



# Warrant Committee

THE MEETING WILL START SHORTLY

October 8, 2024

# Agenda

- Call to Order and Disclosure of Video Recording
- Approval of September 9, 2024, Minutes
- 2024-2025 Calendar, and FY 2026 Budget Department Assignments
- Discussion of Free Cash, 5-Year Budget Forecast and FY 2026 Preliminary Department Guidance
- Recently awarded grant through SAFER program
- School Building Committee Update
- Capital Budget Committee Update
- Update From Town Finance
- Informational Items

# 2024/2025 WARRANT COMMITTEE CALENDAR AND MINUTE RESPONSIBILITY

WC 2024 -2025 CALENDAR AND MINUTE RESPONSIBILITY		
MEETING DATE	PRELIMINARY AGENDA	MEETING MINUTE RESPONSIBILITY
<b>September 9, 2024</b>	Organizational Meeting, Discussion and potential votes on draft Financial Management Policy and Objectives	Steve Callahan
<b>October 8, 2024</b>	Review of Five-Year Financial Projection, Preliminary Free Cash Use and Preliminary FY 26 Budget Guidance to Departments	Emily McCabe
<b>November 18, 2024</b>	Review Revenue Forecast and Fixed Costs for FY 26	Pete Michelson
<b>December 10, 2024</b>	Review and Vote on Final FY 26 Guidance to Departments, and Capital Budgets	Brent Nelson
<b>January 14, 2025</b>	Town Departments Budget Briefings	Jill Rafter
<b>January 28, 2025</b>	Town Departments Budget Briefings	Pete Saladino
<b>February 11, 2025</b>	School Department Budget Briefing	Bob Sliney
<b>February 25, 2025</b>	Warrant Articles	Ed Vozella
<b>March 11, 2025</b>	Warrant Articles	Ashley Leduc
<b>March 25, 2025</b>	Warrant Articles	Steve Callahan
<b>April 1, 2025</b>	Warrant Committee Hearing	Emily McCabe
<b>April __, 2025</b>	TBD (if needed)	

# **FY 2026 BUDGET DEPARTMENT ASSIGNMENTS**

# GROUP REVIEW FOR FY 2026 BUDGET GUIDANCE TO DEPARTMENTS

BUDGET AREA	HEAD	BUDGET CATEGORY	WC RESPONSIBILITY
<b>SHARED REVENUE</b>			
<b>Property</b>	Remillard	Property Tax Levy	Group
	Remillard	2 1/2 Levy Increase	Group
	Remillard	New Growth	Group
	Remillard	Debt Exclusions	Group
<b>Other Revenue</b>	Trierweiller	State Aid	Group
	Gervasio	Local Receipts	Steve
	Trierweiller	Enterprise Fund Offset	Brent
<b>SHARED FIXED COSTS</b>			
<b>Town and School</b>			
<b>Employee Benefits</b>	Trierweiller	Workers Compensation Insurance	Group
	Trierweiller	Prop, Gen, Professional and Liability Insurance	Group
	Trierweiller	Police & Fire 111F Injured on Duty Insurance	Group
	Colivas	Unemployment Trust Fund	Group
	Colivas	Life Insurance	Group
	Gervasio	Health Insurance	Ed
	Colivas	Medicare/Fed Mandates	Group
	Colivas	Norfolk County Retirement	Steve
<b>Debt Service</b>	Colivas	Town Debt - Interest	Group
	Colivas	Town Debt - Principal	Group
	Colivas	Lease Purchase Finance	Group
<b>Other</b>			
	Colivas	OPEB	Steve
<b>Town Capital</b>	Trierweiller	Municipal Stabilization	Brent
	Trierweiller	Capital Stabilization	Brent
<b>Expenditures not requiring appropriation</b>			
	Trierweiller	Snow Deficit/Land Damages/Tax Title	Group
	Trierweiller	State Aid Offsets	Group
	Trierweiller	Deficit to be raised on the Recap	Group
	Trierweiller	State Assessments	Group
	Remillard	Overlay	Group

Warrant Committee Preliminary & Tentative - Draft for  
discussion purposes only

BUDGET AREA	HEAD	BUDGET CATEGORY	WC	WC MEETING REVIEW
			RESPONSIBILITY	DATE
<b>Public Works</b>	Goulet	Cemetery	Brent	
	Goulet	Equip/Repair/Maint	Brent	
	Goulet	Highway	Brent	
	Goulet	Public Works Utilities	Brent	
	Goulet	Sidewalks	Brent	
	Goulet	Snow and Ice	Brent	
	Goulet	Solid Waste Disposal	Brent	
	Goulet	Town Garage	Brent	
	Goulet	Tree Care	Brent	
	Goulet	Water/Sewer	Brent	
<b>Education</b>	Marsden	Schools	Ed (Lead), Emily and Steve	
	Marsden	Regional Vocational Tech	Ed (Lead)	
<b>Finance &amp; Accounting</b>	Colivas	Treasurer Collector	Emily	
	Colivas	Investment Accounts	Emily	
	Remillard	Assessors	Emily	
	Foster	Town Accountant	Emily	
	Trierweiller	WC Reserve Fund	Bob	
<b>Social</b>	Trierweiller	Board of Health	Jillian	
	Hanifan	Council on Aging	Jillian	
	Ron Gustafson	Arts/Cultural Council	Jillian	
	Welper	Parks & Rec	Jillian	
	Kathy McDonald	Medfield Outreach	Jillian	
	Ian Rogers	Veterans	Jillian	
	Ian Rogers	Memorial Day/Veterans Day	Jillian	

BUDGET AREA	HEAD	BUDGET CATEGORY	WC	WC MEETING REVIEW
			RESPONSIBILITY	DATE
Safety	Carrico	Fire & Rescue Administration	Peter S.	
	Carrico	Emergency Management	Peter S.	
	Guerette	Animal Control Officer	Peter M.	
	Guerette	Police Adminstration	Peter M.	
	Guerette	Police Operations	Peter M.	
	Guerette	Traffic Marking/Signals	Peter M.	
Town Building Maint	Gervasio	Facilities	Peter S.	
Other Town Dept, Boards, Commissions	Hinthorne	Inspections	Ashley	
	Hinthorne	Sealer	Ashley	
	De La Fuente	Land Use (Planning and Zoning)	Ashley	
	De La Fuente and Deb Baro	Conservation Commission	Ashley	
	Trierweiller	Historical Commission	Ashley	
	Gardner	Library	Ashley	
	Trierweiler	Human Resources	Ashley	
	Trierweiler	Town Counsel	Ashley	
	Trierweiler	Town Admistrator	Ashley	
	Trierweiler	Warrant Committee	Ashley	
	Trierweiler	Grave Markers/Flags	Ashley	
	Trierweiler	Selectmen	Ashley	
	Britney Franklin	Street Lights	Ashely	
	Bonoldi	Town Clerk/Elections/Registrars	Ashley	
	Britney Franklin	Town Report/Meeting	Ashley	
Technology	Gervasio and O'Corcora	Information Technology	Emily	

# **DISCUSSION OF FREE CASH, 5-YEAR BUDGET FORECAST AND FY 2026 PRELIMINARY BUDGET GUIDANCE**

**MINUTES**  
**Warrant Committee Meeting**  
**September 9, 2024**

<b>Warrant Committee Members Roll Call</b>	<p><b>Participating in Person:</b> Stephen Callahan, Bob Sliney, Edward Vozzella, Jillian Rafter, Peter Michelson, Brent Nelson, Emily McCabe, and Ashley Leduc</p> <p><b>Participating Remotely:</b> Peter Saladino</p>
<b>Guests</b>	<p><b>In Person:</b>  Kristine Trierweiler, Town Administrator  Frank Gervasio, Assistant Town Administrator  Mike Pastore – Town Moderator</p> <p><b>Remotely:</b> Georgia Colivas – Town Treasurer  Andrew Foster – Town Accountant</p>
<b>Meeting Location</b>	Town House, second floor Chenery Hall and by remote participation via Zoom
<b>Meeting Times</b>	Meeting convened: 7:00 pm      Meeting adjourned: 9:20 pm
<b>Approval of Previous Meeting Minutes</b>	A motion to approve the June 18, 2024, meeting minutes was made, seconded, and voted eight in favor and one abstention by all WC members present.
<b>Agenda, Minutes, Calendar, and Meeting Packet</b>	<p>Co-Chair Callahan reviewed the agenda for the meeting, the WC Calendar leading up to the 2025 Town Meeting and meeting minute responsibility.</p> <p>Co-Chair Callahan recognized Moderator Pastore for comments. Moderator Pastore introduced new member Ashley Leduc and made some general comments on the importance of the work that the WC undertakes in its role as advisor to Town Meeting and related recommendations. Moderator Pastore thanked WC members for their service to the Town. WC members each introduced themselves to Member Leduc and made comments on their backgrounds. New Member Leduc also discussed her background and experience for the WC. Before Moderator Pastore exited the meeting, Co-Chair Callahan thanked Moderator Pastore for his service to the Town. The meeting material packets that were discussed can be found at:</p> <p style="text-align: center;"><a href="https://www.town.medfield.net/DocumentCenter/View/8108/Warrant-Committee-Packet-9092024?bId=">https://www.town.medfield.net/DocumentCenter/View/8108/Warrant-Committee-Packet-9092024?bId=</a></p>
<b>FY 26 Budget Process</b>	Co-Chair Callahan reviewed the FY 26 budget process and the timing of the WC reviews of the 5-year forecast, free cash, capital budgets, FY 26 budget forecasts and department guidance. The process will follow the same budget process implemented last year. He requested members to communicate any preferences for department budget assignments prior to

