

# TOWN OF TOPSFIELD MASSACHUSETTS



Annual and Special Town Meeting Warrants

Finance Committee Fiscal 2015  
Budget Report and Recommendations

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MAY 6, 2014

TOWN MEETING

“CHARTING OUR COURSE”

April 2, 2014

Citizens of Topsfield  
Topsfield, Massachusetts 01983

**RE: Town of Topsfield Fiscal Year 2015 Revenue and Expense Plan  
Finance Committee Overview and Recommendations**

Dear Fellow Citizens:

In accordance with the bylaws of the Town of Topsfield, we the members of the Finance Committee reviewed and prepared recommendations regarding the Town's Operating Budget for fiscal year 2015 (FY15) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7 P.M. on May 6, 2014. The proposed budgets were prepared by Town departments with reference to guidelines established by the Finance Committee. These guidelines requested the submission of department budgets with a 2.0% increase to the salary and wage grid for non-represented personnel, and a 3.0% increase in "other," which comprised of non-salary and wage accounts. The guidelines once again declined to fund new programs, and departments were asked to continue to focus on services that are essential to the Town. Articles were placed on the Warrant by the Board of Selectmen on their own behalf, on behalf of other Town Boards or by Citizen Petition. This letter outlines some of the significant issues and facts that our Committee has considered. You may find these helpful to your decision-making process.

The Finance Committee has recommended a FY 15 budget with a **3.93%** increase in the General Operating Budget (Article Third). In the event the Elementary Schools' Proposition 2½ override passes, that would bring the Article Third increase to **5.22%**. The Masconomet Regional School assessment as certified by its Regional School Committee is **\$6,421,520**, a **2.95%** increase. The FY 15 budget recommended by the Finance Committee includes an estimated total amount to be raised of **\$25,640,720** representing an increase of **2.84%** over the fiscal year 2014 (FY 14) actual. Should the Elementary Schools Proposition 2½ override pass the estimated total amount to be raised would be **\$25,840,220** representing an increase of **3.64%**. After making adjustments for state aid and other revenues such as local receipts and assessments, the resulting total expected to be raised through real estate taxes will be **\$19,808,629**, an increase of **5.38%** over the current year actual, or **\$20,008,129** and **6.44%** with the aforementioned override. In addition, included in the Warrant for your consideration are the purchase of telephone systems for Town Hall and the Library, a lawn sweeper and brush chipper for Parks & Cemeteries, a cruiser for Police, a utility vehicle, rescue vehicle and quint/ladder truck for the Fire Department and a dump truck/sander for Highway. Also in the Warrant are Water Department Articles including one for the design of a water treatment plant.

The budget reflects signed employee contracts, any agreements reached under collective bargaining negotiations with union employees by the Selectmen and **2.0%** salary wage increases for non-represented personnel. Funds are also reserved for general collective bargaining settlement purposes.

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

- Elementary Schools – The Elementary Schools Budget for FY 15 will increase by **\$527,854** or **8.33%** over the previous year with passage of the related override.
- Masconomet Regional School – The certified Topsfield assessment for the Masconomet Regional School budget for FY 15 has increased by **2.95%** over FY 14. The total Topsfield assessment is **\$6,421,520**.
- Public Safety – The Public Safety Base Budget has increased by **\$113,834** or **5.68%** relative to FY 14, reflecting restoration of appropriate levels of coverage.

The FY 15 recommended budget once again includes a limited allocation for capital expenditures. While our recommendations continue to include funding for a relatively small number of the numerous justifiable requests, in concert with the Selectmen, we believe the proposed expenditures to be financially prudent. We encourage you to review the Warrant for our specific recommendations. The Finance Committee supports these capital expenditures and believes them to be important to the operation of our Town.

The Topsfield Town Finance Committee believes its recommendations continue to remain consistent with the ideals of our community while staying responsive to the needs of the taxpayers. The extremely difficult fiscal realities of recent years have left certain areas (particularly capital items) acutely in need. This proposed budget begins to revisit some of those needs in a reasoned manner, at a reasonable pace.

The Topsfield Elementary School Committee and Administration have voiced concern that the quality of our elementary schools is endangered, and could fall behind neighboring communities if not addressed directly. Therefore, an elementary school Proposition 2½ override has been offered for your consideration. This is the only override that will be brought before this Town Meeting. We have taken advantage of available cost savings and revenue sources to propose a Budget that otherwise avoids Proposition 2½ overrides.

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

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

Respectfully submitted by the Topsfield Finance Committee,

Mark B. Lyons, Chairman

Heidi L. Bond

Paul E. Dierze

Karen A. Dow

Jonathan D. Guido

Daniel Shugrue

Dana Warren

## 2014 Consent Calendar

At the 2013 Annual Town Meeting, the Town Moderator, the Board of Selectmen and the Finance Committee introduced the concept of a "Consent Calendar," which we will use again at this year's Meeting. The use of Consent speeds the passage of articles which the Selectmen and the Finance Committee expect, based on past experience, to pass without controversy or debate. Its purpose is to allow the Finance Committee's recommendations under these articles to be acted upon in a single vote. (As this requires suspension of the usual rule that the Meeting acts on each article separately, it requires unanimous consent; hence the use of the term "Consent Calendar.") It is hoped that the time saved by not reading and explaining the Finance Committee's recommendation under each Article separately will allow the Meeting to proceed more quickly to the remaining articles, and will free up more time for information and deliberation on those articles which the voters prefer to discuss at greater length.

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

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

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

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

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

George A. Hall, Jr.

Town Moderator

## 2014 ANNUAL TOWN MEETING

### LIST OF WARRANT ARTICLES

Article	Title
1	Reports
2	Reserve Fund
3	General Operating Budget
4	Water Department Operating Budget
5	Masconomet Regional School District Assessment
6	Essex North Shore Agricultural & Technical School District Assessment
7	* Lease of Emerson Field
8	* Grant Authorization for Town Projects
9	* Massachusetts Department of Transportation Contracts
10	* Annual Engineering & Landfill Monitoring
11	* Tri-Town Council on Youth and Family Services
12	* Senior Care
13	* Town Employee Separation Reserve Fund
14	* Fund Other Post Employment Benefits
15	Reserve for Wages
16	Reserve for Pay & Compensation Study
17	Triennial Re-Certification for All Real Property Values
18	Fiscal Year 2015 Additional Real Estate Exemption
19	* Park Revolving Fund
20	* Cemetery Revolving Fund
21	* Conservation Commission Revolving Fund
22	** Purchase Telephone Systems for the Town Hall & Library
23	** Purchase a Lawn Sweeper
24	** Purchase a Brush Chipper
25	** Purchase a Police Cruiser
26	** Purchase a Fire Utility Vehicle
27	** Repair of Town Facilities
28	** Landfill - Field and Infrastructure Maintenance
29	Purchase of a Highway Dump Truck/Sander
30	Purchase of a Fire Rescue Vehicle
31	Purchase of a Fire Quint/Ladder Truck
32	Perkins Row Pumping Station Rehabilitation Design
33	Water Storage Tanks Repair and Improvement
34	Water Treatment Plant Design
35	Water Main Replacement - Washington Street
36	Amend Procurement Contract Bylaw
37	Amend Animal Control Bylaw
38	Amend Membership of Conservation Commission
39	Home Rule Petition for Eight Alcohol Pouring Licenses
40	Citizen Petition: Essex Agricultural Society Alcohol License
41	Amend Zoning Bylaw, Article 7, Section 7.04 Medical Marijuana Treatment Center
42	Amend Zoning Bylaw, Article III, Section 3.02 Table of Use Regulations
43	Amend Zoning Bylaw, Article IV, Section 4.08: Minimum Buildable Area
44	Amend Zoning Bylaw, Article XVI, Section 16.014
45	Acceptance of Hickory Lane
46	Acceptance of Evergreen Lane
47	Acceptance of Beech Place
48	Capital Stabilization Fund
49	Stabilization Fund
50	Free Cash

\*Consent Calendar (Group A) \*\*Consent Calendar (Group B)

**TOWN OF TOPSFIELD**



**WARRANT FOR THE 2014 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**

in said Topsfield on Tuesday, the sixth day of May, 2014, at seven o'clock in the afternoon (7:00 PM), then and there to act on the following articles:

**ARTICLE FIRST:**

**REPORTS**

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

**ARTICLE SECOND:**

**RESERVE FUND**

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

**Recommended that the Town vote to appropriate the sum of \$150,000 for the Reserve Fund, and to meet said appropriation that the Town transfer the sum of \$150,000 from Free Cash.**

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

**ARTICLE THIRD:**

**GENERAL OPERATING BUDGET**

To see if the Town will vote to fix the annual salary and compensation of all elected officers, and raise and assess or transfer from available funds, and appropriate money for schools, highways, and other

Town expenses, from July 1st and determine the manner of expending the same, or take any other action relative thereto.

