

**Topsfield Finance Committee
Minutes to the Meetings
November 02, 2009**

I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 p.m. with Heidi Bond, Kathy Hartmann, Stephen Lais, Holger Luther and Trudi Perry present. Town Administrator Virginia Wilder, Selectman Karen Dow and Masconomet School Committee member Ken Vogel were also present. Selectman Richard Gandt joined the meeting at 7:10 p.m.

II. **Minutes:** A motion was made by Steve Lais to accept the 10/19/09 minutes as drafted, seconded by Holger Luther, voted in favor 5-0-1 with Trudi Perry 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.

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

VI. **Schedule All Town Budget Meeting:** The Committee set a date of Monday, November 30th for the All Town Budget Meeting. The meeting will occur at 7:00 p.m. in the Town Library. The Finance Committee will meet immediately before the meeting at 6:30 p.m.

VII. **Upcoming Meeting Schedule:** The members will meet on November 16, 2009 to finalize budget guidelines for the FY 2011 Budget.

VIII. **Preliminary FY 2011 Budget Guidelines:** The Committee continued to discuss areas of consideration for the upcoming budget season. Topics included: (1) Salary/Wage guidelines for represented and contracted personnel (2) the impact of steps/levels for non-represented personnel, (3) clear definition of the baseline operating budget for Masconomet guidelines, and (4) Capital items expenditures. The Committee expressed support for a Guideline approach using one Essential Services proposed budget for each department, accompanied by a Schedule detailing budget items needed for the provision of essential services that were not included in the proposed department budget.

IX. **Adjourn:** A motion was made by Stephen Lais to adjourn at 7:55 p.m., seconded by Holger Luther, voted in favor 6-0.

Respectfully submitted,
Erica Clay