



Topsfield Finance Committee  
Minutes to the Meetings  
Temporary Town Offices,  
461 Boston Street, Unit E-6  
Conference room 1  
June 26, 2018

- I. Call to Order:** Chair Karen Dow called the meeting to order at 7:06 PM with Che Elwell, Mike Hartmann, Eric Menzer, and Lou Ross present. Jon Guido and Dana Warren were not present. Also present: Kellie Hebert, Town Administrator; Catherine Gabriel, Town Accountant; and Dick Gandt, Selectman. Members of the public present: David Larson, Kim Sherwood and approximately 2 others. Karen Dow announced at 7:07 that Kim Sherwood was going to make a video recording; late arrivals were notified of this recording.
- II. Minutes:** Eric Menzer made a motion to accept the minutes from April 23, 2018, as amended. Che Elwell seconded the motion, voted in favor 5-0-0. Che Elwell made a motion to accept the minutes from May 1, 2018, as amended. Lou Ross seconded the motion, voted in favor 5-0-0.
- III. Final Reserve Fund Transfer Requests:** Lou Ross presented a Reserve Fund Transfer by the Tree Warden for \$9,800 from the Reserve Fund to be used for unanticipated tree removal and cleanup costs, due to an above average stormy winter season. Lou Ross made a motion to approve the request to transfer \$9,800 from Reserve Fund to Tree Warden, seconded by Eric Menzer; voted in favor 5-0-0; request signed.
- Karen Dow presented a Reserve Fund Transfer by the Council on Aging for \$700 from the Reserve Fund to be used for unanticipated vehicle expenses due to heavy vehicle use. Che Elwell made a motion to approve the request to transfer \$700 (\$100 to replace a fire extinguisher located in the bus, and \$600 to replace two tires) from Reserve Fund to Council on Aging, seconded by Eric Menzer, voted in favor 5-0-0; request signed. Kellie mentioned that for the FY20 budget a line item should be added to the budget for vehicle expenses.
- IV. Summer Authorization of Chair:** A motion was made by Eric Menzer to grant Karen Dow the authority to act as Summer Chair of the Finance Committee until the Committee reorganizes at its September meeting, seconded by Lou Ross, voted in favor 5-0.
- V. Membership Terms Review:** Jon Guido, Che Elwell, and Mike Hartmann will renew their terms and serve on the Committee for another three years.

**VI. Correspondence:** None

**VII. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting:**

Kellie Hebert reported that the new Town Hall will be opening in Mid-September and a ceremony will be held. She also briefly mentioned that the school envelope projects are in progress; the insurance cost for “injured on duty” is down a bit and insurance for cyber issues is being added; still waiting on the transfer of \$400k for Donibristle from the state; applied for a grant for handicapped accessibility and street repair; hoping for funds for Town Hall soil mitigation from a state environmental bond bill; and the Police Reserve contract for FY19-21 is the only contract not settled. Che Elwell mentioned planning ahead for discussions on OPEB & Pension. Lou Ross asked if there was any expectation of large capital projects coming; Kellie said there is nothing anticipated beyond what is in the existing 5-year capital plan. There was a general discussion of compensation of non-represented personnel.

**VIII. Upcoming Meeting Schedule:** The next meeting of the Committee will be held on September 10, 2018 in the Proctor School Teacher’s Lounge.

**IX. Adjourn:** A motion was made by Eric Menzer to adjourn at 8:03 PM, seconded by Lou Ross and voted in favor 5-0-0.

Respectfully submitted,

Jennifer Davis

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Attachments:

1. Agenda
2. Draft Minutes 4/23/18 & 5/1/18