

Town of Medway

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



May 9, 2022

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

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Fiscal Year 2023 – July 1, 2022 through June 30, 2023

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

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

I. Report of the Finance Committee

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

- FY2023 Special Town Meeting Warrant and Annual Town Meeting Warrant
- Select Board's and Town Manager's Omnibus Budget recommendations that represent how tax receipts, free cash and other revenue sources will be appropriated for Fiscal Year 2023 (July 1, 2022 – June 30, 2023)
- Subcommittee Reports from the Finance Committee

FY2022 – A Look Back

FY2022 saw a gradual return to some semblance of normality for Medway residents. While we were still dealing with COVID-19 restrictions for much of the year, the gradual loosening of these restrictions offered a light at the end of the tunnel. We want to again express our gratitude to the Police, Fire, DPW and Health Departments, our Town employees, and the School Department for all of their efforts during this time to keep us safe and operate as best as we could under the conditions. Medway was able to enter FY2022 in strong fiscal shape despite the pandemic thanks to the pragmatism of the Select Board, Finance Committee, and the Town's financial leadership team.

During FY2022, there were several notable developments and achievements in Town:

- Initiated and continued development of the Medway Master Plan
- Established a Facilities Committee to address municipal facilities needs
- Continued planning for the construction of a new centralized water treatment plant and well upgrades
- Obtained a Federal government earmark of \$2.75 million and a State of Massachusetts earmark of \$350,000 to help fund the water treatment plant. Also received Federal ARPA funding of approximately \$4 million to be applied toward the water treatment plant.
- Obtained additional grants for Green Communities
- Construction at Glen Brook (Phase 1) and 39 Main St. to increase affordable housing opportunities in Medway, for a total of approximately 240 units.
- Successful relationship with Salmon Active Community to increase space for senior housing
- Strong increases in funds transferred to the Capital Stabilization Fund to help fund future expenditures that will be necessary to renovate/build municipal buildings to address identified needs
- Expansion of Fire and Police personnel to meet growing public safety needs

FY2022 continued the use of approximately \$3.7 million from the annual payment in lieu of taxes (PILOT agreement) from the Exelon plant on residential tax relief, debt service, road & sidewalk improvements, and funding of the Town's OPEB liability.

FY2023 – A Look Ahead

In building the budget for FY2023, Medway continues to employ a forward-looking approach to planning the operational budget. Town officials continually focus on making Medway a desirable place to live. Town departments develop their needs on a priority basis, while taking into consideration the financial realities and limitations that exist today. Starting with a level-service approach as the baseline, the Town then identified

areas where improvements could be made to enhance the services for residents while maintaining fiscal responsibility. The FY2023 budget follows the approach in prior years of including increases to stabilization funds. Medway continues to receive the highest bond rating from Standard & Poor's (S&P) on our general obligation (GO) debt, a AAA rating with a stable outlook. Medway is *one of only a handful of communities* in Massachusetts with the highest investment grade AAA rating. This means that the Town can easily meet its financial commitments and access capital at favorable interest rates when going out to issue bonds.

In terms of long-term projects, FY2023 will involve major steps forward in water infrastructure upgrades, including the planned commencement of construction of a centralized water treatment plant, installation of a new water line from the Oakland Well to the treatment plant, and the construction of redundant wells at Village Street and Oakland St.

We expect that the Medway Master Plan will be finalized, providing a long-term vision for Medway's future. The Finance Committee, Town Manager and Select Board recognize the major capital needs facing the town in the years to come. We look forward to additional planning to address the Town's long-term capital needs in terms of municipal facilities.

Town Administration, the Select Board, Finance Committee and School Committee have again agreed to the budget based on anticipated revenues coming in to the Town and provided targeted budgetary numbers for the School and Town departments. The net increase to the school budget was approximately 2.4% year over year, and the overall town revenue and expenditure increase was approximately 4.5% year over year. The Finance Committee recognizes the continued strong working partnership between Municipal and School Departments.

The Town's approach of utilizing conservative budgeting assumptions for anticipated revenues and expenses each year has provided a surplus of "free cash" that is used to fund capital expenditure needs of the Town. The Capital Improvements Planning Committee (CIPC) recommends expenditures of the Town's certified free cash for FY2023 in the amount of approximately \$2.18 million. Article 7 in the Annual Town Meeting Warrant lists the free cash appropriation for 32 different projects.

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

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

Respectfully submitted by your Finance Committee,

Todd Alessandri - Chair
James Sullivan – Vice Chair
Ellen Hillery - Clerk

William Lane
Susan Segarra
Jeff O'Neill

Brian Cowan
Michael Schrader
Christopher Lagan

II. Warrants

**TOWN OF MEDWAY
WARRANT FOR MAY 9, 2022
SPECIAL TOWN MEETING**

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the **Medway High School, 88 Summer Street, on Monday, May 9, 2022**, at 7:00 PM, then and there to act on the following articles:

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

To see if the Town will vote to transfer \$95,000 from Certified Free Cash for the purpose of funding the Snow & Ice Fiscal Year 2022 appropriation deficit, or act in any manner relating thereto.

DEPARTMENT OF PUBLIC WORKS

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 2: (Prior Year Bills)

To see if the Town will vote to transfer a sum of money for the purpose of paying prior year, unpaid bills of the Town, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 3: (Free Cash Transfer – Fund Hazard Mitigation Plan Update)

To see if the Town will vote to transfer \$21,000 from Certified Free Cash for the purpose of funding the update of the Town’s Hazard Mitigation Plan, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 4: (Free Cash Transfer – Property Appraisal/Evaluation)

To see if the Town will vote to transfer \$30,000 from Certified Free Cash for the purpose of funding professional services, including appraisals, engineering and environmental studies and assessments, and/or site evaluations, with respect to property or properties the Town may consider acquiring for various municipal uses, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 5: (Free Cash Transfer to General Stabilization)

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

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 6: (Free Cash Transfer to Capital Stabilization)

To see if the Town will vote to transfer \$155,000 from Certified Free Cash to the Capital Stabilization Fund, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 7: (Repurpose Monetary Article – School Project)

To see if the Town will vote to transfer the sum of \$55,249 from the funds authorized under Article 11 of the May 10, 2021 Annual Town Meeting to seal an air infiltration at the High School, which amount is no longer needed for such purpose, to support the construction of an outdoor classroom at the Memorial School, or act in any manner relating thereto.

SCHOOL DEPARTMENT

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 8: (Authorize Home Rule Petition to Eliminate Sub-Precinct 1A)

To see if the Town will vote to authorize the Select Board to petition General Court for special legislation to eliminate the sub-precinct 1A, created following the 2020 annual census resulting in redrawn precinct lines, and restore this

sub-precinct to precinct 2, and to authorize the General Court to make clerical or editorial changes of form only to any bill so filed unless approved in advance by the Select Board, and to authorize the Select Board to approve such revisions as fall within the public purpose of this vote, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

**ANNUAL TOWN MEETING WARRANT
MAY 9, 2022
7:30 PM**

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TOWN OF MEDWAY
WARRANT FOR MAY 9, 2022
ANNUAL TOWN MEETING

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the **Medway High School, 88 Summer Street, on Monday, May 9, 2022**, at 7:30 PM, then and there to act on the following articles:

ARTICLE 1: (Debt Stabilization Fund Transfer)

To see if the Town will vote to transfer the sum of \$113,000 from the Debt Stabilization Fund to the Fiscal Year 2023 operating budget for the purpose of offsetting a portion of debt exclusion projects, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

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

To see if the Town will vote to transfer \$700,000 from Ambulance Receipts Reserved for Appropriation to the Fiscal Year 2023 General Fund Operating Budget, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 3: (Appropriation: FY23 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, 2023, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 4: (Appropriation: FY23 Water Enterprise Fund)
 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$4,673,560 for the maintenance of the Water Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 879,028
Expenses	745,400
Debt	2,597,373
Direct Costs Total	\$ 4,221,801

Indirect Costs

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

Indirect Costs Total	\$451,759
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Total	\$4,673,560
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$4,100,000
Retained Earnings	573,560
Total	\$4,673,560

SELECT BOARD

SELECT BOARD RECOMMENDATION: To Be Determined

FINANCE COMMITTEE RECOMMENDATION: To Be Determined

ARTICLE 5: (Appropriation: FY23 Sewer Enterprise Fund)
 To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,892,374 for the maintenance of the Sewer Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 278,369
Expenses	1,188,550
Debt	272,712
Direct Costs Total	\$1,739,631

Indirect Costs

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

Indirect Costs Total	\$152,743
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Total	\$1,892,374
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And further that the above listed appropriations be funded as follows:

Fees for Service [User Fees]	\$1,871,238
Sewer Betterment Stabilization	21,136
Total	\$1,892,374

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **To Be Determined**

ARTICLE 6: (Appropriation: FY23 Solid Waste Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,804,050 to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

	Amount
Salaries	\$ 221,202
Expenses	1,400,300
Debt Service	51,668
Direct Costs Total	\$1,673,170

Indirect Costs

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

Indirect Costs Total	\$130,880
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Total	\$1,804,050
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And further that the above listed appropriations be funded as follows:

Trash Recycling Fees/Bag Revenues	\$1,555,000
Retained Earnings	249,050
Total	\$1,804,050

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 7: (Free Cash Appropriation: Capital and Other Items)
 To see if the Town will vote to appropriate the sum of \$2,184,916 from Certified Free Cash for the purpose of funding the following capital and other items, including associated engineering, personnel, maintenance and legal service costs, and for the payment of all other costs incidental or related thereto:

Project	Department	Cost
Roads & Sidewalks	DPW	\$750,000
Replace 2001 Mack RD690S (216-Truck 6)	DPW	230,000
Replace 1994 Ford F350 Utility 4X4 (513)	DPW	60,000
Replace 2011 Ford F250 (313)	DPW	59,000
Skid Mounted 2 Ton Hot Box	DPW	13,365
John Deere Gator Utility Vehicle	DPW	30,000
Replace Kubota 1750 Lawn Tractor (344)	DPW	26,000
Fire Station 1 HVAC Units	DPW	20,000
Technology Equipment	IT	75,000
Technology Infrastructure Equipment	IT	25,000
Building Security Systems	IT	25,000
Classroom Projection Systems	IT	35,000
High School: Public Address (PA) Systems	IT	30,000
Memorial School Exterior Site Drainage	School	130,000
McGovern: Replace Sidewalks	School	60,000
Memorial: Paint First Floor Classrooms	School	60,000
Burke: Replace Sidewalks	School	50,000
McGovern: Office A/C Installation	School	25,000
High School: Replace Downspouts	School	30,000
Memorial: Replace Tile Flooring (10 Classrms)	School	65,000
Memorial: Replace Carpet/Tile (Various Rms and Hallway)	School	50,000
High School: Paint First Floor Classrooms/Offices	School	36,000
High School: Replace Acid Neutralizer Tank	School	25,000
Memorial: Replace Window Glazing	School	60,000
McGovern: Install Two Basketball Hoops	School	10,000
Burke-Memorial: Purchase & Install Two Basketball Hoops	School	35,000
New Command Vehicle	Fire	62,551
Replace Firearms	Police	19,000
Building Ventilation (Add Fresh Air Intake)	Library	20,000
Replace Tech Services Countertop	Library	15,000
Replace Exterior Doors	Library	30,000
Baseline Doc for Conserv Land & Restrictions w/ Survey	Com & Econ Dev	24,000
Free Cash Total		\$2,184,916

Or act in any manner relating thereto.

