

MINUTES
Warrant Committee Meeting
March 2, 2020

Warrant Committee Members	Present: Michael Pastore (chair), Sharon Tatro, Robert Sliney, Jeremy Marsette, Joanna Hilvert, Ed Vozzella, Kristine Barton and Newton Thompson Absent: Amanda Hall
Guests	Kristine Trierweiler, Town Administrator Nicholas Milano, Asst Town Accountant Andrew Foster, Assistant Town Accountant Sarah Raposa, Town Planner Sarah Lemke, Planning Board (Chair) Jim Sullivan, Planning Board Gary Pelletier, Inspections Director
Meeting Location	2nd Floor Conference Room, Public Safety Building
Meeting Times	Meeting convened: 7:00pm Meeting adjourned: 8:47pm
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> ● Minutes of February 24, 2020 meeting approved unanimously
Operational Budgets (including votes taken)	None taken
Warrant Articles (including votes taken)	<ul style="list-style-type: none"> ● Planning Board sponsored articles were reviewed by SLemke and Sarah Raposa. <ul style="list-style-type: none"> ○ Article 30 (Special Permit Process for Decks and Porches into Setback) <ul style="list-style-type: none"> ■ Article provides rules for strict monitoring of additions encroaching into setback and incorporates a special permit process. ■ Unanimously approved by Warrant Committee members in attendance. ○ Article 31 (Janes Avenue Rezoning) <ul style="list-style-type: none"> ■ Article seeks to rezone ID 43-030 which is currently a non-conforming residence is a business district from Business-Industrial to Business. ■ Current owner is seeking two-family zoning with outcome being an accessory apartment requiring special permit. ■ There have been no comments from abutters. ■ Unanimously approved by Warrant Committee members in attendance ○ Article 32 (Adult Only tobacco and/or vape store)

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Article creates a new use category to specifically prohibit any retail establishment to sell only tobacco products. ■ This is a good example of proactive planning. ■ Unanimously approved by Warrant Committee members in attendance. ○ Article 33 (Food Trucks) <ul style="list-style-type: none"> ■ Article adds a new use category (Food Trucks/Mobile Food Vendors) and requires approval by the Planning Board. ■ Warrant Committee members inquired about further revenue opportunities if this article is approved? <ul style="list-style-type: none"> ● S Lemke and S Raposa enumerated the following potential revenue sources: <ul style="list-style-type: none"> ○ Meals tax ○ Rent to property owner ○ Food truck permit fees. ○ Board of Health permit fee. ■ A motion to approve this article was not made, pending further information and Warrant Committee discussion. ○ Article 34 (Accessory Structures) <ul style="list-style-type: none"> ■ Article corrects an inconsistency with state building code; no building code requirement for less than 200 sq ft. ■ Unanimously approved by Warrant Committee members in attendance. ● Other warrant articles reviewed: <ul style="list-style-type: none"> ○ Article 5 (Appropriate PEG Funds to Medfield Cable) - Pass through of collected payment; unanimously approved by Warrant Committee members in attendance. ○ Article 7 (Elected Officials Compensation): No proposed changes; unanimously approved by Warrant Committee members in attendance. ○ Article 12 (Create Capital and Debt Service Stabilization Fund) <ul style="list-style-type: none"> ■ Article creates a Capital Stabilization Fund akin to Municipal Building Stabilization Fund. ■ Logic of \$1MM (subject to annual voter approval of this funding level) is that it will meet needs of 5-year capital budget. ■ There being uncertainty from various Warrant Committee members about level of funding request, a motion to approve this article was not made, pending further information and Warrant Committee discussion.
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	<ul style="list-style-type: none"> ○ Article 35 Citizen Petition (Public Hearings) - MPastore shared text of this article. <ul style="list-style-type: none"> ■ Warrant Committee will recommend dismissal. ○ Article 36 Citizen Petition (Posting of Budgets submitted to Warrant Committee) <ul style="list-style-type: none"> ■ Unanimously voted to dismiss by Warrant Committee members in attendance ○ Article 37 (Authority to Lease Vehicles) <ul style="list-style-type: none"> ■ Article would authorize specified department(s) to execute lease purchase financing for specified equipment, term, and first year amount, if the Capital Stabilization Fund fails to pass at Town Meeting. ■ Since the Capital Budget Committee is still working through what items get leased, a motion to approve this article was not made, pending further information and Warrant Committee discussion. ○ Article 39 (Authorize name change for Board of Selectmen) <ul style="list-style-type: none"> ■ Article seeks to establish a gender neutral name for BOS. ■ A motion to approve this article was not made, pending further information and Warrant Committee discussion.
List of all documents and exhibits used	Written budget analysis of Planning and Inspections departments prepared by KBarton.
Other Business	<ul style="list-style-type: none"> ● Planning Budget: <ul style="list-style-type: none"> ● SRaposa came on in 2012 and enhanced job functions and reached out to other town functions and committees in order to ensure that all planning initiatives in Town were covered. ● SRaposa explained that since the Zoning Board of Appeals had similar line items, that department was merged into the Planning budget in FY21. ● Training and education budget is in part for board members; with training, Town gets insurance credits. ● Planning consultant decreased by \$2K. <ul style="list-style-type: none"> ▪ Consultants are used for specific planning projects and technical reviews (for example, store water protection); as well as for Board training and bylaw review. ● Any risk in the Planning Department budget?

	<ul style="list-style-type: none"> ▪ The combined Planning/ZBA budget line item for technical consultants may be variable. ● Economic Development - Is there revenue opportunity? <ul style="list-style-type: none"> ▪ There is no full time Economic Development Officer, but Town Planner has opined on Lot 3 but nothing further. ● Inspections Budget <ul style="list-style-type: none"> ● Inspections staff previously carried in Town Administrator budget has been moved into the Inspections department budget. ● Permit fees projected to be lower (North Meadows Road and MSH property) <ul style="list-style-type: none"> ▪ Fees are conservatively estimated. ▪ In FY20, Town earned \$595K earned in fees; GPelletier said we try to maximize re-inspection fees; no waivers are granted. ▪ Examining actual project costs to set permit fee (based on contract value). ▪ GPelletier - does not see an opportunity to raise fees (Medfield is at top end of fees), but Ispectios has implemented a reactivation fee to renew permit (\$150). ▪ Revenue estimate is based on historical trend and pipeline of projects. ▪ Regarding expenses: <ul style="list-style-type: none"> ● In FY20, Inspections gave back was about \$3K ● Department is trying to budget what we actually spend in fees.
Follow-ups	
Dates for Meetings Other than WC	<ul style="list-style-type: none"> ● 3/23 Warrant Committee review of warrant articles ● 3/24 reading of Warrant at BOS meeting ● 4/6 Warrant Committee vote on alternative budget scenarios ● 4/9 Target date for submitting warrant to the printer
Names of people participating remotely and why	<ul style="list-style-type: none"> ● N/A
Other	



Respectfully Submitted: Newton H Thompson

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