

**Topsfield Finance Committee
Minutes to the Meetings
March 24, 2010**

I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:05 p.m. with Paul Dierze, Kathy Hartmann, Holger Luther, and Trudi Perry present. Martha Morrison, Chair of the Board of Selectmen and Selectmen Richard Gandt, Karen Dow, and Laura Powers, Town Administrator Virginia Wilder and Town Moderator John Kinhan were also present. Also attending the meeting were Masconomet Superintendent Anthony Bent, Masconomet School Committee Member Ken Vogel, Elementary School Committee Members Susan Archer and Jeanine Cunniff and Donna Rich, Secretary of the Board of Selectmen. Elementary School Committee Chairman Jeff Evaul joined the meeting at 7:10, Superintendent of Schools Bernard Creeden joined the meeting at 7:20 and Sarah Guido, citizen, joined the meeting at 7:50.

II. **Department Budget Approval:** A motion was made by Holger Luther to approve department budgets as detailed on "Attachment A", March 24th, seconded by Kathy Hartmann, voted in favor 5-0.

III. **Annual Finance Committee Letter:** Action on the Annual Finance Committee Letter will be deferred until a later meeting.

IV. **Warrant Article Recommendations:** In a series of motions, the Finance Committee voted actions on the following Annual Town Meeting Warrant Articles as numbered in the attached draft warrant:

By motion of Holger Luther, seconded by Paul Dierze, the Finance Committee recommends positive action on Lease of Emerson Field, Article Seventh, voted in favor 5-0.

By motion of Holger Luther, seconded by Trudi Perry, the Finance Committee recommends positive action on Grant Authorization for Town Projects, Article Eighth, voted in favor 5-0.

By motion of Holger Luther, seconded by Paul Dierze, the Finance Committee recommends positive action on Massachusetts Department of Transportation Contracts, Article Ninth, voted in favor 5-0.

By motion of Holger Luther, seconded by Trudi Perry, the Finance Committee recommends positive action on Park Revolving Fund, Article Tenth, voted in favor 5-0.

By motion of Holger Luther, seconded by Trudi Perry, the Finance Committee recommends positive action on Cemetery Revolving Fund, Article Eleventh, voted in favor 5-0.

By motion of Paul Dierze, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Conservation Commission Revolving Fund, Article Twelfth, voted in favor 4-0-1 with Holger Luther abstaining.

By motion of Paul Dierze, seconded by Kathy Hartmann, the Finance Committee

recommends positive action on Fiscal Year 2011 Additional Real Estate Exemption, Article Thirteenth, voted in favor 5-0.

By motion of Holger Luther, seconded by Trudi Perry, the Finance Committee recommends positive action on Annual Engineering and Landfill Monitoring, Article Fourteenth, voted in favor 5-0.

By motion of Holger Luther, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Proctor School Doors, Article Fifteenth, voted in favor 5-0.

By motion of Holger Luther, seconded by Paul Dierze, the Finance Committee recommends positive action on Town Hall Finance Offices Workstations, Article Sixteenth, voted in favor 5-0.

By motion of Holger Luther, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Purchase of a 4x4 Police Cruiser, Article Seventeenth, voted in favor 5-0.

By motion of Holger Luther, seconded by Trudi Perry, the Finance Committee recommends positive action on Purchase of Highway Dump/Sander/Wing/Plow Truck by a Lease Agreement, Article Eighteenth, voted in favor 5-0.

By motion of Holger Luther, seconded by Paul Dierze, the Finance Committee recommends positive action on Purchase Fire Department Defibrillator, Article Nineteenth, voted in favor 5-0.

By motion of Holger Luther, seconded by Paul Dierze, the Finance Committee recommends positive action on Purchase of Chemical Analyzers for the Pumping Stations, Article Twentieth, voted in favor 5-0.

By motion of Holger Luther, seconded by Trudi Perry, the Finance Committee recommends positive action on Boston Street and Garden Street Water Tank Inspections, Article Twenty-First, voted in favor 5-0.

By motion of Holger Luther, seconded by Paul Dierze, the Finance Committee recommends positive action on Central Street Water Main Design, Article Twenty-Second, voted in favor 5-0.

By motion of Holger Luther, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Purchase of a Pick-up Truck, Article Twenty-Third, voted in favor 5-0.

