

2015 TOPSFIELD ANNUAL REPORT



Linking
Past with Present

Town of Topsfield Massachusetts

July 1, 2015 through June 30, 2016



**The Annual Reports, Receipts, and Expenditures
of the Town Officers
for the 2015 Fiscal Year**

Credits and Acknowledgments:

Annual Report Committee:

Beth Johnson, Gretchen Rehak, Donna Rich

Design and Production:

E.T. Johnson & Associates, Cotuit, MA

www.etjohnson.com

Photography Credits:

Topsfield Historical Society, Topsfield, MA

Kindra Clineff Photography, Topsfield, MA

Cover photo courtesy

Topsfield Historical Society, Topsfield, MA

www.TopsfieldHistory.org

Note:

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

Linking Past with Present

In 1872, citizens of Topsfield proposed that a Town Hall be constructed, to serve the needs of the townspeople. The petition was met with angry opposition, so a Town Meeting was held on the afternoon of June 8, 1873 with 210 citizens showing up on the Town Common. Those in favor stood on one side of the Common and those opposed stood on the other side, lining east to west. By a vote of 108 to 102, Topsfield voted to build a Town Hall. No need for complicated electronic ballots, the decision was made. They hired the posh architectural firm of Lord & Fuller from Salem and Boston to design the plans, for a fee of \$360.50 and commissioned local builder John Potter to handle the construction. Potter received the sum of \$3,604.39 for all the carpentry work on this magnificent structure, designed in Second Empire style with an elaborate front façade, steeply pitched slate roof, and clock tower. The cost of building totaled \$12,870.24. The year was 1873, and Ulysses S. Grant was serving his second term as President and the nation was recovering from the Civil War. Susan B. Anthony was fined \$100 for attempting to vote for President, and P.T. Barnum's Circus, "Greatest Show on Earth" made its debut in NYC.

The Topsfield Town Hall became the social spot of this small New England Town. With its grand sweeping stairway into the auditorium, detailed intricate wood, tin ceiling and iron balcony, Saturday evenings were filled with dances, concerts and "Unique Drama" clubs. Townspeople did not need to travel to the city for dances such as the Galop, Quadrile, and popular Polka. As the nation was enjoying the popular music of the year, Topsfield's citizens were enjoying suppers on the lower hall for 25 cents, followed by reserved seating for dramatic readings in the auditorium for 35 cents. The Winslow Orchestra, Topsfield Brass Band and Galecia & White of Boston were some of the performers, filling the glorious old auditorium with music and dance. Back in the late 1880's, Topsfield was not the sleepy

Saturday night town it now is. Well-heeled folks from neighboring Salem and Danvers traveled to the "Dance Club" at Topsfield Town Hall to compete in "The Lindy" dance contests!

Link the past with the present.... It has been 143 years since John Potter started construction and 108 townspeople voted in support. There have been some modest changes to this building; repairs in the 1990's included re-construction of the porch and in 2014 one of the side vestibules was removed as it was in danger of collapsing. The second floor auditorium is no longer used for Town Meetings as the population is now close to 6,300, and the days of dancing are long gone. Without adequate office space or storage, the once elegant stage, dance floor and balcony are now the town offices, files, equipment and more. A mural by local artist Larry Webster covers the stage that once graced dramatic acts. It is believed that the very first central switchboard for the Town was located at the Town Hall for a time, and the Police Chief also was housed in the Town Hall. Topsfield's one piece of fire-fighting equipment was housed in the basement of Town Hall in the 1880's.

The Topsfield Town Hall was designed in 1873 to meet the needs of a 19th Century government serving 1200 citizens. Link to the present, and we are a thriving town of over 6300 where every household member seems to have multiple electronic devices, yet we have a crumbling Town Hall that no longer serves the needs of the Townspeople. The magnificent splendor of 1873 can be transformed to a green, accessible, spacious Town Hall of the 21st Century. Perhaps there never will be waltzes and polkas danced upon the floors at Town Hall again, but there could be dances again, and music and theatre.

Wouldn't that be fun?





PHOTO COURTESY TOPSFIELD HISTORICAL SOCIETY

In Memoriam



Eldbridge H. "Gilly" Gilford III
1920-2015

There is not a child in Topsfield, or parent, who doesn't know where "Gilly's" is, the iconic candy store and grocery founded by Eldridge Gilford III in 1946, a landmark for 70 years.

"Gilly" graduated from Topsfield High School (now Proctor School) and enlisted in the US National Guard and then the Army of the US Air Corp where he earned the rank of Corporal, proudly serving his country in World War II. After his discharge, he returned to his hometown and opened Gil's Grocery, where he worked and visited daily up until the day of his death.

He served as Town Selectmen, and American Legion Post #255, as well as serving as the Grand Marshall of the Memorial Day Parade. Inducted into the Hall of Fame by the Inter-Town Twilight League, he was the catcher/first baseman for the Topsfield Tories, and later serving as Coach.

Greeting every customer like an old friend, and a ready smile, Gilly was beloved by all, a tall man with a giant presence.



Ronald Henry Giovannacci
1933-2015

Topsfield lost a true pillar of the community on September 25, 2015 with the passing of life-long resident, Ron H. Giovannacci. A third-generation resident, and graduate of Topsfield High School in 1950, Ron spent his entire career, and lifetime, in serving, protecting and aiding the residents of Topsfield. He began his professional career with Wood Engineering of Topsfield, constructing and building fire apparatuses for the Town, and then later becoming Superintendent of the Topsfield Fair Grounds. Throughout his life, he was committed to Fire Safety for the Town, holding every position in the Department, from call firefighter in 1955 to becoming the Town's first full-time Chief in 1985, honorably serving until his retirement in 1997.

The "Chief" was also a well-known figure on the baseball field, as an All-Star player in the Inter Town Twilight League and Hall of Fame athlete, garnering interest from several major league clubs. A member of St. Rose of Lima Parish, he was devoted to his church, his family, his work and always, his cherished town, Topsfield.

Table of Contents

GENERAL INFORMATION

- 1 Town of Topsfield
- 2 General Town Information
- 6 Elected State Officials
- 7 Elected Town Officials
- 8 Appointed Town Officers

GENERAL GOVERNMENT

- 12 Board of Selectmen
- 16 Town Clerk

PUBLIC SAFETY

- 18 Police Department
- 23 Police and Fire Rosters
- 24 Fire Department
- 29 Inspectional Services

PUBLIC WORKS

- 30 Board of Road Commissioners
- 32 Board of Water Commissioners

EDUCATION

- 34 Elementary School Committee
- 52 Masconomet Regional School District

HEALTH AND HUMAN SERVICES

- 54 Board of Health
- 58 Council on Aging
- 60 Tri-Town Council
- 66 Recycling Committee

CULTURE AND RECREATION

- 67 Board of Library Trustees
- 70 Keepers of the Clock
- 71 Parks & Cemeteries Commission
- 73 Rail Trail Committee
- 74 Open Space Committee

PLANNING AND LAND USE

- 75 Conservation Commission
- 77 Planning Board
- 79 Zoning Board of Appeals

TOWN MEETING MINUTES & ELECTION DOCUMENTATION

- 80 Annual/Special Town Meeting Minutes
May 5, 2015
- 93 Annual Town Election: May 7, 2015

APPENDICES

- 95 Appendix A:
Fiscal 2016 Operating Budget

FINANCIAL REPORTS

- 104 Board of Assessors
- 106 Finance Committee
- 108 Town Accountant
- 135 Town Collector
- 137 Town Treasurer
- 138 Trust Fund Commissioners

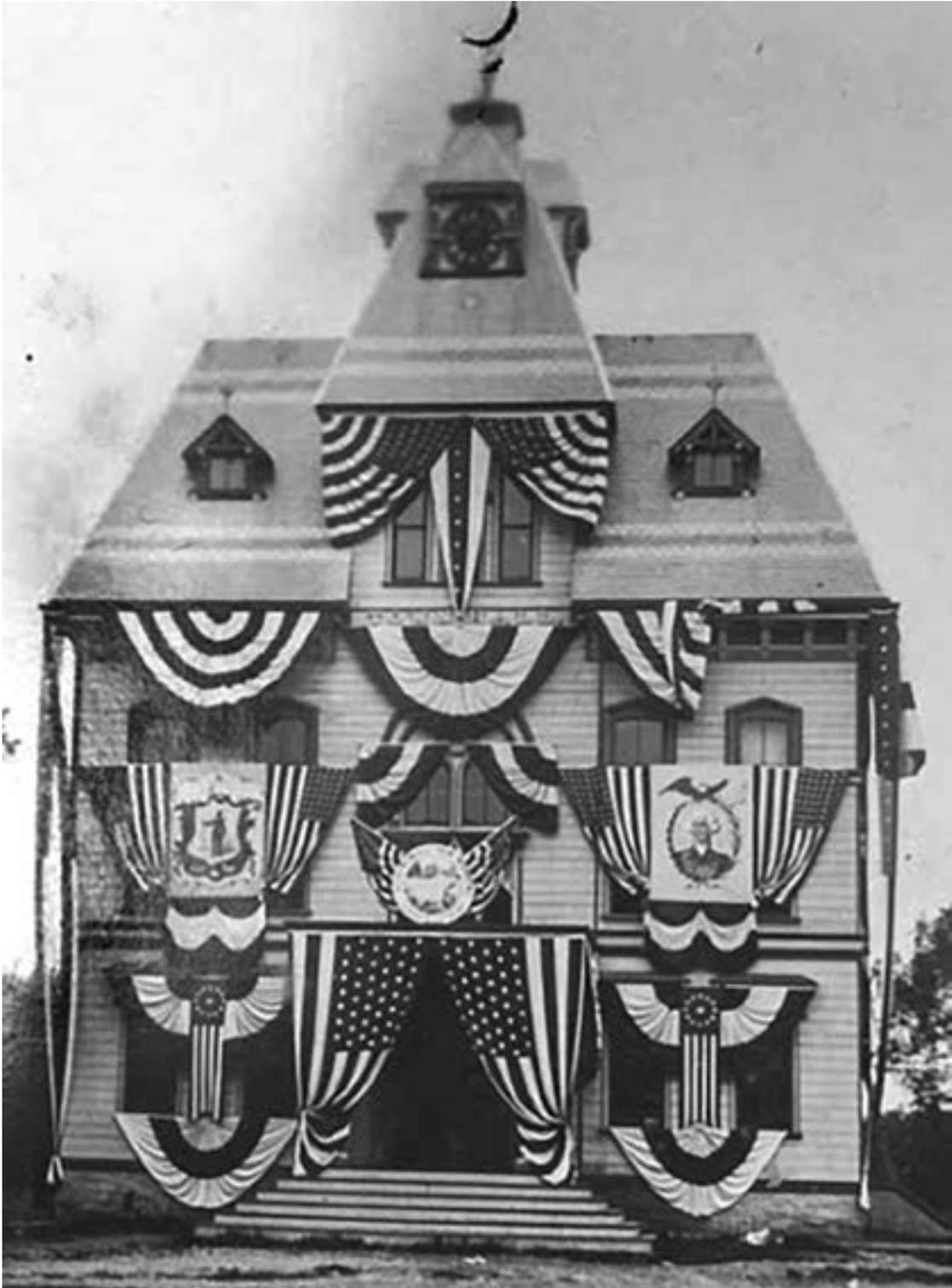


PHOTO COURTESY TOPSFIELD HISTORICAL SOCIETY

Town of Topsfield

Incorporated:.....	1650
Government:	Open Town Meeting Five-member Board of Selectmen with Town Administrator
Annual Town Meeting:.....	First Tuesday in May
Annual Town Election:.....	First Thursday in May
Town Census: (January 1, 2015)	6,737
Area:.....	13 Square Miles
Town Roads:	60 Miles
Fiscal 2015 Tax Rate:.....	\$16.45
Tax Levy:	\$19,990,263
Congressional District:	Sixth
Senatorial District:	First Essex and Middlesex
Representative District:	Thirteenth Essex
Town Hall Hours:	M-TH:8am – 4pmFRI: 8am – Noon
Schools:	
Steward Elementary School.....	(K-3)
Proctor Elementary School.....	(4-6)
Masconomet Middle School.....	(7-8)
Masconomet High School.....	(9-12)
Town Website:.....	www.topsfield-ma.gov

General Town Information

Emergency Numbers

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

National Grid

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

Animal Control

Call Emergency Center 978-887-6553

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

Bus Service

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

Cable TV

Cable (Town office): 978-887-1544
Comcast: 800-633-4266
Verizon 888-553-1555

Cemeteries

Pine Grove Cemetery Office: 978-887-1525

Churches

Congregational Church of Topsfield
East Common 978-887-2101

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

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

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

Civil Defense

Call Emergency Center 978-887-6553

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 Office978-887-1505
 Town MeetingFirst Tuesday of May
 Town Elections.....First Thursday of May

Finance Committee

Mark Lyons, Chairman:978-887-1500

Fire Department

Fire Emergencies 911 or 978-887-6533
 All Other Business.....978-887-5148
 Call for Burning Permits, Fire and Smoke Alarms, and Oil
 Burner Inspections

Firearm Identification Cards

Police Dept:978-887-6553

Gould Barn

Contact Amy Coffin978-887-0244

Highway Department

279 Boston Street978-887-1542

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

Housing Authority

Little Brook Village
 69 Washington Street978-887-8407

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

League of Women Voters

Voter Information800-882-1649

Library.....978-887-1528

Monday and Thursday 10 am to 8 pm
 Tuesday and Saturday 10 am to 5 pm
 Wednesday and Friday12 pm to 5 pm

Marriage Licenses

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

Newspapers

Salem News.....978-922-1234
 Tri-Town Transcript.....978-774-0505

Notary Publics

Town Clerk's Office:.....978-887-1505
 Council on Aging.....978-887-1523

Percolation Tests

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

Planning Board

Office.....978-887-1504

Poison Control Center

Information Center800-682-9211

Police Department

Emergency 911
 All Other Business.....978-887-6533

Post Office

4 Main Street978-887-5307

Pre-Schools

Joyful Noises
 Emerson Center 978-887-2101 x26

Trinity Church Pre-School

River Road978-887-2990

Steward Integrated Pre-School

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

Property Valuations

Assessors' Office978-887-1514

Recreation Committee

Office.....978-887-1525

General Town Information (cont.)

Schools

Grades K thru 3
Steward Elementary School
www.topsfieldschools.org
Perkins Row978-887-1538

Grades 4 thru 6
Proctor Elementary School
www.topsfieldschools.org
Main Street978-887-1530

Tri-Town School Union Offices
www.tritownschoolornion.org
for Elementary Schools.....978-887-0771

Grades 7 and 8
Masconomet Regional Middle School
www.masconomet.org
Endicott Road978-887-2323

Grades 9 thru 12
Masconomet Regional High School
www.masconomet.org
Endicott Road978-887-2323

Septic Systems

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

Snow Plowing

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

Soil Removal Board

Conservation Commission Office978-887-1510

Soil Testing

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

Tax Bills

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

Topsfield Fair

www.topsfieldfair.org
James O'Brien, General Manager978-887-5000

Town Accountant

Office.....978-887-1508

Town Administrator

Office.....978-887-1500

Town Clerk

Office.....978-887-1505

Town Treasurer/Collector

Office.....978-887-1511

Transportation – Trains

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

Trash/Recycling Collection

Replacement Decals and Trash Info:
Selectmen's Office978-887-1500
Concerns or Issues with Pick-up:
JRM.....800-323-4285

Tree Warden

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

Veteran's Services

Dick Cullinan978-380-8397

Voter Information and Registration

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

Water Department

Water related questions978-887-1518
Bill related questions978-887-1517

Website

www.topsfield-ma.gov
Town Cable office978-887-1544

Welcome Wagon

Community Greetings
Joanne Colosi.....978-777-1545

Zip Code 01983

Zoning Board of Appeals

Office.....978-887-1504



COURTESY TOWN OF TOPSFIELD

Elected State Officials sworn in as of January 1, 2015

Governor:

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

United States Senators:

Edward Markey (D)
218 Russell Senate Office Building
Washington, D.C., 20510
Tel: 202-224-2742

Local Office:

975 JFK Building
15 New Sudbury Street
Boston, MA 02114
Tel: 617-565-8519
Internet: markey.senate.gov

Elizabeth Warren (D)

317 Russell Senate Office Building
Washington, D.C., 20510
Tel: 202-224-4543

Local Office:

2400 JFK Federal Building
15 New Sudbury Street
Boston, MA 02203
Tel: 617-565-3170
Internet: www.warren.senate.gov

Attorney General

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

United States Representative:

John Tierney (D)
2238 Rayburn House Office Building
Washington, D.C. 20515
Tel: (202) 225-8020

Local Office:

17 Peabody Sq.
Peabody, MA 01960
Tel: 978-531-1669
Internet: tierney.house.gov

State Senator

Joan Lovely (D)
State House, Room 215
Boston, MA 02133
Tel: 617-722-1410
E-mail: Joan.Lovely@masenate.gov

State Representative

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

Secretary of State

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

Elected Town Officials sworn in May 7, 2015

Board of Assessors

Lynn A. Conant 2016
 Eldon D. Goodhue 2018
 John W. Minnehan..... 2017

Board of Library Trustees

Sean P. Cunniff..... 2016
 Audrey B. Iarocci..... 2018
 Abigail P. Jackson 2017
 Judith F. Lais 2017
 Michael P. Massaro..... 2016
 Patricia Walsh..... 2018

Board of Road Commissioners

Joseph K. Gibbons 2018
 Boyd R. Jackson 2017
 Philip G. Knowles..... 2016

Board of Selectmen

Eldon D. Goodhue 2016
 Boyd R. Jackson 2018
 J. Stephen Lais..... 2017
 Martha A. Morrison 2017
 Laura J. Powers..... 2018

Board of Water Commissioners

Mark Gallagher 2018
 Richard L. Stone 2016
 Philip G. Knowles..... 2017

Commissioners of Trust Funds

Barbara Booth 2016
 David G. Strachan, Jr 2018
 Richard Walsh 2017

Constable

Frederick J. Glatz 2017

Elementary School Committee

Katherine E. Carlson 2016
 Gregg William Lindsay..... 2017
 Joseph J. Quigley, Jr..... 2017
 Linda S. Ross..... 2018
 Gordon P. Spater 2016

Housing Authority

George D. Anderson 2017
 Paula M. Burke 2018
 Richard J. Cullinan 2020
 Rose M. David 2016

Masconomet Regional School

District Committee Representatives

William Hodges 2016
 Kim M. Sherwood..... 2018
 John K. Spenser..... 2017

Moderator

Stephan T. Whelan 2016

Park and Cemetery Commissioners

Robert E. Benjamin..... 2016
 Steven Mscisz 2018
 Mark H. Frampton 2017

Planning Board

Jeanine P. Cuniff..... 2016
 Joseph D. Geller 2016
 Steven B. Hall 2017
 Martha A. Morrison 2017
 Steven D. Silveri..... 2018

The dates represent the year when the current term expires.

Appointed Town Officers July 1, 2014 – June 30 2015

ADA Coordinator

Jenifer Collins-Brown..... 2015

Agricultural Commission

Richard P. Denton..... 2017

Peter E. Mulholland 2015

James O'Brien 2016

Trudi I. Perry..... 2015

Martinus J. Riekert..... 2017

Peter Gibney (*Alternate*)..... 2015

Alcohol Licensing Advisory Committee

Robert E. Hardy..... 2015

Nancy J. Luther..... 2015

Stanley V. Ragalevsky 2015

Animal Control Officer

Carol A. Larocque 2015

Reed Wilson (*Alternate*)..... 2015

Animal Inspector

Peter E. Mulholland 2015

Assessor

Pauline M. Evans..... 2015

Katherine Jackson (*Assistant*) 2015

Board of Health

Joseph F. Collins..... 2017

Vincent F. Guerra..... 2016

Sheryl L. Knutsen..... 2017

Gerald J. Topping..... 2015

John Coulon, *Agent*..... 2015

Board of Registrars

Ann D. Gill (*ex-officio*)..... 2017

Elizabeth J. Collins..... 2017

Elizabeth A. Dorn 2016

Dorothy T. Wass..... 2015

Cable TV/Website Committee

Jeanne Pickering..... 2015

Caretaker of Soldiers' Graves

Steven Mscisz 2015

CDL Coordinator

David M. Bond..... 2015

Computer Technology Committee

Robert P. Sapienza 2015

Robert L. Sunberg..... 2015

Conservation Commission

James V. Carroll..... 2017

Jennifer L. DiCarlo 2016

Cheryl A. Jolley..... 2015

Holger M. Luther..... 2016

Dodds B. Shamroth. 2015

Lana R. Sequin-Spillman, Admin. 2015

Council on Aging

Florence T. Brady 2015

Lois Carpenter 2015

Annette A. Cohen 2016

Martha D. Davis 2017

Alfred A. DiDonato 2015

Alan Grenier..... 2016

Mary Jolene Guerra..... 2016

Charlotte O’Toole	2016
William T. Quinn.....	2017
Penny Rogers.....	2017
Jodi Gibeley, <i>Executive Director</i>	2015

Cultural Council

Janet S. Brown	2015
Emily Collins	2015
Kathleen L. Hunt.....	2017
David W. Juliano.....	2015
Mary E. MacDonald	2015
Lisa A. Nihan-Demeule.....	2015
Laura O’Connor	2017
Julie C. Sullivan.....	2015

Fence Viewers

Jenifer Collins-Brown.....	2015
Nancy J. Luther.....	2015
Charlene A. Stawicki	2015

Finance Committee

Heidi L. Bond.....	2015
Karen A. Dow	2016
Jonathan D. Guido.....	2015
Mark B. Lyons.....	2015
Eric S. Menzer.....	2017
Dana Warren.....	2016

Forest Warden

Ronald P. Giovannacci.....	2015
----------------------------	------

Historical Commission

Kindra L. Clineff.....	2015
Jennifer F. Floyd	2015
Glen P. Gollrad.....	2016
Norm J. Isler	2017
Elizabeth R. Mulholland	2016
Daniel P. Hover (<i>Alernate</i>).....	2015

Highway Superintendent

David M. Bond.....	2015
--------------------	------

Inspector of Buildings

Glenn A. Clohecy.....	2015
David Harris (<i>Alternate</i>)	2015

Inspector of Gas and Plumbing

Stanley Kulacz	2015
Kevin Dash (<i>Alternate</i>)	2015

Inspector of Wires

John P. Thompson.....	2015
Thomas Tombarello, Jr. (<i>Alternate</i>).....	2015

Keeper of Clocks

Norman J. Isler.....	2015
Robert L. Winship	2015

Mapping Committee

James V. Carroll.....	2015
Pauline M. Evans.....	2015
Gregory R. Krom	2015
Robert L. Winship	2015

MBTA Representative

Gregg A. Demers.....	2015
----------------------	------

Memorial Day/Veteran’s Day Committee

Richard J. Cullinan	2015
Alan L. Grenier	2015
Patricia J. Landgren	2016

Open Space Committee

Joseph D. Geller	2015
Reginald Lockwood.....	2015
David D. Merrill	2015

Parking Ticket Clerk

Donna C. Rich.....	2015
--------------------	------

Public Works Committee

David M. Bond.....	2015
Gregory R. Krom	2015
Stephen J. Shepard	2015

Appointed Town Officers (cont.)

Purchasing & Community Dev. Coordinator

Roberta M. Knight..... 2015

Rail Trail Committee

Roy J. Baessler..... 2015

Gregg A. Demers..... 2015

Joseph D. Geller..... 2015

David C. Read..... 2015

William J. Rossiter..... 2015

Recreation Committee

Joseph D. Geller..... 2015

Jodi Gibeley..... 2015

Laura J. Powers..... 2015

Stephen J. Powers..... 2015

Renewable Energy/Green Communities Committee

Joseph D. Geller..... 2015

Glen Gollrad..... 2015

Henry A. Goudreau..... 2015

Robert L. Winship..... 2015

Sealer of Weights and Measures

Robert D. Rose..... 2015

Soil Removal Board

Ian DeBuy Winniger..... 2015

Robert J. Moriarty..... 2015

Stormwater Management Committee

David M. Bond..... 2015

Glenn A. Clohecy..... 2015

Joseph K. Gibbons..... 2015

Gregory R. Krom..... 2015

Holger M. Luther..... 2015

Town Accountant

Pamela J. Wood..... 2015

Marion Wedge (*Assistant*)..... 2015

Town Administrator

Kellie A. Hebert..... 2016

Donna C. Rich..... 2015

Town Clerk, Assistant

Mary Elizabeth Willis..... 2015

Town Counsel

Kopelman & Paige, P.C..... 2015

Town Treasurer & Collector

Barbara B. Michalowski..... 2017

Rosalba Guiffrida (*Assistant*)..... 2017

Tree Warden

David Bond..... 2015

Veteran's Agent

Richard J. Cullinan..... 2015

Veteran's Graves Registration Officer

Richard J. Cullinan..... 2015

Wallace Kneeland Memorial Committee

Boyd Jackson..... 2015

Phil G. Knowles..... 2015

Robert L. Winship..... 2015

Zoning Board of Appeals

Jody L. Clineff..... 2017

David D. Merrill..... 2016

David P. Moniz..... 2015

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

Gregor Smith..... 2018

Kristin M. Palace..... 2015



Baseball on the Topsfield Common, circa 1920. Photo courtesy Topsfield Historical Society.

Board of Selectmen

Topsfield is a community steeped in history, tradition, and preservation of the past. Our idyllic Town Common has been a gathering spot since the 1700's where cattle grazed, families gathered, baseball was first played, music was shared... Moving into the present, the Town Common is just as vibrant, as Strawberry Festivals, flag football, movie nights, concerts on green continue through the generations. The clothes are different and the large cars have replaced buggies, but the church bells from the Congregational Church still ring, and the kids still gather on the Common for different types of games, many powered by electronics. The picnics still happen, but on sturdy eco-friendly recyclable tables. The Town Hall, built in 1873, continues to be the focal point of the Common. What remains unchanged is the Community. A community that may share different opinions, but is united in its appreciation for Topsfield's past, and its present. We, on the Board of Selectmen, are committed to preserving Topsfield's rural character of the past, but ready to move forward with the needs and demands of the present.

Membership of the Board

In July 2014, the Board included Chairman A. Richard Gandt, Clerk Laura Powers and members Martha Morrison, Eldon Goodhue and J. Stephen Lais. At the May 2015 election, Laura Powers was reelected to serve another three-year term and previous Selectman Boyd Jackson ran for election and replaced A. Richard Gandt on the Board. In June, the Board reorganized and elected Laura Powers Chairman and J. Stephen Lais Clerk.

Topsfield Town Hall

In 1873, Town Hall was built to serve the government of a town with 1,156 residents. Today, Town Hall municipal operations support a population of 6,300 citizens. In recognition of the physical and operational needs of this historic building, on December 15, 2014 the Board of Selectmen established a Town Hall Building Committee and appointed members Gregor

Smith, Boyd Jackson, Elizabeth Mulholland and Ben Nutter. Other members include Attorney Mark Lyons, Josh Rownd and Peter Bryson and Ex Officio Members Selectman Martha Morrison, Town Administrator Kellie Hebert, Roberta Knight and Donna Rich. The committee has worked tirelessly to secure Town Meeting approval to fund improvements and to hire a professional architecture firm to analyze the building's needs and develop a schematic design for its renovation. In 2015, Town Meeting also approved a \$227,000 Borrowing Authorization to conduct exterior building stabilization improvements and a Façade Preservation Project. To complement these efforts, a \$50,000 Massachusetts Historic Preservation Grant was awarded by the Commonwealth for window restoration and abatement. The Town is deeply indebted to the individual citizens on this committee for their commitment of time, effort, professional expertise and personal dedication to help restore our historic Town Hall into the next century and beyond.

Volunteerism, Donations and Partnerships

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

- Topsfield's Town Government is fortunate to attract many dedicated citizen volunteers who provide countless hours of public service throughout the year. The Town's appointed committees, elected boards and volunteers offer their valuable time to help supplement the work of Topsfield's dedicated employees and professional staff. Robert L. Sundberg is one such volunteer that provides Town Hall staff members with his "pro bono" information technology expertise. Members of the Personnel Advisory Committee, Chair Allan Wallace, Roberta Sapienza and Elizabeth Cullinan have been

instrumental to implementing the Town's recent Employee Compensation Study. While not exclusive, other notable volunteers are the members of the Council on Aging for their work on the Senior Needs Assessment; Henry A. "Chip" Goudreau, Chair of the Green Communities Committee; Joseph D. Geller, Chair of the Rail Trail Committee; Attorney Mark Lyons (former) and Karen Dow (present), Chairs of the Finance Committee; and Gregor Smith, Chair of the Town Hall Building Committee.

- Ongoing donations in support of our elementary schools have totaled more than one million dollars to support initiatives in computer and network technology, the innovative CLIC Program, the construction of three playgrounds and continued support for various enrichment programs and school field trips.
- The Topsfield Main Street Foundation continues to beautify the downtown area with planters funded by donations from members of the community; The New Meadows Garden Club, the Topsfield Garden Club and the Village Gardeners commit time, talent and funds for many community projects including: roadside triangles, holiday decorations, the Village Gardeners' Memory Tree, a garden in Pine Grove Cemetery, and programs in the schools.
- The annual Strawberry Festival and Holiday Walk, organized by the Historical Society and the Recreation Committee, respectively, are signature community events.
- The Recreation Committee sponsors Concerts on the Common each summer.

Personnel

Town Administrator

Town Administrator Kellie A. Hebert was appointed by the Board of Selectmen in September 2013 following the retirement of Virginia "Ginna" Wilder. Holding an MPA from Northeastern University and BA in Political Science from Emmanuel College, she brings more than twenty (20+) years of municipal government experience to Topsfield. Prior to her appointment, she served as the Interim Town Administrator and Assistant Town Administrator in the Town of Belmont.

Fire Chief

In June 2015, the Board of Selectmen signed a three-year Employment Agreement with Fire Chief Ronald Giovannacci through June 30, 2017. The Fire Chief works tirelessly to help protect and preserve the life safety of the citizens and properties of Topsfield. The Town is extremely fortunate to have Chief Giovannacci living and working in the Town and thanks him for his decades of extraordinary commitment and dedication to public service.

Employee Compensation Study & Classification Plan

The Board of Selectmen authorized a new Pay Plan and Position Classification Plan for all non-union employees. Town Meeting approved the funding for the study in 2013. The resulting plan was voted December 1, 2014 by the Board of Selectmen and implemented in January 2015. The Town's last comprehensive analysis of employee compensation was conducted more than 15 years ago. Since then, the Town's compensation rates had fallen behind the area's market rates. After data collection and community comparisons were completed, the Town's consultant (HRS Consulting) held numerous meetings with the Personnel Advisory Committee and the Board of Selectmen to implement the new pay grid and classification plan.

Collective Bargaining Agreements

The Compensation Study data and recommendations were utilized during the Board's preparations for union negotiations. All expired Collective Bargaining Agreements were negotiated in Fiscal Year 2015. Union agreements were settled for FY15-17 with the Highway & Water AFSCME Unit, Parks & Cemetery AFSCME Unit, Career Firefighters Association, Call Firefighters Association and the Police Patrolmen Benevolent Association. Negotiations with the Police Reserve Officers began in FY15 to prepare for contract expiration scheduled in FY16.

Health Insurance Plan Design & Employee Benefits Changes

The Town Administrator and Town Treasurer met with members of the Insurance Advisory Committee to negotiate a voluntary coalition agreement to make plan design changes to the Town's health insurance offerings. Following the successful negotiation and collective agreement between administration and employees, the Board of Selectmen voted on December

Board of Selectmen (cont.)

15, 2014 to authorize the changes and signed Side Letters of Agreement with all Collective Bargaining Units. These changes will result in cost savings to our insurance premiums and will significantly reduce the long-term financial impact of the rising costs of healthcare on the Town's Other Post-Employment Benefits "OPEB" liability. The Board thanks our employees and representatives for their cooperative spirit and collaborative partnership to work with the Town to reduce health insurance costs- allowing limited budget dollars to be allocated towards the high quality of public services provided to Topsfield citizens.

Communications & Cable Television

Topsfield recognizes the value of communications within our municipal organizations and with our residents. The Town's Website is coordinated by volunteers Martha Morrison and Jeanne Pickering. Boxford Cable Access TV (BCATv) Organization provides programming services for the Towns of Boxford and Topsfield. The pilot agreement began in Fiscal

2014, was renewed in Fiscal Year 2015 and has been renewed for the coming year. We thank the BCATv staff for their partnership, dedication and hard work to keep Topsfield's public meetings recorded and aired for public viewing. Their partnership allows the Board of Selectmen and School Committee meetings, as well as numerous other special events in the Tri-Town communities, to be shared with all citizens in the comfort of their homes.

Regional Emergency Communications Center

In 2010, the Town entered into an Inter-municipal agreement and joined with area communities to construct a regional emergency communications center to answer '9-1-1' calls and to dispatch emergency services. In Fiscal Year 2015, 1,462 emergency police, fire and emergency medical services calls originated from the Town of Topsfield and were dispatched from the Essex County Regional Emergency Communications Center. The ERECC is operated by the Essex County Sheriff's Department in Middleton. In FY15, the town paid an annual cherry sheet assessment of \$16.26 per Topsfield resident to receive ERECC services.

Alcohol Licenses

The town has tried to attract quality conference and event facilities as well as full service restaurants.

In each case, the ability to serve alcoholic beverages of all types is a business consideration. On April



*2015 Board of Selectmen
L-R: Boyd Jackson, Laura Powers, Eldon Goodhue, Martha Morrison, Stephen Lais.*

6, 2015, the Board approved a Farmer Series Pouring Permit License for Alfalfa Farm Winery. To encourage new development, the legislature approved Topsfield's Home Rule Petition to issue eight, all-alcohol pouring licenses and to approve an additional 2 package stores. The Topsfield Alcohol Licensing Advisory Committee updated the Town's Rules and Regulations and fee schedule to reflect the new licenses. All-alcohol pouring licenses were granted to Willowdale Estate and The Commons, and Village Market was granted a package store license for a new structure on Boston Street.

Capital Planning

The Town Administrator worked with the Board of Selectmen to develop a Five (5) Year Capital Planning document for the 2015 Town Meeting in May. The plan identifies items and funding sources for a one-year capital budget allocation – and outlines various capital needs and departmental requests for the next five (5) years. This planning tool helps to establish a longer-term focus on the Town's existing and future capital needs and equipment replacement schedules.

New Capital Equipment

At the 2015 Town Meeting, the Police Department received approval to replace the last Ford Crown Victoria in its fleet with a new Ford Explorer SUV Cruiser (\$42,000). The following capital equipment expenditures were also authorized: Public Safety Radio Voting Receiver System (\$15,000); Parks Department Slope Mower (\$25,000); Highway Catch Basin Cleaner/Plow/Crane (\$165,000); Water Service Utility Truck Replacement (\$80,000). During Fiscal Year 2015, the Fire Chief worked with the manufacturer of the Town's next Ladder Truck (expected for delivery in FY17) and the Fire Department took ownership of a new Fire Rescue Ambulance as authorized at the 2014 Annual Town Meeting. The acquisition of this public safety and public works equipment will help to deliver efficient services to the citizens of Topsfield for many years to come.

Facilities

Beside the Town Hall improvements, other capital expenditure repairs were authorized for the Library and the Town's two elementary schools. In addition to the purchase of a new Telephone System and two new Water Heaters, both the Steward and Proctor Schools were approved for various facilities

repairs and renovations. The buildings were funded \$135,000 to perform exterior painting repairs and restoration. Funding was approved for a study of necessary roofing repairs, plans for lavatory renovations, flooring and sidewalk repairs and various accessibility improvements.