	<p>finalizing WC assignments. Co-Chair Sliney stressed the importance of the fall meetings to building the foundation for WC FY 26 budget guidance. He indicated providing budget guidance in the December period results in a better process for all.</p>
<b>Financial Management Policies and Objectives Discussion</b>	<p>The next order of business was a discussion of the draft document distributed for review: Financial Management Policies and Objectives and related Scorecard.</p> <p>Co-Chair Callahan led a discussion of the background and purpose of existing financial management policies and objectives.</p> <p>Updating written policies is important as it memorializes institutional knowledge/practices. That institutional knowledge currently is subject to the risk of loss due to turnover of appointed and elected committee members as well as Town employees. It was a good time to review best practices of other Town's and revisit the existing policies prior to starting a new budget process.</p> <p>While there was a minor update to these policies in 2022, it has been six years since the existing financial policy was first introduced. During that time, there have been many important disciplines and practices implemented by the Warrant Committee and the Town. In addition, as a Town we have approved articles supporting new priorities and goals, as well as established several new reserves.</p> <p>In drafting the new financial policies, Co-Chair Callahan researched published policies of other towns. Towns whose policies were researched included Westwood, Northborough, Holliston, and Duxbury. Draft includes best practices tailored to Medfield's facts and circumstances. Member Leduc also commented that the Town of Brewster also has financial policies published on their website.</p> <p>Town Finance is supportive of these updated policies, has reviewed them and we have incorporated their comments. Additionally, copies of these updated policies have also been sent to the Chair of the Capital Budget Committee, Chair of the School Committee, School Superintendent, and Director of School Finance and Operations.</p> <p>The WC then proceeded to a general discussion and education consisting of a review of key changes, inquiries, clarifications, and comments on each of the following major sections of the Financial Management Policies and Objectives and related Scorecard.</p> <p><b>INTRODUCTION – Policy objectives section added to policy.</b></p> <p><b>OVERALL FINANCIAL POLICIES</b></p>

	<p>A. <b>Accounting, Auditing and Financial Reporting</b> – no significant changes to this section.</p> <p>B. <b>General Fund</b> – Policy on use of free cash has been updated to mirror practice over last three years of not using it for operating budget expenditures. Member Vozzella raised a concern with the language and that it might be too restrictive in the event of an unforeseen emergency or mandate. WC agreed to soften and update language to “strive to not” use free cash for operating expenditures. WC members agreed with the desired goal put into practice over the last three years of not using free cash to balance the operating budget.</p> <ul style="list-style-type: none"> <li>General Reserve and Free Cash – The general reserve has been renamed as the “Warrant Committee’s Reserve” and a minimum requirement implemented of .2% - .3% of Operating Expenditure Budget. The Free Cash minimum balance has been increased from 2.5% to 3.0% of the Operating Expenditure Budget.</li> </ul> <p><b>(C) Revenue</b>- Discussion of Service Charge policy, One Time Revenue policy of prioritizing use to replenish reserve and stabilization funds to targets and Recurring Revenue Policy.</p> <p><b>RESERVES POLICY</b></p> <p><b>(D) General Reserves</b> – consisting of Warrant Committee Reserve (.2%-.3%), Free Cash (3%) and General Stabilization Fund (5%-7%) has been established at a range of 8% - 10% of the General Fund Operating Expenditure Budget.</p> <p><b>SPECIAL PURPOSE STABILIZATION FUNDS, RESERVES AND ACCOUNTS</b></p> <p><b>Pension Reserve Fund</b> – policy added to mirror existing practice over last couple of years and added disclosure of the projected full funding date of FY 2029</p> <p><b>Municipal Building Capital Stabilization Fund</b> - No major changes to existing policy. Existing procedures moved to an appendix.</p> <p><b>Capital Stabilization Fund (Non-Buildings)</b> – policy added for a goal over time of increasing the balance in this fund to a balance equal to the average yearly appropriation over the last 3-5 fiscal years. The current scorecard shows this goal equal to \$1,057,000 with an actual balance after transfer of free cash and unexpended projects of \$862,000.</p>
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**Elementary School Tax Mitigation Stabilization Fund** – New fund added and consistent with what was approved at the 2024 Annual Town Meeting.

**Special Education Reserve Fund** - New fund added and consistent with what was approved at the 2024 Annual Town Meeting.

**Proceeds from the Sale of Town Assets** – No significant changes from current policies.

#### **POST EMPLOYMENT BENEFITS POLICY**

**Pension** – Policy added to memorialize existing practice of funding required Norfolk County assessments. Projected full funding date of FY 2029 disclosed in policy. Co-Chair Callahan indicated that anticipated annual savings to operating budget when fully funded is estimated to be approximately \$3 million based on latest assessment projections provided by Norfolk County.

**Other Post Employment Benefits (OPEB) (retiree health insurance)** – Existing policy of funding FY 25 amount of \$551,000 from free cash. The amount currently increases by 5% a year. The policy changed to freeze existing FY 25 funding at \$551,000 from free cash each year through full funding date of Norfolk County Pension (expected 2029). After full funding of Norfolk County Pension, the annual OPEB amount will be funded in the operating budget and increase by 5% each year thereafter.

Co-Chair Sliney stressed the importance of the general reserves, stabilization funds, trusts and accounts to the Town's bond debt ratings provided by the rating agencies. The rating agencies look at all these reserves when making decisions on how to rate the Town's debt (AAA vs. AA).

#### **DEBT POLICY**

Policy added two debt policies. (1) General Fund non-exempt debt service should not exceed .5% of annual General Fund Operating Revenues and (2) Total debt service (non-exempt and exempt debt service) should not exceed 10-12% of the General Fund Operating Revenues. Added a pro-forma calculation to consider what total debt service percentage would be if the Town approved exempt debt offering for a new elementary school equal to approximately \$5.5 million of annual debt service. Pro-forma test comes in at 10.12%.

Co-Chair Sliney – commented that during the failed prior school project there was a discussion from some that the total amount of debt could not exceed the amount of the annual operating budget, without considering

	<p>the cost of the debt. This new policy measures debt service and the cost of the debt rather than focusing on any absolute amount of debt.</p> <p><b>SCORECARD</b> – Member Rafter recommended that the line item for Pro-Forma Debt Service test in FY 27 (assuming new debt service from any proposed elementary school) be deleted from any scorecard that might get included in the Warrant since it was not a formal financial policy. It was agreed that this is useful information for the WC.</p> <p><b>INVESTMENT POLICY</b></p> <p>Policy added to memorialize existing practice on investments and reserve, stabilization funds and accounts. There is a reporting requirement to provide once a year the monthly receipts and expenses in the operating account.</p> <p><b>OTHER POLICIES</b></p> <p><b><i>Enterprise Fund, Gift and Grants</i></b> - No significant changes to policies.</p> <p><b><i>Overlay</i></b> – No significant changes to policy</p> <p>There was a general discussion of why the School Committee (SC) was not signing as endorsing the policies. Co-Chair Callahan mentioned that prior efforts to obtain SC signatures on the financial policies were not successful given the SC members did not believe they had the expertise or oversight responsibility for most of the financial policies. A couple of policies that directly impacted the schools – (special education stabilization fund and tax impact mitigation stabilization fund), were approved at Town Meeting last year. The SC reviewed both these articles prior to Town Meeting and voted unanimously in favor of articles. Given this and the fact that input was sought on draft policies from SC Chair, Director of Finance and Operations School and Superintendent -Schools, the WC did not believe it was necessary to obtain their signature</p> <p>It was the consensus of the WC that they are strongly in favor of the draft policy document. The next step is to send it to the Select Board for review and comments. The WC will then take a final vote on the final version of the document.</p>
<b>School Building Committee Update</b>	<p>Member Michelson discussed updates from the SBC. The SBC has done a survey and several open forums around the location of the new elementary school. The survey results came back as most people supported a new school and the school location of Dale Street. The SBC plans to vote in November 2024.</p>
<b>Capital Budget Committee Update</b>	<p>Member Nelson discussed updates from the Capital Budget Committee. There is a new form for capital requests that has been developed and will be implemented over time for FY 26 newly added capital items to the</p>

	<p>5-Year Capital Improvement Plan. Details in the form will include life cycle, funding sources, benefits, impact if not funded, alternatives considered, impact on operating budgets, supporting documents. The Town is undertaking a complete inventory of all equipment at the request of the Capital Budget Committee.</p> <p>The Capital Budget Committee chair discussed the Capital Stabilization Fund financial policy. The chair mentioned that he would have liked to see a more definite dollar amount. He expressed concern that there might be a challenge achieving goal in future years.</p>
<b>The Meeting Adjourned</b>	At 9:20 pm, there being no further business a motion to adjourn was made, seconded, and unanimously voted by all WC members present.
<b>List of all documents and exhibits used</b>	The meeting material packets that were discussed can be found at: <a href="https://www.town.medfield.net/DocumentCenter/View/8108/Warrant-Committee-Packet-9092024?bidId=">https://www.town.medfield.net/DocumentCenter/View/8108/Warrant-Committee-Packet-9092024?bidId=</a>
<b>Other Business</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>Follow-ups</b>	
<b>Other</b>	<ul style="list-style-type: none"> <li>● N/A</li> </ul>
<b>Meeting Link</b>	

Respectfully Submitted: Stephen Callahan to Warrant Committee

Approved minutes to be sent to: fgervasio@medfield.net

	FY2025	FY2026	\$ Change	% Change
REVENUES	Budget	Forecast	FY25 to FY26	FY25 to FY26
Property Tax Levy	\$51,283,621	\$53,088,711	\$1,805,091	3.52%
2 1/2 Levy Increase	\$1,282,091	\$1,327,218	\$45,127	3.52%
New Growth	\$475,000	\$400,000	-\$75,000	-15.79%
Debt Exclusions	\$2,382,869	\$1,894,656	-\$488,213	-20.49%
<b>Total Property Tax Levy</b>	<b>\$55,423,580</b>	<b>\$56,710,585</b>	<b>\$1,287,005</b>	<b>2.32%</b>
	FY2025	FY2026	\$ Change	% Change
OTHER REVENUES	Budget	Forecast	FY25 to FY26	FY25 to FY26
State Aid	\$8,655,894	\$8,962,639	\$306,745	3.54%
Local Receipts	\$4,872,307	\$5,258,961	\$386,654	7.94%
Other Available General Funds	\$784,887	\$930,513	\$145,626	18.55%
Enterprise Fund Offset	\$2,280,969	\$2,209,233	-\$71,737	-3.15%
<b>Total Other Revenue</b>	<b>\$16,594,057</b>	<b>\$17,361,345</b>	<b>\$767,288</b>	<b>4.62%</b>
<b>Total Revenue</b>	<b>\$72,017,637</b>	<b>\$74,071,930</b>	<b>\$2,054,293</b>	<b>2.85%</b>

