

DRAFT

**TOWN OF MEDFIELD
WARRANT FOR THE ANNUAL TOWN MEETING
2020**

On **Saturday, the twenty-seventh day of June, 2020** commencing at 11:00 AM the following Articles will be acted on **outside** at the Turf Field at the Amos Clark Kingsbury High School, located at 88R South Street in said Medfield, viz.

Article 1. To see if the Town will vote to accept the following named sums as Perpetual Trust Funds for the care of lots in the Vine Lake Cemetery, the interest thereof as may be necessary for said care, viz.

PERPETUAL CARE 2019	
Maureen O'Driscoll	\$3,000.00
Harold M Gibbons	600.00
Stephen & Donna Dragotakes	3,000.00
Brad Weafer	1,500.00
Jennifer W Reiling	750.00
Amin F Sabra	3,000.00
Molloy, Linda J	3,000.00
Peter Michael Stanton	3,000.00
Margaret Warren	3,000.00
Mary E Viens & Richard Catenacci	750.00
Maria & David Seaver	750.00
Lisa M Priest	3,000.00
Sandra & Ray Dalbec	3,000.00
Philip & Mary Brandolo	600.00
Fritz Fleischmann & Katrin Fischer	750.00
Cathleen Dugan	3,000.00
Cathleen Dugan	3,000.00
Christopher & Cory Pray	1,500.00
Joseph A & Julie M Wallace	3,000.00
Stephen M Hayes	3,000.00
TOTAL	\$43,200

Or do or act anything in relation thereto.

(Cemetery Commissioners)

WARRANT COMMITTEE RECOMMENDS PASSAGE

DRAFT

Article 2. To see if the Town will vote to set Expenditure Limits for 53E ½ Revolving Funds established under the Code of the Town of Medfield, Chapter 117 Departmental Revolving Funds for Fiscal Year 2021, as follows:

<u>Section</u>	<u>Amount</u>
5.1 Fire Alarm Revolving Fund	\$32,000
5.2 Ambulance Revolving Fund	70,000
5.3 Advance Life Support Revolving Fund	225,000
5.4 Community Gardens Revolving Fund	3,000
5.5 CENTER at Medfield Building Maintenance Revolving Fund	30,000
5.6 Library Revolving Fund	5,000
5.7 Respite Care Revolving Fund	125,000
5.8 Transfer Station Recycling Revolving Fund	10,000
5.9 Former State Hospital Revolving Fund	100,000
Total	\$600,000

Or do or act anything in relation thereto.

(Board of Selectmen)

WARRANT COMMITTEE RECOMMENDS PASSAGE

Article 3. To see if the Town will vote to appropriate a sum of money from the Public, Educational, and Governmental (PEG) Access and Cable Related Fund to Medfield TV for the purpose of providing local cable access services, equipment, and programming for the Town of Medfield, or to take any other action related thereto.

(Board of Selectmen)

WARRANT COMMITTEE RECOMMENDS PASSAGE

Article 4. To see if the Town will vote to fix the salary and compensation of the following elected officers: Moderator, Town Clerk, Selectmen, Assessors, School Committee, Trustees of the Public Library, Park and Recreation Commissioners, Planning Board, Housing Authority, and Trust Fund Commissioners, or do or act anything in relation thereto.

Officer	Present Salary	Warrant Committee Recommends
Town Clerk	\$73,144	\$73,144

DRAFT

Selectmen, Chairman	\$900	\$900
Selectmen, Clerk	\$900	\$900
Selectmen, Third Member	\$900	\$900
Assessors, Chairman	\$900	\$900
Assessors, Clerk	\$900	\$900
Assessors, Third Member	\$900	\$900
Moderator	0	0
Housing Authority	0	0
School Committee	0	0
Library Trustees	0	0
Planning Board	0	0
Park and Recreation Commissioner	0	0
Trust Fund Commissioners	0	0

(Board of Selectmen)

Each year the Town Meeting must vote the salaries and compensation of Medfield's elected officers. The only elected officers receiving a salary are the Town Clerk, the Board of Assessors, and the Board of Selectmen. There are no increases proposed to any elected officers.

