

TOWN OF TOPSFIELD MASSACHUSETTS



ANNUAL AND SPECIAL TOWN MEETING WARRANTS

TOWN MEETING

**SATURDAY MAY 8, 2021
10:00 AM**

**TOPSFIELD TOWN COMMON
NORTH COMMON STREET, TOPSFIELD MA**

April 2, 2021

Dear Fellow Residents,

We write you this letter during an unprecedented year for all of us. While there may be light coming, it has been a long year, but one in which this town, its residents and its employees have continually demonstrated why Topsfield is such an amazing place to live. We thank the town and school employees in adapting to new ways of working and continuing to provide essential services to the Town in difficult times. We would like to also recognize and thank everyone in the town and schools who were able to also achieve a balanced budget without the need for an override during the changing and challenging Covid environment.

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 2022 (FY2022) 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 10:00 A.M. on Saturday May 8th on the Town Common. *(Please note: the date of the ATM may be subject to further changes 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 continues to be impressed by the collective work of the Town Administrator, the Select Board, 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 16, 2020, 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. We recognize that insurance costs, primarily health care, have historically been rising significantly. The Masconomet budget carries their insurance costs, while the elementary school's insurance costs are funded from the Town budget. For this reason, for the Elementary Schools the guideline was a 2.75% increase over the FY2021 budgeted amount, excluding any extraordinary special education costs. The guideline for the Masconomet Operating & Maintenance (O&M) Budget was 3% for overall Community Contributions; Topsfield's share of the Community Contributions is calculated based on State Net School Spending requirements and Topsfield's share of Masconomet enrollment. In the guideline letter, the Finance Committee also articulated its continued 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 wishes to emphasize its recommendation that the supervising boards and the Town and school administrations look at ways to align future personnel costs more closely with broader economic wage growth.

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Department budgets and any needed capital items were discussed and voted during public meetings of the respective elected supervising boards. 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. With the unknowns of the long-term economic impact of COVID-19, 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.

Recognizing that it is a unique and difficult year, the Topsfield Elementary and Masconomet Regional Administrations and School Committees worked hard to meet their targets for this coming year. Using some one-time funds and deferring some initiatives from their long-term plan, the Elementary Schools were able to meet the targeted guidelines of 2.75% with a total budget of \$9,368,644. The Masconomet Administration and School Committee came in below our 3% guidelines at a 2.2% increase in the community contribution to the O&M budget; this was achieved with the help of significant one-time savings and non-recurring revenue. While Masconomet came in overall under guideline, the assessment for Topsfield increased dramatically due to a unique scenario. The Topsfield share, as certified by the School Committee, is \$8,476,833, an 8.3% increase over FY2021. This increase is the result of two factors.

1.) Our share of the Masconomet enrollment increased. 2.) The elementary school had a significant COVID-related drop in enrollment which caused the State mandated and calculated Minimum Net School Spending (NSS) to increase Topsfield's assessment to Masconomet by \$340,202.

The Finance Committee, working with the State, Town Administration, and Masconomet and Elementary School Administrations and School Committee believes this \$340,202 is a unique onetime spend within the operating budget. We are recommending using additional free cash to reduce the tax levy beyond our usual guideline to help in funding this one-time expense. It should be noted that enrollment projections for the schools show a continued decrease over the coming years, particularly for Masconomet, and the Finance Committee hopes the schools will find ways to reduce their expenses in line with the reduction in the number of students served.

Along with the work the schools did, the Town Administrator and team worked with the Select Board and Finance Committee and identified the necessary cuts to deliver a balanced budget without the need for any overrides. After deliberations and subsequent voting, the Finance Committee has recommended an FY2022 budget with a 1.3% increase in the General Operating Budget (Article Third).

Notable items in the Article Third budget:

- Health insurance came in at a 1.98% reduction, partially related to a reduction in FY2021 insurance claims.
- The Finance Committee voted to approve an FY2021 Elementary School budget that is at the guideline of 2.75%, with no change in extraordinary special education (XSPED) costs. This does include a reduction in the fees charged for 5-day Kindergarten compared to FY2021, funded through use of one-time grant funds. The Elementary School Committee had also hoped to expand services, including free 5-day Kindergarten, smaller class size, curriculum enhancements and a regular technology replacement cycle, but pulled back those pursuits again this year given the reality of the economic impact of COVID-19.
- The salary & wage lines of department budgets reflect settled contracts and a 2.0% increase to the non-union salary & wage grid, with no movements on the grid for this coming year. We acknowledge the sacrifice made by non-represented personnel to balance the budget.

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- The Debt Service budget decrease is 4.29%, reflecting the long-term bonds that have been issued and some debt that has been paid off.
- The Finance Committee has chosen to apply \$400,000 of Free Cash to balance the budget, consistent with our policy guidelines for use of Free Cash, and recognition of what we believe is a one-time COVID-related increase to our Masconomet assessment.

Overall, the recommended FY2022 budget for Annual Town Meeting is projected to increase 5.02% compared to FY2021. After taking into account projected state aid and local receipts, new growth, Free Cash and other available funds, the projected increase to the tax levy is 3.03% compared to FY2021.

In addition to certain fixed charges that resulted in an increase in FY2022 compared to FY2021 (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. Some of these were approved, including: 1.) \$28,500 to fund firefighter wages and training related to a new contract; 2.) \$10,000 to purchase 3 sets of additional/replacement firefighter turnout gear annually; 3.) \$23,587 to increase the Building Inspector's hours, partially offset by a reduction in the Building Inspection administrative assistant's hours. 4.) Increase in Board of Health dead animal pickup, at a cost of \$2,700 based on current expenses; 5.) Board of Health vaccine expenses and sharps disposal totaling \$6,790; 6.) \$2,977.00 Board of Health increase in assistant's hours; 7.) \$33,103.00 to fund a Recreation Director, as the final step in the re-organization of the Highway and Parks and Cemetery departments, which inclusive of this position resulted in an overall savings; 8.) \$20,000 for the Police Indemnity Fund; and 9.) 9,397.00 to increase the town accountant assistant's hours;. The total of all the approved contractual and other requests is \$179,994 or about 0.67% 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. During the ATM, Finance Committee recommends funding various items from Free Cash, including: 1.) DPW Tractor, Truck, and Fire Sprinkler system; 2.) Police radios and a replacement police cruiser; 3.) Replacement of the Fire Station Roof; and 4.) Library Security Camera and Fire Panel replacement. These were deemed the most important of many competing needs. Free Cash expenditures for these capital items totals \$311,500. 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 in the amounts of \$100,000, \$25,000 and \$340,000 to the capital stabilization, general stabilization and OPEB funds. These can be thought of as the Town's savings accounts against an unexpected need and/or future financial commitments. These amounts are consistent for OPEB and the two stabilization funds. We are recommending creation of an Ambulance & Fire Apparatus stabilization fund, which would be funded by 25% of annual ambulance billing revenues and would provide a partial source of funding for future fire and ambulance equipment purchases.

