



Board of Selectmen
Meeting Packet
September 28, 2021



ARROWSTREET

ELEMENTARY SCHOOL PROJECT

COMMUNITY FORUM

MEDFIELD, MA
22 SEPTEMBER 2021

PREPARED FOR



MEDFIELD PUBLIC SCHOOLS



AGENDA /

1 PROJECT BUDGET

2 TAX IMPACT

3 NEXT STEPS

PROJECT BUDGET



Total Project Budget Template

- MSBA Form 3011 Template (7/28/21)
- Formulaic Process for Eligibility and Reimbursement
- Recent Changes in Current Grant Caps And Establishment of New Caps

Total Project Budget: All costs associated with the project are subject to 963 CMR 2.16(5)	Estimated Budget	Scope Items Excluded from the Estimated Basis of Maximum Facilities Grant or Otherwise Ineligible	Estimated Basis of Maximum Total Facilities Grant ¹	Estimated Maximum Total Facilities Grant ¹	Soft Cost Reimbursement
Feasibility Study Agreement					Category Estimated Budget Excluded Eligible Soft Costs
OPM Feasibility Study	\$270,927	\$0	\$270,927		Administration - \$3,000,134 \$1,059,997 \$1,940,137
A&E Feasibility Study	\$620,000	\$0	\$620,000		A/E Services - \$7,368,576 \$1,734,250 \$5,634,326
Environmental & Site	\$100,926	\$0	\$100,926		Site Acquisition - Ineligible, therefore not included in calculation
Other	\$8,147	\$0	\$8,147		Miscellaneous Project Costs - \$475,000 \$150,000 \$325,000
Feasibility Study Agreement Subtotal	\$1,000,000	\$0	\$1,000,000	\$434,200	FFE - \$1,955,000 \$575,000 \$1,380,000
Administration					Owners Contingency - Not included in this calculation
Legal Fees					Total Eligible Soft Costs = \$9,279,463
Owner's Project Manager					
Design Development	\$216,820	\$0	\$216,820		
Construction Contract Document	\$315,200	\$113,692	\$201,508		
Bidding	\$98,440	\$0	\$98,440		
Construction Contract Administration	\$1,648,160	\$946,305	\$701,855		
Closeout	\$187,440	\$0	\$187,440		
Extra Services	\$10,000	\$0	\$10,000		
Reimbursable & Other Services	\$50,000	\$0	\$50,000		
Cost Estimates	\$65,000	\$0	\$65,000		
Advertising	\$30,000	\$0	\$30,000		
Permitting	\$0	\$0	\$0		
Owner's Insurance	\$0	\$0	\$0		
Other Administrative Costs	\$100,000	\$0	\$100,000		
Administration Subtotal	\$2,721,060	\$1,059,997	\$1,661,063	\$721,234	
Architecture and Engineering					
Basic Services					
Design Development	\$1,476,410	\$0	\$1,476,410		
Construction Contract Document	\$2,362,260	\$271,069	\$2,091,191		
Bidding	\$354,340	\$0	\$354,340		
Construction Contract Administration	\$1,476,410	\$1,463,181	\$13,229		
Closeout	\$236,230	\$0	\$236,230		
Other Basic Services	\$0	\$0	\$0		
Basic Services Subtotal	\$5,905,650	\$1,734,250	\$4,171,400		
Reimbursable Services					
Construction Testing	\$0	\$0	\$0		
Printing (over minimum)	\$10,000	\$0	\$10,000		
Other Reimbursable Cost	\$250,000	\$0	\$250,000		
Hazardous Materials	\$0	\$0	\$0		
Geotechnical & Geo-Environmenta	\$399,000	\$0	\$399,000		
Site Survey	\$23,000	\$0	\$23,000		
Wetlands	\$0	\$0	\$0		
Traffic Studies	\$60,000	\$0	\$60,000		
Architectural/Engineering Subtotal	\$6,647,650	\$1,734,250	\$4,913,400	\$2,133,398	Ineligible Fees associated with OPM (3.5%) & Designer (10%) fees Caps
CM at Risk Preconstruction Services					Upper Limit \$47,914,000 95,828 \$500 /sf
Pre-Construction Services	\$225,000	\$0	\$225,000	\$97,695	Construction Budget \$64,525,190
Site Acquisition					Basis of OPM & Designer Fee Caps \$47,914,000
Land / Building Purchase	\$0	\$0	\$0		OPM Services Est. Budget Ineligible Costs Eligible Costs OPM Value @ 3.5% Value > 3.5%
Appraisal Fees	\$0	\$0	\$0		Basic Services \$2,736,987 \$1,059,997 \$1,676,990 \$1,676,990
Recording fees	\$0	\$0	\$0		Extra Services \$133,147 \$0 \$133,147
Site Acquisition Subtotal	\$0	\$0	\$0	\$0	Designer Serv. Est. Budget Ineligible Costs Eligible Costs Designer Val. @ 10.00% Value > 10%
Construction Costs					Basic Services \$6,525,650 \$1,734,250 \$4,791,400 \$4,791,400
SUBSTRUCTURE					Extra Services \$842,926 \$0 \$842,926 If >0 enter into Cell C30
Foundations	\$1,534,738				
Lowest Floor	\$1,862,732				
SHELL					
Super Structure	\$1,379,869				
Exterior Closure	\$2,921,490				
Exterior Walls	\$4,475,452				
Exterior Windows	\$1,239,000				
Exterior Doors	\$103,198				
Roofing	\$2,085,770				
INTERIORS					
Interior Construction	\$4,487,615				
Staircases	\$324,639				
Interior Finisher	\$2,389,203				
SERVICES					
Conveying Systems	\$150,000				
Plumbing	\$1,738,760				
HVAC	\$7,571,503				
Fire Protection	\$555,807				
Electrical	\$3,456,799				
EQUIPMENT & FURNISHINGS					
Equipment	\$648,880				
Furnishings	\$949,600				
SPECIAL CONSTRUCTION & DEMOLITION					
Special Construction	\$0				Mark Up Ratio
Existing Building Demolition	\$0	\$0	\$0		Construction Budget \$64,525,190
In-Building Hazardous Material Abatement	\$0	\$0	\$0		Construction Trades Subtotal \$48,084,733 1.341905964 = Mark Up Ratio
Asbestos Containing Floor Material Abatement	\$0	\$0	\$0		
Other Hazardous Material Abatement	\$0	\$0	\$0		
BUILDING SITEWORK					
					Demolition and Abatement Costs
					Total Demolition and Abatement Costs \$0
					Ineligible Demolition and Abatement Costs \$0
					Eligible Demolition and Abatement Costs \$0
					Marked Up Eligible Costs \$0



District Reimbursement Rate is 43.42% of eligible costs

Actualized Probable Percentage of Reimbursement is between 22.63% to 23.14% based on new Grant Caps

Site Preparation	\$1,804,820	\$0		
Site Improvements	\$3,953,420	\$0		
Site Civil / Mechanical Utilities	\$3,304,748	\$0		
Site Electrical Utilities	\$846,690	\$0		
Other Site Construction	\$300,000	\$0		
Site Cost over Allowance		\$7,179,674		
Construction Trades Subtotal	\$48,084,733	\$7,179,674		
Contingencies (Design and Pricing)	\$4,808,473	\$717,967		
Sub-Contractor Bonds	\$417,147	\$62,285		
D/B/B Insurance	\$0	\$0		
General Conditions & General Requirements	\$5,512,784	\$823,130		
D/B/B Overhead & Profit	\$0	\$0		
GMP Insurance	\$611,816	\$91,352		
GMP Fee	\$1,251,441	\$186,856		
GMP Contingency	\$1,112,392	\$166,095		
Escalation to Mid-Point of Construction	\$2,726,404	\$407,087		
Construction Cost over Funding Cap		\$21,700,903		
Construction Budget	\$64,525,190	\$31,335,350	\$33,189,840	\$14,411,028
Alternates				
Ineligible Work Included in the Base Project	\$0	\$0	\$0	
Alternates Included in the Total Project Budget	\$0	\$0	\$0	
Alternates Excluded from the Total Project Budget	\$0		\$0	
Subtotal to be Included in Total Project Budget	\$0	\$0	\$0	\$0
Miscellaneous Project Costs				
Utility Company Fees	\$100,000	\$0	\$100,000	
Testing Services	\$225,000	\$0	\$225,000	
Swing Space / Modulars	\$0	\$0	\$0	
Other Project Costs (Mailing & Moving)	\$150,000	\$150,000	\$0	
Misc. Project Costs Subtotal	\$475,000	\$150,000	\$325,000	\$141,115
Furnishings and Equipment				
Furniture, Fixtures, and Equipment	\$1,035,000	\$345,000	\$690,000	
Technology	\$920,000	\$230,000	\$690,000	
FF&E Subtotal	\$1,955,000	\$575,000	\$1,380,000	\$599,196
Soft Costs that exceed 20% of Construction Costs			\$0	
Project Budget	\$77,548,900	\$34,854,597	\$42,694,303	\$18,537,866

Board Authorization	
Design Enrollment	575
Total Building Gross Floor Area (GSF)	95,828
Total Project Budget (excluding Contingencies)	\$77,548,900
Scope Items Excluded or Otherwise Ineligible	-\$34,854,597
Third Party Funding (Ineligible)	-\$ 0
Estimated Basis of Maximum Total Facilities Grant ¹	\$42,694,303
Reimbursement Rate ¹	43.42%
Est. Max. Total Facilities Grant (before recovery) ¹	\$18,537,866
Cost Recovery ²	-\$ 4,324
Estimated Maximum Total Facilities Grant ¹	\$18,533,542

Construction Contingency ³	\$3,226,260
Ineligible Construction Contingency ³	\$2,581,008
"Potentially Eligible" Construction Contingency ³	\$645,252
Owner's Contingency ³	\$1,118,504
Ineligible Owner's Contingency ³	\$795,878
"Potentially Eligible" Owner's Contingency ³	\$322,626
Total Potentially Eligible Contingency ³	\$967,878
Reimbursement Rate	43.42%
Potential Additional Contingency Grant Funds ³	\$420,253
Maximum Total Facilities Grant	\$18,953,795
Total Project Budget	\$81,893,663
Probable Town Share	\$63,360,121 ^{23%}

39.84 Reimbursement Rate Before Incentive Points
3.58 Total Incentive Points
43.42% MSBA Reimbursement Rate

NOTES
This template was prepared by the MSBA as a tool to assist Districts and consultants in understanding MSBA policies and practices regarding potential impact on the MSBA's calculation of a potential Basis of Total Facilities Grant and potential Total Maximum Facilities Grant. This template does not contain a final, exhaustive list of all evaluations which the MSBA may use in determining whether items are eligible for reimbursement by the MSBA. The MSBA will perform an independent analysis based on a review of information and estimates provided by the District for the proposed school project that may or may not agree with the estimates generated by the District using this template.

1 - The Estimated Basis of Total Facilities Grant and Estimated Maximum Facilities Grant amounts do not include any potentially eligible contingency funds and are subject to review and audit by the MSBA.

2 - Costs associated with the commissioning of ineligible square footage is estimated to result in the recovery of a portion of the overall commissioning cost. The OPM has estimated this recovery of funds to be \$ _____. The proposed demolition of the _____ School is expected to result in the MSBA recovering a portion of state funds previously paid to the District for the _____ project at the existing facilities completed in _____. The MSBA will perform an independent analysis based on a review of its records and information and estimates provided by the District for the proposed school project that may or may not agree with the estimated cost recovery generated by the District and its consultants using this template.

3 - Pursuant to Section 3.21 of the Project Funding Agreement and the applicable policies and guidelines of the Authority, any project costs associated with the reallocation or transfer of funds from either the Owner's contingency or the Construction contingency to other budget line items shall be subject to review by the Authority to determine whether any such costs are eligible for reimbursement by the Authority. All costs are subject to review and audit by the MSBA.

Site Costs Beyond (8%) of Building Costs:			
Direct Building Cost		Total Direct Site Costs	\$10,209,678
	\$37,875,055	Scope Excluded Costs	\$0
Potentially Eligible Site Costs		Potentially Eligible Site Cost	-\$3,030,004
	\$3,030,004	Ineligible Site Costs	\$7,179,674
		Site Costs beyond Funding Limit	\$0
		If > 0 enter value into Cell C87	

Construction Costs and Funding Cap		Ineligible Cost Breakdown
Total Building Area	95,828	Scope Excluded Site Work: \$0.00
Ineligible Excess Auditorium & PE Space	-3,380	Site Cost beyond Funding Limit: \$9,634,447
Other Ineligible Building Areas	-254	Ineligible Demo & Abatement: \$0
Eligible Building GSF	92,194	Scope Excluded Aud/PE Area: \$2,275,889
Reimbursable Construction Cost Limit	\$360	Other Ineligible Building Areas: \$171,028
Eligible Building Costs	\$33,189,840	Construction Cost over Funding Cap: \$19,253,986
Eligible Demolition & Abatement Costs	+\$ 0	
Basis of Construction Costs	\$33,189,840	Construction Cost Breakdown
Construction Budget	\$64,525,190	Total Construction Cost (\$/sf) \$673.34
Basis of Construction Costs	-\$33,189,840	Reimbursable Construction Cost (\$/sf) \$360.00
Ineligible Construction Costs	\$31,335,350	Marked-Up Building Costs: \$530.37
Construction Cost over Funding Cap	\$0	Marked-Up Site, Building Takedown & Haz Mat: \$142.97
If > 0 enter value into Cell C99		Direct Building Cost (\$/sf) \$434.76

FFE Reimbursement			
Enrollment:	575		
Funding Limit		Reimbursable Amt.	
\$1,200/student		\$690,000	Est'd Budget
\$1,200/student		\$920,000	Ineligible
			\$345,000 If >0 enter in Cell C113
			\$230,000 If >0 enter in Cell C114
Incentive Points			
1.58 (0-2) Maintenance			
0.00 (0-6) Newly Formed Regional School District			
0.00 (0-5) Major Reconstruction or Reno/Reuse type in rounded to 2 decimal places			
#DIV/0!	0 gsf	Renovated or Existing to Remain	
	0 gsf	Total at Conclusion of Project	If G116 > 0 enter value into Cell F115
0.00 (0-1) Overly Zoning 40R and 40S			
0.00 (0-5) Overlay Zoning 100 units or 50% of units 1,2, or 3 family structures			
2.00 (0-2) Energy Efficiency - "Green Schools"			
3.58 Total Incentive Points			*Eligible Construction Contingency: 1.00%

Cost Recovery for Prior Projects and Commissioning Cost of Ineligible Building Area			
Prior Project Costs:	\$0	Building GSF:	95,828
Cx Cost Recovery:	\$4,324	Cx Fee per GSF:	\$1.19
Total Cost Recovery:	\$4,324	If >0 enter in Cell B129	Ineligible GSF: 3,634
			Cx Cost Recovery: \$4,324
Project ID Number:			
Prior Project Total Grant:			Commissioning Fee Schedule
Propose School Opens			
Substantial Completion			
Beneficial use (yrs):	0.00		
Unused Years	20.00		
Unused Years as % of 20:	100.00%		
Cost Recovery:	\$0		



MSBA Cap Changes

Caps on Eligibility and Reimbursement

- Consultant Services, Owner's Project Management and Designer
 - Since 2009, caps for OPM – 3.5% and Designer 10% of total construction costs
 - New Caps - 3.5% and Designer 10% up to \$500/SF of construction costs
- Owner's Contingency
 - Past Average Cap – 2%
 - New Cap – 0.5%
- Demolition and Abatement
 - Past – No Defined Limit
 - New Cap Requires Additional Research and Has Not Yet Been Set
- Construction Cost Cap
 - Past Cap - \$333/SF
 - New Cap - \$360/SF



