

2009 ANNUAL REPORT

Town of

Topsfield



Discover us

Town of Topsfield Massachusetts

July 1, 2008 through June 30, 2009



The Annual Reports, Receipts, and Expenditures
of the
Town Officers
for the 2009 Fiscal Year

Credits and Acknowledgments:

Annual Report Committee:

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

Cover photo:

© Kindra Clineff Photography, Topsfield, MA
www.kindraclineff.com

Design and Production:

E.T. Johnson and Associates, Topsfield, MA
www.etjohnson.com

Note:

All financial data cover the period July 1, 2008 through June 30, 2009.
However, for the reader's benefit, and to make this a more meaningful publication,
individual reports may list more current significant events.



Discover...Topsfield!

© Kindra Clineff Photography

Topsfield is the type of small town that people are drawn to, and then never want to leave. Ask a newcomer what attracted them to this historic town of rolling hills, horse trails and breathtaking views; and they will most likely answer they wanted the sense of community that Topsfield offers...The superb reputation of the schools, the classic New England common and wide open spaces for hiking, biking, cross country skiing, parks and playgrounds. A newcomer will tell you that Topsfield is welcoming, lively with activities for all ages, and a place they intend to call home a long time.

Ask a "Townie" what they like about Topsfield, and be prepared for a lengthy answer. Old time residents raised their families here and some even attended elementary school at the original site on School Street, before Proctor, Steward and Masconomet were built. Some residents now watch their grandchildren biking to school, stopping at Gilly's for candy, anticipating the excitement of the Topsfield Parade and Fair, as they did, and other timeless traditions. A "Townie" will tell you that Topsfield is a place where neighbors still shovel each others' driveways and borrow eggs, and rally around a family in need. It's a place where a walk to the Post Office always turns into a conversation, especially on a sunny day along a tree-lined Main Street. In a fast-paced world of technology and decreased human interaction, downtown Topsfield is a little slower, a little sleepier, and much more peaceful.

Topsfield is a well-kept secret to those outside of the North Shore. Residents know its virtues, but others throughout the state might know it only for the Fair, or a name on a weather map. Topsfield is far more than a "Fair Place", as bumperstickers

once proclaimed. It is the acres of *Bradley Palmer* for exploration, and the grandeur of the restored *Willowdale Estate* for parties with a Gatsby-like ambience, or the elegance of a wedding celebration at *The Commons*. Topsfield is the educational programs, kayaking, camping and maple sugaring of the *Ipswich River Wildlife Sanctuary*. Topsfield is the *Parson Capen House*, built for Parson Joseph Capen around 1684 to 1688, and the site of teas, tours and home of a well-tended herb garden. Topsfield is a destination for bicyclists throughout the North Shore, challenged by its rolling, winding hills, and for kayakers and canoeists navigating the *Ipswich River*. It is home to skaters at the Fairgrounds in the winter, and soccer tournaments in the Arena and fields. Ask any kid what the best sledding hill on the North Shore is, complete with jumps, and they'll tell you *Wheatland's Hill*. Topsfield is a destination for artists and photographers, be it at the galleries of the *Salt Box Gallery* or the *Topsfield Library Art Gallery*, or the natural landscapes to be painted and photographed. Topsfield is the place to display the largest pumpkin in New England and for craftspeople and farmers to show their goods at the region's largest agricultural fair and numerous farmers' markets and craft shows at the Fairgrounds. Topsfield is the ice cream truck on a hot summer day at *Hood's Pond*, and the thrilling bonfire at the *Holiday Walk*. Residents know why they call Topsfield home. And visitors are hooked by Topsfield's charm, beauty and small-town magic.

It's no surprise that Topsfield is filled with "boomer anglers," those residents that grew up in Town and return to raise their own families in this community that is so appealing. And it's no surprise that residents make this their home for lifetimes.



In Memoriam

The Town of Topsfield lost several members of the community, all with incredible service to country, community, family and friends. They represented everything that is good in Topsfield, residing in town for the majority of their lives, raising children and grandchildren in our neighborhoods, and all making significant contributions to the quality of life in our community. We pay tribute to these committed individuals for their selfless service to Topsfield.

***Elinore Ansteensen** served as a Trustee of the Topsfield Library for several terms and was a long-time volunteer, after earning her degree in Library Science. She was an original member of the Topsfield writing group, and active in many causes with the Congregational Church, and serving as a Trust Funds Commissioner. She treasured her time in Topsfield, especially the Library, and summers with family on the coast in Maine.*

***Matthew Boyle Sr.** was a fixture at every Topsfield parade, known for his charismatic smile. He served his country as a US Marine Corps Drill Instructor stationed at Paris Island during the Korean War. He served as Principal, Assistant Principal, teacher, coach and mentor at Winthrop High School for 40 years. An active member of St. Rose of Lima, he was devoted to causes for Veterans' and for education. He set the standard for honoring the men and women of the military.*

***Laura Denault** was an inspiration for generations of women, serving as a Tech Sergeant in the Marine Corps during WWII, in the Mojave Desert. She was Assistant Librarian in Topsfield for 13 years, and active in many committees for the elderly, earning Woman of the Year in 1980 by the Topsfield Grange. She is remembered by many as the organist at St. Rose of Lima for over 40 years. After her retirement as organist, she continued to share her talents and played piano at local nursing homes, most recently at Masconomet Healthcare.*

***Joseph Iarocci** is remembered for many things, and especially for his humor, as a columnist for the local newspaper. He too, served his country, in the Air Force, where he was legendary for his fast-pitch softball skills, which he then brought to Topsfield as player, coach and TAA leader. He came to New England in what was to be a temporary assignment, working on the Apollo Project in conjunction with MIT and Raytheon. He fell in love with the area and moved here permanently with his family in the 1960's. He served on the Topsfield Finance Committee, the Elementary School Building Committee, the Historical Society, and was active at St. Rose of Lima. In his retirement he served two terms as Selectmen and delighted readers with his amusing tales of small-town and family life. He led the original committee for Downtown Revitalization and coined the phrase, "Topsfield Working Together."*

***Deborah Moulton** lived in Topsfield for 55 years. She was the founding member of the New Meadows Garden Club, and for 51 years led this remarkable group in a variety of projects and collaborations that beautified the town. She was a trustee of the Congregational Church of Topsfield and regular fixture at the Congregational Church Booth at the Topsfield Fair, cooking and serving for countless fair-goers. She served as the Town's Tax Collector for 19 years, and as Treasurer for 8 years. She was actively involved in the Topsfield Historical Society and volunteered at the BoxTop Shop.*

***Doris Rollfs** taught hundreds of Topsfield children as a teacher at Steward School, and was known for her calm, compassionate teaching style. She became a young widow in 1968, and raised her five children as a single parent, while continuing to teach. She supported many great civic causes for seniors, as a volunteer and leader at the Topsfield Council on Aging, assisting with the development of the Meals-On-Wheels program. She was instrumental in the development of Villages at Great Hill. She was awarded the Wallace Kneeland Award, The Topsfield Grange Award, and the Silver Nomination, the state's highest honor for elder volunteers.*



Table of Contents

General Town Information

Topsfield At A Glance.....	1
General Information	2
Elected Officials.....	4
Elected Town Officers.....	5
Appointed Town Officers	6
Trash Tips	8
Fire/Police Department Rosters	9

General Government

Board of Selectmen	10
Town Clerk.....	13
Cable Advisory Board	14
Town Website Committee	15

Public Safety

Fire.....	16
Police.....	19
Inspectional Services.....	21

Public Works

Board of Road Commissioners.....	22
Board of Water Commissioners.....	23

Education

Elementary School Committee.....	24
Masconomet Regional School District ...	32
North Shore Regional	
Vocational District.....	34

Health and Human Services

Board of Health	35
Council on Aging	37
Topsfield Housing Authority	39
Tri-Town Council.....	40
Recycling Committee.....	43

Culture and Recreation

Board of Library Trustees.....	44
Historical Commission.....	46
Park & Cemetery Commission.....	47
Rail Trail Committee.....	48
Open Space Committee.....	48

Planning and Land Use

Conservation Commission	50
Planning Board.....	51
Zoning Board of Appeals.....	53

Town Meeting Minutes and Election Documentation

Annual/Special Town Meeting Minutes	
May 5, 2009.....	55
Annual Town Election	
May 7, 2009.....	69
State Primary	
September 16, 2009.....	70
State Election	
November 4, 2009.....	72
Board of Registrars.....	73

Appendices

Appendix A:	
Fiscal 2010 Operating Budget.....	74

Financial Reports

Board of Assessors	83
Finance Committee	84
Town Accountant	86
Town Treasurer	110
Town Collector.....	111
Trust Fund Commissioners.....	113

Town of Topsfield



© Kindra Clineff Photography

Incorporated: 1650 (359th Year)

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

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

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

Town Census:.....(January 1, 2009) 6,344

Area: 13 Square Miles

Town Roads: 60 Miles

Fiscal 2009 Tax Rate: \$12.88

Tax Levy:..... \$16,121,462.86

Congressional District:..... Sixth

Senatorial District: ... First Essex and Middlesex

Representative District:Thirteenth Essex

Town Hall Hours:M – TH: 8am – 4pm
FRI: 8am – Noon

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

Town Website:..... www.topsfield-ma.gov

General Information

Emergency Numbers

Ambulance – Fire – Police:..... 911
Beverly Hospital..... 978-922-3000

National Grid

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

Poison Control Center 800-682-9211

Water Main Breaks 978-887-2116

Animal Control

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

Assessors

Office..... 978-887-1514

Birth Certificates

Town Clerk’s Office 978-887-1505

Board of Health

Office..... 978-887-1520

Board of Selectmen

Office..... 978-887-1500

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

Bus Service

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

Cable TV

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

Cemeteries

Pine Grove Cemetery Office: 978-887-1525

Churches

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

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

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

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

Civil Defense

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

The Commons 978-887-4100

Compost Center

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

Conservation Commission

Office..... 978-887-1510

Council on Aging

Office..... 978-887-1523

Death Certificates

Town Clerk’s Office 978-887-1505

Dog Licenses

Town Clerk’s Office 978-887-1505

Elections

Town Clerk’s Office 978-887-1505
Town Meeting First Tuesday of May
Town Elections..... First Thursday of May

Finance Committee

Mark Lyons, Chairman: 978-887-1500

Fire Department

Fire Emergencies 911 or 978-887-2116
All Other Business 978-887-5148
Call for Burning Permits, Fire and Smoke Alarms, and Oil Burner Inspections

Firearm Identification Cards

Emergency Center, see Police Chief:
..... 978-887-2116

Gould Barn

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

Highway Department

279 Boston Street 978-887-1542

Historical Commission

..... 978-887-1504

Hoods Pond (Topsfield Beach Assoc.)

.....P.O. Box 274, Topsfield, MA 01983

Housing Authority

Little Brook Village
69 Washington Street 978-887-8407

Inspectional Services

Office..... 978-887-1522

League of Women Voters

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

Library 978-887-1528

Hours:
Monday and Thursday..... 10 am to 7 pm
Tuesday and Saturday 10 am to 5 pm
Wednesday and Friday..... 10 am to 5 pm

Marriage Licenses

Town Clerk’s Office 978-887-1505

Newspapers

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

General Town Information

Notary Publics

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

Percolation Tests

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

Planning Board

Office..... 978-887-1504

Poison Control Center

Information Center 800-682-9211

Police Department

Emergency..... 911
Communications Ctr 978-887-2116
All Other Business 978-887-6533

Post Office

4 Main Street 978-887-5307

Pre-Schools

Joyful Noises
Emerson Center 978-887-2101 x26
Trinity Church Pre-School
River Road..... 978-887-2990
Steward Integrated Pre-School
Steward School, Perkins Row 978-887-1538

Property Valuations

Assessors' Office 978-887-1514

Recreation Committee

Office..... 978-887-1525

Schools

Grades K thru 3
Steward Elementary School
www.topsfieldschools.org
Perkins Row 978-887-1538

Grades 4 thru 6

Proctor Elementary School
www.topsfieldschools.org
Main Street 978-887-1530

Tri-Town School Union Offices

www.tritownschoollunion.org
for Elementary Schools..... 978-887-0771

Grades 7 and 8
Masconomet Regional Middle School
www.masconomet.org
Endicott Road 978-887-2323

Grades 9 thru 12
Masconomet Regional High School
www.masconomet.org
Endicott Road 978-887-2323

Septic Systems

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

Snow Plowing

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

Soil Removal Board

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

Soil Testing

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

Strawberry Festival

Barbara Pratt 978-887-9789

Tax Bills

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

Topsfield Athletic Association

.....www.taasports.com

Topsfield Beach Assoc. (Hood's Pond)

.....P.O. Box 274, Topsfield, MA 01983

Topsfield Fair

www.topsfieldfair.org
James O'Brien, General Manager
..... 978-887-5000

Town Accountant

Office..... 978-887-1508

Town Administrator

Office..... 978-887-1500

Town Clerk

Office..... 978-887-1505

Town Treasurer/Collector

Office..... 978-87-1511

Transportation – Trains

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

Trash/Recycling Collection

Replacement Decals and Trash Info:
Selectmen's Office 978-887-1500

Tree Warden

David Bond 978-887-1542

Veteran's Services

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

Voter Information and Registration

Town Clerk's Office 978-887-1505

Water Department

Water related questions..... 978-887-1518
Bill related questions 978-887-1517

Website

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

Welcome Wagon

Community Greetings
Joanne Colosi 978-777-1545

Zip Code 01983

Zoning Board of Appeals

Office..... 978-887-1504

Elected Officials

Governor:

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

United States Senators:

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

Local Office:

One Bowdoin Sq. Tenth Floor
Boston, MA 02114
Tel: 617-565-8519
E-Mail: john_kerry@kerry.senate.gov

Scott Brown (R)

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

Local Office:

JFK Federal Building, Room 2400
Boston, MA 02203
Tel: 617-565-3170
E-Mail: senator@kennedy.senate.gov

Attorney General

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

United States Representative:

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

Local Office:

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

State Senator

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

State Representative

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

Secretary of State

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

Elected Town Officers

These are elected positions
voted upon in the Annual Town
Election, May 6, 2009.

The dates represent the year
when the current term expires.

Board of Assessors

Eldon D. Goodhue2012
John J. McArdle2010
John W. Minnehan.....2011

Board of Selectmen

Karen A. Dow2010
A. Richard Gandt2012
Nancy J. Luther.....2011
Martha A. Morrison.....2011
Laura J. Powers.....2012

Board of Library Trustees

Jennifer L. Baker2012
Sheila R. Becker2011
Barbara R. Bodengraven2012
Dorthea M. DeLuca.....2011
Elizabeth T. Johnson2010
James F. Rossi.....2010

Board of Road Commissioners

Joseph K. Gibbons2012
Philip G. Knowles2010
Richard J. Cullinan.....2011

Board of Water Commissioners

Elizabeth A. Cullinan.....2012
Richard L. Stone2010
Philip G. Knowles2011

Commissioners of Trust Funds

Barbara Booth2010
David G. Strachan, Jr.2012
Richard Walsh2011

Constable

Frederick J. Glatz.....2010

Elementary School Committee

Susan Archer2011
Rebecca H. Brockleman.....2010
Jeanine P. Cunniff2010
Jeffrey C. Evaul.....2011
Rosemarie Lucey2012

Housing Authority

George D. Anderson2011
Gerald J. Buckley2010
John W. Minnehan.....2013
John J. McArdle2014

Masconomet Regional School District Committee Representatives

Laura J. Powers.....2012
Lawrence Lindquist2010
John K. Spenser.....2011
Kenneth G. Vogel.....2011

Moderator

John P. Kinhan2010

Park and Cemetery Commissioners

Robert E. Benjamin.....2010
Michael T. Smerczynski.....2011
Charles H. Southard III2012

Planning Board

Janice M. Ablon2010
Gregor Smith.....2010
Ian De Buy Wenniger.....2012
Robert L. Winship2011
Jonathan J. Young2011

Town Clerk

Beverly Ann Guarino.....2010

Appointed Town Officers

July 1, 2008 through June 30, 2009:

ADA Coordinator

Jenifer Collins-Brown 2009

Agricultural Commission

Timothy J. Guinee 2010
 Peter E. Mulholland 2009
 Trudi I. Perry 2009
 Peter Gibney (*Alternate*) 2010

Alcohol Licensing Advisory Committee

Robert E. Hardy 2009
 Stanley V. Ragalevsky 2009
 Bruce C. Spaulding 2009
 Kenneth G. Vogel 2009

Animal Control Officer

Carol A. Larocque 2009
 Reed Wilson (*Alternate*) 2009

Animal Inspector

Joel A. Larson 2009
 Sandra L. Larson (*Assistant*) 2009

Assessor

Pauline M. Evans 2009
 Carol Hoy (*Assistant*) 2009

Board of Health

Deborah L. Colbert 2009
 Wade M. Goldman 2011
 Vincent F. Guerra 2010
 William J. Hunt 2009
 Sheryl L. Knutsen 2011
 John Coulon, Agent 2009

Board of Registrars

Joan T. Glatz (*Assistant*) 2009
 Elizabeth J. Collins 2011
 Elizabeth A. Warren 2009
 Dorothy T. Wass 2009

Cable Advisory Committee

Dana B. Berenson 2009
 Kathleen M. Curran 2009
 William B. Whiting 2009
 William A. Wood 2009

Caretaker of Soldiers' Graves

Steven Mscisz 2009

CDL Coordinator

David M. Bond 2009

Computer Technology Committee

Robert P. Sapienza 2009

Conservation Commission

George Hall 2011
 Mark O. Erickson 2010
 Holger M. Luther 2011
 James S. MacDougal 2009
 Jennie M. Merrill 2010
 Lana R. Sequin-Spillman, *Admin.* 2009

Council on Aging

Lawrence C. Atkins 2010
 Patricia A. Carroll 2009
 Jenifer Collins-Brown 2010
 Donna M. D'Agostino 2009
 Susan E. Gibbons 2009
 Mary Jolene Guerra 2010
 Jacqueline A. Rizzo 2011
 Lydia B. Bertolino, *Executive Director.* 2009

Cultural Council

Jeanine P. Cunniff 2009
 Darcy Fulton 2009
 Beverly D. Nelson 2009
 Linda R. Siwak 2009
 Dorothy T. Wass 2009

Fence Viewers

Stephen S. Clark 2009
 Jenifer Collins-Brown 2009
 Ellen B. Mahoney 2009

Finance Committee

Heidi L. Bond 2009
 Paul E. Dierze 2011
 Kathryn S. Hartmann 2010
 J. Stephen Lais 2009
 Holger M. Luther 2011
 Mark B. Lyons 2009
 Trudi I. Perry 2010

Forest Warden

Ronald P. Giovannacci 2009

Historical Commission

Parsons W. Clark 2011
 Kindra L. Clineff 2009
 Alison J. Hardy 2009
 Elizabeth R. Mulholland 2010
 Jeanne Pickering 2011
 Joyce A. Bergsten (*Alternate*) 2009
 Mary Fletcher-Ferrill (*Alternate*) 2009

Highway Superintendent

David M. Bond 2009

Inspector of Buildings

Glenn A. Clohecy 2009
 Kenneth A. Ward (*Alternate*) 2009

Inspector of Gas and Plumbing

Stanley Kulacz 2009
 Kevin Dash (*Alternate*) 2009

Inspector of Wires

John P. Thompson 2009
 David Levesque (*Alternate*) 2009

Keeper of Clocks

Norman J. Isler 2009
 Robert L. Winship 2009

Local Emergency Planning Commission

David M. Bond 2009
 Ronald P. Giovannacci, *Fire Chief.* 2009
 Beverly Ann Guarino 2009
 Evan E. J. Haglund, *Police Chief.* 2009
 William J. Hunt 2009
 Dale E. Johnson 2009

Mapping Committee

Pauline M. Evans 2009
 Gregory R. Krom 2009
 James S. MacDougal 2009
 Robert L. Winship 2009

MBTA Representative

Timothy C. Murphy, Jr. 2009

General Town Information

Memorial Day/Veteran's Day Committee

Matthew I. Boyle2009
 John M. Chiffer2009
 Alfred A. DiDonato2009
 Patricia J. Landgren.....2009

North Shore Vocational School District Committee

vacant.....2009

Open Space Committee

John H. Beck.....2009
 Joseph D. Geller.....2009
 David D. Merrill2009
 Pamela J. Newport.....2009

Parking Ticket Clerk

Donna C. Rich.....2009

Public Works Committee

David M. Bond2009
 Gregory R. Krom2009
 Stephen J. Shepard2009

Purchasing & Community Development Coordinator

Roberta M. Knight.....2009

Rail Trail Committee

Roy J. Baessler.....2009
 Katherine E. Carlson.....2009
 Gregg A. Demers2009
 Joseph D. Geller.....2009
 David C. Read.....2009
 Kathleen A. Tremblay2009

Recreation Committee

Joseph D. Geller.....2009
 Laura J. Powers.....2009
 Stephen J. Powers.....2009
 Kathleen A. Tremblay2009

Recycling Committee

Laura A. O'Connor2009
 Joyce L. Scherer-Hoock.....2009
 Belinda E. Young2009

Scholarship Committee

Abigail P. Jackson2009
 Alice B. Sheridan2009
 Wendy Ryder2009

Sealer of Weights and Measures

Robert D. Rose2009

Soil Removal Board

Lisa Stern Taylor.....2009
 Robert L. Winship2009

Stormwater Management Committee

David M. Bond2009
 Joseph K. Gibbons.....2009
 Gregory R. Krom2009
 Robert L. Winship2009

Surface Water and Groundwater Study Committee

Richard W. Crosson.....2009
 Walter D. Harmer2009
 Gregory R. Krom2009
 Charles K. Wilkinson2009

Tree Warden

David M. Bond2009

Town Accountant

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

Town Counsel

Kopelman & Paige, P.C.....2009

Town Clerk, Assistant

Joan T. Glatz2009

Town Treasurer & Collector

Barbara B. Michalowski2011
 Ann D. Gill (*Assistant*)2011

Veteran's Agent

Matthew I. Boyle2009

Veteran's Graves Registration Officer

Matthew I. Boyle2009

Wallace Kneeland Memorial Committee

Charles R. Denault, Jr.....2009
 Dale E. Johnson.....2009
 Judson W. Pratt.....2009
 Robert L. Winship2009

Website Committee

Paula M. Burke2009
 Kim B. Philpot.....2009
 Jeanne Pickering.....2009
 William B. Whiting.....2009

Zoning Board of Appeals

Scott C. Dow2011
 Robert J. Moriarty, Jr2009
 Kristin M. Palace2013
 Anthony J. Penta2010
 Lisa Stern Taylor.....2012

** resigned*

Trash Tips

Rules on the \$2.00 Stickers

Fill another trash can and put a \$2.00 sticker on the top of the trash bag.

Sticker is not to be placed on the barrel, only on the bags.

Oversized items will be taken if enough stickers are attached:

- Couch.....2stickers
- Recliner.....2stickers
- Mattress.....2 stickers per item
- Desks2 stickers
- Bicycle.....1 sticker
- 1 bag of trash1 sticker

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

Trash Pick-up

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

If there is a holiday before your pick-up day, then trash pick-up is ONE DAY LATER.

Do you need to replace your trash barrel?

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

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

Purchasing Trash Stickers

Trash stickers can be purchased for \$2.00 each at Cumberland Farms, Dawsons Tru-Value Hardware or at the Essex County Cooperative.

Metal - White Goods Pick-up

May and October

METAL ONLY, (no wooden items)

Do you know what a white good is?

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

- Refrigerators are required to have the doors removed.
- Lawn motors and other motorized items are to have the oil and gas removed.
- Items containing freon must be called into the Board of Selectmen office prior to pickup (978-887-1500).
- Televisions and computer monitors are accepted at the Boxford transfer station on Saturdays. There is a fee and it is strongly suggested to call for details: 978-887-6000.

Recycling

Need a new recycle container?

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

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

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

Paper is to be separated from plastics and glass.

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

Police and Fire Rosters

Police Department Personnel

Full-Time Officers

Chief Evan E. J. Haglund
Sgt. Gerald Harrison
Sgt. James Harris
Sgt. Richard LeBel
Ofc. John Hayward
Ofc. Gary Hayward
Ofc. Steven Weir
Ofc. Shawn Frost
Ofc. Scott Lunn
Ofc. Glenn Walker

Reserve Officers

Ofc. Raymond Gerry
Ofc. David Bond
Ofc. Robert Cahill
Ofc. Gary Wildes
Ofc. Neal Hovey
Ofc. James Gettman
Ofc. Craig Robinson
Ofc. Christopher Sanborn
Ofc. Lawrence Nestor
Ofc. Kelly Pickering
Ofc. David Fortune
Ofc. John Barry
Ofc. Joseph DeBernardo

Police Chaplain

Richard Stowe Jr.
(Passed Away Jan, 2010)

Full-Time Dispatchers

James Gettman
Joy Fleck
James Bonfanti

Part-Time Dispatchers

Sandra Sanger
Phillip Mahoney
Paul Polonsky
Lawrence Nestor
Joseph DeBernardo
David Fortune
Lorna Wise
Kelly Pickering
Justin Bullis
Melissa Alleruzzo
Julian Harp
Arthur Green
Marion Cahoon

Auxiliary Officers

Ofc. Stephen Shepard
Ofc. Paul Polonsky
Ofc. Joy Fleck
Ofc. Tyler Dechene
Ofc. Clint Larrabee
Ofc. David Castellarin
Ofc. Justin Bullis
Ofc. Michael Balsley
Ofc. Arthur Green
Ofc. James Dunn

Office Manager

Catherine Gerry

Fire Department Personnel

Officers

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

Firefighters

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

Support Staff

Lemiesz, Susan
(Administrative Assistant)

** Career
* EMT=Emergency Medical Technician
% EMTI=Intermediate
^ EMTP=Paramedic

Board of Selectmen

The Town of Topsfield is a welcoming community that retains its rural character while offering easy access to the Boston Metropolitan area. Topsfield provides its residents excellent town services within a setting distinguished by extensive open space and historic landscapes and buildings. We take pride in our excellent schools, a fine library, recreational areas and responsive public works and emergency services; we are grateful to our dedicated corps of employees committed to public service. Most important, we cherish our tradition of citizen participation in the ongoing life and management of the community. Our citizens who give generously of their time and talent deserve our thanks for all that they do to maintain and improve the quality of life in Topsfield.

The Board of Selectmen has long been committed to preserving Topsfield's character and providing citizens with quality services, even with the daunting fiscal challenges of Fiscal Year 2009. We recognized the need for increased cooperation among citizens, employees, and officials in the face of economic constraints. In addition, we began planning for a future that promised little, if any, fiscal relief. At the same time, we completed contract negotiations with two Town employee groups and saw the potential for regional cooperation in the Emergency Communications Center. Finally, the Board dealt with new bylaws and regulations and continued to supervise construction of a recreational Rail Trail.

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



Membership

Fiscal Year 2009 began with a four-member board of Boyd Jackson (chairman), Dick Gandt (clerk), Nancy Luther and Martha Morrison, due to the resignation of Richard Carlson. A special election to fill a vacancy, held concurrently with the 2008 Presidential Election, added Karen Dow to the Board. In May 2009, we bid a reluctant farewell to retiring Selectman Boyd Jackson with gratitude for his nine years of exemplary service. As the year closed, Laura Powers and Dick Gandt were elected to the Board in an uncontested election. Upon reorganization, Martha Morrison became chairman and Karen Dow the clerk.

Economic Crisis

In the Fall of 2008, an economic crisis of global proportions emerged that seriously affected Topsfield's fiscal situation. The Governor's mid-FY09 cuts (so-called "9C cuts") to local aid resulted in Town departments giving back

portions of their budgets. This cooperative response averted the need for a Special Town Meeting to cut budgets mid-year in order to compensate for decreased state aid.

The impact of the crisis was felt during the FY10 budget development process, as state aid and local revenues decreased, and as all departments strove to reduce their budgets while still providing the most essential services. The Board of Selectmen formally asked bargaining units to renegotiate FY10 wage agreements. In response, the Town Administrator and the Police Chief gave up portions of their compensation. Even so, to support the operating budget approved at town meeting, we needed an override which was approved at the ballot.

Negotiations

Preceding the onset of the fiscal crisis, a contract with the 911 Dispatchers was signed on October 27, 2008, covering the period July 1, 2007 to June 30, 2010. With this agreement a long period of negotiation was brought to an end. Another union negotiation began with the fiscal crisis uppermost in all parties' minds. A one year Police Reserve contract was signed June 22, 2009, to expire June 30, 2010. We are grateful to the Police Reserve officers for accepting a contract with no increase in compensation.

Town Hall

Town Hall continues to require repairs and improvements. Roof repairs totaling some \$20,000 were effected. Under a work program, prisoners from the Essex County House of Correction painted portions of the building's interior. Town Hall staff deserves great credit for overhauling storage procedures and reorganizing office arrangements to create a more efficient and inviting environment. The Board continues to seek sources of funding to support energy efficiency, maintenance of the structure, and accessibility improvements.

