Town of Medway

Report of the Finance Committee to the Annual Town Meeting

May 9, 2016

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

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Fiscal Year 2017 – July 1, 2016 through June 30, 2017
This booklet includes the Warrant for the Annual Town Meeting, the recommendations of the Medway Finance Committee and the FINCOM 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) is pleased to present its annual report on the operating budget and related issues to the citizens of Medway. The FinCom's omnibus budget supports the recommendations of the Board of Selectmen's budget allocations. Included in this booklet are:

- FY2017 Annual Town Meeting Warrant and Special Town Meeting Warrant
- Board of Selectmen's and FinCom's omnibus budget recommendations which represent how tax receipts, free cash and other revenue sources will be allocated across the town for Fiscal Year 2017 (July 1, 2016 – June 30, 2017)
- FinCom subcommittee reports

A Look back

In FY2016, Medway allocated its budgeting and spending policies in keeping with the Town's overall goal to provide a level service approach while selectively spending on improving critical services and enhancements that make Medway a desirable place to live.

With its combination of stabilization funds and continued conservative fiscal management, the Town has able to maintain its AA+ bond rating by Standard and Poor's. In addition, in September of 2015, Standard & Poor's increased their outlook for the Town's bonds from "Stable" to "Positive". This high grade rating allows the Town to borrow money at favorable interest rates going forward. It should be noted, however, that both the Board of Selectmen and the Finance Committee recommended, as part of the proposed FY 2017 budget, to reduce the stabilization fund by over $500,000 to fund critical security improvements at Medway's schools.

The Finance Committee recognizes the continued partnership between the Municipal and School Departments. Town departments are developing their needs on a priority basis, while taking into consideration the financial realities and limitations that exist today.

A Look Ahead

Based upon some of the recent growth projects in our community, Medway will approach the coming fiscal year with an expectation of modest increases in local revenues for FY2017. These new projects will stretch over multiple years, and the Town will take a conservative approach on the revenue projections. The trend at the state aid level indicates that Medway will see little to no additional financial help from the Commonwealth, including Chapter 70 funding.

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.

At the end of the Subcommittee Reports is a letter from the Board of Selectmen to all residents regarding Article One on the Town Meeting Warrant. This Article addresses the Payment in Lieu of Taxes (PILOT) Agreement negotiated between the Town and Exelon.

Each year the Capital Improvements Planning Committee (CIPC) recommends expenditures of the town's free cash. These expenditures target one time, meaningful improvements to Medway's infrastructure that otherwise are unbudgeted. The CIPC recommends funding approximately $1.73 million in capital plans for FY2017. These capital projects include continued road and sidewalk upgrades, new security improvements for the schools, replacing several trucks for the Department of Public Services, replacing an ambulance, and technology improvements name a few.

Town Administration continues to perform admirably in this economic climate despite operating with limited increases in resources. As a result of this practice, 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.

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 citizens' 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	Ellen Hillery	Rohith Ashok
Chris Lagan – Vice Chair	Meghan Hoffman	Michael Schrader
Todd Alessandri - Clerk	Jeff O'Neill	Jim Sullivan

II. Warrants

SPECIAL TOWN MEETING WARRANT
MAY 9, 2016
7:00 PM

ARTICLE 1: (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 2016 appropriation deficit; or act in any manner relating thereto.

DEPARTMENT OF PUBLIC SERVICES

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **To be Determined**

ARTICLE 2: (Solid Waste Retained Earnings Transfer: Waste Loader Repair)
To see if the Town will vote to transfer to the Solid Waste Fiscal Year 2016 Equipment Repairs Account the sum of $17,000 from Solid Waste Enterprise Fund Retained Earnings for repairs made to the solid waste loader, or act in any manner relating thereto.

DEPARTMENT OF PUBLIC SERVICES

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 3: (Extend Expenditure Deadline –May 2015 Special Town Meeting Article 9 – Shaw Street Bridge Repair)
To see if the Town will vote to extend the expenditure deadline for the following appropriation made by the May 2014 Annual Town Meeting and extended at the May 11, 2015 Special Town Meeting:

Article 9	Shaw Street Bridge Repair

Said appropriations to be expended by June 30, 2018 with unexpended funds as of June 30, 2018 being returned to the General Fund, or act in any manner relating thereto.

DEPARTMENT OF PUBLIC SERVICES

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 4: (Transfers to Electricity Accounts)
To see if the Town will vote to transfer the sum of $155,750 from the Fiscal Year 2016 accounts in the amounts shown in the table below to the accounts also shown in the table below, or act in any manner relating thereto.

Transfer from:	**Amount:**	**Transfer to:**
Workers' Compensation Insurance	5,000	Net Metering Electricity
Other Insurance	30,000	Net Metering Electricity
Unemployment	40,000	Net Metering Electricity
Health Insurance	58,000	Net Metering Electricity
General Fund Budget Total	**$133,000**	
Water Enterprise Retained Earnings	22,750	Water Net Metering Electricity
Enterprise Fund Budget Total	**$22,750**	

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 5: (Transfer to Revaluation Account)
To see if the Town will vote to transfer the sum of $10,000 from the Fiscal Year 2016 Assessors' Department Budget Professional/Technical Account to the Assessors' Revaluation Account, or act in any manner relating thereto.

ASSESSING DEPARTMENT

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 6: (Prior Year Bills)
To see if the Town will vote to transfer from the Police Department's Fiscal Year 2016 Telephone Service Contract account the sum of $1,900 for the purpose of paying a prior year, unpaid bill of the Town, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ANNUAL TOWN MEETING WARRANT
MAY 9, 2016
7:30 PM

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ARTICLE 1: (Approve Exelon PILOT)
To see if the Town will vote to authorize the Board of Selectmen to execute the negotiated Payment In Lieu of Taxes (PILOT) agreement with Exelon West Medway, LLC and/or Exelon West Medway II, LLC (Exelon) for the new generation facilities proposed to be constructed and installed at Exelon's existing West Medway Generating Site on Summer Street, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 2: (ESCO Stabilization Reserve Transfer)
To see if the Town will vote to transfer the sum of $38,546 from the ESCO Stabilization Fund to the Fiscal Year 2017 Debt Service expense account for the purpose of funding ESCO related debt service, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 3: (Appropriation: FY17 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, 2017, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 4: (Appropriation: FY17 Water Enterprise Fund)
To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $2,499,354 for the maintenance of the Water Department Enterprise Fund as follows, or to act in any manner relating thereto:

Direct Costs

	Amount
Salaries	$ 647,208
Expenses	600,210
Debt	979,575
Direct Costs Total	$2,226,993

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of $272,361 for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	$272,361

Total	**$2,499,354**

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

Fees for Service [User Fees]	$2,453,904
Retained Earnings	45,450
Total	**$2,499,354**

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 5: (Appropriation: FY17 Sewer Enterprise Fund)
To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $1,553,935 for the maintenance of the Sewer Department Enterprise Fund as follows, or to act in any manner relating thereto:

Direct Costs

	Amount
Salaries	$ 224,924
Expenses	979,400
Debt	250,836
Direct Costs Total	**$1,455,160**

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of $98,775 for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	$98,775

Total	**$1,553,935**

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

Fees for Service [User Fees]	$1,536,949

Sewer Betterment Stabilization	16,986
Total	**$1,553,935**

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 6: (Appropriation: FY17 Solid Waste Enterprise Fund)
To see if the Town will vote to raise and appropriate or transfer from available funds a sum of $1,585,094 to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or to act in any manner relating thereto.

Direct Costs

	Amount
Salaries	$ 331,679
Expenses	1,113,620
Debt	14,626
Direct Costs Total	$1,459,925

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of $125,169 for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	$125,169

Total	**$1,585,094**

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

Trash Recycling Fees/Bag Revenues	$1,460,000
Solid Waste Retained Earnings	125,094
Total	**$1,585,094**

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 7: (Appropriation: FY17 Ambulance Enterprise Fund)
To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $759,464 to operate the Ambulance Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount

Salaries	$412,173
Expenses	185,012
Debt	38,300
Direct Costs Total	$635,485

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of $128,979 for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	$128,979

Total	**$764,464**

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

General Fund Appropriation	$150,000
Ambulance Retained Earnings	78,464
Insurance and Fees for Service	536,000
Total	**$764,464**

FIRE DEPARTMENT

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 8: (Free Cash Appropriation: Capital and Other Items)
To see if the Town will vote to appropriate the sum of $1,607,657 from Certified Free Cash for the purpose of funding the following capital and other items, including associated engineering, personnel, maintenance and legal service costs; said appropriations to be expended by June 30, 2017, with unexpended funds as of June 30, 2017 being returned to the General Fund, or act in any manner relating thereto:

Project	Department	Cost
Various Road/Sidewalk Improvements	DPS/HWY	$750,000
Medium Duty Dump Truck (replacement)	DPS/HWY	78,000
Light Duty Dump Truck (replacement)	DPS/HWY	50,000
Medium Duty Dump Truck Retrofit	DPS/PARKS	35,000
Pickup Truck (replacement)	DPS/PARKS	55,000
Leaf Box Vacuum (replacement)	DPS/PARKS	57,000
Voting Booths	ELECTIONS	10,000
Hazard Mitigation Plan	EMERG. MGMT.	16,000
Bucket Truck (replacement)	FIRE/DPS	90,000
Refurbish Engine 2	FIRE	110,000
Defibrillators	POLICE	13,125

Radar Units (replacement)	POLICE	12,000
System-wide Security Cameras	SCHOOLS	277,532
High School Tennis Court Repairs	SCHOOLS	42,000
Repair Senior Center Door System	COA	12,000
Free Cash Total		**$1,607,657**

CAPITAL IMPROVEMENT PLANNING COMMITTEE

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 9: (Capital Program: Information Services)
To see if the Town will vote to transfer $100,000 from Certified Free Cash and to raise and appropriate $43,000 to fund a capital improvement program in the amount of $143,000 for the Town of Medway Information Services Department for Fiscal Year 2017, or act in any manner relating thereto.

CAPITAL IMPROVEMENT PLANNING COMMITTEE

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 10: (Water Enterprise - Equipment)
To see if the Town will vote to transfer from Fiscal Year 2015 Water Enterprise Retained Earnings the sum of $201,000 for Fiscal Year 2017 from the Water Enterprise Fund for the purpose of funding the purchase of the following capital items, or act in any manner relating thereto:

Project	Department	Cost
Pickup Truck (replacement)	WATER	$ 41,000
Dump Truck (replacement)	WATER	95,000
Gate Valve Vacuum Box	WATER	65,000
Total		**$201,000**

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 11: (Replacement Ambulance)
To see if the Town will vote to appropriate the amount of $260,000 for the purpose of purchasing an ambulance and associated equipment; and that to meet this appropriation, the amount of $120,000 be transferred from available funds, and the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow $140,000

under General Laws Chapter 44, section 7, or any other enabling law, and to authorize the Board of Selectmen and Town officers to take all related actions necessary or appropriate to carry out this article, or to act in any manner relating thereto.

FIRE/EMS DEPTS.

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 12: (Fiscal Stability Transfer – Security Improvements at Elementary Schools)
To see if the Town will vote to transfer from the Fiscal Stability Fund the sum of $529,000 to fund security improvements at the Burke-Memorial Elementary School and the McGovern Elementary School, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 13: (Borrowing: Board of Health Water Pollution Abatement Projects)
To see if the Town will vote to borrow the sum of $200,000 for the purpose of financing the following water pollution abatement facility projects: to repair, replace and/or upgrade residential septic systems, or residential connections to existing municipal sewer, pursuant to agreements with the Board of Health and residential property owners, including, without limitation, all costs thereof as defined in Section 1 of Chapter 29C of the General By-laws, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow $200,000 under General Laws Chapter 29C and/or Chapter 44, section 7 of the Massachusetts General Laws, or any other enabling law, or to act in any manner relating thereto.

BOARD OF HEALTH

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 14: (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 15: (Fund OPEB Trust)

To see if the Town will vote to raise and appropriate the sum of $100,000 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: (Create Athletic Fields Stabilization Fund; Transfer $25,000)
To see if the Town will vote to create a new Athletic Fields Stabilization Fund, and, further, vote to transfer the sum of $25,000 from the Parks Revolving Fund, Hanlon Field Account, to the Athletic Fields Stabilization Fund, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 17: (Authorize Revolving Funds)
To see if the Town will vote to authorize the following revolving funds pursuant to Chapter 44, section 53E½ of the Massachusetts General Laws for Fiscal Year 2017 as follows:

FUND	REVENUE SOURCE	AUTHORITY TO SPEND	USE OF FUND	SPENDING LIMIT
Parks and Recreation	Permit Fees	Board of Parks Commissioners	Self-supporting recreation and parks services	$150,000
Council on Aging	Donations/fees paid by riders and GATRA reimbursement	Council on Aging	Pay for dial-a-ride van service for seniors and disabled; shuttle service to Norfolk commuter rail station, and other necessary transportation services	$114,000
Library Printer/ Copier/Fax	Public printer use and copier and fax machine revenues	Board of Library Trustees	Printer, copier and fax machine expenses.	$3,000
Library Meeting Room	Meeting room use fees	Board of Library Trustees	Meeting room maintenance, repairs and upgrades	$1,000
Thayer Homestead	Facility use fees	Town Administrator	Partial self-support of property	$50,000

BOARD OF SELECTMEN
(For the Various Departments Indicated)

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 2017 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 2017, or act in any manner relating thereto.

COMMUNITY PRESERVATION COMMITTEE

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

FINANCE COMMITTEE RECOMMENDATION: **To Be Determined**

ARTICLE 19: (CPA Funds: Trail Design and Engineering)
To see if the Town will vote to transfer the sum of $10,000 from Community Preservation Act Fund Open Space Reserves, to supplement the sum of $35,000 appropriated at the 2015 Fall Town Meeting, to the Open Space Committee for the purpose of designing and engineering a trail system and boardwalks from the Medway High School Athletic Fields to Lovering Street, or to act in any manner relating thereto.

OPEN SPACE COMMITTEE

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 20: (CPA Funds: Historical Document Preservation)
To see if the Town will vote to transfer from Community Preservation Historical Reserve funds the sum of $28,493 to the Historical Commission for the purpose of funding the preservation of historical documents, or act in any manner relating thereto.

