



Topsfield Finance Committee
Minutes to the Meetings
September 10, 2012

- I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Paul Dierze, Karen Dow, Kathy Hartmann, and Dan Shugrue present. Kim Sherwood and Town Administrator Ginna Wilder were also present. Selectman Ken Vogel joined the meeting at 7:05 PM. Selectmen Richard Gandt and Martha Morrison joined the meeting at 7:10 PM.
- II. Minutes:** A motion was made by Paul Dierze to accept the June 25, 2012 minutes as written, seconded by Daniel Shugrue, voted in favor 5-0-1 with Karen Dow abstaining.
- III. Reorganization:** Heidi Bond nominated Mark Lyons for the office of Chairman, seconded by Daniel Shugrue, voted unanimously in favor 6-0. Karen Dow nominated Paul Dierze for the office of Vice Chairman, seconded by Heidi Bond, voted unanimously in favor 6-0. Heidi Bond nominated Kathy Hartmann for the office of Clerk, seconded by Dan Shugrue, voted unanimously in favor 6-0. The liaison assignments were discussed, but were not finalized at this time.
- IV. Confirmation of Reappointee Oaths:** The Oaths have been administered for Reappointees Mark Lyons and Heidi Bond. The Committee is hopeful that the final seat will be filled shortly.
- V. Member Address List:** Members were requested to email the Secretary if any of their contact information has changed.
- VI. Town Clerk 2013 Package:** No Package relative to the start of this Fiscal Year's process has been received from the Town Clerk.
- VII. Public Records and Open Meeting Law:** The Open Meeting review will take place at a later date.
- VIII. Selectman Richard Gandt's Role in the preparation of Department Budget Forms:** Selectman Richard Gandt informed the Committee that he will be assisting the Town Accountant with the preparation of the FY2014 department budget forms.
- IX. Warrant Timetable:** The 2013 Town Meeting Warrant Development Schedule was distributed to each Finance Committee member by Ginna Wilder.

X. Post-Town Meeting Revised Model: Karen Dow will prepare a Model version reflecting the end of the last budgeting cycle, and therefore also the beginning of the next cycle.

XI. Reserve Fund Requests: The Fire Department submitted a Reserve Fund transfer request of \$7,888.40 from the Reserve Fund Account to the Fire Department Fire Call Wages Account #22002-51150. The Firefighters performed a detail in May for Circus America, but Circus America disputed the fee, and has refused to pay. No immediate action is required while other funding avenues are explored.
A reserve fund transfer request may be forthcoming from the Elementary School at a future meeting relative to hiring a Teacher's Aide to deal with an increase in class size.

XII. Upcoming Meeting Schedule: The next meeting of the Committee will occur on October 22, 2012, followed by November 5, 2012, at 7:00 PM in the Proctor School Teachers' Lounge.

XIII. Other Business: The Finance Committee reviewed emails and mail from the summer and discussed the Government Review Committee.

XIV. Adjourn: A motion was made by Karen Dow to adjourn at 7:50 PM, seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,
Lexie Winslow

Attachments:

a) 2012 Town Meeting Warrant Development Schedule