

TOWN OF TOPSFIELD MASSACHUSETTS



Annual and Special Town Meeting Warrants

Finance Committee Fiscal 2014
Budget Report and Recommendations

MAY 7, 2013

TOWN MEETING

“IN FOCUS”

April 2, 2013

Citizens of Topsfield
Topsfield, Massachusetts 01983

**RE: Town of Topsfield Fiscal Year 2014 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 2014 (FY14) and for other Warrant Articles to be voted upon at the Annual Town Meeting scheduled to be held at 7 P.M. on May 7, 2013. The proposed budgets were prepared by departments with reference to guidelines established by the Finance Committee. These guidelines requested the submission of department budgets with a 2.0% increase to the salary and wage grid for non-represented personnel, and a 2.0% in "other," which is non-salary and wage accounts. Once again, the guidelines stated no new government or 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 2014 budget with a **3.10%** increase in the General Operating Budget (Article Third) and a Masconomet Regional School assessment of **\$6,237,692** as certified by the Masconomet Regional School Committee. The FY014 budget recommended by the Finance Committee includes an estimated total amount to be raised of **\$24,550,511** representing an increase of **0.62%** over the FY013 actual. 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 **\$18,830,202**, an increase of **2.73%** over the current year actual. In addition, included in the Warrant for your consideration are the purchase of copiers and computers for Town Hall, a telephone system and an SUV for the Police, a document scanner for Inspectional Services, a pick-up truck for Highway and a generator for the library. Also included is funding for a portion of the repairs needed at Town Hall and updates of both the elementary school security and Town map systems. 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 two percent salary wage increases for non-represented personnel. Funds are also reserved for general collective bargaining settlement purposes.

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

- Public Safety –The Public Safety Base Budget has decreased by **\$82,417** or **3.95%** relative to FY013, reflecting the relocation of dispatch service to the Essex

Regional Emergency Communication Center. This change is consistent with the recommended Finance Committee guidelines.

- Elementary Schools – The Elementary School Budget for FY014 has increased by **\$245,094** or **2.00%** over the previous year plus one-time extraordinary special education costs, consistent with the recommended Finance Committee guidelines. Passage of Article Thirty-first will also provide **\$40,000** for an upgrade to elementary school security.
- Public Works and Facilities – This budget has increased by **\$51,652** or **7.00%** over FY013, reflecting the inclusion of the annual cost of the lease of the dump/plow/wing truck approved at last year's Annual Town Meeting.
- Masconomet Regional School – The certified Topsfield assessment for the Masconomet Regional School budget for FY014 has increased by **\$64,621** or **1.05%** over FY013. The Topsfield assessment is based on the total assessed cost of **\$22,490,776** for the entire district of Topsfield, Boxford and Middleton.

The FY014 recommended budget once again includes a limited amount of capital expenditures. While our recommendation represents 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 are consistent with the ideals of our community while staying responsive to the needs of the taxpayers. We have taken advantage of available cost savings and revenue sources in order to propose a base Budget that remains within Proposition 2 1/2 guidelines. While we believe that the quality and level of Town services and education consistent with the values historically embraced in Topsfield have been maintained, once again *no Articles requiring either a Proposition 2 1/2 override or exclusion* will be offered for your consideration. 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

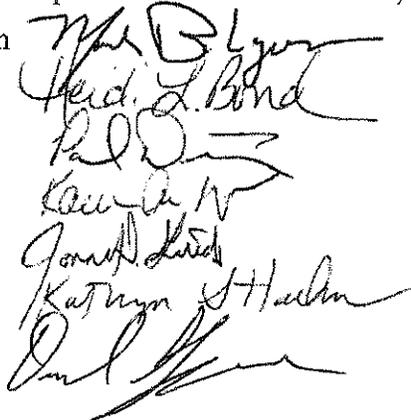
Paul E. Dierze

Karen A. Dow

Jon Guido

Kathryn S. Hartmann

Daniel Shugrue



Consent Calendar

In an effort to streamline Town Meeting, the Town Moderator, the Board of Selectmen and the Finance Committee have agreed to introduce the concept of a "Consent Calendar" at the 2013 Annual Town 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. 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.

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.

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.

Articles on Consent Calendar are distinguished from other articles by the asterisk (*) notation as indicated on the following 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

**ARTICLE
NUMBER**

ARTICLE TITLE

1.	REPORTS
2.	RESERVE FUND
3.	GENERAL OPERATING BUDGET
4.	WATER DEPARTMENT OPERATING BUDGET
5.	MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT
6.	NORTH SHORE VOCATIONAL SCHOOL DISTRICT ASSESSMENT
7.	ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL
8. *	LEASE OF EMERSON FIELD
9. *	GRANT AUTHORIZATION FOR TOWN PROJECTS
10. *	MASSACHUSETTS DEPARTMENT OF TRANSPORTATION CONTRACT
11. *	PARK REVOLVING FUND
12. *	CEMETERY REVOLVING FUND
13. *	CONSERVATION COMMISSION REVOLVING FUND
14. *	LANDFILL - ANNUAL ENGINEERING & MONITORING
15.	LANDFILL – FIELD & INFRASTRUCTURE MAINTENANCE
16.	REPLACE TOWN HALL COPIERS
17.	TOWN HALL COMPUTER TECHNOLOGY
18.	POLICE STATION TELEPHONE SYSTEM
19.	PURCHASE OF A DOCUMENT SCANNER FOR INSPECTIONAL SERVICES
20.	PURCHASE OF A PICK-UP TRUCK
21.	PURCHASE OF A 4X4 POLICE VEHICLE
22.	FISCAL 2014 ADDITIONAL REAL ESTATE EXEMPTION
23.	PROPERTY TAX EXEMPTION FOR COOPERATIVES
24.	VETERANS TAX WORK-OFF PROGRAM
25.	FUND TOWN EMPLOYEE EMPLOYMENT SEPARATION
26.	FUND POST EMPLOYMENT BENEFITS
27.	TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES
28.	SENIOR CARE CITIZEN PETITION
29.	REPAIR OF TOWN FACILITIES
30.	PURCHASE LIBRARY GENERATOR
31.	UPDATE ELEMENTARY SCHOOL SECURITY
32.	TOWNWIDE MESSAGE ALERT SYSTEM
33.	MAP UPDATE
34.	FIRE DEPARTMENT LIABILITY RISK TRAINING
35.	EMPLOYEE COMPENSATION STUDY
36.	WATER MAIN DESIGN – WASHINGTON STREET
37.	REPAIR OF ROADWAY – RIVER ROAD
38.	WATER STORAGE TANKS – DESIGN OF REPAIRS AND IMPROVEMENTS
39.	FUND FOR MINOR REPLACEMENT WATER MAINS
40.	GRAVEL PACK WELLS – IMPLEMENTATION AT PERKINS ROW PUMPING STATION
41.	WATER TREATMENT PLANT DESIGN
42.	AMEND DEMOLITION DELAY BYLAW
43.	AMEND ZONING BYLAW TABLE OF USE REGULATIONS – MEDICAL CLINIC
44.	TEMPORARY MORATORIUM MEDICAL MARIJUANA TREATMENT CENTERS
45.	MUNICIPAL SOLID WASTE TEN YEAR AGREEMENT
46.	AMEND ANIMAL CONTROL BYLAW
47.	RESERVE FOR WAGES
48.	STABILIZATION FUND
49.	FREE CASH

*CONSENT CALENDAR

TOWN OF TOPSFIELD



WARRANT FOR THE 2013 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 seventh day of May, 2013, 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 \$31,553 from Free Cash and \$118,447 from Overlay Reserve.

