



## TOWN OF MEDFIELD MEETING NOTICE

Posted:

Town Clerk

Posted in accordance with the provisions of M.G.L. c. 30A, §§18-25

This meeting will be held in a hybrid format. Members of the public v the meeting may do so in person or via Zoom by one of the following options:

1. To join online, use this link:  
<https://medfield-net.zoom.us/j/86784501182?pwd=NSStcGY0NXIvS1E5azBETjZuSE8yQT09>
  - a. Webinar ID: 867 8450 1182
  - b. Password: 057865
2. To join through a conference call, dial 309-205-3325 or 312-626-6799 or 646-931-3860 or 929-436-2866 or 301-715-8592 or 386-347-5053 or 564-217-2000 or 669-444-9171 or 669-900-6833 or 719-359-4580 or 253-215-8782 or 346-248-7799
  - a. Enter the Webinar ID: 867 8450 1182
  - b. Enter the password: 057865

### Warrant Committee



PLACE OF MEETING	DAY, DATE, AND TIME
Medfield Town House 459 Main Street, Medfield MA Second Floor, Chenery Hall Also available via Zoom	Tuesday, January 30, 2024 at 7:00 pm

### Agenda (Subject to Change)

- Call to order and disclosure of video recording
- Approval of January 16, 2024 meeting minutes
- 2024 Calendar and Meeting Minute Assignments
- Discussion of Town Department FY25 Budgets
  - Council on Aging

- Town Clerk
- Parks and Recreation
- Library
- Medfield Outreach
- Inspections
- Town Accountant
- Town Administrator
  - Town Counsel
  - Information Technology
  - Veterans
  - Human Resources
  - Town Report/Town Meeting
  - Sealer of Weights and Measures
  - Historical Commission
  - Cultural Council
  - Memorial Day
  - Reserve Fund
- Reserve Fund Transfer
  - Town Accountant - \$11,500
  - Baxter Park - \$16,950
  - Conservation Commission - \$28,700.50
- New Elementary School Building Discussion
- Discussion of Current Status of FY25 School and Town Budget Guidance
- Discussion of Warrant Article List for Annual Town Meeting
- Update from Town Finance
- Informational items
- Other topics not reasonably anticipated 48 hours prior to the meeting



# **Warrant Committee**

**January 30, 2024**

# Agenda

- Call to order and disclosure of video recording
- Comments from Town Moderator
- Approval of January 16<sup>th</sup> meeting minutes
- 2024 calendar and minute meeting assignments
- Discussion of FY 25 Town Department Budgets (Council on Aging, Town Clerk, Park & Rec, Library, Medfield Outreach, Inspections, Town Accountant, Town Administrator and various budgets)
- Reserve Fund Transfers (Town Accountant, Baxter Park, Conservation Commission)
- New Elementary School Building Discussion
- Discussion of Current Status of FY 25 School and Town Budget Guidance
- Discussion of Changes to Warrant Article List for 2024 Annual Town Meeting
- Update from Town Finance
- Informational Items
- Other topics not reasonably anticipated 48 hours prior to the meeting



# 2024 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
Meeting Date - 2024		
January 16, 2024 (Public Safety Building)	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)	School Dept, MBTA Zoning Brief, Warrant Articles 1	Emily McCabe
March 12, 2024	Warrant Articles 2	Peter Michelson
March 19, 2024 (Public Safety Building)	Warrant Articles 3	Brent Nelson
April 2, 2024**	Warrant Committee Public Hearing (7:30 PM Start)	Pete Saladino
April 9, 2024	MBTA Zoning Warrant Article	Jillian Rafter
April 10, 2024 – NO MEETING	FINAL WARRANT REPORT TO PRINTER	
May 6, 2024	Annual Town Meeting	Bob Sliney
All meetings on Tuesday at 7 pm unless otherwise noted with “**”.		

# Town Department 2025 Budget Reviews



# **Big Picture Financial Planning and Modeling for a New School Building**

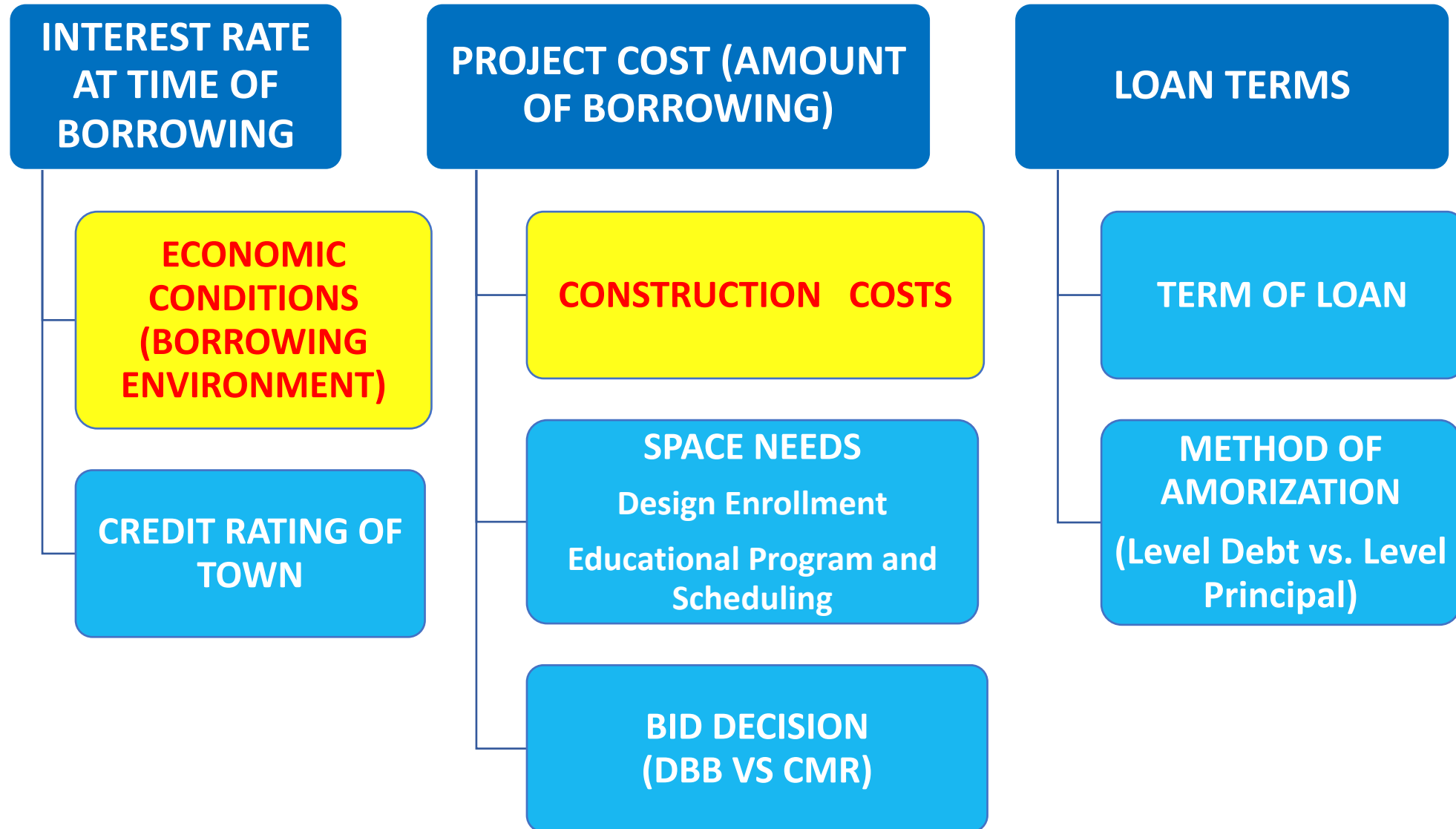
**January 30, 2024**

PRELIMINARY AND TENTATIVE DRAFT - FOR DISCUSSION  
PURPOSES ONLY

# Questions For SBC To Study Further

- ☐ **What Should the Design Enrollment Be?**
- ☐ **What is the Grade Configuration?**
- ☐ **What is Educational Program and Related Space Needs?**
- ☐ **What is an Acceptable Tax Impact for Residents?**
- ☐ **What is Source of Project Funding?**

# What Impacts The Cost to Taxpayers of a New School ?



# What is the Right Enrollment ?

## NESDEC FALL 2023 ESTIMATED ENROLLMENT

Projected Enrollment in Grade Combination						
School Year	PK-5	K-5	PK-1	K-1	2-3	4-5
2023-24	1214	1163	421	370	389	404
2024-25	1218	1167	436	385	391	391
2025-26	1201	1149	411	359	391	399
2026-27	1262	1210	456	404	405	401
2027-28	1246	1193	467	414	378	401
2028-29	1269	1216	426	373	427	416
2029-30	1263	1209	440	386	435	388
2030-31	1272	1218	441	387	393	438
2031-32	1302	1247	449	394	406	447
2032-33	1258	1203	446	391	408	404
2033-34	1274	1218	442	386	415	417

## Enrollment - Summary of Students

	Grade 4	Grade 5	Total
2021 Wheelock Proposal	287	287	574
Current Enrollment FY 24	206	198	404
NESDEC Projected Enrollment (2030-2031)	252	186	438
NESDEC Projected Enrollment (2031-2032)	195	252	447
NESDAC Projected Enrollment (2032-2033)	209	195	404

# General Classroom Space Needs For Various Enrollment Assumptions

	450 Enrollment			475 Enrollment			500 Enrollement			575 Enrollment		
	Grade 4	Grade 5		Grade 4	Grade 5		Grade 4	Grade 5		Grade 4	Grade 5	
Planning Enrollment	225	225	450	237.5	237.5	475	250	250	500	287.5	287.5	575
General Classroom Student Policy	24	24		24	24		24	24		23	23	
# of General Classrooms	9.38	9.38	18.8	9.90	9.90	19.8	10.42	10.42	20.8	12.50	12.50	25.0
# of General Classrooms Rounded	10	10	20	10	10	20	11	11	22	13	13	26
Minimum MSBA Classroom Size (NFA)	-	-	900	-	-	900			900	-	-	900
NFA Required for General Classrooms			18,000			18,000			19,800			23,400

