



Warrant Committee
Meeting Packet
January 31, 2023

REQ REVISD BUDGET REQUESTS

BUDGET PROJECTION 2024 FY 2024 APPROPRIATIONS

| ORG | OBJECT | PROJ | ACCOUNT | DESCRIPTION | CURRENT ADJ BUDGET | PROJECTED ACTUAL | REQ REVISD | PERCENT CHANGE |
|----------------------------|--------|--------------------------------|-----------------------|----------------|-----------------------|---------------------|--------------------------|-------------------|
| 011751 | 510100 | | TN | PLANNR DPT SAL | 125,424.52 | 121,425.00 | 125,425.00 | .00 |
| | 01 | -100-175-00-1-0000-000-510100 | | | | | | |
| 011751 | 510130 | | LONGEVITY | | 500.00 | 500.00 | 550.00 | 10.00 |
| | 01 | -100-175-00-1-0000-000-510130- | | | | | | |
| 011752 | 520100 | | ADVERTISING | | 1,500.00 | 1,500.00 | 1,500.00 | .00 |
| | 01 | -100-175-00-2-0000-000-520100 | | | | | | |
| 011752 | 521700 | | DUES & MEMBERSHIPS | | 1,000.00 | 1,000.00 | 1,000.00 | .00 |
| | 01 | -100-175-00-2-0000-000-521700 | | | | | | |
| 011752 | 521800 | | TRAINING & EDUCATION | | 1,500.00 | 1,500.00 | 1,500.00 | .00 |
| | 01 | -100-175-00-2-0000-000-521800 | | | | | | |
| 011752 | 521900 | | PROFESSIONAL SERVICES | | 1,500.00 | 1,500.00 | 1,500.00 | .00 |
| | 01 | -100-175-00-2-0000-000-521900 | | | | | | |
| 011752 | 521906 | | PLANNING CONSULTANT | | 6,000.00 | 6,000.00 | 6,000.00 | .00 |
| | 01 | -100-175-00-2-0000-000-521906 | | | | | | |
| 011752 | 522500 | | PRNTG-POSTG-STATY | | 2,250.00 | 2,250.00 | 2,250.00 | .00 |
| | 01 | -100-175-00-2-0000-000-522500 | | | | | | |
| 011752 | 524500 | | MEETINGS+CONFERENCES | | 2,255.00 | 2,255.00 | 2,255.00 | .00 |
| | 01 | -100-175-00-2-0000-000-524500 | | | | | | |
| 011752 | 540220 | | OFFICE SUPPLIES | | 880.00 | 880.00 | 880.00 | .00 |
| | 01 | -100-175-00-2-0000-000-540220 | | | | | | |
| 011754 | 437003 | | ZONING REV | | -5,000.00 | .00 | .00 | -100.00 |
| | 01 | -100-175-00-4-0000-000-437003- | | | | | | |
| 011759 | 590002 | | MASTR PL UPD15k18/98 | | .00 | .00 | .00 | .00 |
| | 01 | -100-175-00-9-0000-000-590002 | | | | | | |
| BUDGET CEILING: TOTALS: | | | | | 137,809.52 | 138,810.00 | 137,809.52 142,860.00 | 3.66 |

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BUDGET PROJECTION 2024 FY 2024 APPROPRIATIONS

