

MINUTES
Warrant Committee Meeting
April 1, 2021

Warrant Committee Members	Participating remotely: Sharon Tatro (Chair), Ed Vozzella, Robert Sliney, Jeremy Marsette, Kristine Barton, and Newton Thompson Absent: Amanda Hall	
Guests	Kristine Trierweiler, Town Administrator Nicholas Milano, Assistant Town Administrator	
Meeting Location	By remote participation via Zoom	
Meeting Times	Meeting convened: 6:31 pm	Meeting adjourned: 7:49 pm
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> ● Minutes for March 25, 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"> ● 	
Warrant Articles (including votes taken)	Warrant Articles approved unanimously by Warrant Committee members in attendance: <ul style="list-style-type: none"> ● Article 6 “Personnel Administration Plan” Note: Above Article numbers are as of Warrant drafted March 31, 2021.	
List of all documents and exhibits used	<ul style="list-style-type: none"> ● Warrant for the Annual Town Meeting 2021 as of March 31, 2021 ● Medfield FY2022 Budget Updated March 31, 2021 ● FY2022 Free Cash Usage and Balance 	
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"> ○ April 5 - Regular meeting (questions on Dale Street School Project due to Bob Sliney) ○ April 12 - Dale Street School Building presentation ○ April 19 - No meeting (School vacation) ○ April 26 - Regular meeting ○ May 17 & 18 - Annual Town Meeting 	
Names of people participating remotely and why	All Warrant Committee members and invited guests participated remotely; see above for names of attendees.	
Other	<ol style="list-style-type: none"> 1. Sharon Tatro opened the meeting at 6:31 pm and stated that tonight’s meeting objectives are to: 1) review as many warrant articles as possible with any remaining articles addressed on either 	

April 5 or 12; have Town Finance explain the FY2022 Free Cash Usage and Balance schedule; and hold the Warrant Hearing.

2. WARRANT ARTICLE REVIEW AND DISPOSITION:

a. Article 6 "Personnel Administration Plan"

- i. This Article requests Town meeting approval to amend the Personnel Administration Plan and Classification of Positions and Pay Schedule, effective July 1, 2021.
- ii. Jeremy Marsette had circulated the Plan schedules for Warrant Committee Review prior to the meeting.
- iii. One of the key changes in the Plan is the Personnel Board recommendation of a 2% Cost of Living Adjustment for nonunion employees.
- iv. Article 6 was approved unanimously by Warrant Committee members in attendance.

3. FINANCIAL SCENARIO ANALYSIS:

- a. Kristine Trierweiler, Town Administrator, reviewed the FY2022 Free Cash Usage and Balance schedule.
- b. The key difference in the scenarios presented is the amount of the Transfer to Stabilization - either \$200,000 or \$500,000.
 - i. The \$200,000 transfer to Stabilization results in a percentage of free cash to expenditures of 4.16%, while the \$500,000 transfer yields 3.70%.
 - ii. The Financial Policy requirement calls for at least 2.5% of annual total expenditures.
- c. It was noted that the transfer to General Stabilization will not impact overall reserve percentages.
- d. Bob Sliney asked why designate a transfer as stabilization since the reserve categories are essentially the same; further, putting a two-thirds vote on transfer to the stabilization reserve seems to be "protecting us from ourselves".
- e. Sharon Tatro acknowledged that the transfer to stabilization does force us to live within our budget and that putting funds into stabilization helps us make a substantial contribution to the Town's overall reserve position.
- f. The Committee agreed to revisit this analysis at its next meeting on April 5.

4. OPERATING BUDGET REVIEW:

- a. Newton Thompson noted that the operating budgets for the DPW units had increased in the current Budget summary.
- b. Kristine Trierweiler indicated that with the Personnel Board approval of a 2% Cost of Living Adjustment for FY2022,

	<p>salary expense was adjusted upward across the town departments.</p> <ul style="list-style-type: none"> c. Additionally, Kristine noted that the Highway budget (specifically, Contractor Services expense) was increased by \$100,000 for maintenance expenses of Medfield State Hospital. <ul style="list-style-type: none"> i. This funding will be used to either pay a contractor (as has been our prior practice) or have the Highway staff absorb responsibility for the MSH maintenance. <p>5. WARRANT HEARING:</p> <ul style="list-style-type: none"> a. Sharon Tatro opened the Warrant Hearing at 7:02 and proceeded to read each of the Articles (or provide a brief summary for the longer ones) as well as the Warrant Committee recommendation (either pro or con) or indicated those articles for which the Warrant Committee will “be heard”. b. There were no follow up questions from the public participating in the call, but Moderator Scott McDermott addressed the Hearing to explain the logistics of this year’s Annual Town Meeting, scheduled for May 17 and 18. <ul style="list-style-type: none"> i. The Moderator noted that the Board of Selectmen has not reduced the quorum as it had for ATM 2020. A quorum of 250 is needed for this Town Meeting, and Scott noted that the attendance may be much larger and therefore more expansive on the high school athletic field. ii. Also, he noted that we will not have a projection screen for presentation purposes; handouts will be needed for any speaker otherwise making a PowerPoint presentation. c. The Warrant Hearing was closed at 7:47pm. <p>6. There being no other business, a motion to adjourn the Warrant Committee was made, seconded and voted unanimously by a roll call of all Committee members present.</p> <p>7. The meeting adjourned at 7:49 pm.</p>

Respectfully Submitted: Newton H Thompson

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