

TOWN OF TOPSFIELD MASSACHUSETTS



Annual and Special Town Meeting Warrants

Finance Committee Fiscal 2016
Budget Report and Recommendations

MAY 5, 2015

TOWN MEETING

“TRENDING NOW”

April 2, 2015

Citizens of Topsfield
Topsfield, Massachusetts 01983

**RE: Town of Topsfield Fiscal Year 2016 Revenue and Expense Plan
Finance Committee Overview and Recommendations**

Dear Fellow Citizens:

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

The Finance Committee has recommended a FY 2016 budget with a **5.60%** increase in the General Operating Budget (Article Third). The Masconomet Regional School assessment, as certified by its School Committee, is **\$6,923,501**. **\$193,000** of that amount for Masconomet is subject to passage of a Proposition 2 1/2 override at both Town Meeting and at the polls on Thursday, May 7, 2015.

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

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

In addition, included in the Warrant for your consideration are seriously required facility repairs throughout Town and School buildings, the purchase of telephone systems for the Elementary Schools, computer software for Town Hall, a slope mower for Parks & Cemeteries, a cruiser for Police, jaws of life emergency equipment for Fire, security doors and an alarm system for the Library, and a catch basin cleaner/plow/crane for Highway.

Approval is sought for the development of schematic design plans for the renovation of Town Hall. Also in the Warrant are Water Department Articles including one for the purchase of a service truck.

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

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

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

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

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

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

Respectfully submitted by the Topsfield Finance Committee,

Mark B. Lyons, Chairman

Heidi L. Bond

Karen A. Dow

Jonathan D. Guido

Eric Menzer

Dana Warren

2015 Consent Calendar

Two years ago, the Town Moderator, the Board of Selectmen and the Finance Committee introduced the concept of a "Consent Calendar," which we have used successfully for the last two years and will use again at this year's Meeting. The use of Consent speeds the passage of articles which the Selectmen and the Finance Committee expect, based on past experience, to pass without controversy or debate. Its purpose is to allow the Finance Committee's recommendations under these articles to be acted upon in a single vote. (As this requires suspension of the usual rule that the Meeting acts on each article separately, it requires unanimous consent; hence the use of the term "Consent Calendar.") It is hoped that the time saved by not reading and explaining the Finance Committee's recommendation under each Article separately will allow the Meeting to proceed more quickly to the remaining articles, and will free up more time for information and deliberation on those articles which the voters prefer to discuss at greater length.

The Consent Calendar will be taken up when the first article "on Consent" is reached. Specifically, where Article 7 will be the first Consent article in the Warrant, there will be a motion after Article 6 to adopt the Finance Committee's recommendations on each Article included within the Consent Calendar.

When that motion is made, the Moderator will ask whether any voter objects to the inclusion of any of the articles which are so listed. Any voter may rise and object to the inclusion of any particular article in the Consent Calendar. Any article to which an objection has been raised will be removed from the Consent Calendar and will then be debated and voted in the usual order. ***A voter need not state a reason for making an objection, and making an objection does not obligate the voter to comment on, or vote against, the recommendation under that article.***

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

This year, we are again proposing two groups of articles for action by unanimous consent: (1) annually recurring authorizations and appropriations (distinguished by the asterisk (*) notation following each article number in the following index); and (2) capital projects to be funded from unappropriated available funds (a/k/a "free cash") (distinguished by the double asterisk (**)) notation following each article number in the index).

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

George A. Hall, Jr.
Town Moderator

2015 ANNUAL TOWN MEETING**LIST OF WARRANT ARTICLES**

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TOWN OF TOPSFIELD



WARRANT FOR THE 2015 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

**PROCTOR SCHOOL
WOODBURY AUDITORIUM
60 Main Street**

in said Topsfield on Tuesday, the fifth day of May, 2015, at seven o'clock in the afternoon (7:00 PM), then and there to act on the following articles:

ARTICLE FIRST:
REPORTS

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

ARTICLE SECOND:
RESERVE FUND

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

Recommended that the Town vote to appropriate the sum of \$150,000 for the Fiscal Year 2016 Reserve Fund, and to meet said appropriation that the Town transfer the sum of \$14,200 from Free Cash, and transfer the sum of \$135,800 from the Overlay Reserve Account.

This article funds the Finance Committee's Reserve Fund, the amount annually set aside within the Town's Budget to provide a funding source for extraordinary and unforeseen expenditures.

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 money for schools, highways, and other Town expenses for Fiscal Year 2016, and determine the manner of expending the same, or take any other action relative thereto.

Recommended that the Town vote to raise and appropriate \$17,168,562 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers for Fiscal Year 2016, and determine the manner of expending the same as stated in attachment A; and to meet said appropriation, raise and assess the sum of \$17,062,472; transfer the sum of \$66,000 from the Gould Trust Fund Part B; transfer the sum of \$1,585 from the Fund Balance Reserved for Reduction Future Excludable Debt Account; and transfer the sum of \$38,505 from the Police Insurance and Restitution Account.

This article approves the Fiscal Year 2016 General Operating Budget for the Town for general government purposes and the elementary schools of which \$17,062,472 is funded within the Town's levy limit.

Refer to Attachment A for the detailed Fiscal Year 2016 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 funds for the Water Department for Fiscal Year 2016 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 \$1,055,626 as detailed herein, and to meet said appropriation \$1,055,626, to come from Water Revenue, to operate the Water Department for Fiscal Year 2016, and to approve the sum of \$76,362 of indirect costs appropriated in the General Fund under Article Third above, to be funded from Water Revenue.

Appropriated Fiscal Year 2015		Proposed Appropriation Fiscal Year 2016
WATER DEPARTMENT OPERATING BUDGET		
\$ 81,073	Salary	\$ 85,299
177,577	Wages	192,667
296,980	Other	305,780
83,500	Long-Term Debt Principal	84,000
28,212	Long-Term Debt Interest	24,872
38,000	Short-Term Debt Interest	11,508
5,000	Debt Issue Costs	5,000
130,000	Water Reserve Fund	295,000
51,500	Unanticipated Emergency	51,500
891,842	SUB-TOTAL – DIRECT COSTS	1,055,626
109,702	Indirect Costs	76,362
1,001,544	TOTAL: WATER DEPARTMENT	1,131,988

This article approves the Fiscal Year 2016 Operating Budget for the Water Department.