**Recommended that the Town vote to raise and appropriate \$16,059,271 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1<sup>st</sup> and determine the manner of expending the same as stated in attachment A; and to meet said appropriation, raise and assess the sum of \$15,965,549; transfer the sum of \$66,000 from the Gould Trust Fund Part B; transfer the sum of \$1,722 from the Fund Balance Reserved for Reduction Future Excludable Debt Account; transfer the sum of \$26,000 from the Conservation Revolving Account; and further, that the Town vote to raise, assess, and appropriate the additional sum of \$199,500 for the Elementary Schools as stated in the column entitled "Contingency Appropriation" in Appendix A, provided, however, that such additional appropriation shall be contingent upon the passage of a Proposition 2 ½ general override referendum under General Laws Chapter 59, § 21C(g).**

*This article approves the Fiscal Year 2015 General Operating Budget for the Town for general government purposes and the elementary schools of which \$16,059,271 is funded within the Town's levy limit, and of which \$199,500 is additional funding for the Elementary Schools that is over the levy limit and subject to the approval of a Proposition 2 ½ override question at the Town election on May 8, 2014.*

*Refer to Attachment A for the detailed Fiscal Year 2015 General Operating Budget.*

**ARTICLE FOURTH:**  
**WATER DEPARTMENT OPERATING BUDGET**

To see if the Town will vote to raise and assess or transfer from available funds, and appropriate funds for the Water Department for Fiscal Year 2015 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 \$891,842 as detailed herein, and to meet said appropriation \$891,842, to come from Water Revenue, to operate the Water Department from July 1, 2014, through June 30, 2015, and to approve the sum of \$109,702 of indirect costs appropriated in the General Fund under Article Third above, to be funded from Water Revenue.**

Appropriated Fiscal Year 2014		Proposed Appropriation Fiscal Year 2015
	<b>WATER DEPARTMENT OPERATING BUDGET</b>	
\$ 77,240	Salary	\$ 81,073
155,791	Wages	177,577
273,054	Other	296,980
84,000	Long-Term Debt Principal	83,500
31,572	Long-Term Debt Interest	28,212
20,000	Short-Term Debt Interest	38,000
5,000	Debt Issue Costs	5,000
130,000	Water Reserve Fund	130,000
76,500	Unanticipated Emergency	51,500
<b>853,157</b>	<b>SUB-TOTAL – DIRECT COSTS</b>	<b>891,842</b>
106,229	Indirect Costs	109,702
<b>959,386</b>	<b>TOTAL: WATER DEPARTMENT</b>	<b>1,001,544</b>

*This article approves the Fiscal Year 2015 Operating Budget for the Water Department.*

**ARTICLE FIFTH:**

**MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT**

To see if the Town will vote to approve the 2015 Fiscal Year Gross Operating Budget of the Masconomet Regional School District in the amount of \$30,932,313 and raise and assess or transfer from available funds, and appropriate the sum of \$6,421,520 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 2015 Fiscal Year Gross Operating Budget of the Masconomet Regional School District in the amount of \$30,932,313 and appropriate the sum of \$6,421,520 to fund the Town's share of the Fiscal Year 2015 Masconomet Regional School District Assessment of which the sum of \$6,133,337 supports the Maintenance & Operating Budget, and the sum of \$288,183 supports the Masconomet Building Debt Service; and to meet said appropriation raise and assess the sum of \$6,421,520.**

*This article would approve the Fiscal Year 2015 assessment for maintenance and operation as well as debt service of the Masconomet Regional School District. Topsfield's certified assessment of \$6,421,519.45 has been rounded up to \$6,421,520 for purposes of appropriation.*

**ARTICLE SIXTH:**

**ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT ASSESSMENT**

To see if the Town will vote to approve the 2015 Fiscal Year Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$28,038,701 and raise and assess or transfer from available funds, and appropriate the sum of \$188,764 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 2015 Fiscal Year Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$28,038,701 and appropriate the sum of \$188,764 for the Town's share of the assessment of same; and to meet said appropriation, raise and assess the sum of \$185,957; and transfer the sum of \$2,807 from Article Seventh of May 2013 Annual Town Meeting.**

*In June 2014 the "North Shore Regional Vocational School District", in which we have enrolled our vocational students for decades, will cease operations and be replaced by the new "Essex North Shore Agricultural & Technical School District". The new Essex Technical High School, whose location spans Danvers and Middleton, will open its doors in September. We anticipate that nine students will be enrolled and will transfer into the new school.*

*This article would approve the Fiscal Year 2015 Gross Operating Budget of the new school district and authorize the appropriation of \$188,764 for Topsfield's share of the school assessment. Topsfield's participation in the school satisfies State requirements to offer vocational education at the high school level.*

**\*ARTICLE SEVENTH:**

**LEASE OF EMERSON FIELD**

To see if the Town will vote to authorize the Board of Selectmen, with the advice of the Park & Cemetery Commissioners, and under such terms as it deems advisable, to enter into a lease with the Congregational

Church of Topsfield for certain property in Topsfield commonly known as Emerson Field, and to see if the Town will vote to raise and assess or transfer from available funds, and appropriate a sum of money for this lease, or take any other action relative thereto.

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

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

**\*ARTICLE EIGHTH:**

**GRANT AUTHORIZATION FOR TOWN PROJECTS**

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

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

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

**\*ARTICLE NINTH:**

**MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACTS**

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

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

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

**\*ARTICLE TENTH:**

**ANNUAL ENGINEERING & LANDFILL MONITORING**

To see if the Town will vote to transfer and appropriate a sum of money from the Solid Waste Fund to be expended by the Board of Selectmen to fund the Fiscal Year 2015 annual professional engineering and monitoring services related to the capping and closure of the Town's sanitary landfill, or take any other action relative thereto.

**Recommended that the Town vote to transfer and appropriate the sum of \$36,700 from the Solid Waste Fund to be expended by the Board of Selectmen to fund the Fiscal Year 2015 annual**

**professional engineering and monitoring services related to the capping and closure of the Town's sanitary landfill.**

*This annual article would allow the Town to contract for the engineering and monitoring services that are required as part of the Administrative Consent Order issued by the Department of Environmental Protection (DEP) for the capping and closure of the sanitary landfill, and that are also required by the Post Closure Use Permit which allows recreational use.*

**\*ARTICLE ELEVENTH:**

**TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES**

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money as a grant 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 \$18,319 as a grant to fund certain activities of the Tri-Town Council.**

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

**\*ARTICLE TWELFTH:**

**SENIOR CARE**

To see if the Town will vote to appropriate the sum of \$1,500 as the annual contribution for 2014 to Senior Care Inc., the authorized service provider (ASP) that provides services for our elders in Topsfield, or take any other action relative thereto.

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

*This article would support Senior Care Inc. in its endeavors to provide a multitude of services to seniors in the communities it serves. In Topsfield, seniors make up 25% of the population. Senior Care Inc. has been the ASP for over 40 years that serves Topsfield and eight other towns on the North Shore. It provided Topsfield alone with over \$203,177 worth of services in FY13. These services, in part, include Meals on Wheels and a multitude of care, intervention and nursing services.*

**\*ARTICLE THIRTEENTH:**

**FUND TOWN EMPLOYEE SEPARATION RESERVE FUND**

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

**Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$20,000 to the Town Employee Separation Reserve Fund created under Article Fourth of the May 7, 2013 Special Town Meeting for costs of employment separation benefits for employees for time owed for unused sick and vacation leave or other benefits as may be required by law, the Personnel Bylaw, rules, regulations, policies or applicable contracts or collective bargaining agreements.**

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

**\*ARTICLE FOURTEENTH:**

**FUND OTHER POST EMPLOYMENT BENEFITS**

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

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

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

**ARTICLE FIFTEENTH:**

**RESERVE FOR WAGES**

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money for general collective bargaining settlement purposes in Fiscal Year 2015, or take any action relative thereto.

**Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$30,000 for general collective bargaining settlement purposes in Fiscal Year 2015.**

*This article establishes a "reserve for transfer" fund for use in the settlement of collective bargaining agreements.*

**ARTICLE SIXTEENTH:**

**RESERVE FOR PAY & COMPENSATION STUDY**

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Personnel Director, to address salary adjustments identified by the Employment Compensation Study, or take any action relative thereto.

**Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$50,000 to be expended by the Board of Selectmen, with the advice of the Personnel Director, to implement an Employee Compensation Plan.**

*This article establishes a "reserve for transfer" fund to address employee compensation based on the findings of the Employment Compensation Study authorized and funded by Article Thirty-fifth of the May 2013 Annual Town Meeting. The study is being conducted by a third-party consulting company. The final recommendations of the study will be based on a benchmark market survey of comparable communities. The Personnel Director, upon consultation with the Personnel Advisory Committee, will make recommendations to the Board of Selectmen as to the expenditure of these funds.*

**ARTICLE SEVENTEENTH:**

**TRIENNIAL RE-CERTIFICATION FOR ALL REAL PROPERTY VALUES**

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 Assessors, to contract for the State required re-certification update of real property values for residential, commercial and industrial real estate, or take any other action relative thereto.