**CAPITAL IMPROVEMENT
PLANNING COMMITTEE**

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

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

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

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 9: (Free Cash and Sewer Retained Earnings Transfer: Stormwater Compliance)

To see if the Town will vote to transfer the sum of \$150,000 from Certified Free Cash and \$181,000 from Sewer Enterprise Fund retained earnings for the purpose of funding the purchase and equipping of a stormwater compliance and street debris collection unit, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

PUBLIC WORKS DEPT.

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 10: (Water Retained Earnings Transfer: Purchase Generator)

To see if the Town will vote to transfer the sum of \$40,000 from Water Enterprise Fund retained earnings for the purpose of funding the purchase and equipping of a generator at the Village Street well, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

PUBLIC WORKS DEPT.

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 11: (Borrowing – New Centralized Water Treatment Plant)

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money for the purpose of funding the construction, equipping and furnishing of a new centralized water treatment plant at 19 Populatic St, including engineering, design and project management services, site preparation, and for the payment of all other costs incidental and related thereto; and further, to authorize the Board of Selectmen to apply for, accept and expend any county, state or federal grant for this purpose, or act in any manner relating thereto.

SELECT BOARD

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

FINANCE COMMITTEE RECOMMENDATION: **To Be Determined**

ARTICLE 12: (Borrowing – Oakland Well Water Line to New Centralized Water Treatment Plant)
To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$1,800,000 for the purpose of funding the construction of a water line from the Oakland Well to the new centralized water treatment plan, including engineering, design and project management services, site preparation, and for the payment of all other costs incidental and related thereto; and further, to authorize the Board of Selectmen to apply for, accept and expend any county, state or federal grant for this purpose, or act in any manner relating thereto.

SELECT BOARD

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 13: (Borrowing – Redundant Wells at Oakland and Village Streets)
To see if the Town will vote to raise and appropriate, borrow or transfer from available funds the sum of \$485,000 for the purpose of purchasing materials, site preparation and construction, for a second well at Oakland Street and at Village Street, including engineering and design and for the payment of all other costs incidental and related thereto; and further, to authorize the Board of Selectmen to apply for, accept and expend any county, state or federal grant for this purpose, or act in any manner relating thereto.

SELECT BOARD

BOARD OF SELECTMEN RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 14: (Appropriation: General Stabilization)
To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$100,000 to be allocated to the General Stabilization Fund, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 15: (Appropriation: OPEB Trust)
To see if the Town will vote to raise and appropriate the sum of \$300,000 to the Town of Medway Other Post-Employment Benefits (OPEB) Trust account, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 16: (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 2023 Community Preservation budget and to appropriate, or reserve for later appropriations, monies from the Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the Fiscal Year 2023, as follows:

CPA Administration:	
CPC Expenses	\$15,000
CPC Salaries	5,000
CPC Debt Expense	418,725
Historic Resources:	
Digitize Jameson’s History of Medway	10,000
Open Space:	
Trail Improvements and Extensions	5,000
Total Direct Costs	\$453,725

Reserves:		10% of Estimated Fund Revenues
Open Space		\$142,879
Community Housing		\$147,879
Historical Preservation		\$137,879

or act in any manner relating thereto.

COMMUNITY PRESERVATION COMMITTEE

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 17: (Revolving Funds –Authorize FY23 Spending Limits)

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44, Section 53E1/2, to set Fiscal Year 2023 spending limits for revolving funds as follows:

Program or Purpose	FY2023 Spending Limit
Self-supporting parks and recreation services, including salaries and benefits	\$450,000
Dial-a-ride van service for seniors and disabled; shuttle service to Norfolk	\$130,000

commuter rail station, and other necessary transportation services	
Library printer, copier and fax expenses	\$3,000
Library meeting room	\$1,000
Thayer Homestead partial self-support of property, including salaries and benefits	\$80,000
Tobacco license compliance inspections	\$2,500
Self-supporting food services, including salaries and benefits	\$12,000

or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 18: (Change in Personal Property Value Subject to Taxation)
 To see if the Town will vote pursuant to Massachusetts General Laws Chapter 59, Section 5, Subsection 54, to increase the minimum value of personal property subject to taxation from \$2,500 to \$5,000, or act in any manner relating thereto.

BOARD OF ASSESSORS

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 19: (Amend General Bylaw: Historical Properties)
 To see if the Town will vote to amend the General By-laws, Article XVII, Building Demolition, as follows (language to be deleted shown in ~~strike through~~, language to be added is underlined):

Section 17.1 Intent and Purpose

This bylaw is enacted to promote the public welfare and safeguard Medway's historical, cultural and architectural heritage by protecting historical resources that make the town a more interesting, attractive and desirable place in which to live. The bylaw aims to protect "preferably-preserved historically significant buildings" within the town by encouraging their owners to seek alternatives to their demolition and by providing the town an opportunity to work with owners of such properties in identifying alternatives to their demolition.

Section 17.2 Definitions

As used in this bylaw, the following words and terms shall have the meanings set forth below, unless the context otherwise requires:

- 2.1 "APPLICANT" - any person or entity who files an application for a demolition permit.
- 2.2 "BUILDING" - any combination of materials forming a shelter for persons, animals or property.
- 2.3 "COMMISSION" - the Medway Historical Commission.

- 2.4 "DEMOLITION" - any act of destroying, pulling down, razing or removing a building or substantial portion thereof, or starting the work of any such act with the intention of completing the same.
- 2.5 "HISTORICALLY SIGNIFICANT BUILDING" - any building or portion thereof, which:
- (a) Is in whole or in part seventy-five or more years old; and
 - (b) Is listed on the National Register of Historic Places or the Massachusetts Register of Historic Places, or which is the subject of a pending application for such listing, or is eligible for such listing, or;
 - (c) Is within any historic district, or;
 - (d) Has an important association with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the Town or the Commonwealth, or;
 - (e) Is historically or architecturally important (in terms of period, style, method of building construction, or association with a recognized architect or builder) either by itself or in the context of a group of buildings.
- 2.6 "PREFERABLY-PRESERVED HISTORICALLY SIGNIFICANT BUILDING" - any historically significant building which the Commission determines, as provided in section 17.3.6.iii of this bylaw, is in the public interest to be preserved or rehabilitated rather than to be demolished.

Section 17.3 Procedure

- 3.1 No permit for the demolition of a building which is in whole or in part seventy-five or more years old or portion thereof shall be issued other than in conformity with the provisions of this bylaw as well as in conformity with the provisions of other laws applicable to the demolition of buildings and the issuance of permits thereof generally.
- 3.2 Application contents: Every application for a demolition shall be filed with the Building Commissioner and shall contain the following information:
- (i) The owner's name and current address (and/or the name of owner's legal representative, if applicable);
 - (ii) The applicant's name, address, and interest in such building, if different from the owner;
 - (iii) The address or location of such building;
 - (iv) Assessors' Parcel ID;
 - (v) A brief description of such building including its age;
 - (vi) An explanation of the proposed use and/or changes thereof to be made of the site of such building; and
 - (vii) 4" x 6" color photos of all sides of the building exterior and all outbuildings that are visible from the street.
- 3.3 Upon receipt of an application for a demolition permit for a building which is in whole or in part seventy-five or more years old, the Building Commissioner shall forward a copy thereof to the Commission within seven business days. No demolition permit shall be issued at that time.
- 3.4 Within forty-five days after the Commission's receipt of a complete application, the Commission shall make an initial determination on whether the building is historically significant. The applicant for the permit may make a presentation to the Commission at that time. The Commission may require that the applicant provide a report from an engineer licensed to practice in Massachusetts with respect to any claims by the applicant as to the structural condition of the building. The Commission may also, at the applicant's expense, hire its own consultant to review any such reports and any claims by the applicant as to the structural condition of the building.

- 3.5 If the building is determined not to be historically significant, the Commission shall notify the Building Commissioner and the applicant, in writing, within seven business days of its initial determination and the Building Commissioner may issue a demolition permit.

If the Commission determines that the building is historically significant, it shall notify the Building Commissioner and the applicant, in writing, within seven business days of its initial determination; and the Commission shall, within forty-five days of its initial determination, open a public hearing to determine whether the historically significant building is preferably preserved.

(i) Publication of Notice of Public Hearing

Public notice of the time, place and purpose of the hearing shall be published in a newspaper of general circulation in the Town not less than fourteen days prior to the date of said hearing and shall be posted in a conspicuous place in town hall for a period of not less than fourteen days prior to the date of said hearing. Notice of the hearing shall also be posted online on the Town of Medway website (www.townofmedway.org) for a period of not less than fourteen days prior to the date of said hearing.

(ii) Notification of Abutters

At least fourteen days prior to the public hearing, the applicant shall send copy of said notice by mail, postage prepaid, to the owners of all abutting properties at their mailing addresses shown in the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private way and abutters to the abutters within 300 feet of the property line of the applicant. A list of those so notified shall be provided to the Commission prior to the opening of the public hearing.

All costs associated with publication of the legal notice and required mailings shall be the responsibility of the applicant. Failure to comply with any of the above will result in a delay of the public hearing.

- 3.6 The Commission shall make a determination of whether or not the historically-significant building is preferably preserved within thirty-one days following the close of the public hearing.

- (i) If after a public hearing the Commission determines that the building should not be preferably preserved, the Commission shall notify the Building Commissioner and the applicant, in writing within seven business days after the close of the public hearing and the Building Commissioner may issue a demolition permit upon receipt of the written decision.
- (ii) If after a public hearing the Commission determines that the building should be preferably preserved, the Commission shall so notify the Building Commissioner and the applicant in writing within seven business days after the close of the public hearing, and no demolition permit may be issued until: ~~twelve months after the date of the determination by the Commission.~~
- a. at least twenty-four months after the date of determination by the Commission, for buildings that are 200 or more years old; or
- b. at least eighteen months after the date of the determination by the Commission, for buildings that are at least 150 years old, but less than 200 years old;
- c. at least twelve months after the date of the determination by the Commission, for buildings that are at least 75 years old, but less than 150 years old

- 3.7 The demolition permit shall expire after eighteen months of being issued. This means that once the above conditions have been satisfied, the owner of the property or applicant has eighteen months to demolish the building. If the building is not taken down in that period, the owner or applicant shall submit a new demolition permit application.
- 3.8 Notwithstanding anything contained in section 17.3.6, the Building Commissioner may issue a demolition permit for a preferably-preserved historically significant building at any time after receipt of written advice from the Commission to the effect that either:
- (i) The Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, rehabilitate and restore the subject building, or
 - (ii) The Commission is satisfied that for at least ~~twelve months~~ the demolition delay period the owner had made continuing, bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate and restore the subject building, and that such efforts have been unsuccessful.

