



Topsfield Finance Committee
Minutes to the Meetings
Town Hall: COA Activities Room
(2nd Floor)
January 7, 2019

- I. Call to Order:** Chair Karen Dow called the meeting to order at 7:02 PM with Jon Guido, Che Elwell, Lou Ross, Eric Menzer, and Dana Warren present. Mike Hartmann was not present. Also present: Catherine Gabriel, Town Accountant; and Steve Whelan, Town Moderator. Members of the public present: David Larson, Curtis Niehaus, and Libby Wilson.
- II. Minutes:** Eric Menzer made a motion to accept the minutes as amended from December 3, 2018. Che Elwell seconded the motion, voted in favor 4-0-2. Jon Guido and Lou Ross abstained, as they were not present for the entire meeting.
- III. FY20 FinCom Budget:** Karen discussed the FinCom FY20 budget, noting \$1,505 for the recording secretary, \$395 (level) for membership fees & advertising, and \$100,000 for the FinCom Reserve Fund. Dana Warren made a motion to approve the Finance Committee budget and submit to Catherine Gabriel. Eric Menzer seconded the motion, voted in favor 6-0-0.
- IV. Department Budget: Liaison Reports:** Catherine Gabriel has assembled the submitted department budgets into a master document, including sections noting requests over guidelines. Catherine will coordinate with departments that want to meet with the FinCom to discuss their budgets. Meetings will take place on 1/28, 2/4 & 2/11. A brief discussion was held on some of the budgets noting and discussing any deviations from guidelines.
1. Dana briefly reported that the library would like to meet to discuss their budget. He will be meeting with them on 1/28, before the FinCom meeting.
 2. Che gave a brief update on the police budget. He reported that they are contemplating hiring one or two new full-time officers. This would alleviate some of the overtime costs, among other cost savings. The police will be at a future meeting to discuss the budget further.
 3. Jon briefly mentioned that state education funding for Title I has decreased by \$124,000. The elementary schools will be at a future meeting.
 4. Lou reported that the water department expenses are higher than guidelines due to the water treatment plant going live. Lou will reach out to Greg Krom to

discuss further and see if they will attend a future meeting.

5. Che will be meeting with Kellie Hebert soon to discuss debt and going out to bond.

V. FinCom Model Status: Mike has not updated the model since the last meeting. Once he inputs the omnibus budget there will be a new version.

VI. Correspondence: Senior Scoop, The Beacon

VII. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting: none

VIII. Upcoming Meeting Schedule: The next meetings of the Committee will occur on January 14th, January 28th, February 4th, and February 11th at 7:00 PM in the Town Hall Council on Aging Activities room.

X. Adjourn: A motion was made by Dana Warren to adjourn at 7:52 PM, seconded by Lou Ross and voted in favor 6-0-0.

Respectfully submitted,

Jennifer Davis

Attachments:

1. Agenda
2. Minutes of 12/3/18
3. Beacon
4. Senior Scoop
5. Departmental Budgets