



TOWN OF MEDFIELD

MEETING NOTICE

POSTED:

TOWN CLERK

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 39 SECTION 23A AS AMENDED.

Board of Selectmen

Board or Committee

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Town Hall, Chenery Meeting Room, 2 nd floor	Tuesday June 18, 2019 @ 7:00 PM

AGENDA (Subject to change)

7:00 PM Call to order

Disclosure of video recording

We want to take a moment of appreciation for our Troops serving in the Middle East and around the world

Citizen Comment

Appointments

Rob Gregg / Parking at the Peak House

Medfield Youth Outreach / Chelsea Goldstein-Walsh, Interim Director and Medfield Youth Advisory Board
Discussion of MYO and departmental staffing

Action Items

Chelsea Goldstein Walsh requests the Board of Selection authorize Kristine Trierweiler, Town Administrator, as the authorized signatory for the Drug Free Communities Grant (Due July 8, 2019)

Police Chief Guerette requests the Board of Selectmen vote to authorize Chairman Murby to sign Request for Transfer Form for Police Officer Michael Saulnier, Police Officer Joseph Brienze, and Police Officer Patrick Kelleher

Police Chief Guerette requests the Board of Selectmen appoint Kailee Lutz and Ray Burton as Special Police Officers

Police Chief Guerette requests the Board of Selectmen authorize the Chair to sign letter state Police Chief Guerette is the Department Head and requires access to NeoGov

Police Chief Guerette requests the Board of Selectmen appoint Sergeant Larz Anderson as Deputy Chief of the Police Department

Police Chief Guerette requests the Board of Selectmen authorize Chief Guerette to seek lateral transfers for the Medfield Police Department

Fire Chief Carrico requests the Board of Selectmen vote to sign Medical Services Agreement with the Town of Mansfield

Fire Chief Carrico requests the Board of Selectmen vote to declare Fire Engine #3 as surplus and authorize the Fire Chief to dispose of the engine

Facilities Director Amy Colleran requests the Selectmen vote to sign two on-call roofing contracts for services at the Medfield State Hospital; contractors Almar LLC, Medfield and Caffrey Roofing and Painting Co. Milford

Medfield Cultural Alliance, Jean Mineo Chair, requests the Town contribute \$2,500 from the Local Meals Tax Fund toward the planned activities

Town Administrator requests Selectmen vote to sign contract with VFIS for 111F Insurance for Police and Fire

Selectmen are requested to vote to sign appropriation transfers for FY2019

Selectmen are requested to vote to sign SSERG contract awards and authorize Maurice Goulet, DPW Director to sign all related contract documents

- FY20 DPW Supplies

- FY20 Water and Sewer Treatment Chemicals

- FY20 to FY21 Office Supplies

- FY20 Copy Paper

Pending

Budget timeline discussion

Discuss process for Town Administrator evaluation

Licenses and Permits (Consent Calendar)

Friends of the Medfield Library request permission to place a sandwich board Wednesday through Saturday at the Transfer Station advertising their half price book sale which takes place on the last Saturday of the month. The request is for each month that a book sale is planned

The Cystic Fibrosis Foundation requests permission to conduct their annual Charity Bicycle Ride through a part of Medfield on Saturday October 5, 2019

Approval of Meeting Minutes

November 6 & 27; December 11 & 18; January 8; April 2 & 23; May 28

Town Administrator Update

Review Board of Selectmen Action List

Selectmen Report

Informational

Department of Housing and Development certifies that Medfield is in compliance with our Housing Production Plan effective May 10, 2019 to May 9, 2020

Building Commissioner Gary Pelletier responds to May 28 violation letter regarding parking spaces at the Senior Center

Next meeting dates

July 9 and 30

August 13 and 27

Medfield Youth Outreach

Overview of Programs, Structure, and Staffing Needs

June 18, 2019 Board of Selectmen Meeting

Thank you for taking the time to learn more about the Medfield Youth Outreach department and its request to reclassify the Director position and fill the role.

This document provides an overview of the Medfield Youth Outreach department and the scope of the services it provides. MYO primarily serves youth ages 0-18 and families while also providing referrals to available resources to residents across the lifespan. We provide counseling, prevention services, education, information and referral, and connection to multiple federal and state social service programs.

Mission and Programs

The mission of the Medfield Youth Outreach office is to serve youth ages 0 -18 and their families with a host of social services. Staff members provide free and confidential individual and family counseling, assistance with access to financial assistance programs, information and referral, community programming, and crisis intervention to Medfield residents. The office is an intake site for the federal Fuel Assistance Program for Medfield residents.

The Medfield Youth Outreach Office also facilitates various groups, programs, and services within the community that are related to the needs of youth and their families. The programs offered are often prevention and psycho-educationally based. Medfield Youth Outreach is a founding member and serves on the steering committees of Medfield Coalition for Suicide Prevention (MCSP) and Medfield Cares About Prevention (MCAP).

Governance

Medfield Youth Outreach works under the auspices of the Board of Health. The MYO budget is part of the larger BOH budget. The Medfield Youth Outreach Advisory Board, approved by the Board of Selectmen in December 2016, provides guidance and oversight to the department. The Advisory Board guides policy, approves the departmental budget, advocates for the needs of the department, supports department goals, provides input about the needs of the community, protects the position from funding or political change, receives updates, and provides feedback on the services provided. Kristine Trierweiler, as the Town Administrator, is the direct supervisor of the Director of Medfield Youth Outreach. The Director of MYO supervises the Youth Outreach Worker.

The Board of Selectmen approved the formation of the Medfield Youth Outreach Advisory Board on December 20, 2016. At this same meeting, the BOS appointed the recommended Advisory Board candidates. The current board members are as follows:

- Kathleen Cahill, Accountant, Co-Coordinator of Medfield Neighbor Brigade, Member at Large (approved 12/16)
- Molly Frankel, JD, Parent/Citizen, Member at Large, Board Chair (joined 8/18)
- Marianna Kourtis, MHS Junior, Associate Member (joined 7/18)
- Michelle Manganello, School Resource Officer, Medfield Police Department (approved 12/16)
- Liz Sandeman, RN, Parent/Volunteer, Member at Large (approved 12/16)
- Jennifer Sullivan, MA, Parent/Citizen, Member at Large (approved 12/16)
- Kathleen Thompson, MSN, School Nurse Leader, Medfield Public Schools (approved 12/16)

History of the Department

The Medfield Youth Outreach department was adopted as a town program in July 1979, per the Annual Town Report:

“In July 1979, the Medfield Youth Outreach Program became a Medfield Board of Health program. Thanks to the years of effort by the Medfield Committee, Inc., (a non-profit organization), the Outreach program developed into a service not only needed, but accepted by the town residents. The prime purposes of the Outreach program remain crisis intervention, short-term counseling, and referrals to other social service agencies. However, the focus of these services includes families as well as youth. In fact, during 1979, one third of all the cases involved some form of family counseling.” (p. 81). At this time, the Medfield Youth Outreach program became a Medfield Board of Health program, and the Youth Outreach worker became a town employee. In the calendar year 1979, 103 children, adolescents, or young adults received individual, group, or family services from the Outreach program. The program has since evolved to meet the ever-changing needs of the community. In the year 2018, Youth Outreach staff provided 677 clinical hours to youth and families living in Medfield.

MYO Advisory Board Charter

The MYO Advisory Board just developed a draft charter for approval by the Board of Selectmen. *Please see attached document.*

Collaboration and Services Provided

The Medfield Youth Outreach department works closely with school staff and members of the faith-based community to support the mental health and wellbeing of young people in this community. The department receives clinical referrals from school staff and clergy, as well as self-referrals and referrals from the Interface Referral Service. While MYO staff work closely with other mental health providers in town to support the needs of clients, our office provides a distinct service not replicated by other organizations in town. The department is a hub of resources where residents can come to get a multitude of needs met, as staff members leverage available services that benefit community members. Any resident, regardless of age, can rely on this office to get connected to needed resources, including needs-based assistance, clinical services, and prevention services. Types of resources to which this department often refers residents include the Medfield Food Cupboard, the Birthday Wishes program, the Holiday Gifts program, A Place to Turn, New Life Furniture Bank, and the federal fuel assistance program. The department is a federal fuel assistance intake site and is expected to help any Medfield resident under the age of 50 apply for the federal fuel assistance program, administered regionally by the South Middlesex Opportunity Council in Framingham.

The office provides clinical counseling to youth and families and is open on a year-round basis, filling the gap left when the public schools are closed for school vacations and the summer. The type of clinical intervention that this office can provide is different than can be provided within a school setting. MYO staff members are able to see clients for a full hour on a weekly basis, unlike in school, where the School Adjustment counselor mostly sees students for brief check-ins for the purposes of ensuring they are able to function well in school. Treatment modalities such as trauma therapy, which is indicated for some of the clients seen at MYO, is not suitable for a school environment and should only be used in a safe clinical environment where kids are not expected to return to class after their session.

Another distinction between the clinical services provided by the MYO department and the mental health services available in the schools is that MYO is available to all kids who live in town, regardless of whether or not they attend the public schools. MYO staff members see clients who attend various vocational schools in the area. MYO staff work closely with the Medfield Public Schools in supporting students and are available to provide crisis intervention and short-term counseling on an as-needed basis. It is not uncommon for staff in the nurses' office and guidance office to call the Medfield Youth Outreach office and request that we see a student who is struggling in the moment. Due to the physical location of our office, we are well-positioned to provide that support. The collaboration between the MYO department and the schools also helps to take the burden off of the schools, which are already quite busy preparing students to perform well in academics and in life. When kids are mentally and emotionally well, they are better able concentrate in class and perform to their full academic potential, which helps teachers and keeps the overall MCAS scores high for the district.

Measuring Success

Medfield Youth Outreach clinical staff members develop treatment plans with each of their clients that drive the evidence-based treatment modalities used in clinical sessions. Progress towards treatment goals is measured on an ongoing basis to determine the effectiveness of treatment. Measurement tools such as SUDS (Subjective Units of Distress Scale) and other Likert scales are frequently used to measure client symptomology, and decrease in symptoms of anxiety, depression, and suicidal ideation indicate that treatment is effective. On a broader scale, the number of clinical hours provided and number of residents served through needs-based assistance programs and referrals indicate the effectiveness of the department in carrying out its mission of supporting the mental health and wellbeing of community members. Much of the clinical and need-based services provided are preventative in nature. For example, referring a family to food resources may help them offset the high cost of food and free up more funds that could be allocated towards an outstanding rental payment, avoiding eviction. A child who is seen for counseling through MYO will have better mental health and an increased ability to concentrate and perform well in school, contributing to Medfield Public Schools' overall MCAS performance. The Medfield Public Schools have been recognized for their high academic achievement, and strong mental health support allows students to function at their best. For example, Medfield High School was just honored by the Massachusetts Department of Elementary and Secondary Education as for High Achievement as a 2018 School of Recognition. Providing mental health treatment early in life is a preventative measure that can prevent hospitalizations and serious mental illness and provides cost savings in the future. According to the National Alliance for Mental Illness, "serious mental illness costs America \$193.2 billion in lost earnings per year."

Demographics of Residents Served

Medfield Youth Outreach is needs-blind but serves residents who fall all across the socioeconomic spectrum. Many of the clients who benefit from the counseling services provided by this office cannot afford the co-pay that would be required of them in other private mental health clinics that bill health insurance. Furthermore, many of these financially-strained clients do not have access to a vehicle that would allow for them to drive to clinical appointments far from their homes. Many clinical clients seen by this department are on MassHealth; due to the low reimbursement rates of this type of health insurance, there is a dearth of providers in the MetroWest area that accepts MassHealth, and those who do often have long waiting lists or are located far from Medfield.

Although the department provides clinical services to youth and their families, the reach of many of the needs-based referrals and prevention services covers the full age spectrum of the community. Any Medfield resident is able to access the office to obtain information about available resources and to consult about mental health issues. While MYO staff members do not take on adults as clients, they often refer adults to mental health and other wraparound services. MYO is contracted as a fuel assistance intake site for anyone in the community under the age of 50 as well.

Trends

Medfield Youth Outreach provides clinical counseling to youth and families, information and referrals, and needs-based assistance, and coordinates two community coalitions: Medfield Cares About Prevention and Medfield Coalition for Suicide Prevention. The department spearheaded efforts to identify unmet needs in the community and was instrumental in establishing both of these coalitions. The number of residents seeking financial assistance has increased over the past five years, particularly after The Parc was constructed three years ago. We predict that the number of needs-based assistance referrals will continue to increase in the future as new affordable housing units are built and inhabited over the next few years as part of the Housing and Production Plan for the town. The number of students who benefit from the free and reduced lunch program continues to rise, indicating greater socioeconomic diversity as an increasing trend. Preliminary data from the most recent MetroWest Adolescent Health Survey data indicate that risky behaviors and mental health issues continue to increase, indicating more need for mental health intervention and prevention. The full data set, which will be available in the coming months, will reveal the full extent of the community issue. The Medfield Coalition for Suicide Prevention is also a relatively new coalition that began two years ago in response to collective community concern over recent suicide deaths and attempts by young people in the community. As this coalition becomes more established and active, this department has increased demands placed on it as the primary coalition coordinator.

Staffing Needs

Medfield Youth Outreach's longtime Director, Dawn Alcott, recently left her position in April 2019. The department seeks to fill the Director role in order to continue to provide the high level of care it has been providing for the past 40 years. The needs of the community are growing with the shifting demographics, which in turn increases the workload of the MYO department, making the hiring of a new Director essential. Medfield Youth Outreach and its Advisory Board respectfully request that the job description for the Director position be updated to reflect accurate educational and licensure requirements necessary to fulfill the responsibilities of the position. Namely, we respectfully request that the job description state that both a Bachelor's degree and a Master's degree are required and clinical licensure in the state of Massachusetts is required to provide clinical counseling and supervision. Given the educational requirements of the position, we respectfully request that the position be reclassified to be commensurate with comparable towns. The Director position is currently classified as a Grade 2 in the Town of Medfield, based on educational requirements that are outdated. Given the necessity of a Master's degree for the Director position, it is more appropriate to classify it at a higher grade level. Reclassifying the position will attract a more qualified applicant pool from which to hire a Director who is well-poised to lead the department and support the overall wellbeing of the Medfield community.

Position Purpose:

This position is responsible for the programming, implementation, and overall success of the Youth Outreach Services department. This role supervises, administers, and directly provides counseling services in support of Medfield's youth and their families. This role is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Provides callers/walk-ins with referrals to mental health and substance abuse services.
- Provides clinical counseling services to youth age pre-school to 18 and families for a wide range of mental health concerns.
- Supports residents ages 19-25 engaging in the mental health system and provide short term counseling and support as they transition to private services.
- Meets with youths on a regular basis to define client needs and to facilitate access to services to meet those needs. Services include case management, Fuel Assistance, Food Stamps, insurance questions, programs, emergency response systems, housing options and general information.
- Manages the overall department operating budget and the day to day expenditures.
- Manages all grants including application, paperwork, and tracking.
- Counsels youths and their families to ensure well-being, independence, autonomy and safety; addresses various mental health issues.
- Provides crisis intervention: acts as a supporting role to residents and families during personal crisis, suicidal ideation, sudden death, suicide, life-altering accidents, and other traumatic events.
- Creates and/or maintains detailed and accurate client files; receives and responds to request for information; and refers clients to appropriate agencies.
- Serves as an advocate for clients to ensure beneficial outcome; acts as liaison to local area social service agencies.
- Formulates and coordinates community education programs; speaks to groups/organizations regarding the community youth programs.
- Compiles monthly statistics; coordinates monthly meeting with peer support group; recruits and trains volunteers.
- Mandated Abuse Reporter.
- Attends conferences/seminars to keep up to date on new information and regulations; collaborates with other city departments on public safety and health codes.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Social Work, Human Services or related field; Master's degree in Social Work, Mental Health Counseling, or other equivalent degree required; Five to seven (5 - 7) years of progressively responsible professional and administrative experience in the field of youth services with five (5+) years of clinical experience; or any equivalent combination of education and experience. Professional Licensure by the Commonwealth of Massachusetts in Social Work,

Mental Health Counseling, or other equivalent licensure required. LICSW preferred. Possession of a valid Massachusetts license, CPR, AED and first aid training.

Knowledge, Ability and Skill:

Knowledge: Knowledge of youth services and social services systems and programs; knowledge of federal, state, and regional services and local resources; knowledge of federal and state regulations pertaining to programs; knowledge of the needs of youth populations; working knowledge of department operations and functions. Considerable knowledge of the principals of social work/mental health counseling particularly as it applies to the young population and the challenges they face.

Ability: Ability to listen, observe and interact in a positive and effective manner with people at all levels of society, particularly youth. Ability to deal tactfully, patiently and appropriately with young clients. Ability to maintain and respect the confidentiality of young clients and their families. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to manage multiple tasks in a prompt and efficient manner. Ability to react quickly and calmly in urgent situations. Ability to work independently.

