



Topsfield Finance Committee
Minutes to the Meetings
Proctor School: Teachers' Lounge
September 10, 2018

I. Call to Order: Chair Karen Dow called the meeting to order at 7:02 PM with Che Elwell, Eric Menzer, Lou Ross, and Dana Warren present. Jon Guido and Mike Hartmann were not present. Also present: Dick Gandt, Selectman; Catherine Gabriel, Town Accountant; and Kellie Hebert, Town Administrator. Members of the public present: Kim Sherwood, David Larson, Eldon Goodhue, Jeanine Cunniff, Curtis Niehaus, Luigi Costanza and approximately 2 others. Karen Dow announced at 7:02 that Jeanine Cunniff was going to make a video recording; late arrivals were notified of this recording.

II. Minutes: Che Elwell made a motion to accept the minutes as amended from June 26, 2018. Eric Menzer seconded the motion, voted in favor 4-0-1. Dana Warren abstained as he was not present for the meeting.

III. FY2019 Finance Committee Reorganization:

a. Election of the Chair, Vice Chair and Secretary: A nomination was made by Che Elwell for Karen Dow as the Committee Chair, seconded by Lou Ross, voted in favor 4-0-1 with Karen Dow abstaining.

A nomination was made by Lou Ross for Jon Guido as the Committee Vice Chair, seconded by Eric Menzer, voted in favor 5-0-0.

A nomination was made by Eric Menzer for Lou Ross as the Committee Secretary/Clerk, seconded by Dana Warren, voted in favor 4-0-1 with Lou Ross abstaining.

b. Fin Com Liaison Assignments: Karen asked that each Finance Committee member review last year's liaison assignment list. If there are no changes, each member will continue with the same assignments as last year.

c. Fin Com Email Monitoring: Karen Dow and Jennifer Davis will continue to monitor the Finance Committee email. Each Finance Committee member also has their own town email address through which they can be reached.

d. Fin Com Website: Currently, the Town Clerk posts agendas to the town website. Jennifer Davis, Finance committee secretary, posts minutes and any PDF's to the town website.

IV. Confirmation of Reappointee Oaths: All reappointee oaths have been completed.

V. Review Member Address List: Members should notify Karen of changes, if any.

VI. Public Records and Open Meeting Laws: Karen Dow confirmed all members have seen and are familiar with the Public Records and Open Meeting Laws, have taken required ethics training, and filled out and turned in all sign-off forms.

VII. Warrant Timetable for FY2020 Budget: Model, Guidelines, Capital and Department Budgets, Warrant Article Votes: A general discussion occurred. Karen noted that guidelines should be finalized no later than November 19th. All budgets should be submitted to Catherine Gabriel and liaisons no later than January 7th. Departmental meetings will begin in January.

VIII. Update on Projects:

a. Donibristle Conservation Restriction: Kellie reported that the state grant of \$400,000 came in. A separate warrant article at Annual Town Meeting will be voted on to offset the tax rate.

b. Town Hall: Kellie mentioned that the Town Hall is scheduled to be open for business on Monday, September 17th. There will also be a ribbon cutting ceremony, as well as tours, on October 20th. Kellie also briefly reported that the state has appropriated \$75,000 for the cost of the elevator. Finance Committee Meetings will now be held at Town Hall in the Council on Aging Activities room (located in the new wing on the back side).

c. Water Treatment Plant: Lou Ross reported that plant construction is in progress. It is scheduled to be complete and working by January/February 2019. The water treatment plant and River Road projects are both on or under budget.

d. Financial Management Policy Guidelines: Kellie discussed that a review of the financial management policy guidelines by Town Hall staff is in progress. She will be finalizing changes/edits and will be forwarding a draft to the Board of Selectmen and Finance Committee to review and discuss. She hopes to have the draft by September 24th.

IX. Correspondence: The Beacon & Senior Scoop were pass around for FinCom members to view.

X. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting: Topsfield Resident David Larson mentioned that he attended a Topsfield Elementary School Committee meeting where Steve Clifford gave an update. The project is 70% complete. There have been some savings in the contingency line item of the budget that may be used for items that originally had to be cut.

XI. Upcoming Meeting Schedule: The next meetings of the Committee will occur on October 1, 2018 and October 15, 2018 at 7:00 PM in the Town Hall Council on Aging Activities room.

XII. Adjourn: A motion was made by Dana Warren to adjourn at 7:55 PM, seconded by Lou Ross and voted in favor 5-0-0.

Respectfully submitted,

Jennifer Davis

Attachments:

1. Agenda
2. Minutes of 6/26/18
3. The Beacon
4. Senior Scoop