



Topsfield Finance Committee
Minutes to the Meetings
June 29, 2015

- I. **Call to Order:** Chairman Lyons called the meeting to order at 7:01 pm with Heidi Bond, Karen Dow, Jon Guido, Eric Menzer, Lou Ross and Dana Warren present. Stephen Whelan, Town Moderator, and Richard Gandt were also present for the meeting,
- II. **Minutes of May 5, 2015:** Karen Dow made a motion to approve the minutes for the May 5th meeting, as amended, seconded by Jon Guido and voted in favor 7-0.
- III. **Goodbyes and Future Members:** Chairman Lyons took a moment to thank the Committee for their hard work, rationality and consistency in the procedures of this committee. This will be the final meeting for Chairman Lyons and Committee member Heidi Bond. Stephen Whelan conducted a brief discussion for the future appointments of the two vacant seats on the Finance Committee.
- IV. **Final Reserve Fund Transfer Requests:**
 - a. Gregory Krom, Superintendent, submitted a transfer request totaling \$105.08 from Water Enterprise Reserve Fund to Salary-Superintendent. Eric Menzer made a motion to approve the request of \$105.08 from Water Enterprise Reserve Fund to be transferred to Salary-Superintendent, seconded by Karen Dow and voted in favor 7-0.
 - b. David Bond, Highway Superintendent, submitted a Reserve Fund transfer request totaling \$650.00 to Street Lights- Other from the Reserve fund to be used for town facilities. Eric Menzer made a motion to approve the request totaling \$650.00 to be transferred from Reserve Fund to Streetlights- Other, seconded by Karen Dow and voted in favor 7-0.
 - c. Kellie Hebert, Town Administrator, submitted a transfer request totaling \$3,513.00 from the Reserve For Pay and Compensation Study Fund to Fire Salary-Chief. Heidi Bond made a motion to approve the transfer request totaling \$3,513.00 from the Reserve For Pay and Compensation Study Fund to Fire Salary-Chief, seconded by Karen Dow and voted in favor 7-0.

- V. **Interim Authorization of the Chair:** A motion was made by Lou Ross to grant Karen Dow the authority to act as Interim Chair of the Finance Committee from the adjournment of this June 29th, 2015 meeting until the Committee reorganizes at its September meeting, seconded by Jon Guido, voted in favor 7-0.
- VI. **Membership Terms Review:** Jon Guido's term for the Committee ends with the adjournment of this June 29th meeting. He will renew his term and serve on the Committee another three years.
- II. **September Reorganization Meeting Schedule:** The FY2017 Finance Committee Reorganization meeting will be held on Monday September 14, 2015 at 7:00 PM in the Proctor School Teachers' Lounge.
- VII. **Adjourn:** Karen Dow made a motion to adjourn at 7:35 pm, seconded by Eric Menzer and voted in favor 7-0.

Respectfully Submitted,
Keelie Winslow

Attachments:
None