



Topsfield Finance Committee  
Minutes to the Meetings  
February 5, 2018

- I. Call to Order:** Chairman Karen Dow called the meeting to order at 7:01 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; Dick Gandt, Town Selectman; Laura Zalewski, Library Director; Audrey Iarocci, Library Trustee; Police Chief Evan Haglund; Det. Sgt. Gary Hayward; Katherine Jackson, Police Dept. Executive Assistant; Bill Hodges, Masco School Committee; Kevin Lyons, Masco Superintendent; and Hagan Rivers, Chair of Masco Capital Investment Task Force. Members of the public present: David Larson, Jeanine Cunniff, Katherine Carlson, Eldon Goodhue, and approximately 8 others. Karen Dow announced at 7:01 that Jeanine Cunniff was going to make a video recording; late arrivals were notified of this recording.
- II. Minutes:** Dana Warren made a motion to accept the minutes from January 29, 2018. Che Elwell seconded the motion, voted in favor 5-0-1. Lou Ross abstained as he was not present for the meeting.
- III. Department Head Budget Presentations:**
- Library: 7:00PM-** Dana Warren, department liaison, introduced Laura Zalewski, Library Director, and Audrey Iarocci, Library Trustee. A discussion of the proposed budget followed. The department is requesting increases beyond guidelines in "other" for: library repair & maintenance unanticipated due to actual expenses; contracts for HVAC, elevator, fire, security system, and water treatment; library service bureau fee for membership in the Merrimack Valley Library Consortium increase for FY19 (Gould A pays a portion of this fee); and library network administration. A short discussion followed. The library stays on top of maintenance, using Dan Philpott as a consultant to decide what to repair when. Gould B may help with some repair costs. Dana Warren will continue to be in contact with the library.
- Police: 7:30PM-** Che Elwell, department liaison, introduced Chief Evan Haglund, Det. Sgt. Gary Hayward, and Katherine Jackson, Executive Assistant. A discussion of the proposed budget followed. The department has a 0% increase in "Other", meeting the guideline. The contractual increases discussed were \$2,500 in Police Chief Salary, \$11,344 increase for full-time officer wages, and \$54,871 increase in full time officer overtime. Sgt. Hayward noted that \$35,000 of this increase in overtime is a one-time increase and is due to a new full-time officer that will be attending the police academy. He shared his analyses of staffing levels, overtime, department programs and costs. Chief Haglund discussed the Capital items requested, a radio upgrade and the purchase of one police cruiser. Sgt. Hayward noted that the police cruisers run 24/7 and endure

a substantial amount of wear and tear. A discussion on building maintenance followed. Chief Haglund noted that currently there are some plumbing issues that are being addressed and also that the building will be painted in the spring.

**Masco: 8:00PM-** Dana Warren, department liaison, introduced Kevin Lyons, Superintendent; Bill Hodges, School Committee; and Hagan Rivers, Masco Capital Investment Task Force. A discussion on the budget process and issues followed, with the Administration's proposal to be published 2/12. A discussion of a potential proposed warrant article followed. The article would focus on preservation of building infrastructure and consists of 12 projects, cost totaling \$678,000. Masco would fund \$128,500, and \$549,500 would be divided between the 3 towns according to enrollment. (Topsfield's portion would total \$150,000). Hagan Rivers discussed the following projects: roof repairs and patching; increase size of gas pipes for HVAC system; replace air conditioning systems to protect IT; backup generator connection for central office and IT; replace a 2001 Bobcat for snow removal; replace 4 analog security cameras and install 7 new cameras; install non-skid floor and ventilation in wood shop; and replace 5 and add 5 defibrillators, includes maintenance contract for service.

**IV. Liaison-led Updates and Discussions: Operating Budgets, Revenues, Other Expenditures:** Continued discussion of budgets, noting any deviations from guidelines. The following departments will be scheduled for February 12<sup>th</sup>, 2018:

- a. Clerk
- b. Council on Aging
- c. Town Administrator
- d. Other may be scheduled

1. Lou Ross said there will be a planning board meeting on February 13<sup>th</sup>, to discuss the marijuana zoning bylaw.
2. Jon Guido mentioned he attended a school committee budget meeting. He gave a brief overview of the details of the meeting. The school committee will be attending a Finance Committee meeting in late February.

**V. Correspondence:**

**a. Letter to Editor based on Jon Guido's remarks at 1/24 Forum:** Jon Guido discussed the letter to the editor document. He emailed the document to all Finance Committee members and asked that any changes be forwarded along to him. Discussion on changes will continue at the next meeting.

**b. Review of Communications Protocols:** Karen Dow noted that members should not "reply/all" or send emails (other than scheduling and procedural) to multiple members, or express opinions in emails, as that would violate Open Meeting Law. Emails sent and received are presumed to be public records and should be retained. The FinCom chair should be copied on email responses. She also noted that requests for information and/or documents should be sent to the Town Clerk for her response to it as a public record request.

**VI. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting:** None.

**VII. Upcoming Meeting Schedule:** The next meetings of the Committee will be held on February 12<sup>th</sup>, and February 26<sup>th</sup>, respectively, at 7:00 PM in the Proctor School Teacher's Lounge.

**VIII. Adjourn:** A motion was made by Dana Warren to adjourn at 9:45 PM, seconded by Che Elwell and voted in favor 6-0-0.

Respectfully submitted,

Jennifer Davis

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Attachments: Police Department budget, Sgt. Hayward's Breakdown sheet by budget line item, police department staffing sheet by town, executive assistant and clerical position break down, reserve regular budget breakdown, prisoner watch breakdown & analysis, full time overtime breakdown, sick-time projection sheet, personal days sheet, vacation hours and cost projection sheet, comp time projection sheet, training instructor recertification sheet, regular full time shift differential sheet, reserve differential sheet, holiday/holiday comp projection, longevity Fy19, training projection sheet, training instructor cost sheet, and specialty pay projection.