in the Masconomet Regional School District. We continued with some major projects and kicked off some new initiatives all while continuing as a high-performing district. Boston Magazine rated Masconomet 20th among the best high schools in the state.

The budget process was again designed to provide transparency and open communication. We continued the format of holding a series of public meetings in which the academic and administrative areas discussed their wants, needs and future plans with the Budget Sub-Committee. This allowed for an open and honest discussion of potential budget issues. In conjunction with an open budget process, the District provides access to ClearGov (<http://www.cleargov.com/massachusetts/school/masconomet>) which provides a wealth of data related to finances and academic data for Masconomet and comparison districts.

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 FY18 budget which represented a 3.3% increase over FY17. Related to the budget discussions, the administration and School Committee studied the continuing enrollment decline and appropriate staffing levels. The High School faculty was reduced by 6.2 FTE in September 2017 while maintaining the full academic program, the opportunities for students with disabilities, and the signature offerings that distinguish Masconomet High School. The High School Principal resigned her position in March and one of the Assistant Principals was named interim. A search for a principal will take place in Spring 2018.

In addition to the operating budget, Masconomet has begun work on developing a long-term capital improvement plan. Following up on The Habeeb Report, a 2016 engineering analysis of the facility, the School Committee formed the District Capital Investment Task Force to create a responsible long-term strategic capital improvement plan. The goal is to implement this plan beginning in 2021 when the current funding bonds retire. In the meantime, the district is managing immediate capital needs through individual warrant articles at town meeting. In May 2017, the three towns approved \$656,000 in capital needs.

The district continues to work with Turf Masco, a parent group, to evaluate the possibility of installing one or more turf fields at Masconomet. The School Committee is concerned with the initial installation, upkeep and replacement costs as well as the impact on student/athletic safety. The parent group plans to engage an outside consultant to address these issues.

A Facility Use and Student Support Organization Task Force was established to study our relationship with booster and other support organizations as well as the use of our buildings by outside organizations and establish policies and procedures that avoid conflicts of interest, prevent violation of Massachusetts Interscholastic Athletic Association (MIAA) policies, and standardize the handling of funds by the school district and the SSOs.

Masconomet continues to work 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 \$44,141 this year, primarily for Middle School STEAM Lab. Their Dancing with the Stars Fundraising event raised over \$50,000. Also, as a result of gifts from the 2008, 2012, 2016 graduating classes, we completed the construction and installation of a digital sign outside the high school.

The Masconomet Regional School District and the High School and Middle School individually continue to perform at the highest levels on the Massachusetts Comprehensive Assessment System (MCAS) measures (District and School Report Cards). On the last administration in 2017, the District and both schools met all achievement targets for all subgroups, an extraordinary achievement. Both schools are performing at Level 1 in narrowing achievement gaps. SchoolDigger ranks every school in the nation within the school's state. Masconomet Regional High School is ranked 15th of 340 Massachusetts high schools. Masconomet Middle School is ranked 52nd of 476 Massachusetts middle schools.

Vision 2025, the district vision and values launched in 2017, continues as a strategic plan is developed. The vision statement calls for authentic learning, which requires a change in roles for both teachers and students. While teachers





remain “in charge” of the curriculum – meaning that they have the responsibility to ensure that all students learn core instructional objectives – students have much stronger roles in determining what the “work” of their own learning will look like: what problems they will study, the opportunity to discover their passions by experimenting, and helping to determine how they want to learn and how to effectively demonstrate what they have learned.

Authentic learning is considered a “strengths-based” approach to learning, where each student can best capitalize on his or her own unique interests and talents, while being less inhibited by his or her weaknesses and knowledge gaps. Some of the teaching practices that are used in authentic learning are inquiry-based instruction, project-based instruction, and problem-based instruction. An authentic learning approach puts teachers into a redefined role as facilitators of learning, with the students having much more input into how they learn both the teacher’s objectives and their own objectives. Teaching and learning therefore becomes more student-centered, passion-driven, strength-based, learning-style advantaged, social, collaborative, and challenging. I find this exciting, because, done well, personalized learning develops deeper thinking, more critical thinking, more independent action, more confidence, persistence, resilience, flexibility, and effective work both independently and in teams! These are the skills that employers will seek, the skills that will enable our students to adapt to the quickly changing nature of their work—and the world.

As exciting as the prospect of authentic learning is, a school cannot change overnight – that is why we have a Vision for 2025. That does not mean that we wait until 2025 to take action and see results, but we do recognize that to change the environment and the culture of the school to one that is personal and authentic is a tremendous challenge that will require time, training, effort, and focus.

Over the past year, we have identified priorities for teacher and staff development and specific activities that we believe will lead to the cultural sea change that we seek. A philosophy of authentic learning is even more than making every classroom function like the vision – it requires the school, in all its practices, actions, policies, and programs, to become the embodiment of the vision. Teaching every student well is a mantra that is gaining traction at Masco. We need to close the gap between wanting to do this and actually doing it.

Discussions and decisions regarding a potential change in school start time continued throughout the year. The Start Time Advisory Committee (STAC), a joint advisory committee comprised of Masconomet and Tri-Town Union School Committee members, studied the issue, conducted a survey of parents, students and faculty, and proposed 4 potential options. Through discussions with the Masconomet and Elementary School Committees, one option was deemed most favorable and further study was done. An external bus consultant was hired to evaluate the impact fiscally and operationally on bus operations and determine the impact of a start time change. Discussion and study continue with the intent of finalizing a decision in 2018. Concurrently with the start time discussion, in response to parent concerns, the district has begun looking at the level of homework. A study was conducted by the advanced statistics class that evaluated student perceptions of the amount of homework, how much time they spent on homework and the impact of after school activities and social distractions.

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 continues to refine our guidelines for crisis intervention and response. The district implemented A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) active shooter training through a series of training and simulation drills with students, faculty and first responders.

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 results are in for the Massachusetts 2018 Scholastic Art and Writing Awards and the Masconomet Regional School District has once again received excellent results! This a testament to the hard work and talent of our students along with that of every member of the art department faculty. The high school received a total of 43 visual awards (12 Gold Key, 21 Silver Key, and 10 Honorable Mentions) and the middle school received a total of 18 visual awards (1 Gold Key and 17 Honorable Mentions). All Gold Key artwork is then judged on a national level with other Gold Key work from across the country later in the spring. This prestigious competition, which began in 1923, is the nation’s longest running program for visual art and writing for teens in grades 7-12. In Massachusetts alone, there were more than 15,000 pieces of work submitted



for review. There will be an awards ceremony at Tufts University for Gold and Silver Key winners on March 17, 2018 and an exhibit of Gold Key work will be on view at Tufts as well from March 17th through March 25th.

During the 2016-2017 school year, students and staff participated in foreign exchange trips to Costa Rica, China and France to fully immerse themselves in the language and fully experience the culture during their stay. Students and staff traveled to Quebec, Canada, which is an annual overnight trip for freshmen. Music Department Chair Walter O'Keefe, music staff and chaperones traveled with music/chorus students to Ireland who not only performed for audiences, but also experienced the Irish culture. Selected students demonstrated their talents performing at the All State Chorus/Band/Orchestra Festival in March.

The Masconomet athletic teams had another successful year. The football team won the CAL Kinney Division and lost to Billerica, 23-14, in the Division II north semi-finals. This past fall the team had an experience of a lifetime, playing at Fenway Park on Wednesday, November 22 v. Everett in the annual Thanksgiving game. The boys' soccer team won the CAL Kinney Division and lost to undefeated Nauset Regional HS, 2-1, in the Division II state championship. We were the only team the entire season to score a goal against Nauset. The girls' soccer team qualified for the state tournament and lost to Andover HS in the first round, 2-1. The field hockey team won the CAL Kinney Division and lost to Lexington, 3-1, in the 1st round of the MIAA Division I north tournament. The volleyball team finished 12-7 and lost to Lawrence, 3-2, in the Division I north first round. The golf team finished 8-4 and qualified for the Division II north state tournament. The girls' cross-country team finished 7-3 in the Cape Ann League while the boys' cross-country team finished undefeated at 10-0 for the second year in a row. The cheerleading team won the CAL Kinney Division and qualified for the Nationals in Orlando, FL.

The girls' basketball team finished 15-8 and lost to Andover, 64-51, in the second round of the Division I north tournament. The girls' ice hockey team completed its best season in school history, losing in overtime, 2-1, in the Division I state semi-finals to Woburn. The boys' indoor track team finished at 8-1-1 while the girls' indoor track team finished at 5-5. The wrestling team finished 5th overall in Division II and 15th overall in the state. The boys' ski team finished second in the NSSL and the girls' team finished 5th. The swim/dive team completed

an undefeated regular season and won the CAL Kinney Division. The girls' team finished 2nd overall in Division I, our best finish in school history. The baseball team finished 13-9 and lost to Burlington, 6-5, in the second round of the Division II north tournament. The lacrosse team finished 9-12 and lost to Billerica, 14-10, in the first round of the MIAA Division I north tournament. The girls' lacrosse team finished 9-11 and lost to rival North Andover, 10-6, in the second round of the Division I north tournament. The boys' tennis team finished 11-6 and lost to Belmont in the Division II north semi-finals. The boys' track & field team finished 7-1 and won the CAL Kinney Division while the girls' track & field team finished 4-4.

The school and students worked on a number of community activities and services including the following annual events. These included the September 11 Flag Display, the second Holiday Chorus and Band Concert for senior citizens in December, the High School Student Council St. Patrick's Dinner for senior citizens in March, and the Memorial Day ceremony for veterans in May.

The Masconomet District and students, faculty and staff appreciate the support from the Tri-Town communities and continues 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  
Topsfield Members:  
William Hodges, *Vice Chair*  
Kim M. Sherwood  
John K. Spencer



# Board of Health

Board of Health Members (during the reporting period of July 1, 2016 through June 30, 2017): Sheryl Knutsen, RN-Chair; Gerald Topping, PE-Vice Chair, Vincent Guerra MD, Thomas Mannetta, CE, and Joseph Collins Esq., John Coulon, RS-Agent, Ivana Szady-Administrative Assistant.

The Board would like to thank Attorney Collins for his dedicated service to Public Health in Topsfield. Mr. Collins stepped down in 2017 after serving two years on the Board.

The Topsfield Board of Health continues to deliver diverse 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, interns, and collaborations, as well as 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, 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 and federal 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 37 such volunteer groups in MA, (931 in US) utilizing federal funds to grow local emergency response capacity. ([www.medicalreservecorps.gov](http://www.medicalreservecorps.gov)) Health Agent John Coulon is the Director of the TRMRC and Liisa Jackson serves as the TRMRC Coordinator.

The Topsfield Board of Health is a member of MA Department of Public Health Region 3A – Northeast Public Health Coalition and thus, a member of the MDPH Region 3 Health & Medical Coordinating Coalition ([www.hmccreg3.org](http://www.hmccreg3.org)). This 49 community collaboration enhances the collective capacity to share resources and respond to public health threats and emergencies, including bioterrorism and outbreaks of infectious diseases across 5 disciplines (Public Health, Emergency Medical Services, Long Term Care, Community Health Centers, and Hospitals). As a member of this Coalition, the Topsfield Board of Health receives funding from the CDC thru MDPH and the HMCC which provides deliverables (required local and regional public health emergency preparedness activities and data) 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.'

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 local events for FY17 requiring Board of Health involvement included: Strawberry Festival, Holiday On The Green, and Grow Spring Expo!,

The 2017 Topsfield Fair ([www.topsfieldfair.org](http://www.topsfieldfair.org)) continued to require the daily oversight of the BOH Agent. Concerns include food (120 permits issued), solid waste, liquid waste, animals, vector control, on-site housing, and potable water. All food vendors must pass inspection prior to opening.

## **Board of Health Members July 1, 2016 thru June 30, 2017):**

Sheryl Knutsen, RN, *Chair*  
Gerald Topping PE, *Vice Chair*  
Vincent Guerra, MD  
Thomas Mannetta, CE  
Joseph Collins, Esq.  
John Coulon RS, *Agent*  
Ivana Szady, *Administrative Assistant*



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 and the Castleberry Arts & Crafts Festival. All have many of the same Public Health oversight concerns as the Fair.

VNA Care Network and Hospice, Inc. ([www.vnacarenetwork.org](http://www.vnacarenetwork.org)) is contracted to deliver public health nursing services, including Seasonal Flu Vaccinations, Wellness Clinics and Health Talks, Communicable Disease follow-up, and Emergency Preparedness. The VNA delivered 92 vaccines October 20 (Emerson Hall) and 26 December 3 (Holiday on the Green). 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 personalized health related services.

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 \$2,043.51 to the Town's General Funds from vaccination reimbursements. Expenses incurred are paid from the Board of Health Budget.

The Town of Topsfield belongs to The Northeast Massachusetts Mosquito Control & Wetlands Management District ([www.northeastmassmosquito.com](http://www.northeastmassmosquito.com)). The organization monitors mosquito activity in Town and makes recommendations to the Board of Health when action is warranted. It also submits an annual Best Management Practice Plan to the Board of Health for review and comment. This year, no mosquitoes tested positive for West Nile Virus or Eastern Equine Encephalitis Virus during weekly testing. No human cases of WNV or EEE were reported in Topsfield. See the town website for the current plan.

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

The Topsfield Board of Health meets publicly at the Town Hall Conference Room on the fourth Thursday of every month unless posted otherwise. Schedule of upcoming meetings, agendas, and minutes are found at the Town website ([www.topsfield-ma.gov](http://www.topsfield-ma.gov)). Topsfield citizens are encouraged to participate in maintaining their community's health.

Thank you to Ivana Szady and Susan Winslow for their assistance in writing this report.

Respectfully submitted,

John Coulon, RS, *Board of Health Agent*



**Volume Analysis FY 2010 through FY2017  
July 1 – June 30**

<b>ACTIVITY:</b>	<b>*FY10</b>	<b>*FY11</b>	<b>*FY12</b>	<b>*FY13</b>	<b>*FY14</b>	<b>*FY15</b>	<b>*FY16</b>	<b>*FY17</b>
<b>SEPTIC SYSTEMS</b>								
SOIL TESTS CONDUCTED	19	19	27	26	24	25	52	48
SEPTIC SYSTEM INSPECTION REVIEWS	89	63	71	82	79	88	86	87
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	32	31	33	27	24	23	28	26
SEPTAGE HAULER LICENSES ISSUED	24	24	19	19	20	23	21	21
NEW APPLICATIONS RECEIVED	5	3	5	13	1	3	6	6
REPAIR APPLICATIONS	26	29	27	29	23	25	33	39
<b>FOOD PERMITS</b>								
ANNUAL PERMITS	37	31	38	45	42	25	40	27
TEMPORARY PERMITS - FAIR	127	135	136	124	120	134	125	126
TEMPORARY PERMITS - NON-FAIR	33	23	21	25	26	17	22	23
MILK PASTEURIZATION	1	1	2	1	1	1	1	1
CAMP PERMITS	3	3	4	5	4	3	3	3
POOL PERMITS	1	2	2	2	2	2	2	2
BEACH PERMIT	1	1	1	1	1	1	1	1
TANNING SALON	1	1	1	1	1	1	1	1
TOBACCO PERMITS	3	3	3	4	4	4	4	4
WELL PERMITS	2	3	5	7	0	1	3	5
BEAVER TRAPPING PERMITS	3	3	4	2	4	4	6	
GENERAL COMPLAINTS	4	11	10	7	17	16	15	4
<b>PUBLIC HEALTH INITIATIVES</b>								
COMMUNICABLE DISEASE INVESTIGATION	190	191	146	134	125	91	***31	95
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED TO TOWN RESIDENTS	413	325	147	226	188	158	126	122
BLOOD PRESSURE/WEELLNESS CLINICS CONDUCTED	48	***45	47	48	44	48	47	48

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

\* Fiscal Year: July 1 - June 30

\*\* including fees for new and repair

\*\*\*comparative reduction due to changes in DPH protocol





# Council on Aging

FY17 represented a year of new opportunities for the Topsfield COA. A comprehensive Needs Assessment completed by the University of Massachusetts in 2015 had outlined many reasons why Topsfield should invest in programming space to meet the changing needs of its increasingly senior (60+) population. In May 2016, the Topsfield COA reached an agreement with the Congregational Church of Topsfield to rent space for four hours per day three days per week. The level of activity increased in August when a new Executive Director was appointed. Building on a solid foundation, many additional programs were added throughout the year. In January 2017, the COA relocated the programming site to Trinity Church primarily because the area correlated almost exactly with the space that would be available once the Town Hall addition was complete. This allowed programming to expand at a rapid pace.

## Programming

By the end of FY17, the following activities were taking place weekly (except between Christmas and New Year's Day and Fourth of July week):

- Monday: Game Day
- Tuesday: Excursion
- Wednesday: Coffee & Conversation, Tai Chi, Knitting (at Little Brook Village)
- Thursday: Zumba Gold, Themed Luncheon

The innovative and unique weekly excursions around New England and beyond drew large crowds. Highlights included visits to Plimoth Plantation and the Museum of Russian Icons, Adventures in Maine to shop at L.L. Bean and eat at the Maine Diner, High Tea at Blithewold, a trip to the Lowell Auditorium to hear holiday tunes played by the Boston Pops under the direction of conductor Keith Lockhart, a 2 hour customized tour of the State House by our state representative and senator, an upscale luncheon at Sea Glass in Salisbury on a stormy Valentine's Day, Adventures in Gloucester featuring lunch at the popular 1606 Restaurant in the Beauport Hotel, a Back to Campus experience to see John Legend as part of the speaker series at Salem State University, Adventures in Lynn featuring a private tour of the Grand Army of the Republic Museum, and a relaxing cruise on the Essex River.

Monthly, a Watercolor Painting Class and Lunch 'n Learn Programs are offered. For Lunch 'n Learns, experts in fields who educate seniors about relevant issues (e.g. protecting one's identity or the latest changes in Medicare) would spend at least thirty minutes providing vital information.

Book Club participants gather every other month to discuss thought-provoking books with broad appeal.

ArtVentures are held both at the programming site and out on the road. A visit to an artist's studio, a presentation about food art at the Topsfield Bake Shop, arts and craft workshops, and a photoshoot around Topsfield were all popular activities.

Offering dynamic, unique and inclusive programs is just a fraction of what the Topsfield Council on Aging does. While the activities and events listed on the monthly calendar of the Senior Scoop give the department tremendous visibility, they are not the most important accomplishments.

## Services

Transportation is one of the most vital services that the Topsfield Council on Aging provides. The bus operates four days per week, offering rides to medical and other appointments on Mondays, Wednesday afternoons, and Thursdays. Most Tuesdays, and occasionally on other days, the bus transports up to fourteen senior citizens on weekly excursions around New England. The weekly shopping shuttle runs typically on Wednesday mornings, barring unusual scheduling conflicts or inclement weather. For seniors who are not driving, the transportation services offered by the town are invaluable. For a small donation, seniors can get curb-to-curb service to medical appointments, etc. Transportation services are subsidized by a Title III-B of the Older American Act of 1965 grant administered by SeniorCare, Inc. In FY17, 2202 rides were provided to 629 different people (see statistics below)

Many of the services sponsored by the Topsfield COA, often in collaboration with other departments (e.g. Board of Health), are held regularly at our programming site.



PHOTO COURTESY OF TOPSFIELD COUNCIL ON AGING

*COA visit to the Massachusetts State House in January, 2017.*



## Council on Aging, cont.

The VNA Care's "Keep Well and Blood Pressure Clinics" are held at three locations around town. On the first and third Thursdays of the month, the nurse can be found in the community room at Washington Meadows and Little Brook Village, respectively; on the second and fourth Thursdays, the nurse sets up at the COA's programming site, currently Trinity Church. Going out to where clients live and gather is a priority for the COA.

The Topsfield COA partners with AARP to offer free assistance with Tax Preparation for low and middle-income earners with simple taxes. Dedicated volunteers help mostly Topsfield senior citizens each year at designated times between mid-February and Tax Day, April 15th.

A SHINE (Serving Health Information Needs of Everyone) Counselor offers at least two appointments each month. SHINE is a state program that provides free, unbiased health insurance information, counseling, and assistance to Massachusetts residents with Medicare.

On a daily basis, staff members are in contact with at-risk seniors and their families to ensure that their needs are being met and that they are safe in their living situations and to help them find support. Making outreach house calls is part of an ordinary day at the office. In FY17, more than six thousand "encounters" with Topsfield senior citizens, their family members, and service providers were recorded.

Perhaps the most important service that is offered by the Topsfield COA in partnership with our Area Agency, SeniorCare Inc., is the Meals on Wheels Program. Every weekday (barring holidays and inclement weather) hot meals prepared by Sidekim foods of Lynn, MA are delivered to the homes of more than two dozen clients throughout Topsfield. Clients qualify through SeniorCare, Inc. and remain in the program for as long as necessary. Occasionally, a client will participate short-term, while recovering from surgery, etc. The meals are tailored to the client's dietary needs (e.g. reduced salt, pureed, gluten-free.) Dedicated volunteers spend at least two hours on their designated day to ensure that the meals are delivered in a timely fashion to clients in need of proper

nutrition and companionship. This lifesaving service extends the length of time that residents can live independently in their homes.

Assisting senior citizens who wish to remain in Topsfield for as long as possible requires helping them reduce the financial burden of increasing expenses while living on a fixed income. Working with the Town Assessor, the COA strives to educate the senior population about tax relief for which they may qualify that is available both locally (abatements) and at the state level (Circuit Breaker). The COA administers the Senior and Veteran Tax Work-Off Programs in collaboration with other Town Departments that see the benefit of integrating talented and enthusiastic senior citizens and veterans into their workforce. The applications for both Work-Off Programs are available starting December 1st and are accepted until all fifteen positions are filled each year.

### Volunteers

The Topsfield COA could not meet its objectives without the assistance of the more than eighty volunteers who devote time and energy throughout the year to enhance the lives of Topsfield's seniors.

The eleven-member Topsfield COA Board of Directors, whose names are listed along with other Appointed Town Officials in this Annual Report, works in concert with the Executive Director to establish priorities. This dedicated team, led by chairperson Penny Rogers, attends monthly meetings and assumes leadership roles for different projects/initiatives as requested.

