

Town of Topsfield Massachusetts

July 1, 2007 through June 30, 2008



**The Annual Reports, Receipts, and Expenditures
of the
Town Officers
for the 2008 Fiscal Year**

Credits and Acknowledgments:

Annual Report Committee:

Beth Johnson, Roberta Knight, Gretchen Rehak, Donna Rich, Virginia Wilder

Cover photo:

© Keith Quenzel Photography, Boxford, MA
www.keithquenzelphoto.com

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www.etjohnson.com

Note:

All financial data cover the period July 1, 2007 through June 30, 2008.
However, for the reader's benefit, and to make this a more meaningful publication,
individual reports may list more current significant events.

Challenge • Change • Opportunity

Topsfield, like other communities across the Commonwealth, and across the nation, is looking for that pot of gold at the end of the rainbow; the silver lining amongst the bleak economic forecast. This the challenge...the challenge to continue to operate a town known for its breathtaking views, superb schools, classic New England common, and small-town, friendly feel. Our town leaders, school principals, department heads, all feel the challenge...How do we maintain the quality of services and Topsfield's reputation in a time when there are no rainbows of funding, no pots of gold?

Yet Topsfield will rise to the challenge, as stormy as it may seem. Through change, we can get through these times and by doing so, create opportunities. The old adage, "If life gives you lemons, make lemonade" is

never more true. Topsfield has had to make changes in the past year, and will continue to do so. Changes in our budgets, in the way we do business, in our supplies and technology, in our staffing. This change can be for the best; it can be the silver lining. New initiatives are developed, such as greater conservation of materials, increased recycling, car pooling, child care sharing, and greater volunteerism. Our children come home from school reminding us to use both sides of every sheet of paper, and to shut the lights off. Students at Proctor School in the Global Group are once again planning a "shutdown" day where electricity is conserved. The Topsfield Library is saving hundreds of dollars by implementing email notification replacing paper and postage costs, and committees across town are doing their part to go "paperless". High

school students and senior residents of the Council on Aging are doing their part by donating time for community service projects, and performing valuable tasks for the community. Our Park & Cemetery and Highway departments are finding more efficient ways to conserve fuel, and to share resources. Parents are rising to the challenge and volunteering in the classrooms, to assist our teachers and staff.

Throughout Topsfield, challenges and changes are happening. As a community, we have not buried our collective heads in the sand, but are facing the challenges, and turning them into opportunities. We may not reach that pot of gold, but the spirit of Topsfield will keep us optimistic in dark times, and united in our pride of this beautiful Town.



In Memoriam

Charles H. Blunt **1929 -2008**

Charles (Charlie) and Glenda Blunt moved to Topsfield in 1962, living first at Meredith Farm, where Charlie was the farmer, the caretaker, and general repairman. He could fix anything, and he shared that love of building and repairing with friends and children in the neighborhood. A tall man, with a gentle warm smile, he liked nothing better than introducing children to the cows at the Farm, or taking in the beauty of Topsfield, his home of 45 years.

He served on the Topsfield Volunteer Fire Department for over 20 years, retiring as Deputy Chief. Charlie delighted in walking around Town with Glenda, admiring the flowers, the library, the thrift shop, the Daybreak café for their morning coffee. He was from Maine, and he liked to say it was fine to be from Maine, but "Topsfield was the best place in the world to live."

His wife of 61 years recalled that Charlie liked to see how things grew and how they worked, and they were a familiar fixture, side-by-side, taking in the sights of Main Street, where they lived in later years. The people of Topsfield meant everything to them, and his exuberant friendliness drew residents young and old to his charm.

David Smallidge **1922 -2008**

David Smallidge lived in Topsfield for close to 60 years, first moving here in 1949, with his wife of 62 years, Janet (Benjamin) Smallidge. Born in Beverly, he was a graduate of the former Essex High School and the United Shoe Machinery Corp. Trade School. He was employed for 44 years as a machinist and machine assembly technician at the United Shoe Machinery Corp. until his retirement in 1983. An honorably discharged veteran, he served his country during World War II aboard the USS Hornet in the U.S. Navy.

David served the Town of Topsfield in many ways. He was elected to serve as Cemetery Commissioner for 30 years. He was also a longtime active member of the Congregational Church of Topsfield, and was a member of the Board of Directors of the Essex Historical and Ship Building Museum. He loved the outdoors; fishing, swimming, sailing and bowling with the regulars in the West Boxford Men's League.

David was a loving husband, father and grandfather, known affectionately as "Bumpa" by his 7 grandchildren.



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Town of Topsfield

Incorporated: 1650 (358th 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, 2008) 6366

Area: 13 Square Miles

Town Roads: 60 Miles

Fiscal 2008 Tax Rate: \$12.02

Tax Levy: \$15,496,178.89

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



General Information

Emergency Numbers

Ambulance – Fire – Police: 911

Beverly Hospital 978-922-3000

National Grid

Gas Emergency 800-231-5325

.....or 888-377-5325

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

Call Emergency Center 978-887-2116

Assessors

Office 978-887-1514

Birth Certificates

Town Clerk's Office 978-887-1505

Board of Health

Office 978-887-1520

Board of Selectmen

Office 978-887-1500

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

Pine Grove Cemetery Office: 978-887-1525

Churches

Congregational Church of Topsfield

East Common 978-887-2101

Our Savior Lutheran Church

Boston Street, Route 1 978-887-5701

St. Rose of Lima Catholic Church

Park Street 978-887-5505

Trinity Episcopal Church of Topsfield

River Road 978-887-5570

Civil Defense

Call Emergency Center 978-887-2116

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

Office 978-887-1510

Council on Aging

Office 978-887-1523

Death Certificates

Town Clerk's Office 978-887-1505

Dog Licenses

Town Clerk's Office 978-887-1505

Elections

Town Clerk's Office 978-887-1505

Town Meeting First Tuesday of May

Town Elections First Thursday of May

Finance Committee

Mark Lyons, Chairman: 978-887-1500

Fire Department

Fire Emergencies 911 or 978-887-2116

All Other Business 978-887-5148

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

Firearm Identification Cards

Emergency Center, see Police Chief:

..... 978-887-2116

Gould Barn

Contact Peg Isler 978-887-9724

Highway Department

279 Boston Street 978-887-1542

Historical Commission 978-887-1504

Hoods Pond (Topsfield Beach Assoc.)

P.O. Box 274, Topsfield, MA 01983

Housing Authority

Little Brook Village

69 Washington Street 978-887-8407

Inspectional Services

Office 978-887-1522

League of Women Voters

Voter Information 800-882-1649

Library 978-887-1528

Hours:

Monday and Thursday 10 am to 7pm

Tuesday and Saturday 10 am to 5 pm

Wednesday and Friday Noon to 5 pm

General Town Information

Marriage Licenses Town Clerk's Office..... 978-887-1505	Grades 4 thru 6 Proctor Elementary School www.topsfieldschools.org Main Street..... 978-887-1530	Town Administrator Office 978-887-1500
Newspapers Salem News 978-922-1234 Tri-Town Transcript..... 978-774-0505 Village Reporter 978-887-0077	Tri-Town School Union Offices www.tritownschoolunion.org for Elementary Schools 978-887-0771	Town Clerk Office 978-887-1505
Notary Publics Town Clerk's Office..... 978-887-1505 Council on Aging..... 978-887-1523	Grades 7 and 8 Masconomet Regional Middle School www.masconomet.org Endicott Road 978-887-2323	Town Treasurer/Collector Office 978-887-1511
Percolation Tests Board of Health Office 978-887-1520	Grades 9 thru 12 Masconomet Regional High School www.masconomet.org Endicott Road 978-887-2323	Transportation – Trains MBTA: Customer Service..... 800-392-6100
Planning Board Office 978-887-1504	Septic Systems Board of Health Office..... 978-887-1520	Trash/Recycling Collection Replacement Decals and Trash Info: Selectmen's Office..... 978-887-1500
Poison Control Center Information Center 800-682-9211	Snow Plowing Highway Department..... 978-887-1542	Tree Warden David Bond..... 978-887-1542
Police Department Emergency..... 911 Communications Ctr 978-887-2116 All Other Business 978-887-6533	Soil Removal Board Conservation Commission Office 978-887-1510	Veteran's Services Matthew Boyle 978-887-2277
Post Office 4 Main Street 978-887-5307	Soil Testing Board of Health Office..... 978-887-1520	Voter Information and Registration Town Clerk's Office..... 978-887-1505
Pre-Schools Joyful Noises Emerson Center 978-887-2101 x26 Trinity Church Pre-School River Road 978-887-2990 Steward Integrated Pre-School Steward School, Perkins Row 978-887-1538	Strawberry Festival Barbara Pratt 978-887-9789 Tax Bills Billing information 978-887-1511 Topsfield Athletic Associationwww.taasports.com Topsfield Beach Assoc. (Hood's Pond) P.O. Box 274, Topsfield, MA 01983 Topsfield Fair www.topsfieldfair.org James O'Brien, General Manager 978-887-5000	Water Department Water related questions..... 978-887-1518 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 Office 978-887-1504
Property Valuations Assessors' Office..... 978-887-1514		
Recreation Committee Office 978-887-1525		
Schools Grades K thru 3 Steward Elementary School www.topsfieldschools.org Perkins Row 978-887-1538		
	Town Accountant Office 978-887-1508	

Elected Officials

Governor:

Honorable Deval Patrick (D)
Office of the Governor
Room 360
Boston, MA 02133
Tel: 617-725-4005
Internet: 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

Local Office:

JFK Federal Building, Room 2400
Boston, MA 02203
Tel: 617-565-3170
E-Mail: 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

Local Office:

One Bowdoin Sq. Tenth Floor
Boston, MA 02114
Tel: 617-565-8519
E-Mail: 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

United States Representative:

John Tierney (D)
120 Cannon House Office Building
Washington, D.C. 20515
Tel: (202) 225-8020
Internet: 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

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

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

Elected Town Officers

These are elected positions voted upon in the annual Town Election in May 2008. The dates represent the year when the current term expires.

Board of Assessors

Eldon D. Goodhue2009
John J. McArdle2010
John W. Minnehan.....2011

Board of Selectmen

Richard Carlson *
A. Richard Gandt.....2009
Boyd R. Jackson2009
Nancy J. Luther.....2011
Martha A. Morrison.....2011

Board of Library Trustees

Jennifer L. Baker2009
Andrew J. Baumgartner2009
Sheila R. Becker2011
Dorthea M. DeLuca.....2011
Elizabeth T. Johnson2010
James F. Rossi.....2010

Board of Road Commissioners

Joseph K. Gibbons.....2009
Philip G. Knowles.....2010
Richard J. Cullinan2008

Board of Water Commissioners

Elizabeth A. Cullinan.....2009
Richard L. Stone2010
Philip G. Knowles.....2011

Commissioners of Trust Funds

Cynthia M. Deal2010
David G. Strachan, Jr.....2009
Richard Walsh2011

Constable

Frederick J. Glatz2009

Elementary School Committee

Susan Archer2011
Rebecca H. Brockleman.....2010
Jeanine P. Cunniff2010
Jeffrey C. Evaul.....2008
Ronald P. Giovannacci.....2009

Housing Authority

Grace B. Lynch2012
John W. Minnehan.....2008
I. Bruce Bears2009
Gerald J. Buckley.....2010

Masconomet Regional School

District Committee Representatives

Laura J. Powers2009
Lawrence Lindquist2010
John K. Spenser.....2011
Kenneth G. Vogel.....2011

Moderator

John P. Kinhan.....2008

Park and Cemetery Commissioners

Steven Mscisz.....2009
Robert E. Benjamin2010
Michael T. Smerczynski.....2011

Planning Board

Janice M. Ablon2010
Gregor Smith.....2010
Ian De Buy Wenniger.....2009
Robert L. Winship2011
Jonathan J. Young2011

Town Clerk

Beverly Ann Guarino2010

* resigned

Appointed Town Officers

July 1, 2007 through June 30, 2008:

ADA Coordinator

Jenifer Collins-Brown2008

Agricultural Commission

Timothy J. Guinee.....2010

Richard Adleman.....2008

Peter E. Mulholland.....2009

Trudi I. Perry.....2009

Peter Gibney (alternate).....2010

Alcohol Licensing Advisory Committee

Anthony J. Penta*

Stanley V. Ragalevsky2008

Kenneth G. Vogel.....2008

Nancy J. Luther*

Animal Control Officer

Carol A. Larocque2008

Reed Wilson (Alternate).....2008

Animal Inspector

Joel A. Larson2008

Sandra L. Larson (Assistant).....2008

Assessor

Pauline M. Evans2008

Carol Hoy (Assistant)2008

Assistant Registrar

Joan T. Glatz.....2008

Assistant Town Clerk

Joan T. Glatz.....2008

Board of Health

Deborah L. Colbert.....2009

Vincent F. Guerra.....2010

William J. Hunt.....2009

Sheryl L. Knutsen.....2011

Michael G. Waltermire.....2011

John Coulon, Agent.....2008

Board of Registrars

Jill Sullivan.....2008

Elizabeth A. Warren.....2009

Dorothy T. Wass2009

Cable Advisory Committee

Dana B. Berenson2008

Kathleen M. Curran2008

Evelyn S. Hammond2008

William B. Whiting2008

Caretaker of Soldiers' Graves

Steven Mscisz.....2008

CDL Coordinator

David M. Bond2008

Computer Technology Committee

Robert P. Sapienza.....2008

Conservation Commission

Dylan Cadwalader*

Wade M. Goldman*

Walter D. Harmer2008

John Z. Olcott, Jr.2006

John J. McArdle2009

Ralph L. Stump2008

Thomas A. Warren2010

Lana R. Sequin-Spillman, Administrator2008

Council on Aging

Lawrence C. Atkins.....2010

Jenifer Collins-Brown2010

Janice Englehardt*

Susan E. Gibbons2009

Mary Jolene Guerra.....2010

Evelyn M. Kopel*

Nancy J. Luther*

Jacqueline A. Rizzo.....2008

Alice M. Sheridan2009

Elaine Stiertz.....2008

Lydia B. Bertolino, Executive Director2008

Cultural Council

Tracy L. Berenson.....2009

Elizabeth D. Culbertson.....2008

Jeanine P. Cunniff2009

Darcy Fulton2009

Beverly D. Nelson.....2009

Linda R. Siwak2009

Dorothy T. Wass2009

Fence Viewers

Jenifer Collins-Brown2009

Ellen B. Mahoney2009

Nancy J. Luther*

Finance Committee

Heidi L. Bond2009

Paul E. Dierze.....2008

Kathryn S. Hartmann.....2010

J. Stephen Lais2009

Holger M. Luther2008

Mark B. Lyons2009

Trudi I. Perry.....2010

Dana E. Warren*

Forest Warden

Ronald P. Giovannacci.....2008

Historical Commission

Parsons W. Clark2008

Kindra L. Clineff2009

Alison J. Hardy2009

Kristin H. Krohg*

Elizabeth R. Mulholland2010

Elizabeth J. Wilczak2008

Joyce A. Bergsten (Alternate)2008

Highway Superintendent

David M. Bond2008

Inspector of Buildings

Glenn A. Clohecy2008

Kenneth A. Ward (Alternate).....2008

* resigned

General Town Information

Inspector of Gas and Plumbing

Stanley Kulacz.....2008
Kevin Dash (Alternate).....2008

Inspector of Wires

John P. Thompson2008
David Levesque (Alternate).....2008

Keeper of Clocks

Norman J. Isler2008
Robert L. Winship2008

Local Emergency Planning Commission

David M. Bond2008
Ronald P. Giovannacci, Fire Chief.....2008
Beverly Ann Guarino2008
Walter D. Harmer2008
Evan E. J. Haglund, Police Chief.....2008
William J. Hunt.....2008
Dale E. Johnson.....2008

MAPC Representative

James J. Fitzgerald2008

Mapping Committee

Dylan Cadawalader*.....2008
Pauline M. Evans2008
Gregory R. Krom.....2008
James S. MacDougall2008
Robert L. Winship2008

MBTA Representative

Timothy C. Murphy, Jr.2008

Memorial Day/Veteran's Day Committee

Matthew I. Boyle2008
David A. Comeau2008
John M. Chiffer2008
Alfred A. DiDonato2008
Patricia J. Landgren.....2008

North Shore Vocational School District Committee

vacant2008

Open Space Committee

John H. Beck.....2008
Joseph D. Geller2008
David D. Merrill.....2008
Pamela J. Newport2008

Parking Ticket Clerk

Donna C. Rich.....2008

Public Works Committee

David M. Bond2008
Gregory R. Krom.....2008
Stephen J. Shepard2008

Purchasing & Community Development Coordinator

Roberta M. Knight2008

Rail Trail Committee

Frank V. Bodengraven*.....2008
Gregg A. Demers2008
Joseph D. Geller2008
David C. Read.....2008
Kathleen A. Tremblay2008

Recreation Committee

Gregory L. Devellian2008
Joseph D. Geller2008
Laura J. Powers2008
Stephen J. Powers2008
Kathleen A. Tremblay2008

Recycling Committee

Robert L. Winship2008

Scholarship Committee

Abigail P. Jackson.....2008
Alice B. Sheridan2008
Wendy Ryder.....2008

Sealer of Weights and Measures

Robert D. Rose2008

Soil Removal Board

Ralph L. Stump2008
Lisa Stern Taylor2008
Robert L. Winship2008

Stormwater Management Committee

David M. Bond2008
Joseph K. Gibbons.....2008
Walter D. Harmer2008
Gregory R. Krom.....2008
Martha A. Morrison*.....2008
Robert L. Winship2008

Surface Water and Groundwater Study Committee

Richard W. Crosson.....2008
Walter D. Harmer2008
Gregory R. Krom.....2008
William B. Whiting2008
Charles K. Wilkinson2008

Tree Warden

David M. Bond2008

Town Accountant

Pamela J. Wood2009
Rosalba Giuffrida (Assistant).....2009

Town Counsel

Kopelman & Paige, P.C.2008

Town Hall Building Committee

Peter A. Bryson2008
Elizabeth A. Cullinan.....2008
Charles R. Denault, Jr.....2008
Cynthia M. Deal2008
Heidi A. Fox.....2008
Alison J. Hardy2008
Norman J. Isler2008
Philip G. Knowles2008
Benjamin C. Nutter.....2008
James W. Ugone.....2008
Alan J. Wallace2008
Robert L. Winship2008

Town Treasurer & Collector

Barbara B. Michalowski.....2008
Ann D. Gill (Assistant)2008

Veteran's Agent

Matthew I. Boyle.....2008

Veteran's Graves Registration Officer

Matthew I. Boyle2008

Wallace Kneeland Memorial Committee

Charles R. Denault, Jr.....2008
Dale E. Johnson2008
Judson W. Pratt.....2008
Robert L. Winship2008

Website Committee

Paula M. Burke2008
Martha A. Morrison*.....2008
Jeanne Pickering.....2008
William B. Whiting2008

Zoning Board of Appeals

Scott C. Dow2011
Robert J. Moriarty, Jr2009
Kristin M. Palace2008
Anthony J. Penta.....2010
Lisa Stern Taylor2012

* resigned

Trash Tips

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

Trash Pick-up

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

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

Do you need to replace your trash barrel?
New decals are distributed through the Board of Selectmen's Office at NO charge.

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

Purchasing Trash Stickers

Trash stickers can be purchased for \$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 doors 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.

Police and Fire Rosters

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.

Full-Time Dispatchers

James Gettman
Joy Fleck

Part-Time Dispatchers

Sandra Sanger
Dawn Watson
Phillip Mahoney
Paul Polonsky
Lawrence Nestor
Clint Larrabee
James Nestor
Cynthia Hayward
Joseph DeBernardo
David Fortune
Lorna Wise
Kelly Pickering
Justin Bullis
Melissa Alleruzzo

Auxiliary Officers

Ofc. Stephen Shepard
Ofc. Paul Polonsky
Ofc. Joy Fleck
Ofc. Tyler Dechene
Ofc. Clint Larrabee
Ofc. Michael Welch
Ofc. David Castellarin

Office Manager

Catherine Gerry

Fire Department Personnel

Officers

Giovannacci, Ronald P., Chief ** *
Denault, Charles, Jr., Captain,
Training & Hazardous Materials Coordinator ** *
Moore, Darrell, Captain, Fire Prevention Coordinator ** ^
Collins-Brown, Jenifer, Captain,
Emergency Medical Services Coordinator ** ^
Bond, David, Lieutenant *
Wood, Donald, Lieutenant *
Wood, William, Lieutenant *

Firefighters

Ahern, David	Harper, Tamara
Bell, Michael *	Jones, Frederick *
Boeri, Robert *	King, Peter ^
Bowman, Cynthia *	Looney, Sean *
Brown, Charles *	Lord, William *
Butler, James *	Low, Brian *
Costanza, Luigi *	Moore, Scott *
Eaton, Michael ^	Reineke, John *
Erickson, Christopher	Wood, Charles *
Feltault, Jerome *	
Fontaine, Travis	
Fortuna, Mark *	
Fuller, Leonard ** *	

Support Staff

Lemiesz, Susan
(Administrative Assistant)

** Career

* EMT=Emergency Medical Technician

^ EMT=Paramedic

Board of Selectmen

The Town of Topsfield is one of the unique communities that has retained its rural character even though it is located close to Boston. Cherished by its residents and attractive to newcomers, our community provides an ideal environment 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 community events and traditions further make Topsfield a great place to live. The Board of Selectmen is committed to preserving Topsfield's character within a changing world for the benefit of current and future generations of citizens.

We began fiscal 2008 as a five-member board with John McArdle as Chairman, Dick Gandt as Clerk, and Stephen Clark, Boyd

Jackson and Richard Carlson as members. Following the town election in May and the resignation of Dick Carlson several days after the election, we closed the year with a four member Board of Boyd Jackson as Chairman, Dick Gandt as Clerk and Martha Morrison and Nancy Luther as the newly elected members. We also moved from weekly to biweekly board meetings during the year to allow greater attendance at Finance Committee meetings. In addition to the day-to-day activities of the town, our attention included:

- Personnel
- Projects
- Citizen Initiatives
- Land and Development

Board of Selectmen, May, 2009:
(L-R) Dick Gandt, Martha Morrison,
Boyd Jackson, Karen Dow,
Nancy Luther.



Personnel

Union Negotiations

During fiscal 2008, we negotiated three-year agreements with each of the town's Police, Fire, Highway and Water, and Park & Cemetery unions with each agreement commencing July 1, 2008. We also completed a thirty-month agreement with the town's Reserve Police commencing January 1, 2007 and a three-year contract with the Fire Chief commencing July 1, 2007.

In negotiations during the year, the Dispatchers union requested Fact Finding, and at the close of the year the mediator's results were pending. Also during the year, the town's Call Firefighters surprised the Board, the Town Administrator and Fire Chief when they requested recognition as a bargaining unit. The Board accepted the request and a proposal for agreement was pending at the end of the year.

Flexible Spending Account

The town initiated a program allowing employees to establish Flexible Spending Accounts. Employees may use the payroll deductions placed in these pre-tax accounts to pay medical and dependent care expenses. The town engaged a consultant to assist employees in the use of these new accounts.

Identification Cards

In an effort to improve security within the town and to clearly identify employees to the citizens with whom they interact, all town employees have been issued picture identification cards.

Projects

Town Hall

Our nineteenth century Town Hall continues to be the subject of both discussion and action. Under the leadership of the Town

Reports: General Government

Administrator, areas of the interior of Town Hall have been cleaned and painted. The curtain on the stage in the great hall has been replaced with a wall to improve fire safety and working conditions in the area. In addition, electrical services to parts of the building were upgraded, including the implementation of an uninterrupted power supply to the computer system.

The Town Hall Building Committee continued to evaluate the town's options for the Town Hall building as well as alternatives for providing town office space. In November the Committee presented its findings. The Committee analyzed three alternatives: renovate Town Hall, relocate to new construction, and relocate to an existing commercial building. Their findings provided an estimated range of costs which were about the same for each alternative. Since costs were comparable, no alternative offered a deciding cost advantage. Of note, the analysis did not include life-cycle costs.

Several of the Committee's recommendations were implemented. Town Hall's environment was tested for lead by our health agent and the building was found safe. A consultant, GLC Development Resources, LLC, was engaged to provide a firmer estimate of the cost to renovate the current town hall, as well as evaluate the potential for adaptive reuse of the building should the town decide to relocate offices to another facility. The work did not include a structural engineering study of the current town hall.

Financial Management Review

In response to a request from the Board, the Massachusetts Department of Revenue conducted a review of the town's financial management and reported its findings. The report included twenty-one recommendations for improvement, some of which have been implemented. Other recommendations are being acted upon. In conclusion the report stated, "Overall, town government is well run."

Rail Trail

In 2005, the Board appointed a Rail Trail Committee to implement a four-mile recre-

ational path on an old railroad right-of-way in the town and to do so at no cost to the town. While the trail is being developed locally, it is part of a broader plan to develop a thirty-mile rail trail from Danvers to Salisbury.

In the process of planning and discussing the rail trail, some citizens raised concerns and objections to the trail. The Committee provided outreach to the community to explain the trail, and the Board provided opportunities for the public to ask questions and comment on the proposed trail at several meetings. To more accurately assess public opinion concerning the Rail Trail, the Board placed a nonbinding question on the May 2008 ballot asking residents if they wanted the rail trail. A majority voted yes. The Rail Trail Committee was told to proceed with implementation, being sensitive to the interests of all residents, especially those of abutters.

Citizens Initiatives

Leash Law

In the previous year, several citizens asked the town to implement a canine leash law and a nonbinding question was placed on the 2007 ballot. A majority voted to have a leash law. As a result we placed a "leash" amendment to the canine control bylaw on the warrant for the 2008 Annual Town Meeting. The amendment was rejected.

George Lucy Ball Field

In recognition of George Lucy's thirty years of dedicated coaching and mentoring young baseball players at Proctor Field, Greg MacArthur asked the Board to name the ball field after George. The Board voted to name the diamond the George Lucy Ball Field, and the Park & Cemetery department placed a plaque in recognition of George Lucy at the field.

Land and Development

Willowdale Estate

The mansion built by Bradley Palmer in 1905, in what is now Bradley Palmer State Park, has been rehabilitated and opened for commercial use. Preservation of this historic and architectural treasure in Topsfield is the result of the Massachusetts Department of

Conservation and Recreation's (DCR) Historic Curatorship Program. Under that program, which is a partnership between the State and the private sector, DCR granted a long-term lease to Willowdale, LLC in return for the preservation and maintenance of the facility. As a commercial venture, the former mansion is now an elegant, well-maintained event facility in an idyllic pastoral setting, providing tax revenue to the town.

Elderly Housing Districts

During the year developers offered proposals for age-restricted housing at two locations within Topsfield – one on Wildes Road and the second on Boston Street at the Topsfield/Danvers town line. The Wildes Road development would be within the existing New Meadows Golf Course. The Boston Street development would be on a 68-acre parcel owned by Boston College that had been the subject of several other proposed developments over the past decade. At the Annual Town Meeting, residents voted to approve the New Meadows Golf Course parcel on Wildes Road as an elderly housing district and a 68-acre elderly housing district at Boston Street.

Conclusion

The Board thanks our dedicated employees who provide friendly and efficient service to our residents everyday. We appreciate their commitment to keep the town running smoothly through teaching our children, plowing snow, maintaining our playing fields, ensuring our safety, providing information, caring for our seniors, and managing our finances and resources. We also thank the many volunteers and other elected officials that dedicate so much effort to preserving and improving Topsfield's character and environment. They continue to make Topsfield an even better place to live. Thank you!

Respectfully submitted,

Boyd Jackson, Chairman
Dick Gandt, Clerk
Karen Dow
Nancy Luther
Martha Morrison

Town Clerk

Statistical Town Data For 2008	
Town Population (January 1, 2008).....	6366
Registered Voters	
Democrat.....	710
Republican.....	854
Green-Rainbow	1
Interdependent 3rd Party.....	1
Libertarian.....	4
Unenrolled (Independent)	2343
Births	
Recorded & Filed.....	30
Marriages	
Licenses Recorded & Issued	16
Intentions Filed & Recorded	16
Deaths	
Certificates Recorded & Issued.....	57
Certificates Recorded and Filed	83
Burial/Crematory Permits Recorded & Issued.....	57
Dog Licenses	
Recorded & Issued.....	970
Kennel Licenses	
Recorded & Issued.....	1

The Office of The Town Clerk continues to be a whirl wind of activity due not only to every day business activities, but additional elections, meeting the Federal 2010 census mandates, the required training to keep us abreast of the significant changes to the Central Voter Registry (CVR) system, and certification of numerous state initiative petitions and state/federal nomination papers for the upcoming fall elections. Both Joan and I continue to participate in all work-related training, seminars and workshops offered through MTCA and a variety of state agencies, thereby insuring our commitment in providing excellent service to all who cross our threshold.

The Presidential Primary was held for the first time in February enabling Massachusetts to join sixteen other states in what became known as “Super Tuesday”. Topsfield voter turnout was one of the highest in the state at 63%. Participation nationally was well below 50% reflecting a continuing trend of voter apathy.

The resignation of Selectman Richard Carlson, the day after the May town election, necessitated a special election to fill the created vacancy. A Governor’s bill drafted by the Town Clerk was submitted in June by the Board of Selectmen to the state legislature for action. The bill allowed the Town to fill the vacancy in the office of the Selectmen at the November 4, 2008 state election, thereby realizing a special election cost savings of approximately \$5,000 and facilitating greater voter participation. I would like to take this opportunity to officially acknowledge Representative Speliotis and Senate Majority Leader Berry for their vital assistance in securing passage of this worthy legislation, on behalf of the Town.

