

**Warrant Committee Meeting Minutes  
March 23, 2022**

<b>Warrant Committee Members</b>	Present: <b>Sharon Tatro (chairperson), Jeremy Marsette (virtual), Robert Sliney, Jillian Rafter (arrived 30 minutes into meeting Virtual), Stephen Callahan, Ed Vozzella, Mather Eldred</b>  Absent: <b>Kristine Barton, Amanda Hall</b>	
<b>Guests</b>	Kristine Trierweiler, Nicholas Milano, Maurice Goulet Director Medfield DPW	
<b>Meeting Location</b>	Chenery Room, 2 <sup>nd</sup> Floor Town Hall	
<b>Meeting Times</b>	Meeting convened: 7:00pm	Meeting adjourned: 9:00pm
<b>Approval of Previous Meeting Minutes</b>	<ul style="list-style-type: none"> <li>• 3-15-2022</li> </ul>	
<b>Operational Budgets (including votes taken)</b>	<ul style="list-style-type: none"> <li>• Roll call attendance</li> <li>• Motion to approve minutes from the March 15 meeting as submitted by Jill Rafter was made and voted unanimously by roll call vote of all Warrant Committee members present.</li> <li>• Bob Sliney introduced Maurice Goulet providing a summary of the DPW and Water and Sewer FY2023 budgets with reference to the analyses attached by reference.             <ul style="list-style-type: none"> <li>• Introduction addressed minimum increases to DPW and Enterprise Budgets, level headcount (reflecting team approach to sharing resources across departments), management of 70+ miles of town roadway, 8,000 linear feet of sidewalk rehabilitation, 400 million gallons of water pumped from 5 wells (a reduction of 25% over last four years), 3,900 water customers and 2,700 sewer customers. Free cash in Water and Sewer funds are \$1,159,093 and \$937,480 respectively providing free cash to manage capital projects as well as maintain level rate management (the performance of spending below the 4% Water and 3% Sewer models, providing contributions to Retained Earnings).</li> </ul> </li> </ul> <p>Maurice’s presentation included handouts (attached by reference) on the department organization chart, an update on the Water Treatment Plant Project and the Roadway Forecast Model. The primary focus of his remarks was on the Capital Budget’s projects and studies funded in the FY2023 budget.</p> <ul style="list-style-type: none"> <li>• First item addressed the Pavement Management Program The town has a Roadway Service Rating of 77.6 (out of 100) indicating the town’s roadway are in good shape, it is a level that Maurice is confident can be maintained with</li> </ul>	

	<p>the combination of State Chapter 90 funding of \$412,000 and the \$185,000 funded in the budget.</p> <ul style="list-style-type: none"> <li>• Several questions were raised from Ed Vozzella and Steve Callahan on the adequacy of the current funding to maintain the roadway service rating. Maurice indicated he was confident in the ability to fund short-term proactive maintenance, but larger projects would require combinations of state funding and town investment. Jeremy Marsette commended Maurice on the state of the roads and said following the mantra “keep good roads good” is key to avoiding surprises and major costs, adding the town should be mindful that providing supportive funding to the maintenance of roadways is prudent.</li> <li>• Maurice then addressed the four capital spending studies in the Water and Sewer budget (1) SCADA stage two of the upgrade to the security system that is being upgraded to a more standardized less proprietary system. (2) Upgrade to the influent screens preventive maintenance at the Water Treatment Plant (3) Infiltration and Inflow (I&amp;I) Study and Repairs to identify inefficiencies in the system collecting water from unidentified sources (4) Water Main Replacement Study/Hydraulic Model. Each of these studies (funded through Water and Sewer Free Cash) are proactive preventive steps to avoid significant cost issues but may, depending on the results require additional funding in the future.</li> <li>• An overview of the Water Treatment Plant project was summarized indicating the project is on budget for the February 2023 targeted completion.</li> <li>• Steve Callahan presented a summary of the OPEB and Norfolk County Pension budgets with handouts attached and referenced. <ul style="list-style-type: none"> <li>• OPEB \$26.5m, and Norfolk County Retirement Fund \$18.95m, constitute two of the three largest long-term liabilities of the town. (The third being town long term debt of \$22m.)</li> <li>• OPEB (Other Post-Employment Benefits Trust) allows the town to begin prefunding the future liability for its share (50%) of health insurance benefits for eligible retirees (includes teachers). The FY2023 budget includes two charges for OPEB, current insurance premium of \$760,307 and \$500,000 from Free Cash to reduce the unfunded liability. The \$500,000 will increase 5% annually until fully funded, which based on the current actuarial model is FY2039.</li> <li>• The Norfolk County Retirement System (which excludes teachers) provides an actuarially determined annual contribution for the town, which in 2023 is \$3,394,258 (a 7.3% increase over FY2022); the current expense</li> </ul> </li> </ul>
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represents 27.4% of eligible payroll. The forecast levels of assessment are estimated to reach approximately 30% of payroll at the end of FY2029 and reduce substantially to 3% of payroll in FY2030.

