

TOWN OF TOPSFIELD
MASSACHUSETTS



Annual and Special Town Meeting Warrants

Finance Committee Fiscal 2017
Budget Report and Recommendations

MAY 3, 2016

TOWN MEETING

“Linking Past with Present”

March 30, 2016

Citizens of Topsfield
Topsfield, Massachusetts 01983

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 2017 (FY2017) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7 P.M. on Tuesday, May 3, 2016. The proposed budgets were prepared by departments in general accordance with guidelines established by the Finance Committee. These guidelines requested the submission of department budgets with appropriate adjustments to the salary and wage grid for non-represented personnel, negotiated contractual salaries and wages, and a 3.0% increase in "Other," which is comprised of non-salary and wage accounts. The guidelines stated no new programs, and departments were asked to continue to focus on services that are essential to the Town. 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 an FY2017 budget with a **5.73%** increase in the General Operating Budget (Article Third). This includes \$140,000 for the Elementary Schools that is subject to passage of a Proposition 2 1/2 override at both Town Meeting and at the polls on Thursday, May 5, 2016. The Masconomet Regional School assessment, as certified by its School Committee, is **\$7,025,349**, a **1.47%** increase over FY2016.

The FY2017 budget recommended by the Finance Committee for Annual Town Meeting includes an estimated total amount to be raised of **\$27,741,156** representing an increase of **3.19%** over the FY2016 approved. After making adjustments for state aid and other revenues such as local receipts and assessments, the resulting total expected to be raised through real estate taxes will be **\$22,000,981**, an increase of **5.15%** over the current year approved. Without the Elementary School override, the estimated total amount to be raised through real estate taxes would increase over the current year by **4.48%**.

In addition to the Elementary Schools over-guidelines request, the Finance Committee considered several other requests for department budgets over guidelines. While all had merit, we felt we could only fund the two most urgent requests. The recently-completed Senior Needs Assessment showed an increasing over-55 population in town and a need for additional services. Thus, the FY2017 budget includes an increase in the COA Director's time from 30 to 35 hours per week. The other increase beyond guidelines is additional hours for the Police part-time clerk for the next year to clear a backlog of reports associated with the transition to a new reporting system.

Due to the retirement of several long-time employees and readjustment of duties, including a shift of the Police Chief's executive assistant from the salary to the wage category, the total Town salaries will increase by only **1.43%**, while the total Town wages will increase by **6.22%**, compared to the FY2016 approved non-school department budgets.

Article Twenty-fourth requests permission to borrow \$9,859,000 for the detailed design and construction of a renovated and expanded Town Hall. This approval is also subject to passage of a debt-exclusion override of Proposition 2 1/2 at the polls on May 5, 2016. Town Hall is in sore need of renovation and adequate space for operation of town departments, as explained by the Town Hall Building Committee in a presentation available on the Topsfield website. The proposed plans

include restoration of the second floor to its original function as an auditorium as well as additional meeting and multi-purpose rooms, for use by the COA, various town boards, and other groups. The Finance Committee recommends positive action, taking into consideration ever-increasing construction costs and the current low interest rates. The anticipated debt is estimated to cost the average household less than **\$260 per year for a 25-year bond**.

The FY2017 recommended budget once again includes a limited amount of capital expenditures. While our recommendations continue to represent a relatively small number of the numerous justifiable requests, in concert with the Selectmen, we believe the proposed expenditures to be financially prudent. We encourage you to review the Warrants for our specific recommendations. These include the purchase of accounting software, a new floor scrubber and cafeteria tables for the Elementary Schools; a slope mower for Parks & Cemeteries; a Police SUV; the final phase of an upgrade of the Public Safety radio system; maintenance of infrastructure at the landfill; and a pickup/plow truck and a brush tractor for Highway. Some of these items appear on the Annual Town Meeting warrant; others appear on the Special Town Meeting warrant and will be purchased with tailings from FY2016. Replacement of a Highway sander truck that was damaged this winter is on the Special Town Meeting warrant, using a combination of insurance funds and FY2016 tailings.

The Finance Committee supports these capital expenditures and believes them to be important to the operation of our Town. The Finance Committee believes its recommendations are consistent with the ideals of our community while staying responsive to the needs of the taxpayers.

Included among the contributing factors requiring the recommended funding levels for the proposed budgets are the following:

- Elementary Schools – If the \$140,000 override is passed, the Elementary Schools Budget for **FY2017** will increase by **\$430,021** or **6.0%** over the previous year. This increase is partially driven by an anticipated \$45,448 increase in extraordinary special education costs compared to FY2016.
- Pensions and Insurance – Projected pension and insurance costs will increase by **\$325,872** or **9.51%** over FY2016.

The Topsfield Elementary School Committee and Administration have voiced their view that the quality of education requires a certain level of funding. Therefore, an Elementary School Proposition 2½ override in the amount of **\$140,000** has been offered for your consideration. This is the only operating budget override that will be brought before this Town Meeting.

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,

Karen A. Dow, Chairman

Che Elwell

Jonathan D. Guido

Michael Hartmann

Eric Menzer

Louis Ross

Dana E. Warren, Jr.

2016 Consent Calendar

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

The Consent Calendar will be taken up when the first article "on Consent" is reached. Specifically, where Article 8 will be the first Consent article in the Warrant, there will be a motion after Article 7 to adopt the Finance Committee's recommendations on each Article included within the Consent Calendar. The same will happen prior to Article 20.

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

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

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

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

Stephen T. Whelan,
Town Moderator

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

Article	Title	Page
1	Reports	1
2	Reserve Fund	1
3	General Operating Budget	1
4	Water Department Operating Budget	2
5	Masconomet Regional School District	3
6	Essex North Shore Agricultural & Technical School District	3
7	Memory Tree & Brownie Tree Lighting	3
8	* Lease of Emerson Field	4
9	* Grant Authorization for Town Projects	4
10	* Massachusetts Department of Transportation Contracts	4
11	* Annual Engineering & Landfill Monitoring	5
12	* Tri-Town Council on Youth and Family Services	5
13	* Senior Care	5
14	* Fund Town Employee Separation Reserve fund	6
15	* Fund Other Post Employment Benefits	6
16	* Reserve for Salary/Wages	6
17	* Park Revolving Fund	7
18	* Cemetery Revolving Fund	7
19	* Conservation Commission Revolving Fund	7
20	** Accounting/HR Software For Tri-Town School Union	8
21	** Landfill – Field and Infrastructure Maintenance	8
22	** Purchase Of A 4 Wheel Drive Pick-up Truck with Plow	8
23	** Purchase Of Highway Brush Tractor	9
24	Town Hall Project	9
25	Town Hall Project – Transfer of Custody and Purpose for Portion of Abutting Land	10
26	Water Treatment Plant Project-Land Easement	10
27	Town Clerk Office Hours- Accept Massachusetts General Law	11
28	Dog Licenses - Accept Massachusetts General Law	11
29	Aggregation of Electricity – Accept Massachusetts General Law	11
30	Fire Chief-Rescind Acceptance of Massachusetts General Law	12
31	Amend Personnel Bylaw	12
32	Amend Zoning Bylaw Article IV, Section 4.10 Business Park District Conditions, Sections B, C and J	13
33	Amend Zoning Bylaw, Article II, Section 2.10 Creation Of “Rolling Green” Elderly Housing District	13
34	Citizen Petition	15
35	Hickory Lane – Street Acceptance	15
36	Evergreen Lane – Street Acceptance	16
37	Beech Place – Street Acceptance	16
38	Capital Stabilization Fund	16
39	Stabilization Fund	17
40	Free Cash	17

*Consent Calendar (Group 1) ** Consent Calendar (Group 2)

TOWN OF TOPSFIELD



WARRANT FOR THE 2016 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 third day of May, 2016, 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 for Fiscal Year 2017, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from free cash the sum of \$100,000 for the Reserve Fund.

