



Topsfield Finance Committee
Minutes to the Meetings
Meeting was held
via Videoconference
February 22, 2021

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 7:09 PM with Karen Dow, Karen Duval, Jon Guido, Mike Hartmann, Eric Menzer and David Larson. Also present Catherine Gabriel, Town Accountant; (Kevin Harutunian, Town Administrator and Dick Gandt, Selectman both arrived at 8:28)

II. Meeting Minutes from February 9, 2021 were reviewed and approved

- **Voted:** February 9, 2021 minutes; motion David Larson, seconded by Karen Dow.

III. Presentation by Catherine Gabriel, Town Accountant

- Ms. Gabriel provided an overview on the fiscal 2021/22 budget for the department.
- Additional ask this year is to increase administrative assistant's hours from 34-40 hours. Clerical work continues to increase with additional department responsibilities such as producing warrants and bill schedules. This would constitute the third year for striving to get additional hours approved.
- Additional audits required for receiving federal funds have resulted in increased expenses.

IV. Presentation by Laura Zalewski, Library Director and Kathy Hartmann, Library Board of Trustees Chair

- Ms. Zalewski provided an overview of the Library budget and current challenges with the infrastructure.

VI. Liaison Updates

- Chairman Elwell reminded that committee that in the process of their committee discussions to remember to continue to adhere to the open meeting laws when speaking with their respective departments.
- Karen Duval met with the Police department and discussion continue on the budget.
- Ms. Duval also met with Jeff Sans, Assistant Superintendent of Finance at

MASCO. Jeff presented the calculation of the appropriation of Topsfield's share of the budget. State representatives will be reviewing the calculation to ensure accuracy. Currently Topsfield's appropriation is up 8.7% over prior year. Modifications to the district agreement are also still under review.

- Kevin Harutunian, Town Administrator provided a review of the current capital plan as well as the most recent draft warrant. Next version of the warrant to be issued next week following receipt of comments from the Select Board.

VII. Fincom Model

- Mr. Hartman updated the committee on the recent version of the Fincom model 1.5.
- The current estimate of the model based on department guidelines has the budget over the tax levy limit by \$670,000.

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

IX. Upcoming Meeting Schedule: The next meetings of the Committee will occur on March 1, 2021 at 7:00 PM via zoom teleconference.

X. Adjourn: A motion was made by Karen Dow to adjourn at 9:12 PM, seconded by Karen Duval and voted in favor by roll call vote of 7-0-0.

Respectfully submitted,

Eric Menzer,

Finance Committee Clerk
