



Board of Selectmen  
Meeting Packet  
September 14, 2021

Commonwealth of Massachusetts

Executive Office of Public Safety and Security  
State 911 Department



State 911 Department  
Training Grant Application  
Fiscal Year 2022

All applications shall be mailed or hand delivered

**All applications must be received by 5:00 P.M. on Thursday, December 30, 2021**

*Larz Anderson* 08/27/2021

## FY 2022 TRAINING GRANT

### Application Checklist

- Annual Certification of Compliance Form Submitted to the State 911 Department
- Signed and Dated Training Grant Application Cover Page
- Completed and Attached the ***Personnel Costs Worksheet(s)***  ***{{REQUIRED}}***
- Completed Training Grant Budget Narrative
- Completed Contractor Authorized Signatory Listing Form signed by a City or Town Official
  - Completed and Notarized Proof of Authentication of Signature Form for the City or Town Official who signed the Contractor Authorized Signatory Listing Form**
- Completed and Notarized Proof of Authentication of Signature Form(s) for **each** Signatory listed
- Completed Highlighted Sections, Signed and Dated Standard Contract Form

### **DO NOT SUBMIT DOUBLE-SIDED APPLICATIONS**

Application with original signatures shall be submitted to:

**State 911 Department  
151 Campanelli Drive, Suite A  
Middleborough, MA 02346**

## FY 2022 TRAINING GRANT

**1. Name of Eligible Entity / PSAP / RECC**

Address  
City/Town/Zip  
Telephone Number  
Fax Number  
Website

**Medfield Police Department**

112 North Street  
Medfield, MA 02052  
508-359-2315  
508-359-6926  
www.town.medfield.net

**2. Name & Title of Authorized Signatory**

Telephone Number  
Email Address

Kristine Trierweiler, Town Administrator

508-906-3011  
Ktrierweiler@medfield.net

**3. Name & Title Grant Contract Manager**

Telephone Number  
Email Address

Larz Anderson, Deputy Chief

508-359-2315 X3166  
Landerson@medfield.net

**4. Total Grant Program Funds Requested** \$32,774.96

**Applicant meets the EMD requirements established by the State 911 Department by:**

**5. Providing EMD in-house utilizing certified emergency medical dispatchers and the following Emergency Medical Dispatch Protocol Reference System (EMDPRS):**

APCO

PowerPhone

Priority Dispatch

**OR**

**6. Utilizing the following Certified EMD Resource:** \_\_\_\_\_

**CEMDR's Emergency Medical Dispatch Protocol Reference System (EMDPRS):**

APCO

PowerPhone

Priority Dispatch

**7. Sign below to acknowledge having read and agreed to the grant conditions and reporting requirements listed in the grant guidelines.**

**Signed under the penalties of perjury this \_\_\_\_\_ day of September, 20 21.**

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**ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY**

## FY 2022 TRAINING GRANT

### BUDGET NARRATIVE

**A. Fees** – Fees associated with attendance at approved live or online 911 training courses, including certifications/recertifications for certified Telecommunicators to include 16 hours of continued education or for those working toward certification, membership fees, and/or conference registration fees.

**Membership Fees:** \$9,794.00

**Conference Fees:**

<b>Total Category A</b>	<b>\$ 9,794.00</b>
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**B. Personnel Costs** – Straight time **or** overtime expenses for participants or replacement/backfill (who are certified telecommunicators), to cover participant class hours but not both to meet the minimum training and certification requirements for enhanced 911 telecommunicators and minimum training requirements governing emergency medical dispatch established by the State 911 Department; for administrator backroom training; for other authorized training; and straight time or overtime expenses for attendance at the State 911 Department Dispatch Academy.

<b>Total Category B</b>	<b>\$ 22,980.96</b>
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**Completed / Attached the *Personnel Costs Worksheet(s)* {{REQUIRED}}**

**C. Training Materials and Other Products** – Funding may be authorized for the purchase, installation, replacement, maintenance, and /or upgrade of software and other products related to the certification and training of enhanced 911 telecommunicators, including but not limited to, call handling guide cards, call handling software, skill and ability testing software, and additional related training materials such as books and manuals.

**Description:**

**Attach quote for this category**

**Total Category C**

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**D. Lodging** – Funding for lodging expenses may be authorized for participation in training courses that are scheduled for two (2) or more consecutive days **and** the distance of which is equal to or greater than ninety (90) miles away from where travel originates. Lodging expenses may only be authorized for nights of stay that occur between consecutive training course days, except with the prior WRITTEN approval of the State 911 Department *prior to travel* where (1) travel originates from the Islands of Martha's Vineyard and/or Nantucket; or (2) in cases of extreme hardship; or (3) unless otherwise approved by the State 911 Department in its sole discretion. Travel distance for lodging will be calculated using the place of employment as the origination point and will be verified utilizing a recognized mileage guide such as MapQuest.

**Description:**

**Total Category D**

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# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions, Contractor Certifications](#) and [Commonwealth Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomproller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> Town of Medfield (and d/b/a): Medfield Police Department		<b>COMMONWEALTH DEPARTMENT NAME:</b> State 911 Department MMARS Department Code: EPS	
<b>Legal Address:</b> (W-9, W-4): 459 Main Street Medfield, MA 02052		<b>Business Mailing Address:</b> 151 Campanelli Drive, Suite A, Middleborough, MA 02346	
<b>Contract Manager:</b> Larz Anderson	<b>Phone:</b> 508-359-2315	<b>Billing Address (if different):</b>	
<b>E-Mail:</b> Landerson@medfield.net	<b>Fax:</b> 508-359-6926	<b>Contract Manager:</b> Cindy Reynolds	<b>Phone:</b> 508-821-7299
<b>Contractor Vendor Code:</b> VC 6000191876		<b>E-Mail:</b> 911DeptGrants@mass.gov	<b>Fax:</b> 508-947-1452
<b>Vendor Code Address ID (e.g. "AD001"): AD001</b> (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> CT EPS GRNT	
		<b>RFR/Procurement or Other ID Number:</b> FY22 GRNT	
<p><input checked="" type="checkbox"/> <b>NEW CONTRACT</b></p> <p><b>PROCUREMENT OR EXCEPTION TYPE:</b> (Check one option only)</p> <p><input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget)</p> <p><input checked="" type="checkbox"/> Department Procurement (includes all Grants - <a href="#">815 CMR 2.00</a>) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget)</p> <p><input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)</p>		<p><input type="checkbox"/> <b>CONTRACT AMENDMENT</b></p> <p>Enter Current Contract End Date <u>Prior</u> to Amendment: <u>      , 20      </u>.</p> <p>Enter Amendment Amount: \$ <u>      </u> (or "no change")</p> <p><b>AMENDMENT TYPE:</b> (Check one option only. Attach details of amendment changes.)</p> <p><input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget)</p> <p><input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> Contract Employee (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)</p>	
<p><b>The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding:</b> (Check ONE option): <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a></p>			
<p><b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a>.</p> <p><input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)</p> <p><input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or <b>new</b> total if Contract is being amended). \$ <u>      </u>.</p>			
<p><b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <u>%</u> PPD; Payment issued within 15 days <u>%</u> PPD; Payment issued within 20 days <u>%</u> PPD; Payment issued within 30 days <u>%</u> PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <u>      </u> statutory/legal or Ready Payments (<a href="#">M.G.L. c. 29, § 23A</a>); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)</p>			
<p><b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) <b>Contract is for the reimbursement of funds under the State 911 Department FY 2022 Training Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved application.</b></p>			
<p><b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:</p> <p><input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date.</p> <p><input type="checkbox"/> 2. may be incurred as of <u>      , 20      </u>, a date <b>LATER</b> than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date.</p> <p><input type="checkbox"/> 3. were incurred as of <u>      , 20      </u>, a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.</p>			
<p><b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30, 2022</u>, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.</p>			
<p><b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a>, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.</p>			
<p><b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b></p> <p>X:  Date: <u>8/30/21</u> KT SIGN + DATE : (Signature and Date Must Be Handwritten at Time of Signature)</p>			
Print Name: Kristine Trierweiler		Print Name: Frank Pozniak	
Print Title: Town Administrator		Print Title: Executive Director	

**COMMONWEALTH OF MASSACHUSETTS**  
**CONTRACTOR AUTHORIZED SIGNATORY LISTING**

**Contractor Legal Name:** **Medfield Police Department**

**Contractor Vendor/Customer Code:** VC6000191876

**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Kristine Trierweiler	Town Administrator

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

**Name & Title:** Michael Marcucci (BOS Chairman)

**Telephone:** 508-906-3012

**Fax:** 508-359-6182

**Email:** Ktrierweiler@medfield.net

**[Listing cannot be accepted without all of this information completed]**  
A copy of this listing must be attached to the "record copy" of a contract filed with the department.