Section 17.4 Responsibility of Owners

- 4.1 During the ~~twelve month~~ demolition delay period, the applicant shall make continuing, bona fide and reasonable-a good faith efforts to find an alternative use for the building that will result in its preservation, including seeking a new owner willing to purchase and preserve, restore or rehabilitate the building. Other ~~Alternatives~~ alternatives to demolition include, but are not limited to, incorporation of the building into the future development of the site; adaptive reuse of the building; utilization of financial incentives to rehabilitate the building; ~~seeking a new owner willing to purchase and preserve, restore or rehabilitate the building;~~ or moving or relocating the building. For the purposes of this paragraph, “continuing, bona fide and reasonable efforts” to seek a new owner shall mean retaining a licensed broker to market the property in the usual manner over substantially all of the demolition delay period, obtaining an appraisal from a reputable appraiser and providing evidence of good faith negotiations with potential buyers of the property.
- 4.2 Upon determination by the Commission that a building is a preferably preserved historically significant building, the owner shall be responsible for properly securing the building, if vacant, to the satisfaction of the Building Commissioner. Should the owner fail to so secure the building, the subsequent destruction of such building through any cause, which destruction could have been prevented by the required security measures, shall be considered a demolition in violation of this bylaw.
- 4.3 If requested by the Commission, it shall be the responsibility of the owner to assist in the facilitation of the implementation of the requirements of this Bylaw by providing information and any architectural plans readily available to the owner, allowing access to the property, participating in the investigation of preservation options, and actively cooperating in seeking alternatives with the Commission and any persons designated by the Commission.

Section 17.5 Emergency Demolition

Nothing in this bylaw shall restrict or prevent the Building Commissioner from ordering the demolition of a historically significant building determined by the Building Commissioner pursuant to state law and/or the State Building Code to be unused, uninhabited or abandoned, and open to the weather.

If the Building Commissioner determines there is no reasonable alternative to an emergency demolition, the Building Commissioner shall prepare a written report describing the basis of that decision. A copy of that report shall be filed with the Commission.

Section 17.6 Non-Compliance

6.1 Any owner of a historically significant building who violates any provision of this bylaw shall be penalized by a fine of not more than three hundred (\$300.00) dollars. Each day during which any portion of a violation continues shall constitute a separate offense.

As an alternative means of enforcement, the Building Commissioner may impose noncriminal penalties pursuant to G.L. c. 40, § 21D and Article XX of the Town’s General Bylaws, in accordance with the following schedule:

- (i) First offense: one hundred dollars
- (ii) Second offense: two hundred dollars
- (iii) Third and each subsequent offense per violation: three hundred dollars

6.2 The Commission and the Building Commissioner are each authorized to institute any and all proceedings in law or equity, as they deem necessary to obtain compliance with the requirements of this bylaw or to prevent a violation thereof.

6.3 No permit shall be issued with respect to any premises upon which a historically significant building has been demolished in violation of this bylaw for a period of two years after the date of the completion of such demolition. As used herein, “premises” includes all land within the property lines of said parcel of land upon which the demolished historically significant building was located.

Section 17.7 Severability

If any section, paragraph or part of this bylaw is for any reason declared invalid or unconstitutional by any court, every other section, paragraph and part shall continue in full force and effect.

Section 17.8

The Commission may enact rules and regulations to carry out the provisions and purposes of this By-law.

Or act in any manner relating thereto.

HISTORICAL COMMISSION

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 20: (Amend Zoning Bylaws – Solar Electric Installations)

To see if the Town will vote to amend the Zoning Bylaw, Section 8.11 Solar Electric Installations as follows (new wording in **bold**):

Section 8.11.C.3: *Solar Parking Canopies*, which are accessory to a residential or non-residential use may be allowed by special permit in all zones except AR-I, AR-II, and VR, **or which are otherwise allowed under the provisions of this Zoning Bylaw**, and are subject to the requirements of this Section 8.11.

Section 8.11.G.1: Lighting - Large- and Small-Scale Solar Electric Installations, **except Solar Parking Canopies**, shall have no permanently-affixed exterior lighting.

Section 8.11.H.2.c: The design shall minimize the use of concrete and other impervious materials to the maximum extent possible. Ground-Mounted Solar Electric Installations, **except Solar Parking Canopies**, shall be installed on water permeable surfaces.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: **To Be Determined**

FINANCE COMMITTEE RECOMMENDATION: **To Be Determined**

ARTICLE 21: (Amend Zoning Bylaws – Housekeeping)
To see if the Town will vote to amend the Zoning Bylaw as provided below:

1. Amend Flood Plain District, Section 5.6.1.E.3 as follows (words added in **bold**)

In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town's FIRM, encroachments are prohibited in the regulatory floodway **unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment** would **not** result in any increase in flood levels within the community during the occurrence of the base flood discharge.

2. Amend Table 2 Dimensional and Density Regulations in Section 6, to add a Note g. as follows (words added in **bold**)

g. See Section 9 Oak Grove Park Districts for dimensional and density regulations for properties located in the Oak Grove Village Center, Oak Grove Business Park, and Oak Grove Neighborhood zoning districts.

3. Amend Environmental Standards, Section 7.3.D.2.a.4 as follows (words added in **bold**)

Work at construction sites and in the operation of construction equipment including start-up and movement of trucks, vehicles, and machines shall commence no earlier than 7:00 a.m. and shall cease no later than 7:00 p.m., Monday through Saturday. No construction shall take place on Sundays, federal holidays or state legal holidays without the advance written approval of the Building Commissioner. **The limits in this subsection do not apply to interior construction work such as painting, installation of drywall, flooring, and similar work.**

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

III. FISCAL YEAR SUMMARY

Fiscal Year 2021-2023 Revenues and Expenditures

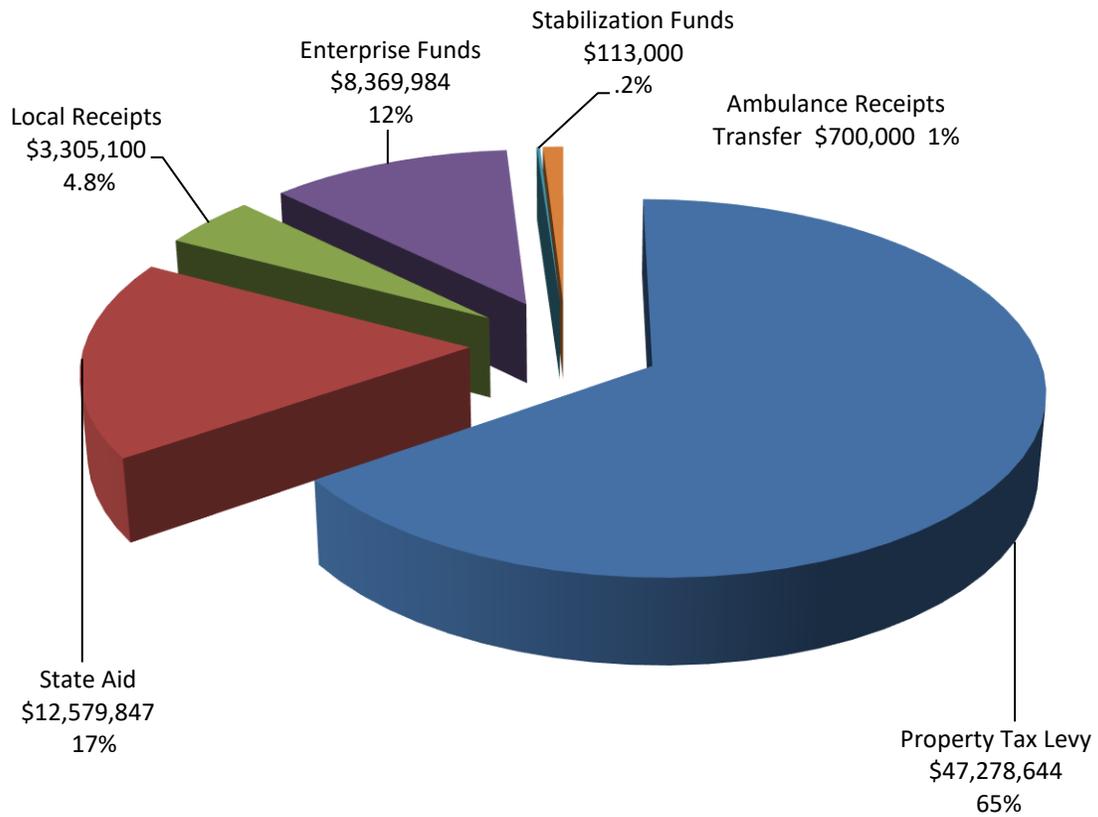
	FY21	FY22	FY23	FY23
Revenues	Actuals	ATM Est. Revenues	SELECT BOARD Budget	FIN COM Budget
Property Tax Levy	\$ 44,351,233	\$ 44,992,170	\$ 47,278,644	\$ 47,278,644
State Aid	\$ 12,394,981	\$ 12,527,604	\$ 12,579,847	\$ 12,579,847
Local Receipts	\$ 4,729,819	\$ 3,244,100	\$ 3,305,100	\$ 3,305,100
Stabilization Funds	\$ 341,000	\$ 288,000	\$ 113,000	\$ 113,000
Ambulance Receipts Reserved Transfer	\$ 793,919	\$ 630,000	\$ 700,000	\$ 700,000
Subtotal:	\$ 62,610,952	\$ 61,681,874	\$ 63,976,591	\$ 63,976,591
	FY21	FY22	FY23	FY23
Expenses	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
EDUCATION TOTAL	\$ 29,098,235	\$ 30,136,329	\$ 30,936,784	\$ 30,936,784
GENERAL GOVERNMENT TOTALS	\$ 2,714,383	\$ 2,946,872	\$ 3,117,623	\$ 3,117,623
TOWN WIDE GENERAL GOVERNMENT TOTAL	\$ 13,474,093	\$ 15,433,834	\$ 15,866,286	\$ 15,866,286
PUBLIC WORKS TOTAL	\$ 2,621,356	\$ 2,782,500	\$ 2,987,642	\$ 2,987,642
PUBLIC SAFETY TOTAL	\$ 5,632,377	\$ 6,460,716	\$ 7,100,944	\$ 7,100,944
HEALTH & HUMAN SERVICES TOTAL	\$ 428,520	\$ 510,809	\$ 525,948	\$ 525,948
CULTURE AND RECREATION TOTAL	\$ 983,091	\$ 1,193,795	\$ 1,335,784	\$ 1,335,784
Total Town Meeting Appropriation:	\$ 54,952,055	\$ 59,464,855	\$ 61,871,011	\$ 61,871,011
	FY21	FY22	FY23	FY23
Expenditures Not Requiring Appropriation	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
Tax Title	\$ 16,651	\$ 10,000	\$ 10,000	\$ 10,000
Cherry Sheet Offsets	\$ 396,477	\$ 408,439	\$ 355,506	\$ 355,506
Cherry Sheet Charges	\$ 897,284	\$ 970,524	\$ 975,456	\$ 975,456
Overlay	\$ 494,052	\$ 300,000	\$ 300,000	\$ 300,000
Enterprise IDC Offset	\$ (600,073)	\$ (686,944)	\$ (735,382)	\$ (735,382)
Total	\$ 1,204,391	\$ 1,002,019	\$ 905,580	\$ 905,580
Total Operating Budget	\$ 56,156,446	\$ 60,466,874	\$ 62,776,591	\$ 62,776,591
MONETARY ARTICLES				
Medway Family Day	\$ -	\$ 15,000		
Stabilization Transfer		\$ 100,000	\$ 100,000	\$ 100,000
Roads & Sidewalks		\$ 800,000	\$ 800,000	\$ 800,000
Transfer to OPEB Trust	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Total Monetary Articles	\$ 300,000	\$ 1,215,000	\$ 1,200,000	\$ 1,200,000
Total Appropriated and Non Appropriated Budget	\$ 56,456,446	\$ 61,681,874	\$ 63,976,591	\$ 63,976,591
Revenues (from Above)	\$ 62,610,952	\$ 61,681,874	\$ 63,976,591	\$ 63,976,591
General Fund Surplus/(Deficit)	\$ 6,154,506	\$ (0)	\$ -	\$ -

Fiscal Year 2021-2023 Revenue and Expenditures (Cont.)

