

**Warrant Committee Meeting Minutes
January 14, 2019**

Warrant Committee Members	Present: Michael Pastore (chairperson), Jeremy Marsette, Newton Thompson, Kristine Barton , Jack Wolfe, Amanda Hall, Joanna Hilvert Absent: Sharon Tatro, Robert Sliney	
Guests	Kristine Trieweiler – Town Administrator, Michael LaFrancesca – School Finance, Chris Canney – Building Commissioner, Jessica Reilly - School Committee, Amy Colleran - Facilities	
Meeting Location	High School Room 165	
Meeting Times	Meeting convened: 7:02pm	Meeting adjourned: 8:55pm
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> • Meeting minutes of 1/7/19 approved 5-0 	
Operational Budgets (including votes taken)	<ul style="list-style-type: none"> • Building Inspections Overview of Inspections Department by Newton Thompson and Chris Canney (Chris started work in Medfield on December 1st), Mr. Canney discussed Department initiatives and future goal for electronic permitting <ul style="list-style-type: none"> - Level funded FY19 - Local Building Inspectors are paid \$32.22 per inspection and \$2.50 for mileage - Inspection Metrics: building permit fee revenue increased in FY18 (a few large projects were constructed), it was requested that Mr. Canney break out commercial and residential building permit revenue - There was a discussion regarding Medfield’s permit fees compared to peers, there was an attempt to adjust fees last year - Mr. Canney noted that permit fees are based on the estimated cost of construction. Medfield accepts cost estimates from Contractors, however other towns calculate the costs independently - It was suggested that the new Commissioner investigate ways to increase revenue on permit fees • Facilities <ul style="list-style-type: none"> - Newton Thompson and Amy Colleran gave an overview of Facilities Department. Ms. Colleran was introduced as the new Director of Facilities. Mike LaFrancesca noted that the position was advertised twice, candidates withdrew based on lack of staff support, there are 12 municipal and school buildings - the proposed FY20 budget includes a 0.6 position request (part time), there is currently a 0.4 position, in the future these two part time positions might be merged to one 1.0 FTE in future, a cost analysis of 0.6 position was provided - Deferred maintenance of HVAC systems, etc. was noted - the Stabilization Fund of \$1 million established FY19 was noted, the Stabilization Fund is intended to be capital expenses not maintenance - there was a discussion on process for stabilization fund projects: there are several stakeholders including capital budget committee, selectmen, 	

	<p>warrant committee</p> <ul style="list-style-type: none"> - there was a discussion regarding Library maintenance - there is an opportunity to better manage municipal energy budgets by consolidating these expenses into one budget (these expenses are currently spread throughout various budgets) - there was a discussion regarding a comparison of the square foot costs of the custodial services of town versus school buildings, town buildings are outsourced to a vendor at \$14/hr whereas school buildings are cleaned by custodial staff at \$25/hr
Warrant Articles (including votes taken)	<ul style="list-style-type: none"> • n/a
List of all documents and exhibits used	<ul style="list-style-type: none"> • Inspections Summary • Facilities Summary • Presentation by Michael LaFrancesca – Facilities 0.6 position
Other Business	<ul style="list-style-type: none"> • Kristine Trierwieler noted that the Board of Selectmen may have a discussion soon regarding need for a tax override • There was a discussion regarding the role and responsibilities of the Warrant Committee. The MMA/Massachusetts Finance Committee Association Finance Committee Handbook was noted. • Mike Pastore requested that one point of contact be used in coordination with Department Heads. The Town’s Charter requirements and schedule was noted (unified townwide budget prepared by Town Administrator/Selectmen 90 days prior to Town Meeting, including a five year forecast/plan for operating and capital expenses/revenues). • The towns FY17 financial audit and management letter was noted as a concern and the issues it identified (and the prior year issues that have not been addressed). Mr. Marsette will forward the audit and associated management letter to the full Committee. • The Committee agreed that future year financial planning was needed • Scott McDermott provided context for the Committee – education, how budgets fit together, look at financial “long view”, need for planning sustainable way to go forward year over year, fiscally responsibility, less reactive approach to budgeting
Follow-ups	<ul style="list-style-type: none"> • n/a
Dates for Meetings Other than WC	<ul style="list-style-type: none"> • The next meeting of the Committee will be held Wednesday January 23rd (due to Martin Luther King Day), the Council on Aging will be discussed. The Police and Fire budgets follow, then Town Clerk.
Names of people participating remotely and why	<ul style="list-style-type: none"> • n/a
Other	<ul style="list-style-type: none"> • n/a

Respectfully Submitted: Jeremy Marsette

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