Regional Emergency Communications Center

A warrant article at the 2009 Annual Town Meeting authorized the Selectmen to enter into an agreement with the Essex County Regional Emergency Communications Center (RECC) to provide police and fire dispatch services to the Town as well as emergency medical dispatch, which the town does not presently provide. The Center will provide cost-effective dispatch services to those communities in Essex County that choose to participate. The Center is being built and outfitted using grant monies from the State, available from the existing surcharge on phone bills. Operating and other costs will be paid by member municipalities and through funds available from the surcharge. The effort to form the RECC was led in part by Topsfield's Fire Chief Ron Giovannacci and Police Chief Evan Haglund. The Board will be monitoring the progress of plans for the Center.

Bylaws and Regulations

The 2008 Annual Town Meeting considered a litter bylaw designed to improve the appearance of the Town. While generally in favor of the concept, due to concerns about the proposed content, citizens referred the matter to the Selectmen for future action. After reviewing many examples of litter bylaws for other municipalities gathered by the Town Administrator, the Board crafted a suitable bylaw for Topsfield which was approved at the 2009 Annual Town Meeting.

State regulations now require that each municipality have a permitting process for trenches. The Public Safety Team recommended that the Fire Department be the trench permitting authority, and proposed a form for the permit. After review and suggestions, the Board approved the permit form in February 2009, and the Fire Department was assigned as the permitting authority.

Rail Trail

The former rail bed through Topsfield crosses the privately-owned property at 7 Grove Street, the deed for which reserves an easement on the premises for the Town of Topsfield to use as an Alternative Transportation Corridor by the general public. As a result, construction of the first phase of the Rail Trail from Washington Street to Summer Street, which includes the Grove Street property, required establishing the location of and recording the easement. The Board of Selectmen managed this process in cooperation with the property owner. In addition, in June 2009 the Board granted to the owner a revocable license to allow parking on a portion of that easement. Further details of the Rail Trail construction, which is being funded with gifts, grants and citizens' donations, can be found in the Rail Trail Committee's report.

Senior Tax Work-off Program

The 2008 Annual Town Meeting authorized the Selectmen to implement a senior tax work-off program. The Board of Selectmen approved the terms of this program which started in February 2009 under the direction of the Council on Aging. The program helps a limited number of seniors with property tax credits in exchange for sharing their expertise and talents in working for various Town departments. Both the Town and program participants found the program to be of significant value, and all look forward to its continuation in the next fiscal year.

Looking Forward

To prepare for its work in FY10, the Board's first working session after 2009 Town Meeting was dedicated to identifying issues and developing goals for the coming year. Goals include: forming a Renewable Energy / Green Communities Committee; controlling insurance and pension costs and investigating other possible cost savings; exploration of possibilities for mutual aid and regionalization of certain services; FY10 contract negotiations with all of the unions as well as the Town Administrator and Police and Fire Chiefs; developing a Policies, Procedures and Practices document for the Board; ensuring that groups which use Town property carry appropriate insurance; finding new volunteers to serve on committees and run for office; and the improvement of communications with the residents and among town departments and boards. As part of this last effort, the liaison system was strengthened so that each member, to the extent that is possible, serves as liaison to departments with similar concerns or overlapping jurisdictions. As needed, liaisons provide channels of communication between or among boards and departments and report to the Board at large at regular meetings.

Conclusion

In response to the recent economic crisis, Topsfield's town employees, volunteers, and elected and appointed boards demonstrated their commitment to the Town and willingness to work together for the common good. In large part, this spirit of cooperation and participation allowed the Town to maintain most essential services in spite of reductions in state aid and local revenues. The Board of Selectmen thanks all who helped the Town confront the daunting challenges of FY09.

Respectfully submitted,

Martha Morrison, *Chairman*

Town Clerk

Perpetual motion aptly describes the Office of the Town Clerk. The State CVR (Central Voter Registry) system saw significant updates prior to the Fall State Elections necessitating additional training. In addition, recent changes in the numerous laws that affect our multi faceted duties required formal informational attendance for clarity and application. Both, Joan and I participate to ensure that error free current information is always provided .

The September 16, 2009 State Primary saw an extremely low voter turnout nationally, state wide and locally. The trend turned around with the November 4, 2009 Presidential election which was extremely high everywhere. The election was more unique here in that for the first time in Topsfield’s history the position of Selectmen appeared on a state ballot. Inclusion of this office was allowed under Chapter 235 of the Acts of 235. The election was necessitated by the resignation of Selectman Richard Carlson.

The Federal 2010 Census work by this office continues to move along smoothly. The U.S. Constitution mandates a headcount every ten (10) years of everyone residing in the United States. The population totals from this census will determine the number of seats each state has in the House of Representatives. Massachusetts uses the totals to redraw legislative districts. These totals affect federal and state funding to communities. The 2010 Census will be the short form only, just ten (10) questions. Your answers are protected by federal law (Title 13 U.S. Code, Section 9) and are strictly confidential.

The annual census and updating of town by-laws continues to be done “in-house” thereby realizing significant savings of your tax dollars. Jack Long, Town Clerk Archivist continues to give generously of his time and effort. Thank you, Jack for your dedicated service. Our archival records are the envy of many. Generations to come will appreciate your efforts as we in the present do.

In closing, I wish to again note the outstanding work of Assistant Town Clerk Joan Glatz, and to extend my sincere appreciation to all who assist us in the performance of our duties throughout the year, especially our excellent election workers and Board of Registrars. We wish to acknowledge our Police Department for their invaluable assistance in procuring 100% compliance by residents to the annual census mandate, and to our Park/Cemetery and Highway Departments for their indispensable assistance in the transport of our election materials to and from the polling site. It is through the assistance of the aforementioned and others that allows Joan and I to provide a quality of service that is second to none.

Respectfully submitted,

Beverly Ann Guarino, CMC/MMCA/CMMC
Town Clerk

Statistical Town Data For 2009

Town Population (January 1, 2009)	6,344
Registered Voters	4,258
Party Totals:	
Democrat.....	809
Republican.....	867
Green-Rainbow.....	1
Interdependent 3rd Party	1
Libertarian	3
Unenrolled (Independent).....	2577
 Births	
Recorded & Filed.....	40
 Marriages	
Licenses Recorded & Issued	14
Intentions Filed & Recorded.....	14
 Deaths	
Certificates Recorded & Issued	57
Certificates Recorded & Filed.....	25
Burial/Crematory Permits Recorded & Issued.....	57
 Dog Licenses	
Recorded & Issued.....	1,004
 Kennel Licenses	
Recorded & Issued.....	1

Cable Advisory Committee

12 Month Program Summary

(July 2008 through June 2009)

Selectmen meetings
Every other week is live;
re-broadcast the following week

Annual Town Meeting..... 1

Public Forums.....5
(Candidates Night, Rail Trail, Parenting,
Town Budget, Regional 911)

Topsfield School Committee Meetings .19
MASCO School Committee Meetings.... 1

MASCO sports48
Compliments of Boxford Cable

MASCO concerts/special events.....13
Compliments of Boxford Cable

Special Interest (cooking, medical).....11
Compliments of Boxford Cable

General interest (Trails and Sails, etc).. 9

Sen. Kennedy, Cong. Tierney updates ... 7

North Shore Navigators baseball..... 1

Historical Society archive videos..... 7

Board of Health information..... 3

Local church services: Weekly
Provided by the churches:
Our Savior Lutheran
Topsfield Congregational
First Church of Boxford

In the fall of 2004, Topsfield took over the full responsibility for Local Access Cable TV programming on Channel 10 from Comcast. In preparation for this transfer of responsibility, a new "Video Institutional Network" was built in Topsfield that allows for live broadcasts from 5 locations in Proctor School, 2 locations at the Town Library and the Town Hall. A Cable TV Office has been built in renovated space on the third floor at Town Hall. Equipment to manage the video network as well as equipment to broadcast local programming was installed. All local-access programming now originates in Town, including the Community Bulletin Board. Equipment was purchased, personnel hired and trained, and local procedures established. Funds for this project were negotiated in the 10-year contract with Comcast which was effective October 14, 2001. In March of 2006, negotiations with Verizon began to grant a competitive Cable TV franchise. This process concluded on December 4, 2006 with the granting of a 15-year license. Comcast customers receive local programming on channel 10. Verizon customers receive local programming on channel 47.

Easy to use portable video equipment is available for use in the Town Library, the Gould Barn and for volunteers to create local programming. Our hope is to find people who already have video equipment at home as well as volunteers using digital video cameras and home computers with video editing software, who are interested in creating local programs. We need people to tape local community events such as parades and concerts. We need people to volunteer to cover local government and community meetings. We need people to work in the Cable Office to input news into the Community Bulletin Board.

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

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

Respectfully submitted,
Bill Whiting

WE NEED VOLUNTEERS!

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

The success of Topsfield's local cable support is dependent upon finding volunteers to become involved.

Contact Bill Whiting 978-887-2283.

Town Website Committee

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

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

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

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

The site serves as a “virtual Town Hall” and information center for citizens and a welcome mat for visitors and new residents.

The website includes information about:

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

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

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

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

www.topsfield-ma.gov

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

Fire Department

Topsfield has an on-call Fire Department supplemented with full-time personnel. We continue to struggle to have an adequate response to emergencies in our community during certain hours of the day. Our response is determined by the number of Call Firefighters available in town when an incident occurs. I lament about the overburdened system and its many inadequacies. This system is utilized by many communities in Essex County with varying results of effectiveness and positive outcomes. Together with neighboring communities, we are working on how to better meet our Firefighting and Emergency Medical Service needs with a view toward how a regional response approach may better meet the needs of our citizens while keeping our employees safe in times of emergencies.

Our fire apparatus continues to consume a large portion of the Fire Department's budget as I outlined in last year's Annual Report. I am grateful to the community for approving last year's request for a new engine to replace Engine 3 because of safety issues. We look forward to its delivery in early fall. Ladder 1 (1985) had to be towed to a repair facility after the fuel tank supports failed, dropping the tank to the ground, while the truck was enroute to an emergency. At the time of this writing, it has been repaired and is back in service.

Topsfield was fortunate in receiving the following Grants: the Commonwealth of Massachusetts Firefighting Equipment Grant, the Governor's Highway Safety Bureau Grant, the Forestry Grant, and the Fire Safety Grant. These monies are earmarked by the awarding governmental agency for specific purchases to benefit the citizens. This department aggressively seeks out any opportunity to supplement supplies, training and firefighting equipment to benefit our community's needs.

I am once again humbled by your letters and cards of thanks for the compassion and dedication shown by the members of your Fire Department during the grueling and arduous work they must perform under stressful circumstances. It is truly a pleasure for me to serve with them.

I am grateful to the Selectmen, Finance Committee, Town Administrator, and citizens for their understanding while we are in these turbulent economic times. I continue to be amazed by the dedication and commitment of the members of our Fire Department. I would be remiss in not mentioning the support of the Topsfield Firefighters' Relief Association and its President Luigi Costanza.

Training and Hazardous Materials Coordinator

During the past twelve months, the Fire Department responded to over seventy incidents involving hazardous materials. In order to learn how best to protect the residents and ourselves with the most current techniques, we conduct annual training sessions that have simulated hazardous conditions as a learning component. In the majority of hazardous materials calls in which we've responded, the incident has involved leaking fluids or gases. Many are the result of container failure. In most cases, an absorbent is used to correct the hazardous situation before it becomes a more lethal situation. When a hazardous material enters a waterway, the firefighters must then employ an absorbent boom in an attempt to contain the spill. The Fire Department maintains an inventory of absorbents, hydrocarbon attracting pads and floating booms for just such purposes. Through training, we strive to be prepared for all known types of accidental hazardous material releases.

Fire Prevention

This year Fire Departments have responded to 1.6 million fires, the lowest total since 2004. Although the number of fires declined, fire deaths and injuries have increased. Home fire deaths accounted for more than 8 out of 10 of all fire deaths. Yet even with an 11% increase from the previous year, the number of home fire deaths was the third lowest since 1977. In 2007, fires caused an estimated \$14 billion in property damage, a nearly 30% increase from the previous year.

Fire injuries

1. 17,675 civilian fire injuries occurred, an increase of 7.8%.
2. 14,000 injuries occurred in residential properties, an increase of 8.3%.
3. 1,350 injuries occurred in nonresidential structure fires.
4. Nationwide, there was a civilian fire injury every 30 minutes.

Fire deaths

1. 3,430 civilian fire deaths occurred in 2007, an increase of 5.7%.
2. About 84% of all fire deaths (2,865) occurred in the home, an increase of 11%.
3. 365 civilians died in highway vehicle fires, a decrease of 18%.
4. 105 civilians died in nonresidential structure fires

Source: National Fire Protection Association

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

Fire Prevention has been busy with the requirement for the installation of Carbon Monoxide detectors in all homes that burn fossil fuels (gas, oil, wood stoves, and pellet stoves) with attached garages before being sold. Effective July 1, 2010, Fire Prevention will have the added inspections for "Chapter 453 of the acts of 2008" which will require homeowners to have installed on the Oil fired heating system an oil safety valve (OSV) or have a new sleeved oil line installed. This will require an inspection and allow the home owner to purchase homeowners insurance which will cover any hazardous materials released from # 2 fuel oil. I would like to thank all the Firefighters and Officers for their continued hard work in fire prevention particularly during the Topsfield Fair.

Report of the Emergency Medical Services Coordinator

The Topsfield Fire Department has remained committed to providing our community with the highest level of pre-hospital care that is available. During the reporting period of July 1, 2008, through June 30, 2009, members of the Topsfield Fire Department responded to numerous requests for medical assistance. During this time frame, there were 541 requests for medical assistance and 564 patients evaluated and treated.

The Topsfield Fire Department remains committed to injury prevention. The Department has participated in several prevention programs. The Topsfield Fire Department inspected and installed over 232 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 en-

INCIDENTS

Fires	
Fire, Other	88
Medical Aids	541
Haz-Mat.....	71
Service Call.....	385
Good Intent.....	41
False Alarms.....	131
Special incident	2
Severe Weather.....	4
Overpressure / Explosions	5
Total.....	1357
Inspection / Permits	
Assembly.....	40
Educational.....	29
Health care / detention	53
Residential.....	256
Mercantile, Business	295
Industrial Utility	12
Manufacturing, Processing.....	8
Storage.....	13
Outside, Spcl prop, Other.....	5
Open Burning.....	696
Total.....	1407

"Stay Fire Smart! Don't get Burned"

Fires in the United States kill one person every two and a half hours

Accomplishments

Congratulations to Topsfield Firefighters who have completed advanced training, specialty certification, and maintained their required certifications.

Firefighters David Ahern, Travis Fontaine and Chris Erickson received their EMT Basic Certification. This achievement brings 100% of the membership to a minimum of the Basic EMT. Not many Fire Departments in Massachusetts can declare that all the members of their Department are certified EMTs.

Firefighters Cynthia Bowman, John Reineke, and Michael Bell completed their rigorous paramedic training and were certified by the Commonwealth of Massachusetts as EMT-Paramedics.

sure that our elderly residents are safe in their living environments. The Topsfield Fire Department implemented Electronic Patient Care Reporting. This allows our patient care reports to be printed at the receiving hospital and attached to the medical record. This allows a thorough patient care report which accurately reflects the care given to the patient throughout the medical event. Electronic reporting allows us to have a more comprehensive reporting and quality assurance mechanism as well as makes us in compliance with state regulations.

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

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

Topsfield Emergency Management Agency

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

I am continuing to update Topsfield's electronic version of our communities' Comprehensive Emergency Plan as required by the Commonwealth. This is a document which illustrates what our response would be should a disaster occur.

As the Emergency Management Director, I would like to thank the Selectmen and Town Administrator. Unfortunately, we have not allocated funds to complete a risk assessment for our community or to purchase the supplies and equipment we would require in order to be prepared for a disaster or large scale event should one strike our community or region without warning.

Report of the Regional Emergency Communications Center

I am Topsfield's Delegate to and serve as Chairman for the Regional Emergency Communication Center (RECC). I am pleased to report that the RECC has received additional funding from the Commonwealth of Massachusetts in the form of two grants totaling \$6.8 million to construct a Regional Emergency Communication Center for our area and surrounding communities.

Our citizens at our 2009 Annual Town Meeting chose to authorize the Board of Selectman to enter into an Inter-Municipal Agreement with surrounding communities. We trust that time will show a substantial savings in cost and a reduced threat during emergency events. I would like to thank the Delegates from the other communities and the Essex County Sheriff's Office for their dedicated work on this project.

Police Department

The economy was a major factor affecting the finances for our department over the past year. Major cuts from the State eliminated our Community Policing grants. These grants were responsible for increased traffic and truck enforcement, neighborhood patrols and security for community events, technology and training needs within the department and our D.A.R.E. program. State cutbacks in police educational incentive programs added additional financial hardship to the already difficult budget process. Personnel cutbacks were made within the department in order to meet the budgetary guidelines but patrol staffing was maintained at two patrol officers per shift.

With the economy in a downturn our department worked hard to maintain the police visibility within your neighborhood. We were fortunate to see a reduction in vehicle break-ins that had been plaguing our Town over the last year but saw an increase in vandalism and juvenile related calls as well as motor vehicle accidents.

Our effort to keep you involved in addressing safety concerns and crime issues throughout town with our Citizen Alert Program continues to be a success reaching 325 homes. We encourage all to participate in this informative program. Go to www.topsfield-ma.gov/gov/police/ciaprogram.shtml complete the form and drop it off at the police station. Join the growing list of concerned citizens who want to be pro active in protecting their community.

The School Resource Officer program at Masconomet Regional High School continued to build on cooperation and communication with the students, parents and administration. Officer Shawn Frost has worked very hard working with the students to address their concerns and has been the lead SRO due to staffing reductions by Middleton and Boxford Police. The students and administration are extremely supportive of this program. Over time we would like to see the School Resource Officer program expand its presence within the high school and middle school. The School Resource Officer program continues to be one of the most important positions within the Topsfield Police Department.

Our Vacant House Check Program continues its success as requests for this service rose dramatically over last year. We encourage all citizens to utilize this service. If you have not utilized our House Check program please go to www.topsfield-ma.gov/gov/police/HouseCheck.shtml to complete the form and drop it off at the police station.

Over the past year our Citizen Police Academy graduated 43 citizens from the twelve week program. We have now begun our fourth academy with an additional 16 members. It is a great interactive program designed to give citizens a better understanding of what the police department does and how it operates increasing the bonds of understanding and cooperation as well as having a little fun. If you are interested in participating drop me an email at topsfield101@verizon.net and we will put you on our list for the next academy.

Our Investigative Division has been busy this year working with our residents who were victimized. Of the six residential burglaries that occurred, five have been resolved; resulting in the arrest of nine suspects. In four of those cases we were able

Reports: Public Safety

Topsfield Police Department Statistics				
	2009	2008	2007	2006
Arrests.....	231	312	174	159
MV Enforcements				
Warnings.....	1402	1620	1477	1217
Citations.....	757	974	419	495
Criminal Complaints	189	84	86	123
O.U.I.(Operating Under the Influence).....	41	35	22	18
MV Accidents (investigated)	136	111	108	123
(non investigated)	71	71	62	58
Domestics	32	23	11	19
Disturbances	72	58	57	40
Loud Groups/Noise Complaints	61	61	63	58
Assaults (non-sexual)	13	7	3	1
Vandalism.....	124	70	80	36
Juvenile Related.....	99	70	51	38
Suspicious Activity	503	456	383	363
Medical Aids	421	454	375	372
Alarms	371	644	449	401
Animal Calls	221	232	197	189
Protective Custody.....	17	21	15	30
Walk-ins	2036	1045	527	0
Physical house checks.....	1625	1141	409	0
Theft of Motor Vehicle	2	3	6	1
Larceny from Motor Vehicle	14	42	42	22
Unlawful entry to Motor Vehicle	1	4	6	1
Larceny from Residence	3	3	4	2
Larceny of Bicycle	0	0	5	0
Larceny General	32	28	29	27
Residential Burglary	6	6	9	5
Commercial Burglary	1	3	2	4
Burglary General.....	1	1	1	0
Armed Robbery	0	0	1	0
Alcohol related incidents (not including OUI)	36	-	-	-
Drug related incidents (not including OUI)	69	-	-	-
Homicide	1	0	0	0
Total Calls for Service	16854	15716	10701	8049

(Statistical tabulation based on calendar year)

to retrieve property back for the homeowner. Additionally, hundred of items were recovered through search warrants that resolved burglaries in several communities. Ongoing narcotic investigations have led to the arrest of three subjects for narcotic distribution. The resulting investigation led to seizers of money, narcotics and a motor vehicle. The Investigative division has given our department the ability to dedicate the resources necessary to bring closure to incidents of crime as well as educating our citizens on prevention and protection.

While in the process of preparing this report of beloved police Chaplin Richard Stowe passed away on Jan 14th. Rev. Stowe was always there not only for all of our department members but for so many of you in time of need. We will all miss him and the service he provided to us and to the community.

In closing, the members of the Topsfield Police Department remain committed to providing the most professional and dedicated level of safety and service to all of the citizens of Topsfield. We appreciate all of the support you have given us over the past year and look forward serving you in the future.

Respectfully Submitted,

Evan E.J. Haglund
Chief of Police

Inspectional Services

Ensuring Public Safety Through Professionalism

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

Respectfully submitted,

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

FY09 Report of the Inspectional Services Department

FY09 Report of the Inspector of Buildings

Total Building Permits	208
Total Fees Collected	\$58,256.75
Waived Fees (Public Buildings)	378.00
Total Collected & Waived Fees	\$57,878.75

FY09 Report of the Electrical Inspector

Total Electrical Permits Issued	169
Total Fees Collected	\$15,467.00
Waived Fees (Public Buildings)	144.00
Total Collected & Waived Fees	\$15,323.00

FY09 Report of the Gas/Plumbing Inspector

Total Gas Permits Issued	98
Total Gas Fees Collected	\$3,905.00
Total Plumbing Permits Issued	100
Total Plumbing Fees Collected	\$6,055.00

Total Collected & Waived Fees For Inspectional Services Department	\$ 83,161.75
---	--------------

Road Commissioners

Replacement of the 80-year old Asbury Street Bridge was the Highway Department's major program during the year. The job was awarded to John D. Hartnett and Son on July 1, 2008 for \$983,975.25. The old bridge structure was removed over the summer months, and new structural beams were installed in early November. The new bridge opened for traffic on 12/16/08. Final payment after punch list completion took place in May followed by a final Conservation Commission inspection in June. Because most of the road maintenance budget was spent on the bridge, other road work performed was minimal.



Asbury Street bridge construction.

The Board of Road Commissioners ("BORC") delivered a letter of appreciation to Highway Superintendent David Bond for his handling of the Asbury Street Bridge project. His foresight and planning made a significant contribution to its timely completion.

J. Tropeano of North Andover was awarded the contract for the Ipswich Road project following the bid opening on November 25th, and the project got underway in April 2009. The state required an agreement with the town that stated that the town would pay any cost overruns for the project that exceeded 10% of the bid. The BORC sought and received legal advice, and the agreement was signed by the Selectmen. The BORC also voted funding up to \$20,000 for a construction administrator to assure that the contractor used materials and methods that met the best interest of the town.

The town submitted the Rowley Bridge repair project to the state as a "shovel-ready" project for consideration of the state stimulus package. No action was taken by the state.

Replacement of street signs with new Burgundy signs that meet federally mandated requirements continued. The final set of signs was ordered prior to year-end.

The BORC agreed to honor the Boxford cooperative bid for road salt which has increased significantly in price. Material costs and a large number of storms resulted in a deficit in the Snow and Ice budget of about \$150,000 before transfer of funds at Town Meeting.

Other activities included conducting a facilities tour for the Selectmen and the Finance Committee in October and procurement of a backhoe which was delivered in January.

For the upcoming year, the Highway Department was asked to trim its budget. Proposed cuts included eliminating composting, and reduction of line painting, crack filling, paving, and sweeping. Because of citizens' requests, The Road Commissioners agreed to continue with composting using an access ticket program to offset the cost of overtime pay for town employees who operate the facility. Under this program a \$5.00 fee entitles a resident to one visit with up to a 2 cubic yard load. The program will be reviewed in the next fiscal year.

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

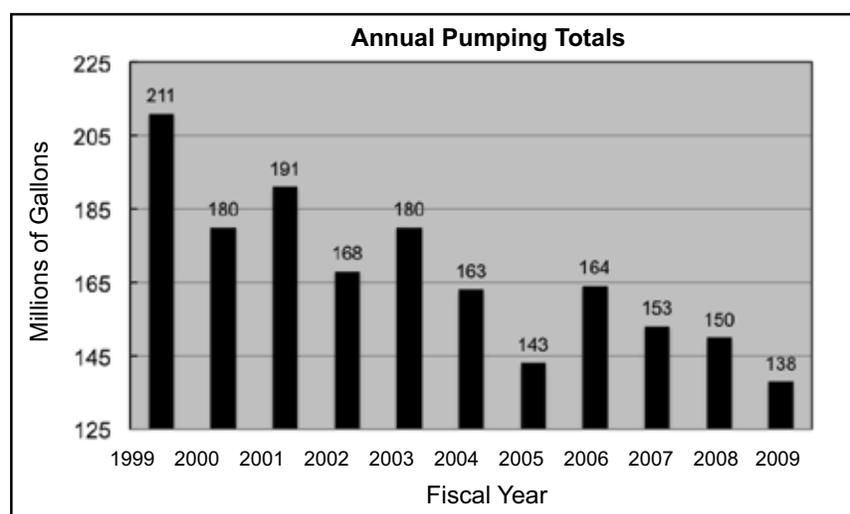
The Highway Department maintains Topsfield's 60 miles of roadways, 25 miles of sidewalks and bike paths, and countless miles of drainage swales and culverts. Snow removal, mowing, brush cutting, tree removal, and catch basin cleaning are among the many day to day jobs handled by the Department.

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

Water Commissioners

Water Quality

We pumped one hundred thirty-eight million gallons of water from our two well-fields during FY2009. Fifty-five million gallons were withdrawn from North Street and eighty-three million gallons from Perkins Row. Water use continues to decline as compared to the last ten years and is now at levels not seen since the early-1970s. The decline is in large part due to the mandatory outdoor water use and wet summer weather.



System Improvements

The long awaited Ipswich Road Reconstruction Project began in the spring of 2009 and includes the replacement of water mains on Ipswich Road from Main Street to Boston Street, Pine Street, Haverhill Road from Main Street to Pine Street, North Street from Ipswich Road to the pump station driveway, and short spurs on Mansion Drive and Woodside Road. The old mains were installed in 1949 when the water system was created. A section of main on Asbury Street was replaced this year as part of a bridge replacement project.

Billing, Rates and Conservation

We transitioned from a semi-annual bill cycle to a quarterly cycle during the third quarter of 2008. One third of our customers are billed each month which provides a steady cash flow as well as several operational advantages. Customers continue to conserve water by reducing irrigation demands and each year progress is made as older, less efficient plumbing fixtures are replaced with more efficient models. Water rates were not increased for FY2009.

Recognition

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

Information

If you have any questions or comments, the Water Department is located at the Public Works Building, 279 Boston Street, Topsfield, MA.

Hours: 7:00 a.m. to 3:30 p.m.
Monday through Friday.

Board Meetings:

Our regular monthly meetings are held on the second Wednesday of the month at 7:30 a.m. at the Public Works Building.

Visitors are always welcome.

Board Composition

The Board elected Philip Knowles as Chairman; Richard Stone as Clerk; and Elizabeth Cullinan as Member.

Usage per quarter	Amount per Thousand
0 to 12,000	\$4.65
12,001 to 24,000	\$5.70
24,000 +	\$6.95

Elementary School Committee

Elementary School Committee

Jeff Evaul, Chairman, *Term Expires 2011*
Jeanine Cunniff, Vice Chairman,
Term Expires 2010
Rebecca Brockelman,
Term Expires 2010
Susan Archer, *Term Expires 2011*
Rosemarie Lucey, *Term Expires 2012*
Ronald Giovannacci, *Term Expired 2009*

School Superintendent:

Bernard F. Creeden

Director of Finance and Human Resources:

Steven Greenberg

Director of Special Education:

Sharon Lyons

Director of Facilities and School Operations:

Steven Clifford

Milestones

Ron Giovannacci completed six years of service on the committee. The committee and the town wish to thank him for his service.

In June, Third Grade teacher John Deveney retired after thirty-four years of service as a classroom teacher at the Proctor and Steward Schools. Music teacher Linda Cristofaro retired after thirty-five years of service as a classroom teacher and specialist at the Proctor and Steward Schools. Trudy Dooner retired as Principal of the Steward School after five years of service in Topsfield and thirty-five years of service as an educator in Massachusetts schools. Kerry Kaplon retired after twelve years of service as the Principal of the Proctor School and more than thirty five years as an educator in Massachusetts. In November 2009, Kathy Deveney announced her retirement as the Proctor School Secretary after twenty-three years as the Proctor School secretary, but continues to work on a part-time basis in post-retirement with Helen Dukehart as her counterpart. In January 2010, Debra Hale retired after ten years of service as the Director of Curriculum first in Topsfield and for the past five years in the Tri-Town School Union.

