



Topsfield Finance Committee

Minutes to the Meetings April 11, 2016

I. Call to Order: Chair Karen Dow called the meeting to order at 7:01 PM with Che Elwell, Jon Guido, Eric Menzer, Lou Ross and Dana Warren present. Mike Hartmann was not present. Also present: Catherine Gabriel- Heusser, Town Accountant, Dick Gandt and Steve Whelan, Town Moderator.

II. Minutes: Che Elwell made a motion to accept the minutes, as amended from March 28, 2016. Lou Ross seconded the motion, voted in favor 6-0.

Che Elwell made a motion to accept the minutes, as amended from March 29, 2016. Lou Ross seconded the motion, voted in favor 6-0.

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

Special Town Meeting:

Lou Ross made a motion to approve the 2016 Special Town Meeting Article Two, Prior Years Bill, in the amount of \$658, and to adopt this as the committee's recommendation for positive action, seconded by Eric Menzer, voted in favor 6-0.

Karen Dow noted that the Final version of the Annual Town Meeting Warrant, Article Seventh, Memory Tree & Brownie Tree Lighting, has the incorrect Finance Committee recommendation. It should be "recommend no action" instead of positive action.

IV. Town Meeting Warrant Article Assignments: Responsibility for review of specific Town Meeting Articles and presentations of them at Town Meeting were updated as 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	MH
12	DW
13	DW
14	KD
15	CE
16	KD
17	MH
18	MH
19	EM
20	JG
21	MH
22	LR
23	LR
24	KD
25	KD
26	LR
27	MH
28	MH
29	DW
30	EM
31	KD
32	LR
33	LR
34	KD
35	LR
36	LR
37	LR
38	KD
39	KD
40	KD

Special Town Meeting	Finance Committee Members
Article	Initials
1	
2	LR
3	KD
4	CE
5	CE

6	JG
7	JG
8	LR
9	LR
10	EM
11	EM

V. Finance Committee Letter: Dana Warren made a motion to approve the Finance Committee Letter, as printed, seconded by Che Elwell and voted in favor 6-0.

VI. Town Meeting Preparation: A brief discussion was held among the committee of various topics to be discussed and checked before Special and Annual Town Meeting on May 3rd, 2016.

VII. DOR- Debt Analysis: Catherine Gabriel- Heusser handed out a municipal debt analysis report. She explained that you can go to the DOR website and use the available program to generate a report to compare debt amongst multiple towns. She noted that the most recent data available is from year 2014.

VIII. Upcoming Meeting Schedule: The next meeting of the Committee will be held on April 25th, 2016, at 7:00 PM in the Proctor School Teachers' Lounge. A joint meeting of the Committee and the Selectmen will be held prior to the Annual Town Meeting, May 3rd, 2016, at 6:00 PM, Proctor School Teachers' Lounge. The Annual Town Meeting will take place on May 3rd in the Woodbury Auditorium at the Proctor School, 7:00 PM.

IX. Adjourn: A motion was made by Lou Ross to adjourn at 8:03 PM, seconded by Eric Menzer and voted in favor 6-0-0.

Respectfully submitted,

Jennifer Davis

Attachments:

The Beacon

Senior Scoop

Association of Town Finance Committee Conference Invitation

DOR- Debt Analysis report