

Town of Medway

Report of the Finance Committee to the Annual Town Meeting



May 11, 2015

Special Town Meeting – 7:00 PM

Annual Town Meeting – 7:30 PM

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Fiscal Year 2016 – July 1, 2015 through June 30, 2016

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:

- FY2016 Annual Town Meeting Warrant and Special Town Meeting Warrant
- Board of Selectmen's and FINCOM's omnibus budget recommendation which represent how tax receipts, free cash and other revenue sources will be allocated across the town for Fiscal Year 2016 (July 1, 2015 – June 30, 2016)
- FINCOM subcommittee reports

A Look back

In FY2015, Medway continued its conservative budgeting and spending policies in keeping with the Town's overall goal of providing residents with quality services at reasonable tax levels that make Medway a desirable place to live.

As a result of continued conservative fiscal management the Town maintained its AA+ (stable) bond rating by Standard and Poor's. Medway's strong management team has been able to operate within budget and efficiently manage its debt position resulting in this high grade rating that will allow the Town to borrow money at favorable interest rates going forward.

Medway also hired a new Town Administrator, Michael Boynton, this past summer with the retirement of Suzanne Kennedy.

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 FY2015. 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, FINCOM and School Committee have again agreed to budget based on anticipated revenues coming in to the town and provide target budgetary numbers for the School and Town departments.

Areas of need were addressed last year and that practice will continue in FY16 as evidenced by various articles in the Annual Town Warrant intended to improve many areas in town for the residents use.

This year's warrant includes an article requesting funding for the design and project management services for a new DPS Facility. Replacing the DPS Facility is one of the major goals of the Town due to the advanced age and deteriorating condition of the existing building.

Also included in this year's warrant articles is a request for non-participatory items associated with the Route 109 Project that the Massachusetts Department of Transportation determines will not qualify for reimbursement.

The Capital Improvements Planning Committee recommends funding approximately \$1.39 million in capital plans for FY2016. These capital projects include continued road and sidewalk upgrades, new technology for the schools, installing solar powered traffic signs, replacing a sidewalk plow, and improvements to public safety equipment to 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 FINCOM 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.

The Finance Committee once again urges the citizens of Medway to become involved in town affairs. Although there has been much improvement in Medway in recent years, important and challenging work remains to be done. The Town needs its citizens to be active and involved in discussing and deciding on the actions that will shape our future. Town Meeting and service on Town boards and committees are tremendous opportunities to make your opinion known and to positively affect the future. We need more citizens to take advantage of these opportunities.

Respectfully submitted by your Finance Committee,

Frank Rossi - Chair

Chris Lagan – Vice Chair

Barry Schroeder - Clerk

Ellen Hillery

Meghan Hoffman

Jeff O'Neill

Rohith Ashok

Todd Alessandri

Jim Sullivan

II. Warrants

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ARTICLE 1: (ESCO Stabilization Reserve Transfer)

To see if the Town will vote to transfer the sum of \$43,684 from the ESCO Stabilization Fund to the Fiscal Year 2016 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 2: (Appropriation: FY16 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, 2016, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 3: (Appropriation: FY16 Water Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$2,337,466 for the maintenance of the Water Department Enterprise Fund as follows, or to act in any manner relating thereto:

Direct Costs

	Amount
Salaries	\$ 629,334
Expenses	\$ 544,096
Long Term Debt – Principal	\$ 652,121
Long Term Debt – Interest	\$ 222,844
Short Term Debt – Interest	\$ 20,000
Direct Costs Total	\$2,068,395

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$269,071 for indirect costs consisting of health insurance, workers’ compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$269,071
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Total	\$2,337,466
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$2,258,350
Retained Earnings	79,116
	\$2,337,466

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 4: (Transfer from Sewer Betterment Stabilization to Sewer Enterprise)
 To see if the Town will vote to transfer \$17,386 from the Sewer Betterment Stabilization Fund to the Fiscal Year 2016 Sewer Enterprise operating budget, or to act in any manner relating thereto.

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 5: (Appropriation: FY16 Sewer Enterprise Fund)
 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,557,435 for the maintenance of the Sewer Department Enterprise Fund as follows, or to act in any manner relating thereto:

Direct Costs

	Amount
Salaries	\$ 215,670
Expenses	\$ 950,006
Long Term Debt – Principal	\$ 212,000
Long Term Debt - Interest	\$ 84,862
Short Term Debt – Interest	\$ 5,000
Direct Costs Total	\$1,467,538

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$89,897 for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$89,897
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Total	\$1,557,435
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$1,432,123
Sewer Retained Earnings	\$ 107,926
Sewer Betterment Transfer	\$ 17,386
Total	\$1,557,435

WATER SEWER COMMISSION

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 6: (Appropriation: FY16 Solid Waste Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of \$1,481,607 to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or to act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 321,125
Expenses	\$1,056,538
Direct Costs Total	\$1,377,663

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$103,944 for indirect costs consisting of health insurance, workers' compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$103,944
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Total	\$1,481,607
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And further that the above listed appropriations be funded as follows:

Trash Recycling Fees/Bag Revenues	\$1,481,607
Total	\$1,481,607

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 7: (Appropriation: FY16 Ambulance Enterprise Fund)
 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$702,516 to operate the Ambulance Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$391,459
Expenses	\$172,000
Long Term Debt – Principal	\$ 30,000
Long Term Debt – Interest	\$ 4,200
Direct Costs Total	\$597,659

Indirect Costs

And further to raise and appropriate or transfer from available funds the sum of \$104,857 for indirect costs consisting of health insurance, workers’ compensation, Medicare, liability insurance, administrative and operational services.

Indirect Costs Total	\$104,857
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Total	\$702,516
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And further that the above listed appropriations be funded as follows:

General Fund Appropriation	\$150,000
Ambulance Retained Earnings	\$ 60,000
Insurance and Fees for Service	\$492,516
Total	\$702,516

FIRE DEPARTMENT

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 8: (Free Cash Appropriation: Capital Items)

To see if the Town will vote to appropriate the sum of \$665,000 for Fiscal Year 2016 from Certified Free Cash for the purpose of funding the following capital items, including associated engineering, personnel, maintenance and legal service costs; said appropriations to be expended by June 30, 2016, with unexpended funds as of June 30, 2016 being returned to the General Fund, or act in any manner relating thereto:

Project	Department	Cost
Various Road/Sidewalk Improvements	DPS	\$400,000
Purchase Right of Way Maintenance Truck	DPS	52,000
General Town Wide Facility Improvements	DPS	50,000
New Technology for Schools (iPads and Chromebooks)	IS	85,000
Replace Phone System	POLICE/IS	25,000
Install Solar Powered Traffic Signs	POLICE	13,000
McGovern School Generator	SCHOOLS	40,000
Free Cash Total		<u>\$665,000</u>

**CAPITAL IMPROVEMENT
PLANNING COMMITTEE**

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 9: (Borrowing: Capital Projects)

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$725,000 for Fiscal Year 2016 for the purpose of funding the following capital items, including associated engineering, personnel, maintenance and legal service costs, or act in any manner relating thereto:

Project	Department	Cost
Upgrade Radio Infrastructure	POLICE	\$273,000
Replace Police Cruiser Computers	POLICE	55,000
Replacement of Library Carpet	LIBRARY	90,000
Replace Sidewalk Plow	DPS	157,000
Renovation of Middle School Wing for DPS	DPS	150,000
Total		\$725,000

**CAPITAL IMPROVEMENT
PLANNING COMMITTEE**

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 10: (Repurpose Monetary Articles: Water Enterprise)

To see if the Town will vote to rescind the previously approved water system articles listed below, and, further, to transfer the unexpended sums totaling \$198,529.85 to a new Water System Repair, Maintenance and Improvements Account for the purpose of making repairs, replacements, or improvements to system infrastructure, including, but not limited to, pipes pumps, motor equipment and tanks, as well as technical and professional services related thereto.

Article	Current Balance
New Water Source June 2011 Annual Town Meeting, Art. 13	\$82,701.09
Water Distribution Projects June 2011 Annual Town Meeting, Art. 14	\$41,199.05
Water Testing June 2009 Annual Town Meeting, Art. 11	\$16,192.87
Water Emergency	\$53,436.84
Lowering Tank Fence May 2007 Annual Town Meeting, Art. 11	\$5,000.00

Or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 11: (Borrowing: Water Enterprise - Brentwood)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds for Fiscal Year 2016 from the Water Enterprise Fund the sum of \$200,000 for the purpose of funding the replacement of water main in the Brentwood neighborhood, including associated engineering, personnel, maintenance, construction and legal services costs, or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 12: (Repurpose Monetary Articles: Sewer Enterprise)

To see if the Town will vote to rescind the previously approved sewer system articles listed below, and, further, to transfer the unexpended sum of \$41,734.76 to a new Sewer System Repair, Maintenance and Improvements Account for the purpose of making repairs, replacements, or improvements to system infrastructure, including, but not limited to, pipes pumps, motor equipment and tanks, as well as technical and professional services related thereto.

Article	Current Balance
Sewer Project Account June 2008 Annual Town Meeting, Art. 3	\$21,661.64
Sewer Collection Projects June 2011 Annual Town Meeting, Art. 15	\$20,073.12

Or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 13: (Borrowing: Sewer Enterprise – Inflow & Infiltration)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$75,000 for Fiscal Year 2016 from the Sewer Enterprise Fund for the purpose of funding an inflow and infiltration study, including associated engineering, personnel, maintenance, and legal services costs, or act in any manner relating thereto.

PUBLIC SERVICES DEPT.

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 14: (Appropriation: Medway Family Day)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$9,500 to be expended under the direction of the Town Administrator for the purpose of funding Medway Family Day, with unexpended funds as of June 30, 2016 being returned to the General Fund, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 15: (Authorization to Negotiate Exelon PILOT)

To see if the Town will vote to authorize the Board of Selectmen and Town Administrator to negotiate an agreement with Exelon West Medway, LLC and/or Exelon West Medway II, LLC (Exelon) for payments in lieu of taxes 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 16: (Borrowing: Design and Project Mgmt. Services for New DPS Facility)

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$1,100,000 for the purpose of funding the engineering, design and project management services of a new Department of Public Services Facility 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 17: (Borrowing: Non-Participatory Items Associated with Route 109 Project)

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$500,000 for project amenities associated with the Route 109 design and construction project that the Mass. Dept. of Transportation determines to be “non-participatory” and therefore not qualifying for project reimbursement, including associated engineering, personnel, maintenance, and legal services costs, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 18: (Appropriation: Thayer Property Operations)

To see if the Town will vote to raise and appropriate the sum of \$20,000 to be added to the Thayer Homestead Revolving Account, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 19: (Revolving Accounts: Annual Authorization)

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 2016 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.	\$2,000
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 20: (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 2016 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 transfer to the Affordable Housing Trust, the undertaking of community preservation projects and all other necessary and proper expenses for the Fiscal Year 2016, as follows:

Appropriation

	Amount
CPC Administrative Expenses	\$ 15,000
CPC Salaries	\$ 5,000
Long Term Debt – Principal	\$347,600
Long Term Debt – Interest	\$136,453
Subtotal	\$504,053
Affordable Housing Trust Administrative Expenses	\$ 32,500
Design Development of Amphitheatre	\$ 10,000
Direct Costs Total	\$546,553

Reserves

	<u>10% of Estimated Fund Revenues</u>
Open Space	\$79,774
Community Housing	\$57,274
Historical Preservation	\$89,774

Or act in any manner relating thereto.