Total Project Budget Review

10/20/2021

6/28/2021

Total Project Budget: All costs associated with the project are subject to 963 CMR 2.16(5)	Estimated Budget	Scope Items Excluded from the Estimated Basis of Maximum Facilities Grant or Otherwise Ineligible	Estimated Basis of Maximum Total Facilities Grant ¹	Estimated Maximum Total Facilities Grant ¹
Feasibility Study Agreement				
OPM Feasibility Study	\$270,927	\$0	\$270,927	
A&E Feasibility Study	\$620,000	\$0	\$620,000	
Environmental & Site	\$100,926	\$0	\$100,926	
Other	\$8,147	\$0	\$8,147	
Feasibility Study Agreement Subtotal	\$1,000,000	\$0	\$1,000,000	\$434,200
Administration				
Legal Fees	\$0	\$0	\$0	\$0
Owner's Project Manager				
Design Development				
Construction Contract Documents:				
Bidding	\$2,466,060	\$216,820	\$0	\$216,820
Construction Contract Administration		\$315,200	\$113,692	\$201,508
Closeout		\$98,440	\$0	\$98,440
Extra Services		\$1,648,160	\$946,305	\$701,855
Reimbursable & Other Services		\$187,440	\$0	\$187,440
Cost Estimates		\$10,000	\$0	\$10,000
Advertising	\$255,000	\$50,000	\$0	\$50,000
Permitting		\$65,000	\$0	\$65,000
Owner's Insurance		\$30,000	\$0	\$30,000
Other Administrative Costs		\$0	\$0	\$0
Administration Subtotal	\$2,721,060	\$1,059,997	\$1,661,063	\$721,234
Soft Cost Reimbursement				
Category	Estimated Budget	Excluded	Eligible Soft Costs	
Administration -	\$3,000,134	\$1,059,997	\$1,940,137	
A/E Services -	\$7,368,576	\$1,734,250	\$5,634,326	
Site Acquisition - Ineligible, therefore not included in calculation				
Miscellaneous Project Costs -	\$475,000	\$150,000	\$325,000	
FFE -	\$1,955,000	\$575,000	\$1,380,000	
Owners Contingency - Not included in this calculation				
Total Eligible Soft Costs =				\$9,279,463
Construction Costs associated with Soft Cost Cap Calculation				
Category	Estimated Budget			
CM Preconstruction services -	\$225,000			
Construction Cost -	\$64,525,190			
Construction Contingency - Not included in this calculation				
Total Construction Cost -	\$64,750,190			
Soft Cost Allowance -	20%			
Reimbursable Soft Cost -	\$12,950,038			
Eligible minus Reimbursable =	-\$3,670,575 If >0 enter into Cell C117			
-If Eligible minus Reimbursable is negative; OK.				
-If Eligible minus Reimbursable is positive enter value into "Soft Costs that exceed 20% of Construction Cost"				

- Feasibility Study/Schematic Design Fees previously voted and Funded
- OPM Costs = \$2,466,060 (3.8%) + Owner's Services \$255,000. Excluded Soft Costs based on new Grant Caps (Limit on OPM and A/E fees up to construction costs of \$500/SF and exclusion of fees for ineligible SF.)
- Soft Costs are below the Reimbursable Cap of 20% by \$3,670,575



Total Project Budget Review

Architecture and Engineering				Scope Excluded OPM & Designer Costs associated with Scope Excluded Building Cost			
Basic Services				Scope Excluded Aud/Gym (gsf):	3,380	(3.5300%)	
Design Development	\$1,476,410	\$0	\$1,476,410	Total (gsf):	95,828		
Construction Contract Document:	\$2,362,260	\$271,069	\$2,091,191				
Bidding	\$354,340	\$0	\$354,340	Estimated Budget		Excluded (%)	Scope Excluded costs
Construction Contract Administration	\$1,476,410	\$1,463,181	\$13,229	OPM Basic Services	\$2,736,987	3.5300%	\$96,616
Closeout	\$236,230	\$0	\$236,230	Designer Basic Services	\$6,525,650	3.5300%	\$230,355
Other Basic Services	\$0	\$0	\$0				
Basic Services Subtotal	\$5,905,650	\$1,734,250	\$4,171,400				
Reimbursable Services				Scope Excluded OPM & Designer Costs associated with Scope Excluded Site			
Construction Testing	\$0	\$0	\$0	Scope Excluded Direct Construction cost (\$):	\$300,000	(0.6239%)	
Printing (over minimum)	\$10,000	\$0	\$10,000	Total Direct Construction Costs (\$):	\$48,084,733		
Other Reimbursable Costs	\$250,000	\$0	\$250,000	Estimated Budget		Excluded (%)	Scope Excluded costs
Hazardous Materials	\$0	\$0	\$0	OPM Basic Services	\$2,736,987	0.6239%	\$17,076
Geotechnical & Geo-Environmental	\$399,000	\$0	\$399,000	Designer Basic Services	\$6,525,650	0.6239%	\$40,713
Site Survey	\$23,000	\$0	\$23,000				
Wetlands	\$0	\$0	\$0	Total Scope Excluded OPM Fees (\$):			\$113,692 Enter in Cell C13
Traffic Studies	\$60,000	\$0	\$60,000	Total Scope Excluded Designer Fees (\$):			\$271,069 Enter in Cell C28
Architectural/Engineering Subtotal	\$6,647,650	\$1,734,250	\$4,913,400				
CM at Risk Preconstruction Services				Ineligible Fees associated with OPM (3.5%) & Designer (10%) fees Caps			
Pre-Construction Services	\$225,000	\$0	\$225,000	Upper Limit	\$47,914,000	95,828	\$500 /sf
Site Acquisition				Construction Budget	\$64,525,190		
Land / Building Purchase	\$0	\$0	\$0	Basis of OPM & Designer Fee Caps	\$47,914,000		
Appraisal Fees	\$0	\$0	\$0				
Recording fees	\$0	\$0	\$0	OPM Services Est. Budget		Ineligible Costs	OPM Value @ 3.50%
Site Acquisition Subtotal	\$0	\$0	\$0	Basic Services	\$2,736,987	\$1,059,997	\$1,676,990
Construction Costs				Extra Services	\$133,147	\$0	\$1,676,990
SUBSTRUCTURE							If >0 enter into Cell C15
Foundations				Designer Serv. Est. Budget		Ineligible Costs	Designer Val. @ 10.00%
				Basic Services	\$6,525,650	\$1,734,250	\$4,791,400
				Extra Services	\$842,926	\$0	\$4,791,400
							If >0 enter into Cell C30

- A/E Costs including Consultants = \$6,647,650 (10.3%). Excluded Soft Costs based on new Grant Caps (Limit on OPM and A/E fees up to construction costs of \$500/SF and exclusion of fees for ineligible SF.)
- Reimbursable Cap of 3.5% for OPM and 10% for A/E based on \$500/SF or \$4,791,400. Current Fee percentages are based on actual construction costs of \$64,575,190



Total Project Budget Review

CM at Risk Preconstruction Services					Upper Limit	\$47,914,000	95,828	\$500 /sf
Pre-Construction Services	\$225,000	\$0	\$225,000	\$97,695	Construction Budget	\$64,525,190		
Site Acquisition					Basis of OPM & Designer Fee Caps	\$47,914,000		
Land / Building Purchase	\$0	\$0	\$0		OPM Services Est. Budget	Ineligible Costs	Eligible Costs	OPM Value @ 3.50% Value > 3.5%
Appraisal Fees	\$0	\$0	\$0		Basic Services	\$2,736,987	\$1,059,997	\$1,676,990 \$0
Recording fees	\$0	\$0	\$0		Extra Services	\$133,147	\$0	\$133,147
Site Acquisition Subtotal	\$0	\$0	\$0	\$0	Designer Serv. Est. Budget	Ineligible Costs	Eligible Costs	Designer Val. @ 10.00% Value > 10%
Construction Costs					Basic Services	\$6,525,650	\$1,734,250	\$4,791,400 \$0
SUBSTRUCTURE					Extra Services	\$842,926	\$0	\$842,926
Foundations	\$1,534,738							
Lowest Floor	\$1,862,732							
SHELL								
Super Structure	\$1,379,869							
Exterior Closure	\$2,921,490							
Exterior Walls	\$4,475,452							
Exterior Windows	\$1,239,000							
Exterior Doors	\$103,198							
Roofing	\$2,085,770							
INTERIORS								
Interior Construction	\$4,487,615							
Staircases	\$324,639							
Interior Finishes	\$2,389,203							
SERVICES								
Conveying Systems	\$150,000							
Plumbing	\$1,738,760							
HVAC	\$7,571,503							
Fire Protection	\$555,807							
Electrical	\$3,456,799							
EQUIPMENT & FURNISHINGS								
Equipment	\$648,880							
Furnishings	\$949,600							
SPECIAL CONSTRUCTION & DEMOLITION								
Special Construction	\$0							
Existing Building Demolition	\$0		\$0					
In-Building Hazardous Material Abatement	\$0		\$0					
Asbestos Containing Floor Material Abatement	\$0		\$0					
Other Hazardous Material Abatement	\$0		\$0					
BUILDING SITEWORK								
Site Preparation	\$1,804,820		\$0					
Site Improvements	\$3,953,420		\$0					
Site Civil / Mechanical Utilities	\$3,304,748		\$0					
Site Electrical Utilities	\$846,690		\$0					
Other Site Construction	\$300,000		\$0					
Site Cost over Allowance			\$7,179,674					
Construction Trades Subtotal	\$48,084,733	\$7,179,674						
Contingencies (Design and Pricing)	\$4,808,473		\$717,967					
Sub-Contractor Bonds	\$417,147		\$62,285					
D/B/B Insurance	\$0		\$0					
General Conditions & General Requirements	\$5,512,784		\$823,130					
D/B/B Overhead & Profit	\$0		\$0					
GMP Insurance	\$611,816		\$91,352					
GMP Fee	\$1,251,441		\$186,856					
GMP Contingency	\$1,112,392		\$166,095					
Escalation to Mid-Point of Construction	\$2,726,404		\$407,087					
Construction Cost over Funding Cap			\$21,700,903					
Construction Budget	\$64,525,190	\$31,335,350	\$33,189,840	\$14,411,028				
Alternates								
Ineligible Work Included in the Base Project	\$0		\$0					
Alternates Included in the Total Project Budget	\$0		\$0					

Ineligible Building Areas					Ineligible nsf	Ineligible Aud/PE gsf	Other Ineligible gsf	Est'd District Cost
Core Academic								\$0
SPED								\$0
Art & Music								\$0
Voc & Tech								\$0
Chapter 74 CTE								\$0
Health & PE	2,253		3380					\$2,275,889
Media Center								\$0
Aud/Drama			0					\$0
Dining & Food	169				254			\$171,028
Medical					0			\$0
Admin & Guide					0			\$0
Custodial & Maint					0			\$0
Other					0			\$0
Total			3380		254			
Grossing Factor			1.50					

Mark Up Ratio				
Construction Budget	\$64,525,190	Construction Trades Subtotal	\$48,084,733	1.341905964 = Mark Up Ratio

Demolition and Abatement Costs				
Total Demolition and Abatement Costs	\$0			
Ineligible Demolition and Abatement Costs	\$0			
Eligible Demolition and Abatement Costs	\$0			
Marked Up Eligible Costs	\$0			

Site Costs Beyond (8%) of Building Cost				
Direct Building Cost		Total Direct Site Costs	\$10,209,678	Marked Up
\$37,875,055		Scope Excluded Costs	\$0	\$0
Potentially Eligible Site Costs		Potentially Eligible Site Cost	-\$3,030,004	
\$3,030,004		Ineligible Site Costs	\$7,179,674	\$9,634,447
		Site Costs beyond Funding Limit	\$0	If > 0 enter value into Cell C87

Construction Costs and Funding Cap				
Total Building Area	95,828			
Ineligible Excess Auditorium & PE Space	-3,380			
Other Ineligible Building Areas	-254			
Eligible Building GSF	92,194			
Reimbursable Construction Cost Limit	\$360			
Eligible Building Costs	\$33,189,840			
Eligible Demolition & Abatement Costs	+ \$0			
Basis of Construction Costs	\$33,189,840			
Construction Budget	\$64,525,190			
Basis of Construction Costs	-\$33,189,840			
Ineligible Construction Costs	\$31,335,350			
Construction Cost over Funding Cap	\$0			
	If > 0 enter value into Cell C87			

Ineligible Cost Breakdown				
Scope Excluded Site Work	\$0.00			
Site Cost beyond Funding Limit	\$9,634,447			
Ineligible Demo & Abatement	\$0			
Scope Excluded Aud/PE Area	\$2,275,889			
Other Ineligible Building Areas	\$171,028			
Construction Cost over Funding Cap	\$19,253,986			

Construction Cost Breakdown				
Total Construction Cost (\$/				



Total Project Budget Review

Subtotal to be Included in Total Project Budget	\$0	\$0	\$0	\$0	FFE Reimbursement
Miscellaneous Project Costs:					
Utility Company Fees	\$100,000	\$0	\$100,000		
Testing Services	\$225,000	\$0	\$225,000		
Swing Space / Modulars	\$0	\$0	\$0		
Other Project Costs (Mailing & Moving)	\$150,000	\$150,000	\$0		
Misc. Project Costs Subtotal	\$475,000	\$150,000	\$325,000	\$141,115	FFE Reimbursement
Furnishings and Equipment					Enrollment: 575
Furniture, Fixtures, and Equipment	\$1,035,000	\$345,000	\$690,000		Funding Limit: \$1,200/student
Technology	\$920,000	\$230,000	\$690,000		Reimbursable Amt: \$690,000
FF&E Subtotal	\$1,955,000	\$575,000	\$1,380,000	\$599,196	Est'd Budget: \$1,035,000
Soft Costs that exceed 20% of Construction Cos			\$0		Ineligible: \$345,000 If >0 enter in Cell C113
Project Budget	\$77,548,900	\$34,854,597	\$42,694,303	\$18,537,866	\$230,000 If >0 enter in Cell C114
Board Authorization					Incentive Points
Design Enrollment	575				1.58 (0-2) Maintenance
Total Building Gross Floor Area (GSF)	95,828				0.00 (0-6) Newly Formed Regional School District
Total Project Budget (excluding Contingencies)	\$77,548,900				0.00 (0-5) Major Reconstruction or Reno/Reuse type in rounded to 2 decimal places
Scope Items Excluded or Otherwise Ineligible	- \$34,854,597				#DIV/0!
Third Party Funding (Ineligible)	- \$0				0 gsf
Estimated Basis of Maximum Total Facilities Grant ¹	\$42,694,303				Renovated or Existing to Remain
Reimbursement Rate ¹	43.42%				0 gsf
Est. Max. Total Facilities Grant (before recovery) ¹	\$18,537,866				Total at Conclusion of Project
Cost Recovery ²	- \$4,324				If G116 > 0 enter value into Cell F115
Estimated Maximum Total Facilities Grant ¹	\$18,533,542				
Construction Contingency ³	\$3,226,260				
Ineligible Construction Contingency ³	\$2,581,008				
"Potentially Eligible" Construction Contingency ³	\$645,252				
Owner's Contingency ³	\$1,118,504				
Ineligible Owner's Contingency ³	\$795,878				
"Potentially Eligible" Owner's Contingency ³	\$322,626				
Total Potentially Eligible Contingency ³	\$967,878				
Reimbursement Rate	43.42%				
Potential Additional Contingency Grant Funds ³	\$420,253				
Maximum Total Facilities Grant	\$18,953,795				
Total Project Budget	\$81,893,663				
39.84 Reimbursement Rate Before Incentive Points					0.00 (0-1) Overlay Zoning 40R and 40S
3.58 Total Incentive Points					0.00 (0-0.5) Overlay Zoning 100 units or 50% of units 1,2, or 3 family structures
43.42% MSBA Reimbursement Rate					2.00 (0-2) Energy Efficiency - "Green Schools"
NOTES					3.58 Total Incentive Points
This template was prepared by the MSBA as a tool to assist Districts and consultants in understanding MSBA policies and practices regarding potential impact on the MSBA's calculation of a potential Basis of Total Facilities Grant and potential Total Maximum Facilities Grant. This template does not contain a final, exhaustive list of all evaluations which the MSBA may use in determining whether items are eligible for reimbursement by the MSBA. The MSBA will perform an independent analysis based on a review of information and estimates provided by the District for the proposed school project that may or may not agree with the estimates generated by the District using this template.					
1 - The Estimated Basis of Total Facilities Grant and Estimated Maximum Facilities Grant amounts do not include any potentially eligible contingency funds and are subject to review and audit by the MSBA.					
2. Costs associated with the commissioning of ineligible square footage is estimated to result in the recovery of a portion of the overall commissioning cost. The OPM has estimated this recovery of funds to be \$_____. The proposed demolition of the _____ School is expected to result in the MSBA recovering a portion of state funds previously paid to the District for the _____ project at the existing facilities completed in _____. The MSBA will perform an independent analysis based on a review of its records and information and estimates provided by the District for the proposed school project that may or may not agree with the estimated cost recovery generated by the District and its consultants using this template.					
3 - Pursuant to Section 3.21 of the Project Funding Agreement and the applicable policies and guidelines of the Authority, any project costs associated with the reallocation or transfer of funds from either the Owner's contingency or the Construction contingency to other budget line items shall be subject to review by the Authority to determine whether any such costs are eligible for reimbursement by the Authority. All costs are subject to review and audit by the MSBA.					

