



Topsfield Finance Committee
Minutes to the Meetings
October 2, 2017

I. Call to Order: Chairman Karen Dow called the meeting to order at 7:02 PM, with Jon Guido, Michael Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Che Elwell was not present. Also present: Catherine Gabriel, Town Accountant; Boyd Jackson, Town Selectman; and Dick Gandt, Town Selectman. Members of the public present: David Larson, Kim Sherwood, Eldon Goodhue, Jeannine Cunniff and Antoinette Pizzinato-Hatfield.

II. Minutes: Dana Warren made a motion to approve the September 18th, 2017 minutes as drafted, seconded by Mike Hartmann, voted in favor 6-0-0.

Eric Menzer made a motion to approve the September 18th, 2017 Joint meeting minutes as drafted, seconded by Lou Ross, voted in favor 6-0-0.

III. Liaison Assignments: Karen Dow discussed adding “Communications” to the list; Dana Warren & Che Elwell had agreed to serve in this role. “Policies/guidelines” will also be added to the list; Karen Dow & Jon Guido will serve in this role.

IV. FY2019 Budget Process:

a. **Timeline:** Karen mentioned that Town Meeting will be held on May 1st, 2018. The guidelines should be set by November 13th, 2017. The Finance Committee will begin reviewing department budgets on January 8th, 2018.

b. **Model:** Mike Hartmann said he will be working to create Model v1.0 for FY2019, but not all information is known at this time. He will be working with Catherine Gabriel, Town Accountant to get the necessary numbers. He will work to have v1.0 for the next meeting.

c. **Guidelines:** There was a general discussion amongst Committee members on Budget Guidelines. Guidelines will be set by November 13, 2017.

V. Correspondence: Beacon, Senior Scoop, Paper copy of email concerning FinCom minutes, Mass Municipal Association directory, and email announcing the interest of a group of citizens (“Tax Wise Topsfield”) in the town’s budget process.

VI. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting: None

VIII. Upcoming Meeting Schedule: The next meetings of the Committee will occur on 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 7:36 PM, seconded by Eric Menzer, voted in favor 6-0.

Respectfully submitted,
Jennifer Davis

Attachments:
Senior Scoop
Beacon
Paper copy of email concerning FinCom minutes
Mass Municipal Association annual directory