



Topsfield Finance Committee

Minutes to the Meetings March 14, 2016

- I. Call to Order:** Chair Karen Dow called the meeting to order at 7:01 PM with Jon Guido, Mike Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Che Elwell was absent. Also present: Kellie Hebert, Town Administrator, Catherine Gabriel-Heusser, Town Accountant, Dick Gandt, Boyd Jackson (left at 7:38 PM), Martha Morrison, Selectman (left at 8:16 PM), Donna Rich (left at 8:16 PM). Planning Board Committee Members: Jeanine Cunniff, Joe Geller (left at 8:16 PM) and Josh Rownd (also a member of the Town Hall Committee, left at 8:16 PM). Town Hall Committee Members: Mark Lyons and Gregor Smith (both left at 7:38 PM). Topsfield School Committee Members: Katherine Carlson, Linda Ross, and Gordon Spater (all left at 8:47 PM). Steve Greenberg, Assistant Superintendent of Operations (Tri-Town School Union) was also present (left at 8:47 PM).
- II. Minutes:** Dana Warren made a motion to accept the minutes as amended from March 7, 2016. Lou Ross seconded the motion, voted in favor 4-0-2. Karen Dow and Mike Hartmann abstained as they were not present for the meeting.
- III. Town Hall Building Committee 7:02- 7:38 PM:** Gregor Smith, Mark Lyons and Josh Rownd briefed the finance committee members on the status of the Town Hall Project. An updated conceptual project budget was handed out. Mark Lyons briefly discussed existing exempt debt and how the Town Hall Project would impact that debt. The Town Hall Building Committee will be having a public forum on March 31st, 2016. Mark Lyons expressed that it would be great if a finance committee member could attend. The finance committee will discuss at a future meeting. Mark Lyons noted that they can come to a future finance committee meeting if needed to discuss further.
- IV. Planning Board 7:40-8:15 PM:** Jeanine Cunniff, Joe Geller, and Josh Rownd, along with Martha Morrison had a discussion about a developer that is seeking permission for a zoning bylaw change to a 13-acre parcel located at 740 Boston Street, across from the New Meadow golf course. The Developer is seeking to build an Elderly Housing Development that would include 30 units. A discussion of the pros and cons of the development amongst Finance Committee members and the Planning Board was held. A public hearing will take place on March 16th, 2016. Lou Ross will attend that meeting and report back to the finance committee members at the next meeting.

V. Elementary Schools 8:20- 8:47 PM: Jon introduced the Topsfield School Committee members. The committee briefed the Finance Committee on the status of the budget. The budget is \$218,000 above guidelines. A discussion was held about budget adjustments; the school committee is working to get the budget within guidelines. The school committee will be meeting on Thursday, March 17th, to go over the central office budget and will contact Jon Guido soon after. Jon thanked the committee for coming in to give an update on the budget process.

VI. V.2.0 Recap Sheet of Model: Karen has updated the sheet according to submitted department budgets and draft warrant article information. A discussion was held amongst Finance Committee members. Karen will also meet with Kellie Hebert and Catherine Gabriel-Heusser to discuss and update further.

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

The Finance Committee reviewed Town Meeting Article III Vote Tracker department budgets, dated March 8, 2016, that were submitted over the finance committee guidelines or that requested items on their attachment.

Dana Warren recommended positive action on the Town Hall FY2017 budget of Other \$153,318, and Total \$153,318, which is over guidelines; seconded by Eric Menzer. Voted in favor 6-0. Discussion focused on necessary computer maintenance contributing to the increase.

Jon Guido recommended positive action on the Historical Commission "Essential Unfunded" budget request of \$4,950 to be added to the base budget, seconded by Dana Warren. Voted in favor 6-0. Discussion focused on a one-time need for materials for signs costing \$4,950.

VIII. Town Meeting Warrant Article Assignments: Responsibility for review of specific Town Meeting Articles and presentations of them at Town Meeting were assigned as listed below. *More to be assigned at the next meeting.

| Annual Town Meeting Warrant | Finance Committee Member |
|-----------------------------|--------------------------|
| Article | Initials |
| | |
| 2 | KD |
| 3 | MH |
| 4 | LR |
| 5 | DW |
| 6 | DW |

| | |
|---|----|
| 7 | MH |
| 8 | LR |

VIII. Town Meeting Warrant Article Recommendations: Kellie Hebert passed out an updated Preliminary list of Warrant Articles. She said the finance team has been going through the Warrant Articles and they will update the Finance Committee members at the next meeting.

IX. Upcoming Meeting Schedule: The next meetings of the Committee will be held on March 21st and March 28th respectively, at 7:00 PM in the Proctor School Teacher's Lounge.

X. Adjourn: A motion was made by Lou Ross to adjourn at 10:00PM, seconded by Dana Warren and voted in favor 6-0-0.

Respectfully submitted,

Jennifer Davis

Attachments: Town Hall site plan, Conceptual Project Budget, Existing Exempt Debt Sheet, Projection of Long- Term Debt Service Requirements sheet, Level Debt Service Payments sheet, Draft Notes on Documents for Discussion, Site map and Net Revenue sheet for "Rolling Green", Topsfield Elementary Schools Budget Analysis Draft II, and Revised Draft of the Preliminary List of Warrant Articles.