



Topsfield Finance Committee
Minutes to the Meetings March 22, 2016

- I. Call to Order:** Chair Karen Dow called the meeting to order at 7:02 PM with Che Elwell, Jon Guido, Mike Hartmann, Eric Menzer, and Dana Warren present. Lou Ross arrived at 7:08 PM. Also present: Police Chief Haglund (left at 7:34PM); Catherine Gabriel-Heusser, Town Accountant; Dick Gandt; Penny Rogers, Council on Aging Chair (left at 7:12 PM); and Jeanine Cunniff (arrived at 8:52 PM).
- II. Minutes:** Dana Warren made a motion to accept the minutes as amended from March 14, 2016. Mike Hartmann seconded the motion, voted in favor 5-0-1. Che Elwell abstained as he was not present for the meeting.
- III. Council on Aging (7:05 PM- 7:12 PM):** The Finance Committee Members along with Penny Rogers had a brief discussion on some of the benefits of increasing the director's hours. Dana Warren passed out a sheet that highlighted some of the programs the Council on Aging would like to start.
- IV. Police (7:12 PM- 7:34 PM):** The Finance Committee along with Chief Haglund had a brief discussion about his budget requests that are above guidelines: an increase in hours for the executive assistant as well as the part-time clerk. The increase for the clerk is for the short-term, until the backlog of crime reporting is taken care of.
- V. Department Budget Review & Approval:** Karen has held a discussion with Kellie Hebert, Town Administrator, and the Town Hall finance team. As of the 3/14 FinCom meeting, the Model showed we were over the levy limit by approximately \$550,000. If we assume the governor's budget, no snow&ice deficit, movement of some capital items to the STM to be bought with tailings, and minor reductions in several other areas, the overage could be brought to about \$200k. This could be brought to zero through adjustments to the minimum free cash position, the minimum reserve levy capacity, contributions to OPEB and/or stabilization funds, although these adjustments would be inconsistent with recent practices.

The committee reserves the right to supersede or modify the following Department budget approvals by future vote.

The Finance Committee reviewed the Article III Vote Tracker, dated March 20, 2016, including department budgets that were submitted over the finance

committee guidelines or that requested items on their attachment.

Jon Guido moved to rescind the previous vote on the Historical Commission “Essential Unfunded” budget request of \$4,950 to be added to the base budget and approve only the base budget of \$450, seconded by Eric Menzer. Voted in favor 7-0. Discussion: Jon Guido will contact the Historical Commission.

Che Elwell recommended positive action on the base budgets for Police, COA and Insurance, seconded by Mike Hartmann. Voted in favor 7-0.

VI. 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.

Annual Town Meeting Warrant Article	Finance Committee Member
Article	Initials
2	KD
3	MH
4	LR
5	DW
6	DW
7	MH
8	CE
9	KD
10	LR
11	KD
12	MH
13	DW
14	KD
15	CE
16	KD
17	MH
18	MH
19	EM
20	JG
21	JG
22	JG
23	JG
24	CE
25	CE
26	MH
27	LR
28	LR
29	KD
30	KD

31	LR
32	MH
33	MH
34	KD
35	EM
36	KD
37	LR
38	LR
39	KD
40	LR
41	LR
42	LR
43	KD
44	KD
45	KD
Special Town Meeting	Finance Committee Members
Article	Initials
2	KD
3	KD
4	LR
5	LR
6	CE
7	EM

VII. Town Meeting Warrant Article Recommendations: The committee reserved the right to supersede or modify the following actions by future vote.

Annual Town Meeting Warrant Articles pending recommendations from the Committee are Articles first, second, third, fourth, seventh, fifteenth, sixteenth, twentieth, twenty-first, twenty-second, twenty-third, twenty-fourth, twenty-fifth, twenty-sixth, twenty-seventh, twenty-eighth, thirty-fourth, thirty-fifth, thirty-sixth, thirty-seventh, thirty-eighth, fortieth, forty-first, forty-second, forty-third, forty-fourth, and forty-fifth.