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 1, 2016 for Fiscal Year 2017, and determine the manner of expending the same, or take any other action relative thereto.

Recommended that the Town vote to raise and appropriate the sum of \$18,012,479 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1, 2016, and determine the manner of expending the same as stated in attachment A; and to meet said appropriation, raise and assess the sum of \$17,924,170; transfer the sum of \$46,376 from the Gould Trust Fund Part B; transfer the sum of \$1,585 from the Fund Balance Reserved for Reduction Future Excludable Debt Account; transfer the sum of \$22,000 from the Conservation Revolving Account and transfer the sum of \$18,348 from the Police Insurance and Restitution Account; and further, that the Town vote to raise, assess, and appropriate the additional sum of \$140,000 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 question under General Laws Chapter 59, section 21C(g).

This article approves the Fiscal Year 2017 General Operating Budget for the Town for general government purposes and the elementary schools of which \$17,924,170.00 is funded within the Town's levy limit, and of which \$140,000 is additional funding for the Elementary Schools that is subject to the approval of a Proposition 2 ½ override question that will appear at the Town election on May 5, 2016.

Refer to Attachment A for the detailed Fiscal Year 2017 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 2017 and determine the manner of expending the same, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Water Revenue the sum of \$1,196,604 as detailed herein, to operate the Water Department from July 1, 2016, through June 30, 2017, and to approve the sum of \$113,047 of indirect costs appropriated in the General Fund under Article Third above, to be funded from Water Revenues.

Appropriated Fiscal Year 2016		Proposed Appropriation Fiscal Year 2017
WATER DEPARTMENT OPERATING BUDGET		
\$ 85,299	Salary	\$ 91,410
192,667	Wages	199,275
305,780	Other	323,630
84,000	Long-Term Debt Principal	79,500
24,872	Long-Term Debt Interest	23,191
	Short Term Debt Principal	55,000
11,508	Short-Term Debt Interest	11,598
5,000	Debt Issue Costs	5,000
295,000	Water Reserve Fund	356,000
51,500	Unanticipated Emergency	52,000
1,055,626	SUB-TOTAL – DIRECT COSTS	1,196,604
76,362	Indirect Costs	113,047
1,131,988	TOTAL: WATER DEPARTMENT	1,309,651

This article approves the Fiscal Year 2017 Operating Budget for the Water Department.

ARTICLE FIFTH:

MASCONOMET REGIONAL SCHOOL DISTRICT

To see if the Town will vote to approve the Fiscal Year 2017 Gross Operating Budget of the Masconomet Regional School District in the amount of \$31,644,390 and raise and assess or transfer from available funds, and appropriate the sum of \$7,025,349 for the Town's share of the assessment of same, or take any other action relative thereto.

Recommended that the Town vote to approve the Fiscal Year 2017 Gross Operating Budget of the Masconomet Regional School District in the amount of \$31,644,390 and raise, assess and appropriate the sum of \$7,025,349 to fund the Town's share of the Fiscal Year 2017 Masconomet Regional School District Assessment of which the sum of \$6,739,123 supports the Maintenance & Operating Budget, and the sum of \$286,226 supports the Masconomet Building Debt Service.

This article would approve the Fiscal Year 2017 assessment for maintenance and operation as well as debt service of the Masconomet Regional School District.

ARTICLE SIXTH:

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

To see if the Town will vote to approve the Fiscal Year 2017 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$26,261,503 and raise and assess or transfer from available funds, and appropriate the sum of \$191,263 for the Town's share of the assessment of same, or take any other action relative thereto.

Recommended that the Town vote to approve the Fiscal Year 2017 Gross Operating Budget of the Essex North Shore Agricultural and Technical School District in the amount of \$26,261,503 and raise, assess and appropriate the sum of \$191,263 for the Town's share of the assessment of same.

This article approves the Fiscal Year 2017 Gross Operating Budget of the school district and authorizes the appropriation of \$191,263 for Topsfield's share of the school assessment. Topsfield's participation in the school satisfies Commonwealths' statutory requirements to offer vocational education at the high school level. We anticipate that eleven (11) students will be enrolled in the new school in September 2017. Last year, there were nine (9) students enrolled in the school.

ARTICLE SEVENTH:

MEMORY TREE & BROWNIE TREE LIGHTING

To see if the Town will vote to raise and assess or transfer from available funds and appropriate the sum of \$2,750 to be expended by the Park and Cemetery Department for the installation, operation and maintenance of the lights on the Memory Tree and the Brownie Tree on the Topsfield Town Common for illumination from the first Saturday of December through January 1st of the upcoming fiscal year, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$2,750 to be expended by the Parks and Cemetery Department in Fiscal Year 2017 to fund the installation, operations and maintenance of the lights on the Memory Tree and the Brownie Tree on the Topsfield Town Common.

Since 1983, the Memory and Brownie Trees on the Common have been sponsored by the Village Gardeners with donations in memory of loved ones. Until several years ago the Town's budget supported this tradition. With the loss of that support the program has become unsustainable. This article would establish funds to be used as needed this year for the Town to support this tradition. The Village Gardeners would continue to sponsor the tradition and receive donations for such purposes, which donations would then be further donated to the Town and deposited in a special Town "Memory Tree" gift account.

***ARTICLE EIGHTH:**

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 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 NINTH:**

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 TENTH:**

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 ELEVENTH:**

ANNUAL ENGINEERING & LANDFILL MONITORING

To see if the Town will vote to transfer and appropriate a sum of money from the Solid Waste Fund to be expended by the Board of Selectmen in Fiscal Year 2017 to fund services for professional engineering and monitoring related to the capping and closure of the Town's sanitary landfill, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from the Solid Waste Fund the sum of \$38,700 to be expended by the Board of Selectmen in Fiscal Year 2017 to fund services for professional engineering and monitoring related to the capping and closure of the Town's sanitary landfill.

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

***ARTICLE TWELFTH:**

TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money as a grant for Fiscal Year 2017 to fund certain activities of the Tri-Town Council, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$20,500 as a grant for Fiscal Year 2017 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 THIRTEENTH:**

SENIOR CARE

To see if the Town will vote to appropriate the sum of \$1,500 as the annual contribution for Fiscal Year 2017 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 appropriate funds for a grant that support Senior Care Inc. in its provision of 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 \$228,190 worth of services in Fiscal

Year 2014. These services, in part, include Meals on Wheels and a multitude of care, intervention and nursing services.

