



**BOARD OF SELECTMEN
Working Session
Town Hall Meeting Room
8 West Common Street, Topsfield
Wednesday, January 4, 2017
5:00 PM**

MEETING MINUTES

Board Members present in addition to Chairman Lais were Clerk Mark Lyons, Martha Morrison, and Laura Powers. Board Members not in attendance: Boyd Jackson. Of the Selectman's Staff, Kellie Hebert, Town Administrator, Susan Winslow, Administrative Assistant and Recording Secretary were in attendance. Other persons present during all or part of the meeting were Catherine Gabriel, Town Accountant, Topsfield Fire Chief Ronald Giovannacci and resident Richard Gandt.

CALL TO ORDER

The meeting was called to order by Chairman Lais at 5:00 pm.

ANNOUNCEMENTS

Chairman Lais informed the public that the meeting was being recorded by the Board's Recording Clerk with a recording device. Chairman Lais asked if anyone else present had a recording device or wished to record the meeting. There was no response to this request.

TOPSFIELD FIRE DEPARTMENT PROPOSED FY18 BUDGET

Town Administrator Kellie Hebert introduced Topsfield Fire Chief Ronald Giovannacci to present the Fire Department's FY18 Department Budget proposal. She noted that the proposed budget falls within FinCom guidelines plus 3 Essential Unfunded Requests.

Chief Ronald Giovannacci presented an overview of the proposed FY18 Fire Department Budget. He cited specific items such as two staff vacancies, with an

active Lieutenant filling one and the other remaining open. He referenced specific items such as staff vacancies, reductions in longevity pay, and stipends to ensure Call Firefighter availability. Chief Giovannacci noted that, upon his retirement, the Interim Chief may have a different approach to the proposed FY18 Budget Requests.

DISCUSSION OF PROPOSED FY18 BUDGET PROCESS

Town Administrator Hebert distributed a summary titled 'Essential Unfunded and Supplemental Requests'. Department Heads with Essential Unfunded and Supplemental Requests may appear before the Finance Committee to justify their requests.

A discussion ensued about the importance of adhering to Finance Committee Guidelines and terminology.

Town Accountant Gabriel informed the Board that she will be attending Finance Committee meetings through the budget season. Proposed FY18 Budget documents will be sent electronically to Finance Committee members on Friday, January 6, 2017.

Chairman Lais informed the Board that by the end of January, they will review in detail the list of Unfunded Essential and Supplemental Requests.

The benefit of additional joint meetings of the Board and the Finance Committee relative to the FY18 Budget was discussed.

OTHER

Town Administrator Hebert informed the Board that the 2017 Town Meeting Warrant will be opened at the January 9, 2017 Board of Selectmen Meeting. She will work with Karen Dow on the Finance Committee to maintain the flow of information and will keep Board Members apprised regarding Warrant Articles.

Selectman Morrison made a motion to adjourn at 7:41 pm. Selectman Lyons seconded, so moved 4-0.

Respectfully submitted,

Susan Winslow
Recording Secretary

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

1. Agenda

2. Document "Essential Unfunded and Supplemental Requests"
3. Department FY18 Budget Excel Spreadsheets
4. Topsfield Fire Department FY18 Proposed Budget
5. Copy of Topsfield Finance Committee Guidelines

Approved as written at the January 23, 2017 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.