

Town of Medway

**Report of the Finance Committee
to the Annual Town Meeting**



May 8, 2023

**Special Town Meeting – 7:00 PM
Annual Town Meeting – 7:30 PM**

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Fiscal Year 2024 – July 1, 2023 through June 30, 2024

This booklet includes the Warrant for the Special and Annual Town Meeting, the recommendations of the Medway Finance Committee (FinCom) and its Report to the Town.

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This report is available on the Town of Medway website: <http://www.townofmedway.org/>.

I. Report of the Finance Committee

The Finance Committee, consisting of 9 registered voters each serving a 3-year term, is pleased to present its annual report on the operating budget and all articles contained in the Special Town Meeting and Annual Town Meeting warrants to the citizens of Medway. The Finance Committee's omnibus budget supports the recommendations of the Select Board's budget allocations. Included in this booklet are:

- FY2024 Special Town Meeting Warrant and Annual Town Meeting Warrant
- Select Board's and Town Manager's Omnibus Budget recommendations that represent how tax receipts, free cash and other revenue sources will be appropriated for Fiscal Year 2024 (July 1, 2023 – June 30, 2024)
- Subcommittee Reports from the Finance Committee

FY2023 – A Look Back

FY2023 was a year of normalcy from the previous years of pandemic restrictions and it saw some changes previously thought unlikely become more of a norm (e.g., hybrid working). We want to again express our gratitude to the Police, Fire, DPW and Health Departments, our Town employees, and the School Department for all of their efforts during the past few years of crisis to keep us safe and operating. Medway was able to enter FY2023 in strong fiscal shape thanks to the pragmatic long-term view and swift short-term actions of the Select Board, Finance Committee, and the Town's financial leadership team.

During FY2023, there were several notable developments and achievements in Town:

- Published an updated Medway Master Plan
- Continued the work of the Facilities Committee to address municipal facilities needs
- Construction of a new centralized water treatment plant and well upgrades started
- Obtained additional grants for Green Communities, ARPA, and many others
- Wished farewell to Police Chief Tingley on retirement and welcomed Police Chief Kingsbury
- Strong increases in funds transferred to the Capital Stabilization Fund to help fund future expenditures that will be necessary to renovate/build municipal buildings to address identified needs
- Continued expansion of Fire and Police personnel to meet growing public safety needs
- Collaborated with Tri-County Technical High School on their plans for renovation or rebuild of an early 1970s facility
- Purchase of parcels of land on Route 109 to allow the Town to direct the use of this key piece of real estate
- Continued benefits from negotiated new healthcare contracts lowering overall costs while keeping quality care for town employees

FY2023 continued the use of approximately \$3.7 million from the annual payment in lieu of taxes (PILOT agreement) from the Exelon plant on residential tax relief, debt service, road & sidewalk improvements, and funding of the Town's OPEB liability.

FY2024 – A Look Ahead

In building the budget for FY2024, Medway continues to employ a forward-looking approach to planning the operational budget. Town officials continually focus on making Medway a desirable place to live. Town departments develop their needs on a priority basis, while taking into consideration the financial realities and limitations that exist today. Starting with a level-service approach as the baseline, the Town then identified areas where improvements could be made to enhance the services for residents while maintaining fiscal responsibility. The FY2024 budget follows the approach in prior years of including increases to stabilization funds. Medway continues to receive the highest bond rating from Standard & Poor's (S&P) on our general obligation (GO) debt, a AAA rating with a stable outlook. Medway is *one of only a handful of communities* in Massachusetts with the highest investment grade AAA rating. This means that the Town can easily meet its financial commitments and access capital at favorable interest rates when going out to issue bonds.

In terms of long-term projects, FY2024 will involve major steps forward in water infrastructure upgrades, including the continuation of construction of a centralized water treatment plant, installation of a new water line from the Oakland Well to the treatment plant, and the construction of redundant wells at Village Street and Oakland St.

The Finance Committee, Town Manager and Select Board recognize the major capital and outlay needs facing the town in the years to come. Inflation levels are felt across all department and functions in town which makes meeting current levels of service more expensive with longer delivery times. State aid is on the downward projection for the FY2024 and further out. And challenges continue in terms of existing structures and vehicles needing replacement or refurbishment from police vehicles to snowplows and sports fields to community schools.

Town Administration, the Select Board, Finance Committee and School Committee have again agreed to the budget based on anticipated revenues coming into the Town and provided targeted budgetary numbers for the School and Town departments. The net increase to the school budget was approximately \$900k more than past years, and the overall town revenue and expenditure increase was approximately 1% year over year. The Finance Committee recognizes the continued strong working partnership between Municipal and School Departments.

The Town’s approach of utilizing conservative budgeting assumptions for anticipated revenues and expenses each year has provided a surplus of “free cash” that is used to fund capital expenditure needs of the Town. The Capital Improvements Planning Committee (CIPC) recommends expenditures of the Town’s certified free cash for FY2023 in the amount of approximately \$2.7 million. Article 7 in the Annual Town Meeting Warrant lists the free cash appropriation for different projects.

The Finance Committee supports the direction and plans represented in this year’s budget request and feels that the residents can look forward to a continued high level of performance and service delivery from all departments.

The Town needs its citizens involved in discussing and deciding on the actions that will shape our future. Town Meeting and service on Town boards and committees are tremendous opportunities to make your opinion known and to positively affect the future. The Finance Committee encourages more citizens to take advantage of these opportunities.

Respectfully submitted by your Finance Committee,

James Sullivan - Chair
Brian Cowan – Vice Chair
Ellen Hillery - Clerk

William Lane
Susan Segarra
Jeff O’Neill

Bruce Carbone
Michael Schrader
Christopher Lagan

II. Warrants

**TOWN OF MEDWAY
WARRANT FOR MAY 8, 2023
SPECIAL TOWN MEETING**

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the **Medway High School, 88 Summer Street, on Monday, May 8, 2023**, at 7:00 PM, then and there to act on the following articles:

ARTICLE 1: (Prior Year Bills)

To see if the Town will vote to transfer \$2,425.51 from available Fiscal Year 2023 funds for the purpose of paying prior year, unpaid bills of the Town, as follows, or act in any manner relating thereto.

DPW Building Maintenance Repairs, Maint.. Bldgs., Grnds.	\$39.06
DPW Building Maintenance Heat, Fuel, Natural Gas	428.57
Roads and Sidewalks	527.64
DPW Admin Public Safety Tree Work	374.64
DPW Parks Contracted Services	93.60
DPW Building Maintenance Contracted Services	253.50
Water Enterprise Advertisement	500.50
Solid Waste Enterprise Advertisement	208.00
Total	\$2,425.51

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 2: (Free Cash Transfer to General Stabilization)

To see if the Town will vote to transfer \$200,000 from Certified Free Cash to the General Stabilization Fund, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 3: (Free Cash Transfer to Tax Title Services)

To see if the Town will vote to transfer \$20,000 from Certified Free Cash to be expended on tax title legal and technical services, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 4: (Free Cash Transfer to Police Forfeiture Account)

To see if the Town will vote to transfer \$2,824.27 from Certified Free Cash to the Police Forfeiture account, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 5: (Sewer Enterprise Retained Earnings Transfer)

To see if the Town will vote to transfer from Sewer Enterprise Fund retained earnings the sum of \$165,000 for the purpose of funding the following projects, including associated engineering, personnel, maintenance and legal services costs, costs of fitting and equipping, and for the payment of any incidental and related costs:

Project	Department	Cost
Inflow and Infiltration	SEWER	\$75,000
Replace Truck (2012 Ford F-250)	SEWER	90,000
Total		\$165,000

Or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 6: (Water Enterprise Retained Earnings Transfer)

To see if the Town will vote to transfer from Water Enterprise Fund retained earnings the sum of \$90,000 for the purpose of funding the following project, including costs of fitting and equipping and for the payment of any incidental and related costs:

Project	Department	Cost
Replace Truck (2012 Ford F-350)	WATER	\$90,000
Total		\$90,000

Or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 7: (Adjustment: Community Preservation Fund Statutory Set-Aside)

To see if the Town will vote to authorize the Town Accountant, with the approval of the Community Preservation Committee, to adjust the set-aside balances from prior fiscal years within the Community Preservation Fund account to comply with the statutory requirement to set aside for later spending not less than ten percent of the Community Preservation Fund annual revenues for each fiscal year in open space, for historic resources, and for community housing respectively, as required by Chapter 44B, section 6 of the Massachusetts General Laws, or to act in any manner relating thereto.

CPA Transfer from Retained Earnings to Reserve Accounts	
Community Housing	\$ 34,215

Open Space	\$ 34,215
Historical Preservation	\$ 34,215
Total	\$ 102,645

COMMUNITY PRESERVATION COMMITTEE

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 8: (Repurpose Monetary Articles – School Projects)
 To see if the Town will vote to transfer the sum of \$259,041.12 from the funds authorized under the prior Town Meeting Articles as shown in Table 1 below, which amounts are no longer needed for such purposes, to the projects and in the amounts listed in Table 2 below, or act in any manner relating thereto.

TABLE 1

Town Meeting Date	Article	Description	Transfer From Amount
5/10/21 (Annual)	7	High School Replace Exterior Doors	\$4,177.00
5/10/21 (Annual)	7	McGovern Cafeteria/Auditorium A/C	60,000.00
5/10/21 (Annual)	7	Door Access Hardware (All Schools)	30,000.00
5/10/21 (Annual)	7	Replace Memorial Exhaust Fans	16,000.00
5/10/21 (Annual)	7	Burke Replace HVAC Pumps	520.00
5/10/21 (Annual)	7	Burke/Memorial HVAC Automation Upgrade	36,800.00
5/10/21 (Annual)	11	Burke/Memorial Panel Replacement	12,550.00
5/10/21 (Annual)	11	High School Water Infiltration Study	7,512.62
5/9/22 (Annual)	7	Burke Replace Sidewalks	27,725.00
5/9/22 (Annual)	7	McGovern Replace Sidewalks	39,785.00
5/9/22 (Annual)	7	High School Replace Acid Neutralizer Tank	20,881.50
5/9/22 (Annual)	7	High School Replace Downspouts	2,300.00
5/9/22 (Annual)	7	McGovern Office A/C Installation	790.00
Total			\$259,041.12

TABLE 2

Town Meeting Date	Article	Description	Transfer To Amount
5/10/21 (Annual)	7	Memorial Replace Cafeteria A/C Unit	\$95,000.00
(New)	9	High School Fire Alarm Panel Work	57,450.00
(New)	9	McGovern Tile Replacement	72,000.00
(New)	9	High School Cafeteria Water Heater	34,591.12
Total			\$259,041.12

SCHOOL DEPARTMENT

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

**ANNUAL TOWN MEETING WARRANT
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TOWN OF MEDWAY
WARRANT FOR MAY 8, 2023
ANNUAL TOWN MEETING

NORFOLK ss:

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GREETINGS:

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ARTICLE 1: (Debt Stabilization Fund Transfer)

To see if the Town will vote to transfer the sum of \$75,000 from the Debt Stabilization Fund to the Fiscal Year 2024 operating budget for the purpose of offsetting a portion of debt exclusion projects, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 2: (Transfer from Ambulance Receipts to General Fund)

To see if the Town will vote to transfer \$750,000 from Ambulance Receipts Reserved for Appropriation to the Fiscal Year 2024 General Fund Operating Budget, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 3: (Appropriation: FY24 Operating Budget)

To see if the Town will vote to fix the salary and compensation of all elected officers of the Town, provide for a Reserve Fund, and determine what sums of money the Town will raise and appropriate, including appropriation from available funds, to defray charges and expenses of the Town including debt and interest, for the Fiscal Year ending June 30, 2024, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 4: (Appropriation: FY24 Water Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$5,037,397 for the maintenance of the Water Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 970,996
Expenses	702,900
Debt	2,888,513
Direct Costs Total	\$ 4,562,409

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$474,988
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Total	\$5,037,397
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$4,650,000
Retained Earnings	387,397
Total	\$5,037,397

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 5: (Appropriation: FY24 Sewer Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,951,368 for the maintenance of the Sewer Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 270,511
Expenses	1,288,550
Debt	232,706
Direct Costs Total	\$1,791,767

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$159,601
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Total	\$1,951,368
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$1,930,105
Sewer Betterment Transfer	21,263
Total	\$1,951,368

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 6: (Appropriation: FY24 Solid Waste Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,928,455 to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 215,212
Expenses	1,526,000
Debt Service	50,056
Direct Costs Total	\$1,791,268

Indirect Costs

Indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$137,187
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Total	\$1,928,455
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And further that the above listed appropriations be funded as follows:

Trash Recycling Fees/Bag Revenues	\$1,570,000
Retained Earnings	358,455
Total	\$1,928,455

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 7: (Free Cash Appropriation: Capital and Other Items)

To see if the Town will vote to appropriate the sum of \$2,739,311 from Certified Free Cash for the purpose of funding the following capital and other items, including associated engineering, personnel, maintenance and legal service costs, and for the payment of all other costs incidental or related thereto:

Project	Department	Cost
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Emergency Communications Equipment	Police	\$29,274
Ballistic Vest Replacement	Police	37,576
Electronic Control Weapon (ECW) Replacement	Police	30,666
Facility Security Upgrade – Lock and Key Replacement	Police	19,645
Technology Equipment	Info Services	75,000
Infrastructure Equipment	Info Services	50,000
Security Systems	Info Services	25,000
Town-wide Telecommunications Systems	Info Services	150,000
Public Address (PA) System	Info Services	7,500
Roads and Sidewalks	DPW-Hwy	750,000
Replace 2005 International (Veh. 215)	DPW-Hwy	210,000
Replace Wacker Front Loader w/ Skid Steer (Veh. 233)	DPW-Hwy	134,400
Bridge Asset Management	DPW-Hwy	70,000
New Materials Bin for Highway Division	DPW-Hwy	9,000
Replace 2001 International (Veh. 311)	DPW-Parks	152,400
Replace 2012 Wright Mower (Veh. 348)	DPW	13,000
Replace Kubota Tractor (Veh. 342)	DPW	80,000
Garage Roof Repair, Community Farm	DPW	5,000
Renovate Kitchen Area, Community Farm	DPW	35,000
Chimney Repairs, Community Farm	DPW	8,500
Paint House, Community Farm	DPW	30,000
Irrigation Well Study	DPW	58,200
Driveway Paving, Ide House	DPW	20,000
Replace Brush 2 – Squad 5 Reassigned	Fire	97,000
Thermal Imaging Cameras	Fire	33,000
Forcible Entry Prop	Fire	7,500
Repair Parking Lot Curb and Handicap Access	Library	30,000
Replace Flagstone Front Entrance and Rear Concrete Stairs	Library	30,000
Baseline Doc. for Conserv. Land & Restrictions w/ Survey	Comm & Econ Dvlt	24,000
Door Replacement for Kitchen and Gym	Senior Center	39,630
Replace High School Water Heater #1	School	135,700
Middle School Library Upgrades	School	50,000
McGovern School Tile Abatement and Replacement	School	178,320
Chimney Stack Replacement, Memorial School	School	5,000
Police, Fire and Town Hall Feasibility Study	Town Manager	85,000
Musical Equip. & Accessories for High School Prgrms.	Town Manager	24,000
Free Cash Total		\$2,739,311

Or act in any manner relating thereto.