***ARTICLE FOURTEENTH:**

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 \$62,000 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 FIFTEENTH:**

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 SIXTEENTH:**

RESERVE FOR SALARY/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 and employee contract settlement purposes in Fiscal Year 2017, or take any action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$18,000 for general collective bargaining and employee contract settlement purposes in Fiscal Year 2017.

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

***ARTICLE SEVENTEENTH:**

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 fiscal 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 2017. 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 EIGHTEENTH:**

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 fiscal 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 2017. 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 NINETEENTH:**

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 fiscal 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 2017. 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 TWENTIETH:**

ACCOUNTING/HR SOFTWARE FOR TRI-TOWN SCHOOL UNION

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 School Committee, to purchase Topsfield's share of Accounting/Human Relations Software for the Tri-Town School Union, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$19,560 to be expended by the School Committee to purchase Topsfield's share of Accounting/Human Relations Software for the Tri-Town School Union.

The proposed purchase of Infinite Visions Accounting Software is for the Central Office. Infinite Visions is a Tyler Product and is designed for the specific needs of the school systems. Due to the numerous reporting requirements of the Department of Elementary and Secondary Education, the accounting system must be very detailed based on the types of receipts and expenditures used daily. With this accounting software it will eliminate a great deal of redundancy, inefficiency while improving service to our faculty, staff and our member Towns. The Central Office will move from Microsoft Excel to Infinite Visions for managing the \$30M operation.

****ARTICLE TWENTY-FIRST:**

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 recreational fields.

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

****ARTICLE TWENTY- SECOND:**

PURCHASE OF A 4 WHEEL DRIVE PICK-UP TRUCK WITH PLOW

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 Road Commissioners, to

purchase and equip a Pick-Up Truck and authorize the trade-in or sale of a 2005 Pick-Up Truck, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$45,000 to be expended by the Board of Selectmen, with the advice of the Road Commissioners to purchase and equip a pick-up truck for the Highway Department and authorize the trade-in or sale of a 2005 Pick-Up Truck.

This article would allow the Highway Department to replace its 2005 pick-up truck that has significant underbody rust with a new pick-up truck. This capital equipment would be used by the Highway Department for Highway operations. The current pickup truck has become costly to maintain and lacks safety features that are standard for newly manufactured pick-up trucks.

****ARTICLE TWENTY-THIRD:**

PURCHASE OF HIGHWAY BRUSH TRACTOR

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 Road Commissioners, to purchase and equip a brush tractor and authorize the trade-in or sale of the 1997 brush tractor, or take any other action relative thereto.

Recommended that the Town vote to appropriate the sum of \$140,000 to be expended by the Board of Selectmen, with the advice of the Road Commissioners, to purchase and equip a brush tractor, of which the sum of \$70,000 shall be transferred from Free Cash and the sum of \$70,000 shall be appropriated and transferred from existing, available State funds, and authorize the trade-in or sale of the 1997 brush tractor.

This article would allow the Highway Department to replace its 1997 brush tractor with a new brush tractor. The current brush tractor has become costly to maintain because repair parts are obsolete and it lack safety features that are standard for newly manufactured brush tractors.

ARTICLE TWENTY-FOURTH:

TOWN HALL PROJECT

To see if the Town will appropriate the sum of up to \$9,859,000, to pay costs of designing, remodeling, reconstructing and making extraordinary repairs to the Town Hall, including the payment of all other costs incidental and related thereto, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, or take any other action relative thereto.

Recommended that the Town appropriate the sum of \$9,859,000 to pay costs of designing, remodeling, reconstructing and making extraordinary repairs to the Town Hall, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(3A) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; provided, however, that the appropriation and borrowing authorized by this vote shall be expressly contingent upon approval by the voters of the Town of a debt exclusion question allowing the Town to exclude from the limits imposed by General Law Chapter 59, Section 21C(k), so called Proposition 2 ½, the amounts necessary to repay the principal and interest on any such borrowing.

In 1873, Town Hall was built to serve the government of a town with 1,156 residents. Currently serving 6,300 citizens, this historic building needs improvements to meet today's demands. Last year, Town Meeting approved \$100,000 to hire a professional architecture firm to analyze the needs of the building,

and of the Town government functions that operate out of it, and to develop a schematic design for its renovation. This in-depth analysis has demonstrated that we have a building that is deteriorating in multiple ways, needs work to ensure contemporary code compliance, and is too small to meet 21st century demands. However, it also shows that this building is very capable of being upgraded in a responsible way. The Town Hall Building Committee recommends that we renovate and expand our historic Town Hall to meet the demands of town government for the next 100 years.

ARTICLE TWENTY-FIFTH:

TOWN HALL PROJECT – TRANSFER OF CUSTODY AND PURPOSE FOR PORTION OF ABUTTING LAND

To see if the Town will vote to transfer from the School Committee for the school and playground purposes to the Board of Selectmen for general municipal purposes, including, without limitation, the expansion of the Town Hall and purposes ancillary thereto, the care, custody, management and control of a certain portion of the Proctor School property, which property lies adjacent to Town Hall and was acquired by deed recorded with the Essex South District Registry of Deeds in Book 2760, Page 78; or to take any other action relative thereto.

Recommended that the Town vote to transfer from the School Committee for school and playground purposes to the Board of Selectmen for general municipal purposes, including without limitation, for Town Hall purposes and purposes ancillary thereto, the care, custody, management and control of a certain portion of the Parcel School property which property lies adjacent to Town Hall and was acquired by deed recorded with the Essex South District Registry of Deeds in Book 2760, Page 78, which portion contains 6,923 square feet, more or less, and is approximately shown as “Article Twenty-Fifth Parcel” on a sketch plan entitled “2016 Annual Town Meeting-Article Twenty-Fifth”, copy of which is on file with the office of the Town Clerk.

This article would transfer a portion of the Proctor Elementary School property that lies to the rear of Town Hall from the School Committee for school and playground purposes to the Board of Selectmen for general municipal purposes in order to facilitate the construction of an addition to the Town Hall including parking, landscaping and related uses.

ARTICLE TWENTY-SIXTH:

WATER TREATMENT PLANT PROJECT-LAND EASEMENT

To see if the Town will vote to authorize the Board of Selectmen, with the advice of the Water Commissioners, to acquire by gift, purchase or eminent domain permanent easement(s) for the purpose of installing raw and finished water transmission mains for the conveyance of raw water from the Town’s drinking water sources to the Public Works Facility and finished water from the Public Works Facility to nearby finished water distribution mains; the subject parcel(s) identified on plans prepared by the Water Department, titled, “Water Transmission Main Project”, as on file with the Town Clerk; and further, to raise and assess a sum of money to defray any expense associated with obtaining the easement(s), or take any action relative thereto.

Recommended that the Town vote to authorize the Board of Selectmen, with the advice of the Board of Water Commissioners, to acquire by gift, purchase or eminent domain easement(s), needed for the conveyance of raw water from the Town’s sources to the Public Works Facility and treated water from the Public Works Facility to the water distribution system, consistent with the easements shown on plans prepared by and on file with the Water Department, as well as with the Town Clerk’s office entitled, “Water Transmission Main Project”, and to authorize the Board of

Selectmen to execute documents and take whatever other action is required to effectuate the purpose of this vote.