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,

Che Elwell, Chair

Karen Dow

Karen Durval

Jonathan Guido

Michael Hartmann

David Larson

Eric Menzer

Dear Citizens of Topsfield,

As the time for our Annual Town Meeting (ATM) nears, we are once again focused on the need to conduct the meeting with the health of our citizens as a top priority. This past year has been challenging on several levels and we continue to face personal loss and hardship as well as economic adjustments to our own life-style. The town government and boards are continuing to manage such challenges as well despite constant unknowns regarding revenues and reimbursements. We should be grateful to all of the volunteers and town employees who worked hard at meeting the challenges of this Pandemic.

We will again hold this year's ATM in the open air under a tent that will temporarily be erected on the Town Common for the date of May 8, 2021 at 10AM. (Our inclement weather date is Saturday, May 15, 2021 at 10:00AM.)

The Finance Committee and the Select Board have done an extraordinary job in oversight of this year's budget and all expenditures are within guidelines set by the Finance Committee. As such, we have an Annual Town Meeting Warrant with forty articles and a Special Town Meeting Warrant with four articles.

As in the past, we will continue to use the technique of a "Consent Calendar" which was introduced several years ago and has been used successfully to expedite the passing of certain warrants thus shortening the total time spent at Town Meeting. 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 Masconomet School agreement. The Consent Calendar will not be used for capital items.

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 Seventh (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 Twenty Seventh, which introduces changes to the Masconomet Regional School agreement.

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, as was the case last year, we will require attendees to wear face mask(s) and practice social distancing for the duration of the meeting. These precautions are in compliance with the Governor's Order of 2020 and supports our goal of a safe and efficient Town Meeting for all.

If you have any questions about the Consent articles, motions or procedures, please feel free to contact the Select Board's Office at 978-887-1500.

Thank you.

Stephen T. Whelan, Town Moderator

2021 Annual Town Meeting
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TOWN OF TOPSFIELD



WARRANT FOR THE 2021 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

**TOPSFIELD TOWN COMMON
NORTH COMMON STREET**

in said Topsfield, on Saturday, eighth day of May, 2021, at ten o'clock in the morning (10:00AM), 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 2022 to be voted under Article Third, or take any other action relative thereto.

Account:	Amount:
Fund Balance Reserved for Reduction of Future Excludable Debt	322.67
Conservation Commission	10,000
Cable/PEG Fund	54,850
Total Balance to Transfer:	\$65,172.67

Recommended that the Town vote to transfer the sum of \$65,172.67 from various funds listed under this Article Second in the warrant and appropriate the same to fund the General Operating Budget in Fiscal Year 2022 to be voted under Article Third.

This article transfers available funds from various accounts to help fund the Fiscal Year 2022 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 elementary schools, highways, and other Town expenses from July 1, 2021 for Fiscal Year 2022, 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 \$22,227,921 for elementary schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2021, 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 \$75,000 from Overlay Surplus and raise and assess the sum of \$22,087,748.33.

This article approves the Fiscal Year 2022 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 \$65,172.67 to fund a portion of Fiscal Year 2022 General Operating Budget, thereby reducing the total amount to be raised.

Please refer to "Attachment A" for the detailed Fiscal Year 2022 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 2022 and determine the manner of expending the same, or take any other action relative thereto.

WATER DEPARTMENT OPERATING BUDGET

Actual Appropriation FY2021		Proposed Appropriation FY2022
\$ 361,555	Salary & Wages	\$ 366,175
410,455	Other	434,930
655,000	Long-Term Debt Principal	659,300
404,125	Long-Term Debt Interest	366,886
-	Short Term Debt Principal	-
-	Short-Term Debt Interest	-
-	Debt Issue Costs	-
50,000	Water Reserve Fund	125,000
230,000	Unanticipated Emergency	155,000
2,111,135		SUB-TOTAL – DIRECT COSTS: 2,107,291
161,291	Indirect Costs	178,046
\$2,272,426	TOTAL WATER DEPARTMENT BUDGET:	\$2,285,337

Recommended that the Town vote to transfer from Water Revenue the sum of \$2,107,291 and appropriate the same as detailed under this Article Fourth in the Warrant, to operate the Water Department from July 1, 2021, through June 30, 2022, and to approve the sum of \$178,046 of indirect costs appropriated in the General Fund under Article Third, to be funded from Water Revenues.

This article approves the Fiscal Year 2022 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 2022 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 2022 Gross Budget of the Masconomet Regional School District in the amount of \$38,302,489 and raise, assess and appropriate the sum of \$8,476,833 to fund the Town's share of the Fiscal Year 2022 Masconomet Regional School District Assessment, of which the sum of \$8,394,366 supports the Maintenance & Operating Budget, and the sum of \$82,467 supports the Masconomet Building Debt Service.

This article approves Masconomet's FY22 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. The total Masconomet FY22 budget increased by \$854,254 (2.2%) over FY21. Topsfield's FY22 assessment for operations increased by \$649,061 (8.4%) and debt decreased by \$1,930 (-2.4%) over FY21. Therefore, Topsfield's total assessment (operations + debt) represents an 8.3% increase over FY21.

ARTICLE SIXTH:

ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

To see if the Town will vote to approve the Fiscal Year 2022 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 2022 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$32,008,879 and raise, assess and appropriate the sum of \$419,370 for the Town's share of the assessment of same.

This article approves the Fiscal Year 2022 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 25 students enrolled from the Town of Topsfield, which is an increase of three students from the prior year. Topsfield's FY22 assessment represents a 15.1% increase over FY21.

******* CONSENT AGENDA ONE *******
(Articles 7th to 13th)

***ARTICLE SEVENTH:**

GRANT AUTHORIZATION FOR TOWN PROJECTS

To see if the Town will vote to authorize the Select Board 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 Select Board 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 Select Board 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 Select Board 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 MGL c.90, or take any other action relative thereto.

Recommended that the Town vote to authorize the Select Board 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 MGL c.90.

This annual article allows the Select Board 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 2022 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 2022 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 2022 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 Bylaw, 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 Bylaw, 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, 2017 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 Bylaw, rules, regulations, policies, applicable contracts or collective bargaining agreements.

***ARTICLE TWELFTH:**
UNEMPLOYMENT COMPENSATION 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 Unemployment Compensation Fund for the costs of unemployment benefits as may be required by law, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$80,000 to the Town's Unemployment Compensation Fund to fund the costs of unemployment benefits as may be required by law.

This article allows the Town to appropriate funds to the Unemployment Compensation Fund, a separation account created under Article Sixteenth of the May 2, 2017 Annual Town Meeting, to provide for potential payments to the Commonwealth of Massachusetts relative to unemployment compensation for school and municipal employees separated from the Town's employment.

