

TOWN OF TOPSFIELD MASSACHUSETTS



ANNUAL AND SPECIAL TOWN MEETING WARRANTS

TOWN MEETING

**TUESDAY MAY 7, 2024
7:00 PM**

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

April 2, 2024

Dear Fellow Residents,

Topsfield residents and its employees have continually demonstrated why our town is such an amazing place to live. We thank the Town and School employees for continuing to adjust how they work to provide essential services to our residents. It takes a significant commitment from all to participate in supporting and improving our wonderful town. To achieve this, **we ask for more town residents to actively volunteer for boards and committees and increase their involvement.**

The Finance Committee, in accordance with its advisory responsibility established by Massachusetts General Laws, has considered each of the warrants and provided our recommendation as to what we believe is best for the town. Balancing the need to provide services with their affordability and overall alignment with the character of our town is a constant challenge. Ultimately, you, the town voters, review this Warrant, and vote at the Annual Town Meeting (ATM) and Special Town Meeting (STM) on Tuesday, May 7th. Some budget appropriations will require additional funding to be voted at the ballot on Thursday May 9th. (See the discussion below.) We look forward to your participation at both the Town Meeting and the Town Election.

The Finance Committee's warrant recommendations are the result of the process that began on November 3, 2023, when the Finance Committee issued guidelines. We are tracking the Town, Elementary School, and Masconomet's budgets separately and hold each to their own budget guidelines. Achieving these guidelines would allow the overall town levy to remain under the Prop 2 ½ level avoiding an override. Each of these entities may request a Proposition 2-1/2 Override for budget asks over guideline. Ultimately the Select Board decides whether to place an override before voters.

Similar to past years in the guideline letter, the Finance Committee highlights that some budgets continue to grow faster than 2½ %, primarily due to employee related costs which have grown at greater rates. With some existing salaries growing at 4 – 6% or more due to grids and COLAs (inflation adjustments) Topsfield will have to approve annual overrides of \$300,000 or more just to fund existing service levels. **The Finance Committee recommends that the supervising boards and committees look to better align future personnel costs more closely with the average wage growth of 3% that our residents experience.**

The operating budget for FY2025 for Topsfield is \$40,551,438 an increase of \$806,609 (2.03%). Deducting estimated revenues, the tax levy is \$30,615,502 an increase of \$902,031 (3.04%). This does not include a proposed override for Masconomet of \$336,556 as discussed below.

Town Operating Budget (Article 3rd)

The guidelines included appropriate adjustments to the salary and wage for non-represented personnel, negotiated contractual salaries and wages, and a 2.0% increase in "Other" costs for 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. Each department identifies costs that exceed guidelines and are asked to justify the need and its impact on the overall budget levy capacity imposed by Proposition 2-1/2.

Notable items in the Article Third budget, within guideline

- Life and Medical Insurance came in at \$2,576,172 a 4.96% increase.
- The salary & wage lines of town department budgets include settled contracts.
- The Debt Service budget decreased by \$14,425 or 1.31%.

The Finance Committee also considered a number of other requests over guidelines that are contractual or aim to improve Town services. Some of these were approved, including:

- Assessor software upgrade \$5,100
- Police \$5,500 to join NEMLEC for joint emergency response
- Increases to energy and fuel \$18,850
- Fire unfunded holiday overtime \$24,000
- Increased ambulance billing costs due to increased revenue \$3,000
- Salary reserve account \$10,000
- Election cost increase due to additional elections \$4,194
- Additional hours for the town services \$8,565
- Contractual increase to rubbish collection \$120,500

The total of all the approved contractual and other above guideline requests is \$238,640 or about 0.78% of the total tax levy; some of these items were offset by reductions in other line items or anticipated increases in revenues.

Elementary Schools (Article 3rd)

The guideline included a 2.25% increase over the Approved FY2024 Base Operating Budget. The Base Operating Budget excludes extraordinary special education (X-SPED) costs. Past practice has defined X-SPED costs as unexpected and one-time in nature.

The Three-Year forecast, included in the Elementary School FY2024 Approved Operating Budget Summary, projected a FY2025 budget increase of approximately 2.0% (including X-SPED). Also considering that health insurance growth is outside of the school's budgets, the Finance Committee determined that a 2.25% increase was a reasonable guideline.

The Finance Committee and Select Board understand that the School Committee approved a budget of \$11,790,026, however as of the day of print an official approved budget was not provided to the Finance Committee nor to the Select Board. In the absence of an approved budget and with a recognition of needs and affordability the Select Board and Finance Committee were able to find and provide an additional \$52,000 over guidelines resulting in an Elementary School Budget of \$11,419,452 in Article 3rd for an increase of 2.7%.

Overall salaries and special education are two of a number of items within the Elementary Schools proposed budget that had substantial increases. The Elementary Schools Committee's new definition of X-SPED includes items that reflect the changing nature of accommodating the needs of students but are not "one-time in nature" nor "unexpected". The expanded definition results in a request for X-SPED increase of \$364,903 a 314% increase. Such an increase was not achievable with the levy capacity.

The Finance Committee encourages the TESC to use FY2024 unencumbered funds to fund the existing Special Education Reserve Fund, adopted at the 2019 ATM. Using this mechanism, up to an additional \$134,754 could be transferred to support FY2025 SPED needs. This would result in funding of \$275,327 or 75% of the requested X-SPED.

The Finance Committee also recommends the adoption of a Special Education Stabilization Fund in Article 43rd of this warrant to support future Special Education needs.

Masconomet Budget (Article 5th)

The guideline for the Masconomet Operating & Maintenance (O&M) Budget was 2.75% for their overall budget ("Community Contributions"); The Masconomet operating budget increased by 2.2%. Topsfield's share is calculated based on State mandated Net School Spending requirements and Topsfield's share of Masconomet enrollment. This represents an overall increase in Topsfield's operating assessment of 6.9%.

Note that Masconomet's budget appropriation only needs to be approved by two of the three towns at the respective ATM's. Because Boxford and Middleton's enrollment figures are dropping their Masconomet budget increases are substantially lower. It is expected they will approve their shares of the Masconomet budget and Topsfield will be compelled to fund its full share.

While we were able to absorb \$50,000 of the additional ask, to fully fund our share, Topsfield needs to approve the appropriation, including the amount subject to an override of \$336,556. The override must also pass at the ballot on May 9. ***Without the passage of the Proposition 2-1/2 ballot vote, Topsfield will have to find the funds from its approved ATM appropriations, which will most likely require funding cuts of over \$300,000 to other town services.***

This override requests will result in an estimated tax increase of \$0.17/\$1,000 of Total Value on your real estate tax bill or approximately \$148 increase on the average tax bill.

Article 41st requests a free cash transfer of \$116,437 as Topsfield share of urgent capital improvements to the buildings and grounds.

Article 42nd will authorize Masconomet to issue debt of \$5,000,000 to plan and design, significant repairs and improvements to the roof, HVAC and building management systems. This debt will not incur costs until FY2026. This debt authorization requires approval of all three towns at the ATMs and the election.

Water Enterprise (Article 4th and Articles 26th – 29th)

The Water Enterprise, providing water to the majority of Topsfield residents, has an overall budget of \$2,383,138 an increase of 4% driven primarily by new debt payments, salary and indirect costs. We are also recommending positive action on Water Department retained earnings to be used for: Water meter replacement, water tank repair, pressure zone survey, pump station roof replacement totaling \$375,000.

**Capital and One-Time Purchases funded with Free Cash and other reserve accounts
(Articles 9th-19th, 21st-25th, 30th, and 34th)**

The Finance Committee worked with the Town Administrator and departments/boards on prioritizing funding for a number of capital and one-time purchase items. During the ATM, Finance Committee recommends funding various items from Free Cash, including:

- Traditional uses including TTC Grant, Senior Care Grant, and Town Facilities Repair Fund
- Police cruisers, radio equipment, charging station, replacement firearms, AEDs
- Fire truck \$1,015,000
- Public works plow, robotic lawnmower
- Council on Aging bus
- Previously mentioned Masco Capital improvements \$116,704
- Special Opioid Fund \$31,542.60

These were deemed the most important of many competing needs and total \$1,686,772. This will be funded by Free Cash of \$971,772 and stabilization and other reserve accounts of \$715,000.

Due to the town remaining committed to our strong financial policies we can fund these significant capital items without the need to borrow.

Additional Warrants:

There are additional warrant articles that the Finance Committee reviewed and will be presented and discussed, including zoning, employee retirement buyback, and military leave.