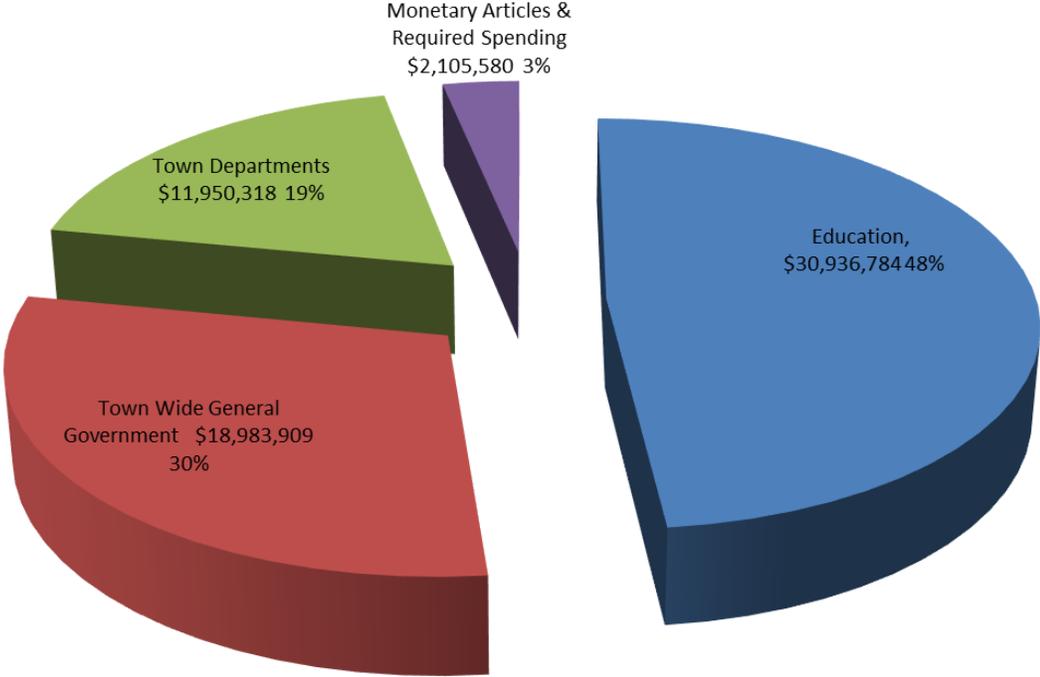
Enterprise Funds	FY21 Actuals	FY22 ATM Budget	FY23 SELECT BOARD Budget	FY23 FIN COM Budget
SOLID WASTE ENTERPRISE FUND- 431				
Total Solid Waste Revenue	\$ 1,553,732	\$ 1,652,336	\$ 1,804,050	\$ 1,804,050
Total Solid Waste Expenses	\$ 1,483,024	\$ 1,652,336	\$ 1,804,050	\$ 1,804,050
SEWER ENTERPRISE FUND - 440				
Total Sewer Revenue	\$ 2,104,718	\$ 1,818,876	\$ 1,892,374	\$ 1,892,374
Total Sewer Expenses	\$ 1,851,403	\$ 1,818,876	\$ 1,892,374	\$ 1,892,374
WATER ENTERPRISE FUND - 450				
Total Water Revenue	\$ 3,550,597	\$ 4,084,312	\$ 4,673,560	\$ 4,673,560
Total Water Expenses	\$ 3,002,702	\$ 4,084,312	\$ 4,673,560	\$ 4,673,560
Sub-Total Enterprise Funds - Revenues	\$ 7,209,047	\$ 7,555,524	\$ 8,369,984	\$ 8,369,984
Sub-Total Enterprise Funds - Expenses	\$ 6,337,129	\$ 7,555,524	\$ 8,369,984	\$ 8,369,984
Total Revenues All Sources	\$ 69,819,999	\$ 69,237,398	\$ 72,346,575	\$ 72,346,575
Total Budget All Funds	\$ 62,793,575	\$ 69,237,398	\$ 72,346,575	\$ 72,346,575

FY23 Revenues

General Fund \$63,976,591 + Enterprise \$8,369,984 =
Total Revenues \$72,346,575



FY23 General Fund Expenditures
Total Budget = \$63,976,591



ARTICLE 3 – OMNIBUS BUDGET

	FY21	FY22	FY23	FY23
Revenues	Actuals	ATM Est. Revenues	SELECT BOARD Budget	FIN COM Budget
Property Tax Levy	\$ 44,351,233	\$ 44,992,170	\$ 47,278,644	\$ 47,278,644
State Aid	\$ 12,394,981	\$ 12,527,604	\$ 12,579,847	\$ 12,579,847
Local Receipts	\$ 4,729,819	\$ 3,244,100	\$ 3,305,100	\$ 3,305,100
Stabilization Funds	\$ 341,000	\$ 288,000	\$ 113,000	\$ 113,000
Ambulance Receipts Reserved Transfer	\$ 793,919	\$ 630,000	\$ 700,000	\$ 700,000
Subtotal:	\$ 62,610,952	\$ 61,681,874	\$ 63,976,591	\$ 63,976,591
	FY21	FY22	FY23	FY23
Expenses	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
EDUCATION - 300				
Salaries	\$ 22,314,684	\$ 23,433,360	\$ 24,076,934	\$ 24,076,934
Expenses	\$ 5,944,578	\$ 5,642,640	\$ 5,699,066	\$ 5,699,066
Total	\$ 28,259,262	\$ 29,076,000	\$ 29,776,000	\$ 29,776,000
Tri-County Voc Tech	\$ 814,973	\$ 1,035,329	\$ 1,120,784	\$ 1,120,784
Norfolk County Agricultural	\$ 24,000	\$ 25,000	\$ 40,000	\$ 40,000
EDUCATION TOTAL	\$ 29,098,235	\$ 30,136,329	\$ 30,936,784	\$ 30,936,784
TOWN ADMINISTRATION - 122				
Salaries	\$ 397,056	\$ 411,896	\$ 445,848	\$ 445,848
Expenses	\$ 11,657	\$ 33,565	\$ 33,567	\$ 33,567
Total	\$ 408,713	\$ 445,461	\$ 479,415	\$ 479,415
HUMAN RESOURCES - 125				
Salaries	\$ 84,484	\$ 92,500	\$ 98,000	\$ 98,000
Expenses	\$ 39,884	\$ 61,350	\$ 62,350	\$ 62,350
Total	\$ 124,368	\$ 153,850	\$ 160,350	\$ 160,350
COMMUNICATIONS - 129				
Salaries	\$ 65,662	\$ 70,000	\$ 71,400	\$ 71,400
Expenses	\$ 18,507	\$ 18,850	\$ 18,850	\$ 18,850
Total	\$ 84,169	\$ 88,850	\$ 90,250	\$ 90,250
FINANCE COMMITTEE - 132				
Expenses	\$ 836	\$ 1,500	\$ 1,500	\$ 1,500
Reserve Fund - 132		\$ 100,000	\$ 100,000	\$ 100,000
Total	\$ 836	\$ 101,500	\$ 101,500	\$ 101,500
TOWN ACCOUNTANT - 135				
Salaries	\$ 230,989	\$ 234,314	\$ 239,014	\$ 239,014
Expenses	\$ 48,764	\$ 52,865	\$ 61,865	\$ 61,865
Total	\$ 279,753	\$ 287,179	\$ 300,879	\$ 300,879
ASSESSORS - 141				
Salaries	\$ 220,456	\$ 232,039	\$ 224,950	\$ 224,950
Expenses	\$ 17,393	\$ 23,965	\$ 32,609	\$ 32,609
Total	\$ 237,849	\$ 256,004	\$ 257,559	\$ 257,559
TREASURER/COLLECTOR - 145				
Salaries	\$ 258,962	\$ 266,689	\$ 275,562	\$ 275,562
Expenses	\$ 47,464	\$ 53,650	\$ 55,650	\$ 55,650
Total	\$ 306,426	\$ 320,339	\$ 331,212	\$ 331,212
LEGAL - 151				
Expenses	\$ 112,340	\$ 120,000	\$ 120,000	\$ 120,000
Total	\$ 112,340	\$ 120,000	\$ 120,000	\$ 120,000
MIS/TECHNOLOGY - 155				
Salaries	\$ 246,021	\$ 249,829	\$ 254,810	\$ 254,810
Expenses	\$ 355,465	\$ 365,350	\$ 419,614	\$ 419,614
Total	\$ 601,486	\$ 615,179	\$ 674,424	\$ 674,424

ARTICLE 3 – OMNIBUS BUDGET (cont.)

