



Topsfield Finance Committee
Minutes to the Meetings
April 8, 2013

I. Call to Order: Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze and Jon Guido present. Chairman of the Topsfield Elementary School Committee Jeanine Cunniff, Selectman Richard Gandt, and Chairman of the Board of Selectmen Eldon Goodhue were also present. Daniel Shugrue joined the meeting at 7:06 PM. Selectman Laura Powers joined the meeting at 7:11 PM.

II. Minutes: A motion was made by Paul Dierze to accept the March 27, 2013 minutes as amended, seconded by Jon Guido, voted in favor 5-0. A motion was made by Heidi Bond to accept the April 1, 2013 minutes as written, seconded by Paul Dierze, voted in favor 4-0-1 with Daniel Shugrue abstaining.

III. Ethics: Finance Committee Members have completed their online State Ethics certification, but for with one Member.

IV. Town Meeting Warrant Article Assignments:

Annual Town Meeting Warrant Article	Finance Committee Member Initials
Consent Agenda	ML
2	ML
3	KD
4	PD
5	KH
6	KH
7	KH
8	DS
9	PD
10	PD
11	DS
12	DS
13	PD
14	DS
15	DS
16	ML
17	ML
18	HB
19	PD
20	PD

21	HB
22	JG
23	JG
24	JG
25	JG
26	JG
27	KH
28	KH
29	ML
30	KD
31	DS
32	HB
33	KD
34	HB
35	JG
36	PD
37	PD
38	PD
39	PD
40	PD
41	PD
42	PD
43	PD
44	PD
45	DS
46	KD
47	JG
48	ML
49	ML

Special Town Meeting Warrant Article	Finance Committee Member Initials
2	ML
3	ML
4	ML
5	PD

V. Town Meeting Preparation: The Finance Committee Members signed their official recommendations on 2013 Annual and Special Town Meeting Warrant, final version, for governmental record. The Finance Committee reviewed protocol for Town Meeting presentations and the new Consent Calendar.

By motion of Heidi Bond, the Finance Committee approves the final 2013 Annual and Special Town Meeting Warrant article recommendations, superseding any prior action, seconded by Paul Dierze, voted in favor 5-0.

VI. Reserve for Wages Fund Status:

Highway Department: A motion was made by Paul Dierze to approve the Highway Department's Reserve for Wages Fund Transfer Request to Highway Laborers Wages Full Time 42002-51130 in the amount of \$3,166.00 due to collective bargaining agreements, seconded by Jon Guido, voted in favor 5-0.

A motion was made by Paul Dierze to approve the Highway Department's Reserve for Wages Fund Transfer Request to Longevity – Highway Wages 42002-51490 in the amount of \$500.00 due to collective bargaining agreements, seconded by Daniel Shugrue, voted in favor 5-0.

A motion was made by Paul Dierze to approve the Highway Department's Reserve for Wages Fund Transfer Request to Clothing and Boot Allowance 42005-51920 in the amount of \$1,250.00 due to collective bargaining agreements, seconded by Jon Guido, voted in favor 5-0.

A motion was made by Paul Dierze to approve the Highway Department's Reserve for Wages Fund Transfer Request to Longevity – Highway Wages, Prior Year 42012-51490, in the amount of \$500.00 due to collective bargaining agreements, seconded by Daniel Shugrue, voted in favor 5-0.

VII. Water Department Enterprise Fund Transfer Request:

A motion was made by Paul Dierze to approve the Water Department's Water Enterprise Reserve Fund Transfer Request to Other – Engineering E4505-53110 in the amount of \$22,413.00 for Water Supply & Treatment Alternatives Study, seconded by Heidi Bond, voted in favor 5-0.

VIII. Reserve Fund Transfer Requests:

Town Clerk: A motion was made by Heidi Bond to approve the Town Clerk's Reserve Fund Transfer Request to Town Clerk – Other 16105-54224 in the amount of \$2,250.00 for special election costs, seconded by Daniel Shugrue, voted in favor 5-0.

A motion was made by Heidi Bond to approve the Town Clerk's Reserve Fund Transfer Request to Town Clerk – Wages Election Workers 16102-51870 in the amount of \$128.00 for special election costs, seconded by Paul Dierze, voted in favor 5-0.

IX. Upcoming Meeting Schedule: The next meetings of the Finance Committee will occur on April 22, 2013 at 7:00 PM and May 7, 2013, at 6:00 PM in the Proctor School Teachers' Lounge.

X. Adjourn: A motion was made by Heidi Bond to adjourn at 7:34 PM, seconded by Paul Dierze, voted in favor 5-0.

Respectfully submitted,
Lexie Winslow

Attachments:

a) 2013 Annual and Special Town Meeting Warrant, 4/8/2013 Final Draft