



Warrant Committee

November 13, 2023

Agenda

- **Call to order and disclosure of video recording**
- **Introduction of new member and comments from Town Moderator**
- **Approval of October 10th and October 23rd meeting minutes**
- **Preliminary 23-24 calendar and minute meeting assignments**
- **Discussion of Forecasted FY 25 Revenue and Fixed Costs**

Property Tax Levy

Update on Health Insurance

- **Discussion of Updated Final FY 25 School and Town Budget Guidance (potential vote)**
- **Discussion of WC department budget reviews and presentations (process and information requests)**
- **Discussion of Municipal Building Stabilization Fund FY 25 Appropriation Requests**
- **Committee Updates**

School Building Committee - Discussion of WC Member Replacement (potential vote)

Capital Budget Committee

- **Update from Town Finance**
- **Informational Items**
- **Other topics not reasonably anticipated 48 hours prior to the meeting**

FY 25 WARRANT COMMITTEE CALENDAR AND MINUTE RESPONSIBILITY

Meeting Date 2023		Minute Responsibility
September 26, 2023	Schedule; Background on 2024 Budget Process and preliminary forecast.	Peter Michelson
October 10, 2023	Free Cash Analysis, Stabilization and Reserve Funds Review, Shared Revenue and Fixed Costs Budget Reviews	Brent Nelson
October 23, 2023**	Capital Budgets Review and Shared Revenue and Fixed Costs	Jillian Rafter
November 13, 2023**	Capital Budgets Review and Shared Revenue and Fixed Costs, Finalize Budget Guidance to School and Town Departments	Bob Sliney
December 12, 2023 (Tentative if needed)		
Meeting Date - 2024		
January 16, 2024	Town Departments Budget Reviews 1	Ed Vozzella
January 30, 2024	Town Departments Budget Reviews 2	Steve Callahan
February 13, 2024	School Department Budget Briefing	Deborah Cartisser
February 27, 2024 (Public Safety Building)	Warrant Articles 1	Emily McCabe
March 11, 2024**	Warrant Articles 2	Peter Michelson
March 19, 2024 (if needed)		
April 2, 2024	Warrant Committee Public Hearing	Brent Nelson
May 6, 2024	Annual Town Meeting	Pete Saladino
All meetings on Tuesday at 7 pm unless otherwise noted with "***".		

Warrant Committee Department Budget Review Process and Guidance

- **WC responsibility is to recommend an operating budget for Town Meeting, which requires balancing the many services and needs of the Town with tax impact to residents. The School Committee and Select Board submit budgets to the WC.**
- **WC provides budgetary guidance to both (school committee and school department) as well as (town select board and town departments) for sustainable budgets within the Prop 2 ½ framework.**
- **Town department heads will first review and discuss their budget needs with the Town Administrator. School principals and admin staff will first review and discuss their budget needs with school district administration. School Committee and Select Board review and approve budgets submitted to the WC.**
- **WC undertakes due diligence over submitted department budgets. The objective is to understand department spending in the context of the overall budget/guidelines, department priorities and any unmet needs.**
- **WC members are assigned as liaisons to town departments and school department for the purpose of conducting due diligence and coordinating WC department presentations.**

Review of Department Budgets Process

- **WC member liaison should contact department heads in December to coordinate due diligence reviews. Most Town budgets should be ready for review by the end of November.**
- **Full WC reviews of Town department budgets will occur during one of two meetings in January 2024 (January 16th and 30th). Town Administrator will coordinate scheduling of town department presentations on these days.**
- **WC will dedicate the meeting of February 13th for the review of the School Department budget.**
- **Department reviews will commence with a brief introduction and summary by the WC member liaison, followed by introduction of the department head and a brief presentation of budget request and observations. We ask that the Town Department presentations be under 10 minutes and will be followed by Q&A.**
- **Presentation materials should be submitted 48 hours in advance of the WC meeting date.**

Department Information Guidance

- The primary source of information for department background, goals, accomplishments, trends/statistics and historical spend and Full Time Equivalents should be the printed FY 24 Annual Budget Book (GFOA Submitted Document).
- A secondary source of information is the FY 22 Annual Report which has FTE and individual annual wage information by department. An update for FY 23 salary information will be provided to WC members in early January 2024.
- Department heads should provide any additional insight or commentary on positive or negative trends impacting the 5-year budget forecasts, including significant risks.
- If applicable, department heads should present and discuss any activity in revolving accounts, investment accounts under their control, and funding sources or expenditures not reflected in the operating budget such as grants, trusts or gifts.
- Town Finance will also provide the WC supplemental department information as follows:

Actual FY 23 expenditures
FY 23 Significant Turn backs

FY 24 actual expenditures YTD
FY 24 unexpended budget

FY 25 - line-item budget request
FY 25 headcount request

To: Medfield Budget Makers and Elected Officials

November 13, 2023

From: Warrant Committee

DRAFT

Subject: FY 2025 Budget Guidance: Approach, Targets and Timeline

Summary and Background

A host of factors pushed up the growth rate of the Town's budget in FY 23 and FY 24, including the inflation surge that began in mid- 2021. Fortunately, inflation has moved down from its peak last year but nonetheless, the space between our forecasted fixed expenditures and the Tax Levy allowed under Prop 2 ½ continues to be under pressure. While the tax rate moved down in FY 23 to \$xx.xx, average tax bills rose x.x %, amounting to an increase of \$xxx on the average home in Medfield – and tax bills will move up again in FY 24. The property tax bills in Town have overall, risen about in line with the Consumer Price Index (CPI). Given the anticipated ongoing slowing in housing prices and continued budgetary strains, the tax rate is likely to face upward pressure in coming years.

Taking all of this into account, the Warrant Committee intends to take a cautious approach to budgeting in FY 25. In summary, after a review of FY 25 forecasted revenue and fixed costs, the Warrant Committee is recommending an overall x.x% budget guidance for school and town departments. Amounts of COLA for non-contract employees who are not covered by the Collective Bargaining Agreements and salary increases as stipulated by relevant Collective Bargaining Agreements for contract employees are expected to fall within this overall guidance.