SHARED FIXED COSTS - INSURANCE/BENEFITS	FY25 Town Meeting Approved	FY26 Forecast	\$ Change	% Change
Workers Compensation Insurance	\$293,518	\$274,763	-\$18,755	-6.39%
Property, General Liability, and Professional	\$292,085	\$289,086	-\$2,999	-1.03%
Police and Fire 111F Injured on Duty Insurance	\$90,000	\$90,000	\$0	0.00%
Unemployment Trust Fund	\$50,000	\$25,000	-\$25,000	-50.00%
Life Insurance	\$16,000	\$16,800	\$800	5.00%
Health Insurance	\$4,948,985	\$5,311,935	\$362,950	7.33%
Medicare Tax	\$708,000	\$733,000	\$25,000	3.53%

Norfolk County Retirement	\$3,434,727	\$3,606,463	\$171,736	5.00%
<b>Total Town and School Employee Benefits</b>	<b>\$9,833,315</b>	<b>\$10,347,047</b>	<b>\$513,732</b>	<b>5.22%</b>

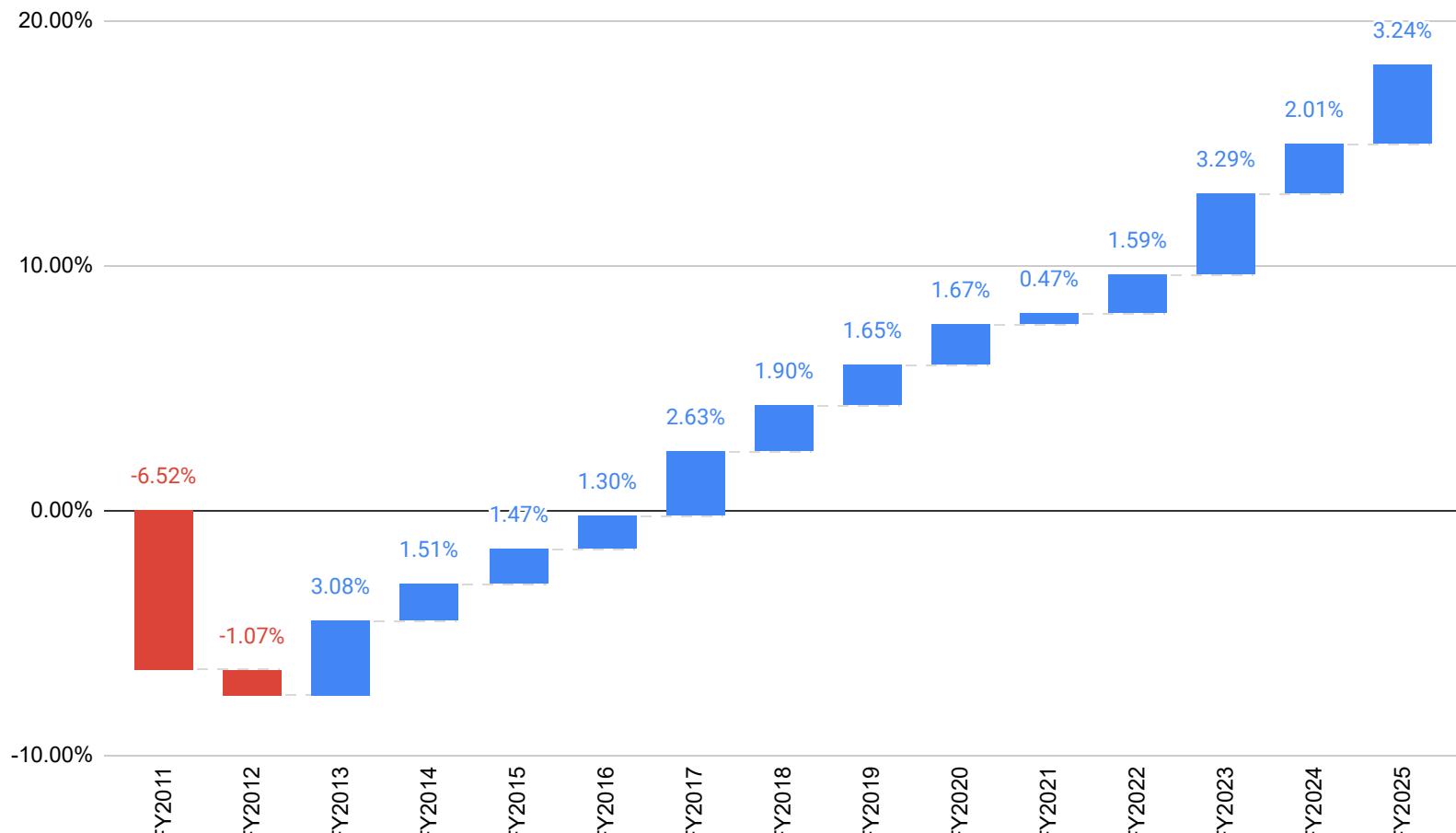
DEBT SERVICE	FY25 Town Meeting Approved	FY26 Forecast	\$ Change	% Change
Town Debt - Principal	\$2,931,249	\$2,587,821	-\$343,428	-11.72%
Town Debt - Interest	\$1,035,984	\$913,288	-\$122,696	-11.84%
Lease Purchase Finance Payment	\$48,095	\$48,095	\$0	0.00%
<b>Total Debt</b>	<b>\$4,015,328</b>	<b>\$3,549,204</b>	<b>-\$466,124</b>	<b>-11.61%</b>

EXPENDITURES NOT REQUIRING APPROPRIATION	FY25 Town Meeting Approved	FY26 Forecast	\$ Change	% Change
Snow Deficit/Land Damages/Tax Title	\$0	\$0	\$0	0.00%
State Aid Offsets	\$30,986	\$35,389	\$4,403	14.21%
Deficit to be raised on the Recap	\$0	\$0	\$0	0.00%
State Assessments	\$708,928.00	\$562,352.63	-\$146,575	-20.68%
Overlay	\$200,000	\$225,000	\$25,000	12.50%
<b>Total Not Requiring Approp</b>	<b>\$939,914</b>	<b>\$822,742</b>	<b>-\$117,172</b>	<b>-12.47%</b>

VOCATIONAL SCHOOL ASSESSMENT	FY25 Town Meeting Approved	FY26 Forecast	\$ Change	% Change
Vocational School Assessment	\$127,924	\$134,320	\$6,396	5.00%
<b>Total Vocational School Assessment</b>	<b>\$127,924</b>	<b>\$134,320</b>	<b>\$6,396</b>	<b>5.00%</b>
<b>TOTAL SHARED/FIXED COSTS</b>	<b>\$14,916,481</b>	<b>\$14,853,313</b>	<b>-\$63,168</b>	<b>-0.42%</b>
<b>REMAINING REVENUES</b>	<b>\$57,101,156</b>	<b>\$59,218,617</b>	<b>\$2,117,461</b>	<b>3.71%</b>
<b>OPERATING BUDGETS: 75%/25% REVENUE SPLIT</b>	<b>FY25 Town Meeting Approved</b>	<b>FY25 Forecast</b>	<b>\$ Change</b>	<b>% Change FY24 to FY25</b>
School Department	\$43,112,411	\$44,700,507	\$1,588,096	3.7%
Town Departments	\$13,988,744	\$14,518,109	\$529,365	3.8%
<b>Total</b>	<b>\$57,101,155</b>	<b>\$59,218,616</b>	<b>\$2,117,461</b>	<b>3.71%</b>

Local Receipts	Actual	Actual	Actual	Actual	Actual	Actuals	Actuals	Budget	Forecast	Difference	
	Fiscal Year	FY2018	FY2019	FY2020	2021	FY2022	FY2023	FY2024	FY2025	FY25 vs FY26	
Motor Vehicle Excise		\$2,217,913	\$2,186,090	\$2,063,219	\$2,445,739	\$2,280,299	\$2,398,705.58	\$2,613,146.99	\$2,250,000	\$2,500,000	\$250,000
<b>Other Excise</b>											0
Meals		\$153,408	\$175,517	\$158,844	\$135,557	\$195,721	\$209,362.20	\$212,856.35	\$200,000	\$220,000	\$20,000
Penalties and Interest on Taxes		\$61,433	\$73,232	\$71,667	\$141,777	\$87,195	\$73,946.66	\$99,798.73	\$75,000	\$80,000	\$5,000
Payments in Lieu of Taxes		\$3,396	\$3,529	\$2,240	\$2,623	\$4,359	\$4,642.85	\$8,451.46	\$2,624	\$5,000	\$2,376
Fees (Demands)		\$66,152	\$71,639	\$27,251	\$77,474	\$55,990	\$69,333.10	\$70,314.26	\$50,000	\$50,000	\$0
Rentals		\$241,727	\$242,704	\$222,728	\$257,137	\$268,254	\$198,320.19	\$260,108.26	\$269,183	\$229,073	-\$40,110
<b>Department Revenue</b>											0
Schools		\$14,962	\$2,621	\$678	\$5,476	\$66,836	135,727.23	\$1.96	\$500	\$500	\$0
Library		5715		0			\$0.00	\$0.00	0		0
Cemetery		\$28,245	\$33,675	\$38,975	\$36,355	\$40,880	\$36,890.00	\$44,220.00	\$35,000	\$35,000	\$0
Recreation											0
Other Departmental Revenue		\$543,809	\$508,293	\$462,276	\$543,299	\$454,236	\$675,402.19	\$476,433.00	\$456,500	\$391,500	-\$65,000
Licenses and Permits		\$767,129	\$590,861	\$718,177	\$863,641	\$757,758	\$940,883.04	\$925,342.64	\$800,000	\$800,000	\$0
Special Assessments		\$340,430	\$332,608	\$257,945	\$229,377	\$155,892	\$118,730.43	\$107,969.02	\$20,000	\$6,523	-\$13,477
Fines and Forfeitures		\$22,431	\$18,417	\$12,012	\$3,814	\$6,825	\$5,037.24	\$5,191.65	\$3,500	\$8,000	\$4,500
Investment Income		\$208,676	\$336,472	\$248,127	\$42,275	\$65,648	\$830,386.78	\$1,244,486.58	\$660,000	\$933,365	\$273,365
Medicaid Reimbursement				\$28,902	\$32,473	\$132,365	\$110,387.42	\$45,544.00	\$50,000	\$0	-\$50,000
Misc. Non Recurring				63664	183453		\$105,467.05	\$164,973.00	0	\$0	\$0
Misc. Non Recurring MSBA				\$110,301			\$126,347	\$24,342.00		\$0	\$0
<b>Total</b>		<b>\$4,675,426</b>	<b>\$4,685,959</b>	<b>\$4,376,705</b>	<b>\$5,000,470</b>	<b>\$4,698,605</b>	<b>\$5,937,564</b>	<b>\$6,278,838</b>	<b>\$4,872,307</b>	<b>\$5,258,961</b>	<b>\$386,654</b>