Skills: Excellent customer service and public relations skills. Strong verbal and written communication skills. Skill in accessing appropriate information and services related to youth needs. Skills in operating personal computers including database management, word processing, spreadsheet applications, graphic design, PowerPoint and the Internet. Skill in safely operating a motor vehicle.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative to independently perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Work is performed under the general supervision of the Town Administrator of Medfield. Generally establishes own work plan and completes work in accordance with established department policies and standards. Performs varied and responsible duties requiring independent judgment.

Supervision Given: The employee is responsible for the supervision of one full-time employee, the Youth Outreach Worker.

Job Environment:

- Some work is performed under typical office and Youth Center conditions; the noise level is moderate. Any home visits that may occur require traveling and exposure to weather conditions. Potential exposure to poor living conditions during home visits including bugs, hoarding, and poor air quality.
- Operates an automobile, computer, facsimile machine, copier, calculator and other standard office equipment.
- Frequent contact with the public, the youth and their families, community organizations, case workers, doctors, regional and state agencies, and human service providers. Contacts are in person and by telephone as well as in writing and involve an information exchange dialogue.
- Has access to an extensive amount of confidential/personal information about youth clients and their families.
- Errors could result in significant delay and confusion, reduced levels of service, adverse public relations, legal and/or financial repercussions to the city, and possible injury to self or youth clients.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



MEDFIELD YOUTH OUTREACH

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Medfield, MA 02052

508-359-7121

medfielddyouthoutreach@medfield.net

Draft Charter for Medfield Youth Outreach Advisory Board

I. The Committee shall be called the ‘Advisory Board.’

It is authorized by the Board of Selectmen and will serve to oversee the Medfield Youth Outreach department. The Advisory Board will serve as an intermediary between Medfield Youth Outreach staff and the Board of Health, of which MYO is a program.

II. Purpose, Scope of Work and Benefit

The Advisory Board is created as a standing committee for the purpose of working with Medfield Youth Outreach staff. The Board shall limit its activities to advising on matters that directly concern the department programs and advocacy efforts. The Board shall have no legal or financial responsibilities and is formed to give advice and recommendations to the staff. It cannot compel the staff to act on its recommendations or feedback.

The Advisory Board shall:

- be comprised of diverse skills and experiences
- provide staff members and Selectmen with objective opinions about the organization
- provide input, skills and knowledge towards specific projects
- sign a conflict of interest disclosure and waiver statements

Specific scope of work of the Advisory Board may include the following:

- identify fundraising, training, and marketing resources
- assess the impact of programs, projects and events
- serve as ad hoc on short-term events such as the Annual Town Meeting
- serve as a non-political advocate for the organization

Benefit as an Advisory Board Member:

The Advisory member can be a tremendous influence and complement to the effectiveness of the Medfield Youth Outreach department as it works to carry out specific and complex roles. Other benefits include:

- Complement the skills of the staff members.
- Give back: Opportunity to share professional expertise, insights, and experiences to develop emerging board leaders.
- Work with peers: Experience valuable networking opportunities.
- Engage in strategic dialogue and participate in robust discussions that will help shape the organization in the future and assist the organization in capitalizing and responding to trends.
- Sharpen leadership skills: Participate in advisory board work and sharpen leadership skills in a supportive environment with the goal to support the department and fill board positions that become available.

III. Exclusions

Decision Making

Advisory Board members shall have no power to make final decisions about the organization. They cannot outline rules for how the department operates, give employees instructions or directives.

Spokesperson

Advisory members shall not speak on behalf of the department without consent of staff. This includes speaking to the press or discussing confidential matters with employees, clients or vendors.

IV. Membership

Composition: The Advisory Board shall consist of least six members. Members will be approved by the Board of Selectmen. Board members will constitute a cross-section of the community, including the youth, parent, school, business, civic, and mental health sectors.

V. Organizational Structure

The Advisory Board shall appoint a Board Chair, who will serve as an exofficio representative to the Board.

VI. Procedural Rules

Meetings: The Advisory Board will meet on a monthly basis during the academic year, from September to June on the second Monday of the month. Written notices of upcoming meetings will be emailed to members in advance of a meeting and will be submitted for official posting to the Town Clerk. Meetings shall be held at the Medfield Youth Outreach office.

Minutes: Minutes of each meeting will be kept. An electronic copy will be emailed to the board within three weeks after a meeting.

Recommendations and Reports: Advisory Board recommendations and reports will be submitted in writing to the Board of Selectmen when applicable. Documents will include both suggested action and justification for suggestions.

Medfield Youth Outreach 2018:

Medfield Youth Outreach is a program located under the auspices of the Medfield Board of Health. The Medfield Youth Outreach Advisory Board provides guidance and oversight to the department. Staff members provide short-term individual and family counseling, information and referral, crisis intervention, community programming, prevention programming, and assistance with access to financial assistance programs to Medfield residents ages birth to eighteen and their families. The office is an intake site for the Federal Fuel Assistance Program for all Medfield residents. All of Medfield Youth Outreach services are free and confidential.

The Medfield Youth Outreach Office is located at 88R South Street-Door 12, on the campus of Medfield High School (in the former cable TV studio). Appointments can be made by calling **(508) 359-7121**. Hours are full time and flexible to meet programmatic need.

OPERATIONS-

Director: Dawn Alcott, MSW, LICSW

Outreach Worker: Chelsea Goldstein-Walsh, MSW, LICSW

Clinical Consultant: Carol O'Connor, MSW, LICSW

Prevention Consultant: Bright Solutions Consulting

Advisory Board::

Kathleen Thompson, MSN, School Nurse Leader, Medfield Public Schools

Michelle Manganello, School Resource Officer, Medfield Police Department

Liz Sandeman, RN, Parent/Volunteer, Member at Large

Kathleen Cahill, Accountant, Co-Coordinator of Medfield Neighbor Brigade, Member at Large

Jennifer Sullivan, MA, Parent/Citizen, Member at Large

Ana Ghazi, BA, Citizen, Member at Large

Ben Alford, MHS Senior, Associate Member (through 6/18)

Rachel Cohen, MHS Senior, Associate Member ((through 6/18)

Marianna Kourtis, MHS Junior, Associate Member (joined 7/18)

Molly Frankel, JD, Parent/Citizen, Member at Large (joined 8/18)

SERVICES -

Referral Services –Referrals are routinely provided for clinical services, need based programs, substance abuse services, support groups, wrap around services, advocacy, and local discretionary funds and state /federal programs. Approximately 676 referrals (to unique services) were provided to Medfield residents during 2018.

Counseling Services – Counseling is provided, when suitable, to Medfield youth and families through individual therapy sessions and support groups. Counseling issues addressed in 2018 include:

Academic difficulties, coping with divorce, anger management, domestic violence, anxiety, family discord, grief and loss, financial difficulties, sexuality, body image/eating disorders, major mental illness, social skill concerns, child abuse/neglect, substance abuse, dating violence, parenting skills, violence, depression, self-harming behaviors, friendship/ relationship concerns, autism spectrum and related concerns, sibling support, concerns around social exclusion and bullying, stress and coping with unmanageable feelings.

Medfield Youth Outreach provided 677 hours of clinical services to Medfield youth and families in 2018.

Programs -Medfield Youth Outreach also facilitates various groups, programs, and services within the community. This programming is related to the needs of youth and their families. The programs offered are often prevention and psycho-educationally based. Many programs reflect a collaborative relationship with other organizations.

- ***Prevention Programming-***

Medfield Cares About Prevention (MCAP): Medfield Youth Outreach is a founding member of MCAP and currently coordinates MCAP meetings for the community. MCAP's mission is to reduce youth substance abuse, promote healthy decisions, and build a culture of safety in Medfield through a community collaborative of parents, youth, businesses, private organizations, and public agencies. MCAP's membership includes: parents, clergy, law enforcement, schools, town government, youth, youth serving agencies, health professionals, park & recreation, substance misuse prevention professionals, a pharmacist, volunteers, and more. Among its projects, the coalition enjoyed hosting the Hidden in Plain Sight exhibit at St. Edward's Church in May and co-hosting a booth focused on stress reduction with MCSP at Medfield Day in September. MCAP youth are involved in MetroWest Youth Teaming Together (MYTT) and helped to plan and execute a substance free coffee house in Hopkinton in December that was widely attended by youth throughout the region with many Medfield youth attending. In 2018, Medfield Youth Outreach explored funding for a coordinator for MCAP. A grant was obtained from The MFI Legacy fund in November to hire Bright Solutions Consulting to prepare the coalition to write the 2019 Drug Free Communities Grant. For more information about MCAP visit www.medfieldcares.org.

Medfield Coalition For Suicide Prevention (MedfieldCSP): Medfield Youth Outreach is a founding member of the Medfield Coalition for Suicide Prevention MCSP and organizes the meetings for the coalition. MedfieldCSP formed in September of 2018 in response to loss through deaths by suicide and growing concerns around how these losses have impacted the broader community. Membership includes key stakeholders in the community from various sectors (law enforcement, schools, faith groups, council on aging, parents, medical professionals, mental health professionals, and youth). MedfieldCSP's first undertaking has been to provide education about access to mental health resources and education to residents about how to prevent suicide. MedfieldCSP would like to provide an opportunity for every community member who desires to prevent suicide to receive gatekeeper training. A training program known as QPR (Question, Persuade, Refer) has routinely been offered by the coalition to residents with ongoing opportunities available in 2019. The Medfield Lion's Club plans to offer a training to their membership in the spring of 2019. Representative Denise Garlick recommended that MedfieldCSP receive an earmark of \$30,000. These funds will be spent by June 2019 to continue the mission to educate, train and reduce stigma in order to prevent suicide. More info on MedfieldCSP and resources can be found here: Medfieldcsp.org

- ***Community Collaboration-***

Medfield Youth Outreach collaborates with a wide network of organizations to better meet the needs of Medfield youth and their families including: Medfield Public Schools, Medfield Police Department, Norfolk County District Attorney's Office, The Internship Clinical Collaborative (with similar offices in Needham, Dedham and Westwood), The MetroWest Substance Abuse Prevention Alliance, The South Middlesex Opportunity Council Fuel Assistance Program, Medfield Food Cupboard, Medfield Home Committee, The Medfield Angel Run Fund, Medfield Cares About Prevention, Riverside Community Care, Medfield Angels, Medfield Christmas Angels, The Lion's Club, The American Legion, and various other state and federal agencies, professional associations, clinical services, religious institutions, parent gatherings, and civic organizations.

- ***Medfield Youth Outreach as a channel for giving-*** 2018 was a year of generosity that met many needs of residents through local collaborations:

- **Medfield Angels:** Many families found specific needs met during long term illness from the support of the Medfield Angels, a network of over 600 residents who make meals, provide hands on assistance, and rides to medical appointments. The Medfield Angels also supported the Medfield Youth Outreach Birthday Wishes Program, providing gift cards to parents experiencing financial crisis so that parents could purchase a birthday gift for their children. Over 150 children received a gift card through this partnership.
- **The Medfield Lions:** The Lions club sustained Medfield families in temporary crisis through their generous giving in 2018 and partnership with the Medfield Angels. The Lions provided gas cards to help a person get to medical treatment, food cards to sustain a family coming off of benefits and waiting for a paycheck on a new job, help for a family just coming out of homelessness, and to meet the unmet Birthday Wishes when donations were not meeting the number of youth in the program. The Lions also provided 7 pond passes to residents who could not afford the cost. In total the Lions provided nearly \$8,000 of support to residents with limited one time needs.
- **Holiday Giving:** In December of 2018, the Medfield Youth Outreach Holiday Gifts Program served over 90 families. The community came together through the combined efforts of many individuals and organizations:
 - The Medfield Christmas Angels (a program designed to help Medfield families anonymously sponsor another Medfield family for Christmas)- sponsored 61 families
 - Medfield Youth Outreach's Angel Tree (a giving tree graciously located at the Medfield Public Library) served 15 families
 - Fitness Together in Medfield Hosted a giving tree that met the wants needs of 5 families and provided extra donations.
 - One private group held a party that led to a large donation of clothes, gifts, and gift cards
 - Jaie 3 Salon sponsored a new family to our program who came to our attention after the deadline
 - 2 other private citizens sponsored families as well
 - MEMO Provided \$1000 in gift cards
 - Kidsborough provided a toy drive that supplemented many wishes and met new wishes that came in late.
 - Knights of Columbus Cassidy Council provided 26 coats for youth
 - St. Edwards Family knitters provided warm mittens, hats, cowls, and scarves
 - St. Edwards donated new warm clothing from one of their holiday drives
 - St. Edwards, the Lions, New Life Furniture Bank and many private citizens all came together just before Christmas to help a new family coming out of homelessness obtain the basic necessities to set up an apartment.
- **Year round help through collaboration with the Medfield Foundation:**

ANGEL RUN FUND: The Medfield Foundation Inc. hosts the Angel Run (an annual run held December).The Angel Run provided discretionary funds and through the United Church of Christ's oversight via screening done by Medfield Youth Outreach and the Council on Aging social/outreach workers. Many residents were provided with essential funds to pay utilities, rents or partial mortgage payments, and other essential needs.

CAMPERSHIP: The campership program grew this summer to support 29 weeks of camp for Medfield children and 9 pond passes (serving 34) people through generous private donations, a donation from New N Towne, the Lion's Club and major dedicated support from the Home Committee. The campership fund has become an important aspect in keeping kids safe while school is out and parents are away from home at work.

Volunteer programming - Medfield Youth Outreach welcomes volunteers of all ages. Examples of volunteer efforts in 2018: Clothing/Halloween Costume Drive, Toy Drives, emotional health focus groups, parent mentoring, and unique programming. All volunteering is time limited with a specific purpose. Board member openings are projected for 2019 for one adult member and two teen members. Call the Medfield Youth Outreach office at 508-359-7121 to inquire.

Donations - Medfield Youth Outreach seeks to expand the reach of services and create innovative programming. Grant funding and donations have been utilized to purchase items for the office, cover the cost of presentations, and to cover programming related expenses when possible. In 2018, Medfield Youth Outreach clinicians were grateful that generous donations were made from Medfield Employers and Merchants Organization (MEMO), St. Edwards Parish, Medfield Lions, and private donors.

Donations can be made to Medfield Youth Outreach through a check made out to the Medfield Youth Outreach Gift Account. For a tax deductible donation it is possible to donate to Medfield Youth Outreach through the Medfield Foundation.

258 CMR: BOARD OF REGISTRATION OF SOCIAL WORKERS

258 CMR 12.00: SCOPE OF PRACTICE

Section

12.01: Scope of Professional Practice - Licensed Independent Clinical Social Worker (LICSW)

12.02: Scope of Professional Practice - Licensed Certified Social Worker (LCSW)

12.03: Scope of Professional Practice - Licensed Social Worker (LSW)

12.04: Scope of Professional Practice - Licensed Social Work Associate (LSWA)

12.01: Scope of Professional Practice – Licensed Independent Clinical Social Worker (LICSW)

An individual who holds a license as a Licensed Independent Clinical Social Worker (LICSW) issued by the Board may properly perform or provide any or all of the following functions or services:

- (1) Practice social work autonomously in any clinical or non-clinical setting, utilizing consultation whenever appropriate;
- (2) Provide clinical social work services, as defined in 258 CMR 8.03: *Definitions*, autonomously in any practice setting to individuals, couples, families or groups for the purpose of improving, restoring or enhancing their social and/or psychosocial functioning;
- (3) Provide case management services which involve the application of clinical diagnostic, assessment or treatment knowledge or skills autonomously in any practice setting;
- (4) Provide non-clinical social work services, as defined in 258 CMR 8.03: *Definitions*, including case management services of a non-clinical nature, autonomously in any practice setting;
- (5) Provide clinical or non-clinical supervision to individual social workers or groups of social workers;
- (6) Provide consultation on clinical or non-clinical issues to individuals, groups, members of other professional disciplines, agencies, health care facilities or institutions; and
- (7) Perform or provide any other social work function or service which may lawfully be provided by a social worker licensed at the Licensed Certified Social Worker (LCSW), Licensed Social Worker (LSW) or Licensed Social Work Associate (LSWA) level.

12.02: Scope of Professional Practice – Licensed Certified Social Worker (LCSW)

An individual who holds a license as a Licensed Certified Social Worker (LCSW) issued by the Board may properly perform or provide any or all of the following social work functions or services:

- (1) Provide clinical social work services, as defined in 258 CMR 8.03: *Definitions*, as an employee of an agency, health care facility or unrelated individual, under the clinical supervision of another social worker who is licensed or eligible for licensure as a Licensed Independent Clinical Social Worker (LICSW) and who provides at least one hour per week, or equivalent *pro rata* amount for part-time employees, of face-to-face individual clinical supervision. An individual who holds a license as a Licensed Certified Social Worker shall not provide clinical social work services as an independent practitioner;

Proration of Required Supervision Hours. The Board will allow for the proration of supervision hours to work hours at a rate of not less than one hour per month for social workers. A licensee must obtain at least one hour of supervision per 35 hours worked.