COLA for non-contract employees (does not directly affect employees covered by Collective Bargaining Agreements)

Inflation has eroded everyone's purchasing power since the surge that began in the middle of 2021, though inflation has moved lower recently, with the latest read on the CPI indicating that prices in the Northeast in September were 3.0 percent higher than 12 months earlier (3.7 for the US as a whole). Wages have also been rising more rapidly during this inflation environment. For example, the Employment Cost Index for State and Local governments employees rose 4.8% over the year ending in September. That figure incorporates pay increases that went into effect at the start of the fiscal year in many jurisdictions (July 1, 2023), corresponding to Medfield's FY 24 COLA (3.0%) that also went into effect July 1st.

The COLA recommended by the Warrant Committee that will be brought forward to Town Meeting must balance the need to fairly compensate the hard work and dedication of Town employees against the burden of taxes. By way of background COLAs were 3.0 % for FY 24, 2.0 % for FY 23 and 2% for several years before that. As of this date, the Personnel Board has not recommended a COLA for FY 25.

Department Operating Budgets

As noted, budget pressures remain and are unlikely to abate in coming years. Accordingly, we ask school and Town departments to prepare budgets that do not exceed the guidelines of x.x%. Department heads should first work with the chief executives and elected boards

(Superintendent/School Committee or Town Administrator/Select Board) in balancing the limitations of these guidelines with essential department needs and services in the face of unforeseen costs for essential goods and department needs. For line items where increases are necessary to maintain essential services, or where costs have increased in an out of the ordinary way, we ask budget makers to provide specific explanations to their Elected Boards and the Warrant Committee and to consider whether a decrease in another line item could offset the increase.

Lastly, if after review there are any unmet needs that could not be covered with either alternative revenue sources (grants, fees, etc.) or cost efficiencies, please identify these for the Warrant Committee along with specific explanations for essentials whose higher costs make Warrant Committee guidance inconsistent with providing an appropriate level of service. The Warrant Committee asks that any significant requests that fall outside of the above guidance be identified and communicated early, since it may trigger a Prop 2 ½ override request at Town Meeting.

The Warrant Committee looks forward to discussing particulars with the Superintendent, Town Administrator, and budget makers to ensure that essential and important services are provided, and that the Town's overall costs and tax rate are controlled as well as possible. Capital Budget requests should be handled through the Capital Budget Committee process.

Timeline

December, 2023 – FY 25 budgets are due to Town Administrator and Superintendent

January, 2024- Budgets transmitted to School Committee, Select Board and Warrant Committee

December – February – Warrant Committee Liaison Member due diligence

January 16th and 30th, 2024– Warrant Committee budget review meetings with Town Departments

February 13, 2024 – Warrant Committee budget review meeting with School Department

As always, thank you for the hard work you undertake on behalf of Medfield taxpayers and the long-term future of the Town. We look forward to working with all policy and budget makers to produce an FY25 Budget that provides efficient, quality services to Town residents while continuing to be fiscally responsible with taxpayer revenue.

Sincerely,

Medfield Warrant Committee

Stephen Callahan (Co-Chair), Deborah Cartisser, Emily McCabe, Peter Michelson, Brent Nelson, Jillian Rafter, Peter Saladino, Bob Sliney (Co-Chair), Edward Vozzella

MINUTES
Warrant Committee Meeting
October 10, 2023

Warrant Committee Members	Steve Callahan (SC, Chair), Robert Sliney (RS, Co-Chair), Deborah Cartisser (DC), Edward Vozzella (EV), Brent Nelson (BN), Peter Michelson (PM), Mather Eldred (ME), Emily McCabe (EM) Attending Remotely: Jillian Rafter (JR)	
Guests	Kristine Trierweiler (KT), Town Administrator Frank Gervasio (FG), Assistant Town Administrator Andrew Foster, Town Accountant Town residents, including C. Potts (7 Curve Street)	
Meeting Location	Town Building Chenery Hall	
Meeting Times	7:03 p.m. to 8:42 p.m.	
Approval of Previous Meeting Minutes	None	
Operational Budgets (including votes taken)	Addressed in narrative that follows	
Warrant Articles (including votes taken)	Addressed in narrative that follows	
List of all documents and exhibits used	Agenda for Meeting SC: Slides Reviewing Reserve & Stabilization Funds KT: Free Cash, Financial Policy, and Compliance KT: List of Turn Backs, FY18-FY23 KT: Local Receipts, FY18-FY23	
Other Business	n/a	
Follow-ups		
Dates for Meetings including WC	See listing of future meetings in meeting materials	
Discussion with Financial Team	Call to order 7:03. Roll-call of members. Chair reviewed Warrant Committee (WC) meeting calendar and noted that the next meeting will be held on Monday, October 23. Chair acknowledged two press releases, regarding recent legal matters, were circulated to the WC in advance of the meeting. Chair SC invites KT to	

give remarks as to the events of 2022-2023 that led to the indictment of Kevin Ryder, former Director of Medfield Parks & Recreation.

Chair: Note that the investigation was initiated, at least in part, due to the Town sharing information with the Attorney General's office. This information came to light during the budgeting process of the previous fiscal year, but the Chair(s) of the WC were not at liberty to divulge at that time. The Chair expects the Inspector General's office to provide guidance as to corrective measures once the legal process has concluded.

