



Topsfield Finance Committee  
Minutes to the Meetings  
April 9, 2018

- I. Call to Order:** Chair Karen Dow called the meeting to order at 7:03 PM with Jon Guido, Che Elwell, Mike Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Also present: Catherine Gabriel, Town Accountant; Steve Whelan, Town Moderator; and Dick Gandt, Selectman. Members of the public present: David Larson, Gerry Buckley, Eldon Goodhue, Jeanine Cunniff, and approximately 3 others. Karen Dow announced at 7:03 that Jeanine Cunniff was going to make a video recording; late arrivals were notified of this recording.
- II. Minutes:** Jon Guido made a motion to accept the minutes from March 12, 2018, as amended. Eric Menzer seconded the motion, voted in favor 6-0-1. Karen Dow abstained as she was not present for the meeting.
- Jon Guido made a motion to accept the minutes from March 19, 2018, as amended. Mike Hartmann seconded the motion, voted in favor 4-0-3. Che Elwell, Eric Menzer, and Dana Warren abstained as they were not present for the meeting.
- Eric Menzer made a motion to accept the minutes from March 22, 2018, as amended. Jon Guido seconded the motion, voted in favor 5-0-2. Che Elwell and Dana Warren abstained as they were not present for the meeting.
- Che Elwell made a motion to accept the minutes from March 26, 2018, as amended. Jon Guido seconded the motion, voted in favor 7-0-0.
- III. FinCom Model: pre-Town Meeting version** Mike Hartmann discussed V3.0 of the model. Mike said that the model reflects \$300,000 in OPEB, \$478,683 to reduce the tax levy, and \$375,000 of free cash is reserved with the intention of using it against next year's debt bump. Dana pointed out that the Model is never intended to be a budget. It is more of a tool to help guide the FinCom in balancing the budget.
- IV. Preparation for 4/11/17 Moderator's Forum:** Karen briefly discussed the upcoming moderator's forum. Karen will check with Steve Whelan to see if questions for the committee have been submitted, prior to the forum.

**V. Town Meeting Warrant Article Assignments:** Karen went through article assignments with the committee in preparation for town meeting.

Annual Town Meeting Warrant Article	Finance Committee Member Initials
1	
2	JG
3	MH
4	LR
5	DW
6	DW
7	DW
8	KD
9	LR
10	LR
11	LR
12	LR
13	LR
14	CE
15	CE
16	CE
17	LR
18	KD
19	LR
20	CE
21	EM
22	EM
23	MH
24	JG
25	JG
26	CE
27	MH
28	DW
29	JG
30	MH
31	LR
32	LR
33	LR
34	withdrawn
35	LR
36	LR
37	EM
38	EM
39	EM
40	KD

Special Town Meeting Article	Finance Committee Members Initials
1	
2	
3	JG
4	MH
5	DW
6	CE
7	CE
8	LR
9	KD
10	KD

**VI. Town Meeting Warrant Article Recommendations:** FinCom members had a brief discussion in regards to town meeting and the preparation needed for each liaison to discuss their article assignments. Note that the FinCom recommendation on Article 35<sup>th</sup> is pending, to be voted after the 4/17 Planning Board hearing.

**VII. Correspondence:** Karen mentioned the correspondence from Kellie Hebert, thanking the FinCom for their work on the budget process.

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

**IX. Upcoming Meeting Schedule:** The next meetings of the Committee will be held April 23rd at 7:00 PM and May 1<sup>st</sup> at 6 PM in the Proctor School Teacher's Lounge.

**X. Adjourn:** A motion was made by Lou Ross to adjourn at 7:49 AM, seconded by Dana Warren and voted in favor 7-0-0.

Respectfully submitted,

Jennifer Davis

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Attachments:

1. Agenda
2. Draft Minutes 3/12/18
3. Draft Minutes 3/19/18
4. Draft Minutes 3/22/18
5. Draft Minutes 3/26/18
6. 2018 List of Warrant Articles