- (2) Provide case management services which involve the application of clinical diagnostic, assessment or treatment knowledge or skills as an employee of an agency, health care facility or unrelated individual, under the clinical supervision of another social worker who is licensed or eligible for licensure as a Licensed Independent Clinical Social Worker (LICSW) and who provides at least one hour per week, or equivalent *pro rata* amount for part-time employees, of face-to-face individual clinical supervision. An individual who holds a license as a Licensed Certified Social Worker shall not provide clinical social work services as an independent practitioner;

12.02: continued

- (3) Provide non-clinical social work services, as defined in 258 CMR 8.03: *Definitions*, including case management services of a non-clinical nature, autonomously in any practice setting;
- (4) Provide non-clinical supervision to individual social workers or groups of social workers;
- (5) Provide consultation on clinical or non-clinical issues to individuals, groups, members of other professional disciplines, agencies, health care facilities, or institutions, as long as any consultation on clinical issues is provided under the clinical supervision of another social worker who is licensed or eligible for licensure as a Licensed Independent Clinical Social Worker (LICSW) and who provides at least one hour per week of face-to-face individual clinical supervision; and
- (6) Perform or provide any other social work function or service which can properly be performed or provided by a social worker licensed at the Licensed Social Worker (LSW) or Licensed Social Work Associate (LSWA) level.
- (7) A LCSW may not provide clinical supervision to any other mental health practitioner. Violation of this provision will subject the licensee to discipline for practicing beyond the scope of professional practice.

12.03: Scope of Professional Practice – Licensed Social Worker (LSW)

An individual who holds a license as a Licensed Social Worker (LSW) issued by the Board may properly perform any or all of the following functions or services:

- (1) Provide non-clinical social work services, as defined in 258 CMR 8.03: *Definitions*, as an employee of an agency, health care facility or unrelated individual, under the supervision of an individual who is licensed or eligible for licensure as a Licensed Independent Clinical Social Worker (LICSW) or as a Licensed Certified Social Worker (LCSW) and who provides at least one hour per week, or equivalent *pro rata* amount for part-time employees, of face-to-face supervision, which, if provided in a group format, may include no more than four supervisees;

Proration of Required Supervision Hours. The Board will allow for the proration of supervision hours to work hours at a rate of not less than one hour per month for social workers. A licensee must obtain at least one hour of supervision per 35 hours worked.

- (2) Provide case management services of a non-clinical nature as an employee of an agency, health care facility or unrelated individual, under the supervision of an individual who is licensed or eligible for licensure as a Licensed Independent Clinical Social Worker (LICSW) or as a Licensed Certified Social Worker (LCSW) and who provides at least one hour per week of face-to-face supervision, which, if provided in a group format, may include no more than four supervisees;
- (3) Provide administrative, but not clinical, supervision to individual social workers or groups of social workers who are licensed or eligible for licensure as Licensed Social Workers (LSWs) or Licensed Social Work Associates (LSWAs);
- (4) Provide consultation on non-clinical issues only to individuals, groups, members of other professional disciplines, agencies, health care facilities or institutions; and
- (5) Perform or provide any other social work function or service which may properly be performed by a social worker licensed at the Licensed Social Work Associate (LSWA) level.

12.04: Scope of Professional Practice – Licensed Social Work Associate (LSWA)

An individual who holds a license as a Licensed Social Work Associate (LSWA) issued by the Board may properly perform any or all of the following social work functions or services, provided that all such functions or services are performed as an employee of an agency, health care facility or unrelated individual, under the supervision of a social worker who is licensed or eligible for licensure at the Licensed Independent Clinical Social Worker (LICSW), Licensed Certified Social Worker (LCSW) or Licensed Social Worker (LSW) level and who provides at least one hour per week of face-to-face supervision, which, if provided in a group format, may include no more than four supervisees may be prorated so that the supervision hours to work hours are at a rate of not less than one hour per month for social workers. A licensee must obtain at least one hour of supervision per 35 hours worked.

- (1) Obtain information from agency clients and/or applicants for services to determine their service needs and/or the availability of appropriate resources;
- (2) Assist individuals or groups in identifying and making use of resources and services which are available to resolve day-to-day problems (*e.g.*, employment, housing, health care, child care, financial assistance problems, *etc.*); and
- (3) Gather factual information and data for use in conducting social services research including, but not limited to, working with the community to identify unmet service needs.

REGULATORY AUTHORITY

258 CMR 12.00: M.G.L. c. 13, § 84.

Requirements for Social Work Licensure in Massachusetts

This is a summary; applicants must review the Massachusetts regulations for detailed requirements.

Education	Examination	Professional References	Supervision	Documented Experience
LICSW				
MSW, DSW or PhD in Social Work from a CSWE accredited school of social work	Clinical	Two professional references from appropriately licensed individuals (see instructions p. 2)	One supervisory reference from LICSW	Hold a current LCSW (or equivalent); two years (3,500 hours) post-LCSW documented clinical experience with 50 face-to-face supervision hours per year (100 hours total) under a LICSW
LCSW				
MSW, DSW or PhD in Social Work from a CSWE accredited school of social work	Masters	Two professional references *	One 2nd year field placement supervisory reference *	None Required
LSW				
Bachelors degree in Social Work from a CSWE accredited school of social work	Bachelors	Two professional references *	One supervisory reference *	None required
Bachelors degree in any field	Bachelors	Two professional references *	One supervisory reference *	Two years (3,500 hours) post degree supervised experience from a BSW or MSW
Two and a half years (75 sem/100 qtr hours) of college	Bachelors	Two professional references *	One supervisory reference *	Five years (8,750 hours) of supervised experience from a BSW or MSW
Two years (60 sem/80 qtr hours) of college	Bachelors	Two professional references *	One supervisory reference *	Six years (10,500 hours) of supervised experience from a BSW or MSW
One year (30 sem/40 qtr hours) of college	Bachelors	Two professional references *	One supervisory reference *	Eight years (14,000 hours) of supervised experience from a BSW or MSW
High school diploma or equivalent	Bachelors	Two professional references *	One supervisory reference *	Ten years (17,500 hours) of supervised experience from a BSW or MSW
LSWA				
Associate degree (or 60 sem/80 qtr hours) in human service field	Associate	Three references *	N/A	None required
Bachelor's degree (or 120 sem/160 qtr hours) in any field	Associate	Three references *	N/A	None required
High school diploma or equivalent	Associate	Three references *	N/A	Four years documented experience

* At least one of the professional and/or supervisory references must be licensed as a LICSW or LCSW

Salary Comparison of Youth and Family Services Departments

Name of Town	Town Population	2018 or 2019 Total Budget	Salary Range for Director
Medfield	12,678	\$150,959	\$57,014 - \$71,268
Bedford*	14,230	\$290,033	\$74,295.38 - \$100,304.22
Harwich	12,243	\$88,449	\$68,277 - \$85,269
Holliston*	14,753	\$128,106	\$74,000 - \$84,000
Hopkinton*	18,035	\$87,000	\$75,732 - \$106,017
Needham*	32,000	\$337,352	\$84,196.58 - \$104,403.43
Northborough	15,033	\$150,607	\$89,135
Southborough	9,896		\$62,500 – \$87,500
Stoughton	27,000		\$103,966* salary is split with COA
Westborough	18,272	\$219,749	\$68,016 - \$91,780
Westwood*	14,618	\$270,281	\$75,081 - \$93,765

*These towns are also used in Medfield's collective bargaining processes



TOWN OF MEDFIELD

Office of

BOARD OF SELECTMEN

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

Kristine Trierweiler
Town Administrator

(508) 359-8505

June 14, 2019

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

Dear Selectmen,

The Medfield Cares About Prevention coalition, dedicated to preventing youth substance use in town and creating a culture of safety, is in the process of applying for the Drug-Free Communities grant, which would bring needed funding and resources to the community over a period of five years with the goal of reducing youth substance use and strengthening community collaboration.

Medfield Youth Outreach has been the lead on this grant application and, in partnership with consultant Amanda Decker from Bright Solutions Consulting, will be submitting the grant application on behalf of the town.

Because the Town of Medfield is the fiscal agent for this grant, an official town representative and employee will need to sign some of the standard required documents for a federal grant as part of the grant application.

We respectfully request that you grant permission to Kristine Trierweiler, Town Administrator, to sign these forms as an authorized agent. Samples of the forms can be emailed upon request.

Sincerely,

Chelsea Goldstein-Walsh, LICSW
Interim Director, Medfield Youth Outreach



TOWN OF MEDFIELD

Office of

BOARD OF SELECTMEN

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

Kristine Trierweiler
Town Administrator

(508) 359-8505

The Board of Selectmen for the Town of Medfield authorize Kristine Trierweiler, Town Administrator, to sign any documents related to the Drug-Free Communities grant application as the authorized business official for the Town of Medfield.

Gus Murby, Chair

Osler Peterson, Clerk

Michael Marcucci, Third Member



MEDFIELD FIRE DEPARTMENT

MEMORANDUM

Date	June 13, 2019
To:	Board of Selectmen
From:	William C. Carrico II, Chief of Department 
CC:	Kristine Trieweiler, Town Administrator
Subject:	Medical Control

Per our last discussion I have the following update on my request to change Medical Control from Norwood Hospital to Mansfield EMA.

Dr. Michael Valkanas has signed with Mansfield as a part-time employee and will be onboard July 1. The Inter Municipal Agreement with Mansfield has been reviewed by Mr. Cerel and is ready for signatures. I will need the Norwood Hospital Medical Director termination letter signed as soon as possible.

INTERMUNICIPAL AGREEMENT

This Inter-municipal Agreement is made and entered into the ____ day of _____, 2015, by and between the Town of Medfield/Medfield Fire Department herein referred to as "Department", and The Town of Mansfield, Acting through its Fire Department.

WITNESSETH:

WHEREAS, the Department maintains an emergency medical services (EMS) program; and WHEREAS, the Medical Director is an employee of the Town of Mansfield and WHEREAS, it is necessary to provide a physician medical director for certain duties as provided below and WHEREAS, eleven municipalities including Canton, Foxboro, Mansfield, Medfield, Millis, Norfolk, Norwood, Sharon, Walpole, Westwood are coming together for the sole service of the Medical Director. Now, Therefore, the parties do mutually agree as follows:

1. ENGAGEMENT:

The Department hereby agrees to engage the Medical Director through the Town of Mansfield, as the Medfield Fire Department Medical Program Director to provide the services described in this Agreement subject to the terms and conditions of the Agreement.

2. DESCRIPTION OF MEDICAL DIRECTOR'S DUTIES:

- a. To review, as necessary, the medical policy for the Department's Emergency Medical Services system that includes First Responders, Emergency Medical Technicians and Paramedics.
- b. To provide a minimum of four (4) continuing education classes annually at the Medfield Fire Department headquarters.
- c. To oversee mandatory education requirements as set forth by the Massachusetts Office of Emergency Medical Services and/or Region V.
- d. To oversee and assist the EMS Coordinator in the development, implementation, and delivery of mandatory first responder, EMT, and paramedic recertification, refresher training courses and other required training.
- e. To analyze and recommend additional training skills and services which should be provided with consideration to the following: Availability of training; Department/Community needs, and; Financial Resources.
- f. To meet as frequently as necessary with the Department's Chief and/or EMS Coordinator for the purpose of discussing the continual quality assurance of the Program.

g. To notify the Department, in writing, of an Emergency Department Physician who will act as a back-up director in the event the Medical Director will be unavailable to perform his duties.

h. To act as a liaison between the Office of Emergency Medical Services and Region V pertaining to the Department's Emergency Medical Services.

3. RELATION OF PARTIES:

This agreement shall not constitute nor create an employer/employee relationship between Department and Medical Director. The Medical Director is and shall at all times remain an employee of the Town of Mansfield. The Town of Medfield is not responsible for compensation and any employee benefits, including but not limited to: salary or wages, health insurance and pension/retirement plan participation; in no event shall Medfield be deemed to be Medical Director's employer or to be liable to Medical Director or on his account for payment therefor.

4. DURATION:

The term of this Agreement shall be from July 01, 2019 to June 30, 2021. It is understood that the Department or the Town of Mansfield may each voluntarily terminate this Agreement by providing thirty days advanced written notice to the other. In the event of termination of this Agreement, except in the case of a material breach, the Town of Mansfield is entitled to compensation for services rendered until the Agreement is terminated.

5. ASSESSMENT:

The Department agrees to pay the Town of Mansfield the sum of Ten Thousand Dollars (\$10,000.00) per fiscal year on or before July 31st of each fiscal year this agreement in effect. Such payment shall be full compensation for services rendered including but not limited to all labor, materials, supplies, equipment, and incidentals necessary to provide the services outlined in this Agreement. Payment of the assessment shall be sent to the following address:

***The Town of Mansfield
Treasurer/Collector
6 Park Row
Mansfield, MA 02048***

6. FAILURE TO PAY ASSESSMENT:

If the Department fails to pay the assessed amount by July 31st of the fiscal year, The Town of Mansfield will notify the Department via mail of an immediate suspension of services. Services can be reinstated through payment in full of the assessment.

7. NOTICES:

Notices to the Department shall be sent to the following address:

*Medfield Fire Department
112 North Street
Medfield, MA 02052*

Notices to the Town of Mansfield shall be sent to the following address:

***The Town of Mansfield
Treasurer/Collector
6 Park Row
Mansfield, MA 02048***

8. SEVERABILITY:

If any part of this Agreement is found to be in conflict with applicable laws, such part will be inoperative, null and void, insofar as it is in conflict with said laws. The remainder of this Agreement shall remain in full force and effect. This Agreement contains the full understanding of the parties.

Town of Medfield

Town of Mansfield

Dated:



TOWN OF MEDFIELD

Office of

BOARD OF SELECTMEN

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

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

Kristine Trierweiler
Town Administrator

ktrierweiler@medfield.net

JUNE 18, 2019

ATTN:

JAMES P. BARRON
Civil Service Unit
The Commonwealth of Massachusetts, Human Resources Division
100 Cambridge Street, Suite 600, Boston, MA 02114

Please be advised that the Medfield Board of Selectmen at a duly called and posted meeting have appointed Police Chief Michelle Guerette as the department head for the Medfield Police Department.

As such, she will require access to NEOGOV for Civil Service functions.

Thank you for your attention to this matter.

Respectfully,

Gustave H. Murby
Chairman



MEDFIELD FIRE DEPARTMENT

MEMORANDUM

Date: June 13, 2019

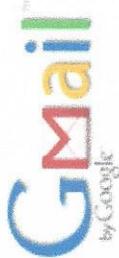
To: Board of Selectmen

From: William C. Carrico II, Chief of Department *WC2*

CC: Kristine Trieweiler, Town Administrator

Subject: Engine 3

The old Engine 3, the 1983 Mack/Maxim is a total loss per New England Appraisals and MIIA. The engine cannot be driven as it cannot start. In addition, the air brakes controls were damaged in the fire and we had to physically disconnect the rear brakes to get the truck to move. I am respectfully requesting that you declare this vehicle as surplus and authorize me to have it removed from the property. The MIIA email regarding their appraisal is attached.



William Carrico <wcarrico@medfield.net>

Town of Medfield, Our File #: M19JM920550, DOL-5/2/19

2 messages

Stacy Baker <Stacy.Baker@cabotrisk.com>

To: "dcimeno@medfield.net" <dcimeno@medfield.net>, "wcarrico@medfield.net" <wcarrico@medfield.net>

Fri, May 17, 2019 at 11:08 AM

Dear Mrs. Cimeno & Chief Carrico,

Please be advised the Town of Medfield's/1983 Mack Fire Truck/Fire Department vehicle is considered a total loss. VIN #: 1M2H125C0EM001157, Plate #: MF1957.

Here is the total loss breakdown:

Actual Cash Value-(ACV): \$5,625.00

If we take this vehicle-ACV:

ACV- \$5,625.00

Deductible- \$1,000.00

Total- \$4,625.00

If we are taking this vehicle I will need the title for the salvage company. I will need the back of the title signed in the area of (Odometer Disclosure Statement) where it states "Signature of Sellers" all you have to do is sign and date. Please do not sign this vehicle over to MIIA because we do not take possession of this vehicle. I will need all the personal items and emergency equipment removed from this vehicle before I have the salvage company come to pick up.

Please advise what your decision is on this loss.

Stacy Baker

Claims Technician

MIIA Member Services

15 Cabot Road

Woburn MA 01801

sbaker@mma.org

(781) 939-6853 (direct dial)

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wcarrico@medfield.net <wcarrico@medfield.net>

To: Stacy.Baker@cabotrisk.com, Stacy.Baker@cabotrisk.com

Your message

To: Stacy.Baker@cabotrisk.com

Subject: Town of Medfield, Our File #: M19JM920550, DOL-5/2/19

Sent: 5/17/19, 11:08:31 AM AST

was read on 5/17/19, 11:09:33 AM AST

Fri, May 17, 2019 at 11:09 AM



**TOWN OF MEDFIELD
MASSACHUSETTS**

AGREEMENT BETWEEN CONTRACTOR AND AWARDING AUTHORITY

THIS AGREEMENT, made this 1st day of May, 2019, by and between the Town of Medfield, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 459 Main Street, Medfield, MA, 02052, hereinafter referred to as the "Town" and/or "Awarding Authority", Almar, LLC, with a usual place of business at PO Box 662, Medfield, MA 02052, hereinafter called the "Contractor."

