



Topsfield Finance Committee
Minutes to the Meetings
October 17, 2016

- I. Call to Order:** Chairman Karen Dow called the meeting to order at 7:01 PM, with Che Elwell, Jon Guido (7:05), Michael Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Also present: Kim Sherwood; Steve Whelan, Town Moderator; Kellie Hebert, Town Administrator (left at 7:28PM); Mark Lyons, Selectman (left at 7:28PM); Dick Gandt; Bill Hodges, Masco School Committee (arrived at 7:26, left at 8:23PM); and Kevin Lyons, Masco Superintendent (arrived at 7:36PM, left at 8:23PM).
- II. Minutes:** Eric Menzer made a motion to approve the October 3rd, 2016 minutes as drafted, seconded by Lou Ross, voted in favor 6-0-0.
- III. Masconomet Budget Process with Bill Hodges and Kevin Lyons 7:30PM-8:23PM:** Discussion with Bill Hodges and Kevin Lyons about the Masco Budget Process. Handouts were provided and discussed. FinCom members discussed some of the information that would be most helpful for the School Committee to provide during the budget process. Bill also noted that the facilities report will be complete in early November. He will share that report with FinCom members once complete.
- IV. Report on Town Financial Forecasting and Policies/Philosophies:** Karen Dow reported that UMass Boston Consultants are working on completing setup of the 5-year financial forecast and will have an update at the next meeting. Financial policies/philosophies will be the next focus area.
- V. Preliminary FY 2018 Model I:** Mike Hartmann will continue to work on setting up the Model and have an updated version for the November 7th meeting.
- VI. 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-(initial model) meeting and guidelines will need to be set by 11/14/16.
- VII. Upcoming Meeting Schedule:** The next meetings of the Committee will occur on November 7, 2016 and November 14, 2016 at 7:00 PM in the Proctor School Teachers' Lounge.

VIII. Adjourn: A motion was made by Dana Warren to adjourn at 8:29 PM, seconded by Eric Menzer, voted in favor 7-0.

Respectfully submitted,
Jennifer Davis

Attachments:

Beacon

Masco Budget Calendar FY2018

Masco 2017-2018 Budget Priorities