

MINUTES
Warrant Committee Meeting
January 31, 2023

Warrant Committee Members	Participating remotely: Mather Eldred Participating in person: Stephen Callahan Chair, Peter Michelson, Brent Nelson, Jillian Rafter, Robert Sliney, Ed Vozzella Absent: Jeremy Marsette, Sharon Tetro	
Guests	In Person: Kristine Trierweiler, Town Administrator Frank Gervasio, Assistant Town Administrator Sarah Raposa, Marion Benaldi, Andrew Foster, Georgia	
Meeting Location	By remote participation via Zoom and Chenery Hall, Medfield Town House	
Meeting Times	Meeting convened: 7:00 pm	Meeting adjourned: 9:02pm
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> Approved minutes of 01/17/2023 7 in favor 	
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		
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"> Feb 14th meeting moved to Feb 13th 	
Discussion with Financial Team	<p>Sarah Raposa Town Planner reviewed the Planning and Zoning Dept. The budget request is \$142,860.00 a 3.66% increase. 1 Ft and 1PT in budget Two years ago we merged the Planning Board and ZBA board into one dept. Conservation position open. Plan to make this a FT position with additional responsibilities. Position open for about a year and in the Conservation budget. Steve Callahan asked if we ever considered sharing this position with another town. It has been discussed but not pursued. Sarah is the primary contact person for the Trinity project. Trinity has not reported any issues in their due diligence review to date.</p>	

Working on the MBTA 3A legislation on multifamily zoning requirements
We are considered an adjacent community. We need 50 plus acres zoned for development.

One article for town meeting – Reorganizing and updating the zoning bylaw. A three year project.

Marion Benaldi Town Clerk – Budget request is \$161,248 a .26% increase.
1FT and 1PT - The majority of dollars are for the elections.

Working on applying for a rebate from the state for two extra early voting elections mandated by the state. Submitted about 10 thousand dollars.
Any Tri County voting will be paid for by Tri County but most likely in 2025.
Working on data processing – new voting machines, moved a lot of data processing to online applications, business certificates etc. No longer taking cash at Town house.

Pamela Gardner – Library Director – The Budget calls for \$133,500, a 3.89 % increase. Increased hours from pandemic staffing. Increased Sunday hours \$1,600.00 and \$5,774.00 to increase staff time. Total salaries up .75%.

IT –Cost of Minuteman Network contract also includes \$2,000 for tech planner and website expenses\$2,100.

3 year contract for computer service.

Materials budget of \$133,000 is 16% of total budget in order to comply with state law for certification for state aid. Should be receiving approximately \$22,000.00 from the state.

Library visits trending back to pre - pandemic levels.

Donated funds – there are two. – Library Trust fund – 44K and Kathryn Bell Trust 290k. This can be used for children’s materials and furniture.

Expenditures are approved by trustees.

Andrew Foster - Town Accountant’s Budget is \$244,574 down 13.48%.

Salary decreased due to the difference between the current salary and his predecessor.

Audit budget is down because only one audit versus two this year.

OPEB Budget – Only one report in FY24 versus two in FY23.

Audit will be completed by the end of March.

Georgia Colivas – Treasurer Tax Collector

The Budget is \$307,128 a 2.12% increase

Two Ft and 1 PT.

99.5% collection rate on taxes in Medfield.

The part time person handles ADP payroll for the entire town.

The cost is down because we are generating some of the reports.

Tax bills are sent out four times per year. Costs 4k per quarter.

There are 14,000 excise bills per year.

Printing and postage - Demand bills for excise taxes are down 35%

Gloria manages the Town investments. We do not have any banking fees but some compensating balances.

General fund investments are governed by Mass law.

Trust funds managed by an outside vendor.

All receipts go through the treasurer's office.

Moving to online deposits for Town fees etc.

Gloria to provide a compendium of all fund investments.

Medicare Budget is a Federal Mandate. 1.45% match 665K for Town and School.

Historic increase of 5.0% plus 10k in anticipation COLA.

Debt Service –Interest Budget 1,160,574 down 11.55%

Comes from Debt service schedule.

Down because debt is rolling off the books.

Affordable Housing Trust will probably be a BAN.

The Committee decided to hold off on approving each budget until the end given the large preliminary Budget gap.

Christine Trierweiler – Town Administrator

Reviewed the measures of compliance to our policies.

Goal 9 to 12 Percent of General Expenditures. Minimum requirement is 7.5%.

FY 23 approved at 8.7%.

Total reserves must be 7.5% Our excess is 825,731.

Free cash must be 2.5% of General Fund expenditures. FY 23 was 2.55%

We have met our policy requirements.

***NOTE: Medfield has won the Distinguished Budget Award
(The plaque and medal was mailed to Oregon.)
Great job!***

FY 24 Budget worksheet. - Added pre Covid years to the schedule.

Level funding State Aid based upon revenue consensus meeting. Hopefully we will receive better numbers by March 1st.

Health Insurance up 10.0% per BCBS representative estimate.

Looking at plan design changes in the next six weeks. Needs union ratification for changes.

	<p>Utilities budget still in flux. Vocational school assessment - need to review the number of students.</p> <p>Current delta between revenue and expenses is \$945,169. Similar to prior year initial shortfalls. We need to start making cuts. Budget includes all negotiated collective bargaining agreements. Nonunion increases at 3.0% to be consistent with union increases. Police Dept still in MOU status.</p> <p>Working on changing the deductible from 1.000 to a higher amount on property insurance to reduce the premium.</p> <p>List of Articles – Christine reviewed the current preliminary list. Most are routine housekeeping articles.</p> <p>Meeting Adjourned at 9:02 PM</p>
<p>Attachments</p>	<ul style="list-style-type: none"> • FY 24 Budget Outlook Presentation by Kristine Trierweiler • Current list of warrant articles • Budget requests from Planning and Zoning Dept, Town Clerk, Town Accountant, Medicare and Debt service , Treasurer, and Library, <p>Link to Zoom Recording: You can copy the recording information below and share with others https://medfield-net.zoom.us/rec/share/FhPJg1Oa6EZIELOVdCaRIUv3MvUN21oVp4H9eaa3DL_gkLUIVhI4aegUbkYI3Hpt.OFHTIkiiFhuCdiAU Passcode: 8A=U3Znn</p>

Respectfully Submitted: Ed Vozzella

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