



Board of Selectmen
Meeting Packet
June 1, 2021

Rapid Recovery Plans

Phase 1 Summary Presentation

Town of Medfield

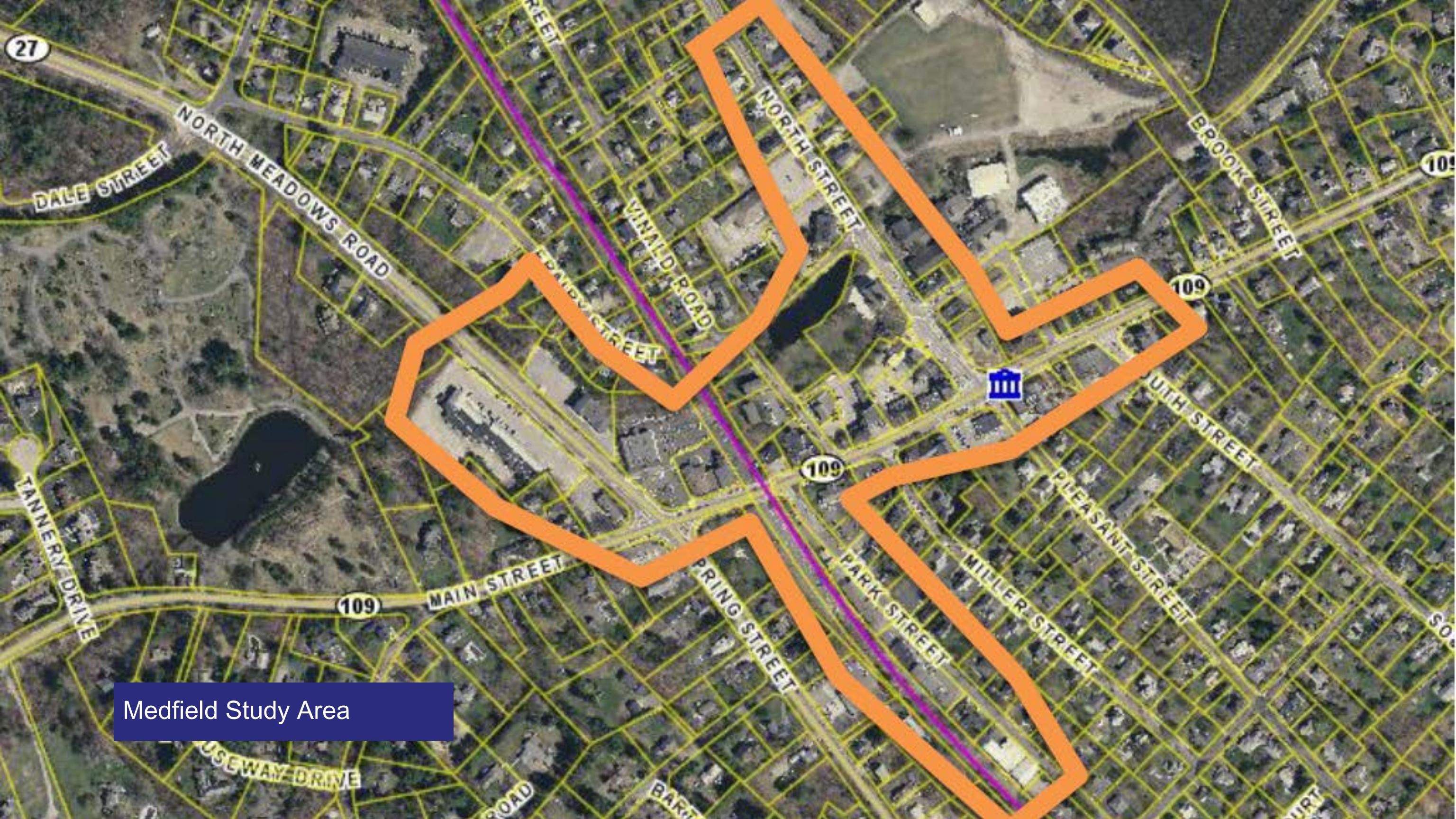


Agenda

- Project Background
- Phase 1 Work Performed
- Phase 1 Results Summary
- Upcoming Project Activities
- Discussion of Focus Areas for Projects

Project Background

- In December 2020, the Town submitted an application to the Massachusetts Department of Housing and Community Development (DHCD) to take part in the Local Rapid Recovery Planning Program (LRRP).
- A total of 119 communities in Massachusetts are part of this program.
- In January 2021, BerryDunn submitted an application to serve a Plan Facilitator for the LRRP.
- In February 2021, BerryDunn was matched with the Town of Medfield.
- There are three phases for this project
 - Phase 1: Diagnostic (March – June)
 - Phase 2: Project Recommendations (June – July)
 - Phase 3: Rapid Recovery Plan Development (July – August)
- Additional information on is available on the [LRRP Website](#).



Medfield Study Area

Phase 1 Work Performed

- On April 14, a BerryDunn team conducted a site visit of Medfield's study area.
- During this site visit, BerryDunn met with the LRRP Working Group and collected information on the physical environment and business environment.
- Data collected in Phase 1 focused on answering the following key questions:
 - How conducive is the physical environment to meeting the needs and expectations of both businesses and customers?
 - Who are the customers of businesses in the Study Area?
 - What are the impacts of COVID-19 on businesses in the Study Area?
- The information collected from this site visit and follow-up research as submitted to DHCD on May 14.

Phase 1 Results Summary

- DHCD requested data for 69 indicators. This included information collected from BerryDunn's site visit and items pulled from third-party data sources (e.g., MassDOT, Esri). This included, but was not limited to the following items:
 - Average Daily Vehicular Traffic:
 - Main Street 2019: 16,324
 - Main Street 2021: 13,568
 - Total Open/Public Space: 106,555 square feet
 - Total Resident Population: 133
 - Total Workforce/Employees: 450
 - Total Number of Businesses: 100
 - Total Number of Storefronts: 83
 - Total Number of Vacant Storefronts: 3

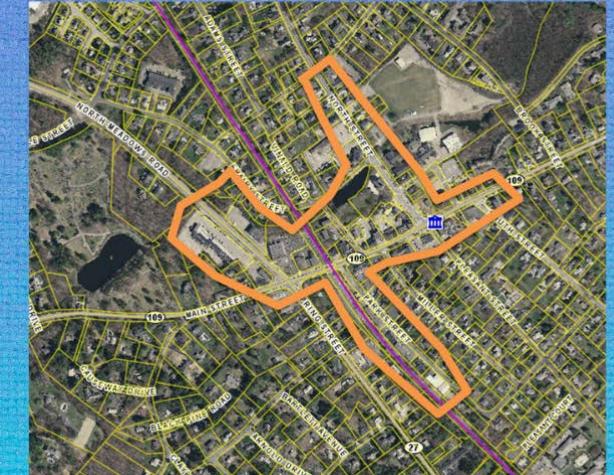
Phase 1 Results Summary

- DHCD provided a grading rubric to assess 11 public and private realm items. Grades were assigned based on the guiding principles provided.
 - Public Realm Grades:
 - Sidewalk: B
 - Trees and Street Benches: B
 - Lighting: B
 - Wayfinding/Signage: B
 - Roadbeds and Crosswalks: B
 - Private Ream Grades:
 - Window: A
 - Outdoor Display/Dining: B
 - Signage: A
 - Awning: B
 - Façade: B
 - Lighting: B

Phase 1 Results Summary – Business Survey

- A business survey was conducted in March and April
- This survey was administered by the DHCD to help communities develop Rapid Recovery Plans
- The same survey went out to all 119 communities participating in the program
- This survey was promoted through physical distribution of fliers requesting completion of the survey
- 26 businesses responded to the survey
- Impacts of COVID-19
 - 88% of businesses reported being impacted by COVID-19
 - 50% of businesses reported they were operating at reduced hours/capacity or temporarily closed
 - 77% of businesses generated less revenue in 2020 than they did in 2019
 - For 35% of businesses, revenue declined by 25% or more

Local Rapid Recovery Planning (LRRP)



For more information contact
Sarah Raposa
906-3027
sraposa@medfield.net

Survey of owners (or managers) of business establishments located in Downtown Medfield, including for-profits and non-profits

<https://www.surveymonkey.com/r/LRRPBiz>

Phase 1 Results Summary – Business Survey Results

- Business Satisfaction with Commercial District
 - Average response was “Satisfied” across the five elements that were asked about:
 - Condition of Public Spaces, Streets & Sidewalks
 - Safety and Comfort of Customers & Employees
 - Condition of Private Buildings, Storefronts, Signs
 - Proximity to Complementary Businesses and Uses
 - Access for Customers & Employees
- 38% of businesses indicated the regulatory environment poses an obstacle to business operation
 - Top three regulatory obstacles selected:
 - Signage Regulations
 - Licensing or Permitting Regulations
 - Parking Regulations

Phase 1 Results Summary – Business Survey Results

- Businesses were asked to provide input on possible strategies to improve physical environment, atmosphere, and access.
 - The three strategies that received the highest average level of importance included:
 - Improvement/Development of Public Spaces & Seating Areas
 - Changes in Public Parking Availability, Management or Policies
 - Improvement of Streetscape & Sidewalk
- Businesses were asked to provide input on possible strategies for customer and business attraction/retention:
 - The four strategies that received the highest average level of importance included:
 - More Cultural Events/Activities to Bring People into the District
 - Implementing Marketing Strategies for the Commercial District
 - More Opportunities for Outdoor Dining & Selling
 - Recruitment Programs to Attract Additional Businesses

Upcoming Project Activities

- **Phase 2: Project Recommendations (June – July)**
 - Consists of project identification and developing project details
 - Includes consultations with DHCD provided Subject Matter Experts
- **Phase 3: Rapid Recovery Plan Development (July – August)**
 - Consists of developing the Final Plan, summarizing the diagnostic findings from Phase 1 and the Project Recommendations from Phase 2

Discussion of Focus Areas for Projects

- As we start the project identification process, are there specific suggestions or input that you have at this time?

