



Topsfield Finance Committee
Minutes to the Meetings
November 5, 2012

- I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze, Karen Dow, Jon Guido, Kathy Hartmann, and Dan Shugrue present. Masconomet Superintendent of Schools Dr. Darrell Lockwood, Masconomet School Committee members Elizabeth Dierze and John Spencer, Masconomet CFO Susan Givens, Town Administrator Ginna Wilder and Kim Sherwood were also present. Chairman of the Board of Selectmen Eldon Goodhue joined the meeting at 7:18 PM. Selectman Martha Morrison joined the meeting at 7:22 PM.
- II. Minutes:** A motion was made by Heidi Bond to accept October 22, 2012 minutes as amended, seconded by Karen Dow, voted in favor 6-0-1 with Paul Dierze abstaining.
- III. Masconomet School Committee:** Dr. Darrell Lockwood advised of issues that will require special attention during this budget cycle: liability, special education and staffing. Dr. Lockwood also presented information demonstrating that Masconomet provides a high quality education for a below-average cost per pupil. Discussion focused on collaboration throughout the budget process.
- IV. Town Administrator Personnel Recommendations:** These recommendations will be provided at a later date.
- V. FY2014 Finance Committee Budget Guidelines:** Given the lack of Personnel and Capital recommendations, the Guidelines will be issued at a later date.
- VI. Government Review Committee Update:** Chairman Mark Lyons reported that the Selectmen met jointly with the GRC, and continued to deliberate on the merits of the GRC Report.
- VII. Reserve Fund Transfer Request:**
Parks & Cemeteries: The Parks and Cemeteries Department submitted a Reserve Fund transfer request of \$10,000.00 from the Reserve Fund Account to the General Fund - Flare Maintenance Supplies Account #65005-55310. Two methane valve collection boxes need to be repaired and replumbed on Pyebrook Park on the playing fields. With more than 20 boxes in use at the same location, this issue may recur in the future and a maintenance plan is being drawn up. No action will be taken at this time. More information will be collected by Dan Shugrue, Liaison to Parks & Cemeteries, who will report back to the full Committee.
- VIII. Upcoming Meeting Schedule:** The next meeting of the Committee will occur on November 19, 2012, at 7:00 PM in the Proctor School Teachers' Lounge.

IX. Adjourn: A motion was made by Karen Dow to adjourn at 7:58 PM, seconded by Paul Dierze, voted in favor 7-0.

Respectfully submitted,
Lexie Winslow