

Town of Medway

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



May 13, 2024

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

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Fiscal Year 2025 – July 1, 2024, through June 30, 2025

This booklet includes the Warrant for the Special and Annual Town Meetings, 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:

- FY2025 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 2025 (July 1, 2024 – June 30, 2025)
- Subcommittee Reports from the Finance Committee

FY2024 – A Look Back

FY2024 represented a continued return to more normalcy as we moved post pandemic. The Town of Medway continues to express our gratitude to the Police, Fire, DPW and Health Departments, our Town employees, and the School Department for all of their efforts this past year. Medway is a Town that continues to be on solid fiscal ground as a result of the planning and collaboration of the Select Board, Finance Committee, School Committee, and the Town's financial leadership team. During FY2024, there were several notable developments and achievements in Town:

- Negotiations of a host community agreement for the Medway Grid facility started
- Review of potential uses for both the former Medway Block property and VFW started
- Continued the work of the Facilities Committee to address municipal facilities needs
- Construction of a new centralized water treatment plant and well upgrades continued
- Obtained additional grants for Green Communities, ARPA, and many others
- Strong increases in funds transferred to the Capital Stabilization Fund to help fund future expenditures that will be necessary to renovate/build municipal buildings to address identified needs
- Continued expansion of Fire and Police personnel to meet growing public safety needs
- Approval of the construction of a new Tri-County Technical High School that will benefit our students
- Continued benefits from negotiated new healthcare contracts lowering overall costs while keeping quality care for Town employees

FY2024 continued the use of approximately \$3.7 million from the annual payment in lieu of taxes (PILOT agreement) from the Exelon plant for residential tax relief, debt service, road & sidewalk improvements, and funding of the Town's OPEB liability.

FY2025 – A Look Ahead

In building the budget for FY2025, Medway continues to employ a balanced approach to planning that balances short term needs with the long term demands our community will face in the coming years and decades. Town departments develop their needs on a priority basis, while taking into consideration the financial realities and limitations that exist today. Each department started 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 FY2025 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.

The Finance Committee, Town Manager and Select Board recognize that the Town is facing some major capital and outlay needs in the years to come. Inflation levels are felt across all departments and functions in Town which makes meeting current levels of service more expensive with longer delivery times. State aid is on the downward projection for the FY2025 and further out. Construction costs continue to rise at rates previously unforeseeable placing the

Town in a position where it needs to balance short-term needs without ignoring long-term building needs that will continue to get more expensive. Additionally, Medway faces the challenge of needing to anticipate vehicle replacements further in the future as manufactures are taking longer and longer to fill orders. Both rising construction costs and vehicle replacement delays put a premium on planning for and anticipating the Town's future needs while providing services for Medway's current residents.

Town Administration, the Select Board, Finance Committee and School Committee have again agreed to the budget based on anticipated revenues coming into the Town and provided targeted budgetary numbers for the School and Town departments. The net increase to the school budget funded by the Town of Medway was approximately \$900k, which represents a 2.9% increase over FY24. Conversations have already started on what our schools will need in FY26, as well as a over the next 5 years, so the Select Board, School Committee and Finance Committee can work to plan for ways to provide our schools the funds they need to provide for our Town's children. The Finance Committee recognizes the continued strong working partnership between Municipal and School Departments, and we appreciate the collaboration between the 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 FY2025 in the amount of approximately \$2.5 million. Article 7 in the Annual Town Meeting Warrant lists the free cash appropriation for different projects.

The Finance Committee supports the direction and plans represented in this year's budget request and feels that the residents can look forward to a continued high level of performance and service delivery from all departments. As we continue to plan for the future needs of the Town, Medway needs it's citizens to be involved in discussing and deciding where our Town will go and the best way to get it there. While our citizens may not always agree on what Medway should look like in the future, we appreciate that the goal of each citizen is to make Medway the best that it can be. 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,

Brian Cowan – Chair, Ellen Hillery – Clerk, Bruce Carbone, Nicholas Fair, Christopher Lagan, William Lane, Michael Schrader, James Sullivan

II. Warrants

**TOWN OF MEDWAY
WARRANT FOR MAY 13, 2024
SPECIAL TOWN MEETING**

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the **Medway High School, 88 Summer Street, on Monday, May 13, 2024**, at 7:00 PM, then and there to act on the following articles:

ARTICLE 1: (Prior Year Bills)

To see if the Town will vote to transfer a sum of money from available Fiscal Year 2024 funds 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 2: (Free Cash Transfer: Cassidy Parking Lot Improvements)

To see if the Town will vote to transfer \$200,000 from Certified Free Cash to supplement the amount previously allocated to the Cassidy parking lot improvements project, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 3: (Free Cash Transfer: Snow and Ice Deficit)

To see if the Town will vote to transfer a sum of money from available funds and/or Certified Free Cash for the purpose of funding the Snow & Ice Fiscal Year 2024 appropriation deficit, or act in any manner relating thereto.

DEPARTMENT OF PUBLIC WORKS

SELECT BOARD RECOMMENDATION: Pass Over

FINANCE COMMITTEE RECOMMENDATION: To Be Determined

ARTICLE 4: (Ambulance Receipts Reserves Transfer: Purchase New Ambulance)

To see if the Town will vote to transfer \$460,000 from Ambulance Receipts Reserves for the purpose of purchasing and equipping a new ambulance, and for the payment of all other incidental and related costs, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 5: (Reserve for Overlay Release; Transfer to Dispatch Equipment Replacement and Capital Stabilization)

To see if the Town will vote to transfer \$656,785 from Overlay Surplus, \$456,785 to be directed to the purchase of replacement public safety dispatch equipment and \$200,000 to be placed in the Capital Stabilization Fund, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 6: (CPA Transfer: Medway Community Farm Structure)

To see if the Town will vote to transfer \$50,000 from Community Preservation Act funds for the purpose of constructing a multi-purpose recreational structure on Town-owned property at 50 Winthrop Street, and for the payment of all other incidental and related costs, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 7: (Repurpose Water Project Funds)

To see if the Town will vote to transfer \$1,200,000 from the funds authorized under Article 11 of the May 9, 2022, Annual Town Meeting warrant for the purpose of constructing a water treatment plant at 19 Populatic St, which amount is no longer needed for this purpose, to fund the engineering, construction, and equipping of a new pump house at Oakland Street, and for the payment of all other incidental and related costs; or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: To Be Determined

ARTICLE 8: (Repurpose Monetary Articles: School Projects)

To see if the Town will vote to transfer the sum of \$30,465.90 from the funds authorized under the prior Town Meeting Articles as shown in Table 1 below, which amounts are no longer needed for such purposes, to the project and in the amount listed in Table 2 below, or act in any manner relating thereto.

TABLE 1**Transfer
From
Amount**

| Town Meeting Date | Article | Description | |
|--------------------------|----------------|--|--------------------|
| 6/8/20 Annual | 7 | High School Outdoor Running Track Repair | \$9,914.71 |
| 5/9/22 Annual | 7 | Memorial Tile Flooring Replacement | 5,002.12 |
| 5/9/22 Annual | 7 | Memorial Window Glazing | 666.46 |
| 5/8/23 Annual | 7 | Middle School Library Upgrades | 23.60 |
| 5/8/23 Annual | 7 | McGovern Tile Abatement & Replacement | 4,295.97 |
| 5/8/23 Annual | 7 | Memorial Chimney Stack Replacement | 3,640.10 |
| 11/13/23 | 8 | Student Transport Vans (2) | 6,922.94 |
| Total | | | \$30,465.90 |

TABLE 2**Transfer To
Amount**

| Town Meeting Date | Article | Description | |
|--------------------------|----------------|----------------------|--------------------|
| 11/13/23 | 14 | Memorial Roof Design | 30,465.90 |
| Total | | | \$30,465.90 |

SCHOOL DEPARTMENT**SELECT BOARD RECOMMENDATION: Approve****FINANCE COMMITTEE RECOMMENDATION: Approve**

ANNUAL TOWN MEETING WARRANT
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**TOWN OF MEDWAY
WARRANT FOR MAY 13, 2024
ANNUAL TOWN MEETING**

NORFOLK ss:

To either of the Constables of the Town of Medway

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of said Town who are qualified to vote in Town affairs to meet at the **Medway High School, 88 Summer Street**, on **Monday, May 13, 2024**, 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 \$39,000 from the Debt Stabilization Fund to the Fiscal Year 2025 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 \$767,000 from Ambulance Receipts Reserved for Appropriation to the Fiscal Year 2025 General Fund Operating Budget, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 3: (Appropriation: FY25 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, 2025, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 4: (Appropriation: FY25 Water Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$5,438,224 for the maintenance of the Water Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

| | Amount |
|---------------------------|---------------------|
| Salaries | \$ 1,060,621 |
| Expenses | 895,400 |
| Debt | 2,989,040 |
| Direct Costs Total | \$ 4,945,061 |

Indirect Costs

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

| | |
|-----------------------------|-----------|
| Indirect Costs Total | \$493,163 |
|-----------------------------|-----------|

| | |
|--------------|--------------------|
| Total | \$5,438,224 |
|--------------|--------------------|

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

| | |
|------------------------------|--------------------|
| Fees for Service [User Fees] | \$5,200,000 |
| Retained Earnings | 238,224 |
| Total | \$5,438,224 |

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 5: (Appropriation: FY25 Sewer Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$2,040,739 for the maintenance of the Sewer Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

| | Amount |
|---------------------------|--------------------|
| Salaries | \$ 286,204 |
| Expenses | 1,369,600 |
| Debt | 225,887 |
| Direct Costs Total | \$1,881,691 |

Indirect Costs

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

| | |
|-----------------------------|-----------|
| Indirect Costs Total | \$159,048 |
|-----------------------------|-----------|

| | |
|--------------|--------------------|
| Total | \$2,040,739 |
|--------------|--------------------|

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

| | |
|------------------------------|--------------------|
| Fees for Service [User Fees] | \$2,019,158 |
| Sewer Betterment Transfer | 21,581 |
| Total | \$2,040,739 |

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 6: (Appropriation: FY25 Solid Waste Enterprise Fund)

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1,821,866 to operate the Solid Waste/Recycling Department Enterprise Fund as follows, or act in any manner relating thereto.