Thank You!

Massachusetts DHCD Rapid Recovery Plan Program
BUSINESS SURVEY REPORT



This report provides the results of a business survey conducted during March and April of 2021. The survey is part of a program launched by the Massachusetts Department of Housing and Community Development to help communities develop Rapid Recovery Plans for downtowns and commercial districts. The survey was directed to owners or other appropriate representatives of business establishments located in the targeted commercial areas. (For Data Tables, see page 9.)

Medfield

Downtown Medfield Business Area

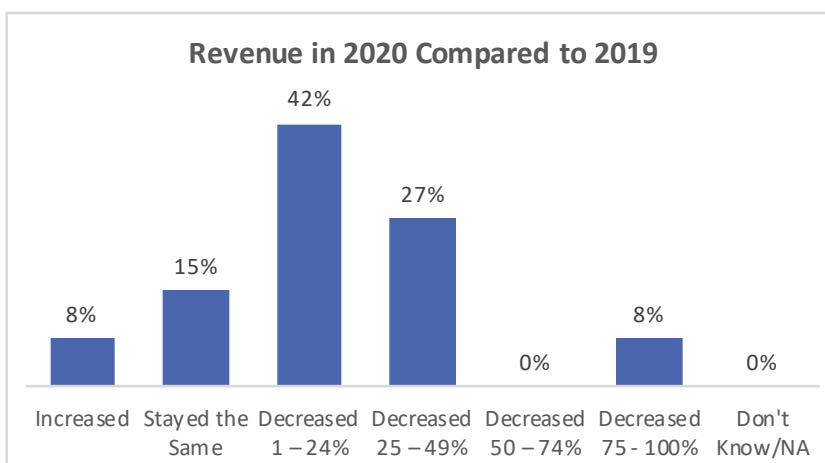
Responses: 26

Impacts of COVID-19

Decline in Business Revenue

77% of businesses generated less revenue in 2020 than they did in 2019.

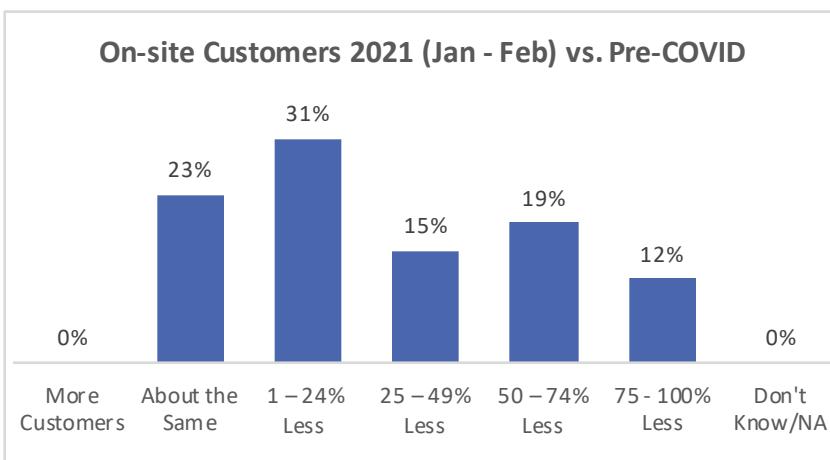
For 35% of businesses, revenue declined by 25% or more.



Less Foot Traffic in Commercial Area

77% of businesses had less on-site customers in January and February of 2021 than before COVID.

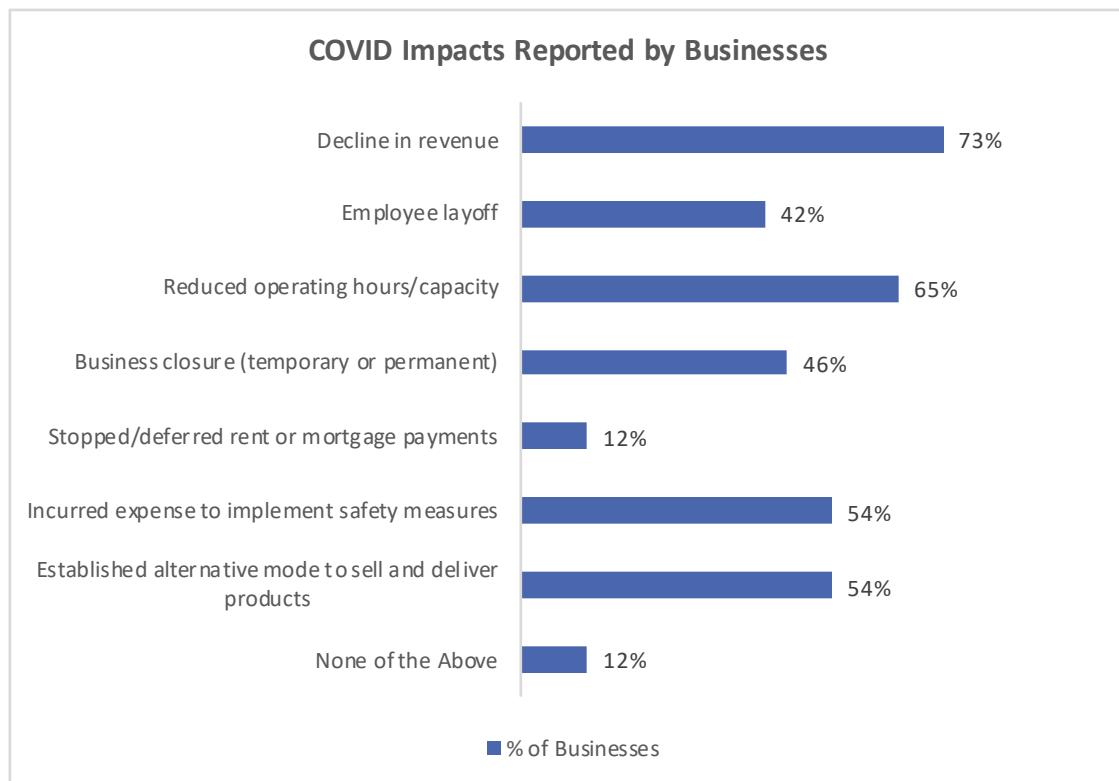
46% of businesses reported a reduction in on-site customers of 25% or more.



Impacts of COVID-19 (cont'd)

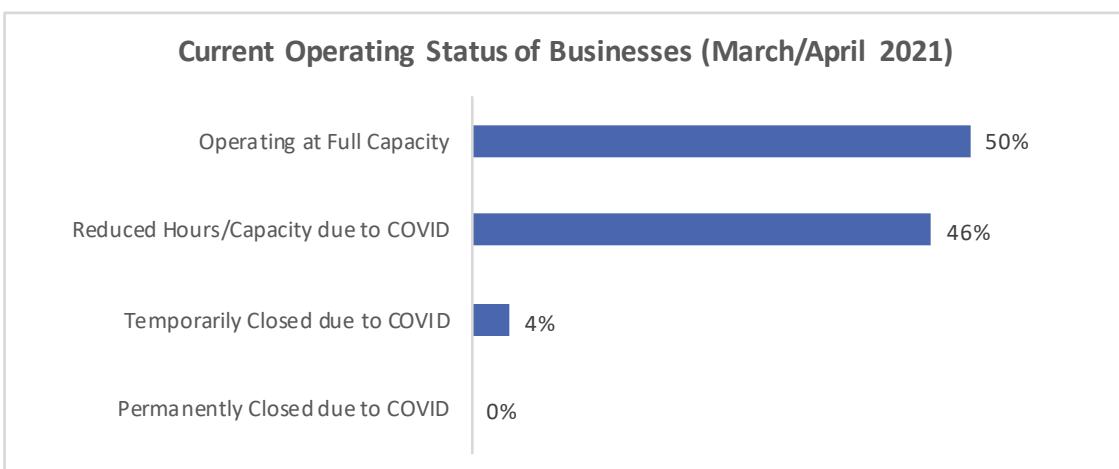
Reported Impacts

88% of businesses reported being impacted by COVID.