The annual census and updating of the town bylaws continues to be done ‘in-house’. This year, a tax dollar savings of \$2,550 was realized. Jack Long’s efforts archiving our early town records to date is unprecedented. His is a most generous gift of time and effort. All Town Clerk records have been placed in archival sleeves, catalogued and chronologically filed to insure their longevity and accessibility. This approach continues as records are added. Our microfilmed records are secured off-sight at no cost. Further, Jack is currently entering all our data on archival discs for easy access. The work done to date insures Topsfield’s Town Clerk’s records are preserved for future generations.

In closing, I wish to again note the stellar performance of Assistant Town Clerk Joan Glatz, and to extend my sincere appreciation to all who assist us in the performance of our duties throughout the year, especially our superb election workers and Board of Registrars. A “Tip-of-the-Hat” to our Men-in-Blue for their valuable assistance in securing 100% resident response to our annual census mandate, and to our Park/Cemetery and Highway Departments for their indispensable assistance in the transport of election materials to and from our polling site.

Respectfully submitted,

Beverly Ann Guarino, CMC/MMCA/CMMC
Town Clerk

Cable Advisory Committee

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.

Easy to use portable video equipment is available for use in the Town Library, the Gould Barn and for volunteers to create local programming. Our hope is to find people who already have video equipment 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 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 provides the Town with additional means to improve communications within the community.

Respectfully submitted,
Bill Whiting

WE NEED VOLUNTEERS!

- to tape local community events such as parades and concerts.
- to cover local government and community meetings.
- to work in the Cable Office to input news into the Community Bulletin Board.

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Contact Bill Whiting 978-887-2283.

2008 Program Summary

Selectmen meetings	
Every other week is live;	
re-broadcast the following week	
Annual Town Meeting	1
Public Forums	5
(Candidates Night, Deer Forum, Farms and Rural Retreats, Rail Trail, Parenting)	
Topsfield School Committee Meetings.....	17
MASCO sports.....	80
Compliments of Boxford Cable	
MASCO concerts/special events	38
Compliments of Boxford Cable	
Special Interest (cooking, medical)	11
Compliments of Boxford Cable	
General interest (Trails and Sails, etc.).....	7
Sen. Kennedy, Cong. Tierney updates.....	9
North Shore Navigators baseball.....	3
Historical Society archive videos	5
Board of Health information	3
Local church services:	Weekly
Provided by the churches:	
Our Savior Lutheran	
Topsfield Congregational	
First Church of Boxford	

Town Website Committee

www.topsfield-ma.gov

This year the Topsfield website was recognized for providing outstanding "E-Government" information by Massachusetts Common Cause.

A group of dedicated volunteers have developed a comprehensive Town website: 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.

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. 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 technology 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.

Fire Department

Currently, Topsfield has an on-call Fire Department supplemented with full-time personnel. This has served our community well in the past. However, with today's changing times, it is a challenge to achieve an appropriate response to emergency fire and emergency medical calls after 11 p.m. with this current staffing arrangement. This has been a growing concern with many call fire departments in our area. This is in part due to the fact that our on-call members need to be rested and prepared for their full-time occupations in the daytime. We continue to recruit and train new members to help alleviate this trend. However, at some point, we as a community need to tackle this risk by hiring additional full-time firefighters.

Last year in my annual report, I highlighted risks associated with our aging apparatus. Unfortunately, I was correct in this report. Engine 3 (1994) failed to pass the Commonwealth of Massachusetts safety inspection. We were forced to spend thousands of dollars in repairs just to pass the state safety inspection. Ladder 1 (1985) suffered a structural failure and had to be towed to a repair facility. At the time of this writing, the repairs are estimated at \$20,000.

I have requested annually that we replace apparatus on a routine schedule to protect ourselves from a catastrophic failure at an inopportune time, placing our employees and citizens at great risk.

Topsfield was fortunate in receiving the following Grants: the Commonwealth of Massachusetts Firefighting Equipment Grant, the Governor's Highway Safety Bureau Grant, the Forestry Grant, and the Fire Safety Grant. These monies are earmarked by the awarding governmental agency for

specific purchases to benefit the citizens. This department aggressively seeks out any opportunity to supplement supplies, training and firefighting equipment to benefit our community's needs.

To conclude, I am thankful for the continued support from the Selectmen, Finance Committee, Town Administrator, and citizens in order to keep the Fire Department running during these tough economic times. I also appreciate the dedication and commitment of all members of the Fire Department and the Firefighters Relief Association. I continue to receive thanks from the community as a whole for the department members' good works and timely responses to aid our citizens of this great community.

Tribute

We were saddened by the passing of retired Deputy Chief Charles Blunt. Charlie had been on the Fire Department since 1973. He made Lieutenant in 1977, Captain in 1988 and Deputy Chief 1993. Charlie was readily available to respond to calls day and night. He has been a long-standing member of the Topsfield Firefighters Relief Association. He and his wife Glenda have been staunch supporters of the Fire Department. We will miss his dedication and commitment to the department.

In Appreciation

We would like to thank Frederick Jones for his dedication and service as call firefighter to the Fire Department since 1998. As he moves on to other interests, we wish him and his family well.

We would like to thank Wes Tucker, the Safety & Admissions Officer, of the Topsfield Fair Grounds for his generous donation

toward our EMS Gift Fund account from which we were able to purchase Continuous Positive Airway Pressure equipment for our department.

Accomplishments

Congratulations to both firefighters David Ahern and Tamara Harper who received their EMT Basic Certification.

Report of the Training and Hazardous Materials Coordinator

During the past 12 months, the Fire Department has conducted over 23 training sessions for all of our firefighters. The subjects included in this training were EMS, hazardous materials, incident command, as well as fire training. The fire training covered many aspects of firefighting including prompt and proper laddering techniques, extinguisher use, hose handling, extrication, attack and theory. All firefighters must attend 80% of all training. We realize how much of a commitment that it takes to achieve this goal. We thank the firefighters for all of their efforts.

This past year, the Fire Department responded to 33 incidents involving hazardous materials. All incidents were mitigated by Fire Department personnel with no state agencies being involved. The majority of the incidents involved flammable gases or liquids.

Respectfully submitted,

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

Reports: Public Safety

Report of the Fire Prevention Officer

This year's Fire Prevention Week campaign focused on preventing home fires.

Cooking fires were the number one cause of fires in the home. Fire departments responded to 146,400 structure fires. These fires caused 480 civilian fire deaths and 4,690 injuries, and cost \$876 million in property damage.

Home heating equipment caused fire departments to respond to 64,100 reported structure fires with a loss of life to 540 civilians and 1,400 injuries, with a cost of \$943 million in property damage. Space heaters accounted for one-third (30%) of the home heating fires and three-fourths (73%) of home fire deaths.

Smoking materials (i.e., cigarettes cigars, pipes, etc) were the leading cause of fire-related deaths with 780 civilian's deaths and 1,600 injuries. This is roughly one out of every four fire deaths being attributed to smoking. Older adults are at a higher risk of death than younger adults even though the older adults are less likely to smoke.

Electrical equipment counted for 20,900 reported structure fires and 500 civilian deaths and 1,100 injuries.

Source: NFPA's Fire Analysis and Research Division (Statistics from 2005 and 2006)

Again this year, firefighters gave tours of the fire station and all of its equipment. During these tours, the children were shown what to do and what not to do during a fire. Our tours included groups such as pre-school, birthday parties, elementary schools and other civic groups.

The Topsfield Fair continues to be a very busy time for the Fire Prevention Division with inspections starting weeks before the Fair, up to the Fair and throughout the Fair while it is in operation. One very popular attraction at the Fair is the "Essex County Fire Prevention Booth" located in the Grange building. This booth is staffed with numerous firefighters throughout Essex County

and receives a barrage of questions re: subjects such as smoke detectors and carbon monoxide detector locations to heating systems, home sprinkler systems, as well as outside fire safety.

Incidents/Fires	
Structure & within	104
Medical Aids	610
Haz-Mat.....	33
Public Service.....	424
Good Intent	48
False Alarms.....	124
Special incident	11
Natural Disasters.....	3
Total.....	1357
Inspection / Permits	
Buildings.....	341
Fire Extinguisher.....	90
Fire Drills	19
L.P. Gas.....	132
Tank Trucks.....	4
Oil Burners	61
Smoke Detectors	142
Sprinklers.....	19
Tank Removals.....	12
Plan Reviews	42
Tentage	3
Day Care.....	2
Others.....	24
Open Burning	1392
Total.....	2283

Respectfully Submitted,

Captain Darrell W. Moore, EMT-P, I/C, CFI-1
Fire Prevention Officer

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, 2007, through June 30, 2008, members of the Topsfield Fire Department responded to a record number of requests for medical assistance. During this time-frame, there were 610 requests for medical

assistance and 649 patients evaluated and treated. Of those patient encounters, 434 were transported by ambulance to appropriate medical facilities. In addition to the record calls for service, Topsfield Firefighters completed advanced training, specialty certification, and maintained their required certification.

The Topsfield Fire Department remains committed to injury prevention. The Department has participated in several prevention programs. The Topsfield Fire Department received a grant from the Massachusetts Governor's Highway Safety Bureau for 75 free bicycle helmets. Anyone in need of a bicycle helmet can contact Fire Headquarters. Two members of the Fire Department are certified Child Safety Seat Technicians and evaluated and installed 226 child passenger safety seats during this past year. The Department received a grant from Governor's Highway Safety Bureau for \$1,500 for child safety seats, which have been given to families throughout the county. 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. Firefighters Cynthia Bowman, Michael Bell and John Reineke are in the process of obtaining their paramedic certification.

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

Reports: Public Safety

protocols. The Emergency Medical Services branch of our Department participates in in-house and regional quality improvement programs. We have implemented electronic patient care reporting to improve communication and quality of service provided. The Topsfield Fire Department remains committed to quality service to their community. To that end, an on-line customer satisfaction survey is now available on our web site at www.topsfieldfire.com.

Respectfully submitted,

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

Report of the Topsfield Emergency Management Agency

I am pleased to report that the majority of our town employees have been trained in (NIMS) National Incident Management System according to FEMA's mandate. I am happy to report that we were successful at obtaining a reimbursable grant to fund all training and any overtime associated with NIMS.

I was chosen by Director Boyce of MEMA to participate in the creation of an Emergency Management Directors' handbook to be distributed statewide as a guide to meet the emergency needs of our state's communities.

I am currently facilitating the updating of Topsfield's comprehensive emergency plan as required by the Commonwealth for each community. This is a several hundred page document which illustrates what Topsfield's risks are and what our response would be should a disaster occur.

This is my second year as the Emergency Management Director, and I would like to thank the Selectmen and Town Administrator for their support in this effort. Unfortunately, this Department has not been given the resources to accomplish the set goals. Hopefully in the near future when the economy improves, we can allocate funds to complete risk assessment and purchase

supplies and equipment to be prepared for catastrophic emergencies or disasters that may strike.

Respectfully Submitted,

Ronald P. Giovannacci,
Chief of the Department
And Emergency Management Director

Report of the Regional Operations Center

This year the Regional Operations Center Advisory Committee has been renamed to the Regional Emergency Community Center Advisory Center for which I am our community's delegate and serve as co-chairman. At the time of this writing, we have applied for the Commonwealth of Massachusetts grant for \$6.8 million dollars to construct a Regional Emergency Communication Center for the following communities: Beverly, Danvers, Essex, Hamilton, Ipswich, Manchester By-The-Sea, Marblehead, Methuen, Middleton, North Andover, Swampscott, Topsfield, and Wenham.

After numerous meetings spent reviewing our emergency operations, we will be asking our citizens at the upcoming 2009 Annual Town Meeting to support an Inter-Municipal Agreement with the aforementioned communities. This will be an operation platform to serve our communities' emergency operations in a more efficient and effective manner. We believe time will show a substantial savings in cost and reduce our risk during emergency events. I would like to thank the delegates from the communities listed for their tireless efforts in the preparation of this study.

Respectfully Submitted,

Ronald P. Giovannacci, Chairman
Regional Operations Center Advisory
Committee

Police Department

Addressing Citizen Concerns

Over the past year our department has worked hard at addressing your concerns.

Crime Prevention Programs

In an effort to reduce property crimes and motor vehicle complaints throughout our town, our officers have become more visible and responsive to your needs for service. Our Vacant House Check Program has been extremely successful in increasing police visibility in your neighborhood, having doubled our residential checks over last year. This program allows officers to check on your property while you are away. If you have not utilized our House Check program please go to www.topsfield-ma.gov/gov/police/House-Check.shtml to complete the form and drop it off at the police station.

With the economy in a downturn, the incidence of crime increases. We continue to see a high volume of property crimes in the surrounding area such as motor vehicle breaks, thefts of motor vehicles as well as residential burglaries. Through our efforts, we saw a slight decline in the latter categories in our town over the past year while our arrests, motor vehicle citations and warnings increased. The visibility of our cruisers and proactive motor vehicle enforcement options remain a major deterrent in addressing these crimes as well as reducing the instances of motor vehicle related complaints and accidents. But our resources are limited. We only have two officers on the road at any one time with a broad area to cover. That is why we are asking for you to assist us in protecting our community.

Through crime prevention programs such as our new Citizens Information Alerts (C.I.A) and Citizens Police Academy our department

partners with you, the citizen, to address issues facing our community.

Our Citizens Information Alerts have grown to over 260 households now receiving our periodic crime prevention alerts and crime bulletins keeping you abreast of issues affecting you and your neighborhood. The program initiated by Detective Gary Hayward was recognized with a "2008 Good Citizens Award for Making our Community Safer" by the Essex County Anti-Crime Council. We encourage all to participate in this informative program. Go to www.topsfield-ma.gov/gov/police/ciaprogram.shtml, complete the form and drop it off at the police station.

Our first Citizens Police Academy was completed this January with 11 citizens having graduated. The Citizens Police Academy is a twelve-week program designed to give citizens a better understanding of what the police department does and how it operates. This is accomplished by using a mix of lectures, demonstrations and hands on experience. Some of the topics covered include an overview of the criminal justice system, court procedures, police patrol and administration operations, self defense, radar and CPR. The student also has the opportunity to sit with a police communication dispatcher during a shift and ride with a police officer on patrol. It is a great interactive program that continues to build on our partnership with the community. We will be scheduling these throughout the year.

Our Investigative Division has made tremendous progress over the last year in their continuing efforts to building a viable investigation unit. Their goal of minimizing the victimization of our residents through public awareness, criminal investigation,

intelligence gathering and networking has been successful in solving many crimes against our citizens.

Last year at Town Meeting, the citizens of Topsfield approved funding for a School Resource Officer (SRO) position at Masconomet High and Middle School. This program was a collaborative effort with Topsfield, Boxford and Middleton police departments to introduce a police officer into the educational setting to build the bonds of cooperation between police, school administration, students and their parents while providing a safe learning environment. Officer Shawn Frost was assigned as Topsfield's first SRO and has already made inroads into addressing drug and substance abuse issues among the students as well as working with the school administration, Division of Youth Services and the Essex County District Attorneys Office to address student issues before they become problems. The feedback from school administrators has been extremely positive and the students have been very receptive to the new program. The School Resource Officer program continues to be one of the most important positions within the Topsfield Police Department.

In closing, I want to thank the citizens of Topsfield for your continued support for our officers, programs and department. It's because of you that our officers maintain the highest levels of professionalism, dedication and commitment necessary to fulfill our mission to "Protect and Serve" the citizens of Topsfield.

Respectfully Submitted,

Evan E.J. Haglund
Chief of Police

Topsfield Police Department Statistics

	2008	2007	2006
ARRESTS	312	174	159
MV ENFORCEMENT:			
WARNINGS	1620	1477	1217
CITATIONS	974	419	495
CRIMINAL	84	86	123
O.U.I.	35	22	18
MV ACCIDENTS	111	108	123
DOMESTICS	23	11	19
DISTURBANCES	58	57	40
LOUD GROUPS/NOISE	61	63	58
ASSAULTS	7	3	1
VANDALISM	70	80	36
JUVENILE	70	51	38
SUSPICIOUS ACTIVITY	456	383	363
MEDICAL AIDS	454	375	372
ALARMS	644	449	401
ANIMAL CALLS	232	197	189
PROTECTIVE CUSTODY	21	15	30
WALK-IN	1045	527	0
PHYSICAL HOUSE CHECKS	1141	409	0
THEFT OF MOTOR VEHICLE	3	6	1
LARCENY FROM MOTOR VEHICLE	42	42	22
UNLAWFUL ENTRY TO MV	4	6	1
LARCENY FROM RESIDENCE	3	2	
LARCENY OF BICYCLE	0	5	0
LARCENY GENERAL	28	29	27
RESIDENTIAL BURGLARY	6	9	5
COMMERCIAL BURGLARY	3	2	4
BURGLARY GENERAL	1	1	0
ARMED ROBBERY	0	1	0
OFFICER RESPONDED TO CALLS	7,492	4,988	3,585
TOTAL CALLS FOR SERVICE	15,716	10,701	8,049

(Statistical tabulation based on calendar year)

2008 Revenue from fines directed to Town of Topsfield

	2008	2007
Registry of Motor Vehicle	\$31,350	\$22,325
Department of the Trial Court	\$12,030	\$10,060
Total.....	\$43,380	\$32,385

Inspectional Services

Ensuring Public Safety Through Professionalism

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

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.

Respectfully submitted,

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

Building Permit Classification of Construction by Item No.¹

(101)	New Single Family Houses	2	\$ 825,000.00
(324)	Professional Bldg.....	1	1,950,000.00
(327)	New Store (Restaurant)	1	220,000.00
(328)	Other Non-Residential Bldgs.	6	264,700.00
	(ex: sheds, barns etc.)		
(329)	Structures Other Than Bldgs.....	3	236,670.00
	(ex: swimming pool)		
(434)	Residential Additions & Alterations.....	82	6,059,598.00
	(separate foundation permit excluded)		
(OS)	Miscellaneous.....	153	1,132,291.00
	(including foundation permits)		
(437)	Nonresidential and Non-housekeeping		
	(additions & alterations)	6	439,175.00
(438)	Additions of residential garages.....	4	230,000.00
(645)	Demolition (residential).....	4	25,200.00
(649)	Demolition of Non-housekeeping Bldgs.	7	47,700.00
Total Valuation of Construction & Demolition.....			\$11,430,334.00

Topsfield Fair Inspections

Permanent Buildings	16
Certificate of Inspections	19
Total Building Permits.....	269

Total Fees Collected.....	\$88,415.98
Waived Fees (Public Buildings)	96.00
Total Collected & Waived Fees	\$88,511.98

Report of the Electrical Inspector

Total Electrical Permits Issued	221
Total Fees Collected	\$24,488.00
Waived Fees (Public Buildings)	240.25
Total Collected & Waived Fees	\$24,728.00

Report of the Gas/Plumbing Inspector

Total Gas Permits Issued	96
Total Gas Fees Collected	\$4,050.00
Total Plumbing Permits Issued	101
Total Plumbing Fees Collected	\$6,547.00

Total Collected & Waived Fees	
For Inspectional Services Department	\$123,836.98

¹ Item No. Categories per U.S. Department of Commerce Bureau of Census.

Road Commissioners

The Board of Road Commissioners moved forward on several construction projects during the fiscal year in addition to overseeing the ongoing activities of the Highway Department. Our efforts focused on planning and document preparation for bridge repairs and major road improvements. In addition, the Highway Department supported the Water Department on the repair of numerous water main breaks.

Believing that planned maintenance is the most cost-effective solution to the Town's roads, the Board approved an upgrade to our road maintenance program that predicts the decline of roadways based upon multiple factors. Our major paving effort during the year was the milling and paving of a major portion of Washington Street which had deteriorated significantly.

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, all of which are maintained by the Highway Department. In addition to maintaining this infrastructure, the Department is often called upon to assist other departments in Town. During the year, the Highway Department assisted in repairs of water main breaks at Maple Street, Prospect Street, and Ipswich Road. In addition to assisting the Water Department, the Highway Department must repair the road where the break occurred.

After considerable negotiations with the Mass Highway, we were able to develop specifications for Asbury Street Bridge and Rowley Bridge repairs. The specs were sent out as part of a bid request, and all bids received exceeded the amount of funds available for the job. As a result, the Board

voted to resubmit the bid request for the Asbury Street Bridge only since it was in the greatest need of repair. Bids were received within acceptable limits, and it was agreed to award the contract.

Following years of discussions with Mass Highway, 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. This year's efforts included attendance at the Transportation Improvement Program ("TIP") day by Superintendent David Bond and Town Administrator Virginia Wilder as well as meetings with State officials to expedite the project launch. The project is expected to go forward and will be primarily state-funded.

Although the repairs at the Route 1 and 97 intersection were performed by the State, they coordinated with our Highway Department. Discovery of fuel contamination in the soil complicated the repair efforts.

The Highway Department completed the third phase of a program to change out 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.

Cost increases for road materials continued to challenge the Department. A 27% increase in road salt prices along with continuing rises in asphalt, sand, and fuel prices squeezed the Highway budget. As often happens, the budget for snow and ice removal was exceeded for the year.

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.

Respectfully submitted,

Philip Knowles, Chairman
Richard Cullinan
Joseph Gibbons, Clerk
David Bond, Highway Superintendent

Water Commissioners

General

Fiscal 2008 was a successful year for the Water Department. The Town completed the last third of the metering system upgrade this year and water rates were not increased. Water consumption during the summer months continued to decline due to outdoor water use restrictions.

Water Quantity

We pumped one hundred fifty million gallons of water from our two wellfields during FY2008. Seventy-nine million gallons were withdrawn from North Street and seventy-one million gallons from Perkins Row. Water use is lower than in previous years due to the mandatory outdoor water use restrictions required by the Massachusetts Department of Environmental Protection.

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. After several years of testing it was determined that our wells were not directly influenced by nearby surface water bodies.

Billing, Rates and Conservation

We are happy to report that our customers are conserving water and rates were not increased this year.

Usage per 6 months	Amount per Thousand
0 to 24,000	\$4.65
24,001 to 48,000.....	\$5.70
48,000 +	\$8.00

Board Composition

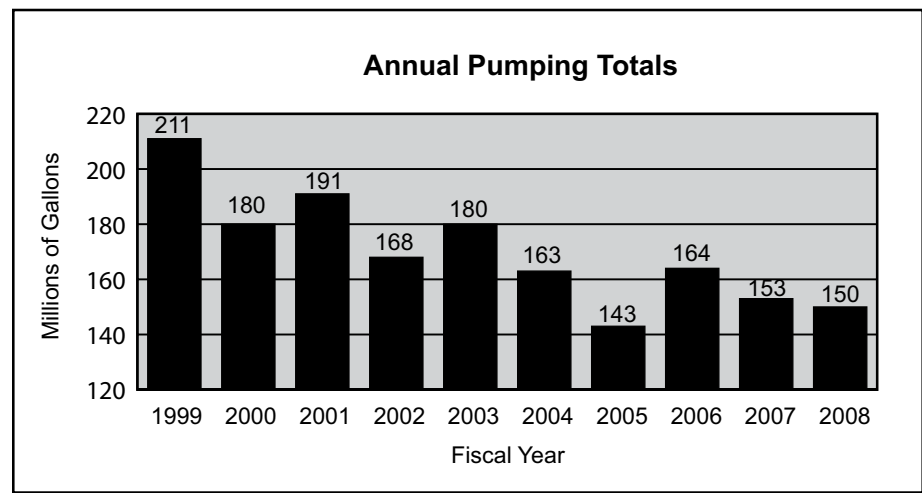
We are very pleased that Philip Knowles was reelected to the Board of Water Commissioners this year. The Board elected Philip Knowles as Chairman; Richard Stone as Clerk; and Elizabeth Cullinan as Member.

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.

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



Elementary School Committee

Elementary School Committee
Jeff Evaul, Chairman
Ronald Giovannacci, Vice Chairman
Rebecca Brockelman
Jeanine Cuniff
Susan Archer

School Superintendent:
Bernard F. Creeden

Director of Finance and
Human Resources:
Steven Greenberg

Director of Special Education:
Sharon Lyons

Director of Facilities and
School Operations:
Steven Clifford

Milestones

Karen Dow completed six years of service on the committee. The committee and the town wish to thank her for her service.

Grant to Evaluate Regionalization

In an effort to investigate efficiencies and cost savings that might be realized with an expanded regionalization of the administrative functions of our schools, Topsfield joined Middleton and Boxford in forming a committee to review administrative regionalization. The subcommittee is seeking a \$25,000 state grant to enable hiring a consultant to review the benefits of moving forward.

Coordinated Program Review

In February, 2008, the Massachusetts Department of Elementary and Secondary Education (DESE), formerly known as the Department of Education, completed a Coordinated Program Review of the Topsfield schools and the Tri-Town Union office in three specific areas of school operation: Special Education; Civil Rights and Other General Requirements and English Learner Education. This comprehensive review of services and programs is required every five years. In September, 2008, we received the results of the review. Our district's performance and services received the highest possible rating of Commendable on three compliance criteria, achieved Fully Implemented rating scores in 89 areas and received a Partially Implemented rating in 14 compliance criteria, 8 of which were related to our underdeveloped services in English Language Education for children whose first language is not English. We also received one Not Implemented rating in English Learner Education as required by law. We responded to DESE with a course of action

for bringing our ELE services into compliance and are awaiting a final determination as to the satisfaction of these programs. It should be noted that the schools have not received any parental or student complaints related to any of our ELE services, but we realize that our increasingly global mobility and economy requires increased language services. The findings from this Review as well as the District's follow-up Action Plan can be accessed at www.tritownschoolunion.com.

Strategic Planning/District Goals

The School Committee is reviewing and updating our Mission Statement, Core Values and setting Goals for 2009-2012. The new plan was approved at a public meeting in February, 2009, and is posted at www.tritownschoolunion.com.

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

Reports: Education

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 or have had children enrolled in our schools. The primary 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 development process is a constant balancing act, weighing the needs of students and teachers against the town's financial constraints. The Committee's goal is to provide the highest quality educational programs with available funding from community tax revenues and limited fiscal support from the state. Increasing costs associated with insurance, school transportation, utilities, special education, building maintenance, and contractual salary increases, must be addressed annually. Our 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 2010 Budget cycle.

Maintain the Rate of Budget Growth at a Responsible Level

Due to economic pressures, the School Committee has exercised significant fiscal restraint the past three 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.

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 and updated in December 2008 continues to show a trend of anticipated enrollment decreases for the next several years.

Massachusetts Comprehensive Assessment System (MCAS)

As Educational Reform in Massachusetts heads into its fifteenth 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 Elementary and Secondary 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 and Mathematics
- Grade Four: English Language Arts, Writing and Mathematics
- Grade Five: English Language Arts, Mathematics, Science and Technology, History and Social Studies
- Grade Six: English Language Arts and Mathematics

Reports: Education

The Elementary School Department Budgets for the years 2005/2006, 2006/2007, 2007/2008, 2008-2009 and 2009/2010 (proposed) are presented in the following table:

Topsfield Elementary Schools Expenditure Summary					
	FY06 Approved Budget	FY07 Approved Budget	FY08 Approved Budget	FY09 Approved Budget	FY10 Proposed Budget
Total Salaries	4,673,368	4,714,037	4,845,188	5,132,811	5,413,732
Total Supplies/Materials/Textbooks	192,078	161,905	169,706	163,794	144,624
Total Equipment	22,631	26,797	35,257	40,826	38,882
Total Prof. Dev. (Mem./Work./Conf.)	66,354	61,368	62,009	62,386	61,949
Total Special Education (Tuitions & Services)	394,926	453,373	566,556	563,997	400,731
Total Transportation	325,803	311,067	329,409	284,575	270,801
Utilities	212,952	248,236	213,229	211,394	242,628
Facilities	154,109	158,093	171,194	170,453	170,568
Total Operating Budget	6,042,221	6,134,876	6,392,548	6,630,236	6,743,915
Less: Applied Income Sources	595,343	377,652	462,608	522,398	412,200
Total Town Appropriation	5,446,878	5,757,223	5,929,940	6,107,838	6,331,715

Enrollment

	Pre School	K	1	2	3	4	5	6	Students K-6	Classrooms K-6
2004	50	80	99	96	104	97	103	112	691	36
2005	47	89	80	99	97	104	95	104	668	35
2006	50	73	96	81	99	96	105	97	647	34
2007	54	80	80	95	85	103	94	104	641	33
2008	50	78	82	79	94	91	103	100	627	33

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 2008 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:

State Rank and % Advanced and Proficient					
	2008	2007	2006	2005	2004
3- Reading	#10 - 83%	#19-81%	#31-79%	#54 - 79%	#5 - 88%
3- Math	#7 - 90%	#65-75%	#38-71%	NA	NA
4-ELA	#33 - 73%	#44-76%	#33-73%	#5 - 83%	#43 - 76%
4-Math	#102 - 57%	#23-70%	#11-68%	#12- 74%	#36 - 64%
5- ELA	#24 - 85%	#15-87%	#2-93%	NA	NA
5- Math	#15 - 80%	#6-83%	#26-69%	NA	NA
5-Science	#48-- 72%	#19-79%	#6-85%	#19 - 79%	#59 - 75%
6-ELA	#16 - 90%	#3-99%	#17-89%	NA	NA
6- Math	#31 - 79%	#3-93%	#7-80%	#8 - 83%	#11 - 79%

Curriculum and Program Development

The Topsfield Elementary Schools maintain web sites which contain detailed information about our ongoing initiatives in curriculum, instruction and professional development. These web pages can be located at www.tritownschoolunion.com and www.topsfieldschools.org.

