

**BOARD OF SELECTMEN**  
**Working Session**  
**Town Hall Conference Room**  
**Minutes of January 13, 2014**

Chairman Ken Vogel called the meeting to order at 3:02PM. Board members present in addition to Chairman Vogel, were Martha Morrison, Dick Gandt, and Laura Powers. Eldon Goodhue was absent. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Secretary Donna Rich were in attendance. Other persons present during all or part of the meeting were Fire Chief Ron Giovannacci, Captains Jenifer Collins Brown and Chick Denault, Building Inspector Glenn Clohecy and Police Chief Evan Haglund.

**FY15 Budget Reviews with Department Heads**

Fire Department: Fire Chief Giovannacci presented his FY15 Budget. The Chief explained the \$25,000 for Training had been added into the budget through the approved 2013 Warrant Article Town Meeting process. In addition, a total increase in the station coverage plus overtime line items of \$13,475 and additional equipment line item increase of \$14,000 for 4 sets of turnout gear were explained and discussed. There was a brief discussion regarding the capital request for a new Ladder vehicle for the Fire Department. The Board requested that the \$14,000 be moved from the budget to scheduled essential services unfunded.

Police Department: Police Chief Evan Haglund presented his FY15 Budget. Police Chief explained the impact the new officer would have on the budget; this amount could change depending on the officer's acceptance into the March academy. In addition, there was an increase of \$6,000 in part time wages, due to data entry work that was previously done by dispatchers. The Board requested that the \$6,000 be moved from the budget to scheduled essential services unfunded.

Inspectional Services: Building Inspector Glenn Clohecy presented his FY15 Budget. Glenn explained the request for \$500 per inspector for responsibilities during the Topsfield Fair, an increase of 5 hours for administrative support and an increase of 5 hours for the plumber & gas inspector. The Board requested that these items be moved from the budget to scheduled essential services unfunded.

Selectmen Special: Town Administrator Kellie Hebert explained the reclassification of \$10,000 from Legal services line item to Professional Services line item for FY15 Budget.

Town Hall: Town Administrator Kellie Hebert presented the FY15 Budget. Kellie explained the increase of \$3,800 to the Equipment line item for a Back-up Server/Domain Controller. The Board requested that these items be moved from the budget to scheduled essential services unfunded.

Unemployment: Town Administrator Kellie Hebert presented the FY15 Budget. Kellie explained the increase of \$25,000, and was asked to level fund it at \$75,000. Town Accountant was asked to evaluate the impact of that request.

Treasurer/Collector: Town Administrator Kellie Hebert presented the FY15 Budget. Kellie explained the \$8,000 increase in US Postage line item for the reinstatement of quarterly tax bills and \$1,000 for storage of financial documents. The Board requested that these items be moved from the budget to scheduled essential services unfunded.

At 6:00 PM, Selectmen Gandt made a motion to adjourn and Selectman Powers seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. Fire Department, Police Department, Inspectional Services, Town Hall, Treasurer/Collector, and Cable/Web FY15 Budgets

*Approved as written at the March 3, 2014 Board of Selectmen's meeting.*

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.