



TOWN OF MEDFIELD MEETING NOTICE

Posted:

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

Town Cler

This meeting will be held in a hybrid format. Members of the public may attend the meeting in person or via Zoom by one of the following methods:

1. To join online, use this link:

<https://medfield-net.zoom.us/j/86784501182?pwd=NSticGY0NXIvS1E5azBETjZuSE8yQT09>

- 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, April 1, 2025 at 7:00 pm

Agenda (Subject to Change)

Warrant Hearing 7:00 PM

Call to Order, Confirmation of Quorum and Disclosure of Video Recording

Presentation of Proposed FY 2026 Operating Budget and Fiscal Update

Review of Warrant Articles and Public Comment

Warrant Committee Meeting: following conclusion of Warrant Hearing

Approval of March 25, 2025 Meeting Minutes

Discussion of Updated 2024-2025 Calendar and Meeting Minute Responsibility

Discussion of Police & Fire Collective Bargaining Agreements

Discussion of Warrant Articles and Draft Warrant Committee Reports (Potential Votes)

Town Finance Update

Committee Updates

- Capital Budget Committee
- School Building Committee

Informational Items

Other Topics Not Reasonably Anticipated 48 Hours Prior to the Meeting



THE MEETING WILL START SHORTLY

Warrant Hearing

**Town Meeting – May 5, 2025,
Fiscal Update and Articles**

April 1, 2025

TOWN OF MEDFIELD

WARRANT HEARING AGENDA

- Call to Order, Disclosure of Video Recording and Opening of Warrant Hearing**
- Warrant Committee Co-Chair Presentation on Proposed Operating Budget and Fiscal Status**
- Review of Warrant Articles**
 - Public Input – Questions and Comments**
- Close of Warrant Hearing**

The Financial Articles Address All Areas of Town Finance

Tax Bill Impact

**Operating
Budget**

**Reserve and
Stabilization
Accounts**

Capital Assets

**Long Term
Liabilities**

Service Levels



**Balance
Many Needs**

Town's Finances – Complying With Financial Policies

KEY TAKEAWAYS ON THE PROPOSED FY 2026 BUDGET

- ❑ Operating Budget is balanced without the need for a Prop 2 ½ override.
 - ❑ Prudent use of free cash to fund stabilization funds and one-time needs.
-
- **Important disciplines needed to achieve yearly operating budgets that are financially sustainable within the Prop 2 ½ framework.**
 - ❑ Financially sustainable and responsible budgets prepared in accordance with our financial policies and objectives.
 - ❑ Operating expenditures are covered by current operating revenues, not non-recurring revenue sources.

FY 2026 Budget – Big Picture

Needs Based Requests NOT INCLUDED in FY 25 & 26 Budgets:

	<u>FY 2025</u>	<u>FY 2026</u>	<u>Change</u>
School Department -	\$355K	\$799K	\$444K
Town Departments -	<u>\$169K</u>	<u>\$295K</u>	<u>\$126K</u>
TOTAL	\$524K	\$1,094K	\$570K

FY 2026 Budget – Big Picture

REVENUES

- Assumes Property Tax New Growth of \$400K**
- Local Receipts Growth of \$404K**
 - \$273K Investment Income
 - \$250K Motor Vehicle Excise Tax
 - **(\$50K) Medicaid Reimbursement**
 - **(\$48K) Departmental Revenue**
 - **(\$25K) Other**
- Other revenues assume growth consistent with Medfield's History

PROPERTY TAX REVENUE – HOW DETERMINED?

	FY 2025 Budget	FY 2026 Proposed	\$ Change FY25 to FY26	% Change FY25 to FY 26
PROPERTY TAX LEVY SUBJECT TO PROP 2 1/2 LIMITATION	\$54,247,722	\$ 56,003,916	\$ 1,756,194	3.2%
PROPERTY TAX LEVY OUTSIDE OF PROP 2 1/2 LIMITATION				
General Fund Exempt Debt Exclusions	\$ 2,382,869	\$ 1,894,656	\$ (488,213)	-20.5%
TOTAL PROPERTY TAX LEVY	\$56,630,591	\$ 57,898,572	\$ 1,267,981	2.2%

Decrease in taxes from exempt debt not reinvested in capital projects

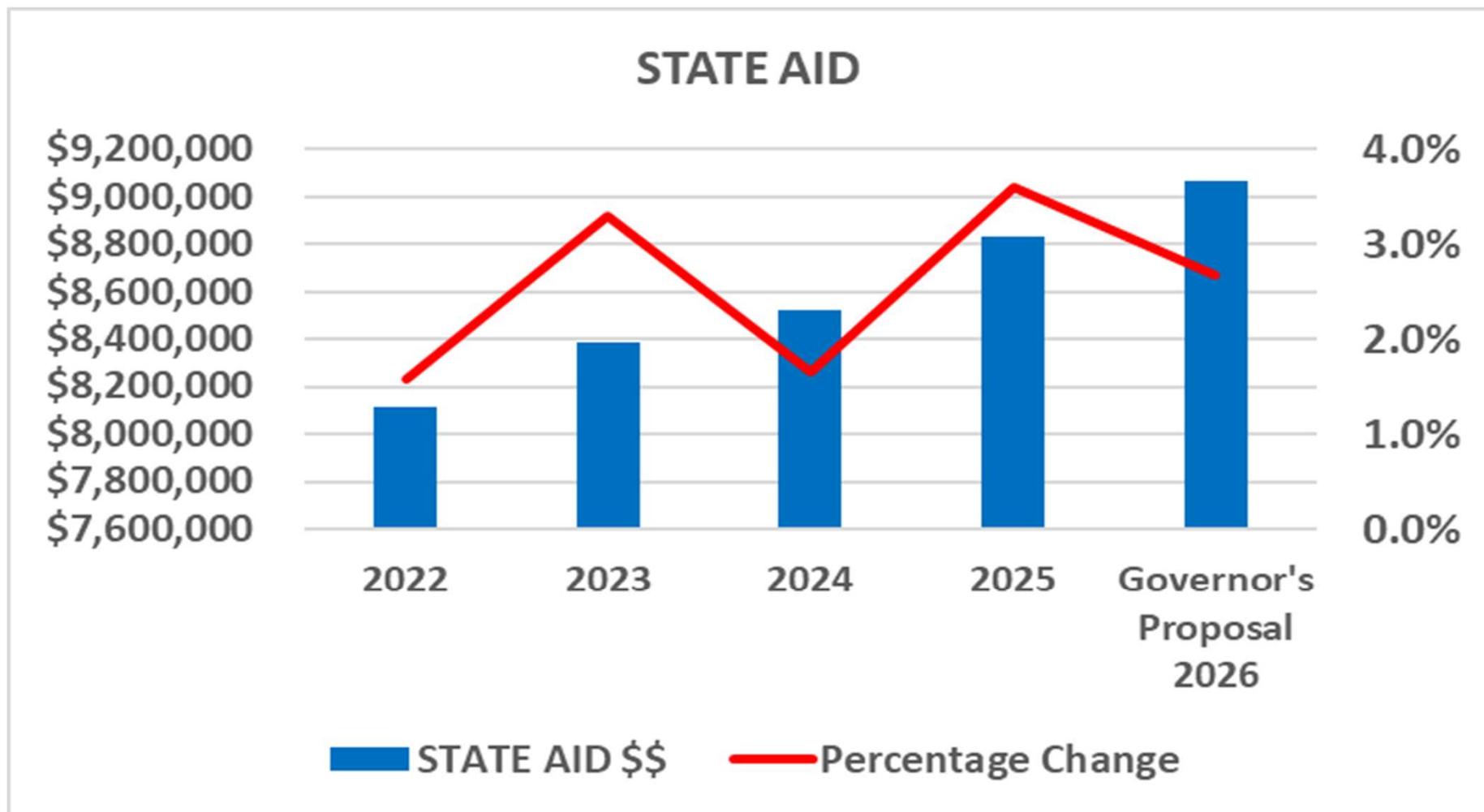
PROP 2 ½ LEVY LIMITS

	FY 2025 Budget	FY2026 Estimate	
Property Tax Levy Subject to Prop 2 1/2			
Prior Year Prop 2 1/2 Levy	\$ 51,283,621	\$ 53,088,030	
2 1/2 Increase	\$ 1,282,091	\$ 1,327,201	
New Growth	\$ 522,318	\$ 400,000	Plus 2.5%
	\$ 53,088,030	\$ 54,815,231	Estimated New Growth
Municipal Building Stabilization Fund	\$ 1,159,692	\$ 1,188,685	Municipal Building Stabilization
Levy Limit (within Prop 2 1/2)	\$ 54,247,722	\$ 56,003,916	

FY 2026 General Fund Operating Budget Revenue, \$ 74.1M, 2.5% increase

	FY 2025 Budget	FY 2026 Estimate	\$ Change FY 25 to FY 26	% Change FY 25 to FY 26
PROPERTY TAX REVENUE				
Property Tax Levy	\$ 51,283,621	\$ 53,088,030	\$ 1,804,409	3.5%
2 1/2 Levy Increase	\$ 1,282,091	\$ 1,327,201	\$ 45,110	3.5%
New Growth (FY 25 actual)	\$ 522,318	\$ 400,000	\$ (122,318)	-23.4%
General Fund Debt Exclusions	\$ 2,382,869	\$ 1,894,656	\$ (488,213)	-20.5%
TOTAL PROPERTY TAX LEVY	\$ 55,470,899	\$ 56,709,887	\$ 1,238,988	2.2%
OTHER REVENUES				
State Aid	\$ 8,830,186	\$ 9,066,320	\$ 236,134	2.7%
Local Receipts	\$ 4,872,307	\$ 5,276,461	\$ 404,154	8.3%
Other Available General Funds	\$ 784,887	\$ 803,486	\$ 18,599	2.4%
Enterprise Fund Offset	\$ 2,280,969	\$ 2,206,095	\$ (74,874)	-3.3%
TOTAL OTHER REVENUE	\$ 16,768,349	\$ 17,352,362	\$ 584,013	3.5%
TOTAL REVENUE	\$ 72,239,248	\$ 74,062,249	\$ 1,823,001	2.5%

Medfield State Aid – Cherry Sheet



FY 2026 General Fund Operating Expenditures, \$ 74.1M, 2.8% increase

	FY 2025 Budget	FY 2026 Estimate	\$ Change FY 25 to FY 26	% Change FY 25 to FY 26
DEPARTMENTS				
School	\$ 43,112,411	\$ 44,598,728	\$ 1,486,317	3.4%
Town Municipal	\$ 13,988,744	\$ 14,484,183	\$ 495,439	3.5%
TOTAL DEPARTMENTS	\$ 57,101,155	\$ 59,082,911	\$ 1,981,756	3.5%
SHARED COSTS				
Town and School Employee Benefits	\$ 8,383,712	\$ 9,086,211	\$ 702,499	8.4%
Other Shared Costs	\$ 2,517,441	\$ 2,343,921	\$ (173,520)	-6.9%
TOTAL SHARED COSTS	\$ 10,901,153	\$ 11,430,132	\$ 528,979	4.9%
FIXED COSTS				
Excluded Debt Service	\$ 4,015,328	\$ 3,549,204	\$ (466,124)	-11.6%
TOTAL FIXED COSTS	\$ 4,015,328	\$ 3,549,204	\$ (466,124)	-11.6%
TOTAL GENERAL FUND EXPENDITURES	\$ 72,017,636	\$ 74,062,247	\$ 2,044,611	2.8%

FY 2026 Budget – Big Picture

Expenditures

Needs Based Requests INCLUDED in FY 26 Budget:

School Department

- ✓ Represents a 3.4% increase or \$1.5 million over FY 2025 operating budget, mostly for Steps and Lanes, and addition of 2.0 FTEs.