Special Education

The special education program in Topsfield has always been outstanding and we continue to assess and modify our program needs each year to ensure we remain flexible enough to meet the growing complexity and numbers of our students with disabilities. School districts are mandated by state and federal laws to provide special education services to those students with disabilities who require specialized instruction in order to make effective educational progress and to ensure that these services occur in the least restrictive environment. Special Education programs are required to be individually tailored to ensure the individual student makes steady progress towards meeting the same curriculum standards as all students in our district. Therefore, this is an area over which the local School Committee has little control in terms of costs, which can have a major impact upon our budget. Clearly, there are diverse student needs that must be addressed through our educational programs and the School Committee asks for your continued support with the local budget to ensure all children's needs are fulfilled to the best of our ability.

As of December 1, 2008, there were – 119 special education students in the Topsfield Elementary Schools, grades Pre-Kindergarten through grade 6. The percentage of Topsfield students (Kindergarten through 6th grade) receiving special education services is approximately 16.7% which represents an increase of 18 students above December of 2007. An additional Language Learning Class was established at the Proctor School this year to best meet the needs of a group of children transitioning from the Steward School. This program is designed to meet the unique needs of a small number of children who require an intensive language

based program with more intense focus upon behavioral needs.

The District is deeply committed to an inclusion philosophy pursuing effective ways to integrate all our children into regular education settings. We continue to implement an inclusive teaching model in both schools which combines the strengths of a classroom teacher with those of a special educator to provide intensive instruction right in the regular education classroom setting, one of the goals and requirements of the special education regulations. 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 North Shore Education Consortium to provide specialized educational programs to low incidence populations of special needs students and to serve as a resource to work collaboratively with member districts to address a variety of special education issues, as well as to provide professional development opportunities for staff.

Closing Statement

The School Committee has endeavored to maintain a focus on teaching and learning directed towards increased student achievement in a standard based environment. As the world shrinks, we need to prepare our children to be ready to deal with a global economy.

We have been extremely fortunate to have the support of the whole community. In addition, the ongoing support we receive from the Topsfield Elementary School Parent Teacher Organization (TESPTO), the Topsfield Education Foundation (TEF), and

Band Boosters among others enables the School Committee to accomplish more than we could within our budget alone. We would like to express our sincere gratitude and ask for your continued support to provide the quality education Topsfield has always been proud to offer its youngest residents.

Respectfully submitted,

Jeff Evaul, Chairman
Ronald Giovannacci
Rebecca Brockelman
Jeanine Cunniff
Susan Archer

Masconomet School Committee

Vision

The vision of the Masconomet Regional School District is to provide a challenging educational environment for all students that maximizes opportunities for intellectual and personal growth; builds character; promotes learning as a life-long pursuit; and encourages students to become contributing community members, locally, nationally and globally. This report highlights the fiscal, educational, and administrative changes and challenges which occurred during the 2007 - 2008 school year.

Goals

The Masconomet Regional School District has been working on specific goals for several years. Despite a lean budget, in FY08, we continued to make progress in reducing class size in core courses. Fewer students in a class allows for students to become more directly engaged and for teachers to provide more individual attention. The FY08 budget also contained additional elective courses. This was accomplished through course redesign and rotation of offerings, thereby not requiring any additional faculty. Although new text books and new computers were needed, we could not afford to do both. The FY08 budget prioritized replacing outdated texts. Several other long-standing, worthy goals could not be addressed due to lack of funds. These include increasing the Athletic Director position to full-time, adding an administrator to oversee personnel matters, reducing user fees, restoring positions cut in prior budgets, and investing more in print communications with the citizens of the Tri-Towns.

Academics

Academically, Masconomet students continue to improve. In general our students have

scored well on the Massachusetts Comprehensive Assessment System exams (MCAS). However, to address the needs of the small number of students experiencing difficulties, several strategies have been employed including extra courses and math lab time, study skills and academic support programs, and having core subjects taught by a team with content specialists and special education teachers. These interventions have worked well as evidenced by the fact that as of FY08, all students have ultimately passed MCAS before their classes graduated.

There were 313 students in Masconomet's 2008 graduating class. Of those, 95.3 % went on to further education of some kind, with 83.3 % choosing four-year colleges, including Ivy League institutions and private and state colleges and universities. A significant number of these students received scholarships and academic honors.

Extracurricular Activities

Masconomet students do extremely well outside of the classroom as well, and continue to excel in performance arts, athletics, graphic arts, and academic competitions. Masconomet students also are very involved in serving both local and global communities through community service projects and student-initiated service clubs like the Habitat for Humanity and One Laptop per Child.

Administrative

On the administrative side, we had two vacancies—Director of Guidance and Director of Athletics—and conducted searches to find replacements. We continue to work to assure that operations run smoothly in areas where we have outsourced services—food services and cleaning. The Management

Information Systems (MIS) Department is continuing to make our technology services more efficient and cost-effective.

The School Committee appreciates the support of the Tri-Towns. Despite difficult financial constraints, Masconomet strives to provide the best possible educational opportunities to our students and at a per-pupil cost that is below the state average. We look forward to continued collaboration with the towns as we struggle to maintain excellence in the trying fiscal times we are experiencing.

Respectfully Submitted,

Betsy L. McGinnity, Chairman
Masconomet Regional School District Committee

North Shore Vocational District

The following is a condensed version of the Annual Report for period January 1, 2008 through December 31, 2008.

For a complete report, please contact:
North Shore Reg. Vocational School District
30 Log Bridge Road, Middleton, MA 01949
www.nsths.edu

Merger Study

At their January meeting, the Merger Oversight Board met to review the two designs developed by Design Partnership a firm contracted by the Division of Capital Asset Management to assess renovation vs. new construction. One design placed the school on both sides of Rte 62 and involved renovating several of the current academic buildings now in use at the Essex Agricultural School. The two plans were reviewed and the committee unanimously voted to build one new structure on the north side of Rte 62, creating a safer more cohesive academic environment.

To date, we are completing the schematic design which will be presented to the Mass School Building Authority at their Spring Board Meeting. At that time, the project, which has been scaled down to \$125 million dollars, will seek approval from the members of the North Shore Regional Vocational School District.

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, 2008 is 447. 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.

Students participate in programs in Automotive Technology, Carpentry, Commercial Art, Collision Repair, Cosmetology, Culinary Arts, Electrical, Information Systems Technology, Graphic Arts, Health Technology, Machine Technology, and Masonry.

Tech Prep

Tech Prep, a federally funded program, establishes articulation agreements between high school students and post-secondary institutions. This program develops career pathways that allow for seamless transition from high school to college programs of study, creating opportunities for high school students to earn college credits.

During the 2007-2008 school year, we continued to work with North Shore Community College reviewing established articulations in ITS, Health, Marketing and Culinary and developed a new articulation in Graphic Communications.

The Tech Prep Consortium at North Shore Community College also provided our students with the following activities:

- College/Career Expo
- On the Spot Admissions
- Career Days for Non-Traditional Students
- Career Days for Grade 11 and 12 Students
- Culinary Competition
- Accuplacer Testing
- Accuplacer Test Prep Course

Adult Education

Adult Evening Education at North Shore is a self-supporting program that offers

more than sixty (60) vocational-technical classes that enhance the professional and personal lives of the adult members of our community. The program serves more than one thousand adult students that participate in a wide variety of courses. Popular fields of study include: computers, health, construction, machine technology, culinary, automotive, business and personal finance. A number of courses have state approval for professional and trade license preparation.

Business Office

The Department of Revenue has certified the amount in our unencumbered excess and deficiency funds available July 1, 2008 at \$394,449.

Funding Issues

The Fiscal 2010 Budget preparation is currently in process and will be presented to the District's Finance & Property Policy Subcommittee in February and subsequently to the District's School Committee. At this point, we have not received financial data pertaining to fiscal 2010 from the Department of Education.

The school has contracted with MidAmerica Administrative and Retirement Solutions, Inc. to perform third party administrator services to comply with the new IRS 403(b) regulations that take effect January 1, 2008.

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

Board of Health

The Topsfield Board of Health continues to deliver increasing Public Health Services to the citizens of Topsfield in an efficient manner while spending less per service. This has been accomplished by creative use of grant money and innovative approaches to fulfilling our mandates. While this past year has seen a reduction in the number of soil tests conducted and septic systems designed and installed, there has been a drastic increase in several other areas of responsibility:

- Federal and State Public Health mandates for inclusion in regional multi-year planning and training (with multiple disciplines) in Emergency Preparedness.
- The Topsfield Fair had an increase (24%) in food vendors. We reduced the use of contract inspectors from three to one. Oversight regarding control of septic discharge and solid waste was increased as well, while teaming with Fire personnel. Oversight regarding the animals in the Petting Zoo is conducted, while teaming with the Town Animal Inspector.
- The Topsfield Fairgrounds was the site for 60 non-Fair events. All have food vendors that need to be inspected.
- Annually issued Food Permits increased last year to 18. We expect another increase next year.

VNA Care, Inc. is contracted to deliver several services:

- Flu Vaccinations and Blood Pressure Clinics at Little Brook Village, Washington Meadows and Boxtop on School Street
- Communicable Disease contacts and follow-up
- Availability for staffing an Emergency Dispensing Site for dissemination of medications in mass quantities.

The Topsfield Board of Health brought new revenues of \$5900 to the Town's General Funds from vaccine reimbursements at the expense of \$590 from its own budget.

Board of Health Members

Bill Hunt—Chairman
Cheryl Knutsen—Secretary
Deborah Colbert
Mike Waltermire—resigned
Vince Guerra
Wade Goldman
John Coulon—Agent
Trish Smith—Secretary

Board of Health activity this past year:

Septic Permits

New	1
Repair.....	12
Soil tests.....	31
Septic System Inspection Review	54
Installer Permit	41
Installer Exam Review	11
Hauler Permit	20

Camp Permit 3

Pool Permit 1

Hair/Nail Salon Permit 1

Milk Pasteurization Permits 1

Massage Permits

Therapist.....	15
Facility	9

Food Permits

Restaurant.....	8
Retail	3
Limited Retail.....	3
Caterer	1
Temporary-Fair	134
Non-Fair	112

Council on Aging

The Topsfield Council on Aging (COA) major responsibilities is to design, implement, and promote elder programs and services to support the independence, health, and well-being of residents aged 60 and over and their caregivers. The programs include outreach, nutrition, transportation, social and educational programs, information and referral, volunteer opportunities, wellness programs, support services, and more.

2008 Highlights

- The COA Van provides the availability of transportation services to elders and disabled adults who live in Topsfield who need to get to their medical appointments, grocery shopping, day trips, luncheons, banks, post office, errands, and more. In Topsfield there is no public transportation service, limited or costly taxi services, and for those elders who do not drive or must give up their driver's license, the COA van service is their lifeline. The 55 unduplicated senior citizens this past year were provided with approximately 3,969 rides. In addition, to the van service, volunteers provided 25 rides to seniors who needed to get to their medical appointments, but could not be accommodated by the van. Funding of \$2,200 from a Title III Grant from SeniorCare provided funds so that the van service could expand its hours each day to accommodate the riders request. The handicapped accessible van service continues to provide transportation for Topsfield residents within a 15 miles radius for appointments. In addition, once a week, special trips are planned for cultural and social events.
- The Senior Scoop – the COA's monthly newsletter is distributed by mail each month to over 800 seniors. A group of

volunteers help to fold, label, and prepare newsletter for bulk mailing each month.

- The COA continues to rely on volunteers to provide the labor and expertise for programming and daily activities. Our organization has 122 volunteers providing over 3,000 hours of service. Volunteers help support the paid staff, and are an integral part of the organization. They continue to donate their time by helping us in the office, being lead volunteers for our senior programs, teaching classes, delivering meals on wheels, helping at our luncheon functions, helping rake leaves in the fall or shovel snow in the winter. They also provide a friendly phone call or visit, and help with program planning and implementation.
- Information and Referral: Phone contacts of 5,217 were provided to seniors and non-seniors at the COA for information and referral assistance.
- Nutrition: The COA provided 4,117 home delivered meals to 28 unduplicated elders, and 466 meals were provided to 55 unduplicated seniors attending the special congregate luncheons. SeniorCare, Inc. through their caterer Sodexo/Marriott provides the meals for our special lunches and for meals-on-wheels when school is not in session. The Proctor School provides the meals-on-wheels when school is in session. Volunteer drivers deliver the meals Monday through Friday. In addition to the meal delivery, each participant receives a wellness check by the drivers. Commissioners of Trust Funds provides the funding to stipend some of our meals-on-wheels drivers.

Staffing

The office staff went through some changes this spring, Sheila Field, Executive Director of the COA resigned, and the COA Board began their search for a new director. Peg Beauregard was hired in July to assist with data entry from funds from the Formula Grant. Lorraine Hill continues to assist us at the Topsfield Fairgrounds Bee Building on Mondays, Tuesdays, and Thursdays. Lorraine works through a grant from the Federal Government Senior Employment Program, "Project Able" at no cost to the town. Nick Mazzetta, Jim Barry, and Richard MacWhinnie continued to do a great job driving our seniors in the COA Van. Due to the resignation of Shiela Field, Nancy Luther, Chairman of the Board of the Council on Aging played a crucial role in collaboration with Beth Wideberg the Secretary. I would like to commend Beth Wideberg for her dedication and commitment in implementing and promoting the COA programs and services during the search for a new director.

Funding

Finding other resources to help support the financial component of the growing community needs of the elders of Topsfield continues to be a necessity. This year, the Box Top Community Club contributed \$2,500 to be used for programs and services. Generally, the donations monies we receive enables us to continue to offer free internet service to seniors in the community room at LittleBrook Village, as well as provide funding for special luncheons, programs, and services for the seniors of Topsfield. The Essex County Agricultural Association continues to offer us the use of the Topsfield Fairgrounds Bee Building for free so we can offer programs for our seniors on Monday, Tuesdays, and Thursdays. The space and all utilities are generously donated

Topsfield Housing Authority

Council on Aging, (continued)

and its in-kind value to the COA is \$35,000 a year. This year we received \$2,200 - Title III Grant Funds from SeniorCare, Inc. to assist us with providing additional funding for the van drivers to expand the hours of operations of the van. We continue to rely on the Friends of the Council on Aging, the fundraising arm of the COA to provide funding to us for our special lunches, trips, and funds for those elders in need. This past year, over \$2,000 was provided to the COA from the Friends of the Council on Aging. In addition, we continue to receive donations in memory of deceased loved ones to help support the programs and services offered by the COA.

We will continue to need grants and donations added to the town budget so that we will be able to provide and expand the services to the seniors of this community.

Respectfully submitted,

Lydia Bertolino, Executive Director
Topsfield Council on Aging

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 ten 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 are 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. In addition, we continue to have a community garden that allows interested tenants to grow their own flowers and vegetables. The community garden is a beautiful addition to our main parking area and greets our residents and guests with a proliferation of color and gorgeous vegetables. This project is a great success and enjoyed by many.

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 2008	
Chairman	Jack Minnehan
Vice Chairman.....	I. Bruce Bears
Treasurer	Gerald Buckley
Secretary	John McArdle
State Appointee	Vacant
Executive Director	Alice Sheridan
Maintenance Supervisor	Woodrow Lancaster

Tri-Town Council

on Youth and Family Services

Our Mission

Tri-Town Council's mission is to reduce and prevent at-risk behavior and to strengthen the social and emotional well-being of Tri-Town youth. We try to achieve this mission by collaborating with schools, parents, kids, law enforcement, community organizations and area resources to identify needs and provide proactive solutions that support and empower youth to make healthy and safe decisions.

During fiscal year 2008-2009, Tri-Town Council's adjustment counselors worked with more than 200 students at Masco and were instrumental in bringing programs to our schools and community that reached over 2000 parents and kids.

Tri-Town Council employs a part-time Program Director and a part-time Business Director who manage the daily operations of the Council. In addition, two full-time Tri-Town Council Adjustment Counselors work at Masco as an integral part of its team of human service professionals. A volunteer Board of Directors oversees the Council and includes members from all three towns. For the past year, Topsfield has been well represented by Dana Webster and Diane Frampton, along with a student board of directors, comprised of more than twenty young men and women in Masconomet Schools, grades 9 -12.

Programs

The Town of Topsfield benefitted from the following Tri-Town Council (TTC) programs, services and activities over the past fiscal year:

- Adjustment Counseling: Provided by two full-time professional counselors at

Masconomet Regional School. Adjustment counseling services are geared primarily to students in the special needs program. However, many of the 900+ students from Topsfield in grades seven through twelve received some benefit from these counselors either in one-on-one meetings, in groups, in the classroom, in an assembly, or through distributed materials. TTC Counselors also work as needed with the families of the students they see. In addition, counselors attend case conferences, individual education plan meetings, emergency management meetings, committee meetings, and student orientations. TTC adjustment counselors made over 200 contacts with Topsfield students, including 24 regularly assigned Topsfield special education students over the past year. The most prevalent issues include relationship problems, mood disorders, alcohol and drug use, family turmoil and school adjustment problems. Adjustment counselors also dealt with pregnancies, suicidal ideation, violence, bullying, harassment and anger management.

- Community Program, Services and Activities: In the past year, TTC offered or co-sponsored many community presentations, including, "Raising Resilient Children and Adolescents" - by Dr. Robert Brooks, one of today's leading speakers and authors on the themes of resilience, self-esteem and family relationships, "Deflecting Peer Pressure: Bully Proofing & Social Survival Skills"- How can parents teach their children to solve peer problems creatively, defuse destructive teasing that is often a precursor to violence, and engage in the "subtle art of saying no" so dangerous peer pressure situations and high-risk behaviors can be avoided. "Tri-Town

Reports: Health & Human Services

Health & Wellness Fair"- an informative and fun event focusing on physical, social and emotional health and well-being, "All-Night After Graduation Party"-Masco seniors get a safe send off by enjoying an entire evening of activities, "Girl Talk"- A series of workshops designed to increase and nurture positive communication about growth and development for Girls ages 10-12, grades 5 & 6 and their mothers, "Strengthening Social Skills" A series of three workshops to help you gain a better understanding how every child can become more socially capable and resilient, "Red Ribbon Week at Masco"-The Tri-Town Council student board helped promote the awareness Red Ribbon Week-a way for people & communities to unite & take a visible stand against drugs, "Secrets to Your Success in Parenting Teens"-This program examined what it is that makes this a challenging time for parents, and identify specific activities and approaches to help smooth out the ride, "Systematic Training for Effective Parenting" (STEP)- A parenting class to help communicate better with children, foster cooperation and mutual respect, build a child's self-esteem and sense of responsibility and maintain a calm family atmosphere, "Self-Esteem in Children: How Parents Can Make a Difference"- a program on self-esteem including resiliency, emotional well-being, and a sense of self-worth. "Understanding the Online Social World of Teens and Pre-Teens"-Dr. Englander focused on bringing parents up-to-date with the most recent trends and gave parents concrete, hands-on techniques to help their children and to work effectively with local schools to reduce bullying, cyber bullying, and to increase online safety. In Control-Advanced Driver Training offered "Masco Day", MA Youth Risk Behavior Survey - a nationwide survey designed to obtain information from youth regarding their participation in risky behaviors such as alcohol and drug use; sexual activity; depression; self-injury; as well as nutritional and physical activity levels. The results will help us to identify strengths and weaknesses and help us guide prevention planning and programs in the schools and community.

- Project Safety Net Hotline: This hotline provides a 24 hour, seven days a week telephone access to a counselor (978-771-4619) for information, referral and crisis counseling. We have received 32 calls in the past year. TTC received many additional crisis, or urgent, via our main number (978-887-6512).
 - Horizons after-school enrichment program was available to Topsfield elementary school children. There were over ten courses offered with six taking place. Some classes offered include yoga, science, drama, crafts, science and beading. Over 30 children participated for each of the fall, spring and winter semesters.
 - Substance-Free All Night Graduation Party was a tremendous success, attended by over 250 graduates in 2008. A third of its attendees live in Topsfield.
- The Tri-Town Council also offers fiscal sponsorship to assist local non-profit organizations, including:
- D.A.S.H. (Disability Awareness Starts Here) program was active in Topsfield and Boxford 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.
 - Community Giving Tree, donated over \$3,000 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.
 - 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.

The Tri-Town Council offers a website, www.tritowncouncil.org, in order to benefit Tri-Town residents and others, with continuously updated information, links and a local resource list. The Tri-Town Council also distributes an electronic newsletter

by email, The Reality Check, to hundreds of households in Topsfield. This newsletter contains information on topics of interest such as Cyber Bullying, Domestic Violence, Drinking and Driving, and updates on Tri-Town Council activities.

The Tri-Town Council also actively participates in Tri-Town working committees: In 2008, the Tri-Town Council was a member of the Social and Emotional Development Advisory Council (SEDAC), The Massachusetts Council of Human Services Providers, the Graduation Party Committees, the Middleton Board of Trade, the Community Collaborative Initiative and the Massachusetts Bay United Way.

Topsfield residents voted to provide TTC with \$20,354 in FY 09, 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.

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 many community volunteers that staff many of our projects, the volunteer Board of Directors and the use of a certified public accountant to ensure that our finances are in order so that our programs and services are run as efficiently as possible.

Respectfully submitted,

Nancy Coughlin, Business Manager
Tri-Town Council

Recycling Committee

Did You Know?

In 2008, Topsfield recycled 43% of the trashed picked up, representing 888 tons of recycled material.

In 2008 the total tonnage of solid waste picked up in the Town was 2082.34 tons.

See Page 8
for Trash Tips

Now in its tenth year, the Pay-As-You-Throw (PAYT) Program has continued to decrease trash collection costs, and increase overall recycling rates. The administration of both the PAYT and the recycling programs are handled in the Selectmen's Office. The Town collected \$50,750 in Pay as You Throw (PAYT) sticker revenue in fiscal 2008. This year Topsfield was awarded a grant from Massachusetts Department of Environmental Protection for the printing and mailing of the recycle calendar, which was a great savings to the Town.

We are in our fifth year of a five-year recycling and trash collection contract that includes the collection and disposal of municipal solid waste, recyclables and metal objects with JRM Hauling and Recycling Services, Inc. Under our contract terms, mixed recyclables, newspapers, paper, cardboard and styro-foam are collected at curbside every other week. The May and October "Household Metal" collections have been very successful. Residents utilize this collection to dispose of 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 (Municipal Recycling Incentive Program) monies were used again this year to purchase supplies for the Eighth 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 888.04 tons of curbside wastes, which included 628 tons of mixed paper; 260 tons of co-mingled plastics, cans, and glass containers; along with 49 tons of metal and white good items that were collected at the May and October Household Metals Collections. The Compost Center collected approximately 1,250 yards of leaves, 2,310 yards of brush and approximately 100 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

Library Trustees

Fiscal 2008 Statistics

The Topsfield Town Library continued to be ranked in the top 10 busiest libraries in the Commonwealth of Massachusetts for direct circulation and attendance. The Library was open to the public 42 hours per week with an average of 60 people walking into the library every hour. Direct interlibrary loan material and research requests continued to grow as the Library's patrons' visits increase.

The Library's collection totaled 63,754 items. The circulation of these items was approximately the same rate as last year, circulating 141,000 times. In addition, 39,484 items were processed for the interlibrary loan program. The Library staff serviced 3,961 research/reference requests.

The Library continued to support 20 local book clubs and to be a member of the Merrimac Valley Library Consortium Book Club Kit Group, which develops book club collections and support material for book discussions consortium-wide.

For children and young adults, the Library provided an exciting summer reading program utilizing the State's online reading log-in and book review program. Over 350 children participated in the summer reading program creating over 3,000 book reviews. The Library also had 150 different programs for children and young adults with approximately 4,600 children in attendance. Throughout the year the Library supported the academic endeavors of local students and schools. The Library has continued to develop its partnership with local school librarians and teachers pulling existing collection items and the region's supplementary collection on special topics to support student's successes. The Library

also purchased additional copies of titles that were on the Masconomet High School's summer reading list, and included the High School's copies during the summer months to help students and save money. Parents and students found reading guides that assisted the student for most titles.

The Library continued the popular Young Adult Drop-in Club for students from the fourth, fifth and sixth grades. Every Monday after school students came to enjoy refreshments and conversation and was encouraged by staff to begin their homework and utilize the Library's resources. A volunteer supervised the two-hour homework time as students enjoyed a welcomed snack provided by the Friends of the Library organization. Many Monday afternoons you could usually find 45 students in the meeting room.

The Library continued to find ways to support the Town by making the facility user-friendly and providing space for essential town business. The Library was the main meeting place for the Town's Conservation Commission, Health Board, Planning Board, Zoning Board of Appeals, Recreation Committee, Main Street Foundation and the Board of Library Trustees. There were also regular meetings for the Friends of the Library, American Legion, Topsfield Athletic Association, Topsfield/Boxford Community Club, Senior Writing Group, LaLeche Group, Lacrosse Club, Historic Society Board, Annual Senior Tax Assistant program as well as various other groups and organizations. The Library was a very busy place, serving a broad range of community needs.

Because the Library building is so heavily used, the Trustees continued its commitment to the upkeep and care of the building.

The 5-year capital expenditure plan that had been developed assists the Trustees to annually evaluate the Library's upkeep and technology needs. The costs of these projects were shared between the Town, the Gould Fund, donations by the Friends of the Library, the Mott Grant and other grants. For Fiscal 2008, 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 to hire a qualified engineer and to assure a well-managed project. The Trustees would like to extend their thanks to James Rossi, David Johnson, Robert Smith and Jaclyn White for their work on this project.

Cultural Activities

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

Our seasonal music programs for 2008 started with Dave Hollander and Friends Bluegrass Band. A planned outdoor concert quickly turned indoors because of a rainy afternoon. Despite the weather, the outstanding group of Berklee artists made for an enjoyable afternoon. Two more concerts were held on the second floor of the Library transforming the area into a café atmo-

sphere. The first was a winter concert called Classical Café featuring Junko Simmons on the violin cello, Vincent Monaco on trumpet and Katherine Carlson on harpsichord. The May concert was a Jazz Café featuring the Karen Ristuben Jazz Quintet that included Topsfield's very own Mason Daring along with Rory McKenzi, Dave Mattacks, Mark Earley, and of course, vocalist - Karen Ristuben. Concerts were free and included refreshments thanks to the Bradley D. Gatlin Family Fund and Lantern Hill Catering.

New Initiatives

The Library embarked on a number of new initiatives that we think enhanced services and opportunities for patrons. Overdrive, the downloadable audio book program, became available through the Merrimac Valley Library Consortium. Over two hundred new titles were made available for patrons to download to their home computer and then transferred to CD's or their own MP3 players. As the Consortium lost the opportunity to continue offering Rosetta Stone foreign language tutorials to libraries in the region, the Library staff discovered new opportunities through the BPL. BPL e-cards allowed patrons to access databases including World Language program as an alternative resource for our patrons.

The Library continued to work in partnership with the Parks and Cemetery Department and the Historical Society to provide a broader view in genealogy research material. The Cemetery Plot Plan Project was near completion and provides patrons with information on the burial location of ancestries in the Town's three cemeteries through an easy research by using a stand-alone computer or paper copies in three-ring binders, all located in the Library's Topsfield Room.

Genealogy databases were offered through the Topsfield Town Library. When visiting the Library, workstations provided easy access to Ancestry Library Edition. This database is only accessible while visiting the Library. Heritage Quest is accessible in the Library or remotely from home. A Topsfield Town Library card is needed to log on. Other useful tools such as links to websites were

offered at the Library along with the Family Tree Magazine to support patron's genealogy research.

The Tri Town Transcript also became available remotely to Topsfield patrons. A link from the Library's website is available to log on from home or while visiting the library. Again a Topsfield Town Library card number is required for access.

Both new databases resources continued the Library's commitment to support Patrons' needs while visiting the Library or when at home.

Volunteer Program

The volunteer program continued to provide much-needed support for Library operations. We had 38 regular volunteers giving 5,000 hours to the Library. 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 their deepest gratitude to the following volunteers for their generous gifts of time and talent: Nancy Babson, Kathleen Beal, Evan Benjamin, Sue Bergman, Sally Bergstrom, Ruth Butler, Katherine Carlson, Katie Chiffer, Elaine Crippler, Mark Daniels, Mason Daring, Elizabeth Driver, Nancy Emmons, Caroline Gallagher, Mitzi Gatlin, The Geggis Family, Filippa Guinta, Roger Hale, Sue Haight, Chris Hansford, Alyson Hayden, Karen Johnson, Steve Kincaid, Betty Kruck, Florence Lear, Brett Limone, Scott Limone, Becca McDonauld, Emilia Mountain, Gail Newcomb, Joan Panella, Barbara Patch, Linda Siwak, Donna Stanton, Annette Swain, Robert Thatcher, Carol White, and Sharon Wilcox and family.

Friends of the Topsfield Town Library

The Friends of the Topsfield Library, an independent non-profit organization dedicated to supporting the Library, continued to be an integral part of the Library's success. The Friends' significant financial contributions helped pay for important technology upgrades, programming and incidentals that greatly contributed to the operation of the Library. Throughout the year, the Friends

not only offered creative programs for children, young adults and adults, but also funded the popular museum pass program that allowed free or reduced rate admission to the major museums in the area. The Friends' membership-fee helped support all the Friends programs. Our sincere thanks to all members of the Friends of the Library for their constant and loyal support of the Library each year.

Respectfully submitted,

Sheila Becker, Chairperson
Jennifer Baker, Vice Chairperson
Dorothea Deluca, Secretary
Andrew Baumgartner
Elizabeth Johnson
James Rossi

Historical Commission

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.