| ORG | OBJECT | PROJ | ACCOUNT | DESCRIPTION | CURRENT ADJ BUDGET | PROJECTED ACTUAL | REQ REVISD | PERCENT CHANGE |
|--------|--------|--------------------------------|--------------------------------|-------------|-----------------------|---------------------|------------|-------------------|
| 011611 | 510100 | | TN CLK OFFICE SAL | | 29,284.00 | 29,284.00 | 29,700.00 | 1.42 |
| | 01 | -100-161-00-1-0000-000-510100 | | | | | | |
| 011611 | 510101 | | SAL-ELECTN REGISTRARS | | 648.00 | 648.00 | 648.00 | .00 |
| | 01 | -100-161-00-1-0000-000-510101 | | | | | | |
| 011611 | 510102 | | PT-T ELECTN WRKRS | | 21,243.00 | 21,243.00 | 21,243.00 | .00 |
| | 01 | -100-161-00-1-0000-000-510102 | | | | | | |
| 011611 | 510140 | | SAL-TN CLK ELECTD | | 74,607.00 | 74,607.00 | 74,607.00 | .00 |
| | 01 | -100-161-00-1-0000-000-510140- | | | | | | |
| 011612 | 520110 | | DATA PROCESSING ELECTIONS | | 5,000.00 | 5,000.00 | 5,000.00 | .00 |
| | 01 | -100-161-00-2-0000-000-520110 | | | | | | |
| 011612 | 521700 | | DUES & MEMBERSHIPS | | 400.00 | 400.00 | 400.00 | .00 |
| | 01 | -100-161-00-2-0000-000-521700 | | | | | | |
| 011612 | 522302 | | TOWN CODE UPDATES | | 3,000.00 | 3,000.00 | 3,000.00 | .00 |
| | 01 | -100-161-00-2-0000-000-522302- | | | | | | |
| 011612 | 522410 | | DOG TAGS & LICENSES | | 750.00 | 750.00 | 750.00 | .00 |
| | 01 | -100-161-00-2-0000-000-522410 | | | | | | |
| 011612 | 522500 | | PRNTG-POSTG-STATY | | 3,000.00 | 3,000.00 | 3,000.00 | .00 |
| | 01 | -100-161-00-2-0000-000-522500 | | | | | | |
| 011612 | 522510 | | STREET LIST PRINTING-ELECTIONS | | 1,200.00 | 1,200.00 | 1,200.00 | .00 |
| | 01 | -100-161-00-2-0000-000-522510 | | | | | | |
| 011612 | 522520 | | BALLOT PRINTING-ELECTIONS | | 1,500.00 | 1,500.00 | 1,500.00 | .00 |
| | 01 | -100-161-00-2-0000-000-522520 | | | | | | |
| 011612 | 522800 | | BINDING | | 1,000.00 | 1,000.00 | 1,000.00 | .00 |
| | 01 | -100-161-00-2-0000-000-522800 | | | | | | |
| 011612 | 523010 | | ELECTION EXPENSE | | 11,000.00 | 11,000.00 | 11,000.00 | .00 |
| | 01 | -100-161-00-2-0000-000-523010 | | | | | | |
| 011612 | 523020 | | CENSUS-ELECTIONS | | 4,700.00 | 4,700.00 | 4,700.00 | .00 |
| | 01 | -100-161-00-2-0000-000-523020 | | | | | | |
| 011612 | 524500 | | MEETINGS+CONFERENCES | | 2,000.00 | 2,000.00 | 2,000.00 | .00 |
| | 01 | -100-161-00-2-0000-000-524500 | | | | | | |
| 011612 | 540220 | | OFFICE SUPPLIES | | 1,000.00 | 1,000.00 | 1,000.00 | .00 |
| | 01 | -100-161-00-2-0000-000-540220 | | | | | | |

REQ REVISD BUDGET REQUESTS

BUDGET PROJECTION 2024 FY 2024 APPROPRIATIONS

| ORG | OBJECT | PROJ | ACCOUNT | DESCRIPTION | CURRENT ADJ BUDGET | PROJECTED ACTUAL | REQ | REVISD | PERCENT CHANGE |
|----------------------------------|--------|------|-------------------|-------------|-----------------------|---------------------|-----|--------|-------------------|
| 011612 | 570010 | | CAR ALLOW/MILEAGE | | 500.00 | 500.00 | | 500.00 | .00 |
| 01 -100-161-00-2-0000-000-570010 | | | | | | | | | |
| BUDGET CEILING: TOTALS: | | | | | | | | | |
| 160,832.00 161,248.00 | | | | | | | | | |
| .26 | | | | | | | | | |

