



Topsfield Finance Committee
Minutes to the Meetings
February 23, 2015

I. Call to Order: Mark Lyons, Chairman, called the meeting to order at 7:00 pm with Heidi Bond, Karen Dow, Jon Guido, Eric Menzer and Dana Warren present. Richard Gandt, Chairman of the Board of Selectmen, Police Chief Evan Haglund, Fire Chief Ronald Giovannacci, Captain Jenifer Collins-Brown and John Coulon, Health Agent for the Board of Health, arrived at 7:00 pm. Ann Gill, Town Clerk arrived at 7:45 pm. Laura Zalewski, Library Director, and Kathleen Hoffman, member of the Library Board of Trustees, arrived at 8:00 pm.

II. Minutes: A motion was made by Dana Warren to approve the minutes from January 12, 2015 as drafted, seconded by Karen Dow and voted in favor 5-0-1. Jon Guido abstained from the vote, as he was not present at the January 12 meeting.

III. Department Head Budget Presentations:

- A. Police Department (7:05 pm - 7:25 pm): Heidi Bond, department Liaison, introduced Police Chief Evan Haglund. Chief Haglund presented the proposed department budget, which included increased wages in accordance with recently negotiated contract settlements. Chief Haglund informed the Committee that all officers who had been on medical leave are fully recovered and back to duty.
- B. Fire Department (7:25 – 7:40 pm): Heidi Bond, department Liaison, introduced Fire Chief Ronald Giovannacci, who presented the proposed budget within Finance Committee guidelines. There has been an unexpected cost of \$14,000 to temporarily replace a Captain who is on medical leave for an injury. Three senior members are all at retirement age but Chief Giovannacci does not anticipate retirements in the immediate future. The Chief has requested the Selectmen place a Warrant Article at Town Meeting moving the Department to 24/7 coverage.
- C. Board of Health (7:40- 8:00 pm): Eric Menzer, department Liaison, presented John Coulon, the Topsfield Health Agent, presented an updated proposed budget to the Committee. In 2007, the Board of Health was given an 18-hours/week clerical position, which went down to the current level of 14-hours/week. Request to reinstate the position to the prior level was discussed.

- B. Town Clerk (8:00 – 8:05 pm): Karen Dow, department Liaison, presented Ann Gill, Town Clerk, and her proposed budget, which fluctuates with the number of elections from year to year. Restoration and preservation of Town Records have also been included. The Town Clerk is expecting retroactive pay for her position from FY15, which was addressed at the January 5 meeting.
- C. Library (8:05- 8:15 pm): Karen Dow, department Liaison, presented the proposed budget with the Committee, which is within guidelines. This includes an item that addresses essential yearly Maintenance Services for the Library. These are payments for outside professionals.
- D. Conservation Commission: The Conservation Commission met with Liaison Eric Menzer and therefore, chose not to attend.
- E. The Council on Aging will present their budget to the Committee on March 9 at 7:15 pm.

IV. Reserve fund Transfer: Heidi Bond noted a placeholder for a possible future transfer request from the Fire Department relative to a medical leave for \$14,000.00.

V. Snow and Ice: Snow and Ice Budget- A motion was made by Dana Warren seconded by Karen Dow ratifying Chairman Lyons' authorization of deficit spending of the Snow and Ice account, voted in favor 6-0. The Committee received an email today that as of now Topsfield is \$70,000 in deficit in the Snow and Ice budget. Chairman Lyons asked Eric Menzer to facilitate communication between the schools and the Building Department relative to snow removal from School building roofs, and whether those costs may be paid from the general Snow and Ice budget.

VI. Tri-Town Council Email Request: Dana Warren forwarded an email from Tri-Town Council to the Committee that requests a funding increase to the 2009 level, an increase of approximately \$4,000.

VII. Elementary School Budget: Jon Guido summarized the status of the Elementary School Budget process. The Elementary Schools have not had a chance to meet in the last month due to weather conditions. The Elementary School will continue their process and Jon Guido will continue reporting updates to the Committee.

VIII. Model Version 2: Karen Dow is currently working on Budget Model Version 2.0 and will present it at an upcoming meeting.

IX. Upcoming Meeting Schedule- The upcoming Committee meetings will be March 2, March 9, March 16, March 23 and March 30 at 7:00 pm in the Proctor School Teacher's Lounge. Karen Dow will not be present March 9th, Jon Guido will not be present March 9th and 16th, Dana Warren will not be present March 23rd and Heidi Bond will not be present March 30th.

X. Adjourn: A motion was made by Karen Dow to adjourn at 9:08 p.m., seconded by Eric Menzer, voted in favor 6-0.

Respectfully submitted,
Keelie Winslow

Attachments: none