## Medfield State Aid: Change from Prior Fiscal Year



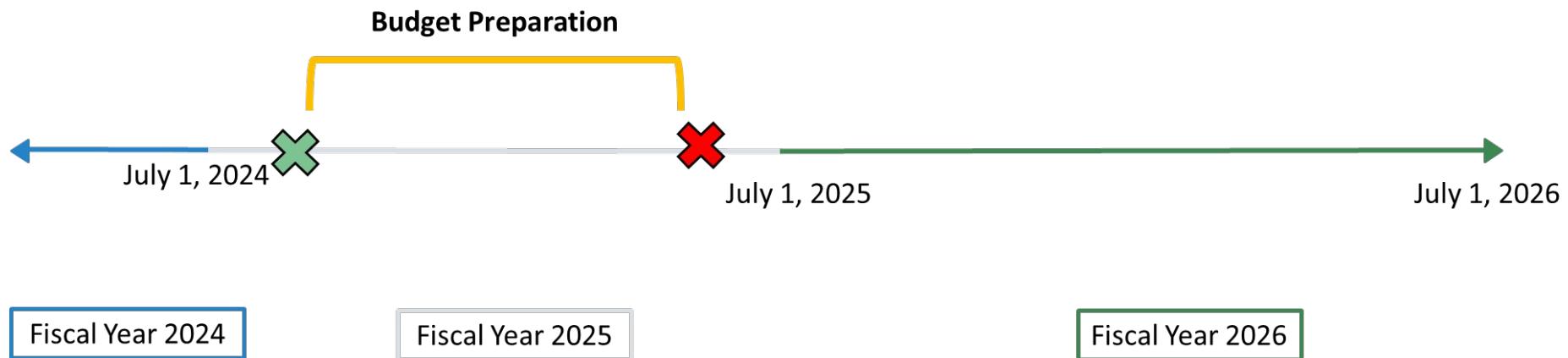
Other Available Funds						
Fund	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Cemetery Perpetual Care Trust	\$15,000	\$15,000		\$15,000	\$15,000	\$15,000
Pension Trust Fund Offset	\$75,000	\$75,000	\$200,000	\$275,000	\$337,920	\$432,236
Unexpended County Retirement Appropriation	\$51,765	\$55,445				
Sewer Betterment Paid in Advance	\$309,904	\$40,991				
Bond Premium - Sawmill Brook	\$680	\$562				
Bond Premium FR 6/7	\$2,147	\$1,751				
Bond Premium - Red Gate Farm	\$2,083	\$1,983	\$1,833	\$1,633	\$1,633	\$1,277
Bond Premium - HS Field Renovation	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Bond Premium - Town Garage Solar	\$3,683	\$3,683	\$3,683	\$3,683	\$3,683	
Bond premium in excess of borrowing costs - 9/21 refunding				\$4,144		
Excluded debt 9/21 refunding				\$19,661		
Use of School Property Revolving Fund	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
ALS Revolving Fund	\$150,000	\$150,000	\$245,000	\$300,000	\$315,000	\$365,000
Respite Care Revolving Fund	\$10,135	\$0		\$10,000	\$10,000	\$15,000
F/B Rs Red of Fut Excl Debt (BAN Int Reimb)	\$20,853	\$12,582	\$4,194			
F/B Rs Red of Excl Debt MSBA Reimb	\$1,143,535	\$1,003,535	\$583,535			
Park & Rec Revolving Fund	\$0	\$82,640				
ALS Revolving Fund		\$215,000				
Ambulance Revolving Fund		\$85,000				
Ambulance Revolving Fund						
Police Salary Appropriation	\$35,000					
F/R Res for Exp (SB Paid off)	\$106,895					
Transportation Receipts Reserved for Appropriation	\$1,022	\$1,471	\$535	\$651	\$651	\$1,000
Opioid Settlement Revenue Account				\$68,000	\$68,000	\$68,000
	<b>\$1,960,702</b>	<b>\$1,777,643</b>	<b>\$1,071,780</b>	<b>\$730,772</b>	<b>\$784,887</b>	<b>\$930,513</b>

# Town of Medfield

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Fiscal Year 2026 Budget Outlook

# Budget Process Overview



# Fiscal Year 2024 Review

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<u>Category</u>	<u>Estimate</u>	<u>Actual</u>	<u>Variance</u>
<b>Local Receipts</b>	\$4,307,337	\$6,278,838	<b>+\$1,971,501</b>
<b>State Aid</b>	\$8,481,363	\$8,552,764	<b>+\$71,401</b>
<b>“Turnbacks”</b>	\$71,077,722	\$69,582,528	<b>+\$1,495,194</b>

# Primary Drivers of Local Receipts Variance

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<u>Category</u>	<u>Estimate</u>	<u>Actual</u>	<u>Variance</u>
<b>Investment Income</b>	\$500,000	\$1,244,486	<b>+\$744,486</b>
<b>Motor Vehicle Excise</b>	\$2,150,000	\$2,613,147	<b>+\$463,147</b>
<b>Licenses and Permits</b>	\$690,600	\$925,342	<b>+\$234,742</b>

# Primary Drivers of “Turnbacks”

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<u>Department</u>	<u>Budget Net of Appr Transfers + PY Encumbrances</u>	<u>Actual + YE Encumbrances</u>	<u>Variance</u>
Health Insurance	\$5,310,696	\$4,660,960	+\$649,736
Police	\$2,920,503	\$2,759,324	+\$161,179
Snow & Ice	\$293,437	\$201,840	+\$91,597
Highway	\$1,626,034	\$1,539,908	+\$86,126
Facilities	\$794,340	\$740,799	+\$53,541
Schools	\$41,744,066	\$41,661,058	+\$83,008

# Primary Drivers of “Turnbacks”

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- Health insurance
  - ◆ Change of payment schedule per auditor, “one-time”
- Police
  - ◆ Staffing now at 100%
- Snow & Ice
  - ◆ Weather dependent - unable to decrease
- Highway
  - ◆ Open position
- Facilities
  - ◆ Newly funded position hired mid-year, other staff turnover

# Initial Free Cash Estimates

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Available Free Cash (estimate)	\$5,625,562
Required Free Cash Balance per Policy	\$2,174,820
Free Cash Available for Appropriation	\$3,450,742

# Town Revenues Overview

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- **Property tax levy** - amount raised through property taxes
- **State Aid** - financial distributions from the state, often formula driven (e.g., Chapter 70, UGGA, etc.)
- **Local Receipts** - Locally generated revenues other than real and personal property taxes (e.g., motor vehicle excise, meals tax)
- **Other Available Funds** - Balances used from various town funds (e.g., Pension Reserve, Capital Stabilization, ALS Revolving Fund, etc.)
- **Free Cash** - financial reserve certified by the DOR each year typically intended for one-time costs or contributions other reserve accounts

# FY26 Revenue Outlook

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- Assume 2.5% property tax levy increase, plus \$400,000 in new growth
- Assumes 1.5% increase in state aid
  - ◆ Consensus Revenue Hearing - December
  - ◆ Governor Healey's Budget Proposal - January
- Local receipts
  - ◆ 7.8% increase over FY25 projections
- Estimated operating revenue increase: \$2.1 M

# FY26 Expenditure Outlook: Fixed and Shared Costs

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- Trends in increased health insurance costs expected to continue
- Unlike FY25, pension assessment from Norfolk County Retirement System will not be known until November
- Debt service continues to decrease

# Next Steps

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- October
  - ◆ Liability/Workers' Compensation updates
  - ◆ Medex (retiree healthcare)
- November 18th - Next Warrant Committee meeting
- November - NCRS assessment
- January
  - ◆ Blue Cross Blue Shield (active/some retiree healthcare)
  - ◆ Governor's budget proposal (1/22)
- February
  - ◆ Tri-County assessment

<b>Available Free Cash</b>	\$5,625,562
<b>Required Free Cash Balance per Policy</b>	\$2,174,820
<b>Free Cash Available for Appropriation</b>	\$3,450,742
<b>Fixed/Primary</b>	
OPEB	\$551,250
General Stabilization	\$100,000
Capital Stabilization	\$850,000
Danielson Pond	\$35,000
<i>Subtotal</i>	<b>\$1,536,250</b>
<b>Known/Secondary</b>	
Elementary Tax Mitigation Fund	\$800,000
SBC Feasibility	\$500,000
Economic Development Fund	\$15,000
<i>Subtotal</i>	<b>\$1,315,000</b>
<b>Proposals for Discussion</b>	
Sidewalk Fund	
<i>Subtotal</i>	
<b>Total Appropriations</b>	<b>\$2,851,250</b>
<b>vs. Amount Available for Appropriation</b>	<b>\$599,492</b>