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REQ REVISD BUDGET REQUESTS

BUDGET PROJECTION 2024 FY 2024 APPROPRIATIONS

| ORG | OBJECT | PROJ | ACCOUNT | DESCRIPTION | CURRENT ADJ BUDGET | PROJECTED ACTUAL | REQ REVISD | PERCENT CHANGE |
|----------------------------|--------|--------------------------------|----------------------|-------------|-----------------------|---------------------|------------|-------------------|
| 011341 | 510100 | | TOWN ACCT | SALARIES | 223,376.00 | 218,376.00 | 192,254.00 | -13.93 |
| | 01 | -100-134-00-1-0000-000-510100 | | | | | | |
| 011341 | 510130 | | LONGEVITY-TN ACCT | | .00 | .00 | .00 | .00 |
| | 01 | -100-134-00-1-0000-000-510130 | | | | | | |
| 011342 | 520500 | | OTHER EQUIPMENT | | 700.00 | 700.00 | 700.00 | .00 |
| | 01 | -100-134-00-2-0000-000-520500 | | | | | | |
| 011342 | 521700 | | DUES & MEMBERSHIPS | | 275.00 | 275.00 | 320.00 | 16.36 |
| | 01 | -100-134-00-2-0000-000-521700 | | | | | | |
| 011342 | 521800 | | TRAINING & EDUCATION | | 2,750.00 | 2,750.00 | 3,000.00 | 9.09 |
| | 01 | -100-134-00-2-0000-000-521800 | | | | | | |
| 011342 | 521907 | | TOWN & SCHOOL AUDIT | | 41,500.00 | 41,500.00 | 37,500.00 | -9.64 |
| | 01 | -100-134-00-2-0000-000-521907 | | | | | | |
| 011342 | 521911 | | OPEB CONSULTANT | | 10,199.00 | 10,199.00 | 7,500.00 | -26.46 |
| | 01 | -100-134-00-2-0000-000-521911 | | | | | | |
| 011342 | 521914 | | CONSULTANT | | .00 | .00 | .00 | .00 |
| | 01 | -100-134-00-2-0000-000-521914- | | | | | | |
| 011342 | 524500 | | MEETINGS+CONFERENCES | | 1,200.00 | 1,200.00 | 1,200.00 | .00 |
| | 01 | -100-134-00-2-0000-000-524500 | | | | | | |
| 011342 | 540220 | | TN ACCT OFFICE SUPPL | | 2,000.00 | 2,000.00 | 2,100.00 | 5.00 |
| | 01 | -100-134-00-2-0000-000-540220- | | | | | | |
| 011349 | 590001 | | OPEB ACTUARY20k16/06 | | 675.00 | 675.00 | .00 | -100.00 |
| | 01 | -100-134-00-9-0000-000-590001 | | | | | | |
| BUDGET CEILING: TOTALS: | | | | | 282,675.00 | 277,675.00 | 282,675.00 | |
| | | | | | | | 244,574.00 | -13.48 |