HISTORICAL COMMISSION

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 21: (CPA Funds: Choate Park and Other Recreation Improvements)
To see if the Town will vote to raise and appropriate, borrow, and/or transfer from Community Preservation Funds a sum of money not to exceed $450,000 for the purpose of funding design and engineering services and the preparation of public bid documents for the purpose of making improvements, including accessibility enhancements, to recreational facilities at Choate Park, the Medway Middle School, Cassidy Fields, and Oakland Park, and for the payment of all other costs incidental and related thereto, and 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

ARTICLE 22: (Accept Gift of Land and Fund Related Acquisition Costs)
To see if the Town will vote to authorize the Board of Selectmen to acquire by gift or purchase and to accept the deed to the Town of a fee simple interest in all or a portion of the parcel of land located at 115R Holliston Street, Medway, Norfolk County, MA, identified on the Town of Medway Assessors Map 31, Parcel 005-0001, containing 5.910 acres more or less, which land is now owned by John David Health Facility, upon such terms and conditions as the Board of Selectmen shall determine to be appropriate, to be used for general municipal purposes, and to transfer the sum of $9,500 in Certified Free Cash to pay 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 23: (Authorization to Pursue Municipal Aggregation)
To see if the Town will vote to grant the Board of Selectmen authority to initiate the municipal aggregation process pursuant to chapter 164, section 134 of the Massachusetts General Laws, or any other enabling authority, to include, but not be limited to, researching, developing and entering into a contract, or contracts, to aggregate the electricity load of the residents and businesses within the Town of Medway and for other related services, including consulting services, independently, or in joint action with other municipalities for terms of more than three years, and for such consideration (if any), and on such other terms and conditions that the Board of Selectmen deems in the best interest of the Town, retaining the right of individual residents and businesses to opt-out of the aggregation, or take any other action relative thereto.

TOWN-WIDE ENERGY COMMITTEE

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 24: (Amend General Bylaw – Hunting on Town Land)
To see if the Town will vote to amend Medway General By-Laws Section 12.20 (a) by replacing the text in said section in the entirety with the following:

> (a) No person shall fire or discharge any firearm within the limits of any school, park, playground, or other **Town and/or** private property, or hunt or fire or discharge any firearm on private property without written consent of the owner or legal occupant thereof, **or in the case of Town property from the Chief of Police**.

Or to act in any manner relating thereto.

OPEN SPACE COMMITTEE

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 25: (Easement Acceptances: Neelon Lane and Charles View Lane)
To see if the Town will vote to accept:

A Perpetual Easement for public access and maintenance by the Town of Medway on and over the extension of Neelon Lane, shown as "Access and Maintenance Easement (6,863 S.F.)" on a plan of land entitled, 'Definitive Plan "Charles River Village" Open Space Residential Development (OSRD) in Medway, Massachusetts Date: November 20, 2012 Revise Dates: February 15, 2013, and May 30, 2013 prepared by O'Driscoll Land Surveying Co.', recorded with the Norfolk County Registry of Deeds in Plan Book 624, Page 5, for all purposes for which public ways may be used in the Town of Medway, in common with others entitled thereto; and

A Non-Exclusive Perpetual Access Easement on and over the Proposed Public Access Trail extending from Neelon Lane and Charles View Lane, for purposes of accessing Open Space Parcel "B" (Parcel 70-002-0100 on Medway Assessor's maps) as shown on said plan.

And further to authorize the Board of Selectmen and town officers to take any and all related actions necessary or appropriate to carry out the purposes of this article;

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 26: (Amend General Bylaws: Design Review Committee)
To see if the Town of Medway will vote to amend the Medway General Bylaws, Section 2.15 Design Review Committee as follows. Items to be deleted are noted with a ~~strikethrough.~~ Items to be added are noted in **bold text.**

Section 2.15 – Design Review Committee

(a) **Establishment** - There shall be a Design Review Committee **(DRC)** consisting of at least five ~~(5)~~ **and up to seven voting** members who reside in Medway ~~who~~ **and** shall be sworn to the faithful performance of their duties. **The DRC may also have up to three non-voting advisors who reside and/or work in Medway.**

(b) Mission - To serve the people of Medway in a capacity that openly, creatively and appropriately reviews site, building and sign design for private and public development. The DRC is tasked with serving as an advocate for the preservation and enhancement of Medway's natural, scenic and aesthetic qualities to achieve the pleasing composition of places within the context of the *Medway Master Plan.* The DRC works with the broad intention of maintaining and/or improving the quality of life, value of property and viability of commerce through the use of thoughtful and community-appropriate design practices as represented by the Medway *Design Review Guidelines.*

~~(b)~~ **(c) Appointments** - ~~The Design Review Committee~~ **DRC members and advisors** shall be appointed by the Planning **and Economic Development** Board. ~~Committee~~ **M**embers shall serve two ~~(2)~~ year staggered terms.~~, with~~

~~the majority of the first members appointed for a two (2) year term and the remaining initial members appointed for a one (1) year term. Thereafter, each member shall serve for two (2) years or until his successor has been appointed.~~ **Advisors shall serve one ~~(1)~~ year terms**.

~~(c)~~ **(d) Composition**

1. **Members -** The ~~Design Review Committee~~ **DRC** shall include one member of the Planning **and Economic Development** Board. ~~and a representative of the Medway Business Council.~~ The **majority of the** remaining members should ~~have~~ **be design professionals with** experience and/or training in architecture, landscape design, site design, **graphic arts**, graphic design, sign design, planning, **environmental design**, **urban design** or other suitable **design** professions. ~~that could be helpful to the Committee's work.~~ **Other members may include individuals representing various business interests such as real estate, building trades, and local business organizations.**

2. Advisors – Advisors shall include individuals with particular design expertise who are able to provide periodic design consultation to the DRC in reviewing development permit applications and proposals.

~~(d)~~ **(e)** Responsibilities of the Design Review Committee

1. Assist and advise the Planning **and Economic Development** Board~~,~~ **and** its applicants, and other ~~t~~**T**own boards, **committees and departments** ~~as may request such assistance,~~ with regard to **proposals,** applications **and plans** for **Town issued development permits.** ~~subdivisions, site plans, special permits, sign permits, scenic road work permits, and other development proposals. The Design Review Committee's recommendations are advisory and may include suggestions for modifications to proposed designs and conditions for approval of development proposals.~~

2. Serve as a design resource, providing site, building, landscape, signage, and graphic design expertise and assistance to Town boards, committees, and departments with regard to Town sponsored programs, proposals, capital improvement projects and municipal building projects.

3. The DRC's recommendations are advisory and may include suggestions for modifications to proposed designs, and/or conditions for approval of development proposals to be consistent with the Medway *Design Review Guidelines.*

~~2. Assist and advise the Planning Board regarding possible amendments to the *Medway Zoning Bylaw* and various *Rules and Regulations*.~~

~~3. Continue to promote and improve the use of the *Medway Design Guidelines*; recommend changes and improvements to the *Medway Design Guidelines*.~~

4. Perform other duties and responsibilities as may be specified by the *Medway Zoning Bylaw***,** ~~or~~ other **T**~~t~~own bylaws**, and various land use *Rules and Regulations*** as **may be** requested by **various Town boards, committees and departments.** ~~the Planning and Economic Development Board.~~

5. Assist and advise the Planning and Economic Development Board regarding possible amendments to its various *Rules and Regulations* and to the *Zoning Bylaw*.

6. Promote and improve the use of the Medway *Design Review Guidelines* by both public and private entities. As needed, recommend changes and improvements to the *Design Review Guidelines* to the Planning and Economic Development Board.

~~5. Advocate for good design in municipal programs and capital projects.~~

~~(e)~~ (f) **Design Review Guidelines -** In performing its work, the Design Review Committee shall be guided by the *Medway Master Plan* and by **the Medway** *Design Review Guidelines* ~~to be developed by the Committee and~~ **as** adopted ~~and published~~ by the Planning **and Economic Development** Board. ~~after a duly called and advertised public hearing. The Planning Board may amend the *Design Guidelines* from time to time after a duly called and noticed public hearing in accordance with customary Planning Board practice.~~

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD
DESIGN REVIEW COMMITTEE

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 27: (Amend General Bylaws: New Section - Parking & Storage of Recreational and Commercial Vehicles)
To see if the Town of Medway will vote to amend the Medway General By-laws by adding the following Section 12.26 in Article XII:

Section 12. 26 Regulation of Parking and Storage of Recreational and Commercial Vehicles

(a) **Purpose** - The purpose of this By-law is to regulate the on-street parking of certain commercial and recreational vehicles and the outdoor parking/storage of unregistered vehicles and certain commercial vehicles. This By-law is adopted to promote safe vehicular traffic, to preserve peace and good order, to protect the character of residential neighborhoods, to promote the aesthetic beauty of the community and hence the value of the property located therein, and to promote the health, safety and general welfare of the citizens of the Town of Medway.

(b) **Definitions**

(1) **Commercial Motor Vehicle -** Any vehicle defined as such by the Massachusetts Registry of Motor Vehicles in 540 CMR 2.05

(2) **Gross Vehicle Weight Rating (GVWR)** – The value specified by the manufacturer as the loaded weight of a single vehicle including the vehicle's chassis, body, engine, engine fluids, fuel, accessories, driver, passengers and cargo but excluding that of any trailers, as established by the National Highway Traffic Safety Administration, U.S. Department of Transportation.

(3) **Recreational Vehicle** - A vehicular type portable structure without a permanent foundation that can be towed, hauled, or driven and that is primarily designed or modified to serve as a temporary living accommodation for recreational, camping and travel use and includes but is not limited to travel trailers, truck campers, caravans, camping trailers, and self-propelled motor homes.

(4) **Trailer -** A non-motorized vehicle, often a long platform or box/container with two or more wheels, which is pulled behind a motorized vehicle and used to transport things.

(c) **Prohibitions/Limitations**

(1) No person shall allow, permit, or cause a trailer, recreational vehicle, or a commercial motor vehicle having a Class 4 gross vehicle weight rating or higher to be parked at any location on any public or

private way within the Town of Medway for any period in excess of four hours in any twenty-four hour period, unless said vehicle is in the process of loading, unloading, or providing a temporary service to one or more adjacent properties.

(2) For a business use authorized by right, by special permit or variance, or for a pre-existing non-conforming business use, commercial motor vehicles with a Class 4 gross vehicle weight rating or higher shall not be parked within the standard front, side and rear setback areas established in the Zoning Bylaw for the applicable zoning district.

(3) Not more than one unregistered vehicle of any kind may be parked or stored outside on any property in a residential zoning district.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD
INSPECTOR OF BUILDINGS

BOARD OF SELECTMEN RECOMMENDATION: To Be Determined

FINANCE COMMITTEE RECOMMENDATION: To Be Determined

ARTICLE 28: (Amend Zoning Bylaw: Accessory Family Dwelling Unit)
To see if the Town of Medway will vote to amend the Zoning Bylaw by deleting SECTION 8.2 Accessory Family Dwelling Unit in its entirety and replacing it as follows: Note that eliminated text is shown with a **strikethrough** and new text is shown in **bold.**

8.2 ACCESSORY FAMILY DWELLING UNIT

A. Purposes. The purpose~~s~~ of this **sub-section** ~~Accessory Family Dwelling Unit bylaw~~ are to:

1. **establish an option for the creation of Accessory Family Dwelling units to provide suitable housing** ~~assist Medway residents with creating suitable housing to accommodate~~ **for** a family member **and/or a caregiver for a family member who is an occupant of the premises;**

2. provide opportunities to support residents who wish to age in place; and

3. maintain the residential character of neighborhoods.

B. Applicability. The Board of Appeals may grant a special permit for an accessory family dwelling unit in accordance with this Section 8.2 and Table 1: Schedule of Uses.

C. Basic Requirements**.**

1. An accessory family dwelling unit shall be located within:

a. a detached single-family dwelling**; or** ~~and designed so as to preserve the appearance of the single-family dwelling~~.

b. an addition to a detached single-family dwelling; or

c. a separate structure on the same premises as a detached single-family dwelling.

2. There shall be ~~only~~ **no more than** one accessory family dwelling unit **associated with a detached single-family dwelling.** ~~**per premises** on a lot, and no accessory family dwelling unit shall have more than one bedroom.~~

3. No accessory family dwelling unit shall have more than one bedroom, unless a second bedroom is authorized by the Board of Appeals pursuant to 8.2.C. 8. herein.

4. An accessory family dwelling unit shall not exceed 800 sq. ft. of gross floor area unless:

a. there is an existing detached accessory structure larger than 800 sq. ft. located on the same lot as a detached single-family dwelling and the Board of Appeals determines its use as an accessory family dwelling unit is in character with the neighborhood; or

b. authorized by the Board of Appeals pursuant to 8.2.C.8. herein.

~~3.~~ **5.** There shall be at least one **designated** off-street parking space for the accessory family dwelling unit in addition to parking for the **occupants of the detached single-family** ~~principal~~ dwelling. The off-street parking **space** shall be located in a garage ~~or carport,~~ or in the driveway, and **shall have vehicular access to the driveway.** ~~shall not be permitted within any required yard area or setback. There shall be no additional driveway or curb cut providing access to the accessory family dwelling unit.~~ **The location, quantity and adequacy of parking for the accessory family dwelling unit shall be reviewed by the Board of Appeals to ensure its location and appearance are in keeping with the residential character of the neighborhood.**

6. Occupancy of the single-family dwelling and accessory family dwelling unit shall be restricted as follows:

a. The owners of the property shall reside in one of the units as their primary residence, **except for bona fide temporary absences due to employment, hospitalization, medical care, vacation, military service, or other comparable absences which would not negate the primary residency standard.** For purposes of this section, "owners" shall mean one or more individuals who hold legal or beneficial title to the premises.

