

MINUTES
Warrant Committee Meeting
March 8, 2021

Warrant Committee Members	Participating remotely: Sharon Tatro (Chair), Ed Vozzella, Robert Sliney, Jeremy Marsette, Kristine Barton, Newton Thompson and Amanda Hall (departed meeting at 8:20) Absent:	
Guests	Kristine Trierweiler, Town Administrator Nicholas Milano, Assistant Town Administrator	
Meeting Location	By remote participation via Zoom	
Meeting Times	Meeting convened: 7:00 pm	Meeting adjourned: 8:30 pm
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> ● Minutes for March 1, 2021 were unanimously approved by those Warrant Committee Members in attendance at the time of the vote. 	
Operational Budgets (including votes taken)	<ul style="list-style-type: none"> ● None 	
Warrant Articles (including votes taken)	Warrant articles approved unanimously by Warrant Committee members in attendance: <ul style="list-style-type: none"> ● Article 1 “Accept Annual Reports” ● Article 2 “Perpetual Care” ● Article 3 “Revolving Funds” ● Article 5 “Elected Official Compensation” ● Article 9 “Municipal Building Capital Stabilization Fund” ● Article 10 “Transfer MSBA Dale Street Reimbursement to Building Capital Stabilization Fund” ● Article 25 “Hinkley North Property” 	
List of all documents and exhibits used	<ul style="list-style-type: none"> ● Medfield FY2022 Budget Summary Sheet, dated March 2, 2021 	
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 15, 18, 25 and April 1 (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

- Sharon Tatro opened the meeting at 7:00 pm and requested: 1) a review of any vote-ready warrant articles and 2) an update from Town Finance on the status of FY22 budget.
- WARRANT ARTICLE REVIEW AND ACTIONS TAKEN:
 - a. Article 1 “Accept Annual Reports” - voted to accept each departments’ reports; this article will be included in the Consent Calendar.
 - b. Article 2 “Perpetual Care” - With dollar amounts final, voted to approve; article is also part of Consent Calendar.
 - c. Article 3 “Revolving Funds” - voted to approve these expenditure limits for the Town revolving funds.
 - d. Article 5 “Elected Official Compensation” - unanimously approved.
 - e. Article 6 - “Personnel Administration Plan” - deferred; need Personnel Board vote on cost of living adjustment before article is presented to the Warrant Committee for vote.
 - f. Article 7 “COVID-19 Deficit” - deferred; Sharon and Ed will ask Schools to provide the Warrant Committee with an update on COVID-19 expenses; this article may need “To Be Heard” at Town Meeting given that deficit to be funded may not be finalized until that time.
 - g. Article 8 “Operating Budget” - deferred; the Committee will vote on this when the operating budget is finalized.
 - h. Article 9 “Capital Budget” - approved the projection of a sum to be appropriated and transferred from Municipal Building Capital Stabilization Fund.
 - i. Article 10 “Transfer MSBA Dale Street Reimbursement to Building Capital Stabilization Fund” - approved transfer of \$181,941 of MSBA reimbursement to the Municipal Building Capital Stabilization Fund.
 - j. Article 17 “Economic Vitality Fund” - deferred vote on appropriation of \$15,000 for economic vitality of Town; Kristine Trierweiler will be recommending a lower request for Board of Selectmen approval.
 - k. Article 19 “Disposition of Lot 1, Icehouse Road” - discussed article, but deferring vote to see if Board of Selectmen will agree to amend article by designating into which reserve fund the sale proceeds will be deposited;
 - l. Article 25 “Hinkley North Property” - approved; Newton Thompson, a member of the Medfield Affordable Housing Trust Fund, described the Trust’s interest in bringing a group home project to this parcel;
 - m. Article 35 “Creation of New Peak House Historic District” - Warrant Committee deferred voting this article until more information is presented to the Committee by the article’s sponsor.

	<ul style="list-style-type: none"> n. Article 36 “Recommendation for Dale Street School Site Selection Amendment with MSBA” (non binding) & Article 37 “Bylaw Committee for School Building Committee” (binding) - both articles are Citizens’ Petitions for which the Warrant Committee deferred action until petitioners present further information; also Committee requested that Town Counsel be present to advise the Committee. ● TOWN FINANCE FY22 BUDGET UPDATE: <ul style="list-style-type: none"> a. Kristine Trierweiler stated that pending approval of the Board of Selectmen, Annual Town Meeting will be moved to May 17 and 18. b. Town Finance has been working since January to reduce the FY2022 deficit while simultaneously meeting the directive of the Board of Selectmen to fund the Capital Stabilization Fund and meet the final policy goals without needing an operating budget override. c. When the draft FY2022 budget was first presented to the Warrant Committee, the deficit was over \$2MM; with this budget pass, the deficit has been reduced to \$421,000. d. Changes made by Town Finance to get to this result include: <ul style="list-style-type: none"> i. Using Town Assessor’s input of increased construction activity in Medfield, Town Finance increased new growth estimate to \$475K from a prior estimate of \$425K. ii. Local Receipts were increased by \$98K in anticipation of increased local economic activity. iii. On the expense side, one of the bigger drivers in operating expense is Health Insurance Premiums. <ul style="list-style-type: none"> ● Last year, Town Finance got union approval for a plan design change that generated expense savings. ● This year, premiums have been lowered and the Town will get a premium holiday that will reduce health insurance expense for this year only by \$295K. ● Town Finance is finalizing union contracts and COVID stipends and expects resolution of these expense items in the near term. iv. “Other Use of Free cash” is being used to create the Capital Stabilization Fund and to fund the contributions for the OPEB increase and the Stabilization Fund that were not made last fiscal year. e. As directed by the Board of Selectmen, this budget iteration meets our financial policy goals and establishes
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	<p>the Capital Stabilization fund, but leaves us with a \$421K budget deficit that needs to be addressed; now looking for direction from the Warrant Committee.</p> <ol style="list-style-type: none">i. Goal is to get to a balanced budget prior to the Warrant being published.ii. Bob Sliney noted that last year, we discussed deficit sharing with schools.iii. Kristine Trierweiler indicated that Selectman Murby will make a presentation of his <i>pro forma</i> budget (the so-called Lexington Model); thereafter the Warrant Committee will receive the Board of Selectmen’s recommendation.iv. Any ideas for operating budget reductions should be filtered through Town Finance and not presented by liaisons directly to their departmental responsibilities. <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 8:30 pm.
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Respectfully Submitted: Newton H Thompson

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