



Topsfield Finance Committee
Minutes to the Meetings
March 5, 2012

I. Call to Order: Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze, Karen Dow, Kathryn Hartmann, Stephen Lais and Daniel Shugrue present. Also in attendance were Town Moderator John Kinhan, Water Department Superintendent Gregory Krom, Selectman Ken Vogel, and Town Administrator Ginna Wilder. Chair of the Elementary School Committee Jeanine Cunniff joined the meeting at 7:04 PM. Chairman of the Board of Selectmen Laura Powers joined the meeting at 7:06 PM. Selectman Richard Gandt joined the meeting at 7:09 PM. Tri-Town School Union Director of Finance and Human Resources Steven Greenberg joined the meeting at 7:27 PM. Tri-Town School Union Superintendent Dr. Bernard Creeden joined the meeting at 8:03 PM.

II. Minutes: A motion to accept the February 27, 2012, minutes as amended was made by Stephen Lais, seconded by Karen Dow, voted in favor 7-0.

III. Water Department Reserve Fund Transfer Request: Water Department Superintendent Gregory Krom submitted a Reserve Fund Transfer Request of \$49,250 for the water treatment plant feasibility study. Vendor bids for the study are due March 19, with a tentative schedule to begin the study by May and circulate the data by the Fall 2012 Town Meeting. Discussion included the timetable of the project and the pressing need for water treatment solutions. A motion to approve the transfer request was made by Stephen Lais, seconded by Karen Dow, voted in favor 7-0.

IV. Update on Town Meeting Warrant: Chairman of the Board of Selectmen Laura Powers updated the Finance Committee on the formation of the Town Meeting Warrant. At this time, the Capital Items include the rebanding of the communication system and exterior repairs to the Library. A Highway Department vehicle is no longer included. The Elementary School technology update is being given serious consideration as a possible override. The project to preserve the town records will be deferred for now, until a more comprehensive plan can be formulated. Members of the Selectmen will attend the March 19 Finance Committee meeting with a further update.

V. FY2013 Department Budget Presentations:

i. Elementary Schools, Superintendent Dr. Bernard Creeden, Director of Finance and Human Resources Steven Greenberg, Chair of the Elementary School Committee Jeanine Cunniff, 8:00 PM

During this follow-up Department Budget presentation the discussion focused on the amount the current draft of the Elementary Schools FY2013 Budget exceeds the FinCom guideline, approximately \$103,000. Topsfield Elementary Schools Superintendent Dr. Bernard Creeden and Director of Finance and Human Resources Steven Greenberg submitted a prioritized list of budget items currently under consideration. The Elementary Schools' top priorities for FY2013 are to purchase the new math textbooks and fund the technology staffing, infrastructure and hardware upgrades. The Elementary School Committee will continue to discuss the school budget through March 19.

VI. Department Budget Review and Approval: The Finance Committee reviewed Town Meeting Article III department budgets that were submitted over the FinCom Guidelines or that requested items on their Attachment A.

Motion being made by Paul Dierze, and seconded by Stephen Lais, certain Article III Department budgets were approved as detailed on the attached FinCom Budget Approval Tracking Sheet, which is incorporated herein by reference. Voted in favor 7-0.

Chairman Lyons stated that the Committee reserves the right to supersede or modify these budget approvals by future vote.

VII. Upcoming Meeting Schedule:

The Finance Committee will continue the budget approval process focusing on the Topsfield FY2013 Budget Model on March 12, 2012. The subsequent meetings will be March 19, 2012, and March 26, 2012. The public Budget Forum will be held on March 21, 2012.

VIII. Adjourn: A motion was made by Stephen Lais to adjourn at 9:06 PM, seconded by Paul Dierze. Voted in favor 7-0.

Respectfully submitted,
Lexie Winslow

Attachments:

- a) FY2013 Department Budgets
- b) Water Department Fund Transfer Request
- c) Topsfield Elementary Schools FY2013 Proposed Budget Adjustment Worksheet
- d) Topsfield FY2013 Budget Approval Tracking Sheet