This article authorizes the Board of Selectmen, with the advice of the Board of Water Commissioners, to obtain and accept easement(s) needed for the installation of raw and finished water transmission mains as part of the Water Treatment Plant Project. There is currently one easement under consideration that would allow the Town to avoid installing a significant length of main on Route 1 which would be much more expensive than crossing an adjacent property. Approval of this article would allow to Town to design and bid a single transmission main route rather than several alternatives.

ARTICLE TWENTY-SEVENTH:

TOWN CLERK OFFICE HOURS- ACCEPT MASSACHUSETTS GENERAL LAW

To see if the Town will vote pursuant to Massachusetts General Law Chapter 41, Section 110A, to allow the Office of the Town Clerk to remain closed on Saturdays and to treat Saturday as a legal holiday for the purposes of calculating the time frame for filing or taking other action required by law, or take any other action relative thereto.

Recommended that the Town vote pursuant to Massachusetts General Law Chapter 41, Section 110A, to allow the Office of the Town Clerk to remain closed on Saturdays and to treat Saturday as a legal holiday for the purposes of calculating the time frame for filing or taking other action required by law.

This article will result in the Town Clerk's office treating Saturdays as the equivalent of a "legal holiday". Thus, following a positive vote of Town Meeting, and other than for voter registration-related activities, if the statutory deadline for filing any document with the Clerk falls on a Saturday, the deadline will be moved forward to the next business day. Note, however, that if the last day for voter registration would otherwise be a Saturday, the deadline for registering would be the last business day occurring before the deadline (typically a Friday).

ARTICLE TWENTY-EIGHTH:

DOG LICENSES - ACCEPT MASSACHUSETTS GENERAL LAW

To see if the Town will vote to accept the following provision of Massachusetts General Law Chapter 140, Section 139(c), "No fee shall be charged for a license for a dog owned by a person aged 70 years or over", or take any other action relative thereto.

Recommended that the Town vote to accept the provision of Massachusetts General Law Chapter 140, Section 139(c) that provides as follows, "No fee shall be charged for a license for a dog owned by a person aged 70 years or over".

Acceptance of the cited provisions of Massachusetts General Law Chapter 140, Section 139(c) will exempt over the age of 70 from paying a fee for a dog license.

ARTICLE TWENTY-NINTH:

AGGREGATION OF ELECTRICITY – ACCEPT MASSACHUSETTS GENERAL LAW

To see if the Town will vote to initiate the process to aggregate electrical load, pursuant to Massachusetts General Law c. 164, § 134, and further,

and, consistent therewith, to grant the Board of Selectmen authority to research, develop and participate in a contract, or contracts, to aggregate the electricity load of the residents and businesses in the Town and

for other related services, independently, or in joint action with other municipalities, retaining the right of individual residents and businesses to opt-out of the aggregation, or take any other action relative thereto.

Recommended that the Town vote to initiate the process to aggregate electrical load, pursuant to Massachusetts General Law chapter 164, section 134 and to grant the Board of Selectmen authority to research, develop and participate in a contract, or contracts, to aggregate the electricity load of the residents and businesses in the Town and for other related services, independently, or in joint action with other municipalities, retaining the right of individual residents and businesses to opt-out of the aggregation.

The Commonwealth of Massachusetts, by enacting Chapter 164 of the Acts of 1997, has established a competitive marketplace through deregulation and restructuring of the electric utility industry. The residents and businesses of our Town have substantial economic, environmental, and social interests at stake and are interested in reducing their electricity rates. If an aggregation of electricity load is implemented in our Town, individual residents and businesses would retain the right to opt-out of the aggregation with no penalty and to choose any other competitive supplier or stay with the default utility.

ARTICLE THIRTIETH:

FIRE CHIEF-RESCIND ACCEPTANCE OF MASSACHUSETTS GENERAL LAW

To see if the Town will vote to rescind its acceptance of the provisions of Massachusetts General Law Chapter 48, Sections 42, 43, and 44, the so-called “strong fire chief” statute, pursuant to which, amongst other things, the Fire Chief appoints fire fighters and otherwise has control over the Fire Department, and further to accept the provisions of Massachusetts General Law Chapter 48, Section 42A, the so called “weak fire chief” statute, pursuant to which the Board of Selectmen appoints fire fighters and may establish regulations for the operation of the Fire Department; or take any other action relative thereto.

Finance Committee recommends no action.

This article proposes rescission of the “strong fire chief” statute. However, unless Town Meeting also accepts the “weak fire chief” statute, as has been proposed, control of the Fire Department would automatically revert to a board of fire engineers. This article therefore transfers ultimate control of the Fire Department to the Board of Selectmen, including appointment of fire fighters.

ARTICLE THIRTY-FIRST:

AMEND PERSONNEL BYLAW

To see if the Town will vote to amend the General Bylaws by deleting Chapter XLI, Section 8.0, entitled “Personnel Advisory Committee”, and inserting in place thereof a new Section 8.0 entitled, “Ad Hoc Personnel Advisors” as follows:

8.0 Ad Hoc Personnel Advisors

The Personnel Director may appoint, to serve at the pleasure of the Director, one or more residents of the Town qualified with certain expertise and experience relevant to personnel issues, all of whom shall serve without compensation, to assist said Director in an advisory capacity with respect to any personnel issues that the Personnel Director deems appropriate.

and further that the Personnel Advisory Committee shall be abolished and the terms of any incumbent members thereof terminated; or take any other action relative thereto.

Recommended that the Town vote to delete Chapter XLI, Section 8.0, entitled “Personnel Advisory Committee”, and insert in place thereof a new section 8.0 entitled, “Ad Hoc Personnel Advisors” as

set forth in the warrant under Article Thirty-First, and further that the Personnel Advisory Committee be abolished and the terms of any incumbent members thereof terminated.

The Personnel Advisory Committee was established by the Annual Town Meeting in 2007 as a temporary committee to assist the new Town Administrator who also served as the Personnel Director. During the past nine years, the initial and succeeding Town Administrators called on the Personnel Advisory Committee less and less often such that there is no longer a need for a standing committee. Therefore, with the unanimous support of the Personnel Advisory Committee members, Warrant Article Number thirty-sixth eliminates the Personnel Advisory Committee and amends the Personnel By-Law, Chapter XLI, Section 8.0 Titled Personnel Advisory Committee accordingly.

ARTICLE THIRTY- SECOND:

AMEND ZONING BYLAW ARTICLE IV, SECTION 4.10 BUSINESS PARK DISTRICT CONDITIONS, SECTIONS B, C AND J

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article IV, Section 4.10, Sections B, C and J as follows with the words to be deleted shown in strikethrough.

“B. A site plan for the tract shall be submitted along with the application for special permit and shall be subject to the approval of the ~~Speeial~~ Permit Granting Authority.”

C. Uses may be in one continuous building, or groupings of buildings. Different ownership may be allowed by the ~~Speeial~~ Permit Granting Authority where such groupings are consistent with the safety of the users and are consistent with the overall intent of this section.

J. The development shall be served by a public water system or private water system approved by the ~~Speeial~~ Permit Granting Authority and adequate in terms of fire protection and domestic use.”

or take any other action relative thereto.

Recommendation Pending.