By motion of Holger Luther, seconded by Paul Dierze, the Finance Committee recommends positive action on Post Employment Benefits Trust Fund, Article Twenty-Fourth, voted in favor 5-0.

By motion of Paul Dierze, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Amend Wetlands General Bylaw, Article Twenty-

Sixth, voted in favor 4-0-1 with Holger Luther abstaining.

By motion of Holger Luther, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Non-Criminal Disposition-Scenic Road Bylaw, Article Twenty-Eighth, voted in favor 5-0.

By motion of Holger Luther, seconded by Paul Dierze, the Finance Committee recommends positive action on Non-Criminal Disposition-Stormwater Management & Erosion Control Bylaw, Article Twenty-Ninth, voted in favor 5-0.

By motion of Holger Luther, seconded by Paul Dierze, the Finance Committee recommends positive action on Non-Criminal Disposition-Soil Removal Bylaw, Article Thirtieth, voted in favor 5-0.

By motion of Holger Luther, seconded by Paul Dierze, the Finance Committee recommends positive action on Wind Energy Conversion Systems-Small Scale, Article Thirty-First, voted in favor 5-0.

By motion of Paul Dierze, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Amend Zoning Bylaw, Article III, Section 3.02 Table of Use Regulations, Article Thirty-Second, voted in favor 5-0.

By motion of Holger Luther, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Police School Resource Officer, Article Thirty-Fourth, voted in favor 5-0.

By motion of Holger Luther, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Highway Road, Bridge, and Sidewalk Reconstructions and Maintenance, Article Thirty-Fifth, voted in favor 5-0.

By motion of Holger Luther, seconded by Paul Dierze, the Finance Committee recommends positive action on Contract for Triennial Re-Certification for Commercial and Industrial Real Estate, Article Thirty-Sixth, voted in favor 5-0.

By motion of Holger Luther, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Contract for Triennial Re-Certification for Personal Property, Article Thirty-Seventh, voted in favor 5-0.

By motion of Holger Luther, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Police Liability Reduction Training, Article Thirty-Eighth, voted in favor 5-0.

By motion of Holger Luther, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Use of Town Facilities for Solar Energy Projects, Article Thirty-Ninth, voted in favor 5-0.

By motion of Holger Luther, seconded by Kathy Hartmann, the Finance Committee recommends positive action on Bylaw Governing Discharges to the Municipal Storm Drain System, Article Fortieth, voted in favor 5-0.

V. **Town Reserve and Capital Policies**: A motion was made by Paul Dierze to approve and adopt the Town Reserve and Capital Policies as written, seconded by Holger Luther, voted in favor 5-0.

VI. **Upcoming Meeting Schedule**: The Committee will next meet on Wednesday, March 31st at 7:00 p.m.

VII. **Adjourn**: A motion was made by Holger Luther to adjourn at 8:45 p.m., seconded by Paul Dierze, voted in favor 5-0.

Respectfully submitted,
Erica Clay

ATTACHMENT A

Approved Appropriation Fiscal Year 2010	FISCAL YEAR 2011 GENERAL OPERATING BUDGET May 4, 2010 ANNUAL TOWN MEETING	Recommended Appropriation Fiscal Year 2011
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ELECTED OFFICERS

1.00	MODERATOR:	1.00
	SELECTMEN:	
1.00	Chairman	1.00
1.00	Clerk	1.00
1.00	Member	1.00
1.00	Member	1.00
1.00	Member	1.00
	ASSESSORS:	
1,500.00	Chairman	1,500.00
1,500.00	Clerk	1,500.00
1,500.00	Member	1,500.00
58,912.00	TOWN CLERK:	58,912.00
	PLANNING BOARD:	
1.00	Chairman	1.00
1.00	Clerk	1.00
1.00	Member	1.00
1.00	Member	1.00
1.00	Member	1.00

GENERAL GOVERNMENT

	Moderator:	
1.00	Salary	1.00
1.00	TOTAL: Moderator	1.00
	Selectmen:	
162,653.00	Salaries	164,406.00
41,197.00	Wages	41,197.00
26,740.00	Other	25,890.00
230,590.00	TOTAL: Selectmen	231,493.00
	Selectmen's Special:	
68,000.00	Other	68,050.00
68,000.00	TOTAL: Selectmen Special	68,050.00
	Parking Clerk:	
50.00	Other	-
50.00	TOTAL: Parking Clerk	-

