

Town of Medway

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



May 13, 2019

Special Town Meeting – 7:00 PM

Annual Town Meeting – 7:30 PM

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Fiscal Year 2020 – July 1, 2019 through June 30, 2020

This booklet includes the Warrant for the 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 (FinCom), 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. FinCom's omnibus budget supports the recommendations of the Board of Selectmen's budget allocations. Included in this booklet are:

- FY2020 Special Town Meeting Warrant and Annual Town Meeting Warrant
- Board of Selectmen's and Town Administrator's Omnibus Budget recommendations which represent how tax receipts, free cash and other revenue sources will be appropriated for Fiscal Year 2020 (July 1, 2019 – June 30, 2020)
- FinCom's Subcommittee Reports

FY2019 - A Look Back

FY2019 represented another eventful year in Medway. Major accomplishments include:

Tuition Free Full Day Kindergarten
Transition to Advanced Life Support-ALS- Ambulance Services
Increased the full-time Firefighter/EMT/Paramedics staffing by 4
Recreational improvements at Oakland and Choate Parks and the Middle School
Road & Sidewalk Repair
Full Time Parks & Recreation Director

FY2019 also was the first year of the approximately \$3.8 million in annual payments in lieu of taxes (PILOT agreement) from the Exelon plant on Summer Street. After much discussion and deliberation by the Board of Selectman, Town Administrator, Finance Committee and other town officials, it was determined that the added revenue from the PILOT and permitting fees would be put towards various education and infrastructure needs, along with residential tax relief. The list of Use of Funds from the Exelon PILOT agreement includes:

Tax Relief
DPW Facility Borrowing
Road & Sidewalk Improvements
Additional School Funding for Free Full Day Kindergarten
Fire Department
Solid Waste
OPEB Funding
Police Department
Stormwater management

The improvements to Route 109 are almost completed and the project is anticipated to be completed sometime this summer.

The recreation upgrade plan for Choate Park, Oakland Park, and refurbishment of the Middle School tennis courts were all completed this fall. In addition, at the Special Town Meeting on March 11th,

2019, voters also approved articles for much needed and Americans with Disabilities Act (ADA) required playground improvements at the McGovern and Burke-Memorial Elementary Schools.

FY2020 - A Look Ahead

In building the budget for FY2020, town officials continued utilizing the conservative approach the town has held for many years in terms of assumptions of both revenues and expenditures. Medway allocated its budgeting and spending policies in keeping with the Town's overall goal to provide a level service approach. Improving the town's educational capability, building easy to understand zoning, and providing other critical services and enhancements make Medway a desirable place to live, and Town officials, elected boards, and appointed committees have consistently used forward planning. Their five-year financial plan and five-year capital plan, with funding sources identified, is updated every year. Medway also has a reserve policy that affirms its goal of maintaining stabilization reserves.

For FY2020 and beyond, the Town will be embarking on significant upgrades for the Department of Public Services and Water Infrastructure. These projects will be funded through the issuance of bonds in the capital markets. Medway continues to receive the highest bond rating from Standard & Poor's (S&P) on our general obligation (GO) debt, AAA 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.

As a result of a number of building projects in our community, Medway will approach the coming fiscal year with an expectation of increases in local revenues for FY2020. These new projects will stretch over multiple years, and the Town will take a conservative approach when making revenue projections. The trend at the State level indicates that Medway will see little to no additional increases from the Commonwealth, including Chapter 70 funding which is the major program for aid to local education. For this reason, it is imperative that Administration and the Board of Selectmen continue to use conservative assumptions moving forward.

Town Administration, the Board of Selectmen, Finance Committee and School Committee have again agreed to the budget based on anticipated revenues coming in to the town and provide target budgetary numbers for the School and Town departments. The net increase to the school budget was approximately 2.6% year over year and the overall town revenue and expenditure increase was approximately 4% year over year. The Finance Committee recognizes the continued strong working partnership between Municipal and School Departments

Each year the Capital Improvements Planning Committee (CIPC) recommends expenditures of the Town's certified free cash. These expenditures target one time, meaningful improvements to Medway's infrastructure that otherwise are unbudgeted. Article 7 in the Annual Town Meeting Warrant lists the free cash appropriation. The CIPC recommends funding approximately \$2.723 million in capital plans for FY2020. These capital projects include continued road and sidewalk upgrades as well replacing older vehicles and equipment within the Department of Public Services. The Fire Department will replace an older command vehicle and brush truck, as well as upgrading the sprinkler system in Station 1. The Police Department will see radio replacements, along with traffic enforcement and ballistic equipment. The Senior Center and Library will also receive funding for needed upgrades and replacement of various capital items. The schools will repair/rebuild the

handicap ramp at Memorial, receive a network upgrade, replace a water heater at McGovern and a snow removal tractor and resurface the blacktop recess area at Burke. Technology improvements include the continued plan of purchasing new equipment and an upgrade to the middle school auditorium projection system.

The Finance Committee supports the direction and plans represented in this year's budget request and feels that the residents can look forward to continued high level performance and service from all departments. Town departments develop their needs on a priority basis, while taking into consideration the financial realities and limitations that exist today. The Finance Committee, Town Administrator and Board of Selectman also recognize the major capital needs facing the town in the years to come.

Medway enjoyed continued improvement in the services provided by the town in recent years thanks to active citizens working closely with the town's administration. However, important and challenging work remains. Continued and expanded involvement by our residents will be critical to meeting these challenges. The Town needs its citizen's involvement 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,

Frank Rossi - Chair	Rohith Ashok	Kevin Dickie
Todd Alessandri – Vice Chair	Susan Segarra	Michael Schrader
Ellen Hillery - Clerk	Jeff O'Neill	James Sullivan

II. Warrants

**TOWN OF MEDWAY
WARRANT FOR MAY 13, 2019
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 13, 2019** at 7:00 PM, then and there to act on the following articles:

ARTICLE 1: (Free Cash Transfer: Snow and Ice Deficit)

To see if the Town will vote to transfer a sum of money from available funds and/or Certified Free Cash for the purpose of funding the Snow & Ice Fiscal Year 2019 appropriation deficit, or act in any manner relating thereto.

DEPARTMENT OF PUBLIC SERVICES

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 2: (Prior Year Bills)

To see if the Town will vote to transfer the sum of \$180.23 from the Fiscal Year 2019 Town Administrator's Other Purchased Services account for the purpose of paying prior year, unpaid bills of the Town, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 3: (Transfer to Revaluation Account)

To see if the Town will vote to transfer the sum of \$3,800 from the Fiscal Year 2019 Assessors' Professional Technical Account to the Assessors' Revaluation Account, or act in any manner relating thereto.

BOARD OF ASSESSORS

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 4: (Transfer from Debt Service to DPW Facility)

To see if the Town will vote to transfer \$359,000 from the Fiscal Year 2019 Debt Service budget, \$4,000 from the Fiscal Year 2019 Sewer Enterprise Debt budget, and \$4,000 from the Fiscal Year 2019 Water Enterprise Debt budget, to fund the design, construction, equipping, and furnishing of the New DPW Facility Project, including all related and incidental costs, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 5: (Rescind EMS Enterprise Account)

To see if the Town will vote to revoke its acceptance of Massachusetts General Laws Chapter 44, Section 53F1/2 establishing the EMS Enterprise Fund Account, such revocation to be effective on June 30, 2019, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 6: (Transfer to Ambulance Receipts Reserved Account)

To see if the Town will vote to transfer \$99,000 from Ambulance Enterprise Account Retained Earnings and \$54,048 from the Fiscal Year 2019 Fire Department operating budget to the Ambulance Receipts Reserved for Appropriation Fund, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 7: (Re-purpose Funds to Tax Title Legal Expenses)

To see if the Town will vote to transfer the sum of \$14,000 from the amount borrowed under Article 8 of the May 12, 2014 Special Town Meeting (Appellate Tax Board legal expenses), where such funds are no longer needed, for the purpose of funding Tax Title legal expenses, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 8: (Extend Expenditure Deadlines – Prior Town Meeting Articles)

To see if the Town will vote to extend the expenditure deadline for the following appropriation:

Project	Department	Cost	Town Meeting Date and Article
Master Plan Update	Planning	\$50,000	2018 ATM, Art. 8

Said appropriation to be expended by June 30, 2022 with unexpended funds as of June 30, 2022 being returned to the General Fund, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 9: (Grant Utility Easement: Town Hall and Library)

To see if the Town will vote to authorize the Board of Selectmen to grant to NSTAR Electric Company a permanent utility easement over a portion of 155 Village Street and 26 High Street for underground lines for distribution of electricity, and lines for control, relay and communication to the extent necessary for the purposes of the Electric Vehicle Made Ready Program on such terms and conditions as the Board of Selectmen shall deem to be in the best interests of the Town, and to authorize the Board of Selectmen and other Town officials to take any and all related actions and execute all documents necessary or appropriate to carry out the purposes of this article, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ANNUAL TOWN MEETING WARRANT
MAY 13, 2019
7:30 PM

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30	Borrowing – Parks Improvement Project and Elementary School Playgrounds

TOWN OF MEDWAY
WARRANT FOR MAY 13, 2019
ANNUAL 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 13, 2019**, at 7:30 PM, then and there to act on the following articles:

ARTICLE 1: (Debt Stabilization Fund Transfer)

To see if the Town will vote to transfer the sum of \$392,000 from the Debt Stabilization Fund to the Fiscal Year 2020 operating budget for the purpose of offsetting a portion of debt exclusion projects, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 2: (Transfers – Ambulance Receipts Reserved and Ambulance Enterprise)

To see if the Town will vote to transfer \$500,000 from the Ambulance Receipts Reserved for Appropriation Fund to the Fiscal Year 2020 operating budget, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 3: (Appropriation: FY20 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, 2020, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 4: (Appropriation: FY20 Water Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$3,102,333 for the maintenance of the Water Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 779,142
Expenses	632,750
Debt	1,335,488
Direct Costs Total	\$ 2,747,380

Indirect Costs

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

Indirect Costs Total	\$354,953
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Total	\$3,102,333
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$3,102,333
Total	\$3,102,333

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 5: (Appropriation: FY20 Sewer Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,900,891 for the maintenance of the Sewer Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 286,528
Expenses	1,129,950
Debt	345,212
Direct Costs Total	\$1,761,690

Indirect Costs

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

Indirect Costs Total	\$139,201
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Total	\$1,900,891
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$1,883,617
Sewer Betterment Stabilization	17,274
Total	\$1,900,891

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 6: (Appropriation: FY20 Solid Waste Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,270,261 to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 44,587
Expenses	1,142,750
Debt Service	59,375
Direct Costs Total	\$1,246,712

Indirect Costs

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

Indirect Costs Total	\$ 23,549
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Total	\$1,270,261
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And further that the above listed appropriations be funded as follows:

Trash Recycling Fees/Bag Revenues	\$1,270,261
Total	\$1,270,261

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN 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 \$2,723,173 from Certified Free Cash for the purpose of funding the following capital and other items, including associated engineering, personnel, maintenance and legal service costs, or act in any manner relating thereto.

Project	Department	Cost
Various Road and Sidewalk Repair	DPW	\$750,000
Replace 2008 Ford F350	DPW	55,000
Replace Choate Building Roof	DPW	12,000
Replace 2006 Ford F150	DPW	55,000
Replace 2010 Ford F350	DPW	60,000
Walking Trail at Oakland Park	DPW	25,000
Replace Dump Truck	DPW	175,000
Replace Plow	DPW	17,850
Replace 2003 Ford Ranger	DPW	40,000
Purchase Electric Vehicle	DPW	27,000
Replace 2008 Mercury Sable	DPW	35,000
Oakland Basketball Court Improvements	DPW	55,000
Replace Chipper	DPW	75,000
158 Main St Site Improvements	DPW	25,908
Hazardous Tree Removal	DPW	50,000
Repair/Rebuild Handicap Ramp at Memorial School	School	50,000
Network Upgrade at High School	School	38,000
Replace Water Heater at McGovern School	School	40,000
Replace Snow Removal Tractor	School	60,000
Auditorium Projection at Middle School	School	10,000
Resurfacing of Blacktop Recess Area at Burke School	School	150,000
Elementary School Playground Improvements	School	25,000
Traffic Enforcement Equipment	Police	11,390
Police Portable Radio Replacement	Police	84,600
Ballistic Equipment	Police	12,425
Sewer Line Rerouting	Library	30,000
Study Carrell Ceiling Insulation	Library	8,000
Add 200 AMP Panel	Library	8,000
Replace Brush Truck #1	Fire	105,000
Replace Command Vehicle #2	Fire	55,000
Sprinkler System, Station #1	Fire	50,000
Replace Broken Siding	Senior Center	8,000
Single Filter Water Cooler	Senior Center	5,000

Zoning Bylaw Update, Environmental Standards	Planning	15,000
Update Medway Master Plan	Planning	50,000
Technology Equipment	Info Services	200,000
Building Condition Assessment and Feasibility Study	Town Admin.	250,000
Free Cash Total		<u>\$2,723,173</u>

**CAPITAL IMPROVEMENT
PLANNING COMMITTEE**

BOARD OF SELECTMEN 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.