**Recommended that the Town vote to transfer \$22,500 from free cash, and transfer \$25,000 from Article Fifteenth of May 2012 Annual Town Meeting and appropriate a sum of \$47,500 to be expended by the Board of Selectmen, with the advice of the Board of Assessors, to contract for the State required re-certification update of real property values for residential, commercial and industrial real estate.**

*This article provides funding for the update of all residential, commercial, industrial and real property values as part of the State mandated Triennial certification process.*

**ARTICLE EIGHTEENTH:**

**FISCAL YEAR 2015 ADDITIONAL REAL ESTATE EXEMPTION**

To see if the Town will vote an exemption for Fiscal Year 2015 under the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, or take any other action relative thereto.

**Recommended that the Town vote under the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, an exemption increase of one hundred per cent (100%) for Fiscal Year 2015 for all taxpayers qualifying for a personal exemption.**

*This local option provision allows the Town to grant an exemption increase above the statutory amount granted by Massachusetts General Law Chapter 59 § 5 to qualified applicants including the elderly, blind, surviving spouses and minor children, and veterans. This was first accepted at the May 2001 Town Meeting and requires annual Town Meeting approval. The amount voted shall not exceed twice the statutory amount of the Massachusetts General Law Chapter 59 exemption for which the taxpayer qualifies. Further this additional amount shall not result in a taxpayer paying less tax than in the preceding year. The percentage amount voted shall be uniform for all classes.*

**\*ARTICLE NINETEENTH:**

**PARK REVOLVING FUND**

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

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

*This annual article would reauthorize the Park Revolving Fund and would also approve a spending limit in the amount of \$45,000 for Fiscal Year 2015. This fund would be used to support the recreation programs established by the Recreation Committee under the statutory authority of the Park & Cemetery*

*Commissioners. The recreation programs would include non-competitive activities for all age groups in Town. Fees charged to the participants in the recreation programs would be deposited in this fund to pay for various operating expenses.*

**\*ARTICLE TWENTIETH:**  
**CEMETERY REVOLVING FUND**

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

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

*This annual article would reauthorize the Cemetery Revolving Fund and would also approve a spending limit in the amount of \$25,000 for Fiscal Year 2015. Grave opening fees are the main source of revenue deposited into the revolving fund, which is used by the Department for major infrastructure improvements to the Pine Grove Cemetery inclusive of road paving and reconstruction, land clearing for new areas, and the purchase of capital equipment.*

**\*ARTICLE TWENTY-FIRST:**  
**CONSERVATION COMMISSION REVOLVING FUND**

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

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

*This annual article would reauthorize the Conservation Revolving Fund and would also approve a spending limit in the amount of \$10,000 for Fiscal Year 2015. This revolving fund would support the funding of portions of the Conservation Commission's operating budget. It may also support required services and other expenditures relative to the enforcement of the Town's local Wetlands Bylaw.*

**\*\*ARTICLE TWENTY-SECOND:**  
**PURCHASE TELEPHONE SYSTEMS FOR THE TOWN HALL AND LIBRARY**

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen to purchase and install digital telephone systems, including hardware, software and other equipment needed to replace the Town Hall and Library's existing systems, or take any other action relative thereto.

**Recommended that the Town vote to appropriate the sum of \$21,000 to be expended by the Board of Selectmen to purchase and install digital telephone systems, including hardware, software and other equipment needed to replace the Town Hall and Library's existing systems; and transfer from Free Cash the sum of \$17,400; and transfer the sum of \$3,600 from Article Fifth of the May 2011 Special Town Meeting.**

*This article would approve the purchase of replacement phone systems at Town Hall and the Library. The new systems would provide automated call directory and call answering capabilities.*

**\*\*ARTICLE TWENTY-THIRD:**

**PURCHASE OF LAWN SWEEPER**

To see if the Town will vote to raise and assess or transfer from available funds and appropriate sums of money to be expended by the Board of Selectmen, with the advice of the Park and Cemetery Commissioners, to purchase and equip a lawn sweeper and trade-in or sell a 1996 lawn sweeper, or take any other action relative thereto.

**Recommended that the Town vote to appropriate the sum of \$35,000 to be expended by the Board of Selectmen, with the advice of the Park and Cemetery Commissioners, to purchase and equip a lawn sweeper, and to appropriate and transfer from Free Cash the sum of \$10,000; and from the Cemetery Perpetual Care Fund the sum of \$20,000; and from the Park Revolving Fund the sum of \$5,000; and trade-in or sell a 1996 lawn sweeper.**

*This article would allow the Park and Cemetery Department to replace its 1996 lawn sweeper with a new lawn sweeper. This capital equipment would be used by the Park and Cemetery department to maintain the town's parks, cemeteries and other public lands. The current lawn sweeper has become costly to maintain and lacks safety features that are standard on new sweepers.*

**\*\*ARTICLE TWENTY-FOURTH:**

**PURCHASE OF BRUSH CHIPPER**

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 Tree Warden, to fund the purchase of a brush chipper; and trade-in or sell a 1993 brush chipper; or take any other action relative thereto.

**Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$38,000 to be expended by the Board of Selectmen, with the advice of the Tree Warden, to fund the purchase of a brush chipper; and trade-in or sell a 1993 brush chipper.**

*This article would allow the Tree Department to replace its 1993 brush chipper with a new brush chipper. This capital equipment would be used by both the Tree and Highway Departments for regular tree maintenance and emergency tree removal. The current chipper has become costly to maintain and lacks certain safety features that are standard on new chippers.*

**\*\*ARTICLE TWENTY- FIFTH:**

**PURCHASE OF A POLICE CRUISER**

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and

equip a new Police cruiser; and trade-in or sell a 2006 Ford Crown Victoria, or take any other action relative thereto.

**Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$40,200 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new Police cruiser; and trade-in or sell a 2006 Ford Crown Victoria.**

*The new cruiser would replace a 2006 Ford Crown Victoria cruiser with 108,000 miles. This cruiser is consistent with our vehicle replacement schedule and would improve fleet compatibility. It would also improve our gas mileage as the department downsizes to 6 cylinder engines from the 8 cylinder interceptor engines in the older Crown Victoria Cruisers which are no longer manufactured.*

**\*\*ARTICLE TWENTY-SIXTH:**

**PURCHASE OF A FIRE UTILITY VEHICLE**

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 and equip a new Utility Vehicle; and to trade-in or sell a 2004 Utility Vehicle, or take any other action relative thereto.

**Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$50,000 to be expended by the Board of Selectmen, with the advice of the Fire Chief, to purchase and equip a new Fire Utility Vehicle.**

*The new vehicle would replace an existing 2004 M1 Utility Vehicle with 89,000 miles. It is an essential vehicle for rapid deployment of staff and equipment to respond to public safety emergencies. This vehicle is used daily for routine business and fire code inspections. This 10 year old vehicle is in poor condition and the body display severe rusting and corrosion.*

**\*\*ARTICLE TWENTY-SEVENTH:**

**REPAIR OF TOWN FACILITIES**

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 a portion of the repairs and associated repair costs to repair Town facilities as recommended in the report entitled "Town Buildings Assessment Study and Capital Master Plan", on file with the Town Clerk, or take any other action relative thereto.

**Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$120,800 to be expended by the Board of Selectmen to fund repairs and associated costs to repair Town facilities as recommended in the report entitled "Town Buildings Assessment Study and Capital Master Plan", on file with the Town Clerk.**

*The "Town Building Assessment Study and Capital Master Plan", dated February 2013, includes a comprehensive plan for capital improvements as well as recommendations for specific repairs to town facilities. Last year, Town Meeting appropriated \$131,250 towards the repairs. These funds have been committed to addressing certain urgent repairs identified in the plan. This article requests further funding to continue to address the repairs recommended in the study.*

**\*\*ARTICLE TWENTY-EIGHTH:**

**LANDFILL – FIELD AND INFRASTRUCTURE MAINTENANCE**

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

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

*The Town's sanitary landfill at Pye Brook Community Park was capped and turned into recreational fields about a dozen years ago. Since then to varying degrees the landfill's subsurface trash has continued to decay and compact. This has affected the subsurface piping and junction boxes that are part of the landfill's methane gas collection system, as well as the surface of the recreational fields. To address these issues, a five year plan with an estimated cost of \$100,000 was developed. This article would fund the second year of this plan.*

**ARTICLE TWENTY-NINTH:**

**PURCHASE OF A HIGHWAY DUMP TRUCK/SANDER**

To see if the Town will vote to appropriate a sum of money to purchase and equip a Highway Dump Truck/Sander, including the payment of all other costs incidental and related thereto; and trade-in or sell the existing 2000 model year Dump Truck/Sander, to determine whether this appropriation shall be raised by taxation, transfer from available funds, borrowing or otherwise; or to take any other action relative thereto.

**Recommended that the Town vote to appropriate \$145,000 to purchase and equip a Highway Dump Truck/Sander, including the payment of all other costs incidental and related thereto; and trade-in or sell the existing 2000 model year Dump Truck/Sander, that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.**

*This expenditure would replace the existing 2000 model year Dump Truck/Sander which is the oldest dump truck in the Highway Department fleet. This vehicle has a cracked rear main framerail that has been temporarily repaired. This truck is used daily, year round, performing road maintenance, sanding and plowing. Since this is a borrowing appropriation, approval requires a 2/3 vote.*

**ARTICLE THIRTIETH:**

**PURCHASE OF A FIRE RESCUE VEHICLE**

To see if the Town will vote to appropriate a sum of money to purchase and equip a Fire Rescue Vehicle, including the payment of all other costs incidental and related thereto; to determine whether this appropriation shall be raised by taxation, transfer from available funds, borrowing or otherwise; or to take any other action relative thereto.