	Finance Committee:		
1,158.00	Wages	1,158.00	
360.00	Other	360.00	
1,518.00	TOTAL: Finance Committee	1,518.00	
	Town Website/Cable Advisory:	-	
-	Wages	-	
-	Other	-	
-	Total: Town Website/Cable Advisory	-	
	Town Accountant:		
64,272.00	Salary	64,272.00	
33,043.00	Wages	33,043.00	
20,788.00	Other	20,788.00	
118,103.00	TOTAL: Town Accountant	118,103.00	
	Board of Assessors		
69,772.00	Salaries	69,772.00	
36,964.00	Wages	33,855.00	
14,200.00	Other	17,309.00	
120,936.00	TOTAL: Assessors	120,936.00	
	Town Treasurer and Collector:		
64,272.00	Salary	64,272.00	
64,132.00	Wages	64,132.00	
39,300.00	Other	30,800.00	less \$8,500 GASB 45
167,704.00	TOTAL: Town Treasurer & Coll.	159,204.00	
	Town Hall:		
1,500.00	Wages	500.00	
119,108.00	Other	143,878.00	version 3
120,608.00	TOTAL: Town Hall	144,378.00	
	School Street Building		
728.00	Other	634.00	
728.00	TOTAL: School Street Building	634.00	
	Town Clerk:		
58,912.00	Salary	50,842.00	experience adjustment
30,488.00	Wages	15,919.00	experience adjustment 19 hrs
10,238.00	Other	11,309.00	
99,638.00	TOTAL: Town Clerk	78,070.00	
	Trust Fund Clerk:		
	Salary	-	
100.00	Other	100.00	
100.00	TOTAL: Trust Fund Clerk	100.00	
	Conservation Commission:		
54,760.00	Salary	54,760.00	
14,167.00	Wages	14,127.00	
68,927.00	TOTAL: Conservation Commission	68,887.00	
	Planning Board:		
5.00	Salaries	5.00	
1,754.00	Other	1,754.00	

1,759.00	TOTAL: Planning Board	1,759.00
	Zoning Board of Appeals:	
724.00	Other	724.00
724.00	TOTAL: Zoning Board of Appeals	724.00
999,386.00	SUB-TOTAL: GENERAL GOVERNMENT	993,857.00
PUBLIC SAFETY		
	Police Department:	
142,219.00	Salaries	144,202.00
1,053,107.00	Wages	1,114,569.00 version 6
106,270.00	Other	109,653.00
	Capital Equipment	
1,301,596.00	TOTAL: Police Department	1,368,424.00
	Fire Department:	
98,366.00	Salaries	97,316.00
400,735.00	Wages	401,785.00
86,866.00	Other	86,866.00
585,967.00	TOTAL: Fire Department	585,967.00
	Ambulance Services:	
54,000.00	Other	-
54,000.00	TOTAL: Ambulance Service	-
	Inspectional Services:	
71,775.00	Salaries	71,775.00
18,462.00	Wages	18,462.00
5,519.00	Other	5,519.00
95,756.00	TOTAL: Inspectional Services	95,756.00
	Sealer Weights & Measure	
1,500.00	Salary	1,500.00
-	Other	
1,500.00	TOTAL: Sealers Weights & Measure	1,500.00
	Animal Control Officer:	
8,904.00	Salary	8,904.00
549.00	Other	549.00
9,453.00	TOTAL: Animal Control Officer	9,453.00
	Animal Inspector:	
6,882.00	Salary	6,882.00
1,840.00	Other	1,840.00
8,722.00	TOTAL: Animal Inspector	8,722.00
2,056,994.00	SUB-TOTAL: PUBLIC SAFETY	2,069,822.00

EDUCATION ELEMENTARY SCHOOL

442,924.00	General Administration
2,388,929.00	Instructional Salaries
158,545.00	Instructional Materials

147,788.00	Other School Services		
160,712.00	Transportation Regular		
219,535.00	Fuel & Power		
400,954.00	Bldg. Oper. & Main.		
1,865,554.00	Special Needs		
5,784,941.00	TOTAL: Elementary Schools	5,781,593.00	version Feb 5th

5,784,941.00	SUB-TOTAL - ELEMENTARY SCHOOLS	5,781,593.00	
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PUBLIC WORKS AND FACILITIES

