

BOARD OF SELECTMEN
Working Session
Town Hall Conference Room
Minutes of January 9, 2013

Acting Chairman Martha Morrison called the meeting to order at 3:45 PM. Board members present in addition to Acting Chairman Morrison, were, Dick Gandt, Laura Powers and Ken Vogel. Eldon Goodhue was absent. Of the Selectmen's staff Town Administrator Virginia Wilder and Board Secretary Donna Rich was in attendance. Other person present during all or part of the meeting was Fire Chief Ron Giovannacci.

Acting Chairman Morrison stated the purpose of the meeting would be to review FY14 budgets with various departments for which the Board of Selectmen is responsible.

Veteran's Benefits: Selectman Gandt volunteered to wordsmith the narrative to include the increase funding to \$8,000 in the Benefit line item and to add the \$12,000 for Consultant fee for a Veteran's Agent to be added into the unfunded essential service tab.

Fire Department: Fire Chief has requested that the Training of \$25,000 be placed on a Warrant Article and has been removed from the budget. Selectman Powers, liaison to the Fire Department, noted that the 5 hours requested for the clerical position has been moved to the essential unfunded tab for consideration of the Finance Committee. Selectman Powers would clarify the narratives so they are consistent with other budgets that have been submitted. Fire Chief asked the Board where the savings from the joining of the RECC would be allocated. The Board discussed the desire that it would go to the taxpayers.

Inspectional Services: There was discussion clarifying the increase in the secretarial hours and the impact on retirement and health benefits.

Fiscal 2014 Budget Review from Town Accountant: Ms. Wilder distributed a list from the Town Accountant of items that have not been included, or have wrong figures in budgets that have been submitted. The Board discussed the inaccuracy and agreed the changes should be made.

Selectmen's Budget: Secretary Donna Rich noted that the narrative would need to be corrected to display a 50-50 split of the telephone bill going to the Highway (\$480) and Water (\$480) departments for a total of \$960 moving out of the Selectmen's Budget.

Soldiers & Sailors Graves: Ms. Wilder reported that the Park & Cemetery Superintendent Steve Shepard had requested an increase of \$200 for flags and markers.

Memorial & Veteran's Day: Selectman Powers explained that there had been a shifting of amounts under the Other line items, keeping the bottom line within Finance Committee Guidelines.

Town Hall: There was a discussion that the Police Department portion of the cleaning contract was agreed to be moved to the Police Department budget.

Police Department: Selectman Vogel explained the revised budget. Administrative increase in hours would be moved to the essential unfunded tab. There was a lengthy discussion of the increase in the additional "house officer" to be at the station from 4PM-12AM shift that has been requested.

Selectman Powers made a motion to approve the budgets for consideration to the Finance Committee for the following departments and to include the amendments received by the Town Accountant and narrative amendments that were discussed: Fire Department, Veterans' Benefits, Inspectional Services, Selectmen's, Soldiers & Sailors Graves, Memorial & Veterans Day, and Town Hall, seconded by Selectman Vogel; so voted: 4-0.

Additional topics:

JRM Contract: Update provided by Ms. Wilder.

At 5:15PM Acting Chairman Martha Morrison requested that the Board go into Executive Session; Selectman Powers made a motion to go into Executive Session for the purpose of discussing the deployment of security personnel or devices, or strategies with respect thereto; seconded by Selectman Vogel. In a roll call vote, a yes vote was recorded for Acting Chairman Morrison, Selectman Gandt, Selectman Powers and Selectman Vogel. The Board entered Executive Session.

Board resumed in Open Session at 5:20PM:

Gift Account Expenditure: Selectman Powers made a motion to expend \$475 from the Topsfield General Purpose Gift Account for the purpose of purchasing and installing three (3) additional Town Hall alarm system buttons on the second floor of Town Hall, seconded by Selectman Gandt; so voted: 4-0

Personnel Salary/Wage Grid: Ms. Wilder provided an estimated cost of \$68,000 if the new grid was approved. It is inclusive of the 2% salary increase. It was reported that the budget can sustain the increase. The Board requested time to review the cost impact.

Acting Chairman Morrison directed Secretary Donna Rich to post a meeting for Monday, January 14th at 4PM to continue FY14 Budget Review of the Police Department and further discussion of the Personnel Salary/Wage Grid.

At 5:30PM, Selectman Powers made a motion to adjourn and Selectman Vogel seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as written at the February 4, 2013 Board of Selectmen's meeting.

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. FY14 Budgets discussed
3. Selectmen's Budget Summary document

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.
