

Topsfield Finance Committee
Minutes to the Meetings
November 7, 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 in attendance were Chairman of the Board of Selectmen Laura Powers, Selectmen Ken Vogel and Eldon Goodhue, Town Administrator Ginna Wilder, Tri-Town School Union Director of Finance Stephen Greenberg, Topsfield School Committee Chair Jeannine Cunniff and Kim Sherwood. Selectman Richard Gandt joined the meeting at 7:12 pm. Tri-Town School Union Superintendent Dr. Bernie Creeden joined the meeting at 7:32 pm.
- II. **Minutes:** A motion was made by Heidi Bond to accept the 10/24/11 minutes as written, seconded by Daniel Shugrue, voted in favor 7-0.
- III. **Housekeeping Items:** A candidate for the open secretarial position will be interviewed on 11/8. Web site software installation and training is scheduled for 11/8 with Jeanne Pickering and Steve Lais. Fire Chief Ron Giovannacci has indicated that a future reserve fund transfer may be necessary due to an unexpected retirement, to cover sick leave buy-back and shift coverage in the amount of \$21,072.
- IV. **Town Administrator Personnel Recommendation:** Ginna Wilder presented her Personnel Recommendation to the group for non-represented town employees – 2% salary or wage increase, all step increases due, a 2 step increase for employees employed in 2009 or earlier and longevity increases consistent with collective bargaining agreements. This results in an increase of \$60,658 over FY2012 salary and wages for this group.
- V. **FinCom Budget Model ver1.0:** The recap sheet of the version 1.0 FinCom Budget Model was distributed and discussed.
- VI. **Upcoming Meeting Schedule:** The next meeting of the Committee will occur on November 14, 2011 at 7:00 pm in the Proctor School Teachers' Lounge.
- VII. **Comments from Dr. Creeden:** Dr. Creeden advised that there are two initiatives which are not accommodated within the scope of the current elementary school budget – Technology upgrades (necessary due to aging equipment and lack of wireless infrastructure) and a new math curriculum (necessary due to new state curriculum standards).
- VIII. **Adjourn:** A motion was made by Steve Lais to adjourn at 8:17 pm, seconded by Paul Dierze, voted in favor 7-0.

Respectfully submitted,
Stephen Lais

Attachments:

- a) FinCom Budget Model v. 1.0 Recap Sheet