

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

<b>Warrant Committee Members</b>	Present: <b>Michael Pastore (chairperson), Sharon Tatro, Jeremy Marsette, Newton Thompson, Robert Sliney, Kristine Barton, Amanda Hall, Joanna Hilvert, Jack Wolfe</b> Absent: n/a
<b>Guests</b>	Kristine Trieweiler, Maurice Goulet, Pam Gardner, Lauren Feeny
<b>Meeting Location</b>	Training Room Public Safety Building
<b>Meeting Times</b>	Meeting convened: 7:00pm      Meeting adjourned: 9:05pm
<b>Approval of Previous Meeting Minutes</b>	<ul style="list-style-type: none"> <li>Meeting minutes of 12/3/18 approved 9-0</li> </ul>
<b>Operational Budgets (including votes taken)</b>	<ul style="list-style-type: none"> <li>Overview of Public Works Operating Budgets by Joanna Hilvert and Maurice Goulet (10 public works budgets, 7 level funded)</li> <li>Level funded DPW Budgets from prior year: Cemetery, Equipment Maintenance, Highway, Public Works Utilities, Snow and Ice, Tree, Water</li> <li>DPW Budgets with increases: <ul style="list-style-type: none"> <li>Sewer <ul style="list-style-type: none"> <li>New position – WWTP Maintenance Technician position (submitted to Personnel Board for review)</li> <li>MaDEP enforcement action for exceedance of phosphorus limits in effluent from WWTP – administrative consent order being negotiated</li> <li>Solar Credit (SRECs), delay in receipt of SREC revenue</li> <li>Chemical costs for phosphorus removal</li> </ul> </li> <li>Sidewalk <ul style="list-style-type: none"> <li>Additional funding for sidewalk materials requested</li> <li>Maurice Goulet has been working with MassDOT for the reconstruction of Route 109 and noted the recently updated Pavement Management Program</li> </ul> </li> <li>Solid Waste Disposal Budget <ul style="list-style-type: none"> <li>Single Stream Recycling Contract expired Dec 31<sup>st</sup>, new contact under negotiation</li> </ul> </li> </ul> </li> </ul> <p>Maurice Goulet gave an overview/update on the study of unaccounted for water</p> <p>Jeremy Marsette noted submitted questions on the DPW and Library budgets</p> <ul style="list-style-type: none"> <li>Library – Amanda Hall and Pam Gardner gave overview of draft budget <ul style="list-style-type: none"> <li>Largest increase in salary</li> <li>Minimum library supplies percentage required by Commonwealth</li> <li>Building Maint Supplies – items not in Facilities Budget (town requested Library include additional funding for maintenance</li> </ul> </li> </ul>

	<p>expenses)</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- Jack Wolfe inquired about library usage for budget context</li> </ul>
<b>Warrant Articles (including votes taken)</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
<b>List of all documents and exhibits used</b>	<ul style="list-style-type: none"> <li>• Public Works Draft Budgets (Cemetery, Equipment Maintenance, Highway, PW Utilities, Snow and Ice, Tree, Water, Sewer, Sidewalks, Solid Waste)</li> <li>• WC Budget Summary of Sewer, Sidewalks, and Solid Waste</li> <li>• Library Draft Budget</li> <li>• WC Budget Summary of Library</li> </ul>
<b>Other Business</b>	<ul style="list-style-type: none"> <li>• Context of budgets – requests for additional information beyond budget line dollar amounts</li> <li>• 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</li> <li>• Role of Warrant Committee – Warrant Committee Budget presented/recommended to Town Meeting, town financial “watch dog”, performs duty of Finance Committee</li> <li>• January 23<sup>rd</sup> was set to review Council on Aging and Park and Recreation draft budgets. Questions on budgets due January 16<sup>th</sup></li> <li>• Kristine Trieweiler noted that the Board of Selectmen plan to close the warrant for the Spring Town Meeting on January 29<sup>th</sup></li> <li>• Jack Wolfe – announced he will be leaving Warrant Committee upon moving to Medway</li> <li>• Discussion on future approach to presentations/discussion of budgets to Warrant Committee</li> <li>• Mike Pastore noted meetings/discussions with Jeff Marsden and School Committee Members regarding School Department Budget</li> </ul>
<b>Follow-ups</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
<b>Dates for Meetings Other than WC</b>	<ul style="list-style-type: none"> <li>• The School Committee has scheduled an FY20 Budget Hearing for January 28<sup>th</sup></li> </ul>
<b>Names of people participating remotely and why</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>

Respectfully Submitted: Jeremy Marsette

Approved minutes to be sent to: [ktrierweiler@medfield.net](mailto:ktrierweiler@medfield.net)