The Friends of the Topsfield COA, a legally recognized 501(c)3 non-profit organization, has made a significant impact during this year of transition. The Board of the Friends voted to pay most of the rental fees associated with the temporary programming sites. Without their support, the Topsfield COA would have been forced to wait more than two years to develop the robust programming that Topsfield seniors have enjoyed since August 2016. The Friends host major events such as the Annual Holiday Party and the new Family & Friends Dinner and Oktoberfest; not only do they provide the funds so that more than one hundred guests can enjoy a wonderful free evening out complete with



entertainment, they do the heavy lifting to ensure that the event runs smoothly. The Friends offer scholarships so that seniors without disposable income can attend some of the higher priced trips on which the COA embarks (e.g. theater outings). The Friends of the Topsfield COA have been sharing their Facebook Page so that there is a unified online presence. On this page photos of events and activities are posted regularly so that family members can continually see how engaged their loved one is within his/her community. Important information about relevant local and regional services and time-sensitive matters also appear on this site.

The Triad Team, consisting of representatives from the Topsfield COA, Fire, and Police Departments, the Essex County Sheriff's Department, and residents, works together to keep senior citizens safe by sponsoring programs to educate them about sheltering in place, tracking devices, lockboxes, Files of Life, decluttering programs, etc.

In addition to all the volunteers previously recognized, more than fifty additional Topsfield residents give their time to enhance the lives of Topsfield seniors, as programming and event assistants, companions, newsletter editors and assemblers, and much more. The Topsfield COA volunteers are monitored within SeniorCare, Inc.'s RSVP program that organizes volunteers in nine communities throughout the region.

At the Annual Volunteer Breakfast, Vinny Mortellite, who serves as the Programming Site Coordinator, and Bonnie Gulick, who was instrumental to several Town Hall Departments during the relocation in February 2017, were both given by town officials the Silver Tree Award for exceptional volunteer service.

### **Grants/Trust Funds**

The Topsfield Council on Aging seeks grants to supplement the appropriation that is voted on at the Annual Town Meeting. The Formula Grant is disbursed annually by the state currently at a level of \$10/senior based on the results of the 2010 census. Recognizing that Topsfield has limited access to public transportation, SeniorCare, Inc. has administered a Title III-B of the Older American Act of 1965 grant for several years. Federally authorized funds flow through State Units of Aging, in Massachusetts that would be the Executive Office of Elder Affairs or EOEA, to certain Area Agencies, for Topsfield the agency is Senior-

Care, Inc., to provide community-based supportive services to older persons. The Massachusetts Cultural Council entrusts local Cultural Councils, which are appointed volunteer committees, to equitably distribute the state funds so that enriching opportunities will be available to as many citizens as possible within a city/town. In FY17, the Topsfield Cultural Council awarded the COA funds to cover the cost of entertainment at the first annual Family & Friends Dinner in June and to cover half of the expenses associated with bringing a band to the gazebo for a concert that attracted more than two hundred residents of all ages in July. Each year, funds provided by the David Cummings Charity via the Commissioners of Trust Funds subsidize the Meals on Wheels Program. Collaborations

Working with other organizations has led to many unique opportunities for the Topsfield COA. In March 2017, the Topsfield COA and Historical Society banded together to offer an Insider's Tour of West Point, a unique travel experience that took more than thirty-five seniors into locations at the prestigious United States Military Academy that most visitors never see. Soon after, when they joined our book club for the day, the Tri-Town School Union leaders, Supt. Morrison and the elementary school principals, explained how concepts from the Community Read book "Life is Good" have been integrated into the school curricula. The Topsfield Garden Club donates lovely arrangements to deliver around holidays throughout the year to Meals on Wheels clients. The New Meadows Garden Club hosts an annual Boxwood Tree Construction Workshop and donates extraordinary centerpieces for the annual Holiday Party every December. While located on the same premises at Trinity Church, the COA and Trinity Preschool have joined together for some unique events; in celebration of St. Patrick's Day, they cheered together for Irish Step Dancers from Masconomet who gave them a private performance. The Topsfield COA, with support from the Friends of the Topsfield COA, assisted the Holiday on the Green Committee by hosting "Santa's Workshop," where young residents crafted colorful ornaments to bring home. Success Stories

In addition to offering extensive programming to promote social engagement and lifelong learning and providing access to a variety of services that help seniors meet their physical, emotional, and financial needs, the Topsfield Council on Aging assists families behind the scenes every day. We are there to try to match a senior with a friendly companion after the loss of a spouse; we





are there to attempt to find transportation for a senior outside of our regular service hours; we are there to deliver donated grocery gift cards to those who need a little extra help; we are there when it is time for reluctant seniors to take those last steps to move out of a house they have loved for decades; we are there to attend a graveside funeral when there are few in attendance; we are there to reach out with a call or a card when a beloved pet is lost. These small but important acts happen regularly and often lead to a senior becoming actively involved after a traumatic experience. We quietly celebrate many success stories, having witnessed the transformation of dozens of seniors who are now thriving because they are taking advantage of what the new Topsfield Council on Aging, in partnership with other service and social organizations, offers. While Topsfield has always expressed pride in the education that the town's public schools offer students, the community should feel equally proud of the way that the senior citizens are being served. An extremely small fraction of the town's annual operating budget supplemented with donations from the Friends of the Topsfield COA and a variety of granting agencies including SeniorCare, Inc. and the Massachusetts Cultural Council, ensures that more than two thousand Topsfield seniors have access to lifesaving services and social and lifelong learning opportunities that help them thrive during their golden years. For those hoping to Age in Place and with Dignity, Topsfield is a wonderful place to call home!

### The Future

With an eye towards November 2018, the anticipated grand opening month of a renovated and expanded Town Hall that will include a second-floor wing dedicated to the Topsfield COA, the department is establishing programs that will easily transfer into our new home. Additional programs will be added once space is available whenever Town Hall is open for business. The convenient downtown location and comfortable space will make the new COA wing the place to be in Topsfield!

### FY17 Statistics

Unduplicated counts indicate the number of individuals served.

Duplicated counts describe the total number of people served.

CATEGORY	UNDULICATED COUNT	DUPLICATED COUNT
Community Education	206	342
Events	736	919
Fitness/Exercise Classes	53	376
Health Screenings (VNA Cares)	40	111
Meals on Wheels	49	6138
Recreation (Trips, Book Club)	650	2248
Assistance Programs (SHINE, AARP Tax)	54	57
Transportation	629	2202

### Staff

Privileged to be serving you between July 1, 2016 to June 30, 2017 were:

Stan Brennan, *Bus Driver*

Greg Young, *Bus Driver*

Peg Beauregard, *Data Entry Clerk*

Beth Wideberg, *Senior Administrative Asst. and Meals on Wheels Coordinator*

Paula Burke, *Executive Director*

Respectfully submitted,

Paula Burke, *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. We are a 501c3 not-for profit organization proudly serving the communities of Boxford, Topsfield and Middleton, Massachusetts.

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 and Positive Community Norms (PCN) using The Science of the Positive (SOTP). 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.

The Positive Community Norms approach to improving community health is founded on the Science of the Positive. Science of the Positive focuses on growing the healthy, positive, protective factors that already exist in our community. It is based on the core assumption that the positive is real and is worth growing – in ourselves, our families, our workplaces, and our communities (Linkenbach, 2007).

## How Do We 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, health departments, 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 powered by 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 2016-2017 program year, TTC's efforts reached thousands of youth, parents and educators with more than 100 educational, enriching 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 experienced adults, may include art, science, cooking, physical activity, Lego Engineering, sewing, drama and nature workshops. And, new this year, we offered several classes initiated and taught by Masconomet High School youth with adult supervision including ultimate frisbee, dance and art. 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 and at various locations during the summer. During FY17 more than 500 Tri-Town elementary youth participated in after-school Horizons and 10 high school youth served as volunteer counselors during summer Camp Invention.

***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 our 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. In FY17 we established a formal relationship with the Masco MS Student Council Advisors, tapping into the resources and energy of this group to help with TTC programs and initiatives including Tuesday Tag It's and the 6th Grade Welcome to Masco Night.

***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. Over 275 graduated seniors and 40 chaperones participated in the 2017 event.

***Tri-Town Council Scholarship Program*** – Scholarships are awarded to three graduating Masconomet Seniors, one from each of the tri-towns, recognized for their academic performance, community service and being exemplary role models to peers during their high school years. The 2017 recipients were Dan Frasca, Ben Walls and Julianne Doherty. FY17 marks the 7th year these scholarships have been awarded. In FY17 TTC awarded \$500 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*** – 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 (Community Resource Guide) 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 YRBS was administered in November 2016 to almost 2000 middle and high school youth. The Executive Summary was released in the spring of 2017. Survey findings were presented to the Masconomet School Committee in the spring of 2017; presentations to stakeholders will continue in all three towns in FY18. The survey data is used to inform our programming, in particular our Positive Community Norms initiative, and is shared and used by Masconomet, public health and others. Executive summaries of all YRBS administered are available at <http://www.tritowncouncil.org/coalition-3/news-and-articles/>.

**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. 500 adults participated in the 2017 survey, offering us an insight into areas of concern as well as perceived alcohol and drug abuse among tri-town youth. This information will be presented to the community in conjunction with the YRBS survey data in November 2017. Executive summaries of Adult Perception Surveys are available on our website.

### **Enrichment Programs & Workshops (Youth, Parent, Community)**

#### **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? What do you wish adults knew about youth in the tri-town?

**Massachusetts Conference for Women (Young Women’s Program)** – Tri-Town Council, for the sixth year, secured sponsorship for 12 Masco Junior and Senior girls and 2 adult chaperones to attend this annual event in December which focuses on leadership, self-esteem and empowerment. In 2016 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 2017 topic was “Youth Exploring Optimism Through the Lens of the Life is Good Superpowers”. 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 as well as in the lobby of the Masconomet Middle School.

**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 November-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. This year we expanded to include board games and some craft activities.

**6th Grade Fun Night** now in its fourth year. TTC provides 1-way bus transportation from the upper elementary schools to Masconomet. This two hour event provides another opportunity for tri-town 6th graders to meet one another in a casual environment 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 275 6th graders attended this now annual event in May 2017.

**High School Youth Leadership Retreat** – 5th annual ½ day workshop held on an early release day in March, this year at Danvers Indoor Sports. Over 40 Masconomet high school youth (grades 9-12) participated in this free program focused on leadership, communication and self-advocacy. TTC provides 1-way transportation from Masco to Danvers Indoor Sports.

**Middle School Youth Leadership Retreat** – now in its second year, the afternoon focused on team building and making new connections with peers. Over 20 middle school youth attended the program which was held at Danvers YWCA Stiles Pond campus in Boxford.

**Media Girls** – a mother (or special adult) and daughter program facilitated by Michelle Cove where we explored how to help girls better navigate the social, emotional and school pressures they face each day. This program was offered in partnership with Middleton Health & Wellness Committee and represents our first formal collaboration.



## Tri-Town Council, cont.

***Empowerment Project Screening*** – Spotlighting 8 positive and powerful women leaders across a variety of lifestyles and industries, the Empowerment Project inspires women and girls to push their boundaries and not be afraid to fail. Screening of The Empowerment Project was followed by facilitated discussion with Dierdre Baker, Technology Integration Specialist at Howe Manning School and TTC staff. This film was offered in collaboration with Middleton Health & Wellness.

***Taylor's Message Presentation to the Junior Class*** – Kathi Meyer Sullivan presented the heartbreaking account of her daughter's death as a result of a night of binge drinking and poor choices by Taylor and her friends. Kathi shares Taylor's story with students in hopes that her message will enlighten others on the dangers of underage drinking and poor choices. This presentation was on the same day as the Junior Prom.

***Meditation and Stress Reduction Presented to the Junior Class*** – TTC sponsored a series of classroom visits from Joan Amaral, Zen Center North Shore Guiding Teacher in collaboration with Masconomet educator Ryan Quinn providing guided instruction and physical and emotional benefits of meditation to students and classroom teachers.

***Mark Wahlberg Youth Foundation MA Summit on Opioid Awareness*** – TTC attended with several high school youth this half-day event intended to educate youth about the dangers and realities of opioid addiction. Agenda included a screening of James Wahlberg's film *If Only*.

***Girls 4 Girls Mentoring Program*** – completing its second 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. In 2017 we had 16 Mentor/Mentee matches.

***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.

***Weekly Asset Tips and School Assemblies (K-6)*** – 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 transported 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 @ Strawberry Festival*** – 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.

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

***Boy Sense:*** Decoding the Developmental Needs & Nurturing the Resilience of Boys at Home & School presented by Stephanie Meegan - providing practical insights and powerful recommendations that adults can implement at home and in the classroom supporting the unique needs of all young boys.

***Growing Up Mindful*** – Essential practices to help children, teens and families find balance, calm and resilience presented by Christopher Willard. In this presentation, Dr. Willard shared how adults can embody and model the skills of mindfulness to empower children and teens with resilience throughout their lives.

***Screenagers Documentary Film*** – explores struggles over social media, video games, academics and internet addiction revealing how tech time impacts



kids' development and offering solutions on how adults can empower kids to best navigate the digital world and find balance. Film was followed by a panel discussion featuring staff from Masco and TTSU.

***Balancing Technology Use in Family Life*** – How to Avoid Screen-Distracted Parenting through Mindful Media Management - conversation facilitated by Stephanie Meegan for pre-school parents/educators.

***Under Construction!*** What Every Parent Must Know about Your TWEEN/TEEN'S Brain Development by Dr. Ruth Potee - a discussion about teen brain development, its impact on risk-taking behavior, including the use of drugs and alcohol, and what this means for parents of teens.

***Hidden in Plain Sight*** – an adults-only (over 21) exhibit offering an opportunity for participants to explore all of the ways drugs, alcohol and other risky behaviors (self-harm, eating disorders) can be hidden in plain sight via a mock teen bedroom. Opportunity to identify red flags, talk to local experts and gather resources. This 3 day event held at the Topsfield Fairgrounds, Coolidge Hall, was in partnership with Topsfield, Boxford and Middleton Police Departments. Growing A Grown Up presented by Vicki Hoefle - this presentation offered an overview on Vicki's books: The Straight Talk on Parenting: A No-Nonsense Approach on How to Grow a Grown-Up Duct Tape Parenting: A Less is More Approach to Raising Responsible, Respectful & Resilient Kids.

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

- Provided multiple copies of Change your Brain, Change your Life by Dr. Daniel Amen to Masconomet Middle School for a faculty read.
- Sponsored after-school meditation for Masconomet staff with Zen Center North Shore
- The Adolescent Brain & The Physiology of Addiction: A Concern for Us All Presented by Dr. Ruth Potee: Board Certified Family & Addiction Medicine Physician to tri-town educators and administrators
- Sponsored local participation (16 community partners – including school and law enforcement representatives) at the Essex County District Attorney Annual Safety Conference in March.

#### **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 and regularly attends meetings of town and school boards to share our work. Examples of this outreach include:

- Steward School Wellness Fair
- Middleton Gets Moving Night
- Topsfield Holiday Walk
- Topsfield Strawberry Festival
- Masconomet MS and HS 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
- Social media presence including TTC Facebook page and Twitter

#### **Affiliated Organizations**

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

***Disability Awareness Starts Here (DASH)*** – Since 1994, D.A.S.H. has provided an innovative, hands-on sensitivity awareness experience for elementary school students in Boxford and Topsfield and in Middleton. This parent led program relying on more than 250 volunteers is embraced by the elementary 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.



## Tri-Town Council, cont.

***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 dozens of classroom volunteers to more than 35 needy children in 2016.

### **Tri-Town 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](http://www.tritowncouncil.org), E-news via our in-house database and through school newsletters and blogs, in local media resources such as the Tri-Town Transcript 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. 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 cyberbullying, social media and Internet safety, stress/anxiety 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; faith-based institutions and TTC maintains connections with professional groups including of CADCA, Community Anti-Drug Coalitions of America, MassTapp, 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.

The Tri-Town Council is grateful for and depends 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**

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Respectfully submitted,

Lisa G. Teichner, *Executive Director*

[lteichner@tritowncouncil.org](mailto:lteichner@tritowncouncil.org)

(978) 887-6512



# Recycling Committee

Now in its nineteenth 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 \$51,675 in Pay as You Throw (PAYT) sticker revenue in fiscal 2017.

The Town is in its fourth 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 washing machines, stoves, dryers, etc and anything else that has accumulated in the garage or basement.

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 SMRP (Sustainable Materials Recovery Program) monies were used again this year to purchase supplies for the sixteenth Annual Town Clean-Up Day held in April. This year's clean-up was again sponsored by the Congregational Church. Trash was picked up from Topsfield's roadsides, sidewalks, alleys, and parking lots by many volunteers. Funds are also used at the two elementary schools in Topsfield, which serve over 600 students plus staff. Each week, two 64 gallon totes per school (totaling four totes) are dedicated to organic waste for compost, and hauled by Black Earth Compost, which then offers the schools compost at half price for the school gardens and for a spring fundraiser as well. The hauling is funded by SMRP monies. The students are trained to sort their waste to maximize uncontaminated recyclables and compostables, and bins have clear and thorough signs with pictures to help. They are also encouraged to reduce waste overall in other ways, such as reusable containers. Compostables are generated in the greatest volume in the cafeteria and kitchen, but classrooms

also collect waste from snacks for composting. The compostables liners have been absorbed into the school facilities budget starting this year, and newly updated signs for the bins were funded by a private grant this year.

The Town recycled 803.49 tons of curbside wastes, which included 445 tons of mixed paper 358.49 tons of co-mingled plastics, cans, and glass containers. This represented 41 % of the total tonnage (1,933.30 tons) collected in the Town.




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

Respectfully submitted,

Donna C. Rich, *Recycling Coordinator*



# Board of Library Trustees

Topsfield Town Library by the numbers (2016 – 2017)				
115,301 items checked out		23 volunteers contributed 1,050 hours		
6,317 Topsfield residents with library cards	73,514 visitors	469 Fans	 Like	
50 adult programs – 2,426 attendees	8,252 research questions answered		2,982 eBook downloads	
Open 44 hours per week	5,383 new items added	162 youth programs 3,082 attendees		
 7,252 wireless sessions		3,004 public use computer sessions		

## Topsfield by the Numbers

As the above infographic shows, the Topsfield Town Library is a busy place with 73,514 visitors last year. People continued to use the public computers with 3,004 login sessions and continued to trust the library to answer 8,252 reference questions. Program attendance increased as did the library's "likes" on Facebook.

## Library Staff

Last fiscal year, the library experienced many staff changes. Sara Kelso, part time Reference Librarian, resigned in August. Pembroke King joined the library in September as part time Reference Librarian but left in November. Aimie Westphal was hired in November as part time Reference Librarian. Rebecca Crockett, Library Associate, left the library in February. Rebecca Boudreau was

promoted from part time Children's Library Assistant to full time Library Associate. Noreen Mirabito was hired as part time Children's Library Assistant in April.

## Facility

In August, the library received a teak outdoor bench donated by Laura Smith in memory of longtime Topsfield resident Carol Moore.

The Inuit art collection donated to the library by the estate of Topsfield resident William Pizzano found a home in the Periodical Room in February. An existing bookcase was retrofitted with glass shelving and locking glass doors. The delightful collection of soapstone and bone sculpture is worth visiting!

Also in February, a charging station was installed on the second floor. The library would like to thank Cargill Insurance for sponsoring it and it has been used by many patrons to charge their mobile devices.

The Children's Room got an update and "The Zone" opened for tweens in May. "The Zone" features comfortable reclining chairs, tables with dry erasable tops, graphic novels and reference material for children in the "in between" stage.

## Library Programs

This year, the library partnered with the Tri-town schools and libraries for a nine month celebration of the book *Life Is Good : The Book : How To Live With Purpose & Enjoy The Ride* by Bert Jacob. Each month the library and schools focused on one of the "Superpowers of Optimism" detailed in the book. The library had book discussion groups, story times, gratitude trees and many other programs to celebrate the life is good theme. This is the first time the Tri-town schools and libraries (Boxford, Middleton, Topsfield) worked together on programming on a common theme.

The reference librarians started a service for homebound patrons. The homebound patron simply calls the library and discusses which books they would like to read. The reference librarian will get the books, check them out to the patron's library card and bring the material to the Council on Aging at Town Hall. The Council on Aging volunteers delivers the books to the homebound patron.



The Music Committee continued its excellent work selecting and sponsoring three concerts at the historic Gould Barn. "Whose Muddy Shoes" opened the season in November playing traditional blues, swing and jazz standards along with their original tunes. On a cold January Sunday afternoon, Dan Acsadi played classical guitar pieces. And straight from Nashville, Tim and Myles Thomson, a father/son duo, dazzled their audience with complex and haunting guitar and fiddle pieces. The Music Committee would like to thank the Topsfield Historical Society for allowing the concerts to take place in the Gould Barn.

### **Children's Programs**

For the first time ever, the Summer Reading Kick Off Party was held in doors due to rainy weather. Thanks to Proctor School for sheltering everyone! The participants enjoyed Knucklebones big games in the school gym and refreshed themselves with ice cream sundaes in the cafeteria.

This year two hundred twenty-six children, ages five to eighteen, registered for the "TTL Goes Camping" Summer Reading Program. Library staff out-did themselves creating a camping wilderness for the program. Children read for a total of 174,408 minutes! What a great way to beat the summer slump. Summer programming ended with a stuffed animal clinic at the Gould Barn. Stuffed animals were examined by Dr. Cook from Animal Care in Ipswich and EMTs from the Topsfield Fire Station.

Fall, winter and spring story times are always popular with the under-5 set. Lindsey Recka, the Children's Librarian, once again partnered with the Coordinated Family and Community Engagement organization to bring music and movement story times to Topsfield as well as Dads and Donuts story times once a month on Saturdays.

Trick or treat at the library returned. Tweens and teens voted in a mock election in November. In February, the Children's Room supported the local charity "Cradles to Crayons," collecting pajamas for less fortunate children in Massachusetts.

Ms. Recka visited Steward School to read to a kindergarten class on Read Across America day in March and "booktalked" books and the summer reading program to students at Steward and Proctor schools in June. Steward School children and local preschool children had the opportunity to visit the library for tours in May.

### **Library Volunteers**

The trustees and staff are very grateful to the 23 volunteers who come to the library each week to process new books, put away books, repair books, and do special projects. The library could not function without them. The trustees would like to recognize Maureen Flanagan who was a volunteer at the library for over twenty years and recently moved from Topsfield.

With great sadness, the trustees would like to remember Rosemary Gangi and Joan Panella, two library patrons who passed away in 2017. Ms. Gangi was a strong library supporter during her lifetime. Mrs. Panella was a library trustee before and after the library's renovation. Both will be missed.

### **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
- Author events
- Summer reading kickoff event
- Summer reading events
- Fall and spring book sales

The Friends of the Topsfield Library also sponsors the museum pass program. The following is a list of the 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
- Merrimack Repertory Theatre
- Museum of Fine Arts
- Museum of Science



- New England Aquarium
- Peabody Essex Museum
- Salem Witch Museum
- Trustees of Reservations
- 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. To see all the services the library provides, please visit the library's website at [www.topsfieldlibrary.org](http://www.topsfieldlibrary.org).