	General Highway:		
75,983.00	Salary	75,983.00	
185,169.00	Wages	190,419.00	version 2
188,195.00	Other	173,805.00	less \$25,000 Sidewalk
49,577.00	Capital Equipment	25,740.00	version 2
498,924.00	TOTAL: General Highway	465,947.00	

	Snow and Ice:		
78,581.00	Wages	78,581.00	
160,080.00	Other	164,285.00	
238,661.00	TOTAL: Snow and Ice	242,866.00	

	Street Lights		
18,900.00	Other	18,900.00	
18,900.00	TOTAL: Street Lights		

756,485.00	SUB-TOTAL: PUBLIC WORKS	727,713.00	747,713.00
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HUMAN SERVICES

	Board of Health:		
64,272.00	Salary	64,272.00	
13,202.00	Wages	12,182.00	
16,001.00	Other	16,730.00	
93,475.00	TOTAL: Board of Health	93,184.00	

	MSW Collection, HHW & Recycling		
355,787.00	Services	369,819.00	
355,787.00	TOTAL: MSW Collection, HHW & Recycling	369,819.00	

	Recycling:		
2,750.00	Other	1,350.00	
2,750.00	TOTAL: Recycling	1,350.00	

	Council On Aging:		
40,764.00	Salary	41,865.00	version 2
34,914.00	Wages	35,476.00	version 2
2,582.00	Other	2,582.00	
78,260.00	TOTAL: Council On Aging	79,923.00	

	Veterans' Benefits:		
3,470.00	Other	4,970.00	

3,470.00	TOTAL: Veterans' Benefits	4,970.00
	Soldiers & Sailors Graves:	
800.00	Other	800.00
800.00	TOTAL: Soldiers & Sailors Graves	800.00
534,542.00	SUB-TOTAL: HUMAN SERVICES	550,046.00

CULTURE & RECREATION

	Library:	
187,069.00	Salaries	187,719.00 version 2
151,246.00	Wages	150,813.00
112,837.00	Other	118,846.00 version 2
451,152.00	TOTAL: Library	457,378.00
	Park and Cemetery Department:	
65,272.00	Salary	65,272.00
121,207.00	Wages	121,207.00
43,774.00	Other	44,261.00
230,253.00	TOTAL: Park & Cemetery Dept.	230,740.00
	Tree Department:	
2,916.00	Salary	2,916.00
3,137.00	Wages	3,137.00
7,650.00	Other	7,650.00
13,703.00	TOTAL: Tree Department	13,703.00
	Memorial Day/Veteran's Day:	
3,600.00	Other	3,600.00
3,600.00	TOTAL: Memorial Day/Veteran's Day	3,600.00
	Historical Commission:	
450.00	Other	450.00
450.00	TOTAL: Historical Commission	450.00
699,158.00	SUB TOTAL: CULTURE & RECREATION	705,871.00

DEBT SERVICE

618,000.00	Long-Term Debt Principal	643,000.00
467,078.00	Long -Term Debt Interest	438,042.00
25,000.00	Interest for Temporary Loans	25,000.00
7,500.00	Issue Cost	35,000.00
1,117,578.00	TOTAL: DEBT SERVICE	1,141,042.00
1,117,578.00	SUB TOTAL: DEBT SERVICE	1,141,042.00

OTHER EXPENDITURES

	Pensions:	
643,879.00	Essex Retirement	667,094.00
643,879.00	TOTAL: Pensions	667,094.00

	Insurance:	
315,027.00	Liability/Accident/Workmen's Compensation	362,253.00
1,444,653.00	Life/Medical/Medicare	1,575,476.00
50,000.00	Unemployment	50,000.00
1,809,680.00	TOTAL: Insurance	1,987,729.00
2,453,559.00	SUB-TOTAL OTHER EXPENDITURES	2,654,823.00
14,402,643.00	***TOTAL BUDGET RECOMMENDATION***	14,624,767.00

Fiscal Year 2010: July 1, 2009 through June 30, 2010

Fiscal Year 2011: July 1, 2010 through June 30, 2011

EDUCATION ELEMENTARY SCHOOL			Override
459,673.00	General Administration		
2,676,280.00	Instructional Salaries		
191,972.00	Instructional Materials		
143,787.00	Other School Services		
177,390.00	Transportation Regular		
193,344.00	Fuel & Power		
403,088.00	Bldg. Oper. & Main.		
1,862,304.00	Special Needs		
6,107,838.00	TOTAL: Elementary Schools	5,701,166.00	83,775.00