ARTICLE FIFTH:

MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT

To see if the Town will vote to approve the Fiscal Year 2016 Gross Operating Budget of the Masconomet Regional School District in the amount of \$32,867,324 and raise and assess or transfer from available funds, and appropriate the sum of \$6,923,501 for the Town's share of the assessment of same; provided, however, that the sum of \$193,000 of the amount appropriated for the Maintenance & Operating Assessment shall be contingent upon the passage of a Proposition 2 ½ general override referendum under General Laws Chapter 59, § 21C (g), and if such referendum is not passed, the vote as it pertains to the appropriation in the amount of \$193,000 will be deemed to be a disapproval, or take any other action relative thereto.

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

This article would approve the Fiscal Year 2016 budget and fund the assessment of the Masconomet Regional School District of which a \$193,000 portion of maintenance & operations assessment is subject to a general override ballot question.

ARTICLE SIXTH:

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT ASSESSMENT

To see if the Town will vote to approve the Fiscal Year 2016 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$25,419,392 and raise and assess or transfer from available funds, and appropriate the sum of \$175,401 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 2016 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$25,419,392 and appropriate the sum of \$175,401 for the Town's share of the assessment of same; and to meet said appropriation, raise and assess the sum of \$175,401.

This article would approve the Fiscal Year 2016 Gross Operating Budget of the school district and authorize the appropriation of \$175,401 for Topsfield's share of the school assessment. We anticipate that 9 Topsfield students will be enrolled in the school in September 2015. Topsfield's participation in the school satisfies State requirements to offer vocational education at the high school level.

***ARTICLE SEVENTH:**

LEASE OF EMERSON FIELD

To see if the Town will vote to authorize the Board of Selectmen, with the advice of the Park & Cemetery Commissioners, and under such terms as it deems advisable, to enter into a lease with the Congregational Church of Topsfield for certain property in Topsfield commonly known as Emerson Field, and to see if the Town will vote to raise and assess or transfer from available funds, and appropriate a sum of money for this lease, or take any other action relative thereto.

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

This article allows the Town to enter into an annual agreement with the Congregational Church to lease Emerson Field for recreational purposes.

***ARTICLE EIGHTH:**

GRANT AUTHORIZATION FOR TOWN PROJECTS

To see if the Town will vote to authorize the Board of Selectmen to apply for, accept, and expend without further appropriation any private, state, or federal grants or loans for Town projects, or take any other action relative thereto.

Recommended that the Town vote to authorize the Board of Selectmen to apply for, accept, and expend without further appropriation any private, state, or federal grants or loans for Town projects.

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

***ARTICLE NINTH:**

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTS

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

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

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

***ARTICLE TENTH:**

ANNUAL ENGINEERING & LANDFILL MONITORING

To see if the Town will vote to transfer and appropriate a sum of money from the Solid Waste Fund to be expended by the Board of Selectmen in Fiscal Year 2016 to fund services for professional engineering

and monitoring related to the capping and closure of the Town's sanitary landfill, or take any other action relative thereto.

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

This annual article allows the Town to contract for engineering and monitoring services required by an Administrative Consent Order issued by the Department of Environmental Protection (DEP) related to the capping and closure of the Town's sanitary landfill. These services are also required for the Post Closure Use Permit that allows for the recreational use of Pye Brook Park now located at the site of the former landfill.

***ARTICLE ELEVENTH:**

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 the sum of \$20,500 as a grant for Fiscal Year 2016 to fund certain activities of the Tri-Town Council, or take any other action relative thereto.

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

This article appropriates funds for a grant that would 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 to strengthen the social and emotional well-being of Tri-Town youth.

***ARTICLE TWELFTH:**

SENIOR CARE

To see if the Town will vote to raise and assess or transfer from available funds and appropriate the sum of \$1,500, as a grant, for Fiscal Year 2016 to Senior Care Inc., the authorized service provider (ASP) that provides services for our elders in Topsfield, or take any other action relative thereto.

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

This article would support Senior Care Inc. in its endeavors to provide a multitude of services to seniors in the communities it serves. In Topsfield, seniors make up 25% of the population. Senior Care Inc. has been the ASP for over 40 years that serves 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 THIRTEENTH:**

FUND TOWN EMPLOYEE SEPARATION RESERVE 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 Town Employee Separation Reserve Fund for the costs of employment separation benefits for unused sick and vacation leave, or other benefits as may be required by law, the Personnel Bylaw, rules, regulations, policies or applicable contracts or collective bargaining agreements, or take any other action relative thereto.

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

This article would allow the Town to specifically appropriate funds to the Town Employee Separation Reserve Fund, a separate account created under Article Fourth of the May 2013 Special Town Meeting for obligations to employees who retire, or who otherwise leave the service of the Town, for unused sick and vacation leave or other benefits earned and accrued while employed by the Town and which are owed pursuant to the law, the Personnel Bylaw, rules, regulations, policies or applicable contracts or collective bargaining agreements.

***ARTICLE FOURTEENTH:**

FUND OTHER POST EMPLOYMENT BENEFITS

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 appropriate and transfer from Free Cash the sum of \$100,000 to the "Other Post-Employment Benefits Liability Trust Fund".

The Town accepted Massachusetts General Laws Chapter 32B, Section 20 establishing an Other Post-Employment Benefits Liability Trust Fund under Article Twenty-third of the May 2010 Annual Town Meeting. This article would allow the Town to continue to fund its OPEB liability by depositing funds in the Trust which currently has approximately \$314,000.

***ARTICLE FIFTEENTH:**

PARK REVOLVING FUND

To see if the Town will vote to reauthorize a Park Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Laws Chapter 44, § 53E1/2, or take any other action relative thereto.

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

This annual article would reauthorize the Park Revolving Fund and would also approve a spending limit in the amount of \$45,000 for Fiscal Year 2016. This fund would be used to support the recreation programs established by the Recreation Committee under the statutory authority of the Park & Cemetery Commissioners. The recreation programs would include non-competitive activities for all age groups in Town. Fees charged to the participants in the recreation programs would be deposited in this fund to pay for various operating expenses.