# Program Areas Space Summary for 575 Enrollment (2021 Wheelock Proposal)

Category	PDP (SF)	PSR (SF)	SD (SF)	MSBA Guidelines (SF)
Core Academic	27,050	27,050	27,238	23,750
Special Education	7,010	7,010	7,155	6,040
Art & Music	4,650	4,650	4,599	5,000
Health & PE	9,300	9,300	8,553	6,300
Media Center	3,258	3,258	3,238	3,258
Dining & Food Service	8,011	8,011	7,992	7,823
Medical	610	610	610	610
Administration & Guidance	2,440	2,440	2,391	2,440
Custodial	2,175	2,175	2,109	2,175
Other	1,000	1,000	0	0
TOTAL NET AREA	65,505	65,505	63,885	57,395
TOTAL GROSS AREA	98,258	98,258	95,828	85,052

**Core Academic NFA  
Consists of:**

**General Classroom: 23,426**  
Breakout Rooms 1,374  
STE 2,438

**Total 27,238**

**# of General Classrooms: 26**

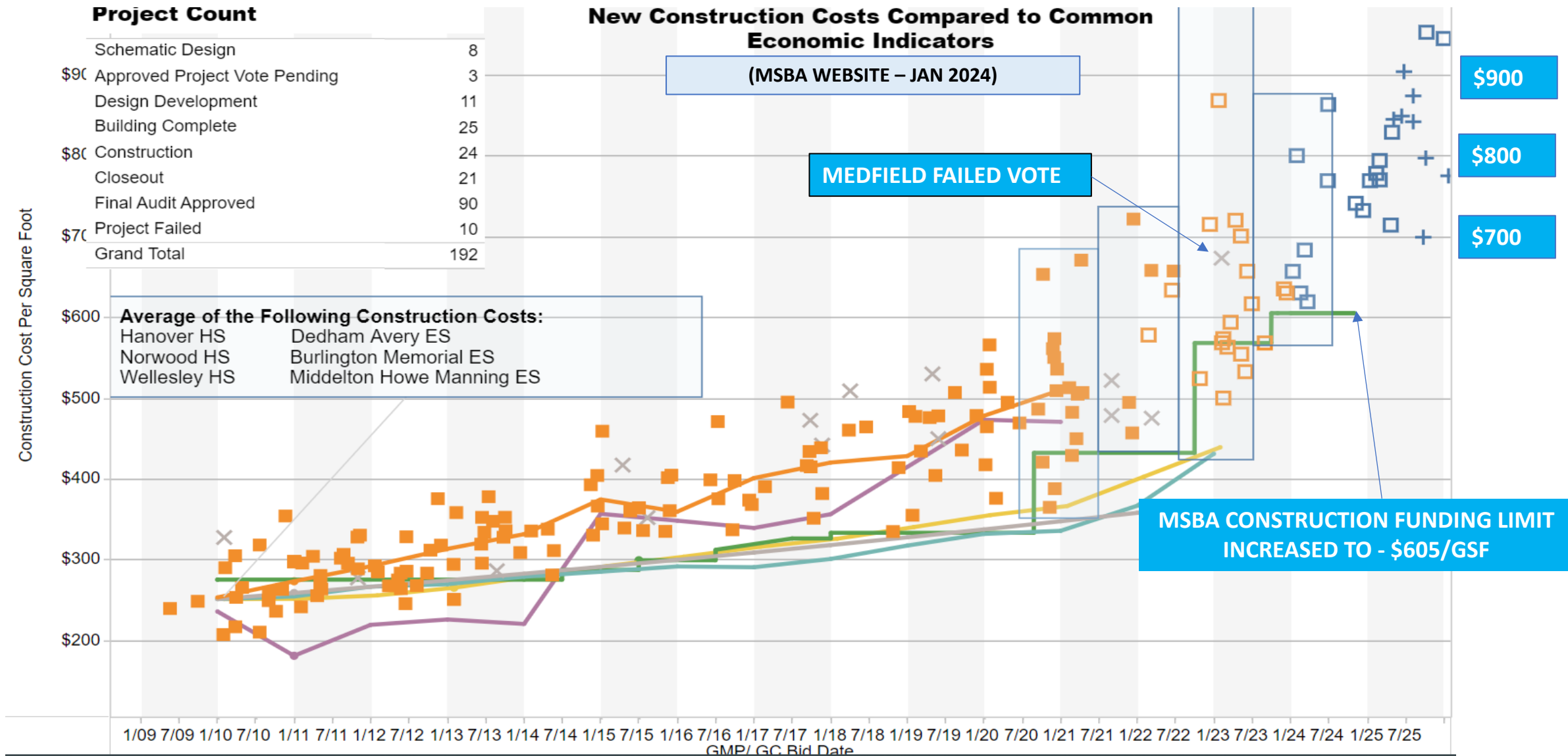


# What space needs should be used for model assumptions?

	Low Enrollment (450 - 475)	Medium Enrollment (500)	High Enrollment (575)
Total NFA - Wheelock Proposal (575)	63,885	63,885	63,885
Less: Difference in Gym Space w/ MSBA Guidelines	(2,200)	(2,200)	(2,200)
Less: Reduction in General Classrooms	(5,400)	(3,600)	0
Revised NFA For Modeling	56,285	58,085	61,685

Above analysis assumes all the NFA space in the Wheelock Proposal (except for the gym and general classroom spaces) remains the same. Most other areas were close to MSBA guidelines. Other space needs for areas such as Special Education, Art, Music, Dining and Food Service, Administration, Custodial, Guidance, etc. will need to be studied by the SBC.

# Where are Construction Costs Headed?



# MOST RECENT (AFTER MAY 2023) ELEMENTARY SCHOOL PSR SUBMISSIONS FOR EASTERN MASSACHUSETTS

## MOST RECENT (AFTER MAY 2023) ELEMENTARY SCHOOL PSR SUBMISSIONS FOR EASTERN MASSACHUSETTS

FEASIBILITY STUDY (PREFERRED SCHEMATIC REPORT)						
<u>DISTRICT</u>	<u>SCHOOL</u>	<u>GROSS SQUARE FEET</u>	<u>ANTICIPATED GMP/GC BID DATE</u>	<u>ENROLLMENT</u>	<u>CONSTRUCTION COSTS PREFERRED SCHEMATIC \$\$/GSF</u>	
Burlington	Fox Hill ES	91,000	December 2025	325	\$894/SF	PSR DRAFT
Quincy	Squantum ES	N/A	N/A	N/A		(Details should be available in Feb 2024)
Dedham	Oakdale ES	103,000	May 2025	550	\$845/SF	PSR (\$87 M Construction Costs)
Scituate	Hatherly ES	??	August 2025	460	\$874/SF	PSR
Stoughton	South ES	101,370	June 2025	515	\$849/SF	PSR (\$86 M Construction Costs, \$108 M Project Costs)

A range of construction costs will be modeled using \$850/GSF to \$900/GSF

Construction Costs for Failed Wheelock Vote was \$675/GSF in Sept 2021

(Sources: MSBA Capital Planning Project Overview Report - November 17, 2023, MSBA School Construction Costs Chart, various Town and SBC websites)

# Estimated Project Costs and Medfield Borrowings for Various Construction Costs and Enrollment Assumptions

	575 Enrollement Construction Costs \$850/GSF    \$900 GSF		500 Enrollment Construction Costs \$850/GSF    \$900 GSF		450 - 475 Enrollment Construction Costs \$850/GSF    \$900 GSF		Comments
Net Floor Area (NFA) Square Feet	61,685	61,685	58,085	58,085	56,285	56,285	Wheelock NFA adjusted for reduction in (1) general classroom space (4 classrooms, 3,600 sf for 500 enrollment) and (6 classrooms, 5,400 sf for 475-450 enrollment) and (2) a reduction of 2,200 sf for Gym space
Gross Square Feet (GSF)	92,528	92,528	87,128	87,128	84,428	84,428	Assumes maximum 1.5 NSF to GSF grossing factor to allow for hallways, bathrooms, common areas, wall thickness, etc.
Total Construction Costs/GSF	\$ 850	900	\$ 850	\$ 900	\$ 850	\$ 900	Model Construction Costs for \$850/GSF (lower range) and \$900/GSF (higer range)
Total Construction Costs	\$ 78,648,375	\$ 83,274,750	\$ 74,058,375	\$ 78,414,750	\$ 71,763,375	\$ 75,984,750	Includes site work. Does not include ineligible modular costs.
Total Project Cost	\$ 98,310,469	\$104,093,438	\$ 92,572,969	\$ 98,018,438	\$ 89,704,219	\$ 94,980,938	Includes 25% soft cost and contingency factor
MSBA Reimbursement	\$(25,591,655)	\$(25,591,655)	\$(24,284,855)	\$(24,284,855)	\$(23,631,455)	\$(23,631,455)	Assumes a maximum basis for facilities grant dollar amount equal to the following: (1) Construction costs equal to \$605/gsf, plus (2) other soft costs of \$8,000,000 for OPM, Designer, Engineering and FF&E Costs. Assumes a 40% reimbursement rate. Example for 450 -475 student enrollment reimbursement: ((84,428 GSF*\$605)+\$8,000,000)*.40)
Medfield Borrowing With MSBA Funding	\$ 72,718,814	\$ 78,501,783	\$ 68,288,114	\$ 73,733,583	\$ 66,072,764	\$ 71,349,483	

# What is the appropriate interest rate assumption?

- ☐ Borrowing is 2-3 years away.
- ☐ Any new 30-year exempt-debt borrowing can not be refinanced during first ten years after issuance. (Rate is locked for first ten years, but there is flexibility after year 10).
- ☐ Tri-County Regional Vocational Technical High School recent borrowing rate used for planning purposes on 30-year debt in 2024 is 4.25%. Credit rating will be a composite of all towns in Norfolk County. (Probably equivalent to AA1)
- ☐ Given uncertainty with future interest rates, a range of interest rates based on historical information and feedback from Hilltop Securities (the Town's financial adviser) will be modeled.
- ☐ Range of rates modeled (3.5% to 4.5 %)

