



Topsfield Finance Committee
Minutes to the Meetings
January 14, 2013

- I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze, Karen Dow and Kathy Hartmann present. Chairman of the Topsfield Elementary School Committee Jeanine Cunniff, Selectman Richard Gandt, Selectman Ken Vogel and Town Administrator Ginna Wilder were also present. Jon Guido and Town Moderator George Hall joined the meeting at 7:02 PM. Selectman Laura Powers joined the meeting at 7:30 PM.
- II. Minutes:** A motion was made by Paul Dierze to accept the January 7, 2013 minutes as amended, seconded by Karen Dow, voted in favor 5-0-1 with Jon Guido abstaining.
- III. Local News Story:** Chairman Mark Lyons shared an unusual town government meeting from the Salem Evening News in which the Salem City Council deadlocked over filling an open seat on the Council in a seven hour meeting that included over 300 votes.
- IV. Capital Improvement Program Presentation:** Town Administrator Ginna Wilder presented Phase 1 of the Capital Improvement Program recommendation for FY 2014. The final request total will be compiled when the building assessment has been completed later this month. Priority items on the Capital Improvement Program include equipment purchases for the Highway, Fire and Police Departments, new computers in Town Hall, a new telephone system for the Police Department and a specialty scanner for the Inspectional Services Department.
- V. Topsfield Elementary Schools Budget Update:** The Elementary schools did not submit any requests to Phase 1 of the Town Capital Improvement Program because their FY2014 capital items are building-related and will be included in the building assessment phase. The initial draft Elementary Schools budget will be issued later this week.
- VI. Masconomet FY2014 Topsfield Budget Guideline:** A progress report on Masconomet's FY2014 budget should be available after the January 16, 2013 Masconomet School Committee meeting. Heidi Bond had no additional information to report relative to Middleton and Boxford's FY2014 Masconomet Budget Guideline process.

VIII. Reserve Fund Transfer Requests: The Town Clerk revised the estimation of the possible primary and general special election costs to \$5,400. There are also preliminary indications of significant Police Department funding issues, resulting in a FY 2013 deficit of up to \$95,000. Discussion focused on how to proceed with the unusually high reliance on the Reserve Fund this year.

IX. Finance Committee Department Budget: Heidi Bond presented the proposed FY2014 Finance Committee Department budget. A motion was made by Karen Dow to approve the budget as proposed, seconded by Heidi Bond, voted in favor 6-0.

X. Liaison Reports on Department Budgets:

Karen Dow:

- Assessors
- Library
- Town Accountant
- Town Clerk
- Town Treasurer and Collector

Kathy Hartmann:

- Council on Aging
- Masconomet II (MASCO School Committee)
- North Shore Vocational
- Tri-Town Council

Paul Dierze:

- Board of Health
- Conservation Commission
- Highway
- Inspectional Services
- Planning Board
- School Street Building
- Snow/Ice
- Street Lights
- Tree
- Water
- Zoning Board of Appeals

During the presentations discussion focused on the ongoing Library Facilities Maintenance staffing issue, the pending assessment of unemployment insurance, the Treasurer's increase to the tax title budget, the line item change for the Conservation Commission's salary item and fuel consumption. The Committee liaison budget reports will continue on January 28, 2013.

XI. Schedule of Department Head Budget Presentations: The Department Head budget presentations to the Committee will be held as follows:

February 4, 2013

7:00 PM Conservation Commission

7:30 PM Library

February 11, 2013

7:00 PM Town Administrator and Board of Selectmen

7:30 PM Board of Health,

8:00 PM Parks and Cemeteries

February 25, 2013

7:00 PM Elementary Schools

XII. Government Review Committee Update: There is no further information to report on the GRC at this time.

XIII. Upcoming Meeting Schedule: The next meetings of the Committee will occur on January 28, 2013, February 4, 2013, February 11, 2013, and February 25, 2013 at 7:00 PM in the Proctor School Teachers, Lounge.

XIV. Adjourn: A motion was made by Karen Dow to adjourn at 7:51 PM, seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,

Lexie Winslow

Attachments:

- a) FY2014 Topsfield Department Budgets