**CAPITAL IMPROVEMENT
PLANNING COMMITTEE**

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 8: (Raise & Appropriate: Roads & Sidewalks)

To see if the Town will vote to raise and appropriate the sum of \$800,000 for the purposes of making repairs to various roads, sidewalks, bridges and related appurtenances, and to fund, as needed, design, engineering, and construction management services, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 9: (Appropriation: OPEB Trust)

To see if the Town will vote to raise and appropriate the sum of \$300,000 to the Town of Medway Other Post-Employment Benefits (OPEB) Trust account, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 10: (Appropriation: General Stabilization)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$100,000 to be allocated to the General Stabilization Fund, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 11: (Capital Stabilization Transfer: McGovern School Roof Replacement)

To see if the Town will vote to transfer a sum of money from the Capital Stabilization Fund for the purpose of design, engineering, and construction of the McGovern Elementary School roof, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: To Be Determined

FINANCE COMMITTEE RECOMMENDATION: To Be Determined

ARTICLE 12: (Field Stabilization Transfer: Hanlon Track & Field Design)

To see if the Town will vote to transfer \$85,500 from the Field Stabilization Fund for the purpose of funding design and engineering services for the replacement of the Hanlon track and field, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 13: (Water and Sewer Enterprise: Fund Asset Management Plan)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$250,000 for the purpose of completing a water, wastewater, and stormwater asset management plan, including to provide matching funds for a reimbursable grant from the Massachusetts Department of Environmental Protection, and to authorize acceptance of the full amount of said grant, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 14: (Transfer from Ambulance Receipts to Capital Items)

To see if the Town will vote to transfer from Ambulance Receipts Reserved for Appropriation the sum of \$6,000 for the purchase of CPR mannequins with feedback, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 15: (Appropriation: Community Preservation Committee)

To see if the Town will vote to act on the report of the Community Preservation Committee for the Fiscal Year 2024 Community Preservation budget and to appropriate, or reserve for later appropriations, monies from the Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the Fiscal Year 2024, as follows:

CPA Administration:		
CPC Expenses		\$15,000
CPC Salaries		5,000
CPC Debt Expense		404,775
Transfer to Affordable Housing Trust:		
Coordinator Salary		10,000
Expenses		10,000
Historic Resources:		
Gravestone Restoration Project		60,000
Historic Property Signs		4,000
Open Space:		
50 Winthrop St Survey		4,500
Total Direct Costs		\$513,275

	10% of Estimated Reserves:	Fund Revenues
	Open Space	\$157,539

Community Housing	\$142,039
Historical Preservation	\$98,039

or act in any manner relating thereto.

COMMUNITY PRESERVATION COMMITTEE

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 16: (Revolving Funds –Authorize FY24 Spending Limits)
 To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44, Section 53E1/2, to set Fiscal Year 2024 spending limits for revolving funds as follows:

Program or Purpose	FY2024 Spending Limit
Self-supporting parks and recreation services, including salaries and benefits	\$490,000
Dial-a-ride van service for seniors and disabled; shuttle service to Norfolk commuter rail station, and other necessary transportation services	\$130,000
Library printer, copier and fax expenses	\$3,000
Library meeting room	\$1,000
Thayer Homestead partial self-support of property, including salaries and benefits	\$95,000
Tobacco license compliance inspections	\$2,500

or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 17: (Amend Zoning Bylaws: Central Business District)
 To see if the Town will vote to amend the Zoning Bylaw, Section 10, Central Business District, Section 10.3.D.6, with the text to be inserted shown in **bold**, as follows:

6. Affordability Requirements. The provisions of Section 8.6. Affordable Housing shall apply to Mixed-Use Developments; **however, for a proposed development where the percentage of affordable units required under Section 8.6 exceeds 10%, the Planning and Economic Development Board may by special permit provide for a lower percentage of affordable units than required by Section 8.6, but in no event less than 10%, if the Planning and Economic Development Board finds that the special permit would be in the best interests of the Town; provides additional design or other community benefits beyond the minimum requirements of the zoning bylaw or the proposal integrates street-facing, ground floor non-residential uses along Main Street; and is consistent with the purposes of the Central Business District. The Decision Criteria in Section 3.4.C do not apply to special permit applications under this Section.**

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 18: (Amend Zoning Bylaws: Electric Vehicles)

To see if the Town will vote to amend the Zoning Bylaw, Section 2 DEFINITIONS by adding the following definitions:

ELECTRIC VEHICLE (EV): An automotive-type vehicle for on-road use, such as passenger, automobiles, buses, trucks, vans, neighborhood electric vehicles, electric motorcycles, and the like, primarily powered by an electric motor that draws current from a rechargeable storage battery, fuel cell, photovoltaic array, or other source of electric current.

ELECTRIC VEHICLE READY PARKING SPACE (“EV READY SPACE”): A designated parking space which is provided with wiring and electrical service located within 6 feet of the parking space that is sufficient to provide AC Level 2 or better EV charging, as defined by Standard SAE J1772 for EVSE servicing electric vehicles.

ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE): The conductors, including the ungrounded, grounded, and equipment grounding conductors, and the Electric Vehicle connectors, attachment plugs, and all other fittings, devices, power outlets, or apparatus installed specifically for the purpose of transferring energy between the premises wiring and the Electric Vehicle.

And by amending Section 7.1.1 Off-Street Parking and Loading, E. General Parking Requirements, item 4. Electric Vehicle Parking by revising the text with text to be inserted shown in **bold** and text to be deleted shown in ~~strikethrough~~:

4. Electric Vehicle Parking

a. Industrial, **municipal**, commercial, and multi-family housing developments with fifteen or more parking spaces shall include parking spaces with Electric Vehicle Charging Stations for employee, resident, and customer use. The quantity of such spaces shall be as follows:

Total # of Parking Spaces	# of Electric Vehicle Parking Spaces with Electric Vehicle Charging Stations
15-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
Over 500	2% of total

b. **Electric Vehicle Ready Parking Spaces shall also be provided in accordance with:**

1) **2023 Stretch Code Update, 225 CMR, Chapter 22, Section R404.4 Wiring for Electric Vehicle (EV) charging (Residential); and**

2) **225 CMR, Chapter 23, Section C405.13 Wiring for Electric Vehicle (EV) charging (Commercial)**

c. The required number of **Parking Spaces with Electric Vehicle Charging Stations and Electric Vehicle Ready Parking Spaces** is to be included within the total number of required parking spaces computed pursuant to section 7.1.1.E. 1.

Or act in any manner related thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD
& ENERGY AND SUSTAINABILITY COMMITTEE**

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 19: (Amend Zoning Bylaws: Oak Grove and Central Business District)
To see if the Town will vote to amend the Zoning Bylaw, by:

1. Amending the Oak Grove Park Districts, Tables 9.4.C.1.A through 9.4.C.1.C, with text to be inserted shown in **bold** and text to be deleted shown in ~~strikethrough~~:

TABLE 9.4.C.1.A - RESIDENTIAL BUILDING TYPES AND DESIGN STANDARDS			
1. BUILDING TYPES AND DEFINITIONS			
		ROWHOUSE (RH) ON SEPARATE LOT	ROWHOUSE (RH) ON COMMON LOT
1. DEFINITION		A small footprint attached single family residential building with narrow massing and located on an individual lot. Each dwelling unit is separated horizontally by a common wall and groups of buildings may be separated by a common driveway or community space.	A small footprint attached single family residential building with narrow massing and located on a common lot with other units. Each dwelling unit is separated horizontally by common walls and groups of buildings may be separated by a common driveway or community space.
2. LOT STANDARDS			
2.1	Lot Size (S.F.) (Min.)	1,200 S.F.	1,200 3,000 S.F.
2.2	Frontage (Min./Max.)	18 Ft. / 24 Ft.	18 40 Ft. / 24 Ft.
2.3	Front Yard Build-To-Zone (Min./Max.)	5 Ft./15 Ft.	5 Ft./15 Ft.
2.4	Side Yard Setback (Min.)	0 Ft. (15 Feet if Detached)	0 Ft. (15 Feet if Detached) (0 ft if common wall)
2.5	Rear Yard Setback (Min.)	15 Ft.	15 Ft.
2.6	Outdoor Amenity Space Lot Coverage (Min.)	15%	15%
3. DESIGN STANDARDS			
3.1	Building Height (Max.)	2.5 Stories/35 Ft.	2.5 Stories/35 Ft.
3.2	Street Facing Wall Width (Min./Max.)	18 Ft. / 24 Ft.	18 Ft. / 24 Ft.
3.3	Street Facing Entrance	Not Required	Not Required
3.4	Maximum Building Footprint (SF)	Not Required	Not Required
4. ADDITIONAL STANDARDS			
4.1		Off street parking is not allowed between the buildings.	Off-street parking is not allowed between the buildings.

4.2		A maximum of 8 units can be attached by a common wall before accessway of 20 feet is provided for pedestrians, vehicles or Outdoor Amenity Space.	A maximum of 8 units can be attached by a common wall before accessway of 20 feet is provided for pedestrians, vehicles or Outdoor Amenity Space.
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TABLE 9.4.C.1.B. MIXED-USE & COMMERCIAL BUILDING TYPES AND DESIGN STANDARDS

1. BUILDING TYPES AND DEFINITIONS			
		MIXED USE BUILDING (MUB)	GENERAL COMMERCIAL BUILDING (GCB)
1.1 DEFINITION		A building that typically can accommodates a variety of ground floor commercial and business uses and upper floor residential and/or office uses at a scale that is compatible and complimentary to its given district.	A building that typically can accommodates a variety of ground floor commercial, business, office and retail uses and upper floor office uses, or all office uses, at a scale that is compatible and complimentary to its given district. GC Buildings do not include residential uses.
2. LOT STANDARDS			
2.1	Lot Size (S.F.) (Min.)	Not Required	Not Required
2.2	Frontage (Min./Max.)	50 Ft. Min.	50 Ft. Min.
2.3	Front Yard Build-To-Zone (Min./Max.)	0 Ft. / 20 Ft.	0 Ft. / 20 Ft.
2.4	Side Yard Setback (Min.)	10 Ft. (0 Ft if Common Wall)	10 Ft. (0 Ft if Common Wall)
2.5	Rear Yard Setback (Min.)	20 Ft.	15 Ft.
2.6	Outdoor Amenity Space Lot Coverage (Min.)	15%	10%
3. DESIGN STANDARDS			
3.1	Building Height (Max.)	4 Stories /40 Ft.	3 Stories/40 Ft.
3.2	Street Facing Wall Width (Min./Max.)	30 Ft. / 150 Ft.	30 Ft. / 100 Ft.
3.4	Street Facing Entrance	Required	Required
3.5	Maximum Building Footprint (SF)	Not required	Not required
4. ADDITIONAL STANDARDS			
4.1		One-story buildings must have a minimum street facing façade height of 18 feet.	One-story buildings must have a minimum street facing façade height of 18 feet.
4.2		Where there is a side setback, a minimum of 8 feet is required to accommodate pedestrian access or 25 feet to accommodate vehicle access to the side and rear of the property.	Where there is a side setback, a minimum of 8 feet is required to accommodate pedestrian access or 20 feet to accommodate vehicle access to the side and rear of the property.

TABLE 9.4.C.1.C. - INDUSTRIAL AND COMMUNITY BUILDING AND DESIGN STANDARDS

1. BUILDING TYPES AND DEFINITIONS		
	FABRICATION OR FLEX BUILDING (FFB)	CIVIC OR COMMUNITY BUILDING (CB)

1.2 DEFINITION		A building located and designed to accommodate a variety of fabrication, trades and general industrial uses and related support services such as office, storage, distribution, and sales. Flex buildings also support these uses and provide affordable space to small and creative business enterprises.	A building located and designed for public use and/or assembly such as for municipal , social, religious, educational, recreational, and similar civic uses.
2. LOT STANDARDS			
2.1	Lot Size (S.F.) (Min.)	Not Required	Not Required
2.2	Frontage (Min./Max.)	50 Min.	80 Min.
2.3	Front Yard Build-To-Zone (Min./Max.)	0 Ft. / 30 Ft.	20 Ft. Min.
2.4	Side Yard Setback (Min.)	20 Ft (0 Ft if Common Wall)	15 Ft
2.5	Rear Yard Setback (Min.)	20 Ft	20 Ft
2.6	Outdoor Amenity Space Lot Coverage (Min.)	10%	20%
3. DESIGN STANDARDS			
3.1	Building Height (Max.)	4 Stories / 60 Ft	3 Stories / 45 Ft
3.2	Street Facing Wall Width (Min./Max.)	60 Ft. / 100 Ft.	60 Ft. / 100 Ft.
3.4	Street Facing Entrance	Required	Required
3.5	Maximum Building Footprint (SF)	Not required	Not Required
4. ADDITIONAL STANDARDS			
4.1		Where there is a side setback, a minimum of 8 feet is required to accommodate pedestrian access or 25 feet to accommodate vehicle access to the side and rear of the property.	