**Recommended that the Town vote to appropriate \$210,000 to purchase and equip a Fire Rescue Vehicle, including the payment of all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.**

*This article would authorize the replacement of Rescue 1. Rescue 1 has responded to approximately 10,100 emergencies and 33,100 non-emergency events in its 20 years. It serves as the Town's primary emergency medical services and rescue response vehicle. This piece of equipment transports firefighters and vital medical equipment to emergency scenes. The manufacturer's and industry's recommended useful life for this vehicle is 10 years as a primary response vehicle, and 10 to 15 years as a reserve response vehicle. Since this is a borrowing appropriation, approval requires a 2/3 vote.*

#### **ARTICLE THIRTY-FIRST:**

##### **PURCHASE OF A FIRE QUINT/LADDER TRUCK**

To see if the Town will vote to appropriate a sum of money to purchase and equip a Fire Quint/Ladder Fire Apparatus, including the payment of all other costs incidental and related thereto; to determine whether this appropriation shall be raised by taxation, transfer from available funds, borrowing or otherwise; or to take any other action relative thereto.

**Recommended that the Town vote to appropriate \$1,000,000 to pay the costs of purchasing and equipping a Fire Quint/Ladder Fire Apparatus, including the payment of all other costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.**

*Ladder 1 is a 29 year old quintuple (quint) so called for its 5 fire apparatus functions. It is equipped with: 1) a 1,250 gallon per minute fire pump; 2) a 350 gallon water tank; 3) 2,000 feet of hose; 4) a full complement of ground ladders; and 5) a 75' aerial ladder. It is extremely versatile and has served the Town well. However, it's beyond its recommended useful life of 10-15 years as front line apparatus and, as a reserve apparatus of 15-20 years. The ladder needed repairs in 2010, 2011, 2012 and 2013 when it failed ladder safety inspections. These repairs have taken our ladder truck out of service for various periods each year. Since this is a borrowing appropriation, approval requires a 2/3 vote.*

#### **ARTICLE THIRTY-SECOND:**

##### **PERKINS ROW PUMPING STATION REHABILITATION DESIGN**

To see if the Town will vote to transfer from available funds and appropriate a sum of money from Water Enterprise Funds to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to fund the creation of design plans and construction documents for the rehabilitation of the Perkins Row Pumping Station, which project includes but is not limited to replacing electrical and mechanical equipment inside the station, installing pumps in the gravel packed wells, connecting the wells to the station, modifying the control system to accommodate the new wells, installing a stand-by emergency generator, and other necessary and related expenses, or take any other action relative thereto.

**Recommended that the Town vote to transfer and appropriate the sum of \$100,000 for the preparation of design plans and construction documents for the Perkins Row Pumping Station Rehabilitation Project as described in Article Thirty-second of the warrant; and to meet said appropriation, transfer the amount of \$100,000 from the amount appropriated under Article Twenty of the May 2012 Annual Town Meeting; to be expended by the Board of Selectmen, with**

**the advice of the Board of Water Commissioners, 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.**

*Approval of this article would allow the Water Department to prepare design and bid documents for the rehabilitation of the Perkins Row Pumping Station. The rehabilitation project includes replacing electrical and mechanical equipment inside the station, installing pumps in the gravel packed wells, connecting the wells to the station, modifying the control system to accommodate the new wells, installing a stand-by emergency generator and other project related expenses.*

**ARTICLE THIRTY-THIRD:**

**WATER STORAGE TANKS REPAIR AND IMPROVEMENT**

To see if the Town will vote to transfer from available funds and appropriate a sum of money from Water Enterprise Funds to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to fund the construction phase of the Boston Street and Garden Street Water Storage Tanks and Repair and Improvement Project, which the project includes but is not limited to interior and exterior concrete repairs, replacement of corroded bolts and fittings, installation of fall prevention equipment and installation of active mixing systems at both storage tanks, and all necessary and related costs, or take any other action relative thereto.

**Recommended that the Town vote appropriate the total sum of \$250,000 for the construction phase of the Water Storage Tanks Repair and Improvement Project as described under Article Thirty-third of the warrant; and, to meet said appropriation, transfer the sum of \$78,000 from the amount appropriated under Article Twentieth of the May 2012 Annual Town Meeting, the sum of \$35,000 from the amount appropriated under Article Thirty-seventh of the May 2013 Annual Town Meeting, and \$137,000 from Water Enterprise Retained Earnings; such funds to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, 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.**

*Approval of this article would provide funding for repairs and improvements to the Town's two water storage tanks. The project includes interior and exterior concrete repairs, replacement of corroded bolts and fittings, installation of fall prevention equipment and installation of active mixing systems at both storage tanks.*

**ARTICLE THIRTY-FOURTH:**

**WATER TREATMENT PLANT DESIGN**

To see if the Town will vote to appropriate a sum of money to pay costs of project management services, design, preparation of construction documents, pilot testing, permitting and bidding of a water treatment plant, including transmission mains and other associated costs of the project; to determine whether this appropriation shall be raised by borrowing from the Massachusetts Water Pollution Abatement Trust or otherwise; or to take any other action relative thereto.

**Recommended that \$800,000 be appropriated to pay costs of project management services, design, preparation of construction documents, pilot testing, permitting and bidding of a water treatment plant, including related transmission mains and other associated costs of the project including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 29C and Chapter 44, Sections 7**

**& 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town thereof. All or any portion of the amount authorized to be borrowed pursuant to this vote may be obtained through the Massachusetts Water Abatement Trust (the "Trust"), and in connection therewith, appropriate officials of the Town are authorized to execute and deliver any and all documents and agreements incidental and related thereto, including one or more loan and/or security agreement(s) with the Trust and any related project regulatory agreement(s) with the Department of Environmental Protection.**

*Approval of this article would provide funding for project management, design, pilot testing, permitting, preparation of construction documents and bidding of a water treatment plant and associated water transmission mains. The plant will improve water quality, be sized to meet expected water production requirements and allow the Water Department to meet new drinking water requirements. It will be designed to remove manganese from the source water, to meet Groundwater Rule requirements, and with minor modifications to meet Surface Water Treatment Rule requirements. Total cost of the water treatment plant including design and construction is estimated at 7 million dollars. Since this is a borrowing appropriation, approval requires a 2/3 vote.*

#### **ARTICLE THIRTY-FIFTH:**

##### **WATER MAIN REPLACEMENT - WASHINGTON STREET**

To see if the Town will vote to appropriate a sum of money to pay costs of replacing water mains and appurtenances on Washington Street from Colrain Road to River Road, including the payment of all other project expenses for the Washington Street Water Main Replacement and Improvement Project, so called; to determine whether this appropriation shall be raised by taxation, transfer from available funds, borrowing or otherwise; or to take any other action relative thereto.

**Recommended that \$1,100,000 be appropriated to pay costs of replacing water mains and appurtenances on Washington Street from Colrain Road to River Road, including the payment of all other project expenses for the Washington Street Water Main Replacement and Improvement Project, so called; that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 8(5) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town thereof.**

*Approval of this article will allow the Water Department to replace the water main and appurtenances on Washington Street from Colrain Road to River Road. The existing (8) eight inch main was installed as part of the original water system in 1949 and is prone to failure affecting a large number of customers. It will be replaced with a new (12) twelve inch main which will improve fire flows and provide a more reliable supply of water to a highly populated area of Town. Since this is a borrowing appropriation, approval requires a 2/3 vote.*

#### **ARTICLE THIRTY-SIXTH:**

##### **AMEND PROCUREMENT CONTRACT BYLAW**

To see if the Town will vote to amend Chapter XXIV, Procurement Contract By-Law, section 2 by deleting:

“one thousand (\$1,000.00)”

and inserting in place of thereof:

“ten thousand (\$10,000.00)”

, or take any other action relative thereto.

**Recommended that the Town vote to amend Chapter XXIV, Procurement Contract By-Law, section 2, as set forth under Article Thirty-sixth of the warrant.**

*This bylaw change was recommended in the Town’s audit and will allow for consistency between recent changes in MGL Ch. 30B and the Town Bylaws.*

**ARTICLE THIRTY-SEVENTH:**  
**AMEND ANIMAL CONTROL BYLAW**

To see if the Town will vote to amend Chapter XXIII, Canine Control By-Law, section 23-2.3 by deleting the following:

“All Dogs Neutered or Spayed (male or female) Ten (\$10.00) dollars per registered dog  
All Dogs Not Neutered or Spayed (male or female) Fifteen (\$15.00) dollars per registered dog”

and inserting in place of therof:

“All Dogs Neutered or Spayed (male or female) Fifteen (\$15.00) dollars per registered dog  
All Dogs Not Neutered or Spayed (male or female) Twenty (\$20.00) dollars per registered dog”

, or take any other action relative thereto.