Often some of the smaller, but nonetheless historic houses are threatened with demolition. The house at 126 Main Street is one example that is within the Historic District. The Commission is working with the current

owners to find a buyer for the property who will restore it, or some other preservation solution.

The barn at 35 Main Street, a superb example of an English Tie Beam barn, was dismantled and moved to Ipswich. While it is always preferable to keep the architectural treasures of the town in place, at least the building will be saved from being more landfill.

The Historic House marker program was re-launched. Homeowners can apply to the Commission for a hand painted plaque with the date and names associated with their house. Applications are available in town hall or on the town web site.

Commission member Parsons Clark has assembled a great collection of articles and resources for owners of antique homes or anyone considering buying an antique home. This booklet is available by contacting the commission.

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



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Topsfield Cultural Council



The TCC is a volunteer committee, individually appointed by the Board of Selectmen, to a 3-year term, to administer Massachusetts Cultural Council funds to support cultural events in the Topsfield community.

Membership:

Libby Culbertson, Co-Chairperson

Linda Siwak, Co-Chairperson

Jeanine Cuniff

Darcy Fulton

Beverly Nelson

Dorothy Wass

With the commitment of dedicated members and experienced leadership, the Topsfield Cultural Council (TCC) evaluated 33 diverse grant applications to bring exceptional cultural and educational events to 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.

Based on the June 2007 Community Input Survey to focus TCC funding priorities, the Topsfield community voted for more music and theater events, arts and crafts workshops and demonstrations, and lectures and presentations of local interest and historic events.

The TCC was awarded \$4300 for cultural events during the 2008 fiscal year, which was a 7.5 per cent increase from the previous year's funding of \$4000. Of the 33 applications, the TCC was extremely pleased to support 13 cultural grants. The FY2008 TCC programs, funded fully or in part, follow.

- The Essex County Needlecraft Guild Anniversary Exhibition at the Topsfield Fairgrounds represented a design-arts award, free and open to all ages.
- A young child-oriented grant supported the magic and juggling performance by Scott Jameson at the Topsfield Town Library.
- High school students benefited from multi-disciplinary support for their publication "Exit 51".
- In the discipline of literature, the TCC granted an award for the Poetry Outloud National Recitation program for high school students.
- The New England Light Opera produced "Yes, Yes Jeannette!" at the Congregational Church with partial funding.
- Musical performances by the Proctor School Band were assisted with TCC funding.
- The Goodhues Celtic Band and Quintessential Brass received awards, which were administered by the Topsfield Recreation Committee, for two concerts during the summer "Music on the Common" program. The Recreation Committee also arranged a harpist performance for the Holiday Walk, which was funded by the TCC.
- Another music event enjoyed by all ages was John Root's "Popular Music of the Gaslight Era."
- The TCC fully supported the St. Patrick's Day celebration for the Topsfield Council on Aging.
- The Topsfield Elementary School Parent Teacher Organization prepared a wonderful multidisciplinary program "Birds, Books and a Boy Named Audubon".
- The Topsfield Historical Society presented "Prince Estabrook, Slave and Revolutionary War Hero" to an audience of all ages.
- The Topsfield EXPO 2008, organized by the Topsfield Main Street Foundation, benefited all residents with the comprehensive assembly of all the town's many departments, councils and organizations.

Park & Cemetery Commission

Commissioners

Steve Mscisz, Chairman
Robert Benjamin
Michael Smerzinski

Staff

Steve Shepard, Superintendent
Paul Fontaine, Foreman
Peter Miller, Lead Person
Constance Rowe, Secretary

General Information

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

The Park & Cemetery Office is located in Pine Grove Cemetery (Rt. 97) Haverhill Rd., Topsfield, MA. Office hours are Tuesdays and Thursdays from 9:00a.m. to 12:30p.m. All other times are by appointment. All pre-need lot sales begin mid November and continue until March 1st. All other times are emergency sales (see above emergency telephone number). To purchase a burial lot you must be a current taxpaying resident in the town of Topsfield. Other restrictions may apply. Persons interested as to sports field usage should apply at the Park & Cemetery Office. Fees may apply. Also, all sports games and practices must be scheduled. You must be on the schedule to have field space. Field schedules are viewable online at www.topsfieldma.gov by scrolling to schedules.

Parks

The Parks and Cemetery Department maintains approx-350 acres of properties of which 300 are parks, school grounds and nature trails. With demands high for sport field space, our department has worked extensively on developing a new park area located at the far north end of Pyebrook Park

adjacent to the irrigation pond. The new park area will encompass approximately 3-4 acres of flat play area to include youth sports and a newly completed parking area which will accommodate approximately forty vehicles. This area should be on line by the fall of 2009.

Cemeteries

The town owns 3 cemeteries: Pine Grove Cemetery, the largest of the three located off Haverhill Rd., Boston Street Cemetery, located on Rt. 1 next to the police station, and lastly Southside Cemetery, which is situated off Rowley Bridge Rd. A total of 33 internments were performed in 2008; 21 full and 12 ash burials. We continue to expand at Pine Grove Cemetery at the rate of approximately ¼ acre per year to stay ahead of burial space needs. In addition, some updates have been added to our Cemeteries Rules and Regulations. These updates along with all Cemetery and Park Rules are available upon request at the Park and Cemetery Office. Please feel free to inquire as to same.

Recreation

The Recreation Committee is comprised of volunteers who conduct non-competitive sports, instructional and entertainment programs for all age groups. The Recreation Committee works directly under the auspices of the Park and Cemetery Commission. Recreation programs continue to grow in popularity especially the summer programs as well as band concerts on the Common.

Equipment

In 2008 town meeting voted affirmatively to allow the purchase of a new pick up truck with crew cab for the Park & Cemetery Dept. However bids as of this writing have not yet been awarded.

Miscellaneous

This department is also responsible for deceased roadside animal pick-ups. We perform approximately 45+ disposals on an annual basis. Flares at Pyebrook Park are also a function of this department including daily checks, repairs and rebuilding. We are happy to report that all flares performed flawlessly in 2008 with the assistance of our regular maintenance program.

Acknowledgements

We would like to thank all town departments, committees and boards, garden clubs, Veterans Administration, the Topsfield Athletic Association and the Boy Scouts of America as well as all other individuals who donated to the Parks and Cemetery Dept. throughout this past year.

Respectfully submitted,

Steve Mscisz, Chairman

Rail Trail Committee

The Topsfield Rail Trail Committee was created by the Topsfield Selectmen on April 25, 2005. The purpose is to develop the 4 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.

FY2008 activities

- Continued mowing and clean-up of the 4 mile trail;
- Preparing, submitting and receiving grants to the Department of Conservation and Recreation in the amount of \$50,000;
- Continued work with the Border-To-Boston (B2B) Coalition to develop the trail from Danvers to the New Hampshire border. Project has been accepted by Mass

Highway as a high priority project. The 25% design scope of work was developed and sent out for bid;

- Maintain www.TopsfieldTrail.Org website;
- Work with National Grid towards a lease for the TLC;
- Review railroad valuation maps;
- Received a Notice of Intent from the Topsfield Conservation Commission for a wetland crossing on Phase IA of the TLC near Washington St;
- Phase IA (Washington to Main St.) survey and initial design completed.

Community outreach:

- Contacted, or attempted to make contact, with all abutters on the trail section called Phase IA which is from Main St. to Washington St;

- Table at the Topsfield Expo;
- Table at the Strawberry Festival;
- Table at First night at the Topsfield Fair;
- Monthly committee meetings at Town Hall;
- TLC brochure distributed at public events, Town Hall and the bicycle shop.

Respectfully submitted,

Joe Geller, Chairman
Katherine Carlson
Roy Baessler
David Read
Gregg Demers
Kathy Tremblay

Open Space Committee

Activities of the Open Space Committee:

- Worked with the Master Plan Development Committee to consider and draft 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.
- Started to plan for the State required Open Space Plan update.

Respectfully submitted,

Joe Geller, Chairman
Pamela Newport
John Beck
David Merrill

Conservation Commission

Commissioners

Walter Harmer, Chairman
Wade Goldman
Thomas Warren
Ralph Stump
John Olcott
John McArdle.

Staff

Lana Spillman, Administrator
Trish Kubaska, Commission Secretary
Catherine Tinsley and Hilary Hafner, Minutes Secretaries

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.

- Meetings and hearings generally are held twice a month at the Topsfield library conference room.
- 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.

Highlights

The Conservation Commission issued approximately the same number of permits and determinations as during the previous fiscal year, and also dealt with some major enforcement issues. Numerous site visits were made to evaluate resource areas and to monitor work in progress. The Commis-

sion made major outreach efforts to inform citizens about the values of Low Impact Development and more natural stormwater management, especially with the use of site features such as rain gardens. 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. Notable projects include review of Resource Areas at 12 Boston Street (English Commons) and at 30 Wildes Road (New Meadows) and monitoring at 120 High Street (subdivision).

Commissioners and the Administrator participated in trainings and workshops, including at the fall and spring Massachusetts Association of Conservation Commission (MACC) conferences and ArcGIS training. As part of the Conservation Commission's non-permitting activities, the Commission continued discussions with the Planning Board, Open Space Committee, and Board of Selectmen about stormwater management, open space protection, beaver activity concerns, and other conservation topics.

Together with the Highway and Water Departments, and with a second year of generous support (\$1,500) from the Essex Agricultural Society (Topsfield Fair) the Commission cosponsored Topsfield's participation in the Greenscapes North Shore program for a second year – promoting use of landscaping practices that protect our environment by reducing the need for water and chemicals.

Board Composition

In August, John McArdle, also a Selectman, was appointed to the Conservation Commission and soon thereafter he took four MACC

fundamentals courses. Wade Goldman resigned from the Commission in June with plans to pursue other volunteer activities following seven years of dedicated service. Walt Harmer served as the Commission's representative on the Surface and Ground Water Study Committee and Ralph Stump continued to serve on the Soil Removal Board. Catherine Tinsley became the Commission's Minutes Secretary while Hilary Hafner continued to assist with transcription of minutes for previous years.

Joanna Larson spent a second summer as an Intern for the Commission. She certified a vernal pool, prepared background folders for the numerous conservation properties under the Commission's management, and assisted with clerical tasks in the the office.

The Conservation Commission welcomes volunteer assistance and donations of land.

Respectfully Submitted,

Lana Spillman, Conservation Administrator

Planning Board

Introduction

The responsibilities of the Planning Board include approval of ANR lots and subdivisions, site plan review of proposed projects, the granting of special permits for certain uses of property, and planning for the future use of land and resources in the Town of Topsfield. During Fiscal 2008, the Planning Board worked with the Master Planning Committee and concentrated its efforts on the creation of a new “mixed use” zone, the Business District Highway North, along Route 1 and revisions to the Table of Uses for all zoning districts. The Board also reviewed two Elderly Housing District senior development proposals submitted for 12 Boston Street and 16 & 30 Wildes Road.

Permits and Approvals

- Three ANR lots were approved that included an application for a change in a lot line between two abutting properties; the division of a lot into a single lot and an un-buildable parcel; and the creation of four un-buildable parcels as portions of subdivision lots in the Town of Danvers.
- Under the Family Accessory Apartment Bylaw, a special permit was granted for a family accessory apartment at 1 Mansion Drive.
- Under the Scenic Road Bylaw, a special permit was issued for the removal and replacement of a portion of a stonewall located at 86 Salem Road.
- Under the Storm Water and Erosion Control Bylaw, a Storm Water Management permit was issued with conditions for the property at 49 Rowley Road.

Members and Liaisons

Robert Winship was re-elected and member Jonathan Young was newly elected to the Board in May 2008. Robert Winship was elected Chairperson, and Janice Ablon as Clerk. The following liaisons were appointed:

- Janice Ablon – Main Street Foundation, Inc.
- Ian DeBuy Wenniger – Soil Removal Board
- Gregor Smith – Rail Trail Committee
- Robert Winship – Mapping Committee
- Jonathan Young – Rail Trail Committee, Storm Water Management Committee

The Board wishes to thank former chairperson Martha Morrison for her time, commitment and service to the Town for the past nine years as a member of the Planning Board.

Master Planning Committee

Master Planning Committee acts as an advisory committee to the Board. Heidi Fox was again designated Chairperson. Other members were Joe Geller, Alice Sheridan, Philip Knowles, Holger Luther, Jeanine Cunniff and Kathleen Carlson. The Committee, based on its review of the current zoning and economic development needs along the Route 1 corridor, recommended to the Planning Board that a new mixed use zoning district be created at the intersection of Route 1 and Ipswich Road for a limited number of non-conforming properties.

Business District Highway North And Other Zoning Revisions

Working with the Master Planning Committee, the Planning Board proposed to the Town several zoning amendments which created the Business District Highway North as a new mixed use district, established

categories of uses for the district, and dimensional and density requirements which brought the majority of the non-conforming lots into conformity with the Zoning Bylaw. The new district that was approved at the 2008 ATM comprises of the following properties: 362, 363, 367, 368, 371, 374, 375 and 376 Boston Street. The Town Meeting also approved other zoning amendments proposed by the Planning Board that included the establishment for the first time a purpose and intent, uses and conditions for the Business District Highway and changed the designation of said district from “commercial” to “mixed use” as well as revised the categories of uses. Minor clarifying amendments were proposed and approved including the establishment of a one-year time frame for the substantial exercise of rights for a finding.

Elderly Housing Development Proposals

The Planning Board after holding two preliminary meetings and conducting two public hearings concerning the creation of two Elderly Housing Districts recommended to Town Meeting zoning amendments for the creation of elderly housing districts for the two proposed senior housing developments. The English Commons EHD to be developed by C.P. Berry Construction Inc. represented by Alan Berry comprises a 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 50 townhouse units located on a 13-acre site within the parcel. The New Meadows Golf Course EHD to be developed by New Meadows Enterprises LLC represented by Frank Iovanello comprises the 52 acre New Meadows Golf Course located at 16 & 30 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.

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,

Robert Winship, Chairman
Janice Ablon
Gregor Smith
Ian deBuy Wenniger
Jonathan Young



Zoning Board

Introduction

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

FY08 Decisions / Highlights

- 236 Boston Street: The Board granted a special permit to allow the existing commercial building to be permitted for use as an automotive repair facility.
- 285 Boston Street: The Board granted a special permit for the addition of four antennas and related equipment to the existing wireless communication facility (cell tower) located on the site.
- 103 Main Street: The Board granted a finding for the renovation of a section of the existing non-conforming residential structure from half story to full story, raising the roofline for that section to match front section of the structure.
- 6 Central Street: The Board granted a special permit to convert an existing non-conforming residential structure to professional office use with a 150sq. ft. addition; variances to decrease front set back, increase density and reduce buffer strip requirements for non-conforming lot; special permit to reduce the required on-site parking and approve the site plan review; all conditioned upon there being no retail use of the property.
- 14 Central Street: The Board granted two findings in separate hearings for this non-conforming residential structure: the first, for the renovation of a section of the existing structure by the alteration of the roofline to create a two story structure; the second, for the replacement of the sunroom with new roof line, windows and rear entrance within the existing footprint.
- 59 Main Street: The Board granted special permit to convert the premises to a multi-family dwelling consisting of three townhouses; a variance to decrease the front setback and side setback and increase density for a non-conforming lot relative to the reconfiguration of the footprint; demolition of existing structure, and approval of the site plan
- 4 North Common Street: The Board granted a special permit for a conference and event facility limiting said use to The Commons, 1854, Inc. so long as Frank and Kristi Martino own or hold a controlling interest in the corporation; license agreement for parking in full force and effect and subject to other specific conditions as set forth in the special permit decision.
- 179 Washington Street: The Board granted a finding relative to the construction of a one and three quarter (1 ¾) story addition for a residential structure on a non-conforming lot.
- 17-19 Main Street: The Board approved the site plan with conditions for the construction of a new commercial building on a non-conforming lot. Special permit and variances previously approved.
- 35 Main Street: The Board granted a finding to demolish an existing barn and connector and reconstruct a replacement thereof for professional office use; a variance for side set back requirements and to allow parking within the 40 feet front set back location in the Business Village subject to specific conditions as listed in special permit decision.
- 166 Washington Street: The Board granted a finding for the replacement of garage and breezeway with a new two-car garage, family and expanded dining room area and variance for a de-minimis reduction in the rear setback for a non-conforming lot.
- 8 Ross Road: The Board granted a finding for the installation of an above ground swimming pool for a non-conforming lot.

Applications Continued: The applications for 35 Main Street site plan review was continued, and decision rendered in the next reporting period.

Respectfully submitted,
Robert J. Moriarty, Chairman

Annual/Special Town Meetings

Proctor School – Woodbury Auditorium
Tuesday, May 6th, 2008

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. The meeting opened with the Pledge of Allegiance lead by Topsfield resident Matthew Boyle, USMC retired. The Moderator followed with the reading of the Warrant and the Return of the Constable noting the meeting had been duly posted and advertised as required by law. He continued with the following announcements:

1. Comcast is taping our meeting for future broadcast. We thank Bill Whiting and his staff 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. He extended his personal thanks to the Proctor School custodial staff for setting up the Auditorium, and continued with introductions of the Board of Selectmen, Finance Committee,

Town Administrator, Town Accountant, Town Treasurer, Town Counsel, Town Constable, Police Chief, Town Meeting Tellers, and the Regional District School Superintendent. He followed these announcements with a request that the town meeting allow Erica Clay, Secretary to the Finance Committee, a non-resident, be seated with the Finance Committee. The Town Meeting allowed Ms. Clay to remain on the voting floor by unanimous vote. The Moderator recognized Board of Selectmen Chairman John J. Mc Ardle, who proceeded to announce the recipients of the 2008 Appreciation Awards, as follows:

- Robert Boeri – Library Trustee
- Steve Clark – Board of Selectmen
- Cynthia Deal – Library Trustee
- Dale Johnson – Park & Cemetery Commissioner & Insurance Commission
- Martha Morrison – Planning Board
- Anthony Penta - Alcohol Licensing Advisory Committee
- Marjorie Rouisse – Trust Fund Commissioner
- Jayne Schraffa – Cable TV/Town Website Coordinator
- Alice Sheridan – Council on Aging
- Joel Uchenick (Posthumously) – Finance Committee
- Herb Wass - Trust Fund Commissioner

Article First: Reports

The Selectmen did not give a report. Finance Committee Chairman Mark Lyons gave a succinct presentation of the current fiscal state of the Town. He noted future overrides were inevitable to maintain current town services given the state of anticipated funding sources.

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Article Second: Reserve Fund

The Finance Committee recommended the Town appropriate the sum of \$125,000 for the Reserve Fund, and to meet said appropriation that the Town transfer the sum of \$86,000 from Free Cash and the sum of \$39,000 from the Overlay Surplus Reserve, and the Town so voted unanimously.

Article Third: General Operating Budget

The Finance Committee recommended the Town vote to appropriate the sum of \$14,704,371 for the 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; and to meet said appropriation, raise and assess the sum of \$14,538,180; transfer the sum of \$33,191 from the Police Insurance and Restitution Revolving Account; transfer the sum of \$66,000 from the Gould Trust Fund Part B; and transfer the sum of \$67,000 from the Conservation Revolving Fund. Board of Selectmen Chairman John Mc Ardle 19 Towne Lane immediately moved to amend the operating budget as follows: "I move to amend the Police Department Wage Account by \$7,836 to be funded from free cash." The motion was duly moved and seconded. Police Chief Haglund spoke in support of the amendment. A vote of the amendment was taken upon completion of the discussion. The amendment passed on a majority voice vote. The Moderator then took the vote on the amended Fiscal Year 2009 General Operating Budget. The Town Meeting voted unanimously in favor of the amended Fiscal Year 2009 Operating Budget of \$14,712,207. Please refer to Appendix A for the approved amended Fiscal Year 2009 General Operating Budget detail. Appendix A may be found at the close of this document.

The Moderator, having concluded Town Meeting action on Article Third, stated "I will now entertain a motion to adjourn the Annual Town Meeting until such time as the business of the Special Town Meeting has been concluded and the Special Town Meeting is dissolved." The motion was made and seconded. The Moderator called the Special Town Meeting to order at 7:35 p.m. and read

the warrant. He then moved to Article First of the May 6, 2008 Special Town Meeting.

Article First: Reports

There were no reports.

Article Second: Prior Year Bills And Wages

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

- \$101.46 from Police Other Account for Verizon internet access bill
- \$53.59 from Fire Other Account for reimbursement for replacement of eyeglass frame
- \$488.62 from Zoning Board Other Account for legal notice advertisement

to pay outstanding bills contracted prior to July 1, 2007, and the Town so voted unanimously.

Article Third: Transfer Of Funds

The Finance Committee recommended the Town transfer from the unexpended balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2008 fiscal year, and the Town so voted unanimously as follows:

\$1,000 from the Finance Committee Other Account to the Selectmen Other Account

\$5,842 from the Selectmen Special Other Account to the Selectmen Other Account

\$65,000 from the Town Health Insurance Account to the Highway Snow & Ice Other Account

\$4,502 from the Police Salary Account to the Police Wage Account

\$10,000 from Selectmen Special Other Account to the Liability Insurance Account

\$2,500 from the Recycling Other Account to the Town Hall Other Account

\$4,500 from the Town Treasurer & Collector Other Account to the Town Hall Other Account

\$4,158 from the Selectmen Special Other Account to the Town Hall Other Account

\$1,051 from the MSW Collection & Recycling Services Account to the Town Hall Other Account

Article Fourth: Town Hall Computer System

The Finance Committee recommended the Town appropriate the sum of \$21,000 to be expended by the Board of Selectmen for associated costs related to the purchase of a server together with any related hardware, software, installation and migration costs; and to meet said appropriation transfer:

\$1,699 from A17/03 ATM;

\$4,904 from A5/05 STM;

\$8,364 from A16/06 ATM;

\$850 from A23/07 ATM;

\$5,183 from A17/06 ATM;

and the Town so voted unanimously.

Article Fifth: Pye Brook Post Monitoring Revision Study

The Finance Committee recommended the Town transfer and appropriate the sum of \$4,990 from the Solid Waste Fund to be expended by the Board of Selectmen to fund a Pye Brooke Post Monitoring Revision Study, and the Town so voted unanimously.

Article Sixth: Library Fund Transfer

The Finance Committee recommended the Town transfer the sum of \$46,500 from the Library Insurance and Restitution Account to the Library Repair 2018 Loan Subsidy Revolving Account, and the Town so voted unanimously.

The Moderator stated the business of the Special Town Meeting was concluded. He would now entertain a motion to dissolve the Special Town Meeting of May 6, 2008. The motion was duly made, seconded and voted unanimously. The Special Town Meeting dissolved at 7:45 p.m. The Annual Town Meeting resumed with Article Fourth.

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Article Fourth: Water Department Operating Budget

The Finance Committee recommended the Town appropriate \$751,367, as detailed below, to operate the Water Department from July 1, 2008, through June 30, 2009, of which \$664,979 to come from Water Revenue and \$86,388 of indirect costs appropriated in the General Fund under Article Third to be funded from Water Revenue, and the Town so voted unanimously.

Article Fifth: Masconomet Regional School District Assessment

The Finance Committee recommended the Town approve the 2009 Fiscal Year Gross Operating Budget of the Masconomet Regional School District in the amount of \$24,805,341 and raise, assess, and appropriate the sum of \$5,735,134 to fund the Town's share of the Fiscal Year 2009 Masconomet Regional School District Assessment of which the sum of \$5,400,305 supports the Maintenance & Operating Budget, and the sum of \$334,829 supports the Masconomet Building Debt Service, and the Town so voted unanimously.

Article Sixth: North Shore Vocational School District Assessment

The Finance Committee recommended the Town approve the 2009 Fiscal Year Gross Operating Budget of the North Shore Regional Vocational School District in the amount of \$9,997,639 and raise, assess, and appropriate the sum of \$44,922 for the Town's share of the assessment of same, and the Town so voted unanimously.

Article Seventh: Lease Of Emerson Field

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

Article Eighth: Grant Authorization For Town Projects

The Finance Committee recommended the Town authorize the Board of Selectmen

Appropriated
Fiscal Year 2008

Appropriated
Fiscal Year 2009

WATER DEPARTMENT OPERATING BUDGET

\$ 61,687.00.....	Salary.....	\$ 63,333.00
151,255.00.....	Wages.....	155,121.00
219,720.00.....	Other	224,143.00
6,000.00.....	Long-Term Debt Principal.....	6,500.00
5,122.00.....	Long-Term Debt Interest.....	4,882.00
25,000.00.....	Short-Term Debt Interest	19,000.00
2,000.00.....	Debt Issue Costs.....	2,000.00
0.....	Short Term Debt Principle Paydown.....	15,000.00
100,000.00.....	Water Reserve Fund	100,000.00
75,000.00.....	Unanticipated Emergency.....	75,000.00
645,784.00.....	SUB-TOTAL.....	664,979.00
79,238.00.....	Indirect Costs.....	86,388.00
725,022.00.....	TOTAL: Water Department.....	751,367.00

to apply for, accept, and expend without further appropriation any private, state, or federal grants or loans for Town projects, and the Town so voted unanimously.

Article Ninth: Massachusetts Highway Department Contract

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

Article Tenth: Park Revolving Fund

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

Article Eleventh: Cemetery Revolving Fund

The Finance Committee recommended the Town establish the Cemetery Revolving Fund for the Park & Cemetery Department pursu-

ant 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, and the Town so voted unanimously.

Article Twelfth: Conservation Commission Revolving Fund

The Finance Committee recommended the Town establish the Conservation Revolving Fund for the Conservation Commission pursuant to Massachusetts General Law Chapter 44, § 53E1/2: (1) to be expended for services, supplies and other operating expenses as authorized by Massachusetts General Law Chapter 40, § 8C; (2) receipts of the Conservation Commission of fees paid under the Topsfield 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 \$10,000 in the ensuing year, and the Town so voted unanimously.

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Article Thirteenth: Fiscal 2009 Additional Real Estate Exemption For Those Qualified Under Section 5 Of M. G. L. Chapter 59

The Finance Committee recommended the Town under the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, an exemption increase of one hundred per cent (100%) for fiscal year 2009 for all taxpayers qualifying for a personal exemption, and the Town so voted unanimously.

Article Fourteenth: Contract For Triennial Re-Certification Update

The Finance Committee recommended the Town transfer from Free Cash, and appropriate the sum of \$25,000 to be expended by the Board of Selectmen, with the advice of the Board of Assessors to contract for the State required re-certification update of real property values for commercial and industrial real estate, and the Town so voted unanimously.

Article Fifteenth: Annual Engineering & Landfill Monitoring

The Finance Committee recommended the Town transfer and appropriate the sum of \$44,540 from the Solid Waste Fund to be expended by the Board of Selectmen to fund the fiscal year 2009 annual professional engineering and monitoring services, and flare maintenance related to the capping and closure of the Town's sanitary landfill, and the Town so voted unanimously.

Article Sixteenth: Rail Trail Construction And Use (Petition)

The Finance Committee recommended the Town vote to take no action on the citizens' petition regarding the rail trail construction and use. Resolute discussion ensued. The vote was taken when discourse terminated. The Finance Committee recommendation of no action passed on a standing vote of: 194 aye to 125 no. The citizens' petition failed.

Article Seventeenth: Proctor School Doors

The Finance Committee recommended the Town transfer from Free Cash, and appropriate the sum of \$10,945 to be expended by the Board of Selectmen with the advice of

the School Committee for the replacement of exterior doors at the Proctor School, and the Town so voted unanimously.

Article Eighteenth: Purchase Of A Park & Cemetery Pick-Up Truck

The Finance Committee recommended the Town appropriate the sum of \$28,000 to be expended by the Board of Selectmen with the advice of the Board of Park & Cemetery Commissioners to purchase and equip a pick-up truck, and trade in or sell a 1995 Ford 350 Dump Truck; and to meet said appropriation transfer \$14,000 from Free Cash and transfer the sum of \$14,000 from the Cemetery Perpetual Care Fund, and the Town so voted unanimously.

Article Nineteenth: Purchase Of A Police Cruiser

The Finance Committee recommended the Town transfer from Free Cash, and appropriate the sum of \$26,700 to be expended by the Board of Selectmen with the advice of the Police Chief to purchase and equip a new cruiser and trade in or sell a 1999 Chevy Blazer, and the Town so voted unanimously.

Article Twentieth: Purchase Of Backhoe Loader

The Finance Committee recommended the Town appropriate the sum of \$65,000 to be expended by the Board of Selectmen with the advice of the Road Commissioners and Water Commissioners to purchase and equip one backhoe loader and trade or sell a 1997 JBC Backhoe Loader; and to meet said appropriation, transfer the sum of \$13,167 from Free Cash, transfer the sum of \$19,333 from the fiscal year 2008 Article Third Highway Other account, and transfer the sum of \$32,500 from the Water Enterprise Reserve Fund, and the Town so voted unanimously.

Article Twenty-First: Town Hall Roof Repairs

The Finance Committee recommended the Town transfer from Free Cash, and appropriate the sum of \$20,000 to be expended by the Board of Selectmen for repairs to the Town Hall roof, and the Town so voted unanimously.

Article Twenty-Second: Police Station Garage Drain Tight Tank

The Finance Committee recommended the Town transfer from Free Cash, and appropriate the sum of \$10,000 to be expended by the Board of Selectmen for repairs to the Police Station garage drainage system, and the Town so voted unanimously.

Article Twenty-Third: Police Station Elevator

The Finance Committee recommended the Town transfer from Free Cash, and appropriate the sum of \$7,000 to be expended by the Board of Selectmen for a feasibility study of ADA compliance at the Police Station, and the Town so voted unanimously.