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|-----------------|--------|------|---|-----------------------|---------------------|--------------------------|-------------------|
| 011451 | 510100 | | TREAS/COLL SALARY 01 -100-145-00-1-0000-000-510100 | 219,232.88 | 216,253.00 | 219,233.00 | .00 |
| 011451 | 510130 | | LONGEVITY-TREAS/COLL 01 -100-145-00-1-0000-000-510130 | 1,600.00 | 1,600.00 | 1,650.00 | 3.13 |
| 011452 | 521700 | | DUES & MEMBERSHIPS 01 -100-145-00-2-0000-000-521700 | 175.00 | 175.00 | 175.00 | .00 |
| 011452 | 521800 | | TRAINING & EDUCATION 01 -100-145-00-2-0000-000-521800 | 470.00 | 470.00 | 470.00 | .00 |
| 011452 | 521904 | | PROFESSIONAL SVCE-BONDING 01 -100-145-00-2-0000-000-521904 | .00 | .00 | 2,600.00 | .00 |
| 011452 | 522500 | | PRNTG-POSTG-STATTY 01 -100-145-00-2-0000-000-522500 | 23,800.00 | 23,800.00 | 34,000.00 | 42.86 |
| 011452 | 523603 | | CONTR SVC-ADP PAYROLL 01 -100-145-00-2-0000-000-523603 | 42,900.00 | 42,900.00 | 40,000.00 | -6.76 |
| 011452 | 524500 | | MEETINGS+CONFERENCES 01 -100-145-00-2-0000-000-524500 | 875.00 | 875.00 | 1,800.00 | 105.71 |
| 011452 | 540220 | | OFFICE SUPPLIES 01 -100-145-00-2-0000-000-540220 | 4,100.00 | 4,100.00 | 2,000.00 | -51.22 |
| 011452 | 570010 | | CAR ALLOW/MILEAGE 01 -100-145-00-2-0000-000-570010 | 100.00 | 100.00 | 200.00 | 100.00 |
| 011452 | 570040 | | BONDS & INSURANCE 01 -100-145-00-2-0000-000-570040 | 3,700.00 | 3,700.00 | 2,000.00 | -45.95 |
| 011452 | 570041 | | TREAS TAX TITLE 01 -100-145-00-2-0000-000-570041 | 3,800.00 | 3,800.00 | 3,000.00 | -21.05 |
| 011454 | 412018 | | 2018 RE TAX REV 01 -100-145-00-4-0000-000-412018- | .00 | .00 | .00 | .00 |
| 011454 | 475118 | | 2018 APP SEW BETT ADD TO TAX R 01 -100-145-00-4-0000-000-475118- | .00 | .00 | .00 | .00 |
| 011454 | 475119 | | 2019 AP SB ATTX 01 -100-145-00-4-0000-000-475119- | .00 | .00 | .00 | .00 |
| 011454 | 475120 | | 2020 AP SB ATTX 01 -100-145-00-4-0000-000-475120- | .00 | .00 | .00 | .00 |
| BUDGET CEILING: | | | | | | | |
| TOTALS: | | | | 300,752.88 | 297,773.00 | 300,752.88 307,128.00 | 2.12 |

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|--------|-------------------------------|------|---------|----------------------------|-----------------------|---------------------|------------------------------|-------------------|
| 017102 | 576000 | | DEBT | RETIREMENT-PRINCIPAL | 3,958,200.00 | 3,958,200.00 | 2,914,709.00 | -26.36 |
| 01 | -700-710-00-2-0000-000-576000 | | | | | | | |
| | | | | BUDGET CEILING: TOTALS: | 3,958,200.00 | 3,958,200.00 | 3,958,200.00 2,914,709.00 | -26.36 |

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|--------|--------|------|----------------------------|--|-----------------------|---------------------|------------------------------|-------------------|
| 017512 | 576100 | | DEBT | SERVICE-INTEREST 01 -700-751-00-2-0000-000-576100 | 1,312,070.00 | 1,312,070.00 | 1,160,574.00 | -11.55 |
| | | | BUDGET CEILING: TOTALS: | | 1,312,070.00 | 1,312,070.00 | 1,312,070.00 1,160,574.00 | -11.55 |

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|--------|-------------------------------|------|----------|-------------|-----------------------|---------------------|------------|-------------------|
| 019162 | 570400 | | MEDICARE | INSURANCE | 624,000.00 | 624,000.00 | 665,000.00 | 6.57 |
| 01 | -900-916-00-2-0000-000-570400 | | | | | | | |

| | | | | |
|-----------------|--|--|--|------------|
| BUDGET CEILING: | | | | 624,000.00 |
| TOTALS: | | | | 665,000.00 |