Direct Costs

| | Amount |
|---------------------------|--------------------|
| Salaries | \$ 57,385 |
| Expenses | 1,576,000 |
| Debt Service | 48,444 |
| Direct Costs Total | \$1,681,829 |

Indirect Costs

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

| | |
|-----------------------------|-----------|
| Indirect Costs Total | \$140,037 |
|-----------------------------|-----------|

| | |
|--------------|--------------------|
| Total | \$1,821,866 |
|--------------|--------------------|

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

| | |
|-----------------------------------|--------------------|
| Trash Recycling Fees/Bag Revenues | \$1,821,866 |
| Total | \$1,821,866 |

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 \$2,503,752 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 |
|--|-------------------|--------------------|
| Vermac Full Matrix Message Board | IT | \$22,000 |
| Dept Furniture, Fixtures, and Equipment | IT | 10,000 |
| Security Systems | IT | 25,000 |
| Projection Equipment | IT | 108,000 |
| Technology Equipment | IT | 75,000 |
| Infrastructure Equipment | IT | 140,000 |
| New Voting Booths and Tables | Town Clerk | 9,800 |
| Baseline Doc for Conserv Land and Restrictions w/ Survey | Comm & Econ Devlt | 24,000 |
| Red Dot Optics | Police | 11,906 |
| Electronic Control Weapon Replacement | Police | 27,929 |
| Emergency Communications Equipment | Police | 36,000 |
| Hydraulic Extrication Tools | Fire | 100,000 |
| Replace 2014 Ford F250 | School | 68,000 |
| High School Auditorium Stage Lighting | School | 117,000 |
| Burke Elem MEDI Wing Floor Abatement and Re-Tile | School | 150,000 |
| McGovern Cafeteria A/C | School | 150,000 |
| Replace 2014 Ford Focus (Veh. 715) | DPW | 30,000 |
| Village St Drainage Improvements | DPW | 30,500 |
| Replace 2017 Ford Escape (Veh. 714) | DPW | 45,617 |
| Curb Box Machine | DPW | 13,000 |
| Replace Light Towers | DPW | 65,000 |
| Vibroscreen | DPW | 130,000 |
| Various Storm Water Improvement | DPW | 200,000 |
| Roads and Sidewalks | DPW | 750,000 |
| Replace 347 Wing Mower (2013) | DPW | 100,000 |
| Police Station Light Fixture Replacement | DPW | 30,000 |
| Repair Sink Hole Outside Story Hour Room | Library | 5,000 |
| Story Hour Room and Area Ventilation | Library | 30,000 |
| Free Cash Total | | \$2,503,752 |

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: (Water Retained Earnings Transfer: Replace Ford F550)

To see if the Town will vote to transfer the sum of \$105,000 from Water Enterprise Fund retained earnings for the purpose of funding the purchase and equipping of a replacement vehicle for a 2013 Ford F550 (Veh. 417), and for the payment of all other incidental and related costs, or act in any manner relating thereto.

PUBLIC WORKS DEPT.

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 10: (Sewer Enterprise Retained Earnings Transfer: Inflow & Infiltration)

To see if the Town will vote to transfer from Sewer Enterprise Fund retained earnings the sum of \$200,000 for the purpose of funding sewer inflow and infiltration work, including engineering and construction costs and for the payment of all other incidental and related costs or act in any manner relating thereto.

PUBLIC WORKS DEPT.

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 11: (Hanlon Track & Field Construction, Incl. Transfer from CPA Funds and Athletic Stabilization)

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds \$2,487,000 for the purpose of funding the replacement of the Hanlon track and field, as well as replacement of light fixtures, fencing, and associated equipment, all as located or to be located at Medway High School, including engineering, design, project management, and site preparation costs, and for the payment of all other costs incidental and related thereto; and as funding for this appropriation, to authorize the Treasurer with the approval of the Select Board to borrow \$1,687,000 under and pursuant to Massachusetts General Laws Chapter 44, Section 7, or any other enabling authority, and to transfer \$500,000 from Community Preservation Act funds for the payment of costs for the replacement of light fixtures, fencing, and associated equipment engineering, design, project management and site preparation but specifically excluding the cost of acquisition of artificial turf, and to transfer \$300,000 from the Athletic Stabilization fund; or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 12: (Capital Stabilization Transfer: Memorial School Roof Replacement)
To see if the Town will vote to transfer a sum of money from the Capital Stabilization Fund for the purpose of design, engineering, and construction of the Memorial Elementary School roof, and for the payment of all other costs incidental and related thereto, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: To Be Determined

FINANCE COMMITTEE RECOMMENDATION: To Be Determined

ARTICLE 13: (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 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: Community Preservation Committee)
To see if the Town will vote to act on the report of the Community Preservation Committee for the Fiscal Year 2025 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 2025, as follows:

| CPA Administration: | |
|---|----------|
| CPC Expenses | \$15,000 |
| CPC Salaries | 5,000 |
| CPC Debt Expense | 397,975 |
| Transfer to Affordable Housing Trust: Coordinator Salary/Expense | 10,000 |

| | |
|--|------------------|
| Expenses | 7,500 |
| Historic Resources: Historic Property Signs | 4,500 |
| Open Space: | |
| Total Direct Costs | \$439,975 |

| | |
|-------------------------|---|
| | 10% of Estimated Fund Revenues |
| Reserves: | |
| Open Space | \$151,438 |
| Community Housing | \$133,938 |
| Historical Preservation | \$146,938 |

or act in any manner relating thereto.

COMMUNITY PRESERVATION COMMITTEE

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 16: (Medway Grid PILOT Authorization)

To see if the Town will vote to authorize the Select Board to enter into a Payment In Lieu of Taxes (PILOT) agreement pursuant to G.L. c. 59, § 59 (Clause Forty-Fifth)), or any other enabling authority, with Medway Grid, LLC, for the new battery energy storage project proposed to be constructed and installed at 49, 53, and 55 Milford Street for a term of more than 20 years, and to take any actions and execute any other documents or ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer the PILOT agreement, all of which agreement and documents to be on such terms and conditions and for such consideration as the Select Board deems in the best interests of the Town, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 17: (Amend General Bylaws –Revolving Funds; Authorize FY25 Spending Limits)

To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44, Section 53E1/2, to amend the General Bylaws Article 27, Revolving Funds, Section 27.1 by inserting a new revolving fund as shown in **bold** as follows:

| | | |
|------------------------------|---|---|
| Program or Purpose | Authorized Representative or Board to Spend | Department Receipts |
| School Transportation | School Department | Student transportation fees and charges. |

And, further, to set Fiscal Year 2025 spending limits for revolving funds as follows:

| Program or Purpose | FY2025 Spending Limit |
|---|--------------------------|
| Self-supporting parks and recreation services, including salaries and benefits | \$620,000 |
| Dial-a-ride van service for seniors and disabled; shuttle service to Norfolk commuter rail station, and other necessary transportation services | \$130,000 |
| Library printer, copier and fax expenses | \$3,200 |
| Library meeting room | \$1,000 |
| Thayer Homestead partial self-support of property, including salaries and benefits | \$95,000 |
| Tobacco license compliance inspections | \$2,500 |
| School Transportation | \$300,000 |

or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 18: (Amend General Bylaws: Scenic Roads)

To see if the Town will vote to amend its General Bylaws by enacting a new Bylaw entitled Scenic Road Bylaw as set forth below, with the correct Article and Section numbers to be assigned by the Town Clerk.

Scenic Road Bylaw

Section __.1. GENERAL

A. Purpose – This Bylaw is enacted for the purpose of further protecting the natural beauty that currently exists within the rights-of-way of select roads in the Town of Medway pursuant to M.G.L. chapter 40, section 15C.

B. Designated Scenic Roads – This Bylaw shall apply to the twenty-four roads designated as Scenic Roads at the Town Meeting of December 30, 1975 and an additional one road designated as a Scenic Road at the Town Meeting of May 14, 2001, as well as any additional roads as may be designated by Town Meeting. Additional roads may be designated as Scenic Roads by vote of Town Meeting in accordance with the provisions of M.G.L. chapter 40, section 15C.

C. Regulations – The Planning and Economic Development Board may promulgate rules and regulations to implement this Bylaw, including but not limited to procedures for submission and review of applications, application requirements, filing fees, waivers, decision criteria, and other matters.

Section __.2 PROCEDURES

No person shall cut or remove a tree(s) or tear down or destroy stone walls or portions thereof within the right-of-way of a Scenic Road without first obtaining a Scenic Road Work Permit from the Planning and Economic Development Board. The procedure for filing an application and for the public hearing are governed by M.G.L. chapter 40, section 15C and the Board’s Rules and Regulations for Review and Issuance of Scenic Road Permits.

Section __.3 ENFORCEMENT

A. Failure to file – A person's failure to file with the Board for a Scenic Road Work Permit for the cutting or removal of a tree(s) or the tearing down or destruction of stone walls, or portions thereof within the right-of-way on a Scenic Road will necessitate that person's immediate filing for the required permit. Restoration measures, as determined by the Board after a Scenic Road public hearing, may be required.

B. Compliance – The failure by an applicant to comply with the duly issued decision of the Board in a Scenic Road Work Permit after one year from issuance may necessitate the enforcement of remedial measures which the Board deems necessary, including, but not limited to enforcement through non-criminal disposition and additional restoration measures.

C. Enforcement – The Building Commissioner, the Tree Warden, the Director of Public Works or his/her designee may enforce violations of this Bylaw.

D. Penalties- Anyone who violates the provisions of this Bylaw shall be punished by a fine of not more than \$300.00 per violation. As an alternative means of enforcement, the violator may be subject to non-criminal disposition in accordance with M.G.L., Chapter 40, Section 21D, as follows:

1. First offense: \$100 per violation;
2. Second offense: \$200 per violation;
3. Third and all subsequent offenses: \$300 per violation;
4. Each day's failure to comply shall constitute a separate and distinct offense.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 19: (Amend Zoning Bylaws: Awning Signs)

To see if the Town will vote to amend the Zoning Bylaw Section 7.2 Signs by amending Section 7.2.B.7 as follows, deleted language is shown in strikethrough, new language is shown in bold:

7. Computation of Sign Area for Awning Signs:

- a. ~~For signs on internally illuminated awnings where the awning is comprised in whole or in part with translucent material,~~ The sign surface area shall be considered to be the smallest single rectangle as measured with vertical and horizontal lines, enclosing the entire area **of the sign, is fabricated with the translucent material** including but not limited to all lettering and wording, all accompanying designs, logos or symbols, and any contrasting background area.
- b. ~~For signs on externally illuminated awnings, the sign surface area shall include the entire area of awning that is externally illuminated.~~

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 20: (Amend Zoning Bylaws: Parking)

To see if the Town will vote to amend the Zoning Bylaw Section 7.1.1 Off-Street Parking by amending Table 3: Schedule of Off-Street Parking Requirements by changing the required number for ARCPUD housing from “2.0 spaces per unit” to “1.5 spaces per unit”.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 21: (Amend Zoning Bylaws: Outdoor Displays)

To see if the Town will vote to amend the Zoning Bylaw by adding as Section 5.4.1:

5.4.1. Outdoor Displays.

A. Outdoor Displays which comply with the following requirements are allowed as of right in zoning districts Central Business, Village Commercial, Neighborhood Commercial, and Business Industrial:

1. Outdoor displays are prohibited on any parking, delivery or loading areas; fire lanes; drive aisles; or sidewalks where less than 6 feet of sidewalk width remains for pedestrian access; or any other location that could cause a safety hazard.
2. Only products offered for sale by the store may be displayed. The sidewalk space shall not be leased to or used by an outside vendor or include self-contained fixtures such as vending machines, or coin operated amusements.
3. Merchandise must be displayed such that a minimum of 6 feet of sidewalk clearance is maintained at all times for pedestrians and handicap accessibility. Items should be located immediately adjacent to the building and may not extend beyond the subject business’ storefront space. Display items shall not obstruct the normal ingress and egress from the subject business or other nearby businesses.
4. Outdoor display racks and shelving shall be:
 - a. Constructed of sturdy materials such as wood, iron, steel, clay, canvas, aluminum, or plastic. Prohibited shelving materials are glass, porcelain, and other breakable materials, including any items that may pose a hazard.
 - b. Maintained and in good condition at all times. Broken, rusting, degraded, torn, tattered or similar items shall be removed promptly.
5. Displayed merchandise shall not pose any health or safety hazard.
6. Displays shall specify that the actual sale of outdoor merchandise shall take place inside the store.
7. No additional business signage beyond pricing and product information is allowed.
8. The display is subject to the determination by the fire department that any overhang above the display area is of noncombustible material, or if it is combustible, subject to a fire protection plan approved by the fire department.

