

**MINUTES**  
**Warrant Committee Meeting**  
**February 13, 2023**

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| <b>Warrant Committee Members</b>                   | Participating remotely: Jeremy Marsette, Jillian Rafter<br>Participating in person: Stephen Callahan (Chair), Robert Sliney (Vice-Chair), Ed Vozzella, Mather Eldred, Peter Michelson, Brent Nelson  |                            |
| <b>Guests</b>                                      | <p><b>Remotely:</b><br/>         Andrew Foster, Town Accountant<br/>         Frank Gervasio, Assistant Town Administrator<br/>         Chief Michelle Guerette, Chief of Police<br/>         Chief William Carrico, Fire Chief</p> <p><b>In Person:</b><br/>         Kristine Trierweiler, Town Administrator<br/>         Yvonne Remillard, Principal Assessor<br/>         Georgia Colivas, Town Treasurer</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>● January 31, 2023 Minutes</li> </ul>   |                            |
| <b>Operational Budgets (including votes taken)</b> | <ul style="list-style-type: none"> <li>● Police Department</li> <li>● Fire Department</li> <li>● Assessors Department</li> </ul>   |                            |
| <b>Warrant Articles (including votes taken)</b>    | <ul style="list-style-type: none"> <li>● None</li> </ul>   |                            |
| <b>List of all documents and exhibits used</b>     | <ul style="list-style-type: none"> <li>● FY 24 Department Budget Requests – Police, Fire &amp; Assessors</li> <li>● Property Tax Levy Overview – Town Assessor</li> <li>● Free Cash Turnback Analysis</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>● None</li> </ul>   |                            |
| <b>Dates for Meetings including WC</b>             | <ul style="list-style-type: none"> <li>● February 28, 2023</li> <li>● March 6, 2028</li> <li>● March 14, 2023</li> </ul>   |                            |

**Discussion with  
Financial Team**

Steve declared a quorum was present. He started the meeting with a roll call asking all the WC members to state whether they were present or participating remotely.

There were four items on the agenda:

- (1) Department Budget Reviews for Police, Fire & Assessors
- (2) Property Tax Levy Overview
- (3) Finance Department Update
- (4) Informational Update

Steve started the meeting off with a status check of budgets ready for review by WC at future meetings. Steve then turned the discussion over to Bob who provided an update on the police department. Bob indicated that Chief Guerette was in her fourth year with the Town, and she had made great progress with capital improvements particularly with police vehicles. Bob provided an overview of the materials distributed – specifically the FY 24 personnel and operations budget requests. The FY 24 capital request includes one unmarked vehicle.

While waiting for resolution of some sound technical issues, a motion to approve the January 31, 2023 minutes was made, seconded, and voted unanimously by a roll call vote of those present and participating remotely.

Chief Guerette continued updating the committee on the department status. She indicated that FY 23 has been a difficult year in terms of staffing issues and discussed changes in the staffing schedules. This schedule change has resulted in cost savings to the town and the improved ability to meet staffing demands. She indicated the department is currently extremely well equipped. Chief Guerette updated the WC on recent crime statistics, staffing issues/challenges, capital requests, cost increases for gasoline, uniform costs, line painting and outstanding grants. In response to a question on staffing Chief Guerette indicated that the FY 24 budget request restores staffing to FY 22 levels.

There was a general discussion on Civil Service and its impact on staffing turnover and related challenges within the department. Chief Guerette provided two recent examples of staffing challenges from Civil Service. She indicated that the quality of candidates was a priority for the department and discussed frustrations with sponsoring candidates for academy officer training only to have them leave the department to go to other towns. Surrounding towns that are out of Civil Service are Holliston, Sherborn, Dover, Millis and Walpole.

In response to a question concerning costs the Town incurs for new officer candidates, Chief Guerette indicated there is \$5,000 for uniforms, six months of training, \$3,000 for the police academy, cost of ammunition, salary costs for other officers who fill in for candidates while they are training is estimated at \$60,000. Given there are currently negotiations on the police contract, further discussion was deferred until a memorandum of understanding is executed with the union.

In response to a question, Chief Guerette and Kristine discussed the pros and cons of a central/regional dispatch service. Steve and Bob thanked Chief Guerette for her dedication and service to the Town during a difficult year.

Bob welcomed Chief Carrico to the meeting. Chief Carrico has been with the Town since 2013. Bob provided an overview of the materials distributed – specifically the FY 24 budget requests for salaries, operations, and capital needs. Bob discussed Chief Carrico success with the ALS program and securing grants for the town.

Chief Carrico then discussed details of increases in the FY 24 department budget and capital requests. He reviewed department statistics of calls, mutual aid, and staffing levels. Medfield is now a provider of mutual aid to other Towns. Chief Carrico discussed recently completed SAFER Grant request to staff a second ALS ambulance and the benefits to the Town. In response to a question, Chief Carrico discussed significant Town fire events during the past year. Bob expressed appreciation to Chief Carrico for his commitment to the Town.

Steve then transitioned the discussion and asked Yvonne to review the Assessor Department FY 24 budget request. Yvonne reviewed the assessor department staffing and operations and related budget request. The only significant increase is compensation related to existing employees.

Yvonne then went through a presentation on assessed values, growth, property tax levy and the details of Prop 2 ½. Steve thanked Yvonne for an excellent presentation.

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|                           | <p>Steve asked Kristine to review the free cash turnback analysis. Kristine and Georgia reviewed the details of FY 22 budget turnbacks, answered committee questions and discussed the related challenges with budgeting.</p> <p>Kristine then provided an update on the FY 24 health insurance budget, the potential budget impact of proposed plan design changes and answered WC questions. Kristine updated the WC on status of overall FY 24 budget deficit and progress made reducing deficit amount.</p> <p>Mather provided the WC an update on the first School Building Committee meeting, suggested an approach to providing future updates, discussed SBC future timeline, and answered WC questions.</p> <p>There being no other business, a motion to adjourn was made, seconded, and voted unanimously by a roll call of all Warrant Committee members present and participating remotely.</p> <p>Meeting adjourned at 9:15pm.</p> |
| <p><b>Attachments</b></p> | <p>FY 24 Department Budget Requests: Police, Fire &amp; Assessors<br/> Property Tax Levy Presentation<br/> Free Cash Turnback Analysis</p>   |

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|  | Link to Zoom Recording: |
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|  | <a href="https://www.youtube.com/watch?v=mmlNVD37DDU">https://www.youtube.com/watch?v=mmlNVD37DDU</a> |
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Respectfully Submitted: Stephen Callahan

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