

APPROVED MINUTES
Warrant Committee Meeting
February 24, 2020

Warrant Committee Members	Present: Michael Pastore (chair), Sharon Tatro, Robert Sliney, Jeremy Marsette, Joanna Hilvert, Amanda Hall, Ed Vozzella and Newton Thompson Absent: Kristine Barton	
Guests	Kristine Trierweiler, Town Administrator Nicholas Milano, Asst Town Accountant Andrew Foster, Assistant Town Accountant Roberta Lynch, Council on Aging Director Bob Heald, COA Board (Chair) Richard Ryder, COA Board Pamela Gardner, Medfield Public Library Director Deborah Merriam, Library Trustee Maura McNicholas, Library Trustee Loren Feeney, Library Trustee (Chair)	
Meeting Location	2nd Floor Conference Room, Public Safety Building	
Meeting Times	Meeting convened: 7:00pm	Meeting adjourned: 9:10pm
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> ● Minutes of February 10, 2020 meeting approved unanimously 	
Operational Budgets (including votes taken)	<ul style="list-style-type: none"> ● Council on Aging (“COA”) ● Medfield Public Library 	
Warrant Articles (including votes taken)	<ul style="list-style-type: none"> ● Warrant Article assignments made by MPastore: <ul style="list-style-type: none"> ● EVOzzella - 4-5, 37, 39 ● BSliney - 6, 25-27 ● JMarsette - 7 & 8, 22-24 ● MPastore - 9, 35-36 ● STatro - 10, 11, 12, 13 ● AHall - 15, 16, 18 ● JHilvert - 14, 17, 28, 38 ● NThompson - 19, 20, 21, 29 ● KBarton - 30-34 ● MPastore/STatro - 40-41 	

	<ul style="list-style-type: none"> • Monetary articles have not been identified yet.
List of all documents and exhibits used	<ul style="list-style-type: none"> • AHall’s financial overview of COA and Public Library FY21 budget requests.
Other Business	
Follow-ups	
Dates for Meetings Other than WC	<ul style="list-style-type: none"> • 3/23 Warrant Committee review of warrant articles • 3/24 reading of Warrant at BOS meeting • 4/6 Warrant Committee vote on alternative budget scenarios • 4/9 Target date for submitting warrant to the printer
Names of people participating remotely and why	<ul style="list-style-type: none"> • N/A
Other	<ul style="list-style-type: none"> • With quorum present, MPastore opened meeting at 7pm; minutes of 2/10/2020 meeting approved unanimously. • Council on Aging FY21 Budget presentation by Roberta Lynch COA Director. <ul style="list-style-type: none"> • Several key trends impacting COA: <ul style="list-style-type: none"> ▪ Most seniors are living to their 90s and at same time, COA is starting to see younger seniors use the senior center. ▪ COA is also advising more adult children about care for their out-of-state parents. ▪ Social isolation is a major risk factor in a senior’s health; COA is focused on reaching out to elderly. • Budgetary concerns/needs: <ul style="list-style-type: none"> ▪ Board of Selectmen approved the hiring of an architect to cost out the addition of a garage for COA vehicles; COA provides daily rides to citizens. <ul style="list-style-type: none"> • Garaging at Transfer Station is available but only for 1 vehicle, not all 3 that COA currently uses. • Since COA addition did not pass at prior Town Meeting, RLynch is promoting an initiative to build a garage.

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • COA revolving funds: <ul style="list-style-type: none"> • Adult respite fund (\$147K) provides staff salaries and other expenses of the respite care program; respite care is a fee-based service. • In the period 2012-2014, an \$80K grant helped to start the respite care service in Medfield; the program is now self-sustaining although some respite costs are covered by the COA operating budget (eg, rent, utilities, overhead). • Respite care program runs from 9-2:30, two days a week; rooms are reused for independent seniors; if possible, RLynch would increase the program. • Fees charged include \$65 for out-of-town guest, \$50 for Medfield seniors; COA only charges split rates on respite care not for other services because there is reciprocity for Medfield residents using other towns' senior centers (though JHilvert noted that other towns have greater tax base compared to Medfield). • BSliney asked are there other costs paid for by Town that can be paid through revolving accounts? He suggested that COA consider apportioning town-born costs to revolving accounts, where appropriate. • MPastore recommended that COA consider increased pricing for out-of-town clients. • Medfield Public Library FY21 Budget review by Pamela Gardner, Director: <ul style="list-style-type: none"> • Operating budget keeps Library open (that is, it covers general library operations) while revolving funds and other sources enhance Library programming. • Board Chair LFeeney noted that due to recent "director churn" refurbishing the library space was deferred; for FY21, \$50K is budgeted for:
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	<ul style="list-style-type: none"> ● \$30K for improvements to children’s space (funded out of restricted gifts aimed at children), and ● \$20K for improvements to general furnishing and fixtures (using state aid) ● With Library Strategic Plan calling for equivalent spending next year, the Public Library will have addressed all of its identified facility needs. <ul style="list-style-type: none"> ▪ BSliney asked what are the costs of day-to-day programming? <ul style="list-style-type: none"> ● Events run about \$20K per year and are funded by the general gift fund (“Friends of Library”) ▪ The objectives of the Board’s Strategic Plan are to make the Library comfortable, useful and customer friendly, including: <ul style="list-style-type: none"> ● \$27K replacement of carpet funded from Municipal Building Capital Stabilization Fund; ● KTrierweiler noted that the \$1.0 municipal building capital stabilization fund override needs to pass to fund those 3 Library projects. ▪ FY20 saw a significant increase in budget while FY21 is flat. <ul style="list-style-type: none"> ● LFeeney explained that the big increase in the FY20 was due to being understaffed; one less full timer in 2019; now up to full staff. <ul style="list-style-type: none"> ● Nick Milano provided the Warrant Committee with: <ul style="list-style-type: none"> ● An update on Town’s reserve fund policy, and ● An updated budget reflecting <ul style="list-style-type: none"> ▪ Health increase of 3.5% versus an expectation of 7%, and ▪ More students enrolled into Tri-County; increasing tuition costs from \$170K to \$245K in FY21.
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Respectfully Submitted: Newton H Thompson

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