

# TOWN OF TOPSFIELD



**building  
community**



2007 ANNUAL REPORT



# Town of Topsfield



## At A Glance

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Incorporated:..... 1650 (357th Year)

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

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

Annual Town Election:..... First Thursday in May

Town Census:..... (January 1, 2007): 6364

Area: ..... 13 Square Miles

Town Roads:..... 60 Miles

Fiscal 2007 Tax Rate:..... \$11.57

Tax Levy: ..... \$14,791,032.12

Congressional District: ..... Sixth

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

Representative District: ..... Thirteenth Essex

Town Hall Hours: ..... Mon.-Thurs. .... 8am – 4pm  
Friday..... 8am – Noon

Schools:..... Steward Elementary School ..... (K-3)  
Proctor Elementary School ..... (4-6)  
Masconomet Middle School ..... (7-8)  
Masconomet High School..... (9-12)

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

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# General Information

## Emergency Numbers

Ambulance – Fire – Police:.....911

Beverly Hospital..... 978-922-3000

Keyspan (Gas Company)

Emergency ..... 800-231-5325  
.....or 888-377-5325

National Grid (Electric)

Outage Emergency ..... 800-465-1212  
All Other Calls..... 781-388-5000

Poison Control Center ..... 800-682-9211

Water Main Breaks ..... 978-887-2116

## Animal Control

Carol Larocque, *Animal Control Officer*

Joel Larson, *Animal Inspector*

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

## Assessors

Pauline Evans, *Principal Assessor*

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

## Birth Certificates

Town Clerk..... 978-887-1505

## Board of Health

John Coulon, *Health Agent*

..... 978-887-1520

**Bradley Palmer Pool** ..... 978-887-3799

## Bus Service

MBTA – Customer Service.. 800-392-6100

.....or 617-222-3200

The Coach Company ..... 800-874-3377

## Cable TV

Comcast:..... 800-633-4266

Cable (Town office):..... 978-887-1544

Verizon ..... 888-553-1555

## Cemeteries

Stephen Shepard, *Superintendent*

Pine Grove Cemetery

Office Building: ..... 978-887-1525

## Churches

Congregational Church of Topsfield

East Common ..... 978-887-2101

Our Savior Lutheran Church

Boston Street, Route 1 ..... 978-887-5701

St. Rose of Lima Catholic Church

Park Street..... 978-887-5505

Trinity Episcopal Church of Topsfield

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

## Civil Defense

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

**The Commons** ..... 978-887-4100

## Compost Center

279 Boston Street, Route 1

Open Saturdays April– November:

9:00 am – 1:00 pm..... 978-887-1542

## Conservation Commission

Lana Spillman, *Conservation Admin.*

Office ..... 978-887-1510

## Council on Aging

Sheila Field, *Director*

Office ..... 978-887-1523

## Day Care Centers

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

## Death Certificates

Town Clerk ..... 978-887-1505

## Dog Licenses

Town Clerk..... 978-887-1505

## Elections

Town Clerk ..... 978-887-1505

Town Meeting ..... First Tuesday of May

Town Elections ..... First Thursday of May

## Finance Committee

Mark Lyons, *Chairman:* ..... 978-887-9493

## Fire Department

Ronald Giovannacci, *Fire Chief*

Fire Emergencies... 911 or 978-887-2116

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

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

## Firearm Identification Cards

Emergency Center, see Police Chief:

..... 978-887-2116

## Gould Barn

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

**Highway Department**David Bond, *Superintendent*

Public Works Facility:

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

**Historical Commission**Alison Hardy, *Chairman* ..... 978-561-3719*Applications available in Town Clerk's office.***Hoods Pond (Topsfield Beach Assoc.)**

P.O. Box 274, Topsfield, MA 01983

**Housing Authority**

Little Brook Village

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

Alice Sheridan, *Executive Director***Inspectional Services**

Inspections: Call office ..... 978-887-1522

Glen Clohecy, *Building Inspector*Stanley Kulacz, *Gas/Plumbing Inspector*John Thompson, *Electrical Inspector***League of Women Voters**

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

**Library**Jaclyn White, *Director* ..... 978-887-1528

Library Hours:

Monday and Thursday ..... 10 am to 7pm

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

Wednesday and Friday ..... Noon to 5 pm

**Marriage Licenses**

Town Clerk ..... 978-887-1505

**Moderator**

John Kinhan ..... 978-887-4055

**Newspapers**

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

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

Village Reporter ..... 978-887-0077

**Notary Publics**

Town Clerk's Office:

Beverly Guarino ..... 978-887-1505

Joan Glatz ..... 978-887-1505

**Park & Cemetery Commission**Stephen Shepard, *Superintendent*

..... 978-887-1525

**Percolation Tests**John Coulon, *Health Agent*

..... 978-887-1520

**Planning Board**Roberta Knight, *Community Dev. Coord.*

..... 978-887-1504

*Applications available in the Town Clerk's office.***Poison Control Center**

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

**Police Department**Evan E.J. Haglund, *Police Chief*

Emergency ..... 911

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

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

**Post Office**

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

**Property Valuations**

Board of Assessors ..... 978-887-1514

**Schools****Grades K thru 3**

Steward Elementary School

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

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

**Grades 4 thru 6**

Proctor Elementary School

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

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

Tri-Town School Union offices

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

[www.tritownschoolunion.org](http://www.tritownschoolunion.org)**Grades 7 and 8**

Masconomet Regional Middle School

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

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

**Grades 9 thru 12**

Masconomet Regional High School

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

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

**Selectmen**Virginia Wilder, *Town Administrator*

Selectmen's Office ..... 978-887-1500

**Septic Systems**John Coulon, *Health Agent*

..... 978-887-1520

**Snow Plowing**David Bond, *Highway Superintendent*

..... 978-887-1542

**Soil Testing**John Coulon, *Health Agent*

..... 978-887-1520

**Soil Removal Board**

Contact Conservation Commission

..... 978-887-1510

**Strawberry Festival**

Alexandra deBuy Wenniger

..... 978-887-3190

**Tax Bills**

All billing information ..... 978-887-1511

**Topsfield Athletic Association**..... [www.taasports.com](http://www.taasports.com)**Topsfield Beach Assoc. (Hood's Pond)**

P.O. Box 274, Topsfield, MA 01983

**Topsfield Fair** ..... 978-887-5000[www.topsfieldfair.org](http://www.topsfieldfair.org)

James O'Brien, General Manager

**Town Accountant**

Pamela Wood ..... 978-887-1508

**Town Clerk**

Beverly Guarino ..... 978-887-1505

**Town Treasurer/Collector**  
Barbara Michalowski.....978-87-1511

**Transportation – Trains**  
MBTA: Customer Service ....800-392-6100

**Trash/Recycling Collection**  
Replacement Decals and Trash Info:  
Selectmen’s Office ..... 978-887-1500

**Tree Warden**  
David Bond..... 978-887-1542

**Veteran’s Services**  
Matthew Boyle..... 978-887-2277

**Voter Information and Registration**  
Town Clerk ..... 978-887-1505

**Water Department**  
Gregory Krom, *Superintendent*  
All water related questions . 978-887-1518  
All bill related questions..... 978-887-1517

**Website**  
*www.topsfield-ma.org*  
Town website office ..... 978-887-1544

**Welcome Wagon**  
Community Greetings  
Joanne Colosi ..... 978-777-1545

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

**Zoning Board of Appeals**  
Roberta Knight, Community Dev. Coord..  
..... 978-887-1504  
*Applications for Special Permits or Appeals*  
*available in Town Clerk’s office.*

## Trash Tips

### TRASH PICK-UP

Trash barrels are to be at the END of the driveway by 7AM.

If there is a Monday holiday = trash pick-up is ONE DAY LATER.

#### *Do you need to replace your trash barrel?*

New decals are distributed through the Board of Selectmen’s Office at NO charge.

One trash decal per household, unless otherwise registered. New trash barrels are not to exceed 36 gallon capacity or 40 pounds.

### PURCHASING TRASH STICKERS

Trash stickers can be purchased for \$1.50 each at Cumberland Farms, Dawsons True Value Hardware or at the Essex County Cooperative.

### RULES ON THE \$1.50 STICKERS

Fill another trash can and put a \$1.50 sticker on the top of the trash bag. Sticker is not to be placed on the barrel, only on the bags.

Oversized items will be taken if enough stickers are attached:

Couch .....2 stickers  
Recliner .....2 stickers  
Mattress .....2 stickers per item  
Desks .....2 stickers  
Bicycle..... 1 sticker  
1 bag of trash .....1 sticker

### METAL - WHITE GOODS PICK-UP

May and October  
METAL ONLY, (no wooden items)

#### *Do you know what a white good is?*

It is another word for appliances: refrigerators, washers/dryers, stoves/ovens.

Refrigerators are required to have the door removed.

Lawn motors and other motorized items are to have the oil and gas removed.

De-humidifiers, microwaves and air conditioners are only picked up during this special pick-up.

Televisions and computer monitors are accepted at the Boxford transfer station on Saturday’s. There is a fee and it is strongly suggested to call for details: 978-887-6000.

### RECYCLING

#### *Need a new recycle container?*

They are sold at Dawson’s Hardware and the Essex County Cooperative.

RECYCLE (red & white sticker) stickers are available at the Board of Selectmen’s Office to be placed on any container for recycling items.

Recycle items do not have to be separated, except for paper.

Paper is to be separated from plastics and glass.

Paper can be placed in a brown paper bag obtained at the grocery store. The plastic grocery bags are recyclable.

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Call JRM at 800-323-4285 for any individual questions or concerns.

# Elected Officials

## **Governor:**

Honorable Deval Patrick (D)  
Office of the Governor  
Room 360  
Boston, MA 02133  
Tel: 617-725-4005  
Internet: [www.mass.gov](http://www.mass.gov)

## **United States Senators:**

Edward M. Kennedy (D)  
317 Russell Senate Office Building  
Washington, D.C., 20510  
Tel: 202-224-4543  
Internet: [www.senate.gov](http://www.senate.gov)

Local Office:  
JFK Federal Building, Room 2400  
Boston, MA 02203  
Tel: 617-565-3170  
E-Mail: [senator@kennedy.senate.gov](mailto:senator@kennedy.senate.gov)

John F. Kerry (D)  
304 Russell Senate Office Building  
Washington, D.C., 20510  
Tel: 202-224-2742  
Internet: [www.senate.gov](http://www.senate.gov)

Local Office:  
One Bowdoin Sq. Tenth Floor  
Boston, MA 02114  
Tel: 617-565-8519  
E-Mail: [john\\_kerry@kerry.senate.gov](mailto:john_kerry@kerry.senate.gov)

## **Attorney General**

Martha Coakley (D)  
One Ashburton Place, 20th Floor  
Boston, MA 02133  
Tel: 617-727-2200  
E-Mail: [ago.state.ma.us](mailto:ago.state.ma.us)

## **United States Representative:**

John Tierney (D)  
120 Cannon House Office Building  
Washington, D.C. 20515  
Tel: (202) 225-8020  
Internet: [www.house.gov](http://www.house.gov)

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

## **State Senator**

Frederick E. Berry (D), Majority Leader  
State House Rm. 333  
Boston, MA 02133-1053  
Tel: 617-722-1410  
E-mail: [fberry@senate.state.ma.us](mailto:fberry@senate.state.ma.us)

## **State Representative**

Theodore Speliotis (D)  
State House Rm. 146  
Boston, MA 02133-1020  
Tel: 617-722-2575  
E-mail: [rep.theodorespeliotis@hou.state.ma.us](mailto:rep.theodorespeliotis@hou.state.ma.us)

## **Secretary of State**

William F. Galvin (D)  
State House, Room 337  
Boston, MA 02133  
Tel: 617-727-9180  
E-Mail: [cis@sec.state.ma.us](mailto:cis@sec.state.ma.us)

# Elected Town Officers

These are elected positions voted upon in the annual Town Election in May 2007.

The dates represent the year when the current term expires

## Moderator

John P. Kinhan ..... 2008

## Selectmen

Richard Carlson ..... 2010

Stephen S. Clark ..... 2008

Boyd R. Jackson ..... 2009

A. Richard Gandt ..... 2009

John J. McArdle ..... 2008

## Town Clerk

Beverly Ann Guarino ..... 2010

## Board of Assessors

Eldon D. Goodhue ..... 2009

John J. McArdle ..... 2007

John W. Minnehan ..... 2008

## Topsfield School Committee

Rebecca Brockleman ..... 2010

Jeanine Cunniff ..... 2010

Karen A. Dow ..... 2008

Jeffrey C. Evaul ..... 2008

Ronald P. Giovannacci ..... 2009

## Constable

Frederick J. Glatz ..... 2008

## Masconomet Regional School

### District Committee Representatives

Laura J. Powers ..... 2009

Lawrence Lindquist ..... 2010

John K. Spenser ..... 2008

Kenneth G. Vogel ..... 2008

## Commissioners of Trust Funds

David G. Strachan, Jr. .... 2009

Marjorie J. Rouisse ..... 2010

Herbert F. Wass ..... 2008

## Board of Library Trustees

Andrew J. Baumgartner ..... 2009

Robert L. Boeri ..... 2008

Sheila R. Becker ..... 2008

Cynthia M. Deal\* ..... 2008

Elizabeth T. Johnson ..... 2010

James F. Rossi ..... 2010

Jennifer Baker, *appointed* ..... 2008

## Board of Water Commissioners

Elizabeth A. Cullinan ..... 2009

Richard L. Stone ..... 2010

Philip G. Knowles ..... 2008

## Park and Cemetery Commissioners

Steven Mscisz ..... 2009

Robert E. Benjamin ..... 2010

Dale E. Johnson ..... 2008

## Planning Board

Janice M. Ablon ..... 2010

Martha A. Morrison ..... 2008

Gregor Smith ..... 2010

Ian De Buy Wenniger ..... 2009

Robert L. Winship ..... 2008

## Topsfield Housing Authority

Grace Lynch ..... 2012

John W. Minnehan ..... 2008

I. Bruce Bears ..... 2009

Gerald J. Buckley ..... 2010

## Road Commissioners

Joseph K. Gibbons ..... 2009

Philip G. Knowles ..... 2010

Richard J. Cullinan ..... 2008

\* resigned



# Appointed Town Officers

July 1, 2006 through June 30 2007

## ADA Coordinator

Jenifer Collins-Brown..... 2007

## Agricultural Commission

Timothy J. Guinee ..... 2007

Richard Adleman..... 2007

Al Craig..... 2008

Peter E. Mulholland ..... 2009

Trudi I. Perry ..... 2009

Peter Gibney (*alternate*)..... 2007

## Alcohol Licensing Advisory Committee

Nancy J. Luther..... 2007

Anthony J. Penta ..... 2007

Stanley V. Ragalevsky..... 2007

Kenneth G. Vogel..... 2007

## Animal Control Officer

Carol A. Larocque..... 2007

Reed Wilson (Alternate) ..... 2007

## Animal Inspector

Joel A. Larson..... 2007

Sandra L. Larson (Assistant) ..... 2007

## Assistant Registrar

Joan T. Glatz..... 2007

## Assistant Town Clerk

Joan T. Glatz..... 2007

## Board of Health

Deborah L. Colbert ..... 2009

William J. Hunt ..... 2009

Sheryl L. Knutsen..... 2008

Robert S. Smith Jr. \*

Michael G. Waltermire ..... 2008

## Board of Health Agent

John Coulon..... 2007

## Board of Registrars

Jill Sullivan ..... 2008

Elizabeth A. Warren ..... 2009

Dorothy T. Wass..... 2009

## Cable Advisory Committee

Dana B. Berenson ..... 2007

Kathleen M. Curran..... 2007

Evelyn S. Hammond..... 2007

William B. Whiting..... 2007

William A. Wood\*

## Capital Program Committee

Heidi A. Fox..... 2007

A. Richard Gandt ..... 2007

Holger L. Luther ..... 2007

Dennis B. Shinn..... 2007

David G. Strachan..... 2007

## Caretaker of Soldiers' Graves

Steven Mscisz ..... 2007

## CDL Coordinator

David M. Bond..... 2007

## Computer Technology Committee

Robert P. Sapienza ..... 2007

## Conservation Commission

Dylan Cadwalader ..... 2008

Wade M. Goldman..... 2008

Walter D. Harmer..... 2008

John Z. Olcott, Jr. .... 2006

Ralph L. Stump..... 2008

Thomas A. Warren..... 2007

Lana R. Sequin-Spillman, *Administrator*

## Council on Aging

Lawrence C. Atkins ..... 2007

Jenifer Collins-Brown..... 2007

Janice Englehardt ..... 2007

Susan E. Gibbons..... 2007

Evelyn Guerra ..... 2007

Evelyn M. Kopel ..... 2007

Nancy J. Luther..... 2007

Jacqueline A. Rizzo ..... 2007

Alice M. Sheridan ..... 2007

Elaine Stiertz ..... 2007

Sheila I. Field, *Executive Director*

## Emergency Mgt. Director

Charles R. Denault, Jr. .... 2007

## Executive Secretary

Roberta M. Knight..... 2007

## Fence Viewers

Jenifer Collins-Brown..... 2007

Nancy J. Luther..... 2007

Ellen B. Mahoney..... 2007

## Finance Committee

Paul E. Dierze ..... 2008

Kathryn S. Hartmann ..... 2007

Holger M. Luther ..... 2008

Mark B. Lyons..... 2009

Trudi I. Perry ..... 2007

Joel L. Uchenick (*deceased*) ..... 2009

Dana E. Warren..... 2009

## Forest Warden

Ronald P. Giovannacci ..... 2007

## Gas Inspector

Stanley Kulasz ..... 2007

Kevin Dask (*Alternate*)..... 2007

Kevin Lombard (*Alternate*)..... 2007

\* resigned

**Historical Commission**

Kindra L. Clineff..... 2009  
 Alison J. Hardy ..... 2009  
 Kristin H. Krohg..... 2008  
 Elizabeth R. Mulholland..... 2007  
 Elizabeth J. Wilczak..... 2008  
 Joyce A. Bergsten (*Alternate*) ..... 2006

**Highway Superintendent**

David M. Bond..... 2007

**Inspector of Buildings**

Glenn A. Clohecy..... 2007  
 Kenneth A. Ward (*Alternate*) ..... 2007  
 Rupert E. Annis III (*Alternate*) ..... 2007

**Inspector of Wires**

John P. Thompson..... 2007  
 Kendall A. Magee (*Alternate*) ..... 2007  
 David Levesque (*Alternate*)..... 2007

**Keeper of Clocks**

Norman J. Isler..... 2007  
 Robert L. Winship..... 2007

**Local Emergency Planning Commission**

David M. Bond..... 2007  
 Steven S. Clark..... 2007  
 Charles R. Denault, Jr. .... 2007  
 Ronald P. Giovannacci, *Fire Chief* ..... 2007  
 Beverly Ann Guarino..... 2007  
 Walter D. Harmer..... 2007  
 Gerald Harrison, *Sargeant*..... 2007  
 William J. Hunt ..... 2007  
 Dale E. Johnson..... 2007

**MAPC Representative**

James J. Fitzgerald..... 2008

**Mapping Committee**

Dylan Cadawalader ..... 2007  
 Pauline M. Evans..... 2007  
 Gregory R. Krom ..... 2007  
 James S. MacDougall..... 2007  
 Robert L. Winship..... 2007

**MBTA Representative**

Timothy C. Murphy, Jr..... 2007

**Memorial Day/Veteran's Day Committee**

Matthew I. Boyle..... 2007  
 David A. Comeau..... 2007  
 John M. Chiffer..... 2007  
 Alfred A. DiDonato ..... 2007  
 Patricia J. Landgren ..... 2007

**North Shore Vocational School District Committee**

Richard B. Darrah..... 2008

**Open Space Committee**

John H. Beck..... 2007  
 Joseph D. Geller ..... 2007  
 David D. Merrill ..... 2007  
 Pamela J. Newport..... 2007

**Parking Ticket Clerk**

Kathleen E. Smith..... 2007

**Personnel Advisory Board**

Elizabeth A. Culinan ..... 2009  
 Roberta M. Sapienza ..... 2007  
 Allan J. Wallace..... 2008  
 Jaclyn White (*non-union designee*) ... 2007

**Plumbing Inspector**

Stanley Kulacz ..... 2007  
 Kevin Dash (*Alternate*) ..... 2007  
 Kevin Lombard (*Alternate*)..... 2007

**Police Chief Search Committee**

Lynne A. Bermudez ..... 2007  
 Stephen J. Carroll ..... 2007  
 John W. Minnehan..... 2007  
 Richard N. Carlson..... 2007  
 Elizabeth A. Cullinan ..... 2007  
 Nancy J. Luther..... 2007

**Principal Assessor**

Pauline M. Evans..... 2007

**Public Works Committee**

David M. Bond..... 2007  
 Gregory R. Krom ..... 2007  
 Stephen J. Shepard..... 2007

**Rail Trail Committee**

Frank V. Bodengraven..... 2007  
 Gregg A. Demers ..... 2007  
 Joseph D. Geller ..... 2007  
 Nancy J. Luther..... 2007  
 David C. Read..... 2007  
 David J. Smith..... 2007  
 Kathleen A. Tremblay..... 2007

**Recreation Committee**

Paula M. Burke..... 2007  
 Donna M. D'Agostino ..... 2007  
 Gregory L. Devellian..... 2007  
 Joseph D. Geller ..... 2007  
 Kristen J. Gillespie ..... 2007  
 Laura J. Powers..... 2007  
 Stephen J. Powers ..... 2007  
 David M. Soffron..... 2007  
 Judith F. Soffron..... 2007  
 Shirley A. Stone..... 2007  
 Kathleen A. Tremblay..... 2007

**Recycling Committee**

Robert L. Winship..... 2007

**Sealer of Weights and Measures**

Robert D. Rose..... 2007

**Soil Removal Board**

Ralph L. Stump..... 2007  
 Robert J. Moriarty, Jr. .... 2007  
 Lisa Stern Taylor ..... 2007  
 Stephen T. Whelan ..... 2007  
 Robert L. Winship..... 2007

**Stormwater Management Committee**

David M. Bond..... 2007  
 Joseph K. Gibbons ..... 2007  
 Walter D. Harmer ..... 2007  
 Gregory R. Krom ..... 2007  
 Martha A. Morrison ..... 2007  
 Robert L. Winship..... 2007

**Surface Water and Groundwater Study Committee**

Walter D. Harmer ..... 2007  
 Gregory R. Krom ..... 2007  
 William B. Whiting..... 2007  
 Charles K. Wilkinson ..... 2007

**Tree Warden**

David M. Bond.....2007

**Topsfield Cultural Council**

Tracy L. Berenson .....2007

Elizabeth D. Culbertson .....2008

Jeannine P. Cunniff .....2007

Darcy Fulton.....2007

Beverly D. Nelson .....2007

Linda R. Siwak.....2008

Dorothy T. Wass.....2007

**Town Accountant**

Pamela J. Wood .....2007

Katrina M. Martineau (*Assistant*).....2007**Town Administrator Search Committee**

Janice M. Ablon.....2007

Richard R. Dussault.....2007

George A. Hall.....2007

Laura J. Powers.....2007

Alan J. Wallace .....2007

Charles R. Morgan (*alternate*) .....2007Robert T. Smales (*alternate*).....2007**Town Counsel**

Kopelman &amp; Paige, P.C.....2007

**Town Hall Building Committee**

Peter A. Bryson.....2007

Charles R. Denault, Jr. ....2007

Cynthia M. Deal.....2007

Heidi A. Fox.....2007

Wade M. Goldman .....2007

Norman J. Isler.....2007

Philip G. Knowles.....2007

Benjamin C. Nutter .....2007

James W. Ugone .....2007

Alan J. Wallace .....2007

Robert L. Winship.....2007

**Town Treasurer & Collector**

Barbara B. Michalowski .....2008

Kathy L. Brown (*Assistant*).....2008**Town Scholarship Committee**

Abigail P. Jackson .....2007

Alice B. Sheridan.....2007

Wendy Ryder .....2007

**Town Website Committee**

Dana B. Berenson .....2007

Paula M. Burke.....2007

Brenda M. Limone.....2007

Martha A. Morrison .....2007

William B. Whiting.....2007

**Tree Planning Committee**

David M. Bond .....2007

Dale E. Johnson.....2007

**Trustee of Perpetual Care**

Marjorie J. Rouisse .....2007

**Veteran's Agent**

Matthew I. Boyle.....2007

**Veteran's Graves Registration Officer**

Matthew I. Boyle.....2007

**Wallace Kneeland Memorial Committee**

Charles R. Denault, Jr. ....2007

Dale E. Johnson.....2007

Jane S. May .....2007

Judson W. Pratt .....2007

Robert L. Winship.....2007

**Zoning Board of Appeals**

Scott C. Dow.....2011

Robert J. Moriarty, Jr. ....2009

Kristin M. Palace.....2008

Anthony J. Penta .....2010

Lisa Stern Taylor.....2012



PHOTO BY ELIZABETH COUGHLIN, COURTESY OF THE VILLAGE REPORTER

Janet Brown, the 2007 recipient of the MaryEllen McGee Pillar of the Community Award.

\*resigned

## Fire Department Personnel

### Officers:

Giovannacci, Ronald P. – *Chief* \*\* \*

Denault, Charles, Jr. –

*Captain, Hazardous Materials Coordinator* \*\* \*

Moore, Darrell, *Captain, Fire Prevention* \*\* ^

Collins-Brown, Jenifer –

*Captain, Emergency Medical Services Coordinator* \*\* ^

Bond, David – *Lieutenant* \*

Wood, Donald – *Lieutenant* \*

Wood, William – *Lieutenant* \*

### Firefighters:

Boeri, Robert \*

Bowman, Cynthia \*

Brown, Charles \*

Butler, James \*

Costanza, Luigi \*

Feltault, Jerome \*

Fortuna, Mark \*

Fuller, Leonard \*\* \*

Jones, Frederick \*

King, Peter ^

Looney, Sean \*

Lord, William \*

Low, Brian \*

Moore, Scott \*

Reineke, John \*

Wood, Charles \*

### Support Staff:

Lemiesz, Susan, *Administrative Assistant*

\*\* Career

\* EMT = Emergency Medical Technician

^ EMTP = Paramedic

## Police Department Personnel

### Full-Time Officers

Chief Evan E. J. Haglund

Sgt. Gerald Harrison

Sgt. James Harris

Sgt. Richard LeBel

Ofc. John Hayward

Ofc. Gary Hayward

Ofc. Steven Weir

Ofc. Shawn Frost

Ofc. Scott Lunn

Ofc. Glenn Walker

### Reserve Officers

Ofc. Raymond Gerry

Ofc. David Bond

Ofc. Robert Cahill

Ofc. Gary Wildes

Ofc. Neal Hovey

Ofc. James Gettman

Ofc. Craig Robinson

Ofc. Christopher Sanborn

Ofc. Lawrence Nestor

Ofc. Kelly Pickering

Ofc. David Fortune

Ofc. John Barry

Ofc. Joseph DeBernardo

### Police Chaplain

Richard Stowe Jr.

### Auxiliary Officers

Ofc. Stephen Shepard

Ofc. Paul Polonsky

Ofc. Joy Fleck

Ofc. Tyler Dechene

Ofc. Clint Larrabee

Ofc. Michael Welch

### Office Manager

Catherine Gerry

### Full-Time Dispatchers

Sandra Sanger

James Gettman

Cynthia Hayward

### Part-Time Dispatchers

Dawn Watson

Phillip Mahoney

Paul Polonsky

Lawrence Nestor

Joy Fleck

Clint Larrabee

James Nestor

Joseph DeBernardo

David Fortune

Laura Wise

Tyler Dechene

Ed Fournier

Colleen Frontiero

# Report of the Board of Selectmen

The Selectmen of Topsfield are committed to preserving our Town's rural character while meeting the challenges of our contemporary society. Topsfield's character and vibrant community spirit make it an ideal place for parents to nurture a family, children to learn and mature, and seniors to stay on and enjoy retirement. Our distinguished schools, excellent services, and active citizenry make Topsfield an attractive place to live.

In July of 2006 we began our first full year as a five member Board of Selectmen with Stephen S. Clark as Chairman, Boyd Jackson as Clerk, and John McArdle, Heidi Bond and Dick Gandt as members.

In addition to oversight of the Town's day-to-day activities, our significant areas of attention during the year included:

- Organization of Town Government
- Personnel Administration
- Commercial Requests
- Facilities and Property

## Organization of Town Government

### *Town Administrator*

The Board had just begun the process of hiring the Town's first Town Administrator at the beginning of the fiscal year, in accordance with the March 2005 Special Town Meeting. This required creating a job description, developing an organizational chart, and appointing a search committee. Jan Ablon, Richard Dussault, George Hall, Laura Powers, and Al Wallace were appointed to the committee. Robert Smales and Charles Morgan served as alternates. From twelve applications received, the

Search Committee recommended three candidates for consideration by the Board. The finalists included Virginia Wilder, former Executive Secretary/Chief Administrative Officer in Winthrop. After conducting background and reference checks, in December the Board voted to appoint Virginia L. Wilder. She became Topsfield's first Town Administrator on January 2, 2007.

### *Purchasing & Community Development Manager*

In March, with the transition to a Town Administrator complete, Roberta Knight, who had been our Executive Secretary with twenty years of Topsfield experience, became the town's Purchasing & Community Development Coordinator. In addition to addressing the State's ever increasing purchasing regulations, this new position incorporated and replaced the former Land Use Coordinator position.

### *Department of Public Works*

In accordance with the March 2005 Special Town Meeting, the Town requested special legislation by the State to authorize a Department of Public Works in Topsfield. The new organization proposed to consolidate the Highway, Water, and Parks & Cemetery departments under one umbrella. The special legislation enacted by the State,

required that the new organization be ratified by a ballot question at the Town's May 2007 election. In that election, Topsfield's citizens voted against the new organization. Therefore, no Department of Public Works was created.



2007 Board of Selectmen (clockwise from top left): Boyd Jackson, Richard Carlson, Stephen Clark, Town Administrator Virginia Wilder, John McArdle, A. Richard Gandt.

## Personnel Administration

### *Police Chief*

Police Chief Daniel O'Shea notified the Board in June 2006 of his intention to retire in fiscal year 2007. As a result, the Board appointed a search committee of Steve Carroll, Elizabeth Cullinan, Nancy Luther, Jack Minnehan, Richard Carlson, and Lynne Bermudez to identify candidates for the position of police chief. When Chief O'Shea retired in November, the Board appointed Sergeant Gerald Harrison as Acting Chief. In February, the search committee presented the Board with five candidates including Evan Haglund, Police Chief in Pelham,

New Hampshire. After interviewing the candidates and conducting background checks, the Board appointed Evan Haglund as the Town's seventh Police Chief. He assumed the responsibilities of Police Chief on May 1, 2007.

#### *Personnel Bylaw and Rules Regulations and Procedures*

In March, the Town Administrator asked the Board to consider approval of a new Personnel Rules, Regulations and Procedures Handbook prepared by the Personnel Advisory Committee. The Town Administrator had appointed the committee of Al Wallace, Elizabeth Cullinan, and Roberta Sapienza, along with Jackie White, Library Director, serving as representative of the non-union employees, to assist with personnel related issues. The Handbook was developed to complement changes to the Personnel Bylaw that were subsequently approved at the May 2007 Town Meeting.

#### *Union Negotiations*

During fiscal year 2007, negotiations began with the town's Police, Fire, Highway and Water, Park & Cemetery, and Dispatchers unions, as their contracts would expire June 30, 2007. Negotiations with the Reserve Police Officers were already underway at the beginning of the fiscal year. As of June 2007, all six contracts were still in negotiation.

### **Commercial Requests**

#### *Wine and Malt Beverages Licenses*

Acting on an application filed in June of 2006 and later approved by the Alcoholic Beverage Control Commission of Massachusetts, the Board issued an Alcoholic Beverage license for the sale of wine and malt beverages to New Meadows Market at 19 Main Street. In August, the Board was notified the Governor had signed a special act allowing the Town to issue an earmarked Alcoholic Beverage license to Gil's Grocery at 30 Main Street. This second license for the sale of wine and malt beverages

was subsequently granted in January 2007. In February 2007, Gil's Grocery sold the first bottle of alcoholic beverage in Topsfield in 70 years.

#### *Wireless Communications Facility (Cell Tower)*

During fiscal year 2007, discussions about siting a cell tower in the vicinity of Haverhill Road intensified with Omnipoint Communications, a subsidiary of T-Mobile. The Selectmen conducted several discussions with Omnipoint and determined that Pye Brook Community Park was the only publicly owned land in that area suitable for a tower. In January 2007, a public information session was held to discuss siting the tower at the Park. Several area residents spoke in opposition to the tower, citing health and aesthetic concerns. In February, the Board received a formal request from T-Mobile to site a facility at the Park. After considering legal issues and receiving a consultant's report on existing communications coverage in the area, the Board determined it would be prudent to move forward. In June, the Board voted to issue a Request for Proposals to lease a section of the Park for the construction of a cell tower, subject to Town Meeting approval to use park land for this purpose and approval to allow a long term lease.

#### *Cable TV License*

Over several years, Verizon Communications installed fiber optic cable throughout most of Topsfield and then requested a franchise license to provide TV content to the residents of Topsfield. The Cable Committee worked extensively with Verizon to develop an effective agreement for the Town. After a hearing, in December the Board approved a fifteen-year franchise license with Verizon.

