



Topsfield Finance Committee
Minutes to the Meetings
November 19, 2012

- I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze, Karen Dow and Dan Shugrue present. Town Administrator Ginna Wilder was also present. Selectman Ken Vogel joined the meeting at 7:06 PM. Selectman Martha Morrison joined the meeting at 7:07 PM. Jon Guido joined the meeting at 7:15 PM. Selectman Richard Gandt joined the meeting at 7:22 PM.
- II. Moment of Silence for Stephen Clark:** The Committee observed a moment of silence in memory of former Moderator and Selectman Stephen Clark.
- III. Minutes:** A motion was made by Heidi Bond to accept November 5, 2012 minutes as amended, seconded by Karen Dow, voted in favor 5-0.
- IV. Town Administrator Personnel Recommendations:** Ginna Wilder presented her Personnel Recommendation to the group for non-represented town employees – 2% salary or wage increase, plus steps. Ginna also advised that Capital item requests are expected to include rolling stock, software, vehicle and equipment replacement and building repairs.
- V. Association of Town Finance Committees Handbook, 2012:** A new edition of the handbook will be forthcoming soon and distributed to Committee members.
- VI. FY2014 Finance Committee Budget Guidelines:** A motion was made by Karen Dow to approve the Fin Com 2014 Budget Guidelines as discussed at the meeting, seconded by Paul Dierze, voted in favor 6-0. The full text of the Guidelines document is attached.
- VII. Reserve Fund Transfer Request: Parks & Cemeteries:** Dan Shugrue updated the Committee on the status of his inquiries regarding the pending request. He has discussed the need for other funding sources for such repairs in the future with the Department Head. He recommends that no action be taken by the Committee on the Reserve Fund Transfer Request at this time.
- VIII. Government Review Committee Update:** Chairman Mark Lyons reported that the Selectmen continue to consider the merits of the GRC Report.
- IX. Upcoming Meeting Schedule:** The next meetings of the Committee will occur on January 7, 2013, at 7:00 PM in the Proctor School Teachers' Lounge. The meetings after that will be January 14, 2013, and January 28, 2013.

X. Adjourn: A motion was made by Karen Dow to adjourn at 8:04 PM, seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,
Lexie Winslow

Attachments:

- a) FY2014 Finance Committee Budget Guidelines