2. And by amending Central Business Zoning District, Section 10.4.C.1 by eliminating sub-section (a) in its entirety, as follows:

a. Rowhouse (RH) on Separate Lot as set forth in TABLE 9.4.C.1.A.

and amending sub-section (b) to read

(b) Rowhouse (RH) on Common Lot as set forth in TABLE 9.4.C.1.A

and re-lettering the remaining subsections of Section 10.C.1 accordingly.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 20: (Amend Zoning Bylaws: Dimensional Regulations)

To see if the Town will vote to amend the Zoning Bylaw with text to be inserted shown in **bold** and text to be deleted shown in ~~strike through~~ as follows:

1. Add the following in Section 2, Definitions:

Footprint: The land area covered by a structure at ground level measured on a horizontal plane.

2. And Section 6, Dimensional Requirements, Section 6.2.F by adding a new item 5 as follows:

5. Nothing herein shall prevent the projection of steps, porches (not exceeding 30 square feet in area), eaves, cornices, windowsills or belt courses into any required setback.

3. And Section 6, Dimensional Requirements, Section 6.3.C, as follows:

C. In a residential zoning district, the ~~area~~ **footprint** of any single accessory building or structure shall not exceed the ~~gross floor area of footprint of the principle~~ **principal** residential building on the premises unless authorized by special permit from the Zoning Board of Appeals.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 21: (Amend Zoning Bylaws: Agricultural Residential III)
To see if the Town will vote to amend the Zoning Bylaw as follows:

Amend Section 4.1.A by adding: “3. Agricultural Residential III (AR-III)”, and renumbering Village Residential accordingly to 4.

Amend Table 1, Schedule of Uses, by changing the column labeled “AR-II” to read “AR-II and AR-III”.

Amend Section 6.1 Table 2: Dimensional and Density Regulations, by inserting a new column labeled “AR-III”, shown in **bold** as follows:

TABLE 2. DIMENSIONAL AND DENSITY REGULATIONS											
Requirement	AR-I	AR-II	AR-III	VR	CB*	VC	NC	BI	EI	ER	WI
Minimum Lot Area (Sq. Ft.)	44,000	22,500 30,000 ^a b	10,000 30,000^{a,b}	22,500 30,000 ^{a, b}	10,000	10,000	20,000	20,000	20,000	20,000	40,000
Minimum Lot Frontage (Ft.) <i>(Amended 5-10-21)</i>	180'	150'	85'	150'	NA ^f	50'	50'	75'	100'	150'	100'
Minimum Setbacks (Ft) ^c											
Front	35'	35'	25'	20' ^d	10'	20' ^d	35'	25'	30'	30'	30'
Side	15'	15'	15'	10' ^d	10' 25' ^e	10' ^d	15'	15'	20'	20'	20'
Rear	15'	15'	15'	10' ^d	25'	10' ^d	15'	15'	30'	30'	30'
Maximum Building Height (Ft.)	35'	35'	32'	35'	40'	40'	40'	40'	60'	40'	60'

Maximum Lot Coverage (Pct. of lot) (Primary and accessory buildings and structures) – <i>Amended 5-8-17</i>	25%	30%	30%	30%	80%	80%	40%	40%	NA	NA	NA
Maximum Impervious Coverage (Pct. of lot)	35%	40%	40%	40%	NA	NA	80%	80%	80%	80%	80%
Minimum Open Space (Pct. of lot)	NA	NA	NA	NA	15%	NA	20%	20%	20%	20%	20%

Amend Section 8.11, Solar Installations, Section 8.11.C.3 and Section 5.6.4, Multi-Family Housing, Section 5.6.4.B.1 by adding “AR-III” after “AR-II”.

And by amending the Zoning Map to re-zone the following parcels to AR-III:

- Beatrice Lane: numbers 2, 4, 5, 6, 7 and 8;
- Carole Lane: numbers 1, 2, 3, 4, 5 and 6;
- Coffee Street: numbers 20, 22, 24, 30, 32, 34, 36, 38, 40 and 42;
- Douglas Street: numbers 1, 3, 4, 5 and 6;
- Gorwin Drive: numbers 1 through 17, 19 through 29, 31, 33, and 35 through 48;
- Holliston Street: numbers 38, 40, 42, 46, 92, 96, 98, and 102;
- Karen Avenue: numbers 1, 3 through 15, 17, 19, 20, 22, 23, 23A, 24, 25, and 26;
- Lee Lane: numbers 1, 2, 4, 6, 8, 10, 11, and 12;
- Main Street: numbers 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, and 64;
- Meryl Street: numbers 1, 2, 3, 4, 5, 7, 9, and 10 through 25;
- Richard Road: numbers 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 14, and 15;
- Robin Circle numbers 2 through 11, 13, 15, 15R, 16 and 17;
- Kenart Road numbers 1, 2 and 4;
- Koyview Place numbers 2, 3, and 4;
- Kenney Drive numbers 0 and 19;

As shown on the attached zoning map amendment.

Amended zoning maps are shown below:





Brentwood Neighborhood

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 22: (Amend Zoning Bylaws: Groundwater Protection)

To see if the Town will vote to amend the Zoning Bylaw, Groundwater Protection Overlay District, Section 5.6.3 E.2, Prohibited Uses, by inserting a new item “p”. as follows:

p. Installation of metal roofs as defined in the current version of the Massachusetts Stormwater Handbook (Volume 1, MA Stormwater Management Standards, Standard #3,) on any new or existing structure, unless such metal roof meets the pollution prevention measures as specified in the Massachusetts Stormwater Handbook for infiltration of runoff from a metal roof that is located within the Zone II or Interim Wellhead Protection Area of a public water supply. This prohibition shall not apply to roofs of 200 square feet or less.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 23: (Amend Zoning Bylaws: Housekeeping)

To see if the Town will vote to amend the Zoning Bylaw as follows:

1. Change the words “Town Administrator” to “Town Manager” wherever it appears in the Zoning Bylaw.
2. Amend Section 1.7 by deleting “Planning and Economic Coordinator, under the auspices of the Planning and Economic Development Board”, and inserting “Director, Community and Economic Development”.
3. In Section 8.9.C and Section 8.10.C, delete the definitions for “Host Community Agreement (HCA)” in their entirety; delete Section 8.9.O and Section 8.10.O, which require Host Community Agreements for Registered Medical Marijuana Facilities and Recreational Marijuana Facilities, in their entirety.

4. To amend Section 3.5.4 Procedures for Site Plan Review, I. 3. with text to be inserted shown in **bold** and text to be deleted shown in ~~strikethrough~~:

Unless the Board determines that adequate means of pedestrian travel is already provided to the site, sidewalks shall be provided along the entire frontage of the subject property along existing public ways, including the frontage of any lots held in common ownership with the parcel(s) within five years prior to the submission of the application for site plan review and approval. In those instances where the Board determines that sidewalk construction is not feasible or practical, the Applicant will fund sidewalk construction elsewhere in the community. ~~This may be accomplished either by constructing an equivalent length of sidewalk elsewhere in the community as authorized by the Department of Public Works or by making a payment in lieu of sidewalk construction to the Town. or a combination of both.~~

Or act in any many related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 24: (Amend Zoning Bylaws: Home Based Businesses)

To see if the Town will vote to amend the Zoning Bylaw, Section 8.3 Home Based Business with text to be inserted shown in **bold** and text to be deleted shown in ~~strikethrough~~ as follows:

8.3. HOME-BASED BUSINESS

- A. Purposes. The purposes of the Home-Based Business bylaw ~~is~~**are** to provide for the conduct of home occupations in a residential or mixed-use district while preserving the residential character of the premises and preventing adverse effects on the neighborhood.
- B. Applicability. A Home-Based Business shall be allowed by right as shown in TABLE 1 if it meets the requirements of this Section 8.3.
- C. **Definitions. See Section 2 Definitions herein for definitions of: Home-Based Business and Gross Vehicle Weight Rating (GVWR) and Outdoor Storage.**

~~C. D.~~ **D.** Basic Requirements.

- 1. The business use is subordinate to the **primary** residential use of the premises. No more than 20 percent of the gross floor area of the dwelling and any accessory structures, up to a maximum of 1,000 square feet of gross floor area, shall be used for the home-based business.
- 2. **Other than as specified in items D. 5, 6, 7 and 8,** ~~There~~ shall be no visible evidence of the home-based business from the street or an adjacent lot. A home-based business shall be conducted entirely indoors within the principal dwelling on the lot or a building accessory thereto.
- 3. There shall be no ~~outside~~ **outdoor** storage associated with the home-based business. Accessory structures such as sheds, detached garages, and barns may be used for unheated storage of the home-based business's stock in trade, commodities, tools, equipment, **vehicles** or products.
- 4. Not more than one non-resident shall be employed on the premises at any time, and the maximum number of customers on the premises at any given time shall not exceed the number that can be accommodated in one passenger vehicle.

5. The maximum number of off-street parking spaces for employee and customer parking shall be two. (Amended 11-16-15)
6. **Off-street parking spaces for vehicles and trailer associated with the home-based business shall not be located within the standard zoning setbacks of the property except for those on already existing driveways or established parking areas at such time as the home-based business is established. No additional curb cuts are permitted.**
7. There shall be no outside parking of more than two Class 3 ~~commercial~~ motor vehicles and no ~~commercial~~ motor vehicles rated Class 4 and above as defined by gross vehicle weight rating (GVWR), **and no more than one registered trailer with a maximum bed length of 18 feet, associated with the home-based business.** (Added 11-16-15).
8. There shall be no change in the exterior appearance of the dwelling or accessory building used for the home-based business. Any new building constructed for the business shall not deviate from the residential character of the area. No signs shall be permitted for a home-based business except as provided in Section 7.2.2 of this Zoning Bylaw.
9. No equipment or process shall be used in the home-based business which creates noise, vibration, odor, fumes, gas, smoke, dust, or electrical disturbance detectable to the normal senses off the lot.
10. A home-based business shall not generate any solid waste or sewage discharge in volume or type greater than that associated with a typical residential use.
11. Deliveries or pick-ups of supplies or products for the home-based business are allowed between 8 am and 8 pm. Vehicles used for such delivery and pick-ups shall be limited to those that customarily serve residential neighborhoods.
12. The owner or operator of the home-based business shall reside on the premises. (Added 11-16-15)

~~D. E.~~ There is no limit to the number of home-based businesses that may occupy a single dwelling unit, provided that the cumulative total of the area used for home-based businesses on the premises shall not exceed Paragraph ~~E D~~ (1) above.

~~E. F.~~ Special Permits. A home-based business that does not comply with all of the above standards shall only be allowed by special permit from the Zoning Board of Appeals. Special permits granted hereunder shall be based upon the criteria in Section 3.4.

~~F. G.~~ Registration. Pursuant to G.L. c. 110, Sections 5-6 and Chapter 227, § 5A, most home-based businesses are required to register with the Town Clerk and obtain a Business Certificate before commencing business operations.

Or act in any many related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **To Be Determined**

ARTICLE 25: (Amend Zoning Bylaws: Construction Services)
To see if the Town will vote to amend the Zoning Bylaw by adding the following definition in Section 2:

CONSTRUCTION CONTRACTING SERVICES - The premises and structures which serve as the office space and staging area of a building, plumbing, electrical, carpentry, or other similar construction contractor, excluding landscaping businesses and those contractors primarily involved in the excavation or the relocation or transfer of earth. Associated retail sales, showroom, product assembly, storage areas for finished and unfinished products, and servicing of equipment in support of the contracting business are also allowed. All equipment, supplies and materials associated with the business must be stored inside at all times. In the Village Commercial Zoning Districts, on-site parking for company vehicles shall be limited to three commercial vehicles.

And by amending Table 1, Schedule of Uses in Section 5 Use Regulations to allow Construction Contracting Services by right in the following zoning districts: Business Industrial, West Industrial, East Industrial, and Oak Grove Business Park; and by special permit in the Central Business District, Neighborhood Commercial, and Village Commercial Districts, and prohibited in all other districts.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 26: (Amend Zoning Bylaws: Solar)

To see if the if the Town will vote to amend the Zoning Bylaw Section 8.11 Solar Electric Installations, by amending section 8.11.G.3 by inserting new text shown in **bold** as follows:

3. Control of Vegetation – Herbicides or pesticides may not be used to control vegetation or animals at a Ground-Mounted Solar Electric Installation, **except to the extent this provision may be pre-empted by state or federal law.**

And by amending the definition in Section 8.11.B by inserting new text shown in **bold** as follows:

Ground-Mounted Solar Electric Installation: A Solar Electric System that is affixed to the ground (not roof-mounted) and all appurtenant fencing, access driveways, drainage infrastructure, electronics, **batteries that are incidental and necessary for the storage of solar energy generated by the installation**, and any surrounding shade management areas.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 27: (Amend General Bylaws: Minor Changes)

To see if the Town will vote to amend the General Bylaws by making clerical, grammatical and other minor changes such as spelling or tense, and other limited substantive changes to bring the Bylaws into accord with the Charter and state law, with text to be inserted shown in **bold** and text to be deleted shown in ~~strikethrough~~, all as set forth in the report of the Bylaw Review Committee on file with the Town Clerk, or act in any manner relating thereto.

BYLAW REVIEW COMMITTEE

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 28: (Amend General Bylaws: Article III Fire Department)

To see if the Town will vote to amend the General Bylaws, Article III Fire Department, by deleting references to Town “Administrator” and replacing them with Town “Manager”, deleting text addressing the size of the Fire Department as the issue is addressed in other ways, replacing references to Medway Fire “Department” and “NED” with Medway Fire “Dispatch”, inserting a new section requiring all buildings that report directly to Fire Dispatch with a master box or central station monitoring company to have a key access box, inserting new fines for failing to provide required information to the Fire Chief, increasing the fine for fire alarm system malfunctions after the third occurrence and codifying an exemption for panel trouble signals received through actions outside the control of the building or business owner, with text to be inserted shown in **bold** and text to be deleted shown in ~~strike through~~, all as set forth in the report of the Bylaw Review Committee on file with the Town Clerk; or act in any manner relating thereto.

