



Topsfield Finance Committee

Minutes to the Meetings March 7, 2016

**I. Call to Order:** Vice Chair Jon Guido called the meeting to order at 7:04 PM with Che Elwell, Eric Menzer, Lou Ross, and Dana Warren present. Karen Dow and Mike Hartmann were absent. Also present: Catherine Gabriel-Heusser, Town Accountant, Martha Morrison, Selectman (left at 7:19 PM), Dick Gandt (left at 7:45 PM), and Steve Lais, Selectman (left at 7:19 PM).

**II. Minutes:** Lou Ross made a motion to accept the minutes from February 29, 2016. Che Elwell seconded the motion, voted in favor 4-0-1. Jon Guido abstained as he was not present for the meeting.

**III. Planning Board Meeting Discussion:** Martha Morrison, Selectman, briefly discussed that the planning board would like to setup a meeting with the finance committee to discuss an upcoming standard application request for an Elderly Housing Development. Lou Ross has been discussing the matter with Martha and will forward along additional information to the finance committee members. He will also schedule a time, possibly at the next meeting, that the planning board can discuss further.

**IV. Department Budget Review & Approval:** The committee reserved the right to supersede or modify the following Department budget approvals by future vote.

Karen Dow distributed the Article III Vote Tracking Sheet prior to the meeting, a verbal amendment was made during the meeting to correct the "Other" line of the Snow & Ice budget to \$180,155.

Dana Warren made a motion to approve specific Article III Department base request budgets as detailed on the attached Finance Committee FY2017 Budget Approval Tracking Sheet, dated February 28<sup>th</sup>, 2016, as verbally amended, which is incorporated herein by reference, (excepting the Police, Town Hall, Elementary Schools, Masconomet, Council on Aging, and Insurance) seconded by Che Elwell, voted in favor 5-0.

**V. Annual Town Meeting Warrant:** A brief discussion on the Annual Town Meeting Warrant was held among the Committee. Kellie Hebert, Town Administrator, wasn't able to attend the meeting but is working on the Draft Warrant. The finance committee will discuss further at the next meeting.

**VI. Upcoming Meeting Schedule:** The next meetings of the Committee will be held on March 14<sup>th</sup>, March 21<sup>st</sup> and March 28<sup>th</sup> respectively, at 7:00 PM in the Proctor School Teacher's Lounge. Che Elwell will be absent from the March 14<sup>th</sup> meeting.

**VII. Adjourn:** A motion was made by Dana Warren to adjourn at 7:53PM, seconded by Eric Menzer and voted in favor 5-0-0.

Respectfully submitted,

Jennifer Davis

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Attachments: The Beacon, Article III Vote Tracker