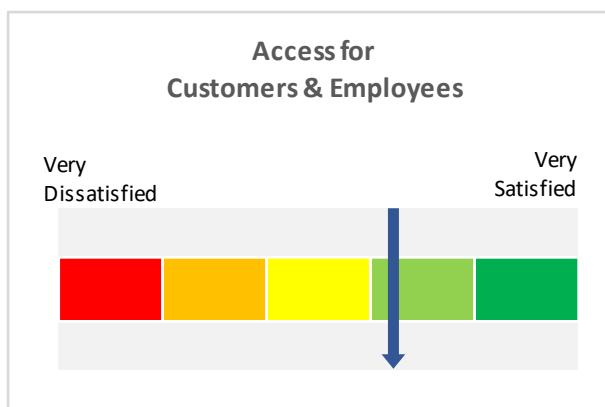
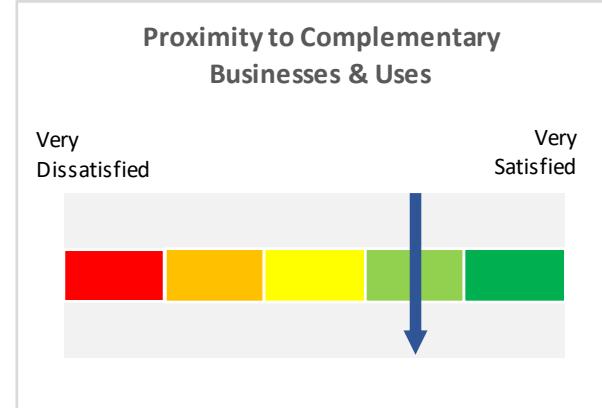
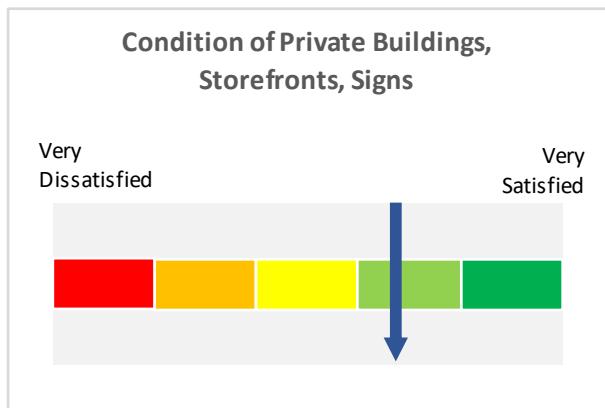
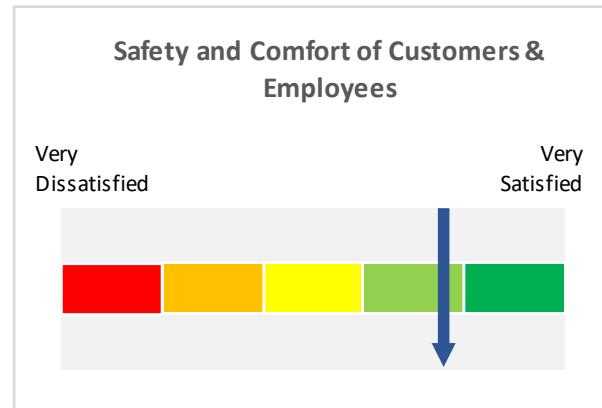
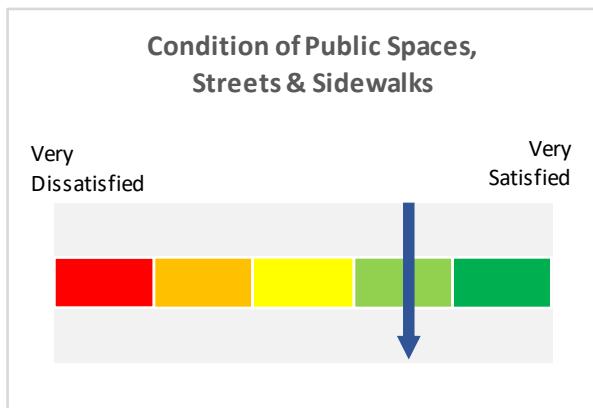
Operating Status

At the time of the survey, 50% of businesses reported they were operating at reduced hours/capacity or closed.



Business Satisfaction with Commercial District

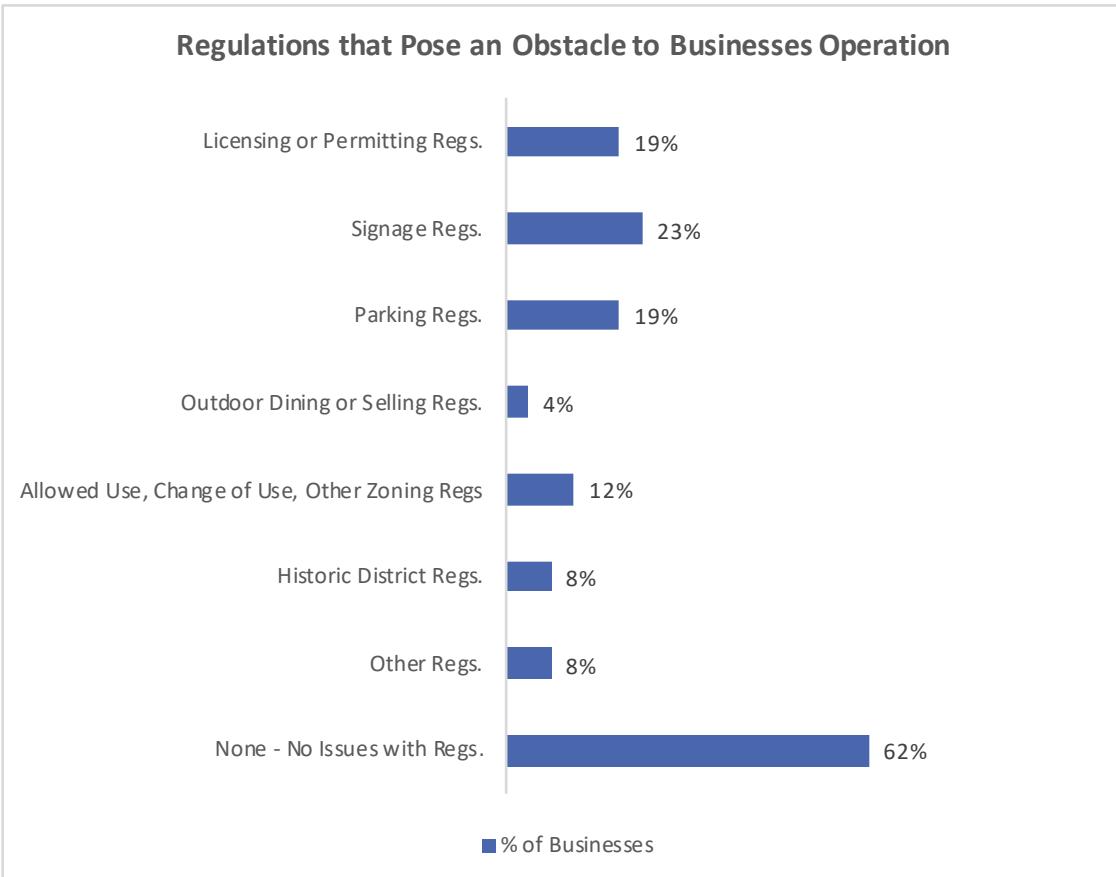
The charts below illustrate the average satisfaction rating among respondents regarding various elements.



Business Satisfaction with Commercial District (cont'd)

Regulatory Environment

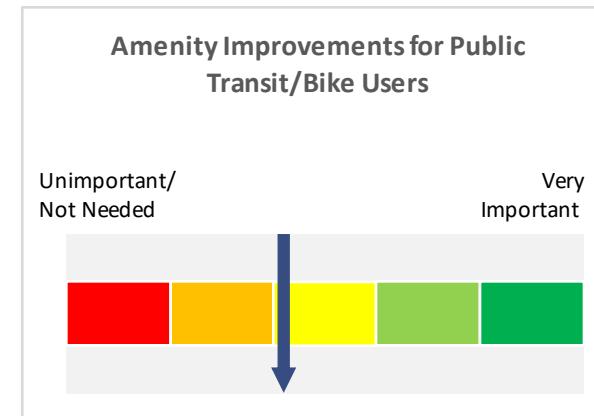
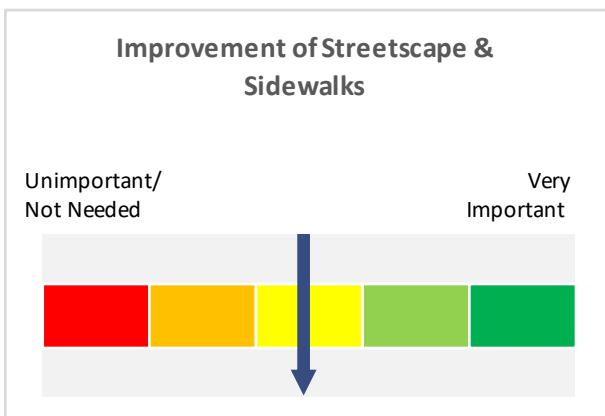
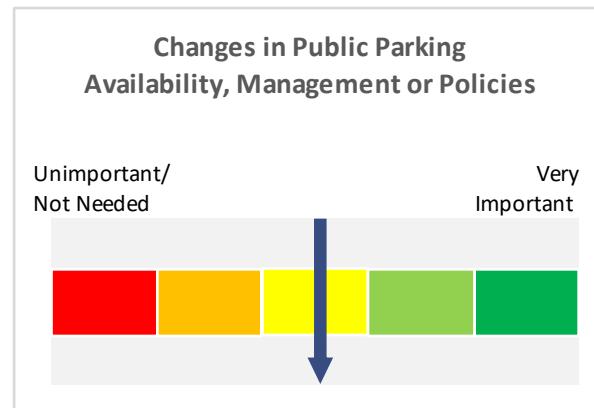
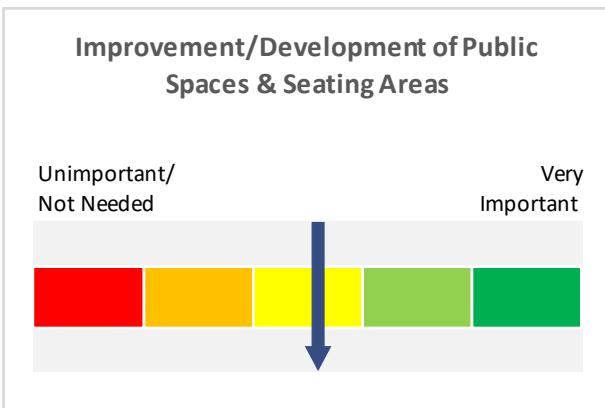
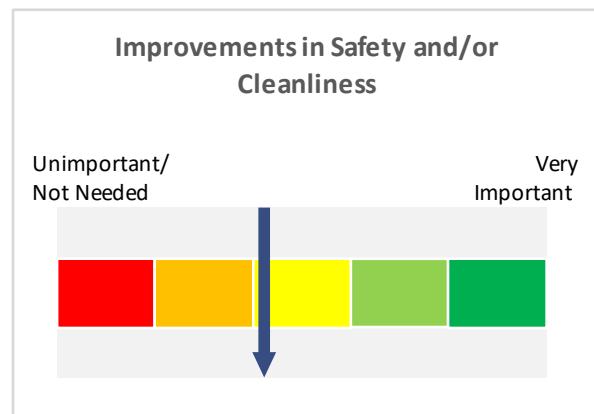
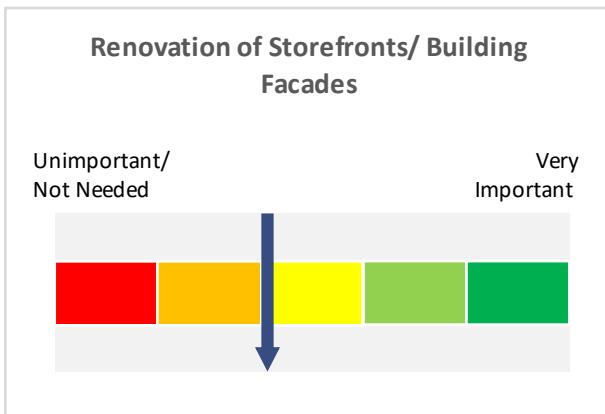
38% of businesses indicated that the regulatory environment poses an obstacle to business operation.



