

TOWN OF TOPSFIELD MASSACHUSETTS



ANNUAL AND SPECIAL TOWN MEETING WARRANTS

Finance Committee Fiscal 2019
Budget Report and Recommendations

MAY 1, 2018

TOWN MEETING

“Working Together To
Strengthen Our Foundation”

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 2019 (FY2019) and for other Warrant Articles to be voted upon by all citizens in attendance at the Annual Town Meeting (ATM) to be held at 7 P.M. on Tuesday, May 1, 2018.

In Fall 2017, the FinCom issued guidelines to all Town departments and elected supervising boards to consider as they built their budgets based on their assessment of needed services and known costs. The guidelines are not a guarantee of funding, but rather provide a starting point that hopefully produces a balanced budget without a need for overrides. These guidelines requested the submission of department budgets with appropriate adjustments to the salary and wage grid for non-represented personnel, negotiated contractual salaries and wages, and a 0.0% increase in "Other," which is comprised of non-salary and wage accounts. The guidelines stated no new programs, and departments were asked to continue to focus on services that are essential to the Town. Department budgets and any needed capital items were discussed and voted in public meetings of their respective elected supervising boards.

As in years past, over the course of winter and early spring, the Finance Committee worked with Town boards and department heads to understand department needs and costs, and potential revenue sources. Topsfield is a small town with little available land for new construction and a limited commercial tax base; approximately 85% of the FY18 budget is funded through the tax levy, and roughly 92% of the tax levy is from residential sources. Every year it is a challenge to provide even level services within the constraints of available funds. We gratefully acknowledge the hard work done by elected and appointed volunteers, and by Town employees, to provide needed services within guidelines.

The Finance Committee has recommended an FY2019 budget with a **3.15%** increase in the General Operating Budget (Article Third). The Masconomet Regional School assessment, as certified by its School Committee, is **\$7,579,412**, a **5.16%** increase over FY2018. A portion of this increase is due to an increase in Topsfield's share of the enrollment at Masconomet.

Notable items in the Article Third budget:

- The health insurance line item came in at a 0% increase due to plan design changes and the willingness of employees to work with the Town on these changes. In many years this increase has been in the neighborhood of 10%.
- The Elementary School line item shows an increase of 3.59%, but some of the increase is due to an increase in extraordinary special education (XSPED) costs. The Elementary School Committee made some difficult choices to meet the FinCom guideline of 3% in non-XSPED costs.
- The salary & wage lines of department budgets reflect settled contracts with a number of unions, a 2% cost-of-living adjustment to the non-union salary & wage grid, appropriate movements on that grid based on employee performance, and longevity payments as appropriate. As these contracts were under negotiation in the current year with funding to cover bargained increases in a salary reserve line, there is a large apparent increase in certain budgets and a corresponding decrease in salary reserve for FY2019, when

compared to FY2018. One of these negotiated items is a stipend paid to up to 3 firefighters per overnight shift for guaranteed availability.

- A 5.11% increase in Debt Service, reflecting bonds that have been issued for the Town Hall project as well as some other small projects, and planned short- and long-term borrowing for the Town Hall and Elementary School Envelope projects. The FinCom has chosen to apply additional Free Cash to offset that increase.

Overall, the FY 2019 budget for Annual Town Meeting is projected to increase 2.40% compared to FY2018, or 4.14% after removing the \$500,000 expended in FY2018 on the purchase of the conservation restriction for Donibristle Farm. After taking into account projected state aid and local receipts, Free Cash and other available funds, the projected increase to the tax levy is 0.44% compared to FY2018, or 2.59% without Donibristle. The recommended operating budget for FY19 does not require a Proposition 2 ½ override.

In addition to certain contractual items that resulted in an increase in FY2019 over FY2018, including solid waste contract, increase in the number of required elections, etc.), the FinCom considered a number of "Other" requests over guidelines that aimed to improve Town services. A few of these were approved, including temporary help for the Town Clerk to deal with both early walk-in voting and public records requests, an increase in the cost of electricity for streetlights, additional legal services for the Selectmen due to Open Meeting Law and public records questions, and additional funds for Parks & Cemeteries groundskeeping materials due to increasing costs. The total of these contractual and other requests is \$48,408 (roughly 40% of this is due to the contractual increase in Year 6 of the solid waste contract) or about 0.2% of the total tax levy.

The FinCom worked with the Town Administrator and departments/boards on funding for a number of capital items. A few items (e.g. police tasers and traffic safety trailer supplies) are being dealt with during the 5/1/18 Special Town Meeting (STM) using unspent FY 2018 funds in certain line items (aka turn-backs). A fire-damaged Highway truck is also recommended for replacement during STM with a combination of insurance funds, turns-backs and unused funds in past warrant articles. During the ATM, FinCom recommends funding other capital items from Free Cash, such as replacement of a police cruiser, building repair for Parks & Cemeteries, fire turn-out gear, and so forth. These were deemed the most important of many competing needs. The FinCom has also voted to use Free Cash to make annual contributions to two Stabilization Funds and to the Other Post-Employment Benefits fund. These can be thought of as the Town's savings accounts against an unexpected need and/or future financial commitments. Free Cash expenditures for specific items totals \$663,250.

We encourage you to read the warrants carefully, then 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, 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,

Karen A. Dow, Chairman

Che Elwell

Jonathan D. Guido

Michael Hartmann

Eric Menzer

Louis Ross

Dana E. Warren, Jr.

2018 Consent Calendar

The concept of a "Consent Calendar," which was introduced several years ago by our previous Moderator, has been used successfully during the last few years to expedite the passing of certain warrants at Town Meeting and thus shortening the total time spent at Town Meeting. Given the number of articles presented again at this year's TM, this strategy will be used again. Consent speeds the passage of certain 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 8 (Grant Authorization for Town Projects) will be the first Consent article in the Warrant, there will be a motion after Article 7 to adopt the Finance Committee's recommendations on each Article included within the Consent Calendar. The same will happen prior to Article 17.

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.

We are 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).

This year, in preparation to this year's Town Meeting, we will review all warrants in a cable broadcasted event to be held in April, 2018. It is hoped that many citizens will have the opportunity to review the warrant document and ask questions prior to TM. It is not meant to substitute debate on the articles merely to clarify and inform. Naturally, all public debate on this year's warrants will occur at Town Meeting on Tuesday, May 1, 2018.

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.

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

2018 Annual Town Meeting
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TOWN OF TOPSFIELD



WARRANT FOR THE 2018 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 first day of May, 2018, at seven o'clock in the afternoon (7:00 PM), then and there to act on the following articles:

ARTICLE FIRST:
REPORTS

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

ARTICLE SECOND:
BALANCE TRANSFERS

To see if the Town will vote to transfer certain account balances and appropriate the same to fund the General Operating Budget for Fiscal Year 2019 to be voted under Article Third, or take any other action relative thereto.

Account:	Amount:
Fund Balance Reserved for Reduction of Future Excludable Debt	1,456.00
Solid Waste Enterprise Fund	27,550.00
Conservation Revolving Fund	10,000.00
Cable/PEG Fund (Reserved for Appropriation)	37,000.00
Total Balance to Transfer:	\$76,006.00

Recommended that the Town vote to transfer the sum of \$76,006 from various funds listed under Article Second in the warrant and appropriate the same to fund the General Operating Budget in Fiscal Year 2019 to be voted under Article Third.

This article transfers available funds from various accounts to help fund the Fiscal Year 2019 General Operating Budget.

ARTICLE THIRD:

GENERAL OPERATING BUDGET

To see if the Town will vote to fix the annual salary and compensation of all elected officers, and raise and assess, or transfer from available funds, and appropriate a sum of money for schools, highways, and other Town expenses from July 1, 2018 for Fiscal Year 2019, 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 \$19,835,041 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2018, and determine the manner of expending the same as stated in Attachment A; and to meet said appropriation, in addition to the amount transferred for such purposes under Article Second, to raise and assess the sum of \$19,759,035.

This article approves the Fiscal Year 2019 General Operating Budget for the Town, within the levy limit, for the elementary schools and general Town government operations. The transfers voted under Article Second provide \$76,006 to fund a portion of the Fiscal Year 2019 General Operating Budget, thereby reducing the total amount required to be raised.

Please refer to "Attachment A" to review the Fiscal Year 2019 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 2019 and determine the manner of expending the same, or take any other action relative thereto.

