

MINUTES
Warrant Committee Meeting
March 25, 2021

Warrant Committee Members	Participating remotely: Sharon Tatro (Chair), Ed Vozzella, Robert Sliney, Jeremy Marsette, Kristine Barton, Newton Thompson and Amanda Hall (departed meeting at 9:00 pm). Absent:
Guests	Kristine Trierweiler, Town Administrator Nicholas Milano, Assistant Town Administrator
Meeting Location	By remote participation via Zoom
Meeting Times	Meeting convened: 7:04 pm Meeting adjourned: 9:17 pm
Approval of Previous Meeting Minutes	<ul style="list-style-type: none"> Minutes for March 22, 2021 were unanimously approved by those Warrant Committee Members in attendance at the time of the vote.
Operational Budgets (including votes taken)	<ul style="list-style-type: none"> Health Department FY22 Operating Budget
Warrant Articles (including votes taken)	<p>Warrant Articles approved unanimously by Warrant Committee members in attendance (abstentions noted):</p> <ul style="list-style-type: none"> Article 10 “Capital and Debt Stabilization Fund Creation and Appropriation” Article 11 “Capital Budget” Article 17 “Town Garage Lease for Solar” Article 18 “Pilot Agreements” Article 19 “Authorize the BOS to enter into Solar PPA” Article 36 “Retroactive Collective Bargaining Agreement Police” Article 37 “Retroactive Collective Bargaining Agreement Fire” Article 38 “Appropriate Funds for COVID 19 stipend” <p>Warrant Articles dismissed by roll call of Warrant Committee members in attendance (abstentions noted):</p> <ul style="list-style-type: none"> Article 29 “Authorize \$20,000 for Zoning Diagnostic” - voted unanimously to dismiss. Article 34 “Appropriate funds for Affordable Housing Trust” - voted unanimously to dismiss, except that Newton Thompson abstained since he is a member of the Medfield Affordable Housing Trust Fund. <p>Note: Above Article numbers are as of Warrant drafted March 25, 2021.</p> <p>Prior Warrant Articles withdrawn by sponsor:</p> <ul style="list-style-type: none"> Former Article 17 “Economic Vitality Fund” (Board of Selectmen)

	<ul style="list-style-type: none"> ● Former Article 18 “Sewer Betterments Paid in Advance”(Town Administrator) ● Former Article 19 “Disposition of Lot 1, Icehouse Road” (Board of Selectmen) ● Former Article 24 “Hinkley South Property” (Affordable Housing Trust”)
List of all documents and exhibits used	<ul style="list-style-type: none"> ● Warrant for the Annual Town Meeting 2021 as of March 25, 2021 ● FY2022 Capital Budget request with supporting detail for Warrant Article 11 ● Request for Reserve Fund Transfer from Town Clerk dated March 25, 2021
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"> ● Warrant Committee Meetings: <ul style="list-style-type: none"> ○ April 1 - Warrant Hearing (convene at 6:30 pm for pre-meeting; hearing begins at 7:00 pm) ○ April 5 - Regular meeting (questions on Dale Street School Project due to Bob Sliney) ○ April 12 - Dale Street School Building presentation ○ April 19 - No meeting (School vacation) ○ April 26 - Regular meeting ○ May 17 & 18 - Annual Town Meeting
Names of people participating remotely and why	All Warrant Committee members and invited guests participated remotely; see above for names of attendees.
Other	<ol style="list-style-type: none"> 1. Sharon Tatro opened the meeting at 7:04 pm and stated that tonight’s meeting objectives are to: 1) review as many warrant articles as possible with any remaining articles addressed on either April 1 prior to the Warrant Hearing or April 5; 2) vote on the revised Capital Budget Committee request for FY22; 3) approve the Town Clerk’s Request for Reserve Fund Transfer; and 4) receive feedback from the Board of Selectmen’s review of Sharon Tatro’s “Reserve Fund and Financial Policy Analysis”. 2. FINANCIAL SCENARIO ANALYSIS: <ol style="list-style-type: none"> a. Kristine Trierweiler, Town Administrator, reviewed Sharon’s scenario analysis spreadsheet with the Board of Selectmen who agreed that free cash in an amount of up to \$420K could be used to resolve the budget deficit, but would prefer to use stimulus funding, if allowed to do so. b. Selectman Murby prefers that we try to meet the Financial Policy metric of reserves equal to 9% of expenditures, whereas the current best case scenario in Sharon’s pro forma analysis (“Article 7 withdrawn and free cash funds

\$350K deficit”) yields a percentage of reserves to expenditures of 8.37%.