B. Any proposed outdoor display that does not meet these standards requires a special permit from the Zoning Board of Appeals.

And by amending Section 5.4 Table 1: Schedule of Uses, by adding after “Outdoor Display” the words “Subject to Section 5.4.1”.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 22: (Amend Zoning Bylaws: Housekeeping)

To see if the Town will vote to amend the Zoning Bylaw as follows, deleted language is shown in strikethrough, new language is shown in bold:

- (1) Delete Section 1.5 Amendment in its entirety.
- (2) Amend Central Business Zoning District, Section 10.4.C.1.a to read:
 - (a) Rowhouse (RH) **as set forth in Table 9.4.C.1.A**
- (3) Amend the first sentence of Section 10 Central Business District, section 10.3.D.7:

7. The maximum height of a mixed use building may be extended by no more than ~~12 additional feet and one additional story~~, **which may not exceed 12 feet in height**, by special permit from the PEDB if the proposed development includes a provision for permanently protecting a portion of the development as conservation or open space land, beyond the requirements for open space established in this bylaw, by means of a conservation restriction, conveyance to the Town, or conveyance to a nonprofit organization, the principal purpose of which is the conservation of open space.

Or act in any manner related thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

SELECT BOARD RECOMMENDATION: **Approve**

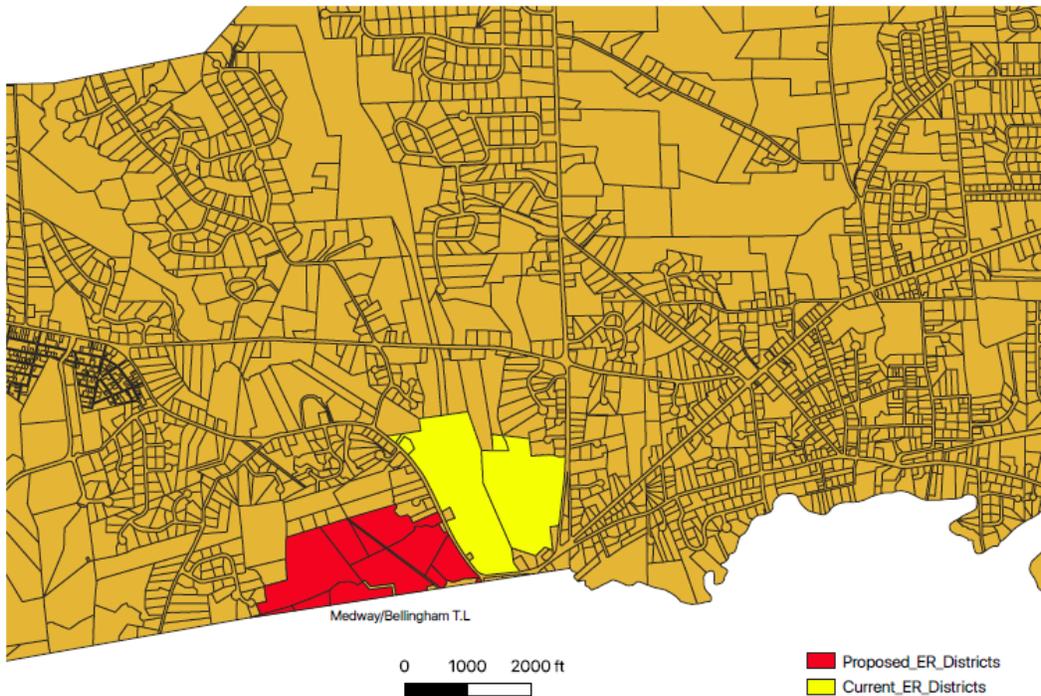
FINANCE COMMITTEE RECOMMENDATION: **Approve**

ARTICLE 23: (Amend Zoning Bylaw Map: Energy Resource District)

To see if the Town will vote to amend the Zoning Map by re-zoning the following properties to Energy Resource District: Assessors’ Parcels 66-005, 66-008, 65-027, 65-028, 65-031, 65-033, 65-034, 65-035, 65-036, and 75-003, as shown on the map below, or act in any manner related thereto.

(map found on following page)

Current and Proposed ER District Parcels



**PLANNING AND ECONOMIC DEVELOPMENT BOARD and
SELECT BOARD**

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

ARTICLE 24: (Borrowing: Purchase Fire Truck)

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds the sum of \$1,100,000 for the purpose of purchasing and equipping a new fire truck, and for the payment of all other incidental and related costs, or act in any manner relating thereto.

SELECT BOARD

SELECT BOARD RECOMMENDATION: Approve

FINANCE COMMITTEE RECOMMENDATION: Approve

III. FISCAL YEAR SUMMARY Fiscal Year 2023-2025 Revenues and Expenditures

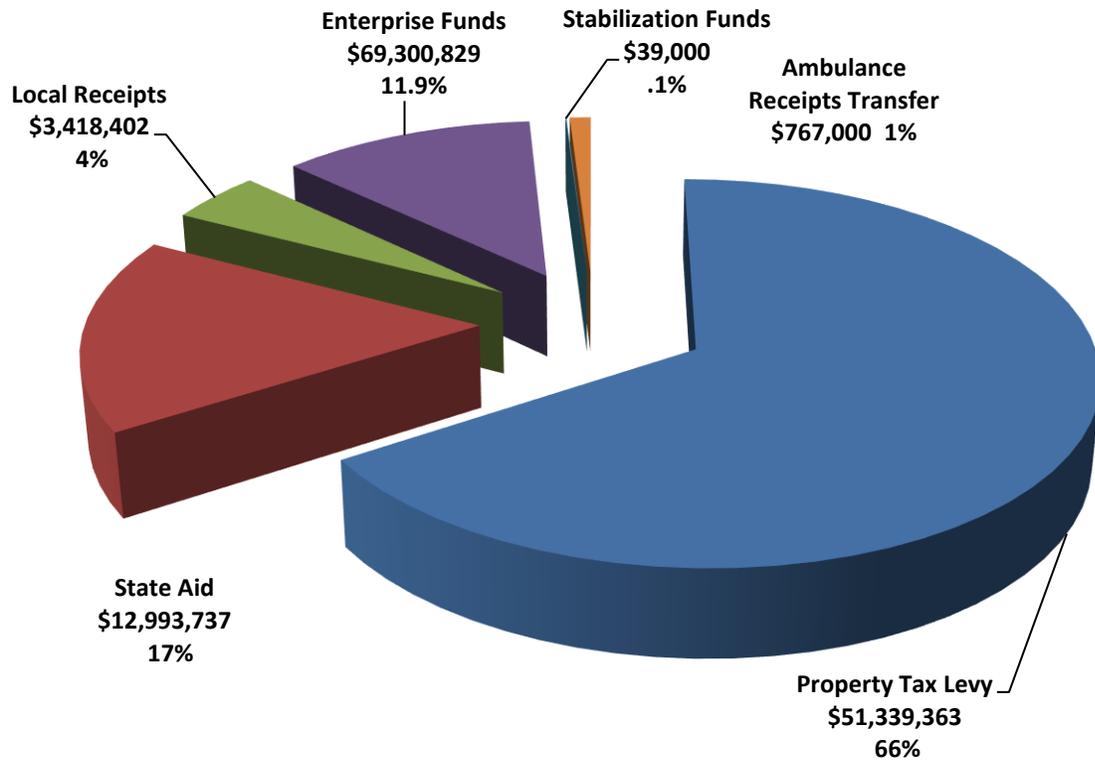
| | FY23 | FY24 | FY25 | FY25 |
|---|----------------------|--------------------------|----------------------------|-----------------------|
| Revenues | Actuals | ATM Est. Revenues | Select Board Budget | FIN COM Budget |
| Property Tax Levy | \$ 47,321,895 | \$ 49,270,263 | \$ 51,339,252 | \$ 51,339,252 |
| State Aid | \$ 12,302,778 | \$ 12,705,537 | \$ 12,993,737 | \$ 12,993,737 |
| Local Receipts | \$ 5,707,323 | \$ 3,285,000 | \$ 3,418,402 | \$ 3,418,402 |
| Stabilization Funds | \$ 113,000 | \$ 75,000 | \$ 39,000 | \$ 39,000 |
| Ambulance Receipts Reserved Transfer | \$ 700,000 | \$ 750,000 | \$ 767,000 | \$ 767,000 |
| Subtotal: | \$ 66,144,996 | \$ 66,085,800 | \$ 68,557,391 | \$ 68,557,391 |
| | FY23 | FY24 | FY25 | FY25 |
| Expenses | Actuals | ATM Budget | Select Board Budget | FIN COM Budget |
| EDUCATION TOTAL | \$ 30,669,172 | \$ 32,093,643 | \$ 33,007,395 | \$ 33,007,395 |
| GENERAL GOVERNMENT TOTALS | \$ 2,898,880 | \$ 3,239,920 | \$ 3,454,030 | \$ 3,454,030 |
| TOWN WIDE GENERAL GOVERNMENT TOTAL | \$ 14,166,507 | \$ 16,806,312 | \$ 17,004,355 | \$ 17,004,355 |
| PUBLIC WORKS TOTAL | \$ 2,416,077 | \$ 2,670,183 | \$ 2,971,181 | \$ 2,971,181 |
| PUBLIC SAFETY TOTAL | \$ 6,696,536 | \$ 7,414,086 | \$ 8,099,859 | \$ 8,099,859 |
| HEALTH & HUMAN SERVICES TOTAL | \$ 463,623 | \$ 537,595 | \$ 545,536 | \$ 545,536 |
| CULTURE AND RECREATION TOTAL | \$ 1,263,272 | \$ 1,375,042 | \$ 1,465,063 | \$ 1,465,063 |
| Total Town Meeting Appropriation: | \$ 58,574,067 | \$ 64,136,781 | \$ 66,547,419 | \$ 66,547,419 |
| | FY23 | FY24 | FY25 | FY25 |
| Expenditures Not Requiring Appropriation | Actuals | ATM Budget | Select Board Budget | FIN COM Budget |
| Tax Title | \$ 10,000 | \$ 10,000 | \$ 20,000 | \$ 20,000 |
| Cherry Sheet Offsets | \$ 333,255 | \$ 358,188 | \$ 391,981 | \$ 391,981 |
| Cherry Sheet Charges | \$ 976,877 | \$ 852,607 | \$ 890,239 | \$ 890,239 |
| Overlay | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 300,000 |
| Enterprise IDC Offset | \$ (752,002) | \$ (771,776) | \$ (792,248) | \$ (792,248) |
| Total | \$ 868,130 | \$ 749,019 | \$ 809,972 | \$ 809,972 |
| Total Operating Budget | \$ 59,442,197 | \$ 64,885,800 | \$ 67,357,391 | \$ 67,357,391 |
| MONETARY ARTICLES | | | | |
| Stabilization Transfer | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 |
| Roads & Sidewalks | \$ 800,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 |
| Transfer to OPEB Trust | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 300,000 |
| Total Monetary Articles | \$ 1,200,000 | \$ 1,200,000 | \$ 1,200,000 | \$ 1,200,000 |
| Total Appropriated and Non Appropriated Budget | \$ 60,642,197 | \$ 66,085,800 | \$ 68,557,391 | \$ 68,557,391 |
| Revenues (from Above) | \$ 66,144,996 | \$ 66,085,800 | \$ 68,557,391 | \$ 68,557,391 |
| General Fund Surplus/(Deficit) | \$ 5,502,799 | \$ - | \$ - | \$ - |

Fiscal Year 2023-2025 Revenue and Expenditures (Cont.)

