

**Topsfield Finance Committee
Minutes to the Meetings
November 16, 2009**

I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 p.m. with Heidi Bond, Paul Dierze, Stephen Lais, Holger Luther and Trudi Perry present. Town Administrator Virginia Wilder, Selectmen Karen Dow, Richard Gandt, Laura Powers, Masconomet School Committee member Ken Vogel, and Elementary School Committee member Jeanine Cunniff were also present. Kathy Hartmann joined the meeting at 8:05 p.m.

II. **Minutes:** A motion was made by Steve Lais to accept the 11/02/09 minutes as drafted, seconded by Holger Luther, voted in favor 5-0-1 with Paul Dierze abstaining.

III. **Conflict of Interest Law Training:** Mark Lyons reported on the status of the Committee's Conflict of Interest Training. He reminded members of the importance of completing the training, and filing the required form and certificate of completion with the Town Clerk.

IV. **Website Training:** Mark Lyons reported that arrangements are being made for both he and Erica Clay to complete website training on behalf of the Committee within the first or second week of December.

V. **Town Reserve and Capital Policies Report:** Discussions deferred until a January meeting.

VI. **Town Administrator's Non-Represented Personnel Recommendations:** Town Administrator, Virginia Wilder, recommended a Salary/Wage budget guideline of 0.0% increase for non-represented personnel.

VII. **Finance Committee Representative to the Tri-Town Union Regional Readiness Subcommittee:** The Chairman, Mark Lyons, appointed Steve Lais as the Finance Committee voting representative to the Tri-Town Union Regional Readiness Subcommittee. Steve Lais accepted the appointment.

VIII. **Reserve Fund Transfer:** A motion was made by Holger Luther to approve a Reserve Fund transfer of \$15,225 to the Veterans Benefits Account, seconded by Steve Lais, voted in favor 6-0.

IX. **Upcoming Meeting Schedule:** The members will meet on November 30th at 6:30 p.m. in the Town Library. The Committee will resume regular meetings on January 11, 2010.

X. **FY 2011 Budget Guidelines:** Holger Luther made a motion to approve the following sections of the FY 2011 Budget Guidelines as written: I. General Government, II. Capital Items, and III. Library. He then amended his motion to reflect rewording in Subsection 1.A and to include Section VI. No New Programs, No New Government, and a statement regarding the attachment of a schedule of unfunded essential services. Steve Lais seconded the motion. After discussion, Holger Luther withdrew his original motion.

A motion was then made by Holger Luther to accept Sections I, II, III, VI, and the statement regarding an attached schedule as amended. Steve Lais seconded the motion, voted in favor 7-0. The Chairman, Mark Lyons, called for a motion regarding the current sense of the Committee with respect to Section IV. Elementary Schools and Section V. Masconomet. A motion was made by Heidi Bond, seconded by Holger Luther, indicating the Committee was in agreement with the proposed guidelines subject to refinement. The motion passed 7-0. Members will vote on Section IV. Elementary Schools and Section V. Masconomet during the November 30th meeting.

XI. **Adjourn:** A motion was made by Stephen Lais to adjourn at 8:20 p.m., seconded by Holger Luther, voted in favor 7-0.

Respectfully submitted,
Erica Clay