

TOWN OF TOPSFIELD MASSACHUSETTS



ANNUAL AND SPECIAL TOWN MEETING WARRANTS

TOWN MEETING

**TUESDAY JUNE 23, 2020
7:00 PM**

**MASCONOMET REGIONAL SCHOOL HIGH SCHOOL
20 ENDICOTT ROAD, BOXFORD MA**

May 14, 2020

Dear Fellow Residents,

We write you this letter during an unprecedented time, and we hope that absolutely as many residents of Topsfield and their families remain as safe and healthy as possible.

In accordance with the bylaws of the Town of Topsfield, the Finance Committee reviewed and prepared recommendations regarding the Town's Operating Budget for Fiscal Year 2021 (FY2021) and for other Warrant Articles to be voted upon by all citizens in attendance at the Annual Town Meeting (ATM). As of the date this letter was published, Town Meeting is expected to be at 7:00 P.M. on Tuesday, June 23, 2020, per the Town Moderator's "Notice of Change" letter to the residents of Topsfield dated March 30, 2020. *(Please note: the date of the ATM may be subject to further change depending on the current State of Emergency declared in Massachusetts and other potential Orders from Governor Baker or potential changes in legislation for the Commonwealth.)*

The Finance Committee is very proud of the collective work of the Town Administrator, the Board of Selectmen, and the various Town boards, committees and departments that worked very well together to deliver a balanced budget during these unprecedented times. In response to the COVID-19 pandemic, Governor Baker issued an Order on March 12, 2020, which suspended certain provisions of the Open Meeting Law (G.L. c. 30A, §§ 18-25), allowing Finance Committee meetings to take place via video and voice conferences. The minutes of these meetings and some recordings of the Finance Committee's deliberations have been made available on the Town website.

On November 19, 2019, the Finance Committee issued guidelines to all Town departments and elected supervising boards to consider as they built their budgets based on their assessment of needed services and known costs. The guidelines are not a guarantee of funding, but rather provide a starting point to assist the Town and school administrations with preparing a proposed budget without a need for overrides. These guidelines requested the submission of department budgets with appropriate adjustments to the salary and wage grid for non-represented personnel, negotiated contractual salaries and wages, and a 0.0% increase in "Other" costs, which is comprised of non-salary and wage accounts.

The guidelines stated no new programs, and departments were asked to continue to focus on services that are essential to the Town. Departments were also encouraged to propose new initiatives that might save the Town money in the long run. For Elementary Schools, the guideline was a 3% increase over the FY2020 budgeted amount, excluding any extraordinary special education costs. The guideline for the Masconomet Operating & Maintenance (O&M) Budget was 3% for overall Community Contributions; the fraction Topsfield is responsible for shifts each year based on enrollment. Department budgets and any needed capital items were discussed and voted during public meetings of the respective elected supervising boards. In the guideline letter, the Finance Committee also articulated its perspective that there is an unsustainable fundamental disconnect between the 4-6% annual increase in salary growth (theoretical scenario where headcount and personnel are static in two consecutive years, not including any changes in insurance or benefits) compared to the 2.5% annual increase consistent with Proposition 2½. The Finance Committee recommends that the supervising boards and the Town and school administrations look at how to align future personnel costs more closely with broader economic wage growth.

As in years past, over the course of the winter and early spring, the Finance Committee worked with Town boards and department heads to understand department needs and costs, and potential revenue sources. Every year it is a challenge to provide even level services within the constraints of available funds. In the weeks leading up to the COVID-19 pandemic, the budget was heading in a direction where the Board of Selectmen would be asked to consider adding overrides to the ballot in order to fund the budget. Then the realities of COVID-19 settled in. During the Finance Committee's weekly meetings in March and April,

many very healthy discussions were held discussing how COVID-19 will impact Topsfield and how this should affect the FY2021 budget process. The Finance Committee looked at data from the Great Recession; historical pattern of tax receipts and State aid; growth of budgets passed at previous Town Meetings; and mulled options ranging from potential reduction in overall budgets, to level dollar funded, to level service, and to essential service. The Finance Committee came to a consensus that it could support a balanced level services budget with no overrides; it is too early to panic over COVID-19 impacts and make drastic reductions. The Finance Committee has used conservative assumptions in its modeling of state and local receipts and is anticipating challenging times ahead over the next few years. On April 8, 2020, the Town Administrator, Board of Selectmen and Finance Committee issued a joint letter to the Masconomet School Committee urging that they revisit their budget and meet our issued guideline. The Finance Committee was very pleased to learn that Masconomet responded and lowered its O&M budget to 3.09%, within 0.09% of guideline. During this same period, the Elementary School Committee held additional meetings to further reduce their budget, from a level that required a potential Proposition 2½ override to 1.72% over guideline. At the same time, the Town Administrator worked with the Selectmen and Finance Committee and identified the necessary cuts to deliver a balanced budget without the need for any overrides.

After the aforementioned deliberations and subsequent voting, the Finance Committee has recommended an FY2021 budget with a 2.49% increase in the General Operating Budget (Article Third). The Masconomet Regional School assessment for Topsfield, as certified by its School Committee, is \$7,825,842, a 1.72% increase over FY2020. Please note that this includes a \$337,043 (4.6%) increase in Operating expense partially offset by a \$204,768 (-71.8%) reduction in debt payments. The increase in Topsfield's assessment for O&M is larger than the increase in Masconomet's O&M budget (a 3.09% increase compared to FY2020) due to an increase in Topsfield's allocation based on our enrollment share at Masconomet.

Notable items in the Article Third budget:

- The health insurance line item came in at a 0.4% increase.
- The Finance Committee voted to approve an FY2021 Elementary School budget that is 1.72% over guidelines, including a decrease in extraordinary special education (XSPED) costs. This would result in a level services budget compared to FY2020, due primarily to contractual increases for salaries. The Elementary School Committee had also hoped to pursue an override to expand services, including free 5-day Kindergarten, smaller class size, curriculum enhancements and a regular technology replacement cycle, but pulled back those pursuits given the reality of the economic impact of COVID-19.
- The salary & wage lines of department budgets reflect a 0.0% cost-of-living adjustment to the non-union salary & wage grid, appropriate movements on that grid based on employee performance, and longevity payments as appropriate. We acknowledge the sacrifice made by non-represented personnel to balance the budget.
- The Debt Service budget decreased 4.51% reflecting the long-term bonds that have been issued and some debt that has been paid off.
- The Finance Committee has chosen to apply \$260,000 of Free Cash to balance the budget, consistent with our policy guidelines for use of Free Cash.

The Finance Committee voted to recommend approval of several over guideline items within the Police budget totaling \$24,703. These items address increasing training and certification requirements and reflect the continued effort on the part of the Police to stabilize their operational budget associated with the addition of two new full-time officers during FY20. The addition of the new officers was approved for FY20 with the expectation that overall expenses associated with overtime and other non-regular officer line items would decrease in an amount equal or greater than the increase to expenses associated with the

May 14, 2020

two additional positions, thus a “net-neutral” effect. The FY20 projections and FY21 Omnibus reflect a near target achievement of this goal. The Finance Committee applauds the depth of analysis and rigorous management of wage expenses put forth by the Police and appreciates the continued collaboration to maintain a positive fiscal position relating to the Police staffing plan.

Overall, the recommended FY2021 budget for Annual Town Meeting is projected to increase 0.41% compared to FY2020. After taking into account projected state aid and local receipts, Free Cash and other available funds, the projected increase to the tax levy is 2.92% compared to FY2020.

In addition to certain fixed charges that resulted in an increase in FY2021 compared to FY2020 (e.g., increased pension obligations, financial audit, and additional funds for ambulance billing services, offset by increased ambulance revenue), the Finance Committee considered a number of other requests over guidelines that are contractual or aim to improve Town services. While most of these requests were voted down, the few that were approved are: 1.) \$62,000 to fund call firefighter wages to provide staffing in the fire station from midnight to 6:00 AM Sunday through Thursday; 2.) increased election expenses due to an extra election in FY2021, at a cost of \$5,021; 3.) landfill monitoring for PFAS, at a cost of \$7,000; 4.) Board of Health dead animal pickup, at a cost of \$2,678; 5.) increases in Library contracted cleaning services, unanticipated maintenance, and computer operating expenses totaling \$16,270; 6.) Board of Health vaccine expenses for \$3,700; and 7.) other minor amounts. The total of these contractual and other requests is \$134,638 or about 0.5% of the total tax levy; some of these items were offset by reductions in other line items.