In a series of motions, the Finance Committee voted actions on the following Annual Town Meeting Warrant Articles as numbered in the attached draft warrant;

By motion of Dana Warren, seconded by Lou Ross, the Finance Committee recommends positive action on Masconomet Regional School District Budget,

Article Fifth, voted in favor 7-0.

By motion of Che Elwell, seconded by Jon Guido, the Finance Committee recommends positive action on Lease of Emerson Field, Article Eighth, voted in favor 7-0.

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee recommends positive action on Grant Authorization for Town Projects, Article Ninth, voted in favor 7-0.

By motion of Lou Ross, seconded by Che Elwell, the Finance Committee recommends positive action on Mass Department of Transportation Contracts (Ch. 90), Article Tenth, voted in favor 7-0.

By motion of Mike Hartmann, seconded by Dana Warren, the Finance Committee recommends positive action on Annual Engineering & Landfill Monitoring, Article Eleventh, voted in favor 7-0.

By motion of Dana Warren, seconded by Lou Ross, the Finance Committee recommends positive action on Tri-Town Council on Youth and Family Services, Article Twelfth, voted in favor 7-0.

By motion of Dana Warren, seconded by Lou Ross, the Finance Committee recommends positive action on Senior Care, Article Thirteenth, voted in favor 7-0.

By motion of Mike Hartmann, seconded by Dana Warren, the Finance Committee recommends positive action on Park Revolving Fund, Article Seventeenth, voted in favor 7-0.

By motion of Mike Hartmann, seconded by Eric Menzer, the Finance Committee recommends positive action on Cemetery Revolving Fund, Article Eighteenth, voted in favor 7-0.

By motion of Eric Menzer, seconded by Mike Hartmann, the Finance Committee recommends positive action on Conservation Commission Revolving Fund, Article Nineteenth, voted in favor 7-0.

By motion of Dana Warren, seconded by Eric Menzer, the Finance Committee recommends positive action on Town Hall Project- Appropriation & Borrowing Authorization, Article Twenty-ninth, voted in favor 4-1-2. Discussion focused on the need for a renovated and expanded Town Hall; both pros & cons were discussed.

By motion of Dana Warren, seconded by Lou Ross, the Finance Committee recommends positive action on Town Hall Project- Transfer of Custody and Purpose for Portion of Abutting Land, Article Thirtieth, voted in favor 7-0.

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee

recommends positive action on Water Treatment Plant Project- Land Easement, Article Thirty-first, voted in favor 7-0.

By motion of Mike Hartmann, seconded by Che Elwell, the Finance Committee recommends positive action on Dog Licenses MGL 140 s.139 (c) (Town Clerk), Article Thirty-third, voted in favor 7-0.

By motion of Eric Menzer, seconded by Dana Warren, the Finance Committee recommends no action on Fire Chief Rescind Acceptance of MGL 164 s. 134, Article Thirty-fifth, voted in favor 7-0. Discussion included whether non-Fire Department personnel had the background to properly run the department.

By motion of Dana Warren, seconded by Lou Ross, the Finance Committee recommends no action on Citizen Petition: New Bylaw- 25 Voters for Secret Ballot at Town Meeting, Article Thirty-ninth, voted in favor 7-0. The FinCom discussed the impact on the length of Town Meeting.

VIII. Upcoming Meeting Schedule: The next meetings of the Committee will be held on March 28th and, if needed, March 29th, respectively, at 7:00 PM in the Proctor School Teacher's Lounge.

IX. Adjourn: A motion was made by Dana Warren to adjourn at 9:41 PM, seconded by Lou Ross and voted in favor 7-0-0.

Respectfully submitted,

Jennifer Davis

Attachments: Article III Vote Tracker, Preliminary List of Warrant Articles, Council on Aging Memo.