**REMINDER:**

THE STATE 911 DEPARTMENT REQUIRES A **NOTARIZED PROOF OF AUTHENTICATION OF SIGNATURE FORM** FOR THE **PERSON** WHO **SIGNS** THE CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM **ABOVE AND FOR EACH **PERSON** LISTED AS AN AUTHORIZED SIGNATORY ON THE GRANT.**

**COMMONWEALTH OF MASSACHUSETTS**  
**CONTRACTOR AUTHORIZED SIGNATORY LISTING**

**Contractor Legal Name:** **Medfield Police Department**

**Contractor Vendor/Customer Code:** **VC6000191876**

**PROOF OF AUTHENTICATION OF SIGNATURE**

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.

**This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.**

Signatory's full legal name (print or type): Kristine Trierweiler

Title: Town Administrator

X \_\_\_\_\_

Signature as it will appear on contract or other document (**Complete only in presence of notary**):

**AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned notary public, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

\_\_\_\_\_  
Notary Public Signature

My MA Commission expires on: \_\_\_\_\_

AFFIX NOTARY SEAL

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me, the undersigned corporate clerk, personally appeared \_\_\_\_\_ (name of document signer), proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed above and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose as an authorized signatory for the Contractor.

\_\_\_\_\_  
Corporate Clerk Signature

AFFIX CORPORATE SEAL



Medfield PFAS Sampling Results (parts per trillion)						
	Well 1 (Route 109)	Well 2 (Route 109)	Main St Water Treatment Facility (Wells 1 and 2) Blend	Well 3 (off Elm Street)	Well 4 (off Elm Street)	Well 6 (Route 27)
Testing Schedule	N/A	N/A	Monthly	Monthly	Quarterly	Quarterly
January 2021	Part of Main St Blend	Part of Main St Blend	18	15	2	4.7
February 2021	14	13	13	12	Non-Detect	Non-Detect
March 2021	No sampling					
April 2021	Part of Main St Blend	Part of Main St Blend	16.4	Well not in operation	Non-Detect	Non-Detect
May 2021	N/A	N/A	Lab error. Resampled in June*	Lab error. Resampled in June*	N/A	N/A
June 2021 - 6/9 sample	Part of Main St Blend	Part of Main St Blend	17.3	Well not in operation	N/A	N/A
June 2021 - 6/23 sample	Part of Main St Blend	Part of Main St Blend	19.1	Non-Detect	N/A	N/A
July 2021	Part of Main St Blend	Part of Main St Blend	19	Non-Detect	Non-Detect	4.9





September 9, 2021

Dear Selectmen Marcucci, Murby and Peterson,

We look forward to attending your meeting on Tuesday September 14<sup>th</sup> to introduce you to Sustainable Medfield and invite the town's further participation with our initiatives.

Enclosed please find a tri-fold brochure and newspaper article to provide some information in advance of our attendance.

Thank you,

Jackie Alford, Megan B. Sullivan and Catherine F. White, Co-Chairs



## Get Inspired with Sustainable Medfield

Do you belong to an association, community group, business or other organizations in Medfield looking to collaborate or be inspired on how to adopt more sustainable practices within your group? Are you a resident who is looking for ways in which you can take action to improve the environment? Read on to hear all about Sustainable Medfield and the resources available to the community at [SustainableMedfield.org](http://SustainableMedfield.org).

Sustainable Medfield does two things:

- Connects community **groups** to network and collaborate on sustainability.
- Provides **residents** a one-stop resource of Medfield-specific **ACTIONS** to improve our environment and reduce our carbon footprint.

The **ACTIONS** Portal launching on the website SustainableMedfield.org is a wonderful resource for individuals and families! The content for the portal is created by local groups and is Medfield-specific. The site contains a wealth of information that will help you, your family, and/or your community group green your carbon footprint and improve your own environmental impact.

In addition to the awesome, user-friendly **ACTIONS** Portal, Sustainable Medfield connects community groups to network and collaborate on sustainability. A few people gathered for the first time in January 2020. Founder and Co-Chair, Megan Sullivan shared, “There was great energy in the room that day! So many ideas were shared and enthusiasm generated that we knew we were on to something valuable”. Since then, word of mouth has brought groups to the quarterly meetings. With a clear purpose and resources in place, Sustainable Medfield is now launching publicly and inviting all community groups to attend meetings. The community groups meet quarterly and the next meeting is Tuesday, September 14, 2021, at 2 p.m. at the library. All are welcome.

Since its founding, Sustainable Medfield has become an initiative of the Medfield Foundation and has grown to more than 16 community groups including church/temple groups, scout groups, environmentally focused groups, MEMO, Cultural Alliance of Medfield, Medfield TV, the Medfield Public Library, New 'N Towne, and the Garden Club. Imagine the possibilities when all these groups interact, collaborate, and contribute to the Medfield-specific actions that residents will have access to on the website! Each group contributes in their own individual way, large and small, with the common goal of making Medfield more sustainable! We look forward to welcoming more Medfield organizations as word spreads about our mission.

Working together we can reach our Town goal of Net Zero by 2050! Check out the **ACTIONS** Portal at SustainableMedfield.org and create a profile to get started! Attend our next meeting or send a representative of your organization on September 14<sup>th</sup> at 2pm in the library. Stop by the Sustainable Medfield booth (#25) near the food court at Medfield Day to see for yourself how it all works. We are excited to connect the community to work towards a more Sustainable Medfield. Any questions? Contact SustainableMedfield@gmail.com.

Sustainable Medfield is an initiative of the Medfield Foundation, Inc., a 501(c)3 organization.

As of August 2021, Sustainable Medfield has received grants from

- New England Grassroots Environment Fund, Inc.
- Louis and Mary Kay Smith Foundation



Reach us via email:  
[SustainableMedfield@gmail.com](mailto:SustainableMedfield@gmail.com)

Follow us on Facebook  
[Facebook.com/SustainableMedfield](https://www.facebook.com/SustainableMedfield)

*SustainableMedfield.org*

Networking for Our Environment



*A sampling of the groups that have networked so far. Please join us.*



*Sustainable  
MEDFIELD*

Sustainable Medfield:

- Connects community **groups** to network and collaborate on sustainability.
- Provides **residents** a one-stop resource of Medfield-specific **ACTIONS** to improve our environment and reduce our carbon footprint.

## Local Groups Network

Sustainable Medfield connects groups in town to collaborate on sustainability with quarterly meetings. This interactive forum for local group leaders and liaisons allows for information exchange, knowledge building, and the identification of synergies and possibilities.

Sustainable Medfield welcomes all community groups including:

- Community organizations
- Student groups
- Religious groups
- Town Departments and Committees
- Local Businesses

Whether you currently have environmental missions or are looking to collaborate or be inspired on how to adopt more sustainable practices, you will find our meetings informative and helpful.

**Please join us!**

## Individuals and Families Take Action

Sustainable Medfield has developed a one-stop resource for residents to consult and engage with to improve the environment and reduce their carbon footprint (the ACTIONS portal).

The content for this portal is created by local groups specifically for Medfield residents.

You will find a wealth of information to learn about the steps you and your family can take that will improve our environment.

The ACTIONS indicate the impact on carbon emissions you will have by completing them.

As residents take these ACTIONS, we can measure the impact of our collective changes and see the progress we are making toward being Net Zero in 2050.

We encourage residents to visit SustainableMedfield.org and connect to the ACTIONS portal, to start taking action and tracking accomplishments.

A further option is to create a team among members of a book club, a neighborhood, a class in school, etc. The ACTIONS portal counts the impact made by a household, a team and all of Medfield.

## To Get Started

- Visit SustainableMedfield.org
- Click on the ACTIONS portal
- Browse the Medfield-specific ACTIONS
- Create a profile (optional) to more easily track your ACTIONS and Medfield's collective impact.
- Complete ACTIONS
- See Your Impact!