New staff joining the Topsfield Elementary Schools in September 2009 included Ryan Engebretson (Music), Maureen Jordan (Grade 2), Allison Pechalk (Behavior Specialist) and Elizabeth Martin (Kindergarten). Christine Elliott was appointed to be the Acting Director of Curriculum in January 2010.

Michelle Costa was appointed to serve as the Steward School Principal after nine years of service as a teacher at Steward. Sarah O'Leary was appointed to serve as the Principal of the Proctor School returning to Topsfield after having worked in a curriculum leadership role in Middleton for three years.

Highlights of the Past Year

Regionalization Readiness Grant & Corresponding Study

The Tri-Town School Union received a \$25,000 grant from the Department of Elementary and Secondary Education (DESE) to study the possibility of a K-6 Regional School District. The TTU employed Future Management Systems, Inc. to research and investigate the possible governance structures that we may employ to meet our future educational needs as well as proper planning for succession of the Superintendent of Schools upon retirement.

The study was completed and submitted to the administration, the school committees, community leaders and the DESE. The options highlighted in the study were as follows:

- Form a K-6 Regional School District
- Strengthen the existing School Union
- Do nothing

A Regional Readiness Sub-Committee was formed to review the FMS Study and evaluate options for recommendation to the Tri-Town School Union Committee. After a great deal of due diligence from the Superintendent of Schools, Director of Special Education, Director of Finance & Human Resources, Town Administrators, Members

Reports: Education

of Boards of Selectmen (from all three towns), Members of the individual School Committees, and members of the community at large, the Sub-Committee is recommending that the existing School Union is strengthened to improve its ability to serve the three districts and assist with a reasonable succession plan. The four areas that the Sub-Committee is recommending are addressed are as follows:

- Modify the existing governance structure and meeting schedule
- Adjust the existing leadership structure at the Central Office no later than July 1, 2012.
- Review existing educational programs and strive for consistency across the three school systems
- Implement a fiscal agent for Central Office expenses no later than July 1, 2010.

The Tri-Town School Union has excelled in delivering comprehensive support and leadership to the educational process of the three elementary school districts and the towns. The leadership has worked hard to engage in collaborative efforts that are productive and cost-effective while maintaining the identity of each of the member towns.

After ten years of stability and productivity, the current governance structure and leadership model has come to a crossroad. The Regional Readiness Report suggests that the governance structure and existing leadership model is not sustainable for the long term.

In addition, there is a growing shortage of qualified candidates for Superintendents and other Central Office positions in the Commonwealth. Districts that are considered “more attractive” because of their governance structure and compensation are experiencing difficulty locating Superintendents and other key leadership to fill the roles. If we do not change the way we conduct business with our governance and leadership models, then we will risk losing the stability and standards of excellence that we have worked so hard to achieve.

The priority is the education of our children and the most effective and efficient delivery of services to meet that priority. We strongly recommend that we place as much effort into meeting this challenge as we do with our educational programs, budgets, staff development, and community outreach.

Proctor School Playground: In January 2009, The Topsfield Playground Committee (TPC) was formed with the goal of replacing the 25 year old, broken playground structure at Proctor School. In ten months time, the TPC reached their goal and a new structure was raised in October 25, 2009. The TPC coordinated the construction of the new play structure with the help of countless community members. The Topsfield Playground Committee has made a long term commitment to the development of play spaces in the community. The TPC is now undertaking the refurbishment of the “Tot Lot” adjacent to the Tennis Courts. To learn more about the TPC visit www.topsfieldplaygroundcommittee.org. Assisting the TPC in their efforts at Proctor were: the Topsfield Education Fund (TEF), who donated the final funds needed to begin construction; the Boxford and Topsfield Athletic Associations (BAA/TAA), who donated new basketball nets for the basketball courts adjacent to the new playground; and two Eagle Scouts, Nick Bettencourt and Sam Warner who painted games onto the paved surface. In addition the Peaceful Playgrounds Program templates were donated by the Teffer-Mersha family and have been painted on the blacktop.

After ten years of stability and productivity, the current governance structure and leadership model has come to a crossroad. The Regional Readiness Report suggests that the governance structure and existing leadership model is not sustainable for the long term.

Response to Intervention (RTI): In 2008, staff at both Steward and Proctor schools completed a year-long series of meetings in preparation for the implementation of RTI. In September of 2009, the RTI program was launched at both schools. The RTI program uses district and state assessments, as well as teacher recommendations and observations to identify struggling learners. Each school has been assigned RTI liaisons that work with educators to create a RTI plan that specifically address each student's needs.

Energy Conservation: Our elementary schools participated in an energy audit through a program at National Grid. Based on the age of our lighting system and the potential for significant savings, we qualified for National Grid's program and in 2009, the lighting systems in both school's gymnasiums were retrofitted to a much more energy, efficient system.

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 student. The Topsfield Elementary School Parent-Teacher Organization provides funds to support excellent enrichment programs and field trip transportation. The Topsfield Education Foundation supports various enrichment programs including the Proctor School Band, Scientist in Residence Program, the Proctor Science Laboratory and the Lego League. The School Committee has spent a considerable amount of time identifying system needs and working with these great organizations to ensure continued excellence.

Parent Teacher Organization (TESPTO): TESPTO raises money through a variety of fundraisers in order to fund an extensive, series of enrichment programs for both Steward and Proctor schools. The largest portion of the budget, \$24,000, is used to fund the enrichment programs. TESPTO funds all field trips - two trips per grade. For the first time this year, TESPTO held The Fall Family Fun Fest at Steward- a day filled with horse carriage rides, live owl demonstrations, cider making and other activities as a way to thank the community for their support. TESPTO also partially funds the 3rd & 6th grade committees. TEPTO also looks for ways to support the school through new initiatives whether in the classroom, the library or one sponsored by the principals.

Topsfield Educational Foundation (TEF): TEF continue to play a significant role in the enrichment of our elementary students particularly in the area of science, math and music. Led by president, Jen LaRussa, TEF has provided a "Scientist in Residence" at Proctor including all necessary materials and textbooks for this program; a science coordinator; Lego league teams and hosted a regional tournament in Topsfield for the 1st time, science lab materials, music curriculum books, grant for online math league at Steward, purchased clarinets and trumpets for new 3rd grade instrumental program and provided funds to keep the instrumental program at Proctor viable for another year.

Furry Vengeance: During the summer of 2009, the Steward School had its first opportunity to work with a film crew as it was the chosen locale for a feature film starring Brendan Fraser and Brooke Shields. The film's producer and art department spent much of July working with the newly appointed principal, Michelle Costa, and the custodial crew to plan for the one day of filming in August. The movie was filmed mostly in the Topsfield area. The plot centers around a real estate developer who decides to build in small town, yet the animals of this rural community rebel. Local resident were invited to be extras and a few did participate. The custodial crew at Steward was pivotal in assisting the production crew and even though school was to begin only a short time after filming, the building showed little evidence of a movie set once filming was completed. The movie will be released in April of 2010. .

Reports: Education

H1N1 Influenza Response: In the spring, the new H1N1 strain of influenza quickly became a public health concern at all levels of government. In response to this public health threat, several measures were taken by our school district to minimize spread of the H1N1 virus. Hand sanitizers were installed in all school buildings, proper hand washing and cough/sneeze covering techniques were taught to all students and staff, information on symptoms related to student and staff absences was collected, and students with influenza-like illness (ILI) were asked to stay home until they had been fever-free for 24 hours. The Superintendent's office published weekly statistics on absences of students and staff, which never rose to alarming levels. In the fall, the Directors of Health in Boxford, Topsfield and Middleton organized several free vaccination clinics for students and all town residents.

Strategic Planning/District Goals

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

Educational Mission Statement and Core Values

The School Committee is committed to implementing its Mission Statement and Core Values which are: The Topsfield Elementary Schools pursue educational excellence by providing the opportunity for every individual in its community of learners to reach his or her full intellectual, social, moral, creative and physical potential.

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

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

School Committee Overview

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

Fiscal

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

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

Preserve Excellence in Curriculum and Instruction

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

Maintain a Safe and Secure Environment and Infrastructure

The School Department should continue to maintain appropriate levels of safety, security and quality of school environments, while seeking energy conservation and appropriate cost-reduction measures. Many of our long-term capital programs for the maintenance and management of our facilities have been deferred in the last several budget cycles. Careful consideration of the long-term impact of further deferrals on the successful operation of our schools should be given in the FY 2010 Budget cycle.

Maintain the Rate of Budget Growth at a Responsible Level

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

The Elementary School Department Budgets for the years FY 2008, FY 2009, FY 2009 and proposed for FY 2011 are presented in the following table:

Topsfield Elementary Schools Expenditure Summary	FY08 Approved Budget	FY09 Approved Budget	FY10 Approved Budget	FY11 Proposed Budget
Total Salaries	4,845,188	5,132,500	5,088,448	5,053,332
Total Supplies/Materials/Textbooks	169,706	163,794	127,956	168,959
Total Equipment	35,257	40,826	36,358	43,306
Total Prof. Dev. (Mem./Work./Conf.)	62,009	62,697	45,732	45,062
Total Special Education (Tuitions & Services)	566,556	563,997	400,153	395,338
Total Transportation	329,409	284,575	248,801	246,203
Utilities	213,229	211,394	237,590	225,306
Facilities	171,194	170,453	159,105	164,287
Total Operating Budget	6,392,548	6,630,236	6,344,141	6,341,793
Less: Applied Income Sources	462,608	522,398	559,200	516,200
Total Town Appropriation	5,929,940	6,107,838	5,784,941	5,825,593

Reports: Education

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.

	Pre School	Kindergarten	Grade One	Grade Two	Grade Three	Grade Four	Grade Five	Grade Six	Students K-6	Classrooms K-6
October 1, 2004	50	80	99	96	104	97	103	112	691	36
October 1, 2005	47	89	80	99	97	104	95	104	668	35
October 1, 2006	50	73	96	81	99	96	105	97	647	34
October 1, 2007	54	80	80	95	85	103	94	104	641	33
October 1, 2008	50	78	82	79	94	91	103	100	627	33
October 1, 2009	46	78	77	83	80	101	92	107	618	32

The School Committee has worked for many years to maintain class sizes within the following ranges across each grade span:
 Kindergarten, 18-20; Grades 1-2, 20-22; Grades 3-4, 20-22; Grades 5-6, 22-24. A study of future enrollment trends completed by the New England School Development Council (NESDEC) in March 2006 and updated in December 2009 continues to show a trend of anticipated enrollment decreases for the next several years.

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

Massachusetts Comprehensive Assessment System (MCAS)

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

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

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

The School Performance Index was introduced for the 2003 MCAS Administration. Performance points are awarded to a school or district for each student in the MCAS test group during the rating period. The goal is for each school and district to achieve a Composite Performance Index of 100 by the year 2014, (corresponding to all students

performing at the Advanced or Proficient levels). Our Composite Performance Index is in the High or Very High Range for all areas tested. Our Overall District Ranking for 2009 continues to be in the top 5-10% out of 373 school districts participating in the MCAS.

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

Grade	State Rank and % Advanced and Proficient 2009 Out of 373 school districts	State Rank and % Advanced and Proficient 2008 Out of 373 school districts	State Rank and % Ad- vanced and Proficient 2007 Out of 373 school districts	State Rank and % Ad- vanced and Proficient 2006 Out of 373 school districts
3- Reading	#57- 82%	#10 - 83%	#19-81%	#31-79%
3- Math	#34-89%	#7 - 90%	#65-75%	#38-71%
4-ELA	#60-80%	#33 - 73%	#44-76%	#33-73%
4-Math	#35-89%	#102 - 57%	#23-70%	#11-68%
5- ELA	#8-98%	#24 - 85%	#15-87%	#2-93%
5- Math	#15-95%	#15 - 80%	#6-83%	#26-69%
5-Science	#41-87%	#48-- 72%	#19-79%	#6-85%
6-ELA	#16-95%	#16 - 90%	#3-99%	#17-89%
6- Math	#29-92%	#31 - 79%	#3-93%	#7-80%

Curriculum and Program Development

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

Special Education

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

As of December 1, 2009, there were 118 special education students in the Topsfield Elementary Schools, grades Pre-Kindergarten through grade 6. The percentage of Topsfield students (Kindergarten through 6th grade) receiving special education services is approximately 15.9% which represents a slight decrease compared with

Reports: Education

December of 2008. In addition to our Inclusion and Resource Room programs, we also have several 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. With the financial assistance of Federal ARRA stimulus funds to supplement the federal grant for special education students, we have been able to create and implement a new model at the Steward School for students in grades 1 and 2. This program is a multi-age classroom with two teachers, one of whom is a part-time special education teacher, who work collaboratively to provide a high quality program for both typical and special needs students and do so by providing all special education teaching within the general education classroom. In addition to school year programs, we are obligated to provide Extended School Year (summer) programs for about 1/3 of our special education students. In the summer of 2009, we forged a partnership with the Topsfield Recreation Department in order to provide not only the educational program required to prevent substantial regression, but also the social pragmatic language program option these students require. This program was a highly successful partnership and 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 an inclusive teaching model in both schools which combines the strengths of a classroom teacher with those of a special educator to provide intensive instruction right in the regular education classroom setting, one of the goals and requirements of the special education regulations. This structure enables us to provide the most appropriate instruction in the least restrictive setting possible. In addition to our in-district programs, Topsfield has affiliations with the Greater Lawrence Educational Collaborative and North Shore Education Consortium to provide more intensive and highly specialized educational programs to low incidence populations of special needs students and to serve as a resource to work collaboratively with member districts to address a variety of special education issues, as well as to provide professional development opportunities for staff.

Closing Statement

The School Committee has endeavored to maintain a focus on teaching and learning directed towards increased student achievement in a standard based environment. The economic climate has made this endeavor most challenging. We are fortunate to have the steady leadership provided by our Superintendent Bernie Creeden and his central office along with our dedicated principals and teachers who ensure that the quality of education for our children remains at the highest level possible despite the drastic cuts to our 2009/2010 budget. As members of the community serving on the school committee, we are most grateful for these efforts.

Respectfully submitted,

Jeff Evaul, *Chairman*
Jeanine Cunniff, *Vice Chairman*
Rebecca Brockelman
Susan Archer
Rosemarie Lucey

Masconomet School Committee

To the Citizens of Boxford, Middleton, and Topsfield:

Based upon the continuing financial challenges facing the Commonwealth and the Tri-Towns, our FY 2009 (and indeed the 2010 and 2011) priorities have focused upon maintaining our collective long-term investment in the programs and capabilities of the district, within a very lean level services budget. It is only by virtue of past efficiencies developed through outsourcing of non-core functions, reorganization of departments and other administrative innovations that Masconomet can maintain its services to students, within the budget guidance provided by the member towns. We have recognized that the district has continuing challenges regarding class size in key areas, aging technology, high fees and elective course availability that is more limited than in the past; we look forward to addressing these challenges at the earliest possible moment in partnership with our member towns and contributing organizations.

Masconomet 2009

Graduated 360 students;

Of these, 95% went on to further educational programs:

- 83% pursued a traditional four-year college degree;
- 10% pursued community college programs;
- 2% pursued a technical education;
- 1% went on to serve their country in the U.S. Armed Services.

These numbers do not illustrate the multiple academic, community, and artistic honors earned by these fine young men and women.

District Vision

The Masconomet Regional School District provides a challenging and supportive educational environment for all students that:

- Maximizes opportunities for intellectual, personal and physical development
- Builds character
- Promotes learning as a lifelong pursuit
- Encourages individuals to become contributing community members, locally, nationally, and globally

Given the financial constraints we face, Masconomet is focused upon the following two District goals:

MCAS

We will ensure that students in grades 7, 8, and 10 meet the performance requirements mandated by No Child Left Behind (NCLB), and generate an annual proficiency index of 100, by 2014, on the current battery of MCAS tests. Results from testing done in the spring of 2009 indicate that Masconomet students are currently exceeding the goals listed above.

Student Engagement

We will increase the number of students exhibiting successful educational, social, and health/wellness engagement behaviors, all of which support the drive towards a graduation rate of 100 percent. Masconomet's broad program of athletics, co-curricular activities, community service requirements, internship offerings, and student support services support this initiative. A review of 2009 records indicates declines in both academic probation and the dropout rate. In addition to the many student clubs and organizations at Masconomet, approximately 470 students participate in athletics each season.

In addition to these two primary goals, the Masconomet District has three other initiatives that we believe are critical to the success of our students:

Global Education:

Global Education and 21st Century Skills are imperative for any school district hoping to prepare students for life and work in the decades ahead. Masconomet has embraced this challenge with a deep philosophical commitment and a host of supporting activities, within the resources available. The High School has initiated a Global Competency Diploma which will be available to the class of 2013; we anticipate that this will both differentiate Masconomet graduates and provide key skills to interested students.

Ethical Literacy

Closely tied to the Global Education program is an initiative to promote the values of ethics in the school community. Global Ethics is also referred to as “global literacy” because of the common, worldwide moral framework of honesty, responsibility, fairness and compassion published by the Institute for Global Ethics. Masconomet’s initiative is facilitated by a steering committee that includes the Tri-Town Council, Masconomet principals and superintendent, and a school committee member.

Technology Plan

Educational technology is a key component to the development of 21st Century Skills for the “knowledge age,” which already characterizes the world that our students live in and will need to master. Regrettably, Masconomet is not fully capable of supporting this initiative based upon its current technical status. A technology plan developed by the task force will set the vision and priorities for Masconomet’s technology future and suggest the resources required.

Academic Milestones and Proceedings

In 2009, Masconomet graduated 360 students; of these, 95% went on to further educational programs, with 83% pursuing a traditional four-year college degree, 10% pursuing community college programs, and 2% pursuing a technical education; 1% of graduates went on to serve their country in the U.S. Armed Services. These numbers do not illustrate the multiple academic, community, and artistic honors earned by these fine young men and women.

Administrative

The Masconomet School Committee has been pursuing the search for a permanent Superintendent of the District, while Dr. Anthony Bent has fulfilled the position on an interim basis. In addition, a new Director of Operations was hired in 2009. The administration continues to manage the outsourced activities of the district to ensure both financial efficiency and operational excellence. To this end the district changed food service vendors, awarding Whitsons Culinary Group a contract.

The School Committee appreciates the support of the Tri-Towns, particularly in these challenging times. We look forward to working in collaboration with all of the stakeholders in the district to keep Masconomet a school to be proud of, today and in the future.

Respectfully submitted,

Lawrence Lindquist, *Chairman*
Masconomet Regional School District

North Shore Regional Vocational District

The following is a condensed version of the Annual Report for period January 1, 2009 through December 31, 2009.

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

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

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

Merger Study

The plan to build a \$133 million high school that proponents say will transform vocational education on the North Shore finally became a reality in December. The Beverly City Council voted 8-0 to join the new vocational school district, becoming the ninth community to sign on to the project thereby moving the proposal past the threshold required by state law.

The new school is scheduled to open in 2013 in Danvers and will open up spots for the nearly 200 North Shore students who are turned away from North Shore Technical High School and Essex Agricultural and Technical High School every year due to lack of space.

The vocational school will be built on the campus of Essex Aggie and will accommodate 1,440 students in 23 subjects ranging from carpentry to animal science to culinary arts. It will represent a merger of North Shore Tech, Essex Aggie and the Peabody high school vocational program.

The state has promised to pay 74% of the cost of building the new school, or \$98.6 million. Another \$4 million will be raised by the anticipated sale of North Shore Tech. The communities that join the district will share the remaining cost, about \$31 million, based on how many students they send to the school.

Enrollment

Student enrollment as of October 1, 2009 is 451. Students cite their interpersonal relationships with teachers, counselors, and administrators, and the vocational/technical programs as the reasons for application.

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

Curriculum

In 12th grade science we offer three electives that include: Human Biology which now includes biotechnology as a significant part of the curriculum, a revised Physics curriculum, and a long time popular environmental biology course Field Studies in the Natural Sciences. All of our courses are laboratory based, college preparatory, consistent with state requirements, and are designed to assist with our students' career and educational goals.

Vocational Career and Technical Area

The Career and Technical Areas continue to work on integration projects with the academic faculty helping students understand the importance of academic concepts in the student's technical area.

Students continue to maintain their working portfolios and seniors will begin to create their Senior Showcase portfolio including their electronic portfolio. All students will be presenting their portfolios to faculty, staff and members from their industry allowing them to develop their public speaking skills. This should help them with job interviews and their college admission process.

Board of Health

Introduction

The Topsfield Board of Health continues to deliver increasing public health services to the citizens of Topsfield in an efficient manner while spending less per service. This has been accomplished by creative use of grant money and innovative approaches to fulfilling our legal mandates. Under Massachusetts General Laws, all 351 Massachusetts communities are responsible for delivering essential public health services, such as disease prevention and control, health and environmental protection, and the promotion of healthy communities, all through a diverse variety of means. Serving as a local extension of both Massachusetts Department of Public Health and the Department of Environmental Protection, the Topsfield Board of Health has statutory powers to develop and promulgate rules and regulations in all areas of public and environmental health to supplement and reinforce state laws.

FY 2009 Highlights

This past year, the Board of Health worked closely with the Topsfield Regional Medical Reserve Corps (9 communities), one of 44 such volunteer groups in the State utilizing federal funds to grow local emergency response capacity. (www.medicalreservecorps.gov)

The Health Agent and members of the Board of Health 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.

The 2008 Topsfield Fair continued to require the daily oversight of the BOH Agent. Concerns include food (134 permits issued), solid waste, liquid waste, animals, vector control, and on-site housing. Annually, the Topsfield Fairgrounds is the site for over 60 non-Fair events. All have the same 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 (Little Brook Village & Washington Meadows), Communicable Disease follow-up, Emergency Response. The Topsfield Board of Health brought new revenues of \$3,604.61 to the Town's General Funds from vaccination reimbursements at the expense of \$289.22 from its own budget.

The Town of Topsfield subscribes to The Northeast MA Mosquito Control & Wetlands Management District (www.northeastmassmosquito.com). They monitor mosquito activity in Town and make recommendations to the Board of Health when action is warranted. They submit an annual Best Management Practice Plan to the Board of Health for review and comment. They also sponsored Esteban Cuevas-Incle, Ph.D. in Entomology, along with Dr. Al DeMaria of the MA DPH Division of Epidemiology, who presented the Board of Health's 3rd Annual Forum on vector-borne diseases: *Mosquitoes and Ticks in April*.

Spring 2009 brought a new public health challenge (the Novel H1N1 Influenza Virus) and renewed the importance of networking, partnerships, inter-departmental cooperation, multi-disciplinary trainings, planning, and preparedness. The Board worked closely with the Topsfield Elementary Schools and Masconomet Regional School in applying the State guidelines for the recognition and management of influenza-like illness.

Board of Health Members

(July 1, 2008 thru June 30, 2009):

Bill Hunt, *Chairman*
Sheryl Knutsen, *Clerk*
Deborah Colbert
Vince Guerra
Wade Goldman
John Coulon, *Agent*
Trish Smith, *Office Secretary*
Catherine Tinsley, *Board Minutes Secretary*

The Topsfield Board of Health members are appointed annually by the Board of Selectmen. Currently numbering five members (increased from three), they have the legal authority to set policies and regulations to ensure both public health and environmental protection.

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.

Reports: Health & Human Services

BOARD OF HEALTH ACTIVITY			
	*2007	*2008	*2009
SEPTIC SYSTEM ACTIVITY			
SOIL TESTS CONDUCTED	8	31	21
SEPTIC SYSTEM INSPECTION REVIEWS	70	35	47
SEPTIC SYSTEM INSTALLER LICENSES ISSUED	36	31	41
SEPTAGE HAULER LICENSES ISSUED	21	19	30
NEW APPLICATIONS RECEIVED	15	8	6
REPAIR APPLICATIONS	54	12	27
FOOD PERMITS			
ANNUAL PERMITS	11	23	29
TEMPORARY PERMITS - FAIR	102	132	134
TEMPORARY PERMITS - NON-FAIR	20	27	34
MILK PASTEURIZATION	1	1	1
CAMP PERMITS	2	3	4
POOL PERMIT	1	1	1
TANNING SALON	1	1	1
TOBACCO PERMITS	4	4	3
PUBLIC HEALTH INITIATIVES:			
COMMUNICABLE DISEASE INVESTIGATION	67	143	194
SEASONAL INFLUENZA VACCINATIONS ADMINISTERED	355	308	413
WELLNESS CLINICS CONDUCTED	48	48	48
<i>Data Source: Town of Topsfield Annual Reports/BOH Records</i>			
<i>* Fiscal Year: July 1 - June 30</i>			

Respectfully submitted,

John Coulon, Board of Health Agent

Council on Aging

2009 Highlights

Nutrition:

The COA staff coordinates the home delivered meals program here in Topsfield. The funding is provided under a contract with SeniorCare, Inc. and food is provided by Proctor School while school is in session and when school is on vacation or during the summer, Sidekim, the contracted caterer from Senior Care. The Meals-on-Wheels volunteer drivers delivered 3,531 meals to 38 unduplicated elders. Meals-on-Wheels are provided Monday through Friday and are delivered by volunteers each day. In addition to the meal each day, each participant receives a wellness check by the drivers. The Commissioners of Trust Funds continues to provide the funding to stipend some of our Meals-on-Wheels drivers. 268 meals were served to 101 unduplicated participants at our special congregate luncheons held in May, September, November, and December.

Transportation:

The COA Van continues to be available to provide transportation services to elders and disabled adults living in Topsfield who need a ride to their medical appointments, grocery store, day trips, errands, luncheons, downtown Topsfield, pharmacy, hairdressers, banks, post office, library, COA, activities, social events, and more. This past year, the van provided 3,534 rides to 89 unduplicated seniors. In addition, the COA has been able to coordinate and offer 22 rides through a volunteer driver program. Title III Funding provided to us by SeniorCare of \$2,200 allows the van service to expand the hours of operations to accommodate the rider's request beyond the funding from the town budget.

Newsletter:

The Council on Aging publishes an eight-page monthly newsletter under a grant from the Executive Office of Elder Affairs. The newsletter is mailed to 680 seniors and providers, and 250 are distributed locally. The newsletter is also available online at www.senior-publishing.com. The newsletter provides information on activities and programs being offered by the COA and other topics of interest relevant for seniors.

Volunteers:

This past year we focused our energies on recruiting additional volunteers for the Meals-on-Wheels Program, and were successful in recruiting an additional 5 volunteers for that program. The COA continues to rely on volunteers to assist with programming, the assembly/ mailing of the newsletters, special functions, driving, delivering meals, leaf raking, snow shoveling, program leaders, and more. We have 94 active volunteers who provided 2,183 hours of service this year. Our volunteers are an integral part of our organization and they help provide the support and programming for the COA. The COA is able to do so much with so little thanks to the wonderful network of volunteers who help with programming and activities. In May we honored our volunteers at a Volunteer Breakfast. Sixty-Five volunteers attended the event, and three volunteers were chosen to be the recipient of the Silver Tree Award. The volunteers who received the award were Nancy Hood, Eve Kopel, and Susan Winship. The Silver Tree Awards are sponsored by the Friends of the Council on Aging and are given by the Council on Aging in recognition of outstanding volunteer service here in Topsfield.

Information & Referral Service:

Phone and office contacts of 3,421 were provided to seniors and non seniors at the COA for information and referral assistance.

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

The programs provided are: Information and Referral, Outreach, Transportation, Nutrition, Social and Educational Programs, Volunteer Opportunities, Wellness Programs, Support Services, and more.

The office is located at Town Hall, 8 West Common Street. Office hours are 8:30 a.m. to 3:00 p.m. Monday through Thursday, Fridays 8:30 to 12:00 noon.

Activities are held at Little Brook Village Community Room, Topsfield Fairgrounds Bee Building, Washington Meadows, and other locations in town.

AARP offers free tax preparation at the Topsfield Town Library. The COA staff schedules the appointments for this program. The program is available February 1 to April 15th. Appointments are scheduled every Thursday 1:00 to 4:00 p.m. 36 seniors were served this past year by Volunteer Tax Counselor Clay Shepherd.

New Programs:

In February the Topsfield Council on Aging joined with Northeast Senior Health to provide speakers on health related topics for the seniors in Topsfield. The Topics included Know Your Numbers Contributing Factors for Heart Disease – Arthritis Update – Foot Care – What You Need to Know – Keeping your Mind Sharp and Vision Quest. In addition other presentations were offered on Health Awareness Seminar for Seniors, Estate Planning – Wills, Trusts, and Power of Attorney, 55+ Adult Community Living.

We held our first Senior Informational Fair at Proctor School on May 16th. Forty-four vendors participated and over 150 people attended the fair. Dozens of services and products were on display. The vendors covered the fields of safety, health, home services, fitness, recreation, housing, financial, legal, nutrition, massage, chiropractic, insurance, and housing. In addition, the Essex County Sheriff's Department offered free ID's to seniors.

In January, the Topsfield Senior Tax Work Off Program began and provided the opportunity for 10 seniors here in Topsfield to provide up to 100 hours of service for various town departments in exchange for a reduction of their real estate property tax. 9 out of 10 slots were filled. Each enrollee had the opportunity to provide up to the 100 hours of service. The 9 participants were placed at Town Hall, Council on Aging, Board of Health, Fire Department, and Town Library.

