



Town of Topsfield Finance Committee Meeting Minutes

In Person Meeting
December 12, 2022 6:30 PM

Topic: Finance Committee

Time: December 12, 2022 6:30 PM Eastern Time (US and Canada)

COA Conference Room at Town Hall

- I. Call to Order 6:30 PM
- II. **Attendance:** Che Elwell, David Larson, Tim O'Malley(remote), Jon Guido, Catherine Hodges, Karen Duval (Remote), Mike Hartman (Remote), Catherine Gabriel-Town Finance, Kevin Harutunian-Town Administrator
- III. **Review open Meeting Minutes**-none
- IV. **Kevin Harutunian-Town Administrator**
- V. Kevin Harutunian updated the FinCom that Teacher and Union contract negotiations have now gone to mediation. Question was asked, how long this would take to resolve- it was stated that it is unknown.
 - a. **Salary Survey-** Kevin also updated that the salary survey would be completed by Growth USA. And the Towns target will be to be in the range of 65 th percentile compared to like towns and this will be focused on non-union employees only.
 - b. **Trash Contract-** Looking at significant increases, which could be in the range of \$1.0M annually. Tim O'Malley suggested that if this is in fact the increase that the town is looking at

incurring, that a plan should be considered to make reductions in other portions of the Town Budget to offset this large increase.

c. Fields-

- i. **Pyebrook** has a irrigation system being re-installed
- ii. **Klock Park-** Needs to be reseeded- lack of water is a problem. Klock has historically has a problem with Grub infestations
- iii. Field fees were increased approximately 4 months ago

VI. David Larson shared that there may be considerable “Free Cash” available which may be considered for use in some of the projects in Town.

VII. Fire Chief Jen Collins Brown presented rationale for approval for a reserve fund transfer for an ambulance repair. Numerous options were explored and considered prior to the decision to have engine repaired for just under \$20,000.

- a. A discussion ensued around the expected cost increases over budgets due to required service and maintenance of various vehicles.
- b. Discussion occurred around the current transfer of funds as well as the need to address other potential unexpected cost.
- c. Jon Guido motioned to approve the transfer of funds as requested by Chief Collins-Brown.

David Larson seconded the motion, it was voted unanimous to approve the motion.

VIII. The FinCom group reviewed a potential schedule for future Fin Com meetings:

- a. January 9th, 23rd and 30th
- b. February 6th, 13th, 20th, 27th
- c. March 6th, 13th, 20th, 27th.
- d. April 3rd
- e. May 2nd- Town Meeting

IX. Requested that departmental budgets initially submitted no later than January 9th.

- X. Kevin Harutunian- Town Administrator suggested that liaisons from FinCom visit each department so that they could get site visit to learn about the various issues, equipment, facilities etc.
- XI. It was discussed that FinCom Liaisons should begin to schedule meetings with Department Heads to discuss and review budgets.
 - a. A time slot for Masco on 1/23 at 6:30pm was discussed.
- XII. A motion to adjourn by Jon Guido, and seconded by Karen Duval.

The listings of matters are those reasonably anticipated by the Chair which may be discussed at the meeting. Discussion on agenda topics is at the discretion of the Chair. Discussion during meetings should always be courteous and respectful. You must be recognized by the Chair before any comments, questions or discussion may be offered or considered.