### **Facilities and Property**

#### *Town Hall Building Committee*

Renovation of the Town Hall interior has been under discussion for over a decade during which two major proposals have

been rejected. The Board voted in April to expand the Town Hall Building Committee from seven members to eleven to continue discussions about the condition of the interior and make recommendations about the building's future. With the appointment of the new members, Heidi Fox became chairman and created the following four subcommittees:

- Space Needs Committee – to determine departmental space and functional requirements;
- Common Area Committee – to identify the common space requirements, such as storage and conference space;
- Relocation Committee – to consider sites and scenarios for two alternatives: relocation of employees on a permanent basis and relocation on a temporary basis; and
- Communications Committee – to work on an educational strategy to keep the public informed as to both the progress and the need for renovations.

#### *Surface and Groundwater Study Committee*

In response to the complaints generated by the so-called Mother's Day Storm of May 2006 and other anecdotal evidence of problems with surface and groundwater in the town, the Board established a Surface and Groundwater Study Committee. This Committee was charged with studying the extent and impact of surface and groundwater on the community, and with assisting residents adversely impacted by beaver activity. The committee appointees were: Walter Harmer, representing the Conservation Commission; Gregory Krom, representing the Water Department; and Richard Crosson, Charles Wilkinson, and William Whiting.

#### *Land at Willowdale State Forest*

During the year, an 8.75 acre parcel of land along Ipswich Road and surrounded by Willowdale State Forest became available

for acquisition. Three entities came together with funds to preserve this unique property overlooking the Ipswich River at 290 Ipswich Road. Essex County Greenbelt Association acquired the property and then the Massachusetts Department of Conservation and Recreation acquired a conservation restriction and the Town of Topsfield acquired a public access easement on the land. Topsfield's \$50,000 to acquire the easement came from funds received by Topsfield's Conservation Commission from the Hickory Beach Realty Trust for the preservation and/or restoration of wildlife habitat. Essex County Greenbelt used the funds received from granting the restriction and easement, to offset their cost of acquiring the property.

with more visible signs that incorporate larger letters. When the Board voted to surplus the old signs, Heidi Bond initiated a "Street Signs for Scholars" program that provided a creative way to dispose of those signs and raise funds for the Masconomet Scholarship Program. As the signs are retired, they are offered to the public through a bid process, with each sign going to the highest bidder and the proceeds going to the scholarship fund.

### Looking to the Future

The Board of Selectmen thanks our employees, and various boards, commissions, committees and volunteers for their continuing efforts and dedication in making Topsfield a great community. We invite all

citizens to participate in town affairs and we ask for your thoughts, recommendations and constructive criticisms to make Topsfield an even better place to live.

Respectfully submitted,

John J. McArdle, *Chairman*

Stephen S. Clark

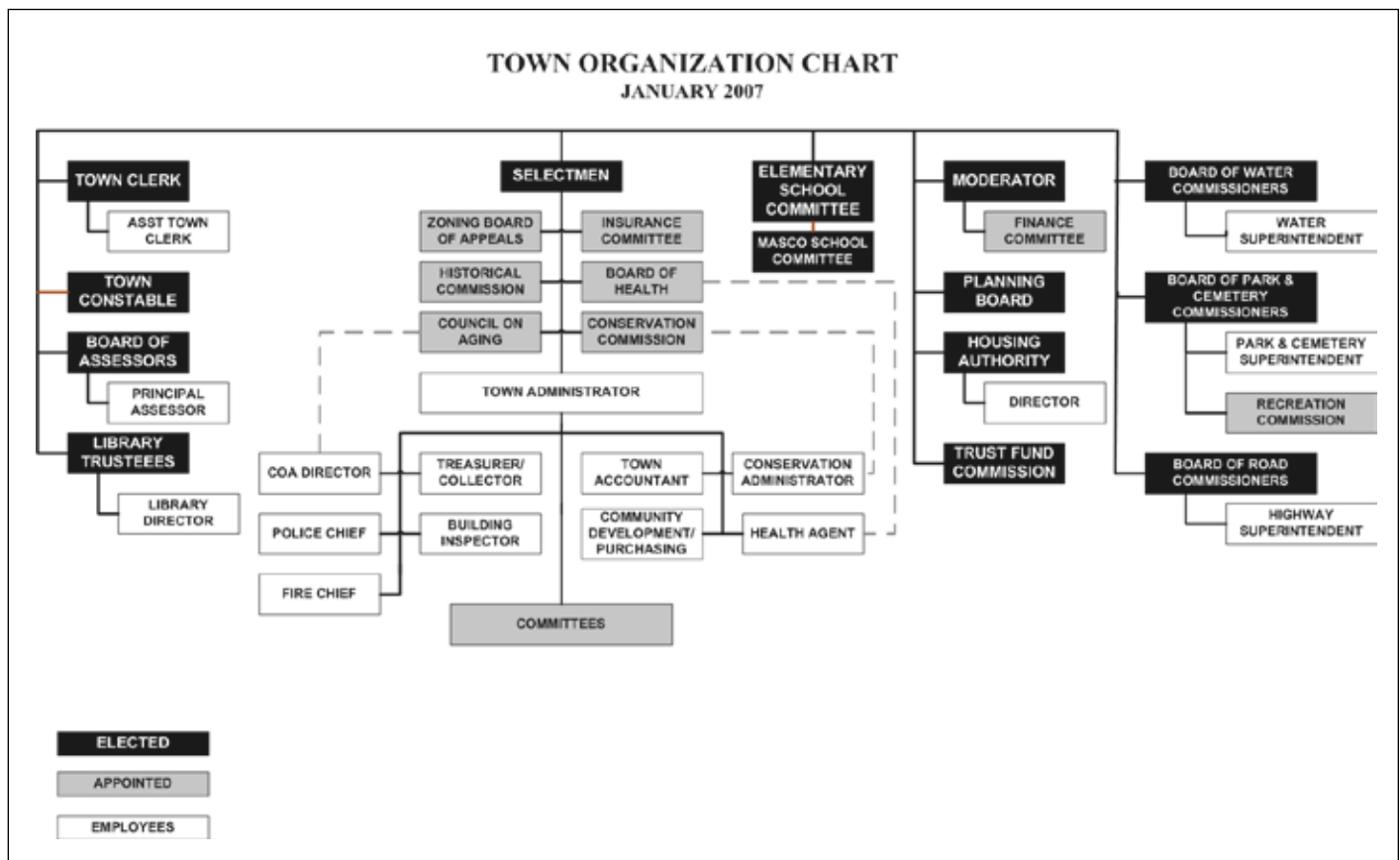
Richard Carlson

A. Richard Gandt

Boyd R. Jackson

### Street Signs

In accordance with State requirements, the town began replacing its old street signs



# Report of the Town Clerk

## Fiscal 2007 Highlights

The Office of the Town Clerk continues to actively participate in all work related workshops, technical training sessions, seminars and formal classes to ensure that we continue to meet our commitment of excellence. Fiscal 2007 saw significant improvements to the Central Voter Registry (CVR) system, the completion of the 2010 Federal Census project in its entirety, expansion of election duties, and the continued “in-house” undertaking of the Town’s annual census and updating of our Town Code (Both “in-house” projects realized a tax dollar savings of approximately \$3,000). Lastly, my re-election to an 8th term as Town Clerk, for which I thank you.

## Records Archiving

Jack Long, long time Archivist to the Town Clerk, continues to work on the preservation and restoration of our Town records prior to 1900. He is presently digitizing all pre-1900 record information. The significance of his contributions cannot be overstated. While he concentrates on pre-1900 records, the Clerk’s office has focused on 1900 on. These records have been recorded and preserved according to archival protocol. What has been achieved to date is remarkable. This on-going approach ensures the longevity, access, security and integrity of our records.

In closing, I wish to again note the outstanding work of Assistant Town Clerk, Joan Glatz and to thank all who assist us in the performance of our duties through out the year, especially our superb election workers and the Board of Registrars.

Allow a “Tip of the Hat” to our Men-In-Blue for their invaluable assistance to meeting our mandate of 100% compliance for the Town’s annual census and to our Park & Cemetery & Highway Departments for always being there to transport to and fro election materials, including those cumbersome voter booths, to the polls for all elections.

Respectfully submitted,  
Beverly Ann Guarino, *CMC/MMCA/CMMC*  
Town Clerk

## Town Meeting Minutes and Election Documentation:

Annual/Special Town Meeting Minutes – May 1, 2007 .....	50
Annual Town Election – May 3, 2007 .....	62
Appendix A – Fiscal 2008 General Operating Budget ..	64
Appendix B – Fiscal 2008 Pay Grid.....	71

## Statistical Town Data For 2007

### Town Population

(January 1, 2007):.....6364

### Registered Voters

Democrat .....	735
Republican.....	913
Green-Rainbow.....	1
Interdependent 3rd Party .....	1
Libertarian .....	8
Unenrolled.....	2415
Total.....	4073

### Births

Recorded & Filed .....31

### Marriages

Licenses Recorded & Issued .....	18
Intentions Filed & Recorded.....	18

### Deaths

Certificates Recorded & Issued .....	53
Certificates Recorded and Filed.....	75
Burial/Crematory Permits Recorded & Issued.....	53

### Dog Licenses

Recorded & Issued..... 970

### Kennel Licenses

Recorded & Issued..... 1



# Report of the Cable Advisory Committee

## Background

In the fall of 2004, Topsfield took over the full responsibility for Local Access Cable TV programming on Channel 10 from Comcast. In preparation for this transfer of responsibility, a new "Video Institutional Network" was built in Topsfield that allows for live broadcasts from 5 locations in Proctor School, 2 locations at the Town Library and the Town Hall.

A Cable TV Office has been built in renovated space on the third floor at Town Hall. Equipment to manage the video network as well as equipment to broadcast local programming was installed. All local access programming now originates in Town, including the Community Bulletin Board. Equipment was purchased, personnel hired and trained, and local procedures established.

Funds for this project were negotiated in the 10-year contract with Comcast which was effective October 14, 2001. In March of 2006, negotiations with Verizon began to grant a competitive Cable TV franchise. This process concluded on December 4, 2006 with the granting of a 15-year license. Comcast customers receive local programming on channel 10. Verizon customers receive local programming on channel 47.

## Volunteers Needed

Easy to use portable video equipment is available in the schools, the Town Library, and the Gould Barn for volunteers to create local programming. Our hope is to find people who already have video equip-

ment at home as well as volunteers using digital video cameras and home computers with video editing software, who are interested in creating local programs. We need people to tape local community events such as parades and concerts. We need parents of student athletes to tape and provide commentary for sporting events. We need people to volunteer to cover local government and community meetings. We need people to work in the Cable Office to input news into the Community Bulletin Board.

The success of Topsfield's local cable support is dependent upon finding volunteers to become involved. Contact Bill Whiting 978-887-2283.

An effort to coordinate channel 10/47 programming with the Town website will provide the Town with additional means to improve communications within the community.

Respectfully submitted,

William B. Whiting

## 12 month Program Summary

Selectmen meetings .....	Weekly – Live
Selectmen meeting highlights .....	1 (Police Chief interviews)
Annual Town Meetings .....	1
Public Hearings .....	1 (Sunrise Development/Page property)
Public Forums .....	4 (Affordable housing, Candidates Night, Deer Forum, Farms and Rural Retreats)
School Committee Meetings	
Topsfield Elementary School ...	13
Tri-Town School Union .....	3
MASCO .....	3
MASCO sports .....	63 (Compliments of Boxford Cable)
MASCO concerts/special events .....	11 (Compliments of Boxford Cable)
Historical Society archive videos .....	5
Local church services: .....	Weekly
Our Savior Lutheran	
Topsfield Congregational	
First Church of Boxford	
Special events .....	4

# Report of the Town Website Committee

## Background

A group of dedicated volunteers have developed a comprehensive town website - [www.topsfield-ma.gov](http://www.topsfield-ma.gov), at minimal cost to the taxpayers. This group includes people with professional Web development skills who contribute their time and expertise. Others on the committee are well versed in the operations of the Town and have researched valuable information that did not exist in a centralized form.

The site was launched in the spring of 2004. The purpose of the Topsfield Town Website is to provide accurate and current information on the town of Topsfield to the residents of the town and anyone else interested in obtaining general information on the town, its policies, government and community.

The Topsfield Town Website Committee is responsible for the development, design, maintenance and editing of the Town of Topsfield Website. This is achieved by holding monthly committee meetings and assigning various tasks to committee members and town employees. These tasks include data collection and data entry, calendar updates, page editing and updating.

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

## Webstie Information

The site serves as a virtual town hall and information center for citizens and a welcome mat for visitors and new residents.

The website includes information about:

- Town government – information concerning the operations, descriptions, meetings, events, activities and similar information about Town boards and committees.
- News of current interest concerning issues affecting Topsfield residents.
- Topsfield community non-profit organizations and events, provided that they are for the primary benefit of Topsfield residents.

Many town documents including bylaws, rules and regulations, plans, reports (including the Annual Town Report) are now available online. A library of forms will soon be available. The Selectmen's meeting agendas and minutes, as well as other groups' documents are also available. A Town Directory includes phone number and E-mail addresses for all town departments and work groups.

The Website Committee works closely with the Computer Technology Committee in order to make the most efficient use of Town resources.

An effort to coordinate the Town Website with Cable TV programming on the town's Channel 10/47, provides the town with additional means to improve communications within the community.

Respectfully submitted,  
William B. Whiting

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[www.topsfield-ma.org](http://www.topsfield-ma.org)

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# Report of the Fire Department

We welcome to the Fire Department six new firefighters which will bring the total number of Call Firefighters to 24. While I am happy about our new members, this is still below the adequate personnel we need to provide around-the-clock coverage for medical and fire-related emergencies. This is a national problem for call/volunteer departments. Difficulty recruiting and retaining qualified firefighters is attributed to increased training requirements, the need for individuals to maintain multiple jobs, reduction in leisure time and generational differences. Topsfield also suffers from the high cost of housing. I will continue to seek out interested and qualified residents to prepare us for the future. If you are interested in serving your community in a unique way, please stop by fire headquarters for an application or check out our website at [www.topsfieldfire.com](http://www.topsfieldfire.com).

Perhaps the biggest challenge to the department in 2007 was the high cost of apparatus and equipment repairs. We have an aging fleet consisting of a 1995 pumper, 1985 ladder truck, and a 1995 Rescue. I have put forth several five and ten year plans for apparatus replacement, but these plans continued to be delayed due to tight budgets.

The Topsfield Fire Department was also the recipient of a gift from a local family. Martha Morrison and her son Nicholas were extremely generous and donated a large piece of equipment used to carry patients down stairways. This equipment decreases the likelihood of firefighters being injured

while helping patients.

In conclusion, I am grateful to the community and especially our Selectmen, Finance Committee and our Town Administrator, Ginna Wilder, for their ongoing support. As I look forward to 2008 and beyond, my goals are to keep the Department adequately staffed and the fire station operational, continue our apparatus replacement and repair program.

I would like to thank all the members of the Topsfield Fire Department, the Topsfield Police Department, all other town boards, committees and departments and the citizens of Topsfield for their continued support and assistance.

## **Tribute**

The Fire Department lost a friend and supporter this year. Joel Uchenick was a veteran member of the Finance Committee and always took a strong interest in the financial health of our community. Joel was always concerned that public safety remained intact, even in financially dramatic times. Joel always made an effort to be educated and informed of matters of citizen and employee safety. Joel had a caring manner that was always present, even during heated financial discussions. We will miss Joel and his strong, personal interest in all of us.

I am happy for Police Chief Dan O'Shea who decided to retire this year. It was my pleasure working closely with Dan for so many years as Chief, as well as the many years prior to that when we were both in

the rank and file. His fairness and compassion will be missed. We wish Dan and Lisa all the best from all of your friends at the Fire Department.

## **Accomplishments**

Firefighters Cyndi Bowman and Fritz Reineke are in the process of obtaining their paramedic certification. In addition to the record calls for service, Topsfield Firefighters completed advanced training, specialty certification, and maintained their required certification. Firefighters Boeri and Fortuna received their EMT Basic Certification.

## **Hazardous Materials**

During the past twelve months, the Fire Department has responded to thirty-eight incidents involving Hazardous Materials. The majority of these calls deal with electrically-energized equipment and/or arcing wires. With the advent of "hybrid vehicles" we see that this will become an even greater challenge to today's firefighters, along with the normal fluids that are involved in car crashes. We must be very concerned with the very high voltage as they become involved in motor vehicle crashes. We are in the process of obtaining training from the vehicle manufacturers for the safe handling of these vehicles.

This past spring, the Firefighters responded to our first radioactive incident in recent years. A Massachusetts State Police Officer noticed a container in the back of an abandoned pickup truck. Representatives from the regional Haz-Mat Team as well as the State Police Bomb Squad responded and

after several hours determined that the container was safe. Though a long process, this event was very educational to the entire Fire Department and prepared us for any future large-scale incidents as we now completely understand the process.

## Fire Prevention

The theme for the 2007 Fire Prevention Week is "Practice Your Escape Plan". The best made plans can become useless in an emergency if they have not been practiced. Have an escape plan for your home with special care given to the sleeping areas. Have a central meeting area outside, and practice this plan with the entire family. When a fire strikes your home, you should be able to react and escape from your home without much difficulty. Once at your meeting spot, do not go back into your home for any reason. Like all plans, your escape plan can only be successful with practice.

## *Carbon monoxide is invisible...odorless...colorless...and deadly*

Per NFPA, Fire Departments responded to more than 50,000 carbon monoxide alarms each year. Of that 50,000 more than 15,000 require transport to the emergency room for carbon monoxide poisoning and more than 500 people will die from carbon monoxide poisoning. You should have at least one Carbon Monoxide detector on each level of your home. Please visit [www.topsfieldfire.com](http://www.topsfieldfire.com) for more information on carbon monoxide.

Firefighters continued to visit the elementary schools to conduct fire drills and to speak with the children about fire safety. Again this year, we had help delivering our fire safety message with "Freddy the Fire Truck" and the "Hazard House". The Hazard House is an interactive tool that allows the children to pick out the obvious hazards, as well as the hidden hazards within their homes.

This year was once again a challenging year for firefighters during the Topsfield Fair. We conducted continuous inspections throughout the fairgrounds both before the opening of the fair each day as well as during fair's daily operations.

There were a number of tours of fire headquarters given to the children throughout the year. This allows the children to interact with the firefighters and see and handle the tools that are used during a fire and/or medical rescue operation.

## Incidents

### Fires

(Structure & within) .....	134
Medical Aids.....	657
Haz-Mat.....	38
Public Service .....	350
Good Intent .....	39
False Alarms .....	155
Special Incidents .....	9
Severe Weather & Natural Disasters .....	9
Total.....	1391

### Inspections / Permits

Buildings.....	337
Fire Extinguishers.....	85
Fire Drills .....	13
LP Gas .....	128
Tank Trucks .....	2
Oil Burners .....	68
Smoke Detectors.....	123
Sprinklers .....	9
UGST .....	3
Plan Review .....	11
Tentage .....	4
Day Care .....	4
Other.....	10
Open Burning.....	1237
Totals.....	2034

## Emergency Medical Services

The Topsfield Fire Department has remained committed to providing our community with the highest level of pre-hospital care that is available. During the reporting period of July 1, 2006, through June 30, 2007, members of the Topsfield Fire Department responded to a record number of requests for medical assistance. During this time frame, there were 657 requests for medical assistance and 659 patients evaluated and treated. Of those patient encounters, 492 were transported by ambulance to appropriate medical facilities.

The Topsfield Fire Department remains committed to injury prevention. The Department has participated in several prevention programs. The Topsfield Fire Department received a grant from the Massachusetts Governor's Highway Safety Bureau for fifty free bicycle helmets. Anyone in need of a bicycle helmet can contact Fire Headquarters. The Department has also worked closely with local Visiting Nurses Associations, the Council on Aging, the Topsfield Housing Authority, and Elder Services to help to ensure that our elderly residents are safe in their living environments.

The Topsfield Fire Department continues as a licensed ambulance service at the Paramedic Level. All residents and visitors to the Town of Topsfield are able to receive the highest level of pre-hospital care beginning in their home or place of work. Patients suffering a large variety of medical conditions including diabetic emergencies, drug overdoses, seizures, allergic reactions, and respiratory distress will benefit from the ability of the Topsfield Fire Department paramedics and the care that they can provide. Members of Topsfield Fire Department participate in training to ensure proficiency of skills and to receive instruction on state-of-the-art evaluation and treatment techniques as well as changes to existing treatment protocols.

The Emergency Medical Services branch of our Department participates in in-house and regional quality improvement programs. The Topsfield Fire Department remains committed 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).

### **Topsfield Emergency Management Agency**

The Topsfield Emergency Management Agency is committed to protecting the lives and property of the citizens of Topsfield.

In accordance with Massachusetts Emergency Management Agency regulations, TEMA's primary responsibility is to:

- provide qualified mitigation, preparedness, response and recovery services to the citizens of Topsfield;
- develop a well-organized workforce who will assume their relevant Emergency Management positions in a competent manner and also work professionally in an intradepartmental environment;
- provide annual National Incident Management System (NIMS) training to members and to all town departments;
- notify people in conjunction with MEMA about measures to be taken before, during and after a disaster or an emergency;
- organize response and recovery actions throughout a disaster or emergency;
- inform the citizens of Topsfield in regard to all types of disasters and emergencies by providing both pertinent information and revising the Comprehensive Emergency Management Plan on an annual basis;

- encourage citizens to examine the Procedures and the Comprehensive Emergency Management Plan which are located at the Fire Station, Town Hall and the Topsfield Public Library;
- work with the Health Agent and the Board of Health in effectively preparing for a pandemic; and
- cooperate with local, state and regional agencies in developing wide-ranging emergency plans.

This is my first year in this role, and I look forward to updating and completing several programs. I will, along with the Board of Selectman, set several attainable goals for the upcoming year as several important plans need to be updated.

I would be remiss not to personally thank Captain Charles R. Denault Jr. for being the Emergency Management Director over the last eight years. Chick steered our community through the complete re-organization of FEMA and Homeland Security. Chick also processed endless Federal paperwork so that Topsfield would always receive the maximum amount of reimbursements for several "Declared States of Emergency" as well as processing numerous grants. I am grateful that Chick will be here to assist me in my new role.

### **Regional Operations Center**

At last year's Annual Town meeting, the Town chose to join with 10 other communities to research the concept of a regional emergency 911 center. I was appointed by the Town Administrator to attend monthly meetings with the other member communities. I am pleased to report that the concept is supported, at this point, by several state agencies and Governor Patrick. I was also elected by the other members of the committee as Chairman. At the time of this report, the committee is in the process of hiring a Project Manager who potentially

would be the Executive Director, once established.

The state legislature is working on a bill that would allow a funding source to be created by the already established fees applied to phone lines and cell phones. These monies could be used to create and support Regional 911 centers. The committee believes that if such centers were built with State support our communities would be better served and would receive a savings as well.

I will continue to keep the Board of Selectman informed of the committee's work.

Respectfully Submitted,

Ronald P. Giovannacci, *Fire Chief,  
Emergency Management Director,  
Chairman, Regional Operations Center  
Advisory Committee*

Darrell W. Moore, *CFI-1  
Fire Prevention Officer*

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

# Report of the Police Department

It is with great pride that I submit to you the 2007 report of the Topsfield Police Department.

## Moving Forward

It has been an interesting and challenging year as I took over the leadership of the police department last May from Sgt. Gerald Harrison who had been acting Chief since Chief Daniel O'Shea's retirement in November of 2006. Sgt. Harrison did a superb job filling in and was commended for his actions.

I want to thank the community for greeting me so warmly upon my arrival. I have had the opportunity to visit and speak with many of you about issues you would like to see addressed and from those discussions we have begun to address the changes and future direction of our department.

We've instituted a new mission statement that builds upon our service to the community, improving on our community partnership while enhancing the quality of life for our citizens.

We are committed to moving forward toward becoming a proactive police department, a department that works to address issues before they become problems.

## Fiscal 2007

This past year we've seen a major increase in residential burglaries, motor vehicle thefts and break-ins, not only in our town but throughout the area. In response, we have re-directed our patrol units and are

working to increase police visibility within our neighborhoods while initiating a new program that allows our officers to check on your residence while you are away.

To help assist us, we are asking the citizens to be aware of what's happening around you, be wary of any suspicious activity or something out of the ordinary and call us immediately when concerned. We can all work together to protect our community.

In working toward that goal we've increased our commitment to investigate crimes against our citizens by dedicating resources to follow through with investigations, working hard to put those responsible for victimizing us before the court to answer for their crimes, and as a result, we have seen early progress by resolving numerous motor vehicle break-ins and burglaries over the past few months.

Motor vehicle complaints continue to be one of our major problems throughout town. In an effort to reduce motor vehicle accidents and improve pedestrian safety, our officers have increased radar patrols in neighborhoods and on streets used for heavy commuter traffic and have reestablished our truck enforcement unit concentrating on overweight and unsafe trucks traveling on our roadways.

We are continuing to work with the courts, school administrators and neighboring police departments to address juvenile issues and concerns within our schools while we build on the success of our elementary school D.A.R.E. program, build-

ing the bonds of friendship between the police and our students.

This summer Officer Shawn Frost returned to duty. Officer Frost had worked very hard on returning to the Department after being struck by a motor vehicle in March of 2005. We are all glad to have him back.

The members of the Topsfield Police Department are dedicated and committed to protecting and serving the community they serve in the most professional manner, but none of this would be possible without the continued support of the citizens of Topsfield, and for that we thank you.

Respectfully submitted,

Evan E.J. Haglund, *Chief of Police*

### Topsfield Police Department Statistics

	2007	2006	2005
MV enforcement:			
Warnings	1477	1217	1355
Citations	419	495	568
Criminal	86	123	99
O.U.I.	22	18	19
Arrests	174	159	191
MV accidents	108	123	202
Domestics	11	19	9
Disturbances	57	40	35
Loud groups/noise	63	58	52
Assaults	3	1	6
Vandalism	80	36	55
Juvenile	51	38	40
Suspicious mv/activity	383	363	298
Medical aids	375	372	379
Alarms	449	401	385
Animal calls	197	189	233
Protective custody	15	30	11
Walk-in	527	0	0
Physical house checks	409	0	0
MV thefts	6	1	5
Larceny from MV	42	22	15
Larceny from residence	4	2	2
Larceny of bicycle	5	0	0
Larceny general	29	27	15
MV burglary w/o larceny	6	1	4
Burglary general	11	9	9
Armed robbery	1	0	0
Total	4988	3726	3968
 TOTAL CALLS FOR SERVICE	 10701	 8049	 8235

(Statistical tabulation based on calendar year)

### Fines Directed to Town of Topsfield (Fiscal Year 2006-2007)

Registry of Motor Vehicles .....	\$22,325.00
Department of the Trial Court .....	<u>10,060.00</u>
Total .....	\$ 32,385.00

# Report of the Inspectional Services Department

## 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.

## FY/07 Report of the Inspector of Buildings

During the past (12) twelve months there have been 2 new single family homes built. Additions and renovations are active as people appear to be adjusting their homes to meet additional needs. Home business inquiries, as well as inquiries on how to provide additional housing for parents, children or a close relative are still being actively pursued.

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Total Collected & Waived Fees  
Inspectional Services Dept  
\$135,248.40

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Respectfully submitted,

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

## Building Permit Classification of Construction by Item No.\*

(101)	New Single Family Houses.....	2	\$1,875,000.00
(327)	New Store (Restaurant).....	1	350,000.00
(328)	Other Non-Residential Bldgs. ....	6	415,800.00
	(ex: sheds, barns etc.)		
(329)	Structures Other Than Bldgs.....	4	332,500.00
	(ex: swimming pool)		
(434)	Residential Additions & Alterations .....	121	6,628,372.75
	(separate foundation permits excluded)		
(OS)	Miscellaneous.....	122	1,296,788.00
	(including foundation permits)		
(437)	Nonresidential and Non-housekeeping		
	(additions & alterations) .....	7	2,344,984.00
(438)	Additions of residential garages .....	2	63,800.00
(645)	Demolition (residential).....	9	52,000.00
(649)	Demolition of Non-housekeeping .....	2	14,000.00
	Bldgs.		

Total Valuation of Construction & Demolition.....\$13,373,244.75

## Topsfield Fair Inspections

Permanent Buildings .....	16
Certificate of Inspection .....	19
Total Building Permits .....	276
Total Fees Collected .....	\$98,475.40
Waived Fees (Public Buildings) .....	40.00

Total Collected & Waived Fees .....

\*Item No. Categories per U.S. Department of Commerce Bureau of Census.

## Report of the Electrical Inspector

Total Electrical Permits Issued	
(including new homes,	
additions & renovations).....	262
Waived Fees (Public Buildings) .....	360.00
Total Electrical Fees	
Collected .....	\$24,488.00

## Report of the Gas/Plumbing Inspector

Total Gas Permits Issued.....	115
Total Gas Fees Collected.....	\$3,460.00
Total Plumbing Permits Issued.....	137
Waived Fees (Public Buildings) .....	30.00
Total Plumbing Fees	
Collected .....	\$8,865.00



# Report of the Sealer of Weights and Measures

The duties of the Sealer of Weights and Measures consist of the following:

- maintain the Town's testing equipment in usable condition, which includes taking to the Mass. Division of Standards Lab to be certified and documented for accuracy;
- enforce state requirements for weights and measuring devices, including type evaluation and accuracy of all scales, pumps, and linear measurements that are used to determine the price of a commodity and;
- turn over to the Town all fees collected for services and keep records of all inspections.

Respectfully submitted,

Robert D. Rose, *Sealer*

## Fiscal Year 2007 Activity Report

Essex Co-op, Rt. 1, 146 So. Main Street	
5 scales, tested & sealed .....	100.00
Silva Tire, Rt. 97, Haverhill Road	
18 pumps tested & sealed .....	360.00
Fairgrounds, Rt. 1, 207 Boston Street	
4 pumpkin scales tested & sealed .....	175.00
Gil's Grocery, 36 Main St.	
1 scale tested & sealed .....	20.00
Eaton Apothecary, 30 Main St.	
2 scales tested & sealed .....	40.00
Bicycle Shop, 17 Main St.	
1 scale tested & sealed .....	20.00
Petco, Rt. 1, 239 Boston St.	
1 scale tested & sealed .....	20.00
Turnpike Services, Rt. 1, 368 Boston Street	
28 pumps tested 4 sealed.....	560.00
AmeriGas, Rt. 1, 215 Boston Street	
2 propane tanks tested & sealed . . .	30.00
Curves, 30 Main Street	
1 scale tested & sealed .....	25.00
New Meadows Market, 19 Main Street	
1 scale tested & sealed .....	20.00
Total.....	1,400.00

# The Report of the Board of Road Commissioners

The Board of Road Commissioners continues its philosophy of actively and aggressively pursuing the most cost effective and efficient ways of maintaining the Town's infrastructure. The Board feels that planned maintenance is the most cost effective solution to the Town's infrastructure maintenance and upgrading.

The Town of Topsfield has nearly 60 miles of roadways, 25 miles of sidewalks and bike paths, and countless miles of drainage swales and culverts. It is the responsibility of the Highway Department to monitor and maintain this infrastructure on an annual basis.

The Ipswich Road Reconstruction Project continued to be a source of frustration for the Highway Department. All state requirements were met by the Town, but the project was approved for implementation only in FY 2010. The Selectmen and our State Representative interceded to pull in this date, but no action was taken by the State. We are hopeful that the upcoming year will launch this long-awaited project, but state approval and funding has been slow in coming.

The Highway began replacement of street signs in Town in order to meet a federal mandate for improved signage by 2012. The burgundy-colored signs with the Town seal have proven popular with residents.

During the fiscal year ending June 30, 2007, several roads were paved and/or reconstructed. They include Bare Hill Road, Rowley Road, Gail Street, Gail Circle, Gail

Place, Grove Street, Pemberton Road, and South Main Street. Considerable effort was also spent on culvert repairs and resurfacing sidewalks.

Although the winter season was not particularly difficult in terms of snow accumulation, the Highway responded to 21 snow events during the fiscal year. Acquisition of a new multi-purpose tractor aided in these efforts. In addition, there was a microburst storm on Patriot's Day that required significant cleanup. As usual, all town roads were swept with a power sweeper in the spring, drainage ditches and catch basins were cleaned, crosswalks were painted, brush was cut and grass was mowed along roadsides, and equipment and facilities were maintained. We also assisted the Water Department on service repairs.

The design work for repairs on the bridges on Asbury Street and Rowley Bridge Rd was completed, and a Notice of Intent filed with the Conservation Commission. Construction is expected in Fiscal 2008.

The Road Commissioners voted unanimously to reappoint David Bond as Highway Superintendent for a 3-year term ending in June, 2010.

Cost increases for road materials continued to challenge the Department. The continuing rise in asphalt, salt, and sand prices squeezes the Highway budget along with rising fuel prices.

We would like to thank all of the Town Departments and agencies that work with us on a regular basis throughout the year for their cooperation.

We wish to emphasize the important public safety concerns that the Highway Department must address every day and we hope the citizens of Topsfield have an appreciation for the high quality of performance that the Department provides on a regular basis.

Respectfully submitted,

Philip Knowles, *Chairman*

Richard Cullinan, *Member*

Joseph Gibbons, *Clerk*

David Bond, *Highway Superintendent*

# The Report of the Board of Water Commissioners

## General

Fiscal 2007 was a successful year for the Water Department. The Town completed the second third of the metering system upgrade this year. Rates increased by approximately three percent this year after remaining unchanged for several years.

## Water Quantity

We pumped one hundred fifty-three million gallons of water from our two wellfields during FY2007. Eighty-two million gallons were withdrawn from North Street and seventy-one million gallons from Perkins Row.