The words "he", "his", and "him" in this contract, so far as they refer to the Contractor, shall so refer whether the Contractor be an individual, partnership, or corporation.

WITNESSETH: The Contractor and the Town for the considerations herein-after named, agree as follows:

1. **CONTRACT DOCUMENTS**

- a) The Contract Documents consist of this Agreement, together with:
Notice to Bidders
Instructions to Bidders
Bid Form
Certificate of Authority (if applicable)
Certificate of Tax Compliance
Scope of Services
- b) The Contract Documents constitute the Contract, and supersede the bidding documents or any prior agreements between the Owner and Contractor. The Contract may only be modified by a writing duly executed by the Town, or its authorized representative, and the Contractor.

2. **DEFINITIONS**

The term Work used in the Contract Documents includes all materials, labor, motor vehicles, fuel, maintenance and equipment necessary to complete the projects detailed in the Contract Documents.

3. **SCOPE**

The Contractor will furnish at his own proper cost and expense all labor, equipment and materials required for performing as needed ROOFING maintenance and repair services at the Medfield State Hospital as specified in the Contract Documents.

4. TERM OF CONTRACT

This Agreement shall be in effect from the date of contract signing and shall expire on April 30, 2020, unless terminated earlier pursuant to the terms hereof, and the TOWN may extend this agreement for up to two (2) additional one (1) year periods at its sole discretion. All services under this contract for the periods of May 1, 2019 to April 30, 2020 and May 1, 2020 to April 30, 2021 shall be subject to appropriation.

5. CONTRACT SUM

The Owner agrees to pay the Contractor, and the Contractor agrees to accept in full consideration for the performance of the Contract, an amount subject to additions and deductions for individual service requests provided for in the Contract Documents.

6. PAYMENTS TO CONTRACTOR

Payments shall be made to the contractor in accordance with the provisions of Chapter 30, Sections 39G and 39K of the General Laws of the Commonwealth of Massachusetts, as applicable, including all current amendments. Payment of an invoice received by the Town Accountant of Medfield shall, provided that it is correct and in proper form, be made at the next Town payday following receipt of the invoice by the Town Accountant. No payment shall be made under this Contract except for full and satisfactory performance of work completed.

7. CONDITIONS OF EMPLOYMENT

- a) The Contractor agrees that it shall pay laborers to be employed on the project wages in an amount no less than the applicable prevailing wage rates established for the project by the Massachusetts Department of Labor and Industries. The schedule of prevailing wage rates is attached to and made a part of this Contract.
- b) The Contractor shall indemnify the awarding authority for, from and against any loss, expense, damages, actions or claims, including any expense incurred in connection with any delay or stoppage of the project work, arising out of or as a result of (1) the failure of the Contractor's bid to be based upon the payment of the said applicable prevailing wage rates or (2) the failure of the Contractor to pay laborers employed on the project the said applicable prevailing wage rates.
- c) In accordance with the requirements of M.G.L. Chapter 149, Section 27B, the Contractor shall submit to the awarding authority on a weekly basis, a record of hours and wages paid to laborers employed on the project. All such weekly submissions shall be accompanied by the following certification:

"The undersigned contractor hereby certifies, under the pains and penalties of perjury, that the foregoing payroll records are true and

accurate records of the wages paid to laborers employed in this work for the period stated and said wages are in an amount no less than the prevailing wage rates established for the project by the Massachusetts Department of Labor and Industries. The undersigned contractor agrees to indemnify the awarding authority for, from and against any loss, expense, damages, actions or claims, including any expense incurred in connection with any delay or stoppage of the project work, arising out of or as a result of (1) the contractor's failure to pay laborers employed on the project the said applicable prevailing wage rates; (2) the failure of the foregoing payroll records to accurately state the said applicable prevailing wage rates; or (3) the failure of the foregoing payroll records to accurately represent the wages actually paid to laborers employed on the project.

Dated: _____ Contractor: _____
By: _____
Name: _____
Title: _____ "

8. INDEMNIFICATION OF OWNER

The Contractor shall indemnify, defend and hold harmless the Town and all of its officers, agents and employees against all suits, claims or liability of every name and nature and from all claims for things which the Contractor is required to furnish under this Contract and for or on account of any injuries to persons or damage to property or nuisances or trespasses, and specifically including death and consequential damages, arising out of or in consequence of the acts of the Contractor or his agents, employees, or subcontractors in the performance of the Work of the Contract which fail to comply with the terms and conditions of the Contract.

9. INSURANCE

The Contractor is required to maintain, and herewith certifies that he is covered by, the following insurance:

General Liability

Bodily Injury & Property Damage:	\$1,000,000 per occurrence
Combined Single Limit	\$3,000,000 annual aggregate

Town named as additional insured.

Umbrella Liability

	\$2,000,000 per occurrence
	\$2,000,000 annual aggregate

Town named as additional insured.

Automobile Liability

Bodily Injury and Property Damage: \$1,000,000 per occurrence
Town named as additional insured.

Workers' Compensation

Coverage for all employees in accordance with Massachusetts General Laws.

All coverages, except Workers' Compensation, shall name the Town of Medfield as an additional Insured, and shall provide for 30 days prior written notice to the Town of any modification or termination of coverage. Failure to maintain the required insurance coverage throughout the term of the contract shall be considered a material breach of the contract.

10. CHANGES IN THE WORK

All changes in the work shall be authorized by written Contract Amendment or Change Order signed by the Town or its duly authorized agent.

11. BONDS

Upon receiving notice of award for any work with a total value exceeding \$25,000, the Contractor shall furnish to the Town and pay the premiums for bonds, each in fifty percent of the contract price, in such form as the Town shall prescribe, and with a Surety company qualified to do business under the laws of the Commonwealth and acceptable to the Awarding Authority, one bond for his performance of this contract, and the other to provide the security required by General Laws, Chapter 149, Section 29, as amended.

12. RELIANCE ON EXAMINATION

The Contractor has made this contract in reliance on his own examinations and estimates as to the amount and character of his work, and conditions which may be encountered in the performance thereof, and shall assume all risks and bear all losses pertaining thereto except as otherwise provided by statute.

13. TOWN'S RESPONSIBILITY

The Town shall have no responsibility or liability to the Contractor or any other person with respect to or by reason of the condition of the premises where his work is performed.

14. COMPLIANCE WITH SPECIFICATIONS

If any material or equipment delivered by Contractor fails to comply with the Specifications, the Contractor shall be notified and shall be required at the discretion of the Town to refund to the Town the sum of money paid for that amount of material or equipment found unsatisfactory and to make such disposition of the defective material or equipment with-out additional cost to the Town as may be agreed upon. The Town

reserves the right to submit material or equipment supplied to evaluation to determine whether the Specifications have been complied with.

15. OUT OF POCKET EXPENSES

The Contractor shall reimburse the Town for any out-of-pocket costs incurred as a result of damage caused by defective material or workmanship.

16. DEFER PAYMENTS

The Town may defer payment to the Contractor of such sums otherwise due him for such period of time as the Town may deem required by law or expedient for the protection of the Town or others against his noncompliance with the terms and conditions of these specifications, and the Town may reimburse itself, by deduction from the money so retained, for all expenses and loss resulting from his noncompliance.

17. NO WAIVER OR RATIFICATION

No payment by the Town to the Contractor shall be deemed to be a waiver of any right of the Town or ratification by the Town of any breach of the terms and conditions of this contract or the specifications.

18. FINAL PAYMENTS

The making of final payment on a service request shall constitute a waiver of all claims by the Town except those arising from (1) unsettled liens, (2) faulty or defective Work appearing after Final Completion, (3) failure of the Work to comply with the requirements of the Contract Documents, or (4) terms of any special guarantees required by the Contract Documents. The acceptance of final payment shall constitute a waiver of all claims by the Contractor except those previously made in writing and still unsettled.

19. CONTRACTOR'S DEFAULT

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents or fails to perform any provision of the Contract, the Town may, after seven days' notice in writing to the Contractor and his Surety and without prejudice to any other remedy he may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor or, at its option, may terminate the Contract and may supply the materials and services here contracted for by whatever method it may deem expedient, and if the unpaid balance of the Contract Sum exceeds the expense of finishing the Work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor shall pay the difference to the Town.

20. CONTRACTOR'S SUPERVISION AND RESPONSIBILITY

- a) The Contractor shall supervise and direct the Work, using his best skill and attention. He shall provide and pay for all labor, motor vehicles, equipment, fuel, maintenance and services necessary for the proper execution and completion of the Work.
- b) The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ on the Work any unfit person or anyone not skilled in the task assigned to him. The Contractor's employment practices shall conform to the laws of the Commonwealth of Massachusetts and the United States of America.

21. PERMITS

The Contractor shall secure and pay for all permits, bonds, governmental fees and licenses necessary for the proper execution and supplying of the Work.

22. COMPLIANCE WITH LAW

In reference to the contract, the Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss.

23. TERMINATION OF CONTRACT BY OWNER

If the Contractor is adjudged a bankrupt, or if he makes a general assignment for the benefit of his creditors, or if a receiver is appointed on account of his insolvency, or if he persistently or repeatedly refuses or fails, except in cases for which extension of time is provided, to supply enough properly skilled workers or proper motor vehicles or equipment, or if he fails to make prompt payment for materials or labor, or persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or otherwise is guilty of a substantial violation of a provision of the Contract Documents, then the Owner may without prejudice to any right or remedy and after giving the Contractor and his Surety, if any, seven days' written notice, terminate the employment of the Contractor. In such case the Contractor shall not be entitled to receive any further payment under this contract and if the Town in providing the needs called for hereunder, either itself or through another contractor, exceeds the contract price hereof, for the same work, the Contractor shall pay to the Town the excess so sustained by the Town. In addition, the Town may withhold from any amount otherwise due the Contractor the amount of such excess costs.

24. PERFORMANCE AND LIQUIDATED DAMAGES

The Contractor agrees to commence Work on individual projects awarded under this contract on the date agreed upon with the Town and to thereafter diligently and continuously carry on the Work until the final completion date agreed upon prior to the commencement of Work. The Town reserves the right to assess liquidated damages

based on the cost of replacing the Contractor awarded for the completion of work on an individual project with the Town.

Upon claim made within ten (10) days of occurrence, if the Contractor is delayed at any time in the progress of the Work by changes or additions ordered in the Work, by labor disputes, fire, unusual delay in material supply, unavoidable casualties, causes beyond the Contractor's control, or by an cause which the Owner may determine justifies the delay, the time of performance shall be extended by Change Order for such reasonable time as the Owner may determine.

25. CONTRACTOR'S GUARANTEE

The Contractor guarantees to the Owner for one year after the Final Completion of the Work on an individual service request, the Work will be free from defects resulting from his work or that of any subcontractor or the materials furnished by him or any subcontractor. Any such defects appearing in that time shall be remedied by him at his expense promptly upon notice of their existence; or the Owner at its option may cause them to be remedied, in which case he shall reimburse it for the expense incurred by it thereby. "Final Completion" is defined to mean that point in the progress of the Work when all workers have left a given project, their work completed, with no work remaining to be done on the project other than work required to be done upon the appearance of defects during the one-year period above mentioned.

26. INTERPRETATION OF CONTRACT

This Contract shall be interpreted in accordance with the laws of the Commonwealth of Massachusetts. If any part of this Contract or the Contract Documents or their application to any situation shall to any extent be invalidated or contrary to law, the remainder of the Contract and the Contract Documents and the application to other situations of any provision found invalid as to any situation, shall not be affected thereby.

27. PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. He shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to (1) employees and visitors at the site and all employees on the Work and other persons who may be affected thereby, (2) all the Work and all materials and equipment to be incorporated therein, and (3) other property at the site or adjacent thereto. He shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons or property and their protection them from damage, injury or loss. All damage or loss to any property caused in whole or in part by the Contractor, (including any Subcontractor, or Sub-subcontractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable), shall be remedied by the Contractor, except

damage or loss solely attributable to the acts or omissions of the Owner.

28. TERMS REQUIRED BY LAW

All terms required by law to be included in this Contract are hereby included and shall be in as full effect as if set forth in full herein.

IN WITNESS WHEREOF, the parties to these presents have executed this Contract in three counterparts, each of which shall be deemed an original, in the year and date stated below.

TOWN OF MEDFIELD

By _____

Board of Selectmen

Date _____

CONTRACTOR

(Title)

(Street)

(City, State and Zip Code)

In accordance with Massachusetts General Laws, Chapter 44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and the Town Manager has been authorized to execute the contract and approve all requisitions and change orders.

Town Accountant

Town of Medfield
On-Call Roofing Maintenance Services
Bid Form

Date: 20 March, 2019

To: The Town of Medfield

Attention: Town Administrator

A. The undersigned (hereinafter called the Contractor) proposes to furnish all labor, equipment and materials required for On-call ROOFING Maintenance Services for the Medfield State Hospital property, in accordance with the accompanying plans and specifications prepared by the Town, for the amounts listed below, subject to additions and deductions in accordance with the terms of the specifications. It being understood that the Town of Medfield (hereinafter called the Owner) will be the sole judge as to the acceptance of the bids and awards of the Contract.

B. This bid includes Addenda:

Number	Date
<u>N/A</u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

C. Labor

1. Monday – Friday 7:00am until 5:00pm

Hourly Rate \$ 91.98

2. Saturday/Sunday/Holiday/Overtime

Hourly Rate \$ 91.98

D. Bidder proposes to provide all labor and materials to complete the work on individual service requests, as specified in the Contract Documents, and as is reasonably expected due to the existing conditions and required construction, within the completion time specified for such requests.

E. The undersigned hereby certifies, under penalties of perjury, as follows: (1) that he/she/it is able to furnish labor that can work in harmony with all other elements of the labor employed, or to be employed on the work, and (2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee. The undersigned also certifies that he/she/it will comply fully with all federal, state and local laws and regulations applicable to the award and performance of public works construction contracts in the Commonwealth of Massachusetts.

F. The undersigned further certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any person. As used in this subsection the word "person" shall mean any natural persons, joint venture, partnership, corporation or other business or legal entity.

- G. The undersigned further certifies under penalty of perjury that said undersigned is not presently debarred from doing public construction work in the Commonwealth under provisions of Section 29F of Chapter 29 or other applicable debarment provisions of any other Chapter of the General Laws or any rule or regulation promulgated thereunder.
- H. The undersigned bidder further certifies under the pains and penalties of perjury, that this bid is based upon the payment to laborers to be employed on the project of wages in an amount no less than the applicable prevailing wage rates established for the project by the Massachusetts Department of Labor and Workforce Development. The undersigned bidder agrees to indemnify the awarding authority for, from and against any loss, expense, damages, actions or claims, including any expense incurred in connection with any delay or stoppage of the project work, arising out of or as a result of (1) the failure of the said bid to be based upon the payment of the said applicable prevailing wage rates or (2) the failure of the bidder, if selected as the contractor, to pay laborers employed on the project the said applicable prevailing wage rates.

Almar, LLC

Company Name

PO Box 662, Medfield, MA 02052

Business Address (phone number)

By: Alex Green

(Print Name of Authorized Signature)

Title: Managing Member

Signature: Alex Green

CERTIFICATE OF TAX COMPLIANCE

Pursuant to G.L. c.62C, §49A, I, Alex Green, hereby certify under the pains and penalties of perjury that Almar, LLC has complied with all laws (Contractor)

of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

20 March 2019
Date

Alex Green
Signature of Authorized
Representative of Contractor



Social Security Number or
Federal ID Number of Contractor

Managing Member
Title

N/A - LLC

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the

_____ held on _____ it was VOTED that:
(Name of Corporation) (Date)

(Name) (Officer)

of this company, be and he/she hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such _____ under seal of the company, shall be valid and binding upon this company.
(Officer)

A True Copy,

ATTEST: _____

TITLE: _____

PLACE OF BUSINESS: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the clerk of the _____
_____ that _____ is duly elected
_____ of said company, and that the above vote has not been amended or
rescinded and remains in full force and effect as of the date of this contract.

(Clerk)

CORPORATE SEAL:

Firm Name Almar, LLC

SCHEDULE C - SIMILAR PROJECT EXPERIENCE: Interested General Contractor **MUST** list all similar projects your firm has completed during the last five years. For the purpose of this Bid "similar projects" shall be as defined in the Scope of Services. Bidders may use additional copies of this form as needed.