Cost Recovery for Prior Projects and Commissioning Cost of Ineligible Building Area			
Prior Project Costs:	\$0	Building GSF:	95,828
Cx Cost Recovery:	\$4,324	Cx Fee per GSF:	\$1.19
Total Cost Recovery:	\$4,324	If >0 enter in Cell B129	Ineligible GSF: 3,634
Cx Cost Recovery:	\$4,324		Commissioning Fee Schedule
Project ID Number:			
Prior Project Total Grant:			
Propose School Opens:			
Substantial Completion:			
Beneficial use (yrs):	0.00		
Unused Years:	20.00		
Unused Years as % of 20:	100.00%		
Cost Recovery:	\$0		

- Total Project Costs excluding contingencies = \$77,376,000
- Total exclusions = \$34,739,597

- With Construction Contingency of \$3,226,260 (5%) and Owner's Contingency of \$1,118,504 (1.7%), Total Project Costs are \$81,893,663. Total Town Share is ~\$63 M
- Total Vote Request is for \$80,893,633 (excludes Feasibility Study Budget amount of \$1M.)

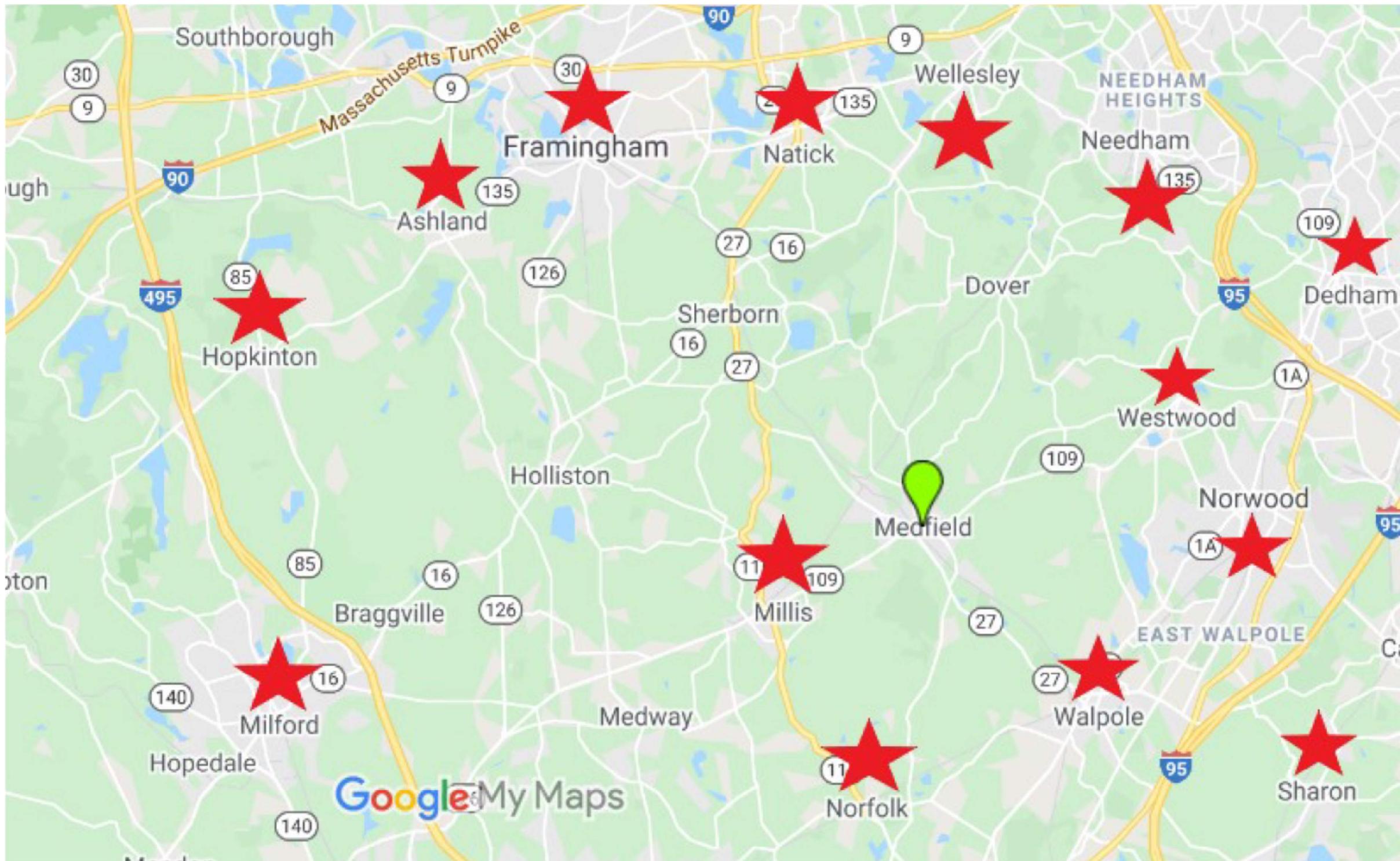


Cost Comparisons to Other Districts

District	Project	Project Phase	Source	Constr. Start Date	Enrollment	Building Size (gsf)	Total Project Budget	Net Zero Goal	Total Construction Cost	\$/gsf Constr.	\$/ Student
Westbourough	Annie Fales ES	Constr.	Aug-2020 MSBA Board	Jul-2020	400	70,242	\$56,883,079	NZE	\$45,627,177	\$650	\$ 114,068
Ashland	Mindess ES	SD	Aug-2020 MSBA Board	Nov-2021	635	104,885	\$84,387,000	NZE	\$67,725,296	\$646	\$ 106,654
Wellesley	Hunnewell ES	90% CD	90% CD estimate	Jul-2021	365	76,478	\$64,117,000	NZ Ready	\$46,399,280	\$607	\$ 127,121
Wellesley	Hardy ES	SD	Aug 2021 MSBA Board	Apr-2023	365	80,039	\$72,500,000	NZ Ready	\$55,569,897	\$694	\$ 152,246
Andover	West ES	SD	Apr 2021 MSBA Board	Jun-2022	925	191,028	\$151,661,968	NZ Ready	\$119,178,907	\$624	\$ 128,842
Westwood	Paul Hanlon ES	SD	Apr 2021 MSBA Board	Jan-2022	560	113,141	\$87,820,386	NZ Ready	\$70,380,680	\$622	\$ 125,680
Acton-Boxbourne	Douglas/Gates ES	Constr.	Aug-2020 MSBA Board	Jul-2020	990	174,759	\$117,238,519	NZE	\$95,255,831	\$545	\$ 96,218
Medfield	Dale ES	SD	SD application	Dec-2022	575	95,828	\$81,893,000	NZE	\$64,525,190	\$673	\$ 112,218



School Projects in Surrounding Districts





Recap



Total Project Budget Review

Proposed Not-to-Exceed Total Project Budget for New Elementary School

▪ Feasibility Study/ Schematic Design	\$ 1,000,000
▪ Owner's Project Manager	\$ 2,466,060
▪ Owner Services (included as needed)	\$ 255,000
○ Extra Services	\$ 10,000
○ Reimbursables & Other Services Allowance	\$ 50,000
○ Optional 3 rd Party Estimate at DD Allowance	\$ 65,000
○ Advertising & Printing Services Allowance	\$ 30,000
○ Other Administrative Costs Allowance	\$ 100,000
▪ Architecture & Engineering (including allowances below)	\$ 6,647,650
○ Printing Allowance	\$ 10,000
○ Other Reimbursable Costs Allowance	\$ 250,000
○ Geotechnical & Geo-Environmental Allowance	\$ 399,000
○ Site Survey Allowance	\$ 23,000
○ Traffic Studies Allowance	\$ 60,000



Total Project Budget Review

Proposed Total Project Budget for the New Medfield Elementary School

■ Preconstruction Services	\$ 225,000
■ Construction Costs	\$64,525,190
■ Miscellaneous Project Costs	\$ 475,000
○ Utility Company Fees Allowance	\$ 100,000
○ Testing Services Allowance	\$ 225,000
○ Moving & Other Project Costs Allowance	\$ 150,000
■ Furnishings, Fixtures & Equipment	\$ 1,955,000
○ FF&E	\$ 1,035,000
○ Technology	\$ 920,000
■ Contingencies	\$ 4,344,764
○ Owner's Contingency	\$ 1,118,504
○ Construction Contingency	\$ 3,226,260



Total Project Budget Review

Proposed Not-to-Exceed Total Project Budget for New Elementary School

- **Total Project Budget (excluding Contingencies)** **\$77,548,900**
- **Estimated Maximum Total Facilities Grant** **\$18,533,542**
- **Probable Town Share (excluding usage of Contingencies)** **\$59,015,358**

- **Total Project Budget (with Contingencies)** **\$81,893,663**
- **Maximum Total Facilities Grant** **\$18,953,795**
- **Town Share (with full use of eligible Contingencies) 23.14%** **\$62,939,868**

- **Current Not-to-Exceed Vote Request is for \$80,893,663**

TAX IMPACT

SCENARIO 1:

30 Year Bond, Level Principal Payment, 2.25% Interest
Average Assessed Value: \$692,000

- » Valuation: \$1.23 per \$1,000
- » Year 1 increase: \$852 reducing each year
- » Year 30: \$520
- » Average over 30 year: \$686
- » Debt rolling off in the next two years (\$117)

SCENARIO 2:

20 Year Bond, Level Principal Payment, 1.75% Interest

Average Assessed Value: \$692,000

- » Valuation: \$1.49 / \$1,000
- » Year 1 increase: \$1,030 reducing each year
- » Year 20: \$776
- » Average over 20 year: \$903
- » Debt rolling off in the next two years (\$117)

NEXT STEPS

NEXT STEPS

October 27	MSBA Board Meeting
October 28	Community Forum
November 7	Special Town Meeting
November 15	Ballot Vote (tentative)

QUESTIONS AND COMMENTS

YOUR FEEDBACK & FOLLOW US

-  NewElementarySchoolProject@gmail.com
-  www.tinyurl.com/MedNewSchool
-  www.facebook.com/Elementary-School-Project-Wheelock-Campus-100171511502912
-  [@MedfieldNewElem](https://www.instagram.com/medfieldnewelem)
-  [@MedfieldNewElem](https://twitter.com/medfieldnewelem)

Town of Medfield Financial Policies
Adopted: 7/31/2018
Revised:

I. Purpose

To provide guidance to Town Departments, Boards, and Town Meeting in establishing annual budgets and long-term financial planning. The goals of the policies are as follows:

- To adopt an approach to financial planning, spending, and taxation that is consistent with the Town's long-term goals and plans.
- To protect against variations in Town revenues outside the control of the Town government and its residents to ensure adequate funding of necessary Town services in times of economic distress.
- To minimize variations in the tax, water and sewer rates, and to spread the cost of providing needed services fairly across residents and businesses over time.
- To maintain adequate reserves that can be used in times of emergency to avoid cuts to necessary services and increased tax burdens in times of economic stress for citizens and the Town Government.
- Recognizing the need to invest and preserve the significant investment the Town has made in its capital facilities over the past fifteen years and will make over the next five years, the Town must adequately fund capital budgets necessary to maintain capital assets that support the provision of municipal services to the Town's residents and businesses.
- To maintain a high bond rating and an affordable level of debt over time.
- In pursuit of the above objectives, to take a long-term approach to budgeting that promotes stability in the tax burden over time, and that minimize the risk that short-term considerations will disrupt the Town's long-term planning and funding strategies.

II. Capital Expenditures

A. Capital Budget & Capital Building Plan

1. Capital Budget

Consistent with the Town Charter, the Town shall maintain a 5-year capital budget updated annually by the Capital Budget Committee after the Annual Town Meeting. The Capital Budget Committee shall submit a proposed Capital Budget to the Board of Selectmen no later than October 15 each year. Upon approval by the Board of Selectmen, the capital budget will be effective until a new capital budget is adopted. The 5-year capital budget will be reviewed annually by the Warrant Committee as part of its budget review process for each Town Meeting.

The Capital Budget Committee is responsible for analyzing proposed capital investments and making a recommendation to the Board of Selectmen about which capital assets should be added, repaired, replaced, or updated and when that should be done. Departments should not acquire capital assets outside of the capital budgeting process defined herein, to include the introduction of new information systems, unless they are prepared to support the life cycle costs of that capital asset within their own Department budgets. In submitting the proposed 5-year

capital budget to the Board of Selectmen, the Capital Budget Committee shall provide a rationale for each proposed expenditure included within the 5-year capital budget.

The 5-year Capital Budget shall include all (1) building repairs, system upgrades, alterations, or improvements with a useful life of more than 5 years, (2) road improvements planned to be funded through Chapter 90 funds; (3) vehicle replacements and old vehicle dispositions; (4) information technology infrastructure; (5) Water & Sewer projects and infrastructure, excluding planned maintenance of existing equipment; (6) other items with a useful life of more than 5 years or costing more than \$25,000.

Items should only be submitted for the capital budget if they are necessary to the provision of services approved by the Annual Town Meeting, and, generally, are considered replacements, repairs, or non-major (i.e., not requiring Permanent Planning and Building Committee review) upgrades of existing capital assets.

Any department that wishes to acquire new capital assets that qualify as items that could be included in the 5-Year Capital Budget, and, that want those new assets to be maintained as part of the capital budget must submit a request before acquiring those assets to formally include them in the list of capital assets supported by the 5-year capital budget. Requests for new capital assets should be accompanied by (1) an explanation of the expected carrying costs, replacement costs, and a timetable for replacement; (2) an explanation of which departments or personnel will be involved in maintaining those assets; (3) an explanation of the resources, currently in place within the department, to cover the routine maintenance those assets; and (4) confirmation of the information provided by the maintaining department, along with acknowledgement of the responsibilities the maintaining department is accepting to care for the capital asset after it is acquired. For example, no department should ask to acquire an additional vehicle as part of its capital budget request without review and approval by the DPW Director. By way of further example, no department should acquire additional information technology programs, hardware, or other assets without review and approval of the Director of Information Technology.

The 5-year capital budget shall include projected cost of any items approved for inclusion therein and projected funding source (i.e., tax levy, borrowing, Capital Stabilization Funds, Chapter 90 funds, departmental revolving funds, grant funds). No items shall be included on the 5-year capital budget without a projected funding source.

For items to be funded by the general tax levy, the Capital Budget Committee shall recommend a consistent level of levy usage based on the Town's capital needs over the course of the 5-year capital plan in an effort to permit predictable operational budgets.

Items not included within the 5-year capital budget shall only be funded via the capital budget in the case of an emergency that could not have been anticipated at the time the most recent 5-year capital budget was adopted. Items required to maintain capital assets that have not been accepted for support from the capital budget shall not be funded via the capital budget. In the case of an emergency that could not have been anticipated, if funds are available within the capital budget, those funds may be used to cover the emergency with the funds to be repaid through the department's operating budget in future years.

