

**Topsfield Finance Committee  
Minutes to the Meetings  
February 9, 2009**

- I.           **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:05 p.m. with Heidi Bond, Paul Dierze, Kathy Hartmann, Stephen Lais, Holger Luther and Trudi Perry present. Town Administrator Virginia Wilder, Selectmen Boyd Jackson, Richard Gandt, and Karen Dow, Masconomet School Committee Members Laura Powers and Kenneth Vogel, and Elementary School Committee Member Jeanine Cunniff joined the meeting at various times. With Erica Clay absent, minutes were taken by Stephen Lais.
- II.           **Minutes:** A motion was made by Holger Luther to accept the 02/2/09 minutes as amended, seconded by Paul Dierze, voted in favor 7-0.
- III.           **Masconomet Budget Update:** A draft budget exhibit was distributed to the committee by Town Administrator Virginia Wilder which represents an approximately 3% increase in the Town of Topsfield assessment. Finance Committee Chairman, Mark Lyons, described the budget process as it has been unfolding, including his interactions with Boxford and Middleton Finance committee representatives.
- IV.           **Reserve Policy Study Update:** No report at this time.
- V.           **Schedule Department Budget Presentations:** The committee will move toward a C (no override) and D budget (requiring some level of override) as the review process moves forward. In order to review budgets with all department heads as early as possible, additional meetings are schedule for 2/25/09 and 3/4/09. Liaisons will invite department heads to meetings and Heidi Bond will be the schedule coordinator. Sessions will be scheduled at 7:00, 7:30, 8:00 and 8:30 on 2/23, 2/25, 3/2 and 3/4.
- VI.           **Liaison Reports on FY2010 Department Budgets:** Reports were presented and discussed for the Fire Department, the Highway Department and the Library.

VII.                **Update on Potential Reserve Fund Transfer:** Town Administrator, Virginia Wilder presented an ongoing Custodial Services coverage situation that is expected to require a Reserve Fund Transfer of about \$11,000 before 6/30/09.

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

Respectfully submitted,

Steve Lais