



Topsfield Finance Committee
Minutes to the Meetings
Town Hall: COA Activities Room
(2nd Floor)
February 25, 2019

I. Call to Order: Vice Chair Jon Guido called the meeting to order at 7:02 PM with Che Elwell, Mike Hartmann, Eric Menzer, and Lou Ross present. Karen Dow and Dana Warren were not present. Also present: Catherine Gabriel, Town Accountant. Members of the public present: David Larson, Libby Wilson, and Zillie Bhujju.

II. Minutes: Lou Ross made a motion to accept the minutes as amended from February 11, 2019. Mike Hartmann seconded the motion, voted in favor 4-0-1. Eric Menzer abstained as he was not present for the meeting.

III. Liaison-led Updates and Discussions: Operating Budgets, Revenues, Capital Items, Other Expenditures

1. Jon Guido gave an update on the elementary school budget process. They are currently working through the process and will be having a meeting to deliberate on February 26th. A budget hearing will take place on March 7th at 7PM. They will meet with the Fincom on March 11th at 7:15PM, to give an update.
2. Mike Hartmann would like to check in with the Town Clerk to get an update on how the new records management software is performing. He will update the Fincom once he has had a chance to meet with her.
3. Masco budget binders have been presented to the Fincom, however the School Committee has not discussed them yet.
4. Che Elwell discussed the Police budget; the three budget scenarios were briefly discussed. The Fincom agreed that the analysis that was presented was great, but they question the confidence in the potential savings in overtime. Che will reach out to the Police department to discuss capital items.
5. Lou Ross discussed the Parks & Cemetery budget and their request for an additional full-time employee. Catherine Gabriel will print a detailed sheet for the revolving fund account, so the Fincom can get an understanding of how the account has been used in the past.

6. Lou noted that Highway department will have a capital request for a front-end loader. Also, thus far the snow & ice budget is on track.
7. Eric Menzer briefly discussed the Fire department's overnight staffing challenges. Discussion will continue.
8. Greg Krom presented the Water department budget. A discussion followed. Greg noted that overtime costs have increased due to the new water treatment plant needing to be monitored 12-16 hours a day for the next 6-12 months. The electricity line item has also increased due to the new treatment plant, but this will be a permanent increase. However, supply costs have decreased due to the new system. The Perkins Row pumping station has been tested, using the new system. The North St. station will be connected next week.
9. Mike Hartmann briefly discussed salary increases; noting increases of 5.77%. He went on to say that since 2013, the salaries have increased 4% on average.

IV. Draft Warrant Articles: Kellie will have the draft warrant for the next Finance Committee meeting on March 4, 2019

V. FinCom Model Status: Mike handed out V2.2. He noted that he added an increase of 5.9% to insurance. Catherine Gabriel will send a debt schedule to Mike so he can add that to the next model revision.

VI. Correspondence: Senior Scoop, Masco budget books for Dana and Karen.

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 March 4th, March 11th, March 18th, and March 25th at 7:00 PM in the Town Hall Council on Aging Activities room.

X. Adjourn: A motion was made by Eric Menzer to adjourn at 8:33 PM, seconded by Lou Ross and voted in favor 5-0-0.

Respectfully submitted,

Jennifer Davis

Attachments:

1. Agenda
2. Minutes of 2/11/19
3. Senior Scoop
4. Model V2.2
5. Water Department budget dated 2/25/19