

**MINUTES**  
**Warrant Committee Meeting**  
**April 3, 2023**

<b>Warrant Committee Members</b>	<p><b>Participating in person:</b> Stephen Callahan, Ed Vozzella, Mather Eldred, Peter Michelson, Brent Nelson, Jeremy Marsette, Jillian Rafter</p> <p><b>Participating remotely:</b> Sharon Tatro, Bob Sliney</p>
<b>Guests</b>	<p><b>In Person:</b>  Georgia Colivas, Town Treasurer  Andrew Foster, Town Accountant  Kristine Trierwiler, Town Administrator  Frank Gervasio, Assistant Town Administrator  Katie Walper, Director Parks and Recreation  Mel Seibolt, Commissioner Parks and Recreation</p> <p><b>Remotely:</b>  Maegan Sullivan, Medfield Energy Committee  Penny Connor, Medfield Energy Committee Co-Leader, Renewables</p>
<b>Meeting Location</b>	Chenery Hall, Medfield Town House and by remote participation via Zoom
<b>Meeting Times</b>	Meeting convened: 7:05 pm      Meeting adjourned: 9:15 pm
<b>Approval of Previous Meeting Minutes</b>	<ul style="list-style-type: none"> <li>● February 13, 2023, Minutes. Approved unanimously.</li> </ul>
<b>Operational Budgets (including votes taken)</b>	<p>The Proposed Agenda for the meeting is as followed:</p> <ul style="list-style-type: none"> <li>● Call to Order</li> <li>● Disclosure of video recording</li> <li>● Approval of Minutes</li> <li>● Park and Recreation Department</li> <li>● Arts/Cultural Council</li> <li>● Review of Financial Policy measure of compliance</li> <li>● Department Budget Reviews and Discussion</li> <li>● Article Review and Discussion</li> </ul> <p>Chair Steve Callahan noted that here was a quorum and called the meeting to order. Steve started the meeting off with a status check of budgets ready for review by W.C. at future meetings.</p> <p>Steve then turned the discussion over to Jill Rafter who reviewed the Parks and Recreation budget request and the Arts/Cultural Council budget request.</p> <ul style="list-style-type: none"> <li>● Overview of the Parks and Recreation Budget</li> </ul>

Jillian introduced Katie Walper, Director and Mel Siebolt and they provided an overview of the Salaries budget request breakdown and the operating expenses.

An additional position, part-time, was discussed for the purpose of programming, and which will be paid for from the Revolving fund.

Department goals were discussed, largely the Disc golf program and the desire to expand adult recreation options.

An update was provided on the enrollment of the summer camp program and the ability to hire lifeguards and summer staff. The hiring directly correlates to the number of students that can be accepted into the program.

Capital Projects were then discussed. The summary of projects desired by Parks and Recreation are the Guard shack, the bathroom updates, the refinishing of the Metacomet tennis courts, and the Shed. The Guard shack will be funded by the Revolving Fund. The other projects are listed as part of the Capital Budget.

Since joining about 3 months ago, Katie and her team has also worked to put procedures in place in adherence to a town wide policy on the collection of funds for services and goods through town services. Katie discussed how she will be expanding the use of their POS system to be in operation at various parks and recreation locations where funds are collected.

- Jill Rafter provided a summary of the Arts/Cultural Council budget request of \$7,300.

Jill reviewed the budget request in order to provide grants locally for programs that support the art and cultural programs aspirations within the community.

This budget request is then reimbursed by the Mass Cultural Council as part of the state program. FY2023 grants were reviewed as examples of the types of programs the funds support.

Steve asked the committee if there were any other departmental budget reviews. Confirmed all had been reviewed.

Steve then turned the meeting over to Kristine to review the summary of the Town's Fiscal Policy and measure of compliance of the FY2024 Budget. Kristine confirmed the FY2024 budget was balanced.

