



**Topsfield Finance Committee  
Minutes to the Meetings  
September 14, 2015**

- I. Call to Order. Acting Chair Karen Dow called the meeting to order at 7:01 P.M. with Dana Warren, Eric Menzer, Jon Guido and Lou Ross present. Town Administrator Kellie Hebert was also present for the meeting, as was Richard Gandt.
- II. Organization of Finance Committee for FY 2016. Motion made by D. Warren to elect K. Dow as Chair of the Finance Committee, seconded by J. Guido and voted in favor 5-0. Motion made by E. Menzer to elect J. Guido as Vice Chair of the Finance Committee, seconded by D. Warren and voted in favor 5-0. Motion made by D. Warren to elect E. Menzer as Clerk of the Finance Committee. Motion seconded by L. Ross and voted in favor 5-0.
- III. Finance Committee Secretary. General discussion of hiring secretary to provide administrative support to Finance Committee.
- IV. Preliminary Budget Schedule. General discussion with Town Administrator Kellie Hebert regarding a tentative budget process and schedule for FY 2016. Schedules for upcoming meetings for Board of Selectmen and administrative finance team provided. General discussion about budget preparation.
- V. Minutes of June 29, 2015. Motion made by D. Warren to approve minutes of June 29, 2015 meeting, seconded by E. Menzer and voted in favor 5-0.
- VI. Next Meeting. The next Finance Committee meeting will be held on October 19, 2015 at 7:00 P.M. in the Proctor School Teachers' Lounge.
- VII. Adjourn. Motion made by L. Ross to adjourn at 8:15 P.M., seconded by E. Menzer and voted in favor 5-0.

Respectfully Submitted,

Lou Ross

Attachments:

Status of 2015 Annual Town Meeting Warrant Articles

Schedules for Board of Selectmen meetings, administrative finance team meetings

Letter from Tri-Town Council

Letter from Association of Town Finance Committees