Visit  
[SustainableMedfield.org](http://SustainableMedfield.org)





## CREDIT OPINION

10 September 2021

 Rate this Research

### Contacts

Valentina Gomez	+1.212.553.4861
AVP-Analyst	
valentina.gomez@moodys.com	
Christopher Yared	+1.617.535.7693
Analyst	
christopher.yared@moodys.com	

### CLIENT SERVICES

Americas	1-212-553-1653
Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

# Medfield (Town of) MA

## Update to credit analysis

### Summary

Medfield, MA (Aa1 issuer and GOLT) benefits from a sound financial position, stable residential tax base with strong wealth levels, and manageable debt, pension, and OPEB liabilities.

### Credit strengths

- » Sound financial position with healthy reserve levels
- » Stable tax base with strong wealth levels
- » History of voter approvals for Proposition 2 ½ general overrides and debt exclusions

### Credit challenges

- » Limited levy capacity and budget flexibility due to Proposition 2 ½

### Rating outlook

Moody's does not usually assign outlooks to local government credits with this amount of debt outstanding.

### Factors that could lead to an upgrade

- » Material increase in available fund balance
- » Large increase in the tax base

### Factors that could lead to a downgrade

- » Prolonged operating imbalance resulting in a decline in available reserves
- » Material decline in tax base or demographic profile
- » Material growth in debt burden without exclusions from Proposition 2 ½

### Key indicators

Exhibit 1

#### Medfield (Town of) MA

	2016	2017	2018	2019	2020
<b>Economy/Tax Base</b>					
Total Full Value (\$'000)	\$2,399,519	\$2,639,413	\$2,639,413	\$2,801,486	\$2,801,486
Population	12,510	12,610	12,748	12,841	12,841

Full Value Per Capita	\$191,808	\$209,311	\$207,045	\$218,167	\$218,167
Median Family Income (% of US Median)	241.8%	249.0%	231.5%	240.9%	240.9%
<b>Finances</b>					
Operating Revenue (\$000)	\$59,772	\$62,814	\$64,775	\$68,522	\$72,138
Fund Balance (\$000)	\$9,429	\$7,318	\$5,515	\$8,134	\$9,929
Cash Balance (\$000)	\$24,439	\$21,586	\$19,984	\$18,654	\$19,631
Fund Balance as a % of Revenues	15.8%	11.6%	8.5%	11.9%	13.8%
Cash Balance as a % of Revenues	40.9%	34.4%	30.9%	27.2%	27.2%
<b>Debt/Pensions</b>					
Net Direct Debt (\$000)	\$45,374	\$42,445	\$37,935	\$33,463	\$29,060
3-Year Average of Moody's ANPL (\$000)	\$44,944	\$41,691	\$43,190	\$44,733	\$49,783
Net Direct Debt / Full Value (%)	1.9%	1.6%	1.4%	1.2%	1.0%
Net Direct Debt / Operating Revenues (x)	0.8x	0.7x	0.6x	0.5x	0.4x
Moody's - ANPL (3-yr average) to Full Value (%)	1.9%	1.6%	1.6%	1.6%	1.8%
Moody's - ANPL (3-yr average) to Revenues (x)	0.8x	0.7x	0.7x	0.7x	0.7x

Sources: US Census Bureau, Medfield (Town of) MA's financial statements and Moody's Investors Service

## Profile

Medfield is a primarily residential community with a population of 12,800, located approximately 20 miles southwest of Boston, MA (Aaa stable).

## Detailed credit considerations

### Economy and Tax Base: Stable residential tax base with strong wealth levels

We expect Medfield's tax base to continue to increase driven by residential upgrades and new and ongoing multifamily housing developments. In 2021, equalized value increased by 6.6% from the prior year to \$3 billion, representing a new high for the town. Over the past five years, the tax base has grown at a 3.7% compound annual growth rate. Ongoing developments include a 49 unit condominium and a 24 unit apartment building. In addition, the town is anticipating \$750,000 in proceeds from the sale of land to a developer who is expected to build senior living units in the community.

Wealth levels remain substantially higher than state and national averages, with median family income well over two times the national average and equalized value per capita of \$232,510 is roughly 65% above the state average.

**Financial Operations and Reserves: Sound operations with planned use of reserves; available fund balance remains healthy**  
The town's financial position should continue to improve given conservative budgeting practices and increased federal aid. Fiscal 2020 audited results reflected a \$665,000 surplus which increased available fund balance to \$9.9 million or 14% of revenues. Property taxes and state aid make up the town's largest revenue sources at 68% and 25% respectively, while its largest expenditures are education and pension benefits at 52% and 14% of total expenditures, respectively.

Fiscal 2021 results are expected to reflect an even larger surplus when the audit is finalized. The fiscal 2021 budget increased by 2.7% from the prior year. To offset the increase in the budget, management increased the tax levy by 2.4% and appropriated \$792,597 of available fund balance.

The town received \$1.1 million of CARES Act funds, and has spent substantially all of those funds to date. Additionally, the town has received 50% of its \$1.36 million in APRA funding with the remainder expecting to be received in fiscal 2022. In addition, Medfield expects to receive \$2.5 million in additional ARPA funding through Norfolk County.

### Liquidity

Cash and investments at the end of fiscal 2020 represented \$20 million or 27% of revenues.

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on [www.moodys.com](http://www.moodys.com) for the most updated credit rating action information and rating history.

## Debt and Pensions: Debt burden will remain manageable

Medfield's net direct debt burden of 1.3% of equalized value will remain above average given plans for a new \$82 million school building project the town intends to begin over the next several years. The town expects to be responsible for \$63 million in debt payments with MSBA providing subsidies to cover the remaining amount. Until the project is formally voted on by town members in November 2021, exact debt issuance amounts and timing are uncertain; however, management expects the project to be exempt from Proposition 2 1/2.

### Legal security

The 2021 bonds are payable from the town's full faith and credit general obligation unlimited tax pledge as debt service has been voted excluded from the tax levy limitations of Proposition 2 1/2. Meanwhile, the town's outstanding rated bonds are payable from the town's full faith and credit general obligation limited tax pledge as debt service has not been voted excluded from the tax levy limitations of Proposition 2 1/2.

### Debt structure

The entire debt portfolio is fixed rate with 78% of principal retired in ten years. Fiscal 2020 debt service represented \$5.6 million or 8% of revenues.

### Debt-related derivatives

The town is not party to any interest rate swaps or derivative agreements.

### Pensions and OPEB

The town's unfunded pension and OPEB liabilities are significantly larger than its debt and, though manageable at this time, represent a potential future credit challenge. The town participates in two multiple employer cost-sharing pension plans and funds OPEB on a pay-go basis with additional contributions to an OPEB trust fund. The table below summarizes the town's 2020 pension and OPEB contributions and unfunded liabilities.

Exhibit 2

2020	\$\$\$ (000)	% of Operating Revenues	Discount Rate
Operating Revenue	72,138	n/a	n/a
Reported Unfunded Pension Liability	20,990	29%	7.75%
Moody's Adjusted Net Pension Liability	54,850	76%	3.22%
Reported Net OPEB Liability	32,692	45%	7.25%
Moody's Adjusted Net OPEB Liability	59,023	82%	2.70%
Net Direct Debt	29,060	40%	n/a
Debt & unfunded retirement benefits (Moody's adjusted)	142,933	198%	n/a
<hr/>			
Pension Contribution	2,678	3.71%	n/a
OPEB Contribution	1,810	2.51%	n/a
Debt Service	5,599	7.76%	n/a
Total Fixed Costs	10,087	13.98%	n/a
Tread Water Gap	n/a	n/a	n/a
Moody's Adjusted Fixed Costs	n/a	n/a	n/a

Source: Moody's Investors Service and issuer's audited financial statements

To the extent that the multiple-employer pension plans in which the town participates experience returns on assets that fall short of their assumptions, the town's required pension contribution will increase. Favorably, the town has established an OPEB Trust which was

funded with \$3.5 million as of June 30, 2019. In fiscal 2020, the town contributed an additional \$425,000 to the trust. Management expects to increase its contributions over time.

## ESG considerations

### Environmental

Environmental concerns are not a key risk at this time, although Moody's affiliate Four Twenty Seven has assessed the town's risk of water stress and hurricanes at high.

### Social

Social factors are not a key driver of the rating given the town's wealthy population base.

### Governance

While the town has run operating deficits in recent years, management budgets conservatively and generated a surplus in fiscal 2020. Additionally, another surplus is expected in fiscal 2021. As a result, we expect the town's financial position to remain stable.