Respectfully submitted,

2017 Board of Library Trustees

Audrey Iarocci, *Chair*

Patricia Walsh, *Vice Chair*

Brooke Spater, *Secretary*

Gail Bryson

Abigail Jackson

Janet Kmetz



# Parks and Cemeteries Commission

## Commissioners

Steve Mscisz, *Chairman*  
Robert Benjamin, *Member*  
Gretchen Rehak, *Member*

## Staff

Stephen Shepard, *Superintendent*  
Paul Fontaine, *Assistant Superintendent*  
Peter Miller, *Lead Person*  
Constance Rowe, *Secretary*

## General Information

General Inquiries: 978-887-1525  
Emergencies: 978-887-6533

The Parks & Cemeteries Office is located in the Pine Grove Cemetery (Rt. 97) Haverhill Rd., Topsfield, MA. Office hours are Tuesdays and Thursdays 9:00 a.m. to 1:00 p.m. All other times are by appointment. All pre-need lot sales begin approximately mid December and continue until March 1st. All other times are emergency sales (see above emergency telephone number). To be eligible to purchase lots in Topsfield cemeteries you must be a current taxpaying Topsfield resident. Other restrictions may apply.

All sports, games and practices must be scheduled to have field space. Field schedules through the Parks & Cemeteries office are viewable online at: [www.topsfieldma.gov](http://www.topsfieldma.gov) by scrolling to schedules. In addition every user group must apply for a field use permit. Various restrictions apply concerning said permits which can be viewed online. Field use permit forms are also available at our Cemetery Office.

## Personnel

We would like to welcome Gretchen Rehak to the Board. She was voted in as a new member in the Spring of 2017.

## 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 27\_\_interments were performed in fiscal year 2017, of which 15\_\_were full and \_12\_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 known as Section H continues to grow supported by sales. This area allows cremated remains to be buried in direct contact with the soil and consists of approximately 200 plots. 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 to 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

After one of the worst droughts we have ever experienced in 2016 and a water ban in effect again, the months of July and August in 2017 were extremely dry, exhausting new turf seedlings which were planted in 2016. Without water, one of the three elements needed for turf (water, sun and soil), turf quality may be compromised or non-existent. All of our Parks seem to be struggling without adequate water.

The leveling of the large clay pile at Pyebrook Park is also on hold due to added associated costs of engineering and mapping plans. The clay pile was originally





meant to be used to cap the former landfill, but instead a plastic membrane was utilized.

Grove Street Tennis Courts have also undergone repairs in 2017. Specifically, all large expansion joints on the court's surface have been filled and levelled.

The Flag Pole on the Town Common was also scraped, filled and painted this season. The wooden flag pole may be the largest wooden pole on the North Shore of Massachusetts standing well over 100 ft. tall.

All playgrounds, Steward School, Proctor School and Grove Street all received new safety play mulch this summer in addition to the Grove Street Tot Lot which also received new sand in its play box.

### **Equipment**

We continued our efforts to purchase new and updated mowing and construction equipment this year. We purchased a new Zero-Turn mower to add to our fleet, while retiring older worn units. We also purchased a new 16 Ft. landscape trailer to haul our custom built Ballfield infield conditioner.

### **Recreation**

We continue to rebuild our Recreation Committee. This year it has been staffed by volunteers to once again (second year) organize the very successful Holiday Walk! One band concert was also held on the Commons which drew an attendance of over 200 persons. There is a new interest from volunteers to get the Summer Band Concert Series regenerated. No summer recreation programs were offered in 2017. The Recreation Committee traditionally ran non-competitive sports, instructional and entertainment events for all age groups. The Recreation Committee works directly under the auspices of the Parks & Cemeteries Commission. All events are once again growing in popularity.

### **Roadside Animal Pickups**

During the year 2017 the Parks & Cemeteries Dept. responded to 20 plus deceased animal calls throughout the Town.

### **Miscellaneous**

The Parks & Cemeteries Dept. is also responsible for the purchase of necessary supplies relating to the maintenance of the methane distribution system at Pyebrook Park. The actual rebuilding is outsourced to Weston & Sampson Engineers. Our Superintendent works closely with Weston & Sampson and the D.E.P. to ensure that all mandates are met.

### **Acknowledgements**

We would like to thank all Town departments, committees, boards, garden clubs, the Veterans Administration, all divisions of the Topsfield Athletic Association, the Boy Scouts of America and Eagle Scouts, as well as all other individuals who donated to the Parks & Cemeteries Dept. this past year. Note: The Scouts help yearly to set out grave marker flags on the graves of the deceased veterans buried in Topsfield Cemeteries every Memorial Day.

Respectfully submitted,

Steve Mscisz, *Chairman*



# Rail Trail Committee

The Topsfield Rail Trail Committee was created by the Topsfield Selectmen on April 25, 2005. The purpose was 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. That has been accomplished during the course of about 80 meetings. There is more to be done and maintained.

## FY2017 activities included:

### • **Community outreach:**

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

- Maintained the [www.TopsfieldTrail.Org](http://www.TopsfieldTrail.Org) website.

- **Community Cycle and Roll:** The Rail Trail Committee participated with the May 21st event by the Walk/Bike Alliance of Middleton at Masco.

- **Grow Spring event:** This event was held on March 18th 2017 at the Emerson Center, Gould Barn and Commons. The committee supported the event by manning a table.

- **Bike Topsfield event:** Kimberly Johnson detailed the Bike Topsfield event to take place in Bradley Palmer State Park on Sunday June 11th (day after Strawberry Festival). The event benefited the Topsfield Education Foundation (TEF). There were mountain bike rides, a used bike sale, and a learn to ride program. The Rail Trail committee manned a booth and led trail rides.

### • **Eagle Scout projects:**

- *Bat House:* Thomas LaBel received a \$400 Turi Foundation grant from UMass Lowell to fund his Eagle Scout project of building and installing 12 bat houses on the rail trail. The work has been completed.

- *Exercise Station:* Eagle Scout candidate Joey Perkins presented a project to construct an exercise station at a location to be determined. He is waiting for approval from the Scout organization.

- **Masco Internship program:** We had 6 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 and staining the railing on the Ipswich River Bridge. The Rail Trail Committee and their volunteers supervised their work and commended them on a job well done.

- **Route 1 and Rt. 97 crossing signal poles:** Replaced batteries after about 6 years.

- **Ipswich River Railroad Bridge Wing wall** was restored at a cost of \$69,000. One of the four wing walls was completely scoured by ice. Granite blocks were carried a bit downstream. Some of them were hauled out to form the new wing wall. This work was paid for under a Dept. of Conservation and Recreation grant as well as significant private donations to the Town of Topsfield Rail Trail gift account.

### • **Phase 4 status:**

- This section is the 1.6 miles of unfinished, but usable trail, north of Washington St. to the Boxford town line. This section of the trail is owned by National Grid for which Topsfield has a license to use it. There are significant restrictions on what maintenance we can do to the trail until we get a lease on the property. Two years ago an engineering drawing was presented to National Grid. We have yet to hear if the plans are acceptable. Meanwhile the Friends of Topsfield Trails donated the cost to fix wet area with additional coarse stone dust near Washington St. and the other just north of Oak Drive crossing.



- **Main Street parking spot removal:** The Selectmen were asked to order the removal of the closest parking space to the Rail Trail crossing on the north side of Main St. for safety reasons. That was approved.
- **Trail Maintenance update:** Various trail maintenance projects have been completed on the 3.9 miles of trail including brush cutting, grass mowing, filling chipmunk holes, ruts and repairing some lifted deck boards on the Ipswich River railroad bridge.
- **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 nine 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. The Notice of Intent was approved by the Conservation Commission under what is known as a "Limited Project." This designation is specifically to allow public access to the waterways.
- **Common Streets grant program:** Worked with Town officials to suggest areas to improve trail crossings in relation to the Common Streets grant which will be applied for. Items included flashing signals at Bare Hill Rd. and Washington St. as well as advanced warning signals on both rt. 1 and Rt. 97.
- **Quiet Signage:** was installed south of the Ipswich River Railroad Bridge.

Respectfully submitted,  
Joe Geller, *Chairman*

**Members:**

Roy Baessler, David Read, Gregg Demers, and Bill Rossiter.

**Volunteers:**

A crew of highly dedicated and generous individuals for which the committee is grateful.



PHOTO COURTESY RAIL TRAIL COMMITTEE

*Happy trail user.*



# Conservation Commission

## Commissioners

Cheryl Jolley, *Chair*  
Dodds Shamroth, *Vice-Chair*  
Holger Luther  
Jim Carroll  
Jennifer DiCarlo

## Staff

Lana Spillman, *Administrator (July 1, 2016 – January 31, 2017)*  
Heidi Gaffney, *Administrator (February 27, 2017 – current)*  
Ivana Szady, *Administrative Assistant*  
Theresa Coffey, *Recording Secretary*

## 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](mailto:conservation@topsfield-ma.gov), webpage on the Town website: [www.topsfield-ma.gov/conservation-commission](http://www.topsfield-ma.gov/conservation-commission).

## Highlights

FY 2017 brought many changes to the TCC, including the big move from the town hall to the temporary location at 461 Boston St, Suite E-6, the hiring of Ivana Szady as the new Administrative Assistant, the retirement of Lana Spillman who served as the Administrator for nearly 16 years and the hiring of Heidi Gaffney as the new Administrator.

The total number of “permits” issued in FY2017 was similar to the previous fiscal year. TCC Administrator Permits for minor Buffer Zone (only) activities

and TCC-voted Determinations of Negligible Impact (DNIs) for minor projects in Buffer Zone or Riverfront Area were approximately the same. Fourteen Certificates of Compliance for completed projects were issued, partially 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 (Nols), both increased. Approved projects involved a permit to allow for needed maintenance and limited improvements by the highway and water departments, work associated with the construction of a new multi-unit development, new water treatment plant and associated raw water mains, new home construction, septic system repairs and upgrades, additions, pools, decks, driveway repairs, tree removals, and general site work near and in Wetlands Resource Areas. New applications and reviews included review of Resource Areas at 470 Boston Street and 303 & 333 Perkins Row, a proposed multi-unit development at 470 Boston St, a new water treatment plant and associated water lines and numerous single-family house projects. Emergency Certifications were issued to install water flow/beaver deceiver devices and to temporarily breach dams related to beaver conflicts.

Commission members and officers remained the same, with Cheryl Jolley serving as Chair and Dodds Shamroth as Vice-Chair. Theresa Coffey has continued performing an excellent job as Recording Secretary. Shelagh McElroy was hired as part-time temporary help for Conservation from October 2016 through March 2017 helping to prepare for and assist with the big move to the temporary location. Ivana Szady was hired in October 2016 as the Administrative Assistant. Recent college graduate Lucia de Bernardo served as the Temporary Administrative Assistant during the summer of 2016.

Commissioners and the Administrator attended the Mass. Association of Conservation Commissions (MACC) Annual Environmental Conference and attended workshops. Administrator Gaffney attended several Mass. Society of Municipal Conservation Professionals workshops. In March, 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.

Continuing into the beginning of FY17 (summer of 2016), Summer Intern Brian Gallagher, a talented and enthusiastic student who was entering his senior year at Masconomet High School, completed his Vernal Pool project. Brian 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.

Continuing into FY2017, under the Senior Work-off Program, Mary Sawall continued assisting with the organization of department files and other office tasks, Bonnie Gulick assisted with the move and Walter Harmer, along with his dog Mr. Houdini, continued spending untold hours caring for and improving the Conservation property at 362 Boston Street.

The Conservation Commission welcomes volunteer assistance and donations of land.

Respectfully Submitted,

Heidi Gaffney, *Conservation Administrator*



# Planning Board

## Introduction

The responsibilities of the Planning Board include approval of ANR lots and subdivisions, site plan review of proposed projects, granting stormwater & erosion control permits and 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 27 East Street and 92 Wenham Road.
- A lot line change between 70 and 76 Campmeeting Road was approved.
- Continuations for the Public Hearing relative to the Definitive Subdivision Plan at 57 Perkins Row were granted throughout the year because of on-going litigation between the developers and the Conservation Commission.
- Under Site Plan Review and the Stormwater & Erosion Control Bylaw the Board granted a permit for 1 Coopermine, Ferncroft Country Club for a maintenance building. 4 Thompson Lane was granted a Stormwater & Erosion Control Permit for a new home. Under Site Plan Review the Board granted 146 South Main Street approval for an addition.
- The Board granted a modification of a special permit previously given for a restaurant at 414 Boston Street for an additional eight seats.

## Zoning Amendments

The Planning Board proposed and Town Meeting approved four amendments to the Zoning Bylaw. Amended Zoning Bylaw Article III, Section 3.15 Additional Accessory Uses, enacted a Temporary Moratorium on Recreational Marijuana Establishments, Amended Zoning Bylaw Article I, Definitions and Amended Town of Topsfield Table of Dimensional and Density Regulations. A Citizen Petition was presented at Town Meeting for a proposed Elderly Housing District at 333 Perkins Row. The petitioner requested that the Petition be withdrawn. Both the Finance Committee and the Planning Board recommended no action and Town Meeting did not pass the warrant article.

## Elderly Housing Development Project

The Planning Board extensively reviewed through the public hearing process the Elderly Housing District Development known as Rolling Green permitted by Sarkis Development represented by John Sarkis. Rolling Green comprises a 13.24-acre parcel located at 470 Boston Street in the northern end of Town. The proposed development would consist of 30 units of townhouse design. The Planning Board approved the application for the Elderly Housing Special Permit, Site Plan Review and Stormwater Management & Erosion Control Permit.

## Members and Liaisons

Martha Morrison and Steven Hall were re-elected in May 2017. Martha Morrison was elected Chair, and Steven Hall Clerk. The following liaisons were appointed:

- Joe Geller ..... Mapping & Rail Trail
- Steven Hall..... Stormwater/ JG Alternate
- Jeanine Cunniff.. Soil Removal & Conservation Commission

All the above activities required the coordination and cooperation of boards, committees and departments throughout Town government.

Respectfully submitted,

Martha Morrison, *Chair*

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.

## Fiscal Year 17 Decisions and Highlights

- **8 West Common St:** The Board approved the Town Hall Historic Preservation, Renovation and Addition Project Site Plan.
- **53R Main Street:** The Board Amended the Special Permit issued on September 25, 2015, with conditions.
- **279 Boston Street:** The Board granted modifications of the existing Special Permit with conditions for the Water Treatment Facility.
- **426B Boston Street:** The Board granted a Special Permit pursuant to Article V, Section 5-04 and Article III, Table of Use Regulations Section Retail and Service, Sub-section 4.24 Fitness and Recreation Sports Facilities with conditions.

- **207 Boston Street:** The Board granted a 5 year Special Permit pursuant to Article III, Section 3.05 with conditions for parking and use of loudspeakers during the dates of the Fair.
- **3 Linebrook Road:** The Board granted a finding to decrease the front set-back for the reconstruction of a non-conforming 3-car garage.

Respectfully submitted,

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

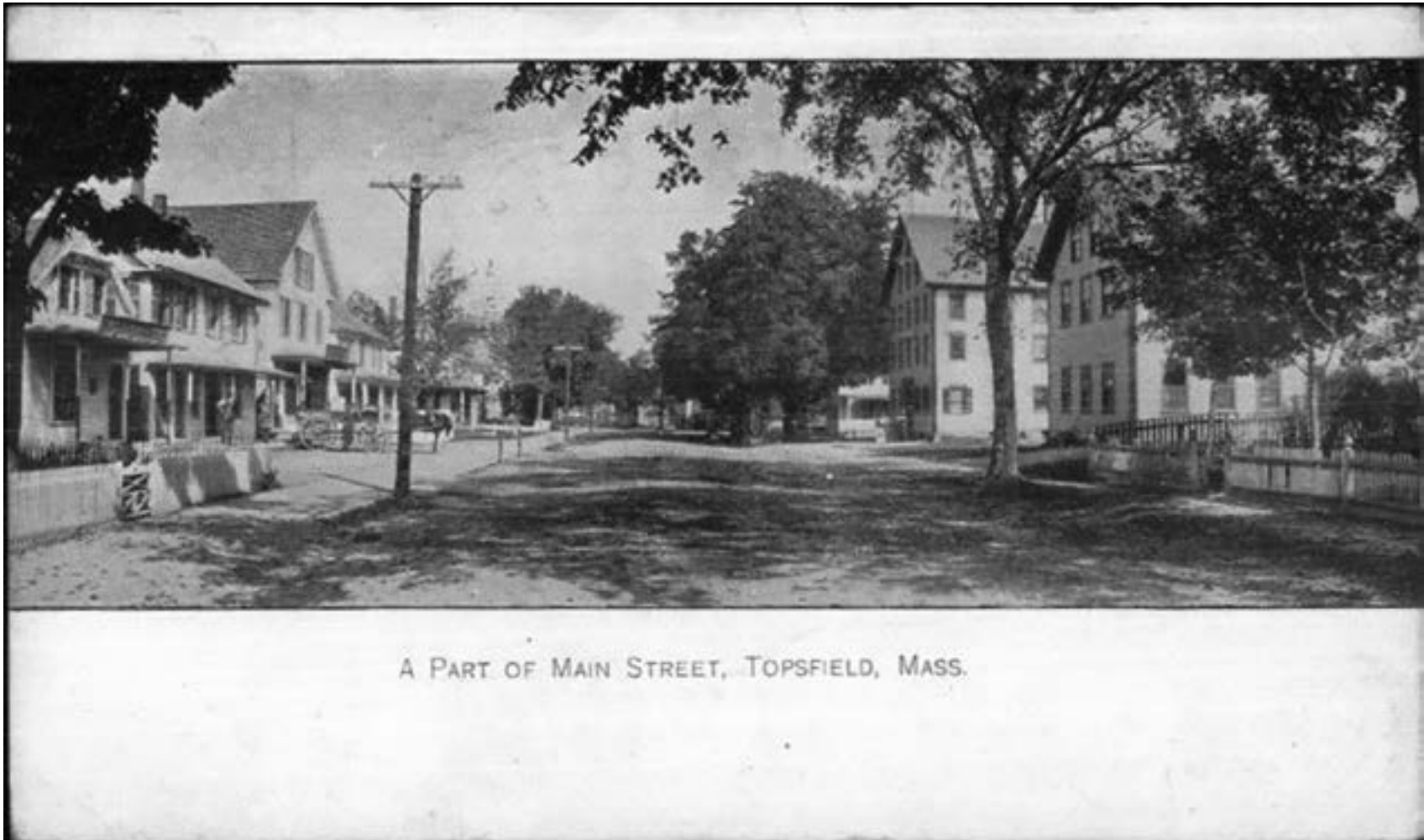


PHOTO COURTESY TOWN OF TOPSFIELD



# General Election

## TOWN OF TOPSFIELD GENERAL ELECTION NOVEMBER 8, 2016

The polls opened at 7:00 AM on November 8, 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:

Jan Englehardt, Gretchen Rehak, Ruth Bortzfield, Susan Whelton, Mary Connor, Ruth Lucy, Marianne Strong, Deb Parkhurst, Kathleen Hunt, Jane May, Dinah Torrey, Joan Glatz, Sue Caples, Chris Cotti, Mary Hayden, Caroline Sordello, Brian Mullen, Sandra Guadagno, Jane Bonanno, Elaine Crippen, Dottie Roberts, Carole Carter, Kathy Curran, 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 General Election was 4214. There were 4977 persons registered to vote in this election. Voter turnout was 85% on a fair weather day. The results are attached.

Attest:

Ann D. Gill, *Town Clerk*

The following figures includes:

326 ballots cast by Absentee Ballot

979 ballots cast by Early Voting Ballots

## TOWN OF TOPSFIELD NOVEMBER 8, 2016 Election

# Eligible Voters	4,977
Total Votes Cast	4,214
Percent	84.7%

PRECINCT (1)	TOTAL
TOTAL VOTES CAST	4,214
<b>PRESIDENT/VICE PRES.</b>	
Blanks	200
Clinton/Kaine (D)	2,100
Johnson/Weld (L)	214
Stein/Baraka (G-R)	34
Trump/Pence ( R)	1,566
Feegbeh/O'Brien	0
Kotlikoff/Leamer	0
McMullin/Johnson	15
Moorehead/Lilly	0
Schoenke/Mitchel	0
Write-ins	85
TOTAL	4,214



REPRESENTATIVE IN CONGRESS	
Blanks	1,128
Seth Moulton (D)	2,980
John F. Tierney (D)	0
Write-ins	106
TOTAL	4,214
COUNCILLOR	
Blanks	507
Eileen R. Duff (D)	1,735
Richard A. Baker ( R)	1,969
Write-ins	3
TOTAL	4,214
SENATOR IN GENERAL COURT	
Blanks	1,383
Joan B. Lovely (D)	2,797
Write-ins	34
TOTAL	4,214
SHERIFF	
Blanks	533
Kevin F. Coppinger (D)	1,418
Anne M. Manning-Martin( R)	1,673
Mark E. Archer (U)	324
Kevin J. Leach (U)	261
Write-ins	5
TOTAL	4,214

REPRESENTATIVE IN GENERAL COURT	
Blanks	1,115
Bradford R. Hill ( R)	3,073
Write-ins	26
TOTAL	4,214
PET. N: EXPANDED GAMING (LAW)	
BLANKS	263
YES	1,258
NO	2,693
TOTAL	4,214
PET. P: ALLOW FAIR ACCESS TO PUBLIC CHARTER SCHOOLS (LAW)	
BLANKS	200
YES	1,761
NO	2,253
TOTAL	4,214
PET. O: PREVENT CRUELTY TO ANIMALS (LAW)	
BLANKS	196
YES	3,149
NO	869
TOTAL	4,214
PET. D: REGULATION AND TAXATION OF MARIJUANA (LAW)	
BLANKS	155
YES	1,750
NO	2,309
TOTAL	4,214



# Annual / Special Town Meetings

## **Annual/Special Town Meeting Proctor School Woodbury Auditorium Tuesday, May 2, 2017**

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

The Moderator reported there was a quorum and called the Annual Town Meeting to order at 7:11 PM. The Moderator announced that the cafeteria was open for over-flow seating and was equipped with audio speakers. The Moderator introduced himself and confirmed with the Town Clerk 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 meeting was opened with the Pledge of Allegiance.

The Moderator moved to his introductions, recognizing the Board of Selectmen: Chairman Stephen Lais, Mark Lyons, Martha Morrison, Laura Powers, Boyd Jackson, followed by Town Administrator Kellie Hebert and Town Counsel Lauren Goldberg. He then introduced 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.