WATER DEPARTMENT OPERATING BUDGET		
Actual Appropriation FY2018		Proposed Appropriation FY2019
\$ 296,122	Salary & Wages	\$ 302,539
349,180	Other	349,180
79,500	Long-Term Debt Principal	152,500
21,192	Long-Term Debt Interest	68,578
207,000	Short Term Debt Principal	-
29,450	Short-Term Debt Interest	377,634
5,000	Debt Issue Costs	5,000
145,000	Water Reserve Fund	56,710
190,000	Unanticipated Emergency	300,000
1,322,444	SUB-TOTAL – DIRECT COSTS	1,612,141
143,378	INDIRECT COSTS	159,760
1,465,822	TOTAL WATER DEPARTMENT BUDGET:	\$1,771,901

Recommended that the Town vote to transfer from Water Revenue the sum of \$1,612,141 and appropriate the same as detailed under Article Fourth in the Warrant, to operate the Water Department from July 1, 2018, through June 30, 2019, and to approve the sum of \$159,760 of indirect costs appropriated in the General Fund under Article Third, to be funded from Water Revenues.

This article approves the Fiscal Year 2019 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 2019 Gross Budget of the Masconomet Regional School District and to raise and assess, or transfer from available funds, and appropriate a sum of money for the Town's share of the assessment of same, or take any other action relative thereto.

Recommended that the Town vote to approve the Fiscal Year 2019 Gross Budget of the Masconomet Regional School District in the amount of \$35,731,811 and raise and assess and appropriate the sum of \$7,579,413 to fund the Town's share of the Fiscal Year 2019 Masconomet Regional School District Assessment, of which the sum of \$7,286,699 supports the Maintenance & Operating Budget, and the sum of \$292,714 supports the Masconomet Building Debt Service.

This article approves the Fiscal Year 2019 assessment for the operations, maintenance and debt service for the Masconomet Regional School District.

ARTICLE SIXTH:

MASCONOMET REGIONAL SCHOOL DISTRICT – CAPITAL REQUEST

To see if the Town will vote to approve the FY2019 Masconomet Regional School District capital budget of \$667,000, with Masconomet contributing \$150,000 and the remainder allocated between the member municipalities in accordance with the Regional School District Agreement; and to raise and assess, or transfer from available funds, and appropriate the sum of \$148,584 as the Town's allocable share of the school safety and security systems repairs, replacements, and upgrades; and further, to transfer \$30,000 from the amount appropriated under Article Sixth of the May 2, 2017 Annual Town Meeting for fire suppression systems and appropriate such sum to be used instead for replacement of locksets at Masconomet, or take any other action relative thereto.

Recommend no action.

This article would approve Topsfield's share of a Fiscal Year 2019 capital budget request from the Masconomet Regional School District for capital improvements totaling \$667,000. The capital request to the Town of Topsfield is for \$148,584 based on the enrollment formula set forth in the Regional School District Agreement, which amounts will be combined with those requested of Middleton and Boxford, along with District funding, to purchase school safety and security systems. The article also repurposes funds appropriated in last year's Capital Budget to be used instead for replacement of locksets at Masconomet.

Please refer to "Attachment B" to review the Fiscal Year 2019 Masconomet Regional School District capital budget request and detailed list of capital items.

ARTICLE SEVENTH:

ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

To see if the Town will vote to approve the Fiscal Year 2019 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 2019 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$28,329,262 and raise and assess and appropriate the sum of \$260,101 for the Town's share of the assessment of same.

This article approves the Fiscal Year 2019 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. (This amount is subject to change, Preliminary Assessment as of March 15, 2018).

***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 in accordance with G.L. c.90, or take any other action relative thereto.

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

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

***ARTICLE TENTH:**
REVOLVING FUNDS

To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to approve annual spending limits for Fiscal Year 2019 for the revolving funds established by Town of Topsfield By-Laws, Section 64-1, "Revolving Funds", with such expenditure limits to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to increase the same; provided, however, that the Board of Selectmen, with the approval of the Finance Committee, may, at the request of the Treasurer Collector increase such limit, for that fiscal year only:

Program or Purpose:	Fiscal Year Spending Limit:
Parks Revolving Fund	\$45,000
Cemeteries Revolving Fund	\$25,000
Conservation Commission Revolving Fund	\$10,000

Or take any other action relative thereto.

Recommended that the vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to approve annual spending limits for Fiscal Year 2019 for the revolving funds established by Town of Topsfield Bylaws, Section 64-1, "Revolving Funds", with such expenditure limits to be applicable for each fiscal year until such time as Town Meeting votes, prior to July 1 for the ensuing fiscal year, to increase the same; provided, however, that the Board of Selectmen, with the approval of the Finance Committee, may, at the request of the Treasurer Collector increase such limit, for that fiscal year only.

Last year, the Town voted, in accordance with the amendment to G.L. c.44, §53E ½ made by the Municipal Modernization Act, to adopt a bylaw establishing revolving funds. The intent of the amendment was to eliminate the requirement that the Town vote annually to establish and re-establish revolving funds. However, the law requires the Town to establish fiscal year spending limits. This article establishes those limits for Fiscal Year 2019, and provides further that such limits will be applicable for future fiscal years unless revised by Town Meeting. The language concerning authority of the Board of Selectmen and Finance Committee to approve a one-year increase in the approved spending limit is found in the statute and is repeated in the article for informational purposes.

***ARTICLE ELEVENTH:**
LEASE OF EMERSON FIELD

To see if the Town will vote to authorize the Board of Selectmen, with the advice of the Parks and Cemeteries 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 Parks and Cemeteries 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 appropriate and transfer from Free Cash the sum of \$1,250 to fund 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 TWELFTH:**

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 2019 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 2019 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 THIRTEENTH:**

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 an annual contribution to Senior Care Inc., an authorized service provider that provides services for 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 for Fiscal Year 2019 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 FOURTEENTH:**

COMPENSATED ABSENCES FUND

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to the Compensated Absences Fund created pursuant to G.L. c.40, §13D to provide for future payment of accrued liabilities for compensated absences due any employee or full-time officer of the Town upon the termination of employment, 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 the Compensated Absences Fund created pursuant to G.L. c.40, §13D.

This fund was established under Article Fifteenth of the May 2, 2017 Annual Town Meeting to help meet the Town's liabilities for employees who have accrued sick and vacation leave benefits which must be paid upon retirement and/or separation from Town service. This replaced the "Employee Employment Separation Fund".

***ARTICLE FIFTEENTH:**

UNEMPLOYMENT COMPENSATION FUND

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to the Unemployment Compensation Fund created pursuant to G.L. c.40, §5E to provide for the anticipated costs of funding reimbursements to the Commonwealth of Massachusetts for unemployment

compensation benefits for former town employees, such fund to be spent as needed by the Board of Selectmen without further appropriation, or take any other action relative thereto.

Recommended that the Town vote to raise and assess and appropriate the sum of \$15,000 to be added to the Unemployment Compensation Fund created pursuant to G.L. c.40, §5E.

This fund was established under Article Sixteenth of the May 2, 2017 Annual Town Meeting to allow the Town to provide for anticipated payments to the Commonwealth of Massachusetts relative to unemployment compensation benefits for former Town employees.

***ARTICLE SIXTEENTH:**

SPECIAL INDEMNITY LEAVE 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 Special Indemnity Leave Fund created pursuant to G.L. c.41, §111F to provide for the payment of injury leave compensation or medical bills in accordance with G.L. c.41, §111F and G.L. c.41, §100; such fund to be expended as needed by the Board of Selectmen without further appropriation, or take any other action relative thereto.

Recommended that the Town vote to raise and assess and appropriate the sum of \$52,000 to be added to the Special Indemnity Leave Fund pursuant to G.L. c.40, §111F.

This fund was established under Article Seventeenth of the May 2, 2017 Annual Town Meeting and allows the Town to appropriate money to, and expend monies from, a special indemnity or injury leave fund for the payment of police officer and firefighter injury leave compensation or medical bills, rather than charging such costs to departmental budgets.

****ARTICLE SEVENTEENTH:**

WATER TANK INSPECTIONS

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 Board of Water Commissioners, to conduct inspections of the Boston Street and Garden Street Water Tanks, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate the sum of \$30,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to conduct inspections of the Boston Street and Garden Street Water Tanks; and to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to take any other action necessary to carry out this project.

This article would allow the Water Department to conduct inspections of the Boston Street and Garden Street Water Tanks for structural integrity and sediment build up. The tanks are 69 and 40 years old respectively. Inspection of tanks of this age is recommended every 5 years. This project would be funded from receipts collected from the ratepayers of the Water Enterprise Fund.

****ARTICLE EIGHTEENTH:**

TOWN FACILITIES REPAIR AND MAINTENANCE FUND

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Board of Selectmen to fund facilities repairs, maintenance and any associated costs to repair, maintain and ensure the safety and security of Town-owned properties,

facilities equipment and assets, including all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$25,500 to be expended by the Board of Selectmen to fund facilities repairs, maintenance and any associated costs to repair, maintain and ensure the safety and security of Town-owned properties, facilities equipment and assets, including all incidental and related expenses.