***ARTICLE SIXTEENTH:**

CEMETERY REVOLVING FUND

To see if the Town will vote to reauthorize a Cemetery Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Laws Chapter 44, § 53E1/2, or take any other action relative thereto.

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

This annual article would reauthorize the Cemetery Revolving Fund and would also approve a spending limit in the amount of \$25,000 for Fiscal Year 2016. Grave opening fees are the main source of revenue deposited into the revolving fund, which is used by the Department for major infrastructure improvements to the Pine Grove Cemetery inclusive of road paving and reconstruction, land clearing for new areas, and the purchase of capital equipment.

***ARTICLE SEVENTEENTH:**

CONSERVATION COMMISSION REVOLVING FUND

To see if the Town will vote to reauthorize a revolving fund for the Conservation Commission pursuant to Massachusetts General Laws Chapter 44, § 53E1/2, or take any other action relative thereto.

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

This annual article would reauthorize the Conservation Revolving Fund and would also approve a spending limit in the amount of \$10,000 for Fiscal Year 2016. This revolving fund would support the funding of portions of the Conservation Commission's operating budget. It may also support required services and other expenditures relative to the enforcement of the Town's local Wetlands Bylaw.

****ARTICLE EIGHTEENTH:**

FUND TOWN HALL SCHEMATIC DESIGN PLANS

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen with the advice of the Town Hall Building Committee to fund a schematic design plan for Town Hall, or take any other action relative thereto.

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

This article would provide \$100,000 to hire a professional firm to develop a schematic design for the renovation of Town Hall. In 1873, Town Hall was built to serve the government of a town with 1,156

residents. The Town Hall Building Committee recommends that we renovate our historic Town Hall now to meet today's needs. This schematic design will produce a cost-effective plan for bringing Topsfield's Town Hall into the 21st century.

****ARTICLE NINETEENTH:**

FUND WATER ENTERPRISE METER TESTING PROGRAM

To see if the Town will vote to appropriate and transfer from the Water Enterprise Retained Earnings a sum of money to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for the implementation of a water meter testing program, or take any other action relative thereto.

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

In accordance with Department of Environmental Protection (DEP) regulations, water meters are to be tested or replaced every ten years. Because the town installed all new meters between 2006 and 2009, our ten year mark is approaching. This program offers a potential alternative in which we would test a sample of meters now to determine their accuracy. If the results show that meters are still accurate, we would ask the DEP to extend beyond ten years our test or replace cycle. This article would fund the testing of five percent of the town's meters.

****ARTICLE TWENTIETH:**

PURCHASE OF A WATER ENTERPRISE TRUCK

To see if the Town will vote to appropriate and transfer from the Water Enterprise Retained Earnings a sum of money to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to purchase and equip a Service Truck; and trade-in or sell the 2006 F-350 Service Truck, or take any other action relative thereto.

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

This article would fund the purchase of a Service Truck to replace the current ten year old F-350 Service Truck. This truck is the water department's primary utility vehicle to move personnel, tools and equipment among pump stations, the garage and tanks as well as to work sites. The new truck, which is larger, will provide additional tool and storage space to accommodate equipment currently in use and will be better suited for plowing operations. The new truck with a metal utility body is expected to be more durable than the current truck with a fiberglass utility body.

****ARTICLE TWENTY-FIRST:**

PURCHASE OF TELEPHONE SYSTEMS FOR ELEMENTARY SCHOOLS

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 Elementary School Committee to purchase and install digital telephone systems, including hardware, software and other equipment needed to replace the existing systems at the Proctor and Steward Elementary Schools, or take any other action relative thereto.

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

This article would approve the purchase of phone systems to be replaced at the Proctor and Steward Elementary Schools. The manufacturer of the current equipment no longer provides repair parts for the systems which are an integral part of security in the schools.

****ARTICLE TWENTY-SECOND:**

PURCHASE OF HOT WATER HEATERS FOR ELEMENTARY SCHOOLS

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 Elementary School Committee for the purchase and installation of new hot water heaters for the Proctor and Steward Elementary Schools, including all incidental and related costs, or take any other action relative thereto.

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

This article would fund the purchase of replacement natural gas water heaters at both elementary schools. The current water heaters are about fifteen years old and are well beyond the end of their useful life.

****ARTICLE TWENTY-THIRD:**

PURCHASE OF TOWN HALL COMPUTER SOFTWARE ENHANCEMENTS

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen for the purchase of licenses for and installation of two new modules for the Munis financial software program, including the setup of program data and codes, training of personnel, maintenance costs and including all incidental and related costs, or take any other action relative thereto.

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

This article would fund the purchase and installation of two integrated modules for the Town's office application software to provide: electronic document management and electronic forms. This would allow a reduction of storage space for paper documents and improve efficiency in filing and retrieving information; and would support the printing of forms on stock paper. The continuing annual maintenance for these modules is estimated to be \$6,240 per year.

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

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new Police cruiser; and trade-in or sell a 2011 Ford Crown Victoria, or take any other action relative thereto.

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

The new cruiser would replace a 2011 Ford Crown Victoria cruiser with 100,000 miles. This new cruiser would complete our transition from the Ford Crown Victoria series, with 8 cylinder interceptor engines to Ford cruisers with 6 cylinder engines that are more fuel efficient. These new cruisers with AWD (all-wheel drive) are also safer in inclement weather.

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

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Police Chief, to procure and implement equipment to improve coverage of our two-way police radio communications within the Town, including all incidental and related costs, or take any other action relative thereto.

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

This article would provide for the purchase and installation of radio communication repeaters in areas of Topsfield where the signal strength of police frequencies is currently poor. These police frequencies are also used by other departments to communicate with the police during emergencies.

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

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Park & Cemetery Commissioners, for maintenance of the Town's sanitary landfill infrastructure and for maintenance of the landfill's recreational fields, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$20,000 to be expended by the Board of Selectmen, with the advice of the Park & Cemetery Commissioners, for maintenance of the Town's sanitary landfill infrastructure and for maintenance of the landfill's recreational fields.

The Town's sanitary landfill at Pye Brook Community Park was capped and turned into recreational fields about fifteen years ago. Since then to varying degrees the landfill's subsurface trash has continued to decay and compact. This has affected the subsurface piping and junction boxes that are part of the landfill's methane gas collection system, as well as the surface of the recreational fields. To address

these issues, a five year plan was developed with an estimated total cost of \$100,000. This article would fund the third year of this plan.

