



Topsfield Finance Committee  
Minutes to the Meetings  
February 4, 2013

**I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze, Karen Dow, Kathy Hartmann and Dan Shugrue present. Conservation Commission Members Jim Carroll, Conservation and Holger Luther, Conservation Administrator Lana Spillman, Selectman Ken Vogel and Town Administrator Ginna Wilder were also present. Chairman of the Topsfield Elementary School Committee Jeanine Cunniff joined the meeting at 7:01 PM. Selectman Richard Gandt joined the meeting at 7:02 PM. Library Trustee Audrey Iarocci and Library Directory Laura Zalewski joined the meeting at 7:17 PM. Library Trustee Sean P. Cunniff joined the meeting at 7:22 PM. Library Trustee Kathleen Hoffman joined the meeting at 7:28 PM. Chief of Police Evan E. J. Haglund joined the meeting at 7:40 PM. Fire Chief Ron Giovannacci joined the meeting at 8:16 PM. Inspector of Buildings Glenn Clohecy joined the meeting at 8:24 PM. Fire Captain Jen Collins Brown joined the meeting at 8:25 PM.

**II. Minutes:** A motion was made by Heidi Bond to accept the January 28, 2013 minutes as amended, seconded by Karen Dow, voted in favor 5-0-1 with Paul Dierze abstaining.

**III. Town Local Receipts Variance Report:** Town Accountant Pam Wood provided a report to the Finance Committee relative to Local Receipts this Fiscal Year to date.

**IV. Department Head Budget Presentations:**

Conservation Commission  
Library  
Police Department  
Inspectional Services  
Fire Department

During the Conservation Commission presentation, discussion focused on funding the salary line item from the General Fund given the depletion of the Wetland Fees Fund.

During the Library presentation, discussion focused on the implementation of a part-time or contracted building maintenance position, possibly to be shared with other Town Departments.

During the Police Department presentation, discussion focused on the impact of the Essex County Regional Emergency Communication Center on the Topsfield Police Department staff and budget, particularly if the July 1, 2013 implementation date is delayed.

During the Inspectional Services presentation, discussion focused on the administrative staffing budget.

During the Fire Department presentation, discussion focused on the costs and implications of mandatory unfunded training, as well as the administrative staffing budget.

**V. Upcoming Schedule of Department Head Budget Presentations:** The Department Head budget presentations to the Committee will continue as follows:

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

March 4, 2013

7:00 PM Masconomet

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

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

**VIII. Adjourn:** A motion was made by Karen Dow to adjourn at 9:13 PM, seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,  
Lexie Winslow

Attachments:

- a) FY2014 Topsfield Department Budgets