KT: Swift action was taken by the Town when irregularity was discovered, including:

- Now have a procurement card policy, thereby reducing the need for a reimbursement process
- Implemented a point-of-sale system at Hinkley Pond and at the Council on Aging
- Cash handling procedures at Hinkley Pond have been revised
- More frequent inter-departmental audits by the Town Accountant
- Reducing cash payments throughout the Town
- Centralized management of Amazon business accounts

Capital funds have been requested for FY 25 to procure OpenGov software platform that will handle permitting. In addition, the Town is consulting with insurance provider – at least one claim has been filed already. EV: Will this trigger a change in scope of auditing by third-party auditors? KT: We are bringing on a new auditing firm — this is a topic of discussion with them. SC: Funds impacted were with the revolving accounts, so no direct impact on the budgeting process then, or now.

FREE CASH

Chair began a discussion and review of Financial Policy Compliance for the previous fiscal year (FY 23), and a review of reserve accounts and free cash, more generally.

The Chair described the nature of “free cash” (FC), and the various ways in which FC can be accumulated. RS noted that the budgetary process should always result in a balance between expected revenue and expected expense, so FC is always (in some sense) “unplanned”. Some examples of how this might come about were given by members of the committee.

Chair: FC is certified at the end of each FY. Some FC is to be retained (unused), and the remainder is eligible for disbursement for one-time, nonrecurring expenses. Town has adopted financial policies that require a certain minimum amount of FC to be left unused.

KT: A review of last year's (FY 23) free cash and reserve balances, as part of the FY 2024 warrant committee report, was delivered. Note two threshold targets for total reserve fund balances, as dictated by Town Financial Policy: 7.5% and 9% (eventual policy goal is 9-12%). Estimated FY 24 reserve funds should meet (exceed) the 9% threshold. This is an improvement over FY 23, when the Town met the 7.5% threshold, but fell just short of the higher 9% goal.

Policy is to keep 2.5% of operating budget in the form of "unexpended FC" (i.e. 2.5% of expected operating budget already present at start of budgeting process). Warrant Committee is obligated to deliver a recommended budget that meets our financial policies, or provide an explanation for why that was not possible.

Sources of free cash from FY 23 were reviewed. In that year there were a significant number of budgetary turn backs. Health insurance was a major one (29% of total turn backs in FY23), as were Police Operations (29%) and various budget items related to Public Works (roughly 21% of total turn backs in FY 23). In all three cases, KT expects turn backs from FY24 to be smaller than FY 23 due to more staff joining the rolls for health insurance, and the likelihood of being at full staffing for police and DPW.

Local receipts for FY 23 were reviewed. Areas in which receipts exceeded FY 23 budget estimates were:

- Motor vehicle excise taxes: there are fewer calls registered in Medfield, but the aggregate values of those cars has increased
- Under "Other Departmental Revenue", contributions include \$92k from the opioid settlement, revenue from Basic/Advanced Life Support service to other communities, an increase in Trinity fees paid associated with the Medfield State Hospital development project, and some purchases of new Transfer Station stickers prior to the expiration date of the old stickers at the end of the FY
- Investment Income: unanticipated income in this category can be attributed to an increase in interest received on all Town financial accounts, due to increasing rates. Significantly, Town accounts were augmented by \$11M in water treatment plant funds, which were held temporarily before disbursement.
- Misc. Non-recurring Income: Unanticipated reimbursement for snowstorm the previous year, in the amount of \$105k from FEMA
- Licenses and Permits/New Growth: Associated with building projects such as the Hinkley South development
- School Department: Combination of grant revenue and higher collection of tuition

Overall, \$2M in total un-anticipated revenue.

C. Potts noted that Parks & Recreation (P&R) received \$68k in unanticipated revenue from summer programs that went to free cash. KT:

Though the unanticipated revenue could not be retained by P&R (and thus went to free cash) the Town may nevertheless earmark those funds for future P&R capital projects.

Chair: Summarized the (estimated) FY 24 Free Cash balances of \$5,142,310, and proposed disbursements from Free Cash to various purposes, subject to approval at Town Meeting. The 2.5% operating budget target for FY 24 would be \$1,786,751, so approximately \$3.3M is presumably available for allocation. Prior to discussing possible recommended allocations, the Chair reviewed the purpose of various Town Reserve/Stabilization Funds, and the current balances in these accounts.

STABILIZATION/RESERVE FUNDS

Chair: A description of the various reserve funds was given:

- Unused Free Cash (minimum 2.5% of anticipated operating budget)
- General Stabilization Fund (estimated FY 24 balance: \$3.6M)
- Capital Stabilization Fund (estimated FY 24 balance: \$1.2M)
- Proceeds Held from Land Sales (left over from Hinckley plot sale, estimated FY 24 balance of \$450k)
- Town Reserve Fund (to cover unexpected budget differences during the FY, estimated FY 24 balance: \$170k)

For the purposes of Town Financial Policy goals, these accounts are, in aggregate, commonly referred to as “the reserves”, and it is this quantity that is targeted to 9-12% of general fund expenditures.

Chair next described the Municipal Building Stabilization Fund (MBSF), which enjoys a dedicated revenue stream via Town-approved override. The end of year balance estimated for FY 2024 is \$657k, with \$1.1M voted contribution via override. The total anticipated needs for FY 25 are approximately \$3M, with large future anticipated needs of school roof replacement (\$8M) and Town Hall roof replacement (\$6M) in the coming 2-4 years.