WARRANT COMMITTEE RECOMMENDS PASSAGE

Article 5. To see if the Town will vote to amend the Personnel Administration Plan and Classification of Positions and Pay Schedule, effective July 1, 2020, as set out in the warrant, or do or act anything in relation thereto.

PERSONNEL ADMINISTRATION PLAN CLASSIFICATION OF POSITIONS AND PAY SCHEDULE

Police Department as per Contract

Sergeant	Step 1	Step 2	Step 3

DRAFT

Specialist Range

7/1/2019	\$663.59	to	\$3,794.60	Annual Stipend
----------	----------	----	------------	----------------

Fire Department as per Contract

FIREFIGHTER/EMT

FF/EMT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7/1/2017	23.91	24.64	25.35	26.13	26.91	27.74	28.54	29.39
7/1/2018	24.39	25.14	25.85	26.66	27.45	28.30	29.11	29.97
7/1/2019	24.87	25.64	26.37	27.19	27.99	28.86	29.69	30.57

LIEUTENANT/FF/EMT

LT/FF/EMT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
7/1/2017	27.74	28.57	29.28	30.02	30.92	31.84
7/1/2018	28.29	29.14	29.87	30.62	31.53	32.48
7/1/2019	28.86	29.72	30.47	31.23	32.17	33.13

Public Safety Positions

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Call FF/EMT	\$25.11	\$25.88	\$26.64	\$27.44	\$28.26	\$29.13	\$29.98	\$30.89
	Step 1	Step 2	Step 3	Step 4	Step 5			
	Step 6	Step 7	Step 8	Step 9				
Animal Control Officer/Inspector	\$22.80	\$23.46	\$24.09	\$24.80	\$25.50			
* Based on a 40-hour workweek	\$26.23	\$26.97	\$27.73	\$28.51				
Assistant Animal Control Officer	\$2,271	\$2,482	\$2,692	\$2,901	\$3,116			
*Annual Stipend	\$3,326	\$3,536	\$3,787					

DRAFT

Managerial Positions

	Minimum	Midpoint	Maximum
Grade 1	53,925	60,666	67,407
Children's Librarian			
Technical Services Librarian			
Young Adult Librarian			
Outreach Social Worker			
Conservation Agent			
Circulation Supervisor			
Grade 2	59,317	66,732	74,147
Administrative Asst. to the Selectmen/ Town Administrator			
Adult Services/Technology Senior Librarian			
Grade 3	65,249	73,405	81,561
Assistant Town Accountant/Budget Analyst			
IT Coordinator			
Grade 4	71,775	80,746	89,718
Council on Aging Director			
Park and Recreation Director			
Town Planner			
Director of Youth Outreach			
Building Commissioner			

DRAFT

	Minimum	Midpoint	Maximum
Grade 5	80,387	90,435	100,484

Library Director

Grade 6	90,034	101,288	112,542
----------------	--------	---------	---------

Town Accountant
Principal Assessor
Treasurer/Collector
Deputy Police Chief

Grade 7	100,838	113,443	126,048
----------------	---------	---------	---------

Asst. Town Administrator

	Minimum	Midpoint	Maximum
Grade 8	106,486	127,783	149,080

Fire Chief
Police Chief
Director of Public Works

Hourly Paid Positions

20	\$17.15	\$17.63	\$18.14	\$18.66	\$19.19	\$19.74	\$20.30	\$20.88	\$21.48
30	\$18.86	\$19.39	\$19.96	\$20.53	\$21.11	\$21.71	\$22.33	\$22.96	\$23.60
40	\$20.75	\$21.32	\$21.94	\$22.56	\$23.21	\$23.87	\$24.55	\$25.25	\$25.97
50	\$22.82	\$23.47	\$24.14	\$24.82	\$25.53	\$26.25	\$27.00	\$27.77	\$28.57
60	\$25.09	\$25.81	\$26.55	\$27.31	\$28.09	\$28.89	\$29.71	\$30.56	\$31.43
70	\$27.35	\$28.17	\$29.02	\$29.89	\$30.78	\$31.71	\$32.66	\$33.64	\$34.64
80	\$29.54	\$30.41	\$31.33	\$32.27	\$33.24	\$34.23	\$35.27	\$36.33	\$37.42
90	\$31.89	\$32.85	\$33.84	\$34.86	\$35.91	\$36.99	\$38.11	\$39.25	\$40.43

