

MINUTES
Warrant Committee Meeting
April 25, 2023

Warrant Committee Members	Steve Callahan, Bob Sliney, Ed Vozzella, Brent Nelson, Peter Michelson Mather Eldred Participating Remotely: Sharon Tatro, Jill Rafter Absent: Jeremy Marsette
Guests	In Person: Mark Cerel, Town Counsel Tim Knight, and Kristin Simonini -Medfield School Committee Chris Potts – Sponsor of Citizen Petition Article 28 Rich Ryder – Member of Board, Council on Aging Sarah Hanifan – Council on Aging Director Bill Harvey – Water and Sewer Board Jeff Hyman – Sponsor of Citizen Petition Article 30 Teresa Prego – Sponsor of Citizen Petition Article 30 Kristine Trierweiler, Town Administrator Frank Gervasio, Deputy Town Administrator Andrew Foster, Town Accountant
Meeting Location	Town House Chenery Hall
Meeting Times	7:05 p.m. to 9:53 p.m.
Approval of Previous Meeting Minutes	March 28 th , April 6 th , and April 11 th
Operational Budgets (including votes taken)	N/A
Warrant Articles (including votes taken)	Article 19 – Construction of Garage at the Center at Medfield Article 27 – Water Conservation: Private Well Restrictions Article 28 – Citizens Petition: School Committee Public Hearings Article 29 – Citizens Petition: Compensation Transparency Article 30 – Citizens Petition: Creation of Groundwater Protection Committee Above articles addressed in narrative that follows:
List of all documents and exhibits used	Agenda for Meeting Email from Eileen Murphy on Article 27 Chris Potts Draft Motion for Article 28 WC questions submitted to School Committee Chair Tim Knight

	<p>Various pieces of information submitted by Chris Potts – for Article 28</p> <p>Legal Opinion from counsel for SC on Article 28</p> <p>Email from Tim Knight – SC Chair</p> <p>Various Massachusetts Municipal Law Unit decisions on Town Meeting actions of various towns in Massachusetts</p> <p>Material related to various requests for Transfers from the Reserve Fund</p> <p>Minutes of WC meeting March 28th, April 6th, and April 11th</p>
Other Business	n/a
Follow-ups	
Dates for Meetings including WC	May 1st
Discussion	<p>https://www.youtube.com/watch?v=2FP5gDUq3bk&t=84s</p> <p>Following a roll call of those members participating in the meeting, Steve declared a quorum of 8 of 9 Committee members in attendance and called the meeting to order. Steve made a disclosure that the meeting was being recorded and would be made available.</p> <p>The first order of business was the approval of meeting minutes. A motion to approve the meeting minutes for March 28th, April 6th and April 11th was made, seconded, and voted (7 in favor, 1 abstention) by a roll call vote of all WC members participating in the meeting.</p> <p>The next order of business was a discussion with Town Counsel, Mark Cerel. Steve asked Mark to educate the WC on various legal and procedural matters including the Moderator's role, Town Meeting procedures, warrant article formats, and related motions as well as his legal views on certain citizen petition articles. Mark commented on the legal context of MGL, Medfield Charter and Bylaws for Town Meeting. He indicated that the moderator maintains extremely broad discretion and is only required to be impartial and fair. He reviewed related guidance and the difference between warrant articles and motions. The warrant article is considered "notice," however, as the meeting proceeds the action is on a "motion" under an article. The motion can be significantly narrower than an article but not broader than the related article. The focus of the town meeting is on proper process and procedure. Legality of actions is secondary. Town Meeting has authority to approve projects, authorize budgets, amend town bylaws, and may play a part in a charter amendment. Mark discussed limits on Town Meeting authority and indicated the final say on the legality of any action (consistent with state and federal law) rests with the Attorney General. Mark mentioned that if Town Meeting does not have authority over an action, you could always do a "sense" of the meeting with a non-binding action.</p>