Town Departments

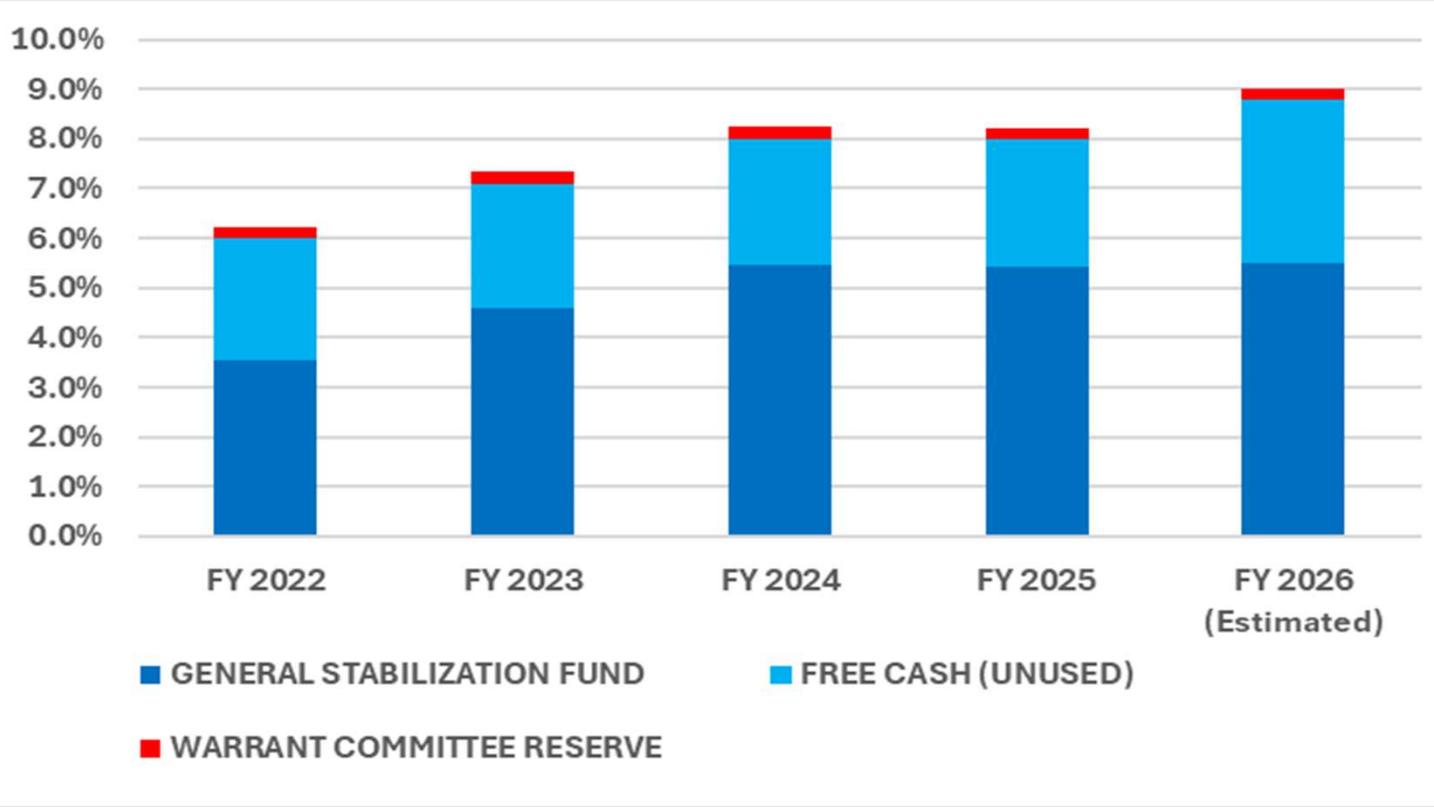
- ✓ Represents a 3.5% increase or \$.5 million. Addition of 4 Firefighters/Paramedics to the Fire Department Budget. Partially offset by a 3 - year federal grant. Expiration of federal grant may require an operational override or elimination of positions.
- ✓ Includes new Police and Fire collective bargaining agreements.

Shared Costs

- ✓ Assumes a 16.92% increase in employee health insurance rates.

Building Up Our Reserves

RESERVES AS A % OF GENERAL FUND OPERATING EXPENDITURES (PER FINANCIAL POLICY)



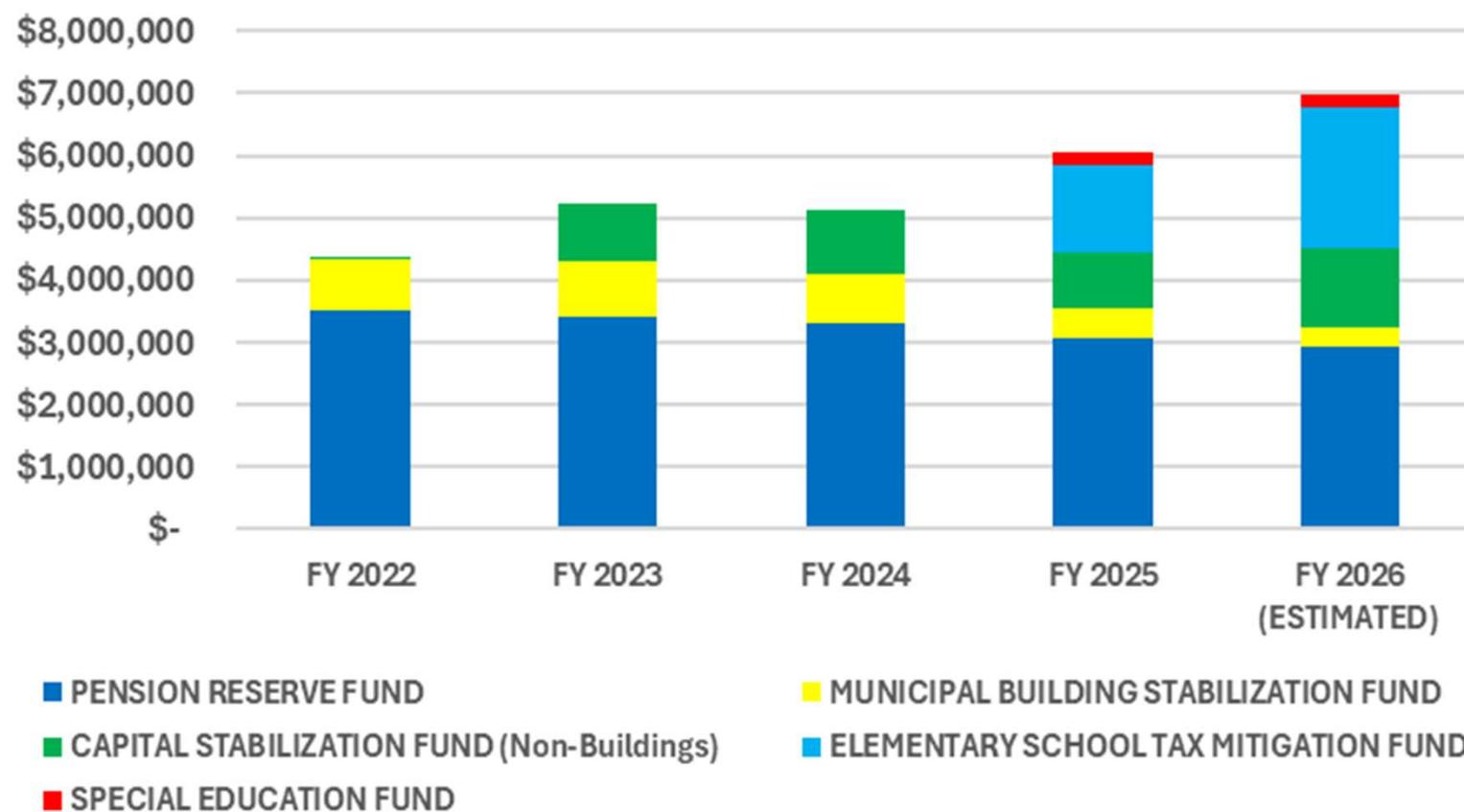
Reserves for :

- ✓ General Economic Downturn
- ✓ Emergencies

Reserves are an important component of Credit Rating

PLANNING FOR FINANCIALLY SUSTAINABLE BUDGETS AND TAXES

SPECIAL PURPOSE STABILIZATION FUND & RESERVES



Prudent use of
Pension Reserve
Fund and
continued build
up of the
Elementary
School Tax
Mitigation Fund

Free Cash Use

Certified Free Cash – June 30, 2024:	\$5,625,562
Less FY 2026 Articles Proposed Uses of Free Cash:	
General Stabilization Fund (Article 13)	(\$175,000)
School Tax Impact Mitigation Fund (Article 26)	(\$900,000)
Capital Stabilization Fund (Article 9)	(\$850,000)
Elementary School Feasibility Study (Article 25)	(\$400,000)
OPEB Trust Fund (Article 13)	(\$578,813)
Metacomet Tennis Courts (Article 10)	(\$190,000)
Danielson Pond (Article 21)	(\$ 50,000)
MSH/Overlook Environmental Review (Article 23)	(\$ 25,000)
Conservation Land Trust (Article 22)	(\$ 5,000)
	<u>TOTAL</u>
Estimated Unused Free Cash	\$2,451,749
Free Cash Required to Meet Financial Policy	<u>\$2,175,357</u>
	\$ 276,392

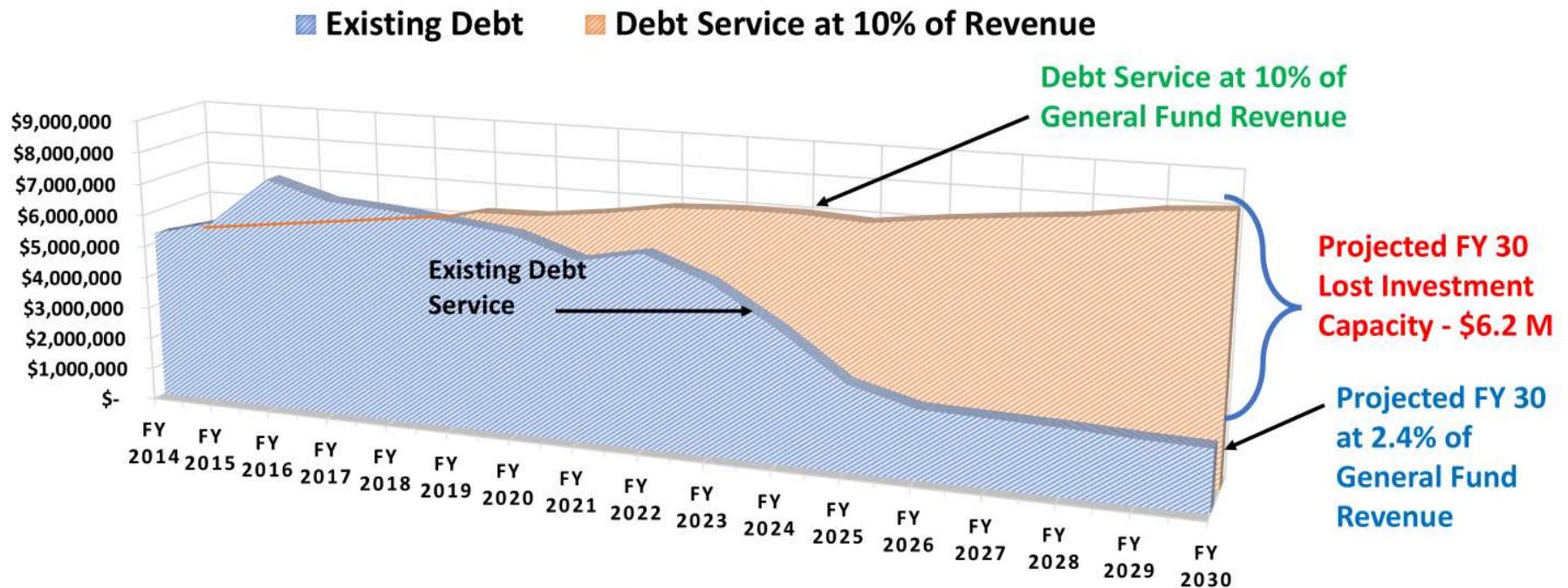
FUTURE BUDGET CHALLENGES AND OPPORTUNITIES

The current level of town services and operating budgets are not financially sustainable within the current revenue framework. Recent increases in shared costs (e.g. employee health insurance 16.92%), departmental costs and potential expiration of federal grants will make future budget years much more challenging.