# ESTIMATED TAX INCREASE FOR BORROWINGS WITH VARIOUS ENROLLMENTS

	ENROLLMENT (575)		ENROLLMENT (500)		ENROLLMENT (450-475)	
	\$875/GSF		\$875/GSF		\$875/GSF	
BORROWING WITHOUT MSBA FUNDING		\$ 101,000,000		\$96,000,000		\$93,000,000
Average Tax Increase for Range of Interest Rates (3.5 - 4.5%)		\$ 1,411		\$ 1,341		\$ 1,299
BORROWING WITH MSBA FUNDING		\$ 76,000,000		\$71,000,000		\$69,000,000
Average Tax Increase for Range of Interest Rates (3.5 - 4.5%)		\$ 1,042		\$ 983		\$ 964

# EXAMPLE ESTIMATED TAX INCREASE FOR VARIOUS ASSESSED VALUES WITH AND WITHOUT MSBA FUNDING

EXAMPLE ASSUMES 450 ENROLLMENT AND BORROWINGS AT 4% INTEREST RATE AND 30 YEAR LEVEL PRINCIPAL

## NO MSBA FUNDING (\$93 M BORROWING)

FY 24 ASSESSED VALUE	FY 24 OLD TAX BILL	NEW TAX BILL	\$\$ DIFFERENCE	% DIFFERENCE
\$ 500,000	\$ 7,320	\$ 8,039	\$ 719	9.82%
\$ 750,000	\$ 10,980	\$ 12,058	\$ 1,078	9.82%
\$ 1,000,000	\$ 14,640	\$ 16,078	\$ 1,438	9.82%
\$ 1,250,000	\$ 18,300	\$ 20,097	\$ 1,797	9.82%
\$ 1,500,000	\$ 21,960	\$ 24,116	\$ 2,156	9.82%
Average Single Family Home Value				
\$ 903,200	\$ 13,223	\$ 14,521	\$ 1,298	9.82%

## MSBA FUNDING (\$69 M BORROWING)

FY 24 ASSESSED VALUE	FY 24 OLD TAX BILL	NEW TAX BILL	\$\$ DIFFERENCE	% DIFFERENCE
\$ 500,000	\$ 7,320	\$ 7,853	\$ 533	7.29%
\$ 750,000	\$ 10,980	\$ 11,780	\$ 800	7.29%
\$ 1,000,000	\$ 14,640	\$ 15,707	\$ 1,067	7.29%
\$ 1,250,000	\$ 18,300	\$ 19,633	\$ 1,333	7.29%
\$ 1,500,000	\$ 21,960	\$ 23,560	\$ 1,600	7.29%
Average Single Family Home Value				
\$ 903,200	\$ 13,222	\$ 14,186	\$ 964	7.29%



# Appendix

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# MSBA PROCESS

## ELIGIBILITY PERIOD

- (1) Certification of Understanding of Program
- (2) Acceptance of SBC Membership
- (3) Summary of Existing Maintenance Practices
- (4) Certification of design enrollment
- (5) Confirmation of Community Authorization and Funding,
- (6) Execution of Standard Feasibility Study Agreement

## PROJECT TEAM

- (1) Procurement of OPM and Designer using MSBA specific procurement process and standard MSBA RFS templates and Contracts

## FEASIBILITY STUDY

- OPM, Designer and District collaborate to document
- (1) educational program,
  - (2) initial space needs,
  - (3) Document existing conditions
  - (4) Establish design parameters
  - (5) Develop and Evaluate Alternatives
  - (6) Recommend most cost effective and educationally appropriate preferred solution
  - (7) Submission of two documents to MSBA (PDP – Preliminary Design Program and PSR – Preferred Schematic Report

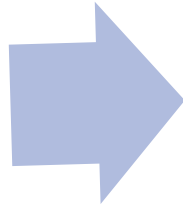
PR

DISCUSSION

# MSBA PROCESS

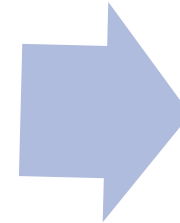
## SCHEMATIC DESIGN

OPM, Designer and District develop:  
(1) a final design program and  
(2) robust schematic design of sufficient detail to establish scope, budget and schedule for proposed project.



## PROJECT SCOPE AND BUDGET AND FUNDING AGREEMENTS

(1) Approval of project scope and budget by MSBA  
(2) Secure community authorization and financial support (Town Meeting Vote)  
(3) Execute Project Funding Agreement with MSBA



## DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTATION AND BIDDING

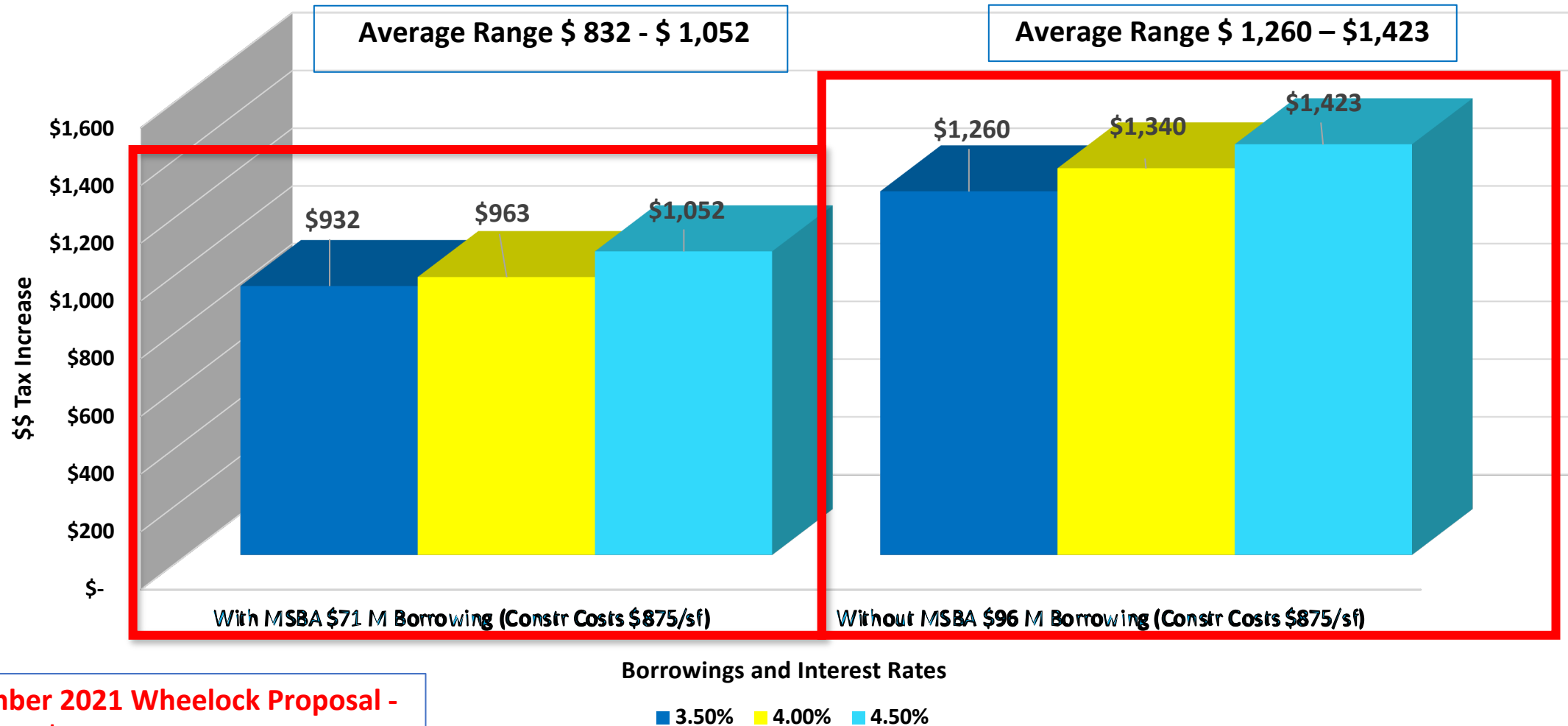
OPM, Designer and District  
(1) advance the design  
(2) Generate Construction Documentation  
(3) Procure Bids  
(4) Award Construction Contract

# RESIDENTIAL PROPERTY TAX IMPACT MODELS

(All debt service calculations are modeled assuming a level debt service amortization schedule)

# 500 ENROLLMENT - Tax Impact From Various Borrowing Amounts and Construction Costs With Different Interest Rates

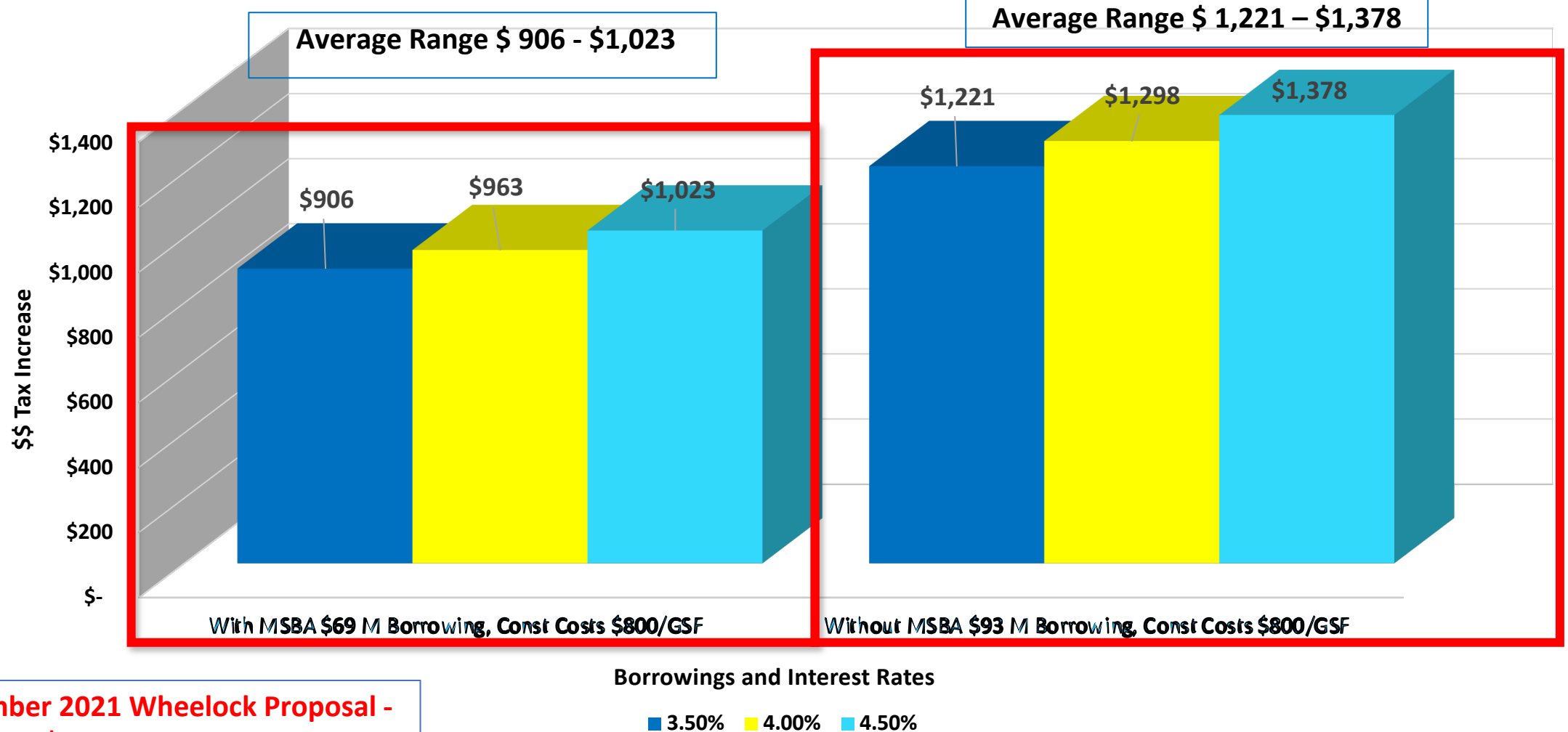
First Year Property Tax Increase on Average Single Family Home (FY 24 - \$903,200)