There is a minor anomaly in the Zoning Bylaws relative to Special Permits. The Zoning Board of Appeals is the “Permit Granting Authority” for Special Permits in all districts except the Business Park District, and the Planning Board is the “Permit Granting Authority” for properties in the Business Park District. This division of authority leads to potential conflicts in another area of the Zoning Bylaws, specifically Article IX, 9.02 Site Plan Review, and multiple and repetitive hearings before both boards for applicants. The Planning and Zoning Boards have been endeavoring to create an expeditious and coherent process for reviewing Special Permits and Site Plan Reviews. This amendment would finalize our efforts to do so because all districts would have the same requirements.

ARTICLE THIRTY- THIRD:

AMEND ZONING BYLAW, ARTICLE II, SECTION 2.10 CREATION OF “ROLLING GREEN” ELDERLY HOUSING DISTRICT

To see if the Town will vote to amend the Topsfield Zoning Bylaw, Article II, Section 2.10 and the Zoning Map, to include property located at 470 Boston Street as an Elderly Housing District to be known as Rolling Green by adding Section 2.10, Section D, as follows:

“D. Rolling Green Elderly Housing District

It being determined to be consistent with the purposes of the Zoning Bylaw, as amended, and the Master Plan for the Town, the property as described hereinafter, being approximately Fourteen and 3/10 (14.3) acres, known as “Rolling

Green,” and being shown as Parcel 3 on Topsfield Assessors’ Map 7 and being bounded generally on the East by Boston Street (Newburyport Turnpike, U.S. Route 1) and on the North by the Town Line between Topsfield and Ipswich, is rezoned as an Elderly Housing District, and the Zoning Map of the Town of Topsfield, Massachusetts, is so amended. The legal description of the property referred to above is comprised of that area of land situated in the Town of Topsfield, bounded and described as follows:

Beginning at a point on westerly sideline of Boston Street (Newburyport Turnpike, U.S. Rt. 1), said point being located N 36° 39’ 55” E a distance of Five Hundred Seventy and 42/100 (570.42) feet from a MASS Highway Bound;

Thence running along a stone wall N 66° 26’ 07” W for a distance of Fifty Nine and 51/100 (59.51) feet to a drill hole in said stonewall;

Thence turning and running along said stone wall N 64° 53’ 01” W for a distance of Ninety One and 11/100 (91.11) feet to a drill hole in said stonewall;

Thence turning and running along said stone wall S 77° 42’ 54” W for a distance of Two Hundred Two and 58/100 (202.58) feet;

Thence turning and running along said stone wall S 74° 02’ 08” W for a distance of One Hundred Forty Five and 16/100 (145.16) feet;

Thence turning and running along said stone wall S 73° 36’ 58” W for a distance of One Hundred Thirty One and 47/100 (131.47) feet;

Thence turning and running along said stone wall S 73° 30’ 56” W for a distance of One Hundred Fifty Nine and 30/100 (159.30) feet to a drill hole at a stone wall corner;

Thence turning and running along a stone wall N 36° 57’ 12” W for a distance of Two Hundred Sixty Four and 56/100 (264.56) feet to a drill hole in said stone wall;

Thence running N 36° 57’ 12” W for a distance of Nineteen and 46/100 (19.46) feet to a point;

Thence turning and running N° 17 16’ 49” W for a distance of Twelve and 27/100 (12.27) feet to a drill hole set in a stone wall;

Thence running along said stone wall N 17° 16’ 49” W for a distance of Seventy Six and 80/100 (76.80) feet to a point;

Thence turning and running along said stone wall N 15° 17’ 25” W for a distance of One Hundred Twenty Three and 02/100 (123.02) feet to a point;

Thence turning and running along said stone wall N 11° 39’ 33” W for a distance of Forty Nine and 99/100 (49.99) feet to a point;

Thence turning and running along said stone wall N 27° 36’ 34” W for a distance of Twenty Seven and 82/100 (27.82) feet to a point;

Thence turning and running along said stone wall N 60° 55’ 45” W for a distance of Forty Six and 26/100 (46.26) feet to a point;

Thence turning and running along said stone wall N 42° 22’ 09” W for a distance of Twenty One and 87/100 (21.87) feet to a drill hole set at the end of said stone wall;

Thence turning and running N 39° 18’ 14” W to the Town Line between Ipswich and Topsfield;

Thence turning and running N 74° 52’ 49” E by the Town Line between Ipswich and Topsfield to a point;

Thence turning and running S 19° 03’ 04” E to a tree with wire;

Thence turning and running S 13° 10’ 00” E for a distance of Twenty Three and 11/100 (23.11) feet to a tree with wire;

Thence turning and running S 15° 48’ 44” E by the remnants of an old wire fence for a distance of Fifty One and 67/100 (51.67) feet to a point;

Thence turning and running S 36° 44' 57" E by said remnants of an old wire fence for a distance of Ninety Four and 41/100 (94.41) feet to a point;

Thence turning and running S 38° 15' 24" E by said remnants of an old wire fence for a distance of One Hundred Forty Three and 84/100 (143.84) feet to a post;

Thence turning and running S 45° 50' 51" E by said remnants of an old wire fence for a distance of One Hundred Twenty Five and 22/100 (125.22) feet to a point;

Thence turning and running S 40° 01' 55" E by said remnants of an old wire fence for a distance of One Hundred Sixty and 55/100 (160.55) feet to a post;

Thence turning and running S 42° 10' 33" E by said remnants of an old wire fence for a distance of Ninety Three and 32/100 (93.32) feet to a point on westerly sideline of Boston Street (Newburyport Turnpike, U.S. Rt. 1);

Thence turning and running S 36° 39' 55" W by the westerly sideline of Boston Street (Newburyport Turnpike U.S. Rt. 1) for a distance of Two Hundred Thirty Nine and 08/100 (239.08) feet to the point of beginning.

Said property is shown on a plan entitled "PLAN of LAND in TOPSFIELD AND IPSWICH, MA, 470 BOSTON STREET – ASSESSORS MAP 2 LOT 5, PROPERTY OF BOSTON STREET REALTY TRUST, scale 1"-50', dated DEC. 23, 1986, prepared by Hancock Survey Associates, Inc. and contains approximately fourteen and three tenths (14.3+/-) acres according to said plan."

or take any other action thereto.

Recommendation Pending.

This article would create an Elderly Housing District Overlay Zone at 470 Boston Street. The applicant proposes to construct a maximum of 30 units of over-55 age-restricted housing on the property and to convert an existing building to a community center. This project would add significant new growth to Topsfield's tax base and estimated new tax revenues in excess of \$130,000 per year. This zoning change is necessary in order to allow for permitting by Town boards and committees, including the Conservation Commission, Board of Health, and Planning Board.

ARTICLE THIRTY- FOURTH: **CITIZEN PETITION**

To see if the Town will vote to Amend the Town Bylaws, Chapter II, Article I, Section 2-1 "Town Meeting and Elections" by adding the following subsection to empower written secret ballots at town meetings:

"2-1.7 Written Ballot. The vote on any question before the Town at an Annual or Special Town Meeting may be taken by written secret ballot upon the affirmative vote of at least twenty-five of the voters present and voting."

