

MINUTES
Warrant Committee Meeting
March 1, 2021

Warrant Committee Members	Participating remotely: Sharon Tatro (Chair), Ed Vozzella, Robert Sliney, Jeremy Marsette, Kristine Barton, Newton Thompson and Amanda Hall (who departed the meeting at 7:31 pm and was not present for any votes taken by the Warrant Committee). Absent:	
Guests	Kristine Trierweiler, Town Administrator Nicholas Milano, Assistant Town Administrator Amy Coleman, Facilities Director Steve Resch, Chair, Board of Health (“BOH”) Melissa Coughlin, BOH Carol Read, BOH Kathy Thompson, BOH Fred Davis, Chair, Medfield Energy Committee (“MEC”) Hildrun Passas, MEC Megan Sullivan, MEC Robert Winograd, MEC	
Meeting Location	By remote participation via Zoom	
Meeting Times	Meeting convened: 7:02 pm	Meeting adjourned: 9:31 pm
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> ● Minutes for February 22, 2021 were unanimously approved by those Warrant Committee Members in attendance. 	
Operational Budgets (including votes taken)	<ul style="list-style-type: none"> ● Facilities ● Board of Health 	
Warrant Articles (including votes taken)	<ul style="list-style-type: none"> ● Medfield Energy Committee sponsored articles: <ul style="list-style-type: none"> ○ Article 31 “Community Choice Electricity Aggregation” - approved unanimously by Warrant Committee members in attendance. ○ Article 32 “Climate Goals/Resolution” - approved unanimously by Warrant Committee members in attendance. ● Planning Board sponsored articles - voted by the Warrant Committee all together and approved unanimously by Warrant Committee members in attendance. <ul style="list-style-type: none"> ○ Article 33 “Rezone Parcel of Janes Avenue Bi to B” ○ Article 34 “Table of Use Regulations: Adult only tobacco store” ○ Article 35 “Food Trucks/Mobile Food Vendors” ○ Article 36 “Table of Use Regulations: Height and Bulk” ○ Article 37 “Table of Use Regulations: Height and Bulk (sheds)” 	

	<ul style="list-style-type: none"> ● Article 38 “ Solar Photovoltaic Facilities Overlay District” - reviewed, but vote pending follow up information ● Article 39 “Authorize \$20,000 for Zoning Diagnostic” - presented and deliberated, but vote not taken. ● Article 40 “Creation of new Peak House Historic District” - not yet presented.
List of all documents and exhibits used	<ul style="list-style-type: none"> ● Liaison analyses of the following FY22 departmental requests: <ul style="list-style-type: none"> ○ Facilities ○ Board of Health ● Medfield Energy Committee Warrant Articles and supporting materials ● Planning Board Warrant Articles and supporting materials
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"> ○ March 8, 15, 18 and 23 (tentatively scheduled for 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 7:02 pm and requested: 1) an update from Town Finance on the status of FY22 budget scenarios; 2) a review of any vote-ready warrant articles; 3) a review of the FY22 budget request for Facilities and 4) rationale from the Board of Health for the FY22 budgetary request to add a full-time Public Health nurse to the Board of Health staff. ● FY 2022 DEPARTMENTAL BUDGET REVIEWS: <ul style="list-style-type: none"> a. FACILITIES DEPARTMENT (AMY COLLERAN, DIRECTOR) <ul style="list-style-type: none"> i. Kristine Barton began the review with the following introduction: <ul style="list-style-type: none"> ● Amy Colleran’s responsibilities are shared between the Town Departments and School Department in roughly a 20/80 split. This budget review is for the Town-side facilities expenses. ● For F22, the Town-side Facilities budget is up slightly (1.5%) from FY21 at \$614,196 for FY22. <ul style="list-style-type: none"> ○ Salary expense is up slightly; Operating expense is level-funded. ii. Amy Colleran provided further details about the FY22 request.

