



Board of Selectmen
Meeting Packet
January 4, 2022



TOWN OF MEDFIELD, MASSACHUSETTS

Agreement of Consulting Engineering Services
Re: Engineering of a 200kWac Roof-Mounted Solar Electric System on the DPW Town
Garage

CONTRACT # Medfield 2021-17

STATE CONTRACT # (if applicable) _____

This Contract is made this 4th day of January 2022 by and between the Town of Medfield, a Municipal Corporation, duly organized under the laws of the Commonwealth of Massachusetts and having a usual place of business at the Medfield Town House, 459 Main Street in said Medfield, MA 02052 (hereinafter referred to as the "Town") and Solar Design Associates, Inc., of 280 Ayer Road, Harvard, MA 01451 (hereinafter referred to as the "Contractor").

WITNESSED:

Whereas, the Town requested a proposal for consulting engineering services in connection with the engineering of a 200kWac roof-mounted solar electric system on the DPW Town Garage located at 55 North Meadows Road, Medfield, MA 02052 hereinafter referred to as "Program"; and

Whereas, the Contractor submitted a Proposal to perform the consulting engineering services for the work required for the Program (see Attachment A), and the Town has decided to award the contract therefore to the Contractor.

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

1. **Contract Documents**: The Contract Documents consist of this Agreement together with the proposal for Scope of Work and Compensation only, (Attachment A). The Contract Documents constitute the entire Agreement between the parties concerning the services and all are as fully a part of this Agreement as if attached hereto. In the event of conflicting provisions, the language of this Agreement shall govern provided that if the conflict relates to quantity or quality of goods or services, the greater quantity or higher quality specified shall be required. Terms and conditions referenced in Attachment A, including Insurance, Arbitration, Indemnification, are expressly excluded.

2. Scope of Services: The Contractor shall furnish services related to the Program in accordance with the Scope of Services provided in the work plan (Attachment A), as well as, all services necessary or incidental there to.
3. Performance of Work: The Contractor shall furnish all equipment, staffing, and materials to accomplish the Program in strict conformity with all applicable Federal, State, and local laws, each of which is incorporated by reference and shall be responsible for obtaining all necessary approvals/permits as required for the performance of the Program.
4. Receivable: The Contractor shall deliver according to the proposal identified in Attachment A.
5. Contract Term: In accordance with the schedule provided by the Town: January 4, 2022 to an anticipated end to the contract by June 30, 2023. The project shall commence and be completed within the contract term dates.
6. Payment for Work: The Town shall pay **\$45,150.00** for the Program in accordance with the pricing in Attachment A. The Contractor to Town shall submit monthly invoices for payment of the Program. The Town shall make payments within thirty (30) days after its receipt of the invoice. All additional service will require a contract amendment signed by the Board of Selectmen completed in advance of the authorization to proceed.
7. Indemnification of the Town: The Town's liability hereunder shall be limited to the amounts due the Contractor for services actually rendered. The Contractor shall defend, indemnify and hold harmless the Town, its officers, boards, agents and employees, to maximum extent permitted by law, from any liability loss, damage, cost, charge, or expense, but only to the extent, they result from any employees or third party contractor or supplier's claim for payment for wages, labor, materials, goods or services rendered to Contractor or from any claim for injury to person or property, which area result of any negligent act or omission on the part of the Contractor, or any of its agents or employees. If any such claim is made, the Town may retain out of any payments, then or thereafter due to the Contractor a sufficient amount to protect the Town against such claims, costs and expenses. Neither party shall be responsible or liable to the other for special, indirect or consequential damages.
8. Contractor's Standard of Care: The Contractor shall provide consulting engineering services for roof-mounted solar electric systems and obligations hereunder in conformity with the standard of professional skill and care applicable to other professionals performing similar services in the same geographic area at the time services are rendered. Contractor represents that it is knowledgeable about Federal and State statutes and regulations applicable to solar electric systems, roof-mounted solar electric systems, and incentive programs for solar electric systems.
9. Contractor's Personnel: The Contractor's employees and Contractor's consultants shall be those identified in Attachment A and no others without prior written approval of Town.