COMMUNITY PRESERVATION COMMITTEE

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 21: (Acceptance of MGL chapter 64L, § 2 Local Option Meals Tax)
 To see if the Town will vote to accept Massachusetts General Law chapter 64L § 2 to impose a local option meals tax to take effect on July 1, 2015, or act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 22: (Appropriation: OPEB Trust Funding)

To see if the Town will vote to allocate the sum of \$100,000 in local meals tax revenue collected under Mass. General Law chapter 64L § 2 for Fiscal Year 2016 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 23: (Acceptance of Sidewalk Easement)

To see if the Town of Medway will agree to accept from Onilleva Realty, LLC of Medway, MA, two permanent sidewalk easements on property located on the southerly side of Milford Street (Route 109) Medway Parcel 56-039 (34 Summer Street) containing a combined total of three hundred forty-six (346 ± sq. ft.) square feet of land, more or less, as shown on a plan entitled “ Sidewalk Easement Plan in Medway, MA” prepared by Civil Design Group, LLC of North Andover, MA, dated March 18, 2014 for the purpose of providing pedestrian access on the southerly side of Milford Street 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 24: (Zoning Bylaw Recodification)

To see if the Town will vote to adopt a comprehensive recodification of the Medway Zoning Bylaw as presented in a proposed version on file with the Medway Town Clerk and with the office of the Planning and Economic Development Board and also posted at the Planning and Economic Development Board page at the Town of Medway web site.

The proposed recodification includes but is not limited to:

- A. re-organizing, re-positioning, re-captioning and re-numbering of the Zoning Bylaw;
- B. creating a Table of Uses which generally reflects the current use provisions;
- C. adding definitions to define various uses in the Table of Uses;
- D. creating a Table of Dimensional and Density Regulations which generally reflects the current provisions;
- E. making revisions to the nonconformities language to bring it into conformance with current law;
- F. eliminating redundant or unnecessary provisions regarding content of applications, review procedures, and enforcement;
- G. making housekeeping amendments such as eliminating numbers in parentheses that are already spelled out; correcting spelling, typographical and grammatical errors; eliminating or updating outdated statutory or other references; and deleting wording that repeats provisions of state law;

- H. revising the section on fines and enforcement; and
- I. making other needed amendments for clarification and consistency.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 25: (Amend Zoning Bylaw: New Sub-Section for Multifamily Housing)
To see if the Town will vote to amend the Medway Zoning Bylaw by adding a new Sub-Section DD. Multifamily Housing to SECTION V. USE REGULATIONS as follows:

DD. Multifamily Housing

- 1. Purpose: The purpose of this sub-section is to further the goals of the Medway Master Plan and the Medway Housing Production Plan to encourage the provision of a diversity of housing types, to promote pedestrian oriented development, and to increase the number of affordable housing units by establishing a special permit option to allow for the development of Multifamily Dwellings or Apartment Houses, and Multifamily Developments within the capacities of existing Town utilities and services.
- 2. Applicability:
 - a) The Planning and Economic Development Board may grant a Multifamily Housing special permit for a Multifamily Dwelling or Apartment House, and/or a Multifamily Development on a tract of land within the AR-I, AR-II, Commercial III or Commercial IV zoning districts whether on one parcel or a set of contiguous parcels, with a minimum of fifty feet of frontage on an existing street located within the Multifamily Housing Overlay District as shown on a map on file with the Medway Town Clerk. The street shall, in the opinion of the Planning and Economic Development Board, have sufficient capacity to accommodate the projected additional traffic flow from the development.
 - b) Tracts of land within residential subdivisions approved and constructed under the Subdivision Control Law since September 29, 1952 or granted a special permit under the Medway Zoning Bylaw, SECTION V. USE REGULATIONS, Sub-Section T (Open Space Residential Development) or Sub-Section U (Adult Retirement Community Overlay District) shall not be eligible for a special permit under this Sub-Section.
 - c) Multifamily Dwellings or Apartment Houses and Multifamily Developments within the Adaptive Use Overlay District must comply with the Medway Zoning bylaw, SECTION V. USE REGULATIONS, Sub-Section W. Adaptive Use Overlay District, Paragraph 5. Adaptive Use Special Permit Site Development Standards.

- d) These provisions apply to the following:
 - 1) The alteration/rehabilitation and conversion/adaptive reuse of existing buildings
 - 2) Construction of new buildings or additions to existing buildings.

3. Dimensional Regulations

- a) The minimum dimensional requirements for area and setbacks shall be the same as for the underlying zoning district in which the parcel is located. However, the Planning and Economic Development Board may adjust these dimensional requirements by a four-fifths vote if, in its opinion, such adjustment will result in a more desirable design of the development or provide enhanced buffering for adjacent residential properties.
- b) Legally pre-existing nonconforming buildings shall be eligible for a Multifamily Housing special permit provided there is no increase in any dimensional nonconformity or the creation of a new nonconformity, and the applicant can demonstrate compliance with the parking and open space requirements of this section.
- c) Maximum building height: 2.5 stories or 40'

4. Density Regulations - The density of a Multifamily Dwelling or Apartment House, and a Multifamily Development shall not exceed twelve dwelling units per acre or portions thereof, except that the Planning and Economic Development Board may grant a density bonus for one or more of the following:

- a) + one unit when the project involves the rehabilitation/adaptive reuse of an existing structure at least seventy-five years of age and is completed in a manner that preserves and/or enhances the exterior architectural features of the building;
- b) + one unit for each three thousand sq. ft. of existing interior finished space that is substantially rehabilitated in accordance with the Board's *Multifamily Housing Rules and Regulations*.
- c) + two units when twenty-five percent of the dwelling units are designated as affordable independent of the provisions of the Medway Zoning Bylaw, SECTION V. Use Regulations, Sub-Section X. Affordable Housing.

In no case shall total density, including bonus units, exceed twenty dwelling units per acres.

5. Special Regulations

- a) Affordable Housing Requirement: Projects approved pursuant to this Sub-Section shall comply with:
 - 1) the Town's Affordable Housing requirements as specified in the Medway Zoning Bylaw, SECTION V. USE REGULATIONS, Sub-Section X. Affordable Housing;

- 2) the Massachusetts Department of Housing and Community Development (DHCD)'s Local Initiative Program (LIP) Guidelines, July 1996, as may be amended; and
 - b) Open Space: There shall be an open space or yard area equal to at least fifteen percent of the parcel(s) total area. This area shall be unpaved and may be landscaped or left natural, with the balance being trees, shrubs and grass suitable for the site. This area shall not be built upon but may include a play area.
 - c) Parking: At least one and one-half off-street parking spaces shall be provided for each dwelling unit plus one additional visitor parking space for every two dwelling units.
 - d) There shall be Town water and sewer available in the street on which the Multifamily Dwelling or Apartment House or Multifamily Development has its frontage and said water and sewer lines shall have sufficient capacity to accommodate the project.
 - e) A Multifamily Dwelling or Apartment House shall not contain more than twelve dwelling units.
 - f) Any Multifamily Development shall not exceed forty dwelling units.
6. Rules and Regulations: The Planning and Economic Development Board shall adopt *Multifamily Housing Rules and Regulations* which shall include application submittal requirements, public hearing and review procedures, and site development and design standards including but not limited to landscaping, buffering, lighting, building style, pedestrian access, off-street parking, utilities, and waste disposal.
 7. Development Limitation: The maximum number of Multifamily Dwelling units authorized pursuant to this sub-section shall not exceed five percent of the number of detached single-family dwellings located in the Town of Medway, as determined by the Board of Assessors.
 8. Special Permit Procedures:
 - a) The special permit application, public hearing, and decision procedures shall be in accordance with this Sub-Section, the Planning and Economic Development Board's *Multifamily Housing Rules and Regulations*, and the Medway Zoning Bylaw, SECTION V. Use Regulations, Sub-Section C. Site Plan Review and Approval.
 - b) Application Requirements. The Applicant shall submit a Multifamily Housing special permit application together with the size, form, number, and contents of the required plans and any supplemental information as required in the Planning and Economic Development Board's *Multifamily Housing Rules and Regulations*.
 - c) The special permit review of Multifamily Dwelling or Apartment Houses, and Multifamily Developments shall incorporate site plan review pursuant to the Medway Zoning Bylaw, SECTION V. USE REGULATIONS, Sub-Section C. Site Plan Review and Approval.

9. Decision: The Planning and Economic Development Board may grant a Multifamily Housing special permit with any conditions, safeguards, and limitations necessary to mitigate the project’s impact on the surrounding area and to ensure compliance with this Sub-Section and the Medway Zoning Bylaw, SECTION V. USE REGULATIONS, Sub-Section C. Site Plan Review and Approval, upon finding that the Multifamily Dwelling or Apartment House, or the Multifamily Development will:
- a) meet the purposes and requirements of this Sub-Section, and the Planning and Economic Development Board’s *Multifamily Housing Rules and Regulations* and *Site Plan Rules and Regulations*;
 - b) is consistent with the goals of the Medway Master Plan and the Medway Housing Production Plan;
 - c) not have a detrimental impact on abutting properties and adjacent neighborhoods or such impacts are adequately mitigated;
 - d) provide for greater variety and type of housing stock.

And to amend SECTION II DEFINITIONS by inserting the following definition in alphabetical order:

Multifamily Development – A residential development of more than one building comprised of multifamily dwellings and which may also include one single family house and one or more two family houses.

And to amend SECTION IV. DISTRICTS by inserting Multifamily Overlay District to the list of overlay districts;

And to amend the Medway Zoning Map to include the Multifamily Housing Overlay District as shown on a map on file with the Medway Town Clerk;

Or to act in any manner relating thereto.

