



Topsfield Finance Committee
Minutes to the Meetings
March 24, 2014

- I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:05 PM, with Heidi Bond, Karen Dow, Daniel Shugrue & Dana Warren. The following people were also present for the meeting tonight: Dr. Bernard Creeden, Superintendent of Schools (Tri-Town), Steven Greenberg, Assistant Superintendent of Operations (Tri-Town), Kellie Hebert, Town Administrator, Fire Chief Ronald Giovannacci and Steve Lais. The following members of the Topsfield Elementary School Committee were present; Susan Archer, Chair, Katherine Carlson, Rosemarie Lucey and Joe Quigley. Jon Guido, Finance Committee member, was not present for the meeting.
- II. **Minutes:** A motion was made by Heidi Bond to accept the March 17, 2014 minutes as amended, seconded by Dan Shugrue, voted in favor 5-0-1. Dana Warren abstained.
- III. **Reserve Fund Transfer Request:** The Water Department requested approval of a transfer from the Water Unanticipated Emergency Fund to the Other-System Maintenance, Emergency Account, in the amount of \$31,000 for emergency water related repairs. A motion was made to approve the transfer by Karen Dow, seconded by Dana Warren, voted in favor 6-0.
- IV. **Warrant for 2014 RECC Petition Special Town Meeting:** A motion was made by Karen Dow, seconded by Paul Dierze, for the Special Town Meeting relative to the Regional Emergency Communications Center Petition, scheduled for April 22, 2014, to authorize the Committee Chair, and in his absence any other Committee Member present, to act on behalf of the Finance Committee to the extent allowed by law, voted in favor 6-0.

By motion of Dana Warren, seconded by Dan Shugrue, public comment having been allowed by the Chair with none being offered by the Public, the Finance Committee recommends No Action on the Citizen Petition to Rescind Article Twenty-Second of the Annual Town Meeting, Article Second, voted in favor 6-0.

V. Finance Committee Letter: Karen Dow will update the financial information from last year's letter, and forward to Chairman Mark Lyons for review. This year's letter must be completed in time for inclusion in the Town Meeting Warrant.

VI. Department Budget Review and Approval: Chairman Lyons stated that the Committee reserves the right to supersede or modify this Meeting's budget approvals by future vote.

Dan Shugrue moved to approve the revised Elementary Schools budget at a total of \$6,667,419, seconded by Karen Dow, voted in favor 6-0.

VII. Budget Model Change Tracking Worksheet Review: Karen Dow went through the items that have been updated since the Model v 2.0. There are now FY 2014 tailings available. There were substantial savings in the Town insurance budgets. These factors bring the Model via this Tracker to approximately \$11,000 under the levy limit.

Discussion then focused on the Elementary School Budget. Chairman Lyons suggested the possibility that the Elementary Schools technology request of \$90,000 be addressed through tailings if indeed it is a one-time cost.

VIII. Annual Town Meeting Warrant Article Recommendations: Chairman Lyons stated that the Committee reserves the right to supersede or modify the following actions by future vote.

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 Chairman Mark Lyons, seconded by Karen Dow, the Finance Committee recommends positive action on Reserve Fund, Article Second, voted in favor 6-0.

By motion of Paul Dierze, seconded by Dana Warren, the Finance Committee recommends positive action on Water Department Operating Budget FY15, Article Fourth, voted in favor 6-0.

By motion of Dan Shugrue, seconded by Dana Warren, the Finance Committee recommends positive action on Lease of Emerson Field, Article Seventh, voted in favor 6-0.

By motion of Chairman Mark Lyons, seconded by Dana Warren, the Finance Committee recommends positive action on Grant Authorization for Town Projects, Article Eighth, voted in favor 6-0.

By motion of Paul Dierze, seconded by Karen Dow, the Finance Committee recommends positive action on Mass Department of Transportation Contract (Ch. 90), Article Ninth, voted in favor 6-0.

By motion of Dan Shugrue, seconded by Karen Dow, the Finance Committee recommends positive action on Annual Engineering & Landfill Monitoring, Article Tenth, voted in favor 6-0.

