



Topsfield Finance Committee
Minutes to the Meetings
October 21, 2013

- I. Call to Order:** Mark Lyons called the meeting to order at 7:01 PM, with Heidi Bond, Jon Guido, Paul Dierze, Dan Shugrue and Dana Warren in attendance. Selectman Richard Gandt was also present.
- II. Welcome:** The Committee welcomed Dana Warren as our newest member. Dana confirmed that he has been sworn in by the Town Clerk.
- III. Minutes:** A motion was made by Heidi Bond to accept the September 23, 2013 minutes, seconded by Jon Guido, voted in favor 4-0-2 with Dan Shugrue and Dana Warren abstaining.
- IV. Finance Committee Member Roster and Resume:** Chairman Lyons solicited additions and corrections from the committee for future distribution.
- V. Finance Committee Liaison Assignments:** The liaison list from 2012 was reviewed for changes. It was agreed that Emergency Management will move from Dan Shugrue to Heidi Bond to better reflect the relationship with Fire and Police. Dana Warren agreed to assume the assignments previously held by former member Kathy Hartmann. Other general discussion yielded no additional changes. Chairman Lyons will produce the 2013 Liaison list for future distribution.
- VI. Preliminary FY2015 Model:** Chairman Lyons indicated that Karen Dow has agreed to continue to manage the modeling tool and is developing the first 2015 version for future discussion.
- VII. FY2015 Finance Committee Budget Guidelines:** Guidelines will be the focus of our next meeting. General discussion continued with no action.
- VIII. Upcoming Meeting Schedule:** The next meetings of the Committee will occur on November 4, 2013 at 7:00 PM in the Proctor School Teachers Lounge.
- IX. Adjourn:** A motion was made by Heidi Bond to adjourn at 7:45 PM, seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,
Paul Dierze

Attachments: None