



Topsfield Finance Committee
Minutes to the Meetings
January 23, 2012

I. Call to Order: Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze, Karen Dow, Kathryn Hartmann and Daniel Shugrue present. Also in attendance were Selectmen Richard Gandt and Ken Vogel, Town Administrator Ginna Wilder, and Kim Sherwood. Topsfield Elementary School Committee Chair Jeanine Cunniff joined the meeting at 7:05 PM.

II. Minutes: A motion to accept the January 9, 2012, minutes was made by Heidi Bond, seconded by Paul Dierze, voted in favor 5-0-1, with Karen Dow abstaining.

III. Masconomet FY2013 Topsfield Budget Guidelines: Heidi Bond reported that Masconomet will release its proposed budget on Friday, February 10, 2012. Public budget meetings will occur on February 13 and 14, 2012. Middleton will not be proceeding with a FY2013 Masconomet Budget Guideline at this time. Heidi Bond recommended that Topsfield likewise should not issue a FY2013 Masconomet Budget Guideline at this time. She also recommended that a placeholder value of 2.5% be entered into the Committee FY2013 Model Tracking Spreadsheet for modeling purposes only. Chairman Mark Lyons requested that amount be placed on the Model Tracking Spreadsheet. The Chairman emphasized that the Masconomet amount placed in the Model Tracking Spreadsheet is only for that purpose, not an approved, affordable, nor (necessarily) supported amount. No further action was taken on a Masconomet Budget Guideline at this time.

IV. Liaison Reports on Proposed Department Budgets:

Kathryn Hartmann:

- i. Council on Aging
- ii. Elementary Schools
- iii. HAWC

Daniel Shugrue:

- i. Ambulance Services
- ii. MSW Collection
- iii. Recycling
- iv. Fire Department

Paul Dierze:

- i. Highway
- ii. Snow and Ice
- iii. Inspectional Services
- iv. Planning Board

- v. Street Lights
- vi. Tree
- vii. ZBA
- viii. School Street Building

Karen Dow:

- i. Town Clerk
- ii. Library

Heidi Bond:

- i. Masconomet
- ii. Animal Control Officer/Inspector
- iii. Police

During the presentations, members discussed related issues such as the pressing need for Police replacement vehicles, Library building maintenance, demands for the upcoming presidential election, and the Elementary School's kindergarten and technology projects. The actual budgetary implications of Warrant Articles, particularly whether they are funded by Proposition 2 ½ overrides was also discussed.

Liaison department budget reports will continue at the next meeting including the Conservation Commission, Board of Health, Town Accountant, Town Assessor, and Park and Cemetery.

V. Union Contract Status Update from Town Administrator Ginna Wilder: The only settled contract at this time is for the full time Police.

VI. Schedule of Department Head Budget Presentations:

- i. February 6, 2012:** Town Clerk, 7:00 PM; Conservation Commission, 7:30 PM; Elementary Schools, 8:00 PM
- ii. February 13, 2012:** None scheduled yet.
- iii. February 27, 2012:** Library, 7:00 PM; Inspectional Services, 7:30 PM

VII. Upcoming Meeting Schedule: January 30, 2012, meeting will include liaison presentations from Stephen Lais and Mark Lyons.

VIII. Masconomet FY2013 Budget Follow Up: Kim Sherwood was recognized by the Chairman, and further discussion regarding the Masconomet FY2013 Budget process ensued. Heidi Bond reiterated that the Boxford Finance Committee released a Masconomet FY2013 Budget Guideline very early in the process, and that the Middleton Finance Committee has still not done so. Given the Committee's recognition of the importance of joint guidelines with other member Towns, and the history of Topsfield Committee Members dedicated efforts to establishing them this year and in years past, to date, it has declined to issue an independent Topsfield Masconomet Guideline.

IX. Adjourn: A motion was made by Paul Dierze to adjourn at 8:10 PM, seconded by Karen Dow. Voted in favor 6-0.

Respectfully submitted,
Lexie Winslow

Attachments:

- a) Topsfield FY2013 Tracking Spreadsheet
- b) FY2013 Topsfield Department Budgets
- c) Finance Committee January 9, 2012 Approved Minutes