**PLANNING AND ECONOMIC DEVELOPMENT BOARD
AFFORDABLE HOUSING TRUST
AFFORDABLE HOUSING COMMITTEE**

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 26: (Establishment of a Business Transition Zone)
To see if the Town of Medway will amend the Medway Zoning Bylaw by adding a new Sub-Section CC. Business Transition to SECTION V. USE REGULATIONS as follows:

CC. Business Transition District

1. Purpose – The purpose of the Business Transition zone is to further the goals of the Medway Master Plan, expand areas for economic development, and provide opportunities for small-scale and minimally intensive business uses in areas between residential and commercial zoned districts, in a manner consistent with the Medway Design Guidelines.
2. Buildings, structures and premises may be used for any of the following purposes and uses customarily accessory thereto but no others, subject to the regulations enumerated herein.
 - a) Municipal use
 - b) Offices for business, professional or medical use
 - c) Personal care services such as but not limited to barber shops, hair salons, and nail salons
 - d) Consumer services such as but not limited to, optician, dry cleaner, florist, laundry, photocopying/printing, bakery, photography studio, design galleries and studios, tailor, and other similar businesses and services
3. Dimensional Regulations - Permitted and allowable uses pertaining to this district shall comply with the following dimensional regulations:
 - a) Minimum lot size: 12,000 sq. ft.
 - b) Maximum lot coverage, including accessory building: 40%
 - c) Minimum continuous frontage: 100 ft.
 - d) Minimum front yard setback from street line for any building or structure hereafter erected: 10 ft.
 - e) Minimum side yard setback: 15 ft.
 - f) Minimum rear yard setback: 20 ft.
 - g) Maximum building height: 36 ft.
4. Special Regulations
 - a) Parking – To the maximum extent possible, parking shall be located to the rear and/or side of the building. Motor vehicle parking located between the building and street is permitted only if no other reasonable alternative is available due to site limitations. Parking of vehicles may not be located within the setback area from an abutting residence.
 - b. Buffers

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 28: (Funding of Collective Bargaining Agreement – Permanent Firefighters)
To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of funding the monetary items associated with the Fiscal Year 2016 collective bargaining agreement between the Town of Medway and the Medway Permanent Firefighters Association, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 29: (Funding of Collective Bargaining Agreement – Police Association)
To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the purpose of funding the monetary items associated with the Fiscal Year 2016 collective bargaining agreement between the Town of Medway and the Medway Police Association, or to act in any manner relating thereto.

BOARD OF SELECTMEN

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 30: (Citizens' Petition: Purchase Wicket Property)
For the Town to purchase all Wicket properties bordering Fairway Lane, and lands bordering Redgate and Woodland Road, and 102 Wintrop St.

CITIZENS' PETITION

BOARD OF SELECTMEN RECOMMENDATION: **TBD**

FINANCE COMMITTEE RECOMMENDATION: **TBD**

ARTICLE 31: (Citizens' Petition: Survey Property Off of Winthrop St)

III. Fiscal Year Summary – Table 1

FISCAL 2014 TO 2016 REVENUES AND EXPENDITURES

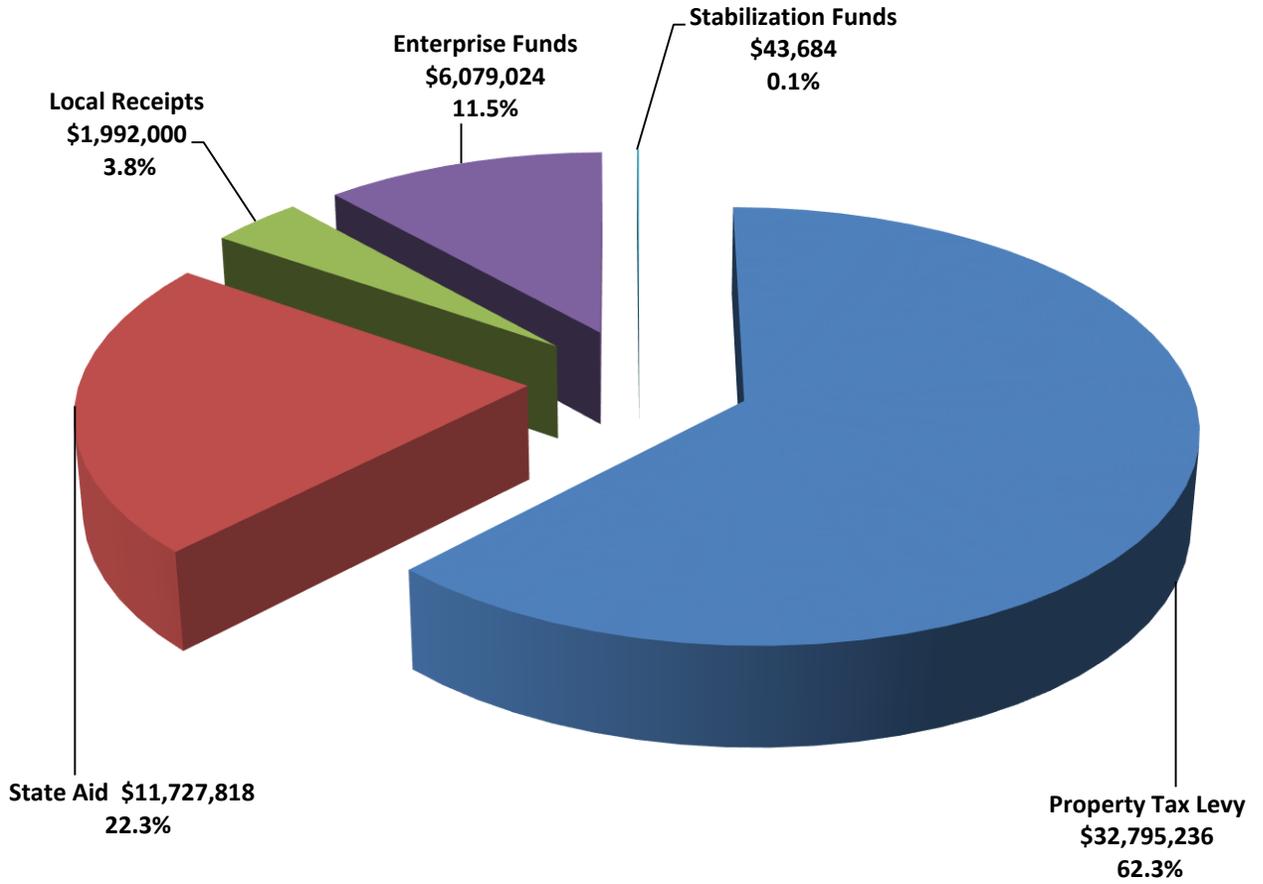
FISCAL 2014 TO 2016 REVENUES AND EXPENDITURES				
	FY14	FY15	FY16	FY16
<i>Revenues</i>	<i>Actuals</i>	<i>ATM Est. Revenues</i>	<i>BOS Est. Revenues</i>	<i>FINCOM Est. Revenue</i>
Property Tax Levy	\$ 30,588,124	\$ 31,524,176	\$ 32,795,236	\$ 32,795,236
State Aid	\$ 11,643,488	\$ 11,745,066	\$ 11,727,818	\$ 11,727,818
Local Receipts	\$ 2,659,918	\$ 1,944,444	\$ 1,992,000	\$ 1,992,000
Stabilization Funds	\$ 205,412	\$ 48,846	\$ 43,684	\$ 43,684
Subtotal:	\$ 45,096,942	\$ 45,262,532	\$ 46,558,738	\$ 46,558,738
	FY14	FY15	FY16	FY16
<i>Expenses</i>	<i>Actuals</i>	<i>ATM Budget</i>	<i>Selectmen Budget</i>	<i>FIN COM Budget</i>
EDUCATION TOTAL	\$ 24,729,481	\$ 25,275,634	\$ 25,652,291	\$ 25,652,291
GENERAL GOVERNMENT TOTALS	\$ 1,918,696	\$ 2,262,569	\$ 2,390,784	\$ 2,390,784
TOWN WIDE GENERAL GOVERNMENT TOTAL	\$ 9,520,768	\$ 10,434,974	\$ 11,104,716	\$ 11,104,716
PUBLIC WORKS TOTAL	\$ 1,811,163	\$ 1,638,183	\$ 1,693,559	\$ 1,693,559
PUBLIC SAFETY TOTAL	\$ 3,118,625	\$ 3,220,077	\$ 3,352,512	\$ 3,352,512
HEALTH & HUMAN SERVICES TOTAL	\$ 329,055	\$ 331,536	\$ 363,101	\$ 363,101
CULTURE AND RECREATION TOTAL	\$ 539,221	\$ 568,594	\$ 706,133	\$ 706,133
Total Town Meeting Appropriation:	\$ 41,967,009	\$ 43,731,567	\$ 45,263,096	\$ 45,263,096
	FY14	FY15	FY16	FY16
<i>Expenditures Not Requiring Appropriation</i>	<i>Actuals</i>	<i>ATM Budget</i>	<i>Selectmen Budget</i>	<i>FIN COM Budget</i>
Tax Title	\$ 4,516	\$ 10,000	\$ 10,000	\$ 10,000
Cherry Sheet Offsets	\$ 381,773	\$ 414,254	\$ 421,788	\$ 421,788
Cherry Sheet Charges	\$ 727,510	\$ 702,156	\$ 701,122	\$ 701,122
Overlay	\$ 300,000	\$ 651,000	\$ 551,000	\$ 551,000
Enterprise IDC Offset	\$ (463,541)	\$ (466,440)	\$ (567,768)	\$ (567,768)
Fiscal Stability Reserve [Req'd by Deficit Bond]	\$ 34,235	\$ 19,614	\$ -	\$ -
Total	\$ 984,493	\$ 1,330,584	\$ 1,116,142	\$ 1,116,142
Total Operating Budget	\$ 42,951,502	\$ 45,062,151	\$ 46,379,238	\$ 46,379,238
MONETARY ARTICLES				
Ambulance Subsidy	\$ 169,654	\$ 176,381	\$ 150,000	\$ 150,000
Medway 300	\$ 15,000			
OPEB Trust	\$ 50,000			
Capital items	\$ 197,366			
Library Books & Materials	\$ 6,500			
Thayer House Revolving Fund		\$ 20,000	\$ 20,000	\$ 20,000
Medway Family Day			\$ 9,500	\$ 9,500
GATRA Program Revolving Fund		\$ 4,000		\$ -
Total Monetary Articles	\$ 438,520	\$ 200,381	\$ 179,500	\$ 179,500
Total Appropriated and Non Appropriated Budget	\$ 43,390,022	\$ 45,262,532	\$ 46,558,738	\$ 46,558,738
Revenues (from Above)	\$ 45,096,942	\$ 45,262,532	\$ 46,558,738	\$ 46,558,738
General Fund Surplus/(Deficit)	\$ 1,706,920	\$ -	\$ 0	\$ 0

