



Topsfield Finance Committee
Minutes to the Meetings
March 5, 2018

I. Call to Order: Chairman Karen Dow called the meeting to order at 7:03 PM with Che Elwell, Jon Guido, Mike Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Also present: Kellie Hebert, Town Administrator; Catherine Gabriel, Town Accountant; Dick Gandt, Town Selectman; and Steve Whelan, Town Moderator. Members of the public present: David Larson, Eldon Goodhue, Jeanine Cunniff, Lynne Bermudez and approximately 2 others. Karen Dow announced at 7:03 that Jeanine Cunniff was going to make a video recording; late arrivals were notified of this recording.

II. Minutes: Minutes of February 26, 2018 will be approved 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.

Jon Guido made a motion to approve specific Article III Department base request budgets as detailed in the Omnibus budget dated January 3, 2018, excluding Police, Elementary, Masco, and Insurance, which is incorporated herein by reference, seconded by Eric Menzer, voted in favor 7-0.

Karen asked Mike Hartmann to create an Article III vote tracker, so it could be printed for the next meeting on Monday, March 12th.

Kellie Hebert reported that the FY19 Health Insurance budget will have a 0% increase.

Lou Ross discussed a reserve fund transfer request from Dave Bond for the tree work budget. Lou will contact Dave to get the information for the next meeting.

Dana Warren discussed the Masco budget, noting a 6.3% increase for the currently proposed FY19 budget. The Masconomet school committee will be continuing deliberations on Wednesday, March 7th, and Monday, March 12th. Dana will reach out Masco to set up a time for them to discuss the budget further with the FinCom.

A lengthy discussion amongst FinCom members & Kellie Hebert followed in regards to Salary & Wages. FinCom members would like to see an analysis to help better understand the Salary & Wage structure and how it compares to other surrounding towns.

IV. Town Meeting Warrant Articles:

a. 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	JG
3	MH
4	LR
5	DW
6	DW
7	DW
8	KD
9	LR
10	LR
11	JG
12	DW
13	CE
14	CE
15	CE
16	LR
17	KD
18	LR
19	CE
20	EM
21	EM
22	MH
23	JG
24	JG
25	CE
26	MH
27	DW
28	JG
29	MH
30	LR
31	LR
32	LR
33	LR
34	LR
35	LR
36	EM
37	EM
38	LR
39	LR
40	LR
41	LR
42	KD

Special Town Meeting	Finance Committee
Article	Members
	Initials
1	
2	KD
3	JG
4	DW
5	MH
6	CE
7	CE
8	KD
9	KD
10	LR

b. Recommendations The committee reserved the right to supersede or modify the following actions by future vote.

Annual Town Meeting Warrant Articles pending recommendations from the Committee are as follows: Articles first, second, third, fourth, fifth, sixth, seventh, sixteenth, seventeenth, eighteenth, twentieth, twenty-second, twenty-third, twenty-fourth, twenty-fifth, twenty-sixth, twenty-seventh, twenty-eighth, twenty-ninth, thirtieth, thirty-first, thirty second, thirty-third, thirty-fourth, thirty-fifth, thirty-sixth, thirty-seventh, thirty-eighth, thirty-ninth, fortieth, forty-first, and forty- second, as numbered in the attached draft warrant, dated March 2, 2018.

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 2, 2018:

By motion of Jon Guido, seconded by Lou Ross, the Finance Committee recommends positive action on Grant Authorization, Article Eighth, voted in favor 7-0.

By motion of Dana Warren, seconded by Lou Ross, the Finance Committee recommends positive action on MassDOT Contracts-Ch 90 Authorization to spend, Article Ninth, voted in favor 7-0.

By motion of Lou Ross, seconded by Jon Guido, the Finance Committee recommends positive action on Lease of Emerson Field, Article Tenth, voted in favor 6-0-1 (Mike Hartmann abstained).

By motion of Jon Guido, seconded by Lou Ross, the Finance Committee recommends positive action on Tri-Town Council on Youth and Family Services, Article Eleventh, voted in favor 7-0.

By motion of Dana Warren, seconded by Lou Ross, the Finance Committee

recommends positive action on Senior Care, Article Twelfth, voted in favor 7-0.

By motion of Che Elwell, seconded by ???, the Finance Committee recommends positive action on Compensated Absences Fund, Article Thirteenth, voted in favor 7-0.

By motion of Che Elwell, seconded by Eric Menzer, the Finance Committee recommends positive action on Unemployment Compensation Fund, Article Fourteenth, voted in favor 7-0.

By motion of Che Elwell, seconded by Lou Ross, the Finance Committee recommends positive action on Special Indemnity Leave Fund, Article Fifteenth, voted in favor 7-0.

By motion of Lou Ross, seconded by Jon Guido, the Finance Committee recommends positive action on Water Tank Inspections- Water Enterprise, Article Sixteenth, voted in favor 7-0.

By motion of Che Elwell, seconded by Eric Menzer, the Finance Committee recommends positive action on Police SUV Patrol Cruiser, Article Nineteenth, voted in favor 6-0-1. Discussion: FinCom members discussed whether there could be more of an analysis to see if a vehicle could be used for a longer period of time and what the cost of repairs would be, compared with the cost of a new vehicle.

By motion of Eric Menzer, seconded by Mike Hartmann, the Finance Committee recommends positive action on Fire Personal Protective Equipment, Article Twenty-Second, voted in favor 7-0.

By motion of Lou Ross, seconded by Che Elwell, the Finance Committee recommends positive action on Amend General By-Law: Chapter XXV- Delinquent Taxpayers License & Permits, Article Twenty-Ninth, voted in favor 7-0.

V. Correspondence:

a. Letter to Editor based on Jon Guido's remarks at 1/24 Forum: Jon Guido passed out the approved letter to the editor for all members to sign. A discussion followed. Jen Davis will post the letter to the town website.

b. Emails were received pertaining to Boxford and Middleton Finance Committee guidelines.

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 March 12th, March 13th, March 19th, and March 26th, respectively, at 7:00 PM in the Proctor School Teacher's Lounge.

VIII. Adjourn: A motion was made by Dana Warren to adjourn at 9:41 PM, seconded by Jon Guido and voted in favor 7-0-0.

Respectfully submitted,

Jennifer Davis

Attachments:

1. Agenda
2. FinCom letter to the editor
3. Draft warrant dated March 2, 2018