- Expiration of teachers collective bargaining agreement at end of FY 2026.**
- State Aid is under pressure and has not kept pace with wage inflation and cost increases.**
- A proposed new Elementary School Building Project and other significant building capital needs will result in a significant increase in property taxes, if approved.**
- WC is supportive of studying opportunities for potential sale and development of Town owned land and any related financial benefits that is consistent with the Town's strategic plan and values.**

Managing Both Capital Investment and Exempt Debt

MAINTAIN A STEADY BALANCE OF CAPITAL INVESTMENT



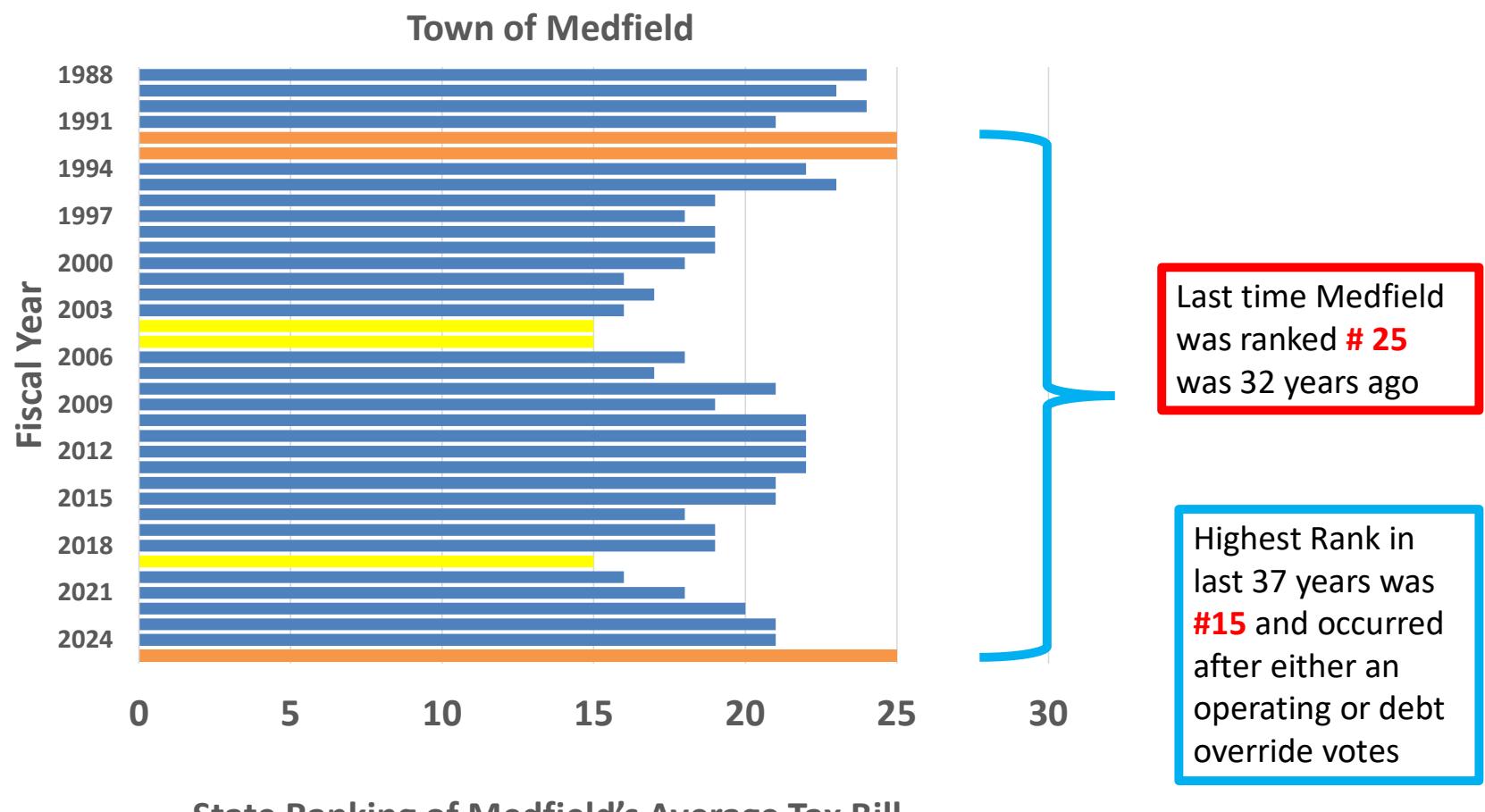
Best Practice:

Take on new debt as old is retired
(Lack of reinvestment leads to lost capacity)

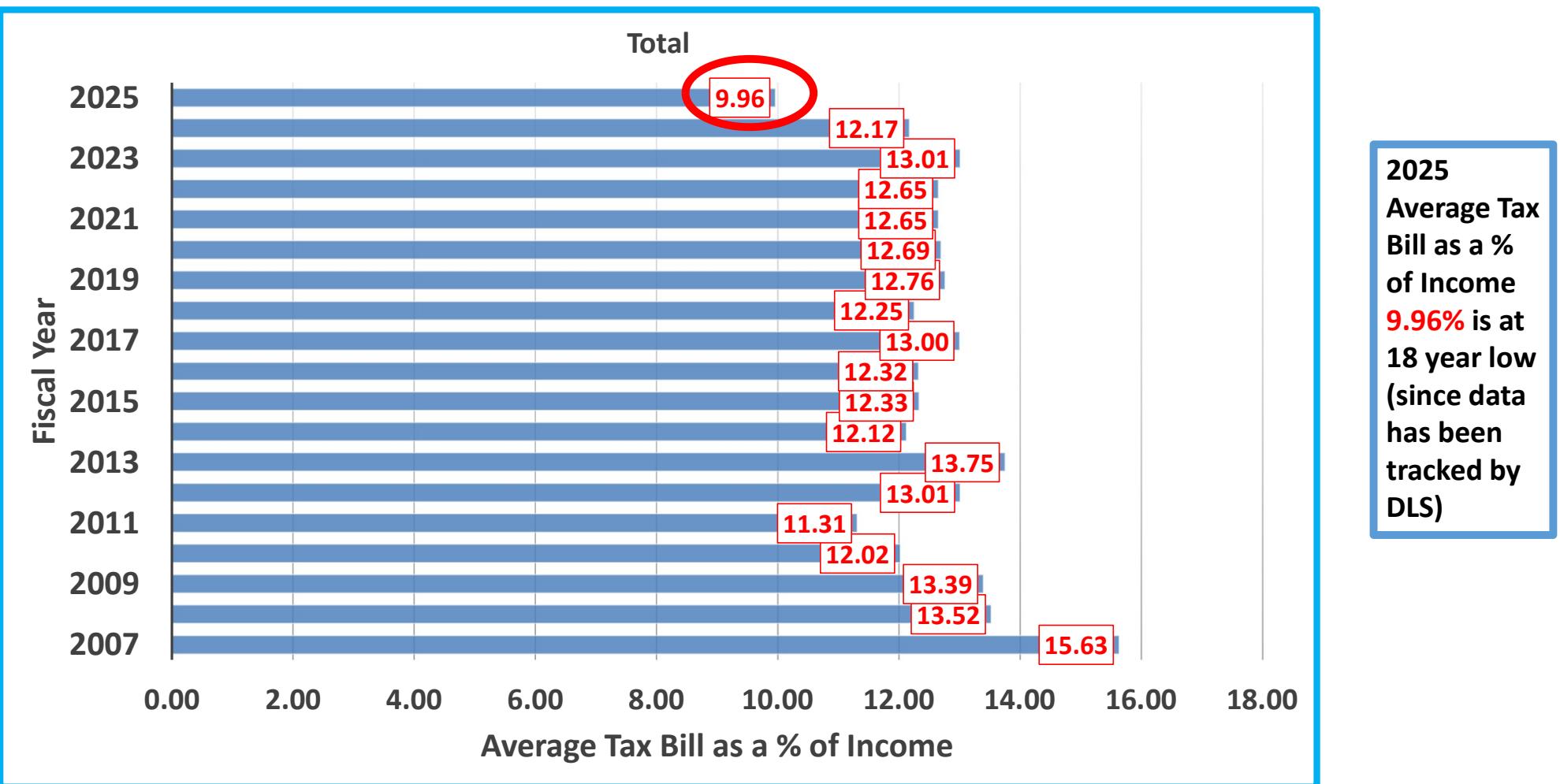
Exempt Debt: a temporary property tax increase above and beyond the Proposition 2 ½ Levy limits. Temporary because it decreases over life of debt

Fiscal Year	Rank
1988	24
1989	23
1990	24
1991	21
1992	25
1993	25
1994	22
1995	23
1996	19
1997	18
1998	19
1999	19
2000	18
2001	16
2002	17
2003	16
2004	15
2005	15
2006	18
2007	17
2008	21
2009	19
2010	22
2011	22
2012	22
2013	22
2014	21
2015	21
2016	18
2017	19
2018	19
2019	15
2020	16
2021	18
2022	20
2023	21
2024	21
2025	25

Trends in Medfield's Average Single Family Tax Bill and State Ranking



Trends in Medfield Average Tax Bill as a % of Income



PUBLIC INPUT ON WARRANT ARTICLES

- ✓ All questions and comments should be directed to the Chair.
- ✓ When recognized please state your name and address
- ✓ Please be considerate of time.
- ✓ Questions and comments will first be taken from those present in the room and then from those participating remotely on Zoom
- ✓ Zoom participants should enter the name and address in the “chat” function and we will promote you to comment or ask a question.