## Water Quality

Both sources were tested again this year to determine if the surface water bodies that are adjacent to the wells influence water quality. Tests run to date have not shown any indication that the water quality in our wells are influenced by surface water and at the time of this writing no further testing is required.

## Capital Projects

The second year of the metering project was completed this year and monthly billing data was collected for our Massachusetts Division of Conservation and Recreation meter grant.

## Billing, Rates and Conservation

We are happy to report that our customers are conserving water and water usage was lower than expected. Water rates were increased this year due to lower usage estimates.

Usage per 6 months	Amount per Thousand
0-24,000	4.65
24,001-48,000	5.75
48,000 +	8.00

## Board Composition

We are very pleased that Richard Stone was reelected to the Board of Water Commissioners this year. The Board elected Philip Knowles as Chairman; Richard Stone as Clerk; and Elizabeth Cullinan as Member.

## Recognition

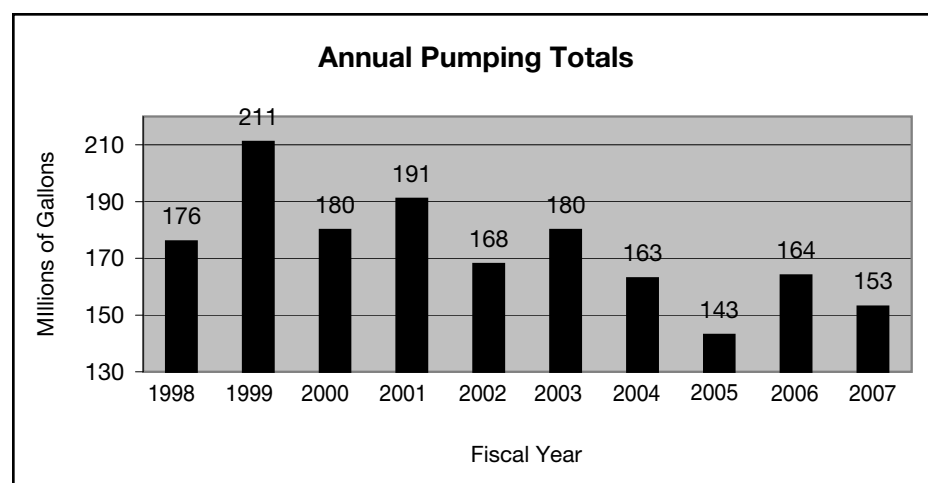
We again thank all of the Town Officials and Departments for their support, with special thanks to our Staff, who work every day to keep our water pure and safe. In addition, thanks to the Highway Department for their continuing help in operations, the Finance Committee, the Board of Selectmen and the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

## Information – Board Meetings

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

Respectfully submitted,

Philip Knowles, *Chairman*



# The Report of the Elementary School Committee

Superintendent:  
*Bernard F. Creeden*

Business Manager:  
*Steven Greenberg*

Director of Special Education:  
*Sharon Lyons*

Director of Facilities and School  
Operations: *Steven Clifford*

### Milestones

Elizabeth Aylmer and Dr. Allen Smith completed three years of service on the committee. The committee and the town wish to thank them for their service. The committee also voted to implement a tuition-based five day kindergarten for those families wishing to participate.

The following personnel retired from the Topsfield Elementary School in 2007:

- Linda Osburn ..... 11 Years of Service
- Gyoengyi Quinn ..... 19 Years of Service
- Martha Williams ..... 17 Years of Service
- Hedwig Petersen ..... 19 Years of Service
- Christine Trombley ..... 32 Years of Service

The committee and the town wish to express their sincere appreciation for the service and expertise they have provided to the children of Topsfield.

### Educational Mission Statement and Core Values

The School Committee is committed to implementing its Mission Statement and Core Values which are: The Topsfield Elementary Schools pursue educational

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

In cooperation with family and community, our mission is to guide students in becoming personally responsible, self-motivated, disciplined, respectful, competent, and contributing members of society. It is the belief of the Topsfield School District that all children can learn and be successful. Effective education requires a committed partnership among the schools, home, and community.

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

### School Committee Overview

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

### Fiscal

The budget process begins with the presentation of guidelines presented to the committee by the Finance Committee, in late fall, and ends with the School Committee approving a budget and submitting it to the Finance Committee and Board of Selectmen in the spring. The budget de-

velopment process is a constant balancing act, weighing the needs of students and teachers against the town's financial constraints. The Committee's goal is to provide the highest quality educational programs with available funding from community tax revenues and limited fiscal support from the state. Increasing costs associated with insurance, school transportation, utilities, special education, building maintenance, and contractual salary increases, must be addressed annually. Our town scores as well or better on the Massachusetts Comprehensive Assessment System (MCAS) and other measures of achievement as many other communities that spend far more per pupil.

We are fortunate to live in a town that supports an excellent school system. Two organizations assist in supporting increased educational experiences to our student. The Topsfield Elementary School Parent-Teacher Organization provides funds to support excellent enrichment programs and field trip transportation. The Topsfield Education Foundation supports various enrichment programs including the Proctor School Band, Scientist in Residence Program, the Proctor Science Laboratory and the Lego League. The School Committee has spent a considerable amount of time identifying system needs and working with these great organizations to ensure continued excellence.

The following general guidelines are used in preparing the budget. These guidelines reflect the Town's desire to provide a first rate education to all students.

### *Preserve Excellence in Curriculum and Instruction*

At the core of our efforts will be preserving the quality of our programs and services that enable all students to reach high standards and expectations. Hiring and retaining the highest quality staff available is the most important factor in accomplishing this goal.

### *Maintain a Safe and Secure Environment and Infrastructure*

The School Department should continue to maintain appropriate levels of safety, security and quality of school environments, while seeking energy conservation and appropriate cost-reduction measures. Many of our long-term capital programs for the maintenance and management of our facilities have been deferred in the last several budget cycles. Careful consideration of the long-term impact of further deferrals on the successful operation of our schools should be given in the FY 07 Budget cycle.

### *Maintain the Rate of Budget Growth at a Responsible Level*

Due to economic pressures, the School Administration has exercised significant fiscal restraint the past two years. We are now at a crossroads where we feel further restraint could jeopardize our ability to remain a top school system. However, we are also mindful that taxpayers are concerned about maintaining fiscal responsibility by the Town as their tax bills continue to rise. Therefore, the School Administration must continue to carefully examine spending to ensure maximum efficiency and effectiveness while taking special consideration of the impact that prior and continued restraint may have on the long-term stability and strength of our school system.

\* The Foreign Language program, initiated during the 1997-98 school year, was removed from our curriculum due to a tightening budget. In previous years, students in Grades 1-6 received sixty minutes of instruction each week in Spanish language.

The Elementary School Department Budgets for the years 2006/07, 2007/2008 and 2008/2009 (proposed) are presented in the following table:

<b>Topsfield Public Schools</b>	<b>Approved FY07</b>	<b>Approved FY08</b>	<b>Proposed FY09</b>
Total General Administration	433,830	452,795	459,673
Total Instructional Salaries	2,676,573	2,639,999	2,737,853
Total Instructional Materials	190,015	199,608	232,721
Total Other School Services	127,710	143,451	143,787
Total Regular Transportation	191,892	197,649	177,390
Total Fuel & Power	230,675	195,133	203,344
Total Bldg. Oper. & Maint	416,687	442,139	448,156
Total Special Needs	1,489,841	1,659,166	1,916,355
<b>Total</b>	<b>5,757,223</b>	<b>5,929,940</b>	<b>6,319,279</b>

	<b>Pre-School</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>Students K-6</b>	<b>Classrooms K-6</b>
<b>2004</b>	50	80	99	96	104	97	103	112	691	36
<b>2005</b>	47	89	80	99	97	104	95	104	668	35
<b>2006</b>	50	73	96	81	99	96	105	97	647	34
<b>2007</b>	54	80	80	95	85	103	94	104	641	33

### **School Enrollment**

The building grade level organizational structure continues to locate the pre-school through grade three programs at the Steward School and grade four through grade six at the Proctor School. The School Committee has worked for many years to maintain class sizes within the following ranges across each grade span:

- Kindergarten, 18-20;
- Grades 1-2, 20-22;
- Grades 3-4, 20-22;
- Grades 5-6, 22-24

A study of future enrollment trends completed by the New England School Development Council (NESDEC) in March 2006 shows a nearly steady enrollment, or perhaps a slight decrease.

### **Massachusetts Comprehensive Assessment System (MCAS)**

As Educational Reform in Massachusetts heads into its thirteenth year, school district accountability continues to be at the

forefront of the reform effort. The Topsfield School Committee goal is to increase the number and percentage of our students achieving at the Advanced and Proficient Levels in each grade and in each subject tested. The Department of Education has rated each school district and school in terms of its performance and improvement over the past two years. Detailed information about the School District Accountability System Cycle III ratings, including determinations regarding the requirement to achieve Adequate Yearly Progress (AYP) under the federal No Child Left Behind (NCLB) law, can be found on the Massachusetts Department of Education web site, which can be reached through a link on our school district website: (<http://www.tritownschoolunion.com>).

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

- Grade Three:  
*Reading, Mathematics*

- Grade Four:  
*English Language Arts, Writing, Mathematics*
- Grade Five:  
*English Language Arts, Mathematics, Science and Technology, History, Social Studies*
- Grade Six:  
*English Language Arts, Mathematics*

The School Performance Index was introduced for the 2003 MCAS Administration. Performance points are awarded to a school or district for each student in the MCAS test group during the rating period. The goal is for each school and district to achieve a Composite Performance Index of 100 by the year 2014, (corresponding to all students performing at the Advanced or Proficient levels). Our Composite Performance Index is in the High or Very High Range for all areas tested. Our Overall District Ranking for 2007 is in the top 5% out of 373 school districts participating in the MCAS.

The tables below detail our performance in terms of percentages during the past five years:

To better achieve this goal, the School Committee has aligned curriculum coordination to emphasize K-6 program articulation in Mathematics and English Language Arts. Due to fiscal constraints, the School Committee has reduced the position of Director of Curriculum K-6 from full-time to one that is shared 50/40/10 with the Boxford and Middleton Elementary Schools.

Major emphasis this year has been placed on the sixth year of implementation of the Math Trailblazers Mathematics program in Grades K-5 and the fourth year of implementation of the Impact Math program in Grade 6 and in Grade 7 at Masconomet.

The coordination of the Mathematics transition from elementary to middle school continues to be a primary focus of the K-12 program articulation effort. Other K-12 articulation projects include a continuing review of the impact of foreign language study at the elementary level on learning opportunities for children, the transition experience for children and families from Grade 6 to Grade 7, the values of the

each place a strong emphasis on professional development and training for staff, which focus upon identified curriculum and organizational priorities as well as the diverse learning needs of children; all plans are available on the school district web site. The primary areas of focus for 2006-2007 have included mathematics content and pedagogy K-6, literacy K-6 with a primary focus on guided reading, teaching in a standards based curriculum and assessment system, the diverse learning needs of children, writing across the curriculum, technology applications and integration, meeting the learning needs of students with disabilities and the continued development of a Mentor/Induction Program for new staff.

Models for conducting professional development continue to include a combination of full day professional development days, after school and weekend workshops, summer institutes, locally sponsored graduate courses, study groups, teacher-to-teacher projects, curriculum committees and a limited number of early release day offerings.

Grade	State Rank 2007	State Rank 2006	State Rank 2005	State Rank 2004
3- Reading	#19-81%	#31-79%	#54 - 79%	#5 - 88%
3- Math	#65-75%	#38-71%	NA	NA
4-ELA	#44-76%	#33-73%	#5 - 83%	#43 - 76%
4-Math	#23-70%	#11-68%	#12- 74%	#36 - 64%
5- ELA	#15-87%	#2-93%	NA	NA
5- Math	#6-83%	#26-69%	NA	NA
5-Science	#19-79%	#6-85%	#19 - 79%	#59 - 75%
6-ELA	#3-99%	#17-89%	NA	NA
6- Math	#3-93%	#7-80%	#8 - 83%	#11 - 79%

## Curriculum and Professional Development

The School Committee as part of its strategic plan has adopted a renewed focus on consistent delivery of instruction in each classroom at every grade level, with an emphasis on a differentiated approach to best match the learning needs of children.

mastery of solid study skills in grades five through eight and the alignment of the History and Social Studies curriculum to the Massachusetts State Frameworks.

The Steward School Council Improvement Plan, the Proctor School Council Improvement Plan and the District Strategic Plan

## Special Education

School districts are mandated by state and federal laws to provide special education services to those students with one or more disabilities who require specialized instruction in order to make effective educational progress and it is also our obligation to ensure that these services occur in the least restrictive environment, the general education classroom, to the greatest extent possible. The Topsfield Public Schools continue to offer a variety of special education programs and the nature of the programs continually evolve as do student needs. As of October 1, 2007, there were 101 special education students; 40 at Steward (K-3), 43 at Proctor, 8 out-of-district placements and 10 preschoolers enrolled in the Topsfield Integrated Pre-School or Intensive Pre-School Program. The population percentage of Topsfield students (K-6) receiving special education

services is approximately 13.9%. While this percentage is still lower than the state and national averages it represents a continuing increase in both the number and percentage of Topsfield students, who are eligible for Individual Educational Programs and special education.

The School Committee is deeply committed to an inclusion philosophy pursuing effective ways to integrate all our children into regular education settings. In 2003-2004 an Intensive Preschool classroom was added to meet the needs of several students who required a comprehensive approach in a more self contained setting to meet their learning needs. In 2004-2005, a new language-based learning center was established for grades 1-3 at the Steward School to provide a more intensive self-contained setting for students with learning disabilities at each grade level. This school year we have created a new language-based learning center for students with neuro-developmental disabilities, including students with Autism Spectrum Disorders, at the Steward School. We have also expanded the use of an inclusive Co-Teaching Model which combines the strengths of a classroom teacher with those of a special educator to provide intensive instruction in the regular education classroom setting at Steward and Proctor. This structure enables us to provide the most appropriate instruction in the least restrictive setting possible.

In addition, Topsfield has affiliations with the Greater Lawrence Educational Collaborative and Northshore Education Consortium to provide specialized support services to low incidence special education students and serve as a resource to address special education issues, and for professional development. The school budget has benefited from the state implementation of the new "circuit breaker" program which reimburses local school districts for a portion of the costs associated with individual educational programs that exceed four times the per

pupil expenditure for regular education students. This financial program provides districts with some financial support for the special education program costs of students whose needs are significant and require such specialized programs.

### Concluding Statement

As detailed above, the School Committee has worked for several years to maintain a quality educational program within tight budgetary guidelines, and even to improve the program where possible. The educational experience for our chil-

dren has remained at the same high level thanks to the skill, dedication and quality of the teachers, staff and administrators. We are also extremely fortunate to have outstanding support for our schools and our children by their parents as well as the Finance Committee, Board of Selectmen and tax payers.

Respectfully submitted,

Karen Dow, *Chairperson*



PHOTO BY ELIZABETH COUGHLIN, COURTESY OF THE VILLAGE REPORTER

Jed Doherty of "Jedlie's Totally Interactive Magic Circus" presented a program to Steward School on how to deal with bullies. The event was sponsored by TESPTO (Topsfield Elementary School PTO).

# The Report of the Masconomet School Committee

The vision of the Masconomet Regional School District is to provide a challenging and supportive educational environment for the entire school community that maximizes opportunities for intellectual, personal, and physical development; encourages individuals to become contributing community members; and promotes learning as a life-long pursuit. This report highlights the fiscal, educational, and administrative changes and challenges which occurred during the 2006 - 2007 school year.

The year began with the implementation of a budget which reflected the tri-town Finance Committees' request to remain within a 5% operating expense increase. This was achieved by making some sacrifices such as staff reductions in certain areas, department re-organizations, and shifting resources from the Middle School to the High School to meet enrollment growth. Despite these constraints, we began to address one of the District's primary goals: reducing class size. Progress was made in reducing average class size in core academic courses.

Academically, Masconomet students continue to improve. In recent years, a sub-group of Special Education students at the Middle School did not make Adequate Yearly Progress (AYP) on the Massachusetts Comprehensive Assessment System exams (MCAS). Though this represented a very small number of students, the administration and faculty took action. As a result, students' academic progress improved this year, and Masconomet has been taken off

the State's "in need of improvement" list in math for this sub-group. We continue to provide additional opportunities for both regular and special education students in Math skills as well as additional study skills and academic support programs.

For the first time in recent memory, Masconomet graduated nearly 100% of the senior class. Of the 332 students who graduated in 2007, 98.9% of the class that began as freshmen in September 2003 received their diplomas. In addition, 96% went on to further education of some kind, with 85% choosing four-year colleges, ranging from Ivy League institutions to State four-year colleges to private colleges and universities. The college selection process is being updated through of a powerful new online tool introduced this year by the Guidance Department. It allows students, beginning in 8th grade, to take career inventories, research their college choices, identify options, track application requirements and deadlines, and keep all these records in a place where they, their parents, their guidance counselor, and teachers can follow a focused process to its successful end.

Outside the classroom, Masconomet students continue to excel. In addition to demonstrating athletic prowess and outstanding theatrical and musical abilities, students have participated in a variety of academic, community, and charitable projects, along with achieving some impressive honors. The National Honor Society created coloring books for children's wards in local hospitals, and

the Class of 2010 raised over \$20,000 for Children's Hospital in Boston. A local chapter of Amnesty International was organized by our high school students, and a group of Studio Art students participated in the Memory Project, creating 35 portraits of, and for orphans in Uganda. Two Chemistry students qualified for the National Chemistry Olympiad. The High School Science Team won third place in the North Shore Science League and the Best in Physics Award; four students went to the State Science Fair after winning at the regional level; and the Middle School Math Team won first place in their division.

On the administrative side, we filled a number of vacant positions including Director of Guidance and Athletic Director. We worked with our outsourced Food Service company to fully implement improvements in the quality and variety of food choices available to students and in the dining hall area itself. We replaced our outsourced cleaning services provider resulting in greater service to the district.

The school committee appreciates the support of the Tri-Towns. Despite difficult financial constraints, growing student populations, and increasing state and federal requirements without accompanying increases in aid, Masconomet continues to provide the best possible educational opportunities to our students.

Daniel Volchok, *Chairman*  
*Masconomet Regional School District*  
*Committee*



# The Report of the North Shore Vocational District

*The following is a condensed version of the Annual Report for the period January 1, 2007 through December 31, 2007. For a complete report, please contact:*

*North Shore Reg. Vocational School District,  
30 Log Bridge Road, Middleton, MA 01949  
www.nsths.mec.edu*

## **Merger Study**

In the spring of 2007 Phase II of the proposed merged school was completed. After requested changes to the design total estimated project cost was \$140,642,114. In the fall of 2007, the Merger Oversight Committee and the North Shore Chamber of Commerce held a breakfast meeting for the elected officials in all 16 communities of the North Shore Regional Vocational School District. At this meeting the conceptual design was presented along with the estimated project cost. The accuracy of this figure is contingent on a completion date of August 2012. It is hoped that legislation delineating funding will be filed this winter.

## **Administration**

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee and oversee the daily operation of the school.

## **Enrollment**

Student enrollment as of October 1, 2007 is 443. Students cite the interpersonal relationships with teachers, counselors, and administration, and the vocational/

technical programs as the reasons for application. There continues to be a shortage of space for classrooms, shop areas, the library and the cafeteria. In addition, an auditorium is needed.

## **School-to-Work/Placement**

Entering the world of work in the 21st century takes more than vocational/technical skills or academic success. In the 2006-07 school year 36% of students participated in the Cooperative Education Program. Each of these students worked during school time in their vocational/technical area on the job gaining experience and school credit. The class of 2007 saw 51% of the graduates matriculate at two or four year post-secondary institutions, 47% were placed in jobs related to their vocational/technical program and 2% of the graduates were undecided in their post-secondary plans. North Shore Technical High School continues to offer permanent placement service including career guidance to all graduates.

A significant upgrade to the Building and Grounds in 2007 was upgrading the video surveillance system. The outdated VHS tape drives were replaced with an 850 gigabyte hard drive system that allows better viewing and camera control. Students enrolled in electrical, masonry and carpentry continue to assist the facilities department with a number of projects in the school.

## **Business Office**

The Department of Revenue has certified the amount in our unencumbered excess

and deficiency funds available July 1, 2007 at \$640,184. Per MGL Chapter 71, Section 16B ½, \$170,039 will be used to reduce the fiscal year 2008 community assessments. The reduction will be allocated based on the October 1, 2006 student enrollment. Approximately half of the funds to be returned are from the Medicaid Revolving Fund that was closed out as of June 30, 2007 per MGL Chapter 44 Section 72.

## **Funding Issues**

The Fiscal 2009 Budget preparation is currently in process and will be presented to the District's Finance & Property Policy Sub-Committee in February and subsequently to the District's School Committee. At this point, we have not received any financial data pertaining to fiscal 2009 from the Department of Education.

## **Financial Issues**

The District's fiscal year 2008 Federal Entitlement and Allocation Grants have been cut by 18%. The largest grant affected is the Perkins-Occupational Education Vocational Skills grant which was cut by \$81,101. We will forego funding some instructional material and equipment, a part time position that supported our instructional staff with the Riso Graph's Data Solutions Analysis Software and fund a lease commitment from our operating budget.

Amelia P. O'Malley,  
*Superintendent-Director  
North Shore Regional Vocational School  
District*

# The Report of the Board of Health

## Board Composition

Board members for the reporting period included William Hunt (*Chairman*), Sheryl Knutsen (*Secretary*), Deborah L. Colbert, Michael Waltermire, Vincent Guerra and John Coulon, *Agent*.

The period covered by this report was one of extensive change and adaptation for the Topsfield Board of Health. Agents changed without dedicated clerical assistance. This change was in tandem with changes throughout town government as well as the Fairgrounds. The Topsfield Board of Health, as well as the Town Government in general, prepares itself for further deep changes in how future business is conducted.

The Topsfield Board of Health members are appointed annually by the Board of Selectmen. Currently numbering five members (increased from three), they have the legal authority to set policies and regulations to ensure both public health and environmental protection. Under Massachusetts General Laws, all 351 Massachusetts communities are responsible for delivering essential public health services, such as disease prevention and control, health and environmental protection, and the promotion of healthy communities, all through a diverse variety of means. Serving as a local extension of both the Massachusetts Department of Public Health and the Department of Environmental Protection, the Topsfield Board of Health has statutory powers to develop and promulgate rules and regulations in all areas of public and

environmental health to supplement and reinforce state laws.

## Services

The Health Agent reviews all septic system design plans and approves plans that are in compliance with the State Environmental Code, Title 5, (105 CMR 15), and town regulations. The Board of Health hears requests for waivers and variances. During the period covered by this report, septic plans were submitted and reviewed for new construction (20) and for repairs (50). Additionally, there were (10) applications received and appointments scheduled for soil testing (deep observation holes for estimating seasonal groundwater elevation and/or percolation testing). Health Agents oversaw the installation of (9) septic systems by several of the (20) locally licensed septic installers. All (9) permitted septic haulers are required to submit a written report each time they pump a septic system within the town to the Board of Health.

The Health Agent coordinates public health programs, enforces public health and environmental laws, issues assorted permits (food-132, tobacco-4, tanning-1, massage-17 therapists at 8 facilities) and inspects accordingly. At the 2006 Topsfield Fair, there were 102 food vendor permits issued for the eleven-day fair, some requiring multiple inspections. In the 2007 calendar year, there were more than 60 non-fair events on the fairgrounds, most having a food vendor(s).

The Board of Health is also participating in the implementation of the Homeland Security Directives and Pandemic Flu Planning and Bioterrorism Response. This is in partnership with other local municipalities and organizations.

The Board of Health contracts with the VNACare Network to supply the town physicians with vaccines for immunizations, schedule public vaccine clinics, and staff the Elder Health Clinic. A flu vaccine clinic was held November. Any communicable disease is investigated by the VNACare Network nurses. Tick-borne diseases (Lyme, ehrlichiosis, babesiosis) continue to be a major concern in Topsfield.

On May 1 2007, Town Meeting approved rejoining the Northeast Mosquito Control District. This allowed for the collection of data from traps and the treatment of catch basins and the education of Topsfield citizens regarding mosquito-borne diseases and their management.

The Board of Health holds a public meeting at the Town Library on the fourth Thursday of every month, unless posted otherwise. Topsfield citizens are encouraged to participate in maintaining their community's health.

Thank you to Cathy Colbert and Trish Smith for their assistance in writing this report.

Respectfully submitted,

John Coulon, *Health Agent*

# The Report of the Council on Aging

The Topsfield Council on Aging's (COA) purpose is to design, implement and promote programs and services to support the independence, health and well-being of residents aged 60 and over.

The COA has increased the volume of contacts and programs to meet the growing needs:

- Increased unduplicated count of seniors attending activities and programs to 961 seniors.
- Services to non-seniors has increased to be approximately 30% of our contacts— may include friends and family members of the senior or other community members/agencies.
- Disabled adults are receiving services— some disabled adults visiting their family and other non-senior disabled residents are served on a limited basis.
- Completed a town-wide survey of residents done by Gordon College in November for assessing needs and desires of seniors and the community for program planning.
- We are now in the second year of using the statistical database program and are able to take actual numbers and compare them to support current and future programming needs.

Volunteers staff most of the programs/activities and volunteerism has grown from 51 volunteers in FY05 to 118 volunteers in FY07. The volume of volunteer hours is up 17% over last year with over 3,000 hours of service. Volunteers donate their time by covering the office which supports the paid staff, driving seniors to

appointments when transportation is unavailable, teaching classes. Without their support the COA would not be able to function at the same level of services and we recognize our volunteers at an annual party in the spring.

Outreach is defined as contacts to and from the COA staff and are counted in units of service (1 unit = a phone call, office visit, or home visit). The statistical count of units has increased to 4,345 outreach units for the fiscal year, 400% more than the previous year. It has become increasingly difficult to manage and prioritize the volume of contacts/needs requested.

Transportation services continue to be one of the greatest needs of seniors in the community. There are no public transportation services, limited unreliable taxi services, and for the isolated seniors who do not drive, transportation is their lifeline to the outside world. The COA has expanded transportation up to 15 miles away for medical and requested appointments and provides rides based on the client's needs. Because Topsfield is isolated and rural, we expanded the trip locations and frequency to accommodate requests to leave the area for travel such as to Boston for cultural and social events.

The office staff went through some changes and we replaced the driver and secretary positions with new staff: Nick Mazzetta and Beth Wideberg. The entire staff is very dedicated and has received many compliments from the seniors for what the team has been able to accomplish. We accepted an additional staff person, Lorraine Hill, who

works through a grant from the Federal Government's Senior Employment Program, at no cost to the town.

Programs and services have been expanded and we have had to find other resources to help support the financial component of the growing community needs. The COA Director has applied for the Mobility Assistance Program grant valued at 80% of a \$59,000 handicap accessible vehicle in order to provide transportation services to denied riders. A grant from the Wellman Trust for \$200 provided a successful nutritional workshop for seniors. Box-Top Community Club gave us \$2500 to be used for programs and services. We have received \$550 in memory of a deceased loved one to support other senior services. We began using a new site, the Topsfield Fairgrounds Bee Building, and the space/utilities have generously been donated by Essex County Agricultural Association. We have accepted other donations valued at thousands of dollars to support the COA and ongoing support from the Commission of Trust Funds for the Meals on Wheels Program. We continue to work with the Friends of the Council on Aging (the fundraising arm of the COA) who sponsored \$2720 towards programming in FY07. Without these additional financial resources added to the town budget, we would not be able to provide the services to the seniors of the community. If you wish to donate or volunteer, please contact the office in town hall.

Respectfully submitted,  
Sheila Field, *Executive Director*

# The Report of the Topsfield Housing Authority

Little Brook Village is the home to 60 plus elders and people with disabilities. It is a warm, congenial setting that offers a variety of activities including: an art group, Visiting Nurse services, game nights, tenant coffee hours, etc. Each tenant/ couple has a three room apartment. The Community Center hosts a large function room, kitchen, laundry facilities and administrative offices. Little Brook Village is closely associated with the Council on Aging, which provides both activities and transportation to many of our residents. With the Council on Aging, the Topsfield Housing Authority has been hosting many new activities including exercise classes, game days, computer classes, a walking group, and the Council on Aging Board Meetings.

This past year we have said goodbye to a number of our long term residents and welcomed eight new residents to our community.

Woody Lancaster, our Maintenance Supervisor along with our residents, has continued with our Giant Pumpkin Project. A number of our residents were responsible for different jobs in the pumpkin patch, including; planting, weeding fertilizing, watering, etc. Our efforts resulted in the growing of a number of giant pumpkins, one of which weighed 740 pounds, which was entered into the Topsfield fair.

Woody also began a community garden that allowed interested tenants to grow their own flowers and vegetables. The community garden was a beautiful addi-

tion to our main parking area and greeted our residents and guests with a proliferation of color and gorgeous vegetables. This project was a great success and enjoyed by many of our residents.

As always, we thank the Topsfield Fire and Police for their tremendous efforts in protecting the health and safety of our tenants here at Little Brook Village. We would also like to thank the Highway Department for the salt, sand, and compost that they so generously supply us with.

Respectfully submitted,  
Alice Sheridan, *Executive Director*

Topsfield Housing Authority 2007	
Chairman.....	Jack Minnehan
Vice Chairman .....	I. Bruce Bears
Treasurer .....	Gerald Buckley
Secretary .....	Grace Lynch
State Appointee.....	Vacant
Executive Director.....	Alice Sheridan



PHOTO BY ELIZABETH COUGHLIN, COURTESY OF THE VILLAGE REPORTER

Woody Lancaster and friends carve the big pumpkin, October, 2007.

# The Report of the Tri-Town Council on Youth and Family Services

## Who We Are

The Tri-Town Council (TTC) is a non-profit professional service organization whose mission is to reduce at-risk behavior and improve the emotional health and safety of Tri-Town youth by delivering specialized prevention and intervention services that meet the needs of our community. Unlike other counseling centers, TTC works exclusively with the needs of Tri-Town residents.

Our goal is to both anticipate and be responsive to community needs. Agency bylaws ensure close contact with Tri-Town residents' concerns by mandating that our Board of Directors includes volunteer representatives from each of the three towns. For the past year, Topsfield has been very well represented by Diane Frampton, Dana Webster, and Mark Landgren, and by a student board of directors that is comprised of more than twenty-five young men and women in Masconomet Schools, grades 9-12, several of whom reside in Topsfield.

## What We Do

The Town of Topsfield benefited from the following TTC activities and programs over the past fiscal year:

- Adjustment Counseling: Provided by two full-time professional counselors, Joan Murphy and Adam Thurlow, at Masconomet Regional School. Adjustment counseling services are geared primarily to approximately 60 of the students in the special needs program. TTC Counselors also work as needed with the families of the students they see. The most prevalent issue presented involved social skills. Other issues included relationship problems, mood disorders, alcohol and drug use, family turmoil, school adjustment problems, pregnancy, suicidal ideation, violence, bullying, harassment, and anger management. Counselors meet with 10-15 students per day.
- Community Counseling: 346 hours of outpatient clinical services were provided, primarily by Gary Sinclair, a social worker, drug/alcohol abuse counselor, and agency director, to 38 individuals, families or couples in the Tri-Towns. 62 hours were provided specifically to 9 Topsfield residents.
- Community Presentations: In the past year+, TTC offered or co-sponsored several major community presentations:
  - The annual Drug and Alcohol Forum, which featured Masco teacher Greg West, and TTC's director, Gary Sinclair, a certified alcohol and drug abuse counselor;
  - Netsmartz, a presentation on internet safety;
  - Stop The Roller Coaster, a program by Sue Blaney for parents of teens;
  - The Pressured Child, presented by Michael Thompson, a psychologist and nationally known author of "Raising Cain: Protecting the Emotional Life of Boys," "Speaking of Boys: Answers to the Most-Asked Questions about Raising Sons," and "Best Friends, Worst Enemies: Understanding the Social Lives of Children." Co-sponsored by the Topsfield Library, and Boxford, Topsfield, and Middleton PTO's;
- Surviving Stress Together, presented by Stephanie Meegan, a Boxford resident and author of nationally acclaimed programs on peer assertiveness, self-esteem, peer pressure, and the prevention of abuse and abduction.
- Love, Listen, Lighten-Up, and Let Go, presented by Janet Parker, nationally recognized for her work with adults and children through the facilitation of seminars, training programs and as a personal coach;
- Creating Resilient Children, by local health education and TTC board member, Doreen Harris.
- Project Safety Net Hotline provides a 24 hour, seven days a week telephone access to a counselor (978-771-4619) for information, referral and crisis counseling. We received a total of 48 calls last year.
- The Horizons after school enrichment program was available to all Topsfield elementary school children. Program director, Debbie Adam, reported that at least seventeen courses, including science, drama, crafts, Mad Science,

beading and fun with electricity were run, with over 150-200 children participating, for each of the fall, spring and winter semesters, as well as a winter ski program at Bradford Ski Area.