BYLAW REVIEW COMMITTEE

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 29: (Amend General Bylaws: Article X Repairs to Private Ways)

To see if the Town will vote to amend the General Bylaws, Article X Repairs to Private Ways, clarifying the process for abutters to seek repairs to private ways, removing the prohibition against betterment assessments, revising the minimum amount of linear footage private way abutters need to own to petition for repairs, and removing the requirement that 100% of the immediate abutters must petition for such repairs, with text to be inserted shown in **bold** and text to be deleted shown in ~~strike through~~, all as set forth in the report of the Bylaw Review Committee on file with the Town Clerk; or act in any manner relating thereto.

BYLAW REVIEW COMMITTEE

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 30: (Amend General Bylaws: Article XI Fire Lanes)

To see if the Town will vote to amend the General Bylaws, Article XI Fire Lanes, by deleting the text in its entirety and inserting in its place a new section updating the language to reflect more current requirements and circumstances, with text to be inserted shown in **bold** and text to be deleted shown in ~~strike through~~, all as set forth in the report of the Bylaw Review Committee on file with the Town Clerk; or act in any manner relating thereto.

BYLAW REVIEW COMMITTEE

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 31: (Amend General Bylaws: Article XII Penal Laws, 12.9 Roadway Access)

To see if the Town will vote to amend the General Bylaws, Article XII, Section 12.9 Roadway Access to require use of concrete or asphalt only for commercial, industrial and residential driveway aprons, and to expressly prohibit the placement of basketball and other equipment in the public way; with text to be inserted shown in **bold** and text to be deleted shown in ~~strike through~~, all as set forth in the report of the Bylaw Review Committee on file with the Town Clerk; or act in any manner relating thereto.

BYLAW REVIEW COMMITTEE

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 32: (Amend General Bylaws: Article XII Penal Laws, 12.16 Dog Bylaw)
To see if the Town will vote to amend the General Bylaws, Article XII Penal Laws, Section 12.16 Dog Bylaw, by deleting it in its entirety, renumbering it as Section 13.16, and inserting in place thereof a new bylaw addressing a wide variety of dog-related issues, including the dates by which annual dog and kennel licenses must be obtained, updating annual and late fees for individual and kennel licenses, prohibiting dogs from being unleashed onto the property of another or on Town public property, requiring that dog owners promptly remove dog feces, updating reference to the Animal Control Officer, designating the Police Chief as hearing officer for any complaints about nuisance and dangerous dogs, and establishing the amount of non-criminal disposition fines for violations, with text to be inserted shown in **bold** and text to be deleted shown in ~~striketrough~~, all as set forth in the report of the Bylaw Review Committee on file with the Town Clerk; or act in any manner relating thereto.

BYLAW REVIEW COMMITTEE

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 33: (Amend General Bylaws: Article XIV Prevention of Leakage of Underground Fuel or Chemical Storage Tanks and Systems)
To see if the Town will vote to amend the General Bylaws, Article XIV Prevention of Leakage of Underground Fuel or Chemical Storage Tanks and Systems, by adding the Fire Department as an enforcing authority for violations, updating the definition of Hazardous Material, mandating new underground storage systems meet certain specifications and requirements of the Fire Department and state regulations, include periodic leak testing requirements with text to be inserted shown in **bold** and text to be deleted shown in ~~striketrough~~, all as set forth in the report of the Bylaw Review Committee on file with the Town Clerk, or act in any manner relating thereto.

BYLAW REVIEW COMMITTEE

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 34: (Amend General Bylaws: Article XV Town Clerk Fees)
To see if the Town will vote to amend the General Bylaws, Article XV Town Clerk Fees as set forth in a document on file with the Town Clerk, with text to be inserted shown in **bold** and text to be deleted shown in ~~striketrough~~, all as set forth in the report of the Bylaw Review Committee on file with the Town Clerk, or act in any manner relating thereto.

BYLAW REVIEW COMMITTEE

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 35: (Amend General Bylaws: Article XIX Audit Committee)
To see if the Town will vote to amend the General Bylaws by deleting Article XIX Audit Committee in its entirety, or act in any manner relating thereto.

BYLAW REVIEW COMMITTEE

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 36: (Amend General Bylaws: Article XXIII Town Administrator)
To see if the Town will vote to amend the General Bylaws by deleting Article XXIII Town Administrator in its entirety, or act in any manner relating thereto.

BYLAW REVIEW COMMITTEE

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 37: (Amend General Bylaws: Article XXIV Water Use Restrictions)
To see if the Town will vote to amend the General Bylaws Article XXIV Water Use Restrictions by deleting repetitious language, replacing references to the “Town Water and Sewer Commission” with the words “Select Board”, consolidating two sections addressing activities prohibited during an outdoor water ban, and clarifying that privately owned irrigation systems cannot be installed in public roadways or right of ways or easements, declaring that the Town has no obligation to notify owners of previously existing irrigation systems in the right of way when work is to be performed in or on the public property, and clarifying that any damage that might occur will be the responsibility of the property owner and not the responsibility of the Town or any utility company, with text to be deleted shown in ~~strikethrough~~ and text to be inserted shown in **bold**, all as on file with the Town Clerk; or act in any manner relating thereto.

BYLAW REVIEW COMMITTEE

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 38: (Citizens’ Petition: Change Columbus Day to Indigenous Peoples’ Day)
To see if the Town will vote to change the name, on all town calendars, notices & announcements including all print or digital media distributed by Town Departments, Boards and Committees, of the federal and state holiday known as “Columbus Day” to “Indigenous Peoples’ Day”. The holiday falls annually on the second Monday in October and by renaming this holiday a new holiday is not being proposed nor created.

In naming the second Monday of October as Indigenous Peoples’ Day on all town calendars, notices, announcements, print and digital media, Medway commemorates the struggles, celebrates the resilience and contributions, and honors the wishes of the Indigenous Peoples who were the first inhabitants of these lands.

CITIZENS’ PETITION

SELECT BOARD RECOMMENDATION: **Disapprove**

FINANCE COMMITTEE RECOMMENDATION:

III. FISCAL YEAR SUMMARY

Fiscal Year 2022-2024 Revenues and Expenditures

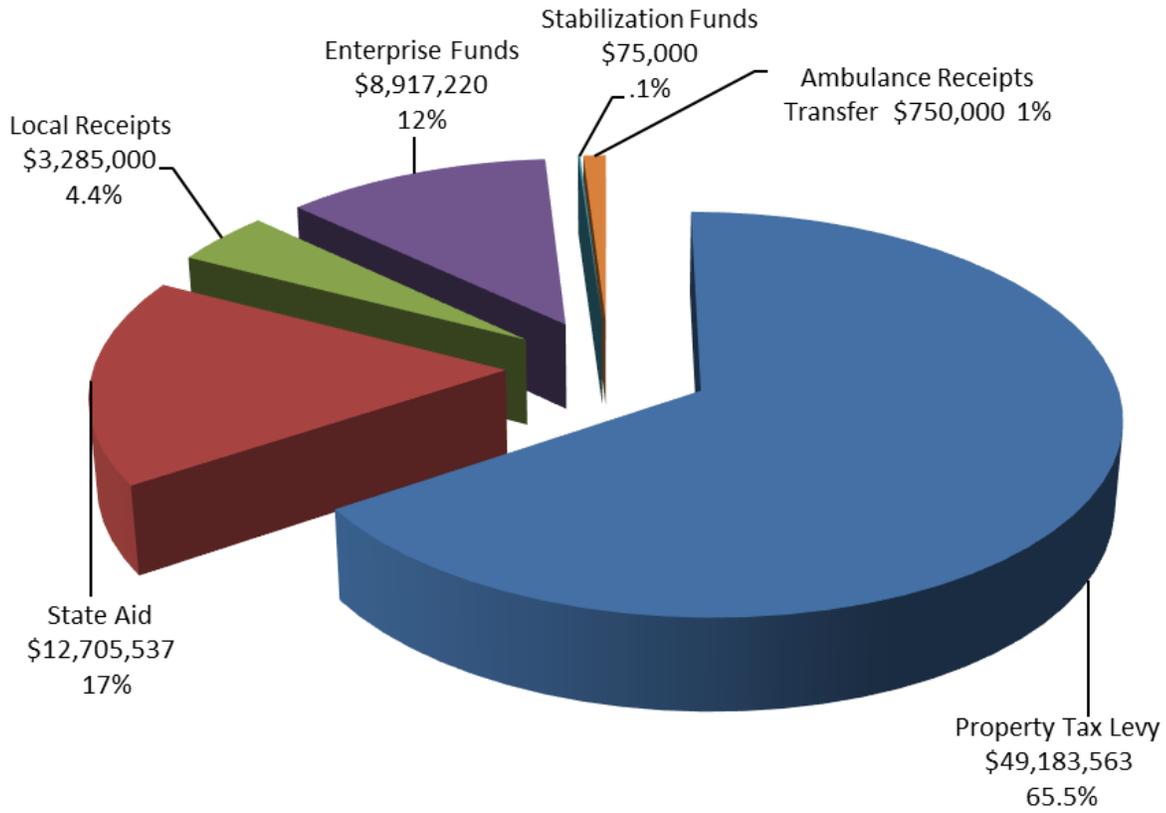
	FY22	FY23	FY24	FY24
Revenues	Actuals	ATM Est. Revenues	SELECT BOARD Budget	FIN COM Budget
Property Tax Levy	\$ 44,692,525	\$ 47,858,644	\$ 49,183,563	\$ 49,183,563
State Aid	\$ 12,218,708	\$ 12,579,847	\$ 12,705,537	\$ 12,705,537
Local Receipts	\$ 4,793,771	\$ 3,305,100	\$ 3,285,000	\$ 3,285,000
Stabilization Funds	\$ 288,000	\$ 113,000	\$ 75,000	\$ 75,000
Ambulance Receipts Reserved Transfer	\$ 677,242	\$ 700,000	\$ 750,000	\$ 750,000
Subtotal:	\$ 62,670,246	\$ 64,556,591	\$ 65,999,100	\$ 65,999,100
	FY22	FY23	FY24	FY24
Expenses	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
EDUCATION TOTAL	\$ 29,953,169	\$ 30,936,784	\$ 32,093,643	\$ 32,093,643
GENERAL GOVERNMENT TOTALS	\$ 2,759,983	\$ 3,117,623	\$ 3,239,920	\$ 3,239,920
TOWN WIDE GENERAL GOVERNMENT TOTAL	\$ 14,216,669	\$ 16,361,286	\$ 16,731,312	\$ 16,731,312
PUBLIC WORKS TOTAL	\$ 2,744,808	\$ 3,072,642	\$ 2,670,183	\$ 2,670,183
PUBLIC SAFETY TOTAL	\$ 6,168,132	\$ 7,100,944	\$ 7,402,386	\$ 7,402,386
HEALTH & HUMAN SERVICES TOTAL	\$ 455,028	\$ 525,948	\$ 537,595	\$ 537,595
CULTURE AND RECREATION TOTAL	\$ 1,163,960	\$ 1,335,784	\$ 1,375,042	\$ 1,375,042
Total Town Meeting Appropriation:	\$ 57,461,749	\$ 62,451,011	\$ 64,050,081	\$ 64,050,081
	FY22	FY23	FY24	FY24
Expenditures Not Requiring Appropriation	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
Tax Title	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Cherry Sheet Offsets	\$ 398,059	\$ 355,506	\$ 358,188	\$ 358,188
Cherry Sheet Charges	\$ 944,048	\$ 975,456	\$ 852,607	\$ 852,607
Overlay	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Enterprise IDC Offset	\$ (686,944)	\$ (735,382)	\$ (771,776)	\$ (771,776)
Total	\$ 965,163	\$ 905,580	\$ 749,019	\$ 749,019
Total Operating Budget	\$ 58,426,912	\$ 63,356,591	\$ 64,799,100	\$ 64,799,100
MONETARY ARTICLES				
Medway Family Day	\$ 15,000		\$ -	\$ -
Stabilization Transfer	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Roads & Sidewalks	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Transfer to OPEB Trust	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Total Monetary Articles	\$ 1,215,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Total Appropriated and Non Appropriated Budget	\$ 59,641,912	\$ 64,556,591	\$ 65,999,100	\$ 65,999,100
Revenues (from Above)	\$ 62,670,246	\$ 64,556,591	\$ 65,999,100	\$ 65,999,100
General Fund Surplus/(Deficit)	\$ 3,028,334	\$ -	\$ -	\$ -

Fiscal Year 2022-2024 Revenue and Expenditures (Cont.)