In attendance were Department Heads as follows: Treasurer/Collector Barbara Michalowski, Town Accountant Catherine Gabriel, Highway Superintendent Dave Bond, Water Department Superintendent Greg Krom, Police Chief Evan Haglund, Council on Aging Director Paula Burke, Board of Health Agent John Coulon, Conservation Commission Administrator Heidi Gaffney, Board of Library Director Laura Zalewski, and Purchasing and Community Development Coordinator Donna Rich. Members of Boards and Committees in attendance include: Holger Luther and Cheryl Jolley of the Conservation Commission, and Sheryl Knutsen from the Board of Health. Superintendent Scott Morrison from Topsfield Elementary Schools and Masconomet Superintendent Kevin Lyons were also recognized, as well as School Committee Board Members.

Also representing the schools, the Moderator introduced Susan Givens, Steve Greenberg and Steve Clifford. He concluded with identifying the tellers, Dottie Wass, Dianne Bayliss, Mary Connor, Ruth Lucy and Paula Burke.

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.

A summary of further announcements are listed below:

1. Microphones have been provided in the auditorium for your convenience. We ask that you use them when addressing the meeting.
2. If one wishes 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 is 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 desires to move an amendment to a Finance Committee recommendation or to any other motion, I will require a written proposed motion to amend for review by myself and Town Counsel prior to any action on it. We have printed forms for these motions and will be happy to help anyone who needs assistance in making it out.

### **ARTICLE FIRST: REPORTS**

Phil Knowles, 75 High Street, Chairman of the Board of Water Commissioners, gave a brief report on the status of the Water Treatment Plant Project. Due to legal and other unexpected issues, bids for the water treatment plant and the



water lines to connect the pump stations to the treatment plant, have not yet been finalized. In order to continue the project for this construction season, the Water Commissioners have asked the Board of Selectmen to authorize and call a Special Town Meeting for June 20th.

Martha Sanders, 192 Rowley Bridge Road, described the citizen's petition for purchase, with Essex County Greenbelt, of Donibristle Farm. She then introduced Chris LaPoint, Director of Land Conservation at Essex County Greenbelt. He described the location and size of the land and the types of recreation that will be available. He explained that the town would invest in a conservation restriction on approximately 46 acres. Part of the acquisition would be paid through private fundraising, the Finance Committee's recommendation to use capital exclusion to fund the Town's portion, and possible reimbursement through the state's land grant program. The cost per average household would be a little more than \$18 a month for one year.

At 7:38 PM, the Moderator called the Annual Town Meeting into a brief recess and called to order the Special Town Meeting.

FROM:	TO:
\$ 75,800 Medical Insurance	\$ 16,000 Snow & Ice Wages
	\$ 50,000 Snow & Ice Other
	\$ 9,800 Selectmen Special Other
\$ 21,569 Liability Insurance	\$ 1,274 Selectmen Other
	\$ 5,000 Selectmen Special Other
	\$ 4,000 Town Hall Other
	\$ 3,950 Police Other
	\$ 7,345 Fire Other
\$ 6,000 Essex Retirement	\$ 1,500 Accounting Other
	\$ 2,000 Town Clerk Other
	\$ 2,500 COA Other
\$ 1,744 Assessor Wages	\$ 1,744 Assessor Salary
\$ 5 Selectmen Wages	\$ 5 Selectmen Salary
\$ 240 Treasurer Other	\$ 240 Treasurer Wages
\$ 3,042 Town Clerk Wages	\$ 1,042 Town Clerk Salary
	\$ 2,000 Town Clerk Other

#### ARTICLE FIRST: REPORTS

There were no reports.

#### ARTICLE SECOND: PRIOR YEAR BILLS

There are no bills, therefore the Article was withdrawn.

#### 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 2017 fiscal year. The Town so voted as follows:

#### ARTICLE FOURTH: PEG ACCESS AND CABLE RELATED FUND

The Finance Committee recommended that the Town vote to accept General Laws Chapter 44, S. 53F ¾ and establish a special revenue fund, known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for Fiscal Year 2017, which begins on July 1, 2016; and further, to transfer the balance of Cable PEG Access Fund as of June 30, 2016 to fund said appropriation, and the Town so voted unanimously.

The Moderator took this time to thank the people from the cable network who are videotaping this meeting.





## ARTICLE FIFTH: STUDENT INFORMATION MANAGEMENT SOFTWARE FORTRI-TOWN SCHOOL UNION

To see if the Town will vote and transfer from available funds a sum of money to be expended by Topsfield Elementary School Committee to purchase Topsfield's share of Student Information Management Software for the Tri-Town School Union or take any other action relative thereto.

The Finance Committee recommendation of no action was so voted by the Town.

## ARTICLE SIXTH: PROGRAMMING SPACE FOR COUNCIL ON AGING SERVICES AND ACTIVITIES

The Finance Committee recommended that the Town vote to appropriate and transfer from Fiscal Year 2017 Operating Budget Pensions/Essex Retirement the sum of \$7,200 to be expended by the Board of Selectmen to lease programming space for Council on Aging services and activities for Topsfield's seniors. The Town so voted unanimously.

A motion to conclude the Special Town Meeting was made and seconded and the Annual Town Meeting was re-convened at 7:49 PM and resumed with

### Article First – Reports

Joseph Quigley, Jr., Chairman of the Elementary School Committee, spoke about the School Envelope project. Town-wide Building Assessment Studies in 2013 and 2015 found repairs necessary and of pressing need, respectively. He explained how the committee applied for, and was granted, a reimbursement from the Massachusetts State Building Authority's Accelerated Repair Program for one-third of the total cost. He then described the scope of the repairs and the process and timeframe involved.

Stephen Lais, chairman of the Board of Selectmen, with the assistance of Mark Lyons presented Recognition Awards to members of the community as follows:

Paula M. Burke ..... Housing Authority  
Joseph Geller ..... Recreation Committee  
Ann Gill ..... Town Clerk  
Chief Ronald Giovannacci (ret) ..... Fire Department

Judith F. Lais ..... Library Trustee  
J. Stephen Lais ..... Board of Selectmen  
Laura J. Powers ..... Recreation Committee  
Steven J. Powers ..... Recreation Committee

Recipients not accepting in person were:

Lois B. Carpenter ..... Council on Aging  
Rose M. David ..... Housing Authority  
Elizabeth A. Dorn ..... Board of Registrars  
Mark H. Frampton ..... Park and Cemetery Commission

Chairman Lais, expressed his thanks to the Finance Committee and the Town Hall Finance Team for their hard work in bringing forth the balanced budget before the Town this evening. He described the new Municipal Modernization Act and noted some changes to the structure of this year's warrant.

Karen Dow, chairman of the Finance Committee, presented the Finance Committee's report outlining the process of Budget planning for Fiscal Year 2018. The guidelines stated no new programs and departments were asked to concentrate on services essential to the Town. She, too, referenced changes to the structure of the warrant related to the Municipal Modernization Act. Chairman Dow summarized several Finance Committee recommendations regarding borrowing and debt payments.

## ARTICLE SECOND: AUTHORIZATION TO TRANSFER BALANCES

Account/Offset Item:	Amount:
Library Loan Subsidy .....	46,419.40
Fund Balance Reserved for Reduction of Future Excludable Debt.....	1,585.00
Police Insurance & Restitution Account.....	38,000.00
Conservation Revolving Fund .....	10,000.00
Cable/PEG.....	35,000.00
Total Balance to Transfer: .....	\$131,004.40

The Finance Committee recommended that the Town vote to transfer the sum of \$131,004.40 from various funds listed under Article Second in the warrant to fund the General Operating Budget in Fiscal Year 2018 to be voted under Article Third. The Article passed unanimously.



## Annual/Special Town Meetings, cont.

### ARTICLE THIRD: GENERAL OPERATING BUDGET

The Finance Committee recommended that the Town vote to appropriate the sum of \$19,270,315.00 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2017, and determine the manner of expending the same as stated in Attachment A; and to meet said appropriation, in addition to the amount appropriated under Article Second, to raise and assess the sum of \$19,139,310.60.

The Finance Committee fielded several questions regarding debt service, employee versus school versus public safety salaries. Discussion regarding the Town Hall project was deemed by the Moderator to be outside the scope of the current Warrant. Phil Knowles, 75 High Street, asked to move the question. The Moderator moved the question, and the Town so voted.

### ARTICLE FOURTH: WATER DEPARTMENT OPERATING BUDGET

#### WATER DEPARTMENT OPERATING BUDGET

Actual Appropriation Fiscal Year 2017	Proposed Appropriation Fiscal Year 2018
\$ 91,410 .....	Salary..... \$ 95,392
199,275 .....	Wages..... 200,730
323,630 .....	Other..... 349,180
79,500 .....	Long-Term Debt Principal ..... 79,500
23,191 .....	Long-Term Debt Interest..... 21,192
55,000 .....	Short Term Debt Principal .....207,000
11,598 .....	Short-Term Debt Interest..... 29,450
5,000 .....	Debt Issue Costs..... 5,000
356,000 .....	Water Reserve Fund ..... 145,000
52,000 .....	Unanticipated Emergency..... 190,000
1,196,604 .....	SUB-TOTAL – DIRECT COSTS..... 1,322,444
113,047 .....	INDIRECT COSTS ..... 143,378
1,309,651 .....	TOTAL WATER DEPARTMENT BUDGET: ..... \$1,465,822

The Finance Committee recommended that the Town vote to transfer from Water Revenue the sum of \$1,322,444 as detailed herein, to operate the Water Department from July 1, 2017, through June 30, 2018, and to approve the sum of \$143,378 of indirect costs appropriated in the General Fund under Article Third above, to be funded from Water Revenues.

Stephen Lais, Chairman of the Board of Selectmen, requested that the word “herein” be changed to read “under Article Fourth of this Warrant.” The Moderator reread the recommendation and the Town so voted.

### ARTICLE FIFTH: MASCONOMET REGIONAL SCHOOL DISTRICT – BUDGET APPROPRIATION

The Finance Committee recommended that the Town vote to approve the Fiscal Year 2018 Operating Budget of the Masconomet Regional School District in the amount of \$32,396,890 and raise, assess and appropriate the sum of \$7,199,513 to fund the Town’s share of the Fiscal Year 2018 Masconomet Regional School District Assessment, of which the sum of \$6,910,110 supports the Maintenance & Operating Budget, and the sum of \$289,403 supports the Masconomet Building Debt Service.

The recommendation was adopted with a unanimous vote.

### ARTICLE SIXTH: MASCONOMET REGIONAL SCHOOL DISTRICT – SAFETY AND SECURITY

The Finance Committee recommended that the Town vote to raise and appropriate or transfer from Free Cash the sum of \$135,254 to fund needed repairs, replacements, and upgrades to school safety and security systems at the Masconomet Regional School District and the Town so voted.

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

The Finance Committee recommended that the Town vote to approve the Fiscal Year 2018 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$27,179,130 and raise and assess and appropriate the sum of \$230,942 for the Town’s share of the assessment



of same. The motion passed unanimously.

*At 8:49 pm the Moderator presented the first group of consent articles including Articles Eighth thru Article Thirteenth, asking the Town to vote unanimously on these annually recurring articles. A particular article could be pulled for debate and discussion simply by objection. A resident objected to Article Eighth. The Moderator then restated the Consent Items, excluding Article Eighth, and the Town so voted.*

#### **\*ARTICLE EIGHTH: 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.

David Larson, 109 North Street, proposed to add the following to the end of the article: "and further, to express Town Meeting's preference that the Board consult with the Finance Committee prior to applying for a grant of loan." Following discussion, the Town defeated the amendment, and then the Town voted to accept the Finance Committee recommendation.

#### **\*ARTICLE NINTH: 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.

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

The Finance Committee recommended that the Town vote to appropriate and transfer the sum of \$38,700 from the Solid Waste Fund to be expended by the Board of Selectmen in Fiscal Year 2018 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.

#### **\*ARTICLE ELEVENTH: LEASE OF EMERSON FIELD**

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen, with the advice of the Park and Cemeteries 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 appropriate and transfer from Free Cash the sum of \$1,250 to fund said lease, and the Town so voted.

#### **\*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 2018 to fund activities of the Tri-Town Council, and the Town so voted.

#### **\*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 for Fiscal Year 2018 to fund activities of Senior Care Inc., and the Town so voted.

#### *MUNICIPAL MODERNIZATION ACT*

*On August 9, 2016, "An Act to Modernize Municipal Finance and Government" (or the "Municipal Modernization Act") was signed into law. The legislation changed many provisions of the General Laws in relation to municipal finance, borrowing, accounts management, procurement and special funds. Articles Fourteenth through Nineteenth were drafted to improve our current accounting and financial management systems and allow conformance with the Municipal Modernization Act.*

#### **ARTICLE FOURTEENTH: AUTHORIZE AND ADOPT A GENERAL BYLAW TO ESTABLISH REVOLVING FUNDS**

##### CHAPTER LXIV

##### REVOLVING FUNDS BYLAW

#### 64-1. ESTABLISHMENT OF REVOLVING FUNDS

64-1.1 There are hereby established in the Town of Topsfield pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds:



## Annual/Special Town Meetings, cont.

PROGRAM OR PURPOSE	DEPARTMENT RECEIPT	AUTHORIZED TO SPEND
Parks Revolving Fund (Paying costs and expenses related to parks and recreation programs, recreational activities, including non-competitive activities for all age groups in Town. Fees charged to participants of recreation programs are deposited into the fund to pay for wages, supplies, operating expenses and programming.)	Receipts from parks programs, recreational activities and events.	Park and Cemetery Commissioners
Cemeteries Revolving Fund (Paying costs and expenses related to said operations and programs, including wages, equipment, supplies and operating expenses, cemeteries improvements, purchase of capital equipment for Parks and Cemeteries operations.)	Receipts from Cemeteries related activities, including grave opening fees.	Park and Cemetery Commissioners
Conservation Commission Revolving Fund (Paying costs and expenses related to said programs, including services, supplies, part-time wages and other operating expenses and other expenses related to the enforcement of the Town's local Wetlands Bylaw.)	Receipts from Conservation fees paid under the Topsfield General Wetlands Bylaw and Regulations.	Conservation Commission

64.1-2. Expenditures from each revolving fund set forth herein shall be subject to the limitation established by Town Meeting, or any increase therein, all as may be authorized in accordance with G.L. c.44, §53E½.

And to set fiscal year spending limits for such revolving funds as follows:

PROGRAM OR PURPOSE:	FISCAL YEAR SPENDING LIMIT
Parks Revolving Fund	\$45,000
Cemeteries Revolving Fund	\$25,000
Conservation Commission Revolving Fund	\$10,000

The Finance Committee recommended that the Town vote pursuant to the provisions of G.L. c.44, §53E½ to (1) establish the following revolving funds and spending limits for Fiscal Year 2018; and further (2) to amend the General Bylaws by inserting a new bylaw establishing various revolving funds all set forth under Article Fourteenth in the warrant.

The motion passed unanimously.

### **ARTICLE FIFTEENTH: COMPENSATED ABSENCES FUND**

The Finance Committee recommended that the Town vote to accept G.L. c.40, §13D and establish a Compensated Absences Fund and to transfer to said fund \$50,000 from Free Cash and the balance of the Employee Employment Separation Fund as of June 30, 2017, and the Town so voted unanimously.

### **ARTICLE SIXTEENTH: UNEMPLOYMENT COMPENSATION FUND**

The Finance Committee recommended that the Town vote to accept G.L. c.40, §5E and establish an Unemployment Compensation Fund; and to transfer to said fund the sum of \$60,000 from the account appropriated for Unemployment under Article Third, and the Town so voted unanimously.

### **ARTICLE SEVENTEENTH: SPECIAL INDEMNITY LEAVE FUND**

The Finance Committee recommended that the Town vote to accept the last paragraph of G.L. c.41, §111F and create a special fund to be known as the Special Indemnity Leave Fund, and to transfer to said fund the sum of \$40,109 from the Police Department wages line in the Fiscal Year 2018 Operating Budget approved under Article Third and the balance of the "Medical Bills for Injured on Duty Fund" as of June 30, 2017, and the Town so voted unanimously.



## **ARTICLE EIGHTEENTH: LICENSE AND PERMIT DENIALS**

25-1.1 List of Persons Neglecting or Refusing to Pay Taxes, Assessments or Municipal Charges.

The Tax Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the Tax Collector, shall annually, and may periodically, furnish to each Department, Board, Commission or Division, hereinafter referred to as the licensing authority that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges for not less than a twelve (12) three (3) month period, and that such a party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the Appellate Tax Board.

The Finance Committee recommended that the Town vote to amend Chapter 25-1.1 of the General Bylaws, adopted pursuant to the provisions of G.L. c.40, §57, as set forth under Article Eighteenth in the warrant.

The Article passed by an overwhelming majority.

## **ARTICLE NINETEENTH: ESTABLISH APPLICATION OF BOND PREMIUMS**

The Finance Committee recommended that the Town vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with G.L. c.44, §20, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

The Town so voted unanimously.

*At 9:19 pm the Moderator presented the second group of consent articles including Articles Twentieth thru Article Twenty-eighth, asking the Town to vote unanimously on these annually recurring articles. A particular article could be*

*pulled for debate and discussion simply by objection. Karri Madonna, of 44 Averill St., objected to Article Twenty-first and Article Twenty-sixth. The Moderator then restated the Consent Items, excluding Articles Twenty-first and Twenty-sixth, and the Town so voted unanimously.*

## **\*\*ARTICLE TWENTIETH: PARKS LANDFILL – FIELD AND INFRASTRUCTURE MAINTENANCE**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$20,000 to be expended by the Board of Selectmen, with the advice of the Park & Cemetery Commissioners, to fund maintenance of the Town's sanitary landfill infrastructure and recreational fields, and the Town so voted unanimously.

## **\*\*ARTICLE TWENTY-FIRST: POLICE SUV CRUISER**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$43,000 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new SUV Police Cruiser.

A discussion ensued, and Police Chief Evan Haglund was called upon to answer questions about the purchase. The Town, then, voted to support the recommendation.

## **\*\*ARTICLE TWENTY-SECOND: POLICE SECURITY SYSTEM UPGRADE**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$12,000 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase security cameras and equipment for the Police Station, including installation and all incidental and related expenses, and the Town so voted unanimously.

## **\*\*ARTICLE TWENTY-THIRD: POLICE STATION BUILDING EXTERIOR REPAIRS**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$25,000 to be expended by the Board of Selectmen, with the advice of the Police Chief, to fund building exterior repairs for the Police Station, including all incidental and related expenses, and the Town so voted unanimously.



## Annual/Special Town Meetings, cont.

### **\*\*ARTICLE TWENTY-FOURTH: POLICE PORTABLE RADIO REPLACEMENT PROGRAM**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$10,000 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase portable radios for the Topsfield Police Department, and the Town so voted unanimously.

### **\*\*ARTICLE TWENTY-FIFTH: FIRE PERSONAL PROTECTIVE EQUIPMENT**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$48,500 to be expended by the Board of Selectmen, with the advice of the Fire Chief, to replace personal protective equipment for Topsfield Fire Department personnel, and the Town so voted unanimously.

### **\*\*ARTICLE TWENTY-SIXTH: FIRE WATER RESCUE BOAT & EQUIPMENT**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$21,000 to be expended by the Board of Selectmen, with the advice of the Fire Chief, to purchase a Water Rescue Boat and related equipment.

During discussion, Interim Fire Chief Richard Harris fielded questions about the boat and equipment. Jeanine Cuniff, 16 Towne Lane, moved to amend the Article to read "...and appropriate the sum of \$17,000." The amendment was defeated, and the Town voted unanimously to adopt the original Article.

### **\*\*ARTICLE TWENTY-SEVENTH: HIGHWAY SMALL DUMP TRUCK WITH PLOW**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$60,000 to be expended by the Board of Selectmen, with the advice of the Road Commissioners, to purchase and equip a small dump truck with plow, including all incidental and related expenses, and the Town so voted unanimously.

### **\*\*ARTICLE TWENTY-EIGHTH: TOWN-WIDE FACILITIES REPAIR & MAINTENANCE FUND**

The Finance Committee recommended that the Town vote to transfer from

Free Cash and appropriate the sum of \$58,500 to be expended by the Board of Selectmen to fund facilities repairs, maintenance and any associated costs to repair, maintain and ensure the safety and security of town-owned properties, facilities equipment and assets, including all incidental and related expenses, and the Town so voted unanimously.

### **ARTICLE TWENTY-NINTH: WATER MAIN REPLACEMENT PROJECT**

The Finance Committee recommended that \$1,600,000 be appropriated, to be expended by the Board of Selectmen with the advice of the Water Commissioners, to replace water mains and appurtenances on Prospect Street and River Road as part of the Prospect Street and River Road Water Main Replacement and Improvement Project, so called, including all incidental and related expenses; and to meet this appropriation, to transfer and appropriate the sum of \$100,000 from Water Department Enterprise Retained Earnings and further to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow \$1,500,000 pursuant to General Laws Chapter 44, §8(5) or any other enabling authority, and to issue bonds or notes of the Town therefor; while any bonds issued hereunder shall be a general obligation bond of the Town, it is anticipated that the debt service on such borrowing shall be repaid from the Water Enterprise; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Laws Chapter 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

After minimal discussion, the town so voted unanimously.

### **ARTICLE THIRTIETH: PROCTOR AND STEWARD ELEMENTARY SCHOOLS BUILDING ENVELOPE PROJECT**

The Finance Committee recommended that the Town appropriate the amount of seven million six hundred fifty-one thousand, seven hundred fifty-seven dollars (\$7,651,757) to pay costs of new roofing, windows, doors, mechanical units and associated work at Proctor Elementary School at 60 Main Street and Steward Elementary School at 261 Perkins Row, both in said Topsfield (hereinafter the





"Projects"), including the payment of all costs incidental or related thereto (the "Projects"), which proposed repair projects would materially extend the useful life of the schools and preserve assets that otherwise are capable of supporting the required educational program, and for which the Town may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Topsfield Elementary School Committee; to meet this appropriation, the Town of Topsfield, is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority; the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, provided further that any grant the Town may receive from the MSBA for the Projects shall not exceed the lesser of (1) forty-one and ten hundredths percent (41.10 %) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2½); and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town and the MSBA; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

The Finance Committee addressed questions and comments from residents regarding why the Stabilization Funds could not be used to pay for these items, and why something of this magnitude was not better anticipated. Steve Clifford, Director of Facilities for the elementary schools, fielded inquiries about the buildings, stating that the newest section of one school's roofs is 20 years old, while the oldest is 40 years old. The Proctor School windows are original to when the school was built in the 1950's. In regards to a question about annual energy savings, Mr. Clifford stated that the projects will be built to cur-

rent code, which was updated in 2015. When the projects are completed in September, there will be full energy modeling, and then they will be able to share specific figures.