Articles

Town Meeting Action: Article 1

Article 1 – Annual Town Reports (SB)

Human Resources

Town Meeting Action: Articles 2 to 3

Article 2 - Elected Official Compensation (SB)

Article 3 - Personnel Administration Plan (Personal Board)

Financial Articles

Revolving Funds

Town Meeting Action: Articles 4 and 7

Article 4 - Annual Revolving Fund Expenditure Limit Authorization (SB)

**Article 7 – Rescind Authorization for Parks & Rec Revolving Account (SB
and Parks & Rec Comm)**

Special Purpose Trusts and Stabilization Funds

Town Meeting Action: Articles 5 to 6

**Article 5 - Cemetery Perpetual Care Trust Funds (Cemetery Commission/
DPW Director)**

Article 6 – Local PEG Access Appropriation (SB)

**Article 26 -Elementary School Tax Mitigation Stabilization Fund Appropriation
(SB, WC, SC)**

Municipal Building and Capital Stabilization Funds

Town Meeting Action: Articles 9 to 12

Article 9 - Appropriation to the Capital Stabilization Fund (SB)

Article 10 – Capital Projects Appropriations: Non-Buildings (SB, CBC)

Article 11 – Transfers to the Municipal Building Capital Stabilization Fund (SB)

Article 12 – Capital Projects Appropriations: Municipal Buildings (SB, CBC)

Other Financial Articles

Town Meeting Action: Articles 13, 21 to 25, 27

Article 13 - FY 2026 Operating Budget (WC)

Article 21 - Appropriation for Danielson Pond (Con Comm)

Article 22 - Appropriation for Conservation Trust Fund (Con Comm)

Article 23 – MSH/Overlook Environmental Review Appropriation (SB)

Article 24 – Park & Rec Modular Appropriation (Park & Rec Commission)

Article 25 – Elementary School Feasibility Study Funding (SB, SC and SBC)

Article 27 – Prior Year Bills (SB)

Town Meeting Action: Article 30 - Free Cash (Board of Assessors)

Water and Sewer

Enterprise Fund

Town Meeting Action: Article 14

- FY 2026 Water and Sewer Enterprise Fund Budget ([Water & Sewer Board/DPW Director](#))

Sewer Budget / Retained Earnings Transfer

Town Meeting Action: Article 8

- FY 2025 Sewer Budget/Retained Earnings Transfer ([Water & Sewer Board/DPW Director](#))

GENERAL ARTICLES 15 to 20

Town Meeting Action: Articles 15 to 20

Article 15 – Senior Exemption Amendment (Increase in Exemption) (SB)

Article 16 – Senior Exemption Amendment (Increase in Asset Limit) (SB)

Article 17 – Senior Exemption Amendment (Increase in Income Limit) (SB)

Article 18 – Senior Tax Work-Off Amendments (SB)

Article 19 – Veterans Exemptions (SB)

Article 20 - Cemetery Expansion (DPW, Cemetery Comm)

ZONING ARTICLES 28 - 29

Town Meeting Action: Articles 28 -29

Article 28 – Floodplain District ([Planning Board](#))

Article 29 – Accessory Dwelling Units ([Planning Board](#))

Thank You For Your Interest in the Town's Finances and Articles before Town Meeting

**MORE IMPORTANTLY THANK YOU FOR BEING AN INVOLVED,
PARTICIPATORY MEMBER OF OUR LEGISLATURE AT
TOWN MEETING – MONDAY, MAY 5, 2025**

Additional financial information is available:

Town Meeting Warrant Book

Town Website: www.town.medfield.net

- **FY 2026 Municipal and School Budget Summary**
- **FY 2026 Municipal and School Departments Annual Budget Detail Book.**
- **Annual financial statements**
- **Financial Policies**
- **Warrant Committee web site**



**Comments or Questions for Warrant Committee?
email: warrantcommittee@medfield.net**



THE MEETING WILL START SHORTLY

Warrant Committee

April 1, 2025

Agenda

- Call to order and disclosure of video recording
- Approval of March 25th meeting minutes
- 2024 calendar and minute meeting assignments
- Discussion of Police & Fire Collective Bargaining Agreements
- Discussion of Warrant Articles and Draft Warrant Committee Reports (Potential Votes)
- Update from Town Finance
- Informational Items
- Other topics not reasonably anticipated 48 hours prior to the meeting



MEDFIELD WARRANT COMMITTEE

A MESSAGE TO RESIDENTS FROM
CO-CHAIRS STEPHEN CALLAHAN &
ROBERT SLINEY

TOWN OF MEDFIELD WARRANT COMMITTEE

2024/2025 MEMBERSHIP

TERMS EXPIRING IN 2025

Stephen Callahan (Co-Chair)

Peter Michelson

Brent Nelson

TERMS EXPIRING IN 2026

Ashley Leduc

Emily McCabe

Jillian Rafter

TERMS EXPIRING IN 2027

Peter Saladino

Robert Sliney (Co-Chair)

Edward Vozzella



MEDFIELD WARRANT COMMITTEE

A MESSAGE TO RESIDENTS FROM CO-CHAIRS STEPHEN CALLAHAN & ROBERT SLINEY

Dear Resident,

In preparation for the Town of Medfield's Annual Town meeting on **May 5, 2025**, we are pleased to present the Warrant Committee's recommendations on each warrant article. Over the past year, we have been dedicated to hearing presentations from Department Heads, discussing proposed budgets for FY 2026 as well as assessing our fiscal status relative to forecasted expenditures and proposed projects, which we discuss herein.

We take our role seriously and ask for your attendance and vote at the Town of Medfield's Annual Town Meeting on May 5, 2025. Our recommendations for articles in this warrant report relate to important areas such as the Town Operating Budget for FY 2026, Dale Street Elementary School project, Parks and Recreation Department, the Department of Public Works, the Conservation Commission and non-financial articles on zoning matters, including flood plain zoning and accessory dwelling units, to name a few.

Your input is vital. In addition to our FY 2026 outlook below, please review our reports included in the Warrant, visit the Warrant Committee website (www.town.medfield.net), scan the QR code below, where meeting minutes and recordings are available or watch a recording on Medfield TV for an update on Town of Medfield's finances and this year's Warrant Articles.

BUDGET OVERVIEW

This year marks the eighth consecutive year we have achieved a balanced budget without an operational override. The Warrant Committee's proposed FY 2026 Operating Budget for the School Department is \$44.6 million and \$14.5 million for Town Departments, an increase of 3.4% and 3.5% over the prior year, respectively. Both school and town officials faced challenges in meeting our guidance and as a result each have important unmet needs (including new personnel positions) in their final budgets. Shared costs, especially employee health insurance rates, have increased significantly, growing at an unsustainable 16.92%. The FY 2026 town budget includes the results of a Select Board vote to accept a federal grant and add four Firefighter/Paramedics to the Fire Department budget. Most of this increase will be offset by a three- year federally funded grant. Recent increases in shared and departmental costs and the expected expiration of federally funded grants will make it increasingly difficult to maintain the current level of town services within the current revenue framework.

The FY 2026 budget meets the necessity of covering current operating expenses with current operating revenues. **We continue our financial policy of only using Free Cash for one-time needs such as capital and stabilization funds rather than foreseeable operating needs.** The town continues to rebuild the general stabilization fund to help with an unanticipated economic downturn or emergency.

The Warrant Committee recommends support for the Municipal and School departments FY 2026 Operating and Capital Budgets. These budgets proposed by Town and School Administrations and advanced by both the Select Board and School Committee, respectively, allow Medfield to meet its contractual obligations, address current needs and move forward the priorities of the Town of Medfield.



MEDFIELD WARRANT COMMITTEE

A MESSAGE TO RESIDENTS FROM CO-CHAIRS STEPHEN CALLAHAN & ROBERT SLINEY

FINANCIAL MANAGEMENT POLICIES

In the summer of 2024, members of the Warrant Committee began meeting with Town officials to update our [Financial Management Policies and Objectives](#). The objective is to document policy and procedures to ensure “that financial management is conducted with the objective of safeguarding public funds, protecting the town’s assets, and complying with financial standards and regulations.” The updates reflect many of the best practices and changes in our budget process over the past few years, aimed at achieving sustainable budget guidance for the overall municipal and school department budgets. An addition to this year’s Warrant Report is a **Financial Scorecard** ([Link](#)) which reports on the Financial Policy Standards outlined in the policy document (FY 2025 Actual vs. FY 2026 Proposed). As reflected in the scorecard the town continues to be within its stated targets; compliance with policy and meeting financial targets are important to maintaining a favorable bond rating as we anticipate future exempt borrowing costs.

Since the 2024 Annual Town Meeting, the Warrant Committee has held 12 regularly scheduled public meetings to openly discuss the budget process, the operating budgets of the Town municipal and school departments, other financial matters, and Town warrant articles. These meetings were held in person with the option of participating remotely to encourage input from town residents and article sponsors.

OUTLOOK AND CHALLENGES

While the current operating budget is balanced without the need for a Prop 2 ½ override we **expect future operating budgets will be severely tested as costs increase (e.g., expiration of teachers collective bargaining agreement at the end of FY 2026) and State aid not keeping pace with wage inflation and cost increases**. Relief may come from continued diversification of our tax base with developments that minimize future burdens on Town services. **A proposed Dale Street Elementary school project and other building capital needs will result in increases in property taxes if ultimately approved by Town Meeting and voters.**

The Town has recently completed a process to update its 20-year building capital plan (last done in 2017). The draft report captures updated estimated costs for these capital projects for roof replacements, windows, exterior and HVAC needs. It also identifies those which have become Priority One critical needs that are recommended to be addressed in the next two years. **For example, one such need is roof replacements on our school buildings (excluding Dale Street) estimated at \$19 million in the next two years. The Town does not have the ability to fund this and other significant building projects in the 20-year capital plan without increases in property taxes from borrowings.** The Warrant Committee expressed concern about delays in completing these projects, their financial implications, and any potential implications to future operations of these buildings. There are many other capital projects besides the replacement of Dale Street Elementary School that need serious consideration and evaluation. Over the next few months, the town will review the study and establish priorities for school and town buildings; the Select Board must set priorities with the involvement of other committees and residents to progress the capital plan.



MEDFIELD WARRANT COMMITTEE

A MESSAGE TO RESIDENTS FROM CO-CHAIRS STEPHEN CALLAHAN & ROBERT SLINEY

COMMUNITY ENGAGEMENT

We want to thank all the town and school officials and department heads who met with us along with our elected town officials as we prepared our recommendations for town meeting. Our meetings and discussions were open, informative, and guided us in understanding the priorities and needs of the town. All of us worked together to provide the residents with balanced and financially sustainable municipal and town budgets using thorough information and data which have become the basis for our warrant article recommendations.

The work and contributions of the Warrant Committee deserve special recognition. Our members spent a lot of time attending evening meetings and asked well thought-out and insightful questions. We are honored to be able to serve with this team which provides such highly valued service to the town.

The financial challenges for the town, both operating and long term cannot be addressed without the full cooperation of the Select Board, town and school departments, and the committees throughout the town, many of which are volunteers. This includes our fellow Warrant Committee members who have committed their time and talents to provide you, the governing body of our town, with input on which you can make an informed decision. The Town Meeting is a unique privilege for us as citizens of Medfield to take an active part in your government and protect what for many of us is our largest asset, our home.

We value your voice. Your participation in Town Meeting helps shape the future of Medfield. We look forward to seeing you on May 5, 2025.

Stephen Callahan, Co-Chair

Robert Sliney, Co-Chair



Scan for Warrant Committee materials

MEMORANDUM OF AGREEMENT
between
TOWN OF MEDFIELD
and
MEDFIELD PERMANENT FIREFIGHTERS ASSOCIATION
LOCAL 4478, IAFF, AFL-CIO

The Town of Medfield (“the Town”) and the Medfield Permanent Firefighter Association Local 4478, IAFF, AFL-CIO (“the Union”) hereby agree that the collective bargaining agreement between the Town and the Association will be extended for three years, July 1, 2025 through June 30, 2028, with the following changes agreed to by the parties’ negotiating teams and set forth below. The bargaining teams shall sponsor and support the ratification of this Agreement by the Union and the Board of Selectmen. Failing ratification by both parties’ principals, the Agreement shall be deemed void and both parties will be free to return to their prior bargaining positions. If ratified by both parties’ principals and funding for the economic items is appropriated by Town Meeting, a new comprehensive Collective Bargaining Agreement shall be drafted which incorporates the material terms of this Agreement into the unchanged provisions of the 2025 to 2028 Agreement.