PRELIMINARY AND TENTATIVE DRAFT - FOR DISCUSSION  
PURPOSES ONLY

# 450-475 ENROLLMENT - Tax Impact From Various Borrowing Amounts and Construction Costs With Different Interest Rates

First Year Property Tax Increase on Average Single Family Home (FY 24 - \$903,200)



**November 2021 Wheelock Proposal -  
\$852 tax increase**

PRELIMINARY AND TENTATIVE DRAFT - FOR DISCUSSION  
PURPOSES ONLY

# 500 ENROLLMENT - Analysis of Tax Impact From Various Borrowing Amounts With Different Interest Rates

Interest Rate and Borrowing Amount	Bond Sale Date	Principal & Interest	Total Interest	1st Yr. Property Tax	Current Taxes	New Taxes	\$\$\$ Increase	% Increase
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## WITH MSBA FUNDING

**\$71 M  
Borrowing  
(\$875/GSF)**

3.5% on \$71.0 Million Loan	After Jan-24	\$ 115,810,936	\$ 44,810,936	\$ 3,860,365	\$ 13,223	\$ 14,155	\$ 932	7.05%
4.0% on \$71.0 Million Loan	After Jan-24	\$ 123,178,111	\$ 52,178,111	\$ 3,990,277	\$ 13,223	\$ 14,186	\$ 963	7.29%
4.5% on \$71.0 Million Loan	After Jan-24	\$ 130,763,986	\$ 59,763,986	\$ 4,358,800	\$ 13,223	\$ 14,275	\$ 1,052	7.96%

## WITHOUT MSBA FUNDING

**\$96 M  
Borrowing  
(\$875/GSF)**

3.5% on \$96.0 Million Loan	After Jan-24	\$ 156,589,435	\$ 60,589,435	\$ 5,219,648	\$ 13,223	\$ 14,483	\$ 1,260	9.53%
4.0% on \$96.0 Million Loan	After Jan-24	\$ 166,550,686	\$ 70,550,686	\$ 5,551,690	\$ 13,223	\$ 14,563	\$ 1,340	10.14%
4.5% on \$96.0 Million Loan	After Jan-24	\$ 176,807,644	\$ 80,807,644	\$ 5,893,588	\$ 13,223	\$ 14,646	\$ 1,423	10.76%

# 450-475 ENROLLMENT - Analysis of Tax Impact From Various Borrowing Amounts With Different Interest Rates

Interest Rate and Borrowing Amount	Bond Sale Date	Principal & Interest	Total Interest	1st Yr. Property Tax	Current Taxes	New Taxes	\$\$\$ Increase	% Increase
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## WITH MSBA FUNDING

**\$69 M  
Borrowing  
(\$875/GSF)**

3.5% on \$69.0 Million Loan	After Jan-24	\$ 112,548,656	\$ 43,548,656	\$ 3,751,622	\$ 13,223	\$ 14,129	\$ 906	6.85%
4.0% on \$69.0 Million Loan	After Jan-24	\$ 119,708,305	\$ 50,708,305	\$ 3,990,277	\$ 13,223	\$ 14,186	\$ 963	7.29%
4.5% on \$69.0 Million Loan	After Jan-24	\$ 127,080,494	\$ 58,080,494	\$ 4,236,016	\$ 13,223	\$ 14,246	\$ 1,023	7.73%

## WITHOUT MSBA FUNDING

**\$93 M  
Borrowing  
(\$875/GSF)**

3.5% on \$93.0 Million Loan	After Jan-24	\$ 151,696,015	\$ 58,696,015	\$ 5,056,534	\$ 13,223	\$ 14,444	\$ 1,221	9.23%
4.0% on \$93.0 Million Loan	After Jan-24	\$ 161,345,977	\$ 68,345,977	\$ 5,378,199	\$ 13,223	\$ 14,521	\$ 1,298	9.82%
4.5% on \$93.0 Million Loan	After Jan-24	\$ 171,282,405	\$ 78,282,405	\$ 5,709,413	\$ 13,223	\$ 14,601	\$ 1,378	10.42%

## NESDEC FALL 2023 ESTIMATED ENROLLMENT

School District: **Medfield,MA**

11/19/2023

Enrollment Projections By Grade*																				
Birth Year	Births*		School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2018	118		2023-24	51	193	177	207	182	206	198	193	192	200	163	176	175	185	< 10 **	2453	2504
2019	110		2024-25	51	182	203	181	210	185	206	197	187	187	192	161	175	175	< 10 **	2447	2498
2020	102		2025-26	52	168	191	207	184	214	185	205	191	182	179	190	160	175	< 10 **	2437	2489
2021	138	(prov.)	2026-27	52	228	176	195	210	187	214	184	199	186	175	177	189	160	< 10 **	2486	2538
2022	106	(prov.)	2027-28	53	175	239	180	198	214	187	213	179	194	179	173	176	189	< 10 **	2502	2555
2023	115	(est.)	2028-29	53	189	184	244	183	202	214	186	207	175	186	177	172	176	< 10 **	2501	2554
2024	114	(est.)	2029-30	54	188	198	188	247	186	202	213	181	202	168	184	176	172	< 10 **	2511	2565
2025	115	(est.)	2030-31	54	190	197	202	191	252	186	201	207	177	194	166	183	176	< 10 **	2528	2582
2026	118	(est.)	2031-32	55	194	200	201	205	195	252	185	195	202	170	192	165	183	< 10 **	2545	2600
2027	114	(est.)	2032-33	55	187	204	204	204	209	195	251	180	190	194	168	191	165	< 10 **	2548	2603
2028	115	(est.)	2033-34	56	190	196	208	207	208	209	194	244	176	182	192	167	191	< 10 **	2570	2626

Note: Ungraded students (UNGR) often are high school students whose anticipated years of graduation are unknown, or students with special needs - UNGR not included in Grade Combinations for 7-12, 9-12, etc.

Based on an estimate of births

Based on children already born

Based on students already enrolled

\*Birth data provided by Public Health Vital Records Departments in each state.

\*\* < 10 Not reported, to protect subgroups with fewer than 10 students.



## Departmental Budget Summary

Fund/Department	FY2022 Actual	FY2023 Actual	FY2024 Approved	FY2025 Request	\$ Change from FY24	% Change from FY24
<b>General Fund</b>						
Administration						
Select Board	11,195	13,863	15,859	15,859	-	0%
Town Administrator	404,674	414,106	460,327	460,327	-	0%
Town Counsel	131,257	219,367	124,944	114,944	(10,000)	-8%
Information Technology	218,925	235,693	241,299	236,349	(4,950)	-2%
Human Resources	33,590	35,425	43,888	196,770	152,882	348%
Town Report/Town Meeting	17,518	20,427	16,750	18,250	1,500	9%
Administration - Total	817,159	938,881	903,067	1,042,499	139,432	15%
Town Accountant	243,613	259,467	256,752	272,529	15,777	6%
Assessors	229,758	242,128	257,973	259,139	1,166	0%
Treasurer/Collector	292,426	298,962	318,072	325,122	7,050	2%
Town Clerk	111,039	158,110	164,396	166,272	1,876	1%
Conservation	46,204	38,369	43,990	44,575	585	1%
Planning & Zoning	123,792	116,842	146,636	142,907	(3,729)	-3%
Facilities/Building	620,253	599,278	756,027	733,358	(22,669)	-3%
Police Department	2,586,978	2,386,651	2,905,942	3,175,942	270,000	9%
Animal Control	104,008	102,813	117,556	117,556	-	0%
Traffic Marking/Signs	50,688	55,037	37,007	37,007	-	0%
Police - Total	2,741,674	2,544,501	3,060,505	3,330,505	270,000	9%
Fire & Rescue Department	1,493,205	1,654,781	1,676,332	1,727,844	51,512	3%
Inspections	248,570	251,061	297,912	300,912	3,000	1%
Trees	65,444	58,138	74,326	74,326	-	0%
Highway	1,489,409	1,303,410	1,560,530	1,576,572	16,042	1%
Snow & Ice	349,670	199,055	293,437	293,438	1	0%
Street Lighting	5,653	8,256	12,500	12,500	-	0%
Equipment Repair & Maintenance	424,304	377,677	472,004	474,928	2,924	1%
Sidewalks	35,000	28,348	35,000	35,000	-	0%
Public Works Utilities	-	-	-	-	-	N/A
Solid Waste Disposal	510,203	591,146	638,848	644,938	6,090	1%
Cemetery	168,434	171,393	200,156	215,120	14,964	7%
Department of Public Works - Total	3,048,117		3,286,801	3,326,822	40,021	1%
Health	108,204	188,085	207,371	207,371	-	0%
Council on Aging	230,896	247,668	259,900	261,402	1,502	1%
Veterans' Services	34,887	28,124	59,831	49,831	(10,000)	-17%
Outreach	181,752	187,750	276,972	283,850	6,878	2%
Medfield Public Library	757,907	802,558	850,242	863,081	12,839	2%
Parks & Recreation	286,041	303,492	337,255	379,775	42,520	13%
Sealer of Weights & Measures	3,077	3,117	3,200	8,000	4,800	150%
Historical Commission	1,323	375	1,500	1,500	-	0%
Memorial Day	300	366	1,800	1,800	-	0%
Arts/Cultural Council	6,000	6,500	7,300	7,300	-	0%
Reserve Fund	92,060	152,826	170,000	170,000	-	0%
<b>General Fund Departmental - Total</b>	<b>11,718,258</b>	<b>9,023,242</b>	<b>13,343,834</b>	<b>13,906,393</b>	<b>562,559</b>	<b>4.22%</b>
<b>Enterprise Funds</b>						
DPW - Water Division	1,007,661		1,260,126	1,307,847	47,721	4%
DPW - Sewer Division	1,239,586		1,466,089	1,518,596	52,507	4%
<b>Enterprise Fund Departmental - Total</b>	<b>2,247,247</b>		<b>2,726,215</b>	<b>2,826,443</b>	<b>100,228</b>	<b>4%</b>
<b>Departmental Total - All Funds</b>	<b>13,965,505</b>		<b>16,070,049</b>	<b>16,732,836</b>	<b>662,787</b>	<b>4%</b>