Technology

During 2015, a new VOIP-based telephone system was installed at the Library and Town Hall and the MUNIS Permitting Software implementation project was completed to allow multiple departments, such as Inspectional Services, Health, Conservation Commission and Fire, to automate and centralize permitting activities between various departments. During the 2015 Town Meeting, funding was approved for two additional enhancements to the Town's MUNIS Financial Management System: Tyler Content Manager and Output Management Solutions will allow for greater operations efficiencies and will help to streamline town-wide financial transactions.

Conclusion

Topsfield is endowed with a dedicated community spirit which is evident in the contributions of its volunteers and employees. We extend sincere thanks to our elected and appointed volunteers and to all our residents who volunteer their time and talents in so many ways to make Topsfield the delightful community it is.

We are especially grateful to our dedicated employees who embrace our efforts to contribute their expertise and hard work to achieve our common goals. Our professional staff and employees are also "volunteers" since they choose Topsfield as the community to share their skills, knowledge and technical training. They work hard each and every day to keep our town safe and operating efficiently. With sincere respect, and admiration, the Board of Selectmen thanks you for your dedicated public service to the citizens of Topsfield.

Respectfully submitted,

Laura Powers, *Chairman, Board of Selectmen*

Town Clerk

Fall Meetings and Elections

The summer of 2014 was a busy one for the Town Clerk's office as preparations began for the State Primary to be held on the 9th of September. With a strong force of election officials in place, the State Primary as well as the November State Elections ran smoothly.

September also brought another Special Town Meeting, the third for the Calendar year of 2014. A Citizens' Petition was submitted to the Town requesting a Special Town Meeting to determine whether or not the Town's water supply should continue to be fluoridated. The Finance Committee recommendation was for a five (5) member study committee, appointed by the Town's Moderator to report at the next Annual Town Meeting on the subject of the petition. The recommendation passed with a standing vote of 98 to 38 on September 30, 2014.

Vital Records

During this same time frame, the Office of Vital Records and Statistics launched the online Death Module, allowing Town Clerks to process permits and Death Certificates using information entered by medical staff and Funeral Directors. There were the usual technical issues in the beginning as all parties involved adjusted to the system. Most of these issues have been resolved and automated Death Certificates have become business as usual.

Daily Business

The late fall and winter months were busy with the seasonal preparation for the annual Census mailing. In addition, the ongoing process of updating the State Central Voter Registry, a staple in helping to procure 100% compliance from residents in the Census Process. The dog licensing season which officially begins January 1st every year keeps the office busy with residents wishing to renew their pets' licenses beginning

as early as November. The Town Election and Town Meeting Schedules are also prepared at this time.

Throughout the year, the office continues to issue business certificates, raffle/bazaar permits and many other public documents upon request, which includes numerous certified copies of marriage, birth and death certificates. Open Meeting notices continue to be posted as required by the Attorney General's office in a binder located outside the building for review 24/7. As a courtesy to the public, these notices can be found on the Town Website.

Annual Town Meeting and Election

The Annual Town Meeting and Town Election were held on May 5th and 7th respectively. This year there were three (3) Citizen Petitions that were in the Warrant and received voter approval, one relative to retaining the services of a consultant to prepare a comprehensive needs assessment of senior residents, the second to authorize the Board of Selectmen to appoint the Town Clerk, and the third to allow the Board of Selectmen to appoint a seven member committee to study the matter of hiring four additional full time fire fighters creating a 24/7 fire service.

Town Moderator, George Hall was instrumental in running an extremely smooth Town Meeting, with two Consent Calendars and a total of fifty-five (58) articles, nine on the Special Town Meeting warrant, and forty-nine on the Annual Town meeting warrant. Mr. Hall's term ended with this Town Meeting, and I am honored to have had the opportunity to work with him. The Annual Town Election ran without issue and newly elected local officials were sworn on Friday morning, May 8, 2015, at Town Hall.

Dog Licensing Program

In late June, the Town Clerk’s office implemented a new software company for dog licensing, provided by Stellar Corporation. The new program will allow online payment and processing which will occur later in 2016. The outstanding customer service and online services were the reasons for the change.

In Closing

This office continues to work hard to provide quality services and accurate information to residents. We strive to ensure proper preservation of the Town’s records documents, and vitals. Triannual conferences as well as quarterly meetings continue to provide relevant training to keep this office on track with current processes within State guidelines.

I continue to receive valuable support from Town employees and residents. My assistant remains a huge asset to this department, always willing to go the extra mile. Thank you Beth! Elections would not run smooth with the hard working poll workers I am fortunate to have, as well as the three wonderful Registrars that support this office.

Thanks also goes out to the Highway and Park and Cemetery employees for their assistance in transporting the election supplies to the Polling locations and then back to Town Hall. Your help is greatly appreciated.

Respectfully submitted,

Ann D. Gill, *Town Clerk*



PHOTO COURTESY TOPSFIELD HISTORICAL SOCIETY

Statistical Town Data For 2015

Town Population

(January 1, 2015) 6,737

Registered Voters** 4,713

Party Totals:

Democrat 884

Republican 924

Green-Rainbow 1

Libertarian 7

Interdependent 3rd Party 1

Unenrolled (Independent) 2,896

Births

Recorded & Filed 40

Marriages

Intentions Recorded & Filed 21

Licenses Issued 21

Licenses Recorded & Filed 21

(1 from license issued in 2011)

Deaths

Burial/Crematory Permits

Recorded, Issued & Filed 68

Certificates Recorded, Issued & Filed 71

(Occurence Community)

Certificates Recorded & Filed 68

(Residence Community)

Total Death Certificates Recorded & Filed 102

Dog Licenses

Recorded & Issued 1,008

Commercial Kennel Licenses

Recorded & Issued 2

**In VRIS, REPORTS/Vot tot As Of

Election results and Town Meeting minures are included on pages 80-94 of this Annual Report.

Police Department

It is with great pride that I submit to you the Fiscal year 2015 report of the Topsfield Police Department.

Our department is a proactive, community service orientated department, dedicated to ensuring the safety of the citizens of Topsfield. We strive to be seen in the neighborhoods and feel police visibility within your neighborhood is paramount to preventing and reducing property crimes such as burglaries and thefts. I write this every year because of the importance of this directive. Our officers take pride in ensuring your safety in all aspects of police work.

Essex County Regional Emergency Communication Center

We are now into our second year with the Essex County Regional Communication Center (RECC). There have been many challenging issues that the RECC and our department have been trying to work out. Starting a new regional dispatch center continues to be a work in progress for all the members of the regional center which includes five towns, Middleton, Essex, Wenham, Amesbury and Topsfield. The City of Beverly has indicated that they no longer wish to participate in the Regional Center and this issue is being addressed by the administrators of the combined towns.

Your emergency calls continue to be received by the RECC in Middleton and are forwarded to the officers on patrol through our radio communication and mobile data terminals. Your business calls will continue to come to the Topsfield Police Station through our telephone system, where they will be directed to the extension requested or back up to the Regional Center for answering.

Members of the public who come to the police station when the station itself is not manned will be required to pick up a

phone in the station lobby area to be in contact with the Regional Dispatch Center. The center will direct our officers to respond to the citizen request.

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

Training Division (*Sgt. John Hayward, Off. Neal Hovey*)

The training division is closing out the year with our annual legal updates training. This training program is a regional training session which the Topsfield Police Departments hosts each year at the Coolidge Building at the Topsfield Fair. Throughout the year the training division has maintained all of the officer's certifications and training that meet the Massachusetts Municipal Police Training Committee's standards. The training program's consisted of our annual re-certifications in CPR, Taser's Less Lethal Shotgun and Firearms. This year we also provided training sessions in the handling of the Emotionally Disturbed Person, First Aid, Handcuffing, OC Spray, Baton and the Use of Force. In addition to the mandatory training, the department also trained each officer in the Use of Nasal Narcan and in Cardio Cerebral Resuscitation (CCR). The department also wrote policies and initiated the Nasal Narcan and CCR programs to increase the standard of care for the residents of the community.

Traffic Safety Division Report (*Officer Neal Hovey*)

The Topsfield Police Department Traffic Division which was established in 2011 continued their traffic initiatives. The traffic division's initiatives have significantly reduced the number of complaints of speeding motorists within the roads of Topsfield. The efforts of the traffic division are constantly working to reduce the number of motor vehicle crashes by conducting motor vehicle stops allowing us to educate the drivers in violation through citation or warnings, therefore maintaining safer

roads throughout the Town. Even though we have reduced the number of complaints it is still the number one concern within the community. The areas of concern that we are currently addressing are Central Street (East and West of Rt. 1), South Main Street (Coming into Town) Ipswich Road, Campmeeting Road, Surrey Lane, Hill Street and Rowley Bridge Road. To combat the speeding motorists the traffic division is utilizing spy radar units which track the number of vehicles, the speed of the motor vehicles and the times. By utilizing the spy radar systems the traffic division can deploy marked police cruisers to areas of concern during identified times. This allows the police department to maximize their resources and to be as efficient as possible. The traffic division also utilizes a radar sign board, marked cruisers with stationary and hand held radar units and motorcycles to assist in their efforts to reduce speeding motorists.

We will continue to address specific neighborhood traffic concerns and should you wish to have your neighborhood evaluated please contact Chief Haglund directly.

Community Notification System

"We want to get the message out"

The Topsfield Police Department is sending all Citizens Information Alerts and Advisories through our NIXLE Community notification system.

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

Go to www.topsfieldpolice.com and click on the NIXLE sign up icon. You can customize what you want to receive for alerts. Stay informed. Be alert.

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

Basic Firearms Safety Classes

The Topsfield Police Department continued offering and instructing a Basic Firearms Safety Course for citizens that fulfills the State of Massachusetts requirement before residents can apply for a Firearms Identification Card or License to possess or carry a handgun. Changes now require a fee of \$50. for Topsfield residents and \$75. for nonresidents for the program, as of this writing over 264 people have successfully completed the course. We will make periodic notifications throughout the year as to when the classes will be offered.

School Resource Officer Report:

(Officer Shawn Frost, Off. Kelly Pickering)

The position of the school resource officer continues to be an important position within the police department as well as the community. The School Resource Officer program is comprised of Topsfield, Middleton, and Boxford, involving Masconomet Regional Middle and High School. The School Resource Officer has to deal with many issues such as drug abuse, alcohol abuse, bullying, social media issues, hookah pens, emotional issues along with children and family issues. In conducting such investigations, we work closely with the administration of Masconomet, other police departments outside the tri-town area, the District Attorney's office, probation, juvenile probation and the Department of Youth and Family Services. This allows the SRO to combine resources and utilize those resources for the students that are deemed a risk of offending or in need of additional resources such as counseling, the STAR program or community service. The SRO programs allows the students to get to know the officers on a different level, while building a relationship albeit professional, but also keeping open a line of communication between teenagers and police officers that was not there before. We were also able to teach criminal law and procedure to a criminal law class allowing us to interact with the students and they were able to see

Police Department (cont.)

firsthand our perspective and it gave us the opportunity to view how the students see the police department. We continue to improve our relationship with the students and have witnessed on numerous occasions where the barriers that once existed have been broken down.

Drug Abuse & Resistance Education Report

(Sgt. Richard LeBel)

This past year the Topsfield Police Department once again presented the Drug Abuse Resistance Education program in the sixth grade at Proctor Elementary School. We have now completed nearly 25 years of this much needed and overwhelming successful program to the children of Topsfield. Also known as D.A.R.E., this program covers more than just drug abuse. It also addresses such issues as, proper decision making, assessing and evaluating their decisions, bullying, peer pressure, alcohol abuse and tobacco use.

The students were very aware of the recent Marijuana decriminalization issues that are spreading across the country. Many students are already well informed of these issues due to the constant media coverage. However, they still had many questions and misunderstandings about the subject. They needed to understand that just because something is no longer illegal, does not mean they have to use it. By having an experienced police officer in the classroom to address their concerns and answer their questions, the students graduate from Proctor School more prepared to face these challenges.

The Topsfield Police Department will continue to speak openly and honestly with the children of our community to better prepare them for their future and the issues they will face. Making educated and well informed decisions will help them in their pursuits to succeed as productive adults. Not only our future, but the community and nation will depend on these young citizens to do so.

Vehicle Fleet Update

We have completed our vehicle replacement upgrade as we now utilize the new Ford SUV explorers for all patrol operations. The last of the Ford Crown Victoria's was traded in with the approval of the new cruiser SUV purchase at last year's town meeting. With the new vehicle body styles we should be able to foresee reduced costs in equipment purchases and changeovers in the coming years as equipment can be utilized for new purchased vehicles.

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

Citizens Police Academy *(Sgt. John Hayward)*

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

Elder Affairs *(Sgt. John Hayward, Off. Neal Hovey)*

The Elder Affairs Officers of the department are still very active in working with the Topsfield Council of Aging. We are also active participants of TRIAD, a regional organization that is focused on our seniors. The goal of TRIAD is to improve the quality of life for our seniors and to reduce concerns about their safety. In addition, we have three officer's that are certified in Car-Fit, a program that identifies how well our older drivers currently fit in their personal vehicles which can greatly increase the drivers safety. Lastly, we work in conjunction with

the Topsfield Counsel of Aging in Scam Alerts. Our seniors are frequently targeted by scams which could easily effect their quality of life financially as well as emotionally. Our Detective Division identifies scams and informs our residents as what is legitimate and what is illegal.

Cape Ann Regional Response Team

Our department continues its association with the Cape Ann Regional Response Team which includes the towns of Ipswich, Rockport, Manchester, Essex and Topsfield. This allows our department the flexibility for additional resources from these towns in time of emergencies. Topsfield contributes two officers to the team. Officers are trained on a monthly basis and have been called on to assist our patrol officers when additional personnel are requested. The team has routinely assisted our agency in preparation and manpower for activities involving the Topsfield Fair

Criminal Investigation Division Report

(Det. Sgt. Gary Hayward)

The Topsfield Police Investigation Division saw a decrease in burglaries and theft related offenses, however there was a significant increase in fraudulent activity in our community. Scams such as overseas lottery, IRS collection for taxes owed, fraudulent IRS tax returns and relatives that need financial assistance were reported. By increasing public awareness working closely with our partner at the Council on Aging and using our public notification systems such as Nixle and the newly developed Topsfield Police Facebook page we were able to notify our residents in a timely fashion as well as continually advising and educating our senior citizens of new scams being reported before our residents became victimized.

Investigations continue to encounter narcotic related incidents and we strive to lessen the narcotic activity in our town. In an effort to decrease the sale of narcotics in our community, we have worked closely with detectives in neighboring communities in trying to achieve this goal. Our combined efforts have led to the arrest of subjects involved in the sale of dangerous drugs such as heroin, cocaine and prescription pain medication, narcotics that lead to user dependency.

We strive to make the Town of Topsfield a safer and victimless community.

Police Movie Night

Our annual Police Movie Night continues to be resounding success each year. This past year was the largest crowd having attended. It was a great time for the community and families to enjoy a movie on the Topsfield Common.

Local and area business continue to support and sponsor the event to include the Institution for Savings, Topsfield Police Association, Topsfield Fair, Fiesta Shows and Chunky's Cinema making this a fun and enjoyable event for the families of Topsfield. The date is usually the first Saturday after Labor Day so plan on attending next year.

In Closing

Our police profession has been under attack the past year and I feel it's important to let the community know the members of our department will always continue to provide our citizens with the most efficient quality of service and safety while acting in the most professional and caring manner. What allows our department to operate as such is the direct result of the continuing support we receive from you on a daily basis, for that we offer our sincere gratitude.

Respectfully submitted,

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

Topsfield Police Department 2014-2015 Statistics

	FY2015	FY2014
Arrests	67	152
MV Enforcements		
Warnings	1357	1131
Citations	74	372
Criminal Complaints	95	47
O.U.I. (Oper Under the Influence)	15	20
MV Accidents	180	136
MV Selective Enforcement	694	
Domestics	31	9
Disturbances	26	31
Loud Groups/Noise Complaints	23	37
Assaults (non-sexual)	1	2
Vandalism	12	47
Juvenile Related	10	80
Suspicious Activity	476	387
Medical Aids	458	421
Alarms	549	323
Animal Calls	295	163
Protective Custody	4	15
Physical House Checks	501	341
Theft of Motor Vehicle	3	1
Larceny from Motor Vehicle	9	9
Unlawful entry of Motor Vehicle	0	2
Larceny from Residence	2	4
Larceny of Bicycle	0	0
Larceny General	13	11
Burglary	3	5
Armed Robbery	0	0
Alcohol Related Incidents		
(not including OUI)	4	50
Drug Related Incidents		
(not including OUI)	18	37
Homicide		0
Calls for Service	13936	12949
Total calls	14854	18747

2015 Police and Fire Rosters

Police Department Personnel

Full-Time Officers

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

Auxiliary Officers

Off. David Bond
 Off. Paul Polonsky
 Off. Brook Dechene
 Off. Melissa Alleruzzo
 Off. Matthew Shedden
 Off. Alexandra Bentas

Police Chaplain

Dorrington Little

Office Manager

Catherine Gerry

Reserve Officers

SOff. Glenn Walker
 Off. Gary Wildes
 Off. James Gettman
 Off. Christopher Sanborn
 Off. Lawrence Nestor
 Off. John Barry
 Off. David Castellarin
 Off. James Dunn
 Off. Tyler Dechene
 Off. Brendan Gahagan

Records Clerk

Sandra Sanger

Fire Department Personnel Officers:

Gioannacci, Ronald P.,
Chief of the Department,
Emergency Management Director,
*Chairman, Regional Emergency Communication Center ** **

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

Collins-Brown, Jenifer - *Captain*
*Emergency Medical Services Coordinator ** ^*

Moore, Darrell, - *Captain ^*
 Bond, David - *Lieutenant %*
 Wood, Donald - *Lieutenant %*

Firefighters:

Ahern, David*	Lord, William*
Ash, Thomas*	Moore, Scott*
Boeri, Robert*	Reineke, John^
Brown, Charles*	Winfrey, Scott*
Brown, Conor***	Wood, Charles*
Costanza, Luigi*	
Courtemanche, Roland*	Support Staff:
Erickson, Christopher*	Lemiesz, Susan
Feltault, Jerome*	<i>Administrative Assistant</i>
Fontaine, Travis*	
Fuller, Leonard***	** Career
Harper, Tamara*	* EMT=Emergency Medical Technician
Horne, Jeff*	% EMTI=Intermediate
King, Peter^	^ EMTP=Paramedic
Looney, Sean*	

Fire Department

The Topsfield Fire Station remains closed from 6PM – 6AM every day. Personnel (2 Firefighters) are on duty at the station each day from 6AM – 6PM only.

Topsfield has an on-call Fire Department supplemented by two full-time firefighters on duty each day from 6:00AM until 6:00PM each day. As I have documented for the last decade, the Fire Department struggles to supply a sufficient response to emergencies at night and during peak vacation times. Our immediate response to emergencies is determined by roulette. Is there an adequate number of Call Firefighters in town? Are they available to respond to emergencies? Are they at their other full-time jobs or out of town when a fire or other emergency occurs? There is a national trend where the numbers of Call Firefighters are dwindling. The recruiting of Call Firefighters remains difficult because of generational differences. This is not just for Call Firefighters but also many other voluntary positions within our community that go unanswered. The reasons for this vary and include: improved mandatory training requirements placed on Firefighters for their safety and for the reduction of liability on our community. Due to the economy, there is also a reduction in available leisure time for the general population causing people to work longer hours. They are no longer willing to serve at night or weekends in a part-time, varying position with such high demands for their time.

I remain steadfastly concerned that our current call structure is not sustainable. This call system is antiquated and was fine decades ago but no longer. People used to live and work in town; the demographics were different. The Fire Department only responded to a few emergencies per week. Topsfield's Politicians need to demonstrate strong leadership in addressing this vital public safety issue. We must meet the emergency needs of our citizens and visitors to our community. It is my belief that this can only be addressed by adding additional firefighters to

be on duty at the Fire Station at night (6PM-6AM). I implore all of you as community members to open a dialogue with our town leaders in order to address these important public safety issues, and let your voice be heard.

Topsfield was fortunate in receiving the following Grants: the SAFE Grant for elementary school education and the Fire Safety Grant for smoke detectors for seniors. These funds are utilized for this specific purpose which is a great advantage to our citizens. We continue to aggressively hunt for grant subsidies to advance our instructional programs and improve firefighting equipment and resources to be able to meet our requirements.

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

The Board of Selectmen appointed the 24/7 Committee and provided them with specific instructions and guidelines. I am confident that when these guidelines and instructions are applied to national standards and best business practices, this prudent committee will arrive at a resolution that places our firefighters' safety and our citizens' safety above all else.

Tribute

After nearly 37 years of service, Lieutenant David M. Bond has chosen to retire from the Department at the end of December 2014. Lieutenant Bond has been a great asset to the Department over his many years of service. David has a great mechanical aptitude which has benefited us on many occasions. David also has an uncanny memory of important institutional information which has also been highly beneficial. David continues to serve as our Highway Superintendent and continues to support our team in many ways. Thanks David for a job well done!

Report of the Topsfield Emergency Management Agency

All local Government employees must be trained in (NIMS) National Incident Management System procedures by federal regulation.

Our current Comprehensive Emergency Plan is a document that we continue to modify each year in particular areas required by the Massachusetts Emergency Management Agency. This document details how Topsfield's emergency services would respond to a local emergency or disaster.

Report of the Regional Emergency Communications Center

By vote of the 2013 Annual Town Meeting, Topsfield emergency communications and 911 dispatch operations are being conducted by Essex County Regional Emergency Communications Center located on Manning Avenue in Middleton. We, along with the other 5 member communities, and the Essex County Sheriff's Office are fortunate to be one of the first Regional 911 centers in the Commonwealth. The dispatchers in this facility will answer all 911 calls for the current 5 member communities (Topsfield, Essex, Middleton, Beverly, Amesbury and Wenham) as well as all wireless callers (cell phones) for the 34 cities and towns in Essex County and 32 communities in Middlesex County and 3 in Suffolk County. We appreciate the cooperation of our partner communities in this public safety communications venture.

Respectfully submitted,

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

Report of the Training and Hazardous Materials Coordinator

In the past year, Topsfield Fire Department has responded to 88 non-fire related incidents which include: structural collapse, down power lines, hazardous materials spills, flooded basements, gas leaks, and carbon monoxide detector activations. This year, we activated the Department of Fire Services

Hazardous Materials Response unit for a Tier Two Response for an unknown substance that made the homeowner and first arriving police officers ill. These regional response teams provide tremendous support to our local efforts to keep you safe.

Firefighters must be trained to respond to a variety of incidents. In the last year, the Department has held 135 different training sessions. The majority of these include fire training 33, medical training 41, and hazardous materials training 6. Increasing demand and the expansion of our mission has brought with it larger and more sophisticated apparatus; our Department has dedicated 45 training sessions for driving and safely operating this multi-functional equipment.

A reminder to all of our residents, please make sure that you have working carbon monoxide detectors on every habitable level of your home and within 10 feet of every bedroom door. These detectors have proven their worth in detecting this colorless, odorless gas before any harm is done, especially with this winter's record snowfall.

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

Report of the Fire Prevention Officer

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

The biggest change in Fire Prevention for the Fire Service in 2015 was the newly revised Comprehensive Fire Safety Code (527 CMR 1.00) which took effect on January 1, 2015. The Board of Fire Prevention Regulations formally voted at its August meeting to adopt the National Fire Protection

Fire Department (cont.)

Association Standard 1 (NFPA 1, 2012 edition) with Massachusetts amendments. Massachusetts joins nearly 20 other states in the country that use this model code as the backbone of their statewide fire code.

The adoption of a model code set the stage for a code that is adaptable to new technologies and emerging trends, while also being easily maintained going forward. It taps into the depth and expertise of the National Fire Protection Association’s voluntary consensus code development process. One example is the stronger, more comprehensive chemical process safety provisions in NFPA 1 than those initially adopted by the Board of Fire Prevention Regulations in the wake of incidents including the 2006 Danvers chemical plant explosion.

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

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

The Topsfield Fire Department was awarded a grant from the Department of Public Health to install smoke detectors free of charge in the homes of senior citizens. Several residents have benefited

from this program. Contact the Fire Department if you would like to have your home assessed and new smoke detectors installed.

During this fiscal year, the Topsfield Fire Department responded to several fires which resulted in approximately \$36,500 in damages. Cause and origin of the fires varied. We would like to thank our colleagues at the Massachusetts State Fire Marshal’s Office for their assistance in investigating a number of incidents.

We performed 858 inspections this year including:

Walk throughs: 26 F and Smoke Detectors for 26 F ½.....	147
Annual Building Inspections	366
Lockdown, School and Bus Evacuation Drills	3
Common Victuller Inspection	4
Fire Drills 1	7
Oil Burner Inspections	23
LPG Inspection	92
Oil Tanks and new oil lines	18
Oil Tank Removal	14
Oil Burner Tank Installation	12
Plan Review	11
Rough Smoke Detector Inspections	10
Sprinkler Inspection	7
Final Smoke Detector Inspections	24
Other inspections	110

Incidents:	
Fire.....	91
Medical Aid	614
Haz-Mat	88
Inspections/Service Calls and other	1,344
Good Intent	37
False Calls	166
Severe Weather	4

The Topsfield Fire Department actively participates in the SAFE (Student Awareness of Fire Education) Program and the Senior SAFE Program. Educators review age appropriate strategies for fire safety throughout the school year. Students tour the fire station during field trips related to “community helpers”. The third grade participated for the third time, in a written evaluation of the program. Scores obtained this year will help set goals for next year’s program with the ultimate goal to have our children learn fire and injury prevention techniques to become safer adults. We have done training with seniors on fire and fall prevention, fire extinguisher training, and education and distribution of carbon monoxide detectors and fire extinguishers to participating seniors.

The theme for this year’s Fire Prevention Week: Working Smoke Alarms Save Lives: Test Yours Every Month. Each year in October since 1922, the NFPA has sponsored the fire prevention campaign to emphasize the importance of fire safety to inspire individuals to take action to prevent fires and avoid the deaths, injuries, and destruction they cause. Smoke alarms can make a life-saving difference in a fire, but they need to be working. Unfortunately, many home fire deaths result from fires where a smoke alarm is present but does not operate. This year’s Fire Prevention Week theme focuses on motivating people to test their smoke alarms each month to make sure they’re working properly.

Respectfully submitted,

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

Emergency Medical Services Annual Report

Topsfield Fire Department has remained committed to providing our community with the highest level of pre-hospital care that is available. During the reporting period of July 1, 2014, through June 30, 2015, members of the Topsfield Fire Department responded to numerous requests for medical assistance. During this timeframe, there were 614 requests for medical assistance and 670 patients evaluated and treated. Two firefighters were injured providing emergency care to our patients, reminding us how our work is dangerous. In addition to the calls for service, Topsfield Firefighters completed

advanced training, specialty certification, and maintained their required certification.

The Topsfield Fire Department remains committed to injury prevention. The Department has participated in several prevention programs. The Topsfield Fire Department inspected and installed 208 child safety seats during this reporting period. The Department has also worked closely with local Visiting Nurses Associations, the Council on Aging, the Topsfield Housing Authority, and Elder Services to help to ensure that our elderly residents are safe in their living environments.

The Topsfield Fire Department, initially licensed in 1999, continues as a licensed ambulance service at the Paramedic Level. All residents and visitors to the Town of Topsfield are able to receive the highest level of pre-hospital care beginning in their home or place of work. Patients suffering a large variety of medical conditions including diabetic emergencies, drug overdoses, seizures, allergic reactions, and respiratory distress will benefit from the ability of the Topsfield Fire Department Paramedics and the care that they can provide. Members of Topsfield Fire Department participated in training to ensure proficiency of skills and to receive instruction on state-of-the-art evaluation and treatment techniques as well as changes to existing treatment protocols. The Topsfield Fire Department generated \$70,914.77 in revenue from ambulance fees for the Town of Topsfield General Fund.

In our constant search for creative funding, the Topsfield Fire Department has applied for grants from Home Depot, Massachusetts Department of Public Safety, the Connor and Lacy Peterson Foundation, the Massachusetts Department of Conservation and Recreation and the Federal Emergency Management Agency. We received grants from the Massachusetts Department of Public Safety, FM Global, and The Department of Fire Services. Lastly, the Topsfield Fire Department received batteries for installation in smoke detectors and smoke detectors for the hearing impaired. If you are interested in these products, please contact fire headquarters.

The Emergency Medical Services branch of our Department participates in in-house and regional quality improvement

Fire Department (cont.)

programs. Several members of our Department provide training and instruction to other organizations due to their training and expertise. The Topsfield Fire Department remains committed to quality service to their community. To that end, an on-line customer satisfaction survey is now available on our web site at www.topsfieldfire.com.

Respectfully submitted,

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



Firefighters in front of School Street Fire Station, 1957. Courtesy of Topsfield Fire Department

Inspectional Services

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

FY/15 Report of the Inspector of Buildings.			
Total Building Permits Issued	272		
Total Fees		\$65,430.00	
Waived Fees (Public Buildings)		-150.00	
Total Fees Collected			\$65,280.00
Total Sheet Metal Permits Issued	11		
Total Fees Collected			\$ 1,762.00
FY/15 Report of the Electrical Inspector			
Total Electrical Permits Issued	209		
Total Fees		\$19,209.00	
Waived Fees (Public Buildings)		- 125.00	
Total Fees Collected			\$19,084.00
FY/15 Report of the Gas/Plumbing Inspector			
Total Gas Permits Issued	78		
Total Fees		\$ 6,110.00	
Waived Fees (Public Buildings)		- 100.00	
Total Fees Collected			\$ 6,010.00
Total Plumbing Permits Issued	115		
Total Fees		\$ 9,710.00	
Waived Fees (Public Buildings)		- 100.00	
Total Fees Collected			\$ 9,610.00

Respectfully submitted,

Glenn Clohecy, *Inspector of Buildings*

John Thompson, *Electrical Inspector*

Stanley Kulacz, *Plumbing/Gas Inspector*

Board of Road Commissioners

The winter of 2014-2015 was the worst in recorded weather history. The Town received over ten feet of snowfall. Snow removal costs for the season totaled \$314,000. Fortunately for the Town, the Highway Department had a new truck approved by the Town in the previous year. This vehicle replaced an old truck that had recurring maintenance issues. Topsfield stayed ahead of the surrounding towns and cities as to snow removal, but a monumental work effort was required. Many long-time residents said that they had never seen such a bad winter. FEMA funding which is available from the federal government for such events covered only one of the late January storms. The bulk of the snowfall occurred in February and early March.

On a positive note, in January Governor Charlie Baker announced that the final \$100 million of the 2014 Chapter 90 state funding for road repairs would be released bringing the total to \$300 million in state funds available to the cities and towns to repair and upgrade their infrastructure. In April a supplemental winter road repair program called WRAP was received by the cities and towns to help cover costs related to completing necessary winter road damage repairs. In May of 2015, the Town received the promised grant of approximately one million dollars for re-paving of Route 97 from the Boxford town line to the Wenham town line. This was accomplished by the joint efforts of the Highway Superintendent and our state legislative representative Brad Hill. This would result in the largest paving program in the history of Topsfield. The responsibility for managing all this work belonged to the Town's Highway Department and all its personnel. As always, they rose to the challenge.

Reorganization of the Board retained all members in their current positions.

Equipment Changes

A "hot box" which is a heated trailer box used to store, transport, and keep asphalt material workable for patching roads and filling potholes was purchased and the Highway Department workers were trained on its operation. The hot box is designed to keep road materials at a workable temperature which allows quality repair work, including filling of potholes, to be performed in cold weather. This equipment saw a lot of use during the entire year.

The new dump truck with a new sander which had been approved as a capital expenditure at the 2014 annual town meeting went into service in time to help combat the heavy winter storms of 2014/2015. This vehicle replaced an International truck which had become a serious maintenance issue because of its age. It was deemed surplus and sold by the Town for \$17,000. In March a new brush chipper was purchased and went into service immediately.

Paving Program

The Fiscal Year 2015 paving program included the following roadways. Except as noted, all roads were completely re-paved:

- Coppermine Road
- Juniper Lane
- Nichols Lane
- New Meadows Lane
- Arrowhead Road.
- Colrain Road – section
- Perkins Row – section
- Summer Street
- Cross Street
- River Road – section

Repairs

The Pye Brook culvert on Route 97 near Bare Hill Road was proposed to MASSWORKS for possible grant funding for the necessary repairs, but the request was not approved

A citizen request to address a washout next to the rail trail on Summer Street was addressed, and a parking lot at the canoe landing on Route 97 was proposed by the Rail Trail Committee.

The Highway Department addressed some missing street signs as well as complaints regarding damage to mailboxes. In addition, ice issues from ground water seepage were dealt with.

Personnel

Foreman Cliff Whicher retired from the Highway Department in December after 38 years of devoted service. After a review of several candidates the Board approved the hiring of Gary Wildes, a Topsfield native with experience as a Town employee, to take over the Foreman position. Gary demonstrated his ability early on during the winter storms and subsequently during the paving program completion.

Summary

The Road Commissioners feel that the Highway Department's performance has been above what the Town could hope for during this year in the face of fierce winter storms and subsequent problems. Our employees respond to emergency needs such as storm cleanup, power outages, and water main breaks quickly and with great efficiency and expertise, always keeping in mind the needs and concerns of the citizens of Topsfield. We also work with other agencies, utilities, and Town departments including the Police, Fire, Park and Cemetery, Town Hall, and the Water Department to complete the required tasks at hand. The Department is grateful to all Town departments and agencies for their cooperation and assistance in helping the Department complete its assigned mission.

Philip Knowles, *Chairman*

Boyd Jackson, *Member*

Joseph Gibbons, *Clerk*

David Bond, Highway Superintendent



PHOTO COURTESY DPW

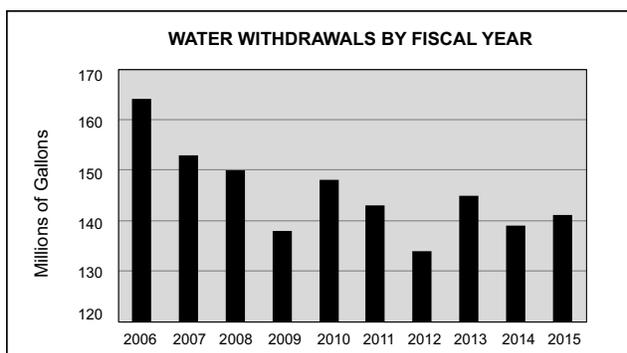
The winter of 2014-2015 was the worst in recorded weather history for the Town of Topsfield

Water Commissioners

Water Quantity

One hundred forty-one million gallons of water was withdrawn from our two well fields during FY2014. One hundred twenty-four million gallons were taken from North Street and the remainder from Perkins Row. Withdrawals from each source were managed to try and keep manganese levels as low as possible.

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



Water Quality

Manganese levels were below the MassDEP's action level of 0.3 mg/L. Water quality in the distribution system was good and the addition of the sequestrant is still effective. Despite manganese levels being below State requirements removal of manganese from the source water remains a top priority. Please visit our website, www.topsfieldpublicworks.org, for more water quality information.

System Improvements

The construction phase of the Washington Street Water Main Improvement Project began in the early fall of 2014 and the underground work was completed prior to winter. Final paving was done during 2015. The water main, hydrants and services on Town property were replaced along Washington Street from approximately Colrain Road to River Road. This project greatly enhanced the distribution system's reliability by replacing an aging main that supplies water to a large number of residents.