**Recommended that the Town vote to amend Chapter XXIII, Canine Control By-Law, section 23-2.3, as set forth under Article Thirty-seventh of the warrant.**

*This article would increase the annual license fee for a dog by five dollars per license. This amendment was recommended by the Town Clerk. The new fees are comparable with those of neighboring towns.*

**ARTICLE THIRTY-EIGHTH:**  
**AMEND MEMBERSHIP OF CONSERVATION COMMISSION**

To see if the Town will vote to reduce the size of the Conservation Commission from seven members to five, by amending the Town Bylaws, Chapter II, Article VII, Section 2-15, Conservation Commission, to delete Section 2-15.2 in its entirety and insert the following in place thereof:

“2-15.2 Members: Term. A Conservation Commission of five (5) members shall be appointed by the Board of Selectmen for three-year overlapping terms, commencing July 1 of each year, so arranged that the term of no more than two members shall expire in any given year.”,

provided, however, that following the effective date of the bylaw approved hereunder, the Board of Selectmen shall make appointments to the Conservation Commission to fill vacancies as they may arise, or upon expiration of term, only as needed to bring the total composition of the Conservation Commission to five, and for such term as appropriate so that the term of no more than two members shall expire in any given year, and thereafter appointments shall be made for three-year terms as provided in said bylaw,

or take any other action relative thereto.

**Recommended that the Town vote to amend Chapter II, Article VII, Section 2-15, Conservation Commission, as set forth under Article Thirty-eighth of the warrant.**

*This bylaw change was recommended by the Conservation Commission.*

**ARTICLE THIRTY-NINTH:**

**HOME RULE PETITION FOR EIGHT ALCOHOL POURING LICENSES**

To see if the Town will vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the Board of Selectmen to issue EIGHT pouring licenses for conference and event facilities and full-service restaurants as defined in the Zoning By-laws, and in the form set forth below; provided however, that the General Court may make clerical and editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill prior to enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the public purposes of the petition, or take any other action relative thereto.

An Act Authorizing the Issuance of Eight Licenses for the Sale of Alcoholic Beverages to Be Drunk On Premises in the Town of Topsfield

SECTION 1. Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the town of Topsfield shall be authorized to grant up to eight additional licenses for the sale of all alcoholic beverages to be drunk on the premises under the provisions section 12 of said chapter 138, to entities licensed as a common victualler under chapter 140 of the General Laws and operating as a “conference and event facility” or “full-service restaurant”, both as defined in the Topsfield zoning by-laws. No holder of a license for the sale of alcoholic beverages under the provisions of any special or general law shall be eligible to hold a license under this act. The licenses shall be subject to all of said chapter 138, except section 17.

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

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

**Recommended that the Town vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the licensing authority of the Town to issue EIGHT pouring licenses for conference event facilities and full-service restaurants and to approve Article Thirty-ninth as set forth above in this warrant article.**

*This would authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the Board of Selectmen to issue EIGHT pouring licenses to entities licensed as a common victualler under chapter 140 of the General Laws and operating as a “conference and event facility” or “full-service restaurant”, both as defined in the Topsfield zoning by-laws.*

**ARTICLE FORTIETH:**

**CITIZEN PETITION - ESSEX AGRICULTURAL SOCIETY ALCOHOL LICENSE**

To see if the Town will vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the Board of Selectmen to issue to Essex Agricultural Society a license for the sale of all alcoholic beverages to be drunk on the premises at Topsfield Fair grounds, 207 Boston Street, as set forth below; provided however, that the General Court may make clerical and editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill prior to enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the public purposes of the petition, or take any other action relative therto.

An Act Authorizing the Issuance of a Certain License for the Sale of Alcoholic Beverages to Be Drunk On Premises in the Town of Topsfield

SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws, the licensing authority of the Town of Topsfield to grant a license for the sale of all alcoholic beverages to be drunk on the premises under Section 12 of said Chapter 138. The licenses shall be subject to all of said Chapter 138, except Section 17.

SECTION 2. Licenses issued pursuant to this Act shall be non-transferrable to any other location, person, corporation, organization, or entity. Any transfer in violation of this Act shall render said license null and void.

SECTION 3. The license granted under this Act, if revoked or no longer in use, shall be returned physically, with all of the legal rights and privileges pertaining thereto, to the licensing authority.

SECTION 4. This Act shall take effect upon its passage.

**Recommended that no action be taken.**

*This is a Citizen Petition. It asks the town to request the State to approve a Home Rule Petition for Topsfield that would allow the Board of Selectmen to issue a "pouring license" to Essex Agricultural Society for the sale of all types of alcoholic beverages (that is, a license to sell wine, malt liquors and spirits) to be consumed on premises at 207 Boston Street.*

**ARTICLE FORTY-FIRST:**

**AMEND ZONING BYLAW, ARTICLE VII, SECTION 7.04, MEDICAL MARIJUANA TREATMENT CENTER**

To see if the Town will vote to amend the Topsfield Zoning Bylaws by deleting Article VII, Special Regulations, Section 7.04 titled "Temporary Moratorium on Medical Marijuana Treatment Centers" in its entirety and replacing it with a new Section 7.04 titled "Medical Marijuana Treatment Center" to provide as follows:

"7.04 Medical Marijuana Treatment Center

A. A Medical Marijuana Treatment Center which is also known as a Registered Marijuana Dispensary, shall be permitted in the Business Park District by Special Permit and shall be subject to Site Plan Review in accordance with Article IX of the Topsfield Zoning Bylaws.

B. The Zoning Board of Appeals shall be the Special Permit granting authority for a Medical Marijuana Treatment Center.

C. Medical Marijuana Treatment Centers shall be licensed and operated in accordance with 105 CMR 725.000, as may be amended from time to time.

D. Procedure:

1. Application: In addition to the materials required under Article IX, Site Plan Review, the applicant shall include:

a. A copy of its registration as an Medical Marijuana Treatment Center from the Massachusetts Department of Public Health (DPH);

b. A detailed floor plan of the premises of the proposed Medical Marijuana Treatment Center that identifies the square footage available and describes the functional areas of the Medical Marijuana Treatment Center, including areas for any preparation of marijuana-infused products;

c. A description of the security measures, including employee security policies, approved by the DPH for the Medical Marijuana Treatment Center;

d. A copy of the emergency procedures approved by the DPH for the Medical Marijuana Treatment Center;

e. A copy of the policies and procedures for patient or personal caregiver home-delivery approved by the DPH for the Medical Marijuana Treatment Center;

f. A copy of the policies and procedures for the transfer, acquisition, or sale of marijuana between Medical Marijuana Treatment Centers approved by the DPH;

g. A copy of proposed waste disposal procedures; and

h. A description of any waivers from the DPH regulations issued for the Medical Marijuana Treatment Center.

2. The Special Permit Granting Authority shall refer copies of the application to the Town's Inspectional Services Department, Fire Department, Police Department, Board of Health, the Conservation Commission, and the Highway Department. These boards/departments shall review the application and shall submit their written recommendations. Failure to make recommendations within thirty-five (35) days of referral of the application shall be deemed lack of opposition.

3. After notice and public hearing and consideration of application materials, consultant reviews, public comments, and the recommendations of other town boards and departments, the Special Permit Granting Authority may act upon such a permit.

**E. Special Permit Conditions on the Medical Marijuana Treatment Center:**

The Special Permit Granting Authority shall impose conditions reasonable and appropriate to improve site design, traffic flow and 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 Medical Marijuana Treatment Center, the Special Permit Granting Authority shall include the following conditions in any special permit granted under this Bylaw:

1. Hours of operation, including dispatch of home deliveries.

2. The permit holder shall file a copy of any Incident Report required under 105 CMR 725.110(F) with the Zoning Enforcement Officer and the Chief of Police within 24 hours of creation of the incident report by the Medical Marijuana Treatment Center. Such reports may be redacted as necessary to comply with any applicable state or federal laws and regulations.

3. The permit holder shall file a copy of any cease and desist order, summary cease and desist order, quarantine order, summary suspension order, order limiting sales, notice of a hearing, or final action issued by the DPH or the Division of Administrative Law Appeals, as applicable, regarding the Medical Marijuana Treatment Center with the Zoning Enforcement Officer and the Chief of Police within 48 hours of receipt by Medical Marijuana Treatment Center.

4. The permit holder shall provide to the Zoning Enforcement Officer and the Chief of Police, 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. The special permit shall expire within five years of its issuance or sooner if so limited by the Special Permit Granting Authority. If the permit holder wishes to renew the special permit, an application to renew the special permit must be submitted at least 120 days prior to the expiration of the special permit.

6. The special permit shall be limited to the current applicant and shall lapse (a) if the permit holder ceases operating the Medical Marijuana Treatment Center, (b) the applicant transfers the right to operate the Treatment Center without the prior consent of the Special Permit granting authority or (c) if the majority interest in or control of the applicant is transferred without the prior consent of the Special Permit Granting Authority.