- In 1978 the town established a Pension Reserve Trust stabilization fund with a \$10,000 contribution, in the first twenty years the town continued to contribute to the fund. Over the past twenty years no additional contributions to the fund have been made while there have been some drawdowns (typically less than \$100,000 in any year). The fund balance is \$3,616,000 as of December 31, 2021. This fund is available to help reduce annual assessments from the Norfolk County Pension System. Any use of the Pension Reserve fund for these purposes will need to be approved by the state Public Employee Retirement Administration Commission (PERAC). In a letter dated March 22, 2022, PERAC approved the use of \$200,000 from the Pension Reserve Trust to apply against the FY2023 assessment.
- Kristine Trierweiler presented an update of the proposed FY 2023 Budget; with the use of funds from the Pension Reserve Trust and pending the vote of the School Board on a proposed reduction of \$200,000, there is a projected surplus of \$28,531. In addition to the Budget review Kristine provided an overview of the Free Cash position and usage (analysis attached and referenced) for FY 2023. Following the use of \$2,725,000 of free cash from the certified balance of \$4,954,299 the balance of \$2,229,299 is \$539,479 above the \$1,689,820 required to meet the towns financial policy.
- Following the presentation there was a general discussion on the position of all reserve fund balances (after proposed transfers) and compliance with the Total Reserve amounts tests (9% and 7.5%) and Free Cash Test (2.5%) in our financial policy. It was noted that the Total Reserve Test of 7.5% and the Free Cash test of 2.5% were satisfied. A general discussion on the potential transfer of Free Cash above the 2.5% requirement to the General Stabilization Fund occurred. It was agreed was agreed to continue the discussion at the March 29 Warrant Committee meeting (when it is expected the School Committee vote has been taken) to incorporate with the review of Articles.

Jeremy Marsette provided an updated summary of the Memorandum of Agreement between the town and the Fire Fighters Union, the more significant provision being a 3% COLA to bring the compensation more competitive with surrounding towns and residency requirements. The agreement has been approved by the Firefighters Union and the Board of Selectman and will be included in Article 6 at the annual town meeting.

- There being no other business, a motion to adjourn was made by Bob

	Slaney, second by Sharon Tatro, and voted unanimously by a roll call of all Warrant Committee members present at 9:02pm
<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>Analysis of DPW and Water and Sewer Budgets</li> <li>Presentation by Maurice Goulet</li> <li>Presentation by Steve Callahan on OPEB and Norfolk County Retirement System.</li> <li>Reserve Fund and Financial Policy Analysis</li> <li>Medfield FY 2023 Budget Update</li> <li>Recommended Free Cash Usage for FY 2023</li> <li>2022 Annual Town Meeting Warrant Article List</li> </ul>
<b>Other Business</b>	<ul style="list-style-type: none"> <li>Discussion of upcoming WC meetings and planned agenda</li> <li>March 29, Meeting at 7 pm to review any Articles for vote including Budget</li> <li>Meeting Tuesday March 29 7:30 Warrant Hearing</li> <li>Future meetings April 5 for finalization on any Articles prior to April 6 target for report to printer</li> <li>April 12 Warrant Committee meeting to meet with Citizens Petition group Article 21 and School Bylaw Committee Article 14</li> <li>Decision on need to meet April 26, week prior to Town Meeting is open with placeholder as required</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>School Committee 3/24</li> </ul>
<b>Names of people participating remotely and why</b>	<ul style="list-style-type: none"> <li>Jeremy Marsette, Jill Rafter, meeting is hybrid either in person or remote based on individual schedule</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>The question on what reviews and actions will be taken for the Special Town Meeting tentatively scheduled for June 23 was raised by Steve Callahan, this is deferred to a future meeting following completion of the Town Meeting Articles.</li> </ul>

Respectfully Submitted: bob slaney

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