Business Input Related to Possible Strategies

Physical Environment, Atmosphere and Access

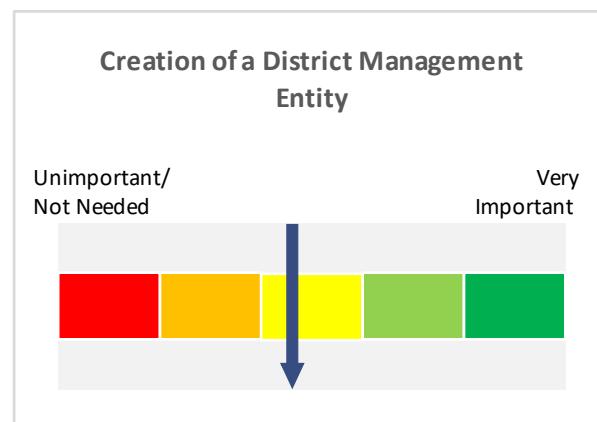
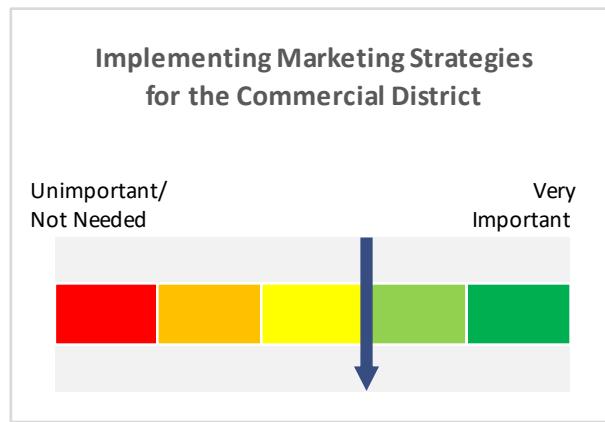
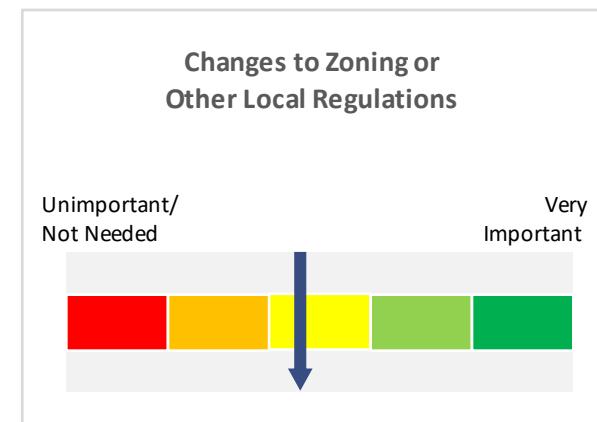
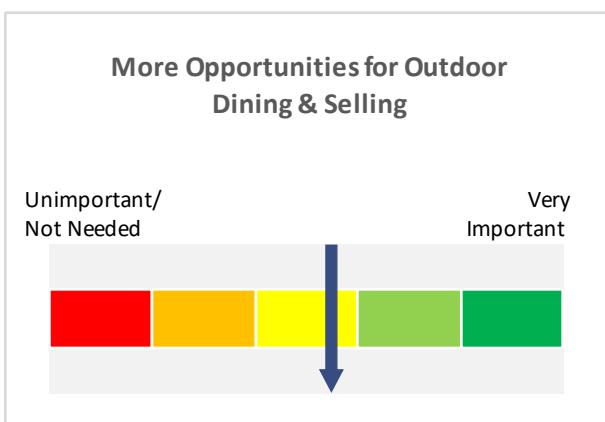
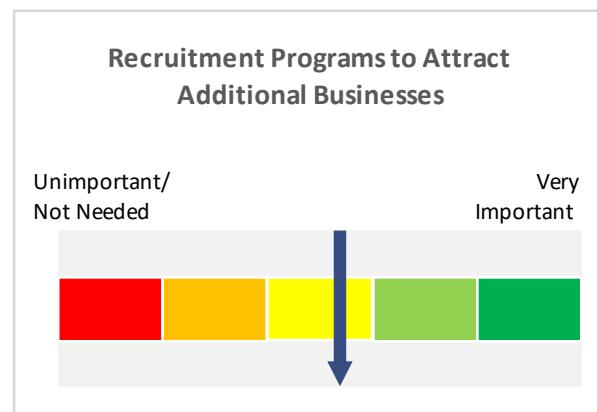
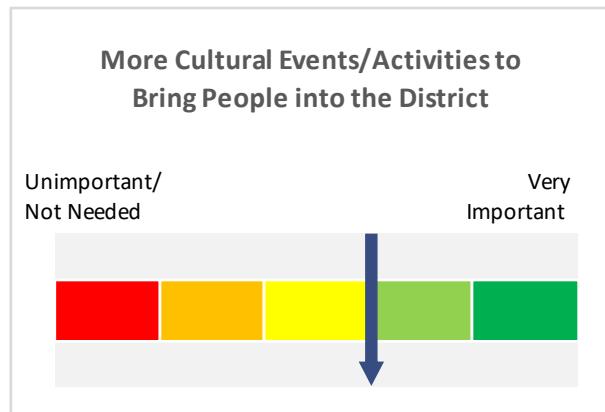
The charts below illustrate the average rating among respondents regarding importance of various strategies.



Business Input Related to Possible Strategies (cont'd)

Attraction/Retention of Customers and Businesses

The charts below illustrate the average rating among respondents regarding importance of various strategies.

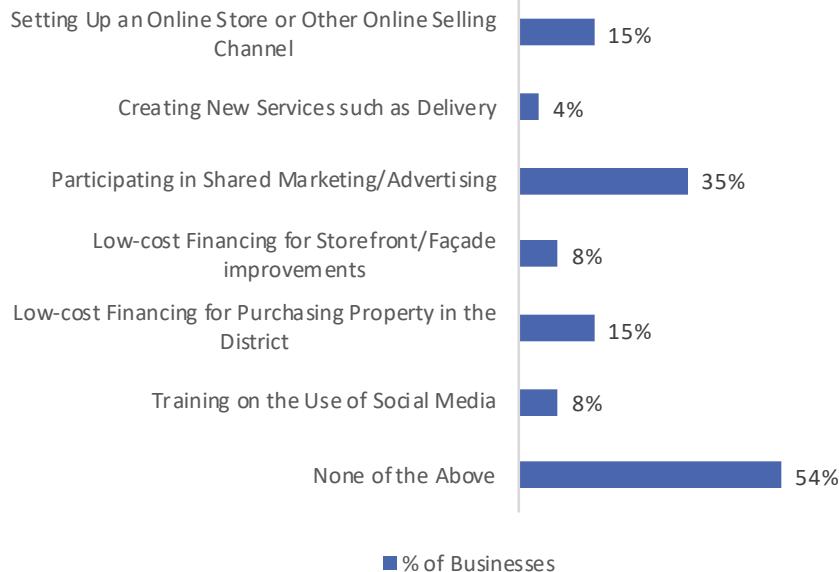


Business Input Related to Possible Strategies (cont'd)

Businesses Support

46% of businesses expressed interest in receiving some kind of assistance.

