



Topsfield Finance Committee

Minutes to the Meetings March 29, 2017

I. Call to Order: Chair Karen Dow called the meeting to order at 7:05 PM with Che Elwell, Jon Guido, Mike Hartmann, Eric Menzer, and Lou Ross present. Dana Warren was not present. Also present: Catherine Gabriel, Town Accountant; Interim Fire Chief Richard Harris; Police Chief Haglund; Kellie Hebert, Town Administrator; and Steve Whelan, Town Moderator. Also present were members of the public: David Larson, Heidi Fox, Martha Morrison, Jeanine Cunniff, and Dick Gandt.

II. Minutes: Minutes will be voted at the next meeting.

III. Department Budget Review and Approval: The Committee reserves the right to supersede or modify the following Department budget approvals by future vote.

Eric Menzer made a motion to reduce the Debt Service Budget to \$1,084,204, seconded by Che Elwell, voted in favor 6-0. This supersedes the previous vote.

The Finance Committee reviewed the Unfunded Essential Budget Requests, date March 28, 2017:

Che Elwell recommended positive action on Payroll Coordinator Wages, Item #2, for the amount of \$5,410, seconded by Eric Menzer, voted in favor 4-2. This would increase the Payroll Coordinator's hours from 34 to 38.

Eric Menzer recommended positive action on Assistant Clerk Wages, Item# 4, for the amount of \$13,634, seconded by Che Elwell, so voted 3-3. Therefore, this did not pass, but would have increased the Assistant Clerk hours from 19 to 30.

Eric Menzer recommended positive action on Police Wages- Captain Position, Item#5, for the amount of \$15,000, seconded by Che Elwell, so voted 3-3. This would add a non-union captain position.

Jon Guido recommended positive action on Police Wages- Captain Position, Item #5, for the amount of \$7,500, seconded by Che Elwell, voted in favor 6-0. This supersedes the previous vote. This amended amount would be for a January 1 start in the first year, and the full amount of \$15,000 the second year.

Jon Guido recommended no action on COA Salary- Director, Item #11, for the amount of \$7,709, and COA Wages- Secretary, Item #14, for the amount of \$3,234, seconded by Lou Ross, so voted 2-4.

Eric Menzer recommended positive action on COA Salary- Director, Item #11, for the amount of \$7,709, seconded by Mike Hartmann, voted in favor 4-2. This supersedes the previous vote. This would increase the Director's hours to 40 hours.

Eric Menzer recommended positive action on COA Wages- Secretary, Item#14, for the amount of \$3,234, seconded by Mike Hartmann. This supersedes the previous vote.

Eric Menzer moved to rescind the previous motion on COA Wages- Secretary, Item #14, for the amount of \$3,234 and to only approve \$850, for the new title with the possibility of additional hours if grant funds are available, seconded by Jon Guido, voted in favor 6-0. This would change the COA Secretary position to an Administrative Assistant Position.

Eric Menzer recommended no action on P&C Wages, Item #15, seconded by Jon Guido, voted in favor 6-0.

IV. Town Meeting Warrant Article Assignments: Responsibility for review of specific Town Meeting Articles and presentation of them at Town Meeting were assigned as listed below.

Annual Town Meeting Warrant	Finance Committee Member
Article	Initials
1	KD
2	KD
3	MH
4	LR
5	DW
6	DW
7	DW
8	KD
9	LR
10	LR
11	LR
12	DW
13	DW
14	CE
15	KD
16	CE

17	LR
18	LR
19	JG
20	LR
21	CE
22	CE
23	CE
24	CE
25	EM
26	EM
27	LR
28	LR
29	LR
30	JG
31	LR
32	LR
33	LR
34	LR
35	LR
36	EM
37	LR
38	KD
39	KD
40	CE
41	KD
Special Town Meeting	Finance Committee Members
Article	Initials
1	
2	KD
3	KD
4	KD
5	JG
6	DW

Town Meeting Warrant Article Recommendations: The committee reserved the right to supersede or modify the following actions by future vote.

In a series of motions, the Finance Committee voted actions on the following Annual Town Meeting Warrant Articles as numbered in the attached draft warrant, dated March 29, 2017;

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee recommends positive action on Amend Zoning Bylaw, Article III, Section 3.15 Additional Accessory Uses, Article Thirty-First, voted in favor 6-0.

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee recommends positive action on Temporary Moratorium on Recreational Marijuana Establishments, Article Thirty-Second, voted in favor 6-0.

By motion of Lou Ross, seconded by Mike Hartmann, the Finance Committee recommends positive action on Amend Zoning ByLaw Article I, Definitions, Article Thirty-Third, voted in favor 6-0.

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee recommends positive action on Amend Town of Topsfield Table of Dimensional and Density Regulations, Article Thirty-Fourth, voted in favor 5-1. Discussion: Martha Morrison said that this article would affect new developments and not already existing lots. Lou Ross expressed that this article may appear as “anti-development” approach to some and could take away from the value of land owners.

By motion of Lou Ross, seconded by Jon Guido, the Finance Committee recommends no action on Citizen Petition: 333 Perkins Row As Elderly Housing District, Article Thirty-Fifth, voted in favor 6-0.

By motion of Jon Guido, seconded by Lou Ross, the Finance Committee recommends positive action on Special Indemnity Leave Fund, Article Seventeenth, voted in favor 6-0.

In a series of motions, the Finance Committee voted actions on the following Special Town Meeting Warrant Articles as numbered in the attached draft warrant, dated March 29, 2017;

Special Town Meeting Warrant Articles pending recommendations from the Committee are Articles Second and Third.

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee recommends positive action on PEG Access and Cable Related Fund, Article Fourth, voted in favor 6-0.

By motion of Jon Guido, seconded by Che Elwell, the Finance Committee recommends no action pending further review on Student Information Management Software for Tri-Town School Union, Article Fifth, voted 6-0.

By motion of Eric Menzer, seconded by Lou Ross, the Finance Committee recommends positive action on Programming Space for Council on Aging Services and Activities, Article Sixth, voted in favor 6-0.

By motion of Jon Guido, seconded by Che Elwell, the Finance Committee recommends positive action on Free Cash, in the amount of \$176,419 to reduce

the tax levy for Fiscal Year 2018, Article Forty-First of the Annual Town Meeting warrant, voted in favor 6-0.

V. Finance Committee Letter: Che Elwell made a motion, seconded by Lou Ross to authorize Karen Dow to edit and update the Draft Finance Committee Letter, as discussed, and submit a final version to Kellie Hebert for inclusion in the Town Meeting Warrant to be mailed to all voters, voted in favor 6-0.

VI. New Business: None

VII. Upcoming Meeting Schedule: The next meeting of the Committee will be held on April 10th, 2017 at 7:00PM in the Proctor School Teacher's Lounge.

VIII. Adjourn: A motion was made by Eric Menzer to adjourn at 10:19PM, seconded by Che Elwell and voted in favor 6-0-0.

Respectfully submitted,

Jennifer Davis

Attachments: Draft Warrant- dated March 29, 2017, Essential Unfunded Sheet- dated March 28, 2017.