~~b. The unit not occupied by the owners may only be occupied by the owners' immediate family or step-family members, grandparents, or in-laws A notarized statement of the owner's relationship to the occupant shall be submitted to the Building Inspector prior to the issue of a certificate of occupancy for the accessory family dwelling unit.~~

b. The accessory dwelling unit shall be occupied by any one or more of the following:

i. the owner(s) of the property

ii. the owner's family by blood, marriage, adoption, foster care or guardianship

iii. an unrelated caregiver for an occupant of the detached single-family dwelling or the accessory family dwelling unit, who is an elder, a person with a disability, handicap or chronic disease/medical condition, or a child.

Prior to the Town's issuance of a certificate of occupancy for the accessory family dwelling unit, the property owner shall submit to the Building Inspector a notarized statement of the property owner's relationship to the occupant of the dwelling unit not occupied by the property owner.

7. An accessory family dwelling unit shall be designed so as to preserve the appearance of the single-family dwelling and be compatible with the residential character of the neighborhood. Any new separate outside entrance serving an accessory family dwelling unit shall be located on the side or in the rear of the building.

8. In order to encourage the development of housing units for disabled and handicapped individuals and persons with limited mobility or a chronic medical condition, the Board of Appeals may allow reasonable deviations from the Basic Requirements where necessary to install features in the accessory family dwelling unit to facilitate the care of, and access and mobility for, disabled and handicapped individuals and persons with limited mobility or a chronic medical condition. This may include, but is not limited to, authorizing a second bedroom in the accessory family dwelling unit.

~~D. Limitations of Special Permit. The special permit for an accessory family dwelling unit shall expire not more than three years after the date of issuance unless extended by the Board of Appeals. Upon transfer or conveyance of the property, the special permit granted hereunder shall become null and void.~~

D. Decision

1. **The Board of Appeals, in making its decision, shall make findings that all of the special permit criteria specified in SECTION 3.4 C. herein are met.**

2. **Conditions, Limitations and Safeguards – Special permits shall be subject to the conditions, limitations, and safeguards set forth in SECTION 3.4.D. herein subject to such exceptions as the Board of Appeals may deem appropriate. Every special permit shall include the following conditions:**

   a. **Recording. The special permit shall be recorded with the Registry of Deeds prior to issuance of an occupancy permit for the accessory family dwelling unit.**

   b. **Transfer of Ownership. If the new owner(s) desires to continue to exercise the special permit, they must, within thirty (30) days of the conveyance, submit a notarized letter to the Building Inspector stating that they will occupy one of the dwelling units on the premises as their primary residence, except for bona fide temporary absences, and that the accessory family dwelling unit is to be occupied by one of parties specified in C. 6. b. herein.**

   c. **Bi-Annual Certification. The owner of the property shall provide a bi-annual certification to the Building Inspector verifying that the unit not occupied by the owner is occupied by one of the parties specified in C. 6. b. herein or that the space is being used for another lawfully allowed use pursuant to this Bylaw.**

And by deleting the current definition of Accessory Family Dwelling Unit in SECTION 2 DEFINITIONS and replacing it as follows:

~~Accessory Family Dwelling Unit: A separate and complete housekeeping unit contained within, or being an extension of, a single family dwelling to accommodate additional family members of a resident of the primary dwelling.~~

Accessory Family Dwelling Unit: A separate dwelling unit contained within a detached single-family dwelling unit or in an accessory structure thereto and which is subordinate in size to the principal dwelling unit, that is designed to accommodate family members of and/or caregivers for a resident of the primary or accessory family dwelling unit and which includes its own living, sleeping, sanitary and food preparation facilities such that the occupant(s) of the accessory family dwelling unit does not need to rely on the corresponding facilities located in the primary dwelling unit.

And by adding the following definition in SECTION 2 DEFINITIONS as follows:

Caregiver: **An individual who regularly looks after a child or a sick, elderly, disabled, or handicapped person or an individual with a chronic medical condition, by providing for or assisting with the tasks of daily living such as, but not limited to activities necessary to maintain good health, personal care, meal preparation, child care, household and property maintenance, and transportation.**

And to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD
ZONING BOARD OF APPEALS

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 29: (Amend Zoning Bylaw: Site Plan Review)
To see if the Town will vote to amend the Medway Zoning Bylaw by deleting sub- SECTION 3.5 Site Plan Review and replacing it as follows: Note the text to be deleted is indicated with a ~~strikethrough~~ and new or relocated text is indicated in bold.

3.5. SITE PLAN REVIEW

3.5.1 Purposes

Site plan review is a means of managing the aesthetics and environmental impacts of land use by the regulation of permitted uses, not their prohibition. Its purpose is to:

- assure protection of the public interest consistent with a reasonable use of the site for the purposes permitted in the district; **and**
- **promote and encourage desired community characteristics as expressed in the *Master Plan* and *Design Review Guidelines***

~~Accordingly, no building permit shall be issued for any use, site, or building alteration, or other improvement that is subject to this Section 3.5 unless an application for site plan review has been prepared in accordance with the requirements herein and unless such application has been approved by the Planning and Economic Development Board (hereinafter referred to in this Section as the Board)~~

3.5.2 Requirements

A. No building permit shall be issued for any use, site, or building alteration, or other improvement that is subject to this Section 3.5 unless an application for site plan review has been prepared in accordance with the requirements herein and unless such application has been approved by the Planning and Economic Development Board (hereinafter referred to in this Section as the Board) or its designee in the instance of administrative site plan review.

B. Unless specifically authorized by the terms of the site plan review decision, a final certificate of occupancy shall not be issued until the applicant has complied with or satisfied all conditions of the site plan review decision.

C. Any work done in deviation from an approved site plan shall be a violation of this Bylaw unless such deviation is approved in writing by the Board or its designee or is determined by the Building Inspector to be an insubstantial change.

~~3.5.2~~ 3.5.3. Applicability

A. Site plan review shall apply to the following:

1. Major Site Plan Review:

   a. New construction or any alteration, reconstruction, **change in use** or renovation of any multi-family, commercial, industrial, institutional, or municipal use **which involves one or more of the following:** ~~involving: 2,500 square feet or more of gross floor area,~~

      i. the addition of 2,500 square feet or more of gross floor area; or

      ii. the addition of fifteen or more new parking spaces; or

   a. ~~New construction or any alteration, reconstruction, or renovation of an existing building, or any change in use of an existing building requiring fifteen or more parking spaces; or~~

   ~~c.~~ **b.** ~~Construction, expansion, redesign, or alteration~~ **The redesign, alteration or modification** of an existing parking area involving the addition of fifteen or more new parking spaces.

   c. Construction of ground mounted solar photovoltaic installations of any size including solar canopy type systems in parking areas.

2. Minor Site Plan Review: ~~Any construction, alteration, reconstruction or renovation project or change of in use that is not subject to Major Site Plan Review but which requires a building permit and involves one or more of the following:~~

   a. **New construction or any alteration, reconstruction, change in use or renovation of any multi-family, commercial, industrial, institutional, or municipal use which is not subject to Major Site Plan Review but which involves one or more of the following:**

      i. the addition of 1,000 to 2,499 square feet of gross floor area; or

      ii. the addition of five or more but less than fifteen new parking spaces; or

   ~~a. Exterior alteration of an existing building or premises, visible from a public or private street or way, except where such alteration is exempt under Section B below; or~~

   ~~b. New construction, expansion of an existing structure, or a change in use in an existing building requiring five or more but less than fifteen parking spaces; or~~

   ~~c.~~**b.** ~~Construction,~~ **The redesign, alteration** or modification of ~~a~~ **an existing** parking area involving the addition of five or more but less than fifteen new parking spaces; or

   ~~d.~~ **c.** Any use or structure or expansion thereof exempt under Massachusetts G.L. c. 40A, § 3**.** ~~, if one or more of the above criteria a-c also apply, and~~ only to the extent allowed by law.

3. Administrative Site Plan Review:

   a. New construction or any alteration, reconstruction, or renovation of any multi-family, commercial, industrial, institutional, or municipal use which is not subject to Major or Minor Site Plan Review but which involves one or more of the following:

      i. The addition of less than 1,000 square feet of gross floor area, or

      ii. Exterior alteration/renovation of an existing building or premises, visible from a public or private street or way which includes any of the following:

         a) installation or replacement of awnings

b) change in a building's exterior surface material

c) rearrangement or addition of windows or doors

d) façade reconstruction/replacement

e) roofing if the Building Inspector determines the roof to be a distinctive architectural feature of the building

b. The redesign, alteration or modification of an existing parking area involving the addition of up to four new parking spaces

c. A change in curb cuts/vehicular access to a site from a public way

d. Installation or alteration of sidewalks and other pedestrian access improvements

e. Removal of hedges, living shrubs, and trees greater than four inches in caliper

f. Installation of fencing or retaining walls.

4. Consideration of planned activities subject to administrative site plan review may be advanced to minor 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 at a public meeting.

~~3.~~ **5.** Relationship to Other Permits and Approvals.

a. If an activity or use requires ~~both~~ **major or minor** site plan review and one or more special permits, the ~~Planning and Economic Development~~ Board shall serve as special permit granting authority.

b. If both a special permit and **major or minor** site plan review are required, ~~they shall be considered together under the provisions of Section 3.4.~~ **the Board shall review and conduct the public hearing concurrently and the Board may issue a single decision.**

c. The Building Inspector shall not issue a building permit for any project subject to this Section 3.5 unless:

i. the Board has approved a site plan therefor or allowed ninety calendar days (in the instance of a major site plan project) **to elapse from the site plan submission date unless the applicant has requested an extension in writing; or**

ii. the Board has approved a site plan therefor or **allowed** sixty calendar days (in the instance of a minor site plan project) to elapse from the site plan submission date unless the applicant has requested an extension in writing; or

iii. Administrative site plan approval has been granted or twenty-one calendar days have elapsed from the site plan submission date unless the applicant has requested an extension in writing.

~~Any work done in deviation from an approved site plan shall be a violation of these Bylaws unless such deviation is approved in writing by the Board or determined by the Building Inspector to be an insubstantial change.~~

B. Exemptions. The following shall be exempt from Site Plan Review under this Section 3.5:

1. Single-family and two-family homes, including additions or enlargements **and accessory structures.**

2. Residential subdivisions approved by the Board under the Medway Subdivision Rules and Regulations.

~~3. Projects submitted to the PEDB under Section 8.5, Adult Retirement Community Planned Unit Development.~~

~~4.~~**3.** Projects in which the only exterior change that is visible from a public or private way, requiring a building permit, pertains to **the removal of architectural barriers to comply with the Americans with Disabilities Act (ADA) or regulations of the Massachusetts Architectural Access Board (AAB)**

~~a. Architectural barrier removal to comply with the Americans with Disabilities Act (ADA) or regulations of the Massachusetts Architectural Access Board (AAB); or~~

~~b. Installation of awnings, exterior siding, or roofing, or replacement of windows or doors;~~

~~**3.5.4 Site Plan Review Standards**~~

~~The Board's Site Plan Rules and Regulations shall adopt standards for site plan review that will at a minimum address the following:~~

~~A. Siting of facilities;~~

~~B.Design guidelines;~~

~~C. Open space and natural features;~~

~~D. Pedestrian, bicycle, and vehicular circulation;~~

~~E. Water quality;~~

~~F. Stormwater;~~

~~G. Utilities, exterior lighting, parking, and snow removal;~~

~~H. Trees and landscaping;~~

~~I. Town character and historic significance;~~

~~J. Impacts on public services and facilities;~~

~~K. Signage;~~

~~M. Safety;~~

~~N. Energy efficient site design;~~

~~O. Potential adverse effects and mitigation thereof.~~

~~3.5.3.~~ 3.5.4 Procedures for Site Plan Review

A. ~~The Board shall promulgate, after public notice and hearing, Site Plan Rules and Regulations to effectuate the purposes and intent of this Section 3.5, including submission requirements and procedures for major and minor site plans, modification of approved site plans, delegating administrative review to the Board's designee for review of small-scale projects without a public meeting, and standards of review consistent with Section 3.5.4 below.~~

A. Pre-Application Review – Before filing a site plan application, applicants for major site plan review shall and applicants for minor site review may schedule a pre-application meeting with the Town's interdepartmental project review team. Applicants may also request an informal, pre-application meeting with the Board to review conceptual plans.

B. Applicants shall submit an application for **major and minor** site plan review to the **Town Clerk and the** Board.

C. The site plan submission date shall be the date the site plan application is filed with the Town Clerk and the Board, unless the Board notifies the applicant within twenty-one days of submission that the application is incomplete. In such case, the site plan application will not be deemed to have been submitted.

D. For Major Site Plan Review applications, the Board shall hold a public hearing on the proposed site plan. The public hearing shall conform to the requirements for public hearings and notice under G.L. c. 40A, § 11, and the Board's Site Plan Rules and Regulations. All costs of the public notice requirements shall be at the expense of the applicant.

E. For Minor Site Plan Review applications, the Board shall review the site plan at a duly posted open meeting. Any public notice to abutters and other parties of interest shall be conducted in accordance with the Site Plan Rules and Regulations.

F. The Board shall review and act upon ~~the~~ **applications for major and minor** site plan **review**, requiring such conditions as necessary to satisfy the Site Plan Review Standards under Section ~~3.5.4~~ **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. The Board may approve ~~the~~ **a major and minor** site plan or approve it with ~~the~~ 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. ~~The Board's decision shall be by majority vote of the membership, and the decision shall be in writing.~~

H. ~~The applicant shall satisfy or comply with all conditions of the site plan review decision prior to the issuance of a building permit except for those conditions that by their terms are intended to be satisfied during construction or later.~~

~~I. Unless specifically authorized by the terms of the site plan review decision, a final certificate of occupancy shall not be issued until the applicant has complied with or satisfied all conditions of the site plan review decision.~~

H. The Board's designee 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.

3.5.5 Site Plan Rules and Regulations

A. The Board shall promulgate, after public notice and hearing, Site Plan Rules and Regulations to effectuate the purposes and intent of this Section 3.5, including but not limited to the following requirements and procedures for:

1. **submission and review of major and minor site plans**
2. **administrative review of small-scale projects by the Board's designee without a public hearing or meeting**
3. **waivers**
4. **conditions/limitations/safeguards and mitigation measures**
5. **performance security**
6. **construction inspection**
7. **standards of review consistent with Section 3.5.5 B. below**

8. **decision criteria**
9. **modification of approved site plans and/or decisions**

B. The Board's Site Plan Rules and Regulations shall include standards for major, minor and administrative site plan review that will at a minimum address the following:

1. **Siting of facilities**
2. **Design guidelines**
3. **Open space and natural features**
4. **Pedestrian, bicycle, and vehicular circulation**
5. **Water quality**
6. **Stormwater**
7. **Utilities, exterior lighting, parking, and snow removal**
8. **Trees and landscaping**
9. **Site Amenities**
10. **Town character and historic significance**
11. **Impacts on public services and facilities**
12. **Signage**
13. **Safety**
14. **Energy efficient site design**
15. **Potential adverse effects and mitigation thereof.**

~~3.5.5~~ 3.5.6 Appeal

A. Any person aggrieved by the Board's **major or minor** site plan decision may appeal to the court within 20 days of the date the decision is filed with the Town Clerk, as provided in G.L. c. 40A, § 17.

