



BOARD OF SELECTMEN JOINT MEETING WITH FINANCE COMMITTEE
Proctor School Library
60 Main St., Topsfield, MA

Minutes of March 20, 2017
7:30 PM

Board members in attendance in addition to Chairman Lais were Clerk Mark Lyons, Boyd Jackson, Martha Morrison, Laura Powers. Finance Committee Members in attendance in addition to Chairwoman Karen Dow were Che Elwell Jon Guido, Mike Hartmann, Eric Menzer, Lou Ross, Dana Warren, and Recording Secretary Jen Davis. From the Selectmen's staff, Town Administrator Kellie Hebert and Administrative Assistant Susan Winslow were in attendance. Others in attendance were Town Accountant Catherine Gabriel, Treasurer/Collector Barbara Michalowski, Director of Purchasing and Community Development Donna Rich and Town Moderator Steve Whelan. Others in attendance were Tri Town School Union Director of Facilities Steve Clifford, Tri-Town School Union Director of Finance and Human Resources Steve Greenberg, Topsfield School Committee Member Joseph Quigley, and Masconomet Regional School District Committee Member John Spencer. Residents Heidi Fox, Richard Gandt, David Larson, Mark Liptak, and Martha Sanders were in attendance. Ben Demers from Boxford Cable Television was also in attendance.

CALL TO ORDER

Chairman Lais called the meeting to order at 7:30 pm

The Board stood for the Pledge of Allegiance and then observed a moment of silence.

ANNOUNCEMENTS

Chairman Stephen Lais made the following announcement:

"Please be informed that the meeting is being recorded live by Boxford Cable Television and that the Board's Recording Clerk also has a recording device for her record-keeping. Is there anyone else present who wishes to record the meeting?" There was no response to this question.

CITIZEN QUESTION OR COMMENTS

Chairman Lais asked if there were any citizen questions or comments. There were none.

NEW BUSINESS

FY18 Budget

Chair of the Finance Committee Karen Dow gave the following update:

- Chairman Dow met earlier with Kellie Hebert and Catherine Gabriel regarding a review of the FY18 Budget. The budget can be balanced while still leaving approximately \$25,000 available for Essential Unfunded requests.
- Budget numbers do not include funding for the Topsfield Elementary Schools Building Envelope Project.
- Masconomet Safety and Security Capital would likely be a separate Warrant.
- Turn-backs this year can pay off snow/ice budgets for FY17.
- The Donibristle Farm/Greenbelt project is not funded in this budget.
- Board of Selectmen should prioritize Essential Unfunded Requests and then submit them to the Finance Committee for consideration.
- Topsfield Elementary Schools Building Envelope project will result in approximately \$5.3 million dollars in debt after MSBA Reimbursement.
- Chairman Dow handed out a document illustrating projected Town debt.

Board Members discussed the Schools Building Envelope project. The Town may lose funding from MSBA for the second school project if they choose to repair only one school at this time. MSBA involvement means a reimbursement of 41.1% of allowable project costs, reducing the town's debt from approximately \$7,600,000 to approximately \$5.3 million dollars.

Steve Clifford pointed out that in the past five years Steward School has had 46 Work Orders totaling \$22,000 and Proctor School has had 54 Work orders totaling \$41,000 to repairs roofs and related repair items and this will increase if the buildings are not repaired.

Capital Budget Plan

Deferred to the Work Session on Wednesday, 3/22/17. Karen Dow would like this information as soon as possible.

FY17 Snow/Ice Account

There will be enough FY17 turn-backs to cover the \$11,000 shortfall.

Preliminary Draft Warrant

Ms. Hebert has been working with KP Law on the language for the Draft Warrant. She will have this document on Thursday Morning. She will work with Steve Whelan on the Consent Agenda.

Zoning Warrant Articles

Selectman Morrison announced that there will be a Public Hearing on Zoning Warrant Articles on March 28 at 7:30 pm at the Library.

Unfunded Essential Requests

These will be considered at the Work Session on Wednesday.

Town Meeting Next Steps

Town Moderator Steve Whelan said that someone from the School Committee should be prepared to explain the Topsfield Elementary Schools Buildings Envelope Project to the public at Town Meeting, including why one of the schools cannot be deferred if MSBA funding is to be involved.

Ms. Hebert announced that the Board of Selectmen will vote on the Warrant articles at the 3/27/17 Regular Business Meeting.

The Finance Committee will be meeting on 3/27/17 and 3/29/17.

Donibristle Farm – Citizen Petition

Finance Committee Chair Dow informed the group that it would be a challenge to fund this through available funds.

Selectman Morrison said because it is a Citizen Petition, it must be published in the Warrant.

ADJOURN

Selectman Morrison made a motion to adjourn. Selectman Powers seconded, so voted 5-0. The meeting adjourned at 8:35 PM.

Respectfully Submitted,

Susan Winslow
Recording Secretary

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

1. Agenda
2. Document, "Tax Recapitulation Sheet Fiscal 2018 Budget"
3. Document, "LIST OF ATM WARRANT ARTICLES"
4. Document, "CAPITAL PROGRAM"
5. Email correspondence between Kellie Hebert and Attorney Lauren Goldberg of KP Law
6. Document, "STABILIZATION FUND"
7. Citizen Petition Packet for the purchase of Donibristle Farm

8. Letter from Christopher LaPointe, Director of Land Conservation, Essex County Greenbelt
9. Aerial photograph of Donibristle Farm
10. Letter to the Editor regarding Donibristle Farm
11. Letter to Chair, Board of Selectmen in Topsfield, Boxford and Middleton from Theresa Buono, Vice Chair of Masconomet Regional School District
12. Document, "Safety and Security Warrant Article Masconomet Regional School District
13. Document, "Agreement Between the Towns of Boxford, Middleton, and Topsfield with respect to the Formation of a Regional School District"
14. Letter to the Town Treasurers of Topsfield, Boxford and Middleton from Susan K. Givens, Assistant Superintendent of Finance and Operations, Masconomet Regional School District
15. Document, "Masconomet Regional School District FY18 General Fund Budget"
16. Document, "Masconomet Regional School District FY18 Assessment Worksheet"
17. Document, "Masconomet RSD FY17 vs. FY18 Official Town Assessments
18. Document, "Topsfield Schools Proposed Accelerated Repair Program"
19. Document, "Topsfield Elementary Schools Budget Analysis Draft I"
20. Document, "General Fund Debt: Principal + Interest"
21. Document, "Debt as a % of Value"
22. Document, "Topsfield General Fund Debt Service as % of General Fund Budget"
23. Document, "Existing & Projected General Fund Debt Service FY2017-FY2047)
23. Document, "FY18 Unfunded Essential Budget Request"
24. Document, "Projected Debt Forecast"

These Minutes were accepted as written at the April 24, 2017 Board of Selectmen Meeting.

<p>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.</p>
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