,or take any other action relative thereto.

Finance Committee recommends no action.

This article would empower written secret ballots at town meeting if at least twenty-five of the voters present wish to.

ARTICLE THIRTY- FIFTH: **HICKORY LANE – STREET ACCEPTANCE**

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 THIRTY- SIXTH:

EVERGREEN LANE – STREET ACCEPTANCE

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 THIRTY- SEVENTH:

BEECH PLACE – STREET ACCEPTANCE

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 THIRTY- EIGHTH:

CAPITAL STABILIZATION FUND

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

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

In 2015, Town Meeting voted to establish and fund a Capital Stabilization Fund into which monies may be appropriated for the specific purpose of capital purchases and projects. The funding may remain in the Capital Stabilization Fund from year to year, subject to appropriation by Town Meeting, and allows the Town to begin to set aside annual funds to address long term capital planning needs. Approval of this article requires a 2/3rds vote of Town Meeting.

ARTICLE THIRTY- 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 \$25,000 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. Approval of this article requires a 2/3rds vote of Town Meeting.

ARTICLE FORTIETH:
FREE CASH

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

Recommended that the Town vote to transfer from Free Cash and appropriate the sum of \$358,492 to reduce the tax levy for Fiscal Year 2017.

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 fifth day of May 2016, 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) |
| ONE | Selectmen | (3 years) |
| ONE | Assessor | (3 years) |
| ONE | Assessor | (2 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 | (5 years) |

TWO	Elementary School Committee	(3 years)
TWO	Library Trustees	(3 years)
TWO	Planning Board	(3 years)
ONE	Planning Board	(2 years)
ONE	Regional District School Committee	(3 years)

DEBT EXCLUSION - BALLOT QUESTION

QUESTION ONE: “Shall the Town of Topsfield be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to design, remodel, reconstruct and make extraordinary repairs to the Town Hall, including design and construction of an addition and payment of all other incidental and related costs?”

PROPOSITION 2 ½ OVERRIDE - BALLOT QUESTION

QUESTION TWO: “Shall the Town of Topsfield be allowed to assess an additional \$140,000 in real estate and personal property taxes for the purpose of funding the general operating budget for the elementary schools for the fiscal year beginning July first two thousand and sixteen?”

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 30th day of March in the year two thousand and sixteen.

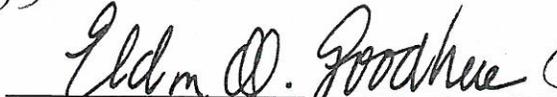
TOWN OF TOPSFIELD BOARD OF SELECTMEN



Laura J. Powers, Chairman



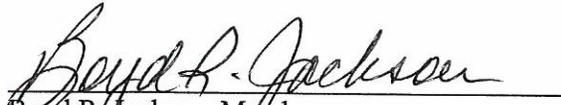
J. Stephen Lais, Clerk



Eldon D. Goodhue, Member



Martha A. Morrison, Member



Boyd R. Jackson, Member

A true copy

ATTEST:



Frederick J. Glatz, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

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

TOWN OF TOPSFIELD



WARRANT FOR 2016 SPECIAL TOWN MEETING

Essex, ss.

To the Constable of the Town of Topsfield, in said County,

In the name of the Commonwealth of Massachusetts, you are directed to notify the inhabitants of the Town of Topsfield, qualified to vote in elections and in Town affairs, to meet at the

**PROCTOR SCHOOL
WOODBURY AUDITORIUM
60 Main Street**

in said Topsfield on Tuesday, the third day of May, 2016, at seven-thirty o'clock in the afternoon (7:30 PM), then and there to act on the following articles:

ARTICLE FIRST:
REPORTS

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

ARTICLE SECOND:
PRIOR YEAR BILLS

To see if the Town will vote to transfer from available funds a sum of money to pay an outstanding bill contracted prior to July 1, 2015.

Recommended that the Town vote to transfer the sum of \$658.00 from Water Department Other-Systems Maintenance Emergency to pay a bill of a prior year from the same account.

This prior year bill represents an outstanding expense due to Verizon for the placement of a Verizon pole truck assigned in the Town of Topsfield during an emergency water main break and subsequent repair. The pole truck was required on site to anchor a pole while the Water Department performed emergency excavation work. Payment was not initially submitted to Verizon since the invoice was not adequately noted with a sufficient explanation for the charge.

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 2016 fiscal year, or take any other action relative thereto.

Recommendation pending further review.

ARTICLE FOURTH:
POLICE CRUISER

To see if the Town will vote to transfer from available funds a sum of money to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new SUV Police Cruiser; and to authorize the trade-in or sale of a 2000 Honda Odyssey utilized by the Detective Division, or take any other action relative thereto.

Recommended that the Town vote to transfer the sum of \$44,120 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new SUV Police Cruiser; and authorize the trade-in or sale of a 2000 Honda Odyssey utilized by the Detective Division; and to fund said transfer \$3,071.01 from Fiscal 2014 Annual Town Meeting Article 22 Telephone Systems Town Hall/Library; \$4,252.50 from Fiscal 2012 Special Town Meeting Article 5 Permitting Software; \$20.00 from Fiscal 2015 Annual Town Meeting Article 24 Police Cruiser; \$393.79 from Fiscal 2015 Special Town Meeting Article 7 Security Doors and Alarm System; and \$35,488.70 from Fiscal 2015 MIIA Health Insurance.

The new cruiser would replace a 2000 Honda Odyssey utilized by the Detective Division allowing an older Ford SUV patrol vehicle to be transferred to the Detective Division.

ARTICLE FIFTH:
PUBLIC SAFETY RADIO COMMUNICATIONS UPGRADES - PHASE II

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

Recommended that the Town vote to transfer from Fiscal 2016 MIIA Health Insurance the sum of \$16,000 to be expended by the Board of Selectmen, with the advice of the Police Chief, for the purchase and installation of equipment to improve coverage of two-way police radio communications within the Town, including all incidental and related costs.

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

ARTICLE SIXTH:

AUTOMATIC FLOOR SCRUBBER FOR STEWARD ELEMENTARY SCHOOL

To see if the Town will vote to transfer from available funds a sum of money to be expended by the School Committee to purchase an automatic floor scrubber for the Steward Elementary School, or take any other action relative thereto.

Recommended that the Town vote to transfer from Fiscal 2015 Annual Town Meeting Article 22 Hot Water Heaters the sum of \$12,000 to be expended by the School Committee to purchase an automatic floor scrubber for the Steward Elementary School.

This funding request for building maintenance equipment will allow the purchase of replacement equipment for the Steward School. The existing automatic floor cleaning scrubber equipment is 15 years old. It is recommended for replacement every 20 years. If the existing equipment fails to operate, custodial operations will be impacted since all floors will need to be cleaned by hand requiring a great time commitment by the operator.

ARTICLE SEVENTH:

CAFETERIA TABLES FOR PROCTOR SCHOOLS

To see if the Town will vote to transfer from available funds a sum of money to be expended by the School Committee to purchase cafeteria tables for the Proctor School, or take any other action relative thereto.

Recommended that the Town vote to transfer from Fiscal 2015 Annual Town Meeting Article 22 Hot Water Heaters the sum of \$21,106 to be expended by the School Committee to purchase cafeteria tables for the Proctor School.