PROJECT NAME & LOCATION	PROJECT OWNER/CONTACT INFORMATION INCLUDING EMAIL	PROJECT DESCRIPTION AND SPECIFIC SCOPE	ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION	DATE COMPLETED (M/D/YYYY)
Stoughton Maintenance	Paul Giffune pgiffune@stoughton-ma.gov	On-Call Roofing Services for all types of Roofs	\$75,000	On-Going
Boston Police Maintenance	Lucy Warren lucy.warren@pd.boston.gov	On-Call Roofing Services for all types of Roofs	\$106,800	7/1/17 - 6/30/18
Needham On-Call Maintenance	Wayne Whisler wwhisler@needhamma.gov	On-Call Roofing Services for all types of Roofs	\$45,000	On-Going
Waltham On-Call Roof Maint.	Sharif Omer somer@walhouse.org	On-Call Roofing Services for all types of Roofs	\$213,223	On-Going
Medfield Group Home	Paul Beaton paul.beaton@state.ma.us	Roofing/Siding/Trim Replacement	\$74,850	06/30/2018
Ayer Police Station	Dan Sherman dsherman@ayer.ma.us	Shingle & EPDM Roof Replacement	\$123,300	11/01/2016
Springfield Armory	Richard Chilcoat richard_chilcoat@nps.gov	Slate Roof Repairs & Copper Gutter Repairs	\$126,710	08/23/2017
Bellingham High School	Mike Roche mroche@bellinghamk12.org	Shingle Roof Replacement	\$78,315	07/21/17
Fall River	Kevin Sbardella kevin.sbardella@fallriver.org	Mod-Bit Roof Replacement	\$319,390	10/30/2017
Stoughton DPW	P. Giffune pgiffune@stoughton-ma.gov	Metal Roof Coating & EPDM Repairs	\$127,463	12/14/2016
74 Greenleaf - Quincy George E. Barker Estate	Paul Hines 617-376-1417	Roofing/Siding/Trim Replacement	\$100,250	1/15/2019

Firm Name Almar, LLC

SCHEDULE H - PROJECT REFERENCES: Interested General Contractors are required to list references for prior work your firm has performed listed in Schedule C Similar Project Experience for this Project. At least one valid form of contact is required (phone or email). Bidders may use additional copies of this form as needed.

PROJECT TITLE	OWNER NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	EMAIL (required)
Stoughton Public Schools On-Call Maintenance	Town of Stoughton	Paul Giffune 222 Pearl Street Stoughton, MA 02072	781-341-1300	pgiffune@stoughton-ma.gov
Boston Police - On-Call Maintenance	City of Boston Police Department	Lucy Warren 400 Frontage Road Boston, MA 02118	617-426-1479	lucy.warren@pd.boston.gov
Needham On-Call Maintenance	Town of Needham	Wayne Whisler 1471 Highland Ave Needham, MA 02492	781-455-7500	wwhisler@needhamma.gov
Waltham - Stonehurst	Waltham Housing Authority	Sharif Omer 110 Pond Street Waltham, MA 02451	781-894-3357	somer@waihhouse.org
Medfield Group Home	Dept of Development Services, Boston, MA	Paul Beaton 500 Harrison Ave Boston, MA 02118	617-624-7886	paul.beaton@state.ma.us



Email: agreeen@almarllc.com
Mailing: PO Box 662
Medfield, MA 02052

Web: www.almarllc.com
Phone: (508) 813-2275
Fax: (508) 242-9972

Roofing Services References

Job: Replacement, Forestdale 667-1 & 667-3 (Fish #165051)
Location: Malden, MA
Owner: Malden Housing Authority
Designer: Russo Barr Associates
Scope: Roofing
Value: Original: \$478,700 Final:
Dates: 2018-2019
Contact: Name: Ed Fahey
Phone: 339-440-2326
Email: efahey@maldenhousing.org

Job: EPA Roof Replacement Multiphase Project
Location: 27 Tarzwell Dr, Narragansett RI
Owner: EPA
Designer: Beatty Harvey Coco Architects
Scope: TPO Roofing
Value: Original: \$404,136 Final: \$404,136
Dates: 2014 - 2017
Contact: Name: Veterans Construction
Phone: (617) 307-6372
Email: kduquette@veteransconstructionusa.com

Job: Sunset Hills Roof Replacement
Location: Fall River
Owner: Fall River Housing Authority
Designer: William Starck Architects Inc.
Scope: ModBit Roof Replacement
Value: Original: \$320,000 Final: \$319,390
Dates: 7/11/17 - 10/30/17
Contact: Name: Geoffrey Northup
Phone: (508) 679-5733
Email: GNorthup@starckarchitects.com

Job: Vanderbilt Mansion Historic Site
Location: 4097 Albany Post Rd, Hyde Park, NY
Owner: National Park Service
Designer: National Park Service
Scope: Wood Shingle & Copper Roof & Flashing
Value: Original: \$238,210 Final: \$246,410
Dates: 11/14/14 - 11/30/15 *Scope increased
Contact: Name: Justin Townshend
Phone: (978) 886-3440
Email: jtownshend@cornerstone-serv.com

Job: Robert Treat Paine Estate-Stonehurst Historic Site
Location: Waltham MA
Owner: City of Waltham
Designer: Red Hawk Studio Architects
Scope: Wood Shingle Roof & LCC Decking/Apron/Gutters
Value: Original: \$213,223 Final: \$213,223
Dates: 9/2/17 - 10/17/2018
Contact: Name: Karle Packard
Phone: (978) 369-2340
Email: kpackard@redhawkstudio.com

Job: Commandant House Roofing
Location: Charlestown Navy Yard
Owner: National Park Service
Designer: National Park Service
Scope: EPDM/Slate/Copper Roof Replacement
Value: Original: \$185,000 Final: \$198,900
Dates: 7/6/13 - 9/7/13 *Additional painting
Contact: Name: Craig Chenevert
Phone:
Email: craig_chenevert@nps.gov

Job: City of Taunton
Location: Taunton, MA
Owner: Taunton Housing Authority
Designer: William Starck Architects Inc.
Scope: Roofing
Value: Original: \$142,700 Final: 152,484
Dates: 6/30/18 - 9/17/18
Contact: Name: Mike Medeiros
Phone: 508-823-6308
Email: mmediros@tauntonhousing.com

Job: William Brattle House
Location: 42 Brattle St, Cambridge, MA
Owner: Cambridge Center for Adult Education
Designer: Wendy Frontiero - 617-290-8076
Scope: Exterior Renovation
Value: Original: \$130,000 Final: 134,294
Dates: 4/17/14 - 6/30/14
Contact: Name: David Solomon
Phone: 617-308-4415
Email: constructiveadvisor@comcast.net

Job: Stoughton DPW
Location: 10 Pearl Street, Stoughton, MA
Owner: Town of Stoughton
Designer: Mckinell & Taylor, Inc.
Scope: Roofing
Value: Original: \$123,148 Final: \$127,463
Dates: 2016-2017
Contact: Name: Paul Giffune
Phone:
Email: pgiffune@stoughton-ma.gov

Job: Springfield Armory National Historic Site
Location: Springfield MA
Owner: National Park Service
Designer:
Scope: Slate Roof & Copper Flashing Repair
Value: Original: Final: \$127,000
Dates: start - 10/19/17
Contact: Name: Richard Chilcoat
Phone: (978) 970-5167
Email: richard_chilcoat@nps.gov

Job: Ayer Police Station
Location: 54 Park St, Ayer MA
Owner: Town of Ayer
Designer: None
Scope: Shingle/EPDM Roof Replacement
Value: Original: \$117,748 Final: \$123,216
Dates: 9/14/16 - 11/5/16 *Additional painting
Contact: Name: Dan Sherman
Phone: (978) 833-2301
Email: dsherman@ayer.ma.us

Job: 74 Greenleaf - George F. Barker Estate
Location: Quincy, MA
Owner: City of Quincy
Designer: Holmes & Edwards, Inc.
Scope: Roofing
Value: Original: \$100,250 Final: \$100,250
Dates: 9/14/18 - 1/15/19
Contact: Name: Paul Hines
Phone: 617-376-1417
Email: phines@quincyma.gov



Email: agreen@almarllc.com
Mailing: PO Box 662
Medfield, MA 02052

Web: www.almarllc.com
Phone: (508) 813-2275
Fax: (508) 242-9972

Roofing Services References

Job: Bulding 8 - Prep for NRX-13
Location: Natick, MA
Owner: US Army Soldier Systems Center, Natick, MA
Designer: Smart, LLC
Scope: Roofing
Value: Original: Final: \$112,500
Dates: 7/2/18 - 2/1/19
Contact: Name: Mike Raczkowski
Phone: 508-294-7873

Job: MCI Norfolk
Location: 2 Clark St, Norfolk, MA 02056
Owner: Department of Corrections
Designer:
Scope: Slate Roof Repair & New Gutters
Value: Original: Final: \$104,298
Dates: 9/1/15 - 2/5/16
Contact: Name: Steve Lemmo
Phone: (508) 422-3664
Email: steven.lemmo@MassMail.State.Ma.US

Job: Worcester Senior Center
Location: 128 Providence St, Worcester, MA
Owner: City of Worcester
Designer: Lamoureux Pagano Associates
Scope: HydroStop Coating System
Value: Original: \$68,849 Final: \$99,974
Dates: 2/22/15 - 4/11/15 *Drain change order
Contact: Name: Rick Trifero
Phone: (508) 726-9753
Email: triferor@worcesterma.gov

Job: Exterior Door Replacement
Location: Park Road Elderly Development Ashland, MA
Owner: Ashland Housing Authority
Designer: Antonlo Gomes Architect
Scope: Replacement of Multiple Exterior Doors
Value: Original: \$99,780 Final: \$99,780
Dates: 12/9/15 - 4/22/16
Contact: Name:
Phone:
Email:

Job: Hanscom Airforce Base
Location: Hanscom AFB, Bedford, MA
Owner: Veterans Construction
Designer: RDK Engineers
Scope: Asphalt Shingle & EPDM Replacement
Value: Original: \$97,000 Final: \$97,371
Dates: 11/22/15 - 1/8/16 *Additional HVAC curb
Contact: Name: Veterans Construction
Phone: (617) 307-6372
Email: kduquette@veteransconstructionusa.com

Job: Lowell - Lewis Street
Location: Lowell, MA
Owner: Lowell Housing Authority
Designer: CBI Consulting
Scope: Roofing & Flashing
Value: Original: \$87,600 Final: \$87,600
Dates: 10/24/18 -
Contact: Name: Amanda Nichols
Phone: 978-364-5341
Email:

Job: Haverhill City Hall
Location: 4 Summer St, Haverhill, MA
Owner: City of Haverhill
Designer: Angelo Petrozzelli
Scope: Roof repairs-HydroStop Coating
Value: Original: \$99,850 Final: \$86,850
Dates: 9/15/14 - 11/21/14 *Removed painting scope
Contact: Name: Angelo Petrozzelli
Phone: (978) 837-8058
Email: designpartnership@verizon.net

Job: Medfield Group Home
Location: Medfield, MA
Owner: Department of Developmental Services
Designer:
Scope: Roofing
Value: Original: \$74,850 Final: \$74,850
Dates: 3/21/18 - 6/30/18
Contact: Name: Kristine Trierweiler
Phone: 508-906-3011
Email: ktrierweiler@medfield.net

Job: Wellesley Field House
Location: Wellesley, MA
Owner: Town of Wellesley
Designer:
Scope: Roof Replacement
Value: Original: \$56,842 Final: \$56,842
Dates: 11-9-18 - 11-14-18
Contact: Name: Joseph Murray
Phone: 781-489-4255
Email: jmurray@wellesleyma.gov

Job: Roof Fall Protection Improvements
Location: Portsmouth Naval Shipyard
Owner: NAVFAC Mid-Atlantic
Designer: NAVFAC Mid-Atlantic
Scope: Installation of Roof Safety Rails
Value: Original: \$41,900 Final: \$37,625
Dates: 4/16/15 - 5/15/15 *Scope decreased
Contact: Name: CMGC Building Corp.
Phone: (603) 629-9992
Email:

Job: Building 74
Location: PNSY
Owner: Portsmouth Navy Ship Yard
Designer: Oak Point Associates
Scope: Slate Roof & Copper Flashing Repair
Value: Original: \$49,500 Final: \$34,500
Dates: 8/31/15 - 9/17/15 *Removed 800sf slate replace
Contact: Name: Wu and Associates
Phone: (856) 857-2492
Email: michelle.campbell@wuassociates.com

Job:
Location:
Owner:
Designer:
Scope:
Value: Original: Final:
Dates:
Contact: Name:
Phone:
Email:

BID BOND

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

CONTRACTOR:

(Name, legal status and address)

Almar LLC

PO Box 662
Medfield, MA 02052

SURETY:

(Name, legal status and principal place of business)

North American Specialty Insurance Company

1200 Main St., Suite 800
Kansas City, MO 64105

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Town of Medfield, MA

BOND AMOUNT: \$ Five Percent of the Attached bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)

State Hospital On-Call Roof Repair Maintenance

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **11th** day of **April, 2019**



(Witness)



(Witness)

Almar LLC

(Principal)

(Seal)

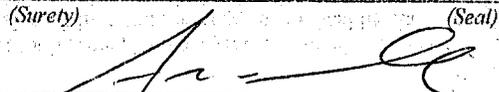

(Title)

Managing Member

North American Specialty Insurance Company

(Surety)

(Seal)


(Title)

Adam W. DeSanctis, Attorney-in-Fact

SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY
WESTPORT INSURANCE CORPORATION GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri and Washington International Insurance Company a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, and Westport Insurance Corporation, organized under the laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri does hereby make, constitute and appoint:

JAMES A. AXON, GREGORY D. JUWA, MICHAEL F. CARNEY, WILDER PARKS, JR., PAUL A. PATALANO, LESLIANN J. ORTIZ, ADAM W. DeSANCTIS, MICHAEL T. GILBERT, CHRISTINE B. GALLAGHER,

BRYAN F. JUWA, DAVID A. BOUTIETTE, RICHARD F. CARUSO, REBECCA SHANLEY, JONATHAN E. DUGGAN, LINDSAY A. RAFFAEL, and JORDAN J. TIRONE JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of: ONE HUNDRED TWENTY FIVE MILLION (\$125,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on March 24, 2000 and Westport Insurance Corporation by written consent of its Executive Committee dated July 18, 2011.

RESOLVED, that any two of the President, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.



By Steven P. Anderson, Senior Vice President of Washington International Insurance Company & Senior Vice President of North American Specialty Insurance Company & Senior Vice President of Westport Insurance Corporation

By Mike A. Ito, Senior Vice President of Washington International Insurance Company & Senior Vice President of North American Specialty Insurance Company & Senior Vice President of Westport Insurance Corporation



IN WITNESS WHEREOF, North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 10th day of JANUARY, 20 19.

North American Specialty Insurance Company
Washington International Insurance Company
Westport Insurance Corporation

State of Illinois
County of Cook ss:

On this 10th day of JANUARY, 20 19 before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Senior Vice President of Westport Insurance Corporation and Michael A. Ito Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Senior Vice President of Westport Insurance Corporation, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Vice President and Assistant Secretary of North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 11th day of April, 20 19

13) REQUIRED FORMS:

CERTIFICATE OF TAX COMPLIANCE

CERTIFICATE OF AUTHORITY

SCHEDULE C SIMILAR PROJECT EXPERIENCE

SCHEDULE H PROJECT REFERENCES

BID FORM (Completed and signed)

BID BOND

SCOPE OF SERVICES

A. On-call Roofing Maintenance Services

The Contractor shall furnish all labor, materials, supplies, and equipment for the complete and satisfactory performance of routine and emergency Roofing maintenance and repair services for exteriors at such facilities located on the Medfield State Hospital site on an as needed basis.

Roofing maintenance and repair services shall include, but not be limited to Repair of Slate, Asphalt shingle, and EDPM; waterproofing/flashing of all types of masonry surfaces; and occasionally masonry repair and Boarding Over door and window openings with appropriate products.

B. Materials

The Town reserves the right to provide materials for roof maintenance service requests. Contractors may be asked to provide a quote on an hourly basis with an additional amount for supplies and materials, or a total cost for the job. Where the value of work performed directly by the Contractor under a service request specifically includes the Contractor furnishing materials or equipment, the Contractor shall be allowed an additional ten percent (10%) of the total cost of the requested materials or labor as overhead. Projects estimated to cost greater than \$50,000 inclusive of all parts, supplies, materials, and labor will be bid separately under the auspices of M.G.L. Chapter 149.

C. Time

It is intended that the Contractor shall accomplish the majority of work during normal business hours and work shall not be accomplished on an overtime basis unless prior approval has been obtained from the requesting department. Standard hours of work shall be Monday-Friday 7:00 AM until 5:00 PM.

Once a contractor has received a service request by phone or email, they will be expected to respond to the requesting department in a timely manner within five (5) business days and must begin any awarded work on the agreed upon date and time. Site visits for service requests may be necessary and should be scheduled in a reasonable period of time with the requesting department.