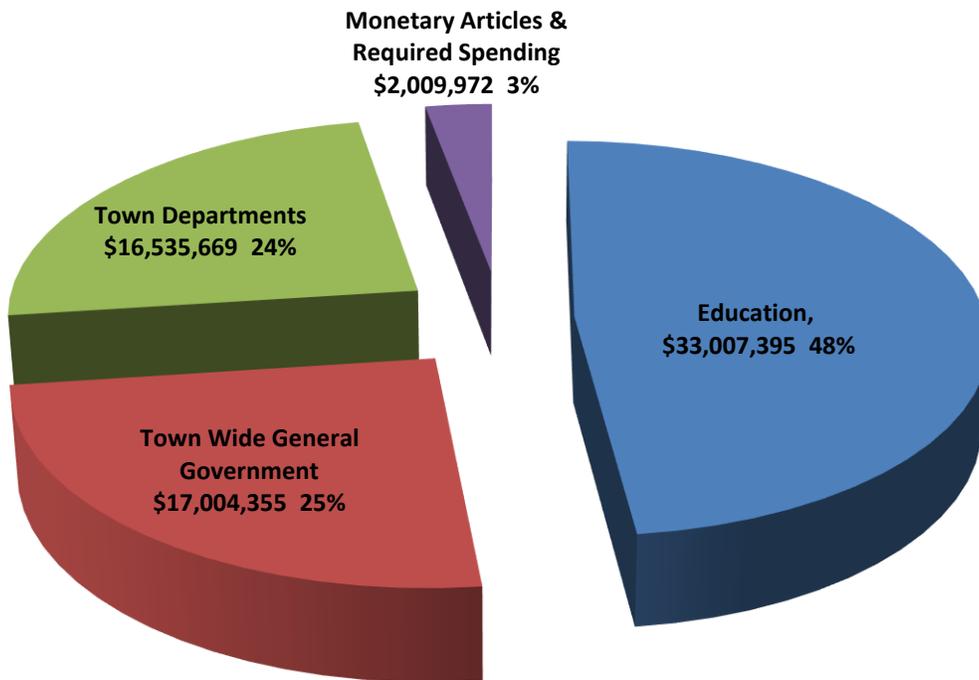
| <i>Enterprise Funds</i> | FY23 <i>Actuals</i> | FY24 <i>ATM Budget</i> | FY25 <i>Select Board Budget</i> | FY25 <i>FIN COM Budget</i> |
|--|-------------------------------|----------------------------------|---|--------------------------------------|
| SOLID WASTE ENTERPRISE FUND- 431 | | | | |
| Total Solid Waste Revenue | \$ 1,514,755 | \$ 1,928,455 | \$ 1,821,866 | \$ 1,821,866 |
| Total Solid Waste Expenses | \$ 1,827,770 | \$ 1,928,455 | \$ 1,821,866 | \$ 1,821,866 |
| SEWER ENTERPRISE FUND - 440 | | | | |
| Total Sewer Revenue | \$ 2,044,896 | \$ 1,951,368 | \$ 2,040,739 | \$ 2,040,739 |
| Total Sewer Expenses | \$ 1,880,347 | \$ 1,951,368 | \$ 2,040,739 | \$ 2,040,739 |
| WATER ENTERPRISE FUND - 450 | | | | |
| Total Water Revenue | \$ 4,450,594 | \$ 5,037,397 | \$ 5,438,224 | \$ 5,438,224 |
| Total Water Expenses | \$ 3,821,770 | \$ 5,037,397 | \$ 5,438,224 | \$ 5,438,224 |
| Sub-Total Enterprise Funds - Revenues | \$ 8,010,245 | \$ 8,917,220 | \$ 9,300,829 | \$ 9,300,829 |
| Sub-Total Enterprise Funds - Expenses | \$ 7,529,887 | \$ 8,917,220 | \$ 9,300,829 | \$ 9,300,829 |
| Total Revenues All Sources | | | | |
| | \$ 74,155,241 | \$ 75,003,020 | \$ 77,858,220 | \$ 77,858,220 |
| Total Budget All Funds | | | | |
| | \$ 68,172,084 | \$ 75,003,020 | \$ 77,858,220 | \$ 77,858,220 |

FY25 Revenues

General Fund \$68,557,391 + Enterprise \$9,300,829 =
Total Revenues \$77,858,200



FY25 General Fund Expenditures
Total Budget = \$68,557,391



ARTICLE 3 – OMNIBUS BUDGET

| Revenues | FY23 Actuals | FY24 ATM Est. Revenues | FY25 Select Board Budget | FY25 FIN COM Budget |
|---|-------------------------|---------------------------------------|---|------------------------------------|
| <i>Property Tax Levy</i> | \$ 47,321,895 | \$ 49,270,263 | \$ 51,339,252 | \$ 51,339,252 |
| <i>State Aid</i> | \$ 12,302,778 | \$ 12,705,537 | \$ 12,993,737 | \$ 12,993,737 |
| <i>Local Receipts</i> | \$ 5,707,323 | \$ 3,285,000 | \$ 3,418,402 | \$ 3,418,402 |
| <i>Stabilization Funds</i> | \$ 113,000 | \$ 75,000 | \$ 39,000 | \$ 39,000 |
| <i>Ambulance Receipts Reserved Transfer</i> | \$ 700,000 | \$ 750,000 | \$ 767,000 | \$ 767,000 |
| Subtotal: | \$ 66,144,996 | \$ 66,085,800 | \$ 68,557,391 | \$ 68,557,391 |
| Expenses | FY23 Actuals | FY24 ATM Budget | FY25 Select Board Budget | FY25 FIN COM Budget |
| EDUCATION - 300 | | | | |
| <i>Salaries</i> | \$ 23,308,614 | \$ 24,919,943 | \$ 25,400,000 | \$ 25,400,000 |
| <i>Expenses</i> | \$ 6,274,114 | \$ 5,756,057 | \$ 6,176,000 | \$ 6,176,000 |
| Total | \$ 29,582,728 | \$ 30,676,000 | \$ 31,576,000 | \$ 31,576,000 |
| <i>Tri-County Voc - New Facility Assess</i> | \$ - | \$ - | \$ 62,708 | \$ 62,708 |
| <i>Tri-County Voc - Regional Assess</i> | \$ 1,052,492 | \$ 1,377,643 | \$ 1,328,687 | \$ 1,328,687 |
| Total | \$ 1,052,492 | \$ 1,377,643 | \$ 1,391,395 | \$ 1,391,395 |
| <i>Norfolk County Agricultural</i> | \$ 33,952 | \$ 40,000 | \$ 40,000 | \$ 40,000 |
| EDUCATION TOTAL | \$ 30,669,172 | \$ 32,093,643 | \$ 33,007,395 | \$ 33,007,395 |
| TOWN ADMINISTRATION - 122 | | | | |
| <i>Salaries</i> | \$ 439,316 | \$ 458,383 | \$ 478,546 | \$ 478,546 |
| <i>Expenses</i> | \$ 23,204 | \$ 33,550 | \$ 34,080 | \$ 34,080 |
| Total | \$ 462,520 | \$ 491,933 | \$ 512,626 | \$ 512,626 |
| HUMAN RESOURCES - 125 | | | | |
| <i>Salaries</i> | \$ 92,586 | \$ 81,812 | \$ 88,000 | \$ 88,000 |
| <i>Expenses</i> | \$ 45,684 | \$ 55,350 | \$ 55,350 | \$ 55,350 |
| Total | \$ 138,270 | \$ 137,162 | \$ 143,350 | \$ 143,350 |
| COMMUNICATIONS - 129 | | | | |
| <i>Salaries</i> | \$ 72,639 | \$ 74,192 | \$ 82,000 | \$ 82,000 |
| <i>Expenses</i> | \$ 17,603 | \$ 17,350 | \$ 18,360 | \$ 18,360 |
| Total | \$ 90,242 | \$ 91,542 | \$ 100,360 | \$ 100,360 |
| FINANCE COMMITTEE - 132 | | | | |
| <i>Expenses</i> | \$ 1,372 | \$ 1,100 | \$ 1,400 | \$ 1,400 |
| <i>Reserve Fund - 132</i> | \$ - | \$ 100,000 | \$ 100,000 | \$ 100,000 |
| Total | \$ 1,372 | \$ 101,100 | \$ 101,400 | \$ 101,400 |
| TOWN ACCOUNTANT - 135 | | | | |
| <i>Salaries</i> | \$ 234,703 | \$ 249,370 | \$ 263,447 | \$ 263,447 |
| <i>Expenses</i> | \$ 50,886 | \$ 52,450 | \$ 55,265 | \$ 55,265 |
| Total | \$ 285,589 | \$ 301,820 | \$ 318,712 | \$ 318,712 |
| ASSESSORS - 141 | | | | |
| <i>Salaries</i> | \$ 208,955 | \$ 199,544 | \$ 219,750 | \$ 219,750 |
| <i>Expenses</i> | \$ 30,392 | \$ 28,020 | \$ 32,644 | \$ 32,644 |
| Total | \$ 239,347 | \$ 227,564 | \$ 252,394 | \$ 252,394 |
| TREASURER/COLLECTOR - 145 | | | | |
| <i>Salaries</i> | \$ 282,360 | \$ 289,462 | \$ 307,950 | \$ 307,950 |
| <i>Expenses</i> | \$ 47,716 | \$ 58,000 | \$ 59,500 | \$ 59,500 |
| Total | \$ 330,076 | \$ 347,462 | \$ 367,450 | \$ 367,450 |
| LEGAL - 151 | | | | |
| <i>Expenses</i> | \$ 117,192 | \$ 120,000 | \$ 130,000 | \$ 130,000 |
| Total | \$ 117,192 | \$ 120,000 | \$ 130,000 | \$ 130,000 |
| MIS/TECHNOLOGY - 155 | | | | |
| <i>Salaries</i> | \$ 239,256 | \$ 252,523 | \$ 265,769 | \$ 265,769 |
| <i>Expenses</i> | \$ 415,877 | \$ 503,886 | \$ 544,770 | \$ 544,770 |
| Total | \$ 655,133 | \$ 756,409 | \$ 810,539 | \$ 810,539 |