***ARTICLE THIRTEENTH:**
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 Select Board 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 \$27,000 to be expended by the Select Board 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.

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

ARTICLE FOURTEENTH:
TOWN HALL GENERATOR

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 Select Board to purchase and install a generator for the Town Hall building, including design and all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from the Ban Premium Reserved for Appropriation Account the sum of \$40,000 to be expended by the Select Board to purchase and install a generator for the Town Hall building, including design and all incidental and related expenses.

This article would fund the purchase of a 30 KW generator at Town Hall. Town Hall is the server hub for the phone system which serves all town buildings including public safety. The generator would also provide power to the portions of the building heated by the building's boiler.

ARTICLE FIFTEENTH:
POLICE CRUISER

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 Select Board, with the advice of the Police Chief, to purchase and equip a new Police Cruiser, 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 \$67,500 to be expended by the Select Board, with the advice of the Police Chief, to purchase and equip a new Police Cruiser, including all incidental and related expenses.

This article allows the Town to resume its annual purchase of front-line police cruisers. The Town did not fund a new police cruiser last year. Beginning with the 2020 model year, the standard police cruiser for the Topsfield Police Department became a newly modified model of a Ford Explorer SUV.

ARTICLE SIXTEENTH:
POLICE CRUISER 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 Select Board, with the advice of the Police Chief, to purchase and install three new police cruiser radios, 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 \$16,000 to be expended by the Select Board, with the advice of the Police Chief, to purchase and install three new police cruiser radios, including all incidental and related expenses.

This article would allow the Town to replace three existing in-vehicle police radios with three in-vehicle radios that provide state and federal encryption. This is the second part of a multiyear program to upgrade the department's in-vehicle police radios. As the first part of this program, the department purchased three radios in FY20. Further in-vehicle police radio replacements are anticipated in future years.

ARTICLE SEVENTEENTH:

FIRE STATION ROOF REPLACEMENT

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 Select Board, to purchase and install a new roof 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 appropriate the sum of \$35,000 to be expended by the Select Board to purchase and install a new roof at the Fire Station, including engineering, design and all incidental and related expenses; and to meet said appropriation, transfer the sum of \$20,000 from the Ban Premium Reserved for Appropriation Account and transfer the sum of \$15,000 from Article Eighteenth of the 2020 Annual Town Meeting (Replace Fire Station Air Handler).

This article would fund the replacement of the entire asphalt shingle pitched roof and the rubber membrane roof. The project would also include replacement of the insulation under the rubber membrane.

ARTICLE EIGHTEENTH:

PUBLIC WORKS BUILDING HVAC SYSTEM REPLACEMENT

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 Select Board, to purchase and install a new HVAC system at the Public Works Building, including design, demolition, site clearing, testing and all other incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to appropriate the sum of \$44,500 to be expended by the Select Board, to purchase and install a new HVAC system at the Public Works Building, including design, demolition, site clearing, testing and all other related expenses; and to meet said appropriation, transfer the sum of \$4,500 from Free Cash, transfer the sum of \$22,465 from the Ban Premium Reserved for Appropriation Account, transfer the sum of \$2,535 from the Water Enterprise Fund Retained Earnings and transfer the sum of \$15,000 from Article Thirteenth of the 2020 Annual Town Meeting (Town Hall and Library Telephone System).

This article would fund the purchase of a new HVAC system at the Public Works Building. The current 20-year-old system has repeatedly failed including complete failure of the air conditioning component.

ARTICLE NINETEENTH:

PUBLIC WORKS MULTI-PURPOSE TRACTOR

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 Select Board, to purchase and equip a Public Works Multi-Purpose Tractor, including all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to appropriate the sum of \$172,000 to be expended by the Select Board to purchase and equip a Public Works Multi-Purpose Tractor, including all incidental and related expenses; and to meet said appropriation, transfer the sum of \$114,000 from Free Cash, such sum to be added to the sum of \$58,000 that the Select Board has committed from Chapter 90 funds for such purposes.

This article would fund the purchase of a Public Works Multi-Purpose Tractor. This equipment is used to plow and blow snow from sidewalks, as well as sweep roads during paving work and clean-up after motor vehicle accidents.

ARTICLE TWENTIETH:

FIRE SPRINKLER IMPROVEMENTS FOR PUBLIC WORKS BUILDING

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 Select Board, to pay costs of design and construction of fire sprinkler improvements for the Public Works Building, including, but not limited to, the design and installation of electrical, piping, valving, fire alarm and other required control and alarm changes, and all incidental and related expenses, or take any other action relative thereto.

Recommend that the Town vote to appropriate the sum of \$75,000, to be expended by the Select Board, to pay costs of design and construction of fire sprinkler improvements for the Public Works Building, including, but not limited to, the design and the installation of electrical, piping, valving, fire alarm and other required control and alarm changes, and all incidental and related expenses; and to meet said appropriation, transfer the sum of \$48,500 from Free Cash and transfer the sum of \$26,500 from the Ban Premium Reserved for Appropriation Account.

This article would provide funding for upgrades to the Public Works Building's fire suppression system. The Public Works Building, located on one of the highest points in Town, had very low water pressure when the building was constructed 20 years ago. Therefore, the fire suppression system that was installed during construction was not connected to a water supply. In the event of a fire in the building, the Fire Department would have to run a hose from the nearest fire hydrant to the building for the existing suppression system to work.

As part of the water treatment plant project, to increase water pressure at the site, a booster station, sized to accommodate both the plant and the Public Works Building, was installed and its pressured lines were run to both buildings. This article would provide funding to connect the line to the Public Works Building to that building's existing fire suppression system and install required valving and controls so the system will work automatically in the event of a fire.

ARTICLE TWENTY-FIRST:

PUBLIC WORKS PICKUP TRUCK

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 Select Board, to purchase and equip a new Public Works Pickup Truck, including all incidental and related expenses, and trade-in or sell a 2009 Pickup Truck, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate the sum of \$40,000 to be expended by the Select Board, to purchase and equip a new Pickup Truck, including all incidental and related expenses, and trade-in or sell a 2009 Pickup Truck; and to meet said appropriation, transfer the sum of \$20,000 from Free Cash and transfer the sum of \$20,000 from the Cemetery Trust Fund.

This article would allow the Town to purchase a new truck to replace a 2009 pickup truck which has had daily use and has failed inspection and requires significant work to make operational for any prolonged period of time. The total cost for the new pickup truck will be \$48,000, with an estimated \$8,000 trade-in or sale of the 2009 pickup it will replace.

