



Topsfield Finance Committee
Minutes to the Meetings
Meeting was held
via Videoconference
November 09, 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.

I. Call to Order: Chair Che Elwell, called the meeting to order at 7:01 PM with Karen Dow, Karen Duval, Jon Guido, Mike Hartmann, Eric Menzer and David Larson. Also present Catherine Gabriel, Town Accountant; Dick Gandt, Selectmen. Chairman Elwell noted the meeting would be recorded but was not broadcast live. Mr. Gandt also indicated that he was also recording the meeting.

II. Meeting Minutes from October 26, 2020 were reviewed and approved

- **Voted:** October 6 minutes; motion Karen Dow; seconded by Jon Guido

III. Fincom Budget Guidelines Letter

- Draft guidelines letter was reviewed as distributed by Chairman Elwell
- Discussion ensued around the fundamental disconnect between increase in steps and colas along with budgetary constraints, fair compensation to attract new talent and the ongoing increases in pension and healthcare costs.
- Committee discussed level service but also analyzing the impact of level dollar budget as a contingency plan.
- It was agreed that department heads should be prepared to speak to the impact of a level dollar budget on their respective departments.
- The committee settled on final guidance for "other" at a zero increase, capital items would utilize a guideline of \$300k, Recognizing that Masco is inclusive of Pension and OPEB funding while the town carries the Elementary expenses...our guidelines are Elementary at a 2.75% increase and Masconomet at a 3%.

IV. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting: None

V. Upcoming Meeting Schedule: The next meetings of the Committee will occur on January 4, 2021 at 7:00 PM via zoom teleconference.

VI. Adjourn: A motion was made by Jon Guido to adjourn at 8:59 PM, seconded by Karen Dow and voted in favor by roll call vote of 7-0-0.

Respectfully submitted,

Eric Menzer,

Finance Committee Clerk