DRAFT

Grade 20		
Police Matron	Traffic Supervisor	DPW Part Time Laborers
Grade 30		
Office Assistant Mini Bus Driver	Library Technician Truck Driver	Laborer
Grade 40		
Senior Library Technician Administrative Assistant I Asst Adult Services /Tech Librarian	Groundskeeper I Maintenance Technician	Mechanic Transportation/Facilities Coordinator
Grade 50		
Payroll Coordinator Elder Outreach Worker Field Appraiser	Administrative Assistant II Equipment Operator	Volunteer Coordinator Water Technician
Grade 60		
Administrative Assistant III	Park and Recreation Program Coordinator	
Grade 70		
Heavy Equipment Operator Tree Warden	Groundskeeper II Lead Mechanic	Water/WWTP Operator Facilities Coordinator
Grade 80		
Crew Chief		
Grade 90		
Highway Supervisor	Water Supervisor	WWTP Supervisor

SPECIAL RATE/FEE POSITIONS- PART TIME/TEMPORARY

Veterans Agent	\$28,985
Sealer of Weights and Measures	\$2,804
Registrar	\$208
Library Page	\$11-\$14
Police- Private Special Detail	\$35.08
Tree Climber	\$22.96
Snowplow Driver	\$25.00

FIRE

Deputy Chief	\$4,228
--------------	---------

DRAFT

Captain	\$2,537
Lieutenant	\$2,030
EMS Coordinator	\$1,973
Fire Alarm Superintendent	\$880

INSPECTORS

Inspector of Buildings	\$32.86
Local Inspector of Buildings	\$853
Gas and Plumbing Inspector	\$1,749
Assistant Gas and Plumbing Inspector	\$320
Wiring Inspector	\$2,888
Assistant Wiring Inspector	\$853
Zoning Enforcement Officer	\$33
Street Inspector	\$17

PARK AND RECREATION

Program Director	\$16,073	to	\$19,775
Swim Pond Director	\$6,695	to	\$9,489
Swim Pond Assistant Director	\$4,468	to	\$6,329
Swim Team Coach/Guard	\$3,721	to	\$5,218
Assistant Coach/Guard	\$2,385	to	\$4,273
Water Safety Instructor	\$2,831	to	\$4,273
Lifeguard	\$2,693	to	\$3,957
Swim Pond Badge Checker	\$896	to	\$1,425
Swim Pond Maintenance	\$1,046	to	\$1,425
Swim Pond Set-up Workers	\$746	to	\$3,163
Camp Director	\$2,977	to	\$6,055
Camp Specialists	\$1,492	to	\$5,993
Counselors	\$1,194	to	\$3,164
Jr. Counselor	\$301	to	\$950
Tennis Director	\$4,468	to	\$6,329
Tennis Instructor	\$896	to	\$1,585
Trainee			\$11.44

(Personnel Board)

WARRANT COMMITTEE WILL BE HEARD

Article 6. To see if the Town will vote to raise and appropriate and/or transfer from available funds, sums of money requested by the Selectmen or any other Town Officer, Board, Commission, or Committee to defray operating expenses of the Town for the fiscal year commencing July 1,

DRAFT

2020, or such other sums as the Town may determine, as required by Massachusetts General Laws, Chapter 41, Section 108, or do or act anything in relation thereto.