Chair suggested possible scenarios for allocating funds from Free Cash (minus the 2.5% reserve, so \$3.3M available) to various purposes, including the above-mentioned reserve funds. Each funding source was given a “low” and “high” allocation suggestion. Based on anticipated needs, the Chair suggested the following allocation, to be recommended for approval at Town Meeting:

- General Stabilization Fund: \$0
- Capital Stabilization Fund: \$750k
- Parks & Recreation: \$68k (see above)
- School Build Committee: \$600k
- Other Post-Employment Benefits (OPEB) Trust: \$551k
- (New) School Tax Impact Mitigation Fund \$1M

	<p>The final item was briefly discussed at the previous Warrant Committee meeting. If approved at Town Meeting, such a fund would be considered a part of “reserve funds” for purposes of Town Financial Policy compliance. The above proposal totals \$2.97M in total transfers, bringing FY 25 total reserves to 11.6% of general fund expenditures. In addition, the Chair proposed a transfer of \$350k from Free Cash to the MSBF for FY 25.</p> <p>School Building Committee update — RS indicated that the committee had a good discussion about the need to educate the public on the issues associated with the new building. A joint meeting of the School Board, Select Board, and School Building Committee is planned for November 14. Members of the Warrant Committee are invited to attend, if they wish. In response to a question from EV about the time-scale associated with the completion of a feasibility study, ME indicated that such discussions are waiting upon decisions regarding MSBA involvement, expected later in the year.</p> <p>Capital Budget Committee update – BN indicated that there had been a single meeting since the Warrant Committee last met. At the meeting, the Director of Public Works presented capital requests for DPW, as well as items to be funded from the Water and Sewer Enterprise Funds. All requests for funding from the Capital Stabilization Funds have now been formally presented. BN noted that a new request from DPW was made to begin improvements related to the Town Sidewalk Master Plan, but this request is likely to trigger a deeper study from the Capital Budget Committee.</p> <p>RS motion to adjourn (PM seconds). Adjournment at 8:42pm</p>
Attachments	See list of documents and exhibits

Respectfully Submitted: Brent D. Nelson

	FY2024	FY2025	\$ Change	% Change
REVENUES	Budget	Forecast	FY24 to FY25	FY24 to FY25
Property Tax Levy	\$49,521,862	\$51,283,621	\$1,761,759	3.56%
2 1/2 Levy Increase	\$1,238,047	\$1,282,091	\$44,044	3.56%
New Growth	\$400,000	\$475,000	\$75,000	18.75%
Debt Exclusions	\$2,590,854	\$2,382,869	-\$207,985	-8.03%
Total Property Tax Levy	\$53,750,763	\$55,423,580	\$1,672,818	3.18%

	FY2024	FY2025	\$ Change	% Change
OTHER REVENUES	Budget	Forecast	FY24 to FY25	FY24 to FY25
State Aid	\$8,481,363	\$8,639,196	\$157,833	1.86%
Local Receipts	\$4,307,337	\$4,872,307	\$564,970	13.12%
Other Available General Funds	\$730,772	\$784,887	\$54,115	7.41%
Enterprise Fund Offset	\$2,263,466	\$2,219,432	-\$44,034	-1.95%
Total Other Revenue	\$15,782,938	\$16,515,821	\$732,883	4.64%

Total Revenue	\$69,533,700	\$71,939,401	\$2,405,701	3.51%
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SHARED FIXED COSTS - INSURANCE/BENEFITS	FY24 Town Meeting Approved	FY25 Forecast	\$ Change	% Change
Workers Compensation Insurance	\$280,878	\$294,922	\$14,044	5.00%
Property, General Liability, and Professional	\$279,507	\$293,482	\$13,975	5.00%
Police and Fire 111F Injured on Duty Insurance	\$95,000	\$90,000	-\$5,000	-5.26%
Unemployment Trust Fund	\$30,000	\$25,000	-\$5,000	-16.67%
Life Insurance	\$15,900	\$16,000	\$100	0.63%
Health Insurance	\$4,928,810	\$5,175,251	\$246,441	5.00%
Medicare Tax	\$665,000	\$708,000	\$43,000	6.47%

Norfolk County Retirement	\$3,296,275	\$3,434,727	\$138,452	4.20%
Total Town and School Employee Benefits	\$9,591,370	\$10,037,382	\$446,012	4.65%

DEBT SERVICE	FY24 Town Meeting Approved	FY25 Forecast	\$ Change	% Change
Town Debt - Principal	\$2,914,709	\$2,931,249	\$16,540	0.57%
Town Debt - Interest	\$1,160,574	\$1,035,984	-\$124,590	-10.74%
Lease Purchase Finance Payment	\$48,095	\$48,095	\$0	0.00%
Total Debt	\$4,123,378	\$4,015,328	-\$108,050	-2.62%

EXPENDITURES NOT REQUIRING APPROPRIATION	FY24 Town Meeting Approved	FY25 Forecast	\$ Change	% Change
Snow Deficit/Land Damages/Tax Title	\$25,000	\$25,000	\$0	0.00%
State Aid Offsets	\$30,132	\$31,337	\$1,205	4.00%
Deficit to be raised on the Recap	\$0	\$0	\$0	0.00%
State Assessments	\$936,146	\$749,762	-\$186,384	-19.91%
Overlay	\$200,000	\$200,000	\$0	0.00%
Total Not Requiring Approp	\$1,191,278	\$1,006,099	-\$185,179	-14.77%

VOCATIONAL SCHOOL ASSESSMENT	FY24 Town Meeting Approved	FY25 Forecast	\$ Change	% Change
Vocational School Assessment	\$107,355	\$110,039	\$2,684	2.50%
Total Vocational School Assessment	\$107,355	\$110,039	\$2,684	1.88%
TOTAL SHARED/FIXED COSTS	\$15,013,381	\$15,168,848	\$155,467	1.04%

REMAINING REVENUES	\$2,296,335	\$2,250,235	-\$46,100	-2.01%
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OPERATING BUDGETS: 75%/25% REVENUE SPLIT	FY24 Town Meeting Approved	FY25 Forecast	\$ Change	% Change FY24 to FY25
School Department	\$41,176,784	\$42,864,460	\$1,687,676	4.1%
Town Departments	\$13,343,535	\$13,906,094	\$562,559	4.2%
Total	\$54,520,319	\$56,770,554	\$2,250,235	4.13%