2. Capital Building Maintenance Plan

The Town shall maintain a 20-year Capital Building Maintenance Plan ("20-Year Capital Plan") for building-related investments and repairs. The 20-year Capital Plan will assess whether it is preferable to address the issues identified therein by repair or replacement of the building. The plan will include estimates of the total cost of the proposed capital repairs, as well as an estimate of when those costs will be incurred. The 20-year Capital Plan shall be updated every 5 years by the Director of Facilities with the assistance and approval of the Permanent Planning and Building Committee, or at the completion of a building project under the supervision of the Permanent Planning and Building Committee. The Facilities Master Plan maintained by the Permanent Planning and Building Committee pursuant to Chapter 10-20I of the Code of the Town of Medfield shall be incorporated into the 20-year Capital Plan.

Once approved by the Permanent Planning and Building Committee, the 20-year Capital plan will be submitted to the Board of Selectmen for their approval. This submission will include an analysis of the impact the committee's recommendation will have on the town's long-term debt profile and the resulting projected debt services costs that will entail. While the Director of Facilities and the Permanent Planning and Building Committee will recommend which items should be included in the 20-Year Capital Plan, the Board of Selectmen have final responsibility for defining which items are designated for inclusion in the 20-year Capital Plan.

It is the intention of this Policy that expenses included in the 20-Year Capital Plan will be paid out of the Municipal Buildings Capital Stabilization Fund designated in Section H(B) below according to the terms of the town's Municipal Buildings Capital Stabilization Fund. No item shall be recommended for funding from the Municipal Buildings Capital Stabilization Fund unless approved for inclusion as part of the 20-year Capital Plan.

B. Municipal Buildings Capital Stabilization Fund

At the 2018 Annual Town Meeting, Town Meeting approved the creation of the Municipal Buildings Capital Stabilization Fund (the "Municipal Buildings Stabilization Fund"), which was subsequently funded by voters with a \$1 million stabilization fund override.

The Municipal Buildings Stabilization Fund is authorized to fund expenses related to new construction, capital repairs, and improvements to municipal buildings and their structural and systemic components, as defined in the Municipal Facilities Evaluation and Capital Plan developed by the Director of Facilities, and thereafter in the 20-year Capital Plan described in Section II(A)(2). It is not the intention of this fund that the full amount be spent in any one year, but that funds accumulate for use according to the 20-year Capital Plan and as specifically appropriated as part of the 5-Year Capital Budget.

In 2018, Town Meeting and voters approved a stabilization fund override of \$1 million to provide the first-year appropriation into the Municipal Buildings Stabilization Fund for fiscal year 2019. Each year thereafter, the Board of Selectmen are responsible for voting to appropriate funds into the Municipal Buildings Stabilization Fund. The stabilization fund override vote

grants the Board of Selectmen the authority to increase the appropriation by a maximum of 2.5 percent per year. While it can be expected that the Board of Selectmen will appropriate the full 2.5 percent increase each year, there may be circumstances where the Board of Selectmen will decide to appropriate less than the full authorized amount for the fund. This situation could apply when:

- A lower annual amount is sufficient to fund the then-current 20-year Capital Plan; or
- An alternative source of funding (debt exclusion, federal or state grant, sale of town land) has been identified to fund all or a portion of the 20-year Capital Plan.

In exercising its discretion over the amount of funds to be appropriated to the Municipal Buildings Stabilization Fund each year, the Board of Selectmen will need to keep in mind that, under the provisions of a Stabilization Fund override, any reduction in funding from the limit authorized by the voters in an override vote results in a permanent reduction in the limit of funding that is authorized going forward from the year the lower amount is appropriated by the Board of Selectmen.

Before voting to approve an amount lower than the full amount of the designated levy limit approved by the voters, the Board of Selectmen will provide notice to, or consult with, the School Committee, Permanent Planning & Building Committee, Capital Budget Committee, and Warrant Committee of its intent to do so and provide those committees the opportunity to be heard before holding a final vote on appropriating a lower amount than that approved by the voters.

An article will be placed on each Annual Town Meeting Warrant to appropriate the funds necessary out of the Municipal Buildings Stabilization Fund, subject to availability, to fund the projects identified in the 20-year Capital Plan and approved for inclusion in the 5-year capital budget for that year. (NOTE: Approval for withdrawal of these funds from the Capital Stabilization Fund will require 2/3 's approval by the voters at the Town Meeting at which this withdrawal is being requested.)

C. Capital Stabilization Fund

At the 2021 Annual Town Meeting, Town Meeting approved the creation of the Capital Stabilization Fund. The Capital Stabilization Fund is authorized to fund the expenses of capital projects and the debt service related to capital projects, including equipment, vehicles, repairs to equipment and vehicles, public works improvements, and other non-municipal building and non-school building capital projects.

Funds shall be appropriated into the Capital Stabilization Fund each year for capital projects. It is not the intention of this fund that the full amount be spent in any one year, but that funds accumulate for use according to the 5-Year Capital Budget. Over time, the Town shall increase the balance in the Capital Stabilization Fund so that it is sufficient to cover the Town's annual cash outlay for capital.

III. Reserves and Free Cash

A. Reserves

The goal of these reserve accounts is to permit the Town to maintain its level of services during an economic downturn and minimize tax increases during times of economic distress. In addition, strong reserve balances can positively impact the Town's credit rating and, consequently, its long-term cost to fund major projects.

The Town shall have a goal of maintaining reserves of 9-12% but no less than 7.5% of its total annual expenditures. Expenditures shall include General Fund expenditures in the proposed budget for the upcoming fiscal year, but shall exclude expenditures supported by the Enterprise Funds, Revolving Funds, and transfers to other funds. Reserves shall include funds available in Free Cash, other reserve accounts, and stabilization funds. The reserves shall be calculated after Town Meeting approves the new fiscal year budget in order to account for any transfers approved into or out of the reserves by the Town Meeting.

These reserves may be drawn below the minimum level when non-property tax revenue is projected to fall by more than 10% year over year, if approved by a vote of the Warrant Committee and Board of Selectmen. In no event shall the reserve accounts (including free cash) be permitted to fall below 2.5% of the Town's total annual expenditures.

Due to its dedicated source of funding through the override and due to restrictions on the use of funds in the Municipal Buildings Stabilization Fund, transfers into and out of the Municipal Buildings Stabilization Fund shall not be included in the General Fund expenditure calculation identified above, and the Town shall not include the balance in the Municipal Buildings Stabilization fund as a reserve for the purposes of calculating compliance with the Financial Policy.

In preparing the Annual Warrant Report, the Board of Selectmen will ask the Warrant Committee to determine whether the Warrant Committee's recommended budget and any alternative budget proposed in the Warrant Report are in compliance with the requirements in Section III of this Policy. The Annual Warrant Report will display the measure of compliance mentioned above to show whether any proposed budget included in the Annual Warrant Report, if adopted by Town Meeting, complies with these financial policies. If the Warrant Committee's budget does not comply with Section III of this Policy, the Warrant Committee and the Selectmen will include an explanation of why the budget is not compliant and the position of the Warrant Committee and the Selectmen as to why, or why not, the Town Meeting should adopt a budget that does not comply. If any alternative budget included in the Warrant Report does not comply with Section III of this Policy, the proponent of such alternative budget will be invited to include an explanation as why the Town Meeting should adopt a budget that does not comply, and the Warrant Committee and the Selectmen (if the Selectmen are not the proponent of the alternative budget), will be invited to include statements as to their respect positions on the alternative budget. Upon certification of the Free Cash by the Commonwealth of Massachusetts in or around December, the Board of Selectmen will confirm that the financial policies have been met for the prior fiscal year. That confirmation from the Board of Selectmen will also appear in the Annual Warrant Report in addition to being published on the Town Website. If the Town is

not in compliance with the financial policies as of the certification of Free Cash, the Selectmen will include an explanation in the Warrant Report and on the Town Website explaining why.

B. Free Cash

The Town shall maintain a Free Cash balance of at least 2.5% of the General Fund expenditures, defined in section A, in the proposed budget for the upcoming fiscal year. As much as practicable, the Town will limit its use of Free Cash to funding one-time expenditures (like capital projects, snow and ice deficits, or emergencies) and may appropriate any excess above 2.5 percent of General Fund expenditures to build reserves or offset unfunded liabilities.

The Town shall not utilize a Free Cash projection unless the projection is approved by a vote of the Warrant Committee and Board of Selectmen and is based on revenues received by the Town at the date of the vote.

C. Enterprise Fund Retained Earnings

The Board of Water and Sewerage shall adopt a written Reserves and Retained Earnings policy for the Water Enterprise Fund and the Sewer Enterprise Fund. At a minimum, the policy shall require that each Enterprise Fund maintain a reserve amount of 20 percent of the Enterprise Fund's total budget, but the reserve target may be significantly higher if major infrastructure improvements are necessary. The reserves will be used to provide rate stabilization and to fund major capital projects.

D. Overlay

The Town uses the overlay account to offset unrealized revenue resulting from uncollected property taxes, abatements, and exemptions.

At the conclusion of each fiscal year, the Board of Assessors shall submit to the Town Administrator and the Town Accountant an update of the overlay account with data that includes, but is not limited to, the gross balance, potential abatement liabilities, and any transfers to surplus. If the balance exceeds the amount of potential liabilities, the Board of Selectmen may request that the Board of Assessors vote to declare those balances surplus and available for use by the Town to fund one-time expenses, or transfer to the Town's stabilization funds.

IV. OPEB

The Town shall continue to appropriate funds annually to the OPEB trust fund in an amount no less than \$500,000 in the fiscal year after this policy is adopted, with the goal of increasing that contribution 5% annually thereafter. This target is subject to revisions based on changes to applicable accounting guidance and actuarial reports.

V. Proceeds from the Sale of Town Land

To the extent permitted by law, the proceeds of any sales of town land or other assets shall be deposited in a reserve, stabilization, trust, or other undesignated to fund (or reserve against) the town's long-term liabilities, or to retire existing debt, or otherwise to reduce long-term, nonrecurring liabilities.

References and Attachments:

- Town of Medfield – Financial Policies Measure of Compliance
- Massachusetts Division of Local Services: [Special Purpose Stabilization Funds](#)
- [Medfield 20 Year Municipal Facilities Evaluation and Capital Plan](#)
- Bond Covenants (reviewing with bond counsel)

Adopted:

Board of Selectmen:

Warrant Committee:

Reserve Fund and Financial Policy Analysis						
	APPROVED	APPROVED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
	1-Jul-19	1-Jul-20	1-Jul-21	1-Jul-22	1-Jul-23	1-Jul-24
Expenditures	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25
Expenditures - All Funds	\$67,923,991	\$67,624,332	\$72,914,534	\$75,101,970	\$77,355,029	\$79,675,680
Less Revolving Funds	-\$500,000	-\$600,000	-\$795,000	-\$600,000	-\$600,000	-\$600,000
Less Enterprise Fund Allocated Costs	-\$1,565,149	-\$1,528,081	-\$2,516,105	-\$2,591,588	-\$2,669,336	-\$2,749,416
Less transfer to Municipal Buildings Stabilization Fund	-\$1,025,000	-\$1,050,625	-\$1,076,891	-\$1,103,813	-\$1,131,408	-\$1,159,693
Less transfer out of the Municipal Buildings Stabilization Fund	-\$782,125	-\$779,500	-\$1,090,500	-\$981,500	-\$1,029,000	-\$1,027,000
Less transfer for Capital Stabilization Fund / Revolving Fund Capital	-\$85,000	-\$106,895	-\$970,326			
Less additional Free Cash transfer to Stabilization Fund			-\$700,000			
Less Sales of Lots and Graves	-\$33,600	-\$43,200	-\$58,650	-\$43,200	-\$43,200	-\$43,200
Less PEG fees	-\$145,357	-\$162,713	-\$206,992	-\$300,000	-\$300,000	-\$300,000
General Fund Expenditures	\$63,787,760	\$63,353,318	\$65,500,070	\$69,481,869	\$71,582,085	\$73,796,370
Reserves						
MSBA Lump Sum Reimbursement Reserve Balance	\$2,730,605	\$1,587,070	\$583,535			
Town Operating Budget Reserve Fund Balance	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Stabilization Fund Balance (current balance, plus payment at ATM)	\$1,608,822	\$1,682,507	\$2,390,062	\$2,590,062	\$2,790,062	\$2,990,062
Free Cash Balance (after TM appropriations)	\$1,272,340	\$1,441,805	\$1,654,232	\$1,654,232	\$1,654,232	\$1,654,232
Sewer Betterments Paid in Advance Stabilization	\$226,162.76	\$40,991	\$0			
Capital Stabilization Fund	\$0.00	\$0	\$21,427	\$21,427	\$21,427	\$21,427
MSBA Interest Reserve	\$104,280.77	\$176,260.20	\$176,260.02	\$176,260.02	\$176,260.02	\$176,260.02
Total Reserves:	\$6,092,211	\$5,078,634	\$4,975,515	\$4,591,980	\$4,791,980	\$4,991,980
Reserves as a % of General Fund Expenditures	9.55%	8.02%	7.60%	6.61%	6.69%	6.76%
Financial Policy Measure of Compliance						
Reserves required to meet 9%	\$5,740,898	\$5,701,799	\$5,895,006	\$6,253,368	\$6,442,388	\$6,641,673
Excess or Shortfall in reserves to meet 9%	\$351,312.49	-\$623,165.07	-\$919,491.16	-\$1,661,388.00	-\$1,650,407.45	-\$1,649,693.16
Reserves required to meet 7.5%	\$4,784,082	\$4,751,499	\$4,912,505	\$5,211,140	\$5,368,656	\$5,534,728
Excess or Shortfall in reserves to meet 7.5%	\$1,308,128.89	\$327,134.70	\$63,009.89	-\$619,159.97	-\$576,676.18	-\$542,747.60
*Free Cash Required by policy	\$1,594,694	\$1,583,833	\$1,637,502	\$1,737,047	\$1,789,552	\$1,844,909
Difference in Free Cash Balance vs. Req.	-\$322,354	-\$142,028	\$16,730	-\$82,815	-\$135,320	-\$190,677
Free Cash as a % of Expenditures	1.99%	2.28%	2.53%	2.38%	2.31%	2.24%
*Reserves: goal of 9-12% of expenditures, but not less than 7.5%						
*Free Cash: 2.5% of annual total expenditures						
Other Reserves						
Municipal Buildings Stabilization Fund Balance	\$0.00	\$254,639.00	\$525,764.00			
Dale Street Project Reimbursements from MSBA	\$44,023.00	\$106,646.00				
Water Enterprise Fund Free Cash	\$635,298.00	\$794,333.00	\$794,333.00			
Sewer Enterprise Fund Free Cash	\$1,031,497.00	\$774,399.00	\$774,399.00			

Town of Medfield Financial Policies

(Adopted as / /2018)

I. Purpose

To provide guidance to Town Departments, Boards, and Town Meeting in establishing annual budgets and long-term financial planning. The goals of the policies are as follows:

- To adopt an approach to financial planning, spending, and taxation that is consistent with the Town's long-term goals and plans. To protect against variations in Town revenues outside the control of the Town government and its residents to ensure adequate funding of necessary town services in times of economic distress.
- To minimize variations in the tax, water and sewer rates, and to spread the cost of providing needed services fairly across residents and businesses over time.
- To maintain adequate reserves that can be used in times of emergency to avoid cuts to necessary services and increased tax burdens in times of economic stress for citizens and the Town Government.
- Recognizing the need to invest and preserve the significant investment the Town has made in its capital facilities over the past fifteen years and will make over the next five years, the Town must adequately fund capital budgets necessary to maintain capital assets that support the provision of municipal services to the Town's residents and businesses.
- To maintain a high bond rating and an affordable level of debt over time.
- In pursuit of the above objectives, to take a long-term approach to budgeting that promotes stability in the tax burden over time, and that minimize the risk that short-term considerations will disrupt the town's long-term planning and funding strategies.

II. Capital Expenditures

A. Capital Budget & Capital Building Plan

1. Capital Budget

Consistent with the Town Charter, the Town shall maintain a 5-year capital budget updated annually by the Capital Budget Committee after the Annual Town Meeting. The Capital Budget Committee shall submit a proposed Capital Budget to the Board of Selectmen and the School Committee. Upon approval by the Board of Selectmen and School Committee, the capital budget will be effective until a new capital budget is adopted. The 5-year capital budget will be reviewed annually by the Warrant Committee as part of its budget review process for each Town Meeting.

