

MINUTES
Warrant Committee Meeting
February 1, 2021

Warrant Committee Members	Participating remotely: Sharon Tatro (Chair), Ed Vozzella, Robert Sliney, Jeremy Marsette, Kristine Barton, Amanda Hall and Newton Thompson Absent:	
Guests	Kristine Trierweiler, Town Administrator Nicholas Milano, Assistant Town Administrator William Carrico, Fire Chief Pamela Gardner, Town library Director Joy Ricciuto, Town Accountant Yvonne Remillard, Town Assessor Georgia Colivas, Town Treasurer/Tax Collector Scott McDermott, Moderator	
Meeting Location	By remote participation via Zoom	
Meeting Times	Meeting convened: 7:02 pm	Meeting adjourned: 9:10 pm
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> ● Minutes for January 25, 2021 were unanimously approved by those Warrant Committee Members in attendance. 	
Operational Budgets (including votes taken)	<ul style="list-style-type: none"> ● Fire ● Library ● Planning & Zoning ● Town Finance (including Town Accountant, Assessor, Treasurer/Tax Collector) ● Inspections ● Facilities 	
Warrant Articles (including votes taken)	<ul style="list-style-type: none"> ● None 	
List of all documents and exhibits used	<ul style="list-style-type: none"> ● Updated listing of Warrant Articles for Annual Town Meeting ● Liaison analyses of the following departmental budgets: <ul style="list-style-type: none"> ○ Fire ○ Library ○ Planning & Zoning ○ Town Finance (including Town Accountant, Assessor, Treasurer/Tax Collector) ○ Inspections ○ Facilities 	
Other Business	<ul style="list-style-type: none"> ● None 	
Follow-ups	<ul style="list-style-type: none"> ● None 	

Dates for Meetings including WC	<ul style="list-style-type: none"> ● Warrant Committee Meetings: <ul style="list-style-type: none"> ○ February 8, 16 ○ March 1, 8, 16 (Warrant Hearing)
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"> ● Sharon Tatro opened the meeting at 7:02pm and requested that the Warrant Committee budget liaisons present their departments' FY22 budget requests. ● FIRE DEPARTMENT: <ul style="list-style-type: none"> a. Bob Sliney shared his review of the Fire Department budget and introduced Chief Carrico who addressed key activities and initiatives in the department. b. The Fire Department budget reflects what it needs to go forward and anything less than current request would jeopardize services and response time. <ul style="list-style-type: none"> i. Chief Carrico noted that the department has earned an ISO rating of 3, up from 4; this is a significant and positive accomplishment. <ul style="list-style-type: none"> ● ISO stands for the "Insurance Services Office" which is an independent organization that scores fire departments on how they are doing against ISO standards to determine property insurance costs. c. A key department initiative that Chief Carrico is currently working on is the application for a SAFER grant to support recruitment, training and retention of call firefighters. <ul style="list-style-type: none"> i. Specifically, Chief Carrico is looking for firefighters who are cross trained as EMTs, which would save training costs. But lacking recruitment of those individuals, the SAFER grant would help fund the department's training needs. <ul style="list-style-type: none"> ● SAFER is an acronym for "Staffing For Adequate Fire and Emergency Response" and was created by FEMA to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the National Fire Protection Association. ii. Amanda Hall inquired about current staffing levels.

	<ul style="list-style-type: none"> ● Chief Carrico noted that regarding full time staff we are behind our peers; regarding part time staff, we are at a sufficient level. <p>d. Capital Budget:</p> <ul style="list-style-type: none"> i. Chief Carrico noted that the leasing of Engine 3 in FY21 was a great addition to the department and a morale boost for staff who are motivated to train on and operate it. ii. Regarding FY22 capital priorities, Chief Carrico indicated that he needs extrication equipment over a new vehicle for himself. <ul style="list-style-type: none"> ● LIBRARY: <ul style="list-style-type: none"> i. Amanda Hall gave an overview of her budget review and introduced Pamela Gardner who has been Library director for 3 years; Amanda appreciated Pam’s candor and transparency throughout the budget review process. ii. Pamela noted that Library budget is level funded and that the use of the Library’s revolving, gift and trust accounts are key sources of funds that are used for programming or covering capital needs. <ul style="list-style-type: none"> ● But chief among those sources is State Aid; Pam noted that Medfield is one of 54 towns that didn’t meet the financial requirements for State aid, but expects that the State will waive requirements this year due to the impact of COVID-19. ● TOWN FINANCE: <ul style="list-style-type: none"> i. Jeremy Marsette reviewed the departments in this group (Town Accountant, Assessors, Treasurer/Tax Collector - all effectively level funded) along with the miscellaneous “accounting” budget items including Workers Compensation, Insurances (including Life, Health, Property & Liability), Medicare/Federal Mandates, OPEB Appropriation and Norfolk County Retirement Contribution. ● Kristine Barton reviewed the following departmental budget requests: <ul style="list-style-type: none"> a. PLANNING & ZONING: <ul style="list-style-type: none"> i. A slight 0.5% increase in FY22 over FY21 request. b. INSPECTIONS: <ul style="list-style-type: none"> i. Budget request is level funded year-over-year while Inspections fees are estimated to be approximately \$600,000. ii. Sealer department will be moved into Inspections for reporting purpose.
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	<ul style="list-style-type: none"> c. FACILITIES: <ul style="list-style-type: none"> i. Budget is level funded. ii. Facilities Director’s salary is shared with School District (80% Schools/20% Town) iii. An important Facilities’ initiative is that the Direct is starting to negotiate a maintenance contract for DPW building, which being a new building previously did not have such a co iv. The Street Lights department may be moved into the Facilities budget. • Kristine Trierweiler and Nick Milano: <ul style="list-style-type: none"> a. Updated the status of the FY22 Budget: <ul style="list-style-type: none"> i. State aid increased slightly (1.8%); ii. Vocational assessment came in \$80K lower; and iii. Awaiting insurance premium estimate. b. Shared Select Board reactions to the Town Administrator’s Free Cash memorandum: <ul style="list-style-type: none"> i. Increase needs to be invested in capital, financial policy needs and remainder to Stabilization Reserve. <ul style="list-style-type: none"> • Since approximately \$800,000 is needed to meet policy and capital budget targets, this will bring us closer to alignment with the free cash goal of 2.5%. c. Discussed Reserves (lead by Nick Milano): <ul style="list-style-type: none"> i. Because free cash is so large, as we draw it down, we may meet free cash metric, but fall short on the reserve metric. ii. Though early in the budget process, the context is that we are currently facing a \$2.1mm deficit and how Free Cash is used is critical. d. Reviewed letter that Warrant Committee members received from the Norfolk County Register of Deeds on Community Preservation Act funds generated by real estate settlement transactions in Medfield and other Norfolk County towns, as well as the implications for committees like the Affordable Housing Trust Fund. <ul style="list-style-type: none"> i. Bob Sliney shared his experience as a member of a prior Town study group that last tried to have the Town adopt the Community Preservation Act in Medfield. • 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. • The meeting adjourned at 9:10 pm.

Respectfully Submitted: Newton H Thompson

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