7. The special permit shall lapse upon the expiration or termination of the applicant's registration by the DPH.

8. The permit holder shall notify the Zoning Enforcement Officer and the Chief of Police in writing within 48 hours of the cessation of operation of the Medical Marijuana Treatment Center or the expiration or termination of the permit holder's registration with the DPH.

**G. Prohibition Against Nuisances:**

No use shall be allowed in the Business Park District 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 noise 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.

**H. Severability:**

The provisions of this Bylaw are severable. If any provision, paragraph, sentence, or clause of the Bylaw or the application thereof to any person, establishment, or circumstance(s) shall be held invalid, such invalidity shall not affect the other provisions or application of this Bylaw.”,

and further to amend the Table of Contents by deleting the entry “7.04 Temporary Moratorium on Medical Marijuana Treatment Centers” and replacing it with the entry “7.04 Medical Marijuana Treatment Center”, or take any other action relative thereto.

**Recommended that the Town vote to amend the Topsfield Zoning Bylaws by deleting Article VII, Special Regulations, Section 7.04 titled “Temporary Moratorium on Medical Marijuana Treatment Centers” in its entirety and replacing it with a new Section 7.04 titled “Medical Marijuana Treatment Center” and amending the Table of Contents accordingly, all as set forth under Article Forty-first of the warrant.**

*The provision of the Town's Zoning Bylaw titled, “Moratorium on Medical Marijuana Treatment Centers” expires on May 6, 2014. This article would replace that section with a new section titled “Medical Marijuana Treatment Center”. The new section establishes permitting requirements for such a Center, including references to the state's Department of Public Health Rules and Regulations, and allows such a Center only in the Business Park District and only by special permit. The requirements of the special permit include site plan review as well as additional items regarding licensing for such a Center. The Zoning Board of Appeals is designated as the special permit granting authority.*

**ARTICLE FORTY-SECOND:**

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

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article III, Section 3.02, Use Regulations and Table of Use Regulations for all districts with an addition to the "Permitted Uses" table as set forth below, with the provisions to be added shown in bold italics:

		ORA	IRA	CR	BV	BH	BP	BHN
<b><i>2.18</i></b>	<b><i>Medical Marijuana Treatment Center</i></b>	<b><i>NP</i></b>	<b><i>NP</i></b>	<b><i>NP</i></b>	<b><i>NP</i></b>	<b><i>NP</i></b>	<b><i>S</i></b>	<b><i>NP</i></b>

, or take any other action relative thereto.

**Recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article III, Section 3.02, Use Regulations and Table of Use Regulations for all districts in the "Permitted Uses" table as set forth under Article Forty-second of the warrant.**

*This amendment would add the Medical Marijuana Treatment Center to the Table of Use Regulations, allowing for the establishment of a medical marijuana treatment center by Special Permit in the Business Park District.*

**ARTICLE FORTY-THIRD:**

**AMEND ZONING BYLAW, ARTICLE IV, SECTION 4.08 MINIMUM BUILDABLE AREA**

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article IV, Section 4.08 Minimum Buildable Area by amending and re-designating the existing sub-section C as sub-section D, and by adding a new sub-section C, all as set forth below, with the provisions to be deleted shown in strikethrough and the provisions to be added shown in bold italics:

***"C. For lots created after May 6, 2014, in the Outlying Residential and Agricultural District and in the Inner Residential and Agricultural District, each lot's buildable area shall be capable of containing a 100 foot diameter circle within which there is not more than 5% of buffer zone as defined by the Massachusetts Wetlands Protection Act Regulations 310 CMR 10.00, et. seq. or the Topsfield Wetlands General Bylaw.***

~~***C-D. On subdivision plans or on plot plans the Planning Board may require indication on subdivision plans or on plot plans of the general location on a lot of proposed buildings, and to determine the existence of sufficient buildable land those plans to show buildable areas as required in Section 4.08 A. and C., and the proposed locations of buildings."***~~

, or take any other action relative thereto.

**Recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article IV, Section 4.08 Minimum Buildable Area by amending and re-designating the existing sub-section C as sub-section D, and by adding a new sub-section C, all as set forth under Article Forty-third of the warrant.**

*Recent experience with the development of both subdivisions and individual lots has shown that our existing buildable area bylaw is not adequate to protect town residents, new home-owners, and natural resource areas from flooding and stormwater management problems that have led to costly engineering, reconstruction and/or legal costs. The purpose of this amendment is to ensure that new lots created in the town have enough space for a building and some unrestricted, surrounding area to allow for the*

*construction of the structure and its appurtenances without the disruption of resource areas vital to stormwater management and for the installation of landscaping surrounding the structure without permanent intrusion into resource areas. This amendment attempts to encourage the creation of lots that have at least a 100' diameter circle (7854 ft<sup>2</sup>) of unrestricted land that can support a house and its infrastructure and provide surrounding land that will protect neighbors and resource areas from the impacts of development. This amendment does not affect existing lots. It affects only new lots created after May 6, 2014.*

**ARTICLE FORTY-FOURTH:**  
**AMEND ZONING BYLAW, ARTICLE XVI SECTION 16.04**

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article XVI, Section 16.04 General Requirements to insert correct alphabetical ordering after “F. Design Standards”, or take any other action relative thereto.

**Recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article XVI, Section 16.04 General Requirements to insert correct alphabetical ordering after “F. Design Standards”.**

*This article is a housekeeping amendment to correct an inconsistency in the alphabetical ordering after sub-section F. Design Standards.*

**ARTICLE FORTY-FIFTH:**  
**ACCEPTANCE OF HICKORY LANE**

To see if the Town will vote to accept “Hickory Lane” as a public way, in accordance with the locations, boundaries and measurements of said Hickory Lane as laid out, altered or relocated by the Board of Selectmen, all as shown on a plan titled:

“As-Built Plan For: Hickory Beech Residential Development Topsfield, MASS.; dated January, 2014 prepared by Beals Associates PLLC, 70 Portsmouth Ave., Stratham, N.H. 03885; Scale 1” = 50’.”,

and to authorize the Board of Selectmen to accept a gratuitous conveyance for any necessary easement for said way and name it “Hickory Lane”, or take any other action relative thereto.

**Recommendation pending further review.**

*Hickory Lane is currently owned by the developer. This article would make Hickory Lane an accepted public way in Topsfield.*

**ARTICLE FORTY-SIXTH:**  
**ACCEPTANCE OF EVERGREEN LANE**

To see if the Town will vote to accept “Evergreen Lane” as a public way, in accordance with the locations, boundaries and measurements of said Evergreen Lane as laid out, altered or relocated by the Board of Selectmen, all as shown on a plan titled:

“As-Built Plan For: Hickory Beech Residential Development Topsfield, MASS.; dated January, 2014 prepared by Beals Associates PLLC, 70 Portsmouth Ave., Stratham, N.H. 03885; Scale 1” = 50’.”,

and to authorize the Board of Selectmen to accept a gratuitous conveyance for any necessary easement for said way and name it “Evergreen Lane”, or take any other action relative thereto.

**Recommendation pending further review.**

*Evergreen Lane is currently owned by the developer. This article would make Evergreen Lane an accepted public way in Topsfield.*

**ARTICLE FORTY-SEVENTH:**  
**ACCEPTANCE OF BEECH PLACE**

To see if the Town will vote to accept “Beech Place” as a public way, in accordance with the locations, boundaries and measurements of said Beech Place as laid out, altered or relocated by the Board of Selectmen, all as shown on a plan titled:

“As-Built Plan For: Hickory Beech Residential Development Topsfield, MASS.; dated January, 2014 prepared by Beals Associates PLLC, 70 Portsmouth Ave., Stratham, N.H. 03885; Scale 1” = 50’.”,

And to authorize the Board of Selectmen to accept a gratuitous conveyance for any necessary easement for said way and name it “Beech Place”, or take any other action relative thereto.

**Recommendation pending further review.**

*Beech Place is currently owned by the developer. This article would make Beech Place an accepted public way in Topsfield.*

**ARTICLE FORTY-EIGHTH:**  
**CAPITAL STABILIZATION FUND**

To see if the Town will vote to create a special purpose stabilization fund in accordance with the provisions of Massachusetts General Laws Chapter 40, §5B, to be known as the Capital Stabilization Fund, to be used for capital purchases and projects, and in connection therewith to raise and assess or transfer from available funds and appropriate a sum of money to said fund, or take any other action relative thereto.

**Recommended that the Town vote create a special purpose stabilization fund, to be known as the Capital Stabilization Fund, and to appropriate and transfer from Free Cash the sum of \$10,000.00 to fund.**

*This article would establish a Capital Stabilization Fund into which monies may be appropriated for the specific purpose of capital purchases and projects. The fund would remain in the Capital Stabilization Fund from year to year, subject to appropriation by Town Meeting, and would allow the Town to begin to formally address a long term capital planning process.*

**ARTICLE FORTY-NINTH:**  
**STABILIZATION FUND**

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

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

*The 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.

**ARTICLE FIFTIETH:**

**FREE CASH**

To see if the Town will vote to transfer from Free Cash and appropriate a sum of money to reduce the tax levy for Fiscal Year 2015, or take any other action relative thereto.

**Recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$33,817 to reduce the tax levy for Fiscal Year 2015.**

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

And you are also directed to notify said inhabitants, qualified to vote in the election of Town Officers, to meet at the St. Rose Church Hall, 12 Park Street, the eighth day of May 2014, when the polls will be open from seven o'clock in the morning to eight o'clock in the evening, to bring in their votes on one ballot for the following offices and questions:

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

\*\*\*\*\*

**PROPOSITION 2 ½ REFERENDUM BALLOT QUESTION**

**QUESTION ONE: SCHOOL COMMITTEE:** "Shall the Town of Topsfield be allowed to assess an additional \$199,500 in real estate and personal property taxes for the purpose of funding the general operating budget for the elementary schools including, two full time classroom teachers in grades one and four (\$110,599), a 5/10 full time equivalent Extended Studies Program teacher for grades 4-6 (\$27,849), and an 8/10 full time equivalent Learning Specialist (\$61,052), for the fiscal year beginning July first two thousand and fourteen?"

**NON-BINDING REFERENDUM BALLOT QUESTION**

**QUESTION TWO:** To see if the Town will vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation authorizing the Board of Selectmen to issue EIGHT pouring licenses for “conference and event facilities” and “full-service restaurants” as defined in the Zoning By-laws, and in the form set forth below; provided however, that the General Court may make clerical and editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill prior to enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the public purposes of the petition, or take any other action relative thereto.

An Act Authorizing the Issuance of Eight Licenses for the Sale of Alcoholic Beverages to Be Drunk On Premises in the Town of Topsfield

SECTION 1. Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the town of Topsfield shall be authorized to grant up to eight additional licenses for the sale of all alcoholic beverages to be drunk on the premises under the provisions section 12 of said chapter 138, to entities licensed as a common victualler under chapter 140 of the General Laws and operating as a “conference and event facility” or “full-service restaurant”, both as defined in the Topsfield zoning by-laws. No holder of a license for the sale of alcoholic beverages under the provisions of any special or general law shall be eligible to hold a license under this act. The licenses shall be subject to all of said chapter 138, except section 17.

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

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

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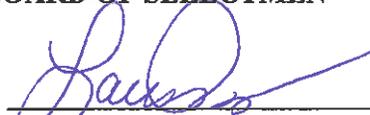
The polls shall be open from 7:00 AM UNTIL 8:00 PM, and you are directed to serve this Warrant by posting attested copies thereof, one at the Post Office, one at the Town Hall, and one at each of the Public Meeting Houses in said Town, seven days at least before time for holding the election portion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

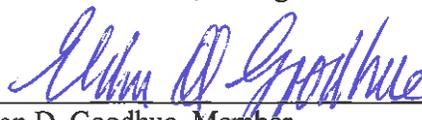
Hereof fail not, and make due return of this Warrant, with your doing thereon, to the Town Clerk, at the time and place of meeting as aforesaid.

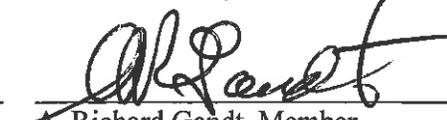
Given under our hands this 2<sup>nd</sup> day of April in the year two thousand and fourteen.

**TOWN OF TOPSFIELD BOARD OF SELECTMEN**

  
Martha A. Morrison, Acting Chair

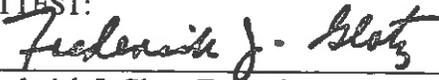
  
Laura J. Powers, Member

  
Eldon D. Goodhue, Member

  
A. Richard Gandt, Member

A true copy

ATTEST:

  
Frederick J. Glatz, Town Constable

**RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE**

Mark B. Lyons, Chairman

Heidi L. Bond

Paul E. Dierze

Karen A. Dow

Jonathan D. Guido

Daniel Shugrue

Dana Warren

**TOWN OF TOPSFIELD**



**WARRANT FOR 2014 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**

in said Topsfield on Tuesday, the sixth day of May, 2014, 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 and appropriate a sum of money to pay outstanding bills contracted prior to July 1, 2013.

**Recommendation pending further review.**

**ARTICLE THIRD:  
TRANSFER OF FUNDS**

To see if the Town will vote to transfer from the unexpended balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2014 fiscal year, or take any other action relative thereto.

**Recommendation pending further review.**

**ARTICLE FOURTH:**

**PURCHASE OF TECHNOLOGY EQUIPMENT FOR THE ELEMENTARY SCHOOLS**

To see if the Town will vote to raise and assess or transfer from available funds and appropriate sums of money to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, to purchase technology items; or take any other action relative thereto.

**Recommended that the Town vote to appropriate and transfer the sum of \$90,462 from Article Third of the May 2013 Annual Town Meeting Insurance: Medical to be expended by the Board of Selectmen, with the advice of the Elementary School Committee, to purchase technology equipment.**

*This article would allow the Elementary School Committee to purchase tablet devices and laptop computers for use by students and teachers and replace the primary file server at Proctor School.*

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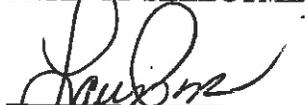
You are directed to serve this Warrant by posting attested copies thereof, one at the Post Office, one at the Town Hall, and one at each of the Public Meeting Houses in said Town, fourteen days at least before time for holding the election portion of said meeting.

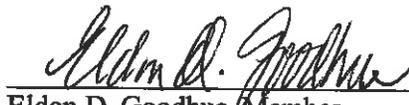
Hereof fail not, and make due return of this Warrant, with your doing thereon, to the Town Clerk, at the time and place of meeting as aforesaid.

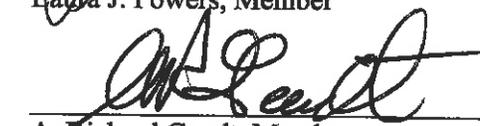
Given under our hands this 2<sup>nd</sup> day of April in the year two thousand and fourteen.

**TOWN OF TOPSFIELD BOARD OF SELECTMEN**

  
\_\_\_\_\_  
Martha A. Morrison, Acting Chair

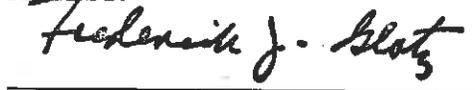
  
\_\_\_\_\_  
Laura J. Powers, Member

  
\_\_\_\_\_  
Eldon D. Goodhue, Member

  
\_\_\_\_\_  
A. Richard Gandt, Member

A true copy

ATTEST:

  
\_\_\_\_\_  
Frederick J. Glatz, Town Constable

**RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE**

Mark B. Lyons, Chairman  
Heidi L. Bond  
Paul E. Dierze

Karen A. Dow  
Jonathan D. Guido

Daniel Shugrue  
Dana Warren

**ATTACHMENT A**

<b>Approved Appropriation Fiscal Year 2014</b>	<b>FISCAL YEAR 2015 GENERAL OPERATING BUDGET May 6, 2014 ANNUAL TOWN MEETING</b>	<b>Recommended Appropriation Fiscal Year 2015</b>	<b>Recommended Contingency Appropriation</b>
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**ELECTED OFFICERS**

50	<b>MODERATOR:</b>	50
	<b>SELECTMEN:</b>	
1	Chairman	1
1	Clerk	1
1	Member	1
1	Member	1
1	Member	1
	<b>ASSESSORS:</b>	
1,500	Chairman	1,500
1,500	Clerk	1,500
1,500	Member	1,500
52,895	<b>TOWN CLERK:</b>	56,651
300	<b>TOWN CONSTABLE:</b>	300
	<b>PLANNING BOARD:</b>	
1	Chairman	1
1	Clerk	1
1	Member	1
1	Member	1
1	Member	1

**GENERAL GOVERNMENT**

	Moderator:	
50	Salary	50
<b>50</b>	<b>TOTAL: Moderator</b>	<b>50</b>
	Selectmen:	
177,634	Salaries	182,160
44,203	Wages	45,080
34,067	Other	37,867
<b>255,904</b>	<b>TOTAL: Selectmen</b>	<b>265,107</b>
	Selectmen's Special:	
68,200	Other	68,200
<b>68,200</b>	<b>TOTAL: Selectmen Special</b>	<b>68,200</b>
	Parking Clerk:	
-	Other	-
-	<b>TOTAL: Parking Clerk</b>	-
	Finance Committee:	
1,239	Wages	1,264
374	Other	385
<b>1,613</b>	<b>TOTAL: Finance Committee</b>	<b>1,649</b>