Mark pointed out that it is not up to the Moderator to determine if the meeting has the authority, but he may get advice. Procedurally, the Moderator has authority to declare a motion as out of order. Moderator cannot rule on the legality of a motion and therefore cannot rule a motion as out of order if it were not legal but could rule a motion out of order if it were not procedurally correct. Ed asked with regards to citizen petitions if anything was not procedurally correct and out of order. Mark reviewed the town policy for citizen petitions and stated they previously met with each citizen petitioner. He pointed out that Town Meeting has authority to amend a bylaw or create a new bylaw. Mark stated that there were several issues with the format of the citizen petitions. There was a general discussion on Article 29 and how Mark collaborated with the petitioner to get the motion in proper format. He also discussed his concerns with Article 28, the required process for amending the charter, and differences in the process for charter amendments originated by citizen petitions. He stated that the draft motion on a charter amendment under Article 28 did not satisfy the six-month rule. MGL requires that charter amendments considered by Town Meeting must occur at a Town Meeting held six months or later after the original filing of petition (not earlier). He also stated his views that either a bylaw or charter amendment for Article 28 at the Town Meeting would not be viewed as consistent with MGL by the Attorney General and be viewed as impinging on the statutory authority of the School Committee. There was a general discussion on the authority of Town Meeting and those circumstances where the Mass Municipal Law Unit has ruled that Town Meeting has infringed on statutory executive authority of elected boards and committees. Peter asked about a hypothetical situation regarding whether the article was adopted, and the School Committee ignored a request to hold a public hearing on the superintendent's performance requested by a group of twenty-five citizens. What is the mechanism for enforcing? Mark answered that while such a scenario was unlikely, the remedy would be a court declaratory judgement. There being no further questions, Steve thanked Mark for his informative discussion.

The next order of business was a discussion of Article 19, construction of Garage at the Center at Medfield. Steve turned the discussion over to Rich Ryder and Sarah Hanifan who gave a presentation to the WC. Rich took the WC through a general discussion of the history and reasons for the requested \$300,000 funding under Article 19 for construction of a garage to protect expensive town assets. The vehicles are used in COA programming to transport seniors in town. The COA did request use of the DPW garage during snowstorms but was denied. In connection with the Hinkley housing project, a certain parcel of land under the care custody and control of the COA was needed for the project. The Selectboard and COA reached an agreement to sell this parcel of land to the Hinkley developer and designate proceeds from the sale (up to \$300,000) for the purpose of

constructing a garage. Rich reviewed pictures and preliminary schematic of proposed garage and answered several questions from WC members.

A motion to approve Article 19 as it appears in the Warrant was made, seconded, and unanimously voted by all WC members participating in the meeting.

The next order of business was Article 29, Compensation Transparency. This article was previously reviewed with the sponsor at a prior WC meeting. A motion to approve the draft motion on Article 29 was made, seconded, and unanimously voted by all WC members participating in the meeting.

The next order of business was Article 28, School Committee Public Hearing. Steve welcomed Tim Knight and Kristin Simonini as representatives from the School Committee. Steve indicated that questions for Tim and Kristen were sent in advance. These questions were made available to WC members along with additional information and materials received from Tim Knight and Chris Potts. Steve went through each question and solicited responses from Tim and Kristin. Tim stated that they were not aware of any other town or municipality where a similar charter provision or bylaw existed. The SC legal counsel opinion on Article 28 was shared with WC members. Tim did reach out to the AG office but was unsuccessful in reaching anyone. Peter mentioned the AG office had particularly good attorneys and he has spoken to one. He shared his insight that he learned that the AG office has dealt with this issue for Selectboards (town meeting infringing on executive branch authority), but that it had not come up in the context of a School Committee. However, he shared that they would most probably be viewed as consistent.

Tim then turned to policy matters and answered questions on the SC policy on public input, hearings and the separate ways and methods the SC stays informed and hears from members of the community. Kristin Simonini asked if there was any reason to believe the SC was behaving differently or was not consistent with other boards or committees in town. Bob stated that SC members have a different level of accountability because they are elected officials and asked if the question of transparency or ability to raise issues before the school committee came up in the recent elections. Kristin answered that these matters were not raised to her during the recent election. In response to a question if a request for hearing was ever denied, Tim indicated not to his knowledge. Tim and Kristin responded to additional questions raised from WC members around implications to how SC might conduct its meetings if this article were to be adopted. Tim also said that most decisions the SC makes are 60/40 decisions and very rarely is their unanimity on decisions. Tim mentioned that during the pandemic the SC was more internally focused and that they have intentionally focused more outwardly recently to ensure they are proactively connecting with the community. Kristin mentioned there was an opportunity to be more forth coming with data and information. She gave example of the

topic of looking into trends for private school enrollment. Tim also mentioned that the evaluation process of the superintendent is public information and provided in a public meeting. The SC follows the NASC process, and the chair brings information together for public dissemination. Steve and Bob thanked Tim and Kristin for their time answering questions for the WC.

Steve read some public comments received on-line. Steve then took public comments from those present at the meeting on Article 28. Teresa Prego and Chris Potts (sponsor of Article 28) provided their comments on the discussion on Article 28.

Steve invited WC members to express their views on the Article prior to entertaining a motion on Article 28. After WC members expressed their views, a motion to dismiss the proposed citizen petition's written motion for a charter amendment under Article 28 was made, seconded, and unanimously voted by all WC members participating in the meeting.

