



Topsfield Finance Committee
Minutes to the Meetings

Town Hall: Board of Selectmen
Conference Room (1st Floor)

June 26, 2019

I. Call to Order: Chair Karen Dow called the meeting to order at 7:06 PM with Che Elwell, Jon Guido, Mike Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Also present: Catherine Gabriel, Town Accountant; Steve Whelan, Town Moderator; Mark Lyons, Selectman; Boyd Jackson, Selectman, and Dick Gandt, Selectman. Members of the public present; David Larson.

II. Minutes: Lou Ross made a motion to accept the minutes as amended from April 22, 2019. Che Elwell seconded the motion, voted in favor 4-0-2. Dana Warren and Eric Menzer abstained as they were not present for the meeting.

Lou Ross made a motion to accept the minutes as amended from May 7, 2019. Jon Guido seconded the motion, voted in favor 6-0.

III. Final Reserve Fund Transfer Requests: Karen Dow discussed that Kellie Hebert's contract will not be renewed, therefore a reserve fund transfer request in the amount of \$86,700 for contractual obligations between the Board of Selectmen and Town Administrator is being requested. Che Elwell made a motion to approve the request to transfer \$86,700 from Reserve Fund to Selectman's Salary, seconded by Eric Menzer; voted in favor 7-0; request signed. Mark Lyons discussed that an interim Town Administrator has been hired; Robin Crosbie. She will begin July 15th and the search for a permanent Town Administrator will begin.

IV. Summer Authorization of Chair: A motion was made by Lou Ross to grant Jon Guido the authority to act as Summer Chair of the Finance Committee until the Committee reorganizes at its September meeting, seconded by Mike Hartmann, voted in favor 6-0.

V. Membership Terms Review: Steve Whelan thanked all the Finance Committee members for serving on the committee and for a job well done. He went on to discuss that Dana Warren will not be renewing for another term. Karen Duval has been appointed by Steve to serve on the committee. She will be at the next meeting in September.

VI. Correspondence: None.

VII. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting: Che Elwell briefly discussed salaries with committee members. He would like to request future projections for steps, COLA, and benefits.

VIII. Upcoming Meeting Schedule: The next meeting of the Committee will occur on September 16, 2019 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 7:26 PM, seconded by Che Elwell and voted in favor 7-0-0.

Respectfully submitted,

Jennifer Davis

Attachments:

1. Agenda
2. Minutes 4/22, 5/7