**CAPITAL IMPROVEMENT
PLANNING COMMITTEE**

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 9: (Borrowing – Water Enterprise – Engineering and Design)

To see if the Town will vote to raise and appropriate, borrow or transfer from available Water Enterprise funds the sum of \$2,330,900 for the purpose of funding engineering, design, and permitting for the provision of Water System quality and capacity improvements and expansions, including the associated legal and technical services costs, and for the payment of all other costs incidental and related thereto, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 10: (Borrowing – New DPW Facility)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$14,040,000 for the purpose of funding the construction, equipping and furnishing of a new Public Works facility at 46 Broad St, including engineering, design and project management services, site preparation, and for the payment of all other costs incidental and related thereto, and further that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the

costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 11: (Lease Authorization – Solar Array at New DPW Facility)
To see if the Town will vote to transfer the care, custody, management, and control of the property located at 46 Broad Street to the Board of Selectmen for the purpose for which it is currently held and for the purpose of leasing and the granting of easements on, over, or under such property for the installation of renewable energy facilities and the support thereof; and further authorize the Board of Selectmen to enter into one or more lease agreements for a period of not more than 20 years of all or a portion of the new Department of Public Works (DPW) Facility roof and parking canopy to be constructed at 46 Broad St for the purpose of installing, operating, and maintaining solar power electric generation facilities, and further to authorize the Board of Selectmen to lease additional space within the new DPW Facility and/or the facility grounds for the installation, operation and maintenance of utility lines, cables, conduits, transformers, wires, meters, monitoring equipment and other necessary equipment and appurtenances for said solar power electric generation arrays, upon such terms and conditions as the Board of Selectmen deems in the best interests of the Town; and to authorize the Board of Selectmen take all actions and execute all documents as may be necessary on behalf of the Town to undertake the purpose of this article; or to take any other action relative thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **To Be Determined**

FINANCE COMMITTEE RECOMMENDATION: **To Be Determined**

ARTICLE 12: (PILOT Authorization – Solar Array at New DPW Facility)
To see if the Town will vote to authorize the Board of Selectmen to (i) enter into a PILOT (Payment in Lieu of Taxes) agreement with the successful proposer and owner of a solar array to be located on the premises at the new DPW Facility at 46 Broad Street for a term of up to 20 years, and (ii) take any actions and execute any other documents or ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer the PILOT agreement, which agreement and documents shall be on such terms and conditions and for such consideration as the Board of Selectmen deems in the best interests of the Town, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **To Be Determined**

FINANCE COMMITTEE RECOMMENDATION: **To Be Determined**

ARTICLE 13: (DPW Stabilization Transfer to DPW Facility Project)

To see if the Town will vote to transfer \$512,890 from the DPW Debt Stabilization Fund for the purpose of funding the construction equipping and furnishing of a new Public Works facility at 46 Broad St, including engineering, design and project management services, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 14: (General Stabilization Appropriation)

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.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 15: (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.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 16: (Appropriation: Medway Day)

To see if the Town will vote to raise and appropriate the sum of \$9,500 for Medway Day, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 17: (Free Cash Transfer: Cultural Council)

To see if the Town will vote to transfer \$25,000 from Certified Free Cash for the purpose of providing matching grant funds to the Medway Cultural Council, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION:**Approve****ARTICLE 18:** (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 2020 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 2020, as follows:

CPC Administrative Expenses	\$15,000
CPC Salaries	5,000
CPC Debt Expense	445,575
Ide House Historical Study	20,000
<u>Transfer To Affordable Housing Trust:</u> Affordable Housing Trust Administrative and Legal Contingency Fees	10,000
Total Direct Costs	\$495,575

Reserves:**10% of Estimated
Fund Revenues**

Open Space	102,995
Community Housing	92,995
Historical Preservation	82,995

Or act in any manner relating thereto.

COMMUNITY PRESERVATION COMMITTEE**BOARD OF SELECTMEN RECOMMENDATION:****Approve****FINANCE COMMITTEE RECOMMENDATION:****Approve****ARTICLE 19:** (Fund Affordable Housing Unit Creation)

To see if the Town will vote, in accordance with Massachusetts General Laws Chapter 44B, to appropriate the sum of \$1,000,000 from the Community Preservation Fund to fund a grant to Metro West Collaborative Development, Inc. for the purpose of constructing affordable housing units in a development known as Glen Brook Way, and to authorize the Board of Selectmen to enter into a grant agreement on such terms and conditions as the Board of Selectmen shall determine to be appropriate with Metro West Collaborative Development, Inc. outlining the purposes for and the conditions upon which these funds may be expended, and, further, to authorize the Board of Selectmen or its designees to accept one or more deed restrictions for affordable housing purposes on said property meeting the requirements of Massachusetts General Laws Chapter 184, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 20: (Revolving Funds –Authorize FY20 Spending Limits)
To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44, Section 53E1/2,
to set Fiscal Year 2020 spending limits for revolving funds as follows:

Program or Purpose	FY2020 Spending Limit
Self-supporting parks and recreation services, including salaries and benefits	\$350,000
Dial-a-ride van service for seniors and disabled; shuttle service to Norfolk commuter rail station, and other necessary transportation services	\$120,000
Library printer, copier and fax expenses	\$ 3,000
Library meeting room	\$ 1,000
Thayer Homestead partial self-support of property, including salaries and benefits	\$ 70,000
Tobacco license compliance inspections	\$ 2,500
Self-supporting food services, including salaries and benefits	\$ 12,000

Or act in any manner relating thereto.

**BOARD OF SELECTMEN
(For the Various Departments Indicated)**

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 21: (Amend General Bylaws: Delete Development Review Coordinating Council)
To see if the Town will vote to delete Section 2.16 of the Town's General Bylaws (Development Review Coordinating Council) in its entirety, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 22: (Zoning Bylaw Amendments: Misc. Housekeeping)

To see if the Town will vote to amend the Zoning Bylaw as follows; unless otherwise noted, new text is shown in **bold** and deleted text is shown as stricken through:

Section 1.7: Delete the last sentence, so that the section shall read as follows:

The Planning and Economic Development Coordinator, under the auspices of the Planning and Economic Development Board, is authorized to edit this Zoning Bylaw for format only through the use of bold, italics, underscores, bullets, font style, font size, spacing and other similar editing measures to improve the Bylaw's readability and ease of use without changing the text, section and heading titles, numbering, or content in any manner; and to clearly denote those terms throughout the Bylaw that are officially defined within SECTION 2 of this Bylaw. ~~This Section 1.7 will expire on May 9, 2018.~~

Section 2 Definitions: Amend the definition of buffer area as follows:

Buffer area: Natural, wooded, **and/or** vegetated, open areas, earthen berms, or earthen mounds, or landscaped areas, or any combination thereof, **which may include** including fences and walls, used to physically separate or screen one use or property from another use or property or provide a visual or sound barrier between adjacent properties by shielding or reducing noise, lights or other intrusions.

Delete the definition of "Building Inspector" in its entirety., and amend all applicable sections of the Bylaw by changing the words "Building Inspector" and "Inspector of Buildings" to "**Building Commissioner**" wherever they appear in the Zoning Bylaw.

Add the following new definitions:

Building Commissioner - Where used in this bylaw, the term "Building Commissioner" shall be interpreted to mean "Building Commissioner and/or his designee".

Bus Stop Shelter – A small, roofed structure, usually having three walls and at least one open side, designed primarily for the protection and convenience of bus passengers.

Section 5.5: Add a new subsection: "**H. Special Permits. Special permits granted under Section 5.5.C are not subject to the special permit criteria under Section 3.4.**"

Section 6.2.D: Amend to read as follows:

Buildable Lot. No ~~dwell~~**ing structure** may be erected on any lot ~~unless that does not include contiguous upland area of~~ at least 50 percent of the required minimum lot area for the **zoning** district ~~is contiguous upland~~. The upland shall be land that is not subject to protection under the Wetlands Protection Act, G.L. c. 131, § 40. The upland shall not include wetland replication areas that may be required by the Conservation Commission.

Or act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 23: (Amend Zoning Bylaw: Medical Marijuana)

To see if the Town will vote to amend the Zoning Bylaw as follows; unless otherwise noted, new text is shown in **bold** and deleted text is shown as stricken through:

Section 8.9 REGISTERED MEDICAL MARIJUANA FACILITIES: Amend Sections 8.9.D., 8.9.E., and 8.9.J. as follows:

D. Eligible Locations for Registered Medical Marijuana Facilities. Registered Medical Marijuana Facilities, ~~other than agricultural operations meeting exemption standards under G.L. c. 40A § 3,~~ may be allowed by special permit from the Planning and Economic Development Board in the following zoning districts, provided the facility meets the requirements of this Section:

Retail RMMF	Non-Retail RMMF
Business Industrial (BI)	East Industrial (EI) West Industrial (WI)

E. General Requirements and Conditions for all Registered Marijuana Dispensaries

1. All ~~non-exempt~~ RMMFs shall be contained within a permanent building or structure. No RMMF shall be located inside a building containing residential units or inside a movable or mobile structure such as a van, trailer, cargo container or truck.

J. Special Permit Requirements

4. The RMMF special permit application shall include the following:

- i. **A comprehensive noise mitigation plan prepared by a qualified acoustical consultant (whose qualifications include Institute of Noise Control Engineering (INCE) board certification or equivalent experience)**
- j. **A comprehensive odor control, abatement and mitigation plan prepared by a certified environmental engineer or certified environmental professional with demonstrated experience in the area of marijuana odor mitigation.**

6. Conditions

These conditions, limitations, and safeguards may address but are not limited to:

- d. Hours of operation
- e. Landscaping and site amenities
- f. **Requirements for noise and odor mitigation measures and monitoring**

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 24: (Zoning Bylaw Amendment: Recreational Marijuana)

To see if the Town will vote to amend the Zoning Bylaw as follows; unless otherwise noted, new text is shown in **bold** and deleted text is shown as stricken through:

Section 8.10 RECREATIONAL MARIJUANA: Amend Sections 8.10.E.1 and 8.10.J. as follows:

E. General Requirements and Conditions for all Recreational Marijuana Establishments

1. All ~~non-exempt~~ RMEs shall be contained within a permanent building or structure. No RME shall be located inside a building containing residential units or inside a movable or mobile structure such as a van, trailer, cargo container or truck.

J. Special Permit Requirements

5. The RME special permit application shall include the following:

h. A comprehensive noise mitigation plan prepared by a qualified acoustical consultant (whose qualifications include Institute of Noise Control Engineering (INCE) board certification or equivalent experience

i. A comprehensive odor control, abatement and mitigation plan prepared by a certified environmental engineer or certified environmental professional with demonstrated experience in the area of marijuana odor mitigation.

7. Conditions

These conditions, limitations, and safeguards may address but are not limited to:

- d. Hours of operation
- e. Landscaping and site amenities
- f. Requirements for noise and odor mitigation measures and monitoring**

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 25: (Amend Zoning Bylaws: Site Plan Review)

To see if the Town will vote to amend portions of Section 3.5 of the Zoning Bylaw, Site Plan Review, as set forth below; unless otherwise noted, new text is shown in **bold** and deleted text is shown as stricken through:

Amend Section 3.5.3. Applicability as follows:

A. Site plan review shall apply to the following:

3. Administrative Site Plan Review - New construction or any alteration, reconstruction, renovation or change in use of any multi-family, commercial, industrial, institutional or municipal building or use

which is not subject to Major or Minor Site Plan Review but which involves one or more of the following:

- a. The addition of less than 1,000 square feet of gross floor area, ~~or~~
- b. Exterior alteration ~~/ or~~ renovation of an existing building or premises, visible from a public or private street or way which includes any of the following:
 - i) installation or replacement of awnings
 - ii) change in a building's exterior surface material
 - iii) rearrangement or addition of windows or doors
 - iv) façade reconstruction ~~/ or~~ replacement
 - v) roofing if the Building ~~Inspector~~ **Commissioner** determines the roof to be a distinctive architectural feature of the building
- c. The redesign, alteration, expansion or modification of an existing parking area ~~or the creation of a new parking area~~ involving the addition of up to nine new parking spaces
- d. The creation of a new parking area involving the addition of one to nine parking spaces**
- ~~d.e.~~ The redesign of the layout/configuration of an existing parking area of ten to nineteen parking spaces
- e.f.** A change in curb cuts ~~/ or~~ vehicular access to a site from a public way
- f.g.** Installation or alteration of sidewalks and other pedestrian access improvements
- g.h.** Removal of hedges, living shrubs, and trees greater than four inches in caliper
- h.i.** Installation of fencing or retaining walls
- i.j.** Outdoor placement of cargo containers, sheds, membrane structures, equipment and materials
- j.k.** Removal, ~~/ disturbance, / or~~ alteration of 5,000 – 10,000 square feet of impervious surface
- k.l.** The conversion of a residential use to a permitted non-residential or mixed-use
- l.m.** Installation of a wireless communication facility as defined in this *Zoning Bylaw*

4. ~~Consideration of activities subject to administrative site plan review may be advanced to minor or major site plan review status at the determination of the Building Inspector or the Board when the collective scope and/or quantity of the proposed activities is substantial enough to merit review by the Board at a public meeting.~~

~~5.~~ 4. Relationship to Other Permits and Approvals.

d. Site plan projects may also be subject to other Town bylaws and/or permit requirements including but not limited to a Stormwater Management and Land Disturbance Permit, Scenic Road Work Permit, Order of Conditions, water and sewer connection permits, and a Street Opening/Roadway Access Permit.