All appointments made between a contractor and a department must be kept unless the department agrees to a change. Failure on a contractor's part to keep appointments, or respond to the Town for either regular or emergency service requests within the time frames mentioned above, may result in termination or non-renewal of their contract. All quotes must be provided in writing and at no cost to the department.\

D. Personnel

The Contractor shall only use trained and licensed personnel who are directly employed and supervised by the Contractor unless prior approval is obtained. The Contractor shall not subcontract or sublet any portion of the work without the written consent of the **State Hospital Coordinator** or the Town Administrator. For all work performed in accordance with this bid the contractor must adhere to the Prevailing Wage laws, which are incorporated herewith and will be annually updated by the Town.

The contractor's hourly rate must reflect the amount a contractor will charge per hour only and not per hour per person. Only one tradesman shall be assigned to work on a job. Prior permission must be received before the contractor can assign more than one worker per job, including apprentices/helpers. The Town reserves the right to question whether additional personnel are warranted on a particular job based upon each job quote/proposal and performance status. Special attention will be given to allow for assistance when needed, or an unexpected part(s) acquisition is needed during a job to contain costs. However, the contractor must arrive at any routine job that he has quoted prepared with the appropriate personnel, equipment and supplies to perform the project.

E. Guarantee

All work performed throughout the duration of the contract must be guaranteed by the contractor to be completed in a workmanship-like manner and according to applicable Federal, State, and Local codes and industry-accepted standards. The contractor will be responsible for securing any and all necessary permits required prior to commencing work on any job.

The Town of Medfield reserves the right to inspect any and all work performed and in progress under these contracts. Any omission or failure on the part of the Town of Medfield's representative to disapprove or reject inferior or defective work or materials shall not be construed to be an acceptance of such work or material. If any defective work or material is found during inspection, the contractor shall remove or repair, at his/her own expense, such defective work or material rejected and shall rebuild and/or replace it without extra charge.

F. Performance Specifications

- a. Pre-construction
 - i. Examine substrates, areas, and conditions for compliance with requirements for Roofing application detailed in sub-sections B through C.
 - ii. Proceed with Roof repair application only after unsatisfactory conditions have been corrected and surfaces receiving roofing are thoroughly dry.
 - iii. Start of roofing will be construed as Applicator's acceptance of surfaces and conditions within a particular area.
 1. Notify Owner about anticipated problems when using the material specified over substrates primed by others.
- b. General Preparation

5. In the case were an existing wood panel has been installed and came loose/fell off, the contractor may reuse the panel provided that the following is met:
 - a. The wood panel is solid and not delaminating:
 - b. All existing fasteners shall be removed and new galvanized 2 inch wood screws are installed in new locations. Do not re-use existing holes.
- i. Cleaning
 - i. At the end of each workday, remove empty cans, rags, rubbish, and other discarded materials from Project site(s).
- j. Protection
 - i. Protect work area during installation to prevent falling material accidents.
 - ii. Install signage in area to keep the public away from the area being worked on.

G. Sample Service Request

PRICE REQUEST BUILDING 12

This project includes surface preparations and field repair of exposed roof decking and missing slate on Building 12 State Hospital.

On the North Facing roof along the Soffit at the intersection of the Masonry wall, approximately 8 slate are missing/broken and wall flashing is missing.

Install ice and water membrane in the limited area, Reflash approximately 5 linear feet from soft to existing acceptable area and re-mortar all let in joints, and install new slate in area to make area tight to weather.

The selected vendor will be responsible for all equipment and labor to prepare surfaces in this roof and wall area and apply new membrane, slate and flashing.

Vendors should submit their roofing quote to the State Hospital Coordinator



**TOWN OF MEDFIELD
MASSACHUSETTS**

AGREEMENT BETWEEN CONTRACTOR AND AWARDING AUTHORITY

THIS AGREEMENT, made this 1st day of May, 2019, by and between the Town of Medfield, a municipal corporation duly organized under the laws of Massachusetts and having a usual place of business at 459 Main Street, Medfield, MA, 02052, hereinafter referred to as the "Town" and/or "Awarding Authority", and Caffrey Roofing and Painting Co., with a usual place of business at 14 West Fountain Street, MA 02052, hereinafter called the "Contractor."

The words "he", "his", and "him" in this contract, so far as they refer to the Contractor, shall so refer whether the Contractor be an individual, partnership, or corporation.

WITNESSETH: The Contractor and the Town for the considerations herein-after named, agree as follows:

1. **CONTRACT DOCUMENTS**

- a) The Contract Documents consist of this Agreement, together with:
Notice to Bidders
Instructions to Bidders
Bid Form
Certificate of Authority (if applicable)
Certificate of Tax Compliance
Scope of Services
- b) The Contract Documents constitute the Contract, and supersede the bidding documents or any prior agreements between the Owner and Contractor. The Contract may only be modified by a writing duly executed by the Town, or its authorized representative, and the Contractor.

2. **DEFINITIONS**

The term Work used in the Contract Documents includes all materials, labor, motor vehicles, fuel, maintenance and equipment necessary to complete the projects detailed in the Contract Documents.

3. **SCOPE**

The Contractor will furnish at his own proper cost and expense all labor, equipment and materials required for performing as needed ROOFING maintenance and repair services at the Medfield State Hospital as specified in the Contract Documents.

4. TERM OF CONTRACT

This Agreement shall be in effect from the date of contract signing and shall expire on April 30, 2020, unless terminated earlier pursuant to the terms hereof, and the TOWN may extend this agreement for up to two (2) additional one (1) year periods at its sole discretion. All services under this contract for the periods of May 1, 2019 to April 30, 2020 and May 1, 2020 to April 30, 2021 shall be subject to appropriation.

5. CONTRACT SUM

The Owner agrees to pay the Contractor, and the Contractor agrees to accept in full consideration for the performance of the Contract, an amount subject to additions and deductions for individual service requests provided for in the Contract Documents.

6. PAYMENTS TO CONTRACTOR

Payments shall be made to the contractor in accordance with the provisions of Chapter 30, Sections 39G and 39K of the General Laws of the Commonwealth of Massachusetts, as applicable, including all current amendments. Payment of an invoice received by the Town Accountant of Medfield shall, provided that it is correct and in proper form, be made at the next Town payday following receipt of the invoice by the Town Accountant. No payment shall be made under this Contract except for full and satisfactory performance of work completed.

7. CONDITIONS OF EMPLOYMENT

- a) The Contractor agrees that it shall pay laborers to be employed on the project wages in an amount no less than the applicable prevailing wage rates established for the project by the Massachusetts Department of Labor and Industries. The schedule of prevailing wage rates is attached to and made a part of this Contract.
- b) The Contractor shall indemnify the awarding authority for, from and against any loss, expense, damages, actions or claims, including any expense incurred in connection with any delay or stoppage of the project work, arising out of or as a result of (1) the failure of the Contractor's bid to be based upon the payment of the said applicable prevailing wage rates or (2) the failure of the Contractor to pay laborers employed on the project the said applicable prevailing wage rates.
- c) In accordance with the requirements of M.G.L. Chapter 149, Section 27B, the Contractor shall submit to the awarding authority on a weekly basis, a record of hours and wages paid to laborers employed on the project. All such weekly submissions shall be accompanied by the following certification:

"The undersigned contractor hereby certifies, under the pains and penalties of perjury, that the foregoing payroll records are true and accurate records of the wages paid to laborers employed in this work

for the period stated and said wages are in an amount no less than the prevailing wage rates established for the project by the Massachusetts Department of Labor and Industries. The undersigned contractor agrees to indemnify the awarding authority for, from and against any loss, expense, damages, actions or claims, including any expense incurred in connection with any delay or stoppage of the project work, arising out of or as a result of (1) the contractor's failure to pay laborers employed on the project the said applicable prevailing wage rates; (2) the failure of the foregoing payroll records to accurately state the said applicable prevailing wage rates; or (3) the failure of the foregoing payroll records to accurately represent the wages actually paid to laborers employed on the project.

Dated: _____ Contractor: _____
By: _____
Name: _____
Title: _____ "

8. INDEMNIFICATION OF OWNER

The Contractor shall indemnify, defend and hold harmless the Town and all of its officers, agents and employees against all suits, claims or liability of every name and nature and from all claims for things which the Contractor is required to furnish under this Contract and for or on account of any injuries to persons or damage to property or nuisances or trespasses, and specifically including death and consequential damages, arising out of or in consequence of the acts of the Contractor or his agents, employees, or subcontractors in the performance of the Work of the Contract which fail to comply with the terms and conditions of the Contract.

9. INSURANCE

The Contractor is required to maintain, and herewith certifies that he is covered by, the following insurance:

General Liability

Bodily Injury & Property Damage:	\$1,000,000 per occurrence
Combined Single Limit	\$3,000,000 annual aggregate

Town named as additional insured.

Umbrella Liability

	\$2,000,000 per occurrence
	\$2,000,000 annual aggregate

Town named as additional insured.

Automobile Liability

Bodily Injury and Property Damage: \$1,000,000 per occurrence
Town named as additional insured.

Workers' Compensation

Coverage for all employees in accordance with Massachusetts General Laws.

All coverages, except Workers' Compensation, shall name the Town of Medfield as an additional Insured, and shall provide for 30 days prior written notice to the Town of any modification or termination of coverage. Failure to maintain the required insurance coverage throughout the term of the contract shall be considered a material breach of the contract.

10. CHANGES IN THE WORK

All changes in the work shall be authorized by written Contract Amendment or Change Order signed by the Town or its duly authorized agent.

11. BONDS

Upon receiving notice of award for any work with a total value exceeding \$25,000, the Contractor shall furnish to the Town and pay the premiums for bonds, each in fifty percent of the contract price, in such form as the Town shall prescribe, and with a Surety company qualified to do business under the laws of the Commonwealth and acceptable to the Awarding Authority, one bond for his performance of this contract, and the other to provide the security required by General Laws, Chapter 149, Section 29, as amended.

12. RELIANCE ON EXAMINATION

The Contractor has made this contract in reliance on his own examinations and estimates as to the amount and character of his work, and conditions which may be encountered in the performance thereof, and shall assume all risks and bear all losses pertaining thereto except as otherwise provided by statute.

13. TOWN'S RESPONSIBILITY

The Town shall have no responsibility or liability to the Contractor or any other person with respect to or by reason of the condition of the premises where his work is performed.

14. COMPLIANCE WITH SPECIFICATIONS

If any material or equipment delivered by Contractor fails to comply with the Specifications, the Contractor shall be notified and shall be required at the discretion of the Town to refund to the Town the sum of money paid for that amount of material or equipment found unsatisfactory and to make such disposition of the defective material or equipment with-out additional cost to the Town as may be agreed upon. The Town

reserves the right to submit material or equipment supplied to evaluation to determine whether the Specifications have been complied with.

15. OUT OF POCKET EXPENSES

The Contractor shall reimburse the Town for any out-of-pocket costs incurred as a result of damage caused by defective material or workmanship.

16. DEFER PAYMENTS

The Town may defer payment to the Contractor of such sums otherwise due him for such period of time as the Town may deem required by law or expedient for the protection of the Town or others against his noncompliance with the terms and conditions of these specifications, and the Town may reimburse itself, by deduction from the money so retained, for all expenses and loss resulting from his noncompliance.

17. NO WAIVER OR RATIFICATION

No payment by the Town to the Contractor shall be deemed to be a waiver of any right of the Town or ratification by the Town of any breach of the terms and conditions of this contract or the specifications.

18. FINAL PAYMENTS

The making of final payment on a service request shall constitute a waiver of all claims by the Town except those arising from (1) unsettled liens, (2) faulty or defective Work appearing after Final Completion, (3) failure of the Work to comply with the requirements of the Contract Documents, or (4) terms of any special guarantees required by the Contract Documents. The acceptance of final payment shall constitute a waiver of all claims by the Contractor except those previously made in writing and still unsettled.

19. CONTRACTOR'S DEFAULT

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents or fails to perform any provision of the Contract, the Town may, after seven days' notice in writing to the Contractor and his Surety and without prejudice to any other remedy he may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due the Contractor or, at its option, may terminate the Contract and may supply the materials and services here contracted for by whatever method it may deem expedient, and if the unpaid balance of the Contract Sum exceeds the expense of finishing the Work, such excess shall be paid to the Contractor, but if such expense exceeds such unpaid balance, the Contractor shall pay the difference to the Town.

20. CONTRACTOR'S SUPERVISION AND RESPONSIBILITY

- a) The Contractor shall supervise and direct the Work, using his best skill and attention. He shall provide and pay for all labor, motor vehicles, equipment, fuel, maintenance and services necessary for the proper execution and completion of the Work.
- b) The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ on the Work any unfit person or anyone not skilled in the task assigned to him. The Contractor's employment practices shall conform to the laws of the Commonwealth of Massachusetts and the United States of America.

21. PERMITS

The Contractor shall secure and pay for all permits, bonds, governmental fees and licenses necessary for the proper execution and supplying of the Work.

22. COMPLIANCE WITH LAW

In reference to the contract, the Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss.

23. TERMINATION OF CONTRACT BY OWNER

If the Contractor is adjudged a bankrupt, or if he makes a general assignment for the benefit of his creditors, or if a receiver is appointed on account of his insolvency, or if he persistently or repeatedly refuses or fails, except in cases for which extension of time is provided, to supply enough properly skilled workers or proper motor vehicles or equipment, or if he fails to make prompt payment for materials or labor, or persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or otherwise is guilty of a substantial violation of a provision of the Contract Documents, then the Owner may without prejudice to any right or remedy and after giving the Contractor and his Surety, if any, seven days' written notice, terminate the employment of the Contractor. In such case the Contractor shall not be entitled to receive any further payment under this contract and if the Town in providing the needs called for hereunder, either itself or through another contractor, exceeds the contract price hereof, for the same work, the Contractor shall pay to the Town the excess so sustained by the Town. In addition, the Town may withhold from any amount otherwise due the Contractor the amount of such excess costs.

24. PERFORMANCE AND LIQUIDATED DAMAGES

The Contractor agrees to commence Work on individual projects awarded under this contract on the date agreed upon with the Town and to thereafter diligently and continuously carry on the Work until the final completion date agreed upon prior to the commencement of Work. The Town reserves the right to assess liquidated damages

based on the cost of replacing the Contractor awarded for the completion of work on an individual project with the Town.

Upon claim made within ten (10) days of occurrence, if the Contractor is delayed at any time in the progress of the Work by changes or additions ordered in the Work, by labor disputes, fire, unusual delay in material supply, unavoidable casualties, causes beyond the Contractor's control, or by an cause which the Owner may determine justifies the delay, the time of performance shall be extended by Change Order for such reasonable time as the Owner may determine.

25. CONTRACTOR'S GUARANTEE

The Contractor guarantees to the Owner for one year after the Final Completion of the Work on an individual service request, the Work will be free from defects resulting from his work or that of any subcontractor or the materials furnished by him or any subcontractor. Any such defects appearing in that time shall be remedied by him at his expense promptly upon notice of their existence; or the Owner at its option may cause them to be remedied, in which case he shall reimburse it for the expense incurred by it thereby. "Final Completion" is defined to mean that point in the progress of the Work when all workers have left a given project, their work completed, with no work remaining to be done on the project other than work required to be done upon the appearance of defects during the one-year period above mentioned.

26. INTERPRETATION OF CONTRACT

This Contract shall be interpreted in accordance with the laws of the Commonwealth of Massachusetts. If any part of this Contract or the Contract Documents or their application to any situation shall to any extent be invalidated or contrary to law, the remainder of the Contract and the Contract Documents and the application to other situations of any provision found invalid as to any situation, shall not be affected thereby.

27. PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. He shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to (1) employees and visitors at the site and all employees on the Work and other persons who may be affected thereby, (2) all the Work and all materials and equipment to be incorporated therein, and (3) other property at the site or adjacent thereto. He shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons or property and their protection them from damage, injury or loss. All damage or loss to any property caused in whole or in part by the Contractor, (including any Subcontractor, or Sub-subcontractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable), shall be remedied by the Contractor, except

damage or loss solely attributable to the acts or omissions of the Owner.

28. TERMS REQUIRED BY LAW

All terms required by law to be included in this Contract are hereby included and shall be in as full effect as if set forth in full herein.

IN WITNESS WHEREOF, the parties to these presents have executed this Contract in three counterparts, each of which shall be deemed an original, in the year and date stated below.

TOWN OF MEDFIELD

By _____

Board of Selectmen

Date _____

CONTRACTOR

(Title)

(Street)

(City, State and Zip Code)

In accordance with Massachusetts General Laws, Chapter 44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and the Town Manager has been authorized to execute the contract and approve all requisitions and change orders.

Town Accountant

Town of Medfield
On-Call Roofing Maintenance Services
Bid Form

Date: March 31, 2019

To: The Town of Medfield

Attention: Town Administrator

A. The undersigned (hereinafter called the Contractor) proposes to furnish all labor, equipment and materials required for On-call ROOFING Maintenance Services for the Medfield State Hospital property, in accordance with the accompanying plans and specifications prepared by the Town, for the amounts listed below, subject to additions and deductions in accordance with the terms of the specifications. It being understood that the Town of Medfield (hereinafter called the Owner) will be the sole judge as to the acceptance of the bids and awards of the Contract.