	FY21	FY22	FY23	FY23
Expenses	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
TOWN CLERK - 161				
<i>Salary Elected Official</i>	\$ 62,623			
<i>Salaries Other</i>	\$ 82,972	\$ 139,499	\$ 143,087	\$ 143,087
<i>Expenses</i>	\$ 7,563	\$ 4,100	\$ 5,750	\$ 5,750
Total	\$ 153,158	\$ 143,599	\$ 148,837	\$ 148,837
ELECTIONS - 162				
<i>Salaries</i>	\$ 14,214	\$ 4,680	\$ 11,592	\$ 11,592
<i>Expenses</i>	\$ 11,884	\$ 5,550	\$ 11,616	\$ 11,616
Total	\$ 26,098	\$ 10,230	\$ 23,208	\$ 23,208
REGISTRAR - 163				
<i>Salaries</i>	\$ 450	\$ 500	\$ 1,512	\$ 1,512
<i>Expenses</i>	\$ 5,500	\$ 5,450	\$ 5,700	\$ 5,700
Total	\$ 5,950	\$ 5,950	\$ 7,212	\$ 7,212
CONSERVATION - 171				
<i>Salaries</i>	\$ 83,203	\$ 84,773	\$ 108,705	\$ 108,705
<i>Expenses</i>	\$ 2,079	\$ 4,254	\$ 4,216	\$ 4,216
Total	\$ 85,282	\$ 89,027	\$ 112,921	\$ 112,921
PLANNING BOARD - 175				
<i>Salaries</i>	\$ 79,534	\$ 81,047	\$ 82,675	\$ 82,675
<i>Expenses</i>	\$ 4,161	\$ 8,100	\$ 9,950	\$ 9,950
Total	\$ 83,695	\$ 89,147	\$ 92,625	\$ 92,625
ZONING BOARD - 176				
<i>Expenses</i>	\$ 124	\$ 900	\$ 900	\$ 900
Total	\$ 124	\$ 900	\$ 900	\$ 900
ENERGY COMMITTEE - 178				
<i>Expenses</i>	\$ 257	\$ 300	\$ 300	\$ 300
Total	\$ 257	\$ 300	\$ 300	\$ 300
COMMUNITY DEVELOPMENT - 182				
<i>Salaries</i>	\$ 153,823	\$ 164,207	\$ 160,981	\$ 160,981
<i>Expenses</i>	\$ 1,549	\$ 4,300	\$ 4,200	\$ 4,200
Total	\$ 155,372	\$ 168,507	\$ 165,181	\$ 165,181
FACILITY PRJ'S & IMPROV-193				
<i>Expenses</i>	\$ 47,782	\$ 50,000	\$ 50,000	\$ 50,000
Total	\$ 47,782	\$ 50,000	\$ 50,000	\$ 50,000
ANNUAL TOWN REPORT - 195				
<i>Expenses</i>	\$ 725	\$ 850	\$ 850	\$ 850
Total	\$ 725	\$ 850	\$ 850	\$ 850
GENERAL GOVERNMENT TOTALS	\$ 2,714,383	\$ 2,946,872	\$ 3,117,623	\$ 3,117,623
DEBT SERVICE - 700				
<i>Long Term Principal & Interest</i>	\$ 3,884,864	\$ 4,012,412	\$ 3,835,000	\$ 3,835,000
<i>Short Term Interest</i>	\$ -	\$ 35,000	\$ 35,000	\$ 35,000
Total	\$ 3,884,864	\$ 4,047,412	\$ 3,870,000	\$ 3,870,000
UNCLASSIFIED				
<i>Property/Liability Insurance - 194</i>	\$ 324,070	\$ 392,645	\$ 427,344	\$ 427,344
<i>Medicare - 910</i>	\$ 460,138	\$ 505,000	\$ 526,777	\$ 526,777
<i>Life Insurance - 910</i>	\$ 6,942	\$ 8,492	\$ 7,200	\$ 7,200
<i>Retirement - 911</i>	\$ 2,797,824	\$ 3,270,645	\$ 3,510,400	\$ 3,510,400
<i>Workers Comp - 912</i>	\$ 188,101	\$ 212,500	\$ 194,207	\$ 194,207
<i>Unemployment Insurance - 913</i>	\$ 53,352	\$ 90,000	\$ 65,000	\$ 65,000
<i>Health Insurance - 914</i>	\$ 5,758,802	\$ 6,863,263	\$ 7,265,358	\$ 7,265,358
<i>Salary Reserve</i>	\$ -	\$ 43,877		
Total	\$ 9,589,229	\$ 11,386,422	\$ 11,996,286	\$ 11,996,286
TOWN WIDE GENERAL GOVERNMENT TOTAL	\$ 13,474,093	\$ 15,433,834	\$ 15,866,286	\$ 15,866,286

ARTICLE 3 – OMNIBUS BUDGET (cont.)

Expenses	FY21 Actuals	FY22 ATM Budget	FY23 SELECT BOARD Budget	FY23 FIN COM Budget
DEPT OF PUBLIC WORKS				
DPW Salaries - 422	\$ 802,638	\$ 879,917	\$ 893,214	\$ 893,214
DPW Expenses - 422	\$ 358,187	\$ 373,500	\$ 425,000	\$ 425,000
Street Lighting Expenses - 424	\$ 361,347	\$ 408,000	\$ 418,000	\$ 418,000
Road Repair Expenses - 421	\$ 130,433	\$ 126,500	\$ 136,500	\$ 136,500
Building Maintenance Sal - 192	\$ 137,764	\$ 140,944	\$ 147,528	\$ 147,528
Building Maintenance Exp - 192	\$ 183,993	\$ 156,100	\$ 168,200	\$ 168,200
Traffic Signals Expenses - 293	\$ 4,457	\$ 4,000	\$ 5,000	\$ 5,000
Tree/Moth Agent Salary - 294	\$ 1,500	\$ 2,500	\$ 3,500	\$ 3,500
Total	\$ 1,980,319	\$ 2,091,461	\$ 2,196,942	\$ 2,196,942
SNOW AND ICE REMOVAL - 423				
Salaries	\$ 99,121	\$ 61,500	\$ 65,000	\$ 65,000
Expenses	\$ 407,124	\$ 414,377	\$ 470,600	\$ 470,600
Total	\$ 506,245	\$ 475,877	\$ 535,600	\$ 535,600
STORMWATER MGMT- 425				
Expenses	\$ 134,792	\$ 215,062	\$ 255,000	\$ 255,000
Total	\$ 134,792	\$ 215,062	\$ 255,000	\$ 255,000
CEMETERY COMMISSION - 491				
Expenses	\$ -	\$ 100	\$ 100	\$ 100
Total	\$ -	\$ 100	\$ 100	\$ 100
PUBLIC WORKS TOTAL	\$ 2,621,356	\$ 2,782,500	\$ 2,987,642	\$ 2,987,642
FIRE - 220				
Salaries	\$ 1,726,747	\$ 2,155,318	\$ 2,456,220	\$ 2,456,220
Expenses	\$ 276,060	\$ 368,700	\$ 388,300	\$ 388,300
Total	\$ 2,002,807	\$ 2,524,018	\$ 2,844,520	\$ 2,844,520
POLICE - 210				
Salaries	\$ 2,669,302	\$ 2,844,418	\$ 3,025,490	\$ 3,025,490
Expenses	\$ 310,238	\$ 354,271	\$ 425,271	\$ 425,271
Total	\$ 2,979,540	\$ 3,198,689	\$ 3,450,761	\$ 3,450,761
POLICE/FIRE COMMUNICATIONS - 215				
Salaries	\$ 239,130	\$ 323,405	\$ 364,438	\$ 364,438
Expenses	\$ 40,693	\$ 16,900	\$ 16,900	\$ 16,900
Total	\$ 279,823	\$ 340,305	\$ 381,338	\$ 381,338
ANIMAL CONTROL - 292				
Expenses	\$ 51,690	\$ 54,214	\$ 54,214	\$ 54,214
Total	\$ 51,690	\$ 54,214	\$ 54,214	\$ 54,214
BUILDING INSPECTOR - 241				
Salaries	\$ 313,031	\$ 331,530	\$ 342,191	\$ 342,191
Expenses	\$ 5,486	\$ 11,960	\$ 27,920	\$ 27,920
Total	\$ 318,517	\$ 343,490	\$ 370,111	\$ 370,111
PUBLIC SAFETY TOTAL	\$ 5,632,377	\$ 6,460,716	\$ 7,100,944	\$ 7,100,944
HEALTH DEPARTMENT - 510				
Salaries	\$ 115,086	\$ 126,649	\$ 129,190	\$ 129,190
Expenses	\$ 10,711	\$ 23,900	\$ 23,900	\$ 23,900
Total	\$ 125,797	\$ 150,549	\$ 153,090	\$ 153,090
COUNCIL ON AGING - 541				
Salaries	\$ 139,148	\$ 165,590	\$ 176,188	\$ 176,188
Expenses	\$ 36,784	\$ 57,850	\$ 59,350	\$ 59,350
Total	\$ 175,932	\$ 223,440	\$ 235,538	\$ 235,538
VETERANS SERVICES - 543				
Expenses	\$ 126,791	\$ 136,820	\$ 137,320	\$ 137,320
Total	\$ 126,791	\$ 136,820	\$ 137,320	\$ 137,320
HEALTH & HUMAN SERVICES TOTAL	\$ 428,520	\$ 510,809	\$ 525,948	\$ 525,948

ARTICLE 3 – OMNIBUS BUDGET (cont.)

Expenses	FY21	FY22	FY23	FY23
	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
PARKS DEPT - 650				
Salaries	\$ 391,070	\$ 462,998	\$ 496,878	\$ 496,878
Expenses	\$ 130,053	\$ 146,550	\$ 164,250	\$ 164,250
Total	\$ 521,123	\$ 609,548	\$ 661,128	\$ 661,128
LIBRARY - 610				
Salaries	\$ 267,576	\$ 304,136	\$ 310,546	\$ 310,546
Expenses	\$ 136,782	\$ 158,611	\$ 161,635	\$ 161,635
Total	\$ 404,358	\$ 462,747	\$ 472,181	\$ 472,181
RECREATION - 630				
Salaries	\$ 22,500	\$ 36,000	\$ 86,975	\$ 86,975
Expenses	\$ -	\$ -	\$ -	\$ -
Total	\$ 22,500	\$ 36,000	\$ 86,975	\$ 86,975
TRAILS MAINTENANCE - 651				
Expenses	\$ -	\$ -	\$ 10,000	\$ 10,000
Total	\$ -	\$ -	\$ 10,000	\$ 10,000
SUNSHINE GROUP - 654				
Salaries	\$ 23,786	\$ 50,000	\$ 50,000	\$ 50,000
Expenses	\$ 4,696	\$ 23,000	\$ 23,000	\$ 23,000
Total	\$ 28,482	\$ 73,000	\$ 73,000	\$ 73,000
DISABILITY COMMISSION - 545				
Expenses	\$ -	\$ 500	\$ 500	\$ 500
Total	\$ -	\$ 500	\$ 500	\$ 500
MEMORIAL COMMISSION - 670				
Expenses	\$ 1,621	\$ 4,500	\$ 4,500	\$ 4,500
Total	\$ 1,621	\$ 4,500	\$ 4,500	\$ 4,500
HISTORICAL COMMISSION - 691				
Expenses	\$ 7	\$ 2,500	\$ 2,500	\$ 2,500
Total	\$ 7	\$ 2,500	\$ 2,500	\$ 2,500
COMMUNITY EVENTS/PRGS - 692				
Expenses	\$ -	\$ -	\$ 20,000	\$ 20,000
Total	\$ -	\$ -	\$ 20,000	\$ 20,000
CULTURAL COUNCIL - 695				
Expenses	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
CULTURE AND RECREATION TOTAL	\$ 983,091	\$ 1,193,795	\$ 1,335,784	\$ 1,335,784
Total Town Meeting Appropriation:	\$ 54,952,055	\$ 59,464,855	\$ 61,871,011	\$ 61,871,011
	FY21	FY22	FY23	FY23
Expenditures Not Requiring Appropriation	Actuals	ATM Budget	SELECT BOARD Budget	FIN COM Budget
Tax Title	\$ 16,651	\$ 10,000	\$ 10,000	\$ 10,000
Cherry Sheet Offsets	\$ 396,477	\$ 408,439	\$ 355,506	\$ 355,506
Cherry Sheet Charges	\$ 897,284	\$ 970,524	\$ 975,456	\$ 975,456
Overlay	\$ 494,052	\$ 300,000	\$ 300,000	\$ 300,000
Enterprise IDC Offset	\$ (600,073)	\$ (686,944)	\$ (735,382)	\$ (735,382)
Total	\$ 1,204,391	\$ 1,002,019	\$ 905,580	\$ 905,580
Total Operating Budget	\$ 56,156,446	\$ 60,466,874	\$ 62,776,591	\$ 62,776,591
MONETARY ARTICLES				
Medway Family Day	\$ -	\$ 15,000	\$ -	\$ -
Stabilization Transfer	\$ -	\$ 100,000	\$ 100,000	\$ 100,000
Roads & Sidewalks	\$ -	\$ 800,000	\$ 800,000	\$ 800,000
Transfer to OPEB Trust	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Total Monetary Articles	\$ 300,000	\$ 1,215,000	\$ 1,200,000	\$ 1,200,000
Total Appropriated and Non Appropriated Budget	\$ 56,456,446	\$ 61,681,874	\$ 63,976,591	\$ 63,976,591
Revenues (from Above)	\$ 62,610,952	\$ 61,681,874	\$ 63,976,591	\$ 63,976,591
General Fund Surplus/(Deficit)	\$ 6,154,506	\$ (0)	\$ -	\$ -