The next order of business was Article 27, water conservation private well restrictions. Steve referenced an email from Eileen Murphy, the sponsor of Article 27 and indicated that for the various reasons expressed in the email, it was the intention of Eileen to ask the selectboard to revoke their position on Article 27 at the selectboard meeting on May 1st (current vote was a positive motion 2-1 in favor). With Eileen changing her vote the revoke would be at least a 2-1 vote to dismiss. A motion to dismiss Article 27 as presented in the warrant was made, seconded, and voted unanimously by all WC members participating in the meeting (point of preference was made by Peter that while he was supportive of the article, he was voting to dismiss because the sponsor was going to dismiss the article).

The next order of business was Article 30, Creation of Groundwater Protection Committee. Steve asked Jeff Hyman and Teresa Prego to present to the WC about Article 30. Jeff reviewed the history of the meetings they had with the town administrator, counsel and the selectboard. It was noted the selectboard was not supportive of the article. Jeff and Teresa are going to move forward as a private committee and prioritize education of water issues for the community. Teresa expressed a concern that in the future the Town may be having discussions on water issues without everyone knowing what is going on, etc.

Steve asked Jeff and Teresa if they had investigated joining some of the many boards and committees involved in water issues given their background and interest in this topic. Jeff indicated they are looking to get on the agenda of these committees.

Bill Harvey indicated that the Water & Sewer board has recently created liaisons with other boards and committees in town that have responsibility

	<p>for water. Bob thanked Jeff and Teresa for being a catalyst to raise awareness on water issues.</p> <p>Steve also pointed out concerns with potential legal issues of the Town Meeting acting on an article not within their authority and infringing on the executive authority of the selectboard.</p> <p>Jeff and Teresa answered additional questions from WC members on the article and water issues.</p> <p>Steve and Bob thanked Jeff and Teresa for their time and interest in this topic. WC members expressed their views on Article 30.</p> <p>A motion to dismiss Article 30 as written in the warrant was made, seconded, and voted unanimously by all WC members participating in the meeting.</p> <p>Steve indicated an informational item that he was going to present to the School Building Committee on Thursday, April 27th, regarding Big Picture Financial Planning and Modeling for a New School Building.</p> <p>The last order of business was consideration of requests for transfers from the Reserve Fund.</p> <p>The first request was \$3,000 for costs of the Town Clerk for books and holding elections. A motion was made, seconded, and voted unanimously by all WC members participating in the meeting.</p> <p>The second request was \$15,322.62 for costs for town meeting warrants and printing the annual town reports for 2019, 2020, 2021 and 2022. A motion was made, seconded, and voted unanimously by all WC members participating in the meeting.</p> <p>The third request was \$50,000 for legal fees associated with various matters involving police arbitration, investigation, and an HR related matter. A motion was made, seconded, and voted unanimously by all WC members participating in the meeting.</p> <p>Kristine gave a brief update on annual town reports status and those reports that will be on-line before the town meeting.</p> <p>There being no further business a motion to adjourn was made, seconded, and unanimously voted by all WC members participating in the meeting.</p>
Attachments	See list of documents and exhibits

Respectfully Submitted: Stephen Callahan

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

MINUTES
Warrant Committee Meeting
May 1, 2023

Warrant Committee Members	Steve Callahan, Robert Sliney, Edward Vozzella, Jillian Rafter, Brent Nelson, Peter Michelson, Mather Eldred, Sharon Tatro, and Jeremy Marsette
Guests	Scott McDermott, Moderator
Meeting Location	Medfield High School - Library
Meeting Times	6:30 p.m. to 6:50 p.m.
Approval of Previous Meeting Minutes	None
Operational Budgets (including votes taken)	None
Warrant Articles (including votes taken)	Article 28, School Committee Public Hearing
List of all documents and exhibits used	Agenda for Meeting Email from Scott McDermott regarding new non-binding motion on Article 28
Other Business	N/A
Follow-ups	N/A
Dates for Meetings including WC	N/A
Discussion	<p>Having a quorum present, Steve called the meeting to order at approximately 6:30 pm.</p> <p>Steve discussed the recent update and status for citizen petition Article 28. Since the last meeting on April 25th, where the WC voted to dismiss Article 28, Chris Potts (the petitioner) has submitted a different and new non-binding motion for consideration at the Town Meeting. The petitioner did not want to dismiss the article and the new non-binding motion as currently worded and emailed to WC members is as follows:</p> <p style="border: 1px solid black; padding: 5px;">“MOVE that through a non-binding resolution, Town Meeting asks School Committee to amend its Public Participation Policy BEDH and/or Public Hearing policy BEE to allow for a specified number of community members, as it deems appropriate, to request a hearing on an issue within School Committee purview, and to set the steps and requirements necessary to provide due notice in line with other public hearings that are mandatory for School Committee.”</p>