	<ul style="list-style-type: none"> ● All facilities related expenses from town departments have been moved to the Facilities department budget. <ul style="list-style-type: none"> ○ Now she can review all pertinent expenses and look for savings across the Town. ● New boiler contracts for the DPW and Public Services building beginning 7/1. <ul style="list-style-type: none"> ○ These represent preventive maintenance for boilers. <p>iii. Ed Vozzella inquired about Facilities staffing:</p> <ul style="list-style-type: none"> ● One full-time staff is shared with schools and one part-time staff supports the Library and Town Hall. ● Schools have custodians and a grounds person. ● Custodians for the Town buildings are contracted out as is any emergency work required. <p>iv. Bob Sliney inquired about:</p> <ul style="list-style-type: none"> ● Turnbacks? <ul style="list-style-type: none"> ○ Response is that the maintenance and repair budget, if unused, is turned back. ● Risk assessment of the Town buildings? <ul style="list-style-type: none"> ○ On Town-side - not much concern to date; ○ For FY21, we have an emergency fund or reserve of approximately \$175K as part of the building stabilization fund; it requires Town Administrator and Board of Selectmen approval to be used. <p>v. Regarding the Building Stabilization Fund, Amy explained that it grew out of an engineering review of all buildings and is based on preventative maintenance, not emergency projects when facilities or their components fail. This is the basis for the Facilities 5-year capital projects request.</p> <p>vi. Amy reviewed her 5-year capital budget schedule (a copy of which was shared by Nick Milano).</p> <ul style="list-style-type: none"> ● Total FY22 Capital request is \$990,500 <ul style="list-style-type: none"> ○ Town-side is \$113,000; ○ Schools are \$877,500.
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	<ul style="list-style-type: none"> ● Sharon Tatro indicated that we have funds in the Building Stabilization fund to do these projects. <p>vii. Ed Vozzella asked how different projects across different departments are prioritized?</p> <ul style="list-style-type: none"> ● When Facilities can get into buildings is a factor as well as seasonality. ● Regarding School projects, priority depends on when students are out of school or during non-heating season. <p>b. BOARD OF HEALTH REQUEST FOR FULL-TIME PUBLIC HEALTH NURSE -</p> <p>i. Kristine Trierweiler provided background information on the necessity for a full-time Public Health nurse:</p> <ul style="list-style-type: none"> ● We are now using the VNA for public health nursing and pay about \$7,600 per year for part-time nursing services. ● We believe we've outgrown VNA and need full time staff or the Town. <ul style="list-style-type: none"> ○ The VNA wasn't prepared for COVID. ● The position is budgeted for \$75K based on research from prior 6 months; ● This is the first year for this request and we did not want to go higher out of concern about a deficit this year and potential need to layoff people. <p>ii. Steve Resch, BOH Chair, provided the following explanation:</p> <ul style="list-style-type: none"> ● The BOH has good engineering services which is working well for the Town. ● To date, we have had a small contracting service with VNA providing minimal public health nursing services to Medfield residents. Unfortunately, the COVID-19 pandemic revealed the limitations of those services to the Town. ● With a full time position, we will have more control when we have town wide emergencies (non-COVID issues like EEE, and vaping illnesses as well as pandemics like COVID-19) and more control over data, choices and priorities. ● Carol Read, BOH, noted that since the pandemic, the Governor has issued 50
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	<p>executive orders, 30 of which call for a public health response.</p> <ul style="list-style-type: none"> ● The new Public Health nurse would be solely dedicated to our town and would work across the full life spectrum of Town residents. <p>iii. Bob Sliney suggested that maybe we can't get the best case scenario of a full-time position, but rather a more reasonable scenario of a shared resource.</p> <ul style="list-style-type: none"> ● Carol Read responded that our bench is minimal and mostly volunteer based; if we had a commitment to staffing, we'd be better able to partner with nearby towns and be more apt to qualify for State grants. <p>iv. Steve Resch concluded by saying that a full time position is a big jump from the part-time service we have now; but one public health nurse for a town of our size is still a very basic service level.</p> <ul style="list-style-type: none"> ● Even without the pandemic, we'd still need a full time resource to expand service to the community; ● The pandemic revealed limitations of contract services, which wasn't able to scale up to meet our needs. ● There are also HIPAA issues that a full time nurse could better control. ● Finally, a full-time public health nurse is like an insurance policy. <ul style="list-style-type: none"> ● TOWN FINANCE UPDATE: <ul style="list-style-type: none"> a. FY22 BUDGET UPDATE: <ul style="list-style-type: none"> i. Good news re: health insurance: lower than expected premium. ii. Local receipts are Ewing projected higher as the state re-opens. iii. Capital budget voted to use \$750K from free cash to fund new capital budget stabilization fund iv. Deficit down to around \$400K. ● WARRANT ARTICLES REVIEWED: <ul style="list-style-type: none"> a. Planning Board articles re-presented from ATM 2020 Warrant and reviewed and voted upon: <ul style="list-style-type: none"> i. Janes Ave Rezoning ii. Vape store iii. Food trucks iv. Decks v. Accessory structures
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	<ul style="list-style-type: none"> ● All five articles were unanimously approved by vote of Warrant Committee members present . <p>vi. Solar Photovoltaic Overlay District</p> <ul style="list-style-type: none"> ● Allowed in certain areas. ● Vote deferred opening response to open question. <p>vii. \$20K for Zoning diagnostic:</p> <ul style="list-style-type: none"> ● Justification: To be consistent with the Master Plan and to insure consistency and readability across zoning bylaws. ● Why wasn't this request part of the Planning Board operating budget? ● Krisitne Trierweiler said that special projects like this are distinct from operations and are presented to Town Meeting for appropriation approval. ● Vote deferred to a future meeting. <p>b. Energy articles sponsored by the Medfield Energy Committee (see handouts and presentation by the MEC):</p> <p>i. Community Choice Aggregation ("CCA") - unanimously approved by vote of Warrant Committee members present .</p> <p>ii. Medfield Net Zero Goal Resolution - unanimously approved by vote of Warrant Committee members present.</p> <ul style="list-style-type: none"> ● 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 9:31 pm.

Respectfully Submitted: Newton H Thompson

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