The Finance Committee worked with the Town Administrator and departments/boards on funding for a number of capital and one-time purchase items. Some items (police radios and three sets of firefighter turn-out gear) are being dealt with during the Special Town Meeting (STM) using unspent FY 2020 funds in certain line items (aka turn-backs). During the ATM, Finance Committee recommends funding other items from Free Cash, including: 1.) a new phone system for Town Hall and Library; 2.) North Side radio communication equipment; and 3.) three items for Fire (station air handler, tight tank for drains and a repair of the pump for Engine #3). These were deemed the most important of many competing needs. Other capital items that were originally considered as being within guidelines have been deferred, in order to make a larger contribution to the general stabilization fund. This will buffer us against a potential reduction in state aid. Additional capital items associated with the Water Department are recommended to be funded through the Water Enterprise Fund. The Finance Committee has also voted to use Free Cash to make annual contributions to two Stabilization Funds and to the Other Post-Employment Benefits fund. These can be thought of as the Town’s savings accounts against an unexpected need and/or future financial commitments. These contributions are in line with Topsfield’s documented financial policy guidelines. Free Cash expenditures for these capital items totals \$171,000. In addition, contributions in the amounts of \$100,000, \$225,000 and \$325,000 were made to the capitalization, general stabilization and OPEB funds.

We encourage you to read the warrants carefully, then participate in the Town Moderator’s Forum (date pending) and Annual Town Meeting, and to give careful consideration to both the immediate and long-term implications of all the important decisions before you. Additional detail for each budget addressed in the Warrants for Town Meeting, as well as more general information about Town Meeting, are available on the Topsfield website: <http://www.topsfield-ma.gov/>.

Respectfully submitted by the Topsfield Finance Committee,

Jonathan Guido, Chairman

Karen Dow

Karen Duval

Che Elwell

Michael Hartmann

Eric Menzer

Louis Ross

Dear Citizens of Topsfield,

This year has been unprecedented in the life of our community. Due to the recent pandemic and the Governor's "stay-at-home" order, we have had to reschedule the 2020 Town Meeting to occur on June 23rd of this year. As I write this, the order has still not been lifted and we may have to further reschedule the Meeting but we are hopeful it will happen on the 23rd. (Please continue to check the Town website for any changes.) Regardless, we are posting the Warrant and its twenty- nine articles as required. The Finance Committee and the Select Board have done an extraordinary job in oversight of this year's budget and all expenditures are within the levy limit. Due to future uncertainty of the Commonwealth ability to reimburse cities and towns at past levels, these town officials have approached next year's budget with a goal of minimal increases in costs. While I not expecting that this will limit debate at the Town Meeting, I am hoping that such debate will be sagaciously done in order to improve the efficiency of this year's Meeting. We are conscious of the need to conduct the meeting with the health of our citizens as a top priority therefore the orderliness and succinctness of comments will help achieve that goal.

In addition, we will also continue to use the technique of "Consent Calendar " which was introduced several years ago by the Moderator and has been used successfully during the last few years to expedite the passing of certain warrants at Town Meeting and thus shortening the total time spent at Town Meeting. Although the number of articles presented this year will be a reduction over last year, we will still use the "consent" in a limited way. We will only use it for articles that traditionally pass with little or no discussion and those articles with a common component such as relating to the Water Department and their funding source. The consent will not be used for capital items as done previously.

Consent speeds the passage of certain articles which the Select Board and the Finance Committee expect, based on previous experience, to pass without controversy or debate. Its purpose is to allow the Finance Committee's recommendations under these articles to be acted upon in a single vote. (As this requires suspension of the usual rule that the Meeting acts on each article separately, it requires unanimous consent; hence the use of the term "Consent Calendar.") It is hoped that the time saved by not reading and explaining the Finance Committee's recommendation under each Article separately will allow the Meeting to proceed more quickly rendering more time for discussion on the remaining articles.

The Consent Calendar will be taken up when the first article "on Consent" is reached. Specifically, where Article Eighth (Grant Authorization for Town Projects) will be the first Consent article in the Warrant, there will be a motion after Article 7 to adopt the Finance Committee's recommendations on each Article included within the Consent Calendar. The same will happen prior to Article Fifteenth.

When that motion is made, the Moderator will ask whether any voter objects to the inclusion of any of the articles which are so listed. Any voter may rise and object to the inclusion of any

particular article in the Consent Calendar. Any article to which an objection has been raised will be removed from the Consent Calendar and will then be debated and voted in the usual order. *A voter need not state a reason for making an objection and making an objection does not obligate the voter to comment on, or vote against, the recommendation under that article.*

The Finance Committee's recommendations as to all articles to which no objection has been made will then be offered for acceptance by the Town Meeting in a single vote without debate.

This year, we are only proposing single group of articles for action by unanimous consent and are annually recurring authorizations and appropriations (distinguished by the asterisk (*) notation following each article number in the following index.

This year, in preparation for this year's Town Meeting and due to the Governor's recent social distancing mandate will require additional precautions for this year's Town Meeting. As the health of the attendees is our utmost concern, we will be requiring not only social distancing while present at the Meeting but those wanting to participate are required to have nose and face mask(s) as entry requirement. This is part of the Governor's order and is for the benefit of all those attending Town Meeting. We will also be spacing citizen as they sign in and register for the meeting.

As stated, these precautions are in compliance with the present order of the Commonwealth but more importantly it helps in achieving our goal of a safe and efficient Town Meeting for all.

If you have any questions about the Consent articles, motions or procedure, please feel free to contact the official listed in the summary of the article or to contact the Selectmen's Office by telephone at 978-887-1500 before Town Meeting.

Thank you.

Stephen T. Whelan, Town Moderator (moderator@topsfield-ma.gov)

2020 Annual Town Meeting
Warrant Articles

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TOWN OF TOPSFIELD



WARRANT FOR THE 2020 ANNUAL TOWN MEETING

Essex, ss.

To the Constable of the Town of Topsfield, in said County,

In the name of the Commonwealth of Massachusetts, you are directed to notify the inhabitants of the Town of Topsfield, qualified to vote in elections and in Town affairs, to meet at the

**MASCONOMET REGIONAL SCHOOL DISTRICT
20 ENDICOTT ROAD, BOXFORD MA**

on Tuesday, the twenty-third day of June, 2020, at seven o'clock in the afternoon (7:00 PM), then and there to act on the following articles:

**ARTICLE FIRST:
REPORTS**

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

**ARTICLE SECOND:
BALANCE TRANSFERS**

To see if the Town will vote to transfer certain account balances and appropriate the same to fund the General Operating Budget for Fiscal Year 2021 to be voted under Article Third, or take any other action relative thereto.

Account:	Amount:
Fund Balance Reserved for Reduction of Future Excludable Debt	1,074
Conservation Commission	10,000
Cable/PEG Fund	49,000
Total Balance to Transfer:	\$60,074

Recommended that the Town vote to transfer the sum of \$60,074 from various funds listed under Article Second in the warrant and appropriate the same to fund the General Operating Budget in Fiscal Year 2021 to be voted under Article Third.

This article transfers available funds from various accounts to help fund the Fiscal Year 2021 General Operating Budget.

ARTICLE THIRD:

GENERAL OPERATING BUDGET

To see if the Town will vote to fix the annual salary and compensation of all elected officers, and raise and assess, or transfer from available funds, and appropriate a sum of money for schools, highways, and other Town expenses from July 1, 2020 for Fiscal Year 2021, and determine the manner of expending the same, or take any other action relative thereto.