The Finance Committee has also voted to use Free Cash to make annual contributions in the amounts of \$100,000, \$25,000, and \$400,000 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 with our financial policies for OPEB and the two stabilization funds and in anticipation of upcoming capital needs.

We encourage you to read the warrants carefully, then participate in the Town Moderator's Forum on April 25th and Annual Town Meeting, and to consider both the immediate and long-term implications of all the important decisions before you. Additional details 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	David Larson, Vice Chair	Catherine Hodges	Jonathan Guido
Michael Hartmann	Heidi Fox	Matiely Lugo-Gomez	

Dear Citizens of the Town of Topsfield,

Our Annual Town Meeting (ATM) and Special Town Meeting (STM) will be held at **7 p.m., Tuesday, May 7, 2024 at Masconomet Regional High School Auditorium at 20 Endicott Rd., Boxford MA.**

“Town Meeting” is the legislative body of Topsfield, where citizens decide, and vote on, how to allocate resources for the next fiscal year. Each citizen has the right to discuss and vote on the articles presented in the annual Town Warrant, as they come before the general body at the ATM. In order to participate in the ATM, you must be a registered voter in the Town of Topsfield.

Our appointed Finance Committee and elected Select Board do an extraordinary job overseeing our Town’s annual budget. Each year, these dedicated public servants work to keep tax assessments low, while maintaining services for our Town. The Town of Topsfield tax base is primarily dependent upon real estate revenue.

During this year’s ATM, we will package a block of articles in the Town Warrant, using a technique called a Consent Agenda. (Please refer to *CONSENT AGENDA ONE, found on page 4*)

- A Consent Agenda addresses 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.
- The process of using the Consent Agenda requires suspension of the usual rule that the ATM acts on each article separately. This approach requires unanimous consent, hence the use of the term Consent Agenda.
- The Consent Agenda represents Article Seventh through Article Thirteenth. When Article Seventh is called upon, a motion will be made to adopt the Finance Committee’s recommendations on each article included within the Consent Calendar.
- When the Consent Agenda motion is made, the Moderator will ask whether any voter objects to the inclusion of any of the articles which are listed.
- Any voter may rise and object to the inclusion of any particular article in the Consent Calendar. (Articles 7th to 13th)
- Any article within the Consent Agenda to which an objection has been raised will be removed from the Consent Calendar and 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 to which no objection has been made will then be offered for acceptance by the Town Meeting in a single vote without debate.


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 Town Administrator/Select Board’s Office by telephone at 978-887-1500 before Town Meeting.

Prior to the ATM and STM, the Town of Topsfield will hold a Moderator's Forum to preview all the articles that are scheduled to be addressed at this year's ATM and STM. This will take place at 7PM a week before the ATM and STM. (Details will be under the News Section of the Town Website). If you have questions or concerns about any of the Warrant Articles, this is the appropriate forum to air those questions.

If you plan on presenting a report to the general citizenry, as specified in Article the First, during the ATM and STM, you must let the Town Moderator know ahead of time so that necessary planning and equipment are put in place.

I look forward to conducting our Annual Town Meeting with our community, with an emphasis on respectful dialogue, and timeliness.

With Gratitude,

A handwritten signature in cursive script that reads "Jamie Zahlaway Belsito".

Jamie Zahlaway Belsito, Town Moderator

Town of Topsfield (moderator@topsfield-ma.gov)

2024 Annual Town Meeting

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TOWN OF TOPSFIELD



WARRANT FOR THE 2024 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
HIGH SCHOOL AUDITORIUM
20 ENDICOTT ROAD, BOXFORD MA**

in said Boxford, on Tuesday, the seventh day of May, 2024, at seven o'clock in the evening (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 2025 to be voted under Article Third, or take any other action relative thereto.

Account:	Amount:
Conservation Commission	5,000
Cemetery Revolving Account	15,000
Cemetery Perpetual Care Fund	25,000
Cemetery Sale of Lots Account	10,000
Cable/PEG Fund	55,476
Total Balance to Transfer:	\$110,476

Recommended that the Town vote to transfer the sum of \$110,476 from various funds listed under this Article Second in the warrant and appropriate the same to fund the General Operating Budget in Fiscal Year 2025 to be voted under Article Third.

This article transfers available funds from various accounts to help fund the Fiscal Year 2025 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, 2024 for Fiscal Year 2025, 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 \$25,488,895 for elementary schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2024, and determine the manner of expending the same as stated in Attachment A of the warrant; and to meet said appropriation, in addition to the amount transferred for such purposes under Article Second, raise and assess the sum of \$25,378,419.

This article approves the Fiscal Year 2025 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 \$110,476 to fund a portion of Fiscal Year 2025 General Operating Budget, thereby reducing the total amount to be raised.

Please refer to “Attachment A” for the detailed Fiscal Year 2025 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 2025 and determine the manner of expending the same, or take any other action relative thereto.

WATER DEPARTMENT OPERATING BUDGET			
Actual			Proposed
Appropriation			Appropriation
FY2024			FY2025
\$ 396,884	Salary & Wages		\$ 413,785
441,350	Other		441,050
650,500	Long-Term Debt Principal		643,600
310,221	Long-Term Debt Interest		284,462
-	Short-Term Debt Principal		-
40,000	Short-Term Debt Interest		120,000
5,000	Debt Issue Costs		5,000
150,000	Water Reserve Fund		150,000
130,000	Unanticipated Emergency		140,000
2,123,955		SUB-TOTAL – DIRECT COSTS:	2,197,897
167,440	Indirect Costs		184,241
\$2,291,396		TOTAL WATER DEPARTMENT BUDGET:	\$2,382,138

Recommended that the Town vote to transfer from Water Revenue the sum of \$2,197,897 and appropriate the same as detailed under this Article Fourth in the Warrant, to operate the Water

Department from July 1, 2024, through June 30, 2025, and to confirm the sum of \$184,241 of indirect costs appropriated in the General Fund under Article Third, to be funded from Water Revenues.

This article approves the Fiscal Year 2025 Operating Budget for the Water Department.

ARTICLE FIFTH:

MASCONOMET REGIONAL SCHOOL DISTRICT OPERATING ASSESSMENT

To see if the Town will vote to approve a Fiscal Year 2025 Budget for 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 Operating Assessment of same, or take any other action relative thereto.

Recommended that the Town vote to raise, assess and appropriate the sum of \$9,424,067 to fund a portion of the Town's share of the Fiscal Year 2025 Masconomet Regional School District Operating Assessment and the additional sum of \$336,556 to fully fund the amount assessed to the Town under the Fiscal 2025 Masconomet Regional School District Operating Assessment, provided, however, that such additional appropriation shall be expressly contingent upon approval by the voters at an election of a Proposition 2 ½ override pursuant to MGL c. 59, § 21C(g); and, further, to acknowledge that if such override is passed at the election, the Town will have approved the Masconomet Regional School District FY2025 Operating Assessment in the requested amount of \$33,243,846. The Masconomet Regional School District General Fund Operating Expense Budget for Fiscal Year 2025 is \$40,676,236.

This article appropriates, within the Finance Committee guidelines of a 2.75% increase from FY24, a portion of the Town's FY25 Masconomet Regional School District Operating Assessment. The article also includes an additional appropriation, contingent on approval by the Town voters of a Proposition 2 ½ override. Masconomet Regional School District FY25 proposed Operating Assessment is \$33,243,846. Under the finance committee guidelines Topsfield's Operating Assessment would be \$9,424,067. An additional \$336,556 is proposed as supplemental funding for the Masconomet Regional School District Operating Assessment to meet the District's proposed Operating Assessment budget; however, that additional appropriation is subject to the approval by the voters of the Town at the May 9, 2024 Annual Town Election of a Proposition 2 ½ override. Two of the three towns in the district (Topsfield, Middleton and Boxford) must appropriate the full amount of their Town's Total Assessment for the proposed Operating Assessment budget of \$33,243,846. If the override is successful, the estimated average tax bill will increase by an additional \$147.68 beginning next year.

ARTICLE SIXTH:

ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

To see if the Town will vote to approve the Fiscal Year 2025 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 2025 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$39,500,887 and raise, assess and appropriate the sum of \$446,717 for the Town's share of the assessment of same.

This article approves the Fiscal Year 2025 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 a decrease of four students from the prior year. Topsfield’s FY25 assessment represents a 10.4% decrease over FY24.

***** **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 2025 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 \$21,525 as a grant for Fiscal Year 2025 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 2025 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:**

ASSESSOR SOFTWARE UPGRADE

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 upgrade of the Assessor's CAMA property database software, 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 \$5,000 to be expended by the Select Board to fund the purchase and upgrade of the Assessor's CAMA property database software, including all incidental and related expenses.