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 appropriate the sum of \$15,452,594 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1st and determine the manner of expending the same as stated in attachment A; and to meet said appropriation, raise and assess the sum of \$ 15,350,102; transfer the sum of \$34,770 from the Police Insurance and Restitution Injured Officer Revolving Account; 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.

This article approves the Fiscal Year 2014 General Operating Budget for the Town for general government purposes and the elementary schools.

Refer to Attachment A for the detailed Fiscal Year 2014 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 2014 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 \$853,157.00 as detailed herein, and to meet said appropriation \$853,157.00, to come from Water Revenue, to operate the Water Department from July 1, 2013, through June 30, 2014, and to approve the sum of \$106,229.00 of indirect costs appropriated in the General Fund under Article Third above, to be funded from Water Revenue.

Appropriated Fiscal Year 2013		Proposed Appropriation Fiscal Year 2014
	WATER DEPARTMENT OPERATING BUDGET	
\$ 73,092.00	Salary	\$ 77,240.00
148,082.00	Wages	155,791.00
265,330.00	Other	273,054.00
83,500.00	Long-Term Debt Principal	84,000.00
34,077.00	Long-Term Debt Interest	31,572.00
-	Short-Term Debt Interest	20,000.00
-	Debt Issue Costs	5,000.00
-	Short Term Debt Principal Paydown	
94,000.00	Water Reserve Fund	130,000.00
75,000.00	Unanticipated Emergency	76,500.00
773,081.00	SUB-TOTAL – DIRECT COSTS	853,157.00
110,116.00	Indirect Costs	106,229.00
883,197.00	TOTAL: WATER DEPARTMENT	959,386.00

This article approves the Fiscal Year 2014 Operating Budget for the Water Department.

ARTICLE FIFTH:

MASCONOMET REGIONAL SCHOOL DISTRICT ASSESSMENT

To see if the Town will vote to approve the 2014 Fiscal Year Gross Budget of the Masconomet Regional School District in the amount of \$29,572,272 and raise and assess or transfer from available funds, and appropriate a sum of money for the Town's share of the assessment, \$6,237,692 , or take any other action relative thereto.

Recommended that the Town vote to approve the 2014 Fiscal Year Gross Operating Budget of the Masconomet Regional School District in the amount of \$29,572,272 and appropriate the sum of \$6,237,692 to fund the Town's share of the Fiscal Year 2014 Masconomet Regional School District Assessment of which the sum of \$5,939,690 supports the Maintenance & Operating Budget, and the sum of \$298,002 supports the Masconomet Building Debt Service; and to meet said appropriation raise and assess the sum of \$6,237,692.

This article would approve the Fiscal Year 2014 Assessment for maintenance and operation as well as debt service of the Masconomet Regional School District. Topsfield's certified assessment of \$6,237,690.64 has been rounded up to \$6,237,692 for purposes of appropriation.

ARTICLE SIXTH:

NORTH SHORE VOCATIONAL SCHOOL DISTRICT ASSESSMENT

To see if the Town will vote to approve the 2014 Fiscal Year Gross Operating Budget of the North Shore Regional Vocational School District in the amount of \$11,775,091 and raise and assess or transfer from available funds, and appropriate a sum of money for the Town's share of the assessment of same, or take any other action relative thereto.

Recommended that the Town vote to approve the 2014 Fiscal Year Gross Operating Budget of the North Shore Regional Vocational School District in the amount of \$11,775,091 and raise and assess, and appropriate the sum of \$50,948 for the Town's share of the assessment of same.

This article approves the Fiscal Year 2014 Assessment for the North Shore Regional Vocational School District.

ARTICLE SEVENTH:

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL

To see if the Town will vote to approve the 2014 Fiscal Year Debt Service of the Essex North Shore Agricultural and Technical School District in the amount of \$1,238,884 and raise and assess or transfer from available funds, and appropriate a sum of money for the Town's share of the debt service, or take any other action relative thereto.

Recommended that the Town vote to approve the 2014 Fiscal Year Debt Service of the Essex North Shore Agricultural and Technical School District in the amount of \$1,238,884 and raise and assess and appropriate the sum of \$6,931 for the Town's share of the debt service.

This article approves the Fiscal Year 2014 debt service for the Essex North Shore Agricultural and Technical School District.

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 Commission, 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 Commission, 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 appropriate and transfer from Free Cash 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, 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.

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

ARTICLE ELEVENTH:

PARK REVOLVING FUND

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

Recommended that the Town vote to establish the Park Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Law Chapter 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 approve the establishment of the Park Revolving Fund and would also approve a spending limit in the amount of \$45,000 for Fiscal Year 2014. This fund would be used to support the recreation programs established by the Recreation Committee under the statutory authority of the Park & Cemetery Commission. 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 TWELFTH:

CEMETERY REVOLVING FUND

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

Recommended that the Town vote to establish the Cemetery Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Law 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 approve the establishment of the Cemetery Revolving Fund and would also approve a spending limit in the amount of \$25,000 for Fiscal Year 2014. 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 THIRTEENTH:

CONSERVATION COMMISSION REVOLVING FUND

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

Recommended that the Town vote to establish the Conservation Revolving Fund for the Conservation Commission pursuant to Massachusetts General Law 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 approve the establishment of the Conservation Revolving Fund and would also approve a spending limit in the amount of \$10,000 for Fiscal Year 2014. 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 FOURTEENTH:

LANDFILL - ANNUAL ENGINEERING & 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 2014 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 2014 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 FIFTEENTH:

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 from available funds 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; and to meet said appropriation transfer \$7,069 from A10/01 STM, \$12,000 from A7/12 STM and \$931 from Free Cash.

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 has been developed. This article would fund the first year of this plan.

ARTICLE SIXTEENTH:

REPLACE TOWN HALL COPIERS

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen for the purchase and replacement of two Town Hall copiers, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$15,000 to be expended by the Board of Selectmen for the purchase and replacement of two Town Hall copiers.

This article would provide for replacement of Town Hall's primary copier with a new, heavy duty copier and for replacement of a single page copier. The primary copier, which is five years old, frequently jams

and overheats during operations and has experienced excessive downtime. This copier is used by all departments in the Town for volume copying. The vendor of the 15 year old single page copier no longer provides maintenance for that copier.

ARTICLE SEVENTEENTH:

TOWN HALL COMPUTER TECHNOLOGY

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money for Town Hall technology to be expended by the Board of Selectmen to purchase and install replacement batteries for the UPS (Uninterrupted Power Supply) system and purchase and install five computer workstations, including all related hardware and software, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$9,500 to be expended by the Board of Selectmen to purchase and install replacement batteries for the UPS system and purchase and install five computer workstations, including all related hardware and software.

This article would allow the Board of Selectmen to replace five Town Hall workstations and replace the UPS system's batteries. The existing UPS batteries have reached their useful life and need to be replaced. Due to their age, the five workstations are prone to failure and should be replaced. The Computer Technology Committee has recommended these actions.