- The Community Giving Tree, donated over \$7,500 to children and families in the Masconomet community who needed a helping hand over the holidays. This program also collected and donated winter clothing to the needy, ran a used toy fair and collected baby equipment.
- The Sponsor-a-Child program donated hundreds of gifts, with the help of over 75 volunteers, to over 40 needy children in a neighboring town to help them have a happy and healthy holiday season. In addition, over \$1,700 in cash donations were made.
- The D.A.S.H. (Disability Awareness Starts Here) program was active in Boxford and Topsfield elementary schools. D.A.S.H. is an important educational program, which uses 250+ community volunteers a year to experientially teach second through fifth graders (more than 800 students) about physical and emotional disabilities.
- Enough Abuse: TTC no longer participates in the Enough Abuse campaign, however information about preventing child sexual abuse is still available at [www.enoughabuse.org](http://www.enoughabuse.org), [www.grandstakeastand.com](http://www.grandstakeastand.com), and [www.stopitnow.com](http://www.stopitnow.com) to prevent child sexual abuse to the Tri-Towns.
- The substance-free all night Graduation Party was a tremendous success, attended by 265 graduates in 2006. A third of its attendees live in Topsfield.

- Our website, [www.tritowncouncil.org](http://www.tritowncouncil.org), exists for the benefit of Tri-Town residents and others, with continuously updated information, links, on-line counseling, and an extensive local resource list.

- TTC distributes a quarterly newsletter, The Reality Check, to our membership in Topsfield. The newsletter contains information on topics of interest such as Cyber Bullying, Domestic Violence, Dangerous Drugs, Drinking and Driving, and updates on Council activities.

- Sponsorship of the S.T.E.P. (Systematic Training for Effective Parenting), an eight-week course on parenting offered by Joan Wing, LICSW, which can benefit Topsfield residents.

- Information, Consultation and Referral services through our administrative office.

### Our Funding

Topsfield residents voted to provide TTC with \$19,955 in FY 07, which is just over \$3.00 per resident. This funding amounted to 6% of our total budget and was extremely important to the financial health of TTC. Altogether, the towns of Topsfield, Boxford, and Middleton accounted for 20% of TTC's budget.

### In Summation

The Town of Topsfield was well served by the Tri-Town Council in fiscal year 2007 and received a very good return in services for each dollar spent.

At the Tri-Town Council, we appreciate that every dollar of our budget is in one way or another donated by Tri-Town residents. Therefore, we spend that money very carefully, as demonstrated by the following:

- Community volunteers staff many of our projects;

- Our Board of Directors is comprised entirely of volunteers;
- Our finances are reviewed by a certified public accountant each year;
- With part-time administrative staff, our overhead is kept low; and
- Our programs are run as efficiently as possible.

Respectfully submitted,

Gary Sinclair, *Executive Director*

### Staff:

Gary Sinclair, *Executive Director*

Nancy Coughlin, *Business Manager*

Joan Murphy, *Masconomet Adjustment Counselor*

Adam Thurlow, *Masconomet Adjustment Counselor*

Lisa Teichner, *Community Programming Coordinator*

Debbie Adam, *Horizons Director*

Emily Kirsch, *EAP Counselor*

# The Report of the Recycling Committee

Now in its ninth 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 \$53,650 in PAYT sticker revenue in fiscal 2007. Grant monies were applied for but not received, due to the State budget constraints. Therefore, the printing and mailing of the recycle calendar this year was totally paid for by the Town of Topsfield.

We are in our fourth year of a five-year recycling and trash collection contract that includes the collection and disposal of municipal solid waste, recyclables and metal objects with JRM Hauling and Recycling Services, Inc. Under our contract terms, mixed recyclables, newspapers, paper, cardboard and styrofoam are collected at curbside. The May and October "Household Metal" collections have been very successful. Our residents have taken full advantage of the added spring pick up, and no longer have to wait a year to put out household white metal appliances such refrigerators, stoves, air conditioners, etc.

We thank the hauling staff, provided by JRM, for their courtesy and cooperation in enforcing the PAYT program and also the general management for their considerate and prompt response to issues and resident complaints as they arise.

Prior year MRIP monies were used again this year to purchase supplies for the Sev-

enth Annual Town Clean Up Day held in April. A very special thanks goes out to our volunteers and the Parks and Cemetery Department for all their hard work in making this day a huge success. Several truckloads of trash were picked up from Topsfield's roadsides, sidewalks, alleys, and parking lots.

The Town recycled 907 tons of curbside wastes, which included 665 tons of mixed paper; 242 tons of co-mingled plastics, cans, and glass containers; and 41 tons of metal and white good items collected at the May and October Household Metals Collections. This averages to about 324 lbs. of recyclables per person. The Compost Center collected approximately 149 tons of leaves, 247 tons of brush and 275 Christmas trees.

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*

## Did You Know?

In 2007, Topsfield recycled 30% of the trashed picked up, representing 907 tons of recycled material.

In 2007, the total tonnage of solid waste picked up in the Town was 2,071 tons.

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**See Page 4  
for Trash Tips**

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# The Report of the Board of Library Trustees

## Fiscal 2007 Statistics

For the 7th year in a row, the Topsfield Town Library was ranked in the top 10 busiest libraries in the Commonwealth of Massachusetts. The library changed open hours successfully to accommodate staffing hours and the change in library use. This change reduced weekday hours and increased Saturday open hours to the public. The library is open 42 hours per week with an average of 58 people walking into the library every hour.

The library owns 63,291 items. The circulation of these items continues at approximately the same rate as last year, circulating 146,250 times. In addition, 31,804 items were processed for the interlibrary loan program. The library staff serviced 3,727 research/reference requests.

The library continues to support 20 local book clubs and is a member of the MVL Book Club Kit Group, which develops book club collections and support material for book discussions consortium-wide.

## Children/Young Adult Programming

For children and young adults, the library provided an exciting summer reading program utilizing a new online reading log-in and book review program. Over 350 children participated in the new summer reading program creating over 3,000 book reviews. The library also had 157 different programs for children and young adults with approximately 4,212 children in attendance. Throughout the year the library supports the academic endeavors of local students and schools.

The library has developed a partnership with local school librarians and teachers pulling existing collection items and the regions supplementary collection on special topics to support student success. The library has also purchased large quantities of titles that are on the Masconomet High School's summer reading list. Parents and students can find reading guides that will assist the student for most titles.

The library continues the popular Young Adult (YA) Drop-in Club for students from the fourth, fifth and sixth grade. Every Monday after school, students come to enjoy refreshments and conversation and are encouraged by staff to begin their homework. Many Monday afternoons you can find 40 students enjoying a welcomed snack while doing their homework together.

## Community Usage

The library continues to explore ways to support the town by making the facility user friendly and providing space for essential town business. The library is presently the main meeting place for the Town's Conservation Commission, Planning Board, Zoning Board, Recreation Committee, Main Street Foundation, Master Planning Committee, the Board of Health and Library Trustees. Regular meetings for the American Legion, Topsfield Athletic Association, Topsfield/Boxford Community Club, Senior Writing Group and Book Discussion Club, LaLeche Group as well as various other groups and organizations take place at the library. It is a very busy place serving a broad range of community needs.

Due to the heavy community usage, the trustees have made a commitment to the upkeep and care of the building. We have developed a 5-year capital expenditure plan in which we annually evaluate the library's needs in terms of upkeep and technology. We distribute the costs of these projects between the town, income from the Gould Fund, donations by the Friends of the Library, and other grants such as the Mott Grant. At the May 2007 town meeting, the town approved funds for the repairs and upgrades to the Library HVAC system. The Board of Library Trustees appointed a Library Facility Committee to oversee the selection process for a qualified engineer and to secure a well-managed project. The Board would like to extend their thanks to James Rossi, David Johnson, Robert Smith and Jaclyn White as they continue this project.

## Cultural Activities

The library renewed its popular art leasing program with the DeCordova Museum in Lincoln, MA. This program allows the library to exhibit eight different works of art every six months. The library also has monthly art exhibits in the Meeting Room. The meeting room provides an inviting space for local and regional artists each month. Many artists enjoy a reception time to invite friends and patrons to come and meet the artist and, in some cases, purchase artwork that may be for sale. In addition, the balcony gallery is home to artwork either donated or purchased from local artists.

Our seasonal music programs for Fiscal 2007 included Acappella Night, which



highlighted the talents of three area high school groups. The Masconomet High School groups *Trebelmakers* and *Chieftones*, Hamilton-Wenham's *Kings of the Beach*, and Marblehead's *Jeweltones* entertained a full house. The Spring concert featured *The Spectrum Singers* performing love songs of the ages. Performances conclude with refreshments thanks to the Bradley D. Gatlin Family Fund and Lantern Hill Catering.

view in Genealogy Research. The Cemetery Plot Plan Project which was initiated in FY 2007, provides access to the burial location of ancestors in the Town's three cemeteries by searching files on a stand-alone computer located in the Library's Topsfield Room. In addition, summer interns from the Library assisted the Historical Society's efforts in archival preservation through a Historical Society Grant. The library looks forward to more partnerships within the

Butler, Elaine Crippen, Nancy Emmons, Filippa Guinta, Sue Haight, Steve Kincaid, Betty Kruck, Florence Lear, Greg Leonardi, Barbara Patch, Alice Schneider, Donna Stanton, Annette Swain, Carol White, The Geggis Family, Alex Boeri, Brendon Limone, Scott Limone, Sandy Hampton, Sharon Wilcox and family, Alyson Hayden, Becca McDonald, Caroline Gallagher, Katie Chiffer, Elizabeth Driver and Mark Daniels.



PHOTO COURTESY OF JACLYN WHITE

*Children receiving award certificates for completion of the Summer Reading Program.*

## New Initiatives

The Library has embarked on a number of new initiatives that we think will enhance services and opportunities for patrons. *Overdrive*, the downloadable audio book program, is available through the Merrimac Valley Library consortium. Over two hundred new titles are available for patrons to download to their home computer and then transfer to CD's or their own MP3 player. In addition, *Rosetta Stone* foreign language tutorials are also available to patrons through the Consortium.

The library is working in partnership with the Parks and Cemetery Department and the Historical Society to provide a broader

town departments and continued work with the Topsfield Historical Society.

## Volunteer Program

The volunteer program provides much-needed support for the library operations. We have 26 regular volunteers giving 4,056 hours to the library this year. In addition the library provided 17 students with volunteer hours to satisfy academic or community service needs with approximately 350 hours given to the library.

The Library Trustees express its deepest gratitude to the following volunteers for their generous gift of time and talent: Kathleen Beal, Sally Bergstrom, Ruth

## Friends of the Topsfield Library

The Friends of the Topsfield Library, an independent non-profit organization dedicated to supporting the library, continues to be an integral part of the library's success. The Friend's significant financial contributions help pay for important technology upgrades, programming and incidentals that help the operations of the library run smoothly. Throughout the year, the Friends not only offer creative programming for children, young adults and adults, but also fund the popular museum pass program that allow free or reduced rate admission to the major museums in the area. The membership fee to join the Friends helps support their programs. Our sincere thanks to all the Friends for their constant and loyal support of the library each year.

Respectfully submitted,

James F. Rossi, *Chairperson*  
Sheila R. Becker, *Vice Chairperson*  
Andrew Baumgartner, *Secretary*  
Robert L. Boeri  
Jennifer L. Baker  
Elizabeth T. Johnson

# The Report of the Historical Commission

## Our Mission

The objective of the Topsfield Historic Commission is to preserve the significant historic and architectural resources in the town of Topsfield. In addition, the Commission is responsible for design review of exterior alterations within Topsfield's local historic district. The Topsfield Historic Commission was active in fulfilling its responsibilities to review proposed construction within the Historic District and assisting in the preservation of historic properties throughout the town.

## Fiscal 2007 Highlights

Several structures came up for review this year. The house at 53 Main Street was deemed to be not preferably preserved and was demolished to make way for a new business.

The barn at 35 Main Street was determined to be a rare English Tie Beam barn and destruction was delayed. Happily a buyer was found who wants to preserve the barn and convert it into workable space.

The Historic Commission is in the process of developing markers for the new National Register District on River Road/Cross Street/Prospect Street.

The Commission is continually working to raise awareness and educate the public regarding Topsfield's historic, architectural, and scenic resources.

Respectfully submitted,  
Alison Hardy, *Chairman*



PHOTO COURTESY OF JERRY SEAMAN

*The Paul Revere Bell (1817) on display during the steeple restoration of the 1842 meetinghouse of the Congregational Church of Topsfield.*

# The Report of the Topsfield Cultural Council



Massachusetts Cultural Council

The Topsfield Cultural Council is a volunteer committee of dedicated residents who are individually appointed to a 3-year term by the Board of Selectmen.

#### Membership:

Libby Culbertson, *Co-Chairman*

Linda Siwak, *Co-Chairman*

Tracy Berenson

Jeannine Cunniff

Darcy Fulton

Beverly Nelson

Dottie Wass

With the commitment of new members and experienced leadership, the Topsfield Cultural Council (TCC) evaluated 19 diverse grant applications to bring exceptional cultural and educational events for the benefit of all Topsfield residents. As a local arm of the Massachusetts Cultural Council (MCC), the TCC is one of 329 local councils that receive an annual appropriation from the state legislature, specifically for funding cultural programs in the arts, humanities and interpretive sciences.

During the June 2007 Strawberry Festival at the Topsfield Town Common, the TCC distributed a Community Input Survey to residents for feedback on the most-appreciated cultural events to focus funding priorities. Findings indicated preferences for more music and theater events, arts and crafts workshops and demonstrations, and lectures and presentations of local interest or historic events.

The TCC was awarded \$4000 for cultural events during the 2007 fiscal year, which was a substantial increase from the previous year's funding level of \$2500. Of the 19 applications, the TCC was extremely pleased to support eight cultural grants. Program highlights follow.

- For community benefit, five musical grants supported the Goodhues Celtic Band and Macy & Hart at Topsfield's "Concerts on the Common" series, the North Shore Youth Symphony Orchestra concert at Masconomet Regional School, New England Light Opera "Gershwin Review" at the

Topsfield Congregational Church, and the Contempaissance-Flute performance by Gary Jackson at the Topsfield Holiday Walk.

- The young-child-oriented grants supported the theater performance of "Animal Tails" by the group Imaginary Beasts, and the Summer Reading Program at the Topsfield Town Library.
- A visual arts grant to artist Gregory Maichack brought his "Workshop: The Art of Pastel" to the Topsfield Town Library for the enjoyment of adult and senior residents.

Respectfully submitted,

Linda Siwak, *Co-Chairman*

# The Report of the Parks and Cemetery Commission

## Commissioners

Steve Mscisz, *Chairman*  
Robert Benjamin

## Staff

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

## General Information

General Inquiries: 978-887-1525  
Emergencies: 978-887-2116

Constance Rowe was hired as a secretary to fill the long vacancy of that position. The cemetery office is located inside Pine Grove Cemetery (Rt.97) Haverhill Rd.,Topsfield, MA. If you are interested in purchasing a cemetery plot, please call and make an appointment. Pre-need lot sales start the 4th week of November until March 1st. All other times are emergency sales only. You must be a current resident of Topsfield to purchase lots in Topsfield cemeteries. (Note: Other rules may also apply).

## Parks

The summer of 2007 was particularly dry with a mandatory water ban in effect from mid-spring until late fall. Although we were not allowed to water, our parks amazingly sprung back to life in the late fall with the assistance of a heavy seeding program. The Christmas light display was again expanded this year to include the large triangle on the common area. Many trees were ornamented with lights, along with permanent lighting of the Civil War

statue. We have also begun construction of an expansion park at Pyebrook Park in the northeast corner of the park near the irrigation pond. Our goal for this area is a field for sports with the possibility of lights to provide for an earlier and longer playing season.

## Cemeteries

The town owns 3 cemeteries: Pine Grove, Boston Street and Southside. We performed approximately 21 burials in 2007: 11 ash and 10 full burials. Our expansion efforts continue at Pine Grove Cemetery to stay ahead of the future need for burial space. This year, the cemetery commission reviewed our rules and regulations and amended several existing rules. Please feel free to inquire about these changes.

## Recreation

The Recreation Commission is comprised of volunteers that run non-competitive sports, instructional and entertaining programs for all age groups. The Recreation Committee works under the direction of the Parks and Cemetery commission. The Recreation Committee's programs continue to grow in popularity, especially the Summer Program, as well as the summer concert series at the gazebo on the Common.

## Equipment

With the growth of this department and limited staff, we always try to explore new time saving equipment. This year we have gone to bid to purchase a new loader/backhoe. At the time of this publication the bid has not yet been awarded. We

also purchased a new 4 x 4 dump truck in 2007.

## Miscellaneous

The Park and Cemetery Department is also responsible for deceased animal pick-ups throughout the town. We performed approximately 33 pick-ups and burials this year. Flare maintenance at Pyebrook Park continues also as a function of the Parks and Cemetery Department. We are happy to report that all methane flares performed flawlessly during '07 with the assistance of our routine maintenance program.

The *Welcome to Topsfield* sign area at the corner of Rt. 1 and S. Main Street landscaping was also completed this year as a cooperative effort of The Main Street Foundation, the Town Administrator, and the Highway and Park and Cemetery departments. This area has become a function of routine maintenance for the Park and Cemetery department now that it is completed.

## Acknowledgements

We would like to thank all town departments and committees, boards, garden clubs, Veterans Administration, the Topsfield Athletic Association, and all that helped to make 2007 a great year.

Respectfully submitted,  
Steve Mscisz, *Chairman*

## The Report of the Open Space Committee

### Committee Members

Chairman: Joe Geller

Members: Pamela Newport, John Beck, David Merrill

### Fiscal 2007 Highlights

Activities of the Open Space Committee:

- Worked with the Planning Commission and Master Plan Development Committee to update the Town's Open Space Development Plan;
- Worked with the Master Plan Development Committee to consider new zoning districts;
- Reviewed Topsfield town-owned lands and assembled a book of deeds and maps for such;
- Developed a list of high priority properties, greater than 5 acres, for the Essex County Greenbelt. The purpose is for protection of the land through purchase or conservation restrictions;

- Reviewed all conservation restricted properties in Topsfield.

Respectfully submitted,

Joe Geller, *Chairman*

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## The Report of the Rail Trail Committee

The Topsfield Rail Trail Committee was created by the Topsfield Selectmen on April 25, 2005. The purpose is to develop the four miles of abandoned MBTA rail line, privately and town owned land, and National Grid utility corridor into a recreational path. The trail may be known as the "TLC", Topsfield Linear Common.

### Committee Members

Chairman: Joe Geller

Members: Nancy Luther, David Read, Gregg Demers, Kathy Tremblay

### FY2007 activities included:

- Mowing and clean-up of the four mile trail;
- Preparing, submitting and receiving grants to the Department of Conservation and Recreation in the amount of \$40,000 and the Essex National Heritage Commission

- in the amount of \$2,000;
- Work with the Border-To-Boston (B2B) Coalition to develop the trail from Danvers to the New Hampshire border. Develop a 100-page Implementation Plan to be used to have the B2B trail recognized by Mass Highway;
- Participate in the Massachusetts Bicycle Plan developed by the Massachusetts Executive Office of Transportation;
- Maintain [www.TopsfieldTrail.org](http://www.TopsfieldTrail.org) website;
- Work with National Grid towards a lease for the TLC;
- Review railroad valuation maps;
- Made application to the Topsfield Conservation Commission for a Request for Determination of Applicability of a wet area near Washington St. on the TLC;

- Community outreach;
- Contacted, or attempted to make contact, with all abutters on the trail section called Phase 1A which is from Main St. to Washington St;
- Public forum at the Town library to discuss the trail;
- Table at the Topsfield Expo;
- Table at the Strawberry Festival;
- Monthly committee meetings at Town Hall;
- TLC brochure distributed at public events, Town Hall and the bicycle shop;
- First night at the Topsfield Fair;
- Selectmen's meetings – presentations at four meetings.

Respectfully submitted,

Joe Geller, *Chairman*

# The Report of the Conservation Commission

**Commissioners:** Walter Harmer, *Chairman*; Wade Goldman; Thomas Warren; Ralph Stump; John Olcott; and Dylan Cadwalader.

**Staff:**

Lana Spillman, *Administrator*

Donna Rich, *Secretary (until April, 2007)*

Trish Kubaska (*commencing April, 2007*)

Hilary Hafner, *Minutes Secretary*

## Introduction

The Topsfield Conservation Commission is given the responsibility under the Massachusetts Wetlands Protection Act and Regulations and under the Topsfield Wetlands General Bylaw and Regulations to protect groundwater and surface water quantity and quality, to prevent flooding and erosion, to manage stormwater in order to prevent storm damage, and to protect wildlife habitat and recreation values in Topsfield.

- Public meetings and hearings are held twice a month at the Topsfield library
- Public office hours are Mondays and Wednesdays from 9:00 a.m. until noon, and by appointment.
- The phone number is 978-887-1510; the e-mail address is [conservation@topsfield-ma.gov](mailto:conservation@topsfield-ma.gov).

## Highlights

The Conservation Commission issued slightly fewer permits and determinations than during the previous fiscal year, but also dealt with some major enforcement issues. In addition, the Commission and Administrator made site visits and

monitored work in progress. Considerable inspection time was at the new 24-lot subdivision at 120 High Street. The Commission's approved projects involved new home construction, septic system repairs and upgrades, additions, pools, tree removals, and general site work near and in Wetland Resource Areas.

Board Secretary Donna Rich was promoted to Secretary to the Board of Selectmen and moved downstairs to the Selectmen's office. Trish Kubaska became the Conservation Commission Secretary in early April. Trish previously directed several preschools, and has had a longtime interest in the environment. For personal reasons, Commissioner Dylan Cadwalader resigned at the end of June after a year of enthusiastic contribution to the Commission and the Town.

Two summer interns, high school seniors Joanna Larson and Maddie Roth, assisted the Commission in the office and learned about the natural resources of Topsfield. Joanna prepared files for Conservation properties and Maddie prepared a large-scale timeline for the application process. Each certified a vernal pool.

The Commission was awarded a MACMAPP grant for ArcGIS training. Commissioners participated in trainings and workshops, including at the fall and spring MACC conferences. In the spring, Administrator Spillman participated in the Keystone Project at Harvard Woods, a three-day educational (mostly forestry) and advocacy training program sponsored by

UMass Extension's Natural Resources and Conservation Program.

In May, the Commission distributed a mailer to all residences and businesses, explaining what sorts of projects in and near Resource Areas need a determination (opinion) or a permit from the Conservation Commission. As part of the Conservation Commission's non-permitting duties, the Commission initiated discussions with the Open Space and Recreation Committee, and drafted a Conservation Restriction for the Open Space property at 120 High Street.

The Conservation Commission seeks volunteers to become members of the Commission, and also welcomes volunteer assistance and donations of land.

Respectfully submitted,

Lana Spillman, *Conservation Administrator*

# The Report of the Metropolitan Area Planning Council

*Below is a condensed version of the FY2007 MAPC Annual Report. The full report can be viewed at [www.mapc.org](http://www.mapc.org).*

Created in 1963, the Metropolitan Area Planning Council (MAPC) promotes inter-local cooperation and advocates for smart growth by working closely with cities and towns, state and federal agencies, non-profit institutions, and community-based organizations in the 101 cities and towns of Metropolitan Boston. MAPC strives to provide leadership on emerging issues of regional significance by conducting research, building coalitions, and acting as a regional forum for action.

MAPC provides technical assistance and specialized services in land use planning, water resources management, transportation, housing, environmental protection, economic development, public safety, geographic information systems (GIS), collective purchasing, data analysis and research, legislative and regulatory policy, and the facilitation and support of inter-local partnerships. More information is available at [www.mapc.org](http://www.mapc.org).

MAPC is governed by 101 municipal government appointees, 21 gubernatorial appointees, and 13 appointees of state and City of Boston agencies. An Executive Committee comprising 25 elected members oversees agency operations. The agency employs approximately 40 professional staff under the leadership of an executive director. Funding for MAPC activities is derived from governmental contracts and foundation grants, and a per-capita assessment on member municipalities.

To better serve the people who live and work in Metro Boston, MAPC has divided the region into eight subregions. Each subregion is overseen by a council of local leaders and stakeholders, and a staff coordinator provides organizational and technical staff support.

## **Advancing Smart Growth**

MAPC's MetroFuture: Making a Greater Boston Region initiative is planning for Metro Boston's growth and development through 2030. In 2007, the project involved nearly 1,000 people (on top of the 4,000 who participated in previous years). MAPC presented the MetroFuture plan at a May 1 Boston College Citizen Seminar, where participants overwhelmingly voted to ratify it and work for its implementation. MAPC is now developing an implementation strategy, addressing public policy, public funding priorities, and changes in practice within the private sector. By mid-2008, MetroFuture will transition from a planning initiative to an advocacy program, uniting the efforts of MAPC, partner organizations, and the thousands of "plan-builders" in an effort to alter regional priorities and growth patterns consistent with the new plan.

As a member of the Massachusetts Smart Growth Alliance, MAPC helped form the Transportation Investment Coalition. This group of business, environmental, public interest, and planning organizations is pressing for savings, efficiencies, and new revenues to address the state transportation finance deficit. The Alliance joined with others to advocate successfully for an increase in the Commonwealth's Bond Cap,

increasing the resources available to address the state's capital needs. Through the Alliance, MAPC is also working to reform the state's arcane zoning laws through a new and diverse commission, chaired by Undersecretary for Economic Development Gregory Bialecki.

MAPC provides planning assistance and expertise to communities on a wide range of issues, helping them envision the future and evaluate alternatives within a smart-growth framework. Residents of Malden are taking a long-range look at their city through the Malden Vision Project, which kicked off last year with a city-wide visioning workshop attended by 250 participants. MAPC helped the town of Arlington deal with housing and economic development issues with a visioning workshop and resident survey, and helped develop new bylaws and other strategies. MAPC also assisted Walpole and Norfolk in developing and analyzing alternative growth scenarios along a shared stretch of Route 1A.

Working with the 495/MetroWest Corridor Partnership, MAPC produced a WaterSmart Indicators report that details trends in water supply, wastewater, and stormwater for each city and town in the study area. MAPC also completed water resource strategies for three towns in the Assabet Watershed to evaluate the environmental impacts of alternative growth patterns, relying in part on hydrologic modeling conducted by the U.S. Geological Survey.

## **On Beacon Hill**

### *Municipal Health Insurance*

MAPC and the Municipal Health Insurance

Working Group built consensus and drafted the new law allowing cities and towns to save millions of dollars each year by joining the Group Insurance Commission.

#### *Shannon Community Safety Initiative*

Over the last two years, MAPC's advocacy and grant development services have helped nearly two dozen communities to secure over \$2 million in funding for interdisciplinary programs that focus on youth violence, drugs, and enforcement against gangs.

#### *Statewide Population Estimates Program*

A \$600,000 line item in the 2008 budget will provide the State Estimates Program with more resources to prepare for the 2010 Census. This program will help correct the deficiencies of recent population estimates and to prevent similar deficiencies from occurring in 2010.

#### *Surplus Land*

MAPC continues to advocate for passage of a new policy on the disposition of surplus state land. Specifically, we continue to build support for our proposal that encourages smart growth development on surplus land while giving municipalities a meaningful role throughout the disposition process.

#### *Community Preservation Act*

In 2007, the Metropolitan Mayors Coalition and Community Preservation Coalition reached consensus around legislation to help more communities participate in the Community Preservation Act (CPA). The legislation, filed by Senator Cynthia Creem (D-Newton), would also secure adequate funding over the long term for the state's CPA matching fund.

#### *Zoning Reform*

The new zoning reform commission, initiated by the Massachusetts Smart Growth Alliance and chaired by Undersecretary for Economic Development Greg Bialecki, is now working to draft legislation dealing with such matters as "approval not required," grandfathering, consistency

between master plans and zoning, and incentives to expand housing production.

#### **North Shore Task Force**

*(Beverly, Danvers, Essex, Hamilton, Gloucester, Ipswich, Manchester by the Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, Wenham)*

During 2007, the North Shore Task Force took part in a variety of activities, including:

- Reviewed and offered input into a variety of regional transportation programs, including the Transportation Improvement Program, the Unified Planning and Work Program and the Regional Transportation Plan, as well as opportunities to participate in Transportation Demand Management and Suburban Mobility programs;
- Learned how to use visualization and community outreach techniques to build support for mixed-use projects and zoning bylaws;
- Continued to enthusiastically engage with and serve as a key sounding board for the MetroFuture Regional Planning process, hosting a widely attended MetroFuture Forum in December of 2006 and continuing its support throughout 2007;
- Received training from MAPC staff in how to use MetroBoston Data Common, an online tool providing data about the region and each of its cities and towns. It is a resource for all those wishing to better understand how the region and its communities are changing, and helps residents, planners, city and town officials, educators, and journalists explore options and make informed decisions;
- Heard a presentation from the MA Renewable Energy Trust on progress in expanding renewable energy uses in the state and how communities can

start to use renewable energy, and offered ideas on how alternative energy and conservation can play a key role in the MetroFuture Plan;

- Collaborated with Tufts Urban and Environmental Policy graduate students to present an in-depth study of how the Town of Ipswich could use Chapter 40R to help diversify the town's housing supply and provide an alternative to the 40B housing process;
- Used some of the latest work done by MAPC to see how communities can incorporate Low Impact Development principles -- including meeting EPA Phase II stormwater requirements with new bylaws -- through a combination of regulation, evaluation of existing development practices and stakeholder collaboration;
- Continued to offer downtown development and revitalization strategies as the Department of Housing and Community Development offered examples of and made a presentation on how to establish successful Business Improvement Districts (BIDs);

A 2008 Topics Agenda was developed that will continue the Task Force's effort to attract a large, diverse audience to its meetings by offering meetings focusing on:

- Alternatives to Traditional Zoning;
- MetroFuture Implementation Strategies;
- Downtown Revitalization Strategies;
- Sustainable Municipal Energy Policy;
- Joint Legislative Meeting with North Shore Mayor's Coalition;
- Update on North Shore Open Space; Protection: Impact of Community Preservation Act and Local Land Trusts;
- Case Studies of Successful Local Government Policy: What Works and Why
- Case Studies on Successful Intra-Regional Agreements;
- Smart Growth and Preservation of Neighborhood Character.



# The Report of the Planning Board

## Introduction

The responsibilities of the Planning Board include approval of ANR lots and subdivisions, site plan review of proposed projects, the granting of special permits for certain uses of property, and planning for the future use of land and resources in the Town of Topsfield. During Fiscal 2007, the Planning Board re-constituted the Master Planning Committee to revise goals for the future development of the community. The Board concentrated its efforts in revising and updating the Open Space Development Plan Bylaw to encourage a more efficient form of development.

## Permits and Approvals

- Two ANR lots were approved. Both applications involved a change in a lot line between two abutting properties.
- Under the Family Accessory Apartment Bylaw, special permits were granted for a family accessory apartments at 31 North Street and 50 Bare Hill Road.
- One Definitive Plan for a two-lot subdivision on Gail Street was submitted and the Board completed the review process for "Antonia Way". The Board approved the subdivision with conditions and also issued a Storm Water Management permit for the development.
- The Tri-partite Agreement for surety and the Schedule of Values for the 24 lot open space subdivision

known as "Hickory Beech" located at 120 High Street were approved for the construction of the infrastructure inclusive of grading and paving of roadways, curbing, storm drains, underground utilities, and water service. The Planning Board also approved the Open Space Deed with easements for the subdivision, which sets aside 36 acres as permanent open space.

- A modification to the Conditions of Approval for the Fox Run Road Extension Definitive Subdivision Plan dated March 9, 2005 for the recording of a restrictive covenant for the open space area instead of a conservation restriction was approved as well as approving the release of Lot 2A from the said conditions. The Board signed a new Release for Lot 2A.

## Members and Liaisons

Janice Ablon and Gregor Smith were re-elected to the Board in May 2007. Martha Morrison was elected Chair, and Janice Ablon as Clerk. The following liaisons were appointed:

- Janice Ablon – Main Street Foundation, Inc;
- Ian DeBuy Wenniger – Rail Trail Committee;
- Martha Morrison – Storm Water Management Committee;
- Robert Winship – Soil Removal Board, Mapping Committee.

## Community Development Coordinator

As part of the Town government re-struc-

turing process, the Land Use Coordinator's position was eliminated and the new position of Community Development Coordinator was created to coordinate the administrative functions for both the Planning Board and Zoning Board of Appeals. In March 2007, Roberta Knight assumed this new position.

## Master Planning Committee

The Planning Board appointed a new Master Planning Committee that acts as an advisory committee to the Board. Heidi Fox was designated Chair. Other members were Joe Geller, Rosemarie Lucy, Alice Sheridan, Philip Knowles, Holger Luther, Andy Sims, and Jeanine Cunniff. The Committee used the 2003 Community Development Strategy as its guiding document, and worked throughout the year in reviewing the zoning and economic development needs along the Route 1 corridor centering its attention on the properties at the intersection of Route 1 and Ipswich Road. The Committee did not submit any recommendations for the 2007 Annual Town Meeting, but will continue its efforts during the next fiscal year to make a comprehensive presentation to the Town.

## Open Space Development Plan Bylaw

The Planning Board throughout the year worked on proposed revisions to the current Open Space Bylaw and proposed amendments for action at the May 1, 2007 Annual Town Meeting that subsequently approved the various amendments. The proposed amendments to the Bylaw en-

couraged a more efficient form of development that minimizes disturbance on a site and preserves open space. The amendments updated and strengthened the existing Bylaw by the addition of a Purpose and Intent section, minimum density and dimensional standards and clarification of the character, use and endowment of open space along with certain minor procedural and editorial changes.

### Elderly Housing Development Proposals

During the year, the Planning Board held several preliminary meetings with two developers regarding senior housing development proposals for two properties in Town. The Board met with C.P. Berry Construction Inc. represented by Alan Berry relative to the 68-acre parcel known as the "Page Estate" located at 12 Boston Street in the southern end of Town. The

proposed development would consist of 52 townhouse units located on a 13-acre site within the parcel. The Board also met with New Meadows Enterprises LLC represented by Frank Iovanella relative to the 52 acre New Meadows Golf Course located on Wildes Road in the northern end of Town. The proposed development would consist of 24 townhouse units on approximately 10 acres of the golf course with access from Wildes Road.