This article will allow the Town to fund capital needs, facility repairs and emergency situations that arise after Town Meeting.

****ARTICLE NINETEENTH:**

CEMETERY BUILDING – EXTERIOR RENOVATION AND BUILDING REPAIRS

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 Parks and Cemeteries Commissioners, to fund exterior renovation and building repairs of the barn building in the Pine Grove Cemetery, including all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$25,000 to be expended by the Board of Selectmen, with the advice of the Parks and Cemeteries Commissioners, to fund exterior renovation and building repairs of the barn building in the Pine Grove Cemetery, including all incidental and related expenses.

This funding would allow for the exterior renovation of the barn building, also known as the hearse building. The work will include repairs to the trim, siding, gutters, doors and windows. The building is structurally sound; however, it shows visible signs of water infiltration and exterior deterioration. The building is currently utilized to store equipment and tools for grounds keeping.

****ARTICLE TWENTIETH:**

POLICE SUV 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 SUV Police Cruiser, or take any other action relative thereto.

Recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$46,500 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new SUV Police Cruiser.

This funding allows the Town to continue its annual replacement schedule for the Police Department's front line cruiser fleet on a rotating basis. A regular fleet rotation schedule ensures that reliable vehicles are equipped, capable and well maintained, providing our Police Department personnel with reliable vehicles to ensure the public safety of Topsfield's residents.

****ARTICLE TWENTY-FIRST:**

FIRE ENGINE TWO - VEHICLE REPAIRS

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 vehicle repairs to Engine Two, including all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$18,000 to be expended by the Board of Selectmen, with the advice of the Fire Chief, to fund vehicle repairs to Engine Two, including all incidental and related expenses.

This article will fund vehicle repairs to Engine Two that will extend the expected useful life of the equipment and will provide additional years of service.

****ARTICLE TWENTY-SECOND:**

FIRE PERSONAL PROTECTIVE EQUIPMENT

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

Recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$40,000 to be expended by the Board of Selectmen, with the advice of the Fire Chief, to purchase personal protective equipment for Fire Department personnel.

This article would fund the second year of a three year replacement schedule to provide personal protective equipment for the staff of the Fire Department. The old gear represented a safety and occupational hazard to our Town's first responders. Each set of protective gear and equipment includes: helmet, pants, boots, gloves, hood and coat. Fifteen (15) sets of gear are proposed for purchase in Fiscal Year 2019. The final allocation is scheduled for Fiscal Year 2020. Once the department is fully equipped, a regular replacement program will be established to ensure that each of our 30 firefighters will have the equipment that meets the national safety standards of the National Fire Protection Association.

****ARTICLE TWENTY-THIRD:**

COMPREHENSIVE RECORDS MANAGEMENT SYSTEM

To see if the Town will vote to raise and assess, or transfer from available funds, and appropriate a sum of money to be expended by the Board of Selectmen to purchase technical and professional information management services to implement a comprehensive records management system for the records of the Inspectional Services Department, Board of Health, Conservation Commission, Planning Board and Zoning Board of Appeals. The project includes, but is not limited to, the creation of a public records inventory, document management system, records database, and records retention and disposal schedules in accordance with the requirements of Massachusetts state law; or take any other action relative thereto.

Recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$45,000 to be expended by the Board of Selectmen to purchase technical and professional information management services to implement a comprehensive records management system for the records of the Inspectional Services Department, Board of Health, Conservation Commission, Planning Board and Zoning Board of Appeals, including, but is not limited to, the creation of a public records inventory, document management system, records database, and records retention and disposal schedules in accordance with the requirements of Massachusetts state law.

This article will fund the purchase of technical information management services to design and establish a comprehensive records management system for Town's Land Use Departments. Thousands of public records, maps and plans are being stored in the temporary Town offices. Technical information management services will inventory, organize and categorize existing records and to establish a comprehensive records system for the Land Use Departments before they are consolidated into one central office in the newly renovated Town Hall. Technical and professional services will ensure that land use files can be inventoried, categorized and organized. Currently, documents and duplicate records are

simultaneously stored within multiple departments. A comprehensive inventory of existing paper records, documents and plans will be timely since the Town will need to move and transport all records and files back into the renovated Town Hall. This project will enable Town staff to identify duplicate records and to request permission from the Secretary of State to destroy any records, as may be permissible by law. It is anticipated that the project will help to reduce unnecessary moving efforts and costs since a comprehensive system for records storage and retrieval will be in place once the Board of Health, Conservation Commission and Inspectional Services Departments are relocated into Town Hall.

ARTICLE TWENTY-FOURTH:

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 from Free Cash and appropriate the sum of \$25,000 to the General 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. The General Stabilization Fund may be appropriated by Town Meeting for any legal purpose. Appropriation of monies into this fund requires a majority vote of Town Meeting. However, an appropriation of monies from the fund requires a two-thirds vote of Town Meeting.

ARTICLE TWENTY-FIFTH:

CAPITAL STABILIZATION FUND

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

Recommended that the Town vote to transfer from Free Cash and appropriate 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 planning needs. Funds may remain from year to year, subject to appropriation by Town Meeting. Appropriations of monies into this fund require a majority vote of Town Meeting. However, an appropriation of monies from this fund requires a two-thirds vote of Town Meeting.

ARTICLE TWENTY-SIXTH:

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 from Free Cash and appropriate the sum of \$300,000 to the Other Post-Employment Benefits Liability Trust Fund.

The Town accepted G.L. c.32B, §20 establishing an Other Post-Employment Benefits Liability Trust Fund (“OPEB” Trust Fund) under Article Twenty-Third of the May 4, 2010 Annual Town Meeting. This article allows the Town to continue to fund its OPEB liability by depositing funds in the Trust.

ARTICLE TWENTY-SEVENTH:

TAX DEFERRAL GROSS RECEIPTS LIMIT

To see if the Town will vote to increase the gross receipts that seniors may have in the prior calendar year to be eligible to defer property taxes under G.L. c.59 §5, Clause 41A from \$40,000 to the amount established annually by the Commissioner of Revenue as the income limit for single seniors who are not heads of households to qualify for the “circuit breaker” state income tax credit for the preceding state tax year, with such increase to be effective for deferrals granted for taxes assessed for all fiscal years beginning on July 1, 2018, or take any other action relative thereto.

Recommended that the Town vote to increase the gross receipts that seniors may have in the prior calendar year to be eligible to defer property taxes under G.L. c.59 §5, Clause 41A to the amount established annually by the Commissioner of Revenue as the income limit for single seniors who are not heads of households to qualify for the “circuit breaker” state income tax credit for the preceding state tax year, with such increase to be effective for deferrals granted for taxes assessed for all fiscal years beginning on July 1, 2018.

This law allows the Town to establish the amount of gross receipts that senior citizens 65 years of age and older may have in a calendar year and still be eligible to defer assessed property taxes in the following fiscal year. Under Massachusetts G.L. c.59 §5, Clause 41A, the gross receipts limit may be increased above the \$40,000 by an amount established annually by the Commissioner of Revenue as the income limit for single seniors who are not heads of households to qualify for the “circuit breaker” state income tax credit for the preceding state tax year. “Gross receipts” refers to income from all sources and is broader than taxable income for federal or state income tax purposes. Topsfield’s current gross receipts limit is \$40,000. Passage of this article will allow the 2017 gross receipts income to be increased to \$57,000 for fiscal year 2019 property tax deferrals.

ARTICLE TWENTY-EIGHTH:

TAX RELIEF FUND FOR SENIORS AND DISABLED

To see if the Town will vote to accept G.L. c.60, §3D and establish an Elderly and Disabled Taxation Fund which statute allows municipalities to design and designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form, whereby the taxpayers may voluntarily check off, donate and pledge an amount which shall increase the amount otherwise due, and to establish a town aid to the elderly and disabled taxation fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income; or take any other action relative thereto.

Recommended that the Town vote to accept G.L. c.60, §3D and establish an Elderly and Disabled Taxation Fund.

Acceptance of this statute allows municipalities to establish a fund to help defray the real estate taxes of elderly and disabled persons of low income. A voluntary donation check box may be printed on the bills or included in the bill to allow taxpayers the opportunity to donate to the fund. Donations made by taxpayers are strictly voluntary and shall be deposited into a special account held in the custody of the treasurer. The Town would be required to establish a taxation aid committee consisting of the chairman of the Board of Assessors, the Town Treasurer and three (3) residents of the town to be appointed by the Board of Selectmen.