FISCAL YEAR 2023 ENTERPRISE BUDGETS – ARTICLES 4-6

<i>Enterprise Funds</i>	FY21 Actuals	FY22 ATM Budget	FY23 SELECT BOARD Budget	FY23 FIN COM Budget
SOLID WASTE ENTERPRISE FUND- 431				
<i>Solid Waste Residential Fees/Bag Fees</i>	\$ 1,553,732	\$ 1,520,000	\$ 1,555,000	\$ 1,555,000
<i>Solid Waste Retained Earnings</i>		\$ 132,336	\$ 249,050	\$ 249,050
Total Solid Waste Revenue	\$ 1,553,732	\$ 1,652,336	\$ 1,804,050	\$ 1,804,050
<i>Solid Waste Salaries</i>	\$ 115,913	\$ 188,406	\$ 221,202	\$ 221,202
<i>Solid Waste Benefits & Indirect Costs</i>	\$ 48,950	\$ 104,349	\$ 130,880	\$ 130,880
<i>Solid Waste Expenses</i>	\$ 1,263,268	\$ 1,306,300	\$ 1,400,300	\$ 1,400,300
<i>Debt Expense</i>	\$ 54,893	\$ 53,281	\$ 51,668	\$ 51,668
Total Solid Waste Expenses	\$ 1,483,024	\$ 1,652,336	\$ 1,804,050	\$ 1,804,050
SEWER ENTERPRISE FUND - 440				
<i>Sewer Fees for Service</i>	\$ 2,087,284	\$ 1,801,319	\$ 1,871,238	\$ 1,871,238
<i>Sewer Betterment Transfer</i>	\$ 17,434	\$ 17,557	\$ 21,136	\$ 21,136
Total Sewer Revenue	\$ 2,104,718	\$ 1,818,876	\$ 1,892,374	\$ 1,892,374
<i>Sewer Salaries</i>	\$ 318,269	\$ 303,687	\$ 278,369	\$ 278,369
<i>Sewer Benefits & Indirect Costs</i>	\$ 160,580	\$ 177,345	\$ 152,743	\$ 152,743
<i>Sewer expenses</i>	\$ 1,047,006	\$ 1,035,750	\$ 1,188,550	\$ 1,188,550
<i>Debt Expense</i>	\$ 325,548	\$ 302,094	\$ 272,712	\$ 272,712
Total Sewer Expenses	\$ 1,851,403	\$ 1,818,876	\$ 1,892,374	\$ 1,892,374
WATER ENTERPRISE FUND - 450				
<i>Water Fees for Service</i>	\$ 3,550,597	\$ 4,084,312	\$ 4,100,000	\$ 4,100,000
<i>Water Retained Earnings</i>			\$ 573,560	\$ 573,560
Total Water Revenue	\$ 3,550,597	\$ 4,084,312	\$ 4,673,560	\$ 4,673,560
<i>Water Salaries</i>	\$ 822,210	\$ 820,408	\$ 879,028	\$ 879,028
<i>Water Benefits & Indirect Costs</i>	\$ 390,543	\$ 405,250	\$ 451,759	\$ 451,759
<i>Water expenses</i>	\$ 661,212	\$ 700,700	\$ 745,400	\$ 745,400
<i>Debt Expense</i>	\$ 1,128,737	\$ 2,157,954	\$ 2,597,373	\$ 2,597,373
Total Water Expenses	\$ 3,002,702	\$ 4,084,312	\$ 4,673,560	\$ 4,673,560
Sub-Total Enterprise Funds - Revenues	\$ 7,209,047	\$ 7,555,524	\$ 8,369,984	\$ 8,369,984
Sub-Total Enterprise Funds - Expenses	\$ 6,337,129	\$ 7,555,524	\$ 8,369,984	\$ 8,369,984
Total Revenues All Sources	\$ 69,819,999	\$ 69,237,398	\$ 72,346,575	\$ 72,346,575
Total Budget All Funds	\$ 62,793,575	\$ 69,237,398	\$ 72,346,575	\$ 72,346,575

IV. FINANCE COMMITTEE SUBCOMMITTEE REPORTS

Education Subcommittee Report

For FY23, the Finance Committee recommends that the Town fund the Medway Public Schools (MPS) Operational Budget from Town Appropriation in the amount of \$29,776,000.

The Massachusetts State Aid Cherry Sheet as proposed in Governor Baker’s FY22 budget in January indicates that the Chapter 70 State Aid for education will be \$10,627,919, which represents essentially level funding, and is consistent with the “hold” harmless funding provided by the State to local school districts. All funding will again come via Local Aid, Town Appropriation, available revolving accounts, and any supplemental grants that may be received throughout the year.

In total, the Medway School Committee has proposed a FY23 operating budget of \$29,776,000 to meet the “level service” needs of the district in the coming year. As with FY22, the Education Department will carry forward a portion of the Circuit Breaker receipts received in the prior fiscal year for use in FY23. The school will use \$886,454 of the available Circuit Breaker funds (from FY22), which, when combined with the proposed Town Appropriation of \$29,776,000, will complete the funding required for the FY23 operating budget.

	Final (Reconfigured) Budget FY2022	Budget FY2023	Change
Instruction	\$18,908,931	\$19,521,777	5%
Professional Development	\$207,150	\$205,434,	-1%
Instructional Materials	\$790,718	\$742,850	-8%
Miscellaneous Services	\$5,217,519	\$5,516,927	3%
Maintenance & Utilities	\$2,555,650	\$2,718,158	-3%
SPED Tuition	<u>\$1,396,231</u>	<u>\$1,070,855</u>	-12%
Town Funded MPS Operational Budget	\$29,076,000	\$29,776,000	
MPS Oper. Budget funded by Circuit Breaker	\$643,275	\$886,445	37.8%
MPS Oper. Budget funded by School Choice	<u>\$0</u>	<u>\$0</u>	0%
Grand total MPS operating budget	\$29,719,275	\$30,662,446	3.2%

Comparisons between the reconfigured FY22 budget and the proposed FY23 budget provides for an overall net increase of \$700,000, or 2.41% in the town funded operating budget. The District leadership followed a strategy of maintaining level service capacity in many accounts, looking for as many efficiencies as possible, while continuing to provide funds consistent with the vision outlined in the Strategic Plan such as tuition free full day kindergarten, curriculum materials for new education standards, and professional development.

This level service budget will provide for the base changes in personnel from the final FY22 base of 312.1 FTEs to a new, adjusted base of 313.8. The sum of all staffing changes resulted in an overall 1.7 net FTE increase from the reconfigured FY22 budget last fall to the proposed FY23 budget.

Listed below are the major variances between FY22 and FY23:

Instructional Leadership (reflects restructuring)	\$272,515
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Classroom Teachers	\$350,703
Specialist Teachers	\$354,690
Program Coordinators	\$286,250
Transportation Services	\$230,696
Instructional Assistants	\$103,406
Long term Substitute Teachers	\$117,130

The schools are increasing the funding used to support the annual budget from state funded Circuit Breaker funds from \$643,275 in FY22 to \$886,454 in FY23. The amount of School Choice used to support the budget has been decreasing over the last three fiscal years, and in FY22 the School Committee reduced it to \$0 which remains the same for FY23. It was intentionally reduced to zero in FY22 as part of a deliberate strategy to hold those dollars in reserve for potential use for the anticipated needs of the school district that will be emerging over the next several months from the challenges of COVID-19. The proportion and use from these two accounts (as well as from incoming federal dollars) for school department spending will evolve and should be closely monitored.

The schools continue to make tremendous progress as it relates to our students’ performance both academically and in overall development. The schools continue to provide a measured approach towards balancing the needs of the students with their health and well-being as we have moved through the pandemic.

Medway’s education budget also includes assessments from the Tri-County Vocational Technical Regional School District (Tri-County) and the Norfolk County Agricultural High School (Norfolk). Medway is one of 12 communities belonging to the Tri-County district and our FY23 assessment is \$1,132,784. The Tri-County board derives this assessment following Commonwealth formulas and using a similar process as MPS uses to develop its budget. Our assessment for Norfolk County Agricultural is \$40,000.

The Medway Public Schools, its mission and programs are important to the character of our Town. The schools continue to be a source of great pride for our town. Our students continue to excel, despite difficult times, in scholastics, the arts, and athletics. To ensure we continue to see these successes in our school, we all share the responsibility to make sure that the budget we provide to the Education Department provides them with the resources necessary to ensure they can continue to provide our students with the support and education they need. .

Respectfully submitted by the Finance Committee Education Subcommittee,
 Brian Cowan and Todd Alessandri

General Government Subcommittee Report

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

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

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

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

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

EXCLUDED DEBT	BORROWING AMT
GOB 4/15/2003 - School Remodeling	\$2,200,000 (20 years)
GOB 4/15/2003 - School Remodeling	\$360,000 (20 years)
GOB 11/15/2006 - High School	\$10,355,000 (20 years)
MPL 10/8/2009 - Sewer Construction (1/2)	\$1,668,800 (20 years)
MPL 2/15/2012 - Middle School Renovation	\$5,000,000 (20 years)
GOB 9/15/2012 - Middle School Renovation	\$4,000,000 (20 years)
GOB 5/15/2013 - Middle School Renovation	\$3,500,000 (20 years)

The FY2023 Town Wide General Government total budget equals \$15,944,620 which is a 1% increase over FY2022. Medway saw a reduction in projected health insurance costs as part of it joining a multi-community plan.

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

The accounts current funding balances as of 3/31/2022 are as follows:

General Trust Stabilization Fund	\$3,958,358
Capital Improvements Stabilization Fund	7,036,275
Sewer Betterment Stabilization Fund	\$211,484
Athletic Fields stabilization Fund	\$398,985
Debt Service Stabilization Fund	\$245,785
TOTAL	\$11,850,887

During FY2022, the Town of Medway continued to remain financially stable. Medway’s improved financial performance and currently strong reserve levels has helped the Town manage its financial obligations, which has helped maintain the Town’s bond rating at **AAA**. By implementing strict controls and adopting a conservative approach, the Town is well positioned for FY2023 and beyond.