Recommended that the Town vote to appropriate the sum of \$21,942,109 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2020, and determine the manner of expending the same as stated in Attachment A to the warrant; and to meet said appropriation, in addition to the amount transferred for such purposes under Article Second, to transfer the sum of \$100,000 from Overlay Surplus and raise and assess the sum of \$21,882,035.

This article approves the Fiscal Year 2021 General Operating Budget for the Town, within the levy limit, for general government purposes and the elementary schools. The transfers proposed under Article Second provide \$60,074 to fund a portion of Fiscal Year 2021 General Operating Budget, thereby reducing the total amount to be raised.

Please refer to "Attachment A" for the detailed Fiscal Year 2021 General Operating Budget.

ARTICLE FOURTH:

WATER DEPARTMENT OPERATING BUDGET

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money for the Water Department for Fiscal Year 2021 and determine the manner of expending the same, or take any other action relative thereto.

WATER DEPARTMENT OPERATING BUDGET

Actual Appropriation FY2020		Proposed Appropriation FY2021
\$ 378,387	Salary & Wages	\$ 361,555
415,824	Other	410,455
529,000	Long-Term Debt Principal	655,000
342,695	Long-Term Debt Interest	404,125
-	Short Term Debt Principal	-
115,375	Short-Term Debt Interest	-
5,000	Debt Issue Costs	-
50,000	Water Reserve Fund	50,000
100,000	Unanticipated Emergency	230,000
<u>1,936,281</u>		<u>2,111,135</u>
	SUB-TOTAL – DIRECT COSTS:	
155,083	Indirect Costs	161,291
<u>\$2,091,364</u>	TOTAL WATER DEPARTMENT BUDGET:	<u>\$2,272,426</u>

Recommended that the Town vote to transfer from Water Revenue the sum of \$2,113,472 and appropriate the same as detailed under Article Fourth in the Warrant, to operate the Water Department from July 1, 2020, through June 30, 2021, and to approve the sum of \$161,291 of indirect costs appropriated in the General Fund under Article Third, to be funded from Water Revenues.

This article approves the Fiscal Year 2021 Operating Budget for the Water Department.

ARTICLE FIFTH:

MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT

To see if the Town will vote to approve the Fiscal Year 2021 Gross Budget of the Masconomet Regional School District and to raise and assess, or transfer from available funds, and appropriate a sum of money for the Town's share of the assessment of same, or take any other action relative thereto.

Recommended that the Town vote to approve the Fiscal Year 2021 Gross Budget of the Masconomet Regional School District in the amount of \$37,448,235 and raise and assess and appropriate the sum of \$7,825,842 to fund the Town's share of the Fiscal Year 2021 Masconomet Regional School District Assessment, of which the sum of \$7,745,305 supports the Maintenance & Operating Budget, and the sum of \$80,537 supports the Masconomet Building Debt Service.

This article approves Masconomet's FY21 gross budget (which includes operations and debt), and appropriates funds for Topsfield's share of that budget which is referred to as Topsfield's assessments. Topsfield's FY21 assessment for operations increased by \$337,043 (4.6%) and for debt decreased by \$204,768 (-71.8%) over FY20. Therefore, Topsfield's total assessment (operations + debt) represents a 1.7% increase over FY20.

ARTICLE SIXTH:

ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

To see if the Town will vote to approve the Fiscal Year 2021 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District and to raise and assess, or transfer from available funds, and appropriate a sum of money for the Town's share of the assessment of same, or take any other action relative thereto.

Recommended that the Town vote to approve the Fiscal Year 2021 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$31,078,848 and raise and assess and appropriate the sum of \$364,498 for the Town's share of the assessment of same

This article approves the Fiscal Year 2021 Gross Operating Budget for the school district and authorizes the appropriation for Topsfield's share of the school district's assessment. Topsfield's participation in the school satisfies the Commonwealth's statutory requirements to offer vocational education at the high school level. Currently, there are 22 students enrolled from the Town of Topsfield.

***** **CONSENT AGENDA** *****
(Articles 7th to 11th)

***ARTICLE SEVENTH:**

GRANT AUTHORIZATION FOR TOWN PROJECTS

To see if the Town will 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, or take any other action relative thereto.

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.

This annual article allows the Board of Selectmen to apply for, accept and expend any private, state, or federal grants and loans for Town projects.

***ARTICLE EIGHTH:**

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTS

To see if the Town will vote to authorize the Board of Selectmen to enter into contracts with the Massachusetts Department of Transportation for the ensuing year, and to accept and expend such sums as may be made available to the Town in accordance with G.L. c.90, or take any other action relative thereto.

Recommended that the Town vote to authorize the Board of Selectmen to enter into contracts with the Massachusetts Department of Transportation for the ensuing year and to accept and expend any sums of money made available to the Town in accordance with G.L. c.90.

This annual article allows the Board of Selectmen to enter into contracts with the state for roadway and highway improvement purposes and to accept state funds such as "Chapter 90" funds for road maintenance and reconstruction.

***ARTICLE NINTH:**

TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money as a grant for Fiscal Year 2021 to fund certain activities of the Tri-Town Council, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$20,500 as a grant for Fiscal Year 2021 to fund activities of the Tri-Town Council.

This article approves funds for a grant to support the activities of the Tri-Town Council, a non-profit organization serving Topsfield, Boxford and Middleton. The Council's mission is to reduce and prevent at-risk behavior and strengthen the social and emotional well-being of Tri-Town youth.

***ARTICLE TENTH:**

SENIOR CARE

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money as a grant to Senior Care Inc., an authorized service provider for elders in Topsfield, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$1,500 as a grant for Fiscal Year 2021 to fund activities of Senior Care Inc.

This article appropriates funds for a grant to support Senior Care Inc. for its provision of services to seniors. Senior Care Inc. has been the service provider for over 40 years, serving Topsfield and eight other towns on the North Shore. These services, in part, include Meals on Wheels and a multitude of care, intervention and nursing services.

***ARTICLE ELEVENTH:**

COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to the Compensated Absences Fund for the costs of employment separation benefits for unused sick and vacation leave, or other benefits as may be required by law, the Personnel By-law, rules, regulations, policies or applicable contracts or collective bargaining agreements, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$100,000 to the Town's Compensated Absences Fund to fund the costs of employment separation benefits for unused sick and vacation leave or other benefits as may be required by law, the Personnel By-law, rules, regulations, policies or applicable contracts or collective bargaining agreements.

This article allows the Town to appropriate funds to the Compensated Absences Fund, a separation account created under Article Fifteenth of the May 2, 2018 Annual Town Meeting for obligations to employees who retire, or who otherwise leave the service of the Town, for unused sick and vacation leave or other benefits earned and accrued while employed by the Town and which are owed pursuant to the law, the Personnel By-law, rules, regulations, policies or applicable contracts or collective bargaining agreements.

***** END CONSENT AGENDA *****

ARTICLE TWELFTH:

TOWN FACILITIES REPAIR AND MAINTENANCE FUND

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Board of Selectmen to fund facilities repairs, maintenance and any associated costs to repair, maintain and ensure the safety and security of Town-owned properties, facilities equipment and assets, including all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$22,000 to be expended by the Board of Selectmen to fund facilities repairs, maintenance and any associated costs to repair, maintain and ensure the safety and security of Town-owned properties, facilities equipment and assets, including all incidental and related expenses.

This article funds Town facility repairs and maintenance needs that exceed appropriations available in the General Operating Budget.

ARTICLE THIRTEENTH:

TOWN HALL AND LIBRARY TELEPHONE SYSTEMS

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Board of Selectmen, to purchase and install new telephone systems for Town Hall and the Town Library, including design, hardware and software and all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$30,000 to be expended by the Board of Selectmen, to purchase and install new telephone systems for Town Hall and the Town Library, including design, hardware and software and all incidental and related expenses.

This article funds the replacement of the telephone systems in Town Hall and the Town Library. The existing telephone systems are experiencing operational limitations, high maintenance costs and are in need of replacement.

ARTICLE FOURTEENTH:

NORTH SIDE RADIO COMMUNICATION EQUIPMENT

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Board of Selectmen, to purchase and install radio communication equipment within the Town including engineering, design, hardware and software and all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$12,000 to be expended by the Board of Selectmen to purchase and install radio communication within the Town including engineering, design, hardware and software and all incidental and related expenses.