Massachusetts cities have an institutional framework score <sup>1</sup> of "Aa", which is strong. The sector's major revenue source of property taxes, are subject to the Proposition 2 1/2 tax levy cap which can be overridden with voter approval only. However, the cap of 2.5% still allows for moderate revenue-raising ability. Expenditures primarily consist of personnel costs, as well as education costs for cities that manage school operations, and are highly predictable given state-mandated school spending guidelines and employee contracts. Unpredictable revenue fluctuations tend to be minor, or under 5% annually. Across the sector, fixed costs are generally less than 25% of expenditures. Fixed costs are driven mainly by debt service and pension costs. Unpredictable expenditure fluctuations tend to be minor, under 5% annually.

## Rating methodology and scorecard factors

The US Local Government General Obligation Debt methodology includes a scorecard, a tool providing a composite score of a local government's credit profile based on the weighted factors we consider most important, universal and measurable, as well as possible notching factors dependent on individual credit strengths and weaknesses. Its purpose is not to determine the final rating, but rather to provide a standard platform from which to analyze and compare local government credits.

Exhibit 3

### Medfield (Town of) MA

Rating Factors	Measure	Score
<b>Economy/Tax Base (30%)[1]</b>		
Tax Base Size: Full Value (in 000s)	\$2,985,655	Aa
Full Value Per Capita	\$232,510	Aaa
Median Family Income (% of US Median)	240.9%	Aaa
<b>Finances (30%)</b>		
Fund Balance as a % of Revenues	13.8%	A
5-Year Dollar Change in Fund Balance as % of Revenues	2.2%	A
Cash Balance as a % of Revenues	27.2%	Aaa
5-Year Dollar Change in Cash Balance as % of Revenues	-4.0%	Baa
<b>Management (20%)</b>		
Institutional Framework	Aa	Aa
Operating History: 5-Year Average of Operating Revenues / Operating Expenditures	1.0x	A
<b>Debt and Pensions (20%)</b>		
Net Direct Debt / Full Value (%)	1.0%	Aa
Net Direct Debt / Operating Revenues (x)	0.4x	Aa
3-Year Average of Moody's Adjusted Net Pension Liability / Full Value (%)	1.7%	A
3-Year Average of Moody's Adjusted Net Pension Liability / Operating Revenues (x)	0.7x	Aa
Scorecard-Indicated Outcome		Aa2
Assigned Rating		Aa1

[1] Economy measures are based on data from the most recent year available.

[2] Notching Factors are specifically defined in the US Local Government General Obligation Debt methodology.

[3] Standardized adjustments are outlined in the GO Methodology Scorecard Inputs publication.

Sources: US Census Bureau, issuer's financial statements and Moody's Investors Service

## Endnotes

- 1 The institutional framework score assesses a municipality's legal ability to match revenues with expenditures based on its constitutionally and legislatively conferred powers and responsibilities. See [US Local Government General Obligation Debt \(July 2020\)](#) methodology report for more details.

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# Moody's INVESTORS SERVICE

## Rating Action: Moody's assigns Aa1 to Medfield, MA's GOs

10 Sep 2021

New York, September 10, 2021 -- Moody's Investors Service has assigned a Aa1 rating to the Town of Medfield, Massachusetts's \$14 million General Obligation Municipal Purpose Loan of 2021 Bonds. Moody's maintains the town's Aa1 issuer rating and Aa1 rating on the town's outstanding rated general obligation limited tax (GOLT) bonds. The issuer rating is equivalent to the town's hypothetical general obligation unlimited tax (GOULT) rating; there is no debt associated with this security.

### RATINGS RATIONALE

The Aa1 issuer rating reflects the town's sound financial position, stable residential tax base with strong wealth levels, and manageable debt, pension, and OPEB liabilities.

The outstanding debt is considered GOLT because of limitations under Massachusetts law on property tax levy increases referred to as Proposition 2 1/2. The lack of distinction between the GOLT rating and the issuer rating reflects the town's ability to override the property tax cap. Additionally, all general obligation debt issued by local governments in Massachusetts is backed by a pledge of the full faith and credit of the issuer.

### RATINGS OUTLOOK

Moody's does not usually assign outlooks to local government credits with this amount of debt outstanding.

### FACTORS THAT COULD LEAD TO AN UPGRADE OF THE RATING

- Material increase in available fund balance
- Large increase in the tax base

### FACTORS THAT COULD LEAD TO A DOWNGRADE OF THE RATING

- Prolonged operating imbalance resulting in a decline in available reserves
- Material decline in tax base or demographic profile
- Material growth in debt burden without exclusions from Proposition 2 1/2

### LEGAL SECURITY

The 2021 bonds are payable from the town's full faith and credit general obligation unlimited tax pledge as debt service has been voted excluded from the tax levy limitations of Proposition 2 1/2. Meanwhile, the town's outstanding rated bonds are payable from the town's full faith and credit general obligation limited tax pledge as debt service has not been voted excluded from the tax levy limitations of Proposition 2 1/2.

### USE OF PROCEEDS

Bond proceeds will redeem the town's outstanding Series 2007 and 2010 bonds, retire bond anticipation notes (BANs) originally issued for purposes of painting the water tower, provide new financing for DPW equipment purchases and fund a water treatment plant project.

### PROFILE

Medfield is a primarily residential community with a population of 12,800, located approximately 20 miles southwest of Boston, MA (Aaa stable).

### METHODOLOGY

The principal methodology used in this rating was US Local Government General Obligation Debt published in January 2021 and available at <https://www.moodys.com/researchdocumentcontentpage.aspx?>

[docid=PBM\\_1260094](#). Alternatively, please see the Rating Methodologies page on [www.moodys.com](http://www.moodys.com) for a copy of this methodology.

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## VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Medfield, Massachusetts (the "Town"), certify that at a meeting of the board held September 14, 2021, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, which appears upon the official record of the board in my custody:

Voted: that, in order to reduce interest costs, the Town Treasurer is authorized to issue refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund all or any portion of the following outstanding bonds of the Town: (a) Municipal Purpose Loan of 2007 Bonds dated June 1, 2007 and (b) Municipal Purpose Loan of 2010 Bonds dated June 15, 2010 (together, the "Refunded Bonds"); that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal of and interest on the Refunded Bonds and costs of issuance of the refunding bonds; and that any premium received by the Town upon the sale of the refunding bonds issued pursuant to this vote, less any of such premium applied to the payment of the costs of issuance of such bonds, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount of refunding bonds that would otherwise need to be issued.

I further certify that the vote was taken at a meeting open to the public; that no vote was taken by secret ballot; that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building at which the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting; that no deliberations or decision in connection with the authorization of the bonds was taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended; and that, if held remotely, the meeting was called and conducted in accordance with the requirements of Section 20 of Chapter 20 of the Acts of 2021.

Dated: September 14, 2021

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Clerk of the Board of Selectmen





## Best Practice Program Application

This is the application for the FY22 Community Compact Cabinet Best Practice Program.

Applications for Year 7 of the Best Practice Program can be submitted by those municipalities who did not apply in FY21. Applications are accepted on a rolling basis and will be reviewed within one month of submission. Eligible applicants can choose up to two best practices. Those communities participating in the Community Compact will, over a two year period, implement the best practice(s) they selected when entering into the Compact. Resources for technical assistance from the Commonwealth will be prioritized for those communities entered into a Compact and seeking to implement their best practice(s). The Division of Local Services (DLS) serves as the primary point of entry for communities looking for resources in best practice development and implementation.

Have a question? Please contact DLS by sending an email to Sean R. Cronin at [croninse@dor.state.ma.us](mailto:croninse@dor.state.ma.us).

---

Municipal Designation \*

Town

City or Town Name \*

Medfield

Don't see your city or town here? Please contact DLS by sending an email to [gervasiof@dor.state.ma.us](mailto:gervasiof@dor.state.ma.us) to confirm eligibility.

Contact \*

Kristine

First Name

Trierweiler



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**Contact Phone \***

(508) 906-3012

(xxx) xxx-xxxx

**Contact Email \***

ktrierweiler@medfield.net

**Confirm Contact Email \***

ktrierweiler@medfield.net

jsmith@example.com

**Compact Signatory \***

Michael

First Name

Marcucci

Last Name

**Signatory Title \***

Chairman, Board of Selectmen

## Best Practice Area #1

**Best Practice Area #1 \***

Age and Dementia Friendly

Education

Energy and Environment

Financial Management

Housing & Economic Development

Human Resources



Information Technology Public Accessibility Public Health Public Safety Regionalization/Shared Services Transportation/Public Works Other Best Practice Area

Once you have made your selection, Best Practice options will appear below.