This article would allow the Town's Assessing Department to upgrade their CAMA property database, software, which hosts all the real estate and personal property records for the Town. The current software is ending its useful life as it was developed with language using Microsoft VB6 which is no longer supported, making it incompatible with new technology. The upgraded CAMA property database software has the capacity to be hosted in the cloud versus on-site server. The ability to host the database in the cloud eliminates the cost of maintaining and replacing servers and protects against physical damage and ransomware. The \$5,000 represents a one-time cost for software upgrade to AP5, set-up, installation and training.

***ARTICLE TWELFTH:**

BIENNIAL GASB 74 & 75 ACTUARY STUDY

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 biennial GASB 74 & 75 Actuary Study, 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 \$8,500 to be expended by the Select Board to fund the biennial GASB 74 & 75 Actuary Study, including all incidental and related expenses.

This article would provide funds for the Town's Treasurer and Collector's Department to contract a required third-party financial consultant to provide a biennial actuary study of the Town's Other Post-Employment Benefits (OPEB Trust Fund) as required by law.

***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 \$30,000 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 repair and maintenance needs that exceed appropriations available in the General Operating Budget in Article Third.

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

ARTICLE FOURTEENTH:

POLICE CRUISERS

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 two new Police Cruisers, 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 \$180,000 to be expended by the Select Board, with the advice of the Police Chief, to purchase and equip two new Police Cruisers, including all incidental and related expenses.

This article allows the Town to continue its annual replacement schedule of front-line police cruisers on a rotating basis. Police cruisers were not replaced in FY2021 and FY2023 resulting in an older fleet of vehicles requiring above average maintenance and costs and a request for two police cruisers (rather than the typical one) is proposed in FY2025. Each police cruiser will be outfitted with all necessary equipment, latest communication technology and other incidentals. It is anticipated that two (2) vehicles from the Police Department's fleet will be traded in.

At this time, it is anticipated that two pursuit rated Chevy Tahoe SUV's will be purchased this coming year.

ARTICLE FIFTEENTH:

POLICE STATION ELECTRIC VEHICLE CHARGING STATION

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 an electric vehicle charging station, 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 \$13,000 to be expended by the Select Board, with the advice of the Police Chief, to purchase and install an electric vehicle charging station, including all incidental and related expenses.

This article would allow the Town to purchase one dual port electric vehicle charging station to be located in the Topsfield Police Station parking lot, which will provide necessary infrastructure to support the

current Police Department's 2022 Ford Mustang Mach E electric police cruiser and future expansion of Topsfield Police Department's fleet of electric vehicles.

ARTICLE SIXTEENTH:

POLICE RADIO REPEATER

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 a Radio Repeater, 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 \$25,000 to be expended by the Select Board, with the advice of the Police Chief, to purchase and install a Radio Repeater, including all incidental and related expenses.

This article would allow the Town to purchase and install a new Radio Repeater. A Radio Repeater allows for all radio communication to take place between officers and dispatch. The current radio repeater is over twenty-five years old, has recently failed intermittently at certain times and does not conform to modern digital technologies. The Topsfield Police Department has invested in digital communication devices over the past few years and the new system will be easily migrated. The current radio repeater will be used as the back-up system for added safety and security.

ARTICLE SEVENTEENTH:

POLICE FIREARMS 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, with the advice of the Police Chief, to purchase Firearms and Firearm Accessories, 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 \$18,000 to be expended by the Select Board, with the advice of the Police Chief, to purchase Firearms and Firearm Accessories, including all incidental and related expenses.

This article would allow the Town to purchase new handguns for the entire Topsfield Police Department. The current handguns were purchased in 2017. The new handguns include a MOS Optic System, flashlight, and holster. The expected life of the new handguns is eight years. The twenty-four decommissioned handguns will be traded in with an estimated value of \$354.00 per handgun, which is reflected in the net amount requested in this article.

ARTICLE EIGHTEENTH:

POLICE VEHICLE AED

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 Automatic External Defibrillators (AED), 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 \$15,000 to be expended by the Select Board, with the advice of the Police Chief, to purchase Automatic External Defibrillators (AED), including all incidental and related expenses.

This article would allow the Town to purchase a total of six (6) Automatic External Defibrillators (AED), allowing for all front-line cruisers and secondary police vehicles as well as the Police Station to be

equipped with an AED. Currently, the Police Department possesses two (2) AED which have already outlasted their life expectancy of 19 years. This purchase will ensure each officer has the proper equipment in their immediate possession in the event they need to care for someone suffering a potentially fatal arrhythmia.

ARTICLE NINETEENTH:

FIRE ENGINE

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 Fire Chief, to purchase and equip a new fire engine, including all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate the total sum of \$1,015,000, to be expended by the Select Board, with the advice of the Fire Chief, to purchase and equip a new Fire Engine, including all incidental and related expenses; with the sum of \$350,000 to come from the Free Cash, the sum of \$390,000 to come from the Capital Stabilization Fund, as well as the sum of \$275,000 to come from the Ambulance Stabilization Fund.

This article would allow the Town to purchase and equip a new Fire Engine. The Town currently owns a 2001 Pierce Dash Pumper, which will soon exceed the National Fire Protection Agency (NFPA) recommended guidelines of removal from service after 15 years and to be placed in reserve status. The latest estimates are between 24 to 36 months lead time on construction and delivery of a new Fire Engine. In recent years maintenance and repairs of the current Pumper have been elevated. Currently, the 2001 Pumper is not compliant with NFPA standards for the braking system, vehicle stability, and engine emissions. It is anticipated that the 2001 Pumper will be designated for surplus and sold to a third party.

ARTICLE TWENTIETH:

--WITHDRAWN--

ARTICLE TWENTY-FIRST:

PUBLIC WORKS SNOW PLOWS

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 Snow Plows, 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 \$38,000 to be expended by the Select Board to purchase and equip Snow Plows, including all incidental and related expenses.

This article would allow the Town to replace two aging and structurally deficient front-line plows that are used regularly during the snow season. The Highway Department uses these on their heavy-duty trucks.

ARTICLE TWENTY-SECOND:

PUBLIC WORKS ROBOTIC LAWNMOWER

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 Robotic Lawn Mower, 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 \$33,000 to be expended by the Select Board to purchase and equip a Robotic Lawn Mower, including all incidental and related expenses.

This article would allow the Town to purchase an industrial grade robotic lawn mower for the fields at Klock Park. The robotic lawn mower would use GPS coordination to automatically mow multiple times a week during off-hours. The lawn mower is electric and recharges after each use. This will allow for increased care at Klock Park and the redistribution of personnel to address other upkeep needs in Town.

ARTICLE TWENTY-THIRD:
COUNCIL ON AGING BUS

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 partially fund the purchase and equipping of a new Council on Aging Minibus, including all incidental and related expenses, and to trade-in or sell a 2012 Cutvan, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$40,000 to be expended by the Select Board to partially fund the purchase and equipping of a new Council on Aging Minibus, including all incidental and related expenses, and to trade-in or sell a 2012 Cutvan.

This article would allow the Town to partially fund the purchase of a new Council on Aging (COA) 14-passenger ADA compliant Minibus. The Town is applying for a state grant which will contribute \$152,000 (80%) of the total cost for a new bus, which is estimated to be \$190,000. The \$40,000 will be the Town's contribution for the purchase and outfitting of the new Minibus. The Town will only purchase the new bus if it receives the grant funds. The current COA Bus is a 2012 Cutvan, which, in addition to expected wear and tear, has recently had a number of maintenance and engine issues. The COA Bus is used regularly to provide seniors transportation to appointments, shopping and day trips.

ARTICLE TWENTY-FOURTH:
LIBRARY PUBLIC WIFI SERVER REPLACEMENT

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 purchase and installation of a new Public WiFi Server at the Library, including all incidental or 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 Select Board to purchase and install a new Public WiFi Server at the Library, including all incidental and related expenses.

This article would allow the Town to purchase a new WiFi Server. The current server is out of warranty and has neared the end of its useful life. This purchase will ensure public WiFi access can continue without interruption.

ARTICLE TWENTY-FIFTH:
LIBRARY BASEMENT WATER REMEDIATION

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to partially fund the purchase and installation of a water drainage system for the basement of the Library, including all incidental or 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 Select Board to partially fund the purchase and installation of a water drainage system for the basement of the Library, including all incidental and related expenses.

