

BOARD OF SELECTMEN
Working Session
Town Hall Conference Room
Minutes of December 12, 2011

Clerk Goodhue called the meeting to order at 4:37PM in the absence of the Chairman, who arrived after meeting called to order. Board members present in addition to Chairman Powers, were Martha Morrison, Dick Gandt, Eldon Goodhue and Ken Vogel. Of the Selectmen's staff, Town Administrator Virginia Wilder and Board Secretary Donna Rich were in attendance.

Clerk Goodhue stated the purpose of the meeting would be to review FY13 budgets with various departments for which the Board of Selectmen is responsible.

Treasurer/Collector: Barbara Michalowski, Treasurer/Collector, presented her budget being within the Finance Committee Guidelines, salary increase of 2%, and staff received a two-step increase. Other line item noted: GASB 45 audit would not be required for this budget cycle.

Retirement/Pension: Barbara Michalowski, Treasurer/Collector, explained that she used a 10% increase on advisement of the Essex Regional Retirement System (ERRS). She noted that the figures would be more definite toward the end of December as the ERRS budget was based on calendar year.

Debt Service: Barbara Michalowski, Treasurer/Collector, explained the budget reflects changes made in the Town's debt service in 2011.

Health Department: John Coulon, Board of Health agent, presented his budget being within the Finance Committee Guidelines, salary increase of 2%, along with step increase for secretary position. There was a lengthy discussion regarding a \$4,103 (410.3%) increase in line item labeled Sanitarians. Mr. Coulon explained that more funding would be needed to support assistance with coverage at the Topsfield Fair and during his absences. Mr. Coulon was asked to supply the Eastern States Exposition (the Big E) fee structure and what the cost of Topsfield Fair has been to the Health Department over the past five (5) years.

Conservation Commission: Lana Spillman, Conservation Administrator, presented her budget being within the Finance Committee Guidelines, salary increase of 2%, and secretary receiving a step increase. There was discussion regarding the use of the Conservation Revolving Funds and Wetland Fees Fund. The Board requested a report of the Conservation Commission funds, including current balances.

Police Department: Evan Haglund, Chief of Police, presented his budget being within the Finance Committee Guidelines, including a salary increase of 2% for the administrative assistance. Chief Haglund then explained the increase in Maintenance-Vehicle line being the result of the aging fleet. Chief Haglund was requested to supply a report on revenue the Police Department generates annually.

Town Accountant: Pam Wood, Town Accountant, presented her budget being within the Finance Committee Guidelines, salary increase of 2%, and Assistant receiving a step increase. Pam requested that funds be reinstated in the Travel/Meetings line item to enable her to attend annual municipal accounting training. Pam informed the Board that the agreement with Guisti, Hingston and Company of Georgetown, MA had expired and for budget reasons would like direction from the Board.

- Selectman Morrison made a motion to authorize the Town Accountant to approach Guisti, Hingston and Company of Georgetown, MA for a one year contract quote with a renewal option of two years to perform the Town's audit of financials, seconded by Selectman Vogel; so voted: 5-0.

Unemployment: Pam Wood, Town Accountant, presented the budget as level funded. Ms. Wilder explained that a firm has been hired to handle the unemployment issues in hopes to limit the exposure of the town. It was explained that a majority of the claims are generated by the schools.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **693,582.21**. The breakdown is as follows:

| Warrant #FY12: | |
|----------------|---------------|
| 47T | \$ 97,738.46 |
| 47School | \$ 231,328.16 |
| 106 | \$ 364,515.59 |

At 5:40 PM, Selectmen Goodhue made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as written at the January 30, 2012 Board of Selectmen's meeting.

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. Budgets for FY13

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| 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. |
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