B. This bid includes Addenda:

Number	Date
_____	_____
_____	_____
_____	_____
_____	_____

C. Labor

1. Monday – Friday 7:00am until 5:00pm

Hourly Rate

\$ 87.25

2. Saturday/Sunday/Holiday/Overtime

Hourly Rate

\$ 117.25

D. Bidder proposes to provide all labor and materials to complete the work on individual service requests, as specified in the Contract Documents, and as is reasonably expected due to the existing conditions and required construction, within the completion time specified for such requests.

E. The undersigned hereby certifies, under penalties of perjury, as follows: (1) that he/she/it is able to furnish labor that can work in harmony with all other elements of the labor employed, or to be employed on the work, and (2) that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee. The undersigned also certifies that he/she/it will comply fully with all federal, state and local laws and regulations applicable to the award and performance of public works construction contracts in the Commonwealth of Massachusetts.

F. The undersigned further certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any person. As used in this subsection the word "person" shall mean any natural persons, joint venture, partnership, corporation or other business or legal entity.

- G. The undersigned further certifies under penalty of perjury that said undersigned is not presently debarred from doing public construction work in the Commonwealth under provisions of Section 29F of Chapter 29 or other applicable debarment provisions of any other Chapter of the General Laws or any rule or regulation promulgated thereunder.
- H. The undersigned bidder further certifies under the pains and penalties of perjury, that this bid is based upon the payment to laborers to be employed on the project of wages in an amount no less than the applicable prevailing wage rates established for the project by the Massachusetts Department of Labor and Workforce Development. The undersigned bidder agrees to indemnify the awarding authority for, from and against any loss, expense, damages, actions or claims, including any expense incurred in connection with any delay or stoppage of the project work, arising out of or as a result of (1) the failure of the said bid to be based upon the payment of the said applicable prevailing wage rates or (2) the failure of the bidder, if selected as the contractor, to pay laborers employed on the project the said applicable prevailing wage rates.

Caffrey Roofing and Painting Co.
Company Name

14 West Fountain St. Milford Ma 508-450-0616
Business Address (phone number)

By: Douglas Caffrey
(Print Name of Authorized Signature)

Title: Owner

Signature: Douglas Caffrey

CERTIFICATE OF TAX COMPLIANCE

Pursuant to G.L. c.62C, §49A, I, Douglas Caffrey, hereby certify under the pains and penalties of perjury that Caffrey Roofing Co. has complied with all laws
(Contractor)

of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

March 31 2019
Date

Douglas Caffrey
Signature of Authorized
Representative of Contractor



Social Security Number or
Federal ID Number of Contractor

Owner
Title

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the

_____ held on _____ it was VOTED that:
(Name of Corporation) (Date)

(Name) (Officer)

of this company, be and he/she hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such _____ under seal of the company, shall be valid and binding upon this company.

(Officer)

A True Copy,

ATTEST: _____

TITLE: _____

PLACE OF BUSINESS: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the clerk of the _____

_____ that _____ is duly elected

_____ of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

(Clerk)

CORPORATE SEAL:

Caffrey Roofing and Painting Company

Reference List

April 1st, 2019

- *TOWN OF FITCHBURG- AIRPORT HANGER #7
 - JACK SKYPE- ARCHITECT- 508-277-0284
 - 10 YR. UNIFLEX COATING SYSTEM ON METAL ROOF
 - 8,000 SQ. FT.

- *TOWN OF PLAINVILLE- DPW BUILDING
 - WAYNE HUBBEL- ARCHITECT- 508-740-9642
 - 10 YR. UNIFLEX COATING SYSTEM ON METAL ROOF
 - 15,000 SQ. FT

- *HYBERNIA NETWORKS- LYNN LOCATION
 - DWIGHT TUTTLE- 603-817-7797
 - UNIFLEX COATING SYSTEM ON METAL ROOF
 - 10,000 SQ. FT.

- *TOWN OF WINTHROP- LARSEN SKATING RINK
 - BOB DIMENTO- 617-780-9753
 - 12 YR. TREMCO COATING SYTEM
 - 21,000 SQ. FT.

- *WATERTOWN HOUSING AUTHORITY
 - BRIAN COSTELLO- FACILITIES DIRECTOR
 - WHITE NIGHT COATING SYSTEM
 - 15,000 SQ. FT.

- *TOWN OF ARLINGTON- TOWN HALL ROOF
 - MARK MARINO- FACILITIES MANAGER - 781-389-7891
 - FULLY ADHERED WHITE NIGHT COATING W/ POLYESTER ON EPDM ROOF
 - 10,000 SQ. FT.

*TOWN OF DENNIS- DPW BUILDING

- GREG ROUNSVILLE- DIRECTOR OF PUBLIC WORKS- 508-760-6220
- 10 YR. TREMCO COATING SYSTEM ON METAL ROOF
- 8,000 SQ. FT

*SCHMIDT EQUIPMENT – OXFORD, MA

- MATT NOLAN- MNOLAN@TREMCOINC.COM
- 10 YR. TREMCO COATING SYSTEM ON METAL ROOF
- 9,500 SQ. FT

* JP PLASTICS – BRIDGEWATER, MA

- MATT NOLAN- MNOLAN@TREMCOINC.COM
- 12 YR. TREMCO COATING SYSTEM ON METAL ROOF
- 11,000 SQ. FT

*TOWN OF NORTON- MIDDLE SCHOOL

- WADE LIZOTTE – DIRECTOR OF FACILITIES- 508-285-0100
- CUSTOM TINTED UNIFLEX COATING SYSTEM ON METAL ROOF
- 5,000 SQ. FT.

Firm Name Coffey Roofing

SCHEDULE H - PROJECT REFERENCES: Interested General Contractors are required to list references for prior work your firm has performed listed in Schedule C Similar Project Experience for this Project. At least one valid form of contact is required (phone or email). Bidders may use additional copies of this form as needed.

PROJECT TITLE	OWNER NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	EMAIL (required)
On Call Roofing Town of Marlboro	Town of Marlboro	David Jackson		djackson@ mps-edu.org
On Call Roofing Town of Norton	Town of Norton	Wade Lizotte		wadelizotte@ Norton.K12.MA.US

SCOPE OF SERVICES

A. On-call Roofing Maintenance Services

The Contractor shall furnish all labor, materials, supplies, and equipment for the complete and satisfactory performance of routine and emergency Roofing maintenance and repair services for exteriors at such facilities located on the Medfield State Hospital site on an as needed basis.

Roofing maintenance and repair services shall include, but not be limited to Repair of Slate, Asphalt shingle, and EDPM; waterproofing/flashing of all types of masonry surfaces; and occasionally masonry repair and Boarding Over door and window openings with appropriate products.

B. Materials

The Town reserves the right to provide materials for roof maintenance service requests. Contractors may be asked to provide a quote on an hourly basis with an additional amount for supplies and materials, or a total cost for the job. Where the value of work performed directly by the Contractor under a service request specifically includes the Contractor furnishing materials or equipment, the Contractor shall be allowed an additional ten percent (10%) of the total cost of the requested materials or labor as overhead. Projects estimated to cost greater than \$50,000 inclusive of all parts, supplies, materials, and labor will be bid separately under the auspices of M.G.L. Chapter 149.

C. Time

It is intended that the Contractor shall accomplish the majority of work during normal business hours and work shall not be accomplished on an overtime basis unless prior approval has been obtained from the requesting department. Standard hours of work shall be Monday-Friday 7:00 AM until 5:00 PM.

Once a contractor has received a service request by phone or email, they will be expected to respond to the requesting department in a timely manner within five (5) business days and must begin any awarded work on the agreed upon date and time. Site visits for service requests may be necessary and should be scheduled in a reasonable period of time with the requesting department.

All appointments made between a contractor and a department must be kept unless the department agrees to a change. Failure on a contractor's part to keep appointments, or respond to the Town for either regular or emergency service requests within the time frames mentioned above, may result in termination or non-renewal of their contract. All quotes must be provided in writing and at no cost to the department.\

D. Personnel

The Contractor shall only use trained and licensed personnel who are directly employed and supervised by the Contractor unless prior approval is obtained. The Contractor shall not subcontract or sublet any portion of the work without the written consent of the **State Hospital Coordinator** or the Town Administrator. For all work performed in accordance with this bid the contractor must adhere to the Prevailing Wage laws, which are incorporated herewith and will be annually updated by the Town.

The contractor's hourly rate must reflect the amount a contractor will charge per hour only and not per hour per person. Only one tradesman shall be assigned to work on a job. Prior permission must be received before the contractor can assign more than one worker per job, including apprentices/helpers. The Town reserves the right to question whether additional personnel are warranted on a particular job based upon each job quote/proposal and performance status. Special attention will be given to allow for assistance when needed, or an unexpected part(s) acquisition is needed during a job to contain costs. However, the contractor must arrive at any routine job that he has quoted prepared with the appropriate personnel, equipment and supplies to perform the project.

E. Guarantee

All work performed throughout the duration of the contract must be guaranteed by the contractor to be completed in a workmanship-like manner and according to applicable Federal, State, and Local codes and industry-accepted standards. The contractor will be responsible for securing any and all necessary permits required prior to commencing work on any job.

The Town of Medfield reserves the right to inspect any and all work performed and in progress under these contracts. Any omission or failure on the part of the Town of Medfield's representative to disapprove or reject inferior or defective work or materials shall not be construed to be an acceptance of such work or material. If any defective work or material is found during inspection, the contractor shall remove or repair, at his/her own expense, such defective work or material rejected and shall rebuild and/or replace it without extra charge.

F. Performance Specifications

- a. Pre-construction
 - i. Examine substrates, areas, and conditions for compliance with requirements for Roofing application detailed in sub-sections B through C.
 - ii. Proceed with Roof repair application only after unsatisfactory conditions have been corrected and surfaces receiving roofing are thoroughly dry.
 - iii. Start of roofing will be construed as Applicator's acceptance of surfaces and conditions within a particular area.
 1. Notify Owner about anticipated problems when using the material specified over substrates primed by others.
- b. General Preparation

1. Remove hardware and hardware accessories, gutter/downspouts, machined surfaces, and similar items already installed that are not to be repaired. If removal is impractical or impossible because of size or weight of the item, provide surface-applied protection before surface preparation and roofing.
 1. After completing roofing operations in each area, reinstall items removed using workers skilled in the trades involved.
- c. Surface Preparation
 - i. Before applying roofing or other surface treatments, clean substrates of substances that could impair bond of the various materials.
 1. Evaluate flashing, and repair as required.
 2. Clean all areas to remove debris that will prevent adhesion of new materials.
- d. General Application
 - i. Apply Roofing according to manufacturer's written instructions. Use applicators and techniques best suited for substrate and type of material being applied.
- e. Application Procedures
 - i. New roofing materials color and slate style shall be approved.
 - ii. New flashing shall be Zinc Coated Copper.
 - iii. If possible, apply a water membrane material such as Ice and Water Shield over wood substrate prior to applying slate or asphalt shingle.
- f. Completed Work:

Match approved samples for color, texture, and coverage. Remove, refinish work not complying with requirements.
- g. Workmanship
 - i. Materials shall be applied by skilled mechanics under proper supervision. All roofing shall match coursing, spacing, and flashing.
 - ii. Final Inspection: State Hospital Coordinator, department head, or owner's designated representative will inspect all roofing work.
 1. Painting Contractor will be required to repair, refinish, re-install items which do not comply with requirements of these specifications.
- h. Boarding Over Window and Door Openings.
 1. Contractor shall evaluate existing opening to determine the existing trim condition to mount new plywood barrier.
 2. Plywood shall be 5/8Inch CDX plywood painted with two coats of an exterior grade latex paint in a "brick" red to match existing wood color.
 3. Fasteners shall be galvanized 2 inch wood deck screwed installed 12 inches on center.
 4. Plywood board shall be measured and cut so it covers all face trim boards to the outside edge. The plywood can sit on the window sill of door threshold.

5. In the case were an existing wood panel has been installed and came loose/fell off, the contractor may reuse the panel provided that the following is met:
 - a. The wood panel is solid and not delaminating:
 - b. All existing fasteners shall be removed and new galvanized 2 inch wood screws are installed in new locations. Do not re-use existing holes.
- i. Cleaning
 - i. At the end of each workday, remove empty cans, rags, rubbish, and other discarded materials from Project site(s).
- j. Protection
 - i. Protect work area during installation to prevent falling material accidents.
 - ii. Install signage in area to keep the public away from the area being worked on.

G. Sample Service Request

PRICE REQUEST BUILDING 12

This project includes surface preparations and field repair of exposed roof decking and missing slate on Building 12 State Hospital.

On the North Facing roof along the Soffit at the intersection of the Masonry wall, approximately 8 slate are missing/broken and wall flashing is missing.

Install ice and water membrane in the limited area, Reflash approximately 5 linear feet from soft to existing acceptable area and re-mortar all let in joints, and install new slate in area to make area tight to weather.

The selected vendor will be responsible for all equipment and labor to prepare surfaces in this roof and wall area and apply new membrane, slate and flashing.

Vendors should submit their roofing quote to the State Hospital Coordinator

Board of Selectmen

Meeting Date: June 18, 2019

Request: to allocate \$2,500 from Local Meals Tax Fund towards activities

Submitted by: Sarah Raposa and Jean Mineo

The town applied for, and received a technical assistance grant from the Metropolitan Area Planning Council (MAPC) for creative placemaking programs at the State Hospital. The Cultural Alliance is a partner in recruiting artists, planning and raising funds. We convened an Advisory Committee and developed programs through May, 2020.

May 1 Programs were presented to the Buildings and Grounds Committee, public safety and public works issues were discussed and the committee voted unanimously to recommend the placemaking activities to the Selectmen for approval.

May 14 Jean presented the programs to Selectmen. Selectmen approved the June 15 band concert and requested the concept be brought before the Development Committee to ensure it does not conflict with committee goals, expectations, or the RFP process.

Kristine Trierweiler subsequently confirmed that no license is required and the Town's insurance covers the proposed town-sponsored activities.

May 28 Reviewed and approved by MSH Development Committee

June 4 BoS approved slate of activities subject to flexibility

We are requesting the Town contribute \$2,500 towards the slate of activities. The total project budget is ~ \$10,488 (which will be primarily raised through private sources). We believe the arts are a solid fit for the Local Meals Tax Fund as the results of the 2017 "Arts and Economic Prosperity Study 5" show that the 16 cultural groups in Medfield, over a 12 month period of surveyed audiences:

- Generated \$3.1 in economic activity in a year
- Supported 125 FTE jobs
- Returned \$113k to local government and \$111k to state government
- Residents and visitors spent locally an average of \$12.35 each as a result of each event

We understand that the funding is based on reimbursements of expenditures.

Thank you for your consideration.



**AN ACCIDENT & SICKNESS INSURANCE PROPOSAL
PREPARED FOR:**

TOWN OF MEDFIELD
112 NORTH STREET
MEDFIELD, MA 02052

PRESENTED BY: VFIS
PO BOX 2726
183 LEADER HEIGHTS ROAD
YORK, PA 17402

DATE PREPARED: 5/21/2019

This proposal is valid for 90 days.

Prepared For: TOWN OF MEDFIELD

Additional Entity Summary	
Included:	TOWN OF MEDFIELD FIRE DEPARTMENT TOWN OF MEDFIELD POLICE DEPARTMENT

Prepared For: TOWN OF MEDFIELD

VOLUNTEER FIRE BASIC BENEFITS	Quote Number:	138181
Loss of Life Benefits		
Accidental Death Benefit Amount.....		\$50,000
Seat Belt Benefit Amount		\$12,500
Safety Vest Benefit Amount		\$12,500
Illness Loss of Life Benefit Amount		\$50,000
Dependent Child & Education Benefit Amount ... Per Dependent Child		\$30,000
Repatriation Benefit Amount		\$2,500
Lump Sum Living Benefits		
Accidental Dismemberment & Paralysis BenefitPrincipal Sum		\$50,000
Vision Impairment BenefitPrincipal Sum		\$50,000
Cosmetic Disfigurement Resulting from Burns BenefitPrincipal Sum		\$50,000
HIV Positive Lump Sum Living Benefit.....Principal Sum		\$50,000
Weekly Income Benefits		
Total Disability Benefit Weekly Amount (first 28 days).....		\$300
Total Disability Benefit Maximum Weekly Amount (after 28 days)		\$900
Total Disability Minimum Weekly Amount		\$75
Total Disability Elimination Period..... Number of Days		0
Total Disability Retroactive		No
Partial Disability is equal to 50% of Total Disability Limit		
Medical Expense Benefits		
Benefits Paid: Primary		
Medical Expense Benefit Maximum Amount		\$250,000
Deductible.....		\$0
Cosmetic Plastic Surgery Benefit Maximum Amount		\$25,000
Post-Traumatic Stress Disorder Benefit Maximum Amount		\$25,000
Critical Incident Stress Management Benefit Maximum Amount		\$25,000
Family Bereavement & Trauma Counseling Benefit Per Person		\$1,000
Felonious Assault Benefit		Included
Home Alteration and Vehicle Modification Benefit Maximum Amount		\$50,000
Volunteer Basic Premium for 1 Year		\$22,273

Prepared For: TOWN OF MEDFIELD

VOLUNTEER FIRE	Quote Number:	138181			
OPTIONAL BENEFITS	(ANNUAL PREMIUM SHOWN)	Limit	Premium	Premium	Premium
Weekly Injury Permanent Impairment Benefit		Included	\$611		
Optional Supplemental Benefits Rider					
Spousal Support & Education Benefit Amount.....		\$15,000	\$138		
Memorial Benefit Amount		\$5,000	\$76		
Injury Permanent Impairment BenefitPrincipal Sum		\$50,000	\$327		
Occupational Retraining Benefit		\$20,000	\$330		
Family Expense Benefit Amount.....		\$100	\$52		
Massachusetts Survivor Accidental Death and Duty to Defend ..		Included	\$809		
Off-Duty Accident Benefit - Injury Only*		\$50,000	\$287		

* Since these benefits are based on exposures (e.g. number of persons, type of activity, type of league) premium may vary annually based on differences in exposure.