	Town Website/Cable Advisory:	
1,630	Wages	1,630
1,263	Other	1,263
<b>2,893</b>	<b>Total: Town Website/Cable Advisory</b>	<b>2,893</b>
	Town Accountant:	
66,868	Salary	68,205
37,598	Wages	36,096
21,960	Other	22,619
<b>126,426</b>	<b>TOTAL: Town Accountant</b>	<b>126,920</b>
	Board of Assessors	
73,118	Salaries	74,455
35,897	Wages	36,596
21,050	Other	30,875
<b>130,065</b>	<b>TOTAL: Assessors</b>	<b>141,926</b>
	Town Treasurer and Collector:	
67,618	Salary	68,955
72,868	Wages	76,668
45,625	Other	48,136
<b>186,111</b>	<b>TOTAL: Town Treasurer &amp; Coll.</b>	<b>193,759</b>
	Town Hall:	
-	Wages	-
141,296	Other	142,431
<b>141,296</b>	<b>TOTAL: Town Hall</b>	<b>142,431</b>
	School Street Building	
500	Other	500
<b>500</b>	<b>TOTAL: School Street Building</b>	<b>500</b>
	Town Clerk:	
53,195	Salary	56,951
18,819	Wages	23,447
10,248	Other	14,335
<b>82,262</b>	<b>TOTAL: Town Clerk</b>	<b>94,733</b>
	Trust Fund Clerk:	
-	Salary	-
100	Other	100
<b>100</b>	<b>TOTAL: Trust Fund Clerk</b>	<b>100</b>
	Conservation Commission:	
67,618	Salary	68,955
13,659	Wages	14,079
<b>81,277</b>	<b>TOTAL: Conservation Commission</b>	<b>83,034</b>
	Planning Board:	
5	Salaries	5,005
1,709	Other	1,742
<b>1,714</b>	<b>TOTAL: Planning Board</b>	<b>6,747</b>
	Zoning Board of Appeals:	
724	Other	724
<b>724</b>	<b>TOTAL: Zoning Board of Appeals</b>	<b>724</b>
<b>1,079,135</b>	<b>SUB-TOTAL: GENERAL GOVERNMENT</b>	<b>1,128,773</b>

**PUBLIC SAFETY**

	Police Department:		
149,530	Salaries	157,062	
991,459	Wages	1,015,293	
134,049	Other	138,929	
-	Capital Equipment	-	
<b>1,275,038</b>	<b>TOTAL: Police Department</b>	<b>1,311,284</b>	
	Fire Department:		
101,316	Salaries	103,262	
412,448	Wages	458,837	
91,510	Other	104,255	
<b>605,274</b>	<b>TOTAL: Fire Department</b>	<b>666,354</b>	
	Ambulance Services:		
-	Other	-	
<b>-</b>	<b>TOTAL: Ambulance Service</b>	<b>-</b>	
	Inspectional Services:		
78,300	Salaries	88,259	
20,715	Wages	26,734	
5,743	Other	5,913	
<b>104,758</b>	<b>TOTAL: Inspectional Services</b>	<b>120,906</b>	
	Sealer Weights & Measure		
1,561	Salary	1,593	
-	Other	-	
<b>1,561</b>	<b>TOTAL: Sealers Weights &amp; Measure</b>	<b>1,593</b>	
	Animal Control Officer:		
9,264	Salary	9,449	
560	Other	560	
<b>9,824</b>	<b>TOTAL: Animal Control Officer</b>	<b>10,009</b>	
	Animal Inspector:		
7,160	Salary	7,303	
1,840	Other	1,840	
<b>9,000</b>	<b>TOTAL: Animal Inspector</b>	<b>9,143</b>	
<b>2,005,455</b>	<b>SUB-TOTAL: PUBLIC SAFETY</b>	<b>2,119,289</b>	
	<b>EDUCATION ELEMENTARY SCHOOL</b>		
4,958,612	Total Salaries	5,312,057	199,500
197,368	Total Supplies/Materials/Textbooks	206,289	
42,946	Total Equipment	45,703	
93,968	Total Prof Dev (Mem./Work./Conf.)	94,056	
471,375	Total Special Education (Tuitions & Services)	412,146	
255,312	Total Transportation	263,493	
168,449	Utilities	180,971	
151,035	Facilities	152,704	
<b>6,339,065</b>	<b>TOTAL: Elementary Schools</b>	<b>6,667,419</b>	<b>199,500</b>
<b>6,339,065</b>	<b>SUB-TOTAL - ELEMENTARY SCHOOLS</b>	<b>6,667,419</b>	<b>6,866,919</b>

## PUBLIC WORKS AND FACILITIES

	General Highway:		
79,763	Salary	81,323	
249,092	Wages	263,989	
215,094	Other	221,520	
29,257	Capital Equipment	29,257	
<b>573,206</b>	<b>TOTAL: General Highway</b>	<b>596,089</b>	
	Snow and Ice:		
26,600	Wages	28,000	
169,565	Other	174,400	
<b>196,165</b>	<b>TOTAL: Snow and Ice</b>	<b>202,400</b>	
	Street Lights		
19,660	Other	20,250	
<b>19,660</b>	<b>TOTAL: Street Lights</b>	<b>20,250</b>	
<b>789,031</b>	<b>SUB-TOTAL: PUBLIC WORKS</b>	<b>818,739</b>	

## HUMAN SERVICES

	Board of Health:		
66,868	Salary	68,205	
14,633	Wages	15,383	
17,118	Other	17,629	
<b>98,619</b>	<b>TOTAL: Board of Health</b>	<b>101,217</b>	
	MSW Collection, HHW & Recycling		
409,713	Services	409,713	
<b>409,713</b>	<b>TOTAL: MSW Collection, HHW &amp; Recycling</b>	<b>409,713</b>	
	Recycling:		
1,600	Other	2,050	
<b>1,600</b>	<b>TOTAL: Recycling</b>	<b>2,050</b>	
	Council On Aging:		
41,080	Salary	43,158	
43,782	Wages	44,378	
2,686	Other	2,767	
<b>87,548</b>	<b>TOTAL: Council On Aging</b>	<b>90,303</b>	
	Veterans' Benefits:		
20,620	Other	20,960	
<b>20,620</b>	<b>TOTAL: Veterans' Benefits</b>	<b>20,960</b>	
	Soldiers & Sailors Graves:		
1,000	Other	1,000	
<b>1,000</b>	<b>TOTAL: Soldiers &amp; Sailors Graves</b>	<b>1,000</b>	
<b>619,100</b>	<b>SUB-TOTAL: HUMAN SERVICES</b>	<b>625,243</b>	

**CULTURE & RECREATION**

	Library:	
200,741	Salaries	208,021
157,522	Wages	164,784
136,399	Other	140,550
<b>494,662</b>	<b>TOTAL: Library</b>	<b>513,355</b>
	Park and Cemetery Department:	
68,618	Salary	69,955
124,755	Wages	131,582
48,593	Other	51,593
<b>241,966</b>	<b>TOTAL: Park &amp; Cemetery Dept.</b>	<b>253,130</b>
	Tree Department:	
3,035	Salary	3,096
3,264	Wages	3,330
7,955	Other	8,195
<b>14,254</b>	<b>TOTAL: Tree Department</b>	<b>14,621</b>
	Memorial Day/Veteran's Day:	
3,600	Other	3,600
<b>3,600</b>	<b>TOTAL: Memorial Day/Veteran's Day</b>	<b>3,600</b>
	Historical Commission:	
450	Other	450
<b>450</b>	<b>TOTAL: Historical Commission</b>	<b>450</b>
<b>754,932</b>	<b>SUB TOTAL: CULTURE &amp; RECREATION</b>	<b>785,156</b>

**DEBT SERVICE**

551,000	Long-Term Debt Principal	556,500
115,709	Long -Term Debt Interest	95,469
-	Interest for Temporary Loans	-
2,500	Issue Cost	2,500
<b>669,209</b>	<b>TOTAL: DEBT SERVICE</b>	<b>654,469</b>
<b>669,209</b>	<b>SUB TOTAL: DEBT SERVICE</b>	<b>654,469</b>

**OTHER EXPENDITURES**

	Pensions:	
796,025	Essex Retirement	884,541
<b>796,025</b>	<b>TOTAL: Pensions</b>	<b>884,541</b>
	Insurance:	
355,439	Liability/Accident/Workmen's Compensation	355,439
1,945,203	Life/Medical/Medicare	1,945,203
100,000	Unemployment	75,000
<b>2,400,642</b>	<b>TOTAL: Insurance</b>	<b>2,375,642</b>
<b>3,196,667</b>	<b>SUB-TOTAL OTHER EXPENDITURES</b>	<b>3,260,183</b>

<b>15,452,594</b>	<b>***TOTAL BUDGET RECOMMENDATION***</b>	<b>16,059,271</b>	<b>16,258,771</b>
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Fiscal Year 2014: July 1, 2013 through June 30, 2014  
 Fiscal Year 2015: July 1, 2014 through June 30, 2015

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

U.S. POSTAGE  
PAID  
PERMIT 51  
TOPSFIELD, MA



TO ALL REGISTERED VOTERS:

RESIDENT  
TOPSFIELD, MA 01983

**ANNUAL AND SPECIAL TOWN MEETING**

Proctor School, Woodbury Auditorium

TUESDAY, MAY 6, 2014 at 7:00PM

And if needed, continued on Wednesday, May 7, 2014

**ANNUAL TOWN ELECTION**

**THURSDAY, MAY 8, 2014**

**7:00 AM to 8:00 PM**

**ST. ROSE CHURCH HALL**

**12 Park Street, Topsfield**