

**Topsfield Finance Committee  
Minutes to the Meetings  
November 30, 2009**

I. **Call to Order:** Mark Lyons called the meeting to order at 6:30 p.m. with Paul Dierze, Heidi Bond, Trudi Perry, Stephen Lais, and Holger Luther also present.

II. **Minutes:** A motion was made by Holger Luther to accept the 11/16/09 minutes as drafted, seconded by Trudi Perry, voted in favor 6-0.

III. **Elementary Budget Guidelines:** A motion was made by Paul Dierze to ratify the guidelines as referenced in the attachment, seconded by Steve Lais, voted in favor 6-0.

IV. **Masconomet Budget Guidelines:** A motion was made by Steve Lais to ratify the guidelines as referenced in the attachment, seconded by Heidi Bond, voted in favor 6-0.

V. **Upcoming Meeting Schedule:** The next meeting is scheduled for January 11, 2010.

VI. **Recess:** A motion was made by Steve Lais at 6:40 p.m., to recess until the meeting resumes at 7:00 pm, seconded by Holger Luther, voted in favor 6-0.

VII. **Call to Order:** Mark Lyons resumed the meeting at 7:02pm

VIII. **FY 2011 Guidelines:** Mark Lyons presented the FY2011 Guidelines for all attending department heads, committee members and staff. He then provided all in attendance with the opportunity to comment or ask questions.

IX. **Adjourn:** Heidi Bond made a motion to adjourn at 7:10pm, seconded by Trudi Perry, voted in favor 6-0.

Respectfully submitted,

Heidi L. Bond