This article would allow the Town to contribute towards the remediation of water infiltration in the basement of the Library by improving the drainage system and sump pumps. The basement has had water and flooding issues for some time. Mold remediation has been performed and has resulted in damage to floors and walls. The total cost for this project is estimated to be \$37,000. Funds from the Library department budget and the Town Facilities and Maintenance Fund will also be used to pay for the entirety of this project.

ARTICLE TWENTY-SIXTH:
WATER METER REPLACEMENT

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 purchase and installation of new water meters, including all incidental or related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Water Enterprise Fund Retained Earnings the sum of \$175,000, to be expended by the Select Board, to fund the purchase and installation of new water meters, including all incidental or related expenses.

This article would fund the purchase and installation of new water meters for 25% of the town's water customers. This would be the second year of a four-year program to replace older and failing water meters in town with new state of the art equipment. There has been an increase in the requested amount of funds from last year due to material cost increasing and outside labor.

ARTICLE TWENTY-SEVENTH:
GARDEN STREET WATER TANK REPAIRS

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 repairs to the Garden Street Water Tank, including all incidental or related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Water Enterprise Fund Retained Earnings the sum of \$75,000, to be expended by the Select Board, to fund repairs to the Garden Street Water Tank, including all incidental or related expenses.

This article would allow the Water Department to make necessary concrete repairs to the Garden Street Water Tank as well as the replacement of the mixing system. This work will extend the life of the tank and ensure water quality is uniform.

ARTICLE TWENTY-EIGHTH:
WATER PRESSURE ZONES IMPROVEMENT STUDY 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 a study and the design for improved water pressure zones, including all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Water Enterprise Fund Retained Earnings the sum of \$100,000, to be expended by the Select Board, to fund a study and the design for improved water pressure zones, including all incidental or related expenses.

This article would allow the Water Department to commission a study to determine the most appropriate way for Topsfield to comply with the Massachusetts Department of Environmental Protection (MassDEP) requirement that all service lines have a rating of at least 20 psi. Currently there are a small number of homes that do not meet this standard. In addition, the study will also address any other distribution system deficiencies that exist which require remediation.

ARTICLE TWENTY-NINTH:

NORTH STREET PUMP STATION WAREHOUSE 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 replace the roof on the Warehouse located at the North Street Pump Station, including all incidental or related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Water Enterprise Fund Retained Earnings the sum of \$25,000, to be expended by the Select Board, to fund the replacement of the roof on the Warehouse located at the North Street Pump Station, including all incidental or related expenses.

This article would allow the Water Department to replace the failing warehouse roof located at the North Street Pump Station. The roof was last replaced over twenty-five years ago.

ARTICLE THIRTIETH:

KLOCK PARK GROUNDS

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 address natural turf deficiencies at Klock Park, as may be needed from time to time, including all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate the sum of \$10,000 from Free Cash, to be expended by the Select Board, to address natural turf deficiencies at Klock Park, as may be needed from time to time, including all incidental and related expenses.

This article would fund additional treatments, to the natural turf located at Klock Park, which would help maintain and/or improve the grass. The Town has embarked on a multi-year effort to address short-term and long-term needs to improve the playing surface. These funds would be available in the event of an emergency such as, but not limited to, pest infestation or drought so that the efforts already deployed will not be lost due to unforeseen events in the future.

ARTICLE THIRTY-FIRST:

TREE REMOVAL AT PINE GROVE CEMETERY

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 removal of hazardous trees from Pine Grove Cemetery, including all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Cemetery Perpetual Care Fund the sum of \$50,000 to be expended by the Select Board to fund the removal of hazardous trees from Pine Grove Cemetery, including all incidental and related expenses.

There are a number of hazardous trees, as determined by the Tree Warden, located in and around Pine Grove Cemetery. This article would allow the Town to address these hazardous trees which are typically dead or diseased.

ARTICLE THIRTY-SECOND:

PUBLIC EMPLOYEE RETIREMENT BUY-BACK OPTION

To see if the Town will vote to accept the third sentence of Massachusetts General Laws Chapter 32, Section 4(2)(b), allowing a reserve or permanent-intermittent police officer or a reserve, permanent-intermittent or call fire fighter retiring from the Town to receive, in addition to the five years of credit allowed pursuant to the preceding sentence of the statute, one day of full-time service credit for each day in any year which is subsequent to the fifth year following said appointment and on which a reserve or permanent-intermittent police officer or a reserve, permanent-intermittent or call fire fighter was assigned to and actually performed duty as a reserve or permanent-intermittent police officer or reserve, permanent-intermittent or call fire fighter; provided, however, that such service as a permanent-intermittent or call fire fighter shall be credited only if such fire fighter was later appointed as a permanent member of the fire department, or take any action relative thereto.

Recommended that the Town vote to accept the third sentence of Massachusetts General Laws Chapter 32, Section 4(2)(b), which would permit reserve or permanent-intermittent police officers, or a reserve, permanent-intermittent, or call firefighter subsequently appointed as a permanent member of the fire department, to receive credit for service rendered beyond five (5) years.

This article will allow for employees who work greater than five years as a Topsfield Call Fire Fighter or Reserve Police Officer to “buy-back” their time through the Essex County Retirement Board, in the event they become full-time employees of the Town of Topsfield. If bought back by the employee, it will provide them with more time credited in their pension calculation at the time of their retirement.

ARTICLE THIRTY-THIRD:

PUBLIC EMPLOYEE ACTIVE MILITARY DUTY COMPENSATION

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 33, Section 59, which provides that Town employees serving in the armed forces of the Commonwealth, or a reserve component of the armed forces of the United States, shall be entitled to receive pay without loss of ordinary remuneration (compensation, benefits and job security) as a public employee during service in the uniformed service; or take any other action thereto.

Recommended that the Town vote to accept the provisions of Massachusetts General Laws Chapter 33, Section 59, which provides that Town employees serving in the armed forces of the Commonwealth, or a reserve component of the armed forces of the United States, shall be entitled to receive pay without loss of ordinary remuneration (compensation, benefits and job security) as a public employee during service in the uniformed service.

This article, if approved, would accept a provision of state law that affords certain pay and benefits to Town employees serving active duty in the military. Town employees would be entitled to the same paid military leave that employees of the Commonwealth of Massachusetts are given. Presently, Town employees are entitled to unpaid but job-protected military leave under USERRA. This provision does not currently apply to any employees of the Town.

ARTICLE THIRTY-FOURTH:

AMEND ZONING BYLAW: MBTA COMMUNITIES MULTI-FAMILY OVERLAY DISTRICT

To see if the Town will vote to amend the Topsfield Zoning Bylaws, by inserting a new Article XVIII, MBTA Communities Multi-family Overlay District, to the Town Zoning By-Laws, as set forth in the document on file with the Office of the Town Clerk entitled: "Article XVIII MBTA Communities Multi-Family Overlay District," and further vote to amend Article II, Establishment and Descriptions of Districts, and Article III, Use Regulations of the Zoning Bylaws, as follows, with the provisions to be deleted shown in ~~strike through~~ and the provisions to be added shown in ***bold italics***, or take any other action relative thereto:

Add Article XVIII MBTA Communities Multi-Family Overlay District to the Topsfield Zoning Bylaws, as set forth in the document on file with the Office of the Town Clerk entitled "Article XVIII MBTA Communities Multi-Family Overlay District."

Amend Article II, 2.01 Classes of Districts by adding:

L. MBTA Communities Multi-Family Overlay District

Amend Article II, 2.08 Zoning Map

The authenticity of the Zoning Map shall be identified by the signature of the Town Clerk and the imprinted seal of the Town under the following words: "This is to certify that this is the Zoning Map referred to in Article II of the Zoning Bylaw of the Town of Topsfield, Massachusetts, which was approved by the Town Meeting on May 1, ~~2012~~, ***7th, 2024***."

Amend Article III, 3.02 Permitted Uses, and 3.04 Table of Use Regulations, Overlay Districts to include MBTA Communities Multi-Family Overlay District as shown below.

Elderly Housing District	Permitted in all zones by Special Permit. See Article III, 3.16
Groundwater Protection District	See Article XI for delineation and permitted uses.
Flood Plain District	See Article VI for delineation and permitted uses.
<i>MBTA Communities Multi-Family Overlay District</i>	<i>See Article XVIII for delineation and permitted uses.</i>

Amend Article III, 3.02 Permitted Uses, and 3.04 Table of Use Regulations, to include:

<i>1.7</i>	<i>MBTA Communities Multi-Family Housing</i>	<i>See MBTA Communities Multi-Family Overlay District above.</i>
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Recommended the Town vote to amend to the Topsfield Zoning Bylaw, by adding Article XVIII, MBTA Communities Multi-Family Overlay District, as set forth in the document on file with the Office of the Town Clerk entitled: "Article XVIII MBTA Communities Multi-Family Overlay District," and further, to amend Article II, Establishment and Descriptions of Districts, and Article III, Permitted Uses of the Zoning Bylaws, as set forth in this Article Thirty-Fourth in the warrant.

