



Topsfield Finance Committee
Minutes to the Meetings
November 6, 2017

I. Call to Order: Karen Dow, Chairman, called the meeting to order at 7:00 PM, with Che Elwell, Jon Guido, Mike Hartmann (arrived at 7:16), Eric Menzer, Lou Ross, and Dana Warren present. Also present: Kellie Hebert, Town Administrator; Catherine Gabriel-Heusser, Town Accountant; and Steve Whelan, Town Moderator. Members of the public present: Curtis Niehaus, Libby Wilson, Kim Sherwood, Eldon Goodhue, Jerry Buckley, David Larson and several others. Kim Sherwood announced at 7:01 that she was going to be making an audio recording of the meeting.

II. Minutes of October 23, 2017: Dana Warren made a motion to accept the October 23, 2017 minutes as drafted, seconded by Lou Ross. Jon Guido abstained as he wasn't present for the entire meeting. Mike Hartmann also abstained as he wasn't present for the meeting. Voted in favor 4-0-2.

III. Town Administrator Update: Salary Grid, Capital Projects: Kellie Hebert made a Personnel recommendation for FY2019 for non-represented personnel of 2% cost of living adjustment to the grid, plus steps when available based on performance. Kellie handed out a preliminary draft of the Capital Improvement Plan. She noted that the plan is a starting point and that there is no specific prioritization on this draft list. Her next step will be meeting with Department heads to discuss priorities. A discussion followed. Karen suggested that liaisons may want to meet with department heads to discuss some of the Capital Items on the list. Kellie will be planning a Powerpoint presentation of the Capital items in the near future to the Board of Selectmen, as well as Finance Committee Members.

IV. FY2019 Budget Process:

a. Model: Karen briefly discussed Model V1.2, which Mike updated from v1.1, noting no difference in assumptions from the previous version. Mike just added a column, "FY18 with Department Category changes". He also updated the FY18 new growth number based on information from the Town Principal Assessor.

b. Guidelines: Karen will have a draft letter to hand out at the next meeting. She asked all Finance Committee members to bring any changes/additions they would like added to the Guidelines to the November 13th meeting. A general discussion followed.

V. Correspondence: Email from Eldon Goodhue requesting Finance Committee members' individual email addresses and phone numbers.

VI. Topics not reasonably anticipated by the Chair 48 hours in advance of meeting: Karen passed out information from the Town Clerk regarding updates in

the Open Meeting Law. She asked Finance Committee Members to read the material and sign the corresponding form and submit to the Town Clerk.

VII. Upcoming Meeting Schedule: The next meeting of the Committee will occur on November 13th, 2017, at 7:00 PM in the Proctor School Teachers' Lounge.

VIII. Adjourn: Dana Warren made a motion to adjourn at 8:25 PM, seconded by Eric Menzer and voted in favor 7-0.

Respectfully submitted,
Jennifer Davis

Documents Used:

Model V1.2.

Town of Topsfield Draft Capital Improvement Plan.

Certificate of Receipt of Open Meeting Law Materials Signature Form.

Explanations for the Attorney Generals' Revisions to the Open Meeting Law Regulations.

Open Meeting Law Guide.

Email from Eldon Goodhue.