Article Twenty-Fourth: Open-Air Parking Lot License

The Finance Committee recommended the Town vote to take no action to accept Massachusetts General Laws Chapter 148, Section 56, and the Town so voted in the 'super' majority following abbreviated discussion.

Article Twenty-Fifth: Canine Control Pick Up Fee

The Finance Committee recommended the Town amend the Town Code, Chapter XXIII, Canine Control Bylaw, Section 23-3.10 Pick Up Fees by deleting "a ten (\$10.00) dollar fee" and inserting in place thereof "a twenty-five (\$25.00) dollar fee.", and the Town so voted 'nearly' unanimously. The General Bylaw amendment, as presented, passed on an overwhelming majority.

Article Twenty-Sixth: Canines At Large

The Finance Committee recommended that the Town vote to take no action on the proposed 'leash law', and the Town so voted in the majority, upon conclusion of marked discussion.

Article Twenty-Seventh: Non-Criminal Disposition

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

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"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:Warning

Second violation:..... \$ 75.00

Third and

subsequent violations:\$150.00".

The vote was taken at the conclusion of lengthy and intense discussion. The Finance Committee recommendation to amend the Non-Criminal Disposition Enforcement Bylaw failed by a clear majority. The Finance Committee recommendation to amend the Bylaw was defeated.

Article Twenty-Eighth: Amend Water Use Restriction Bylaw

The Finance Committee recommended the Town vote to amend the Town Code, Chapter LVIII, Water Supply Bylaws, Section 58-2, Water Use Restriction Bylaw, by making certain deletions and insertions, all as set forth in Amendment B to this warrant, entitled "Water Use Restriction Bylaw Amendment". The amendment as set forth in Amendment B of the May 6, 2008 Town warrant appears below:

“(Note: insertions shown in bold, deletions shown in ~~striketrough~~)

58-2 WATER USE RESTRICTION BYLAW

58-2.1 AUTHORITY.

This Bylaw is adopted by the Town under its police powers to protect public health and welfare and its powers under M.G.L. c.40, §21 et seq as amended from time to time and implements the Town's authority

to regulate water use pursuant to M.G.L. c. 41, §69B. This Bylaw also implements the Town's authority under M.G.L. c. 40, §41A, conditioned upon a declaration of water supply emergency issued by the Department of Environmental Protection. (Art. 43, 5/2/2000)

58-2.2 PURPOSE.

The purpose of this Bylaw is to protect, preserve and maintain the public health, safety and welfare whenever there is in force a State of Water Supply Conservation or State of Water Supply Emergency providing for enforcement of any duly imposed restrictions, requirement, provisions or conditions imposed by the Town or by the Department of Environmental Protection and to comply with Water Management Act requirements as administered by the Department of Environmental Protection.

58-2.3 DEFINITIONS.

Conservation Measures shall mean restrictions on water use as defined in Section 58-2.5

DEP shall mean the Massachusetts Department of Environmental Protection.

Essential Use shall include uses of water that have a health or safety impact, are required by regulation or are needed to meet the core functions of a business or other organization. All other uses shall be considered "nonessential".

Nonessential Use shall include uses of water that are not essential uses.

Off-Peak Hours shall be between 5 P.M. and 9 A.M. the following day.

Outdoor Watering shall include watering of lawns, shrubbery, bushes or other outdoor vegetation.

Outdoor Water Use shall include but is not limited to outdoor watering, filling of swimming pools and the washing of automobiles, boats or other vehicles.

Peak Hours shall be between 9 A.M. and 5 P.M. each day.

Person shall mean any Individual, Corporation Trust, Partnership or Association, or other entity.

State of Water Supply Conservation shall mean a State of Water Supply Conservation declared by the Town pursuant to Section 58-2.4 of this Bylaw.

State of Water Supply Emergency shall mean a State of Water Supply Emergency declared by the Department of Environmental Protection under M.G.L. c. 21G, §15-17.

Water Customers shall mean all users of the Town's public water system, irrespective of any person's responsibility for billing purposes for water used at any particular location.

Water Users or ~~Water Consumers~~ shall mean all persons, regardless of their geographic location, using water withdrawn from water sources located within the Town of Topsfield. ~~public and private users of the Town's public water system, irrespective of any person's responsibility for billing purposes for water used at any particular location.~~

WMA shall mean the Water Management Act, M.G.L. c. 21G and any requirement or special condition imposed upon the Town under said act.

58-2.4 DECLARATION OF A STATE OF WATER SUPPLY CONSERVATION.

The Town, through its it's Board of Water Commissioners, may declare a State of Water Supply Conservation upon a determination by a majority vote of the Board that one or more of the following conditions exist:

a) A shortage of water exists. When a shortage exists, conservation measures will be imposed on water customers to ensure an adequate supply of water for all customers. A shortage of water may be caused by drought, loss of water storage, or other condition that impairs the Town's ability to meet water demand for its customers. ~~and conservation measures are appropriate to~~

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~~ensure an adequate supply of water to all water consumers.~~

b) Water use may exceed permitted limits. When the water system's use may exceed that which is permitted through the WMA, conservation measures will be imposed on water customers in order to comply with WMA limits.

c) Ipswich River streamflow is low. When Ipswich River streamflow falls below limits specified through the WMA requiring the implementation of the conservation measure specified as Outdoor Water Use Peak Hours Ban, an Outdoor Water Use Peak Hours Ban will be imposed on all water users in order to comply with the WMA requirements.

d) Ipswich River streamflow is very low. When Ipswich River streamflow falls below limits specified through the WMA requiring the implementation of the conservation measure specified as Outdoor Water Use Restriction, an Outdoor Water Use Restriction will be imposed on all water users in order to comply with the WMA requirements.

Public Notice of a State of Water Supply Conservation shall be given under Section 58-2.6 of this Bylaw before it can be enforced.

58-2.5 CONSERVATION MEASURES RESTRICTED WATER USES:

A declaration of a State of Water Supply Conservation shall specify ~~include~~ one or more of the following conservation measures and shall specify whether the measure(s) are voluntary or mandatory and whether the measure(s) apply to water customers only or to all water users. ~~restrictions, conditions, or requirements limiting the use of water as necessary to protect the water supply. The Board of Water Commissioners may include other restrictions, conditions, or requirements as they see fit.~~ The applicable restrictions, conditions, or requirements shall be included in the Public Notice required under Section 58-2.6 and shall not apply to essential uses.

a) Outdoor Watering Odd / Even Day Restriction ~~Outdoor Watering~~: Outdoor watering

~~by water users with~~ at odd numbered addresses is restricted to odd numbered days; ~~Outdoor outdoor watering by water users with~~ at even numbered addresses is limited restricted to even numbered days.

b) Outdoor Water Use Peak Hours Ban: Outdoor water use is prohibited during peak hours.

c) Outdoor Water Use Restriction: Outdoor water use is prohibited during peak hours and outdoor water use during off-peak hours is limited to hand held hoses, buckets or watering cans.

bd) Total Outdoor ~~Watering~~ Water Use Ban: Outdoor ~~watering~~ water use is prohibited.

c) ~~Outdoor Watering Hours: Outdoor watering is permitted only during periods of low demand, to be specified in the declaration of a State of Water Supply Conservation and Public Notice thereof.~~

d) ~~Filling of Swimming Pools: the filling of swimming pools is prohibited.~~

e) ~~Automatic Lawn Sprinkler Systems: the use and operation of automatic lawn sprinkler is prohibited.~~

58-2.6 PUBLIC NOTIFICATION OF A STATE OF WATER SUPPLY CONSERVATION.

Notification of any provision, restriction, or condition imposed by the Town as part of a State of Water Supply Conservation shall be published in a newspaper of general circulation within the Town, or by such means reasonably calculated to reach and inform all users of water of the State of Water Supply Conservation. Any restriction imposed under Section 58-2.5 shall not be effective until such notification is provided. Notification of the State of Water Supply Conservation may also be simultaneously provided to the Massachusetts Department of Environmental Protection.

58-2.7 TERMINATION OF A STATE OF WATER SUPPLY CONSERVATION.

A State of Water Supply Conservation may be terminated by a majority vote of the Board of Water Commissioners, upon a determination that the conditions requiring the State of Water Supply Conservation ~~the water supply shortage~~ no longer exists. Public notification of the termination of a

State of Water Supply Conservation shall be given in the same manner required by Section 58-2.6.

All water usage restrictions issued by the Board pursuant to the Bylaw shall be superseded by water usage restrictions issued by the DEP under its declaration.

58-2.8 STATE OF WATER SUPPLY EMERGENCY.

~~Compliance with DEP Orders~~

Upon notification to the Public that a declaration of a State of Water Supply Emergency has been issued by the DEP ~~Department of Environmental Protection~~, no person shall violate any provision, restriction, requirement, or condition of any order approved or issued by the DEP ~~Department~~ intended to bring about an end to the State of Emergency.

58-2.9 PENALTIES.

Any person violating any Section of this Bylaw shall be liable to the Town in the amount listed below:

- a) First Violation: Warning
- b) Second Violation: \$50.00
- c) Third Violation: \$100.00
- d) Fourth and subsequent Violations: \$300.00

The fines and charges shall inure to the Town. Fines shall be recovered by indictment or on complaint before the District Court, or by non-criminal disposition in accordance with section 21D of Chapter 40 of the General Laws. For purposes of non-criminal disposition, the enforcing person shall be any Police Officer of the Town or the Water Superintendent. Each day of violation within a declared State of Water Supply Conservation or State of Water Supply Emergency shall constitute a separate offense.

58-2.10 RIGHT OF ENTRY.

Entrance to any Building, Dwelling or Business Property shall be restricted as follows:

- a) Public Buildings ~~entrance~~ may only be entered ~~made~~ during normal business hours and in areas normally available to the

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general public, or upon the order of a Court of Law having jurisdiction.

b) Private property may be entered only with the advice and consent of the owner, or upon the order of a Court of Law having jurisdiction.

58-2.11 SEVERABILITY.

If any portion or provision of this bylaw is deemed invalid, the remaining portions and provisions shall remain binding. (Art. 43, 5/2/2000)"

Marked discussion followed. Charles Wilkinson of 48 Pemberton Road moved to 'lay on the table' the Finance Committee's motion for positive action. The motion was seconded and the vote taken. The motion 'to lay on the table' was defeated, and discussion continued. The vote was taken when debate ended. The Finance Committee recommendation for positive action passed on a majority voice vote. The "Water Use Restriction Bylaw Amendment" was adopted.

Article Twenty-Ninth: Amend Zoning Bylaw, Article III, Section 3.16 Elderly Housing District For Condominium Ownership

The Finance Committee recommended the Town vote to amend the Topsfield Zoning Bylaw, Article III, Section 3.16 Elderly Housing District as described below: (New language inserted in bold).

By inserting at the end of Section 3.16 A. 1. the following language "or under a declaration for a condominium organized pursuant to Massachusetts General Laws, Chapter 183A" to read as follows:

"To provide, upon the grant by the Planning Board of a Special Permit and the approval of Site Plan, Multi-family residences for the Elderly, such housing to be owned and controlled only by a non-profit organization or by the Town or jointly as permitted by law; or after said grant and an approved Site Plan, by a Cooperative Housing Corporation organized pursuant to Massachusetts General Laws, Chapter 157B, jointly with the Town or otherwise, or under a declaration for a condominium organized pursuant

to Massachusetts General Laws, Chapter 183A." By inserting at the end of Section 3.16 C. 1. c. the following language "or under a declaration for a condominium organized pursuant to Massachusetts General Laws, Chapter 183A" to read as follows: "All elderly housing shall be owned and controlled by a non-profit organization or by the Town or jointly so far as permitted by law; or by a Cooperative Housing Corporation organized pursuant to Massachusetts General Laws Chapter 157B, jointly with the Town or otherwise, or under a declaration for a condominium organized pursuant to Massachusetts General Laws, Chapter 183A."

Bob Winship, Topsfield Planning Board member, spoke in support. The vote was taken, after limited discussion ended. The Finance Committee recommendation, as presented, prevailed on a declared 'greater than' 2/3rds majority voice vote.

Article Thirtieth: Amend Zoning Bylaw, Article III, Section 3.16F Elderly Housing District For Expiration Of District

The Finance Committee recommended the Town vote to amend the Topsfield Zoning Bylaw, Article III, Section 3.16 F by adding a new sub-section 3.16 F 3., as denoted below.

"An application for a special permit and site plan review for any elderly housing development within the Elderly Housing District must be filed within two years of the date that the Town Meeting votes to place the land where the development is proposed to be located within the Elderly Housing District".

Bob Winship, Topsfield Planning Board member, spoke in support. The vote was taken, after brief discussion. The Finance Committee recommendation, as presented, prevailed on a declared 'greater than' 2/3rds majority voice vote.

Article Thirty-First: Amend Zoning Bylaw, Article II, Section 2.10 Elderly Housing District

The Finance Committee recommended the Town vote to amend the Topsfield Zoning Bylaw, Article II, Section 2.10 Elderly Housing District by the insertion of, "A. Great Hill"

before the legal description for said Elderly Housing District as described in Section 2.10 as adopted under Article 15 of the 1993 Annual Town Meeting. Bob Winship, Topsfield Planning Board member, spoke in support. The vote was taken absent discussion. The Finance Committee recommendation to amend the Zoning Bylaw, as presented, prevailed on a declared 'greater than' 2/3rds majority voice vote.

Article Thirty-Second: Amend Zoning Bylaw, Article II, Section 2.10 Creation Of "English Commons At Topsfield" Elderly Housing District

The Finance Committee recommended the Town vote to amend the Topsfield Zoning Bylaw, Article II, Section 2.10 to include property located at 12 Boston Street, known as the "Page Estate", as an Elderly Housing District to be known as "English Commons at Topsfield" by the insertion of "B. English Commons at Topsfield" with legal description as set forth in Attachment C to this warrant, entitled "2008 Zoning Amendments", and further to amend the Zoning Map of the Town of Topsfield accordingly. The text of this amendment as set forth in Attachment C of the May 6, 2008 Town warrant appears below.

Creation Of "English Commons of Topsfield" Elderly Housing District "It being determined to be consistent with the purposes of the Zoning Bylaw, as amended, and the Master Plan for the Town, the property as described hereafter, being approximately sixty-eight and 83/100 (68.83) acres (less 14,979 square feet, as is described below), known as "English Commons at Topsfield", formerly called "Page Estate", and being shown as parcel 1 on Topsfield Assessors' Map 81 (revised to January 1, 1998) and being bounded on the East by Boston Street (Newburyport Turnpike, U.S. Route 1) and on the West by Rowley Bridge Road, is rezoned as an Elderly Housing District, and the Zoning Map of the Town of Topsfield, Massachusetts, is so amended.

The legal description of the property referred to above is comprised of that area of land situated in the Town of Topsfield, bounded and described as follows:

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That certain parcel of land situated on the easterly side of Rowley Bridge Road in Topsfield, Massachusetts, bounded and described as follows:

Beginning at a point on a stone wall on the easterly sideline of Rowley Bridge Road, said point being located N 09° 44' 13" W a distance of One Hundred Seventy One and 57/100 (171.57) feet from a MASS Highway Bound, and also being located S 09° 44' 13" E a distance of Two Hundred Thirteen and 83/100 (213.83) feet from a second MASS Highway Bound;

Thence running N 85° 02' 49" E for a distance of Five Hundred Eighty Six and 68/100 (586.68) feet to a point;

Thence turning and running S 32° 42' 18" E for a distance of Three Hundred Ninety Seven and 53/100 (397.53) feet to a point on the Topsfield / Danvers Town Line;

Thence turning and running along said Town Line N 65° 13' 14" E for a distance of Seven Hundred Sixty One and 44/100 (761.44) feet to a point on the sideline of US Route 1, Newbury Port Turnpike;

Thence turning and running along said Newbury Port Turnpike N 33° 09' 20" E for a distance of Five Hundred Fifty Two and 07/100 (552.07) feet to a MASS Highway Bound;

Thence running along said Newbury Port Turnpike N 33° 09' 20" E for a distance of Four Hundred Ninety Eight and 47/100 (498.47) feet to a point;

Thence turning and running N 16° 09' 10" W for a distance of Ten and 48/100 (10.48) feet to an iron pipe;

Thence running N 16° 09' 10" W for a distance of Three Hundred Eighty One and 52/100 (381.52) feet to a drill hole at a stonewall corner;

Thence running along said stonewall N 11° 19' 50" W for a distance of One Hundred Seventy Seven and 63/100 (177.63) feet to a drill hole in said stonewall;

Thence running along said stonewall N 11° 19' 50" W for a distance of Seventy Nine and 45/100 (79.45) feet to a point at the end of said stonewall;

Thence turning and running N 45° 28' 14" W for a distance of Thirty One and 44/100 (31.44) feet to a stone bound with drill hole;

Thence running N 37° 04' 27" W for a distance of Two Hundred Eighty Six and 61/100 (286.61) feet to a stone bound with drill hole;

Thence running N 21° 44' 01" W for a distance of Five Hundred Ninety and 89/100 (590.89) feet to a stone bound with drill hole;

Thence running N 40° 44' 32" W for a distance of Four Hundred Eleven and 49/100 (411.49) feet to a stone bound with drill hole;

Thence turning and running S 48° 59' 35" W along a stonewall for a distance of One Hundred Fifty One and 01/100 (151.01) feet to a drill hole in said stonewall;

Thence running S 51° 19' 04" W along said stonewall for a distance of Three Hundred Sixty Seven and 56/100 (367.56) feet to a drill hole in said stonewall;

Thence running S 52° 26' 04" W along said stonewall for a distance of One Hundred and 95/100 (100.95) feet to a drill hole in said stonewall;

Thence running S 64° 40' 36" W along said stonewall for a distance of One Hundred Ninety Five and 58/100 (195.58) feet to a drill hole in said stonewall;

Thence running S 61° 06' 10" W along said stonewall for a distance of One Hundred Forty Eight and 31/100 (148.31) feet to a drill hole a stonewall corner;

Thence turning and running S 05° 24' 43" W for a distance of Two Hundred Sixty Six and 47/100 (266.47) feet to a point;

Thence turning and running S 84° 35' 17" E for a distance of Two Hundred Ninety Six and 35/100 (296.35) feet to a point;

Thence running S 81° 40' 32" E for a distance of One Hundred Twenty Eight and 12/100 (128.12) feet to a point;

Thence turning and running S 12° 03' 54" E for a distance of Six Hundred Ninety Four and 80/100 (694.80) feet to a point;

Thence turning and running S 71° 43' 07" W for a distance of One Hundred Seventeen and 95/100 (117.95) feet to a point;

Thence turning and running S 02° 19' 17" E for a distance of Three Hundred Seventy and 30/100 (370.30) feet to a point;

Thence turning and running S 64° 26' 24" W for a distance of One Hundred Twenty Seven and 48/100 (127.48) feet to a point;

Thence running S 72° 03' 06" W for a distance of Six Hundred Thirty Two and 80/100 (632.80) feet to a point;

Thence running S 52° 07' 20" W for a distance of Two Hundred Eighty Four and 91/100 (284.91) feet to a point at the sideline of said Rowley Bridge Road;

Thence turning and running along said Rowley Bridge Road S 18° 34' 40" E for a distance of Seventy Nine and 31/100 (79.31) feet to a before referenced MASS Highway bound;

Thence running along said Rowley Bridge Road S 09° 44' 13" E for a distance of Two Hundred Thirteen and 83/100 (213.83) feet to the point of beginning.

Meaning and intending to describe land with the buildings thereon as described in Deed Book 15761, Page 128, consisting of 68.83 acres (minus 14,979 square feet) to the Trustees of Boston College dated 22 June 1999.

Shown on a plan entitled "Plan of Land in Topsfield, MASS, owned by B.J.P Realty Trust, George W. Page, Trustees, Scale 1" equals 100' dated November 3, 1981, made by

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Hayes Engineering, Inc., Civil Engineers and Land Surveyors" and recorded with Essex South District Registry of Deeds in Plan Book 171, Plan 38, containing 68.83 acres of land all as set forth on said plan to which the plan reference is made. Excepting from the aforementioned plan Lot 21B as shown on a plan of land entitled "Plan of Land in Topsfield, Mass., Scale 1" equals 100', August 21, 1984, Hayes Engineering Inc." and recorded with said Registry of Deeds in Plan Book 190, Plan 75, containing 14,979 square feet of land all as set forth on said plan. Said exception shown as an undefined triangle in the northwest corner of the first referenced plan".

Gregor Smith, Topsfield Planning Board member spoke in support. Limited discussion preceded the vote. The Finance Committee recommendation to amend the Zoning Bylaw, as presented, prevailed on a declared 'greater than' 2/3rds majority voice vote.

Article Thirty-Third: Amend Zoning Bylaw, Article II, Section 2.10 Creation Of New Meadows Golf Course Elderly Housing District

The Finance Committee recommended the Town vote to amend the Topsfield Zoning Bylaw, Article II, Section 2.10 to include property located at 16 and 30 Wildes Road, known as New Meadows Golf Course, as an Elderly Housing District and said development to be known as "The Meadows" within the New Meadows Golf Course by the insertion of "C. New Meadows Golf Course" with legal description as set forth in Attachment C to this warrant, entitled "2008 Zoning Amendments," and further to amend the Zoning Map of the Town of Topsfield accordingly. The text of this amendment as set forth in Attachment C of the May 6, 2008 Town warrant appears below.

" Creation of "New Meadows Golf Course" Elderly Housing District "It being determined to be consistent with the purposes of the Zoning Bylaw, as amended, and the Master Plan for the Town, the property as described hereafter, being approximately fifty-two acres known as " the New Meadows Golf Course" and being shown as lots as

Block 4 and Block 5 on Assessors Map 8 and further described in the Deed recorded with the Essex South District Registry of Deeds in Book 25001 Page 351 and being bounded generally by the Newburyport Turnpike (Route 1) and Wildes Road is rezoned as an Elderly Housing District, and the Zoning Map of the Town of Topsfield, Massachusetts, is so amended.

The legal description of the property referred to above is comprised of that area of land situated in the Town of Topsfield, bounded and described as follows:

Parcel I Beginning on the Easterly side of the Newburyport Turnpike at land now or formerly of Tilton Brothers; thence turning and running in an Easterly direction as the wall now stands by said Tilton Brothers land to land now or formerly of Price; thence turning and running by said Price land Easterly to a brook; thence turning and running Southerly as the brook now runs by land now or formerly of Bell and by land now or formerly of Palmer to Wildes Street; thence turning and running Westerly by Wildes Street to land now or formerly of Donaldson; thence turning and running Northerly by said Donaldson land as the wall stands to the center of the driveway; thence turning and running in a Southerly direction by said driveway as the wall now stands to a stone wall at land now or formerly of Palumbo to the Newburyport Turnpike; thence turning and running Northerly by the Newburyport Turnpike to said Tilton Brothers land and the point of beginning.

Parcel II A parcel of land containing four acres, more or less, on the Easterly side of the Newburyport Turnpike, sometimes called "Wildes Field" and bounded and described as follows:

SOUTHERLY By Parcel I above;

WESTERLY By the Newburyport Turnpike;

NORTHERLY and EASTERLY By land formerly of Bell.

Parcel III A parcel of Land bounded and

described as follows:

Containing approximately 6.4 acres of woodland and swamp, and being shown as the lot containing 6.4 acres on the plan entitled, "Plan of Land in Topsfield, Mass., for Clarence E Savolainen, et ux, Route 1, 1922 Layout, Meridian Scale 1" = 40", drawn by Walter W. Martin, Registered Land Surveyor, 196 Laurel Street, Melrose, Mass., dated December, 1961" and recorded with the Essex South District Registry of Deeds in Plan Book 98 as Plan 42.

Parcel IV A parcel of land, containing one acre, more or less, bounded and described as follows:

SOUTHERLY by way leading from the Newburyport Turnpike to the house now or formerly of Foster;

NORTHWESTERLY by the way leading from said Turnpike to the house now or formerly of Perkins; and

EASTERLY by other land now or formerly of Perkins",

Shown on a plan entitled "Plan of Land located in Topsfield, Mass., Prepared by Eastern Land Survey Associates, Inc., Christopher R. Mello, PLS, 104 Lowell St., Peabody, MA. 01986, Scale: 1" = 100'; March 1, 2007 Prepared For New Meadows Enterprises LLC".

Bob Winship, Topsfield Planning Board member, spoke in support. The vote was taken, after brief discussion. The Finance Committee recommendation to amend the Zoning Bylaw, as presented, prevailed on a declared 2/3rds majority voice vote.

Article Thirty-Fourth: Amend Zoning Bylaw, Article II, Section 2.11 To Create Business District Highway North

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article II by adding Section 2.11 Business District Highway North as described below and further amend the Zoning Map of the Town of Topsfield accordingly. "The Business District Highway North shall be comprised of the following lots or portions thereof, and shall be referred to by the

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lot number and the Assessor's map number. Starting in the District's southeast corner and proceeding north: lot #60, map 26, lot #15, map 26, lot #14, map 26 except that the easterly bound of the Business District Highway North shall lie 230 feet east of the center line of Boston Street, and ending with lot #13, map 26. On the westerly side of Boston Street: lot #1, map 19, lot #12, map 26, lot #11, map 26, and south of Ipswich Road and west of Boston Street: Lot #1, map 26."

Martha Morrison, Chairman Topsfield Planning Board, spoke in support. Scant discussion followed. The vote was taken. The Town voted unanimously in favor of the Zoning Bylaw amendment, as presented.

Article Thirty-Fifth: Amend Zoning Bylaw, Article III, Section 3.11 Uses In The Business District Highway North

The Finance Committee recommended the Town vote to amend the Topsfield Zoning Bylaw, Article III, Section 3.11 by deleting the title "Signs in Business District" and replacing with "Uses in the Business District Highway North", and inserting as set forth in Attachment C to this warrant, entitled "2008 Zoning Amendments." The amendment as set forth in Attachment C of the May 6, 2008 Town warrant appears below.

" 3.11 Uses in the Business District Highway North

A. Purpose and intent

The Business District Highway North, located at the intersection of Route 1 and Ipswich Road, is a small scale, mixed-use, retail, commercial and residential zone. Development in this zone shall reflect the rural and historic nature of Topsfield and shall reflect the character of surrounding residential neighborhoods relative to uses, the scale of development, and traffic patterns. Further, the impact of development in this zone on surrounding residential areas shall be minimized relative to light, noise, fumes and congestion.

B. Principal Uses shall be as permitted in the Table of Use Regulations.

C. Mixed uses shall be allowed in structures in the Business District Highway North provided that each principal use is separately allowed, by right or by special permit, in the Table of Uses for the Business District Highway North.

D. Pedestrian walkways should be included to accommodate pedestrian access within a lot and to accommodate pedestrian access to adjacent lots within the district.

E. Buffer Strips shall be required for lots in the Business District Highway North. Such buffer strips shall be installed and maintained to conform to the following standards.

1. Between lots used for commercial purposes the buffer strip shall be at least ten (10) feet wide and planted with grass, groundcover, shrubbery or trees.

2. Between lots in the Business District Highway North and lots either zoned or used residentially, the buffer strips shall conform to the provisions of Article IV, Section 4.05.

3. For lots with residential use, the buffer strip shall contain a dense screen of evergreens no less than six (6) feet in height, or it shall contain a dense man-made screen, or a combination of these two (2) screens. Where man-made screens are erected, these shall be designed to present an attractive façade which shall reflect the general architectural style of the premises. Whichever screen or screens are proposed, they shall be so located on the buffer strip and be of such dimensions as to effectively protect the premises from exterior lights, auto headlights, noise, scattered refuse, dust, fumes, and smoke.

4. Vehicular access across buffer strips may be approved by the Special Permit Granting

Authority to enable better vehicular movement, safety, and access between lots.

5. Pedestrian walkways may be included within buffer strips.

F. Parking requirements shall conform to the provisions of Article IV, Section 4.12, except for Section 4.12D, and shall be calculated according to the separate uses within mixed use structures.

G. Development in the Business District Highway North shall be subject to Site Plan Review under Article IX of the Topsfield Zoning Bylaws.

H. Development in the Business District Highway North shall conform to the density and dimensional standards of Article IV of the Topsfield Zoning Bylaws with the following additional requirement:

1. The footprint of any individual building shall not exceed 3500 sq. ft.

I. Uses may be in one building, or groupings of buildings. Uses may be in one building, or groupings of buildings. The Special Permit Granting Authority may approve a special permit that includes uses in buildings, groupings of buildings, or portions of buildings that are owned by different entities where such uses are consistent with the safety of the occupants and the public and which are consistent with the overall intent of this section.

J. Conditions in the Business District Highway North.

1. The building or buildings on any lot shall be served by common parking areas and by a common exit and entrance.

2. The building(s) on any lot shall have common design features through the use of building materials, architectural style, and color. The design of the buildings shall be consistent with Topsfield's architectural heritage.

3. All trash containers, dumpsters, and utility features must be screened from view by the building or by fencing and landscaping. All roof top mechanical units shall be located so as not to be visible from street level or from public areas from ground level.

4. All non-residential uses shall provide off-street loading facilities. These facilities shall be located and designed to minimize traffic flow disruptions of entering and exiting vehicles and so that delivery vehicles can be parked completely out of the right-of-way.

5. Lighting of sites shall be designed to prevent off-site disturbance, nuisance or hazard. All outdoor light sources shall be designed, directed and/or shielded such that the nighttime lighting is primarily contained

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on the site, shielding to the extent necessary abutting properties and roads. No light source shall be permitted if that light causes glare or other safety problems on an adjacent street.