This article would adopt an MBTA Communities Multi-Family District Overlay Zone, as required by the State (MGL c40A, § 3A), in which multi-family housing is allowed by right and would add that overlay district to the appropriate locations in Topsfield's Zoning Bylaw.

ARTICLE THIRTY-FIFTH:

AMEND ZONING BYLAW: MULTI-FAMILY HOUSING

To see if the Town will vote to amend the Topsfield Zoning Bylaw by adding Section 3.17 to Article III, as shown below in ***bold italics***, or take any other action relative thereto:

3.17 Two-Family and Multi-Family Dwellings

A. In the Business Highway, Business Highway North and Business Park districts, multiple structures accommodating two family dwellings and multi-family dwellings are allowed by Special Permit provided that they conform to the density and dimensional standards of Article IV, 4.02 and Board of Health rules and regulations.

B. In mixed-use projects, a building may include by Special Permit two or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

Recommended the Town vote to amend the Topsfield Zoning Bylaws, by adding Section 3.17 to Article III, as set forth in this Article Thirty-Fifth in the warrant.

This new section allows for the construction of more than one Two-Family or Multi-Family structure on lots that currently would allow only one such structure. The districts affected by this new section are the Business Highway, Business Highway North and Business Park. In addition, this section would allow for the conversion or addition of a second story to commercial properties.

ARTICLE THIRTY-SIXTH:

AMEND ZONING BYLAW: BUILDABLE AREA

To see if the Town will vote to amend Topsfield Zoning Bylaws, with the provisions to be deleted shown in ~~strike through~~ and the provisions to be added shown in ***bold italics***, or take any other action relative thereto, as follows:

Amend, in Article I, Definitions, as follows:

1.12 Buildable Area. That portion of a lot which is composed of ground dry and permeable enough to permit construction of a dwelling and appurtenances thereto including the installation and use of facilities for disposal of sewage. Buildable Area shall not include any area within a Flood Plain District as defined in Article VI. That portion of a lot which is composed of soil of sufficient quality to permit the safe construction of structures, appurtenances thereto, and facilities for the disposal of sewage and which does not include any part or whole of a street, watercourse, banks of a watercourse, water body, vernal pool, bordering or isolated vegetated wetland as defined in the Massachusetts Wetlands Protection Act Regulations 310 CMR 10.00, et. Seq., or the Topsfield Wetlands General Bylaw, or area within a Flood Plain District as defined in Article VI.

Amend, in Article IV, Density and Dimensions Regulations, Section 4.08 Minimum Buildable Area, and re-letter the remaining definitions, as applicable, all as follows:

4.08 Minimum Buildable Area.

A. Each lot in the Outlying Residential and Agricultural and the Inner Residential and Agricultural Districts shall have a minimum of thirty thousand (30,000) contiguous square feet of **Buildable Area**, and each lot in the Central Residential District shall have a ~~buildable~~ minimum of twenty thousand (20,000) contiguous square feet of **Buildable Area as defined in Article I, 1.12.** (Art. 18, 5/5/1981)

B. ~~Buildable area shall be comprised of acreage not including any part of a street or any part of any watercourse, water body, vernal pool, bank, and bordering or isolated vegetated wetland as defined by the Massachusetts Wetlands Protection Act Regulations 310 CMR 10.00, et. Seq., or the Topsfield Wetlands General Bylaw. (Art. 39, 4.08 — B. 5/3/2005)~~

Recommended the Town vote to amend the Topsfield Zoning Bylaws, Article I, Definitions, 1.12 Buildable Area, and Article IV, Density and Dimensions Regulations, Section 4.08, Minimal Buildable Area, as set forth in this Article Thirty-Sixth in the warrant.

The existing Zoning Bylaws currently has two definitions for Buildable Area, one in Article I, Definitions and one in Article IV, 4.08. These amendments place the definition in Article I only and revise Article IV, 4.08 to reflect the change.

ARTICLE THIRTY-SEVENTH:

AMEND ZONING BYLAW: PARKING

To see if the Town will vote to amend Article IV, 4.12 Parking of the Topsfield Zoning Bylaws, as follows, with the provisions to be deleted shown in ~~strike through~~ and the provisions to be added shown in ***bold italics***, or take any other action relative thereto:

- A. General Requirements. All off street parking areas and loading areas, other than those provided for dwellings, but including drives and other access ways, shall be treated with bituminous or other impervious surfacing material ***or pervious surfacing materials but not including grass or soil not contained within a paver or other structure*** and shall be provided where necessary with appropriate bumper and wheel guards. ***The use of pervious surfacing in commercial and industrial developments requires the approval of the DPW Superintendent. Parking areas composed of pervious surfaces may be provided to meet all or part of any required parking on a lot unless there are environmental limitations.*** Illuminations shall be so arranged as to deflect light away from adjoining lots and abutting streets; and screening shall be provided where required by this By-Law.

Recommended the Town vote to amend the Topsfield Zoning Bylaws, Article IV, 4.12 Parking, as set forth in this Article Thirty-Seventh in the warrant.

This amendment allows for pervious surfacing in parking areas as an alternative to impervious pavement. Pervious surfaces, which are a feature of low-impact development practices and are encouraged for all

land uses and lots, reduce site runoff and help recharge the ground water. This amendment responds to one of the requirements for Topsfield's MS4 Permit (Municipal Septic Storm Sewer System).

ARTICLE THIRTY-EIGHTH:

AMEND ZONING BYLAW: FLOOD PLAIN DISTRICT

To see if the Town will vote to amend the Topsfield Zoning Bylaws, Article VI, Flood Plain District, as follows, with the provisions to be deleted shown in ~~strike through~~ and the provisions to be added shown in ***bold italics***, or take any other action relative thereto:

6.02 Description of District

The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Topsfield designated as Zone A or AE on the Essex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Essex County FIRM that are wholly or partially within the Town of Topsfield are panel numbers 25009C0261FG, 25009C0262FG, 25009C0263FG, 25009C0264FG, 25009C0266FG, 25009C0267FG, 25009C0268FG, 25009C0269FG, 25009C0401FG, 25009C0402FG, and 25009C0406FG, dated ~~July 3, 2012~~ ***May 26, 2023***. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Essex County Flood Insurance Study (FIS) report dated ~~July 3, 2012~~ ***May 26, 2023***. The FIRM and FIS report are incorporated herein by reference into the Town's Zoning Map approved by the Town Meeting on ~~May 1, 2012~~ ***May 7, 2024*** and are on file with the Town Clerk.

Recommended the Town vote to amend the Topsfield Zoning Bylaws, Article VI, Flood Plan District, 6.02 Description of District as set forth in this Article Thirty-Eighth in the warrant.

Effective May 26, 2023, the Federal Emergency Management Agency (FEMA) issued a new Essex County Flood Insurance Rate Map which included modified panels. This amendment simply updates the number of those panels in the Town's bylaw as well as the related date references.

ARTICLE THIRTY-NINTH:

--WITHDRAWN--

ARTICLE FORTIETH:

AMEND ZONING BYLAW: USE REGULATIONS AND TABLE OF USES

To see if the Town will vote to amend the Topsfield Zoning Bylaws, Article III, 3.02 Permitted Uses and 3.04 Table of Use Regulations, Article I, Definitions 1.86 Professional, Technical, Scientific and Business Offices, and Article III, 3.06 Uses in the Business Park as follows with the provisions to be deleted shown in ~~strike through~~ and the provisions to be added shown in ***bold italics***, or take any other action relative thereto:

Amend Article III, 3.02 Use Regulations and 3.04 Table of Use Regulations, as follows:

In the Business Village ~~Mixed Use Zone mixed~~, ***Business Highway, Business Highway North, and Business Park districts***, mixed uses shall be allowed provided that each principal use is separately allowed in the bylaw for that ~~Business Village~~ district.