## Departmental Budget

ADMINISTRATION	FY2022 Actual	FY2023 Actual	FY2024 Approved	FY2025 Request	\$ Change from FY24	% Change from FY24
<b>SELECT BOARD</b>						
<b>SALARIES</b>						
SALARIES-ELECTED	2,025	2,700	2,700	2,700	-	0%
<b>SALARIES - SUBTOTAL</b>	<b>2,025</b>	<b>2,700</b>	<b>2,700</b>	<b>2,700</b>	<b>-</b>	<b>0%</b>
<b>OPERATING EXP.</b>						
ADVERTISING	554	456	1,300	1,300	-	0%
DUES & MEMBERSHIPS	2,762	2,915	2,900	2,900	-	0%
TRAINING & EDUCATION*						
PROFESSIONAL DEVELOPMENT			1,250	1,250		
PRINTNG-POSTG-STATY	387	393	600	600	-	0%
MEETINGS+CONFERENCES*		939				
OFFICE SUPPLIES		551	720	720	-	0%
VARIOUS COMMITTEE EXPENSES	5,403	5,408	6,389	6,389	-	0%
SELECTMEN ENCUMBRANCES	64	501				N/A
<b>OPERATING EXP. - SUBTOTAL</b>	<b>9,170</b>	<b>11,163</b>	<b>13,159</b>	<b>13,159</b>	<b>-</b>	<b>0%</b>
<b>SELECT BOARD - TOTAL</b>	<b>11,195</b>	<b>13,863</b>	<b>15,859</b>	<b>15,859</b>	<b>-</b>	<b>0%</b>
<b>TOWN ADMINISTRATOR</b>						
<b>SALARIES</b>						
TOWN ADMIN SALARIES	380,083	386,038	434,987	434,987	-	0%
LONGEVITY-TOWN ADMIN	1,000	1,000	1,000	1,000	-	0%
ENCUMBRANCE						N/A
<b>SALARIES - SUBTOTAL</b>	<b>381,083</b>	<b>387,038</b>	<b>435,987</b>	<b>435,987</b>	<b>-</b>	<b>0%</b>
<b>OPERATING EXP.</b>						
OTHER EQ/COPIER+SUPPLIES	7,729	4,999	7,800	7,800	-	0%
STORAGE SPACE RENT	4,200	4,200	4,200	4,200	-	0%
UTIL-ELEC-TOWN HALL	-	-	-	-	-	N/A
UTIL-TOWN HALL-HEAT	-	-	-	-	-	N/A
UTIL-TN HL-WAT&SEW	-	-	-	-	-	N/A
PROFESSIONAL DEVELOPMENT	-	-	4,340	4,340	-	0%
TRAINING & EDUCATION*	3,826	6,184			-	N/A
CONTRACT SERVICE	2,625	4,648	4,000	4,000	-	0%
MEETINGS+CONFERENCES*	1,545	1,924			-	N/A
OFFICE SUPPLIES	3,285	4,484	4,000	4,000	-	0%
ENCUMBRANCES	381	629			-	N/A
<b>OPERATING EXP. - SUBTOTAL</b>	<b>23,591</b>	<b>27,068</b>	<b>24,340</b>	<b>24,340</b>	<b>-</b>	<b>0%</b>
<b>TOWN ADMINISTRATOR - TOTAL</b>	<b>404,674</b>	<b>414,106</b>	<b>460,327</b>	<b>460,327</b>	<b>-</b>	<b>0%</b>

**TOWN COUNSEL****OPERATING EXP.**

DUES & MEMBERSHIPS					-	N/A
CONSULTNG+LEGAL FEES	54,737	108,484	53,000	43,000	(10,000)	-19%
TN COUNSL CONTR SVC	69,150	70,533	71,944	71,944	-	0%
ENCUMBRANCES	7,370	40,350		-	-	N/A

<b>TOWN COUNSEL - TOTAL</b>	<b>131,257</b>	<b>219,367</b>	<b>124,944</b>	<b>114,944</b>	<b>(10,000)</b>	<b>-8%</b>
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**INFORMATION TECHNOLOGY****SALARIES**

SALARIES - IT	78,342	81,084	85,949	85,949	-	0%
LONGEVITY-IT	550	600	650	700	50	8%

<b>SALARIES - SUBTOTAL</b>	<b>78,892</b>	<b>81,684</b>	<b>86,599</b>	<b>86,649</b>	<b>50</b>	<b>0%</b>
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**OPERATING EXP.**

EQUIP REPAIR+SERV					-	N/A
EQUIP MAINT CONTRACTS	83,768	81,746	85,000	85,000	-	0%
EQ MAINT CNTR-SERVER	3,288	1,383	15,000	15,000	-	0%
CAPITAL EQUIP REPLACEMENT	2,500	6,060	5,000	-	(5,000)	-100%
UTIL-TELEPHONE	47,370	61,872	48,000	48,000	-	0%
DUES & MEMBERSHIPS			500	500	-	0%
MEETINGS+CONFERENCES*		90			-	N/A
OFFICE SUPPLIES			1,200	1,200	-	0%
ENCUMBRANCES	3,107	2,858		-	-	N/A

<b>OPERATING EXP. - SUBTOTAL</b>	<b>140,033</b>	<b>154,009</b>	<b>154,700</b>	<b>149,700</b>	<b>(5,000)</b>	<b>-3%</b>
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<b>INFORMATION TECHNOLOGY - TOTAL</b>	<b>218,925</b>	<b>235,693</b>	<b>241,299</b>	<b>236,349</b>	<b>(4,950)</b>	<b>-2%</b>
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**HUMAN RESOURCES****SALARIES**

SALARIES	31,275	32,839	33,825	33,825	-	0%
MANAGERIAL MERIT			5,003	157,885	152,882	3056%
PROF SAL MKT ADJ					-	N/A
COLA					-	N/A

<b>SALARIES - SUBTOTAL</b>	<b>31,275</b>	<b>32,839</b>	<b>38,828</b>	<b>191,710</b>	<b>152,882</b>	<b>394%</b>
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**OPERATING EXP.**

DUES & MEMBERSHIPS		275	1,200	1,200	-	0%
PROFESSIONAL DEVELOPMENT			3,000	3,000		
TRAINING & EDUCATION*	1,395				-	N/A
CONSULTANT					-	N/A
PRINTNG-POSTG-STATY	550	2,171	700	700	-	0%
MEETINGS+CONFERENCES*	205	140				

OFFICE SUPPLIES			160	160	-	0%
ENCUMBRANCES	165				-	N/A

<b>OPERATING EXP. - SUBTOTAL</b>	<b>2,315</b>	<b>2,586</b>	<b>5,060</b>	<b>5,060</b>	<b>-</b>	<b>0%</b>
<b>HUMAN RESOURCES - TOTAL</b>	<b>33,590</b>	<b>35,425</b>	<b>43,888</b>	<b>196,770</b>	<b>152,882</b>	<b>348%</b>

**TOWN REPORT/MEETING**

**SALARIES**

TOWN MEETING WAGES	3,681	-	1,000	1,000	-	0%
<b>SALARIES - SUBTOTAL</b>	<b>3,681</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>0%</b>

**OPERATING EXP.**

POLICE SPECIAL DETAIL	483	-	750	750	-	0%
PRINTNG-POSTG-STATY	13,354	20,427	15,000	16,500	1,500	10%
ENCUMBRANCES					-	N/A

<b>OPERATING EXP. - SUBTOTAL</b>	<b>13,837</b>	<b>20,427</b>	<b>15,750</b>	<b>17,250</b>	<b>1,500</b>	<b>10%</b>
<b>TOWN REPORT/MEETING - TOTAL</b>	<b>17,518</b>	<b>20,427</b>	<b>16,750</b>	<b>18,250</b>	<b>1,500</b>	<b>9%</b>
<b>ADMINISTRATION - TOTAL</b>	<b>817,159</b>	<b>938,881</b>	<b>903,067</b>	<b>1,042,499</b>	<b>139,432</b>	<b>15%</b>

