



Topsfield Finance Committee
Minutes to the Meetings March 29, 2016

I. Call to Order: Chair Karen Dow called the meeting to order at 7:04 PM with Che Elwell, Jon Guido, Mike Hartmann, Eric Menzer, Lou Ross and Dana Warren present. Also present: Catherine Gabriel- Heusser, Town Accountant, and Dick Gandt.

II. Department Budget Review & Approval: The committee reserves the right to supersede or modify the following Department budget approvals by future vote.

The finance committee reviewed Article III Vote Tracker, dated March 29, 2016, including department budgets that were submitted over the finance committee guidelines or that requested items on their attachment.

Che Elwell recommended positive action on the base budget for Unemployment Insurance, for the amount of \$60,000, seconded by Dana Warren. Voted in favor 7-0. This supersedes the previous vote.

III. Town Meeting Warrant Article Assignments: No changes were made to the Town Meeting Warrant Article Assignments listed below.

Annual Town Meeting Warrant	Finance Committee Member
Article	Initials
2	KD
3	MH
4	LR
5	DW
6	DW
7	MH
8	CE
9	KD
10	LR
11	KD
12	MH
13	DW

14	KD
15	CE
16	KD
17	MH
18	MH
19	EM
20	JG
21	JG
22	JG
23	JG
24	CE
25	CE
26	MH
27	LR
28	LR
29	KD
30	KD
31	LR
32	MH
33	MH
34	KD
35	EM
36	KD
37	LR
38	LR
39	KD
40	LR
41	LR
42	LR
43	KD
44	KD
45	KD
Special Town Meeting	Finance Committee Members
Article	Initials
2	KD
3	KD
4	LR
5	LR
6	CE
7	EM

IV. Town Meeting Warrant Article Recommendations: The committee reserved the right to supersede or modify the following actions by future vote.

Annual Town Meeting Warrant Articles pending recommendations from the Committee are thirty-second, Thirty-third, thirty-fifth, thirty-sixth, and thirty-seventh.

In a series of motions, the Finance Committee voted actions on the following Annual Town Meeting Warrant Articles, dated March 29, 2016, as numbered in the attached draft warrant;

By motion of Lou Ross, seconded by Eric Menzer, the Finance Committee recommends positive action on General Operating Budget; \$18,012,479-Raise & Appropriate; \$17,924,170-Raise & Assess; \$46,376-Transfer from Gould Trust Fund; \$1,585-Transfer Future Excludable Debt; \$22,000-Transfer from Conservation Revolving Account; \$18,348-Police Insurance and Restitution Account, Article Third, voted in favor 7-0.

By motion of Jon Guido, seconded by Dana Warren, the Finance Committee recommends positive action on Free Cash, in the amount of \$358,492 to reduce the tax levy for Fiscal Year 2017, Article Fortieth, voted in favor 7-0.

V. Finance Committee Letter: Jon Guido made a motion, seconded by Lou Ross to authorize Karen Dow to edit and update the draft Finance Committee Letter, dated March 29, 2016, as discussed, and submit a final version to Kellie Hebert for inclusion in the Town Meeting Warrant to be mailed to all voters. Voted in favor 7-0.

VI. Upcoming Meeting Schedule: The next meetings of the Committee will be held on April 11th, 2016, and April 25th, 2016 respectively, at 7:00 PM in the Proctor School Teacher's Lounge.

VII. Adjourn: A motion was made by Dana Warren to adjourn at 8:33 PM, seconded by Lou Ross and voted in favor 7-0-0.

Respectfully submitted,

Jennifer Davis

Attachments: Article III Vote Tracker (dated March 29, 2016), Version 2.4 Recap Sheet, Preliminary Warrant for the 2016 Annual Town Meeting (as of 3/29/16), Warrant for 2016 Special Town Meeting, and Finance Committee Letter- V2.0