Mixed Use	BV=Business Village
	BH= Business District Highway
	BHN= Business District Highway North
	BP=Business Park
Commercial	BP= Business Park

Amend Article III 3.02 Permitted Uses and 3.04 Table of Use Regulations as follows and renumber remaining sections accordingly:

4. Retail and Service		ORA	IRA	CR	BV	BH	BP	BHN
4.07	Optical Goods Store	NP	NP	NP	P	S -P	S -P	S -P
4.08	Cosmetics, beauty supply and perfume store	NP	NP	NP	P	S -P	S -P	S -P
4.09	Retail establishment selling hand-crafts	NP	NP	NP	P	S -P	S -P	S -P
4.16	Bank (full service)				P	S -P	S -P	S -P
4.21	Professional, technical, scientific and business offices Offices	NP	NP	NP	P	S -P	S -P	S -P
4.23	Art Gallery	NP	NP	NP	P	P	S -P	P
4.25	Barber Shops	NP	NP	NP	P	S -P	S -P	S -P
4.26	Beauty Salons	NP	NP	NP	P	S -P	S -P	S -P
4.27	Skin and Nail Care Salons	NP	NP	NP	P	S -P	S -P	S -P
4.28	Medical and Dental Offices	NP	NP	NP	P	P	S	P
4.29	Chiropractors' Offices	NP	NP	NP	P	P	S	P

Amend Article I, Definitions 1.86, as follows:

~~1.86 Professional, Technical, Scientific and Business Offices. Establishments housing office and work space for individuals providing professional, technical, scientific, or business expertise and services for others (without the presence of merchandise). Establishments used as a place of business by licensed professionals or persons in other generally recognized professions, which primarily use training or knowledge of a technical, scientific or other academic discipline rather than manual skills, and which does not involve outside storage, fabrication or on-site sale or transfer of merchandise as a primary activity. Examples include accountant, appraiser, architect, consultant, dentist, engineer, insurance agent or broker, medical practitioner, notary public, lawyer, real estate agent or broker, surveyor, investment, marketing, or financial management counselor, photographer, surveyor or investigator.~~

Amend Article III, 3.06 Uses in the Business Park, as follows:

3.06 Uses in Business Park District.

In addition to those uses permitted in the Business Park District in the Table of Use Regulations, all uses permitted in the Outlying Residential and Agricultural District shall be permitted in the Business Park District either by right or by special permit as such uses are permitted in the Outlying Residential and Agricultural District, and all provisions of this By-Law governing ORA uses, including the dimensional and density requirements of Article IV hereof, shall apply to any such ORA uses in the Business Park District. Mixed

uses shall be allowed in structures in the Business Park District provided that each principal use is separately allowed in the Table of uses for the Business Park District.

Recommended the Town vote to amend the Topsfield Zoning Bylaws, Article III, 3.02 Use Regulations, 3.04 Table of Use Regulations, 3.06 Uses in the Business Park, and Article I, Definitions, 1.86 Professional Offices, as set forth in this Article Fortieth in the warrant.

These amendments extend mixed-use development to the Business Park District, combine similar uses in Business Districts into a new use, i.e. Professional Offices, and allow certain uses by right rather than by Special Permit. These changes would make uses in all of the business districts consistent, expand Professional Offices to include many recognized professional services, and eliminate the Special Permit permitting process for low-impact businesses.

ARTICLE FORTY-FIRST:

MASCONOMET REGIONAL SCHOOL MISCELLANEOUS CAPITAL 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 Masconomet Regional District School Committee, with the advice of the School Superintendent, to use for miscellaneous capital improvements, 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 \$116,704 to be expended by the Masconomet Regional District School Committee, with the advice of the School Superintendent, to use for miscellaneous capital improvements, including all incidental and related expenses.

This article requests approval of miscellaneous capital projects for Masconomet Regional High School and Middle School at a sum of \$116,704 for the Topsfield share. This represents 29.18% of the total cost of \$400,000 requested by the district. Note that this capital projects must be approved by two-out-of-three-member towns (Middleton, Boxford, and Topsfield) to move forward for FY 2025. This article is for miscellaneous IT, facility and food service capital projects consisting of a campus wide surge protection system, campus wide wireless internet clock system, High School Art Studio Mac Lab upgrades, kitchen equipment, a scissor lift, and a skid steer angle broom.

ARTICLE FORTY-SECOND:

MASCONOMET REGIONAL SCHOOL CAPITAL DEBT AUTHORIZATION

To see if the Town will vote to approve of the \$5,000,000 debt authorized by the Masconomet Regional School District for the purpose of paying costs of an owner's project manager (OPM) and design services in connection with the roof, HVAC, & Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto, provided, however, that such approval shall be contingent upon a vote of the Town to exclude the amounts necessary to pay its allocable share of this debt from the provisions of proposition two and one-half, or to take any other action relative thereto.

Recommended that the Town approves the \$5,000,000 debt authorized by the Masconomet Regional School District for the purpose of paying costs of an owner's project manager (OPM) and design services in connection with the roof, HVAC, and Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto; provided, however, that this approval shall be contingent upon a vote of the Town to exclude the amounts necessary to pay its allocable share of this debt from the provisions of proposition two and one-half.

This article requests approval of the \$5,000,000 in debt authorized by the Masconomet Regional District School Committee and to exclude Topsfield's allocable share of this debt from the provisions of Proposition 2 ½ tax levy limitations. The purpose for this debt authorization is to pay the costs of an Owners Project Manager (OPM) and Design Services in connection with the proposed roof, HVAC, & Building Management System construction project at the High School/Middle School Building Complex for the replacement of these systems as they are at the end of their useful lives (the "Roof/HVAC Project").

State Law requires that the District contract with an OPM when planning for a public building project of this size. Engaging an OPM and Design Services is the first phase of the Roof/HVAC Project. The current projected estimates for the entire Roof/HVAC Project are approximately \$30,000,000 (inclusive of the \$5,000,000 requested herein). The OPM shall serve as the District's agent and consultant during the planning, design, and implementation of the project. Design services include the preparation of master plans, feasibility and other studies, surveys, soil tests, cost estimates and programs; preparation of drawings, plans, and specifications, including schematic drawings and preliminary plans and specifications; supervision or administration of a construction contract; and construction management and scheduling. Funding for future phases will require additional Town Meeting approval(s).

The requested debt exclusion will require voter approval on the ballot at the May 9, 2024 Town Election. In the event the warrant article and ballot question shall pass, the three (3) member towns of the District (Topsfield, Middleton and Boxford) will be apportioned annually, during the District's Annual Budget process, their share of the debt service as outlined in the final debt service schedule. The methodology for apportioning debt service to the District's Member Towns can be found in Article IV of the Regional Agreement which can be found on the District's website here: <https://www.masconomet.org/Page/916>

ARTICLE FORTY-THIRD:

ELEMENTARY SCHOOL SPECIAL EDUCATION STABILIZATION

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 40 Section 5B, establishing a Special Education Stabilization Fund, consistent with the vote of the Topsfield Elementary School Committee, or take any action relative thereto.

Recommended that the Town vote to accept the provisions of Massachusetts General Laws Chapter 40 Section 5B, establishing a Special Education Stabilization Fund, consistent with the vote of the Topsfield Elementary School Committee.

This article will help address the unpredictability of the year-to-year special education costs in the Elementary Schools by supplementing the special education costs and the annual budget through the creation of the Elementary School Special Education Stabilization Fund. The Elementary School Special Education Stabilization Fund will require an appropriation at Town Meeting in the future in order to be funded. Such appropriation may come from an amount of Free Cash, equal to the savings realized in the prior year school's actual costs compared with their allocated budget.

ARTICLE FORTY- FOURTH:

HOUSEKEEPING: OPIOID SPECIAL PURPOSE FUND

To see if the Town will vote, pursuant to Massachusetts Department of Revenue Bulletin 2023-7, to raise and assess, or transfer from available funds, a sum of money, in accordance with G.L. c.44, §53, as recently amended by Section 9 of chapter 77 of the Acts of 2023, to the Opioid Settlement Special Purpose Fund, or take any other action relative thereto.

Recommended that the Town vote to transfer from Free Cash the sum of \$31,542.60 to the Opioid Settlement Special Purpose Fund, the amount equal to the total opioid settlement receipts received up to June 30, 2023.

In June 2022 the Town began receiving funds from the state as part of their class action lawsuit settlement against opioid distributors and pharmaceutical companies. This article, if approved, would allow the Town to transfer previously received settlement funds from free cash into an Opioid Settlement Special Purpose Fund to be expended by the Select Board, with the advice of the ad hoc Topsfield Opioid Task Force (established in 2023), for the purposes of allocating settlement funds towards education and prevention of opioid abuse locally. Previously received funds, and any future funds received from the settlement, can only be used for limited opioid related purposes as identified in the settlement agreements. This transfer is considered "housekeeping" in nature.