## Departmental Budget

<b>TOWN ACCOUNTANT</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Approved</b>	<b>FY2025 Request</b>	<b>\$ Change from FY24</b>	<b>% Change from FY24</b>
<b>SALARIES</b>						
TOWN ACCT SALARIES	188,661	212,755	204,432	205,059	627	0%
LONGEVITY-TN ACCT	1,000		-	250	250	N/A
<b>SALARIES - SUBTOTAL</b>	<b>189,661</b>	<b>212,755</b>	<b>204,432</b>	<b>205,309</b>	<b>877</b>	<b>0%</b>
<b>OPERATING EXP.</b>						
DATA PROCESSING						
OTHER EQUIPMENT	539	370	700	700	-	0%
EQUIP MAINT CONTRACTS						
DUES & MEMBERSHIPS	280	290	320	320	-	0%
PROFESSIONAL DEVELOPMENT			4,200	5,000		
TRAINING & EDUCATION*	2,581	2,860			-	N/A
TOWN & SCHOOL AUDIT	36,500	37,000	37,500	49,000	11,500	31%
OPEB CONSULTANT			7,500	11,000	3,500	47%
CONSULTANT						
MEETINGS+CONFERENCES*	758	499			-	N/A
TN ACCT OFFICE SUPPL	1,845	793	2,100	1,200	(900)	-43%
ENCUMBRANCES	11,449	4,900		-	-	N/A
<b>OPERATING EXP. - SUBTOTAL</b>	<b>53,952</b>	<b>46,712</b>	<b>52,320</b>	<b>67,220</b>	<b>14,900</b>	<b>28%</b>
<b>TOWN ACCOUNTANT - TOTAL</b>	<b>243,613</b>	<b>259,467</b>	<b>256,752</b>	<b>272,529</b>	<b>15,777</b>	<b>6%</b>

## Departmental Budget

<b>BUILDING INSPECTIONS</b>	<b>FY2022 Actual</b>	<b>FY23 Actual</b>	<b>FY2024 Approved</b>	<b>FY2025 Request</b>	<b>\$ Change from FY24</b>	<b>% Change from FY24</b>
<b>SALARY EXPENSE</b>						
INSPECTORS SAL EXP	236,541	239,728	282,704	282,704	-	0%
LONGEVITY	850	900	950	950	-	0%
<b>BUILDING INSPECTIONS-SALARY EXP</b>	<b>237,391</b>	<b>240,628</b>	<b>283,654</b>	<b>283,654</b>	<b>-</b>	<b>0%</b>
<b>OPERATING EXPENSE</b>						
UTIL-TELEPHONE	1,100	981	3,150	3,150	-	0%
DUES & MEMBERSHIPS	636	245	875	875	-	0%
PROFESSIONAL DEVELOPMENT			1,375	1,375	-	N/A
TRAINING & EDUCATION*	754	690			-	N/A
PRINTNG-POSTG-STATY	227	134	420	420	-	0%
SUBSCRIPTIONS		142	1,650	1,650	-	0%
OFFICE SUPPLIES	735	184	788	788	-	0%
CAR ALLOW/MILEAGE	7,502	8,057	6,000	9,000	3,000	50%
ENCUMBRANCES	225				-	N/A
<b>BUILDING INSPECTIONS-OPERATING</b>	<b>11,179</b>	<b>10,433</b>	<b>14,258</b>	<b>17,258</b>	<b>3,000</b>	<b>21%</b>
<b>BUILDING INSPECTIONS - TOTAL</b>	<b>248,570</b>	<b>251,061</b>	<b>297,912</b>	<b>300,912</b>	<b>3,000</b>	<b>1%</b>

## Departmental Budget

<b>MEDFIELD PUBLIC LIBRARY</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Approved</b>	<b>FY2025 Request</b>	<b>\$ Change from FY24</b>	<b>% Change from FY24</b>
<b>SALARIES</b>						
LIBRARY SALARIES	548,873	584,319	618,889	622,578	3,689	1%
LONGEVITY-LIBRARY	1,000	1,400	1,600	1,950	350	22%
<b>SALARIES - SUBTOTAL</b>	<b>549,873</b>	<b>585,719</b>	<b>620,489</b>	<b>624,528</b>	<b>4,039</b>	<b>1%</b>
<b>OPERATING EXP.</b>						
INFORMATN TECH-MLN	37,611	38,476	40,633	39,433	(1,200)	-3%
UTIL-ELECTRICITY	21,299	21,224	28,000	28,000	-	0%
UTIL-HEAT-OIL/GAS	6,674	4,695	7,700	7,700	-	0%
UTIL-TELEPHONE	4,703	4,714	4,800	4,800	-	0%
UTIL-WATER & SEWER	904	1,408	2,120	2,120	-	0%
LIBRARY MATERIALS	126,241	135,343	133,500	143,500	10,000	7%
PROFESSIONAL DEVELOPMENT			1,500	1,500	-	0%
MEETINGS+CONFERENCES*	1,317	622			-	#DIV/0!
OFFICE SUPPLIES	9,285	10,357	11,500	11,500	-	0%
ENCUMBRANCES						
<b>OPERATING EXP. - SUBTOTAL</b>	<b>208,034</b>	<b>216,839</b>	<b>229,753</b>	<b>238,553</b>	<b>8,800</b>	<b>4%</b>
<b>MEDFIELD PUBLIC LIBRARY - TOTAL</b>	<b>757,907</b>	<b>802,558</b>	<b>850,242</b>	<b>863,081</b>	<b>60,523</b>	<b>8%</b>

## Departmental Budget

<b>PARKS &amp; RECREATION</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Approved</b>	<b>FY2025 Request</b>	<b>\$ Change from FY24</b>	<b>% Change from FY24</b>
<b>SALARIES</b>						
P&R SALARIES	233,436	247,003	277,885	320,355	42,470	15%
LONGEVITY-P&R	900	600	650	700	50	8%
<b>SALARIES - SUBTOTAL</b>	<b>234,336</b>	<b>247,603</b>	<b>278,535</b>	<b>321,055</b>	<b>42,520</b>	<b>15%</b>
<b>OPERATING EXP.</b>						
GROUNDS & BUILDG MAINT	2,036	9,045 588	3,400	3,400	-	0%
UTIL-ELECTRICITY	16,820	10,454	16,820	16,820	-	0%
UTIL-FUEL & OIL	7,888	9,900	10,500	10,500	-	0%
UTIL-TELEPHONE	3,005	3,935	3,000	3,000	-	0%
UTIL-WATER & SEWER	21,456	21,467	25,000	25,000	-	0%
CLOTHING ALLOWANCE	500	500				
ENCUMBRANCES						
<b>OPERATING EXP. - SUBTOTAL</b>	<b>51,705</b>	<b>55,889</b>	<b>58,720</b>	<b>58,720</b>	<b>-</b>	<b>0%</b>
<b>PARKS &amp; RECREATION - TOTAL</b>	<b>286,041</b>	<b>303,492</b>	<b>337,255</b>	<b>379,775</b>	<b>42,520</b>	<b>13%</b>



# FY 2025 Parks and Recreation

Katie Walper, Director

Warrant Committee Meeting – January 30th, 2024

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**Total Budget Request:** \$379,775 (15% salary increase , Assistant Director Position)

**Park and Recreation Salaries:** \$321,055

**Operating Expenses:** \$58,720

**Operations:** All categories level funded, which include:

Ground and Building Maintenance - \$3,400

Electricity - \$16,820

Fuel and Oil - \$10,500

Phone - \$3,000

Water and Sewer - \$25,000

**Summary:** The Parks and Recreation Department has been working hard to increase participation with residents as well as keeping costs as affordable as possible. In 2023, we saw an increase of participation as we offered more programming. We currently are working on our deficits in the department, specifically Hinkley Pond and Field Usage.

## Trends/Metrics

Description	2020	2021	2022	2023
Participation	3140	3915	4520	5510
Revenue	\$528,111.94	\$615,833.11	\$857,115.31	\$972,538.95

## **Turnbacks:**

FY 21: \$0

FY 22: \$0

FY 23: \$68,293.39

**Revolving Fund:** currently approx. \$390,000

- Generally used for
  - any operating expenses that exceed operating budget
  - camp and programs (including temp and seasonal staff)
  - special projects
  - capital expenses

**Capital requests showing in budget numbers –**

- FY 23: \$85,000 for Lawn Mower
- FY 24: \$12,000 Hinkley Shed, \$85,000 Hinkley Guard Building
- FY 25: \$150-165,000 Metacomet Light Project
  - \$105,000: Hinkley Pond Paving: Parking Lot
  - \$215,000: McCarthy Paving Project

**Department Deficits:**

**Fields/Town Properties: \$-35,530.00**

- Field Feasibility study is being conducted internally
- Increase user fees to help make up costs
- Part Time Payroll to keep up with the properties in the Spring/Summer

**Hinkley Pond: \$-63,000-\$70,000**

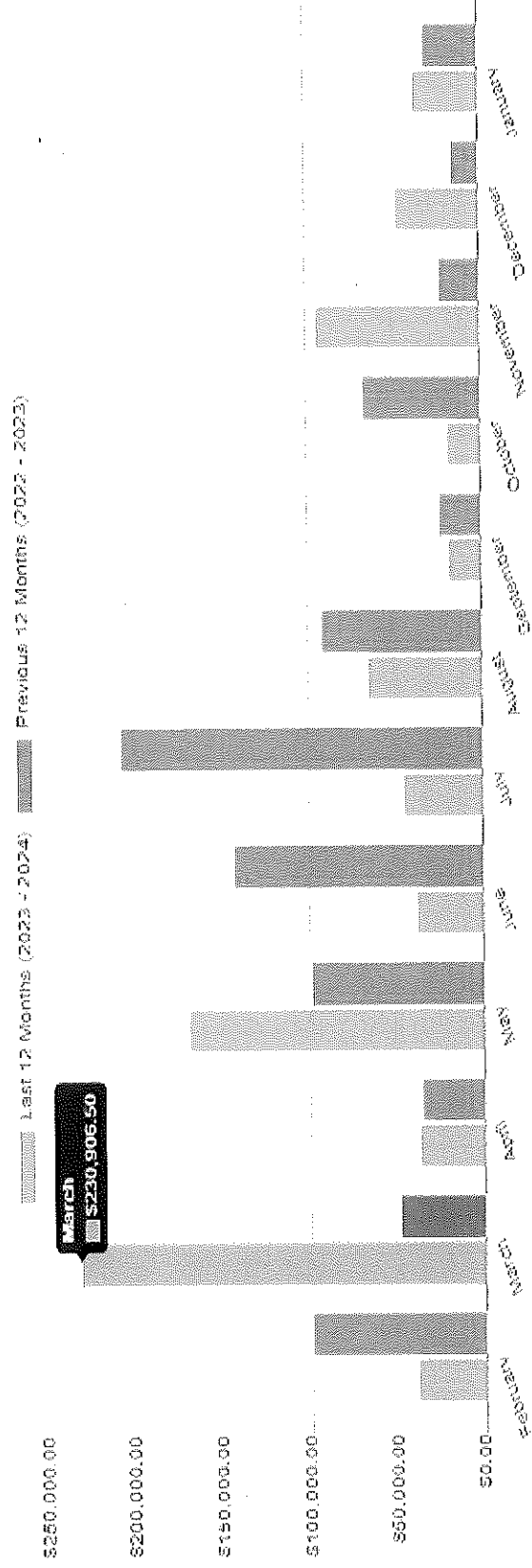
- Yearly Pond Flip with DPW and new sand
- Lifeguard Payroll
- Lifeguard Training for Waterfront Certification
- Weekly testing from GL Labs
- Aeration System