Respectfully submitted by the FINCOM General Government Subcommittee,
Jim Sullivan

Public Works Subcommittee Report

The Department of Public Works is responsible to the residents, businesses, and visitors of Medway for the maintenance management of a public infrastructure that has been constructed over the course of the Town’s history. This significant infrastructure consists of more than 100 miles of residential and urban roadway containing bridges, sidewalks, curbs, traffic signals, street lighting, guardrail fencing, surface and sub-surface storm water systems, sanitary wastewater systems, public water supply systems, and public shade trees. This infrastructure along with municipal buildings, parks, vehicles, and solid waste management is the

backbone of the community and contains many of the resources that all together, can well define the overall quality of life in the community.

The Department is organized into the following five programs: Administration & Finance, Engineering and Facilities, Parks Division, Highway & Fleet Maintenance, and Water & Sewer.

2021 was another challenging year for everybody including Public Works who continued to maintain all essential services and accomplish significant progress all while taking additional measures and duties to keep staff and the public safe during the pandemic. The highlights of each program's accomplishments are shown in bold bulleted text.

Administration and Finance

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

- Private Trash Program Renewals
- FY22 Demand & Lien Process
- Permitting and Licensing
- Call Log/Work Order System Form Advancements & Training
- Solid Waste/Recycling Regulatory Reporting
- Novatime – Payroll & Time Tracking Upgrades
- New DPW Facility in operation (1st year)
- Park Projects Improvements Planning with EPFRAC Committee
- Roadway & Sidewalk construction and rebuild planning
- Increased monitoring of water customer accounts to provide advanced notice of service leaks and of outdoor watering violations.
- Worked with internal and external focus groups to launch a series of initiatives in water, wastewater, and stormwater to provide better overall water resource management.
- Increased focus on the Town's web site and social media to provide more timely information.

Engineering and Facilities

As a result of the Town making an active commitment toward upgrading and expanding its public infrastructure, numerous simultaneous projects are managed presently and further anticipated in the foreseeable future. The value of these projects is significant and is measured in millions of dollars. The proper management of capital initiatives requires staffing resources that are charged with phased project oversight ranging from planning to beneficial use or a “cradle to grave” management approach. Dedicated staff manage these important projects to successful completion. Another significant component to this unit is the management of building and grounds maintenance for the Town's eleven (11) public facilities. Work performed within this function area ranges from minor repairs to extensive reconstruction and rehabilitation of building structures.

- Elevator tests and inspections- State requirement
- Boiler & Air Compressor inspections - State requirement
- Generator Testing - All buildings and well locations
- MIIA Insurance Inspections
- Snow removal at all town owned facilities
- Equipment Auction
- Police Station- drainage improvements, heated sidewalks & interior painting
- New tents for summer camps
- Senior Center- repairs from water damage

- VFW- New front entrance steps
- Fire Station 1- New interior/exterior light fixtures; new a/c & heating units
- Fire Station 2- New roof, paint exterior and repair boiler
- Ide House- installed new a/c units
- Thayer Homestead – Painted exterior
- Library- New inside light fixtures
- High School – New tennis/pickleball courts, lights installed and flagpole refurbished for Mustang Statue
- Continued sanitizing of Town buildings as needed

Water and Sewer:

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

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

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

- Performed annual unidirectional hydrant flushing
- Design new Water Treatment Facility
- Design new Oakland St raw water transmission main
- Design second well and pump house at Oakland well site
- Sewer Improvement Program- Inflow & Infiltration (I&I) removal in the southeast area of town
- Leak detection survey & increased water meter accuracy
- Asset management data collection on South end of 109.

Parks Division

In 2020 the Parks Division continued to include the management of solid waste collection and disposal, resource recycling and reuse, the managed care and maintenance of the Town's parks and fields, as well as, grounds care and maintenance of all municipal buildings including schools. The Department maintains reliance on the Board of Health for assistance with regulatory policy setting and enforcement. Included within the Parks Division is the managed care of the Town's fifty-five (55) acres of passive and active recreational areas under the jurisdiction of the Board of Park & Recreation Commissioners. Also held within this unit is the oversight of the Town's street and shade tree program managed by the Department's statutory Tree Warden designee.

- Perimeter clean-up at all parks and fields
- Rain Barrel Program

- High School Tennis/Pickleball Courts Project
- Assisted with Mustang Statue Installation at Hanlon Field
- Create parking lot on Lovering St for trail access (Phase II)
- Set up & Removal of sports equipment at Athletic Fields
- Assist Medway Community Farms with property improvements & special events
- Conducted loam screening, brush pile grinding & compost bin deliveries
- Fence Installation at Garnsey Dog Park
- Various repairs & maintenance at High School North & Lamson fields
- Created a Recreation and Bocce Court area at the Senior Center
- Developing Tree Planting Program
- Coordinate Spring & Fall Household Hazardous Waste Days
- Added new equipment to provide more professional levels of care and speed
- Maintenance of School Perimeter Grounds including Synthetic Field Complex
- Expanded oversight of Open Spaces, Trails, Passive Recreation Areas
- Town Wide Sidewalk Snow Clearing
- Snow Clearing at Synthetic Turf Fields for added Spring Revenue
- Assist Park & Rec with the preparation and running of special events
- Monitor Choate Park Dam water levels before, during & after weather events
- Assist other Divisions or Town groups during daily O&M and capital projects
- Installed and inspected kiosks around town
- Helped to kick off and oversee the Peace Garden, Middle School Softball Field & Center St Softball Field Projects

Highway

This Division is responsible for the operation and maintenance of all public ways encompassing approximately one hundred (100) miles of roadway, consisting of approximately 280 lane miles. Maintenance of this transportation network includes all portions of Town right-of-way including roadways, sidewalks, storm water drainage systems, street lighting, signage and traffic control devices. Daily work is scheduled and assigned based upon a balance between planned projects and customer service response. A majority of the Department's heavy equipment is operated and dispatched from within this unit. As such, its activities are broad in scope and diverse in function. This division is responsible for the management of winter storm operations including the hiring of supplemental contract equipment Works in accordance with the Town's snow and ice policy and budget. RT 109 reconstruction will continue with final construction tasks. In FY2021, DPW will continue implementation of its seven-year road improvement program.

- Mill and overlay the following roads: Holliston St (VFW to Main St), Lovering St (Pond St to Holliston St), Causeway St, Lewis Dr, Farm St, Broken Tree Rd, Alexandria Dr, Woodland Rd and Broad St
- Reclaimed the following roads: Autumn Rd, Virginia Rd, Coffee St, Karen Ave, Gorwin Dr, Ellis St, Douglas St, Lee Ln, Carole Ln, Applegate Rd, Beatrice Ln, Robin Cir, Richard Rd and Meryl St
- Sidewalk Improvements: Winthrop St, Village St (Legion Ave to Matondi Sq), Autumn Rd, Woodland Rd, Broad St and Applegate Rd
- Drainage improvements/repairs at 2 Country Ln, Police Department, Coffee St, Hunter Ln @ Causeway St, 10 Guernsey St, 3 Carriage House Way, 8 Cardinal Cir and 9 Lovering St,
- Stormwater BMP & outfall inspections and maintenance
- Dry weather water quality sampling
- Broken Tree Rd & Barber St fence repairs
- Repair driveway aprons on various roads
- Loam & seed along newly paved roads
- Updated GIS mapping and inspections of all stormwater outfalls and associated structures
- Updated road plan
- Catch Basin cleaning town wide

- Drain line flushing/cleaning
- Infrared castings & roadway repairs
- Casting adjustment, repairs & replacements- 520 total (512 on newly paved roads)
- Catch Basin & Manhole repairs/replacements – 21 total
- Trench, sidewalk and roadway repairs - 21 total
- Roadway Signs repaired/replaced - 43 total
- Sign pollution removal on Milford St, Winthrop St, Holliston St, Village St, Franklin St and Main St- 40 total signs & posts
- Patched numerous potholes
- Crosswalk/Project Alex Crosswalk and Stop line painting (town wide)
- Roadside mowing, spraying and brush removal (town wide)
- Roadway sweeping (town wide)

Stormwater

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

- Continued updating GIS mapping and inspections of all stormwater outfalls and associated structures
- Advanced Stormwater inspection program per our MS4 Permit
- Completing Stormwater BMP inspections
- Advanced Phosphorous Control Plan Development

Fleet Maintenance

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

- Inspected and repaired all municipal emergency generators.
- Assisted in supplying temporary power for Town events.
- Performed State Inspection of 94 vehicles and equipment
- Performed 24 snow contractor inspections
- Coordinated moving to new Facility

Respectfully submitted by the FinCom Public Works Subcommittee,
Michael Schrader

Public Safety Subcommittee Report

The mission of the **Medway Police Department** is to protect and improve the quality of life for all who live, work or visit our community by delivering the highest quality of public safety and service. The department, led by Chief Allen Tingley and Lt. William Kingsbury, provides a vital and increasingly complicated role in protecting the citizens of Medway. The department is made up of a 25-person workforce including, the Chief and 2 Lieutenants, 1 Detective

Sergeant, 5 Patrol sergeants, 2 Detectives, 1 School Resource Officer, 14 Patrol Officers, and 1 Administrative Assistant. The department also employs 5 full time Police and Fire communication officers along with two part-time communication officers. The Police Department also oversees 1 full-time and 1 part-time Animal Control Officers, 3 crossing guards, 2 on-call matrons and 5 Special Police Officers that make up the complete staff for the Police Department.

The Medway Police Department will see a new change in command as Chief Tingley retires in July of 2022. Chief Tingley, a life-long resident of Medway was intrigued with public safety as a young boy and had a love for helping others. For over 45 years, Chief Tingley shared that love through his service to the residents of Medway. Words can not express how much Chief Tingley has meant to the community. Fortunately for the town, the Chief will continue to serve at the fire department and will continue to volunteer on several committees.

As Chief Tingley retires, we welcome the promotion of Lt. William Kingsbury to Police Chief. Lt. Kingsbury has been a resident of Medway for over 31 years and a member of the Medway police department for over 29 years. Lt Kingsbury looks forward to his new role and mentoring the newer officers joining the force.

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

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

The Police Department's capital improvement requests for FY23 were modest with the purchase of some firearms costing approximately \$19,000.

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

The Fire Department call volumes continue to increase year-over-year. Call volumes in FY22 were impacted by the grand opening of the Salmon Retirement Facility and the opening of the Glen Brook Way apartment complex. Call volumes will continue to grow in FY23 as the Salmon Facility increases capacity and with the opening of 39 Main Street. With the increase in demand, the fire department now employs 20 full-time staff and 10 on-call volunteer firefighters. The high school job fair program launched in FY22 has been successful allowing the fire department to encourage young adults to get involved in the community and potentially lead to a career path in public safety.

The fire department operating budget for FY23 will increase by 13%, allowing for a second deputy chief position to be created. This position comes at an important time with the increase in our town's needs. This position will assist the fire department in many ways including the Community Risk Reduction Education Program. The increase in budget was also impacted by a contract renegotiation where the EMS stipends are now incorporated into the pay rates.

As with all town assets, the Fire Department continues to ensure all Fire/EMS equipment is maintained in good working order. For FY23, proposed capital needs include the purchase of one command vehicle at an approximate cost of \$63K

The **Animal Control Department** is a shared service with the town of Millis. Both municipalities currently fund the budget for this service according to usage. The budget for animal control in FY23 will be \$54,214, remaining level funded from FY22.