Amend Section 3.5.4. Procedures for Site Plan Review as follows:

- F. The Building Commissioner shall review major and minor site plan applications and all associated submittals for compliance with the *Zoning Bylaw* and provide written communication to the Board, prior to the first public hearing date. The report shall identify any current zoning violations existing at the site which may be addressed through the site plan review process.**
- ~~F-G.~~ The Board shall review and act upon applications for major and minor site plan review, requiring such conditions as necessary to satisfy the Site Plan Review Standards under Section 3.5.5 B. below, and notify the applicant of its decision. The decision shall be by majority vote of the membership, shall be made in writing and shall be filed with the Town Clerk within ninety days of the date of application for Major Site Plan Review, or sixty days of the application date for Minor Site Plan Review. The applicant may request, and the Board may grant by majority vote of the membership, an extension of the time limit set forth herein.**
- ~~G. H.~~ The Board may approve a major and minor site plan or approve it with conditions, limitations, safeguards and mitigation measures or deny a site plan only if the plan does not include adequate information as required by the Site Plan Rules and Regulations, or if the plan depicts a use or structure so contrary to health, safety and welfare of the public that no set of conditions would render the project tenable.**
- I. In its site plan decision, the Board may require reasonable mitigation measures to offset adverse impacts of the development on the community, including:**
- a. Requirements for off-site improvements up to a maximum value of six percent of the total development cost of the proposed project to improve the capacity and safety of roads, intersections, bridges, pedestrian access, water, sewer, drainage, and other public facilities and infrastructure including traffic signals/ and controls, or municipal services, sufficient to service the development project. The total development cost shall mean the total of the cost or value of land and all development related improvements and shall be determined on the basis of standard building or construction costs published in the *Engineering News Record* or other source acceptable to the Board for the relevant type of structure(s) and use (s).**
 - b. Donation and/or dedication of land for right-of-way to provide for roadway and/or intersection widening or improvements.**
 - c. 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 making a payment in lieu of sidewalk construction to the Town, or a combination of both.**
- ~~H. J.~~ Procedures for Administrative Site Plan Review**
- a. The Board's designee may designate one person or an Administrative Site Plan Review Team, which shall review and act on applications for administrative site plan review and may require conditions as necessary to satisfy the Administrative Site Plan Review Standards.**

- b. **Applications for Administrative Site Plan Review shall be provided to the Board.**
- c. **Consideration of activities subject to administrative site plan review may be advanced to minor or major site plan review status at the determination of the Building Inspector Commissioner, or the Board, or the Administrative Site Plan Review Team when the collective scope and/or quantity of the proposed activities is substantial enough to merit review by the Board.**

Amend Section 3.5.6. Appeal as follows:

- B. Any person aggrieved by an administrative site plan decision may appeal to the Planning and Economic Development Board **within twenty days of the date the decision is filed with the Town Clerk.**

Add a new Section 3.5.7 Lapse as follows:

3.5.7 Lapse

Site plan approval shall lapse within two years, which shall not include such time required to pursue or await the determination of an appeal under G.L. c. 40A, § 17 or this bylaw, from the grant thereof, if a substantial use of the permit thereof has not sooner commenced except for good cause, or, in the case of a site plan approval for construction, if construction has not begun by such date except for good cause.

Or act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 26: (Amend Zoning Bylaw: Accessory Buildings)

To see if the Town of Medway will vote to amend the Zoning Bylaw, Section 6.3 Accessory Building or Structures by adding Paragraphs F., G., and H. as follows:

F. Any detached accessory building or structure less than two hundred square feet in area and less than fifteen feet in height shall have a minimum setback of five feet from the rear and side lot lines. Any detached accessory building or structure that exceeds these limits shall conform to the otherwise applicable yard setback regulations as specified in TABLE 2 in Section 6.1 Schedule of Dimensional and Density Regulations.

G. No accessory building or structure shall be constructed and occupied nor an accessory use started on any lot prior to the time construction begins on the principal building or structure or use to which it is accessory. Conversely, no accessory building or structure shall continue to be used or occupied after a principal building or structure has been vacated or removed from the lot.

H. The setback requirements specified in TABLE 2 DIMENSIONAL AND DENSITY REGULATIONS shall not apply to public bus stop shelters.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 27: (Amend Zoning Bylaw: Off-Street Parking and Loading)

To see if the Town will vote to amend portions of Section 7.1.1 of the Zoning Bylaw, Off-Street Parking and Loading, as set forth below; unless otherwise noted, new text is shown in **bold** and deleted text is shown a stricken through.

7.1.1. Off-Street Parking and Loading

A. ~~Purposes. The purposes of this Section 7.1 are to ensure the availability of safe and convenient vehicular parking areas; to encourage economic development; to promote safety for pedestrians, bicyclists, motor vehicle occupants, and property and business owners; to reduce impervious surfaces; and to protect adjoining lots and the general public from nuisances and hazards associated with off-street parking areas.~~ **The purposes of this Section 7.1.1 are as follows:**

- 1. To ensure the availability of safe and convenient vehicular parking areas for existing and new development.**
- 2. To minimize excessive and inefficient off-street parking lots that result in unneeded paved impervious surfaces and lost opportunities to develop new buildings that expand the tax base.**
- 3. To promote safety for pedestrians, bicyclists, motor vehicle occupants, and property and business owners.**
- 4. To protect adjoining lots and the general public from nuisances and hazards associated with off-street parking areas.**
- 5. To encourage the use of public transportation, bicycling, and walking in lieu of motor vehicle use when a choice of travel mode exists.**
- 6. To minimize the impact of sidewalk interruptions and conflict points on the walkability of the public realm.**

J. **Reduced Parking.** The number of parking spaces required pursuant to Table 3 may be reduced by special permit from the Planning and Economic Development Board, subject to the provisions herein. Where the Board of Appeals is the special permit granting authority for the proposed use, the Board of Appeals shall have the authority to administer this Section.

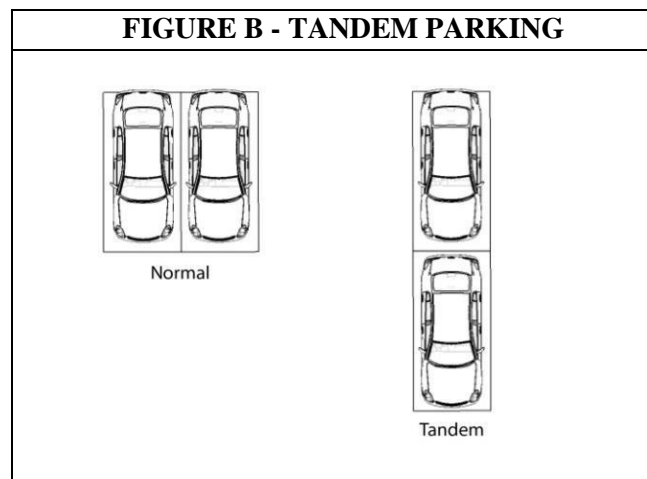
1. The reduction shall not exceed 30 percent of the minimum number of spaces required under Table 3.
2. The applicant shall demonstrate to the Board's satisfaction that a reduction is warranted due to circumstances such as but not limited to:
 - a. **Potential for Shared Parking** - Peak parking needs generated by the proposed uses occur at different times.
 - b. Demographic or other characteristics of site users.

- c. For a nonresidential development, the applicant agrees to participate in a transportation demand management program.
 - d. The extent to which the applicant's proposal accommodates other means of transportation to or circulation within the site, such as sidewalks or bicycle racks, or safe and convenient pedestrian walkways between buildings in a multi-building development.
 - e. Safe, convenient forms of pedestrian access between the proposed development and nearby residential uses.
 - f. The presence of a public or private parking lot within 400 feet of the proposed use.
 - g. The availability of legal on-street parking.
 - h. The availability in a residential or mixed use development project of an active car-sharing program for residents and/or employees where cars for the car-share program are available on the site or within a 700-foot walking distance of the site.**
3. The Board may grant a special permit for reduced parking only upon finding that:
- ~~h.a.~~ The reduced number of parking spaces is consistent with the general purposes of this Section 7.1.1.
 - ~~i. b.~~ The proposed number of parking spaces will be sufficient for the proposed uses.
 - ~~j. c.~~ The decrease in required off-street parking is supported by a parking analysis prepared by a registered professional engineer. Such analysis shall consider existing and proposed uses on the site; rate of parking turnover for various uses; expected peak traffic and parking loads for various uses based on customary hours of operation; availability of public transportation; industry parking standards for various uses; and other factors.
3. In granting a special permit for reduced parking, the Board may impose reasonable conditions including but not limited to requiring additional parking should uses change over time, or requirements to designate green space for reserve parking.

K. Special Parking Types and Standards.

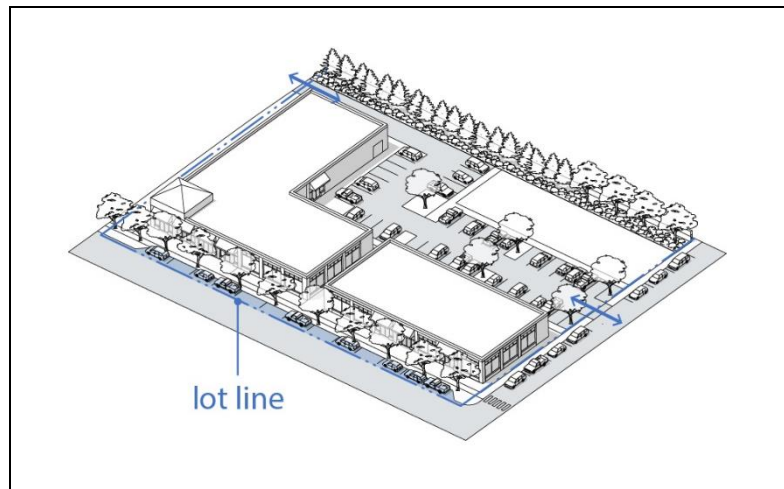
1. **Valet Parking.** By special permit, the Board may allow valet parking if the building to which the parking relates is pre-existing, the use is for food or entertainment, and where there is no physical means of providing the required number of parking spaces on the lot where the building and use are located. The required number of minimum or maximum spaces continue to apply for valet parking but parking spaces do not require individual striping and may be permitted on-site or off-site as a means of satisfying the applicable off-street parking requirements where:
 - i. A lease, recorded covenant, or other comparable legal instrument, executed and filed with the Town of Medway and Norfolk County Registry of Deeds, guaranteeing long term use of the off-site accessory parking area is provided to the Board.
 - j. An attendant is present at all times when the lot is in operation.
 - k. An equivalent number of valet spaces are available to replace the number of required off-street parking spaces.

- l. The design of the valet parking area will not cause queuing in a vehicular travel lane.
 - m. The valet parking lot is not located in a residential zoning district.
2. **Tandem Parking.** By special permit, the Board may allow tandem parking under the following conditions:
- a. To be used to meet parking requirements for residential units only. Tandem parking means two vehicles only.
 - b. Tandem spaces shall be assigned to the same dwelling unit.
 - c. Tandem parking shall not be used to provide guest parking.
 - d. Two parking spaces in tandem shall have a combined minimum dimension of 9 feet in width by 30 feet in length.
 - n. Up to 75% of the total off-street parking spaces provided may incorporate tandem parking.



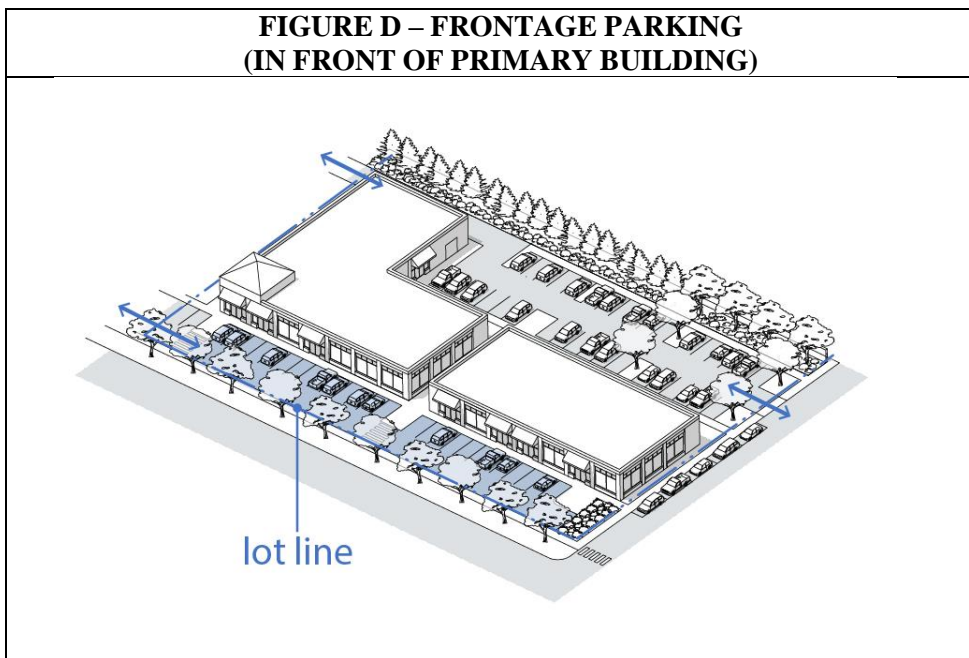
3. **Street Side Parking.** By special permit, the Board may allow parallel or angled parking provided on a privately-owned lot directly adjacent to the public street right-of-way in combination with a minimum five foot wide planting strip with street trees planted 40 feet on center, and a five foot minimum concrete sidewalk connecting to public sidewalks on abutting lots and to the primary building on-site. These parking spaces shall be privately owned but accessible to the public. These parking spaces effectively function as on-street parking.