This article funds the restructuring of the Town's radio communication system by installing an antenna and repeater along Boston Street to improve radio communications on the north side of Town.

ARTICLE FIFTEENTH:

RESURFACE GROVE STREET TENNIS COURTS

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Board of Selectmen to fund the resurfacing and repair of the Grove Street Tennis Courts, including all incidental and related expenses, or take any other action relative thereto.

Recommended no action.

This article funds the repair of the Grove Street Tennis Courts including crack filling, repair and restoration of the court surface in order to preserve the useful life of the courts.

ARTICLE SIXTEENTH:

PUMP STATION AND WELL REHABILITATION STUDY

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to fund a study to evaluate and recommend pump station and well rehabilitation options for the North Street and Perkins Row Stations, including all incidental or related expenses; or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from the amounts appropriated under Article 9 of the 2019 Special Town Meeting (Prospect Street & River Road Main Improvements) the sum of \$100,000, to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to fund the Pump Station and Well Rehabilitation Study, including all incidental or related expenses.

Approval of this article will provide funding for a consultant to evaluate replacement and rehabilitation options for both source-water wellfields and pumping stations. Potential replacement and rehabilitation options will be examined and cost estimates for each option will be developed. The Perkins Row Station & Wells, built in 1969, and the North Street Wells, installed in 1949 & 1969, have exceeded their expected lifetime and need to be replaced.

This article is the fourth in a series of requests aimed at rehabilitating our source-water facilities. Prior authorizations have provided funding for well field testing needed to determine aquifer characteristics of

both wellfields and the design and construction of the replacement wells at Perkins Row. Construction of these wells was delayed when funds for the wells were transferred, at the June 20, 2017 Special Town Meeting under Article 3, to construction of the water treatment plant. If approved, the results of this study will form the basis of future requests for the final design and construction of source-water facility improvements.

ARTICLE SEVENTEENTH:

ELEMENTARY SCHOOLS TECHNOLOGY

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Topsfield School Committee, to purchase and install technology at the Proctor and Steward Elementary Schools, including hardware, software and all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$50,000 to be expended by the Topsfield School Committee, to purchase and install technology at the Proctor and Steward Elementary Schools, including hardware, software and all incidental and related expenses.

This article funds the purchase and installation of technology that will support direct teaching and learning. The purchase will include investments and maintenance for end-user staff devices, interactive presentation technology, and end-user student technology at the Proctor and Steward Elementary Schools.

ARTICLE EIGHTEENTH:

REPLACE FIRE STATION AIR HANDLER

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Board of Selectmen, to purchase and install a new air handler at the Fire Station, including engineering, design and all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$15,000 to be expended by the Board of Selectmen to purchase and install a new air handler at the Fire Station, including engineering, design and all incidental and related expenses.

This article funds the replacement of the HVAC air handler in the Fire Station in order to improve heating efficiency, air quality and reduce operational costs.

ARTICLE NINETEENTH:

FIRE STATION TIGHT TANK FOR DRAINS

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Board of Selectmen, to purchase and install a tight tank and supporting infrastructure for fire station garage drains including design, construction and all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$22,000 to be expended by the Board of Selectmen to purchase and install a tight tank and supporting infrastructure for fire station garage drains including design, construction and all incidental and related expenses.

This article would fund the installation of a tight tank to collect water and contaminants, such as road and engine deposits, that enter the floor drains in the station's garage. This is similar to the town's highway garage tight tank that was installed when the building was constructed, and the police station's tight tank that was installed following approval by Town Meeting in 2008.

ARTICLE TWENTIETH:

REPAIR OF FIRE ENGINE PUMP

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Board of Selectmen, to repair by rebuilding or otherwise, the pump for Fire Department Engine 3, including all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$20,000 to be expended by the Board of Selectmen to repair by rebuilding or otherwise, the pump for Fire Department Engine 3, including all incidental and related expenses.

This article would fund the repair of Engine 3's pump. In its most recent annual test, the pump failed to meet both the manufacturer's recommendations and National Fire Protection Association (NFP) guidelines.

ARTICLE TWENTY-FIRST:

HOME RULE PETITION – REORGANIZATION OF THE WATER, HIGHWAY AND PARK/CEMETERY DEPARTMENTS AND COMMISSIONERS

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation streamlining certain services in the Town of Topsfield, all as set forth below, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court, and provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or take any other action relative thereto.

SECTION 1. Notwithstanding any general or special law to the contrary, there shall be a highway department, a park and cemetery department and a water department in the town of Topsfield to be under the general supervision and control of the town administrator, which town administrator shall have and exercise all of the authority with respect to the departments as provided herein, and such other authority generally as the town may grant from time by by-law. Provided, further, that the town administrator may, following notification to the Board of Selectmen, consolidate or organize the park and cemetery departmental operations with those of the highway department to provide for operational efficiencies.

SECTION 2. (a) The highway department shall have all the powers and duties that are vested by the General Laws, town by-laws or special acts in the following boards, departments and offices or those having corresponding powers and duties in the town of Topsfield: road commissioners, surveyors of highways, and superintendent of streets, which offices shall hereby be abolished and the terms of any incumbents terminated. There shall be a highway superintendent, appointed by the town administrator, who shall serve as the highway department head.

(b) The park and cemetery department shall have all the powers and duties that are vested by the General Laws, town by-laws or special acts in the following boards, departments and offices or those having corresponding powers and duties in the town of Topsfield: park commissioners, cemetery commissioners, and moth superintendent, which offices shall hereby be abolished and the terms of any incumbents

terminated. There shall be a park and cemetery superintendent appointed by the town administrator, who shall serve as the park and cemetery department head.

(c) The water department shall have all the powers and duties that are vested by the General Laws, town by-laws or special acts in the following boards, departments and offices or those having corresponding powers and duties in the town of Topsfield: water commissioners, which office shall hereby be abolished and the terms of any incumbents terminated. There shall be a water superintendent, appointed by the town administrator, who shall serve as the water department head. Notwithstanding any other provision of this act to the contrary, the Board of Selectmen shall be authorized to set water rates, provided, however, that such rates shall be set only after receiving a recommendation from the water superintendent.

SECTION 3. During their tenure with the town, the department heads created under section 2 of this act shall not hold elective office nor engage in a business or occupation relating to matters within the jurisdiction of their respective departments unless approved in advance by the Board of Selectmen. Nothing in this section shall prevent the department heads from serving on committees in order to represent the town and their respective departments.

The Town Administrator may enter into an employment agreement with each department head created under section 2 of this act to provide for the salary, fringe benefits and other conditions of employment.

SECTION 4. (a) The incumbent members of the board of road commissioners, holding office as of the effective date of this act, shall constitute an advisory committee to the town administrator on the matters on which it is consulted falling within the jurisdiction of the highway department. The members of said advisory committee may serve for a period equivalent to the remainder of their elected term or their sooner vacating of the position; appointments to such advisory board may be made from time to time at the discretion of the board of selectmen.

(b) The incumbent members of the park and cemetery commission, holding office as of the effective date of this act, shall constitute an advisory committee to the town administrator, on the matters on which it is consulted falling within the jurisdiction of the park and cemetery department. The members of said advisory committee may serve for a period equivalent to the remainder of their elected term or their sooner vacating of the position; appointments to such advisory board may be made from time to time at the discretion of the board of selectmen.

(c) The incumbent members of the water commission, holding office as of the effective date of this act, shall constitute an advisory committee to the town administrator, on the matters on which it is consulted falling within the jurisdiction of the water department. The members of said advisory committee may serve for a period equivalent to the remainder of their elected term or their sooner vacating of the position; appointments to such advisory board may be made from time to time at the discretion of the Board of Selectmen.

(d) All records, property and equipment of any office, department or agency or part of any office, department or agency whose powers and duties were assigned by this act to the highway department, park and cemetery department or water department shall be transferred immediately as so provided. All official bonds, obligations, contracts and other instruments entered into or executed by or on behalf of the town prior to the effective date of this act and all taxes, assessments, fines, penalties and forfeitures incurred or imposed, due or owing to the town shall be enforced and collected, shall continue without abatement and shall remain unaffected by this act. No contracts or liabilities in force on the effective date of this act shall be affected by this act or the abolition of any offices under this act.