ARTICLE TWENTY-NINTH:

VETERANS ASSISTANCE FUND

To see if the Town will vote to accept G.L. c.60, §3F and establish a Veteran’s Assistance Fund which statute allows municipalities to design and designate a place on its municipal tax bills, or the motor

vehicle excise tax bills, or to mail with such tax bills a separate form, whereby the taxpayers may voluntarily check off, donate and pledge an amount which shall increase the amount otherwise due, for the purpose of providing support for veterans and their dependents in need of immediate assistance with food, transportation, heat and oil expenses, or take any other action relative thereto.

Recommended that the Town vote to accept G.L. c.60, §3F and establish a Veteran's Assistance Fund.

Acceptance of this statute allows municipalities to establish a fund to provide support for veterans and their dependents in need of immediate assistance with food, transportation, heat and oil expenses. A voluntary donation check box may be printed on the bills or included in the bill to allow taxpayers the opportunity to donate to the fund. Donations made by taxpayers are strictly voluntary and shall be deposited into a special account held in the custody of the treasurer. The Town's Veterans' Services Officer will establish an application process, documentation standards, and financial eligibility criteria.

ARTICLE THIRTIETH:

AMEND GENERAL BY-LAW: DELINQUENT TAXPAYERS LICENSE AND PERMITS

To see if the Town will vote to amend Chapter 25-1.1 of the Town's General By-Laws (Town Code), adopted pursuant to the provisions of G.L. c.40, §57, which statute allows municipalities to deny licenses or permits, among other things, when the applicant or owner of the property to which the license or permit relates owes municipal taxes or fees, to bring such bylaw into accord with the law as revised by the Municipal Modernization Act, with the provisions to be deleted shown in strikethrough, as follows:

25-1.1 List of Persons Neglecting or Refusing to Pay Taxes, Assessments or Municipal Charges.

The Tax Collector or other municipal official responsible for records of all municipal taxes, assessments, betterments and other municipal charges, hereinafter referred to as the Tax Collector, shall annually, and may periodically, furnish to each Department, Board, Commission or Division, hereinafter referred to as the licensing authority that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges ~~for not less than a three (3) month period,~~ and that such a party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the Appellate Tax Board.

Or take any other action relative thereto.

Recommended that the Town vote to amend Chapter 25-1.1 of the Town's General By-Laws, adopted pursuant to the provisions of G.L. c.40, §57, as set forth under Article Thirtieth in the warrant.

Municipalities may deny local licenses and permits to any delinquent taxpayer who has not filed a good faith application for abatement. Under the prior version of the law, such a denial was permitted only if the taxpayer was delinquent for one year or greater. Last year's Town Meeting reduced the one year period to a three month period based upon the Municipal Modernization Acts amendment to provide additional flexibility in the law. The Attorney General's Office has recommended an amendment to the Town's By-Law to eliminate any specific reference to the three month timeframe to ensure complete consistency with the statutory language under G.L. c. 40, §57.

ARTICLE THIRTY-FIRST:

AMEND GENERAL BY-LAWS: ARTICLE VII SECTION 2-37 PLANNING BOARD BY-LAW

To see if the Town will vote to amend Article VII, Section 2-37 of the General By-Laws "Planning Board By-Law" with the provisions to be deleted shown in strikethrough, as follows:

The Planning Board shall consist of five (5) members elected by popular vote for terms of three (3) years. ~~Any Planning Board member may serve for not more than three (3) consecutive terms.~~

Or take any action relative thereto.

Recommended that the Town vote to amend Article VII, Section 2-37 of the Town's General By-Laws as set forth under Article Thirty-First in the warrant.

Passage of the article will eliminate term limits for members of the Planning Board. The Planning Board By-Law was adopted in 1978 and currently has five elected members. The Planning Board is the only public body in Topsfield with term limits.

ARTICLE THIRTY-SECOND:

ADOPT GENERAL BY-LAWS: CHAPTER LXV MARIJUANA ESTABLISHMENTS

To see if the Town will vote to amend the Town's General By-Laws by adding a new Chapter LXV "Marijuana Establishments" that would provide as follows, or take any action relative thereto.

CHAPTER LXV MARIJUANA ESTABLISHMENTS

Consistent with G.L. c.94G, § 3(a)(2), all types of non-medical "marijuana establishments" as defined in G.L. c.94G, §1, to include marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Topsfield.

Recommended that the Town amend the Town's General By-Laws by adding a new Chapter LXV "Marijuana Establishments" as detailed under Article Thirty-Second in the Warrant.

This article, Article Thirty-Second, and Article Thirty-Third propose general and zoning bylaws respectively. Because Topsfield voted against recreational marijuana in November, 2016, the Town may ban all recreational marijuana establishments by a vote of Town Meeting. State law, however, does not specify whether a bylaw or ordinance implementing a prohibition or limitation must be zoning or general in nature. The Attorney General has approved zoning bylaws imposing such restrictions on marijuana establishments. However, when approving similar general bylaws, the Attorney General has recommended adoption of a zoning bylaw as well. Based upon the Attorney General's position, Town Counsel has recommended adoption of a zoning bylaw to ban recreational marijuana establishments, but there may be benefits to adopting a general bylaw as well, essentially to "cover all of the bases."

ARTICLE THIRTY-THIRD:

AMEND ZONING BY-LAWS: ARTICLE VII SECTION 7.05 TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS

To see if the Town will vote to amend the Topsfield Zoning By-Laws by deleting in its entirety the text and title of Article VII Section 7.05, "Temporary Moratorium on Recreational Marijuana Establishments" and inserting in place thereof Section 7.05 "Marijuana Establishments" as follows:

7.05 Marijuana Establishments.

Consistent with G.L. c.94G, §3(a)(2), all types of non-medical “marijuana establishments” as defined in G.L. c.94G, §1, to include marijuana cultivators, independent testing laboratory, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Topsfield.

And to further amend Article III, Use Regulations, Table of Uses with the provisions to be added shown in bold italics:

4. Retail and Service	ORA	IRA	CR	BV	BH	BP	BHN
4.38 Marijuana Establishments	NP	NP	NP	NP	NP	NP	NP

Or take any action relative thereto.

Recommended that the Town amend the Town’s Zoning By-Laws by deleting in its entirety the text and title of Article VII Section 7.05, “Temporary Moratorium on Recreational Marijuana Establishments” and inserting in place thereof Section 7.05, “Marijuana Establishments” and further to amend Article III, Use Regulations, Table of Uses, all as detailed under Article Thirty-Third in the Warrant.

This zoning bylaw would ban all types of non-medical (recreational) marijuana establishments in Topsfield. This article requires a two-thirds vote for passage.

ARTICLE THIRTY-FOURTH:

WITHDRAWN

ARTICLE THIRTY-FIFTH:

AMEND ZONING BY-LAWS: MEDICAL MARIJUANA CULTIVATION/PROCESSING OVERLAY DISTRICT

To see if the Town will vote to amend the Topsfield Zoning By-Laws by adding a new Article XVII Medical Marijuana Cultivation/Processing Overlay District.

“ARTICLE XVII

MEDICAL MARIJUANA CULTIVATION/PROCESSING OVERLAY DISTRICT

17.01 Purpose.

To provide for the placement of Medical Marijuana Cultivation/Processing Centers (“MMCPC”), in accordance with An Act To Ensure Safe Access to Marijuana, c.55 of the Acts of 2017 and all regulations which have or may be issued by the Department of Public Health and/or the Cannabis Control Commission, including, but not limited to 105 CMR 725.00 implementing this Act, in locations suitable for such uses, which will minimize adverse impacts of MMCPCs on adjacent properties, residential neighborhoods, schools, playgrounds, public beaches and other locations where minors congregate by regulating the siting, design, placement, security, and removal of MMCPCs.

17.02 Establishment.

The Medical Marijuana Cultivation/Processing Overlay District (“MMCPOD”) is established as an overlay district. The boundaries of the MMCPOD are shown on the Zoning Map on file with

the Town Clerk and shall comprise the following parcels, as set forth on the maps of the Town Board of Assessors:

All lots within the Business Park Zoning District and Lot 1 of Assessors Map 45.

Within the MMCPOD, all requirements of the underlying zoning district remain in effect, except where these regulations provide an alternative to such requirements. Land within the MMCPOD may be used for (1) a Medical Marijuana Cultivation/Processing Center (“MMCPC”); and (2) a use allowed in the underlying district, in which case the requirements of the underlying district shall apply. If the provisions of the MMCPOD are silent on a zoning regulation, the requirements of the underlying district shall apply. If the provisions of the MMCPOD conflict with the requirements of the underlying district, the requirements of the MMCPOD shall control.

17.03 Definitions.

Where not expressly defined in the Zoning By-Laws, terms used in the MMCPOD By-Law shall be interpreted as defined in Humanitarian Medical Use of Marijuana Act, G. L. c.94C, App. §1-1, Department of Public Health 105 CMR 725.00, G.L. c.94G and any regulations issued by the Cannabis Control Commission implementing these laws, and otherwise by their plain language.