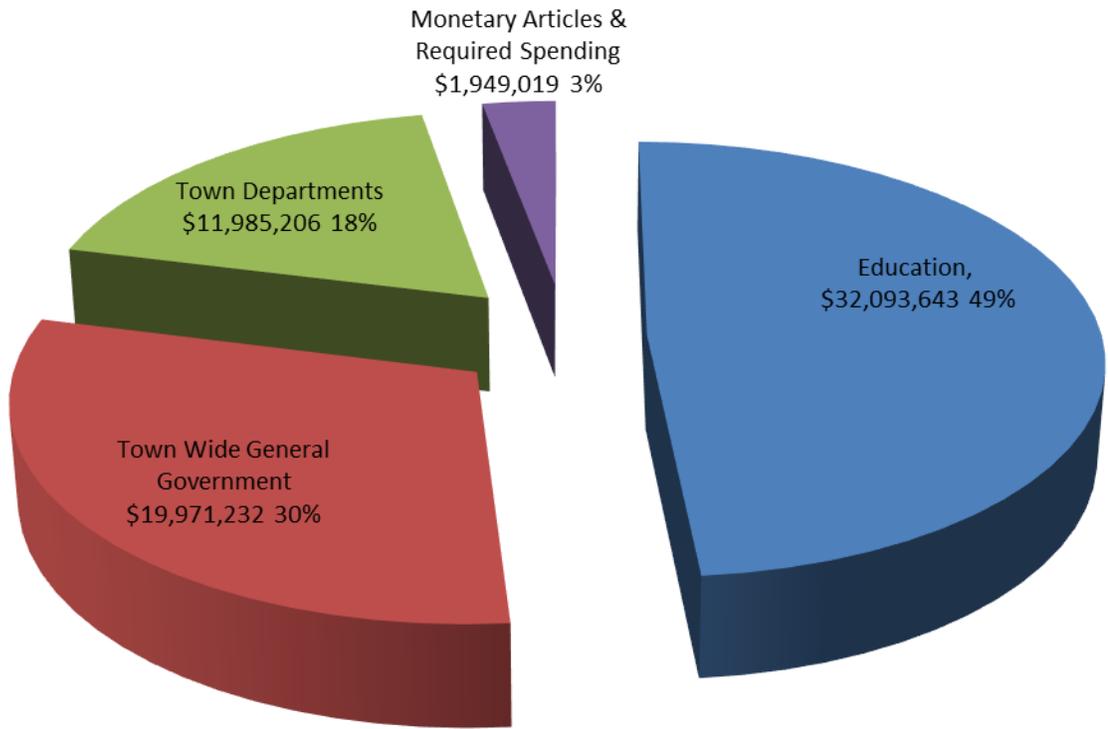
<i>Enterprise Funds</i>	FY22 <i>Actuals</i>	FY23 <i>ATM Budget</i>	FY24 <i>SELECT BOARD Budget</i>	FY24 <i>FIN COM Budget</i>
SOLID WASTE ENTERPRISE FUND- 431				
Total Solid Waste Revenue	\$ 1,562,822	\$ 1,804,050	\$ 1,928,455	\$ 1,928,455
Total Solid Waste Expenses	\$ 1,520,312	\$ 1,804,050	\$ 1,928,455	\$ 1,928,455
SEWER ENTERPRISE FUND - 440				
Total Sewer Revenue	\$ 2,078,960	\$ 1,892,374	\$ 1,951,368	\$ 1,951,368
Total Sewer Expenses	\$ 1,641,055	\$ 1,892,374	\$ 1,951,368	\$ 1,951,368
WATER ENTERPRISE FUND - 450				
Total Water Revenue	\$ 4,038,252	\$ 4,673,560	\$ 5,037,397	\$ 5,037,397
Total Water Expenses	\$ 3,484,538	\$ 4,673,560	\$ 5,037,397	\$ 5,037,397
<i>Sub-Total Enterprise Funds - Revenues</i>	\$ 7,680,034	\$ 8,369,984	\$ 8,917,220	\$ 8,917,220
<i>Sub-Total Enterprise Funds - Expenses</i>	\$ 6,645,905	\$ 8,369,984	\$ 8,917,220	\$ 8,917,220
<i>Total Revenues All Sources</i>	\$ 70,350,280	\$ 72,926,575	\$ 74,916,320	\$ 74,916,320
<i>Total Budget All Funds</i>	\$ 66,287,817	\$ 72,926,575	\$ 74,916,320	\$ 74,916,320

FY24 Revenues

General Fund \$65,999,100 + Enterprise \$8,917,220 =
Total Revenues \$74,916,320



FY24 General Fund Expenditures
Total Budget = \$65,999,100



ARTICLE 3 – OMNIBUS BUDGET

	FY22	FY23	FY24	FY24
Revenues	Actuals	ATM Est. Revenues	SELECT BOARD Budget	FIN COM Budget
Property Tax Levy	\$ 44,692,525	\$ 47,858,644	\$ 49,183,563	\$ 49,183,563
State Aid	\$ 12,218,708	\$ 12,579,847	\$ 12,705,537	\$ 12,705,537
Local Receipts	\$ 4,793,771	\$ 3,305,100	\$ 3,285,000	\$ 3,285,000
Stabilization Funds	\$ 288,000	\$ 113,000	\$ 75,000	\$ 75,000
Ambulance Receipts Reserved Transfer	\$ 677,242	\$ 700,000	\$ 750,000	\$ 750,000
Subtotal:	\$ 62,670,246	\$ 64,556,591	\$ 65,999,100	\$ 65,999,100
	FY22	FY23	FY24	FY24
Expenses	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
EDUCATION - 300				
Salaries	\$ 22,273,792	\$ 24,076,934	\$ 24,919,943	\$ 24,919,943
Expenses	\$ 6,626,448	\$ 5,699,066	\$ 5,756,057	\$ 5,756,057
Total	\$ 28,900,240	\$ 29,776,000	\$ 30,676,000	\$ 30,676,000
Tri-County Voc Tech	\$ 1,035,329	\$ 1,120,784	\$ 1,377,643	\$ 1,377,643
Norfolk County Agricultural	\$ 17,600	\$ 40,000	\$ 40,000	\$ 40,000
EDUCATION TOTAL	\$ 29,953,169	\$ 30,936,784	\$ 32,093,643	\$ 32,093,643
TOWN ADMINISTRATION - 122				
Salaries	\$ 411,655	\$ 445,848	\$ 458,383	\$ 458,383
Expenses	\$ 20,360	\$ 33,567	\$ 33,550	\$ 33,550
Total	\$ 432,015	\$ 479,415	\$ 491,933	\$ 491,933
HUMAN RESOURCES - 125				
Salaries	\$ 92,547	\$ 98,000	\$ 81,812	\$ 81,812
Expenses	\$ 48,694	\$ 62,350	\$ 55,350	\$ 55,350
Total	\$ 141,241	\$ 160,350	\$ 137,162	\$ 137,162
COMMUNICATIONS - 129				
Salaries	\$ 70,101	\$ 71,400	\$ 74,192	\$ 74,192
Expenses	\$ 11,991	\$ 18,850	\$ 17,350	\$ 17,350
Total	\$ 82,092	\$ 90,250	\$ 91,542	\$ 91,542
FINANCE COMMITTEE - 132				
Expenses	\$ 1,222	\$ 1,500	\$ 1,100	\$ 1,100
Reserve Fund - 132	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
Total	\$ 1,222	\$ 101,500	\$ 101,100	\$ 101,100
TOWN ACCOUNTANT - 135				
Salaries	\$ 230,575	\$ 239,014	\$ 249,370	\$ 249,370
Expenses	\$ 39,127	\$ 61,865	\$ 52,450	\$ 52,450
Total	\$ 269,702	\$ 300,879	\$ 301,820	\$ 301,820
ASSESSORS - 141				
Salaries	\$ 228,958	\$ 224,950	\$ 199,544	\$ 199,544
Expenses	\$ 22,859	\$ 32,609	\$ 28,020	\$ 28,020
Total	\$ 251,817	\$ 257,559	\$ 227,564	\$ 227,564
TREASURER/COLLECTOR - 145				
Salaries	\$ 270,370	\$ 275,562	\$ 289,462	\$ 289,462
Expenses	\$ 49,621	\$ 55,650	\$ 58,000	\$ 58,000
Total	\$ 319,991	\$ 331,212	\$ 347,462	\$ 347,462
LEGAL - 151				
Expenses	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Total	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
MIS/TECHNOLOGY - 155				
Salaries	\$ 248,779	\$ 254,810	\$ 252,523	\$ 252,523
Expenses	\$ 364,485	\$ 419,614	\$ 503,886	\$ 503,886
Total	\$ 613,264	\$ 674,424	\$ 756,409	\$ 756,409

ARTICLE 3 – OMNIBUS BUDGET (cont.)

Expenses	FY22	FY23	FY24	FY24
	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
TOWN CLERK - 161				
Salaries	\$ 139,305	\$ 143,087	\$ 156,304	\$ 156,304
Expenses	\$ 4,294	\$ 5,750	\$ 5,235	\$ 5,235
Total	\$ 143,599	\$ 148,837	\$ 161,539	\$ 161,539
ELECTIONS - 162				
Salaries	\$ 3,960	\$ 11,592	\$ 11,016	\$ 11,016
Expenses	\$ 10,883	\$ 11,616	\$ 19,360	\$ 19,360
Total	\$ 14,843	\$ 23,208	\$ 30,376	\$ 30,376
REGISTRAR - 163				
Salaries	\$ -	\$ 1,512	\$ 1,008	\$ 1,008
Expenses	\$ 5,750	\$ 5,700	\$ 6,650	\$ 6,650
Total	\$ 5,750	\$ 7,212	\$ 7,658	\$ 7,658
CONSERVATION - 171				
Salaries	\$ 84,715	\$ 108,705	\$ 109,081	\$ 109,081
Expenses	\$ 4,127	\$ 4,216	\$ 4,028	\$ 4,028
Total	\$ 88,842	\$ 112,921	\$ 113,109	\$ 113,109
PLANNING BOARD - 175				
Salaries	\$ 80,951	\$ 82,675	\$ 90,000	\$ 90,000
Expenses	\$ 4,322	\$ 9,950	\$ 8,250	\$ 8,250
Total	\$ 85,273	\$ 92,625	\$ 98,250	\$ 98,250
ZONING BOARD - 176				
Expenses	\$ 7	\$ 900	\$ 800	\$ 800
Total	\$ 7	\$ 900	\$ 800	\$ 800
ENERGY COMMITTEE - 178				
Expenses	\$ 300	\$ 300	\$ 250	\$ 250
Total	\$ 300	\$ 300	\$ 250	\$ 250
COMMUNITY DEVELOPMENT - 182				
Salaries	\$ 150,501	\$ 160,981	\$ 168,321	\$ 168,321
Expenses	\$ 1,321	\$ 4,200	\$ 3,775	\$ 3,775
Total	\$ 151,822	\$ 165,181	\$ 172,096	\$ 172,096
FACILITY PRJ'S & IMPROV-193				
Expenses	\$ 37,353	\$ 50,000	\$ 80,000	\$ 80,000
Total	\$ 37,353	\$ 50,000	\$ 80,000	\$ 80,000
ANNUAL TOWN REPORT - 195				
Expenses	\$ 850	\$ 850	\$ 850	\$ 850
Total	\$ 850	\$ 850	\$ 850	\$ 850
GENERAL GOVERNMENT TOTALS				
	\$ 2,759,983	\$ 3,117,623	\$ 3,239,920	\$ 3,239,920
DEBT SERVICE - 700				
Long Term Principal & Interest	\$ 3,751,276	\$ 4,330,000	\$ 4,426,471	\$ 4,426,471
Short Term Interest	\$ -	\$ 35,000	\$ 25,000	\$ 25,000
Total	\$ 3,751,276	\$ 4,365,000	\$ 4,451,471	\$ 4,451,471
UNCLASSIFIED				
Property/Liability Insurance - 194	\$ 358,862	\$ 427,344	\$ 458,000	\$ 458,000
Medicare - 910	\$ 477,756	\$ 526,777	\$ 541,021	\$ 541,021
Life Insurance - 910	\$ 7,122	\$ 7,200	\$ 7,560	\$ 7,560
Retirement - 911	\$ 3,263,716	\$ 3,510,400	\$ 3,709,260	\$ 3,709,260
Workers Comp - 912	\$ 172,408	\$ 194,207	\$ 199,000	\$ 199,000
Unemployment Insurance - 913	\$ 18,176	\$ 65,000	\$ 65,000	\$ 65,000
Health Insurance - 914	\$ 6,167,353	\$ 7,265,358	\$ 7,300,000	\$ 7,300,000
Salary Reserve	\$ -	\$ -	\$ -	\$ -
Total	\$ 10,465,393	\$ 11,996,286	\$ 12,279,841	\$ 12,279,841
TOWN WIDE GENERAL GOVERNMENT TOTAL				
	\$ 14,216,669	\$ 16,361,286	\$ 16,731,312	\$ 16,731,312

ARTICLE 3 – OMNIBUS BUDGET (cont.)

Expenses	FY22	FY23	FY24	FY24
	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
DEPT OF PUBLIC WORKS				
DPW Salaries - 422	\$ 792,132	\$ 893,214	\$ 850,397	\$ 850,397
DPW Expenses - 422	\$ 460,544	\$ 510,000	\$ 531,250	\$ 531,250
Street Lighting Expenses - 424	\$ 415,633	\$ 418,000	\$ 32,500	\$ 32,500
Road Repair Expenses - 421	\$ 76,241	\$ 136,500	\$ 131,000	\$ 131,000
Building Maintenance Sal - 192	\$ 140,279	\$ 147,528	\$ 152,836	\$ 152,836
Building Maintenance Exp - 192	\$ 156,736	\$ 168,200	\$ 172,500	\$ 172,500
Traffic Signals Expenses - 293	\$ 3,988	\$ 5,000	\$ 5,000	\$ 5,000
Tree/Moth Agent Salary - 294	\$ 2,500	\$ 3,500	\$ 4,000	\$ 4,000
Total	\$ 2,048,053	\$ 2,281,942	\$ 1,879,483	\$ 1,879,483
SNOW AND ICE REMOVAL - 423				
Salaries	\$ 115,862	\$ 65,000	\$ 65,000	\$ 65,000
Expenses	\$ 470,108	\$ 470,600	\$ 470,600	\$ 470,600
Total	\$ 585,970	\$ 535,600	\$ 535,600	\$ 535,600
STORMWATER MGMT- 425				
Expenses	\$ 110,785	\$ 255,000	\$ 255,000	\$ 255,000
Total	\$ 110,785	\$ 255,000	\$ 255,000	\$ 255,000
CEMETERY COMMISSION - 491				
Expenses	\$ -	\$ 100	\$ 100	\$ 100
Total	\$ -	\$ 100	\$ 100	\$ 100
PUBLIC WORKS TOTAL	\$ 2,744,808	\$ 3,072,642	\$ 2,670,183	\$ 2,670,183
FIRE - 220				
Salaries	\$ 2,108,929	\$ 2,456,220	\$ 2,519,809	\$ 2,519,809
Expenses	\$ 318,580	\$ 388,300	\$ 421,465	\$ 421,465
Total	\$ 2,427,509	\$ 2,844,520	\$ 2,941,274	\$ 2,941,274
POLICE - 210				
Salaries	\$ 2,802,843	\$ 3,025,490	\$ 3,114,218	\$ 3,114,218
Expenses	\$ 222,775	\$ 425,271	\$ 438,091	\$ 438,091
Total	\$ 3,025,618	\$ 3,450,761	\$ 3,552,309	\$ 3,552,309
POLICE/FIRE COMMUNICATIONS - 215				
Salaries	\$ 273,461	\$ 364,438	\$ 446,794	\$ 446,794
Expenses	\$ 51,457	\$ 16,900	\$ 16,800	\$ 16,800
Total	\$ 324,918	\$ 381,338	\$ 463,594	\$ 463,594
ANIMAL CONTROL - 292				
Expenses	\$ 53,910	\$ 54,214	\$ 58,721	\$ 58,721
Total	\$ 53,910	\$ 54,214	\$ 58,721	\$ 58,721
BUILDING INSPECTOR - 241				
Salaries	\$ 327,721	\$ 342,191	\$ 355,458	\$ 355,458
Expenses	\$ 8,456	\$ 27,920	\$ 31,030	\$ 31,030
Total	\$ 336,177	\$ 370,111	\$ 386,488	\$ 386,488
PUBLIC SAFETY TOTAL	\$ 6,168,132	\$ 7,100,944	\$ 7,402,386	\$ 7,402,386
HEALTH DEPARTMENT - 510				
Salaries	\$ 126,850	\$ 129,190	\$ 123,042	\$ 123,042
Expenses	\$ 20,327	\$ 23,900	\$ 24,650	\$ 24,650
Total	\$ 147,177	\$ 153,090	\$ 147,692	\$ 147,692
COUNCIL ON AGING - 541				
Salaries	\$ 144,935	\$ 176,188	\$ 193,625	\$ 193,625
Expenses	\$ 46,981	\$ 59,350	\$ 59,850	\$ 59,850
Total	\$ 191,916	\$ 235,538	\$ 253,475	\$ 253,475
VETERANS SERVICES - 543				
Expenses	\$ 115,935	\$ 137,320	\$ 136,428	\$ 136,428
Total	\$ 115,935	\$ 137,320	\$ 136,428	\$ 136,428
HEALTH & HUMAN SERVICES TOTAL	\$ 455,028	\$ 525,948	\$ 537,595	\$ 537,595

ARTICLE 3 – OMNIBUS BUDGET (cont.)