### Legal Briefs on Zoning Applications

The Planning Board was requested by the Zoning Board to comment on two applications before the Zoning Board of Appeals. Relative to the first action concerning the sale of beer and wine at 36 Main Street, the Planning Board's stated position upheld the sale of beer and wine in the Business Village as a permitted use. In regards to the second action concerning

the application for a special permit to allow for two principal residences on one lot, the Planning Board advised against granting the special permit, and that the applicant should pursue the conventional method of subdivision to achieve his goal.

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

Respectfully submitted,

Martha Morrison, *Chairman*  
Janice Ablon  
Gregor Smith  
Ian DeBuy Wenniger  
Robert Winship



PHOTOS BY BETH JOHNSON

*New commercial construction in 2007. Clockwise, from upper left: Alex's Roast Beef, Main St., New Meadows Market, Main St., Topsfield Station, Grove St., and Dunkin' Donuts, Rte.1 and Ipswich Road.*

# The Report of the Zoning Board

## Introduction

Zoning bylaws define permitted uses of land, prohibited uses, and uses which require special permits. The Zoning Board of Appeals role is to issue special permits for specific uses in a particular district when designated as the "special permit" granting authority. Moreover, as permit granting authority, the Zoning Board may grant a variance providing relief to an owner of property, if enforcement of a zoning bylaw would create a substantial hardship, but not to the detriment of the surrounding district.

## FY07 Decisions / Highlights

### *130 Central Street:*

The Board granted a finding and special permit under site plan review for the expansion of an existing non-conforming retail use into an existing portion of the building currently used for office purposes subject to conditions.

### *53 Main Street:*

The Board granted a variance for set backs and parking, and a special permit under site plan review for the demolition of an apartment building and for the construction of a restaurant on a non-conforming lot.

### *35 Main Street:*

The Board granted a finding for the renovation of an existing non-conforming barn and breezeway as to required setbacks to convert it to a one-bedroom townhouse.

### *10 South Main Street:*

The Board granted a special permit for the operation of a personal fitness-training studio at Topsfield Crossing.

### *First Student Inc.:*

The Board granted a finding with conditions for the continuance of school bus parking at the Fairgrounds until August 2010.

### *16 Brook Road:*

The Board granted a finding for the construction of an addition and deck on a non-conforming lot.

### *4 North Common Street:*

The Board took no action on the request for a special permit for "The Commons" as a conference and event facility.

### *17-19 Main Street:*

The Board granted special permits and variances based on a Remand Order from the Land Court relative to the previously approved application by the Board.

### *249 Boston Street:*

The Board granted a special permit for 3,000 sq. ft. addition under site plan review and a variance to reduce parking spots from 38 to 35.

### *114 So. Main Street:*

The Board granted a finding and variance for the renovations to an existing non-conforming structure.

### *49 Rowley Road:*

The Board denied the application for a special permit to allow the construction of a second principal structure on the lot.

### *7 Grove Street:*

The Board approved a special permit under site plan review for the construction and

enlargement of the previously approved footprint for proposed new building.

### *5 Ross Road:*

The Board granted a finding for the demolition and reconstruction of house with the addition of a front porch and attached two-car garage on a non-conforming lot.

### *15 Grove Street:*

the Board granted a finding and variance for setbacks to relocate existing barn on property to be attached to the house.

### *Topsfield Village Shopping Center Appeal:*

The Board denied the appeal by the Topsfield Village Shopping Center, Inc. of the inspector of Building's decision to allow the sale of wine and malt beverages at the location of 36 Main Street, Gil's Grocery.

### *9-11 So. Main Street:*

The Board granted a finding for an alteration to a commercial building with a one-story addition and for change in an existing non-conforming use to a medical facility.

### *Applications Continued:*

The applications for 6 Central Street and 236 Boston Street were continued, and decisions rendered in the next reporting period.

Respectfully submitted,

Robert J. Moriarty, *Chairman*

# Minutes of the Annual/Special Town Meetings

May 1, 2007  
Proctor School  
Woodbury Auditorium

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

The Moderator called the Annual Town Meeting to order at 7:02 p.m., stating a quorum was present. He opened the meeting with the Pledge of Allegiance, read the Warrant and the Return of the Constable noting the meeting had been duly posted and advertised as required by law. He then made the following announcements:

1. Comcast is taping our meeting for future broadcast. We thank them for this service. We also thank Essex TV & Radio for providing audio for this Meeting.
2. Microphones have been provided in the auditorium and cafeteria for your convenience. We ask that you use them when addressing the meeting.
3. We also request that anyone desiring to address the meeting, state his or her name and street address after being recognized by the Moderator.
4. By long standing tradition in the Town, a recommendation of the Finance Committee amounts to a motion, made and seconded and before the town for debate.
5. 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.

6. Finally, 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.
7. Since the Finance Committee recommendation is the motion on which the vote is to be taken, I will now entertain a motion to allow your Moderator to waive the reading of each and every Article in its entirety, substituting instead a brief synopsis, thus aiding an orderly progression of the meeting.

The motion to waive the reading of each and every article in its entirety, substituting instead a brief synopsis was then duly made and seconded. There being no discussion, the vote was taken. The motion passed unanimously.

The Moderator moved to his introductions. First, he introduced Beverly Guarino, the Town Clerk thanking her for the arrangements made for town meeting and also thanked the Proctor School custodial staff for setting up the Auditorium. Moderator Kinhan then

introduced the members of the Board of Selectmen, Finance Committee, Town Administrator, Town Accountant, Town Treasurer, Town Counsel, Town Constable, the newly appointed Police Chief, Town Meeting Tellers, and the Superintendents of the Elementary and Regional District Schools.

Stephen Clark, Chairman of the Board of Selectmen was then recognized. Mr. Clark announced the recipients of the 2007 Appreciation Awards, as follows.

- Elizabeth Aylmer – *Elementary School Committee*
- Evelyn Kopel – *Council On Aging*
- Georgianna Magner – *Council On Aging*
- Mark Manning – *Finance Committee*
- Gregory Mellinger – *Conservation Commission*
- Stanley Ragalevsky – *Conservation Commission*
- James Rogal – *Selectman and Zoning Board of Appeals*
- James Rossi – *Library Trustee*
- Richard Sherman – *Zoning Board of Appeals*
- Dennis Shinn – *Capital Program Committee & Elementary School Building Committee*
- Allen Smith – *Elementary School Committee & Emergency Medical Services Delivery*
- Robert Smith – *Board of Health*
- David Strachan – *Capital Program Committee*
- Leo Wilson – *Council On Aging*
- William Wood – *Water Department Superintendent (Retired)*

Bill Whiting followed with the Wallace Kneeland Award to Holger Luther. Closing out the presentations was Robert Murphy. He presented the Topsfield/Boxford/Middleton Rotary Club Award to Holger and Nancy Luther.

### Article First: Reports

Steve Clark, Chairman Board of Selectmen's remarks noted the recent changes in our government structure personnel, the proposed merger of the DPW, and the need for volunteers to serve on Town committees.

The Moderator, at the close of Selectman Clark's remarks, stated "I will now entertain a motion to adjourn the Annual Town Meeting until such time as the business of the Special Town Meeting has been concluded and the Special Town Meeting is dissolved." The motion was made and seconded.

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The Moderator called the Special Town Meeting to order at 7:31 p.m. and read the warrant. He then moved to Article First of the May 1, 2007 Special Town Meeting.

### Article First: Reports

There were no reports.

### Article Second: Prior Year Bills And Wages

The Finance Committee recommended and the Town voted unanimously to transfer from available funds and appropriate the sum of:

- \$193.75 from Water Other Account for vehicle maintenance repairs;
- \$86.00 from Planning Board Wage Account for part-time clerical wages;
- \$203.20 from Zoning Board Wage Account for part-time clerical wages;

- \$4,931.00 from FY 06 Encumbered Fire Wage Account for promotion fire wage adjustment
- \$10,069.00 from Fire Overtime Wage Account for promotion fire wage adjustment to pay outstanding bills and wages contracted prior to July 1, 2006.

### Article Third: Transfer Of Funds

The Finance Committee recommended and the Town voted unanimously to transfer from the unexpended balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2007 fiscal year as follows:

- \$1,200 from the Library Wage Account to the Library Salary Account;
- \$1,454 from the Selectmen Wage Account to the Selectmen Salary Account;
- \$2,136 from the Selectmen Wage Account to the Selectmen Other Account
- \$1,000 from the Finance Committee Other Account to the Selectmen Other Account;
- \$15,716 from the Selectmen Wage Account to the Selectmen Special Other Clerical Consulting Account;
- \$3,903 from the Planning Board Salary Account to the Selectmen Special Other Clerical Consulting Account;
- \$15,000 from the Unemployment Account to the Highway Snow & Ice Other Account;
- \$4,000 from the Planning Board Salary Account to the Town Health Insurance Account;
- \$8,600 from the Board of Health Salary Account to the Town Health Insurance Account;

- \$5,000 from the Town Liability Insurance Account to the Selectmen Special Other Legal Account;
- \$5,000 from the Interest on Temporary Loan Account to the Selectmen Special Other Legal Account;
- \$22,517 from the Police Salary Account to the Police Wage Account;
- \$34,856 from the Police Insurance Restitution Account to the Police Wage Account;
- \$10,000 from the Police Insurance Restitution Account to Article 5 of the 2006 STM, Medical Bills for Injured Police Officer.

The Moderator stated the business of the Special Town Meeting was concluded. He would now entertain a motion to dissolve the Special Town Meeting of May 1, 2007. The motion was made, seconded and voted unanimously. The Special Town Meeting dissolved at 7:38 p.m. The Annual Town Meeting resumed with the Finance Committee report.

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Finance Committee Vice Chairman Mark Lyons noted during his remarks the percentage increases to the FY2008 budget were reflective of the departments' fiscally sound submissions and that there were no overrides needed to fund the general operating budget. He thanked all involved in the FY 2008 budget process.

The Moderator moved to Article Second upon the conclusion of Mr. Lyon's remarks.

### Article Second: Reserve Fund

The Finance Committee recommended and the Town voted unanimously to appropriate the sum of \$178,277 for the Reserve Fund, and to meet said appropriation that the Town transfer the sum of \$98,477 from Free Cash and the

sum of \$79,800 from the Overlay Surplus Reserve.

### **Article Third: General Operating Budget**

The Finance Committee recommended that the Town vote to raise, assess, and appropriate the sum of \$14,274,050 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1st and determine the manner of expending the same.

Selectman John McArdle, 19 Towne Lane, moved to amend the operating budget as follows: "I move to amend the Operating Budget from \$ 14,274.050 to \$14,281,080 reflecting an increase of \$7,030 in the Town Clerk's salary account." This will bring the salary of the Town Clerk in line with the salaries of other Town Hall Department heads. As things now stand, on July 1 the Town Clerk will be paid less than the other Department Heads, Board of Health Agent, Conservation Commission Administrator and the Community Development Coordinator. The \$7,030 corrects this situation. The motion was seconded. A few brief remarks followed. The vote was taken. The amendment to the main motion failed on a voice vote. The main motion was then voted and passed by a majority.

Please refer to Attachment A of these minutes, for the detailed Fiscal Year 2008 General Operating Budget as approved.

### **Article Fourth: Personnel Classification And Compensation Plan**

The Finance Committee recommended and the Town voted unanimously to amend Article X, "Classification and Compensation Plan", Sections 1.0, 3.0, 3.1 of the Town's Personnel By-laws, as follows:

Section 1.0 replace with the following language at the end of the section:

Effective July 1, 2007 a percentage increase of 2.7% will be applied to all steps of the compensation plan grid. For those individuals not at step nine, step increases will be implemented.

Sections 3.0 and 3.1, Classification of Town Positions amend sections accordingly:

By deleting Executive Secretary S-7, Land Use Coordinator S-5

By adding Purchasing & Community Development Coordinator S-6, Conservation Intern H-1

By adding to Fee for Service: Finance Consultant, BOH Bury Dead Animals, BOH Food Inspector."

Please refer to Appendix B of these minutes, entitled "Fiscal 2008 Salary & Wage Pay Level Grids" for the approved FY 2008 pay level grids.

### **Article Fifth: Amend Personnel By-law**

The Finance Committee recommended and the Town voted unanimously to amend the Town Code, Chapter XLI Personnel Bylaw by deleting Chapter XLI in its entirety and substituting a new Chapter XLI, as described in the handout and voted appears below.

#### **Chapter XLI, PERSONNEL BYLAW**

##### **1.0 Purpose and intent**

The purpose of this Personnel ByLaw is to establish a system of personnel administration based on merit principles that ensures a uniform, fair and efficient application of personnel policies. The intent of this Bylaw is to provide a method of recruitment, selection and development of a work force that is skilled and effective in accomplishing the service delivery missions of the Town. Personnel actions are to be taken without regard to sex, race, religion, color,

age as defined by law, handicap, sexual orientation, political affiliation or other non-job related factor, and shall be based on merit and fitness.

##### **2.0 Statutory authority**

This Personnel Bylaw is adopted pursuant to the authority granted by the so-called Home Amendment, Article LXXXIX, of the Constitution of the Commonwealth and MGL c. 41, §§ 108A and 108C.

##### **3.0 Applicability**

All Town departments and positions shall be subject to the provisions of this chapter and any regulations adopted pursuant to this chapter, excluding elected officers of the Town of Topsfield and school department employees. To the extent that any collective bargaining agreement conflicts with any provision of this chapter with respect to employees covered under such labor agreements, the provisions of the collective bargaining agreement shall prevail.

##### **4.0 Effect on prior laws and other policies**

Except as otherwise specifically provided herein, this personnel Bylaw and any and all rules, regulations and policies adopted pursuant to its provisions are intended to supersede any other previously adopted Personnel Bylaw or other regulations or policies.

##### **5.0 Personnel Director**

In accordance with Chapter II, Article X, section 67-1d of the Town Code, the Town Administrator shall be the Town's Personnel Director and shall administer the Town's Personnel Bylaw.

The Personnel Director shall appoint a Personnel Advisory Board as provided in section 8.0.

##### **6.0 Establishment of personnel system**

A personnel system shall be established by the adoption of rules and regulations pursuant to 7.0. The personnel system may

include, but not be limited to, the following elements:

- a. A method of administration;
- b. A method of recruiting and selecting employees;
- c. A classification plan;
- d. A compensation plan;
- e. Development of a centralized record keeping system;
- f. Personnel rules and regulations which indicate the rights and obligations of employees;
- g. Disciplinary procedures;
- h. Establishment of a Personnel Appraisal System
- i. And other elements that are deemed necessary.

#### 7.0 Adoption of personnel rules and regulations.

Personnel rules and regulations defining the rights, benefits and obligations of employees subject to this chapter shall be adopted or amended as follows:

- a. Preparation of rules and regulations.

1 The Personnel Director shall prepare proposed personnel rules and regulations. Any member of the Board of Selectmen, any appointing authority or any 2 or more employees may suggest rules and regulations for consideration by the Personnel Director. The Personnel Director need not consider any proposal already considered in the preceding 6 months.

2 Any person suggesting new or

amended rules and regulations shall provide the substance and reason for the rule or regulation change in writing.

- b. Public meeting.

The Personnel Director shall hold a public meeting on suggested rules and regulations. Any suggested rules and regulations or amendments to rules and regulations shall be posted in the office of the Personnel Director and on the Town Clerk's bulletin Board at least 5 business days prior to the public meeting at which such suggestions are to be considered. The Personnel Director shall submit a copy of any suggested rules or regulations to the Board of Selectmen.

- c. Personnel Director action on suggested rules and regulations. Within a reasonable period of time after the public meeting on any suggested rule or regulation, the Personnel Director shall determine if the suggested rules or regulations shall be recommended for adoption by the Board of Selectmen.

- d. Action by the Board of Selectmen. The Personnel Director shall transmit any recommendations for the adoption of personnel rules and regulations or amendments in writing, including the text of any proposed rules and regulations, to the Board of Selectmen. The Board of Selectmen shall consider the recommendations of the Personnel Director and may adopt or reject the recommendations; provided, however, that if the Board of Selectmen fails to act, recommended rules and regulations shall be deemed adopted upon the expiration of 45 days from the date of transmittal of the recommendations to the Board of Selectmen.

- e. Posting of rules and regulations.

The Board of Selectmen shall cause the posting of the text of adopted rules and regulations in prominent work locations, and should distribute such amended rules and regulations to all employees.

- f. Official record.

The Personnel Director shall maintain a compilation of all personnel rules and regulations adopted by the Board of Selectmen. A copy of such compilation shall also be maintained by the Town Clerk.

#### 8.0 Personnel Advisory Committee

The Personnel Director shall appoint a Personnel Advisory Committee consisting of a minimum of three (3) residents of the Town and one (1) active salaried full time employee. In order to provide for a reasonable transition from the prior Personnel Board to the Personnel Advisory Committee, the incumbent members of the Personnel Board shall remain to form the first Personnel Advisory Committee. However, thereafter, no elected officials and no members of any board or committee having the charge of the expenditure of money shall be appointed to the Committee. Members shall be residents of the Town and shall serve without compensation. In making appointments, the Personnel Director shall take into consideration the personal qualifications of those citizens who will best meet the responsibility of the Committee to represent both the employees and the taxpayers. The Committee shall include members who are professionally qualified and who are familiar with the principles and experienced in the methods and practices of personnel administration and labor relations.

The Committee shall hold meetings at least once a quarter at such times as it may determine. Additional meetings may be held at such times as the Committee may determine to deal with matters before it.

The purpose of the Personnel Advisory Committee is to serve in an advisory capacity to the Board of Selectmen, Personnel Director and appropriate Town agencies and committees on non-union personnel policy issues referred to it by the Personnel Director. The Committee shall review and recommend changes for consideration by the Personnel Director and Selectmen on proposed personnel policies and practices, compensation and fringe benefit policies and/or practices, and organizational changes recommended to the Selectmen by the Personnel Director.

Notwithstanding the provisions of section 8.0, however, in order to provide for a reasonable transition, the Personnel Advisory Committee existing on the effective date of this Bylaw shall constitute the first Personnel Advisory Committee under this Bylaw, such members to serve at the pleasure of the Board of Selectmen.

#### 9.0 Severability

The provisions of this chapter and any regulations adopted pursuant to this chapter are severable. If any chapter provision or regulation is held invalid, the remaining provisions of the chapter or regulations

shall not be affected thereby.

#### 10.0 Effective date

- a. This chapter shall take effect on July 1, 2007
- b. Upon the effective date of this Bylaw, the personnel rules and regulations prepared in anticipation of the passage of this Bylaw, dated March 2007, and entitled "Town of Topsfield: Personnel Rules, Regulations and Procedures" shall become effective to the extent that such rules and regulations have been approved by the Board of Selectmen. Such personnel rules and regulations shall remain in full force and effect until amended or revised in accordance with 7.0 of this Bylaw and shall supersede other personnel rules and regulations that may be in effect.

#### Article Sixth: Water Department Operating Budget

The Finance Committee recommended that the Town vote to appropriate \$725,022 as detailed herein, to operate the Water Department from July 1, 2007, through June

30, 2008, of which \$645,784 to come from Water Revenue and \$79,238 of indirect costs appropriated in the General Fund under Article Third above to be funded from Water Revenue. Stephen Clark, Chairman, Board of Selectmen, spoke on behalf of the board recommending positive action on the Water Department operating budget. There was no discussion. The Moderator took the vote on the main motion as given. The Town voted in the majority. The Finance Committee recommendation of positive action passed.

#### Article Seventh: Masconomet Regional School District Assessment

The Finance Committee recommended and the Town voted in the majority to appropriate the sum of to fund \$5,398,398 the Town's share of the Fiscal Year 2008 Masconomet Regional School District Assessment of which the sum of \$5,071,130 supports the Maintenance & Operating Budget, and the sum of \$327,268 supports the Masconomet Building Debt Service; and to meet said appropriation raise and assess the sum of \$5,398,398; provided, however, that the sum of \$78,277 of the \$5,071,130 Maintenance & Operating Budget portion be contingent upon the passage of a Proposition

#### WATER DEPARTMENT OPERATING BUDGET

Appropriated Fiscal Year 2007		Appropriated Fiscal Year 2008
60,336.00	Salary	61,687.00
147,282.00	Wages	151,255.00
214,452.00	Other	219,720.00
6,000.00	Long-Term Debt Principal	6,000.00
5,362.00	Long-Term Debt Interest	5,122.00
25,000.00	Short-Term Debt Interest	25,000.00
2,000.00	Debt Issue Costs	2,000.00
125,000.00	Water Reserve Fund	100,000.00
75,000.00	Unanticipated Emergency	75,000.00
660,432.00	SUB-TOTAL	645,784.00
71,750.00	Indirect Costs	79,238.00
732,182.00	TOTAL: Water Department	725,022.00



2 1/2 general override referendum under General Laws Chapter 59, § 21C (g), and if such referendum is not passed, the vote as it pertains to the appropriation in the amount of \$78,277 will be deemed to be a disapproval.

#### **Article Eighth: North Shore Vocational School District Assessment**

The Finance Committee recommended and the Town voted unanimously to approve the 2008 Fiscal Year Gross Operating Budget of the North Shore Regional Vocational School District in the amount of \$9,402,908 and raise, assess, and appropriate the sum of \$38,518 for the Town's share of the assessment of same.

#### **Article Ninth: Lease Of Emerson Field**

The Finance Committee recommended and the Town voted unanimously to authorize the Board of Selectmen (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 transfer and appropriate the sum of \$750 from Free Cash for said lease.

#### **Article Tenth: Grant Authorization For Town Projects**

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

#### **Article Eleventh: Massachusetts Highway Department Contract**

The Finance Committee recommended and the Town voted unanimously to authorize the Board of Selectmen to enter into contracts with the Massachusetts Highway Department for the ensuing year.

#### **Article Twelfth: Park Revolving Fund**

The Finance Committee recommended and the Town voted unanimously to establish the Park Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Law Chapter 44, § 53E1/2: (1) to pay for part-time, seasonal and temporary wages, equipment, supplies and other operating expenses; (2) receipts of the Park & Cemetery Department's recreation programs shall be deposited in said fund unless otherwise provided for by law; (3) said funds may be expended by majority vote of the Park & Cemetery Commissioners; (4) expenditures to be limited to \$35,000 in the ensuing year.

#### **Article Thirteenth: Cemetery Revolving Fund**

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

#### **Article Fourteenth: Conservation Commission Revolving Fund**

The Finance Committee recommended and the Town voted in the majority to establish the Conservation Revolving Fund for the Conservation Commission pursuant to Massachusetts General Law Chapter 44, § 53E1/2: (1) to be expended for any purpose authorized by Massachusetts General Law Chapter 40, § 8C; (2) receipts of the Conservation Commission of fees paid under the Topsfield Wetlands General

Bylaw and Regulations will be deposited in said fund unless otherwise provided for by law; (3) said funds may be expended by majority vote of the Conservation Commissioners; (4) expenditures to be limited to \$30,000 in the ensuing year.

#### **Article Fifteenth: Fiscal 2008 Additional Real Estate Exemption For Those Qualified Under Section 5 Of M. G. L. Chapter 59**

The Finance Committee recommended and the Town voted unanimously under the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988 an exemption increase of one hundred per cent (100%) for fiscal 2008 for all taxpayers qualifying for a personal exemption.

#### **Article Sixteenth: Annual Engineering & Landfill Monitoring**

The Finance committee recommended and the Town voted unanimously to transfer and appropriate the sum of \$42,500 from the Solid Waste Fund to be expended by the Board of Selectmen to fund the fiscal 2008 annual professional engineering and monitoring services related to the capping and closure of the Town's sanitary landfill at the Pye Brook area.

#### **Article Seventeenth: Replace And Repair Highway Bridges**

The Finance Committee recommended and the Town voted unanimously to appropriate the sum of \$400,000 to be expended by the Board of Selectmen with the advice of the Board of Road Commissioners to replace the Asbury Street Bridge and to repair the Rowley Bridge Road Bridge; and to meet said appropriation that the Town Treasurer, with the approval of the Board of Selectmen, be and is hereby authorized to borrow the sum of \$400,000, in accordance with the provisions of Massachusetts General

Law Chapter 44, § 7, or any other enabling authority to issue bonds or notes; provided that this vote shall not take effect until the Town votes to exempt from the limitations on total taxes imposed by M.G.L. Chapter 59, § 21C (Proposition 2 1/2) amounts to pay the principal and interest on the borrowing authorized by this vote.

#### **Article Eighteenth: Repairs And Upgrade To The Library HVAC System**

The Finance Committee recommended and the Town voted unanimously to transfer from Free Cash, and appropriate the sum of \$87,000 to be expended by the Board of Selectmen with the advice of the Board of Library Trustees for repairs and upgrade to the Library's HVAC System.

#### **Article Nineteenth: Purchase Of Park & Cemetery Four Wheel Drive Loader/ Backhoe**

The Finance Committee recommended and the Town voted unanimously to appropriate the sum of \$66,100 to be expended by the Board of Selectmen with the advice of the Board of Park & Cemetery Commissioners to purchase and equip a four wheel drive loader/backhoe and trade in the 1990 John Deere loader/backhoe; and to meet said appropriation to transfer the sum of \$44,100 from Free Cash and transfer the sum of \$22,000 from the Cemetery Perpetual Care Fund.

#### **Article Twentieth: Purchase Of Highway Sander By A Lease Agreement**

The Finance Committee recommended and the Town voted unanimously to authorize the Board of Selectmen, with the advice of the Board of Road Commissioners, to enter into a four-year municipal lease-to-purchase agreement for the procurement and equipping of a sander, and trade in or sell the 1994 International sander; and to meet said appropriation transfer the sum of \$25,740 from Free Cash.

#### **Article Twenty-first: Installation Of Double Doors At Proctor School**

The Finance Committee recommended and the Town voted unanimously to transfer from Free Cash, and appropriate the sum of \$6,500 to be expended by the Board of Selectmen, with the advice of the School Committee, for the replacement of double doors at the Proctor School.

#### **Article Twenty-second: Minor Interior Refurbishing Of Town Hall Offices**

The Finance Committee recommended and the Town voted unanimously to transfer from Free Cash, and appropriate the sum of \$15,000 to be expended by the Board of Selectmen for minor refurbishing of first floor offices within Town Hall.

#### **Article Twenty-third: Replacement Of Town Hall Copier**

The Finance Committee recommended and the Town voted unanimously to transfer from Free Cash, and appropriate the sum of \$12,000 to be expended by the Board of Selectmen for the purchase and replacement of the Town Hall copier.

#### **Article Twenty-fourth: Water Meter Replacement Project (Year 3)**

The Finance Committee recommended and the Town voted unanimously to transfer and appropriate the sum of \$150,000 from the Water Enterprise Reserve Fund to Article Thirty-Second of the May 3, 2005 Annual Town Meeting to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners for the replacement of water meters.

#### **Article Twenty-fifth: Soil Removal Bylaw Amendment**

The Finance Committee recommended that the Town voted unanimously to amend the Town Code, Chapter XLIX, Soil Removal Bylaw by adding a new section

49-7 Waiver as follows:

"Any part of this bylaw may be waived by the Soil Removal Board, with conditions, upon findings of good cause shown and written concurrences of the Planning Board, Zoning Board of Appeals and Conservation Commission as to such findings."

#### **Article Twenty-sixth: Amend Zoning Bylaw, Article 4.09, Open Space Development Plan**

The Finance Committee recommended and the Town voted the required two-thirds majority to amend the Topsfield Zoning Bylaw, Article 4.09, Open Space Development Plan, by making certain deletions and insertions, all as set forth in Attachment C as amended by vote of the Planning Board at the close of the public hearing in the handout to this warrant, entitled "4.09 Open Space Development Plan Bylaw Amendment" and further, vote to amend the Topsfield Zoning Bylaw, Table of Dimensional And Density Regulations by the addition of note "5" in the District Column for the O-R-A and I-R-A stating: "unless as provided for in an Open Space Development Plan under Article 4.09". Martha Morrisison, Planning Board Chairman presented an oral report in support of the amendment to the Zoning Bylaw. The Bylaw as presented in Attachment C below depicts new language in bold, and deleted language is lined out.

"ATTACHMENT C"

Article Twenty-Sixth of the May 1, 2007 ATM  
4.09 Open Space Development Plan  
Bylaw

4.09 Open Space Development Plan.

A. PURPOSE AND INTENT. The purposes of this Open Space Development Plan Bylaw are the following:

1. To allow for greater flexibility in the design of residential developments in the Inner Residential and Agricultural District and Outlying Residential and Agricultural District;
2. To encourage, for conservation and recreation purposes, the permanent preservation of open space, agricultural land, woodland, wildlife habitat, other natural resources including aquifers, water bodies and wetlands, recreational, historical and archeological resources;
3. To encourage a less sprawling and more efficient form of development that consumes less open land and conforms to existing topography and natural features, than a conventional or grid subdivision;
4. To minimize the total amount of disturbance on the site of residential developments;
5. To further the goals and policies of the Topsfield Open Space Plan; and
6. To facilitate the construction and maintenance of housing, streets, utilities, and public services in a more economic and efficient manner while protecting open space.

B. A. A- All Applicants submitting a conventional Preliminary Plan or a conventional Definitive Plan for which no Preliminary Plan has been submitted to the Planning Board for a tract of land of at least ten (10) acres in the Inner Residential and Agricultural District or Outlying Residential and Agricultural District; shall simultaneously therewith submit a Preliminary or Definitive Open Space Development Plan. Said Open Space Development Plan shall be complete, and prepared by the Applicant in good faith with no

less degree of professionalism than was utilized in the preparation of the conventional ~~Definitive~~ Definitive Plan. The Planning Board shall review the conventional Plan and the Open Space Development Plan ~~two Definitive Plans~~ in the best interest of the Town of Topsfield, having reasonably considered such factors as safety, convenience of the roadways, conservation of natural resources, preservation of natural features, ~~and~~ and the character and peculiar uses of the District and the purpose and intent of the Open Space Development Bylaw.

C. B. B- The Planning Board ~~shall~~ may approve according to the Subdivision Control Procedures authorized in Section 81L of Chapter 41 of the General Laws, ~~a Preliminary or Definitive Plan of a tract of land meeting the applicability requirements set forth in Subsection B., above, subdivision plan in any Inner Residential and Agricultural District and Outlying Residential and Agricultural District for a tract of at least ten (10) acres, subdivision plan in any Inner Residential and Agricultural District, and Outlying Residential and Agricultural District for a tract of at least ten (10) acres in which some or all of the individual lots do not conform specifically to the lot area or frontage requirement of Sections 4.01 and 4.02 of this Bylaw, above,~~ above, provided that the Planning Board finds that the proposed plan is in harmony with the purpose and intent of this Open Space Development Bylaw, provides for the public interest, will provide permanent open space, will lead to efficient land use and to economy in the provision of town and public utility services, and will increase the amenities, attractiveness and recreation potential of the neighborhood and provided further that the following requirements are satisfied:

1. The total area, excluding roadways, in such proposed subdivision is not less than the product of the total number of lots times the minimum lot size for the zoning district in which the subdivision is located, and in no case shall an individual lot have less than one-half (1/2) of the required lot size for the zoning district in which the subdivision is located.
2. Each lot shall have a minimum street frontage of eighty (80) feet except that a lot on the turning circle of a dead end may have a frontage of not less than fifty (50) feet, provided that in all lots the distance between side lot lines shall be at least one hundred (100) feet at the front most point of the dwelling in Inner Residential and Agricultural District and one hundred and thirty (130) feet at the front most point of the dwelling in the Outlying Residential and Agricultural District. Each lot shall have a minimum buildable area of 15,000 sq. ft. in the Inner Residential and Agricultural District and 20,000sq. ft. in the Outlying Residential and Agricultural District. Each lot shall also meet all other dimensional requirements set forth in this Article IV.
3. The number of lots on the plan does not exceed the number of lots upon which dwellings could have been constructed on the total land area of the tract without this ~~Open Open-Space Space-space Development Development development provision, determined based on the conventional Preliminary Plan or Definitive Plan. For the determination of the number of lots, the conventional plan shall show the maximum number of lots that could be placed upon the site under a conventional subdivision process~~

according to the Town's Subdivision Control Rules and Regulations and all other applicable Bylaws, rules and regulations of the Town of Topsfield, including without limitation the applicability of the Topsfield Wetlands Bylaw. The Applicant shall have the burden of proof with regard to the maximum number of lots. The Planning Board may request further information related to the proposed number of lots, including but not limited to an approved wetland and resource delineation.

In determining the number of lots which could have been constructed from a conventional plan, the Planning Board may consider economic and practical factors in addition to technical compliance, including but not limited to the regularity of lot shapes.

~~4. Front, side and rear yards conform with the requirements for conventional area lots in the same district;~~

~~4. Front, side and rear yards conform with the requirements for conventional area lots in the same district.~~

4. 5.5: Provisions shall be made so that at least fifty (50) percent of the land area of the tract, exclusive of land set aside for roadways shall be Open Open-open, or undeveloped, L, L land and shall conform to the following:

- a. No more than fifty (50) percent of the designated open space may be comprised of wetlands or River-front Area as defined by the Massachusetts Wetlands Protection Act, M.G.L. c. 131, s. 40, and regulations adopted thereunder, as amended. The Planning Board may allow a reduction of this ratio if it furthers the purposes and intent of this Open Space Development Plan Bylaw.
- b. The open space shall be suitable for and protected and maintained

for wildlife habitat, conservation, historic preservation (landscapes and/or structures), outdoor education, passive or active recreation, park purposes, agriculture, horticulture, forestry, or any combination of these uses. In its discretion the Planning Board may permit up to five (5) percent of the open space that is not subject to the Topsfield Wetlands Bylaw to be impervious surface.

