

**Warrant Committee Meeting
MINUTES
February 3, 2020**

Warrant Committee Members	Present: Michael Pastore (chair), Sharon Tatro, Newton Thompson, Robert Sliney, Jeremy Marsette, Kristine Barton, Amanda Hall, and Joanna Hilvert Absent:
Guests	Kristine Trierweiler, Town Administrator Nicholas Milano, Assistant Town Administrator Andrew Foster, Assistant Town Accountant Chief William Carrico, Medfield Fire Department Chief Michelle Guerette, Medfield Police Department
Meeting Location	2nd Floor Conference Room of the Public Safety Building
Meeting Times	Meeting convened: 7:00pm Meeting adjourned: 8:59pm
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> 1/13/2020 minutes approved unanimously
Operational Budgets (including votes taken)	<ul style="list-style-type: none"> Fire Department budget reviewed; no vote taken. Police Department budget reviewed; no vote taken.
Warrant Articles (including votes taken)	<ul style="list-style-type: none"> None presented.
List of all documents and exhibits used	<ul style="list-style-type: none"> Budget reviews for both Fire and Police Departments New pro forma Town Budget from KTrierweiler
Other Business	None discussed
Follow-ups	<p>Dates for departmental budget review meetings:</p> <ul style="list-style-type: none"> 2/10 - Parks & Rec, Library, Outreach 2/17 - Holiday; no meeting 2/24 - COA, DPW and potentially Water & Sewer 3/2 - Planning Board. 3/9 - Town Finance departments and Town Clerk 3/16 - Schools 3/23 - Facilities and Inspections. <p>Also, KTrierweiler plans to circulate drafts of any Warrant articles to date for next meeting; one is monetary.</p>
Dates for Meetings Other than WC	<ul style="list-style-type: none"> Not applicable
Names of people participating	<ul style="list-style-type: none"> Not applicable

remotely and why	
Other	<ul style="list-style-type: none"> ● KTrierweiler reviewed an updated budget sheet noting that there are still several key unknowns that will impact the final result including health insurance and the Police Department CBA. <ul style="list-style-type: none"> ○ Several budget scenarios will be modeled in future. ○ Also, the Town Finance team is modeling a 5-year operating budget. ○ There was further discussion about the importance for WC to educate and communicate financial picture to town in coordination with BOS. ● BSliney introduced both Fire and Police chiefs, stating he was eager to have the Police and Fire budget reviews early in the budget cycle. ● Fire Department budget was presented by Chief Carrico. <ul style="list-style-type: none"> ○ See Chief’s handout. ○ Original budget trimmed 2.9%; in dollar terms, cut about \$42K from FY2020. ○ Chief Carrico discussed the following issues: <ul style="list-style-type: none"> ■ Impact of the aging fire equipment fleet and specifically the increasing maintenance costs to keep the fleet operational. ■ Whereas the recommended useful life of a fire truck is 25 years, Engine 3 should have been replaced 4 yrs ago. ■ Capital budget has a request to replace Engine 2 and 3; <ul style="list-style-type: none"> ● There are economies to be realized in buying 2 engines and/or purchasing a demo unit (which results in quicker delivery). ● Also, leasing vs. purchase would be about \$180K/year for two engines. ■ Town demographics are changing. <ul style="list-style-type: none"> ● New development at American Legion will encompass approximately 100,000 sq ft which will pose a challenge with Department’s present capabilities. ● Police Department budget was presented by Chief Geurette. <ul style="list-style-type: none"> ○ BSliney introduced the Police budget with following comments: <ul style="list-style-type: none"> ■ Budget is headcount driven; the budget includes 6 adds to staff which will bring headcount to 20, whereas the recommended standard suggests 23. ○ Chief Guerette discussed the following changes made in FY2020 that will impact FY2021. <ul style="list-style-type: none"> ■ See Chief’s handout

	<ul style="list-style-type: none">■ Chief Guerette noted that the department is balancing workloads, but additional staff is needed; 95% of budget is personnel driven.■ Training budget has been cut by using mutual aid town training resources.■ MPastore noted that there is limited financial flexibility in either Fire and Police budgets with capital needs looming large in both departments.○ KTrierweiler noted that the departments' capital needs are perfect examples of the rationale for a capital stabilization fund; the current situation reflects years of deferral.○ STatro commented that a capital stabilization fund would help the Town's overall reserve position.