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|--------|--------|-------------------------------|-------------------------|-----------------------|---------------------|------------|-------------------|
| 016101 | 510100 | | LIBRARY SALARIES | 587,672.27 | 579,181.00 | 592,083.00 | .75 |
| | 01 | -600-610-00-1-0000-000-510100 | | | | | |
| 016101 | 510130 | | LONGEVITY-LIBRARY | 1,400.00 | 1,400.00 | 1,600.00 | 14.29 |
| | 01 | -600-610-00-1-0000-000-510130 | | | | | |
| 016102 | 520112 | | INFORMATN TECH-MLN | 38,348.00 | 38,348.00 | 40,633.00 | 5.96 |
| | 01 | -600-610-00-2-0000-000-520112 | | | | | |
| 016102 | 520120 | | AUTOMATION-MINUTEMAN | .00 | .00 | .00 | .00 |
| | 01 | -600-610-00-2-0000-000-520120 | | | | | |
| 016102 | 520200 | | GROUNDS & BUILDG MAINT | .00 | .00 | .00 | .00 |
| | 01 | -600-610-00-2-0000-000-520200 | | | | | |
| 016102 | 520300 | | EQUIP REPAIR & SERVICES | .00 | .00 | .00 | .00 |
| | 01 | -600-610-00-2-0000-000-520300 | | | | | |
| 016102 | 520600 | | EQUIP MAINT CONTRACTS | .00 | .00 | .00 | .00 |
| | 01 | -600-610-00-2-0000-000-520600 | | | | | |
| 016102 | 521100 | | UTIL-ELECTRICITY | 28,000.00 | 28,000.00 | 28,000.00 | .00 |
| | 01 | -600-610-00-2-0000-000-521100 | | | | | |
| 016102 | 521300 | | UTIL-HEAT-OIL/GAS | 7,700.00 | 7,700.00 | 7,700.00 | .00 |
| | 01 | -600-610-00-2-0000-000-521300 | | | | | |
| 016102 | 521500 | | UTIL-TELEPHONE | 4,800.00 | 4,800.00 | 4,800.00 | .00 |
| | 01 | -600-610-00-2-0000-000-521500 | | | | | |
| 016102 | 521600 | | UTIL-WATER & SEWER | 2,000.00 | 2,000.00 | 2,120.00 | 6.00 |
| | 01 | -600-610-00-2-0000-000-521600 | | | | | |
| 016102 | 522500 | | PRNTG-POSTG-STATTY | .00 | .00 | .00 | .00 |
| | 01 | -600-610-00-2-0000-000-522500 | | | | | |
| 016102 | 522710 | | BOOKS | .00 | .00 | .00 | .00 |
| | 01 | -600-610-00-2-0000-000-522710 | | | | | |
| 016102 | 522720 | | PERIODICALS | .00 | .00 | .00 | .00 |
| | 01 | -600-610-00-2-0000-000-522720 | | | | | |
| 016102 | 522730 | | NEWSPAPERS | .00 | .00 | .00 | .00 |
| | 01 | -600-610-00-2-0000-000-522730 | | | | | |
| 016102 | 522735 | | LIBRARY MATERIALS | 128,500.00 | 128,500.00 | 133,500.00 | 3.89 |
| | 01 | -600-610-00-2-0000-000-522735 | | | | | |