## Medfield General Fund Financial Forecast

Revenue Projections	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	FY2030 Projection	Projection Percent
<b>General Fund Revenues</b>						
<b>Property Tax Levy</b>						
Prior Year Tax Levy Limit	53,088,711	54,815,929	56,634,169	59,075,023	61,576,899	N/A
Proposition 2 1/2 Increase (2.5%)	1,327,218	1,362,240	1,415,854	1,476,876	1,539,422	N/A
New Growth	400,000	456,000	1,025,000	1,025,000	425,000	0%
Levy Limit - Subtotal	54,815,929	56,634,169	59,075,023	61,576,899	63,541,321	
Debt Exclusions	1,894,656	1,852,457	1,812,345	1,775,281	1,775,281	N/A
Municipal Buildings Stabilization Fund Override	1,188,685	1,218,402	1,248,862	1,280,084	1,312,086	2.50%
Maximum Allowable Tax Levy	57,899,270	59,705,028	62,136,230	64,632,263	66,628,688	
Excess Levy Capacity	0	0	0	0	0	0.00%
<b>Tax Levy - Total</b>	<b>57,899,270</b>	<b>59,705,028</b>	<b>62,136,230</b>	<b>64,632,263</b>	<b>66,628,688</b>	
<b>Local Receipts</b>						
1. Motor Vehicle Excise	2,500,000	2,562,500	2,626,563	2,751,187	2,878,926	2.50%
2a. Meals Excise	220,000	225,500	236,138	247,041	258,217	2.50%
3. Penalties/Int. on Taxes & Excises	80,000	80,000	80,000	80,000	80,000	0.00%
4. Payment In Lieu of Taxes	5,000	5,000	5,000	5,000	5,000	0.00%
10. Fees	50,000	50,000	50,000	50,000	50,000	0.00%
11. Rentals	229,073	234,799	240,669	246,686	252,853	2.50%
12. Dept. Revenue-Schools	500	500	500	500	500	0.00%
14. Dept. Revenue-Cemeteries	35,000	35,000	35,000	35,000	35,000	0.00%
16. Other Departmental Revenue	391,500	401,288	411,320	421,603	432,143	2.50%
17. Licenses/Permits	800,000	1,210,000	840,500	861,513	883,050	2.50%
18. Special Assessments	6,523	0	0	0	0	0.00%
19. Fines and Forfeits	8,000	8,000	8,000	8,000	8,000	0.00%
20. Investment Income	933,365	600,000	500,000	400,000	400,000	0.00%
21. Medicaid Reimbursement	0	0	0	0	0	
22. Misc. Recurring	0	0	0	0	0	
23. Misc. Non-Recurring	0	0	0	0	0	
<b>Local Receipts - Total</b>	<b>5,258,961</b>	<b>5,412,587</b>	<b>5,033,689</b>	<b>5,106,529</b>	<b>5,283,690</b>	
<b>State Aid</b>						
Chapter 70 Education Aid	7,003,173	7,108,221	7,214,844	7,323,067	7,432,913	1.50%
School Transportation	0	0	0	0	0	1.50%
Charter Tuition Reimbursement	0	0	0	0	0	1.50%
Smart Growth School Reimbursement	0	0	0	0	0	1.50%
School Lunch (offset)	0	0	0	0	0	1.50%
School Choice Receiving Tuition (Offset)	0	0	0	0	0	1.50%
Unrestricted General Government Aid	1,811,680	1,838,855	1,866,438	1,894,434	1,922,851	1.50%
Local Share pf Racing Taxes	0	0	0	0	0	1.50%
Regional Public Libraries	0	0	0	0	0	1.50%
Police Career Incentive	0	0	0	0	0	1.50%
Urban Revitalization	0	0	0	0	0	1.50%
Veterans Benefits	6,405	6,501	6,598	6,697	6,798	1.50%
Exemptions VBS and Elderly	27,113	27,519	27,932	28,351	28,776	1.50%
State Owned Land	78,880	80,063	81,264	82,483	83,720	1.50%
Public Libraries (offset)	35,389	35,920	36,459	37,006	37,561	1.50%
<b>State Aid - Total</b>	<b>8,962,639</b>	<b>9,097,078</b>	<b>9,233,535</b>	<b>9,372,038</b>	<b>9,512,618</b>	

### Medfield General Fund Financial Forecast FY2026 to FY2030 (continued)

Revenue Projections	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	FY2029 Projection	Projection Percent
<b>Available Funds</b>						
Cemetery Perpetual Care Trust	15,000	15,000	15,000	15,000	15,000	0%
Pension Reserve Fund	432,236	533,204	641,204	756,637	-	N/A
Bond Premium - Red Gate Farm	1,277	1,165	1,165	1,165	1,165	N/A
Bond Premium - HS Field Renovation	3,000	3,000	3,000	3,000	3,000	N/A
Use of School Property Revolving Fund	30,000	30,000	30,000	30,000	30,000	0%
ALS Revolving Fund	365,000	365,000	365,000	365,000	365,000	0%
Respite Care Revolving Fund	15,000	10,000	10,000	10,000	10,000	0%
Capital Stabilization Fund						0%
Municipal Building Stabilization Fund						0%
Transportation Receipts Reserved for Appropriat	1,000	1,000	1,000	1,000	1,000	0%
Opioid Settlement Stabilization Fund	68,000	68,000	68,000	68,000	68,000	0%
<b>Available Funds - Total</b>	<b>930,513</b>	<b>1,026,369</b>	<b>1,134,369</b>	<b>1,249,802</b>	<b>493,165</b>	
Free Cash - OPEB	551,250	551,250	551,250	551,250	551,250	0%
Other Revenue Sources	0	0	0	0	0	0%
Enterprise Fund Allocated Costs	2,209,233	2,063,993	2,027,200	1,990,407	1,953,614	N/A
<b>Other - Total</b>	<b>2,209,233</b>	<b>2,063,993</b>	<b>2,027,200</b>	<b>1,990,407</b>	<b>1,953,614</b>	
<b>General Fund Revenues - Total</b>	<b>75,811,865</b>	<b>77,856,305</b>	<b>80,116,273</b>	<b>82,902,289</b>	<b>84,423,025</b>	
	2,044,440	2,259,968	2,786,016	1,520,736		
	2.70%	2.90%	3.48%	1.83%		

### Medfield General Fund Financial Forecast (continued)

Expenditure Projections	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	FY2030 Projection	Projection Percent
<b>Town Departments</b>						
Select Board Salaries	2,908	3,018	3,132	3,250	3,373	3.78%
Select Board Operations	14,173	14,708	15,264	15,841	16,440	3.78%
<b>Selectmen - Total</b>	<b>17,081</b>	<b>17,726</b>	<b>18,396</b>	<b>19,092</b>	<b>19,813</b>	
Town Administrator Salaries	470,590	488,379	506,839	525,998	545,881	3.78%
Town Administrator Operations	25,260	26,215	27,206	28,234	40,445	3.78%
<b>Town Administrator - Total</b>	<b>495,850</b>	<b>514,594</b>	<b>534,045</b>	<b>554,232</b>	<b>586,326</b>	
Town Counsel Operations	119,289	123,798	128,478	133,334	138,374	3.78%
Information Technology Salaries	92,600	96,100	99,733	103,503	107,415	3.78%
Information Technology Operations	160,029	166,078	172,356	178,871	185,632	3.78%
<b>Information Technology - Total</b>	<b>252,629</b>	<b>262,178</b>	<b>272,088</b>	<b>282,373</b>	<b>293,047</b>	
Human Resources Salaries	103,050	106,946	110,988	115,184	119,538	3.78%
Human Resources Operations	5,251	5,450	5,656	5,870	6,091	3.78%
<b>Human Resources - Total</b>	<b>108,302</b>	<b>112,395</b>	<b>116,644</b>	<b>121,053</b>	<b>125,629</b>	
Town Report/Meeting Salaries	1,077	1,118	1,160	1,204	1,249	3.78%
Town Report/Meeting Operations	17,902	18,579	19,281	20,010	20,766	3.78%
<b>Town Report / Meeting - Total</b>	<b>18,979</b>	<b>19,696</b>	<b>20,441</b>	<b>21,214</b>	<b>22,016</b>	
Town Accountant Salaries	219,458	227,754	236,363	245,298	254,570	3.78%
Town Accountant Operations	69,761	72,398	75,135	77,975	80,922	3.78%
<b>Town Accountant - Total</b>	<b>289,219</b>	<b>300,152</b>	<b>311,498</b>	<b>323,272</b>	<b>335,492</b>	
Assessors Salaries	249,457	258,886	268,672	278,828	289,368	3.78%
Assessors Operations	26,620	27,626	28,670	29,754	30,878	3.78%
<b>Assessors - Total</b>	<b>276,077</b>	<b>286,512</b>	<b>297,342</b>	<b>308,582</b>	<b>320,246</b>	
Treasurer/Collector Salaries	247,808	257,175	266,896	276,985	287,455	3.78%
Treasurer/Collector Operations	96,770	100,428	104,224	108,163	112,252	3.78%
<b>Treasurer / Collector - Total</b>	<b>344,578</b>	<b>357,603</b>	<b>371,120</b>	<b>385,148</b>	<b>399,707</b>	
Town Clerk	138,283	143,510	148,934	154,564	160,407	3.78%
Town Clerk	37,672	39,096	40,574	42,108	43,699	3.78%
<b>Town Clerk - Total</b>	<b>175,955</b>	<b>182,606</b>	<b>189,508</b>	<b>196,672</b>	<b>204,106</b>	
Planning and Zoning Salaries	134,707	139,799	145,084	150,568	156,259	3.78%
Planning and Zoning Operations	17,523	18,186	18,873	19,586	20,327	3.78%
<b>Planning and Zoning - Total</b>	<b>152,231</b>	<b>157,985</b>	<b>163,957</b>	<b>170,154</b>	<b>176,586</b>	
Conservation Commission Salaries	56,880	59,030	61,261	63,577	65,980	3.78%
Conservation Commission Operations	8,847	9,182	9,529	9,889	10,263	3.78%
<b>Conservation - Total</b>	<b>65,727</b>	<b>68,211</b>	<b>70,790</b>	<b>73,466</b>	<b>76,243</b>	