Expenses	FY22	FY23	FY24	FY24
	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
PARKS DEPT - 650				
Salaries	\$ 455,888	\$ 496,878	\$ 512,859	\$ 512,859
Expenses	\$ 137,553	\$ 164,250	\$ 163,750	\$ 163,750
Total	\$ 593,441	\$ 661,128	\$ 676,609	\$ 676,609
LIBRARY - 610				
Salaries	\$ 294,396	\$ 310,546	\$ 328,896	\$ 328,896
Expenses	\$ 160,411	\$ 161,635	\$ 166,205	\$ 166,205
Total	\$ 454,807	\$ 472,181	\$ 495,101	\$ 495,101
RECREATION - 630				
Salaries	\$ 35,000	\$ 86,975	\$ 91,132	\$ 91,132
Expenses	\$ -	\$ -	\$ -	\$ -
Total	\$ 35,000	\$ 86,975	\$ 91,132	\$ 91,132
TRAILS MAINTENANCE - 651				
Expenses	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
Total	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
SUNSHINE GROUP - 654				
Salaries	\$ 49,000	\$ 50,000	\$ 50,000	\$ 50,000
Expenses	\$ 24,000	\$ 23,000	\$ 23,000	\$ 23,000
Total	\$ 73,000	\$ 73,000	\$ 73,000	\$ 73,000
DISABILITY COMMISSION - 545				
Expenses	\$ -	\$ 500	\$ 500	\$ 500
Total	\$ -	\$ 500	\$ 500	\$ 500
MEMORIAL COMMISSION - 670				
Expenses	\$ 2,712	\$ 4,500	\$ 4,000	\$ 4,000
Total	\$ 2,712	\$ 4,500	\$ 4,000	\$ 4,000
HISTORICAL COMMISSION - 691				
Expenses	\$ -	\$ 2,500	\$ 2,200	\$ 2,200
Total	\$ -	\$ 2,500	\$ 2,200	\$ 2,200
COMMUNITY EVENTS/PRGS - 692				
Expenses	\$ -	\$ 20,000	\$ 17,500	\$ 17,500
Total	\$ -	\$ 20,000	\$ 17,500	\$ 17,500
CULTURAL COUNCIL - 695				
Expenses	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
CULTURE AND RECREATION TOTAL	\$ 1,163,960	\$ 1,335,784	\$ 1,375,042	\$ 1,375,042
Total Town Meeting Appropriation:	\$ 57,461,749	\$ 62,451,011	\$ 64,050,081	\$ 64,050,081
Expenditures Not Requiring Appropriation	FY22	FY23	FY24	FY24
	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
Tax Title	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Cherry Sheet Offsets	\$ 398,059	\$ 355,506	\$ 358,188	\$ 358,188
Cherry Sheet Charges	\$ 944,048	\$ 975,456	\$ 852,607	\$ 852,607
Overlay	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Enterprise IDC Offset	\$ (686,944)	\$ (735,382)	\$ (771,776)	\$ (771,776)
Total	\$ 965,163	\$ 905,580	\$ 749,019	\$ 749,019
Total Operating Budget	\$ 58,426,912	\$ 63,356,591	\$ 64,799,100	\$ 64,799,100
MONETARY ARTICLES				
Medway Family Day	\$ 15,000	\$ -	\$ -	\$ -
Stabilization Transfer	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Roads & Sidewalks	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Transfer to OPEB Trust	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Total Monetary Articles	\$ 1,215,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
Total Appropriated and Non Appropriated Budget	\$ 59,641,912	\$ 64,556,591	\$ 65,999,100	\$ 65,999,100
Revenues (from Above)	\$ 62,670,246	\$ 64,556,591	\$ 65,999,100	\$ 65,999,100
General Fund Surplus/(Deficit)	\$ 3,028,334	\$ -	\$ -	\$ -

FISCAL YEAR 2023 ENTERPRISE BUDGETS – ARTICLES 4-6

<i>Enterprise Funds</i>	FY22 Actuals	FY23 ATM Budget	FY24 SELECT BOARD Budget	FY24 FIN COM Budget
SOLID WASTE ENTERPRISE FUND- 431				
<i>Solid Waste Residential Fees/Bag Fees</i>	\$ 1,562,822	\$ 1,555,000	\$ 1,570,000	\$ 1,570,000
<i>Solid Waste Retained Earnings</i>		\$ 249,050	\$ 358,455	\$ 358,455
Total Solid Waste Revenue	\$ 1,562,822	\$ 1,804,050	\$ 1,928,455	\$ 1,928,455
<i>Solid Waste Salaries</i>	\$ 146,057	\$ 221,202	\$ 215,212	\$ 215,212
<i>Solid Waste Benefits & Indirect Costs</i>	\$ 104,349	\$ 130,880	\$ 137,187	\$ 137,187
<i>Solid Waste Expenses</i>	\$ 1,216,625	\$ 1,400,300	\$ 1,526,000	\$ 1,526,000
<i>Debt Expense</i>	\$ 53,281	\$ 51,668	\$ 50,056	\$ 50,056
Total Solid Waste Expenses	\$ 1,520,312	\$ 1,804,050	\$ 1,928,455	\$ 1,928,455
SEWER ENTERPRISE FUND - 440				
<i>Sewer Fees for Service</i>	\$ 2,078,960	\$ 1,871,238	\$ 1,930,105	\$ 1,930,105
<i>Sewer Betterment Transfer</i>	\$ -	\$ 21,136	\$ 21,263	\$ 21,263
Total Sewer Revenue	\$ 2,078,960	\$ 1,892,374	\$ 1,951,368	\$ 1,951,368
<i>Sewer Salaries</i>	\$ 258,736	\$ 278,369	\$ 270,511	\$ 270,511
<i>Sewer Benefits & Indirect Costs</i>	\$ 177,345	\$ 152,743	\$ 159,601	\$ 159,601
<i>Sewer expenses</i>	\$ 902,880	\$ 1,188,550	\$ 1,288,550	\$ 1,288,550
<i>Debt Expense</i>	\$ 302,094	\$ 272,712	\$ 232,706	\$ 232,706
Total Sewer Expenses	\$ 1,641,055	\$ 1,892,374	\$ 1,951,368	\$ 1,951,368
WATER ENTERPRISE FUND - 450				
<i>Water Fees for Service</i>	\$ 4,038,252	\$ 4,100,000	\$ 4,650,000	\$ 4,650,000
<i>Water Retained Earnings</i>		\$ 573,560	\$ 387,397	\$ 387,397
Total Water Revenue	\$ 4,038,252	\$ 4,673,560	\$ 5,037,397	\$ 5,037,397
<i>Water Salaries</i>	\$ 820,288	\$ 879,028	\$ 970,996	\$ 970,996
<i>Water Benefits & Indirect Costs</i>	\$ 405,250	\$ 451,759	\$ 474,988	\$ 474,988
<i>Water expenses</i>	\$ 671,923	\$ 745,400	\$ 702,900	\$ 702,900
<i>Debt Expense</i>	\$ 1,587,077	\$ 2,597,373	\$ 2,888,513	\$ 2,888,513
Total Water Expenses	\$ 3,484,538	\$ 4,673,560	\$ 5,037,397	\$ 5,037,397
Sub-Total Enterprise Funds - Revenues	\$ 7,680,034	\$ 8,369,984	\$ 8,917,220	\$ 8,917,220
Sub-Total Enterprise Funds - Expenses	\$ 6,645,905	\$ 8,369,984	\$ 8,917,220	\$ 8,917,220
Total Revenues All Sources	\$ 70,350,280	\$ 72,926,575	\$ 74,916,320	\$ 74,916,320
Total Budget All Funds	\$ 66,287,817	\$ 72,926,575	\$ 74,916,320	\$ 74,916,320

IV. FINANCE COMMITTEE SUBCOMMITTEE REPORTS

Education Subcommittee Report

For FY24, the Finance Committee recommends that the Town fund the Medway Public Schools (MPS) Operational Budget from Town Appropriation in the amount of \$30,676,000.

The Massachusetts State Aid Cherry Sheet as proposed in Governor Baker’s FY23 budget in January indicates that the Chapter 70 State Aid for education will be \$10,754,949, which represents essentially level funding, and is consistent with the “hold” harmless funding provided by the State to local school districts. The lack of a notable increase in State Aid continues to present a challenge to our schools and our town. All other funding will again come via Local Aid, Town Appropriation, available revolving accounts, and any supplemental grants that may be received throughout the year.

In total, the Medway School Committee has proposed a FY24 operating budget of \$33,757,050 to meet the needs of the students, albeit with reduced staffing, in the coming year. As with FY23, the Education Department will carry forward a portion of the Circuit Breaker receipts received in the prior fiscal year for use in FY24. The school will use \$913,885 of the remaining FY23 Circuit Breaker funds, along with \$700,000 of FY24 Circuit Breaker funds. School Choice funds in the amount of \$325,000, along with the use of federal and state grants and revolving fund revenues totaling \$1,142,165, combined with the proposed Town Appropriation of \$30,676,000, will complete the funding required for the FY24 operating budget.

	Final (Reconfigured) Budget	Budget
	<u>FY2023*</u>	<u>FY2024</u>
Salaries	\$23,463,118	\$23,979,451
Out of District Tuition	\$1,070,855	\$1,471,312
Transportation	\$1,714,751	\$1,699,620
Facilities	\$2,033,741	\$2,058,033
Other	\$1,493,535	\$1,467,584
Town Funded MPS Operational Budget	\$29,776,000	\$30,676,000
MPS Oper. Budget funded by Circuit Breaker	\$886,445	\$1,613,885
MPS Oper. Budget funded by School Choice	\$0	\$325,000
MPS Oper Budget funded by Grants		\$766,602
MPS Oper. Budget funded by Revolving Funds		\$375,563
Grand total MPS operating budget	\$30,662,446	\$33,757,050

*The FY2023 budget was not presented as a comprehensive budget inclusive of all MPS operating budget sources.

Comparisons between the reconfigured FY23 budget and the proposed FY24 budget provides for an overall net increase of \$900,000, or 3.02% in the town funded operating budget. The District leadership followed a strategy of maintaining level service capacity in many accounts, looking for as many efficiencies as possible, while continuing to provide funds consistent with the vision outlined in the Strategic Plan such as tuition free full day kindergarten, curriculum materials for new education standards, and professional development.

This proposed budget will provide for the base changes in personnel from the actual FY23 base of 310.8 FTEs to a new, adjusted base of 296.6. This net change of -14.2 is the result of 16.6 reductions offset by 2.4 FTE additions.

For FY24, the schools had to make some difficult decisions to ensure a balanced budget. As noted above, those decisions included staffing reduction totaling 16.6 full-time equivalents (FTEs) while meeting additional student needs by the addition of 2.4 FTEs. Any reduced teacher FTEs were enrollment based, and the average classroom size remains unchanged in the schools. While the decision to reduce FTEs was a difficult decision, it was done in a way to have the minimum possible impact on the students and with the goal of bringing back many of those positions as soon as funding is available to do so.

The schools continue to make tremendous progress as it relates to our students’ performance both academically and in overall development. The schools continue to provide a measured approach towards balancing the needs of the students with their health and wellbeing as we continue to recover from the effects of the pandemic.

Medway’s education budget also includes assessments from the Tri-County Vocational Technical Regional School District (Tri-County) and the Norfolk County Agricultural High School (Norfolk). Medway is one of 12 communities belonging to the Tri-County district and our FY24 assessment is \$1,052,929. The Tri-County board derives this assessment following Commonwealth formulas and using a similar process as MPS uses to develop its budget. Additionally, while not impacting FY24 budget, the schools continue to monitor the need to either renovate or replace Tri-County, which will impact the budget in years to come.

The Medway Public Schools, its mission and programs are important to the character of our Town. The schools continue to be a source of great pride for our town. Our students continue to excel in the classroom, at athletics and in the arts. We are thankful for the leadership of Dr. Pires, the school administration, and School Committee through the challenging times we have faced and ensuring our students receive the great education we have come to expect. To ensure our school’s leaders have the resources needed to continue to provide the level of education our students deserve, we all share the responsibility to make sure that we budget the funds they need.