The article passed with the required 2/3 vote.

## **ARTICLE THIRTY-FIRST: AMEND ZONING BYLAW, ARTICLE III, SECTION 3.15 ADDITIONAL ACCESSORY USES**

### **3.15 Additional Accessory Uses *Regulations.***

In addition to the uses permitted in Table of Use Regulations the following accessory uses shall be permitted in the Central Residential District, Business District Village, ~~Business District Highway, Business District Highway North, and Inner Residential and Agricultural District~~ **and Outlying Residential and Agricultural District:**

- a. Storage of one unregistered motor vehicle in the open.**
- b. Storage of trailer, boat or motorized home in the open.**
- a. Storage containers used for the temporary storage of household materials or equipment owned by the resident of the property for a period not to exceed three (3) months in any calendar year. Said period may be extended for an additional three months with a Special Permit or by the provisions of section b. below.**
- b. One Storage Container for the storage of personal property, provided such Storage Container is required as a result of ongoing construction at the property which is being undertaken in accordance with a lawfully issued building permit, provided, however, such Storage Container shall be removed from the property upon the earlier of (i) cessation of construction work on the property for any 10 consecutive day period, (ii) final sign-off of the building permit; and (iii) 150 days following issuance of the building permit permitting such construction.**
- c. Storage Containers are prohibited except for the temporary storage of the resident's personal property as permitted in sections a. and b. above.**

Or take any other action relative thereto.

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article III, Section 3.15 Additional Accessory Uses as set forth under Article Twenty-third of the warrant.



## Annual/Special Town Meetings, cont.

Discussion proceeded on the Article, including some explanation from Planning Board members. Clarification explained that existing storage units are excluded from this change. The Moderator was unsure of the voice vote, and a hand count was necessary on the main motion. The Article passed by a vote of 277 yeas and 88 nos. The required 2/3 majority was met.

### **ARTICLE THIRTY-SECOND: TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**

#### **7.05 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**

##### **a. Purpose.**

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

##### **b. Definition**

"Recreational Marijuana Establishment" shall mean a "marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

##### **c. Temporary Moratorium**

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through November 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

The Finance Committee recommended that the Town vote to amend the Town's Zoning Bylaw by adding a new Section 7.05, TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS, and further to amend the Table of Contents to add Section 7.05, "Temporary Moratorium on Recreational Marijuana Establishments:" all as set forth under Article Thirty second of the warrant.

A member of the Planning Board, Steven B. Hall, of 86 Salem Road, reported that the Planning Board supports the Finance Committee's recommendation. There was no further discussion, and the Town so voted. The Moderator stated the Article passed with the required 2/3 majority vote.

### **ARTICLE THIRTY-THIRD: AMEND ZONING BYLAW ARTICLE I, DEFINITIONS**

***1.70 Marijuana Establishment: A marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, or any***



***other type of marijuana-related business, subject to regulation under Chapter 94G of the Massachusetts General Laws; provided, however, that a Registered Medical Marijuana Dispensary shall not be deemed to be a Marijuana Establishment.***

And renumbering accordingly.

**1.96 Storage Container: A container over 392 cubic feet.**

And renumbering accordingly.

The Finance Committee recommended that the Town vote to add the definitions of Marijuana Establishment and Storage Container to Article I, Definitions. Martha A. Morrison, of 217 Rowley Bridge Road, as Chairman of the Planning Board, reported that the Planning Board supports positive action of Finance Committee's recommendation. The Town so voted unanimously.

**ARTICLE THIRTY-FOURTH: AMEND TOWN OF TOPSFIELD TABLE OF DIMENSIONAL AND DENSITY REGULATIONS**

District	Use	Minimum Lot area (sq. ft.)	Minimum lot Frontage (ft.)
I-R-A	Any permitted use	40,000 <sup>(5)</sup> 87,120	150 <sup>(5)</sup> 200

The Finance Committee recommended that the Town vote to amend the Town of Topsfield Table of Dimensional and Density Regulations by increasing the Minimum Lot Area to 87,120 sq. ft. and the Minimum Lot Frontage to 200 ft. for the Inner Residential and Agricultural District.

Jeanine Cunniff, of 16 Towne Lane, a member of the Planning Board, reported the Planning Board's support of the Finance Committee's recommendation.

A spirited debate ensued, during which the Planning Board answered questions and clarified that this zoning change would not impact existing homes, as long as any changes were within current set back limits. Those citizens heard included James Decoulos of 226 Rowley Bridge Road, Catherine Vasilakis-Scaramozza of 7 Andrews Road, James DiBenedetto of 120 Hill Street, Zille Bhuj of 47

North Street, and Larry Lindquist of 41 Timber Lane.

The Moderator was unsure of the voice vote and a hand count was necessary. Article thirty-fourth passed by a vote of 291 Yeas and 57 Nos.

**ARTICLE THIRTY-FIFTH: CITIZEN PETITION: 333 PERKINS ROW AS ELDERLY HOUSING DISTRICT**

The Finance Committee recommended no action. Joseph Geller, of 52 Prospect Street, a member of the Planning Board, reported that the Planning Board recommended no action. The Town so voted unanimously.

**ARTICLE THIRTY-SIXTH: CITIZEN PETITION – DONIBRISTLE FARM**

The Finance Committee recommended that the Town vote: (1) To raise and appropriate the sum of \$500,000 for the acquisition for conservation, open space and passive recreation purposes of two conservation restrictions on the land known as "Donibristle Farm", which land is comprised of 46 acres, more or less, located in Topsfield, Massachusetts and shown as "Conservation Area I" and "Conservation Area 2" on a plan of land on file with the Town Clerk entitled "Donibristle Farm, Topsfield" by Essex County Greenbelt Association dated November 2016; such restrictions to be accepted by and under the care, custody and control of the Town of Topsfield acting by and through its Conservation Commission under the provisions of G.L. c.40, §8C; and (2) to authorize the Conservation Commission and the Board of Selectmen to receive and accept grants, donations, or reimbursements for this purpose, and/or any others in any way connected with the scope of this Article, and to authorize the Conservation Commission and the Board of Selectmen to file on behalf of the Town of Topsfield any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts under the Local Acquisitions for Natural Diversity (LAND) grant program under the provisions of G.L. c.132A, § 11, and/or any others in any way connected with the scope of the vote taken hereunder and to enter into any agreements and execute any documents necessary or convenient to effectuate the purchase authorized hereunder; (3) provided however, that the funds raised and appropriated by this vote shall not be expended unless the Town receives gifts or other contributions of no less than \$225,000 for this purpose; and (4) further, the funds raised and appropriated hereunder shall be expressly contingent upon approval by the voters of the Town of a Proposition 2 ½ capital outlay exclusion question pursuant to the provisions of G.L. c.59, §21C (i).



## Annual/Special Town Meetings, cont.

Joe Geller, 52 Prospect Street, representing the Open Space Committee, gave a report summarizing the Open Space Committee's support of the Article.

Much heated debate ensued, including discussion of the pros and cons of hunting on the property and potential tax revenue if the land were to be developed. Antoinette Pizzanato, 96 North Street, moved to amend the Finance Committee recommendation by adding the following to the end to the Article: "restrict hunting to those areas identified by Greenbelt annually pursuant to a plan submitted to the Board of Selectman and Conservation Commission no later than March 15 in any year, that the Board hold a public hearing in such plan, and that in the event that the Board, Cons Com, and Greenbelt cannot agree on an appropriate plan, that such plan be presented at Town Meeting." The amendment was seconded and the Moderator called for a vote. The Town voted by a clear 2/3 to defeat the amendment to the Finance Committee's recommendation.

Kim Sherwood, 29 Perkins Row, proposed an amendment regarding the return of un-needed fund to the taxpayers. Upon further explanation and clarification from Town Council, the Moderator asked if Ms. Sherwood would withdraw her amendment, and she did.

A call to move the question was seconded, and so voted. The Moderator called for a vote and the original Article passed by 2/3 majority.

### **ARTICLE THIRTY-SEVENTH: AVERILL STREET DRIVEWAY AND PUBLIC ACCESS EASEMENT**

The Finance Committee recommended that the Town vote to transfer the property described in the warrant under Article Thirty-Seventh from the Board of Selectmen for the purpose for which it is presently held to the Board of Selectmen for that purpose and for the additional purpose of conveyance; and to authorize the Board of Selectmen to convey for nominal consideration a non-exclusive, perpetual easement on and over the said parcel of Town-owned land to and for the benefit of the owners, their heirs, successors and assigns, of real property located at 44 Averill Street and 50 Averill Street, all as further described in said Article Thirty-Seventh, and further to approve Article Thirty-Seventh as printed in the warrant.

Priscilla Carlson, of 33 Averill Street, asked for clarification of the article, which was provided by Town Council. Karri Madonna, of 44 Averill Street, questioned her family's liability if they were to be responsible for ice and snow removal of the easement when they are not the owners of the property. Town Council confirmed it would be a private liability issue on which the Town cannot advise.

Priscilla Carlson, of 33 Averill Street, moved to amend the Finance Committee recommendation to read "for which it is presently held to the Board of Selectmen for that purpose and for the additional purpose of conveyance of an easement and to authorize the Board to convey..." The Town voted in the majority in favor of the motion to amend the article.

Additionally, Keith Dayton, of 44 Averill Street, wanted to move to amend the article to include specifics regarding mowing and fences. Rand Weyler, of 50 Averill Street, asked for confirmation about whether the vote included negotiations with the Board of Selectmen to negotiate language with the families. Board of Selectman Chairman Lais confirmed that Article 37 is, in fact, the easement. There would be no further negotiations.

Philip Knowles, of 75 High Street, stated, "Seems like there's a lot of issues here. Is there any chance this thing can be tabled and re-brought at the next Town Meeting?" At the Moderator's request, Mr. Knowles restated, "Table this." The Moderator asked, "Are you moving to table the question?" Mr. Knowles said, "Yes." The motion was duly seconded and the Town voted in the majority to table the article.

### **ARTICLE THIRTY-EIGHTH: GENERAL STABILIZATION FUND**

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$25,000 to the General Stabilization Fund, and the Town so voted. This article required a 2/3 vote and was passed unanimously.

**ARTICLE THIRTY-NINTH: 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. This article required a 2/3 vote and was passed unanimously.

**ARTICLE FORTY: OTHER POST EMPLOYMENT BENEFITS ("OPEB TRUST FUND")**

The Finance Committee 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 ("OPEB Trust Fund"), and the Town so voted unanimously.

**ARTICLE FORTY-FIRST: FREE CASH TO OFFSET THE TAX RATE**

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$176,419 to reduce the tax levy for Fiscal Year 2018, and the Town so voted 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 2017 was dissolved at 11:30 PM. There were 465 registered voters in attendance.



# Annual Town Election

## TOWN OF TOPSFIELD TOWN ELECTION May 4, 2017

The polls opened at 7:00 AM on May 4, 2017 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 Bonnanno, Frederick Capobianco, Carole Carter, Elaine Crippen, Kathy Curran, Janice Englehardt, Judith Forrest, Jolene Guerra, Mary Hayden, Audrey Iarocci, Ruth Lucy, and Diane Torrey.

The polls were closed at 8:00 PM, and 1618 ballots were cast. There were 4812 persons registered to vote in this election. The results are as follows:

### Moderator, One Year

Stephen T. Whelan .....	1210*
Blanks .....	384
Write Ins .....	24

### Selectman, Three Years *(Vote for Two)*

Martha A. Morrison .....	850
A Richard Gandt .....	856*
John K. Spencer .....	862
Blanks .....	613
Write Ins .....	55

### Elementary School Committee, Three Years *(Vote for Two)*

Meredith Sokolowski .....	1051*
Jessica Catherine Steffens .....	1030
Blanks .....	1151
Write Ins .....	4

### Assessor, Three Years

John W. Minnehan .....	1195*
Blanks .....	422
Write Ins .....	1

### Commissioner of Trust Funds, Three Years .....

Richard T. Walsh .....	1192*
Blanks .....	425
Write Ins .....	1

### Constable, Three Years

Frederick J. Glatz .....	1239*
Blanks .....	379
Write Ins .....	—

### Housing Authority, Four Years

George D. Anderson .....	1173*
Blanks .....	440
Write Ins .....	5

### Housing Authority, One Year

Gerard L. McCarthy .....	1145*
Blanks .....	472
Write Ins .....	1

### Library Trustee, Three Years *(Vote for Two)*

Abigail P. Jackson .....	1189*
Janet O. Kmetz – Write In .....	75*
Blanks .....	1959
Write Ins .....	13

### Park & Cemetery Commissioner, Three Years

Gretchen W. Rehak .....	1186*
Blanks .....	430
Write Ins .....	2



**Planning Board, Three Years** (*Vote for Two*)

Martha A. Morrison .....	907 *
Steven B. Hall .....	936 *
Kim M. Sherwood .....	585
Blanks .....	804
Write Ins .....	4

**Regional School Committee, Three Years**

John K. Spencer .....	1163 *
Blanks .....	453
Write Ins .....	2

**Road Commissioner, Three Years**

Boyd R. Jackson .....	1176 *
Blanks .....	440
Write Ins .....	2

**Water Commissioner, Three Years**

Philip G. Knowles .....	1179 *
Blanks .....	433
Write Ins .....	6

**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 bonds issued in order to pay costs of new roofing, windows, doors, mechanical units and associated repairs at the Proctor Elementary School and Steward Elementary School?

YES .....	1231 *
NO .....	349
BLANK .....	388

**QUESTION TWO:**

Shall the Town of Topsfield be allowed to assess an additional \$500,000 in real estate and personal property taxes for the purposes of acquiring for conservation, open space and passive recreation purposes two conservation restrictions on the land known as "Donibristle Farm," which land is comprised of 46 acres, more or less, located in Topsfield, Massachusetts and shown as "Conservation Area 1" and "Conservation Area 2" on a plan of land on file with the Town Clerk entitled "Donibristle Farm, Topsfield," for the fiscal year beginning July first, two thousand and seventeen?

YES .....	1089*
NO .....	497
BLANK .....	32

A true copy attest:

Mary E. Willis, *Town Clerk*



# Appendix A: FY2018 Operating Budget

Approved  
Appropriation  
Fiscal Year 2017

GENERAL OPERATING BUDGET  
May 2, 2017  
ANNUAL TOWN MEETING

Approved  
Appropriation  
Fiscal Year 2018

<b>ELECTED OFFICERS</b>			
50	.....	MODERATOR: .....	50
	.....	SELECTMEN: .....	
1	.....	Chairman .....	1
1	.....	Clerk .....	1
1	.....	Member .....	1
1	.....	Member .....	1
1	.....	Member .....	1
	.....	ASSESSORS: .....	
1,500	.....	Chairman .....	1,500
1,500	.....	Clerk .....	1,500
1,500	.....	Member .....	1,500
65,835	.....	TOWN CLERK: .....	Appointed
300	.....	TOWN CONSTABLE: .....	300
	.....	PLANNING BOARD: .....	
1	.....	Chairman .....	1
1	.....	Clerk .....	1
1	.....	Member .....	1
1	.....	Member .....	1
1	.....	Member .....	1
<b>GENERAL GOVERNMENT</b>			
		Moderator:	
50	.....	Salaries & Wages .....	50
50	.....	TOTAL: Moderator .....	50



Approved  
Appropriation  
Fiscal Year 2017

GENERAL OPERATING BUDGET  
May 2, 2017  
ANNUAL TOWN MEETING

Approved  
Appropriation  
Fiscal Year 2018

Selectmen:			
230,604	Salaries & Wages	245,734	
40,887	Other Expenses	18,311	
271,491	TOTAL: Selectmen	264,045	
Selectmen's Special:			
72,300	Other Expenses	72,300	
72,300	TOTAL: Selectmen Special	72,300	
Finance Committee:			
1,308	Salaries & Wages	1,371	
395	Other Expenses	395	
-	Reserve Fund	100,000	
1,703	TOTAL: Finance Committee	101,766	
Town Accountant:			
133,961	Salaries & Wages	139,878	
23,996	Other Expenses	26,126	
157,957	TOTAL: Town Accountant	166,004	
Board of Assessors:			
121,777	Salaries & Wages	127,766	
32,650	Other Expenses	33,303	
154,427	TOTAL: Assessors	161,069	
Town Treasurer and Collector:			
180,153	Salaries & Wages	193,633	
51,046	Other Expenses	59,068	
231,199	TOTAL: Town Treasurer / Collector	252,701	
Town Hall:			
-	Salaries & Wages	-	
153,318	Other Expenses	188,331	
153,318	TOTAL: Town Hall	188,331	



Approved  
Appropriation  
Fiscal Year 2017

GENERAL OPERATING BUDGET  
May 2, 2017  
ANNUAL TOWN MEETING

Approved  
Appropriation  
Fiscal Year 2018

Town Owned Buildings:			
600	Other Expenses (School Strret Bldg electricity)	600	
600	TOTAL: Town Owned Buildings	600	
P.E.G. / Cable Advisory:			
1,858	Salaries & Wages	-	
1,263	Other Expenses	35,000	
3,121	Total: P.E.G. / Cable Advisory	35,000	
Town Clerk:			
95,146	Salaries & Wages	88,061	
14,385	Other Expenses	13,535	
109,531	TOTAL: Town Clerk	101,596	
Trust Fund Clerk:			
100	Other Expenses	-	
100	TOTAL: Trust Fund Clerk	-	
Conservation Commission:			
93,437	Salaries & Wages	80,421	
93,437	TOTAL: Conservation Commission	80,421	
Planning Board:			
5,207	Salaries & Wages	5	
1,791	Other Expenses	1,791	
6,998	TOTAL: Planning Board	1,796	
Zoning Board of Appeals:			
745	Other Expenses	745	
745	TOTAL: Zoning Board of Appeals	745	
1,256,977	SUB-TOTAL: GENERAL GOVERNMENT	1,426,424	



Approved  
Appropriation  
Fiscal Year 2017

GENERAL OPERATING BUDGET  
May 2, 2017  
ANNUAL TOWN MEETING

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Appropriation  
Fiscal Year 2018

<b>PUBLIC SAFETY</b>			
Police Department:			
1,392,102	Salaries & Wages	1,390,852	
147,300	Other Expenses	150,900	
-	Capital Equipment	-	
1,539,402	TOTAL: Police Department	1,541,752	
Fire Department:			
648,043	Salaries & Wages	645,514	
109,180	Other Expenses	111,363	
757,223	TOTAL: Fire Department	756,877	
Inspectional Services:			
131,976	Salaries & Wages	136,601	
6,289	Other Expenses	6,415	
138,265	TOTAL: Inspectional Services	143,016	
Sealer Weights & Measure:			
1,658	Salaries & Wages	1,692	
1,658	TOTAL: Sealers Weights & Measure	1,692	
Animal Control Officer:			
9,831	Salaries & Wages	10,028	
571	Other Expenses	571	
10,402	TOTAL: Animal Control Officer	10,599	
Animal Inspector:			
7,449	Salaries & Wages	7,598	
1,840	Other Expenses	1,840	
9,289	TOTAL: Animal Inspector	9,438	
Tree Department:			
6,752	Salaries & Wages	6,817	
8,670	Other Expenses	8,845	
15,422	TOTAL: Tree Department	15,662	



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Fiscal Year 2017

GENERAL OPERATING BUDGET  
May 2, 2017  
ANNUAL TOWN MEETING

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Fiscal Year 2018

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2,471,661 .....	SUB-TOTAL: PUBLIC SAFETY .....	2,479,036
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**ELEMENTARY EDUCATION**

Proctor Elementary School & Steward Elementary School:

5,842,194 .....	Total Salaries & Wages .....	6,316,234
101,380 .....	Total Professional Development .....	107,693
276,665 .....	Total Supplies & Equipment .....	332,526
120,000 .....	Total Food Service .....	
291,321 .....	Total Transportation .....	327,168
191,364 .....	Total Utilities Expense .....	197,668
210,096 .....	Total Facilities Expense .....	253,191
569,204 .....	Total Special Education (Tuition & Services) .....	292,691
7,602,224 .....	TOTAL: Elementary Schools .....	7,827,171
7,602,224 .....	SUB-TOTAL: ELEMENTARY EDUCATION .....	7,827,171

**PUBLIC WORKS AND FACILITIES**

Stormwater Management:

- .....	Salaries & Wages .....	5,306
- .....	Other Expenses .....	10,000
- .....	TOTAL: Stormwater Management .....	15,306

Highway Department:

394,084 .....	Salaries & Wages .....	400,117
248,845 .....	Other Expenses .....	253,829
29,527 .....	Capital Equipment .....	29,527
672,456 .....	TOTAL: Highway Department .....	683,473

Snow and Ice:

30,828 .....	Salaries & Wages .....	30,828
180,155 .....	Other Expenses .....	183,345
210,983 .....	TOTAL: Snow and Ice .....	214,173





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Appropriation  
Fiscal Year 2017

GENERAL OPERATING BUDGET  
May 2, 2017  
ANNUAL TOWN MEETING

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Appropriation  
Fiscal Year 2018

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	Street Lights:	
21,200	..... Other Expenses .....	22,685
21,200	..... TOTAL: Street Lights .....	22,685
	MSW Collection, HHW & Recycling:	
409,713	..... Contracted Services .....	409,803
409,713	..... TOTAL: MSW Collection, HHW & Recycling .....	409,803
	Recycling:	
1,650	..... Other Expenses .....	1,650
1,650	..... TOTAL: Recycling .....	1,650
	Park and Cemetery Department:	
230,260	..... Salaries & Wages .....	235,035
54,608	..... Other Expenses .....	55,700
284,868	..... TOTAL: Park & Cemetery Dept. ....	290,735
1,600,870	..... SUB-TOTAL: PUBLIC WORKS .....	1,637,825

**HUMAN SERVICES**

	Board of Health:	
95,125	..... Salaries & Wages .....	95,724
18,702	..... Other Expenses .....	20,208
113,827	..... TOTAL: Board of Health .....	115,932
	Council On Aging:	
104,113	..... Salaries & Wages .....	113,364
2,936	..... Other Expenses .....	4,030
107,049	..... TOTAL: Council On Aging .....	117,394
	Veterans' Benefits:	
20,960	..... Other Expenses .....	20,960
20,960	..... TOTAL: Veterans' Benefits .....	20,960

Soldiers & Sailors Graves:



Approved  
Appropriation  
Fiscal Year 2017

GENERAL OPERATING BUDGET  
May 2, 2017  
ANNUAL TOWN MEETING

Approved  
Appropriation  
Fiscal Year 2018

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1,000	..... Other Expenses .....	1,000
1,000	..... TOTAL: Soldiers & Sailors Graves .....	1,000
242,836	..... SUB-TOTAL: HUMAN SERVICES .....	255,286

**CULTURE & RECREATION**

Library:

421,074	..... Salaries & Wages .....	432,983
149,317	..... Other Expenses .....	152,299
570,391	..... TOTAL: Library .....	585,282

Historical Commission:

450	..... Other Expenses .....	450
450	..... TOTAL: Historical Commission .....	450

Memorial Day/Veteran's Day:

100	..... Salaries & Wages .....	100
2,550	..... Other Expenses .....	1,750
2,650	..... TOTAL: Memorial Day/Veteran's Day .....	1,850

573,491	..... SUB TOTAL: CULTURE & RECREATION .....	587,582
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**DEBT SERVICE**

495,500	..... Long-Term Debt Principal .....	505,500
63,439	..... Long -Term Debt Interest .....	50,828
74,000	..... Short-Term Debt Principal Pay Down .....	96,000
18,047	..... Interest for Temporary Loans .....	429,376
2,500	..... Issue Cost .....	2,500
653,486	..... TOTAL: DEBT SERVICE .....	1,084,204

653,486	..... SUB TOTAL: DEBT SERVICE .....	1,084,204
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Approved  
Appropriation  
Fiscal Year 2017

GENERAL OPERATING BUDGET  
May 2, 2017  
ANNUAL TOWN MEETING

Approved  
Appropriation  
Fiscal Year 2018

### OTHER EXPENDITURES

Pensions:

1,057,155 .....	Essex Retirement .....	1,076,261
1,057,155 .....	TOTAL: Pensions .....	1,076,261

Insurance:

399,665 .....	Liability/Accident/Workmen's Compensation .....	422,277
2,234,114 .....	Life/Medical/Medicare .....	2,304,084
60,000 .....	Unemployment .....	60,000
2,693,779 .....	TOTAL: Insurance .....	2,786,361

Other Employee Costs/Benefits:

- .....	Salary Reserve .....	110,165
- .....	TOTAL: Other Employee Costs/Benefits .....	110,165

3,750,934 .....	SUB-TOTAL OTHER EXPENDITURES .....	3,972,787
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**18,152,479 .....** **\*\*\*TOTAL APPROVED BUDGET \*\*\* .....** **19,270,315**

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

Fiscal Year 2018: July 1, 2017 through June 30, 2018

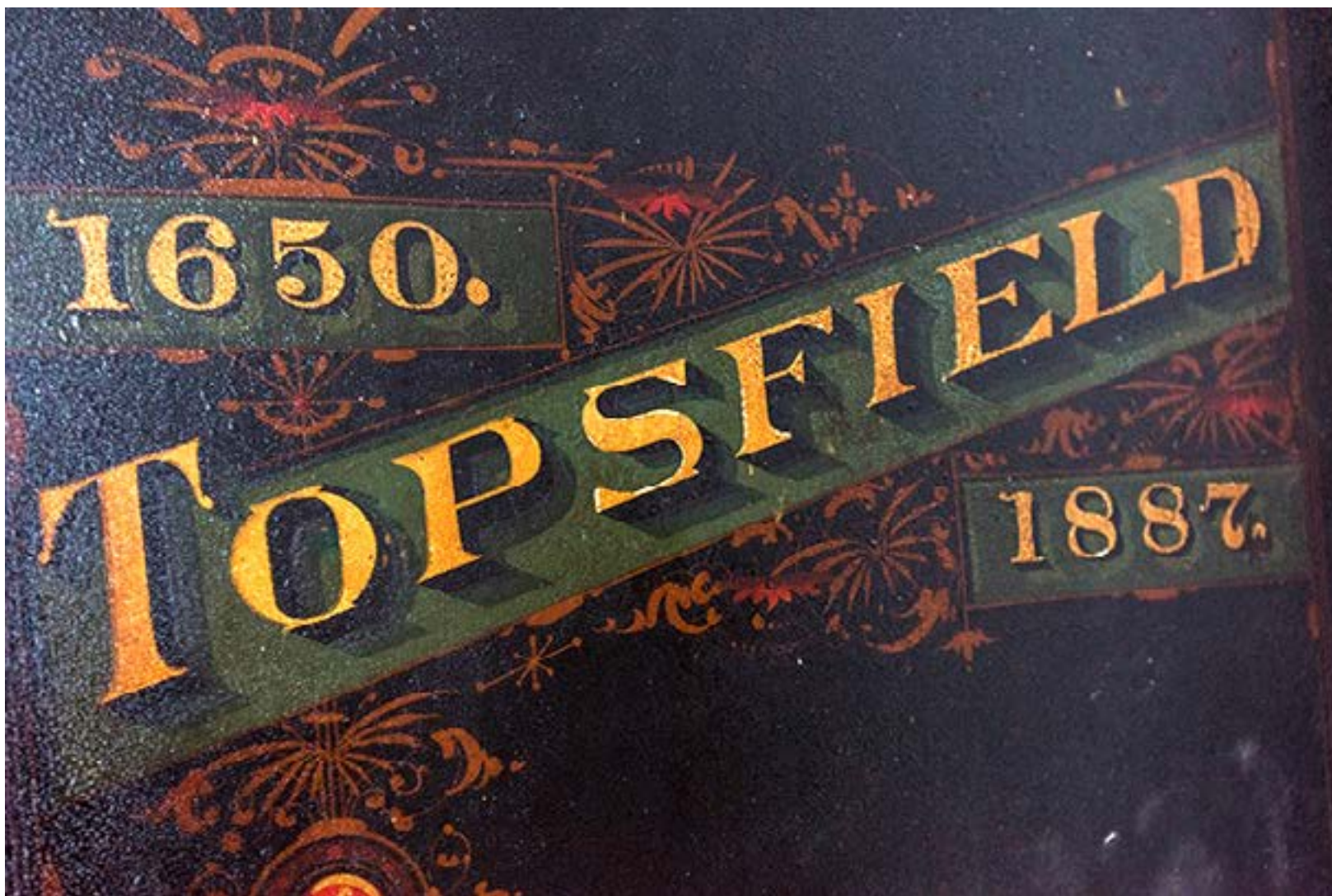


PHOTO COURTESY KINDRA CLINEEF PHOTOGRAPHY

*Face of vault inside Town Hall*

# Financial Reports

Note:

All financial data cover the period July 1, 2016 through June 30, 2017.

## **Auditors' Report**

The Independent Auditors' Report on General Purpose Financial Statements for the Town of Topsfield was conducted by Giusti, Hingston and Company, Certified Public Accountants on February 26, 2018.

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

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## **Town Audit**

An audit of the Town of Topsfield's 2017 basic financial statements was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards as issued by the Comptroller General of the United States.

The auditor's opinion on the financial statements was unqualified.

The financial statements are available for inspection in the Town Clerk's office as required under MGL Chapter 44, Section 40. Said statements are titled Audited Financial Statements – Giusti, Hingston and Company, Certified Public Accounts.







# Board of Assessors

John W. Minnehan was re-elected to the Board of Assessors in April 2017 election.

Fiscal 2017 was an interim certification year. Fiscal 2017 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](http://www.topsfield-ma.gov) and by department listing to the Assessors page.

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

## Full and Fair Cash Valuations as of January 1, 2016 for Fiscal 2017

<b>Real Property:</b>	Residential	\$ 1,200,984,331
	Open Space	0
	Commercial	58,160,626
	Industrial	<u>17,614,482</u>
	Total Real Property	\$ 1,276,759,439

<b>Personal Property:</b>	Business Accounts	\$ 4,309,090
	Utility Accounts	17,418,030
	Wireless Accounts	<u>339,700</u>
	Total Personal Property	\$ <u>22,066,820</u>

<b>Total Taxable Real and Personal Property:</b>	\$ 1,298,826,259
<b>Exempt Property:</b>	73,739,695

<b>Total Valuation of All Property:</b>	\$ <u>1,372,565,954</u>
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<b>Tax Rate</b> (Per \$1,000 Valuation):	\$ 16.93
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**Levy** (Total taxes assessed for state, county and town purposes including overlay)

On Real Property	\$ 21,615,537.30
On Personal Property	\$ 373,591.26
Total Levy	\$ <u>21,989,128.56</u>

Motor Vehicle and Trailer Excise Received in Calendar 2016

2012 Registered Cars	148
2013 Registered Cars	7,315

Commissioner's Total Value:	\$ 58,788,850
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Excise Tax Total:	\$ 1,225,821.20
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# Finance Committee

March 31, 2017  
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 2018 (FY2018) 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 2, 2017. 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 2.0% 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 FY2018 budget with a 6.16% increase in the General Operating Budget (Article Third). Some of the subtotals in the budget detail for Article 3rd (Attachment A) appear to have experienced large budget changes. This is due to changing the placement of certain budget categories (Parks and Cemetery, Stormwater Management), and moving funding of the Finance Committee Reserve and Salary Reserve funds from stand-alone articles into Article 3. Comparing similar items, the increase over FY2017 is 4.86%. The Masconomet Regional School assessment, as certified by its School Committee, is \$7,207,467, a 2.59% increase over FY2017.

The FY2018 budget recommended by the Finance Committee for Annual Town Meeting includes an estimated total amount to be raised of \$29,284,741

representing an increase of 5.53% over the FY2017 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 \$23,347,038, an increase of 6.12% over the current year approved.

The Finance Committee considered several other requests for department budgets over guidelines. While all had merit, we felt we could only fund the most urgent requests: a color printer and binding machine for the Town Accountant; new activity tracking software for the Council on Aging; leased space for COA activities during Town Hall construction; additional hours for the COA director and the Payroll Coordinator; and funding to augment the Police and Fire command structures (a Police Captain and two Fire Lieutenants). Some of these items appear on the Annual Town Meeting warrant; others appear on the Special Town Meeting warrant and will be funded with turn-backs from FY2017. Article Twenty-second requests permission to appropriate and borrow \$7,661,757 for new roofing, windows, doors, mechanical units and associated work at Proctor and Steward Elementary Schools. This approval is also subject to passage of a debt-exclusion override of Proposition 2 ½ at the polls on May 4, 2017. The projects are eligible for partial reimbursement of eligible costs from the Massachusetts School Building Authority. The school roofs are reaching the end of their useful life, as explained in a presentation that will be available on the Tri-Town School Union website before Town Meeting. Given the age of the roofs and understanding the need for a solution in the near term, the Finance Committee weighed moving forward with the project today with the availability of a state grant to reimburse some of the costs, against moving forward down the road with anticipated increases in construction and borrowing costs and uncertainty around the availability of a state grant. The Finance Committee recommends positive action on Article Twenty-second. The anticipated debt is estimated to cost the average household approximately \$138 per year for a 25-year bond.

Article Twenty-eighth is a citizens' petition requesting that the Town fund purchase of a conservation restriction on land off Hill Street known as Donibristle Farm. As you will see from the article, this land would be a Greenbelt Reservation open to the public for passive recreational use. Funding for purchase of



the conservation restriction would be from a combination of private fund-raising (\$225,000) and Town funds (\$500,000, possibly to be reduced if a State LAND grant application is successful), with funding subject to a Proposition 2 ½ capital outlay exclusion at the polls on May 4, 2017. The Finance Committee considered using debt to fund this, but felt that was imprudent given other projects that are, or are proposed to be, funded through debt.

The FY2018 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 maintenance at Pyebrook Park; an SUV patrol cruiser, security system upgrades, building repairs and portable radio replacement for the police; replacement of 10-year-old personal protective equipment and a 50-year-old rescue boat for the Fire Department; a small dump truck with plow for the Highway Department; and replenishment of the town facilities maintenance and repair fund.

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:

- *Debt Service*—The Debt Service Budget for FY2018 will increase by \$430,718 or 65.9% over the previous year, reflecting last year's decision to renovate and expand Town Hall.
- *Pensions and Insurance*—Projected pension and insurance costs will increase by \$111,688 or 2.98% over FY2017, reflecting a careful review and optimization of the insurance budget.

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, 2017. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2017.

Respectfully submitted,

Catherine M. Gabriel  
*Town Accountant*

**STATEMENT OF TOWN DEBT**

As of June 30, 2017

## Outstanding Debt - July 1, 2016

Multi-Purpose 2011	1,870,000.00	
Multi-Purpose 2012	<u>1,215,000.00</u>	\$3,085,000.00

Plus Debt Issued During the Year		\$-
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## Less Debt Retired During the Year:

Multi-Purpose 2011	380,000.00	
Multi-Purpose 2012	<u>195,000.00</u>	\$575,000.00

## Outstanding Debt - June 30, 2017

Multi Purpose 2011	1,490,000.00	
Multi Purpose 2012	<u>1,020,000.00</u>	<u>\$2,510,000.00</u>

Outstanding Debt - General Government	1,870,500.00
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Outstanding Debt - Water Enterprise Fund	639,500.00
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Total Outstanding Debt - June 30, 2017	<u>\$2,510,000.00</u>
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## Short Term Debt:

Outstanding Bond Anticipation Notes -  
June 30, 2016

Bond Anticipation Notes issued - General Fund	9,359,000.00
Bond Anticipation Notes issued - Water Enterprise Fund	1,818,000.00
Outstanding Bond Anticipation Notes - June 30, 2016	<u>11,177,000.00</u>

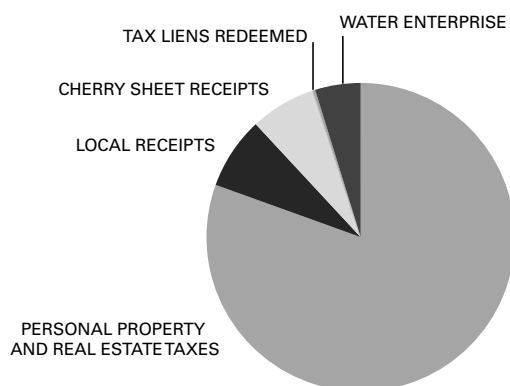
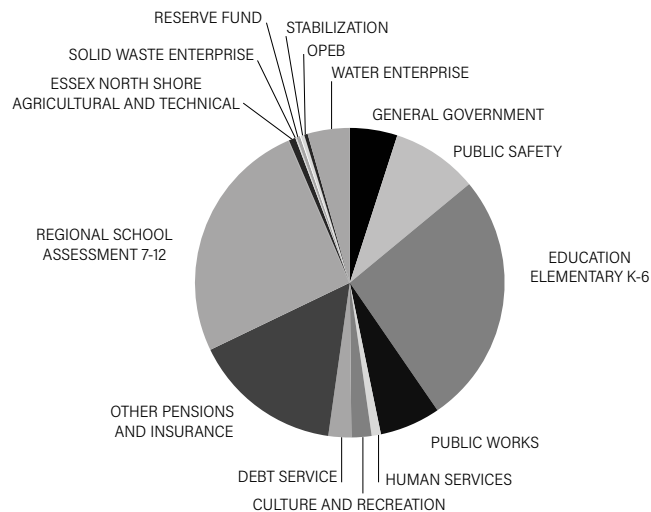
## GENERAL FUND

Total New Debt Authorized - Various	1,909,000.00
Total New Debt Authorized - Town Hall Renovation Project	9,859,000.00
Total New Debt Authorized - School Roof Envelope Project	7,651,757.00
less: Bond Anticipation Notes issued - General Fund	9,359,000.00
Total Authorized and Un-issued - General Fund	<u>10,060,757.00</u>

## WATER ENTERPRISE FUND

Total New Debt Authorized - WTF Design & Washington Street Main	1,818,000.00
Total New Debt Authorized - Water Treat- ment Facility (WTF)	9,250,000.00
Total New Debt Authorized - River Street Main	1,500,000.00
less: Bond Anticipation Notes issued - Water Enterprise Fund	1,818,000.00
Total Authorized and Un-issued - Water Enterprise Fund	<u>10,750,000.00</u>

Total Authorized and Unissued Debt - June 30, 2017	<u>20,810,757.00</u>
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### GENERAL FUND AND ENTERPRISE APPROPRIATIONS FISCAL 2017 TOTAL APPROPRIATIONS \$27,329,253

	Total Appropriations	%	Operating Budget	Warrant Articles
General Government	1,356,977	4.97%	1,224,727	132,250
Public Safety	2,471,661	9.04%	2,414,661	57,000
Education Elementary K-6	7,216,612	26.41%	7,052,612	164,000
Public Works	1,737,120	6.36%	1,603,550	133,570
Human Services	264,836	0.97%	232,836	32,000
Culture and Recreation	573,491	2.10%	573,491	-
Debt Service	653,486	2.39%	653,486	-
Other Pensions and Insurance	4,272,717	15.63%	4,272,717	-
Regional School Assessment 7-12	7,025,349	25.71%	7,025,349	-
Vocational School Assessment	-	0.00%	-	-
Essex North Shore Agricultural & Technical	191,263	0.70%	191,263	-
Solid Waste Enterprise	38,700	0.14%	2,000	36,700
Reserve Fund	100,000	0.37%	(50,000)	150,000
Stabilization	125,000	0.46%	-	125,000
OPEB	100,000	0.37%	-	100,000
Water Enterprise	1,202,041	4.40%	1,082,041	120,000
<b>TOTAL APPROPRIATIONS</b>	<b>27,329,253</b>	<b>100.00%</b>		

### GENERAL FUND AND ENTERPRISE REVENUES FISCAL 2017 TOTAL REVENUE \$27,187,913.25

	Actual Revenue	%
Personal Property and Real Estate Taxes	21,887,143.37	80.50%
Local Receipts	2,061,752.09	7.58%
Cherry Sheet Receipts	1,868,008.50	6.87%
School Building Assistance	-	0.00%
Tax Liens Redeemed	73,126.04	0.27%
Water Enterprise	1,297,575.57	4.77%
Solid Waste Enterprise	307.68	0.00%
<b>TOTAL REVENUE</b>	<b>27,187,913.25</b>	<b>100.00%</b>





**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2017**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
<b>GENERAL FUND REVENUE</b>			
Taxes			
Personal Property:			
Levy of 2017	372,023.95		
Levy of Prior Years	(18,343.88)		
	353,680.07	373,591.26	(19,911.19)
Real Estate:			
Levy of 2017	21,414,743.86		
Levies of Prior Years	118,719.44		
	21,533,463.30	21,427,266.74	106,196.56
Tax Liens:			
Redeemed	73,126.04		
	73,126.04	-	73,126.04
Motor Vehicles Excise:			
Levy of 2017	1,057,280.81		
Levy of 2016	212,654.18		
Levies of Prior Years	7,410.74		
	1,277,345.73	905,000.00	372,345.73
Other Excise:			
Room Occupancy	-		
	-	-	-
Interest & Penalties on Taxes:			
Over Short Motor Vehicle Excise	12.71		



**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2017**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Over Short Real Personal Property	23.11			
Real & Personal Property	21,976.70			
Motor Vehicle Excise	5,340.28			
Tax Liens	13,923.12			
		41,275.92	26,000.00	15,275.92
In Lieu of Taxes:	76,581.07			
		76,581.07	56,500.00	20,081.07
Other Charges for Services:				
Town Hall - Copier	966.35			
Library - Fax Fees	466.00			
Assessors - Sale of Maps	405.85			
Accident Report & Miscellaneous	626.00			
Tax Collector - Municipal Liens	4,925.00			
Firearms Licensing	3,012.50			
		10,401.70	8,000.00	2,401.70
Fees:				
Tax Collector Demands Fees	14,139.76			
Deputy Collector Fees	8,475.00			
Returned Check Charges	600.00			
Town Clerk Fees	11,070.00			
Town Clerk Dog License Fees	13,545.00			
Planning Board Fees	16,786.69			
Zoning Board Fees	600.00			
Animal Control Officer	105.00			
Police Special Detail Admin Fee	40,916.12			



**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2017**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Fire Special Detail Admin Fee	8,575.84		
	114,813.41	82,000.00	32,813.41
Other Departmental Revenue:			
Board of Health Flu Clinic Insurance Reimb	3,104.56		
Sale of Town Equipment	1,652.70		
ALS-Dual Transport Ambulance	5,448.95		
Rescue Patient Transport	57,489.11		
Sealer of Weights & Measures	695.00		
Town Clerk Census	2,000.00		
Recycling Sticker Program	51,675.00		
Composting Access Ticket	6,650.00		
Firearms Safety Class	1,900.00		
	130,615.32	88,000.00	42,615.32
Licenses & Permits:			
License - Food	11,245.00		
License - Cable / PEG	1,187.50		
License - Milk			
License - Class I & II	200.00		
License - Alcohol	6,050.00		
License - Victualler	2,200.00		
Permits - Food	1,675.00		
Permits - Street Opening	25.00		
Permits - Sign	300.00		
Permits - Miscellaneous	150.00		
Permits - Tobacco Sales	100.00		
Permits - Auction	120.00		



**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2017**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Permits - Building	88,036.10		
Permits - Electric	21,679.00		
Permits - Sheet Metal	1,739.00		
Permits - Mechanical	203.00		
Permits - Fairgrounds	44,635.00		
Permits - Fire	450.00		
Permits - Gas	10,065.00		
Permits - Installers	1,575.00		
Permits - Plumbing	10,100.00		
Permits - Septic	15,975.00		
Permits - Well	375.00		
Permits - Sprinkler	100.00		
Permits - LPG	7,000.00		
Permits - Trench	1,000.00		
Permits - Tent	200.00		
Permits - 26F Inspections	4,450.00		
Permits - Burning	4,840.00		
Permits - Oil Tank Burner	3,700.00		
Permits - Fire Other	1,170.00		
	240,544.60	190,000.00	50,544.60
State Aid - Cherry Sheet :			
Abatements to Vets, Blind, Surviving Spouses	9,206.00		
Veteran Benefits Ch. 115	4,811.50		
State Owned Land	124,197.00		
School Aid - Chapter 70	1,140,038.00		
School Aid - School Choice Reimbursement			



**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2017**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
School Aid - Charter School Reimbursement				
Unrestricted General Government Aid	589,756.00			
		1,868,008.50	1,875,920.00	1,868,008.50
Fines & Forfeits:				
Parking Fines	585.00			
Court Fines	7,490.00			
RMV Charges	36,840.00			
Police Fines				
Civil Disposition Violation	4,200.00			
Civil Disposition Violation Tobacco	100.00			
		49,215.00	49,000.00	215.00
Earnings on Investments:	28,068.00			
		28,068.00	13,000.00	15,068.00
Medicaid Reimbursement:				
Medicaid Reimbursement - School	24,681.36			
Medicaid Reimbursement - School Federal Grant	1,373.00			
		26,054.36	10,225.00	15,829.36
Miscellaneous:				
Medicare Drug Subsidy				
Miscellaneous				
Insurance Reimbursement - Prior Year	846.85			
Cancelled Payments - Prior Year				
Collections of Uncollectibles	2,961.95			
		3,808.80	275.00	3,533.80



