

MINUTES
Warrant Committee Meeting
May 11, 2020

Warrant Committee Members	Participating remotely: Michael Pastore (Chair), Sharon Tatro, Robert Sliney, Jeremy Marsette, Joanna Hilvert, Ed Vozzella, Amanda Hall and Newton Thompson Absent: Kristine Barton	
Guests	Kristine Trierweiler, Town Administrator Nicholas Milano, Assistant Town Administrator Scott McDermott, Moderator Jeffrey Marsden, Superintendent Michael LaFrancesca, Director of Finance & Operations Jessica Reilly, School Committee (Budget Subcommittee) Meghan Glenn, School Committee (Budget Subcommittee)	
Meeting Location	By remote participation via Zoom	
Meeting Times	Meeting convened: 7:00pm	Meeting adjourned: 8:15pm
Approval of Previous Meeting Minutes	Minutes of the May 4, 2020 meeting were approved unanimously by roll call of all Warrant Committee members participating remotely.	
Operational Budgets (including votes taken)		
Warrant Articles (including votes taken)	None presented at this time.	
List of all documents and exhibits used	<ul style="list-style-type: none"> ● Revised FY21 budget with proposed Pre-COVID 19 budget reductions 	
Other Business		
Follow-ups		
Dates for Meetings including WC	<ul style="list-style-type: none"> ● May 18 - Warrant Committee budget review with representatives of the Board of Selectmen and School Administration ● May 26 - Warrant Hearing ● June 27 (rain date June 29) - Annual Town Meeting on Medfield High School turf field. 	
Names of people participating remotely and why	All Warrant Committee members and invited guests participated remotely; see above for names of attendees.	
Other	<ul style="list-style-type: none"> ● There being a quorum present, Michael Pastore, Chair, opened the Warrant Committee meeting and recognized the School Administration for a review of proposed budget reductions. 	

- Michael LaFrancesca reviewed non-payroll line items totaling \$271,000 being recommended for reduction in the FY21 School Budget.
- Superintendent Marsden then reviewed the payroll-related reductions totaling \$644,000 noting that staff cuts were necessary to be able to reach the total of \$915,000 in budget savings.
 - He qualified the discussion of payroll/non-payroll reductions by noting that the School Committee has not approved the reductions and therefore the revised School budget for FY21.
- Questions from the Warrant Committee members followed.
 - Sharon Tatro noted that the Pre-COVID capital budget includes \$200K for the Schools which may be duplicative of technology costs budgeted in the School operating budget; Sharon will investigate with Town Finance and adjust the capital budget request, if necessary.
 - Ed Vozzella asked for a status of negotiations with Connolly Bus company and about Circuit Breaker funding.
 - Michael LaFrancesca noted that School Administration has negotiated a cost savings of approximately 40% for this year which, with Town Accountant approval, could be used to prepay transportation services for next school year.
 - Regarding Circuit Breaker funding, Michael stated that the current School budget assumes a 70% reimbursement rate, but at this time, does not know the final state percentage.
 - Newton Thompson asked for a review of the School unemployment benefit calculation and whether it was incorporated into the Town budget; Kristine Trierweiler noted that an estimate for unemployment benefits will be added to future expense projections.
 - Finally, Jessica Reilly raised the issue of communications about the budgeting process and requested that the groups present reconvene after this budget cycle to establish a process that keeps all departments informed.
- Next, Michael Pastore recognized Kristine Trierweiler who updated the Warrant Committee on the status of Annual Town Meeting (“ATM”) and the latest budget estimates.

	<ul style="list-style-type: none">■ Regarding ATM, the Board of Selectmen is awaiting guidance as to what will constitute a quorum, which if reduced, would determine which articles are taken up.■ In the latest budget iterations, Town Finance is now estimating reductions of approximately 10-20% reductions in both state aid and local receipts.<ul style="list-style-type: none">● For analysis purposes, Pre- and Post-COVID budgets will be prepared for review by the Warrant Committee and members of School Administration and Board of Selectmen.■ Regarding Warrant Articles, Kristine noted that we have not voted on the main budget articles yet and for those articles the Warrant Committee has reviewed, their status is considered 'pending' to be addressed at a future Town Meeting. <p>○ There being no other business, the meeting adjourned at 8:15pm.</p>

Respectfully Submitted: Newton H Thompson

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