Staffing:

In July, a new director was hired. Lydia Bertolino, a Licensed Social Worker became the Executive Director of the COA. James Rouvalis was also hired as one of our van drivers. He replaced Jim Barry who passed away in July. James Barry had been with the COA from 1997 to July of 2008. Beth Wideberg, the Secretary was very instrumental in assisting the director during her first year of employment. Peg Beauregard, the data entry clerk continues to be funded from the Formula Grant. Lorraine Hill, continues to assist with activities at the Topsfield Fairgrounds Bee Building through a grant from the Senior Employment Program "Operation Able". Nick Mazzetta continues to be our seasoned van driver. In addition, Richard MacWhinnie has been available to drive our van on a voluntary basis. Our van drivers continue to do a great job serving our seniors here in Topsfield.

Funding:

The Essex County Agriculture Association continues to offer the COA the use of the Topsfield Fairgrounds Bee Building for no charge, so we are able to offer programs and activities to the seniors in Topsfield on Mondays, Tuesdays, and Thursdays. The space and all utilities are generously donated and have an in-kind value of \$40,000.00 to the COA. We were again granted Title III funds from SeniorCare, Inc. in the amount of \$2200.00 to help pay for the van drivers hours which enabled us to offer van service beyond the 2:00 p.m. hour. The Friends of the Council on Aging have been very supportive. They continue to fund the holiday party, internet service at Little Brook Village and additional funding to the COA when needed. The COA has been fortunate to also receive equipment and funds from the community to help support the programs and services offered by the COA. Grants and funding will always be needed to enable the COA to continue to offer and expand services available to the seniors here in Topsfield.

Special thanks to New Meadows Garden Club and the Topsfield Garden Club for their continued support and beautiful flower arrangements for the seniors here in Topsfield.

2009 Council on Aging

Lydia Bertolino, LSW
Executive Director, Council on Aging

Board of Directors
Jolene Guerra, *Chairman*
Pat Carroll, *Vice Chairman*
Larry Arkins
Jen Collins Brown
Paula Burke
Donna D'Agostino
Kathryn Crockett-Lyon
Jackie Rizzo

Topsfield Housing Authority

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

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

Woody Lancaster, our Maintenance Supervisor along with our residents, has continued with our Giant Pumpkin Project. A number of our residents are responsible for different jobs in the pumpkin patch, including; planting, weeding fertilizing, watering, etc. Our efforts resulted in the growing of a number of giant pumpkins, one of which weighed over 700 pounds, which was entered into the Topsfield fair. In addition, we continue to have a community garden that allows interested tenants to grow their own flowers and vegetables. The community garden is a beautiful addition to our main parking area and greets our residents and guests with a proliferation of color and gorgeous vegetables. This project is a great success and enjoyed by many.

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

Respectfully submitted,

Alice Sheridan
Executive Director

Topsfield Housing Authority 2009

Jack Minnehan, *Chairman*
John McArdle, *Vice Chairman*
George Anderson, *Treasurer*
Gerald Buckley, *Secretary*
State Appointee, *Vacant*
Alice Sheridan, *Executive Director*
Woodrow Lancaster,
Maintenance Supervisor

Tri-Town Council on Youth and Family Services

Tri-Town Council's mission is to reduce and prevent at-risk behavior and to strengthen the social and emotional well-being of Tri-Town youth

Tri-Town Council had begun its existence as the "Tri-Town Council on Drugs" formed by concerned citizens over 40 years ago. Its original mission was to address drug and alcohol abuse among the young adults in our community. Over the years, Tri-Town Council has evolved and, while we still provide school-based mental health programs through our two adjustment counselors at the Masconomet Regional School, we also work closely with the Tri-Town Elementary Schools as well. We try to be proactive in responding to the needs of our youth. We offer support and education to the parents and/or guardians of our children, to their educators and directly to our youth.

Tri-Town Council identifies the needs and concerns of our community. We accomplish this by collaborating with the schools, parents, kids, law enforcement, community organizations and area resources as well as conducting the Youth Risk Behavior Survey. This survey collected data on student's health-risk behaviors including tobacco use; alcohol and other drug use; sexual behavior; diet, nutrition and exercise; traffic safety; weapons and violence; and suicide. We gather the information and then provide proactive solutions that support and empower youth to make healthy and safe decisions through community presentations, student workshops, parent workshops and school staff enrichment programs. We reach thousands of students, parents and educators each year.

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

Adjustment Counseling Services

During fiscal year 2009, Tri-Town Council's adjustment counselors worked with more than 200 students at Masco and were instrumental in bringing programs to our schools and community that reached over 2000 parents and kids. Adjustment counseling services are geared primarily to students in the special needs program. However, many of the 900+ students from Topsfield in grades seven through twelve received some benefit from these counselors either in one-on-one meetings, in groups, in the classroom, in an assembly, or through distributed materials. TTC Counselors also work as needed with the families of the students they see. In addition, counselors attend case conferences, individual education plan meetings, emergency management meetings, committee meetings, and student orientations. TTC adjustment counselors made over 140 contacts with Topsfield students, including 27 regularly assigned Topsfield special education students over the past year. The most prevalent issues include relationship problems, mood disorders, alcohol and drug use, family turmoil and school adjustment problems. Adjustment counselors also dealt with pregnancies, suicidal ideation, violence, bullying, harassment and anger management. The Masconomet Regional School signs a contract with Tri-Town Council each year, and does pay for most of the expenses of the two adjustment counselors.

Project Safety Net 24/7 Hotline

This hotline provides a 24 hour, seven days a week telephone access to a counselor (978-771-4619) for information, referral and crisis counseling. We have received 43 calls so far this year. TTC received many additional crisis, or urgent, via our main number (978-887-6512).

Community Presentations

- Sept. 2009 – *"Understanding the Online Social World of Teens and Pre-Teens"* Presented by Dr. Elizabeth Englander. This presentation was focused on bringing parents up-to-

Reports: Health & Human Services

date with the most recent trends and give parents concrete, hands-on techniques to help their children and to work effectively with local schools to reduce bullying, cyber bullying, and to increase online safety.

- Nov. 2009 – *“Get Out of My Life, but First Could You Drive Me and Cheryl to the Mall?”* Presented by Dr. Anthony Wolf. and focused on the challenges of adolescence and the teenage years. Anthony E. Wolf Ph.D., a practicing child psychologist, speaker and author of many parenting books including the bestselling, *“Get Out of My Life, but first could you drive me and Cheryl to the Mall?”*
- Jan. 2010 – *“The Art of Possibility”*. Presented by Benjamin Zander, world famous conductor of the Boston Philharmonic Orchestra and co-author of *“The Art of Possibility”*. Mr. Zander’s presentation included themes of leadership, teamwork, relationships and the liberation of the human spirit, Benjamin Zander is renowned for his passionate and energetic style using music and his expressive persona to deliver his main lesson to his audiences.

Student Workshops

- Sept. 2009 – *“Internet Safety Workshop”* This workshop was intended to reduce bullying, cyber bullying, and to increase online safety.
- Nov. - Dec. 2009 – *“Girl Talk” Fall Session* A series of workshops designed to increase and nurture positive communication about growth and development between young girls and their mother.
- Dec. 2009 – *“Sexual Harassment Workshop”* Presented to 6th grade students and provided students with information about how to seek help if they or someone they know is being sexually harassed.
- March - April 2010 – *“Girl Talk” Spring Session* A series of workshops designed to increase and nurture positive communication about growth and development between young girls and their mother.
- May 2010 – *“Health Fair”* In conjunction with the Masconomet School Health Advisory Council will host again this event available to all middle and high School students focusing on student health.
- Mar. 2010 - *“Nutrition and Body Image”* Classroom presentation for Masconomet High School students.
- Apr. 2010 - *“Dating Violence”* Classroom presentation for Masconomet High School students.

Parent Workshops

- Fall 2009 – *“Strengthening Social Skills”* by author/ educator Stephanie Meegan in a four part series of workshops designed for parents, guardians and educators interested in expanding children’s social competence and confidence.
- Spring 2010 – *“Strengthening Social Skills”* by author/ educator Stephanie Meegan in a four part series of workshops designed for parents, guardians and educators interested in expanding children’s social competence and confidence.

School Staff Enrichment

- Jan. 2010 – *“The Bullying Dynamic”* by Stephanie Meegan. Tri-Town Elementary School Professional Development Day offered this key note speaker on bullying as well as providing several smaller hands-on workshops for the Tri-Town elementary faculty and staff.
- *Masco Global Ethics Initiative* Along with Masconomet’s principals and superintendents, Tri-Town Council is participating in this character education program for the middle school and high school. Partnering with PAC (Parents Advisory Council) 125 copies of the book *“Moral Courage”* was to be used as a part of a community read.
- Feb. 2010 *“Cyber bullying; Train the Trainer”* workshop. Tri-Town Council sponsored several staff members from the elementary school to attend.

Tri-Town Council Resources

Our website: www.tritowncouncil.org, provides Tri-Town residents, with continuously updated information, links and a local resource list.

The Tri-Town Council also distributes a newsletter by email, *The Reality Check*, to hundreds of local residents. This newsletter contains information on topics of interest such as

- Cyber Bullying
- Internet Safely
- Domestic Violence
- Drinking and Driving
- Updates on Tri-Town Council activities.

Affiliated Organizations

The Tri-Town Council also has affiliated organizations whereas TTC offers administrative support and/or fiscal sponsorship to assist local organizations, including:

D.A.S.H. (Disability Awareness Starts Here) program was active in Topsfield and Boxford elementary schools. D.A.S.H. is an important educational program, which uses 250+ community volunteers a year to experientially teach second through fifth graders (more than 800 students) about physical and emotional disabilities.

ASSISTANCE TO FAMILIES IN NEED

This past Holiday season Tri-Town Council had helped many local families in need. Through the coordinated efforts of Joan Murphy, our Tri-Town Council adjustment counselor, along with the Masconomet Student Council, The Koster Foundation, Middleton Public Library and Santi Yoga, all families that needed support during the holidays were helped.

All-Night Graduation Party

Tri-Town Council sponsors and coordinates this annual event in conjunction with parents of the graduating seniors. We have been running this event since our beginnings over 40 years ago. This event will take place again in June 2010 with an expected senior turn out of about 350 kids. The seniors enjoy a full night (8pm-6:30am) of fun activities with busses carting them around from location to location. Parents of the graduating students enjoy the fact that they can anticipate sleeping soundly with the knowledge that their son or daughter will be safe on a night renowned for tragedies.

In Summary

The Tri-Town Council actively participates in Tri-Town working committees, including; School Health Advisory Council (SHAC)-a group that discusses health and wellness issues at Masconomet Schools, K-12 Umbrella Group-a group discussion consisting of local volunteers, leadership and school superintendents to share projects and ideas, Global Ethics Initiative-a group that reviews the ethics education and curriculum at Masconomet School, as well as being a member of The Massachusetts Council of Human Services Providers, the Graduation Party Committees, the Middleton Board of Trade, the Community Collaborative Initiative and the Massachusetts Bay United Way.

Tri-Town Council employs a part-time Program Director and a part-time Business Director who manage the daily operations of the Council. In addition, two full-time Tri-Town Council Adjustment Counselors work at Masco as an integral part of its team of human service professionals.

A volunteer Board of Directors oversees the Tri-Town Council and includes members from all three towns. Our board of directors helps strengthen our mission by maintaining a firm commitment to achieve the goals and objectives of the organization.

Tri-Town Council also has a student board of directors, representing the Masconomet High School community and is comprised of over Masconomet students, grades 9 -12. The Student board works on many projects including, coordinating and volunteering for the "Dance Marathon", a fundraiser for Tri-Town Council in November, whereas over 100 students had a fun night with their friends and danced all night long. Also, the student board participated in workshops, including a healthy snacks workshop, and helped with various Tri-Town Council office projects.

Tri-Town Council collaborates with many local organizations including PTO's, local libraries and many other organizations from the three towns to share ideas and to help bring some of the above programs to our community while keeping the costs low by sharing some of the expense.

Topsfield residents voted to provide Tri-Town Council with \$18,319 in FY 09. This funding amounted to 18% of our total budget and was extremely important to the financial health of TTC. Altogether, the towns of Topsfield, Boxford, and Middleton accounted for 68% of TTC's budget. Most of our income comes from local resident donations, local business donations, foundation donations, fundraisers and grants.

At the Tri-Town Council, we appreciate that every dollar of our budget is in one way or another donated by Tri-Town residents. Therefore, we spend that money very carefully, as demonstrated by the many community volunteers that staff many of our projects, the volunteer Board of Directors and the use of a certified public accountant to ensure that our finances are in order so that our programs and services are run as efficiently as possible.

Recycling Committee

Did You Know?

In 2009, Topsfield recycled 43% of the trashed picked up, representing 859 tons of recycled material.

In 2009 the total tonnage of solid waste picked up in the Town was 1997.91 tons.

See Page 8
for Trash Tips

Now in its eleventh 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 \$44,950 in Pay as You Throw (PAYT) sticker revenue in fiscal 2009.

The Town re-negotiated a five-year recycling and trash collection contract that includes the collection and disposal of municipal solid waste, recyclables and metal objects with JRM Hauling and Recycling Services, Inc. of Peabody, MA. Under our contract terms, mixed recyclables, newspapers, paper, cardboard and styro-foam are collected at curbside every other week. The May and October "Household Metal" collections will also continue and have been very successful. Residents utilize this collection to dispose of household white metal appliances such refrigerators, stoves, air conditioners, etc.

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

Prior year MRIP (Municipal Recycling Incentive Program) monies were used again this year to purchase supplies for the Ninth Annual Town Clean-Up Day held in April. A very special thanks goes out to our volunteers and the Parks and Cemetery Department for all their hard work in making this day a huge success. Several truckloads of trash were picked up from Topsfield's roadsides, sidewalks, alleys, and parking lots.

The Town recycled 859.26 tons of curbside wastes, which included 585.78 tons of mixed paper; 273.48 tons of co-mingled plastics, cans, and glass containers.

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

Respectfully submitted,

Donna C. Rich
Recycling Coordinator

Library Trustees

Topsfield Town Library Fiscal Year 2009 Statistics

State Ranking per capita:
 #1 out of 60 in population group;
 #11 out of 360 in total State ranking

Circulation:.....190,168
 Direct to Topsfield Patrons: ... 146,468
 Indirect Interlibrary Loans:43,700

Total Materials Collection: 65,221 items

Another way to look at the numbers:
 Each item circulates on average
 3 times per year.

Average Number of people
 who visit the library per hour:63

Total visits: 128,520

No. of research requests: 4,751

No. of local book clubs supported:19

No. of volunteers:38

No. of volunteer hours: 5,908

No. of Friends Members: 456

The Topsfield Town Library continues its role as a cultural and civic resource center for the Town. The Library is a very busy place, serving a broad range of community needs. We continue to find ways to support the Town by making the facility user-friendly by providing meeting space for essential town business. The Library was the main venue for over 17 civic groups and organizations. The Library also had the meeting room reserved for the wide variety of programming sponsored by staff and the Friends of the Library.

Because the Library building is so heavily used, the Trustees continue their commitment to the maintenance and care of the building. A five-year capital expenditure plan has been developed to assist the Trustees to annually evaluate the Library’s maintenance and technology needs. The costs of these projects are shared between the town, the Gould Fund, donations by the Friends of the Library, and grants. During Fiscal 2009, the Library’s HVAC capital improvement project began with the selection of RDK Engineers to design and manage the construction of this project. The Board of Library Trustees appointed a Library Facility Committee that selected the engineer and approved the design to best meet the HVAC demands of the Library facility. During 2009 the project design went out to bid and a contractor was selected to execute the project. The Trustees would like to extend their thanks to James Rossi, David Johnson, Robert Smith and Jaclyn White for their work on this project.

Cultural Activities

The Library renewed its popular art-leasing program with the DeCordova Museum in Lincoln, MA. This program provides artwork for eight different locations throughout the Library, changing every six months. The Library also has monthly art exhibits in the Meeting Room. The Meeting Room provides an inviting space for local and regional artists. Many artists enjoy a reception time to invite friends and patrons to meet the artist and, in some cases, purchase artwork for sale. In addition, the balcony gallery is home to artwork either donated or purchased that features Topsfield artists.

The Library’s seasonal music program for 2009 started with marimba artist, Fumito Nunoya of Japan. The winter café concert gave the Northshore Youth Symphony Orchestra the opportunity to highlight local young talents, featuring their Luminaria Quartet, Flute Trio and Trombone Trio. The season ended in the spring with the Ipswich Brass Ensemble that featured musicians Randy O’Keefe, Matthew Repucci, Travis Anderson and Bill Gray. The concerts were free of charge thanks to the Gould Fund and included refreshments provided by Lantern Hill Catering, thanks to the Bradley D. Gatlin Family Fund.

All cultural events held at the Library are made possible through the generous funds designated to the arts by the George Lambert Gould Trust Fund. The Library Trustees would like to thank the diligent work of the Trust Fund Commissioners that make these funds available for this use.

New Initiatives

The Library started the development of a new five-year Long Range Plan by selecting a committee of citizens, staff, Library Director and Trustees. The Five Year Plan is a

Volunteer Program

The volunteer program continues to provide much-needed support for Library operations.

- 26 adults regularly volunteered to give 5,558 hours to the Library.
- 12 students volunteered hours to satisfy academic or community service needs with approximately 350 hours given to the Library.

Reports: Culture and Recreation

review and assessment of the town and the role of the Library within the community. The plan includes goals and objectives that guide the Library's growth and development over the next five years. It will assist the Board of Library Trustees, the Library Director and staff in securing its role in our community, region and state. Committee members are Jaclyn White, *Library Director*; Jennifer Baker and Sheila Becker, *Library Trustees*; Rebecca Rowlands, *Library Staff*; Paul Dierze, *Town Finance Committee*; William Adams, *community member*; Roger Hale, *community member*; Katherine LeClaire, *student community member*.

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

A new programming initiative with the Topsfield Historical Society will bring Stephen Puleo, author of the *Dark Tide* and a Historical Reenactment of John and Abigail Adams to the Gould Barn. The two programs are designed to support the newly formed Topsfield Town Library Book Club (TTL Book Club). The TTL Book Club was developed by Library staff to address the need of those who cannot consistently attend an independent book club. Attendance was very good and the book selections have given variety to our patrons. The Library supported 13 regular book clubs and an additional five seasonal clubs throughout 2009.

Children and Young Adults

For children and young adults, the Library provides an exciting summer reading program utilizing the state's online reading log-in and book review program. The traditional Summer Reading Kickoff party, held outside, encouraged 343 children to sign up for the program with 169 receiving achievement certificates. The Library also hosted 132 different programs for children and young adults with approximately 4,438 children in attendance. Throughout the year, the Library supports the academic endeavors of local students and schools. The Library continues to develop its partnership with local school librarians and teachers pulling existing collection items and the region's supplementary collection on special topics to support students academically. The Library also purchased additional copies of titles that were on the Masconomet High School's summer reading list. Parents and students found reading guides that assisted the student for most titles.

The Library continues the popular Drop-in Club for students from the fourth, fifth and sixth grades. Every Monday after school, students come to enjoy refreshments and conversation and are encouraged by staff to begin their homework and utilize Library resources. A volunteer supervises the two-hour homework time as students enjoy a welcome snack provided by the Friends of the Library organization. Many Monday afternoons you can find 45 students in the meeting room.

Friends of the Library

The Friends of the Topsfield Library continue to support the Library with dedicated programming and contributions. Our Library would not be what it is today if not for the ongoing support of the Friends. We sincerely thank all the Friends for all that they do.

Other New Offerings:

- *Overdrive*, the downloadable audio book program, improved the selection of available titles and made the downloadable compatible for iPod users.
- *Increased Database Availability*
Thanks to the continued and generous relationship with EBSCO, Topsfield patrons can access an additional 6 databases for research. All the databases are available at the Library and remotely from home.
- *Online Subscriptions:*
Salem Evening News and TriTown Transcript - A link from the Library's website is available to log on from home or while visiting the Library. .
- *Genealogy databases:*
Library workstations provide easy access to *Ancestry Library Edition* and *Heritage Quest*. To assist patrons to continue their genealogy work at home, Heritage Quest was made accessible remotely. Other useful tools such as links to websites are offered at the Library along with the *Family Tree Magazine* to support patrons' genealogy research. Non-fiction material on genealogy research was improved with many new additions to the collection during the year.

As with all databases offered, patrons will need their library card when visiting from home.

2009 Board of Library Trustees

Jennifer Baker, *Chairperson*
Sheila Becker
Barbara Bodengraven
Doe DeLuca
Beth Johnson
Jim Rossi

Historical Commission

The objective of the Topsfield Historic Commission is to preserve and educate the community about the significant historic and architectural resources in the town of Topsfield through the enabling legislation of the Historic District Bylaw and the Demolition Delay Bylaw.

Members of the Commission include:

- Elizabeth Mulholland, Chair
- Mary Fletcher Ferrill, Vice Chair
- Joyce Bergstrom
- Kindra Clineff
- Jeanne Pickering
- Dan Philpot

The Commission received applications for demolition review from the following properties:

1. 30 Wildes Road – demolition permit approved, delay not invoked
2. 362 Boston Road - A 3 month delay was enacted which expired in October 2009. As of this report, the structures on the property are still standing.

The Commission is continually working to raise awareness, educate the public regarding Topsfield's historic, architectural, and scenic resources and to cooperate with other town boards and organizations interested in Topsfield's historic resources.

Respectfully submitted,

Elizabeth Mulholland, *Chairman*



© Kindra Clineff Photography

Parks & Cemetery Commission

Commissioners

Robert Benjamin, *Chairman*
Michael Smerzinski, *Member*
Charles Southard, III, *Member*

Staff

Steve Shepard, *Superintendent*
Paul Fontaine, *Asst. Superintendent*
Peter Miller, *Lead Person*
Constance Rowe, *Secretary*

General Information

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

The Park & Cemetery Office is located in
Pine Grove Cemetery (Rt. 97)
Haverhill Rd., Topsfield, MA

Office Hours:

Tuesdays and Thursdays
9:00a.m. to 12:30p.m.
All other times are by appointment.

All pre-need lot sales begin mid November and continue until March 1st.

All other times are emergency sales (see above emergency telephone number).

To purchase a burial lot you must be a current taxpaying resident in the town of Topsfield. Other restrictions may apply.

Persons interested as to sports field usage should apply at the Park & Cemetery Office. Fees may apply. Also, all sports games and practices must be scheduled. You must be on the schedule to have field space.

Field schedules are viewable online at www.topsfieldma.gov by scrolling to schedules.

Parks

The Parks and Cemeteries Dept. maintains 350 acres of properties of which 300 are parks, school grounds and nature trails. With demands high for sport field space in 2009 we continued with the development of Harmer Field at Pyebrook and in the fall of 2009 it opened to girls field hockey with two practice fields. We will continue to expand and to work on Harmer Field in 2010. We continue to investigate expansion possibilities at Pyebrook to accommodate the growing sports programs. We are in the process of investigating the possibility of leveling the large clay pile on the north side of the Park to gain an area at least 400 ft. x 400 ft. to explore placement of an adult sized baseball diamond. This project is only in the exploratory phase at this time and no further information is available yet.

Cemeteries

The town owns 3 cemeteries. Pine Grove is the largest. 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 37 internments were performed in 2009, of which 23 were full and 14 ash burials. We also continued with our expansion efforts at Pine Grove Cemetery in 009. We try to develop approximately 1/4 acre per year to stay ahead of burial space demands. Updates and changes have also been made to the Rules and Regulations of our Cemeteries. Please inquire at the Cemetery Office as to these changes.

Recreation

Recreation

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

Equipment

During 2009, a new Chevy 4-door crew cab pick-up truck was purchased out of Cemetery Trust Funds and Cemetery Revenue Accounts. The purpose of the truck is to have an entire crew with materials and tools at work sites with one trip and one truck.

Miscellaneous

The Park and Cemetery Department is also responsible for deceased animal pick-ups throughout the town. We responded to 42 deceased animal calls in 2009. Flares at Pyebrook Park are also a function of this department including daily checks, repairs and rebuilding. We are happy to report that all methane flares performed flawlessly during 2009 with the assistance of our routine maintenance program.

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 as well as all other individuals who donated to the Parks & Cemeteries Dept. throughout this past year.

Rail Trail Committee

Community Outreach:

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

2009 Rail Trail Committee

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

The Topsfield Rail Trail Committee was created by the Topsfield Selectmen on April 25, 2005. The purpose is to develop the 4 miles of abandoned MBTA rail line, privately and Town owned land, and National Grid utility corridor into a recreational path. The trail is known as the "TLC" or Topsfield Linear Common.

FY2009 activities included:

- Construction of the TLC started in May, 2009.
- Prepared drawings and received quotations for building the first phase (Phase I) of the Topsfield Linear Common from Washington St. to Summer St.
- Walked the trail with abutters and Dan and Grace Peabody from Eastgate Garden Design to discuss privacy issues.
- Conducted public forums for abutters and the whole town for Phase IA and Phase IB. Speakers at the forum included Craig Della Penna on recreational paths in New England and Stephen Winslow on the Commonwealth's liability laws and right-of-way issues.
- Continued mowing and clean-up of the 4 mile trail.
- Received a grant for \$62,500 from the Department of Conservation and Recreation.
- Prepared and submitted grants to the Department of Conservation and Recreation.
- Worked with the Topsfield Historical Society for the donation of a historical trail sign to commemorate rail service in Topsfield.
- Continued work with the Border-To-Boston (B2B) Coalition to develop the trail from Danvers to the New Hampshire border. Project has been accepted by Mass Highway as a high priority project. Bids were received for the 25% design.
- Maintained www.TopsfieldTrail.Org website.
- Worked with National Grid towards a license or lease for the northern 2 miles of the TLC.

Open Space Committee

2009 Open Space Committee

Joe Geller, *Chairman*
Pamela Newport
John Beck
David Merrill

Activities of the Open Space Committee:

- Designed and distributed a Town wide survey in preparation for the 2010 Open Space Plan. The Open Space Plan from 2004 has expired. It is mandatory to have an approved Open Space Plan in order to get many grants from the Commonwealth of Massachusetts.
- Continued work on the approximately 100 page 2010 Open Space Plan.
- Reviewed Topsfield Town owned lands and lands under conservation restriction.
- Developed and marked a new recreational trail in the woods, the Hickory Beech Trail in the new development off Washington St.
- Sponsored or co-sponsored walks on the Bradley Palmer State Park (National Trails Day) Hickory Beech Trail, Wildlife Path at Pye Brook Community Park and the Topsfield Linear Common rail trail.
- Worked with the Essex County Trails Association to identify trails in Topsfield. ECTA made a map of those trails and it is available from them.

2009 Rail Trail Activities



Rail removal; Ipswich River Bridge.



New deck on the Ipswich River Bridge.



Rail removal; Summer Street.



Topsfield Linear Common – near Proctor School.



Ribbon cutting walk.



Ribbon cutting.



Bike-A-Thon Benefit – ABC.

Photos courtesy Topsfield Rail Trail Committee and Friends

Conservation Commission

COMMISSIONERS:

George Hall, *Chairman*
Holger Luther, *Vice-Chairman*
Mark Erickson
Jim MacDougall
Jennie Merrill
Jud Pratt

STAFF:

Lana Spillman, *Administrator*
Trish Kubaska, *Commission Secretary*
Catherine Tinsley, *Minutes Secretary*

GENERAL INFORMATION:

- Meetings and hearings generally are held twice a month at the Topsfield library conference room.
- Public office hours are Mondays and Wednesdays from 9:00 a.m. until noon, and by appointment.
- Our phone number is 978-887-1510.
- E-mail address is:
conservation@topsfield-ma.gov.

Introduction

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

Highlights

The newly appointed Conservation Commission developed a strategic plan, including a mission statement, "Protect, and promote the important public values associated with, the natural resources of the Town of Topsfield through stewardship, education, planning and sound administration of state and local regulatory programs." In April, local landscape professionals were invited to a Commission meeting to discuss use of native plants, control of invasive plants, and conservation of water resources. In June, the Commission adopted rules for Conservation Properties and had an informational table at the Strawberry Festival. Commission staff initiated a program to assist homeowners in closing out expired Orders of Conditions and obtaining Certificates of Compliance. The Commission coordinated with the Planning Board to have peer review of applications for multi-unit housing projects at 30 Wildes Road / The Meadows and at 12 Boston Street / English Commons. Approved projects involved new home construction, septic system repairs and upgrades, additions, pools, tree removals, and general site work near and in Wetland Resource Areas. Notable projects with the Commission's oversight included replacement of the Asbury Street Bridge and reconstruction of Ipswich Road between Haverhill Road (Route 97) and Boston Street (Route 1).

Commissioners and the Administrator participated in meetings, trainings, and workshops, including at the fall and spring Massachusetts Association of Conservation Commission (MACC) conferences. Commissioners and Staff continued discussions with the Planning Board, Open Space Committee, Highway Department, and Board of Selectmen about stormwater management, open space protection, beaver activity concerns, and other conservation topics.

