



Kristine Trierweiler
Town Administrator

TOWN OF MEDFIELD

Office of

BOARD OF SELECTMEN

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To: Town of Medfield
From: Kristine Trierweiler, Town Administrator
Medfield Board of Selectmen
Date: March 25, 2020
Re: Town of Medfield's Coronavirus (COVID-19) Update #4

On Sunday, March 15, 2020, [the Town announced the closure](#) of the Town House and other Town facilities to the public. These buildings are closed to the public in order to help employees and the public practice social distancing, a tactic aimed at helping stop the spread of COVID-19. At this time, there remains no indication of community spread of coronavirus in Medfield and there are presently no confirmed cases of COVID-19 in Medfield. For additional information, we ask that the public continue to visit our dedicated COVID-19 webpage:

<https://www.town.medfield.net/1860/Coronavirus-Info-COVID-19>

On Tuesday, March 24, 2020, the Board of Selectmen voted to postpone both the Town Election and the Annual Town Meeting.

- **The Town Election has been rescheduled to Monday, May 4, 2020.** It was previously scheduled to occur on Monday, March 30.
- **The Annual Town Meeting has been rescheduled to Monday, June 15, 2020.** It was previously scheduled to occur on Monday, May 4.

Governor Baker's March 23, 2020 order closing all nonessential businesses in Massachusetts does not apply to governments, but the Town is taking steps to reduce in person interactions between employees and between employees and the public to help reduce the spread of COVID-19.

In addition to closing all Town facilities to the public, the Town has also reduced the number of employees required to report in person to the Town House and other Town buildings. Town operations will continue with some employees reporting to work and others working from home.

Town Services

- Many of our Town services can be conducted through the Town website, including paying tax bills and water/sewer bills. Please contact us via email and telephone with any questions and any requests for services.
- Payments, permit applications, and other documents can be sent in by mail, or placed in the green drop box located behind the Town House next to the rear parking lot.

Please see the telephone contact numbers below for frequently requested departments:

Department	Phone Number
Board of Selectmen/Town Administrator	508-906-3012
Public Works	508-906-3003
Water and Sewer	508-906-3004
Medfield Public Schools	508-359-2302
Board of Assessors	508-906-3015
Board of Health	508-906-3006
Building Department	508-906-3005
Planning and Zoning	508-906-3027
Town Clerk	508-906-3024
Treasurer/Tax Collector	508-906-3020
Town Accountant	508-906-3021
Veterans Services	508-906-3025
Council on Aging	508-359-3665

Please find below a summary and guidance on some of our most often requested services:

Assessor's Office

- The Assessors' Office will continue to process motor vehicle excise abatements. Documentation may be sent via mail or emailed to kmills@medfield.net.
- Property cards are available online: <http://medfield.patriotproperties.com/default.asp>
- Assessors maps are available online: <https://www.mapsonline.net/medfieldma/index.html>
- General questions or requests can be emailed to Diane Clancy at dclancy@medfield.net
- All interior inspections are postponed until further notice, but exterior inspections will take place upon request.

Collector's Office

- The Town's online payment systems allows residents to pay real estate taxes, personal property taxes, and motor vehicle excise taxes:
<https://www.town.medfield.net/249/Online-Bill-Pay>

- Water and sewer bills with past due balances cannot be paid online. Please call the Collector's office to request an updated balance; payments can then be submitted by a check via mail or the green payment drop box.
- The green payment drop box is available 24/7 and checked daily. It is located behind the Town House next to the rear parking lot.
- Payments can also be sent via the mail.
- Municipal lien certificates can be requested by calling the office, or e-mailing gcolivas@medfield.net
- Staff is available to answer questions about tax bills by calling the office or e-mailing gcolivas@medfield.net.

Department of Public Works (including Water and Sewer)

- The DPW will maintain regular operations with some adjustments to staffing schedules.
- The Water and Sewer Department is postponing any water meter replacements and will estimate bills for any meters required to be viewed by a Town employee.
- Please contact the Water and Sewer Department for any bill disputes, which will be responded to on case by case basis. In some cases, photos of meters will be accepted.
- Pothole, road/sidewalk damage and tree damage can be reported via email to the DPW Director Maurice Goulet at mgoulet@medfield.net or by phone to 508-906-3003.
- DPW permits (street openings, trench, driveway, and water/sewer connections) are available online at the DPW website. Applications can be submitted by mail, fax, or email, but permits will not be processed until payment is received.