The Town issued a Request for Qualifications for an Owner's Project Manager to oversee the water treatment facility project. A number of qualifications were submitted and reviewed. Woodard & Curran of Andover, MA was selected as the most qualified and hired to act as the Owner's Project Manager for the duration project. Procurement of the design services began in FY2015 but was not completed until early FY2016.

Billing, Rates and Conservation

Water rates were raised to cover anticipated expenses including labor, materials and expected short-term debt expenses incurred due to the water treatment design process and water main replacement project.

Rate Item	FY2014	FY2015
Tier 1 (0-12,000 gallons quarterly)	5.80	6.35
Tier 2 (12,001-24,000 gallons quarterly)	6.90	7.50
Tier 3 (>24,000 gallons quarterly)	9.80	10.60
Base Fee (per quarter)	\$22.50	\$22.50

Board Composition

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

Recognition

We would like to welcome Benjamin Reuell to our staff as a system operator. Mr. Reuell previously worked for the Arlington Water Department and has training in water treatment and distribution.

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

Information – Board Meetings

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

Respectfully submitted,

Phil Knowles, *Chairman*

Elementary School Committee

School Committee:

Gordon Spater, Chair	Term Expires 2016
Katherine Carlson	Term Expires 2016
Joseph Quigley	Term Expires 2017
Gregg Lindsay	Term Expires 2017
Linda Ross	Term Expires 2018
Rosemarie Lucey, <i>Chairman</i>	Term Expired 2015

Leadership Team:

School Superintendent:
Bernard F. Creeden

Assistant Superintendent of Operations:
Steven Greenberg

Assistant Superintendent of Student Support Services:
Sharon Stewart

Director of Curriculum:
Christine Elliott

Director of Facilities:
Stephen Clifford

Principal, Proctor School:
Sarah O'Leary

Principal, Steward School:
Michelle Costa

In August 2014 the School Committee adopted a revised set of District Goals to guide our efforts for the next four years. As a School District we are committed to the pursuit of educational excellence by creating and sustaining a learning community that challenges its members to reach their full intellectual, social,

creative, emotional and physical potential. While our pursuit of excellence is an on-going mission, every three years, the Elementary School Committee identifies several measurable goals to direct and evaluate our progress. These District Goals are designed to guide our budgeting, planning and development, but in no way to limit our responsibility to pursue our mission.

Mission Statement

The Mission of the Topsfield Elementary Schools is to provide the academic foundation and the social and emotional support for children to meet the challenges of citizenship expected of lifelong learners in an increasingly technological and interdependent world.

Core Values

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

District Goals

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

1. Development of Higher Order Thinking Skills

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

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

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

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

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

2. Student Achievement and District Accountability

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

Measure #1: District Determined Measures will be developed across each grade and curriculum area as part of the next steps in implementing the Massachusetts Educator Evaluation Model. We will meet the DESE requirement to develop District Determined Measures (DDMs) by intimately engaging teachers in the identification and use of measures of gauging whether a child is making lower, moderate or higher growth in a year's time at each grade-level in ELA and Mathematics. We will also develop DDMs in non-state testing grades in Art, Music and Physical Education.

Measure #2: Piloting of Electronic Portfolios in selected classrooms during the 2014-2015 school year. We will identify volunteer classes to pilot the collection of student work samples across the curriculum which can be accumulated from year to year and to be maintained in an electronic format.

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

Massachusetts has established district and school Progress and Performance Index (PPI) targets with specific six-year targets (2017) for all districts in English Language Arts and

Elementary School Committee (cont.)

Mathematics for All Students and High Needs Students to narrow the achievement proficiency gap. The six-year target for Topsfield in English Language Arts is a Composite Performance Index (CPI) of 97.0 for all students and 91.1 for the High Needs group. In Mathematics the targets are 95.8 for All Students and 88.9 for the High Needs group. Progress towards meeting identified targets is presented in Appendix A.

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

3. Technology (Digital Learning) Curriculum and Infrastructure

Utilize technology to improve the efficiency and the effectiveness of teaching with an emphasis on critical thinking, communication, collaboration, and creativity. Massachusetts has established standards of technology mastery for grades K-2, 3-5 and 6-8. Topsfield Schools will meet or exceed these standards by 2016. To support this goal, Topsfield will evaluate these standards and develop a plan to incorporate them into each of the grade level curricula. We will invest in our support staff curriculum development, availability of computing devices and in the training of teaching staff to ensure a smooth transition to this higher-state of integration.

- Staffing
 - o Consideration of the implementation of a Director of Technology, for the Tri-Town Union communities of Topsfield, Middleton and Boxford was placed on hold during the development of the FY2015 budget. Funding for this position will be considered again for the FY2016 budget.
- Hardware, Software, Maintenance of Infrastructure, and Communication
 - o Fully fund maintenance contracts on technology equipment and move toward a leasing arrangement.
 - o Expand our current iPad carts within the Steward and

Proctor schools to enable regular and repeated access to technology to enhance digital learning, promote digital literacy and open the door to creative teaching and learning through technology integration.

- o Continued implementation of Virtual Town Hall based web page components during the 2014-2015 school year, with an emphasis on the sharing of content in a transparent and timely manner.
- Professional Development
 - o Continually survey teaching and instructional staff throughout the year using the rubrics developed for DESE Technology Skills Assessment Tool (TSAT) tool to ensure that sufficient resources are being allocated to technology integration and training; and
 - o Engage each staff member in repeated and regular professional learning with the support of the Curriculum Integration & Technology Specialist devoted to development of their skills in the use of digital learning devices.
- Internet Safety
 - o Establish a digital citizenship policy regarding appropriate technology use in the classroom and beyond: digital citizenship helps administrators, parents and students understand what users should know about the appropriate use of digital learning tools and devices.

4. School Nutrition and Wellness

We recognize the need to reinforce healthy lifestyle and good nutritional choices that will positively impact student learning. Our goal is to provide students and families with the information and access to resources to help them develop healthy lifestyles, become responsible citizens and make positive choices.

- School Nutrition Program
 - o We will undertake a comprehensive examination of all aspects of our School Nutrition Program.
- Physical Education
 - o We will maintain the model of offering physical education classes twice weekly and include two recess breaks per full

day. We will explore the introduction of the Building Our Kids Success (BOKS) before school fitness program.

5. *Strategic Planning and Financial Management*

- Capital Plan
 - o Work with the Finance and Capital Planning Committees to annotate a capital plan that presents the priorities and represents the schedule for the implementation of each priority. The annotated capital plan should be revised and reviewed with the School Committee at an appropriate time to coincide with each year's town meeting.
 - o Continue to work with the Finance Committee and Board of Selectmen to develop a planned approach to the funding of extraordinary expenses for special education, program development (e.g., STEM, Foreign Language, CLIC at Steward, etc.), curriculum revision (Science) and maintenance of a reasonable technology equipment replacement schedule using the annual operating budget and other funding mechanisms.
 - o Continue to review findings from the town-wide DRA building condition report (2012-2013) and use its findings to prioritize, plan and execute capital projects to maintain our Steward and Proctor school buildings.
- Reports and Updates
 - o Investigate and procure a new Student Information Management System software package that will meet state reporting requirements while increasing our capacity to support administrative and teaching functions in our schools for implementation during FY2016.
- School Committee Training and Professional Development
 - o The School Committee will consider working with a consultant from the Massachusetts Association of School Committees (MASC) or an independent practitioner to assist in the "smart" planning and self-evaluation process.

Milestones

Three staff members retired in June of 2015. Jaynie Conley retired from her position as a Moderate Special Needs Teacher at the Proctor School having completed 15 years of service to our schools. After 27 years of service to the students of Topsfield, Nancy Swan retired from her position as Reading Specialist. Lastly, Susan Bodwell, Director of School Nutrition retired after 31 years in the Topsfield and Boxford Schools.

New Staff Appointments

New staff members joining the Topsfield Elementary Schools in the fall of 2015 include Kristin Quinn (Moderate Needs Special Educator), Susan Ferronetti (Moderate Special Needs Educator), Melinda Swanson (Music Teacher), Kaitlin Moses (Reading Specialist), Jose Morel (PT Custodian, Proctor), Rae Pritchett (Interim Learning Specialist Mathematics and Science, PK-6), Elizabeth Anderson (Instructional Assistant), Kelly Procurot (Behavior Specialist), Jen Hutt (School Secretary, Proctor), Nadia Russo (Special Education Clerical Aide), Laura Smith (Moderate Needs Special Educator), Melissa Casagrande (3-Day Kindergarten), Chelsea Ford (Second Grade), Alexandra Reid (Second Grade), Meghan Surprise (Third Grade), Michelle Stanley (PK Instructional Aide), Noelle Giragosian (Instructional Aide), Jane Jones (Library Assistant) and Kelsi Brown (Moderate Needs Special Educator).

Staff Anniversaries

Fifteen staff members celebrated anniversaries of service in our schools. Five-year service pins were presented to Allison Kezer, Molly Dunn, Meredith Edelstein, Michelle O'Grady, Pirrko Anderson and Frederick Joyce. Ten-year pins were presented to Maureen Jordan, Kory Sandman, Penny Lapatovich and Lynne Strobl. A fifteen-year pin was presented to Sarah Tucker. A twenty year pins was presented to Suzanne Obuchowski. Julie Scott was honored for 25 years of service and Lisa Hancock was honored for 30 years of service to the Topsfield Schools.

Highlights of the 2014-2015 School Year:

- **Class Size:** The Topsfield School Committee remains dedicated to evaluating and supporting the effectiveness of smaller class sizes on student achievement and success. During the 2014-2015 school year and leading into the 2015-2016 school year, the class sizes have become more in line with the school committee's vision so teachers can maximize the learning for all students and differentiate at a deeper and more meaningful level.
- **Community Building:** Our students have GRIT (Guts, Resiliency, Innovation and Teamwork). This year, we engage in activities and strategies that focus on our district-wide theme of GRIT to build a stronger sense of community and

Elementary School Committee (cont.)

perseverance in the Topsfield Schools. Each week the children attend an assembly that focuses on character development and health and wellness. Topics have included self-esteem, ways to ease anxiety, nutrition, exercise, fire safety, pride and perseverance. We have continued to develop our relationship with the Tri-Town Council. The TTC has instructed our students in the development of their assets. These internal and external assets help students in making healthy living choices. Since the implementation of Olweus, the Topsfield Schools' bullying prevention program, the Principals at Steward and Proctor have started each year with a kick-off event that has been designed to create a stronger sense of community and set the expectations for the way students are to treat one another. These events have included skits, bulletin board creations, songs and more. At Steward School, the Student Council has played a pivotal role in helping the third graders recognize their position as role models within the school and ways they can help their school and Topsfield communities, as well as those needing support internationally. At Proctor School, the sixth grade leads our All School Assemblies. These assemblies celebrate the successes of our students, often by having the children share an individual, classroom or grade level accomplishment. The children in both schools recognize that safety, respect and responsibility are essential components of being a Topsfield Schools' citizen through these various community building activities.

- **Instructional Strategies that Promote Higher Order Thinking:** This year, educators have focused on instructional strategies, such as reader's and writer's workshop, math workshop, close reading, genre study, questioning, teaching all students and motivation and engagement of all learners. Educators participated in graduate level courses to deepen their understanding of these instructional strategies and have incorporated them into their daily classroom instruction to better meet the needs of various student learning styles. Implementation support was provided in an on-going model

to ensure success with opportunities for follow up discussion and collaboration with colleagues. The learning specialists have been a vehicle of support for embedded professional development modeling these strategies and approaches within the classroom.

Learning Enrichment Programs:

- **CLIC (Creative Learning Integrated Curriculum) Program:** CLIC Program is a privately/publicly funded creative integration program celebrating its fifth year at Proctor School. This innovative program was created by and is run by educator, Jen LaRussa. CLIC is uniquely funded through the Town of Topsfield and through private donations. The CLIC Program is also unique in that it provides creative classes and clubs before, during, and after school. The program is intended to give immediate creative support to teachers and children to bring hands on, real life learning experiences to the whole school. CLIC Program also creates opportunities for Proctor School to collaborate with students of all ages, parents, and community members which has resulted in a strong atmosphere of community for our children. CLIC Program focuses on self-esteem by giving children many opportunities to become active and also become leaders in after school academic clubs, theater, and community outreach activities.

The CLIC Room is the hub of activity where classes come to work on hands-on projects that apply and extend the curriculum. Teachers work with Mrs. LaRussa each week to create innovative lessons in all subject areas for their classes. The CLIC Program is also open every morning before school, Monday through Friday for students to work within academic clubs. There are also classes, community projects, and clubs after school that bring in volunteers from the high school and community. CLIC aims to provide diverse and exciting club activities. This year's clubs focus on art, science, chess, stage crew, and the environment.

In addition to Proctor School, Mrs. LaRussa has brought CLIC to Steward School this year to produce their theater and musical productions. In total, CLIC Stage Crew is creating costumes and scenery for nine productions for music class shows, after-school theater, and classroom plays. Mrs. LaRussa also designs and runs all of the lighting and sound for the shows. CLIC has been front and center in making theater come alive in Topsfield. All CLIC Programs are inclusive and open to all Topsfield children and are always free of charge. More information can be found at www.clicprogram.org.

- **Topsfield Advanced Academic Program (TAAP):** The Topsfield Advanced Academic Program (TAPP) continues to address the needs of our academically advanced learners in grades 4-6 in the areas of mathematical/logical reasoning, linguistic/verbal and STEM (science/technology/engineering/mathematics) The content of the Extended Studies Program curriculum was chosen specifically to challenge advanced students in their thinking, and to provide opportunities for advanced students to use and to develop their identified talent(s) and skills. Students were identified based on their above average ability, task commitment and learner qualities.
- **School Wide Enrichment Program at Steward:** With the success of CLIC at Proctor and a desire from the Steward staff to engage our students in more authentic and unique learning experiences that challenge and motivate our students, the expansion of a school-wide enrichment program to Steward began with a Scientist in Residence and one musical production for the 2015-2016 school year. Andrew Pazar has been working with students in grades K-3 creating hands-on experiences by bringing students outside into the natural environment to learn about science. The musical production will debut in the spring of 2016 and will star over 40 students in grade three. A combination of the Scientist in Residence model and a spring production has enhanced our current programming to allow students to become engaged in the arts and sciences in a new and innovative way!

Curriculum and Program Development

The Topsfield Elementary Schools maintains a website that contains detailed information about our ongoing initiatives in

curriculum, instruction and professional development. These web-based resources can be located at <http://www.tritown-schoolunion.com/district/curriculum-0>.

Educators continue to implement lessons that align with the Massachusetts Frameworks in English Language Arts and Mathematics and have participated in ongoing professional development to support these subject areas since the adoption of the revised standards in 2010. The Tri-Town Science Committee was established in the fall of 2014 consisting of educators representing grades Pre K-grade 6 including staff members in a variety of roles. This committee is in the second year of the search process and is reviewing and evaluating programs from many publishers. The committee hopes to make a recommendation to the school committee regarding a recommendation for a Science curriculum adoption in the fall of 2016 with the hopes of implementation in the fall of 2017.

- **Professional Development:** Quality professional development is critical to the success of our teachers and students. A wide-variety of graduate level courses were offered, most of which were led by members of the administrative team and teachers. Providing this type of in-house professional development allows us to personalize the instruction that takes place to best match our district needs. This model helps us build capacity as an organization and promotes teacher leadership. An additional benefit is a significant cost savings to the district by not contracting with outside trainers unless necessary. Record numbers of educators participated in professional development courses during this past school year. In addition to graduate courses, teachers have been engaged in various workshops to improve and enhance their professional skills. Although not exhaustive, the following describe many of the key workshops offered during the past year.
 - o **Tech Talk Workshops:** The Tech Talk workshop series is currently in its third year. A variety of new topics are being addressed in addition to many in-demand repeat sessions being offered for those unable to previously participate. Currently there are many offerings related to Google applications as our teachers work to more fully utilize Google applications for education. These sessions are led by Tri-Town educators.

Elementary School Committee (cont.)

- o **W.I.S.E Workshops:** The W.I.S.E. (Workshops in Special Education) was launched in September 2015 after a great deal of planning by the WISE Planning Committee last spring. These one hour workshop sessions are modeled after the successful Tech Talk series. There are a wide variety of topics offered related to special education and meeting the needs of diverse learning styles. Topics for this session were generated from a variety of sources including the Coordinated Program Review from the DESE, the Walker Program Evaluation report, and a professional development survey administered to all Tri-Town staff. Sessions take place weekly throughout the school year and are led by Tri-Town educators.
- **Learning Specialists:** The Learning Specialists support the implementation of consistent delivery of the curriculum, the differentiation of instructional strategies, the integration of curriculum across disciplines and the collection of classroom, district and state data to support student progress. In working to achieve these goals, the learning specialists provide modeling and peer coaching, analyze classroom, district and state data, design professional development to meet the needs of staff, consult with instructional support specialists, grade level teams and administrators and work with the Director of Curriculum and Curriculum Specialists in Boxford and Middleton.
- **Technology Review:** Many members of the Topsfield Community have supported us in acquiring technology tools to enrich and extend the curriculum and infrastructure upgrades to increase accessibility. We continue to develop a replacement cycle so we are upgrading our technology tools. During the 2015-2016, Steward School and Proctor School each received a new laptop cart for students. Over the summer both schools became Google For Education Schools GAFE. Teachers, as well as students now have a free google account with unlimited storage. Students in grades 3-6 are utilizing all the features of google with the exception of email. The Technology Committee continues to sponsor Tech Talk Workshops across the Tri-Town providing teachers with professional development opportunities to expand their knowledge of using technology to enhance teaching and learning. During the summer of 2015, the Summer Tech Talk series was introduced offering a full day offering of 18 different workshops for teachers. During the school year Tech Talk has offered 50 after school workshops for teachers many of which included instruction on google features. Examples of the work students have created can be seen at <http://www.mrsklipfelstopteachingtips.blogspot.com/>.
- **Partnership with Endicott College:** Over the past three years, Topsfield has developed a reciprocal relationship with Endicott College that has greatly benefitted our students and our community as a whole. We have various layers within this partnership that have supported our programs in regular education and special education. Since the 2013-2014 school year, when Steward had one graduate student who was working in our substantially separate special education program as an additional teacher, Steward and Proctor have grown this program to support 7 undergraduate student teachers and four fellows in the graduate program supporting three of our special education programs and a higher class size in one Kindergarten classroom. This relationship has allowed us to enjoy smaller student to teacher ratios, learn current research in the field of education and allow our cooperating teachers to gain experience in providing feedback to future educators and to observe current pedagogical practices to share with their colleagues.

Capital Building Improvements:

Completed Projects

Warrant Article/Description	Budget Amount	Actual Cost	Amount Under/ (Over) Budget	Comments
FY13 Article Thirty-First: Security Access Project	\$40,000.00	\$35,700.11	\$4,299.89	May use for additional door hardware and/or software options.
Article Twenty-First: Purchase of Phone Systems for Elementary Schools \$130,000	\$130,000.00	\$96,294.74	\$33,705.26	To Be Returned to the Town
Article Twenty-Ninth: Exterior Painting and Preservation of Elementary Schools \$135,000	\$135,000.00	\$109,640.00	\$25,360.00	To Be Returned to the Town
Special Town Meeting: Carpet Replacement Steward School Library \$12,000	\$12,000.00	\$16,758.90	(\$4,758.90)	Overage charges to Steward - Building Maintenance

Projects in Process in FY2016 through FY2017

Article Twenty-Second: Purchase of Hot Water Heaters for Elementary Schools \$34,000

The Director of Facilities has been working with the Town on the Department of Energy Resources Green Communities Division Competitive Grant. We have been awarded \$15,300 for the Proctor Elementary School Domestic Hot Water Condensing Unit and \$12,000 for the Steward Elementary School Domestic Hot Water Condensing Unit.

Depending on the costs for the projects, the majority of the \$34,000 warrant article will be returned to the Town upon completion of the project.

Article Thirty-First: Hallway Flooring Replacement in the Proctor School \$60,000

Minor repairs have been done to address some of the major issues in the main hallways. Due to the size and scope of work, we will solicit bids and complete the project during the summer of 2016. We will want to install a Nora flooring system similar to the Howe Manning School. The product performs well. Care for the floor will be environmentally friendly as it will not require harsh stripping agents or floor wax. The care for this product is less labor intensive compared to the current VCT flooring system.

Article Thirty-Second: Engineering Design for the Proctor Library HVAC \$20,000

Article Thirty-Fourth: Engineering Study for Roofing at Both Schools the Cupola and Roofs \$49,000

The engineering study work that we will undertake is part of the larger long-term objective to repair and renovate the cupola, replace the portions of the roofs at both schools that are twenty years old or older, and replace the Proctor Library HVAC and mechanical systems.

We have started communicating with the Massachusetts School Building Authority in an effort to file a Statement of Interest for the Accelerated Repair Program in this calendar year. The Accelerated Repair Program is designed to partner with districts for roof projects, boiler replacements, and window replacement (nothing more). This review process does take time. If the MSBA is interested in partnering with the Town, then the design study will take place in FY2017 with the roof replacement scheduled for FY2018.

We will need to be prepared to propose this work at the Town Meeting. The MSBA will require Town Meeting Approval prior to MSBA partnering with the Town for any roof replacement.

Elementary School Committee (cont.)

If the School Committee, Board of Selectmen, and Finance Committee decide to pursue this option, then we may update our current Capital Plan and eliminate the \$285,000 for the Cupola Renovation and the \$250,000 for the Library HVAC and Mechanical Engineering. Please note that the roof replacement, cupola, and library HVAC/mechanical will probably be in excess of \$4,000,000 before any potential partnership with the MSBA. Partnership with the MSBA is subject to funding availability and project approval.

Article Thirty-Third: Lavatory Renovations at the Proctor School \$48,000

We will be starting the design portion of the renovation and look for completion by the end of the calendar year so we may have a specific cost for the spring Town Meeting. We are looking at a duplicate design for all bathrooms that will be renovated.

Originally, we proposed a multi-year process but we believe it will be more advantageous and cost effective to renovate the bathrooms in one phase during the summer of 2016.

School Nutrition Program

This school year the three elementary school districts issued a shared request for proposal for school nutrition management services. Our goal is to increase the percentage of participation in the program by students and staff. One of the primary concerns for Topsfield is the development of a school nutrition program that is solvent and does not require general fund subsidization. We also want a program that gets students excited about school lunch by delivering increasing fresh produce, in-house (or scratch cooking) and integration with the educational culture of the elementary schools.

Whitsons Culinary Group was selected to provide management services to our district for FY2016 with the opportunity to continue in FY2017 and FY2018 if unanimously approved

by the Boxford, Middleton and Topsfield Elementary School Districts. Whitsons assigned Christopher Braden as our Food Service Director. Christopher Braden comes to us with fifteen years of professional food service experience. He graduated with honors from the Western Culinary Institute in Portland, Oregon. Christopher also worked in at the Yokohama International School in Yokohama, Japan for several years. His most recent position was the Executive Chef for Niche Hospitality Group in Wellesley. Whitsons provides the district's nutrition program with services in management, marketing, professional development, procurement and accounting. These services are integrated with our existing employees that work in our kitchens.

Superintendent's Search

In August of 2015 our longtime and much admired Superintendent of Schools, Dr. Bernard Creeden announced his intention to retire at the end of FY 2016. The Tri-Town Union School Committee considered three options for finding the best candidates. We could hire a search firm, leverage MASC or DESE resources, or develop a custom program managed by the district that would best serve our unique district and save us around \$25,000. We choose the self-directed approach with the support of the MASC because we believed we would attract a good number of well qualified candidates. The committee also understood there is a highly competitive process in Massachusetts for Superintendents, and to find the best candidate we were going to have to get out ahead of other districts; the timing is critical to finding the best candidate.

We then held a focus group of the entire TTU Committee to determine the leadership profile we were interested in and the associated job description. In addition, the TTU Committee determined the composition of the Superintendent Search Committee which was made up of 13 members, 4 from each town and one from the school Administration. The town representatives included Parents, Teachers, Town Representatives and

School Committee members. The TTU solicited applications, the outpouring of Topsfield candidates was particularly strong with too many great applicants for too few spots. Topsfield was represented by Gordon Spater, Melissa Pierce, Mark Lyons and Karen Nawoichik; the orientation and first meeting of this committee was held on October 1st, 2015.

We posted the job description on September 21st to a custom Superintendent Search webpage and 4 different online portals. Before the application due date of October 16th we received 22 well qualified candidates. As the applications were coming in we conducted focus groups throughout all 3 towns and the central office staff to determine what the community was looking for in a new superintendent. The Search Committee selected 6 candidates to interview based on the leadership profile and feedback from all focus groups. All interviews were conducted during the first week of November and 2 finalists were unanimously recommended to the TTU Committee following background checks. At the end of November the candidates came to all 6 schools for site visits. There was broad community participation whereby the candidates met with teachers, staff, parents, principals, community members, central office personnel, and school committee members. In addition, three school committee members visited the candidate's districts to meet with 20-30 similar community members to learn about the candidate in their own district. The Finalists were interviewed by the TTU Tuesday, Dec. 1 followed by a second set of reference and background checks. The TTU met to deliberate on December 10th. During that meeting Scott Morrison was unanimously selected as our next superintendent of schools.

Scott Morrison is a highly experienced and charismatic elementary teacher and administrator. He is currently the Director of Curriculum & Instructional Technology in the Manchester Essex Regional School District, a position he has excelled at. The TTU is thrilled with the selection and we look forward to having him join us on July 1st of 2016.

Support for the Topsfield Elementary Schools

We are fortunate to live in a town that supports an excellent school system. Two organizations assist in supporting increased educational experiences to our students. The Topsfield Elemen-

tary School Parent-Teacher Organization (TESPTO) provides funds to support excellent enrichment programs and field trip transportation. The Topsfield Education Foundation (TEF) supports various enrichment programs. The School Committee has spent a considerable amount of time identifying system needs and working with these organizations to ensure continued excellence. One area of focus in the 2010- 2011 school year was a review of technology. Mapping of a technology infrastructure and instructional plan was a focus during the 2011-2012 school year. As a result of this school-parent and other public-private partnerships, the Topsfield Schools was able to purchase and install many upgrades to our schools' technology infrastructure and instructional integration supports at the start of the 2012-2013 school year. During 2014- 2015 school year we were fortunate to be able to continue implementation of our technology plan thanks to support from our community of a warrant article passed at town meeting in May 2014. Support from the above organizations as well as our community were instrumental in rejuvenating our technology plan which had lain dormant for six years. These and other organizations that support our schools are discussed below.

- **Parent Teacher Organization (TESPTO):** Topsfield Elementary School Parent/Teacher Organization (TESPTO) is an independent, non-profit organization comprised of parents, teachers and administrators. The PTO's mission is to promote open communication and understanding between parents and staff of the Topsfield Elementary Schools. Our efforts serve to enhance and maximize the education of every child while aiding them in achieving their highest potential. TESPTO raises funds in numerous ways to be used for curriculum enrichment programs, school field trips, special equipment and services, and long range planning initiatives developed in conjunction with our membership and other community groups. TESPTO also provides seed money for fast track implementation of strategic initiatives beyond the scope of the elementary school budget. From 2010 - present TESPTO has raised almost \$660,000 through a combination of grants, private contributions and membership fees. TESPTO seeks to find creative, enjoyable ways to bring together parents, teachers, administrators, and others in the raising and education of our children by sponsoring community

Elementary School Committee (cont.)

events open to the general public and by participating in other community events. TESPTO can be located on the Internet at <http://www.topsfieldpto.org/>.

- **Topsfield Educational Foundation (TEF):** The Topsfield Education Foundation (T.E.F.) is a not for profit group founded to help facilitate the best educational experience possible for both the Proctor and Steward Schools. Since 1996, with TEF's vision and funding, the foundation has assisted the Topsfield schools in funding many great innovative programs. The TEF is supported through generous donations from families, businesses, and foundations. Donations go directly to school programs, and can be made in the name of someone special. Volunteers are always welcomed. TEF continues to play a significant role in the enrichment of our elementary students particularly in the area of science, math, literature, art and music. TEF provides the "Scientist in Residence" program at Proctor School. This includes all necessary equipment and materials as well as a science coordinator. Support for both the Proctor band and CLIC are included in TEF's yearly budget as well as often serving as a pilot program for small initiatives proposed each year through grant requests. Some of the recent approved grants that have eventually become part of the school's budget include the Nature Program at Steward, the Foreign Language Program, and instrumental program. Currently TEF is providing yearly support to Green Topsfield, technology upgrades to Proctor and support for other small programs introduced at both schools. More information about TEF can be located at <http://www.tefschools.org/>.
- **Topsfield Playground Committee (TPC):** The Topsfield Playground Committee (TPC) is organized for the charitable and educational purposes of raising funds to provide fun, safe, accessible, and physically challenging play areas for the community of Topsfield, Massachusetts. In addition to the two new playgrounds near the town center, one on the grounds of Proctor School, and the other on the "Tot Lot" Community Park adjacent to Grove Street, a new K-3 playground at Steward School was constructed in September of 2012 and a new Steward Preschool playground in July 2014. The children have enjoyed the new structures, which offer many options for students to enjoy their play time and build their gross motor skills, essential to their development at a young age. These playgrounds are truly a symbol of teamwork and the community involvement that is so unique to the community of Topsfield. The Playground Committee raised \$63,395 to replace the Proctor playground, \$83,086 to replace the Tot Lot on Grove Street, \$97,109 to replace the Steward School playground, and \$26,757.68 to replace the Steward Preschool Playground. During the summer of 2015, TPC donated \$8,640 to expand playground, install an over-sized chess set and patio, and add mulch to bring safety surfacing up to code at Proctor School. All of the new playgrounds and expansions were built by members of the community through time and labor donations, and TPC would like to thank the volunteers for their time and effort. More information about TPC can be located at <http://www.topsfieldplaygroundcommittee.org/>.
- **GREEN Topsfield:** GREEN Topsfield is a network of families, students, educators, administrators, and other supporters, with a mission to promote consistent sustainable practices and environmental literacy in Topsfield's elementary schools and community. The programs that GREEN Topsfield supports and implements are consistent with the "three pillars" outlined by the U.S. Department of Education Green Ribbon Schools, which are to "(1) reduce environmental impact and costs, (2) improve health and wellness of schools, students, and staff, and (3) provide environmental education, which teaches many disciplines, and is especially good at effectively incorporating STEM, civic skills, and green career pathways." (www2.ed.gov/programs/green-ribbon-schools/index.html).

Since 2014, GREEN Topsfield has employed private grant funding and many hours of volunteer support to implement an extensive composting and waste-diversion program in the Topsfield Elementary Schools. Since then, it is estimated that both schools have increased recycling by 100% and reduced trash/landfill by 75% in the cafeterias. In May of 2015, six Proctor School students were awarded a “Green Difference Award” by the National Green Schools Society in recognition of their work initiating this program. Student environmental clubs have been established at both schools. These are the “Young Earth Savers at Steward,” who meet monthly during third-grade student council before school, and the “Proctor Planet Protectors,” who meet twice a month in the CLIC lab after school. These clubs help to ensure existing programs are maintained, and advance new initiatives based on the club-members’ areas of interest and the schools’ needs.

GREEN Topsfield also works to support school garden projects. The Proctor School Garden has been maintained by GREEN Topsfield volunteers since 2013, so that it can be available to educators, dining services, and student clubs. GREEN Topsfield is now supporting Steward School to introduce a school garden there in response to interest from the principal, teachers, and students. In both schools, the intention is for the school garden to become linked with curriculum where relevant, coordinate with dining services when possible, and provide service learning opportunities for student clubs as well. The Topsfield Garden Club has become a generous partner to our school garden programs. Educational programs in environmental science and sustainability are critical to the mission of GREEN Topsfield. In collaboration with TEF, “North Shore Nature Programs” were first piloted at the Steward School, and have now become integrated into the science curriculum there. These programs develop young learners’ curiosity and connection to nature so that they will later understand why it is important to protect it. Also, in 2015, GREEN Topsfield received a grant to bring “Change Is Simple” programs to our schools during the 2015-16 academic year. These activity-based and effective programs focus on the principals of sustainability, allowing children to “gain knowledge on how they directly impact their environment,” while building “additional skills, such as reading, math, science, communication, geography, and working in teams.” (www.changeissimple.org).

Partnerships with the Health & Wellness Committee, Facilities Department, Dining Services, CLIC, TESPTO, TEF, and School Committee have been critical to the success of these programs, as has the official waste-diversion policy implemented by the school committee in 2015. With these partnerships, we are well positioned to reinforce the connections between the health of our environment (soil, air, water, and ecosystems), the well-being of our students, and the innovative mindset they will need to succeed in the context of these connections. More information can be found at www.greentopsfield.wix.com/rethink.

Fiscal

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

The budget process begins in late fall with the Finance Committee’s presentation to the Elementary School Committee of budget guidelines and ends in the spring with the School Committee’s approval of a budget that is submitted to the Finance Committee and Board of Selectmen to be voted as part of Topsfield’s operating budget at Town Meeting in May. The budget development process is a constant balancing act, weighing the needs of students and teachers against the town’s financial constraints. The Committee’s goal is to provide the highest quality educational programs with available funding from limited fiscal support from the state and community tax revenues. Increasing costs associated with insurance, school transportation, utilities, special education, building maintenance, and contractual salary increases, and unfunded state mandates must be addressed annually. Our students historically have performed well on the Massachusetts Comprehensive Assessment System (MCAS), even in comparison to districts that spend more per student. MCAS performance is discussed in detail below.

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

Elementary School Committee (cont.)

Preserve Excellence in Curriculum and Instruction

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

Maintain a Safe and Secure Environment and Infrastructure
The School Department should continue to maintain appropriate levels of safety, security and quality of school environments, while seeking energy conservation and appropriate cost-reduction measures. Due to severe fiscal limitations, many long-term capital programs for the maintenance and management of our facilities have been deferred in the last several budget cycles. As part of the Town Building Assessment that was funded through action at the 2012 Annual Town Meeting, both schools and other town buildings have been reviewed to assess needs going forward. The findings reported from this assessment will guide future capital projects. Interior and exterior lighting retrofits to conserve energy were begun in 2012 in concert with the Topsfield Green Communities Committee.

Maintain the Rate of Budget Growth at a Responsible Level

Due to economic pressures, the School Committee has exercised significant fiscal restraint due to the current economic climate and challenges facing the Town of Topsfield. These constraints precluded needed investments in technology, which were ultimately achieved in 2012 through a public/private partnership. These improvements could not have been undertaken without significant financial support from private donors and non-profits. The School Administration continues to examine spending carefully to ensure maximum efficiency and effectiveness. We endeavor to educate the public of budgetary impact on the long-term stability and strength of our school system and programs.

The School Department's actual operating budgets for FY15 actual, FY15 Approved and FY16 approved at the Annual Town Meeting are as shown in the table below. The figures used present the actual local contribution after the application of revenue from State and Federal Grants and Local Revolving Accounts including Pre-School, Kindergarten Tuition, School Food Service and Facility Rental.