FISCAL YEAR 2014 TO 2016 REVENUES AND EXPENDITURES

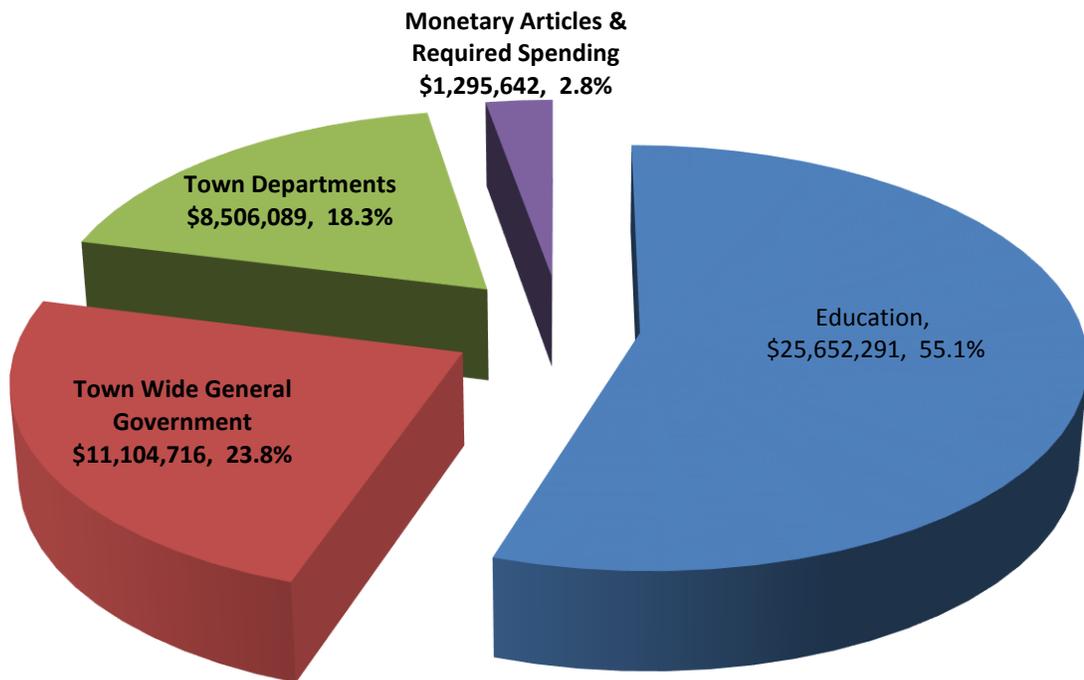
<i>Enterprise Funds</i>	FY14 <i>Actuals</i>	FY15 <i>ATM Budget</i>	FY16 <i>Selectmen Budget</i>	FY16 <i>FIN COM Budget</i>
AMBULANCE ENTERPRISE FUND - 232				
Total EMS Revenue	\$ 675,205	\$ 636,863	\$ 702,516	\$ 702,516
Total EMS Expenses	\$ 662,337	\$ 636,863	\$ 702,516	\$ 702,516
SOLID WASTE ENTERPRISE FUND - 431				
Total Solid Waste Revenue	\$ 1,356,921	\$ 1,340,422	\$ 1,481,607	\$ 1,481,607
Total Solid Waste Expenses	\$ 1,378,367	\$ 1,340,422	\$ 1,481,607	\$ 1,481,607
SEWER ENTERPRISE FUND - 440				
Total Sewer Revenue	\$ 1,198,682	\$ 1,285,587	\$ 1,557,435	\$ 1,557,435
Total Sewer Expenses	\$ 990,572	\$ 1,285,587	\$ 1,557,435	\$ 1,557,435
WATER ENTERPRISE FUND - 450				
Total Water Revenue	\$ 2,303,712	\$ 2,112,301	\$ 2,337,466	\$ 2,337,466
Total Water Expenses	\$ 2,044,536	\$ 2,112,301	\$ 2,337,466	\$ 2,337,466
Sub-Total Enterprise Funds - Revenues	\$ 5,534,520	\$ 5,375,173	\$ 6,079,024	\$ 6,079,024
Sub-Total Enterprise Funds - Expenses	\$ 5,075,812	\$ 5,375,173	\$ 6,079,024	\$ 6,079,024
Total Revenues All Sources	\$ 50,631,462	\$50,637,705	\$ 52,637,762	\$ 52,637,762
Total Budget All Funds	\$ 48,465,834	\$50,637,705	\$ 52,637,762	\$ 52,637,762

FY16 Revenues

General Fund \$46,558,738 + Enterprise \$6,079,024 =
Total Revenues \$52,637,762



FY16 Expenditures
Total Budget = \$46,558,738



IV. FINCOM Subcommittee Reports – Revenues and Expenses

FY16 OMNIBUS BUDGET – ARTICLE 2

	FY14	FY15	FY16	FY16
Revenues	Actuals	ATM Est. Revenues	BOS Est. Revenues	FINCOM Est. Revenue
Property Tax Levy	\$ 30,588,124	\$ 31,524,176	\$ 32,795,236	\$ 32,795,236
State Aid	\$ 11,643,488	\$ 11,745,066	\$ 11,727,818	\$ 11,727,818
Local Receipts	\$ 2,659,918	\$ 1,944,444	\$ 1,992,000	\$ 1,992,000
Stabilization Funds	\$ 205,412	\$ 48,846	\$ 43,684	\$ 43,684
Subtotal:	\$ 45,096,942	\$ 45,262,532	\$ 46,558,738	\$ 46,558,738
	FY14	FY15	FY16	FY16
Expenses	Actuals	ATM Budget	Selectmen Budget	FIN COM Budget
EDUCATION - 300				
Salaries	\$ 19,397,613	\$ 19,815,242	\$ 19,570,842	\$ 19,570,842
Expenses	\$ 4,650,456	\$ 4,771,574	\$ 5,325,552	\$ 5,325,552
Total	\$ 24,048,069	\$ 24,586,816	\$ 24,896,394	\$ 24,896,394
Tri-County VocTech	\$ 665,412	\$ 670,818	\$ 737,897	\$ 737,897
Norfolk Conty Agricultural	\$ 16,000	\$ 18,000	\$ 18,000	\$ 18,000
EDUCATION TOTAL	\$ 24,729,481	\$ 25,275,634	\$ 25,652,291	\$ 25,652,291
SELECTMEN - 122				
Salaries	\$ 314,071	\$ 320,569	\$ 346,592	\$ 346,592
Expenses	\$ 17,957	\$ 29,644	\$ 30,325	\$ 30,325
Total	\$ 332,028	\$ 350,213	\$ 376,917	\$ 376,917
HUMAN RESOURCES - 125				
Salaries	\$ 148,433	\$ 152,709	\$ 157,969	\$ 157,969
Expenses	\$ 46,383	\$ 51,486	\$ 61,486	\$ 61,486
Total	\$ 194,816	\$ 204,195	\$ 219,455	\$ 219,455
FINANCE COMMITTEE - 132				
Salaries	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 612	\$ 3,000	\$ 2,000	\$ 2,000
Reserve Fund - 131	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
Total	\$ 612	\$ 103,000	\$ 102,000	\$ 102,000
TOWN ACCOUNTANT - 135				
Salaries	\$ 163,274	\$ 174,293	\$ 178,482	\$ 178,482
Expenses	\$ 41,712	\$ 57,100	\$ 55,032	\$ 55,032
Total	\$ 204,986	\$ 231,393	\$ 233,514	\$ 233,514
ASSESSORS - 141				
Salaries	\$ 176,849	\$ 195,405	\$ 205,173	\$ 205,173
Expenses	\$ 35,637	\$ 26,475	\$ 19,750	\$ 19,750
Total	\$ 212,486	\$ 221,880	\$ 224,923	\$ 224,923
TREASURER/COLLECTOR - 145				
Salaries	\$ 243,295	\$ 247,415	\$ 252,567	\$ 252,567
Expenses	\$ 63,260	\$ 63,600	\$ 62,000	\$ 62,000
Total	\$ 306,555	\$ 311,015	\$ 314,567	\$ 314,567
LEGAL - 151				
Expenses	\$ 119,817	\$ 135,000	\$ 120,000	\$ 120,000
Total	\$ 119,817	\$ 135,000	\$ 120,000	\$ 120,000
MIS/TECHNOLOGY - 155				
Salaries	\$ 167,565	\$ 169,942	\$ 173,683	\$ 173,683
Expenses	\$ 107,930	\$ 126,990	\$ 233,450	\$ 233,450
Total	\$ 275,495	\$ 296,932	\$ 407,133	\$ 407,133
TOWN CLERK - 161				
Salary Elected Official	\$ 66,371	\$ 66,419	\$ 68,285	\$ 68,285
Salaries Other	\$ 40,218	\$ 41,722	\$ 41,878	\$ 41,878
Expenses	\$ 2,050	\$ 2,682	\$ 2,682	\$ 2,682
Total	\$ 108,639	\$ 110,823	\$ 112,845	\$ 112,845