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

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Park and Cemetery Commissioners, to purchase and equip a slope mower, or take any other action relative thereto.

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

This article would allow the purchase of a mower that is designed and equipped to safely mow the steep graded slopes of long grass at Pye Brook Park. This mower would also be used to cut the hay type grasses along tree lines and in places such as Wheatland Hill.

When Pye Brook Park was originally created, the town modified (jury-rigged) a standard grass mower to operate on the slopes. With the purchase of a slope mower, the local modifications on the current mower would be removed and it would be returned to service as a backup grass mower.

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

To see if the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Board of Road Commissioners, to purchase and equip a Catch Basin Cleaner/Plow/Crane, including the payment of all other costs incidental and related thereto; and trade-in or sell the existing 2000 model year Catch Basin Cleaner/Plow/Crane; and to determine whether this appropriation shall be raised by taxation, transferred from available funds, borrowed or otherwise, or take any other action relative thereto.

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

This article would approve the purchase of a Catch Basin Cleaner/Plow/Crane truck to replace the existing fourteen year old truck and twenty year old crane. In addition to cleaning the town's 1500 manholes and catch basins, this equipment is used to plow snow and for general material hauling. Since this is a borrowing authorization, approval requires a 2/3rds vote.

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

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, to fund the exterior painting and preservation of the Proctor and Steward Elementary Schools, including

the payment of all other costs incidental and related thereto, and to determine whether this appropriation shall be raised by taxation, transferred from available funds, borrowed or otherwise, or take any other action relative thereto.

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

This article would fund the exterior repairs, painting and restoration of both the Steward and Proctor Elementary Schools. This work was last performed in 1999 during the last major renovation of the schools. The useful life of this project is estimated to be 8-10 years. Since this is a borrowing authorization, approval requires a 2/3rds vote.

ARTICLE THIRTIETH:

FUND SIDEWALK REPAIRS AT STEWARD SCHOOL

To see if the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, for repairs of the sidewalks at the Steward School, including the payment of all other costs incidental and related thereto; and to determine whether this appropriation shall be raised by taxation, transferred from available funds, borrowed or otherwise, or take any other action relative thereto.

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

Repairs to sidewalks and curbing at the Steward School are necessary because the current conditions pose a safety risk and a lack of full accessibility. This project would bring the sidewalks up to current ADA standards. Since this appropriation is a borrowing authorization, approval requires a 2/3rds vote.

ARTICLE THIRTY-FIRST:

FUND REPLACEMENT OF HALLWAY FLOORING IN PROCTOR SCHOOL

To see if the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, to replace certain hallway floors in Proctor School, including the payment of all other costs incidental and related thereto; and to determine whether this appropriation shall be raised by taxation, transferred from available funds, borrowed or otherwise, or take any other action relative thereto.

Recommended that the Town vote to appropriate the sum of \$60,000 to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, for the replacement of certain hallway floors in Proctor School, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 (3A)

of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Hallway flooring repairs and tile replacement are necessary at the Proctor School. The hallway floor is currently cracking and peeling in numerous places. Since the damaged flooring poses a potential safety hazard this hallway project has been prioritized however, it will be considered Phase I of a multi-five year flooring replacement program for both elementary schools. Since this appropriation is a borrowing authorization, approval requires a 2/3rds vote.

ARTICLE THIRTY-SECOND:

FUND ENGINEERING DESIGN FOR PROCTOR SCHOOL LIBRARY HVAC

To see if the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, for the engineering design of a replacement heating, ventilation and air conditioning (HVAC) system for the Proctor School library and adjacent spaces, including the payment of all other costs incidental and related thereto; and to determine whether this appropriation shall be raised by taxation, transferred from available funds, borrowed or otherwise, or take any other action relative thereto.

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

This article would fund the design of a single integrated system to replace the three existing 'systems' that attempt to control the environment in the library portion of Proctor School. In the past, the school library has experienced two failures in these systems that have resulted in damage due to flooding. Since this appropriation is a borrowing authorization, approval requires a 2/3rds vote.

ARTICLE THIRTY-THIRD:

FUND LAVATORY RENOVATIONS AT PROCTOR SCHOOL

To see if the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, for the renovation of eight student lavatories at Proctor School, including the payment of all other costs incidental and related thereto; and to determine whether this appropriation shall be raised by taxation, transferred from available funds, borrowed or otherwise, or take any other action relative thereto.

Recommended that the Town vote to appropriate the sum of \$48,000 to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, for the renovation of eight student lavatories at Proctor School, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

This capital project funding request for lavatory renovations at the Proctor School is for boys and girls classroom lavatories located in and serving the fourth grade classrooms. These lavatories are original to the construction of this wing of the school dating back to 1974. Floors are damaged and pose a safety

hazard. Plumbing fixtures are worn, outdated and inefficient. There are issues of accessibility and compliance with State & Federal law. There are eight lavatories in total four girls and four boys. The overall conditions are poor. It would be most efficient financially and less impacting if they were to be all repaired at the same time. Since this appropriation is a borrowing authorization, approval requires a 2/3rds vote.

ARTICLE THIRTY-FOUR:

FUND CUPOLA AND ROOFING ENGINEERING DESIGN FOR ELEMENTARY SCHOOLS

To see if the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, for a roofing assessment study for the Proctor and Steward Elementary Schools inclusive of the Proctor School cupola and surrounding roof area, including the payment of all other costs incidental and related thereto, and to determine whether this appropriation shall be raised by taxation, transferred from available funds, borrowed or otherwise, or take any other action relative thereto.

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

Major roofing repairs and roof replacements are necessary at both the Proctor and Steward Schools. The most critical project is the repair of the cupola and the surrounding roof at the Proctor School. The cupola repair project has been on the capital request list for a few years and must now be addressed in order to preserve the original structure and avoid more severe deterioration. It is recommended that \$25,000 be appropriated to perform architectural services and schematic plans for the cupola project. In addition, \$24,000 is needed for a full roofing assessment (\$12,000 per school) for the schools. The information from each of these projects will be necessary to assemble the technical information needed to estimate construction costs for cupola repairs and to apply for state grant funding to replace both roofs within the 5 years. Since this appropriation is a borrowing authorization, approval requires a 2/3rds vote.