Kristine reviewed the presentation (available online as well). The Town met the 7.5% and 9%-12% thresholds established in financial policy. We are at 10.04%. Additionally, the Town has met the free cash threshold of 2.5% as well. Kristine reviewed what is included in the total reserves outlined in the document.

Kristine then reviewed the Recommendation for Free Cash Usage for FY 2024. A breakdown was provided of the free cash categories and affirmation of compliance with the policy.

Bob asked for clarification of the difference between general fund expenditures and departmental budget expenditures.

Why is the budget summary different than what you see for operating budget (about 10 pages in) – this is town departments and school, and in the beginning is all expenditures and revenue, which includes all stabilization funds and reserve funds, which are outside the departmental budgets.

The question was raised on how meeting fiscal policies year over year impacts the town's bond rating. They anticipated it certainly would be helpful, but we would not likely see changes until next bond is done.

The goal of the financial policy is not just bond rating but also to survive without major budget cuts during a downturn in the economy.

Steve clarified with Kristine that the Selectboard would be voted on the next night during their meeting.

Final changes in the view of the operating budget in the meeting:

1. School department budget changes
2. The HR Budget was distributed to individual departments.

There were no other questions from the committee.

- Article 22. Was recommended for Approval unanimously by the Warrant Committee.

Steve then turned the meeting over to

- Article 26. School Committee Power Purchase Agreement and Lease Authorization for Solar Photovoltaic

This article authorizes the Select Board and the School Committee to enter into an agreement for power generated by solar energy systems. Maegan clarified this does not commit them to the project, but it grants them authorization to enter into such an agreement.

Jeremy asked who has jurisdiction to enter into this agreement, of which Kristine answered it was advised that the Selectboard and the School Committee to jointly enter into an agreement. Steve commented that the Medfield Energy Committee also is sponsoring the article.

Medfield Energy Committee asked the school if they could lead the project, which included a review of all school locations and types of solar that could be installed. School Committee signed a letter in February that allowed Select to propose a project., which would handle all installation, set up and handling of submitting for tax incentives from the state. Outreach will be planned by the Medfield Energy Committee starting in May 2023. IF all moves forward, work would begin in fall of 2024.

Maegan Sullivan provided a presentation which reviewed the proposal and plans for 3 site projects to install solar panels on school property. The three locations reviewed and proposed are the High school, the Blake Middle school, and Memorial school. Imagines and preliminary site design were reviewed in the presentation. The project would be completed with vendor, Select Energy, as part of the State's SMART Program. The proposed program would produce 76% of the buildings energy needs and result in an end state savings of approximately \$1.6 million in savings to the town. The timeline of the project was reviewed.

Several questions were raised by warrant committee members, of which follow-up answered would be provided in the next Warrant committee meeting scheduled for April 11<sup>th</sup>.

- Article 31. Transparency of Compensation

Resident Mark Green reviewed the background to his request to make the compensation of town salaries transparent and accessible. The warrant covers the proposal to the change of the appropriate bylaw. Kristine provided that it will be provided in the printing of the annual report and also available on the town website.

- Article 27. Change of Hours for Noise Bylaw

Article 27 was reviewed which proposes to update the bylaw to state prohibit certain noise before the hours of 8:00AM and after 7:00PM on Saturday and 9:00AM and after 7:00PM on Sundays.

The warrant committee discussed the possible impacts of the change to the bylaw. A vote was taken on the article, landing at 6 in

recommendation of passing the article and 3 in favor of dismissing the article.

- Article 30. Citizens Petition. School Committee Public Hearings

(Reference Zoom meeting at 1:25 into recording)

Chris Potts presented the article as drafted to the warrant committee with an explanation as to why she is introducing it. Chris discussed why she introduced the petition having cited her experience with community engagement in various school discussions. Public Hearing and Public meeting differences were cited, and why a public hearing was important in certain school decisions. She stated examples in the past where she felt it could have been beneficial to have a public hearing.

Ed asked clarifying questions about the types of decisions that this article would be intended for. He listed other dates where public comment opportunities exist today.