**FIGURE C - STREET SIDE PARKING
(ON FRONT PROPERTY LINE)**



4. **Frontage parking.** By special permit, the Board may allow a limited amount of off-street surface parking to be placed between a public street and the street facing façade of a primary building. Where this is permitted by the Board, the parking area will be setback a minimum of twenty feet from the street line and streetscape treatments including street trees, landscaping, and a minimum 5-foot sidewalk will be placed adjacent to the street line. The sidewalk shall also be connected to the front door of the primary building by a dedicated pedestrian connection. The portion of the parking lot located in front of the primary building shall be limited to one double row of vehicles and associated parking aisle.

**FIGURE D – FRONTAGE PARKING
(IN FRONT OF PRIMARY BUILDING)**



5. **Structured Parking.** By special permit, the Board may allow structured parking.
 - a. **Permitted Types.** Off-street parking structures may include a private garage or carport,

an above-ground parking structure, or an underground parking structure.

- b. **Access.** Pedestrian access to structured parking must lead directly to a public sidewalk and to the primary building. Structured parking may also be attached directly to the primary building allowing pedestrians to enter directly into the building.
- c. **Design and Construction.** The street facing facade of any story of a building occupied by motor vehicle parking must be designed as follows:
 - 1) Fenestration and facade openings must be vertically and horizontally aligned and all floors fronting on the facade must be level (not inclined).
 - 2) The facade must include windows of transparent or translucent, but non-reflective, glass or openings designed to appear as windows for between twenty percent and fifty percent of the wall area of each floor.
 - 3) Windows must be back-lit during evening hours and internal light sources must be concealed from view from public sidewalks.
 - 4) The facade area masking the floors occupied by motor vehicle parking must be seamlessly integrated into the architectural design of the building's facade.

And to add the following definitions in alphabetical order to Section II DEFINITIONS:

Parking, Shared – The joint use of a parking area or facility for more than one use at different times.

Parking, Structured - A building or structure consisting of more than one level and used for the temporary parking of motor vehicles.

Parking, Tandem - A parking space that is located after or behind another in a lengthwise fashion. The space is accessed only by passing through another parking space from a street, lane, drive aisle or driveway.

Parking, Frontage – Off-street surface parking spaces placed between a public street and the street facing facade of a building to encourage customers with their apparent convenience.

Parking, Valet - A service offered by a business whereby an attendant parks and retrieves patrons' vehicles.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 28: (Amend General Bylaws: Add Right to Farm Bylaw)

To see if the Town will vote to amend the General Bylaws by adding a new section XXXI, Right to Farm Bylaw, as follows, or act in any manner relating thereto.

Section 1 Legislative Purpose and Intent

The purpose and intent of this Bylaw is to state with emphasis the Right to Farm accorded to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations thereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9, Chapter 111, Section 125A and Chapter 128 Section 1A, subject to strict compliance with all state and local laws, rules and regulations, including but not limited to the Medway Zoning and General Bylaws, Medway Board of Health regulations, and subdivision rules and regulations of the Medway Planning and Economic Development Board, and any Rules and Regulations of any Medway board, committee, department or agency. We the citizens of Medway restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution, ("Home Rule Amendment").

This General Bylaw encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town of Medway by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies.

Section 2 Definitions

The word "farm" shall include any parcel or contiguous parcels of land, or water bodies used for the primary purpose of commercial agriculture, or accessory thereto.

The words "farming" or "agriculture" or their derivatives shall include, but not be limited to, the following, but in no circumstances shall they be used in any manner to change, alter or create a deviation from any other parts of the Medway General Bylaws, Zoning Bylaws, or Rules and Regulations of any Medway board, committee, department or agency:

- farming in all its branches and the cultivation and tillage of the soil;
- dairying;
- production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodities;
- growing and harvesting of forest products upon forest land, and any other forestry or lumbering operations;
- raising of livestock including horses;
- keeping of horses as a commercial enterprise; and
- keeping and raising of poultry, cattle, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and camels), and other domesticated animals for food and other agricultural purposes, including bees.

"Farming" shall encompass activities including, but not limited to, the following:

- operation and transportation of slow-moving farm equipment over roads within the Town;
- control of pests, including, but not limited to, insects, weeds, predators and disease organism of plants and animals;
- application of manure, fertilizers and pesticides; conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided that the activities are related to marketing the agricultural output or services of the farm;
- processing and packaging of the agricultural output of the farm and the operation of a farmer's market or farm stand including signage thereto;
- maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the purpose of propagation, processing, management, or sale of the agricultural products; and
- on-farm relocation of earth and the clearing of ground for farming operations.

Section 3 Right To Farm Declaration

The Right to Farm is hereby recognized to exist within the Town of Medway. The above-described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices. It is hereby determined that whatever impact may be caused to others through the normal practice of agriculture is more than offset by the benefits of farming to the neighborhood, community, and society in general. The benefits and protections of this Bylaw are intended to apply exclusively to those agricultural and farming operations and activities conducted in accordance with generally accepted agricultural practices and in full compliance with the Medway General Bylaws, Zoning Bylaws, and all rules and regulations of any Medway board, committee, department or agency. Moreover, nothing in this Right To Farm Bylaw shall be deemed as acquiring any interest in land, or as imposing any land use regulation, which is properly the subject of state statute, regulation, or local zoning law.

Section 4 Resolution of Disputes

The provision of this Bylaw shall not apply whenever an impact results from willful negligence or reckless misconduct in the operation of any such agricultural or farming operation, place, establishment or facility, or any of its appurtenances.

Any person who seeks to complain about the operation of a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Zoning Board of Appeals, Conservation Commission, or the Board of Health, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Zoning Board of Appeals, Conservation Commission or Board of Health may forward a copy of the grievance to the Agricultural Commission or its agent which shall review the grievance, and report its recommendations to the referring Town authority within an agreed upon time frame. The voted resolution of the grievance by the Zoning Board of Appeals, Conservation Commission or Board of Health, which may include an order to cease a particular activity or activities, shall be final.

Section 5 Severability Clause

If any part of this Bylaw is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this Bylaw. The Town of Medway hereby declares the provisions of this Bylaw to be severable.

AGRICULTURAL COMMITTEE

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 29: (Provide Funds for Urban Renewal Plan Implementation)

To see if the Town will vote to appropriate \$1,800,000 to be expended by the Medway Redevelopment Authority for the purpose of implementation of the Town's Urban Renewal Plan; said appropriation to be expended by the Medway Redevelopment Authority pursuant to an agreement the terms of which shall be determined by the Board of Selectmen to be in the best interest of the Town; and that to meet this appropriation, the Treasurer with the approval of Board of Selectmen is authorized to borrow such sum under Massachusetts General Laws Chapter 44, Section 7, 8, or 20, and/or General Laws Chapter 121B, Section 20, or any other enabling authority, and issue bonds and notes of the Town therefor; and further that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and to authorize the Board of

Selectmen to enter into any agreements and execute any documents necessary to effectuate the purpose of this article; or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**
FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 30: (Borrowing – Parks Improvement Project and Elementary School Playgrounds)
To see if the Town will vote to appropriate \$50,000 for the purpose of funding the construction of park and recreation improvements, as well as the purchase of associated equipment and structures and the provision of construction management and inspection services to complete the Choate Park, Oakland Park and Medway Middle School parks improvement project voted at the November 13, 2017, Fall Town Meeting under Article 11, and for the payment of all other costs incidental and related thereto, and \$300,000 for the purpose of funding the construction of playground improvements at the McGovern and Burke-Memorial Elementary Schools, as well as the purchase of associated equipment and structures and the provision of construction management and inspection services, and for the payment of all other costs incidental and related thereto, and to meet these appropriations the Treasurer with the approval of Board of Selectmen is authorized to borrow such sum under General Laws Chapter 44, section 7 or any other enabling authority, any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, and, further, to authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this article, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**
FINANCE COMMITTEE RECOMMENDATION: **Approve**

III. Fiscal Year Summary – Table 1

FISCAL YEAR 2018 TO 2020 REVENUES AND EXPENDITURES

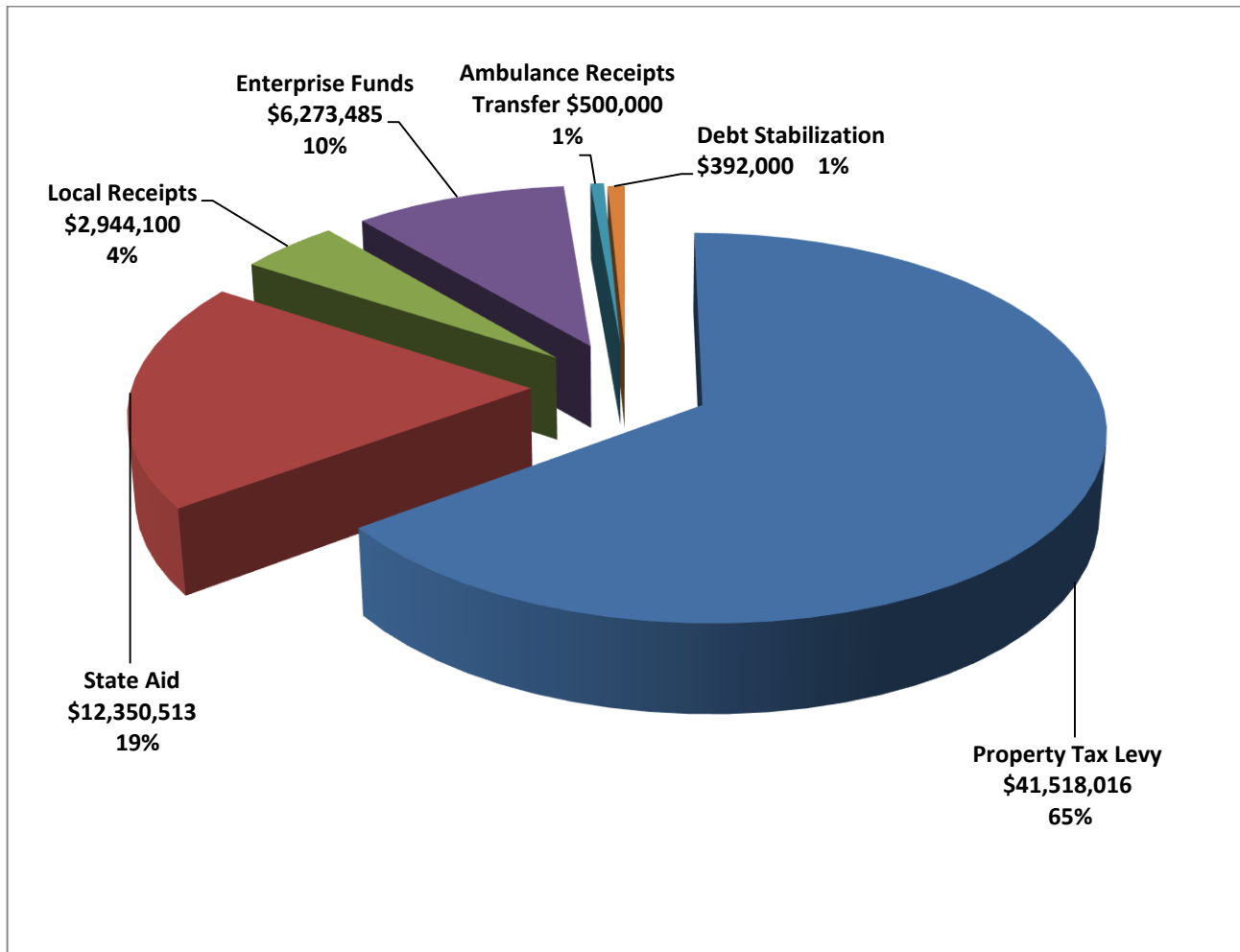
	FY18	FY19	FY20	FY20
Revenues	Actuals	ATM Est. Revenues	BOS Est. Revenues	FIN COM Budget
Property Tax Levy	\$ 34,393,614	\$ 39,500,309	\$ 41,518,016	\$ 41,518,016
State Aid	\$ 11,781,703	\$ 12,314,121	\$ 12,350,513	\$ 12,350,513
Local Receipts	\$ 6,629,542	\$ 2,769,100	\$ 2,944,100	\$ 2,944,100
Stabilization Funds	\$ 34,396	\$ 459,655	\$ 392,000	\$ 392,000
Ambulance Receipts Reserved Transfer	\$ -	\$ -	\$ 500,000	\$ 500,000
Subtotal:	\$ 52,839,255	\$ 55,043,185	\$ 57,704,629	\$ 57,704,629
	FY18	FY19	FY20	FY20
Expenses	Actuals	ATM Budget	Board of Selectmen	FIN COM Budget
EDUCATION TOTAL	\$ 26,585,144	\$ 27,767,243	\$ 28,469,243	\$ 28,469,243
GENERAL GOVERNMENT TOTALS	\$ 2,380,525	\$ 2,728,414	\$ 2,852,714	\$ 2,852,714
TOWN WIDE GENERAL GOVERNMENT TOTAL	\$ 10,867,985	\$ 13,092,727	\$ 13,638,059	\$ 13,638,059
PUBLIC WORKS TOTAL	\$ 2,244,858	\$ 2,792,935	\$ 2,905,625	\$ 2,905,625
PUBLIC SAFETY TOTAL	\$ 4,205,287	\$ 4,795,741	\$ 5,822,008	\$ 5,822,008
HEALTH & HUMAN SERVICES TOTAL	\$ 410,959	\$ 464,991	\$ 481,766	\$ 481,766
CULTURE AND RECREATION TOTAL	\$ 791,457	\$ 1,013,876	\$ 1,073,013	\$ 1,073,013
Total Town Meeting Appropriation:	\$ 47,486,215	\$ 52,655,927	\$ 55,242,428	\$ 55,242,428
	FY18	FY19	FY20	FY20
Expenditures Not Requiring Appropriation	Actuals	ATM Budget	Board of Selectmen	FIN COM Budget
Tax Title	\$ 4,388	\$ 10,000	\$ 10,853	\$ 10,853
Cherry Sheet Offsets	\$ 482,686	\$ 485,986	\$ 425,045	\$ 425,045
Cherry Sheet Charges	\$ 669,053	\$ 742,231	\$ 834,506	\$ 834,506
Overlay	\$ 551,000	\$ 500,000	\$ 500,000	\$ 500,000
Enterprise IDC Offset	\$ (682,582)	\$ (610,459)	\$ (517,703)	\$ (517,703)
Total	\$ 1,024,545	\$ 1,127,758	\$ 1,252,701	\$ 1,252,701
Total Operating Budget	\$ 48,510,760	\$ 53,783,685	\$ 56,495,129	\$ 56,495,129
MONETARY ARTICLES				
Ambulance Subsidy	\$ 150,000	\$ 150,000		
Medway Day	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Stabilization Transfer			\$ 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	\$ 1,259,500	\$ 1,259,500	\$ 1,209,500	\$ 1,209,500
Total Appropriated and Non Appropriated Budget	\$ 49,770,260	\$ 55,043,185	\$ 57,704,629	\$ 57,704,629
Revenues (from Above)	\$ 52,839,255	\$ 55,043,185	\$ 57,704,629	\$ 57,704,629
General Fund Surplus/(Deficit)	\$ 3,068,995	\$ -	\$ 0	\$ 0