Respectfully submitted by the Finance Committee Education Subcommittee,

Brian Cowan and Sue Segarra

General Government Subcommittee Report

The General Government portion of the budget is comprised of those departments that handle the policy-making, financial, and administrative functions for the town. They include the following departments/committees:

Town Manager	Human Resources	Communications
Finance Committee	Town Accountant	Assessors
Treasurer/Collector	Legal	MIS/Technology
Town Clerk	Elections/Registrar	Conservation
Planning Board	Zoning Board	Energy Committee/Management
Facility Projects	Annual Town Report	Community Development

In addition, debt service and unclassified expenses fall under the umbrella of the General Government portion of the budget as outlined in Town Wide General Government section. Also included in this section are the insurance and benefit costs for the town and all of its employees (Municipal and School), as well as debt service expenses that are part of our bonded capital items. Listed below is the current debt schedule for the town.

Debt is classified as excluded or non-excluded. Excluded debt is a temporary tax increase - ‘excluded’ from the limits of Proposition 2 ½ - that is used to pay debt service costs (principal plus interest) on money borrowed to finance a specific project. Debt exclusions require a 2/3 affirmative vote from Town Meeting and a subsequent majority ballot vote. In general, Medway issues excluded debt with a 20-year term. Non-excluded debt is debt service costs paid within the 2 ½ tax levy.

Currently Medway has seven (7) projects that incurred excluded debt. In FY23, the 2003 School Remodeling debts will roll off the debt service schedule.

EXCLUDED DEBT	BORROWING AMT
MPL 10/8/2009 – Fire Truck	\$220,000 (15 years)
GOB 9/15/2012 – Fire Ladder Truck	\$900,000 (20 years)
MPL 9/15/2016 – Library Carpet	\$90,000 (6 years)
GOB 9/15/2015 - Sewer Improvements	\$200,000 (10 years)
MPL 3/15/2015 - Sewer Improvements	\$75,000 (10 years)

The FY2024 Town Wide General Government total budget equals \$17,146,759 which is a 1% increase over FY2023.

The Subcommittee would also like to report that the Town has several established stabilization accounts to provide financial security for the Town.

During FY2023, the Town of Medway continued to remain financially stable. Medway’s improved financial performance and currently strong reserve levels has helped the Town manage its financial obligations, which has helped maintain the Town’s bond rating at **AAA**. By implementing strict controls and adopting a conservative approach, the Town is well positioned for FY2024 and beyond.

Respectfully submitted by the Finance Committee General Government Subcommittee,

Jim Sullivan

Public Works Subcommittee Report

The Department of Public Works is responsible to the residents, businesses, and visitors of Medway for the maintenance management of a public infrastructure that has been constructed over the course of the Town’s history. This significant infrastructure consists of more than 100 miles of residential and urban roadway containing bridges, sidewalks, curbs, traffic signals, street lighting, guardrail fencing, surface and sub - surface storm water systems, sanitary wastewater systems, public water supply systems, and public shade trees. This infrastructure along with municipal buildings, parks, vehicles, and solid waste management is the backbone of the community and contains many of the resources that all together, can well define the overall quality of life in the community. The Department is organized into the following five programs: Administration & Finance, Engineering and Facilities, Parks Division, Highway & Fleet Maintenance, and Water & Sewer.

Administration and Finance

The primary function of the staff within this division is to provide first customer contact, administrative and financial support to the numerous and varying Department programs, as well as, interact and actively participate in overlying Town goals and objectives. Each operational function of the Department’s activities has an extensive administrative component which must be completed in a concise and controlled manner to ensure deadlines are met and that program milestones are achieved. Many of the Department’s initiatives have associated financial and regulatory reporting requirements. This Division produces or supports these activities ensuring proper management.

Engineering and Facilities

As a result of the Town making an active commitment toward upgrading and expanding its public infrastructure, numerous simultaneous projects are managed presently and further anticipated in the foreseeable future. The value of these projects is significant and is measured in millions of dollars. The proper management of capital initiatives requires staffing resources that are charged with phased project oversight ranging from planning to beneficial use or a “cradle to grave” management approach. Dedicated staff manage these important projects to successful completion. Another significant

component to this unit is the management of building and grounds maintenance for the Town's eleven (11) public facilities. Work performed within this function area ranges from minor repairs to extensive reconstruction and rehabilitation of building structures.

Water and Sewer:

The Water and Sewer Division is charged with the operation and maintenance of the Town's water supply, water treatment, water distribution and wastewater collection systems. This entails oversight of the system's pumping and treatment facilities located at four (4) drinking-water well sites. Being a groundwater system, the Town treats its raw water with the addition of sodium fluoride for dental health, lime for corrosion control and sodium hypochlorite for disinfection. All of these treatment processes require daily manual monitoring by certified staff as well as with the Department's Supervisory Control and Data Acquisition (SCADA) system. Drinking water is pumped to two (2) water storage tanks having a combined capacity of 2.8 million gallons.

The wastewater system is comprised of approximately forty-four miles of gravity sewer that discharges into the treatment facility operated by the Charles River Pollution Control District. Through its recent sewer extension project, the Department now operates and maintains a sewer pump station located in the Trotter Drive Industrial Park area.

The geographic disbursement of these complex and dated systems throughout the Town's eleven square miles creates a particular challenge to the relatively small Water and Sewer Division. The general deferment of capital investment in these systems during recent decades is cause for an infrastructure which demands high levels of maintenance and attention. Fortunately, in recent years, Master Plans have been conducted which identify infrastructure needs based on the risk and consequence of failure. Through the use of advanced technology and thoughtful prepared scheduling of human and equipment resources, the Water and Sewer Division is able to meet the needs and demands of its diverse systems while providing residences and businesses with the highest level of customer service possible.

Parks Division

In FY 2023, the Parks Division continued to include the management of solid waste collection and disposal, resource recycling and reuse, the managed care and maintenance of the Town's parks and fields, as well as, grounds care and maintenance of all municipal buildings including schools. The Department maintains reliance on the Board of Health for assistance with regulatory policy setting and enforcement. Included within the Parks Division is the managed care of the Town's fifty-five (55) acres of passive and active recreational areas under the jurisdiction of the Board of Park & Recreation Commissioners. Also held within this unit is the oversight of the town's street and shade tree program managed by the Department's statutory Tree Warden designee.

Highway

This Division is responsible for the operation and maintenance of all public ways encompassing approximately one hundred (100) miles of roadway, consisting of approximately 280 lane miles. Maintenance of this transportation network includes all portions of Town right-of-way including roadways, sidewalks, storm water drainage systems, street lighting, signage and traffic control devices. Daily work is scheduled and assigned based upon a balance between planned projects and customer service response. A majority of the Department's heavy equipment is operated and dispatched from within this unit. As such, its activities are broad in scope and diverse in function. This division is responsible for the management of winter storm operations including the hiring of supplemental contract equipment Works in accordance with the Town's snow and ice policy and budget. RT 109 reconstruction will continue with final construction tasks. In FY2023, DPW will continue implementation of its seven-year road improvement program.

Stormwater

Over the last 20 years, significant attention has been focused on the impacts of stormwater on water quality, nowhere is this truer than in Medway as we are in the highly sensitive Charles River Watershed. The DPW, through its Engineering & Highway Divisions, continues to work with the Conservation Commission and their agent to continue to develop and refine our stormwater regulations and practices. Water quality testing continues, and the Department is working to complete the electronic mapping of the drainage system.

Fleet Maintenance

Activities within the Fleet Maintenance group include service to those units assigned to the Police, Fire, Ambulance, Council on Aging and Department of Public Services. It is understood that these divisions engage in continual operations and service to the Town twenty-four hours a day. As such, it is imperative that the core equipment utilized by these divisions remain operating at all times. Work is performed in accordance with local, state and federal standards associated with emissions, fuel criteria, safety and operational protocols. Staff hold credentials allowing them to work on a full line of vehicles and equipment ranging from small engine repair, light duty equipment, medium rated vehicles to a full array of heavy equipment consisting of complex mechanical, hydraulic and electrical components. Preventive and regular maintenance is scheduled while emergency/reactive service is prioritized based upon the risk and consequence of equipment failure. Each approach is tracked and monitored utilizing a computerized workorder management system.

Respectfully submitted by the Finance Committee Public Works Subcommittee

Public Safety Subcommittee Report

The mission of the **Medway Police Department** is to protect and improve the quality of life for all who live, work or visit our community by delivering the highest quality of public safety and service. The department, led by Chief William Kingsbury, provides a vital and increasingly complicated role in protecting the citizens of Medway. Currently the department is well suited for the future. The department is currently made up of senior officers in administrative and command positions with officers in mid-career manning supervisory & specialty positions and younger officers in position to advance as more senior officers retire. The department expects to hire at least six, most likely seven, new officers between 2025 and 2030. Those officers would fill open existing positions as patrol officers move up due to command staff retirements.

In FY23 the Police Department continues to utilize the on-call counselors/clinicians to assist with any substance-abuse or mental-health care calls. Mental health calls have increase in recent years and the assistance of a clinician has been invaluable to the police department and to the community. Due to the success of the program and increase in calls, Medway and Franklin plan to add a second part-time clinician to their joint program.

As in prior years, the department will continue to provide training, including firearms and use of force training, first responder, CPR and defib training, legal updates, animal investigation and defensive tactics. Our Officers will also attend various training classes during the year to meet the requirements for the Police Reform Bill. In addition to training, the department will utilize the budget to replace two front-line cruisers and one admin car as part of the ongoing fleet replacement and maintenance agreement which further allows the department to meet the ever-growing needs of the community.

The mission of the **Medway Fire Department** is to protect and to save the lives, property, and environment of the citizens of Medway from emergencies and disasters through fire suppression, fire prevention, emergency medical services, hazardous materials mitigation, and public education. Chief Jeffrey Lynch and Deputy Chief Michael Fasolino continue to provide strong leadership for both the Town's Fire Department and EMS Service.

The Fire Department call volumes continue to increase year-over-year. Call volumes in FY23 continue to grow as the town grows through residents; from FY22 there is a 17% increase in calls. While there was no increase in the number of personnel in FY23, more hires are expected in FY24 and beyond.

The fire department operating budget for FY24 will increase by 3.5%, mostly due to contractual increases and purchases have increased significantly. A capital project to replace software will be more acutely felt next year. Additionally, the ambulance service contract is significantly higher than what was budgeted. Supply expense is increased as hospitals are no longer replacing medical supplies used during ambulance calls. Additional turnout equipment will be needed due to new firefighter potentially coming on board

As with all town assets, the Fire Department continues to ensure all Fire/EMS equipment is maintained in good working order.

The **Animal Control Department** is a shared service with the town of Millis. Both municipalities currently fund the budget for this service according to usage. The budget for animal control in FY24 will be \$58,721, an increase of ~3% from FY23.

The Subcommittee would like to thank Chief Kingsbury, Chief Lynch and Deputy Chief Fasolino for their guidance and input during this budget. We are also extremely grateful for our Police and Fire Departments for being there for our residents. The residents of Medway are proud of our public safety leadership and staff charged with serving and protecting the town.

Respectfully submitted by the Public Safety Subcommittee

Health and Human Services Subcommittee Report

The COA provides significant services to our residents. Besides the many social and enrichment activities provided through the senior center, other key services which come under the COA include assisting seniors, veterans, and residents of all ages in determining eligibility for fuel and nutrition assistance programs, finding health insurance, pointing to counseling services for those in crisis, providing meals, day trips, appointment rides, and more.

During the past year, the two part-time employed outreach associates have noticed an increased workload. This workload is expected to continue to escalate. New apartments on the east and west sides of town have added more families to town, and new residents of all ages find they need direction to find assistance programs. They are contacting the COA's outreach associates who try to aid in finding avenues for help.

During the past year, the COA director was able to secure a grant through Senator Spilka's office for a new outdoor adaptive exercise station which is under construction in the spring of 2023. The COA is grateful to have received a gift from the Hoag family and hopes to enhance the hardscape and garden landscaping around the building.

Many exterior doors at the Senior center are in need of replacement, and some have been recommended by CIPC.

As I have noted in prior years summaries, we are fortunate to have a team which performs such outstanding work. The director, outreach department, and volunteers act with broad and adaptable efficiency. Indeed, often a call to the COA is the first step for many residents with a need, and they find that the COA is either able to provide the answer and help immediately or direct them accurately to the correct department. Outreach to those who do not come to the center who may benefit from services occurs through many channels - including using social media and word of mouth as well as through emails and telephone calls from employees and volunteers.

Respectfully submitted by Finance Committee Subcommittee,
Ellen Hillery

Community Preservation Subcommittee Report

The Massachusetts Community Preservation Act (CPA) was passed in the year 2000. The act allowed towns to choose to participate by voting to add a surcharge of up to three percent to their property taxes, with the Commonwealth pays a matching grant back to the Town. The original act allowed these funds to be used for Open

Space, Community Housing, Recreational Land and Historic Resources. The passage of amendments to the law in 2012 created more flexibility on funding CPA outdoor recreation projects, such as the rehabilitation and restoration of land for recreational uses. Voters in Medway approved adopting the Community Preservation Act (CPA) in 2001, adding a three percent surcharge on land transactions recorded at the Norfolk County Registry of Deeds. The funds are forwarded from the Massachusetts Department of Revenue to the town to be held in Reserve Accounts. Medway's nine member CPC makes recommendations to the residents for appropriate projects under the law to use funds from the Reserve Accounts. The CPC has continued to meet remotely by Zoom over the past year. Meetings are the first Monday of the month at 7:30pm. Agendas are posted on the town's website. During the most recent remote meeting on April 3, 2023, discussions included approving the CPC warrant article for the annual town meeting's omnibus budget. The Committee posts a public hearing notice annually. The most recent remote public hearing was on March 6, 2023. The Committee anticipates continuing to meet remotely, and as these meetings are published in the town calendar, it can be simple for all town residents to listen and participate.

