



Topsfield Finance Committee  
Minutes to the Meetings  
January 25, 2016

**I. Call to Order:** Chairman Karen Dow called the meeting to order at 7:01 PM with Che Elwell, Jon Guido, Michael Hartmann, Eric Menzer, Lou Ross, and Dana Warren present. Also present; Kellie Hebert, Town Administrator (left at 7:19 PM), Boyd Jackson, Selectman (left at 7:19 PM), and Laura Powers, Chairman of Selectmen (left at 7:12 PM).

**II. Minutes:** Dana Warren made a motion to accept the minutes from January 11, 2016. Che Elwell seconded the motion, voted in favor 5-0-2. Eric Menzer and Lou Ross abstained as they were not present for the meeting.

**III. Liaison Reports on Department Budgets:** Kellie Hebert, Town Administrator briefly discussed that they have hired a new Town Accountant who will be starting February 22, 2016. Kellie also handed out version II of the Board of Selectman budgets. All other budgets will be reviewed as well. Once they are approved Kellie will transmit the approved budgets to the Finance Committee. Each liaison present gave an overview of his or her budgets, noting and discussing any deviations from guidelines.

**IV. Schedule Department Head Budget Presentations:** The committee discussed the upcoming schedule of Department Head Presentations. The following departments have been scheduled:

**February 1<sup>st</sup>, 2016:**

Council on Aging- 7:00 PM  
Town Clerk- 7:15 PM  
Board of Health- 7:30 PM

**February 8<sup>th</sup>, 2016:**

Library- 7:00 PM  
Water Commissioner- 7:30 PM

Others may be scheduled for these dates as well.

**V. New Business:** No new business.

**VI. Upcoming Meeting Schedule:** The next meetings of the Committee will be held on February 1st, February 8<sup>th</sup>, and February 22<sup>nd</sup>, respectively, at 7:00 PM in the Proctor School Teacher's Lounge.

**VII. Adjourn:** A motion was made by Dana Warren to adjourn at 8:32 PM, seconded by Lou Ross and voted in favor 7-0-0.

Respectfully submitted,

Jennifer Davis

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Attachments: Town Administrator Memorandum