<b>PARKS &amp; RECREATION</b>	<b>FY2022</b> Actual	<b>FY2023</b> Actual	<b>FY2024</b> Approved	<b>FY2025</b> Request	<b>\$ Change</b> from FY24	<b>% Change</b> from FY24
<b>SALARIES</b>						
P&R SALARIES	233,436	247,003	277,885	320,355	42,470	15%
LONGEVITY-P&R	900	600	650	700	50	8%
<b>SALARIES - SUBTOTAL</b>	<b>234,336</b>	<b>247,603</b>	<b>278,535</b>	<b>321,055</b>	<b>42,520</b>	<b>15%</b>
<b>OPERATING EXP.</b>						
GROUND & BUILDG MAINT	2,036	9,045	3,400	3,400	-	0%
		588				
UTIL-ELECTRICITY	16,820	10,454	16,820	16,820	-	0%
UTIL-FUEL & OIL	7,888	9,900	10,500	10,500	-	0%
UTIL-TELEPHONE	3,005	3,935	3,000	3,000	-	0%
UTIL-WATER & SEWER	21,456	21,467	25,000	25,000	-	0%
CLOTHING ALLOWANCE	500	500				
ENCUMBRANCES						
<b>OPERATING EXP. - SUBTOTAL</b>	<b>51,705</b>	<b>55,889</b>	<b>58,720</b>	<b>58,720</b>	<b>-</b>	<b>0%</b>
<b>PARKS &amp; RECREATION - TOTAL</b>	<b>286,041</b>	<b>303,492</b>	<b>337,255</b>	<b>379,775</b>	<b>42,520</b>	<b>13%</b>

Parks and Recreation (31004)				
Description	Actual 2021	Actual 2022	Actual 2023	Forecast 2024
Beginning Balance - Book	\$9,855.22	\$8,425.96	\$1,858.59	\$10,000.00
Receipts - Actual	\$615,833.11	\$857,115.31	\$972,538.95	\$950,000.00
Subtract NY Prepaid Summer Deposits*	-\$513,858.25	-\$529,624.00	-\$562,392.55	-\$550,000.00
Add back PY Prepaid Summer Deposits*	\$471,159.05	\$513,858.25	\$529,624.00	\$562,392.55
Total Book Receipts	\$573,133.91	\$841,349.56	\$939,770.40	\$962,392.55
Disbursements				
Payroll	\$250,465.52	\$345,816.81	\$335,712.45	\$350,000.00
Operations	\$241,457.65	\$417,100.12	\$430,623.15	\$430,000.00
Transfers Out for NY Capital	\$82,640.00	\$85,000.00	\$97,000.00	\$150,000.00
Total Expenses	\$574,563.17	\$847,916.93	\$863,335.60	\$930,000.00
Transfer Out - Excess of \$10,000			\$68,293.39	\$32,392.55
Book Ending Balance	\$8,425.96	\$1,858.59	\$10,000.00	\$10,000.00 This cannot be over \$10,000
Functional Ending Balance (counting prepaid receipts as revenue)*	\$522,284.21	\$531,482.59	\$572,392.55	\$560,000.00
Revenue as % of Expenses - Functional	93.30%	98.93%	88.77%	97.89%
Revenue as % of Expenses - Book	100.25%	100.78%	91.87%	96.63%

\*Like other Municipalities that have Parks and Rec Revolving Funds, we do not realize the revenues from Summer Programs until the programs are actually run. This is listed as a liability on the town's balance sheet as unearned revenue until the revenue is earned, and is not considered part of the fund balance. Though in actuality, it is cash on hand, and is available to spend at year end.

# Yearly Income



## Departmental Budget

<b>TOWN CLERK</b>	<b>FY2022 Actual</b>	<b>FY2023 Actual</b>	<b>FY2024 Approved</b>	<b>FY2025 Request</b>	<b>\$ Change from FY24</b>	<b>% Change from FY24</b>
<b>SALARIES</b>						
TOWN CLERK SALARY - ELECTED	73,144	74,607	76,846	76,845	(1)	0%
SAL-ELECTION REGISTRARS	636	324	669	669	-	0%
PT-T ELECTION WORKRS	10,992	18,459	21,243	21,000	(243)	-1%
TN CLK OFFICE SAL		26,832	30,588	31,458	870	3%
<b>SALARIES - SUBTOTAL</b>	<b>84,772</b>	<b>120,222</b>	<b>129,346</b>	<b>129,972</b>	<b>626</b>	<b>0%</b>
<b>OPERATING EXP.</b>						
DATA PROCESSING ELECTIONS	850	-	5,000		(5,000)	-100%
DUES & MEMBERSHIPS	220	239	400	400	-	0%
PROFESSIONAL DEVELOPMENT			2,000	2,000	-	N/A
TRAINING & EDUCATION		180				
TOWN CODE UPDATES	1,395	4,560	3,000	3,000	-	0%
DOG TAGS & LICENSES	865	917	750	1,000	250	33%
PRINTNG-POSTG-STATY	135	(298)	3,000	3,000	-	0%
STREET LIST PRINTING-ELECTIONS	863	975	1,200	1,200	-	0%
BALLOT PRINTING-ELECTIONS			1,500		(1,500)	-100%
BINDING			1,000	1,000	-	0%
ELECTION EXPENSE	14,715	21,935	11,000	17,500	6,500	59%
CENSUS-ELECTIONS	4,009	4,683	4,700	4,700	-	0%
MEETINGS+CONFERENCES*	928	1,261			-	0%
OFFICE SUPPLIES	2,287	3,332	1,000	2,000	1,000	100%
CAR ALLOW/MILEAGE			500	500	-	0%
ENCUMBRANCES		104			-	N/A
<b>OPERATING EXP. - SUBTOTAL</b>	<b>26,267</b>	<b>37,888</b>	<b>35,050</b>	<b>36,300</b>	<b>1,250</b>	<b>4%</b>
<b>TOWN CLERK - TOTAL</b>	<b>111,039</b>	<b>158,110</b>	<b>164,396</b>	<b>166,272</b>	<b>1,876</b>	<b>1%</b>

\* Training and education & meetings and conferences were combined into professional development in FY24

## Departmental Budget

<b>COUNCIL ON AGING</b>	FY2022 Actual	FY2023 Actual	FY2024 Approved	FY2025 Request	\$ Change from FY24	% Change from FY24
<b>SALARIES</b>						
COA SALARIES	199,491	216,914	225,100	226,602	1,502	1%
LONGEVITY-COA	950	1,000	-		-	N/A
<b>SALARIES - SUBTOTAL</b>	<b>200,441</b>	<b>217,914</b>	<b>225,100</b>	<b>226,602</b>	<b>1,502</b>	<b>1%</b>
<b>OPERATING EXP.</b>						
INFORMTN TECH-COMCAST	1,193	932	1,200	1,200	-	0%
GRNDS MAINT/LANDSCAPG	5,459	2,257	7,000	6,500	(500)	-7%
BUILDING MAINTENANCE					-	N/A
CLEANING SUPPLIES				500	500	N/A
PREVENTATIVE MAINT	1,155	2,278	2,100	1,600	(500)	-24%
EQUIPMT REPAIR & SERV	2,256	2,828	3,000	3,000	-	0%
OTHER EQ/COPIER+TONER	4,273	4,409	4,600	4,600	-	0%
UTIL-ELECTRICITY					-	N/A
UTIL-HEAT-OIL/GAS					-	N/A
GASOLINE	3,105	2,944	3,200	3,200	-	0%
UTIL-TELEPHONE	3,121	3,053	3,500	3,500	-	0%
UTIL-WATER & SEWER					-	N/A
PROFESSIONAL DEVELOPMENT			1,800	1,800	-	N/A
TRAINING & EDUCATION*	674	664			-	N/A
PRINTNG-POSTG-STATY	2,502	3,486	2,500	2,500	-	0%
CONTR SVC-SOFTWARE LIC/SUPP	1,770	1,842	1,500	2,000	500	33%
MEETINGS+CONFERENCES*		148	-		-	N/A
SENIOR PROGRAM DEVELOPMENT	3,222	3,279	3,000	3,000	-	0%
OFFICE SUPPLIES	1,022	1,182	1,200	1,200	-	0%
CAR ALLOW/MILEAGE	136	159	200	200	-	0%
ENCUMBRANCES	567	296			-	N/A
<b>OPERATING EXP. - SUBTOTAL</b>	<b>30,455</b>	<b>29,754</b>	<b>34,800</b>	<b>34,800</b>	<b>-</b>	<b>0%</b>
<b>COUNCIL ON AGING - TOTAL</b>	<b>230,896</b>	<b>247,668</b>	<b>259,900</b>	<b>261,402</b>	<b>1,502</b>	<b>1%</b>

\* Training and education & meetings and conferences were combined into professional development in FY24