**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2017**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Miscellaneous (NON-RECURRING):			
Miscellaenous Non-Recurring	79,237.36		
BAN Premium	13,653.98		
	92,891.34		92,891.34
<b>Total General Fund Revenue</b>	<b>25,919,893.16</b>	<b>25,104,778.00</b>	<b>2,691,035.16</b>
<b>WATER ENTERPRISE REVENUE</b>			
User Charges & Connection Fees	1,278,036.49	1,309,299.00	(31,262.51)
Water Betterments Tax Lien			
Water Delinquent Charges	19,184.86		19,184.86
Water Delinquent Charges Tax Lien			-
Water Restriction Violation	350.00	350.00	-
Interest on Investment	4.22	2.00	2.22
Non Recurring Miscellaneous			
Insurance & Restitution			-
State Revenue			
<b>Total Water Enterprise Revenue</b>	<b>1,297,575.57</b>	<b>1,309,651.00</b>	<b>(12,075.43)</b>
<b>SOLID WASTE ENTERPRISE REVENUE</b>			
Interest Income	307.68		
<b>Total Solid Waste Enterprise Revenue</b>	<b>307.68</b>		<b>307.68</b>
<b>Total Revenue &amp; Other Financing Sources - Fiscal 2017</b>	<b>27,217,776.41</b>	<b>26,414,429.00</b>	<b>2,679,267.41</b>





**TOWN OF TOPSFIELD**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING JUNE 30, 2017**

	Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
<b>GENERAL GOVERNMENT</b>							
114 <b>Moderator</b>							
Salaries & Wages		50.00				50.00	-
122 <b>Board of Selectmen</b>							
Salaries & Wages		230,604.00	10,556.00		236,288.02	4,871.98	-
Other Expenditures	1,368.21	40,887.00	2,474.00		44,351.13	327.09	50.99
124 <b>Selectmen's Special</b>							
Salaries & Wages						-	-
Other Expenditures		72,300.00	34,300.00		98,424.74	8,047.53	127.73
Articles:							
FY14 13ATM/A29 TOWN FACILITY REPAIRS	82,681.46				82,681.46	-	-
FY15 14ATM/A27 TOWN FACILITY REPAIRS	99,878.69				69,746.04	-	30,132.65
131 <b>Finance Committee</b>							
Salaries & Wages		1,308.00			1,090.11	217.89	-
Other Expenditures		395.00			176.00	219.00	-
ART A2 Reserve Fund		100,000.00	(25,516.00)			74,484.00	
Transfer To:						-	
Historic Commission Expense			(2,016.00)			-	
Street Lights - Other			(4,000.00)			-	
Sel Other Professional Services			(19,500.00)			-	
135 <b>Town Accountant</b>							
Salaries & Wages		133,961.00			133,518.68	442.32	-
Other Expenditures		23,996.00	1,500.00		25,490.36	5.64	-
141 <b>Board of Assessors</b>							
Salaries & Wages		121,777.00			121,247.74	529.26	-
Other Expenditures		32,650.00			30,986.48	1,663.52	-



**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2017**

	Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
Articles: FY15 14ATM/A14 TRIENNIAL RECERTIFICATION	9,764.16				-	-	9,764.16
<b>145 Town Treasurer/Collector</b>							
Salaries & Wages		180,153.00	240.00		179,974.53	418.47	-
Other Expenditures	7,299.00	51,046.00	(240.00)		41,701.03	16,403.97	-
<b>150 Town Hall</b>							
Salaries & Wages						-	-
Other Expenditures	40.19	153,318.00	4,000.00		147,764.11	9,209.12	384.96
Articles: FY15 STM/A09 MUNIS UPGRADE	4,366.02					-	4,366.02
FY16 15ATM/A18 TOWN HALL BLDG DESIGN	9,815.00				2,251.32	-	7,563.68
FY16 15ATM/A23 TOWN HALL COMPUTER	15,600.00				4,300.00	-	11,300.00
<b>151 Town Owned Buildings</b>							
Other Expenditures (electricity)		600.00			348.71	251.29	-
<b>157 Town Website/Cable Advisory</b>							
Salaries & Wages		1,858.00			-	1,858.00	-
Other Expenditures		1,263.00			192.38	1,070.62	-
<b>161 Town Clerk</b>							
Salaries & Wages		95,146.00	(2,000.00)		88,485.65	4,660.35	-
Other Expenditures		14,385.00	4,000.00		11,304.76	7,080.24	-
<b>162 Trust Fund Clerk</b>							
Salaries & Wages		100.00				100.00	-
<b>171 Conservation Commission</b>							
Salaries & Wages		93,437.00			77,444.55	15,992.45	-



**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2017**

	Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
<b>175 Planning Board</b>							
Salaries & Wages		5,207.00			5,202.00	5.00	-
Other Expenditures		1,791.00			835.36	955.64	-
<b>176 Zoning Board</b>							
Salaries & Wages		745.00				745.00	-
Other Expenditures						-	-
<b>TOTAL GENERAL GOVERNMENT</b>	<b>230,812.73</b>	<b>1,356,977.00</b>	<b>3,798.00</b>	<b>-</b>	<b>1,403,805.16</b>	<b>149,608.38</b>	<b>63,690.19</b>
<b>PUBLIC SAFETY</b>							
<b>210 Police Department</b>							
Salaries & Wages		1,392,102.00			1,377,918.98	14,183.02	-
Other Expenditures	27.12	147,300.00	3,950.00		147,374.02	3,011.27	891.83
Articles:							
FY16STM/A4 - POLICE CRUISER	44,120.00				44,065.83	-	54.17
FY16STM/A5 - POLICE RADIOS	16,000.00				15,537.30	-	462.70
<b>220 Fire Department</b>							
Salaries & Wages		648,043.00			612,356.16	35,686.84	-
Other Expenditures	8,965.13	109,180.00	7,345.00		118,090.59	2,048.69	5,350.85
Articles:							
FY16 STM/A11 - FIRE CHIEF ASSESSMENT	9,800.00				8,306.66	-	1,493.34
<b>241 Inspectional Services</b>							
Salaries & Wages		131,976.00			130,863.20	1,112.80	-
Other Expenditures	1,064.69	6,289.00			6,941.23	412.46	-
<b>245 Sealer of Weights and Measures</b>							
Salaries & Wages		1,658.00			1,658.00	-	-
<b>292 Animal Control Officer</b>							
Salaries & Wages		9,831.00			9,831.00	-	-
Other Expenditures		571.00			344.70	226.30	-



**TOWN OF TOPSFIELD**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING JUNE 30, 2017**

	Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
<b>294 Animal Inspector</b>							
Salaries & Wages		7,449.00			7,449.00	-	-
Other Expenditures		1,840.00			-	1,840.00	-
<b>295 Tree Warden</b>							
Salaries & Wages		6,752.00			5,116.69	1,635.31	-
Other Expenditures		8,670.00			8,159.54	510.46	-
<b>TOTAL PUBLIC SAFETY</b>	<b>79,976.94</b>	<b>2,471,661.00</b>	<b>11,295.00</b>	<b>-</b>	<b>2,494,012.90</b>	<b>60,667.15</b>	<b>8,252.89</b>
<b>EDUCATION</b>							
<b>Elementary Education Operating Budget</b>	<b>188,262.42</b>	<b>7,621,784.00</b>		<b>-</b>	<b>7,588,411.29</b>	<b>-</b>	<b>120,644.90</b>
<b>300</b>							
Salaries & Wages		6,256,665.00			6,049,709.83	-	-
Other Expenditures	142,074.54	1,345,559.00			1,516,891.46	-	-
Articles:							
13ATM/A31 SCH UPGRADE SECURITY	10,802.65				-	-	1 0,802.65
14STM/A04 SCHTECHNOLOGY	981.94				-	-	981.94
15ATM/A21 SCHTELEPHONE SYS	1,297.29				704.00	-	593.29
FY16STM/A6 SCH FLOOR SCRUBBER	12,000.00				-	-	12,000.00
FY16STM/A7 SCH CAFE TABLE	21,106.00				21,106.00	-	-
FY17ATM/A20 SCH ACCNTG/HR SOFTWARE		19,560.00			-	-	19,560.00
<b>Education Assessments</b>	<b>-</b>	<b>7,216,612.00</b>	<b>-</b>	<b>-</b>	<b>7,212,659.95</b>	<b>3,952.05</b>	
<b>302</b>							
Masconomet Regional School Operating Budget		6,739,123.00			6,739,122.95	0.05	-
<b>302</b>							
Masconomet Regional School Debt Service		286,226.00			286,226.00	-	-



**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
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	Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
303 Essex North Shore Agricultural & Vocational Tech		191,263.00			187,311.00	3,952.00	-
<b>TOTAL EDUCATION</b>	188,262.42	14,838,396.00	-	-	14,801,071.24	3,952.05	164,582.78
<b>PUBLIC WORKS</b>							
420 <b>General Highway</b>							
Salaries & Wages		394,084.00			380,148.63	13,935.37	-
Other Expenditures		248,845.00			234,587.26	5,898.64	8,359.10
Capital		29,527.00			29,256.23	270.77	-
Articles:							-
FY16STM/A09 - HIGHWAY SANDER	87,320.00				87,008.00	-	312.00
FY17ATM/A22 - HIGHWAY PICKUP TRUCK		45,000.00			38,196.74	-	6,803.26
FY17ATM/A23 - HIGHWAY BRUSH TRACTOR		70,000.00			-	-	70,000.00
423 <b>Snow and Ice</b>							
Salaries & Wages		30,828.00	16,000.00		46,577.77	250.23	-
Other Expenditures		180,155.00	50,000.00		230,155.00	-	-
424 <b>Street Lights</b>							
Other Expenditures		21,200.00	4,000.00		23,679.79	1,520.21	-
430 <b>Refuse Collection/Disposal Expense</b>							
Other Expenditures		409,713.00			408,367.17	1,345.83	-
433 <b>Recycling Expense</b>							
Other Expenditures		1,650.00			1,474.01	175.99	-
492 <b>Park and Cemetery</b>							
Salaries & Wages		230,260.00			222,341.38	7,918.62	-



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STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
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	Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
Other Expenditures		54,608.00			54,109.69	498.31	-
Articles:							
FY14-FY18 LANDFILL	22,516.72	20,000.00			15,674.55	-	26,842.17
EMERSON LEASE		1,250.00			1,250.00	-	-
<b>TOTAL PUBLIC WORKS</b>	<b>109,836.72</b>	<b>1,737,120.00</b>	<b>70,000.00</b>	<b>-</b>	<b>1,772,826.22</b>	<b>31,813.97</b>	<b>112,316.53</b>
<b>HUMAN SERVICES</b>							
512 Board of Health							
Salaries & Wages		95,125.00			89,191.40	5,933.60	-
Other Expenditures	1,495.00	18,702.00			15,652.96	2,015.07	2,528.97
541 Council on Aging							
Salaries & Wages		104,113.00			94,886.00	9,227.00	-
Other Expenditures		2,936.00	2,500.00		5,244.87	191.13	-
Articles:							
FY17 STM/A06 COA RENT (TEMPORARY)			7,200.00		-	-	7,200.00
546 Veteran's Benefits & Services							
Other Expenditures		20,960.00			18,420.48	2,539.52	-
548 Soldier/Sailor Graves							
Other Expenditures		1,000.00			940.00	60.00	-
549 Tri-Town Council							
Articles:							
FY09/Axx Tri Town Council (Annual)		20,500.00			20,500.00	-	-
549 Senior Care Grant							
Articles:							
Senior Care Grant (Annual)	1,500.00	1,500.00			3,000.00	-	-
<b>TOTAL HUMAN SERVICES</b>	<b>2,995.00</b>	<b>264,836.00</b>	<b>9,700.00</b>	<b>-</b>	<b>247,835.71</b>	<b>19,966.32</b>	<b>9,728.97</b>



**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
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	Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
<b>CULTURE AND RECREATION</b>							
610 Library							
Salaries & Wages		421,074.00			411,262.84	9,811.16	-
Other Expenditures	2,052.24	149,317.00			149,567.27	1,489.43	312.54
Articles:							
FY15 STM/A07 - LIBRARY DOORS & ALARM	7,000.00				2,584.80	-	4,415.20
691 Historical Commission							
Other Expenditures	2,934.00	450.00	2,016.00		4,950.00	450.00	-
692 Memorial Day							
Other Expenditures		2,650.00			636.80	2,013.20	-
<b>TOTAL CULTURE AND RECREATION</b>	<b>11,986.24</b>	<b>573,491.00</b>	<b>2,016.00</b>	<b>-</b>	<b>569,001.71</b>	<b>13,763.79</b>	<b>4,727.74</b>
<b>DEBT SERVICE</b>							
751 Long Term Debt Interest		63,439.00			63,438.75	0.25	-
752 Interest Temporary Loans		18,047.00			11,136.87	6,910.13	-
753 Long Term Debt Principal		569,500.00			569,500.00	-	-
755 Debt Issue Costs		2,500.00			-	2,500.00	-
<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>653,486.00</b>	<b>-</b>	<b>-</b>	<b>644,075.62</b>	<b>9,410.38</b>	<b>-</b>
<b>OTHER CHARGES / UNCLASSIFIED</b>							
820 State Assessment - Cherry Sheet		296,783.00			296,783.00	-	-
913 Pension - Essex Regional Retirement		1,057,155.00	(13,200.00)		1,022,265.00	21,690.00	-
913 Insurance - Unemployment		60,000.00			3,101.65	56,898.35	-
915 Insurance - Health		2,038,793.00	(75,800.00)		1,839,055.23	104,779.40	19,158.37
915 Insurance - Life		6,855.00			5,287.49	1,567.51	-
915 Insurance - Medicare		175,266.00			154,318.79	20,947.21	-
915 Administrative Fees		7,200.00	(3,800.00)		2,614.00	786.00	-





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		Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
915	HRA Inpatient Hospital		6,000.00			-	6,000.00	-
916	Town Insurance - Workman's Comp		64,923.00			63,183.29	1,739.71	-
916	Town Insurance - Property/Liability/ Accident		334,742.00	(21,569.00)		260,456.27	52,716.73	-
	Articles:							
	SALARY/WAGE RESERVE						-	-
	EMPLOYEE EMPLOYMENT SEPARATION	91,563.72		(70,955.84)		20,607.88	-	-
	A5/06STM INJURED OFFICERS MEDICAL BILL	7,416.11		(7,416.11)			-	-
992	Transfers to Compensated Absenses			70,955.84		70,955.84	-	-
992	Transfers to Special Pol/Fir Idemity Leave			7,416.11		7,416.11	-	-
992	Transfers to Stabilization		125,000.00			125,000.00	-	-
992	Transfers to Trust - Agency Fund		100,000.00			100,000.00	-	-
	<b>TOTAL OTHER / UNCLASSIFIED</b>	<b>98,979.83</b>	<b>4,272,717.00</b>	<b>(114,369.00)</b>	<b>-</b>	<b>3,971,044.55</b>	<b>267,124.91</b>	<b>19,158.37</b>
	<b>TOTAL GENERAL FUND</b>	<b>722,849.88</b>	<b>26,168,684.00</b>	<b>(17,560.00)</b>	<b>-</b>	<b>25,903,673.11</b>	<b>556,306.95</b>	<b>382,457.47</b>
	<b>CAPITAL PROJECTS FUND (WITH BORROWING):</b>							
	Articles:							
	FY15/A29 - HWY DUMP/SANDER	(74,000.00)		74,000.00			-	-
	FY15/A30 - FIR RESCUE VEHICLE	(209,992.96)					(209,992.96)	-
	FY15/A31 - FIR QUINT TRUCK	1,000,000.00)					(1,000,000.00)	-
	FY15/A5s - TH EXT WINDOW RPR	(133,177.12)				(6,003.80)	(127,173.32)	-
	FY16/A28 - HWY BASIN CLEANER	(163,553.98)				499.00	(164,052.98)	-



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	Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
FY16/A29 - SCH EXT PAINTING	(109,640.00)				360.00	(110,000.00)	-
FY16/A30 - SCH SIDEWALK RPR(S)						-	-
FY16/A31 - HALLWAY FLOOR (P)						-	-
FY16/A32 - ENG DESGN PLIB HVAC					20,000.00	(20,000.00)	-
FY16/A34 - P&S SCH CUPOLA/ ROOF					49,000.00	(49,000.00)	-
FY16/A33 - LAVATORY RENO (P)						-	-
<b>TOTAL CAPITAL PROJECT FUNDS</b>	<b>(1,690,364.06)</b>	<b>-</b>	<b>74,000.00</b>	<b>-</b>	<b>63,855.20</b>	<b>(1,680,219.26)</b>	<b>-</b>
<b>WATER DEPARTMENT - ENTERPRISE</b>							
Salaries & Wages		296,122.00			273,550.26	22,571.74	-
Other Expenditures	702.38	323,630.00	50,000.00		359,955.21	5,042.20	9,334.97
Unanticipated Emergencies		52,000.00			30,513.32	20,716.68	770.00
Water Reserve Fund		356,000.00	(50,000.00)			306,000.00	-
Transfers to:							
Other - Engineering			(50,000.00)				
Debt Interest		23,191.00			23,191.25	(0.25)	-
Debt Principal		79,500.00			79,500.00	-	-
Debt Interest Temporary Loans		11,598.00			11,597.71	0.29	-
Debt Issue Costs		5,000.00				5,000.00	-
Debt Short Term Principle Pay down		55,000.00			55,000.00	-	-
Articles:							
A22/03 & A35/00ATM NO. ST PERK	33,388.59				2,699.90	-	30,688.69



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	Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
13ATM/A36WASH STWTR MAIN DESIGN						-	-
13ATM/A39 WAT MAIN MINOR REPLACENT	9,555.91				-	-	9,555.91
13ATM/A40 GRAVEL PK WELL PERK	225,265.35				200,000.00	-	25,265.35
14ATM/A32 PERKINS ROW P ST REH	100,000.00				100,000.00	-	-
15ATM/A19WAT METER TESTING	6,616.72				6,616.72	-	-
15ATM/A20 WATER TRUCK	-	-			-	-	-
Capital Borrowing Articles:							
FY15ATM/A34WTR TREAT PLANT	640,500.03				566,343.06	-	74,156.97
FY15ATM/A34WTR MAIN (WASH- GTN)	26,364.33				(635.67)	27,000.00	-
Water Department - OPEB	32,569.00			2,379.38		-	34,948.38
<b>TOTAL WATER ENTERPRISE FUND</b>	<b>1,074,962.31</b>	<b>1,202,041.00</b>	<b>(50,000.00)</b>	<b>2,379.38</b>	<b>1,708,331.76</b>	<b>386,330.66</b>	<b>184,720.27</b>
<b>SOLID WASTE ENTERPRISE FUND</b>							
Articles:							
A16/15ATM Annual Engineer & Monitor	12,665.06				12,665.06	-	-
A17/16ATM Annual Engineer & Monitor		38,700.00			31,634.22	-	7,065.78
AXX/17ATM Annual Engineer & Monitor						-	-
<b>TOTAL SOLID WASTE ENTERPRISE FUND</b>	<b>12,665.06</b>	<b>38,700.00</b>	<b>-</b>	<b>-</b>	<b>44,299.28</b>	<b>-</b>	<b>7,065.78</b>



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STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
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		Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
<b>SPECIAL REVENUE FUNDS</b>								
	Federal Grants:							
204	Police Bullet Proof Vest	840.00			3,690.84		-	4,530.84
224	Fire Volunteer Assistance Grant					882.80	-	(882.80)
227	Fire EMR Management Performance Grant					2,460.00	-	(2,460.00)
307	School SPED Program Improvement				-	-	-	
309	School Title Five	382.60			2,925.00	2,546.80	-	760.80
310	School SPED 94-142	5,987.00			118,182.00	116,987.00	-	7,182.00
325	School Teacher Quality	4,645.26			8,398.00	6,268.21	-	6,775.05
326	School Title I	7,429.31			156,175.00	165,646.68	-	(2,042.37)
540	Council on Aging Title III Outreach	-			456.28		-	456.28
544	Council on Aging Title III	727.65			2,318.89		-	3,046.54
	State Grants:							
253	State Grants - MHC Grant / TH Windows				70,000.00	70,000.00	-	
253	State Grants - Comm Compac / IT Grant				10,000.00	4,500.00	-	5,500.00
253	State Grants - Comm Compac / Financial				61,250.00	35,000.00	-	2 6,250.00



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		Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
213	Police Law Enforcement Trust	13,048.49				496.50	-	12,551.99
219	Police Gov. Highway Safety Bureau Grant	(2,257.03)			9,733.70	9,352.10	-	(1,875.43)
220	Fire Safe Grant	9,477.22			3,951.00	6,644.78	-	6,783.44
221	Fire Senior Safe Grant				2,596.00		-	2,596.00
420	Highway Chapter 90	(68,997.22)			112,962.64	43,965.42	-	
427	WRAP Grant						-	
428	Route 97 Project				41,913.12	41,913.12	-	
250	School Green Communities Grant	(6,640.00)			31,170.00	24,530.00	-	
344	School Big Yellow School Bus Steward	800.00					-	800.00
345	School Big Yellow School Bus Proctor	200.00					-	200.00
347	School Foundation Enrollment Aid	4,589.84					-	4,589.84
358	School Circuit Breaker Grant	13,245.12			57,657.00	38,860.74	-	32,041.38
652	Topsfield Rail Trail / Linear Common	(5,012.12)			60,011.90	54,282.95	-	716.83
640	Cultural Council	4,325.64			4,417.72	4,704.00	-	4,039.36
543	Council on Aging Formula Grant	-			14,830.00	13,606.34	-	1,223.66
614	Library State Aid	23,923.89			10,764.39	19,397.50	-	15,290.78