5.6: 6: Provisions shall be made so that the Open open Land space shall be owned in one of the following ways, as determined by the Planning Board:

- a. In common by owners of the lots in the tract.
- b. By a ~~Membership~~ Membership corporation, trust or association or similar corporate body whose shareholders or members shall include all owners of the lots in the tract.
- c. By the Town of Topsfield, provided that sufficient rights shall be vested in the Town to ensure payment of taxes and provisions of upkeep services. In such cases, said land may be accepted on behalf of the Town by Planning Board.
- d. By an independent conservation entity approved by the Planning Board for Open Open-open Space Space-space land ownership. If ownership is to be by either a. or b. above, the developer shall include in the deed to such owner or own-

ers beneficial rights in the open space and shall grant a perpetual open space restriction to the Town of Topsfield to insure that it will remain in an open state and not, for example, be used for residential purposes or accessory uses. Such restriction shall be in the form and substance prescribed by the Planning Board, and may contain such additional restrictions on the use of the open space as the Planning Board deems appropriate. If owned by the Town of Topsfield or an independent conservation entity, the open space shall be available for use by the general public, unless the Applicant can provide compelling evidence to the Planning Board demonstrating to the Planning Board's satisfaction that such access is not feasible in whole or in part.

6.7: 7: A conservation conservation restriction shall be filed in the Registry of Deeds restriction index, committing the Open Open-open Land Land space to the uses determined in accordance with Subsection C.4.b. above conservation and recreation use conservation and recreation use and permitting erection of no structures except small structures, platforms, bridges and pathways incidental to such uses.

7.8: 8: The Open Open-open Space Space space shall be in one contiguous parcel except where divided by streets and each lot shall have a boundary common with the Open Space or access by a right-of-way or easement. In the case of access by right-of-way or easement, the Planning Board shall determine whether said access is adequate and sufficient to meet the intent of this Bylaw. Where practicable the open space should be used as a buffer from existing roads and between lots and be contiguous with existing open space in adjoining subdivisions.

8. In order to maintain and protect the open space, the Planning Board may request a reasonable endowment from the Applicant for the care and custody of the open space. The amount of the endowment shall be proportionate to the open space area and amount of public use, and shall be a one-time payment, the terms of which shall be conditioned in the conditions of approval of the subdivision.

9. ~~The Planning Board finds that the proposed plan is in harmony and intent of this Bylaw, provides for the public interest, will provide permanent Open Space, will lead to efficient land use and to economy in the provision of town and public utility services, and will increase the amenities, attractiveness and recreation potential of the neighborhood specifically all~~ The Planning Board finds that the proposed plan is in harmony and intent of the Bylaw, provides for the public interest, will provide permanent Open Space, will lead to efficient land use and to economy in the provision of town and public utility services, and will increase the amenities, attractiveness and recreation potential of the neighborhood specifically all All lots ~~should~~ shall be suitable for building and ~~should be~~ found to take best advantage of natural terrain.

D. E. C. FURTHER CHANGES. Said subdivision plan when approved and recorded shall be considered a supplementary part of the Zoning Bylaw, and thereafter no land therein shall be sold and no lot line within such tract shall be changed in such a way as to increase the extent of ~~the the~~ non-conformity ~~with with~~ permitted by the general provisions of this Open Space Development Plan Bylaw.

(Art. 43. 5/9/1978; Art. 33. 5/5/1981; Art. 40, 5/7/1998)

### **Article Twenty-seventh: Change Street Designations**

The Finance Committee recommended and the Town voted unanimously to change the designation from street to road for certain streets in Topsfield by re-naming "Wildes Street" to "Wildes Road", and "Rowley Bridge Street" to "Rowley Bridge Road".

### **Article Twenty-eighth: Council On Aging Bylaw Amendment**

The Finance Committee recommended and the Town voted unanimously to amend the Town Code, Chapter II, Administration, Article VII, by deleting Section 2-16 in its entirety and substituting a new section 2-16 as described below:

" 2-16.1 Appointments; Duties and Powers. The Board of Selectmen shall appoint eleven (11) persons each year after the Annual Town Meeting to serve for one (1) year as the Council on Aging. Such persons shall have the duties, powers and authority as are conferred from time to time by GLC 40 ~ 8B as amended.

2-16.2 Establishment of Director of Council on Aging. The permanent position of Executive Director of the Council on Aging is established and classified as an S-3.

2-16.3 Funding for Director of Council on Aging. The position of Director of Council on Aging is funded at twelve thousand (\$12,000.00) dollars for twenty (20) hours."

and inserting in place thereof a new Section 2-16 as follows:

"2-16.1 Establishment, Membership and Tenure: The Council On Aging, as established hereunder, shall consist of seven, nine or eleven members to be appointed by the Board of Selectmen for alternating three year terms

commencing on July 1 of each year; provided, however, that initial appointments made hereunder may be for one, two or three year terms, and thereafter for terms of three years; and provided further that any members of the Council on Aging holding office as of the effective date of this bylaw may continue to serve until the expiration of their term or sooner resignation. Members of the Council on Aging may be removed for cause after a hearing. Vacancies shall be filled for the remainder of the unexpired term in the manner of the original appointment.

2-16-2 Quorum: For purposes of this bylaw, a quorum of members of the Council on Aging shall constitute a majority of those members then in office.

2-16-3 Duties: Members shall have the duties, powers and authority as are conferred from time to time by M.G.L. Chapter 40, Section 8B as amended."

### **Article Twenty-ninth: Amend Water Use Restriction Bylaw**

The Finance Committee recommended that the Town vote to amend the Town Code, Chapter LVIII, Water Supply Bylaws, Section 58-2, Water Use Restriction Bylaw, as described in the handout. Discussion followed. Philip Knowles, Board of Water Commissioners 75 High Street moved to amend the Finance Committee recommendation as follows: "Moved that the words "water users" in part D page 3 of 5 be deleted and substituted with the words "water customers". The motion was seconded. Discussion, ensued. Roger L. French 15 Mansion Drive moved to amend the amendment as follows: "Move to amend the amendment by inserting the word "emergency" after the word day before the word restrictions in part d on page 3 of 5." The motion was seconded. There being no further discussion, the vote

was taken on the motion as presented. The motion to amend the amendment failed to pass. The Moderator then moved to Mr. Knowles' amendment as moved. The vote was taken. The motion to amend failed. The Moderator then took the vote on the main motion for positive action by the Finance Committee to amend Chapter LVII as described in the handout. The Finance Committee recommendation failed on a voice vote. Article 29 as recommended and amended was defeated by majority vote.

#### **Article Thirtieth: Acceptance Of M.G.L. Chapter 39, Section 23d**

The Finance Committee recommended and the Town voted unanimously to accept for all boards, committees, or commissions holding adjudicatory hearings in the Town, the provisions of M.G.L. Chapter 39, §23D, which provide that a member of a board, committee, or commission holding an adjudicatory hearing shall not be disqualified from voting in the matter solely due to the member's absence from one session of such hearing, provided that certain conditions are met; and provided further that such acceptance shall be applicable to all adjudicatory hearings opened on or after the effective date of the vote taken hereunder.

#### **Article Thirty-first: Acceptance Of M.G.L. Chapter 148, Section 26I**

The Finance Committee recommended and the Town voted unanimously to accept the provisions of M.G.L. Chapter 148, § 26I which is referenced in the General Laws as "Multiple dwelling units; new construction; automatic sprinkler systems" which requires installation of an approved system of automatic sprinklers for new construction or substantially rehabilitated buildings that are occupied in whole or in part for residential purposes and contain not less than four dwelling units.

#### **Article Thirty-second: Rescind Article 43 of the 1985 Annual Town Meeting**

The Finance Committee recommended and the Town voted unanimously to rescind its acceptance of M.G.L. Chapter 60, §106, inserted by Chapter 55 of the Acts of 1984, which provides that the appropriating body of a city or town may determine that any property tax not in excess of \$25.00 shall be due and payable in a single payment, as voted under Article Forty-third of the 1985 Annual Town Meeting.

#### **Article Thirty-third: Amend Procurement Contract Bylaw**

The Finance Committee recommended and the Town voted unanimously to amend the Town Code, Chapter XXIV, Procurement Contract Bylaw, Section 24-2a Procurement Procedures by deleting reference to the "Executive Secretary" in each instance in which it appears and inserting in place thereof "Town Administrator".

#### **Article Thirty-fourth: Amend Non-criminal Disposition Enforcement Bylaw**

The Finance Committee recommended that the Town vote to amend the Town Code, Chapter XXX, Non-Criminal Disposition Enforcement Bylaw by deleting in its entirety Article 1 which authorized non-criminal disposition of a single regulation of the Board of Health and insert in place thereof the following:

"The provisions of the Topsfield Code of Bylaws or any rule or regulation of any Town board, officer, commission, or committee, may be enforced by the Board of Selectmen, any Police Officer of the Town of Topsfield, or other enforcing authority specifically authorized by bylaw, rule or regulation, by any available means in law or equity, including but not limited to enforcement by non-criminal disposition pursuant to M.G.L. Chapter 40, §21D. Each day a violation exists

shall constitute a separate violation. When enforced through non-criminal disposition, unless otherwise specifically provided for by bylaw, rule or regulation, the penalties shall be as follows:

First violation:	\$100.00
Second violation:	\$200.00
Third and subsequent violations:	\$300.00"

The Moderator took the vote on the main motion when the discussion, which was limited, ended. The vote on the main motion for positive action by the Finance Committee failed. Article Thirty-four, as recommended, was defeated by majority vote.

#### **Article Thirty-fifth: Adoption Of Resolution For Regional Operations Center & Appropriation Of Funds**

The Finance Committee recommended and the Town voted unanimously to study the concept of establishing a regional operation center (ROC) for Essex County; and further to authorize the Town Administrator to appoint an individual to serve as the Town's representative to a committee of similar representatives from other municipalities in Essex County that adopt a similar resolution; and to raise and assess or transfer from available funds and appropriate the sum of \$1,000 to support the study process

#### **Article Thirty-sixth: Ipswich Road Easements And Takings**

The Finance Committee recommended and the Town voted unanimously to authorize the Board of Selectmen, in conjunction with improvements being made to (i) Ipswich Road, and (ii) the water line on Haverhill Road, North Street and Pine Street, to acquire by purchase, gift, donation, eminent domain or otherwise, temporary and permanent easements in properties as shown on a plan entitled "County of Essex, Massachusetts Plan of a Portion of Ipswich Road From Main Street to Newburyport

Turnpike (Route 1) In the Town of Topsfield As Altered" dated May 11, 2006, prepared by Bayside Engineering Inc., on file with the Town Clerk, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, for road improvement purposes. The plan entitled "County of Essex, Massachusetts Plan of a Portion of Ipswich Road from Main Street to Newburyport Turnpike (Route 1) In the Town of Topsfield As Altered" dated May 11, 2006 has not been filed with the Town Clerk. Said document remains on file with the Topsfield Highway Department Superintendent.

### **Article Thirty-seventh: Contract Authorizations**

The Finance Committee recommended and the Town voted unanimously to authorize the Board of Selectmen to enter into service contracts and lease agreements for periods in excess of three years for telephone service and equipment

### **Article Thirty-eighth: Mosquito Control Agreement**

The Finance Committee recommended that no action be taken. Lengthy discussion followed. At the close of the discussion, Sheryl L. Knutsen, Board of Health, 18 Brookside Road, moved to amend the Finance Committee recommendation of no action as follows: "To see if the Town will vote to enter into an initial three year agreement to join the Northeast Massachusetts Mosquito Control and Wetlands Management District provided the assessment does not exceed \$45,000 for FY 2008." The motion was seconded. Brief discussion followed. Steve Clark, Chairman Board of Selectmen, 33 High Street, moved to amend the amendment by striking the words "provided the assessment does not exceed \$45,000 for FY2008." The motion was seconded. The vote on the motion to amend the amendment was then taken their being no further discussion. The motion passed by a clear majority. A vote on the main motion of

no action by the Finance Committee was then taken. The Finance Committee recommendation of "no action" failed. The Town, by their vote, has entered into a three year agreement to join the Northeast Massachusetts Mosquito Control and Wetlands Management District.

### **Article Thirty-ninth: Sale Of Alcohol Second Open Store License**

The Finance Committee recommended and the Town voted unanimously to petition the General Court to enact special legislation as set forth below. The General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court. The Board of Selectmen is hereby authorized to approve amendments, which shall be within the scope of the general public objectives of this petition as described below.

"SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws or any other general or special law to the contrary, the licensing authority of the Town of Topsfield may grant an additional license for the sale of wines and malt beverages not to be drunk on the premises under Section 15 of said Chapter 138; provided, however, that the selling of wines and malt beverages shall be incidental to the sale of food or other products. The license shall be subject to all of said Chapter 138 except said Section 17.

SECTION 2. This act shall take effect upon its passage," or take any other action relative thereto.

### **Article Fortieth: Stabilization Fund**

The Finance Committee recommended and the Town voted unanimously to appropriate and transfer from Free Cash the sum of \$50,000 for the Stabilization Fund.

### **Article Forty-first: Free Cash**

The Finance Committee recommended and the Town voted unanimously to authorize and direct the Board of Assessors to transfer and appropriate the sum of \$416,534 from Free Cash to reduce the tax levy for the fiscal year 2008.

The Moderator stated he would entertain a motion to adjourn the Annual Town Meeting to the polling site, St. Rose Church Hall, located at 12 Park Street, on Thursday, May 3, 2007 at 7:00 a.m. and at the close of the polls at 8:00 p.m. to dissolve the 2007 Annual Town Meeting. The motion was made, seconded and voted unanimously. The meeting adjourned at 10:35 p.m. There were one hundred and ninety-one registered voters in attendance.

# Annual Town Election

**St. Rose Church Hall 12 Park Street  
May 3, 2007 7:00 a.m. – 8:00 p.m.**

The Town Clerk opened the polls at 7:00 a.m. The election workers had been sworn as follows:

Joan Glatz, *Warden*  
Dottie Roberts, *Deputy Warden*  
Fred Glatz, *Poll Constable*

Ballot Clerks and Tellers:  
Ruth Lucy, Barbara Adams, Mary Lou Tingle, Maxine Crocker, Alice Liston, Kathy Brown, Eileen Reichardt, Virginia Vitale, Margaret Vitale, Jane Bogart and Betty Kruck.

The polls were closed at 8:00 p.m. The Town Clerk announced at 9:38 p.m., 1338 registered voters had cast their ballots with the following results:

## Moderator (One Year)

John P. Kinhan .....1071  
Others..... 3  
Blanks ..... 264

## Town Clerk (Three Years)

Beverly Ann Guarino .....1045  
Others..... 8  
Blanks ..... 285

## Selectman (Three Years)

Heidi L. Bond .....84  
**Richard N. Carlson** ..... 725  
Others ..... 5  
Blanks .....24

## Assessor (Three Years)

**John J. Mc Ardle**..... 950  
Others..... 9  
Blanks ..... 379

## School Committee (Three Years)

Rebecca H. Brockleman ..... 883  
Jeanine P. Cunniff.....853  
Others..... 5  
Blanks ..... 935

## Regional District School Committee (Three Years)

**Lawrence Lindquist** ..... 998  
Others ..... 5  
Blanks ..... 335

## Commissioner of Trust Funds (Three Years)

**Marjorie J. Rouisse** ..... 995  
Others ..... 4  
Blanks ..... 339

## Library Trustee (Three Years)

**Elizabeth T. Johnson** .....1013  
**James Rossi (write-in)**.....62  
Others .....17  
Blanks .....1584

## Housing Authority (Five Years)

**Grace B. Lynch** .....1044  
Others ..... 3  
Blanks ..... 291

## Park & Cemetery Commissioner (Three Years)

**Robert E. Benjamin** .....973  
Others..... 9  
Blanks ..... 356

## Planning Board (Three Years)

**Janice M. Ablon** ..... 906  
**Gregor Smith** ..... 913  
Others ..... 8  
Blanks ..... 849

## Road Commissioner (Three Years)

**Philip G. Knowles** ..... 966  
Others.....14  
Blanks ..... 849

## Water Commissioners (Three Years)

**Richard L. Stone** ..... 973  
Others ..... 9  
Blanks ..... 356

Note: Those elected to office are in bold.

## BALLOT QUESTIONS



### Question One

Shall the Town of Topsfield be allowed to assess an additional \$78,277 in real estate and personal property taxes for the purposes of funding the Town's assessment for the Masconomet Regional School District for the fiscal year beginning July first two thousand and seven?

Yes.....569  
No .....736  
Blanks ..... 33

Question One failed to pass.

### QUESTION TWO

Shall the Town of Topsfield be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to replace the Asbury Street Bridge and to repair the Rowley Bridge Road Bridge?

Yes .....770  
No.....519  
Blanks ..... 49

Question Two passed.

### Question Three

Shall an act passed by the General Court entitled "An Act authorizing the Town of Topsfield to establish a Department of Public Works", be accepted?

The special act (the "Act") creates a Department of Public Works (the "Department"). The Act transfers to the Board of Selectmen the powers and responsibilities of the Board of Water Commissioners, Park and Cemetery Commissioners and the Board of Road Commissioners, as well as the functions of the Highway Department, Water Department and Parks and Cemetery Department, and abolishes

said positions and departments. Further, the Act authorizes the Town Administrator to hire a Superintendent of Public Works, subject to appropriation and to the provisions of the Town's General and Personnel Bylaws. The Superintendent, subject to the approval of the Board of Selectmen, may appoint and remove such assistants and employees as may be necessary, and shall report to the Board of Selectmen regarding all operations under his control at least annual and at such other times as the Board of Selectmen may direct. The employees of the departments abolished by the Act shall be transferred to the Department, and the equipment of such departments shall be under the control of the Department.

Yes .....614  
No .....668  
Blanks ..... 56

Question Three failed to pass.

### Question Four

#### This Question Is Not Binding

Shall the Town vote to petition the General Court to enact special legislation as set forth below. The General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court. The Board of Selectmen is hereby authorized to approve amendments, which shall be within the scope of the general public objectives of this petition as described below:

"SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws or any other general or special law to the contrary, the licensing authority of the Town of Topsfield may grant one license for the sale of wines and malt beverages not to be drunk on the premises under Section 15 of said Chapter 138; provided,

however, that the selling of wines and malt beverages shall be incidental to the sale of food or other products. The license shall be subject to all of said Chapter 138 except said Section 17.

SECTION 2. This act shall take effect upon its passage."

Yes .....888  
No..... 97  
Blanks .....353

Question Four passed with a clear majority. The vote, however is not binding.

### Question Five

#### This Question Is Not Binding

Shall the Town of Topsfield adopt a canine leash law?

Yes .....792  
No.....500  
Blanks ..... 46

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

Attest:



Beverly Ann Guarino, CMC/MMCA/CMMC  
Town Clerk

# Appendix A: Fiscal Year 2008 General Operating Budget

Approved Appropriation Fiscal Year 2007	FY2007 GENERAL OPERATING BUDGET May 1, 2007 Annual Town Meeting	Approved Appropriation Fiscal Year 2008
<b>ELECTED OFFICERS</b>		
50.00 .....	MODERATOR: .....	50.00
SELECTMEN:		
900.00 .....	Chairman .....	900.00
900.00 .....	Clerk .....	900.00
900.00 .....	Member .....	900.00
900.00 .....	Member .....	900.00
900.00 .....	Member .....	900.00
ASSESSORS:		
1,500.00 .....	Chairman .....	1,500.00
1,500.00 .....	Clerk .....	1,500.00
1,500.00 .....	Member .....	1,500.00
53,490.00 .....	TOWN CLERK: .....	54,907.00
PLANNING BOARD:		
200.00 .....	Chairman .....	200.00
250.00 .....	Clerk .....	250.00
50.00 .....	Member .....	50.00
50.00 .....	Member .....	50.00
50.00 .....	Member .....	50.00
<b>GENERAL GOVERNMENT</b>		
Moderator:		
50.00 .....	Salary .....	50.00
50.00 .....	TOTAL: Moderator .....	50.00
Selectmen:		
119,723.00 .....	Salaries .....	159,103.00
54,507.00 .....	Wages .....	35,768.00
31,508.00 .....	Other .....	36,255.00
205,738.00 .....	TOTAL: Selectmen .....	231,126.00
Selectmen's Special:		
75,700.00 .....	Other .....	90,900.00
75,700.00 .....	TOTAL: Selectmen Special .....	90,900.00
Parking Clerk:		
125.00 .....	Other .....	125.00
125.00 .....	TOTAL: Parking Clerk .....	125.00

## Appendix A: (continued)

Approved Appropriation Fiscal Year 2007	FY2007 GENERAL OPERATING BUDGET May 1, 2007 Annual Town Meeting	Approved Appropriation Fiscal Year 2008
	Finance Committee:	
2,196.00 .....	Wages .....	2,255.00
1,850.00 .....	Other .....	1,850.00
4,046.00 .....	TOTAL: Finance Committee .....	4,105.00
	Town Website/Cable Advisory:	
5,425.00 .....	Wages .....	5,981.00
3,500.00 .....	Other .....	3,570.00
8,925.00 .....	Total: Town Website/Cable Advisory.....	9,551.00
	Town Accountant:	
59,336.00 .....	Salaries .....	60,937.00
31,250.00 .....	Wages .....	32,215.00
21,555.00 .....	Other .....	21,986.00
112,141.00 .....	TOTAL: Town Accountant .....	115,138.00
	Board of Assessors:	
64,836.00 .....	Salaries .....	66,437.00
34,054.00 .....	Wages .....	35,100.00
16,300.00 .....	Other .....	16,500.00
115,190.00 .....	TOTAL: Assessors.....	118,037.00
	Town Treasurer and Collector:	
59,336.00 .....	Salaries .....	60,937.00
66,961.00 .....	Wages .....	69,053.00
36,275.00 .....	Other .....	52,015.00
162,572.00 .....	TOTAL: Town Treasurer & Coll.....	182,005.00
	Town Hall:	
33,147.00 .....	Wages .....	34,184.00
81,192.00 .....	Other .....	85,776.00
114,339.00 .....	TOTAL: Town Hall .....	119,960.00
	School Street Building	
820.00 .....	Other .....	936.00
820.00 .....	TOTAL: School Street Building.....	936.00
	Personnel Board:	
300.00 .....	Other .....	-
300.00 .....	TOTAL: Personnel Board.....	-

## Appendix A: (continued)

Approved Appropriation Fiscal Year 2007	FY2007 GENERAL OPERATING BUDGET May 1, 2007 Annual Town Meeting	Approved Appropriation Fiscal Year 2008
	Town Clerk:	
53,490.00 .....	Salary .....	53,490.00
28,044.000 .....	Wages .....	28,044.00
14,005.00 .....	Other .....	14,005.00
95,539.00 .....	TOTAL: Town Clerk.....	95,539.00
	Trust Fund Clerk:	
1,000.00 .....	Salary .....	1,000.00
100.00 .....	Other .....	100.00
1,100.00 .....	TOTAL: Trust Fund Clerk .....	1,100.00
	Conservation Commission:	
45,095.00 .....	Salary .....	45,703.00
45,095.00 .....	TOTAL: Conservation Commission .....	45,703.00
	Planning Board:	
25,073.00 .....	Salaries .....	600.00
2,141.00 .....	Wages .....	—
1,958.00 .....	Other .....	1,958.00
29,172.00 .....	TOTAL: Planning Board .....	2,580.00
	Zoning Board of Appeals:	
2,141.00 .....	Wages .....	—
775.00 .....	Other .....	789.00
2,916.00 .....	TOTAL: Zoning Board of Appeals.....	789.00
973,768.00 .....	SUB-TOTAL: GENERAL GOVERNMENT .....	1,020,249.00
	<b>PUBLIC SAFETY</b>	
	Police Department:	
146,303.00 .....	Salaries .....	147,026.00
945,764.00 .....	Wages .....	1,016,881.00
128,295.00 .....	Other .....	114,977.00
1,220,362.00 .....	TOTAL: Police Department.....	1,278,884.00
	Fire Department:	
94,424.00 .....	Salaries .....	98,152.00
432,574.00 .....	Wages .....	404,851.00
86,175.00 .....	Other .....	97,099.00
613,173.00 .....	TOTAL: Fire Department .....	600,102.00

## Appendix A: (continued)

Approved Appropriation Fiscal Year 2007	FY2007 GENERAL OPERATING BUDGET May 1, 2007 Annual Town Meeting	Approved Appropriation Fiscal Year 2008
	Ambulance Services:	
50,000.00 .....	Other .....	52,000.00
50,000.00 .....	TOTAL: Ambulance Service .....	52,000.00
	Inspectional Services:	
66,268.00 .....	Salaries .....	69,211.00
18,164.00 .....	Wages .....	18,718.00
5,504.00 .....	Other .....	6,604.00
89,936.00 .....	TOTAL: Inspectional Services .....	94,533.00
	Sealer Weights & Measures:	
1,500.00 .....	Salary .....	1,500.00
100.00 .....	Other .....	100.00
1,600.00 .....	TOTAL: Sealers Weights & Measure .....	1,600.00
	Animal Control Officer:	
8,500.00 .....	Salary .....	8,670.00
1,600.00 .....	Other .....	1,600.00
10,100.00 .....	TOTAL: Animal Control Officer .....	10,270.00
	Animal Inspector:	
6,525.00 .....	Salary .....	6,701.00
1,840.00 .....	Other .....	1,840.00
8,365.00 .....	TOTAL: Animal Inspector .....	8,541.00
1,993,536.00 .....	SUB-TOTAL: PUBLIC SAFETY .....	2,045,930.00
	<b>EDUCATION ELEMENTARY SCHOOLS</b>	
433,830.00 .....	General Administration .....	446,515.00
2,676,573.00 .....	Instructional Salaries .....	2,681,804.00
190,015.00 .....	Instructional Materials .....	160,465.00
127,710.00 .....	Other School Services .....	200,368.00
191,892.00 .....	Transportation Regular .....	197,649.00
230,675.00 .....	Fuel & Power .....	195,133.00
416,687.00 .....	Bldg. Oper. & Maintenance .....	434,606.00
1,489,841.00 .....	Special Needs .....	1,613,400.00
5,757,223.00 .....	TOTAL: Elementary Schools .....	5,929,940.00
5,757,223.00 .....	SUB-TOTAL - ELEMENTARY SCHOOLS .....	5,929,940.00

## Appendix A: (continued)

Approved Appropriation Fiscal Year 2007	FY2007 GENERAL OPERATING BUDGET May 1, 2007 Annual Town Meeting	Approved Appropriation Fiscal Year 2008
<b>PUBLIC WORKS AND FACILITIES</b>		
General Highway:		
69,973.00 .....	Salary.....	72,093.00
177,920.00 .....	Wages .....	183,609.00
240,258.00 .....	Other .....	268,655.00
488,151.00 .....	TOTAL: General Highway .....	524,357.00
Snow and Ice:		
67,033.00 .....	Wages .....	68,679.00
107,615.00 .....	Other .....	109,780.00
174,648.00 .....	TOTAL: Snow and Ice .....	178,459.00
Street Lights:		
20,160.00 .....	Other .....	20,653.00
20,160.00 .....	TOTAL: Street Lights .....	20,653.00
682,959.00 .....	SUB-TOTAL: PUBLIC WORKS .....	723,469.00
<b>HUMAN SERVICES</b>		
Board of Health:		
55,627.00 .....	Salary.....	60,937.00
4,976.00 .....	Wages .....	16,645.00
16,970.00 .....	Other .....	18,056.00
77,573.00 .....	TOTAL: Board of Health .....	95,638.00
MSW Collection, HHW & Recycling:		
335,005.00 .....	Services .....	342,795.00
335,005.00 .....	TOTAL: MSW Collection, HHW & Recycling .....	342,795.00
Recycling:		
3,000.00 .....	Other .....	7,500.00
3,000.00 .....	TOTAL: Recycling .....	7,500.00
Council On Aging:		
38,648.00 .....	Salary .....	39,692.00
40,183.00 .....	Wages .....	41,427.00
3,275.00 .....	Other .....	3,342.00
82,106.00 .....	TOTAL: Council On Aging .....	84,461.00
Tri Town Council:		
19,955.00 .....	Services .....	20,354.00
19,955.00 .....	TOTAL: Tri-Town Council .....	20,354.00

## Appendix A: (continued)

Approved Appropriation Fiscal Year 2007	FY2007 GENERAL OPERATING BUDGET May 1, 2007 Annual Town Meeting	Approved Appropriation Fiscal Year 2008
	HAWC:	
1,000.00 .....	Other .....	1,000.00
1,000.00 .....	TOTAL: HAWC .....	1,000.00
	Veterans' Benefits:	
1,600.00 .....	Other .....	3,410.00
1,600.00 .....	TOTAL: Veterans' Benefits .....	3,410.00
	Soldiers & Sailors Graves:	
750.00 .....	Other .....	800.00
750.00 .....	TOTAL: Soldiers & Sailors Graves .....	800.00
520,989.00 .....	SUB-TOTAL: HUMAN SERVICES .....	555,958.00
	<b>CULTURE &amp; RECREATION</b>	
	Library:	
170,078.00 .....	Salaries .....	176,737.00
139,002.00 .....	Wages .....	145,925.00
116,469.00 .....	Other .....	118,824.00
425,549.00 .....	TOTAL: Library .....	441,486.00
	Park and Cemetery Department:	
60,335.00 .....	Salary .....	61,937.00
109,588.00 .....	Wages .....	114,455.00
54,364.00 .....	Other .....	55,458.00
224,287.00 .....	TOTAL: Park & Cemetery Dept. ....	231,850.00
	Tree Department:	
2,768.00 .....	Salary .....	2,840.00
2,900.00 .....	Wages .....	2,975.00
8,825.00 .....	Other .....	9,000.00
14,493.00 .....	TOTAL: Tree Department .....	14,815.00
	Memorial Day/Veteran's Day:	
3,400.00 .....	Other .....	4,000.00
3,400.00 .....	TOTAL: Memorial Day/Veteran's Day .....	4,000.00
	Historical Commission:	
500.00 .....	Other .....	500.00
500.00 .....	TOTAL: Historical Commission .....	500.00
665,301.00 .....	SUB TOTAL: CULTURE & RECREATION .....	692,651.00

## Appendix A: (continued)

Approved Appropriation Fiscal Year 2007	FY2007 GENERAL OPERATING BUDGET May 1, 2007 Annual Town Meeting	Approved Appropriation Fiscal Year 2008
<b>DEBT SERVICE</b>		
539,000.00 .....	Long-Term Debt Principal .....	559,000.00
534,625.00 .....	Long -Term Debt Interest .....	513,940.00
5,000.00 .....	Interest for Temporary Loans .....	2,500.00
2,500.00 .....	Issue Cost .....	2,500.00
1,081,125.00 .....	TOTAL: DEBT SERVICE .....	1,075,440.00
1,081,125.00 .....	SUB TOTAL: DEBT SERVICE .....	1,075,440.00
<b>OTHER EXPENDITURES</b>		
Pensions:		
518,521.00 .....	Essex Retirement .....	618,800.00
518,521.00 .....	TOTAL: Pensions.....	618,800.00
Insurance:		
227,636.00 .....	Liability/Accident/Workmen's Compensation .....	255,497.00
1,171,266.00 .....	Life/Medical/Medicare .....	1,331,116.00
25,000.00 .....	Unemployment.....	25,000.00
1,423,902.00 .....	TOTAL: Insurance .....	1,611,613.00
1,942,423.00 .....	SUB-TOTAL OTHER EXPENDITURES .....	2,230,413.00
<b>13,620,252.00 .....</b>	<b>***TOTAL BUDGET APPROPRIATED*** .....</b>	<b>14,274,050.00</b>



# Appendix B: Fiscal 2008 Pay Grid

## Appendix B Town of Topsfield Pay levels - Effective 7/1/07

40 Hrs per week - Salaried Positions										2.7% adjustment	
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9		
S-3	\$27,213.18	\$28,307.17	\$29,439.47	\$30,911.43	\$33,017.02	\$34,007.53	\$35,027.77	\$36,078.59	\$37,160.98		
S-4	\$32,458.28	\$33,763.15	\$35,061.41	\$36,814.49	\$39,380.82	\$40,562.23	\$41,779.09	\$43,032.49	\$44,323.46		
S-5	\$38,778.81	\$40,337.77	\$41,888.87	\$43,983.29	\$47,049.38	\$48,460.83	\$49,914.68	\$51,412.12	\$52,922.01		
S-6	\$44,624.39	\$46,418.35	\$48,203.24	\$50,613.37	\$54,141.63	\$55,765.88	\$57,438.86	\$59,162.01	\$60,936.87		
S-7	\$52,061.08	\$54,153.99	\$56,184.81	\$59,048.18	\$63,164.36	\$64,951.07	\$67,011.08	\$69,021.41	\$71,092.06		
S-8	\$59,504.20	\$61,896.32	\$64,276.39	\$67,490.19	\$72,194.80	\$74,360.77	\$76,591.60	\$78,889.31	\$81,255.99		
S-9	\$60,854.05	\$63,300.45	\$65,734.52	\$69,021.24	\$73,832.68	\$76,047.67	\$78,329.12	\$80,678.97	\$83,099.35		
Hourly Positions								2.7% adjustment			
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9		
H-1	\$8.07	\$8.40	\$8.72	\$9.17	\$9.80	\$10.09	\$10.38	\$10.69	\$11.01		
H-2	\$9.27	\$9.64	\$10.02	\$10.55	\$11.26	\$11.59	\$11.94	\$12.29	\$12.67		
H-3	\$10.48	\$10.89	\$11.33	\$11.90	\$12.73	\$13.11	\$13.51	\$13.91	\$14.32		
H-4	\$11.66	\$12.15	\$12.63	\$13.27	\$14.19	\$14.61	\$15.06	\$15.52	\$15.97		
H-5	\$12.89	\$13.41	\$13.92	\$14.62	\$15.66	\$16.12	\$16.61	\$17.12	\$17.63		
H-6	\$14.08	\$14.63	\$15.22	\$15.98	\$17.13	\$17.64	\$18.17	\$18.70	\$19.29		
H-7	\$15.26	\$15.89	\$16.51	\$17.36	\$18.56	\$19.09	\$19.69	\$20.25	\$20.88		
H-8	\$16.52	\$17.19	\$17.90	\$18.76	\$20.08	\$20.68	\$21.29	\$21.92	\$22.58		
H-9	\$17.87	\$18.59	\$19.35	\$20.30	\$21.70	\$22.34	\$23.03	\$23.70	\$24.41		



# Financial Reports

Note:

All financial data cover the period July 1, 2006 through June 30, 2007.