3. WARRANT ARTICLE REVIEW AND DISPOSITION:

a. Article 6 “Personnel Administration Plan”

- i. Kristine Trierweiler stated that this article can only be reviewed by the Warrant Committee when it is finalized by the Personnel Board, which is imminent; no vote taken at this time.

b. Article 10 “Capital and Debt Stabilization Fund Creation and Appropriation”

- i. The Capital Budget Committee met to consider the Warrant Committee’s reservation about the amount of financing/leasing versus outright purchase.
- ii. With an estimated \$1.28 MM of federal funding coming to the Town, the Capital Budget Committee suggests taking \$751K from free cash and \$400K from Stimulus.
 - Jeremy Marsette indicated that the stimulus funding will be very helpful in acquiring more vehicles and further, that the Capital Stabilization Fund will allow more stable purchases over the long term (for example, police vehicles which are used over a 2-year period and replaced 2 vehicles per year).
 - Kristine Trierweiler concurred that we need to be on a predictable replacement schedule going forward.
- iii. The Warrant Committee voted unanimously to approve Article 10.

c. Article 11 - “Capital Budget”

- i. The Warrant Committee reviewed the updated schedule of capital expenditures, comparing it with the prior version and noting a greater amount of outright purchases instead of leasing or bond financing and the use of American REscue Plan Act stimulus funding for purchases of equipment for Police, Fire, DPW and Facilities departments.
- ii. The Warrant Committee voted unanimously to approve Article 11.

d. Article 12 “Authorize Vehicle Lease Purchase”

- i. Kristine Trierweiler indicated that there are no vehicles to be leased in the revised Capital Budget, just those from prior years, but that this article is being included in the warrant in case stimulus

	<p>funding changes and we need to pursue alternative financing.</p> <ul style="list-style-type: none"> ii. For this article, either the Warrant Committee will be heard, OR if the Capital Budget passes as currently drafted, Article 12 will be dismissed as part of the Consent Calendar vote. <p>e. Article 16 “Landfill Lease for Solar”</p> <ul style="list-style-type: none"> i. This article authorizes the Board of Selectmen to lease the landfill parcel to a solar developer for up to 30 years. ii. The Warrant Committee voted unanimously to approve Article 16. <p>f. Article 17 “Town Garage Lease for Solar”</p> <ul style="list-style-type: none"> i. This article authorizes the Board of Selectmen to lease parcels of land off North Meadows Road and the DPW Town Garage roof to a solar developer for up to 30 years. ii. The Warrant Committee voted unanimously to approve Article 17. <p>g. Article 18 “Authorize the Board of Selectmen to enter into Solar PPA”</p> <ul style="list-style-type: none"> i. This article authorizes the Board of Selectmen to enter into power purchase agreements (“PPAs”) for power generated by solar energy systems to be constructed at the DPW Town Garage or on other Town-owned land or buildings. <ul style="list-style-type: none"> ● The benefit of a PPA is that the Town can buy the services produced by the solar system operator rather than invest in the solar system itself. ● This business model would enable the Town to avoid high upfront capital costs, system performance risk, and complex design and permitting processes. ● This arrangement can be cash flow positive for the Town. ii. The Warrant Committee voted unanimously to approve Article 18. <p>h. Article 19 “PILOT (Payment In Lieu Of Taxes) Agreements”</p> <ul style="list-style-type: none"> i. This article authorizes the Board of Selectmen to enter into tax agreements for personal property taxes on solar energy systems installed at various locations in Medfield, including Town-owned land (eg, DPW Town Garage). <ul style="list-style-type: none"> ● Typically, solar energy developers negotiate tax agreements to defer personal property taxes. Via a PILOT
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	<p>agreement, the personal property tax can be paid over a period of up to 20 years instead of paid upfront. Annual personal property tax amount decline PPT declines rapidly with depreciation in personal property values.</p> <ul style="list-style-type: none"> ii. The Warrant Committee voted unanimously to approve Article 19. i. Article 29 - "Authorize \$20,000 for Zoning Diagnostic" <ul style="list-style-type: none"> i. The Planning Board requested this appropriation for the purpose of hiring a consultant to review the Town's Zoning bylaw and provide recommendations for improvement. ii. While the Warrant Committee supports the purpose and end goal of this initiative, the Committee recommended deferral to a future year. iii. The Warrant Committee voted unanimously to dismiss Article 29. j. Article 31 - "Recommendation for Dale Street School Site Selection Amendment with MSBA" <ul style="list-style-type: none"> i. This article is a non-binding Citizens Petition that seeks to have Town Meeting recommend that the Medfield School Committee and School Building Committee amend its proposal to the MSBA in order to keep the Dale Street School at its current site. ii. The Warrant Committee will receive a presentation on the site selection process, decision and cost from members of the School Building Committee at a future meeting before voting on this article. k. Article 32 "Bylaw Committee for School Building Committee" <ul style="list-style-type: none"> i. This article is a binding Citizens Petition that seeks to establish a committee charged with creating a Town Bylaw to govern school projects and school building committee appointments. ii. Before voting on this article, the Warrant Committee is awaiting the receipt of back-up material from the sponsor. l. Article 34 "Appropriate funds for Affordable Housing Trust" <ul style="list-style-type: none"> i. As a member of the Medfield Affordable Housing Trust Fund, Newton Thompson presented an excerpt about available sources and uses of funds from the redrafted MAHT Action Plan. <ul style="list-style-type: none"> ● He noted that the Trust has approximately \$34K at its disposal currently, but is
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requesting the additional \$16K appropriation in FY22 to have an annual balance of \$50K to meet its operating needs on a go forward basis.

