



Topsfield Finance Committee  
Minutes to the Meetings  
November 03, 2014

- I. **Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:05 PM, with Heidi Bond, Karen Dow, Jon Guido, Eric Menzer and Dana Warren present. Kellie Hebert, Town Administrator also present (left at 7:45), Richard Gandt, Chairman of the Board of Selectmen (arrived at 7:05 PM and left at 7:25).
- II. **Minutes:** Karen Dow made a motion to approve the 10/20/14 minutes as drafted with the exception of removing Eric Menzer from the list attendees for that meeting, seconded by Karen Dow, voted in favor 6-0-0.
- III. **Administrative Updates:** Chairman Lyons informed the committee that the position of secretary to the Committee has been filled by Keelie Winslow. She will begin regular meeting attendance on November 17, 2014. He also noted a new Finance Committee handbook was being offered, which he will order and distribute to members upon receipt.
- IV. **FY2016 Budget Guidelines and Preliminary Model:** Karen Dow informed the Committee that she is developing Version 1.0 of this year's Model. She stated that the preliminary estimate for free cash is \$1.2 million. She will use calculations based on the new compensation study, as recommended by the Town Administrator, should its proposals be approved by the Selectmen. The Committee reviewed last year's budget guidelines. Preliminary budget discussions with the schools are underway. The new Superintendent of Masconomet, Dr. Kevin Lyons, will attend the next Committee meeting. Further discussion and likely approval of budget guidelines will continue at the next scheduled Committee meeting.
- V. **Town Administrator Personnel and Capital Item Recommendations:** Kellie Hebert, Town Administrator, provided an update to the Committee on the recent compensation study for Town employees. She noted that if the study is approved by the Board of Selectmen, implementation will occur in phases. The Committee went on to discuss a potential guideline for capital items. Karen Dow recommended using last year's level of \$300,000.
- VI. **Finance Committee Roster, Resume and Assignments:** Committee members reviewed their FY2016 assignments and information. Heidi Bond will post updated information to the Town website.
- VII. **Upcoming Meeting Schedule:** The next meeting of the Committee will occur on November 17, 2014 at 7:00 PM in the Proctor School Teachers Lounge.

**VIII. Adjourn:** A motion was made by Karen Dow to adjourn at 8:05 PM, seconded by Dana Warren, voted in favor 6-0.

Respectfully submitted,  
Eric Menzer