



Topsfield Finance Committee
Minutes to the Meetings
October 3, 2016

- I. **Call to Order:** Chairman Karen Dow called the meeting to order at 7:01 PM, with Che Elwell, Jon Guido, Michael Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Also present: Katherine Carlson, Kim Sherwood, and Catherine Gabriel-Heusser, Town Accountant.
- II. **Minutes:** Dana Warren made a motion to approve the September 19th, 2016 minutes as drafted, seconded by Che Elwell, voted in favor 7-0-0.
- III. **Reserve Fund Transfer Request:** The Historical Commission has requested a Reserve Fund Transfer Request of \$2,016. The amount requested will be used to complete the Historic District Sign Project that was previously approved by the town. There was a delay in the contractor completing the work by the fiscal year ending June 30, 2016. Lou Ross made a motion to approve the request of \$2,016 from Reserve Fund to be transferred to Historical Commission Expense, seconded by Eric Menzer and voted in favor 7-0-0.
- IV. **Finance Committee Member Roster and Resume:** There are no updates/changes.
- V. **Finance Committee Liaison Assignments:** The Committee discussed liaison assignments for the upcoming FY2018 budget season. Karen will update the master list and give to Jen for posting.
- VI. **Preliminary FY 2018 Model I:** Karen Dow informed the committee that all the information to create Model v1.0 isn't available, since free cash is unknown at this time. She will meet with Kellie Hebert, Town Administrator, to get an update on the Capital Planning process. Mike Hartmann will work on setting up the Model and have it ready for review at the next meeting.
- VII. **FY2018 Finance Committee Budget Guidelines:** There was a general discussion amongst Committee Members on Budget Guidelines. Budget guidelines will be discussed further at the 11/7/16 meeting and will need to be set by 11/14/16.
- VIII. **Upcoming Meeting Schedule:** The next meetings of the Committee will occur on October 17, 2016, November 7, 2016 and November 14, 2016 at 7:00 PM in the Proctor School Teachers' Lounge.

IX. Adjourn: A motion was made by Dana Warren to adjourn at 7:54 PM, seconded by Eric Menzer, voted in favor 7-0.

Respectfully submitted,
Jennifer Davis

Attachments:
Senior Scoop
Reserve Fund Transfer Request