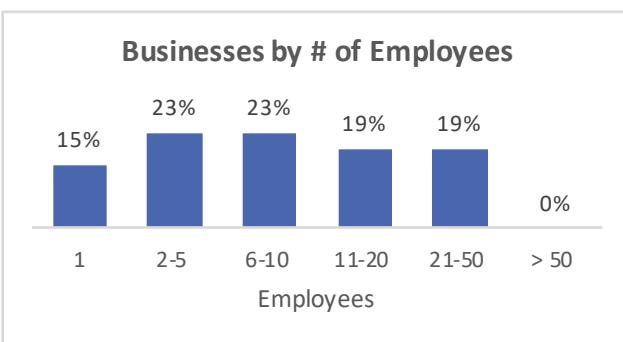
Businesses Interested in Receiving Assistance



Business Characteristics

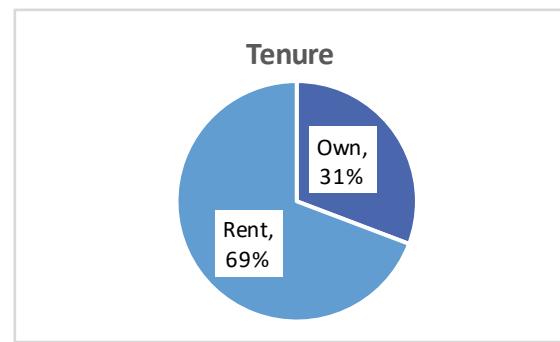
Business Size

38% of businesses are microenterprises (≤ 5 employees).



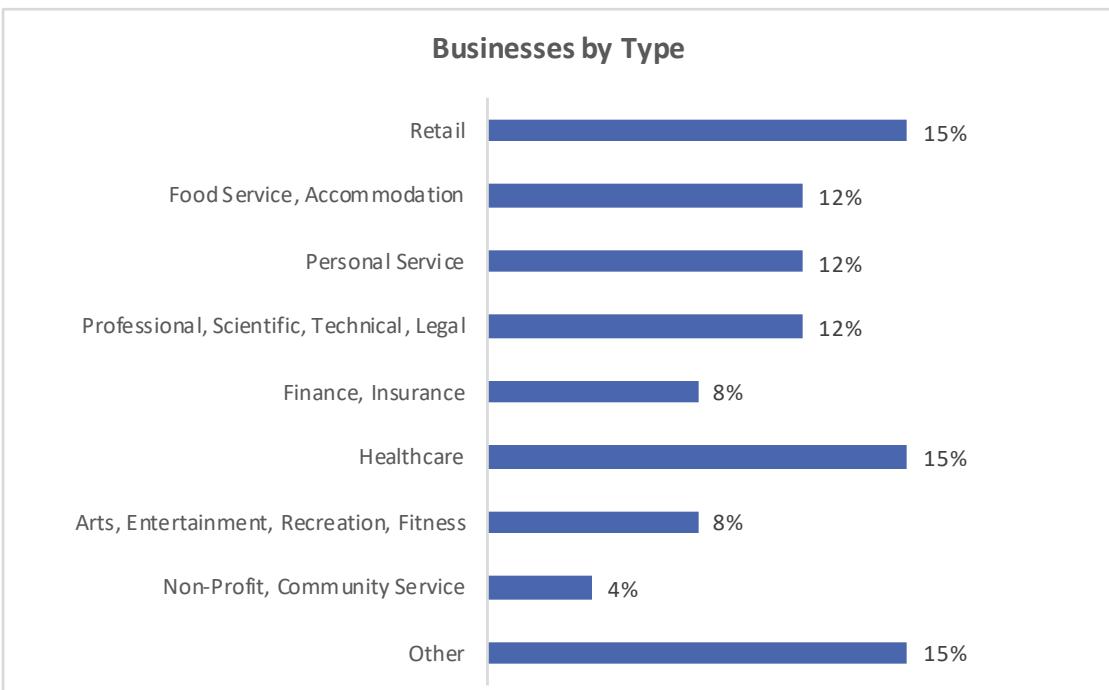
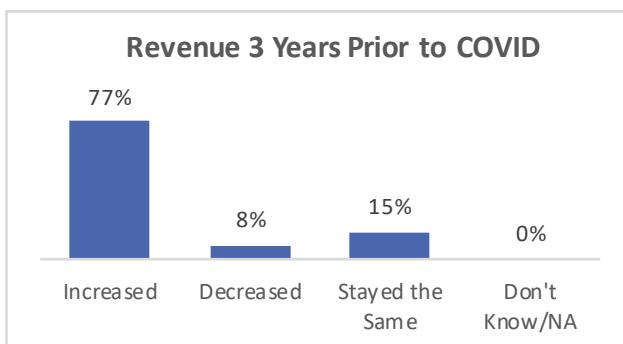
Business Tenure

69% of businesses rent their space.



Revenue Trend Prior to COVID

77% of businesses reported increase in revenue during the 3 years prior to COVID.



Business Survey Results - Data Tables

Community Where Targeted Downtown or Commercial District is Located

1. Please select the community where your business is located.

Medfield	26
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Business Characteristics & Satisfaction with Commercial Area

2. Including yourself, how many people did your business employ prior to COVID (February 2020), including both full-time and part-time?

1	4	15%
2 to 5	6	23%
6 to 10	6	23%
11 to 20	5	19%
21 to 50	5	19%
More than 50	0	0%
Total	26	100%

3. Does your business own or rent the space where it operates?

Own	8	31%
Rent	18	69%
Total	26	100%

4. During the 3 years prior to COVID, had your business revenue . . .?

Increased	20	77%
Decreased	2	8%
Stayed about the Same	4	15%
Don't Know/Not Applicable	0	0%
Total	26	100%

5. Please select the category that best fits your business.

Retail (NAICS 44-45)	4	15%
Food Service (restaurants, bars), Accommodation (NAICS 72)	3	12%
Personal Service (hair, skin, nails, dry cleaning) (NAICS 81)	3	12%
Professional Scientific, Technical, Legal (NAICS 54)	3	12%
Finance, Insurance (NAICS 52)	2	8%
Healthcare (medical, dental, other health practitioners) (NAICS 62)	4	15%
Arts, Entertainment, Recreation, Fitness (NAICS 71)	2	8%
Non-Profit, Community Services	1	4%
Other	4	15%
Total	26	100%

6. Please rate your satisfaction with the following aspects of the Downtown or Commercial District where your business is located.

Condition of public spaces, streets, sidewalks

Very Dissatisfied	0	0%
Dissatisfied	4	15%
Neutral	3	12%
Satisfied	12	46%
Very Satisfied	7	27%
Total	26	100%

Condition of Private Buildings, Facades, Storefronts, Signage

Very Dissatisfied	0	0%
Dissatisfied	3	12%
Neutral	6	23%
Satisfied	13	50%
Very Satisfied	4	15%
Total	26	100%

Access for Customers & Employees

Very Dissatisfied	0	0%
Dissatisfied	4	15%
Neutral	5	19%
Satisfied	15	58%
Very Satisfied	2	8%
Total	26	100%

Safety and Comfort of Customers & Employees

Very Dissatisfied	0	0%
Dissatisfied	2	8%
Neutral	3	12%
Satisfied	13	50%
Very Satisfied	8	31%
Total	26	100%

Proximity to Complementary Businesses or Uses

Very Dissatisfied	1	4%
Dissatisfied	1	4%
Neutral	5	19%
Satisfied	14	54%
Very Satisfied	5	19%
Total	26	100%

7. Do any local regulations (not related to COVID) pose an obstacle to your business operation?

Licensing or permitting regulations	5	19%
Signage regulations	6	23%
Parking regulations	5	19%
Outdoor dining or selling regulations	1	4%
Allowed uses, change of use or other zoning regulations	3	12%
Historic District regulations	2	8%
Other regulations (not related to COVID)	2	8%
None - No Issues with regulations	16	62%

Impacts of COVID

8. Did your business experience any of the following due to COVID? Select All that apply.

Decline in revenue	19	73%
Employee layoff	11	42%
Reduced operating hours/capacity	17	65%
Business closure (temporary or permanent)	12	46%
Stopped/deferred rent or mortgage payments	3	12%
Incurred expense to implement safety measures	14	54%
Established alternative mode to sell and deliver products (on-line platforms, delivery, etc.)	14	54%
None of the Above	3	12%

9. How did your 2020 business revenue compare to your 2019 revenue?

Increased compared to 2019	2	8%
Stayed about the same as 2019	4	15%
Decreased 1 – 24% compared to 2019	11	42%
Decreased 25 – 49% compared to 2019	7	27%
Decreased 75 - 100% compared to 2019	0	0%
Decreased 50 – 74% compared to 2019	2	8%
Don't Know/Not Applicable	0	0%
Total	26	100%

10. Please estimate how the number of customers that physically came to your business in January and February 2021 compares to before COVID.