ARTICLE 3 – OMNIBUS BUDGET (cont.)

| Expenses | FY23 | FY24 | FY25 | FY25 |
|---|----------------------|----------------------|----------------------------|-----------------------|
| | Actuals | ATM Budget | Select Board Budget | FIN COM Budget |
| TOWN CLERK - 161 | | | | |
| Salaries | \$ 142,887 | \$ 156,304 | \$ 172,233 | \$ 172,233 |
| Expenses | \$ 5,771 | \$ 5,235 | \$ 6,668 | \$ 6,668 |
| Total | \$ 148,658 | \$ 161,539 | \$ 178,901 | \$ 178,901 |
| ELECTIONS - 162 | | | | |
| Salaries | \$ 10,500 | \$ 11,016 | \$ 18,468 | \$ 18,468 |
| Expenses | \$ 12,708 | \$ 19,360 | \$ 27,810 | \$ 27,810 |
| Total | \$ 23,208 | \$ 30,376 | \$ 46,278 | \$ 46,278 |
| REGISTRAR - 163 | | | | |
| Salaries | \$ 1,008 | \$ 1,008 | \$ 1,512 | \$ 1,512 |
| Expenses | \$ 6,194 | \$ 6,650 | \$ 7,050 | \$ 7,050 |
| Total | \$ 7,202 | \$ 7,658 | \$ 8,562 | \$ 8,562 |
| CONSERVATION - 171 | | | | |
| Salaries | \$ 99,657 | \$ 109,081 | \$ 113,917 | \$ 113,917 |
| Expenses | \$ 3,140 | \$ 4,028 | \$ 4,674 | \$ 4,674 |
| Total | \$ 102,797 | \$ 113,109 | \$ 118,591 | \$ 118,591 |
| PLANNING BOARD - 175 | | | | |
| Salaries | \$ 83,023 | \$ 90,000 | \$ 87,947 | \$ 87,947 |
| Expenses | \$ 2,495 | \$ 8,250 | \$ 7,650 | \$ 7,650 |
| Total | \$ 85,518 | \$ 98,250 | \$ 95,597 | \$ 95,597 |
| ZONING BOARD - 176 | | | | |
| Expenses | \$ - | \$ 800 | \$ 800 | \$ 800 |
| Total | \$ - | \$ 800 | \$ 800 | \$ 800 |
| ENERGY COMMITTEE - 178 | | | | |
| Expenses | \$ 300 | \$ 250 | \$ 1,000 | \$ 1,000 |
| Total | \$ 300 | \$ 250 | \$ 1,000 | \$ 1,000 |
| COMMUNITY DEVELOPMENT - 182 | | | | |
| Salaries | \$ 160,631 | \$ 168,321 | \$ 177,845 | \$ 177,845 |
| Expenses | \$ 1,647 | \$ 3,775 | \$ 3,775 | \$ 3,775 |
| Total | \$ 162,278 | \$ 172,096 | \$ 181,620 | \$ 181,620 |
| FACILITY PRJS & IMPROV-193 | | | | |
| Expenses | \$ 48,533 | \$ 80,000 | \$ 85,000 | \$ 85,000 |
| Total | \$ 48,533 | \$ 80,000 | \$ 85,000 | \$ 85,000 |
| ANNUAL TOWN REPORT - 195 | | | | |
| Expenses | \$ 645 | \$ 850 | \$ 850 | \$ 850 |
| Total | \$ 645 | \$ 850 | \$ 850 | \$ 850 |
| GENERAL GOVERNMENT TOTALS | | | | |
| | \$ 2,898,880 | \$ 3,239,920 | \$ 3,454,030 | \$ 3,454,030 |
| DEBT SERVICE - 700 | | | | |
| Long Term Principal & Interest | \$ 3,488,119 | \$ 4,426,471 | \$ 4,407,132 | \$ 4,407,132 |
| Short Term Interest | \$ 1,225 | \$ 25,000 | \$ 25,000 | \$ 25,000 |
| Total | \$ 3,489,344 | \$ 4,451,471 | \$ 4,432,132 | \$ 4,432,132 |
| UNCLASSIFIED | | | | |
| Property/Liability Insurance - 194 | \$ 385,981 | \$ 458,000 | \$ 490,200 | \$ 490,200 |
| Medicare - 910 | \$ 6,655 | \$ 541,021 | \$ 570,000 | \$ 570,000 |
| Life Insurance - 910 | \$ 508,438 | \$ 7,560 | \$ 7,560 | \$ 7,560 |
| Retirement - 911 | \$ 3,503,875 | \$ 3,709,260 | \$ 3,734,463 | \$ 3,734,463 |
| Workers Comp - 912 | \$ 163,445 | \$ 199,000 | \$ 240,000 | \$ 240,000 |
| Unemployment Insurance - 913 | \$ 93,283 | \$ 140,000 | \$ 105,000 | \$ 105,000 |
| Health Insurance - 914 | \$ 6,015,486 | \$ 7,300,000 | \$ 7,425,000 | \$ 7,425,000 |
| Salary Reserve | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 10,677,163 | \$ 12,354,841 | \$ 12,572,223 | \$ 12,572,223 |
| TOWN WIDE GENERAL GOVERNMENT TOTAL | | | | |
| | \$ 14,166,507 | \$ 16,806,312 | \$ 17,004,355 | \$ 17,004,355 |

ARTICLE 3 – OMNIBUS BUDGET (cont.)

| Expenses | FY23 Actuals | FY24 ATM Budget | FY25 Select Board Budget | FY25 FIN COM Budget |
|--|-------------------------|----------------------------|---|------------------------------------|
| DEPT OF PUBLIC WORKS | | | | |
| <i>DPW Salaries - 422</i> | \$ 720,144 | \$ 850,397 | \$ 1,115,225 | \$ 1,115,225 |
| <i>DPW Expenses - 422</i> | \$ 491,507 | \$ 531,250 | \$ 534,500 | \$ 534,500 |
| <i>Street Lighting Expenses - 424</i> | \$ 361,498 | \$ 32,500 | \$ 33,000 | \$ 33,000 |
| <i>Road Repair Expenses - 421</i> | \$ 102,031 | \$ 131,000 | \$ 131,000 | \$ 131,000 |
| <i>Building Maintenance Sal - 192</i> | \$ 140,224 | \$ 152,836 | \$ 161,256 | \$ 161,256 |
| <i>Building Maintenance Exp - 192</i> | \$ 171,026 | \$ 172,500 | \$ 176,500 | \$ 176,500 |
| <i>Traffic Signals Expenses - 293</i> | \$ 7,479 | \$ 5,000 | \$ 5,000 | \$ 5,000 |
| <i>Tree/Moth Agent Salary - 294</i> | \$ 3,500 | \$ 4,000 | \$ 4,000 | \$ 4,000 |
| Total | \$ 1,997,409 | \$ 1,879,483 | \$ 2,160,481 | \$ 2,160,481 |
| SNOW AND ICE REMOVAL - 423 | | | | |
| <i>Salaries</i> | \$ 41,571 | \$ 65,000 | \$ 65,000 | \$ 65,000 |
| <i>Expenses</i> | \$ 234,664 | \$ 470,600 | \$ 470,600 | \$ 470,600 |
| Total | \$ 276,235 | \$ 535,600 | \$ 535,600 | \$ 535,600 |
| STORMWATER MGMT- 425 | | | | |
| <i>Expenses</i> | \$ 142,433 | \$ 255,000 | \$ 275,000 | \$ 275,000 |
| Total | \$ 142,433 | \$ 255,000 | \$ 275,000 | \$ 275,000 |
| CEMETERY COMMISSION - 491 | | | | |
| <i>Expenses</i> | \$ - | \$ 100 | \$ 100 | \$ 100 |
| Total | \$ - | \$ 100 | \$ 100 | \$ 100 |
| PUBLIC WORKS TOTAL | \$ 2,416,077 | \$ 2,670,183 | \$ 2,971,181 | \$ 2,971,181 |
| FIRE - 220 | | | | |
| <i>Salaries</i> | \$ 2,193,545 | \$ 2,519,809 | \$ 2,754,994 | \$ 2,754,994 |
| <i>Expenses</i> | \$ 410,121 | \$ 421,465 | \$ 443,465 | \$ 443,465 |
| Total | \$ 2,603,666 | \$ 2,941,274 | \$ 3,198,459 | \$ 3,198,459 |
| POLICE - 210 | | | | |
| <i>Salaries</i> | \$ 2,964,078 | \$ 3,114,218 | \$ 3,343,028 | \$ 3,343,028 |
| <i>Expenses</i> | \$ 339,759 | \$ 438,091 | \$ 480,845 | \$ 480,845 |
| Total | \$ 3,303,837 | \$ 3,552,309 | \$ 3,823,873 | \$ 3,823,873 |
| POLICE/FIRE COMMUNICATIONS - 215 | | | | |
| <i>Salaries</i> | \$ 331,506 | \$ 446,794 | \$ 505,977 | \$ 505,977 |
| <i>Expenses</i> | \$ 40,650 | \$ 16,800 | \$ 38,978 | \$ 38,978 |
| Total | \$ 372,156 | \$ 463,594 | \$ 544,955 | \$ 544,955 |
| ANIMAL CONTROL - 292 | | | | |
| <i>Expenses</i> | \$ 52,566 | \$ 58,721 | \$ 110,710 | \$ 110,710 |
| Total | \$ 52,566 | \$ 58,721 | \$ 110,710 | \$ 110,710 |
| BUILDING INSPECTOR - 241 | | | | |
| <i>Salaries</i> | \$ 335,430 | \$ 367,158 | \$ 399,947 | \$ 399,947 |
| <i>Expenses</i> | \$ 28,881 | \$ 31,030 | \$ 21,915 | \$ 21,915 |
| Total | \$ 364,311 | \$ 398,188 | \$ 421,862 | \$ 421,862 |
| PUBLIC SAFETY TOTAL | \$ 6,696,536 | \$ 7,414,086 | \$ 8,099,859 | \$ 8,099,859 |
| HEALTH DEPARTMENT - 510 | | | | |
| <i>Salaries</i> | \$ 117,630 | \$ 123,042 | \$ 125,919 | \$ 125,919 |
| <i>Expenses</i> | \$ 21,673 | \$ 24,650 | \$ 24,700 | \$ 24,700 |
| Total | \$ 139,303 | \$ 147,692 | \$ 150,619 | \$ 150,619 |
| COUNCIL ON AGING - 541 | | | | |
| <i>Salaries</i> | \$ 171,081 | \$ 193,625 | \$ 200,429 | \$ 200,429 |
| <i>Expenses</i> | \$ 46,578 | \$ 59,850 | \$ 62,850 | \$ 62,850 |
| Total | \$ 217,659 | \$ 253,475 | \$ 263,279 | \$ 263,279 |
| VETERANS SERVICES - 543 | | | | |
| <i>Expenses</i> | \$ 106,661 | \$ 136,428 | \$ 131,638 | \$ 131,638 |
| Total | \$ 106,661 | \$ 136,428 | \$ 131,638 | \$ 131,638 |
| HEALTH & HUMAN SERVICES TOTAL | \$ 463,623 | \$ 537,595 | \$ 545,536 | \$ 545,536 |