Respectfully submitted by Finance Committee Subcommittee,
Ellen Hillery

Planning and Economic Development Board Subcommittee Report

Working collaboratively with the Town's Community Preservation Committee, Design Review Committee, Economic Development Committee, and Master Plan Committee, the PEDB provides planning, support, coordination and advice on issues involving land use planning, zoning, economic development and smart growth. Among many ongoing projects, the PEDB had several noteworthy accomplishments this past year in support of its mission to develop policies, planning initiatives, and zoning regulations to guide the future development of Medway in ways that are consistent with the vision and values included in the Medway Master Plan. With input from Arup (3rd party consultant) the PEDB proposed and secured approval by Town Meeting Amendments to the Medway Zoning Bylaws, the most significant of which accommodate the large-scale Battery Energy Storage Systems (BESS) in Medway. The Bylaw covers energy safety provisions and develop facilities siting principles among other practicalities as the town adopts the BESS facility.

The Board also concluded a 20-month master plan update process with the adoption of a new Medway Master Plan as it reflects broad community engagement and guidance for the Town's future planning and land use initiatives.

The following are some of the significant Site plans reviewed and approved this year:

- A Milford Regional Hospital medical facility to be constructed at 68A Main Street
- Redevelopment of 6 Industrial Park Road for Phytopia for a marijuana cultivation facility
- Bright Path Child Care at Medway Commons
- Medway Department of Public Works water treatment facility at 19 Populatic Street
- A site plan modification to expand CommCan at 2 Marc Road.
- A 3-unit, multi-family development to be constructed at 288 Village Street.

Looking forward to FY24, the Board will be focusing on the following priorities:

- Continue to monitor site infrastructure construction at the Willows senior living community and several other active multi-family and industrial development projects.
- Support the work of the Master Plan Committee for action by the Select Board to establish a Master Plan Implementation Committee.
- Work with the Conservation Commission to propose Tree Protection bylaw for future Town Meeting consideration.
- Continue to work with Community and Economic Development and Public Works departments to both refine and implement the Town's Stormwater Management and Land Disturbance Bylaw and to establish corresponding Rules and Regulations.
- Update the Board's Site Plan Rules and Regulations.

Respectfully submitted by the Planning and Economic Development Subcommittee
Bruce Carbone & William W. Lane

Affordable Housing Committee and Affordable Housing Trust Subcommittee Report

Meeting jointly, the Committee members and the Trustees continued their work promoting the creation and preservation of local affordable housing for households earning under 80% of the Area Median Income and advising Medway's boards and committees on affordable housing issues.

In February 2021, the statement below was adopted. While included in their report, it bears inclusion here:

A fundamental principle of Medway's Affordable Housing Trust and Affordable Housing Committee is that all people are deserving of housing, regardless of ability, age, ethnicity, gender, income, race, religious conviction, or self-identity. In this spirit, Trustees and Committee Members strive to fulfill the mission of securing the reality of "Housing for All".

Following its adoption last year by the Committee and the Trust, The Department of Housing & Community Development (DHCD) approved the Medway Housing Production Plan (HPP) effective August 4, 2022. The 5 year HPP has five primary goals:

1. Maintain Medway's affordable housing stock at over the state's 10 percent affordable housing goals
2. Address local housing needs with a greater mix of housing types, particularly small apartments, accessible housing, and starter homes
3. Distribute new housing options in strategic locations and through reuse opportunities to meet local housing need and to comply with the state's housing choice legislation
4. Support residents in need to help them afford to remain in Medway
5. Increase Medway's capacity to implement housing initiatives through enhanced local and regional coordination

Medway's affordable housing surpasses the state-mandated 10% minimum necessary. This means Medway can assert application of local Zoning Bylaws if challenged by a developer. Four projects met milestones which will ensure this protection is met at least until the 2030 census. They were:

- *Glen Brook Way – Phase 1* completed and 48 affordable rental units are fully occupied;
- *Glen Brook Way – Phase 2* was awarded state and additional local funding for the production of 44 affordable apartments for residents over 55 years of age with construction well underway;
- *39 Main Street* – Construction continued with a lottery held to fill the 40 affordable units out of the total 190 apartments; and
- *Timber Crest* – Held a lottery for the 37 affordable single-family homes, which will become available on a rolling basis as houses are completed.

We, the Finance Committee, have seen this direction carried out in the actions and decisions of the Board. We would like to thank Community Housing Coordinator, Doug Havens, and the members of the Affordable Housing Trust and Affordable Housing Committee for working alongside us and helping to guide Medway to better tomorrow.

Respectfully submitted by the Finance Committee Affordable Housing Subcommittee,
William W. Lane & Bruce Carbone

Parks and Recreation Subcommittee Report

Medway Parks and Recreation department's mission is to enrich the lives of the residents of Medway by providing safe, welcoming parks and recreation facilities. In addition, the Medway Parks and Recreation department wants to ensure they provide all residents an affordable, diverse recreation and human services activities for people of all ages to play, learn, and build community.

Following the hiring of its first full-time director in 2018, the department has been expanding its programs, year after year and offers incredible programs throughout the entire year. The department and committee's creativity saw it emerge from the worst of EEE and COVID having expanded programming, and a full schedule of field rentals.

Activities continued to be robust, including letters to Santa, an ever-growing holiday lights competition, a "Trunk or Treat" and the pumpkin walk on Halloween, and an egg hunt. Following the continued success of the summer camp it was expanded again this year, The goal is to keep the camps affordable, and therefore available to Medway's working parents. Registration fees for the camp cover the cost, plus some extra.

The summer concert series was expanded, sponsored by local businesses, and additional events included paddle nights at Choate Park, as well as a movie night together with Medway Cable Access.

The Medway Parks & Recreation website, www.medwayparksrec.com, continues to be an excellent source of information. Visitors can register for Parks and Recreation offerings, make payments, review schedules of events, view virtual brochures, see maps of town fields and trails and gain additional information on various recreational opportunities. The director of Parks and Recreation oversees the scheduling of the towns fields and works closely with youth and adult groups, outside renters to meet the needs of their programs.

The department added an assistant director to the staff last year, which has allowed them to increase their offerings and ability to be responsive to the needs of the community.

As the department looks to the future, it hopes to continue expanding programming and community events. By collaborating and sharing ideas with other local town's Parks and Rec departments, they plan to expand their offerings and programs. They will also continue their efforts to work closely with all in-town youth organizations in their program administration.

The Finance Committee would like to thank Julie Harrington for her driven, unflagging work to expand and improve Medway for all residents. Julie also won the MA Recreation and Park Association Community Professional of the Year Award this year. Congratulations, Julie!

Respectfully submitted by the Finance Committee Parks and Recreation Subcommittee,
William W. Lane & Susan Segarra

Facilities Task Force Report

The Facilities Task Force was formed in Summer of '22, and is composed of representatives of the Selectboard, School Committee, Capital Improvements, Finance Committee, and members of the community at-large. The task force's aim is to review each town owned facility to consider 1) immediate maintenance and repair needs, 2) long term maintenance and repair needs, 3) functionality of the building with existing and long-term needs. The Task Force released their initial report to the Selectboard in early 2023. The Selectboard has authorized the Task Force to work with a consultant to give estimates on cost and possible locations for repair and/or replacement of the fire station at the corner of 109 and 126, the police station, and town hall. Selection of the consultant is ongoing with plans for a report in late 2023.

Respectfully submitted by Finance Committee Subcommittee,

Brian Cowan

V. DEFINITIONS AND GLOSSARY

How Town Meeting Operates

The Town Moderator conducts Town Meeting. No one may speak unless recognized by the Moderator. If you wish to speak, first raise your hand. When recognized, stand up, speak clearly and direct your question or comment to the Moderator. If you wish to make an amendment or motion but are unsure of the phrasing, state the substance of the comment and request assistance from the Moderator.

The Articles are addressed in the order that they appear in the Warrant. The Moderator summarizes each Article aloud, and then recognizes a member of the Finance Committee who verbalizes the Finance Committee's recommendation in the form of a motion either *in favor* or *against*. The Moderator then asks if there is any discussion on the motion. During the discussion, motions can be made by registered Town voters to either amend or dismiss the motion of the Finance Committee. If the discussion on any matter continues for a lengthy time, anyone in attendance may request to "move the question." The request, if supported by a favorable 2/3rd vote has the effect of stopping discussion on the matter and requiring an immediate vote on the motion.

When discussion is finished on an amendment or main motion, the Moderator calls for a voice vote (except in cases where the law requires a count). The Moderator judges by the sound of the voices whether the motion passes or fails and announces the result. Any seven persons may question the Moderator's decision by standing and requesting a count.

Once the article has been acted upon, anyone may move to reconsider that action at any time during the session at which it was passed. However, if less than one-hour elapses prior to adjournment to the next session, then additional time (up to one hour) is allowed during the next nightly session for reconsideration. A favorable 2/3rd vote is required to pass a motion for reconsideration. After the time to move for reconsideration elapses, an Article can only be acted upon again by putting it on the Warrant for a future Town Meeting.

The Omnibus Budget is handled differently than the others. This contains the various operating budgets for the Town boards and departments as listed by numbered line items. The Moderator first reads the titles and all of the line items in turn. Anyone with a question concerning a particular line item or wishing to amend the amount recommended by the Finance Committee, should call out "pass" when the Moderator reads that particular line. If no one "passes," an omnibus motion without discussion will automatically approve the recommended amount. After all line items have been read, the Moderator asks for discussion and motion on each item that was "passed."

If all articles cannot be covered in one evening, a motion will be made to continue the Town Meeting on the following evening, as if there had been no interruption.

Regulations for Consent Calendar

Eligibility for Consent Calendar:

- Article must be printed in a form to enable action to be taken in the form of a "short motion" i.e., "I move that Article 2 be passed as printed in the Warrant." If additional information is needed in order to take action under the article, such as inserting a sum of money, the article will not be eligible under the Consent Calendar.
- There must be a unanimous agreement as to the action to be taken between the sponsors and the Finance Committee and all other interested Boards and Citizens. The appearance of agreement will enable the article to be put on the Consent Calendar.
- In the event that articles on the Consent Calendar include those for "affirmative" action and those for "dismissal," the Consent Calendar will be subdivided into those two parts.

Procedure for Consideration of Consent Calendar:

- No debate will be allowed on any article on the Consent Calendar.
- At the Town Meeting, each article on the Consent Calendar will be clearly identified by number.
- An Article on the Consent Calendar will be removed from the Consent Calendar on the request of any voter present at the Town Meeting, and then be considered in the usual manner.
- All articles not removed from the Consent Calendar will be passed in one short form action e.g., “I move that Articles 2, 21, 24, 33, be passed as printed in the Warrant.”

GLOSSARY

[Reference: Municipal Finance Glossary, April 2007, Massachusetts Department of Revenue/Division of Local Services]

Appropriation: An authorization granted by a town meeting, city council or other legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

Cherry Sheet: Named for the cherry colored paper on which they were originally printed, the Cherry Sheet is the official notification to cities, towns and regional school districts of the next fiscal year’s state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs or services.

Exclusion: A temporary increase to the Town’s levy limit. There are two types of exclusions: capital outlay expenditure exclusion and debt exclusion.

Capital Outlay Expenditure Exclusion: A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require two-thirds vote of the select board or city council (sometimes with the mayor's approval) and a majority vote in a community-wide referendum. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

Debt Exclusion: An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition 2½. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2½, then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.

Fiscal Year (FY): Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends.

Free Cash: Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Important: free cash is not available for appropriation until certified by the Director of Accounts.

Levy: The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2½ provisions.

Levy Ceiling – A levy ceiling is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that, in any year, the real and personal property taxes imposed may not exceed 2½ percent of the total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion. (See Levy Limit)

Levy Limit: A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion. (See Levy Ceiling)

Net Assets Unrestricted (formerly Retained Earnings) – An equity account reflecting the accumulated earnings of an enterprise fund that may be used to fund capital improvements, to reimburse the general fund for prior year subsidies, to reduce user charges and to provide for enterprise revenue deficits (operating loss).

Override: A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

Retained Earnings – (See Net Assets Unrestricted)

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch. 44 §53E½ stipulates that each fund must be reauthorized each year at annual town meeting or by city council action, and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the city or town in the most recent fiscal year, and no more than one percent of the amount raised by taxation may be administered by a single fund. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.

Special Revenue Fund: Funds, established by statute only, containing revenues that are earmarked for and restricted to expenditures for specific purposes. Special revenue funds include receipts reserved for appropriation, revolving funds, grants from governmental entities, and gifts from private individuals or organizations.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Communities may establish one or more stabilization funds for different purposes and may appropriate into them in any year an amount not to exceed ten percent of the prior year's tax levy. The total of all stabilization fund balances shall not exceed ten percent of the community's equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of town meeting or city council is required to establish, amend the purpose of, or appropriate money into or from the stabilization fund. (See DOR IGR 04-201)

Town Accountant: Responsible for maintaining the Town's Operating Accounts. Among the responsibilities of this position are recording financial transactions involving the sources and uses of cash, as well as issuing regular financial reports of balances and of activity for these accounts.

Town Assessor: Responsible for the valuation of all taxable property, setting the Town's property tax rate, revaluation of all taxable property as mandated, and overseeing the overlay reserve account for tax exemptions (credits) and abatements (refunds).

Town Manager: Appointed by the Select Board and is responsible for managing day-to-day operations of the Town.

Town Meeting: A Town Meeting is a public forum where registered voters have the opportunity to express their views and vote on certain matters of significance to the administration of the Town, including matters related to spending money. The primary purpose of the Annual Town Meeting is to decide the amounts of money to be allocated to each of the Town's primary operating accounts.

Town Treasurer/Collector: Responsible for the actual handling of the Town's money, as well as mailing property tax bills, collecting taxes, issuing payroll checks to Town employees, paying vendors and safeguarding cash on hand and on deposit.

Please bring this copy of the Report to Town Meeting

This report is available on the Town of Medway website: www.townofmedway.org

EVERY MEDWAY VOTER IS URGED TO ATTEND AND
PARTICIPATE IN THE FOLLOWING:

SPECIAL TOWN MEETING, May 8, 2023, 7:00 PM
ANNUAL TOWN MEETING, May 8, 2023, 7:30 PM