B. Any person aggrieved by an administrative site plan decision may appeal to the Planning and Economic Development Board.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 30: (Amend Zoning Bylaw: Editing Zoning Bylaws)
To see if the Town of Medway will vote to amend the Medway Zoning Bylaw by adding a new Section 1.7 as follows:

1.7 FORMAT

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 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 the Bylaw.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 31: (Amend Zoning Bylaw: New Section - Zoning District Boundaries)
To see if the Town will vote to amend the Medway Zoning Bylaw by adding a new Section 4.4 as follows:

4.4 ZONING DISTRICT BOUNDARIES

Where a zoning district boundary line is shown on the Zoning Map as being within a public or private street or right-of-way, the center line of the street or right-of-way shall be the zoning district boundary line.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 32: (Amend Zoning Bylaw: Definitions)
To see if the Town of Medway will vote to amend the Zoning Bylaw by deleting item F. Building Height from Section 6.2. General Provisions and inserting the following definition in alphabetical order in SECTION 2 DEFINITIONS:

Building Height – The vertical distance from grade plane to the average height of the highest roof surface.

And by inserting the following definitions in alphabetical order in SECTION 2 DEFINITIONS:

Garage, private residential: A structure which is accessory to a residential building and used by the residents thereof for personal household storage and/or the parking and storage of motorized vehicles and other moveable items such as campers, boats and other types of recreational vehicles owned by the residents of the building, and which is not a separate commercial enterprise available to the general public.

Membrane Structure: An air-inflated, air-supported, tensioned, cable or frame-covered structure as defined by the International Building Code and not otherwise defined as a tent or canopy.

Tent: A structure, enclosure or shelter constructed of fabric or pliable material with or without sidewalls or drops, supported by any manner except by air or the contents that it protects.

Self -Storage Facility: A structure containing separate, individual, and private storage spaces of varying sizes leased or rented for varying periods of time for personal, household, and/or business storage.

Automated Teller Machine (ATM) Kiosk: A free-standing, electronic banking outlet which allows customers to complete various banking transactions without the aid of a branch representative or teller. NOTE – Sometimes referred to as automated banking machines.

Abandonment of Use: The intentional cessation or discontinuation of a particular use of property. The abandonment of a nonconforming use occurs when the owner forms an intent to abandon the use and engages in conduct that carries the implication of abandonment. Abandonment does not include temporary or short-term interruptions to a use or activity during periods of remodeling, maintaining, or otherwise improving or rearranging a facility, or during normal periods of vacation or seasonal closure.

Museum: A premises open to the public for the procurement, care, conservation, storage, study and display of inanimate objects of lasting historical, scientific, artistic or cultural interest or value.

Movie Theatre/Cinema: A venue, usually a building that contains an auditorium for viewing movies (films) for entertainment.

Theatre: A building, part of a building or outdoor area where plays, dramatic presentations and stage entertainment, etc., are performed.

Recreational Vehicle: A vehicular type portable structure without a permanent foundation that can be towed, hauled, or driven and that is primarily designed or modified to serve as a temporary living accommodation for recreational, camping and travel use and includes but is not limited to travel trailers, truck campers, caravan, camping trailers, and self-propelled motor homes.

And by eliminating the following existing definitions in SECTION 2 DEFINITIONS (noted in strikethroughs) and replacing them (as noted in **bold text**) as follows:

~~Shopping Center (Current): A group of commercial establishments planned, constructed, and managed as a total entity, with customer and employee parking provided on-site and provision for good delivery separated from customer access.~~

Shopping Center/Multi-Tenant Development (proposed): A group of two or more business establishments designed, planned, constructed and managed as a total entity, located in one or more buildings on one or more lots under single or multiple ownership, with customer and employee parking provided on-site.
****

~~Family (current): Any number of individuals living and cooking together on the premises as a single housekeeping unit, as distinguished from a group occupying a boarding or lodging house, motel or hotel.~~

Family (proposed):

- An individual or two or more persons including children, who are related by blood, marriage, foster care, legal adoption or guardianship, living together as a single housekeeping unit
- A group of up to four individuals not related by blood, marriage, foster care, legal adoption or guardianship, living together as a single housekeeping unit
- Two unrelated adults and their related children living together as a single housekeeping unit

****

~~Commercial Motor Vehicle (current): Any vehicle licensed by the Commonwealth of Massachusetts as a commercial motor vehicle (540 CMR 4.02 Special Definitions)~~

Commercial Motor Vehicle (proposed): Any vehicle defined as such by the Massachusetts Registry of Motor Vehicles in 540 CMR 2.05

****

~~Dwelling Unit (current): One or more rooms providing complete living facilities for one family, including equipment for cooking or provisions for same, and including room or rooms for living, sleeping, and food preparation.~~

Dwelling Unit (proposed): One or more rooms providing complete living facilities for one family, including room or rooms for living, sleeping, food preparation and sanitary facilities.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 33: (Amend Zoning Bylaw: Prohibited Uses)
To see if the Town will vote to amend SECTION 5.2 of the Zoning Bylaw by inserting the following to Sub-Section 5.2 B. PROHIBITED USES:

B. 13. Self-Storage Facilities

And by revising the identification of item B. 13 to become B. 14, or act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

III. Fiscal Year Summary – Table 1

FISCAL YEAR 2015 TO 2017 REVENUES AND EXPENDITURES

Revenues	FY15 Actuals	FY16 ATM Est. Revenues	FY17 BOS Est. Revenues	FY17 FINCOM Est. Revenue
Property Tax Levy	$ 31,310,056	$ 32,795,236	$ 33,851,258	$ 33,851,258
State Aid	$ 11,719,226	$ 11,727,818	$ 12,024,588	$ 12,024,588
Local Receipts	$ 2,989,608	$ 1,992,000	$ 2,435,100	$ 2,435,100
Stabilization Funds	$ 162,346	$ 43,684	$ 38,546	$ 38,546
Subtotal:	**$ 46,181,236**	**$ 46,558,738**	**$ 48,349,492**	**$ 48,349,492**

Expenses	FY15 Actuals	FY16 ATM Budget	FY17 Selectmen Budget	FY17 FIN COM Budget
EDUCATION TOTAL	$ 25,186,281	$ 25,547,961	$ 26,149,439	$ 26,149,439
GENERAL GOVERNMENT TOTALS	$ 1,998,089	$ 2,491,086	$ 2,623,838	$ 2,623,838
TOWN WIDE GENERAL GOVERNMENT TOTAL	$ 9,690,720	$ 10,980,537	$ 10,932,612	$ 10,932,612
PUBLIC WORKS TOTAL	$ 2,056,960	$ 1,704,050	$ 2,128,341	$ 2,128,341
PUBLIC SAFETY TOTAL	$ 3,215,006	$ 3,459,843	$ 3,911,703	$ 3,911,703
HEALTH & HUMAN SERVICES TOTAL	$ 357,718	$ 365,304	$ 439,270	$ 439,270
CULTURE AND RECREATION TOTAL	$ 604,190	$ 714,315	$ 758,812	$ 758,812
Total Town Meeting Appropriation:	**$ 43,108,964**	**$ 45,263,096**	**$ 46,944,015**	**$ 46,944,015**

Expenditures Not Requiring Appropriation	FY15 Actuals	FY16 ATM Budget	FY17 Selectmen Budget	FY17 FIN COM Budget
Tax Title	$ 4,698	$ 10,000	$ 10,000	$ 10,000
Cherry Sheet Offsets	$ 404,647	$ 421,788	$ 517,160	$ 517,160
Cherry Sheet Charges	$ 705,273	$ 701,122	$ 701,101	$ 701,101
Overlay	$ 653,770	$ 551,000	$ 500,000	$ 500,000
Enterprise IDC Offset	$ (466,440)	$ (567,768)	$ (625,284)	$ (625,284)
Total	$ 1,301,948	$ 1,116,142	$ 1,102,977	$ 1,102,977
Total Operating Budget	**$ 44,410,912**	**$ 46,379,238**	**$ 48,046,992**	**$ 48,046,992**
MONETARY ARTICLES				
Ambulance Subsidy	$ 176,381	$ 150,000	$ 150,000	$ 150,000
Thayer House Revolving Fund	$ 20,000	$ 20,000		
Medway Family Day		$ 9,500	$ 9,500	$ 9,500
IT Equipment			$ 43,000	$ 43,000
Fiscal Stability	$ 19,614			
Transfer to OPEB Trust	$ 150,000		$ 100,000	$ 100,000
GATRA Program	$ 4,000			
Total Monetary Articles	$ 369,995	$ 179,500	$ 302,500	$ 302,500
Total Appropriated and Non Appropriated Budget	**$ 44,780,907**	**$ 46,558,738**	**$ 48,349,492**	**$ 48,349,492**
Revenues (from Above)	**$ 46,181,236**	**$ 46,558,738**	**$ 48,349,492**	**$ 48,349,492**
General Fund Surplus/(Deficit)	**$ 1,400,329**	**$ -**	**$ -**	**$ -**

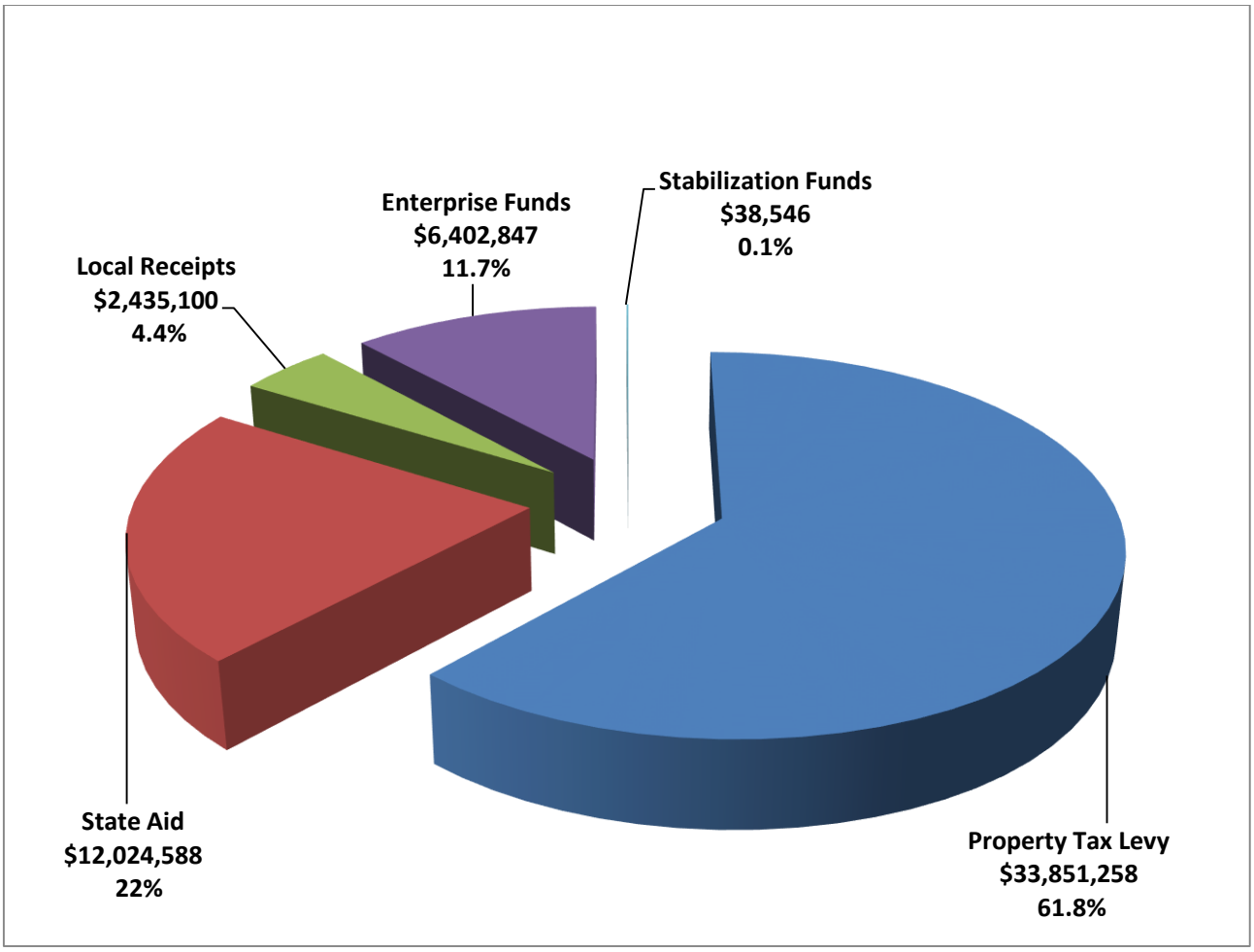
FISCAL YEAR 2015 TO 2017 REVENUES AND EXPENDITURES

