

**Warrant Committee Meeting Minutes
April 27, 2022**

Warrant Committee Members	Present: Sharon Tatro (chairperson), Jeremy Marsette, Robert Sliney, Kristine Barton, Jillian Rafter, Stephen Callahan, Ed Vozzella, Mather Eldred, Amanda Hall (participating remotely)	
Guests	<p>Kristine Trierweiler – Town Administrator, Mark Cerel - Town Counsel, Scott McDermott – Town Moderator</p> <p>School Building Committee Bylaw Review Committee (SBCBRC) Members – Carolyn Casey, Cynthia Greene, Russ Hallisey, Sarah Lemke (participating remotely)</p> <p>Jessica Reilly – School Committee Chair</p> <p>Christine McCue - Sponsor of Citizens Petition Article #20</p> <p>Todd Trehubenko - Medfield State Hospital Redevelopment Committee Chair –</p>	
Meeting Location	Chenery Room, 2 nd Floor Town Hall	
Meeting Times	Meeting convened: 7:00 pm	Meeting adjourned: 9:54 pm
Meeting Recording	https://www.youtube.com/watch?v=Mik29cnZUZE	
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> • None 	
Operational Budgets (including votes taken)	<ul style="list-style-type: none"> • n/a 	
Warrant Articles (including votes taken)	<ol style="list-style-type: none"> 1. Call to Order Sharon Tatro called the meeting to order at 7:00 pm. Sharon declared a quorum and confirmed that those participating remotely could hear and be heard. The meeting was recorded for subsequent posting. 2. Town Moderator Presentation and Discussion Scott discussed his appreciation for the work of the Warrant Committee this past year and the work of the SBCBRC over the past month. He mentioned special appreciation and respect for Sharon’s long service and leadership to the Warrant Committee and in particular as its chair during the past few years. Sharon will be chairing the WC through the Town Meeting and passing the responsibility to Jeremy Marsette after Town Meeting. She will remain a valuable member of the Warrant Committee and the 	

Town will benefit from her expertise going forward. Scott also mentioned special appreciation for the SBCBRC, his reasons for selecting its members and the professionalism they brought to the committee's important work.

Scott then discussed his plans for conducting the upcoming Town Meeting on May 2nd. He reviewed the order/grouping of articles to be considered, those articles that will be part of the lottery, motions and reports anticipated by the WC. He anticipates holding articles #14 and #20 until all the typical annual business of the town has been accomplished.

3. Discussion of Article #14 – Proposed Amendments to Permanent Planning & Building Committee Bylaw

Sharon prefaced the discussion on Article #14 by stating her appreciation for the work the SBCBRC undertook. She has many questions but thought a good place to start would be to first address the questions sent by Steve Callahan prior to the meeting.

Carolyn Casey began the discussion mentioning the short time window the committee was under and normally they would have come to the WC to solicit feedback earlier.

Carolyn commented on the thought process the committee went through when deciding which members and expertise should be represented on a new SBC. She mentioned they first wanted a committee that represented as many parts as possible of the town they could include. They wanted residents to feel comfortable with the committee, have buy in and feel as though they have a voice in the committee. They had a goal that the SBC function in a way that was transparent and brought people with different backgrounds into the discussion. She discussed the various matters the committee deliberated (appointing authority, committee size, stakeholder interests, expertise, etc.).

There was a general discussion on the requirement that one member be the age 65 or older. Various SBCBRC members discussed their prior deliberations on this matter and why they believed it was important. Several WC members expressed their preference to not have a bright line age requirement. Sharon made a proposal to change the language to a member appointed by the council on aging. Members from SBCBRC said they could not agree to changes at this meeting but would consider at a meeting on Saturday, April 30th.

Mark Cerel mentioned that for any MSBA funded project, it would be important to have individuals on the SBC with certain backgrounds and expertise. Ultimately, the MSBA will have the final say on who is on the committee, which is why the language was added to the article to have a fail-safe appointment made by the Select Board in the event it was needed to satisfy the MSBA. Steve asked Mark if he was comfortable with the legality of the requirement to have a member over the age of 65. Mark answered that he was comfortable given it was inclusionary language and not exclusionary.

Ed Vozzella mentioned that he had an issue with the 65 or older or even changing to a council on aging appointment. Ed indicated that SBCBRC was selecting one demographic at the exclusion of another demographic.

Mark reminded everyone of the importance of this significant voting block and past situations where this voting block was able to effectively veto certain articles. He said the reality is that this voting block needed to be on board with any proposal given there will be ballot votes involving debt exclusions. He thought this mechanism was a way to accomplish getting them on board.

There was a discussion amongst those in attendance about representation of PPBC members on the new SBC. Russ and Carolyn indicated that there was not a prohibition to including PPBC members. Several WC members indicated their preference to have an affirmative requirement to include at least one PPBC member given the importance of their expertise in a school building project.

