



Topsfield Finance Committee  
Minutes to the Meetings  
September 23, 2013

- I. Call to Order:** Paul Dierze called the meeting to order at 7:05 PM, with Heidi Bond, Karen Dow, Jon Guido, Mark Lyons in attendance. Selectman Richard Gandt was also present.
- II. Minutes:** A motion was made by Karen Dow to accept the June 24, 2013 minutes as amended, seconded by Heidi Bond, voted in favor 4-0-1 with Jon Guido abstaining.
- III. FY 2015 Finance Committee Reorganization:**  
A nomination was made by Karen Dow for Mark Lyons as committee chair, seconded by Heidi Bond, voted in favor 4-0-1 with Mark Lyons abstaining.  
A nomination was made by Heidi Bond for Karen Dow as committee vice chair, seconded by Jon Guido, voted in favor 4-0-1 with Karen Dow abstaining.  
A nomination was made by Karen Dow for Paul Dierze as committee clerk, seconded by Jon Guido, voted in favor 4-0-1 with Paul Dierze abstaining.  
In the absence of a minutes secretary, Jon Guido will manage the committee email account. Heidi Bond will manage the committee's web pages. Paul Dierze will manage the meeting minutes.
- IV. Confirmation of Reappointee/Appointee Oaths:** All reappointee oaths have been completed.
- V. Member Address list:** The address list was reviewed by those present and corrected where needed.
- VI. Town Clerk 2014 package:** No action taken.
- VII. Public Records and Open Meeting Law:** Certificates of completion were collected from those present by Chairman Lyons for delivery to Town Clerk.
- VIII. Warrant Timetable for FY2015 Budget:** Chairman Lyons distributed a preliminary warrant schedule for review and consideration. General discussion followed with no actions taken.
- IX. FY2015 Budget Guidelines:** A general discussion occurred with no definitive direction or conclusions at such an early point in the process. Jon Guido will work on an Elementary School guideline framework.
- X. Post-Town Meeting Revised Model:** No action taken.

**XI. Upcoming Meeting Schedule:** The next meetings of the Committee will occur on October 21, 2013 and November 4, 2013 at 7:00 PM in the Proctor School Teachers Lounge.

**XII. Other Business:** A general discussion was had around the Committee's approach to non-financial warrant articles and Enterprise Fund budgets and articles. No definitive actions taken.

**XV. Adjourn:** A motion was made by Karen Dow to adjourn at 7:55 PM, seconded by Paul Dierze, voted in favor 5-0.

Respectfully submitted,  
Paul Dierze

Attachments:

a) Preliminary 2014 Town Meeting Warrant Development Schedule