



Topsfield Finance Committee
Minutes to the Meetings
September 19, 2016

I. Call to Order: Karen Dow, Chairman, called the meeting to order at 7:00 PM, with Che Elwell, Jon Guido, Mike Hartmann, Eric Menzer, Lou Ross, and Dana Warren. Also present: David Larson

II. Minutes: Dana Warren made a motion to accept the minutes, as amended from June 29, 2016. Che Elwell seconded the motion, voted in favor 4-0-3. Jon Guido, Mike Hartmann, and Eric Menzer abstained as they were not present for the meeting.

Dana Warren made a motion to accept the minutes, as amended from the June 29, 2016 Executive Session, and to hold until the reason for entering executive session no longer pertains, seconded by Lou Ross, voted in favor 4-0-3. Jon Guido, Mike Hartmann, and Eric Menzer abstained as they were not present for the meeting.

III. FY 2018 Finance Committee Reorganization:

A. Election of the Chair, Vice Chair and Clerk:

A nomination was made by Che Elwell for Karen Dow as the Committee Chair, seconded by Eric Menzer, voted in favor 6-0-1 with Karen Dow abstaining.

A nomination was made by Eric Menzer for Jon Guido as the Committee Vice Chair, seconded by Dana Warren, voted in favor 6-0-1 with Jon Guido abstaining.

A nomination was made by Lou Ross for Eric Menzer as the Committee Clerk, seconded by Che Elwell, voted in favor 6-0-1 with Eric Menzer abstaining.

B. Fin Com Liaison Assignments: The Committee discussed preliminary liaison assignments for the upcoming year. They will discuss further at the next meeting.

C. Fin Com Email Monitoring: Karen Dow and Jennifer Davis will continue to monitor the Finance Committee email.

- D. Fin Com Website Software Licenses:** Karen Dow confirmed with Jennifer Davis that she still has access to update the Finance Committee website, as needed.

IV. Confirmation of Reappointee/Appointee Oaths: All reappointee oaths have been completed.

V. Review Member Address List: Karen Dow will make changes, if needed, and pass out the list to members at the next meeting.

VI. Public Records and Open Meeting Law: Karen Dow confirmed all members have seen and are familiar with the Public Records and Open Meeting Laws.

VII. Warrant Timetable for FY2018 Budget: A general discussion occurred with no definitive direction at this point. Town Meeting will be Tuesday 5/2/17.

VIII. FY2018 Budget Guidelines: A general discussion occurred with no definitive direction or conclusions at such an early point in the process.

IX. Post Town Meeting Revised Model: No action taken. Karen Dow informed the Committee we are awaiting the official word on new growth for the FY17 model, and will need to know certified free cash for the FY18 model.

X. Upcoming Meeting Schedule: The next meetings of the Committee will occur on October 3, 2016, October 17, 2016, November 7, 2016, and November 14, 2016 at 7:00 PM in the Proctor School Teachers Lounge.

XI. Adjourn: A motion was made by Dana Warren to adjourn at 7:44 PM, seconded by Lou Ross, voted in favor 7-0.

Respectfully submitted,

Jennifer Davis

Attachments:

Beacon Summer

Beacon September

Association of Town Finance Committees Letter/ Dues

Massachusetts Municipal Directory 2016-2017