(Board of Selectmen)

TWO THIRDS VOTE REQUIRED
WARRANT COMMITTEE RECOMMENDS PASSAGE

Article 7. To see if the town will vote to raise and appropriate from the FY2021 Tax Levy and/or transfer from available funds and/or borrow for capital expenditures, including the following:

FY21 CAPITAL BUDGET RECOMMENDATIONS					
DEPARTMENT	PROJECT	Dept Request	Funding Source Recommended		
			Revolving Funds	Enterprise Funds	Tax Levy
Fire	Replacement of Engine 3	450,000			55,000
	SCBA Bottle Replacement	20,700			20,700
	Portable Radio Equip	12,500			12,500
Police	Cruiser Replacement (3)	156,000			55,000
	Weapon Replacement	7,550			7,550
ConCom/DPW	Emergency Action Plan for Dams	12,000			12,000
Water	Ford F550			106,000	
	Vactor Trailer			80,000	
Sewer	Emergency Generator			275,000	
	Infiltration and Inflow Prevention			142,500	
		Total to be funded by Tax Levy			162,750
		Total to be funded by Enterprise Funds			603,500

WARRANT COMMITTEE RECOMMENDS PASSAGE

Article 8. To see if the Town will vote to appropriate \$779,500 and transfer said sum from the Municipal Buildings Capital Stabilization Fund created under Article 43 of the 2018 Annual Town Meeting for the purpose(s) and amount(s) below:

Project	Request
Dale Street School – Replace tempering valve	\$12,000
High School – Replace grease trap	\$20,000
High School – Replace lighting controls	\$15,000
High School – new A/C units for IDF/MDF Rooms	\$36,000
Memorial School – Exterior lighting control system	\$15,000
Middle School – RTU's	\$10,000
Middle School – Replace shut off valves	\$20,000
Middle School – Boiler and HVAC Repairs	\$28,500
Middle School – Replace gym bleachers	\$150,000
Wheelock School – Exhaust fan replacement	\$5,000
Wheelock School – Replace valves	\$10,000
Wheelock School – Fan coil upgrades at 45 units	\$14,000
Wheelock School – Replace tempering valve and hot water heater	\$110,000
Parks and Recreation Pfaff Center – Replace existing bathroom stall partitions	\$8,000
Town Hall – Brick walkway repair	\$7,000
Town Hall – Hot Water Heater replacement	\$8,000
Town Hall – Roof repairs	\$20,000
Town Hall – Exterior façade repairs	\$20,000

DRAFT

Town Hall – Badge system and cameras	\$31,000
Library – Window well repairs	\$8,000
Library – Window repairs	\$20,000
Library – Carpet replacement	\$27,000
The CENTER at Medfield – Repair side door	\$10,000
Emergency Facilities Repairs, with approval of the Board of Selectmen	\$175,000
Total	\$779,500

(Board of Selectmen/Capital Budget Committee)

TWO THIRDS VOTE REQUIRED WARRANT COMMITTEE RECOMMENDS PASSAGE

Article 9. To see if the town will authorize, under General Laws Chapter 44, Section 21C, upon the recommendation of the Board of Selectmen, the following lease purchase financing agreements for the acquisition of equipment that may be acquired through the issuance of debt under G.L. c. 44 or improvement of a capital asset the improvement of which may be financed by the issuance of debt under G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Board of Selectmen, and to authorize the departments specified below to enter into such agreements on behalf of the town, and to approve appropriation for the first year payments of the agreements as stated below, or to take any other action relative thereto.

Equipment	Maximum Term	Authorized Department	Source of Appropriation	First Year Amount
<i>(1) Fire Engine</i>	<i>10 years</i>	<i>Fire Department</i>	<i>FY21 Capital Budget</i>	<i>\$55,000</i>
<i>(3) Police Cruisers</i>	<i>3 years</i>	<i>Police Department</i>	<i>FY21 Capital Budget</i>	<i>\$55,000</i>

(Board of Selectmen)

DRAFT

WARRANT COMMITTEE RECOMMENDS PASSAGE

Article 10. To see if the Town will vote to raise, appropriate, or transfer from available funds the sum of \$4,498,492 for the Water Enterprise Fund and the Sewer Enterprise Fund as follows, or act in any manner relating thereto.

