



Topsfield Finance Committee
Minutes to the Meetings
March 22, 2018

- I. Call to Order:** Chair Karen Dow called the meeting to order at 7:06 PM with Jon Guido, Mike Hartmann, Eric Menzer, and Lou Ross present. Che Elwell and Dana Warren were not present. Also present: Catherine Gabriel, Town Accountant; Kellie Hebert, Town Administrator; Police Chief Haglund; Sgt. Hayward; Katherine Jackson, Police Executive Assistant; Fire Chief Jen Brown; Phil Knowles, Water Commissioner; and Greg Krom, Water Department. Members of the public present: David Larson, Eldon Goodhue, Jeanine Cunniff, Heidi Fox, Toni Pizzanato-Hatfield, Dick Gandt Selectman; and approximately 2 others. Karen Dow announced at 7:06 that Jeanine Cunniff was going to make a video recording; late arrivals were notified of this recording.
- II. Minutes:** Minutes of March 12, 2018 and March 19, 2018 will be approved at the next meeting.
- III. Department Head Budget, Presentations, including:**
- a. **Police (7:00PM)**- Chief Haglund discussed the updated budget, noting that the full-time officer contract has been signed and adjustments have been made accordingly, with funding moved from the general salary reserve to police wage line items. A brief discussion on vehicle replacement followed. The Finance Committee will vote the police budget at the next meeting.
 - b. **Fire (7:30PM)**- Chief Brown discussed some of the revisions to the Fire budget. She reported that both full time and call fire fighters have agreed on a contract. The budget has been adjusted accordingly, with funding moved from the general salary reserve to fire salary and wage line items. The agreement includes a stipend payment to up to 3 call firefighters who commit to being available on any given overnight shift. A brief discussion on fire alarm monitoring followed.
 - c. **Water (8:00PM)**- Greg Krom briefly discussed the revisions made to the Water budget. He also gave a brief update on the water treatment plant; pipes have been installed in the ground, and the first floor and walls are being constructed now. The plant is scheduled to be complete in early 2019.
- IV. Department Budget Review and Approval:** The Committee reserves the right to supersede or modify the following Department budget approvals by future vote.

Eric Menzer recommended positive action on the base Fire Department budget, in the amount of \$761,771, seconded by Jon Guido, voted in favor 4-1.

Jon Guido recommended positive action on Debt Service Budget, for the amount of \$1,169,200, seconded by Mike Hartmann, voted in favor 5-0.

Jon Guido recommended positive action on Salary Reserve- \$25,000, seconded by Lou Ross, voted in favor 5-0.

Eric Menzer recommended positive action on Pension- Essex County Retirement Fund, for the amount of \$1,400,341, seconded by Mike Hartmann, voted in favor 5-0.

Eric Menzer recommended positive action on Insurance- Unclassified, for the amount of \$42,277, seconded by Mike Hartmann, voted in favor 5-0.

Jon Guido recommended positive action on Insurance- Base Budget, for the amount of \$344,425, seconded by Eric Menzer, voted in favor 5-0.

Lou Ross recommended positive action on Medicare Tax Increase, for the amount of \$8,649, seconded by Eric Menzer, voted in favor 5-0.

Lou Ross recommended positive action on Workers' Comp, for the amount of \$13,634, seconded by Eric Menzer, voted in favor 5-0.

Lou Ross recommended positive action on Prop Liability, for the amount of \$20,592, seconded by Eric Menzer, voted in favor 5-0.

Mike Hartmann recommended positive action on Selectmen Salary & Wage Budget, for the amount of \$260,411, seconded by Eric Menzer, voted in favor 5-0.

The Finance Committee reviewed the List of Requests over 0% "Other" Finance Committee Guidelines, dated March 22, 2018.

Lou Ross recommended positive action on Fire Professional Services, for the amount of \$2,500, seconded by Eric Menzer, voted in favor 5-0.

Lou Ross recommended positive action on Clerk Wages- Temporary, for the amount of \$5,000, seconded by Eric Menzer, voted in favor 5-0.