ARTICLE THIRTY-FIFTH:

PERSONAL PROPERTY TAXES—REVISE MINIMUM VALUE

To see if the Town will vote, in accordance with the provisions of General Laws Chapter 59, Section 5, Clause Fifty-Fourth, to amend the vote taken Article Thirty-Eighth of the May 1, 2001 Annual Town Meeting to establish a minimum value of \$2,500 for property subject to taxation, or take any other action relative thereto.

Recommended that the Town vote, in accordance with the provisions of General Laws Chapter 59, Section 5, Clause Fifty-Fourth, to amend the vote taken under Article Thirty-Eighth of the May 1, 2001 Annual Town Meeting to establish a minimum value of \$2,500 for property subject to taxation.

Acceptance of this article would increase the minimum value of personal property exempt from taxation from the current amount of \$1000 to \$2500. This change would avoid the cost of preparing and collecting small amounts personal property tax bills (for example, bills less than about \$12 per quarter).

ARTICLE THIRTY-SIXTH:
ADDITIONAL TAX EXEMPTIONS

To see if the Town will vote to accept the provisions of Chapter 59, Section 5C ½ of the General Laws, inserted by Section 14 of Chapter 62 of the Acts of 2014, for the purpose of increasing the real estate tax exemptions by 100% for all exemption clauses listed in the first paragraph of General Laws Chapter 59, Section 5, or take any other action relative thereto.

Recommended that the Town vote to accept the provisions of Chapter 59, Section 5C ½ of the General Laws, inserted by Section 14 of Chapter 62 of the Acts of 2014, for the purpose of increasing the real estate tax exemptions by 100% for all exemption clauses listed in the first paragraph of General Laws Chapter 59, Section 5.

This local option statute replaces a statute previously accepted by the Town at the May 2001 Annual Town Meeting; that statute was repealed by Section 27 of Chapter 62 of Acts of 2014. Unlike the repealed law, the new law does not require annual approval. Therefore the additional percent of exemption recommended in this article would remain in effect unless changed by a vote of a future town meeting.

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

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

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

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

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

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

Recommended that the Town vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the licensing authority of the Town to issue two additional licenses for the sale of wines and malt beverages not to be drunk on the premises and that the selling of wines and malt beverages shall be incidental to the sale of food and other products and to approve Article Thirty-Seventh as set forth above in this warrant article.

This would authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the Board of Selectmen to issue two additional licenses for the sale of wines and

malt beverages not to be drunk on the premises and that the selling of wines and malt beverages shall be incidental to the sale of food and other products.

ARTICLE THIRTY-EIGHTH:

AUTHORIZATION OF 10 YEAR LEASE FOR TRI-TOWN UNION

To see if the Town will vote to authorize the Elementary School Committee to enter into a ten (10) year, joint lease with the two other members of the Tri-town School Union of a building and associated premises at 28 Middleton Road, Boxford, Massachusetts on such terms and conditions as said Committee deems favorable to the residents of the Town of Topsfield, or take any other action relative thereto.

Recommended that the Town vote to authorize the Elementary School Committee to enter into a ten (10) year, joint lease with the two other members of the Tri-town School Union of a building and associated premises at 28 Middleton Road, Boxford, Massachusetts on such terms and conditions as said Committee deems favorable to the residents of the Town of Topsfield.

The Tri-town School Union (TSU) has been leasing from the Town of Boxford a standalone building on the Cole School campus for the superintendent's administrative offices. That building is in need of extensive renovation. The Town of Boxford is prepared to fund these renovations, but seeks agreement from the TSU towns, Boxford, Middleton and Topsfield, for the continued, long term use of the building. A joint, long term lease of the premises would provide a measure of such agreement. This article would authorize the Elementary School Committee to enter into such an agreement for ten years.

ARTICLE THIRTY-NINTH:

AMEND CHAPTER LI, STORMWATER AND EROSION CONTROL BYLAW

To see if the Town will vote to amend certain sections of the Town Code, Chapter LI, Stormwater Management and Erosion Control Bylaw as follows, with the provisions to be inserted shown in bold italics and deletions shown in strikethrough, as set forth below:

In section 51-2 DEFINITIONS:

Insert the following new definitions for Common Plan of Development:

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

In section 51-5 STORMWATER PERMIT MANAGEMENT REQUIREMENT

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

“a. Applicability

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

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

“b. Exemptions

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

or take any other action thereto.

Recommended that the Town vote to amend the Stormwater Management and Erosion Control Bylaw as set forth above.

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

ARTICLE FORTIETH:

AMEND ZONING BYLAW, ARTICLE III, SECTION 3.05 NONCONFORMING USES

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article III, Section 3.05 Nonconforming Uses by removing extraneous quotations from the first paragraph, inserting alphabetic ordering "A" and "B" to the two existing paragraphs, and then adding a new section C shown in bold italics as set forth below:

"3.05 Nonconforming Uses

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

or take any other action relative thereto.

Recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article III, Section 3.05 Nonconforming Uses by removing extraneous quotations from first paragraph, inserting alphabetic ordering "A" and "B" to the section's two existing paragraphs, and then adding a new section C as set forth above.

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

ARTICLE FORTY- FIRST:

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

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article IV, Section 4.12 B, Off Street Parking Areas as follows, with the provisions to be deleted to be shown in strikethrough and with the provisions to be added shown in bold italics as set forth below:

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

or take any other action relative thereto.

Recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article IV, Section 4.12 B, Off Street Parking Areas as set forth above.

This amendment would revise the Topsfield Zoning Bylaw to extend the distance for off street parking from 200 feet to 500 feet from a premise located within the Business Village District to either a public parking area or premises to which the user had a legal right. This approach has proven successful in other communities attempting to revitalize their downtown areas.

ARTICLE-FORTY-SECOND:

AMEND ZONING BYLAW, ARTICLE III, SECTIONS 3.13 PARKING OF AUTOMOBILES

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article III, Sections 3.13, Parking of Automobiles as follows with the provisions to be added shown in bold italics and those deleted in strikeout:

“3.13 Parking of Automobiles.