ARTICLE TWENTY-SECOND:
LIBRARY FIRE ALARM PANEL

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 Select Board to fund the purchase and installation of a new Fire Panel for the Library, 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 \$14,000 to be expended by the Select Board, to purchase and install a new Fire Panel for the Library, including all incidental and related expenses.

This article would fund the replacement of the twenty-year-old Simplex 4020 Fire Alarm Panel at the Library. The vendor discontinued this model in 2002 and in recent years has discontinued parts and support for the model. The current Fire Panel has an internal circuit board which became over heated and is physically compromised.

ARTICLE TWENTY-THIRD:
LIBRARY SECURITY CAMERA SYSTEM

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 Select Board to fund the purchase and installation of a security camera system for the 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 the sum of \$15,000 from Article Thirteenth of the 2020 Annual Town Meeting (Town Hall and Library Telephone System), to be expended by the Select Board for the purchase and installation of a security camera system for the Library, including design, hardware and software and all incidental and related expenses.

This article would fund the purchase and installation of a security camera system for the Library. This would provide staff with visual access to areas throughout the Library to increase safety for all patrons and improve security for materials in the Library.

ARTICLE TWENTY-FOURTH:
BOSTON STREET WATER STORAGE TANK REPLACEMENT EVALUATION AND DESIGN

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to fund the evaluation and design for the replacement of the Boston Street Water Storage Tank, including all incidental or related expenses, or take any other action relative thereto.

Recommend that the Town vote to transfer and appropriate from the Water Enterprise Fund Retained Earnings the sum of \$275,000, to be expended by the Select Board, to fund the evaluation and design for the replacement of the Boston Street Water Storage Tank and all incidental or related expenses.

This article would fund a consultant to evaluate replacement options at the Boston Street Water Storage Tank and provide design of the new tank and any other improvements to the property including that of the access easement. The existing tank was constructed in 1949 and has exceeded its expected life. In recent years significant patching has been needed to address water leakage occurring on all 360 degrees of the structure. Full replacement is needed soon and should occur in either FY23 or FY24.

ARTICLE TWENTY-FIFTH:

COPPERMINE ROAD IMPROVEMENTS

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 Select Board to fund road repairs, improvements and maintenance on the portion of Coppermine Road in which the Town of Topsfield holds an access easement between the Coppermine subdivision and Locust Street in Middleton, all to ensure safe access to properties in Topsfield, including all incidental and related expenses, or take any other action relative thereto.

Recommended that should the state not allot the Town a grant or otherwise make funds available to the Town for the stated purposes by June 30, 2022, the Town vote to transfer and appropriate from Free Cash the sum of \$45,000 to be expended by the Select Board to fund road repairs, improvements and maintenance on the portion of Coppermine Road in which the Town of Topsfield holds an access easement between the Coppermine subdivision and Locust Street in Middleton, all to ensure safe access to properties in Topsfield, including all incidental and related expenses.

This article would fund road resurfacing of the portion of Coppermine Road in Middleton, in which Topsfield has an access easement and which is the sole access to the Coppermine Road subdivision in Topsfield. The Town will be requesting a grant through the state's FY2022 operating budget to fund the road resurfacing. In the event the state does not provide the Town with funding, the Town would then be able to use local funds to perform the work.

ARTICLE TWENTY-SIXTH:

CREATION OF AN AMBULANCE & FIRE APPARATUS STABILIZATION FUND

To see if the Town will vote, pursuant to MGL c.40, §5B, to create a special purpose stabilization fund, to be known as the Ambulance and Fire Apparatus Stabilization Fund, to allow the Town to aggregate funds for the purchase and equipping of ambulances and fire apparatus and other related capital equipment in connection therewith, to vote to designate 25% of revenue collected through ambulance billing to be directly credited to that fund, without further appropriation, to take effect on the first day of July, 2021, or take any other action relative thereto.

Recommended that the Town vote, pursuant to MGL c.40, §5B, to create a special purpose stabilization fund, to be known as the Ambulance and Fire Apparatus Stabilization Fund, to allow the Town to aggregate funds for the purchase and equipping of ambulances and fire apparatus and other related capital equipment, in connection therewith, to designate 25% of revenue collected through ambulance billing to be directly credited to that Fund, without further appropriation, to take effect on the first day of July, 2021.

The Ambulance and Fire Apparatus Stabilization Fund would be created for the purpose of setting aside 25% of revenue collected through ambulance billing to help purchase a new ambulance, fire trucks and other related capital equipment. Examples of capital equipment include, but are not limited to, stretchers, cardiac monitors and ventilators. Amounts credited 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.

***** **CONSENT AGENDA TWO** *****
(Articles 27th to 30th)

****ARTICLE TWENTY-SEVENTH:**

AMEND MASCONOMET REGIONAL SCHOOL DISTRICT AGREEMENT, ELIMINATION OF LANGUAGE

To see if the Town will vote to amend the Masconomet Regional School District Agreement, as recommended by the Masconomet Regional School District School Committee, by deleting text that is no longer applicable and updating other text as follows, with provisions to be deleted shown in strikethrough as set forth in items 1 through 4 below:

1. By striking Subsection "B" of Section I, which currently reads:

~~**B. — Interim Committee**~~

~~Within 30 days after the passage of this Amendment (*refers to 8th Amendment*) to the Masconomet Regional School District Agreement by the member towns, an interim Committee will be established which will consist of the four elected members from the Town of Topsfield, the four elected members from the Town of Boxford plus one member from the Town of Boxford appointed by the selectmen of the Town of Boxford and the remaining interim Committee members from Boxford, said appointed member to serve until the next annual election; the three elected members from the Town of Middleton plus one member from the Town of Middleton appointed by the Selectmen of the Town of Middleton and the remaining interim Committee members from Middleton, said appointed member to serve until the next annual election.~~

and re-lettering the remaining subsections to reflect the deletion of Subsection "B".

2. In Subsection "D" of Section IV, "Apportionment of Capital Costs," by striking "~~Essex County Agricultural School~~" and replacing it with "Essex Northshore Agricultural and Technical School" and by striking the sentence: "~~This amendment shall first take effect with the apportionment for the year 1962.~~"
3. In Subsection "F" of Section IV, "Fiscal Year and Times of Payments of Apportioned Costs," by striking the following:

~~"Provided, however, that for the fiscal period beginning January 1, 1973, and ending June 30, 1974, the dates on or before which the respective percentages of the costs of the District for said period apportioned to each member town shall be paid shall be as follows:~~

April 1, 1973	17%
June 1, 1973	16%
September 1, 1973	17%
December 1, 1973	16%
March 1, 1974	17%
June 1, 1974	17%

~~This section shall be effective only to the extent that Chapter 849 of the Acts of 1969 as amended shall be in effect."~~

4. By striking Subsection "A" of Section V, "Budget," which currently reads:

~~A. — Initial Budget~~

~~Within sixty days after the original Committee is organized, it shall prepare a reasonably detailed operating and maintenance budget covering expenses, if any, for the balance of the then calendar year. Copies of such proposed budget shall be submitted to the Chairman of the Finance or Advisory Committee of each member town, or if there is no Finance or Advisory Committee in a member town, to the Chairman of the Board of Selectmen of such town, for its consideration. A budget shall be adopted not earlier than fourteen days but within thirty days after the proposed budget has been so submitted. The amount of the said budget shall be apportioned between the member towns according to the provisions in section N hereof. The treasurer shall certify to each member town its respective share of said budget. The sums thus certified shall be payable forthwith by each member town to the Committee but only from funds which may be or may have been appropriated by each member town for such purpose, if any.~~

and re-lettering the remaining subsections to reflect the deletion of Subsection "A".

or take any other action relative thereto.