More customers than before COVID	0	0%
About the same number as before COVID	6	23%
1 – 24% less customers than before COVID	8	31%
25 – 49% less customers than before COVID	4	15%
50 – 74% less customers than before COVID	5	19%
75 – 100% less customers than before COVID	3	12%
Don't Know/Not Applicable	0	0%
Total	26	100%

11. At the current time, what is the status of your business operation?

Operating at full capacity	13	50%
Operating at reduced hours/capacity due to COVID	12	46%
Temporarily closed due to COVID	1	4%
Permanently closed due to COVID	0	0%
Total	26	100%

Strategies for Supporting Businesses and Improving the Commercial District

12. A few approaches to address Physical Environment, Atmosphere and Access in commercial districts are listed below. Considering the conditions in your commercial area, in your opinion, how important are each of the following strategies?

Renovation of Storefronts/Building Facades

Unimportant/Not Needed	5	19%
Of Little Importance or Need	9	35%
Moderately Important	4	15%
Important	6	23%
Very Important	2	8%
Total	26	100%

Improvement/Development of Public Spaces & Seating Areas

Unimportant/Not Needed	3	12%
Of Little Importance or Need	5	19%
Moderately Important	7	27%
Important	9	35%
Very Important	2	8%
Total	26	100%

Improvement of Streetscape & Sidewalks

Unimportant/Not Needed	5	19%
Of Little Importance or Need	6	23%
Moderately Important	4	15%
Important	7	27%
Very Important	4	15%
Total	26	100%

Improvements in Safety and/or Cleanliness

Unimportant/Not Needed	5	19%
Of Little Importance or Need	8	31%
Moderately Important	5	19%
Important	6	23%
Very Important	2	8%
Total	26	100%

Changes in Public Parking Availability, Management or Policies

Unimportant/Not Needed	5	19%
Of Little Importance or Need	5	19%
Moderately Important	5	19%
Important	6	23%
Very Important	5	19%
Total	26	100%

Amenity Improvements for Public Transit Users and/or Bike Riders

Unimportant/Not Needed	7	28%
Of Little Importance or Need	5	20%
Moderately Important	5	20%
Important	5	20%
Very Important	3	12%
Total	25	100%

13. A few approaches to address Attraction and Retention of Customers and Businesses in commercial districts are listed below. Considering the conditions in your commercial area, in your opinion, how important are each of the following strategies?

More Cultural Events/Activities to Bring People into the District

Unimportant/Not Needed	2	8%
Of Little Importance or Need	2	8%
Moderately Important	8	31%
Important	11	42%
Very Important	3	12%
Total	26	100%

More Opportunities for Outdoor Dining and Selling

Unimportant/Not Needed	3	12%
Of Little Importance or Need	3	12%
Moderately Important	8	31%
Important	10	38%
Very Important	2	8%
Total	26	100%

Implementing Marketing Strategies for the Commercial District

Unimportant/Not Needed	1	4%
Of Little Importance or Need	4	15%
Moderately Important	8	31%
Important	9	35%
Very Important	4	15%
Total	26	100%

Recruitment Programs to Attract Additional Businesses

Unimportant/Not Needed	5	19%
Of Little Importance or Need	4	15%
Moderately Important	4	15%
Important	8	31%
Very Important	5	19%
Total	26	100%

Changes to Zoning or Other Local Regulations (not related to COVID)

Unimportant/Not Needed	5	19%
Of Little Importance or Need	5	19%
Moderately Important	8	31%
Important	5	19%
Very Important	3	12%
Total	26	100%

Creation of a District Management Entity (Business Improvement District or other organization)

Unimportant/Not Needed	6	23%
Of Little Importance or Need	7	27%
Moderately Important	3	12%
Important	5	19%
Very Important	5	19%
Total	26	100%

14. Are you interested in receiving assistance for your business in any of the following areas? Select All that Apply.

Setting up an online store or other online selling channel	4	15%
Creating new services such as delivery	1	4%
Participating in shared marketing/advertising	9	35%
Low-cost financing for storefront/façade improvements	2	8%
Low-cost financing for purchasing property in the commercial district	4	15%
Training on the use of social media	2	8%
None of the above	14	54%

15. Please list any specific suggestions or ideas for possible projects, programs or actions that could help support businesses and improve the commercial district. (Optional)

Comments

—
Public Parking has been an ongoing and difficult issue for the downtown strip
—
Speech-Language & Hearing Associates
—
Address alcoves and alleyways to be visually attractive, support cultural programs that draw audiences downtown who spend on related businesses, improve pedestrian crossing at traffic intersections.
—
Additional signage promoting the businesses on busy rt 109
—
—
—
—
—
—
—
Beautification - sidewalks, streetscape redesign, plantings and public holiday display assistance & planning
reinvigorate Medfield Day - it has become too much about "sponsoring booths" than what is fun for the community
—
none
—
enlarge the areas that allow retail stores & businesses
—
—
Our downtown is largely real estate companies, banks, and pizza places. There is little reason for someone to come to Medfield and walk around the downtown.
—
Just simple things like improving sidewalks on North St and replacing North St. or adding more bike racks and improving crosswalks on Main St. Pedestrian and Biking traffic increased.

Group 7 Design, Inc.

I have felt very supported by the professionals in town hall and within the community. I appreciate everyone's hard work through the pandemic.



TOWN OF MEDFIELD

Office of

BOARD OF SELECTMEN

TOWN HOUSE, 459 MAIN STREET
MEDFIELD, MASSACHUSETTS 02052-0315

(508) 906-3011 (phone)
(508) 359-6182 (fax)

Kristine Trierweiler
Town Administrator

To: All Boards and Committees
From: Kristine Trierweiler, Town Administrator
Date: May 24, 2019
RE: Board/Committee Structure Policy

On April 3, 2018 the Board of Selectmen voted to adopt a new Board/Committee Structure Policy. The Board of Selectmen would like to review the structure, purpose, and prior years' work for all appointed Boards/Committees prior to reappointment for FY2020.

Please review the attached policy and return the completed paperwork by June 30, 2019. The Board of Selectmen will be scheduling meetings to meet with the various Boards and Committees to discuss this further if necessary. While completion of Exhibit C is mandatory, the meeting with the Board of Selectmen is voluntary.

Please let me know if you would like to schedule a meeting with the Board of Selectmen to review your Committee structure.

Medfield Town Board/Committee Structure Policy
Applies to all Boards/Committees appointed by the Board of Selectmen

- Each committee year runs with the Town's fiscal year, from July 1 to June 30.
- Each committee that is not created pursuant to Town Charter or Town By-law shall have a charter, approved by the Board of Selectmen and that is reviewed annually (see Exhibit A for list of committees). The charter shall include at least the following:
 - Committee jurisdiction/long term objective or purpose
 - Committee size, composition, and terms of members
 - Length of existence (permanent or temporary)
 - Anticipated meeting/ reporting schedule (if applicable)
 - Goals for the year
 - Dates and deliverables for committee work
 - Budget (if any)
- Committees with charters provided by Town by-law or Charter will discuss with the Selectmen a set of goals/plans for each year in addition to their statutory mandate. (Exhibit B).
- In May of each year, after the conclusion of the Annual Town Meeting, each Committee listed on Exhibit A shall meet to:
 - Determine if Committee should continue to exist
 - Identify which members wish to continue on the committee
 - Prepare a summary of their accomplishments for the past year
 - Prepare and propose (1) a revised charter, if necessary, and (2) goals for the upcoming fiscal year, and
 - Propose a requested budget for the upcoming year (if any)
 - Committees may also request to meet with the BOS to discuss plans for the upcoming year, but this is not mandatory, unless the committee or the BOS specifically requests a meeting

The result of each committee's May planning meeting should be submitted to the Board of Selectmen using the attached "Annual Committee Questionnaire" (attached as Exhibit C) by June 30th.

Exhibit A

Committees:

Bay Colony Rail Trail Advisory Committee
Capital Budget Committee
Committee to Study Memorials
Community Gardens Committee
Council on Aging
Downtown Sidewalk Design and Aesthetics Committee
Downtown Study Committee
Elderly Taxation Aid Committee
Employee Insurance Advisory Committee
Historic Commission
Kingsbury Pond Committee
Wildlife Management Committee
Medfield Cultural Council
Medfield Energy Committee
Medfield State Hospital Building and Grounds Maintenance Committee
Medfield State Hospital Master Planning Committee
Medfield State Hospital Master Development Committee
Medfield State Hospital Mediation Committee
Medfield State Hospital Negotiating Committee
Medfield State Hospital Environmental Review Committee
Medfield Youth Outreach Advisory Committee
Memorial Day Committee
Open Space and Recreation Committee
OPEB Trust Committee
Senior Housing Study Committee
Town Bylaws Review Committee

Transfer Station and Recycling Committee

Safety Committee

Town Wide Master Plan Steering Committee

Wireless Communication Study Committee

Exhibit B

Committees Created by Town Charter/By-law

Affordable Housing Trust Board of Trustees

Board of Water and Sewerage

Zoning Board of Appeals

Enterprise Fund Committee

OPEB Trust Committee

Personnel Board

Board of Health

Local Emergency Planning Commission

Board of Registrars

Cemetery Commission

Conservation Commission

Emergency Management Agency

Historic District Commission

Permanent Planning and Building Committee

Permanent School Building and Planning Committee

Exhibit C

Annual Committee Questionnaire for FY 2020

Name of Committee:

Members:

Chair:

Charter: Please Attach

Please list Dates of Meetings Held (please attach minutes if not posted on the website):

Overall Status of Achievement of the Committee's Goals:

Significant Issues Anticipated in the Coming Fiscal Year (if any):

1. Should this committee continue to exist?

If yes, identify key goals for FY 2020 and attach draft charter for next year if any changes are necessary.