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

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

, or take any other action relative thereto.

Recommendation pending.

This article arises from a zoning proposal requested by Richardson Green Inc., a party who owns land at 97-111 Boston Street that would be affected by the proposal. The Essex Agricultural Society is interested in acquiring the Richardson property in order to provide additional parking only for the period of the annual Essex Agricultural Fair. This proposal would modify the existing bylaw relative to residential districts to allow for parking on that property during the Fair. However, the amendment adds the requirement for a Special Permit by the Zoning Board of Appeals. Such a permit would regulate the conditions under which parking would be allowed.

ARTICLE FORTY-THIRD:

AMEND ZONING BYLAW, ARTICLE III, SECTION 3.02 TABLE OF USE REGULATIONS

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

		BHN
4.35	Commercial kennels	NP <i>SP</i>

, or take any other action relative thereto.

Recommendation pending.

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

ARTICLE FORTY-FOURTH:

CITIZEN PETITION - 24/7 FIRE SERVICE

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Fire Chief, to fund a 24 hour, seven days per week staffing of the Fire Department for the delivery of fire related duties and emergency medical services to the residents of Topsfield by hiring four additional full time firefighters.

Recommended that a Committee of seven (7) be formed, by appointment of the Board of Selectmen, to study the matter and report back to the Selectmen no later than November 1, 2015; and if the matter is supported by the Committee, to be considered in the Fiscal Year 2017 town's budget process.

This article would authorize the hiring of four additional full time firefighters.

ARTICLE FORTY-FIFTH:

CITIZEN PETITION - TOWN CLERK APPOINTMENT

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for the enactment of special legislation which would authorize the appointment of the Town Clerk, and which legislation would provide substantially as follows:

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

SECTION 1.

Notwithstanding the provisions of Chapter 41 of the General Laws or any other general law, special law or bylaw to the contrary, the Office of Town Clerk in the Town of Topsfield shall be appointed by the Board of Selectmen. The Town Clerk shall be governed by the Town of Topsfield Personnel Bylaw and

shall have all the powers, perform all the duties and be subject to the liabilities and penalties conferred and imposed by the law on town clerks.

SECTION 2.

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

SECTION 3

This Act shall take effect upon its passage.

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

Recommended that the Town vote to authorize the Board of Selectmen to petition the General Court for the enactment of special legislation which would authorize the appointment of the Town Clerk, and to approve Article Forty-Fifth as set forth above in the warrant.

If this request is approved by Town Meeting and the General Court, the position of Town Clerk in the town would change from an elected position to a position appointed by the Board of Selectmen; however, the elected incumbent in office as of the effective date of the act would serve out the remainder of the unexpired term.

ARTICLE FORTY-SIXTH:

CITIZEN PETITION - SENIOR NEEDS ANALYSIS STUDY

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

Recommended that the Town vote to appropriate and transfer the sum of \$10,000 from Article 17 of May 2014 Annual Town Meeting to be expended by the Board of Selectmen with the advice of the Council on Aging to retain the services of a consultant to prepare a comprehensive needs assessment of senior residents of the Town of Topsfield.

This article would allow the Town to retain the services of a consultant to prepare a comprehensive needs assessment of senior residents in Topsfield.

ARTICLE FORTY-SEVENTH:

CAPITAL 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 Capital Stabilization Fund, or take any other action relative thereto.

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

The Capital Stabilization fund provides a mechanism to set aside funds for future long term capital needs. Approval of this article requires a 2/3rds vote of Town Meeting, as does any future vote to expend such monies in this stabilization fund.

ARTICLE FORTY-EIGHTH:
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 Stabilization Fund, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$25,000 to the Stabilization Fund.

The general Stabilization Fund is sometimes called the "rainy day fund", and appropriations to such fund remain in the fund from year to year. Approval of this article requires a 2/3rds vote of Town Meeting, as does any future vote to appropriate monies in the general Stabilization Fund for any legal purpose.

ARTICLE FORTY-NINTH:
FREE CASH

To see if the Town will vote to transfer from Free Cash and appropriate a sum of money to reduce the tax levy for Fiscal Year 2016, or take any other action relative thereto.

Recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$392,690 to reduce the tax levy for Fiscal Year 2016.

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

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 seventh day of May 2015, when the polls will be open from seven o'clock in the morning to eight o'clock in the evening, to bring in their votes on one ballot for the following offices and questions:

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

PROPOSITION 2 ½ REFERENDUM BALLOT QUESTION

QUESTION ONE: MASCONOMET REGIONAL SCHOOL DISTRICT: "Shall the Town of Topsfield be allowed to assess an additional \$193,000 in real estate and personal property taxes for the purpose of funding the Town's assessment for the Masconomet Regional School District for the fiscal year beginning July 1, 2015?"

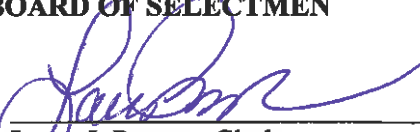
The polls shall be open from **7:00 AM UNTIL 8:00 PM**, and you are directed to serve this Warrant by posting attested copies thereof, one at the Post Office, one at the Town Hall, and one at each of the Public Meeting Houses in said Town, seven days at least before time for holding the election portion 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 1st day of April in the year two thousand and fifteen.

TOWN OF TOPSFIELD BOARD OF SELECTMEN


A. Richard Gandt, Chairman


Laura J. Powers, Clerk


Eldon D. Goodhue, Member


Martha A. Morrison, Member


J. Stephen Lais, Member

A true copy

ATTEST:


Frederick J. Glatz, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

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

TOWN OF TOPSFIELD



WARRANT FOR 2015 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

**PROCTOR SCHOOL
WOODBURY AUDITORIUM
60 Main Street**

in said Topsfield on Tuesday, the fifth day of May, 2015, at seven-thirty o'clock in the afternoon (7:30 PM), then and there to act on the following articles:

ARTICLE FIRST:

REPORTS

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

ARTICLE SECOND:

PRIOR YEAR BILLS AND WAGES

To see if the Town will vote to transfer from available funds and appropriate a sum of money to pay outstanding bills and wages contracted prior to July 1, 2014.

Recommendation pending further review.

ARTICLE THIRD:

TRANSFER OF FUNDS

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 2015 fiscal year, or take any other action relative thereto.