Annual Budgets Local Appropriation	FY15 Actuals	FY15 Approved Budget	FY16 Approved Budget
Salaries	5,602,933	5,507,930	5,626,393
Supplies & Materials	298,595	206,289	205,600
Equipment	36,915	45,703	43,837
Professional Development	71,108	94,056	113,357
Special Education (Tuitions & Services)	232,277	415,772	425,703
Food Service	–	–	90,000
Transportation	247,700	263,493	240,542
Utilities	184,748	180,971	193,561
Facilities	186,793	152,704	188,606
Total	6,861,069	6,866,919	7,172,599

School Enrollment, October 1, 2015

	PK	K	1	2	3	4	5	6	Enrollment/ Classes
Steward School	45	77	80	96	73				336
Steward Class Size Range		Five Day 18,18,18 Three Day 23	15-16 in Five Classes	19-20 in Five Classes	18-19 in Four Classes				
Proctor School						79	89	99	267 in 14 classes
Proctor Class Size Range						19-20 in Four Classes	17-18 in Five Classes	19-20 in Five Classes	
Total PK-6 Enrollment	45	77	80	96	73	79	89	99	593 in 33 classes

School Enrollment

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

The School Committee has worked for many years to maintain class sizes within the following ranges across each grade span: Kindergarten, 18-20; Grades 1-2, 20-22; Grades 3-4, 20-22; Grades 5-6, 22-24. Maintaining class size within these historical ranges has become an increasing challenge the past three years. Because of enrollment shifts after the completion of the annual budget the School Committee added additional staffing to Grade 4 for the 2013-2014 school year and to Grades 1 and 5 for the 2014-2015 school year. A study of future enrollment trends completed by the New England School Development Council (NESDEC) updated in December 5 continues to show a trend of anticipated enrollment leveling for the next several years. It also shows that keeping class size within the historical averages is likely to require additional class sections at multiple grade levels. It is important to note that NESDEC’s enrollment projections are based on birthrate, and so cannot predict variations based on migration of new families to town, a significant driver of enrollment increases over NESDEC predictions in the past several years.

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

Educational Reform in Massachusetts is now in its twenty-second year. The revamped School District Accountability System is in its fourth year of implementation by the Department of Elementary and Secondary Education (DESE). The Topsfield School Committee’s goal continues to be to increase the number and percentage of our students achieving at the Advanced and Proficient Levels in each grade and in each subject tested year over year. The Department of Education has rated each school district and school in terms of its performance and improvement over the past two years. Detailed information about the new Progress and Performance Index (PPI), including our designation as a Level 1 District under the federal Elementary and Secondary Education Act (ESEA) can be found on the Massachusetts Department of Elementary and Secondary Education web site, which can be accessed directly at: <http://profiles.doe.mass.edu/accountability/report/district.aspx?link-id=30&orgcode=02980000&orgtypecode=5&>

In the spring of 2015 our students participated in the first administration of the PARCC Assessment Program. Our students in Grades 3-6 completed computer based online assessments in English Language Arts and Mathematics. Results for our

Elementary School Committee (cont.)

schools can be viewed on the Department of Elementary and Secondary Education (DESE) web site at: http://profiles.doe.mass.edu/parcc/achievement_level.aspx?orgcode=02980000&fycode=2015&orgtypecode=5&

Our students continued to participate in the Massachusetts Comprehensive Assessment System (MCAS) Grade 5 Science and Technology and Engineering Assessment. Additional information regarding the performance of Topsfield students including historical trends, the Composite Performance Index, and the Student Growth Percentiles can be found on the Department of Elementary and Secondary Education's web site at: http://profiles.doe.mass.edu/mcas/achievement_level.aspx?linkid=32&orgcode=02980000&orgtypecode=5&

Our students performed well on the PARCC Assessments and continue to perform well on MCAS Assessments. It is anticipated that new Science curricula and materials will be needed over the next several years to allow our students to keep pace with changes made to the MCAS resulting from the state's Common Core Standards. A complete School and District Report Card for 2015 published by the Massachusetts Department of Elementary and Secondary Education for Boxford can be found at: <http://profiles.doe.mass.edu/reportcard/districtreportcardoverview2015.aspx?linkid=106&orgcode=02980000&fycode=2015&orgtypecode=5&>

Student Support Services

Special Education:

The special education programs in Topsfield have always been outstanding and we continue to assess and modify our program needs each year to ensure that we remain flexible enough to meet the growing numbers of students with disabilities and the increasing complexity of their needs. School districts are mandated by state and federal laws to provide special education services to those students with disabilities who require specialized instruction in order to make effective educational progress and to ensure that

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

As of October 1, 2015, there were 123 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 18.7% of the total K-6 population. The state average for special education students in Massachusetts is 17.1%.

In addition to our Inclusion and Resource Room programs, we also have several learning center programs for students with more intensive needs; our Language-based Learning Centers are successful program options and are available at both the Steward and Proctor Schools. Several years ago, we also developed a program option for our youngest students whose disability

profiles indicate use of a teaching methodology based upon the principles of applied behavior analysis requiring the use of extensive data analysis to shape and adjust our special education interventions for some of these more intensive needs children. Topsfield's students fill the majority of spaces within these programs, though we do have another student from another district participating in one of our specialized programs; that student's school district pay a tuition for enrollment. In addition to our regular school year programs, we are obligated to provide Extended School Year (summer) programs for about 1/3 to 1/2 of our special education students. These students attend a summer program to prevent substantial regression of learned skills during the summer months. Other students require a social pragmatic language program option, and we shifted our partnership from the Topsfield Recreation Department to the Middleton Recreation Department in the summer of 2015 to provide a social partnership program at the Howe Manning School's campus. This program has benefitted the students tremendously.

The District is deeply committed to an inclusion philosophy pursuing effective ways to integrate all our children into regular education settings. We continue to implement in both schools an inclusive teaching model that combines the strengths of a classroom teacher with those of a special educator to provide intensive instruction in the regular education classroom setting. This model is not a full-time teaching assignment model, but one that is strategically implemented based upon students' profiles and individual program requirements. This structure enables us to provide the most appropriate instruction in the least restrictive setting possible. We also recognize that we need to offer a full continuum of services, and therefore also have Resource Room and Learning Center Program models in place to address the varied needs of students. We extend the district program options beyond our schools through memberships with two outstanding educational collaboratives, CREST (the former Greater Lawrence Educational Collaborative) and the Northshore Education Consortium. Through our affiliations with these two collaboratives we provide more intensive and highly specialized educational programs to low incidence populations of special needs students, work collaboratively with other local member districts to address a variety of special

education issues, and provide professional development opportunities for staff.

The elementary schools' Special Education Parents Advisory Council (SEPAC) is a parent support organization that is for parents and guardians of students with special education needs from Pre-school through graduation at Masconomet. This combined elementary and secondary SEPAC has been beneficial to our families as they have one parent support and information resource organization. The SEPAC group has conducted an annual bulb sale fundraiser in the spring for many years and the SEPAC is actively considering and planning for additional fundraising opportunities. Their desire is to have funds available to not only hire speakers of interest to the parents and guardians in our communities, but also to supplement special education teachers' needs for program implementation.

English as a Second Language Education Program:

The state of Massachusetts has required districts to increase the number of classroom teachers who are trained in specific teaching strategies to help non-English speaking students be able to access the regular education curriculum through what are called Sheltered English Immersion programs. As a 'low-incidence' district, meaning we have very few students classified as English Language Learners (ELLs), most of our teachers have not been able to enroll in the DESE sponsored training programs, so this will be an issue to closely monitor going forward. The state has also joined a multi-state consortium that has shaped the state-assessment and classification of ELLs called WIDA. Topsfield shares an ESL Program Coordinator with Boxford and Middleton Schools who also provides the direct teaching required for our ELLs.

Closing Statement

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

Specifically, the school committee would like to thank:

- Our dedicated and talented educators for their relentless focus on individual student development.

Elementary School Committee (cont.)

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

The community's commitment to education as a priority once again was reinforced during the 2015 Town Meeting, as approval was given for long overdue investments in school security, communications infrastructure, and exterior/interior maintenance. The projects that have been completed to date have, as a whole, come in under budget and will result in nearly \$60,000 being returned to the town.

As highlighted throughout this report, the school committee pursues a specific set of goals focused on educational excellence. First and foremost is our students' development of higher order thinking skills. Available resources are devoted to the comprehensive learning experience as opposed to the outcome of standardized testing. An important distinction, as educators can focus on teaching to the student rather than teaching to the test. Some of the ways classroom teachers are supported towards this end include small class sizes, the CLIC program, Scientist in Residence, our Endicott College Partnership and the TAAP program - all of which provide more opportunities for hands on problem solving.

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

Respectfully submitted,

Gordon Spater, *Chairman*
Katherine Carlson
Joseph Quigley
Gregg Lindsay
Linda Ross



PHOTO COURTESY TOPSFIELD HISTORICAL SOCIETY

Masconomet School Committee

Our Fiscal Year 2015 has been unusual and important in many ways for the District. We started to look forward in ways we have not been able to in recent years.

We welcomed Dr. Kevin Lyons to the District as our new superintendent. Dr. Lyons has brought a wealth of experience from his work as superintendent in three other Massachusetts school districts, and immediately focused on learning about our district while establishing stronger relationships with the staff and many constituents including town leaders, parents and students.

One of the realities of this decade is the dramatic increase in the number of special needs recognized across the spectrum of all students. A nationwide phenomenon, Masco also has been experiencing a rapid change in the needs of our student population. This year an unforeseen number of new students with special needs joined us, adding to our commitment to provide the services necessary to meet their individual and particular requirements. The cost of this sudden change exceeded a half million dollars, and together with other difficult choices, led the District to seek an unprecedented increase in our budget.

In our effort to educate every student whatever their needs, the District embarked on a fresh strategy that recognizes the trends, and seeks to minimize the cost of meeting the needs of all our students. By rearranging resources and hiring necessary specialists, we have sought to bring programs into our schools to serve students who might otherwise require Out-of-District placement at a much higher cost to the District. In all, these necessary changes brought the Masconomet budget over \$30 million for the first time. While challenging us all, we appreciate the support of all those who supported this undeniable need.

Masconomet continues to excel in many measures of quality and effectiveness. The District was named 14th in Massachu-

setts for “Bang for Your Buck,” and new programs integrating Science, Technology, Engineering and Math (STEM) point to further improvement in future measures of excellence. The Masconomet Education Foundation led in helping us create this special program without any investment by the District, demonstrating remarkable support by many in our Tri-Town Community.

We upgraded our website to make the District’s workings more transparent and to help everyone better understand what goes on at Masco, posting many documents and materials for the first time—we invite you learn more by visiting us at www.masconomet.org.

Also this year, we accepted three foreign students to the high school providing opportunities for our students to learn more about others from different backgrounds. As tuition-paying students, the cost of their participation is fully-funded without any burden on the towns. As part of our overall plan to build greater global awareness and appreciation among all students, school trips visited Quebec, France, Germany and the Galapagos Islands.

Leading school systems around the country are adopting Learning Management Systems (LMS) that provide teachers, students and parents with on-line access to class assignments, content resources and grades. Masconomet has chosen Blackboard as our LMS, which is used by many colleges as well as secondary schools; over the coming few years all of our courses will be run and managed this way.

The District continued work on a “one-to-one” computing initiative, aiming to have each student using their own computer device to access a broad variety of educational resources. Research suggested that a phased roll-out will allow everyone

to adapt to what may be a significant evolution in their relationship with on-line learning, and we are currently researching options that will offer the greatest flexibility for students at the lowest cost to families in the future.

In other areas, we enjoyed another exemplary year: nine of our athletic teams were Cape Ann League Champions, a disproportionately high number of our students received recognition in the Boston Globe Scholastic Art and Writing Awards, and the Math Teams (both MS and HS) performed remarkably well over a season of competitions with other leading schools in our area. The Chinese language program became a full foreign language program with a fourth-year course available.

Finally, it's worth noting this begins the 15th year since the major rebuild, and we are beginning to recognize that with age comes increased maintenance and repair. In five more years, our debt burden on that project will be reduced by a third, and the remainder retired by 2022. The District is planning an extensive audit of the entire physical plant and all equipment, which will help us determine current conditions and to estimate the lifespan of the buildings and better anticipate expenses.

Masconomet is doing very well, remaining one of the highest performing school districts in the state while spending less per pupil than the state average for more than a dozen years. We are very proud of the quality and value Masco provides to every citizen.

Respectfully submitted,

John K. Spencer
Chairman, Masconomet Regional School Committee

Masconomet Regional School Committee Members:

Boxford:

Paula Fitzsimmons, Ben Messenger, Carolyn Miller
 Daniel Volchok

Middleton:

Teresa Buono, Matthew Cocciardi, Kosta Prentakis
 Linda Richards

Topsfield:

William Hodges, Kim Sherwood, John Spencer

Masconomet Regional High School

- Four year public high school
- Accredited by NEASC
- Total enrollment as of September 2015: 1305
 - Class of 2016: 369
 - Class of 2017: 341
 - Class of 2018: 305
 - Class of 2019: 290

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

- Four & Two Year Colleges: 93.6%
- Post-graduate/other schooling: 1.9%
- Employment: 0.9%
- Military: 0.6 %
- Other: 2.8%

Average SAT I 2015: (307 students)

	Masco (seniors only)	MA	National
Critical Reading	554	516	495
Math	571	529	511
Writing	547	507	484

Average ACT: (139 students)

	Masco	MA	National
Composite	25.0	24.4	21.0

Advanced Placement 2015

Masconomet Regional High School offers
 17 College Board Advanced Placement courses.

In 2015, 276 students took 5479 exams;
 86.6 % scored a 3 or higher.

Score of 5: 111 (23%)

Score of 4: 170 (36%)

Score of 3: 129 (27%)

Board of Health

Personnel

The Board of Health members during the reporting period of July 1, 2014 thru June 30, 2015 were as follows:

William Hunt Esq.-Chair;
Sheryl Knutsen, RN-Clerk;
Vince Guerra, MD,
Gerald Topping, PE,
Joseph Collins Esq. (new member as of January, 2015),
John Coulon, RS-Agent,
Susan Winslow-Administrative Assistant;
Alexander Moreta , DPH Intern Summer 2015 (MPH Candidate at Boston University).

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

The Topsfield Board of Health members are appointed bi-annually by the Board of Selectmen. They have the legal authority to set local policies and regulations to ensure public health and environmental protection. Under Massachusetts General Laws, all 351 Massachusetts communities are responsible for delivering essential public health services such as disease prevention and control, health and environmental protection, and the promotion of healthy communities, all through a diverse variety of means.

Overview

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

The Topsfield Board of Health has statutory powers to develop and promulgate rules and regulations in all areas of public and environmental health to supplement and reinforce state laws.

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

The Topsfield Board of Health is a member of Region 3A – Northeast Public Health Coalition. The members of this 14-community coalition work collaboratively to enhance the local communities' collective capacity to share resources and respond to public health threats and emergencies, including bioterrorism and outbreaks of infectious diseases. As a member of this Coalition, the Topsfield Board of Health receives funding from the Massachusetts Department of Public Health which provides deliverables, or required local and regional public health emergency preparedness planning activities, that are consistent with the Centers For Disease Control and Prevention's (CDC's) 'Public Health Preparedness Capabilities: National Standards for State and Local Planning.'

Highlights

The Board of Health members and staff attended educational and planning meetings with the MA Dept of Public Health and similar organizations in order to expand and enhance our ability to meet the needs of the public. Notable events for FY15 included:

- Sheryl Knutsen worked with John Coulon to create a Regional Emergency Dispensing Site (EDS) plan.

- Health Agent John Coulon conducted a seminar on Tick-Borne Illness and Prevention at the Gould Barn in Topsfield.
- The Board of Health received two grants: \$2,500 from the FDA Voluntary Retail Program Standards program to conduct a review of the best practices for retail and food inspections and \$2,000 from the Massachusetts Association of Health Boards Inc. to conduct a Sharps Disposal event in the Tri-Town.
- Health Agent John Coulon received a scholarship to attend the annual NEHA Conference in Denver, Colorado from June 15 – 19.

The 2014 Topsfield Fair (www.topsfieldfair.org) continued to require the daily oversight of the BOH Agent. Concerns include food (134 permits issued), solid waste, liquid waste, animals, vector control, on-site housing, and a new water ride. Annually, the Topsfield Fairgrounds is the site for many non-Fair events ranging from the AKC Dog Shows and major Regional Horse Shows to the annual Diabetes Foundation Tour de Cure and the Castleberry Arts & Crafts Festival. All have many of the same Public Health oversight concerns as the Fair.

VNA Care Network and Hospice, Inc. (www.vnacarenetwork.org) is contracted to deliver public health nursing services, including Seasonal Flu Vaccinations, Wellness Clinics and Health Talks at Little Brook Village & Washington Meadows, Communicable Disease follow-up, and Emergency Preparedness. The VNA was instrumental in delivering 158 flu vaccinations at the October 30 and December 6 clinics. The VNA also conducted Elder Health Clinics at Little Brook Village and Washington Meadows four times a month, including health assessment, blood pressure checks, blood glucose testing and other health related services. The Topsfield Board of Health and the VNA are now fully integrated into MAVEN (Massachusetts Virtual Epidemiological Network) according to DPH protocol.

The Topsfield Board of Health brought new revenues of \$2,236.94 to the Town's General Funds from vaccination reimbursements. Expenses incurred are paid from the Board of Health Budget.

The Town of Topsfield belongs to The Northeast Massachusetts Mosquito Control & Wetlands Management District (www.northeastmassmosquito.com).

The organization monitors mosquito activity in Town and makes recommendations to the Board of Health when action is warranted. It also submits an annual Best Management Practice Plan to the Board of Health for review and comment. This year, mosquitoes testing positive for West Nile Virus and Eastern Equine Encephalitis Virus were found during weekly trapping and testing of mosquitoes in late summer and early autumn. The Board of Health worked with the DPH and NEMMC to respond with appropriate targeted truck mounted spraying as well as heightened monitoring of potential breeding areas. No cases of human WNV or EEE were reported in Topsfield. See the town website for the current plan.

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

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

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

Respectfully submitted,
John Coulon, *RS. Board of Health Agent*

Board of Health (cont.)

ACTIVITY:	*FY13	*FY14	*FY15
SEPTIC SYSTEMS			
SOIL TESTS CONDUCTED	26	24	26
SEPTIC SYSTEM INSPECTION REVIEWS	82	79	88
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	27	24	23
SEPTAGE HAULER LICENSES ISSUED	19	20	23
NEW APPLICATIONS RECEIVED	13	1	3
REPAIR APPLICATIONS	29	23	25
FOOD PERMITS			
ANNUAL PERMITS	45	42	25
TEMPORARY PERMITS - FAIR	124	120	134
TEMPORARY PERMITS - NON-FAIR	25	26	17
MILK PASTEURIZATION	1	1	1
CAMP PERMITS	5	4	3
POOL PERMITS	2	2	2
BEACH PERMIT	1	1	1
TANNING SALON	1	1	1
TOBACCO PERMITS	4	4	4
WELL PERMITS	7	0	1
BEAVER TRAPPING PERMITS	2	4	4
GENERAL COMPLAINTS	7	17	16
PUBLIC HEALTH INITIATIVES			
COMMUNICABLE DISEASE INVESTIGATION	134	125	91
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED TO TOWN RESIDENTS	226	188	158
BLOOD PRESSURE/WELLNESS CLINICS CONDUCTED	48	44	48

Data Source: Town of Topsfield Annual Reports/BOH Records

A-Z OF PUBLIC HEALTH: A SAMPLING

A	B	C	D
Animals Arbovirus Asbestos	Beaches Beavers Bed Bugs Biohazard Bioterrorism	Chronic Illness Communicable Diseases Community Sanitation Complaints Criminal Offender Record Inventory (CORI) Checks	Dairy Daycare Centers Disease Reporting
E	F	G	H
E. Coli Eastern Equine Encephalitis Emergency Prep. and Response Environmental Health Epidemiology	Fact Sheets Food Safety Funding	Giardia Grease Traps Greywater Groundwater Elevation	Hand washing Hazardous Waste Disposal Hepatitis Hoarding Housing
I	J	K	L
Immunizations Infectious Diseases Influenza Information Inspections	Jails	Knowledge	Lead Paint Poisoning Licenses Listeria Lyme Disease
M	N	O	P
Mental Health Mercury	Noroviruses Nuisances	Outbreaks (Disease)	Pesticides Policy, Planning, Partnerships Pollution Prevention
Q	R	S	T
Quality of Life Quarantine Quaternary Ammonium (Sanitizer)	Rabies Regulations Risk Communication Recreational Camps	Salmonella Smoking Soil Evaluations Septic Systems Solid Waste Statistics Surveillance Swimming Pools	Tanning Threat Assessment Ticks Tobacco Control Training Trash Tuberculosis
U	V	W	X
Universal Precautions	Vaccines Variances Viruses	Water Wellness West Nile Virus Wildlife	X-Rays
			Y
			Yersinia
			Z
			Zoonotic Diseases

Council on Aging

Mission Statement

The purpose of the Topsfield Council on Aging is to design, implement and promote programs and services to support the independence, health and well being of senior citizens in Topsfield.

Purpose

The Council on Aging provides valuable programs and services to the age 60+ population of Topsfield. Services include nutrition, transportation, outreach, health and safety programs, social and recreational programs, intergenerational activities and volunteer opportunities. COA also offers services to caregivers and family members in need of resources and referral information for their loved ones.

Communication

The Senior "Scoop", the COA's monthly newsletter, offers timely advice to elders on issues of importance and interest to them. This free publication to Topsfield senior citizens, funded by the Executive Office of Elder Affairs, includes COA's calendar of events, health and nutrition information, and social opportunities both within the COA and in the Topsfield community at large.

Wellness and Nutrition

Over 6150 meals were provided to senior citizens of Topsfield. The Meals on Wheels program provides food Service from Proctor Elementary School while school is in session and Sidekim Catering during school vacations.

Fitness and exercise is promoted by participation in yoga and zumba classes which are held at Little Brook Village and Trinity church respectively. VNA clinics are held every Thursday at either Little Brook Village or Washington Meadows housing sites. These clinics served over 30 different seniors this year.

Transportation

Transportation is vital to senior citizen activity and attendance at our programs. The COA has two vans. One holds 14 passengers at once or ten passengers with four wheelchairs, or a combination of the two. Seniors utilize the Council on Aging vans to transport them to the meal site, town offices, downtown businesses and banks, library, medical appointments, shopping and all other activities which help them remain independent and safe in the Topsfield community. This year over the van gave a total of over 2300 rides.

Outreach

Triad is a collaboration of the police, Essex county sheriff's department and senior citizens. These programs presented by the Council on Aging help seniors live safely in the Topsfield community. Programs include File of Life, Operation Concern, Is your number up and Triad messages which are posted on local cable news, in the newspaper and the Senior Scoop. These programs are being planned to help prevent crimes against the elderly and to educate seniors in methods to avoid financial exploitation. We recently gave out carbon monoxide detectors to residents in town to ensure they are safe.

The garden behind the Emerson Center has flourished this season producing an abundance of fresh fruits and vegetables for the seniors in town. In addition, we receive garden donations from Topsfield residents for Topsfield seniors. Our van drivers make deliveries of tomatoes, cucumbers, string beans, summer squash etc. to seniors in town. These fresh garden foods also get donated to the Topsfield Food Pantry, Top Cupboard.

Senior Center Without Walls is a teleconferencing call that enables those with limited mobility to join in lively, stimulating classes, make new friends, and get and give emotional support. These calls have allowed our homebound seniors to

have socialization and be able to communicate outside of their homes. We currently do phone bingo but will be expanding to other calls and programs.

Information and Referrals

There were over 5900 seniors and caregivers who received outreach services which included phone, office or home visits. Some of these people contacted the COA for information and referral assistance. This includes referrals to nursing homes, assisted living and home care. Other outreach services include help filling out applications for senior housing, Medicaid, food stamps, fuel assistance etc.

Volunteers

Volunteers serve as drivers, social event helpers, newsletter helpers, telephone callers and meal site workers. The COA values their important contributions to elder health and continues to provide volunteer opportunities for the enrichment of the entire community. Volunteer recognition events and Silver Tree Awards Presentations are held in May to honor our valued volunteers. Funding for this event is provided through a grant received from the Massachusetts Executive Office of Elder Affairs. This year our event was held at the Wenham Tea House and the silver tree award was given to Laura Keene. Laura has volunteered for the COA in a lot of capacities for many years. She consistently brings a friendly smile to everyone every day and we are lucky to have her as part of the COA.

Intergenerational

Intergenerational programs help to promote awareness of elder issues and offer opportunities for the young to interact with the older citizens in a variety of ways. This fosters a spirit of cooperation between the generations and offers many opportunities for learning. This past year programs included the Valentine Exchange, Concert and Lunch at Proctor School, and the Senior Appreciation Dinner at Masconomet High School. Several other Girl Scout troops, C.C.D. classes and other local children contributed to senior citizens enjoyment in COA programs and services and at holiday events.

Staffing

Jodi Gibeley is the Executive Director. Beth Wideberg is the Secretary/Meals on Wheels Coordinator and Peg Beauregard

continues to be the data entry clerk. Stan Brennan drives the bus for trips and outings and Wednesday food shopping. Greg Young drives on Thursdays for medical appointments and whenever we may need additional help. In addition, Jim Rouvalis runs errands

Funding

We were granted Title III funds from Seniorcare, Inc. in the amount of \$1502.00 to help supplement the van driver's hours.

The formula grant totaled \$11864.00 which is calculated by giving the COA \$8.00 per senior citizen in town over 60 years old. The population of seniors last federal census.

The Friends of the Council on Aging have been very supportive. They continue to fund the holiday parties, internet service at Little Brook Village, some cookouts, entertainment and additional funding to the COA when needed. Grants and funding will always be needed to help the COA continue to offer and expand services available to the seniors here in Topsfield.

The goal of the Topsfield Council on Aging is to establish a multi-purpose Senior Center or other space in Topsfield to meet the physical, social, psychological and emotional needs of a growing senior population. A Senior Center is an infrastructure of support involving nutrition, exercise and socialization. In many cases it allows individuals to remain in their communities and homes longer to "Age in place" and to "Age with dignity". The COA will pursue space to establish a senior center that will reflect proudly on the Town of Topsfield for present and future generations.

The COA Board meets monthly as posted in town hall. Meetings are open to all Topsfield residents.

Respectfully submitted,

Jodi Gibeley, *Executive Director, Council on Aging*

Tri-Town Council

Overview

In the 2014-2015 program year, Tri-Town Council impacted thousands of youth, parents and educators with more than 100 educational and instructional programs and workshops which included Internet safety and education; alcohol & drug prevention education for youth and adults; biennial Youth Risk Behavior and Adult Perception Surveys; social skills workshops; adolescent anxiety/depression & raising resilient teens presentations; youth leadership programs; after-school enrichment; service-learning retreats; and substance-free events. Tri-Town Council focuses on prevention programs and services grounded in the Developmental Assets and Positive Community Norms frameworks which support and empower youth to make healthy and safe decisions and provide parents/guardians and educators the tools and strategies needed to support youth in effective, positive and impactful ways.

In FY15 Tri-Town Council continued to support the important work of The Coalition in the biennial collection of youth and adult survey data. The Coalition, a program of Tri-Town Council, provides local coordination, education and advocacy towards the long-term goal of reducing youth substance use in the Tri-Town community. Additionally, Tri-Town Council continues to staff a 24/7 counseling helpline Project Safety Net (978-771-4619) providing day, night, weekend and holiday support for youth and families in need.

Following is a comprehensive summary of our programs and services implemented during FY 2015.

Educational Programs and Workshops

Youth Workshops/Activities

- Internet Safety – facilitated by MARC (MA Aggression Reduction Center) - Program for middle school youth (during the school day & after school with Student Council members) and parents (evening program) on Internet and social media safety and Cyber-Bullying safety tips and on-line resilience. The evening program was taped by Boxford Cable TV to expand its community reach.

• TAG-IT Tuesdays – Opportunities in the Middle School for youth to ‘shout out’ on a particular topic; Tag-It’s spark discussion on various topics and give youth a chance to be heard on specific issues in an engaging and unique way.

- Massachusetts Conference for Women (Young Women’s Program) – Tri-Town Council, for the fourth year, secured sponsorship for Masconomet HS youth and adult chaperons to attend this annual event in December which focuses on leadership, self-esteem and empowerment.
- TTC Youth Service Learning Retreats – bringing youth to Cherryfield, Maine to work with Maine Seacoast Mission on housing repair projects for families in need for our 3rd visit. This week-long service-learning retreat occurred in late June with 9 high school youth and 4 adult chaperones participating. In addition, we brought a small team of youth and adults to Wolfeboro, NH to build a much needed bike rack for a local youth serving agency over a weekend in early November.
- Topsfield Holiday Walk – TTC welcomed the community into its offices during this fun, family, seasonal event held in early December. During this year’s event children were invited to write a letter to Santa while adult members adorned the TTC tree with an ornament on which they shared what they were grateful for this year.
- PhotoVoice – TTC launched this powerful program for Tri-Town MS/HS Youth in 2013 which encompasses both a photographic and written component on a chosen topic.

Volunteer assistance is provided by community members. The 2015 topic was “Pondering Diversity and Creativity Through the Eyes of Youth.” Projects were unveiled at TTC’s Annual Meeting and at the Masco Middle School and have been displayed at area locations throughout the year including town libraries.

- Open Gym for Middle & High School Youth – run by Tri-Town Council for Middle and High School youth on select Saturday evenings during the winter months from November through March. Open Gym is a free, supervised drop-in program for Masco teens. Activities include ping pong, basketball, floor hockey, volleyball, Frisbee, hula hoops, and more.
- 6th Grade Open Gym Night debuting in 2014 with great success was expanded this year by providing bus transportation from the upper elementary schools to Masconomet. This event provides another opportunity for Tri-Town 6th graders to meet one another in a fun environment for an evening of games and activities. This idea was initiated by our High School Youth Council members and is run under the direction of the TTC Youth Coordinator. More than 160 Tri-Town 6th graders attended in May 2015.
- High School Youth Leadership Retreat – 3rd annual ½ day workshop conducted on an early release day in February. 35 Masconomet high school youth participated in this free program. TTC worked with Marie Lucca, Sociology Professor and Community Educator, to develop a meaningful experience for youth to strategize about leadership and diversity in our communities. Transportation provided from Masco to the Our Savior Lutheran Church in Topsfield.
- Stand Tall! A free four session program offered to Tri-Town middle school aged girls (grades 6-8) in the spring addresses self-esteem, social pressures as well as promoting leadership skills and healthy dialogue. Facilitated by Spofford School guidance counselor Julie Benson and Spofford School psychologist Courtney Eckhoff, 2015 sessions was attended by 21 girls.
- Developmental Assets Project for Youth - initiated during FY15 with support of the TBM Rotary- TTC worked with youth, educators and community partners using the Developmental Assets (building blocks of health development) Framework developed by the Search Institute which help young people grow up to be healthy, caring and responsible.
- 6th Grade Student Transition – Facilitated by Masconomet Middle School Guidance staff, select Masco Middle School students are transported for visits to 6th grade students at the elementary schools answering questions and concerns regarding their upcoming transition to Masconomet. This year TTC provided a backpack to each 6th grade student filled with information about Masconomet and fun fillers!
- Youth Artisan Fair, in its second year, held in conjunction with the Topsfield Strawberry Festival in June. This program affords Tri-Town youth aged 9-18 the opportunity to sell their handmade, quality items as well as polish their business and public speaking skills at a fun, community event.

Parent/Community Presentations & Workshops

- Generation Like: community viewing of this powerful Front-line documentary followed by a panel discussion explored the relationship between teens and the companies that market to them in this era of social media. TTC worked with Emerson College Media Professor and Masconomet staff and students to facilitate the discussion.
- Boy-Sense: Decoding the Developmental Needs & Nurturing the Resiliency of Boys at Home and in School – in this workshop developed for Tri-Town Council, Tri-Town resident and educator Stephanie Meegan provides practical insights and simple, yet powerful recommendations that parents/guardians & educators can implement at home and in the classroom supporting the unique needs of young boys. A podcast of this presentation was made available to parents as well as uploaded to our website.
- Parenting Teens – an evening with acclaimed author Anthony Wolf, Ph.D providing hope, humor, and practical tips for dealing with the everyday challenges of raising teens. Dr. Wolf helped parents/adults understand who teenagers really are under all the attitude, and what new rules apply to successfully communicating in today's constantly evolving world of the internet, electronics and social media.

Tri-Town Council (cont.)

- **Anxious Kids Anxious Parents** – an evening program presented by Lynn Lyons, LICSW and anxiety expert, addressed how parents/adults can help their teens manage anxiety and know the signs of depression. Specific strategies and exercises were provided as well as a link to an on-line video resource. Held at Masconomet Auditorium and recorded by Boxford Cable to expand its reach.
- **Friendship Detective** by author/educator and Tri-Town resident Stephanie Meegan. A two-hour workshop designed for parents, guardians and educators of K-6 aged youth focused on expanding children's social competence and confidence.
- **Drop-In Fridays** — On select Fridays TTC staff opened the office to parents and caregivers to discuss topics of interest, concern and challenges in raising children and teens.

Professional Development for Educators, Administrators & Community Partners

- **Teen Anxiety and Stress** – presented by Lynn Lyons, LICSW and anxiety expert, to Masconomet guidance, psychological and support services staff after school in November.
- **Sponsor local participation** (15 community partners – including school and law enforcement representatives) at the Essex County District Attorney Annual Safety Conference in March.
- **Developmental Assets Project for Educators** - initiated during FY15 with support of the TBM Rotary- TTC worked with educators and community partners in many small group presentations using the Developmental Assets Framework (building blocks of health development) developed by the Search Institute which help young people grow up healthy, caring and responsible.

Keystone Programs

- **The Coalition**, established by TTC in 2010, continues to expand its activities and reach. This program of TTC is a

community-wide partnership which includes membership from schools, law enforcement, public health, mental health professionals, faith-based, youth and parents whose focus is to reduce and prevent substance use among Tri-Town youth. The Coalition provides local coordination, collaboration, education and advocacy towards the ultimate goal of reducing youth substance use ensuring and sustaining a healthy Tri-Town community for all.

- **Horizons After-School & Summer Enrichment** - Horizons is available to K-6 elementary school children in Topsfield and Boxford during the academic school year and to all Tri-Town K-6 residents during the summer. Classes may include art, science, physical activity, Lego Engineering, sewing and nature workshops. Offered in 4, 6 and 8 week sessions during the fall, winter and spring; weekly during the summer, and taught by experienced adults. In Boxford we also run a 6 week ski program in conjunction with Bradford Ski. There are also community service opportunities for high school youth within the Horizons program year-round. Programs are held at Boxford and Topsfield Elementary Schools during the school year and various locations in the summer. During FY15 over 500 Tri-Town youth participated in the Horizons program.
- **TTC High School Youth Council** – Led by high school youth and facilitated by our Youth Program Coordinator, the TTC HS Youth Council engages in fun social activities, leadership opportunities, participates in community service programs and supports special projects such as 6th Grade Fun Night.
- **TTC Middle School Youth Council** – Led by the Tri-Town Council Youth Program Coordinator, this group is open to Tri-Town youth in grades 7 and 8. This youth group engages in fun social activities, community service opportunities, leadership development and special programs and projects.
- **All-Night Graduation Party** - Tri-Town Council sponsors and coordinates this annual event with the support of parents

of graduating Masco Seniors. This event, running since our inception, takes place in June the night of graduation with approximately 80% of seniors participating. The just graduated teens enjoy a full night (9PM-7AM) of fun, chaperoned (by parents of juniors and TTC staff) activities and food with buses transporting them to and from each location keeping them safe on a night renowned for tragedies. Over 265 graduated seniors and 35 chaperons participated in the 2015 event.