### Medfield General Fund Financial Forecast FY2026 to FY2030 (continued)

Expenditure Projections	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	FY2030 Projection	Projection Percent
Facilities Salaries	223,960	232,426	241,212	250,330	259,792	3.78%
Facilities Operations	544,406	564,985	586,341	608,505	631,506	3.78%
Facilities - Total	<b>768,366</b>	<b>797,411</b>	<b>827,553</b>	<b>858,834</b>	<b>891,298</b>	
Police Department Salaries	2,961,173	3,073,106	3,189,269	3,309,824	3,434,935	3.78%
Police Department Operations	335,946	348,645	361,824	375,501	402,295	3.78%
Police - Total	<b>3,297,120</b>	<b>3,421,751</b>	<b>3,551,093</b>	<b>3,685,324</b>	<b>3,837,230</b>	
Animal Control Officer Salaries	109,759	113,908	118,213	122,682	127,319	3.78%
Animal Control Officer Operations	15,415	15,998	16,603	17,231	17,882	3.78%
Animal Control - Total	<b>125,174</b>	<b>129,906</b>	<b>134,816</b>	<b>139,912</b>	<b>145,201</b>	
Traffic Markings / Signs	53,973	56,013	58,130	60,328	62,608	3.78%
Fire Department Salaries	1,644,586	1,706,751	1,771,267	1,838,221	1,932,856	3.78%
Fire Department Operations	132,360	137,363	142,556	147,944	178,687	3.78%
Fire Department - Total	<b>1,776,946</b>	<b>1,844,115</b>	<b>1,913,822</b>	<b>1,986,165</b>	<b>2,111,544</b>	
Emergency Management Salaries	4,151	4,308	4,471	4,640	4,815	3.78%
Emergency Management Operations	7,784	8,078	8,383	8,700	9,029	3.78%
Emergency Management - Total	<b>11,935</b>	<b>12,386</b>	<b>12,854</b>	<b>13,340</b>	<b>13,844</b>	
Inspections Salaries	290,830	301,823	313,232	325,072	337,360	3.78%
Inspections Operations	17,910	18,587	19,290	20,019	20,776	3.78%
Inspections - Total	<b>308,740</b>	<b>320,411</b>	<b>332,522</b>	<b>345,092</b>	<b>358,136</b>	
Tree Care Salaries	26,965	27,984	29,042	30,140	31,279	3.78%
Tree Care Operations	50,956	52,882	54,881	56,956	59,108	3.78%
Tree Care - Total	<b>77,921</b>	<b>80,867</b>	<b>83,923</b>	<b>87,096</b>	<b>90,388</b>	
Highway Salaries	1,219,550	1,265,649	1,313,490	1,363,140	1,414,667	3.78%
Highway Operations	451,936	469,019	486,748	505,147	524,242	3.78%
Highway - Total	<b>1,671,486</b>	<b>1,734,668</b>	<b>1,800,238</b>	<b>1,868,288</b>	<b>1,938,909</b>	
Snow & Ice Salaries	114,641	114,642	114,643	114,644	114,645	3.78%
Snow & Ice Operations	189,889	197,067	204,516	212,247	268,181	3.78%
Snow and Ice - Total	<b>304,530</b>	<b>311,709</b>	<b>319,159</b>	<b>326,891</b>	<b>382,826</b>	
Street Lights Operations	12,973	<b>13,463</b>	<b>13,972</b>	<b>14,500</b>	<b>15,048</b>	3.78%
Equipment Repair/Maintenance Salaries	161,850	167,968	174,317	180,906	187,745	3.78%
Equipment Repair/Maintenance Operations	335,742	348,433	361,604	375,272	389,457	3.78%
Equipment Repair / Maintenance - Total	<b>497,592</b>	<b>516,401</b>	<b>535,921</b>	<b>556,179</b>	<b>577,202</b>	
Sidewalks Operations	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	0.00%

**Medfield General Fund Financial Forecast FY2026 to FY2030 (continued)**

Expenditure Projections	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	FY2030 Projection	Projection Percent
Solid Waste Disposal Salaries	265,789	275,836	286,262	297,083	308,313	3.78%
Solid Waste Disposal Operations	411,210	426,753	442,885	459,626	476,999	3.78%
<b>Solid Waste Disposal - Total</b>	<b>676,998</b>	<b>702,589</b>	<b>729,147</b>	<b>756,709</b>	<b>785,312</b>	
Cemetery Salaries	185,411	192,420	199,693	207,242	215,075	3.78%
Cemetery Operations	43,214	44,847	46,543	48,302	50,128	3.78%
<b>Cemetery - Total</b>	<b>228,625</b>	<b>237,267</b>	<b>246,236</b>	<b>255,544</b>	<b>265,203</b>	
Health Salaries	141,137	146,472	152,008	157,754	163,717	3.78%
Health Operations	78,186	81,141	84,208	87,391	90,695	3.78%
<b>Health - Total</b>	<b>219,322</b>	<b>227,613</b>	<b>236,217</b>	<b>245,146</b>	<b>254,412</b>	
Council on Aging Salaries	242,205	251,360	260,862	270,722	280,956	3.78%
Council on Aging Operations	36,115	37,481	38,897	40,368	43,484	3.78%
<b>Council on Aging - Total</b>	<b>278,320</b>	<b>288,841</b>	<b>299,759</b>	<b>311,090</b>	<b>324,439</b>	
Medfield Outreach Salaries	274,009	284,367	295,116	306,271	317,848	3.78%
Medfield Outreach Operations	17,176	17,825	18,499	19,198	24,708	3.78%
<b>Medfield Outreach - Total</b>	<b>291,185</b>	<b>302,192</b>	<b>313,615</b>	<b>325,469</b>	<b>342,556</b>	
Library Salaries	666,946	692,157	718,320	745,473	773,652	3.78%
Library Operations	247,570	256,928	266,640	276,719	287,179	3.78%
<b>Library - Total</b>	<b>914,517</b>	<b>949,085</b>	<b>984,961</b>	<b>1,022,192</b>	<b>1,060,831</b>	
Parks & Recreation Salaries	341,834	354,755	368,165	382,081	396,524	3.78%
Parks & Recreation Operations	60,940	51,900	51,900	51,900	51,900	3.78%
<b>Parks and Recreation - Total</b>	<b>402,773</b>	<b>406,655</b>	<b>420,065</b>	<b>433,981</b>	<b>448,424</b>	
Sealer Salaries	8,302	8,616	8,942	9,280	9,631	3.78%
Sealer Operations	0	0	0	0	0	3.78%
<b>Sealer - Total</b>	<b>8,302</b>	<b>8,616</b>	<b>8,942</b>	<b>9,280</b>	<b>9,631</b>	
Veterans Salaries	0	0	0	0	0	3.78%
Veterans Operations	51,715	53,669	55,698	57,804	59,988	3.78%
<b>Veterans - Total</b>	<b>51,715</b>	<b>53,669</b>	<b>55,698</b>	<b>57,804</b>	<b>59,988</b>	
<b>Historical Commission Operations</b>	<b>1,616</b>	<b>1,677</b>	<b>1,740</b>	<b>1,806</b>	<b>1,874</b>	3.78%
<b>Memorial Day/Veterans Day Operations</b>	<b>1,868</b>	<b>1,868</b>	<b>1,868</b>	<b>1,868</b>	<b>1,868</b>	3.78%
<b>Cultural Council Operations</b>	<b>7,576</b>	<b>7,576</b>	<b>7,576</b>	<b>7,576</b>	<b>7,576</b>	3.78%
<b>Reserve Fund</b>	<b>176,426</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>	3.78%
<b>Town Departments</b>	<b>14,516,915</b>	<b>15,035,204</b>	<b>15,589,134</b>	<b>16,164,003</b>	<b>16,888,933</b>	
<b>Vocational School Assessment</b>	<b>134,320</b>	<b>141,036</b>	<b>148,088</b>	<b>155,492</b>	<b>163,267</b>	5.00%