FY16 OMNIBUS BUDGET – ARTICLE 2

Expenses	FY14 Actuals	FY15 ATM Budget	FY16 Selectmen Budget	FY16 FIN COM Budget
ELECTIONS - 162				
Salaries	\$ 2,737	\$ 9,114	\$ 2,821	\$ 2,821
Expenses	\$ 4,887	\$ 13,800	\$ 6,256	\$ 6,256
Total	\$ 7,624	\$ 22,914	\$ 9,077	\$ 9,077
REGISTRAR - 163				
Salaries	\$ 450	\$ 450	\$ 450	\$ 450
Expenses	\$ 4,173	\$ 4,255	\$ 4,255	\$ 4,255
Total	\$ 4,623	\$ 4,705	\$ 4,705	\$ 4,705
CONSERVATION - 171				
Salaries	\$ 23,964	\$ 36,582	\$ 48,638	\$ 48,638
Expenses	\$ 2,318	\$ 1,929	\$ 2,404	\$ 2,404
Total	\$ 26,282	\$ 38,511	\$ 51,042	\$ 51,042
PLANNING - 175				
Salaries	\$ 95,776	\$ 96,871	\$ 70,105	\$ 70,105
Expenses	\$ 26,265	\$ 17,410	\$ 7,860	\$ 7,860
Total	\$ 122,041	\$ 114,281	\$ 77,965	\$ 77,965
ZONING BOARD OF APPEALS - 176				
Salaries	\$ -	\$ -	\$ -	\$ -
Expenses	\$ 1,048	\$ 2,250	\$ 2,050	\$ 2,050
Total	\$ 1,048	\$ 2,250	\$ 2,050	\$ 2,050
ENERGY COMMITTEE - 178				
Salaries	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ 800	\$ 400	\$ 400
Total	\$ -	\$ 800	\$ 400	\$ 400
ENERGY MANAGEMENT - 177				
Salaries	\$ -	\$ 10,407	\$ 15,907	\$ 15,907
Expenses	\$ -	\$ 8,500	\$ 1,000	\$ 1,000
Total	\$ -	\$ 18,907	\$ 16,907	\$ 16,907
COMMUNITY DEVELOPMENT - 182				
Salaries	\$ -	\$ 87,923	\$ 112,089	\$ 112,089
Expenses	\$ 1,069	\$ 7,077	\$ 4,345	\$ 4,345
Total	\$ 1,069	\$ 95,000	\$ 116,434	\$ 116,434
ANNUAL TOWN REPORT - 195				
Expenses	\$ 575	\$ 750	\$ 850	\$ 850
Total	\$ 575	\$ 750	\$ 850	\$ 850
GENERAL GOVERNMENT TOTALS				
	\$ 1,918,696	\$ 2,262,569	\$ 2,390,784	\$ 2,390,784
DEBT SERVICE - 700				
Long Term Principal	\$ 2,551,500	\$ 2,529,609	\$ 2,620,486	\$ 2,620,486
Long Term Interest	\$ 895,254	\$ 874,292	\$ 838,574	\$ 838,574
Short Term Interest	\$ 2,218	\$ 50,200	\$ 50,000	\$ 50,000
Total	\$ 3,448,972	\$ 3,454,101	\$ 3,509,060	\$ 3,509,060
UNCLASSIFIED				
Property/Liability Insurance - 194	\$ 186,641	\$ 225,814	\$ 247,000	\$ 247,000
Medicare - 910	\$ 360,097	\$ 388,147	\$ 416,172	\$ 416,172
Life Insurance - 910	\$ 6,769	\$ 8,000	\$ 8,480	\$ 8,480
Retirement - 911	\$ 1,339,626	\$ 1,596,065	\$ 1,902,885	\$ 1,902,885
Workers Comp - 912	\$ 102,115	\$ 115,000	\$ 117,500	\$ 117,500
Unemployment Insurance - 913	\$ 28,907	\$ 95,000	\$ 90,000	\$ 90,000
Health Insurance - 914	\$ 4,047,641	\$ 4,552,847	\$ 4,689,432	\$ 4,689,432
Salary Reserve	\$ -	\$ -	\$ 124,187	\$ 124,187
Total	\$ 6,071,796	\$ 6,980,873	\$ 7,595,656	\$ 7,595,656
TOWN WIDE GENERAL GOVERNMENT TOTAL				
	\$ 9,520,768	\$ 10,434,974	\$ 11,104,716	\$ 11,104,716

FY16 OMNIBUS BUDGET – ARTICLE 2

<i>Expenses</i>	FY14 <i>Actuals</i>	FY15 <i>ATM Budget</i>	FY16 <i>Selectmen Budget</i>	FY16 <i>FIN COM Budget</i>
DEPT OF PUBLIC SERVICES				
<i>DPS Salaries - 422</i>	\$ 515,235	\$ 528,785	\$ 556,622	\$ 556,622
<i>DPS Expenses - 422</i>	\$ 344,843	\$ 330,400	\$ 298,150	\$ 298,150
<i>Street Lighting Expenses - 424</i>	\$ 41,500	\$ 34,500	\$ 30,200	\$ 30,200
<i>Road Repair Expenses - 421</i>	\$ 136,768	\$ 140,000	\$ 166,000	\$ 166,000
<i>Building Maintenance Salaries - 192</i>	\$ 41,501	\$ 51,021	\$ 75,260	\$ 75,260
<i>Building Maintenance Expenses - 192</i>	\$ 90,689	\$ 122,800	\$ 137,150	\$ 137,150
<i>Traffic Signals Expenses - 293</i>	\$ 1,650	\$ 1,700	\$ 1,700	\$ 1,700
<i>Tree/Moth Agent Salary - 294</i>	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
<i>Tree/Moth Agent Expense - 294</i>	\$ 1,500	\$ 1,500	\$ 1,000	\$ 1,000
Total	\$ 1,175,186	\$ 1,212,206	\$ 1,267,582	\$ 1,267,582
SNOW AND ICE REMOVAL - 423				
<i>Salaries</i>	\$ 251,500	\$ 41,500	\$ 41,500	\$ 41,500
<i>Expenses</i>	\$ 384,377	\$ 384,377	\$ 384,377	\$ 384,377
Total	\$ 635,877	\$ 425,877	\$ 425,877	\$ 425,877
CEMETERY COMMISSION - 491				
<i>Expenses</i>	\$ 100	\$ 100	\$ 100	\$ 100
Total	\$ 100	\$ 100	\$ 100	\$ 100
PUBLIC WORKS TOTAL				
	\$ 1,811,163	\$ 1,638,183	\$ 1,693,559	\$ 1,693,559
FIRE - 220				
<i>Salaries</i>	\$ 490,690	\$ 527,432	\$ 560,991	\$ 560,991
<i>Expenses</i>	\$ 93,673	\$ 85,260	\$ 99,500	\$ 99,500
Total	\$ 584,363	\$ 612,692	\$ 660,491	\$ 660,491
POLICE - 210				
<i>Salaries</i>	\$ 1,898,294	\$ 1,926,753	\$ 1,981,207	\$ 1,981,207
<i>Expenses</i>	\$ 207,482	\$ 213,443	\$ 225,862	\$ 225,862
Total	\$ 2,105,776	\$ 2,140,196	\$ 2,207,069	\$ 2,207,069
POLICE/FIRE COMMUNICATIONS - 215				
<i>Salaries</i>	\$ 193,690	\$ 234,371	\$ 238,981	\$ 238,981
<i>Expenses</i>	\$ 42,742	\$ 13,080	\$ 13,080	\$ 13,080
Total	\$ 236,432	\$ 247,451	\$ 252,061	\$ 252,061
ANIMAL CONTROL - 292				
<i>Expenses</i>	\$ 43,341	\$ 45,484	\$ 46,475	\$ 46,475
Total	\$ 43,341	\$ 45,484	\$ 46,475	\$ 46,475
BUILDING INSPECTOR - 241				
<i>Salaries</i>	\$ 146,501	\$ 169,450	\$ 181,116	\$ 181,116
<i>Expenses</i>	\$ 2,212	\$ 4,804	\$ 5,300	\$ 5,300
Total	\$ 148,713	\$ 174,254	\$ 186,416	\$ 186,416
PUBLIC SAFETY TOTAL				
	\$ 3,118,625	\$ 3,220,077	\$ 3,352,512	\$ 3,352,512
HEALTH DEPARTMENT - 510				
<i>Salaries</i>	\$ 70,655	\$ 71,715	\$ 100,669	\$ 100,669
<i>Expenses</i>	\$ 20,050	\$ 26,010	\$ 27,975	\$ 27,975
Total	\$ 90,705	\$ 97,725	\$ 128,644	\$ 128,644
COUNCIL ON AGING - 541				
<i>Salaries</i>	\$ 87,205	\$ 90,925	\$ 84,342	\$ 84,342
<i>Expenses</i>	\$ 48,254	\$ 46,935	\$ 53,061	\$ 53,061
Total	\$ 135,459	\$ 137,860	\$ 137,403	\$ 137,403
VETERANS SERVICES - 543				
<i>Salaries</i>	\$ -	\$ -	\$ -	\$ -
<i>Expenses</i>	\$ 102,891	\$ 95,951	\$ 97,054	\$ 97,054
Total	\$ 102,891	\$ 95,951	\$ 97,054	\$ 97,054
HEALTH & HUMAN SERVICES TOTAL				
	\$ 329,055	\$ 331,536	\$ 363,101	\$ 363,101

FY16 OMNIBUS BUDGET – ARTICLE 2

	FY14	FY15	FY16	FY16
<i>Expenses</i>	<i>Actuals</i>	<i>ATM Budget</i>	<i>Selectmen Budget</i>	<i>FIN COM Budget</i>
PARKS DEPT - 650				
Salaries	\$ 176,656	\$ 159,099	\$ 218,873	\$ 218,873
Expenses	\$ 78,800	\$ 91,151	\$ 100,102	\$ 100,102
Total	\$ 255,456	\$ 250,250	\$ 318,975	\$ 318,975
LIBRARY - 610				
Salaries	\$ 181,236	\$ 191,933	\$ 228,355	\$ 228,355
Expenses	\$ 63,707	\$ 79,290	\$ 110,282	\$ 110,282
Total	\$ 244,943	\$ 271,223	\$ 338,637	\$ 338,637
SUNSHINE GROUP - 654				
Salaries	\$ 27,381	\$ 31,981	\$ 31,981	\$ 31,981
Expenses	\$ 10,467	\$ 14,040	\$ 14,040	\$ 14,040
Total	\$ 37,848	\$ 46,021	\$ 46,021	\$ 46,021
DISABILITY COMMISSION - 545				
Expenses	\$ 392	\$ 500	\$ 500	\$ 500
Total	\$ 392	\$ 500	\$ 500	\$ 500
MEMORIAL COMMISSION - 670				
Expenses	\$ 582	\$ 600	\$ 2,000	\$ 2,000
Total	\$ 582	\$ 600	\$ 2,000	\$ 2,000
CULTURE AND RECREATION TOTAL	\$ 539,221	\$ 568,594	\$ 706,133	\$ 706,133
Total Town Meeting Appropriation:	\$ 41,967,009	\$ 43,731,567	\$ 45,263,096	\$ 45,263,096
<i>Expenditures Not Requiring Appropriation</i>	FY14	FY15	FY16	FY16
<i>Actuals</i>	<i>ATM Budget</i>	<i>Selectmen Budget</i>	<i>FIN COM Budget</i>	
Tax Title	\$ 4,516	\$ 10,000	\$ 10,000	\$ 10,000
Cherry Sheet Offsets	\$ 381,773	\$ 414,254	\$ 421,788	\$ 421,788
Cherry Sheet Charges	\$ 727,510	\$ 702,156	\$ 701,122	\$ 701,122
Overlay	\$ 300,000	\$ 651,000	\$ 551,000	\$ 551,000
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Total	\$ 984,493	\$ 1,330,584	\$ 1,116,142	\$ 1,116,142
Total Operating Budget	\$ 42,951,502	\$ 45,062,151	\$ 46,379,238	\$ 46,379,238
MONETARY ARTICLES				
Ambulance Subsidy	\$ 169,654	\$ 176,381	\$ 150,000	\$ 150,000
Medway 300	\$ 15,000			
OPEB Trust	\$ 50,000			
Capital items	\$ 197,366			
Library Books & Materials	\$ 6,500			
Thayer House Revolving Fund		\$ 20,000	\$ 20,000	\$ 20,000
Medway Family Day			\$ 9,500	\$ 9,500
GATRA Program Revolving Fund		\$ 4,000		\$ -
Total Monetary Articles	\$ 438,520	\$ 200,381	\$ 179,500	\$ 179,500
Total Appropriated and Non Appropriated Budget	\$ 43,390,022	\$45,262,532	\$ 46,558,738	\$ 46,558,738
Revenues (from Above)	\$ 45,096,942	\$45,262,532	\$ 46,558,738	\$ 46,558,738
General Fund Surplus/(Deficit)	\$ 1,706,920	\$ -	\$ 0	\$ 0