Respectfully Submitted: Newton H Thompson /

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

Medfield FY2021 Budget Worksheet

Revenues		FY18 per Recap	FY19 per Recap	FY20 per Recap	FY21 Projection	Change from FY20	% Change from FY20
<i>Property Tax Levy</i>		\$ 38,219,322	\$ 39,559,733	\$ 42,835,123	\$ 44,458,802	\$ 1,623,679	3.79%
<i>2 1/2 Levy Increase</i>		\$ 955,483	\$ 988,993	\$ 1,070,878	1,111,470	40,592	3.79%
<i>New Growth</i>		\$ 384,928	\$ 373,294	\$ 552,801	375,000	(177,801)	-32.16%
<i>Debt Exclusions</i>		\$ 4,454,135	\$ 4,311,328	\$ 4,140,274	3,982,728	(157,546)	-3.81%
Total Property Tax Levy		\$ 44,013,868	\$ 45,233,348	\$ 48,599,076	\$ 49,928,000	\$ 1,328,924	2.73%
Operational Overrides		\$ -	\$ 1,913,103	\$ -	\$ -	\$ -	#DIV/0!
Capital Overrides		-	300,000	-	-	-	#DIV/0!
Building Stabilization Fund Override		-	1,000,000	1,025,000	1,050,625	25,625	2.50%
State Aid		7,695,291	7,822,174	7,952,648	8,069,828	117,180	1.47%
Local Receipts		4,272,240	4,237,566	4,372,096	4,290,266	(81,830)	-1.87%
Other Available General Funds		2,173,679	3,835,224	2,353,383	1,989,864	(363,519)	-15.45%
Building Stabilization Fund Override (As an Available fund)			-	782,125	779,600	(2,525)	-0.32%
ALS Revolving Fund		75,000	75,000	125,000	225,000	100,000	80.00%
All other Revolving Funds		283,500	355,000	375,000	375,000	-	0.00%
Other Free Cash		200,000	225,000	300,000	300,000	-	0.00%
Enterprise Fund Offset		3,909,014	4,571,565	4,480,544	4,561,062	80,518	1.80%
Total Revenue		\$ 62,622,592	\$ 69,567,980	\$ 70,364,872	\$ 71,569,245	\$ 1,204,373	0.00%

Expenses		FY18 Approved	FY19 Approved	FY20 Approved	FY21 Request	Change from FY20	% Change from FY20
01-912	Workers Compensation Insurance	\$ 242,937	\$ 256,000	\$ 281,418	\$ 309,750	\$ 28,332	10.07%
01-914	Life Insurance	\$ 11,275	\$ 12,499	\$ 12,499	13,124	625	5.00%
01-914	Health Insurance	\$ 4,058,153	\$ 4,428,172	\$ 4,497,220	4,812,025	314,805	7.00%
01-945	Prop & Liability	\$ 150,000	\$ 179,065	\$ 149,182	189,000	39,818	26.69%
01-945	Fire & EMT Med/Disb	\$ 22,000	\$ 30,000	\$ 73,445	76,000	2,555	3.48%
01-945	Indemnification-Retired Police	\$ 8,000	\$ 8,000	\$ -	-	-	#DIV/0!
Total Insurance		\$ 4,492,365	\$ 4,913,736	\$ 5,013,764	\$ 5,399,899	\$ 386,135	7.70%

01-913	Unemployment Comp	\$ 30,000	\$ 50,000	\$ 45,300	\$ 40,000	\$ (5,300)	-11.70%
01-916	Medicare/Fed Mandates	\$ 476,700	\$ 500,700	\$ 525,735	552,022	26,287	5.00%
01-911	County Retirement	\$ 2,354,129	\$ 2,578,193	\$ 2,826,048	3,026,978	200,930	7.11%
Total Town and School Employee Benefits		\$ 7,353,194	\$ 8,042,629	\$ 8,410,847	\$ 9,018,899	\$ 608,052	7.23%

01-710	Town Debt - Principal	\$ 4,902,352	\$ 4,864,753	\$ 4,802,954	\$ 4,410,273	\$ (392,681)	-8.18%
01-751	Town Debt - Interest	\$ 1,761,451	\$ 1,595,763	\$ 1,430,571	1,381,549	(49,022)	-3.43%
Total Debt		\$ 6,663,803	\$ 6,460,516	\$ 6,233,525	\$ 5,791,822	\$ (441,703)	-7.09%

