## Warrant Committee Meeting Minutes
### January 7, 2019

| Warrant Committee Members | Present: Michael Pastore (chairperson), Sharon Tatro, Jeremy Marsette, Newton Thompson, Robert Sliney, Kristine Barton, Amanda Hall, Joanna Hilvert, Jack Wolfe  
Absent: n/a |
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<tbody>
<tr>
<td>Guests</td>
<td>Kristine Trieweiler, Maurice Goulet, Pam Gardner, Lauren Feeney</td>
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<td>Meeting Location</td>
<td>Training Room Public Safety Building</td>
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| Meeting Times             | Meeting convened: 7:00pm  
Meeting adjourned: 9:05pm |
| Approval of Previous Meeting Minutes | • Meeting minutes of 12/3/18 approved 9-0 |
| Operational Budgets (including votes taken) | • Overview of Public Works Operating Budgets by Joanna Hilvert and Maurice Goulet (10 public works budgets, 7 level funded)  
• Level funded DPW Budgets from prior year: Cemetery, Equipment Maintenance, Highway, Public Works Utilities, Snow and Ice, Tree, Water  
• DPW Budgets with increases:  
  Sewer  
  - New position – WWTP Maintenance Technician position (submitted to Personnel Board for review)  
  - MaDEP enforcement action for exceedance of phosphorus limits in effluent from WWTP – administrative consent order being negotiated  
  - Solar Credit (SRECs), delay in receipt of SREC revenue  
  - Chemical costs for phosphorus removal  
  Sidewalk  
  Additional funding for sidewalk materials requested  
  Maurice Goulet has been working with MassDOT for the reconstruction of Route 109 and noted the recently updated Pavement Management Program  
  Solid Waste Disposal Budget  
  Single Stream Recycling Contract expired Dec 31st, new contact under negotiation  
  Maurice Goulet gave an overview/update on the study of unaccounted for water  
  Jeremy Marsette noted submitted questions on the DPW and Library budgets  
  • Library – Amanda Hall and Pam Gardner gave overview of draft budget  
  - Largest increase in salary  
  - Minimum library supplies percentage required by Commonwealth  
  - Building Maint Supplies – items not in Facilities Budget (town requested Library include additional funding for maintenance |
- Utilities 2% increase assumed, Jeremy Marsette noted discrepancies in budget forecasts by Departments for utility expenses and suggested a consolidated -townwide- approach to utility expense budgeting, tracking, and management
- Jack Wolfe inquired about library usage for budget context

| Warrant Articles (including votes taken) | n/a |
| List of all documents and exhibits used | Public Works Draft Budgets (Cemetery, Equipment Maintenance, Highway, PW Utilities, Snow and Ice, Tree, Water, Sewer, Sidewalks, Solid Waste)  
WC Budget Summary of Sewer, Sidewalks, and Solid Waste  
Library Draft Budget  
WC Budget Summary of Library |
| Other Business | Context of budgets – requests for additional information beyond budget line dollar amounts  
Future year budget planning – request for future year planning for operating and capital budgets, reference was made to the requirements detail in the Town Charter  
Role of Warrant Committee – Warrant Committee Budget presented/recommended to Town Meeting, town financial “watch dog”, performs duty of Finance Committee  
January 23rd was set to review Council on Aging and Park and Recreation draft budgets. Questions on budgets due January 16th  
Kristine Trieweiler noted that the Board of Selectmen plan to close the warrant for the Spring Town Meeting on January 29th  
Jack Wolfe – announced he will be leaving Warrant Committee upon moving to Medway  
Discussion on future approach to presentations/discussion of budgets to Warrant Committee  
Mike Pastore noted meetings/discussions with Jeff Marsden and School Committee Members regarding School Department Budget |
| Follow-ups | n/a |
| Dates for Meetings Other than WC | The School Committee has scheduled an FY20 Budget Hearing for January 28th |
| Names of people participating remotely and why | n/a |
| Other | n/a |

Respectfully Submitted: Jeremy Marsette

Approved minutes to be sent to: ktrierweiler@medfield.net