



Topsfield Finance Committee  
Minutes to the Meetings  
October 20, 2014

- I. **Call to Order**: Mark Lyons, Chairman, called the meeting to order at 7:02 PM, with Heidi Bond, Karen Dow, Jon Guido, and Dana Warren present. Kellie Hebert, Town Administrator (left at 7:20), Richard Gandt, Chairman of the Board of Selectmen (arrived at 7:15 PM and left at 7:25).
- II. **Minutes**: Dana Warren made a motion to approve the 9/22/14 minutes as drafted, seconded by Karen Dow, voted in favor 5-0-0.
- III. **Compensation and Classification Study Presentation**: Chairman Lyons informed the Committee that Human Resources, Inc. would be making a presentation of the final Compensation and Classification Study to the Board of Selectmen that evening at 7:45 PM and suggested the Committee send Finance Committee representation if the Finance Committee meeting did not adjourn prior to 7:45 PM.
- IV. **Finance Committee Roster and Resume**: Heidi Bond offered to update changes.
- V. **Warrant Timetable for FY2016 Budget**: Chairman Lyons shared that the Town Administrator is working on the Warrant timetable and will have it available for our next meeting.
- VI. **Liaison Assignments**: The Committee discussed liaison assignments for the FY2016 Budget season. Heidi Bond will update the listing.
- VII. **Preliminary FY 2016 Model**: Karen Dow informed the Committee we are awaiting updates on new growth and free cash.
- VIII. **FY2016 Budget Guidelines**: Budget guidelines will be discussed at the 11/3/14 meeting and will need to be set by 11/17/14.
- IX. **Upcoming Meeting Schedule**: The next meetings of the Committee will occur on November 3, 2014 and November 17, 2014 at 7:00 PM in the Proctor School Teachers Lounge.
- X. **Adjourn**: A motion was made by Karen Dow to adjourn at 7:25 PM, seconded by Heidi Bond, voted in favor 6-0.

Respectfully submitted,  
Heidi Bond