

**Topsfield Finance Committee  
Minutes to the Meetings  
November 15, 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. Town Administrator Virginia Wilder and Selectman Laura Powers were also present. Selectman Richard Gandt and Topsfield resident Arthur Eckman joined the meeting at 7:10.

II. **Minutes:** The 11/08/10 minutes will be amended to include the notice of a scheduled January 10, 2011 Finance Committee meeting. A motion was made by Holger Luther to accept the 11/08/10 minutes as amended, seconded by Steve Lais, voted in favor 7-0.

III. **Town Administrator Personnel Recommendations:** Town Administrator Virginia Wilder presented her personnel recommendation for non-represented personnel for a 1% increase in the salary and wages category, but no increase in steps and levels.

IV. **FY 2012 Finance Committee Budget and Guidelines:** The Finance Committee reviewed previous discussions on the budget guidelines, considered the Town Administrator's personnel recommendations and heard comments from the public. A motion was made by Holger Luther, seconded by Paul Dierze, to adopt and distribute the guidelines as written, voted in favor 7-0.

V. **Meeting Schedule:** The next meeting of the Committee will occur on January 10, 2011 at 7:00 p.m in the Proctor School Library's Teacher's Lounge.

VI. **Adjourn:** A motion was made by Holger Luther to adjourn at 8:10 p.m., seconded by Steve Lais, voted in favor 7-0.

Respectfully submitted,  
Erica Clay

Attachment:

- a) FY 2011 Department Budget Guidelines