- A. Medical Marijuana Cultivation/Processing Centers (“MMCPC”) shall mean an entity registered by the Department of Public Health or the Cannabis Control Commission that cultivates, possesses, transfers, transports and/or processes medical use marijuana or products containing medical use marijuana and related supplies to qualifying Medical Marijuana Treatment Centers.
- B. Medical Marijuana Treatment Center shall mean an entity licensed by the Department of Public Health or the Cannabis Control Commission under a medical use marijuana license that acquires, cultivates, possesses, processes, transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials for the benefit of registered qualifying patients or their personal caregivers in the treatment of debilitating medical conditions or the symptoms thereof.

17.04 Location and Dimensional Controls.

- A. MMCPCs may be permitted in the MMCPOD pursuant to a Special Permit and Site Plan Review.
- B. MMCPCs may not be located within 500 feet of the following pre-existing uses:
 - 1. Public or private school providing education in kindergarten or grades 1 through 12;
 - 2. State-licensed Child Care Facility;
 - 3. Library, playground, public park, youth center; or similar facility in which minors commonly congregate.

The distance under this section shall be measured in a straight line from the nearest point of the property line of the protected uses identified above to the nearest point of the property line of the proposed MMCPC.

- C. Cultivation and processing facilities located within the MMCPOD shall be separated from adjacent uses by a 50-foot buffer strip, unless the applicant can demonstrate, and the Zoning Board of Appeals finds, that adequate buffering can be provided in a narrower buffer strip.

- D. MMCPs shall be located only in a permanent building and not within any mobile facility.
- E. Unless explicitly stated otherwise, MMCPs shall conform to the dimensional requirements applicable to non-residential uses within the underlying zoning district.
- F. All MMCPs and Marijuana Establishments shall conform to the signage requirements of Article XIII of the Zoning By-Laws. The Zoning Board of Appeals may impose additional restrictions on signage, as appropriate, to mitigate any aesthetic impacts.

17.05 Special Permit.

- A. Procedure. The Zoning Board of Appeals shall be the Special Permit Granting Authority (SPGA) and shall conduct Site Plan Review according to Article IX of the Zoning By-Laws for an applicant for a MMCP.

- 1. Application. In addition to the materials required for a Special Permit and Site Plan Review, the applicant shall also include:
 - a. A detailed floor plan of the proposed MMCP that identifies the square footage available and describes the functional areas of the facility;
 - b. Detailed site plans that include the following information:
 - i. Compliance with the requirements for parking and loading spaces, for lot size, frontage, yards and heights and coverage of buildings, signage and all other provisions of this By-Law;
 - ii. Convenience and safety of vehicular and pedestrian movement on the site to provide secure and safe access and egress for clients and employees arriving to and from the site;
 - iii. Convenience and safety of vehicular and pedestrian movement off the site, if vehicular and pedestrian traffic off-site can reasonably be expected to be substantially affected by on-site changes;
 - iv. Adequacy as to the arrangement and the number of parking and loading spaces in relation to the proposed use of the premises, including designated parking for home delivery vehicle(s), as applicable;
 - v. Site design such that it provides convenient, secure and safe access and egress for clients and employees arriving to and from the site;
 - vi. Design and appearance of proposed buildings, structures, freestanding signs, screening and landscaping; and
 - vii. Adequacy of water supply, surface and subsurface drainage, and light.
 - c. A description of the security measures, including employee security policies;
 - d. A copy of the emergency procedures;

- e. A copy of proposed waste disposal procedures; and
 - f. A copy of all licensing materials issued by the Cannabis Control Commission or Department of Public Health, and any materials submitted to these entities by the applicant for purposes of seeking licensing to confirm that all information provided to the Zoning Board of Appeals is consistent with information provided to the Cannabis Control Commission and/or Department of Public Health, as applicable.
 - 2. The SPGA shall refer copies of the application to all Town departments and boards/commissions, including but not limited to the Inspectional Services Department, Fire Department, Planning Board, Police Department, Board of Health, and the Conservation Commission. These boards/departments shall review the application and shall submit their written recommendations.
 - 3. After notice and public hearing in accordance with the procedures for Special Permits and Site Plan Review of this By-Law and consideration of application materials, consultant reviews, public comments, and the recommendations of other town boards and departments, the SPGA may act upon such a permit and request for site plan approval.
- B. Special Permit Conditions on MMCPs. The SPGA shall impose conditions reasonably appropriate to improve site design, traffic flow, public safety, protect water quality, air quality, and significant environmental resources, preserve the character of the surrounding area and otherwise serve the purpose of this section. In addition to any specific conditions applicable to the applicant's MMCP, the SPGA may include the following conditions in any special permit granted under this By-Law:
- 1. Hours of Operation.
 - 2. The use shall not generate outside odors from the cultivation or processing of marijuana and marijuana products.
 - 3. A Security Plan shall be required for all MMCPs, which shall be subject to approval by the Fire and Police Chiefs and submitted to the Zoning Board of Appeals.
 - 4. The permit holder shall provide to the Zoning Enforcement Officer and Chief of the Police Department, the name, telephone number and electronic mail address of a contact person in the event that such person needs to be contacted after regular business hours to address an urgent issue. Such contact information shall be kept updated by the permit holder.
 - 5. MMCPs may not operate, and the special permit will not be valid, until the applicant has obtained all licenses and permits issued by the Commonwealth of Massachusetts and any of its agencies for the facility.
 - 6. MMCP may not operate, and the special permit will not be valid, until the applicant has entered into a Host Community Agreement with the Town relative to any facility permitted under this By-Law.
 - 7. A special permit granted under this Section shall have a term limited to the duration of the applicant's ownership and use of the premises as a MMCP. A special permit may be transferred only with the approval of the Zoning Board of Appeals in the form of an amendment to the special permit.

8. The special permit shall lapse upon the expiration or termination of the applicant's license by the Cannabis Control Commission.
9. The permit holder shall notify the Zoning Enforcement Officer and SPGA in writing within 48 hours of the cessation of MMCP's operation or the expiration or termination of the permit holder's license with the Cannabis Control Commission.

17.06 Prohibition Against Nuisances.

No use shall be allowed in the MMCPD which creates a nuisance to abutters or to the surrounding area, or which creates any hazard, including but not limited to, fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive sound or vibration, flashes, glare, objectionable effluent or electrical interference, which may impair the normal use and peaceful enjoyment of any property, structure or dwelling in the area.

17.07 Severability.

The provisions of this By-Law are severable. If any provision, paragraph, sentence, or clause of this By-Law or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this By-Law."

And, further, to amend the Town of Topsfield Zoning Map to create a Medical Marijuana Cultivation/Processing Overlay District consisting of all lots with the Business Park Zoning District and Lot 1 of Assessors Map 45.

Or take any action relative thereto.

Recommended that the Town amend the Town's Zoning By-Laws by adding Article XVII Medical Marijuana Cultivation/Processing Overlay District and amend the Zoning Map to create a Medical Marijuana Cultivation/Processing Overlay District, all as detailed under Article Thirty-Fifth in the Warrant.

The cultivation of medical marijuana requires a series of permitting processes on the state and local levels. On the state level, rigorous licensing and operating standards must be approved. On the local level, there are two approvals required. The first involves land use and the second a formal agreement with the Town that establishes restrictions, financial matters, and all other factors affecting the host community. This article addresses land use and its permitting process by creating an overlay district including the multiple lots in the Business Park District and Map 45, Lot 1 in which the cultivation of medical marijuana would be permitted with a special permit and site plan review approval granted by the Zoning Board of Appeals. The requirements for approval for a Special Permit and Site Plan Review include proof of compliance with all state rules and regulations relating to the cultivation of marijuana. This article requires a two-thirds vote for passage.

ARTICLE THIRTY-SIXTH:

AMEND ZONING BY-LAWS: ARTICLE XIII SIGN REGULATIONS

To see if the Town will vote to amend certain sections of the Town Zoning By-Laws, Article XIII, Sign Regulations as follows, with the provisions to be deleted shown in strikethrough and the provisions to be added shown in bold italics:

Add to the end of the paragraph in Section 13.4 General Regulations, Section C. Illumination the following:

“The only exception to this section is internally illuminated “Open” signs not exceeding 4 square feet that may be illuminated in the window of an establishment during business hours. The illumination on such signs must be steady and not blinking or animated.”