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		Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
	Extended Polling Hours	-					-	
150	Mass Historic Preservation Grant	643.84					-	643.84
151	Clean Energy Choice	2,207.50					-	2,207.50
152	Green Community Grant	9,104.50				9,104.50	-	
515	Recycling DEP Grant	4,050.77			5,150.00	2,000.20	-	7,200.57
	<b>Receipts Reserved for Appropriation:</b>							
209	Insurance Proceed greater than \$20,000	52,680.00				52,680.00	-	
490	Sale of Cemetery Lots	185,462.80			22,041.16	195.00	-	207,308.96
232	Reserved for 20 year Borrowing Ch44:8	1,585.00		(1,585.00)			-	
232	Reserved for FY18 Library Loan Subsidy	46,419.40		1,585.00			-	48,004.40
232	Reserved for Reduction Future Excludable Debt	5,664.25			5,570.02	1,585.00	-	9,649.27
695	Cable Advisory Committee Gift	183,642.72			68,555.45	37,328.23	-	214,869.94
	<b>Revolving Accounts:</b>							
303	School Pre-School Tuition	113,042.80			191,981.82	199,834.10	-	105,190.52
304	School Instrumental Music	74,859.48			38,130.00	48,361.04	-	64,628.44
305	School Full Day Kindergarten	194,805.02			188,378.04	165,000.00	-	218,183.06



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		Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
306	School Rental of Surplus	-			7,166.00	7,119.67	-	46.33
342	School Tuition Ch71, 71F Non Res, Foster	101,746.51			31,500.00	40,000.00	-	93,246.51
650	Recreation/Park Ch. 44:53D	6,862.00			10,500.00	13,185.54	-	4,176.46
172	Conservation Revolving Fund Ch44:53E1/2	38,859.87		(22,000.00)	18,204.60	9,758.64	-	25,305.83
491	Cemetery CH 44:53E1/2	70,219.33			28,410.03	32,098.83	-	66,530.53
651	Park Revolving Ch. 44:53E 1/2	3,678.55			200.00	1,587.87	-	2,290.68
210	Insurance & Restitution School	785.56					-	785.56
210	Insurance & Restitution Town Hall	-					-	
210	Insurance & Restitution Fire Department	3,750.00					-	3,750.00
210	Insurance & Restitution Police	18,348.00		(18,348.00)	11,835.53	11,835.53	-	
210	Insurance & Restitution Police Injury	46,542.19			16,838.12		-	63,380.31
210	Insurance & Restitution Highway	715.73			500.00		-	1,215.73
210	Insurance & Restitution Library	-			2,812.95	2,812.95	-	
<b>Special Revenue:</b>								
080	School Chap 712 Scholarship Fund	228.01			360.00		-	588.01





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		Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
081	School Chap 71 Education Fund	7,005.33			135.00	-	-	7,140.33
089	Compensated Absenses			70,955.84	-	-	-	70,955.84
090	Special Idemnity Leave (111F)			7,416.11	-	-	-	7,416.11
145	Treasurer's BAN Premium				41,220.00	13,800.00	-	27,420.00
	<b>Special Revenue / School:</b>							
315	School Educ Foundation Gift	3,130.00			-	-	-	3,130.00
343	School Lost Book Revolving	436.88			19.98	-	-	456.86
346	School Gifts & Donations	2,200.50			-	-	-	2,200.50
	<b>Special Revenue / School Lunch Program:</b>							
012	School Lunch	71,051.25			165,961.26	158,887.43	-	78,125.08
	<b>Special Revenue / Other:</b>							
124	Tree Planning Gift	2,664.00					-	2,664.00
	Fire Dept. Gift	-					-	-
170	Conservation Fund Ch. 40 S 8C	6,485.22			10.34		-	6,495.56
168	Open Space Fund Ch. 40 S 8C	220.43			0.37		-	220.80
123	Flag Pole Fund	427.10			-		-	427.10
169	Conservation Wetland Fees State Ch131:40	10,844.68			4,635.00	4,437.50	-	11,042.18
560	Veterans Day Parade Gift	100.00					-	100.00
122	Topsfield General Purpose Gift	721.00					-	721.00
158	Town Hall Capital Improvement Gift	525.93					-	525.93



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		Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
171	Conservation Com Gift	250.00					-	250.00
174	Conservation Gift Hickory Beech	2,767.60			7.51		-	2,775.11
205	Police TAF Enterprise Gift	6,341.48				867.74	-	5,473.74
211	Police - D.A.R.E. Donations	531.52			50.00	423.50	-	158.02
218	Police Dept. Gift	2,700.00			200.00	-	-	2,900.00
222	Fire Dept. EMS Equipment Gift	5,499.56			700.00		-	6,199.56
542	COA Donations to Meals/ Wheels	4,102.15			-	-	-	4,102.15
545	COA Transportation Donation	11,019.95			306.00	-	-	11,325.95
547	COA Gift	1,919.71			1,980.00	2,589.00	-	1,310.71
548	COA Sunshine Ladies Gift	14.92				14.92	-	-
549	COA Betty Wogan Gift	331.52				186.52	-	145.00
550	COA Activities/Fitness	2.00					-	2.00
609	Library Mr & Mrs Tim Collins Gift	3,971.63					-	3,971.63
612	Library Gifts, Miscellaneous	16,727.42			7,115.27	3,972.10	-	19,870.59
613	Library Lost Book Revolving	906.72			1,932.00	737.25	-	2,101.47
620	Memory Tree & Brownie Tree Donations	2,770.00			700.00	531.44	-	2,938.56
653	Recreation Committee Holi- day Walk	721.32					-	721.32
692	Historical Commission Pres- ervation Gift	240.00					-	240.00



**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2017**

		Balance Forward 2016	2017 Original Appropriation	2017 Transfers- Adjustments	2017 Receipts	2017 Expended	2017 Close to Treasury	Balance Forward 2018
<b>Consultation Accounts Ch. 44:53G</b>								
238	Conservation Consul Ch. 44:53G	3,500.86			2.84	3,503.70	-	-
238	Planning Board Consult Ch. 44:53G	3,307.89			20,416.73	19,461.21	-	4,263.41
238	Zoning Board Consult Ch. 44:53G						-	-
238	Board of Health CH 44:53G						-	-
<b>Stabilization:</b>								
085	General Stabilization Fund	1,147,549.27		25,000.00	10,666.31		-	1,183,215.58
085	Capital Stabilization Fund	121,613.52		100,000.00	6,811.25		-	228,424.77
<b>TOTAL SPECIAL REVENUE FUNDS</b>		<b>2,615,220.84</b>	<b>-</b>	<b>163,023.95</b>	<b>1,694,407.06</b>	<b>1,505,944.35</b>	<b>-</b>	<b>2,966,707.50</b>
<b>TRUST FUNDS</b>								
086	OPEB	425,929.90		100,000.00	37,768.34		-	563,698.24
082	Non-Expendable Trust Funds	8,503,891.85			464,575.77	3,118.45	-	8,965,349.17
084	Expendable Trust Funds	1,366,686.01		(46,376.00)	271,028.24	176,328.43	-	1,415,009.82
<b>TOTAL TRUST FUNDS</b>		<b>10,296,507.76</b>	<b>-</b>	<b>53,624.00</b>	<b>773,372.35</b>	<b>179,446.88</b>	<b>-</b>	<b>10,944,057.23</b>
<b>Total Expenditures &amp; Other Financing Uses - Fiscal 2017</b>						<b>29,405,550.58</b>		



**COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 2017**

	Governmental Fund Types			Proprietary Fund Type		Fiduciary Fund Type	Fixed Assets	Debt Group	TOTALS
	General	Special Revenues	Capital Projects	Water Enterprise	Solid Waste Enterprise	Trust & Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
<b>ASSETS AND OTHER DEBITS</b>									
CASH AND SHORT-TERM INVESTMENTS									
Cash & Investments	4,674,646.89	1,579,399.67	6,546,522.94	2,167,964.58	79,904.54	12,387,315.57			27,435,754.19
Petty Cash	575.00								575.00
CASH & INVESTMENTS:	4,675,221.89	1,579,399.67	6,546,522.94	2,167,964.58	79,904.54	12,387,315.57	-	-	27,436,329.19
RECEIVABLES:									
Real Estate & Personal Property Taxes	183,518.49								217,423.03
Tax Liens	129,019.56								129,019.56
Deferred Real Estate	1,294.53								1,294.53
Tax Possessions & Foreclosures	33,938.83								33,938.83
Payment in Lieu of Taxes									-
Excise taxes	99,722.54								99,722.54
Due from Veteran's Administration									-
Water and Liens				135,651.59					135,651.59
State Aid; Grants & Contracts									-
Due From Other Agencies									-
Amount to be Provided - Payment of BAN									-
FIXED ASSETS							5,196,767.49		5,196,767.49
Land							17,936,131.83		17,936,131.83
All Other - Net of Depreciation									
AMOUNTS TO BE PROVIDED FOR RETIREMENT OF LONG-TERM OBLIGATIONS				639,500.00				1,870,500.00	2,510,000.00
<b>TOTAL ASSETS AND OTHER DEBITS:</b>	<b>5,122,715.84</b>	<b>1,579,399.67</b>	<b>6,546,522.94</b>	<b>2,943,116.17</b>	<b>79,904.54</b>	<b>12,387,315.57</b>	<b>23,132,899.32</b>	<b>1,870,500.00</b>	<b>53,696,278.59</b>



**COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 2017**

	Governmental Fund Types			Proprietary Fund Type		Fiduciary Fund Type	Fixed Assets	Debt Group	TOTALS
	General	Special Revenues	Capital Projects	Water Enterprise	Solid Waste Enterprise	Trust & Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
<b>LIABILITIES AND FUND EQUITY</b>									
LIABILITIES:									
Warrants Payable	703,287.77	28,595.93	1,537.94	61,653.12	6,588.92	1,326.00			802,989.68
Accrued Payroll									-
Payroll Withholdings	29,228.99								29,228.99
Other Liabilities	5,489.03								5,489.03
Due to Other Funds	8,607.00								8,607.00
Prepaid Taxes	45,025.15								45,025.15
Bonds & Notes Payable			9,359,000.00	2,457,500.00				1,870,500.00	13,687,000.00
Deferred Revenues									
Provision for Abatements & Exemptions	310,091.10								310,091.10
Property Taxes	(126,572.61)								(126,572.61)
Tax Liens	129,019.56								129,019.56
Deferred Real Estate	1,294.53								1,294.53
Payment of Lieu of Taxes	-								-
Community Preservation Act	-								-
Tax Possessions & Foreclosures	33,938.83								33,938.83
Excise Taxes	99,722.54								99,722.54
Water Utility	-			135,651.59	-				135,651.59
Due from state									-
Police Details									-
<b>TOTAL LIABILITIES:</b>	<b>1,239,131.89</b>	<b>28,595.93</b>	<b>9,360,537.94</b>	<b>2,654,804.71</b>	<b>6,588.92</b>	<b>1,326.00</b>	<b>-</b>	<b>1,870,500.00</b>	<b>15,161,485.39</b>



**COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 2017**

	Governmental Fund Types			Proprietary Fund Type		Fiduciary Fund Type	Fixed Assets	Debt Group	TOTALS
	General	Special Revenues	Capital Projects	Water Enterprise	Solid Waste Enterprise	Trust & Agency	General Fixed Assets	General Long Term Debt	(Memorandum Only)
FUND BALANCES (DEFICIT):									
Investment in Fixed Assets							23,132,899.32		23,132,899.32
Reserved for:									-
Encumbrances & Continuing Appropriations	382,457.47			75,614.92	7,065.78				465,138.17
Overlay Surplus									-
Expenditure	907,923.00			100,000.00	38,700.00	-			1,046,623.00
Special Revenue Funds		1,493,150.07							1,493,150.07
Capital Project Funds			(2,814,015.00)	(1,743,843.03)					(4,557,858.03)
Expendable Trust Funds						1,415,009.22			1,415,009.22
Nonexpendable trusts						8,965,349.17			8,965,349.17
Stabilization						1,411,640.35			1,411,640.35
Other Special Purpose Funds		57,653.67				598,646.62			656,300.29
Agency						(4,655.79)			(4,655.79)
Unreserved:									-
Undesignated	2,593,203.48			1,856,539.57	27,549.84				4,477,292.89
Overlay Deficit									-
<b>TOTAL FUND EQUITY (DEFICIT):</b>	<b>3,883,583.95</b>	<b>1,550,803.74</b>	<b>(2,814,015.00)</b>	<b>288,311.46</b>	<b>73,315.62</b>	<b>12,385,989.57</b>	<b>23,132,899.32</b>	<b>-</b>	<b>38,500,888.66</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>5,122,715.84</b>	<b>1,579,399.67</b>	<b>6,546,522.94</b>	<b>2,943,116.17</b>	<b>79,904.54</b>	<b>12,387,315.57</b>	<b>23,132,899.32</b>	<b>1,870,500.00</b>	<b>53,662,374.05</b>
	-	-	-	-	-	-	-	-	33,904.54



# Town Treasurer

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

Respectfully submitted,

Barbara B. Michalowski  
Town Treasurer and Collector

<b>Beginning Cash/Investments as of 7/1/16</b>	<u>\$19,492,039.27</u>
Revenue	40,156,010.00
Disbursement	31,898,758.00
<b>Total Cash/Investments as of 6/30/17</b>	<u>27,416,261.23</u>
Petty Cash on hand 6/30/2016	<u>—</u>
Petty Cash on hand 6/30/2017	<u>575.00</u>
<b>Interest Earned and Gain on Investments</b>	
General Fund	28,068.00
Solid Waste Fund	307.68
School Lunch	214.62
Stabilization Fund	10,666.31
Capital Stabilization Fund	6,311.25
<b>Total Interest and Gain on Investments</b>	<u>45,567.86</u>
<b>Collections from Tax Title accounts</b>	<u>73,126.04</u>
<b>Deposits held to Guarantee Payment</b>	
Balance as of 6/30/2016	<u>—</u>
Balance as of 6/30/2017	<u>—</u>
<b>Sale of Cemetery Lots</b>	
Balance as of 6/30/2016	<u>184,802.80</u>
Balance as of 6/30/2017	<u>205,668.64</u>
<b>Stabilization Fund</b>	
Balance as of 6/30/2016	<u>1,147,549.27</u>
Balance as of 6/30/2017	<u>1,183,215.58</u>
<b>Capital Stabilization Fund</b>	
Balance as of 6/30/2016	<u>121,613.52</u>
Balance as of 6/30/2017	<u>228,424.77</u>
<b>Trust Funds</b>	
Balance as of 6/30/2016	<u>9,874,777.46</u>
Balance as of 6/30/2017	<u>10,385,336.14</u>
<b>OPEB GENERAL FUND</b>	
Balance as of 6/30/2016	<u>425,929.90</u>
Balance as of 6/30/2017	<u>563,698.24</u>
<b>OPEB WATER FUND</b>	
Balance as of 6/30/2016	<u>32,569.00</u>
Balance as of 6/30/2017	<u>34,948.38</u>





# Tax Collector

The Tax Collector's Office collected in Fiscal 2017 \$ 21,533,463.30 in Real Estate taxes and \$ 353,680.07 in Personal Property taxes; \$ 41,275.92 in interest and fees and \$1,277,345.73 in motor vehicle excise tax revenue, \$ 73,126.04 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 2017 tax bills are based on the assessment date of January 1, 2016 and are mailed to the owner of record as of that date. Delinquent water overdue 90 days from June 30th, is added to the real estate tax bill.

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

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

The Town continues to use the collection services of a Deputy Collector, as well as, the Registry's Non-Renewal Program for unpaid Motor Vehicle Excise. The Non-Renewal program allows the Town to prevent renewal of any license or registration without full payment of Motor Vehicle Excise and parking tickets. Most out of state Registries of Motor Vehicles have access to the Massachu-

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

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

Respectfully submitted,

Barbara B. Michalowski  
*Town Treasurer and Collector*



	BEGINNING BALANCE June 30, 2016	COMMITTED	BALANCE DUE June 30, 2017
<b>MOTOR VEHICLE EXCISE</b>			
Prior Years	5,147.00		5,147.00
2014	3,133.00		2,000.00
2015	9,872.00		2,887.00
2016	102,667.00	129,601.27	7,430.00
2017		1,125,474.66	53,166.00
	120,819.00	1,255,075.93	70,630.00
<b>ROLLBACK TAX CH 61A</b>			
	0.00		0.00
<b>PERSONAL PROPERTY TAXES</b>			
Prior years	1,124.00		1,320.00
2014	416.00		602.00
2015	2,888.00		521.00
2016	3,066.00		834.00
2017		\$373,591.28	1,053.00
	7,494.00		4,330.00

	BEGINNING BALANCE June 30, 2016	COMMITTED	BALANCE DUE June 30, 2017
<b>REAL ESTATE TAXES</b>			
Prior Years	8,825.00		17,224.00
2014	8,399.00		9,263.00
2015	9,263.00		9,704.00
2016	153,634.00		9,479.00
2017	0.00	\$21,618,514.00	133,518.00
	17,224.00		179,188.00
Tax Liens		22,077.32	
<b>DELINQUENT WATER</b>	68.03		3,064.89
<b>DEFERRED PROPERTY TAX</b>			
		\$1,295.00	
<b>TAX TITLE</b>			
		\$16,323.29	
Delinquent Wtr tax liens	1,969.12		3,064.89
1989-2015	118,198.00		130,375.00
<b>FORECLOSED</b>			
	33,939.00		33,939.00
		\$1,335,294.48	
<b>WATER USER FEES</b>			
	114,924.93		130,956.46



# Trust Fund Commissioners

## Introduction

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

## Highlights and Accomplishments

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

1. The continued subsidizing of the Council on Aging, Meals on Wheels program by the David Cummings Trust at a total expense of \$4,575.00.
2. The acquisition of books, periodicals and other miscellaneous items and the upkeep of such on behalf of the Topsfield Library by the George Gould Trust and other library specific trusts in the amount of \$118,628.44.

## 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**

TRUST NAME	JUNE 30, 2016 BALANCES			FISCAL 2017				JUNE 30, 2017 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	19,196.12	22,745.43	3.370%	369.28	428.44			19136.96	23610.05	3.300%
Income	134,222.23	159,039.59	23.566%	2,582.06	2,995.70	4,506.57		138315.16	170645.08	23.850%
CUMMINGS * Principal	39,311.68	46,580.31	6.902%	756.25	877.40			39190.53	48350.96	6.758%
Income	200,492.39	237,562.94	35.202%	3,856.91	4,474.78	7,044.10	4,575.00	202343.61	249639.61	34.890%
KIMBALL * Principal	1,163.83	1,379.02	0.204%	22.39	25.98			1160.24	1431.44	0.200%
Income	3,247.11	3,847.49	0.570%	62.47	72.47	129.57		3366.67	4153.60	0.581%
PEABODY * Principal	1,129.12	1,337.89	0.198%	21.72	25.20			1125.64	1388.75	0.194%
Income	2,948.92	3,494.17	0.518%	56.73	65.82	119.79		3059.62	3774.78	0.528%
GOULD COMMON * Principal	1,129.12	1,337.89	0.198%	21.72	25.20			1125.64	1388.75	0.194%
Income	9,043.43	10,715.54	1.588%	173.97	201.84	298.81		9314.37	11491.52	1.606%
GOULD PARK * Principal	1,129.12	1,337.89	0.198%	21.72	25.20			1125.64	1388.75	0.194%
Income	(102.61)	(121.59)	-0.018%	(1.97)	(2.29)	30.15		(72.14)	(89.00)	-0.012%
MONUMENT * Principal	2,065.47	2,447.37	0.363%	39.73	46.10			2059.10	2540.40	0.355%
Income	9,322.78	11,046.54	1.637%	179.34	208.07	334.52		9628.57	11879.16	1.660%
KNEELAND * Principal	16,197.81	19,192.74	2.844%	311.60	361.52			16147.89	19922.32	2.784%
Income	2,016.77	2,389.67	0.354%	38.80	45.01	535.04		2545.60	3140.61	0.439%
LIBRARY GEN'L * Principal	24,957.36	29,571.91	4.382%	480.11	557.02			24880.45	30696.03	4.290%
Income	1,402.84	1,662.23	0.246%	26.99	31.31	774.31		2172.83	2680.71	0.375%
LIBRARY DOW * Principal	2,258.21	2,675.75	0.396%	43.44	50.40			2251.25	2777.46	0.388%
Income	122.19	144.79	0.021%	2.35	2.73	69.92		191.74	236.55	0.033%
LIBRARY LAMSON * Principal	24,020.66	28,462.02	4.217%	462.09	536.12			23946.63	29543.94	4.129%
Income	1,301.11	1,541.68	0.228%	25.03	29.04	743.81		2040.91	2517.96	0.352%
LIBRARY WILDES * Principal	15,850.33	18,781.01	2.783%	304.92	353.76			15801.48	19494.94	2.725%
Income	898.39	1,064.49	0.158%	17.28	20.05	491.98		1387.60	1711.94	0.239%
LIBRARY HADSELL * Principal	6,148.63	7,285.50	1.080%	118.28	137.23			6129.68	7562.44	1.057%



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

TRUST NAME	JUNE 30, 2016 BALANCES			FISCAL 2017				JUNE 30, 2017 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BK VALUE	MKT VALUE	% TOTAL
Income	306.84	363.58	0.054%	5.90	6.85	189.63		495.52	611.34	0.085%
LIBRARY WITHAM * Principal	29,882.88	35,408.15	5.247%	574.86	666.95			29790.79	36754.12	5.137%
Income	4,207.20	4,985.10	0.739%	80.93	93.90	1,001.37		5195.61	6410.04	0.896%
STATHOPOULOS * Principal	4,518.97	5,354.52	0.793%	86.93	100.86			4505.04	5558.06	0.777%
Income	1,125.14	1,333.18	0.198%	21.64	25.11	165.79		1287.46	1588.40	0.222%
JOSEPH IAROCCI * Principal	10,564.44	12,517.78	1.855%	203.23	235.79			10531.88	12993.62	1.816%
Income	(530.46)	(628.54)	-0.093%	(10.20)	(11.84)	294.74		(234.08)	(288.80)	-0.040%



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

	JUNE 30, 2016 BALANCES		FISCAL 2017				JUNE 30, 2017 BALANCES	
<b>GEORGE GOULD TRUST (1)</b>	BOOK VALUE	MARKET VALUE	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BOOK VALUE	MARKET VALUE
PRINCIPAL ACCOUNT	5,865,811.08	7,674,851.15	220,989.12	106,057.56	0.00	0.00	5,980,742.64	8,111,326.63
INCOME: FUND A - BOOKS	245,851.63	243,553.78	4,165.95	5,124.00	98,163.16	108,013.58	235,043.16	254,366.58
INCOME: FUND B - ART & MAINT	179,100.27	186,469.71	3,769.33	3,696.08	98,163.16	10,614.86	266,721.82	293,245.52
COLUMN TOTALS	6,290,762.98	8,104,874.64	228,924.40	114,877.64	196,326.32	118,628.44	6,482,507.62	8,658,938.73

(1) Funded October 1988





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