ARTICLE 3 – OMNIBUS BUDGET (cont.)

| Expenses | FY23 | FY24 | FY25 | FY25 |
|---|----------------------|------------------------|---------------------------------|----------------------------|
| | Actuals | ATM Budget | Select Board Budget | FIN COM Budget |
| PARKS DEPT - 650 | | | | |
| Salaries | \$ 458,278 | \$ 512,859 | \$ 551,590 | \$ 551,590 |
| Expenses | \$ 152,285 | \$ 163,750 | \$ 162,750 | \$ 162,750 |
| Total | \$ 610,563 | \$ 676,609 | \$ 714,340 | \$ 714,340 |
| LIBRARY - 610 | | | | |
| Salaries | \$ 285,746 | \$ 328,896 | \$ 346,751 | \$ 346,751 |
| Expenses | \$ 180,218 | \$ 166,205 | \$ 166,235 | \$ 166,235 |
| Total | \$ 465,964 | \$ 495,101 | \$ 512,986 | \$ 512,986 |
| RECREATION - 630 | | | | |
| Salaries | \$ 82,347 | \$ 91,132 | \$ 97,037 | \$ 97,037 |
| Expenses | \$ - | \$ - | \$ - | \$ - |
| Total | \$ 82,347 | \$ 91,132 | \$ 97,037 | \$ 97,037 |
| TRAILS MAINTENANCE - 651 | | | | |
| Expenses | \$ 9,997 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| Total | \$ 9,997 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| SUNSHINE GROUP - 654 | | | | |
| Salaries | \$ 51,896 | \$ 50,000 | \$ 61,000 | \$ 61,000 |
| Expenses | \$ 21,104 | \$ 23,000 | \$ 29,000 | \$ 29,000 |
| Total | \$ 73,000 | \$ 73,000 | \$ 90,000 | \$ 90,000 |
| DISABILITY COMMISSION - 545 | | | | |
| Expenses | \$ - | \$ 500 | \$ - | \$ - |
| Total | \$ - | \$ 500 | \$ - | \$ - |
| MEMORIAL COMMISSION - 670 | | | | |
| Expenses | \$ 4,497 | \$ 4,000 | \$ 6,000 | \$ 6,000 |
| Total | \$ 4,497 | \$ 4,000 | \$ 6,000 | \$ 6,000 |
| HISTORICAL COMMISSION - 691 | | | | |
| Expenses | \$ 525 | \$ 2,200 | \$ 2,200 | \$ 2,200 |
| Total | \$ 525 | \$ 2,200 | \$ 2,200 | \$ 2,200 |
| COMMUNITY EVENTS/PRGS - 692 | | | | |
| Expenses | \$ 11,379 | \$ 17,500 | \$ 27,500 | \$ 27,500 |
| Total | \$ 11,379 | \$ 17,500 | \$ 27,500 | \$ 27,500 |
| CULTURAL COUNCIL - 695 | | | | |
| Expenses | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 |
| Total | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 |
| CULTURE AND RECREATION TOTAL | \$ 1,263,272 | \$ 1,375,042 | \$ 1,465,063 | \$ 1,465,063 |
| Total Town Meeting Appropriation: | \$ 58,574,067 | \$ 64,136,781 | \$ 66,547,419 | \$ 66,547,419 |
| | | | | |
| Expenditures Not Requiring Appropriation | FY23 Actuals | FY24 ATM Budget | FY25 Select Board Budget | FY25 FIN COM Budget |
| Tax Title | \$ 10,000 | \$ 10,000 | \$ 20,000 | \$ 20,000 |
| Cherry Sheet Offsets | \$ 333,255 | \$ 358,188 | \$ 391,981 | \$ 391,981 |
| Cherry Sheet Charges | \$ 976,877 | \$ 852,607 | \$ 890,239 | \$ 890,239 |
| Overlay | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 300,000 |
| Enterprise IDC Offset | \$ (752,002) | \$ (771,776) | \$ (792,248) | \$ (792,248) |
| Total | \$ 868,130 | \$ 749,019 | \$ 809,972 | \$ 809,972 |
| Total Operating Budget | \$ 59,442,197 | \$ 64,885,800 | \$ 67,357,391 | \$ 67,357,391 |
| MONETARY ARTICLES | | | | |
| Stabilization Transfer | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 |
| Roads & Sidewalks | \$ 800,000 | \$ 800,000 | \$ 800,000 | \$ 800,000 |
| Transfer to OPEB Trust | \$ 300,000 | \$ 300,000 | \$ 300,000 | \$ 300,000 |
| Total Monetary Articles | \$ 1,200,000 | \$ 1,200,000 | \$ 1,200,000 | \$ 1,200,000 |
| Total Appropriated and Non Appropriated Budget | \$ 60,642,197 | \$ 66,085,800 | \$ 68,557,391 | \$ 68,557,391 |
| Revenues (from Above) | \$ 66,144,996 | \$ 66,085,800 | \$ 68,557,391 | \$ 68,557,391 |
| General Fund Surplus/(Deficit) | \$ 5,502,799 | \$ - | \$ - | \$ - |

FISCAL YEAR 2025 ENTERPRISE BUDGETS – ARTICLES 4-6

| <i>Enterprise Funds</i> | FY23 <i>Actuals</i> | FY24 <i>ATM Budget</i> | FY25 <i>Select Board Budget</i> | FY25 <i>FIN COM Budget</i> |
|--|-------------------------------|----------------------------------|---|--------------------------------------|
| SOLID WASTE ENTERPRISE FUND- 431 | | | | |
| <i>Solid Waste Residential Fees/Bag Fees</i> | \$ 1,514,755 | \$ 1,570,000 | \$ 1,821,866 | \$ 1,821,866 |
| <i>Solid Waste Retained Earnings</i> | | \$ 358,455 | \$ - | \$ - |
| Total Solid Waste Revenue | \$ 1,514,755 | \$ 1,928,455 | \$ 1,821,866 | \$ 1,821,866 |
| <i>Solid Waste Salaries</i> | \$ 171,473 | \$ 215,212 | \$ 57,385 | \$ 57,385 |
| <i>Solid Waste Benefits & Indirect Costs</i> | \$ 130,880 | \$ 137,187 | \$ 140,037 | \$ 140,037 |
| <i>Solid Waste Expenses</i> | \$ 1,473,749 | \$ 1,526,000 | \$ 1,576,000 | \$ 1,576,000 |
| <i>Debt Expense</i> | \$ 51,668 | \$ 50,056 | \$ 48,444 | \$ 48,444 |
| Total Solid Waste Expenses | \$ 1,827,770 | \$ 1,928,455 | \$ 1,821,866 | \$ 1,821,866 |
| SEWER ENTERPRISE FUND - 440 | | | | |
| <i>Sewer Fees for Service</i> | \$ 2,023,760 | \$ 1,930,105 | \$ 2,019,476 | \$ 2,019,476 |
| <i>Sewer Betterment Transfer</i> | \$ 21,136 | \$ 21,263 | \$ 21,263 | \$ 21,263 |
| Total Sewer Revenue | \$ 2,044,896 | \$ 1,951,368 | \$ 2,040,739 | \$ 2,040,739 |
| <i>Sewer Salaries</i> | \$ 254,574 | \$ 270,511 | \$ 286,204 | \$ 286,204 |
| <i>Sewer Benefits & Indirect Costs</i> | \$ 333,743 | \$ 159,601 | \$ 159,048 | \$ 159,048 |
| <i>Sewer expenses</i> | \$ 1,019,318 | \$ 1,288,550 | \$ 1,369,600 | \$ 1,369,600 |
| <i>Debt Expense</i> | \$ 272,712 | \$ 232,706 | \$ 225,887 | \$ 225,887 |
| Total Sewer Expenses | \$ 1,880,347 | \$ 1,951,368 | \$ 2,040,739 | \$ 2,040,739 |
| WATER ENTERPRISE FUND - 450 | | | | |
| <i>Water Fees for Service</i> | \$ 4,450,594 | \$ 4,650,000 | \$ 5,200,000 | \$ 5,200,000 |
| <i>Water Retained Earnings</i> | | \$ 387,397 | \$ 238,224 | \$ 238,224 |
| Total Water Revenue | \$ 4,450,594 | \$ 5,037,397 | \$ 5,438,224 | \$ 5,438,224 |
| <i>Water Salaries</i> | \$ 759,736 | \$ 970,996 | \$ 1,060,621 | \$ 1,060,621 |
| <i>Water Benefits & Indirect Costs</i> | \$ 451,759 | \$ 474,988 | \$ 493,163 | \$ 493,163 |
| <i>Water expenses</i> | \$ 694,028 | \$ 702,900 | \$ 895,400 | \$ 895,400 |
| <i>Debt Expense</i> | \$ 1,916,247 | \$ 2,888,513 | \$ 2,989,040 | \$ 2,989,040 |
| Total Water Expenses | \$ 3,821,770 | \$ 5,037,397 | \$ 5,438,224 | \$ 5,438,224 |
| Sub-Total Enterprise Funds - Revenues | \$ 8,010,245 | \$ 8,917,220 | \$ 9,300,829 | \$ 9,300,829 |
| Sub-Total Enterprise Funds - Expenses | \$ 7,529,887 | \$ 8,917,220 | \$ 9,300,829 | \$ 9,300,829 |
| Total Revenues All Sources | \$ 74,155,241 | \$ 75,003,020 | \$ 77,858,220 | \$ 77,858,220 |
| Total Budget All Funds | \$ 68,172,084 | \$ 75,003,020 | \$ 77,858,220 | \$ 77,858,220 |

IV. FINANCE COMMITTEE SUBCOMMITTEE REPORTS

Education Subcommittee Report

For FY25, the Finance Committee recommends that the Town fund the Medway Public Schools (MPS) Operational Budget from Town Appropriation in the amount of \$31,576,000. This represents a \$900,000 or 2.93% increase over FY24.

The Massachusetts State Aid Cherry Sheet as proposed in Governor Healey’s FY25 budget in January indicates that the Chapter 70 State Aid for education will be \$10,883,259, which represents essentially level funding, and is consistent with the “hold” harmless funding provided by the State to local school districts. It is important to understand the lack of a notable increase in State Aid continues to present a challenge to our schools and our Town. All other funding will again come via Local Aid, Town Appropriation, available revolving accounts, and any supplemental grants that may be received throughout the year.