ARTICLE EIGHTEENTH:

POLICE STATION TELEPHONE SYSTEM

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen with the advice of the Police Chief to purchase and install a digital telephone system to replace the Police Station's existing system, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$8,350 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and install a digital telephone system to replace the Police Station's existing system.

This article would approve the purchase of a replacement phone system at the police station. The current antiquated system was transferred from Masconomet when the school was renovated a decade ago. The new telephone system would be compatible with the phone system at the new Regional Emergency Communication Center (RECC), and it would allow residents calling the police station to automatically direct phone calls to and leave voice messages for police department personnel at all hours.

ARTICLE NINETEENTH:

PURCHASE OF A DOCUMENT SCANNER FOR INSPECTIONAL SERVICES

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 Inspectional Services Department, for the purchase and installation of a large format scanner, including all related hardware and software, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$9,000 to be expended by the Board of Selectmen with the advice of the Inspectional Services Department for

the purchase and installation of a large format scanner, including all related hardware and software.

This article would allow the Board of Selectmen to purchase a large format scanner that would create electronic as well as printed copies of large documents such as building plans and maps. While Inspectional Services would be the scanner's primary user, it is intended for use by all departments.

ARTICLE TWENTIETH:

PURCHASE OF A PICK-UP TRUCK

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 Road Commissioners, to purchase and equip a new pick-up truck; and trade-in or sell a 2002 Chevrolet K2500 truck, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$39,500 to be expended by the Board of Selectmen, with the advice of the Board of Road Commissioners, to purchase and equip a new pick-up truck; and trade-in or sell a 2002 Chevrolet K2500 truck.

This article would allow the Highway Department to replace its 12 year old Chevrolet K2500 truck with a new truck. This vehicle is primarily used by the Highway Superintendent to carry out daily responsibilities as well as for use during severe or emergency situations, including hurricanes, blizzards and other storm events.

ARTICLE TWENTY-FIRST:

PURCHASE OF A 4X4 POLICE 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 Police Chief, to purchase and equip a new 4x4 SUV Police vehicle, and trade-in or sell a 2008 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 \$37,400 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a new 4x4 SUV Police vehicle, and trade-in or sell a 2008 Ford Crown Victoria.

The new SUV cruiser would replace a 2008 Ford Crown Victoria cruiser with 145,000 miles. This SUV 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-SECOND:

FISCAL YEAR 2014 ADDITIONAL REAL ESTATE EXEMPTION

To see if the Town will vote an exemption for Fiscal Year 2014 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 2014 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 taxes than in the preceding year. The percentage amount voted shall be uniform for all classes.

ARTICLE TWENTY-THIRD:

PROPERTY TAX EXEMPTION FOR COOPERATIVES

To see if the Town will vote to accept Massachusetts General Law Chapter 46, Section 48, of the Acts of 2003 which adds a new local acceptance clause, Clause 55, to MGL Chapter 59, Section 5, which provides Property Tax Exemption to units leased to and occupied by members of cooperatives and occupied as their domiciles are considered owned by the members for purposes of making them eligible for personal exemptions or a residential exemption that requires ownership, or take any other action relative thereto.

Recommended that the Town vote to accept Massachusetts General Law Chapter 46, Section 48, of the Acts of 2003 which adds a new local acceptance clause, Clause 55, to MGL Chapter 59, Section 5, which provides Property Tax Exemption to units leased to and occupied by members of cooperatives and occupied as their domiciles are considered owned by the members for purposes of making them eligible for personal exemptions or a residential exemption that requires ownership.

This local option would permit members of cooperatives, such as veterans, who lease and occupy units of cooperatives as their domicile to apply for personal exemptions. Under the current statute they are not eligible because of ownership requirements for such exemptions.

ARTICLE TWENTY-FOURTH:

VETERANS TAX WORK-OFF PROGRAM

To see if the Town will vote to accept Massachusetts General Law Chapter 59, Section 5N, authorizing the Board of Selectmen to establish a program to allow veterans who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in real property tax obligations of that veteran on the veteran's tax bill, in addition to any exemption or abatement to which that person is otherwise entitled, not to exceed \$1,000 and not to exceed the current minimum wage of the Commonwealth per hour; and further to see if the Town will vote to adjust the exemption by (1) allowing an approved representative for persons physically unable to provide such services to the Town; or (2) allowing the maximum reduction of real property tax to be based on 125 volunteer service hours in a given year rather than \$1,000; or take any other action relative thereto.

Recommended that the Town vote to accept Massachusetts General Law Chapter 59, Section 5N, authorizing the Board of Selectmen to establish a program to allow veterans who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in real property tax obligations of that veteran on the veteran's tax bill, in addition to any exemption or abatement to which that person is otherwise entitled, not to exceed \$1,000 and not to exceed the current minimum wage of the Commonwealth per hour; and further to see if the Town will vote to adjust the exemption by (1) allowing an approved representative for persons physically unable to provide such services to the Town; or (2) allowing the maximum reduction of real property tax to be based on 125 volunteer service hours in a given year rather than \$1,000.

Acceptance of this local option would authorize the Board of Selectmen to establish a tax work-off program for veterans similar to the current senior tax work-off program.

ARTICLE TWENTY-FIFTH:

FUND TOWN EMPLOYEE EMPLOYMENT SEPARATION

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to cover the cost 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 cover the cost 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 a separate account 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 law, the Personnel Bylaw, rules, regulations, policies or applicable contract or collective bargaining agreement.

ARTICLE TWENTY-SIXTH:

FUND 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 for 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 for the "Other Post-Employment Benefits Liability Trust Fund".

The Town accepted Massachusetts General Law chapter 32b, section 20 establishing the Other Post-Employment Benefits Liability Trust Fund at the May 2010 annual town meeting within article 24. This article would allow the town to continue to fund its OPEB liability by depositing funds in the Trust.

ARTICLE TWENTY-SEVENTH:

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 TWENTY-EIGHTH:
SENIOR CARE CITIZEN PETITION

To see if the Town will vote to appropriate the sum of \$1,500 as the annual contribution for 2013 to Senior Care Inc., the authorized service provider (ASP) that serves and provides services for our elders in Topsfield.

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 \$150,000 worth of services in 2012. These services in part include Meals on Wheels, the Council on Aging fourteen passenger van and a multitude of care, intervention and nursing services.

ARTICLE TWENTY-NINTH:
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 to Town facilities as recommended in the report from the "Town Buildings Assessment", or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$131,250 to be expended by the Board of Selectmen to fund a portion of the repairs to Town facilities as recommended in the report from the "Town Buildings Assessment".

Last year's Annual Town Meeting (article 28th) appropriated funds for an assessment of the town's buildings. The resulting consultant's assessment, "Town Building Assessment Study and Capital Master Plan", dated February 2013, suggested a long term plan for facilities as well as recommended near term facility repairs. This article would allow the Board of Selectmen to select and fund several of the repairs recommended in that assessment.

ARTICLE THIRTIETH:
PURCHASE LIBRARY GENERATOR

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 Library Trustees, to purchase and install an emergency generator for the Town Library, 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 Board of Library Trustees, to purchase and install an emergency generator for the Town Library.