Sharon discussed several changes that she thought could be made to the existing bylaw as printed in the warrant. A lengthy discussion amongst those present on the pros and cons of proposed language changes occurred. WC members also expressed their views on those changes they could accept in the article versus those changes they preferred.

Scott expressed his view that SBCBRC and WC were not that far apart on a motion to amend the printed article in the warrant and that the issues seemed to be narrowed down to 4-5 matters.

There was general discussion of all those in attendance on the process and procedure over the next several days by the SBCBRC and WC to agree and vote on a proposed motion to amend the article as printed in the warrant before Town Meeting.

Procedurally, Mark indicated that a positive motion could come from the WC to recommend the article as printed in the warrant except for certain specified amendments. The details of the amendments to the printed version would need to be read out loud and accompanied by slides so that the changes can be followed by residents.

Bob asked that the WC have a discussion and input amongst its members to the proposed amendments in particular the matters on the age 65 and a requirement for a PPBC member. A general discussion amongst the WC members on what changes they could accept versus those that might be preferences occurred.

A motion to dismiss Article 14 as printed in the warrant was made, seconded, and voted unanimously by roll call of all Warrant Committee members present.

Mark Cerel then suggested that procedurally, the WC rescind the prior motion and then entertain a positive motion to recommend article #14 as printed in the warrant except for certain specified amendments. A motion to rescind the prior motion dismissing article #14 was made, seconded, and voted unanimously by roll call of all Warrant Committee members present.

A positive motion to recommend article #14 as printed in the warrant (except for certain suggested amendments as read by Sharon related to full time compensated employees, requirement that one of twelve members be a PPBC member, planning boards responsibilities and priorities, 3 appointments “should endeavor to”, elimination of numbers in quorum and voting language, elimination of language requiring funding of clerk by school department budget, and changes to posting on website) was made, seconded, and voted unanimously by roll call of all Warrant Committee members present.

4. Discussion of Article #20 – Citizens Petition

Sharon asked Chris McCue to discuss article #20 and specific language she proposed. Chris discussed the fact that the PPBC bylaw needed to be updated requiring a hearing on any site change for town buildings other than schools. Chris reviewed her proposed language and indicated that it mirrored the language the SBCBRC came up with for the SBC amendments. A positive motion to recommend article #20 as printed in the warrant was made, seconded, and voted unanimously by roll call of all Warrant Committee members present.

	<p>5. Discussion of article at Special Town Meeting on the Medfield State Hospital Redevelopment</p> <p>Sharon asked Todd Trehubenko to update the WC on the Medfield State Hospital Redevelopment. Todd provided an update on Trinity’s due diligence efforts since the execution of the Provisional Designation Agreement (PDA). He reviewed various steps in the due diligence checklist for both Trinity and the Town. Todd expected Trinity to complete most of their DD efforts by the end of week of May 2nd. Other town departments, committees and the Town’s peer review consultants would then be able to review Trinity’s work.</p> <p>Several WC members asked various questions around the details of Trinity’s proposal, timing of WC involvement in the DD efforts, execution of the land disposition agreement, timing of Special Town Meeting, and infrastructure costs.</p> <p>Todd indicated his expectation was that the WC would be involved in the DD around the updated fiscal impact analysis (tax revenue and incremental town costs).</p> <p>There was a general discussion on the importance of communications with the town residents on the upcoming Special Town Meeting to ensure residents have all their questions answered.</p>
<p>List of all documents and exhibits used</p>	<ul style="list-style-type: none"> • Questions submitted by Stephen Callahan to the SBCBRC • Transfer requests from the Town’s reserve fund.
<p>Other Business</p>	<ul style="list-style-type: none"> • Discussion of upcoming WC meetings and planned agenda • Saturday April 30th meeting at 11:30 am to review proposed amendments by SBCBRC to Article #14 • Meeting Monday May 2nd at 6:00 pm to vote on final Article #14 amendments.
<p>Follow-ups</p>	<ul style="list-style-type: none"> • n/a
<p>Dates for Meetings Other than WC</p>	<ul style="list-style-type: none"> • Saturday April 30th at 11:30 am– SBCBRC Meeting
<p>Names of people participating remotely and why</p>	<ul style="list-style-type: none"> • Amanda Hall, meeting is hybrid either in person or remote based on individual schedule

Other	<p>Motion to approve transfers from the Town's reserve fund in the amount of \$4,500 for Town meetings and \$8,500 for fire truck tires was made, seconded, and voted unanimously by roll call of all Warrant Committee members present</p> <p>Motion to adjourn at 9:54 pm was made, seconded, and voted unanimously by roll call of all Warrant Committee members present.</p>
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Respectfully Submitted: Stephen Callahan