10. Liability Insurance Requirements: The Contractor shall at its own expense obtain and maintain a Professional Liability Policy covering negligent error, omissions and acts of the Consultant. The Town will require a Certificate of Insurance, indicating evidence of Professional Liability, General Liability, Automobile Liability with minimum limits of \$2,000,000.00, and of any person or business entity for whose performance the Contractor is legally liable, arising out of the performance of this Agreement. The insurance shall be in force from the date of this Agreement until the expiration of the applicable period of limitations. The Contractor shall notify the Town should coverage become unavailable during that period. The Contractor shall obtain and provide a certificate of insurance for each consultant employed or engaged by the Contractor, evidencing the existence of the same type of policy and coverage. The Contractor shall also maintain liability insurance for all vehicles and equipment, which it owns or operates in connection with the project. The Contractor shall also obtain and maintain in force worker compensation, as required by law
11. Certificates evidencing that the required insurance coverage is in effect shall be submitted by the Contractor to Town prior to the signing of this Agreement. Any cancellation of insurance whether by the insurers or by the insured shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to Town at least thirty (30) days prior to the intended effective date thereof, which date shall be stated in such notice.
12. Independent Contractor: The Contractor is an independent contractor and is not an agent or employee of the Town and is not authorized to act on behalf of the Town. The Town will not withhold Federal, State or payroll taxes of any kind, on behalf of the Contractor or the employees of the Contractor. The Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of the Town.
13. Successors and Assigns: This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the Town nor the Contractor shall assign or transfer any interest in the Agreement without the written consent of the other
14. Inspection and Reports: The Town shall have the right at any time to inspect the records of the Contractor relative to the services provided to the Town pursuant to this Agreement. This shall include the right to enter upon any property owned or occupied by the Contractor, whether situated within or beyond the limits of the Town. Upon request the Contractor shall immediately furnish to the Town any and all written reports relative to such services arising out of its operations under this Contract during and/or after the termination of the contract.
15. Arbitration: Only if Mutually Agreed-Upon-Claims, disputes, or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof may be subject to and decided by arbitration only if the parties mutually agree in writing to do so.
16. Termination

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

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

b. For Convenience - The Town may terminate this Agreement at any time for any reason upon submitting to the Contractor thirty (30) days prior a written notice of its intention to terminate. Upon receipt of such notice, the Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the Town's termination notice. The Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.

c. Return of Property - Upon termination, the Contractor shall immediately return to the Town, without limitation, all documents and items of any nature whatever, supplied to Contractor by the Town or developed by the Contractor in accordance with this Agreement.

17. Notice: Any notice required to be given to Contractor under the terms of this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, return receipt requested, to: Solar Design Associates, Inc. Box 242, Harvard, MA 01451 or such other address as Contractor from time to time may have designated by written notice to the Town and shall be deemed to have been given when mailed by the Town. Any notice required to be given to the Town by the Contractor under the terms of the Agreement shall be in writing and sent by registered or certified mail, postage prepaid, return-receipt requested to: Town of Medfield, Attn: Town Administrator, Medfield Town House, 459 Main Street, Medfield, MA 02052 or such other address as the Town from time to time may have designated by written notice to the Consultant and shall be deemed to have been given when mailed by the Town together with simultaneous copy to Mark G. Cerel, Town Counsel, at Medfield Professional Building, Post Office Box 9, Medfield, MA 02052.

18. Severability: If any term of this Contract or application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, legality, and enforceability of the remaining terms and conditions of the Contract shall not be deemed

affected thereby unless one or both parties would be substantially or materially prejudiced.

19. Governing Law: The performance of this Contract shall be governed, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts. Claims and Disputes and Resolution Procedure. Claims, disputes, or other matters in question with the Town and Contractor or any other party claiming rights under this agreement relating to or arising from the Project, the Work, or interpretation of any terms of the Contract or Contract Documents shall be resolved only by a civil action commenced in the Commonwealth of Massachusetts in either the Superior Court Department, Norfolk County, or the District Court Department, Dedham Division, of Massachusetts Trial Court; in the alternative, private arbitration or mediation may be employed if the parties mutually agree in writing to do so.
20. Entire Agreement: This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Contract supersedes all prior agreements; negotiations, either written or oral and it shall not be modified or amended except by a written document executed by the parties hereto.

