

Topsfield Finance Committee

Minutes to the Meetings

Meeting was held via Zoom Video Conference

September 14, 2020

*Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Topsfield Board of Selectman was conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Topsfield website, at www.topsfieldma.gov.*

1. **Call to Order:** Summer Chair Jon Guido called the meeting to order at 7:04 PM with Karen Dow, Che Elwell, Mike Hartmann, Eric Menzer, and David Larson present. Karen Duval joined the meeting at 7:20. Also present: Catherine Gabriel, Town Accountant; Beth Willis, Town Clerk; and Jennifer Davis, Minutes Secretary. Members of the public present: none. All votes at the meeting were taken by roll call, as this was a meeting via remote participation.
2. **FY2021 Finance Committee Reorganization:**

**a. Election of the Chair, Vice Chair and Secretary:** A nomination was made by Eric Menzer for Jon Guido as the Committee Chair, seconded by Mike Hartmann. Motion withdrawn as Jon declined the nomination. Karen Dow nominated Che Elwell for Committee Chair, seconded by Eric Menzer. Voted in favor 6-0. Che Elwell accepted and took over running the meeting.

A nomination was made by Karen Dow for Jon Guido as the Committee Vice Chair, seconded by Eric Menzer, voted in favor 5-0-1 with Jon Guido abstaining.

A nomination was made by Karen Dow for Eric Menzer as the Committee Clerk, seconded by Mike Hartmann, voted in favor 6-0.

The above slate was revoted on a motion by Karen Dow, seconded by Karen Duval, as Eric Menzer had not yet been sworn in and was not eligible to vote. The motion passed 6-0-1 with Eric Menzer abstaining. Eric, Jon, and Che accepted the positions.

**b.** **Fin Com Liaison Assignments:** Che asked that each Finance Committee member review possible liaison assignments. Mike is willing to remain as the modeler. Karen Duval and Che would swap as Masco I and II, with Jon willing to help also. David is willing to be liaison to Highway, Parks & Cemetery and Water. Assignments will be discussed further at the next meeting.

**c. Fin Com Email Monitoring:**  Che Elwell and Jennifer Davis will monitor the general Finance Committee email.

**d. Fin Com Website:** Jennifer Davis will post agendas and minutes, the FinCom resume, and so forth. David’s information should be added to the resume.

**e. Review Member Address List:** David’s information will be added.

1. **Confirmation of Reappointee Oaths:** David has been sworn in. Eric will be sworn in before the next meeting.
2. **Confirmation of Ethics Training Certificates and Conflict of Interest Acknowledgements:** David is up to date. Others will check.
3. **Public Records and Open Meeting Laws:** Chewill send information to all members on the Public Records and Open Meeting Laws, check on any required ethics training, and will collect all sign-off forms. Members were reminded not to deliberate via group email.
4. **Finance Committee Letter:** FY22 budget guidelines to be developed in FinCom meetings over the next two months. COVID-related costs are being dealt with through the operating budget, some grants, and CARES funds. FY21 State Aid (Chapter 70, General Government) is at least level with FY20. Expect that FY21 Local Receipts will decline compared to FY20, as there will be no Fair-related revenue.
5. **Warrant Timetable for FY2022 Budget: Model, Guidelines, Capital and Department Budgets, Warrant Article Votes:** A general discussion occurred. Karen Dow noted that typically guidelines are finalized no later than mid-November, with all budgets submitted to Catherine Gabriel and liaisons no later than the beginning of January. Karen Duval mentioned that now is the time to work with the school committees on what belongs in the operating budget, and what should be considered capital items.
6. **Correspondence:** Email from Kevin Harutunian, Town Administrator, on COVID; FY20 Actuals from Catherine Gabriel.
7. **Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting:** Jon Guido said he was proud of how the FY20 Finance Committee dealt with a challenging year. Over the summer, as Summer Chair, he learned of a possible Reserve Fund Transfer request to address a paving issue on Coppermine Road. This RFT was never made by the Selectboard.
8. **Upcoming Meeting Schedule:** The next meetings of the Committee will occur in October via Zoom, on dates to be determined that match with members’ schedules and the availability of the Town Administrator.
9. **Adjourn:** A motion was made by Karen Dow to adjourn at 8:37 PM, seconded by Jon Guido and voted in favor 6-0-1 (Eric Menzer abstained).

Respectfully submitted,

Karen Dow

Attachments: none