01-122	Selectmen	\$ 51,025	\$ 15,900	\$ 15,700	\$ 15,700	\$ -	0.00%
01-123	Town Administrator	926,438	957,566	933,896	415,238	(518,658)	-55.54%
01-131	Warrant Committee	300	300	-	-	-	#DIV/0!
01-134	Town Accountant	213,453	241,677	236,041	261,805	25,764	10.92%
01-141	Assessors	116,557	113,406	127,942	220,870	92,928	72.63%
01-145	Treasurer/Tax Collector	179,235	183,156	185,529	308,997	123,468	66.55%
01-151	Town Counsel	111,038	112,335	114,793	116,150	1,357	1.18%
01-152	Human Resource	20,337	51,900	81,261	178,282	97,021	119.39%
01-155	Information Technology	165,646	276,981	214,442	238,995	24,553	11.45%
01-161	Town Clerk/Election Registrn	104,209	101,537	97,974	107,331	9,357	9.55%

2/4/2020

01-171	Conservation Comm.	42,343	43,371	44,076	44,781
01-175	Planning Board	98,041	100,637	101,791	130,368
01-176	Zoning Board of Appeals	5,000	5,000	4,850	
01-192	Publ Bldgs+Prop Maint	285,118	334,483	374,646	634,658
01-195	Town Report/Meeting	9,300	10,000	15,000	15,000
01-210-1	Pol Admin/Public Safety Bldg	138,997	130,679	134,150	
01-210-2	Police Operations	2,539,666	2,584,525	2,674,693	2,721,004
01-210-4	Traffic Markings/Signs	68,324	68,324	65,024	65,024
01-220-6	Fire & Rescue Administration	156,070	158,894	161,778	
01-220-7	Fire & Rescue Operations	876,582	1,177,107	1,287,906	1,409,997
01-241	Inspection Dept	136,579	166,920	161,244	253,312
01-244	Sealer	2,885	2,949	3,004	3,004
	Emergency Management	-	-	-	11,500
01-292	Animal Control Officer	107,464	109,024	110,887	110,887
01-294	Tree Care	66,722	68,175	68,637	67,140
01-422	Highway	1,300,178	1,296,838	1,298,444	1,500,850
01-423	Snow & Ice	293,432	293,432	293,433	293,434
01-424	Street Lights	48,260	50,000	50,000	50,000
01-426	Equip. Repair/Main.	291,039	346,058	343,373	456,013
01-429	Sidewalks	30,000	35,000	35,000	35,000
01-430	Public Works/Utilities	101,514	101,514	98,714	
01-433	Solid Waste Disposal	590,106	632,008	642,670	560,672
01-491	Cemetery	184,614	190,314	199,274	188,439
01-512	Board of Health	55,321	55,321	55,321	115,828
01-522	Public Health	10,921	10,921	10,921	
01-523	Mental Health	7,988	7,988	7,988	
01-541	Council on Aging	235,286	236,878	252,878	238,589
01-543	Veterans	63,110	56,996	60,024	56,650
01-599	Outreach	150,959	154,991	134,008	176,258
01-610	Library	726,856	747,661	760,552	769,804
01-630	Park & Recreation	330,641	339,495	344,105	353,778
01-650	Historical Commission	1,500	1,500	1,500	1,500
01-692	Grave Markers/Flags	2,000	2,000	-	-
01-693	Memorial Day/Veterans Day	2,020	1,800	1,800	1,800
01-699	Arts/Cultural Council	4,600	4,600	5,000	5,800
01-996	Stabilization Fund	200,000	200,000	221,419	200,000
01-997	Reserve Fund	150,000	150,000	150,000	150,000
Total Town Budgets		\$ 11,201,674	\$ 11,930,161	\$ 12,181,688	\$ 12,484,458

	705	1.60%
	28,577	28.07%
	(4,850)	-100.00%
	260,012	69.40%
	-	0.00%
	(134,150)	-100.00%
	46,311	1.73%
	-	0.00%
	(161,778)	-100.00%
	122,091	9.48%
	92,068	57.10%
	-	0.00%
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	-	0.00%
	(1,497)	-2.18%
	202,406	15.59%
	1	0.00%
	-	0.00%
	112,640	32.80%
	-	0.00%
	(98,714)	-100.00%
	(81,998)	-12.76%
	(10,835)	-5.44%
	60,507	109.37%
	(10,921)	-100.00%
	(7,988)	-100.00%
	(14,289)	-5.65%
	(3,374)	-5.62%
	42,250	31.53%
	9,252	1.22%
	9,673	2.81%
	-	0.00%
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	-	0.00%
	800	16.00%
	(21,419)	-9.67%
	-	0.00%
\$	302,770	2.49%

