



Topsfield Finance Committee
Minutes to the Meetings
February 3, 2014

I. Call to Order: Chairman Mark Lyons called the meeting to order at 7:03 pm. Heidi Bond, Paul Dierze, Karen Dow, Jon Guido, & Dana Warren were in attendance. Dan Shugrue joined the meeting at 7:05 pm. Kellie A. Hebert, Town Administrator; Glenn Clohecy, Inspectional Services and the following members of the Topsfield Board of Selectman were present: Dick Gandt, Martha Morrison, Laura Powers and Chair Ken Vogel.

II. Minutes: A motion was made by Heidi Bond to approve the minutes from January 27, 2014. Karen Dow seconded the motion, voted in favor 4-0-2. Paul Dierze & Jon Guido abstained. Dan Shugrue was not present for the vote.

III. Department Head Budget Presentations:

- A. Building Inspectional Services: (7:00 pm - 7:30 pm) Glenn Clohecy presented the department budget to the Committee. A Stipend for Inspectors for work done during the Topsfield Fair Time is being requested (\$500/per for a total of \$1000). Their compensation as a salaried position was discussed, as was Fair time compensation for other Town employees. Selectman Gandt noted the importance of retaining qualified inspectors.
- B. Library: (7:30 – 7:45 pm) Laura Zalewski, Library Director and Audrey Iarocci, Library Board of Trustees, were in attendance. Karen Dow stated the Library's Budget meets the State minimum funding requirements. Laura Zalewski stated the need for a Facilities Manager and a Maintenance person. It was understood that these would likely be shared with other Town buildings.

IV. Masconomet: Chairman Lyons informed the Committee that Masconomet Superintendent, Dr. Darrell Lockwood had submitted his resignation effective at the end of this school year. The Chairman expressed his concerns that progress made in the three Town Masconomet budget process could slip backwards with a new Superintendent.

V. Liaison Updates: Paul Dierze summarized the Department Head proposed budgets for the Water Department, Planning Board, Board of Health, Snow & Ice and Trees.

VI. Upcoming Meeting Schedule: The Committee will be meeting on Mondays February 10th, February 24th, March 3rd, March 10th, March 17th, March 24th & March 31st, 2014 at 7:00 PM in the Proctor School Teacher's Lounge.

VII. Adjourn: A motion was made by Karen Dow to adjourn at 8:12 p.m., seconded by Paul Dierze, voted in favor 7-0.

Respectfully submitted,
Meagan Q. Ginley

Attachments: FY2006 Spreadsheet form Building Inspectional Services