	<p>There was a general discussion of the new non-binding motion by WC members. Steve suggested that the WC vote on the newly worded non-binding motion. There being no further discussion, a motion to dismiss the non-binding motion as currently worded for Article 28 was made, seconded, and voted unanimously by all WC members. Steve stated that given that the sponsor and WC will not agree on dismissal for Article 28, the petitioner will first make the positive motion and then a report will be provided by the WC and then back to the petitioner for a 3-minute statement. At that point discussion will be opened between proponents and opponents of Article 28.</p> <p>Regarding all other articles, Steve reminded WC members of the process to make positive motions and provide a report. Scott McDermott also clarified the process for all WC members.</p> <p>In an informational update, Steve indicated that after his presentation to the SBC on Big Picture Financial Modeling for a New School Building, he received an email from Chris Potts with comments and a request to add material to the WC website on the prior project. Steve indicated that at our next meeting we will discuss this matter and Chris Potts request.</p> <p>There being no further business, a motion to adjourn the meeting was made, seconded, and voted unanimously by all WC members.</p>
Attachments	See list of documents

Respectfully Submitted: Stephen Callahan

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

Request for Transfer from the Reserve Fund

Date 06-14-2023

Warrant Committee
Town of Medfield

Dear Committee Members:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested:	\$ <u>44,000</u>
2. To be transferred to:	<u>Fire Salaries</u> (Give Name and No. of Appropriation)
3. Present balance in said appropriation:	\$ <u>12,889.40</u>
4. The amount requested will be used for (give specific purpose):	

The current balance in the Fire Salaries line is insufficient for pay period #26 which is \$56,784.42.

5. This expenditure is extraordinary and/or unforeseen for the following reasons.

The cost overrun in the salaries line is a result of several factors. The department has responded to a multi-alarm structure fire and several large brush fires which have taken several days to extinguish. These events require a large number of members over many hours. We have experienced an increase in sick time due to outbreaks of the common flu, COVID, and a stomach virus within the department. One member also had a back injury which occurred off duty. The unpredictability of forecasting time off especially when vacation time can be carried over until the following September can be difficult to predict.

William C. Carrico

Officer or Department Head

Action of Warrant Committee

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____ Transfer disapproved

Warrant Committee Chair

**Request must be made and transfer voted before any
expenditure in excess of appropriation is incurred.**

Request for Transfer from the Reserve Fund

Date 6/20/2023

Warrant Committee
Town of Medfield

Dear Committee Members:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested:
2. To be transferred to:
3. Present balance in said appropriation:
4. The amount requested will be used for (give specific purpose):

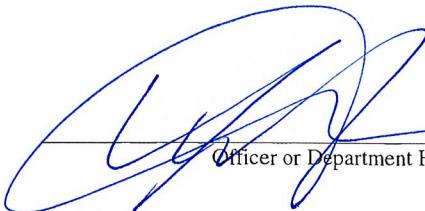
011411-570100 Assessors Salaries
(Give Name and No. of Appropriation)

\$ 7,408.27

Assistant Assessor Salary adjustment

5. This expenditure is extraordinary and/or unforeseen for the following reasons.

Salary adjustment made mid fiscal year



Officer or Department Head

Action of Warrant Committee

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____ Transfer disapproved

Warrant Committee Chair

**Request must be made and transfer voted before any
expenditure in excess of appropriation is incurred.**

Request for Transfer from the Reserve Fund

Date 6/20/2023

Warrant Committee
Town of Medfield

Dear Committee Members:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested:
2. To be transferred to:

\$ 2 08
011451-510100 Treasurer/Collector Salary
(Give Name and No. of Appropriation)

3. Present balance in said appropriation: \$ 8,224.24
4. The amount requested will be used for (give specific purpose):

Treasurer/Collector's office staff overtime costs

5. This expenditure is extraordinary and/or unforeseen for the following reasons.

Unforeseen overtime costs

Henry J. Cleary
Officer or Department Head

Action of Warrant Committee

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____

Transfer disapproved

Warrant Committee Chair

**Request must be made and transfer voted before any
expenditure in excess of appropriation is incurred.**

Request for Transfer from the Reserve Fund

Date 6/20/2023

Warrant Committee
Town of Medfield

Dear Committee Members:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested:

\$ 10,471.68

2. To be transferred to:

011512-521902 Town Counsel - Consulting + Legal Fees
(Give Name and No. of Appropriation)

3. Present balance in said appropriation:

\$ 3,028.32

4. The amount requested will be used for (give specific purpose):

Payment to Clifford + Kenney for Police CBA negotiations/approval and drafting of Deputy Chief contract

5. This expenditure is extraordinary and/or unforeseen for the following reasons.

CBA negotiations took longer than anticipated, due to civil service parameters, Prior Deputy Chief did not have contract



Officer or Department Head

Action of Warrant Committee

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____ Transfer disapproved

Warrant Committee Chair

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.