Water Enterprise Fund Direct Costs:

Expense	FY2021 Amount
Salaries	\$458,019
Operations	\$551,020
Emergency Reserve Fund	\$50,000
Capital Outlay	\$186,000
Total	\$1,245,039

Water Enterprise Fund Indirect Costs:

Expense	FY2021 Amount
OPEB Trust	\$17,655
Debt Service	\$619,922
Salaries, Benefits, Facilities, and other indirect costs	\$341,888
Total	\$979,465

Water Enterprise Fund Total: \$2,224,504

Sewer Enterprise Fund Direct Costs:

Expense	FY2021 Amount
Salaries	\$313,842
Operations	\$894,030
Emergency Reserve Fund	\$50,000
Infiltration and Inflow	\$50,000
Capital Outlay	\$417,500
Total	\$1,725,372

Sewer Enterprise Fund Indirect Costs:

Expense	FY2021 Amount
OPEB Trust	\$28,476
Debt Service	\$261,520
Salaries, Benefits, Facilities, and other indirect costs	\$258,620
Total	\$548,616

DRAFT

Sewer Enterprise Fund total: \$2,273,988

And further that the above listed appropriations be funded as follows:

Water Fees for Service (User Charges)	\$2,011,963
Water Available Funds	\$8,886
Water Free Cash	\$203,655
Water Total	\$2,224,504

Sewer Fees for Service (User Fees)	\$1,823,331
Sewer Available Funds	\$4,681
Sewer Free Cash	\$445,976
Sewer Total	\$2,273,988
Enterprise Funds Total	\$4,498,492

(Water and Sewer Board/DPW Director)

WARRANT COMMITTEE WILL BE HEARD

Article 11. To see if the Town will vote to transfer \$1,022 in funds received from the Massachusetts Department of Transportation for the Town's share of the fee charged for Uber, Lyft, or other ride sharing services originating in the Town, said funds to be used for road and or sidewalk improvements, or do or act anything in relation thereto.

(Board of Selectmen)

WARRANT COMMITTEE RECOMMENDS PASSAGE

Article 12. To see if the Town will vote to appropriate \$15,000 and determine in what manner said sum shall be raised for the purpose of making improvements to the economic vitality of the Town, or do or act anything in relation thereto.

(Board of Selectmen)

WARRANT COMMITTEE RECOMMENDS PASSAGE

DRAFT

Article 13. To see if the Town will vote to transfer a sum of money from sewer betterments-paid-in-advance, to the Sewer Stabilization Fund, or do or act anything in relation thereto.

(Town Administrator)

TWO THIRDS VOTE REQUIRED WARRANT COMMITTEE RECOMMENDS PASSAGE

Article 14. To see what sum of money the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide, to implement any Collective Bargaining Agreements between the Town of Medfield and Medfield Police Union from July 1, 2019 to June 30, 2020; or otherwise act thereon.

(Collective Bargaining Committee)

Warrant Committee Will Be Heard

Article 15. To see if the Town will vote to appropriate \$50,000 and determine in what manner said sum shall be raised for the purpose of hiring consultants, engineers, and/or attorneys to assist the Town with the development and review of the Request for Qualifications/Request for Proposals for the Medfield State Hospital and surrounding areas, to advise the Town on matters concerning the site's disposition, reuse, or environmental remediation, said funds to be expended under the direction of the Board of Selectmen, with the understanding that the Board of Selectmen may authorize any other Town, board, commission, committee or department to expend a portion of said fund for such purposes, or do or act anything in relation thereto.

(Board of Selectmen)

WARRANT COMMITTEE RECOMMENDS PASSAGE

Article 16. To see if the Town will vote to authorize the Board of Assessors to use a sum of money from free cash in the Treasury for the reduction of the tax rate for the fiscal year 2021, or do or act anything in relation thereto.

(Board of Assessors)