K. No trailers, temporary or portable structures, vehicles or containers used for storage or warehousing of goods or material shall be allowed, except for such temporary structures, vehicles or containers associated with construction on the lot."

Martha Morrison, Topsfield Planning Board Chairman, spoke in support. The vote was taken absent discussion. The Town voted unanimously in favor of the Zoning Bylaw amendment, as presented.

Article Thirty-Sixth: Amend Zoning Bylaw, Article IV, Section 4.02 Table Of Dimensional And Density Regulations
The Finance Committee recommended the Town vote to amend the Topsfield Zoning Bylaw, Article IV, Dimensional And Density Regulations with the insertions of the Business District Highway North as described below.

Martha Morrison, Topsfield Planning Board Chairman, spoke in support. The vote was taken absent discussion. The Town voted unanimously in favor of the Zoning Bylaw amendment, as presented.

Article Thirty-Seventh: Amend Zoning Bylaw, Article III, Section 3.02 Table Of Use Regulations

The Finance Committee recommended the

Town vote to amend the Topsfield Zoning Bylaw, Article III, Use Regulations and Table of Use Regulations, all as set forth in Attachment C to this warrant, entitled "2008 Zoning Amendments." The text of this amendment as set forth in Attachment C of the May 6, 2008 Town warrant appears below.

Amend Section 3.02 Table of Use Regulations: (changes in bold italics)

1. Amend Abbreviations with the insertion of "P*" for Mixed Use
2. Amend Section 2.1 by deleting the word "Church" and replacing with "Houses of Worship"
3. Add the Business District Highway North with the zone designation of "Mixed Use"; and further, insert categories of uses for said district within the Table of Use Regulations

Topsfield Zoning Bylaw, Article IV, Dimensional And Density Regulations with the insertions of the Business District Highway North

	Minimum Lot Area	Minimum Lot Frontage	Minimum Lot Depth	Minimum Yards			Maximum Height	Maximum Stories	Maximum Building Area	Minimum Open Space
				Front	Side	Rear				
	Sq. Feet	Feet	Feet	Feet	Feet	Feet	Feet	Number	%	%
BHN	20,000	100	100	40	30(2)	30(2)	35	2 ½	40	30

P* = Permitted only within Mixed Use

		BHN
1. Residential		
1.1	Single Family Dwelling	P
1.2	Two Family Dwelling	P*
1.3	Multi-Family Dwelling	P*
1.4	Multi-Family Residence for the Elderly	See Elderly Housing District
1.5	Lodging and Boarding houses	NP
1.6	Temporary Accessory Apartments	P
2. Community Facilities		
2.1	House of Worship	P
2.2	Non-Profit School	P
2.3	For Profit School	S
2.4	Town building except Public Works Garage & Fire Station	P
2.5	Town Public Works Garage & Fire Station	NP
2.6	Publicly-owned recreational facilities	P

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2.7	Privately-owned recreational facilities	NP
2.8	Library or Museum	P
2.9	Cemetery	NP
2.10	Day Camp for Children	NP
2.11	Public Utilities	S
2.12	Civic and Social Organizations	S
2.13	Communications and telephone towers	See Article XII for restrictions and regulations.
2.14	Hospital	S
2.15	Nursing and Community Care Facilities	S
2.16	Conference and Event Facility	S
3. Agriculture		
3.1	Agricultural, horticultural, viticultural and floricultural production	P
3.2	Non-commercial forestry	P
3.3	Commercial forestry (excluding milling)	S
3.4	Farm Stand (on property of less than 5 acres)	S
3.5	Farm Stand (on property of more than 5 acres)	P
3.6	Farmers Markets	P
3.7	Home farm products stand	P
3.8	Raising of livestock for commercial use	NP
3.9	Commercial kennels, stables or veterinary hospital	P
4. Retail and Service		
4.01	Retail establishment selling principally convenience goods	NP
4.02	Retail establishment selling merchandise	S
4.03	Hardware store	S
4.04	Retail establishment selling foods	S
4.05	Retail establishment selling sporting goods	S
4.06	Pharmacy	S
4.07	Optical Goods Store	S
4.08	Cosmetics, beauty supply and perfume store	S
4.09	Retail establishment selling hand-crafts	S
4.10	Retail establishment selling motor vehicles	NP
4.11	Dry-cleaning and laundry establishment (except coin operated)	S
4.12	Restaurant	S
4.13	Guest House and Bed and Breakfast	S
4.14	Drive-in and drive-through eating establishment	NP
4.15	Funeral Establishment	S
4.16	Bank (full service)	S
4.17	Exterior Automatic Teller Machines	S
4.18	Interior Automatic Teller Machines	P

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4.19	Drive-in and drive-through establishment	NP
4.20	Automotive repair or service	NP
4.21	Professional, technical, scientific and business offices	P
4.22	Other business repair services	P
4.23	Art Gallery	P
4.24	Fitness and recreational sports facilities	S
4.25	Barber Shops	S
4.26	Beauty Salons	S
4.27	Skin and Nail Care Salons	S
4.28	Medical and Dental Offices	P
4.29	Chiropractors. Offices	P
4.30	Amusement or recreation services	NP
4.31	Commercial parking lot	NP
4.32	Installation of WECS	P
5. Trades, Wholesale, Transportation and Industrial		
5.01	Manufacturing	NP
5.02	Construction industry and supplies	NP
5.03	Transportation services	NP
5.04	Commercial earth and stone removal	NP
5.05	Processing and/or storage of earth products	NP
5.06	Warehouses	NP
5.07	Distribution centers	NP
5.08	Storage Facilities	NP
5.09	Wholesale automobile sales	NP
5.10	Research office and development facilities	S
6. Accessory Uses		
6.01	Home Occupation	P
6.02	Accessory building or other structure subject to provisions of Article VI	NP
6.03	Accessory uses normally incidental to residential uses including keeping of domestic animals and agricultural and horticultural uses	P
6.04	Accessory private garage for not more than three commercial vehicles except on farm	NP
6.05	Storage of one unregistered motor vehicle, trailer, boat or motorized home in the open not within any required setback	NP
6.06	Accessory outside storage necessary for operation of principal use	NP
6.07	Accessory Signs	P
6.08	Accessory parking and loading spaces	P
6.09	Swimming pools, tennis courts and similar uses accessory to a residence.	P

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Martha Morrison, Topsfield Planning Board Chairman, spoke in support. The vote was taken absent discussion. The Town voted unanimously in favor of the Zoning Bylaw amendment, as present.

Article Thirty-Eighth: Amend Zoning Bylaw, Article II, Section 2.01

The Finance Committee recommended the Town vote to amend the Topsfield Zoning Bylaw, Article II, Section 2.01 by deleting the word "seven (7)" in the sentence reading "The Town of Topsfield is hereby divided into seven (7) Districts, and substituting in place thereof the word "eight (8)." Jan Ablon, Topsfield Planning Board member, spoke in support. The vote was taken absent discussion. The Town voted unanimously in favor of the Zoning Bylaw amendment, as presented.

Article Thirty-Ninth: Amend Zoning Bylaw, Various Sections With Insertion Of Business Highway Districts

The Finance Committee recommended the Town vote to amend the Topsfield Zoning Bylaw by the insertion of "Business District Highway North" and /or "Business District Highway" in the following sections as set forth below:

- 2.01 Classes of District: add "H. Business District Highway North"
- 2.07 Inner Residential and Agricultural District: change "Business District" – Highway to "Business District Highway" and insert "Business District Highway North" after Business District Highway
- 3.14 Parking of Automobiles: insert "Business District Highway North" after Business District Highway
- 3.15 Additional Accessory Uses: insert "Business District Highway North" after Business District Highway
- 4.06 Accessory Buildings: insert "Business District Highway North (B-H-N)" after Business District Highway (B-H)
- 4.07 Other General Dimensional and Density Provisions: in B. insert "Business District Highway and Business District Highway North" after Business Park District
- 13.5B Business Districts: insert "Business District Highway North (BHN)" after Business District Highway (BH) and also insert

"Business District Highway North (BHN)" after Business District Highway in related Table of Dimensional Regulations and Maximum Dimensions.

Martha Morrison, Topsfield Planning Board Chairman spoke in support. The vote was taken absent discussion. The Town voted unanimously in favor of the Zoning Bylaw amendment, as presented.

Article Fortieth: Amend Zoning Bylaw, Article III, Section 3.12 Uses In The Business District Highway

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw Article III, Section 3.12 by deleting the title "Signs in the Residential District" and replacing with "Uses in the Business District Highway", and inserting as set forth in Attachment C to this warrant, entitled "2008 Zoning Amendments." The text of this amendment, as set forth in Attachment C of the May 6, 2008 Town warrant appears below.

"3.12 Uses in the Business District Highway A. Purpose and intent

The Business District Highway located on Route 1 is a mixed-use retail, commercial and residential zone. Connected to the Business District Village by three streets, the Business Highway Zone is designed to serve as an attractive gateway to Topsfield's central commercial area. Development in this zone shall reflect the rural and historic nature of Topsfield.

B. Principal Uses shall be as permitted in the Table of Use Regulations.

C. Mixed uses shall be allowed in structures in the Business District Highway provided that each principal use is separately allowed, by right or by special permit, in the Table of Uses for the Business District Highway.

D. Pedestrian walkways should be included to accommodate pedestrian access within a lot and to accommodate pedestrian access to adjacent lots within the district.

E. Buffer Strips shall be required for lots in the Business District Highway. Such

buffer strips shall be installed and maintained to conform to the following standards.

1. Between lots used for commercial purposes the buffer strip shall be at least ten (10) feet wide and planted with grass, groundcover, shrubbery or trees.
2. Between lots in the Business District Highway and lots either zoned or used residentially, the buffer strips shall conform to the provisions of Article IV, Section 4.05.
3. For lots with residential use, the buffer strip shall contain a dense screen of evergreens no less than six (6) feet in height, or it shall contain a dense man-made screen, or a combination of these two (2) screens. Where man-made screens are erected, these shall be designed to present an attractive façade which shall reflect the general architectural style of the premises. Whichever screen or screens are proposed, they shall be so located on the buffer strip and be of such dimensions as to effectively protect the premises from exterior lights, auto headlights, noise, scattered refuse, dust, fumes, and smoke.
4. Vehicular access across buffer strips may be approved by the Special Permit Granting Authority to enable better vehicular movement, safety, and access between lots.
5. Pedestrian walkways may be included within buffer strips.

F. Parking requirements shall conform to the provisions of Article IV, Section 4.12, except for Section 4.12D, and shall be calculated according to the separate uses within mixed use structures.

G. Development in the Business District Highway shall be subject to Site Plan Review under Article IX of the Topsfield Zoning Bylaws.

H. Development in the Business District Highway shall conform to the density and dimensional standards of Article IV of the Topsfield Zoning Bylaws.

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I. Uses may be in one building, or groupings of buildings. Uses may be in one building, or groupings of buildings. The Special Permit Granting Authority may approve a special permit that includes uses in buildings, groupings of buildings, or portions of buildings that are owned by different entities where such uses are consistent with the safety of the occupants and the public and which are consistent with the overall intent of this section.

J. Conditions in the Business District Highway

1. The building or buildings on any lot shall be served by common parking areas and by a common exit and entrance.
2. The building(s) on any lot shall have common design features through the use of building materials, architectural style, and color. The design of the buildings shall be consistent with Topsfield's architectural heritage.
3. All trash containers, dumpsters, and utility features must be screened from view by the building or by fencing and landscaping. All roof top mechanicals

units shall be located so as not to be visible from street level or from public areas from ground level.

4. All non-residential uses shall provide off-street loading facilities. These facilities shall be located and designed to minimize traffic flow disruptions of entering and exiting vehicles and so that delivery vehicles can be parked completely out of the right-of-way.
5. Lighting of sites shall be designed to prevent off-site disturbance, nuisance or hazard. All outdoor light sources shall be designed, directed and/or shielded such that the nighttime lighting is primarily contained on the site, shielding to the extent necessary abutting properties and roads. No light source shall be permitted if that light causes glare or other safety problems on an adjacent street.

K. No trailers, temporary or portable structures, vehicles or containers used for storage or warehousing of goods or material shall be allowed, except for such temporary structures, vehicles or containers associated with construction on the lot."

Jan Ablon, Topsfield Planning Board member, spoke in support. The vote was taken absent discussion. The Town voted unanimously in favor of the Zoning Bylaw amendment, as presented.

Article Forty-First: Amend Zoning Bylaw, Article III, Section 3.02 Table Of Use Regulations

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article III, Use Regulations and Table of Use Regulations, as set forth in Attachment C to this warrant, entitled "2008 Zoning Amendments." The text of this amendment, as set forth, in Attachment C of the May 6, 2008 Town warrant appears below.

"Amend Section 3.02 Table of Use Regulations: (changes in bold italics)

1. Amend the following uses in the Business District Highway as described below; and further, amend the Business District Highway zone designation from "Commercial" to "Mixed Use"

P* = Permitted only within Mixed Use

		BH
1. Residential		
1.1	Single Family Dwelling	NP P
1.2	Two Family Dwelling	NP P*
1.3	Multi-Family Dwelling	NP P*
1.6	Temporary Accessory Apartments	NA P
3. Agriculture		
3.7	Home farm products stand	NP P
4. Retail and Service		
4.03	Hardware store	NP S
4.04	Retail establishment selling foods	NP S
4.05	Retail establishment selling sporting goods	NP S
4.06	Pharmacy	NP S
4.07	Optical Goods Store	NP S
4.08	Cosmetics, beauty supply and perfume store	NP S
4.09	Retail establishment selling hand-crafts	NP S

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4.11	Dry-cleaning and laundry establishment (except coin operated)	NP S
4.12	Restaurant	NP S
4.19	Drive-in and drive-through establishment	S NP
4.23	Art Gallery	NP P
4.25	Barber Shops	NP S
4.26	Beauty Salons	NP S
4.27	Skin and Nail Care Salons	NP S
4.28	Medical and Dental Offices	S P
4.29	Chiropractors. Offices	S P
6. Accessory Uses		
6.01	Home Occupation	NA P
6.03	Accessory uses normally incidental to residential uses including keeping of domestic animals and agricultural and horticultural uses	NA P

2. Add Section 4.33 Florist and Section 4.34 Catering with the insertions of the following uses within the Table of Use Regulations

Permitted Uses		ORA	IRA	CR	BV	BH	BHN	BP
4. Retail and Service								
4.33	Florist	NP	NP	NP	P	P	P	P
4.34	Catering	NP	NP	NP	S	S	S	S"

Jan Ablon, Topsfield Planning Board member, spoke in support. The vote was taken absent discussion. The Town voted unanimously in favor of the Zoning Bylaw amendment, as presented.

Article Forty-Second: Amend Zoning Bylaw, Section 3.05 Nonconforming Uses
The Finance Committee recommended the Town vote to amend the Topsfield Zoning Bylaw, Section 3.05 Nonconforming Uses by making certain deletions and insertions as set forth below. New language is in bold.

"Any lawful building or use of a building or premises or part thereof existing at the time this Bylaw or any amendment thereto is adopted, may be continued although such building or use does not conform to the provisions thereof. No nonconforming use shall be changed, moved, or extended in time or space and no nonconforming

building or structure shall be structurally or substantially altered, or enlarged or replaced by a new building unless, upon application to and a finding by the Permit Granting Authority, it can be shown that such change, if carried out, would not be more detrimental or objectionable to the neighborhood. Any such finding by the Permit Granting Authority pursuant to this section shall lapse one (1) year from the date of issuance (excluding the period of any appeal of such finding) if a substantial exercise of the rights permitted by the finding has not sooner commenced. Findings may be extended for successive periods of one year upon application to the Permit Granting Authority prior to the end of each one (1) year period and a showing of good cause. No nonconforming use can be changed, moved or re-established where such use has been discontinued for a period of two (2) years or more."

Ian De Buy Wenniger, Topsfield Planning Board member and Kristen Palace, Zoning Board of Appeals member spoke in support. The vote was taken absent discussion. The Town voted unanimously in favor of the Zoning Bylaw amendment, as presented.

Article Forty-Third: Amend Zoning Bylaw, Article XIII, Sign Regulations, Section 13.5b Reversal Of Order
The Finance Committee recommended the Town amend the Topsfield Zoning Bylaw, Article XIII, Section 13.5B by reversing the numbering order of and moving to the appropriate place the following subsections as follows: existing subsection 13.5 B 2 is renumbered to read subsection 13.5 B 3; and existing subsection 13.5 B 3 is renumbered to read subsection 13.5 B 2. Ian De Buy Wenniger, Topsfield Planning Board member and Kristen Palace, Zoning Board of Appeals member spoke in support. The

Town Meeting Minutes and Election Documentation

vote was taken absent discussion. The Town voted unanimously in favor of the Zoning Bylaw amendment, as presented.

Article Forty-Fourth: Fox Run Road Extension Acceptance

The Finance Committee recommended the Town accept "Fox Run Road Extension" as a public way, in accordance with the locations, boundaries and measurements of said Fox Run Road Extension as laid out, altered or relocated by the Board of Selectmen, all as shown on a plan entitled: "As-Built Plan of Fox Run Road Extension located in Topsfield, MA dated September 24, 2007 prepared by Eastern Land Survey Associates, Inc., Christopher R. Mello, PLS, 104 Lowell Street, Peabody, MA 01960, Scale: 1" = 20'; recorded in Book 27541, Page 541 in the Essex Southern District Registry of Deeds in Salem, MA", and to authorize the Board of Selectmen to accept a gratuitous conveyance of any necessary easement for said way and name it "Fox Run Road", and the Town so voted unanimously.

Article Forty-Fifth: Senior Tax Work-Off Program

The Finance Committee recommended the Town accept M.G.L. Chapter 59, Section 5K as amended, and to authorize the Board of Selectmen to establish a tax work-off program for senior citizen volunteers in the Town of Topsfield, to be effective July 1, 2008, and the Town so voted unanimously.

Article Forty-Sixth: Council On Aging Revolving Fund

The Finance Committee recommended the Town vote to take no action in establishing a Council on Aging revolving fund, and the Town so voted by a significant majority.

Article Forty-Seventh: Purchase Of Property (Petition)

The Finance Committee recommended the Town vote to take no action on the purchase of the 59 Main Street property, and the Town so voted unanimously.

Article Forty-Eighth: Litter Bylaw (Petition)

The Finance Committee recommended the Town refer the litter matter to the Board of Selectmen for further action, and the Town so voted unanimously.

Article Forty-Ninth: Stabilization Fund

The Finance Committee recommended the Town appropriate and transfer from Free Cash the sum of \$10,000 for the Stabilization Fund, and the Town so voted unanimously.

Article-Fiftieth: Free Cash

The Finance Committee recommended the Town authorize and direct the Board of Assessors to transfer and appropriate the sum of \$656,590 from Free Cash to reduce the tax levy for the fiscal year 2009, and the Town so voted unanimously.

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 8, 2008 at 7:00 a.m. and at the close of the polls at 8:00 p.m. to dissolve the 2008 Annual Town Meeting. The motion was duly made, seconded and voted unanimously. The meeting adjourned at 11:18 p.m. There were 372 registered voters in attendance.

Annual Town Election

ST. ROSE CHURCH HALL
12 PARK STREET
MAY 8, 2008
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:

Kathy Brown, Sally Cabral, Jan Englehardt,
Sue Caples, Gayle Casey, Chris Cotti, Maxine
Crocker, Mary Gillen, Florence Lear, Ruth
Lucy, Alice Liston, and Jackie Scudder.

The polls were closed at 8:00 p.m. The Town Clerk announced at 8:58 p.m. that 1423 registered voters had cast their ballots with the following results:

Moderator (One Year)
John P. Kinhan 1141
Others 10
Blanks 272

Selectman (Three Years)
John J. Mc Ardle 451
Heidi April Fox 462
Nancy J. Luther 674
Martha A. Morrisson 919
Robert Morgan 8
Raymond Eric Gutowski 5
Others 3
Blanks 324

Assessor (Three Years)
John W. Minnehan 1051
Others 3
Blanks 369

School Committee (Three Years)
Jeffrey C. Evaul 799
Susan Archer 746
Pamala S. Jefferys 479
Others 0
Blanks 822

Regional District School Committee
(Three Years)
John K. Spencer 935
Kenneth G. Vogel 931
Others 4
Blanks 976

Commissioner of Trust Funds
(Three Years)
Richard Walsh 1031
Others 1
Blanks 391

Library Trustee (Three Years)
Sheila R. Becker 1015
Dorothea M. De Luca 854
Others 3
Blanks 974

Library Trustee (One Year)
Jennifer L. Baker 1038
Others 3
Blanks 382

Housing Authority (Five Years)
John W. Minnehan 1000
Others 1
Blanks 422

Park & Cemetery Commissioner
(Three Years)
Michael T. Smerczynski 1032
Others 4
Blanks 387

Planning Board (Three Years)
Robert L. Winship 1042
Jonathan Young 51
Other 11
Blank 1742

Road Commissioner (Three Years)
Richard J. Cullinan 1003
Others 2
Blanks 418

Water Commissioners (Three Years)
Philip G. Knowles 1037
Others 9
Blanks 377

Constable (Three Years)
Frederick J. Glatz 1058
Other 2
Blanks 363

Note: Those elected to office are in bold.

Town Meeting Minutes and Election Documentation

BALLOT QUESTION

Question One:

This Question is not binding.

Should the Town of Topsfield create a "Rail Trail" for recreational use along the former railroad corridor that extends from Wenham to Boxford?

Yes	863
No	515
Blanks	45

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

Attest:



Beverly Ann Guarino
Beverly Ann Guarino, CMC/MMCA/CMMC
Town Clerk

Presidential Primary

St. Rose Church Hall 12 Park Street
February 5th, 2008
7:00 a.m. to 8:00 p.m.

The Town Clerk opened the polls at 7:00 a.m.
The poll workers were sworn as follows:

Joan Glatz, Warden
Dotty Roberts, Deputy Warden
Fred Glatz, Poll Constable

Ballot Clerks and Tellers:
Maxine Crocker, Jackie Scudder, Doris Kuhn,
Virginia Vitale, Sally Cabral, Ruth Lucy, Kathy
Brown, Alice Liston, Eileen Reichardt, Betty
Kruck, Barbara Belmonte, and Jan Englehardt

The Town Clerk closed the polls at 8:00 p.m.,
and at 9:06 p.m. announced that 2523 reg-
istered voters had cast their ballots by party
as follows:

Republican Party Presidential
Primary ballots cast 1214

Democratic Party Presidential
Primary ballots cast 1307

Working Families Party Presidential
Primary ballot cast01

Green-Rainbow Party Presidential
Party ballot cast01

The Republican Party Presidential Primary ballots were cast as follows:

Presidential Preference	Town Committee
John McCain 440	Nancy J. Luther..... 633
Fred Thompson02	Heidi L. Bond..... 627
Tom Tancredo01	Stephen S. Clark..... 772
Duncan Hunter.....00	John D. Riley..... 523
Mike Huckabee.....21	Philip Madell 526
Mitt Romney..... 709	Judith F. Judson 549
Ron Paul21	Janet O. Kmetz 607
Rudy Giuliani.....04	John A. Morgan..... 523
No Preference01	Blanks 15
State Committee Man	State Committee Woman
Eamon T. Fennessy 443	Nancy J. Luther..... 808
John F. McCarthy 356	Blanks 406
Blanks..... 415	

The Working Families Party Presidential Primary ballots were cast as follows:

Presidential Preference	Town Committee
No Preference01	Blank 10
Blanks.....00	
State Committee Man	State Committee Woman
Blank.....01	Blank01


Town Meeting Minutes and Election Documentation

The Democratic Party Presidential Primary ballots were cast as follows:

Presidential Preference	Town Committee
John R. Edwards21	Dorothy T. Wass..... 709
Hillary Clinton..... 621	Heidi April Fox 726
Joseph R. Biden, Jr.....03	Sandra M. Conant..... 625
Christopher J. Dodd.....03	Keith A. Conant, Jr..... 608
Mike Gravel.....01	Jacqueline Cassiday 627
Barack Obama..... 630	Sara J. Beck 615
Dennis J. Kucinich.....02	Michael E. Mahoney 660
Bill Richardson03	Joel P. Hariton 597
No Preference04	Deborah B. Atwood 671
Blanks..... 19	
State Committee Man	State Committee Woman
James M. Fleming..... 805	Lynne F. Barrett 820
Blanks..... 502	Blanks 487

The Green-Rainbow Party Presidential Primary ballots were cast as follows:

Presidential Preference	Town Committee
No Preference01	Blank 10
Blanks.....00	
State Committee Man	State Committee Woman
Blank.....01	Blank01

Attest:

Beverly Ann Guarino, CMC/MMCA/CMMC
Town Clerk

Appendix A

Approved
Appropriation
Fiscal Year 2008

FY2009 GENERAL OPERATING BUDGET
May 6, 2008 Annual Town Meeting

Approved
Appropriation
Fiscal Year 2009

ELECTED OFFICERS		
50.00MODERATOR:	50.00
SELECTMEN:		
900.00Chairman	900.00
900.00Clerk	900.00
900.00Member	900.00
900.00Member	900.00
900.00Member	900.00
ASSESSORS:		
1,500.00Chairman	1,500.00
1,500.00Clerk	1,500.00
1,500.00Member	1,500.00
54,907.00TOWN CLERK:	57,389.00
PLANNING BOARD:		
200.00Chairman	200.00
250.00Clerk	250.00
50.00Member	50.00
50.00Member	50.00
50.00Member	50.00
GENERAL GOVERNMENT		
Moderator:		
50.00Salary	50.00
50.00TOTAL: Moderator	50.00
Selectmen:		
159,103.00Salaries	163,075.00
35,768.00Wages	38,963.00
36,255.00Other	37,920.00
231,126.00TOTAL: Selectmen	239,958.00
Selectmen's Special:		
90,900.00Other	75,900.00
90,900.00TOTAL: Selectmen Special	75,900.00
.....Parking Clerk:		
125.00Other	125.00
125.00TOTAL: Parking Clerk	125.00
Finance Committee:		
2,255.00Wages	2,255.00
1,850.00Other	1,850.00
4,105.00TOTAL: Finance Committee	4,105.00

Appendix A

Approved Appropriation Fiscal Year 2008	FY2009 GENERAL OPERATING BUDGET May 6, 2008 Annual Town Meeting	Approved Appropriation Fiscal Year 2009
Town Website/Cable Advisory:		
5,981.00	Wages	6,329.00
3,570.00	Other	3,641.00
9,551.00	Total: Town Website/Cable Advisory	9,970.00
Town Accountant:		
60,937.00	Salary	62,583.00
32,215.00	Wages	31,232.00
21,986.00	Other	22,740.00
115,138.00	TOTAL: Town Accountant	116,555.00
Board of Assessors:		
66,437.00	Salaries	68,083.00
35,100.00	Wages	36,023.00
16,500.00	Other	16,830.00
118,037.00	TOTAL: Assessors	120,936.00
Town Treasurer and Collector:		
60,937.00	Salary	62,583.00
69,053.00	Wages	62,745.00
52,015.00	Other	37,125.00
182,005.00	TOTAL: Town Treasurer & Coll.	162,453.00
Town Hall:		
34,184.00	Wages	35,126.00
85,776.00	Other	87,961.00
119,960.00	TOTAL: Town Hall	123,087.00
School Street Building:		
936.00	Other	955.00
936.00	TOTAL: School Street Building	955.00
Town Clerk:		
54,907.00	Salary	57,389.00
28,952.00	Wages	29,713.00
14,285.00	Other	14,570.00
98,144.00	TOTAL: Town Clerk	101,672.00
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:		
45,703.00	Salary	58,671.00
-	Wages	23,020.00
45,703.00	TOTAL: Conservation Commission	81,691.00

Appendix A

Approved Appropriation Fiscal Year 2008	FY2009 GENERAL OPERATING BUDGET May 6, 2008 Annual Town Meeting	Approved Appropriation Fiscal Year 2009
	Planning Board:	
600.00	Salaries	600.00
1,980.00	Other	2,018.00
2,580.00	TOTAL: Planning Board	2,618.00
	Zoning Board of Appeals:	
789.00	Other	805.00
789.00	TOTAL: Zoning Board of Appeals	805.00
1,020,249.00	SUB-TOTAL: GENERAL GOVERNMENT	1,041,980.00
	PUBLIC SAFETY	
	Police Department:	
147,026.00	Salaries	145,838.00
1,016,881.00	Wages	1,031,509.00
114,977.00	Other	103,670.00
-	Capital Equipment	15,300.00
1,278,884.00	TOTAL: Police Department	1,304,153.00
	Fire Department:	
98,152.00	Salaries	96,458.00
404,851.00	Wages	428,142.00
97,099.00	Other	99,041.00
600,102.00	TOTAL: Fire Department	623,641.00
	Ambulance Services:	
52,000.00	Other	54,000.00
52,000.00	TOTAL: Ambulance Service	54,000.00
	Inspectional Services:	
69,211.00	Salaries	71,775.00
18,718.00	Wages	19,227.00
6,604.00	Other	6,709.00
94,533.00	TOTAL: Inspectional Services	97,711.00
	Sealer Weights & Measure:	
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:	
8,670.00	Salary	8,904.00
1,600.00	Other	1,600.00
10,270.00	TOTAL: Animal Control Officer	10,504.00

Appendix A

Approved
Appropriation
Fiscal Year 2008

FY2009 GENERAL OPERATING BUDGET
May 6, 2008 Annual Town Meeting

Approved
Appropriation
Fiscal Year 2009

Animal Inspector:		
6,701.00	Salary	6,882.00
1,840.00	Other	1,840.00
8,541.00	TOTAL: Animal Inspector	8,722.00
2,045,930.00	SUB-TOTAL: PUBLIC SAFETY	2,100,331.00

