

Topsfield Finance Committee  
Minutes to the Meetings  
November 14, 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 and Stephen Lais present. Also in attendance were Selectman Ken Vogel and Town Administrator Ginna Wilder. Selectman Richard Gandt joined the meeting at 7:04 pm. Topsfield Elementary School Committee Chair Jeanine Cunniff joined the meeting at 7:07.
  
- II. **Minutes:** A motion was made by Heidi Bond to accept the 11/7/11 minutes as written, seconded by Paul Dierze, voted in favor 6-0.
  
- III. **Housekeeping Items:** Lexie Winslow was introduced as the new Committee secretary. Chairman Lyons thanked Steve Lais for his support with Meeting minutes and other related activities during the period without secretarial coverage.
  
- IV. **FinCom Budget Guidelines:** A motion was made by Heidi Bond to approve the FinCom 2013 Budget Guidelines as discussed at the meeting, seconded by Kathy Hartmann, voted in favor 6-0. The full text of the Guidelines document is attached.
  
- V. **Upcoming Meeting Schedule:** The next meetings of the Committee will occur on December 12, 2011 and January 9, 2012 at 7:00 pm in the Proctor School Teachers' Lounge.
  
- VI. **Adjourn:** A motion was made by Steve Lais to adjourn at 7:48 pm, seconded by Paul Dierze, voted in favor 6-0.

Respectfully submitted,  
Stephen Lais

Attachments:

- a) FY2013 FinCom Budget Guidelines