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

(Contractor)

Board of Selectmen

By: _____

Title: _____

Approved as to Form: _____

Town of Medfield, MA

Mark G. Cerel, Town Attorney

Kristine Trierweiler, Town Administrator

CERTIFICATION OF GOOD FAITH

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

The Contractor by:

Print Name

Title/Authority

CERTIFICATE OF STATE TAX COMPLIANCE

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

_____, authorized signatory for
name of signatory

_____, whose
name of contractor

principal place of business is at _____,

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

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

Signature

Date

EXAMPLE CLERK'S CERTIFICATE

Action of Shareholders
Written Consent
(Date)

The undersigned, being the Shareholders of _____, a Massachusetts Corporation (the "Corporation") entitled to vote on the action, hereby consent to the adoption of the following votes:

VOTED: That the [President and/or the Vice President or named individual], each of them acting singly is, authorized to execute any and all contract documents and to enter into and negotiate the terms of all contracts and to accomplish same and to execute any and all documents, instruments, and agreements in order to effectuate the transaction and that said transaction shall be valid, binding, effective, and legally enforceable.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time, in the name and on behalf of the Corporation to take or cause to be taken all such action(s) as s/he or they, as the case may be, deem necessary, appropriate or advisable to effect the foregoing votes, as may be shown by the officer or officers execution or performance which shall be conclusive evidence that the same is authorized by the directors of this Corporation.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time, in the name and on behalf of this Corporation, under its corporate seal, if desired, attested by an appropriate officer, if desired, to execute, make oath to, acknowledge, deliver and file any and all of the agreements, instruments, certificates and documents referred to or related to the foregoing votes.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time and on behalf of this Corporation, under its corporate seal, if desired, to execute, acknowledge and deliver any and all agreements, instruments, certificates and documents referred to or related to the foregoing votes, with such changes as the officer or officers so acting may deem necessary or desirable, and the signature of such officer or officers to be conclusive evidence that the same is authorized by the directors of this Corporation.

Clerk of Corporation Certificate

I, _____ the Clerk of the foregoing corporation, do hereby certify that the above vote was taken at a duly called meeting of the shareholders of the Corporation on _____, 20____.

Clerk of Corporation
SEAL

Attachment A

Proposal To:

Nicholas Milano, Assistant Town Administrator
Town of Medfield
459 Main Street
Medfield, MA 02052

To Provide: Solar Design Associates (SDA) is offering to provide consulting engineering services to the Town of Medfield (Medfield) in the design and engineering of a 200kWac roof-mounted solar electric system on the DPW Facility located at 55 North Meadows Road in Medfield, MA.

SDA will work with the System Owner's Project Team to provide the services described in Phase 2- 5 below.

Phase 1 – Schematic Design & Interconnection Application, SMART Application - COMPLETE**Phase 2 – Issued For Review (IFR) Documents, System Specifications, Issued For Construction (IFC) Documents**

Based on the completion and approval of the work under Phase 1, SDA shall work with the Project Team to finalize the location for the solar balance-of-system equipment, conduit runs and interface of the solar system with the facilities existing electrical equipment / conditions. SDA will produce IFR drawings and draft CSI format system specifications for review by the Project Team and Medfield's Procurement Officer. The system specifications will identify up to three 'or-equal' manufacturers for the major system components however SDA advises the Medfield Project Team that if the basis of design change from the current AC system size (inverter manufacturer and nameplate) an updated Interconnection Services Agreement from the utility will be required. SDA will assist the project Team with this re-submission. The Town of Medfield or the selected contract shall be responsible for any fees associated with the re-submission to the utility.

The IFR Construction Documents will define the majority of the construction level details of the rooftop array including but not limited to the following;

- DC & AC equipment selection
- DC & AC voltage drop, wiring, and fuse sizing calculations
- DC & AC electrical one-line diagrams
- DC & AC equipment grounding and bonding schemes
- DC & AC conduit plans and details
- Data Acquisition System (DAS) design
- NEC-mandated warning signage, including arc flash labels
- Stringing plan
- Major equipment cut sheets
- DC & AC wiring schedules
- Wire management details
- Inverter mounting details

Medfield shall review the IFR set and provide a single set of coordinated revisions and comments for SDA to incorporate into the IFC documents to accompany the RFP.

SDA will finalize the system design and engineering to provide a complete set of Construction Documents including CSI-format Specifications for the electrical aspects of the system addressing the input and all technical information received from Medfield and the Project Team. The IFC set will be signed and sealed by a Professional Electrical Engineer licensed to practice in Massachusetts.

Medfield will prepare of the overall bid documents to solicit bids from qualified Contractors to construct the system. Medfield will incorporate SDA's 100% Construction Drawings and the accompanying CSI-format specifications as part of the bid documents.

