

**Topsfield Finance Committee
Minutes to the Meetings
June 27, 2011**

I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 p.m. with Heidi Bond, Paul Dierze, Kathy Hartmann, Steve Lais, and Holger Luther present. Stephen Powers, Chairman of the Recreation Committee and Kim Sherwood, Topsfield resident, were also present. Stephen Powers departed the meeting at 7:10.

II. **Minutes:** A motion was made by Holger Luther to accept the 05/03/11 minutes as written, seconded by Paul Dierze, voted in favor 6-0.

III. **Summer Authorization of Chair:** A motion was made by Steve Lais to grant Mark Lyons the authority to continue as Chair of the Finance Committee until the September reorganization meeting, seconded by Heidi Bond, voted in favor 6-0.

IV. **September Reorganization Meeting Schedule:** The FY 2013 Finance Committee Reorganization meeting will be held on September 19, 2011 at 7:00 p.m. in the Proctor School Teacher's Lounge.

V. **Transfers of Appropriations and Reserve Fund Transfers:** A motion was made by Holger Luther to approve to increase the limit on expenditures of the Park Revolving Fund, established by Article Tenth of the May 4, 2010 Annual Town Meeting, to \$45,000 to meet the needs of the Recreation Committee for FY 2011. The motion was seconded by Steve Lais and voted in favor 6-0.

A motion was made by Holger Luther to approve a transfer of \$372.00 from the Town Clerk, Wages-Clerical Part Time Account to the Town Clerk, Other-Consultant Account, seconded by Steve Lais, voted in favor 6-0.

The Committee acknowledged the superior work of the Finance Team in managing the Town's finances throughout the fiscal year. A motion was made by Holger Luther to approve a Reserve Fund transfer of \$35,000 to Unemployment Insurance, seconded by Steve Lais, voted in favor 6-0.

A motion was made by Holger Luther to approve a Reserve Fund transfer of \$8,000 to the Fire Department-Call Wages Account, seconded by Steve Lais, voted in favor 6-0.

A motion was made by Holger Luther to approve a Reserve Fund transfer of \$2,500 to the Treasurer's Office-Contracted Services Account, seconded by Steve Lais, voted in favor 6-0.

A motion was made by Holger Luther to approve a Reserve Fund transfer of \$966 to the Town Clerk-Other Account, seconded by Steve Lais, voted in favor 6-0.

VI. **Adjourn:** A motion was made by Holger Luther to adjourn at 7:30 p.m., seconded by Steve Lais, voted in favor 6-0.

Respectfully submitted,

Erica Clay