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## Auditors' Report

The Independent Auditors' Report on General Purpose Financial Statements for the Town of Topsfield was conducted by Guisti, Hingston and Company, Certified Public Accountants on February 1, 2008.

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 2007 basic financial statements was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards as issued by the Comptroller General of the United States.

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

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



# Report of the Board of Assessors

John J. McArdle was re-elected to the Board of Assessors in May of 2007. Fiscal 2007 was the first year using the quarterly tax billing system. The first two bills are preliminary and are based upon a percentage of the preceding year's net tax. These bills are due August 1st and November 1st. The actual tax bill is issued with the third quarter bill and is due February 1st. The fourth quarter bill is due May 1st. The actual tax bill is based upon the tax levy. This is a net figure being the difference between all amounts to be raised less all estimated receipts and revenue sources. It is the sum of money the Town needs in order to conduct the Town's business. If the levy has increased over the previous year, then the difference is made up during the last two quarters. It is important to note that the Board of Assessors responsibility is with valuations, not tax dollars. Property owners who believe they are improperly assessed have until February 1st to file an appeal. When doing so they should keep in mind that the assessment date is January 1st preceding the start of the fiscal year and valuations are based on the prior calendar year's sales. If there is insufficient data, then the Board is required to use two years of data. The Board encourages property owner to come in and review their property record cards.

Respectfully submitted,

John W. Minnehan, *Chairman*  
Eldon D. Goodhue, *Clerk*  
John J. McArdle, *Member*

## Full and Fair Cash Valuations as of January 1, 2006 for Fiscal 2007

Real Property:	Residential.....	\$1,190,292,543
	Open Space .....	0
	Commercial .....	60,083,377
	Industrial.....	<u>16,761,800</u>
	Total Real Property.....	\$1,267,137,720
Personal Property:	Business Accounts.....	2,896,193
	Utility Accounts.....	<u>8,361,257</u>
	Total Personal Property.....	<u>11,257,450</u>
Total Taxable Real and Personal Property:.....		1,278,395,170
Exempt Property: .....		<u>71,265,100</u>
Total Valuation of All Property: .....		\$1,349,660,270
Tax Rate (Per \$1,000 Valuation):.....		\$11.57
Levy (Total taxes assessed for state, county and town purposes including overlay)		
	On Real Property .....	\$14,660,783.42
	On Personal Property .....	<u>\$ 130,248.70</u>
	Total Levy.....	\$14,791,032.12
Motor Vehicle and Trailer Excise Received in Calendar 2006		
	2005 Registered Cars .....	209
	2006 Registered Cars .....	6370
	Commissioner's Total Value: ..	\$40,349,200
	Excise Tax Total: .....	\$ 896,208.43

# Report of the Capital Program Committee

## Introduction

The Capital Program Committee (CPC) serves as an advisory committee to the Finance Committee and the Selectmen on matters concerning proposed capital expenditures for individual projects whose value is in excess of \$5,000 for the purchase of equipment, or in excess of \$10,000 for the acquisition of land or the construction or repair of buildings. Departments, boards and commissions submit any proposed capital requests on a standard form to the CPC to support their requests. Each Town department is requested to submit a five-year plan of their capital requirements to the CPC each year and a five-year plan is then summarized and submitted to the Finance Committee. After review and consideration, the plan is discussed in a joint meeting among the Finance committee, Selectmen and CPC. Projects which are selected for presentation to the Town at

the next Town Meeting are then added to the warrant and subject to the vote of the Town.

The Fiscal 2007 Report will be the final report of this Committee. Effective January 1, 2007, the responsibility for capital planning has been turned over to the Town Administrator pursuant to town meeting action on March 1, 2005.

## Fiscal 2007 Highlights

The CPC received requests totaling \$1,352,073 including \$190,000 from the Water Department, for expenditure or commitment during fiscal year 2008, and recommended a total of \$1,059,450 including \$150,000 for the Water Department for consideration by the Selectmen and Finance Committee. The significant items recommended in order of priority are listed in the table below.

Due to the fiscal constraints placed on the fiscal 2008 gross operating budget, the request for the replacement of the Proctor School Stair Treads was withdrawn by the School Department, and upon review the Finance Committee recommended and Selectmen placed the Bridges, HVAC System, Backhoe/Loader, School Double Doors, Sander, Town Hall Improvements and Copier, and the Water Meters on the warrant for town meeting action. Town Meeting approved the requests as submitted in the annual warrant.

Respectfully submitted,

David G. Strachan, *Chairman*  
A. Richard Gandt  
Heidi A. Fox  
Holger M. Luther  
Dennis B. Shinn

Replacement of Fire Engine	\$275,000
Replacement & Repairs to Highway Bridges	\$400,000
Repairs & Upgrade of Library HVAC System	\$87,000
Replacement of P&C Backhoe/Loader	\$44,100
Replacement of Proctor School Double Doors	\$6,500
Purchase & Installation of Fire EMS Data System	\$16,000
Replacement of Highway Sander	\$25,740
Refurbish Town Hall Flooring	\$15,000
Upgrade Fire Station HVAC	\$15,000
Replacement of Town Hall Copier	\$10,110
Replacement of Proctor School Stair Treads	\$15,000
Replacement of Water Meters (Year 3)	\$150,000
Total	\$1,059,450.00

# Report of the Finance Committee

April 6, 2007

*Town of Topsfield Fiscal Year 2008 Revenue and Expense Plan Finance Committee Overview and Recommendations*

Dear Fellow Citizens:

In accordance with the bylaws of the Town of Topsfield, we the members of the Finance Committee have completed our review of, and prepared recommendations regarding, the Town's Operating Budget for fiscal year 2008 (FY08) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7PM on May 1, 2007. The proposed budgets were prepared by department managers with reference to guidelines established by the Finance Committee. The additional articles were placed on the warrant by the Board of Selectmen on their own behalf and on behalf of other Town Boards. This letter outlines some of the significant issues and facts that our committee has considered. You may find these important to your decision making process.

The FY08 budget recommended by the Finance Committee includes total appropriations in the amount of \$20,938,339 representing an increase of 3.09% over FY07. After making adjustments for state aid and other revenue and assessments, the resulting total to be raised through real estate taxes will be \$15,531,886, an increase of 4.85% over the current year. This increase includes substantial funding for increased pension fund costs, medical insurance premiums, and costs associated with the restructuring of town government including the hiring of a Town Administrator.

The FY08 budget reflects the impact of all costs associated with annual pay raises for non-union town employees, including step raises in accordance with the currently applicable experience grid, a rate increase of 2.7% over the average FY07 rate, and longevity bonuses as recommended by the Personnel Board. The budget also reflects similar increases in personnel costs that have been agreed to under collective bargaining agreements with union employees by the Selectmen.

Included among the contributing factors to the increases in the proposed budget are the following:

- *Public Safety* – The Public Safety budget has been increased by \$47,687 or 2.39% for FY08.
- *Elementary Schools* – The elementary school budget for FY08 has increased by \$172,717 or 3.0% over the previous year. This increase is consistent with the recommended Finance Committee guidelines.
- *Public Works and Facilities* – This budget has been increased by \$40,510 or 5.93% for FY08. This growth in spending is directly related to the annual lease payment for the sidewalk plow purchased in FY07.
- *Pension & Insurance* – Primarily as a result of the continuing acceleration of health and medical insurance related costs throughout the Commonwealth, the Pensions and Insurance obligations for the Town are budgeted to

increase by \$287,990 or 14.8%. These double-digit increases are expected to continue for the foreseeable future and will have a significant impact on the funds available to provide other services to the citizens of Topsfield.

- *Masconomet Regional School* – The Topsfield Assessment for the Masconomet Regional School budget for FY08 has increased by \$309,684. Our recommendation for the funding of this expense includes \$231,407 as an increase under Article XI and an additional \$78,277 through a Proposition 2 ½ ballot question. In the event that the proposition 2 ½ ballot question is defeated at the polls, and the towns of Boxford and Middleton both approve the requested funding in its entirety, the Town of Topsfield will be required to fully fund the budget request. Our current projections, based on the information most recently provided to us by the state legislature and as included in the Governor's proposed budget, show a \$135,113 or 7.1% increase in Chapter 70 and other State Aid. It should be noted that this proposed funding remains under discussion within the state legislature.

In addition to the above discussed items the FY08 recommended budget includes capital expenditures in the amount of \$212,290. While our recommendation represents a relatively small percentage of the numerous requests endorsed by the Capital Program Committee for FY08 we believe our proposed expenditures to be

financially prudent. We encourage you to review the warrant for our specific recommendations. We should point out that the Finance Committee supports the capital expenditures and believes them to be important to the operation of our Town. We recommend your consideration of these expenditures.

The Topsfield Finance Committee believes its recommendations are consistent with the ideals of our community and are responsive to the needs of the taxpayers. 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 of the important decisions before you.

Respectfully submitted,

Topsfield Finance Committee  
Joel L. Uchenick, *(deceased)*  
Mark B. Lyons, *Acting Chairman*  
Paul E. Dierze  
Kathryn S. Hartmann  
Holger M. Luther  
Trudi I. Perry  
Dana E. Warren, Jr.



*Concert on the Common, August 2007.*

(PHOTOS BY ELIZABETH COUGHLIN, COURTESY OF THE VILLAGE REPORTER)



# Report of the Town Accountant

Pursuant to the General Laws of Massachusetts Chapter 41 Section 61, I submit here with the reports of the accounts of Topsfield for the fiscal year ending June 30, 2007. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2007.

Respectfully submitted,

Pamela J. Wood  
*Town Accountant*

## Statement of Town Debt

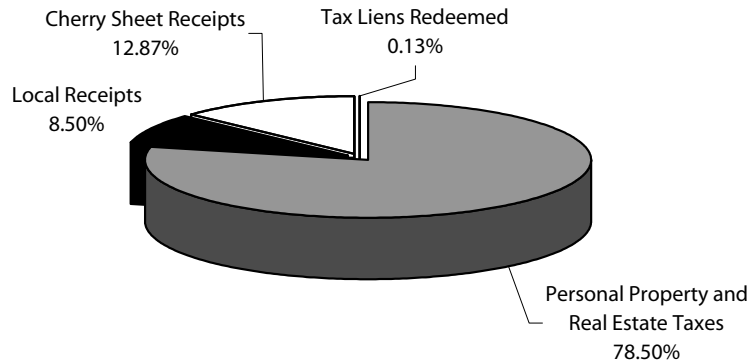
As of June 30, 2007		
Outstanding Debt - July 1, 2006		
Multi-Purpose 2001	3,395,000.00	
Multi-Purpose 2002	8,115,000.00	\$ 11,510,000.00
Less Debt Retired During the Year:		
Multi-Purpose 2001	195,000.00	
Multi-Purpose 2002	350,000.00	545,000.00
Outstanding Debt - June 30, 2007		
Multi-Purpose 2001	3,200,000.00	
Multi-Purpose 2002	7,765,000.00	10,965,000.00

# Report of the Town Accountant (continued)

## Fiscal 2007

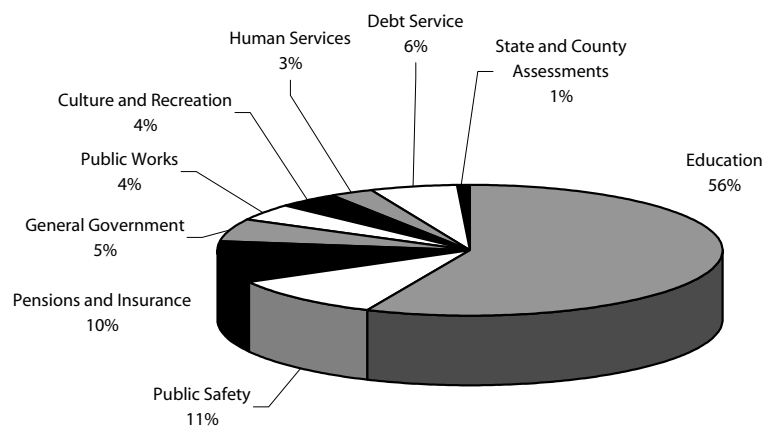
### General Fund Revenues

(See pages 81 through 89)



### General Fund Expenditures

(See pages 90 through 98)



**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2007**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
<b>GENERAL FUND REVENUE</b>				
<b>Taxes</b>				
Personal Property:				
Levy of 2007	\$ 129,475.90			
Levy of Prior Years	<u>462.45</u>	\$ 129,938.35	\$ 130,248.70	(\$310.35)
Real Estate:				
Levy of 2007	14,401,345.06			
Levies of Prior Years	<u>200,140.67</u>	14,601,485.73	14,660,783.42	(59,297.69)
Tax Liens:				
Redeemed	23,818.08	23,818.08		23,818.08
Other Tax Revenue:				
Withdrawal Penalty Tax Ch 61A	<u>0.00</u>	0.00		0.00
Motor Vehicles Excise:				
Levy of 2007	725,686.41			
Levy of 2006	117,835.61			
Levies of Prior Years	<u>8,163.28</u>	851,685.30	825,000.00	26,685.30
Interest & Penalties on Taxes:				
Real & Personal Property	19,657.37			
Motor Vehicle Excise	6,123.12			
Tax Liens	<u>1,803.07</u>	27,583.56	31,900.00	(4,316.44)
In Lieu of Taxes	48,232.50	48,232.50	47,000.00	1,232.50

**TOWN OF TOPSFIELD**  
**STATEMENT OF REVENUE – BUDGET VS. ACTUAL**  
**FISCAL YEAR ENDING JUNE 30, 2007**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Other Charges for Services:			
Town Hall - Copier	992.45		
Assessors - Sale of Maps	724.20		
Accident Report & Miscellaneous	598.50		
Tax Collector - Municipal Liens	4,000.00		
Firearms Licensing	2,137.50	9,000.00	(547.35)
Fees:			
Tax Collector Demands	4,350.00		
Deputy Collector	6,516.00		
Town Clerk Fees	10,343.06		
Town Clerk Dog License Fees	10,434.00		
Planning Board Fees	1,200.00		
Zoning Board Fees	3,500.00		
Animal Control Officer	50.00		
Police Special Detail	30,036.53		
Fire Special Detail	5,709.06	80,000.00	(7,861.35)
Other Departmental Revenue:			
Conservation Commission			
Planning Board			
Recycling Committee	1,027.00		
Recycling Sticker Program	53,650.00		
Sealer of Weights & Measures	630.00	60,000.00	(4,693.00)
	55,307.00		

**TOWN OF TOPSFIELD**  
**STATEMENT OF REVENUE – BUDGET VS. ACTUAL**  
**FISCAL YEAR ENDING JUNE 30, 2007**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Licenses & Permits:			
Alcohol License	3,750.00		
Auction Permits	255.00		
Building Permits	98,933.00		
Class I & II Licenses	1,800.00		
Electrical Permits	25,057.00		
Fairgrounds Permits	31,190.00		
Fire Permits	20,100.00		
Food Licenses	23,013.75		
Gas Permits	5,195.00		
Installer Permits	3,675.00		
Massage Therapy Permits	846.00		
Milk Licenses	50.00		
Miscellaneous Permits	125.00		
Plumbing Permits	8,725.00		
Septic Permits			
Sign Permit	500.00		
Street Opening Permits	175.00		
Tobacco Sales	50.00		
Victualler License	400.00		
Well Permits	19,075.00	225,000.00	17,914.75
	242,914.75		

**TOWN OF TOPSFIELD**  
**STATEMENT OF REVENUE – BUDGET VS. ACTUAL**  
**FISCAL YEAR ENDING JUNE 30, 2007**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
State Aid - Cherry Sheet - Mass School Bus. Authority:			
Abatements to Elderly	3,016.00	3,018.00	
Abatements to Vets, Blind, Surv Spouses	10,150.00	3,838.00	
Veteran Benefits Ch 115	731.00	9,044.00	
State Owned Land	122,934.00	122,934.00	
School Aid - Chapter 70	946,951.00	946,951.00	
- School Choice Assessment			
- School Bldg. Assistance	542,622.00	542,622.00	
Additional Assistance	253,284.00	253,284.00	
Police Career Incentive	33,605.11	32,872.00	
Lottery	501,895.00	501,895.00	
	2,415,188.11	2,416,458.00	(1,269.89)
Fines & Forfeits:			
Conservation Commission Fines	5,025.00		
Court Fines	11,150.00		
Parking Fines	875.00		
RMV Charges	40,575.27	50,000.00	7,625.27
Earnings on Investments:	222,715.49		
Transfer to Enterprise Fund	(49,851.16)	90,000.00	82,864.33

**TOWN OF TOPSFIELD**  
**STATEMENT OF REVENUE – BUDGET VS. ACTUAL**  
**FISCAL YEAR ENDING JUNE 30, 2007**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Miscellaneous:			
Town of Middleton reimb Ambulance Service	33,777.10		
Return Check Fees	800.00		
Cancelled Payments Prior Year	7,093.78		
Commonwealth Veteran's Training	186.18		
Betterment Lien	10.00		
Cable Committee	25.00		
Comcast (Cable fee)	982.50		
Council on Aging Reimbursement Postage	25.00		
UCC Rebate from Commonwealth	111.57		
Library Fax Revenue	433.81		
Public Record Fee	11.87		
Comm Dept Conservation Forest Fee Rebate			
Medicare Reimbursement	5,448.01		
Medicare Part D	7,702.71		
Abandoned Property Comm of Mass	100.50		
Special Permit			
Estimated Receipts	588.60		
MIIA Property & Casualty	651.00		
Verizon License	28.50		
Tax Collector Receipt	235.21		
Sale of Town Vehicle	58,211.34	500.00	57,711.34
<b>Total General Fund Revenue &amp; Other Financing Sources</b>	<b>18,765,445.62</b>	<b>21,042,348.12</b>	<b>139,555.50</b>

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2007**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
<b>OTHER SPECIAL REVENUE</b>			
Local Revenue:			
Board of Health Ch 44:53G	11,051.47		
Cable Advisory Committee Gift/Grant	49,000.00		
Cemetery Revolving	18,878.08		
Conservation Fund Ch 40 S 8C	178.15		
Conservation Revolving Fund	26,022.10		
Conservation Wetland Fees	7,575.00		
Conservation Consulting Ch 44:53G	32,665.00		
Conservation Commission Gift Acct	300.00		
Conservation Gift Hickory Beech	2,575.77		
Council on Aging Betty Wogan Memorial Fund			
Council on Aging Gift	3,686.88		
Council on Aging Meals on Wheels	6,620.25		
Council on Aging Transportation Donation	2,501.15		
Council on Aging Activities/Fitness	48.00		
Fire Dept EMS Equipment Gift	95.00		
Insurance & Restitution - Fire	500.00		
Insurance & Restitution-Police			
Insurance & Restitution Injured Police	136,667.80		
Insurance & Restitution-Library	26,500.00		
Insurance & Restitution-School			
Library Gift, Miscellaneous	1,065.00		
Library Lost Book Revolving	1,847.50		
Library Repair 2018 Loan Subsidy			
Library Historical Records Grant	880.00		
Open Space Fund Ch 40 S 8C	6.05		
Park Revolving Fund Ch 44 53 E 1/2	26,661.00		
Plannin Board Consulting Ch 44:53G	20,779.94		
Police, D.A.R.E. Donation	2,440.00		
Police, Gift Account			
Police, Law Enforcement Trust			



**TOWN OF TOPSFIELD**  
**STATEMENT OF REVENUE – BUDGET VS. ACTUAL**  
**FISCAL YEAR ENDING JUNE 30, 2007**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Recreation & Park Revolving Ch44 53 D	2,945.00		
Recreation Committee Gift	900.00		
Sale of Cemetery Lots (includes int)	9,828.62		
Scholarship Fund Chapter 712	1,130.08		
School Cafeteria	177,769.19		
School Education Fund Chapter 71 26-93	437.26		
School Full Day Kindergarten	13,725.00		
School Gift T E S P T O	500.00		
School - Historical Society Gift			
School Instrumental Music Rev	48,723.15		
School Lost Book Revolving	42.00		
School Pre-School Tuition Rev	112,933.00		
School Rental of Surplus	7,501.43		
School Student Activity Ch71:47			
Stabilization Fund Interest	26,154.23		
Zoning Board Consultant Fund Ch 44:53G	0.12		
	<hr/>	781,133.22	
State Revenue:			
Council on Aging Formula Grant	7,604.00		
Council on Aging Service Incentive Grant			
Cultural Council	4,000.00		
Extended Polling Hours			
Fire MEMA Certification Grant			
Fire Safety Equipment Grant	5,300.00		
Fire Safety Grant	3,456.20		
Fire MDPH Ambulance Task Force Grant	1,000.00		
Fire Cooperative Fire Protection	487.20		
Highway - Chapter 90			
Highway - Smart Growth Grant	346,363.44		

**TOWN OF TOPSFIELD**  
**STATEMENT OF REVENUE – BUDGET VS. ACTUAL**  
**FISCAL YEAR ENDING JUNE 30, 2007**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Library - LIG/MEG Grant	11,929.86		
Library - Sciene Technology Grant			
Library - Supplemental Grant	600.00		
Police-GHSB Grant	5,213.44		
School - School Foundation Enrollment Aid fy05			
School - Academic Support Grant			
School - Circuit Breaker Grant FY07	24,116.00		
	<hr/>		
	410,070.14		
Federal Revenue:			
Board of Health - MDPH Emergency Preparedness	7,000.00		
Council on Aging Title III Grant	3,411.18		
FEMA	70,501.52		
Fire - FEMA Assist Firefighters Grant			
Fire - Volunteer Fire Assittance			
Fire - Local I Preparedness Grant	460.00		
Fire - Child Passenger Safety Equipment	1,958.72		
Highway - FEMA/MEMA Snow & Ice			
Police Community Policing Grant	11,299.00		
Police - Bullet Proof Vests			
School - Drug Free Schools	1,910.00		
School - Early Childhood Allocation	2,902.00		
School - Enhanced Educ through Technology	314.00		
School - SPED Corrective Action			
School - SPED Program Improvement	7,200.00		
School - Teacher Quality Grant	9,950.00		
School - Title I Grant	8,786.00		
School - Title 5 Grant	427.00		
School - 94-142 Allocation Grant	115,196.00		
School - Gifted & Talented			
School - Katrina Assistance			
	<hr/>		
	5,000.00		
		246,315.42	
Total Other Special Revenue		<hr/>	
		1,437,518.78	

**TOWN OF TOPSFIELD  
STATEMENT OF REVENUE – BUDGET VS. ACTUAL  
FISCAL YEAR ENDING JUNE 30, 2007**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
<b>TRUST FUND REVENUE</b>			
Net Gain/Loss on Investments	963,556.13		
Total Trust Fund Revenue	963,556.13		
<b>WATER ENTERPRISE REVENUE</b>			
User Charges & Connection Fees	690,806.04	691,182.00	(375.96)
Water Betterments	10,357.33	9,445.00	912.33
Water Betterments Tax Lien			
Non Recurring Miscellaneous	85.56		85.56
Insurance & Restitution Transfer from General Fund			
Sale of Equipment			
State Revenue	72,699.00		72,699.00
Interest Income Transfer from General Fund	49,851.16	31,555.00	18,296.16
Total Water Enterprise Revenue	823,799.09	732,182.00	91,617.09
<b>SOLID WASTE ENTERPRISE REVENUE</b>			
Interest Income	18,768.83		
Total Solid Waste Enterprise Revenue	18,768.83		18,768.83
Total Revenue & Other Financing Sources - Fiscal 2007	\$ 22,009,088.45		

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2007**

	Balance Forward 2006	Original Appropriation 2007	Transfers-Adjustments 2007	Receipts 2007	Expended 2007	Close to Treasury 2007	Balance Forward 2008
<b>GENERAL GOVERNMENT</b>							
Moderator		50.00				50.00	
Board of Selectmen							
Salaries		119,723.00	1,454.00		121,177.00	-	
Wages		54,507.00	(19,306.00)		34,817.19	383.81	
Other	622.50	31,508.00	3,136.00		34,174.83	439.88	651.79
Selectmen's Special							
Other	20,097.82	75,700.00	51,338.00		140,597.38	2,478.72	4,059.72
Parking Clerk - Other		125.00			96.00	29.00	
Finance Committee							
Wages		2,196.00			827.34	1,368.66	
Other		1,850.00	(1,000.00)		165.00	685.00	
A2 Reserve Fund		210,852.00				122,203.56	
Transfers to:							
Board of Health - Wages			(7,000.00)				
Board of Health - Wages			(6,000.00)				
Police Accident			(7,500.00)				
Police Accident			(1,848.18)				
Selectmen Special - Other			(900.00)				
Police Accident			(1,973.83)				
Library - Other			(5,177.00)				
Police Accident			(1,872.96)				
Selectmen Special			(1,200.00)				
Police Accident			(2,292.07)				
Selectmen Special			(19,619.00)				
Town Hall - Other			(3,850.00)				
Town Hall - Other			(750.00)				
School Street Garage - Other			(222.17)				
Police Accident			(6,548.72)				
Police Accident			(1,104.06)				
Tree - Other			(9,100.00)				
Library - Other			(2,205.52)				
Town Clerk - Other			(1,406.93)				
Unemployment Insurance			(4,700.00)				
Park & Cemetery - Other			(3,378.00)				
Town Accountant							
Salary		59,336.00			59,336.00	-	
Wages		31,250.00			26,162.93	5,087.07	
Other		21,555.00			21,554.37	0.63	
Board of Assessors							
Salaries		64,836.00			64,836.00	-	
Wages		34,054.00			34,053.04	0.96	
Other		16,300.00			11,195.43	5,079.57	25.00
A23/02ATM Triennial Re-Cert Update	6,390.00						
A17/03ATM Assessors' Computer Upgrade	3,737.84						
A6/05STM FY06 Triennial Update	13,779.00						
					2,038.65	-	1,699.19
					12,279.00	1,500.00	

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2007**

	Balance Forward 2006	Original Appropriation	2007 Transfers-Adjustments	2007 Receipts	2007 Expended	2007 Close to Treasury	Balance Forward 2008
Town Treasurer/Collector							
Salaries		59,336.00			59,336.00	-	
Wages		66,961.00			64,438.15	2,522.85	
Other	178.42	36,275.00			29,916.05	5,221.37	1,316.00
Town Hall							
Wages		33,147.00			32,819.90	327.10	
Other		81,192.00	4,600.00		80,173.00	124.29	5,494.71
A18/03ATM Town Hall Computer Upgrade	758.32				679.08	79.24	
A5/04STM Town Hall Computer Upgrade	3,380.28				1,904.49	-	1,475.79
A5/05STM TH Comp Sys Upgrade	6,554.43				1,650.00	-	4,904.43
A4/06STM Town Hall Improvements	10,570.00					-	10,570.00
A16/06ATM TH Comp Sys Upgrade		15,000.00			5,611.17	-	9,388.83
A17/06ATM TH Electrical Upgrade		25,000.00			2,100.00	-	22,900.00
School Street Building - Other		820.00	222.17		822.63	163.61	55.93
Personnel Board							
Other		300.00			120.00	180.00	
Town Website/Cable Advisory							
Wages		5,425.00			4,902.57	522.43	
Other		3,500.00			3,500.00	-	
Town Clerk							
Salaries		53,490.00			53,490.00	-	
Wages		28,044.00			28,037.34	6.66	
Other		14,005.00	1,406.93		15,411.93	-	
A39/93ATM Town Codification	3,799.82				212.58	-	3,587.24
Trust Fund Clerk							
Salary		1,000.00			1,000.00	-	
Other		100.00				100.00	
Conservation Commission							
Salary		45,095.00			44,502.00	593.00	
Planning Board							
Salaries		25,073.00	(7,903.00)		17,082.28	87.72	
Wages		2,141.00	(86.00)		287.32	1,767.68	
Wages - Prior Year			86.00		86.00	-	
Other	400.00	1,958.00			2,347.00	11.00	
Zoning Board							
Wages		2,141.00	(203.20)		274.26	1,663.54	
Wages - Prior Year			203.20		203.20	-	
Other	300.00	775.00			802.89	176.85	95.26
<b>TOTAL GENERAL GOVERNMENT</b>	<b>70,568.43</b>	<b>1,224,620.00</b>	<b>(54,700.34)</b>	<b>-</b>	<b>1,015,020.00</b>	<b>159,244.20</b>	<b>66,223.89</b>

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2007**

	Balance Forward 2006	Original Appropriation 2007	Transfers-Adjustments 2007	Receipts 2007	Expended 2007	Close to Treasury 2007	Balance Forward 2008
<b>PUBLIC SAFETY</b>							
Police Department							
Salaries		146,303.00	(22,517.00)		123,785.85	0.15	
Wages		945,764.00	57,373.00		993,011.04	10,125.96	
Other	72.00	128,295.00			124,953.04	471.55	2,942.41
Fire Department							
Salaries		94,424.00			94,324.00	100.00	
Wages		432,574.00	(10,069.00)		390,146.65	32,358.35	
Wages - Prior Year	20,000.00		10,069.00		26,659.05	3,409.95	
Other	939.00	86,175.00			82,877.83	229.16	
A21/06ATM Fire Station Window Replacement		15,000.00				-	4,007.01
Ambulance Service - Other		50,000.00			50,000.00	-	15,000.00
Inspectional Services							
Salaries		66,268.00			65,210.56	1,057.44	
Wages		18,164.00			17,466.39	697.61	
Other		5,504.00			5,464.27	39.73	
Sealer of Weights and Measures							
Salaries		1,500.00			1,500.00	-	
Other		100.00				100.00	
Animal Control Officer							
Salary		8,500.00			8,500.00	-	
Other		1,600.00			113.93	1,486.07	
Animal Inspector							
Salary		6,525.00			6,525.00	-	
Other		1,840.00			905.00	935.00	
<b>TOTAL PUBLIC SAFETY</b>	<b>21,011.00</b>	<b>2,008,536.00</b>	<b>34,856.00</b>	<b>-</b>	<b>1,991,442.61</b>	<b>51,010.97</b>	<b>21,949.42</b>
<b>EDUCATION</b>							
Elementary Schools							
Administration		433,830.00			631,587.46	(197,757.46)	
Instructional Salaries		2,676,573.00			3,418,040.15	(741,467.15)	
Instructional Materials		190,015.00			39,261.08	150,753.92	
Other School Services		127,710.00			226,516.17	(98,806.17)	
Transportation Regular		191,892.00			300,161.06	(108,269.06)	
Fuel and Power		230,675.00			196,594.93	34,080.07	
Building, Operations and Maintenance		416,687.00			374,392.03	42,294.97	
Special Needs		1,489,841.00			255,207.78	1,234,633.22	
<b>FY2007 Elementary Education Operating Budget</b>	<b>-</b>	<b>5,757,223.00</b>	<b>-</b>	<b>-</b>	<b>5,441,760.66</b>	<b>79,532.48</b>	<b>235,929.86</b>
Prior Year Elementary School Expenditures	82,087.69				66,537.21	15,550.48	
A22/05ATM Proctor School Gym Floor	53,247.00				51,841.00	-	1,406.00
A22/06ATM Installation of Security System		14,728.00			14,728.00	-	
Masconomet Regional School Assessment		5,158,035.00			5,088,691.99	69,343.01	
North Shore Vocational Tech Assessment		23,751.00			23,486.00	265.00	
<b>TOTAL EDUCATION</b>	<b>135,334.69</b>	<b>10,953,737.00</b>	<b>-</b>	<b>-</b>	<b>10,687,044.86</b>	<b>164,690.97</b>	<b>237,335.86</b>

