



**JOINT MEETING - BOARD OF SELECTMEN AND FINANCE COMMITTEE**  
**Proctor School Teacher's Room**  
**60 Main Street, Topsfield**

**Minutes of May 2, 2017**  
**6:00 PM**

Board Members present were Chairman Stephen Lais, Clerk Mark Lyons, Boyd Jackson, Martha Morrison and Laura Powers. Of the Selectman's Staff, Kellie Hebert, Town Administrator, and Susan Winslow, Administrative Assistant and Recording Secretary, were in attendance. From the Finance Committee, Chairman Karen Dow and members Che Elwell, Jon Guido, Michael Hartmann, Eric Menzer, Lou Ross and Dana Warren were in attendance. Jennifer Davis, Recording Secretary for the Finance Committee was in attendance. Town Accountant Catherine Gabriel, Police Chief Evan Haglund, Interim Fire Chief Richard Harris and Treasurer/Collector Barbara Michalowski were also in attendance.

**CALL TO ORDER**

Chairman Lais called the meeting to order at 6:02 PM.

**NEW BUSINESS**

Language in Annual Town Meeting (ATM) Article Third

Finance Committee Member Michael Hartmann made a motion to supersede the previous language in this Article as follows: 'raise and appropriate' will be replaced with 'appropriate'. Finance Committee member Jon Guido seconded, so voted by the Finance Committee, 7-0.

Language in Annual Town Meeting (ATM) Articles Thirty-first, Thirty-second and Thirty-seventh.

Finance Committee member Lou Ross made a motion to supersede previous language in Articles Thirty-first, Thirty-second and Thirty-Seventh to correctly refer to the Article number in the Recommendation for each of these Articles. Finance Committee Michael Hartmann seconded, so voted by members of the Finance Committee, 7-0.

Special Town Meeting (STM) Article Third Transfers

MIIA Safety Fund: Town Administrator Kellie Hebert explained that the MIIA Safety Fund returns monies to the Town at the end of the year that are used to purchase equipment related to public safety.

Sue Shillue – Cook & Company: Chairman Lais questioned the Town Administrator about the \$9,800.00 transfer request from Unclassified to the Selectmen's Special for payment to Consultant Sue Shillue. He asked if this

request meant that the line item for Selectmen's Special had run over budget. Town Administrator Hebert explained that the Selectmen's Special line item did not run over budget, and that the \$9,800 will be offset by projected savings from the Health Plan Design change in fiscal year 2018 of an estimated \$65,000 and \$100,000 in fiscal year 2019.

Payout to Ann Gill: Chairman Lais asked about the payout of \$1,042.00 for former Town Clerk Ann Gill. Town Accountant Catherine Gabriel explained that this was a payout for unused sick time accumulated by Ms. Gill before she left her position at Topsfield.

\$5.00 to Town Administrator: Chairman Lais asked about the transfer of \$5.00 from Wages to Salary for the Town Administrator's salary. Town Accountant Catherine Gabriel explained that after contract renegotiations for the Town Administrator, the account was \$5.00 short.

Finance Committee Member Michael Hartmann made a motion to approve Article Third transfers as listed. Finance Committee member Jon Guido seconded, so voted 7-0 by Chairman Dow and Members of the Finance Committee.

Selectman Powers made a motion to adjourn at 6:40 PM. Seconded by Selectman Morrison, so voted by the Board of Selectmen 5-0.

The meeting was adjourned at 6:40 PM.

**DOCUMENTS:**

1. Agenda
2. 2017 ATM and STM Warrant
3. Document: "Finance Committee Recommendations: Article Third Budget Amendment Fiscal Year 2017 Transfers"
4. Memorandum from Town Administrator Kellie Hebert to Chairman Stephen Lais of the Board of Selectmen, Chairman Karen Dow of the Finance Committee and Members of the Board of Selectmen and Finance Committees regarding Special Town Meeting Article Third FY17 Budget Transfers

*These Minutes were accepted as written at the June 19, 2017 Board of Selectmen 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.