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

Kelsey Wallace, a sophomore at Connecticut College, was a summer Intern for the Commission. She submitted documentation for certification of a vernal pool at Klock Park, prepared an educational flyer about rain gardens, and assisted with clerical tasks in the office.

The Conservation Commission welcomes volunteer assistance and donations of land.

Respectfully Submitted,
Lana Spillman, *Conservation Administrator*

Planning Board

Members and Liaisons

Member Ian DeBuy Wenniger was re-elected to the Board in May 2009. Robert Winship was elected Chair, and Janice Ablon as Clerk. The following liaisons were appointed:

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

Introduction

The responsibilities of the Planning Board include approval of ANR lots and subdivisions, site plan review of proposed projects, the granting of special permits for certain uses of property, and planning for the future use of land and resources in the Town of Topsfield. During Fiscal 2009, the Planning Board concentrated its efforts on the creations of five use categories for the definition of “Restaurant” and the parking requirements for these use categories within the permitted districts. The Board also made revisions to the Topsfield Planning Board Rules And Regulations Governing The Subdivision of Land In The Town Of Topsfield relative to submittal distributions requirements and formats. The Board extensively reviewed through the public hearing process the applications for the two Elderly Housing District senior development projects: English Commons located at 12 Boston Street, and New Meadows located at 16 & 30 Wildes Road.

Permits and Approvals

- Five ANR lot applications were approved that included: an application for a change in a lot line between two abutting properties for a side setback; three applications for the division of a single lot into two lots; an application to divide a single lot into four lots; and an application to create the 10.2 acre parcel for the New Meadows senior development within the golf course.

- Under the Family Accessory Apartment By-law, a special permit was granted for a family accessory apartment at 11 Rowley Bridge Road.

- Under the Scenic Road By-law, special permits were issued for the removal and replacement of a stone wall located at 94 South Main Street Road; the temporary removal and replacement of a portion of a stone wall at 72 Hill Street; the removal and creation of a 30 foot permanent opening at 37 River Road along the South Main Street frontage; the removal of trees and the restoration of the stone wall along a portion of South Main Street by the Main Street Foundation Inc. as part of the Walking Path Project.

Zoning Amendments & Revisions to Rules & Regulations: The Planning Board proposed to the Town several zoning amendments. The first was designed to clarify the Definitions used in Article I to define the terms in the Table of Uses and elsewhere in the Zoning Bylaw. It added new definitions for “Building Area” and “Catering”; amended definitions for “Drive-in/Drive-through Eating Establishment” and “Drive-in/Drive-through Establishment”; and further, amended the definition of “Restaurant” into five use categories: A. Restaurant, Full Service; B. Restaurant, Limited Service; C. Restaurant, Formula Fast Food; D. Restaurant, Snack and Non-Alcoholic Beverage; E. Retail Specialty Foods to more specifically define this use for all districts within the Town.

The Board also addressed the parking regulations for restaurants by making provisions for parking for the five new restaurant categories. Parking requirements would become less restrictive in the Business District Village where parking is more readily accessible. Since the majority of the lots within the other commercial districts are located on Route 1, sufficient parking must be provided within the respective lot areas. Consequently, parking requirements would become more restrictive in those districts.

The Board proposed clarifications in uses by district specifically addressing the “Agriculture” use in order to be in compliance with state law concerning commercial stables, placing commercial kennels and veterinary hospitals under the more appropriately described category of retail and service, and adding new restaurant subcategories.

The Board also made revisions to the Topsfield Planning Board Rules And Regulations Governing The Subdivision of Land In The Town Of Topsfield relative to submittal distributions requirements and formats, and further amended the administrative document filing requirements for site plan review under the Zoning By-law to follow these distribution requirements.

Elderly Housing Development Projects: The Planning Board extensively reviewed through the public hearing process two Elderly Housing District Senior Developments: English Commons and New Meadows. The English Commons EHD being developed by C.P. Berry Construction Inc. represented by Alan Berry comprises a 68-acre parcel known as the “Page Estate” located at 12 Boston Street in the southern end of Town. The proposed development would consist of 50 townhouse units located on a 13-acre site within the parcel. The New Meadows Golf Course EHD being developed by New Meadows Enterprises LLC represented by Frank Iovanella comprises the 52 acre New Meadows Golf Course located at 16 & 30 Wildes Road in the northern end of Town. The proposed development would consist of 24 townhouse units on approximately 10.2 acres of the golf course with access from Wildes Road.

The Board reviewed the respective applications relative to requests for an Elderly Housing Special Permit, Site Plan Review including the design standards for the Scenic Overlay Zone specifically for English Commons, Scenic Road Permit, and Stormwater Management & Erosion Control Permit for both projects. The review process for each Applicant continued into the next fiscal year at which time the projects were approved and permits issued with specific waivers and conditions respective to each project.

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

Respectfully submitted,

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

Zoning Board 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.

FY09 Decisions / Highlights

- *35 Main Street:* The Board granted site plan approval to the proposed project that included the demolition of an existing barn and connector, and the reconstruction and replacement thereof for professional office use with requisite parking, incorporating as part of the Decision the site plan dated August 28, 2008, the septic as built plan, and architectural plans previously approved under the Board’s June 30, 2008 decision.
- *46 South Main Street:* The Board granted a finding relative to the demolition and reconstruction of a portion of the existing dwelling and denied a special permit request for use of the detached accessory building for residential living space as a second principal dwelling.
- *86 Central Street:* The Board granted two special permits in separate public hearings for this property: the first to allow the existing property to be permitted for use as an automotive repair facility to owner Scott Mantel; and second, to allow the existing property to be permitted for retail sales of motor vehicles to lessee Adam Thomson.
- *7 Grove Street:* The Board filed a consolidated decision granting two special permits relative to two separate application requests for the premises: the first with conditions and limited to Glendale Partners Inc. to allow the operation of a restaurant, “Station Sweet Shoppe”, within the existing premises; and the second to reduce the required on-site parking spaces for the restaurant operation.
- *13 Arrowhead Road:* The Board granted a finding to permit the demolition and replacement of area of an existing room and deck with a new family room with mudroom, and allow the future construction of a detached two-car garage.
- *16 Maple Street:* It was determined by the Board that a special permit for the sale of motor vehicles was not required since the requested use is grandfathered. In the future, any change in use, alteration or expansion would require the granting of a finding.

Reports: Planning and Land Use

- *12 Ross Road*: The Board granted a finding to permit the demolition of a deck and replacement of with a sunroom.
- *53 Main Street*: The Board approved the withdrawal of the application without prejudice relative to the request to allow the construction of a second floor apartment over the restaurant and to reduce the on-site parking requirement.
- *4 North Common Street*: The Board granted a two separate findings to permit the alteration of a non-conforming structure: the first for the replacement of one first floor window on both the Main Street side and the Howlett Street side of premises with a single historically accurate door for both sides of the premises; and the second for the installation of an outside walk-in cooler refrigeration unit on rear of premises Howlett Street side.
- *104 Howlett Street*: The Board granted a finding to allow the construction of a two-car garage addition to a non-conforming barn.
- *207 Boston Street*: The Board granted a special permit in connection with the Topsfield Agricultural Fair to allow for parking of cars, use of the midway until 11:30 pm and the use of loudspeakers until 11:00 pm to be held from the Friday, 10 days prior to, and through Columbus Day in 2009, and for the same period for the four following years.

Respectfully submitted,

Robert J. Moriarty, *Chairman*

Annual/Special Town Meetings

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 p.m., stating a quorum was present. The meeting opened with the Pledge of Allegiance. The Moderator followed with the reading of the Warrant and the Return of the Constable noting the meeting had been duly posted and advertised as required by law. He continued with the following announcements:

**ANNUAL/SPECIAL TOWN MEETINGS
PROCTOR SCHOOL
WOODBURY AUDITORIUM
Tuesday, May 5th, 2009**

1. Topsfield Cable is taping our meeting for future broadcast. We thank Bill Whiting and his staff for this service. We also thank Essex TV & Radio for providing audio for this Meeting.
2. Microphones have been provided in the auditorium for your convenience. We ask that you use them when addressing the meeting.
3. We also request that anyone desiring to address the meeting, state his or her name and street address after being recognized by the Moderator.
4. By long standing tradition in the Town, a recommendation of the Finance Committee amounts to a motion, made and seconded and before the town for debate.
5. If the Finance Committee recommends "no action" on a particular article, and a voter desires positive action on the article or an amended article, the voter may and should, during discussion of the Finance Committee recommendation, state his or her intention to move for positive action on the article or an amended article if the Finance Committee's "no action" recommendation is voted down, but the vote will be taken on the Finance Committee's recommendation of "no action" before a motion for positive action is in order.
6. Finally, if a voter desires to move an amendment to a Finance Committee recommendation or to any other motion, I will require a written proposed motion to amend for review by myself and Town Counsel prior to any action on it. We have printed forms for these motions and will be happy to help anyone who needs assistance in making it out.
7. Since the Finance Committee recommendation is the motion on which the vote is to be taken, I will now entertain a motion to allow your Moderator to waive the reading of each and every Article in its entirety, substituting instead a brief synopsis, thus aiding an orderly progression of the meeting.

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

The Moderator moved to his introductions. First, he introduced Beverly Guarino, the Town Clerk thanking her for the arrangements made for town meeting. He extended his personal thanks to the Proctor School custodial staff for setting up the Auditorium, and continued with introductions of the Board of Selectmen, Finance Committee,

Town Meeting Minutes and Election Documentation

Town Administrator, Town Accountant, Town Treasurer, Town Counsel, Town Constable, Police Chief, Town Meeting Tellers, and the Regional District School Superintendent. The Moderator recognized Board of Selectmen Chairman Boyd Jackson, who proceeded to announce the recipients of the 2009 Appreciation Awards, as follows:

- Elaine Stieritz - Council on Aging
- Grace Lynch - Housing Authority
- I. Bruce Bears - Housing Authority
- John Z. Olcott, Jr. - Conservation Commission
- Ralph L. Stump - Conservation Commission
- Thomas A. Warren - Conservation Commission
- Michael G. Waltermire - Board of Health
- Dylan Cadawalader - Mapping Committee
- Brenda M. Limone - Website Committee
- Jill Sullivan - Board of Registrars
- Andrew Baumgartner - Library Trustee
- Stephen Mscisz - Park & Cemetery Commission

ARTICLE FIRST: REPORTS

Board of Selectmen Chairman Boyd Jackson remarks focused on the FY2010 budget process. He noted with appreciation the cooperative effort by all parties involved in the process to bring before the Town, for their consideration, two budgets that reflected long hours of deliberation and thoughtful review.

Finance Committee Chairman Mark Lyons echoed Mr. Jackson's comments. He noted that the FY2010 budget presented for consideration focused on preserving the character of the Town while addressing monetary reductions in order to present fiscally responsible budgets reflective of these difficult economic times.

ARTICLE SECOND: RESERVE FUND

The Finance Committee recommended that the Town appropriate the sum of \$125,000 for the Reserve Fund, and to meet said appropriation that the Town transfer the sum of \$74,202 from Free Cash and the sum of \$50,798 from the Overlay Surplus Reserve. The vote was taken absent discussion. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

The Moderator, having concluded Town Meeting action on Article Second, stated "I will now entertain a motion to adjourn the Annual Town Meeting until such time as the business of the Special Town Meeting has been concluded and the Special Town Meeting is dissolved." The motion was made, seconded and unanimously voted. The Moderator called the Special Town Meeting to order at 7:23 p.m. and read the warrant. He then moved to Article First of the May 5, 2009 Special Town Meeting.

Town Meeting Minutes and Election Documentation

ARTICLE FIRST: REPORTS

There were none.

ARTICLE SECOND: PRIOR YEAR BILLS AND WAGES

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

\$1,045.18	from Selectmen Special Legal Service Account
\$2,486.00	from Fire Other Tuition Account
\$73.76	from Wetlands Fee Account

to pay outstanding bills contracted prior to July 1, 2008. The vote was taken absent discussion. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE THIRD: TRANSFER OF FUNDS

The Finance Committee recommended that the Town vote to transfer from the unexpended balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2009 fiscal year as follows:

\$3,200	from Police Ins. Restitution for Injured Officers Account to Police Wage Injury Pay Account
\$1,975	from A22/07ATM TH Minor Interior Refurbishing to Town Hall Building Maintenance Account
\$10,000	from Highway Other Account to the Snow and Ice Account.

The vote was taken absent discussion. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE FOURTH: IPSWICH ROAD WATER MAIN PROJECT

The Finance Committee recommended that the Town vote to amend the vote of the Town passed at the May 2, 2006 Annual Town Meeting (Article 24) to read as follows: "Appropriate the sum of \$650,000 for the reconstruction of the water main along Ipswich Road west of Route 1 and other project related expenses for the Ipswich Road Water Main Project; that to meet said appropriation the sum of \$550,000 shall be transferred from the water enterprise fund and the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$100,000 under M.G.L. Chapter 44, § 8; and that the Board of Selectmen with the advice of the Board of Water Commissioners is authorized to take any other action necessary to carry out this project."

The vote was taken absent discussion. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

The Moderator stated the business of the Special town Meeting was concluded. He would now entertain a motion to dissolve the Special Town Meeting of May 5, 2009. The motion was made, seconded and voted unanimously. The Annual Town Meeting resumed with Article Third.

ARTICLE THIRD: GENERAL OPERATING BUDGET

The Finance Committee recommended that the Town vote to raise, assess, and appropriate the sum of \$14,272,584 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1st and determine the manner of expending the same; and to meet said appropriation, raise and assess the

Town Meeting Minutes and Election Documentation

sum of \$14,106,496; transfer the sum of \$34,088 from the Police Insurance and Restitution Injured Officer Revolving Account; transfer the sum of \$66,000 from the Gould Trust Fund Part B; transfer the sum of \$25,000 from the Conservation Revolving Fund; transfer the sum \$21,000 from the Cemetery Revolving Fund; transfer the sum of \$15,000 from Article 17 of the May 2006 Annual Town Meeting and transfer the sum of \$5,000 from Article 22 of the May 2007 Annual Town Meeting; and further, that the Town vote to raise, assess, and appropriate the additional sum of \$130,059 for such matters, provided, however, that such additional appropriation shall be contingent upon the passage of a Proposition 2 1/2 general override referendum under General Laws Chapter 59, § 21C (g).

The Moderator, upon conclusion of the Finance Committee's recommendation, made the following motion "I move that the question be divided as follows: The base budget referred to in the warrant "Recommended Appropriation Fiscal year 2010" will be taken first with the override budget referred to in the warrant "Recommended Contingency Appropriation Fiscal year 2010" taken second." The motion was seconded and voted unanimously. Lengthy discussion followed on both the base and override budgets as presented. The vote on the base budget was taken first. The Town voted unanimously to fund the "Recommended Appropriation Fiscal year 2010" of \$14, 272,584. There being no further discussion regarding the override budget, the second vote was taken. The Town voted to fund the "Recommended Contingency Appropriation Fiscal year 2010" of \$103,059 by a declared 2/3rds majority. Please refer to Appendix A for the detailed FY 2010 General Operating budgets as voted.

**Refer to Attachment A
for the detailed Fiscal Year 2010
General Operating Budgets.**

ARTICLE FOURTH: WATER DEPARTMENT OPERATING BUDGET

The Finance Committee recommended that the Town vote to appropriate \$792,976.00 as detailed below, to operate the Water Department from July 1, 2009, through June 30, 2010, of which \$691,916.00 to come from Water Revenue and \$101,060.00 of indirect costs appropriated in the General Fund under Article Third above to be funded from Water Revenue.

Appropriated Fiscal Year 2009		Appropriated Fiscal Year 2010
WATER DEPARTMENT OPERATING BUDGET		
\$ 63,333.00	Salary	\$ 67,371.00
155,121.00	Wages	159,639.00
224,143.00	Other	221,284.00
6,500.00	Long-Term Debt Principal	7,000.00
4,882.00	Long-Term Debt Interest	4,622.00
19,000.00	Short-Term Debt Interest	40,000.00
2,000.00	Debt Issue Costs	2,000.00
15,000.00	Short Term Debt Principle Pay down	15,000.00
100,000.00	Water Reserve Fund	100,000.00
75,000.00	Unanticipated Emergency	75,000.00
664,979.00	SUB-TOTAL	691,916.00
86,388.00	Indirect Costs	101,060.00
751,367.00	TOTAL: Water Department	792,976.00

Boyd Jackson, Chairman of Board of Selectmen followed with the board's recommendation for positive action. There being no discussion, the vote was taken. The Town voted by a clear majority in favor of the Finance Committee recommendation as presented.

Town Meeting Minutes and Election Documentation

ARTICLE FIFTH: MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT

The Finance Committee recommended that the Town vote to approve the 2010 Fiscal Year Gross Operating Budget of the Masconomet Regional School District in the amount of \$24,805,341 and raise, assess, and appropriate the sum of \$5,870,454 to fund the Town's share of the Fiscal Year 2010 Masconomet Regional School District Assessment of which the sum of \$5,542,369 supports the Maintenance & Operating Budget, and the sum of \$328,085 supports the Masconomet Building Debt Service. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE SIXTH: NORTH SHORE VOCATIONAL SCHOOL DISTRICT ASSESSMENT

The Finance Committee recommended that the Town vote to approve the 2010 Fiscal Year Gross Operating Budget of the North Shore Regional Vocational School District in the amount of \$10,097,615 and raise, assess, and appropriate the sum of \$47,579 for the Town's share of the assessment of same. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE SEVENTH: LEASE OF EMERSON FIELD

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen, under such terms as it deems advisable, to enter into a lease with the Congregational Church of Topsfield for certain property in Topsfield commonly known as Emerson Field, and to transfer from free cash and appropriate the sum of \$1,250 for said lease. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE EIGHTH: GRANT AUTHORIZATION FOR TOWN PROJECTS

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

ARTICLE NINTH: MASSACHUSETTS HIGHWAY DEPARTMENT CONTRACT

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen to enter into contracts with the Massachusetts Highway Department for the ensuing year. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE TENTH: SMALL TOWN ROAD ASSISTANCE PROGRAM

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen to file a grant application with the Massachusetts Highway Department under the Small Town Road Assistance Program (STRAP) to fund the design, engineering, and subsequent repairs to or replacement of the Salem Road Bridge over the Ipswich River. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE ELEVENTH: PARK REVOLVING FUND

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

ARTICLE TWELFTH: CEMETERY REVOLVING FUND

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

ARTICLE THIRTEENTH: CONSERVATION COMMISSION REVOLVING FUND

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

ARTICLE FOURTEENTH: FISCAL 2010 ADDITIONAL REAL ESTATE EXEMPTION FOR THOSE QUALIFIED.

The Finance Committee recommended that the Town vote an exemption increase of one hundred per cent (100%) for fiscal year 2010 for all taxpayers qualifying for a personal exemption. under the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE FIFTEENTH: ANNUAL ENGINEERING & LANDFILL MONITORING

The Finance Committee recommended that the Town vote to transfer and appropriate the sum of \$37,000 from the Solid Waste Fund to be expended by the Board of Selectmen to fund the fiscal year 2010 annual professional engineering and monitoring services, and flare maintenance related to the capping and closure of the Town's sanitary landfill. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE SIXTEENTH: PROCTOR SCHOOL DOORS

The Finance Committee recommended that the Town vote to transfer from Free Cash, and appropriate the sum of \$9,100 to be expended by the Board of Selectmen with the advice of the School Committee for the replacement of exterior doors at the Proctor School. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE SEVENTEENTH: STEWARD SCHOOL DOORS

The Finance Committee recommended that the Town vote to transfer from Free Cash, and appropriate the sum of \$6,500 to be expended by the Board of Selectmen with the advice of the School Committee for the replacement of exterior doors at the Steward School. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE EIGHTEENTH: PURCHASE OF A POLICE CRUISER

The Finance Committee recommended that the Town vote to appropriate the sum of \$32,561 to be expended by the Board of Selectmen with the advice of the Police Chief to

Town Meeting Minutes and Election Documentation

purchase and equip a new cruiser and trade in or sell a 2004 Ford Crown Victoria; and to meet said appropriation to transfer from Free Cash the sum of \$29,017 and to transfer the sum of \$3,544 from Article 19 of the May 2008 Annual Town Meeting. The Town voted, in the majority, in favor of the Finance Committee recommendation as presented.

ARTICLE NINETEENTH: PURCHASE OF FIRE DEPARTMENT PUMPER

The Finance Committee recommended that the Town vote to appropriate the sum of \$500,000 to be expended by the Board of Selectmen with the advice of the Fire Chief to purchase and equip a 1500 GPM Triple Combination Pumper, including all related costs, and to trade in or sell the existing 1994 Laverne Pumper; and that to meet said appropriation transfer the sum of \$200,000 from the Town's stabilization fund, transfer the sum of \$50,000 from Free Cash, and the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$250,000 under M.G.L. Chapter 44, §7. David Bond 23 Grove St., during the lengthy discussion, moved the question as follows: "I move the previous question." The motion was duly seconded and voted unanimously. A standing vote was taken as the voice vote, in the Moderator's judgment, did not determine with clarity Town Meeting's action. The vote count was 163 ayes to 24 nays. The Town voted, by clear majority, in favor of the Finance Committee recommendation as presented. The vote on the Finance Committee recommendation of positive action exceeded the required two-thirds vote.

ARTICLE TWENTIETH: PURCHASE OF A WATER DEPARTMENT TRUCK

The Finance Committee recommended that the Town vote to transfer and appropriate the sum of \$22,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to purchase a compact pickup truck with extended cab and 4 wheel drive and trade in or sell a 2000 Ford Ranger. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE TWENTY-FIRST: PERKINS ROW TEST WELLS

The Finance Committee recommended that the Town vote to appropriate the sum of \$60,000 from the Water Enterprise Retained Earnings for the drilling of test wells at the Perkins Row Wellfield and other project related expenses for the Perkins Row Wellfield Replacement Project; and the Board of Selectmen with the advice of the Board of Water Commissioners is authorized to take any other action necessary to carry out this project. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE TWENTY-SECOND: REGIONAL EMERGENCY COMMUNICATIONS CENTER INTERGOVERNMENTAL AGREEMENT

The Finance Committee recommended that the Town vote to authorize the Board of Selectmen to enter into an intergovernmental agreement for a period of up to ten years to provide emergency and non-emergency police, fire and medical dispatch services with other municipalities in Essex County. The question was moved, during marked protracted discussion, by Selectman A. Richard Gandt. He stated "I move the previous question." The motion was duly seconded and voted unanimously. The vote was taken. The Town voted in favor of the Finance Committee's recommendation of positive action by a clear majority.

ARTICLE TWENTY-THIRD: ACCEPTANCE OF M.G.L. CHAPTER 41, SECTION 81U PROVISION

The Finance Committee recommended that the Town vote to adopt the provisions of M.G.L. Chapter 41, Section 81U, as set below, and the Town so voted

Town Meeting Minutes and Election Documentation

“In any town which accepts the provisions of this paragraph, the proceeds of any such bond or deposit shall be made available to the town for expenditure to meet the cost and expenses of the municipality in completing the work as specified in the approved plan. If such proceeds do not exceed one hundred thousand dollars, the expenditure may be made without specific appropriation under section fifty-three of chapter forty-four; provided, however, that such expenditure is approved by the Board of Selectmen. The provisions of this paragraph shall not apply to cities or to towns having town councils”.

Robert Winship, Chairman of the Topsfield Planning Board, spoke in support of adoption of M.G.L. Chapter 41, Section 81U. The vote was taken absent any discussion. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE TWENTY-FOURTH: AMEND ZONING BYLAW, ARTICLE 1, DEFINITIONS

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article 1, Definitions, as set forth below (new language in bold italics; deletions with strikethrough):

In the last sentence of first paragraph of the article, after the words, “defined by”, insert the phrase, “the most recent edition of”, and delete “2002”.

Insert,

“1.11 Building Area.

The footprint of all buildings including covered portions of porches and decks.”,
and renumber accordingly the paragraphs that follow.

Insert,

“ 1.16 Catering.

An establishment, which may include food preparation facilities, primarily engaged in providing event-based food services, that prepares and/or supplies food in large quantities for commercial purposes to be delivered and consumed off premises.”,
and renumber accordingly the paragraphs that follow.

Amend definition of the term, “Drive-in/Drive-through Eating Establishment” as follows: “Any place or premises used for sale, dispensing, or serving of food, refreshments, or beverages to customers in vehicles automobiles including those establishments where customer may serve themselves and may eat food or drink refreshments in automobiles and including establishments intended for large volume or fast service with on-or off-premises consumption, which because of the nature of sales, operation, or market serviced, cause a large volume or frequent turnover of vehicular traffic.”

Amend definition of the term, “Drive-in/Drive-through Establishment” as follows: “A business establishment such as a bank, cleaners, and the like, wherein patrons customers may be served while seated in parked vehicles in the same lot, such as banks, cleaners, and the like.”

Amend definition for “Restaurant” by deleting: “An establishment offering food and beverages for consumption on the premises and for take-out services” and inserting the following sub-categories after “1.84 Restaurant”:

“A. Restaurant, Full Service: An establishment at which the principal activity is the preparation, service, and sale of food and beverages for consumption on the premises, where food is ordered and served at tables rather than at a counter, and where customers generally pay after eating.

Town Meeting Minutes and Election Documentation

B. Restaurant, Limited Service: An establishment at which the principle activity is the preparation and sale of food and beverages to be consumed on or off the premises, where food is primarily ordered at a counter, and where the food is: (a) primarily intended for immediate consumption; (b) available upon a short waiting time; and (c) generally paid for before customers eat it.

C. Restaurant, Formula Fast Food: An establishment meeting the criteria of "Restaurant, Limited Service," which relies on the sale of large volumes of food, and which is required by contractual or other arrangements to offer two or more of the following standardized elements: menus, ingredients, food preparation, internal décor, external facade, or uniforms.

D. Restaurant, Snack and Non-Alcoholic Beverage: An establishment specializing in the preparation and sale of a limited menu with a specific type or class of foods or combination thereof, such as, but not limited to, baked goods, coffee, tea, cheese, delicatessen meats, candies or ice cream. Preparation and sale of food and beverages may be intended for consumption on or off the premises and the food is: (a) primarily intended for immediate consumption; (b) available upon a short waiting time; and (c) generally paid for before customers eat it.

E. Retail Specialty Foods: An establishment where the preparation and sale of a limited menu of food items is secondary to a primary business, permitted in the district, such as a grocery store, gourmet shop or farmer's market. Preparation and sale of food and beverages may be intended for consumption on or off the premises, where food is ordered at a counter and the food is: (a) primarily intended for immediate consumption; (b) available upon a short waiting time; and (c) generally paid for before customers eat it. Such establishment may include indoor seating for no more than 8 persons."

Gregor Smith, Member of the Topsfield Planning Board, spoke in support of the amendment detailing the need for inclusion of the definitions as presented. The vote was taken absent discussion. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE TWENTY-FIFTH: AMEND ZONING BYLAW, ARTICLE III, SECTION 3.02 TABLE OF USE REGULATIONS

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article III, Use Regulations and Table of Use Regulations (new language in bold italics; deletions with strikethrough):

1. By deleting Commercial Kennels and Veterinary Hospital from Section 3.9; adding new Section 4.35 Commercial Kennels and new Section 4.36 Veterinary Hospital with the insertion of the following uses as amended for all districts as set forth in the Table below; by adding note "5" in Section 3.9, Commercial Stables, for the CR, BV, BH, BHN, BP districts; and by adding to the Footnotes at the end of the table: "5 Limited to lots of more than five acres",

Town Meeting Minutes and Election Documentation

Permitted Uses		ORA	IRA	CR	BV	BH	BHN	BP
3.	Agriculture							
3.9	Commercial kennels, stables or veterinary hospital	S P	NP P	NP P5	NP P5	P P5	S P5	P P5
4.	Retail and Service							
4.35	Commercial kennels	NP	NP	NP	NP	S	NP	S
4.36	Veterinary Hospital	S	NP	NP	NP	P	S	P

2. By deleting 4.12 Restaurant and adding new 4.12 A Restaurant, Full Service; 4.12B Restaurant Limited Service; 4.12C Restaurant, Formula Fast Food; 4.12D Restaurant, Snack and Non-Alcoholic Beverage; and 4.12E Retail Specialty Foods with the insertion of the following uses as set forth below:

Permitted Uses		ORA	IRA	CR	BV	BH	BHN	BP
4.	Retail and Service							
4.12	Restaurant	NP	NP	NP	S	S	S	S
4.12A	<i>Restaurant, Full Service</i>	NP	NP	NP	S	S	S	S
4.12B	<i>Restaurant, Limited Service</i>	NP	NP	NP	S	S	S	S
4.12C	<i>Restaurant, Formula Fast Food</i>	NP	NP	NP	NP	NP	NP	NP
4.12D	<i>Restaurant, Snack & Non-Alcoholic Beverage</i>	NP	NP	NP	S	S	S	S
4.12E	<i>Retail Specialty Foods</i>	NP	NP	NP	S	S	S	S

Ian De Buy Wenniger, Member of the Topsfield Planning Board, spoke in support of the amendment detailing the need for changes to the Table of Use Regulations as presented. The vote was taken absent discussion. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE TWENTY-SIXTH: AMEND ZONING BYLAW, ARTICLE IV, SECTION 4.12 PARKING REQUIREMENTS

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw Article IV, Section 4.12 C. 5 as set forth below (new language in bold italics; deletions with strikethrough):

“C. Minimum Parking Requirements:

5. Restaurants: ~~1 space per 3 seats and 1 space per employee during the busiest shift.~~
Restaurants with more than 50% take out business must have **1 space per 3 seats and 1**

Town Meeting Minutes and Election Documentation

space per employee during the busiest shift with a minimum of 20 spaces.

a. Restaurant, Full Service:

i. 1 space per 5 seats with a minimum of 12 spaces in the Business District Village

ii. 1 space per 3 seats with a minimum of 20 spaces in the Business District Highway, Business District Highway North and the Business Park District

b. Restaurant, Limited Service:

i. 1 space per 100 square feet of gross floor area with a minimum of 8 spaces in the Business District Village

ii. 1 space per 100 square feet of gross floor area with a minimum of 20 spaces in the Business District Highway, Business District Highway North and the Business Park District

c. Restaurant, Snack and Non-Alcoholic Beverage:

i. 1 space per 100 square feet of gross floor area with a minimum of 8 spaces in the Business District Village

ii. 1 space per 100 square feet of gross floor area with a minimum of 20 spaces in the Business District Highway, Business District Highway North and the Business Park District.”

