



Topsfield Finance Committee  
Minutes to the Meetings  
February 10, 2014

I. Call to Order: Mark Lyons, Chairman, called the meeting to order at 7:07 pm. Heidi Bond, Karen Dow, Dan Shugrue & Dana Warren, were all in attendance. Jon Guido & Paul Dierze were not present for the meeting. Kellie A. Hebert, Town Administrator; and the following members of the Topsfield Board of Selectman were present: Dick Gandt and Ken Vogel, Chair. Evan Haglund, Chief of Police, was present as well.

II. Minutes: The minutes from last week's meeting, February 3rd, 2014, are still being reviewed by the Committee.

III. Department Head Budget Presentations:

- A. Police: Chief Haglund reviewed version 4 of the Police Budget, which increased \$7,000 from the prior version. He informed the Committee that an officer recently indicated his intention to retire. Therefore a new police officer will be required to attend the police academy. The Chief's budget presentation included discussion of the need for new radios, medical testing for officers, a new security system for the evidence room and the armory related to the RECC, and a minor increase in clerical support.
- B. Treasurer: Town Administrator Kellie Hebert presented this proposed budget to the Committee. The initial request of an \$8,000 postage increase for tax mailings was reduced to \$4,000. Also, an increase in bank fees is anticipated. The need for adequate document storage bins was discussed.
- C. Board of Selectman: Kellie Hebert also reviewed this budget with the Committee. Requested increases were consistent with the contract awarded to the new Town Administrator.
- D. Town Hall: This proposed budget was also presented by Kellie Hebert. Included in the review were a back-up server, and an approach to address maintenance needs by project without hiring a Town employee.
- E. Fire: The proposed Fire budget was presented by Chief Ron Giovannacci. The Chief reiterated his annual plea to the Committee that staffing should be adequate to allow for a minimum of two responders to any call. Provision of 24 hour coverage would require an increase of approximately \$300,000. Much of the turnout gear is outdated and needs to be replaced. The cost is \$3,500 per set.

IV. Snow and Ice Budget Deficit Spending: Mark Lyons, Chairman, brought to the Finance Committee's attention, a request he received from David M. Bond, Highway Superintendent, for the Committee to vote on and authorize deficit spending of the "Snow & Ice Budget" from this point forward, due the amount of snow this year. A motion was made by Karen Dow, to allow deficit spending of the Snow and Ice budget, pursuant to MGL Chapter 44, Section 31D, for the remainder of this fiscal year, seconded by Dana Warren, voted in favor 5-0.

V. Upcoming Meeting Schedule: The Committee will next meet on February 24<sup>th</sup>, March 3<sup>rd</sup>, March 10<sup>th</sup>, March 17<sup>th</sup>, March 24<sup>th</sup> & March 31<sup>st</sup>, 2014 at 7:00 PM in the Proctor School Teacher's Lounge.

VI. Adjourn: A motion was made by Karen Dow to adjourn at 8:39 p.m., seconded by Dana Warren, voted in favor 5-0.

Respectfully submitted,  
Meagan Q. Ginley

Attachments:  
Topsfield Police Department FY2015 Budget v.4  
Pictures of Town Hall Basement  
Treasurer's Retention Schedule