Request for Transfer from the Reserve Fund

Date 6/20/2023

Warrant Committee
Town of Medfield

Dear Committee Members:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested:
2. To be transferred to:
3. Present balance in said appropriation:
4. The amount requested will be used for (give specific purpose):

\$ 21,632.50
019122-570100 Workers' Compensation
(Give Name and No. of Appropriation) Insurance
\$ 1,728.50

MAIIA workers' compensation / payroll audit

5. This expenditure is extraordinary and/or unforeseen for the following reasons.

*Results of F123 audit not budgeted for
in operating budget*



Officer or Department Head

Action of Warrant Committee

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____ Transfer disapproved

Warrant Committee Chair

**Request must be made and transfer voted before any
expenditure in excess of appropriation is incurred.**

APPROPRIATION TRANSFERS
Requested Under The Provisions Of Chapter 77 of the Acts of 2006
amends M.G.L. Chapter 44 section 33B
amended per Municipal Modernization Act of 2016
(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

Board of Selectmen & Warrant Committee
Town of Medfield

Request is hereby made for the following transfer in accordance with Chapter 77 of the 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid deficits.

Transfer from:	510100	Park and Recreation Salaries
	Account Number	Account Name
Transfer to:	520200	Grounds and Building Maintenance
	Account Number	Account Name
Requested amount of transfer:		\$4,500.00

Reason for request: We had an unexpected light issue that needed to be fixed which cost us over \$3,000 to fix.

Katie Waerner
Requesting Department Head Signature

Director of Parks and Recreation 6/15/23
Title Date

Availability of funds:

Ch/ W JAR 6/15/23
Town Accountant

Signature for SELECTBOARD	Approved _____	Disapproved _____
Date	Number Present and Voting _____	

Signature for WARRANT COMMITTEE	Approved _____	Disapproved _____
	Number Present and Voting _____	

APPROPRIATION TRANSFERS

Requested Under The Provisions Of Chapter 77 of the Acts of 2006

amends M.G.L. Chapter 44 section 33B

amended per Municipal Modernization Act of 2016

(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

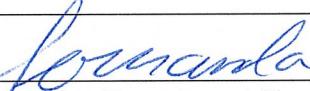
Board of Selectmen & Warrant Committee

Town of Medfield

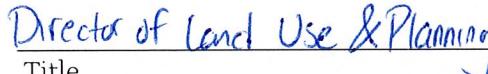
Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid appropriation deficits.

Transfer from:	011711-510100	Conservation - Salary
	Account Number	Account Name
Transfer to:	011712-523401	Conservation - Contracted Services
	Account Number	Account Name
Requested amount of transfer:	\$36,669.00	

Reason for request: The Town has been unable to hire a part-time Conservation Agent, and has instead contracted a firm to perform these services. This transfer makes the Conservation Agent's budgeted salary available to pay the contractor.


Requesting Department Head Signature

Availability of funds:

 06.14.23
Title Date

 6/14/23
Town Accountant Date

Signature for SELECTBOARD	Approved _____	Disapproved _____
Date	Number Present and Voting _____	

Signature for WARRANT COMMITTEE	Approved _____	Disapproved _____
Date	Number Present and Voting _____	

APPROPRIATION TRANSFERS

Requested Under The Provisions Of Chapter 77 of the Acts of 2006

amends M.G.L. Chapter 44 section 33B

amended per Municipal Modernization Act of 2016

(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

Board of Selectmen & Warrant Committee
Town of Medfield

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid appropriation deficits.

Transfer from: 014911 510100 Cemetery: Cemetery Salaries
Account Number Account Name

Transfer to: 014912 522030 Cemetery: Cemetery Contract Services
Account Number Account Name

Requested amount of transfer: \$8,000.00

Reason for request: This Division has experienced more than normal contract work needed to accommodate cemetery on-site related services. This has been a common trend over the last few years.

Maurice Goulet

Requesting Department Head Signature

Availability of funds:

Director of Public Works 6/12/2023
Title Date

Car W. Fort 6/14/23
Town Accountant Date

Signature for SELECTBOARD

Approved Disapproved

Number Present and Voting

Date

Signature for WARRANT COMMITTEE

Approved Disapproved

Number Present and Voting

Date

APPROPRIATION TRANSFERS

Requested Under The Provisions Of Chapter 77 of the Acts of 2006

amends M.G.L. Chapter 44 section 33B

amended per Municipal Modernization Act of 2016

(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

Board of Selectmen & Warrant Committee
Town of Medfield

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid appropriation deficits.