FISCAL YEAR 2018 TO 2020 REVENUES AND EXPENDITURES

	FY18	FY19	FY20	FY20
Enterprise Funds	Actuals	ATM Budget	Board of Selectmen	FIN COM Budget
AMBULANCE ENTERPRISE FUND - 232				
Total EMS Revenue	\$ 793,692	\$ 825,706	\$ -	\$ -
Total EMS Expenses	\$ 756,410	\$ 825,706	\$ -	\$ -
SOLID WASTE ENTERPRISE FUND- 431				
Total Solid Waste Revenue	\$ 1,588,024	\$ 1,212,561	\$ 1,270,261	\$ 1,270,261
Total Solid Waste Expenses	\$ 1,588,024	\$ 1,212,561	\$ 1,270,261	\$ 1,270,261
SEWER ENTERPRISE FUND - 440				
Total Sewer Revenue	\$ 1,675,317	\$ 1,851,076	\$ 1,900,891	\$ 1,900,891
Total Sewer Expenses	\$ 1,580,666	\$ 1,851,076	\$ 1,900,891	\$ 1,900,891
WATER ENTERPRISE FUND - 450				
Total Water Revenue	\$ 2,478,169	\$ 2,826,692	\$ 3,102,333	\$ 3,102,333
Total Water Expenses	\$ 2,518,191	\$ 2,826,692	\$ 3,102,333	\$ 3,102,333
Sub-Total Enterprise Funds - Revenues	\$ 6,535,202	\$ 6,716,035	\$ 6,273,485	\$ 6,273,485
Sub-Total Enterprise Funds - Expenses	\$ 6,443,291	\$ 6,716,035	\$ 6,273,485	\$ 6,273,485
Total Revenues All Sources	\$ 59,374,457	\$ 61,759,220	\$ 63,978,114	\$ 63,978,114
Total Budget All Funds	\$ 56,213,551	\$ 61,759,220	\$ 63,978,114	\$ 63,978,114

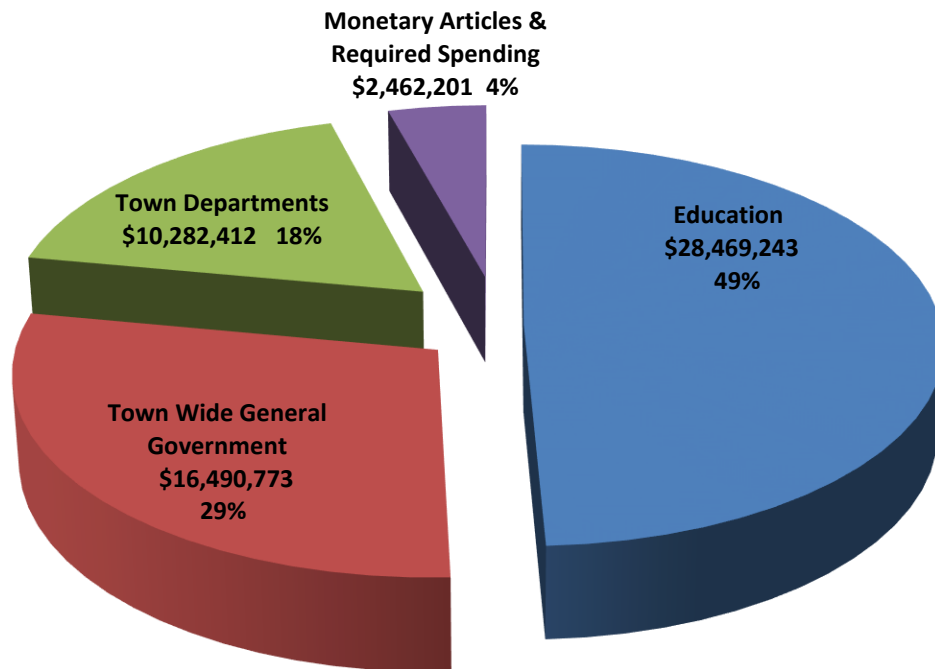
FY20 Revenues

**General Fund \$57,704,629 + Enterprise \$6,273,485 =
Total Revenues \$63,978,114**



FY20 General Fund Expenditures

Total Budget = \$57,704,629



IV. FINCOM Subcommittee Reports – Revenues and Expenses

ARTICLE 3 – OMNIBUS BUDGET

Revenues	FY18 Actuals	FY19 ATM Est. Revenues	FY20 BOS Est. Revenues	FY20 FIN COM Budget
Property Tax Levy	\$ 34,393,614	\$ 39,500,309	\$ 41,518,016	\$ 41,518,016
State Aid	\$ 11,781,703	\$ 12,314,121	\$ 12,350,513	\$ 12,350,513
Local Receipts	\$ 6,629,542	\$ 2,769,100	\$ 2,944,100	\$ 2,944,100
Stabilization Funds	\$ 34,396	\$ 459,655	\$ 392,000	\$ 392,000
Ambulance Receipts Reserved Transfer	\$ -	\$ -	\$ 500,000	\$ 500,000
Subtotal:	\$ 52,839,255	\$ 55,043,185	\$ 57,704,629	\$ 57,704,629
Expenses	FY18 Actuals	FY19 ATM Budget	FY20 Board of Selectmen	FY20 FIN COM Budget
EDUCATION - 300				
Salaries	\$ 20,461,417	\$ 21,572,800	\$ 22,172,800	\$ 22,172,800
Expenses	\$ 5,354,745	\$ 5,393,200	\$ 5,493,200	\$ 5,493,200
Total	\$ 25,816,162	\$ 26,966,000	\$ 27,666,000	\$ 27,666,000
Tri-County Voc Tech	\$ 753,294	\$ 776,243	\$ 783,243	\$ 783,243
Norfolk County Agricultural	\$ 15,688	\$ 25,000	\$ 20,000	\$ 20,000
EDUCATION TOTAL	\$ 26,585,144	\$ 27,767,243	\$ 28,469,243	\$ 28,469,243
TOWN ADMINISTRATION - 122				
Salaries	\$ 339,273	\$ 357,072	\$ 382,595	\$ 382,595
Expenses	\$ 22,143	\$ 30,700	\$ 32,238	\$ 32,238
Total	\$ 361,416	\$ 387,772	\$ 414,833	\$ 414,833
HUMAN RESOURCES - 125				
Salaries	\$ 76,482	\$ 80,325	\$ 82,966	\$ 82,966
Expenses	\$ 41,984	\$ 50,250	\$ 52,500	\$ 52,500
Total	\$ 118,466	\$ 130,575	\$ 135,466	\$ 135,466
COMMUNICATIONS - 129				
Salaries	\$ 52,420	\$ 61,000	\$ 64,581	\$ 64,581
Expenses	\$ 10,567	\$ 14,220	\$ 19,850	\$ 19,850
Total	\$ 62,987	\$ 75,220	\$ 84,431	\$ 84,431
FINANCE COMMITTEE - 132				
Expenses	\$ 897	\$ 1,750	\$ 1,700	\$ 1,700
Reserve Fund - 132	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
Total	\$ 897	\$ 101,750	\$ 101,700	\$ 101,700
TOWN ACCOUNTANT - 135				
Salaries	\$ 203,881	\$ 214,602	\$ 227,069	\$ 227,069
Expenses	\$ 41,938	\$ 52,044	\$ 53,044	\$ 53,044
Total	\$ 245,819	\$ 266,646	\$ 280,113	\$ 280,113
ASSESSORS - 141				
Salaries	\$ 191,562	\$ 217,049	\$ 218,820	\$ 218,820
Expenses	\$ 16,747	\$ 24,190	\$ 23,770	\$ 23,770
Total	\$ 208,309	\$ 241,239	\$ 242,590	\$ 242,590
TREASURER/COLLECTOR - 145				
Salaries	\$ 223,733	\$ 253,069	\$ 264,239	\$ 264,239
Expenses	\$ 56,296	\$ 58,850	\$ 59,450	\$ 59,450
Total	\$ 280,029	\$ 311,919	\$ 323,689	\$ 323,689
LEGAL - 151				
Expenses	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000
Total	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000
MIS/TECHNOLOGY - 155				
Salaries	\$ 215,668	\$ 225,720	\$ 233,106	\$ 233,106
Expenses	\$ 279,191	\$ 323,000	\$ 348,000	\$ 348,000
Total	\$ 494,859	\$ 548,720	\$ 581,106	\$ 581,106