Levy Limit Fiscal Year 2023

FOR BUDGET PLANNING PURPOSES

I. TO CALCULATE THE FY 2022 LEVY LIMIT

A. FY 2021 Levy Limit	46,047,741	
A1. Amended FY 2021 Growth	0	
B. ADD (IA + IA1)*2.5%	1,151,194	
C. ADD FY 2022 New Growth	518,321	
C1. ADD FY 2022 New Growth Adjustment	0	
D. ADD FY 2022 Override	0	
E. FY 2022 Subtotal	47,717,256	
F. FY 2022 Levy Ceiling	74,728,187	I. 47,717,256
		FY 2022 Levy Limit

II. TO CALCULATE THE FY 2023 LEVY LIMIT

A. FY 2022 Levy Limit from I	47,717,256	
A1. Amended FY 2022 Growth	0	
B. ADD (IIA + IIA1)*2.5%	1,192,931	
C. ADD FY 2023 New Growth	611,675	
C1. ADD FY 2023 New Growth Adjustment	0	
D. ADD FY 2023 Override	0	
E. ADD FY 2023 Subtotal	49,521,862	
F. FY 2023 Levy Ceiling	86,651,781	II. 49,521,862
		FY 2023 Levy Limit

III. TO CALCULATE THE FY 2023 MAXIMUM ALLOWABLE LEVY

A. FY 2023 Levy Limit from II.	49,521,862
B. FY 2023 Debt Exclusion(s)	3,129,882
C. FY 2023 Capital Expenditure Exclusion(s)	0
D. FY 2023 Stabilization Fund Override	1,103,812
E. FY 2023 Other Adjustment :	0
F. FY 2023 Water/Sewer	0
G. FY 2023 Maximum Allowable Levy	53,755,556

Signatures

Board of Assessors

Jeffrey Skerry, Assessors , Medfield , yremillard@medfield.net 508-906-3016 | 12/6/2022 8:02 PM

Michael Rose, Assessor , Medfield , yremillard@medfield.net 508-359-8505 | 12/6/2022 8:00 PM

Kenneth Manning, Assessor , Medfield , yremillard@medfield.net 508-906-3016 | 12/6/2022 8:04 PM

TAX RATE RECAPITULATION

Fiscal Year 2023

I. TAX RATE SUMMARY

la. Total amount to be raised (from page 2, IIe)	\$ 80,423,930.30
lb. Total estimated receipts and other revenue sources (from page 2, IIle)	26,942,451.04
lc. Tax Levy (Ia minus Ib)	\$ 53,481,479.26
ld. Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	94.8267	50,714,721.89	3,286,762,506.00	15.43	50,714,745.47
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	2.8843	1,542,566.31	99,972,305.00	15.43	1,542,572.67
Net of Exempt					
Industrial	0.9085	485,879.24	31,488,600.00	15.43	485,869.10
SUBTOTAL	98.6195		3,418,223,411.00		52,743,187.24
Personal	1.3805	738,311.82	47,847,830.00	15.43	738,292.02
TOTAL	100.0000		3,466,071,241.00		53,481,479.26

MUST EQUAL 1C

Signatures

Assessors

Jeffrey Skerry, Assessors , Medfield , yremillard@medfield.net 508-906-3016 | 12/6/2022 8:03 PM

Comment:

Michael Rose, Assessor , Medfield , yremillard@medfield.net 508-359-8505 | 12/6/2022 7:59 PM

Comment:

Kenneth Manning, Assessor , Medfield , yremillard@medfield.net 508-906-3016 | 12/6/2022 8:05 PM

Comment:

Documents

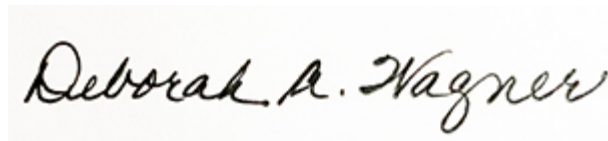
Documents have been uploaded.

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By: Amy Handfield
Date: 12/12/2022
Approved: Andrew Nelson
Director of Accounts: Deborah A. Wagner

TAX RATE RECAPITULATION

Fiscal Year 2023

A handwritten signature in black ink on a light beige rectangular background. The signature reads "Deborah A. Wagner" in a cursive script.

TAX RATE RECAPITULATION**Fiscal Year 2023****II. Amounts to be raised**

Ila. Appropriations (col.(b) through col.(g) from page 4)		79,170,027.04
Ilb. Other amounts to be raised		
1. Amounts certified for tax title purposes	0.00	
2. Debt and interest charges not included on page 4	0.00	
3. Final Awards	0.00	
4. Retained Earnings Deficit	0.00	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	26,061.00	
6. Revenue deficits	0.00	
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00	
8. CPA other unappropriated/unreserved	0.00	
9. Snow and ice deficit Ch. 44, Sec. 31D	56,234.52	
10. Other :	0.00	
TOTAL Ilb (Total lines 1 through 10)		82,295.52
Ilc. State and county cherry sheet charges (C.S. 1-EC)		964,734.00
Ild. Allowance for abatements and exemptions (overlay)		206,873.74
Ile. Total amount to be raised (Total Ila through Ild)		80,423,930.30

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	8,384,126.00	
2. Massachusetts school building authority payments	0.00	
TOTAL IIIa		8,384,126.00
IIIb. Estimated receipts - Local		
1. Local receipts not allocated (page 3, col (b) Line 24)	4,184,381.00	
2. Offset Receipts (Schedule A-1)	0.00	
3. Enterprise Funds (Schedule A-2)	5,520,894.00	
4. Community Preservation Funds (See Schedule A-4)	0.00	
TOTAL IIIb		9,705,275.00
IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (page 4, col (c))	3,225,000.00	
2. Other available funds (page 4, col (d))	5,628,050.04	
TOTAL IIIc		8,853,050.04
IIId. Other revenue sources appropriated specifically to reduce the tax rate		
1a. Free cash..appropriated on or before June 30, 2022	0.00	
1b. Free cash..appropriated on or after July 1, 2022	0.00	