Phase 2 Deliverables: Issued For Review (IFR) Construction Documents, Issued For Construction (IFC) Documents, CSI format system specifications, Initial Construction Control Affidavit, attendance of pre-bid walkthrough site visit.

Phase 3 – Construction Period Support

SDA will assist the Town of Medfield in reviewing responses from qualified contractors, advise Medfield if the Contractors proposed equipment complies with the Basis of Design, and incorporate the Contractors requested changes into an updated IFC set for permitting and construction.

SDA will provide technical support to the Project Team during solar system construction by phone, e-mail as well as on-site visits during construction. SDA will provide recommendations to Medfield in response to the Contractor's RFIs and submittals and make recommendations for any change order requests.

SDA will support discussions with the local code officials and the utility as an Owner's Representative as may be needed regarding the installation, interconnection and approval of the solar plant.

SDA will work in close collaboration with the Contractor's Construction Manager, making periodic visits to the project site to observe the progress and quality of the Work to determine, in general, if the Work is proceeding in accordance with the Contract Documents and applicable codes. SDA will notify Medfield of any QA/QC issues, code violations or deviations from the construction documents observed during site visits.

SDA shall make recommendations to Medfield regarding recommended modifications to Contractor's work that, in SDA's reasonable opinion, is unsafe, of questionable quality, or does not conform to applicable codes and/or the intent of the Contract Documents. Medfield shall then decide what remedies are appropriate for the circumstances and in the best interest of successful project completion and formally communicate these requirements to the Contractor.

SDA shall not be responsible for, nor have control or charge of, construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the construction, and shall not be responsible for failure of the contractor to carry out the installation in accordance with the Contract Documents.

SDA shall not be responsible for the acts or omissions of Medfield, any other consultants hired by Medfield, or any Contractors, Subcontractors, their agents, employees, or any other persons involved with the project and/or performing the Work who are not under the direct employ of Solar Design Associates, Inc.

Phase 3 Deliverables: An on-site pre-construction conference and periodic visits to the site during construction. SDA will also provide progress reports based upon the on-site observations as well as respond to Contractor RFIs and change order requests. SDA will also collaborate with the Contractor to develop a set of as-built drawings for the system.

Phase 4 – System Commissioning & Utility Closeout

SDA will provide on-site initial start-up and commissioning of the solar system to verify proper operation and performance. SDA's commissioning protocol involves the use of precision field test instruments to define the exact level of system performance and output under the actual field conditions with specific measurements of the solar radiation on the array during the commissioning process. When irregularities are identified, infrared thermography is employed to identify the potentially defective equipment so that they can be further investigated by the installing Contractor prior to project close-out.

SDA will verify system output to the AC / revenue grade meter as part of system commissioning. SDA will prepare a punch list of issues identified during commissioning for the installing contractor to complete prior to project close out and final system acceptance by the Owner for each system.

SDA will prepare a formal commissioning report including results of the performance testing and make recommendations to the Owner regarding final acceptance of the system and project close-out.

SDA will validate contractor red-lines during the commissioning process and shall produce a complete set of As-Built construction documents.

SDA will coordinate with equipment manufacturers to build and launch the manufactures data acquisition system.

SDA will collaborate with the installing contractor to obtain signatures and approvals from the Authority Having Jurisdiction (AHJ) and file the appropriate close-out paperwork with the utility and obtain Permission To Operate.

SDA will file appropriate paperwork with the Department of Environmental Resources (DOER) and the Solar Massachusetts Renewable Target (SMART) incentive program administrator to secure the production-based incentive for the PV system.

If the servicing utility should require on-site witness testing of the system prior to final interconnection and operational approval of the solar system, SDA will prepare the necessary Witness Test plan or Energization Plan for submission to the utility, and accompany the utility for on-site testing.

Phase 4 Deliverables: Commissioning report and Contractor's punch list. A punch list of issues needing the Contractor's attention prior to final system acceptance. Close-out with the utility including Witness Testing if required. Final Construction Control Affidavit. SMART incentive program closeout. All drawings will be provided in the form of PDF files. All deliverables will be transmitted electronically.

Medfield Responsibilities: Medfield shall assign a Project Manager who shall be the coordinator for this solar program and the key contact for SDA.