Robert Winship, Chairman of the Topsfield Planning Board, spoke in support of the amendment detailing the need for passage. The vote was taken absent discussion. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE TWENTY-SEVENTH: AMEND ZONING BYLAW, ARTICLE V, SECTION 5.02B ASSOCIATE MEMBER

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article V, Administration and Enforcement, Section 5.02 B, by adding the following as a new sub-section 3 (new language in bold italics):

“3. The Board of Selectmen may appoint one town resident as an associate member of the Planning Board for a one year term, who shall be eligible to participate solely in matters in which the Planning Board is acting as the Special Permit Granting Authority, in accordance with M.G.L. Chapter 40A, § 9. The Chairman of the Planning Board, or the Acting Chairman, in the event of the absence of the Chairman, may designate the associate member to sit on the Planning Board for the purposes of acting on a special permit application, in the case of absence, inability to act, or conflict of interest, on the part of any member of the Planning Board or in the event of a vacancy on the Planning Board.”

Jan Ablon, Member of the Topsfield Planning Board, spoke in support of the amendment as presented. The vote was taken absent discussion. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

Town Meeting Minutes and Election Documentation

ARTICLE TWENTY-EIGHTH: AMEND ZONING BYLAW, ARTICLE IX, SECTION 9.05 SITE PLAN REVIEW

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article IX, Site Plan Review, Sections 9.05 a. and 9.05 b. by making deletions and additions as noted below (deletions with strikethrough; new language in bold italics):

“9.05 Procedure.

~~a. An applicant for Site Plan Review under this section shall file with the Town Clerk seventeen (17) copies each of the site plan documents. A copy of the site plan shall be kept on file by the Town Clerk and the remaining copies shall be disbursed immediately to the following: (the “Boards”)~~

Granting Authority	5 copies
Conservation Commission	1 copy
Town Engineer	1 copy
Highway Surveyor	1 copy
Board of Health	1 copy
Historical Commission	1 copy
Building Inspector	1 copy
Water Department	1 copy
Fire Department	1 copy
Police Department	1 copy
Tree Warden	1 copy
Whichever of the Planning Board or Board of Appeals is not the Granting Authority	1 copy

~~b. The Granting Authority shall obtain with each submission a deposit sufficient to cover any of its anticipated expenses connected with the public hearing and review of the plans. The Granting Authority is authorized to retain a registered professional surveyor, engineer, architect, or landscape architect, or other professional consultant to advise the Granting Authority on any or all aspects of the site plan. The cost of this advice shall be borne by the applicant.~~

a. An Applicant for Site Plan Review under this section shall file with the Town Clerk copies of the site plan documents in accordance with Section 4.11 Submittal Distribution Requirements and Formats for a Definitive Plan in the Rules and Regulations Governing the Subdivisions of Land in the Town of Topsfield. The Clerk’s copy of the site plan application shall be kept on file by the Town Clerk.

b. The Granting Authority is authorized to retain a registered professional surveyor, engineer, architect, landscape architect, or other professional consultant such as an attorney to advise the Granting Authority on any or all aspects of the site plan. The cost of this advice shall be borne by the Applicant. The Applicant shall furnish a deposit to the Granting Authority, within ten days after the execution of an outside consultant agreement in accordance with M.G.L. Chapter 44, Section 53G, sufficient to cover all of the Granting Authority’s anticipated expenses connected with the public hearing and review of the plans.”

Town Meeting Minutes and Election Documentation

Jonathan Young, member of the Topsfield Planning Board spoke in support of the amendment. The vote was taken absent discussion. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE TWENTY-NINTH: AMEND VARIOUS SECTIONS OF THE ZONING BYLAW

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw in the following sections as set forth below (new language in bold italics; deletions with strikethrough):

Section 3.16 D Procedure: In the first sentence strike the words "~~the original and five (5)~~" and the words "~~with the Planning Board and~~" and insert the following at the end of the sentence: "***in accordance with submittal requirements for a Definitive Plan in the Rules and Regulations Governing the Subdivision of Land in the Town of Topsfield.***"

Section 5.01: At the end of the second paragraph delete last sentence as follows, "~~Where non-criminal disposition is used as a method of enforcement the penalty shall be one hundred (\$100.00) dollars for each offense~~", and insert after the words "... by General Laws Chapter 40, Section 21D" the phrase "***in accordance with Section 5.06B.***"

Section 5.04 A.1.: Change "~~four (4)~~" to "***eight (8)***" copies on forms provided by the Authorities.

Section 5.04 A.2.: Change the second "~~application~~" to "***Applicant***".

Section 6.01G.: Add to the end of the sentence the following: "***in so far as such removal is in compliance with the Topsfield Soil Removal Bylaw.***"

Section 7.02: At the end of the second sentence, add the following: "***shall be in compliance with the Topsfield Soil Removal Bylaw.***"

Section 14.5 B.6.: Change the reference within the paragraph description from "~~B-6~~" to "***B.5***", or take any other action relative thereto.

Robert Winship, Chairman of the Topsfield Planning Board, spoke in support of the amendment as presented. The vote was taken absent discussion. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE THIRTIETH: DEMAND CHARGES FOR DELINQUENT TAXES

The Finance Committee recommended that the Town of Topsfield vote to charge for each demand for delinquent municipal taxes issued by the Collector a fee of \$10.00, effective as of July 1, 2009, to be added to and collected as part of the tax, as authorized by Massachusetts General Laws Chapter 60, Section 15. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE THIRTY-FIRST: LITTER BYLAW

The Finance Committee recommended that the Town vote to amend the Town Code by adding a new section Chapter LII, Litter By-Law as described below.

"Chapter LII Litter ByLaw

No person shall throw, discard, deposit, or abandon upon any public way or other property owned by the Town or on the property of another any litter, except in a designated waste receptacle or as may otherwise be directed by the Town or the property owner. For purposes of this bylaw, the term "litter" shall include but is not limited to:

Town Meeting Minutes and Election Documentation

paper wrappers; paper bags; paper towels or napkins; paper or plastic cups; cup lids; plastic bags; plastic or glass bottles; beverage cans; cigarette butts; cigarette packs; gum packs; tissues; fruit skins and containers; and any other items that would be considered trash.

Enforcement:

The provisions of this bylaw may be enforced by any Police Officer of the Town of Topsfield, by any available means in law or equity, including but not limited to enforcement by non-criminal disposition pursuant to M.G.L. c. 40 § 21D. Each day a violation exists shall constitute a separate offense. For the purposes of non-criminal disposition, the following fine schedule shall apply:

First Offense: \$ 50
Second and each subsequent offense: \$ 100.”

The Town voted by a clear majority in favor of the Finance Committee recommendation as presented, following abbreviated discussion.

ARTICLE THIRTY-SECOND: TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES

The Finance Committee recommended that the Town raise and assess and appropriate the sum of \$18,319 to fund certain activities of the Tri-Town Council. The Town voted unanimously in favor of the Finance Committee recommendation as presented

ARTICLE THIRTY-THIRD: HEALING ABUSE WORKING FOR CHANGE

The Finance Committee recommended that the Town raise and assess and transfer the sum of \$900 to fund certain activities of Healing Abuse Working for Change (HAWC). The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE THIRTY-FOURTH: STABILIZATION FUND

The Finance Committee recommended that the Town appropriate and transfer from Free Cash the sum of \$0 for the Stabilization Fund. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

ARTICLE THIRTY-FIFTH: FREE CASH

The Finance Committee recommended that the Town vote to authorize and direct the Board of Assessors to transfer and appropriate the sum of \$468,128 from Free Cash to reduce the tax levy for the fiscal year 2010. The Town voted unanimously in favor of the Finance Committee recommendation as presented.

The Moderator stated he would now entertain a motion to adjourn the Annual Town Meeting to the polling site, St. Rose Church Hall located at 12 Park Street on Thursday, May 7, 2009 at 7:00 a.m. and at the close of the polls at 8:00 p.m. to dissolve the 2009 Annual Town Meeting. The motion was duly made, seconded and voted unanimously. The meeting adjourned at 10:45 p.m. There were two hundred and forty (240) registered voters in attendance.

Annual Town Election

Moderator (One Year)

John P. Kinhan	682
Others	16
Blanks	202

Selectman (Three Years)

A Richard Gandt	609
Laura J. Powers	520
Beverly Guarino	13
Boyd Jackson.....	8
Heidi Fox	5
Others	26
Blanks	619

Assessor (Three Years)

Eldon D. Goodhue	694
Others	2
Blanks	204

School Committee (Three Years)

Shelley E. Dunagan.....	141
Rosemarie A. Lucey	604
Others.....	2
Blanks	153

Regional District School Committee (Three Years)

Laura J. Powers	528
John J. Mc Ardle	285
Others.....	2
Blanks	85

Commissioner of Trust Funds (Three Years)

David G. Strachan, Jr.	656
Others.....	2
Blanks.....	242

Commissioner of Trust Funds (One Year)

Barbara Booth	662
Others.....	3
Blanks	235

Library Trustee (Three Years)

Jennifer L. Baker	641
Barbara R. Bodengraven	411
Others.....	3
Blanks.....	745

Housing Authority (Five Years)

John J. Mc Ardle	565
Others.....	29
Blanks.....	306

Housing Authority (Three Years)

George D. Anderson	55
Others.....	31
Blanks.....	814

Park & Cemetery Commissioner (Three Years)

Charles H. Southard, III	627
Steven Mscisz	11
Others	7
Blanks	255

Planning Board (Three Years)

Ian De Buy Wenniger	646
Others.....	3
Blank	251

Road Commissioner (Three Years)

Joseph K. Gibbons	640
Others.....	3
Blanks	257

Water Commissioners (Three Years)

Elizabeth A. Cullinan	640
Others.....	3
Blanks.....	257

BALLOT QUESTION

QUESTION ONE:

Shall the Town of Topsfield be allowed to assess an addition \$130,059 in real estate and personal property taxes for the purpose of funding the general operating budget for general government purposes and for elementary schools for the fiscal year beginning July first two thousand and nine?

Yes	535
No	348
Blanks	17

Question One passed by majority vote.

**ST. ROSE CHURCH HALL
12 PARK STREET
MAY 7, 2009
7:00 A.M. – 8:00 P.M.**

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

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

Ballot Clerks and Tellers:

Sally Cabral, Mary Connor, Susan Caples, Claire Cook, Jan Englehardt, Florence Lear, Ruth Lucy, Eileen Reichardt, Jill Sullivan and Jackie Scudder.

The polls were closed at 8:00 p.m. The Town Clerk announced at 9:04 p.m. that nine hundred (900) registered voters had cast their ballots with the following results:

Note: Those elected to office are in **bold**.

Attest:


Beverly Ann Guarino, CMC/MMCA/CMMC
Town Clerk

State Primary

St. Rose Church Hall 12 Park Street
 September 16, 2008
 7:00 a.m. to 8:00 p.m.

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

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

Ballot Clerks and Tellers:

Maxine Crocker, Florence Lear, Kathy Brown, Barbara Adams, Eileen Reichardt, Betty Kruck, Barbara Belmonte, Barbara Adams and Gayle Casey.

The Town Clerk closed the polls at 8:00 p.m. and at 9:03 p.m. announced that 430 registered voters had cast their ballots by party as follows:

Republican Party State Primary ballots cast were 57.

Democratic Party State Primary ballots cast were 373.

Green-Rainbow Party State Primary ballots cast were zero.

Working Families Party State Primary ballots cast were zero.

The Republican Party State Primary ballots were cast as follows:

Senator In Congress

Jeffrey K. Beatty56
 Blanks.....01
 Others.....00

Representative in Congress

Richard A. Baker.....55
 Blanks.....02
 Other00

Councillor – 5th District

Blanks.....54
 Others.....03

Senator in General Court – Second Essex District

Blanks.....53
 Others.....04

Representative in General Court – Thirteenth Essex District

Blanks.....50
 Others.....07

Register of Probate - Essex County

Blanks.....54
 Others.....03

The Democratic Party State Primary ballots were cast as follows:

Senator in Congress

John F. Kerry200
 Edward J. O’Reilly 166
 Blanks.....07
 Others.....00

Representative in Congress – Sixth District

John F. Tierney 261
 Blanks..... 108
 Others.....04

Councillor – Fifth District

Mary-Ellen Manning 163
 Timothy P. Houten 133
 Blanks.....75
 Others.....02

Senator in the General Court - Second Essex District

Frederick E. Berry.....242
 Blanks..... 131
 Others.....00

Representative in the General Court – Thirteenth Essex District

Theodore C. Speliotis.....250
 Blanks..... 120
 Others.....03

Register of Probate - Essex County

Pamela Casey O’Brien233
 Blanks..... 140
 Others.....00

Town Meeting Minutes and Election Documentation

The Green-Rainbow Party State Primary Ballot were cast as follows:

Senator in Congress

Blanks.....00
Others.....00

Representative in Congress

Blanks.....00
Others.....00

Councillor – Fifth District

Blanks.....00
Others.....00

**Senator in General Court –
Second Essex District**

Blanks.....00
Others.....00

**Representative in General Court -
Thirteenth Essex District**

Blanks.....00
Others.....00

Register of Probate – Essex County

Blanks.....00
Others.....00

The Working Families Party State Primary Ballot were cast as follows:

Senator in Congress

Blanks.....00
Others.....00

Representative in Congress

Blanks.....00
Others.....00

Councillor – Fifth District

Blanks.....00
Others.....00

**Senator in General Court –
Second Essex District**

Blanks.....00
Others.....00

**Representative in General Court -
Thirteenth Essex District**

Blanks.....00
Others.....00

Register of Probate – Essex County

Blanks.....00
Others.....00

Attest:



Beverly Ann Guarino, CMC/MMCA/CMMC
Town Clerk

State Election

Electors of President and Vice President

Baldwin & Castle.....	7
Barr & Root	29
McCain & Palin	1837
McKinney & Clemente	5
Nader & Gonzalez.....	25
Obama & Biden	1824
Hillary Clinton.....	10
Mitt Romney	2
Ron Paul	1
Rudy Guiliani	3
Others.....	0
Blanks.....	116

Senator in Congress

John F. Kerry	1858
Jeffrey K. Beatty	1709
Robert J. Underwood.....	88
Others.....	0
Blanks.....	204

Representative in Congress

John F. Tierney	2059
Richard A. Baker.....	1556
Others.....	4
Blanks.....	240

Councillor

Mary-Ellen Manning	2327
Others.....	22
Blanks.....	1510

Senator in the General Court

Frederick E. Berry.....	2419
Others.....	22
Blanks.....	1418

Representative in the General Court

Theodore C. Speliotis.....	2497
Others.....	41
Blanks.....	1321

Register of Probate

Pamela Casey O'Brien	2292
Others.....	30
Blanks.....	1537

Selectman

Karen A. Dow	1891
Eldon D. Goodhue	1569
Others.....	6
Blanks.....	393

Question One

Yes.....	1467
No	2209
Blanks.....	183

Question Two

Yes.....	2340
No	1348
Blanks.....	171

Question Three

Yes.....	1970
No	1698
Blanks.....	191

**St. Rose Church Hall 12 Park Street
November 04, 2008
7:00 a.m. to 8:00 p.m.**

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

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

Ballot Clerks and Tellers:

Maxine Crocker, Jackie Scudder, Florence Lear, Sally Cabral, Ruth Lucy, Kathy Brown, Barbara Adams, Eileen Reichardt, Jan Englehardt, Linda Lightfoot, Betty Kruck,, Mary Connor, Chris Cotti, Sue Caples, and Jill Sullivan.

The Town Clerk closed the polls at 8:00 p.m., and at 9:30 p.m. announced that three thousand eight hundred and fifty-nine (3859) registered voters had cast their ballots as follows:

Attest:



Beverly Ann Guarino, CMC/MMCA/CMMC
Town Clerk

Board of Registrars

The meeting of the Topsfield Board of Registrars was called to order by the clerk on Friday, December 14th, 2008 in the Office of the Town Clerk at 5:30 p.m. The meeting had been duly posted as required by law. The meeting was held to open and review all overseas ballots cast for the November 4th, 2008 State Election and received to date. Present were three (3) members of the Topsfield Board of Registrars: Elizabeth Warren, Dorothy Wass and Beverly Ann Guarino.

Ten (10) overseas absentee ballots, including Federal Write-Ins, had been received. The ballots were opened and evaluated as to compliance with MGL Chapter 54, Section 95. Eight (8) ballots met the required statutory criteria and were counted. Two (2) ballots were rejected, as the postmark dates were not in compliance with election law. Both postmarks read beyond the required date of November 4th, 2008. The voted tally was recorded by the Town Clerk and entered into the final vote tally for said election. The votes cast and recorded for this meeting were as follows:

Electors of President and Vice President	Question One
Obama & Biden06	Yes.....01
McCain & Palin02	No02
 Senator in Congress	 Question Two
John F. Kerry05	Yes.....01
	No01
 Representative in Congress	 Question Three
John F. Tierney04	Yes.....00
	No01
 Register of Probate	
Pamela Casey O'Brien01	
	The meeting was dissolved at 6:32 p.m.
 Councillor	
Mary-Ellen Manning01	
 Senator in the General Court	 
Frederick E. Berry01	Beverly Ann Guarino
	Clerk Officio
 Representative in the General Court	
Theodore C. Speliotis.....01	Topsfield Board of Registrars
 Topsfield Selectman	
Karen A. Dow01	

Appendix A

Approved Appropriation Fiscal Year 2009	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 5, 2009 Annual Town Meeting	Approved Appropriation Fiscal Year 2010
50.00 MODERATOR:	1.00
	SELECTMEN:	
900.00 Chairman	1.00
900.00 Clerk	1.00
900.00 Member	1.00
900.00 Member	1.00
900.00 Member	1.00
	ASSESSORS:	
1,500.00 Chairman.....	1,500.00
1,500.00 Clerk.....	1,500.00
1,500.00 Member.....	1,500.00
57,389.00 TOWN CLERK:	58,912.00
	PLANNING BOARD:	
200.00 Chairman.....	1.00
250.00 Clerk.....	1.00
50.00 Member.....	1.00
50.00 Member.....	1.00
50.00 Member.....	1.00
	GENERAL GOVERNMENT	
	Moderator:	
50.00 Salary.....	1.00
50.00 TOTAL: Moderator.....	1.00
	Selectmen:	
163,075.00 Salaries.....	162,653.00
38,963.00 Wages.....	41,197.00
37,920.00 Other.....	26,740.00
239,958.00TOTAL: Selectmen.....	230,590.00
	Selectmen's Special:	
75,900.00 Other.....	68,000.00
75,900.00 TOTAL: Selectmen Special.....	68,000.00
	Parking Clerk:	
125.00 Other.....	50.00
125.00 TOTAL: Parking Clerk.....	50.00
	Finance Committee:	
2,255.00 Wages.....	1,158.00
1,850.00 Other.....	360.00
4,105.00TOTAL: Finance Committee.....	1,518.00

Appendix A

Approved Appropriation Fiscal Year 2009	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 5, 2009 Annual Town Meeting	Approved Appropriation Fiscal Year 2010
Town Website/Cable Advisory:		
6,329.00	Wages.....	-
3,641.00	Other.....	-
9,970.00	Total: Town Website/Cable Advisory.....	-
Town Accountant:		
62,583.00	Salary.....	64,272.00
31,232.00	Wages.....	33,043.00
22,740.00	Other.....	20,788.00
116,555.00	TOTAL: Town Accountant.....	118,103.00
Board of Assessors		
68,083.00	Salaries.....	69,772.00
36,023.00	Wages.....	36,964.00
16,830.00	Other.....	14,200.00
120,936.00	TOTAL: Assessors.....	120,936.00
Town Treasurer and Collector:		
62,583.00	Salary.....	64,272.00
62,745.00	Wages.....	64,132.00
37,125.00	Other.....	39,300.00
162,453.00	TOTAL: Town Treasurer & Coll.....	167,704.00
Town Hall:		
35,126.00	Wages.....	1,500.00
87,961.00	Other.....	119,108.00
123,087.00	TOTAL: Town Hall.....	120,608.00
School Street Building		
955.00	Other.....	728.00
955.00	TOTAL: School Street Building.....	728.00
Town Clerk:		
57,389.00	Salary.....	58,912.00
29,713.00	Wages.....	30,488.00
14,570.00	Other.....	10,238.00
101,672.00	TOTAL: Town Clerk.....	99,638.00
Trust Fund Clerk:		
1,000.00	Salary.....	-
100.00	Other.....	100.00
1,100.00	TOTAL: Trust Fund Clerk.....	100.00
Conservation Commission:		
58,671.00	Salary.....	54,760.00
23,020.00	Wages.....	14,167.00
81,691.00	TOTAL: Conservation Commission.....	68,927.00

Appendix A

Approved Appropriation Fiscal Year 2009	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 5, 2009 Annual Town Meeting	Approved Appropriation Fiscal Year 2010
	Planning Board:	
600.00	Salaries.....	5.00
2,018.00	Other.....	1,754.00
2,618.00	TOTAL: Planning Board	1,759.00
	Zoning Board of Appeals:	
805.00	Other.....	724.00
805.00	TOTAL: Zoning Board of Appeals.....	724.00
1,041,980.00	SUB-TOTAL: GENERAL GOVERNMENT	999,386.00
	PUBLIC SAFETY	
	Police Department:	
145,838.00	Salaries.....	142,219.00
1,039,345.00	Wages.....	1,045,005.00
103,670.00	Other.....	106,270.00
15,300.00	Capital Equipment.....	
1,304,153.00	TOTAL: Police Department.....	1,293,494.00
	Fire Department:	
.....	96,458.00 Salaries.....	98,366.00
428,142.00	Wages	400,735.00
99,041.00	Other.....	86,866.00
623,641.00	TOTAL: Fire Department	585,967.00
	Ambulance Services:.....	
54,000.00	Other.....	54,000.00
54,000.00	TOTAL: Ambulance Service.....	54,000.00
	Inspectional Services:	
71,775.00	Salaries.....	71,775.00
19,227.00	Wages.....	18,462.00
6,709.00	Other.....	5,519.00
97,711.00	TOTAL: Inspectional Services.....	95,756.00
	Sealer Weights & Measure	
1,500.00	Salary.....	1,500.00
100.00	Other.....	-
1,600.00	TOTAL: Sealers Weights & Measure.....	1,500.00
	Animal Control Officer:	
8,904.00	Salary.....	8,904.00
1,600.00	Other.....	549.00
10,504.00	TOTAL: Animal Control Officer.....	9,453.00

Appendix A

Approved Appropriation Fiscal Year 2009	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 5, 2009 Annual Town Meeting	Approved Appropriation Fiscal Year 2010
	Animal Inspector:	
6,882.00 Salary.....	6,882.00
1,840.00 Other.....	1,840.00
8,722.00 TOTAL: Animal Inspector.....	8,722.00
2,100,331.00 SUB-TOTAL: PUBLIC SAFETY.....	2,048,892.00
EDUCATION ELEMENTARY SCHOOL		
459,673.00 General Administration.....	442,924.00
2,676,280.00 Instructional Salaries.....	2,327,154.00
191,972.00 Instructional Materials	158,545.00
143,787.00 Other School Services.....	147,788.00
177,390.00 Transportation Regular.....	138,712.00
193,344.00 Fuel & Power.....	219,535.00
403,088.00 Bldg. Oper. & Main.....	400,954.00
1,862,304.00 Special Needs.....	1,865,554.00
6,107,838.00 TOTAL: Elementary Schools	5,701,166.00
6,107,838.00 SUB-TOTAL - ELEMENTARY SCHOOLS	5,701,166.00
PUBLIC WORKS AND FACILITIES		
	General Highway:	
74,012.00 Salary.....	75,983.00
189,060.00 Wages.....	185,169.00
230,070.00 Other	163,195.00
49,577.00 Capital Equipment.....	49,577.00
542,719.00 TOTAL: General Highway	473,924.00
	Snow and Ice:	
76,377.00 Wages.....	78,581.00
160,080.00 Other.....	160,080.00
236,457.00 TOTAL: Snow and Ice.....	238,661.00
	Street Lights	
21,065.00 Other.....	18,900.00
21,065.00 TOTAL: Street Lights.....	18,900.00
800,241.00 SUB-TOTAL: PUBLIC WORKS	731,485.00
HUMAN SERVICES		
	Board of Health:	
62,583.00 Salary.....	61,862.00
17,882.00 Wages.....	12,003.00
18,417.00 Other.....	15,128.00
98,882.00 TOTAL: Board of Health.....	88,993.00

Appendix A

Approved Appropriation Fiscal Year 2009	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 5, 2009 Annual Town Meeting	Approved Appropriation Fiscal Year 2010
	MSW Collection, HHW & Recycling	
352,914.00	Services.....	355,787.00
352,914.00	TOTAL: MSW Collection, HHW & Recycling.....	355,787.00
	Recycling:	
3,750.00	Other.....	2,750.00
3,750.00	TOTAL: Recycling.....	2,750.00
	Council On Aging:	
40,764.00	Salary	40,764.00
42,781.00	Wages.....	34,914.00
3,409.00	Other.....	2,582.00
86,954.00	TOTAL: Council On Aging	78,260.00
	Tri Town Council:*	
20,354.00	Services.....	-
20,354.00	TOTAL: Tri-Town Council.....	-
	HAWC:*	
1,000.00	Other.....	-
1,000.00	TOTAL: HAWC.....	-
	Veterans' Benefits:	
3,470.00	Other.....	3,470.00
3,470.00	TOTAL: Veterans' Benefits.....	3,470.00
	Soldiers & Sailors Graves:	
800.00	Other.....	800.00
800.00	TOTAL: Soldiers & Sailors Graves.....	800.00
568,124.00	SUB-TOTAL: HUMAN SERVICES	530,060.00
	CULTURE & RECREATION	
	Library:	
182,168.00	Salaries.....	187,069.00
149,361.00	Wages.....	151,246.00
118,787.00	Other.....	112,837.00
450,316.00	TOTAL: Library.....	451,152.00
	Park and Cemetery Department:	
63,583.00	Salary.....	65,272.00
120,731.00	Wages	116,517.00
56,594.00	Other	39,764.00
240,908.00	TOTAL: Park & Cemetery Dept.	221,553.00

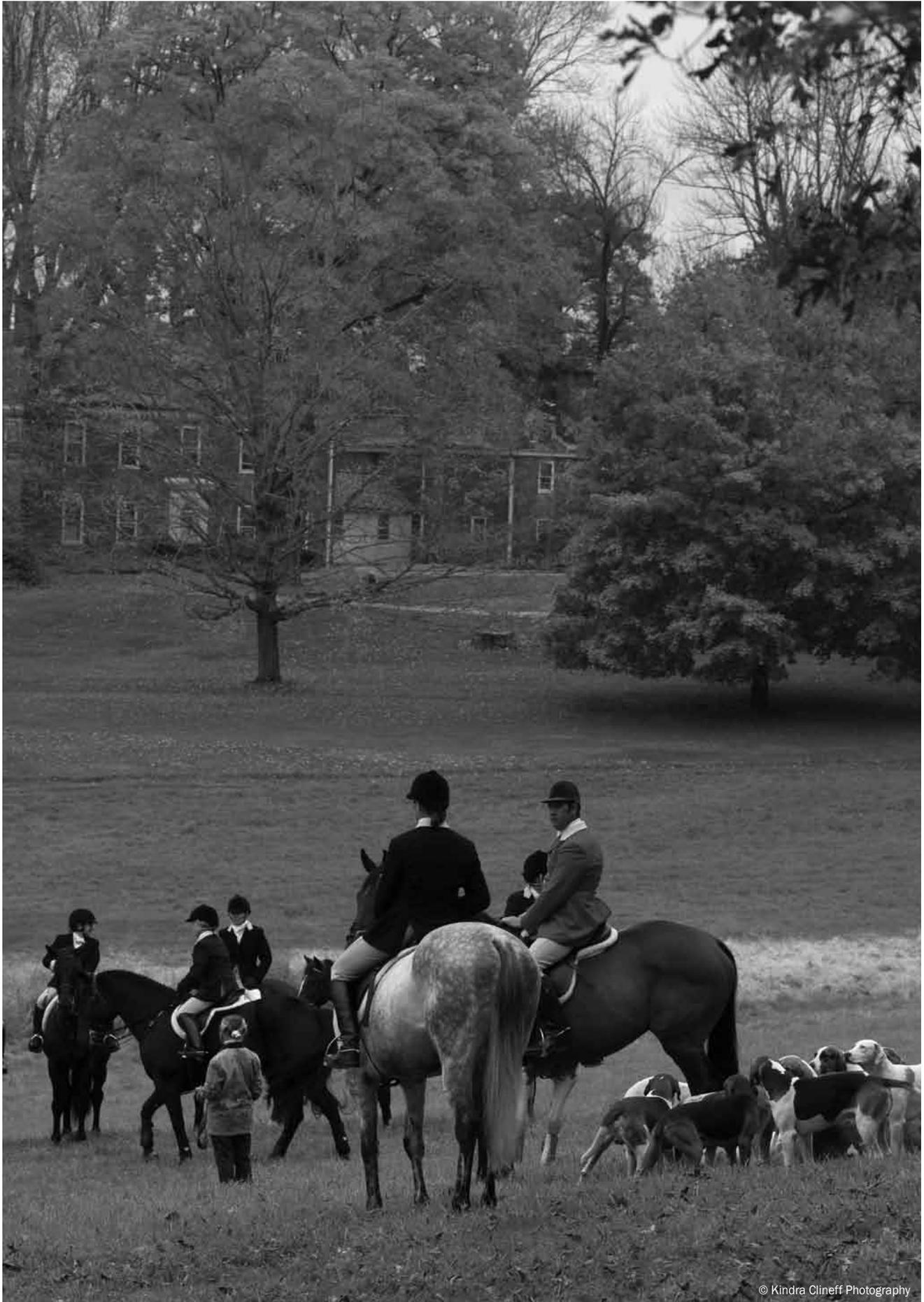
Appendix A

Approved Appropriation Fiscal Year 2009	FY2010 GENERAL OPERATING BUDGET AS VOTED AT THE May 5, 2009 Annual Town Meeting	Approved Appropriation Fiscal Year 2010
	Tree Department:	
2,916.00	Salary.....	2,916.00
3,055.00	Wages.....	3,137.00
9,285.00	Other.....	7,650.00
15,256.00	TOTAL: Tree Department.....	13,703.00
	Memorial Day/Veteran's Day:	
4,000.00	Other.....	3,600.00
4,000.00	TOTAL: Memorial Day/Veteran's Day.....	3,600.00
	Historical Commission:	
500.00	Other.....	450.00
500.00	TOTAL: Historical Commission.....	450.00
710,980.00	SUB TOTAL: CULTURE & RECREATION	690,458.00
	DEBT SERVICE	
588,500.00	Long-Term Debt Principal.....	618,000.00
491,580.00	Long -Term Debt Interest.....	467,078.00
25,000.00	Interest for Temporary Loans.....	25,000.00
7,500.00	Issue Cost.....	7,500.00
1,112,580.00	TOTAL: DEBT SERVICE.....	1,117,578.00
1,112,580.00	SUB TOTAL: DEBT SERVICE.....	1,117,578.00
	OTHER EXPENDITURES	
	Pensions:	
588,220.00	Essex Retirement.....	643,879.00
588,220.00	TOTAL: Pensions.....	643,879.00
	Insurance:	
292,236.00	Liability/Accident/Workmen's Compensation.....	315,027.00
1,364,677.00	Life/Medical/Medicare.....	1,444,653.00
25,000.00	Unemployment.....	50,000.00
1,681,913.00	TOTAL: Insurance.....	1,809,680.00
2,270,133.00	SUB-TOTAL OTHER EXPENDITURES.....	2,453,559.00
14,712,207.00	***TOTAL BUDGET RECOMMENDATION***	14,272,584.00

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

Fiscal Year 2010: July 1, 2009 through June 30, 2010

* These appropriations have been moved from the Operating Budget to Articles.