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

Questions for SBC Bylaw Review Committee

Article # 14

- (1) Has Town counsel reviewed the proposed bylaw changes in Article 14 and are they comfortable with proposed changes?
- (2) A new school building is a community asset. It is also a complicated building to design and construct. Please explain the thought process and logic the committee went through when deciding which members should be represented on the new SBC.
 - a. How did you go about the delicate task of balancing stakeholders' interest with the necessary expertise for designing and constructing a school building?
 - b. What were your priorities?
- (3) Do you believe the SBC will be more successful engaging with the community if its members are more representative of stakeholders in the town? If so, why?
- (4) The requirement that one of the Moderator's appointees be over the age of 65 seems like ageism.
 - a. What was rationale for such a bright line age requirement?
 - b. Does this cause any legal issues?
 - c. What expertise would this individual bring to the committee?
- (5) Regarding the appointments by either the Select Board or Moderator, please confirm that there is no prohibition against either appointing a current member of the Permanent Planning and Building Committee (PPBC) to the SBC. If true, there is concern that while there might not be a prohibition, perhaps there should be a requirement to have at least one current member of the PPBC on the SBC. Why was this requirement left out? This could be important for several reasons.
 - a. They are responsible for all new construction of any buildings that are not a school project (i.e., Park & Rec or community center). Could be important if during the feasibility phase the SBC studies multiple buildings. (Schools and Park & Rec)
 - b. The PPBC is also responsible for maintaining a Facilities Master Plan with a prioritized list of future needs. Given this they would have knowledge of existing conditions for all existing buildings including schools.
- (6) Regarding 2 c. and the minutes of meetings. Why is it necessary for the Town to provide a clerk to take meeting minutes and the cost funded by the School Department's operating budget? For school building projects, meeting minutes are typically taken by the OPM and/or Designer and those costs are covered in the project feasibility costs appropriated at Town meeting. Minutes should be posted along with recordings to a "school project" website. (not necessarily "school department" webpage). Website links can be provided on many pages to a hosted website and OPM and Designers can help with this.

(7) There is no mention of the appointment of the SBC chair in the bylaw. I am assuming this will be one of the first responsibilities of the new members of the SBC once formed, to pick their own chair. Therefore, no need for appointing authorities (Moderator, SC and BOS) to pick a chair. Please confirm.

Request for Transfer from the Reserve Fund
Requested Under The Provisions Of M.G.L. Chapter 40 section 6

Warrant Committee
Town of Medfield

Request is hereby made for the following transfer from the Reserve Fund in accordance with M.G.L. Chapter 40, Section 6

Amount requested: \$4,500.00 Present Balance: -\$1,901.71

Transfer to: 011951-510100 Town Meeting wages
Account Number Account Name

Amount requested: \$0.00 Present Balance: N/A

Transfer to: _____
Account Number Account Name

Total request \$4,500.00

The amount requested will be used for (give specific purpose):

Fund salaries related to the 2022 Annual Town Meeting

This expenditure is extraordinary and/or unforeseen for the following reason(s):

Special Town Meeting expenses were higher than anticipated. Additional funding will be needed to pay for salaries for registration staff for the Annual Town Meeting.

Requesting Department Head Signature

Date

Action of the Warrant Committee:

Signature for WARRANT COMMITTEE

Approved _____ Disapproved _____

Number Present and Voting

Date

Request for Transfer from the Reserve Fund
Requested Under The Provisions Of M.G.L. Chapter 40 section 6

Warrant Committee
Town of Medfield

Request is hereby made for the following transfer from the Reserve Fund in accordance with M.G.L. Chapter 40, Section 6

Amount requested: \$8,500.00 Present Balance: \$1,000.96

Transfer to: 0122072-520300
Account Number Account Name

Total request \$8,500.00

The amount requested will be used for (give specific purpose):

Fund the purchase of new tires for Ladder 1.

This expenditure is extraordinary and/or unforeseen for the following reason(s):

This expense was not anticipated in FY22. The tires need to be replaced in accordance with National Fire Protection Association recommended policies. The Equipment repair and service account balance is \$1,000.96 and we anticipate other expenses before the end of the fiscal year.

Requesting Department Head Signature

Date

Action of the Warrant Committee:

Signature for WARRANT COMMITTEE

Approved _____ Disapproved _____
Number Present and Voting

Date

Town of Medfield
Reserve Fund Transfers
MGL c. 40 s. 6
Fiscal Year 2022

<u>DEPARTMENT</u>	<u>Description</u>	<u>Requested</u>	<u>Approved</u>
Town Report / Meeting	Special Town Meeting expenses were higher than anticipated. Additional funding will be needed to pay for salaries for registration staff for the Annual Town Meeting.	4,500.00	
Fire	This expense was not anticipated in FY22. The tires need to be replaced in accordance with National Fire Protection Association recommended policies. The Equipment repair and service account balance is \$1,000.96 and we anticipate other expenses before the end of the fiscal year.	8,500.00	
	FY22 Requested Reserve Fund Transfers	13,000.00	
	FY22 Reserve Fund Beginning Balance	150,000.00	
	FY22 Requested Reserve Fund Transfers	-13,000.00	
	FY22 Reserve Fund Remaining Balance	137,000.00	