



Topsfield Finance Committee  
Minutes to the Meetings  
March 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, Jon Guido, Kathy Hartmann and Daniel Shugrue present. Chairman of the Topsfield Elementary School Committee Jeanine Cunniff, Masconomet School Committee member Elizabeth Dierze, Selectman Richard Gandt, Masconomet Chief Financial Officer Susan Givens, Masconomet Superintendent of Schools Darrell Lockwood, Selectman Laura Powers, Masconomet School Committee member John Spencer, Selectman Kenneth Vogel and Town Administrator Ginna Wilder were also present. Chairman of the Board of Selectmen Eldon Goodhue joined the meeting at 7:04 PM.

**II. Minutes:** A motion was made by Karen Down to accept the February 11, 2013 minutes as written, seconded by Jon Guido, voted in favor 7-0. A motion was made by Heidi Bond to accept the February 25, 2013 minutes as amended, seconded by Kathy Hartmann, voted in favor 5-0-2 with Heidi Bond and Jon Guido abstaining.

**III. Department Budget Presentations:**

**Masconomet**

During the budget presentation discussion focused on MASCO's consistently high quality of education for a relatively low per-student cost. The FY2014 budget includes a new technology initiative to equip the school with cutting-edge infrastructure and devices. Other topics included changes in staffing and a review of the current three-town budget process.

**IV. Department Budget Review & Approval:** The Fin Com will begin the budget approval process on March 11, 2013 and each liaison will be prepared to present his or her recommendations per department. The Fin Com also expressed a sense of the Committee that Topsfield's unexpectedly high free cash level be viewed as one time revenue and therefore applied to the Stabilization Fund or other Town "savings" accounts, or one-time expenses, not to the increase of ongoing operating budgets.

**V. Town Clerk Salary:** The current Town Clerk is not going to run for reelection. In the next few weeks the Fin Com will determine a salary for the new Town Clerk and approve a small additional budget amount for support staff and on the job training.

**VI. Reserve Fund Status:** There are no new reserve fund transfer requests at this time. Update on Transfer Requests from Parks and Cemeteries: The Fin Com reviewed the \$10,000 transfer request from November 5, 2012 for repairs to Pyebrook Park and the \$1,700 from January 28, 2013 for slope wash out. The Pyebrook Park repair work may not be able to start until the funding is approved, and the Fin Com will decide on

this transfer request at the next meeting. The slope wash out repair has already been completed, and that expense will be dealt with closer to the end of the fiscal year according to the customary Reserve Fund Transfer Request process.

Water Department Enterprise Fund Transfer Requests: Enterprise Fund Transfer Requests from the Water Department will be presented at the next meeting.

Snow and Ice: There is still money in the Snow and Ice budget, although not necessarily enough if the pattern of weekly heavy snow events continues through March.

**VII. Building Audit:** The Building Audit team proposed a multi-year repair plan for town and school buildings. The major renovations will be focused on Town Hall with an emphasis on restoration.

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

**IX. Upcoming Meeting Schedule:** The next meetings of the Committee will occur on March 11, 2013, March 18, 2013 and March 27, 2013 at 7:00 PM in the Proctor School Teachers, Lounge.

**X. Adjourn:** A motion was made by Karen Dow to adjourn at 8:37 PM, seconded by Paul Dierze, voted in favor 7-0.

Respectfully submitted,  
Lexie Winslow

Attachments:

- a) FY2014 Topsfield Department Budgets
- b) Park and Cemetery Department Reserve Fund Transfer Request
- c) Masconomet FY2014 Budget