The Capital Budget Committee is responsible for analyzing proposed capital investments and making a recommendation to the Board of Selectmen and School Committee about which capital assets should be added, repaired, replaced, or updated and when that should be done. Departments should not acquire capital assets outside of the capital budgeting process defined herein, to include the introduction of new information systems, unless they are prepared to support the life cycle costs of that capital asset within their own Department budgets. In submitting the proposed 5-year capital budget to the Board of Selectmen and the School

Committee, the Capital Budget Committee shall provide a rationale for each proposed expenditure included within the 5-year capital budget.

The 5-year Capital Budget shall include all (1) building repairs, system upgrades, alterations, or improvements with a useful life of more than 5 years, (2) road improvements planned to be funded through Chapter 90 funds; (3) vehicle replacements and old vehicle dispositions; (4) information technology infrastructure; (5) Water & Sewer projects and infrastructure, excluding planned maintenance of existing equipment; (6) other items with a useful life of more than 5 years or costing more than \$25,000.

Items should only be submitted for the capital budget if they are necessary to the provision of services approved by the Annual Town Meeting, and, generally, are considered replacements, repairs, or non-major (i.e., not requiring Permanent Building Committee review) upgrades of existing capital assets.

Any department that wishes to acquire new capital assets that qualify as items that could be included in the 5-Year Capital Budget, and, that want those new assets to be maintained as part of the capital budget must submit a request before acquiring those assets to formally include them in the list of capital assets supported by the 5-year capital budget. Requests for new capital assets should be accompanied by (1) an explanation of the expected carrying costs, replacement costs, and a timetable for replacement; (2) an explanation of which departments or personnel will be involved in maintaining those assets; (3) an explanation of the resources, currently in place within the department, to cover the routine maintenance those assets; and (4) confirmation of the information provided by the maintaining department, along with acknowledgement of the responsibilities the maintaining department is accepting to care for the capital asset after it is acquired. For example, no department should ask to acquire an additional vehicle as part of its capital budget request without review and approval by the DPW Director. By way of further example, no department should acquire additional information technology programs, hardware, or other assets without review and approval of the Director of Information Technology.

The 5-year capital budget shall include projected cost of any items approved for inclusion therein and projected funding source (*i.e.*, general tax levy, debt exclusion, Capital Stabilization Fund, Chapter 90 funds, departmental revolving funds). No items shall be included on the 5 year capital budget without a projected funding source.

For items to be funded by the general tax levy, the Capital Budget Committee shall recommend a consistent level of levy usage based on the Town's capital needs over the course of the 5-year capital plan in an effort to permit predictable operational budgets.

Items not included within the 5-year capital budget for capital assets that have been accepted for support from the capital budget shall only be funded via the capital budget in the case of an emergency that could not have been anticipated at the time the most recent 5-year capital budget was adopted. Items required to maintain capital assets that have not been accepted for support from the capital budget shall not be funded via the capital budget. In the case of an emergency that could not have been anticipated, if funds are available within the capital budget, those funds may be borrowed to cover that emergency by the department owning the capital

asset, with the loan to be paid back through that department's budget over an agreed-to time frame.

2. Capital Building Maintenance Plan

The town shall maintain a 20-year Capital Building Maintenance Plan ("20-Year Capital Plan") for building-related investments and repairs. The 20- year Capital Plan will assess whether it is preferable to address the issues identified therein by repair or replacement of the building. The plan will include estimates of the total cost of the proposed capital repairs, as well as an estimate of when those costs will be incurred. The 20-year Capital Plan shall be updated every 2 years by the Director of Facilities with the assistance and approval of the Permanent Planning and Building Committee. The Facilities Master Plan maintained by the Permanent Planning and Building Committee pursuant to Chapter 10-20-9 of the Code of the Town of Medfield shall be incorporated into the 20-year Capital Plan.

Once approved by the Permanent Planning and Building Committee, the 20-year Capital plan will be submitted to the Board of Selectmen and the School Committee for their approval. This submission will include an analysis of the impact the committee's recommendation will have on the town's long-term debt profile and the resulting projected debt services costs that will entail. While the Director of Facilities and the Permanent Planning and Building Committee will recommend which items should be included in the 20-Year Capital Plan, the Selectmen and the School Committee have final responsibility for determining which items are designated for inclusion in the 20-year Capital Plan.

It is the intention of this Policy that expenses included in the 20-Year Capital Plan will be paid out of the Capital Stabilization Fund designated in Section II(B) below according to the terms of the town's Capital Stabilization Fund. No item shall be recommended for funding from the Capital Stabilization Fund unless approved for inclusion as part of the 20-year Capital Plan.

B. Capital Stabilization Fund

Consistent with the provisions of the Municipal Modernization Act, and subject to the approval of Town Meeting, there shall be established a Capital Stabilization Fund.

The Stabilization fund will be utilized for expenses related to the design and maintenance, and implementation of capital building and maintenance projects as defined in the Municipal Facilities Evaluation and Capital Plan developed by the Director of Facilities, and thereafter in the 20-year Capital Plan described in Section II(A)(2). It is not the intention of this fund that the full amount be spent in any one year, but that funds accumulate for use according the 20-year Capital Plan and as specifically appropriated as part of the 5-Year Capital Budget.

The Board of Selectmen are responsible for appropriating funds to the Capital Stabilization Fund within the dedicated tax levy limit directed by the voters for the Capital Stabilization Fund. While it can be expected that the Board of Selectmen will appropriate the full levy limit authorized by the voters each year, there may be circumstances where the Board of

Selectmen will decide to appropriate less than the full authorized amount for the fund. This situation could apply when:

- A lower annual amount is sufficient to fund the then-current 20-year Capital Plan; or
- An alternative source of funding (debt exclusion, federal or state grant, sale of town land) has been identified to fund all or a portion of the 20-year Capital Plan.

In exercising its discretion over the amount of funds to be appropriated to the Capital Stabilization Fund each year, the Board of Selectmen will need to keep in mind that, under the provisions of a Stabilization Fund override, any reduction in funding from the limit authorized by the voters in an override vote results in a permanent reduction in the limit of funding that is authorized going forward from the year the lower amount is appropriated by the Board of Selectmen.

Before voting to approve an amount lower than the full amount of the designated levy limit approved by the voters, the Board of Selectmen will provide notice to, or consult with, the School Committee, Permanent Planning & Building Committee, Capital Budget Committee, and Warrant Committee of its intent to do so and provide those committees the opportunity to be heard before holding a final vote on appropriating a lower amount than that approved by the voters.

An article will be placed on each Annual Town Meeting Warrant to appropriate the funds necessary from the Capital Stabilization Fund, subject to availability, to fund those repairs identified in the 20-year Capital Plan and approved for inclusion in the 5-year capital budget for that year. (NOTE: Approval for withdrawal of these funds from the Capital Stabilization Fund will require 2/3's approval by the voters at the Town Meeting at which this withdrawal is being requested.)

III. Reserves and Free Cash

The town shall have a goal of maintaining reserves of 9-12% but no less than 7.5% of its total annual expenditures in free cash or other reserve accounts or stabilization funds not limited to specific purposes. The goal of these reserve accounts is to permit the town to maintain its level of services during an economic downturn without seeking to burden taxpayers with a tax increase during times of economic distress.

These reserves may be drawn below the minimum level when non-property tax revenue is reduced by more than 10% year over year. But in no event shall the reserve accounts (including free cash) be permitted to fall below 2.5% of the Town's total annual expenditures .

The Town shall maintain a free cash balance in the proposed budget for the upcoming fiscal year equal to at least 2.5% of its total annual budget approved at Town Meeting for the current fiscal year.

IV. OPEB

The Town shall continue to appropriate funds annually to the OPEB trust fund in an amount no less than \$425,000 in the fiscal year after this policy is adopted, with the goal of increasing that contribution 10% annually thereafter. This target is subject to revisions based on changes to applicable accounting guidance and actuarial reports.

V. Proceeds from the Sale of Town Land

To the extent permitted by law, the proceeds of any sales of town land or other assets shall be deposited in a reserve, stabilization, trust, or other fund designated to fund (or reserve against) the town's long-term liabilities, or to retire existing debt, or otherwise to reduce long-term, nonrecurring liabilities.

Adopted:

Board of Selectmen

Date: 7/31/2014

School Committee:

Date:

NAI-1503546383v2

From: Jennifer Caruso >
Sent: Thursday, July 29, 2021 12:39 AM
To: selectmanmarucci@gmail.com; gmurby@earthlink.net; osler.peterson@oslerpeterson.com
Subject: Cemetery Commission

July 29, 2021

To the Board of Selectpeople,

This letter is sent to you with my intent to run for the open position of the Medfield Cemetery Commission. Born and raised in Medfield, I am a 4th generation Medfield resident. Alongside my husband Tom (also a Medfield alum) we have 4 young children, and we visit the cemetery on a weekly basis. Our grandparents, fathers, aunts, uncles, cousins and friends are buried there. Vine Lake Cemetery has a special place in my heart as my father and grandfather both were so heavily involved in all their years serving bereaved families in Medfield. Their deep desire to preserve this sacred space was so incredible, and it has been heartwarming for me to see it still preserved to this day through the hard work of the Cemetery Commission, the Department of Public Works, and the community. I would like to continue with the work of those before us, and the efforts of the current cemetery commission and be a part of the cemetery's preservation through thoughtful planning, dedication and maybe a little elbow grease. I promise to contribute in any way I can to keeping this special place in pristine condition for many generations to come.

With appreciation for your consideration,

Jennifer Mitchell Caruso
15 Miller Street
Medfield, MA 02052

Sent from my iPhone

Hi Nicholas-

Thank you for connecting me with Maurice Goulet... we had a very nice conversation the other day. At this time, I'd like to go ahead and state my interest in joining the cemetery commission.

I'm not sure what, if any information you need from me but I'll give you a brief description of myself:

Though not well known, I'm a "townie"... related to the Allens and the Newells who have a long history in the town. I have lived in town just about all my life, purchasing my grandparent's house on Main Street... right near the cemetery.

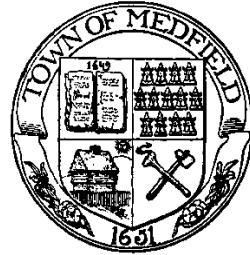
While I don't know Tom Sweeney or Frank Iafolla personally, I'm familiar with their families and I'm sure if you told them I was Dot Newell's granddaughter or that Marcia (Newell) Allan is my mother, they would make the connection immediately!

COVID has made me realize that I live in a very small bubble, and I think it's time I broaden my interests. This seems like a good way to ease myself into getting involved in the town. It would also be nice to have a woman on the committee.

Thank you for your consideration.

Nancy O'Neil

Memorandum



To: Board of Selectmen
From: Kristien Trierweiler, Town Administrator
Date: September 24, 2021
Re: Danielson Pond Dam Information

We have posted information and reports about Danielson Pond Dam to the Conservation Commission's website and it may be accessed directly at this link:
<https://www.town.medfield.net/2006/Danielson-Pond-Dam-Information>

Danielson Pond Dam is classified as a small size, Class II (significant) hazard potential structure due to its potential risk to Spring Street (Route 27) if the dam were to fail.

The Town was issued a Certificate of Non-Compliance and Dam Safety Order from the Department of Conservation and Recreation Office of Dam Safety in February 2018 due findings of 2014 and 2017 inspections which found the dam to be structurally deficient and in poor condition.

- Link:
<https://www.town.medfield.net/DocumentCenter/View/5447/Danielson-Pond-Dam---Certificate-of-Non-Compliance-and-Dam-Safety-Order>

As required for Significant hazard potential dams, an Emergency Action Plan (EAP) was prepared for the dam. The EAP, issued in December 2020, is a combined EAP for both the Danielson Pond Dam and Kingsbury Pond Dam.

2019 Annual Town Meeting: Town Meeting approved an appropriation of \$90,000 for Danielson Pond Dam projects, \$60,000 was funded from the Town's budget and \$30,000 was funded from the Medfield Conservation Trust Fund.

February 2020: The Town requested that Pare Corporation review the dam's classification to confirm that it is a Class II (significant) hazard potential structure and assess whether an overtopping would flow onto Homestead Drive or onto Spring Street. Pare completed this report in February 2020 and confirmed the classification based on the risk that an overtopping of the dam would flood Spring Street (Route 27).

- Link:
<https://www.town.medfield.net/DocumentCenter/View/5366/Pare---Hazard-Potential-Classification-Review-2020-02-21>

June 2020: Pare completed the Town's required Phase 1 Inspection / Evaluation, which is required every five years because of Danielson Pond Dam's classification as a significant hazard

dam. This report provided recommendations regarding maintenance, potential minor repairs, and remedial modifications to improve the dam. The report estimated the cost of completing these tasks as between \$644,000 and \$1,385,000.

- Link:

<https://www.town.medfield.net/DocumentCenter/View/5367/Pare---Phase-1-Inspection---Evaluation-Report---2020-06-30>

December 2020: Pare completed a follow-up inspection of the dam on December 3, 2020. On November 30, 2020 a high-water event crested overtopped the spillway training walls; complete overtopping of the embankment did not occur. However, the training wall overtopping resulted in extensive damage to the embankment adjacent to the spillway. In response to the overtopping, DPW took action to relieve pressure by removing spillway stoplogs and installing temporary polyethylene sheeting. As part of the inspection report, Pare recommended that the Town continue to lower the water below where any leakage is flowing and maintain the drawdown until the repair/stabilization is complete.

- Link:

<https://www.town.medfield.net/DocumentCenter/View/5363/Pare---Follow-Up-Inspection---December-2020>

January 2021: The Board of Selectmen approved a contract with Pare to further study the dam and develop potential repair options for the Town. Pare has completed much of the study and is currently drafting the report.

- Link:

<https://www.town.medfield.net/DocumentCenter/View/5368/Pare-Proposal---Danielson-Evaluations-and-Conceptual-Design---2020-10-26>

February 2021: The Town submitted a grant to the Dam and Seawall Repair or Removal program to fund design and engineering costs. The grant application was not successful, but the Town will consider reapplying when the program reopens, expected in late 2021 or early 2022.

April 2021: Medfield DPW employees performed repairs to the dam. After the repair was complete, DPW replaced stop logs to allow the water level of the dam to rise, but at a slightly reduced height to observe how the repairs held up and ensure no issues returned. DPW has also been proactively lowering the pond ahead of anticipated precipitation events to minimize risks to the dam repairs.

July 2021: Pare completed a follow up inspection in July and noted that the damage identified in December had been repaired and that there were no apparent signs of continued subsidence in the damaged areas.

- Link:

<https://www.town.medfield.net/DocumentCenter/View/5365/Pare---Follow-Up-Inspection---July-2021>

September 2021: Medfield DPW and the Assistant Town Administrator met with Pare onsite to discuss the status of the dam and for an update on the Evaluations and Conceptual Design Report. Pare made the following recommendations:

- The Town should continue to monitor the weather and lower the pond in anticipation of precipitation events.
- During Fall and Winter, the Town should lower the pond below where the seepage issues occurred
- The Town should observe the dam in the Spring before increasing the level of the pond

Next steps: Pare expects to complete the Evaluations and Conceptual Design report in Fall 2021 for review by the Town.

Link to view photos during DPW repair projects and the September 2021 visit with Pare:

<https://www.town.medfield.net/DocumentCenter/View/5450/Town-photos---repair-and-site-visit>

To whom it may concern,

April 15, 2021

My name is Thomas Braun and I have lived at 22 High Street, with my family, for 32 years. Our historic house is located directly on Danielson Pond. Over two years ago, I went to a town meeting, along with several other abutters and non-abutters, run by the Town Conservation Committee. Several constituencies discussed the issue with the leaky dam and how it was critical for the town to save this cherished pond. We were told the issue would be looked into, including how much it would cost to repair the dam vs. how much it would cost to decommission it. There was a follow up Town Meeting and the dam was discussed and a vote in favor of commissioning some sort of study was passed quickly.

