



Topsfield Finance Committee
Minutes to the Meetings
December 12, 2016

I. Call to Order: Karen Dow, Chairman, called the meeting to order at 7:04 PM, with Che Elwell, Mike Hartmann, Eric Menzer. Lou Ross, and Dana Warren present. Jon Guido was not present. Also present: Kellie Hebert, Town Administrator; Catherine Gabriel-Heusser, Town Accountant; Boyd Jackson, Town Selectman; Barbara Michalowski, Town Treasurer; and Dick Gandt. Also present from the Collins Center: Anthony Torrisi, Monica Lamboy, and Bob Rooney.

II. Minutes of November 14, 2016: Lou Ross made a motion to accept the November 14, 2016 minutes, with amendments, seconded by Che Elwell. Voted in favor 6-0-0.

III. Capital Planning Update with UMB Collins Center Consultants 7:00-7:57: Bob Rooney, Collins Center Consultant, presented an overview of the Financial Tool for Capital Planning to Finance Committee members. He discussed why a Capital Improvement Plan is beneficial to the Town. He also went through the steps needed to create the plan. Currently they are reviewing Capital Priorities with department heads. They hope to review the plan with Town Officials in January and present a final plan in early February.

IV. Donibristle Farm Update with Chris LaPointe, Essex County Greenbelt: Chris was unable to attend due to a conflict. He will attend the January 9th meeting.

V. FY2018 Finance Committee Department Budget: The proposed FY2018 Finance Committee Budget was presented and reviewed by the Committee. A motion was made by Dana Warren ratifying the submission for the Finance Committee Budget to the Town Accountant on behalf of the Committee. Eric Menzer seconded the motion, voted in favor 6-0.

Details:

Total Wages: \$ 1,370.88

Total Other: \$ 395.00

Grand Total: \$ 1,765.88

VI. Department Budgets: Preliminary news (if any), Che Elwell briefly discussed health insurance. Che and Kellie Hebert will be attending the next Board of Selectmen meeting to discuss the health insurance negotiation process.

VII. Other Business: Dana Warren noted that representatives from Masconomet will be at the next finance committee meeting to discuss the phone/bell system in the school.

VIII. Upcoming Meeting Schedule: The next meetings of the Committee will occur on January 9th, 23rd & 30th, 2017, and February 6th, 13th & 27th, 2017 respectively, at 7:00 PM in the Proctor School Teachers' Lounge.

IX. Adjourn: Lou Ross made a motion to adjourn at 8:34 PM, seconded by Eric Menzer and voted in favor 6-0.

Respectfully submitted,
Jennifer Davis

Attachments: The Beacon, Senior Scoop