(e) The highway department, park and cemetery department, and water department, for matters under each department's respective jurisdiction, shall be the lawful successor of the respective offices and departments abolished, consolidated or otherwise modified pursuant to this act. No person in the regular permanent full-time or part-time service or employment of the town in relation to the functions addressed in this act shall forfeit the rate of compensation, grade, step or time of service because there shall be a highway department, a park and cemetery department and a water department in the town of Topsfield to be under the general supervision and control of the town administrator. Each such person shall be retained in a capacity as similar as may be practicable to the person's former capacity. No collective bargaining agreement, contract or liability in force on the effective date of this act shall be affected by this act.

SECTION 5. This act shall take effect on January 1, 2021.

Recommended that the Town vote to authorize the Board of Selectmen to petition the General Court for special legislation to streamline highway, park and cemetery and water services in the Town of Topsfield, and, for such purposes to approve Article Twenty-First, as set forth in the warrant.

The Home Rule Petition would allow for the Highway Department, the Park and Cemetery Department and the Water Department in Topsfield to operate under the general supervision and control of the Town Administrator. This would provide unified leadership and coordination of major departments through the town ensure adherence to town policies and consistency in personnel practices. Existing Highway Commissioners, Park and Cemetery Commissioners and Water Commissioners would be invited to help transition management to the Town Administrator.

ARTICLE TWENTY-SECOND:

FIVE-YEAR SCHOOL BUS CONTRACT

To see if the Town will vote to authorize, during this ensuing year, the Superintendent of Schools of Masconomet and the Tri-Town Union, to negotiate and enter into a five-year contract for school transportation, or take any other action relative thereto.

Recommended that the Town vote to authorize, during the ensuing year, the Superintendent of Schools of Masconomet and the Tri-Town Union, to negotiate and enter into a five-year contract for school transportation.

State Law requires that contracts be limited to three years duration unless expressly authorized by Town Meeting. In this case, permission is being requested jointly by Masconomet and Tri-Town Union to enter into a five-year contract for transportation services (i.e., a bus contract) as longer-term contracts of this type tend to result in more favorable terms.

ARTICLE TWENTY-THIRD:

SOLAR PHOTOVOLTAIC FACILITY – PILOT AGREEMENT

To see if the Town will vote to authorize the Board of Selectmen, pursuant to the provisions of MGL Chapter 59, § 38H(b), and Chapter 164, § 1, and any other enabling authority, to negotiate and enter into a binding agreement for payments-in-lieu-of-taxes (PILOT), between the Town of Topsfield and Topsfield Solar LLC, or its affiliates, assigns, or successors for personal property attributable to a solar photovoltaic facility to be installed and operated in the Town at 6 Aaron Drive; with such agreement to be on such terms and conditions, and for such terms of up to 25 years, as the Board of Selectmen shall deem appropriate, and to authorize the Board of Selectmen to take any actions and execute any other documents and ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing and to implement and

administer such an agreement with Topsfield Solar LLC, or its affiliates, assigns, or successors, or take any other action relative thereto.

Recommended that the Town vote to authorize the Board of Selectmen to negotiate and enter into a binding agreement for payments-in-lieu-of-taxes, between the Town of Topsfield and Topsfield Solar LLC, or its affiliates, assigns, or successors for personal property attributable to a solar photovoltaic facility to be installed and operated in the Town at 6 Aaron Drive as detailed in Article Twenty-Third in the warrant.

This article would authorize the Board of Selectmen to enter into what is known as a PILOT agreement for the purpose of assessing "taxes" in a predictable and stable manner over the life of the agreement on the solar energy facility. This type of agreement is not intended to provide a "tax break" to the owner of a facility, but instead, allows for a multiyear plan of agreed upon payments, providing the facility with predictable payments and the town with predictable receipts (revenue) over a period of years.

ARTICLE TWENTY-FOURTH:

ADOPT STREET NUMBERING BY-LAW

To see if the Town will vote to amend the Town General By-Laws by adopting a new Street Numbering By-Law and inserting the same into the General By-Laws as section 2-55 in Chapter II, Article VIII, Policies and Procedures as follows:

2-55. STREET NUMBERING BY-LAW

- 2-55.1 The Town through its Board of Selectmen, shall promulgate regulations establishing addressing standards and governing the numbering of properties.
- 2-55.2 The regulations shall designate specific Town officials to assign and modify addresses for all taxable and non-taxable properties.
- 2-55.3 The Town shall maintain an up-to-date Master Address Table for all taxable and non-taxable properties using the addresses and parcel identifications assigned by persons designated in 2-55.2 above. No person shall utilize an address in the Town for a property, building, or structure, for any purpose, unless that address is included in the Master Address Table.

or take any other action relative thereto.

Recommended that the Town vote to amend the Town General By-Laws by adopting a new Street Numbering By-Law and inserting the same into the General By-Laws as section 2-55 in Chapter II, Article VIII, Policies and Procedures as set forth in Article Twenty-Fourth in the warrant.

This revision to the Town General By-Laws will provide a standardized format of street number assignments for every valid address in the Town, which will support routing of emergency calls for public safety considerations by properly identifying all properties, buildings, or structures.

ARTICLE TWENTY-FIFTH:

AMEND GENERAL BY-LAWS: NON-CRIMINAL DISPOSITION FOR BOARD OF HEALTH

To see if the Town will vote to amend the Town General By-Laws by deleting the provisions of Chapter XXX in its entirety and inserting in place thereof the following new text:

- 30-1 The Board of Health is hereby authorized to enforce violations of any by-law, rule, or regulation over which it has jurisdiction, in addition to any other means available in law and in equity, through the non-criminal disposition process set forth in Massachusetts General Laws, Chapter 40, Section 21D. For purposes of non-criminal disposition, the designated enforcement

officers shall be the agents of the Board of Health, or any Police Officer of the Town of Topsfield. Each day a violation exists shall constitute a separate violation for purposes of this section. When enforced through non-criminal disposition, unless otherwise specifically provided for by by-law, rule or regulation, the penalties shall be as follows:

First violation: \$25.00

Second violation: \$50.00

Third and subsequent violations: \$100.00

Recommended that the Town vote to amend the Town General By-Laws by deleting the provisions of Chapter XXX in their entirety and inserting in place thereof the text as set forth in Article Twenty-Fifth in the warrant.

This revision to the Town General By-Laws will allow the Board of Health to use the non-criminal disposition process provided for in state law to enforce violations of any by-law, rule or regulation over which the Board of Health has jurisdiction. The new language does not mandate that the Board of Health use non-criminal disposition.

ARTICLE TWENTY-SIXTH:

AMEND GENERAL BY-LAWS: WILD AND EXOTIC ANIMALS

To see if the Town will vote to amend the title and certain sections of the Town General By-Laws, Chapter LXVII, "Prohibition of Wild or Exotic Animals for Entertainment", as set forth in Attachment B, with the provisions to be deleted shown in strikethrough and the provisions to be added shown in bold italics, or take any other action relative thereto.

Recommended that the Town vote to amend the Town General By-Laws, Chapter LXVII, "Prohibition of Wild or Exotic Animals for Entertainment", as set forth in Attachment B and as detailed in Article Twenty-Sixth in the warrant.

Revisions to the Wild or Exotic Animals By-law are proposed to remove ambiguous conditions that would make enforcement difficult.

Please refer to "Attachment B" for the proposed changes.

ARTICLE TWENTY-SEVENTH:

AMEND GENERAL BY-LAWS: SELECT BOARD

To see if the Town will vote to amend the Town General By-Laws to change the name of the "Board of Selectmen" to "Select Board" by inserting in Chapter 1, Section 1-2, Definitions, after the definition of "Month", the following:

Select Board - The Board of Selectmen of the Town of Topsfield shall be referred to in these by-laws and for all other purposes as the Select Board of the Town of Topsfield, and an individual member thereof as a "Select Board Member"; provided, however, that regardless of such nomenclature, said board shall constitute a board of selectmen for purposes of the Massachusetts General Laws and of any special law applicable to the Town.

and further, in each instance in which they appear in the Town General By-Laws, to replace the words "Board of Selectmen" or "Selectmen", with the words, "Select Board", and the word "Selectman" with "Select Board Member".

or take any other action relative thereto.

