



Topsfield Finance Committee

Minutes to the Meetings September 18, 2017

I. Call to Order: Chair Karen Dow called the meeting to order at 7:00 PM with Jon Guido, Che Elwell, Mike Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Also present: Dick Gandt, Selectman; Catherine Gabriel, Town Accountant; and Steve Whelan, Town Moderator. Members of the public present: Kim Sherwood, David Larson, Elizabeth Wilson and Curtis Niehaus. Kim Sherwood informed the Chair that she was making an audio recording of the meeting. The Chair notified latecomers of the recording.

II. Minutes: Dana Warren made a motion to accept the minutes as amended from June 28, 2017. Lou Ross seconded the motion, voted in favor 5-0-2. Jon Guido and Eric Menzer abstained as they were not present for the meeting.

III. FY2018 Finance Committee Reorganization:

a. Election of the Chair, Vice Chair and Secretary: A nomination was made by Che Elwell for Karen Dow as the Committee Chair, seconded by Jon Guido, 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 Lou Ross, voted in favor 6-0-1 with Jon Guido abstaining.

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

b. Fin Com Liaison Assignments: Karen asked that each Finance Committee member review last year's liaison assignment list. Assignments will be discussed 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: Currently, the Town Clerk will be posting agendas and minutes to the Town website. The new Town website will be going live in two weeks. Once the website goes live, Jennifer Davis will be able to post agendas and minutes.

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

completed.

V. Review Member Address List: Members should notify Karen of changes, if any.

VI. Public Records and Open Meeting Laws: Karen Dow confirmed all members have seen and are familiar with the Public Records and Open Meeting Laws, have taken required ethics training, and filled out and turned in all sign-off forms.

VII. Warrant Timetable for FY2019 Budget: Model, Guidelines, Capital and Department Budgets, Warrant Article Votes: A general discussion occurred. Karen noted that guidelines should be finalized no later than November 13th. All budgets should be submitted to Catherine Gabriel and liaisons no later than January 5th. Departmental meetings will begin January 8th.

VIII. Upcoming Meeting Schedule: The next meetings of the Committee will occur on October 2, 2017, October 23, 2017, October 30, 2017, and November 13, 2017 at 7:00 PM in the Proctor School Teachers Lounge.

IX. Adjourn: A motion was made by Dana Warren to adjourn at 7:18 PM, seconded by Eric Menzer and voted in favor 7-0-0.

Respectfully submitted,

Jennifer Davis

Attachments: none