Enterprise Funds	FY15 Actuals	FY16 ATM Budget	FY17 Selectmen Budget	FY17 FIN COM Budget
AMBULANCE ENTERPRISE FUND - 232				
Total EMS Revenue	$ 733,154	$ 702,516	$ 764,464	$ 764,464
Total EMS Expenses	$ 648,331	$ 702,516	$ 764,464	$ 764,464
SOLID WASTE ENTERPRISE FUND- 431				
Total Solid Waste Revenue	$ 1,463,825	$ 1,481,607	$ 1,585,094	$ 1,585,094
Total Solid Waste Expenses	$ 1,337,579	$ 1,481,607	$ 1,585,094	$ 1,585,094
SEWER ENTERPRISE FUND - 440				
Total Sewer Revenue	$ 1,198,516	$ 1,557,435	$ 1,553,935	$ 1,553,935
Total Sewer Expenses	$ 1,240,975	$ 1,557,435	$ 1,553,935	$ 1,553,935
WATER ENTERPRISE FUND - 450				
Total Water Revenue	$ 2,113,142	$ 2,337,466	$ 2,499,354	$ 2,499,354
Total Water Expenses	$ 2,166,867	$ 2,337,466	$ 2,499,354	$ 2,499,354
Sub-Total Enterprise Funds - Revenues	**$ 5,508,637**	**$ 6,079,024**	**$ 6,402,847**	**$ 6,402,847**
Sub-Total Enterprise Funds - Expenses	**$ 5,393,752**	**$ 6,079,024**	**$ 6,402,847**	**$ 6,402,847**
Total Revenues All Sources	**$ 51,689,873**	**$ 52,637,762**	**$ 54,752,339**	**$ 54,752,339**
Total Budget All Funds	**$ 50,174,659**	**$ 52,637,762**	**$ 54,752,339**	**$ 54,752,339**

FY17 Revenues

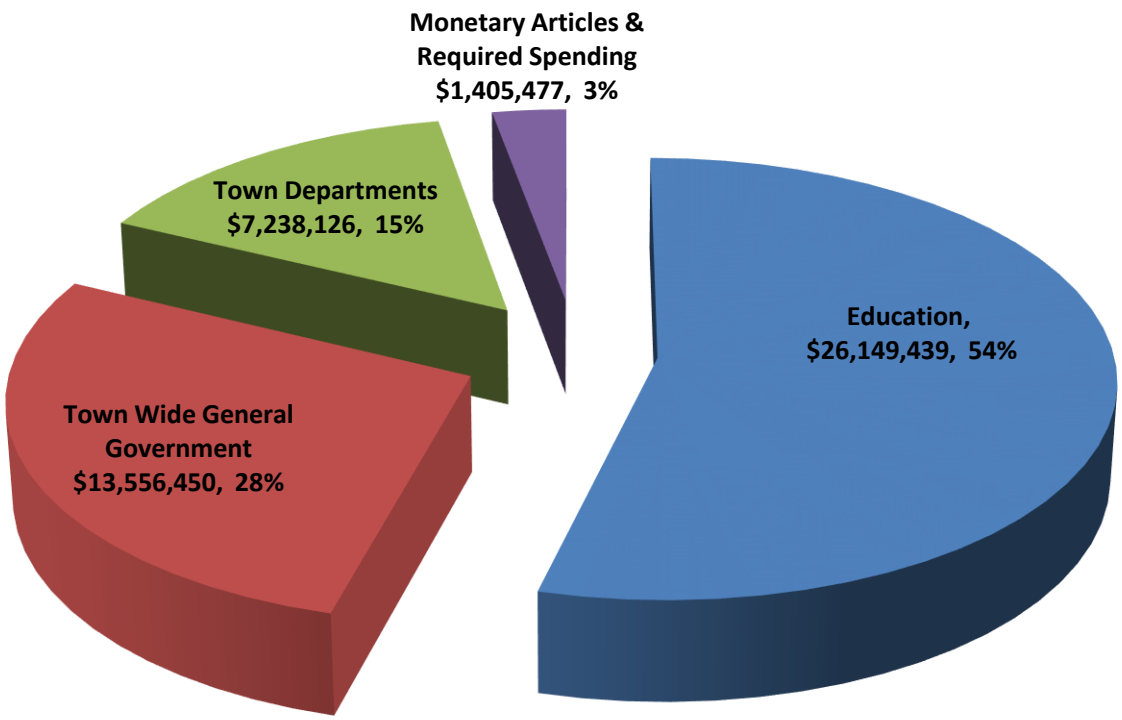
General Fund 48,349,492 + Enterprise $6,402,847 =

Total Revenues $54,752,339



FY17 General Fund Expenditures

Total Budget = $48,349,492



IV. FINCOM Subcommittee Reports – Revenues and Expenses

FY17 OMNIBUS BUDGET – ARTICLE 3

Revenues	FY15 Actuals	FY16 ATM Est. Revenues	FY17 BOS Est. Revenues	FY17 FINCOM Est. Revenue
Property Tax Levy	$ 31,310,056	$ 32,795,236	$ 33,851,258	$ 33,851,258
State Aid	$ 11,719,226	$ 11,727,818	$ 12,024,588	$ 12,024,588
Local Receipts	$ 2,989,608	$ 1,992,000	$ 2,435,100	$ 2,435,100
Stabilization Funds	$ 162,346	$ 43,684	$ 38,546	$ 38,546
Subtotal:	**$ 46,181,236**	**$ 46,558,738**	**$ 48,349,492**	**$ 48,349,492**

Expenses	FY15 Actuals	FY16 ATM Budget	FY17 Selectmen Budget	FY17 FIN COM Budget
EDUCATION - 300				
Salaries	$ 19,338,798	$ 19,570,842	$ 19,841,954	$ 19,841,954
Expenses	$ 5,163,589	$ 5,325,552	$ 5,499,112	$ 5,499,112
Total	$ 24,502,387	$ 24,896,394	$ 25,341,066	$ 25,341,066
Tri-County Voc Tech	$ 670,818	$ 633,567	$ 790,373	$ 790,373
Norfolk County Agricultural	$ 13,076	$ 18,000	$ 18,000	$ 18,000
EDUCATION TOTAL	**$ 25,186,281**	**$ 25,547,961**	**$ 26,149,439**	**$ 26,149,439**
SELECTMEN - 122				
Salaries	$ 327,729	$ 346,592	$ 328,261	$ 328,261
Expenses	$ 11,084	$ 30,325	$ 30,650	$ 30,650
Total	$ 338,813	$ 376,917	$ 358,911	$ 358,911
HUMAN RESOURCES - 125				
Salaries	$ 154,292	$ 157,969	$ 110,451	$ 110,451
Expenses	$ 32,351	$ 61,486	$ 55,400	$ 55,400
Total	$ 186,643	$ 219,455	$ 165,851	$ 165,851
FINANCE COMMITTEE - 132				
Salaries	$ -	$ -	$ -	$ -
Expenses	$ 825	$ 2,000	$ 2,000	$ 2,000
Reserve Fund - 132	$ -	$ 100,000	$ 100,000	$ 100,000
Total	$ 825	$ 102,000	$ 102,000	$ 102,000
TOWN ACCOUNTANT - 135				
Salaries	$ 172,682	$ 186,484	$ 196,445	$ 196,445
Expenses	$ 42,192	$ 55,032	$ 52,744	$ 52,744
Total	$ 214,874	$ 241,516	$ 249,189	$ 249,189
ASSESSORS - 141				
Salaries	$ 192,899	$ 207,468	$ 209,378	$ 209,378
Expenses	$ 17,429	$ 36,750	$ 30,895	$ 30,895
Total	$ 210,328	$ 244,218	$ 240,273	$ 240,273
TREASURER/COLLECTOR - 145				
Salaries	$ 249,013	$ 262,940	$ 211,856	$ 211,856
Expenses	$ 54,258	$ 62,000	$ 58,600	$ 58,600
Total	$ 303,271	$ 324,940	$ 270,456	$ 270,456
LEGAL - 151				
Expenses	$ 94,593	$ 145,000	$ 125,000	$ 125,000
Total	$ 94,593	$ 145,000	$ 125,000	$ 125,000
MIS/TECHNOLOGY - 155				
Salaries	$ 169,968	$ 208,683	$ 273,161	$ 273,161
Expenses	$ 126,964	$ 233,450	$ 276,844	$ 276,844
Total	$ 296,932	$ 442,133	$ 550,005	$ 550,005
TOWN CLERK - 161				
Salary Elected Official	$ 67,748	$ 68,285	$ 75,938	$ 75,938
Salaries Other	$ 40,188	$ 42,693	$ 42,366	$ 42,366
Expenses	$ 2,162	$ 2,682	$ 2,270	$ 2,270
Total	$ 110,098	$ 113,660	$ 120,574	$ 120,574

FY17 OMNIBUS BUDGET – ARTICLE 3

Expenses	FY15 Actuals	FY16 ATM Budget	FY17 Selectmen Budget	FY17 FIN COM Budget
ELECTIONS - 162				
Salaries	$ 8,772	$ 2,821	$ 9,114	$ 9,114
Expenses	$ 12,283	$ 6,256	$ 10,847	$ 10,847
Total	$ 21,055	$ 9,077	$ 19,961	$ 19,961
REGISTRAR - 163				
Salaries	$ 450	$ 450	$ 450	$ 450
Expenses	$ 3,394	$ 4,255	$ 4,255	$ 4,255
Total	$ 3,844	$ 4,705	$ 4,705	$ 4,705
CONSERVATION - 171				
Salaries	$ 36,582	$ 48,638	$ 78,724	$ 78,724
Expenses	$ 1,920	$ 2,404	$ 3,671	$ 3,671
Total	$ 38,502	$ 51,042	$ 82,395	$ 82,395
PLANNING BOARD - 175				
Salaries	$ 97,170	$ 71,500	$ 72,637	$ 72,637
Expenses	$ 12,175	$ 7,860	$ 7,250	$ 7,250
Total	$ 109,345	$ 79,360	$ 79,887	$ 79,887
ZONING BOARD - 176				
Salaries	$ -	$ -	$ -	$ -
Expenses	$ 2,103	$ 2,050	$ 2,050	$ 2,050
Total	$ 2,103	$ 2,050	$ 2,050	$ 2,050
ENERGY COMMITTEE - 178				
Salaries	$ -	$ -	$ -	$ -
Expenses	$ 335	$ 400	$ 400	$ 400
Total	$ 335	$ 400	$ 400	$ 400
ENERGY MANAGEMENT - 177				
Salaries	$ 10,407	$ 15,907	$ 61,679	$ 61,679
Expenses	$ 1,082	$ 1,000	$ 900	$ 900
Total	$ 11,489	$ 16,907	$ 62,579	$ 62,579
ECONOMIC DEVELOP - 182				
Salaries	$ 53,525	$ 112,511	$ 135,302	$ 135,302
Expenses	$ 804	$ 4,345	$ 3,450	$ 3,450
Total	$ 54,329	$ 116,856	$ 138,752	$ 138,752
FACILITY PRJ'S & IMPROV-193				
Expenses	$ -	$ 850	$ 50,000	$ 50,000
Total	$ -	$ 850	$ 50,000	$ 50,000
ANNUAL TOWN REPORT - 195				
Expenses	$ 710	$ 850	$ 850	$ 850
Total	$ 710	$ 850	$ 850	$ 850
GENERAL GOVERNMENT TOTALS	**$ 1,998,089**	**$ 2,491,086**	**$ 2,623,838**	**$ 2,623,838**
DEBT SERVICE - 700				
Long Term Principal	$ 2,446,500	$ 2,620,486	$ 2,231,568	$ 2,231,568
Long Term Interest	$ 812,641	$ 838,574	$ 783,489	$ 783,489
Short Term Interest	$ 4,656	$ 50,000	$ 100,000	$ 100,000
Total	$ 3,263,797	$ 3,509,060	$ 3,115,057	$ 3,115,057
UNCLASSIFIED				
Property/Liability Insurance - 194	$ 217,138	$ 247,000	$ 265,000	$ 265,000
Medicare - 910	$ 372,399	$ 416,172	$ 424,495	$ 424,495
Life Insurance - 910	$ 6,961	$ 8,480	$ 8,480	$ 8,480
Retirement - 911	$ 1,565,052	$ 1,902,885	$ 2,098,530	$ 2,098,530
Workers Comp - 912	$ 104,212	$ 117,500	$ 139,250	$ 139,250
Unemployment Insurance - 913	$ 46,713	$ 90,000	$ 80,000	$ 80,000
Health Insurance - 914	$ 4,114,448	$ 4,689,432	$ 4,801,800	$ 4,801,800
Salary Reserve	$ -	$ 8		
Total	$ 6,426,923	$ 7,471,477	$ 7,817,555	$ 7,817,555
TOWN WIDE GENERAL GOVERNMENT TOTAL	**$ 9,690,720**	**$ 10,980,537**	**$ 10,932,612**	**$ 10,932,612**