Amend Section 13.4 General Regulations, Section G as follows:

G. Temporary Signs. Temporary signs shall be allowed provided that they comply with the following requirements:

¶ 1. Unless otherwise specified in this Article, temporary signs shall comply with all applicable requirements for permanent signs, including issuance of a sign permit.

g. 2. Temporary signs that do not require a permit.

a. Temporary real estate and contractors’ signs as described below in Section 13.5, A, 1, b and c.

b. Banners, flags, pennants, and ~~portable “A” frame signs~~ associated with a commercial event such as grand openings, sales or closings may be displayed ***in front of a business establishment during regular business hours*** without a permit for no more than fourteen (14) days at a time and no more than thirty (30) days in the aggregate in any calendar year. ***Signs shall not obstruct sidewalks or pedestrian and/or vehicular traffic.***

Or take any other action relative thereto.

Recommended that the Town amend the Town’s Zoning By-Laws, Article XIII, “Sign Regulations” as detailed under Article Thirty-Sixth in the Warrant.

These amendments to the sign by-law are designed to address on-going enforcement issues and to help local businesses. Internally illuminated “open” signs installed before the sign by-law was enacted are “grandfathered,” but others are considered illegal. In the interest of equity, this by-law would legalize all of these signs with limitations as to their size and times of illumination. There are also editorial corrections to the existing by-law. This article requires a two-thirds vote for passage.

ARTICLE THIRTY-SEVENTH:

CITIZEN PETITION: BAN ON PLASTIC BAGS

To see if the Town will vote to:

Eliminate the usage of thin-film, single-use, plastic bags with handles, by all retail establishments in the Town of Topsfield. These check out bags have a significant impact on the environment of Topsfield; often blown into trees and shrubs on public and private spaces. The bags remain on our grounds for decades contributing to the potential death of animals through ingestion and entanglement; creating a burden to our solid waste collection and recycling facility; clogging our storm drainage systems; as well requiring the use of millions of barrels of crude oil nationally for their production.

Recommend no action.

This is a citizen petition filed pursuant to G.L. c.39, §10.

ARTICLE THIRTY-EIGHTH:

CITIZEN PETITION: SECRET BALLOT VOTE AT TOWN MEETINGS

To see if the Town will vote to:

Amend the Town Bylaws, Chapter II, Article I, Section 2.1 "Town Meeting and Elections" by adding the following subsection thereto:

"Section 2-1.7 Voting at Town Meeting. The vote on any question or matter before the Town at an annual or special town meeting whether requiring a majority vote or otherwise may be taken by secret (Australian) ballot upon the affirmative vote of at least fifteen (15) of the voters present and voting at said meeting.", or to take any other action related thereto.

Recommend no action.

This is a citizen petition filed pursuant to G.L. c.39, §10.

ARTICLE THIRTY-NINTH:

CITIZEN PETITION: CHARTER REVISION COMMITTEE

To see if the Town will vote to:

To see if the Town will order the Board of Selectmen to appoint a Charter Revision Committee for the purpose of (1) reviewing the Town's present form of government and (2) to make recommendations to the Board of Selectmen regarding the creation of the position of a Strong Town Administrator to coordinate the activities of Town Departments, and (3) to submit a written report on findings and recommendations to the Board of Selectmen within a period of 10 months after the date of convening the Committee; Or take any other action relative thereto.

Recommend that the Town will order the Board of Selectmen to appoint a Charter Revision Committee for the purpose of (1) reviewing the Town's present form of government and (2) to make recommendations to the Board of Selectmen regarding the creation of the position of a Strong Town Administrator to coordinate the activities of Town Departments, and (3) to submit a written report on findings and recommendations to the Board of Selectmen within a period of 10 months after the date of convening the Committee.

This is a citizen petition filed pursuant to G.L. c.39, §10.

ARTICLE FORTIETH:

FREE CASH TO OFFSET THE TAX RATE

To see if the Town will vote to transfer from available funds and appropriate a sum of money to reduce the tax levy for Fiscal Year 2019, or take any other action relative thereto.

Recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$478,683 to reduce the tax levy for Fiscal Year 2019.

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.

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 third day of May 2018, 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	Assessor	(3 years)
ONE	Commissioner of Trust Funds	(3 years)
ONE	Housing Authority	(5 years)
TWO	Library Trustees	(3 years)
ONE	Moderator	(1 year)
ONE	Park and Cemetery Commissioner	(3 years)
ONE	Planning Board	(3 years)
ONE	Regional District School Committee	(3 years)
ONE	Road Commissioner	(3 years)
ONE	Elementary School Committee	(3 years)
TWO	Selectmen	(3 years)
ONE	Water Commissioner	(3 years)

THIS QUESTION IS NOT BINDING

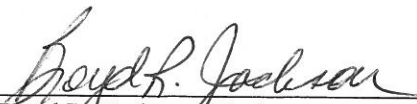
Do the voters of the Town of Topsfield support a change to hold town meetings at the Masconomet Regional School District Auditorium located at 20 Endicott Road in Boxford, Massachusetts?

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 twenty-sixth day of March in the year two thousand and eighteen.

TOWN OF TOPSFIELD BOARD OF SELECTMEN


Boyd R. Jackson, Chairman


Mark B. Lyons, Clerk


John K. Spencer, Member


A. Richard Gandt, Member

Laura J. Powers, Member

A true copy

ATTEST:


Frederick J. Glatz, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

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

TOWN OF TOPSFIELD



WARRANT FOR 2018 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 first day of May, 2018, at seven-thirty o'clock in the afternoon (7:30 PM), then and there to act on the following articles:

ARTICLE FIRST:
REPORTS

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

ARTICLE SECOND:
PRIOR YEAR BILLS

To see if the Town will vote to transfer from available funds a sum of money to pay any outstanding bills contracted prior to July 1, 2017.

Recommendation pending further review.

ARTICLE THIRD:
FISCAL YEAR 2018 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 2018 fiscal year, or take any other action relative thereto.

Recommendation pending further review.

ARTICLE FOURTH:

RESCIND PRIOR YEAR BORROWING

To see if the Town will vote to rescind prior year borrowing authorization for the “Town Hall Exterior Envelope Repairs” that was approved under Article Fifth at May 5, 2015 Special Town Meeting in the amount of any authorized but unissued debt, or take any other action relative thereto.

Recommended that the Town vote to rescind borrowing authorization for the “Town Hall Exterior Envelope Repairs” as voted under Article Fifth at the 2015 Special Town Meeting in the amount of \$50,000, which amount was authorized but unissued.

The May 5, 2015 Special Town Meeting authorized borrowing in the amount of \$227,000 for the Town Hall Exterior Envelope Repairs Project. The Town received a \$50,000 grant from the Massachusetts Historic Preservation Commission for such purposes. This grant reduced the amount the Town was required to borrow for the project from \$227,000 to \$177,000. This article will reduce \$50,000 from the total borrowing authorization that was approved. As such, the Town may rescind the authorized but unissued debt, action typically favored by bond rating companies.

ARTICLE FIFTH:

PROGRAMMING SPACE FOR COUNCIL ON AGING SERVICES AND ACTIVITIES

To see if the Town will vote to transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen to lease programming space for Council on Aging services and activities for Topsfield’s seniors, and to authorize the Board of Selectmen to enter into such a lease on such terms and conditions as it deems appropriate, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate the sum of \$3,600 from the amounts appropriated under Article Third of May 2, 2017 Annual Town Meeting for Fiscal Year 2018 Operating Budget Pensions/Essex Retirement, to be expended by the Board of Selectmen to lease programming space for Council on Aging services and activities for Topsfield’s seniors, and to authorized the Board of Selectmen to enter into a lease for such purposes upon such terms and conditions as the Board deems appropriate.

This article will allow the Council on Aging to continue to have access to safe and adequate programming space to provide various services and event programming for Topsfield’s seniors. In Fiscal Year 2017, the cost was generously paid by the Friends of the COA. In Fiscal Year 2018, Town Meeting approved \$7,200 for the expense. The Fiscal Year cost will be \$600 per month for a six (6) month lease. This will be a temporary expense since the completion of the Topsfield Town Hall Renovation Project will provide permanent programming space for COA activities when the project is completed by December of 2018.

ARTICLE SIXTH:

POLICE TASERS

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

Recommended that the Town vote to transfer and appropriate the sum of \$9,000 from the amounts appropriated under Article Third of May 2, 2017 Annual Town Meeting for Fiscal Year 2018 Operating Budget Property and Liability Insurance to the Police Department “Other” Account for the purchase and equipping of six (6) new Tasers.

This article will allow the Police Department to equip the Town's Patrol Officers with Tasers. This is the second year of a two-year upgrade program. Once all of the Patrol Officers in the Department are equipped with this technology, the equipment will be replaced on a rotating basis through the annual operating budget. This equipment allows our Police Department personnel to use non-lethal weapons to help reduce the need for lethal force and to prevent personal injury to officers and citizens during an altercation. The equipment will help ensure the public safety of Topsfield's citizens.