## Departmental Budget

OUTREACH DEPARTMENT	FY2022 Actual	FY2023 Actual	FY2024 Approved	FY2025 Request	\$ Change from FY24	% Change from FY24
<b>SALARIES</b>						
OUTREACH SAL EXP	157,465	165,895	184,142	190,320	6,178	3%
SAL EXP-OPIOID			68,000	68,000		
LONGEVITY- OUTREACH	300	-				
<b>SALARIES - SUBTOTAL</b>	<b>157,765</b>	<b>165,895</b>	<b>252,142</b>	<b>258,320</b>	<b>6,178</b>	<b>2%</b>
<b>OPERATING EXP.</b>						
OTHER EQUIPMENT				1,550		
CLEANING SUPPLIES				550		
RENT	8,500	8,500	8,500	8,500	-	0%
UTIL-TELEPHONE	480	-	480	480	-	0%
DUES & MEMBERSHIPS	6,041	3,655	6,500	3,900	(2,600)	-40%
MEETINGS & CONFERENCES				500	500	
PROFESSIONAL DEVELOPMENT			1,400	2,100	700	50%
TRAINING & EDUCATION	1,112	1,128			-	N/A
PROFESSIONAL SERVICES	4,771	4,482	5,250	5,250	-	0%
OFFICE SUPPLIES	2,838	3,736	2,200	2,200	-	0%
CAR ALLOW/MILEAGE	245	353	500	500	-	0%
ENCUMBRANCES						
<b>OPERATING EXP. - SUBTOTAL</b>	<b>23,987</b>	<b>21,855</b>	<b>24,830</b>	<b>25,530</b>	<b>700</b>	<b>3%</b>
<b>OUTREACH - TOTAL</b>	<b>181,752</b>	<b>187,750</b>	<b>276,972</b>	<b>283,850</b>	<b>6,878</b>	<b>2%</b>

\* Training and education & meetings and conferences were combined into professional development in FY24





## Our Mission

To provide access to high quality behavioral health and social services for Medfield residents in order to optimize wellness in our community.

## Our Vision

We envision a community in which all people are valued, healthy, and empowered to live fulfilling lives.

Collaborate with:  
Library Director  
Parks and Recreation Director

Kristine Trierweiler  
Town Administrator

The Medfield Outreach department, originally named “Medfield Youth Outreach”, was adopted as a town program in July 1979



Public Health Nurse

Veterans Agent

Council on Aging - The Center at Medfield

Kathy McDonald  
Director of Human Services and Medfield Outreach



Mia Cianciarulo  
Outreach Clinician



Kyler Groner  
Prevention Coordinator

Coming Soon!

Clinician/Opioid Abatement Funds

Theodora Bliziotis  
BC MSW Intern 2023-2024

1-2 Clinical Interns  
2024-2025

# What We Do



## Clinical Services

Free and confidential counseling services for Medfield residents & clinical referrals

In 2023 over **1300** hours provided (~ 25 hrs/week) up from 965 in 2022



## Community Assistance Programming

Eligibility determination and referrals to a variety of local, state, and federal assistance programs

- 40** families benefited from CAF
- 17** Children were able to access camp for a cumulative **37** weeks
- 50** families and nearly **100** children received gifts from holiday gift program
- Over **50** participated in bday wishes
- 24** children received winter coats
- 75** Students received backpacks



## Prevention Work

Prevention programming, administration of substance misuse and suicide prevention community coalitions

Prevention Staff provided ~ **2,500** hours, with support of coalition, over **3,000** hours (58/wk) dedicated to prevention

Over **70** community members participate in the MCAP coalition

K-12 Programming reached over **1K** youth



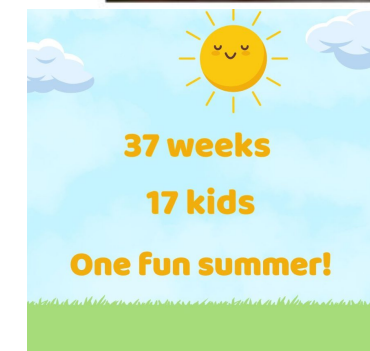
## Clinical Services

- Phone consultations
- Assessments
- Referrals
- Direct service provision/therapy
- Collaboration with collateral contacts
- Clinical supervision
- Clinical trainings
- Psychoeducation presentations in schools & the community
- Skill Based Groups
- Bereavement group at COA
- Monthly meetings with school guidance departments
- Case Management



# Community Assistance

- Community Assistance Fund
- Holiday Gift Program
- Camperships
- Pond Passes
- Birthday Wishes
- Connecting to local or state programs
- Partnership with youth sports
- Case Management
- Coat program with Knights of Columbus donation
- Backpack program





# Medfield Coalition for Suicide Prevention



The **Mission** of the Medfield Coalition for Suicide Prevention is to promote the mental health and emotional well-being of all community members. We strive to raise awareness, reduce stigma, and educate our community to help prevent suicide.

October 18th, 7:00-8:30pm

**QPR: Question, Persuade, Refer  
Suicide Prevention Training**

available to all 18+ Medfield residents

Learn how to:

- Recognize the warning signs of suicide
- Know how to offer hope to loved ones
- Know how to get help and save lives



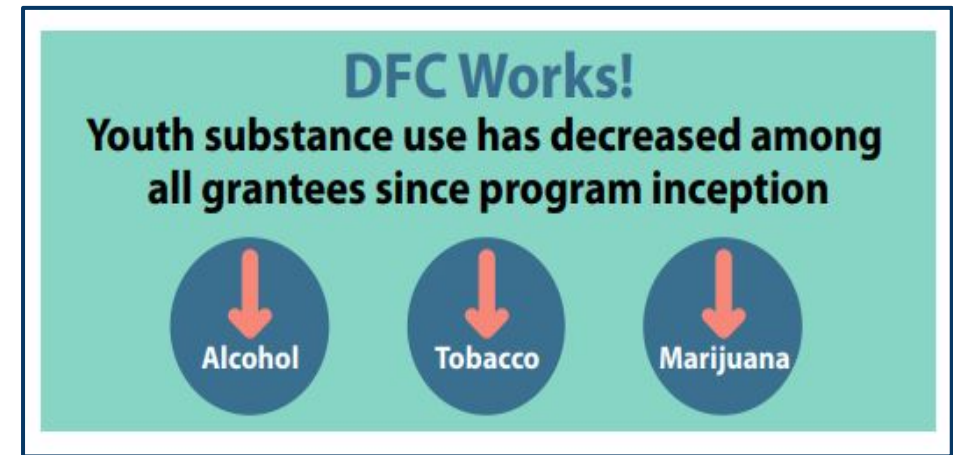
This training is free. Registration required.

(508) 359-7121 [medfieldoutreach@medfield.net](mailto:medfieldoutreach@medfield.net)



# Medfield Cares About Prevention (MCAP)

- Community coalition to prevent and reduce substance use among local youth
- Awarded Federal Drug-Free Communities (DFC) Grant in 2019
  - \$125,000 per year for 5 years (2019-2024)
  - Competitive re-application for additional 5 years (2024-2029)







# MCAP

MEDFIELD CARES ABOUT PREVENTION



## Vision

Working together to promote mental health and prevent alcohol, marijuana, and other drug use amongst Medfield youth.

## Mission

Reduce youth substance use, promote healthy decisions, and build a culture of safety in Medfield through a community collaborative of parents, youth businesses, private organizations, and public agencies.

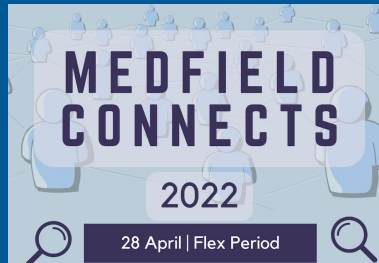


## Substance Use Prevention Programming

### Direct-to-Youth Programming



Health &  
Wellness Club



A STUDENT-ORGANIZED  
RESOURCE FAIR FOR MHS STUDENTS

Free  
**NARCAN TRAINING**  
for the Medfield Community

- Learn how to recognize an overdose
- Learn how to administer Narcan
- Ask questions related to substance use or overdose
- Free Narcan provided

DATE Tuesday, September 26  
TIME 4:30 pm, 5:00 pm & 5:30 pm  
LENGTH 15 minutes  
LOCATION Medfield Public Library,  
basement meeting room

OPEN TO EVERYONE

\*No registration required

Training and Narcan provided by the SAFE Coalition.



### Community-Based Work

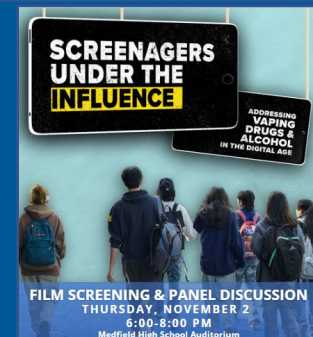


Join the Medfield Cares About Prevention (MCAP) Coalition  
& Medfield Outreach

for a Free Parent Webinar  
with New York Times Best Selling author  
**Jessica Lahey**

**Raising Healthy Kids in a  
Culture of Dependence**

\* Registration required



# Funding

**Operating budget:** Approximately \$25,000 relatively stable from FY24

## **Grant Funding:**

**Drug Free Communities Grant:** Five Year Grant @ \$125,000/year = \$625,000 total.

This grant had provided the Town of Medfield:

2 Prevention Coordinators:

One Full Time

One Part Time

**\*\*We are currently in year 5 of the grant cycle and preparing for the competitive bid process of securing years 6-10. Uncertainty exists while we do remain optimistic about our positioning for this funding.**

**BSAS MassCALL3B** - Regionalized approach to prevention. Medfield is in a cluster with four other communities: Hopkinton (lead agency), Medway, Wayland and Holliston. Awaiting MOU from Hopkinton to bring to Selectboard for consideration. If formal partnership accepted, access to funds to promote mutually agreed upon goals for cluster.

\*Bureau of Substance Abuse Services

# Goals for 2024

- Infrastructure Improvements: Install equipment to ensure consistent and reliable internet and phone service
- Address physical space challenges to increase opportunities for service delivery, modify space within Outreach office to allow for two additional confidential spaces
- Hire clinician aligned with Opioid Abatement Funds criteria
- Extend reach for community assistance programs to unserved residents
- Extend mental health and substance misuse prevention programming and services across the community, in collaboration with other stakeholders
- Continue to strengthen and support Human Service Department, meeting regularly with Department Heads to identify mutual goals, to streamline service provision, improve services to residents while optimizing savings.