



Topsfield Finance Committee
Minutes to the Meetings
January 7, 2013

- I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze, Karen Dow, Kathy Hartmann and Daniel Shugrue present. Chairman of the Topsfield Elementary School Committee Jeanine Cunniff was also present. Town Administrator Ginna Wilder joined the meeting at 7:01 PM. Selectman Ken Vogel joined the meeting at 7:08 PM. Selectman Richard Gandt joined the meeting at 7:11 PM.
- II. Minutes:** A motion was made by Karen Dow to accept the November 19, 2012 minutes as written, seconded by Daniel Shugrue, voted in favor 5-0-1 with Kathy Hartmann abstaining. A motion was made by Paul Dierze to accept the December 17, 2012 minutes as written, seconded by Karen Dow, voted in favor 5-0-1 with Daniel Shugrue abstaining.
- III. Finance Committee Department Budget:** The FY2014 Finance Committee Department budget will be prepared by Heidi Bond, consistent with guidelines.
- IV. Topsfield Elementary Schools Budget Update:** Daniel Shugrue updated the Committee on the Topsfield Elementary Schools FY2014 Budget process, with a special focus on salary increases, special education costs, and revolving accounts.
- V. Masconomet FY2014 Topsfield Budget Guideline:** Kathy Hartmann reported that more information about Masconomet's FY2014 budget will be available after the January 16, 2013 Masconomet School Committee meeting.
- VI. FY2014 Topsfield Town Budget Model:** Karen Dow presented version 1.0 of the FY2014 budget Model.
- VII. Schedule of Liaison Reports on Department Budgets:** The Committee liaison budget reports will be held on January 14, 2013 and January 28, 2013.
- VIII. Schedule of Department Head Budget Presentations:** The Department Head budget presentations to the Committee will be held on February 4, 2013 and February 11, 2013. Ginna Wilder will notify Departments of the available dates.
- IX. Government Review Committee Update:** Ginna Wilder reported that the Selectmen have continued to review the GRC recommendations in conjunction with Topsfield Town bylaws, with hopes for a vote on the recommendations soon.

X. Reserve Fund Transfer Requests: A Reserve Fund transfer request may be forthcoming from the Town Clerk for primary and general special election costs to fill Senator John Kerry's vacant seat, should he become Secretary of State. The Police Department may also be submitting a Reserve Fund transfer request soon. Additionally, Refunds for Wages Fund requests have been submitted by the Highway Department with more to come this month.

XI. Upcoming Meeting Schedule: The next meetings of the Committee will occur on January 14, 2013, and January 28, 2013 at 7:00 PM in the Proctor School Teachers' Lounge.

XII. Adjourn: A motion was made by Karen Dow to adjourn at 7:26 PM, seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,
Lexie Winslow

Attachments:

- a) FY2014 Topsfield Town Budget Model ver 1.0