### Medfield General Fund Financial Forecast FY2026 to FY2030 (continued)

Expenditure Projections	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	FY2030 Projection	Projection Percent
Professional Salaries	32,619,449	33,924,227	35,620,438	37,401,460	39,450,146	Varies
Clerical Salaries	1,031,102	1,062,035	1,115,137	1,170,893	1,229,438	Varies
Other Salaries	3,587,479	3,695,104	3,879,859	4,073,852	4,277,544	Varies
Services	3,303,418	3,402,520	3,572,647	3,751,279	3,938,843	Varies
Supplies	1,420,209	1,462,815	1,535,956	1,612,753	1,693,391	Varies
Other Expenses	1,398,746	1,440,708	1,512,744	1,588,381	1,667,800	Varies
Tuitions (net)	1,338,544	1,378,700	1,447,635	1,520,017	1,596,018	Varies
<b>Medfield Public Schools - Total</b>	<b>44,698,947</b>	<b>46,366,110</b>	<b>48,684,415</b>	<b>51,118,636</b>	<b>53,853,181</b>	
Workers Compensation Insurance	274,763	288,501	302,926	318,072	333,976	5.00%
Property, General Liability, and Professional	289,086	303,540	318,717	334,653	351,386	5.00%
Police and Fire 111F Injured on Duty Insurance	90,000	90,900	91,809	92,727	93,654	1.00%
<b>Insurance - Total</b>	<b>653,849</b>	<b>682,942</b>	<b>713,453</b>	<b>745,453</b>	<b>779,016</b>	
Unemployment Trust Fund	25,000	25,000	25,000	25,000	25,000	0.00%
Life Insurance	16,800	17,136	17,479	17,828	18,185	2.00%
Health Insurance	5,311,935	5,630,651	5,968,490	6,326,600	6,706,196	6.00%
OPEB Appropriation	551,250	551,250	551,250	551,250	551,250	
Medicare Tax	733,000	754,990	777,640	800,969	824,998	3.00%
Norfolk County Retirement	3,606,463	3,786,786	3,976,125	4,174,932	519,794	5.00%
<b>Town and School Employee Benefits - Total</b>	<b>10,244,448</b>	<b>10,765,813</b>	<b>11,315,984</b>	<b>11,896,578</b>	<b>8,645,422</b>	
Debt - Principal	2,587,821	2,604,425	2,616,062	2,472,734	2,472,734	N/A
Debt - Interest	913,288	811,122	715,580	618,336	618,336	N/A
Lease	48,095	48,095	48,095	48,095	48,095	
<b>Debt - Total</b>	<b>3,549,204</b>	<b>3,463,642</b>	<b>3,379,737</b>	<b>3,139,165</b>	<b>3,139,165</b>	
Transfer to General Stabilization Fund	0	0	0	0	0	0.00%
Transfer to Capital Stabilization Fund	0	0	0	0	0	0.00%
Transfer to Municipal Buildings Stabilization Fund	1,188,685	1,218,402	1,248,862	1,280,084	1,312,086	2.50%
Transfer out of Municipal Buildings Stabilization Fund						
Capital Budget						0.00%
Other Monetary Articles	0	0	0	0	0	0.00%
	-	-	-	-	-	0.00%
State - Cherry Sheet Offsets	35,389	35,920	36,459	37,006	37,561	1.50%
Adjustments	0	0	0	0	0	
State Assessments	562,353	570,788	579,350	588,040	596,861	1.50%
Overlay	225,000	229,500	234,090	238,772	243,547	2.00%
<b>Other - Total</b>	<b>822,742</b>	<b>836,208</b>	<b>849,898</b>	<b>863,817</b>	<b>877,968</b>	
<b>Total Expenditures</b>	<b>75,809,109</b>	<b>78,509,356</b>	<b>81,929,571</b>	<b>85,363,228</b>	<b>85,659,039</b>	
Total GF Revenues	75,811,865	77,856,305	80,116,273	82,902,289	84,423,025	
Total GF Expenditures	75,809,109	78,509,356	81,929,571	85,363,228	85,659,039	
Available	2,756	(653,051)	(1,813,298)	(2,460,940)	(1,236,014)	
	FY2026 Projection	FY2027 Projection	FY2028 Projection	FY2029 Projection	FY2029 Projection	Projection Percent

# Award Letter

U.S. Department of Homeland Security  
Washington, D.C. 20472

Effective date: 09/23/2024



**FEMA**

William Carrico  
TOWN OF MEDFIELD  
459 MAIN ST  
MEDFIELD, MA 02052  
EMW-2023-FF-00024

Dear William Carrico,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2023 Staffing for Adequate Fire and Emergency Response (FF) Grant funding opportunity has been approved in the amount of \$1,138,176.00 in Federal funding.

FEMA has waived, in part or in full, one or more requirements for this grant award. See the Summary Award Memo for additional information about Economic Hardship Waivers.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2023 FF Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in blue ink that appears to read "Pamela Williams".

PAMELA WILLIAMS  
Assistant Administrator, Grant Programs

## Summary Award Memo

**Program:** Fiscal Year 2023 Staffing for Adequate Fire and Emergency Response

**Recipient:** TOWN OF MEDFIELD  
**UEI-EFT:** YQJCVWD5GRJ6  
**DUNS number:** 073798068  
**Award number:** EMW-2023-FF-00024

## Summary description of award

The purpose of the SAFER Grant Program is to provide funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application — including budget information — was consistent with the SAFER Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for Fiscal Year (FY) 2023 Staffing for Adequate Fire and Emergency Response (SAFER) Grant funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

## Approved Economic Hardship Waivers

### Position cost limit waiver

FEMA has waived the position cost limit requirement for this grant award. Costs are limited to the approved budget per position.

### Cost share waiver

FEMA has waived the cost share requirement for this grant award. You are not required to contribute non-Federal funds for this grant award. The recipient is responsible for any costs that exceed the Federal funding provided for this grant award.

### Minimum budget waiver

FEMA has waived the minimum budget requirement for this award.

### Non-supplanting waiver

FEMA has waived the non-supplanting requirement for this award. SAFER grant funds may be used to replace funds that would be available from State or local sources or from the Bureau of Indian Affairs.

## Amount awarded

The amount of the award is detailed in the attached Obligating Document for Award. The cost share amounts described in this award letter are based on the approved total project cost; however, the

Federal funding available is limited based on the applicable position cost limit and the applicable cost share as applied to actual costs.

The following are the total approved budgeted estimates for object classes for all funded firefighter positions for this award (including Federal share plus your cost share, if applicable, as applied to the estimated costs):

Object Class	First Year	Second Year	Third Year	Total
Personnel	\$284,616.00	\$299,992.00	\$314,056.00	\$898,664.00
Fringe benefits	\$77,488.00	\$79,816.00	\$82,208.00	\$239,512.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Indirect charges	\$0.00	\$0.00	\$0.00	\$0.00
Federal	\$362,104.00	\$379,808.00	\$396,264.00	\$1,138,176.00
Non-federal	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$362,104.00	\$379,808.00	\$396,264.00	\$1,138,176.00
Program Income				\$0.00

## Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2023 FF NOFO.

### Approved request details:

## Hiring of Firefighters

## New, Additional Firefighter(s)

### BENEFITS FUNDED

Other Post-employment Benefits (OPEB cost) - Health insurance (family plan, single plan - cost depends on if the employee is married w/wo children), Workers Comp (111F in Massachusetts), Medicare, retirement/pension. The towns cost in year 1 for insurance and workers comp is roughly \$19,372. The towns cost is 62% of the total cost of insurance. Dental is 100% employee cost.

### NUMBER OF FIREFIGHTERS

4

	ANNUAL SALARY PRICE	ANNUAL BENEFITS	TOTAL PER FIREFIGHTER
Year 1	\$71,154.00	\$19,372.00	\$90,526.00
Year 2	\$74,998.00	\$19,954.00	\$94,952.00
Year 3	\$78,514.00	\$20,552.00	\$99,066.00
3 Year Total	\$1,138,176.00		

## Agreement Articles

**Program:** Fiscal Year 2023 Staffing for Adequate Fire and Emergency Response

**Recipient:** TOWN OF MEDFIELD

**UEI-EFT:** YQJCVWD5GRJ6

**DUNS number:** 073798068

**Award number:** EMW-2023-FF-00024

## Table of contents

Article **Assurances, Administrative Requirements, Cost Principles, Representations, and Certifications**  
1  
Article **General Acknowledgements and Assurances**  
2  
Article **Acknowledgement of Federal Funding from DHS**  
3  
Article **Activities Conducted Abroad**  
4  
Article **Age Discrimination Act of 1975**  
5  
Article **Americans with Disabilities Act of 1990**  
6  
Article **Best Practices for Collection and Use of Personally Identifiable Information**  
7  
Article **Civil Rights Act of 1964 – Title VI**  
8  
Article **Civil Rights Act of 1968**  
9  
Article **Copyright**  
10  
Article **Debarment and Suspension**  
11  
Article **Drug-Free Workplace Regulations**  
12  
Article **Duplicative Costs**  
13  
Article **Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX**  
14  
Article **E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety**  
15  
Article **Energy Policy and Conservation Act**  
16  
Article **False Claims Act and Program Fraud Civil Remedies**  
17  
Article **Federal Debt Status**  
18  
Article **Federal Leadership on Reducing Text Messaging while Driving**  
19  
Article **Fly America Act of 1974**  
20  
Article **Hotel and Motel Fire Safety Act of 1990**  
21  
Article **John S. McCain National Defense Authorization Act of Fiscal Year 2019**  
22  
Article **Limited English Proficiency (Civil Rights Act of 1964, Title VI)**  
23  
Article **Lobbying Prohibitions**  
24  
Article **National Environmental Policy Act**  
25  
Article **Nondiscrimination in Matters Pertaining to Faith-Based Organizations**  
26

<b>Article Non-Supplanting Requirement</b>	
27	
<b>Article Notice of Funding Opportunity Requirements</b>	
28	
<b>Article Patents and Intellectual Property Rights</b>	
29	
<b>Article Procurement of Recovered Materials</b>	
30	
<b>Article Rehabilitation Act of 1973</b>	
31	
<b>Article Reporting of Matters Related to Recipient Integrity and Performance</b>	
32	
<b>Article Reporting Subawards and Executive Compensation</b>	
33	
<b>Article Required Use of American Iron, Steel, Manufactured Products, and Construction Materials</b>	
34	
<b>Article SAFECOM</b>	
35	
<b>Article Terrorist Financing</b>	
36	
<b>Article Trafficking Victims Protection Act of 2000 (TVPA)</b>	
37	
<b>Article Universal Identifier and System of Award Management</b>	
38	
<b>Article USA PATRIOT Act of 2001</b>	
39	
<b>Article Use of DHS Seal, Logo and Flags</b>	
40	
<b>Article Whistleblower Protection Act</b>	
41	
<b>Article Environmental Planning and Historic Preservation (EHP) Review</b>	
42	
<b>Article Applicability of DHS Standard Terms and Conditions to Tribes</b>	
43	
<b>Article Acceptance of Post Award Changes</b>	
44	
<b>Article Disposition of Equipment Acquired Under the Federal Award</b>	
45	
<b>Article Prior Approval for Modification of Approved Budget</b>	
46	
<b>Article Indirect Cost Rate</b>	
47	
<b>Article Award Performance Goals</b>	
48	

<b>Article 1</b>	<b>Assurances, Administrative Requirements, Cost Principles, Representations, and Certifications</b> I. Recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non- Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the federal awarding agency.
<b>Article 2</b>	<b>General Acknowledgements and Assurances</b> Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. § 3002.10. All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents, information, facilities, and staff pursuant to 2 C.F.R. § 200.337. I. Recipients must cooperate with any DHS compliance reviews or compliance investigations. II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities and personnel. III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements required by law, federal regulation, Notice of Funding Opportunity, federal award specific terms and conditions, and/or federal awarding agency program guidance. V. Recipients must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receiving the Notice of Award for the first award under which this term applies. Recipients of multiple federal awards from DHS should only submit one completed tool for their organization, not per federal award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active federal award, not every time a federal award is made. Recipients must submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in these DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <a href="https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool">https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool</a> . DHS Civil Rights Evaluation Tool   Homeland Security. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension to the 30-day deadline if the recipient identifies steps and a timeline for completing the tool. Recipients must request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.
<b>Article 3</b>	<b>Acknowledgement of Federal Funding from DHS</b> Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal award funds.