ARTICLE FORTY- FIFTH:

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 \$400,000 to the Other Post-Employment Benefits Liability Trust Fund.

This article allows the Town to continue to fund its OPEB liability by depositing funds in the OPEB Trust. The Town's Financial Policies recommend increasing the funding amount by \$20,000 each year until the annual funding amount reaches \$500,000 after which the funding amount will remain at \$500,000 annually until the Trust is fully funded. OPEB liabilities relate primarily to funding healthcare for retirees.

ARTICLE FORTY- SIXTH:

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 majority 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 FORTY- SEVENTH:

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 FORTY- EIGHTH:

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 2025, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Free Cash the sum of \$305,000 to reduce the tax levy for Fiscal Year 2025.

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 Ninth day of May 2024, when the polls will be open from seven o’clock in the morning (7:00 AM) to eight o’clock in the evening (8:00 PM), 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)
TWO	Library Trustees	(3 years)
ONE	Moderator	(1 years)
ONE	Planning Board	(3 year)
ONE	Regional District School Committee	(3 years)
ONE	Elementary School Committee	(3 years)
ONE	Elementary School Committee	(2 years)
TWO	Select Board Member	(3 years)

QUESTION ONE: “Shall the Town of Topsfield be allowed to assess an additional \$336,556 in real estate and personal property taxes for the FY2025 Masconomet Regional School District operating budget for the fiscal year beginning July 1, 2024?”

Yes _____

No _____

QUESTION TWO: “Shall the Town of Topsfield be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town’s allocable share of the \$5,000,000

bonds issued by the Masconomet Regional School District for the purpose of paying costs of an owners project manager (OPM) and design services in connection with the roof, HVAC, and Building Management System construction project at the High School/Middle School Building Complex, including the payment of all costs incidental and related thereto?"

Yes _____

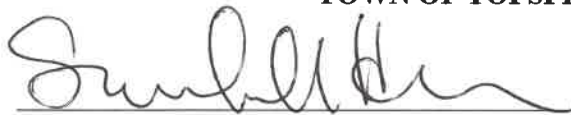
No _____

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-four.

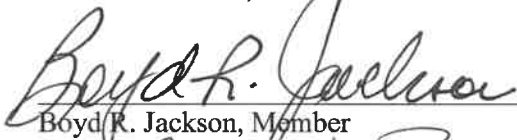
TOWN OF TOPSFIELD SELECT BOARD



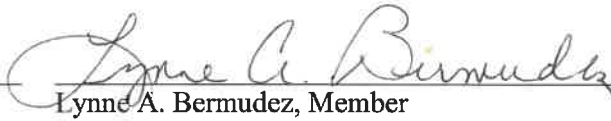
Marshall P. Hook, Chair



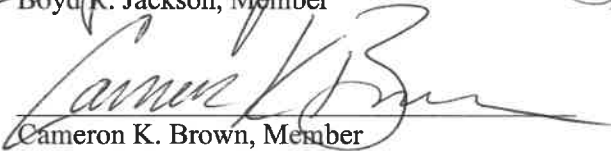
Rafael McDonald, Vice Chair & Clerk



Boyd R. Jackson, Member



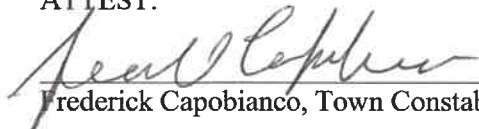
Lynne A. Bermudez, Member



Cameron K. Brown, Member

A true copy

ATTEST:



Frederick Capobianco, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

Che Elwell, Chair
Heidi Fox
Jonathan Guido
Michael Hartmann
Catherine Hodges
David Larson, Vice Chair
Matiely Lugo-Gomez

ATTACHMENT A
FISCAL YEAR 2025
GENERAL OPERATING BUDGET
May 7, 2024
ANNUAL TOWN MEETING

Approved Appropriation Fiscal Year 2024		Approved Appropriation Fiscal Year 2025	\$ Chng + / (-)	% Chng + / (-)
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				
50	Moderator:	50	-	-
50	Salaries & Wages	50	-	-
50	TOTAL: Moderator			
307,915	Select Board:	317,350	9,435	3.1%
13,890	Salaries & Wages	13,890	-	-
321,805	Other Expenses	331,240	9,435	2.9%
	TOTAL: Select Board			
77,300	Select Board Special:	82,300	5,000	6.5%
77,300	Other Expenses	82,300	5,000	6.5%
	TOTAL: Select Board Special			
1,687	Finance Committee:	1,687	-	-
350	Salaries & Wages	350	-	-
100,000	Other Expenses	100,000	-	-
102,037	Reserve Fund	102,037	-	-
	TOTAL: Finance Committee			

Approved Appropriation Fiscal Year 2024		Approved Appropriation Fiscal Year 2025	\$ Chng + / (-)	% Chng + / (-)
	Town Accountant:			
181,366	Salaries & Wages	174,972	(6,394)	-3.5%
37,026	Other Expenses	38,026	1,000	2.7%
218,392	TOTAL: Town Accountant	212,998	(5,394)	-2.5%
	Board of Assessors:			
153,028	Salaries & Wages	158,645	5,617	3.7%
56,945	Other Expenses	62,745	5,800	10.2%
209,973	TOTAL: Assessors	221,390	11,417	5.4%
	Town Treasurer and Collector:			
227,871	Salaries & Wages	218,499	(9,372)	-4.1%
45,627	Other Expenses	45,627	-	-
273,498	TOTAL: Town Treasurer / Collector	264,126	(9,372)	-3.4%
	Town Hall:			
-	Salaries & Wages	24,012	24,012	100.0%
268,741	Other Expenses	257,563	(11,178)	-4.2%
268,741	TOTAL: Town Hall	281,575	12,834	4.8%
	Town Owned Buildings:			
688	Other Expenses (School Street Bldg. Electricity)	688	-	-
688	TOTAL: Town Owned Buildings	688	-	-
	P.E.G. / Cable Advisory:			
5,128	Salaries & Wages	5,251	123	2.4%
50,050	Other Expenses	51,998	1,948	3.9%
55,178	Total: P.E.G. / Cable Advisory	57,249	2,071	3.8%
	Town Clerk:			
122,849	Salaries & Wages	131,625	8,776	7.1%
22,507	Other Expenses	24,482	1,975	8.8%
145,356	TOTAL: Town Clerk	156,107	10,751	7.4%
	Conservation Commission:			
100,666	Salaries & Wages	104,621	3,955	3.9%
100,666	TOTAL: Conservation Commission	104,621	3,955	3.9%
	Planning Board:			
2,845	Salaries & Wages	10,223	7,378	259.3%
1,750	Other Expenses	1,750	-	-
4,595	TOTAL: Planning Board	11,973	7,378	160.6%
	Zoning Board of Appeals:			
11,357	Salaries & Wages	11,585	228	-
750	Other Expenses	750	-	-
12,107	TOTAL: Zoning Board of Appeals	12,335	228	0.0%
1,790,386	SUB-TOTAL: GENERAL GOVERNMENT	1,838,689	48,303	2.7%

Approved
Appropriation
Fiscal Year 2024

Approved
Appropriation
Fiscal Year 2025

\$ Chng
+ / (-)

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PUBLIC SAFETY

1,550,257	Police Department:	1,571,605	21,348	1.4%
126,714	Salaries & Wages	146,654	19,940	15.7%
-	Other Expenses	-		
1,676,971	Capital Equipment	1,718,259	41,288	2.5%
	TOTAL: Police Department			
1,050,146	Fire Department:	1,102,246	52,100	5.0%
164,233	Salaries & Wages	170,518	6,285	3.8%
1,214,379	Other Expenses	1,272,764	58,385	4.8%
	TOTAL: Fire Department			
156,348	Inspectional Services:	158,495	2,147	1.4%
13,465	Salaries & Wages	15,465	2,000	14.9%
169,813	Other Expenses	173,960	4,147	2.4%
	TOTAL: Inspectional Services			
1,726	Sealer Weights & Measure:	1,726	-	-
1,726	Salaries & Wages	1,726	-	-
	TOTAL: Sealers Weights & Measure			
7,750	Animal Control Officer:	6,000	(1,750)	-22.6%
571	Salaries & Wages	1,000	429	75.1%
8,321	Other Expenses	7,000	(1,321)	-15.9%
	TOTAL: Animal Control Officer			
7,750	Animal Inspector:	7,750	-	-
1,840	Salaries & Wages	1,840	-	-
9,590	Other Expenses	9,590	-	-
	TOTAL: Animal Inspector			
6,882	Tree Department:	8,530	1,648	23.9%
8,260	Salaries & Wages	8,260	-	-
15,142	Other Expenses	16,790	1,648	10.9%
	TOTAL: Tree Department			
3,095,942	SUB-TOTAL: PUBLIC SAFETY	3,200,089	104,147	3.4%

