



Topsfield Finance Committee
Minutes to the Meetings
March 26, 2018

- I. Call to Order:** Chair Karen Dow called the meeting to order at 9:15 PM with Jon Guido, Che Elwell, Mike Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Also present: Catherine Gabriel, Town Accountant; Kellie Hebert, Town Administrator; Police Chief Haglund; Bill Hodges, Masco School Committee; Kevin Lyons, Masco Superintendent; Susan Givens, Assistant Superintendent for Finance and Operations; Steve Whelan, Town Moderator; Gretchen Rehak, Parks & Cemetery Commissioner; Dick Gandt, Selectman, Mark Lyons, Selectman and Boyd Jackson, Chairman of the Board of Selectman. Members of the public present: David Larson, Gerry Buckley, Eldon Goodhue, Jeanine Cunniff, Kim Sherwood, Joel Hariton and approximately 2 others. Karen Dow announced at 9:15 that Jeanine Cunniff was going to make a video recording; late arrivals were notified of this recording.
- II. Minutes:** Minutes of March 12, 2018, March 19, 2018, and March 22, 2018 will be approved at the next meeting.
- III. Department Head Budget, Presentations, including:**
- a. **Masco (9:15PM)**- Bill Hodges discussed the certified Masco budget that is \$190,000 over guidelines. A brief discussion followed on the school start time study. Bill noted that the certified budget does not include amounts for implementation of a later school start time. Sue Givens discussed the Capital request for \$667,000 (Topsfield's portion would be \$148,584). This would be used to purchase school safety and security systems. It also repurposes funds appropriated in last year's Capital Budget to be used instead for replacement of locksets at Masco. A discussion on the urgency of some of the Capital items followed.
- IV. Department Budget Review and Approval:** The Committee reserves the right to supersede or modify the following Department budget approvals by future vote.
- Che Elwell recommended positive action on Police Budget, in the amount of \$1,584,898, seconded by Dana Warren, voted in favor 6-1-0.
- The Finance Committee reviewed the List of Requests over 0% "Other" Finance Committee Guidelines, dated March 26, 2018.
- Dana Warren recommended positive action on Fire- Supplies/Medical, for the amount of \$2,500, seconded by Eric Menzer, voted in favor 5-1-1.
- Lou Ross recommended positive action on Parks & Cemeteries Wages/Labor-

Full Time (impact is on Insurance budget), seconded by Mike Hartmann, so voted 3-4. Motion for positive action failed.

Dana Warren recommended positive action on Library Repair & Maintenance Unanticipated, for the amount of \$300, seconded by Eric Menzer, voted in favor 7-0

Dana Warren recommended positive action on Library Service Bureau Fee, for the amount of \$308, seconded by Che Elwell, voted in favor 7-0.

Dana Warren recommended positive action on Library Network Administration, for the amount of \$537, seconded by Che Elwell, voted in favor 7-0.

V. 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 23, 2018:

By motion of Mike Hartmann, seconded by Eric Menzer, the Finance Committee recommends positive action on General Operating Budget, Article Third, voted in favor 7-0.

By motion of Dana Warren, seconded by Che Elwell, the Finance Committee recommends positive action on Masconomet Regional School District Assessment, Article Fifth, voted in favor 5-1-1.

By motion of Dana Warren, seconded by Mike Hartmann, the Finance Committee recommends no action on Masconomet Regional School District- Capital Request, Article Sixth, voted in favor 7-0.

By motion of Dana Warren, seconded by Che Elwell, the Finance Committee recommends positive action on Essex North Shore Agricultural and Technical School District, Article Seventh, voted in favor 7-0.

By motion of Mike Hartmann, seconded by Lou Ross, the Finance Committee recommends positive action on General Stabilization Fund, Article Twenty-Fourth, voted in favor 7-0.

By motion of Mike Hartmann, seconded by Eric Menzer, the Finance Committee recommends positive action on Capital Stabilization Fund, Article Twenty-Fifth, voted in favor 7-0.

By motion of Che Elwell, seconded by Eric Menzer, the Finance Committee recommends positive action on Other Post-Employment Benefits ("OPEB Trust Fund"), in the amount of \$300,000, Article Twenty-Sixth, voted in favor 7-0.

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee

recommends positive action on Amend General By-Laws: Article VII Section 2-37 Planning Board By-Law, Article Thirty-First, voted in favor 6-0-1.

The Finance Committee discussed Article Thirty-Seventh again after voting a recommendation of no action on 3/22/18, noted issues with the form of the article.

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee recommends positive action on Citizen Petition: Charter Revision Committee, Article Thirty-Ninth, voted in favor 7-0.

By motion of Mike Hartmann, seconded by Lou Ross, the Finance Committee recommends positive action on Free Cash to Offset the Tax Rate, in the amount of \$478,683, Article Fortieth, 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 23, 2018:

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

By motion of Che Elwell, seconded by Mike Hartmann, the Finance Committee recommends positive action on Programming Space for Council on Aging Services and Activities, Article Fifth, voted in favor 6-0.

By motion of Che Elwell, seconded by Eric Menzer, the Finance Committee recommends positive action on Police Tasers, Article Sixth, voted in favor 5-0. Discussion: Chief Haglund mentioned that once these tasers are purchased the department will be fully equipped.

By motion of Che Elwell, seconded by Eric Menzer, the Finance Committee recommends positive action on Traffic Safety Equipment and Supplies, Article Seventh, voted in favor 5-0.

By motion of Lou Ross, seconded by Che Elwell, the Finance Committee recommends positive action on Highway Dump Truck Sander with Plow, Article Eighth, voted in favor 5-0.

VI. Finance Committee Letter: Karen handed out a revised draft letter, a discussion followed. Lou Ross made a motion to approve the Finance Committee Letter with corrections, and for Karen to submit the letter to Kellie Hebert, seconded by Eric Menzer, voted in favor 5-0.

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 April 9th and April 23rd respectively, at 7:00 PM in the Proctor School

Teacher's Lounge.

X.Adjourn: A motion was made by Lou Ross to adjourn at 12:39 AM, seconded by Che Elwell and voted in favor 5-0-0.

Respectfully submitted,

Jennifer Davis

Attachments:

1. Agenda
2. Draft Warrants dated March 23, 2018
3. Draft Warrants dated March 26, 2018
4. Over Guideline request dated March 26, 2018
5. Model V2.7
6. Draft finance committee letter, dated March 26, 2018