

Topsfield Finance Committee  
Minutes to the Meetings  
October 24, 2011

- 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, Stephen Lais and Daniel Shugrue present. Also present were Chairman of the Board of Selectmen Laura Powers, Selectman Ken Vogel, Town Administrator Ginna Wilder, School Committee Chair Jeanine Cunniff and Kim Sherwood.
  
- II. **Minutes:** A motion was made by Heidi Bond to accept the 6/27/11 minutes as written, seconded by Paul Dierze, voted in favor 5-0 with 2 abstentions. A motion was made by Heidi Bond to accept the 9/19/11 minutes as written, seconded by Paul Dierze, voted in favor 7-0.
  
- III. **Housekeeping Items:** A document was signed by all and sent to Ms. Pam Wood, Town Accountant. The purpose is to verify authorized FinCom signatures. A motion was made to approve the Finance Committee Secretary job description and to authorize the Chair to interview and hire prospective candidates by Paul Dierze, seconded by Daniel Shugrue, voted in favor 7-0.
  
- IV. **Liaison Assignments:** The list of Finance Committee liaison assignments discussed by the members, finalized by the Chair and distributed to all present.
  
- V. **FY 2013 Budget Model:** Budget Model version 1.0 should be completed by 11/7/11. Some discussion ensued regarding the Model annual starting point. The FinCom Model starts from a model prepared by the Town Assessor's Office. The FinCom then constructs its Model from that and other available information based on sound fiscal policies and budgetary principles.
  
- VI. **2013 Budget Guidelines:** As discussed, the FinCom expects to use the same process and format as last year to establish, document and communicate its budget guidelines.
  
- VII. **Adjourn:** A motion was made by Steve Lais to adjourn at 7:30 pm, seconded by Paul Dierze, voted in favor 7-0.

Respectfully submitted,  
Steve Lais

Attachments:

- a) Approved minutes for 6/27 and 9/19
- b) FinCom Secretary job description
- c) Blank copy of letter sent to Ms. Wood
- d) Copy of liaison assignments