1. **Amend Article XXVII:** Duration: July 1, 2025 to June 30, 2028
2. **Amend Article VI:** Classification of Positions and Pay Schedule:

a. **Salary Schedule**

- Parity (effective July 1, 2025)
 - All Captains 2%
 - FF/Medic 1%
- Cost of Living Adjustment (COLA)
 - July 1, 2025 2%
 - July 1, 2026 2%
 - July 1, 2027 1.5%
- Stipend (to be included in the calculation of base pay)
 - \$1,000 Stipend at 15 Years
 - \$1,500 Stipend at 20 Years
- Removal of the FF/AEMT classification

3. **Article XXX- Educational Benefit Stipend– Amend Language for July 1, 2027**

- A. Effective July 1, 2027, all members employed at the Medfield Fire Department who meet the qualifications in this section shall be eligible for the following educational incentive:

Associates Degree 10%

Bachelors Degree 20%

- B. In order to be eligible for this incentive, a firefighter must have obtained a degree from an accredited institution. All firefighters employed at the Medfield Fire Department shall receive this incentive if they receive a degree in Fire Science, Paramedicine, Emergency Management, or Public/Business Administration, or if their degree falls outside of these categories, upon approval by the Fire Chief. Approval will not be unreasonably withheld provided the degree is relevant and/or related to the job functions of the position. If a member is dissatisfied with the Chief's determination, they have the right to appeal that decision to the Select Board within thirty days of receiving formal notice from the Chief.

- C. Effective July 1, 2027, this benefit shall be paid through a biweekly payment as a calculation of each member's base pay, rather than an annual payment. The educational incentive shall be considered part of base pay for the calculation of overtime.

4. Amend Article VII Hours of Work and Overtime

F. Eliminate Minimum Call Back of 2 Hours. Recall will be Hour for Hour.

5. Amend Article XV Uniforms and Equipment

Insert new Section:

D. If a member leaves the department within two years of the hire date, the member must pay back (pro-rated) the initial uniform outfitting. This does not apply to termination.

6. Amend Article VI Classification of Positions and Pay Schedule: EMT Certification

Effective July 1, 2025, the Fire Chief may offer employment to a FF/Paramedic candidate still enrolled in Paramedic School. Successful completion of Paramedic certification and MA licensure must take place within the twelve (12) month probationary period after the date of hire. The Fire Chief has the authority to extend the probationary period if necessary.

7. Amend Article IX Vacations

b. After the first year of employment, vacation accrual will be July 1st to June 30th.

C. Vacation hours cannot be carried over from year to year.

In case of retirement, resignation, or termination of employment the employee shall be paid for all accrued vacation prorated from July 1st to the last day of employment.

8. Amend Article XI Personal Leave

- Effective July 1, 2027, Personnel Leave is reduced from thirty-six (36) hours to twenty-four (24) hours.

9. Amend Article 1 Recognition

- Remove the following sentence: The parties reserve their positions on the inclusion/exclusion of a permanent Captain's position in the bargaining unit if the position is established.

10. Remove Side Letter 1 and Side Letter 2

11. Add Side Letter 1: If during the term of this contract, a Capt/AEMT is demoted to a FF/AEMT, there shall be negotiations limited to negotiating the rates of pay associated with this position.

Medfield Select Board

Elder Murphy
Lorraine Murphy
John Murphy

Date: 12-18-24

MEDFIELD PERMANENT FIREFIGHTERS ASSOCIATION LOCAL 4478,

Tom Cronin Tom Cronin Pres. Date: 12/5/24

Jonathan Kenney Jonathan Kenney VP

Chris Becker Chris Becker Sec/Tre

Select Board
Eileen M. Murphy, Chair
Gustave H. Murby, Clerk
Osler L. Peterson, Member



Kristine Trierweiler
Town Administrator
Frank Gervasio
Assistant Town Administrator

TOWN OF MEDFIELD

Office of the Select Board

Town House • 459 Main Street • Medfield, Massachusetts 02052-0315

Phone: 508-906-3011 • www.town.medfield.net

MEMORANDUM OF AGREEMENT

between

TOWN OF MEDFIELD

and

MEDFIELD POLICE LEAGUE, MASSCOP LOCAL 257

The Town of Medfield ("the Town") and the Medfield Police League, MassCOP Local 257, AFL-CIO ("the Union") hereby agree that the collective bargaining agreement between the Town and the Union will be extended for three years, July 1, 2025 through June 30, 2028, with the following changes agreed to by the parties' negotiating teams and set forth below. The bargaining teams shall sponsor and support the ratification of this Agreement by the Union and the Select Board. Failing ratification by both parties' principals, the Agreement shall be deemed void, and both parties will be free to return to their prior bargaining positions. If ratified by both parties' principals and funding for the economic items is appropriated by Town Meeting, a new comprehensive Collective Bargaining Agreement shall be drafted that incorporates the material terms of this Agreement into the unchanged provisions of the 2025 to 2028 Agreement.

1. Salary

Patrol Officers and Sergeant

a. Proposed Restructuring of Step System (See Attached)

b. COLA

- i. FY2026 1.25%
- ii. FY2027 1.25%
- iii. FY2028 1.25%

Dispatchers COLA

- i. FY2026 2.0%
- ii. FY2027 2.0%
- iii. FY2028 2.0%

2. Night Shift Differential

- a. FY2026 \$12
- b. FY2027 \$13
- c. FY2028 \$14

3. Section 20: Holiday Pay

- a. Delete current Section 20 and replace with the following:

A paid holiday shall mean each member of the Union shall be paid one day's pay equal to 8 hours of the Union Member's regular straight time for the following holidays whether the member works the holiday or not:

Holidays

New Year's Day
Martin Luther King Day
Presidents Day
Patriot's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans' Day

Thanksgiving Day
Christmas Day

4. Rank and Shift: Remove Current Section D and Insert the following:

A vacant position created by a ranking member of a department must be filled with a member of equal rank. This shall include Overtime and Shift Swaps. When a vacancy occurs, resulting in a promotional opportunity, the position may be filled with an OIC assigned to the shift until the promotional process can be completed. In the event of a vacancy in a Sergeant position due to FMLA, illness, or injury that exceeds 30 days, the position may be filled with an OIC at the discretion of the Chief of Police.

The calculation for the OIC rate of any shift shall be paid per shift 20% more of the weekly difference between the highest step Police Officer and the highest step Sergeant (Formula: Top Step Sgt Weekly Pay Minus Top Step Police Officer Weekly Pay x 20% = the per shift rate for OIC).

5. Language Changes

- a. Section 9: The Police Chief will review the current uniform and equipment list to update the language to match the current equipment provided by the department.
- b. Section 28: Update subsection 2: Seniority with the items in **bold**.
 - i. “Seniority for sector bidding, OIC selection, vehicle assignment, shift bidding, priority for time off requests, and desk (dispatch) coverage shall be based on the employee’s date of employment in the Medfield Police Department **as a full-time Police Officer**.
- c. Section 14: Shift Assignments. Remove Section #2 in its entirety, as it was replaced by Section 28. Removal from Civil Service.

Medfield Select Board

Ella M. Muzz
Richard D. Muzz
Bob D.

Date: 3-18-25

MEDFIELD POLICE LEAGUE, LOCAL 4478,

Mike H. H.
Vanessa McGrath

Date: _____

TOWN OF MEDFIELD
WARRANT FOR THE ANNUAL TOWN MEETING
Monday, May 5, 2025

Norfolk, ss.

To either of the Constables in the Town of Medfield in said County. Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the Inhabitants of the Town of Medfield qualified to vote in elections and town affairs to meet on Monday, the fifth of May 2025, commencing at 7:00 PM, there and then the following Articles will be acted on at the Amos Clark Kingsbury High School, located at 88R South Street in said Medfield, viz.

ANNUAL REPORT

Article 1. Annual Town Report

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to accept the reports of the several Town Officers for the past year.

HUMAN RESOURCE ARTICLES

Article 2. Elected Officer Compensation

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to fix the salaries and compensation of the following elected officers: Moderator, Town Clerk, Select Board, Assessors, School Committee, Trustees of the Public Library, Parks and Recreation Commissioners, Planning Board, Housing Authority, and Trust Fund Commissioners; or do or act anything in relation thereto.

Officer	Present Salary	Warrant Committee Recommends
Town Clerk	\$79,150	\$95,000
Select Board, Chair	\$900	\$900
Select Board, Clerk	\$900	\$900
Select Board, Third Member	\$900	\$900
Assessors, Chair	\$900	\$900

Assessors, Clerk	\$900	\$900
Assessors, Third Member	\$900	\$900
Moderator	0	0
Housing Authority	0	0
School Committee	0	0
Library Trustees	0	0
Planning Board	0	0
Parks and Recreation Commissioners	0	0
Trust Fund Commissioners	0	0

Article 3. Personnel Administration Plan

Submitted by the Personnel Board

Type of Vote: Majority

To see if the Town will vote to amend the Personnel Administration Plan, Classification of Positions, and Pay Schedule, effective July 1, 2025, as set out in the Warrant Report; or do or act anything in relation thereto.

FINANCIAL ARTICLES

Article 4. Annual Revolving Fund Expenditure Limit Authorization

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to set Expenditure Limits for Massachusetts General Laws Chapter 44, Section 53E ½ Revolving Funds established under the Code of the Town of Medfield, Chapter 117 Departmental Revolving Funds for Fiscal Year 2026, as follows:

Section		Amount
A	Fire Alarm Revolving Fund	\$10,000
B	Ambulance Revolving Fund	\$100,000
C	Advanced Life Support Revolving Fund	\$600,000
D	Community Gardens Revolving Fund	\$3,000
E	CENTER at Medfield Building Maintenance Revolving Fund	\$2,000
F	Library Revolving Fund	\$5,000
G	Respite Care Revolving Fund	\$75,000
H	Transfer Station Recycling Revolving Fund	\$10,000
I	Former State Hospital Property Revolving Fund	\$100,000
J	Vaccine Revolving Fund	\$10,000

K	Electric Vehicle Charging Station Revolving Fund	\$3,000
L	Parks and Recreation Revolving Fund	\$1,000,000
M	Council on Aging Revolving Fund	\$100,000

or do or act anything in relation thereto.

Article 5. Cemetery Perpetual Care Trust Funds

Submitted by the Cemetery Commission/Department of Public Works Director

Type of Vote: Majority

To see if the Town will vote to accept the following named sums as Perpetual Trust Funds for the care of lots in the Vine Lake Cemetery, the interest thereof as may be necessary for said care;

Name	Amount
John F Kendrick Jr	\$3,000.00
Eileen Bianchi	\$3,000.00
Kenneth & Anne O'Leary	\$3,000.00
William & Diane Palacio	\$3,000.00
Lorraine A Gomba	\$3,000.00
Bryan J Cotter	\$600.00
Jeremiah M & Barbara C Potts	\$600.00
Bart Garrison	\$750.00
Stephen, Nancy & Sarah Fosdick	\$3,000.00
Paul F Jordan	\$3,000.00
Mark & Michele Kaizerman	\$6,000.00
Elizabeth A May	\$3,000.00
David & Elizabeth Jacobson	\$3,000.00
Gary & Debra Romano	\$3,000.00
Albert J & Anne B Graham Kearney	\$3,000.00
Janet Crowley	\$600.00
William & Theresa Norberg	\$600.00
Robert Kennefic	\$600.00
William J & Maura Fitzgerald	\$1,500.00

Janet G Viola	\$600.00
Julia D Gecha & Robert Pocaro	\$600.00
Victoria Flaherty	\$750.00
Philip Brandolo	\$600.00
Rachel, Katrina Simon	\$3,000.00
Olufunmilayo Ayobami	\$750.00
Total	\$50,550.00

or do or act anything in relation thereto.

