

**Topsfield Finance Committee  
Minutes to the Meetings  
January 25, 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, Holger Luther, and Trudi Perry present. Selectmen Karen Dow, Masconomet School Committee member Ken Vogel and Elementary School Committee member Jeanine Cunniff were also present. Selectmen Richard Gandt and Laura Powers joined the meeting at 7:10

II. **Minutes:** A motion was made by Heidi Bond to accept the 01/11/10 minutes as drafted, seconded by Holger Luther, voted in favor 7-0.

III. **Conflict of Interest Law Training:** Mark Lyons confirmed all members have completed the training and filed with Town Hall.

IV. **Town Reserve and Capital Policies Report:** Members will continue reviewing the proposed draft and discuss at a future meeting. Once the members have reached a consensus, the Committee will solicit input from the Selectmen, Town Administrator and members of the Town Hall Finance Team.

V. **Upcoming Schedule of Department Head Presentations:** By the end of the March 1<sup>st</sup> meeting the Finance Committee will have heard all presentations.

VI. **Reserve Fund Transfer:** Mark Lyons advised the Committee that he had been informed of the likelihood of a Reserve Fund Transfer request in the approximate amount of \$2,000.00 from the Treasurer/Collector.

VII. **Finance Committee Annual Report:** Chairman Mark Lyons advised the Committee that the Finance Committee's Annual Report had been completed and submitted.

VIII. **Upcoming Meeting Schedule:** Chairman Mark Lyons advised the Committee that the posted Monday, March 29<sup>th</sup> meeting conflicted with the First night of Passover. Therefore, he will be unable to attend. The Committee will decide at a later date whether to hold that meeting as scheduled without the Chairman.

IX. **Liaison Department Budget Reports:** The Finance Committee Liaisons for the following Departments presented their preliminary reviews to the Committee:

- a. Police
- b. Fire
- c. Park and Cemeteries
- d. Highway
- e. Elementary Schools

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

Respectfully submitted,  
Erica Clay

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