2. Do all committee members wish to be reappointed?

If no, please identify which members do not wish to be reappointed.

Should the committee's size or composition be changed? If so, has the committee sought new members? If the committee has recommended appointees for the next year, please provide the Board of Selectmen with background information/resume for any such candidates.

3. Key Accomplishments (attach other sheets if necessary):

4. Proposed charter revisions and goals for the coming fiscal year:

5. Requested budget for the coming fiscal year (if any):

6. Does your committee wish to meet with the Board of Selectmen to discuss your committee's plans for the upcoming year? (Please briefly describe the topics or scope of the discussion you would like to have):

Questionnaire sent to boards / committees in 2020 via Google Forms

Annual Committee Structure Policy and Questionnaire

* Required

1. Email *

Board/Committee
Structure Policy

On April 3, 2018 the Board of Selectmen voted to adopt a new Board/Committee Structure Policy. The Board of Selectmen would like to review the structure, purpose, and prior years' work for all appointed Boards/Committees prior to reappointment for FY21.

Please review the policy and return the completed paperwork by October 9, 2020. The Board of Selectmen will be scheduling meetings to meet with the various Boards and Committees to discuss this further if necessary. While completion of Exhibit C is mandatory, the meeting with the Board of Selectmen is voluntary.

Please let me know if you would like to schedule a meeting with the Board of Selectmen to review your Committee structure.

**Medfield Town
Board/Committee
Structure Policy: Applies to
all Boards/Committees
appointed by the Board of
Selectmen**

Each committee year runs with the Town's fiscal year, from July 1 to June 30.

Each committee that is not created pursuant to Town Charter or Town By-law shall have a charter, approved by the Board of Selectmen and that is reviewed annually (see Exhibit A for list of committees). The charter shall include at least the following:

- o Committee jurisdiction/long term objective or purpose
- o Committee size, composition, and terms of members
- o Length of existence (permanent or temporary)
- o Anticipated meeting/ reporting schedule (if applicable)
- o Goals for the year
- o Dates and deliverables for committee work
- o Budget (if any)

Committees with charters provided by Town by-law or Charter will discuss with the Selectmen a set of goals/plans for each year in addition to their statutory mandate. (Exhibit B).

In May of each year, after the conclusion of the Annual Town Meeting, each Committee listed on Exhibit A shall meet to:

- o Determine if Committee should continue to exist
- o Identify which members wish to continue on the committee
- o Prepare a summary of their accomplishments for the past year
- o Prepare and propose (1) a revised charter, if necessary, and (2) goals for the upcoming fiscal year, and
- o Propose a requested budget for the upcoming year (if any)

Committees may also request to meet with the BOS to discuss plans for the upcoming year, but this is not mandatory, unless the committee or the BOS specifically requests a meeting

The result of each committee's planning meeting should be submitted to the Board of Selectmen using the attached "Annual Committee Questionnaire" (attached as Exhibit C) by October 9, 2020.

Exhibit A: Committees:

Bay Colony Rail Trail Advisory Committee
Capital Budget Committee
Committee to Study Memorials
Community Gardens Committee
Council on Aging
Downtown Sidewalk Design and Aesthetics Committee
Downtown Study Committee
Elderly Taxation Aid Committee
Employee Insurance Advisory Committee
Historic Commission
Kingsbury Pond Committee
Wildlife Management Committee
Medfield Cultural Council
Medfield Energy Committee
Medfield State Hospital Building and Grounds Maintenance Committee
Medfield State Hospital Master Planning Committee
Medfield State Hospital Master Development Committee
Medfield State Hospital Mediation Committee
Medfield State Hospital Negotiating Committee
Medfield State Hospital Environmental Review Committee
Medfield Youth Outreach Advisory Committee
Memorial Day Committee
Open Space and Recreation Committee
OPEB Trust Committee
Senior Housing Study Committee
Town Bylaws Review Committee
Transfer Station and Recycling Committee
Safety Committee
Town Wide Master Plan Steering Committee
Wireless Communication Study Committee

Exhibit B: Committees Created by Town Charter/By-law

Affordable Housing Trust Board of Trustees
Board of Water and Sewerage
Zoning Board of Appeals
Enterprise Fund Committee
OPEB Trust Committee
Personnel Board
Board of Health
Local Emergency Planning Commission
Board of Registrars
Cemetery Commission
Conservation Commission
Emergency Management Agency
Historic District Commission
Permanent Planning and Building Committee
Permanent School Building and Planning Committee

Exhibit C: Annual Committee Questionnaire for FY21

Chairs: Please poll your committee members to see if they wish to be reappointed prior to completing this form. We recommend discussing these items as a committee during a regular meeting.

Annual Committee Membership Survey:
<https://forms.gle/KWmcKPQVsU8jkLPf6>

2. Name of Committee *

3. List of Members

4. Chair

5. Charter (insert text here or upload a document below)

6. Charter

Files submitted:

7. Please List Dates of Meetings Held (Chairs must ensure that all minutes are posted to the Town's website in accordance with the Open Meeting Law):

8. Overall Status of Achievement of the Committee's Goals

9. Significant Issues Anticipated in the Coming Fiscal Year (if any)

10. Should this committee continue to exist? If yes, identify key goals for FY 21 and include draft charter for next year if any changes are necessary.

11. Do all committee members wish to be reappointed? If no, please identify which members do not wish to be reappointed.

12. Are all members residents of Medfield? If not, please list non-resident members.

Mark only one oval.

Yes

No

Other: _____

13. Should the committee's size or composition be changed? If so, has the committee sought new members?

14. If the committee has recommended appointees for the next year, please provide the Board of Selectmen with background information/resume for any such candidates.

Files submitted:

15. Key Accomplishments

16. Proposed goals for the coming fiscal year

17. Requested budget for the coming fiscal year

18. Does your committee wish to meet with the Board of Selectmen to discuss your committee's plans for the upcoming year?

Mark only one oval.

Yes

No

If yes, please briefly describe the topics or scope of the discussion you would like to have

Other: _____

LAW OFFICE OF DAVID L. LEBWITH
140 WOOD ROAD – SUITE 400
BRAINTREE, MA 02184
(617) 745-6512 (PH)
(617) 479-2348 (F)
DLEBWITH@LEBWITHLAW.COM

May 6, 2021

By Electronic Mail (alana.murphy@state.ma.us
and bertha.borin@state.ma.us)
and Federal Express:

Department of Housing and Community
Development
100 Cambridge Street, Suite 300
Boston, MA 02114
Attn: Local Initiative Program Director

By Electronic Mail (sraposa@medfield.net)
and Hand Delivery:

Town Planner
459 Main Street
Medfield, MA 02052
Attn: Sarah Raposa, AICP

To whom it may concern:

As you may know, this office represents Medfield Meadows, LLC, a Massachusetts limited liability company (the “Sponsor”) in connection with that certain Regulatory Agreement and Declaration of Restrictive Covenants for Ownership Project dated as of June 30, 2020, by and among the Sponsor, the Department of Housing and Community Development (the “DHCD”) and the Town of Medfield (the “Municipality”), and filed with the Norfolk County Registry of Deeds Land Court Division as Document Number 1,450,171 (as amended from time to time, the “Regulatory Agreement”). The Ownership Project as more fully described in the Regulatory Agreement consists of a housing development being constructed on a 2.93-acre site known as Medfield Meadows (the “Project”). Capitalized terms used herein and not otherwise defined herein shall have the meanings ascribed to such terms in the Regulatory Agreement.

Pursuant to Section 10(a) of the Regulatory Agreement, the Sponsor is prohibited from transferring the Project or any portion thereof without the prior written consent of the DHCD and the Municipality. Section 10(b) of the Regulatory Agreement further sets forth the required components of any such request for consent. This letter shall serve as the Sponsor’s formal request of the consent of the DHCD and the Municipality to a sale of the Project upon the terms of this letter.

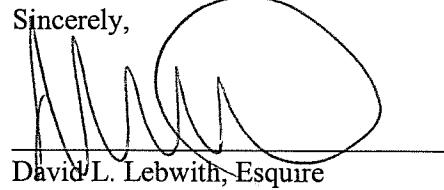
The name of the proposed transferee is “Medfield Meadows 18A, LLC”, a Massachusetts limited liability company (the “Proposed Transferee”). The Proposed Transferee does not own any additional affordable housing developments. Further, the ownership of the Proposed Transferee is *identical* to the ownership of the Sponsor, and the transfer will be for nominal consideration. The requested transfer is being made solely in connection with the subdivision of the Project from a separate parcel in order to own the Project in an independent and distinct “single purpose entity” to satisfy the construction lender for each parcel.

As required by Section 10(b) of the Regulatory Agreement, by signature below, the Proposed Transferee hereby agrees to assume in full the Sponsor's obligations and duties under the Regulatory Agreement. As further required by Section 10(b) of the Regulatory Agreement, by signature below, this office certifies that an original acknowledgement of the Proposed Transferee's agreement to assume such obligations and duties will be held by this office in escrow and recorded upon the transfer of the ownership of the Project as contemplated hereby.