© Kindra Clineff Photography

Financial Reports

Note:

All financial data cover the period July 1, 2008 through June 30, 2009.

Auditors' Report

The Independent Auditors' Report on General Purpose Financial Statements for the Town of Topsfield was conducted by Guisti, Hingston and Company, Certified Public Accountants on December 23, 2009.

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

Town Audit

An audit of the Town of Topsfield's 2009 basic financial statements was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards as issued by the Comptroller General of the United States.

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

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

Audited Financial Statements – Gusti, Hingston and Co., Certified Public Accounts

Board of Assessors

Eldon D. Goodhue was re-elected to the Board of Assessors in May of 2009. Fiscal 2009 was the third year using the quarterly tax billing system. The first two bills are preliminary and are based upon approximately 50 percent of the preceding year's net tax. These bills are due August 1st and November 1st. The actual tax bill, which contains the new valuation, is issued with the third quarter bill and is due February 1st. The fourth quarter bill is due May 1st. The actual tax bill is based upon the tax levy. This is a net figure being the difference between all amounts to be raised less all estimated receipts and revenue sources. It is the sum of money the Town needs in order to conduct the Town's business. If the levy has increased over the previous year, then the difference is made up during the last two quarters.

The Board and Assessors' office are busy preparing for the Fiscal 2010 triennial recertification of all property values. The Assessors' function is to determine the full and fair cash value of all property as of January 1st of each year for the fiscal year that begins on July 1st. Values are adjusted to reflect market fluctuations. The percentage change in each property's assessed value will differ according to structure, condition, location, size and market demand. There is no uniform increase or decrease factor because each property is affected differently.

John W. Minnehan, *Chairman*
 John J. McArdle, *Clerk*
 Eldon D. Goodhue, *Member*

Full and Fair Cash Valuations as of January 1, 2008 for Fiscal 2009	
Real Property:	
Residential	\$1,151,200,670
Open Space	0
Commercial.....	61,618,160
Industrial.....	18,652,900
Total Real Property	<u>\$1,231,471,730</u>
Personal Property:	
Business Accounts	3,657,065
Utility Accounts	16,537,576
Total Personal Property	<u>20,194,641</u>
Total Taxable Real and Personal Property:	1,251,666,371
Exempt Property:	<u>72,771,200</u>
Total Valuation of All Property:	\$1,304,242,930
Tax Rate (Per \$1,000 Valuation):.....	\$12.88
Levy (Total taxes assessed for state, county and town purposes including overlay)	
On Real Property	\$15,861,355.88
On Personal Property	\$ 260,106.98
Total Levy	<u>\$16,121,462.86</u>
Motor Vehicle and Trailer Excise Received in Calendar 2008	
2007 Registered Cars	186
2008 Registered Cars.....	6,699
Commissioner's Total Value:.....	\$42,575,250
Excise Tax Total:.....	\$ 913,657.83

Finance Committee

April 6, 2009

Citizens of Topsfield
Topsfield, Massachusetts 01983

RE: Town of Topsfield Fiscal Year 2010
Revenue and Expense Plan

Finance Committee Overview
and Recommendations

Dear Fellow Citizens:

In accordance with the bylaws of the Town of Topsfield, we the members of the Finance Committee, have completed our review of, and prepared recommendations regarding, the Town's Operating Budget for fiscal year 2010 (FY 010) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7PM on May 5, 2009. The proposed budgets were prepared by department managers with reference to guidelines established by the Finance Committee. Given the uncertainty of economic conditions, these guidelines requested the submission of two proposed budgets. The first, designed as an approximation of a level services budget, called for no new government, and no adjustment for inflation in non salary and wage accounts. The second, focused on preserving essential Town services, was based on a 10% total dollar reduction for all departments, including education. Articles were placed on the Warrant by the Board of Selectmen on their own behalf, on behalf of other Town Boards or by Citizen Petition. This letter outlines some of the significant issues and facts that our Committee has considered. You may find these important to your decision making process.

The Finance Committee has recommended a FY 2010 budget comprised of two components. The first, the Base Budget, is supplemented by the Contingent Budget which requires passage of a Proposition 2 ½ override at Town Meeting and at the ballot. The FY010 Base Budget recommended by the Finance Committee includes total appropriations in the amount of \$21,955,163 representing an increase of only 0.04% over FY09. After making adjustments for state aid and other revenue and assessments, (including the impact of reduced state aid and diminishing local receipts), the resulting total to be raised through real estate taxes will be \$16,620,046, an increase of 2.74% over the current year. Additionally, a Contingent Budget is being offered for your consideration, subject to a Proposition 2 ½ override totaling \$130,059.

The budget also reflects increases in personnel costs that have been agreed to under collective bargaining agreements with union employees by the Selectmen. The FY010 budget does also reflect the costs associated with annual pay raises for the small group of non-union town employees, including step raises in accordance with the currently applicable pay grid, which was increased 2.7% over the FY09 rate, and longevity bonuses as recommended by the Town Administrator.

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

Public Safety –The Public Safety Base Budget has been decreased by \$51,435 or 2.45% for FY010. This decrease is consistent with the recommended Finance Committee guidelines. Passage of the Contingent Budget would add \$8,102.

Elementary Schools – The Elementary School Base Budget for FY010 has decreased by \$406, 672 or 6.66% over the previous year. Passage of the Contingent Budget would add \$83,775.

Public Works and Facilities – This budget has been decreased by \$81,256 or 10.00% for FY010. Passage of the Contingent Budget would add \$25,000.

Masconomet Regional School – The Topsfield Assessment for the Masconomet Regional School budget for FY010 has increased by \$135,320 or 2.36%. This assessment was based on a level funded operating budget for the entire District of Topsfield, Boxford and Middleton.

In addition to the above discussed items the FY010 recommended budget includes a limited amount of capital expenditures. Particularly, we have recommended the purchase of a front line pumper truck for the Fire Department in the approximate amount of \$500,000. We are concerned that the condition of the current pumper may present issues of safety to both firefighters and citizens. We encourage you to review the warrant for our specific recommendations. We should point out that the Finance Committee supports the selected capital expenditures and believes them to be important to the operation of our Town. We recommend your consideration of these expenditures.

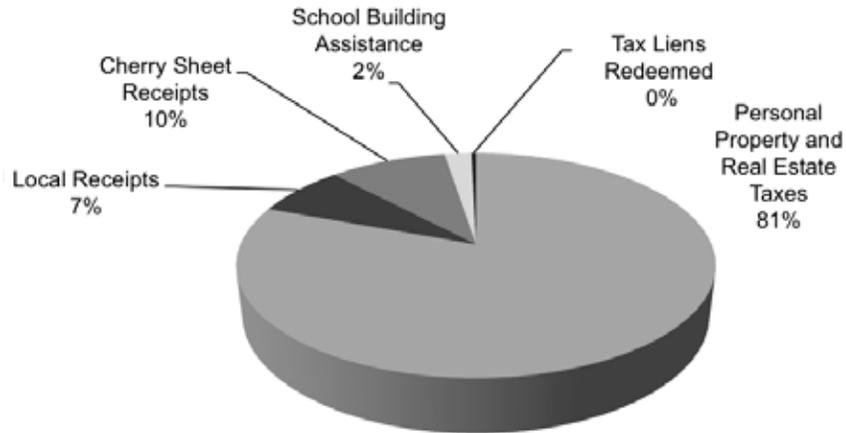
The Topsfield Finance Committee believes its recommendations are consistent with the ideals of our community while staying responsive to the needs of the taxpayers. We have taken advantage of all available cost savings and revenue sources in order to propose a Base Budget that remains within Prop 2 1/2 guidelines. In an attempt to maintain Town services and education consistent with the values historically embraced in Topsfield, a Contingent Budget requiring a Proposition 2 1/2 override in the amount of \$130,059, has also been offered for your consideration. We encourage you to participate in the annual Town Meeting and to give careful consideration to both the immediate and long-term implications of all of the important decisions before you.

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

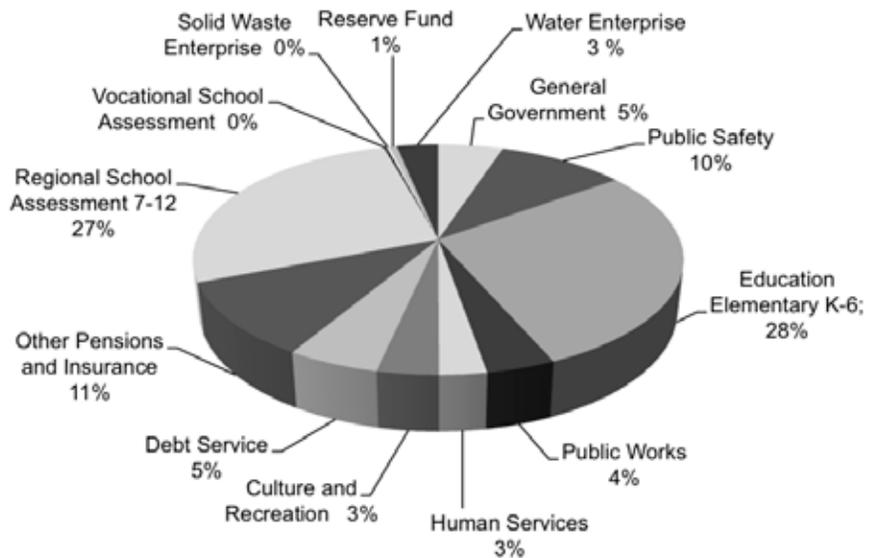
Respectfully submitted,

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

Fiscal 2009 General Fund Revenues
\$19,761,384.19



Fiscal 2009 Appropriations
\$21,520,677



**TOWN OF TOPSFIELD
STATEMENT OF REVENUE - BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2009**

GENERAL FUND REVENUE	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Taxes			
Personal Property:			
Levy of 2009	258,099.11		
Levy of Prior Years	<u>1,226.05</u>	260,106.98	(781.82)
Real Estate:			
Levy of 2009	15,611,682.69		
Levies of Prior Years	<u>61,137.81</u>	15,861,355.88	(188,535.38)
Tax Liens:			
Redeemed	<u>70,752.96</u>		70,752.96
Motor Vehicles Excise:			
Levy of 2009	705,941.71		
Levy of 2008	145,624.74		
Levies of Prior Years	<u>8,505.22</u>	800,000.00	60,071.67
Interest & Penalties on Taxes:			
Real & Personal Property	13,525.67		
Motor Vehicle Excise	5,724.03		

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE - BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2009**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Tax Liens	10,449.60	27,500.00	2,199.30
In Lieu of Taxes	60,457.44	50,000.00	10,457.44
Other Charges for Services:			
Town Hall - Copier	537.95		
Library - Fax Fees	995.10		
Cable - Sale of Video Tapes			
Assessors - Sale of Maps	325.79		
Accident Report & Miscellaneous	728.50		
Tax Collector - Municipal Liens	6,550.00		
Firearms Licensing	612.50	8,400.00	1,349.84
Fees:			
Tax Collector Demands	5,615.00		
Deputy Collector	7,123.00		
Town Clerk Fees	8,744.81		
Town Clerk Dog License Fees	11,925.00		
Planning Board Fees	12,987.00		
Zoning Board Fees	2,975.00		
Animal Control Officer	80.00		
Police Special Detail	36,721.63		
Fire Special Detail	6,034.98	68,000.00	24,206.42

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE - BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2009**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Other Departmental Revenue:			
Fire - Ambulance Service	9,258.77		
Recycling Committee	1,042.80		
Recycling Sticker Program	44,950.00		
Composting Access Ticket	180.00		
Sealer of Weights & Measures	56,856.57	62,000.00	(5,143.43)
	<u>1,425.00</u>		
Licenses & Permits:			
Alcohol License	2,975.00		
Auction Permits	315.00		
Building Permits	57,878.75		
Cable License Fee	8,561.00		
Class I & II Licenses	2,000.00		
Electrical Permits	15,720.00		
Fairgrounds Permits	34,555.00		
Fire Permits	20,373.00		
Food Licenses	31,585.00		
Gas Permits	6,050.00		
Installer Permits	5,075.00		
Milk Licenses	50.00		
Miscellaneous Permits	100.00		
Plumbing Permits	5,687.00		
Septic Permits	10,850.00		
Sign Permit	100.00		
Street Opening Permits	25.00		

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE - BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2009**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Tobacco Sales	75.00		
Victualer License	900.00		
Well Permits	300.00	190,000.00	13,174.75
<hr/>			
State Aid - Cherry Sheet			
Abatements to Elderly	3,026.00	3,026.00	
Abatements to Vets, Blind, Surv Spouses	9,925.00	10,150.00	
Veteran Benefits Ch 115	-		
State Owned Land	147,267.00	147,267.00	
School Aid - Chapter 70	989,593.00	1,105,893.00	
Additional Assistance	228,602.00	253,284.00	
Police Career Incentive	32,275.19	31,787.00	
Supplemental Hold Harmless	-	67,733.00	
Lottery	460,402.00	442,377.00	(190,426.81)
<hr/>			
State Aid - Mass School Business Authority:			
School Aid - School Building Assistance	430,056.00	430,056.00	-
<hr/>			
Fines & Forfeits:			
Court Fines	11,015.00		
Parking Fines	565.00		
Police Fines	50.00		
Civil Disposition Violation	1,900.00		
RMV Charges	40,292.50	52,000.00	1,822.50
<hr/>			

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE - BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2009**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Earnings on Investments:	56,315.17	140,000.00	(83,684.83)
Miscellaneous:			
Return Check Fees	600.00		
Cancelled Payments Prior Year	5,532.43		
Rail Trail contract bid document fee	800.00		
Audit adjustment	223.44		
Medicare Drug Subsidy	12,056.39		
Medicare Reimbursement Grants	1,413.90		
Medicare Reimbursement	712.36		
Medicaid Reimbursement	10,948.91		
Interest on Medicare Tax Refund	12.35		
Nationwide SEC Action Administrative Fee	12.27		
Dividend MIIA	1,936.00		
Estimated Receipts	722.67		
Refund	15.00		
Sale of Town Vehicle	34,985.72	500.00	34,485.72
Total General Fund Revenue & Other Financing Sources	19,761,384.19	20,011,435.86	(250,051.67)

**TOWN OF TOPSFIELD
STATEMENT OF REVENUE - BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2009**

	ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
WATER ENTERPRISE REVENUE			
User Charges & Connection Fees	659,939.97	693,651.38	(33,711.41)
Water Betterments	7,415.45	7,715.62	(300.17)
Water Betterments Tax Lien	318.44		
Water Delinquent Charges	8,776.51		
Water Delinquent Charges Tax Lien	188.00		
Non Recurring Miscellaneous	1,671.14		1,671.14
Insurance & Restitution			
Sale of Equipment			
State Revenue			-
Interest Income Transfer from General Fund	<u>22,067.60</u>	50,000.00	(27,932.40)
Total Water Enterprise Revenue	700,377.11	751,367.00	(60,272.84)
SOLID WASTE ENTERPRISE REVENUE			
Interest Income	<u>5,828.41</u>		
Total Solid Waste Enterprise Revenue	5,828.41		5,828.41
Total Revenue & Other Financing Sources - Fiscal 2009	20,467,589.71		

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2009**

	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
GENERAL GOVERNMENT									
Moderator		50.00		50.00			-		
Board of Selectmen									
Salaries		163,075.00					162,767.50	307.50	
Wages		38,963.00					38,962.08	0.92	
Other	849.92	37,920.00	432.95				30,576.68	6,134.52	1,625.77
Selectmen's Special									
Other	18,125.00	75,900.00	1,140.69	67.05	(1,045.18)		78,739.52	11,813.60	1,218.96
Prior Year Other	4.00	125.00			1,045.18		1,045.18	-	
Parking Clerk - Other							52.00	77.00	
Finance Committee									
Wages		2,255.00					706.44	1,548.56	
Other		1,850.00					478.90	1,371.10	
A2 Reserve Fund		125,000.00						11,462.28	
Transfers to:									
Highway - Other Gas & Diesel					(12,500.00)				
Assessors - Wages Part Time					(3,500.00)				
Fire - Other Equipment Maintenance					(21,584.51)				
Assessors - Wages Part Time					(2,716.50)				
Town Hall - Wages Retirement Benefits					(10,423.00)				
Town Hall - Wages coverage sick time					(9,227.00)				
Town Hall - Other TH Building Maintenance steps					(5,502.00)				
Town Hall - Other TH Building Maintenance alarm					(2,500.00)				
Town Clerk - Other					(680.68)				
Police - Wages					(14,500.00)				
Unemployment Insurance					(8,000.00)				

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2009

GENERAL GOVERNMENT	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
Fire - Other Equipment Maintenance					(22,404.03)				
Town Accountant									
Salary		62,583.00					62,583.00	-	
Wages		31,232.00		170.00			30,990.96	71.04	
Other	678.25	22,740.00		1,445.00			21,972.24	1.01	
Board of Assessors									
Salaries		68,083.00					68,083.00	-	
Wages		36,023.00			6,216.50		40,667.97	1,571.53	
Other		16,830.00					8,507.29	2,126.90	6,195.81
A14/08ATM Triennial Re-Certification		25,000.00					11,048.00	-	13,952.00
Town Treasurer/Collector									
Salaries		62,583.00					62,583.00	-	
Wages		62,745.00					54,987.52	7,757.48	
Other	9,873.33	37,125.00					36,439.15	8,023.16	2,536.02
Town Hall									
Wages		35,126.00				19,650.00	54,258.85	517.15	
Other	4,296.65	87,961.00	315.65		9,977.00		81,999.83	7,190.60	12,728.57
A18/03ATM Town Hall Computer Upgrade									
A5/04STM Town Hall Computer Upgrade	1,033.64			1,033.64					
A5/05STM TH Comp Sys Upgrade	1,627.57						1,627.21	0.36	
A4/06STM Town Hall Improvements									
A16/06ATM TH Comp Sys Upgrade	16,817.00				(15,000.00)		180.00	-	1,637.00
A17/06ATM TH Electrical Upgrade	9,941.25				(6,975.00)		567.45	-	2,398.80
A22/07ATM Interior Refurbish TH									
A23/07ATM Replace TH Copier									
A4/08STM TH Computer System	21,000.00								21,000.00
A21/08ATM TH Roof Repairs		20,000.00					18,755.00	-	
School Street Building - Other	50.00	955.00	7.05				588.71	378.63	30.61

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2009**

	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
GENERAL GOVERNMENT									
Town Website / Cable Advisory							4,811.80	1,517.20	
Wages		6,329.00					5,101.32	-	
Other	1,460.32	3,641.00							
Town Clerk									
Salaries		57,389.00					57,389.00	-	
Wages		29,713.00					29,652.82	60.18	
Other		14,570.00			680.68		15,250.68	-	
A39 / 93ATM Town Codification	3,587.24		3,063.99				173.25	-	350.00
Trust Fund Clerk									
Salary		1,000.00					1,000.00	-	
Other		100.00					-	100.00	
Conservation Commission									
Salary		58,671.00					58,671.00	-	
Wages		23,020.00		5,862.00	73.76		16,106.67	1,125.09	
Planning Board									
Salaries		600.00					450.00	150.00	
Other	856.85	2,018.00					1,281.87	1,353.90	239.08
Zoning Board									
Other		805.00					61.49	743.51	
TOTAL GENERAL GOVERNMENT	90,201.02	1,211,980.00	4,960.33	9,872.69	(98,914.78)	-	1,059,117.38	65,403.22	63,912.62
PUBLIC SAFETY									
Police Department									
Salaries		145,838.00					144,665.00	1,173.00	
Wages		1,039,345.00			20,810.00		1,055,608.61	4,546.39	
Other	4,251.03	103,670.00			(3,110.00)		92,271.72	11,548.11	991.20
Capital		15,300.00		40.38			15,259.62	-	
A19 / 08ATM Purchase Police Cruiser		26,700.00			(3,544.00)		23,156.00	-	
A22 / 08ATM Police Station Garage Drain		10,000.00					-	-	10,000.00

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2009**

GENERAL GOVERNMENT	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
A23/08ATM Police Station Elevator Feasibility Study		7,000.00					240.50	-	6,759.50
Fire Department									
Salaries		96,458.00					96,458.00	-	
Wages		428,142.00					410,109.02	8,032.98	10,000.00
Other	5,226.54	99,041.00	255.66		41,502.54		141,296.47	411.99	3,805.96
Prior Year Other					2,486.00		2,486.00	-	
A21/06ATM Fire Station Window Replacement	15,000.00			4,700.00			10,300.00	-	
Ambulance Service - Other		54,000.00					54,000.00	-	
Inspectional Services									
Salaries		71,775.00					70,006.76	1,768.24	
Wages		19,227.00		543.00			17,785.83	898.17	
Other		6,709.00		995.00			5,380.28	288.73	44.99
Sealer of Weights and Measures									
Salaries		1,500.00					1,500.00	-	
Other		100.00					100.00	-	
Animal Control Officer									
Salary		8,904.00					8,904.00	-	
Other		1,600.00					1,270.42	329.58	
Animal Inspector									
Salary		6,882.00					6,882.00	-	
Other		1,840.00					840.00	1,000.00	
TOTAL PUBLIC SAFETY	24,477.57	2,144,031.00	255.66	6,278.38	58,144.54	-	2,158,520.23	29,997.19	31,601.65
EDUCATION									
Elementary Schools		6,107,838.00	100,000.00	116,300.00			5,767,694.82	123,843.18	
FY2009 Elementary Education Operating Budget		6,107,838.00	100,000.00	116,300.00			5,767,694.82	21,725.88	102,117.30
Prior Year Elementary School Expenditures	166,674.78						154,773.20	11,901.58	
A17/08ATM Proctor School Doors		10,945.00					9,670.02	-	1,274.98

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2009**

	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9-c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
GENERAL GOVERNMENT									
Masconomet Regional School Assessment Operating Budget		5,400,305.00	8,453.00				5,391,852.00	-	
Masconomet Regional School Assessment Debt Service		334,829.00	11,038.00				323,791.00	-	
North Shore Vocational Tech Assessment		44,922.00					44,607.00	315.00	
TOTAL EDUCATION	166,674.78	11,898,839.00	119,491.00	116,300.00	-	-	11,692,388.04	33,942.46	103,392.28
PUBLIC WORKS									
General Highway									
Salary		74,012.00					74,012.00	-	
Wages		189,060.00					179,394.55	9,665.45	
Other	26,373.67	230,070.00		8,000.00	2,500.00		218,670.18	27,391.00	4,882.49
Capital		49,577.00					49,577.00	-	
A18/06ATM Pur / Repl Highway Dump Truck	852.99			852.99				-	
A23 / 06ATM Pur / Ls Multipurpose Tractor	1,763.00			1,763.00				-	
A20 / 08ATM Purchase Hwy / Water Backhoe		65,000.00					65,000.00	-	
Snow and Ice									
Wages		76,377.00					92,251.29	(15,874.29)	
Other		160,080.00			10,000.00		290,226.38	(120,146.38)	
Street Lights	150.00	21,065.00	101.70				17,731.05	1,767.25	1,615.00
TOTAL PUBLIC WORKS	29,139.66	865,241.00	101.70	10,615.99	12,500.00	-	986,862.45	(97,196.97)	6,497.49
HUMAN SERVICES									
Board of Health									
Salary		62,583.00					62,583.00	-	
Wages		17,882.00		2,000.00			13,822.58	2,059.42	
Other	597.58	18,417.00		1,006.00			12,933.39	3,887.71	1,187.48
MSW Collection and Recycling		352,914.00					342,293.64	10,620.36	
A10 / 01STM Improvements to Landfill Recycling	16,954.00						6,950.00	-	10,004.00

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2009**

	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
GENERAL GOVERNMENT									
Other		3,750.00					1,201.79	2,548.21	
Council on Aging									
Salary		40,764.00					40,139.25	624.75	
Wages		42,781.00					37,184.51	5,596.49	
Other		3,409.00					1,420.42	1,988.58	
Tri-Town Council		20,354.00					20,348.00	6.00	
H A W C		1,000.00					1,000.00	-	
Veteran's Benefits & Services		3,470.00					1,849.00	1,621.00	
Soldier/Sailor Graves		800.00					659.52	140.48	
TOTAL HUMAN SERVICES	17,551.58	568,124.00	-	3,006.00	-	-	542,385.10	29,093.00	11,191.48
CULTURE AND RECREATION									
Library									
Salary		182,168.00					182,168.00	-	
Wages		149,361.00					149,320.71	40.29	
Other	7,100.15	118,787.00		2,000.00			118,251.35	2,291.05	3,344.75
A18 /07ATM Rep & Upgrade Lib HVAC System	86,721.46						82.32	-	86,639.14
Park and Cemetery									
Salary		63,583.00					63,583.00	-	
Wages		120,731.00		1,500.00			119,151.13	79.87	
Other	1,202.70	56,594.00					54,845.32	1,672.58	1,278.80
A18 /08ATM P&C Pickup Truck		28,000.00		14,000.00			14,000.00	-	
A10 /07ATM Emerson Lease		1,250.00					1,250.00	-	
Tree Department									
Salary		2,916.00					2,916.00	-	
Wages		3,055.00					2,464.47	590.53	
Other	2,500.00	9,285.00					11,506.28	278.72	
Historical Commission									