Recommended that the Town vote to amend the Masconomet Regional School District Agreement, as set forth in this Article Twenty-Seventh in the warrant.

This article seeks approval of an amendment to the Masconomet Regional School District Agreement, of which the towns of Topsfield, Boxford, and Middleton are members, with respect to "housekeeping" changes by eliminating language that refers to past conditions that are no longer relevant.

****ARTICLE TWENTY-EIGHTH:**

AMEND MASCONOMET REGIONAL SCHOOL DISTRICT AGREEMENT, SECTION I, THE REGIONAL DISTRICT COMMITTEE

To see if the Town will vote to amend the Masconomet Regional School District Agreement, Section I, The Regional District Committee, as recommended by the Masconomet Regional School District School Committee, as follows, with the provisions to be inserted shown in bold italics and deletions shown in strikethrough, as set forth below:

By striking Subsection "C" of Section I, which currently reads:

~~C. — Elected Members~~

~~In order to comply with the proportional representation requirements mandated by the United States Constitution (also known as "one man, one vote"), the total number of representatives to the Committee from each of the Towns of Boxford and Topsfield shall~~

~~be reduced by one. To accomplish this reduction, one position on the Committee held by a representative of the Town of Topsfield with a term expiring in 2012 shall be abolished upon the expiration of such representative's term in 2012. In addition, one of the two positions on the Committee held by the representatives of the Town of Boxford with a term expiring in 2012, shall be abolished upon the expiration of such representative's term. The Chairman of the Committee shall determine by lot the particular position to be eliminated.~~

and inserting the following in Section I:

B. Election of Committee Members

Members of the Committee from each member town shall be elected by voters in such member town at such member town's annual town election to serve three-year terms on a staggered basis. Thus, every third year, two persons shall be elected by the voters in Middleton and two persons shall be elected by the voters in Boxford to serve on the Committee, and otherwise one person shall be elected from each member town every year.

It is the intent of this agreement, pursuant to G.L. c. 71, § 14E, that Committee members be elected by voters in member towns with each member town's representation apportioned according to population. Accordingly, the Committee will review its apportionment as soon as practicable after each federal census and will recommend such amendments to this agreement as may be necessary to ensure that such apportionment continues to reflect the relative population of the member towns as accurately as possible.

or take any other action relative thereto.

Recommended that the Town vote to amend the Masconomet Regional School District Agreement, Section I, The Regional District Committee, as set forth in this Article Twenty-Eighth of the warrant.

This article seeks approval of an amendment to the Masconomet Regional School District Agreement, of which the towns of Topsfield, Boxford, and Middleton are members, with respect to the mechanism used for the election of Regional School District School Committee Members.

****ARTICLE TWENTY-NINTH:**

AMEND MASCONOMET REGIONAL SCHOOL DISTRICT AGREEMENT, SECTION IV E, APPORTIONMENT OF OPERATING COSTS

To see if the Town will vote to amend the Masconomet Regional School District Agreement, Section IV E, Apportionment of Operating Costs, as recommended by the Masconomet Regional School District School Committee, as follows, with the provisions to be inserted shown in bold italics and deletions shown in strikethrough, as set forth below:

By striking Subsection "E" of Section IV, "Apportionment of Operating Costs," which currently reads:

~~E. —~~ **Apportionment of Operating Costs**

~~Operating costs for the first calendar year next following the establishment of the regional school district and for every calendar year thereafter shall be apportioned to the member towns on the basis of their respective pupil enrollments in the regional school. Each member town's share for each calendar year shall be determined by computing the ratio which that town's pupil enrollment in the regional district school on October 1 of the year in which apportionment is determined bears to the total pupil enrollment from all the member towns in the regional district school on the same date. In the event that enrollment in the regional district school has not been accomplished by October 1 of any year, operating costs shall be apportioned on the basis of enrollment in grades 7 through 12 of pupils residing in each member town and receiving education at such town's expense on October 1 of that year.~~

And replacing it with the following:

E. Apportionment of Operating Costs

1. Operating costs for fiscal years 2021 through 2022 will be apportioned to member towns using the method outlined in G.L. c. 70 § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's pupil enrollment in the regional school district on October 1 of the year in which apportionment is determined bears to the total pupil enrollment from all member towns on the same date.

2. For Fiscal Year 2023, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's October 1 pupil enrollment in the regional school district for the two (2) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

3. For Fiscal Year 2024, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the three (3) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

4. For Fiscal Year 2025, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member

town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's October 1 pupil enrollment in the regional school district for the four (4) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

5. Beginning in Fiscal Year 2026, operating costs will be apportioned to member towns using the method outlined in G.L. c. 70, § 6. Operating assessments for each member town shall equal the sum of (i) such member town's required local contribution to the regional school district as determined by the Commissioner of Elementary and Secondary Education, and (ii) the product of (a) that portion of the regional school district's net school spending, as defined by G.L. c. 70, § 2, which exceeds the total required local contribution for all member towns, multiplied by (b) the ratio which such member town's October 1 pupil enrollment in the regional school district for the five (5) preceding fiscal years bears to the total pupil enrollment from all member towns during the same period.

or take any other action relative thereto.

Recommended that the Town vote to amend the Masconomet Regional School District Agreement, Section IV E, Apportionment of Operating Costs, as set forth in this Article Twenty-Ninth of the warrant.

This article seeks approval of an amendment to the Masconomet Regional School District Agreement, of which the towns of Topsfield, Boxford, and Middleton are members, with respect to the mechanism used to calculate each member town's apportionment of operating costs beginning in Fiscal Year 2023.