FY20 OMNIBUS BUDGET – ARTICLE 3

	FY18	FY19	FY20	FY20
Expenses	Actuals	ATM Budget	Board of Selectmen	FIN COM Budget
TOWN CLERK - 161				
<i>Salary Elected Official</i>	\$ 83,249	\$ 89,971	\$ 92,987	\$ 92,987
<i>Salaries Other</i>	\$ 47,735	\$ 49,139	\$ 53,731	\$ 53,731
<i>Expenses</i>	\$ 2,694	\$ 3,400	\$ 4,200	\$ 4,200
Total	\$ 133,678	\$ 142,510	\$ 150,918	\$ 150,918
ELECTIONS - 162				
<i>Salaries</i>	\$ 6,864	\$ 8,424	\$ 7,500	\$ 7,500
<i>Expenses</i>	\$ 1,422	\$ 9,550	\$ 10,500	\$ 10,500
Total	\$ 8,286	\$ 17,974	\$ 18,000	\$ 18,000
REGISTRAR - 163				
<i>Salaries</i>	\$ -	\$ 450	\$ 500	\$ 500
<i>Expenses</i>	\$ 4,601	\$ 5,450	\$ 5,450	\$ 5,450
Total	\$ 4,601	\$ 5,900	\$ 5,950	\$ 5,950
CONSERVATION - 171				
<i>Salaries</i>	\$ 77,001	\$ 79,190	\$ 81,786	\$ 81,786
<i>Expenses</i>	\$ 2,734	\$ 2,935	\$ 3,296	\$ 3,296
Total	\$ 79,735	\$ 82,125	\$ 85,082	\$ 85,082
PLANNING BOARD - 175				
<i>Salaries</i>	\$ 73,381	\$ 75,653	\$ 83,133	\$ 83,133
<i>Expenses</i>	\$ 7,320	\$ 13,050	\$ 8,350	\$ 8,350
Total	\$ 80,701	\$ 88,703	\$ 91,483	\$ 91,483
ZONING BOARD - 176				
<i>Expenses</i>	\$ 788	\$ 900	\$ 900	\$ 900
Total	\$ 788	\$ 900	\$ 900	\$ 900
ENERGY COMMITTEE - 178				
<i>Expenses</i>	\$ 130	\$ 400	\$ 300	\$ 300
Total	\$ 130	\$ 400	\$ 300	\$ 300
ENERGY MANAGEMENT - 177				
<i>Expenses</i>	\$ -	\$ 5,000	\$ 2,500	\$ 2,500
Total	\$ -	\$ 5,000	\$ 2,500	\$ 2,500
COMMUNITY DEVELOPMENT - 182				
<i>Salaries</i>	\$ 132,385	\$ 149,421	\$ 153,041	\$ 153,041
<i>Expenses</i>	\$ 2,683	\$ 5,790	\$ 4,762	\$ 4,762
Total	\$ 135,068	\$ 155,211	\$ 157,803	\$ 157,803
FACILITY PRJ'S & IMPROV-193				
<i>Expenses</i>	\$ 49,296	\$ 50,000	\$ 60,000	\$ 60,000
Total	\$ 49,296	\$ 50,000	\$ 60,000	\$ 60,000
ANNUAL TOWN REPORT - 195				
<i>Expenses</i>	\$ 460	\$ 850	\$ 850	\$ 850
Total	\$ 460	\$ 850	\$ 850	\$ 850
GENERAL GOVERNMENT TOTALS	\$ 2,380,525	\$ 2,728,414	\$ 2,852,714	\$ 2,852,714
DEBT SERVICE - 700				
<i>Long Term Principal & Interest</i>	\$ 2,930,679	\$ 3,994,181	\$ 4,063,318	\$ 4,063,318
<i>Short Term Interest</i>	\$ 9,240	\$ 40,000	\$ 12,946	\$ 12,946
Total	\$ 2,939,919	\$ 4,034,181	\$ 4,076,264	\$ 4,076,264
UNCLASSIFIED				
<i>Property/Liability Insurance - 194</i>	\$ 236,334	\$ 288,000	\$ 345,000	\$ 345,000
<i>Medicare - 910</i>	\$ 424,495	\$ 441,701	\$ 475,000	\$ 475,000
<i>Life Insurance - 910</i>	\$ 7,000	\$ 7,720	\$ 7,720	\$ 7,720
<i>Retirement - 911</i>	\$ 2,239,347	\$ 2,452,486	\$ 2,628,086	\$ 2,628,086
<i>Workers Comp - 912</i>	\$ 134,647	\$ 173,000	\$ 215,000	\$ 215,000
<i>Unemployment Insurance - 913</i>	\$ 56,922	\$ 90,000	\$ 85,000	\$ 85,000
<i>Health Insurance - 914</i>	\$ 4,829,321	\$ 5,582,682	\$ 5,805,989	\$ 5,805,989
<i>Salary Reserve</i>	\$ -	\$ 22,957		
Total	\$ 7,928,066	\$ 9,058,546	\$ 9,561,795	\$ 9,561,795
TOWN WIDE GENERAL GOVERNMENT TOTAL	\$ 10,867,985	\$ 13,092,727	\$ 13,638,059	\$ 13,638,059

FY20 OMNIBUS BUDGET – ARTICLE 3

Expenses	FY18 Actuals	FY19 ATM Budget	FY20 Board of Selectmen	FY20 FIN COM Budget
DEPT OF PUBLIC WORKS				
DPW Salaries - 422	\$ 604,413	\$ 879,852	\$ 938,561	\$ 938,561
DPW Expenses - 422	\$ 364,638	\$ 355,450	\$ 368,100	\$ 368,100
Street Lighting Expenses - 424	\$ 268,621	\$ 374,500	\$ 374,500	\$ 374,500
Road Repair Expenses - 421	\$ 136,498	\$ 136,500	\$ 136,500	\$ 136,500
Building Maintenance Sal - 192	\$ 93,705	\$ 118,716	\$ 121,287	\$ 121,287
Building Maintenance Exp - 192	\$ 147,776	\$ 173,440	\$ 212,200	\$ 212,200
Traffic Signals Expenses - 293	\$ 1,830	\$ 2,000	\$ 2,000	\$ 2,000
Tree/Moth Agent Salary - 294	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Total	\$ 1,618,981	\$ 2,041,958	\$ 2,154,648	\$ 2,154,648
SNOW AND ICE REMOVAL - 423				
Salaries	\$ 125,370	\$ 61,500	\$ 61,500	\$ 61,500
Expenses	\$ 480,507	\$ 414,377	\$ 414,377	\$ 414,377
Total	\$ 605,877	\$ 475,877	\$ 475,877	\$ 475,877
STORMWATER MGMT- 425				
Expenses	\$ 20,000	\$ 275,000	\$ 275,000	\$ 275,000
Total	\$ 20,000	\$ 275,000	\$ 275,000	\$ 275,000
CEMETERY COMMISSION - 491				
Expenses	\$ -	\$ 100	\$ 100	\$ 100
Total	\$ -	\$ 100	\$ 100	\$ 100
PUBLIC WORKS TOTAL	\$ 2,244,858	\$ 2,792,935	\$ 2,905,625	\$ 2,905,625
FIRE/EMS - 220				
Salaries	\$ 975,550	\$ 1,319,043	\$ 1,797,230	\$ 1,797,230
Expenses	\$ 158,730	\$ 141,732	\$ 362,750	\$ 362,750
Total	\$ 1,134,280	\$ 1,460,775	\$ 2,159,980	\$ 2,159,980
POLICE - 210				
Salaries	\$ 2,259,769	\$ 2,451,196	\$ 2,669,153	\$ 2,669,153
Expenses	\$ 273,442	\$ 300,580	\$ 329,468	\$ 329,468
Total	\$ 2,533,211	\$ 2,751,776	\$ 2,998,621	\$ 2,998,621
POLICE/FIRE COMMUNICATIONS - 215				
Salaries	\$ 215,846	\$ 260,911	\$ 272,974	\$ 272,974
Expenses	\$ 41,894	\$ 16,300	\$ 16,300	\$ 16,300
Total	\$ 257,740	\$ 277,211	\$ 289,274	\$ 289,274
ANIMAL CONTROL - 292				
Expenses	\$ 47,223	\$ 50,214	\$ 49,396	\$ 49,396
Total	\$ 47,223	\$ 50,214	\$ 49,396	\$ 49,396
BUILDING INSPECTOR - 241				
Salaries	\$ 227,255	\$ 246,511	\$ 313,197	\$ 313,197
Expenses	\$ 5,578	\$ 9,254	\$ 11,540	\$ 11,540
Total	\$ 232,833	\$ 255,765	\$ 324,737	\$ 324,737
PUBLIC SAFETY TOTAL	\$ 4,205,287	\$ 4,795,741	\$ 5,822,008	\$ 5,822,008
HEALTH DEPARTMENT - 510				
Salaries	\$ 104,556	\$ 110,341	\$ 114,122	\$ 114,122
Expenses	\$ 17,892	\$ 24,025	\$ 24,025	\$ 24,025
Total	\$ 122,448	\$ 134,366	\$ 138,147	\$ 138,147
COUNCIL ON AGING - 541				
Salaries	\$ 126,808	\$ 128,779	\$ 149,222	\$ 149,222
Expenses	\$ 52,094	\$ 55,850	\$ 57,550	\$ 57,550
Total	\$ 178,902	\$ 184,629	\$ 206,772	\$ 206,772
VETERANS SERVICES - 543				
Expenses	\$ 109,609	\$ 145,996	\$ 136,847	\$ 136,847
Total	\$ 109,609	\$ 145,996	\$ 136,847	\$ 136,847
HEALTH & HUMAN SERVICES TOTAL	\$ 410,959	\$ 464,991	\$ 481,766	\$ 481,766

FY20 OMNIBUS BUDGET – ARTICLE 3

<i>Expenses</i>	FY18 Actuals	FY19 ATM Budget	FY20 Board of Selectmen	FY20 FIN COM Budget
PARKS DEPT - 650				
Salaries	\$ 237,592	\$ 386,479	\$ 400,312	\$ 400,312
Expenses	\$ 104,387	\$ 139,650	\$ 134,850	\$ 134,850
Total	\$ 341,979	\$ 526,129	\$ 535,162	\$ 535,162
LIBRARY - 610				
Salaries	\$ 249,726	\$ 269,897	\$ 286,201	\$ 286,201
Expenses	\$ 122,765	\$ 137,150	\$ 140,950	\$ 140,950
Total	\$ 372,491	\$ 407,047	\$ 427,151	\$ 427,151
RECREATION - 630				
Salaries	\$ -	\$ -	\$ 22,500	\$ 22,500
Expenses	\$ -	\$ -	\$ 2,500	\$ 2,500
Total	\$ -	\$ -	\$ 25,000	\$ 25,000
SUNSHINE GROUP - 654				
Salaries	\$ 49,979	\$ 50,000	\$ 50,000	\$ 50,000
Expenses	\$ 22,480	\$ 23,000	\$ 23,000	\$ 23,000
Total	\$ 72,459	\$ 73,000	\$ 73,000	\$ 73,000
DISABILITY COMMISSION - 545				
Expenses	\$ -	\$ 500	\$ 500	\$ 500
Total	\$ -	\$ 500	\$ 500	\$ 500
MEMORIAL COMMISSION - 670				
Expenses	\$ 4,460	\$ 4,500	\$ 4,500	\$ 4,500
Total	\$ 4,460	\$ 4,500	\$ 4,500	\$ 4,500
HISTORICAL COMMISSION - 691				
Expenses	\$ 68	\$ 2,700	\$ 2,700	\$ 2,700
Total	\$ 68	\$ 2,700	\$ 2,700	\$ 2,700
CULTURAL COUNCIL - 695				
Expenses	\$ -	\$ -	\$ 5,000	\$ 5,000
Total	\$ -	\$ -	\$ 5,000	\$ 5,000
CULTURE AND RECREATION TOTAL	\$ 791,457	\$ 1,013,876	\$ 1,073,013	\$ 1,073,013
Total Town Meeting Appropriation:	\$ 47,486,215	\$ 52,655,927	\$ 55,242,428	\$ 55,242,428
Expenditures Not Requiring Appropriation	FY18 Actuals	FY19 ATM Budget	FY20 Board of Selectmen	FY20 FIN COM Budget
Tax Title	\$ 4,388	\$ 10,000	\$ 10,853	\$ 10,853
Cherry Sheet Offsets	\$ 482,686	\$ 485,986	\$ 425,045	\$ 425,045
Cherry Sheet Charges	\$ 669,053	\$ 742,231	\$ 834,506	\$ 834,506
Overlay	\$ 551,000	\$ 500,000	\$ 500,000	\$ 500,000
Enterprise IDC Offset	\$ (682,582)	\$ (610,459)	\$ (517,703)	\$ (517,703)
Total	\$ 1,024,545	\$ 1,127,758	\$ 1,252,701	\$ 1,252,701
Total Operating Budget	\$ 48,510,760	\$ 53,783,685	\$ 56,495,129	\$ 56,495,129
MONETARY ARTICLES				
Ambulance Subsidy	\$ 150,000	\$ 150,000		
Medway Day	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500
Stabilization Transfer			\$ 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	\$ 1,259,500	\$ 1,259,500	\$ 1,209,500	\$ 1,209,500
Total Appropriated and Non Appropriated Budget	\$ 49,770,260	\$ 55,043,185	\$ 57,704,629	\$ 57,704,629
Revenues (from Above)	\$ 52,839,255	\$ 55,043,185	\$ 57,704,629	\$ 57,704,629
General Fund Surplus/(Deficit)	\$ 3,068,995	\$ -	\$ 0	\$ 0