Recently, the Town essentially took down the dam barrier and most of the water has flowed out. I've asked other abutters if they have heard anything and none have. Below I have outlined why the dam should be repaired and this precious pond saved.

First, Danielson Pond goes back over 100 years and was a former mill. Our house was originally built in 1689 and is obviously a Medfield historical treasure. The pond is a critical part of the history of our house and Medfield. In fact, in our basement we have old storage coolers/closets that were used for the block ice that was harvested from the pond. The Historical Society sent a representative to the initial meeting with the Conservation Committee pleading their case to save Danielson Pond and its history.

Second, Danielson Pond is an absolute gem. It's astonishing really. During the non-winter months there are fishermen plying their talents on a daily basis, weather permitting (and sometimes not!). Even small boats/kayaks/canoes are periodically out on the water enjoying nature. During the winter months, the pond entertains ice skaters, ice fishermen and plenty of hockey games (some under the lights). This small pond is constantly utilized by not just the abutters but generations of Medfield residents.

Third, Danielson Pond is an amazing wildlife sanctuary. In recent months, I have seen the following: wood ducks, common mergansers, hooded mergansers, green teal ducks, mallards, black ducks, ring necks, buffleheads, geese, giant blue herons, king fishers, owls, hawks, turkeys, woodcocks, red winged black birds, sandpipers, racoons, possum, skunks, rabbits, woodchucks, river otters (3 of them yesterday), muskrats, fishers, snapping turtles (three dozen are sunning themselves as I write), box turtles, deer, coyotes, fox, deer and an amazing collections of various birds. There are also five separate species of fish that I am aware of and the pond is a breeding ground for several of the species I have listed.

Fourth, I spoke to Ted Ritchie directly when I bought our house from his family in 1989. The biggest selling point was the pond and I was assured it would remain in good standing in perpetuity (he said he was going to donate it to the town to make certain that happened). We never, ever would have purchased our house had we known the pond would not be maintained. He, in fact, gave me much of the history of the pond and we discussed how our families are just part of the caretaking of this magnificent property (I believe we are only the 5th family to own this home since it was constructed well over 330 years ago). Stewards, if you will. The Ricthies never would have envisioned abandoning this historic pond as even a remote possibility.

Fifth, like all the abutters, we pay hefty property taxes (we pay over \$10,000 annually and others pay significantly more) for the privilege and enjoyment of living on this beloved body of water. I'm certain not a single abutter would have purchased their home if they knew the Town was not going to maintain Danielson Pond. Our property values will plummet and so will our taxes. And it is not just that we will lose the pond, but what will become of it? It will turn into a disgusting, mosquito-infested swamp that smells. Who would ever want to live on something like that? Some of us have egress rights to the pond which will disappear.

Finally, I would like to emphasize that all of this is not just in self-interest. As I mentioned above, generations of Medfield residents enjoy this pond on almost a daily basis. Talk to people like Bobby Kennedy, who have lived here for years and can verify this. The Town likely knows this (anybody who drives by it can see the parked cars and activity) as they installed seating and picnic tables and the Boy Scouts repaired one of the landings for fishermen. Letting this pond disintegrate by not repairing the dam would not only be a blow to a historical piece of property but the loss of enjoyment for many of the townspeople.

I urge you to take action on the dam and restore Danielson Pond to its former beauty. Further, I hope there is an interim solution until this happens (maybe letting in a safe amount of water?). Thank you for your consideration.

Sincerely,

Thomas Braun and family
22 High Street
Medfield, Ma. 02052



Nicholas Milano <nmilano@medfield.net>

Danielson Pond

Geraldine Bergonzi

Tue, Aug 10, 2021 at 3:41 PM

To: ktrierweiler@medfield.net, nmilano@medfield.net, eclarke@medfield.net, selectmanmarcucci@gmail.com, gmurby@earthlink.net, "Osler.Peterson@oslerpeterson.com" <Osler.Peterson@oslerpeterson.com>
Cc: Leslee Willitts <lwillitts@medfield.net>, mgoulet@medfield.net, dcimeno@medfield.net

Dear Town Administrators and Board of Selectman: Kristine Trieweiler, Nicholas Milano, assistant Evelyn Clark, Michael Marcucci, Gus Murby, Osler Peterson

I am writing to focus your attention on the issues with Danielson Pond and the somewhat recent filing by the state deeming the pond's earthen dam/sluceway as non-compliant with state regulation. Action is required and I am pleading for your help in saving this pond. The situation has been deteriorating over many years and the once 8 acre pond surface is now diminished to about half of its original size as a result of neglect and the town's control of the water level.

27 years ago, the Ritchie estate donated the pond to the town and their 25 acre property was developed with the building of 4 new homes in 1993-94. My home on 7 Homestead Drive was one of them. We purchased 6.6 acres of land surrounding the pond and were thrilled to have such a beautiful site to build.

Over the years, I've done what I can to maintain the original path that circles the pond and was happy to have townspeople use it and enjoy it. We bought the property in good faith and expected the town to honor the gift by maintaining it for everyone's benefit. Unfortunately, the issues of the dam have not been addressed and little by little we now have something more like a swamp. I'm happy to inform you about the past years history but for this letter I will keep it brief. Please call me at 508-254-7510.

Below, are the addresses of the pond abutters and those that have a view of the water (stakeholders, if you will). Together this group of residents pays \$234,857 in local taxes annually. We ask you to give this problem your timely consideration. I have also attached a letter from abutter Tom Braun (owner of the antique Ritchie home) who eloquently talks about what this pond means to the greater good. Please help us to resolve this natural disaster.

**Sincerely, Geraldine and Gerald Bergonzi
7 Homestead Drive**

Residents surrounding the Danielson Pond with water views:

Homestead Drive
1 Gallagher
2 Horowitz/Grinberg
3 Brymer

4 Murphy
5 Rothstein
7 Bergonzi

Haven Rd
11 Clair

High Street
10 Brayton
9 Stikeleather
15 Moestu
19 Hooker
21 Polak
22 Braun
24 Fetter
25 Mileszko
36 Lavin

Wild Holly
15 Urquhart

 **Danielson Pond.pdf**
38K

To: Honorable Board of Selectmen
From Town Historian Richard DeSorgher
Re: Danielson Pond and 22 High Street property
Date: January 23, 2021

The 22 High Street property and pond site were in the Hamant family from the first grant c 1700 until about 1887. As you will see below there is a possibility that a grist mill was established for a time by the Hamant family sometime between 1708-1718, meaning the brook must have been dammed up creating a pond for the grist mill. Two small brooks run into the area where the current pond is located today and the area was always wetland in nature.. There is some question about this mill as no official town documentation exists, except an assumption that could be made on the 1718 Real Estate list. In any event, if it did exist, it was not there for very long. We can, however, document that by 1903 the current pond was in existence and probably as early as 1886. This can be seen in the 1903 town map. Previous 1831, 1856, 1876 and 1888 maps do not show a pond at that location. When Boston socialites John and Pauline Danielson purchase the property, historian William Tilden says “the old place, having passed into the possession of the Danielson family, has within the past five years been much improved and beautified under the influence of wealth and refined taste and is one of the pleasantest of the town’s rural resorts.” The Danielson’s used the property as their summer home and entertained with others of their Boston social standing. It is possible the beautification included developing the pond for greater entertainment usage and to develop natural beauty alongside the “summer cottage.” They then purchased the Hannah Adams School, closed in 1910, from the town and moved it across the street from their property for use as a guest house. After the death of Mrs. Danielson, the property was purchased by Andrew and Grace Ritchie who kept the property until they donated it to the Town of Medfield in 1993.

The below information outlines, as best as I can ascertain, the history of the property and Danielson Pond. Let me know if there is specific information not included in this report that you want me to further research or if you have further questions.

Best,

Richard

History of 22 High Street and Danielson Pond:

1. John Hamant (1653-1708) received a grant of land where 22 High Street is now located. In 1702 a road is spoken of as being “near the place owned by John Hamant” (today’s High Street). John died unmarried and the place went to his brother, Timothy.

2. Timothy Hamant (1667-1718) lived on the Philip Street house but kept ownership of 22 High Street. When Timothy died, his widow Milletiah inherited the 22 High Street estate along with their two sons, Timothy and Samuel.

(It is interesting to note that in the 1718 Real Estate list (see attachment)), there is a “0” listed next to her name under the category “mill”. Those like Ephraim Cheney and Joseph Clark who owned mills had an “1” listed next to their names under the category “mill.” Everyone else in town has a “—” listed next to their name, indicating there was no a mill at that property. Why was the “0” listed? The assumption might be that John Hamant had a mill on the High Street property in the 10 years between his death in 1708 and the Real Estate list of 1718; the mill having fallen into disrepair and was not considered of sufficient value to be counted. So perhaps the pond had been created but after the disrepair of the mill returned back to a brook. There is no reference in Tilden’s History of Medfield to a mill on this site or of the town granting the privilege (which shows up later). However, in 1992 a top millstone was dug up at the 24 High Street property next door while excavating for a garage. Speculation: this could have belonged to that mill above mentioned on the site or it is possible it came from the Kingsbury grist mill (149 Spring Street) as that too was once owned by Asa and Charles Hamant, and to which it was returned to the Spring Street grist mill site. A look at the 1831, 1856, 1876 and 1888 maps, shows no pond located on those town map. The first time the pond appears on a town map is in 1903)

3. Samuel later bought out his brother as well as the heirs of Samuel Smith who lived next door (This is the house location that would become the Hamant Homestead at 22 High Street)
4. Samuel’s son Asa (1729-1810) inherited the property but he also inherited the property of his wife’s patents, when he married Peninnah Clark, which is the house, grist mill and then malt house at what is now called the Kingsbury Estate on 149 Spring Street at Kingsbury Pond. He turned over ownership of 22 High Street to his son Asa
5. Asa Hamant (1763-1843) married Polly Draper in 1804 and may have been responsible for construction of much of the present-day house. He lived his entire life on the 22 High Street property. His son, Charles became a successful schoolmaster and later transacted into the legal business. Charles remained upon his father’s land at 22 High Street until after his marriage in 1841 to Mary Bosworth and the death of his father in 1843. The property then went to Charles’ Aunt Lidia and Uncle-in-Law, William Rowe.
6. Asa’s son Daniel D. Hamant married Cynthia Harding in 1841 and went to live at her house in the north end of town. About 1854 they moved back to the 22 High Street home, where Daniel resided until his death in 1887. It is at this time the property was sold out of the Hamant family.

7. In 1886, for the first-time assessor's records list a saw mill on the property, assessed for \$100. Speculation is at this time the pond was dammed up, creating the pond. In 1893 the saw mill is assessed for \$150 and lists mill privilege two acres, value \$100.

(An uncertainty exists as the ownership of the property once it leaves the Hamant family. The 1903 town map shows the pond listed as Seaver's Pond. All maps following that, list it as Danielson's Pond.

The 1901 assessors report list John A. Seaver being assessed \$200 for a saw mill, privilege 6 acres \$150. By the 1905 assessor's report it is listed as Mrs. John DeForest Danielson, Boston- mill privilege 6 acres \$150, saw mill \$200

***** John DeForest Danielson died at the Medfield estate on October 16, 1909, at the age of 42. They had no children. Mrs. Danielson continued to live in Boston and summer in Medfield until her death in the 1930s***

1910- Mrs. John DeForest Danielson- mill privilege 6 acres \$150, ice house \$175

1915-Mrs John deforest Danielson- Mill \$260, privilege 6 acres \$300

1920- Pailine Danielson- no listing of pond, mill or ice house

1925- Pauline Danielson-no listing of pond, mill or ice house

1930- Pauline Danielson- ice house \$200, mill \$200

1935 Pau8line Danielson- ice house \$200, mill \$200)

8. The property was then sold to John DeForest Danielson and Pauline Root Danielson, socialites of Boston. Their official residence was at 4 Commonwealth Avenue in Boston. Starting in the late 1800s and into the early 1900's a number of wealthy Bostonians began to buy up large farms here in town and convert them into summer homes and estates becoming gentlemen farmers. These became their "summer homes." From Boston came the cream of Boston society: Dr. Charles Inches, Dr Henry Angell, Dr. Henry Lee Morse, Helen McElwain, Dr. Joel Goldthwaite, Charles Martin Loeffler, Davenport Brown, John DeForest and Pauline Danielson, Louise Jewell, Hannah Adams Pfaff, and others who all summered here. Their estates now had landscaped lawns, fountains and fish ponds; several had tennis courts.

The Dedham Transcript in 1904 reported the following: "*The pond on the estate of John and Pauline Danielson was drawn off and barrels of German carp, many weighing more than 20 pounds were caught. The pond had been stocked in 1887 with carp that became so plentiful they were considered a nuisance.*"

In 1911 Mrs. Danielson purchased the Hannah Adams School on South Street at the intersection with High Street and in 1912 had it moved to be made into a guest cottage and located across from her property at 15 High Street, where it remains today a residence

9. After the death of Pauline Danielson, the property and Danielson's Pond was sold to Andrew and Grace Ritchie. In the 1940s-1980s the pond was often also referred to by locals as Ritchie's Pond.
10. In 1993 the Ritchie family donated 7.9 acres of land, including the pond, to the Town of Medfield.

Attachments:

Link to view the attachments

<https://www.town.medfield.net/DocumentCenter/View/5449/DeSorgher-attachments>

1. A List of the Polls and Real Estate of the Town of Medfield taken in the year 1718
2. Report by Barbara Leighton speculating on the pond/mill at 22 High Street
3. 1903 map of Medfield showing "Seaver's Pond (Danielson's Pond)
4. Current zoning map showing Danielson's Pond
5. Assessors map showing acreage of Danielson's Pond
6. Photos of gears from mill on Danielson's Pond



MEDFIELD FIRE DEPARTMENT

MEMORANDUM

Date August 30, 2021

To: Board of Selectmen

From: William C. Carrico II, Chief of Department *WCC*

CC: Kristine Trieweiler, Town Administrator

Subject: FY22 Operational Update

In December of 2020, discussed the ongoing staffing issues and difficulty in finding qualified candidates to fill Call Firefighter/EMT positions within the department. Since then, I was able to find 6 new call members, three from Medfield and three from Dover. Five of the new hires are EMT's and come to us with varying levels of experience.

Norman Gray Call FF/EMT, Medfield resident, certified FF with over 30 years of experience

Michael Curran Call FF/EMT, Medfield resident, in FF 1-2 program

Daniel Murphy Call FF/EMT, Dover resident, in FF 1-2 program

Ted Reimann Call FF/EMT, Dover resident, Certified FF

David Van Tassell Call FF/EMT, Dover resident, in FF 1-2 program

Liam Frasier Call FF, Medfield resident, in FF 1-2 program

Liam is our first hire from the Fire Cadet Program. He participated in the cadet program as a Junior and Senior and was placed on the call force right after his 18th birthday.

Full-time Staffing

With the hiring of Marc Cameron as a fulltime FF/Medic, we will now have two paramedics on each group and are back to full strength. Two full-time firefighters FF/Medic Jonathan Kenney and FF/Medic Mark Cameron will both have to attend the Mass Fire Academy FF 1-2 program.

Response

In FY21, there were 187 emergency recalls in which a “Box Alarm” was used for additional manpower due to the type of emergency call. Box alarms are used when additional manpower is required to cover calls. Comparing 2020 to 2021, we are approximately 50 calls less than last year.

From January to August 2021 we have had 47 second medicals in which A2 has been dispatched. This is the same amount as all of 2020.

Grants

We currently have three grants outstanding. Two Assistance to Firefighter Grants (AFG) one for a new Engine and one for portable radios. I believe the time left to be awarded is expiring. We also have a Staffing for Adequate Fire and Emergency Response (SAFER) grant for the hiring of call firefighters. The award period for this grant has not started yet.

The SAFER grant if awarded will pay for advertising, all pre-employment screenings and exams, FF 1-2 training, and EMT school for all ten hires under the grant.

Capital Purchases

Ambulance 2 has been ordered and should arrive in three to four months.

Brush 1 has been ordered and is at the mercy of Ford Manufacturing.

Engine 2 is waiting for some backordered parts from Whelen lighting.