****ARTICLE THIRTIETH:**

AMEND MASCONOMET REGIONAL SCHOOL DISTRICT AGREEMENT, SECTION IV F, PAYMENT OF OPERATING COSTS

To see if the Town will vote to amend the Masconomet Regional School District Agreement, Section IV F, Payment of Operating Costs, as recommended by the Masconomet Regional School District School Committee, as follows, with the provisions to be inserted shown in bold italics and deletions shown in strikethrough, as set forth below:

By striking the second sentence of Subsection "F" of Section IV, "Fiscal Year and Times of Payments of Apportioned Costs," which currently reads:

~~Except as otherwise provided in subsection V(A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:~~

~~September 1 — 25%~~

~~December 1 — 50%~~

~~March 1 — 75%~~

~~June 1~~ 100%

and replacing it with the following:

Except as otherwise provided in subsection V (A), the annual share of each member town shall be paid in four (4) equal installments quarterly due on or before the following dates each year:

*August 15
November 15
February 15
May 15*

or take any other action relative thereto.

Recommended that the Town vote to amend the Masconomet Regional School District Agreement, Section IV F, Payment of Operating Costs, as set forth in this Article Thirtieth of the warrant.

This article seeks approval of an amendment to the Masconomet Regional School District Agreement, of which the towns of Topsfield, Boxford, and Middleton are members, with respect to the frequency and dates of the Town's assessment payment to Masconomet.

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

ARTICLE THIRTY-FIRST:

FIVE YEAR SCHOOL BUS CONTRACT

To see if the Town will vote pursuant to MGL c.30B, §12 to authorize, during the ensuing year, the Topsfield School Committee, with advice of the Superintendent of Schools of the Tri-Town Union, to solicit and award a transportation contract for a term exceeding three years, but not longer than five years, including any renewal, extension, or option, provided, in each instance, the longer term is found to be in the best interest of the Tri-Town Union, or take any other action relative thereto.

Recommended that the Town vote to authorize, during the ensuing year, the Topsfield School Committee, with advice of the Superintendent of Schools of the Tri-Town Union, to negotiate and enter into a five-year contract for the Tri-Town Union transportation services.

This article authorizes the Topsfield School Committee to enter into a five-year contract for student transportation. Under MGL c. 30B, authority to enter into a contract in excess of three years requires the approval of Town Meeting.

ARTICLE THIRTY-SECOND:

FIVE YEAR SCHOOL FOOD SERVICE MANAGEMENT CONTRACT

To see if the Town will vote pursuant to MGL c.30B, §12 to authorize, during the ensuing year, the Topsfield School Committee, with advice of the Superintendent of Schools of the Tri-Town Union, to solicit and award a food service management contract for a term exceeding three years, but not longer than five years, including any renewal, extension, or option, provided, in each instance, the longer term is found to be in the best interest of the Tri-Town Union, or take any other action relative thereto.

Recommended that the Town vote to authorize, during the ensuing year, the Topsfield School Committee, with advice of the Superintendent of Schools of the Tri-Town Union, to negotiate and enter into a five-year contract for the Tri-Town Union food management services.

This article authorizes the Topsfield School Committee to enter into a five-year contract for food service management. Under MGL c. 30B, authority to enter into a contract in excess of three years requires the approval of Town Meeting.

ARTICLE THIRTY-THIRD:

RECODIFICATION OF GENERAL BYLAWS

To see if the Town will vote to amend the General Bylaws by making non-substantive, ministerial amendments to the General Bylaws for the purpose of recodifying the General Bylaws to create a more uniform presentation, organized topical structure and reader-friendly format to aid searches and to facilitate the insertion of future amendments, including renumbered outline format, insertion of headings and subheadings, providing for consistency with Massachusetts General Laws and internally with regard to spelling and use of various words, and updating references to existing Town offices and bodies; all as set forth in a document entitled, "Bylaw Recodification – Final Draft – April 2021" showing the text to be inserted underlined and text to be deleted in the margins, on file in the office of the Town Clerk and available on the Town's website at www.topsfield-ma.gov, or take any other action relative thereto.

Recommendation Pending.

These revisions to the Town's General Bylaws will revise section headings and sub-designations, and provide for consistent capitalization, and a uniform style of referring to the General Bylaws and key terms, to create a uniform and better-organized structure.

ARTICLE THIRTY-FOURTH:

AMEND ZONING BYLAW, ARTICLE XI, GROUNDWATER PROTECTION DISTRICT

To see if the Town will vote to amend the Town's Zoning Bylaw Article XI, Groundwater Protection District, Section 6.1 Permitted Uses, as follows, with the provision to be deleted shown in strikethrough and the provision to be added shown in bold italics, as set forth below:

"6.1 Permitted Uses

- 1. ~~All uses customary and incidental to maintaining and using a residential dwelling. Any use permitted in the underlying zoning district except for those uses specifically prohibited in Section 6.2 of this bylaw.~~***

or take any other action relative thereto.

Recommendation Pending.

This revision updates the bylaw to recognize the fact that the Groundwater Protection District includes both residential and commercial properties.

ARTICLE THIRTY-FIFTH:

AMEND ZONING BYLAW, ARTICLE II, BUSINESS DISTRICT VILLAGE

To see if the Town will vote to amend the Town's Zoning Bylaw Article II, Establishment and Description of Districts Section 2.04, Business District Village, as follows, with the provision to be added shown in bold italics, as set forth below:

"2.04 Business District Village.

The Business District Village shall comprise an area bounded by a line beginning at the intersection of Main Street and the center line of the railroad or railroad bed right of way where track has been removed, and following said line westerly to the Proctor School Playground; thence following the southern boundary of the Proctor School playground to Main Street, and crossing Main Street; and following the southern boundary of the Town Library grounds to the brook; following the brook southwesterly until it intersects a parallel to Main Street 250 feet to the southeast thereof, following this parallel across Central Street and Park Street to South Main Street; then following South Main Street north to the center line of the railroad, the point of beginning. ***The Business District Village shall also include the following lots referred to by the lot number and the Assessor's map number: Map 41 Lots 32, 60 and 133.***"

or to take any other action relative thereto.

Recommendation Pending.

The addition of the three lots to the Business District Village will bring one property into compliance with zoning and will add two new lots to the District. These two lots will provide opportunity for redevelopment and/or new development in accordance with the zoning of the Business District Village instead of the currently permitted use which is for only single-family housing. Potential new development could include multi-family housing or commercial uses such as a restaurant, office space or other commercial uses.

ARTICLE THIRTY-SIXTH:

OLD HIGHWAY GARAGE TRANSFER AND REDEVELOPMENT

To see if the Town will vote to authorize the Select Board, in accordance with the requirements of MGL c. 30B, §16, to convey or otherwise dispose of certain real property situated between Main Street and High Street and shown on Assessors' Map 41 Lot 60, and as shown on a Plan of Land entitled "27 High Street, (A.K.A. 10 School Avenue) Topsfield, Massachusetts 01983", for redevelopment purposes, on such terms and conditions as the Select Board deems appropriate, and, further, to enter into such agreements and execute such instruments as may be necessary or convenient to effectuate the purposes of this article, or take any other action relative thereto.

Recommendation Pending.

