



Topsfield Finance Committee
Minutes to the Meetings
January 4, 2016

I. Call to Order: Chairman Karen Dow called the meeting to order at 7:00 PM with Michael Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Jon Guido was not present for the meeting. Also present; Dick Gandt (arrived at 7:05 PM), Kellie Hebert, Town Administrator (arrived at 7:04 PM), Bill Hodges, Masco School Committee member, Laura Powers, Chairman of Selectmen (arrived at 7:06 PM), Mark Lyons, Town Hall Building Committee (left at 8:08 PM), and Gregor Smith, Town Hall Building Committee (left at 8:08 PM)

II. Minutes: Eric Menzer made a motion to accept the minutes from November 16, 2015. Lou Ross seconded the motion, voted in favor 4-0-1. Dana Warren abstained as he wasn't present for the meeting.

III. FY2017 Finance Committee Department Budget: The proposed FY2017 Finance Committee Budget was presented and reviewed by the Committee. A motion was made by Dana Warren ratifying the submission for the Finance Committee Budget to the Town Accountant on behalf of the Committee. Lou Ross seconded the motion, voted in favor 5-0.

Details:

Total Wages: \$1,308

Total Other: \$395

Grand Total: \$1,703

IV. Schedule Liaison Reports on Department Budgets: At the January 11th & 25th, 2016 meetings, members will go through a "first pass" of their respective "Liaison" Department Budgets.

- V. Schedule Department Head Budget Presentations:** Lou Ross will coordinate the scheduling of Department Head budget presentations for the February 1st, 8th, and 22nd meetings; Kellie Hebert will let department heads know of the opportunity.
- VI. Masconomet Budget Discussion:** Bill Hodges, Masco School Committee Member, handed out a Preliminary thumbnail sketch for FY17 budget and briefly discussed. Further discussion of the Masconomet budget will be held in future meetings.
- VII. Town Hall Building Committee Update:** Mark Lyons and Gregor Smith, Members of the Town Hall Building Committee, discussed the Town Hall Renovations Project. Mark Lyons noted that there are 3 phases to the project;
1. Conceptual Design phase (already approved and underway)
 2. Design Development
 3. Construction
- The window restoration and facade restoration projects (approved at previous Town Meetings) are underway and should be completed in the next six months. Mark asked if a member of the finance committee would act as a liaison to the Town Hall Building Committee. Eric Menzer volunteered to attend the next meeting to participate in discussions of financing options. Karen Dow will act as liaison. Updates on the project along with costs will be discussed in future meetings.
- VIII. Upcoming Meeting Schedule:** The next four meetings of the Committee will be held on January 11th, January 25th, February 1st, and February 8th, respectively, at 7:00 PM in the Proctor School Teacher's Lounge.
- IX. Adjourn:** A motion was made by Eric Menzer to adjourn at 8:28 PM, seconded by Lou Ross and voted in favor 5-0.

Respectfully submitted,

Jennifer Davis

Attachments: Conceptual Budget Project: Town Hall Building Project, Topsfield Town Hall- phasing plan, Topsfield Town Hall proposal, Town Hall site plan, Masco Preliminary Thumbnail sketch for FY17, Masco 3 year preliminary assessment & summary worksheet.