Transfer Station

- The Transfer Station will be open on Sundays two weeks early, beginning Sunday, March 22, 2020. The Transfer Station is open 9 am to 4 pm on the following:
 - Wednesday
 - Friday
 - Saturday
 - Sunday
- We do expect the Transfer Station to be busier than normal and to move slower than usual because we are asking all residents to observe social distancing (6 feet of separation) to keep you and our employees safe. Please keep this in mind when planning your visit to the Transfer Station.
- Transfer Station sticker applications can be obtained online and submitted by mail, fax, or email. Applications will not be processed until payment is received. For questions or additional information, please contact Donna Cimeno with questions or any issues at dcimeno@medfield.net or 508-906-3003.
- The Transfer Station cannot accept mattresses or items for the Swap at this time.

Building Department

- Building Commissioner Gary Pelletier [has suspended inspections until April 7, 2020](#), the date Governor Baker's order to close nonessential businesses is currently scheduled to end
- Permit applications and submitted plans are still being reviewed and may be submitted through the website, mail, or the green drop box behind the Town House.

Public Safety

- Police and Fire will remain open to respond to public safety related matters as they arise. Emergency dispatch has included enhanced screenings to further diagnose any calls with infectious diseases and additional precautions have been implemented.
- On Thursday, March 16, 2020, Chief Michelle Guerette [issued an update](#) on the Police Department's protocols during the COVID-19 situation.
- Until further notice, we are asking citizens to avoid coming into the lobby of the police department, unless it is an emergency.
- If you have a situation that can be resolved over the phone by speaking with a police officer, please call the business line at 508-359-2315. Please continue to use 911 for all emergencies and medical calls.

Public Library

- All physical library services are suspended, including check-out of materials and picking up holds.
- Online resources are still available through [Overdrive/Libby](#) (eBooks, audiobooks & magazines), [Hoopla](#) (eBooks, audiobooks, movies, TV shows, & comics), and [The New York Times](#) remain available. For links and more information, visit <http://www.medfieldpubliclibrary.org/borrowing/ebooks-more/>
- Fines will not be charged on overdue materials and all due dates have been or will be extended
- For any questions about how to use Overdrive, Libby, or other online services or any other troubleshooting, please call us at 508-359-4544 or email us at medfield@minlib.net

Recreation Department & Recreation Facilities

- All Parks & Recreation programs have been suspended until further notice.
- The Pfaff Center is closed to the public. All meetings and events are cancelled
- For updates, please visit <http://medfieldrec.com/info/default.aspx>
- All playgrounds have been closed by the Board of Health to promote social distancing. Playgrounds are not cleaned and sanitized on a regular basis. Please follow social distancing guidelines of 6 feet of separation between groups.

Town Clerk

- You may register to vote, update your address and/or party, update your name or check registration information by visiting the Secretary of State's Online Voter Registration System: <https://www.sec.state.ma.us/ovr/>
- Town census forms should either be mailed or placed in the drop box behind the Town House.
- The Town election has been rescheduled to Monday, May 4 from March 30. For questions about absentee ballots, or to request an absentee ballot, please contact the Town Clerk's office.
- Notary Public services will not be performed.
- Copies of birth and death certificates can be mailed. There is a request form on the Town Clerk's website or a request can be made by phone.
- For marriage intentions, please call the Town Clerk's office.
- Nomination papers for the State Primary are due April 28 (state level) and May 5, 2020 (federal level). Please call the Town Clerk's office to let us know that you are dropping the papers off for signature verification. Papers can be put in the green drop box behind the Town House. Please include a self-addressed stamped envelope for us to return the papers to you.

Essential Government Meetings

- Town boards and committees have been advised that only essential meetings are to take place. Boards and committee must first request approval from the Town Administrator prior to scheduling meetings.
- Until further notice, all meetings must be done remotely. For help in setting up a remote meeting, please contact the Town Administrator's office.
- Boards and committees must follow the Town Administrator's guidelines on conducting remote meetings: <https://www.town.medfield.net/DocumentCenter/View/4155/Medfield-Remote-Meeting-Guidelines>
- Meeting notices must meet the Open Meeting Law minimum of 48 hours notice.
- The Board of Selectmen voted on Tuesday, March 24, to make the Town website the primary location for meeting notices. Meeting notices will also be posted on the board behind Town Hall, as well, but the official posting location to meet Open Meeting Law requirements will be the Town website.
- Instructions must be included on each agenda so that the public may observe the meetings. Meetings that allow or require public participation will include information on how to participate.

The Town continues to monitor this situation very closely and will provide further updates on the town's website and various social media platforms as new information becomes available:

- Town Website – <https://www.town.medfield.net>
- Town Twitter – <https://twitter.com/TownofMedfield>
- Town Facebook – <https://www.facebook.com/TownofMedfield/>

For the most up-to-date public health information, please visit these websites:

Massachusetts Department of Public Health – <http://www.mass.gov/2019coronavirus>

Massachusetts 2-1-1 – <https://www.211info.org/corona-virus>

Mass.gov: Know, Plan, Prepare – <https://www.mass.gov/know-plan-prepare>

U.S. Centers for Disease Control & Prevention – <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

World Health Organization – <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>