FY17 OMNIBUS BUDGET – ARTICLE 3

Expenses	FY15 Actuals	FY16 ATM Budget	FY17 Selectmen Budget	FY17 FIN COM Budget
DEPT OF PUBLIC SERVICES				
DPS Salaries - 422	$ 504,903	$ 565,659	$ 564,565	$ 564,565
DPS Expenses - 422	$ 351,517	$ 298,150	$ 304,500	$ 304,500
Street Lighting Expenses - 424	$ 34,500	$ 30,200	$ 296,000	$ 296,000
Road Repair Expenses - 421	$ 140,000	$ 166,000	$ 136,500	$ 136,500
Building Maintenance Sal - 192	$ 47,507	$ 76,714	$ 79,989	$ 79,989
Building Maintenance Exp - 192	$ 123,652	$ 137,150	$ 150,310	$ 150,310
Traffic Signals Expenses - 293	$ 1,700	$ 1,700	$ 2,000	$ 2,000
Tree/Moth Agent Salary - 294	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Tree/Moth Agent Expense - 294	$ 1,500	$ 1,000	$ 51,000	$ 51,000
Total	$ 1,206,779	$ 1,278,073	$ 1,586,364	$ 1,586,364
SNOW AND ICE REMOVAL - 423				
Salaries	$ 158,611	$ 41,500	$ 41,500	$ 41,500
Expenses	$ 691,570	$ 384,377	$ 384,377	$ 384,377
Total	$ 850,181	$ 425,877	$ 425,877	$ 425,877
STORMWATER MGMT- 425				
Expenses			$ 116,000	$ 116,000
Total	$ -	$ -	$ 116,000	$ 116,000
CEMETERY COMMISSION - 491				
Expenses	$ -	$ 100	$ 100	$ 100
Total	$ -	$ 100	$ 100	$ 100
PUBLIC WORKS TOTAL	**$ 2,056,960**	**$ 1,704,050**	**$ 2,128,341**	**$ 2,128,341**
FIRE - 220				
Salaries	$ 572,516	$ 614,379	$ 704,615	$ 704,615
Expenses	$ 66,493	$ 99,500	$ 104,950	$ 104,950
Total	$ 639,009	$ 713,879	$ 809,565	$ 809,565
POLICE - 210				
Salaries	$ 1,964,143	$ 2,030,436	$ 2,301,378	$ 2,301,378
Expenses	$ 167,412	$ 225,862	$ 253,495	$ 253,495
Total	$ 2,131,555	$ 2,256,298	$ 2,554,873	$ 2,554,873
POLICE/FIRE COMMUNICATIONS - 215				
Salaries	$ 196,822	$ 243,151	$ 245,258	$ 245,258
Expenses	$ 29,006	$ 13,080	$ 14,480	$ 14,480
Total	$ 225,828	$ 256,231	$ 259,738	$ 259,738
ANIMAL CONTROL - 292				
Expenses	$ 44,989	$ 46,475	$ 47,172	$ 47,172
Total	$ 44,989	$ 46,475	$ 47,172	$ 47,172
BUILDING INSPECTOR - 241				
Salaries	$ 168,965	$ 181,660	$ 235,055	$ 235,055
Expenses	$ 4,660	$ 5,300	$ 5,300	$ 5,300
Total	$ 173,625	$ 186,960	$ 240,355	$ 240,355
PUBLIC SAFETY TOTAL	**$ 3,215,006**	**$ 3,459,843**	**$ 3,911,703**	**$ 3,911,703**
BOARD OF HEALTH - 510				
Salaries	$ 68,919	$ 101,213	$ 101,989	$ 101,989
Expenses	$ 28,772	$ 27,975	$ 27,975	$ 27,975
Total	$ 97,691	$ 129,188	$ 129,964	$ 129,964
COUNCIL ON AGING - 541				
Salaries	$ 80,100	$ 86,001	$ 121,392	$ 121,392
Expenses	$ 49,749	$ 53,061	$ 51,741	$ 51,741
Total	$ 129,849	$ 139,062	$ 173,133	$ 173,133
VETERANS SERVICES - 543				
Salaries	$ -	$ -		
Expenses	$ 130,178	$ 97,054	$ 136,173	$ 136,173
Total	$ 130,178	$ 97,054	$ 136,173	$ 136,173
HEALTH & HUMAN SERVICES TOTAL	**$ 357,718**	**$ 365,304**	**$ 439,270**	**$ 439,270**

FY17 OMNIBUS BUDGET – ARTICLE 3

Expenses	FY15 Actuals	FY16 ATM Budget	FY17 Selectmen Budget	FY17 FIN COM Budget
PARKS DEPT - 650				
Salaries	$ 175,059	$ 223,188	$ 233,688	$ 233,688
Expenses	$ 104,497	$ 100,102	$ 115,902	$ 115,902
Total	$ 279,556	$ 323,290	$ 349,590	$ 349,590
LIBRARY - 610				
Salaries	$ 186,781	$ 231,582	$ 237,915	$ 237,915
Expenses	$ 91,335	$ 110,282	$ 121,322	$ 121,322
Total	$ 278,116	$ 341,864	$ 359,237	$ 359,237
SUNSHINE GROUP - 654				
Salaries	$ 31,972	$ 32,621	$ 33,273	$ 33,273
Expenses	$ 13,947	$ 14,040	$ 14,012	$ 14,012
Total	$ 45,919	$ 46,661	$ 47,285	$ 47,285
DISABILITY COMMISSION - 545				
Expenses	$ -	$ 500	$ 500	$ 500
Total	$ -	$ 500	$ 500	$ 500
MEMORIAL COMMISSION - 670				
Expenses	$ 599	$ 2,000	$ 2,000	$ 2,000
Total	$ 599	$ 2,000	$ 2,000	$ 2,000
HISTORICAL COMMISSION - 691				
Expenses	$ -	$ -	$ 200	$ 200
Total	$ -	$ -	$ 200	$ 200
CULTURE AND RECREATION TOTAL	**$ 604,190**	**$ 714,315**	**$ 758,812**	**$ 758,812**
Total Town Meeting Appropriation:	**$ 43,108,964**	**$ 45,263,096**	**$ 46,944,015**	**$ 46,944,015**

Expenditures Not Requiring Appropriation	FY15 Actuals	FY16 ATM Budget	FY17 Selectmen Budget	FY17 FIN COM Budget
Tax Title	$ 4,698	$ 10,000	$ 10,000	$ 10,000
Cherry Sheet Offsets	$ 404,647	$ 421,788	$ 517,160	$ 517,160
Cherry Sheet Charges	$ 705,273	$ 701,122	$ 701,101	$ 701,101
Overlay	$ 653,770	$ 551,000	$ 500,000	$ 500,000
Enterprise IDC Offset	$ (466,440)	$ (567,768)	$ (625,284)	$ (625,284)
Total	$ 1,301,948	$ 1,116,142	$ 1,102,977	$ 1,102,977
Total Operating Budget	**$ 44,410,912**	**$ 46,379,238**	**$ 48,046,992**	**$ 48,046,992**
MONETARY ARTICLES				
Ambulance Subsidy	$ 176,381	$ 150,000	$ 150,000	$ 150,000
Thayer House Revolving Fund	$ 20,000	$ 20,000		
Medway Family Day		$ 9,500	$ 9,500	$ 9,500
IT Equipment			$ 43,000	$ 43,000
Fiscal Stability	$ 19,614			
Transfer to OPEB Trust	$ 150,000		$ 100,000	$ 100,000
GATRA Program	$ 4,000			
Total Monetary Articles	$ 369,995	$ 179,500	$ 302,500	$ 302,500
Total Appropriated and Non Appropriated Budget	**$ 44,780,907**	**$ 46,558,738**	**$ 48,349,492**	**$ 48,349,492**
Revenues (from Above)	**$ 46,181,236**	**$ 46,558,738**	**$ 48,349,492**	**$ 48,349,492**
General Fund Surplus/(Deficit)	**$ 1,400,329**	**$ -**	**$ -**	**$ -**

FY17 ENTERPRISE BUDGETS – ARTICLES 4 – 7

Enterprise Funds	FY15 Actuals	FY16 ATM Budget	FY17 Selectmen Budget	FY17 FIN COM Budget
AMBULANCE ENTERPRISE FUND - 232				
EMS Insurance and Fees for Service	$ 556,773	$ 492,516	$ 536,000	$ 536,000
EMS Retained Earnings		$ 60,000	$ 78,464	$ 78,464
GF Transfer	$ 176,381	$ 150,000	$ 150,000	$ 150,000
Total EMS Revenue	$ 733,154	$ 702,516	$ 764,464	$ 764,464
EMS salaries	$ 370,401	$ 391,459	$ 412,173	$ 412,173
EMS Employee Benefits	$ 76,790	$ 104,857	$ 128,979	$ 128,979
EMS expenses	$ 166,040	$ 172,000	$ 185,012	$ 185,012
Debt Expense	$ 35,100	$ 34,200	$ 38,300	$ 38,300
Total EMS Expenses	$ 648,331	$ 702,516	$ 764,464	$ 764,464
SOLID WASTE ENTERPRISE FUND- 431				
Solid Waste Residential Fees/Bag Fees	$ 1,463,825	$ 1,481,607	$ 1,460,000	$ 1,460,000
Solid Waste Retained Earnings			$ 125,094	$ 125,094
Total Solid Waste Revenue	$ 1,463,825	$ 1,481,607	$ 1,585,094	$ 1,585,094
Solid Waste Salaries	$ 279,809	$ 321,125	$ 331,679	$ 331,679
Solid Waste Employee Benefits	$ 105,265	$ 103,944	$ 125,169	$ 125,169
Solid Waste Expenses	$ 952,505	$ 1,056,538	$ 1,113,620	$ 1,113,620
Debt Expense	$ -		$ 14,626	$ 14,626
Total Solid Waste Expenses	$ 1,337,579	$ 1,481,607	$ 1,585,094	$ 1,585,094
SEWER ENTERPRISE FUND - 440				
Sewer Fees for Service	$ 1,198,516	$ 1,432,123	$ 1,536,949	$ 1,536,949
Sewer Betterment Transfer		$ 17,386	$ 16,986	$ 16,986
Sewer Retained Earnings		$ 107,926		
Total Sewer Revenue	$ 1,198,516	$ 1,557,435	$ 1,553,935	$ 1,553,935
Sewer Salaries	$ 156,072	$ 215,670	$ 224,924	$ 224,924
Sewer Employee Benefits	$ 74,078	$ 89,897	$ 98,775	$ 98,775
Sewer expenses	$ 794,376	$ 950,006	$ 979,400	$ 979,400
Debt Expense	$ 216,449	$ 301,862	$ 250,836	$ 250,836
Total Sewer Expenses	$ 1,240,975	$ 1,557,435	$ 1,553,935	$ 1,553,935
WATER ENTERPRISE FUND - 450				
Water Fees for Service	$ 2,113,142	$ 2,258,350	$ 2,453,904	$ 2,453,904
Water Retained Earnings		$ 79,116	$ 45,450	$ 45,450
Total Water Revenue	$ 2,113,142	$ 2,337,466	$ 2,499,354	$ 2,499,354
Water Salaries	$ 551,226	$ 629,334	$ 647,208	$ 647,208
Water Employee Benefits	$ 210,307	$ 269,071	$ 272,361	$ 272,361
Water expenses	$ 651,839	$ 544,096	$ 600,210	$ 600,210
Debt Expense	$ 753,495	$ 894,965	$ 979,575	$ 979,575
Total Water Expenses	$ 2,166,867	$ 2,337,466	$ 2,499,354	$ 2,499,354
Sub-Total Enterprise Funds - Revenues	**$ 5,508,637**	**$ 6,079,024**	**$ 6,402,847**	**$ 6,402,847**
Sub-Total Enterprise Funds - Expenses	**$ 5,393,752**	**$ 6,079,024**	**$ 6,402,847**	**$ 6,402,847**

Education Subcommittee Report

For FY17, the Finance Committee recommends that the Town fund the Medway Public Schools (MPS) Operational Budget from Town Appropriate in the amount of $25,341,066.

The Massachusetts State Aid Cherry Sheet indicates that the Chapter 70 State Aid for education will be $12,024,588, which represents 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 FY17 operating budget of $25,341,066 to meet the basic needs of the district in the coming year. As with FY16, the Education Department will carry forward a portion of the Circuit Breaker receipts received in the prior fiscal year for use in FY17. The school will use $773,985 of the available Circuit Breaker funds (from FY16 and FY17) and $260,000 once again from the School Choice Reserve account (identical to the amount used in FY16), which, when combined with the proposed Town Appropriation of $25,341,066, will complete the funding required for the FY16 operating budget.

	Final Budget FY2016	**Initial Budget FY2017**	Change
Instruction	$16,833,792	$17,137,736	2%
Professional Development	$123,200	$118,500	-4%
Instructional Materials	$422,824	$443,627	5%
Miscellaneous Services	$3,789,123	$3,835,812	1%
Maintenance & Utilities	$2,821,413	$2,641,663	-6%
SPED Tuition	$904,040	$1,163,728	28%
Town Funded MPS Operational Budget	**$24,896,392**	**$25,341,066**	**1.8%**
MPS Oper. Budget funded by Circuit Breaker	$1,010,656	$773,985	-23.4%
MPS Oper. Budget funded by School Choice	$260,000	$260,000	0%
Grand total MPS operating budget	**$26,167,048**	**$26,375,051**	**0.8%**

Comparisons between the reconfigured budget and the proposed FY17 budget provides for a decrease of one (1.0) FTE at the high school, and one (1.0) FTE of a maintenance technician, and a decrease of .2 FTE at the high school. These decreases were offset last fall by a 0.5 FTE addition to the Kindergarten level, a one (1.0) FTE increase of a BCBA position at the high school, a 0.2 FTE equivalent to support the ELL program, and a 0.2 FTE equivalent of an ABA tech support. For the upcoming FY17 budget, MPS enrollment continues a declining trend, which is resulting in a reduction of two (2.0) classroom teachers at the Middle School, and a net 1.5 FTE decease in paraprofessionals. These decreases were offset by a 0.4 full-time equivalent (FTE) increase to the High School Mandarin program, and a net .7 FTE increase of staff after a rigorous process to reposition and reconfigure the current staff. The sum of all these changes resulted in a 2.7 net decrease from the reconfigured FY16 budget last fall to the proposed FY17 budget.

Listed below are the major cost variances for FY17:

Classroom teachers (Steps and Lanes, then $215,417 Vacancy Factor Assumed)	($88,734)

Specialist teachers (Steps and Lanes, then reflects 2.0 FTE FY17 internal transfer)	$228,395
Program coordinators (Steps and Lanes, +.2 ABA Tech, Additional BCBA Therapist internally added during FY16)	$34,865
Instructional assistants (Steps and Lanes of current staff)	$40,581
Instructional supplies (Reprioritization of resources as determined by the building principals)	$22,407
Testing services (Steps and Lanes of current staff)	$47,951
Health services (Steps and Lanes of current staff)	$21,381
Transportation services (Reflects decrease in annual ACCEPT transportation assessment)	($50,038)
Custodial services (reflects 2nd Year of private custodial cleaning contract)	$101,011
Utility services (reflects current energy contracts)	($14,967)
Grounds maintenance (reflects return to original FY16 budget level)	($31,000)
Building maintenance services (reflects return to original FY16 budget level)	($236,991)
SPED tuition public (reflects FY17 placement in alternative program)	$38,950
SPED tuition private (reflects OOD placements and decrease in Circuit Breaker funds)	$215,739

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 School Committee.

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 FY17 assessment is $790,373, an increase of 7.1%. 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 $18,000, which is the same amount as FY16.

