



Topsfield Finance Committee
Minutes to the Meetings
April 1, 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 Jon Guido. Selectman Richard Gandt and Selectman Laura Powers were also present. Chairman of the Topsfield Elementary School Committee Jeanine Cunniff and Selectman Ken Vogel joined the meeting at 7:03 PM. Kathy Hartmann joined the meeting at 7:12 PM.

II. Ethics: Mark Lyons reminded the Finance Committee members to complete ethics training by May 5, 2013 and submit their certificates of completion to him.

III. Reserve for Wages Fund Status:

Police: A motion was made by Paul Dierze from Reserve for Wages Fund to the Police Wage – Full Time Account 21002-51130 in the amount of \$9,608.00 for an unusual contract negotiation fee, seconded by Karen Dow, voted 5-0. Discussion focused on the nature and timing of the contract.

IV. Finance Committee Letter: The Finance Committee reviewed and edited the draft annual Finance Committee letter to the Town.

A motion was made by Jon Guido to approve the edited letter, seconded Karen Dow, voted in favor 6-0. Discussion focused on the organization and wording of the letter, particularly in reference to the Water Department and Essex County Regional Emergency Communications Center.

V. Final Department Budget Review and Approval: The Finance Committee reviewed an updated Warrant Appendix A.

A motion was made by Paul Dierze to approve department budgets as detailed and revised in Attachment A, to recommend positive action at Town Meeting, seconded by Heidi Bond, voted in favor 6-0. The motion was withdrawn.

A motion was made by Paul Dierze to approve department budgets as detailed and revised in Attachment A, to recommend positive action at Town Meeting and supersede any previous votes on this Appendix, seconded by Jon Guido, voted in favor 6-0.

Assessors: A motion was made by Heidi Bond to approve the Assessors' budget in the amount of \$73,118.00 in the Salary line, \$35,897.00 in the Wages line and \$21,050.00 in the Other line which includes \$2,500.00 for consulting services, seconded by Karen Dow, voted in favor 6-0. Discussion focused on the details of the above-guideline requests including consultant fees, tuition, and advertising.

Snow and Ice: A motion was made by Karen Dow to approve the Snow and Ice Other budget in the amount of \$169,565.00, seconded by Paul Dierze, voted in favor 6-0.

VI. Annual Town Meeting Warrant Article Recommendations: In a series of motions, the Finance Committee voted actions on the following Annual Town Meeting Warrant Articles as numbered in the attached draft Warrant:

By motion of Karen Dow, seconded by Paul Dierze, the Finance Committee recommends positive action on General Operating Budget, Article Third, voted in favor 6-0.

By motion of Paul Dierze, seconded by Karen Dow, the Finance Committee recommends positive action on Amend Motion Delay, Article Forty-second, voted in favor 6-0. Discussion focused on the significance of this permitting change, which will create a simpler process. It is supported by the Historical Commission and the Planning Board.

By motion of Paul Dierze, seconded by Karen Dow, the Finance Committee recommends positive action on Amend Zoning Bylaw, Article I, Definitions and Article III, Section 3.02 Table of Use Regulations, Article Forty-third, voted in favor 6-0. Discussion focused on the wording and the significance of this Article as the basis for Article Forty-fourth.

By motion of Paul Dierze, seconded by Karen Dow, the Finance Committee recommends positive action on Temporary Moratorium on Medical Marijuana Treatment Centers, Article Forty-fourth, voted in favor 6-0.

By motion of Karen Dow, seconded by Heidi Bond, the Finance Committee recommends positive action on Free Cash, Article Forty-ninth, in the amount of approximately \$168,000.00 to be finalized by the Town Accountant, voted in favor 6-0.

By motion of Karen Dow, seconded by Paul Dierze, the Finance Committee recommends positive action on Map Update, Article Thirty-third, in the amount of \$6,950.00, voted in favor 6-0.

VII. Upcoming Meeting Schedule: The next meetings of the Committee will occur on April 8, 2013 and April 22, 2013 at 7:00 PM in the Proctor School Teachers' Lounge.

VIII. Adjourn: A motion was made by Karen Dow to adjourn at 8:24 PM, seconded by Paul Dierze, voted in favor 7-0.

Respectfully submitted,
Lexie Winslow

Attachments:

- a) Finance Committee Letter, 4/1/13 version
- b) 2013 Annual Town Meeting Warrant, 4/1/2013 version
- c) 2013 Special Town Meeting Warrant, 4/1/2013 version