Are you applying for this best practice with other communities? \*

 No Yes

Financial Management - Best Practice Focus Area \*

Establish a Budget document that details all revenues and expenditures, provides a narrative describing priorities and challenges, and offers clear and transparent communication of financial policies to residents and businesses.

Develop, document and implement Financial Policies and Practices including reserve levels, capital financing, and use of Free Cash. Such policies should identify the responsible parties and procedural steps necessary to carrying out the directed strategy or action.

Develop and utilize a Long-range Planning/Forecasting Model that assesses both short-term and long-term financial implications of current and proposed policies, programs and assumptions over a multi-year period.

Prepare a Capital Improvement Plan that reflects a community's needs, is reviewed and updated annually, and fits within a financing plan that reflects the community's ability to pay.



- Review and evaluate Financial Management Structure to ensure that the structure and reporting relationships of the community's finance offices support accountability and a cohesive financial team process.
- Utilize Financial Trend Monitoring, modeled after the ICMA's Financial Trend Monitoring System (FTMS).
- Other:

Why did you choose this best practice and what assistance would you need to accomplish this best practice?\*

The Town would like to develop a standard budget document that improves the level of information shared about the Town's annual budget. We currently utilize Excel, the Annual Town Meeting Warrant Report, and the Town website to share and communicate information about the Town budget. Consolidating this information and improving how it is communicated will help to better educate Medfield residents about the annual budget and the Town's financial policies.

Would you like to apply for a second best practice?

- No
- Yes

## Best Practice Area #2

### Best Practice Area #2

- Age and Dementia Friendly
- Education
- Energy and Environment
- Financial Management
- Housing & Economic Development



Human Resources Information Technology Public Accessibility Public Health Public Safety Regionalization/Shared Services Transportation/Public Works Other Best Practice Area

Once you have made your selection, Best Practice options will appear below.

Are you applying for this best practice with other communities? \*

 No Yes

Human Resources - Best Practice Focus Area

 Cost-Out Collective Bargaining proposals so that the impact of the total package is known. This provides the municipality with a clear understanding of both short-term and long-term budgetary impacts. Develop a Workplace Safety program so that the risk of on-the-job injuries is minimized. Develop a formal Wage and Classification Plan that details, at a minimum, job descriptions, employee grades, and salary ranges, thereby providing the municipality with a tool to make pay decisions that are reasonable in comparison to similar work being carried out in all areas of city/town government. Develop Employee Policies and Procedures for things such as discrimination, sexual harassment, information technology use, drug and alcohol, use of social media, and town-owned vehicles.

- Explore Centralized Human Resources/Personnel Operations to improve service delivery and build efficiencies.
- Manage employee benefit costs such as health insurance, dental insurance, unemployment insurance, and worker's compensation/111F; includes eligibility review and evaluation of insurance choices.
- Prepare a Succession Plan to help address the pending wave of retirements that will challenge a municipality's ability to maintain service levels and utilize expertise and experience of mature workers through consulting or mentorship programs.
- Other:

Why did you choose this best practice and what assistance would you need to accomplish this best practice?\*

The Town maintains a wage and classification plan that was partly updated in 2016. Undertaking this best practice will enable the Town to evaluate and update its wages, pay equity and overall compensation for all employees. It will also enable the Town to complete an update of job descriptions for all positions.

Once you have completed the application, please click the "Submit Application" button below. You will not be able to save or review your application once you hit submit. You will receive notice via email confirming your application.

Upon submission, applications will be reviewed by the Senior Deputy Commissioner of Local Services. The purpose of the review is to ensure that the best practice or practices chosen reflect needed areas of improvement. After review, DLS will reach out to your community regarding next steps.

[Submit Application](#)



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## TOWN OF MEDFIELD, MASSACHUSETTS

### AGREEMENT

**CONTRACT # Medfield 2021-04**

**STATE CONTRACT # (if applicable) \_\_\_\_\_**

This Contract is made this 14th day of September, 2021 by and between the Town of Medfield, a Municipal Corporation, duly organized under the laws of the Commonwealth of Massachusetts and having a usual place of business at the Town House Building, 459 Main Street in said Medfield, MA 02052 hereinafter referred to as the "Town" and Cartographic Associates, Inc., d/b/a CAI Technologies having a usual place of business at 11 Pleasant Street, Littleton, NH, 03561, hereinafter referred to as the "Contractor".

#### **WITNESSED:**

Whereas, the Contractor submitted a Proposal to the Town to perform tax map maintenance services, hereinafter referred to as the "Program" and the Town has decided to award the contract, therefore to the Contractor.

NOW, THEREFORE, THE Town and the Contractor agree as follows:

1. **Contract Documents:** The Contract Documents consist of this Agreement together with the Contractor's Scope of Services and Compensation only (Attachment A). The Contract Documents constitute the entire Agreement between the parties concerning the services and all are as fully a part of this Agreement as if attached hereto. In the event of conflicting provisions, the language of this Agreement shall govern provided that if the conflict relates to quantity or quality of goods or services, the greater quantity or higher quality specified shall be required.
2. **Scope of Services:** The Contractor shall furnish tax map maintenance services related to the Program in accordance with the Scope of Services provided in Attachment A, as well as, all services necessary or incidental thereto.
3. **Performance of Work:** The Contractor shall furnish all equipment, staffing, and materials to accomplish the Program in strict conformity with all applicable Federal, State, and local laws, each of which is incorporated by reference and shall be responsible for obtaining all necessary approvals/permits as required for the performance of the Program.
4. **Warranties:** The Contractor warrants that all work will be performed in a good and workmanlike manner and in strict conformity with the Contract Documents. The Contractor shall replace, repair, or make good, without cost to the Town, any defects or faults arising within one (1) year after date of Town's acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Contractor.
5. **Contract Term:** The Contract Term is as follows: September 14, 2021 through June 30, 2022.

6. **Payment for Work:** The Town shall pay for the Program in accordance with the pricing in Attachment A: \$4,900 for tax map maintenance services with a \$15 fee per new/changed building. The Contractor to Town shall submit invoices for payment for the Program according to terms set forth by the Town. The Town shall make payments within thirty (30) days after its receipt of the invoice.
7. **Indemnification of the Town:** The Town's liability hereunder shall be limited to the amounts due the Contractor for services actually rendered. The Contractor shall indemnify and hold harmless the Town, its officers, boards, agents and employees to the maximum extent permitted by law, from any liability loss, damage, cost, charge, or expense resulting from any employees or third party contractor or supplier's claim for payment for wages, labor, materials, goods or services rendered to Contractor or from any claim for injury to person or property, which be made as a result of any act, omission or default on the part of the Contractor, or any of its agents or employees and will pay promptly on demand all costs and expenses of the investigation thereof, including attorney's fees and expenses. If any such claim is made, the Town may retain out of any payments, then or thereafter due to the Contractor a sufficient amount to protect the Town against such claims, costs and expenses.
8. **Contractor's Standard of Care.** In providing services under this Agreement, the Contractor will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the GIS industry currently practicing under similar circumstances. Upon notice to the Contractor and by mutual agreement between the parties, the Contractor will, without additional compensation, correct those services not meeting such a standard.
9. **Contractor's Personnel:** The Contractor shall utilize only its employees and shall not utilize any third-party contractors without prior written approval of the Town.
10. **Insurance:** The Contractor shall provide the following insurance policies. The Town will require a Certificate of Insurance, indicating evidence of General Liability, Automobile Liability, and Professional Liability with minimum limits of \$1,000,000.00 and Worker's Compensation (per Statute). The Town will require the Certificate of Insurance to include naming the Town of Medfield as an additional insured.
11. **Independent Contractor:** The Contractor is an independent contractor and is not an agent or employee of the Town and is not authorized to act on behalf of the Town. The Town will not withhold Federal, State or payroll taxes of any kind, on behalf of the Contractor or the employees of the Contractor. The Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of the Town.
12. **Successors and Assigns:** This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the Town nor the Contractor shall assign or transfer any interest in the Agreement without the written consent of the other.
13. **Inspection and Reports:** The Town shall have the right to inspect the records of the Contractor relative to the services provided to the Town pursuant to this Agreement. Upon request the Contractor shall furnish to the Town any and all written reports relative to such services arising out of its operations under this Contract during and/or after the termination of the contract.
14. **Termination:**
  - a. **For Cause** – The Town shall have the right to terminate this Agreement if (i) the Contractor neglects or fails to perform or observe any of its obligations hereunder and a cure is not effected by the

Contractor within seven (7) days next following its receipt of a termination notice issued by the Town, (ii) if an order is entered against the Contractor approving a petition for an arrangement, liquidation, dissolution or similar relief relating to bankruptcy or insolvency and such order remains unvacated for thirty (30) days; or (iii) immediately if the Contractor shall file a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief for debtors or shall seek or consent or acquiesce in appointment of any trustee, receiver or liquidation of any of the Contractor's property.