This article approves the sale of the former Highway garage, which is located behind the Fire Department Station and currently dormant, for redevelopment consistent with the Planning Board's recommended revisions to the zoning bylaw and the Town's downtown revitalization strategic planning efforts.

ARTICLE THIRTY-SEVENTH:

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 \$340,000 to the Other Post-Employment Benefits Liability Trust Fund.

The Town accepted MGL c.32B, §20 establishing an Other Post-Employment Benefits Liability Trust Fund ("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 in the Trust. A \$20,000 increase in funding each year is recommended in the Town's Financial Policies until the annual funding reaches \$500,000. OPEB liabilities relate primarily to funding healthcare for retirees.

ARTICLE THIRTY-EIGHTH:

CAPITAL STABILIZATION FUND

To see if the Town will vote in accordance with the provisions of MGL 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-NINTH:

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 \$25,000 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 FORTIETH:

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 2022, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$400,000 to reduce the tax levy for Fiscal Year 2022.

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 Twentieth day of May 2021, 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:

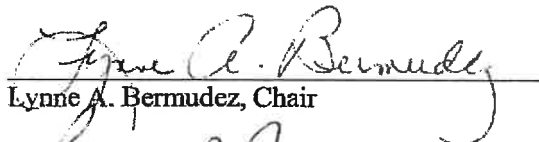
ONE	Assessor	(3 years)
ONE	Commissioner of Trust Funds	(3 years)
ONE	Housing Authority	(5 years)
TWO	Library Trustees	(3 years)
ONE	Moderator	(1 year)
ONE	Planning Board	(3 years)
ONE	Regional District School Committee	(3 years)
ONE	Elementary School Committee	(3 years)
TWO	Select Board Members	(3 years)
ONE	Select Board Member	(2 years)

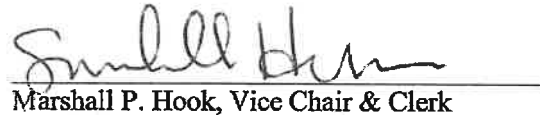
You are directed to serve this Warrant by posting attested copies thereof, one at the Post Office, one at the Town Hall, and one at each of the Public Meeting Houses in said Town, seven days at least before time for holding the election portion of said meeting.

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 First day of April in the year two thousand and twenty-one.

TOWN OF TOPSFIELD SELECT BOARD


Lynne A. Bermudez, Chair

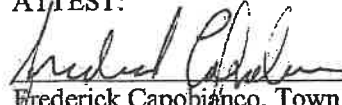

Marshall P. Hook, Vice Chair & Clerk


Boyd R. Jackson, Member


A. Richard Gandt, Member

A true copy

ATTEST:


Frederick Capobianco, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

Karen Dow
Karen Duval
Che Elwell, Chairman
Jonathan Guido
Michael Hartmann
David Larson
Eric Menzer

ATTACHMENT A

**FISCAL YEAR 2022
GENERAL OPERATING BUDGET**

May 8, 2021

ANNUAL TOWN MEETING

**Approved
Appropriation
Fiscal Year 2021**

**Approved
Appropriation
Fiscal Year 2022**

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:	
280,015	Salaries & Wages	285,551
14,111	Other Expenses	14,111
294,126	TOTAL: Selectmen	299,662
	Selectmen's Special:	
77,300	Other Expenses	77,300
77,300	TOTAL: Selectmen Special	77,300

**Approved
Appropriation
Fiscal Year 2021**

**Approved
Appropriation
Fiscal Year 2022**

	Finance Committee:	
1,548	Salaries & Wages	1,579
350	Other Expenses	350
100,000	Reserve Fund	100,000
101,898	TOTAL: Finance Committee	101,929
	Town Accountant:	
158,457	Salaries & Wages	171,046
32,026	Other Expenses	37,026
190,483	TOTAL: Town Accountant	208,072
	Board of Assessors:	
143,556	Salaries & Wages	146,357
43,695	Other Expenses	55,295
187,251	TOTAL: Assessors	201,652
	Town Treasurer and Collector:	
216,030	Salaries & Wages	219,624
52,068	Other Expenses	52,068
268,098	TOTAL: Town Treasurer / Collector	271,692
	Town Hall:	
-	Salaries & Wages	-
275,122	Other Expenses	265,466
275,122	TOTAL: Town Hall	265,466
	Town Owned Buildings:	
400	Other Expenses (School Street Bldg Electricity)	400
400	TOTAL: Town Owned Buildings	400
	P.E.G. / Cable Advisory:	
-	Salaries & Wages	5,000
49,000	Other Expenses	49,850
49,000	Total: P.E.G. / Cable Advisory	54,850
	Town Clerk:	
106,195	Salaries & Wages	105,292
17,097	Other Expenses	20,457
123,292	TOTAL: Town Clerk	125,749
	Conservation Commission:	
94,693	Salaries & Wages	96,597
94,693	TOTAL: Conservation Commission	96,597

**Approved
Appropriation
Fiscal Year 2021**

**Approved
Appropriation
Fiscal Year 2022**

	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
1,664,254	SUB-TOTAL: GENERAL GOVERNMENT	1,705,960

PUBLIC SAFETY

	Police Department:	
1,563,401	Salaries & Wages	1,560,170
135,388	Other Expenses	125,488
-	Capital Equipment	-
1,698,789	TOTAL: Police Department	1,685,658
	Fire Department:	
859,405	Salaries & Wages	901,434
130,058	Other Expenses	142,183
989,463	TOTAL: Fire Department	1,043,617
	Inspectional Services:	
127,893	Salaries & Wages	142,088
17,165	Other Expenses	17,165
145,058	TOTAL: Inspectional Services	159,253
	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
8,880	Other Expenses	8,880
15,762	TOTAL: Tree Department	15,762
2,871,188	SUB-TOTAL: PUBLIC SAFETY	2,926,406

**Approved
Appropriation
Fiscal Year 2021**

**Approved
Appropriation
Fiscal Year 2022**

ELEMENTARY EDUCATION

	Proctor Elementary School & Steward Elementary School:	
7,530,382	Total Salaries & Wages	7,757,512
1,413,813	Total Other Expenses	1,349,146
173,707	Total Special Education (Tuition & Services)	261,986
9,117,902	TOTAL: Elementary Schools	9,368,644
9,117,902	SUB-TOTAL: ELEMENTARY EDUCATION	9,368,644

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:	
423,391	Salaries & Wages	397,888
246,558	Other Expenses	246,558
-	Capital Equipment	-
669,949	TOTAL: Highway Department	644,446
	Snow and Ice:	
33,870	Salaries & Wages	33,870
181,845	Other Expenses	181,845
215,715	TOTAL: Snow and Ice	215,715
	Street Lights:	
26,104	Other Expenses	30,000
26,104	TOTAL: Street Lights	30,000
	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:	
263,904	Salaries & Wages	226,041
54,770	Other Expenses	54,170
318,674	TOTAL: Park & Cemetery Dept.	280,211

