

**Warrant Committee Meeting Minutes
June 20, 2023**

Warrant Committee Members	Present: Steve Callahan (chairperson) Robert Sliney, Jillian Rafter remotely, Ed Vozzella remotely, Peter Michaelson, Brent Nelson
Guests	Frank Gervasio – Assistant Town Administrator Chief Carrico – Medfield Fire Chief
Meeting Location	Public Safety Building
Meeting Times	Meeting convened: 7:00 pm Meeting adjourned: 8:46 pm
Meeting Recording	
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> • April 25 and May 1st minutes approved unanimously.
Operational Budgets (including votes taken)	<ul style="list-style-type: none"> • n/a
Transfers from Reserve	<p>Workers Compensation - \$ 21,632.50 costs associated with Workers Comp Audit.</p> <p>Legal fees \$10,471.68 CBA negotiations took longer than estimated and legal costs for police CBA agreement</p> <p>Treasurer’s Office - \$ 208.00 for Overtime</p> <p>Assessor’s Office - \$834.00 for increase in grade level.</p>
Budget Appropriation transfers	<p>Fire Dept. - \$44,000.00 The chief explained the additional costs of multiple brush fires, sick time due to the policy and difficulty estimating the liability at any point in time. We need to address this in next year’s Budget.</p> <p>\$77,146.18 total approved unanimously.</p> <p>Conservation – Salary transfer of \$36,669.00 to contracted services to pay for expected invoices for services rendered.</p> <p>DPW – Transfer \$8,000.00 from Cemetery Salary Budget to contracted services for on sight work.</p>

	<p>- Transfer \$15,000.00 from Highway materials to Solid waste ground maintenance. Repairs at transfer station.</p> <p>Town Administrator – Transfer \$2,550.00 from town salary to training budget to pay for a MMA certificate program.</p> <p>Parks and Recreation – Transfer \$3,000.00 from Salary to Grounds maintenance budget for unexpected costs,</p> <p>Total of \$65,219.00 approved unanimously.</p>
<p>List of all documents and exhibits used</p>	<ul style="list-style-type: none"> ●
<p>Other Business</p>	<ul style="list-style-type: none"> ● Brent Nelson volunteered to be the WC representative to the Capital Budget Committee. Plan to accelerate the timeline for budget purposes. ● Citizens petition process. – Town updating their process. Steve drafted a three question guide based upon the Natick process. The town will reference this guide in their revised process as something to fill out in presenting their petition. Change the timing requirement from 5 days to two weeks to provide it to the WC for review. Revisit/rewrite the question regarding what will the presenter get out of the petition ● FY25 Budget process – Objective is to get a balanced budget upfront and a supplemental budget for any additional requests that would require an override. Steve outlined a methodology to allocate funds based upon the projected funds available within the two and a half framework. This would be due by February. Ed suggested that we give the Town and Schools an allocation/target and that then we can compare their level services budget to their allocation and proceed from there. Any over and above requests would be on a separate document and not addressed until we resolved the initial variance. Peter commented that having any override possibility it would be better to have the information to the public as soon as possible. ● Steve and Bob will discuss this approach with the Town and School Committee over the summer. ● WC SBC website – There was a request (via a string of email communications that was forwarded to WC members) to update the WC SBC website for information related to a town wide intersection traffic study completed prior to the vote on the new elementary school. Steve responded by saying the website is a historical document and is what the town relied upon to make a decision and therefore it should not be updated. Any information related to the new elementary school project should be submitted to the new SBC for potential consideration and if deemed relevant added to their website. All WC members agreed. ● New warrant member Emily Mc Cabe
<p>Follow-ups</p>	<ul style="list-style-type: none"> ● n/a

Dates for Meetings Other than WC	<ul style="list-style-type: none"> ● To be Determined
Names of people participating remotely and why	<ul style="list-style-type: none"> ●
Other	<p>Motion to adjourn at 8:46 pm was made, seconded, and voted unanimously by roll call of all Warrant Committee members present.</p>

Respectfully Submitted: Ed Vozzella

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