The cafeteria tables at the Proctor School are more than twenty years old. The same tables have been purchased at the Howe Manning School, Fuller Meadow School, Harry Lee Cole School, and Spofford Pond School. The proposed tables are round and oval shaped and promote group interaction during lunch time.

ARTICLE EIGHTH:

AUTHORIZE INSURANCE PROCEEDS FOR HIGHWAY TRUCK SANDER

To see if the Town will vote to authorize the use of insurance proceeds to purchase a Highway Sander/Plow Truck, or take any other action relative thereto.

Recommended that the Town vote to authorize Insurance Proceeds in the amount of \$52,681 from Reserved for Appropriation Insurance Proceeds over \$20,000 to be used towards the purchase of a Highway Sander/Plow Truck.

This article allows insurance proceeds to be used to fund the purchase of a Sander/Plow Truck for the Highway Department. The prior vehicle was involved in a motor vehicle accident during a winter storm. The vehicle must be replaced as it represents a key piece of apparatus that is critical to the Town's snow and ice removal operations and our Highway Department's vehicle fleet.

ARTICLE NINTH:

HIGHWAY SANDER/PLOW TRUCK REPLACEMENT

To see if the Town will vote to transfer from available funds a sum of money for a Highway Sander/Plow Truck, or take any other action relative thereto.

Recommend that the Town vote to transfer the sum of \$87,320 from the Fiscal 2016 MIIA Health Insurance and apply \$52,681 from Article Eighth to be expended by the Board of Selectmen, with the advice of the Road Commissioners to purchase a Sander/Plow Truck.

This article transfers funding to be added to insurance proceeds authorized in Article Eighth to purchase a replacement Sander/Plow Truck for the Highway Department.

ARTICLE TENTH:

FIRE/RESCUE/EMS ASSESSMENT

To see if the Town will vote to transfer from available funds a sum of money to conduct a Fire/Rescue/EMS Public Safety Assessment, or take any other action relative thereto.

Recommended that the Town vote to transfer from the Fiscal 2016 Property and Liability Insurance the sum of \$9,500 to be expended by the Board of Selectmen to hire a professional consulting firm to conduct a Public Safety Assessment to evaluate Fire, Rescue and Emergency Medical Services in the Town of Topsfield.

This article would fund the cost of hiring a third-party professional consulting firm to conduct a Fire/Rescue/EMS Public Safety Assessment for the Town of Topsfield.

ARTICLE ELEVENTH:

FIRE CHIEF ASSESSMENT CENTER

To see if the Town will vote to transfer from available funds a sum of money to hire a third-party professional consulting firm to conduct a Fire Chief Hiring, Recruitment and Assessment Center, or take any other action relative thereto.

Recommended that the Town vote to transfer \$9,800.00 from the Fiscal 2016 Insurance Administration Fees the sum of \$3,800.00 and transfer from the Fiscal 2016 HRA Inpatient Hospital fund the sum of \$6,000.00 to be expended by the Board of Selectmen to hire a professional consulting firm to conduct a Fire Chief Recruitment and Assessment.

Passage of this article would authorize funding to hire a specialized firm to conduct the recruitment, screening, and assessment process of the Town's next Fire Chief upon the retirement of Fire Chief Ronald Giovannacci.

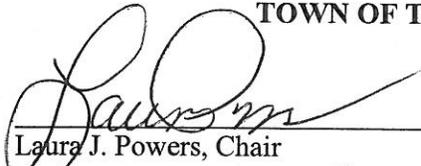
Hiring a third-party consulting firm to coordinate this process will allow qualified candidates to be recruited, screened and assessed based on industry-standards and professional assessment criteria. Candidates will be presented to the Town Administrator for final interviews and selection before the Board of Selectmen will make a final appointment and negotiate an employment contract with a successful candidate.

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 30th day of March in the year two thousand and sixteen.

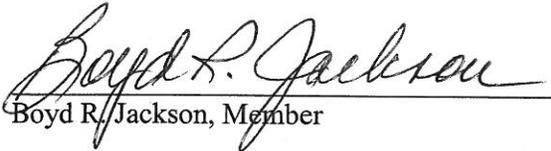
TOWN OF TOPSFIELD BOARD OF SELECTMEN


Laura J. Powers, Chair


J. Stephen Lais, Clerk


Eldon D. Goodhue, Member


Martha A. Morrison, Member


Boyd R. Jackson, Member

A true copy

ATTEST:


Frederick J. Glatz, Town Constable

RECOMMENDATIONS AS VOTED BY THE TOPSFIELD FINANCE COMMITTEE

Karen Dow, Chairman
Dana Warren

Eric Menzer
Louis Ross

Jonathan D. Guido
Che Elwell

Michael Hartmann

ATTACHMENT A

**FISCAL YEAR 2017
GENERAL OPERATING BUDGET
May 3, 2016
ANNUAL TOWN MEETING**

Approved Appropriation Fiscal Year 2016		Recommended Appropriation Fiscal Year 2017	Recommended Contingency Appropriation
--	--	---	--

ELECTED OFFICERS

50	MODERATOR:	50	
	SELECTMEN:		
1	Chairman	1	
1	Clerk	1	
1	Member	1	
1	Member	1	
1	Member	1	
	ASSESSORS:		
1,500	Chairman	1,500	
1,500	Clerk	1,500	
1,500	Member	1,500	
63,048	TOWN CLERK:	65,835	
300	TOWN CONSTABLE:	300	
	PLANNING BOARD:		
1	Chairman	1	
1	Clerk	1	
1	Member	1	
1	Member	1	
1	Member	1	

GENERAL GOVERNMENT

	Moderator:		
50	Salary	50	
50	TOTAL: Moderator	50	
	Selectmen:		
188,428	Salaries	114,449	
53,150	Wages	116,155	
39,696	Other	40,887	
281,274	TOTAL: Selectmen	271,491	
	Selectmen's Special:		
70,200	Other	72,300	
70,200	TOTAL: Selectmen Special	72,300	

**Approved
Appropriation
Fiscal Year 2016**

**Recommended
Appropriation
Fiscal Year 2017**

**Recommended
Contingency
Appropriation**

	Finance Committee:	
1,316	Wages	1,308
390	Other	395
1,706	TOTAL: Finance Committee	1,703
	Town Accountant:	
78,365	Salary	89,910
42,171	Wages	44,051
23,297	Other	23,996
143,833	TOTAL: Town Accountant	157,957
	Board of Assessors	
83,865	Salaries	77,226
42,704	Wages	44,551
31,725	Other	32,650
158,294	TOTAL: Assessors	154,427
	Town Treasurer and Collector:	
78,365	Salary	93,394
86,779	Wages	86,759
56,583	Other	51,046
221,727	TOTAL: Town Treasurer & Coll.	231,199
	Town Hall:	
-	Wages	-
137,423	Other	153,318
137,423	TOTAL: Town Hall	153,318
	School Street Building	
600	Other	600
600	TOTAL: School Street Building	600
	Town Website/Cable Advisory:	
1,858	Wages	1,858
1,263	Other	1,263
3,121	Total: Town Website/Cable Advisory	3,121
	Town Clerk:	
63,348	Salary	66,135
26,013	Wages	29,011
13,156	Other	14,385
102,517	TOTAL: Town Clerk	109,531
	Trust Fund Clerk:	
100	Other	100
100	TOTAL: Trust Fund Clerk	100
	Conservation Commission:	
72,979	Salary	74,956
17,756	Wages	18,481
90,735	TOTAL: Conservation Commission	93,437