When available, Medfield shall provide SDA accurate and up-to-date design drawings of the facility including a dimensioned roof plan that identifies the size, height and location of all proposed roof-top equipment and obstacles and the areas of the roof the arrays are to be installed upon. Medfield shall provide all other necessary site information including identifying the preferred location for inverters, other Balance of System components and the desired point of interconnection for the system with the on-site electrical distribution. Medfield shall facilitate SDA access to the project site as required to make our site visits. Medfield shall inform the Contractor of SDA's roles and responsibilities.

Medfield and the Project Team shall be responsible for all matters related to the public bidding and conforming to all applicable Massachusetts procurement laws and processes.

If the selected Contractor proposes an alternate AC system design (inverter manufacturer or nameplate), the Town of Medfield or the Contractor shall be responsible for any fees required by the utility to update the ISA or re-study the system.

Medfield and the Project Team shall require the installing contractor to provide array mock-ups during construction to allow SDA to review their wire management methods, installation means and methods, and general compliance with the approved construction drawings during the construction of the system.

Medfield shall require the system installation Contractor to collaborate with SDA in the development of a set of As-built Drawings of the system. The installer's contract shall require the Contractor to maintain an up-to-date set of red-lined / marked-up Construction Documents throughout the installation process identifying any changes made in the system installation to serve as the basis for the As-built Drawing set.

The installing Contractor shall provide SDA with a copy of the Certificate of Completion for the PV system upon approval signed by the Medfield Electrical Inspector, along with photos of select equipment required by the utility for project closeout.

The installer's contract shall require the Contractor to develop an O&M manual that shall include manufacturers' cuts on all system components accompanied by manufacturers warranties and warrantee contact information as well as the Contractor's own warranty on workmanship; and input on recommended system maintenance and the diagnosing of performance issues in the system. Medfield shall inform the installation Contractor of SDA's roles and responsibilities.

Insurance: SDA shall obtain and carry insurance for the duration of this project for coverages in the following areas and amounts:

- General Liability - \$1,000,000 per occurrence; \$2,000,000 aggregate
- Automobile Liability - \$1,000,000
- Worker's Compensation - \$1,000,000
- Professional Liability - \$1,000,000; \$2,000,000 aggregate
- Excess/Umbrella Liability - \$2,000,000

A Certificate of Insurance shall be provided to Medfield upon commencement of work under this agreement. The Town of Medfield shall be named additional insured.

Governing Law: This Agreement and the performance of the services hereunder shall be governed by the laws of the Commonwealth of Massachusetts.

Arbitration: All claims, disputes and other matters in question between the parties to this Agreement arising out of or relating to this Agreement or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder of, or in any other manner, any additional person not a party to this Agreement. Notice of the demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The party initiating the demand shall notify the other party of the intention to arbitrate within ten days from the date when the claim, dispute or other matter in question has arisen. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Indemnification: SDA and Medfield agree to indemnify and hold the other, together with their subsidiaries, affiliates, successors, assigns, employees, agents and representatives harmless from all claims, damages, losses and expenses (including attorneys' fees) for claims that may arise under this agreement, except those claims arising out of willful misconduct, violation of law, or negligent performance of their respective obligations under this agreement.

Fees: SDA proposes to provide the Phase 2 - 4 services as defined above for a fee of **\$45,150** including all reimbursable expenses. An initial retainer of \$1,500 will be invoiced upon authorization of this proposal. If additional meetings or other requirements are added to this proposal, SDA reserves the right to increase our fee to cover them.

Work Task	Fee
Phase 1a – Schematic Design, Interconnection Application, SMART Application - COMPLETE	-
Phase 2 – IFR Drawings, IFC Drawings, System Specifications	\$27,675
Phase 3 – Construction Period Support	\$9,750
Phase 4 – System Commissioning & Utility Closeout	\$7,725
Total Phase 2-4	\$45,150

Payment: Services shall be invoiced monthly in proportion the work then completed. Payments shall be made within 30 days of submission date of the invoice. Overdue invoices shall incur interest at 1.5%.

Extent of Agreement: This Agreement represents the entire and integrated Agreement between Medfield and Solar Design Associates and supersedes all prior negotiations or agreements. This Agreement may be amended only by written instrument signed by both Medfield and Solar Design Associates.