Recommended that the Town vote to change the name of the "Board of Selectmen" to "Select Board" as set forth in Article Twenty-Seventh in the warrant.

Many towns in Massachusetts have changed the existing name of the "Board of Selectmen" to the "Select Board" to eliminate any reference to gender in the name of the Town's chief executive body. This article, if approved, will modify all references in the Town's By-Laws from the "Board of Selectmen" to the "Select Board"; provided, however that such change in nomenclature shall have no effect on the duties, responsibilities and authority of the Board for all purposes of the Massachusetts General Laws or any special acts applicable to the Town.

ARTICLE TWENTY-EIGHTH:

AMEND ZONING BY-LAW: ARTICLE XVI, GROUND-MOUNTED SOLAR

To see if the Town will vote to amend the Town's Zoning By-Laws Article XVI, Ground-Mounted Solar Photovoltaic Installations, Section 16.04 D as follows, with the provisions to be deleted shown in strikethrough:

- D. Utility Notification: No Solar Photovoltaic Installation shall be constructed until evidence has been given to the Planning Board that the utility company that operates the electrical grid where the installation is to be located has been informed of the Solar Photovoltaic Installation owner or operator's intent to install an interconnected generator ~~and an interconnection agreement and power purchase agreement (where appropriate) has been signed by the utility.~~ Off-grid systems shall be exempt from this requirement.

or take any other action relative thereto.

Recommended that the Town vote to amend the Town's Zoning By-Laws, Article XVI, Section 16.04-D as detailed in Article Twenty-Eighth in the warrant.

The existing Zoning By-Law was created with the stipulation that applicants to the Planning Board for a solar project would be required to prove they had an interconnection agreement with the utility company for a specific project prior to receiving approval by the board. This language has proven burdensome and unnecessary in practice as a project will not be possible without said agreement regardless of the Planning Board's decision.

ARTICLE TWENTY-NINTH:

ACCEPTANCE OF M.G.L. CHAPTER 59, § 5 - VETERANS ELIGIBILITY FOR OWNERSHIP EXEMPTIONS

To see if the Town will vote to accept the provisions of G.L. c.59, §5, Clause Twenty-second G to allow real estate tax exemptions available under G.L Chapter 59, §5, clauses Twenty-second, Twenty-second A, Twenty-second B, Twenty-second C, Twenty-second D, Twenty-second E and Twenty-second F for real estate that is the domicile of a veteran or veteran's surviving spouse but is owned by a trustee, conservator or other fiduciary for the benefit of the veteran or veteran's surviving spouse to the same extent as if the veteran or their surviving spouse were the owner of the real estate, or take any other action relative thereto.

Recommended that the Town vote to accept the provisions of G.L. c.59, §5, for veteran exemptions as detailed in Article Twenty-Ninth in the warrant.

Acceptance of the listed provisions of G.L. c.59 would allow a veteran or veteran's surviving spouse, whose home is held in the title of a trustee, conservator or other fiduciary for the benefit of the veteran or veteran's surviving spouse, to be eligible for the same exemptions for which they would otherwise be eligible if the title to their home (property) were in their name.

ARTICLE THIRTIETH:

OTHER POST-EMPLOYMENT BENEFITS ("OPEB") TRUST FUND

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to the Other Post-Employment Benefits Liability Trust Fund, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$320,000 to the Other Post-Employment Benefits Liability Trust Fund.

The Town accepted G.L. c.32B, §20 establishing an Other Post-Employment Benefits Liability ("OPEB") Trust Fund under Article Twenty-Third of the May 4, 2010 Annual Town Meeting. This article allows the Town to continue to fund its OPEB liability by depositing funds into the Trust. OPEB liabilities relate primarily to funding healthcare for retirees.

ARTICLE THIRTY-FIRST:

CAPITAL STABILIZATION FUND

To see if the Town will vote in accordance with the provisions of G.L. c.40, §5B to raise and assess, or transfer from available funds, and appropriate a sum of money to the Capital Stabilization Fund, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$100,000 to the Capital Stabilization Fund.

The Capital Stabilization Fund was established for the purpose of setting aside funds annually to address long term capital needs. Appropriations to such fund remain in the fund from year to year until appropriated by a two-thirds vote of Town Meeting for any legal purpose consistent with the purpose of the fund. Like the General Stabilization Fund, appropriation of monies into the Capital Stabilization Fund requires a majority vote of Town Meeting.

ARTICLE THIRTY-SECOND:

GENERAL STABILIZATION FUND

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to the General Stabilization Fund, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$225,000 to the General Stabilization Fund.

The General Stabilization Fund is sometimes called the "rainy day fund", and provides financial reserves for the Town. Appropriations to such fund remain in the stabilization fund from year to year until appropriated by a two-thirds vote of Town Meeting for any legal purpose. Appropriation of monies into this fund requires a majority vote of Town Meeting. This article transfers funds to the general purpose "rainy day fund".

ARTICLE THIRTY-THIRD:

FREE CASH TO OFFSET THE TAX RATE

To see if the Town will vote to transfer from available funds and appropriate a sum of money to reduce the tax levy for Fiscal Year 2021, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$260,000 to reduce the tax levy for Fiscal Year 2021.

This annual article proposes to appropriate Free Cash, not otherwise used by the Town during the Annual or Special Town Meeting, if any, to reduce the tax rate for the upcoming fiscal year.

******* ELECTION WARRANT *******

And you are also directed to notify said inhabitants, qualified to vote in the election of Town Officers, to meet at the St. Rose Church Hall, 12 Park Street, the twenty-fifth day of June 2020, when the polls will be open from seven o'clock (7:00 AM) in the morning to (8:00 PM) in the evening, to bring in their votes on one ballot for the following offices and questions:

ONE	Assessor	(3 years)
ONE	Commissioner of Trust Funds	(3 years)
ONE	Constable	(3 years)
ONE	Housing Authority	(5 years)
TWO	Library Trustees	(3 years)
ONE	Moderator	(1 year)
ONE	Park and Cemetery Commissioner	(3 years)
ONE	Park and Cemetery Commissioner	(1 years)
TWO	Planning Board	(3 years)
ONE	Regional District School Committee	(3 years)
ONE	Road Commissioner	(3 years)
TWO	Elementary School Committee	(3 years)
TWO	Selectmen	(3 years)
ONE	Selectmen	(2 years)
ONE	Water Commissioner	(3 years)

You are directed to serve this Warrant by posting attested copies thereof, one at the Post Office, one at the Town Hall, and one at each of the Public Meeting Houses in said Town, seven days at least before time for holding the election portion of said meeting.

Hereof fail not, and make due return of this Warrant, with your doing thereon, to the Town Clerk, at the time and place of meeting as aforesaid.

Given under our hands this Fourteenth day of May in the year two thousand and twenty.

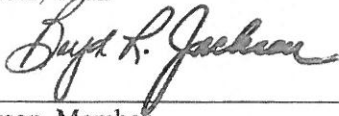
TOWN OF TOPSFIELD BOARD OF SELECTMEN



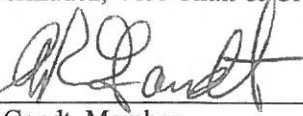
John K. Spencer, Chair



Lynne A. Bermudez, Vice Chair & Clerk



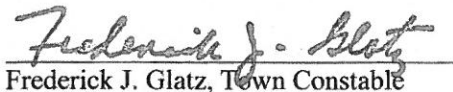
Boyd R. Jackson, Member



A. Richard Gandt, Member

A true copy

ATTEST:



Frederick J. Glatz, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

Karen Dow
Karen Duval
Che Elwell
Jonathan Guido, Chairman
Michael Hartmann
Eric Menzer
Louis Ross

TOWN OF TOPSFIELD



WARRANT FOR 2020 SPECIAL TOWN MEETING

Essex, ss.

