



Topsfield Finance Committee
Minutes to the Meetings
November 14, 2016

I. Call to Order: Karen Dow, Chairman, called the meeting to order at 7:02 PM, with Che Elwell, Jon Guido (arrived at 7:05), Mike Hartmann, Eric Menzer. Lou Ross, and Dana Warren present. Also present: Kellie Hebert, Town Administrator; Catherine Gabriel-Heusser, Town Accountant; and resident Dick Gandt,

II. Minutes of November 7, 2016: Che Elwell made a motion to accept the November 7, 2016 minutes as drafted, seconded by Lou Ross. Karen Dow abstained as she wasn't present for the meeting. Voted in favor 6-0-1.

II. Model Version 1.1: Mike Hartmann presented Version 1.1 of the FY2018 Finance Committee Recap sheet. A discussion amongst Finance Committee Members followed.

III. Town Administrator Personnel Recommendations: Kellie Hebert made a Personnel recommendation for FY2018, for non-represented personnel of 2% cost of living, plus steps when available based on performance. Kellie is unsure of Capital Items at this point. She will be meeting with the finance team as well as Bob Mahoney (UMass-Boston Collins Center) to prioritize capital requests and will discuss with Finance Committee Members at a future meeting.

IV. FY2018 Finance Committee Budget Guidelines: Chairman Karen Dow distributed the FY2017 Town of Topsfield Finance Committee Budget Guidelines as a starting point for FY2018 guidelines. There was a committee discussion of proposed guidelines for FY2018, similar to those for FY2017. Jon Guido made a motion to adopt the Proposed FY2018 Finance Committee Budget Guidelines with revisions discussed and authorized the chairman to finalize the FY2018 letter to department heads, seconded by Che Elwell and voted in favor 7-0.

V. New Business: Greenbelt discussion continued. Dana Warren noted that the purchase price of the 44acre parcel in Town is \$900,000. Greenbelt is seeking \$500,000 from state/municipal sources. Finance Committee members would like Greenbelt to come to a future meeting to discuss.

VI. Upcoming Meeting Schedule: The next two meetings of the Committee will occur on December 12th, 2016 and January 9th, 2017 respectively, at 7:00 PM in the Proctor School Teachers' Lounge.

VII. Adjourn: Dana Warren made a motion to adjourn at 8:43 PM, seconded by Eric Menzer and voted in favor 7-0.

Respectfully submitted,
Jennifer Davis

Attachments: FY2018 Recap Worksheet Version 1.1