

Topsfield Finance Committee
Minutes to the Meetings
December 12, 2011

- I. **Call to Order time:** Mark Lyons, Chairman, called the meeting to order at 7:00 pm, with Heidi Bond, Paul Dierze, Karen Dow, Kathryn Hartmann, Stephen Lais and Daniel Shugrue present. Also in attendance were Chairman of the Board of Selectmen Laura Powers, Selectmen Richard Gandt and Ken Vogel, and Kim Sherwood. Topsfield Elementary School Committee Chair Jeanine Cunniff joined the meeting at 7:05 pm.
- II. **Minutes:** A motion to accept the 11/14/11 minutes as amended was made by Paul Dierze, seconded by Stephen Lais, voted in favor 6-0-1 with Daniel Shugrue abstaining.
- III. **Reserve Fund Transfers:**
 - i. From the Assessors: A motion was made by Heidi Bond to approve the \$5,000 request for valuation contract, seconded by Stephen Lais, and passed 7-0.
 - ii. From Parks and Cemetery: Possible future request of \$2,000 to remove brush around Pye Brook Park perimeter.
 - iii. From Parks and Cemetery: Possible future request of \$2,000 for hill side wash out repairs at Pye Brook Park.
 - iv. From the Library: Possible future request of \$6,000 for gutter repairs, other funding sources are possible.
- IV. **FY2013 Library Budget:** Selectman Gandt discussed possible structural issues with the FY2013 Library budget relative to the effect of prior year funding levels approved to meet the MAR.
- VI. **FY2013 Masco Budget Guideline:** Heidi Bond reported that Boxford has issued a Masconomet FY2013 Budget Guideline. Middleton has not, but is likely to be lower than Boxford. Masconomet has released a Preliminary Thumbnail Sketch for FY2013. Ms. Bond recommended that the Committee continue to work with Middleton in the hope of issuing a unified guideline.
- VII. **FinCom Budget Model:** Updates to the Model v1.0 were discussed and are being maintained on a tracking sheet until the next full Model is prepared.
- VIII. **Upcoming Meeting Schedule:** The next meeting of the Committee will occur on January 9, 2012 at 7:00 pm in the Proctor School.

IX. Adjourn: A motion was made by Stephen Lais to adjourn at 7:51 pm, seconded by Paul Dierze.

Respectfully submitted,
Lexie Winslow

Attachments:

- a) Boxford's Masconomet FY2013 Budget Guidelines position letter
- b) FY2013 Budget Model Change-tracking last updated 12/10/11
- c) Masconomet FY2013 Thumbnail Sketch