- Tri-Town Council Scholarship Program- Scholarships are awarded to three graduating Masconomet Seniors, one from each of the Tri-Towns, recognized for their academic performance, community service within the Tri Town and being exemplary role models to peers during their high school years. FY15 marks the 5th year these scholarships have been awarded. In FY15 TTC awarded \$750 to each recipient.
- Project Safety Net 24/7 Helpline – support provided 24/7 via telephone and text access to a licensed mental health counselor. Project Safety Net is used by both parents/guardians seeking advice or guidance regarding issues with their children, and youth in need of someone to talk to as well as concerned community members for information, referral/crisis counseling.
- Tri-Town Community Resources for Families in Need - Tri-Town Council, with local community and school support, developed a community-based resource list and outreach protocol which highlights the efforts of local organizations helping families in need during the holidays and year-round. In conjunction with the Masconomet School Health Council (SHAC), TTC provides a comprehensive list of local resources as well as mental health, substance abuse, safety and more. This resource list is accessible on-line and in print. TTC also works with the schools and local agencies to facilitate support for Tri-Town families in particular need during the Nov/Dec holiday season.
- Youth Risk Behavior Survey (YRBS) – the YRBS is a data collection tool which focuses on the major risk behaviors that threaten the health and safety of young people. The data collection tool is one which is used across the state and nationally to assess youth behavior and perception. This biennial anonymous survey administered to Masconomet middle and high school youth includes questions about alcohol, marijuana, tobacco and other drug use; bullying; depression; stress; sexual behaviors that might lead to unintended pregnancy or sexually transmitted disease, dietary behaviors, physical activity, and behaviors associated with intentional or unintentional injuries. Data from the YRBS provides accurate estimates of the prevalence of risk behaviors and perceptions of use among our middle and high school youth and are important for planning health education and risk prevention programs within the schools and in the community. In November 2014 TTC administered the survey to 1800 Masconomet Middle and High School students in conjunction with Masconomet School Health Advisory Council and our Coalition partners.
- Adult Perception Survey (APS) – conducted biennially since 2011 and implemented by TTC with the support of our Coalition partners, this survey asks Tri-Town adults including parents, teachers, administrators, law enforcement, clergy, business owners as well as any other adult vested in the local community for feedback on issues youth face, or will face, in making safe, healthy choices as they grow and mature. Participation is open to all Tri-Town adults who parent, educate and care for and about Tri-Town youth. In 2015 more than 500 adults participated offering us an insight into areas of concern as well as perceived alcohol and drug use among Tri-Town youth.
- Developmental Assets Profile Survey – This survey administered to Tri-Town 4th and 5th grade students during the school day provided TTC and school educators and administrators with a wide range of information, such as how our youth spend their time, what they value, and their perception of community life. The survey also provided information as to the extent to which the youth are experiencing the Developmental Assets (the building blocks of health development) which help young people grow up healthy, caring and responsible community members. This survey was administered with the support of the TTSU, Tri-Town School Committees, Principals and our Coalition partners.

Tri-Town Council (cont.)

Affiliated Organizations

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

- Disability Awareness Starts Here (DASH) Since 1994, D.A.S.H. has provided an innovative, hands-on sensitivity awareness experience for elementary school students in Boxford and Topsfield. This parent led program relying on more than 250 volunteers and embraced by the school district, emphasizes abilities rather than disabilities; encourages empathy and understanding; fosters an atmosphere of mutual respect and friendship; and strives to eliminate fear and misunderstanding. Each year almost all youth in second through fifth grade participate in this program. D.A.S.H. presents four unique curriculums which utilize hands-on activities designed to simulate what it is like to live with a disability. Children are encouraged to explore their feelings, think creatively, and discuss alternatives and solutions to the challenges created by a disability. Each program concludes with a guest speaker where the children are invited to ask questions and share their new perspectives. The grade level curriculums are Visual Impairments - Grade 2; Hearing Impairments - Grade 3; Invisible Disabilities - Grade 4; Physical Disabilities - Grade 5.
- Sponsor-A-Child – run in the Boxford Elementary Schools since 1980, provides a tangible and meaningful way for elementary school children to be part of a community service activity along with their classmates and family. This program raises awareness about children, close to home, who are underprivileged and in need, and how others, both individuals and a community can help. Sponsor-a Child working with Santa's Helper of Salisbury, facilitated the donation of hundreds of wish list gifts (clothing and essentials) with the help of over 95 classroom volunteers to 36 needy children in Salisbury as

well as made a cash donation of \$1600 to the Salisbury Santa's Helper program during the 2014 holiday season.

Our Funding

Municipal Funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. The balance of our income comes as a result individual and family donations from Tri-Town residents, corporate donations, foundation contributions, grants, fee for service programs and fundraising events. This funding is vital to the financial health and organizational stability of the Tri-Town Council.

Foundation, Corporation and Organization donations in FY 15 include:

- Booth Charitable Lead Trust
- Charity Girls
- Charles Stewart Mott Foundation
- Christian Angel Smile Foundation
- Congregational Church of Topsfield
- Essex County Community Foundation
- Institution for Savings
- Invest in People
- North Shore Networkers
- Peabody Collaborative
- Petards Runners Club
- People's United Eastern MA Community Foundation
- Rotary Club of Topsfield, Boxford and Middleton
- Second Congregational Church of Boxford; Ladies Charitable Society
- Topsfield-Boxford Community Club
- Tower Foundation
- Women's Fund of Essex County

Tri-Town Council Leadership

The Tri-Town Council Board of Directors provides leadership, governance, fiscal oversight and long-term strategic planning

in support of the organizational mission. Led by an Executive Board consisting of a President, Treasurer and Secretary, sub-committees and an Advisory Board, the Tri-Town Council Board of Directors are engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization.

The Tri-Town Council employs a full-time Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and Council management; and several part-time support staff who assist with program implementation, communications, youth activities and business functions.

In Summary

Through our educational programs, sponsored programs and organizational affiliations, Tri-Town Council proactively strives to meet the needs and address the concerns of the Tri-Town community. We collaborate with schools, parents, youth, law enforcement, community organizations and area resources to insure the highest impact and most cost effective delivery of our programs and services. We maintain high visibility in the community through our website: www.tritowncouncil.org, E-news via our in-house database and through school newsletters, in local media resources such as the Tri-Town Transcript (our regular bi-weekly spot called the “Tri-Town Council Corner”), local phone books and other organizational websites including Masconomet and the Tri-Town School Union. We also connect with parents via Facebook and Twitter, providing important programming information and resources pertaining to various family issues, challenges and raising children of all ages.

In addition we host the TTC Teen Spot on Facebook allowing us to connect with high school youth regarding programs, activities and important issues. Our website, E-news and social media posts contain timely information for parents/guardians, educators and youth on topics such as resilience, asset building, bullying and cyber bullying, Internet safety, stress management, and alcohol and drug abuse as well as updates regarding Tri-Town Council events and activities.

Tri-Town Council actively participates in and collaborates with several Tri-Town committees including; the Masconomet

School Health Advisory Council (SHAC) whose mission is to promote youth health, wellness and safety; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share projects and ideas; the elementary school Parent-Teacher Organizations; public libraries; TMB Rotary Club; faith-based institutions and is a member of CADCA, Community Anti-Drug Coalitions of America and the Massachusetts Non-Profit Network. We work with local organizations and agencies sharing ideas, co-sponsoring programs and events to both broaden our impact as well as sharing the costs whenever possible and appropriate.

The Tri-Town Council is grateful for and depends on the continued support we receive from our funders - it is as a result of Municipal, Corporate, Foundation, Individual and community support and involvement that we are able to pursue our mission educating youth, parents and educators providing pro-active solutions which support, engage and empower Tri-Town youth to make informed, healthy, safe and compassionate decisions while strengthening their social and emotional well-being.

Tri-Town Council Board of Directors (FY16)

Mary Dodge, President
Christine Rothman, Past President
Susan Fowler, Treasurer
Sue Block, Secretary
Sally Dahlgren
Emily Collins
Marise Stewart
Zillie Bhuj
Alison Giachinno
Jane Pappas

Tri-Town Council Advisory Board

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

Respectfully submitted,
Lisa G. Teichner, *Executive Director*

Recycling Committee

Now in its seventeenth 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 \$48,750 in Pay as You Throw (PAYT) sticker revenue in fiscal 2015.

The Town is in its second year of a ten year recycling and trash collection contract that includes the collection and disposal of municipal solid waste, recyclables and metal objects with JRM Hauling and Recycling Services, Inc. of Peabody, MA. Under our contract terms, mixed recyclables, newspapers, paper, cardboard are collected at curbside every other week. The May and October "Household Metal" collections continues to be very successful. Residents utilize this collection to dispose of household white metal appliances such refrigerators, stoves, air conditioners, etc and anything else that has accumulated in the garage or basements.

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

Prior year MRIP (Municipal Recycling Incentive Program) monies were used again this year to purchase supplies for the fourteenth Annual Town Clean-Up Day held in April. This year's clean-up was sponsored by the Congregational Church. Trash was picked up from Topsfield's roadsides, sidewalks, alleys, and parking lots by many volunteers.

The Town recycled 802.72 tons of curbside wastes, which included 444.62 tons of mixed paper; 358.10 tons of co-mingled plastics, cans, and glass containers. This represented 43% of the total tonnage (1,870.66 tons) collected in the Town.

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

Respectfully submitted,

Donna C. Rich, *Recycling Coordinator*

Trash Pick-up

Trash barrels are to be at the END of the driveway by 7AM. Call JRM at 800-323-4285 for any individual questions or concerns. If there is a holiday before your pick-up day, then trash pick-up is ONE DAY LATER.

Trash Barrels

New decals are distributed through the Board of Selectmen's Office at NO charge. One trash decal per household, unless otherwise registered. New trash barrels are not to exceed 36 gallon capacity or 40 pounds.

Trash Stickers

Trash stickers can be purchased for \$2.00 each at Cumberland Farms, Dawsons Tru-Value Hardware or at the Essex County Cooperative. If you fill another trash can a \$2.00 sticker is to be placed on the top of the extra trash bags and be visible.

Oversized items will be taken if appropriately stickered:

Bicycle	1 sticker
1 bag of trash left at curbside*	1 sticker
Mattress (twin)	1 sticker
Mattress (double/queen)	2 stickers
Mattress (king)	3 stickers
Recliner chair	2 stickers
Toilet	2 stickers
Couch (loveseat)	2 stickers
Couch (sectional)	3 stickers

Board of Library Trustees

Topsfield by the Numbers

The Topsfield Town Library is one of the busiest places in Topsfield with 74,000 visitors and 741 meetings held here last year. Although the TTL is a small library, it has a large circulation of 125,000 items. From November 2014 to the end of June 2015, there were 4,466 wireless sessions. People also continued to use the newly upgraded computers - computer sessions increased 10% from last year. eBook downloads increased 75% from the previous year. The AWE Learning Station in the Children's Room continued its popularity with the under 10 set – children logged in for 4,513 sessions.

Library Staff

It was another year of staff departures and new hires. The library said good bye to Kathleen Barbarisi, Laura Lee Bond, and Heather Maganzini. The library also said good bye to Children's Librarian Jane Johnson, who served children at TTL for almost 15 years. Although we miss Jane tremendously as a staff member, we are happy that she is often at the library as a volunteer. Lindsey Recka, who was hired in FY2014, was promoted to Children's Librarian in May. The library was very happy to welcome Tom Salvo – Assistant to the Director, Eileen Smith, and Chelsey Bell – Library Assistants in the Children's Room.

Facility

During FY2015, the library facility had several significant upgrades but the upgrades were not readily apparent to the library's patrons. In October 2014, the Wi-Fi network was upgraded to provide reliable services to all our wireless patrons. The library also invested in new patron and staff computers. Through a grant opportunity from the Green Communities Committee, the library replaced the old inefficient boiler with a new condensing boiler. In May, 2015, the backup generator was installed. The generator will power all the library's pumps and the heating system during a power outage.

Library Programs

On November 13, 2014, the library unveiled the "Little Free Library" on the library grounds. Build by Eagle Scout Joe McGaun, the "Little Free Library" is open 24/7 and allows anyone who passes it to take a book and leave a book. The Topsfield Town Library is the official steward for the Little Free Library. Eagle Scout Joe McGaun researched and applied for all permits to install the "Little Free Library" and built the appealing structure to blend in with the library architecture. For more information on Little Free Libraries, go to littlefreelibrary.org

Also in November, the popular Concerts in the Barn series began the season with Kangaralien, a local guitar duo who entertained the audience with original pieces and their rendition of the William Tell Overture. In March, Music at Eden's Edge delighted the audience with a chamber music concert. The last concert was combined with the library's Community Read and featured the Sinti Rhythm Jazz Quartet at the Alfalfa Farm. Concerts are sponsored by the Gould Trust for the Performing and Visual Arts and refreshments for the concerts are sponsored by the Bradley D Gatlin Family Fund.

March was made special by the library's Community Read, "A Book Grows in Topsfield". This year's "read" was The Orchard by Adele Crockett Robertson. The library hosted book groups, a bee keeping workshop, orchard tending workshop, a lecture about growing apples, an apple recipe contest, and a fruit pastry demonstration with local bakers A & J King. The finale party was held at Alfalfa Farm with music and a wine tasting. The library was pleased by the support for the community read from the Topsfield Cultural Council, the Friends of the Topsfield Library, the Bradley D. Gatlin Family Fund, and the Gould Trust.

On May 1, the library hosted a reception for the "Art in Bloom" flower show. Members of the New Meadows Garden Club

Board of Library Trustees (cont.)

picked artwork from the library to inspire floral creations. There were sixteen floral displays that captured the essence of the artwork. “Art in Bloom” is held every other year.

The Seed Library was open for its second year. The library appreciated donations from the Friends of the Library and from High Mowing Organic Seed Company

This summer, the Circulation staff decided that children shouldn't be the only ones to enjoy a Summer Reading Program and thus Book Bingo was born. Sponsored by the Friends of the Topsfield Library, adult SRP participants got bingo by reading different book genres. For each completed bingo sheet, the participant received a raffle ticket. The drawings were held at the beginning of September.

In total, the library staff planned and hosted 27 adult programs with 1,650 attendees.

Children

Every Hero has a Story was the theme of this year Summer Reading Program. The SRP kicked off in June with the Toe Jam Puppet Band, who got everyone on the front lawn of the library up and dancing. Local heroes from the Topsfield Fire and Police departments did story times and brought fire trucks and police cruisers to the delight of everyone. Even animals proved they could be heroes, when Toto, the Tornado Cat, appeared at the library with his human.

One hundred and thirty children completed the summer reading program. There were 37 programs with 706 attendees.

During the year, the Children's Room hosted an afternoon drop in homework club on Mondays and regularly scheduled story time sessions for children ages 1 ½ to 5 years. This year's Special programs for children included Donuts and Dads story time on Saturdays, a visit from Green Meadows Farm

in Hamilton complete with baby chicks, Pajama Day, Lego Mania sessions, and early release craft days such as duct tape crafts, henna tattoos, and room décor crafts.

In April, a very special story time was held – children had the opportunity to read to dogs. These specially trained therapy dogs are very attentive and non-critical listeners and they provide a stress-free environment for struggling readers.

Library Volunteers

The library trustees can't thank the library's 20 dedicated volunteers enough. This group cheerfully worked over 1,000 hours last year, processing new materials, putting books back on the shelves, sorting daily deliveries and doing special projects. Thanks again for being a large part of the success of the library!

Friends of the Library

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

- Gingerbread house workshop
- Holiday Stroll refreshments
- A Book Grows in Topsfield Community Read
- Spring egg hunt
- Author Anita Diamant visit to Topsfield
- Seed Library
- Summer reading kickoff event
- Summer reading events
- Fall, winter, and spring book sales

Last year, the Friends' expanded the Museum Pass Program to include The Maker Mill, the New England Aquarium, and the Salem Witch Museum. The library's museum pass program includes the following:

- The Children's Museum of Boston

- DeCordova Museum and Sculpture Park
- Gloucester Maritime Heritage Museum
- The Institute of Contemporary Art
- Isabella Stewart Gardner Museum
- The Maker Mill
- Massachusetts State Parks
- Museum of Fine Arts
- Museum of Science
- New England Aquarium
- Peabody Essex Museum
- Salem Witch Museum
- Strawberry Banke
- USS Constitution Museum
- Zoo New England: The Franklin Park and Stone Zoo

In closing, the Trustees of the Library thank patrons for their generous support of the library.

2015 Board of Library Trustees
 Sean Cunniff, *Chairman*
 Abigail Jackson, *Vice Chairman*
 Judith Lais, *Secretary*
 Patricia Walsh
 Michael Massaro

Topsfield Town Library by the numbers (2014 – 2015)			
125,111 items checked out		20 volunteers contributed 1,094.5 hours	
2,702 public use computer sessions	74,038 visitors	325 Fans	 Like
27 adult programs with 1,153 attendees	6,386 research questions answered	3,705 eBook downloads	
Open 44 hours per week	4,932 new items added	128 youth programs with 2,653 attendees	
 100 Instagram followers		 4,466 wireless sessions	

Keepers of the Clock

The old saying “No news is good news” applies to our venerable town clock.

We have only made a few adjustments to keep it in operating condition. The automatic winding system which drives the 300+ pound counter weight up about 12 feet every seven days continues to operate very well some eight years following its installation. We have had a few stoppages that may be attributed to the mechanism’s backlash which is slowly accumulating after 134 years of service.

Long term wise the clock hands will need regilding and, in some cases rebuilding or replacement.

No town funds have been used either this past year or in past years when it was overhauled by the keepers aided by Bill Toth, retired MIT Draper Lab engineer using funds provided by the Topsfield Historical Society.

Respectfully submitted by the Keepers of the Clock,

Bob Winship
Norm Isler

*Goods news from the Keepers.
We have nothing much to report.
The 1879 clock continues to run quite well.*



PHOTO COURTESY OF MCGINLEY, KALSOW & ASSOCIATES, INC.

Parks & Cemeteries Commission

Commissioners

Steve Mscisz, *Chairman*

Robert Benjamin, *Member*

Mark Frampton, *Member*

Staff

Stephen Shepard, Superintendent

Paul Fontaine, Assistant Superintendent

Peter Miller, Lead Person

Constance Rowe, Secretary

General Information

General Inquiries: 978-887-1525

Emergencies: 978-887-6533

The Parks & Cemeteries Office is located in the Pine Grove Cemetery (Rt. 97) Haverhill Rd., Topsfield, MA. Office hours are Tuesdays and Thursdays 9:00AM. to 1:00PM. All other times are by appointment. All pre-need lot sales begin approximately mid December and continue until March 1st. All other times are emergency sales (see above emergency telephone number). To be eligible to purchase lots in Topsfield cemeteries you must be a current taxpaying Topsfield resident. Other restrictions may apply. All sports, games and practices must be scheduled to have field space. Field schedules through the Parks & Cemeteries office are viewable online at: www.topsfieldma.gov by scrolling to schedules. In addition every user group must apply for a field use permit. Various restrictions apply concerning said permits which can be viewed online. Field use permit forms are also available at our Cemetery Office.

Parks & Cemeteries

The Parks and Cemeteries Dept. maintains 350 acres of properties of which 300 are parks, school grounds and nature trails. In addition the Town owns 3 cemeteries.

Pine Grove is the largest which is located on Rt. 97 (Haverhill Road). Boston Street Cemetery is located on Rt. 1 near the police station, and South Side Cemetery is located on Rowley Bridge Rd. A total of 40 internments were performed in fiscal year 2015, of which 16 were full and 24 ash burials. Updates and changes have also been made to the Rules and Regulations and Rates. Please inquire at the Cemetery Office for specifics regarding these changes. Expansion continues at the Pine Grove Cemetery in order to stay ahead of burial space needs. we recently opened a new burial section called section F and have begun pre-need lot sales.

2015 was again a busy year for the Parks & Cemeteries Dept. Pyebrook Park surface depressions were filled, including a large one that ran adjacent to and the length of the parking lot. In addition, ongoing valve box repairs were made, which all impact the surface due to trash continuing to settle below.

We are working with Weston & Sampson Engineers and the D.E.P. at Pyebrook Park for permitting and plans to decommission the irrigation pond and convert that space into recreation fields. The permits have been filed. A larger well pump was installed in the irrigation well, so that we are able to draw directly from the well to irrigate the fields. We have also begun the process of permitting and planning the leveling of the clay pile, located at the northwest corner of the property. This will provide a recreation area of approximately three hundred feet by four hundred feet to be utilized as needed for all sports.

Recreation

The Recreation Commission is comprised of volunteers that run non-competitive sports, instructional and entertaining programs for all age groups. Three members served on this Committee during FY15. The Recreation Committee works directly under the auspices of the Parks and Cemeteries

Commission. Recreation programs continue to grow in popularity especially summer programs as well as band concerts on the Common and the Christmas walk.

Miscellaneous

2015 saw the approval of \$25,000.00 in funds at Town Meeting in May for the purchase of a new slope mower, which will assist at all of our parks and cemeteries. The Parks and Cemeteries Department also assisted the Board of Health with deceased animal pick-ups throughout the town. We responded to 25 deceased animal calls in fiscal year 2015.

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

& Sampson Engineers. Our Department continues to work with Weston & Sampson and the D.E.P. to assure that all regulations and maintenance issues are addressed at Pyebrook Park.

Acknowledgements

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

Respectfully submitted,

Steve Mscisz, *Chairman*



Rail Trail Commitee

The Topsfield Rail Trail Committee was created by the Topsfield Selectmen on April 25, 2005 with the purpose is to develop the 4 miles of abandoned MBTA rail corridor into a recreational path without cost to the Town of Topsfield. The trail is known as the “TLC” or Topsfield Linear Common.

FY2015 activities included:

- Maintenance of all 3.9 miles of the Topsfield Linear Common. Activities included leaf removal, a small amount of stone done repair from water erosion during storms and gopher holes, brush cutting and mowing. All work by volunteers.
 - Leaf cleanup between Summer St. and Rt. 1 provided by the Indian Guides of Topsfield.
 - Worked with the Friends of Topsfield Trails on various construction projects received donations to the TLC for supplies and kiosk (see below).
 - Phase IV (Washington St. to the Boxford town line). Mud on the trail caused National Grid emergency repair trucks to get stuck. National Grid improved the trail by building up the surface and installing a drainage culvert. Following an enforcement order for excessive filling the work was completed. This work greatly improved the trail so it should be passable year round.
 - Phase IV wetlands delineation completed by volunteers Jim MacDougall and Greg Hochmuth. This is in preparation for Conservation Commission approval.
- Ipswich River Railroad bridge – solicited bids for replacement of deteriorated wing wall.
- Installed an informational kiosk at Washington St. This was a matching grant funded by Essex National Heritage commission. Topsfield’s share funded by the Friends of Topsfield Trails.
 - Rt. 97 parking area for 8 cars – property surveyed and area designed. This requires approval by the Conservation Commission.
 - Installed bicycle repair stand at Main St. crossing. This was generously donated by the North Shore Cyclists at a cost of about \$1,000.

Community outreach:

- TLC brochure updated and distributed at public events, Town Hall and the bicycle shop.
- Maintained the *www.TopsfieldTrail.org* website.
- Table at the Strawberry Festival.

Wit Gratitude

The Topsfield Rail Trail has a crew of highly dedicated and generous individuals who volunteer their time and talents. The committee is grateful to them.

Respectfully submitted,

Rail Trail Committee:

Joe Geller, *Chairman*

Roy Baessler

David Read

Bill Rossiter

Gregg Demers

Open Space Committee

The last fiscal year has been relatively quiet for the Open Space Committee.

Activities of the Open Space Committee:

- TOSC continues to track progress of the Goals and Objectives, stated in the Open Space and Recreation Plan.
- Help facilitate sale and purchase of the property on 97-111 Boston Street to the Essex Agricultural Society, keeping the property undeveloped.

Respectfully submitted,

Reggie Lockwood, *Chairman*

Members:

David Merrill

Joe Geller



Young Indian Guides help to clear the rail trail path. Photo courtesy of Rail Trail Committee.

Conservation Commission

Commissioners

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

Staff

Lana Spillman, *Administrator*
 MaryAnn Tuxbury, *Administrative Assistant*
 Dee Wise, *Recording Secretary*

Introduction

The Topsfield Conservation Commission (Commission/TCC) has responsibility under the Massachusetts Wetlands Protection Act and Regulations, the Topsfield General Wetlands Bylaw and Regulations, and numerous other laws, regulations, and policies, to protect groundwater and surface water quantity and quality, prevent flooding and erosion, manage stormwater in order to prevent storm damage, and protect wildlife habitat and recreation values in Topsfield.

Highlights

The total number of “permits” issued in FY2015 was nearly identical to the previous fiscal year. TCC Administrator Permits for minor Buffer Zone (only) activities increased, as did TCC-voted Determinations of Negligible Impact (DNIs) for minor projects in Buffer Zone or Riverfront Area. Nearly twice as many Certificates of Compliance for completed projects were issued, partly due to an ongoing outreach effort to close out old filings. Public hearings for Requests for Determination of Applicability (RDAs) and the most complex applications, Notices of Intent, were slightly fewer. Approved projects involved

new home construction, septic system repairs and upgrades, additions, pools, numerous tree removals, and general site work near and in Wetlands Resource Areas. New applications and reviews included for filling in a nonfunctioning irrigation pond at Pye Brook Community Park and a proposed subdivision at 57 Perkins Row. Five Emergency Certifications were issued. Notable projects with the Commission’s oversight included the National Grid Substation upgrade at 224A Boston Street, development at 120 High Street/Hickory Beech Subdivision, and restoration of wetland areas along the Topsfield Linear Common/Rail Trail. Coordination continued with State (DEP) and Federal (US Army Corps of Engineers and EPA) agencies on major enforcement matters at four different locations.

Chairperson attorney Jennie Merrill, a valuable Commissioner for six years resigned due to work and family obligations, and vacancies were filled with the appointments of long-time resident and volunteer Dodds Shamroth, and attorney Jennifer DiCarlo, who previously served on the Wakefield ZBA. Educator/biologist Cheryl Jolley served as the Chair and Dodds Shamroth became the Vice-Chair in December. MaryAnn Tuxbury, who has many years of related experience moved up from Minutes Secretary to Administrative Assistant, and Dee Wise became Recording Secretary.

Two Commissioners and the Administrator attended the Mass. Association of Conservation Commissions (MACC) Annual Environmental Conference and several Commissioners took MACC Fundamentals courses. Cheryl Jolley completed courses to earn MACC Fundamentals Certification. Administrator Lana Spillman wrote an article about obtaining assistance in the Conservation Department, published in the quarterly MACC Newsletter. In February, the Commission had a table at the Garden Club Expo.

The Conservation Department continued with modifications and input to the Munis Permitting Software program for permitting departments in Town, with effort to make the system more user-friendly and the information more useful to the Conservation and other departments involved. Three hours of the Administrative Assistant position lost with a prior budget cut were restored.

As Eagle Scout projects, Joe McGaunn completed his Free Library in Riverfront Area at the Town Library, George Sacco replaced the stairs near the Town Beach at Hoods Pond and Ryan Breuer built a welcome shed for the Topsfield Beach Association near the new stairs. Masco Interns Connor Whiffen and Mike Caputo monitored Conservation Properties and certified a vernal pool on Willowdale Road. The Conservation Department's Summer Intern, Hannah Smith, an energetic and enthusiastic student at Bradford Christian Academy worked with the Administrator and TCC to implement a Winter Moth outreach program, including tri-fold color flyer, Tri-Town Transcript newspaper article, video, and workshop at the Essex County Co-Op.

Mary Sawall for a second year provided a cheerful spirit and helpful assistance with organization of department files and other office tasks under the Senior Work-off Program. Under the same program, Walter Harmer with his dog, Mr. Houdini, provided valuable monitoring service checking the status of Conservation Properties and as a photographer of public sites being monitored.

The Conservation Commission welcomes volunteer assistance and donations of land.

Respectfully Submitted,
Lana Spillman, *Conservation Administrator*

Meetings:

2nd and 4th Wednesdays
Topsfield Town Library meeting room
Phone: 978-887-1510

E-mail:

conservation@topsfield-ma.gov

Webpage on the Town website:

www.topsfield-ma.gov/conservation

Planning Board

Introduction

The responsibilities of the Planning Board include approval of ANR lots and subdivisions, site plan review of proposed projects, the granting of special permits for certain uses of property, and planning for the future use of land and resources in the Town of Topsfield.

Permits and Approvals

Three ANR lot applications were approved. Applications for 49 Central Street and 27 East Street resulted in the subdivision of one lot into two individual lots; and the applications for 44-48 Candlewood Drive resulted in the reconfiguration of the lots.

Under the Family Accessory Apartment By-law special permits were granted for family accessory apartments at 159 Washington Street and 4 Wilmor Road.

Under the Stormwater & Erosion Control By-law the Board granted Stormwater Management Permits for 116 Boston Street and 142 High Street; a modification was granted to 124 Hill Street.

Under the Scenic Road By-law, the Board granted special permits for the permanent removal of sections of stonewall at 27 Averill Street for a second driveway entrance; and at 189 Rowley Bridge Road for landscaping equipment.

Members and Liaisons

Stephen Silveri, the Board’s alternate member was elected to the Board in May 2015 replacing out-going member Ian DeBuy Wenniger. Martha Morrison was elected Chair, and Steven Hall as Clerk. The following liaisons were appointed:

Steven Hall	Mapping
Steven Hall	Stormwater/ JG Alternate
Joe Geller	Rail Trail
Ian deBuy Winegard	Soil Removal
Jeanine Cunniff	Conservation
Steven Hall	Alternate Conservation

Zoning Amendments

The Planning Board proposed and Town Meeting approved certain amendments to the Stormwater and Erosion Control Bylaw and Zoning Bylaw and the as follows:

To amend the Stormwater Management and Erosion Control Bylaw provisions relative to any new development, redevelopment or other activity that would alter the drainage characteristics of a parcel of land. These provisions would now extend to a “Common Plan of Development” for contiguous areas under one plan; activity that may result in stormwater flowing from the parcel under development onto an adjacent parcel of land, and would establish an aggregate limit of 7,500 square feet for an area subject to alteration which may be eligible for the stated exemptions.

To amend the Topsfield Zoning By-law relative to nonconforming uses by giving the Inspector of Buildings limited authority to make a determination to allow alteration of a structure without a finding from the Zoning Board of Appeals when the nonconformity is due only to insufficient area or insufficient frontage and the altered structure conforms to all other requirements.

To amend the Topsfield Zoning By-law to extend the distance for off street parking from 200 feet to 500 feet from a premise located within the Business Village District to either a public parking area or premises to which the user had a legal right.

Other Zoning Related Articles

This article arose from a zoning proposal requested by Richardson Green Inc., a party who owns land that would be affected by the proposal. The Essex Agricultural Society is interested in acquiring the Richardson property in order to provide additional parking only for the period of the annual Essex Agricultural Fair. This proposal would modify the existing bylaw relative to residential districts to allow for parking on that property during the Fair. However, the amendment adds the requirement for a Special Permit by the Zoning Board of Appeals. Such a permit would regulate the conditions under which parking would be allowed.

This article arose as a zoning proposal requested by Stephen E. Knowles, Trustee of 374 Boston Road Realty Trust, a party who owns land that would be affected by the proposal, and would revise the Table of Use Regulations to allow the use of Commercial Kennels by special permit in the Business District Highway North. The Topsfield Zoning By-law at this time does not allow the use of Commercial Kennels in this district.

57 Perkins Row Preliminary Subdivision

New Meadows LLC whose principles are Jeffrey Garber and Thomas Shank filed a Preliminary Subdivision Application with the Planning Board for a five (5) lot subdivision on an eight acre parcel.

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

Respectfully submitted,

Martha Morrison, *Chairman*

Steven Hall

Jeanine Cunniff

Joseph Geller

Stephen Silveri

Zoning Board of Appeals

Introduction

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

FY15 Decisions / Highlights

- 27 East Street: The Board granted a finding since the property is entitled to an exemption from Subdivision Control pursuant to the definition of “Subdivision” contained in G.L. 41 §41L on the basis that there were two buildings existing on one lot prior to the adoption of the Subdivision Control Act, both of which are still standing.
- 377 Boston Street: The Board granted a finding for the construction of (1) a two-car garage addition on the front of the residential structure and expansion of the rear sunroom area as part of a kitchen expansion, and (2) rebuilding the existing detached garage with the addition of an exterior enclosed stair case area.
- 38 Main Street: The Board approved a special permit pursuant to Article V, Section 5.04 and Article III, Table of Use Regulations Section 4 Retail and Service, Sub-section 4.12D

Restaurant, Snack & Non-Alcoholic Beverages to allow the operation of a restaurant within the existing premises.

- 239 Boston Street: The Board approved a special permit pursuant to Article V, Section 5.04 and Article III, Table of Use Regulations Section 5 Trades, Wholesale, Transportation and Industrial, Sub-section 5.01 Manufacturing of the Topsfield Zoning Bylaws for a wholesale coffee roastery on said premises.
- 97 and 111 Boston Street: The Board approved a special permit pursuant to Article V, Section 5.04 and Article III, Section 3.13 Parking of Automobiles, as amended at the May 5, 2015 Annual Town Meeting, to allow the parking of more than 20 automobiles at said location during the period of the Essex Agricultural Fair; and approve the site plan pursuant to Article IX of the Topsfield Zoning Bylaws with conditions placed on the operations plan.

Respectfully submitted,

Robert J. Moriarty, *Chairman*

Jody L. Clineff

David D. Merrill

David P. Moniz

Gregor Smith

Annual Town Meeting Minutes

ANNUAL/SPECIAL TOWN MEETINGS

PROCTOR SCHOOL

WOODBURY AUDITORIUM

TUESDAY, MAY 5, 2015

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 7:04 PM., stating the required quorum had been surpassed. The meeting was opened with the Pledge of Allegiance. The Moderator followed with stating that the warrant had been served and duly posted and that the Return of the Constable was certified as proper and complete, posted and advertised as required by law, and called the meeting to order. The Moderator having introduced himself continued with general announcements.

The Moderator moved to his introductions starting with the Finance Committee Members, Chairman Mark Lyons, Heidi Bond, Karen Dow, Dana Warren, Eric Menzer, Jonathan Guido, and Louis Ross, as well as Secretary Keelie Winslow. He then introduced the Board of Selectmen, Chairman Dick Gandt, Martha Morrison, Eldon Goodhue, Stephen Lais, and Laura Powers. He also recognized Town Council Lauren Goldberg, and Town Administrator Kellie Hebert.

In attendance were Department Heads as follows: Pamela Wood, Barbara Michalowski, Roberta Knight, Library Director Laura Zalewski, Lana Spillman from Conservation, and Council on Aging director Jodi Gibeley. Educators Bernie Creeden from Topsfield Elementary Schools and Masconomet Superintendent Kevin Lyons were also recognized.

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

If it is necessary to have a hand counted vote, the Tellers were Ruth Lucy, Darcy Fulton, Dottie Wass, Liz Collins, Mary Connors, and Mary Beth Willis. Donna Rich will be an alternate if necessary. Voter cards were introduced this year and instructions on the process of using them if necessary. A summary of further announcements are listed below:

1. The meeting is being taped for future broadcast. Thanks to the staff of Topsfield Cable.
2. Microphones have been provided in the auditorium for your convenience. We ask that you use them when addressing the meeting.
3. If one wishes to speak to any question, one must first be recognized by the Moderator. When recognized, the person must state his or her name and street address. Three minutes is provided for each speaker. Debate should be conducted in a respectful and courteous manner.
4. By long standing tradition in the Town, a recommendation of the Finance Committee amounts to the main motion, and doesn't require a second. If the Finance Committee recommends "no action" on a particular article, and a voter desires positive action on the article or an amended article, the voter may and should, during discussion of the Finance Committee recommendation, state his or her intention to move for positive action on the article or an amended article if the Finance Committee's "no action" recommendation is voted down; but, the vote will be taken on the Finance Committee's recommendation of "no action" before a motion for positive action is in order.
5. If a voter desires to move an amendment to a Finance Committee recommendation or to any other motion, I will

require a written proposed motion to amend for review by myself and Town Counsel prior to any action on it. We have printed forms for these motions and will be happy to help anyone who needs assistance in making it out.

