



**JOINT MEETING
FINANCE COMMITTEE
and
BOARD OF SELECTMEN**

MEETING MINUTES OF March 17, 2014

With a quorum present, the joint meeting of the Finance Committee and Board of Selectmen was called to order at 7:05PM in Meeting Room #1 at Town Hall by Chairman Geoffrey Buswick of the Finance Committee and Chairman Steve Davis of the Board of Selectmen.

Finance Committee members present: Geoffrey Buswick, Carl Noblitt, Christopher Wakeman, Michael White, Peter Bernardin, Bill Shickolovich, Susan Fowler

Board of Selectmen members present: Charles Killam, Peter Perkins, Steve Davis, Chuck Costello, Mary Anne Nay

Absent: Director of Finance, Kathy Benevento

Others Present: Town Administrator Alan Benson, Heather Vaz, Superintendent Bernie Creeden, Steve Greenberg, Marc Mercier, Christine Bolzan, David Rivers, Pam Messenger, Paula Fitzsimmons, Susan Givens, and others

7:05PM Announcements:

- **Flavors from the Farm Event:** Steve Davis of the Board of Selectmen announced that the library is sponsoring a Flavors of the Farm Event at the Topsfield Fairgrounds' Coolidge Hall on April 5, from 6PM-10PM. Tickets are \$50 each.

7:07PM Approval of Minutes:

On a **MOTION** made by **Bernardin**, second by **White**, the Finance Committee **VOTED** to accept the minutes of the Finance Committee meeting of March 4, 2014, as submitted. **Buswick abstained.**

7:08PM Budget History and Overview: Chairman Buswick provided a brief history and overview of the Town Budget and the Finance Committee's role in maintaining a conservative budget over the years. He noted that this year the Finance Committee is looking at a budget with a potential increase of over 10 percent, while they are trying to keep the yearly increases to 2 ½ percent or less town wide.

7:12PM Meeting with Elementary School Board & Administration:

Superintendent Bernie Creeden and Steve Greenberg met with the Finance Committee to discuss the following:

- **FY2015 Budget:** Creeden introduced Steve Greenberg and the members of the Elementary School Committee members present. Greenberg briefly reviewed the packet of documents provided to the committee. Creeden and Greenberg jointly presented details of the proposed FY2015 budget, referring to the packet of information provided. There ensued a lengthy discussion with questions from members of the FinCom and Board of Selectmen. David Rivers, Marc Mercier, Christine Bolzan, and Heather Vaz of the Elementary School Committee contributed to the discussion.
- **Aaron Wood Building Project:** Greenberg advised they have worked up an RFQ to replace the roof and cupola, and, either replacement or repair of the windows. He added that they are hoping to have quotes back and specific numbers for the FinCom to review before fall town meeting.

Buswick summarized the discussion by advising that they are looking at a budget increase of \$1,173,000, an 11.94% increase over last year's budget. Greenberg explained that the actual percentage is 9.4% increase.

8:21PM Meeting with Masconomet School Board & Administration: Susan Givens, Chief Financial Officer at Masconomet, and Paula Fitzsimmons of the Masconomet School Committee, met with the FinCom to discuss the following:

- **FY2015 Budget:** Givens presented the proposed budget for FY2015, referring to the packet of information distributed to the FinCom. Paula Fitzsimmons and other members of the Masconomet School Committee contributed to the presentation and ensuing discussion. There were questions from the FinCom and Board of Selectmen. Finance Committee member White requested the Masco CFO present in the future reports to all the relevant Boards a 5-year financial cover sheet which had Income and Expense Actual Summary (having 5 years/columns of data plus a column of the Change between Adopted and Proposed). The oldest 3 years being Actual Expenditures (NOT Adopted), the current year being “Adopted”, and the coming year being “Proposed”). This would be in addition to the Income and Expense Appropriation Summary, which is currently being done.

9:04PM Other Business

- **Board of Selectmen:** Town Administrator Alan Benson asked that the Board of Selectmen remain, after the Finance Committee adjourns, to briefly discuss two late-arriving items.

9:05PM Finance Committee Meeting Adjourned

With no further business before the Finance Committee, on a **MOTION** made by **Bernardin** and second by **White**, the Finance Committee **VOTED** unanimously to adjourn at 9:05PM.

9:05PM Line of Duty Injury: Town Administrator Alan Benson advised the Board that Officer Williams suffered a line of duty injury on March 10. Davis added that the Chief has investigated the accident and Williams will be on light duty until cleared for regular duty.

9:05PM On a **MOTION** made by **Perkins**, second by **Costello**, the Board of Selectmen **VOTED** unanimously to declare that on March 10, 2014, Officer Williams suffered an injury while in the line of duty.

9:07PM Disclosure of Conflict of Interest: The Board briefly reviewed a Disclosure of Conflict of Interest received from Joyce Ricklefs of the Capital Budget Committee.

9:07PM Board of Selectmen Meeting Adjourned

With no further business before the Board of Selectmen, on a **MOTION** made by **Costello** and second by **Nay**, the Board of Selectmen **VOTED** unanimously to adjourn at 9:07PM.

Respectfully Submitted,

Judith A. Stickney
Minutes Secretary