This article would approve the purchase of an emergency generator for the Town Library. The library is built on land with a high water table and is therefore subject to basement flooding. Although the building has sump pumps, the pumps are reliant on external electrical power. On several occasions when the electric power failed, the library's basement, which includes the elevator and other building

infrastructure, suffered extensive water damage. An emergency generator would provide backup electric power to avoid this problem.

ARTICLE THIRTY-FIRST:

UPDATE ELEMENTARY SCHOOL SECURITY

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 School Committee, for the purchase and installation of a card access system, including hardware and software, for external doors at the Proctor and Steward Elementary Schools, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$40,000 to be expended by the Board of Selectmen, with the advice of the School Committee, for the purchase and installation of a card access system, including hardware and software, for external doors at the Proctor and Steward Elementary Schools.

The objective of this article is to reasonably improve the building security and access capabilities for the Proctor and Steward Elementary Schools. Specifically, this article would fund the installation of card access hardware and supporting software on appropriate external doors located at both schools. Authorized personnel would be given unique access cards (or fobs) to enter the assigned building at authorized times and days. The system will be programmable and managed by the Director of Facilities.

ARTICLE THIRTY-SECOND:

TOWNWIDE MESSAGE ALERT SYSTEM

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money to be expended by the Board of Selectmen to fund a community notification service for transmission of urgent messages and other information to residents, or take any other action relative thereto.

Recommended that no action be taken.

This article would fund services with a communications provider to give Town officials the ability to alert residents to emergencies as well as other town conditions and events via multiple, direct communications media such as: landline telephone, cell phone, email, and texting. Residents who opt to sign up for the service would choose the media on which to receive messages as well as the nature of messages to be received. If effective, this service would be offered for approval as part of the operating budget in future years.

ARTICLE THIRTY-THIRD:

MAP UPDATE

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 update the Town's maps to a geodatabase format, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$6,950 to be expended by the Board of Selectmen to update the Town's maps to a geodatabase format.

The Town maps were updated in 1998 by James W. Sewall Company using ArcInfo coverage format. As part of a MassGIS project, Sewall converted the data layers that include the parcel and easement lines to

geodatabase format that is the current industry standard data format. This article would fund conversion of the remaining data layers – planimetric and topographic – to geodatabase format so that we would have a complete set of tax maps in industry standard format. These maps are a prerequisite for printing hard copies of the maps as required by State law. This will also enable the Town to annually provide new parcel data to MassGIS with no additional expense and be eligible if grant money becomes available through MassGIS for future data improvements or updates.

ARTICLE THIRTY-FOURTH:

FIRE DEPARTMENT LIABILITY RISK REDUCTION TRAINING

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, for the purpose of Liability Risk Reduction Training for members of the Topsfield Fire Department, 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 be expended by the Board of Selectmen, with the advice of the Fire Chief, for the purpose of Liability Risk Reduction Training for members of the Topsfield Fire Department.

This article would fund additional liability risk reduction training for all firefighters. Because the town has a small combination fire department, all firefighters must be able to perform all functions under inherently dangerous conditions. Therefore, all firefighters should be trained to the minimum acceptable industry standard.

ARTICLE THIRTY-FIFTH:

EMPLOYEE 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 to research and develop an updated compensation plan for non-union town employees, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer from Free Cash the sum of \$10,000 to be expended by the Board of Selectmen to research and develop an updated compensation plan for non-union town employees.

This article would approve the funding of a study to review and update the town's current classifications, to prepare a benchmark survey of comparable communities, and to recommend adjustments, if any, to the compensation plan.

ARTICLE THIRTY-SIXTH:

WATER MAIN DESIGN - WASHINGTON STREET

To see if the Town will vote to appropriate from Water Enterprise Retained Earnings a sum of money to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for the preparation of design plans and construction documents for the replacement of the Washington Street water main from approximately Colrain Road to River Road, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer the sum of \$50,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for the preparation of design plans and construction documents for the replacement of the Washington Street water main from approximately Colrain Road to River Road.

This article would approve the funding for the preparation of design plans and bid documents for the replacement of an existing eight inch water main on Washington Street from approximately Colrain Road to River Road. This section of main is a critical piece of the distribution system and provides water service to residents along Washington Street as well as Glen Road, Porter Meadow Road, Kinsman Lane, Kinsman Circle, Meadowview Lane, Surrey Lane, Boxford Road, Pine Ridge Road, Fuller Farms Road, Heritage Lane, Lockwood Lane, Cleary Lane, Forrest Road, Millbrook Lane and Silverbrook Road. The existing main is part of the original water system and is prone to frequent failure. The new water main would be of twelve inch ductile iron pipe with an expected service life of one hundred years.

ARTICLE THIRTY-SEVENTH:

REPAIR OF ROADWAY - RIVER ROAD

To see if the Town will vote to appropriate from Water Enterprise Retained Earnings a sum of money to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to fund the repair of approximately 300 yards of River Road from Prospect Street to 95 River Road, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer the sum of \$35,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to fund the repair of approximately 300 yards of River Road from Prospect Street to 95 River Road.

This article would approve funding for the repair of a section of River Road from Prospect Street to approximately 95 River Road. The roadway was damaged by a series of water main breaks.

ARTICLE THIRTY-EIGHTH:

WATER STORAGE TANKS – DESIGN OF REPAIRS AND IMPROVEMENTS

To see if the Town will vote to appropriate from Water Enterprise Retained Earnings a sum of money to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for the preparation of design plans and construction documents for repairs and improvements to the Boston Street and Garden Street water storage tanks, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer the sum of \$50,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for the preparation of design plans and construction documents for repairs and improvements to the Boston Street and Garden Street water storage tanks.

This article would approve funding for the preparation of design plans and bid documents for the repair and improvement of the Town's water storage tanks located on Boston Street and Garden Street. Recent tank inspections identified deficiencies at both storage tanks that need to be addressed. Tank improvements being considered include the installation of mixing systems that will increase water turnover in the tanks which should improve water quality. If feasible, installation of a mixing system at one or both tanks will be included in the design and bid documents.

ARTICLE THIRTY-NINTH:

FUND FOR MINOR REPLACEMENT WATER MAINS

To see if the Town will vote to appropriate from Water Enterprise Retained Earnings a sum of money to establish an account to be expended by the Board of Selectmen, with the advice of the Board of Water

Commissioners, for replacement of minor sections of water mains, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer the sum of \$100,000 from the Water Enterprise Retained Earnings to establish an account to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for replacement of minor sections of water mains.

Major water main replacement projects are typically about a mile in length, cost \$1million and, including design and construction, take two or more years to complete. This article would create a special account to replace minor sections of water mains where breaks or other conditions justify immediate action but the cost of which would exceed the reserve fund, or would not meet the emergency criteria appropriate for reserve fund use.

ARTICLE FORTIETH:

GRAVEL PACK WELLS - IMPLEMENTATION AT PERKINS ROW PUMPING STATION

To see if the Town will vote to appropriate from Water Enterprise Retained Earnings a sum of money to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to fund the engineering design, construction and other project related expenses for the Perkins Row Gravel Pack Wells Project, or take any other action relative thereto.

Recommended that the Town vote to appropriate and transfer the sum of \$250,000 from the Water Enterprise Retained Earnings to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, to fund the engineering design, construction and other project related expenses for the Perkins Row Gravel Pack Wells Project.

