



Topsfield Finance Committee
Minutes to the Meetings
Town Hall: Board of Selectmen
Conference Room
September 16, 2019

I. Call to Order: Chair Jon Guido called the meeting to order at 7:00 PM with Karen Dow, Karen Duval, Che Elwell, Mike Hartmann, Eric Menzer, and Lou Ross present. Also present: Dick Gandt, Selectman; and Catherine Gabriel, Town Accountant. Members of the public present: David Larson.

II. Minutes: Eric Menzer made a motion to accept the minutes as amended from June 26, 2019. Che Elwell seconded the motion, voted in favor 6-0-1. Karen Duval abstained.

III. FY2019 Finance Committee Reorganization:

a. Election of the Chair, Vice Chair and Secretary: A nomination was made by Karen Dow for Jon Guido as the Committee Chair, seconded by Che Elwell, voted in favor 6-0-1 with Jon Guido abstaining.

A nomination was made by Eric Menzer for Che Elwell as the Committee Vice Chair, seconded by Karen Dow, voted in favor 6-0-1 with Che Elwell abstaining.

A nomination was made by Eric Menzer for Lou Ross as the Committee Secretary/Clerk, seconded by Che Elwell, voted in favor 6-0-1 with Lou Ross abstaining.

b. Fin Com Liaison Assignments: Jon handed out a Finance Committee member list with changes, a discussion followed. Jen Davis will update the list of any changes that have been made.

c. Fin Com Email Monitoring: Jon Guido and Jen 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.

e. Review Member Address List: Jon asked each member to go over the list and make Jen Davis aware of any changes, if any.

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

V. Confirmation of Ethics Training Certificates and Conflict of Interest

Acknowledgements: Jon confirmed that all members have taken the required ethics training, and filled out and turned in all sign-off forms

VI. Public Records and Open Meeting Laws: Jon Guido confirmed all members have seen and are familiar with the Public Records and Open Meeting Laws.

VII. Warrant Timetable for FY2021 Budget: Model, Guidelines, Capital and Department Budgets, Warrant Article Votes:

Jon briefly discussed the warrant schedule. Jon noted that guidelines should be finalized in November. All budgets should be submitted to Catherine Gabriel and liaisons in January. Departmental meetings will begin in January. Jon also discussed having the elementary schools and masco attend a fincom meeting soon, to give updates on their budget process.

Che has been appointed to the committee to review applications for the Town Administrator position to present to the Board of Selectmen.

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

IX. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting: Karen Duval discussed that she has been contacted by a resident. She wanted to discuss the protocol on responding. An email address has been setup through the town for her to use.

X. Upcoming Meeting Schedule: The next meetings of the Committee will occur on October 28, 2019 at 7:00 PM in the Town Hall Council on Aging Activities room.

XI. Adjourn: A motion was made by Lou Ross to adjourn at 7:52 PM, seconded by Eric Menzer and voted in favor 7-0-0.

Respectfully submitted,

Jennifer Davis

Attachments:

1. Agenda
2. Minutes of 9/16/19
3. The Beacon
4. Senior Scoop
5. Association of Town Finance Committees Invoice
6. Municipal Advocate Magazine
7. Massachusetts Municipal Directory