

**Topsfield Finance Committee  
Minutes to the Meetings  
January 24, 2011**

I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 p.m. with Heidi Bond, Paul Dierze, Karen Dow, Kathy Hartmann, Stephen Lais, and Holger Luther present. Town Administrator Virginia Wilder and Masconomet School Committee member Ken Vogel were also present. Selectman Chairman Richard Gandt and Elementary School Committee Member Jeanine Cunniff joined the meeting at 7:05.

II. **Minutes:** A motion was made by Holger Luther to accept the 01/10/11 minutes as amended, seconded by Steve Lais, voted in favor 7-0.

III. **Upcoming Meeting Schedule:** The Committee confirmed their meeting schedule through the end of February. The next meeting of the Committee will occur on January 31, 2011 at 7:00 p.m in the Proctor School Library's Teacher's Lounge. Liaisons will continue to report on department budgets during this meeting. In February, meetings will occur on February 2, February 14, and February 28. Department Heads will present their budgets during these meetings.

IV. **Liaison Reports on Department Budgets:** Members discussed the importance of noting proposed budgets that may be seen as exceeding guidelines. The Committee began preliminary review of FY2012 Departmental Budgets.

- i. Chairman Lyons reported on the following budgets:
  - a. Finance Committee
  - b. Town Moderator
  - c. Town Hall Building
  - d. Website and Cable
  - e. Selectmen
  - f. Selectmen's Special
  
- ii. Paul Dierze reported on the following budgets:
  - a. Board of Health
  - b. Conservation Commission
  - c. Highway
  - d. Inspectional Services
  - e. Planning Board
  - f. School Street Building
  - g. Snow and Ice
  - h. Street Lights
  - i. Tree
  - j. Zoning Board of Appeals
  
- iii. Karen Dow reported on the following budgets:
  - a. Library
  - b. Town Clerk

- iv. Heidi Bond reported on following budgets:
  - a. Animal Control
  - b. Animal Inspector
  - c. Police
  
- v. Kathy Hartmann reported on the following budgets:
  - a. Council on Aging
  - b. HAWC
  - c. Elementary Schools
  
- vi. Steve Lais reported on the following budgets:
  - a. Historical Commission
  - b. Insurance
  - c. Memorial/Veteran's Day
  - d. Retirement
  - e. Sealer of Weights and Measures
  - f. Soldier and Sailor Graves
  - g. Veteran's Benefits
  - h. Water
  
- vii. Holger Luther reported on the following budgets:
  - a. Ambulance Services
  - b. Fire
  - c. MSW Collection
  - d. Park and Cemetery
  - e. Town Hall
  - f. Recycling

During the presentations, members discussed related issues such as the use of revolving funds, funding level for the Snow and Ice budget, the impact of multiple elections on the Town Clerk's budget, whether amounts funded by Warrant Article should be included in future year base operating budgets, and the anticipation of future retirements and injuries.

Liaison reports will continue at the next meeting including review of budgets for the Town Accountant, Town Assessor, Treasure/Collector and the Trust Fund. The Elementary School, Masconomet and North Shore Vocational budgets will be presented when their respective processes allow.

VI. **Adjourn:** A motion was made by Holger Luther to adjourn at 8:50 p.m., seconded by Steve Lais, voted in favor 7-0.

Respectfully submitted,  
Erica Clay