**TOWN OF TOPSFIELD**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING JUNE 30, 2007**

	Balance Forward	2007	2007	2007	2007	2007	2007	Balance Forward
	2006	Original Appropriation	Transfers-Adjustments	Receipts	Expended	Close to Treasury		2008
<b>PUBLIC WORKS</b>								
General Highway								
Salary		69,973.00			69,973.00	-		
Wages		177,920.00			171,015.38	6,904.62		
Other	62,453.70	240,258.00			287,652.53	12,393.69		2,665.48
A38/04ATM Road,Bridge,Sidewalk	4,513.77				1,719.89	-		2,793.88
A18/06ATM Pur/Repl Highway Dump Truck		45,000.00			44,147.01	-		852.99
A23/06ATM Pur/Ls Multipurpose Tractor		28,800.00			23,837.00	-		4,963.00
Snow and Ice						-		
Wages		67,033.00			65,441.95	1,591.05		
Other		107,615.00	15,000.00		120,217.21	2,397.79		
Street Lights		20,160.00			19,346.03	760.96		53.01
<b>TOTAL PUBLIC WORKS</b>	<b>66,967.47</b>	<b>756,759.00</b>	<b>15,000.00</b>	<b>-</b>	<b>803,350.00</b>	<b>24,048.11</b>		<b>11,328.36</b>
<b>HUMAN SERVICES</b>								
Board of Health								
Salary		55,627.00	(8,600.00)		46,948.91	78.09		
Wages		4,976.00	13,000.00		17,400.21	575.79		
Other	164.00	16,970.00			15,097.21	1,157.06		879.73
MSW Collection and Recycling		335,005.00			306,524.28	921.97		27,558.75
A10/01STM Improvements to Landfill	21,754.00					-		21,754.00
Recycling								
Other	2,370.00	3,000.00			4,574.00	796.00		
Council on Aging								
Salary		38,648.00			38,648.00	-		
Wages		40,183.00			38,783.65	1,399.35		
Other		3,275.00			3,275.00	-		
Tri-Town Council		19,955.00			19,955.00	-		
H A W C		1,000.00			1,000.00	-		
Veteran's Benefits & Services		1,600.00			240.01	240.01		
Soldier/Sailor Graves		750.00			1,359.99	750.00		
<b>TOTAL HUMAN SERVICES</b>	<b>24,288.00</b>	<b>520,989.00</b>	<b>4,400.00</b>	<b>-</b>	<b>493,566.25</b>	<b>5,918.27</b>		<b>50,192.48</b>

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2007**

	Balance Forward	2007	2007	2007	2007	2007	2007	Balance Forward
	2006	Original Appropriation	Transfers-Adjustments	Receipts	Expended	Close to Treasury		2008
<b>CULTURE AND RECREATION</b>								
Library								
Salary		170,078.00	1,200.00		171,126.82	151.18		
Wages		139,002.00	(1,200.00)		137,802.00	-		
Other	823.65	116,469.00	7,382.52		122,403.78	-		2,271.39
A21/05ATM Library Exterior Repair Paint	25,500.00				20,890.80	-		4,609.20
A19/06ATM Repoint/Seal Library Exterior		12,500.00			9,450.00	3,050.00		
Park and Cemetery								
Salary		60,335.00			60,335.00	-		
Wages		109,588.00			109,588.00	-		
Other	387.59	54,364.00	3,378.00		56,443.75	10.84		1,675.00
A20/06ATM Purchase 1 Ton Dump Truck		37,500.00			33,165.00	4,335.00		*
A7/01 ATM Emerson Lease		750.00			750.00	-		
Tree Department								
Salary		2,768.00			2,768.00	-		
Wages		2,900.00			2,704.77	195.23		
Other	4,900.00	8,825.00	9,100.00		14,340.20	5,184.80		3,300.00
A12/96ATM Tree Planning	173.86					173.86		
Historical Commission								
Other		500.00			97.86	402.14		
Memorial Day								
Other		3,400.00			2,943.24	456.76		
A13/01STM Cultural Council Matching Grant	569.05				500.00	69.05		
<b>TOTAL CULTURE AND RECREATION</b>	<b>32,354.15</b>	<b>718,979.00</b>	<b>19,860.52</b>	<b>-</b>	<b>745,309.22</b>	<b>14,028.86</b>		<b>11,855.59</b>
<b>DEBT SERVICE</b>								
Long Term Debt Interest		534,625.00			534,624.38	0.62		
Interest Temporary Loans		5,000.00	(5,000.00)			-		
Long Term Debt Principal		539,000.00			539,000.00	-		
Debt Issue Costs		2,500.00			1,500.00	1,000.00		
<b>TOTAL DEBT SERVICE</b>	<b>-</b>	<b>1,081,125.00</b>	<b>(5,000.00)</b>	<b>-</b>	<b>1,075,124.38</b>	<b>1,000.62</b>		<b>-</b>
<b>OTHER EXPENDITURES</b>								
Pensions - Essex Regional Retirement		518,521.00			518,521.00	-		
Insurance - Unemployment		25,000.00	(10,300.00)		6,799.37	6,332.63		1,568.00
Insurance - Hospital		1,044,225.00	12,600.00		1,054,534.10	2,290.90		
Insurance - Life		6,591.00			5,170.21	1,420.79		
Insurance - Medicare		120,450.00			103,622.31	16,827.69		
Insurance - Town		184,524.00	(5,000.00)		178,897.83	626.17		
Insurance - Town - Workman's Comp		43,112.00			41,996.90	1,115.10		
A5/06STM Medical Bills Injured Officer					27,070.54	-		9,575.00
State Assessment - Cherry Sheet	3,505.72	153,542.00	33,139.82		155,422.00	(1,880.00)		
<b>TOTAL OTHER EXPENDITURES</b>	<b>3,505.72</b>	<b>2,095,965.00</b>	<b>30,439.82</b>	<b>-</b>	<b>2,092,034.26</b>	<b>26,733.28</b>		<b>11,143.00</b>
<b>Total General Fund</b>	<b>354,029.46</b>	<b>19,360,710.00</b>	<b>44,856.00</b>	<b>-</b>	<b>18,902,891.58</b>	<b>446,675.28</b>		<b>410,028.60</b>



**TOWN OF TOPSFIELD**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING JUNE 30, 2007**

	Balance Forward 2006	Original Appropriation 2007	Transfers-Adjustments 2007	Receipts 2007	Expended 2007	Close to Treasury 2007	Balance Forward 2008
<b>CAPITAL PROJECTS FUND</b>							
A2/96OTM Library Expansion	4,273.97					-	4,273.97
A31/97ATM Landfill Park Closure	0.06					-	0.06
A16/98ATM Close/Cap Landfill	6,466.14					-	6,466.14
A17/98ATM Grade Landfill	5.25					-	5.25
<b>Total Capital Projects Fund</b>	<b>10,745.42</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,745.42</b>
<b>WATER DEPARTMENT - ENTERPRISE</b>							
Salary		60,336.00	16,210.84		76,546.84	-	
Wages		147,282.00			131,167.51	16,114.49	
Other		214,452.00	(193.75)		207,803.96	2,371.09	4,820.55
Other - Prior Year Bill	737.35		193.75		193.75	-	
Water Reserve Fund		125,000.00				108,789.16	
Transfers to:							
A30/05ATM Water Main Washington, Grove, Gail			(70,000.00)				
Salaries			(16,210.84)				
Debt Interest		5,362.00			5,361.88	0.12	
Debt Interest Temporary Loans		27,000.00			19,229.99	7,770.01	
Debt Principal		6,000.00			6,000.00	-	
Unanticipated Emergencies		75,000.00				75,000.00	
Transfers to:							
A35/97ATM A24/98ATM Water Supply Search	9,200.00					9,200.00	
A25/99ATM Engineering Services Water Projects	35,448.55					-	25,153.55
A32/00ATM Search Deep Rock Wells	69,706.53					69,706.53	
A5/02STM Replace Water Control Data Sys	519.09					519.09	
A22/03ATM Ren Perk Row & Nth St Pump Station	78,186.34					-	78,186.34
A23/01ATM Replace North Street Roof	2,649.08					2,649.08	
A32/02ATM Confined Space Equipment	20,914.00					-	20,914.00
A20/03ATM Engineering Ipswich Road	1,550.00					-	1,550.00
A21/03ATM Salem Road Water Main Ext	24,898.13					24,898.13	
A42/04ATM North St Well Fld Re	40,000.00					-	
A32/05ATM Meter Replacement		150,000.00			11,323.87	-	28,676.13
A30/05ATM Water Main Washington, Grove, Gail			70,000.00		76,392.34	-	73,607.66
BAN Issued	97,051.46				57,409.79	12,590.21	
A25/06ATM Eng Wash St Water Main		30,000.00			97,051.46	-	30,000.00
<b>Total Water Enterprise Fund</b>	<b>380,860.53</b>	<b>840,432.00</b>	<b>-</b>	<b>-</b>	<b>698,776.39</b>	<b>329,607.91</b>	<b>262,908.23</b>
<b>SOLID WASTE ENTERPRISE FUND</b>							
A18/05ATM Annual Engineering & Monitoring	9,520.25				1,522.62	7,997.63	-
A15/06ATM Annual Engineering & Monitoring		34,795.00			24,900.98	-	9,894.02
<b>Total Solid Waste Enterprise Fund</b>	<b>9,520.25</b>	<b>34,795.00</b>	<b>-</b>	<b>-</b>	<b>26,423.60</b>	<b>7,997.63</b>	<b>9,894.02</b>
Balance Forward from 2006-2007	755,155.66						
2007 Appropriations Including Transfers		20,235,937.00	44,856.00				
Receipts, Refunds & Other							
Expended							
Close to Treasury					19,628,091.57	784,280.82	693,576.27
Balance Forward to 2007-2008							

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2007**

	Balance Forward	2007	2007	2007	2007	2007	2007	Balance Forward
	2006	Original Appropriation	Transfers-Adjustments	Receipts	Expended	Close to Treasury	2008	
<b>NON APPROPRIATION EXPENDITURES</b>								
State Grants:								
Council on Aging Formula Grant				7,604.00	7,604.00	-		
Council on Aging Service Incentive Grant						-		
Cultural Council	1,800.00			4,000.00	1,800.00	-		4,000.00
Extended Polling Hours						-		
Fire Safety Grant	3,983.54			3,456.20	568.15	-		6,871.59
Fire Safety Equipment Grant	6,999.44			5,300.00	5,300.00	-		6,999.44
Fire-MEMA Certification Grant						-		
Fire-MDPH Ambulance Task Force Grant	1,000.00			1,000.00	2,000.00	-		
Fire Co-Operative Fire Protection				487.20	487.20	-		
Highway Chapter 90				346,363.44	346,363.44	-		
Highway Storm Water Grant	7,312.16			11,929.86	13,650.29	-		5,591.73
Library LIG/MEG Grant	197.65					-		197.65
Library Project Renov/Exp Grant						-		
Library Science Technology Grant				600.00	600.91	-		84.08
Library Supplemental Grant	84.99					-		
Mass Environment Management Grant	643.84					-		643.84
Mass Historic Preservation Grant				5,213.44	5,213.44	-		
Police-GHSB Grant						-		
Recycling DEP Grant	13,678.95				4,327.59	-		9,351.36
School - Circuit Breaker Grant FY06	5,673.00				5,673.00	-		
School - Circuit Breaker Grant FY07				24,116.00	24,116.00	-		
School Foundation Enrollment Aid '02	42,197.64				10,928.81	-		31,268.83
School Foundation Enrollment Aid '05	10,000.00					-		10,000.00
School-Academic Support Services						-		
Water Enterprise - Watershed Ipswich River				54,999.00	54,999.00	-		
Water Enterprise - Smart Growth				17,700.00	17,700.00	-		
Federal Grants:								
Board of Health - MDPH Emergency Preparedness						-		
Council on Aging-Title III				7,000.00	2,652.20	-		4,347.80
Fire - Child Passenger Safety				3,411.18	3,368.49	-		42.69
Fire-Local Preparedness Grant				1,958.72	1,958.72	-		
FEMA - 2006 Flood				460.00	460.00	-		
Police-Comm Policing				70,501.52	6,150.41	47,472.86		16,878.25
Police-Bullet Proof Vest	8,945.29			11,299.00	9,907.72	-		10,336.57
School-Drug Free Schools				1,910.00		-		1,910.00
School-Early Childhd Allocation	164.00			2,902.00	3,025.00	-		41.00
School-Enhanced Ed Through Technology	450.34			314.00	761.34	-		3.00
School-SPED 94-142	11,093.23			115,196.00	111,416.18	-		14,873.05
School-SPED Program Improvement				7,200.00	157.40	-		7,042.60
School-Teacher Quality	5,908.71			9,950.00	9,257.80	-		6,600.91
School - Title I				8,786.00	8,564.00	-		222.00
School-Title Five	1,087.00			427.00	1,513.00	-		1.00
School-Gifted & Talented	17,989.87				17,989.87	-		
School-Katrina Assistance	7,000.00			5,000.00		-		12,000.00

**TOWN OF TOPSFIELD**  
**STATEMENT OF APPROPRIATIONS AND EXPENDITURES**  
**FISCAL YEAR ENDING JUNE 30, 2007**

	Balance Forward 2006	Original Appropriation 2007	Transfers-Adjustments 2007	Receipts 2007	Expended 2007	2007 Close to Treasury	Balance Forward 2008
Gifts, Donations and Other:							
Cable Advisory Committee Gift	10,376.76			49,000.00	3,072.97	-	56,303.79
COA Activities/Fitness	294.00			48.00	290.00	-	52.00
COA Betty Wogan Gift	411.52					-	411.52
COA Donations to Meals/ Wheels	3,209.00			6,620.25	7,304.34	-	2,524.91
COA Gift	581.81			3,686.88		-	4,268.69
COA Sunshine Ladies Gift	355.30					-	355.30
COA Transportation Donation	7,019.15			2,501.15	1,714.19	-	7,806.11
Conservation Com Gift	100.00			300.00		-	400.00
Conservation Fund Ch 40 S 8C	5,919.16			178.15		-	6,097.31
Conservation Gift Hickory Beech	50,000.00			2,575.77	50,000.00	-	2,575.77
Fire Dept EMS Equipment Gift	3,176.95			95.00		-	3,271.95
Fire Dept Gift	75.00					-	75.00
Flag Pole Fund	537.00					-	537.00
Historical Comm Preservation Gift	240.00					-	240.00
Historical Commission Gift		(80.00)		880.00	240.00	-	560.00
Library Historical Records Grant					336.72	-	5,136.23
Library Gift Program	5,472.95					-	
Library Gifts, Friends						-	
Library Gifts, Miscellaneous	933.81			1,065.00	38.93	-	1,959.88
Open Space Fund Ch 40 S 8C	201.14			6.05		-	207.19
Police - D.A.R.E. Donations	675.36			2,440.00	1,684.98	-	1,430.38
Police - Law Enforcement Trust	727.20					-	727.20
Police Dept Gift	427.37					-	427.37
Recreation Committee Gift				900.00		-	900.00
Sale of Cemetery Lots	89,820.80			9,828.62		-	99,649.42
School Chap 71 Education Fund	3,558.71			437.26		-	3,995.97
School Chap 712 Scholarship Fund	566.16			1,130.08	800.00	-	896.24
School -Educ Foundation Gift	851.40					-	851.40
School Gift T E S P T O						-	
School Gifts	450.00			500.00		-	950.00
School Essay Donation	571.98					-	571.98
School Newsletter	15.00					-	15.00
School Historical Society Gift	7,289.12					-	7,289.12
Stabilization Fund	807,743.63			26,154.23		-	833,897.86
Tree Planning Gift	2,664.00					-	2,664.00

**TOWN OF TOPSFIELD  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
FISCAL YEAR ENDING JUNE 30, 2007**

	Balance Forward	2007	2007	2007	2007	2007	2007	Balance Forward
	2006	Original Appropriation	Transfers-Adjustments	Receipts	Expended	Close to Treasury	2008	
<b>Revolving Accounts:</b>								
Board of Health Ch44:53G	-			11,051.47		-	11,051.47	
Cemetery Ch44:53E1/2	37,599.45			18,878.08	24,998.91	-	31,478.62	
Conservation Revolving Fund Ch44:53E1/2	71,386.17			26,022.10	27,419.90	-	69,988.37	
Conservation Wetland Fees State Ch131:40	24,536.39			7,575.00	8,283.61	-	23,827.78	
Conservation Consul Ch 44:53G	18,015.48			32,665.00	42,450.22	-	8,230.26	
Insurance & Restitution Fire				500.00	483.54	-	16.46	
Insurance & Restitution Highway						-		
Insurance & Restitution Library	2,584.07			26,500.00	57.18	-	29,026.89	
Insurance & Restitution Police						-		
Insurance & Restitution Police Injury			(44,856.00)	136,667.80		-	91,811.80	
Insurance & Restitution School						-		
Insurance & Restitution Tree	3,453.05			1,847.50	1,774.69	-	3,453.05	
Library Lost Book Revolving	766.34				10,804.95	-	839.15	
Library Repair 2018 Loan Subsidy	32,297.21				21,204.55	-	21,492.26	
Park Revolving Ch 44:53E 1/2	6,708.16			26,661.00	26,441.04	-	12,164.61	
Planning Board Consult Ch 44:53G	11,133.32			20,779.94	5,380.00	-	5,472.22	
Recreation/Park Ch 44:53D	2,755.09			2,945.00		-	320.09	
School Cafeteria	45,569.89			177,769.19	181,027.65	-	42,311.43	
School Instrumental Music	4,515.37			48,723.15	53,238.52	-		
School Full Day Kindergarten				13,725.00		-	13,725.00	
School Lost Book Revolving	26.16			42.00		-	68.16	
School Pre-School Tuition	260,686.09			112,933.00	210,911.84	-	162,707.25	
School Rental of Surplus				7,501.43	7,501.43	-		
School Student Activity Ch71:47						-		
Zoning Board Consult Ch 44:53G	23.58			0.12		-	23.70	
<b>Total Special Revenue Funds</b>	<b>1,672,529.75</b>	<b>-</b>	<b>(44,936.00)</b>	<b>1,510,217.78</b>	<b>1,365,974.12</b>	<b>47,472.86</b>	<b>1,724,364.55</b>	
<b>Trust Funds</b>								
Non-Expendable Trust Funds	6,258,821.34			547,562.30		6,806,383.64		
Expendable Trust Funds	1,183,739.19		(80,165.00)	415,993.83	209,326.15	1,310,241.87		
<b>Total Trust Funds</b>	<b>7,442,560.53</b>	<b>-</b>	<b>(80,165.00)</b>	<b>963,556.13</b>	<b>209,326.15</b>	<b>8,116,625.51</b>	<b>-</b>	
<b>Transfers to General Fund - \$66,000 transferred from Library Gould Trust - \$14,165 Cemetery Perpetual Care</b>								
<b>Total Expenditures &amp; Other Financing Uses - Fiscal 2007</b>					<b>21,203,391.84</b>			

\* closed to Cemetery Perpetual Care

**TOWN OF TOPSFIELD, MASSACHUSETTS  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 2007**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES		PROPRIETARY FUND TYPES		ACCOUNT GROUP	
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only
ASSETS:									
Petty Cash	\$616.35								616.35
Cash/Investments	3,145,393.86	\$1,676,424.05	\$10,745.42	\$8,116,946.99	\$1,713,353.02	\$400,564.98			15,063,428.32
Receivables:									0.00
Property Taxes	269,888.31								0.00
Allowance Abatements & Exemptions	(153,563.42)								269,888.31
Other	90,356.31								(153,563.42)
User Charges & Connection Fees					25,737.21				90,356.31
Accrued Interest Receivable					47,927.57				25,737.21
									47,927.57
									0.00
Due from Other Governments									0.00
Due from Comm Hwy Chap 90		399,755.55							0.00
Due from Comm GHSB Grant		732.41							399,755.55
Due from Comm DOE									732.41
Land - Fixed Assets									0.00
All Other - Fixed Assets Net of Depreciation					323,038.00		5,196,767.00		5,519,805.00
Amount to be Provided for					4,393,904.45		15,168,799.41		19,562,703.86
Payment of Long Term Debt								10,856,000.00	0.00
TOTAL ASSETS	\$3,352,691.41	\$2,076,912.01	\$10,745.42	\$8,116,946.99	\$6,503,960.25	\$400,564.98	\$20,365,566.41	\$10,856,000.00	\$51,683,387.47

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES		PROPRIETARY FUND TYPES		ACCOUNT GROUP	
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	Long-Term Obligations	Total Memorandum Only
<b>LIABILITIES AND FUND EQUITY:</b>									
Liabilities:									
Warrants Payable	239,221.71	21,767.41		321.48	18,189.46				279,500.06
Withholdings Payable	106,584.83	(15,025.50)							106,584.83
Police Special Detail									(15,025.50)
Cemetery Special Detail									0.00
Deferred Revenue	170,933.78	345,805.55			25,737.21				0.00
Due to the Commonwealth									542,476.54
Pre-paid Real Estate Tax	9,470.68								0.00
Other Liabilities:									9,470.68
Unclaimed Checks	4,148.84								0.00
Due to Individuals	5,950.20								4,148.84
Bond Indebtedness					109,000.00			10,856,000.00	5,950.20
Bond Anticipation Note					550,000.00				10,965,000.00
<b>TOTAL LIABILITIES</b>	<b>536,310.04</b>	<b>352,547.46</b>	<b>0.00</b>	<b>321.48</b>	<b>702,926.67</b>	<b>0.00</b>		<b>10,856,000.00</b>	<b>550,000.00</b>
									<b>12,448,105.65</b>
<b>FUND EQUITY AND OTHER CREDITS:</b>									
Investment in fixed assets					4,607,942.45		20,365,566.41		24,973,508.86
Reserved for:									0.00
Petty Cash	616.35								616.35
Encumbrances	410,028.60		10,745.42		262,908.23	9,894.02			693,576.27
Expenditures	836,901.00			22,000.00	150,000.00	42,500.00			1,051,401.00
Reserved for Special Purposes		1,724,364.55		1,288,241.87					3,012,606.42
Reserved for Endowments				6,806,383.64					6,806,383.64
Undesignated	1,568,835.42				780,182.90	348,170.96			2,697,189.28
<b>TOTAL FUND EQUITY</b>	<b>2,816,381.37</b>	<b>1,724,364.55</b>	<b>10,745.42</b>	<b>8,116,625.51</b>	<b>5,801,033.58</b>	<b>400,564.98</b>	<b>20,365,566.41</b>	<b>0.00</b>	<b>39,235,281.82</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$3,352,691.41</b>	<b>\$2,076,912.01</b>	<b>\$10,745.42</b>	<b>\$8,116,946.99</b>	<b>\$6,503,960.25</b>	<b>\$400,564.98</b>	<b>\$20,365,566.41</b>	<b>\$10,856,000.00</b>	<b>\$51,683,387.47</b>

\*Note 1: 60 Day Accrual of Property Tax - \$35,747.42

# Report of the 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

Beginning Cash/Investments as of 7/1/06	\$ <u>14,372,439.20</u>
Receipts 22,048,873.12	
Disbursements	<u>25,677,026.29</u>
Total Cash/Investments as of 6/30/07	<u>\$15,063,428.32</u>
Petty Cash on hand 6/30/06	<u>1,014.31</u>
Petty Cash on hand 6/30/07	<u>616.35</u>
<b>Interest Earned and Gain on Investments</b>	
General Fund	172,864.33
Solid Waste Fund	18,768.83
School Lunch	2,646.44
Stabilization Fund	26,154.23
Water Enterprise Fund	49,851.16
<b>Total Interest and Gain on Investments</b>	<u>270,284.99</u>
<b>Collections from Tax Title accounts</b>	<u>51,293.36</u>
<b><u>Deposits held to Guarantee Payment</u></b>	
Balance as of 6/30/06	<u>5,913.35</u>
Balance as of 6/30/07	<u>5,937.70</u>
<b><u>Sale of Cemetery Lots</u></b>	
Balance as of 6/30/06	<u>89,820.80</u>
Balance as of 6/30/07	<u>97,399.42</u>
<b><u>Stabilization Fund</u></b>	
Balance as of 6/30/06	<u>807,743.63</u>
Balance as of 6/30/07	<u>833,897.86</u>
<b><u>Trust Funds</u></b>	
Balance as of 6/30/06	<u>7,513,788.42</u>
Balance as of 6/30/07	<u>8,123,375.47</u>

# Report of the Town Collector

The Tax Collector's Office collected in Fiscal 2007 \$ 14,601,485.73 in Real Estate taxes and \$ 129,938.35 in Personal Property taxes; \$ 27,583.56 in interest and fees and \$ 851,685.30 in motor vehicle excise tax revenue;\$ 72,050.58 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. Interest accrues at the rate of 14% per annum on all overdue payments from date of mailing. A \$5.00 demand bill, payable in 14 days, is sent after the May 1st due date. Fiscal Year 2007Tax bills are based on the assessment date of 1/1/06 and are mailed to the owner of record as of that date.

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 \$5.00 charge is added for the demand bill which is payable in 14 days. A \$12.00 warrant

fee is added to all outstanding bills, which are sent to the Deputy Collector for collection. Taxpayers are required to notify the Registry within 30 days of moving to their new address.

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

As 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 7/1/2006	COMMITTED	BALANCE DUE 06/30/07
MOTOR VEHICLE EXCISE			
2000	3,106.12		3,106.12
2001	4,238.77		4,238.77
2002	3,755.64		3,467.72
2003	2,954.95		2,477.65
2004	10,162.44		8,739.30
2005	15,200.45	675.30	7,611.58
2006	42,120.59	95,682.36	14,942.98
2007		784,351.05	45,772.19
ROLLBACK TAX CH 61A	0.00		0.00
PERSONAL PROPERTY TAXES			
1988-2003	8,114.11		8,063.67
2002	1,158.74		1,158.74
2003	1,248.45		1,222.49
2004	601.03		585.41
2005	1,229.47		1,174.86
2006	1,440.01		1,221.73
2007		189,885.70	772.81
REAL ESTATE TAXES			
2001	15,290.00		0.00
2002	19,848.56		0.00
2003	13,343.87		0.00
2004	20,694.86		0.00
2005	21,359.61		0.00
2006	104,969.07		1,767.46
2007		14,660,846.34	185,700.06
TAX TITLE			
1989-2006	56,866.61	23,818.08	54,831.81
FORECLOSE			
	13,389.27		13,389.27
WATER BETTERMENT			
1994-2005 Tax Liens		0.00	0.00
2007 PRINCIPAL		6,929.06	0.00
2007 INTEREST		2,516.48	0.00
WATER USER FEES	195,323.11	707,293.12	47,927.57

# Report of the 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 Commission's main focus of its management of all the funds is to produce a consistent stream of income which grows with or greater than inflation while increasing the principal at a conservative rate so as to protect its purchasing power over time. The funds continue to be invested in high quality common stocks and United States government and corporate fixed income securities and exchange traded funds, in accordance with the conservative asset allocation guidelines adopted by the Commission.

## Highlights And Accomplishments:

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

1. The continued subsidizing of the Council on Aging, Meals on Wheels program and a one-time assistance payment to a needy person for dental care by the David Cummings Trust at a total expense of \$6,621.68.
2. The purchase of a settee on behalf of the Topsfield Library by the Annette Stathopoulos Fund at a cost of \$816.00.
3. The continued underwriting of a Masconomet scholarship award and plaque by the Wallace H. Kneeland Trust at a cost of \$360.00.
4. The acquisition of books, periodicals and other miscellaneous items and the upkeep of such on behalf of the Topsfield Library by the George Gould Trust and other library specific trusts in the amount of \$98,788.07
5. The acquisition and upkeep of art and other associated items and the funding of artistic presentations of the Topsfield Library by the George Gould Trust in the amount of \$14,197.30.
6. The payment of the sixth payment on the bond issued in connection with the Library Construction Project by the George Gould Trust in the amount of \$66,000.00.

## Community Awareness:

The Commissioners of Trust Funds have attempted to make the community aware of the existence of the trust funds and of their purposes by communicating with the local newspaper media, the local clergy of all different denominations, and others. While the trust funds have been established for specific and limited purposes, the Commission welcomes inquiries about the trusts and their distributive provisions, which are reviewed at periodic meetings.

Respectfully submitted,

David G. Strachan, Jr., *Chairman*  
Marjorie J. Rouisse, *Member and Clerk*  
Herbert Wass, *Member*

TOWN OF TOPSFIELD COMMISSIONERS OF TRUST FUNDS ALLOCATION OF COMBINED INVESTMENT FUNDS										
TRUST NAME	JUNE 30, 2006 BALANCES					FISCAL 2007		JUNE 30, 2007 BALANCES		
				PRINCIPAL	PRINCIPAL					
				RECEIPTS	CHARGES	INCOME	INCOME			
	BK VALUE	MKT VALUE	% TOTAL	& GAINS	& LOSSES	RECEIVED	EXPENDED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	16,616.57	17,461.72	3.691%	1,047.91	36.88			17,627.60	18,775.21	3.690%
Income	73,773.86	82,094.83	17.352%	4,926.66	173.38	3,107.19		81,634.33	88,270.08	17.350%
CUMMINGS * Principal	34,029.04	35,759.80	7.559%	2,146.01	75.52			36,099.53	38,449.68	7.558%
Income	190,576.61	181,902.92	38.449%	10,916.33	384.16	6,793.32	6,621.68	201,280.42	195,585.81	38.445%
KIMBALL * Principal	1,007.45	1,058.68	0.224%	63.53	2.24			1,068.74	1,138.31	0.224%
Income	1,364.57	2,624.82	0.555%	157.52	5.54	114.96		1,631.51	2,822.26	0.555%
PEABODY * Principal	977.39	1,027.10	0.217%	61.64	2.17			1,036.86	1,104.36	0.217%
Income	1,560.22	1,485.31	0.314%	89.14	3.14	78.41		1,724.64	1,597.04	0.314%
GOULD COMMON * Principal	977.39	1,027.10	0.217%	61.64	2.17			1,036.86	1,104.36	0.217%
Income	5,508.47	4,218.78	0.892%	253.18	8.91	163.73		5,916.46	4,536.12	0.892%
GOULD PARK * Principal	977.39	1,027.10	0.217%	61.64	2.17			1,036.86	1,104.36	0.217%
Income	(1,397.72)	2,666.85	0.564%	160.04	5.63	115.29		(1,128.02)	2,867.45	0.564%
MONUMENT * Principal	1,787.92	1,878.85	0.397%	112.75	3.97			1,896.70	2,020.18	0.397%
Income	6,157.11	5,582.62	1.180%	335.02	11.79	232.87		6,713.22	6,002.55	1.180%
KNEELAND * Principal	14,085.86	14,198.45	3.001%	852.08	29.99			14,907.94	15,266.47	3.001%
Income	1,038.94	393.51	0.083%	23.62	0.83	455.42	360.00	1,157.15	423.12	0.083%
LIBRARY GEN'L * Principal	21,603.62	22,702.42	4.799%	1,362.41	47.95			22,918.09	24,410.11	4.798%
Income	(11,817.69)	12,868.54	2.720%	772.26	27.18	1,110.18	7,464.41	(17,426.83)	13,836.53	2.720%
LIBRARY DOW * Principal	1,954.76	2,054.16	0.434%	123.27	4.34			2,073.69	2,208.68	0.434%
Income	(1,163.24)	493.85	0.104%	29.64	1.04	79.52	406.00	(1,461.12)	530.99	0.104%
LIBRARY LAMSON * Principal	20,792.80	21,850.36	4.618%	1,311.28	46.15			22,057.93	23,493.96	4.618%
Income	(3,997.16)	5,312.85	1.123%	318.83	11.22	847.77	3,665.10	(6,506.87)	5,712.49	1.123%
LIBRARY WILDES * Principal	13,720.39	14,418.21	3.048%	865.26	30.45			14,555.20	15,502.76	3.047%
Income	(7,647.20)	5,148.63	1.088%	308.98	10.87	610.69	4,459.89	(11,198.30)	5,535.91	1.088%
LIBRARY HADSELL * Principal	5,328.62	5,541.49	1.171%	332.55	11.70			5,649.47	5,958.32	1.171%
Income	(251.94)	330.43	0.070%	19.83	0.70	183.26	287.62	(337.17)	355.29	0.070%
LIBRARY WITHAM * Principal	26,333.22	23,322.64	4.930%	1,399.63	49.26			27,683.60	25,076.99	4.929%
Income	837.19	727.01	0.154%	43.63	1.54	750.60	407.12	1,222.76	781.70	0.154%
STATHOPOULOS * Principal	3,925.00	3,925.00	0.830%	1,145.00	816.00			4,254.00	4,254.00	0.836%
Income	1.61	1.61	0.000%	0.00	0.00	20.15		21.76	21.76	0.004%
COLUMN TOTALS	\$418,661.02	\$473,105.63	100.00%	\$29,301.30	\$1,806.87	\$14,663.37	\$23,671.82	\$437,146.99	\$508,746.85	100.00%

TOWN OF TOPSFIELD COMMISSIONERS OF TRUST FUNDS GEORGE L. GOULD FUND - ALLOCATION								
	JUNE 30, 2006 BALANCES		FISCAL 2007				JUNE 30, 2007 BALANCES	
			PRINCIPAL	PRINCIPAL				
			RECEIPTS	CHARGES	INCOME	INCOME		
GEORGE GOULD TRUST (1)	BOOK VALUE	MARKET VALUE	& GAINS	& LOSSES	RECEIVED	EXPENDED	BOOK VALUE	MARKET VALUE
PRINCIPAL ACCOUNT	4,800,920.98	5,659,632.74	288,839.69	5,858.11	0.00	0.00	5,083,902.56	6,181,455.37
INCOME: FUND A - BOOKS	335,029.13	330,344.57	0.00	1,259.06	108,014.26	87,438.07	354,346.26	351,737.85
INCOME: FUND B - ART & MAINT	193,208.31	193,030.89	0.00	200.54	102,028.97	80,197.30	214,839.44	214,646.37
COLUMN TOTALS	5,329,158.42	6,183,008.20	288,839.69	7,317.71	210,043.23	167,635.37	5,653,088.26	6,747,839.59

(1) Funded October 1988







TOWN OF TOPSFIELD, MASSACHUSETTS  
2007 ANNUAL REPORT