



## Topsfield Finance Committee

## Minutes to the Meetings February 1, 2016

**I. Call to Order:** Chairman Karen Dow called the meeting to order at 7:03 PM with Che Elwell, Jon Guido, Michael Hartmann, Lou Ross, and Dana Warren present. Eric Menzer was not present. Also present: John Coulon, Board of Health Agent (arrived at 7:20 PM and left at 7:52 PM), Dick Gandt, Jodi Gibeley, Council on Aging Director, (left at 7:22 PM), and Ann Gill, Town Clerk (arrived at 7:09 PM and left at 7:31 PM).

**II. Minutes:** Dana Warren made a motion to accept the minutes from January 25, 2016. John Guido seconded the motion, voted in favor 6-0-0.

**III. Department Head Budget Presentations:**

**A. Council on Aging: (7:00-7:22PM)-** Karen Dow introduced Jodi Gibeley, Council on Aging Director. Jodi handed out a COATS Monthly Counts report for FY2015. She noted that there are 1,751 seniors that reside in town. She said that of the 16,000 activities/programs offered in FY15, 686 seniors participated or helped. The COA is requesting that the Executive Director position increase coverage by 10 hours (from 30 to 40 hours a week) to better address community needs for seniors as outlined in the Senior Needs Assessment Report. The Finance Committee requested to see the Needs Assessment report before making a recommendation. Dana Warren, department liaison, will follow up with Jodi to get the report. The Board of Selectman will be reviewing the assessment report on February 22, 2016.

**B. Town Clerk: (7:22-7:31)-** Karen Dow introduced Ann Gill, Town Clerk. Ann presented her proposed FY17 budget, which fluctuates with the number of elections from year to year. FY17 includes the State Primary election, Presidential election, and Local election. Salary and wages are based on recommendations from the pay grade.

**C. Board of Health: (7:32-7:52)-** Karen Dow introduced John Coulon, Topsfield Health Agent. The department budget is within

guidelines, but John wanted to take the opportunity to have a brief discussion with the Finance Committee members. John gave an overview of some of the roles/responsibilities of the Board of Health Department. Dana Warren, department liaison, thanked him for coming and educating the finance committee members.

**IV. Updates on FinCom Liaison Department Budget Reviews:** Continued discussion of Budgets, noting any deviations from guidelines. The Following departments have been scheduled for **February 8<sup>th</sup>, 2016:**

Library- 7:00 PM

Water Commissioner- 7:30 PM

Police- 8:00 PM

**V. Upcoming Meeting Schedule:** The next meetings of the Committee will be held on February 8<sup>th</sup> and February 22<sup>th</sup> respectively, at 7:00 PM in the Proctor School Teacher's Lounge.

**VI. Adjourn:** A motion was made by Dana Warren to adjourn at 8:21 PM, seconded by Lou Ross and voted in favor 6-0-0.

Respectfully submitted,

Jennifer Davis

---

Attachments: Council on Aging Scoop, North East Mosquito Assessment, Town Clerk FY17 budget, Council on Aging COATS Monthly Counts Report.