EDUCATION ELEMENTARY SCHOOL		
446,515.00	General Administration	459,673.00
2,681,804.00	Instructional Salaries	2,676,280.00
160,465.00	Instructional Materials	191,972.00
200,368.00	Other School Services	143,787.00
197,649.00	Transportation Regular	177,390.00
195,133.00	Fuel & Power	193,344.00
434,606.00	Bldg. Oper. & Main	403,088.00
1,613,400.00	Special Needs	1,862,304.00
5,929,940.00	TOTAL: Elementary Schools	6,107,838.00
5,929,940.00	SUB-TOTAL - ELEMENTARY SCHOOLS	6,107,838.00

PUBLIC WORKS AND FACILITIES		
General Highway:		
72,093.00	Salary	74,012.00
183,609.00	Wages	189,060.00
268,655.00	Other	230,070.00
	Capital Equipment	49,577.00
524,357.00	TOTAL: General Highway	542,719.00

Snow and Ice:		
68,679.00	Wages	76,377.00
109,780.00	Other	160,080.00
178,459.00	TOTAL: Snow and Ice	236,457.00

Street Lights:		
20,653.00	Other	21,065.00
20,653.00	TOTAL: Street Lights	21,065.00
723,469.00	SUB-TOTAL: PUBLIC WORKS	800,241.00

HUMAN SERVICES		
Board of Health:		
60,937.00	Salary	62,583.00
16,645.00	Wages	17,882.00
18,056.00	Other	18,417.00
95,638.00	TOTAL: Board of Health	98,882.00

Appendix A

Approved Appropriation Fiscal Year 2008	FY2009 GENERAL OPERATING BUDGET May 6, 2008 Annual Town Meeting	Approved Appropriation Fiscal Year 2009
	MSW Collection, HHW & Recycling:	
342,795.00	Services	352,914.00
342,795.00	TOTAL: MSW Collection, HHW & Recycling	352,914.00
	Recycling:	
7,500.00	Other	3,750.00
7,500.00	TOTAL: Recycling	3,750.00
	Council on Aging:	
39,692.00	Salary	40,764.00
41,427.00	Wages	42,781.00
3,342.00	Other	3,409.00
84,461.00	TOTAL: Council On Aging	86,954.00
	Tri Town Council:.....	
20,354.00	TOTAL: Tri-Town Council.....	20,354.00
	HAWC:	
1,000.00	Other	1,000.00
1,000.00	TOTAL: HAWC	1,000.00
	Veterans' Benefits:	
3,410.00	Other	3,470.00
3,410.00	TOTAL: Veterans' Benefits.....	3,470.00
	Soldiers & Sailors Graves:	
800.00	Other	800.00
800.00	TOTAL: Soldiers & Sailors Graves	800.00
555,958.00	SUB-TOTAL: HUMAN SERVICES	568,124.00
	CULTURE & RECREATION	
	Library:	
176,737.00	Salaries	182,168.00
145,925.00	Wages	149,361.00
118,824.00	Other	118,787.00
441,486.00	TOTAL: Library.....	450,316.00
	Park and Cemetery Department:	
61,937.00	Salary	63,583.00
114,455.00	Wages	120,731.00
55,458.00	Other	56,594.00
231,850.00	TOTAL: Park & Cemetery Dept.	240,908.00
	Tree Department:	
2,840.00	Salary	2,916.00
2,975.00	Wages	3,055.00
9,000.00	Other	9,285.00
14,815.00	TOTAL: Tree Department.....	15,256.00

Appendix A

Approved Appropriation Fiscal Year 2008	FY2009 GENERAL OPERATING BUDGET May 6, 2008 Annual Town Meeting	Approved Appropriation Fiscal Year 2009
	Memorial Day/Veteran's Day:	
4,000.00	Other	4,000.00
4,000.00	TOTAL: Memorial Day/Veteran's Day	4,000.00
	Historical Commission:	
500.00	Other	500.00
500.00	TOTAL: Historical Commission	500.00
692,651.00	SUB TOTAL: CULTURE & RECREATION	710,980.00
	DEBT SERVICE	
559,000.00	Long-Term Debt Principal	588,500.00
513,940.00	Long -Term Debt Interest.....	491,580.00
-	Interest for Temporary Loans	25,000.00
2,500.00	Issue Cost.....	7,500.00
1,075,440.00	TOTAL: DEBT SERVICE.....	1,112,580.00
1,075,440.00	SUB TOTAL: DEBT SERVICE.....	1,112,580.00
	OTHER EXPENDITURES	
	Pensions:	
618,800.00	Essex Retirement	588,220.00
618,800.00	TOTAL: Pensions.....	588,220.00
	Insurance:	
255,497.00	Liability/Accident/Workmen's Compensation.....	292,236.00
1,331,116.00	Life/Medical/Medicare.....	1,364,677.00
25,000.00	Unemployment.....	25,000.00
1,611,613.00	TOTAL: Insurance	1,681,913.00
2,230,413.00	SUB-TOTAL OTHER EXPENDITURES	2,270,133.00
14,274,050.00	***TOTAL BUDGET RECOMMENDATION***	14,712,207.00

Fiscal Year 2008: July 1, 2007 through June 30, 2008

Fiscal Year 2009: July 1, 2008 through June 30, 2009

Financial Reports

Note:

All financial data cover the period July 1, 2007 through June 30, 2008.

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 November 14, 2008.

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

Town Audit

An audit of the Town of Topsfield's 2008 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

Board of Assessors

John W. Minnehan was re-elected to the Board of Assessors in May of 2008. Fiscal 2008 was the second year using the quarterly tax billing system. The first two bills are preliminary and are based upon approximately 50 percent of the preceding year's net tax. These bills are due August 1st and November 1st. The actual tax bill, which contains the new valuation, 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. The Board also suggests that you look at the Town of Topsfield web site for additional information about the role and function of the Assessing Office.

Respectfully submitted,

Eldon D. Goodhue, *Chairman*

John J. McArdle, *Clerk*

John W. Minnehan, *Member*

Full and Fair Cash Valuations as of January 1, 2007 for Fiscal 2008

Real Property:	Residential	\$1,196,700,880
	Open Space	0
	Commercial	60,874,320
	Industrial	18,560,500
	Total Real Property	\$1,276,135,700
Personal Property:	Business Accounts	3,067,532
	Utility Accounts	9,996,342
	Total Personal Property	13,063,874
Total Taxable Real and Personal Property:		1,289,199,574
Exempt Property:		73,675,900
Total Valuation of All Property:		\$1,362,875,474
Tax Rate (Per \$1,000 Valuation):		\$12.02
Levy (Total taxes assessed for state, county and town purposes including overlay)		
	On Real Property	\$ 15,339,151.12
	On Personal Property	\$ 157,027.77
	Total Levy	\$15,496,178.89

Motor Vehicle and Trailer Excise Received in Calendar 2007

2005 Registered Cars	51
2006 Registered Cars	297
2007 Registered Cars	6,111

Commissioner's Total Value:	\$39,169,200
Excise Tax Total:	\$ 817,004.54

Finance Committee

April 7, 2008

Citizens of Topsfield
Topsfield, Massachusetts 01983

RE: Town of Topsfield Fiscal Year 2009
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 2009 (FY09) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7PM on May 6, 2008. The proposed budgets were prepared by department managers with reference to guidelines established by the Finance Committee. These guidelines called for no new government and allowed for a 2% inflation adjustment for non salary and wage accounts. The additional Articles were placed on the Warrant by the Board of Selectmen on their own behalf, on behalf of other Town Boards or by Citizen Petition. This letter outlines some of the significant issues and facts that our committee has considered. You may find these important to your decision making process.

The FY09 budget recommended by the Finance Committee includes total appropriations in the amount of \$21,578,399 representing an increase of 2.40% over FY08. After making adjustments for state aid and other revenue and assessments, the resulting total to be raised through real estate taxes will be \$16,219,689, an increase of 5.1% over the current year. This increase includes additional funding for Snow and Ice and bringing the Conservation Commission personnel costs into General Operating Budget Article 3rd.

The FY09 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 pay grid, which was increased 2.7% over FY08 rate, and longevity bonuses as recommended by the Town Administrator. The budget also reflects 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 \$46,150 or 2.26% for FY09. This increase is consistent with the recommended Finance Committee guidelines.
- **Elementary Schools** – The elementary school budget for FY09 has increased by \$177,898 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 \$119,162 or 17.63% for FY09. This growth in spending is largely related to the increase in Snow and Ice of \$57,998. Snow and Ice has been historically underfunded. This adversely affects the following year's free cash.
- **Masconomet Regional School** – The Topsfield Assessment for the Masconomet Regional School budget for FY09 has increased by \$336,736 or 6.24%. This was within the guidelines given to Masconomet by the finance committees of Topsfield, Boxford and Middleton.

In addition to the above discussed items the FY09 recommended budget includes capital expenditures in the amount of \$101,812. While

our recommendation represents a relatively small number of the numerous requests, we, in concert with the Selectmen's office, believe the 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 have taken advantage of all available cost savings and revenue sources in order to propose a budget that remains within Prop 2 1/2 guidelines. It is likely that many of these measures will not be available in FY10, increasing the likelihood of a override in FY10. 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.

In response to floor discussion at the FY08 Town Meeting, additional detail for each budget addressed in this Warrant, including Other, is available on the Topsfield website: <http://www.topsfield-ma.gov/index.shtml>.

Respectfully submitted,

Topsfield Finance Committee
Mark B. Lyons, *Chairman*
Heidi L. Bond
Paul E. Dierze
Kathryn S. Hartmann
J. Stephen Lais
Holger M. Luther
Trudi I. Perry

Town Accountant

Pursuant to the General Laws of Massachusetts Chapter 41 Section 61, I submit herewith the reports of the accounts of Topsfield for the fiscal year ending June 30, 2008. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2008.

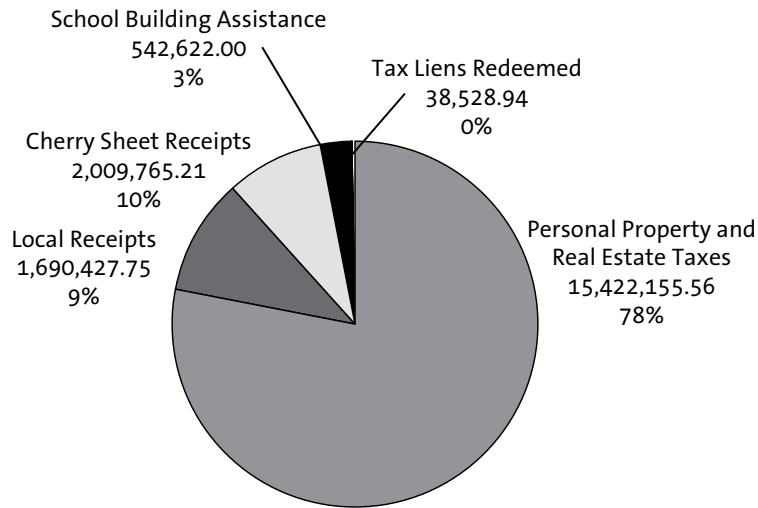
Respectfully submitted,

Pamela J. Wood
Town Accountant

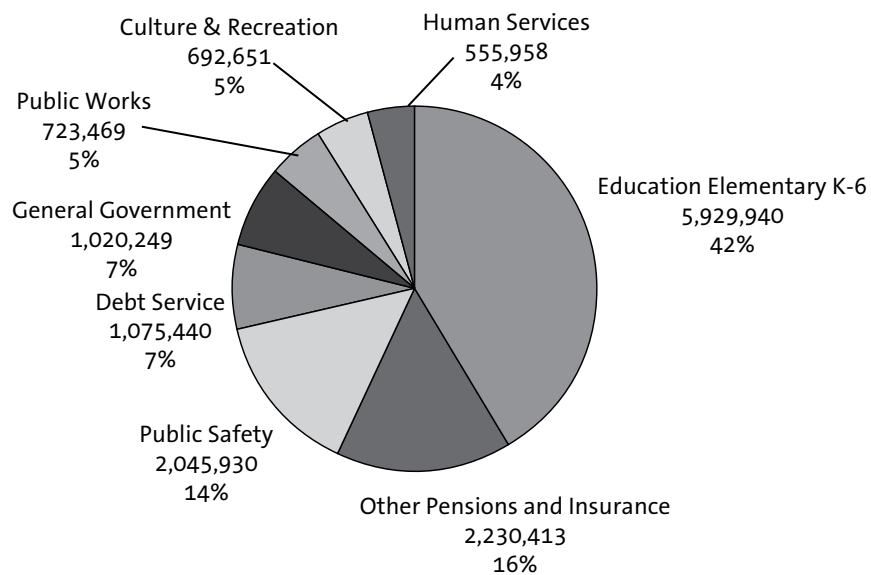
Statement of Town Debt As of June 30, 2008		
Outstanding Debt - July 1, 2007		
Multi-Purpose 2001	3,200,000.00	
Multi-Purpose 2002	<u>7,765,000.00</u>	\$ 10,965,000.00
Less Debt Retired During the Year:		
Multi-Purpose 2001	195,000.00	
Multi-Purpose 2002	<u>370,000.00</u>	565,000.00
Outstanding Debt - June 30, 2008		
Multi-Purpose 2001	3,005,000.00	
Multi-Purpose 2002	<u>7,395,000.00</u>	<u>10,400,000.00</u>
Outstanding Debt - General Government		
		10,297,000.00
Outstanding Debt - Water Enterprise Fund		
		<u>103,000.00</u>
		<u>10,400,000.00</u>

Fiscal 2008

General Fund Revenues \$19,703,499.46



General Fund Operating Budget \$14,274,050



TOWN OF TOPSFIELD STATEMENT OF REVENUE – BUDGET VS. ACTUAL FISCAL YEAR ENDING JUNE 30, 2008

GENERAL FUND REVENUE				Over/ (Under) BUDGET
Taxes				
Personal Property:				
Levy of 2008	\$ 155,129.12			
Levy of Prior Years	<u>2,037.14</u>	\$ 157,166.26	\$ 157,027.77	\$ 138.49
Real Estate:				
Levy of 2008	15,127,391.51			
Levies of Prior Years	<u>133,405.06</u>	15,260,796.57	15,339,151.12	(78,354.55)
Tax Liens:				
Redeemed	38,528.94	38,528.94		38,528.94
Other Tax Revenue:				
Withdrawal Penalty Tax Ch 61A	<u>4,192.73</u>	4,192.73		4,192.73
Motor Vehicles Excise:				
Levy of 2008	729,601.20			
Levy of 2007	174,495.17			
Levies of Prior Years	<u>72,815.07</u>	976,911.44	825,000.00	151,911.44
Interest & Penalties on Taxes:				
Real & Personal Property	24,077.00			
Motor Vehicle Excise	7,875.48			
Tax Liens	<u>4,103.34</u>	36,055.82	27,500.00	8,555.82
In Lieu of Taxes	56,799.30	56,799.30	47,000.00	9,799.30

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2008**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Other Charges for Services:			
Town Hall - Copier	493.18		
Library - Fax Fees	626.00		
Cable - Sale of Video Tapes	50.00		
Assessors - Sale of Maps	801.00		
Accident Report & Miscellaneous	599.50		
Tax Collector - Municipal Liens	3,900.00		
Firearms Licensing	1,987.50	8,500.00	(42.82)
Fees:			
Tax Collector Demands	4,320.00		
Deputy Collector	5,584.00		
Town Clerk Fees	9,341.71		
Town Clerk Dog License Fees	11,495.00		
Planning Board Fees	1,523.85		
Zoning Board Fees	3,000.00		
Animal Control Officer	275.00		
Police Special Detail	35,206.71		
Fire Special Detail	6,412.14	67,000.00	10,158.41
Other Departmental Revenue:			
Conservation Commission			
Planning Board			
Fire - Ambulance Service	18,481.92		
Recycling Committee	1,090.20		
Recycling Sticker Program	50,750.00		
Composting Access Ticket	95.00		
Sealer of Weights & Measures	475.00	52,000.00	18,892.12
	70,892.12		

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2008**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Licenses & Permits:			
Alcohol License	2,600.00		
Auction Permits	345.00		
Building Permits	85,694.98		
Cable License Fee	1,040.50		
Class I & II Licenses	2,200.00		
Electrical Permits	27,572.25		
Fairgrounds Permits	66,955.00		
Fire Permits	14,833.00		
Food Licenses	1,400.00		
Gas Permits	3,645.00		
Installer Permits	4,525.00		
Massage Therapy Permits	1,300.00		
Milk Licenses			
Miscellaneous Permits	100.00		
Plumbing Permits	6,892.00		
Septic Permits	18,375.00		
Sign Permit	300.00		
Street Opening Permits	250.00		
Tobacco Sales			
Victualler License	900.00		
Well Permits	75.00		
	239,002.73	225,000.00	14,002.73

TOWN OF TOPSFIELD STATEMENT OF REVENUE – BUDGET VS. ACTUAL FISCAL YEAR ENDING JUNE 30, 2008

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
State Aid - Cherry Sheet - Mass School Business Authority:			
Abatements to Elderly	3,026.00	3,016.00	
Abatements to Vets, Blind, Surv Spouses	10,150.00	10,063.00	
Veteran Benefits Ch 115	536.00	0.00	
State Owned Land	137,348.00	137,348.00	
School Aid - Chapter 70	1,069,469.00	1,069,469.00	
" - School Choice Assessment			
" - School Bldg. Asst.	542,622.00	542,622.00	
Additional Assistance	253,284.00	253,284.00	
Police Career Incentive	25,842.21	33,802.00	
Lottery	510,110.00	510,110.00	
	2,552,387.21		7,326.79
Fines & Forfeits:			
Conservation Commission Fines	1,100.00		
Court Fines	11,890.00		
Parking Fines	235.00		
Police Fines	50.00		
RMV Charges	41,445.00	55,000.00	(280.00)
Earnings on Investments:	199,733.31		
Transfer to Enterprise Fund	(53,389.10)	150,000.00	(3,655.79)

TOWN OF TOPSFIELD STATEMENT OF REVENUE – BUDGET VS. ACTUAL FISCAL YEAR ENDING JUNE 30, 2008

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Miscellaneous:			
Return Check Fees	875.00		
Cancelled Payments Prior Year	6,061.76		
Anonymous donation to reduce tax levy	850.96		
Lien	12.00		
National Grid under reported 08 values	3,790.00		
Highway non refundable contract bid document fee	775.00		
Audit adjustment	502.79		
Medicare Reimbursement	10,657.64		
Board of Health Fee	50.00		
Estimated Receipts	511.39		
Sale of Town Vehicle	24,086.54	500.00	23,586.54
Total General Fund Revenue & Other Financing Sources	19,703,499.46	19,513,392.89	204,760.15

OTHER SPECIAL REVENUE

Local Revenue:	
Board of Health Ch 44:53G	111.17
Cable Advisory Committee Gift/Grant	57,500.00
Cemetery Revolving	14,944.94
Conservation Fund Ch 40 S 8C	154.91
Conservation Revolving Fund	34,885.23
Conservation Wetland Fees	9,606.05
Conservation Gift Hickory Beech	103.88

TOWN OF TOPSFIELD STATEMENT OF REVENUE - BUDGET VS. ACTUAL FISCAL YEAR ENDING JUNE 30, 2008

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Council on Aging Betty Wogan Memorial Fund	0.00		
Council on Aging Gift	2,939.00		
Council on Aging Meals on Wheels	6,192.25		
Council on Aging Transportation Donation	2,759.01		
Council on Aging Activities/Fitness	0.00		
Fire Dept EMS Equipment Gift	2,371.75		
Insurance & Restitution Injured Police	16,054.50		
Insurance & Restitution-Library	20,325.86		
Insurance & Restitution Cons Com - BOH	30,750.00		
Insurance & Restitution-School			
Library Gift, Miscellaneous	1,350.00		
Library Lost Book Revolving	2,820.45		
Library Repair 2018 Loan Subsidy	0.00		
Library Historical Records Grant	500.00		
Open Space Fund Ch 40 S 8C	5.25		
Park Revolving Fund Ch 44 53 E 1/2	26,487.00		
Planning Board Consulting Ch 44:53G	18,059.69		
Police, D.A.R.E. Donation	1,840.00		
Recreation & Park Revolving Ch44 53 D	16,700.00		
Recreation Committee Gift	351.00		
Sale of Cemetery Lots (includes int)	8,565.29		
Scholarship Fund Chapter 712	2,753.30		
School Cafeteria	184,505.20		
School Education Fund Chapter 71 26-93	447.67		
School Full Day Kindergarten	45,948.75		
School Gift T E S P T O	535.68		
School - Historical Society Gift	0.00		
School Instrumental Music Rev	59,584.30		

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2008**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
School Lost Book Revolving	15.00		
School Pre-School Tuition Rev	297,151.10		
School Rental of Surplus	12,648.20		
School Student Activity Ch 71:47	0.00		
Stabilization Fund Interest	38,653.61		
Zoning Board Consultant Fund Ch 44:53G	0.06		
	917,620.10		
State Revenue:			
Council on Aging Formula Grant	7,845.00		
Council on Aging Service Incentive Grant	0.00		
Cultural Council	4,000.00		
Extended Polling Hours	430.00		
Fire MEMA Certification Grant	0.00		
Fire Safety Equipment Grant	0.00		
Fire Safety Grant	3,850.00		
Fire MDPH Ambulance Task Force Grant	0.00		
Fire Cooperative Fire Protection	1,706.80		
Highway - Chapter 90	7,800.00		
Highway - Smart Growth Grant			
Library - LIG/MEG Grant	11,943.64		
Library - Science Technology Grant	0.00		
Library - Supplemental Grant	600.00		
Police-GHSB Grant	4,495.20		
Police 911 Training	4,804.47		
Police Bullet Proof Vests	750.00		
School - Academic Support Grant			
School - Circuit Breaker Grant FY08	32,648.86		
Rail Trail MAPC Regional Bike Parking	1,560.20		
	0.00		
	82,434.17		

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE - BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2008**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Federal Revenue:			
Board of Health - MDPH Emergency Preparedness	0.00		
Council on Aging Title III Grant	1,926.80		
FEMA	22,200.71		
Fire - FEMA Assist Firefighters Grant	8,436.00		
Police Community Policing Grant	11,299.00		
Police - Bullet Proof Vests	700.00		
School - Drug Free Schools	1,622.00		
School - Early Childhood Allocation	2,945.40		
School - Enhanced Educ through Technology	359.00		
School - SPED Corrective Action	109,386.00		
School - SPED Program Improvement			
School - Teacher Quality Grant	8,104.00		
School - Title I Grant	16,512.00		
School - Title 5 Grant	415.00		
School - Katrina Assistance	0.00		
Rail Trail - EN Heritage 07 Partnership	2,226.86		
	<u>186,132.77</u>		
Total Other Special Revenue	1,186,187.04		
TRUST FUND REVENUE			
Net Gain/Loss on Investments	110,505.53		
Total Trust Fund Revenue	110,505.53		

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2008**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
WATER ENTERPRISE REVENUE			
User Charges & Connection Fees	723,866.57	691,182.00	32,684.57
Water Betterments	7,867.07	9,445.00	(1,577.93)
Water Betterments Tax Lien	113.36		
Water Delinquent Charges	2,933.75		
Non Recurring Miscellaneous	2,476.50		2,476.50
Interest Income Transfer from General Fund	53,389.10	31,555.00	21,834.10
Total Water Enterprise Revenue	790,646.35	732,182.00	55,417.24
SOLID WASTE ENTERPRISE REVENUE			
Interest Income	13,139.59		
Total Solid Waste Enterprise Revenue	13,139.59		13,139.59
Total Revenue & Other Financing Sources - Fiscal 2008	\$ 21,803,977.97		

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2008

	Balance Forward 2007	Original Appropriation	2008	Transfers-Adjustments	2008	Receipts	2008	Expended	2008	Close to Treasury	2008	Balance Forward 2009
GENERAL GOVERNMENT												
Moderator		50.00								50.00		
Board of Selectmen												
Salaries		159,103.00						159,103.00		0.00		
Wages		35,768.00						35,768.00		0.00		
Other	651.79	36,255.00		6,842.00				42,279.27		619.60		849.92
Selectmen's Special												
Other	4,059.72	90,900.00		(9,272.76)				66,178.00		1,383.96		18,125.00
Parking Clerk - Other		125.00						30.00		91.00		4.00
Finance Committee												
Wages		2,255.00						949.89		1,305.11		
Other		1,850.00		(1,000.00)				169.00		681.00		
A2 Reserve Fund		178,277.00								0.00		
Transfers to:												
Masconomet Assessment				(72,461.00)								
Town Hall - Other				(4,200.00)								
Selectmen's Special - Other				(1,304.48)								
Fire - Other				(24,088.56)								
Selectmen's Special - Other				(358.20)								
Highway - Other				(19,000.00)								
Fire - Other				(12,000.00)								
Selectmen's Special - Other				(6,887.68)								
Town Clerk - Other				(233.75)								
Snow & Ice - Other				(37,743.33)								
Town Accountant												
Salary		60,937.00						60,937.00		0.00		
Wages		32,215.00						26,966.44		5,248.56		
Other		21,986.00						20,317.71		990.04		678.25
Board of Assessors												
Salaries		66,437.00						66,437.00		0.00		
Wages		35,100.00						35,099.40		0.60		
Other	25.00	16,500.00						16,134.62		390.38		

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2008

	Balance Forward 2007	Original Appropriation	2008	Transfers-Adjustments	2008 Receipts	2008 Expended	2008 Close to Treasury	Balance Forward 2009
A17/03ATM Assessors' Computer Upgrade	1,699.19			(1,699.00)			0.19	
Town Treasurer/Collector								
Salaries		60,937.00				60,937.00	0.00	
Wages		69,053.00				54,318.32	14,734.68	
Other	1,316.00	52,015.00		(4,500.00)		34,795.52	4,162.15	9,873.33
Town Hall								
Wages		34,184.00				34,102.54	81.46	
Other	5,494.71	85,776.00		16,409.00		101,269.67	2,113.39	4,296.65
A18/03ATM Town Hall Computer Upgrade							0.00	
A5/04STM Town Hall Computer Upgrade	1,475.79					442.15	0.00	1,033.64
A5/05STM TH Comp Sys Upgrade	4,904.43			(4,904.00)			0.43	
A4/06STM Town Hall Improvements	10,570.00					8,942.43	0.00	1,627.57
A16/06ATM TH Comp Sys Upgrade	9,388.83			(8,364.00)		1,024.80	0.03	
A17/06ATM TH Electrical Upgrade	22,900.00			(5,183.00)		900.00	0.00	16,817.00
A22/07ATM Interior Refurbish TH		15,000.00				5,058.75	0.00	9,941.25
A23/07ATM Replace TH Copier		12,000.00		(850.00)		11,150.00	0.00	21,000.00
A4/08STM TH Computer System				21,000.00			0.00	50.00
School Street Building - Other	55.93	936.00				621.31	320.62	
Town Website/Cable Advisory								
Wages		5,981.00				5,981.00	0.00	
Other		3,570.00				2,109.68	0.00	1,460.32
Town Clerk								
Salaries		54,907.00				54,907.00	0.00	
Wages		28,952.00				28,845.91	106.09	
Other		14,285.00		233.75		14,518.75	0.00	
A39/93ATM Town Codification	3,587.24						0.00	3,587.24
Trust Fund Clerk								
Salary		1,000.00				833.33	166.67	
Other		100.00					100.00	
Conservation Commission								
Salary		45,703.00				45,703.00	0.00	
Planning Board								
Salaries		600.00				550.00	50.00	

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2008

	Balance Forward 2007	Original Appropriation	2008	Transfers-Adjustments	2008	Receipts	2008	Expended	2008	Close to Treasury	2008	Balance Forward 2009
Other		1,980.00						1,123.15		0.00		856.85
Zoning Board												
Other	95.26	789.00		0.00				876.88		7.38		
TOTAL GENERAL GOVERNMENT	66,223.89	1,225,526.00		(169,565.01)		0.00		999,380.52		32,603.34		90,201.02
PUBLIC SAFETY												
Police Department												
Salaries		147,026.00		(4,502.00)				142,524.00		0.00		
Wages		1,016,881.00		4,502.00				982,437.28		38,945.72		
Other	2,942.41	114,977.00		0.00				111,619.67		2,048.71		4,251.03
Fire Department												
Salaries		98,152.00						94,588.00		3,564.00		
Wages		404,851.00		12,000.00				408,834.40		8,016.60		
Other	4,007.01	97,099.00		24,088.56				119,919.47		48.56		5,226.54
A21/06ATM Fire Station Window Replacement	15,000.00									0.00		15,000.00
Ambulance Service - Other		52,000.00						52,000.00		0.00		
Inspectional Services												
Salaries		69,211.00						66,629.29		2,581.71		
Wages		18,718.00						18,241.45		476.55		
Other		6,604.00						5,573.75		1,030.25		
Sealer of Weights and Measures												
Salaries		1,500.00						1,500.00		0.00		
Other		100.00								100.00		
Animal Control Officer												
Salary		8,670.00						8,670.00		0.00		
Other		1,600.00						300.00		1,300.00		
Animal Inspector												
Salary		6,701.00						6,701.00		0.00		
Other		1,840.00						897.40		942.60		
A35/07ATM Reg Operation		1,000.00						1,000.00		0.00		
TOTAL PUBLIC SAFETY	21,949.42	2,046,930.00		36,088.56		0.00		2,021,435.71		59,054.70		24,477.57
EDUCATION												
Elementary Schools												