FY20 ENTERPRISE BUDGETS – ARTICLES 4 – 6

<i>Enterprise Funds</i>	FY18 Actuals	FY19 ATM Budget	FY20 Board of Selectmen	FY20 FIN COM Budget
AMBULANCE ENTERPRISE FUND - 232				
EMS Insurance and Fees for Service	\$ 643,692	\$ 635,000		
EMS Retained Earnings		\$ 40,706		
GF Transfer	\$ 150,000	\$ 150,000		
Total EMS Revenue	\$ 793,692	\$ 825,706	\$ -	\$ -
EMS salaries	\$ 376,506	\$ 406,322		
EMS Employee Benefits	\$ 140,531	\$ 150,284		
EMS expenses	\$ 171,973	\$ 204,100		
Debt Expense	\$ 67,400	\$ 65,000		
Total EMS Expenses	\$ 756,410	\$ 825,706	\$ -	\$ -
SOLID WASTE ENTERPRISE FUND- 431				
Solid Waste Residential Fees/Bag Fees	\$ 1,456,772	\$ 1,212,561	\$ 1,270,261	\$ 1,270,261
Solid Waste Retained Earnings	\$ 131,252			
Total Solid Waste Revenue	\$ 1,588,024	\$ 1,212,561	\$ 1,270,261	\$ 1,270,261
Solid Waste Salaries	\$ 315,397	\$ 40,335	\$ 44,587	\$ 44,587
Solid Waste Employee Benefits	\$ 158,841	\$ 33,676	\$ 23,549	\$ 23,549
Solid Waste Expenses	\$ 1,113,786	\$ 1,138,550	\$ 1,142,750	\$ 1,142,750
Debt Expense	\$ -	\$ -	\$ 59,375	\$ 59,375
Total Solid Waste Expenses	\$ 1,588,024	\$ 1,212,561	\$ 1,270,261	\$ 1,270,261
SEWER ENTERPRISE FUND - 440				
Sewer Fees for Service	\$ 1,658,262	\$ 1,833,940	\$ 1,883,617	\$ 1,883,617
Sewer Betterment Transfer	\$ 17,055	\$ 17,136	\$ 17,274	\$ 17,274
Total Sewer Revenue	\$ 1,675,317	\$ 1,851,076	\$ 1,900,891	\$ 1,900,891
Sewer Salaries	\$ 247,538	\$ 253,171	\$ 286,528	\$ 286,528
Sewer Employee Benefits	\$ 116,121	\$ 120,483	\$ 139,201	\$ 139,201
Sewer expenses	\$ 979,175	\$ 1,122,350	\$ 1,129,950	\$ 1,129,950
Debt Expense	\$ 237,832	\$ 355,072	\$ 345,212	\$ 345,212
Total Sewer Expenses	\$ 1,580,666	\$ 1,851,076	\$ 1,900,891	\$ 1,900,891
WATER ENTERPRISE FUND - 450				
Water Fees for Service	\$ 2,478,169	\$ 2,826,692	\$ 3,102,333	\$ 3,102,333
Total Water Revenue	\$ 2,478,169	\$ 2,826,692	\$ 3,102,333	\$ 3,102,333
Water Salaries	\$ 655,810	\$ 697,206	\$ 779,142	\$ 779,142
Water Employee Benefits	\$ 268,089	\$ 306,016	\$ 354,953	\$ 354,953
Water expenses	\$ 658,238	\$ 650,450	\$ 632,750	\$ 632,750
Debt Expense	\$ 936,054	\$ 1,173,020	\$ 1,335,488	\$ 1,335,488
Total Water Expenses	\$ 2,518,191	\$ 2,826,692	\$ 3,102,333	\$ 3,102,333
Sub-Total Enterprise Funds - Revenues	\$ 6,535,202	\$ 6,716,035	\$ 6,273,485	\$ 6,273,485
Sub-Total Enterprise Funds - Expenses	\$ 6,443,291	\$ 6,716,035	\$ 6,273,485	\$ 6,273,485
Total Revenues All Sources	\$ 59,374,457	\$ 61,759,220	\$ 63,978,114	\$ 63,978,114
Total Budget All Funds	\$ 56,213,551	\$ 61,759,220	\$ 63,978,114	\$ 63,978,114

Education Subcommittee Report

For FY20, the Finance Committee recommends that the Town fund the Medway Public Schools (MPS) Operational Budget from Town Appropriation in the amount of \$27,666,000.

The Massachusetts State Aid Cherry Sheet as proposed in Governor Baker's FY20 budget in January indicates that the Chapter 70 State Aid for education will be \$10,479,229, which represents essentially level funding, and is consistent with the "hold" harmless funding provided by the State to local school districts. All 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 FY20 operating budget of \$27,666,000 to meet the basic needs of the district in the coming year. As with FY19, the Education Department will carry forward a portion of the Circuit Breaker receipts received in the prior fiscal year for use in FY20. The school will use \$583,279 of the available Circuit Breaker funds (from FY19) and \$356,955 from the School Choice Reserve account (a slight decrease of \$3,045 over the amount used in FY19), which, when combined with the proposed Town Appropriation of \$27,666,000, will complete the funding required for the FY20 operating budget.

	<u>Final Budget</u> <u>FY2019</u>	<u>Budget</u> <u>FY2020</u>	<u>Change</u>
Instruction	\$18,102,775	\$18,715,624	3%
Professional Development	\$210,700	\$204,750	-3%
Instructional Materials	\$691,538	\$691,461	0%
Miscellaneous Services	\$4,333,988	\$5,027,819	16%
Maintenance & Utilities	\$2,589,543	\$2,578,183	0%
SPED Tuition	<u>\$1,026,456</u>	<u>\$488,162</u>	-56%
Town Funded MPS Operational Budget	\$26,966,000	\$27,666,000	4.3%
MPS Oper. Budget funded by Circuit Breaker	\$700,000	\$583,279	-16.7%
MPS Oper. Budget funded by School Choice	<u>\$360,000</u>	<u>\$356,955</u>	-0.08%
Grand total MPS operating budget	\$28,026,000	\$28,606,234	2.1%

Comparisons between the reconfigured FY19 budget and the proposed FY20 budget provides for an overall net increase of \$700,000, or 2.6% in the town funded operating budget. Many exciting things are happening in this year's budget driven by the vision outlined in the new, updated Strategic Plan. First, major FY19 initiatives such as tuition free full day kindergarten, increases in curriculum materials for new education standards, and professional development will be maintained in the FY20 budget. Funds for a new Coordinator of School Counseling to help with the implementation of the comprehensive school counseling model were added. Funds to increase the number of school nurses were also approved. Additional clerical support for the Athletic department was also increased.

This budget will affect personnel, including increases in FTEs that are offset by corresponding decreases in FTEs in other areas. The base changes in personnel from the final FY19 base of 308.8 FTEs will go to a new, adjusted base of 310.2. The sum of all staffing changes resulted in an overall 1.5 net FTE increase from the reconfigured FY19 budget last fall to the proposed FY20 budget.

Listed below are the major variances between FY19 and FY20:

2305 Classroom Teachers (also reflecting costs associated with tuition free KG)	\$306,287
9300 SPED Tuition Private (reflecting FY20 placements and estimated tuitions)	(\$286,287)
9400 Tuition Collaboratives (reflecting FY20 placements and estimated tuitions)	(\$292,000)
2710 Testing Services (increase 1.0 FTE for Coordinator of School Counseling)	\$122,440
3300 Transportational Services (Includes increase in ACCEPT and foster care transportation)	\$391,590

The schools are decreasing the funding used to support the annual budget from state funded circuit breaker funds from \$700,000 to \$583,279 in FY20 in order to reflect the anticipated decrease in the availability in those funds. The amount approved by the School Committee from its School Choice account was decreased from \$360,000 to \$356,955. The amount, and proportion, of school department spending funded by these two accounts continues to evolve and should be closely monitored.

The schools continue to make tremendous progress as it relates to our students' performance. The schools have also continued to restructure and realign in order to find efficiencies within operations while also maintaining, and, where possible, enhancing the District's goals as set forth by the Superintendent and the School Committee in the new Strategic Plan.

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 FY20 assessment is \$783,243, an increase of 0.9%. The Tri-County board derives this assessment following Commonwealth formulas and using a similar process to what MPS uses to develop its budget. Our assessment for Norfolk County Agricultural is \$20,000 a decrease of \$5,000 from FY19.

The Medway Public Schools, its mission and programs are important to the character of our Town. The schools are the common meeting place for most town residents and we take great pride in our students' scholastic, artistic, athletic and social achievements. We all share the responsibility to make that the budget we provide to the Education Department is sufficient to educate the people who are most important to our collective futures, the students.

Respectfully submitted by the FinCom Education Subcommittee,

Todd Alessandri & James Sullivan

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

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 that includes the outstanding bonds and their respective maturity dates.

DATE BORROWED	PURPOSE OF BORROWING	MATURITY DATE	BALANCE AS OF 6/30/19	INTEREST COST
9/12/18	MULTIPURPOSE GOB	9/15/32		2.57%
9/12/18	MCWT GOB	7/15/38	500,000	2.00%
2/21/18	MCWT GOB	1/15/36	1,052,811	2.00%
4/13/17	SEPTIC REPAIRS	1/15/37	180,271	0.00%
9/15/16	MULTIPURPOSE GOB	9/15/26	2,175,000	1.21%
3/15/15	MULTIPURPOSE GOB	3/15/29	3,335,000	2.02%
1/7/15	MCWT GOB	7/15/35	1,250,184	2.00%
5/15/13	MULTIPURPOSE GOB	5/15/33	4,360,000	2.22%
9/15/12	MULTIPURPOSE GOB	9/15/32	3,240,000	1.98%
2/15/12	MULTIPURPOSE GOB	2/15/32	4,985,000	2.02%
8/15/10	MULTIPURPOSE GOB	8/15/29	3,550,000	2.43%
10/15/09	MULTIPURPOSE GOB	10/15/29	2,400,000	2.92%
11/15/06	MULTIPURPOSE GOB	11/25/25	4,175,000	4.00%
8/01/04	SEPTIC REPAIRS	8/01/23	17,995	5.01%
4/15/03	MULTIPURPOSE GOB	4/15/22	500,000	3.73%
			TOTAL LONG-TERM DEBT	WEIGHTED AVERAGE RATE
			\$35,076,261	2.2%

Short Term Debt consists of a Bond Anticipation Note of \$733,000 for the engineering work for the DPS Facility.

Total Debt Equals **\$ 35,809,261**

The FY2020 Town Wide General Government total budget equals \$13,638,059, which represents a 4.16% increase over FY2019. Health insurance costs saw an approximate 4% increase year over year.

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

The accounts current funding balances as of 3/31/2019 are as follows:

General Trust Stabilization Fund	\$3,383,201
Capital Improvements Stabilization Fund	\$347,709
Sewer Betterment Stabilization Fund	\$259,675
DPS Facility Stabilization Fund	\$512,911
Athletic Fields stabilization Fund	\$228,776
Debt Service Stabilization Fund	\$1,253,465
TOTAL	\$5,985,737

During FY2019, the Town of Medway continued to remain financially stable. Medway's improved financial performance and currently strong reserve levels have 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 FY2020 and beyond.

Respectfully submitted by the FinCom General Government Subcommittee,

Frank Rossi

Public Works Subcommittee Report

The Department of Public Services is responsible to the residents and businesses 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 network 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 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 six programs: Administration and Finance, Engineering and Facilities, Environmental Services, Highway, Fleet Maintenance and Water & Sewer. The following section of this submittal will aim to describe d functions of the Department's six program areas.

Administration and Finance/Engineering & 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 regularly 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. Another significant responsibility of 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. Work on the new DPS facility will begin this year, in keeping with Medway's green community status the building will be designed to be 'net zero' in terms of electricity usage, obtaining its electricity from solar panels. The Board of Selectmen and Town Administrator have completed an exemplary level of due diligence regarding the installation of solar panels and have developed a number of alternatives to provide the Town with the most value.

The department is migrating to a new asset management system that will allow the staff to make use of mobile technology to assess and monitor the condition of assets and use a streamlined work order management system to maximize efficiency.

Environmental Services

Included in this subject area is the management of solid waste collection and disposal, resource recycling and reuse, as well as the managed care and maintenance of the Towns parks and fields. This functional area is charged with regular and bulk trash collection, organic waste disposal, recycling collection, household hazardous waste disposal, and solid waste education and enforcement. DPS works with the Board of Health who sets solid waste regulatory policy and enforcement. Included within the Division of Environmental Services is the managed care of the Town's fifty-five (55) acres of passive and active recreational areas under the jurisdiction of the Park & Recreation Commission, as well as, grounds maintenance for all municipal and school buildings. 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 services in accordance with the Town's snow and ice policy and budget. RT 109 reconstruction will continue with final construction tasks. In FY2020, DPS will continue implementation of its six year road improvement program.

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 work order management system.

☐ Departments –

- Administration - 5
- Public Services - 65
- Police - 22
- Fire - 18
- Council on Aging - 3
- Schools – 6

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 lime for corrosion control and sodium hypochlorite for disinfection and sodium fluoride for dental health. 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. Work is underway to develop a customer portal that will allow customers to monitor their water use in real time.

Design work will begin on the new centralized water filtration plant this year which represents a cost-effective solution to providing high quality drinking water to the Town. The Board of Selectmen and Water and Sewer Commissioners are carefully monitoring costs vs. revenues to maintain affordable water and sewer rates in Town.

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 department continues to monitor our remaining sewer capacity in considering new projects and connections.

The geographic disbursement of these complex systems throughout the Town's eleven square miles creates a particular challenge to the relatively small Water and Sewer Division. 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. Challenges to be addressed in FY2020 include development of a plan for advanced water treatment and supply that provides a quality and reliable water supply for decades to come while remaining within pumping limits established by the State. Also, a new customer information system is being launched to allow customers the ability to track their own water use, get estimated bills, and get early warnings of potential leaks or high use before it results in excessive bills.

Respectfully submitted by the FinCom Public Works Subcommittee,

Michael Schrader

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 Allen Tingley, provides a vital and increasingly complicated role in protecting the citizens of Medway. The department is made up of a 23-person workforce including, 13 Patrol Officers, 1 School Resource Officer, 1 Court Officer, 4 Sergeants, 1 Detective/Sergeant, 2 Lieutenants and the Chief. In addition, the department employs communication officers which also serve the fire department, crossing guards, on-call matrons and an administrative assistant that make up the complete staff for the department.

Over the last couple of fiscal years, the police department faced several personnel changes as a result of promotions and retirements. Amidst increasing demands placed on the department due to higher call volume and increasing town traffic requirements, the department plans to add two additional patrol officers in fiscal year 2020.