- ii. The Warrant Committee voted 6-0, with Newton Thompson abstaining, to dismiss Article 34.
 - m. Article 35 - "Scenic Roads"
 - i. This article is co-sponsored by the Planning Board, Conservation Commission and Historical Commission. It would designate five Town roads (Elm, Farm, NeBo, Millbrook and Plan Streets) as scenic roads with the purpose of protecting old stone walls and/or shade trees in the public way.
 - ii. Before voting on the article, the Warrant Committee asked for feedback from the Town Planner regarding neighborhood reaction to this article.
 - n. Article 36 "Retroactive Collective Bargaining Agreement Police"
 - i. This article seeks Town approval to implement the Collective Bargaining Agreement with the Medfield Police League.
 - ii. FY22 will be updated in the Personnel Plan.
 - iii. The Warrant Committee voted unanimously to approve Article 36.
 - o. Article 37 "Retroactive Collective Bargaining Agreement Fire"
 - i. This article seeks Town approval to implement the Collective Bargaining Agreement with the Medfield Fire Union.
 - ii. FY22 will be updated in the Personnel Plan.
 - iii. The Warrant Committee voted unanimously to approve Article 37.
 - p. Article 38 "COVID 19 Stipend"
 - i. This article seeks Town approval to provide a \$1,500 retroactive, one time, COVID 19 stipend for non-union, front line town employees as designated by the Board of Selectmen.
 - ii. This payment is non-recurring and not part of a recipient's base salary.
 - iii. The Warrant Committee voted unanimously to approve Article 38.
4. OPERATING BUDGET REVIEW:
- a. The Committee revisited the Health Department request to hire a full-time Public Health Nurse in FY22 at a budgeted salary of \$75,000.

	<ul style="list-style-type: none"> i. Although unanimous in its support for the position, the Committee believes it is financially prudent that only half of the requested amount. or \$37,500 be budgeted in FY22. ii. The Board of Health will be meeting with both the Personnel Board and the Board of Selectmen to advocate for a fully funded, full-time Public Health Nurse position. iii. The Warrant Committee voted 5-0 in favor of a reduction of \$37,500 in Salaries expense (from \$116,597 to \$79,097) in the Health department operating budget request for FY22 (with Newton Thompson abstaining since his wife Kathy is a member of the Board of Health and Amanda Hall having departed the meeting prior to the motion and vote). <p>5. RESERVE FUND TRANSFER:</p> <ul style="list-style-type: none"> a. The Warrant Committee was presented with a Request for Transfer from the Reserve Fund from the Town Clerk department for the transfer of \$12,975 to cover higher than anticipated salary and operating expenses due to the Presidential election, new election laws, Town meeting and COVID-19. b. The Warrant Committee voted 6-0 (Amanda Hall having departed the meeting prior to the motion and vote) to approve the Request for Transfer. <p>6. 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.</p> <p>7. The meeting adjourned at 9:17 pm.</p>

Respectfully Submitted: Newton H Thompson

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