The 2009 Annual Town Meeting (article 21st) funded test wells to evaluate the potential of new wells at Perkins Row. This article is a result of that evaluation and would approve funding to design, bid, permit, construct and test a series of gravel packed wells at the Perkins Row Station. The existing vacuum well field is operating below permitted capacity and is prone to contamination due to vacuum leaks. Perkins Row is currently able to meet system demand on its own approximately 20% of the year. Well capacity will be increased so that the station could meet system demand 80% of the year and equal North Street Station's production in the event of an emergency. This project is part of a longer range plan to replace aging mechanical and electrical components inside the Perkins Row Station. The design of the new components, which are needed to operate the gravel packed wells, is dependent upon the outcome of the water treatment plant project. Funding for the renovation of the Perkins Row Station will be requested at a later date.

ARTICLE FORTY-FIRST:

WATER TREATMENT PLANT DESIGN

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

Recommended that \$800,000 is appropriated for the purpose of financing for project management, design, preparation of construction documents, pilot testing, permitting and bidding of a water treatment plant including water 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, as most recently amended by St. 1998, c.78; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow \$800,000 and issue bonds or notes therefore under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, as most recently amended by St. 1998, c.78; that such bonds or notes shall be general obligations of the Town unless the Treasurer, with the approval of the Selectmen, determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C, as most recently amended by St. 1998, c.78; that the Treasurer, with the approval of the Selectmen, is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C, as most recently amended by St. 1998, c.78; and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Board of Water Commissioners is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary to carry out the project.

This article would approve the 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 and will be sized to meet expected water production requirements for the next twenty years. It will be designed to remove manganese from the source water and to meet, or require minor modifications to meet, more stringent Groundwater Rule and/or Surface Water Treatment Rule requirements that currently do not apply but may in the future. Total cost of the water treatment plant including design and construction is estimated at 7 million dollars.

ARTICLE FORTY-SECOND:

AMEND DEMOLITION DELAY BYLAW

To see if the Town will vote to delete Town Code, Chapter XXVI, sections 26-4 through 26-4.7 in their entirety and replace with the following:

“26-4. Procedure

26-4.1 No demolition of a Significant Structure, or any portion thereof, shall be permitted except in conformity with the provisions of this By-law. A permit for the demolition of such a structure or portion thereof shall be issued only upon compliance with the provisions of the By-Law.

26-4.2 The Commission shall maintain and keep current a List of Significant Structures that meet the criteria specified in section 26-2.3, and shall provide said List to the Building Inspector.

26-4.3 Upon receipt of an application for a demolition permit, the Building Inspector shall refer to the List of Significant Structures. If the Building Inspector determines that the application pertains to a Significant Structure, the Building Inspector shall deny the application and notify the Commission in writing of this action.

26-4.4 Upon notification of denial of a demolition permit by the Building Inspector, if the applicant wishes to proceed, the applicant shall within 60 days of denial, file an Application for Significant Structure Review (“Application for Review”) with the Commission. The Application for Review shall include the following information and materials:

- a. A map showing the location of the structure or portion thereof to be demolished with reference to the lot lines and to neighboring building and structures;
- b. Photographs of all elevations;
- c. A written description of the structure or portion thereof to be demolished, sufficient to identify the nature and extent of the proposed demolition;
- d. The reason for the proposed demolition and data supporting said reason;
- e. Plans for the proposed restoration or buildings that will replace the demolished structure;
- f. Authorization for a site visit by the Commission.

26-4.5 Upon receipt of an Application for Review filing, the Commission shall, within fourteen (14) days of such filing, assess the structure or portion thereof and hold a meeting of the Commission (during a site visit or otherwise) to make a determination relative to the proposed demolition.

26-4.6 If the Commission determines that the proposed demolition of the structure or portion thereof would not be detrimental to the historical or architectural heritage or resources of the Town, the Commission shall so notify the Building Inspector and applicant of such in writing within ten (10) days of such determination. Upon receipt of such notice, the Building Inspector may, subject to the requirements of the State Building Code and any other applicable laws, by-laws, rules and regulations, issue a demolition permit for the subject structure or project.

26-4.7 If the Commission determines that the proposed demolition of the structure or portion thereof would or may be detrimental to the historical or architectural heritage or resources of the Town, the Commission shall so notify the Building Inspector and the applicant in writing within ten (10) days of such determination and the Commission shall conduct a public hearing at the applicant's expense within thirty (30) days of such determination to determine whether the structure or portion thereof should be preferably preserved. The Commission shall give public notice of said hearing by publishing notice of the time, place and purpose of the hearing in a newspaper of general circulation in Topsfield at least five (5) business days prior to the date of such hearing and by mailing a copy of said notice: to the applicant, to the owner of the premises on which the Significant Structure is located (if other than the applicant), to the owners of all property within three hundred feet of the premises on which the Significant Structure is located as appearing on the most recent tax list, and to such other persons as the Commission shall deem entitled to notice. The Commission may allow publication of such notice on the Town's web site, in lieu of publication in a local newspaper.

The Commission shall determine at the public hearing whether the structure or portion thereof should be preferably preserved. Within (10) business days of the close of the public hearing, the Commission shall advise the applicant, the owner if other than the applicant, and the Building Inspector, in writing, of the Commission's determination. If the Commission determines that demolition of the structure or portion thereof would be detrimental to the historical or architectural heritage or resources of the Town, such structure shall be considered to be a preferably preserved structure, and no demolition permit shall be issued until six months after the close of the public hearing. If the Commission determines that demolition of the structure or portion thereof would not be detrimental, the Building Inspector may, subject to the requirements of the State Building Code and any other applicable laws, by-laws, rules and regulations, issue a demolition permit for the subject structure or project.

26-4.8 If, upon the expiration of ninety (90) days from the Application for Review filing, the Building Inspector has received no notification of final determination from the Commission, the Building Inspector may, subject to the requirements of the State Building Code and any other applicable laws, by-laws, rules and regulations, issue a demolition permit for the subject structure or project", and renumber existing section 26-4.8 to 26-4.9, or take any other action relative thereto.

Recommended that the Town vote to amend the Demolition Delay Bylaw as set forth above.

This article would simplify and streamline the procedure by which the Historical Commission reviews demolition permits for Significant Structures. The existing bylaw requires an expensive and time-consuming public hearing for all applicants regardless of the scope of the project. The proposed procedure would allow the Historical Commission to first assess the scope of the project to determine whether or not a public hearing should be held. Additionally, the proposed procedure mirrors that of the Conservation Commission relative to notification of abutters and the general public.

ARTICLE FORTY-THIRD:

**AMEND ZONING BY-LAW, ARTICLE I, DEFINITIONS AND ARTICLE III, SECTION 3.02
TABLE OF USE REGULATIONS**

To see if the Town will vote to amend certain sections of the Topsfield Zoning Bylaw as follows:

Amend Article I, Definitions, by inserting a new definition for Medical Marijuana Treatment Center as set forth below, and renumbering accordingly the paragraphs that follow:

“1.70 Medical Marijuana Treatment Center

A not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.”