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|----------------------------|--------|--------------------------------|----------------------|-----------------------|---------------------|--------------------------|-------------------|
| 016102 | 524500 | | MEETINGS+CONFERENCES | 1,500.00 | 1,500.00 | 1,500.00 | .00 |
| | 01 | -600-610-00-2-0000-000-524500 | | | | | |
| 016102 | 527000 | | RENTS + LEASES | .00 | .00 | .00 | .00 |
| | 01 | -600-610-00-2-0000-000-527000 | | | | | |
| 016102 | 540220 | | OFFICE SUPPLIES | 10,300.00 | 10,300.00 | 11,500.00 | 11.65 |
| | 01 | -600-610-00-2-0000-000-540220 | | | | | |
| 016102 | 570010 | | CAR ALLOW/MILEAGE | .00 | .00 | .00 | .00 |
| | 01 | -600-610-00-2-0000-000-570010 | | | | | |
| 016109 | 590012 | | SlateRfRepr 41k17/16 | 20,186.53 | 20,186.53 | .00 | -100.00 |
| | 01 | -600-610-00-9-0000-000-590012- | | | | | |
| 016109 | 590015 | | LibrElevRpr10k11/19 | 10,000.00 | 10,000.00 | .00 | -100.00 |
| | 01 | -600-610-00-9-0000-000-590015- | | | | | |
| 016109 | 590019 | BLDST | LiwiwellRp8k8/20 | 5,174.27 | 5,174.27 | .00 | -100.00 |
| | 01 | -600-610-00-9-0000-000-590019- | | | | | |
| 016109 | 590020 | BLDST | LiwindoRp20k8/20 | 20,000.00 | 20,000.00 | .00 | -100.00 |
| | 01 | -600-610-00-9-0000-000-590020- | | | | | |
| 016109 | 590022 | BLDST | LibBrkFd8/21 | 10,000.00 | 10,000.00 | .00 | -100.00 |
| | 01 | -600-610-00-9-0000-000-590022- | | | | | |
| 016109 | 590023 | BLDST | EPDMRoof9/22 | 10,000.00 | 10,000.00 | .00 | -100.00 |
| | 01 | -600-610-00-9-0000-000-590023- | | | | | |
| 016109 | 590024 | BLDST | Sealant9/22 | 20,000.00 | 20,000.00 | .00 | -100.00 |
| | 01 | -600-610-00-9-0000-000-590024- | | | | | |
| BUDGET CEILING: TOTALS: | | | | 905,581.07 | 897,089.80 | 905,581.07 823,436.00 | -9.07 |

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FY2023 Financial Policy Measure of Compliance

| | FY2023 Estimated 1-Jul-22 | FY2023 Approved 1-Jul-22 |
|---|------------------------------|-----------------------------|
| General Fund Expenditures* | \$67,605,796 | \$67,862,757 |
| Total Reserves | \$5,992,836 | \$5,915,438 |
| Reserves as a % of General Fund Expenditures | 8.9% | 8.7% |

| | | |
|--|-------------|-------------|
| Total Reserves | \$5,992,836 | \$5,915,438 |
| Reserves required to meet 7.5% | \$5,070,435 | \$5,089,707 |
| <i>Budget Met 7.5% Requirement</i> | YES | YES |
| Excess or Shortfall in Reserves to Meet 7.5% | \$922,401 | \$825,731 |

| | | |
|---|-------------|-------------|
| Free Cash Balance | \$1,729,299 | \$1,729,299 |
| Free Cash as a % of Gen Fund Expenditures | 2.56% | 2.55% |
| <i>Budget Met 2.5% Requirement</i> | YES | YES |
| Free Cash Required by Policy | \$1,690,145 | \$1,696,569 |
| Difference in Free Cash Balance vs Required | \$39,154 | \$32,730 |

* per financial Policy

DRAFT

TOWN OF MEDFIELD
WARRANT FOR THE ANNUAL TOWN MEETING
2023

| Article | Issue | Submitted By |
|----------------|---|--|
| | Accept Annual Reports | Board of Selectmen |
| | Perpetual Care | Cemetery Commissioners |
| | Revolving Funds | Board of Selectmen |
| | Creation of MGL Ch 44 53E _{1/2} Vaccine Revolving Fund \$5,000 | Board of Health |
| | PEG Access and Cable Related Funds | Board of Selectmen |
| | Elected Official Compensation | Board of Selectmen |
| | Personnel Administration Plan | Board of Selectmen |
| | FY2024 Operating Budget | Board of Selectmen |
| | Transfer additional funds into the Municipal Buildings Stabilization Fund | Board of Selectmen |
| | Appropriate funds from the Municipal Buildings Stabilization Fund for facilities capital projects | Capital Budget Committee |
| | Transfer funds into the Capital Stabilization Fund | Board of Selectmen |
| | FY2024 Capital Budget | Capital Budget Committee |
| | FY2024 Water and Sewer Enterprise Fund Budgets | Board of Water and Sewerage |
| | Appropriate surplus bond proceeds from the Water Treatment Plant project | Board of Water and Sewerage / Capital Budget Committee |