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 and James Sullivan

MEDWAY PUBLIC SCHOOLS FY16 TO FY17 BUDGET (BY MAIN SPENDING CATEGORY)

ACCT DESCRIPTION	2016 Reconfigured Budget	FY17 Requested Budget	Variance FY16 to FY17	
INSTRUCTION				
2100 CURRICULUM DIRECTOR	$125,001	$127,500	$2,499	2%
2102 DIRECTOR OF STUDENT SERVICES	$543,652	$568,071	$24,419	4%
2210 PRINCIPALS OFFICE	$1,104,284	$1,137,827	$33,543	3%
2250 BUILDING TECHNOLOGY	$182,922	$193,320	$10,398	6%
2305 CLASSROOM TEACHERS	$10,903,386	$10,958,601	$55,215	1%
2310 SPECIALIST TEACHERS	$1,586,193	$1,641,588	$55,395	3%
2315 PROGRAM COORDINATORS	$597,948	$635,744	$37,796	6%
2325 SUBSTITUTES REGULAR	$175,200	$175,200	$0	0%
2320 THERAPIST SERVICES	$462,247	$497,112	$34,865	8%
2330 INSTRUCTIONAL ASSISTANTS	$1,005,470	$1,046,051	$40,581	4%
2340 LIBRARY SERVICES	$147,489	$156,721	$9,232	6%
PROFESSIONAL DEVELOPMENT				
2351 PROFESSIONAL DEVELOPMENT LEADERSHIP	$0	$0	$0	
2355 PROFESSIONAL DEVELOPMENT SUBSTITUTES	$5,000	$6,000	$1,000	20%
2357 PROFESSIONAL DEVELOPMENT	$118,200	$112,500	($5,700)	-5%
INSTRUCTIONAL MATERIALS				
2410 TEXTBOOKS	$93,368	$94,840	$1,472	2%
2415 LIBRARY BOOKS	$3,420	$5,250	$1,830	54%
2420 INSTRUCTIONAL EQUIPMENT	$31,808	$38,575	$6,767	21%
2430 INSTRUCTIONAL SUPPLIES	$80,419	$69,195	($11,224)	-14%
2440 OTHER INSTRUCTIONAL SUPPLIES	$36,790	$59,197	$22,407	61%
2453 INSTRUCTIONAL HARDWARE	$0	$0	$0	
2455 INSTRUCTIONAL SOFTWARE	$177,019	$176,570	($449)	0%
MISCELLANEOUS SERVICES				
1110 SCHOOL COMMITTEE	$24,668	$13,721	($10,947)	-44%
1210 SUPERINTENDENT'S OFFICE	$290,407	$296,706	$6,299	2%
1410 BUSINESS OFFICE	$300,268	$305,763	$5,495	2%
1430 LEGAL SERVICES	$20,000	$15,000	($5,000)	-25%
5100 EMPLOYEE BENEFITS & SALARY RESERVE	$10,000	$25,000	$15,000	150%
2710 TESTING SERVICES	$695,235	$743,186	$47,951	7%
2800 PSYCHOLOGICAL SERVICES	$430,949	$457,149	$26,200	6%
3200 HEALTH SERVICES	$284,190	$305,571	$21,381	8%
3300 TRANSPORTATIONAL SERVICES	$1,257,898	$1,207,860	($50,038)	-4%
3400 FOOD SERVICES	$3,240	$3,240	$0	0%
3510 STUDENT ACTIVITIES (ATHLETICS)	$319,833	$321,523	$1,690	1%
3520 STUDENT ACTIVITIES (ADVISORS & COORDINATION)	$124,043	$124,093	$50	0%
3600 SCHOOL SECURITY SUPPLIES	$28,392	$17,000	($11,392)	-40%
MAINTENANCE & UTILITIES				
4000 BUILDING OPERATIONS SERVICES	$110,019	$112,220	$2,201	2%
4110 CUSTODIAL SERVICES	$909,805	$1,010,816	$101,011	11%
4120 NATURAL GAS	$259,508	$259,505	($3)	0%
4130 UTILITY SERVICES	$749,803	$734,836	($14,967)	-2%
4210 GROUNDS MAINTENANCE	$36,000	$5,000	($31,000)	-86%
4220 BUILDING MAINTENANCE SERVICES	$680,778	$443,787	($236,991)	-35%
4230 EQUIPMENT MAINTENANCE	$75,500	$75,500	$0	0%
SPED TUITION				
9100 SPED TUITION PUBLIC	$0	$38,950	$38,950	
9300 SPED TUITION PRIVATE	$811,955	$1,027,694	$215,739	27%
9400 TUITION COLLABORATIVES	$94,085	$97,084	$2,999	3%
	$24,896,392	**$25,341,066**	**$444,674**	1.8%

System Personnel Summary	FY16	FY17	Variance?
Administrative Personnel	30.0	30.0	**0.0**
Instructional Personnel	234.4	232.0	**(2.4)**
Information Services Personnel	4.0	4.0	**0.0**
Other Personnel	35.7	34.7	**(1.0)**
	304.1	**300.7**	**(3.4)**

	FY16	FY17	FY16 to FY17%
INSTRUCTION	$16,833,792	$17,137,736	2%
PROFESSIONAL DEVELOPMENT	$123,200	$118,500	-4%
INSTRUCTIONAL MATERIALS	$422,824	$443,627	5%
MISCELLANEOUS SERVICES	$3,789,123	$3,835,812	1%
MAINTENANCE & UTILITIES	$2,821,413	$2,641,663	-6%
SPED TUITION	$906,040	$1,163,728	28%
	$24,896,392	$25,341,066	1.8%

Expenses Funded by Circuit Breaker	$1,010,656	$773,985	-23.4%
Expenses Funded by School Choice	$260,000	$260,000	0.0%
MPS GROSS OPERATING BUDGET	$26,167,048	$26,375,051	0.8%

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:

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

In addition, unclassified expenses and debt service also 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.

Bonds: (Long Term Debt)

DATE BORROWED	PURPOSE OF BORROWING	MATURITY DATE	BALANCE AS OF 6/30/16	INTEREST COST
2/11/2016	MCWT BOND	1/15/2036	1,383,000	2.00%
3/15/2015	MULTIPURPOSE BOND	3/15/2029	4,655,000	2.02%
1/7/2015	MCWT BOND	7/15/2035	1,440,381	2.00%
5/15/2013	MULTIPURPOSE BOND	5/15/2033	5,305,000	2.22%
9/15/2012	MULTIPURPOSE BOND	9/15/2032	4,170,000	1.98%
2/15/2012	MULTIPURPOSE BOND	2/15/2032	6,285,000	2.02%
8/15/2010	REFUNDED 1997 GOB	6/15/2016	-	
8/15/2010	MULTIPURPOSE BOND	8/15/2029	4,585,000	2.43%
10/15/2009	MULTIPURPOSE BOND	10/15/2029	3,605,000	2.92%
11/15/2006	MULTIPURPOSE BOND	11/25/2025	5,990,000	4.00%
8/1/2004	SEPTIC REPAIRS	8/1/2023	29,512	0.00%
4/15/2003	MULTIPURPOSE BOND	4/15/2022	1,025,000	3.73%
3/1/2001	MULTIPURPOSE BOND	3/1/2016	-	
10/25/2000	SEPTIC REPAIRS	8/1/2018	19,966	0.00%
4/21/1987	SEWER	4/21/2017	6,000	5.00%
			TOTAL LONG-TERM DEBT	WEIGHTED AVERAGE RATE
			38,498,859	2.53%

Short-term debt consists of two Bond Anticipation Notes; $2,654,348 and $1,154,600 which will both be bonded in September of 2016, as well as a Septic Loan of $200,000 and a MWCT Loan of $500,000 at 2%.

Total debt equals $43,007,807.

In September of 2015 Standard & Poor's Ratings Services revised the outlook on Medway's outstanding general obligation (GO) debt to **POSITIVE** from stable. At the same time, they affirmed the **AA+** rating on the town's GO debt. "The positive outlook reflects the town's improved financial operations and reserves," said Standard & Poor's credit analyst. This high investment grade rating reflects the town's very strong budgetary flexibility and liquidity, along with a strong budgetary performance, which translates into real savings for the town going forward in the form of more favorable interest rates and a more competitive bidding process from the bond underwriters.

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 3/30/16 are as follows:

General Stabilization Fund	$2,037,888
Health Stabilization Fund	$52,822
Storm Stabilization Fund	$212,886
Operating Stabilization Fund	$83,602
ESCO Project Stabilization Fund	$82,071
Fiscal Stability Fund	$804,159
Capital Improvement Stabilization Fund	$341,703
DPS Facility Stabilization Fund	$503,680
Sewer Betterment Stabilization Fund	$305,932

During FY2016, the Town of Medway continued to remain financially stable. Medway's improved financial performance and currently strong reserve levels has helped the Town manage its financial obligations and maintain a more favorable bond rating. By implementing strict controls and adopting a more conservative approach, we should be able to face the economic uncertainties of FY2017 and beyond.

Respectfully submitted by the FinCom General Government Subcommittee,

Frank Rossi

Public Works Subcommittee Report

The Department of Public Services (DPS) 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 functions of the Department's six program areas.

Administration and Finance

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. A missed deadline or distracted decision can negatively impact project finances to a significant magnitude. It is for this reason that the assignment of dedicated staff to manage these important projects is critical to their successful completion. Another significant component to this unit is the management of building and grounds maintenance for the Town's eleven (11) public facilities. Work performed within this function area ranges from minor repairs to extensive reconstruction and rehabilitation of building structures.

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. The inclusion of the Department of Public Services in the Town's reorganization of function areas has resulted in the operational management of solid waste and recycling programs to be reassigned from the Board of Health to the DPS. This function area shall be charged with regular and bulk trash collection, organic waste disposal, recycling collection, household hazardous waste disposal, and solid waste education and enforcement. While the Department is well positioned to assume this operational responsibility, it will maintain reliance on the Board of Health for assistance with regulatory policy setting 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 Board of Park Commissioners. Also held within this unit is the oversight of the Town's Street and Shade Tree program managed by the Department's statutory Tree Warden designee.

Highway

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

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 – Equipment Served:
  - Public Services - 38
  - Police - 16
  - Fire - 13
  - Council on Aging - 4
  - Schools – 5

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

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

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

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. Its current roster is made up of 21 Officers (15 Patrol Officers, 3 Detectives, 1 Court Prosecutor, a Lieutenant and the Chief). In addition, the department employs communication officers, animal control officers, crossing guards, on-call matrons and an administrative secretary that make up the complete staff for the department. The budget this year is expected to increase roughly 13% as a result of the impending retirement of 3 officers. As a result, the town will need to spend additional money on salaries and training to hire replacements in FY17 in order to send the new officers to the academy so that they are ready to serve upon the various retirements. Even with the additional hires, staffing costs account for approximately 90% of the department's budget, consistent with FY16.

As in prior years, the department will continue to provide mandatory training to its officers with minimal increase in expenses. This will allow Medway's officers to complete mandated/
minimum training requirements regarding firearms training and use of force. In addition, Chief Tingley plans to add 8 hours of training and qualification for department members with Tasers which he hopes to acquire during this fiscal year.

On the capital improvements list for the police department in FY17 are replacement radar units for the cruisers as well as $13,125 for defibrillators to be placed in the vehicles.

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 continues to provide strong leadership for both the Town's Fire Department and EMS Service. The addition of a full time Assistant Chief in 2016 continues the trend of establishing a professional Fire Department while a longer term goal of 4 additional career firefighters remains. The department's FY 2017 salary budget of $704,615 has increased 14% with the addition of the Asst. Chief as well as an increase in overtime as a result of increased call activity and the need for station coverage during those calls. On the expense side, the budget increase is modest but will be important to monitor as the apparatus is getting older and as a result of increased use as well as additional time spent on training, more frequent repairs may be necessary.

As with all town assets, the Fire Department continues to ensure all Fire/EMS equipment is maintained in good working order. For FY17, the current capital improvement projects include refurbishing an Engine which will allow for an extended life cycle as well as a replacement bucket truck ($90,000) to be used for maintenance of the fire alarm system and a resource for other departments as needed. In addition, the department will also be looking to purchase a new ambulance to replace one that is at the end of its life cycle. As the department continues to see increased demand for emergency medical services, having up to date and well maintained apparatus is critical; the goal is to establish a regular replacement cycle for the 2 ambulances in the fleet (ideally, one every 5 years which gives each a 10 year service life).

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. Being a larger town than Millis, Medway uses more than 50% of the department's resources, so Medway continues to pay slightly more than half the total expenses. The budget for animal control in FY17 will be $47,172, a slight increase of 1.5%.
The Subcommittee would like to thank the various department heads, the Board of Selectmen and the Town Administrator for their guidance and input during this budget year.

Respectfully submitted by the FinCom Public Safety Subcommittee,

Jeffrey O'Neill & Meghan Hoffman

Health and Human Services Subcommittee Report

Health and Human Services is comprised of the Veteran's Service Department, the Council on Aging, and the Board of Health.

Veteran Services Department

Veterans' Services Departments are mandated by Massachusetts State law to be maintained in all communities of the Commonwealth for the sole purpose of assisting Veterans and their dependents in the receiving of Federal, State and Local benefits made available by the US Government and by the Commonwealth on behalf their taxpayers. MGL chapter 115 section 6 sets reimbursement from the state to the towns at 75% for these payments. The Towns of Medway, Hopkinton, Holliston, and Ashland are part of the MetroWest Veterans' Services District, which is overseen by a Board of Directors. Each town Board of Selectmen appoints a representative to this board. The members of the board select a chairman. Our Town Administrator, Michael Boynton, is our representative on the Board of Directors.

Veterans who wish can meet with Metrowest Veterans' Services during their drop in hours at the Medway Senior Center, 76 Oakland St, on Thursdays from 1:00 PM to 3:30 PM.

The town of Medway has a well-informed Veteran population and wishes to ensure that all Veterans and their families are aware of services and payments that can be made to assist with their needs.

In prior years, Medway has been conservative with the budget for our share of these funds, and the Finance Committee has had to authorize payments to be made from their reserve account. The Finance Committee is pleased to see that the budget line item has been increased for Veterans' services for the upcoming fiscal year to more appropriately reflect anticipated needs of the population.

The Council on Aging

The Council on Aging (COA) provides supportive services, programs and education to our town's Senior Citizens. Numerous volunteers contribute a large part to the success of the outreach to seniors in our Town. The Senior Center is located at 76 Oakland Street.