Amend Article III, Section 3.02, Use Regulations and Table of Use Regulations for all districts in the “Permitted Uses” table as set forth below and renumber remaining sub-sections:

(new language and additions in bold italics)

	Community Facilities	ORA	IRA	CR	BV	BH	BP	BHN
2.15	<i>Medical Clinic</i>	<i>NP</i>	<i>NP</i>	<i>NP</i>	<i>S</i>	<i>S</i>	<i>S</i>	<i>S</i>

, or take any other action relative thereto.

Recommended that the Town vote to amend Article I, Definitions and Article III, Section 3.02 Table of Use Regulations of the Zoning Bylaw, as set forth above.

The definition of “Medical Clinic” exists in the Definitions section of the Town's Zoning Bylaws but not in the Table of Uses. This article would correct this inconsistency by adding the Medical Clinic use to the Table of Uses, allowing for the establishment of medical clinics in the four business zones of the Town. In addition, it would add the statutory definition of Medical Marijuana Treatment Centers to the Zoning Bylaws, Article I, Definitions. The addition of this definition is necessary for the purposes of both the proposed Temporary Moratorium and future regulations.

ARTICLE FORTY-FOURTH:

TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS

To see if the Town will vote to amend the Town's Zoning Bylaw by revising Article VII Special Regulations by adding a new sub-section, "7.04 Temporary Moratorium on Medical Marijuana Treatment Centers" that would provide as follows:

"7.04 Temporary Moratorium On Medical Marijuana Treatment Centers

A. Purpose.

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law's effective date. Currently under the Zoning Bylaw, a medical marijuana treatment facility is not a permitted use in the Town and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including medical marijuana treatment centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of medical marijuana treatment centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for medical marijuana treatment centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

B. Temporary Moratorium.

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a medical marijuana treatment center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, shall consider the Department of Public Health regulations regarding medical marijuana treatment facilities and related uses, and consider adopting new Zoning Bylaws to address the impact and operation of medical marijuana treatment centers and related uses.",

and further to amend the Table of Contents by adding section "7.04, Temporary Moratorium on Medical Marijuana Treatment Centers",

or take any other action relative thereto.

Recommended that the Town vote to amend the Town's Zoning Bylaw by revising Article VII Special Regulation by adding a new sub-section, "7.04 Temporary Moratorium On Medical Marijuana Treatment Centers" and amending the Table of Contents, all as set forth above.

This article would enact in the town of Topsfield a moratorium on the establishment of Medical Marijuana Treatment Centers to provide time for the Department of Public Health to issue regulations and for the Town of Topsfield to plan in response to these regulations.

ARTICLE FORTY-EIGHTH:
STABILIZATION FUND

To see if the Town will vote to raise and assess or transfer from available funds and appropriate a sum of money for 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 \$200,000 for the Stabilization Fund.

ARTICLE FORTY-NINTH:
FREE CASH

To see if the Town will vote to authorize and direct the Board of Assessors to transfer and appropriate a sum of money from Free Cash to reduce the tax levy for the fiscal year 2014, or take any other action relative thereto.

Recommended that the Town vote to authorize and direct the Board of Assessors to transfer and appropriate the sum of \$165,783 from Free Cash to reduce the tax levy for the fiscal year 2014.

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 thirtieth day of April, 2013, at seven o'clock in the morning, to bring in their votes on one ballot for the following offices:

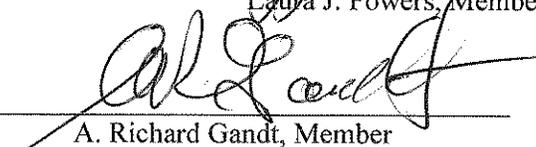
ONE	Moderator	(1 year)
ONE	Selectmen	(3 years)
ONE	Assessor	(3 years)
ONE	Commissioner of Trust Funds	(3 years)
ONE	Water Commissioner	(3 years)
ONE	Park & Cemetery Commissioner	(3 years)
ONE	Park & Cemetery Commissioner	(1 year)
ONE	Road Commissioner	(3 years)
ONE	Housing Authority	(5 years)
TWO	Elementary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

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 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 3rd day of April in the year two thousand and thirteen.

TOWN OF TOPSFIELD BOARD OF SELECTMEN

 _____ Eldon D. Goodhue, Chairman	 _____ Martha A. Morrison, Clerk
 _____ Kenneth G. Vogel, Member	 _____ Laura J. Powers, 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
Kathryn S. Hartmann
Daniel Shugrue

TOWN OF TOPSFIELD



WARRANT FOR THE 2013 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 seventh day of May, 2013, at thirty minutes after seven 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, 2012.

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 2013 fiscal year, or take any other action relative thereto.

Recommendation pending further review.

**ARTICLE FOURTH:
ACCEPTANCE OF M.G.L. CHAPTER 40, SECTION 13D**

To see if the Town will vote to accept M.G.L. Chapter 40, Section 13D relative to the establishment of a reserve fund for future payment of accrued liabilities for compensated absences due any employee or full-time officer of Town upon termination of employment, or take any other action relative thereto.

Recommendation pending further review.

This article provides for the acceptance of the provisions of M.G.L. Chapter 40, Section 13D which establishes a reserve fund as described above. The acceptance of this article is required for the Town to establish the appropriate funding mechanism in order for the town meeting to annually appropriate, transfer funds and authorize payments for said accrued liabilities upon termination of employment. The town meeting will take action relative to the fiscal 2014 appropriation for disbursement payments under Article 25 of the 2013 ATM.

ARTICLE FIFTH:

ALFALFA FARM CITIZEN PETITION

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 Alfalfa Farm Winery a license for the retail sale of wine to be consumed on the premises at 267 Rowley Bridge Road, 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 the 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 a Certain License for the Retail Sale of Wine to be Consumed on the Premises in the Town of Topsfield

Section 1. Notwithstanding the provisions of sections 11,12, 15,15F, 17 and 19B of chapter 138 of the general laws, or of any other general or special law to the contrary, the licensing authority of the Town of Topsfield is authorized to grant to the Alfalfa Farm Winery, at 267 Rowley Bridge Road, Topsfield, provided that said owner meets all other requirements for the issuance of the license and holds a Farmer Winery license issued by the Commonwealth of Massachusetts under section 19B of said chapter 138, a license for the retail sale of wine produced by or for said Winery and sold under the winery brand name, poured by the glass, to be drunk on the premises. The license shall be subject to all of said chapter 138 except as set forth herein. The licensing authority shall not approve the transfer of the license to any other applicant or to any other location.

Section 2. This act shall take effect upon its passage.

Or to take any other action relative thereto.

Recommendation pending further review.

ARTICLE SIXTH:

FUNDING OF MEDICAL BILLS FOR INJURED POLICE OFFICER

To see if the Town will vote to transfer from available funds, and appropriate said funds to pay certain medical expenses as required under M.G.L. Chapter 41, section 100, or take any other action relative thereto.

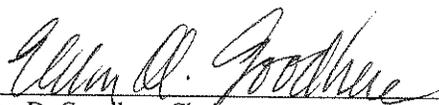
Recommendation pending further review.

While on duty a Topsfield police officer sustained injuries and a portion of the medical bills incurred as a result of those injuries exceed the coverage provided for in the Town's insurance policy. This article would fund those charges which exceed the Town's insurance coverage.