Article 6. Local PEG Access Appropriation

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to appropriate \$277,317.92 from the Public, Educational, and Governmental (PEG) Access and Cable Related Fund to Medfield TV for the purpose of providing local cable access services, equipment, and programming for the Town of Medfield; or do or act anything in relation thereto.

Article 7. Rescind Authorization for Parks and Recreation Revolving Account

Submitted by the Select Board/Parks and Recreation Commission

Type of Vote: Majority

To see if the Town will vote to rescind the provisions of Massachusetts General Law Chapter 44, Section 53D, accepted by the 1978 Annual Town Meeting; or do or act anything in relation thereto.

Article 8. Sewer Enterprise Fund Retained Earnings Transfer

Submitted by Department of Public Works Director/Board of Water and Sewerage

Type of Vote: Majority

To see if the Town will vote to transfer a sum of money from the Sewer Enterprise retained earnings to be used for the FY2025 operating expenses of the Sewer Enterprise Fund; or do or act anything in relation thereto.

Article 9. Appropriation/Transfer to the Capital Stabilization Fund

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to transfer the sum of \$850,000 from Certified Free Cash and the sum of \$482,927 in unexpended prior appropriations into the designated “Capital Stabilization Fund;” or do or act anything in relation thereto.

Article 10. Capital Budget Appropriation: Non-Buildings

Submitted by the Select Board/Capital Budget Committee

Type of Vote: Majority

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$1,819,930 to pay the costs of the capital projects described in the Warrant Report, including all costs incidental and related thereto; and to determine whether this appropriation shall be raised by borrowing, taxes, transfers, grants, and/or otherwise; or do or act anything in relation thereto.

Article 11. Transfers to the Municipal Building Capital Stabilization Fund

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to transfer \$234,035 in unexpended appropriation funds, and the remaining balance of the FY2025 Emergency Repairs funds at June 30, 2025, to the Municipal Buildings Capital Stabilization Fund; or do or act anything in relation thereto.

Article 12. Capital Budget Appropriation: Municipal Buildings

Submitted by the Select Board/Capital Budget Committee

Type of Vote: Majority

To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$1,538,634 to pay the costs of the municipal building capital projects described in the Warrant Report, including all costs incidental and related thereto; and to determine whether this

appropriation shall be raised by borrowing, taxes, transfers, grants and/or otherwise; or do or act anything in relation thereto.

Article 13. FY2026 Operating Budget

Submitted by the Warrant Committee

Type of Vote: Majority

To see if the Town will vote to raise and appropriate and/or transfer from available funds, sums of money requested by the Select Board or any other Town Officer, Board, Commission, or Committee to defray operating expenses of the Town for the fiscal year commencing July 1, 2025, or such other sums as the Town may determine, as required by Massachusetts General Laws, Chapter 41, Section 108; or do or act anything in relation thereto.

Article 14. FY2026 Water and Sewer Enterprise Fund Budget

Submitted by the Board of Water and Sewerage/Department of Public Works Director

Type of Vote: Majority

To see if the Town will vote to raise, appropriate, or transfer from available funds the sum of money for the Water Enterprise Fund and the Sewer Enterprise Fund as follows; or do or act anything in relation thereto.

Article 15. Adjusted Tax Exemption Amount for Clause 17 D (Seniors)

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to accept Massachusetts General Laws Chapter 59, Section 5, Clause 17F, which authorizes an annual increase in the amount of the exemption granted to senior citizens, surviving spouses, and surviving minors under Massachusetts General Laws Chapter 59, Section 5, Clause 17D, by up to 100% of the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, and to fix that annual increase at 100% of the CPI, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2025; or do or act anything in relation thereto.

Article 16. Adjusted Asset Limit for Clause 17D (Seniors)

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to accept Massachusetts General Laws Chapter 59, Section 5, Clause 17E, which authorizes an annual increase in the asset (whole estate) limit for exemptions granted to senior citizens, surviving spouses, and surviving minors under Massachusetts General Laws Chapter 59, Section 5, Clause 17D, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2025; or do or act anything in relation thereto.

Article 17. Adjusted Income and Asset Limits for Clause 41C (Seniors)

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to accept Massachusetts General Laws Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under Massachusetts General Laws Chapter 59, Section 5, Clause 41C, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2025; or do or act anything in relation thereto.

Article 18. Senior Tax Work-Off Program Amendments

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to amend the Code of the Town of Medfield Chapter 250 Taxation Article 1 Senior Tax Work-Off Program by amending Sections 250-3 and 250-7 as follows by deleting the words in strikeout and replacing them with the words in bold:

250-3 Maximum amount of tax reduction

The maximum amount by which the real property tax obligation of any one volunteer may be reduced in any given tax shall not exceed ~~\$1,000~~ **\$1,500**, or other maximum amount as may from time to time be established by the Commonwealth of Massachusetts.

250-7 ~~Town Officials or employees ineligible~~ **Town Officials or Employee Eligibility**

Elected or appointed officials serving on any Town Board, committee, or commission or ~~individuals who are or were compensated~~, full-time employees of the Town during the fiscal year for which the tax credit is sought shall be ineligible to participate in the program. **Individuals working for the Town who are or were compensated for less than 15 hours per week are eligible to participate.**

or do or act anything in relation thereto.

Article 19. Adjusted Exemption Amount Clause 22I (Veterans)

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to accept Massachusetts General Laws Chapter 59, Section 5, Clause 22I, which authorizes an annual increase in the amount of the exemption granted under Massachusetts General Laws Chapter 59, Section 5, Clause 22, Clause 22A, Clause 22B, Clause 22C, Clause 22E and Clause 22F by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index (CPI) for the previous year as determined by the Commissioner of Revenue, to be effective for applicable exemptions granted for any fiscal year beginning on or after July 1, 2025; or do or act anything in relation thereto.

Article 20. Cemetery Expansion Construction

Submitted by the Department of Public Works Director/Cemetery Commission

Type of Vote: Majority

To see if the Town will vote to transfer \$701,000 from the Sale of Cemetery Lots Fund to be expended under the direction of the Director of Public Works and Cemetery Commissioners to pay for the cost of construction, including infrastructure for the Vine Lake Cemetery Expansion; or do or act anything in relation thereto.

Article 21. Danielson Pond Dam

Submitted by the Conservation Commission

Type of Vote: Majority

To see if the Town will vote to appropriate the sum of \$50,000 from Certified Free Cash for the purpose of funding safety-related work at Danielson Pond Dam, including tree removal, the employment of consultants, engineers, and/or contractors/subcontractors, to advise on the scope of necessary work and undertake safety-related work in accordance with the Commonwealth's dam safety regulations; or do or act anything in relation thereto.

Article 22. Conservation Trust Fund

Submitted by the Conservation Commission

Type of Vote: Majority

To see if the Town will vote to appropriate and transfer the sum of \$5,000 from Certified Free Cash to the Conservation Trust Fund to be used by the Conservation Commission for any

purpose authorized by Chapter 40, Section 8C of the Massachusetts General Laws; or do or act anything in relation thereto.

Article 23. Medfield State Hospital Overlook/Environmental Review

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to appropriate and transfer the sum of \$25,000 from Certified Free Cash for the purpose of hiring consultants, engineers, and/or attorneys to assist the Town and advise the Town on matters concerning a portion of the former Medfield State Hospital site's disposition, reuse, or environmental remediation, said funds to be expended under the direction of the Select Board, with the understanding that the Select Board may authorize any other Town, board, commission, committee or department to expend a portion of said fund for such purposes; or do or act anything in relation thereto.

Article 24. Parks and Recreation Modular Appropriation

Submitted by the Parks and Recreation Commission

Type of Vote: Majority

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds, the sum of \$165,000 to be expended under the direction of the Parks and Recreation Commission for the purpose of paying costs for the lease, infrastructure, and associated setup costs of a modular unit to be located at 59 Green Street; or do or act anything in relation thereto.

Article 25. Elementary School Feasibility Study Funding

Submitted by the Select Board/School Committee/School Building Committee

Type of Vote: Majority

To see if the Town will vote to transfer \$400,000 from Certified Free Cash, to be expended under the direction of the Medfield School Building Committee for the purpose of paying costs of a feasibility study to review potential solutions to the problems identified in the Dale Street Elementary School Statement of Interest including, but not limited to, an independent comprehensive school enrollment and capacity analysis, public outreach, obtaining soil borings, topographical studies, land surveys, wetlands surveys, preliminary site development plans, schematic designs, architectural and engineering designs, cost estimates, and construction alternatives, and any incidental or related services, for the addition and/or renovation to or replacement of the Dale Street Elementary School, located at 45 Adams Street, Medfield, MA 02052, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in

connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or do or act anything in relation thereto.

Article 26. Elementary School Tax Mitigation Stabilization Fund Appropriation

Submitted by the Select Board/Warrant Committee/School Committee/School Building Committee

Type of Vote: Majority

To see if the Town will vote to transfer \$900,000 from Certified Free Cash into the “Elementary School Tax Mitigation Stabilization Fund” for the purpose of paying debt service payments for the excluded debt notes and/or bonds to be issued for the new Elementary School Project in order to reduce the need to raise these funds through the annual tax rate; or do or act anything in relation thereto.

Article 27. Prior Year Bills

Submitted by the Select Board

Type of Vote: Majority

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money for the purpose of paying the prior year bills incurred in a prior fiscal year; or do or act anything in relation thereto.

ZONING ARTICLES

Article 28. Floodplain District Zoning Amendment

Submitted by the Planning Board

Type of Vote: Two-Thirds

To see if the Town will vote to amend the Code of the Town of Medfield, Chapter 300 Zoning, as follows:

AMEND Article 10: Floodplain District

By deleting the existing Article 10: Floodplain District in its entirety, and inserting in its place a new Article 10: Floodplain District, as indicated in the text below:

Article 10 Floodplain District

§ 300-10.1 Purpose.

The purpose of this Article is to promote:

- A. The health and safety of the occupants of lands subject to seasonal or periodic flooding in the Charles and Stop Rivers Floodplain District.
- B. The preservation of the natural flood control characteristics and the water storage capacity of the Floodplain District.
- C. The safety and purity of water; control and containment of sewage; safety of gas, electric, fuel and other utilities from breaking, leaking, short circuiting, grounding, igniting, electrocuting or any other dangers due to flooding.
- D. Ensure public safety through reducing the threats to life and personal injury
- E. Eliminate new hazards to emergency response officials
- F. Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding
- G. Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding
- H. Eliminate costs associated with the response and cleanup of flooding conditions
- I. Reduce damage to public and private property resulting from flooding waters

§ 300-10.2 Floodplain Overlay District Boundary

The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Medfield designated as Zone A, AE, AH, AO, or A99 on the Norfolk County Flood Insurance Rate Map (FIRM) dated July 8, 2025 issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the District shall be defined by the 1%-chance base flood elevations shown on the FIRM and further defined by the Norfolk County Flood Insurance Study (FIS) report dated July 8, 2025. The FIRM and FIS report are incorporated herein by reference Planning Board.

§ 300-10.3 Floodplain Administrator

The Town hereby designates the position of Town Administrator (or their designee) to be the official floodplain administrator for the Town of Medfield.

§ 300-10.4 Definitions Relating to Floodplain Zoning.