The Town shall pay all reasonable and supportable costs incurred prior to termination, which payment shall not exceed the value of services provided.

- b. For Convenience – The Town may terminate this Agreement at any time for any reason upon submitting to the Contractor thirty (30) days prior a written notice of its intention to terminate. Upon receipt of such notice, the Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the Town's termination notice. The Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.
- c. Return of Property – Upon termination, the Contractor shall immediately return to the Town, without limitation, all documents and items of any nature whatever, supplied to the Contractor by the Town or developed by the Contractor in accordance with this Agreement.
15. Notice: Any and all notices, or other communications required or permitted under this Contract, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, be registered or certified mail or by other reputable delivery service, to the parties at the address set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service.
16. Severability: If any term of this Contractor application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, legality, and enforceability of the remaining terms and conditions of the Contract shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
17. Governing Law: The performance of this Contract shall be governed, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, Claims and Disputes and Resolution Procedure. Claims, disputes, or other matters in question with the Town and Contractor or any other party claiming rights under this Agreement relating to or arising from the Project, the Work, or interpretation of any terms of the Contract or Contract Documents shall be resolved only by a civil action commenced in the Commonwealth of Massachusetts in either the Superior Court Department, Norfolk County, or the District Court Department, Dedham Division, of Massachusetts Trial Court; in the alternative, private arbitration or mediation may be employed if the parties mutually agree in writing to do so.
18. Entire Agreement: This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This contract supersedes all prior agreements; negotiations, either written or oral and it shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this day and year first above written.

*(Contractor)*

Board of Selectmen

By: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved as to Form: \_\_\_\_\_

Town of Medfield, MA

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Mark G. Cerel, Town Attorney

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Kristine Trierweiler, Town Administrator

### **CERTIFICATION OF GOOD FAITH**

The undersigned certifies under pains and penalties of perjury that this contract has been obtained in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

The Contractor by:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title/Authority

### **CERTIFICATE OF STATE TAX COMPLIANCE**

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A

\_\_\_\_\_, authorized signatory for  
name of signatory

\_\_\_\_\_, whose  
name of contractor

principal place of business is at \_\_\_\_\_,

\_\_\_\_\_, does hereby certify under the pains and penalties of perjury that  
\_\_\_\_\_ has paid all  
name of contractor

Massachusetts taxes and has complied with all laws of the Commonwealth of Massachusetts relating to taxes,  
reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PROFESSIONAL TAX MAP MAINTENANCE SERVICES AGREEMENT  
FOR THE  
TOWN OF MEDFIELD, MASSACHUSETTS**  
**For processing data recorded 1/1/2019 through 12/31/2020**

**July 15, 2021**

This Agreement made this 15<sup>th</sup> day of July, 2021 between Cartographic Associates, Inc., doing business as CAI Technologies, a New Hampshire corporation with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Medfield, located at 459 Main Street, Medford, MA, 02052, hereinafter called the CLIENT, to provide professional mapping/GIS services according to the specifications, terms, and conditions below written.

Witnesseth, the above parties agree as follows:

**SCOPE OF SERVICES**

- A. CAI shall perform Tax Map Maintenance services. Said services shall include processing an estimated 16 plans recorded for the CLIENT for the above referenced time period. This service also includes processing an estimated 16 miscellaneous map changes and corrections.
- B. CAI shall perform GIS Building Layer Maintenance services. Using copies of the property record cards provided by the CLIENT for parcels with new or changed buildings, including the building sketches, CAI shall use the most recent available orthoimagery to accurately place building footprints into the Town's existing GIS footprint data layer. This task does not apply if the CLIENT chooses not to provide any building sketches.
- C. A preliminary version of the Tax Maps shall be delivered to the CLIENT in PDF format for review and comment.
- D. Upon receipt and incorporation of changes/feedback by the CLIENT, CAI shall produce:
  - One complete final set of PDF Tax Maps
  - Updated GIS Parcel Data
  - Updated MassGIS Level 3 parcel data
  - Updated parcel layer in shapefile format with Loc\_ID linking field
  - List of new or revised MassGIS Loc\_ID's
- E. Hard copy tax map prints are not included for delivery as part of this agreement.
- F. CAI shall provide the CLIENT with a copy of all digital data developed as part of this project. Final delivery product will be in Esri ArcGIS format suitable for use with Esri's latest version of ArcGIS. The CLIENT shall own all digital data created specifically for this project.

**CLIENT RESPONSIBILITIES**

- A. The CLIENT shall appoint a contact person to serve as project liaison between the CLIENT and CAI.
- B. The CLIENT shall provide CAI all source documents and miscellaneous changes required for CAI to perform the Tax Map updates. This includes all existing GIS data, current to January 1, 2019, used to produce the CLIENT's existing tax maps.

- C. The CLIENT shall provide property record cards for parcels with new or changed buildings, including the building sketches. (if applicable)
- D. The CLIENT shall review and provide CAI any changes/feedback on the preliminary PDF maps within 30 days of delivery by CAI.

#### COST

- A. The CLIENT shall pay a total amount of \$4,900.00 for the services described in this agreement.
- B. GIS Building Layer Maintenance Services shall be invoiced at an additional fee of \$15.00 per new/changed building.

#### TIMING

- A. CAI shall deliver the preliminary PDF maps for CLIENT review within forty five (45) days of receipt of a fully executed agreement and notification that all required update source documents recorded for the above referenced time period have been submitted to CAI.
- B. CAI shall deliver the final PDF Tax Maps along with updated GIS data within fifteen (15 days) of receipt of CLIENT's changes/feedback.

#### PAYMENT

Payment shall be made within 30 days of invoicing. Said invoicing shall be done upon delivery of the preliminary PDF tax maps.

CAI agrees that this contract shall not be assigned, transferred, conveyed, or otherwise disposed of without the previous express written consent of the CLIENT and neither shall said CAI's right, title, interest, or power to execute such contract be assigned, transferred, conveyed, or otherwise disposed of without written consent of the CLIENT.

The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested mapping services.

This contract shall be construed under the laws of the Commonwealth of Massachusetts.

The parties hereto have executed this agreement as of the date first above written, by their duly authorized officers.

TOWN OF MEDFIELD, MASSACHUSETTS

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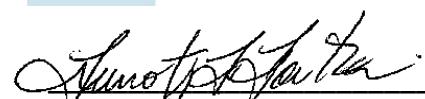
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\_\_\_\_\_  
Timothy Fountain, GISP  
Vice President



## TOWN OF MEDFIELD, MASSACHUSETTS

### AGREEMENT

**CONTRACT # Medfield 2021-04**

**STATE CONTRACT # (if applicable) \_\_\_\_\_**

This Contract is made this 14th day of September, 2021 by and between the Town of Medfield, a Municipal Corporation, duly organized under the laws of the Commonwealth of Massachusetts and having a usual place of business at the Town House Building, 459 Main Street in said Medfield, MA 02052 hereinafter referred to as the "Town" and Cartographic Associates, Inc., d/b/a CAI Technologies having a usual place of business at 11 Pleasant Street, Littleton, NH, 03561, hereinafter referred to as the "Contractor".

### WITNESSED:

Whereas, the Contractor submitted a Proposal to the Town to perform general GIS consulting, data development and technical support services, hereinafter referred to as the "Program" and the Town has decided to award the contract, therefore to the Contractor.

