



Topsfield Finance Committee

Minutes to the Meetings January 11, 2016

- I. Call to Order:** Chairman Karen Dow called the meeting to order at 7:01 PM with Che Elwell, Jon Guido, Michael Hartmann, Lou Ross (arrived at 7:53 PM), and Dana Warren present. Eric Menzer was not present for the meeting. Also present; Dick Gandt (arrived at 7:02 PM and left at 7:38 PM), Kellie Hebert, Town Administrator (left at 7:21 PM), Laura Powers, Chairman of Selectmen (arrived at 7:15 PM and left at 7:21 PM), Stephen Lais, Selectman, (arrived at 7:04 PM and left at 7:24 PM), and Steve Whelan, Town Moderator (arrived at 7:12 PM and left at 7:23 PM).
- II. Minutes:** Dana Warren made a motion to accept the minutes from January 4, 2016. Mike Hartmann seconded the motion, voted in favor 3-0-1. Jon Guido abstained as he was not present for the meeting. Che Elwell did not vote as he has not yet been sworn in.
- III. Liaison Reports on Department Budgets:** Kellie Hebert, Town Administrator reported that all budgets have been entered into the MUNIS system but noted that some budgets haven't been approved by the relevant supervisory board and there is a MUNIS issue in calculating some of the % increases. Kellie will email a pdf of the Preliminary Requested so that the respective liaisons can review and report back to the committee at the January 25th, 2016 meeting.
- IV. Schedule Department Head Budget Presentations:** Kellie Hebert, Town Administrator, sent an email to department heads to schedule liaison Department Budget Proposal Presentations for either the February 1, 2016 or February 8, 2016 meeting. Lou Ross reported that the scheduled departments are unknown yet but will likely be scheduled between now and the next meeting on January 25, 2016.
- V. New Business:** A discussion was held among the committee about the Masco School Committee seeking one person, possibly a finance committee member, to help develop a new strategic plan. Meetings will take place over the next two months, starting 1/12/16.

VI. Upcoming Meeting Schedule: The next meetings of the Committee will be held on January 25th, February 1st, and February 8th, respectively, at 7:00 PM in the Proctor School Teacher's Lounge.

VII. Adjourn: A motion was made by Lou Ross to adjourn at 8:28 PM, seconded by Dana Warren and voted in favor 3-0-1.

Respectfully submitted,

Jennifer Davis

Attachments: none