Transfer from: 014222 520210 Highway: Highway Materials
Account Number Account Name

Transfer to: 014332 520200 Solid Waste: Grounds and Building Maintenance
Account Number Account Name

Requested amount of transfer: \$15,000.00

Reason for request: _____

The building for the tip floor at the Transfer Station needed necessary sidewall repair which included steel reinforcement along the sides of the structure to support the solid waste removal.

Maurice Goulet

Requesting Department Head Signature

Availability of funds:

Director of Public Works 6/12/2023
Title _____ Date _____

CW W Jod 6/14/23
Town Accountant Date

Signature for SELECTBOARD	Approved _____	Disapproved _____
Date _____	Number Present and Voting _____	

Signature for WARRANT COMMITTEE	Approved _____	Disapproved _____
Date _____	Number Present and Voting _____	

APPROPRIATION TRANSFERS

Requested Under The Provisions Of Chapter 77 of the Acts of 2006

amends M.G.L. Chapter 44 section 33B

amended per Municipal Modernization Act of 2016

(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

Board of Selectmen & Warrant Committee

Town of Medfield

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid appropriation deficits.

Transfer from:	011231-510100	Town Administrator - Salary
	Account Number	Account Name
Transfer to:	011231-521800	Town Administrator - Training & Education
	Account Number	Account Name
Requested amount of transfer:	\$2,550.00	

Reason for request: The Assistant to the Town Administrator has been accepted into the Local Government Leadership and Management Certificate program offered by Suffolk University and the Massachusetts Municipal Association.

Requesting Department Head Signature

Title _____ Date _____

Availability of funds:

Town Accountant _____ Date _____

Signature for SELECTBOARD _____ Date _____	Approved _____ Disapproved _____ Number Present and Voting _____
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Signature for WARRANT COMMITTEE _____ Date _____	Approved _____ Disapproved _____ Number Present and Voting _____
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**WARRANT ARTICLE QUESTIONNAIRE
CITIZENS PETITION ARTICLES**

Section 1 – Instructions for completing this questionnaire.

1. The completed Questionnaire is due to the Warrant Committee at least 5 business days in advance of your scheduled hearing or meeting date. Email to:
warrantcommittee@medfield.net
2. Completing the questionnaire as requested is discretionary to the Warrant Committee (WC) and is discretionary on the part of the petitioner. There is nothing to compel a petitioner under MGL, the Bylaws or Charter for anything that is requested.
3. WC's request of the Article Sponsor to complete the questionnaire is supported by:

Town of Medfield Relevant Bylaws

SECTION 2-8 Warrant reports.

A warrant report for the Annual Town Meeting shall be assembled and printed by the Board of Selectmen and placed in distribution to the households of the Town not less than one week prior to the Town Meeting. The warrant report shall contain for each Article an explanation of the Article by its petitioner, and a recommendation by the Warrant Committee. The recommendation of the Warrant Committee shall be based on financial and non-financial considerations.

§ 30-1 *Warrant Committee.*

[4-5-1981; amended ATM 4-30-1984; 4-28-2014 ATM by Art. 32]

A.

A Warrant Committee of nine members shall be appointed by the Moderator, three of which members shall be appointed each year for three-year terms. It shall recommend the annual Town budget for vote by the Town Meeting and fulfill all duties of a finance committee as required by the Massachusetts General Laws. It shall hold a public hearing not less than 30 days prior to the Annual Town Meeting to inform the residents of the Town of its proposed recommendations and to hear testimony and argument before publication of its final recommendations. This hearing shall be attended by all elected and appointed Town officers, unless they are deterred by illness or other reasonable cause.

WARRANT ARTICLE QUESTIONNAIRE
CITIZENS PETITION ARTICLES

4. The WC encourages article sponsors to provide complete and comprehensive answers to the questions. Your materials will be distributed to members well in advance of the WC meeting date. The more specific and relevant information provided on the motion and the action you seek from Town Meeting the more prepared the WC will be for the actual meeting with you.
 - a. Incomplete questionnaires, questionnaires not submitted on time or submitted in the absence of a prepared motion by the petitioner, may cause your hearing to be rescheduled to a later date.
 - b. This may mean that WC runs out of time to hear your article before the WC recommendation for the Warrant book closes for print and distribution and therefore will not be included in the printed Warrant book.
5. Whenever references are cited (relevant passages from the Medfield Charter or By-laws, Massachusetts General Law (M.G.L.), Code of Municipal Regulations or other legislation, survey results, maps, news articles, etc.), or documentation about what other communities have done (known or projected), include them in their entirety with this questionnaire as follows:
 - a. For short citations you may include the content verbatim in the available response space. Please limit this to 500 words or less
 - b. For longer citations or source documents please include them as attachments to the submission.
 - c. Whenever possible consider using URL links to the original source document in the response or as part of a list of attributions and sources that you provide. WC members can link to your provided materials easily and we all save paper and minimize the possibility of misplaced file attachments, etc.
6. An article seeking a change to Zoning By-laws, Town Charter or By-Laws requires:
 - a. Zoning articles must identify the location in Town where the zoning change is to be applicable.
 - b. For WC and Town Meeting the Motion you submit for the meeting requires:
 - i. A complete copy of the current Zoning By-Law, Charter, or Town By-Law language
 - ii. A complete copy of the proposed final language in the finished form
 - iii. A complete copy of a “red-lined” version of the language showing all changes, mark-ups, etc.
 - iv. All the above must be provided electronically in advance of the meeting by the due date identified by the WC Chair.
 - c. A Public Hearing with the Planning Board (for Zoning articles).
 - i. It is expected that the Planning Board public hearing will take place before the WC meeting.
 - ii. Sponsors should contact the Director of Land Use and Planning or the Planning Board Chair to schedule the required hearing.