The COA creates and provides numerous recreational and educational activities at the Senior Center, including exercise, nutritional programs, educational workshops, legal clinics, assistance with health insurance, (SHINE program) and an information and referral service. The COA also coordinates daytrips to museums, restaurants and musicals. The COA also provides other social services to citizens through a grant program from the Executive Office of Elder Affairs. The COA also coordinates the Senior Tax Relief program.

The COA offers outreach to homebound seniors, as well as transportation to medical appointments, local errands and to the Norfolk MBTA Station through the GATRA bus. The COA also coordinates GATRA transportation for some Medway Seniors who attend Adult Day care in other towns.

The COA is immensely grateful for the support shown to our Senior Citizens by the Town of Medway, numerous volunteers and the Medway Friends of Elders.

Health Department

The Health Department's mission is to preserve and protect public health in the community, by preventing disease and assuring safety and environmental quality. This objective is carried out through routine inspections, complaint investigations and plan reviews. The department also develops regulations and programs to address existing and future public health issues and to promote preventative public health. It is through these efforts that the Health Department is helping to improve the status and quality of life for all members of the community

Medway's Health Department provides a number of services, including:

- Inspection of site suitability for subsurface septic systems, permitting/licensing and inspecting food service establishments, tobacco vendors, summer camps, pools/swimming areas, private & irrigation well installation, tanning & body art/body piercing facilities, farm animal permits,
- Enforcement of state and local regulations relating to public health and the environment.
- Contracted Health and Wellness services through the Visiting Nurse Association (VNA).
- Addressing and enforcing State Sanitary Code Housing Violations.
- Protection of ground water and public drinking wells, and other environmental concerns.
- Participation in mosquito control program-Norfolk County Mosquito Control.
- Hazardous waste collection and disposal.
- Participation in local and regional emergency preparedness.
- Partnership and organization of a Medical Reserve Corp.
- Public Health Prevention programs and administration, participating in grants as offered to better the community.

Respectfully submitted by the FinCom Health & Human Services Subcommittee,

Ellen Hillery & Frank Rossi

Library Subcommittee Report

The last year has been a very busy year for the library, with about 70,000 people visiting and a total of almost 100,000 items checked out! That included 66,000 books, almost 15,000 DVDs and 5,000 eBooks. There are over 26,000 eBooks and over 7,000 downloadable audiobooks that can be downloaded from home. Over 4,400 people attended library programs.

Several exciting projects were undertaken during the last year. The library received a "Science is Everywhere" Library Services and Technology Act grant, administered by the Massachusetts Board of Library Commissioners, to purchase books and other materials and to provide science programs for children and their families. New carpet was installed throughout the library. The conversion of the basement into a Maker Space is nearing completion. The Maker Space will have 3D Printers, CAD software and video production equipment donated by Medway Cable Access, as well as a knitting machine, a loom, sewing machines and soldering equipment. This will be a great place to create, meet other people and use exciting new technology.

The library in the coming year is planning to continue many excellent programs and activities as well as adding new ones. These include story time for children, Hands on Art and STEM programs, and craft programs for adults. Also exciting at the library are the many book groups, concerts and talks by local authors and other speakers.

The library has more than great books. They have some great DVDs, online resources (Ancestry.com, LearningExpress, Mango, Heritage Quest and others) and an heirloom Seed Catalog that visitors to the library can use and enjoy.

The library increased the hours it is open starting last July 1st. The new 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,

Rohith Ashok

Community Preservation Subcommittee Report

The Massachusetts Community Preservation Act (CPA) was passed in the year 2000. Medway residents voted to adopt the CPA in 2001. The act allowed towns to choose to participate by voting to add a surcharge of up to three percent to their property taxes, and the Commonwealth pays a matching grant back to the Town. On November 30, 2015 the town received the amount of $259,507 for the most recent state match. The balance in the Medway's account is currently approximately $5.9 million, and the funds are deposited in a bank account with a Government Money Market interest rate of .45%.

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.

The Community Preservation Committee meets the first Monday of every month at the Medway High School Library at 7:30 p.m. The committee welcomes residents to attend and learn about projects being considered. The Committee also holds an annual posted public hearing. This year the posted public hearing was on February 1, 2016.

Medway's Community Preservation Committee (CPC) continues to belong to The Community Preservation Coalition, a Massachusetts organization that helps municipalities understand and implement CPA, and advocates for CPA at the state level. This organization is beneficial to the committee as it provides guidance and interpretation of implementing the law with care and accuracy.

The membership of the Community Preservation Committee consists of the following: One member of the Affordable Housing Committee, as designated by the Affordable Housing Committee; One member of the Open Space Committee, as designated by the Open Space Committee; One member of the Planning and Economic Development Board, as designated by the Planning and Economic Development Board; One member of the Historical Commission, as designated by the Historical Commission; One member of the Conservation Commission, as designated by the Conservation Commission; One member of the Park and Recreation Commission, as designated by the Park and Recreation Commission; Three citizens at large, appointed by the Board of Selectmen for staggered terms; All members are appointed for a term of three years. A member of the Medway Finance Committee also attends CPC meetings but does not vote. The CPC prepares recommendations for uses of CPC funds, and Town Meeting votes all warrants presented by the CPC.

The CPC chair prepared a report for this Annual town meeting, which outlined the uses of the CPA funds during 2015. The Finance Committee Liaison has attended all but one meeting that the CPC held 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 this fund during this past year.

Respectfully submitted by the FinCom Community Preservation Subcommittee,

Ellen Hillery

Economic Development Subcommittee Report

The Medway Economic Development Committee (EDC) works proactively to promote, encourage, and facilitate the development of responsible and properly planned business and industrial growth within the community in order to expand and strengthen the local economy and diversify the community's tax base. The EDC serves as a resource and advocate for the Town on economic development planning and initiatives. The EDC collaborates with local businesses and residents through regularly scheduled meetings and with the Medway Business Council on business attraction and retention issues. Among other items, in 2015 the key initiatives worked on by the EDC included preparing for the Route 109 construction project, and analyzing the potential development proposals for economic impacts. With regard to the Route 109 construction, the EDC worked in developing a communication strategy to provide the most accurate and up to date information in an effort to mitigate impacts on local businesses along the construction corridor. The EDC learned of new business development resources and tools to be able to assist businesses in being successful and for potential expansion opportunities. In addition, the EDC reviewed the report produced by the Central Transportation Planning Staff for the Route 109/Trotter Drive intersection which provided a technical analysis examining traffic operations and safety in the area. The EDC supported both the short and long term recommended improvements for this area and will work with other Town boards and departments to secure funding through the Commonwealth to implement the changes.

Respectfully submitted by the FinCom Economic Development Subcommittee,

Chris Lagan

Selectmen's Letter to Residents About Exelon PILOT

TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3264
Fax (508) 321-4988

April 7, 2016

Dear Medway Resident,

On May 9, 2016, Medway residents at the Annual Town Meeting will be asked to vote on the proposed Payment In Lieu Of Taxes (PILOT) Agreement negotiated between the Town and Exelon. This agreement will set in place a twenty (20) year tax plan with Exelon for the proposed power facility to be constructed at their existing site off of Summer Street in West Medway. The proposed PILOT will provide a clear and stable revenue stream to the Town totaling over $75 million dollars over the twenty year period, and will allow the Town to best plan for current and future needs, and will remove financial uncertainty that would otherwise occur on an annual basis without a PILOT in place.

This proposed PILOT Agreement will be addressed as Article One on the Town Meeting Warrant. It is important to note though that this vote is NOT a referendum on the proposed project. A YES vote does not indicate support for the project, nor does a NO vote impact the decision to approve the facility in Medway. That decision is strictly in the hands of the State Energy Facilities Siting Board (EFSB), and our Town Meeting process will not influence that outcome in any way. This vote is simply a technical/legal vote on the method and manner on how this facility, if approved by the State, will be taxed here at the local level.

Below we invite you to review a series of frequently asked questions regarding this proposed PILOT as you prepare for the Town Meeting vote. In addition, we encourage all residents to visit our Town website, (http://www.townofmedway.org/Pages/MedwayMA_Bcomm/BOS/exelonbulletin), to learn more about the PILOT and the project as proposed. Many informative documents can be found there, including the full text of the PILOT including tax payment tables, and our Host Community Agreement that was also negotiated to provide additional protections for the Community. Finally, please always feel free to contact our Town Administrator's Office with any questions you may have.

Thank you and we look forward to seeing everyone on May 9th!

Medway Board of Selectmen

FAQs About the Town of Medway PILOT Agreement with Exelon

How does a PILOT work?

The primary value in an electric generating facility is the equipment located on and in the property, and not necessarily the "land value" of the property. As there can be wide variations on the appraised value of the equipment between what the property owner and the Town may determine, the mechanism of the PILOT agreement was established by law in Massachusetts to eliminate uncertainty and give each party proper expectations on payments and revenue. Please see the State law in this link, specifically section (b). (https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIX/Chapter59/Section38H) In addition, the Massachusetts Department of Revenue has issued guidelines on how the PILOT and overall electric generating

Is a PILOT a So-Called "Tax Break"?

Absolutely not. A PILOT agreement, per Massachusetts law, "shall be the result of good faith negotiations and shall be the equivalent of the property tax obligation based on full and fair cash valuation." In the case of the negotiated Exelon PILOT, the full value of the property, including equipment values, was determined in advance and is part of the overall PILOT formula.

What is the proposed PILOT Agreement between Exelon and the Town of Medway?

Exelon, through this PILOT, will pay in excess of $75 million dollars to the Town of Medway over 20 years in combined real estate and personal property tax and Community Preservation assessments. Details can be reviewed here: http://www.townofmedway.org/Pages/MedwayMA_Bcomm/BOS/PILOT_10-13-15.pdf

Why is the proposed PILOT Agreement good for the Town of Medway?

The PILOT Agreement will provide steady and predictable revenue for the Town of Medway for budgeting purposes for the next 20 years. The $75 million dollars will go to our general fund and could be used to fund operational and infrastructure needs, such as education, public safety, and roads & sidewalks, without placing an added tax burden for some of these improvements upon Medway residents.

*It is important to note that additional revenues due from Exelon through the Host Community Agreement and estimated permitting fees will exceed an additional $4 million dollars over and above this PILOT thus bringing Medway's projected 20 year revenues in at nearly **$80 million dollars**.*

What financially happens if the Town votes against the PILOT Agreement at the 2016 Annual Town Meeting?

If the Town votes against the PILOT Agreement at the 2016 Annual Town Meeting then the Town of Medway will be required to make real estate and personal property tax assessments on the Exelon Power Plant each year. This will require the annual cost of hiring a special utility tax professional to appraise the Power Plant. In the likely event that Exelon disagrees with the Town's assessments, they will have the legal right to challenge those through an abatement process, up to and possibly including a formal court proceeding before the Massachusetts Appellate Tax Board (ATB). (http://www.mass.gov/anf/hearings-and-appeals/oversight-agencies/atb/) Those proceedings, each year, will result in higher technical and legal costs, and possibly lower tax revenues if so decided by the ATB. This PILOT agreement eliminates that possibility and guarantees a consistent and likely higher revenue stream for Medway.

What could the revenue difference be?

To illustrate this, let us use the value originally proposed by Exelon's consultant at $160 million dollars in year one. The value negotiated and agreed to in the PILOT is $210 million dollars, a figure very close to the Town's consultant's appraisal. If the lower figure were to be accepted by the ATB, AND all other formula assumptions in the PILOT remained in place (not likely), this specific revenue loss to Medway (versus the PILOT revenue) could reach $18 million dollars over the same 20 year period.

Would a "No" vote on the PILOT Agreement warrant article have any impact on whether or not the Exelon Expansion Proposal is approved or not approved by the Energy Facilities Siting Board?

No. The Energy Facilities Siting Board (EFSB) has sole authority to approve or deny the proposed Exelon Expansion Proposal. Town Meeting does not have any authority over approval of the Proposal nor can it legally impact that decision. In fact, the EFSB has concluded its hearing phase of the permitting process and would clearly be prohibited from even considering any action on the warrant in its decision making. **This warrant article is not a legal referendum on the construction of the facility**. It is strictly a taxing mechanism. **Voting down this PILOT agreement does not stop or affect the licensing or construction of this power plant project, but instead will only penalize the Town if the facility is approved.**

EXELON PILOT PAYMENT SCHEDULE

YEAR	NEW PLANT PILOT VALUE	PILOT PAYMENT ANNUAL TOTAL	CPA PAYMENT AMOUNT (3% of PILOT Payment) (Due September 1 Annually)
1	$210,000,000.00	$3,830,400.00	$114,912.00
2	$208,950,000.00	$3,811,248.00	$114,337.44
3	$207,905,250.00	$3,792,191.76	$113,765.75
4	$206,865,723.75	$3,773,230.80	$113,196.92
5	$205,831,395.13	$3,754,364.65	$112,630.94
6	$204,802,238.16	$3,735,592.82	$112,067.78
7	$203,778,226.96	$3,716,914.86	$111,507.45
8	$202,759,335.83	$3,698,330.29	$110,949.91
9	$201,745,539.15	$3,679,838.63	$110,395.16
10	$200,736,811.46	$3,661,439.44	$109,843.18
11	$199,733,127.40	$3,643,132.24	$109,293.97
12	$198,734,461.76	$3,624,916.58	$108,747.50
13	$197,740,789.45	$3,606,792.00	$108,203.76
14	$196,752,085.50	$3,588,758.04	$107,662.74
15	$195,768,325.08	$3,570,814.25	$107,124.43
16	$194,789,483.45	$3,552,960.18	$106,588.81
17	$193,815,536.03	$3,535,195.38	$106,055.86
18	$192,846,458.35	$3,517,519.40	$105,525.58
19	$191,882,226.06	$3,499,931.80	$104,997.95
20	$190,922,814.93	$3,482,432.14	$104,472.96
	Sub Totals:	$73,076,003.27	$2,192,280.10
	OVERALL TOTAL:	$75,268,283.37	

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 9, 2016, 7:00 PM
ANNUAL TOWN MEETING, May 9, 2016, 7:30 PM