6. Since the Finance Committee’s recommendation is the motion on which the vote is being taken, the Moderator asked for a motion to be made to waive the reading of the warrant. The motion was made and seconded, and there were no objections.

ARTICLE FIRST: REPORTS

To hear all reports that may legally come before the meeting.

The Moderator acknowledged Mark Liptak of 192 Rowley Bridge Road, Chairman of the Fluoride Study Group. Mr. Liptak provided a one page summary on the Group’s findings concerning the fluoridation of the Town’s water. The Group was formed as a result of the September Special Town Meeting in 2014. Town residents John B. Hart of 18 Walker Road, Cheryl A. Jolley of 33 Colrain Road and Gregg Demers, of 70 Washington Street, were also members of this Group.

The Group reviewed dozens of reports both pro and anti-fluoridation. They invited interested parties both pro and anti-fluoridation to speak at the Study Group meetings, as well as meeting with members of the Water Department and Board of Health for a full understanding of the issues from the Town Officials stand point.

The Group recommended to lower the current level from 1 part per million to .7 parts per million. Mr. Liptak pointed out that these same findings were also recently recommended by the U.S. Health and Human Services Division.

The Moderator at this time asked the Town to vote to receive and acknowledge the report and the Town so voted.

Mark Lyons, Chairman of the Finance Committee spoke regarding the history of Town Hall, reading an excerpt from George Francis Dow’s The History of Topsfield. The Finance Committee continues to use a Conservative approach to the Budgeting process. Mr. Lyons explained how they review

budgetary needs and meet with Department heads to work on staying within provided guidelines.

Mr. Lyons presented a framework on how the Finance Committee approached the warrant process including five significant financial components. These components were the Town and School Operating Budgets, Rolling stock, inclusive of a Police cruiser and slope mower, certain capital items, Water expenditures, and Masconomet School system base level funding.

The Finance Committee would like the Town’s approval on their recommendation to allow for the essential character and nature of the town to remain intact.

Following Mr. Lyons report, the Moderator introduced Selectman Laura Powers to present the Annual Achievement Awards as listed below.

Below is list of recipients for the Town’s Annual Achievement Award: 2015

- Heidi Bond Finance Committee
- Ian de Buy Wenniger Planning Board
- Paul E. Dierze Finance Committee
- Wade Goldman Board of Health
- George Hall Moderator
- Kathleen Hoffman Board of Library Trustee
- Larry Linqvist Masconomet School Committee
- Rosemarie Lucey Elementary School Committee
- Mark Lyons Finance Committee
- Philip Madell Board of Library Trustees
- Jennie Merrill Conservation Commission
- Carole Moore Council on Aging
- Shirley Sciora Council on Aging
- Not able to attend:
- William Hunt Board of Health
- James MacDougal Conservation Commission
- Daniel Shugrue Finance Committee

The Moderator asked the recipients to all stand and thanked them for their dedication and service to the Town.

At this time, Board of Selectman Chair, Dick Gandt was recognized and made his report. He provided an updated on purchases that were approved at last year's Town Meeting, including the DPW Dump Truck that has arrived, the fire rescue truck which will be arriving this summer, and the Ladder Truck arriving early in 2016.

Mr. Gandt stated that this year was a "catch up" year on capital items and asked the Town to listen to the reasons and explanations that would be provided, and to consider the approval of such items. Mr. Gandt provided information regarding the Proposition 2 1/2 override, and the Board of Selectmen's support on that Warrant Article.

In closing, he thanked all those in attendance, and was looking forward to questions and deliberations as they are part of a productive and meaningful Town Meeting.

At 7:35 PM, the Moderator called the Annual Town Meeting into a brief recess and called to order the Special Town Meeting. The Special Town Meeting, subject to the call of the chair, was called into a brief recess, and the Annual Town Meeting was called to order once more.

ARTICLE SECOND: RESERVE FUND

The Finance Committee recommended that the Town vote to appropriate the sum of \$150,000 for the Fiscal Year 2016 Reserve Fund, and to meet said appropriation that the Town transfer the sum of \$14,200 from Free Cash, and transfer the sum of \$135,800 from the Overlay Reserve Account, and at 7:35 PM, the Town so voted unanimously.

ARTICLE THIRD: GENERAL OPERATING BUDGET

The Finance Committee recommended that the Town vote to raise and appropriate \$17,168,562 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers for Fiscal Year 2016, and determine the manner of expending the same as stated in attachment A; and to meet said appropriation, raise and assess the sum of \$17,062,472; transfer the sum of \$66,000 from the Gould Trust Fund Part B; transfer the sum of \$1,585 from the Fund Balance Reserved for Reduction Future Excludable Debt Account; and

transfer the sum of \$38,505 from the Police Insurance and Restitution Account.

Robert Kmetz of 32 Towne Lane had concerns regarding the significant increase of wage accounts and how it would affect the next three to five years and does it have implications for collective bargaining cycles. Finance Committee member Karen Dow responded that the new compensation plan is for nonunion personnel and that the new grid does not have built ins for cost of living adjustment. Last year's budget did not have people on the new grid, but an article from last year's warrant had money set aside to put people on the grid during this year, making this an unusual year. Ms. Dow also responded to an informational question from Heidi Fox of 31 Wildes Road regarding whether the Debt Service included Articles 28 thru 33 which it did not, as it only includes incurred debt. The Town so voted at 7:49 PM and the recommendation was adopted.

ARTICLE FOURTH: WATER DEPARTMENT OPERATING BUDGET

The Finance Committee recommended that the Town vote to appropriate the sum of \$1,055,626 as detailed herein, and to meet said appropriation \$1,055,626, to come from Water Revenue, to operate the Water Department for Fiscal Year 2016, and to approve the sum of \$76,362 of indirect costs appropriated in the General Fund under Article Third above, to be funded from Water Revenue.

Resident and Water Commissioner Chairman Philip Knowles of 75 High Street requested the Board of Selectmen to speak on this budget. Selectman Gandt stated that the Board of Selectmen approved the Operating Budget for 2016, and the Town so voted unanimously.

	Approved
Appropriated	Appropriation
Fiscal Year 2015	Fiscal Year 2016

WATER DEPARTMENT OPERATING BUDGET

\$81,073	Salary	\$ 85,299
177,577	Wages	192,667
296,980	Other	305,780
83,500	Long-Term Debt Principal.....	84,000
28,212	Long-Term Debt Interest.....	24,872

38,000.....	Short-Term Debt Interest	11,508
5,000.....	Debt Issue Costs	5,000
130,000.....	Water Reserve Fund	295,000
51,500.....	Unanticipated Emergency	51,500
	SUBTOTAL:	
891,842.....	DIRECT COSTS	1,055,626
109,702.....	Indirect Costs.....	76,362
	TOTAL:	
1,001,544	WATER DEPARTMENT ...	1,131,988

ARTICLE FIFTH: MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT

Recommended that the Town vote to approve the Fiscal Year 2016 Gross Operating Budget of the Masconomet Regional School District in the amount of \$32,867,324 and appropriate the sum of \$6,923,501 to fund the Town’s share of the Fiscal Year 2016 Masconomet Regional School District Assessment of which the sum of \$6,632,904 supports the Maintenance & Operating Budget, and the sum of \$290,597 supports the Masconomet Building Debt Service; and to meet said appropriation raise and assess the sum of \$6,923,501; provided, however, that the sum of \$193,000 of the amount appropriated for the Maintenance & Operating Assessment shall be contingent upon the passage of a Proposition 2 ½ general override referendum under General Laws Chapter 59, § 21C (g), and if such referendum is not passed, the vote as it pertains to the appropriation in the amount of \$193,000 will be deemed to be a disapproval.

Discussion and debate ensued including resident and Vice-Chair of the Regional District School Committee John Spencer of 27 Morningside Drive, stated the frustrations of being on the board and the challenges they face, and highlighting that currently Masconomet’s per pupil spending is under state average. John Kinhan of 55 Colrain Road countered stating that the trend seems to be to exceed the guidelines every year. Masconomet student and registered voter Salvatore Atkinson LaRussa of 31 East Street spoke on behalf of the override and stated that despite budget increases, there is a lack of funding in various areas at the school. The Town voted and the motion carried.

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

The Finance Committee recommended that the Town vote to approve the Fiscal Year 2016 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$25,419,392 and appropriate the sum of \$175,401 for the Town’s share of the assessment of same; and to meet said appropriation, raise and assess the sum of \$175,401. After minimal discussion the Town so voted unanimously.

At 8:21 pm the Moderator presented the first group of consent articles including Articles Seventh thru Article Seventeenth, asking the Town to vote unanimously on these annually recurring articles. A particular article could be pulled for debate and discussion simply by objection. John Kinhan of 55 Colrain Road objected to Article 11. The Moderator then restated the Consent Items, excluding Article Eleventh, and the Town so voted.

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

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen, with the advice of the Park & Cemetery Commissioners, and under such terms as it deems advisable, to enter into a lease with the Congregational Church of Topsfield for certain property in Topsfield commonly known as Emerson Field, and vote to raise, assess and appropriate the sum of \$1,250 for said lease and the Town so voted unanimously.

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

The Finance Committee recommended and the Town voted unanimously at 8:21 PM to authorize the Board of Selectmen to apply for, accept, and expend without further appropriation any private, state or federal grants or loans for Town projects.

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

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

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

The Finance Committee recommended that the Town vote to transfer and appropriate the sum of \$38,700 from the Solid Waste Fund to be expended by the Board of Selectmen in Fiscal Year 2016 to fund services for professional engineering and monitoring related to the capping and closure of the Town's sanitary landfill and the Town so voted unanimously.

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

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$20,500 as a grant for Fiscal Year 2016 to fund certain activities of the Tri-Town Council.

Mr. John Kinhan of 55 Colrain Road asked why the Town should vote to fund a non-government organization and asked the Town to reconsider. There was no further discussion and the motion carried and the article was adopted at 8:26 PM.

***ARTICLE TWELFTH: SENIOR CARE**

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

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

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$105,000 to the Town Employee Separation Reserve Fund to fund the costs of employment separation benefits for employees for time owed for unused sick and vacation leave or other benefits as may be required by law, the Personnel Bylaw, rules, regulations, policies or applicable contracts or collective bargaining agreements and the Town so voted unanimously.

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

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

***ARTICLE FIFTEENTH: PARK REVOLVING FUND**

The Finance Committee recommended that the Town vote to reauthorize the Park Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Laws Chapters 44, § 53E1/2: (1) to pay for part-time, seasonal and temporary wages, equipment, supplies and other operating expenses; (2) receipts of the Park & Cemetery Department's recreation programs shall be deposited in said fund unless otherwise provided for by law; (3) said funds may be expended by majority vote of the Park & Cemetery Commissioners; (4) expenditures to be limited to \$45,000 in the ensuing year and the Town so voted unanimously.

***ARTICLE SIXTEENTH: CEMETERY REVOLVING FUND**

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

***ARTICLE SEVENTEENTH: CONSERVATION COMMISSION REVOLVING FUND**

The Finance Committee recommended that the Town vote to reauthorize the Conservation Revolving Fund for the Conservation Commission pursuant to Massachusetts General Laws Chapter 44, § 53E1/2: (1) to be expended for services, supplies, part-time wages and other operating expenses as authorized by Massachusetts General Law Chapter 40, § 8C; (2) receipts of the Conservation Commission of fees paid under the Topsfield General Wetlands Bylaw and Regulations will be deposited in said fund unless otherwise provided for by law; (3) said funds may be expended by majority vote of the Conservation Commissioners; (4) expenditures to be limited to \$10,000 in the ensuing year, and the Town so voted unanimously.

The second set of consent articles eighteenth thru twenty-seventh were presented at 8:27 PM. These articles were capital borrowing items. The moderator asked for any objections on any of the articles and article eighteenth was objected to by Kim Sherwood of 29 Perkins Row. The moderator than restated the consent items to include articles nineteenth thru twenty seventh and asked the town to vote unanimously.

****ARTICLE EIGHTEENTH: FUND TOWN HALL SCHEMATIC DESIGN PLANS**

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$100,000 to be expended by the Board of Selectmen with the advice of the Town Hall Building Committee to fund a schematic design plan for Town Hall.

Some discussion ensued regarding the process of obtaining an architect. These questions were fielded by Town Hall Building Committee Chairman and resident Boyd Jackson of 27 Great Hill Drive. Mr. Jackson stated that this appropriation would allow for the hiring of an architect, whose purpose would be to determine how to bring Town Hall into the Twenty-first Century and whether an addition would be necessary to accomplish that. The Town voted and the motion carried at 8:37 PM.

****ARTICLE NINETEENTH: FUND WATER ENTERPRISE METER TESTING PROGRAM**

The Finance Committee recommended that the Town vote to appropriate and transfer from the Water Enterprise Retained Earnings the sum of \$40,000 to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for the implementation of a water meter testing program, and the Town so voted unanimously.

****ARTICLE TWENTIETH: PURCHASE OF A WATER ENTERPRISE TRUCK**

The Finance Committee recommended that the Town vote to appropriate and transfer from the Water Enterprise Retained Earnings the sum of \$80,000 to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to purchase and equip a Service Truck; and trade-in or sell the 2006 F-350 Service Truck, and the Town so voted unanimously.

****ARTICLE TWENTY-FIRST: PURCHASE OF TELEPHONE SYSTEMS FOR ELEMENTARY SCHOOLS**

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$130,000 to be expended by the Elementary School Committee to purchase and install digital telephone systems, including hardware, software and other equipment needed to replace the existing systems at the Proctor and Steward Elementary Schools, and the Town so voted unanimously.

****ARTICLE TWENTY-SECOND: PURCHASE OF HOT WATER HEATERS FOR ELEMENTARY SCHOOLS**

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$34,000 to be expended by the Elementary School Committee for the purchase and installation of new hot water heaters for the Proctor and Steward Elementary Schools, including all incidental and related costs, and the Town so voted.

****ARTICLE TWENTY-THIRD: PURCHASE OF TOWN HALL COMPUTER SOFTWARE ENHANCEMENTS**

The Finance Committee recommended that the Town vote to appropriate the sum of \$32,250 to be expended by the Board of Selectmen for the purchase of licenses, installation and training of two new modules for the Munis financial software program, including the setup of program data and codes, training of personnel, maintenance costs and including all incidental and related costs; and to meet said appropriation transfer the sum of \$1,329 from Article 4 of the May 2012 Special Town Meeting, the sum of \$2,871 from Article 15 of the May 2012 Annual Town Meeting, and the sum of \$28,050 from Free Cash. The Town so voted unanimously.

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

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$42,000 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new Police cruiser; and trade-in or sell a 2011 Ford Crown Victoria, and the Town so voted unanimously.

****ARTICLE TWENTY- FIFTH: PURCHASE OF RADIO SIGNAL REPEATERS FOR POLICE COMMUNICATIONS**

The Finance Committee recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$15,000 to be expended by the Board of Selectmen, with the advice of the Police Chief, to procure and implement equipment to improve coverage of our two way police radio communications within the Town, including all incidental and related costs, and the Town so voted unanimously.

****ARTICLE TWENTY-SIXTH: FUND LANDFILL – FIELD AND INFRASTRUCTURE MAINTENANCE**

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

****ARTICLE TWENTY-SEVENTH: PURCHASE OF SLOPE MOWER**

The Finance Committee recommended that the Town vote to appropriate the sum of \$25,000 to be expended by the Board of Selectmen, with the advice of the Park and Cemetery Commissioners, to purchase and equip a slope mower, and to meet said appropriation transfer the sum of \$19,694 from Free Cash and the sum of \$5,306 from Article 23 of the May 2014 Annual Town Meeting, and the Town so Voted unanimously.

The Moderator having concluded Town Meeting Action on the second group of Consent Articles, declared a recess on the Annual Town Meeting. Confirming with the Town Clerk that the warrant had been duly posted for the Special Town Meeting, the Moderator declared the meeting lawfully in session at 8:38 PM.

.....

ARTICLE FIRST: REPORTS

There were no reports.

ARTICLE SECOND: PRIOR YEAR BILLS AND WAGES

The Finance Committee recommended that the Town vote to transfer from available funds and appropriate

\$1,040	From Fire Wages:	(Detail Pay)
\$3,920	From Police	Other Account:.....(Vests; grant not received)
\$249	From Inspection Services	Other Account:.....(Office Supplies)

to pay outstanding bills and wages contracted prior to July 1, 2014. Article Second was adopted by a unanimous vote at 8:39 PM.

ARTICLE THIRD: TRANSFER OF FUNDS

The Finance Committee recommended and the Town so voted unanimously to transfer from the unexpended balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2015 fiscal year as follows:

	FROM:	TO:
\$3,447	Town Accountant Wage	\$3,447 Town Accountant Salary Account
\$428	Conservation Wage	\$428 Conservation Salary Account
\$600	Hazardous Waste Collection	\$600 Inspectional Services Wage Account
\$1,075	Inspectional Services Salary	\$1,075 Inspectional ServicesWage Account
	FROM:	TO:
\$13,000	Unemployment Account	\$13,000 Highway Other Account
\$12,996	Essex Retirement Account	\$12,996 Essex NS Agricultural & Technical Account
\$25,000	Police Other Account	\$25,000 Police Wage Account

\$45,000	Insurance & Restitution Account	\$45,000 Police Wage Account
\$254,053	MIIA Health Insurance	\$27,458 Snow & Ice Wage Account \$139,595 Snow & Ice Other Account \$25,000 Police Wage Account \$62,000 Fire Wage Account

ARTICLE FOURTH: AMEND TOWN CLERK’S FY15 SALARY

The Finance Committee recommended and the Town so voted unanimously to amend the Town Clerk’s Fiscal Year 2015 salary; and further to appropriate and transfer from available funds a sum of money to the Town Clerk Salary Account, or take any other action relative thereto.

ARTICLE FIFTH: TOWN HALL EXTERIOR ENVELOPE REPAIRS

The Finance Committee recommended and the Town voted unanimously at 8:51 PM to appropriate the sum of \$227,000 for exterior repairs to the Town Hall including the payment of all other costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 (3A) of the General Laws or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; that the Board of Selectmen is authorized to contract for and expend any state aid available for the project; and that the Board of Selectmen with the advice of the Town Hall Building Committee is authorized to take any necessary action to carry out this project.

ARTICLE SIXTH: FIRE/RESCUE JAWS OF LIFE EMERGENCY EQUIPMENT

The Finance Committee recommended that the Town vote to transfer from available funds and appropriate a sum of money to purchase Fire/Rescue Jaws of Life emergency equipment, or take any other action relative thereto, and the Town unanimously voted positive action at 8:54 PM.

ARTICLE SEVENTH: LIBRARY SECURITY DOORS & ALARM SYSTEM

The Finance Committee recommended that the Town vote to transfer from available funds and appropriate a sum of money for the Library security doors and alarm system, or take any other action relative thereto. The Town voted unanimously at 8:57 PM.

ARTICLE EIGHTH: STEWARD SCHOOL LIBRARY CARPETING REPLACEMENT

The Finance Committee recommended that the Town vote to transfer from available funds and appropriate a sum of money for the replacement of carpeting at the Steward School Library, or take any other action relative thereto. Said motion carried unanimously.

ARTICLE NINTH: FINANCIAL PROGRAM CONVERSION UPGRADE

The Finance Committee recommended and the Town so voted unanimously to transfer from available funds and appropriate a sum of money for the conversion upgrade of the Munis financial programs to version 10.0, or take any other action relative thereto.

At 8:58 PM, the Moderator asked for a motion to dissolve the Special Town Meeting which was provided and seconded, and the Special Town Meeting was dissolved. The Moderator called the Annual Town Meeting back to order.

.....

ARTICLE TWENTY-EIGHTH: PURCHASE OF CATCH BASIN CLEANER/PLOW/CRANE

The Finance Committee recommended that the Town vote to appropriate the sum of \$165,000 to be expended by the Board of Selectmen, with the advice of the Board of Road Commissioners, to purchase and equip a Catch Basin Cleaner/Plow/ Crane, including the payment of all other costs incidental and related thereto; and trade-in or sell the existing 2000 model year Catch Basin Cleaner/Plow/Crane and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or

pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The Moderator than stating that a borrowing authorization requires a 2/3rd vote, and asked the Town for a unanimous vote, and Town so voted.

ARTICLE TWENTY-NINTH: FUND EXTERIOR PAINTING AND PRESERVATION OF ELEMENTARY SCHOOLS

The Finance Committee recommended that the Town vote to appropriate the sum of \$135,000 to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, to fund the exterior painting and preservation of the Proctor and Steward Elementary Schools, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Dr. Bernard Creeden, Superintendent of the Topsfield Elementary Schools, addressed the need for approval on Article Twenty-ninth, as well as Articles thirtieth thru thirty-fourth inclusive. Article Twenty-Ninth was voted positive action unanimously by the Town at 9:07 PM.

ARTICLE THIRTIETH: FUND SIDEWALK REPAIRS AT STEWARD SCHOOL

The Finance Committee recommended that the Town vote to appropriate the sum of \$20,000 to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, for the repairs of the sidewalks at the Steward School, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. A 2/3rds vote was required, and the Town so voted unanimously.

ARTICLE THIRTY-FIRST: FUND REPLACEMENT OF HALLWAY FLOORING IN PROCTOR SCHOOL

The Finance Committee recommended that the Town vote to

appropriate the sum of \$60,000 to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, for the replacement of certain hallway floors in Proctor School, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 (3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. A 2/3rds vote was required and at 9:10 PM the Town so voted unanimously.

ARTICLE THIRTY-SECOND: FUND ENGINEERING DESIGN FOR PROCTOR SCHOOL LIBRARY HVAC

The Finance Committee recommended that the Town vote to appropriate the sum of \$20,000 to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, for the engineering design of a replacement HVAC system for the Proctor School library and adjacent spaces, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 (21) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The Town so voted unanimously exceeding the 2/3rds required vote.

ARTICLE THIRTY-THIRD: FUND LAVATORY RENOVATIONS AT PROCTOR SCHOOL

The Finance Committee recommended that the Town vote to appropriate the sum of \$48,000 to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, for the renovation of eight student lavatories at Proctor School, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. The Town so voted unanimously exceeding the 2/3rds required vote, at 9:12 PM.

ARTICLE THIRTY-FOURTH: FUND CUPOLA AND ROOFING ENGINEERING DESIGN FOR ELEMENTARY SCHOOLS

The Finance Committee recommended that the Town vote to appropriate the sum of \$49,000 to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, for a roofing assessment study for the Proctor and Steward Elementary Schools inclusive of the Proctor School cupola and surrounding roof area, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and the Town so voted unanimously exceeding the 2/3rds required vote.

ARTICLE THIRTY-FIFTH: PERSONAL PROPERTY TAXES—REVISE MINIMUM VALUE

The Finance Committee recommended that the Town vote, in accordance with the provisions of General Laws Chapter 59, Section 5, Clause Fifty-Fourth, to amend the vote taken under Article Thirty-Eighth of the May 1, 2001 Annual Town Meeting to establish a minimum value of \$2,500 for property subject to taxation, and the Town so voted unanimously at 9:17 PM.

ARTICLE THIRTY-SIXTH: ADDITIONAL TAX EXEMPTIONS

The Finance Committee Recommended that the Town vote to accept the provisions of Chapter 59, Section 5C ½ of the General Laws, inserted by Section 14 of Chapter 62 of the Acts of 2014, for the purpose of increasing the real estate tax exemptions by 100% for all exemption clauses listed in the first paragraph of General Laws Chapter 59, Section 5, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2015, and the Town so voted unanimously. This local option statute replaces a statute previously accepted by the Town at the May 2001 Annual Town Meeting; that statute was repealed by Section 27 of Chapter 62 of Acts of 2014. Unlike the repealed law, the new law does not require annual approval. Therefore the additional percent of exemption recommended in this article would remain in effect unless changed by a vote of a future town meeting.

ARTICLE THIRTY-SEVENTH: HOME RULE PETITION - ADDITIONAL PACKAGE STORE LICENSES

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the licensing authority of the Town to issue two alcohol open store licenses in the form set forth below; provided however, that the General Court may make clerical and editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill prior to enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the public purposes of the petition, or take any other action relative thereto.

An Act Authorizing the Issuance of Two Additional Licenses for the Sale of Wines and Malt Beverages Not to be Drunk on the Premises.

SECTION 1. Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the town of Topsfield shall be authorized to grant an additional two licenses for the sale of wines and malt beverages not to be drunk on the premises under section 15 of said chapter 138; provided however, that the selling of wines and malt beverages shall be incidental to the sale of food and other products. The licenses shall be subject to all chapter 138 except section 17 of said chapter.

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

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

At 9:22 p.m. the Town voted in favor of Article Thirty-seventh.

ARTICLE THIRTY-EIGHTH: AUTHORIZATION OF 10 YEAR LEASE FOR TRI-TOWN UNION

The Finance Committee recommended that the Town vote to authorize the Elementary School Committee to enter into a ten (10) year, joint lease with the two other members of the Tri-town School Union of a building and associated premises

at 28 Middleton Road, Boxford, Massachusetts on such terms and conditions as said Committee deems favorable to the residents of the Town of Topsfield, or take any other action relative thereto. The Town voted positive action.

ARTICLE THIRTY-NINTH: AMEND CHAPTER LI, STORMWATER AND EROSION CONTROL BYLAW

The Finance Committee recommended that the Town vote to amend certain sections of the Town Code, Chapter LI, Stormwater Management and Erosion Control Bylaw as follows, with the provisions to be inserted shown in bold italics and deletions shown in strikethrough, as set forth below:

In section 51-2

DEFINITIONS:

Insert the following new definitions for Common Plan of Development:

“COMMON PLAN OF DEVELOPMENT: A common plan of development is a contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan.”

In section 51-5 STORMWATER PERMIT MANAGEMENT REQUIREMENT

Amend the first sentence of 51-5 a. as follows:

“a. Applicability

No person shall alter land within the Town of Topsfield including, without limitations, any new development or redevelopment, ***or other activity that will alter the drainage characteristics of a parcel of land,*** or any activity that may result in stormwater flowing from the parcel under development onto an adjacent parcel of land without obtaining a Stormwater Management Permit, unless exempt pursuant to Section 51-5(b) of this Bylaw.

Amend the first paragraph of 51-5 b. as follows:

“b. Exemptions

The following activities shall be exempt from the requirement

to obtain a Stormwater Management Permit. The exemptions in b.1 and 2 below shall not be applied to projects entirely or in any part on poorly drained soils, ***or for*** to projects consisting of the installation of any drain system designed to transport stormwater or groundwater beyond the boundaries of the property on which it is located. ***The exemptions in b.1 and b.2 shall also not apply to an activity that is part of a common plan of development that, considered as a whole, would alter an area greater than the area permitted by b.1 and b.2 below. In applying the exemptions in b.1 and b.2 below, the area subject to alteration pursuant to such exemptions may not exceed, in the aggregate, 7,500 square feet.”***

or take any other action thereto, and the Town voted unanimously.

ARTICLE FORTIETH: AMEND ZONING BYLAW, ARTICLE III, SECTION 3.05 NONCONFORMING USES

The Finance Committee recommended and the Town so voted unanimously to amend the Topsfield Zoning Bylaw, Article III, Section 3.05 Nonconforming Uses by removing extraneous quotations from the first paragraph, inserting alphabetic ordering “A” and “B” to the two existing paragraphs, and then adding a new section C shown in bold italics as set forth below:

“3.05 Nonconforming Uses

C. A nonconforming single family or two family residential structure located on a lot whose only nonconformity is insufficient lot area and/or insufficient frontage may be altered if the structure, as altered, complies with all current requirements for setbacks, yards, building coverage and building height, as determined by the Inspector of Buildings.”

or take any other action relative thereto.

ARTICLE FORTY- FIRST: AMEND ZONING BYLAW, ARTICLE IV, SECTION 4.12 OFF-STREET PARKING USES

The Finance Committee recommended and the Town voted unanimous approval at 9:33p.m., to amend the Topsfield Zoning Bylaw, Article IV, Section 4.12 B, Off Street Parking

Areas as follows, with the provisions to be deleted to be shown in strikethrough and with the provisions to be added shown in bold italics as set forth below:

“B. Off Street Parking Areas. Off street parking spaces shall be i) located on the premises or ii) on a site ~~within two hundred (200) feet~~ ***five hundred (500) feet*** of the premises which is accessible by foot from the premises and of which the user has a legal right to use for parking.”,

or take any other action relative thereto.

ARTICLE-FORTY-SECOND: AMEND ZONING BYLAW, ARTICLE III, SECTIONS 3.13 PARKING OF AUTOMOBILES

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article III, Sections 3.13, Parking of Automobiles as follows with the provisions to be added shown in bold italics and those deleted in strikeout:

“3.13 Parking of Automobiles.

The following shall not be permitted in ~~the~~ Central Residential, the Inner Residential and Agricultural, and the Outlying Residential and Agricultural Districts either as an accessory use or by authority of the Board of Appeals, except as provided below:

“a. The parking of automobiles where a direct or indirect charge therefore is made ~~except to the extent already in use~~ for periods not to exceed (10 days) ***at during*** the Essex Agricultural Fair, but to no greater extent. ***The parking of more than 20 automobiles on a single lot in such period, except to the extent already in use, shall require a Special Permit from the Zoning Board of Appeals.***”

, or take any other action relative thereto.

Selectman and Planning Board Member Martha Morrison moved to amend the main motion as follows:

“I move to amend the main motion by inserting after the word “lot”, where it appears in the sentence to be added to Section 3.13a the phrase “at any one time,” so that the full sentence will read:

The parking of more than 20 automobiles on a single lot at any

one time in such period, except to the extent already in use, shall require a Special Permit from the Zoning Board of Appeals.”

A majority vote was required to amend the main motion and the Town so voted at 9:36 p.m. There was some discussion on the recommendation as amended. The Moderator asked if the motion as amended could be approved unanimously, and there were objections. A hand count was taken and at 9:54 PM the amended motion carried, 173 votes to 3 votes.

ARTICLE FORTY-THIRD: AMEND ZONING BYLAW, ARTICLE III, SECTION 3.02 TABLE OF USE REGULATIONS

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article III, Section 3.02, Use Regulations and Table of Use Regulations for the Business District Highway North by amending sub-section 4.35 Commercial Kennels to allow said use by special permit as set forth below, with the provision deleted in strikeout and the provision inserted in bold italics:

BHN
4.35 Commercial kennels ~~NP~~ ***SP***

, or take any other action relative thereto.

The Finance Committee recommended no action on this article. Steven Hall of 86 Salem Road, member of the Zoning Board supported this recommendation and the Town voted in favor of no action.

ARTICLE FORTY-FOURTH: CITIZEN PETITION - 24/7 FIRE SERVICE

The Finance Committee recommended that a Committee of seven (7) be formed, by appointment of the Board of Selectmen, to study the matter and report back to the Selectmen no later than November 1, 2015; and if the matter is supported by the Committee, to be considered in the Fiscal Year 2017 town’s budget process, and the motion was adopted to form such a committee.

ARTICLE FORTY-FIFTH: CITIZEN PETITION - TOWN CLERK APPOINTMENT

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen to petition the General Court

for the enactment of special legislation which would authorize the appointment of the Town Clerk, and which legislation would provide substantially as follows:

AN ACT AUTHORIZING THE BOARD OF SELECTMEN OF THE TOWN OF TOPSFIELD TO APPOINT THE TOWN CLERK

SECTION 1.

Notwithstanding the provisions of Chapter 41 of the General Laws or any other general law, special law or bylaw to the contrary, the Office of Town Clerk in the Town of Topsfield shall be appointed by the Board of Selectmen. The Town Clerk shall be governed by the Town of Topsfield Personnel Bylaw and shall have all the powers, perform all the duties and be subject to the liabilities and penalties conferred and imposed by the law on town clerks.

SECTION 2.

Notwithstanding Section 1, the position of elected Town Clerk shall be abolished upon the expiration of the term of the current elected incumbent, and provided further that such incumbent shall also then become the first appointed Town Clerk, unless sooner resignation, retirement or removal.

SECTION 3.

This Act shall take effect upon its passage. Provided however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments thereto before enactment by the General Court, which amendments shall be within the public purposes of said petition, or act in any manner relating thereto.

The Moderator asked for a hand counted vote. There were 94 votes in the affirmative and 26 in the negative. The Finance Committee's recommendation was adopted at 10:18 PM.

At 8:16 p.m. resident Bill Quinn of 5 Millbrook Lane moved to advance Article 46 and take it up at this time. Mr. Quinn stated that this Article, a Citizen's Petition to fund a Senior needs analysis study was recommended favorably by the Finance Committee and that it may present a hardship to many seniors currently in attendance at this time who are interested

in supporting the article. The Moderator than asked the Town and there were no objections.

ARTICLE FORTY-SIXTH: CITIZEN PETITION - SENIOR NEEDS ANALYSIS STUDY

The Finance Committee recommended that the Town vote to raise and assess or transfer from available funds and appropriate the sum of \$10,000 to be expended by the Board of Selectmen with the advice of the Council on Aging to retain the services of a consultant to prepare a comprehensive needs assessment of senior residents of the Town of Topsfield, or take any other action relative thereto. The recommendation passed unanimously.

ARTICLE FORTY-SEVENTH: CAPITAL STABILIZATION FUND

The Finance Committee recommended that the Town vote to raise and assess or transfer from available funds and appropriate a sum of money to the Capital Stabilization Fund, or take any other action relative thereto. The motion was unanimously adopted at 10:19 PM.

ARTICLE FORTY-EIGHTH: STABILIZATION FUND

The Finance Committee recommended the Town vote to raise and assess or transfer from available funds and appropriate a sum of money to the Stabilization Fund, or take any other action relative thereto. The Town so voted unanimously.

ARTICLE FORTY-NINTH: FREE CASH

The Finance Committee recommended that the Town vote to transfer from Free Cash and appropriate a sum of money to reduce the tax levy for Fiscal Year 2016, or take any other action relative thereto. The Town voted favorable action.

After completion of the last article to be brought before the Town, the Moderator asked for a motion to dissolve Town Meeting. Receiving one, Annual Town Meeting of 2015 was dissolved at 10:24 PM. There were 246 registered voters in attendance.

Annual Town Election

**TOWN OF TOPSFIELD
TOWN ELECTION
May 7, 2015**

The polls opened at 7:00 AM on May 7, 2015 at St. Rose of Lima Church Hall, 12 Park Street, with Paula Burke as Election Warden. The following election workers were sworn to the faithful performance of their duties:

Jane Bonanno, Elaine Crippen, Sally Cabral, Dottie Roberts, Barbara Adams, Carole Carter, Mary Connor, Ruth Lucy, Sue Caples, Chris Cotti, Kathy Curran, Betty Booye, and Mary Beth Willis.

