



Topsfield Finance Committee

Minutes to the Meetings June 29, 2016

- I. Call to Order:** Chair Karen Dow called the meeting to order at 7:08 PM with Che Elwell, Lou Ross and Dana Warren present. Jon Guido, Mike Hartmann, and Eric Menzer were not present. Also present: Steve Whelan, Town Moderator.
- II. Minutes:** Dana Warren made a motion to accept the minutes, as amended from April 25, 2016. Lou Ross seconded the motion, voted in favor 4-0. A motion to accept the May 3, 2016, minutes of the joint meeting of the Board of Selectmen and Finance Committee was made by Dana Warren, seconded by Che Elwell, voted in favor 4-0.
- III. Final Reserve Fund Transfer Requests:**
 - a. David Bond, Highway Superintendent, submitted a Reserve Fund Transfer request totaling \$2,000.00 to Highway Wages Overtime from the Reserve Fund to be used for unforeseen, significant overtime due to the Route 97 paving project. Also, a temporary inspector for quality control needed to be hired. Lou Ross made a motion to approve the request of \$2,000.00 from Reserve Fund to Highway Wages Overtime, seconded by Che Elwell and voted in favor 4-0.
 - b. David Bond, Highway Superintendent, submitted a Reserve Fund Transfer request totaling \$1,200.00 to Street Lights- Other from the Reserve Fund to be used for expected shortfall for street lights and site lighting at town facilities, due to an increase in National Grid rates. Lou Ross made a motion to approve the request of \$1,200.00 from Reserve Fund to Street Lights- Other, seconded by Dana Warren and voted in favor 4-0.
 - c. Gregory Krom, Superintendent, submitted a transfer request totaling \$2,529.16 from Water Enterprise Reserve Fund to Salary- Superintendent due to a mid-year step increase. Lou Ross made a motion to approve the request of \$2,529.16 from Water Enterprise Reserve Fund to be transferred to Salary- Superintendent, seconded by Dana Warren and voted in favor 4-0.

IV. Summer Authorization of the Chair: A motion was made by Dana Warren 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 4-0.

V. Membership Terms Review: Karen Dow will renew her term and serve on the Committee another three years. Dana Warren will renew his term and serve on the Committee another three years.

VI. Signoff on Conflict of Interest Law: All members present submitted the Conflict of Interest Law form to Karen Dow. Jennifer Davis will pass them in to Ann Gill at Town Hall.

V. Upcoming Meeting Schedule: The FY2018 Finance Committee Reorganization meeting will be held in September 2016.

VII. Adjourn: A motion was made by Dana Warren to enter into Executive Session and close the Open Session at 7:33 PM, seconded by Lou Ross and voted in favor 4-0-0 by a roll call vote, with Dana Warren, Che Elwell, Lou Ross and Karen Dow each voting aye.

Respectfully submitted,

Jennifer Davis

Attachments:

None