| | | |
|--|--|--|
| | Rescind \$500,000 in borrowing authorization for the Water Treatment Plant | Board of Selectmen / Board of Water and Sewerage |
| | Remove and close the ambulance revolving fund and transfer funds to ALS revolving fund | Board of Selectmen |
| | Prior Year Bills | Board of Selectmen |
| | Appropriate funds for an Elementary School Feasibility Study | |
| | Police Collective Bargaining Agreement | BOS |
| | Vote to withdraw from Civil Service for Police Officers | BOS |
| | Appropriate funds from the Cemetery Fund for study and design of a cemetery expansion | Cemetery Commissioners/DPW |
| | Appropriate funds for the construction of a garage at the CENTER | BOS/Council on Aging |
| | PPA Agreements | SC/MEC/ |
| | Noise Bylaw Change of Hours | BOS |
| | AHT Request for Funding | AHT |
| | Private Wells subject to Drought Restriction | BOS |
| | Reorganization of Zoning Bylaw | Planning Board |
| | Amend the School Building Committee Bylaw | BOS |
| | Citizens Petition: School Committee Public Hearing | Potts |
| | Citizens Petition: Compensation Transparency | Green |
| | Citizens Petition: Form Groundwater Committee | Hyman |
| | Free Cash | |

MINUTES
Warrant Committee Meeting
January 17, 2023

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| Warrant Committee Members | Participating remotely: Jeremy Marsette, Sharon Tatro Participating in person: Stephen Callahan Chair, Peter Michelson, Brent Nelson, Jillian Rafter, Robert Sliney, Ed Vozzella Absent: Mather Eldred |
| Guests | In Person: Kristine Trierweiler, Town Administrator Frank Gervasio, Assistant Town Administrator |
| Meeting Location | By remote participation via Zoom and Chenery Hall, Medfield Town House |
| Meeting Times | Meeting convened: 7:00 pm Meeting adjourned: 7:54pm |
| Approval of Previous Meeting Minutes | <ul style="list-style-type: none"> ● Approved minutes of 10/24/22 4 in favor and 3 abstain ● Approved minutes of 1/9/23; 7 in favor and 1 abstain |
| Operational Budgets (including votes taken) | <ul style="list-style-type: none"> ● None |
| Warrant Articles (including votes taken) | <ul style="list-style-type: none"> ● None |
| List of all documents and exhibits used | <ul style="list-style-type: none"> ● FY 2024 Budget Calendar ● WC assignments by Budget Category ● FY 24 Warrant Committee Planning Schedule |
| 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"> ● None currently |
| Discussion with Financial Team | <p>Steve previewed the agenda for the meeting and then asked to review and approve minutes. All minutes were approved unanimously by those who attended those and other abstaining.</p> <p>Minutes will be assigned in an alphabetical order, Sharon Tatro will do the minutes for Jan 17th and so on.</p> <p>The planning calendar was reviewed. A placeholder meeting has been added for March 6th. Steve would like to have people submit date requests for your department to come to speak about their budgets. The schedule will prioritize budgets and financial related articles first so hopefully those are all voted on prior to the printing of the warrant.</p> |

Bob would like to move Public Safety to the 14th. Jeremy will do DPW on the 28th instead.

The Annual Reports are being worked on and Kristine mentioned that the plan is to have them ready for the town meeting.

Kristine read a question from the public who wanted to know when the Warrant Committee website would be updated. She apologized it wasn't done yet and committed that it would be done soon.

