



Topsfield Finance Committee
Minutes to the Meetings
November 16, 2015

I. Call to Order: Karen Dow, Chairman, called the meeting to order at 7:03 PM, with Jon Guido, Mike Hartmann, Eric Menzer. and Lou Ross. Dana Warren was not present for the meeting. Also present; Kellie Hebert, Town Administrator (left at 7:24), Dick Gandt (arrived 7:05 and left at 7:24), Stephen Lais, Selectman (left at 7:24), and Steve Whelan, Town Moderator (left at 8:06).

II. Town Administrator Personnel Recommendations: Kellie Hebert made a Personnel recommendation for FY2017, for non-represented personnel of 2% cost of living, plus steps when available based on performance. She distributed Capital Improvement Program Plan Overview Draft #1 as well as the FY17 Budget & 2016 Town Meeting Schedule. The Capital Improvement plan overview is a draft and future expenses need to be discussed. She also briefly discussed possible ways to keep track of budget information needed by the finance committee. Kellie suggested that the MUNIS accounting software currently used by the Town has the capability to produce a budget report that the department heads would use to prepare their FY17 budget requests, possibly helping to cut down on data entry.

II. Minutes of November 2, 2015: Lou Ross made a motion to accept the November 2, 2015 minutes as drafted, seconded by Jon Guido. Mike Hartmann and Eric Menzer abstained as they weren't present for the meeting. Voted in favor 3-0-2.

III. FY2017 Model I: Chairman Karen Dow presented Version 1.0 of the FY2017 Finance Committee recap sheet.

IV. FY2017 Finance Committee Budget Guidelines: Chairman Karen Dow distributed the FY2016 Town of Topsfield Finance Committee Budget Guidelines as a starting point for FY2017 guidelines. There was a committee discussion of proposed guidelines for FY2017, similar to those for FY2016. Eric Menzer made a motion to adopt the Proposed FY2017 Finance Committee Budget Guidelines with revisions discussed and authorized the chairman to finalize the FY2017 letter to department heads, seconded by Mike Hartmann and voted in favor 5-0.

V. Finance Committee Liaison Assignments: Members discussed and finalized the liaison list. Members will meet with their assigned liaison department

heads and/or boards and will present department budget overviews at the next 2-3 meetings in January.

VI. Upcoming Meeting Schedule: The next three meetings of the Committee will occur on January 4th, 11th and 25th, 2016 respectively, at 7:00 PM in the Proctor School Teachers' Lounge.

VII. Adjourn: Eric Menzer made a motion to adjourn at 8:33 PM, seconded by Lou Ross and voted in favor 5-0.

Respectfully submitted,
Jennifer Davis

Attachments: Capital Improvement Plan Overview Draft FY2017 to FY2022, FY17 Budget & 2016 Town Meeting Schedule, FY2017 Recap Worksheet Version 1.0, and FY2016 Budget Guidelines.