To the Constable of the Town of Topsfield, in said County,

In the name of the Commonwealth of Massachusetts, you are directed to notify the inhabitants of the Town of Topsfield, qualified to vote in elections and in Town affairs, to meet at the

**MASCONOMET REGIONAL SCHOOL DISTRICT
20 ENDICOTT ROAD, BOXFORD, MA**

in said Topsfield on Tuesday, the twenty-third day of June, 2020, at seven-thirty o'clock in the afternoon (7:30 PM), then and there to act on the following articles:

**ARTICLE FIRST:
REPORTS**

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

**ARTICLE SECOND:
PRIOR YEAR BILLS**

To see if the Town will vote to transfer from available funds a sum of money to pay any outstanding bills contracted prior to July 1, 2019.

Recommendation pending further review.

**ARTICLE THIRD:
FISCAL YEAR 2020 BUDGET TRANSFERS**

To see if the Town will 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 2020 fiscal year, or take any other action relative thereto.

Recommendation pending further review.

ARTICLE FOURTH:
POLICE RADIOS

To see if the Town will vote to raise and assess, or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase radios for Police Department personnel, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate the sum of \$8,869.74 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase radios for Police Department personnel.

From:	To:	Amount:
FY16/A18 Town Hall Building Design	Police Radios	\$ 7,563.68
FY20/A19 Town Hall Computer Workstations		\$ 56.06
Annual Article for Emerson Field Lease		\$ 1,250.00
Total:		\$ 8,869.74

This article would allow for the purchase of new portable radios for the police department. Radios are an essential part of police officer's equipment and allows for communication outside of their police cruiser when on duty. Some of the older radios being used now have significant wear and tear and have shown to be unreliable from time-to-time, and are in need of replacement.

ARTICLE FIFTH:
FIRE PERSONAL PROTECTIVE EQUIPMENT

To see if the Town will vote to raise and assess, or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Fire Chief, to purchase personal protective equipment for Fire Department personnel, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate the sum of \$10,539.78 to be expended by the Board of Selectmen, with the advice of the Fire Chief, to purchase personal protective equipment for Fire Department personnel.

From:	To:	Amount:
FY20/A18 HWY Front End Loader	Fire Protective Equipment	\$ 10,539.78
Total:		\$ 10,539.78

This article is an annual request to replace three (3) sets of firefighter turnout gear. This includes boots, pants, hood, helmet, coat and gloves for each set. National Fire Protection Association recommends replacement of turnout gear after 10 years of service and this replacement will allow for the gear our firefighters use to stay within guidelines.

You are directed to serve this Warrant by posting attested copies thereof, one at the Post Office, one at the Town Hall, and one at each of the Public Meeting Houses in said Town, fourteen days at least before time for holding the election portion of said meeting.

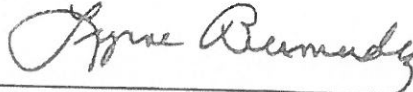
Hereof fail not, and make due return of this Warrant, with your doing thereon, to the Town Clerk, at the time and place of meeting as aforesaid.

Given under our hands this Fourteenth day of May in the year two thousand and twenty.

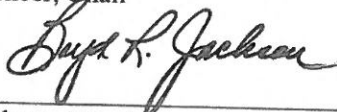
TOWN OF TOPSFIELD BOARD OF SELECTMEN



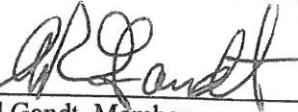
John K. Spencer, Chair



Lynne Bermudez, Vice Chair & Clerk



Boyd R. Jackson, Member



A. Richard Gandt, Member

A true copy

ATTEST:



Frederick J. Glatz, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

Jonathan Guido, Chairman
Michael Hartmann

Che Elwell
Eric Menzer

Karen Dow
Louis Ross

Karen Duval

ATTACHMENT A

**FISCAL YEAR 2021
GENERAL OPERATING BUDGET**

June 23, 2020

ANNUAL TOWN MEETING

**Approved
Appropriation
Fiscal Year 2020**

**Approved
Appropriation
Fiscal Year 2021**

ELECTED OFFICERS

50	MODERATOR:	50
	SELECTMEN:	
1	Chairman	1
1	Clerk	1
1	Member	1
1	Member	1
1	Member	1
	ASSESSORS:	
1,500	Chairman	1,500
1,500	Clerk	1,500
1,500	Member	1,500
Appointed	TOWN CLERK:	Appointed
300	TOWN CONSTABLE:	300
	PLANNING BOARD:	
1	Chairman	1
1	Clerk	1
1	Member	1
1	Member	1
1	Member	1

GENERAL GOVERNMENT

	Moderator:	
50	Salaries & Wages	50
50	TOTAL: Moderator	50
	Selectmen:	
269,948	Salaries & Wages	280,015
18,311	Other Expenses	14,111
288,259	TOTAL: Selectmen	294,126
	Selectmen's Special:	
77,300	Other Expenses	77,300
77,300	TOTAL: Selectmen Special	77,300

**Approved
Appropriation
Fiscal Year 2020**

**Approved
Appropriation
Fiscal Year 2021**

	Finance Committee:	
1,505	Salaries & Wages	1,548
395	Other Expenses	350
100,000	Reserve Fund	100,000
101,900	TOTAL: Finance Committee	101,898
	Town Accountant:	
154,861	Salaries & Wages	158,457
30,226	Other Expenses	32,026
185,087	TOTAL: Town Accountant	190,483
	Board of Assessors:	
140,903	Salaries & Wages	143,556
43,303	Other Expenses	43,695
184,206	TOTAL: Assessors	187,251
	Town Treasurer and Collector:	
215,051	Salaries & Wages	216,030
59,718	Other Expenses	52,068
274,769	TOTAL: Town Treasurer / Collector	268,098
	Town Hall:	
-	Salaries & Wages	-
271,471	Other Expenses	275,122
271,471	TOTAL: Town Hall	275,122
	Town Owned Buildings:	
600	Other Expenses (School Street Bldg Electricity)	400
600	TOTAL: Town Owned Buildings	400
	P.E.G. / Cable Advisory:	
-	Salaries & Wages	-
49,000	Other Expenses	49,000
49,000	Total: P.E.G. / Cable Advisory	49,000
	Town Clerk:	
106,905	Salaries & Wages	106,195
13,885	Other Expenses	17,097
120,790	TOTAL: Town Clerk	123,292
	Conservation Commission:	
92,486	Salaries & Wages	94,693
92,486	TOTAL: Conservation Commission	94,693

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	Planning Board:	
5	Salaries & Wages	5
1,791	Other Expenses	1,791
1,796	TOTAL: Planning Board	1,796
	Zoning Board of Appeals:	
745	Other Expenses	745
745	TOTAL: Zoning Board of Appeals	745
1,648,459	SUB-TOTAL: GENERAL GOVERNMENT	1,664,254

PUBLIC SAFETY

	Police Department:	
1,449,627	Salaries & Wages	1,563,401
134,150	Other Expenses	135,388
-	Capital Equipment	-
1,583,777	TOTAL: Police Department	1,698,789
	Fire Department:	
791,859	Salaries & Wages	859,405
123,558	Other Expenses	130,058
915,417	TOTAL: Fire Department	989,463
	Inspectional Services:	
143,500	Salaries & Wages	127,893
16,415	Other Expenses	17,165
159,915	TOTAL: Inspectional Services	145,058
	Sealer Weights & Measure:	
1,726	Salaries & Wages	1,726
1,726	TOTAL: Sealers Weights & Measure	1,726
	Animal Control Officer:	
10,229	Salaries & Wages	10,229
571	Other Expenses	571
10,800	TOTAL: Animal Control Officer	10,800
	Animal Inspector:	
7,750	Salaries & Wages	7,750
1,840	Other Expenses	1,840
9,590	TOTAL: Animal Inspector	9,590
	Tree Department:	
6,882	Salaries & Wages	6,882
8,845	Other Expenses	8,880
15,727	TOTAL: Tree Department	15,762
2,696,952	SUB-TOTAL: PUBLIC SAFETY	2,871,188