Steve commented that the article was broadly worded and suggested selecting one of the options listed in the petition and including more specificity into the article. He asked if this type of bylaw was present in any other municipality in Massachusetts in any publicly elected body.

Chris discussed the differences between the bylaw and the town charter. She believed it would best fit into a change in town charter, which dictates to how the committee would operate. She answered that Town Counsel advised on how those changes would be administered. Steve also reviewed the steps of the law that explains with steps necessary to change a charter change. He had concerns that these steps may not be feasible given the time between now and the town meeting.

Steve also asked if she had consulted the School Committee. Chris felt that since the school committee was trying to dispel the public comment section of their meeting format, it was not motivating for her to reach out.

Meeting agenda creation and authority was discussed amongst the Warrant Committee. As far as the Warrant Committee goes, Kristine clarified that a member could suggest an agenda topic, but the Chair would have ultimate authority to include that. Chris commented that it was her understanding that the school committee chair and the superintendent decide on agenda topics and the ability for a resident to ask a school committee member to include a topic on the agenda would go through those positions.

	<p>Steve discussed additional information gathered from Town Counsel and the Attorney General discussion about the impacts of this article on a public body. Chris commented that she could share her research on how this article about the school committee is different than other public bodies.</p> <p>Jeremy commented on his concerns about the legality of this type of change. Steve added that we should also discuss with school committee about the proposed change.</p> <p>Ultimately, having more concise wording on the proposed article would be helpful in the warrant committee taking up the article for vote.</p> <p>The meeting was then turned over to Kristine, who clarified the current noise bylaw for the committee. An offer to resend the original vote was made by Steve, the committee declined.</p> <p>Remaining Financial articles would likely be taken for vote at the next meeting.</p> <p>Steve also provided that Steve and Bob worked on a letter issued from the Warrant Committee which would be sent around for awareness. The same presentation done at the warrant hearing will also be done and recorded for Medfield TV.</p> <p>Mather then provided updates on the School Building Committee’s last meeting. Sub-committee was formed for community engagement and a co-chair promoted in the committee. The deadline to submit to the MSBA is April 14<sup>th</sup> which is being worked on and the statement of interest is currently being circulated.</p> <p>Meeting adjourned.</p>
<p><b>Warrant Articles (including votes taken)</b></p>	<ul style="list-style-type: none"> <li>• Article 22. Operating Budget. All in Favor</li> <li>• Article 26. Purchase Power Agreement Authorization – To be Continued</li> <li>• Article 27. Change of Hours for Noise Bylaw. 6 – yes, 3 – no</li> <li>• Article 30. Citizens Petition: School Committee Public Hearings – To be continued</li> </ul>
<p><b>List of all documents and exhibits used</b></p>	<ul style="list-style-type: none"> <li>• FY2024 Budget Worksheet</li> <li>• FY2024 Financial Policy Measure of Compliance</li> <li>• Recommended Free Cash Usage for FY2024</li> <li>• Presentation on Article 26 Solar Power Agreement Authorization &amp; potential project</li> </ul>

<b>Other Business</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Follow-ups</b>	<ul style="list-style-type: none"> <li>• Questions on Article 26, Article 30</li> </ul>
<b>Dates for Meetings including WC</b>	<ul style="list-style-type: none"> <li>• April 11, 2023</li> <li>• April 25, 2023</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Meeting Link</b>	<a href="https://medfield-net.zoom.us/rec/share/O888paXS8b5X0vZPHliaHdjLaL_uBiufriGegfSQVsB6tJ0o2ssHkuzIDFRkWdEJ.rPbgNXrip1wcKuaz">https://medfield-net.zoom.us/rec/share/O888paXS8b5X0vZPHliaHdjLaL_uBiufriGegfSQVsB6tJ0o2ssHkuzIDFRkWdEJ.rPbgNXrip1wcKuaz</a> Passcode: U4Mn\$2=&

Respectfully Submitted: Jillian Rafter

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