FY16 ENTERPRISE BUDGETS – ARTICLES 3 – 7

<i>Enterprise Funds</i>	FY14 <i>Actuals</i>	FY15 <i>ATM Budget</i>	FY16 <i>Selectmen Budget</i>	FY16 <i>FIN COM Budget</i>
AMBULANCE ENTERPRISE FUND - 232				
EMS Insurance and Fees for Service	\$ 465,185	\$ 440,482	\$ 492,516	\$ 492,516
EMS Retained Earnings	\$ 40,366	\$ 20,000	\$ 60,000	\$ 60,000
GF Transfer	\$ 169,654	\$ 176,381	\$ 150,000	\$ 150,000
Total EMS Revenue	\$ 675,205	\$ 636,863	\$ 702,516	\$ 702,516
EMS salaries	\$ 352,905	\$ 371,473	\$ 391,459	\$ 391,459
EMS Employee Benefits	\$ 101,905	\$ 76,790	\$ 104,857	\$ 104,857
EMS expenses	\$ 171,827	\$ 153,500	\$ 172,000	\$ 172,000
Long-Term Debt Principal	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Long Term Debt Interest	\$ 5,700	\$ 5,100	\$ 4,200	\$ 4,200
Short Term Debt Interest				
Total EMS Expenses	\$ 662,337	\$ 636,863	\$ 702,516	\$ 702,516
SOLID WASTE ENTERPRISE FUND - 431				
Solid Waste Residential Fees/Bag Fees	\$ 1,356,921	\$ 1,340,422	\$ 1,481,607	\$ 1,481,607
Solid Waste Retained Earnings				
Total Solid Waste Revenue	\$ 1,356,921	\$ 1,340,422	\$ 1,481,607	\$ 1,481,607
Solid Waste Salaries	\$ 267,350	\$ 298,957	\$ 321,125	\$ 321,125
Solid Waste Employee Benefits	\$ 96,544	\$ 105,265	\$ 103,944	\$ 103,944
Solid Waste Expenses	\$ 1,014,473	\$ 936,200	\$ 1,056,538	\$ 1,056,538
Total Solid Waste Expenses	\$ 1,378,367	\$ 1,340,422	\$ 1,481,607	\$ 1,481,607
SEWER ENTERPRISE FUND - 440				
Sewer Fees for Service	\$ 1,198,682	\$ 1,216,776	\$ 1,432,123	\$ 1,432,123
Sewer Betterment Transfer			\$ 17,386	\$ 17,386
Sewer Retained Earnings		\$ 68,811	\$ 107,926	\$ 107,926
Total Sewer Revenue	\$ 1,198,682	\$ 1,285,587	\$ 1,557,435	\$ 1,557,435
Sewer Salaries	\$ 153,493	\$ 154,694	\$ 215,670	\$ 215,670
Sewer Employee Benefits	\$ 71,892	\$ 74,078	\$ 89,897	\$ 89,897
Sewer expenses	\$ 503,685	\$ 770,930	\$ 950,006	\$ 950,006
Long-Term Debt Principal	\$ 197,600	\$ 201,100	\$ 212,000	\$ 212,000
Long Term Debt Interest	\$ 63,902	\$ 79,785	\$ 84,862	\$ 84,862
Short Term Debt Interest	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Total Sewer Expenses	\$ 990,572	\$ 1,285,587	\$ 1,557,435	\$ 1,557,435
WATER ENTERPRISE FUND - 450				
Water Fees for Service	\$ 2,303,712	\$ 2,112,301	\$ 2,258,350	\$ 2,258,350
Water Retained Earnings			\$ 79,116	\$ 79,116
Total Water Revenue	\$ 2,303,712	\$ 2,112,301	\$ 2,337,466	\$ 2,337,466
Water Salaries	\$ 533,821	\$ 557,313	\$ 629,334	\$ 629,334
Water Employee Benefits	\$ 193,200	\$ 210,307	\$ 269,071	\$ 269,071
Water expenses	\$ 545,734	\$ 543,700	\$ 544,096	\$ 544,096
Long-Term Debt Principal	\$ 565,000	\$ 561,999	\$ 652,121	\$ 652,121
Long Term Debt Interest	\$ 206,781	\$ 188,982	\$ 222,844	\$ 222,844
Short Term Debt Interest	\$ -	\$ 50,000	\$ 20,000	\$ 20,000
Total Water Expenses	\$ 2,044,536	\$ 2,112,301	\$ 2,337,466	\$ 2,337,466
Sub-Total Enterprise Funds - Revenues	\$ 5,534,520	\$ 5,375,173	\$ 6,079,024	\$ 6,079,024
Sub-Total Enterprise Funds - Expenses	\$ 5,075,812	\$ 5,375,173	\$ 6,079,024	\$ 6,079,024
Total Revenues All Sources	\$ 50,631,462	\$50,637,705	\$ 52,637,762	\$ 52,637,762
Total Budget All Funds	\$ 48,465,834	\$50,637,705	\$ 52,637,762	\$ 52,637,762

Education Subcommittee Report

For FY16, the Finance Committee recommends that the Town fund the Medway Public Schools (MPS) Operational Budget with a Town Appropriation in the amount of \$24,896,394.

The Massachusetts State Aid Cherry Sheet indicates that the Chapter 70 State Aid for education will be \$10,117,244, 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 FY16 operating budget of \$24,896,394 to meet the basic needs of the district in the coming year. As with FY15, the Education Department will carry forward a portion of the Circuit Breaker receipts received in the prior fiscal year for use in FY16. The school will use \$1,010,656 of the available Circuit Breaker funds (from FY15 and FY16) and \$260,000 once again from the School Choice Reserve account (identical to the amount used in FY15), which, when combined with the proposed Town Appropriation of \$24,896,394, will complete the funding required for the FY16 operating budget.

	Final Budget	Initial Budget	
	<u>FY2015</u>	<u>FY2016</u>	<u>Change</u>
Instruction	\$16,784,142	\$16,640,675	-1%
Professional Development	\$143,575	\$123,200	-14%
Instructional Materials	\$403,282	\$402,249	0%
Miscellaneous Services	\$3,499,689	\$4,057,408	16%
Maintenance & Utilities	\$2,899,768	\$2,821,442	-3%
SPED Tuition	<u>\$856,360</u>	<u>\$851,420</u>	-1%
Town Funded MPS Operational Budget	\$24,586,816	\$24,896,394	1.3%
MPS Oper. Budget funded by Circuit Breaker	\$906,764	\$1,010,656	11%
MPS Oper. Budget funded by School Choice	<u>\$260,000</u>	<u>\$260,000</u>	0%
Grand total MPS operating budget	\$25,753,580	\$26,167,050	1.6%

MPS enrollment continues a declining trend, resulting in a reduction of two classroom teachers, and the equivalent of 2.8 FTE paraprofessionals, while still maintaining reasonable class sizes, one of the district’s highest priorities. The proposed budget provides for only one addition, representing a 0.2 full-time equivalent (FTE) increase to the Middle School Mandarin program (bringing that position to 1.0 FTE).

Listed below are the major cost variances for FY16:

Contractual Adjustments	\$40,000
Salary Reserve	\$357,747
Enrollment-based adjustments (reduce grade 5 section; add 0.5 FTE MS Mandarin)	47,870
Building Technology—moved technical specialists to new section of budget	(\$164,646)
Program Coordinators—reflects move of technical specialists within budget	\$147,640
Therapist Services – resignation and reassignment of position to another budget	(\$99,815)
Instructional Assistants—reflects turnover and new calculation of hours	(\$89,228)
Instructional Equipment—reduction in psychological equipment	(\$22,000)
Psychological Services—continuation of social worker position added in FY15	\$53,848
Transportation Services—new contract amount for 2 nd year of 3-year contract	\$116,302
Natural Gas—lowered estimate from higher FY15 budget to reflect market trends	(\$79,977)
SPED tuition private—increase in costs of out-of-district placements	\$143,275
Tuition collaboratives—reflects current student placement estimates less IDEA grand funding	(\$118,125)

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 FY16 assessment is \$737,897, an increase of 7.8%. 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 FY15.

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 FY15 TO FY16 BUDGET (BY MAIN SPENDING CATEGORY)

