



Topsfield Finance Committee
Minutes to the Meetings
January 9, 2017

- I. Call to Order:** Chairman Karen Dow called the meeting to order at 7:04 PM with Che Elwell, Jon Guido, Michael Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Also present: Kellie Hebert, Town Administrator (left at 7:25 PM); Catherine Gabriel, Town Accountant; Bill Hodges, Masco School Committee member (left at 8:00PM); Kevin Lyons, Masco Superintendent (left at 8:00PM); Phil Knowles, Chairman of the Board of Water Commissioners (left at 7:30PM); Greg Krom, Superintendent of the Water Department (left at 7:30PM); and Chris LaPointe, Essex County Greenbelt (left at 8:55PM). Also present: Town residents Dick Gandt, Martha Sanders, Mark Liptak, Stephen and Francee Longmuir, Betsy Dempsey, and Daniel Shugrue.
- II. Minutes:** Dana Warren made a motion to accept the minutes from December 12, 2016. Che Elwell seconded the motion, voted in favor 6-0-1. Jon Guido abstained as he wasn't present for the meeting.
- III. Water Department Reserve Fund Transfer Request: 7:00PM- 7:30PM**
Greg Krom & Phil Knowles discussed the Water Main Capital Plan - River Road summary. They explained that River Road has had multiple water main breaks in the recent past, and they are becoming more frequent. They are requesting approval of a \$50,000 reserve fund expenditure to cover the design cost of the water main development. Lou Ross made a motion to approve the expenditure of \$50,000 from the Water Reserve Fund for the engineering design project. Eric Menzer seconded the motion, voted in favor 7-0.
- IV. Masconomet Budget and Capital Project Update: 7:30PM- 8:00PM**
In FY16 Habeeb Associates conducted a comprehensive capital facilities assessment to better understand current conditions of the systems at Masco and to also help plan for capital costs in the future. Bill Hodges and Kevin Lyons presented some of the most critical capital projects that Masco is seeking funding for in the next year. A discussion followed. The final report conducted by Habeeb Associates will be available February 1st, and Bill will forward it along to Dana. The discussion will continue at a future meeting.

V. Donibristle Farm update with Chris LaPointe, Essex County Greenbelt:

8:00PM- 8:55PM Chris LaPointe presented an update on acquiring Donibristle Farm. Greenbelt has raised \$150,000 in private funding to date. They have until June to reach their goal of \$400,000, with another \$500,000 to come from Town funds and/or state and federal grants to cover the purchase price of \$900,000. A discussion was held about some of the grant options available. Some of the residents present expressed strong feelings about preserving the land as open space; they don't want to see the land developed. Chris will be attending a future Board of Selectmen meeting and he will also follow up with the finance committee at a future meeting.

In light of this discussion, Karen Dow stated that the reason for non-disclosure of the executive session minutes of 6/29/16 no longer applied. Lou Ross made a motion to release the executive session minutes of 6/29/16, seconded by Che Elwell, voted in favor 7-0.

VI. Department Budgets: Liaison Reports a brief discussion was held on some of the budgets noting and discussing any deviations from guidelines. Karen will ask Kellie Hebert to send an email to department heads to see if anyone would like to attend a future meeting to discuss their budget. Karen noted that liaison reports should be complete by the January 23rd & 30th meetings.

VII. Upcoming Meeting Schedule: The next four meetings of the Committee will be held on January 23rd, January 30th, February 6th, and February 13th, respectively, at 7:00 PM in the Proctor School Teacher's Lounge.

VIII.Adjourn: A motion was made by Dana Warren to adjourn at 9:35 PM, seconded by Eric Menzer and voted in favor 7-0.

Respectfully submitted,

Jennifer Davis

Attachments: The Beacon, Municipal Advocate, River Road Budget Estimate and Maps, Masco RSD Safety and Security Warrant Article for Consideration in FY18.