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7. The primary sponsor is expected to be the spokesperson/presenter at the WC meetings and at Town Meeting. If the sponsor is not prepared for that role, they should be ready to designate someone else and communicate that with the WC Chair in advance.
8. Sponsors should review the questions and the prompts in Section II (the next section) in order to prepare their written responses and to understand the information WC seeks for the meeting.
9. The actual question response template is in Section III.
 - a. Be sure to complete the top section for article #, Title, Sponsor name and email contact information.
 - b. Responses should be typed directly in the response field, below the question field.
 - c. The response field will expand as you type.
 - d. Please use 11- or 12-point type
 - e. Use bold, italics and underlines to help focus the reader's attention on key content.
 - f. Avoid unnecessary formatting and font use.
10. Once the Questionnaire is complete the sponsor can:
 - a. Delete Sections I and II entirely and save on Section III. Or save the entire file and return to WC Chair
 - b. **Save the file as a Microsoft Word document only without any passwords or restrictions.**

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Section II – Questionnaire Guide and Additional Prompts

Question	Additional Prompts
1 Provide the article motion exactly as it is intended to be voted on by Town Meeting.	<i>If the motion is long (more than one page) or involves a Zoning By-Law, Medfield Home Rule Charter or Medfield By-Law change please use additional sheets for the motion and carefully follow the instructions on motions of these types.</i>
2 At a summary level and very clearly, what is the proposed purpose and objective of this Warrant Article and the required Motion?	(Solving a problem through some action, providing new and currently unrealized benefits, extending some tangible existing value to a great level)
3 What does the sponsor gain from a positive action by Town Meeting on the motion?	Does the sponsor have now or may have in the future, an equity interest; may realize a direct or indirect benefit now or in the future? What are those interests and/or benefits?
4 Describe with some specificity how the sponsor envisions how: <ul style="list-style-type: none"> • the benefits will be realized. • the problem will be solved. • the community at large will gain value in the outcome through the accompanied motion. 	Why does the sponsor believe the proposed solution is workable and effective? What is your understanding of who benefits and who pays? What do you perceive to be the pros and cons of the proposed motion, both long-term and short-term? Has the sponsor done any primary or secondary research on this topic that can be shared? Are there analogs or benchmarks that can be drawn from other communities or the

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		private sector to support the desired outcome?
5	<p>How does the proposed motion (and implementation) fit with the relevant Town Bylaws, financial and capital plan, comprehensive plan, and community values as well as relevant state laws and regulations?</p>	<p>What is your understanding of the cost implications, both operating and capital, both immediate and long-term to the town?</p> <p>Would this benefit cover gaps or overlap in any way with other Town projects or services?</p>
6	<p>Have you considered and assessed, qualified, and quantified the various impacts to the community such as:</p> <ul style="list-style-type: none"> ● Town infrastructure (traffic, parking, etc.) ● Neighbors (noise, traffic, etc.). ● Environment and green issues (energy conservation, pollution, trash, encouraging walking and biking, etc.). 	<p>How does the proposed action fit into the framework of other local efforts currently underway (i.e., Medfield Master Plan, Sustainability Initiatives, etc.)? Is state action pending?</p>
7	<p>Who are the critical participants in executing the effort envisioned by the article motion?</p> <p>To this point what efforts have been made to involve those participants who may be accountable, responsible, consulted or just advised/informed on the impacts of executing the motion?</p>	<p>Can a Town Committee or Town Official handle the matter more effectively?</p> <p>Is a vote of Town Meeting as effective as citizens' letters, telephone calls, or petitions in the case of addressing local issues?</p>
8	<p>What steps and communication has the sponsor attempted to assure that:</p> <ul style="list-style-type: none"> ● Interested parties were notified in a timely way and had a chance to participate in the process. ● Appropriate Town Boards & Committees were consulted. ● Required public hearings were held. 	<p>Have the Board of Selectmen, Town Administrator, School Committee and Superintendent, Planning Board or other Town Agency had an opportunity to address the issue before bringing it to Town Meeting?</p> <p>Please provide the details as to which Boards, Committees or Commissions have</p>