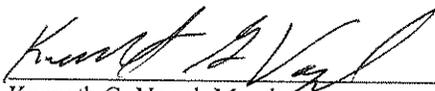
Hereof, fail not, and make due return of the Warrant, with your doing thereon, to the Town Clerk, at the time and place of meeting as aforesaid.

Given under our hands this day 3rd of April in the year two thousand and thirteen.

TOWN OF TOPSFIELD BOARD OF SELECTMEN


Eldon D. Goodhue, Chairman


Martha A. Morrison, Clerk


Kenneth G. Vogel, Member

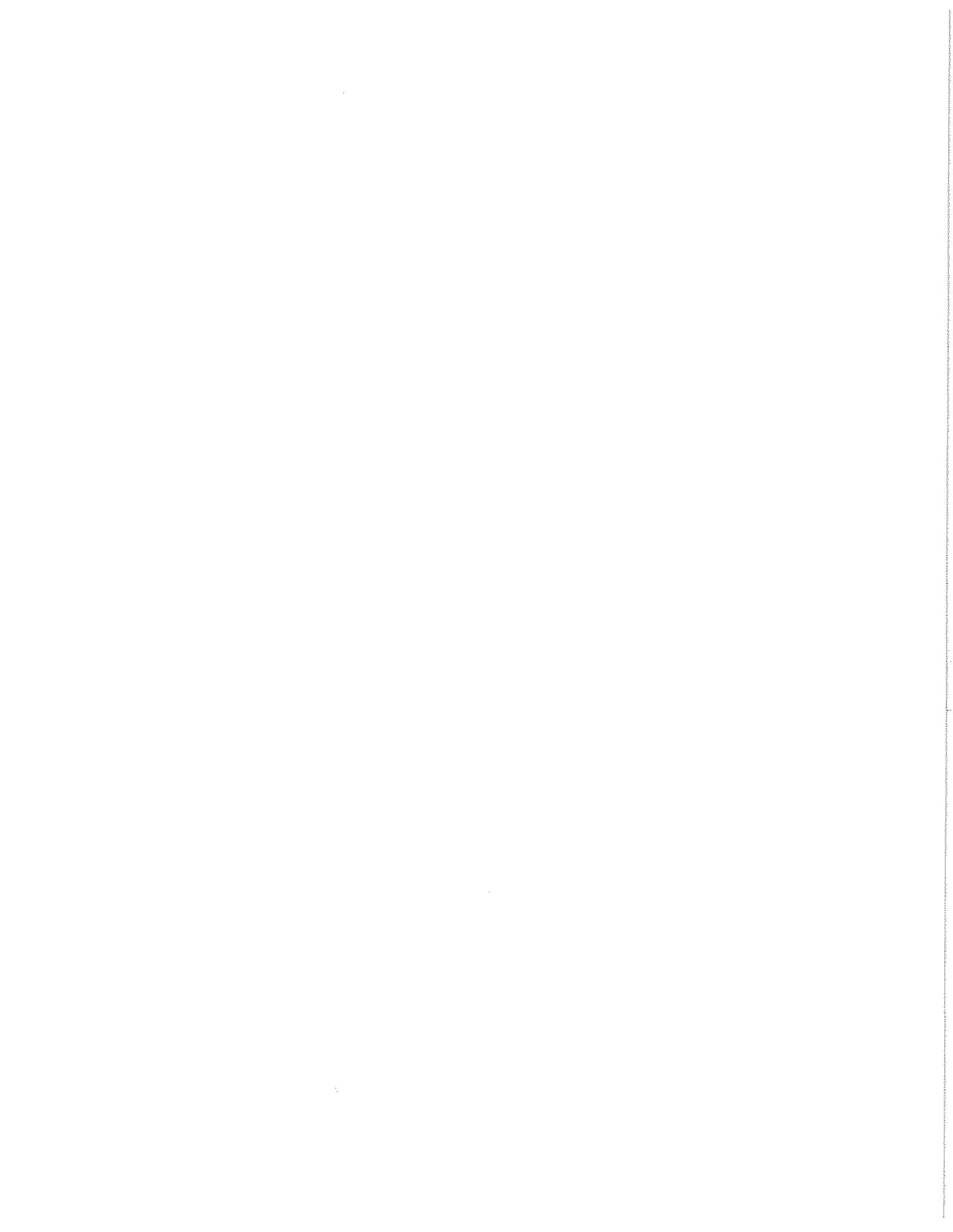

Laura J. Powers, Member


A. Richard Gandt, Member

A true copy

ATTEST:


Frederick J. Glatz, Town Constable



ATTACHMENT A

FISCAL YEAR 2014
GENERAL OPERATING BUDGET
May 7, 2013
ANNUAL TOWN MEETING

Approved
Appropriation
Fiscal Year 2013

Recommended
Appropriation
Fiscal Year 2014

ELECTED OFFICERS

50.00	MODERATOR:	50.00
	SELECTMEN:	
1.00	Chairman	1.00
1.00	Clerk	1.00
1.00	Member	1.00
1.00	Member	1.00
1.00	Member	1.00
	ASSESSORS:	
1,500.00	Chairman	1,500.00
1,500.00	Clerk	1,500.00
1,500.00	Member	1,500.00
54,451.00	TOWN CLERK:	52,895.00
	TOWN CONSTABLE:	300.00
	PLANNING BOARD:	
1.00	Chairman	1.00
1.00	Clerk	1.00
1.00	Member	1.00
1.00	Member	1.00
1.00	Member	1.00

GENERAL GOVERNMENT

	Moderator:	
50.00	Salary	50.00
50.00	TOTAL: Moderator	50.00
	Selectmen:	
176,323.00	Salaries	177,634.00
43,160.00	Wages	44,203.00
33,315.00	Other	34,067.00
252,798.00	TOTAL: Selectmen	255,904.00
	Selectmen's Special:	
68,200.00	Other	68,200.00
68,200.00	TOTAL: Selectmen Special	68,200.00
	Parking Clerk:	
-	Other	-
-	TOTAL: Parking Clerk	-
	Finance Committee:	
1,179.00	Wages	1,239.00
367.00	Other	374.00
1,546.00	TOTAL: Finance Committee	1,613.00

	Town Website/Cable Advisory:	
1,630.00	Wages	1,630.00
1,238.00	Other	1,263.00
2,868.00	Total: Town Website/Cable Advisory	2,893.00
	Town Accountant:	
65,557.00	Salary	66,868.00
35,573.00	Wages	37,598.00
21,530.00	Other	21,960.00
122,660.00	TOTAL: Town Accountant	126,426.00
	Board of Assessors	
71,807.00	Salaries	73,118.00
35,028.00	Wages	35,897.00
18,190.00	Other	21,050.00
125,025.00	TOTAL: Assessors	130,065.00
	Town Treasurer and Collector:	
66,307.00	Salary	67,618.00
69,094.00	Wages	72,868.00
31,620.00	Other	45,625.00
167,021.00	TOTAL: Town Treasurer & Coll.	186,111.00
	Town Hall:	
-	Wages	-
141,902.00	Other	141,296.00
141,902.00	TOTAL: Town Hall	141,296.00
	School Street Building	
500.00	Other	500.00
500.00	TOTAL: School Street Building	500.00
	Town Clerk:	
54,451.00	Salary	53,195.00
20,165.00	Wages	18,819.00
12,528.00	Other	10,248.00
87,144.00	TOTAL: Town Clerk	82,262.00
	Trust Fund Clerk:	
-	Salary	-
100.00	Other	100.00
100.00	TOTAL: Trust Fund Clerk	100.00
	Conservation Commission:	
61,390.00	Salary	67,618.00
13,707.00	Wages	13,659.00
75,097.00	TOTAL: Conservation Commission	81,277.00
	Planning Board:	
5.00	Salaries	5.00
1,754.00	Other	1,709.00
1,759.00	TOTAL: Planning Board	1,714.00
	Zoning Board of Appeals:	
724.00	Other	724.00
724.00	TOTAL: Zoning Board of Appeals	724.00
1,047,394.00	SUB-TOTAL: GENERAL GOVERNMENT	1,079,135.00