**Approved
Appropriation
Fiscal Year 2016**

**Recommended
Appropriation
Fiscal Year 2017**

**Recommended
Contingency
Appropriation**

	Planning Board:	
5,105	Salaries	5,207
1,791	Other	1,791
6,896	TOTAL: Planning Board	6,998
	Zoning Board of Appeals:	
745	Other	745
745	TOTAL: Zoning Board of Appeals	745
1,219,221	SUB-TOTAL: GENERAL GOVERNMENT	1,256,977

PUBLIC SAFETY

	Police Department:	
161,789	Salaries	115,315
1,168,805	Wages	1,276,787
142,990	Other	147,300
-	Capital Equipment	-
1,473,584	TOTAL: Police Department	1,539,402
	Fire Department:	
103,262	Salaries	117,692
506,870	Wages	530,351
108,007	Other	109,180
718,139	TOTAL: Fire Department	757,223
	Ambulance Services:	
-	Other	-
-	TOTAL: Ambulance Service	-
	Inspectional Services:	
96,718	Salaries	99,834
29,326	Wages	32,142
6,089	Other	6,289
132,133	TOTAL: Inspectional Services	138,265
	Sealer Weights & Measure	
1,625	Salary	1,658
1,625	TOTAL: Sealers Weights & Measure	1,658
	Animal Control Officer:	
9,638	Salary	9,831
560	Other	571
10,198	TOTAL: Animal Control Officer	10,402
	Animal Inspector:	
7,303	Salary	7,449
1,840	Other	1,840
9,143	TOTAL: Animal Inspector	9,289
2,344,822	SUB-TOTAL: PUBLIC SAFETY	2,456,239

**Approved
Appropriation
Fiscal Year 2016**

**Recommended
Appropriation
Fiscal Year 2017**

**Recommended
Contingency
Appropriation**

EDUCATION ELEMENTARY SCHOOL

5,689,382	Total Salaries	5,702,194	140,000
250,600	Total Supplies/Materials/Textbooks	232,333	
43,837	Total Equipment	44,332	
113,357	Total Prof Dev (Mem./Work./Conf.)	101,380	
422,318	Total Special Education (Tuitions & Services)	569,204	
30,000	Total Food Service	120,000	
240,542	Total Transportation	291,321	
193,561	Utilities	191,364	
188,606	Facilities	210,096	
7,172,203	TOTAL: Elementary Schools	7,462,224	140,000
7,172,203	SUB-TOTAL - ELEMENTARY SCHOOLS	7,462,224	7,602,224

PUBLIC WORKS AND FACILITIES

	General Highway:		
90,244	Salary	96,900	
284,892	Wages	297,184	
242,170	Other	248,845	
29,257	Capital Equipment	29,527	
646,563	TOTAL: General Highway	672,456	
	Snow and Ice:		
29,720	Wages	30,828	
176,445	Other	180,155	
206,165	TOTAL: Snow and Ice	210,983	
	Street Lights		
20,858	Other	21,200	
20,858	TOTAL: Street Lights	21,200	
873,586	SUB-TOTAL: PUBLIC WORKS	904,639	

HUMAN SERVICES

	Board of Health:		
72,229	Salary	73,393	
21,264	Wages	21,732	
18,158	Other	18,702	
111,651	TOTAL: Board of Health	113,827	
	MSW Collection, HHW & Recycling		
409,713	Services	409,713	
409,713	TOTAL: MSW Collection, HHW & Recycling	409,713	
	Recycling:		
4,150	Other	1,650	
4,150	TOTAL: Recycling	1,650	

**Approved
Appropriation
Fiscal Year 2016**

**Recommended
Appropriation
Fiscal Year 2017**

**Recommended
Contingency
Appropriation**

	Council On Aging:	
46,029	Salary	56,098
46,389	Wages	48,015
2,850	Other	2,936
95,268	TOTAL: Council On Aging	107,049
	Veterans' Benefits:	
20,960	Other	20,960
20,960	TOTAL: Veterans' Benefits	20,960
	Soldiers & Sailors Graves:	
1,000	Other	1,000
1,000	TOTAL: Soldiers & Sailors Graves	1,000
642,742	SUB-TOTAL: HUMAN SERVICES	654,199

CULTURE & RECREATION

	Library:	
225,972	Salaries	231,118
181,256	Wages	189,956
151,988	Other	149,317
559,216	TOTAL: Library	570,391
	Park and Cemetery Department:	
73,643	Salary	82,786
142,551	Wages	147,474
53,018	Other	54,608
269,212	TOTAL: Park & Cemetery Dept.	284,868
	Tree Department:	
3,158	Salary	3,222
3,395	Wages	3,530
8,440	Other	8,670
14,993	TOTAL: Tree Department	15,422
	Historical Commission:	
450	Other	450
450	TOTAL: Historical Commission	450
	Memorial Day/Veteran's Day:	
2,650	Other	2,650
2,650	TOTAL: Memorial Day/Veteran's Day	2,650
846,521	SUB TOTAL: CULTURE & RECREATION	873,781

**Approved
Appropriation
Fiscal Year 2016**

**Recommended
Appropriation
Fiscal Year 2017**

**Recommended
Contingency
Appropriation**

DEBT SERVICE

486,000	Long-Term Debt Principal	569,500	
75,059	Long -Term Debt Interest	63,439	
71,000	Short-Term Debt Principal Pay Down		
9,846	Interest for Temporary Loans	18,047	
2,500	Issue Cost	2,500	
644,405	TOTAL: DEBT SERVICE	653,486	
644,405	SUB TOTAL: DEBT SERVICE	653,486	

OTHER EXPENDITURES

	Pensions:		
964,456	Essex Retirement	1,057,155	
964,456	TOTAL: Pensions	1,057,155	
	Insurance:		
369,469	Liability/Accident/Workmen's Compensation	399,665	
2,016,137	Life/Medical/Medicare	2,234,114	
75,000	Unemployment	60,000	
2,460,606	TOTAL: Insurance	2,693,779	
3,425,062	SUB-TOTAL OTHER EXPENDITURES	3,750,934	
17,168,562	***TOTAL BUDGET RECOMMENDATION***	18,012,479	18,152,479

Fiscal Year 2016: July 1, 2015 through June 30, 2016
Fiscal Year 2017: July 1, 2016 through June 30, 2017

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:

CURRENT RESIDENT

TOPSFIELD, MA 01983

ANNUAL AND SPECIAL TOWN MEETING

Proctor School, Woodbury Auditorium

TUESDAY, MAY 3, 2016 at 7:00PM

And if needed, continued on Wednesday, May 4, 2016

ANNUAL TOWN ELECTION

THURSDAY, MAY 5, 2016

7:00 AM to 8:00 PM

ST. ROSE CHURCH HALL

12 Park Street, Topsfield