



Topsfield Finance Committee  
Minutes to the Meetings  
January 30, 2017

- I. Call to Order:** Chairman Karen Dow called the meeting to order at 7:00 PM with Che Elwell, Jon Guido, Michael Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Also present: Kellie Hebert, Town Administrator; Catherine Gabriel, Town Accountant; Barbara Michalowski, Town Treasurer (left at 7:45PM); Beth Willis, Assistant Town Clerk (left at 8:10PM); and Dick Gandt.
- II. Minutes:** Dana Warren made a motion to accept the minutes from January 23, 2017. Che Elwell seconded the motion, voted in favor 6-0-1. Eric Menzer abstained as he was not present for the meeting.
- III. Remaining Department Liaison Budget Reviews:** Continued discussion of budgets, noting any deviations from guidelines. The following departments will be scheduled for February 6<sup>th</sup>, 2017:
- a. Police
  - b. Fire
  - c. Elementary
- IV. Department Head Budget Presentations:**
- Treasurer: 7:00PM- 7:45PM,** Barbara Michalowski, Treasurer, discussed increasing the Payroll Benefits Coordinator's hours. Currently it is a 34 hour/week position. She is requesting it increases to a 38 hour/week position. It would be a \$5,410 increase. She feels given the increase in responsibilities outlined in the handout she provided, the increase is needed. She also noted that the increase in hours was supported last year by the Board of Selectmen, however funding was not requested because it was too close to Town Meeting. A discussion followed.
- Town Clerk: 7:45PM- 8:10PM,** Mike Hartmann introduced Beth Willis, Assistant Town Clerk. Ann Gill has left the position of Town Clerk. Kellie Hebert noted that she will be making a recommendation to the Board of Selectmen pertaining to the open Town Clerk position soon. A short discussion followed, discussing a request for a reclassification of the Town Clerk position due to the Public Records Law mandate and the Town Clerk role assignment as Records Access officer. Due to the new law there is also a request to increase the Assistant Clerk's hours from 19 to 30 hours/week.
- Accountant: 8:10PM,** Catherine Gabriel, Town Accountant, discussed a request for an increase of \$1,100 in the budget for a color printer that

would be used for numerous reports that are easier to review in color. She is also requesting a new binding machine to replace an old outdated, broken machine. A discussion followed.

**V. New Business:** Mike Hartmann reported that he will have an updated version of the model by the end of February.

Kellie Hebert will be meeting with the Board of Selectmen to discuss Capital Planning. Once the Town Meeting Warrant closes February 6<sup>th</sup>, she will have an update. Kellie also noted that Richard Harris is the Interim Fire Chief while the Town is in the process of searching for a Fire Chief.

**VI. Upcoming Meeting Schedule:** The next meetings of the Committee will be held on February 6<sup>th</sup>, February 13<sup>th</sup>, and February 27<sup>nd</sup>, respectively, at 7:00 PM in the Proctor School Teacher's Lounge.

**VII. Adjourn:** A motion was made by Dana Warren to adjourn at 9:02 PM, seconded by Lou Ross and voted in favor 7-0-0.

Respectfully submitted,

Jennifer Davis

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Attachments: Payroll Benefits Coordinator hand-out, Binding machine handout.