60-410	Water Department	\$ 959,805	\$ 982,196	\$ 998,098	1,056,174
61-420	Sewer Department	1,095,606	1,155,375	1,231,297	1,302,129
Total Enterprise Funds		\$ 2,055,411	\$ 2,137,571	\$ 2,229,395	\$ 2,358,303
01-301	School, Vocational	\$ 160,285	\$ 181,279	\$ 170,296	170,296
01-910 etc	Schools	33,035,766	35,070,769	36,471,454	37,936,699
Total School Budget		\$ 33,196,051	\$ 35,252,048	\$ 36,641,750	\$ 38,106,995
Total Town Meeting Appropriations		\$ 60,470,133	\$ 63,822,925	\$ 65,697,205	\$ 67,760,477

\$ 58,076	5.82%
70,832.00	5.75%
\$ 128,908	5.78%
\$ -	0.00%
1,465,245.00	4.02%
\$ 1,465,245	4.00%
\$ 2,063,272	3.14%

Expenditures Not Requiring Appropriation	FY18 Approved	FY19 Approved	FY20 Approved	FY21 Request
Snow Defecit/Land Damages/Tax Title	\$ 69,869	\$ 122,665	\$ 65,894	\$ 65,894
Cherry Sheet Offsets	\$ 16,164	\$ 16,901	17,504	17,504
Cherry Sheet Charges	\$ 875,522	\$ 858,574	850,098	843,199
Overlay	\$ 203,838	\$ 223,481	188,579	200,000
Total	\$ 1,165,393	\$ 1,221,621	\$ 1,122,075	\$ 1,126,597
Total Operating Budget	\$ 61,635,526	\$ 65,044,546	\$ 66,819,280	\$ 68,887,074

Change from FY20	% Change from FY20
\$ -	0.00%
-	0.00%
(6,899.00)	-0.81%
11,421.00	6.06%
\$ 4,522	0.40%
\$ 2,067,794	3.54%

Monetary Articles	FY18 Approved	FY19 Approved	FY20 Approved	FY21 Request
Capital Budget	\$ 472,623	\$ 1,183,000	\$ 782,261	\$ 628,000
Transfer into Building Stabilization Fund	NA	\$ 1,000,000	1,025,000	1,050,625
Transfer out of Building Stabilization Fund		\$ 1,000,000	782,125	779,600
Downtown Improvements	\$ 15,000	\$ 15,000	1,000	15,000
Sewer Betterment Paid in Advance to Stabilization	\$ 158,287	\$ 106,235	85,000	106,895
OPEB Appropriation	\$ 400,000	\$ 400,000	425,000	467,500
ALS Revolving Fund	75,000	75,000	125,000	75,000
Revolving Funds	283,500	355,000	375,000	375,000
All Other Articles	\$ 643,271	\$ 1,321,610	419,720	421,200
Total Monetary Articles	\$ 2,047,681	\$ 5,455,845	\$ 4,020,106	\$ 3,918,820

Change from FY20	% Change from FY20
\$ (154,261)	-19.72%
25,625.00	2.50%
(2,525.00)	-0.32%
14,000.00	1400.00%
21,895.06	25.76%
42,500.00	10.00%
-	0.00%
1,480.00	0.35%
\$ (101,286)	-2.52%

Total Appropriated and Non Appropriated	\$ 63,683,207	\$ 70,500,391	\$ 70,839,386	\$ 72,805,894
Revenues	\$ 62,622,592	\$ 69,567,980	\$ 70,364,872	\$ 71,569,245
BUDGET CUTS for Town				
General Fund Surplus/Deficit	\$ (1,060,615)	\$ (932,411)	\$ (474,514)	\$ (1,236,650)
Deficit Financed from Free Cash	\$ 1,092,000	\$ 1,450,000	\$ 500,000	\$ -
Unexpended Tax Levy	\$ 31,385	\$ 517,589	\$ 25,486	\$ (1,236,650)
Balanced Budget	0	0	0	0

Change from FY20	% Change from FY20
\$ 1,966,508	2.78%
\$ 1,204,373	1.71%