Date: 12 October 2016

Budget Subcommittee Meeting Minutes

Members Present: T. Buono, P. Fitzsimmons, L. Richards, W. Hodges

Others Present: K. Lyons, K. Prentakis, D. Warren (Topsfield FinCom), S. Givens

T. Buono called the meeting to order at 7:05pm.

The draft minutes for the 28Sept2016 were reviewed. It was suggested to add “of what we think the voters would support” right after the word “cap” in 1). *P. Fitzsimmons motioned to accept the minutes as presented. Second by L. Richards.* Motion passed unanimously.

The purpose of this meeting was to discus and identify potential budget items from review of the preliminary Facilities Assessment report that was issued on 04Oct16.

The subcommittee started discussion by revisiting last year’s proposed warrant article for the telecommunications system. This was identified in the Facilities Assessment report as an item to address. D. Warren asked about the approach to proceed as a warrant article in each town and K. Prentakis and W. Hodges explained that the idea was to be transparent about ongoing Masco maintenance/improvement projects so that citizens are aware that we are providing good maintenance to our facility but also are aware that the facility and systems are reaching their 20 year useful life and some major projects, such as roof replacement, will be coming up in the near future. W. Hodges and D. Warren will explain this approach at the Topsfield Finance Committee meeting next week to see if it would be acceptable to proceed in this fashion for this budget season. Boxford and Middleton Finance Committees and Boards of Selectmen had concurred with this approach last year.

S. Givens noted that the Facilities Assessment report is very preliminary and that she and D. Batchelder need to review and discuss it with the architects. It was agreed that, in addition to identifying any items that would need to be addressed ASAP in this budget, we would put together a 5-year facility maintenance/repair/replacement plan. This plan should also incorporate any cost savings strategies. S. Givens noted that National Grid had performed a scoping study last year that highlighted potential areas for cost savings. We will need to review this and discuss other methods to control costs. Anyone who has comments on the Facilities Assessment report should forward them to S. Givens. Anyone with ideas on potential funding mechanisms for facilities improvement should forward those to T. Buono.

K. Lyons noted that the Masconomet Education Foundation will not be a funding source for renovation of the auditorium. They wish to continue in support of curriculum enhancements. We may need to consider funding auditorium improvements through the budge.

As the audit will not be complete until 11/9, the 10/26 Budget Subcommittee meeting is cancelled. Our next Budget Subcommittee meeting is 11/9. The audit, October enrollment projections, and final Facility Assessment findings will be discussed.

*P. Fitzsimmons motioned to adjourn the meeting at 8:05pm. Second by W. Hodges.* Motion passed unanimously.