TAX RATE RECAPITULATION

Fiscal Year 2023

2.	Municipal light surplus	0.00	
3.	Other source :	0.00	
	TOTAL III d		0.00
III e.	Total estimated receipts and other revenue sources		26,942,451.04
	(Total III a through III d)		
IV.	Summary of total amount to be raised and total receipts from all sources		
a.	Total amount to be raised (from II e)		80,423,930.30
b.	Total estimated receipts and other revenue sources (from III e)	26,942,451.04	
c.	Total real and personal property tax levy (from I c)	53,481,479.26	
d.	Total receipts from all sources (total IV b plus IV c)		80,423,930.30

TAX RATE RECAPITULATION

Fiscal Year 2023

LOCAL RECEIPTS NOT ALLOCATED *

		Receipt Type Description	(a) Actual Receipts Fiscal 2022	(b) Estimated Receipts Fiscal 2023	Percentage Change
==>	1.	MOTOR VEHICLE EXCISE	2,280,299.00	2,150,000.00	-5.71
	2.	OTHER EXCISE			
==>		a.Meals	195,721.00	150,000.00	-23.36
==>		b.Room	0.00	0.00	0.00
==>		c.Other	0.00	0.00	0.00
==>		d.Cannabis	0.00	0.00	0.00
==>	3.	PENALTIES AND INTEREST ON TAXES AND EXCISES	87,195.00	75,000.00	-13.99
==>	4.	PAYMENTS IN LIEU OF TAXES	4,359.00	2,624.00	-39.80
	5.	CHARGES FOR SERVICES - WATER	0.00	0.00	0.00
	6.	CHARGES FOR SERVICES - SEWER	0.00	0.00	0.00
	7.	CHARGES FOR SERVICES - HOSPITAL	0.00	0.00	0.00
	8.	CHARGES FOR SERVICES - SOLID WASTE FEES	0.00	0.00	0.00
	9.	OTHER CHARGES FOR SERVICES	0.00	0.00	0.00
	10.	FEES	55,990.00	50,000.00	-10.70
		a.Cannabis Impact Fee	0.00	0.00	0.00
		b.Community Impact Fee Short Term Rentals	0.00	0.00	0.00
	11.	RENTALS	268,254.00	261,307.00	-2.59
	12.	DEPARTMENTAL REVENUE - SCHOOLS	66,836.00	500.00	-99.25
	13.	DEPARTMENTAL REVENUE - LIBRARIES	0.00	0.00	0.00
	14.	DEPARTMENTAL REVENUE - CEMETERIES	40,880.00	35,000.00	-14.38
	15.	DEPARTMENTAL REVENUE - RECREATION	0.00	0.00	0.00
	16.	OTHER DEPARTMENTAL REVENUE	454,236.00	339,350.00	-25.29
	17.	LICENSES AND PERMITS			
		a.Building Permits	652,673.00	600,000.00	-8.07
		b.Other licenses and permits	105,085.00	90,600.00	-13.78
	18.	SPECIAL ASSESSMENTS	155,892.00	101,250.00	-35.05
==>	19.	FINES AND FORFEITS	6,825.00	3,750.00	-45.05
==>	20.	INVESTMENT INCOME	65,648.00	300,000.00	356.98
==>	21.	MEDICAID REIMBURSEMENT	132,365.00	25,000.00	-81.11
==>	22.	MISCELLANEOUS RECURRING	0.00	0.00	0.00
	23.	MISCELLANEOUS NON-RECURRING	126,347.00	0.00	-100.00
	24.	Totals	4,698,605.00	4,184,381.00	-10.94

Signatures

TAX RATE RECAPITULATION

Fiscal Year 2023

Accounting Officer

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the above-indicated fiscal year tax rate recapitulation form by the City / Town / District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Andrew Foster, Town Accountant , Medfield , afoster@medfield.net 508-906-3021 | 11/29/2022 6:15 PM

Comment:

Documents

Documents have been uploaded.

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or departmental revolving funds per Chapter 44, Section 53E 1/2. The Recap Page 3 Support form must be submitted to support increases / decreases of estimated receipts to actual receipts.

==> The Recap Page 3 Support form must be submitted to support increases/ decreases of FY 2023 estimated receipts to FY 2022 estimated receipts to be used in calculating the Municipal Revenue Growth Factor (MRGF). The Recap Page 3 Support form must be submitted to list each receipt type included in rows 22 and 23, Miscellaneous Recurring and Non-Recurring.

TAX RATE RECAPITULATION

Fiscal Year 2023

APPROPRIATIONS										AUTHORIZATIONS	
										MEMO ONLY	
City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash (See B-1)	(d) From Other Available Funds (See B-2)	(e) From Offset Receipts (See A-1)	(f) From Enterprise Funds (See A-2)	(g) From Community Preservation Funds (See A-4)	(h) *** Departmental Revolving Funds	(i) Borrowing Authorization (Other)	
05/09/2022	2023	64,000.00	0.00	0.00	64,000.00	0.00	0.00	0.00	0.00	0.00	
05/09/2022	2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	540,000.00	0.00	
05/09/2022	2023	477,560.10	0.00	0.00	477,560.10	0.00	0.00	0.00	0.00	0.00	
05/09/2022	2023	1,159,000.00	0.00	0.00	1,159,000.00	0.00	0.00	0.00	0.00	0.00	
05/09/2022	2023	2,000,000.00	0.00	2,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
05/09/2022	2023	2,057,686.00	100,686.00	0.00	1,191,000.00	0.00	766,000.00	0.00	0.00	0.00	
05/09/2022	2023	4,754,894.00	2,298,280.00	0.00	0.00	0.00	2,456,614.00	0.00	0.00	0.00	
05/09/2022	2022	4,974.78	0.00	0.00	4,974.78	0.00	0.00	0.00	0.00	0.00	
05/09/2022	2023	250,000.00	0.00	0.00	250,000.00	0.00	0.00	0.00	0.00	0.00	
05/09/2022	2023	25,000.00	0.00	25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
05/09/2022	2023	1,123,538.20	0.00	0.00	1,123,538.20	0.00	0.00	0.00	0.00	0.00	
03/22/2022	2023	1,103,812.00	1,103,812.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
05/09/2022	2023	286,196.96	0.00	0.00	286,196.96	0.00	0.00	0.00	0.00	0.00	
05/09/2022	2023	65,863,365.00	63,591,585.00	1,200,000.00	1,071,780.00	0.00	0.00	0.00	0.00	0.00	
Total		79,170,027.04	67,094,363.00	3,225,000.00	5,628,050.04	0.00	3,222,614.00	0.00			

* Enter the fiscal year to which the appropriation relates.