- DEVELOPMENT means any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. [US Code of Federal Regulations, Title 44, Part 59]
- FLOODWAY. The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively

increasing the water surface elevation more than a designated height. [Base Code, Chapter 2, Section 202]

- **FUNCTIONALLY DEPENDENT USE** means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]
- **HIGHEST ADJACENT GRADE** means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]
- **HISTORIC STRUCTURE** means any structure that is:
 - a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
 - b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
 - c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
 - d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - 1) By an approved state program as determined by the Secretary of the Interior or
 - 2) Directly by the Secretary of the Interior in states without approved programs.
- **NEW CONSTRUCTION.** Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. New construction includes work determined to be substantial improvement. [Referenced Standard ASCE 24-14]
- **RECREATIONAL VEHICLE** means a vehicle which is:
 - a) Built on a single chassis;
 - b) 400 square feet or less when measured at the largest horizontal projection;
 - c) Designed to be self-propelled or permanently towable by a light duty truck; and
 - d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.
 - e) [US Code of Federal Regulations, Title 44, Part 59]
- **REGULATORY FLOODWAY** - see FLOODWAY.
- **SPECIAL FLOOD HAZARD AREA.** The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, or AH [Base Code, Chapter 2, Section 202]

- **START OF CONSTRUCTION.** The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns. Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual “start of construction” means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Base Code, Chapter 2, Section 202]
- **STRUCTURE** means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]
- **SUBSTANTIAL REPAIR OF A FOUNDATION.** When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by MA in 9th Edition BC]
- **VARIANCE** means a grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]
- **VIOLATION** means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Title 44 CFR §60.3 is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]

§ 300-10.5 Applicability.

- A. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available federal, state, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- B. In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town's/City's FIRM Map encroachments are prohibited, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed

encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.

- C. In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.
- D. Within Zones AO and AH on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.
- E. Subdivision proposals: All subdivision proposals and development proposals in the floodplain overlay district shall be reviewed to assure that:
 - a) Such proposals minimize flood damage.
 - b) Public utilities and facilities are located & constructed so as to minimize flood damage.
 - c) Adequate drainage is provided.
- F. When proposing subdivisions or other developments greater than 50 lots or 5 acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.
- G. Recreational vehicles. In A, A1-30, AH, and AE Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.

§ 300-10.6 Permitted uses.

A permit is required for all proposed construction or other development in the floodplain overlay district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties.

- A. Land in the Floodplain District may be used for any purpose otherwise permitted in the underlying district except that:
 - 1) No building permit shall be issued nor any building, wall, dam or other structure shall be erected, constructed, altered, enlarged or otherwise created or moved for any purpose unless a special permit is issued by the Board of Appeals.
 - 2) Dumping, filling, excavating or transferring of any earth or fill material within the district is prohibited unless a special permit is issued by the Board of Appeals.
 - 3) No ponds or pools shall be created or other changes in watercourses allowed, whether for swimming, fishing or other recreational uses, agricultural uses, scenic features or drainage improvements or any other uses, unless a special permit is issued by the Board of Appeals.
- B. Dams and water control devices.

- 1) Proper operation and maintenance of existing dams and other water control devices are permitted uses under this Article. This includes the temporary alteration of the water level for emergency or maintenance purposes and the removal of any and all flashboards of a privately owned dam in order to lower the water level.
- 2) No new dams or other water control devices shall be created unless a special permit is issued by the Board of Appeals.
- 3) Maintenance of municipal facilities, such as waterworks, pumping stations, existing public ways and parks, shall not be subject to a special permit under this Article.

§ 300-10.7 Application for special permit.

- A. Any person desiring a special permit for any use set out in § 300-10.6(A) above within the Floodplain District shall submit an application to the Board of Appeals, in accordance with the provisions of MGL c. 40A, as amended. The application shall be accompanied by plans of any construction and of the premises on which it is to be situated. All plans shall show existing and proposed finished ground contour at two-foot intervals. Contours shall be delineated within 200 feet of the proposed construction.
- B. Copies of the application for special permit to the Board of Appeals with accompanying plans shall also be sent to the Building Commissioner, Board of Health, Conservation Commission and Planning Board for their recommendations to the Board of Appeals, as to their approval, disapproval or appropriate recommendations.
- C. All such plans shall be certified by a registered land surveyor or a registered professional civil engineer.
- D. Prior to submitting an application for special permit, the applicant shall have obtained an order of conditions or determination of nonapplicability, as appropriate, from the Medfield Conservation Commission; a copy of the Commission's decision shall be included with the application.

§ 300-10.8 Issuance of special permits.

The Board of Appeals, after holding a public hearing, shall issue a permit under this Article if it finds that the use of the premises will not endanger the health or safety of the occupants thereof or of other land in the Floodplain District. In deciding applications for a special permit under this Article, but without limiting the generality of the foregoing, the Board of Appeals shall find affirmatively:

1. That safe vehicular and pedestrian access to, over and from the premises is provided on ways having all elevations no less than 125 feet above mean sea level (NGVD 1929), unless data indicated a higher ground.
2. That because of the location, elevation or for other reasons, there will be no danger of pollution to public or on-site water facilities.
3. That sewage, gas, electricity, fuel, and other utilities will be adequately protected from all hazards which may arise as a result of a severe flood.
4. That the methods of drainage are adequate.

5. That other land in the Floodplain District is nevertheless protected against diminution of value as a result of the proposed use of the premises.
 6. The proposed project, and its construction, will be consistent with the Conservation Commission's decision.
- A. No building permit shall be issued until the Board of Health has issued a permit under this Article approving the proposed sanitary and storm drainage system or has allowed 45 days to elapse after receipt of the application.
- B. No certificate of occupancy shall be issued until the Board of Appeals, the Building Inspector, the Board of Health, and the Conservation Commission have received a certified plan showing the foundation and floor elevations, grading of the premises, elevations of the complete structure and all elevations of the various elements that make up the sewage disposal system, and it is determined by each board and the Building Inspector that all requirements of all permits are satisfied or 45 days have elapsed after the receipt of such plan by the Building Inspector and each board and notification of the Building Inspector and each board by the applicant for the completion of the work.
- C. In consideration of any of the items under this § 300-10.7, Issuance of special permits, the Board of Health and the Board of Appeals shall consider the minimum groundwater level in the Floodplain District to be 123 feet above mean sea level, unless data indicate a higher groundwater level.

§ 300-10.9 Obligation of applicant.

- A. The furnishing of all plans and specifications necessary to all boards and authorities as required by this Article shall be the obligation of the applicant. Each board or authority shall immediately return to such applicant a dated receipt in duplicate, describing the documents received. Such receipt shall be *prima facie* evidence of delivery and date of delivery. A copy of each receipt shall be presented to the Board of Appeals at least two weeks before the date set for the hearing of the application.
- B. Medfield's permit review process includes the use of a checklist of all local, state and federal permits that will be necessary in order to carry out the proposed development in the floodplain overlay district. The proponent must acquire all necessary permits, and must submit the completed checklist demonstrating that all necessary permits have been acquired.

§ 300-10.10 Variances

- A. If the State issues variances to the flood-resistant standards as found in the state building code, the Town will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance, and will maintain this record in the community's files. The Town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.
- B. Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlay district.

C. Variances to local Zoning Bylaws related to community compliance with the National Flood Insurance Program (NFIP). A variance from these floodplain bylaws must meet the requirements set out by State law, and may only be granted if: 1) Good and sufficient cause and exceptional non-financial hardship exist; 2) the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and 3) the variance is the minimum action necessary to afford relief.

D. Requirement to submit new technical data

- 1) If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.) Notification shall be submitted to:
 - FEMA Region I Risk Analysis Branch Chief
 - And copy of notification to Massachusetts NFIP State Coordinator, MA Dept. of Conservation & Recreation.

E. Watercourse alterations or relocations in riverine areas. In a riverine situation, the Floodplain Administrator shall notify the following of any alteration or relocation of a watercourse:

- Adjacent Communities, especially upstream and downstream
- Bordering States, if affected
- NFIP State Coordinator, Massachusetts Department of Conservation and Recreation,
- NFIP Program Specialist, Federal Emergency Management Agency, Region I

§ 300-10.11 Limits of authority.

Nothing contained in this Article 10 shall limit the authority of the Board of Health with respect to premises in the Floodplain District or limit the applicability of the Commonwealth of Massachusetts State Building Code to any structure in the Floodplain District.

§ 300-10.12 Abrogation and greater restriction section.

The floodplain management regulations found in this Floodplain Overlay District section shall take precedence over any less restrictive conflicting local laws, ordinances or codes.

§ 300-10.13 Disclaimer of liability.

The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection.

§ 300-10.14 Severability section.

If any section, provision or portion of this bylaw is deemed to be unconstitutional or invalid by a court, the remainder of the ordinance shall be effective.

Or do or act anything in relation thereto.

Article 29. Accessory Dwelling Units (ADU) Zoning Amendment

Submitted by Planning Board

Type of Vote: Majority

To see if the Town will vote to amend the Code of the Town of Medfield, Chapter 300 Zoning, as follows:

AMEND §300-2.1. Word usage, terms defined

By deleting the words in strikeout, and adding the bolded text to the existing list of definitions, in the appropriate alphabetical order:

ACCESSORY DWELLING UNIT.

~~One additional dwelling unit (see "dwelling unit" below) contained in a single-family dwelling which complies with the conditions set out in § 300-14.10.~~

ACCESSORY DWELLING UNIT (ADU). A self-contained housing unit, inclusive of sleeping, cooking, and sanitary facilities on the same Lot as a Principal Dwelling, subject to otherwise applicable dimensional and parking requirements, that maintains a separate entrance, either directly from the outside or through an entry hall or corridor shared with the Principal Dwelling sufficient to meet the requirements of the Building and Fire Code for safe egress. ADUs may be detached, attached, or internal to the Principal Dwelling. General references to ADUs in this bylaw include both Protected Use ADUs and Local ADUs.

FAMILY APARTMENT

~~A dwelling unit within a single structure for use by a family member.~~

AMEND Article 14: Administration and Enforcement

By deleting Section 300-14.10(I) (Family Apartments) in its entirety, and inserting in its place a new Section 300-14.17 entitled “Accessory Dwelling Units (ADUs),” as indicated in the text below:

300-14.17 Accessory Dwelling Units (ADUs)

A. Purpose. The purpose of this Section 300-14.17 is to allow for Accessory Dwelling Units (ADUs), as defined under M.G.L. c. 40A, §1A, to be built as of right in Single-Family Residential Zoning Districts in accordance with Section 3 of the Zoning Act (M.G.L. c. 40A), as amended by Section 8 of Chapter 150 of the Acts of 2024, and the regulations under 760 CMR 71.00: Protected Use Accessory Dwelling Units. This bylaw provides for by-right ADUs to accomplish the following:

1. Increase housing production to address local and regional housing needs across all income levels and at all stages of life.

2. Develop small-scale infill housing that fits in the context of zoning districts that allow single-family housing while providing “gentle” or “hidden” density.
3. Provide a more moderately priced housing option to serve smaller households, households with lower incomes, seniors, and people with disabilities.
4. Enable property owners to age in place, downsize, or earn supplemental income from investing in their properties.