In total, the Medway School Committee has proposed a FY25 operating budget of \$35,016,763 to meet the “level service” needs of the district in the coming year. As with the last couple of fiscal years, the Education Department will carry forward a portion of the Circuit Breaker receipts received in the prior fiscal year for use in FY24. Historically, the goal of the Education Department has been to carry forward the full amount of Circuit Breaker funds received in a given year for use in the following year. However, current funding and budget needs have prevented this from occurring the last couple of years. As a result, we will use not just FY24’s remaining Circuit Breaker Funds, but also a portion of FY25’s. For FY25, the school will use \$854,766 from FY24 Circuit Breaker and \$581,085 from FY25 for a combined amount of \$1,434,851, which, when combined with the proposed Town Appropriation of \$31,576,000, and other offsets will complete the funding required for the FY25 operating budget.

| | <u>Final Budget FY2024</u> | <u>Budget FY2025</u> |
|--|---------------------------------------|---------------------------------|
| Salaries | \$23,453,670 | \$24,663,308 |
| Out of District Tuition | \$1,471,312 | \$1,173,592 |
| Transportation | \$1,699,620 | \$1,555,167 |
| Facilities | \$2,323,157 | \$2,514,679 |
| Other | \$1,728,241 | \$1,669,254 |
| Town Funded MPS Operational Budget | \$30,6766,000 | \$31,576,000 |
| Total Offsets including Circuit Breaker | \$3,081,050 | \$3,440,763 |
| Grand total MPS operating budget | \$33,757,050 | \$35,016,763 |

Comparisons between the reconfigured FY24 budget and the proposed FY25 budget provides for an overall net increase of \$900,000, or 2.93% 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 and adding bus fees for some students 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.

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 FY25 assessment is \$1,328,687. The Tri-County board derives this assessment following Commonwealth formulas and using a similar process as MPS uses to develop its

budget. Additionally, for FY25, Medway’s assessment for construction of the new Tri-County approved by the citizens will be \$62,708. This number will grow in future years once the new facility comes online. These amounts for Tri-County are outside of the \$31,576,000 in the general fund allocated for our schools.

The Medway Public Schools, its mission and programs are important to the character of our Town. The schools are a source of great pride for Medway, and a crucial part of what makes Medway a great place to live. Our students continue to excel in the classroom, at athletics and in the arts. As a community, we owe a debt of gratitude to all who work in and lead our schools. In particular we are thankful for the leadership of Dr. Pires, the school administration, and School Committee through the challenging times we have faced and ensuring our students receive the great education we have come to expect. To ensure our school’s leaders have the resources needed to continue to provide the level of education our students deserve, we all share the responsibility to make sure that we budget the funds they need to continue to provide for our Town’s children.

Respectfully submitted by the Finance Committee Education Subcommittee, Brian Cowan

General Government Subcommittee Report

The General Government portion of the budget is comprised of those departments that handle the policymaking, 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 five (5) projects that incurred excluded debt. The cost of paying for that debt will be \$1.38 million in FY25. The high school is the next of those to roll off. It is scheduled to be paid-off in FY26 which will reduce the debt payments by \$556,000.

The Subcommittee would also like to report that the Town has several established stabilization accounts to provide financial security for the Town. During FY24, 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 FY24 and beyond.

Respectfully submitted by the Finance Committee General Government Subcommittee, Brian Cowan

Public Works Subcommittee Report

The Department of Public Works is responsible to the residents, businesses, and visitors of Medway for the maintaining, operating and proactively managing the public infrastructure that supports our thriving community. This infrastructure provides essential services that support our thriving community and consists

of more than 100 miles of residential and urban roadway containing bridges, sidewalks, curbs, traffic signals, street lighting, guardrail fencing, surface and sub-surface storm water systems, sanitary wastewater systems, public water supply systems, and public shade trees. This infrastructure along with municipal buildings, parks, vehicles, and solid waste management is the backbone of the community and contains many of the resources that all together, can well define the overall quality of life in the community.

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

Administration and Finance

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

- Private Trash Program Renewals
- FY23 Demand & Lien Process
- Permitting and Licensing
- Call Log/Work Order System maintenance
- Solid Waste/Recycling operations and Regulatory Reporting
- Roadway & Sidewalk construction and continue to maintain roadway maintenance program
- Increased monitoring of water customer accounts to provide advanced notice of service leaks and of outdoor watering violations
- Continue working with internal and external focus groups to support a series of initiatives in water, wastewater, and stormwater to provide better overall water resource management.
- Continue to administer grants for the department
- Support the Town's goal of informing and engaging our residents and businesses through web site and social media updates

Engineering and Facilities

Supporting the Town's commitment toward upgrading and expanding its public infrastructure, requires managing numerous significant infrastructure projects and initiatives simultaneously. 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 (12) 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 Inspection
- Snow removal at all Town owned facilities
- Equipment Auction
- Flag and Banner maintenance/replacement (Town wide)
- Street and parking lot light repairs/replacement
- Set up & break down for Town voting
- Coordinate janitorial service for all Town buildings
- Town Hall – Office remodel in Treasurer space/kitchen
- Medway Block – Office remodel

- Police Station – painting and renovations, garage/storage shed installation, power installation to shed
- Fire Station – Alarm repairs
- New tents for summer camps (set up and take down)
- Senior Center- Sidewalk repairs, painting, door replacements, general repairs, security camera installation
- VFW- Concession stand repairs
- DPW Garage – general repairs
- Choate Park – gutter installation at the pavilion, HVAC upgrades
- Set up Holiday decorations around Town
- Ide House – wood gate installation
- Thayer Homestead – barn repairs
- Library – sprinkler system upgrades
- Community Farm – Repairs to chimney, outside painting, pressure wash deck

Water and Sewer:

The Water and Sewer Division is responsible all operation and maintenance activities necessary to maintain the level of service expected from our customers as well as regulatory authorities on a 24/7/365 from our public water and sewer utilities. Our water system consists of 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. We are currently underway with construction of a new \$20M Populatic Water Treatment facility which will improve water quality by removing iron and manganese from the source water (which can cause brown water). The facility design includes additional space for future PFAS treatment, which will be required under the new National Primary Drinking Water Regulation proposed by the EPA. 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
- Constructing new Water Treatment Facility
- Constructing new Oakland Street raw water transmission main
- Install second well at Oakland well site
- Continue design of Oakland pump house
- 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 North end of 109

Parks Division

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

- Perimeter clean-up at all parks and fields
- Rain Barrel Program
- Center Street Softball Field Renovations & Brush clearing
- Completed New Middle School Softball Field
- Senior Center outdoor exercise area and equipment installation
- Assist with and help coordinate Thanksgiving eve bonfire & Christmas Parade
- 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
- Tree limbing and brush removal throughout Town
- Coordinate Spring & Fall Household Hazardous Waste Days
- Medway High School – install temp outfield fence for varsity baseball field
- Medway High School – batting cage power for pitching machine
- Town Wide Sidewalk Snow Clearing
- 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 operations and maintenance and capital projects
- Trail clearing for the bridge festival
- Installation of ADA Trail at the Adams Street Meadow
- Irrigation upgrades and maintenance at Town fields

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 in accordance with the Town's snow and ice policy and budget. In FY23, DPW will continue implementation of its seven-year road improvement program.

- Mill and overlay the following roads: Gray Squirrel Circle, Blueberry Hill Rd., Cottage St., Holliston St., Jasmine Rd., Liberty Rd., Nobscott Rd., Rainbow Dr., Short St., Spring St., Winthrop St. (Drainage work area)
- Reclaimed the following roads: Buttercup Ln., Clover Ln., Drybridge Rd., Forest Rd., Hemlock Dr., Mallard Dr., Redgate Dr.
- Sidewalk Improvements: Holliston St. (Main St. to Ellis St.), Village St. (Island Rd. to CRPCD), West Street
- Crack sealing on 9 roads in Town
- Drainage improvements/repairs
- Stormwater Best Management Practices (BMP) & outfall inspections and maintenance
- Dry weather water quality sampling
- Repair driveway aprons on various roads

- Loam & seed along newly paved roads
- Cleanup/Loam & seed damaged areas from snow & ice season
- 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
- Catch Basin & Manhole repairs/replacements (approximately 45 total)
- Trench, sidewalk, and roadway repairs
- Roadway Signs repaired/replaced
- 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)
- Choate Park Pavilion – Installed Drainage pipe for gutters around the pavilion
- Summer St. – Installed (3) rapid flashing crosswalk beacons
- Holliston St – Installed (1) rapid flashing crosswalk beacon
- Senior Center – Removal of concrete pad, installation of gutters
- Medway Middle School – Installed new school zone signs, installed new wooden guardrail along parking lot
- Police Station – Assisted with storage area installation
- Medway Community Farm – Removed concrete patio, removed old cooler and pad
- Bike lane signs installed (Supplied by MassDOT) at various locations throughout town
- Fire Station 1 - Replaced metal guardrail with a wood timber guardrail, concrete apron repair, installed intersection signs and street painting
- Dug trenches to assist with several DPW/Town wide projects
- Managed West Street Intersection and sidewalk installation project
- Managed Main Street Sidewalk installation and drainage improvements
- Paved and inspected all water & sewer trenches to ensure compliance with Town standards
- Handicap ramps installed

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
- Submitted Phosphorous Control Plan
- Began design work for stormwater BMP's across Town.

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 Works. 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 vehicles and equipment
- Performed snow contractor inspections

Respectfully submitted by the FinCom Public Works Subcommittee, Michael Schrader

Public Safety Subcommittee Report

The mission of the **Medway Police Department** is to maintain a safe community through a balance of community partnership, respect, fairness, trust, and tactically sound policing. The stated vision that the Medway Police Department will provide exceptional public safety service through a problem-solving partnership between our community and our committed workforce which strives to improve the quality of life for our residents, visitors, and business partners.

The Department, led by Chief William Kingsbury, provides a vital and increasingly complicated role in protecting the citizens of Medway, now and for the future. The department is currently made up of senior officers in administrative and command positions with officers in mid-career manning supervisory & specialty positions and younger officers in position to advance as more senior officers retire. During FY24, the Department had one Lieutenant Matthew Reardon retire after 28 years of service, who's position was filled by promoting from within. The department expects to hire at least six, most likely seven, new officers between 2025 and 2030. Those officers would fill open existing positions as patrol officers move up due to future command staff retirements. The Department is planning to add a full time School Resource Officer, and also plans to add a dedicated Digital Detective Position to serve the increasing demand for investigating cyber threats to Medway citizens (e.g., identity theft).

In FY24, the Department entered the Massachusetts MPAC Accreditation Program and created a Drone Unit with 11 officers trained as operators to provide security at public events and deploy during crisis situations. 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 the ongoing investment in training, the department will utilize the budget to invest in a desperately needed new Record Management System and replace three front-line cruisers as part of the ongoing fleet replacement and maintenance agreement (Note: Due to market conditions and unavailability of police vehicles, one of the replacements was deferred from FY24).

