



Topsfield Finance Committee
Minutes to the Meetings
November 7, 2016

- I. Call to Order:** Vice Chair Jon Guido called the meeting to order at 7:04 PM, with Che Elwell, Mike Hartmann, Lou Ross, Eric Menzer, and Dana Warren present. Karen Dow was not present. Also present: Catherine Gabriel-Heusser; Town Accountant, Bill Hodges (left at 7:30PM), John Spencer (left at 7:30PM), Kevin Lyons (left at 7:30PM), and Dick Gandt.
- II. Minutes:** Lou Ross made a motion to accept the October 17, 2016 minutes as drafted, seconded by Eric Menzer, voted in favor 6-0.
- III. Town Administrator Personnel and Capital Item Recommendations:** Kellie Hebert, Town Administrator, was unable to attend the meeting. Discussion will continue at the next meeting.
- IV. Model Version I:** Mike Hartmann presented version 1.0 of the FY2018 Finance Committee recap sheet. A discussion was held amongst Finance Committee Members.
- V. Masco 7:20PM-7:30PM:** Bill Hodges handed out a Masco Enrollment Distribution by Town Sheet, showing a slight percentage increase for Topsfield. A short discussion was held about the increase.
- VI. FY2018 Finance Committee Budget Guidelines:** Discussion of the guidelines continued; guidelines should be set at the next meeting. Karen will email draft guidelines prior to the next meeting.
- VII. New Business:** Dana Warren presented a hand-out from Essex County Greenbelt. Greenbelt is seeking to purchase & preserve 44 acres of land known as "Donibristle Farm", located in Topsfield. A discussion was held amongst Finance Committee Members. Greenbelt will attend a future meeting to discuss further.
- VIII. Upcoming Meeting Schedule:** The next meeting will occur on November 14, 2016 at 7:00 PM, in the Proctor School Teachers' lounge.
- IX. Adjourn:** Dana Warren made a motion to adjourn at 7:56 PM, seconded by Lou Ross and voted in favor 5-0.

Respectfully submitted,
Jennifer Davis

Attachments:

Beacon

Senior Scoop

Model V1.0

Masco Enrollment Distribution by
Town

Greenbelt Pamphlet: Donibristle
Farm, Topsfield

INAL

Attachments: Senior Scoop Handout
Town Administrator's Status Report