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2008

	Balance Forward 2007	Original Appropriation	2008 Transfers-Adjustments	2008 Receipts	2008 Expended	2008 Close to Treasury	Balance Forward 2009
Administration		795,100.00			686,575.23	108,524.77	
Instructional Salaries		3,505,012.00			3,658,333.91	(153,321.91)	
Instructional Materials		64,501.00			60,287.34	4,213.66	
Other School Services		243,873.00			249,929.36	(6,056.36)	
Transportation Regular		344,848.00			270,463.92	74,384.08	
Fuel and Power		210,283.00			217,255.51	(6,972.51)	
Building, Operations and Maintenance		441,005.00			395,740.41	45,264.59	
Special Needs		325,318.00			200,696.55	124,621.45	
FY2008 Elementary Education Operating Budget		5,929,940.00	0.00	0.00	5,739,282.23	23,982.99	166,674.78
Prior Year Elementary School Expenditures	235,929.86				218,450.37	17,479.49	
A22/05ATM Proctor School Gym Floor	1,406.00				1,406.00	0.00	
A21/07ATM Double Doors Proctor		6,500.00			6,421.90	78.10	
Masconomet Regional School Assessment		5,320,121.00	72,461.00		5,392,582.00	0.00	
North Shore Vocational Tech Assessment		38,518.00			36,289.19	2,228.81	
TOTAL EDUCATION	237,335.86	11,295,079.00	72,461.00	0.00	11,394,431.69	234,427.16	166,674.78
PUBLIC WORKS							
General Highway							
Salary		72,093.00			72,093.00	0.00	
Wages		183,609.00	(5,000.00)		173,284.40	5,324.60	
Other	2,665.48	268,655.00	4,667.00		248,836.55	777.26	26,373.67
A38/04ATM Road,Bridge,Sidewalk	2,793.88				2,793.88	0.00	
A18/06ATM Pur/Repl Highway Dump Truck	852.99					0.00	852.99
A23/06ATM Pur/Ls Multipurpose Tractor	4,963.00				3,200.00	0.00	1,763.00
A20/07ATM Pur/Ls Sander		25,740.00			25,740.00	0.00	
Snow and Ice						0.00	
Wages		68,679.00	2,060.37		84,989.57	(14,250.20)	
Other		109,780.00	107,743.33		235,829.65	(18,306.32)	
Street Lights	53.01	20,653.00			19,840.57	715.44	150.00
TOTAL PUBLIC WORKS	11,328.36	749,209.00	109,470.70	0.00	866,607.62	(25,739.22)	29,139.66
HUMAN SERVICES							
Board of Health							
Salary		60,937.00			59,163.00	1,774.00	
Wages		16,645.00			12,287.84	4,357.16	

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2008

	Balance Forward 2007	Original Appropriation 2008	Transfers-Adjustments 2008	Receipts 2008	Expended 2008	Close to Treasury	Balance Forward 2009
Other	879.73	18,056.00			16,228.34	2,109.81	597.58
MSW Collection and Recycling	27,558.75	342,795.00	(1,051.00)		368,649.39	653.36	
A 10/01STM Improvements to Landfill	21,754.00				4,800.00	0.00	16,954.00
Recycling							
Other		7,500.00	(2,500.00)		4,249.00	751.00	
Council on Aging							
Salary		39,692.00			36,570.30	3,121.70	
Wages		41,427.00			40,631.83	795.17	
Other		3,342.00			3,338.37	3.63	
Tri-Town Council		20,354.00			20,354.00	0.00	
H A W C		1,000.00			1,000.00	0.00	
Veteran's Benefits & Services		3,410.00			560.19	2,849.81	
Soldier/Sailor Graves		800.00			671.56	128.44	
TOTAL HUMAN SERVICES	50,192.48	555,958.00	(3,551.00)	0.00	568,503.82	16,544.08	17,551.58
CULTURE AND RECREATION							
Library							
Salary		176,737.00			175,401.98	1,335.02	
Wages		145,925.00			143,603.83	2,321.17	
Other	2,271.39	118,824.00			113,995.24	0.00	7,100.15
A 21/05ATM Library Exterior Repair Paint	4,609.20				250.00	4,359.20	
A 18/07ATM Rep & Upgr Lib HVAC System		87,000.00			278.54	0.00	86,721.46
Park and Cemetery							
Salary		61,937.00			61,937.00	0.00	
Wages		114,455.00			113,707.89	747.11	
Other	1,675.00	55,458.00			45,373.58	10,556.72	1,202.70
A 19/07ATM P&C 4WHDR Loader/Backhoe		66,100.00			52,112.00	13,988.00	
A 10/07ATM Emerson Lease		750.00			750.00	0.00	
Tree Department							
Salary		2,840.00			2,840.00	0.00	
Wages		2,975.00			2,375.83	599.17	
Other	3,300.00	9,000.00			9,447.74	352.26	2,500.00
Historical Commission							
Other		500.00			91.56	408.44	

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2008

	Balance Forward 2007	Original Appropriation	2008 Transfers-Adjustments	2008 Receipts	2008 Expended	2008 Close to Treasury	Balance Forward 2009
Memorial Day							
Other		4,000.00			2,851.30	1,148.70	
TOTAL CULTURE AND RECREATION	11,855.59	846,501.00	0.00	0.00	725,016.49	35,815.79	97,524.31
DEBT SERVICE							
Long Term Debt Interest		513,940.00			513,939.38	0.62	
Interest Temporary Loans						0.00	
Long Term Debt Principal		559,000.00			559,000.00	0.00	
Debt Issue Costs		2,500.00			1,500.00	1,000.00	
TOTAL DEBT SERVICE	0.00	1,075,440.00	0.00	0.00	1,074,439.38	1,000.62	0.00
OTHER EXPENDITURES							
Pensions - Essex Regional Retirement		618,800.00			618,800.00	0.00	
Insurance - Unemployment	1,568.00	25,000.00			13,172.15	13,395.85	
Insurance - Hospital		1,204,075.00	(74,237.25)		1,119,181.66	10,656.09	
Insurance - Life		6,591.00			5,295.31	1,295.69	
Insurance - Medicare		120,450.00			109,745.58	10,704.42	
Insurance - Town		201,430.00	10,000.00		206,834.53	4,595.47	
Insurance - Town - Workman's Comp		54,067.00			53,069.74	997.26	
A5/06STM Medical Bills Injured Officer	9,575.00				1,579.87	0.00	7,995.13
State Assessment - Cherry Sheet			183,228.00		181,796.00	1,432.00	
TOTAL OTHER EXPENDITURES	11,143.00	2,230,413.00	118,990.75	0.00	2,309,474.84	43,076.78	7,995.13
Total General Fund	410,028.60	20,025,056.00	163,895.00	0.00	19,959,290.07	396,783.25	433,564.05
CAPITAL PROJECTS FUND							
A2/96OTM Library Expansion	4,273.97				1,950.00	0.00	2,323.97
A31/97ATM Landfill Park Closure	0.06					0.00	0.06
A16/98ATM Close/Cap Landfill	6,466.14					0.00	6,466.14
A17/98ATM Grade Landfill	5.25					0.00	5.25
Total Capital Projects Fund	10,745.42	0.00	0.00	0.00	1,950.00	0.00	8,795.42
WATER DEPARTMENT - ENTERPRISE							
Salary		61,687.00			61,687.00	0.00	

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2008

	Balance Forward 2007	Original Appropriation 2008	Transfers-Adjustments 2008	Receipts 2008	Expended 2008	Close to Treasury 2008	Balance Forward 2009
Wages		151,255.00			140,355.51	10,899.49	
Other		219,720.00	46,000.00		262,757.92	1,781.21	1,180.87
Other - Prior Year Bill	4,820.55				4,199.31	621.24	
Water Reserve Fund		100,000.00				94,000.00	
Transfers to:							
Water Other			(6,000.00)				
Debt Interest		5,122.00			5,121.88	0.12	
Debt Interest Temporary Loans		27,000.00			20,547.86	6,452.14	
Debt Principal		6,000.00			6,000.00	0.00	
Unanticipated Emergencies		75,000.00				35,000.00	
Transfers to:							
Water Other			(40,000.00)				
A25/99ATM Engineering Services Water Projects	25,153.55				18,715.00	0.00	6,438.55
A22/03ATM Ren Perk Row & Nth St Pump Station	78,186.34				14,094.50	0.00	64,091.84
A32/02ATM Confined Space Equipment	20,914.00					0.00	20,914.00
A20/03ATM Engineering Ipswich Road	1,550.00					0.00	1,550.00
A42/04ATM North St Well Fld Re	28,676.13				15,072.01	0.00	13,604.12
A32/05ATM Meter Replacement	73,607.66	150,000.00			112,615.88	0.00	110,991.78
A25/06ATM Eng Wash St Water Main	30,000.00					0.00	30,000.00
Total Water Enterprise Fund	262,908.23	795,784.00	0.00	0.00	661,166.87	148,754.20	248,771.16
SOLID WASTE ENTERPRISE FUND							
A15/06ATM Annual Engineering & Monitoring	9,894.02				3,231.71	6,662.31	
A16/07ATM Annual Engineering & Monitoring		42,500.00			22,172.00	0.00	20,328.00
A5/08STM Pye Brook Post Monitoring Revision Study			4,990.00			0.00	4,990.00
Total Solid Waste Enterprise Fund	9,894.02	42,500.00	4,990.00	0.00	25,403.71	6,662.31	25,318.00
Balance Forward from 2007-2008	693,576.27						
2008 Appropriations Including Transfers		20,863,340.00	168,885.00				
Receipts, Refunds & Other				0.00			
Expended					20,647,810.65		
Close to Treasury						552,199.76	
Balance Forward to 2008-2009							716,448.63

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2008

	Balance Forward 2007	Original Appropriation 2008	Transfers-Adjustments 2008	Receipts 2008	Expended 2008	Close to Treasury 2008	Balance Forward 2009
NON APPROPRIATION EXPENDITURES							
State Grants:							
Council on Aging Formula Grant				7,845.00	7,101.66	0.00	743.34
Council on Aging Service Incentive Grant						0.00	
Cultural Council	4,000.00			4,000.00	3,995.00	0.00	4,005.00
Extended Polling Hours				430.00		0.00	430.00
Fire Safety Grant	6,871.59			3,850.00	4,135.42	0.00	6,586.17
Fire Safety Equipment Grant	6,999.44				2,874.00	0.00	4,125.44
Fire-MEMA Certification Grant						0.00	
Fire-MDPH Ambulance Task Force Grant	0.00					0.00	
Fire Co-Operative Fire Protection				1,706.80	1,706.80	0.00	
Highway Chapter 90				7,800.00	7,800.00	0.00	
Highway Storm Water Grant						0.00	
Library LUG/MEG Grant	5,591.73			11,943.64	9,460.41	0.00	8,074.96
Library Project Renov/Exp Grant	197.65					0.00	197.65
Library Science Technology Grant						0.00	
Library Supplemental Grant	84.08			600.00	588.83	0.00	95.25
Mass Environment Management Grant						0.00	
Mass Historic Preservation Grant	643.84					0.00	643.84
Police-GHSB Grant	0.00			4,495.20	4,495.20	0.00	0.00
Police Bullet Proof Vest				750.00	750.00	0.00	
Police 911 Training				4,804.47	4,804.47	0.00	
Recycling DEP Grant	9,351.36				5,359.92	0.00	3,991.44
School - Circuit Breaker Grant FY08				32,648.86	32,648.86	0.00	
School Foundation Enrollment Aid '02	31,268.83					0.00	31,268.83
School Foundation Enrollment Aid '05	10,000.00					0.00	10,000.00
School-Academic Support Services						0.00	
Water Enterprise - Watershed Ipswich River						0.00	
Water Enterprise - Smart Growth						0.00	
Rail Trail MAPC Regional Bike Parking				1,560.20	1,416.00	0.00	144.20
Federal Grants:							
Board of Health - MDPH Emergency Preparedness	4,347.80				4,347.80	0.00	0.00

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2008

	Balance Forward 2007	Original Appropriation 2008	Transfers-Adjustments 2008	Receipts 2008	Expended 2008	Close to Treasury	2008	Balance Forward 2009
Council on Aging-Title III	42.69			1,926.80	1,792.07		0.00	177.42
Fire-FEMA Assist Firefighters							0.00	
Fire- FEMA/MEMA							0.00	
Fire - Volunteer Fire Assistance							0.00	
Fire-Assist Fire Fighters				8,436.00	8,436.00		0.00	
Fire - Child Passenger Safety							0.00	
Fire-Local Preparedness Grant							0.00	
FEMA - 2006 Flood	16,878.25			22,200.71	11,725.00	25,777.88		1,576.08
Police-Comm Policing	10,336.57			11,299.00	16,605.51		0.00	5,030.06
Police-Bullet Proof Vest				700.00	700.00		0.00	
School-Drug Free Schools	1,910.00			1,622.00	3,532.00		0.00	0.00
School-Early Childhd Allocation	41.00			2,945.40	2,894.00		0.00	92.40
School-Enhanced Ed Through Technology	3.00			359.00	239.00		0.00	123.00
School-SPED 94-142	14,873.05			109,386.00	112,335.51		0.00	11,923.54
School-SPED Program Improvement	7,042.60				6,545.10		0.00	497.50
School-SPED Corrective Action							0.00	
School-Teacher Quality	6,600.91			8,104.00	9,650.52		0.00	5,054.39
School - Title I	222.00			16,512.00	16,442.00		0.00	292.00
School-Title Five	1.00			415.00	415.00		0.00	1.00
School-Gifted & Talented							0.00	
School-Katrina Assistance	12,000.00						0.00	12,000.00
Rail Trail EN Heritage 07 Partnership				2,226.86	1,712.95		0.00	513.91
Gifts,Donations and Other:								
Cable Advisory Committee Gift	56,303.79			57,500.00	744.70		0.00	113,059.09
COA Activities/Fitness	52.00				50.00		0.00	2.00
COA Betty Wogan Gift	411.52				80.00		0.00	331.52
COA Donations to Meals/ Wheels	2,524.91			6,192.25	8,518.61		0.00	198.55
COA Gift	4,268.69			2,939.00	1,372.37		0.00	5,835.32
COA Sunshine Ladies Gift	355.30				126.88		0.00	228.42
COA Transportation Donation	7,806.11			2,759.01	1,666.30		0.00	8,898.82
Conservation Com Gift	400.00						0.00	400.00
Conservation Fund Ch 40 S 8C	6,097.31			154.91			0.00	6,252.22

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2008

	Balance Forward 2007	Original Appropriation 2008	Transfers-Adjustments 2008	Receipts 2008	Expended 2008	Close to Treasury 2008	Balance Forward 2009
Conservation Gift Hickory Beech	2,575.77			103.88		0.00	2,679.65
Fire Dept EMS Equipment Gift	3,271.95			2,371.75	4,061.45	0.00	1,582.25
Fire Dept Gift	75.00					0.00	75.00
Flag Pole Fund	537.00					0.00	537.00
Historical Comm Preservation Gift	240.00					0.00	240.00
Historical Commission Gift						0.00	
Library Historical Records Grant	560.00			500.00	680.00	40.00	340.00
Library Gift Program	5,136.23					0.00	5,136.23
Library Gifts, Friends						0.00	
Library Gifts, Miscellaneous	1,959.88			1,350.00	1,007.43	0.00	2,302.45
Open Space Fund Ch 40 S 8C	207.19			5.25		0.00	212.44
Police - D.A.R.E. Donations	1,430.38			1,840.00	1,404.41	0.00	1,865.97
Police - Law Enforcement Trust	727.20					0.00	727.20
Police Dept Gift	427.37					0.00	427.37
Recreation Committee Gift	900.00			351.00	500.00	0.00	751.00
Sale of Cemetery Lots	99,649.42			8,565.29		0.00	108,214.71
School Chap 71 Education Fund	3,995.97			447.67		0.00	4,443.64
School Chap 712 Scholarship Fund	896.24			2,753.30		0.00	3,649.54
School -Educ Foundation Gift	851.40					0.00	851.40
School Gift T E S P T O						0.00	
School Gifts	950.00			535.68	447.92	0.00	1,037.76
School Essay Donation	571.98					0.00	571.98
School Newsletter	15.00					0.00	15.00
School Historical Society Gift	7,289.12					0.00	7,289.12
Stabilization Fund	833,897.86		50,000.00	38,653.61		0.00	922,551.47
Tree Planning Gift	2,664.00				69.02	0.00	2,594.98
Revolving Accounts:							
Board of Health CH44:53G	11,051.47			111.17		0.00	11,162.64
Cemetery Ch44:53E1/2	31,478.62			14,944.94	12,561.10	0.00	33,862.46
Conservation Revolving Fund Ch44:53E1/2	69,988.37			34,885.23	23,776.78	0.00	81,096.82
Conservation Wetland Fees State Ch131:40	23,827.78			9,606.05	9,871.86	0.00	23,561.97
Conservation Consul Ch 44:53G	8,230.26				4,367.79	0.00	3,862.47
Insurance & Restitution Fire	16.46					16.46	0.00

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2008

	Balance Forward 2007	Original Appropriation 2008	Transfers-Adjustments 2008	Receipts 2008	Expended 2008	Close to Treasury	Balance Forward 2009
Insurance & Restitution Highway						0.00	
Insurance & Restitution Library	29,026.89		(46,500.00)	20,325.86	364.23	0.00	2,488.52
Insurance & Restitution Police						0.00	
Insurance & Restitution Police Injury	91,811.80			16,054.50		0.00	107,866.30
Insurance & Restitution School						0.00	
Insurance & Restitution Tree	3,453.05					0.00	3,453.05
Insurance & Restitution Cons Com - BOH				30,750.00		0.00	30,750.00
Library Lost Book Revolving	839.15			2,820.45	2,361.81	0.00	1,297.79
Library Repair 2018 Loan Subsidy	21,492.26					0.00	67,992.26
Park Revolving Ch 44:53E 1/2	12,164.61		46,500.00	26,487.00	21,865.28	0.00	16,786.33
Planning Board Consult Ch 44:53G	5,472.22			18,059.69	4,916.09	0.00	18,615.82
Recreation/Park Ch 44:53D	320.09			16,700.00	5,722.07	1,298.02	10,000.00
School Cafeteria	42,311.43			184,505.20	168,539.16	0.00	58,277.47
School Instrumental Music	0.00			59,584.30	45,190.37	0.00	14,393.93
School Full Day Kindergarten	13,725.00			45,948.75		0.00	59,673.75
School Lost Book Revolving	68.16			15.00		0.00	83.16
School Pre-School Tuition	162,707.25			297,151.10	209,410.31	0.00	250,448.04
School Rental of Surplus				12,648.20	12,648.20	0.00	
School Student Activity Ch71:47						0.00	
Zoning Board Consult Ch 44:53G	23.70			0.06	23.76	0.00	0.00
Total Special Revenue Funds	1,724,364.55	0.00	50,000.00	1,186,187.04	826,856.93	27,132.36	2,106,562.30
Trust Funds							
Non-Expendable Trust Funds	6,806,383.64			(149,193.42)		0.00	6,657,190.22
Expendable Trust Funds	1,310,241.87		(88,000.00)	259,698.95	130,673.48	0.00	1,351,267.34
Total Trust Funds	8,116,625.51	0.00	(88,000.00)	110,505.53	130,673.48	0.00	8,008,457.56
*Transfers - transferred from Library Gould Trust							
\$66,000 Cemetery Perpetual Care \$22,000							
Total Expenditures & Other Financing Uses - Fiscal 2008	\$21,605,341.06						

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 7/1/07

\$15,063,428.32

Revenue 21,803,977.97

Disbursement 21,605,341.06

\$15,697,079.67

Total Cash/Investments as of 6/30/08

Petty Cash on hand 6/30/07

616.35

Petty Cash on hand 6/30/08

398.94

Interest Earned and Gain on Investments

General Fund 146,344.21

Solid Waste Fund 13,139.59

School Lunch 2,160.89

Stabilization Fund 38,653.61

Water Enterprise 53,389.10

Total Interest and Gain on Investments 253,687.40

Collections from Tax Title accounts

38,528.94

Deposits held to Guarantee Payment

Balance as of 6/30/07 5,937.70

Balance as of 6/30/08 241,759.40

Sale of Cemetery Lots

Balance as of 6/30/07 97,399.42

Balance as of 6/30/08 102,814.71

Stabilization Fund

Balance as of 6/30/07 833,897.86

Balance as of 6/30/08 922,551.47

Trust Funds

Balance as of 6/30/07 8,123,375.47

Balance as of 6/30/08 8,125,640.41

Tax Collector

The Tax Collector's Office collected in Fiscal 2008 \$ 15,260,796.57 in Real Estate taxes and \$157,166.26 in Personal Property taxes; \$36,055.82 in interest and fees and \$976,911.44 in motor vehicle excise tax revenue, \$38,528.94 in other tax revenue which was Tax Title.

Real Estate and Personal Property Tax bills were billed quarterly and were due August 1st, November 1st, February 1st and May 1st. Collection processes include a bank lockbox and an internet pay-on-line process. Interest accrues at the rate of 14% per annum on all overdue payments from date of mailing. A \$5.00 demand bill, payable in 14 days, is sent after the May 1st due date. Fiscal Year 2008 Tax bills are based on the assessment date of January 1, 2007 and are mailed to the owner of record as of that date. Delinquent water overdue 90 days is added to the real estate tax bill.

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

Motor Vehicle Excise bills are calculated by the Registry of Motor Vehicles and forwarded to the Town throughout the year. The bills are due and payable in full within 30 days of issue, and payments are considered made when received by the Collector. Interest accrues at the rate of 12% per annum on all overdue payments from the date the excise was due. A \$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.

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

Respectfully submitted,

Barbara B. Michalowski
Town Treasurer and Collector

Financial Reports

	BEGINNING BALANCE 7/1/2007	COMMITTED	BALANCE DUE 06/30/08
MOTOR VEHICLE EXCISE			
2000	3,106.12		2,886.50
2001	4,238.77		3,931.89
2002	3,467.72		2,729.59
2003	2,477.65		1,947.50
2004	8,739.30		7,796.17
2005	7,611.58	12,111.76	6,930.12
2006	14,942.98	56,995.25	6,935.42
2007	45,772.19	150,156.42	12,141.72
2008		790,628.92	45,236.38
ROLLBACK TAX CH 61A	0.00		0.00
PERSONAL PROPERTY TAXES			
1988-2003	8,063.67		7,798.01
2004	585.41		387.42
2005	1,174.86		616.01
2006	1,221.73		265.16
2007	0.00		355.99
2008	0.00	157,106.06	1,885.00
REAL ESTATE TAXES			
2001	0.00		0.00
2002	0.00		0.00
2003	0.00		0.00
2004	0.00		0.00
2005	0.00		0.00
2006	1,767.46		0.00
2007	185,700.06		0.00
2008	0.00	15,339,151.10	125,316.52
DELINQUENT WATER		4,351.00	1,417.25
TAX TITLE			
1989-2007	54,831.81	59,731.51	75,921.02
FORECLOSE	13,389.27		13,389.27
WATER BETTERMENT			
1994-2005 Tax Liens		0.00	0.00
2008 PRINCIPAL		6,263.72	243.54
2008 INTEREST		1,921.78	74.90
WATER USER FEES	47,927.57	735,769.03	52,774.97

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 by the David Cummings Trust at a total expense of \$3,214.80.
2. A one-time assistance payment to a needy person for fuel assistance by the Annar Pingree Fund in the amount of \$600.00.
3. The continued underwriting of a Masconomet scholarship award and plaque by the Wallace H. Kneeland Trust in the amount of \$404.00.
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 \$99,481.65

5. The acquisition and upkeep of art and other associated items and the funding of artistic presentations by of the Topsfield Library by the George Gould Trust in the amount of \$20,675.00.
6. The payment of the seventh and eighth payments on the bond issued in connection with the Library Construction Project by the George Gould Trust in the amount of \$132,000.00.

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*
Cynthia Deal
Richard Walsh

TOWN OF TOPSFIELD COMMISSIONERS OF TRUST FUNDS ALLOCATION OF COMBINED INVESTMENT FUNDS										
TRUST NAME	JUNE 30, 2007 BALANCES					FISCAL 2008		JUNE 30, 2008 BALANCES		
				PRINCIPAL	PRINCIPAL					
				RECEIPTS	CHARGES	INCOME	INCOME			
	BK VALUE	MKT VALUE	% TOTAL	& GAINS	& LOSSES	RECEIVED	EXPENDED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	17,627.60	18,775.21	3.690%	830.96	392.13			18,066.43	18,184.91	3.689%
Income	81,634.33	88,270.08	17.350%	3,906.73	1,843.61	3,764.23	600.00	87,461.68	85,494.84	17.345%
CUMMINGS * Principal	36,099.53	38,449.68	7.558%	1,701.72	803.05			36,998.19	37,240.80	7.555%
Income	201,280.42	195,585.81	38.445%	8,656.39	4,085.00	8,229.86	3,214.80	210,866.87	189,436.54	38.432%
KIMBALL * Principal	1,068.74	1,138.31	0.224%	50.38	23.77			1,095.35	1,102.52	0.224%
Income	1,631.51	2,822.26	0.555%	124.91	58.95	139.27		1,836.75	2,733.53	0.555%
PEABODY * Principal	1,036.86	1,104.36	0.217%	48.88	23.07			1,062.67	1,069.64	0.217%
Income	1,724.64	1,597.04	0.314%	70.68	33.36	94.99		1,856.96	1,546.83	0.314%
GOULD COMMON * Principal	1,036.86	1,104.36	0.217%	48.88	23.07			1,062.67	1,069.64	0.217%
Income	5,916.46	4,536.12	0.892%	200.76	94.74	198.35		6,220.83	4,393.50	0.891%
GOULD PARK * Principal	1,036.86	1,104.36	0.217%	48.88	23.07			1,062.67	1,069.64	0.217%
Income	(1,128.02)	2,867.45	0.564%	126.91	59.89	139.67		(921.34)	2,777.30	0.563%
MONUMENT * Principal	1,896.70	2,020.18	0.397%	89.41	42.19			1,943.92	1,956.67	0.397%
Income	6,713.22	6,002.55	1.180%	265.66	125.37	282.12		7,135.63	5,813.83	1.179%
KNEELAND * Principal	14,907.94	15,266.47	3.001%	675.67	318.85			15,264.76	14,786.48	3.000%
Income	1,157.15	423.12	0.083%	18.73	8.84	551.72	404.00	1,314.75	409.81	0.083%
LIBRARY GEN'L * Principal	22,918.09	24,410.11	4.798%	1,080.35	509.82			23,488.61	23,642.65	4.797%
Income	(17,426.83)	13,836.53	2.720%	612.38	288.99	1,344.93	6,902.06	(22,660.56)	13,401.50	2.719%
LIBRARY DOW * Principal	2,073.69	2,208.68	0.434%	97.75	46.13			2,125.31	2,139.23	0.434%
Income	(1,461.12)	530.99	0.104%	23.50	11.09	96.34	493.90	(1,846.27)	514.30	0.104%
LIBRARY LAMSON * Principal	22,057.93	23,493.96	4.618%	1,039.80	490.69			22,607.04	22,755.30	4.617%
Income	(6,506.87)	5,712.49	1.123%	252.83	119.31	1,027.04	3,994.39	(9,340.71)	5,532.89	1.123%
LIBRARY WILDES * Principal	14,555.20	15,502.76	3.047%	686.13	323.79			14,917.54	15,015.35	3.046%
Income	(11,198.30)	5,535.91	1.088%	245.01	115.62	739.82	4,524.30	(14,853.39)	5,361.86	1.088%
LIBRARY HADSELL * Principal	5,649.47	5,958.32	1.171%	263.71	124.44			5,788.73	5,770.99	1.171%
Income	(337.17)	355.29	0.070%	15.72	7.42	222.02	311.84	(418.69)	344.12	0.070%
LIBRARY WITHAM * Principal	27,683.60	25,076.99	4.929%	1,109.87	523.75			28,269.72	24,288.55	4.928%
Income	1,222.76	781.70	0.154%	34.60	16.33	909.31	263.26	1,887.08	757.12	0.154%
STATHOPOULOS * Principal	4,254.00	4,254.00	0.836%	0.00	0.00			4,254.00	4,254.00	0.863%
Income	21.76	21.76	0.004%	0.00	0.00	21.46		43.22	43.22	0.009%
COLUMN TOTALS	\$437,146.99	\$508,746.85	100.00%	\$22,327.18	\$10,536.32	\$17,761.12	\$20,708.55	\$446,590.42	\$492,907.56	100.00%

TOWN OF TOPSFIELD COMMISSIONERS OF TRUST FUNDS GEORGE L. GOULD FUND - ALLOCATION								
	JUNE 30, 2007 BALANCES		FISCAL 2008				JUNE 30, 2008 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	5,083,902.56	6,181,455.37	375,613.70	135,962.75	0.00	0.00	5,323,553.51	6,024,888.33
INCOME: FUND A - BOOKS	354,346.26	351,737.85	0.00	1,719.15	133,224.06	82,991.90	402,859.27	398,946.66
INCOME: FUND B - ART & MAINT	214,839.44	214,646.37	0.00	235.09	123,150.10	152,675.00	185,079.45	248,302.28
COLUMN TOTALS	5,653,088.26	6,747,839.59	375,613.70	137,916.99	256,374.16	235,666.90	5,911,492.23	6,672,137.27

(1) Funded October 1988