ACCT DESCRIPTION	2015 Reconfigured		Variance FY15 to FY16	
	Budget	FY16 Requested Budget		
INSTRUCTION				
2100 CURRICULUM DIRECTOR	\$124,848	\$124,848	\$0	0%
2102 DIRECTOR OF STUDENT SERVICES	\$528,866	\$520,256	(\$8,610)	-2%
2210 PRINCIPALS OFFICE	\$1,086,115	\$1,065,487	(\$20,628)	-2%
2250 BUILDING TECHNOLOGY	\$337,120	\$179,504	(\$157,616)	-47%
2305 CLASSROOM TEACHERS	\$10,635,759	\$10,723,629	\$87,870	1%
2310 SPECIALIST TEACHERS	\$1,711,284	\$1,718,135	\$6,851	0%
2315 PROGRAM COORDINATORS	\$475,091	\$598,805	\$123,714	26%
2325 SUBSTITUTES REGULAR	\$155,000	\$175,200	\$20,200	13%
2320 THERAPIST SERVICES	\$495,277	\$395,462	(\$99,815)	-20%
2330 INSTRUCTIONAL ASSISTANTS	\$1,074,061	\$984,833	(\$89,228)	-8%
2340 LIBRARY SERVICES	\$160,721	\$154,517	(\$6,204)	-4%
PROFESSIONAL DEVELOPMENT				
2351 PROFESSIONAL DEVELOPMENT LEADERSHIP	\$1,000	\$0	(\$1,000)	-100%
2355 PROFESSIONAL DEVELOPMENT SUBSTITUTES	\$15,000	\$5,000	(\$10,000)	-67%
2357 PROFESSIONAL DEVELOPMENT	\$127,575	\$118,200	(\$9,375)	-7%
INSTRUCTIONAL MATERIALS				
2410 TEXTBOOKS	\$90,502	\$94,868	\$4,366	5%
2415 LIBRARY BOOKS	\$3,300	\$3,420	\$120	4%
2420 INSTRUCTIONAL EQUIPMENT	\$55,140	\$31,808	(\$23,332)	-42%
2430 INSTRUCTIONAL SUPPLIES	\$77,150	\$80,419	\$3,269	4%
2440 OTHER INSTRUCTIONAL SUPPLIES	\$33,521	\$35,290	\$1,769	5%
2453 INSTRUCTIONAL HARDWARE	\$150	\$0	(\$150)	-100%
2455 INSTRUCTIONAL SOFTWARE	\$143,519	\$156,444	\$12,925	9%
MISCELLANEOUS SERVICES				
1110 SCHOOL COMMITTEE	\$14,500	\$14,616	\$116	1%
1210 SUPERINTENDENT'S OFFICE	\$300,302	\$302,900	\$2,598	1%
1410 BUSINESS OFFICE	\$293,783	\$282,351	(\$11,432)	-4%
1430 LEGAL SERVICES	\$25,000	\$20,000	(\$5,000)	-20%
5100 EMPLOYEE BENEFITS & SALARY RESERVE	\$5,270	\$363,017	\$357,747	6788%
2710 TESTING SERVICES	\$685,344	\$681,727	(\$3,617)	-1%
2800 PSYCHOLOGICAL SERVICES	\$353,394	\$411,169	\$57,775	16%
3200 HEALTH SERVICES	\$265,912	\$276,345	\$10,433	4%
3300 TRANSPORTATIONAL SERVICES	\$1,141,596	\$1,257,898	\$116,302	10%
3400 FOOD SERVICES	\$3,240	\$3,240	\$0	0%
3510 STUDENT ACTIVITIES (ATHLETICS)	\$301,011	\$317,803	\$16,792	6%
3520 STUDENT ACTIVITIES (ADVISORS & COORDINATION)	\$92,337	\$109,343	\$17,006	18%
3600 SCHOOL SECURITY SUPPLIES	\$18,000	\$17,000	(\$1,000)	-6%
MAINTENANCE & UTILITIES				
4000 BUILDING OPERATIONS SERVICES	\$112,663	\$107,862	(\$4,801)	-4%
4110 CUSTODIAL SERVICES	\$1,037,342	\$1,061,237	\$23,895	2%
4120 NATURAL GAS	\$381,484	\$301,507	(\$79,977)	-21%
4130 UTILITY SERVICES	\$766,527	\$788,892	\$22,365	3%
4210 GROUNDS MAINTENANCE	\$16,500	\$5,000	(\$11,500)	-70%
4220 BUILDING MAINTENANCE SERVICES	\$498,252	\$481,444	(\$16,808)	-3%
4230 EQUIPMENT MAINTENANCE	\$87,000	\$75,500	(\$11,500)	-13%
SPED TUITION				
9100 SPED TUITION PUBLIC	\$30,090	\$0	(\$30,090)	-100%
9300 SPED TUITION PRIVATE	\$614,060	\$757,335	\$143,275	23%
9400 TUITION COLLABORATIVES	\$212,210	\$94,085	(\$118,125)	-56%
	\$24,586,816	\$24,896,394	\$309,578	1.3%

System Personnel Summary

	FY15	FY16	Variance?
Administrative Personnel	30.0	30.0	0.0
Instructional Personnel	236.8	234.4	(2.4)
Information Services Personnel	6.0	4.0	(2.0)
Other Personnel	35.6	35.6	0.0
	308.4	304.0	(4.4)

	FY15	FY16	FY15 to FY16%
INSTRUCTION	\$16,784,142	\$16,640,675	-1%
PROFESSIONAL DEVELOPMENT	\$143,575	\$123,200	-14%
INSTRUCTIONAL MATERIALS	\$403,282	\$402,249	0%
MISCELLANEOUS SERVICES	\$3,499,689	\$4,057,408	16%
MAINTENANCE & UTILITIES	\$2,899,768	\$2,821,442	-3%
SPED TUITION	\$856,360	\$851,420	-1%
	\$24,586,816	\$24,896,394	1.3%

Expenses Funded by Circuit Breaker	\$906,764	\$1,010,656	11.5%
Expenses Funded by School Choice	\$260,000	\$260,000	0.0%
MPS GROSS OPERATING BUDGET	\$25,753,580	\$26,167,050	1.6%

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 | Elections |
| Human Resources | Registrar |
| Finance Committee | Conservation Commission |
| Town Accountant | Planning Board |
| Board of Assessors | Zoning Board of Appeals |
| Treasurer/Collector | Energy Committee |
| Legal | Economic Development Board |
| MIS/Technology | Capital Improvement Committee |
| Town Clerk | Annual Town report |

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 incurred debt service expenses that are incurred as a combination of our bonded capital items and our deficit-financing bond. Listed below is the current debt schedule for the Town that includes the outstanding bonds and their respective maturity dates.

ISSUE DATE	PURPOSE	MATURITY	BALANCE as of 6/30/15	INTEREST COST
3/15/2015	MULTIPURPOSE BOND	3/15/2029	\$5,113,950	2.017%
1/7/2015	WATER MAINS	7/15/2035	\$1,501,102	2.00%
5/15/2013	MULTIPURPOSE BOND	5/15/2033	\$5,620,000	2.22%
9/15/2012	MULTIPURPOSE BOND	9/15/2032	\$4,480,000	1.98%
2/15/2012	MULTIPURPOSE BOND	2/15/2032	\$6,735,000	2.02%
8/15/2010	REFUNDED 1997 GOB	6/15/2016	\$120,000	1.33%
8/15/2010	MULTIPURPOSE BOND	8/15/2029	\$5,165,000	2.43%
10/15/2009	MULTIPURPOSE BOND	10/15/2029	\$4,030,000	2.92%
11/15/2006	MULTIPURPOSE BOND	11/25/2025	\$6,595,000	4.00%
8/1/2004	SEPTIC REPAIRS	8/1/2023	\$33,351	5.01%
4/15/2003	MULTIPURPOSE BOND	4/15/2022	\$1,200,000	3.73%
3/1/2001	MULTIPURPOSE BOND	3/1/2016	\$215,000	4.25%
10/25/2000	SEPTIC REPAIRS	8/1/2018	\$26,621	4.97%
4/21/1987	SEWER	4/21/2017	\$12,000	5.00%
				WEIGHTED AVERAGE RATE
TOTAL BALANCE Long Term Debt			\$40,847,024	2.56%

Short-term Debt consists of Interim Loans with Mass. Water Pollution Abatement Trust (MWPAT), a \$200,000 Septic Loan at 0%, and \$500,000 is a State Revolving Fund (SRF) at 2%.

Total Debt equals \$41,547,024

On March 5, 2015 Standard & Poor's Ratings Services continued its long-term rating on Medway's General Obligation (GO) Bonds at **AA+, Stable outlook**. 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 3/30/15 are as follows:

General Stabilization Fund	\$2,024,501
Health Insurance Stabilization Fund	\$52,637
Storm Stabilization Fund	\$212,138
Operational Stabilization Fund	\$196,809
ESCO Project Stabilization Fund	\$125,013
Fiscal Stability Fund	\$804,159
Capital Improvement Stabilization Fund	\$340,503
DPS Facility Stabilization Fund	\$501,407

During FY2015, 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 FY2016 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 and management of a public infrastructure. This significant infrastructure consists of more than 100 miles of roadway containing bridges, sidewalks, curbs, traffic signals, street lighting, guardrail fencing, surface and sub-surface storm water systems and public shade trees. The DPS is organized into five divisions that cover each of the major areas of accountability within the organization:

- Administration and Finance
- Engineering and Facilities
- Environmental Services
- Highway & Fleet Maintenance
- Water & Sewer

The DPS organizational structure is intended to provide the Town with an increased level of customer service and an accountability structure that promotes an effective and professional workplace. The FY2016 DPS budget of \$1.7M is a level set budget from the past two years. Individual organization budgets within the DPS department have been adjusted to account for changes in organization structure and project priorities.

Department Summaries

Administration and Finance

The primary function of this division is to provide administrative and financial support to the numerous and varying Department programs as well as interact and actively participate in overlying Town initiatives. The division has four positions consisting of the Director, Deputy Director, Administrative Assistant and Program Administrator.

Engineering and Facilities

The primary function of this division is to manage the Town's eleven public facilities and manage the multiple capital projects that are active at any given time. This division consists of a staff of four employees: a Project Manager, Craftsman, Junior Craftsman and two part time staff.

Environmental Services

This department is responsible for the many programs and initiatives associated with the management of Medway's environmental issues. Included in the scope of responsibility is the management of the solid waste collection and disposal, recycling and maintenance of the Town's parks and fields. In fiscal 2016, the Environmental Services department will assume maintenance of some athletic fields at the high school and middle school that were previously maintained by the school department. Staffing for this department consists of an Operations Manager, Assistant Operations Manager, Supervisor, Three Heavy Equipment Operators and several Part Time and Seasonal Staff.

Highway & Fleet Maintenance

This department is responsible for the maintenance of the approximately 100 miles of public roadways. In addition, this organization maintains the fleet of Town vehicles that currently includes the following:

- 38 Public Services
- 16 Police
- 13 Fire
- 4 Council on Aging
- 5 Schools
- >100 Small Equipment

Staffing consists of a Superintendent, Assistant Superintendent, Principal Fleet Technician, Fleet Mechanic, Right-of-Way Maintenance Technician and five heavy equipment operators, as well as seasonal staff.

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. The Town has four drinking water wells and two water storage tanks having a combined capacity of 2.8 million gallons. Staffing consists of six employees: a Superintendent, Assistant Superintendent and four System Operators.

DPS continues to face challenges from an aging infrastructure and increased regulatory requirements for such realities as storm water containment. In the face of these challenges, capital improvement demands are likely to increase going forward. A key initiative for FY2016 will be continuing to work with the Board of Selectmen to design and finance a new DPS facility to replace the deteriorating Broad Street garage.

Respectfully submitted by the FINCOM Public Works Subcommittee,

Meghan Hoffman

Public Safety Subcommittee Report

The mission of the Public Safety departments 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. We will serve the community by striving for excellence in all that we do.

The Police Department is maintaining its current roster of 20 Officers (13 Patrol Officers, 4 Sergeants, 1 Detective, 1 Lieutenant, and the Chief). In addition, the department employs communication officers, animal control officers, crossing guards, on-call matrons and an administrative secretary for a total combined headcount of 62 full-time and part-time employees. The budget this year is essentially a level service budget with only a 1.13% annual expense increase. Staffing costs in FY 2016 will account for approximately 90% of the departments spending, consistent with FY 2015 levels.

