

MINUTES
Warrant Committee Meeting
January 9, 2023

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| Warrant Committee Members | Participating remotely: Jeremy Marsette Participating in person: Stephen Callahan Chair, Mather Eldred, Peter Michelson, Brent Nelson, Jillian Rafter, Robert Sliney, Ed Vozzella | |
| Guests | Remotely: Andrew Foster, Town Accountant In Person: Kristine Trierweiler, Town Administrator Frank Gervasio, Assistant Town Administrator | |
| Meeting Location | By remote participation via Zoom and Chenery Hall, Medfield Town House | |
| Meeting Times | Meeting convened: 7:00 pm | Meeting adjourned: 8:19pm |
| Approval of Previous Meeting Minutes | <ul style="list-style-type: none"> ● None | |
| Operational Budgets (including votes taken) | <ul style="list-style-type: none"> ● None | |
| Warrant Articles (including votes taken) | <ul style="list-style-type: none"> ● None | |
| List of all documents and exhibits used | <ul style="list-style-type: none"> ● FY 2024 Budget Calendar ● WC assignments by Budget Category ● FY 24 Warrant Committee Planning Schedule | |
| Other Business | <ul style="list-style-type: none"> ● None | |
| Follow-ups | <ul style="list-style-type: none"> ● None | |
| Dates for Meetings including WC | <ul style="list-style-type: none"> ● None currently | |
| Discussion with Financial Team | <p>Following a roll call of all members present or participating remotely, Stephen Callahan declared a quorum was present. He started the meeting with a clarification on the role he and Bob Sliney would assume as Co-chairman; it was agreed that Steve Callahan would be Chairman and Bob Sliney Vice Chairman. As Chairman Callahan will be responsible for the agenda, conduct of meetings and be the point person for all communications.</p> <p>The meeting began with an identification of two newly appointed members, Peter Michelson and Brent Nelson. Each member of the Warrant Committee made a summary of their personal information including, time in town and their time on the warrant committee, followed by introduction of Town Officials in attendance.</p> | |

A motion was made to approve the minutes of the October 24, 2022 meeting, since not all members had reviewed the minutes the motion was deferred to the January 17 meeting.

It was agreed the preparation of minutes of each meeting would be by members on a rotating basis; Bob Sliney agree to take minutes of this meeting and distribute prior to the next meeting.

The minutes are designed to provide the reader an understanding of the issues discussed and the conclusions, if any, reached. A discussion on the open meeting constraints on discussion of issues among the members. Agendas for meetings must be posted 48 hours prior to the scheduled meeting and any meeting of 5 or more members, (which would include any email deliberations) constitutes a quorum and meets the requirements of a public meeting. Kristine said a training session will be conducted in the next few weeks for a more formal presentation of the Open Meeting laws, members of the WC are encouraged to attend.

Steve Callahan distributed the budget department assignments for each member followed by a discussion on the role of the WC as the “fiscal watchdog” as well as reporting to the town meeting on each article and liaison to town departments.

Steve Callahan distributed the outline for a calendar of WC meetings beginning with meetings on alternate Tuesdays on those weeks the Selectboard does not meet, beginning on January 17. The calendar follows the Town FY2024 Budget Calendar reflecting key dates including January 10 Town Meeting Warrant closes, March 20 Town Meeting Warrant Hearing, March 28 Town Meeting Warrant to printer and May 1, Town Meeting.

Kristine Trierweiler presented each member with a copy of the Town of Medfield FY2023 Annual Budget (which is available on the Town’s website). This document presents detailed information regarding revenue projections as well as departmental and school expenditures requests. This is the first time this level of reporting has been provided and is a significant step in the town financial reporting disciplines. It has been funded by a grant through UMass Boston. It is a collaborative effort of all departments, as Kristine expressed “a goal driven approach to budgeting” strategically linking the Town Goals with the Department Goals. The document also provides a forward-looking view, reflecting progress made through the planning efforts such as the five-year capital plan and capital stabilization fund.

The document will be under the control of the Assistant Town Manager, Frank Gervasio, who will provide updates going forward.

Kristine then referred to the FY 2024 Budget binder that each member received. This binder is to be brought to each meeting to be updated.

Kristine explained the Budget worksheet has not been provided at this time as there are several assumptions still being developed. It is anticipated a preliminary budget worksheet will be provided at the January 17 meeting.

The budget book does provide revenue history from State Aid, New Growth History and Tax Levy History. In the first pass at a 2024 budget revenue growth will be conservative, particularly with state aid since there is a new administration in the governor's office.

On the expense side, the largest single contributors to Insurance, Health and Property and Casualty will not have guidance before the end of January.

Kristine provided her guidance to the Town Departments was level funding and any increases over 2% had to be justified.

There are new directors in two town departments, Council on Aging and Park&Rec.

The School Department has prepared a preliminary budget which is under review with the school board prior to a Public Hearing on January 26 followed by a vote of the School Committee for submission to the WC and Board of Selectman on January 31.

While there was a general discussion on the Warrant Articles no formal action was taken since the Warrant is scheduled to close on January 10 following which Kristine will prepare a list of Articles at the January 17 meeting.

Steve Callahan asked Kristine for any update on the proposed construction of a new Tri-County vocational school.

Kristine announced that Tri-County school is working with the MSBA on a new school building for \$316 million shared by 11 towns in Norfolk County. While it is too soon to discuss the details, discussions are ongoing with Tri-county District administrators and financial advisors. The Superintendent of the Tri-county District is planning to schedule a presentation to the Board of Selectmen, the WC will participate, in the next month.

Bob Sliney discussed an ongoing effort to address the need for a better understanding of the importance of the Town Meeting in town governance. Kristine Trierweiler and the town moderator Scott McDermott are planning a "Town Meeting 101" program to provide

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| | <p>residents with a better understanding of the role that each resident plays in the town meeting process.</p> <p>In addition there is an effort to determine what methods may be employed to keep residents up to date on the issues surrounding Articles that will be brought to vote at the annual Town Meeting. This will begin with a meeting with Medfield TV January 19 and each WC member is asked to consider what may be done to improve communication of issues and encourage participation in the annual town meeting. We are committed to avoiding a recurrence of last year’s experience when a quorum was not achieved on the scheduled date.</p> <p>It was recommended as the WC representative to the School Building Committee, Mather Eldred would provide a brief oral update on the committee. Since there have been no meetings of the newly formed SBC, there was nothing to report.</p> <p>There being no other business, a motion to adjourn was made, seconded, and voted unanimously by a roll call of all Warrant Committee members in attendance.</p> <p>Meeting adjourned at 8:19pm.</p> |
| <p>Attachments</p> | <ul style="list-style-type: none"> • FY 2024 Budget Calendar • WC assignments by Budget Category • FY 24 Warrant Committee Planning Schedule <p>Link to Zoom Recording: https://medfield-net.zoom.us/rec/share/FODrbcdxe5jgGRcH2u_lwjGuHUx3h4Ht1XDzNv7U7F-du6bjzdm83YdyqY42s08.abFGpU9a1yloWpx2 Passcode: q=jMZ37P</p> |

Respectfully Submitted: Bob Sliney

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

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