**Approved
Appropriation
Fiscal Year 2021**

**Approved
Appropriation
Fiscal Year 2022**

	Landfill:	
47,000	Other Expenses	42,300
47,000	TOTAL: Landfill	42,300
1,724,420	SUB-TOTAL: PUBLIC WORKS	1,659,650

HUMAN SERVICES

	Board of Health:	
92,814	Salaries & Wages	97,653
26,586	Other Expenses	36,076
119,400	TOTAL: Board of Health	133,729
	Council On Aging:	
131,577	Salaries & Wages	132,280
5,561	Other Expenses	5,561
137,138	TOTAL: Council On Aging	137,841
	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
278,498	SUB-TOTAL: HUMAN SERVICES	293,530

CULTURE & RECREATION

	Library:	
488,691	Salaries & Wages	487,802
174,395	Other Expenses	164,680
663,086	TOTAL: Library	652,482
	Recreation Department:	
-	Salaries & Wages	31,103
-	Other Expenses	2,000
-	TOTAL: Recreation Department	33,103
	Historical Commission:	
400	Other Expenses	400
400	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
665,336	SUB TOTAL: CULTURE & RECREATION	687,835

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Appropriation
Fiscal Year 2021**

**Approved
Appropriation
Fiscal Year 2022**

DEBT SERVICE

795,000	Long-Term Debt Principal	775,000
563,328	Long -Term Debt Interest	534,564
	Short-Term Debt Principal Pay Down	
10,000	Interest for Temporary Loans	
2,500	Issue Cost	2,500
1,370,828	TOTAL: DEBT SERVICE	1,312,064
1,370,828	SUB TOTAL: DEBT SERVICE	1,312,064

OTHER EXPENDITURES

	Pensions:	
1,365,197	Essex Retirement	1,432,033
1,365,197	TOTAL: Pensions	1,432,033
	Insurance:	
465,499	Liability/Accident/Workmen's Compensation	473,612
2,318,987	Life/Medical/Medicare	2,273,187
	Unemployment	
2,784,486	TOTAL: Insurance	2,746,799
	Other Employee Costs/Benefits:	
85,000	Salary Reserve	75,000
85,000	TOTAL: Other Employee Costs/Benefits	75,000
	Transfer to Other Funds	
15,000	Unemployment	-
-	Compensated Absences	-
-	Police / Fire Idemnity Leave	20,000
15,000	TOTAL: Transfer to Other Funds	20,000
4,249,683	SUB-TOTAL OTHER EXPENDITURES	4,273,832

21,942,109	***TOTAL APPROVED BUDGET ***	22,227,921
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Fiscal Year 2021: July 1, 2020 through June 30, 2021

Fiscal Year 2022: July 1, 2021 through June 30, 2022

TOWN OF TOPSFIELD



WARRANT FOR 2021 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

**TOPSFIELD TOWN COMMON
NORTH COMMON STREET**

in said Topsfield, on Saturday, eighth day of May, 2021, at half past ten in the morning (10:30AM), 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, 2020.

Recommendation pending further review.

ARTICLE THIRD:

FISCAL YEAR 2021 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 2021 fiscal year, or take any other action relative thereto.

Recommendation pending further review.

ARTICLE FOURTH:

PEG ACCESS AND CABLE RELATED FUND – FISCAL YEAR 2021 BUDGET TRANSFER

To see if the Town will vote to transfer from available funds and appropriate a sum of money to fund PEG cable access services for the remainder of the fiscal year, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate \$1,100 from the PEG Access and Cable Related Fund, to the PEG and Cable Professional Services Account to fund cable access services.

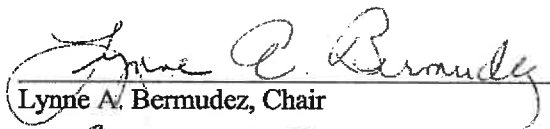
The Town established a PEG Access and Cable Related Fund to reserve franchise fees and other cable related revenues to support Public, Educational and Governmental ("PEG") Access Services. Operating costs for professional services will require an additional allocation of \$1,100 for Fiscal Year 2021 professional services provided by BCATv. These expenses require a transfer and appropriation to meet all Fiscal Year 2021 expenses.

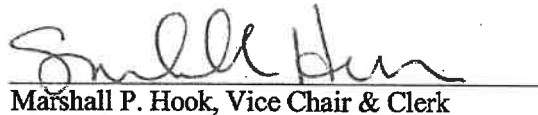
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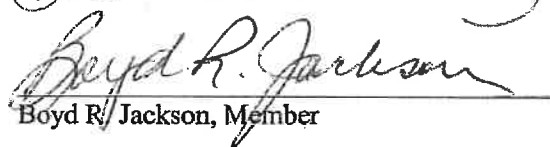
Hereof fail not, and make due return of this Warrant, with your doing thereon, to the Town Clerk, at the time and place of meeting as aforesaid.

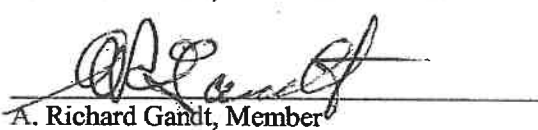
Given under our hands this First day of April in the year two thousand and twenty-one.

TOWN OF TOPSFIELD SELECT BOARD


Lynne A. Bermudez, Chair

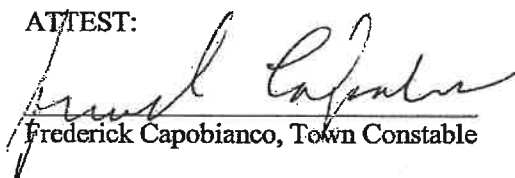

Marshall P. Hook, Vice Chair & Clerk


Boyd R. Jackson, Member


A. Richard Gandt, Member

A true copy

ATTEST:


Frederick Capobianco, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

Karen Dow
Karen Duval
Che Elwell, Chairman
Jonathan Guido
Michael Hartmann
David Larson
Eric Menzer

OFFICE OF THE SELECT BOARD
8 WEST COMMON STREET
TOPSFIELD, MA 01983

U.S. POSTAGE
PAID
PERMIT 51
TOPSFIELD, MA



TO ALL REGISTERED VOTERS:

CURRENT RESIDENT

TOPSFIELD, MA 01983

ANNUAL AND SPECIAL TOWN MEETING

Topsfield Town Common

SATURDAY, MAY 8, 2021 at 10:00AM

ANNUAL TOWN ELECTION

THURSDAY, MAY 20, 2021

7:00 AM to 8:00 PM

ST. ROSE CHURCH HALL

12 Park Street, Topsfield