ARTICLE SEVENTH:

TRAFFIC SAFETY EQUIPMENT AND SUPPLIES

To see if the Town will vote to 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 and Fire Chief/Emergency Management Director, to purchase traffic safety equipment and supplies for a public safety trailer, or take any other action relative thereto.

Recommended that the Town vote to transfer and appropriate from Article Third of the May 2, 2017 Annual Town Meeting for Fiscal Year 2018 Operating Budget Property and Liability Insurance the sum of \$10,000 to the Police Department "Other" Account to purchase traffic safety equipment and supplies for the Town's Public Safety Trailer.

This article will allow the Town to equip the existing public safety trailer with various safety equipment, including but not limited to temporary traffic diversion equipment, traffic cones, temporary lighting, road detour signage and pedestrian signage. This purchase will mitigate risk, reduce hazards and help ensure the public safety of Topsfield's citizens and visitors during weather emergencies, special events, traffic incidents and Town activities.

ARTICLE EIGHTH:

HIGHWAY DUMP TRUCK SANDER WITH PLOW

To see if the Town will vote to transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Road Commissioners, to purchase and equip a dump truck sander with plow, including all incidental and related expenses, or take any other action relative thereto.

Recommended that the Town vote to appropriate the sum of \$145,000 to be expended by the Board of Selectmen, with the advice of the Road Commissioners, to purchase and equip a dump truck sander with plow, including all incidental and related expenses; and to meet said appropriation to transfer the sum of \$33,370 from the Insurance Restitution Highway Department Account; the sum of \$57,020.87 from Article Third of the May 2, 2017 Annual Town Meeting for Fiscal Year 2018 Operating Budget Medical Insurance; and \$54,609.12 from prior year warrant articles as follows:

Fiscal Year	Article	Voted	Account Name/Item	Amount
2014	A31/13ATM	5/7/13	School Security	\$10,802.65
2014	A4/14STM	5/6/14	School Technology	\$981.94
2015	A7/15STM	5/5/15	Library Security Doors and Alarm System	\$4,415.20
2016	A24/15ATM	5/5/15	Police Cruiser	\$54.17
2016	A25/15ATM	5/5/15	Police Radio Repeaters	\$16.94
2016	A11/16STM	5/3/16	Fire Chief Assessment	\$1,493.34
2016	A9/16STM	5/3/16	Highway Sander/Plow Truck	\$312.00
2016	A6/16STM	5/3/16	Steward School Floor Scrubber	\$2,659.08
2016	A21/15ATM	5/5/15	School Telephone System	\$593.29

2017	A22/16ATM	5/3/16	Highway Pickup Truck with Plow	\$6,803.26
2017	A23/16ATM	5/3/16	Highway Brush Tractor	\$2.55
2017	A20/16ATM	5/3/16	School Accounting/HR Software	\$19,560.00
2018	A6/17ATM	5/2/17	Masco Safety and Security Capital	\$0.20
2018	A27/17ATM	5/2/17	Highway Small Dump Truck with Plow	\$6,914.50
				\$54,609.12

This article will allow the Town to purchase and equip a dump truck sander with snow plow to replace the 2004 dump truck that was destroyed by a fire in February. Proposed funding comes from insurance proceeds from the truck fire loss, prior year capital ATM Warrant Articles ("turn-backs") and the transfer of funding from appropriations within the Fiscal Year 2018 General Operating Budget. The purchase is being requested at Special Town Meeting to allow the truck to be ordered now (in Fiscal Year 2018) to ensure delivery by next winter season.

ARTICLE NINTH:

PEG ACCESS AND CABLE RELATED FUND – FISCAL YEAR 2018 BUDGET TRANSFERS

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

Recommended that the Town vote to transfer from the PEG Access and Cable Related Fund and appropriate the sum of \$5,132 to fund PEG access services and the renewal of the cable franchise agreement, as follows:

From	To	Amount
PEG and Cable Access Services Reserve Fund	PEG and Cable Professional Services	\$471
PEG and Cable Access Services Reserve Fund	PEG and Cable Legal Services	\$4,661
	Total:	\$5,132

Last year, the Town established a PEG Access and Cable Related Fund to reserve franchise fees and other cable related revenues to support Public, Educational and Governmental ("PEG") Access Services. The fund supports the monitoring and compliance of the Town's cable franchise agreements and may be appropriated for the cable license renewal expenses. License renewal legal expenses totaled \$4,661 and operating costs for professional services will require an additional allocation of \$471 for Fiscal Year 2018 professional services provided by Boxford Cable Television. These expenses require a transfer and appropriation to meet all Fiscal Year 2018 expenses.

ARTICLE TENTH:

PEG ACCESS AND CABLE RELATED FUND – CAPITAL APPROPRIATION

To see if the Town will vote to transfer from available funds and appropriate a sum of money to fund a capital budget request to upgrade and equip the renovated Town Hall with updated cable broadcast system, camera and audio equipment, including all incidental and related expenses, as set forth below, or take any other action relative thereto.

Cable Room Equipment	Broadcast System Replacement	\$26,000
Great Hall Camera & Audio Equipment	4-Camera System & Audio	\$23,200
BOS Conference Room	2-Camera System & Audio	\$17,350
Town-Wide Portable Camera Equipment	Cameras, Wireless Microphones	\$5,680
Labor & Installation	Relocation, Wiring & Installation	\$6,000
	Total:	\$78,230

Recommended that the Town vote to transfer from the PEG Access and Cable Related Fund and appropriate the sum of \$78,230 for PEG Access and Cable Related capital equipment and installation at the renovated Town Hall, including all incidental and related expenses as detailed under Article Tenth of the Special Town Meeting Warrant.

This article will fund capital equipment and installation cost for the Town Hall that is currently being renovated. This funding is currently in a Reserve for Appropriation Fund and the source of revenue is generated from cable franchise fees and other cable related revenues.

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 twenty-sixth day of March in the year two thousand and eighteen.

TOWN OF TOPSFIELD BOARD OF SELECTMEN


Boyd R. Jackson, Chair


Mark B. Lyons, Clerk

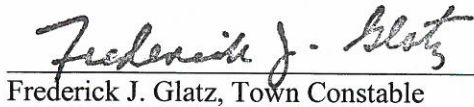

John K. Spencer, Member


A. Richard Gandt, Member

Laura J. Powers, Member

A true copy

ATTEST:


Frederick J. Glatz, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

Karen Dow, Chairman
Eric Menzer

Che Elwell
Louis Ross

Jonathan Guido
Dana Warren

Michael Hartmann

ATTACHMENT A

FISCAL YEAR 2019 GENERAL OPERATING BUDGET

May 1, 2018

ANNUAL TOWN MEETING

Approved
Appropriation
Fiscal Year 2018

Approved
Appropriation
Fiscal Year 2019

ELECTED OFFICERS

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

GENERAL GOVERNMENT

	Moderator:	
50	Salaries & Wages	50
50	TOTAL: Moderator	50
	Selectmen:	
245,734	Salaries & Wages	260,411
18,311	Other Expenses	18,311
264,045	TOTAL: Selectmen	278,722
	Selectmen's Special:	
72,300	Other Expenses	77,300
72,300	TOTAL: Selectmen Special	77,300

**Approved
Appropriation
Fiscal Year 2018**

**Approved
Appropriation
Fiscal Year 2019**

	Finance Committee:	
1,371	Salaries & Wages	1,437
395	Other Expenses	395
100,000	Reserve Fund	100,000
101,766	TOTAL: Finance Committee	101,832
	Town Accountant:	
139,878	Salaries & Wages	146,583
26,126	Other Expenses	30,226
166,004	TOTAL: Town Accountant	176,809
	Board of Assessors:	
127,766	Salaries & Wages	133,650
33,303	Other Expenses	33,303
161,069	TOTAL: Assessors	166,953
	Town Treasurer and Collector:	
193,633	Salaries & Wages	203,611
59,068	Other Expenses	52,068
252,701	TOTAL: Town Treasurer / Collector	255,679
	Town Hall:	
-	Salaries & Wages	-
188,331	Other Expenses	188,331
188,331	TOTAL: Town Hall	188,331
	Town Owned Buildings:	
600	Other Expenses (School Street Bldg Electricity)	600
600	TOTAL: Town Owned Buildings	600
	P.E.G. / Cable Advisory:	
-	Salaries & Wages	-
35,000	Other Expenses	37,000
35,000	Total: P.E.G. / Cable Advisory	37,000
	Town Clerk:	
88,061	Salaries & Wages	98,574
13,535	Other Expenses	16,585
101,596	TOTAL: Town Clerk	115,159
	Conservation Commission:	
80,421	Salaries & Wages	84,294
80,421	TOTAL: Conservation Commission	84,294