B. Definitions. For purposes of this Section 300-14.17, the following definitions shall apply:

1. **Accessory Dwelling Unit (ADU).** A self-contained housing unit, inclusive of sleeping, cooking, and sanitary facilities on the same Lot as a Principal Dwelling, subject to otherwise applicable dimensional and parking requirements, that maintains a separate entrance, either directly from the outside or through an entry hall or corridor shared with the Principal Dwelling sufficient to meet the requirements of the Building and Fire Code for safe egress. ADUs may be detached, attached, or internal to the Principal Dwelling. General references to ADUs in this by-law include both Protected Use ADUs and Local ADUs.
2. **Design Standards.** Clear, measurable and objective provisions of zoning, or general ordinances or by-laws, which are made applicable to the exterior design of, and use of materials for an ADU when those same design standards apply to the Principal Dwelling to which the ADU is an accessory.
3. **Dwelling Unit.** A single-housing unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. This can include a housing unit within a single-family, duplex, or multi-unit development.
4. **EOHLC.** The Executive Office of Housing and Livable Communities.
5. **Gross Floor Area.** The sum of the areas of all stories of the building of compliant ceiling height pursuant to the Building Code, including basements, lofts, and intermediate floored tiers, measured from the interior faces of exterior walls or from the centerline of walls separating buildings or dwelling units but excluding crawl spaces, garage parking areas, attics, enclosed porches, and similar spaces. Where there are multiple Principal Dwellings on the Lot, the GFA of the largest Principal Dwelling shall be used for determining the maximum size of a Protected Use ADU.
6. **Historic District.** A district in a municipality established pursuant to M.G.L. c. 40C or other State Law that is characterized by the historic or architectural significance of buildings, structures, and sites, and in which exterior changes to and the construction of buildings and structures are subject to regulations adopted by the municipality pursuant to M.G.L. c. 40C or other state law.
7. **Local ADUs.** An ADU that is not a Protected Use ADU but includes rules specific to the Town of Medfield.
8. **Lot.** An area of land with definite boundaries that is used, or available for use, as the site of a structure, or structures, regardless of whether the site conforms to requirements of zoning.

9. **Modular Dwelling Unit.** A pre-designed Dwelling Unit assembled and equipped with internal plumbing, electrical or similar systems, in compliance with the Building and Fire Code, prior to movement to the site where such Dwelling Unit is affixed to a foundation and connected to external utilities; or any portable structure with walls, a floor, and a roof, designed or used as a Dwelling Unit, transportable in one or more sections and affixed to a foundation and connected to external utilities.
10. **Pre-Existing Nonconforming Structure.** A structure that does not conform to zoning.
11. **Principal Dwelling.** A structure, regardless of whether it, or the Lot it is situated on, conforms to zoning, including use requirements and dimensional requirements, such as setbacks, bulk, and height, that contains at least one Dwelling Unit and is, or will be, located on the same Lot as a Protected Use ADU.
12. **Protected Use ADU.** An attached, detached or internal ADU that is located, or is proposed to be located, on a Lot in a Single-Family Residential Zoning District and is not larger in Gross Floor Area than 1/2 the Gross Floor Area of the Principal Dwelling or 900 square feet, whichever is smaller, provided that only one ADU on a Lot may qualify as a Protected Use ADU. An ADU that is nonconforming to zoning shall still qualify as a Protected Use ADU if it otherwise meets this definition.
13. **Short-Term Rental.** An owner-occupied, tenant-occupied, or non-owner occupied property as defined in M.G.L. c. 64G § 1, including, but not limited to, an apartment, house, cottage, condominium or a furnished accommodation that is not a hotel, motel, lodging house or bed and breakfast establishment, where: (i) at least 1 room or unit is rented to an occupant or sub-occupant for a period of 31 consecutive days or less; and (ii) all accommodations are reserved in advance; provided, however, that a private owner-occupied property shall be considered a single unit if leased or rented as such.
14. **Single-Family Residential Dwelling Unit.** A structure on a Lot containing not more than one Dwelling Unit.
15. **Single-Family Residential Zoning District.** Any zoning district where Single-Family Residential Dwellings are a permitted or an allowable use, including any zoning district where Single-Family Residential Dwellings are allowed as of right, or by Special Permit through the Zoning Board of Appeals.
16. **Transit Station.** A Subway Station, Commuter Rail Station, Ferry Terminal, or Bus Station.
 - a. A Bus Station includes any location serving as a point of embarkation for any bus operated by a transit authority.
 - b. A Subway Station includes any of the stops along the Massachusetts Bay Transportation Authority Red Line, Green Line, Orange Line, Silver Line, or Blue Line, including any extensions or additions to such lines.
 - c. A Commuter Rail Station includes any commuter rail station operated by a Transit Authority with year-round service with trains departing at regular time intervals, rather than intermittent, seasonal, or event-based service.

- d. A Ferry Terminal includes any location where passengers embark and disembark from a ferry service with year-round service with ferries departing at regular time intervals, rather than intermittent, seasonal, or event-based service.

C. General Provisions for All ADUs

1. **By-Right Allowance.** One Protected Use ADU may be established as of right on a Lot in a Single-Family Residential Zoning District, subject to the dimensional and parking requirements below.
2. **Code Compliance.** All ADUs shall maintain a separate entrance sufficient to meet safe egress under the Building Code and Fire Code.
3. ADU construction shall comply with 310 CMR 15.000 (Title 5) for wastewater/septic, consistent with a Single-Family Residential Dwelling in the district.
4. **Short-Term Rentals.** ADUs shall not be operated as Short-Term Rentals.
5. **Owner-Occupancy Not Required.** Neither the Principal Dwelling nor the ADU need be owner-occupied.
6. **Transfer of Ownership.** The right to maintain an ADU runs with the land and transfers automatically upon conveyance of the property, so long as the ADU remains in compliance with zoning and building regulations.

D. Protected Use ADUs (By-Right)

A Protected Use ADU is permitted by right if it meets all the following conditions:

1. **Size Limitation.** The ADU shall be no larger in Gross Floor Area than (i) 900 square feet or (ii) half of the Principal Dwelling's Gross Floor Area, whichever is smaller.
2. **Dimensional Standards.** For setbacks, bulk, and height, a Protected Use ADU shall not be subject to stricter dimensional standards than those applying to a Single-Family Residential Dwelling or an accessory structure in the same district.
3. **Parking.** One additional off-street parking space is required for a Protected Use ADU if the property is located more than 1/2 mile from a Transit Station.

E. Local ADUs (Special Permit through the Zoning Board of Appeals).

An ADU that is larger than allowed under "Protected Use ADU" (i.e., exceeding 900 square feet or exceeding half of the Principal Dwelling's GFA, whichever is smaller) or that fails to satisfy any other by-right requirement above may be approved as a Local ADU via Special Permit from the Zoning Board of Appeals (ZBA).

1. **Maximum Gross Floor Area.** A Local ADU may not exceed 1,200 square feet.
2. **Dimensional Requirements.** The Local ADU shall comply with any local dimensional standards for accessory structures or single-family dwellings in the district.
3. **Parking.** At least one (1) additional off-street parking space is required for a Local ADU if the property is located more than 1/2 mile from a Transit Station.

F. ADUs on Floodplains or Aquifer Protection Districts A Protected Use or Local Accessory Dwelling Unit (ADU) is permitted within a Floodplain District (as regulated by Article 10 of the Zoning Bylaws) or an Aquifer Protection District (as regulated by Article 16 of the Zoning Bylaws) only by special permit, in accordance with § 300-14.10. This applies to new construction or expansions to the existing building footprint.

G. *Multiple ADUs on One Lot* Where a Protected Use ADU or a Local ADU already exists on a Lot, no additional ADU(s) are allowed.

H. Nonconformities

- 1) **Pre-Existing Nonconforming Structures.** A finding under M.G.L. c. 40A §6 (that any alteration of a pre-existing nonconformity is not substantially more detrimental) shall be made administratively by the Building Commissioner, without requiring a separate special permit through the Zoning Board of Appeals, for a Protected Use ADU.
- 2) **Increase to Nonconformities.**
 - a) If the creation or expansion of an ADU creates a new dimensional nonconformity or increases an existing nonconformity beyond what is permissible under this bylaw, Site Plan Approval through the Planning Board is required.
 - b) If a proposed ADU involves converting a pre-existing, nonconforming, non-residential building to residential use, and it qualifies as a Protected Use ADU, Site Plan Approval through the Planning Board is needed before issuance of a Building Permit.
 - c) If a proposed ADU involves converting a pre-existing non-residential building to residential use, and it does not qualify as a Protected Use ADU, a Special Permit through the Zoning Board of Appeals is needed before issuance of a Building Permit. The maximum allowable cap as defined in 300-14.17(E)(1) does not apply in case of conversions.

I. Architectural Compatibility. Property owners are encouraged to design newly constructed ADUs so that the exterior materials, roof pitch, window detailing, and other design elements remain consistent with the Principal Dwelling. For properties in a **Historic District**, applicants must also comply with local historic preservation guidelines to ensure architectural cohesion.

J. Administration and Enforcement

1. **Zoning Enforcement Officer.** The Zoning Enforcement Officer shall administer and enforce this bylaw and shall issue Building Permits for ADUs when the applicable requirements are met.
2. **Certificates of Occupancy.** No ADU shall be occupied until a certificate of occupancy (where required) is issued.
3. **Dover Analysis (760 CMR 71.03(3)(a)).** In processing a Protected Use ADU application, the Zoning Enforcement Officer shall waive any local zoning requirement deemed unreasonable under 760 CMR 71.03(3)(a).

4. **Violations.** Any violations of this bylaw are subject to enforcement under M.G.L. c. 40A and any local regulations pertaining to zoning enforcement.

AMEND Attachment 1: Table of Use Regulations

By removing row “1.2a. Family apartments [See definition in §300-2.1 and §300-14.10I(3)]” and inserting a new use under the appropriate Residential Use category titled “1.2a. Accessory Dwelling Unit (ADU) [See definition in §300-2.1 and §300-14.17]” as follows:

	Use	A	RE	RT	RS	RU	B	BI	IE
1.	Residential	A	RE	RT	RS	RU	B	BI	IE
1.1.	One-family dwelling (See § 300-14.10F)	YES	YES	YES	YES	YES	SP	NO	NO
1.1a.	Accessory dwelling unit in single-family dwelling (See § 300-14.10I)	SP	SP	SP	SP	SP	NO	NO	NO
1.2.	Two-family dwelling (Under § 300-14.10F)	NO	NO	NO	NO	NO	SP	NO	NO
1.2a.	Family apartment [See definition in § 300-2.1 and § 300-14.10I(3)]	SP	SP	SP	SP	YES	SP	NO	NO
1.2a.	Accessory Dwelling Unit (ADU) [See definition in § 300-2.1 and § 300-14.17]								

Or do or act anything in relation thereto.

Article 30. Free Cash

Submitted by the Board of Assessors

Type of Vote: Majority

To see if the Town will authorize the Board of Assessors to use a sum of money from free cash in the Treasury for the reduction of the tax rate for the Fiscal Year 2026, or do or act anything in relation thereto.

And you are directed to serve the Warrant by posting an attested copy thereof, in the usual place for posting warrants in said Medfield, seven days at least before the time of holding said Town Meeting.

Hereof fail not and make due return of this Warrant with your doings thereon, unto the Town Clerk at the time and place of the Town Meeting aforesaid. Given unto our hands this April, One, Two Thousand and Twenty-Five.

Gustave H. Murby, Sr. /s/

Osler L. Peterson /s/

Eileen M. Murphy /s/

Select Board

By virtue of this Warrant, I have notified and warned the Inhabitants of the Town of Medfield, qualified to vote in the election and at town meetings, by posting attested copies of the same at five public places seven days before the date of the Town Meeting as within directed.

Constable:

Date:

A TRUE COPY ATTEST:

Marion Bonoldi

Town Clerk