NOW, THEREFORE, THE Town and the Contractor agree as follows:

1. **Contract Documents:** The Contract Documents consist of this Agreement together with the Contractor's Scope of Services and Compensation only (Attachment A). The Contract Documents constitute the entire Agreement between the parties concerning the services and all are as fully a part of this Agreement as if attached hereto. In the event of conflicting provisions, the language of this Agreement shall govern provided that if the conflict relates to quantity or quality of goods or services, the greater quantity or higher quality specified shall be required.
2. **Scope of Services:** The Contractor shall furnish general GIS consulting, data development and technical support services related to the Program in accordance with the Scope of Services provided in Attachment A, as well as, all services necessary or incidental thereto.
3. **Performance of Work:** The Contractor shall furnish all equipment, staffing, and materials to accomplish the Program in strict conformity with all applicable Federal, State, and local laws, each of which is incorporated by reference and shall be responsible for obtaining all necessary approvals/permits as required for the performance of the Program.
4. **Warranties:** The Contractor warrants that all work will be performed in a good and workmanlike manner and in strict conformity with the Contract Documents. The Contractor shall replace, repair, or make good, without cost to the Town, any defects or faults arising within one (1) year after date of Town's acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Contractor.

5. Contract Term: The Contract Term is as follows: September 14, 2021 through June 30, 2022.
6. Payment for Work: The Town shall pay for the Program in accordance with the pricing in Attachment A, not to exceed \$5,000. The Contractor to Town shall submit invoices for payment for the Program according to terms set forth by the Town. The Town shall make payments within thirty (30) days after its receipt of the invoice.
7. Indemnification of the Town: The Town's liability hereunder shall be limited to the amounts due the Contractor for services actually rendered. The Contractor shall indemnify and hold harmless the Town, its officers, boards, agents and employees to the maximum extent permitted by law, from any liability loss, damage, cost, charge, or expense resulting from any employees or third party contractor or supplier's claim for payment for wages, labor, materials, goods or services rendered to Contractor or from any claim for injury to person or property, which be made as a result of any act, omission or default on the part of the Contractor, or any of its agents or employees and will pay promptly on demand all costs and expenses of the investigation thereof, including attorney's fees and expenses. If any such claim is made, the Town may retain out of any payments, then or thereafter due to the Contractor a sufficient amount to protect the Town against such claims, costs and expenses.
8. Contractor's Standard of Care. In providing services under this Agreement, the Contractor will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the GIS industry currently practicing under similar circumstances. Upon notice to the Contractor and by mutual agreement between the parties, the Contractor will, without additional compensation, correct those services not meeting such a standard.
9. Contractor's Personnel: The Contractor shall utilize only its employees and shall not utilize any third-party contractors without prior written approval of the Town.
10. Insurance: The Contractor shall provide the following insurance policies. The Town will require a Certificate of Insurance, indicating evidence of General Liability, Automobile Liability, and Professional Liability with minimum limits of \$1,000,000.00 and Worker's Compensation (per Statute). The Town will require the Certificate of Insurance to include naming the Town of Medfield as an additional insured.
11. Independent Contractor: The Contractor is an independent contractor and is not an agent or employee of the Town and is not authorized to act on behalf of the Town. The Town will not withhold Federal, State or payroll taxes of any kind, on behalf of the Contractor or the employees of the Contractor. The Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of the Town.
12. Successors and Assigns: This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the Town nor the Contractor shall assign or transfer any interest in the Agreement without the written consent of the other.
13. Inspection and Reports: The Town shall have the right to inspect the records of the Contractor relative to the services provided to the Town pursuant to this Agreement. Upon request the Contractor shall furnish to the Town any and all written reports relative to such services arising out of its operations under this Contract during and/or after the termination of the contract.
14. Termination:

- a. For Cause – The Town shall have the right to terminate this Agreement if (i) the Contractor neglects or fails to perform or observe any of its obligations hereunder and a cure is not effected by the Contractor within seven (7) days next following its receipt of a termination notice issued by the Town, (ii) if an order is entered against the Contractor approving a petition for an arrangement, liquidation, dissolution or similar relief relating to bankruptcy or insolvency and such order remains unvacated for thirty (30) days; or (iii) immediately if the Contractor shall file a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief for debtors or shall seek or consent or acquiesce in appointment of any trustee, receiver or liquidation of any of the Contractor's property.

The Town shall pay all reasonable and supportable costs incurred prior to termination, which payment shall not exceed the value of services provided.

- b. For Convenience – The Town may terminate this Agreement at any time for any reason upon submitting to the Contractor thirty (30) days prior a written notice of its intention to terminate. Upon receipt of such notice, the Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the Town's termination notice. The Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.
- c. Return of Property – Upon termination, the Contractor shall immediately return to the Town, without limitation, all documents and items of any nature whatever, supplied to the Contractor by the Town or developed by the Contractor in accordance with this Agreement.

15. Notice: Any and all notices, or other communications required or permitted under this Contract, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, be registered or certified mail or by other reputable delivery service, to the parties at the address set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service.
16. Severability: If any term of this Contractor application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, legality, and enforceability of the remaining terms and conditions of the Contract shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
17. Governing Law: The performance of this Contract shall be governed, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, Claims and Disputes and Resolution Procedure. Claims, disputes, or other matters in question with the Town and Contractor or any other party claiming rights under this Agreement relating to or arising from the Project, the Work, or interpretation of any terms of the Contract or Contract Documents shall be resolved only by a civil action commenced in the Commonwealth of Massachusetts in either the Superior Court Department, Norfolk County, or the District Court Department, Dedham Division, of Massachusetts Trial Court; in the alternative, private arbitration or mediation may be employed if the parties mutually agree in writing to do so.
18. Entire Agreement: This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This contract supersedes all prior agreements; negotiations, either written or oral and it shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this day and year first above written.

*(Contractor)*

Board of Selectmen

By: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved as to Form: \_\_\_\_\_

Town of Medfield, MA

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Mark G. Cerel, Town Attorney

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Kristine Trierweiler, Town Administrator

### **CERTIFICATION OF GOOD FAITH**

The undersigned certifies under pains and penalties of perjury that this contract has been obtained in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

The Contractor by:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title/Authority

### **CERTIFICATE OF STATE TAX COMPLIANCE**

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A

\_\_\_\_\_, authorized signatory for  
name of signatory

\_\_\_\_\_, whose  
name of contractor

principal place of business is at \_\_\_\_\_,

\_\_\_\_\_, does hereby certify under the pains and penalties of perjury that  
\_\_\_\_\_ has paid all  
name of contractor

Massachusetts taxes and has complied with all laws of the Commonwealth of Massachusetts relating to taxes,  
reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PROFESSIONAL SERVICES AGREEMENT  
FOR THE  
TOWN OF MEDFIELD, MASSACHUSETTS**  
For time period 7/1/2021 through 6/30/2022

**July 15, 2021**

This Agreement made this 15<sup>th</sup> day of July, 2021 between Cartographic Associates, Inc., doing business as CAI Technologies, a New Hampshire corporation with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Medfield, located at 459 Main Street, Medfield, MA 02052, hereinafter called the CLIENT, to provide professional GIS services according to the specifications, terms, and conditions below written.

Witnesseth, the above parties agree as follows:

**SCOPE OF SERVICES**

Geographic Information System (GIS) Consulting and Technical Support Services

- A. CAI shall provide general GIS consulting, data development and technical support services to the CLIENT. With the exception of required field work that may include GPS data collection, said services shall be performed off-site using telephone, email and remote desktop communication. These services shall include, but not necessarily be limited to, general GIS system consulting, GIS data layer development and conversion, and overall GIS data management services as directed by the CLIENT.
- B. CAI shall utilize the most current version of ESRI ArcGIS software to perform all services and shall deliver all data developed and/or modified as part of this agreement to the CLIENT in a manner consistent with professional GIS consulting standards.
- C. Any GIS data developed as part of this agreement shall be owned by the CLIENT. CAI shall not release or distribute data without prior written consent from the CLIENT.
- D. This agreement is valid for remote consulting and technical support services provided to the CLIENT for the above referenced time period.

**CLIENT RESPONSIBILITIES**

The CLIENT shall appoint a contact person to serve as project liaison between the CLIENT and CAI.

**COST**

CAI shall perform these services on a time and materials cost basis using the following rate schedule. The total amount invoiced by CAI under this agreement shall not exceed \$5,000.00. All time shall be invoiced in quarter hour increments. Invoicing shall be done monthly based on work completed.

<b>TIME &amp; MATERIALS RATE SCHEDULE</b>	
<b>Position / Title</b>	<b>Standard Hourly Rate</b>
Project Manager	\$185
Solutions Architect	\$225
Senior GIS Programmer	\$155
GIS Programmer	\$130
Senior GIS Analyst	\$120

TIME & MATERIALS RATE SCHEDULE	
Position / Title	Standard Hourly Rate
GIS Analyst	\$100
GIS Technician	\$ 80
Mapping Specialist	\$ 90
Administration	\$ 75
GPS Data Collection	\$125
Staff Travel Time*	\$ 70

\*Additional costs to be added to cover expenses either for being onsite or materials

## PAYMENT

Payment shall be made within 30 days of invoicing.

