

Topsfield Finance Committee
Minutes to the Meetings
September 19, 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 Dan Shugrue present. Chairman of the Board of Selectmen Laura Powers, Elementary School Committee member Jeanine Cunniff and Kim Sherwood were present. Selectman Richard Gandt joined the meeting at 7:12 pm.

- II. **Reorganization:** Heidi Bond nominated Mark Lyons for the role of chairman. The nomination was seconded by Steve Lais. The vote carried 7-0. Karen Dow nominated Heidi Bond for the role of Vice Chairman, seconded by Steve Lais, voted 7-0 in favor. Kathy Hartman nominated Steve Lais for the role of Clerk, seconded by Paul Dierze, voted 7-0 in favor.

- III. **Open Meeting Law:** Members were given copies of “Open Meeting Law Guide” and “Employee & Volunteer Ethics/Open Meeting Requirements”. Each member completed the acknowledgement of receipt form.

- IV. **Warrant Timetable:** Copies of the 2012 Town Meeting Warrant Development Schedule were distributed to each member.

- V. **Upcoming Meeting Schedule:** The next meetings of the Committee will occur on 10/24, 11/7 and 11/14/2011 at 7:00 pm in the Proctor School Teachers’ Lounge.

- VI. **Adjourn:** A motion was made by Heidi Bond to adjourn at 8:35 pm, seconded by Steve Lais, voted in favor 7-0.

Respectfully submitted,
Steve Lais

Attachments:

- a) Open Meeting Law Guide
- b) Employee & Volunteer Ethics/Open Meeting Requirements
- c) 2012 Town Meeting Warrant Development Schedule