



Topsfield Finance Committee
Minutes to the Meetings
Town Hall: COA Activities Room
(2nd Floor)
October 28, 2019

I. Call to Order: Chair Jon Guido called the meeting to order at 7:01 PM with Karen Dow, Karen Duval, Che Elwell, Mike Hartmann, Lou Ross, and Eric Menzer, present. Also present: Catherine Gabriel, Town Accountant; Dick Gandt, Selectman; Boyd Jackson, Selectman; Dr. Morrison, Tri-Town Superintendent; Steve Greenberg, Assistant Superintendent of Business and Operations; Charise Rohm Nulsen, School Committee Chair; and Meredith Sokolowski, School Committee Vice-Chair. Members of the public present: David Larson

II. Minutes: Karen Dow made a motion to accept the minutes as amended from September 16, 2019. Karen Duval seconded the motion, voted in favor 7-0-0.

III. Elementary School Committee Update: 7:15PM, Eric Menzer thanked the school committee for coming to a Finance Committee meeting so early in the process to give an update. Charise Rohm Nulsen discussed that the Security system is currently in the process of going in place. She went on to say that the school committee and teachers are grateful for the new technology. She also went on to say that the school received a grant for \$34,918 to enhance the security systems. The School Committee is currently working with TESPTO to see what other grants exists and apply. They currently use a program that they can utilize to research grants that are available. Steve Greenburg went on to discuss that they are in the early stages of the budget process. Jon Guido noted that if the Fincom could get a banded sheet early in the process, it helps the Fincom have a clearer understanding of the school budget. During the budget process, two areas that the school committee will be focusing on is the 5-day kindergarten and technology for students.

IV. Masco School Committee Update: Masco School Committee and Administration will attend the next Finance Committee meeting in November.

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

Jon along with the other members reviewed the liaison list and resume list. Any minor changes were noted. Jen will make the changes and upload the documents to the Town website.

Jon passed out a calendar for the year, a discussion followed on the upcoming Finance Committee schedule.

Boyd Jackson, Town Selectman, gave an update on the new Town Administrator position. He discussed that a candidate has been chosen and that a contract is currently in process.

Mike Hartmann presented model V0.6. He discussed that it being very early in the process, most numbers are assumptions at this point. Free cash has not been certified yet. A short discussion followed, Mike will continue to make changes to the model and update the committee.

Jon presented and briefly discussed the proposed amendments to the Financial Policy Guidelines. They are amendments that the Interim Town Administrator produced to help her with Capital Planning. Finance Committee members will review the amendments and will discuss further at the next meeting in November. At that time, they will make any changes/edits.

There was a general discussion amongst Committee Members on Budget Guidelines. The draft letter will be updated and presented at the next meeting.

Karen Duval discussed that she met with Chief Haglund, Captain Hayward and Katherine Jackson of the Police Department. They do believe they are on target with overtime costs even though there were some overtime costs associated with a staffing shortage. They also discussed some capital improvements to the building that are needed.

VI. Correspondence: Senior Scoop, The Beacon, Finance Committee YTD Budget

VII. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting: Catherine Gabriel, Town Accountant, presented a Reserve Fund Transfer request for \$12,200 to be transferred to Selectmen Special Other Account. This is for professional services related to the search for the new Town Administrator position. She went on to discussed that she anticipates funds will not be available in the account to pay for this service. The Finance Committee discussed that they will sign off on the reserve fund transfer once the account has a zero balance and are presented with the actual cost of the services.

VIII. Upcoming Meeting Schedule: The next meetings of the Committee will occur on November 18th, 2019 at 7:00 PM in the Town Hall Council on Aging Activities room.

X. Adjourn: A motion was made by Karen Dow to adjourn at 8:51 PM, seconded by Lou Ross and voted in favor 7-0-0.

Respectfully submitted,

Jennifer Davis

Attachments:

1. Agenda
2. Minutes of 9/16/19
3. Model V0.6
4. 2019-2020 Liaison List
5. Financial Policy Guidelines: Proposed Amendments
6. Senior Scoop
7. Beacon
8. Year to Date Fincom Budget
9. Fincom Calendar
10. Draft Letter: Budget Guidelines