Kindly countersign where provided below to consent to the transfer of the Project to the Proposed Transferee as contemplated hereby and provide a certification from the Municipality that the Project follows the affordability requirements of the Regulatory Agreement. Please send a pdf copy of your signature evidencing consent to the transfer and the required certification to the email address provided below, with originals to follow to the address provided below. Should you have any questions or concerns in connection with this matter, please contact David Lebwith, at dlebwith@lebwithlaw.com, 617-745-6512.

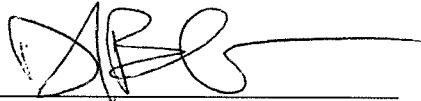
[Signatures Follow on the Next Page]

Sincerely,



David L. Lebwith, Esquire

Medfield Meadows 18A LLC,
a Massachusetts limited liability company

By: 
Name: David B. Grossman
Title: Authorized Person

ACKNOWLEDGED AND AGREED:

Department of Housing and Community Development

By: _____
Name:
Title:

Town of Medfield

By: _____
Name:
Title:

Please send a countersigned pdf to dlebwith@lebwithlaw.com
with an original to follow to:

140 Wood Road, Suite 400
Braintree, MA 02184
Attn: David L. Lebwith, Esq.

SUBDIVISION OF LAND

Form 1
Application for Endorsement of Plan Believed not to Require Approval

June 1, 2021

To the Planning Board of the Town of Medfield:

The undersigned wishes to record the accompanying plan and requests a determination by said Board that approval by it under the Subdivision Control Law is not required. The undersigned believes that such approval is not required for the following reasons:

1. The division of land shown on the accompanying plan is not a subdivision because every lot shown thereon has the amount of frontage, area and depth required by the Medfield Zoning Bylaw and is on a public way, namely, _____, or a private way, namely, _____.
2. The division of land shown on the accompanying plan is not a subdivision for the following reason(s):

~~This plan creates two unbuildable parcels of Town-owned land shown as "Parcel 1-B" (20,818 +/- sf) and "Lot 3-2" (20,818 +/- sf) to be combined with the 5.48 acres currently known as "Hinkley South" to be disposed by the Town for the purpose of a senior affordable housing development as authorized by the votes at ATM 2019 (Art 26) and ATM 2021 (Art 20).~~

3. The owner's title to the land is derived under deed from Benjamin Savings Bank dated 9/14/1995 and recorded in Norfolk County Registry of Deeds, Book 1100, Page 253 and Medfield Assessors' Map 56, Lot 043 (Parcel 1-B) AND Map 56 Lot 044 (Lot 3-2)

Received by Town Clerk:

Applicant's signature

Date _____

Time _____

Applicant's address

459 Main Street
Medfield, MA 02052

Signature _____

Applicant's printed name:

Owner's signature, if not the applicant

Michael T. Marcucci, Chair, Board of Selectmen

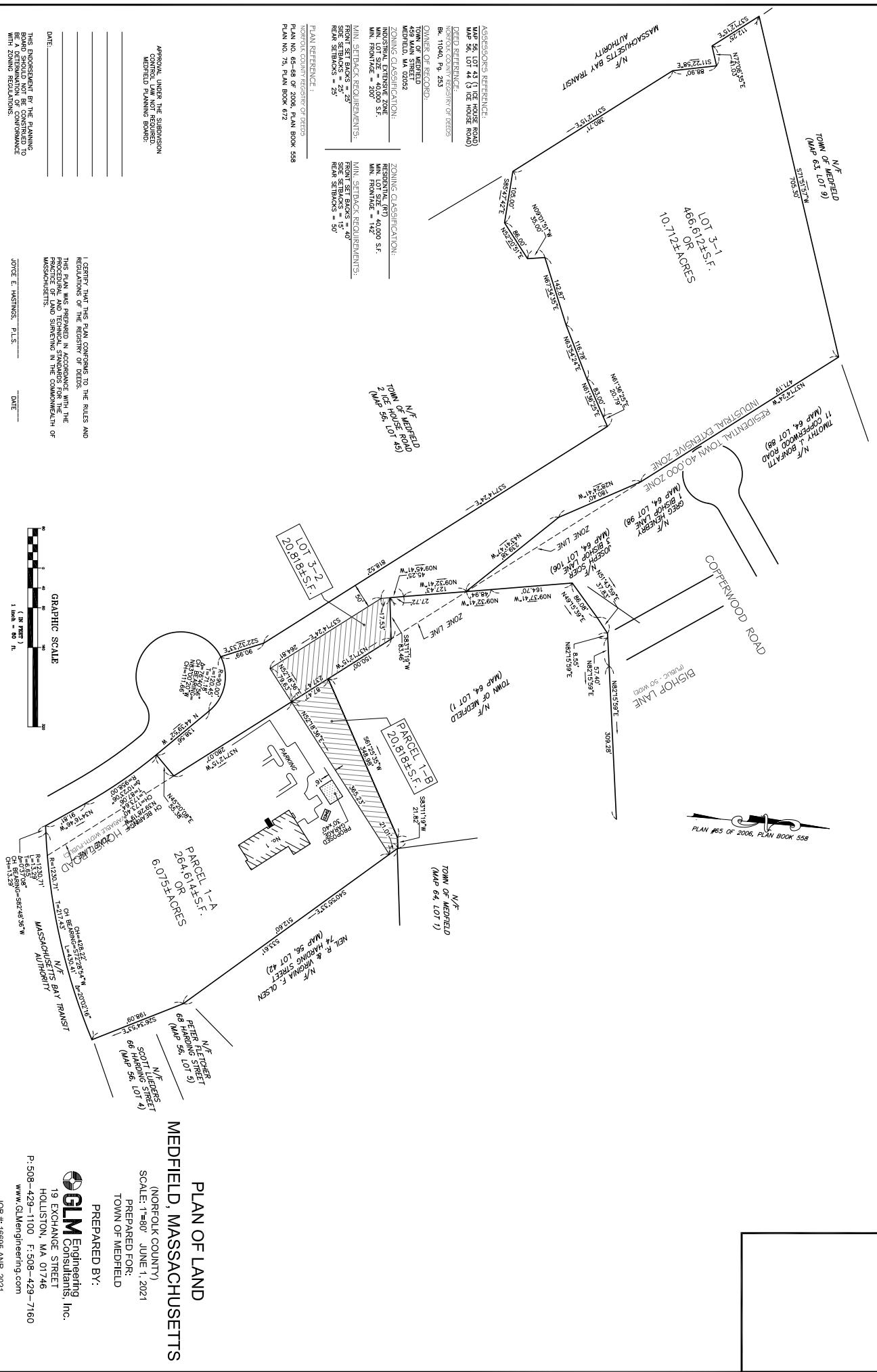
N/A

Owner's printed name:

Owner's address, if not the applicant

Town of Medfield

Same



PLAN OF LAND
FIELD, MASSACHUSETTS

SCALE: 1"=80' JUNE 1, 2021

- 1 -



GJM Engineering
Consultants Inc

HOLLISION, MA 01446
: 508-429-1100 F: 508-429-7160
www.GLMengineering.com

BOARD SHOULD NOT BE CONSTRUED TO BE A DETERMINATION OF CONFORMANCE WITH ZONING REGULATIONS.

APPROVAL UNDER THE SUBDIVISION
CONTROL LAW NOT REQUIRED
MEDFIELD PLANNING BOARD

I CERTIFY THAT THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTRY OF DEEDS.
THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE PROCEDURAL AND TECHNICAL STANDARDS FOR THE PRACTICE OF LAND SURVEYING IN THE COMMONWEALTH OF MASSACHUSETTS.

JOYCE E. HASTINGS, P.L.S.

—
DATE
—

Graphic scale showing 1 inch = 80 ft.

- $\Delta = 0.37^{\circ}$
CH BEARING = SB 2° 48' 36"
CH = 13.29'

JOB #: 10055-JAN_2021 27,483

Geoffrey Pedder
Managing Partner
ZēLUS Beer Company
1 Green Street
Medfield, MA 02052

Tuesday, May 25, 2021

Re: Application for One-Day Beer License

To: Board of Selectmen, Town of Medfield

We are writing to request a one-day beer license to serve and sell beer at the ReMax Distinct Advantage Fun Run at the Trustees property Rocky Woods on Father's Day. We have served at this event previously, pre-pandemic, and now the Governor is removing business restrictions on 5/29/2021 are able to apply for permission again. ZēLUS Beer Company has served at many Trustees properties across Massachusetts over the years. The event will take place on Sunday, June 20, 2021 from 12pm to 4pm. All servers will be TIPS certified. Thank you for the consideration.

Best regards,

Geoffrey Pedder

geoff@zelusbeer.com

617-510-0260



ZULLO GALLERY

CENTER FOR THE ARTS

456A Main Street
Medfield, Massachusetts 02052

William F. Pope
Executive Director

May 29, 2021

To The Medfield Selectmen,

The Zullo Gallery Center For The Arts is requesting a one day beer & wine permit, from 5-10:30pm, for a music performance we're hosting Saturday June 19 featuring the **JENNIFER TEFFT BAND** - that will be streaming on Mark Skin Radio (an internet radio platform). Jennifer Tefft grew up in Medfield and performs in the area on a regular basis. Her shows are well received and her songwriting skills and playing ability are exceptional. We are greatly looking forward to having her play at Zullo.

Thank you for your consideration, and for your past support.

Sincerely,

William F. Pope
Executive Director
Zullo Gallery Center For The Arts

DATE REQUESTED:

Saturday June 19, 2021 from 5:00-10:30pm