ELEMENTARY EDUCATION

11,119,268	Proctor Elementary School & Steward Elementary School:	11,419,452	300,184	2.7%
-	Total Salaries & Wages	-	-	#DIV/0!
-	Total Other Expenses	-	-	#DIV/0!
11,119,268	Total Special Education (Tuitons & Services)	11,419,452	300,184	2.7%
	TOTAL: Elementary Schools			
11,119,268	SUB-TOTAL: ELEMENTARY EDUCATION	11,419,452	300,184	2.7%
			300,184	2.7%

Approved
Appropriation
Fiscal Year 2024

Approved
Appropriation
Fiscal Year 2025

\$ Chng
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PUBLIC WORKS AND FACILITIES

5,413	Stormwater Management:	7,418	2,005	37.0%
25,000	Salaries & Wages	25,000	-	-
30,413	Other Expenses	32,418	2,005	6.6%
	TOTAL: Stormwater Management			
411,265	Highway Department:	431,695	20,430	5.0%
193,576	Salaries & Wages	193,576	-	-
-	Other Expenses	-	-	-
604,841	Capital Equipment	625,271	20,430	3.4%
	TOTAL: Highway Department			
38,870	Snow and Ice:	38,870	-	-
176,845	Salaries & Wages	176,845	-	-
215,715	Other Expenses	215,715	-	-
	TOTAL: Snow and Ice			
33,000	Street Lights:	33,000	-	-
33,000	Other Expenses	33,000	-	-
	TOTAL: Street Lights			
574,500	MSW Collection, HHW & Recycling:	695,000	120,500	21.0%
574,500	Contracted Services	695,000	120,500	21.0%
	TOTAL: MSW Collection, HHW & Recycling			
1,650	Recycling:	1,650	-	-
1,650	Other Expenses	1,650	-	-
	TOTAL: Recycling			
65,000	Gas Distribution:	65,000	-	0.0%
65,000	Other Expenses	65,000	-	0.0%
	TOTAL: Gas Distribution			
235,524	Park and Cemetery Department:	242,117	6,593	2.8%
105,970	Salaries & Wages	105,970	-	-
341,494	Other Expenses	348,087	6,593	1.9%
	TOTAL: Park & Cemetery Dept.			
32,600	Landfill:	32,600	-	-
32,600	Other Expenses	32,600	-	-
	TOTAL: Landfill			
1,899,213	SUB-TOTAL: PUBLIC WORKS	2,048,741	149,528	7.9%

Approved
Appropriation
Fiscal Year 2024

Approved
Appropriation
Fiscal Year 2025

\$ Chng
+ / (-)

% Chng
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HUMAN SERVICES

104,719	Board of Health:	112,514	7,795	7.4%
36,884	Salaries & Wages	35,892	(992)	-2.7%
141,603	Other Expenses	148,406	6,803	4.8%
	TOTAL: Board of Health			
144,173	Council On Aging:	147,575	3,402	2.4%
5,561	Salaries & Wages	5,561	-	-
149,734	Other Expenses	153,136	3,402	2.3%
	TOTAL: Council On Aging			
20,960	Veterans' Benefits:	20,960	-	-
20,960	Other Expenses	20,960	-	-
	TOTAL: Veterans' Benefits			
1,000	Soldiers & Sailors Graves:	1,000	-	-
1,000	Other Expenses	1,000	-	-
	TOTAL: Soldiers & Sailors Graves			
313,297	SUB-TOTAL: HUMAN SERVICES	323,502	10,205	3.3%

CULTURE & RECREATION

505,854	Library:	516,679	10,825	2.1%
177,586	Salaries & Wages	183,847	6,261	3.5%
683,440	Other Expenses	700,526	17,086	2.5%
	TOTAL: Library			
33,251	Recreation Department:	34,047	796	2.4%
2,000	Salaries & Wages	5,534	3,534	176.7%
35,251	Other Expenses	39,581	4,330	12.3%
	TOTAL: Recreation Department			
300	Historical Commission:	300	-	-
300	Other Expenses	300	-	-
	TOTAL: Historical Commission			
100	Memorial Day/Veteran's Day:	100	-	-
1,750	Salaries & Wages	1,750	-	-
1,850	Other Expenses	1,850	-	-
	TOTAL: Memorial Day/Veteran's Day			
720,841	SUB TOTAL: CULTURE & RECREATION	742,257	21,416	3.0%

DEBT SERVICE

620,000	Long-Term Debt Principal	635,000	15,000	2.4%
476,064	Long -Term Debt Interest	446,639	(29,425)	-6.2%
2,500	Issue Cost	2,500	-	-
1,098,564	TOTAL: DEBT SERVICE	1,084,139	(14,425)	-1.3%
1,098,564	SUB TOTAL: DEBT SERVICE	1,084,139	(14,425)	-1.3%

Approved
Appropriation
Fiscal Year 2024

Approved
Appropriation
Fiscal Year 2025

\$ Chng
+ / (-)

% Chng
+ / (-)

OTHER EXPENDITURES

1,723,590	Pensions:	1,749,985	26,395	1.5%
1,723,590	Essex Retirement	1,749,985	26,395	1.5%
	TOTAL: Pensions			
397,960	Insurance:	415,869	17,909	4.5%
2,454,367	Liability/Accident/Workmen's Compensation	2,576,172	121,805	5.0%
2,852,327	Life/Medical/Medicare	2,992,041	139,714	4.9%
	TOTAL: Insurance			
80,000	Other Employee Costs/Benefits:	90,000	10,000	12.5%
80,000	Salary Reserve	90,000	10,000	12.5%
	TOTAL: Other Employee Costs/Benefits			
	Transfer to Other Funds			
	Unemployment			
	Compensated Absences			
-	Police / Fire Indemnity Leave	-		
-	TOTAL: Transfer to Other Funds			
4,655,917	SUB-TOTAL OTHER EXPENDITURES	4,832,026	176,109	3.8%
24,693,428	***TOTAL APPROVED BUDGET ***	25,488,895	795,467	3.2%
			795,467	3.2%

Fiscal Year 2024: July 1, 2023 through June 30, 2024

Fiscal Year 2025: July 1, 2024 through June 30, 2025

TOWN OF TOPSFIELD



WARRANT FOR 2024 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
HIGH SCHOOL AUDITORIUM
20 ENDICOTT ROAD, BOXFORD MA**

in said Boxford, on Tuesday, the seventh day of May, 2024, at half past seven in the evening (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, 2023.

Recommendation pending further review.

ARTICLE THIRD: **FISCAL YEAR 2024 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 2024 fiscal year, or take any other action relative thereto.

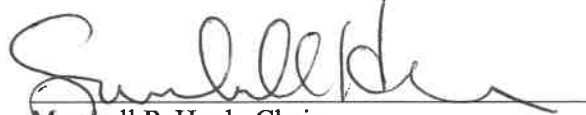
Recommendation pending further review.

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

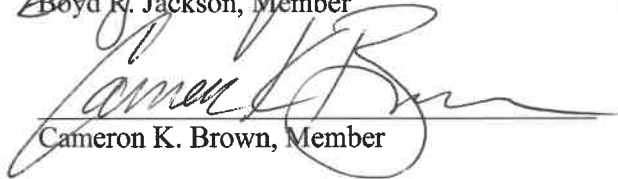
TOWN OF TOPSFIELD BOARD OF SELECTMEN


Marshall P. Hook, Chair


Rafael McDonald, Vice Chair & Clerk

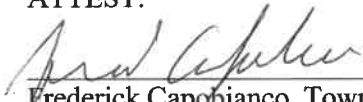

Boyd R. Jackson, Member


Lynne A. Bermudez, Member


Cameron K. Brown, Member

A true copy

ATTEST:


Frederick Capobianco, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

Che Elwell, Chair
Heidi Fox
Jonathan Guido,
Michael Hartmann
Catherine Hodges
David Larson, Vice Chair
Matiely Lugo-Gomez

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

Masconomet Regional School Auditorium

**TUESDAY, MAY 7, 2024
7:00PM**

ANNUAL TOWN ELECTION

THURSDAY, MAY 9, 2024

7:00 AM to 8:00 PM

ST. ROSE CHURCH HALL

12 Park Street, Topsfield