Recommendation pending further review.

ARTICLE FOURTH:

AMEND TOWN CLERK'S FY15 SALARY

To see if the Town will vote to amend the Town Clerk's Fiscal Year 2015 salary; and further to appropriate and transfer from available funds a sum of money to the Town Clerk Salary Account, or take any other action relative thereto.

Recommended that the Town vote to amend and set the Town Clerk's Fiscal 2015 salary at \$58,332; and further to appropriate and transfer the sum of \$1,681 from the Fiscal 2015 Unemployment Account to the Town Clerk Salary Account.

This article would authorize an increase in the Town Clerk's salary to an amount similar to that of the position in other towns. The article would further provide funding for this salary adjustment in the current year.

ARTICLE FIFTH:

TOWN HALL EXTERIOR ENVELOPE REPAIRS

To see if the Town will vote to appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Town Hall Building Committee, for exterior repairs to the Town Hall, including the payment of all other costs incidental and related thereto; and to determine whether this appropriation shall be raised by taxation, transferred from available funds, borrowed or otherwise, or take any other action relative thereto.

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

The Town recently completed a Building Envelope Study and Exterior Conditions Survey for our historic Town Hall building. The Town Hall Building Committee has given this project a high priority given the urgency of the project underscored by numerous recent incidents especially related to the deteriorated conditions of the aging windows. The funding will help prevent further deterioration of the building structure and will preserve and restore original windows, where possible. The work is estimated to cost approximately \$227,000 and includes the purchase of exterior storm windows that will preserve the Town's investment. Since this is a borrowing authorization, approval requires a 2/3rds vote.

ARTICLE SIXTH:

FIRE/RESCUE JAWS OF LIFE EMERGENCY EQUIPMENT

To see if the Town will vote to transfer from available funds and appropriate a sum of money to purchase Fire/Rescue Jaws of Life emergency equipment, or take any other action relative thereto.

Recommended that the Town vote to transfer from the Fiscal 2015 Town Liability Insurance Account and appropriate the sum of \$35,000 to purchase Fire/Rescue Jaws of Life emergency equipment.

This article would fund the purchase of a set of vehicle extrication tools, commonly known as "Jaws of Life". The existing 20 year old set was designed for use with cars built in that era. The new equipment will handle the stronger materials in today's vehicles and allow for greater functionality in our response to Motor Vehicle Accidents ("MVA's") since it is powered by either battery or an external source of electricity.

ARTICLE SEVENTH:

LIBRARY SECURITY DOORS & ALARM SYSTEM

To see if the Town will vote to transfer from available funds and appropriate a sum of money for the Library security doors and alarm system, or take any other action relative thereto.

Recommended that the Town vote to appropriate the sum of \$7,000 for the Library security doors and alarm system; and to meet said appropriation transfer the sum of \$3,047 from the Fiscal 2015 Town Liability Insurance Account; transfer the sum of \$1,630 from the Fiscal 2015 Cable Wage Account; and transfer the sum of \$2,323 from the Fund Balance Reserve for 20 year borrowing.

The Library Director has requested the purchase and installation of alarmed crash bars on five emergency exit doors at the Library. Currently, none of the emergency doors are alarmed which poses a security issue. The Police Chief has also recommended that the emergency exits be alarmed to ensure public safety and effective monitoring by library personnel.

ARTICLE EIGHTH:

STEWARD SCHOOL LIBRARY CARPETING REPLACEMENT

To see if the Town will vote to transfer from available funds and appropriate a sum of money for the replacement of carpeting at the Steward School Library, or take any other action relative thereto.

Recommended that the Town vote to transfer from the Fiscal 2015 Town Liability Insurance Account and appropriate the sum of \$12,000 for the replacement of carpeting at the Steward School Library.

This article would fund replacement of the carpeting in the Steward School Library. The existing carpeting is worn and torn.

ARTICLE NINTH:

FINANCIAL PROGRAM CONVERSION UPGRADE

To see if the Town will vote to transfer from available funds and appropriate a sum of money for the conversion upgrade of the Munis financial programs to version 10.0, or take any other action relative thereto.

Recommended that the Town vote to appropriate the sum of \$7,000 for the conversion upgrade of the Munis financial programs to version 10.0; and to meet said appropriation transfer the sum of \$3,400 from the Fiscal 2015 Town Accountant Other Account; and transfer the sum of \$3,600 from the Essex Regional Retirement Account.

The Town's financial management system (Munis) needs to be updated to the current software version. With this update, the financial team will also get upgraded applications to better streamline existing financial and budgetary processes.

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 1st day of April in the year two thousand and fifteen.

TOWN OF TOPSFIELD BOARD OF SELECTMEN


A. Richard Gandt, Chair


Laura J. Powers, Clerk


Eldon D. Goodhue, Member


Martha A. Morrison, Member


J. Stephen Lais, Member

A true copy

ATTEST:


Frederick J. Glatz, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

Mark B. Lyons, Chairman
Heidi L. Bond

Karen A. Dow
Jonathan D. Guido

Eric Menzer
Dana Warren

ATTACHMENT A

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

50	MODERATOR:	50
	SELECTMEN:	
1	Chairman	1
1	Clerk	1
1	Member	1
1	Member	1
1	Member	1
	ASSESSORS:	
1,500	Chairman	1,500
1,500	Clerk	1,500
1,500	Member	1,500
56,651	TOWN CLERK:	63,048
300	TOWN CONSTABLE:	300
	PLANNING BOARD:	
1	Chairman	1
1	Clerk	1
1	Member	1
1	Member	1
1	Member	1

GENERAL GOVERNMENT

	Moderator:	
50	Salary	50
50	TOTAL: Moderator	50
	Selectmen:	
182,160	Salaries	188,428
45,080	Wages	53,150
37,867	Other	39,696
265,107	TOTAL: Selectmen	281,274
	Selectmen's Special:	
68,200	Other	70,200
68,200	TOTAL: Selectmen Special	70,200
	Parking Clerk:	
-	Other	-
-	TOTAL: Parking Clerk	-
	Finance Committee:	
1,264	Wages	1,316
385	Other	390
1,649	TOTAL: Finance Committee	1,706

