



Topsfield Finance Committee
Minutes to the Meetings
January 23, 2017

I. Call to Order: Chairman Karen Dow called the meeting to order at 7:02 PM with Che Elwell, Jon Guido, Michael Hartmann, Lou Ross, and Dana Warren present. Eric Menzer was not present. Also present: Catherine Gabriel, Town Accountant.

II. Minutes: Dana Warren made a motion to accept the minutes from January 9, 2017. Lou Ross seconded the motion, voted in favor 6-0-0.

III. Department Budgets: Liaison Reports: Each liaison present gave an overview of his or her budgets, noting and discussing any deviations from guidelines and any “essential unfunded” items. Clarification on a few items will be pursued by the relevant liaison.

IV. Project Reports from Liaisons:

- a. **Town Hall-** Karen reported that the town hall project is in the design phase, and they are in the process of hiring a construction manager. Staying within the project budget is a goal of the design phase.
- b. **Water Treatment-** Lou reported that the water department operating budget includes the first payment on the cost of treatment plant design. If the treatment plant construction cost passes Town Meeting, paying off the design cost would then be part of the total borrowing. The plant could be bonded at up to 40 years, as that is the expected life.
- c. **School Building Envelope-** No new info at this time. The school committee is working on creating a presentation to share with the public. Jon Guido will request that they attend a future meeting to discuss.
- d. **Masconomet Safety Projects-** Dana handed out a Draft Safety and Security Warrant Article being circulated around the three towns by the Masco School Committee. Dana will set up a time for the Masco School Committee to come and discuss further.

V. Schedule Department Head Budget Presentations: The committee discussed scheduling of Department Head Presentations. Karen noted that Kellie Hebert notified department heads that are over guidelines to set up a

time to discuss their budgets with the committee; Sue Winslow in the Selectmen's Office is coordinating. Anyone else who would like to come discuss is welcome to do so as well.

VI. New Business: Mike Hartmann handed out the Recap Sheet for v2.0 of the Model. A discussion followed.

VII. Upcoming Meeting Schedule The next meetings of the Committee will be held on 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 9:07 PM, seconded by Lou Ross and voted in favor 6-0-0.

Respectfully submitted,

Jennifer Davis

Attachments: Library Assistants handout, Masco Preliminary Thumbnail Sketch for FY18, and DRAFT Masco Safety and Security Warrant Article.