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ELEMENTARY EDUCATION

	Proctor Elementary School & Steward Elementary School:	
7,084,420	Total Salaries & Wages	7,530,382
1,450,349	Total Other Expenses	1,413,813
378,461	Total Special Education (Tuition & Services)	173,707
8,913,230	TOTAL: Elementary Schools	9,117,902
8,913,230	SUB-TOTAL: ELEMENTARY EDUCATION	9,117,902

PUBLIC WORKS AND FACILITIES

	Stormwater Management:	
5,413	Salaries & Wages	5,413
10,000	Other Expenses	10,000
15,413	TOTAL: Stormwater Management	15,413
	Highway Department:	
435,009	Salaries & Wages	423,391
252,518	Other Expenses	246,558
-	Capital Equipment	-
687,527	TOTAL: Highway Department	669,949
	Snow and Ice:	
32,370	Salaries & Wages	33,870
183,345	Other Expenses	181,845
215,715	TOTAL: Snow and Ice	215,715
	Street Lights:	
26,104	Other Expenses	26,104
26,104	TOTAL: Street Lights	26,104
	MSW Collection, HHW & Recycling:	
429,915	Contracted Services	429,915
429,915	TOTAL: MSW Collection, HHW & Recycling	429,915
	Recycling:	
1,650	Other Expenses	1,650
1,650	TOTAL: Recycling	1,650
	Park and Cemetery Department:	
255,069	Salaries & Wages	263,904
54,770	Other Expenses	54,770
309,839	TOTAL: Park & Cemetery Dept.	318,674

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	Landfill:	
40,000	Other Expenses	47,000
40,000	TOTAL: Landfill	47,000
1,726,163	SUB-TOTAL: PUBLIC WORKS	1,724,420

HUMAN SERVICES

	Board of Health:	
103,171	Salaries & Wages	92,814
20,208	Other Expenses	26,586
123,379	TOTAL: Board of Health	119,400
	Council On Aging:	
129,311	Salaries & Wages	131,577
5,530	Other Expenses	5,561
134,841	TOTAL: Council On Aging	137,138
	Veterans' Benefits:	
20,960	Other Expenses	20,960
20,960	TOTAL: Veterans' Benefits	20,960
	Soldiers & Sailors Graves:	
1,000	Other Expenses	1,000
1,000	TOTAL: Soldiers & Sailors Graves	1,000
280,180	SUB-TOTAL: HUMAN SERVICES	278,498

CULTURE & RECREATION

	Library:	
478,190	Salaries & Wages	488,691
158,168	Other Expenses	174,395
636,358	TOTAL: Library	663,086
	Historical Commission:	
450	Other Expenses	400
450	TOTAL: Historical Commission	400
	Memorial Day/Veteran's Day:	
100	Salaries & Wages	100
1,750	Other Expenses	1,750
1,850	TOTAL: Memorial Day/Veteran's Day	1,850
638,658	SUB TOTAL: CULTURE & RECREATION	665,336

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DEBT SERVICE

766,000	Long-Term Debt Principal	795,000
467,097	Long -Term Debt Interest	563,328
	Short-Term Debt Principal Pay Down	
200,000	Interest for Temporary Loans	10,000
2,500	Issue Cost	2,500
1,435,597	TOTAL: DEBT SERVICE	1,370,828
1,435,597	SUB TOTAL: DEBT SERVICE	1,370,828

OTHER EXPENDITURES

	Pensions:	
1,224,339	Essex Retirement	1,365,197
1,224,339	TOTAL: Pensions	1,365,197
	Insurance:	
461,844	Liability/Accident/Workmen's Compensation	465,499
2,309,587	Life/Medical/Medicare	2,318,987
	Unemployment	
2,771,431	TOTAL: Insurance	2,784,486
	Other Employee Costs/Benefits:	
91,000	Salary Reserve	85,000
91,000	TOTAL: Other Employee Costs/Benefits	85,000
	Transfer to Other Funds	
15,000	Unemployment	15,000
40,000	Compensated Absenses	-
15,000	Police / Fire Idemnity Leave	-
70,000	TOTAL: Transfer to Other Funds	15,000
4,156,770	SUB-TOTAL OTHER EXPENDITURES	4,249,683

21,496,009

*****TOTAL APPROVED BUDGET *****

21,942,109

Fiscal Year 2020: July 1, 2019 through June 30, 2020

Fiscal Year 2021: July 1, 2020 through June 30, 2021

ATTACHMENT B

CHAPTER LXVII

PROHIBITION OF WILD OR EXOTIC ANIMALS FOR ENTERTAINMENT BY-LAW

67-1. PURPOSE

The purpose of this Bylaw is to prevent the cruel and inhumane treatment of certain wild and exotic animals displayed for public entertainment in the Town of Topsfield ~~and to thereby preserve and protect the general safety, welfare, and health of the public.~~

67-2. DEFINITIONS

“Displayed” – This term shall include, ~~but is not limited to,~~ animal acts or performances, animal rides, photographic opportunities, and parades.

“Domesticated Animal” - Any animal occurring naturally or historically in the United States, that through long association with humans, has been bred to a degree which has resulted in ~~genetic~~ changes affecting the temperament, color, conformation or other attributes of the species to the extent that makes it unique and different from wild animals of its kind.

“Entertainment” - Any ~~replication of the traditional~~ wild animal circus or other carnival, traveling show, fair, or presentation of ~~any kind~~ in which wild or exotic animals are required to perform tricks or are used in performances for the amusement of an audience.

“Traveling Show” - Any mobile or stationary act, public show, trade show or similar undertaking incorporating wild or exotic animals as defined in this bylaw wherein the animals are taken from their permanent residence and required to walk or travel for any distance.

“Wild or Exotic Animal” - Any or all of the following, whether born in the wild or in captivity, ~~and also any or all of their hybrids with domestic species:~~

- a. Elephants;
- b. Lions;
- c. Tigers;
- d. Ocelots;
- e. Cheetahs;
- f. Jaguars;
- g. Cougars;
- h. Lynx;
- i. Bears;
- j. Giraffes;
- k. Camels;
- l. Zebras;
- m. Kangaroos;
- n. All non-human primates.

67-3. PROHIBITION OF WILD OR EXOTIC ~~ANIMALS~~ **ANIMALS** FOR ENTERTAINMENT

No living wild or exotic animal as defined in this bylaw shall be displayed or used for public entertainment on any property in the Town of Topsfield, including land owned by the Town, leased by the Town, or private property, and regardless of how such public entertainment is characterized, including, for example, a circus, carnival, fair, traveling show, exhibit, or similar event or undertaking.

67-4. EXEMPTIONS

The provisions of 67-3 shall not apply to:

1. Domesticated animals, including, but not limited to, dogs, cats, horses, and farm animal
2. Any non-domesticated animal that is not included in this bylaw's definition of "Wild or Exotic Animal"
3. ***Exhibits that are part of an organization that is accredited by the "Association of Zoos and Aquariums" (AZA).***
- ~~3. Exhibits that are part of a duly licensed zoo and accredited by American Zoo and Aquarium Association, and exhibits that are deemed educational by either Mass Audubon, Massachusetts Society for the Protection of Animals, or the New England Wildlife Center, provided that the required permitting from the MA Division of Fisheries and Wildlife, US Fish and Wildlife Service, and USDA has been obtained.~~

67-5. ENFORCEMENT AND PENALTIES

This Bylaw shall be enforced by any available means in law or equity, including but not limited to enforcement by non-criminal disposition pursuant to M.G.L. Chapter 40, §21D. Display of a wild or exotic animal in violation of this bylaw shall constitute a separate violation for each day such violation exists. When enforced through non-criminal disposition, the penalties shall be as follows:

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

~~The Board of Selectmen or its designee, the Board of Health or its agent, and any Police Officer of the Town of Topsfield shall be considered "enforcing persons" for purposes of this bylaw.~~

The Board of Selectmen or its designee, shall be the enforcing authority of this bylaw.