The Medway and Franklin Police Departments along with the Advocates Inc. of Framingham were awarded a joint grant to allow the two police departments to hire a clinical social worker to assist with cases involving individuals dealing with mental health crisis. The Jail Diversion Program aims to help people in mental health crisis get the assistance they need, and not direct these individuals unnecessarily into the Criminal Justice System. The Clinician will ride with the police officers and will respond directly to the calls. The Clinician will help evaluate the individual in crisis and make recommendations for further care and follow up. This process will shorten the time on

scene for the officers, and ultimately lead to a better outcome for those involved. Our Clinician Kallie Montagano has been a great asset to our police department.

As in prior years, the department will continue to provide mandatory training regarding firearms and use of force while also performing the necessary function of making court appearances. In addition, 2 new patrol vehicles will be replaced as part of the ongoing fleet replacement and maintenance agreement which further allows the department to meet the ever-growing needs of the community. As a result of changes by the manufacturer, the cost of purchasing and outfitting the vehicles has increased over the prior year.

Capital Improvements for FY20 will include the acquisition of new portable radios, additional hand-held radar detectors and police protective gear. Funds from prior years are still being utilized to improve the facility and systems security and to digitize police logs and arrest reports.

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.

In 2018, the town voted to dissolve the EMS Enterprise fund with the Fire Department's general fund budget now inclusive of both Firefighting and Emergency Medical Services. EMS revenues will continue be collected and put into a separate account. A portion of the revenues will be allocated to the general fund, while the remaining funds will be saved and allocated towards new medical equipment.

The Advanced Life Support (ALS) program launched in 2017 is fully staffed and has been partially supported by the SAFER (Staffing for Adequate Fire & Emergency Response) grant. The remaining portion of the SAFER grant will be dispersed over the next year and half. The call volume continues to increase and more increases are expected as the town expands.

On the expense side, there is an increase in full-time personnel as a result of combining the Fire Department and EMS services. Due to declining interest of the call firefighter role, across the country and not specific to Medway, and having a more robust full-time department, part-time personnel expenses are budgeted 20% less than last year. Training remains a priority to ensure members of the department are in compliance with national standards to protect themselves and are well prepared to serve the community; as a result, this line item has been increased by \$10,000.

As with all town assets, the Fire Department continues to ensure all Fire/EMS equipment is maintained in good working order. For FY20, proposed capital projects include replacement of a Brush Truck, a Command Vehicle for Deputy Chief Fasolino, and funding towards a sprinkler system in Station 1.

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 last capital outlay was a new vehicle purchased in 2017. The budget for animal control in FY20 will be \$49,396, a decrease of 1.6% from FY19.

The Subcommittee would like to thank Chief Tingley, Chief Lynch and Deputy Chief Fasolino for their guidance and input during this budget. The residents of Medway should be proud of our public safety leadership and staff charged with serving and protecting the town.

Respectfully submitted by the FinCom Public Safety Subcommittee,

Health and Human Services Subcommittee Report

The Medway Council on Aging is located at 76 Oakland St. During the past year, some improvements to the Senior Center included added building insulation and heated sidewalks, in addition to the added parking and new driveway entrance that were completed in conjunction with the town's Oakland Park renovation. Also this past year, the newly renovated Oakland Café has provided hot meals at lunch two times weekly. During this past year the Finance Committee representative met and maintained open communication with Director Courtney Riley. The Senior Center is well attended daily. For Seniors in Medway, calling the COA main number is a first thought for guidance in uncertain situations. Because of the excellent work done by the director, employees, social outreach workers, drivers, and dedicated volunteers, needs are well covered. The COA Board meets monthly and the minutes are posted on the town website in a timely manner. The COA also has an active Facebook page.

Respectfully submitted by the FinCom HHS Subcommittee,

Ellen Hillery

Library Subcommittee Report

FY19 has been another busy and successful year for the library. Over the past year, there were almost 75,000 people visiting and over 101,000 items checked out! The library has a total collection size of 140,672 items, including books, magazines, audio books, eBooks, streaming and downloadable videos, Roku and much more. Electronic resources continue to grow in popularity with eBooks, audiobooks and downloadable video circulations reaching 10,057 checkouts.

There were several new programs added over the past year. With the recent acquisition of an electric car and on-site charging station, the library has started a homebound delivery service that provides a wide variety of reading materials for people who are unable to travel to the library for various reasons. The Library plans to extend this program and deliver a selection of books each week to the 3 Medway senior living centers. For the second year, the Library offered a free Summer Lunch Program funded entirely by donations. Since the expansion from once a week to three times a week, the Library was able to serve over 800 lunches last summer.

The Library's Makerspace celebrated its second anniversary in June 2018. It continues to be a very popular and growing area of the library that allows people of all ages to learn new skills. To support the ongoing demand, a part-time Makerspace coordinator was added. The Makerspace Coordinator is responsible for planning technology, science, math and craft programs for all ages, as well as teaching programs herself or finding teachers for the programs. Recently, a new poster size printer was added and has become very popular for many visitors. The Makerspace is also hosting a newly formed robotics group.

The Library worked with the Medway Department of Public Services to replace the shingled library roof, install a new furnace, improve parking lot lighting, add hand dryers and filtered drinking fountains, and upgrade the kitchen to expand the range of meals served through the Summer Lunch program.

In FY20 and beyond, the Library is committed to continue offering many excellent programs and activities as well as adding new ones. Children's story times, Arduino Coding Class, STEM Playground, Teen Sewing and art workshops are just some of the programs that almost 3,600 children and teens experienced in 2018. Adult and

family programs are also offered. The Library will continue to use Facebook, the Library's newsletter, Town Of Medway and other social media to get the word out on all the Library has to offer.

Current regular hours are 10:00 AM till 8:00 PM Monday through Thursday and 10:00AM to 2:00 PM Friday and Saturday. The downstairs rooms and computers remain open till 9:30 PM Monday through Thursday.

Respectfully submitted by the FinCom Library Subcommittee,

Kevin Dickie & Rohith Ashok

Community Preservation Subcommittee Report

The Massachusetts Community Preservation Act 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.

At the Fall Town Meeting on November 19, 2018, residents supported CPC recommendations and agreed to allocate CPA funds totaling \$95,026 for additional trail improvements and kiosks, and \$13,000 to apply for National Historic Register status for Evergreen Cemetery. At the March 11, 2019 Special Town Meeting, residents also agreed with CPC recommendations to allocate CPA funds of \$150,000 to improve playgrounds at McGovern and Burke-Memorial Elementary Schools.

Regarding Appropriation Article 18 in the warrant for the May 13th 2019 Annual Town Meeting, CPC members have voted to authorize transfers from the Reserve Accounts for regular administrative expenses, \$20,000 to fund a historical study for the uses of the Jacob Ide House, and \$10,000 to the Affordable Housing Trust for legal and contingency fees, as well as the annual transfer of 10% of annual CPA estimated revenues to each use category's Reserve Account.

CPC members also voted to recommend that a grant of \$1,000,000 for the Glen Brook Way affordable housing project be funded from the balance of the Community Housing Reserve Account, and the Unallocated Reserve Account, which is detailed in Article 19 of the warrant for the May 13th 2019 Annual Town Meeting.

The Community Preservation Committee meets the first Monday of every month at the Medway High School Library at 7:30 p.m., for which residents are welcome to attend and learn about projects being considered. The Committee also posts an annual public notice to additionally welcome public attendance, and this most recently occurred on March 5, 2019. The Finance Committee Liaison has attended the CPC meetings during this past year, and observed that the members of Medway's CPC consistently acted with appropriate diligence, and continued to provide careful and thoughtful stewardship of CPA funds.

Respectfully submitted by the FinCom Community Preservation Subcommittee,

Planning and Economic Development Board Subcommittee Report

For FY19, the Finance Committee has liaised and partnered with the Planning and Economic Development Board and the Town's various land use committees and boards with the intent to understand the planning needs and challenges of Medway as it grows and changes.

It is the Finance Committee's position that the Planning and Economic Development Board seeks to establish development options that promote diversity for residents and businesses alike. The Board has worked toward achieving this objective through several means: guiding proposed and active developments, creating new and refining existing bylaws, and improving internal development review and permitting procedures.

During FY19, there have been many proposed developments that the Planning and Economic Development Board has reviewed and permitted. Some will bring new residents while creating additional jobs directly or indirectly from the services that the development will provide. Several examples of this are as follows:

- Proposed and secured approval of amendments to the Medway Zoning Bylaw. As recommended by the zoning consultant who assisted the Board with recodifying the bylaw in 2014 and 2015, the Board continued to develop proposals to amend and refine certain sections of the zoning bylaw.
- Reviewed and approved site plans for the development of CTS at 9 Trotter Drive and site improvements at Choate and Oakland Park, and began the review process for a site plan for the new Medway Department of Public Services building at 46 Broad Street.
- Began review process for a recreational marijuana special permit for 2 Marc Road.
- Participated on the Oak Grove Zoning Task Force with a specific mandate to develop new zoning provisions for the Oak Grove urban renewal area.
- Completed work on an update to the Town's official Open Space and Recreation Plan and secured approval from the Commonwealth of Massachusetts.
- Collaborated with five subdivisions to expand housing
- Participated in two Active Retirement developments and the Exelon expansion

This year being the fourth year under the Zoning by-law review process, we see continued amendments to Medway's Zoning Bylaw in order to make them easier to understand and give Medway a better legal standing when complaints or suits are brought forth. The PEDB has increased the level of communication about these zoning changes and their impact to increase public awareness of proposed changes.

While the Board has made significant strides in communication, revamping our bylaws, and managing our town's developments, FY20 provides a number of new challenges and opportunities. The Medway Redevelopment Authority continues to purchase additional lots under the Oak Grove Urban Renewal Plan. With the urban renewal plan, the Oak Grove area is poised to help Medway diversify its tax base by encouraging commercial business development.

From the Finance Committee, we have seen this direction carried out in the actions and decisions of the Board. We would like to give a big Thank You to Town employee Suzy Affleck-Childs for being our first line of contact and in giving her time and energy to meet with us and answer our questions. We would also extend to the Planning and Economic Development Board our sincere thanks for working alongside us and helping to guide Medway to a prosperous and well-designed

future.

Respectfully submitted by the FinCom Planning and Economic Development Board Subcommittee,

James Sullivan & Kevin Dickie

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 (example: \$81,100 for 4 person family) and advising Medway's boards and committees on affordable housing issues.

NEW HOUSING: Early in the year, the Trust made the first outlays of its \$500,000 commitment to Glen Brook Way, a \$12 million project of Metro West Collaborative Development (MWCD). The all-affordable, 48 unit rental project was seed funded by the Trust in 2017. The Town is also contributing \$500,000 in Community Preservation Funds toward the development. Permitting of this project provided Medway with "safe harbor" keeping developers from gaining comprehensive permits to override local zoning ordinances. The project is currently waiting state funding. In July, the Committee and Trust supported Zoning Board of Appeals (ZBA) approval of MWCD's request to amend Glen Brook Way's permit to include a second phase encompassing 42 affordable apartments for households which include a member 55 years of age or older. Subsequent ZBA approval of this second phase extended Medway's safe harbor through August 15, 2019.

The groups reviewed and recommended comprehensive permit approval of Strategic Land Ventures' proposal to construct a complex of 190 rental units, of which 48 will be affordable, on 12+ acres located at 33 and 39 Main Street. Since 100% of a rental project's units count as affordable housing under MGL 40B, inclusion of this project in the town's Subsidized Housing Inventory, means that the Town would meet state mandated minimum of 10% affordable housing.

AFFORDABLE UNIT PRESERVATION: One ownership condominium unit was successfully sold after being purchased and refurbished by the Town and another was excluded from assets subject to liquidation in foreclosure proceedings. Both units were sold as affordable units with "modern" deed restrictions guaranteeing perpetual affordability and protection from foreclosure. A third unit was subjected to a notice of foreclosure and has recently been cleared for affordable sale. Funds for these activities were drawn from a self-renewing account provided as a line-item in the State's FY 2016 budget. The housing groups provided oversight of the implementation of a monitoring system to periodically remind 40B homeowners of their obligation to follow deed restrictions designed to protect affordable units.

Respectfully submitted by the FinCom Affordable Housing Subcommittee,

Rohith Ashok

Parks and Recreation Subcommittee Report

Medway Parks and Recreation hired its first full-time director in 2018. The 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 ensure they provide all residents an affordable, diverse recreation and human services activities for people of all ages to play, learn, and build community.

The department started offering programs in winter of 2019 to expand programming for the residents of Medway. They will also be offering a variety of summer camps held throughout town. A majority of the camps will offer an early drop off and extended day option. Along with programming, there will be seasonal community events. This June, Choate Park will host a fishing derby and on Mondays in July a summer concert. In addition to programs and special events, policy and procedures have been established for the pavilions at Choate and Oakland Park, the Splash Pad, and for the fields and facilities.

Finally, a new Medway Parks & Recreation website was created, www.medwayparksrec.com. Within the site, participants 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.

As the department looks to the future, it hopes to expand programming and community events. They will also continue their efforts to work closely with all in-town youth organizations in their program administration.

Respectfully submitted by the FinCom Parks and Recreation Subcommittee,

Kevin Dickie & Rohith Ashok

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 selectmen 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 Administrator: Appointed by the Board of Selectmen and is responsible for managing day-to-day operations of the Town.

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 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 13, 2019, 7:00 PM
ANNUAL TOWN MEETING, May 13, 2019, 7:30 PM