Medway continues to ensure the appropriate level of police officers is available to meet the increasing demands of the Town. In support of that, the organization will continue its membership with the METRO-LEC Unit and allow three department members to continue to participate in the computer crime unit, SWAT unit and the motorcycle unit.

As in prior years, the department will continue to provide mandatory training to its officers and will be seeking approximately \$15K in additional funding for overtime needed to allow for the mandatory training sessions and for firearms training to allow the department to meet the recommended minimum standards set by the Municipal Police Training Committee. At this time, training is stretched very thin and at risk of not meeting minimum standards.

A focus for the department in FY2016 will be the replacement of aging vehicles from the department's fleet. In the coming year, the department plans to replace one marked patrol cruiser, one patrol motorcycle and one dual sport motorcycle. The replacement of these vehicles will ensure that Medway's police fleet remains safe and reliable to operate in emergency and severe duty conditions. The department also plans to add a Polaris Ranger UTV to the fleet. This vehicle will be used as a community policing vehicle and will also allow officers to patrol and respond to calls in some of the Town's more remote/difficult to access areas.

Since his arrival as Fire Chief in July of 2012, Chief Jeffrey Lynch continues to provide strong leadership for both the Town's Fire Department and EMS Service. The Fire Department consists of one (1) full time Fire Chief, one (1) career Captain, three (3) career Lieutenant/EMTs, four (4) career Firefighter/EMTs, one (1) on-call Fire Captain/EMT, one (1) on-call Lieutenant/EMT, two (2) on-call Lieutenants, five (5) on-call Firefighter/EMTs, thirteen (13) on-call Firefighters, three (3) on-call EMTs, and one (1) administrative assistant. The department's FY2015 budget of \$622,692.00 was up approximately 4% from the FY2014 levels. A portion of the FY2015 budget increase was used to cover contractual raises, the promotion of one Lieutenant to Captain and the increase from part-time to full-time hours for the department's administrative assistant. In FY16 the department expects an increase of approximately 6% from FY15 levels, with the largest increases going to cover the additional expense associated with department's increased staff.

The largest driver of the department's expenses has been its hiring & training of new full-time firefighter/EMS employees during FY2015 and the high degree of turnover with some of these

new employees. The addition of these new staff members has led to an increase in training costs, as well as the purchase of additional equipment. These newly added full-time EMS/Firefighters will help to reduce the department's reliance on the shrinking number of available on-call personnel and avoid the risk of critical manpower shortages in the event of an emergency. The additional full-time staff is also providing the Town with higher quality EMS service as the department has begun the transition from a BLS (Basic Life Support) ambulance service to an ALS (Advanced Life Support) service. The shift from a BLS ambulance service to an ALS service will create greater cost efficiency within the department over the long-term, as well as provide residents with access to more advanced medical services.

As with all Town assets, the Fire Department continues to ensure all Fire/EMS equipment is maintained in good working order. For FY2016, the current capital improvement priorities include upgrades to the department's radio system and additional uniforms and turnout gear for the firefighters.

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 FY2016 will be level funded from FY2015. This will be the fourth consecutive year without a budget increase for this department.

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,

Barry Schroeder & Jeffrey O' Neill

Health and Human Services Subcommittee Report

Health and Human Services is comprised of the Council on Aging, the Health Department, and the Veterans' Services Department.

The Council on Aging

The Council on Aging (COA) provides supportive services, programs and education to our town's Senior Citizens. Four part-time Town employees staff the COA: The Director, two Outreach Workers, a Program Coordinator and a Nurse. A recent grant has provided a Senior Aide Program associate who prepares lunch two days a week at the Senior Center and teaches classes on various subjects on the other weekdays. Numerous volunteers also contribute a large part to the success of the outreach to seniors in our town. The Senior Center is located at 76 Oakland Street and is open every weekday, as well as on Sundays from 12-3. During 2014, attendance at the Senior Center continued to be strong, with the director estimating an average of close to 100 citizens enjoying the activities offered daily.

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.

During 2014, the Senior Center also offered a Dementia Caregiver Support Group, counseling, podiatrist services, grocery Shopping, a Nutrition and Wellness Program, weekly computer help, and monthly electronics support from National Honor Society students. Crafts, Bridge, Whist, Cribbage, Dominoes, Poker, Mahjong, Yoga, Tai Chi, Zumba, Chair Exercise, and countless other activities are offered throughout the year.

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, and 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.

During FY2015, the Health Department's accomplishments consisted of conducting two Flu Clinics at the Senior Center on October 21st and October 27th, and vaccinated over 150 people; renewing the department's nursing contract with Salmon VNA & Hospice out of Milford, MA; adopting "Head Injuries & Concussions in Youth Athletic Activities Played on Town owned Property" initiative, which became effective 10-14-14 to ensure local coaches are trained on how to safely manage sports related head trauma; revising the department's Private Water Supply Regulations, which became effective 3-10-14. The department also revised its "Restricting the Sale of Tobacco Products & Nicotine Delivery Products," regulations in September of 2014, which made it illegal for person(s) under the age of twenty-one, to purchase nicotine delivery products and or tobacco products in Medway. Medway's Health Department is also actively participating with other state and local officials in order to keep updated on the latest Ebola protocols in order to ensure our community remains informed and protected. The department also partnered with the American Red Cross and hosted a Shelter Training for local officials and members of our Medical Reserve Corp. on 10-28-14.

Veterans' Services Department

As reported by John Givner, Director of Veteran Services, Veterans' Services Departments are mandated by 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. 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.

The Veterans' Services website is located at <http://www.metrowestveteranservices.com>. The district operates five days a week. John Givner meets with Medway Veterans at the Medway Senior Center on a drop in basis every Thursday between 1:00 p.m. and 3:30 p.m., or appointments are available on Mondays and Wednesdays at the Central Office at 703 Washington St, Holliston, MA 01746, 508-429-0629.

The mission of the Veterans' Services Department is to advocate on behalf of all veterans and their eligible dependents to provide them with top quality support services in obtaining earned benefits and entitlements from Federal, State and local agencies.

As Burial Agent for each community, the Veterans Services Department coordinates the proper internment of veterans and works closely with each community's Graves Officer to insure compliance with applicable general laws, regulations, and policies.

Top Priorities for the Veterans Service Department include:

- To work closely with each town's departments with advice and assistance pertaining to each veteran's issues.
- To provide direct financial assistance to those veterans and their dependents in need.

On-Going Goals for the Veterans Services Department:

- Consolidation of veterans' records to one location and populating the district database.
- Maximizing the use of electronic media where practical and feasible.

This year, throughout the four-town district, 48 requests for financial assistance under Ch.115 of the Mass. General Laws, totaling \$204,312.96 were processed and paid. In addition, there were over 40 requests for assistance in filing VA Claims. These VA Claims were for service-connected disabilities, pensions and Dependents Indemnity Compensation. Eighteen completed claims have been processed at this time, and an estimated \$1,052,797.00 in VA compensation benefits have been received by veterans or their survivors residing in the four-town district.

Demand for services continues on a steady increase. At many times, the demand for services has exceeded the district's capacity to respond or assist in a reasonable timeframe. Mr. Givner has stated to representatives in our town that we have a well-informed and active veteran population that continues to inform any veterans they know of in our Town of benefits that can be provided to them through the Veterans' Services Department.

If, as one definition written is to be believed, "A veteran is someone who, at one point in his/her life, wrote a blank check made payable to 'The United States of America', for an amount of 'up to and including my life'", the Veterans' Services Department will continue to strongly advocate for and inform all Medway veterans of any and all services available to them in recognition of, and gratitude for, that potential sacrifice.

Respectfully submitted by the FINCOM Health & Human Services Subcommittee,

Ellen Hillery & Barry Schroeder

Library Subcommittee Report

The last year has been a very busy year for the library, with over 70,000 people visiting and a total of 102,000 items checked out! That included 71,000 books, 15,000 DVDs and 4,000 eBooks. There are 18,000 eBooks and 6,000 downloadable audiobooks that can be downloaded from home.

The library in the coming year is looking to continue many excellent programs and activities. These include story time for kids, Hands on Art programs and the STEM programs. Also exciting at the library were the many book groups, concerts and talks by local authors.

The library is working on some exciting projects that they hope the Town will enjoy. The downstairs storage room is looking to be converted into a Maker space with 3D Printers, Scanners and video production equipment donated by Medway Cable Access. The library is looking for more ideas on how to use this space. This will be a great place to create, meet other people and play with exciting new technology.

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

The library is hoping to increase the hours it is open starting July 1st. The new hours will start at 10:00 AM Monday through Saturday while the downstairs room and computers remain open until 9:30 PM Monday through Thursday.

Respectfully submitted by the FINCOM Library Subcommittee,

Rohith Ashok

Community Preservation Subcommittee Report

The Massachusetts Community Preservation Act was passed in the year 2000. The act allowed towns to choose to participate by voting to add a surcharge of up to three percent to their property taxes, with the Commonwealth paying a matching grant back to the Town. The original act allowed these funds to be used for Open Space, Community Housing, Recreational Land and Historic Resources. The passage of amendments to the law in 2012 created more flexibility on funding CPA outdoor recreation projects, such as the rehabilitation and restoration of land for recreational uses.

Medway adopted the Community Preservation Act (CPA) in 2001. A recent use of portions of the trust fund included acquiring the historic Thayer House at 2B Oak Street, and during the past year the project was fully completed and is now available for community use and rentals. In 2014, funds were allocated for sports fields, which are due to be completed this spring. In addition to the fields, trailhead kiosks were installed at walking trails at Idylbrook, Choate, the former Briggs land, Oakland, and at the new Canoe Launch on the Charles River. Funds were allocated for the Historical Commission for a Civil War Plaque at Oakland Cemetery. Funds have also been allocated to the Town's Affordable Housing Trust for the Community Housing Coordinator and to update the Housing Production Plan. The Affordable Housing Trust has completed a purchase of a property on Cutler Street to renovate for approximately 8-12 affordable rental units.

The Community Preservation Committee belongs to The Community Preservation Coalition, a Massachusetts organization that helps municipalities understand and implement CPA, and advocates for CPA at the state level, thereby advancing smart growth and sustainable development in communities across Massachusetts. 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.

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; the most recent hearing was held on March 2, 2015.

Respectfully submitted by the FINCOM Community Preservation Subcommittee,

Ellen Hillery

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 11, 2015, 7:00 PM
ANNUAL TOWN MEETING, May 11, 2015, 7:30 PM