Car 1 has been in operation since mid-August.

The Power Load system was installed in A1 at the beginning of August.

The battery operated jaws have been delivered.

Department Needs

We need to consider the staffing of the third member all the time.

Portable radios will need to be replaced through the Capital appropriation program.

The department AED's which are on the vehicle will need to be replaced.

Ladder 1 will need tires which is a \$7,000 expense.

New Engine 2 will need new rescue air bags.

Fire Alarm Monitoring Issue

Recalls FY21
July 01, 2020 thru June 30, 2021

Fulltime Department	Title	Residence	Hire Date	Recalls	total Recalls	% Made
Andexler	Nicholas	FF/Medic	Spencer	10/22/2018	5	187 3%
Bennotti	Jeffery	CP/Medic	Norfolk	6/30/1997	4	187 2%
Cameron	Marc	FF/EMTP	Lowell	8/15/2021	na	
Cronin	Thomas	FF/EMT	Medfield	2/2/2004	28	187 15%
De King	William	FF/EMTI	Franklin	2/1/2015	5	187 3%
Donahue	Scott	FF/EMT	Marion	2/1/2005	6	187 3%
Kenney	Jonathan	FF/Medic	Abington	6/4/2021	na	
Kingsbury	Neil	CP/EMT	Medfield	1/1/2005	7	187 4%
Littman	Eric	CP/Medic	Revere	11/5/2018	0	187 0%
McGinn	Meaghan	FF/Medic	Freetown	6/2/2021	na	
Rienemann	Matt	FF/Medic	Jamaca Plain	5/4/2020	17	187 9%
Schleicher	Paul	FF/Medic	Norton	9/1/2018	0	187 0%

Call Department

Bond	Robert	FF/EMT	Medfield	7/1/1989	69	187	37%
Bonifilio	Alfred	FF	Medfield	7/1/2014	0	187	0%
Callow	William	FF	Medfield	9/28/1993	107	187	57%
Curran	Michael	FF/EMT	Medfield	8/19/2021	na		
Donovan	William	FF	Medfield	1/2/1989		187	0%
Frazier	Liam	FF	Medfield	8/6/2021	na		
Gray	Norman	FF/EMT	Medfield	5/11/2021	na		
Gorman	James	Call LT	Medfield	1/1/1992	39	187	21%
Guindon	Robert	FF	Medfield	11/1/2008	22	187	12%
Kraus	John	FF/EMT	Medfield	7/1/2000	138	187	74%
LaPlante	Robert	FF	Medfield	9/1/1997	113	187	60%
Murphy	Daniel	FF/EMT	Dover	6/1/2021	8	187	4%
O'Toole	David	DEPUTY	Medfield	10/1/1995	157	187	84%
Reimann	Ted	FF/EMT	Dover	10/20/2020	46	187	25%
Van Tassell	David	FF/EMT	Dover	6/1/2021	3	187	2%
Tangauy	Robert	FF/EMT	Medfield	7/1/2021	na		

Medfield Fire Department
Incident Type Report (Summary) 2021 January thru August

<u>Incident Type</u>	IMC Jan thru April 21	ESO May thru Aug 21
1 Fire		
100 Fire, Other	0	0
111 Building fire	1	0
112 Fires in structure other than in a building	0	0
113 Cooking fire, confined to container	0	1
114 Chimney or Flue fire, confined to chimney	2	0
131 Passenger vehicle fire	1	0
140 Natural vegetation fire, Other	0	0
142 Brush or brush-and-grass mixture fire	9	3
150 Outside rubbish fire, Other	0	1
151 Outside rubbish, trash or waste fire	0	1
160 Special outside fire, Other	1	0
162 Outside Equipment Fire	0	1
2 Overpressure Rupture, Explosion, Overheat (No Fire)		
240 Explosion (no fire), Other	0	0
3 Rescue & Emergency Medical Service Incident		
300 Rescue, EMS incident, Other	0	5
311 Medical assist, assist EMS crew	1	0
3111 Medical assists	0	1
3112 Medical Evaluation no transport	2	1
320 Emergency medical service, Other	3	11
321 EMS call, excluding vehicle accident with	177	207
3211 EMS call 2nd Medical	23	24
3212 EMS call 3rd Medical	1	3
322 Motor vehicle accident with injuries	5	12
323 Motor vehicle/pedestrian accident (mv Ped)	1	0
324 Motor vehicle accident with no injuries	9	8
331 Lock-in	0	1
341 Search for person on land	1	1
350 Extrication, Rescue, Other	0	0
353 Removal of victim(s) from stalled elevator	0	0
362 Ice Rescue	1	
365 Watercraft Rescue	0	1
381 Rescue or EMS standby	0	0
4 Hazardous Conditions (No Fire)		
410 Combustible/flammable gas/liquid condition		
411 Gasoline or other flammable liquid spill		

412 Gas leak (natural gas or LPG)	7	10
413 Oil or other combustible liquid spill	1	0
414 Toxic Condition, other	0	0
422 Chemical spill or leak	0	0
424 Carbon monoxide incident	2	3
440 Electrical wiring/equipment problem, Other	2	3
441 Heat from Short Circuit (wiring)	0	0
444 Powerline down	7	2
4440 Tranformer	0	0
4441 Cable, TV, Phone	15	0
4442 Powerline down with trees	8	1
4443 Power Line Down with Trees	0	3
445 Arching, shorted electrical equipment	2	3
4451 Arching, shorted electrical equipment, fuse	0	0
460 Accident, potential accident, Other	0	0
462 Aircraft standby	0	0
463 Vehicle accident, general cleanup	0	0
480 Attempted burning, illegal action, Other	0	1

5 Service Call

500 Service Call, Other	0	3
510 Person in distress, Other	0	0
511 Lock-out	4	0
512 ring or Jewelry removal	0	1
520 Water problem, Other	1	2
521 Water evacuation	0	1
522 Water or steam leak	2	2
531 Smoke or odor removal	2	1
541 Animal Problem	1	0
550 Public service assistance, Other	1	6
551 Assist police or other governmental agency	4	1
552 Police matter	1	2
553 Public service	22	5
5531 Smoke Detector Assistance Program	0	3
554 Assist invalid	5	4
561 Unauthorized burning	1	2
571 Cover assignment, standby, move up	6	1

6 Good Intent Calls

600 Good intent call, Other	0	3
611 Dispatched & cancelled en route	11	9
6111 Dispatched & cancelled en route-BLS	0	0
6113 Dispatched & cancelled en route-fire scene	0	0
621 Wrong location	0	0
622 No incident found on arrival at dispatch	1	2
632 Prescribed fire	0	0
651 Smoke scare, odor of smoke	6	7

652 Steam, vapor, fog or dust thought to be smoke	0	0
653 Smoke from Barbecue, tar kettle	1	0
661 EMS call, party transported by non-fire	0	0
671 Hazmat release investigation w/no hazmat	0	0

7 False Alarms & False Calls

700 False alarm or false call, Other	3	6
711 Municipal Alarm System, malicious false call	0	0
712 Direct tie to FD, malicious false alarm	0	1
714 Central Station, Malicious false alarm	0	0
715 Local alarm system, malicious false alarm	0	1
721 Bomb Scare	1	0
730 System malfunction, Other	0	4
731 Sprinkler activation due to malfunction	3	0
733 Smoke detector activation due to malfunction	8	24
734 Heat detector activation due to malfunction	0	0
735 Alarm system sounded due to malfunction	11	9
736 Carbon monoxide detector activation due to malfunction	3	5
740 Unintentional transmission of alarm, Other	2	2
741 Sprinkler activation, no fire	1	0
7411 Alarm Panel trouble Malfunction	4	1
743 Smoke detector activation, no fire	7	8
744 Detector activation, no fire	0	5
745 Alarm system activation, no fire	10	5
746 Carbon monoxide detector activation, no CO	4	6

8 Severe Weather & Natural Disaster

800 Severe Weather or natural disaster	0	1
814 Lightning strike (No Fire)	0	1
815 Severe weather or natural disaster standby	0	0

9 Special Incident Type

900 Special type of incident, Other	0	1
911 Citizens complaint	1	2

Total Incident Count: ## **409** **445**

Medfield Boards, Committees, and Commissions					
	Name		Recommended Action	Term	Current Term Expires
Capital Budget Committee					
	Michael Marcucci		Reappoint	1 year	2021
	Sharon Tatro		Reappoint	1 year	2021
	Nassar Ismail		Reappoint	1 year	2021
	Megan Sullivan		Reappoint	1 year	2021
	Joy Ricciuto		Reappoint	1 year	2021
	Michael LaFrancesca		Reappoint	1 year	2021
	Amy Colleran		Reappoint	1 year	2021
	Kristine Trierweiler		Reappoint	1 year	2021
Committee to Study Memorials					
	Jane Lomax		Reappoint	1 year	2021
	David F. Temple		Reappoint	1 year	2021
	Michelle Doucette		Reappoint	1 year	2021
	Mark Bryson, Veterans Service Officer		Appoint	1 year	
	Ron Griffin		Appoint	1 year	
	Paul Foscaldo		Appoint	1 year	
	David Connors		Appoint	1 year	
Kingsbury Pond Committee					
	Richard Judge		Reappoint	1 year	2021
	Sharon Judge		Reappoint	1 year	2021
	George Dealy		Reappoint	1 year	2021
	Greg Testa		Reappoint	1 year	2021
	Ann Krawec		Reappoint	1 year	2021
	Rick Ebbs		Reappoint	1 year	2021
	Angela Mazzotta Felice		Reappoint	1 year	2021
	Kristine Trierweiler, Ex Officio		Reappoint	1 year	2021
Medfield Wildlife Committee					
	Frank Perry		Reappoint	1 year	2021
	John Newell		Reappoint	1 year	2021
Memorial Day Committee					
	Chief Michelle Guerette		Reappoint	1 year	2021
	Chief William Carrico		Reappoint	1 year	2021
	Ann B. Thompson		Reappoint	1 year	2021
	Gustave Murby		Reappoint	1 year	2021
	Michelle Doucette		Reappoint	1 year	2021
	Ronald C. Griffin		Reappoint	1 year	2021
	Jerry Kazanjian		Reappoint	1 year	2021
	Frank Iafolla		Reappoint	1 year	2021
	Mark Bryson, Veterans Service Officer		Appoint	1 year	

Medfield Boards, Committees, and Commissions					
	Name		Recommended Action	Term	Current Term Expires
Medfield Energy Committee					
	Cynthia Greene		Reappoint	1 year	2021
	David Temple		Reappoint	1 year	2021
	Penni Conner				2022
	Fred Davis				2023
	Hildrun Passas				2023
	Paul Fechtelkotter				2023
	Robert Winograd				2023
	Jim Nail				2023
	David Stephenson				2023
	Alec Stevens				2023
	Patricia Pembroke				2023
	Megan Sullivan				2023
	Amy Colleran, <i>Ex Officio</i>				
	Kristine Trierweiler, <i>Ex Officio</i>				
	Osler P. Peterson, <i>Ex Officio</i>				
	Request to increase size of the Energy Committee and appoint two new members:				
	Jim Redden			1 year	
	Andrew Jarrell			1 year	
Cemetery Commissioners					
	Frank Iafolla		Reappoint	3 years	2021
	Thomas Sweeney				2022
	Vacant				2023
	David Temple, Associate		Reappoint	1 year	2021
	Paul Hogan, Associate		Reappoint	1 year	2021
	Letters of interest for appointments from:				
	Nancy O'Neil				
	Jennifer Caruso				
Council on Aging					
	Richard Ryder		Reappoint	3 years	2021
	Katie Robinson		Reappoint	3 years	2021
	Heidi Groff				2022
	Perry Constas	Will resign upon appointment of a new member			2022
	Robert Heald				2023



Nicholas Milano <nmilano@medfield.net>

Fwd: CTSM Committee

Kristine Trierweiler <ktrierweiler@medfield.net>
To: Nicholas Milano <nmilano@medfield.net>

Fri, Sep 24, 2021 at 2:53 PM

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

From: RonG75 [REDACTED]
Date: Thu, Sep 9, 2021 at 2:18 PM
Subject: CTSM Committee
To: ktrierweiler@medfield.net <ktrierweiler@medfield.net>

Hi Kristine

I am writing to express interest in joining the CTSM.

Since resigning from the Committee our plans to relocate to Florida have not yet happened. We (I) still maintain our residence as here in Medfield. But that is not to say we don't spend a lot of our time in Florida as we do. But with Zoom and other meeting applications it might be possible to attend CTSM meetings which in the past was not possible.

As past Chair of the CTSM, I believe I can still offer new members some history of what was done in the past and why. But not to infer the committee should continue as it had in the past, new ideas and ways should be the theme of a fresh new start.

While my appointment probably will be brief, I would hope to have a positive impact for the Committee and the Town.

Thank You

Ron Griffin

<75 Adams St.>

Medfield, Ma. 02052

--
Kristine Trierweiler
Town Administrator
Town of Medfield



Nicholas Milano <nmilano@medfield.net>

Fwd: Ctsm**Kristine Trierweiler** <ktrierweiler@medfield.net>
To: Nicholas Milano <nmilano@medfield.net>

Fri, Sep 24, 2021 at 2:53 PM

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

From: **Foscaldo, Paul** [REDACTED]

Date: Fri, Sep 10, 2021 at 7:56 PM

Subject: Ctsm

To: Ktrierweiler@medfield.net <Ktrierweiler@medfield.net>, Ron Griffin [REDACTED]

Hi Kristine,
I would be interested in serving on the Committee to Study Memorials.
Paul Foscaldo

--
Kristine Trierweiler
Town Administrator
Town of Medfield
459 Main Street
Medfield, MA 02052
508 906 3011 phone
508 359-6182 fax

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Town House Hours:
Monday 8:30 AM to 4:30 PM
Tuesday 8:30 AM to 7:30 PM
Wednesday 8:30 AM to 4:30 PM
Thursday 8:30 AM to 4:30 PM
Friday 8:30 AM to 1:00 PM

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Print**Annual Committee Questionnaire - Submission #627****Date Submitted: 8/4/2021****Please complete the online form for the Annual Committee Questionnaire.**The Board of Selectmen's Board and Committee Structure Policy is available [at this link](#).**Contact Information****First Name***

Roberta

Last Name*

Lynch

Email

rlynch@medfield.net

Name of Board / Committee / Commission

Council on Aging

Chair

Robert Heald

List of Members*

Robert Heald
Perry Constas
Rich Ryder
Katie Robinson
Heidi Groff

Charter

It shall be the purpose of this Council to carry out programs and services to promote wellness by addressing the emotional, social, physical and often, spiritual needs of older individuals and their families during the aging process. The Council on Aging's goal is to enhance the quality of life and promote independence by providing programs, social events, services and referrals to support community members through their life journey.

- a. To identify needs
- b. To educate the community and enlist support and participation of all citizens about their needs.
- c. To design, advocate and or implement services to fill these needs, or to coordinate existing services;
- d. To cooperate with the Massachusetts Executive Office of Elder Affairs and the Area Agency on Aging and to be cognizant of the state and federal legislation and programs regarding elders;
- e. To utilize the abilities of the seniors to serve the community and to strive for intergenerational goals;
- f. The Board of the Medfield COA acts in an advisory capacity to the Director for the purpose of carrying out its programs, policies and services.

Insert Charter text here or upload a document below.

Upload Charter Here

No file chosen

Dates of Meetings Held

January 6, 2021
February 3, 2021
March 3, 2021
April 7, 2021
May 5, 2021
May 19, 2021
June 2, 2021
July 2021 No Meeting
August 4, 2021

Please list dates of meetings held since July 1, 2021. Chairs are asked to ensure that all minutes are posted to the Town's website in accordance with the Open Meeting Law. Meeting dates can be found on the Town website here: <https://www.town.medfield.net/AgendaCenter>

Status towards the Committee's Goals

The 5 goals that were identified last year were met with creativity and caution.