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		held hearings, on what dates, how much time was spent by each in the hearing/meeting period, what was the outcome (vote, deferred, continued, etc.)
9	Why is it required for the Town of Medfield AND for the sponsor(s)?	Why now versus at some later date? Has the problem been carefully defined and analyzed? Have alternative solutions been considered? Is more study required?
10	Since submitting the article petition have you identified issues that weren't initially considered in the development of the proposal?	What are those issues and how do they affect the efficacy of the proposed article
11	What are other towns and communities in the MetroWest area, or the Commonwealth of MA doing similar to what your motion seeks to accomplish?	
12	If this Warrant Article is not approved by the Town Meeting what are the consequences to the Town and to the sponsor(s)? Please be specific on both financial and other consequences.	

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Section III – Questions with Response Boxes – To Be Completed by Petition Sponsor

Article #	Date Form Completed:
Article Title:	
Sponsor Name:	Email:

Question	Question
1	Provide the article motion exactly as it is intended to be voted on by the Warrant Committee. Response (Type response here)
2	At a summary level and very clearly, what is proposed purpose and objective of this Warrant Article and the required Motion? Response (Type response here)
3	What does the sponsor gain from a positive action by Town Meeting on the motion? Response (Type response here)
4	Describe with some specificity how the sponsor envisions how: the benefits will be realized; the problem will be solved; the community at large will gain value in the outcome through the accompanied motion? Response (Type response here)
5	How does the proposed motion (and implementation) fit with the relevant Town Bylaws, financial and capital plan, comprehensive plan, and community values as well as relevant state laws and regulations Response (Type response here)

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6	Have you considered and assessed, qualified, and quantified the various impacts to the community such as: <ul style="list-style-type: none">● Town infrastructure (traffic, parking, etc.)● Neighbors (noise, traffic, etc.).● Environment and green issues (energy conservation, pollution, trash, encouraging walking and biking, etc.).
Response	(Type response here)
<hr/>	
7	Who are the critical participants in executing the effort envisioned by the article motion? To this point what efforts have been made to involve those participants who may be accountable, responsible, consulted or just advised/informed on the impacts of executing the motion?
Response	(Type response here)
<hr/>	
8	What steps and communication has the sponsor attempted to assure that: <ul style="list-style-type: none">● Interested parties were notified in a timely way and had a chance to participate in the process, that.● Appropriate town Boards & Committees were consulted.● Required public hearings were held.
Response	(Type response here)
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9	Why is it required for the Town of Medfield AND for the sponsor(s)?
Response	(Type response here)
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10	Since submitting the article petition have you identified issues that weren't initially considered in the development of the proposal?
Response	(Type response here)
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11	What are other towns and communities in the Metro West area, or the Commonwealth of MA doing similar to what your motion seeks to accomplish
Response	(Type response here)
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12	If this Warrant Article is not approved by Town Meeting what are the consequences to the Town and to the sponsor(s)? Please be specific on both financial and other consequences.
Response	(Type response here)

MONTH	ITEM	NOTES
7/10/2023	Send CIP request forms to department heads	
8/14/2023	CIP requests due back to Town Administrator	
8/21/2023	Five year forecast finalized with Warrant Committee	
9/1/2023	CBC meetings begin	
9/18/2023	WC/SB/SC budget working group forecast meeting	
9/18/2023	Operating budget guidance to department heads	
9/11/2023	WC meetings begin	Develop set schedule of meeting topics/departments
10/1/2023	Department head budget meetings begin	
10/15/2023	CBC submits CIP to SB (per financial policy)	
10/24/2023	Tri-County Election	
11/15/2023	Department head budget submissions due back to Town Administrator	
11/15/2023	Town Meeting Warrant opens	
11/15/2023	Tax Rate Recap submitted	
1/15/2024	Town Meeting Warrant closes	
1/24/2024	Governor's Budget Proposal released	
1/24/2024	Free Cash certified	
1/29/2024	WC/SB/SC forecast update meeting	
1/31/2024	SC submits budget request	
3/1/2024	GFOA budget published	
2/15/2024	Budget approved by WC	
3/15/2024	Town Meeting Warrant Deadline	
4/5/2024	Last possible date for Warrant Hearing	Split into two meetings - budget and warrant articles
4/8/2024	Warrant to print	
5/6/2024	Annual Town Meeting	