

**Topsfield Finance Committee  
Minutes to the Meetings  
January 10, 2011**

I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:05 p.m. with Heidi Bond, Paul Dierze, Karen Dow, Kathy Hartmann, Stephen Lais, and Holger Luther present. Selectman Richard Gandt and Masconomet School Committee member Ken Vogel were also present. Selectman Laura Powers and Elementary School Committee Member Jeanine Cunniff joined the meeting at 7:08.

II. **Minutes:** A motion was made by Heidi Bond to accept the 12/06/10 minutes as amended, seconded by Steve Lais, voted in favor 7-0.

III. **Finance Committee Handbook:** The Massachusetts Municipal Association's Finance Committee Handbook was distributed to members in CD-ROM form.

IV. **Reserve Fund Transfer Requests:** A motion was made by Holger Luther to approve a Reserve Fund transfer of \$18,000 to Unemployment Insurance due to an increase in claims and an extension of the length of benefits, seconded by Steve Lais, voted in favor 7-0.

Members were advised of the need for a Reserve Fund transfer to the Library Director's Salary Fund due to the retiring of the current Director. The Committee acknowledged receipt of the request, but considered it to be premature, as available funds had not yet been exhausted.

V. **Updates:** Chairman Lyons informed members of a request by the Energy Committee to present information regarding the conversion of Town Hall to natural gas. He advised the Energy Committee that they were welcome to present to the Finance Committee but this might be more valuable following further discussions with the Selectmen and Town Administrator. The first version of this year's Budget Model is currently being prepared. The Committee discussed the current procedure to administer and manage certain earmarked Elementary School funds and will continue to discuss this at future meetings.

VI. **Upcoming Meeting Schedule:** The next meeting of the Committee will be held on January 24, 2011 at 7:00 p.m in the Proctor School Library's Teacher's Lounge. The following meeting will occur on January 31, 2011 at 7:00 p.m. Liaisons will report on proposed department budgets during these meetings. In February, meetings will occur on February 2, February 14, and February 28. Department Heads will present their proposed budgets during these meetings.

VI. **Adjourn:** A motion was made by Holger Luther to adjourn at 8:15 p.m., seconded by Steve Lais, voted in favor 7-0.

Respectfully submitted,

Erica Clay