** Appropriations included in column (b) must not be reduced by local receipts or any other funding source.

Appropriations must be entered gross to avoid a duplication in the use of estimated or other sources of receipts.

*** Include only revolving funds pursuant to Chapter 44, Section 53 E 1/2.

Signatures

TAX RATE RECAPITULATION
Fiscal Year 2023

Clerk

I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.
[Marion Bonoldi, Town Clerk , Medfield , mbonoldi@medfield.net 508-906-3024 | 12/6/2022 3:14 PM](#)
Comment:

Documents

Documents have been uploaded.

Levy Limit
Fiscal Year 2023

Documents

Documents have been uploaded.

To: Medfield Budget Makers and Elected Officials

Date: November 13, 2023

From: Warrant Committee

Subject: FY 2025 Budget Guidance: Approach, Targets and Timeline

Summary and Background

A host of factors pushed up the growth rate of the Town's budget in FY 23 and FY 24, including the inflation surge that began in mid- 2021. Fortunately, inflation has moved down from its peak last year but nonetheless, the space between our forecasted fixed expenditures and the Tax Levy allowed under Prop 2 ½ continues to be under pressure.

While the tax rate moved down in FY 23 to \$xx.xx, average tax bills rose x.x %, amounting to an increase of \$xxx on the average home in Medfield – and tax bills will move up again in FY 24. The property tax bills in Town have overall, risen about in line with the Consumer Price Index (CPI). Given the anticipated ongoing slowing in housing prices and continued budgetary strains, the tax rate is likely to face upward pressure in coming years.

Taking all of this into account, the Warrant Committee intends to take a cautious approach to budgeting in FY 25. In summary, after a review of FY 25 forecasted revenue and fixed costs, the Warrant Committee is recommending an overall x.x% budget guidance for school and town departments. Amounts of COLA for non-contract employees who are not covered by the Collective Bargaining Agreements and salary increases as stipulated by relevant Collective Bargaining Agreements for contract employees are expected to fall within this overall guidance.

COLA for non-contract employees (does not directly affect employees covered by Collective Bargaining Agreements)

Inflation has eroded everyone's purchasing power since the surge that began in the middle of 2021, though inflation has moved lower recently, with the latest read on the CPI indicating that prices in the Northeast in September were 3.0 percent higher than 12 months earlier (3.7 for the US as a whole). Wages have also been rising more rapidly during this inflation environment. For example, the Employment Cost Index for State and Local governments employees rose 4.8% over the year ending in September. That figure incorporates pay increases that went into effect at the start of the fiscal year in many jurisdictions (July 1, 2023), corresponding to Medfield's FY 24 COLA (3.0%) that also went into effect July 1st.

The COLA recommended by the Warrant Committee that will be brought forward to Town Meeting must balance the need to fairly compensate the hard work and dedication of Town employees against the burden of taxes. By way of background COLAs were 3.0 % for FY 24, 2.0 % for FY 23 and 2% for several years before that. As of this date, the Personnel Board has not recommended a COLA for FY 25.

Department Operating Budgets

As noted, budget pressures remain and are unlikely to abate in coming years. Accordingly, we ask school and Town departments to prepare budgets that do not exceed the guidelines of **x.x%**. Department heads should first work with the chief executives and elected boards (Superintendent/School Committee or Town Administrator/Select Board) in balancing the limitations of these guidelines with essential department needs and services in the face of unforeseen costs for essential goods and department needs. For line items where increases are necessary to maintain essential services, or where costs have increased in an out of the ordinary way, we ask budget makers to provide specific explanations to their Elected Boards and the Warrant Committee and to consider whether a decrease in another line item could offset the increase.

Lastly, if after review there are any unmet needs that could not be covered with either alternative revenue sources (grants, fees, etc.) or cost efficiencies, please identify these for the Warrant Committee along with specific explanations for essentials whose higher costs make Warrant Committee guidance inconsistent with providing an appropriate level of service. The Warrant Committee asks that any significant requests that fall outside of the above guidance be identified and communicated early, since it may trigger a Prop 2 ½ override request at Town Meeting.

The Warrant Committee looks forward to discussing particulars with the Superintendent, Town Administrator, and budget makers to ensure that essential and important services are provided, and that the Town's overall costs and tax rate are controlled as well as possible.

Capital Budget requests should be handled through the Capital Budget Committee process.

Timeline

December, 2023 – FY 25 budgets are due to Town Administrator and Superintendent

January, 2024- Budgets transmitted to School Committee, Select Board and Warrant Committee

December – February – Warrant Committee Liaison Member due diligence

January 16th and 30th, 2024– Warrant Committee budget review meetings with Town Departments

February 13, 2024 – Warrant Committee budget review meeting with School Department

As always, thank you for the hard work you undertake on behalf of Medfield taxpayers and the long-term future of the Town. We look forward to working with all policy and budget makers to produce an FY25 Budget that provides efficient, quality services to Town residents while continuing to be fiscally responsible with taxpayer revenue.