The polls were closed at 8:00 PM, and 1242 ballots were cast. There were 4657 persons registered to vote in this election. The results are as follows:

MODERATOR, ONE YEAR

Jeanine P. Cunniff522
 Stephen T. Whelan*659
 Blanks56
 Write-ins5

SELECTMAN, THREE YEARS (VOTE FOR 2)

A. Richard Gandt582
 Laura J. Powers*723
 Boyd R. Jackson*745
 Blanks427
 Write-ins7

ELEMENTARY SCHOOL COMMITTEE, THREE YEARS

Linda S. Ross*943
 Blanks297
 Write-ins2

ASSESSOR, THREE YEARS

Eldon D. Goodhue*960
 Blanks280
 Write-ins2

COMMISSIONER OF TRUST FUNDS, THREE YEARS

David G. Strachan, Jr.*908
 Blanks326
 Write-ins8

HOUSING AUTHORITY, FIVE YEARS

Richard Cullinan*932
 Blanks307
 Write-ins3

LIBRARY TRUSTEE, THREE YEAR(VOTE FOR 2)

Audrey B. Iarocci*878
 Patricia Walsh*864
 Blanks738
 Write-ins1

PARK & CEMETERY COMMISSIONER, THREE YEARS

Steven Mscisz*971
 Blanks270
 Write-ins1

PLANNING BOARD, THREE YEAR

Stephen D. Silveri*897
Blanks345
Write-ins0

REGIONAL SCHOOL COMMITTEE, ONE YEAR

William J. Hodges*914
Blanks326
Write-ins2

REGIONAL SCHOOL COMMITTEE, THREE YEARS

Kim M. Sherwood*840
Blanks391
Write-ins11

ROAD COMMISSIONER, THREE YEARS

Joseph K. Gibbons*939
Blanks303
Write-ins0

WATER COMMISSIONER, THREE YEARS

Mark F. Gallagher*923
Blanks315
Write-ins4

**PROPOSITION 2 ½ REFERENDUM
BALLOT QUESTION**

Question One: Masconomet Regional School District:

Shall the Town of Topsfield be allowed to assess an additional \$193,000 in real estate and personal property taxes for the purposes of funding the Town's assessment for the Masconomet Regional School District for the fiscal year beginning July 1, 2015?

Yes*707
No.....481
Blanks54

A true copy attest:



Ann D. Gill
Town Clerk

Appendix A: FY2016 Operating Budget

Approved Appropriation Fiscal Year 2015	FISCAL YEAR 2016 GENERAL OPERATING BUDGET May 5, 2015 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2016
---	--	---

ELECTED OFFICERS

50 MODERATOR: 50

SELECTMEN

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

ASSESSORS:

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

56,651 TOWN CLERK: 63,048

300 TOWN CONSTABLE: 300

PLANNING BOARD:

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

GENERAL GOVERNMENT

MODERATOR:

50 Salary 50
 50 TOTAL: Moderator 50

Approved Appropriation Fiscal Year 2015	FISCAL YEAR 2016 GENERAL OPERATING BUDGET May 5, 2015 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2016
SELECTMEN:		
182,160.....	Salaries	188,428
45,080	Wages	53,150
37,867.....	Other	39,696
265,107	TOTAL: Selectmen	281,274
SELECTMEN'S SPECIAL:		
68,200	Other	70,200
68,200	TOTAL: Selectmen Special	70,200
PARKING CLERK:		
-	Other	-
-	TOTAL: Parking Clerk	-
FINANCE COMMITTEE:		
1,264	Wages	1,316
385	Other	390
1,649	TOTAL: Finance Committee.....	1,706
TOWN WEBSITE/CABLE ADVISORY:		
1,630	Wages	1,858
1,263	Other	1,263
2,893	Total: Town Website/Cable Advisory	3,121
TOWN ACCOUNTANT:		
68,205	Salary.....	78,365
36,096	Wages	42,171
22,619	Other	23,297
126,920	TOTAL: Town Accountant	143,833
BOARD OF ASSESSORS		
74,455	Salaries	83,865
36,596.....	Wages	42,704
30,875	Other	31,725
141,926	TOTAL: Assessors	158,294

Approved Appropriation Fiscal Year 2015	FISCAL YEAR 2016 GENERAL OPERATING BUDGET May 5, 2015 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2016
---	--	---

TOWN TREASURER AND COLLECTOR:

68,955	Salary	78,365
76,668	Wages	86,779
48,136	Other	56,583
193,759	TOTAL: Town Treasurer & Coll.	221,727

TOWN HALL:

-	Wages	-
142,431	Other	137,423
142,431	TOTAL: Town Hall	137,423

SCHOOL STREET BUILDING

500	Other	600
500	TOTAL: School Street Building	600

TOWN CLERK:

56,951	Salary	63,348
23,447	Wages	26,013
14,335	Other	13,156
94,733	TOTAL: Town Clerk	102,517

TRUST FUND CLERK:

-	Salary	-
100	Other	100
100	TOTAL: Trust Fund Clerk	100

CONSERVATION COMMISSION:

68,955	Salary	72,979
14,079	Wages	17,756
83,034	TOTAL: Conservation Commission	90,735

PLANNING BOARD:

5,005	Salaries	5,105
1,742	Other	1,791
6,747	TOTAL: Planning Board	6,896

ZONING BOARD OF APPEALS:

724	Other	745
724	TOTAL: Zoning Board of Appeals	745

1,128,773 SUB-TOTAL: GENERAL GOVERNMENT 1,219,221

Approved Appropriation Fiscal Year 2015	FISCAL YEAR 2016 GENERAL OPERATING BUDGET May 5, 2015 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2016
PUBLIC SAFETY		
POLICE DEPARTMENT:		
157,062	Salaries	161,789
1,015,293	Wages	1,168,805
138,929	Other	142,990
-	Capital Equipment	-
1,311,284	TOTAL: Police Department	1,473,584
FIRE DEPARTMENT:		
103,262	Salaries	103,262
458,837	Wages	506,870
104,255	Other	108,007
666,354	TOTAL: Fire Department	718,139
AMBULANCE SERVICES:		
-	Other	-
-	TOTAL: Ambulance Service	-
INSPECTIONAL SERVICES:		
88,259	Salaries	96,718
26,734	Wages	29,326
5,913	Other	6,089
120,906	TOTAL: Inspectional Services	132,133
SEALER WEIGHTS & MEASURES:		
1,593	Salary	1,625
-	Other	-
1,593	TOTAL: Sealers Weights & Measure	1,625
ANIMAL CONTROL OFFICER:		
9,449	Salary	9,638
560	Other	560
10,009	TOTAL: Animal Control Officer	10,198
ANIMAL INSPECTOR:		
7,303	Salary	7,303
1,840	Other	1,840
9,143	TOTAL: Animal Inspector	9,143
2,119,289	SUB-TOTAL: PUBLIC SAFETY	2,344,822

Approved Appropriation Fiscal Year 2015	FISCAL YEAR 2016 GENERAL OPERATING BUDGET May 5, 2015 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2016
---	--	---

EDUCATION ELEMENTARY SCHOOL

5,511,557	Total Salaries	5,689,382
206,289	Total Supplies/Materials/Textbooks	250,600
45,703	Total Equipment	43,837
94,056	Total Prof Dev (Mem./Work./Conf.)	113,357
412,146	Total Special Education (Tuition & Services)	422,318
	Total Food Service	30,000
263,493	Total Transportation	240,542
180,971	Utilities	193,561
152,704	Facilities	188,606
6,866,919	TOTAL: Elementary Schools	7,172,203
6,866,919	SUB-TOTAL - ELEMENTARY SCHOOLS	7,172,203

PUBLIC WORKS AND FACILITIES

GENERAL HIGHWAY:

81,323	Salary	90,244
263,989	Wages	284,892
221,520	Other	242,170
29,257	Capital Equipment	29,257
596,089	TOTAL: General Highway	646,563

SNOW AND ICE:

28,000	Wages	29,720
174,400	Other	176,445
202,400	TOTAL: Snow and Ice	206,165

STREET LIGHTS:

20,250	Other	20,858
20,250	TOTAL: Street Lights	20,858

818,739	SUB-TOTAL: PUBLIC WORKS	873,586
---------	--------------------------------	----------------

HUMAN SERVICES

BOARD OF HEALTH:

68,205	Salary	72,229
15,383	Wages	21,264
17,629	Other	18,158
101,217	TOTAL: Board of Health	111,651

Approved Appropriation Fiscal Year 2015	FISCAL YEAR 2016 GENERAL OPERATING BUDGET May 5, 2015 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2016
MSW COLLECTION, HHW & RECYCLING		
409,713	Services	409,713
409,713	TOTAL: MSW Collection, HHW & Recycling	409,713
RECYCLING:		
2,050	Other	4,150
2,050	TOTAL: Recycling	4,150
COUNCIL ON AGING:		
43,158.....	Salary	46,029
44,378	Wages	46,389
2,767.....	Other	2,850
90,303	TOTAL: Council On Aging	95,268
VETERANS' BENEFITS:		
20,960	Other	20,960
20,960	TOTAL: Veterans' Benefits	20,960
SOLDIERS & SAILORS GRAVES:		
1,000	Other	1,000
1,000	TOTAL: Soldiers & Sailors Graves	1,000
625,243	SUB-TOTAL: HUMAN SERVICES	642,742
CULTURE & RECREATION		
LIBRARY:		
208,021	Salaries	225,972
164,784	Wages	181,256
140,550	Other	151,988
513,355	TOTAL: Library.....	559,216
PARK AND CEMETERY DEPARTMENT:		
69,955	Salary.....	73,643
131,582	Wages	142,551
51,593	Other	53,018
253,130	TOTAL: Park & Cemetery Dept.	269,212
TREE DEPARTMENT:		
3,096	Salary.....	3,158
3,330	Wages	3,395
8,195	Other	8,440
14,621	TOTAL: Tree Department.....	14,993

Approved Appropriation Fiscal Year 2015	FISCAL YEAR 2016 GENERAL OPERATING BUDGET May 5, 2015 ANNUAL TOWN MEETING	Approved Appropriation Fiscal Year 2016
---	--	---

MEMORIAL DAY/VETERAN'S DAY:

3,600	Other	2,650
3,600	TOTAL: Memorial Day/Veteran's Day	2,650

HISTORICAL COMMISSION:

450	Other	450
450	TOTAL: Historical Commission	450
785,156	SUB TOTAL: CULTURE & RECREATION	846,521

DEBT SERVICE

556,500	Long-Term Debt Principal.....	486,000
95,469	Long -Term Debt Interest	75,059
-	Short-Term Debt Principal Pay Down.....	71,000
-	Interest for Temporary Loans.....	9,846
2,500	Issue Cost	2,500
654,469.....	TOTAL: DEBT SERVICE.....	644,405
654,469	SUB TOTAL: DEBT SERVICE	644,405

OTHER EXPENDITURES

PENSIONS:

884,541	Essex Retirement	964,456
884,541	TOTAL: Pensions.....	964,456

INSURANCE:

355,439.....	Liability/Accident/Workmen's Compensation.....	369,469
1,945,203	Life/Medical/Medicare	2,016,137
75,000.....	Unemployment	75,000
2,375,642	TOTAL: Insurance.....	2,460,606
3,260,183	SUB-TOTAL OTHER EXPENDITURES	3,425,062

16,258,771 *TOTAL BUDGET RECOMMENDATION*** 17,168,562**

Fiscal Year 2015: July 1, 2014 through June 30, 2015
 Fiscal Year 2016: July 1, 2015 through June 30, 2016



PHOTO COURTESY OF TOPSFIELD HISTORICAL SOCIETY

Financial Reports

Note:

All financial data cover the period July 1, 2014 through June 30, 2015.

Auditors' Report

The Independent Auditors' Report on General Purpose Financial Statements for the Town of Topsfield was conducted by Roselli, Clark & Associates, Certified Public Accountants on May 8, 2015.

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

Town Audit

An audit of the Town of Topsfield's 2015 basic financial statements was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards as issued by the Comptroller General of the United States.

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

The financial statements are available for inspection in the Town Clerk's office as required under MGL Chapter 44, Section 40. Said statements are titled

Audited Financial Statements – Roselli, Clark & Associates, Certified Public Accounts.

Board of Assessors

Eldon D. Goodhue was re-elected to the Board of Assessors in the May 2015 election.

Fiscal 2015 was an interim certification year. The cyclical re-inspection of all residential parcels started in calendar year 2013 and was completed in 2014 preparatory to start of Fiscal 2016. Fiscal 2016 is a triennial recertification year. The Board voted to change CAMA vendors from Vision Appraisal (aka Vision Government Solutions) to Patriot Properties AssessPro. The Board also contracted with Patriot Properties to conduct the full revaluation of all properties –both real and personal – within the Town of Topsfield.

Assessed values do not reflect current market conditions. The assessment date is January 1st of each year, and valuations are based on an analysis of the preceding calendar year's sales. Mass appraisal is the use of standardized procedures for collecting data and appraising property. It is the process of valuing a group of properties as of a given date, using common data, employing standardized methods and conducting statistical tests to ensure uniformity and equity in valuations.

Respectfully submitted,

Lynn A. Conant, *Chairman*

John W. Minnehan, *Clerk*

Eldon D. Goodhue, *Member*

Full and Fair Cash Valuations as of January 1, 2014 for Fiscal 2015

Real Property:	Residential	\$ 1,122,500,493
	Open Space	0
	Commercial	55,354,491
	Industrial	<u>17,436,976</u>
	Total Real Property	\$ 1,195,291,960
Personal Property:	Business Accounts	\$ 4,761,270
	Utility Accounts	14,782,690
	Wireless Accounts	<u>377,660</u>
	Total Personal Property	\$ 19,921,620
Total Taxable Real and Personal Property:		\$ 1,215,213,580
Exempt Property:		<u>68,316,200</u>
Total Valuation of All Property:		\$ 1,283,529,780
Tax Rate (Per \$1,000 Valuation):		<u>\$16.45</u>
Levy (Total taxes assessed for state, county and town purposes including overlay)		
	On Real Property	\$ 19,662,552.75
	On Personal Property	\$ <u>327,710.65</u>
	Total Levy	\$ 19,990,263.40
Motor Vehicle and Trailer Excise Received in Calendar 2012		
	2011 Registered Cars	144
	2012 Registered Cars	6,760
Commissioner's Total Value:		\$ 50,106,200
Excise Tax Total:		\$ 1,039,712.88

Finance Committee

April 2, 2015

Citizens of Topsfield
Topsfield, Massachusetts 01983
Town of Topsfield Fiscal Year 2016 Revenue and Expense Plan
Finance Committee Overview and Recommendations

Dear Fellow Citizens:

In accordance with the bylaws of the Town of Topsfield, we the members of the Finance Committee reviewed and prepared recommendations regarding the Town's Operating Budget for fiscal year 2016 (FY016) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7 P.M. on Tuesday, May 5, 2016. The proposed budgets were prepared by departments with reference to guidelines established by the Finance Committee. These guidelines requested the submission of department budgets with implementation of the new salary and wage grid for non-represented personnel, bargained or contractually negotiated salaries and wages, and a 3.0% increase in "other," which is comprised of non-salary and wage accounts. The guidelines once again stated no new programs, and departments were asked to continue to focus on services that are essential to the Town. Articles were placed on the Warrant by the Board of Selectmen on their own behalf, on behalf of other Town Boards or by Citizen Petition. This letter outlines some of the significant issues and facts that our Committee has considered. You may find these helpful to your decision-making process.

The Finance Committee has recommended a FY 2016 budget with a 5.60% increase in the General Operating Budget (Article Third). The Masconomet Regional School assessment, as certified by its School Committee, is \$6,923,501. \$193,000 of that amount for Masconomet is subject to passage of a

Proposition 2 1/2 override at both Town Meeting and at the polls on Thursday, May 7, 2015.

The FY016 budget recommended by the Finance Committee for Annual Town Meeting includes an estimated total amount to be raised of \$26,884,724 representing an increase of 5.55% over the FY015 approved. After making adjustments for state aid and other revenues such as local receipts and assessments, the resulting total expected to be raised through real estate taxes will be \$21,046,138, an increase of 5.28% over the current year approved. Without the Masconomet override, the estimated total amount to be raised through real estate taxes would increase over the current year by 4.32%.

Due to the implementation of the new pay grid associated with the salary study conducted last year for non-school position, as well as settled union contracts, the total Town salaries will increase by 6.98% and the total Town wages will increase by 12.25% compared to the FY015 approved non-school department budgets.

In addition, included in the Warrant for your consideration are seriously required facility repairs throughout Town and School buildings, the purchase of telephone systems for the Elementary Schools, computer software for Town Hall, a slope mower for Parks & Cemeteries, a cruiser for Police, jaws of life emergency equipment for Fire, security doors and an alarm system for the Library, and a catch basin cleaner/plow/crane for Highway. Approval is sought for the development of schematic design plans for the renovation of Town Hall. Also in the Warrant are Water Department Articles including one for the purchase of a service truck.

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

- Elementary Schools – The Elementary Schools Budget for FY016 will increase by \$305,284 or a 5.02% increase over the previous year after making allowances for extraordinary special education costs.
- Masconomet Regional School – The certified Topsfield assessment for the Masconomet Regional School budget for FY016 has increased by \$501,981, or 7.82% over FY015. The Topsfield assessment is based on the total FY016 assessment to the entire district of Boxford, Middleton and Topsfield, of \$32,867,324.

The FY016 recommended budget once again includes a limited amount of capital expenditures. While our recommendations continue to represent a relatively small number of the numerous justifiable requests, in concert with the Selectmen, we believe the proposed expenditures to be financially prudent. We encourage you to review the Warrant for our specific recommendations. The Finance Committee supports these capital expenditures and believes them to be important to the operation of our Town. The Finance Committee believes its recommendations continue to remain consistent with the ideals of our community while staying responsive to the needs of the taxpayers.

The Masconomet Regional School Committee and Administration have voiced their view that the quality of education there requires a certain level of funding from the three member Towns, and the maintenance of certain levels of reserves. Therefore, a Masconomet Proposition 2½ override in the amount of \$193,000 has been offered for your consideration. This is the only override that will be brought before this Town Meeting. We have taken advantage of available cost savings and revenue sources to propose a Budget that avoids Proposi-

tion 2½ overrides for both your Town Government and your Elementary Schools.

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

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

Respectfully submitted by the Topsfield Finance Committee,

Mark B. Lyons, *Chairman*
 Heidi L. Bond
 Karen A. Dow
 Jonathan D. Guido
 Eric Menzer
 Dana Warren

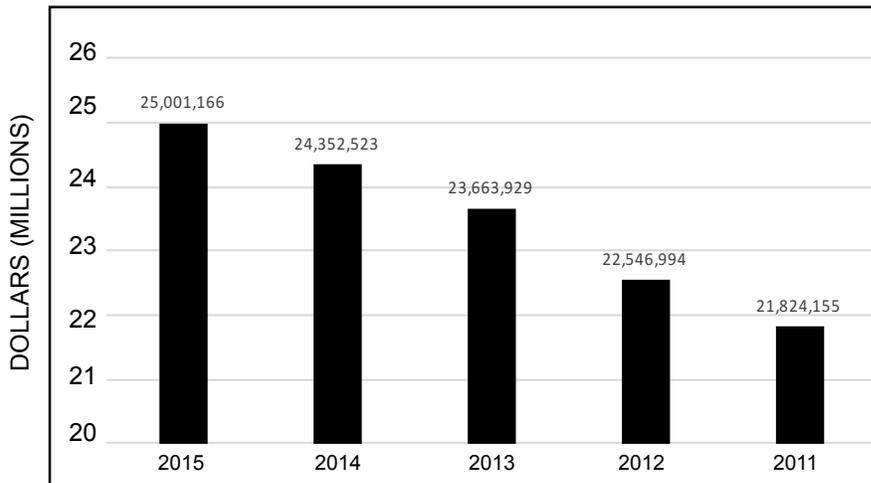
Town Accountant

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, 2015. Contained therein are statements of: Town Debt, Revenue, Appropriations and Expenditures, and a Balance Sheet as of June 30, 2015.

Respectfully submitted,

Pamela J. Wood, *Town Accountant*

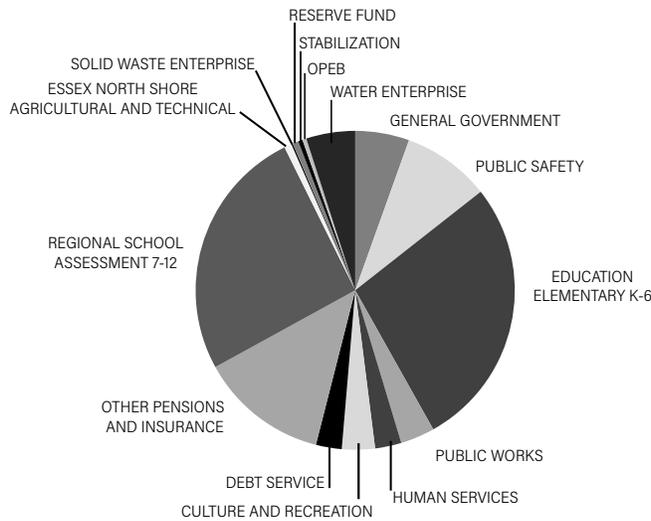
**Total Town Budget
FY 2011– 2015**



**Statement of Town Debt
As of June 30, 2015**

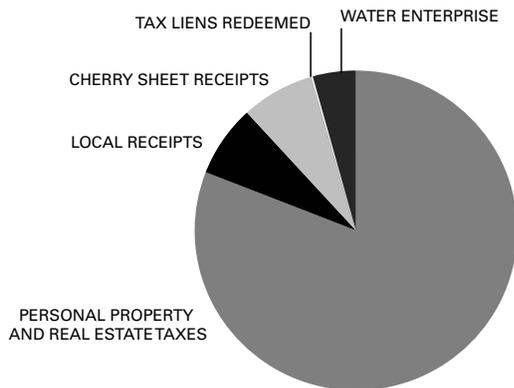
Outstanding Debt - July 1, 2014		
Multi-Purpose 2011	2,705,000.00	
Multi-Purpose 2012	1,590,000.00	\$4,295,000.00
Plus Debt Issued During the Year		\$-
Less Debt Retired During the Year:		
Multi-Purpose 2011	455,000.00	
Multi-Purpose 2012	185,000.00	\$640,000.00
Outstanding Debt - June 30, 2015		
Multi Purpose 2011	2,250,000.00	
Multi Purpose 2012	1,405,000.00	\$3,655,000.00
Outstanding Debt - General Government		2,852,000.00
Outstanding Debt - Water Enterprise Fund		803,000.00
Total Outstanding Debt - June 30, 2015		\$3,655,000.00
Outstanding Bond Anticipation Notes - June 30, 2014	-	
Bond Anticipation Notes issued - General Fund	681,897.00	
Bond Anticipation Notes issued - Water Enterprise Fund	1,555,000.00	
Outstanding Bond Anticipation Notes - June 30, 2015	<u>2,236,897.00</u>	
Total New Debt Authorized - General Fund	2,079,000.00	
Bond Anticipation Notes issued - General Fund	681,897.00	
Total Authorized and Un-issued - General Fund	<u>1,397,103.00</u>	
Total New Debt Authorized - Water Enterprise Fund	1,900,000.00	
Bond Anticipation Notes issued - Water Enterprise Fund	1,555,000.00	
Total Authorized and Un-issued - Water Enterprise Fund	<u>345,000.00</u>	
Total Authorized and Un-issued - June 30, 2015	1,742,103.00	

**GENERAL FUND AND ENTERPRISE APPROPRIATIONS FISCAL 2015
TOTAL APPROPRIATIONS \$ 25,001,166**



General Government	1,368,231
Public Safety	2,231,257
Education Elementary K-6	6,866,919
Public Works	868,438
Human Services	666,733
Culture and Recreation	836,110
Debt Service	654,469
Other Pensions and Insurance	3,260,183
Regional School Assessment 7-12	6,421,520
Vocational School Assessment	0
Essex North Shore Agricultural & Tech.	188,764
Solid Waste Enterprise	36,700
Reserve Fund	150,000
Stabilization	110,000
OPEB	100,000
Water Enterprise	1,241,842
TOTAL APPROPRIATIONS	25,001,166

**GENERAL FUND AND ENTERPRISE REVENUES FISCAL 2015
TOTAL REVENUE \$24,559,113.48**



Personal Property and Real Estate Taxes	19,875,841.97
Local Receipts	1,782,544.55
Cherry Sheet Receipts	1,801,809.00
School Building Assistance	-
Tax Liens Redeemed	38,148.98
Water Enterprise	1,060,584.78
Solid Waste Enterprise	184.20
TOTAL REVENUE	24,559,113.48

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2015**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
GENERAL FUND REVENUE				
Taxes				
Personal Property:				
Levy of 2015	324,546.11			
Levy of Prior Years	899.13	325,445.24	327,710.65	(2,265.41)
Real Estate:				
Levy of 2015	19,437,653.73			
Levies of Prior Years	112,743.00	19,550,396.73	19,662,552.75	(112,156.02)
Tax Liens:				
Redeemed	38,148.98	38,148.98	–	38,148.98
Other Tax Revenue:				
Withdrawal Penalty Tax Ch. 61A				
Withdrawal Penalty Tax Ch. 61B		–		–
Motor Vehicles Excise:				
Levy of 2015	935,949.82			
Levy of 2014	148,928.22			
Levies of Prior Years	6,041.77	1,090,919.81	800,975.00	289,944.81
Other Excise				
Room Occupancy	–	–		–
Interest & Penalties on Taxes:				
Over Short Motor Vehicle Excise	4.21			
Over Short Real Personal Property	29.88			
Real & Personal Property	21,679.53			
Motor Vehicle Excise	6,924.73			
Tax Liens	9,188.07	37,826.42	25,300.00	12,526.42
In Lieu of Taxes	57,481.23	57,481.23	56,400.00	1,081.23
Other Charges for Services:				
Town Hall - Copier	1,438.05			

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2015**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Library - Fax Fees	579.00			
Assessors - Sale of Maps	51.50			
Accident Report & Miscellaneous	572.50			
Tax Collector - Municipal Liens	4,875.00			
Firearms Licensing	1,837.50	9,353.55	8,000.00	1,353.55
Fees:				
Tax Collector Demands	17,471.23			
Deputy Collector	10,308.00			
Town Clerk Fees	9,347.50			
Town Clerk Dog License Fees	19,000.00			
Planning Board Fees	6,743.00			
Zoning Board Fees	1,400.00			
Animal Control Officer	375.00			
Police Special Detail	43,188.49			
Fire Special Detail	7,221.24	115,054.46	82,000.00	33,054.46
Other Departmental Revenue:				
Sale of Town Equipment	17,100.00			
Sale of Town Land				
Sale of Surplus Items				
Conservation Commission				
Planning Board				
Fire - Ambulance Reimb Other Towns	3,393.81			
Ambulance Service Topsfield Fair				
ALS-Dual Transport Ambulance	14,017.50			
Rescue Patient Transport	54,417.05			
Sealer of Weights & Measures	370.00			
Town Clerk Census	2,000.00			
Recycling Sticker Program	48,750.00			
Composting Access Ticket	5,025.00			
Firearms Safety Class				
		145,073.36	82,737.00	62,336.36

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2015**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Licenses & Permits:				
26F Inspections	1,200.00			
Alcohol License	6,775.00			
Auction Permits	465.00			
Building Permits	80,295.00			
Burning Permits	3,050.00			
Cable License Fee	8,907.54			
Class I & II Licenses	1,400.00			
Electrical Permits	19,747.00			
Fairgrounds Permits	24,835.00			
Fire Permits	13,615.00			
Fire Other Permits	225.00			
Food Licenses	28,175.00			
Gas Permits	6,502.00			
Installer Permits	2,150.00			
LPG Permits	600.00			
Massage Therapy Permits				
Mechanical Permit	50.00			
Milk Licenses	50.00			
Miscellaneous Permits	200.00			
Oil Tank Burner Permits	800.00			
Plumbing Permits	10,106.00			
Septic Permits	13,500.00			
Sheet Metal Permits	2,202.00			
Sign Permit				
Street Opening Permits	25.00			
Tent Permits	350.00			
Tobacco Sales	100.00			
Trench Permits	450.00			
Victualler License	900.00			
Well Permits	75.00			
		226,749.54	185,000.00	41,749.54
State Aid - Cherry Sheet :				
Abatements to Elderly				

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2015

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Abatements to Vets, Blind, Surviving Spouses	16,341.00		12,108.00	
Veteran Benefits Ch. 115	5,876.00		6,859.00	
State Owned Land	125,693.00		125,693.00	
School Aid - Chapter 70	1,093,858.00		1,093,858.00	
School Aid - Charter School Reimbursement	14,248.00			
Unrestricted General Government Aid	545,793.00		545,793.00	
Lottery				
		1,801,809.00	1,784,311.00	17,498.00
Fines & Forfeits:				
Conservation Commission Fines				
Court Fines	12,846.77			
Parking Fines	730.00			
Civil Disposition Violation	3,000.00			
Civil Disposition Violation Tobacco	150.00			
RMV Charges	40,745.35	57,472.12	48,000.00	9,472.12
Earnings on Investments:	14,768.03	14,768.03		14,768.03
			13,000.00	
Miscellaneous:				
Return Check Fees	275.00			
Medicare Drug Subsidy				
MIIA Credit Prior Year	1,893.00			
Cancelled Payments Prior Year	325.09			
Estimated Receipts	1,601.25			
Non Recurring	(279.66)			
Medicare Reimbursement Grants	2,506.83			
Flu Clinic Insurance Reimbursement	1,101.22			
Medicare Reimbursement	385.80			
Police Academy Reimbursement	3,000.00			
Medicaid Reimbursement	16,854.06			
P Card Rebate	56.40			
Land Court	127.04			
		27,846.03	10,400.00	17,446.03

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2015**

		ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Total General Fund Revenue & Other Financing Sources		23,498,344.50	23,086,386.40	424,958.10
WATER ENTERPRISE REVENUE				
User Charges & Connection Fees	1,036,882.62		998,544.00	38,338.62
Water Delinquent Charges	20,478.91			20,478.91
Cancel Payments Prior Year				–
Non Recurring Miscellaneous	75.00			75.00
Sale of Equipment				–
Interest Income Transfer from General Fund	3,148.25		3,000.00	148.25
Total Water Enterprise Revenue		1,060,584.78	1,001,544.00	59,040.78
SOLID WASTE ENTERPRISE REVENUE				
Interest Income	184.20			
Total Solid Waste Enterprise Revenue		184.20		184.20
Total Revenue & Other Financing Sources - Fiscal 2015		24,559,113.48	24,087,930.40	484,183.08

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
GENERAL GOVERNMENT							
Moderator		50.00				50.00	
Board of Selectmen							
Salaries		182,160.00	428.00		182,582.52	5.48	
Wages		45,080.00	4,740.00		49,819.68	0.32	
Other		37,867.00			33,158.33	3,309.08	1,399.59
Prior Year Other	4,497.10				4,497.10	–	
Selectmen's Special							
Other		68,200.00			42,401.65	23,154.22	2,644.13
Prior Year Other	5,812.22				5,812.22	–	
A29/13ATM Repair Town Facilities	131,250.00				13,285.00	–	117,965.00
A35/13ATM Employee Compensation Study	1,500.00				1,500.00	–	
A27/14ATM Facility Building Repair & Maintenance		120,800.00			12,755.00	–	108,045.00
Finance Committee						–	
Wages		1,264.00			1,051.31	212.69	
Other		385.00			176.00	209.00	
A2 Reserve Fund		150,000.00				149,350.00	
Transfers to:							
Street Lights			(650.00)				
A15/14ATM Reserve Fund Union Contract Settlements		30,000.00				–	
Transfers to:							
Fire Wages – Full Time			(17,351.00)				
Highway Wages – Full Time			(9,406.00)				
Park & Cemetery – Wages			(3,243.00)				
A16/14ATM Reserve Fund wages Compensation Study		50,000.00				9,699.00	
Transfers to:							
Selectmen Salary			(428.00)				
Selectmen Wage			(4,740.00)				
Accounting Salary			(164.00)				
Assessors Salary			(3,611.00)				

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015**

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
Assessors Wages			(4,013.00)				
Treasurer/Collector Salary			(3,611.00)				
Treasurer/Collector Wages			(1,343.00)				
Town Clerk Wages			(2,549.00)				
Police Salary			(198.00)				
Fire Salary			(3,513.00)				
Fire Wages			(272.00)				
Inspectional Services Wages			(434.00)				
Highway Salary			(2,293.00)				
Council on Aging Salary			(597.00)				
Council on Aging Wages			(235.00)				
Board of Health Salary			(428.00)				
Board of Health Wages			(411.00)				
Library Salary			(4,580.00)				
Library Wages			(6,745.00)				
Park & Cemetery Salary			(136.00)				
Town Accountant							
Salary		68,205.00	3,611.00		71,815.44	0.56	
Wages		36,096.00	(3,447.00)		32,648.24	0.76	
Other		22,619.00	(3,400.00)		18,945.51	273.49	
Board of Assessors							
Salaries		74,455.00	3,611.00		78,065.44	0.56	
Wages		36,596.00	4,013.00		40,108.55	500.45	
Other		30,875.00			27,434.53	2,758.12	682.35
Prior Year Other	2,807.83				2,807.83	–	
A15/12ATM Triennial Re-Certification	4,609.32		(2,871.00)		1,737.62	0.70	
A17/14ATM Trien Recert All Real Property		47,500.00	(10,000.00)		7,249.14	–	30,250.86
Town Treasurer/Collector							
Salaries		68,955.00	3,611.00		72,565.44	0.56	
Wages		76,668.00	1,343.00		78,011.00	–	
Other		48,136.00			39,905.40	7,257.33	973.27
Prior Year Other	8,873.80				8,873.80	–	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
Town Hall							
Other		142,431.00			136,454.32	1,481.17	4,495.51
Prior Year Other	11,623.47				11,448.47	175.00	
A4/12STM TH Technology	1,329.84		(1,329.00)			0.84	
A5/12STM Inspectional Service Permit Software	4,252.50					–	4,252.50
A22/14ATM TH & Library Phone System		21,000.00			17,928.99	–	3,071.01
A9/15STM Financial Program Conversion			7,000.00			–	7,000.00
School Street Building						–	
Other		500.00			480.75	19.25	
Town Website/Cable Advisory							
Wages		1,630.00	(1,630.00)			–	
Other		1,263.00			432.22	815.78	15.00
Prior Year Other	9.20				9.20	–	
Town Clerk							
Salaries		56,951.00	1,681.00		58,632.00	–	
Wages		23,447.00	2,549.00		24,027.04	1,968.96	
Other		14,335.00			12,862.91	382.68	1,089.41
Trust Fund Clerk							
Other		100.00				100.00	
Conservation Commission							
Salary		68,955.00	428.00		69,382.56	0.44	
Wages		14,079.00	(428.00)		12,709.70	941.30	
Planning Board							
Salaries		5,005.00			5,000.00	5.00	
Other		1,742.00			569.36	1,172.64	
Prior Year Other	596.99				596.99	–	
Zoning Board							
Other		724.00			30.00	694.00	
Prior Year Other	596.99				596.99	–	
TOTAL GENERAL GOVERNMENT	177,759.26	1,548,073.00	(61,041.00)	–	1,178,368.25	204,539.38	281,883.63

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015**

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
PUBLIC SAFETY							
Police Department							
Salaries		157,062.00	198.00		157,249.71	10.29	
Wages		1,015,293.00	95,000.00		1,088,019.19	22,273.81	
Other		138,929.00	(28,920.00)		107,121.75	1,828.74	1,058.51
Prior Year Other	18,838.42				18,838.42	–	
A25/14ATM Police Cruiser		40,200.00			37,767.75	2,432.25	
Fire Department							
Salaries		103,262.00	3,513.00		106,775.00	–	
Wages		458,837.00	78,583.00		514,051.38	23,368.62	
Prior Year Wages			1,040.00		1,040.00	–	
Other		104,255.00			84,624.69	4.01	19,626.30
Prior Year Other	26,173.12				25,605.12	568.00	
A26/14ATM Fire Utility Truck		50,000.00			46,836.45	–	3,163.55
A6/15STM Fire/Rescue Jaws of Life			35,000.00			–	35,000.00
Ambulance Service – Other						–	
Inspectional Services							
Salaries		88,259.00	(1,075.00)		86,698.69	485.31	
Wages		26,734.00	2,109.00		28,388.00	455.00	
Other		5,913.00	(249.00)		4,678.12	92.55	893.33
Prior Year Other	894.94		249.00		1,143.71	0.23	
Sealer of Weights and Measures							
Salary		1,593.00			1,593.00	–	
Animal Control Officer							
Salary		9,449.00			9,449.00	–	
Other		560.00			125.26	434.74	
Animal Inspector							
Salary		7,303.00			1,217.20	6,085.80	
Other		1,840.00				1,840.00	
TOTAL PUBLIC SAFETY	45,906.48	2,209,489.00	185,448.00	–	2,321,222.44	59,879.35	59,741.69