1. Reducing social isolation imposed by the pandemic was successfully reached with a variety of programs, i.e. phone call outreach, drive by activities, parking lot parties, zoom presentations.
2. Providing support and information for the vaccine was a huge undertaking and we were successfully able to meet the senior community needs in obtaining appointments for them.
3. We successfully helped older individuals learn to zoom which provided them a way to stay connected. Our club program ran zoom sessions for the care recipients and provided a variety of activities to engage
4. Our conference call programs very successful, with conference call bingo, audio read, crossword puzzles, trivia.
5. Several versions of reopening plans were drafted for The Club and the Center until the final plan was put into place with a slow, safe reopening.

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

Now, the second month of FY22 issues seem to repeating:

1. The impact of the pandemic on the Center, participation, programs and services.
2. Rebuilding of programs and participation (currently we have not reached pre-pandemic levels of participation and activities).
3. Being creative and flexible to alter programs due to the continue risk of the pandemic.
4. Funding and completion of the Center garage is a goal for the remainder of FY22
5. Reach out to community members with a satisfaction/needs assessment (utilizing brainstorming sessions, identify strengths, opportunities and areas of improvement).
6. Support tax work off at 100% participation with 65 participants
7. Secure staffing for Saturday program.

FY23 will bring new initiatives and need for capital improvements

1. parking lot repair
2. siding repair in back of building
3. Install sidewalk from flagpole side door to patio
4. replacement of several thermostats
5. utilizing the ADA assessment- repair all noncompliant ADA areas of the building

Should this committee continue to exist?

Yes

If yes, please identify key goals for Fiscal Year 2022 and include draft charter for next year if any changes are necessary.

List Members for Reappointment

I defer to the Town Clerk for this information.

Committee Composition

The committee is made up of 5 appointed members for 2 or 3 year terms. A discussion at our August 2021 meeting revealed that all board members felt the 5 person board was adequate.

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

New Members

Does the committee wish to recommend new members for appointment? If yes, please have interested candidates, submit a letter of interest to Town Administrator Kristine Trierweiler at ktrierweiler@medfield.net

Key Committee Accomplishments in past year

1. Programs are up and running but participation is not as high as before the pandemic. Saturday program will hopefully start in September pending staffing and the pandemic. The Club Program has 9 members currently, but hours have been decreased by 1.5 hours due to the pandemic. That program is covering salaries and supplemental programs only. Kingsbury Club Senior Swim has not been restarted. Educational and instructional programs, trips and social program have returned with caution.
2. The side door thresholds have been repaired. The round brick areas in the front and rear of the building need to be replaced with cement to prevent the trip hazard.
3. The Tax Work Off Program is successfully utilizing 30 participants and in October we will begin the process of fully restoring the program to 65 pending the pandemic.
4. The COA hosted a smashing outside Pizza Truck event to say thank you to all our volunteer in April of 2021.

Requested budget for the coming fiscal year.

Similar to FY22, again not using Respite funds as the pandemic has impacted participation until May 2021 when the program restarted.

Please include any capital requests that should be submitted to the Capital Budget Committee.

Meeting with the Board of Selectmen

Yes, the COA board welcomes a meeting with the Selectmen to discuss moving forward with the garage project.

It was mentioned at one time about the possibility of a selectmen meetings here at the Center. Might that be something to consider, especially with projects that might be happening in the future?

The COA Board expresses their appreciation to Selectmen Peterson for his monthly office hour visits.

Does your committee wish to meet with the Board of Selectmen to discuss your committee's plans for the upcoming year? If yes, please briefly describe the topics of the scope of the discussion you would like to have



Nicholas Milano <nmilano@medfield.net>

Fwd: COA Retirement

Kristine Trierweiler <ktrierweiler@medfield.net>

Thu, Aug 5, 2021 at 12:31 PM

To: Michael Marcucci <selectmanmarucci@gmail.com>, "Osler.Peterson@OslerPeterson.com"

<osler.peterson@oslerpeterson.com>, Gus Murby - Lexington Leadership <gmurby@lexlead.com>, Nicholas Milano

<nmilano@medfield.net>

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

From: **perry constas** <paconstas@comcast.net>

Date: Thu, Aug 5, 2021 at 12:22 PM

Subject: COA Retirement

To: Kristine Trierweiler <ktrierweiler@medfield.net>

Cc: Roberta Lynch <rlynch@medfield.net>

To Kristine Trierweiler and the Board of Selectmen,

I have decided to retire from my position on the Medfield Council on Aging pending the selection and appointment of a new member.

It has been a privilege to participate and serve our community over the past 5 years together with a professional and dedicated staff and will always be grateful for the opportunity to become involved in the development of the Center's programs, policies and services.

Yours truly,

Perry Constas

--
Kristine Trierweiler
Town Administrator
Town of Medfield
459 Main Street
Medfield, MA 02052
508 906 3011 phone
508 359-6182 fax

Follow us:www.town.medfield.net

Twitter: @townofmedfield

Town House Hours:

Monday 8:30 AM to 4:30 PM

Tuesday 8:30 AM to 7:30 PM

Wednesday 8:30 AM to 4:30 PM

Thursday 8:30 AM to 4:30 PM

Friday 8:30 AM to 1:00 PM

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Nicholas Milano <nmilano@medfield.net>

Online Form Submittal: Annual Committee Questionnaire

noreply@civicplus.com <noreply@civicplus.com>
To: nmilano@medfield.net

Wed, Aug 4, 2021 at 9:09 PM

Annual Committee Questionnaire

Please complete the online form for the Annual Committee Questionnaire.
The Board of Selectmen's Board and Committee Structure Policy is available [at this link](#).

Contact Information

First Name	Ann
Last Name	Krawec
Email	<i>Field not completed.</i>
Name of Board / Committee / Commission	Kingsbury Pond Committee
Chair	Richard Judge
List of Members	Richard Judge Sharon Judge George Dealy Greg Testa Angela MazzottaFelice Ann Krawec Rick Ebbs
Charter	Original on file at Medfield Town House
Upload Charter Here	<i>Field not completed.</i>
Dates of Meetings Held	No meetings held since July 2021
Status towards the Committee's Goals	Continued long term objective is to improve the physical structure and grounds of this important location to maintain and improve its scenic beauty and provide future historical, educational and recreational opportunities for students/citizens of Medfield. This is an ongoing and long term endeavor.
Significant Issues Anticipated in the Coming Fiscal Year (if any)	Capital improvements needed continue to be roof replacement of mill building and new post and beam landscape perimeter fencing for which community fund raising is ongoing via Medfield Foundation's Legacy Fund.
Should this committee	Yes

continue to exist?

List Members for Reappointment	<p>Richard Judge Sharon Judge George Deal Greg Testa Angela Mazzotta Felice Ann Krawec Rick Ebbs</p>
Committee Composition	<p>1 Chair 5 Members</p>
New Members	Size should be increased to provide additional diversity of talent to the committee. Currently seeking new members.
Key Committee Accomplishments in past year	<p>Community Outreach via Medfield TV MFI and Evan Weisenfeld's Community Connections Local Cable Programming for education of Medfield residents about property history and purpose-aired 5/4/21 Medfield Grist Mill Hometown Weekly Front Page Article 1/20/21 promoting Fundraiser Medfield Day Booth 9/26/21 Physical improvements include shoring up deck and headrace to assist future operation of mill Landscape improvements to Memorial Garden and surrounding planting beds for continued community enjoyment during COVID restrictions. Continuing care of building interior from powder-post beetle damage with APC Pest Control treatment.</p>
Requested budget for the coming fiscal year.	none- This is a volunteer committee that relies on donations and existing donated funds to continue to care for, maintain and improve the infrastructure of the property.
Meeting with the Board of Selectmen	Not at this time due to ongoing COVID Concerns

[Quoted text hidden]



Nicholas Milano <nmilano@medfield.net>

Online Form Submittal: Annual Committee Questionnaire

noreply@civicplus.com <noreply@civicplus.com>
Reply-To: [REDACTED]
To: nmlano@medfield.net

Mon, Aug 2, 2021 at 4:05 PM

Annual Committee Questionnaire

Please complete the online form for the Annual Committee Questionnaire. The Board of Selectmen's Board and Committee Structure Policy is available [at this link](#).

Contact Information

First Name _____ Last Name _____

Last Name Committee

Email

Name of Board / Committee / Medfield E
Commission

List of Members Penni Cen

Fred Davis
Paul Fechtelkotter
Cynthia Greene
David Temple
Jim Nail
Alec Stevens
Tricia Pembroke
Megan Sullivan
Hildrun Passas
Robert Winograd
George Whiting
Jim Redden
Andrew Jarrell

Charter Memo from Board of Selectmen dated March 25, 2008:

The Board of Selectmen appointed an Energy Committee to look, first and foremost, at the Town's energy use and, secondly, at the energy use of Town residents and businesses to see if the Town and its residents/businesses could save money and improve the environment, through the more efficient use of energy resources.

In addition, the Board recognizes the responsibility of each and

every individual to do his/her part in reducing energy consumption and/or reducing potentially harmful emissions as part of a national energy conservation effort.

To this end, the Selectmen ask the Committee to look at the following areas:

- Establishment of a baseline for measuring progress on reduction of energy usage,
- Reduction of energy consumption through retrofitting of existing buildings, equipment, vehicles or processes,
- Design or purchase of energy efficient buildings, equipment, vehicles or processes,
- Utilization of alternative energy sources,
- Development of public relations measures to encourage energy conservation,
- Transportation initiatives.

The Selectmen recognize that the above list may not address all of the possible solutions

to this problem, and encourage the Committee to develop its own agenda and initiatives.

To keep the Committee size at a reasonable level, Town officials were either made ex-officio members of the Committee or not appointed to the Committee, but they are available for consultation with you or for development of information, which will assist you in your deliberations.

It is hoped that your Committee will meet, regularly, with the Board of Selectmen to keep board members and the general public informed of its progress.

On behalf of the residents of Medfield, the Selectmen would like to thank you for undertaking this critical task.

Upload Charter Here	<i>Field not completed.</i>
Dates of Meetings Held	<p>Presuming you are asking for meetings held betw July 1 2020 - Jun 30 2021:</p> <p>Dec 10, 2020 Dec 1, 2020 (with Board of Selectmen) Nov 12, 2020 Oct 27, 2020 (with MEA/MassEnergize) Sep 30, 2020 Aug 24, 2020 Jul 20, 2020</p> <p>January 14, 2021 February 11, 2021 February 25, 2021 (with Permanent Planning and Building Committee/School Building Committee/ Sustainability Subcommittee meeting) March 11, 2021 April 8, 2021 May 13, 2021 June 10, 2021</p>

June 17, 2021 (Public informational webinar: "Climate: The problem, the path and the plan for Medfield")

Status towards the Committee's Goals	<p>Engagements:</p> <ul style="list-style-type: none"> -1- Community Choice Aggregation (CCA) Warrant Article passed at Town Meeting. A committee will report directly to the Board of Selectmen; MEC continues its pursuit. An RFP has been posted for selection of a CCA consultant to guide the committee and Town through the CCA regulatory process. -2- Net Zero Climate Goals Warrant Article passed at Town Meeting. A subcommittee of MEC is developing a Plan that will help promote, guide, educate Town residents, businesses and government in greenhouse gas reduction, sustainability and methods/tools to help make Medfield a Net Zero community by 2050 in accordance with the Massachusetts State goal. -3- Actively engaging with the MSHDC development of an RFP document that promotes importance of sustainable development as part of selection criteria; assist with selection. -4- Actively engaging with the Dale Street School Committee and its consultants providing input to and promoting construction of a Net Zero building -5- Actively supporting Town Government as it engages with (1) energy saving programs within existing Town buildings, (2) vehicle procurement, and (3) solar opportunities. -6- Seeking Sustainability Consultant -7- Further solar on remaining roofs and parking lots
Significant Issues Anticipated in the Coming Fiscal Year (if any)	Capital planning for the next decade of decarbonizing town assets including buildings and vehicles.
Should this committee continue to exist?	<p>Yes</p> <ul style="list-style-type: none"> --Continue with the programs engaged with in FY21 (reference Status towards the Committee's Goal) --Seek input to/involvement with the Town's capital planning program
List Members for Reappointment	<p>Penni Conner Fred Davis Paul Fechtelkotter Cynthia Greene David Temple Jim Nail Alec Stevens Tricia Pembroke Megan Sullivan Hildrun Passas Robert Winograd George Whiting</p>
Committee Composition	<p>Workgroups include:</p> <p>MSH Dale St. Solar</p>

Warrant Articles
CCA
Climate Plan (TOM CAP)
Municipal Operations Energy
Transportation

New Members	Jim Redden Andrew Jarrell
	note: these folks have accepted verbal invitation to membership, but have not been invited to submit a letter of interest
Key Committee Accomplishments in past year	Please reference "Status towards the Committee's goals"
Requested budget for the coming fiscal year.	TBD for FY23. MEC has not to date focused on developing an operational budget, but welcomes assistance to do so. Similarly, MEC seeks collaboration to appropriately develop recommendations for Capital Budget in the following categories: solar on remaining roofs and parking areas and landfill; and electrification of all vehicles and heating systems. These transitions are required for achieving Climate Action goals, and staged implementation needs planning as soon as possible.
Meeting with the Board of Selectmen	As appropriate.

Email not displaying correctly? [View it in your browser.](#)



Nicholas Milano <nmilano@medfield.net>

Online Form Submittal: Annual Committee Questionnaire

noreply@civicplus.com <noreply@civicplus.com>
Reply-To: [REDACTED]
To: nmilano@medfield.net

Mon, Sep 13, 2021 at 4:48 PM

Annual Committee Questionnaire

Please complete the online form for the Annual Committee Questionnaire.
The Board of Selectmen's Board and Committee Structure Policy is available [at this link](#).

Contact Information

First Name	Michelle
Last Name	Doucette
Email	[REDACTED]

Name of Board / Committee / Committee to Study Memorials
Commission

Chair Michelle Doucette

List of Members Jane Lomax
David Temple
current Veterans Agent
Michelle Doucette
open spot - to be filled once committee meets - on hold due to
Covid

Charter *Field not completed.*

Upload Charter Here *Field not completed.*

Dates of Meetings Held *Field not completed.*

Status towards the Committee's Goals we have donations for plaque on bench that needs to be voted on and plaque installed
send donation for plaque on bench being collected - will have ceremony to honor Phil Burr
pending review of new street names when received
have some street/square dedications pending family involvement.

Significant Issues Anticipated in the Coming Fiscal Year (if any) *Field not completed.*

Should this committee

yes

continue to exist?

List Members for Reappointment	<i>Field not completed.</i>
Committee Composition	<i>Field not completed.</i>
New Members	<i>Field not completed.</i>
Key Committee Accomplishments in past year	<i>Field not completed.</i>
Requested budget for the coming fiscal year.	same as last year
Meeting with the Board of Selectmen	<i>Field not completed.</i>

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The CENTER at Medfield
Medfield Council on Aging
One Ice House Road
Medfield MA 02052
508-359-3665

September 20, 2021

Dear Board of Selectmen,

The Council on Aging requests permission to serve wine and beer at the following fall/winter events:
Wednesday, October 13 4:30-7:00 p.m. Oktoberfest
Wednesday, October 20 4:30-7:00 p.m. Men and Retirement
Wednesday, November 17 4:30-7:00 p.m. Supper Club
Wednesday, December 15 4:30-7:00 p.m. Holiday Supper Club

Thank you,



Roberta Lynch, Director
Medfield Council on Aging



Medfield Youth Lacrosse



September 1, 2021

To: Medfield Board of Selectmen Sign Committee

Medfield Youth Lacrosse requests permission to place four (4) signs at four locations in Medfield from October 1st through November 16th. The signs will assist in promoting awareness of the registration window for the Spring 2021 season.

Our organization fully understands that the signs may not block anyone's view of approaching traffic. All the signs are on sandwich boards. The proposed locations are as follows:

- Hartford and Main Street
- Transfer Station
- Harding and North
- South Street and Rte 27 intersection

Our on-line registration is planned to begin on October 1st, 2021 and we intend to place the signs on Oct 1st and remove them Nov 16th.

Please contact me with your approval. Thank you for your consideration.

Sincerely,

Dan Lutz
Registrar, Medfield Youth Lacrosse
508-745-7575
mylregistrar@gmail.com