PUBLIC SAFETY

	Police Department:	
148,671.00	Salaries	149,530.00
1,109,378.00	Wages	991,459.00
116,080.00	Other	134,049.00
-	Capital Equipment	-
1,374,129.00	TOTAL: Police Department	1,275,038.00
	Fire Department:	
101,316.00	Salaries	101,316.00
402,683.00	Wages	412,448.00
87,073.00	Other	91,510.00
591,072.00	TOTAL: Fire Department	605,274.00
	Ambulance Services:	
-	Other	-
-	TOTAL: Ambulance Service	-
	Inspectional Services:	
76,776.00	Salaries	78,300.00
20,243.00	Wages	20,715.00
5,631.00	Other	5,743.00
102,650.00	TOTAL: Inspectional Services	104,758.00
	Scaler Weights & Measure	
1,530.00	Salary	1,561.00
-	Other	-
1,530.00	TOTAL: Sealers Weights & Measure	1,561.00
	Animal Control Officer:	
9,082.00	Salary	9,264.00
549.00	Other	560.00
9,631.00	TOTAL: Animal Control Officer	9,824.00
	Animal Inspector:	
7,020.00	Salary	7,160.00
1,840.00	Other	1,840.00
8,860.00	TOTAL: Animal Inspector	9,000.00
	Dispatch	
-	Regional Dispatch Assessment	-
-	TOTAL: Dispatch	-
2,087,872.00	SUB-TOTAL: PUBLIC SAFETY	2,005,455.00

EDUCATION ELEMENTARY SCHOOL

4,736,919.00	Total Salaries	4,958,612.00
166,991.00	Total Supplies/Materials/Textbooks	197,368.00
42,896.00	Total Equipment	42,946.00
85,862.00	Total Prof Dev (Mem./Work./Conf.)	93,968.00
446,360.00	Total Special Education (Tuitions & Services)	471,375.00
279,632.00	Total Transportation	255,312.00
189,254.00	Utilities	168,449.00
146,057.00	Facilities	151,035.00
6,093,971.00	TOTAL: Elementary Schools	6,339,065.00
6,093,971.00	SUB-TOTAL - ELEMENTARY SCHOOLS	6,339,065.00

PUBLIC WORKS AND FACILITIES

	General Highway:	
77,983.00	Salary	79,763.00
191,410.00	Wages	249,092.00
202,565.00	Other	215,094.00
-	Capital Equipment	29,257.00
471,958.00	TOTAL: General Highway	573,206.00
	Snow and Ice:	
78,581.00	Wages	26,600.00
167,565.00	Other	169,565.00
246,146.00	TOTAL: Snow and Ice	196,165.00
	Street Lights	
19,275.00	Other	19,660.00
19,275.00	TOTAL: Street Lights	19,660.00
737,379.00	SUB-TOTAL: PUBLIC WORKS	789,031.00

HUMAN SERVICES

	Board of Health:	
65,557.00	Salary	66,868.00
13,518.00	Wages	14,633.00
16,815.00	Other	17,118.00
95,890.00	TOTAL: Board of Health	98,619.00
	MSW Collection, HHW & Recycling	
406,713.00	Services	409,713.00
406,713.00	TOTAL: MSW Collection, HHW & Recycling	409,713.00
	Recycling:	
4,100.00	Other	1,600.00
4,100.00	TOTAL: Recycling	1,600.00
	Council On Aging:	
39,101.00	Salary	41,080.00
42,622.00	Wages	43,782.00
2,633.00	Other	2,686.00
84,356.00	TOTAL: Council On Aging	87,548.00
	Veterans' Benefits:	
6,500.00	Other	20,620.00
6,500.00	TOTAL: Veterans' Benefits	20,620.00
	Soldiers & Sailors Graves:	
800.00	Other	1,000.00
800.00	TOTAL: Soldiers & Sailors Graves	1,000.00
598,359.00	SUB-TOTAL: HUMAN SERVICES	619,100.00

CULTURE & RECREATION

	Library:	
191,954.00	Salaries	200,741.00
149,920.00	Wages	157,522.00
133,756.00	Other	136,399.00
475,630.00	TOTAL: Library	494,662.00

	Park and Cemetery Department:	
67,307.00	Salary	68,618.00
122,408.00	Wages	124,755.00
47,640.00	Other	48,593.00
237,355.00	TOTAL: Park & Cemetery Dept.	241,966.00

	Tree Department:	
2,975.00	Salary	3,035.00
3,200.00	Wages	3,264.00
7,805.00	Other	7,955.00
13,980.00	TOTAL: Tree Department	14,254.00

	Memorial Day/Veteran's Day:	
3,600.00	Other	3,600.00
3,600.00	TOTAL: Memorial Day/Veteran's Day	3,600.00

	Historical Commission:	
450.00	Other	450.00
450.00	TOTAL: Historical Commission	450.00

731,015.00	SUB TOTAL: CULTURE & RECREATION	754,932.00
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DEBT SERVICE

537,500.00	Long-Term Debt Principal	551,000.00
130,221.00	Long -Term Debt Interest	115,709.00
-	Interest for Temporary Loans	-
2,500.00	Issue Cost	2,500.00
670,221.00	TOTAL: DEBT SERVICE	669,209.00

670,221.00	SUB TOTAL: DEBT SERVICE	669,209.00
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OTHER EXPENDITURES

	Pensions:	
756,064.00	Essex Retirement	796,025.00
756,064.00	TOTAL: Pensions	796,025.00

	Insurance:	
388,235.00	Liability/Accident/Workmen's Compensation	355,439.00
1,802,236.00	Life/Medical/Medicare	1,945,203.00
75,000.00	Unemployment	100,000.00
2,265,471.00	TOTAL: Insurance	2,400,642.00

3,021,535.00	SUB-TOTAL OTHER EXPENDITURES	3,196,667.00
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14,987,746.00	***TOTAL BUDGET RECOMMENDATION***	15,452,594.00
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Fiscal Year 2013: July 1, 2012 through June 30, 2013

Fiscal Year 2014: July 1, 2013 through June 30, 2014

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 7, 2013 at 7:00PM
And if needed, continued on Wednesday, May 8, 2013

ANNUAL TOWN ELECTION
TUESDAY, APRIL 30, 2013
7:00 AM to 8:00 PM
ST. ROSE CHURCH HALL
12 Park Street, Topsfield