- By motion of Dana Warren, seconded by Paul Dierze, the Finance Committee recommends positive action on Tri-Town Council on Youth and Family Services, Article Eleventh, voted in favor 6-0.
- By motion of Dana Warren, seconded by Dan Shugrue, the Finance Committee recommends positive action on Senior Care, Article Twelfth, voted in favor 6-0.
- By motion of Chairman Mark Lyons, seconded by Dan Shugrue, the Finance Committee recommends positive action on Fund Town Employee Employment Separation, Article Thirteenth, voted in favor 6-0.
- By motion of Chairman Mark Lyons, seconded by Karen Dow the Finance Committee recommends positive action on Other Post Employment Benefits OPEB Fund - General, Article Fourteenth, voted in favor 6-0.
- By motion of Chairman Mark Lyons, seconded by Dan Shugrue, the Finance Committee recommends positive action on Reserve for Wages (Collective Bargaining Contracts), Article Fifteenth, voted in favor 6-0.
- By motion of Chairman Mark Lyons, seconded by Paul Dierze, the Finance Committee recommends positive action on Reserve for Pay & Compensation Study, Article Sixteenth, voted in favor 6-0.
- By motion of Karen Dow, seconded by Paul Dierze, the Finance Committee recommends positive action on Triennial Re-Certification for All Real Property Values, Article Seventeenth, voted in favor 6-0.
- By motion of Dan Shugrue, seconded by Dana Warren, the Finance Committee recommends positive action on Park Revolving Fund, Article Eighteenth, voted in favor 6-0.
- By motion of Dan Shugrue, seconded by Dana Warren, the Finance Committee recommends positive action on Cemetery Revolving Fund, Article Nineteenth, voted in favor 6-0.
- By motion of Paul Dierze, seconded by Karen Dow, the Finance Committee recommends positive action on Conservation Committee Revolving Fund, Article Twentieth, voted in favor 6-0.
- By motion of Karen Dow, seconded by Dan Shugrue, the Finance Committee recommends positive action on Telephone Systems for Town Hall & Library, Article Twenty-first, voted in favor 6-0.
- By motion of Dan Shugrue, seconded by Dana Warren, the Finance Committee recommends positive action on Lawn Sweeper, Article Twenty-second, voted in favor 6-0.
- By motion of Paul Dierze, seconded by Karen Dow, the Finance Committee recommends positive action on Brush Chipper, Article Twenty-third, voted in favor 6-0.
- By motion of Heidi Bond, seconded by Dana Warren, the Finance Committee recommends positive action on Police SUV Cruiser, Article Twenty-fourth, voted in favor 6-0.
- By motion of Heidi Bond, seconded by Paul Dierze, the Finance Committee recommends positive action on Fire Utility Vehicle, Article Twenty-fifth, voted in favor 6-0.
- By motion of Chairman Mark Lyons, seconded by Karen Dow, the Finance Committee recommends positive action on Facilities Building Repairs & Maintenance, Article Twenty-sixth, voted in favor 6-0.

- By motion of Dan Shugrue, seconded by Dana Warren, the Finance Committee recommends positive action on Landfill Infrastructure Maintenance & Improvement, Article Twenty-seventh, voted in favor 6-0.
- By motion of Paul Dierze, seconded by Karen Dow, the Finance Committee recommends positive action on Highway Sander/Snow Plow, Article Twenty-ninth, voted in favor 6-0.
- By motion of Heidi Bond, seconded by Karen Dow, the Finance Committee recommends positive action on Fire Rescue, Article Thirtieth, voted in favor 6-0.
- By motion of Heidi Bond, seconded by Karen Dow, the Finance Committee recommends positive action on Fire Quint/Ladder Truck, Article Thirty-first, voted in favor 6-0..
- A motion was made by Paul Dierze, seconded by Karen Dow, to recommend positive action on Perkins Row Pumping Station Rehabilitation Design, Article Thirty-second, voted in favor 6-0.
- By motion of Paul Dierze, seconded by Karen Dow, the Finance Committee recommends positive action on Water Storage Tanks Repair & Improvement, Article Thirty-third, voted in favor 6-0.
- By motion of Paul Dierze, seconded by Karen Dow, the Finance Committee recommends positive action on Washington Street Water Main Replacement, Article Thirty-fifth, voted in favor 6-0.
- By motion of Chairman Mark Lyons, seconded by Karen Dow, the Finance Committee recommends positive action on Amend Bylaw: XXIV Procurement Contract Bylaws s.24-2(b), Article Thirty-sixth, voted in favor 6-0.
- By motion of Karen Dow, seconded by Dan Shugrue, the Finance Committee recommends positive action on Amend Bylaw: XXIII s.23-2.3 Canine Control - Fees, Article Thirty-seventh, voted in favor 6-0.
- By motion of Chairman Mark Lyons, seconded by Karen Dow, the Finance Committee recommends positive action on Stabilization Fund, Article Forty-Ninth, voted in favor 6-0.
- Articles Third, Fifth, Sixth, Twenty Eighth , Thirty Fourth, Thirty Eight through Forty Eighth and Fiftieth will be considered at a future meeting after public hearings take place and further information becomes available.

IX. Town Meeting Warrant Article Assignments:

Annual Town Meeting Warrant Article	Finance Committee Member Initials
Consent Agenda	ML
1	ML
2	ML
3	KD
4	PD
5	DW
6	DW
7	DS

8	ML
9	PD
10	DS
11	DW
12	DW
13	ML
14	JG
15	ML
16	ML
17	KD
18	DS
19	DS
20	PD
21	KD
22	DS
23	PD
24	HB
25	HB
26	ML
27	DS
28	DS
29	PD
30	HB
31	HB
32	PD
33	PD
34	PD
35	PD
36	ML
37	KD
38	PD
39	JG
40	JG
41	PD
42	PD

43	PD
44	PD
45	PD
46	PD
47	PD
48	ML
49	ML
50	ML

Special Town Meeting Warrant Article	Finance Committee Member Initials
2	ML
3	ML

X.Upcoming Meeting Schedule: The next meeting of the Committee will occur on March 31st, 2014 at 7:00 PM in the Proctor School Teacher’s Lounge.

XI. Adjourn: A motion was made by Karen Dow to adjourn at 9:27 PM, seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,
Meagan Q. Ginley

Attachments:

- a) Town of Topsfield Draft Warrants for Two Special Town Meetings and Annual Town Meeting
- b) FY15 Model Change -Tracking Worksheet by Karen Dow 03/24/14 Update