Sincerely,

Medfield Warrant Committee

Stephen Callahan (Co-Chair), Deborah Cartisser, Emily McCabe, Peter Michelson, Brent Nelson, Jillian Rafter, Peter Saladino, Bob Sliney (Co-Chair), Edward Vozzella

School Buildings	2025	2026	2027	2028	2029
Medfield High School					
Preventive Maintenance - AHU's	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
PM/Replacement - RTU's	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Misc. Site Work	10,000.00				
Electrical Upgrades	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Brick Façade Repair		50,000.00		50,000.00	
Window Sealants		25,000.00		25,000.00	
Medfield Outreach Work	20,000.00				
Window Weather stripping		10,000.00		10,000.00	
Fluid Pumps		5,000.00		5,000.00	
Additional Money for Court Repairs	125,000.00				
Paint Interior			20,000.00	20,000.00	20,000.00
RegROUT tile			4,000.00	4,000.00	4,000.00
Acoustical Ceiling Replacement			40,000.00	40,000.00	40,000.00
Boiler Replacement (Green Communities)		100,000.00			
Blake Middle School					
PM/Replacement - RTU's	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Misc. Site Work	10,000.00	10,000.00	10,000.00		
PM - AHU's	20,000.00	20,000.00	20,000.00		
Interior Painting		25,000.00		25,000.00	
Windows @ Curtain Wall in Cafe			50,000.00	50,000.00	50,000.00
Carpet Replacement		60,000.00			
VCT/Flooring Replacement	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Brick Façade Repair (partial)		50,000.00		50,000.00	
Locker Room Renovations			75,000.00	75,000.00	75,000.00
Acoustic Ceilings	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Boiler Replacement (Green Communities)	100,000.00				
Fluid Pumps	5,000.00	5,000.00			
Dale Street School					

Interior Improvements	50,000.00				
Asbestos Flooring Abatement/Replacement	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Carpet Replacement	20,000.00				
Wheelock					
Preventive Maintenance - Fan Coil Units	10,000.00				
Replace Valves Throughout	10,000.00				
Preventive Maintenance - Exhaust Fans	5,000.00				
Flooring / VCT Abatement	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Preventive Maintenance - Gym Units	25,000.00				
Replace Pneumatic Temp Controls (Green Com?)	100,000.00				
Door Installation@ Library		10,000.00			
Electrical upgrade			100,000.00		
Re-grout Tile @ plumbing fixtures		2,000.00	2,000.00	2,000.00	2,000.00

Memorial					
Preventive Maintenance - RTU's	5,000.00	5,000.00			
Misc. Site Work	12,000.00				
Carpet/VCT/Painting	25,000.00	20,000.00	20,000.00		
Grease Trap Replacement	12,000.00				
Interior Painting		20,000.00	20,000.00	20,000.00	20,000.00
Electrification project (debt service)		250,000.00			
Sprinkler Head Replacement		10,000.00			

District Wide					
Schilling Baseball Field Repair (debt service)			1,200,000.00		
Turf Field Lights (debt service)			350,000.00		
Sealant Replacement (engineering / project)	10,000.00	50,000.00	50,000.00	50,000.00	50,000.00
New Storage Containers	50,000.00				50,000.00
Roof Replacement (MSBA Roof Repair Program)		8,000,000.00			
Resurfacing of School Parking lots	250,000.00				

TOTALS - Schools	1,039,000.00	8,892,000.00	2,126,000.00	591,000.00	476,000.00
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Town Buildings	2025	2026	2027	2028	2028
Town Hall					
Misc. Exterior Façade Repairs	20,000.00	20,000.00	20,000.00		
PM/Replace? - AHU			5,000.00	5,000.00	5,000.00
Carpet Replacement	40,000.00	40,000.00			
Preventive Maintenance - Vent exhaust fans	5,000.00	5,000.00			
Interior Improvements	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
Sprinkler Work	10,000.00				
New Elevator Install			200,000.00		
RegROUT Tile				2,000.00	2,000.00
Brick Façade Repair		25,000.00		25,000.00	
Sealant Replacement	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Window replacement		30,000.00		30,000.00	
Boiler Work		30,000.00			
Chiller Plant (Green Communities?)		200,000.00			
Paving			30,000.00		
Public Safety					
Basketball Court Repair	200,000.00				
Sprinkler Work	10,000.00				
Parks and Rec Building					
Misc Plumbing Repairs	6,000.00				
Misc Electrical Repairs	5,000.00				

COA					
Building Envelope Repair/Windows	10,000.00	10,000.00	10,000.00		
Sprinkler Work _ Dry System	10,000.00				
Exterior Painting	50,000.00				

Fluid pumps			5,000.00		
EPDM Roofing				5,000.00	5,000.00
Carpet Replacement		20,000.00			
Library					
EPDM Engineering	10,000.00				
Brick Facade Repair			5,000.00	5,000.00	5,000.00
Fire Alarm System Replacement	100,000.00				
RegROUT Tile		3,000.00	3,000.00		
EPDM Roof		50,000.00			
ATC Computer Controls		25,000.00			
Fluid Pumps	5,000.00				
Paving			20,000.00		
Carpet			30,000.00	30,000.00	30,000.00
Interior Painting			35,000.00	35,000.00	35,000.00
Dry System Pipe Replacement			30,000.00		
RTU Repair		20,000.00			
Other Town Buildings					
Kingsbury Gristmill	20,000.00				
Dwight Derby House	10,000.00				
TOTAL Town Buildings	546,000.00	513,000.00	428,000.00	172,000.00	117,000.00
All Town Facilities					
ADA Improvements	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Roof Replacement (School - debt service)				6,000,000.00	70,000.00
TOTAL All Town Facilities	556,000.00	523,000.00	438,000.00	6,182,000.00	197,000.00
Town and Schools					
Department Wide Equipment Replacement	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Emergency Repair Funding	175,000.00	175,000.00	175,000.00	175,000.00	175,000.00

TOTAL Town and Schools					
2025		2026	2027	2028	2029
TOTALS for School and Town Buildings	1,770,000.00	9,590,000.00	2,739,000.00	6,948,000.00	848,000.00