

**Topsfield Finance Committee
Minutes to the Meetings
January 11, 2010**

I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 p.m. with Heidi Bond, Paul Dierze, Kathy Hartmann, Stephen Lais, and Trudi Perry present. Town Administrator Virginia Wilder, Selectmen Karen Dow and Martha Morrison and Masconomet School Committee member Ken Vogel were also present. Holger Luther joined the meeting at 7:05 p.m. Selectmen Richard Gandt and Laura Powers joined the meeting at 7:15. Elementary School Committee member Jeanine Cunniff joined the meeting at 7:25. Selectman Martha Morrison left the meeting at 7:30 p.m.

II. **Minutes:** A motion was made by Paul Dierze to accept the 11/30/09 minutes as drafted, seconded by Stephen Lais, voted in favor 5-0-1 with Kathy Hartmann abstaining.

III. **Conflict of Interest Law Training:** Mark Lyons reported on the status of the Committee's Conflict of Interest Training. All members have completed the training and have or will file with Town Hall.

IV. **Website Training:** Mark Lyons reported that both he and Erica Clay had completed training for the Finance Committee website and the website was up and running.

V. **Finance Team Meeting:** Mark Lyons reported that he and Holger Luther would be attending a Town Hall Finance Team Meeting on behalf of the Finance Committee relative to the Capital Plan.

VI. **Town Reserve and Capital Policies Report:** Paul Dierze distributed draft versions of the Finance Committee's Town Reserve and Capital Policies. Members will review the drafts and will discuss at the January 25th meeting.

VII. **Reserve Fund Transfer:** Chairman Mark Lyons advised the Committee that he had been informed of the likelihood of a Reserve Fund Transfer request from the Library during this Fiscal Year. The Request will likely be in the approximate amount of \$2,500.00, for unanticipated repairs to the Children's Room from recent heavy rains.

VIII. **Upcoming Meeting Schedule:** The Committee will hold regular weekly meetings on Mondays from January 25th, 2010, to Town Meeting, 7:00 p.m. at the Proctor School, except for Holidays. On January 25th, Liaisons Reports on their respective department budgets will commence. This will include overviews of the Fire, Police, Parks and Cemetery, and Highway Departments, and the Elementary Schools. Members will also identify additional Departments to be discussed at the February 1st meeting.

Department Head budget presentations to the Finance Committee will begin on February 8th. Heidi Bond will coordinate scheduling of these presentations.

IX. **Adjourn:** A motion was made by Stephen Lais to adjourn at 8:00 p.m., seconded by Holger Luther, voted in favor 7-0.

Respectfully submitted,
Erica Clay