Kristine went through a FY 2024 Budget Outlook presentation. She had presented this at the last Selectboard meeting and wanted to recap it for the Warrant Committee. It started with a recap of the limited sources of income the town has with a reliance on residential property taxes and limited growth of state aid and limited sources of new revenue. This is further hampered by increasing fixed costs that the town doesn't have a lot of control over like insurance and utilities. However on the bright side the town has a strong free cash balance and ARPA available.

The budget as a starting point is being done with conservative assumptions such as a 2.5% property tax levy increase, 2.5% state aid increase, a limited increase in local receipts and available new revenue of \$1.1M. Kristine reviewed the history of state aid to give rationale for the assumptions made in the budget.

On the expense side, the largest drivers of increased expenses are fixed costs that increase like health and liability insurance and OPEB.

Kristine also reviewed a FY 24 Town Department Outlook and highlighted that a Human Services Division has been created as an umbrella over the COA, Outreach, Veteran's Services and the Public Health Nurse to create more synergies and greater cooperation. It is being led by Kathy MacDonald. The budget includes two new positions. They are a Facilities/Energy Project Manager to provide an additional resource in the Facilities department as well as increasing the open position of a Conservation Agent to full time as they have not been able to fill it part time. The other budget driver will be the police negotiations that are still ongoing.

Kristine spoke about the Capital Budget and stated that it is anticipated all FY 24 requests will be able to be fully funded this year without issue and anticipate that will be the case in FY 25 as well. A lifecycle analysis is being created on all capital items. A capital item is a minimum of \$5,000.

The next steps for the FY24 Budget is the School Committee Budget hearing on the 26th, upcoming warrant committee meetings with department heads, anticipating the release of Governor Healey's Budget Proposal in March and then the warrant hearing on 3/20.

Kristine answered questions on the options for controlling health insurance costs. The town is part of a consortium that negotiates as a group and then the rates vary based on town experience. There have been discussion about making the high deductible option the towns primary plan but that is still ongoing.

The land fill was discussed about the progress to be able to lease for solar use. Kristine explained that she is working with DEP about the issues that the land fill wasn't capped and will keep us abreast as the process moves forward.

Steve requested that when the Warrant Committee gets the draft budget that include information on where the town stands in compliance with the financial policies. Kristine affirmed they can do that but to realize that the first draft is not a balanced budget so it won't potentially meet it in that draft. She announced that they just finished the process of affirming post the last town meeting that the town did indeed meet the financial policy for last fiscal year. Kristine's team will be providing us a memo on the status of free cash and it will include the mention that this last town meeting was the first time no free cash was used and will also include what the turnbacks were into free cash but she didn't have the turnback number on hand. A discussion for the new members happened to explain what turnbacks are and people were encouraged to make that be part of the discussion people have with their department heads. Kristine mentioned that we never penalize a department for a turnback as we don't want people to think they are use it or lose it. Steve commented that we do want to make sure that there isn't a consistently high turnback.

Steve mentioned that we should anticipate a discussion this year on how to use the free cash balance that has been increasing. Kristine explained that last year transfers had been made into other funds like Capital Stabilization and OPEB since we didn't need the funds to offset operating. A discussion about why its important that we have a healthy stabilization fund so that when things like COVID happen there are resources to help minimize layoffs and other reductions in services.

There are no warrants available yet as it is open until the 24th of January.

Meeting adjourned at 7:55pm.

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| Attachments | <ul style="list-style-type: none"> • FY 2024 Budget Calendar • WC assignments by Budget Category • FY 24 Warrant Committee Planning Schedule • FY 24 Budget Outlook Presentation by Kristine Trierweiler <p>Link to Zoom Recording: https://medfield-net.zoom.us/rec/share/EOZ0xyO0-PQlgRAoDvDzUWoJDWDIFBrlnierh4qAF8xQ8FCCSWaFrghidEAyVACh.T9uK62LGZswHyWmy Passcode: g=c1BM?c</p> |

Respectfully Submitted: Sharon Tatro

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

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