July 28, 2021

Submitted by:



Steven J. Strong, President for
Solar Design Associates, Inc.
July 28, 2021

Accepted by:

for Town of Medfield

By: _____

(printed name and title)

Date: _____

Ms. Keiko Matsudo Orrall
Executive Director
Mass Office of Travel and Tourism
136 Blackstone Street
Boston, MA 02109

Jan. 4, 2022

Dear Ms. Matsudo Orrall,

On behalf of the Medfield Board of Selectmen, I write to support the Cultural Alliance of Medfield's (CAM) application to the FY22 Travel and Tourism Recovery Grant Program, and their plans to market a new outdoor music series regionally.

Medfield participated in the Rapid Recovery Program to help stabilize and grow the economy as a result of the economic impacts brought on by COVID-19. Business owners tend to be satisfied with the physical environment of Medfield's downtown, but the impacts of the COVID-19 outbreak on revenue and customer traffic have highlighted a need for better promotion of businesses, events, and the downtown district in general. Many stakeholders would like to see more programs and events that would attract visitors to Medfield.

The Cultural Alliance has a 99-year lease on two buildings and expansive surrounding grounds from the Town at the former Medfield State Hospital. Given the lack of any existing amenities like restaurants or shopping in this area, our downtown businesses should benefit from cultural activities and an increase in visitors. The Cultural Alliance successfully manages community events like their annual Holiday Stroll and PorchFest.

A grant to expand CAM's marketing to attract audiences beyond Medfield for a new series of programs is likely to increase consumer spending and support local businesses, advancing Medfield's recovery efforts.

A Travel and Tourism Recovery Grant is important support for our shared interest in attracting visitors to Medfield.

Sincerely,

Michael Marcucci, Chair
Medfield Board of Selectmen



TOWN OF MEDFIELD

Office of the
BOARD OF SELECTMEN

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

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

Board of Selectmen

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

Kristine Trierweiler
Town Administrator

Nicholas Milano
Assistant Town Administrator

Vendor Warrant and Payroll Warrant Policy

Purpose:

Establish the Board of Selectmen's protocol for approval of the Town's weekly vendor warrants and biweekly payroll warrants.

Warrant Approval Process

The Board of Selectmen shall physically sign vendor and payroll warrants on weeks when an in-person Board of Selectmen meeting takes place. The Town Accountant shall deliver the warrants to the Town Administrator's office each Tuesday for the Board of Selectmen's signature.

For weeks without an in-person Board of Selectmen meeting, or if the Board of Selectmen meet any day other than Tuesday, the Board of Selectmen shall electronically sign vendor and payroll warrants. After receipt from the Town Accountant, the Town Administrator shall distribute the vendor and payroll warrants to the Board of Selectmen for electronic signature. At the next in-person Board of Selectmen meeting, the Board of Selectmen shall physically sign any vendor and payroll warrants previously approved electronically.

Informational



A community-wide electricity supply program is in development by the Town of Medfield

PUBLIC REVIEW PERIOD OPEN
through January 18, 2022

MEDFIELD COMMUNITY ELECTRICITY

Read the plan at the library or on
the program website
electricity.medfield.net

December 28, 2021

Kristine Treuerweiler
Town Administrator
459 Main Street
Medfield, Ma 02052

Dear Ms Treuerweiler,

I want to tell you about a wonderful employee you have at The Transfer Station, John Miner. He was so helpful to me today. I had unknowingly dumped my pocket book in the recycle bin but didn't realize it 'till I got home. Back I go & asked for his help. He was so patient and determined to find it.

When it seemed that finding it was a lost cause I went home needless to say thinking " My phone, my license, my credit cards, etc, etc"

Lo & behold ten minutes later there is John at my door with my pocket book! What a relief! What a great guy! What a pleasure it is to know that people not only care about their work but also the people of this town.

I hope to see John at the Transfer Station or around town & will always have a hearty salute for him.

I ask that you will please pass
along this gift card to him as a
small gesture of my heartfelt thanks.

My best to you and everyone who
makes being a part of this community
a source of great pride. Thank you!

Sincerely,

Elizabeth Mills
12 Bridge St
Medfield, Ma 02052



December 21, 2021

Board of Selectmen
Town of Medfield
459 Main Street
Medfield, MA 02052

Re: Programming Advisory

Dear Chairman and Members of the Board:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to inform you that effective December 14, 2021, Universal Living Faith Network was added to ch. 1098.

Please feel free to contact me at patrick_shearns@comcast.com should you have any questions.

Very truly yours,

Patrick J. Shearns

Patrick J. Shearns, Sr. Manager
Government Affairs