



Topsfield Finance Committee
Minutes to the Meetings
February 13, 2012

- I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Karen Dow, Stephen Lais and Daniel Shugrue present. Paul Dierze joined the meeting at 7:28 PM. Also in attendance were Chair of the Board of Selectmen Laura Powers, Town Administrator Ginna Wilder, and Town Accountant Pamela Wood. Chair of the Elementary School Committee Jeanine Cunniff joined the meeting at 7:07 PM. Philip Knowles joined the meeting at 7:17 PM. Water Department Superintendent Gregory Krom joined the meeting at 7:19 PM.
- II. **Special Joint Selectmen/Finance Committee Meeting on Warrant Articles and Overrides:** A joint meeting of the Selectmen and the Finance Committee will be held on February 16, 2012, at 6:00 PM in the Proctor Library. The meeting will focus on warrant article and override policy, the latest FY2013 town budget model, and planning for the upcoming forum meeting.
- III. **Town Hall Budget Presentation:** Town Administrator Ginna Wilder and Town Accountant Pamela Wood presented the budgets for the departments within Town Hall. Budgeted items included salary and wage increases, postage increases and adding back line items cut back in recent years. Provisions were also made for the transition to a new Town Administrator when Ginna Wilder retires January 1, 2013.
- IV. **Minutes:** A motion to accept the February 6, 2012, minutes as amended was made by Stephen Lais, seconded by Paul Dierze, voted in favor 5-0-1, with Karen Dow abstaining.
- V. **FY2013 Department Budget Book:** A printed book of the FY2013 Department budget documents will be available to the public in Town Hall.
- VI. **Water Department Budget Presentation:** Superintendent Gregory Krom presented the proposed Water Department budget. Budget items were included for water testing, water treatment, and new mandatory procedures for disposing of broken water pipes.
- VII. **Request for Transfer from FY2012 Water Enterprise Unanticipated Emergency Fund:** The Water Department requested an enterprise Reserve Fund transfer of \$39,265 to cover the costs of new EPA standards for asbestos pipe

removal, including health and safety precautions. No action was taken by the Committee at this time. The request will be resubmitted by the water Department later in the Fiscal Year.

VIII. Water Department Treatment Plant Feasibility Study: Superintendent Krom informed the Committee that an enterprise Reserve Fund transfer request may be forthcoming to fund a study to assess the feasibility of building a water treatment plant in Topsfield. The consulting fee for such an initial study is estimated between \$25,000-\$50,000.

IX. FY2013 Budget Model, Version 2.0: Version 2 of the FY2013 Budget Model, should be available by February 16, 2012. Additionally, Finance Committee liaisons will review department requests over guidelines that were submitted on budget Attachment A's. They will forward a list of those items deemed worthy of further consideration to Karen Dow via email, in time for their compilation for the February 27th Committee Meeting. Each list will include: Department, Budget Category, Line Item and Requested Amount.

X. Upcoming Meeting Schedule:

i. February 16, 2012: Joint Selectmen/Finance Committee meeting at the Proctor School Library, 6:00 PM.

ii. February 27, 2012: Library, 7:00 PM; Inspectional Services, 7:30 PM; Masconomet, 8:00PM; Fire, 8:30 PM.

XI. Adjourn: A motion was made by Stephen Lais to adjourn at 8:27 PM, seconded by Paul Dierze. Voted in favor 6-0.

Respectfully submitted,
Lexie Winslow

Attachments:

- a) FY013 Topsfield Department Budgets
- b) Water Department Treatment Expense Detail
- c) Water Department Enterprise Unanticipated Emergency Fund Request