Lou Ross recommended positive action on Parks & Cemeteries- Fire Alarm Monitoring, for the amount of \$1,000, seconded by Jon Guido, voted in favor 5-0.

Mike Hartmann recommended positive action on TRS Wage Longevity, for the amount of \$750, seconded by Jon Guido, voted in favor 5-0.

V. Town Meeting Warrant Article 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 fifth, sixth, seventh, seventeenth, twenty-fourth, twenty-fifth, twenty-sixth, thirty-first, thirty-ninth, and fortieth, as numbered in the attached draft warrant, dated March 22, 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 22, 2018:

By motion of Jon Guido, seconded by Lou Ross, the Finance Committee recommends positive action on Balance Transfers, in the amount of \$76,006, Article Second, voted in favor 5-0

By motion of Lou Ross, seconded by Mike Hartmann, the Finance Committee recommends positive action on Water Enterprise Fund, Article Fourth, voted in favor 5-0.

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee recommends positive action on Revolving Funds, Article Tenth, voted in favor 5-0.

By motion of Jon Guido, seconded by Eric Menzer, the Finance Committee recommends positive action on Town Facilities Repair and Maintenance Fund, Article Eighteenth, voted in favor 5-0.

By motion of Eric Menzer, seconded by Lou Ross, the Finance Committee recommends positive action on Comprehensive Records Management System, Article Twenty-Third, voted in favor 3-2.

By motion of Eric Menzer, seconded by Lou Ross, the Finance Committee recommends positive action on Amend Zoning By-Laws: Article VII Section 7.05 Temporary Moratorium on Recreational Marijuana Establishments, Article Thirty-Third & Amend Zoning By-Laws: Table of Contents- Marijuana Establishments, Article Thirty-Fourth, voted in favor 5-0.

By motion of Eric Menzer, seconded by Jon Guido, the Finance Committee recommendation is pending on Amend Zoning By-Laws: Medical Marijuana Cultivation/Processing Overlay District, Article Thirty-Fifth, voted in favor 5-0.

By motion of Eric Menzer, seconded by Lou Ross, the Finance Committee recommends positive action on Amend Zoning By-Laws: Article XIII Sign Regulations, Article Thirty-Sixth, voted in favor 4-0-1.

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee recommends no action on Citizen Petition: Ban on Plastic Bags, Article Thirty-Seventh, voted in favor 5-0.

By motion of Eric Menzer, seconded by Lou Ross, the Finance Committee recommends no action on Citizen Petition: Secret Ballot Vote at Town Meetings, Article Thirty-Eighth, voted in favor 4-1.

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 22, 2018:

Special Town Meeting Warrant Articles pending recommendations from the Committee are Articles First, Second, Third, Fifth, Sixth, Seventh, Eighth, and Eleventh.

By motion of Jon Guido, seconded by Eric Menzer, the Finance Committee recommends positive action on Rescind Prior Year Borrowing, Article Fourth, voted in favor 5-0.

By motion of Lou Ross, seconded by Jon Guido, the Finance Committee recommends positive action on PEG Access and Cable Related Fund- Operating Budget Appropriation, Article Ninth, voted in favor 5-0.

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee recommends positive action on PEG Access and Cable Related Fund- Capital Appropriation, Article Tenth, voted in favor 5-0.

VI. Finance Committee Letter: Karen handed out a draft letter; a discussion followed. The letter will be voted at the next meeting.

VII. Correspondence: none

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

IX. Upcoming Meeting Schedule: The next meetings of the Committee will be held March 26th, respectively, at 9:15 PM in the Proctor School Teacher's Lounge.

X. Adjourn: A motion was made by Lou Ross to adjourn at 11:08 PM, seconded by Eric Menzer and voted in favor 5-0-0.

Respectfully submitted,

Jennifer Davis

Attachments:

1. Agenda
2. Police Department budget
3. Police cruiser projection
4. Police Budget breakdown
5. Model V2.5
6. Draft finance committee letter, dated March 22, 2018
7. List of Draft Warrants, dated March 22, 2018