Note: This Service Agreement will automatically renew annually at the above shown cost. Said renewal can be canceled at any time with 30 days notification.

CAI agrees that this contract shall not be assigned, transferred, conveyed, or otherwise disposed of without the previous express written consent of the CLIENT and neither shall said CAI's right, title, interest, or power to execute such contract be assigned, transferred, conveyed, or otherwise disposed of without written consent of the CLIENT.

The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested services.

This contract shall be construed under the laws of the Commonwealth of Massachusetts.

The parties hereto have executed this agreement as of the date first above written, by their duly authorized officers.

TOWN OF MEDFIELD, MASSACHUSETTS

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 A handwritten signature in black ink that reads 'Timothy Fountain'.

Timothy Fountain, GISP  
Vice President





# TOWN OF MEDFIELD

## *Office of the*

# BOARD OF SELECTMEN

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

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

**Kristine Trierweiler**

*Town Administrator*

**Nicholas Milano**

*Assistant Town Administrator*

### **Board of Selectmen**

Michael T. Marcucci, Chair  
Gustave H. Murby, Clerk  
Osler L. Peterson, Member

September 8, 2021

Ms. Diane Sullivan  
Director of Program Management  
40 Broad Street, Suite 500  
Boston, Massachusetts 02109

Dear Ms. Sullivan:

The Dale Street School Building Committee ("SBC") has completed review of the Schematic Design Submittal for the Medfield Elementary School project (the "Project") and on September 1, 2021, the SBC voted to approve and authorize the Owner's Project Manager ("OPM") to submit the Schematic Design related documents to the MSBA for consideration. A certified copy of the SBC meeting minutes, which includes the specific language of the vote and the number of votes in favor, opposed and abstained, are attached.

Since the MSBA's Board of Directors invited the District to conduct a Feasibility Study on December 12, 2018, the SBC has held, in total, thirty-four (34) meetings regarding the proposed project from Feasibility Study through Schematic Design in compliance with the State's Open Meeting Law.

Since the MSBA Board of Directors approved the District to proceed into Schematic Design on February 11, 2021. The SBC has held eleven (11) meetings regarding the Medfield Elementary School Project. These meetings include:

Meeting Date	Time	Group	Location	Topic
March 10, 2021	7:00 PM	Dale Street School Building Committee Meeting No. 24	Online Meeting	Project update, building design update, process/timeline review
March 24, 2021	7:00 PM	Dale Street School Building Committee Meeting No. 25- Joint mtg. with BoS	Online Meeting	Project update, building design update, process/timeline review, present sustainability data/ discussion, vote on HVAC system

April 07, 2021	7:00 PM	Dale Street School Building Committee Meeting No. 26	Online Meeting	Building design update, process/timeline review, present sustainability data/discussion, vote on HVAC system
April 28, 2021	7:00 PM	Dale Street School Building Committee Meeting No. 27	Online Meeting	Project update, building design update, process/timeline review, vote on construction delivery method
May 12, 2021	7:00 PM	Dale Street School Building Committee Meeting No. 28	Online Meeting	Project update, building design update, process/timeline review
May 26, 2021	7:00 PM	Dale Street School Building Committee Meeting No. 29	Online Meeting	Project update, building design update, process/timeline review
June 23, 2021	7:00 PM	Dale Street School Building Committee Meeting No. 30	Online Meeting	Project update, building design update, process/timeline review
June 30, 2021	7:00 PM	Dale Street School Building Committee Meeting No. 31	Online Meeting	Project update, building design update, process/timeline review, cost estimate review, review of VE list
July 28, 2021	7:00 PM	Dale Street School Building Committee Meeting No. 32	Online Meeting	Project update, building design update, process/timeline review,
August 18, 2021	7:00 PM	Dale Street School Building Committee Meeting No. 33	Online Meeting	Project update, building design update, process/timeline review, review of SD submission, review SBC comments
September 01, 2021	7:00 PM	Dale Street School Building Committee Meeting No. 34	Online Meeting	Project update, building design update, process/timeline review, vote to approve submission of the Schematic Design

In addition to the SBC meetings listed above, the District has held two (2) public forum meetings and three (3) School Committee Meeting Community Conversations at which the Project. These meetings include:

Meeting Date	Time	Group	Location	Topic
Feb. 25, 2021	7:00 PM	Public Forum	Online Meeting	Presented sustainability data/discussion
May 13, 2021	7:00 PM	Community Conversation	Online Meeting	Project update, building design update, process/timeline review
June 13, 2021	7:00 PM	Public Forum	Dale Cafeteria (in-person & Online)	Project update, building design update, process/timeline review
June 29, 2021	7:00 PM	Community Conversation	Wheelock Library (in-person & Online)	Project update, building design update, process/timeline review

August 25, 2021	7:00PM	Community Conversation	Dale Cafeteria ((in-person & Online)	Project update, building design update, process/timeline review
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The Public Forums were hosted by the Dale Street School Building Committee. Members of the School Committee, Board of Selectmen and Town Officials were present. The Public Forums were opened by Superintendent Marsden, Building Committee Chair Michael Quinlan and Communication Subcommittee Chair Anna Mae O'Shea Brooke and presented by the Building Committee Chair Michael Quinlan, the Designer Arrowstreet and the OPM LeftField. The public announcements that include the agenda, the meeting minutes and presentation materials are provided in the Appendix of the Schematic Design Submission.

The presentation materials for each meeting, meeting minutes, and summary materials related to the Project are available locally for public review on the Medfield Public Schools' Dale Street School Project website at <https://www.medfield.net/o/medfield-public-schools> and at the Town of Medfield's website at <https://sites.google.com/email.medfield.net/elementary-school-project/home?authuser=0&fbclid=IwAR3A8IVcr3I3XGAc5pY0bZPw8bN3sUk1iWtdOzi0bPui3ncWIR8MD0jFAfE>. Hard copies of the submissions are available at the Office of the Superintendent of Schools.

To the best of my knowledge and belief, each of the meetings listed above complied with the requirements of the Open Meeting Law, M.G.L. c. 30A, §§ 18-25 and 940 CMR 29 *et seq.*

If you have any questions or require any additional information, please contact Lynn Stapleton, Owner's Project Manager, [Lstapleton@leftfieldpm.com](mailto:Lstapleton@leftfieldpm.com), 508-269-0457.

By signing this Local Action and Approval Certification, I hereby certify that, to the best of my knowledge and belief, the information supplied by the District in this Certification is true, complete, and accurate.

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**By: Michael Marcucci**

**Title: Chief Executive Officer**

**Date:**

**By: Jeffrey J. Marsden,  
Ed.D.**

**Title: Superintendent of Schools**

**Date:**

**By: Jessica Reilly**

**Title: Chair of the School Committee**

**Date:**







Nicholas Milano &lt;nmilano@medfield.net&gt;

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**Block party 9/25 3-7pm Indian Hill rd**

**Melissa Lopes-Yorio** [REDACTED]  
To: "nmilano@medfield.net" <nmilano@medfield.net>

Tue, Aug 31, 2021 at 2:21 PM

Hi Nick!

My name is Melissa Yorio and I'm reaching out to see if I can block the dead end side of Indian hill rd by Niantic Rd for a block party on 9/25 from 3-7pm? I just left you a message on your voicemail as well. I look forward to hearing back from you.

Thank you,  
Melissa Yorio  
37 Indian Hill Rd  
Medfield



----- Forwarded message -----

From: **David Higgins** [REDACTED]  
Date: Wed, Sep 8, 2021 at 1:18 PM  
Subject: MYBA Sandwich Boards  
To: Kristine Trierweiler <[ktrierweiler@medfield.net](mailto:ktrierweiler@medfield.net)>

Kristine

Hello, my name is David Higgins. I am a member of the Medfield Youth Basketball Association. I stopped by your office on Tuesday to request permission to place Sandwich boards for registration details of Medfield youth basketball. We would like to place them September 15th thru October 15th. They provided me your business card and told me to email you so it can be approved at the next meeting on the 14th..

Please let me know if you need more details.

Appreciate your help.

Regards  
David