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
EDUCATION							
Elementary Schools						–	
Salaries – Wages		5,695,990.00			5,694,425.53	1,564.47	
Other School Services		1,170,929.00			947,856.15	(1,564.46)	224,637.31
FY 2015 Elementary Education Operating Budget	–	6,866,919.00	–	–	6,642,281.68	0.01	224,637.31
Prior Year Elementary School Expenditures	136,704.80				126,119.62	10,585.18	
A29/12ATM School Technology	8,812.75				8,812.75	–	
A31/13ATM Upgrade Elemen Security	40,000.00					–	40,000.00
A4/14STM Elementary Sch Technology	90,462.00				89,480.06	–	981.94
A8/15STM Steward School Library Carpet Replacement			12,000.00			–	12,000.00
Masconomet Regional School Assessment Operating Budget		6,133,337.00			6,133,336.77	0.23	
Masconomet Regional School Assessment Debt Service		288,183.00			288,182.68	0.32	
Essex North Shore Agricul- tural & Technical Assessment		188,764.00	12,996.00		201,760.00	–	
TOTAL EDUCATION	275,979.55	13,477,203.00	24,996.00	–	13,489,973.56	10,585.74	277,619.25
PUBLIC WORKS							
General Highway							
Salary		81,323.00	2,293.00		83,615.92	0.08	
Wages		263,989.00	9,406.00		269,245.74	4,149.26	
Other		221,520.00	13,000.00		220,830.32	1,293.34	12,396.34
Prior Year Other	8,609.53				7,720.35	889.18	
Capital		29,257.00			29,256.23	0.77	
Snow and Ice							
Wages		28,000.00	27,458.00		55,457.11	0.89	
Other		174,400.00	139,595.00		313,994.98	0.02	
Street Lights							
Street Lights – Other		20,250.00	650.00		20,195.55	306.94	397.51

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015**

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
Prior Year Other	374.45				374.45	–	
TOTAL PUBLIC WORKS	8,983.98	818,739.00	92,402.00	–	1,000,690.65	6,640.48	12,793.85
HUMAN SERVICES							
Board of Health							
Salary		68,205.00	428.00		68,632.56	0.44	
Wages		15,383.00	411.00		15,003.74	790.26	
Other		17,629.00			11,475.18	5,303.43	850.39
Prior Year Other	843.39				803.39	40.00	
MSW Collection and Recycling		409,713.00	(600.00)		408,940.00	173.00	
A15/13ATM– A28/14ATM Landfill Infrastructure	12,900.13	20,000.00			12,138.62	–	20,761.51
Recycling							
Other		2,050.00			1,500.43	549.57	
Council on Aging							
Salary		43,158.00	597.00		43,754.04	0.96	
Wages		44,378.00	235.00		44,569.67	43.33	
Other		2,767.00			2,748.28	18.72	
Veteran's Benefits & Services		20,960.00			18,666.32	1,293.68	1,000.00
Soldier/Sailor Graves		1,000.00			1,000.00	–	
Tri-Town Council		18,319.00			18,319.00	–	
Senior Care Grant		1,500.00			1,500.00	–	
TOTAL HUMAN SERVICES	13,743.52	665,062.00	1,071.00	–	649,051.23	8,213.39	22,611.90
CULTURE AND RECREATION							
Library							
Salary		208,021.00	4,580.00		212,537.35	63.65	
Wages		164,784.00	6,745.00		171,526.64	2.36	
Other		140,550.00			137,599.32	629.29	2,321.39
Prior Year Other	4,796.61				4,796.61	–	
A30/13ATM Library Generator	50,000.00				43,544.50	–	6,455.50
A7/15STM Library Security Doors & Alarm System			7,000.00			–	7,000.00
Park and Cemetery							

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
Salary		69,955.00	136.00		70,090.24	0.76	
Wages		131,582.00	3,243.00		127,108.99	7,716.01	
Other		51,593.00			49,371.99	909.90	1,311.11
Prior Year Other	258.34				258.34	–	
A23/14ATM P&C Lawn Sweeper		35,000.00	(5,306.00)		29,693.85	0.15	
Emerson Lease		1,250.00			1,250.00	–	
Tree Department							
Salary		3,096.00			3,096.00	–	
Wages		3,330.00			1,541.97	1,788.03	
Other		8,195.00			4,922.00	3,273.00	
A24/14ATM Tree Brush Chipper		38,000.00			38,000.00	–	
Historical Commission							
Other		450.00				450.00	
Memorial Day							
Other		3,600.00			1,375.00	2,225.00	
TOTAL CULTURE AND RECREATION	55,054.95	859,406.00	16,398.00	–	896,712.80	17,058.15	17,088.00
DEBT SERVICE							
Long Term Debt Interest		95,469.00			95,468.75	0.25	
Interest Temporary Loans						–	
Long Term Debt Principal		556,500.00			556,500.00	–	
Debt Issue Costs		2,500.00			1,500.00	1,000.00	
TOTAL DEBT SERVICE	–	654,469.00	–	–	653,468.75	1,000.25	–
OTHER EXPENDITURES							
Pensions – Essex Regional Retirement		884,541.00	(16,596.00)		867,685.00	260.00	
Insurance – Unemployment		75,000.00	(14,681.00)		23,115.20	37,203.80	
Prior Year Unemployment	2,090.00				2,090.00	–	
Insurance – Hospital		1,793,701.00	(54,053.00)		1,501,221.51	38,426.49	
Insurance – Life		6,655.00			4,325.16	2,329.84	
Insurance – Medicare		144,847.00			139,766.60	5,080.40	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015**

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
Insurance – Town		298,589.00	(50,047.00)		225,114.22	23,427.78	
Insurance – Town – Workman’s Comp		56,850.00			48,439.47	8,410.53	
Employee Employment Separation	71,849.67	20,000.00			29,639.49	–	62,210.18
A5/06STM Medical Bills Injured Officer	7,600.45				184.34	–	7,416.11
State Assessment – Cherry Sheet		283,024.00			301,348.00	(18,324.00)	
Transfers to Stabilization		100,000.00			100,000.00	–	
Transfers to Capital Stabiization		10,000.00			10,000.00	–	
Transfers to Trust – Agency Fund		100,000.00			100,000.00	–	
TOTAL OTHER EXPENDITURES	81,540.12	3,773,207.00	335,377.00)	–	3,352,928.99	96,814.84	69,626.29
Total General Fund	658,967.86	24,005,648.00	23,897.00	–	23,542,416.67	404,731.58	741,364.61
CAPITAL PROJECTS FUND							
						–	
Total Capital Projects Fund	–	–	–	–	–	–	–
WATER DEPARTMENT – ENTERPRISE							
Salary		81,073.00	105.08		81,178.08	–	
Wages		177,577.00			171,971.99	5,605.01	
Other		296,980.00			273,498.46	6,917.39	16,564.15
Other – Prior Year Bill	8,954.41				7,472.92	1,481.49	
Water Reserve Fund		130,000.00				129,894.92	
Transfers to:							
Salary			(105.08)				
Debt Interest		28,212.00			28,211.25	0.75	
Debt Interest Temporary Loans						–	
Debt Principal		83,500.00			83,500.00	–	
Debt Issue Costs		5,000.00				5,000.00	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
Debt Short Term Principle Pay down		38,000.00				38,000.00	
Unanticipated Emergencies		51,500.00				51,500.00	
Transfers to:							
A22/03ATM Ren Perk Row & Nth St Pump Station	33,388.59					–	33,388.59
A36/13ATM Water Main Design Washington St	36,952.24				31,259.66	–	5,692.58
A38/13ATM Water Tanks Repair/Improve	43,988.29				22,045.87	21,942.42	
A39/13ATM Minor Replace - ment Water Mains	100,000.00				90,444.09	–	9,555.91
A40/13ATM Gravel Pack Well Perkins Row	247,700.00				9,542.75	–	238,157.25
A32/14ATM Perkins Row Pump Station Rehab		100,000.00				–	100,000.00
A33/14ATM Water Storage Repair–Improvement		250,000.00			250,000.00	–	
Transfers to Trust–Agency Fund						–	
Total Water Enterprise Fund	470,983.53	1,241,842.00	–	–	1,049,125.07	260,341.98	403,358.48
SOLID WASTE ENTERPRISE FUND							
A14/13ATM Annual Engineering & Monitoring	179.55				179.55	–	
A10/14ATM Annual Engineering & Monitoring		36,700.00			33,792.64	807.36	2,100.00
Total Solid Waste Enterprise Fund	179.55	36,700.00	–	–	33,972.19	807.36	2,100.00

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
Balance Forward from 2015–2016	1,130,130.94						
2015 Appropriations Including Transfers		25,284,190.00	23,897.00				
Receipts, Refunds & Other				–			
Expended					24,625,513.93		
Close to Treasury						665,880.92	
Balance Forward to 2016							1,146,823.09
NON APPROPRIATION EXPENDITURES							
Federal Grants:							
Police–Bullet Proof Vest				840.00	840.00	–	
Fire – Volunteer Fire Assistance				2,000.00	2,000.00	–	
School–Early Childhood Allocation	202.80			2,831.00	2,545.00	–	488.80
School–SPED 94–142	5,101.53			107,515.00	107,362.40	–	5,254.13
School–Teacher Quality	5,247.91			8,786.00	5,558.34	–	8,475.57
School – Title I	5,175.10			150,484.00	150,994.29	–	4,664.81
Council on Aging–Title III Outreach				2,191.80	2,025.65	–	166.15
Council on Aging–Title III	366.13			1,000.82	1,366.95	–	
Other Special Revenue:							
School Chap 71 Education Fund	6,650.33			175.00		–	6,825.33
School Chap 712 Scholar- ship Fund	513.54			529.47		–	1,043.01
School –Educ Foundation Gift	700.00					–	700.00
School Gifts	1,150.83			1,300.00	394.25	–	2,056.58
School Essay Donation	571.98					–	571.98

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2013

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
School Newsletter	15.00					–	15.00
School Lost Book Revolving	418.01			56.38	56.00	–	418.39
School Cafeteria	12,636.52			173,491.19	166,090.51	–	20,037.20
Special Revenue:							
Tree Planning Gift	2,664.00					–	2,664.00
Flag Pole Fund	537.00				109.90	–	427.10
Bond Premium						–	
Bond Accrued Interest						–	
Veterans Day Parade Gift	100.00					–	100.00
Topsfield General Purpose Gift	721.00					–	721.00
Town Hall Capital Improve- ment Gift	10,475.93				9,950.00	–	525.93
Conservation Fund Ch. 40 S 8C	6,466.12			9.86		–	6,475.98
Open Space Fund Ch. 40 S 8C	219.73			0.36		–	220.09
Conservation Wetland Fees State Ch131:40	3,282.68			3,770.00		–	7,052.68
Conservation Com Gift	250.00					–	250.00
Conservation Consul Ch. 44:53G						–	
Conservation Gift Hickory Beech	2,762.06			2.76		–	2,764.82
Planning Board Consult Ch. 44:53G	2,582.10			8,241.54	8,007.29	–	2,816.35
Zoning Board Consult Ch. 44:53G	154.77			0.22		–	154.99
Fire Dept. Gift	75.00			275.00		–	350.00
Police TAF Enterprise Gift	9,902.61				1,420.00	–	8,482.61
Police – D.A.R.E. Donations	1,403.55			100.00	596.93	–	906.62
Police – Law Enforcement Trust	2,945.19					–	2,945.19
Police Dept. Gift						–	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015**

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
Fire Dept. EMS Equipment Gift	5,114.16			249.40	873.00	–	4,490.56
Board of Health CH 44:53G	4,621.58			(4,621.58)		–	
COA Donations to Meals/ Wheels	4,358.20			4,138.75	5,003.80	–	3,493.15
COA Transportation Donation	9,830.67			1,342.18	1,672.33	–	9,500.52
COA Gift	2,523.23			1,575.00	2,333.64	–	1,764.59
COA Sunshine Ladies Gift	14.92					–	14.92
COA Betty Wogan Gift	331.52					–	331.52
COA Activities/Fitness	2.00					–	2.00
Library Mr & Mrs Tim Collins Gift	9,097.04				4,422.34	–	4,674.70
Library Gifts, Miscellaneous	7,632.20			9,788.06	4,109.99	–	13,310.27
Library Lost Book Revolving	1,627.61			2,074.00	2,894.32	–	807.29
Rail & Trail Gift				965.00	965.00	–	
Recreation Committee Gift	721.32					–	721.32
Historical Commission Preservation Gift	240.00					–	240.00
Cable Advisory Committee Gift	191,389.85			14,454.92	15,838.00	–	190,006.77
Receipts Reserved for Appropriation:							
Sale of Cemetery Lots	166,618.48			8,167.30		–	174,785.78
Reserved for 20 year Borrowing Ch44:8	2,323.97		(2,323.00)			0.97	
Reserved for FY18 Library Loan Subsidy	46,419.40					–	46,419.40
Reserved for Reduction Future Excludable Debt	10,556.25		(1,722.00)			–	8,834.25
Revolving Accounts:							
School Pre–School Tuition	188,718.47			141,370.10	143,407.63	–	186,680.94
School Instrumental Music	72,536.86			36,018.75	48,277.98	–	60,277.63
School Full Day Kindergarten	63,973.18			105,355.32	47,974.72	–	121,353.78
School Rental of Surplus				6,927.00	6,927.00	–	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
School Tuition Ch71, 71F Non Resident , Foster	53,578.48			74,800.00		–	128,378.48
Recreation/Park Ch. 44:53D	6,021.75		(5,000.00)	10,550.00	6,726.50	–	4,845.25
Conservation Revolving Fund Ch44:53E1/2	42,621.72		(26,000.00)	8,495.02	7,649.91	–	17,466.83
Cemetery CH 44:53E1/2	38,842.98			19,784.30	6,364.92	–	52,262.36
Park Revolving Ch. 44:53E 1/2	672.58			12,540.00	12,234.03	–	978.55
Insurance & Restitution Police						–	
Insurance & Restitution Library						–	
Insurance & Restitution Cons Com – BOH						–	
Insurance & Restitution Fire				3,750.00		–	3,750.00
Insurance & Restitution Police Injury	84,898.58		(45,000.00)	42,472.86		–	82,371.44
Insurance & Restitution Animal Control Officer						–	
Insurance & Restitution Highway				6,292.00	2,431.41	–	3,860.59
Insurance & Restitution Council on Aging				12,505.39	12,505.39	–	
Insurance & Restitution Park & Cemetery						–	
Insurance & Restitution School				2,010.31	1,224.75	–	785.56
Insurance & Restitution Town Hall				962.00	462.00	–	500.00
State Grants:							
Police 911 Training				7,972.20		7,972.20	
Police Bullet Proof Vest						–	
Police–GHSB Grant				5,908.23	5,908.23	–	
Fire Emergency Performance Grant						–	
Fire Safety Grant	5,147.02			7,218.00	4,221.78	–	8,143.24

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015**

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
Highway Chapter 90				232,154.93	232,154.93	–	
Highway WRRP Grant				40,686.00	40,686.00	–	
Highway WRAP Grant				23,740.40	23,740.40	–	
School Foundation Enrollment Aid '05	10,000.00				5,410.16	–	4,589.84
School Foundation Enrollment Aid '02	21,467.03				21,467.03	–	
School – Circuit Breaker Grant FY14	12,955.00				12,955.00	–	
School – Circuit Breaker Grant FY15				45,427.00	45,427.00	–	
School – Big Yellow School Bus Steward	600.00			200.00		–	800.00
School – Big Yellow School Bus Proctor	200.00					–	200.00
MEMA						–	
Topsfield Linear Common Grant Fiscal 2013				10,965.50	10,965.50	–	
Cultural Council	6,519.89			4,303.36	4,395.00	–	6,428.25
Council on Aging MARTAP Helping Hand Mini Gr						–	
Council on Aging Formula Grant	245.09			11,618.91	11,836.28	–	27.72
Council on Aging Service Incentive Grant						–	
Library Supplemental Grant						–	
Library LIG/MEG Grant	26,058.03			11,352.78	21,187.98	–	16,222.83
Extended Polling Hours				1,312.00	1,312.00	–	
Mass Historic Preservation Grant	643.84					–	643.84

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2015

	Balance Forward 2014	2015 Original Appropriation	2015 Transfers- Adjustments	2015 Receipts	2015 Expended	2015 Close to Treasury	Balance Forward 2016
Clean Energy Choice	2,207.50					-	2,207.50
Green Community Grant				50,936.00	50,936.00	-	
Recycling DEP Grant	2,879.71					-	2,879.71
Stabilization:							
Stabilization Fund	1,015,387.68		100,000.00	2,353.96		-	1,117,741.64
Capital Stabilization			10,000.00	582.05		-	10,582.05
Total Special Revenue Funds	2,202,889.21	-	29,955.00	1,442,297.80	1,286,219.46	7,973.17	2,380,949.38
Trust Funds							
OPEB	238,157.28		100,000.00	4,695.59		-	342,852.87
Non-Expendable Trust Funds	8,128,046.30			122,132.43		-	8,250,178.73
Expendable Trust Funds	1,637,983.11		(86,000.00)	34,321.67	123,449.62	-	1,462,855.16
Total Trust Funds -	10,004,186.69	-	14,000.00	161,149.69	123,449.62	-	10,055,886.76
*Transfers - transferred from Library Gould Trust Part B \$66,000 to GF to partially fund Library Debt Payment transferred \$20,000 from CPC							
Total Expenditures & Other Financing Uses - Fiscal 2015					26,035,183.01		

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2015

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPES		PROPRIETARY FUND TYPES		ACCOUNT GROUP		
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only		
ASSETS:											
Petty Cash	\$0.00									0.00	
Cash/Investments	4,513,369.45	\$2,351,562.67	\$878,247.05	\$10,055,886.76	\$1,386,298.22	\$147,763.23				19,333,127.38	
Receivables:											
Personal Property Taxes	7,492.79									7,492.79	
Real Estate Taxes	180,121.25									180,121.25	
Delinquent User Charges					1,969.12					1,969.12	
Tax Foreclosure	33,938.83									33,938.83	
Tax Title Liens	118,197.78				68.03					118,265.81	
Allowance Abatements & Exemptions	(318,402.23)									(318,402.23)	
Other (Excise Taxes)	54,956.59									54,956.59	
Police Academy	(3,912.00)									(3,912.00)	
Police Special Detail		18,928.00								18,928.00	
Fire Special Detail	7,888.40									7,888.40	
User Charges & Connection Fees					106,665.96					106,665.96	

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2015

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES		PROPRIETARY FUND TYPES		ACCOUNT GROUP		
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only	
Due from Other Governments:										
Due from Comm Ch Sh Vets Ch 115	1,233.00								1,233.00	
Due from Comm Ch Sh Ver Blind & Surv Spouse	13,325.00								13,325.00	
Due from Comm GHSB Grant		2,500.00							2,500.00	
Due from Comm Hwy Chap 90		389,743.37							389,743.37	
Due from Comm Hwy WRAP Grant		23,740.40							23,740.40	
Due from Fed Gov't COA Title III Outreach		645.66							645.66	
Land - Fixed Assets					323,037.76		5,196,767.49		5,519,805.25	
All Other - Fixed Assets Net of Depreciation					7,013,559.92		16,386,612.85		23,400,172.77	
Amount to be Provided for Pmt of Long Term Debt								2,852,000.00	2,852,000.00	
TOTAL ASSETS	\$4,608,208.86	\$2,787,120.10	\$878,247.05	\$10,055,886.76	\$8,831,599.01	\$147,763.23	\$21,583,380.34	\$2,852,000.00	\$51,744,205.35	

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2015

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES		PROPRIETARY FUND TYPES		ACCOUNT GROUP		
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only	
LIABILITIES AND FUND EQUITY:										
Liabilities:										
Payroll Warrants Payable	253,921.67	3,502.77			8,255.62					265,680.06
Vendor Warrants Payable	116,213.85	12,924.58	7,580.00		21,232.84	2,470.94				160,422.21
Withholdings Payable	112,945.70									112,945.70
Police Special Detail		(18,928.00)								(18,928.00)
Deferred Revenue:										
Property Tax	(185,422.99)									(185,422.99)
Delinquent Water					1,969.12					1,969.12
Tax Liens	118,197.78				68.03					118,265.81
Tax Foreclosure	33,938.83									33,938.83
Motor Vehicle	54,956.59									54,956.59
Fire Special Detail	7,888.40									7,888.40
Police Special Detail		18,928.00								18,928.00
Chapter 90		389,743.37								389,743.37
Due to the Commonwealth (Fire arm Licenses)	1,837.50									1,837.50
Pre-paid Real Estate Tax	15,340.55									15,340.55
Other Liabilities:										
Unclaimed Checks	4,382.00									4,382.00
Due to Individuals										0.00
Bond Indebtedness - Inside Debt Limit					48,000.00					1,300,000.00

COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2015

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES			PROPRIETARY FUND TYPES			ACCOUNT GROUP		
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	General Long-Term Obligations	Total Memorandum Only			
Bond Indebtedness - Outside Debt Limit					755,000.00			1,600,000.00	2,355,000.00			
Bond Anticipation Note			2,236,897.00						2,236,897.00			
TOTAL LIABILITIES	534,199.88	406,170.72	2,244,477.00	0.00	834,525.61	2,470.94	0.00	2,852,000.00	6,873,844.15			
FUND EQUITY AND OTHER CREDITS:												
Investment in fixed assets					6,533,597.68		21,583,380.34		28,116,978.02			
Reserved for:												
Petty Cash	0.00								0.00			
Encumbrances	741,364.61		870,667.05		403,358.48	2,100.00			2,017,490.14			
Expenditures	1,302,940.00	40,090.00		66,000.00	120,000.00	38,700.00			1,567,730.00			
Future Debt									0.00			
Overlay Deficit	0.00								0.00			
Snow & Ice Deficit	0.00								0.00			
Reserved for Special Purposes									1,396,855.16			
Reserved for Endowments									8,250,178.73			
Reserved for OPEB									342,852.87			
Undesignated	2,029,704.37	2,340,859.38	(2,236,897.00)		940,117.24	104,492.29			3,178,276.28			
TOTAL FUND EQUITY	4,074,008.98	2,380,949.38	(1,366,229.95)	10,055,886.76	7,997,073.40	145,292.29	21,583,380.34	0.00	44,870,361.20			
TOTAL LIABILITIES & FUND EQUITY	\$4,608,208.86	\$2,787,120.10	\$878,247.05	\$10,055,886.76	\$8,831,599.01	\$147,763.23	\$21,583,380.34	\$2,852,000.00	\$51,744,205.35			

*Note 1: 60 Day Accrual of Property Tax - \$ 54,634.80

Town Collector

The Tax Collector's Office collected in Fiscal 2015 \$ 19,550,396.73 in Real Estate taxes and \$ 325,445.24 in Personal Property taxes; \$ 115,054.46 in interest and fees and \$1,090,919.81 in motor vehicle excise tax revenue, \$ 38,148.98 in other tax revenue which was Tax Title.

Real Estate and Personal Property Tax bills were billed quarterly and were due August 1st, November 1st, February 1st and May 1st. Collection processes include a bank lockbox and an internet pay-on-line process. Interest accrues at the rate of 14% per annum on all overdue payments from date of mailing. A \$10.00 demand bill, payable in 14 days, is sent after the May 1st due date. Fiscal Year 2015 tax bills are based on the assessment date of January 1, 2014 and are mailed to the owner of record as of that date. Delinquent water overdue 90 days from June 30th, is added to the real estate tax bill.

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

Motor Vehicle Excise bills are calculated by the Registry of Motor Vehicles and forwarded to the Town throughout the year. The bills are due and payable in full within 30 days of issue, and payments are considered made when received by the Collector. Interest accrues at the rate of 12% per annum on all overdue payments from the date the excise was due. A \$10.00 charge is added for the demand bill which is payable in 14 days. A \$12.00 warrant fee is added to all outstanding bills, which are sent to the Deputy Collector for collection. Taxpayers are required to notify the Registry within 30 days of moving to their new address.

The Town continues to use the collection services of a Deputy Collector, as well as, the Registry's Non-Renewal Program for

unpaid Motor Vehicle Excise. The Non-Renewal program allows the Town to prevent renewal of any license or registration without full payment of Motor Vehicle Excise and parking tickets. Most out of state Registries of Motor Vehicles have access to the Massachusetts Registry database and will not issue or renew licenses or registrations until outstanding obligations are met.

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

Respectfully submitted,

Barbara B. Michalowski
Town Treasurer and Collector

Town Collector, cont.

	BEGINNING BALANCE	COMMITTED	BALANCE DUE
	June 30, 2014		June 30, 2015
MOTOR VEHICLE EXCISE			
Prior years	7,027.00		
2011	1,092.00		998.00
2012	3,422.00		2,517.00
2013	8,205.00		2,562.00
2014	47,288.00	118,448.59	7,688.00
2015		991,899.65	41,201.00
	67,034.00	1,110,348.24	54,966.00
ROLLBACK TAX CH 61A	0.00		0.00
PERSONAL PROPERTY TAXES			
Prior years	1,425.00		884.00
2012	520.00		239.00
2013	1,245.00		416.00
2014	3,653.00		2,888.00
2015		\$327,710.64	3,066.00
	6,843.00		7,493.00
REAL ESTATE TAXES			
2012	8,825.00		8,825.00
2013	22,901.00		8,399.00
2014	153,589.00		9,263.00
2015	0.00	\$19,662,558.48	153,634.00
	31,726.00		180,121.00
DELINQUENT WATER	532.00		68.03
TAX TITLE		\$13,835.59	
Delinquent Wtr tax liens	532.00		1,969.12
1989-2014	104,569.00		118,198.00
FORECLOSED	33,939.00		33,939.00
		\$1,065,463.14	
WATER USER FEES	93,924.00		106,665.96

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 7/1/14	\$18,168,226.41
	Revenue 29,269,481.00
	Disbursement 31,089,252.00
Total Cash/Investments as of 6/30/2015	19,333,127.38
	141.98
	-
Interest Earned and Gain on Investments	
General Fund	14,768.00
Solid Waste Fund	183.46
School Lunch	59.00
Stabilization Fund	2,353.96
Capital Stabilization Fund	582.05
	17,946.47
Collections from Tax Title accounts	38,148.98
<u>Deposits held to Guarantee Payment</u>	
Balance as of 6/30/2014	20,224.87
Balance as of 6/30/2015	-
<u>Sale of Cemetery Lots</u>	
Balance as of 6/30/2014	166,018.48
Balance as of 6/30/2015	174,785.78
<u>Stabilization Fund</u>	
Balance as of 6/30/2014	1,015,387.68
Balance as of 6/30/2015	1,117,741.64
<u>Capital Stabilization Fund</u>	
Balance as of 6/30/2014	-
Balance as of 6/30/2015	10,582.05
<u>Trust Funds</u>	
Balance as of 6/30/2014	9,782,740.52
Balance as of 6/30/2015	9,697,401.58
<u>OPEB GENERAL FUND</u>	
Balance as of 6/30/2014	207,069.61
Balance as of 6/30/2015	311,586.97
<u>OPEB WATER FUND</u>	
Balance as of 6/30/2014	31,087.67
Balance as of 6/30/2015	31,265.90

Commissioners of Trust Funds

Introduction

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

Highlights and Accomplishments

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

- The continued subsidizing of the Council on Aging, Meals on Wheels program by the David Cummings Trust at a total expense of \$4,299.51.
- The support of two needy Topsfield individuals by the David Cummings Trust at a total cost of \$2,875.45.
- The funding of scholarships for graduating Masconomet High School students by the Wallace Kneeland Fund and the Joseph Iarocci Fund each in the amount of \$300.00.
- The acquisition of books, periodicals and other miscellaneous items and the upkeep of such on behalf of the Topsfield Library by the George Gould Trust and other library specific trusts in the amount of \$104,484.44.

- 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 \$11,190.22.
- The payment of the fifteenth payment on the bond issued in connection with the Library Construction Project by the George Gould Trust in the amount of \$66,000.00.

Community Awareness

The Commissioners of Trust Funds have attempted to make the community aware of the existence of the trust funds and of their purposes by communicating with the local newspaper media, the local clergy of all different denominations and others. While the trust funds have been established for specific and limited purposes, the Commission welcomes inquiries about the trusts and their distributive provisions, which are reviewed at periodic meetings.

Respectfully submitted,

David G. Strachan, Jr., *Chairman*

Barbara Booth, *Member*

Richard Walsh, *Member*

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

TRUST NAME	JUNE 30, 2014 BALANCES			FISCAL 2015				JUNE 30, 2015 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	18,098.21	17,019.37	3.610%	\$767.53	\$141.40			\$18,724.34	\$24,614.80	3.761%
Income	104,245.83	80,015.15	16.973%	\$3,608.47	\$664.77	2,087.89	0.00	\$109,277.42	\$143,654.83	21.951%
CUMMINGS * Principal	37,063.28	34,853.89	7.393%	\$1,571.82	\$289.57			\$38,345.53	\$50,408.59	7.703%
Income	163,132.09	177,294.89	37.608%	\$7,995.52	\$1,472.96	4,564.81	7,174.96	\$167,044.49	\$219,594.75	33.555%
KIMBALL * Principal	1,097.27	1,031.86	0.219%	\$46.53	\$8.57			\$1,135.23	\$1,492.36	0.228%
Income	2,456.99	2,558.32	0.543%	\$115.37	\$21.25	77.25	0.00	\$2,628.36	\$3,455.21	0.528%
PEABODY * Principal	1,064.54	1,001.08	0.212%	\$45.15	\$8.32			\$1,101.37	\$1,447.85	0.221%
Income	2,279.46	1,447.68	0.307%	\$65.29	\$12.03	52.69	0.00	\$2,385.41	\$3,135.83	0.479%
GOULD COMMON * Principal	1,064.54	1,001.08	0.212%	\$45.15	\$8.32			\$1,101.37	\$1,447.85	0.221%
Income	7,105.03	4,111.90	0.872%	\$185.44	\$34.16	110.02	0.00	\$7,366.32	\$9,683.68	1.480%
GOULD PARK * Principal	1,064.54	1,001.08	0.212%	\$45.15	\$8.32			\$1,101.37	\$1,447.85	0.221%
Income	(299.27)	2,599.29	0.551%	\$117.22	\$21.59	77.47	0.00	-\$126.17	-\$165.87	-0.025%
MONUMENT * Principal	1,947.34	1,831.26	0.388%	\$82.58	\$15.21			\$2,014.71	\$2,648.52	0.405%
Income	7,217.51	5,441.20	1.154%	\$245.38	\$45.21	156.48	0.00	\$7,574.17	\$9,956.92	1.521%
KNEELAND * Principal	15,290.60	13,838.76	2.935%	\$624.09	\$114.97			\$15,799.72	\$20,770.13	3.174%
Income	1,723.61	383.54	0.081%	\$17.30	\$3.19	306.02	300.00	\$1,743.74	\$2,292.30	0.350%
LIBRARY GEN'L * Principal	23,529.94	22,127.30	4.694%	\$997.88	\$183.83			\$24,343.99	\$32,002.32	4.890%
Income	(69,814.97)	12,542.54	2.661%	\$565.63	\$104.20	100,503.40	3,875.58	\$27,274.28	\$980.67	0.150%
LIBRARY DOW * Principal	2,129.05	2,002.12	0.425%	\$90.29	\$16.63			\$2,202.71	\$2,895.65	0.442%
Income	(3,933.17)	481.34	0.102%	\$21.71	\$4.00	5,865.19	410.05	\$1,539.67	\$70.26	0.011%
LIBRARY LAMSON * Principal	22,646.82	21,296.82	4.517%	\$960.43	\$176.93			\$23,430.31	\$30,801.22	4.707%
Income	(28,687.18)	5,178.26	1.098%	\$233.53	\$43.02	44,017.17	4,049.38	\$11,471.12	\$748.87	0.114%

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

TRUST NAME	JUNE 30, 2014 BALANCES			FISCAL 2015				JUNE 30, 2015 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BK VALUE	MKT VALUE	% TOTAL
LIBRARY WILDES * Principal Income	14,943.78	14,052.96	2.981%	\$633.75	\$116.75			\$15,460.78	\$20,324.56	3.106%
LIBRARY HADSELL * Principal Income	(32,914.36)	5,018.19	1.064%	\$226.31	\$41.69	47,369.07	1,755.10	\$12,884.23	\$539.44	0.082%
LIBRARY WITHAM * Principal Income	5,798.82	5,401.10	1.146%	\$243.57	\$44.87			\$5,997.52	\$7,884.27	1.205%
STATHOPOULOS * Principal Income	(627.89)	322.06	0.068%	\$14.52	\$2.68	1,217.10	231.62	\$369.43	\$161.90	0.025%
JOSEPH IAROCCI * Principal Income	28,312.17	22,731.81	4.822%	\$1,025.14	\$188.86			\$29,148.46	\$38,318.22	5.855%
LIBRARY WILDES * Principal Income	2,525.75	708.59	0.150%	\$31.96	\$5.89	504.37	270.87	\$2,785.32	\$3,661.54	0.560%
LIBRARY WILDES * Principal Income	4,261.44	3,981.35	0.845%	\$179.55	\$33.08			\$4,407.91	\$5,794.59	0.885%
LIBRARY WILDES * Principal Income	732.76	40.45	0.009%	\$1.82	\$0.34	86.54	0.00	\$820.79	\$1,078.99	0.165%
LIBRARY WILDES * Principal Income	9,942.46	9,849.06	2.089%	\$444.17	\$81.83			\$10,304.80	\$13,546.57	2.070%
LIBRARY WILDES * Principal Income	(129.93)	268.63	0.057%	\$12.11	\$2.23	217.70	300.00	-\$202.34	-\$266.00	-0.041%
COLUMN TOTALS	\$343,267.06	\$471,432.93	100.00%	\$21,260.34	\$3,916.66	\$207,213.17	\$18,367.56	\$549,456.35	\$654,428.67	100.00%

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

	JUNE 30, 2012 BALANCES		FISCAL 2014				JUNE 30, 2015 BALANCES	
	BOOK VALUE	MARKET VALUE	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BOOK VALUE	MARKET VALUE
GEORGE GOULD TRUST (1)								
PRINCIPAL ACCOUNT	5,396,556.69	7,400,693.94	268,886.86	92,776.40	0.00	0.00	5,572,667.15	7,509,962.50
INCOME: FUND A - BOOKS	553,412.27	557,885.14	99.00	0.00	101,367.89	290,961.18	363,917.98	265,375.60
INCOME: FUND B - ART & MAINT	311,041.75	363,063.86	59.40	208.10	97,709.10	77,190.22	331,411.93	297,021.33
COLUMN TOTALS	6,261,010.71	8,321,642.94	269,045.26	92,984.50	199,076.99	368,151.40	6,267,997.06	8,072,359.43

(1) Funded October 1988



PHOTO COURTESY KINDRA CLINEFF PHOTOGRAPHY

Linking
Past with Present



TOWN OF TOPSFIELD, MASSACHUSETTS
2015 ANNUAL REPORT