

**Topsfield Finance Committee
Minutes to the Meetings
October 18, 2010**

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. Selectman Laura Powers and Elementary School Committee Member Jeanine Cunniff were also present.

II. **Minutes:** A motion was made by Heidi Bond to accept the 09/13/10 minutes as written, seconded by Holger Luther, voted in favor 7-0.

III. **FY 2011 Town Unemployment Budget Update:** The Committee was notified of the potential of the Unemployment Compensation Fund exceeding the FY 2011 budget.

IV. **FY 2011 Elementary School Budget Update:** The members discussed the impact the potential reception of grants would have on the Elementary School budget as well as the possibility of a future Reserve Fund Transfer requests from the Elementary School.

V. **FY 2012 Finance Committee Budget and Guidelines:** The Committee discussed the following items:

A. **Methodology:** Department budgets will be presented in the same format as last year. The Committee will request a budget conforming to guidelines and an attached schedule for additional, unfunded services.

B. **Content:** The content of the Budget Guidelines was discussed. Members will continue this discussion and vote on guidelines at the next meeting.

C. **Communication:** The Committee discussed the method of presenting the Budget Guidelines to department heads.

A motion was made by Holger Luther, seconded by Karen Dow, to use the same methodology as last year and to communicate guidelines to department heads via email and posting on the Finance Committee website, voted in favor 7-0.

VI. **Meeting Schedule:** The next meeting of the Committee will occur on November 8, 2010 at 7:00 p.m in the Proctor School Library's Teacher's Lounge.

VII. **Adjourn:** A motion was made by Holger Luther to adjourn at 8:20 p.m., seconded by Steve Lais, voted in favor 7-0.

Respectfully submitted,
Erica Clay

Attachments:

- a) Town Meeting Warrant Development Schedule
- b) FY 2011 Department Budget Guidelines