<b>Article 4</b>	<b>Activities Conducted Abroad</b> Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.
<b>Article 5</b>	<b>Age Discrimination Act of 1975</b> Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (codified as amended at 42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.
<b>Article 6</b>	<b>Americans with Disabilities Act of 1990</b> Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.
<b>Article 7</b>	<b>Best Practices for Collection and Use of Personally Identifiable Information</b> Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.
<b>Article 8</b>	<b>Civil Rights Act of 1964 – Title VI</b> Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 7.

<b>Article 9</b>	<b>Civil Rights Act of 1968</b> Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284 (codified as amended at 42 U.S.C. § 3601 et seq.) which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)
<b>Article 10</b>	<b>Copyright</b> Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.
<b>Article 11</b>	<b>Debarment and Suspension</b> Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689 set forth at 2 C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.
<b>Article 12</b>	<b>Drug-Free Workplace Regulations</b> Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).
<b>Article 13</b>	<b>Duplicative Costs</b> Recipients are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior budget period. (See 2 C.F.R. § 200.403(f)). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal financial assistance award terms and conditions.

<b>Article 14</b>	<b>Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX</b> Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 19.
<b>Article 15</b>	<b>E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety</b> Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.
<b>Article 16</b>	<b>Energy Policy and Conservation Act</b> Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
<b>Article 17</b>	<b>False Claims Act and Program Fraud Civil Remedies</b> Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)
<b>Article 18</b>	<b>Federal Debt Status</b> All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)
<b>Article 19</b>	<b>Federal Leadership on Reducing Text Messaging while Driving</b> Recipients are encouraged to adopt and enforce policies that ban text messaging while driving recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives of the type described in Section 3(a) of E.O. 13513.

<b>Article 20</b>	<b>Fly America Act of 1974</b> Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certified air carriers can be found at: Certificated Air Carriers List   US Department of Transportation, <a href="https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list">https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list</a> ) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.
<b>Article 21</b>	<b>Hotel and Motel Fire Safety Act of 1990</b> Recipients must ensure that all conference, meeting, convention, or training space funded entirely or in part by federal award funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a.
<b>Article 22</b>	<b>John S. McCain National Defense Authorization Act of Fiscal Year 2019</b> Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.
<b>Article 23</b>	<b>Limited English Proficiency (Civil Rights Act of 1964, Title VI)</b> Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <a href="https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited">https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited</a> and additional resources on <a href="http://www.lep.gov">http://www.lep.gov</a> .
<b>Article 24</b>	<b>Lobbying Prohibitions</b> Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file a lobbying certification form as described in Appendix A to 6 C.F.R. Part 9 or available on Grants.gov as the Grants.gov Lobbying Form and file a lobbying disclosure form as described in Appendix B to 6 C.F.R. Part 9 or available on Grants.gov as the Disclosure of Lobbying Activities (SF-LLL).

<b>Article 25</b>	<b>National Environmental Policy Act</b> Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.
<b>Article 26</b>	<b>Nondiscrimination in Matters Pertaining to Faith-Based Organizations</b> It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.
<b>Article 27</b>	<b>Non-Supplanting Requirement</b> Recipients of federal awards under programs that prohibit supplanting by law must ensure that federal funds supplement but do not supplant non-federal funds that, in the absence of such federal funds, would otherwise have been made available for the same purpose.
<b>Article 28</b>	<b>Notice of Funding Opportunity Requirements</b> All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated by reference. All recipients must comply with any such requirements set forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the Award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.
<b>Article 29</b>	<b>Patents and Intellectual Property Rights</b> Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq. and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

<b>Article 30</b>	<b>Procurement of Recovered Materials</b> States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962) and 2 C.F.R. § 200.323. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
<b>Article 31</b>	<b>Rehabilitation Act of 1973</b> Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
<b>Article 32</b>	<b>Reporting of Matters Related to Recipient Integrity and Performance</b> If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of the federal award, then the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated by reference.
<b>Article 33</b>	<b>Reporting Subawards and Executive Compensation</b> For federal awards that equal or exceed \$30,000, recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated by reference.

**Article 34****Required Use of American Iron, Steel, Manufactured Products, and Construction Materials**

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless: (1) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; (2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project. Waivers When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements. (a) When the Federal agency has determined that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that: (1) applying the domestic content procurement preference would be inconsistent with the public interest; (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent. A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at “Buy America” Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov. Definitions The definitions applicable to this term are set forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

<b>Article 35</b>	<b>SAFECOM</b> Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is updated annually and can be found at Funding and Sustainment   CISA.
<b>Article 36</b>	<b>Terrorist Financing</b> Recipients must comply with E.O. 13224 and applicable statutory prohibitions on transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible for ensuring compliance with the E.O. and laws.
<b>Article 37</b>	<b>Trafficking Victims Protection Act of 2000 (TVPA)</b> Recipients must comply with the requirements of the government-wide financial assistance award term which implements Trafficking Victims Protection Act of 2000, Pub. L. No. 106-386, § 106 (codified as amended at 22 U.S.C. § 7104). The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated by reference.
<b>Article 38</b>	<b>Universal Identifier and System of Award Management</b> Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated reference.
<b>Article 39</b>	<b>USA PATRIOT Act of 2001</b> Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.
<b>Article 40</b>	<b>Use of DHS Seal, Logo and Flags</b> Recipients must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.
<b>Article 41</b>	<b>Whistleblower Protection Act</b> Recipients must comply with the statutory requirements for whistleblower protections at 10 U.S.C § 470141 U.S.C. § 4712.

<b>Article 42</b>	<p><b>Environmental Planning and Historic Preservation (EHP) Review</b></p> <p>DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA Website at: <a href="https://www.fema.gov/grants/guidance-tools/environmental-historic">https://www.fema.gov/grants/guidance-tools/environmental-historic</a>. Specific applicant guidance on how to submit information for EHP review depends on the individual grant program and applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archaeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.</p>
<b>Article 43</b>	<p><b>Applicability of DHS Standard Terms and Conditions to Tribes</b></p> <p>The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.</p>
<b>Article 44</b>	<p><b>Acceptance of Post Award Changes</b></p> <p>In the event FEMA determines that an error in the award package has been made, or if an administrative change must be made to the award package, recipients will be notified of the change in writing. Once the notification has been made, any subsequent requests for funds will indicate recipient acceptance of the changes to the award. Please call FEMA Grant Management Operations at (866) 927-5646 or via e-mail to: <a href="mailto:ASK-GMD@fema.dhs.gov">ASK-GMD@fema.dhs.gov</a> if you have any questions.</p>
<b>Article 45</b>	<p><b>Disposition of Equipment Acquired Under the Federal Award</b></p> <p>For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.</p>

**Article 46 Prior Approval for Modification of Approved Budget**

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308. For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**Article 47 Indirect Cost Rate**

2 C.F.R. section 200.211(b)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

**Article 48 Award Performance Goals**

FEMA will measure the recipient's performance of the grant by comparing the firefighter hiring activities of new, additional firefighters, rehire laid off firefighters, or retain firefighters facing layoff OR recruitment and retention activities of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response as requested in its application. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient is required to report on the recipients increased compliance with the National standards described in the NOFO.

## Obligating document

<b>1. Agreement No.</b> EMW-2023-FF-00024	<b>2. Amendment No.</b> N/A	<b>3. Recipient No.</b> 046001216	<b>4. Type of Action</b> AWARD	<b>5. Control No.</b> WX03511N2024T
<b>6. Recipient Name and Address</b> TOWN OF MEDFIELD 459 MAIN STREET MEDFIELD, MA 02052	<b>7. Issuing FEMA Office and Address</b> Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 1-866-927-5646	<b>8. Payment Office and Address</b> FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20742		

<b>9. Name of Recipient Project Officer</b> William Carrico	<b>9a. Phone No.</b> 5083592323	<b>10. Name of FEMA Project Coordinator</b> Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program	<b>10a. Phone No.</b> 1-866-274-0960
<b>11. Effective Date of This Action</b> 09/23/2024	<b>12. Method of Payment</b> OTHER - FEMA GO	<b>13. Assistance Arrangement</b> COST SHARING	<b>14. Performance Period</b> 03/22/2025 to 03/21/2028 <b>Budget Period</b> 03/22/2025 to 03/21/2028

<b>15. Description of Action a. (Indicate funding data for awards or financial changes)</b>						
<b>Program Name Abbreviation</b>	<b>Assistance Listings No.</b>	<b>Accounting Data(ACCS Code)</b>	<b>Prior Total Award</b>	<b>Amount Awarded This Action + or (-)</b>	<b>Current Total Award</b>	<b>Cumulative Non-Federal Commitment</b>
FF	97.083	2024-F3-GF01 - P410-xxxx-4101-D	\$0.00	\$1,138,176.00	\$1,138,176.00	\$0.00
		Totals	\$0.00	\$1,138,176.00	\$1,138,176.00	\$0.00

**b. To describe changes other than funding data or financial changes, attach schedule and check here:**

N/A

**16. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)**

This field is not applicable for digitally signed grant agreements

<b>17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)</b> PAMELA WILLIAMS, Assistant Administrator, Grant Programs	<b>DATE</b> 09/23/2024
<b>18. FEMA SIGNATORY OFFICIAL (Name and Title)</b>	<b>DATE</b>