

**MINUTES**  
**Warrant Committee Meeting**  
**January 12, 2021**

<b>Warrant Committee Members</b>	Participating remotely: Sharon Tatro (Chair), Ed Vozzella, Robert Sliney, Jeremy Marsette, Amanda Hall and Newton Thompson Absent: Kristine Barton	
<b>Guests</b>	Kristine Trierweiler, Town Administrator Nicholas Milano, Assistant Town Administrator	
<b>Meeting Location</b>	By remote participation via Zoom	
<b>Meeting Times</b>	Meeting convened: 7:00 pm	Meeting adjourned: 7:36 pm
<b>Approval of Previous Meeting Minutes</b>	<ul style="list-style-type: none"> <li>● Minutes for December 22, 2020 were unanimously approved by those Warrant Committee Members in attendance.</li> </ul>	
<b>Operational Budgets (including votes taken)</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>	
<b>Warrant Articles (including votes taken)</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>	
<b>List of all documents and exhibits used</b>	<ul style="list-style-type: none"> <li>● “Medfield Free Cash Balance” letter from Kristine Trierweiler dated January 12, 2021</li> <li>● Draft listing of Warrant Articles for FY22</li> <li>● FY22 Budget Binder</li> </ul>	
<b>Other Business</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>	
<b>Follow-ups</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>	
<b>Dates for Meetings including WC</b>	<ul style="list-style-type: none"> <li>● January 25, 2021</li> </ul>	
<b>Names of people participating remotely and why</b>	All Warrant Committee members and invited guests participated remotely; see above for names of attendees.	
<b>Other</b>	<ul style="list-style-type: none"> <li>● Sharon Tatro opened the meeting at 7:00pm.</li> <li>● Kristine Trierweiler and Nick Milano gave an overview of the contents of the FY22 Budget Binder. <ul style="list-style-type: none"> <li>a. Although we don’t have a lot of new info to share, Kristine is happy to report that we’re further along with the budget process this year than at same time last year.</li> <li>b. The Warrant will close on February 16 and the Warrant Articles will be very similar to those non-budget articles deferred from the June 27, 2020 Annual Town Meeting.</li> <li>c. Kristine is planning for an outdoor Annual Town Meeting on May 3rd.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>● Kristine circulated the Free Cash memorandum to the Committee, which will be distributed to the Board of Selectmen and the School Committee later this week. <ul style="list-style-type: none"> <li>a. The memorandum details current free cash balance and the causes of its growth.</li> <li>b. Kristine stated that the Town needs to be very careful with how we use free cash; per the Financial Policy, it is not for covering operating budget shortfalls.</li> <li>c. Bob Sliney asked how free cash is addressed with Town departments. <ul style="list-style-type: none"> <li>i. Kristine indicated that the department heads know the financial policies in total and specifically related to Free Cash.</li> <li>ii. They understand the importance of building up the Town’s financial reserves.</li> </ul> </li> <li>d. Jeremy Marsette noted that at some point, we want to have proposals for the use of Free Cash, to which Kristine stated that such is in progress and being refreshed.</li> </ul> </li> <li>● Turning to the current budget worksheet, Kristine noted that there is a \$2.3MM shortfall, but cautioned the Committee that this result is very preliminary; further information is needed to complete the budget including, most importantly, state funding. <ul style="list-style-type: none"> <li>a. Items considered in the current budget include: <ul style="list-style-type: none"> <li>i. Hiring a full time Public Health nurse.</li> <li>ii. Budgeted 2% COLA and 2% salary increase for non-union employees.</li> <li>iii. None of the positions cut in FY21 are budgeted in FY22.</li> <li>iv. Capital Budget Stabilization Fund will be funded from tax levy or free cash, not via override.</li> <li>v. School budget has been included, but will change significantly whether or not we’re in a COVID or non-COVID environment.</li> <li>vi. Current budget result does not include impact of Collective Bargaining Agreements.</li> </ul> </li> </ul> </li> <li>● There being no other business, a motion to adjourn was made, seconded and voted unanimously by a roll call of all Warrant Committee members present.</li> <li>● The meeting adjourned at 7:36 pm.</li> </ul>

Respectfully Submitted: Newton H Thompson

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