**Approved
Appropriation
Fiscal Year 2018**

**Approved
Appropriation
Fiscal Year 2019**

	Planning Board:	
5	Salaries & Wages	5
1,791	Other Expenses	1,791
1,796	TOTAL: Planning Board	1,796
	Zoning Board of Appeals:	
745	Other Expenses	745
745	TOTAL: Zoning Board of Appeals	745
1,426,424	SUB-TOTAL: GENERAL GOVERNMENT	1,485,270

PUBLIC SAFETY

	Police Department:	
1,390,852	Salaries & Wages	1,448,998
150,900	Other Expenses	135,900
-	Capital Equipment	-
1,541,752	TOTAL: Police Department	1,584,898
	Fire Department:	
655,679	Salaries & Wages	733,197
111,363	Other Expenses	109,858
767,042	TOTAL: Fire Department	843,055
	Inspectional Services:	
136,601	Salaries & Wages	141,917
6,415	Other Expenses	6,415
143,016	TOTAL: Inspectional Services	148,332
	Sealer Weights & Measure:	
1,692	Salaries & Wages	1,692
1,692	TOTAL: Sealers Weights & Measure	1,692
	Animal Control Officer:	
10,028	Salaries & Wages	10,028
571	Other Expenses	571
10,599	TOTAL: Animal Control Officer	10,599
	Animal Inspector:	
7,598	Salaries & Wages	7,598
1,840	Other Expenses	1,840
9,438	TOTAL: Animal Inspector	9,438
	Tree Department:	
6,817	Salaries & Wages	6,817
8,845	Other Expenses	8,845
15,662	TOTAL: Tree Department	15,662
2,489,201	SUB-TOTAL: PUBLIC SAFETY	2,613,676

**Approved
Appropriation
Fiscal Year 2018**

**Approved
Appropriation
Fiscal Year 2019**

ELEMENTARY EDUCATION

	Proctor Elementary School & Steward Elementary School:	
6,316,234	Total Salaries & Wages	6,549,689
107,693	Total Professional Development	79,664
332,526	Total Supplies & Equipment	342,983
	Total Food Service	
327,168	Total Transportation	312,998
197,668	Total Utilities Expense	200,359
253,191	Total Facilities Expense	238,205
292,691	Total Special Education (Tuitons & Services)	384,173
7,827,171	TOTAL: Elementary Schools	8,108,071
7,827,171	SUB-TOTAL: ELEMENTARY EDUCATION	8,108,071

PUBLIC WORKS AND FACILITIES

	Stormwater Management:	
5,306	Salaries & Wages	5,306
10,000	Other Expenses	10,000
15,306	TOTAL: Stormwater Management	15,306
	Highway Department:	
400,117	Salaries & Wages	405,769
253,829	Other Expenses	252,518
29,527	Capital Equipment	-
683,473	TOTAL: Highway Department	658,287
	Snow and Ice:	
30,828	Salaries & Wages	30,828
183,345	Other Expenses	183,345
214,173	TOTAL: Snow and Ice	214,173
	Street Lights:	
22,685	Other Expenses	24,860
22,685	TOTAL: Street Lights	24,860
	MSW Collection, HHW & Recycling:	
409,803	Contracted Services	429,915
409,803	TOTAL: MSW Collection, HHW & Recycling	429,915
	Recycling:	
1,650	Other Expenses	1,650
1,650	TOTAL: Recycling	1,650
	Park and Cemetery Department:	
235,035	Salaries & Wages	238,439
55,700	Other Expenses	57,700
290,735	TOTAL: Park & Cemetery Dept.	296,139

**Approved
Appropriation
Fiscal Year 2018**

**Approved
Appropriation
Fiscal Year 2019**

	Landfill	
-	Other Expenses	40,000
	TOTAL: Landfill	40,000
1,637,825	SUB-TOTAL: PUBLIC WORKS	1,680,330

HUMAN SERVICES

	Board of Health:	
95,724	Salaries & Wages	99,146
20,208	Other Expenses	20,208
115,932	TOTAL: Board of Health	119,354
	Council On Aging:	
113,364	Salaries & Wages	118,032
4,030	Other Expenses	4,430
117,394	TOTAL: Council On Aging	122,462
	Veterans' Benefits:	
20,960	Other Expenses	20,960
20,960	TOTAL: Veterans' Benefits	20,960
	Soldiers & Sailors Graves:	
1,000	Other Expenses	1,000
1,000	TOTAL: Soldiers & Sailors Graves	1,000
255,286	SUB-TOTAL: HUMAN SERVICES	263,776

CULTURE & RECREATION

	Library:	
432,983	Salaries & Wages	452,604
152,299	Other Expenses	154,870
585,282	TOTAL: Library	607,474
	Historical Commission:	
450	Other Expenses	450
450	TOTAL: Historical Commission	450
	Memorial Day/Veteran's Day:	
100	Salaries & Wages	100
1,750	Other Expenses	1,750
1,850	TOTAL: Memorial Day/Veteran's Day	1,850
587,582	SUB TOTAL: CULTURE & RECREATION	609,774

**Approved
Appropriation
Fiscal Year 2018**

**Approved
Appropriation
Fiscal Year 2019**

DEBT SERVICE

505,500	Long-Term Debt Principal	555,500
50,828	Long -Term Debt Interest	134,567
96,000	Short-Term Debt Principal Pay Down	
429,376	Interest for Temporary Loans	447,000
2,500	Issue Cost	2,500
1,084,204	TOTAL: DEBT SERVICE	1,139,567
1,084,204	SUB TOTAL: DEBT SERVICE	1,139,567

OTHER EXPENDITURES

	Pensions:	
1,076,261	Essex Retirement	1,140,341
1,076,261	TOTAL: Pensions	1,140,341
	Insurance:	
422,277	Liability/Accident/Workmen's Compensation	456,503
2,304,084	Life/Medical/Medicare	2,312,733
60,000	Unemployment	
2,786,361	TOTAL: Insurance	2,769,236
	Other Employee Costs/Benefits:	
100,000	Salary Reserve	25,000
100,000	TOTAL: Other Employee Costs/Benefits	25,000
3,962,622	SUB-TOTAL OTHER EXPENDITURES	3,934,577

19,270,315	***TOTAL APPROVED BUDGET ***	19,835,041
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Fiscal Year 2018: July 1, 2017 through June 30, 2018
Fiscal Year 2019: July 1, 2018 through June 30, 2019

ATTACHMENT B

Masconomet FY2019 Capital Budget Request <i>(Total Project Costs Shown)</i>		
Item	Amount	Notes
A/C for Data Closets	\$92,000	Preservation: Specialized Liebert air conditioning (A/C) systems are required to protect electronics in data centers. The Middle School A/C does not work and the High School A/C is 12 years old. An A/C failure in these areas on a warm day could cause serious damage to technical equipment.
AED (Defibrillators)	\$16,000	Safety: Replace 5 AEDs, add 5 AEDs to meet state requirements for minimum distance to an AED, add maintenance contract for all 10 AEDs.
Central Office Generator Tie-In	\$30,000	Safety: Connect central office / command center to generator so that systems, including phones, will operate during power failures. Preservation: Connect the data centers to generator, as well, to preserve electronic systems.
Electrical Alterations	\$35,000	Preservation: Before the electrical alterations for the warrant article can take place, we must finish diagnosing the electrical problem.
Increase Gas Piping Size	\$98,000	Preservation: Small gas pipe size is causing low flow, intermittent firing problems with our HVAC units.
Auditorium Speakers	\$10,000	Preservation: Replace two auditorium speakers which are broken and add a center speaker.
Roof Repairs	\$140,000	Preservation and Safety: Parts of the roof have been compromised. There are leaks and areas that are unsafe to walk on. This work is intended to preserve the roof until a bond measure and potential School Building Authority funds can fund a full roof replacement (no earlier than 2021).
Security Cameras	\$38,000	Safety: Replace our last four end-of-life analog cameras. Add seven cameras in targeted areas to increase security, as recommended by local law enforcement and our security team.
Skid Steer	\$55,000	Safety: Replace skid steer loader (e.g. bobcat), used for snow removal on paths and ground maintenance work.
Wood Shop	\$35,500	Safety: Non-skid flooring, dust inhalation, and minor utility upgrades.
Total:	\$549,500	

OFFICE OF THE BOARD OF SELECTMEN
461 BOSTON STREET, UNIT E-6
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

Tuesday, May 1, 2018
7:00 PM

(And if needed, continued on Wednesday, May 2, 2018)

Proctor School, Woodbury Auditorium
60 Main Street, Topsfield

ANNUAL TOWN ELECTION

Thursday, May 3, 2018
7:00 AM to 8:00 PM

St. Rose Church Hall
12 Park Street, Topsfield