	Town Website/Cable Advisory:	
1,630	Wages	1,858
1,263	Other	1,263
2,893	Total: Town Website/Cable Advisory	3,121
	Town Accountant:	
68,205	Salary	78,365
36,096	Wages	42,171
22,619	Other	23,297
126,920	TOTAL: Town Accountant	143,833
	Board of Assessors	
74,455	Salaries	83,865
36,596	Wages	42,704
30,875	Other	31,725
141,926	TOTAL: Assessors	158,294
	Town Treasurer and Collector:	
68,955	Salary	78,365
76,668	Wages	86,779
48,136	Other	56,583
193,759	TOTAL: Town Treasurer & Coll.	221,727
	Town Hall:	
-	Wages	-
142,431	Other	137,423
142,431	TOTAL: Town Hall	137,423
	School Street Building	
500	Other	600
500	TOTAL: School Street Building	600
	Town Clerk:	
56,951	Salary	63,348
23,447	Wages	26,013
14,335	Other	13,156
94,733	TOTAL: Town Clerk	102,517
	Trust Fund Clerk:	
-	Salary	-
100	Other	100
100	TOTAL: Trust Fund Clerk	100
	Conservation Commission:	
68,955	Salary	72,979
14,079	Wages	17,756
83,034	TOTAL: Conservation Commission	90,735
	Planning Board:	
5,005	Salaries	5,105
1,742	Other	1,791
6,747	TOTAL: Planning Board	6,896
	Zoning Board of Appeals:	
724	Other	745
724	TOTAL: Zoning Board of Appeals	745
1,128,773	SUB-TOTAL: GENERAL GOVERNMENT	1,219,221

PUBLIC SAFETY

	Police Department:	
157,062	Salaries	161,789
1,015,293	Wages	1,168,805
138,929	Other	142,990
-	Capital Equipment	-
1,311,284	TOTAL: Police Department	1,473,584
	Fire Department:	
103,262	Salaries	103,262
458,837	Wages	506,870
104,255	Other	108,007
666,354	TOTAL: Fire Department	718,139
	Ambulance Services:	
-	Other	-
-	TOTAL: Ambulance Service	-
	Inspectional Services:	
88,259	Salaries	96,718
26,734	Wages	29,326
5,913	Other	6,089
120,906	TOTAL: Inspectional Services	132,133
	Scaler Weights & Measure	
1,593	Salary	1,625
-	Other	-
1,593	TOTAL: Sealers Weights & Measure	1,625
	Animal Control Officer:	
9,449	Salary	9,638
560	Other	560
10,009	TOTAL: Animal Control Officer	10,198
	Animal Inspector:	
7,303	Salary	7,303
1,840	Other	1,840
9,143	TOTAL: Animal Inspector	9,143
2,119,289	SUB-TOTAL: PUBLIC SAFETY	2,344,822

EDUCATION ELEMENTARY SCHOOL

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

PUBLIC WORKS AND FACILITIES

	General Highway:	
81,323	Salary	90,244
263,989	Wages	284,892
221,520	Other	242,170
29,257	Capital Equipment	29,257
596,089	TOTAL: General Highway	646,563
	Snow and Ice:	
28,000	Wages	29,720
174,400	Other	176,445
202,400	TOTAL: Snow and Ice	206,165
	Street Lights	
20,250	Other	20,858
20,250	TOTAL: Street Lights	20,858
818,739	SUB-TOTAL: PUBLIC WORKS	873,586

HUMAN SERVICES

	Board of Health:	
68,205	Salary	72,229
15,383	Wages	21,264
17,629	Other	18,158
101,217	TOTAL: Board of Health	111,651
	MSW Collection, HHW & Recycling	
409,713	Services	409,713
409,713	TOTAL: MSW Collection, HHW & Recycling	409,713
	Recycling:	
2,050	Other	4,150
2,050	TOTAL: Recycling	4,150
	Council On Aging:	
43,158	Salary	46,029
44,378	Wages	46,389
2,767	Other	2,850
90,303	TOTAL: Council On Aging	95,268
	Veterans' Benefits:	
20,960	Other	20,960
20,960	TOTAL: Veterans' Benefits	20,960
	Soldiers & Sailors Graves:	
1,000	Other	1,000
1,000	TOTAL: Soldiers & Sailors Graves	1,000
625,243	SUB-TOTAL: HUMAN SERVICES	642,742

CULTURE & RECREATION

	Library:	
208,021	Salaries	225,972
164,784	Wages	181,256
140,550	Other	151,988
513,355	TOTAL: Library	559,216

	Park and Cemetery Department:	
69,955	Salary	73,643
131,582	Wages	142,551
51,593	Other	53,018
253,130	TOTAL: Park & Cemetery Dept.	269,212

	Tree Department:	
3,096	Salary	3,158
3,330	Wages	3,395
8,195	Other	8,440
14,621	TOTAL: Tree Department	14,993

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

	Historical Commission:	
450	Other	450
450	TOTAL: Historical Commission	450

785,156	SUB TOTAL: CULTURE & RECREATION	846,521
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DEBT SERVICE

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

654,469	SUB TOTAL: DEBT SERVICE	644,405
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OTHER EXPENDITURES

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

	Insurance:	
355,439	Liability/Accident/Workmen's Compensation	369,469
1,945,203	Life/Medical/Medicare	2,016,137
75,000	Unemployment	75,000
2,375,642	TOTAL: Insurance	2,460,606

3,260,183	SUB-TOTAL OTHER EXPENDITURES	3,425,062
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16,258,771	***TOTAL BUDGET RECOMMENDATION***	17,168,562
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Fiscal Year 2015: July 1, 2014 through June 30, 2015

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

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



TO ALL REGISTERED VOTERS:

U.S. POSTAGE
PAID
PERMIT 51
TOPSFIELD, MA

CURRENT RESIDENT

TOPSFIELD, MA 01983

ANNUAL AND SPECIAL TOWN MEETING

Proctor School, Woodbury Auditorium

TUESDAY, MAY 5, 2015 at 7:00PM

And if needed, continued on Wednesday, May 6, 2015

ANNUAL TOWN ELECTION

THURSDAY, MAY 7, 2015

7:00 AM to 8:00 PM

ST. ROSE CHURCH HALL

12 Park Street, Topsfield