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 Chiefs Michael Fasolino and Craig Vinton continue to provide strong leadership for both the Town's Fire Department and EMS Service.

In FY24, the Department successfully implemented new reporting software to have a centralized location for inspections, building pre-plans, training records, fire reports, notification software and personnel records. Also, three new Career Firefighter Paramedics were hired to replace personnel who left for other departments (Towns). Recruiting and retention continues to be a challenge in this strong labor market.

The Fire Department call volumes continue to increase year-over-year. Call volume in FY23 was a record high of 2,918, with 37% of those simultaneous calls which the Town could not directly support. This is expected to grow as the Town grows with larger residential projects. While there was no increase in the number of personnel in FY24, the gap in coverage was covered with significant overtime.

The Fire Department operating budget for FY25 will increase by ~8.5%, mostly due to contractual increases, additional overtime needed to cover rising call volume and supply purchases have increased significantly. A capital project to replace software will be more acutely felt next year. Additionally, the ambulance service contract is significantly higher than what was budgeted. Supply expense is increased as hospitals are no longer replacing medical supplies used during ambulance calls. As with all Town assets, the Fire Department continues to ensure all Fire/EMS equipment is maintained in good working order.

The **Animal Control Department** is a shared service with the Town of Millis. Both municipalities currently fund the budget for this service according to usage. The budget for animal control in FY25 will be \$110,710, an increase from FY24 which includes the purchase of a new Animal Control vehicle.

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

Respectfully submitted by the Public Safety Subcommittee

Health and Human Services Subcommittee Report

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

During the past year, the two part-time Outreach Associates have continued to notice an increased workload. More housing and new residents of all ages find they need direction to find assistance programs. They are contacting the COA's Outreach Associates who try to aid in finding avenues for help. The Director of the COA, Courtney Riley gave a presentation to the Finance Committee on December 13, 2023, with an overview of current operations and the expected need to increase resources available as our population continues to age, and our population continues to grow.

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

The **Health Department** employs a full-time Director. Part-time administrative hours are also included in the budget. The Director, Derek Kwok presented to the Finance Committee on December 13, 2023, with an overview of the Department functions. A long-term goal of the Department is to employ a public health nurse rather than contract with a local VNA; however, this is not budgeted for 2025.

The **Veterans Services** budget is comprised of our share of the Metrowest Veterans District Agent salary, expenses such as grave markers and flags, and administration of Massachusetts General Laws Chapter 115 benefits to residents or survivors in Medway.

Respectfully submitted, Ellen Hillery

Library Subcommittee Report

The library continues its expansion and reach. Its collection 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. This marked the sixth 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, a CD/DVD buffer, and sewing machines. The “Morning Mend” group allows patrons to access these sewing machines empowering them and saving them significant costs. Volunteers helped with a wide variety of tasks including the summer lunch program, science programs, and beautifying the library grounds. The library is working with the schools to promote literacy and provide resources to students. 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. 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. They are too numerous to include here and include groups and events that can only exist because of the space the library is able to provide to the community. 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

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 paying a matching grant back to the Town. The original act allowed these funds to be used for Open Space, Community Housing, Recreational Land and Historic Resources. The passage of amendments to the law in 2012 created more flexibility on funding CPA outdoor recreation projects, such as the rehabilitation and restoration of land for recreational uses. Voters in Medway approved adopting the Community Preservation Act (CPA) in 2001, adding a 3% surcharge on local real estate tax bills; and the Commonwealth's match comes from per document filing fee at the 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 meetings are the first Monday of the month at 7:30pm, either remotely or at the Medway High School Library. Agendas are posted on the Town’s website. The most recent public hearing was on March 4, 2024. On February 5, 2024, prior year remote committee meeting minutes which had been delayed were reviewed and approved. On March 4, 2024, the committee unanimously approved a motion to partially fund the Hanlon Field and Track facility with \$500,000 from unreserved CPA funds. During the most recent meeting on April 1, 2024, discussions included accepting the report of the Metrowest Collaborative Development and approving the final allocation of \$100,000 CPA funds for the Glen Brook Way Senior Apartment Project. Other uses of funds this year have been for annual administrative expenses, as well as a Historic Resources signage request.

Respectfully submitted, Ellen Hillery

Planning and Economic Development Board Subcommittee Report

Working collaboratively with the Town’s Community Preservation Committee, Design Review Committee, Economic Development Committee, and Master Plan Committee, the PEDB provides planning, support, coordination, and advice on issues involving land use planning, zoning, economic development and smart growth. Among many ongoing projects, the PEDB had several noteworthy accomplishments this past year in support of its mission to develop policies, planning initiatives, and zoning regulations to guide the future development of Medway in ways that are consistent with the vision and values included in the Medway Master Plan.

Proposed amendments developed in FY24 include, but not limited to:

- Outdoor Display proposed zoning bylaw amendment
- Scenic Road Regulations proposed amendments

The following are the plans reviewed and approved this year:

- 98-108-114 Main-Street-special permits

- Hill View Estates Subdivision

Looking forward to FY24, the Board will be focusing on the following to name a few:

- Continue to work with Barrett Planning Group to develop zoning in compliance to MBTA Communities Law. Medway is considered an adjacent Town, requiring a zoning district of at least 50 acres where multifamily housing is allowed by-right at a gross density of at least 15 units per acre.
- Review rezoning to Energy Resource (ER) requests for proposed Battery Energy Storage (BESS) developments.
- Continue to review proposed developments including:
 - 37 Holliston Street
 - 56 Summer Street
 - 39 Alder Street – Site Plan Review & Special Permits

Respectfully submitted by the Planning and Economic Development Subcommittee

Affordable Housing Committee and Affordable Housing Trust Subcommittee Report

Meeting jointly, the Committee members and the Trustees continued their work promoting the creation and preservation of local affordable housing for households earning under 80% of the Area Median Income and advising Medway’s boards and committees on affordable housing issues. In February 2021, the statement below was adopted. While included in previous reports, it bears inclusion again: A fundamental principle of Medway’s Affordable Housing Trust and Affordable Housing Committee is that all people are deserving of housing, regardless of ability, age, ethnicity, gender, income, race, religious conviction, or self-identity.

In this spirit, Trustees and Committee Members strive to fulfill the mission of securing the reality of “Housing for All”. Following its adoption two years ago by the Committee and the Trust, The Department of Housing & Community Development (DHCD) approved the Medway Housing Production Plan (HPP) effective August 4, 2022. The 5-year HPP has five primary goals:

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

Medway’s affordable housing surpasses the state-mandated 10% minimum necessary. This means Medway can assert application of local Zoning Bylaws if challenged by a developer. Four projects met milestones which will ensure this protection is met at least until the 2030 census. They were Glen Brook Way, 39 Main Street, and Timber Crest. We, the Finance Committee, have seen this direction carried out in the actions and decisions of the Board. We would like to thank Community Housing Coordinator, Doug Havens, and the members of the Affordable Housing Trust and Affordable Housing Committee for working alongside us and helping to guide Medway to better tomorrow.

Respectfully submitted by the Finance Committee Affordable Housing Subcommittee,
William W. Lane & Jim Sullivan

Redevelopment Authority

Working collaboratively with the Medway Redevelopment Authority (“MRA”), the Finance Committee provides advice and insight of the effect on the Town’s Finance’s regarding the development of underutilized areas. In FY24, the MRA have focused on and continued work on two main areas in Town; the Oak Grove district and Trotter Drive. The MRA have spent numerous hours tracking legal ownership of parcels, offering to acquire

parcels, and propose zoning changes all to affect changes that will allow the Town and populace to benefit from these lands.

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, Julie Harrington, in 2018, the Department has continued to expand its programs, year after year and offers incredible programs throughout the entire year. The Department and committee's creativity saw it emerge from the worst of EEE and COVID having expanded programming, and a full schedule of field rentals. Activities continued to be robust, including letters to Santa, an ever-growing holiday lights competition, a "Trunk or Treat", the pumpkin walk on Halloween, and an egg hunt. Following the continued success of the summer camp it was expanded again this year. The goal is to keep the camps affordable, and therefore available to Medway's working parents. Registration fees for the camp cover the cost, plus some extra. The summer concert series was expanded yet again, sponsored by local businesses, and additional events included paddle nights at Choate Park, as well as a movie night together with Medway Cable Access. The Medway Parks & Recreation website, www.medwayparksrec.com, continues to be an excellent source of information. Visitors can register for Parks and Recreation offerings, make payments, review schedules of events, view virtual brochures, see maps of Town fields and trails, and gain additional information on various recreational opportunities. The Director of Parks and Recreation oversees the scheduling of the Town's fields and works closely with youth and adult groups, outside renters to meet the needs of their programs and ensure our fields pay for their own routine maintenance. The Department added an Assistant Director to the staff two years ago and this has allowed them to increase their offerings and ability to be responsive to the needs of the community. As the Department looks to the future, it hopes to continue expanding programming and community events. By collaborating and sharing ideas with other local Town's Parks and Recreation Departments, they plan to expand their offerings and programs. They will also continue their efforts to work closely with all in-Town youth organizations in their program administration. The Finance Committee would like to thank Julie Harrington for her driven, unflagging work to expand and improve Medway for all residents. Julie also won the MA Recreation and Park Association Community Professional of the Year Award last year. Congratulations, Julie! She is truly one of Medway's greatest assets.

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

Facilities Task Force Report

The Facilities Task Force was formed in Summer of '22, and is composed of representatives of the Select Board, School Committee, Capital Improvements, Finance Committee, and members of the community at-large. In 2023, the Task Force released their initial report with review and recommendations of 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. As a result of the report, the Select Board then authorized the Task Force to work with a consultant to give estimates on cost and possible locations for repair and/or replacement of the Fire Station at the corner of 109 and 126, the Police Station, and Town Hall. That initial report was presented in early 2024 and considered costs associated with relocating one, or multiple, of those facilities to the property that was formerly the home of Medway Block. The Task Force is now working on further developing those options as well as working on potential future uses of the VFW property.

Respectfully Submitted, Brian Cowan

V. DEFINITIONS AND GLOSSARY

How Town Meeting Operates

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

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

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

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

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

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

Regulations for Consent Calendar

Eligibility for Consent Calendar:

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

Procedure for Consideration of Consent Calendar:

- No debate will be allowed on any article on the Consent Calendar.
- At the Town Meeting, each article on the Consent Calendar will be clearly identified by number.

- An Article on the Consent Calendar will be removed from the Consent Calendar on the request of any voter present at the Town Meeting, and then be considered in the usual manner.
- All articles not removed from the Consent Calendar will be passed in one short form action e.g., “I move that Articles 2, 21, 24, 33, be passed as printed in the Warrant.”

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

Retained Earnings – (See Net Assets Unrestricted)

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

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

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

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

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

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

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

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

Please bring this copy of the Report to Town Meeting

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

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

SPECIAL TOWN MEETING, May 13, 2024, 7:00 PM

ANNUAL TOWN MEETING, May 13, 2024, 7:30 PM