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2009**

	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
GENERAL GOVERNMENT									
Other		500.00					172.39	327.61	
Memorial Day									
Other		4,000.00					2,956.48	1,043.52	
TOTAL CULTURE AND RECREATION	97,524.31	740,230.00	-	17,500.00	-	-	722,667.45	6,324.17	91,262.69
DEBT SERVICE									
Long Term Debt Interest		491,580.00					491,579.38	0.62	
Interest Temporary Loans		25,000.00		15,000.00			5,093.12	4,906.88	
Long Term Debt Principal		588,500.00					588,500.00	-	
Debt Issue Costs		7,500.00					1,545.00	5,955.00	
TOTAL DEBT SERVICE	-	1,112,580.00	-	15,000.00	-	-	1,086,717.50	10,862.50	-
OTHER EXPENDITURES									
Pensions - Essex Regional Retirement		588,220.00		12,116.94			576,103.06	-	
Insurance - Unemployment		25,000.00			8,000.00		23,001.85	7,799.15	2,199.00
Insurance - Hospital		1,234,177.00	30,000.00				1,188,294.50	15,882.50	
Insurance - Life		5,500.00					5,106.40	393.60	
Insurance - Medicare		125,000.00					115,566.32	9,433.68	
Insurance - Town		227,851.00	8,000.00				222,707.75	(2,856.75)	
Insurance - Town - Workman's Comp		64,385.00					51,202.83	13,182.17	
A5/06STM Medical Bills Injured Officer	7,995.13						-	-	7,995.13
State Assessment - Cherry Sheet					168,364.00		166,764.00	1,600.00	
TOTAL OTHER EXPENDITURES	7,995.13	2,270,133.00	38,000.00	12,116.94	176,364.00	-	2,348,746.71	45,434.35	10,194.13
Total General Fund	433,564.05	20,811,158.00	162,808.69	190,690.00	148,093.76	-	20,597,404.86	123,859.92	318,052.34
CAPITAL PROJECTS FUND									
A2/96OTM Library Expansion	2,323.97							-	2,323.97
A31/97ATM Landfill Park Closure	0.06							-	0.06

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2009**

	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
GENERAL GOVERNMENT									
A16/98ATM Close/Cap Landfill	6,466.14							-	6,466.14
A17/98ATM Grade Landfill	5.25							-	5.25
A17/07ATM Replace/repair Bridge- Borrowing Article		400,000.00					400,000.00	-	
Total Capital Projects Fund	8,795.42	400,000.00	-	-	-	-	400,000.00	-	8,795.42
WATER DEPARTMENT - ENTERPRISE									
Salary		63,333.00					63,333.00	-	
Wages		155,121.00					148,929.76	6,191.24	
Other		224,143.00			40,000.00		251,498.78	7,593.97	5,050.25
Other - Prior Year Bill	1,180.87						1,180.87	-	
Water Reserve Fund		100,000.00						60,000.00	
Transfers to:									
Water Other					(40,000.00)				
Debt Interest		4,882.00					4,881.88	0.12	
Debt Interest Temporary Loans		36,000.00					33,079.73	2,920.27	
Debt Principal		6,500.00					6,500.00	-	
Unanticipated Emergencies		75,000.00						75,000.00	
Transfers to:									
Water Other									
A25/99ATM Engineering Services Water Projects	6,438.55						985.00	-	5,453.55
A22/03ATM Ren Perk Row & Nth St Pump Station	64,091.84						20,330.06	-	43,761.78
A32/02ATM Confined Space Equipment	20,914.00							-	20,914.00
A20/03ATM Engineering Ipswich Road	1,550.00							-	1,550.00
A42/04ATM North St Well Field Re	13,604.12							-	13,604.12
A32/05ATM Meter Replacement	110,991.78						12,292.72	-	98,699.06
A25/06ATM Eng Wash St Water Main	30,000.00							-	30,000.00

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2009**

	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
GENERAL GOVERNMENT									
EC063 A /24 06ATM Ipswich Rd Water Main					550,000.00		295,449.32	-	254,550.68
Total Water Enterprise Fund	248,771.16	664,979.00	-	-	550,000.00	-	838,461.12	151,705.60	473,583.44
SOLID WASTE ENTERPRISE FUND									
A15 /06ATM Annual Engineering & Monitoring								-	
A16 /07ATM Annual Engineering & Monitoring	20,328.00						14,577.95	5,750.05	
A5 /08STM Pye Brook Post Monitoring Revision Study	4,990.00						4,965.48	24.52	
A15 /08ATM Annual Engineering & Monitoring		44,540.00					37,211.62	7,328.38	
Total Solid Waste Enterprise Fund	25,318.00	44,540.00	-	-	-	-	56,755.05	13,102.95	-
Balance Forward from 2008-2009	716,448.63								
2009 Appropriations Including Transfers		21,920,677.00	162,808.69	190,690.00	698,093.76				
Receipts, Refunds & Other									
Expended							21,892,621.03	288,668.47	
Close to Treasury									
Balance Forward to 2009-2010									800,431.20
NON APPROPRIATION EXPENDITURES									
State Grants:									
Council on Aging Formula Grant	743.34					7,254.25	7,997.59	-	
Council on Aging Service Incentive Grant								-	
Cultural Council	4,005.00					4,300.00	3,499.00	-	4,806.00
Extended Polling Hours	430.00					860.00	1,290.00	-	
Fire Safety Grant	6,586.17					3,664.62	4,711.77	-	5,539.02
Fire Safety Equipment Grant	4,125.44					5,296.00	5,624.33	-	3,797.11
Fire-MEMA Certification Grant						7,137.26	528.64	6,608.62	

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2009

GENERAL GOVERNMENT	2008	2009				2009	2009	2009	2009	2010
	Balance Forward	Original Appropriation	Anticipated Revenue Shortfall	9c Cuts	Transfers Adjustments	Receipts	Expended	Close to Treasury	Balance Forward	
Fire-MDPH Ambulance Task Force Grant										
Fire Co-Operative Fire Protection Highway Chapter 90		1,307.64				1,307.64	1,307.64			
Highway Storm Water Grant		731,370.72				731,370.72	731,370.72			
Library LIG /MEG Grant	8,074.96					12,646.07	11,455.12		9,265.91	
Library Project Renov / Exp Grant	197.65								197.65	
Library Science Technology Grant						600.00	416.51		278.74	
Library Supplemental Grant	95.25									
Mass Environment Management Grant										
Mass Historic Preservation Grant	643.84					7,450.08	7,450.08		643.84	
Police-GHSB Grant						916.00	916.00		-	
Police Bullet Proof Vest						20,678.19	20,678.19			
Police 911 Training							131.68		3,859.76	
Recycling DEP Grant	3,991.44					6,590.14	6,590.14			
School - Circuit Breaker Grant FY08						29,125.00	22,933.69		6,191.31	
School - Circuit Breaker Grant FY09										
School Foundation Enrollment Aid '02	31,268.83								31,268.83	
School Foundation Enrollment Aid '05	10,000.00								10,000.00	
School-Academic Support Services										
Water Enterprise - Watershed Ipswich River					(144.20)					
Water Enterprise - Smart Growth										
Rail Trail/MAPC Regional Bike Parking	144.20									
Topsfield Linear Common Grant Phase I						40,000.00	40,000.00			
Topsfield Linear Common Grant Phase II						674.73	674.73			
Tree Planning - Urban Forestry Challenge						89.39	89.39		89.39	

**TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2009**

	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
Federal Grants:									
Board of Health - MDPH Emergency Preparedness									
Council on Aging-Title III	177.42					1,650.00	1,813.27		14.15
Fire-FEMA Assist Firefighters									
Fire- FEMA /MEMA									
Fire- Volunteer Fire Assistance									
Fire-Assist Fire Fighters									
Fire - Child Passenger Safety						750.00	750.00		
Fire-Local Preparedness Grant									
FEMA - 2006 Flood	1,576.08								1,576.08
Police-Comm Policing	5,030.06					8,609.84	11,419.17		2,220.73
Police-Bullet Proof Vest						916.00	916.00		
School-Drug Free Schools						1,658.00	1,628.00		30.00
School-Early Childhood Allocation	92.40					2,848.60	2,851.40		89.60
School-Enhanced Ed Through Technology	123.00					309.00	249.00		183.00
School-SPED 94-142	11,923.54					111,884.00	116,667.37		7,140.17
School-SPED Program Improvement	497.50						497.50		
School-SPED Corrective Action									
School-Teacher Quality	5,054.39					12,023.00	8,806.19		8,271.20
School - Title I	292.00					16,023.00	16,015.00		300.00
School-Title Five	1.00						1.00		
School-Gifted & Talented									
School - ARRA SFSF 2009 (9c Cuts)									
School-Katrina Assistance	12,000.00					116,300.00	116,300.00		12,000.00
Rail Trail EN Heritage 07 Partnership	513.91					1,333.34	1,847.25		

Financial Reports

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2009

	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
Gifts, Donations and Other:									
Cable Advisory Committee Gift	113,059.09						3,935.78	-	109,123.31
COA Activities / Fitness	2.00							-	2.00
COA Betty Wogan Gift	331.52							-	331.52
COA Donations to Meals / Wheels	198.55					4,494.00	1,248.34	-	3,444.21
COA Gift	5,835.32					1,130.00	1,266.85	-	5,698.47
COA Sunshine Ladies Gift	228.42							-	228.42
COA Transportation Donation	8,898.82					2,640.00	677.25	-	10,861.57
Conservation Com Gift	400.00							-	400.00
Conservation Fund Ch 40 S 8C	6,252.22					90.90		-	6,343.12
Conservation Gift Hickory Beech	2,679.65					43.37		-	2,723.02
Fire Dept EMS Equipment Gift	1,582.25					1,295.00	304.73	-	2,572.52
Fire Dept Gift	75.00							-	75.00
Flag Pole Fund	537.00							-	537.00
Historical Comm Preservation Gift	240.00							-	240.00
Historical Commission Gift								-	
Library Historical Records Grant	340.00						160.00	-	180.00
Library Gift Program	5,136.23						5,136.23	-	
Library Gifts, Friends								-	
Library Gifts, Miscellaneous	2,302.45					1,348.67	515.87	-	3,135.25
Open Space Fund Ch 40 S 8C	212.44					3.09		-	215.53
Police - D.A.R.E. Donations	1,865.97					1,450.00	3,034.62	-	281.35
Police - Law Enforcement Trust	727.20							-	727.20
Police Dept Gift	427.37							-	427.37
Recreation Committee Gift	751.00					250.00	400.00	-	601.00
Sale of Cemetery Lots	108,214.71					9,572.15		-	117,786.86
School Chap 71 Education Fund	4,443.64					603.63		-	5,047.27
School Chap 712 Scholarship Fund	3,649.54					1,017.20	2,400.00	-	2,266.74

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2009

	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
School -Educ Foundation Gift	851.40								851.40
School Gift T E S P T O									
School Gifts	1,037.76						114.36		923.40
School Essay Donation	571.98								571.98
School Newsletter	15.00								15.00
School Historical Society Gift	7,289.12								7,289.12
Stabilization Fund	922,551.47				10,000.00	19,069.81			951,621.28
Tree Planning Gift	2,594.98								2,594.98
Rail & Trail Gift						200.00	194.25		5.75
Revolving Accounts:									
Board of Health CH 44:53G	11,162.64					4,224.03			15,386.67
Cemetery CH 44:53E1/2	33,862.46					17,592.00	23,922.81		27,531.65
Conservation Revolving Fund Ch44:53E1/2	81,096.82				(67,000.00)	25,506.68	5,966.68		33,636.82
Conservation Wetland Fees State Ch131:40	23,561.97				(73.76)	4,260.00			27,748.21
Conservation Consul Ch 44:53G	3,862.47					14,786.16	11,876.58		6,772.05
Insurance & Restitution Fire									
Insurance & Restitution Highway									
Insurance & Restitution Library	2,488.52					26,491.43	1,284.46		1,204.06
Insurance & Restitution Police							26,347.43		144.00
Insurance & Restitution Police Injury	107,866.30				(36,391.00)	30,399.07			101,874.37
Insurance & Restitution School						603.42		603.42	
Insurance & Restitution Tree	3,453.05							3,453.05	
Insurance & Restitution Cons Com- BOH	30,750.00							30,750.00	
Library Lost Book Revolving	1,297.79					2,153.77	1,848.97		1,602.59
Library Repair 2018 Loan Subsidy	67,992.26								67,992.26
Park Revolving Ch 44:53E 1/2	16,786.33				144.20	38,860.00	23,763.68		32,026.85

TOWN OF TOPSFIELD STATEMENT OF APPROPRIATIONS AND EXPENDITURES FISCAL YEAR ENDING JUNE 30, 2009

	2008 Balance Forward	2009 Original Appropriation	2009 Anticipated Revenue Shortfall	2009 9c Cuts	2009 Transfers Adjustments	2009 Receipts	2009 Expended	2009 Close to Treasury	2010 Balance Forward
Planning Board Consult Ch 44:53G	18,615.82					20,533.72	35,640.25	-	3,509.29
Recreation /Park Ch 44:53D	10,000.00					5,550.00	10,295.09	-	5,254.91
School Cafeteria	58,277.47					172,035.96	163,791.40	-	66,522.03
School Instrumental Music	14,393.93					53,571.45	15,207.50	-	52,757.88
School Full Day Kindergarten	59,673.75					41,531.25	749.00	-	100,456.00
School Lost Book Revolving	83.16					28.00	91.77	-	19.39
School Pre-School Tuition	250,448.04					304,371.50	262,832.98	-	291,986.56
School Rental of Surplus						9,534.71	9,534.71	-	
School Student Activity Ch71:47								-	
Zoning Board Consult Ch 44:53G								-	
Total Special Revenue Funds	2,106,562.30	-	(93,464.76)		(93,464.76)	1,969,505.84	1,759,878.57	41,415.09	2,181,309.72
Trust Funds									
Non-Expendable Trust Funds	6,657,190.22					(913,118.34)		-	5,744,071.88
Expendable Trust Funds	1,351,267.34				(80,000.00)	135,866.83	137,290.59	-	1,269,843.58
Total Trust Funds	8,008,457.56	-	(80,000.00)		(80,000.00)	(777,251.51)	137,290.59	-	7,013,915.46

Financial Reports

**TOWN OF TOPSFIELD, MASSACHUSETTS
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2009**

	GOVERNMENT - FUND TYPES		FIDUCIARY FUND TYPES		PROPRIETARY FUND TYPES		ACCOUNT GROUP		Total Memorandum Only
	General Fund	Special Revenue Funds	Capital Projects Fund	Trust and Agency Funds	Water Enterprise Fund	Solid Waste Enterprise Fund	General Fixed Assets	Long-Term Obligations	
ASSETS:									
Petty Cash	\$836.49								836.49
Cash/Investments	2,785,332.84	\$2,151,873.55	\$8,795.42	\$7,013,915.46	\$1,513,691.07	\$344,856.36			13,818,464.70
Receivables:				89.00					0.00
Property Taxes	280,031.88								89.00
Allowance Abatements & Exemptions	(246,218.18)								280,031.88
Other	76,609.93				13,396.57				(246,218.18)
User Charges & Connection Fees				43,116.30					90,006.50
Accrued Interest Receivable									43,116.30
									0.00
									0.00
Due from Other Governments									0.00
Due from Comm Hwy Chap 90		22,140.38							22,140.38
Due from Comm GHSB Grant		1,541.82							1,541.82
Due from Comm 911 Training Grant		7,867.55							7,867.55
Due from Comm Fed Bullet Proof Vest		916.00							916.00
Due from Comm State Bullet Proof Vest		916.00							916.00
Due from Comm Formula Grant		1,062.75							1,062.75
Due from Comm Rail Trail Grant		28,896.85							28,896.85
Land - Fixed Assets					323,038.00		5,196,767.00		5,519,805.00
All Other - Fixed Assets Net of Depreciation					5,278,843.55		16,043,764.08		21,322,607.63
Amount to be Provided for									0.00
Payment of Long Term Debt								9,708,500.00	9,708,500.00
TOTAL ASSETS	\$2,896,592.96	\$2,215,214.90	\$8,795.42	\$7,014,004.46	\$7,172,085.49	\$344,856.36	\$21,240,531.08	\$9,708,500.00	\$50,600,580.67

Financial Reports

	GOVERNMENTAL		FIDUCIARY		PROPRIETARY		ACCOUNT			
	FUND TYPES	FUND TYPES	FUND TYPES	FUND TYPES	FUND TYPES	FUND TYPES	GROUP	GROUP	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	Memorandum Only	Total
LIABILITIES AND FUND EQUITY:										
Liabilities:										
Warrants Payable	373,411.42	19,621.31			19,316.93	7,482.14				419,831.80
Withholdings Payable	131,365.67	(2,241.96)								131,365.67
Police Special Detail										(2,241.96)
Cemetery Special Detail										0.00
										0.00
Deferred Revenue	22,093.68	16,525.83			14,076.82					52,696.33
Due to the Commonwealth										0.00
Pre-paid Real Estate Tax	36,562.33									36,562.33
Other Liabilities:										
Unclaimed Checks	4,301.96									0.00
Due to Individuals	71,267.07									4,301.96
Bond Indebtedness - Inside Debt Limit					96,500.00			2,328,500.00		2,425,000.00
Bond Indebtedness - Outside Debt Limit								7,380,000.00		7,380,000.00
Bond Anticipation Note			400,000.00		535,000.00					935,000.00
TOTAL LIABILITIES	639,002.13	33,905.18	400,000.00	0.00	664,893.75	7,482.14	0.00	9,708,500.00	0.00	11,453,783.20
FUND EQUITY AND OTHER CREDITS:										
Investment in fixed assets					5,505,381.55		21,240,531.08			26,745,912.63
Reserved for:										0.00
Petty Cash	836.49									836.49
Encumbrances	318,052.34		8,795.42		473,583.44	0.00				800,431.20
Expenditures	712,539.00	280,088.00		66,000.00	82,000.00	37,000.00				1,177,627.00
Snow & Ice Deficit	(136,020.67)									(136,020.67)
Reserved for Special Purposes		1,901,221.72		1,203,843.58						3,105,065.30
Reserved for Endowments				5,744,071.88						5,744,071.88
Undesignated	1,362,183.67		(400,000.00)		446,226.75	300,374.22		0.00		1,708,784.64
TOTAL FUND EQUITY	2,257,590.83	2,181,309.72	(391,204.58)	7,013,915.46	6,507,191.74	337,374.22	21,240,531.08	0.00	39,146,708.47	
TOTAL LIABILITIES & FUND EQUITY	\$2,896,592.96	\$2,215,214.90	\$8,795.42	\$7,013,915.46	\$°	\$344,856.36	\$21,240,531.08	\$9,708,500.00	\$50,600,491.67	

*Note 1: 60 Day Accrual of Property Tax - \$88,329.95

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 7/1/08	<u>\$15,697,079.67</u>
Revenue	27,110,984.23
Disbursement	<u>28,989,622.64</u>
Total Cash/Investments as of 6/30/09	<u>\$13,818,464.70</u>
Petty Cash on hand 6/30/08	<u>398.94</u>
Petty Cash on hand 6/30/09	<u>836.49</u>
Interest Earned and Gain on Investments	
General Fund	56,315.17
Solid Waste Fund	6,317.53
School Lunch	1,161.10
Stabilization Fund	18,169.81
Total Interest and Gain on Investments	<u>81,963.61</u>
Collections from Tax Title accounts	<u>70,752.96</u>
<u>Deposits held to Guarantee Payment</u>	
Balance as of 6/30/08	<u>241,759.40</u>
Balance as of 6/30/09	<u>170,492.33</u>
<u>Sale of Cemetery Lots</u>	
Balance as of 6/30/08	<u>102,814.71</u>
Balance as of 6/30/09	<u>97,399.42</u>
<u>Stabilization Fund</u>	
Balance as of 6/30/08	<u>922,551.47</u>
Balance as of 6/30/09	<u>951,621.28</u>
<u>Trust Funds</u>	
Balance as of 6/30/08	<u>8,125,640.41</u>
Balance as of 6/30/09	<u>7,012,930.46</u>

Tax Collector

The Tax Collector's Office collected in Fiscal 2009 \$ 15,672,820.50 in Real Estate taxes and \$ 259,325.16 in Personal Property taxes; \$ 29,699.30 in interest and fees and \$860,071.67 in motor vehicle excise tax revenue, \$ 70,752.96 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 2009 tax bills are based on the assessment date of January 1, 2008 and are mailed to the owner of record as of that date. Delinquent water overdue 90 days is added to the real estate tax bill.

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

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

Financial Reports

	BEGINNING BALANCE 7/1/08	COMMITTED	BALANCE DUE 06/30/09
MOTOR VEHICLE EXCISE			
2000	2,886.50		827.92
2001	3,931.89		3,931.89
2002	2,729.59		2,729.59
2003	1,947.50		1,947.50
2004	7,796.17		7,731.79
2005	6,930.12		6,394.49
2006	6,935.42		4,335.10
2007	12,141.72	1,458.85	6,841.28
2008	45,236.38	117,004.98	9,314.35
2009	0.00	748,078.72	32,556.02
ROLLBACK TAX CH 61A	0.00		0.00
PERSONAL PROPERTY TAXES			
1988-2004	8,185.43		8,171.36
2005	616.01		594.36
2006	265.16		221.73
2007	355.99		303.01
2008	1,885.00		791.08
2009	0.00	260,830.54	2,007.86
REAL ESTATE TAXES			
2002	0.00		0.00
2003	0.00		0.00
2004	0.00		0.00
2005	0.00		0.00
2006	0.00		0.00
2007	0.00		0.00
2008	0.00		0.00
2009	0.00	15,861,535.64	177,933.40
DELINQUENT WATER TAX TITLE	1,417.25	2,357.45	680.25
1989-2008	75,921.02	33,218.66	75,939.56
FORECLOSE	13,389.27		13,389.27
WATER BETTERMENT			
1994-2005 Tax Liens		0.00	0.00
2009 PRINCIPAL	243.54	6,263.72	243.54
2009 INTEREST	74.90	1,451.90	56.63
WATER USER FEES	52,774.97	681,247.49	42,436.05

Trust Fund Commissioners

Introduction:

The Commissioners of Trust Funds completed another year of the administration and management of the Topsfield trust funds. Topsfield is extremely fortunate to have so many different trust funds available for the continued funding of numerous projects. All disbursements from trust funds are from private accounts and do not come from any taxpayer funds. The Commission's main focus of its management of all the funds is to produce a consistent stream of income which grows with or greater than inflation while increasing the principal at a conservative rate so as to protect its purchasing power over time. The funds continue to be invested in high quality common stocks and United States government and corporate fixed income securities and exchange traded funds, in accordance with the conservative asset allocation guidelines adopted by the Commission.

Highlights And Accomplishments:

During the fiscal year, the Commissioners of Trust Funds provided funds for various town purposes including the following:

1. The continued subsidizing of the Council on Aging, Meals on Wheels program by the David Cummings Trust at a total expense of \$3,113.28.
2. The continued underwriting of a Masconomet scholarship award and plaque by the Wallace H. Kneeland Trust. The plaque was engraved at a cost of \$65.00. The scholarship will be paid in Fiscal Year 2010.
3. 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 \$106,506.93
4. The acquisition and upkeep of art and other associated items and the funding of artistic presentations by of the Topsfield Library by the George Gould Trust in the amount of \$20,191.86.
5. The payment of the ninth 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, 2008 BALANCES			FISCAL 2009				JUNE 30, 2009 BALANCES		
	BK VALUE	MKT VALUE	% TOTAL	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	18,066.43	18,184.91	3.689%	155.59	274.50			17,947.52	15,196.90	3.689%
Income	87,461.68	85,494.84	17.345%	731.48	1,290.53	3,233.57		90,136.20	71,446.94	17.345%
CUMMINGS * Principal	36,998.19	37,240.80	7.555%	318.62	562.14			36,754.67	31,121.66	7.555%
Income	210,866.87	189,436.54	38.432%	1,620.78	2,859.52	7,069.63	3,113.28	213,584.48	158,309.73	38.432%
KIMBALL * Principal	1,095.35	1,102.52	0.224%	9.43	16.64			1,088.14	921.36	0.224%
Income	1,836.75	2,733.53	0.555%	23.39	41.26	119.64		1,938.51	2,284.38	0.555%
PEABODY * Principal	1,062.67	1,069.64	0.217%	9.15	16.15			1,055.67	893.88	0.217%
Income	1,856.96	1,546.83	0.314%	13.23	23.35	81.60		1,928.45	1,292.66	0.314%
GOULD COMMON * Principal	1,062.67	1,069.64	0.217%	9.15	16.15			1,055.67	893.88	0.217%
Income	6,220.83	4,393.50	0.891%	37.59	66.32	170.38		6,362.48	3,671.59	0.891%
GOULD PARK * Principal	1,062.67	1,069.64	0.217%	9.15	16.15			1,055.67	893.88	0.217%
Income	(921.34)	2,777.30	0.563%	23.76	41.92	119.98		(819.52)	2,320.95	0.563%
MONUMENT * Principal	1,943.92	1,956.67	0.397%	16.74	29.54			1,931.12	1,635.16	0.397%
Income	7,135.63	5,813.83	1.179%	49.74	87.76	242.35		7,339.96	4,858.54	1.179%
KNEELAND * Principal	15,264.76	14,786.48	3.000%	126.51	223.20			15,168.07	12,356.87	3.000%
Income	1,314.75	409.81	0.083%	3.51	6.19	473.94	65.00	1,721.02	342.48	0.083%
LIBRARY GEN'L * Principal	23,488.61	23,642.65	4.797%	202.28	356.88			23,334.01	19,757.86	4.797%
Income	(22,660.56)	13,401.50	2.719%	114.66	202.29	1,155.33	8,483.28	(30,076.14)	11,199.46	2.719%
LIBRARY DOW * Principal	2,125.31	2,139.23	0.434%	18.30	32.29			2,111.33	1,787.73	0.434%
Income	(1,846.27)	514.30	0.104%	4.40	7.76	82.76	483.45	(2,250.33)	429.79	0.104%
LIBRARY LAMSON * Principal	22,607.04	22,755.30	4.617%	194.69	343.49			22,458.25	19,016.31	4.617%
Income	(9,340.71)	5,532.89	1.123%	47.34	83.52	882.25	3,946.65	(12,441.29)	4,623.76	1.123%
LIBRARY WILDES * Principal	14,917.54	15,015.35	3.046%	128.47	226.65			14,819.35	12,548.13	3.046%
Income	(14,853.39)	5,361.86	1.088%	45.87	80.94	635.53	5,022.64	(19,275.57)	4,480.84	1.088%
LIBRARY HADSELL * Principal	5,788.73	5,770.99	1.171%	49.38	87.11			5,751.00	4,822.74	1.171%
Income	(418.69)	344.12	0.070%	2.94	5.19	190.72	318.84	(549.06)	287.57	0.070%
LIBRARY WITHAM * Principal	28,269.72	24,288.55	4.928%	207.81	366.63			28,110.89	20,297.63	4.928%
Income	1,887.08	757.12	0.154%	6.48	11.43	781.13	580.93	2,082.33	632.71	0.154%
STATHOPOULOS * Principal	4,254.00	4,254.00	0.863%	36.40	64.21			4,226.18	3,555.01	0.863%
Income	43.22	43.22	0.009%	0.37	0.65	134.02		176.96	36.12	0.009%
COLUMN TOTALS	\$446,590.42	\$492,907.56	100.00%	\$4,217.21	\$7,440.37	\$15,372.83	\$22,014.07	\$436,726.02	\$411,916.52	100.00%

GEORGE L. GOULD FUND - ALLOCATION

GEORGE GOULD TRUST (1)	JUNE 30, 2008 BALANCES		FISCAL 2009				JUNE 30, 2009 BALANCES	
	BOOK VALUE	MARKET VALUE	PRINCIPAL RECEIPTS & GAINS	PRINCIPAL CHARGES & LOSSES	INCOME RECEIVED	INCOME EXPENDED	BOOK VALUE	MARKET VALUE
PRINCIPAL ACCOUNT	5,323,553.51	6,024,888.33	69,114.77	75,697.87	0.00	0.00	5,316,970.41	5,123,092.36
INCOME: FUND A - BOOKS	402,859.27	398,946.66	0.00	406.84	114,861.20	87,671.14	429,642.49	404,006.25
INCOME: FUND B - ART & MAINT	185,079.45	248,302.28	0.00	216.86	105,343.49	86,191.86	204,014.22	252,267.41
COLUMN TOTALS	5,911,492.23	6,672,137.27	69,114.77	76,321.57	220,204.69	173,863.00	5,950,627.12	5,779,366.02

(1) Funded October 1988



TOWN OF TOPSFIELD, MASSACHUSETTS
2009 ANNUAL REPORT