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

Respectfully submitted by the FinCom Public Safety Subcommittee,
Susan Segarra & Jeffrey O'Neill

Health and Human Services Subcommittee Report

The Council on Aging (COA) continues to serve residents during this extended period of change during the continuing global pandemic, without going overbudget. In addition to running the senior center, a few of the key services which come under the COA include assisting seniors, veterans, and others in determining eligibility for fuel assistance, finding health insurance, explaining the hours and availability of the two volunteer run food pantries in our town, as well as ride programs including the GATRA shuttle. As I have noted in prior years summaries, we are fortunate to have a team which performs such outstanding work. The director, outreach workers, and volunteers act with broad and adaptable efficiency. Indeed, often a call to the COA is the first step for many residents with a need, and they find that the COA is either able to provide the answer and help immediately or direct them accurately to the correct department. Regarding the COA center at 76 Oakland St - the building reopened in May of 2021, with a focus to ensure safe protocols stay in place. Outreach to seniors who do not come to the center as well as to younger townspeople who may benefit from services occurs through many channels - including using social media and word of mouth as well as through emails and telephone calls from employees and volunteers.

Respectfully submitted by the FinCom Health and Human Services Subcommittee,
Ellen Hillery

Library Subcommittee Report

The library continues its expansion and reach and has a total collection size last year of 153,192 and expanded to 163,797 this year. This total includes books, magazines, audio books, eBooks, streaming and downloadable videos, Roku and much more. Electronic resources continue to grow in popularity with eBooks, audiobooks and downloadable video circulations reaching 28,094 checkouts, up from 18,200 checkouts last year.

During the first few months of 2021, the library was closed to the public due to COVID-19 but offered curbside pick-up of books and other materials, as well as programming for adults and children via Zoom and Facebook, including Yoga for Kids twice a week. The library opened on a part-time basis on April 15th and returned to normal hours (48 hours/week) on June 1st.

This marked the fifth year of the Makerspace. The Makerspace equipment, much of which was donated by Medway Cable Access, includes a 3D printer, Mac and Windows computers, computer-aided design software, video and audio editing software, VHS to DVD and 8mm and Super 8 converters, scanners for converting photographs, slides and negatives to digital format, a poster printer, a vinyl/paper cutter, a laminator and a CD/DVD buffer. The addition of a CNC machine is in progress.

Volunteers spent over 880 hours during Fiscal Year 2021, helping with a wide variety of tasks including the summer lunch program, science programs, and beautifying the library grounds. That service would have cost almost \$12,000 if paid for at \$13.50 per hour. In addition, approximately 17 senior tax relief program participants worked at the library.

We are working with the schools to promote literacy and provide resources to students. We secured Massachusetts Board of Library Commissioners and Medway Cultural Council grants for programs for children and families, and offered a Summer Reading Program to encourage literacy. In 2021, 247 children and young adults participated in the Library's Summer Reading Program.

The library continues to expand its technology available to its patrons, including utilizing technology to keep its offerings up to date, remotely available, and accessible. They have served as an incredibly valuable resource for the community, even more so during the pandemic. I would encourage readers to view the report of the Medway Public Library to fully appreciate what they accomplished, as well as to learn about programs you may not have known existed that may interest you. The Finance Committee thanks the Medway Public Library employees, volunteers, the Library Board of Trustees, and the Friends of the Library for continuing to make the Medway Public Library a valuable asset of the town's residents of all ages.

Respectfully submitted by the FinCom Medway Public Library Subcommittee,
William W. Lane & Brian Cowan

Community Preservation Subcommittee Report

The Massachusetts Community Preservation Act (CPA) was passed in the year 2000. The act allowed towns to choose to participate by voting to add a surcharge of up to three percent to their property taxes, with the Commonwealth pays a matching grant back to the Town. The original act allowed these funds to be used for Open Space, Community Housing, Recreational Land and Historic Resources. The passage of amendments to the law in 2012 created more flexibility on funding CPA outdoor recreation projects, such as the rehabilitation and restoration of land for recreational uses. Voters in Medway approved adopting the Community Preservation Act (CPA) in 2001, adding a three percent surcharge on land transactions recorded at the Norfolk County Registry of Deeds. The funds are forwarded from the Massachusetts Department of Revenue to the town to be held in Reserve Accounts. Medway's nine member CPC makes recommendations to the residents for appropriate projects under the law to use funds from the Reserve Accounts.

The CPC has continued to meet remotely by Zoom over the past year. Minutes are posted on the town's website. During the most recent remote meeting on April 4, 2022, discussions involved the town owned Jacob Ide house and a recent conditions report. Also, during this meeting, the CPC warrant article for the annual town meeting's omnibus budget was discussed. The committee also voted to approve \$10,000 from Historic Preservation for digitizing and reproducing The History of Medway, Mass, which was originally published in 1885, and \$5000 from Open Space and Recreation for trail work.

The Committee posts an annual public hearing notice annually. The most recent remote public hearing was on March 7, 2022. The Committee anticipates beginning to have in person meetings again during next year.

Respectfully submitted,
Ellen Hillery

Planning and Economic Development Board Subcommittee Report

Among many ongoing projects, the PEDB efforts were most keenly impacted by four initiatives in support of its mission providing planning, support, coordination and advice on issues involving land use planning, zoning, economic development and smart growth.

The PEDB continued efforts fulfilling a 2021 Town Meeting directive to study the impact of large scale Battery Energy Storage Systems (BESS) in Medway. The PEDB engaged consulting firm Arup to help it develop a BESS

practices report, craft technical zoning guidelines covering energy safety provisions, and develop facilities siting principles among other practicalities as the town considers the impact of a potential BESS facility.

Second, the PEBD continued working closely with four marijuana cultivation and processing facilities who are in various stages of development, expansion and/or renovation in the industrial zone in and around Industrial Park Road.

Third, the PEBD worked closely with the DPW and Conservation Commission on site plan approval and permitting for the proposed water treatment facility at 19 Populatic Street. PEBD issued site plan approval, conservation commission also approved.

Fourth, in November 2021, the Board approved a major site plan for a variety of site improvements at the Medway Place shopping center at 98, 108 and 114 Main Street. The proposed site work includes widening traffic aisles, relocating light fixtures, installation of electric vehicle charging stations, and improved signage. The work will also improve stormwater management controls to collect and treat stormwater.

Looking forward to FY 2023, the PEBD will focus on priorities including monitoring site infrastructure construction at the Willows senior living among other residential developments, review applications for several expected multi family housing proposals, continued study toward development of zoning bylaws for BESS and working with various town boards in support of Medway's master plan.

Respectfully submitted by the Planning and Economic Development Subcommittee,
Christopher Lagan

Affordable Housing Committee and Affordable Housing Trust Subcommittee Report

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

Affordable housing accomplishments in this fiscal year include Close of negotiations and Sale of Cutler Street (September 1, 2021) and with the population of Glen Brook Way 1, incomes served by Medway's affordable offerings expanded from 80% AMI to 60% and 30% AMI. Of the 48 units, 10 are occupied by Medway residents. Additionally, considering inflationary pressures requiring a \$3.6 million gap closure over prior loan commitments, the Trust authorized a \$100 k leverage grant to Metro West Collaborative Development's Glen Brook 2 project (44 units for senior households).

As a guide for Medway's affordable housing efforts for the next 5 years, the committee jointly developed the 2022 Housing Production Plan:

- Maintenance of Medway's affordable housing stock at over the state's 10 percent affordable housing goal;
- Maintenance of Medway's affordable housing stock at over the state's 10 percent affordable housing goal;
- Distribution of new housing options in strategic locations and through reuse opportunities to meet local housing need and to comply with the state's housing choice legislation;
- Support of residents in need to help them afford to remain in Medway; and
- Increasing Medway's capacity to implement housing initiatives through enhanced local and regional coordination.

In addition to these milestones, the Trust and Committee continued its commitment to diversity and inclusion. To that end, last year the committees adopted a statement on diversity.

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

Respectfully submitted by the FinCom Affordable Housing Subcommittee,
William W. Lane & Brian Cowan

Parks and Recreation Subcommittee Report

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

Following the hiring of its first full-time director in 2018, the department has been steadily expanding its programs, now offering many programs throughout the entire year. Last year the department had to deal with even more cancellations and redesign many planned activities due to the COVID-19 pandemic, however, this year they were able to return to field rentals sooner than other neighboring communities, leading to very full booking schedules, and being able to rent to groups that typically rented from neighboring communities.

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

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

The Medway Parks & Recreation website, www.medwayparksrec.com, was established three years ago. Visitors can register for Parks and Recreation offerings, make payments, review schedules of events, view virtual brochures, see maps of town fields and trails and gain additional information on various recreational opportunities. The director of Parks and Recreation oversees the scheduling of the towns fields and works closely with youth and adult groups, outside renters to meet the needs of their programs. The proposed budget for the next fiscal year includes another full-time employee to ease the burden on sole Parks Director.

As the department looks to the future, it hopes to continue expanding programming and community events. By collaborating and sharing ideas with other local town's Parks and Rec departments, they plan to expand their offerings and programs. They will also continue their efforts to work closely with all in-town youth organizations in their program administration. The Finance Committee would like to thank Julie Harrington for her driven, unflagging work to expand and improve Medway for all residents.

Respectfully submitted by the FinCom Parks and Recreation Subcommittee,
William W. Lane & Brian Cowan

Facilities Task Force Report

The Facilities Task Force was formed in Summer of '22, and is composed of representatives of the Selectboard, School Committee, Capital Improvements, Finance Committee, and members of the community at-large. The task force's aim is to review each town owned facility to consider 1) immediate maintenance and repair needs, 2) long

term maintenance and repair needs, 3) functionality of the building with existing and long term needs. The task force has received tours of each facility with maintenance personnel as well as meeting with stakeholders for each facility as well as reviewing a report of each facility created by a consultant hired by the town. They are now moving towards creating a report that prioritizes short and long term maintenance needs as well as identifying which facilities may need to be replaced or overhauled in the coming years. The task force is pleased with the support from all of the town departments, and the report that is being developed should help Medway develop a long term plan for our facilities.

Respectfully submitted by the Finance Committee Facilities Task Force Liaison,
Brian Cowan

Master Plan Committee Report

This committee was formed to comply with the statutory responsibilities of periodically updating the Master plan, which was last performed in 1999 and 2009. This is an 18-month process which began on April 12, 2021. The town hired JM Goldson, LLC to lead the Committee to create the new Master Plan. The Committee website is found on the Town of Medway website and contains complete details about the committee and process including all agendas and minutes. Numerous review points and milestones so far delivered from the consultant include the initial Existing Conditions Report, Draft Vision and Goals Report, and Draft Strategies Report. The Draft Master Plan and the Finalization of a new Master Plan will be delivered later this year and is to be presented at the Fall 2022 Town Meeting for a vote. The process of engagement with residents began with an open virtual forum on May 24, 2021, numerous in person community table events at the Choate Park farmer's markets throughout the summer of 2021, an in person Open House at the High School on October 3, 2021, and the Phase III community virtual forum on April 5, 2022.

Respectfully submitted by the Finance Committee Master Plan Liaison,
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 9, 2022, 7:00 PM
ANNUAL TOWN MEETING, May 9, 2022, 7:30 PM