



Topsfield Finance Committee
Minutes to the Meetings
March 18, 2013

- I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze, Karen Dow, Jon Guido, Kathy Hartmann and Daniel Shugrue. Town Moderator George Hall joined the meeting at 7:06 PM. Selectman Richard Gandt joined the meeting at 7:12 PM.
- II. Minutes:** A motion was made by Karen Dow to accept the March 11, 2013 minutes as amended, seconded by Heidi Bond, voted in favor 6-0-1 with Kathy Hartmann abstaining.
- III. Department Budget Review and Approval:** Chairman Lyons stated that the Committee reserves the right to supersede or modify the following budget approvals by future vote. He also asked the Finance Committee members to confirm the figures of their respective Liaison Departments on the Article III Tracking Worksheet. The Finance Committee once again discussed Department Budgets that were submitted over the Fin Com Guidelines or that requested items on their Attachment A. Karen Dow motioned to set the Town Clerk salary at \$52,895.00 annually, seconded by Daniel Shugrue, voted in favor 7-0. Karen Dow motioned to increase the Town Clerk's Other line item by \$2,500.00 for one-time consulting costs, seconded by Paul Dierze, voted in favor 7-0. Discussion focused on the transition of the newly elected Town Clerk after Town Meeting. Daniel Shugrue motioned to set the Topsfield Elementary Schools FY2014 Budget to \$6,215,850 and an additional \$123,215 for one-time extraordinary Special Education costs, for a total of \$6,339,065, seconded by Jon Guido, voted in favor 7-0.
- IV. Budget Model Review:** The Finance Committee FY2014 Budget Model version 2.0 has been updated to include Masconomet's certified budget, all of the approved department base budgets, all of the approved department Unfunded Essentials budgets and the 3/11/13 draft of the 2013 Annual and Special Town Meeting Warrant Articles.
- V. Consent Calendar at Town Meeting:** Town Moderator George Hall suggested the use of a Consent Calendar at the upcoming Town Meeting. This practice, commonly used in other Towns, allows non-controversial Town Meeting Articles to be bundled and voted on at once. Town Meeting voters may request that particular articles be removed from the bundle for individual consideration. Finance Committee members expressed their willingness to assist the Moderator in introducing this to Town Meeting.

VI. Five or Ten Year Waste Management Contract: The Selectmen will be presenting a Warrant Article authorizing them to consider entering into a 10 year contract for MSW, for waste management services. Selectman Gandt requested a sense of the Finance Committee on this Article. The matter was discussed. Committee Members expressed the view that their support would be dependent on the Article's exact language.

VII. Reserve Fund Status: The Committee was informed that the Snow and Ice budget has reached a deficit. This will be addressed either by identifying an available source of funding at the end of this fiscal year, or by including a Snow and Ice deficit line item in the FY 14 budget.

VIII. Upcoming Meeting Schedule: The next meeting of the Committee will occur on March 27, 2013 at 7:00 PM in the Proctor School Teachers, Lounge. The Wednesday Meeting date was

IX. Adjourn: A motion was made by Karen Dow to adjourn at 8:32 PM, seconded by Paul Dierze, voted in favor 7-0.

Respectfully submitted,
Lexie Winslow

Attachments:

- a) FY2014 Topsfield Department Budgets
- b) 2013 Annual and Special Town Meeting Warrant, 3-11-2013 Draft
- c) Finance Committee FY2014 Budget Model, version 2.0