Please Note: Coverage provided under the optional Off-Duty / 24-Hour AD&D benefit requires a Roster listing the covered members.

Total Volunteer Basic and Optional:	
Premium for 1 Year	\$24,903

Prepared For: TOWN OF MEDFIELD

CAREER FIRE BASIC BENEFITS	Quote Number:	138181
Loss of Life Benefits		
Accidental Death Benefit Amount.....		\$50,000
Seat Belt Benefit Amount		\$12,500
Safety Vest Benefit Amount		\$12,500
Illness Loss of Life		\$50,000
Dependent Child & Education Benefit Amount ... Per Dependent Child		\$30,000
Repatriation Benefit Amount		\$2,500
Lump Sum Living Benefits		
Accidental Dismemberment & Paralysis BenefitPrincipal Sum		\$50,000
Vision Impairment BenefitPrincipal Sum		\$50,000
Cosmetic Disfigurement Resulting from Burns BenefitPrincipal Sum		\$50,000
HIV Positive Lump Sum Living Benefit.....Principal Sum		\$50,000
Weekly Income Benefits		
Total Disability Benefit Weekly Amount (first 28 days).....		\$300
Total Disability Benefit Maximum Weekly Amount (after 28 days)		\$900
Total Disability Minimum Weekly Amount		\$75
Total Disability Elimination Period..... Number of Days		0
Total Disability Retroactive		No
Partial Disability is equal to 50% of Total Disability Limit		
Medical Expense Benefits		
Benefits Paid: Primary		
Medical Expense Benefit	Maximum Amount	\$250,000
Deductible		\$0
Cosmetic Plastic Surgery Benefit	Maximum Amount	\$25,000
Post-Traumatic Stress Disorder Benefit	Maximum Amount	\$25,000
Critical Incident Stress Management Benefit	Maximum Amount	\$25,000
Family Bereavement & Trauma Counseling Benefit	Per Person	\$1,000
Felonious Assault Benefit		Included
Home Alteration and Vehicle Modification Benefit Maximum Amount		\$50,000
Career Basic Premium for 1 Year		\$28,908

Prepared For: TOWN OF MEDFIELD

CAREER FIRE	Quote Number:	138181			
OPTIONAL BENEFITS	(ANNUAL PREMIUM SHOWN)	Limit	Premium	Premium	Premium
Optional Supplemental Benefits Rider					
Spousal Support & Education Benefit Amount.....		\$15,000	\$47		
Memorial Benefit Amount		\$5,000	\$26		
Injury Permanent Impairment Benefit	Principal Sum	\$50,000	\$332		
Occupational Retraining Benefit		\$20,000	\$1,386		
Family Expense Benefit Amount.....		\$100	\$13		
Off-Duty Accident Benefit - Injury Only*		\$50,000	\$189		

* Since these benefits are based on exposures (e.g. number of persons, type of activity, type of league) premium may vary annually based on differences in exposure.

Please Note: Coverage provided under the optional Off-Duty / 24-Hour AD&D benefit requires a Roster listing the covered members.

Total Career Basic and Optional:	
Premium for 1 Year	\$30,901

Prepared For: TOWN OF MEDFIELD

AUXILIARY POLICE BASIC BENEFITS	Quote Number:	138181
Loss of Life Benefits		
Accidental Death Benefit Amount.....		\$50,000
Seat Belt Benefit Amount		\$12,500
Safety Vest Benefit Amount.....		\$12,500
Illness Loss of Life Benefit Amount		\$50,000
Dependent Child & Education Benefit Amount... Per Dependent Child		\$30,000
Repatriation Benefit Amount.....		\$2,500
Lump Sum Living Benefits		
Accidental Dismemberment & Paralysis BenefitPrincipal Sum		\$50,000
Vision Impairment Benefit.....Principal Sum		\$50,000
Cosmetic Disfigurement Resulting from Burns BenefitPrincipal Sum		\$50,000
HIV Positive Lump Sum Living Benefit.....Principal Sum		\$50,000
Weekly Income Benefits		
Total Disability Benefit Weekly Amount (first 28 days)	Not Included	
Total Disability Benefit Maximum Weekly Amount (after 28 days).....	Not Included	
Total Disability Minimum Weekly Amount	Not Included	
Total Disability Elimination Period	Number of Days	Not Included
Total Disability Retroactive		Not Included
Partial Disability is equal to 50% of Total Disability Limit		
Medical Expense Benefits		
Benefits Paid: Primary		
Medical Expense Benefit	Maximum Amount	\$250,000
Deductible		\$0
Cosmetic Plastic Surgery Benefit	Maximum Amount	\$25,000
Post-Traumatic Stress Disorder Benefit	Maximum Amount	\$25,000
Critical Incident Stress Management Benefit.....	Maximum Amount	\$25,000
Family Bereavement & Trauma Counseling Benefit.....	Per Person	\$1,000
Home Alteration and Vehicle Modification Benefit.	Maximum Amount	\$50,000
Auxiliary Police Basic Premium for 1 Year		\$1,852

Prepared For: TOWN OF MEDFIELD

AUXILIARY POLICE OPTIONAL BENEFITS	Quote Number: (ANNUAL PREMIUM SHOWN)	138181	Limit	Premium	Premium	Premium
Optional Supplemental Benefits Rider						
Spousal Support & Education Benefit Amount.....			\$15,000	\$7		
Memorial Benefit Amount			\$5,000	\$6		
Injury Permanent Impairment BenefitPrincipal Sum			\$50,000	\$26		
Family Expense Benefit Amount.....			\$100	\$11		
Massachusetts Survivor Accidental Death and Duty to Defend ..			Included	\$462		
Off-Duty Accident Benefit - Injury Only*			\$50,000	\$84		

* Since these benefits are based on exposures (e.g. number of persons, type of activity, type of league) premium may vary annually based on differences in exposure.

Please Note: Coverage provided under the optional Off-Duty / 24-Hour AD&D benefit requires a Roster listing the covered members.

Total Auxiliary Police Basic and Optional:	
Premium for 1 Year	\$2,448

Prepared For: TOWN OF MEDFIELD

FULL-TIME POLICE BASIC BENEFITS	Quote Number:	138181
Loss of Life Benefits		
Accidental Death Benefit Amount.....		\$50,000
Seat Belt Benefit Amount		\$12,500
Safety Vest Benefit Amount		\$12,500
Illness Loss of Life Benefit Amount		\$50,000
Dependent Child & Education Benefit AmountPer Dependent Child		\$30,000
Repatriation Benefit Amount		\$2,500
Lump Sum Living Benefits		
Accidental Dismemberment & Paralysis BenefitPrincipal Sum		\$50,000
Vision Impairment BenefitPrincipal Sum		\$50,000
Cosmetic Disfigurement Resulting from Burns BenefitPrincipal Sum		\$50,000
HIV Positive Lump Sum Living Benefit.....Principal Sum		\$50,000
Weekly Income Benefits		
Total Disability Benefit Weekly Amount (first 28 days).....	Not Included	
Total Disability Benefit Maximum Weekly Amount (after 28 days)	Not Included	
Total Disability Minimum Weekly Amount	Not Included	
Total Disability Elimination Period..... Number of Days	Not Included	
Total Disability Retroactive.....	Not Included	
Partial Disability is equal to 50% of Total Disability Limit		
Medical Expense Benefits		
Benefits Paid: Primary		
Medical Expense Benefit..... Maximum Amount		\$250,000
Deductible.....		\$0
Cosmetic Plastic Surgery Benefit..... Maximum Amount		\$25,000
Post-Traumatic Stress Disorder Benefit	Maximum Amount	\$25,000
Critical Incident Stress Management Benefit	Maximum Amount	\$25,000
Family Bereavement & Trauma Counseling Benefit	Per Person	\$1,000
Home Alteration and Vehicle Modification Benefit Maximum Amount		\$50,000
Full-Time Police Basic Premium for 1 Year		\$14,701

Prepared For: TOWN OF MEDFIELD

FULL-TIME POLICE	Quote Number:	138181			
OPTIONAL BENEFITS	(ANNUAL PREMIUM SHOWN)	Limit	Premium	Premium	Premium
Optional Supplemental Benefits Rider					
Spousal Support & Education Benefit Amount.....		\$15,000	\$69		
Memorial Benefit Amount		\$5,000	\$51		
Injury Permanent Impairment Benefit	Principal Sum	\$50,000	\$157		
Family Expense Benefit Amount.....		\$100	\$11		
Off-Duty Accident Benefit - Injury Only*		\$50,000	\$200		

* Since these benefits are based on exposures (e.g. number of persons, type of activity, type of league) premium may vary annually based on differences in exposure.

Please Note: Coverage provided under the optional Off-Duty / 24-Hour AD&D benefit requires a Roster listing the covered members.

Total Full-Time Police Basic and Optional:	
Premium for 1 Year	\$15,189

Prepared For: TOWN OF MEDFIELD

	Quote Number:	138181
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Grand Total Premium for 1 Year	\$73,441
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NATIONAL UNION FIRE INSURANCE COMPANY OF PITTSBURGH, PA.

Executive Offices: 175 Water Street, 15th Floor, New York, NY 10038
(212) 458-5000

(a capital stock company, herein referred to as the Company)

APPLICATION FOR BLANKET ACCIDENT AND SICKNESS INSURANCE

Application for a plan of accident and sickness is hereby made by: TOWN OF MEDFIELD

(Name of Policyholder)

to National Union Fire Insurance Company of Pittsburgh, Pa. for coverage under Blanket Accident and Sickness Policy Form V40039NUFIC as described in Quote Number _____ a copy of which is attached to and made a part of this application.

Policy Effective Date: _____

Customer Number: C03174

Payment Plan: 1 Year – Annual

The following changes in limits or coverage from the above mentioned Quote Number are hereby requested:

The above named entity hereby acknowledges that the changes shown above may result in a change of premium from that which was previously quoted.

The above named entity hereby understands that this application for accident and sickness coverage is subject to approval of the Company.

General Fraud Warning: Any person who knowingly and with intent to defraud any insurance company or another person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act, which is a crime and may subject the person to criminal and civil penalties.

(Signed by Authorized Representative)

(Title of Authorized Representative)

(Date)

Signed by Licensed Resident Agent
(Where Required by law)

Request for Transfer from the Reserve Fund

Date 6/14/19

Warrant Committee
Town of Medfield

Dear Committee Members:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested: \$ 2700.00
2. To be transferred to: 0121012 521100
(Give Name and No. of Appropriation)
3. Present balance in said appropriation: \$ 50.97
4. The amount requested will be used for (give specific purpose):

Surftreach \$ 500
Eversource #

5. This expenditure is extraordinary and/or unforeseen for the following reasons.

With the cost of electricity rising every year, \$ 69,500 budgeted is very low. Our present electricity costs thru May are \$ 75,229. Telephones are also underbudgeted the monthly telephone services are \$ 3,500.



Officer or Department Head

Action of Warrant Committee

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____ Transfer disapproved

Warrant Committee Chair

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.

Request for Transfer from the Reserve Fund

Date 6/14/19

Warrant Committee
Town of Medfield

Dear Committee Members:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested: \$ 54,600.80
2. To be transferred to: 0121021 510100
(Give Name and No. of Appropriation)
3. Present balance in said appropriation: \$ 67,019.82
4. The amount requested will be used for (give specific purpose):

Deputy Chief buyback	\$20,478.00
FLSA	7,000.00
Holiday Pay	16,175.52
overtime	18,862.62
base salary	59,094.28

5. This expenditure is extraordinary and/or unforeseen for the following reasons.

Cost of replacing 2 injured officers 126 days	-	\$52,343.36
cost of replacing 1 sgt on extended sick and 1 dispatcher 83 days		\$30,772.08
cost of buyback 3 retiring officers		\$44,196.96
cost of replacing 1 officer on family leave 10 days		\$4,233.60



Officer or Department Head

Action of Warrant Committee

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____ Transfer disapproved

Warrant Committee Chair

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.

Request for Transfer from the Reserve Fund

Date 6/14/19

Warrant Committee
Town of Medfield

Dear Committee Members:

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6, of the Massachusetts General Laws:

1. Amount requested:

2661.45 (92)
~~3589.45~~

2. To be transferred to:

0121042 521220
(Give Name and No. of Appropriation)

3. Present balance in said appropriation:

\$ 0

4. The amount requested will be used for (give specific purpose):

Central Mass Signal	1938	#	2,242.00	
Central Mass Signal	1939	#	126.95	
Central Mass Signal	1951	#	535.50	
Central Mass Signal	estimated bill	#	625.00	
	not received yet		868.00	MIA INS REIMB
			<u>2661.45</u>	

5. This expenditure is extraordinary and/or unforeseen for the following reasons.

Traffic lights were struck by lightning on July 6, 2018. Cost of repairs was \$46,762.50. Reimbursement from insurance was \$24,000. Budgeted line item for traffic lights is \$16,524.



Officer or Department Head

Action of Warrant Committee

Date of Meeting _____ Number Present and Voting _____

Transfer voted in the sum of \$ _____ Transfer disapproved

Warrant Committee Chair

Request must be made and transfer voted before any expenditure in excess of appropriation is incurred.

APPROPRIATION TRANSFERS

Requested Under The Provisions Of Chapter 77 of the Acts of 2006

amends M.G.L. Chapter 44 section 33B

amended per Municipal Modernization Act of 2016

(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

Board of Selectmen & Warrant Committee

Town of Medfield

Request is hereby made for the following transfer in accordance with Chapter 77 of the A 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid app deficits.

Transfer from: 01123-1-510100 Town Adm - Salaries
Account Number Account Name

Transfer to: 01-916-2-570400 medicare
Account Number Account Name

Requested amount of transfer: \$25,000.00

Reason for request: Fy 2019 final payroll includes schonelemp
sum payroll. This appropriation expenditure is estimated
each fy to include a 1.45% federal mandate. Each
employee hired after 1-1-1986 is subject to this tax
and the town must match it.

Georgia Kolon
Requesting Department Head Signature

Availability of funds:

Treas/Coll 6/14/19
Title Date

JR 6/13/19
Town Accountant Date

Signature for BOARD OF SELECTMEN	Approved _____	Disapproved _____
Date _____	Number Present and Voting _____	

Signature for WARRANT COMMITTEE	Approved _____	Disapproved _____
Date _____	Number Present and Voting _____	

APPROPRIATION TRANSFERS

Requested Under The Provisions Of Chapter 77 of the Acts of 2006

amends M.G.L. Chapter 44 section 33B

amended per Municipal Modernization Act of 2016

(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

Board of Selectmen & Warrant Committee
Town of Medfield

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid appropriation deficits.

Transfer from: 01-123-1 Town Adminstrator Salaries
Account Number Account Name

Transfer to: 01-195-2 Town Report Operating Expense
Account Number Account Name

Requested amount of transfer: \$4,700.00

Reason for request: To pay balance of Town Report



Requesting Department Head Signature

Availability of funds:

jr 6/14/19
Town Accountant Date

TOWN ADMINISTRATOR 6/14/19
Title Date

Signature for BOARD OF SELECTMEN
Approved _____ Disapproved _____
Number Present and Voting _____
Date _____

Signature for WARRANT COMMITTEE
Approved _____ Disapproved _____
Number Present and Voting _____
Date _____

APPROPRIATION TRANSFERS

Requested Under The Provisions Of Chapter 77 of the Acts of 2006
amends M.G.L. Chapter 44 section 33B
amended per Municipal Modernization Act of 2016
(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

Board of Selectmen & Warrant Committee
Town of Medfield

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid appropriation deficits.

Transfer from: 01-134-1 Town Accountant Salaries
Account Number Account Name

Transfer to: 01-134-2 Town Accountant Operating Expense
Account Number Account Name

Requested amount of transfer: \$7,200.00

Reason for request: Shortage in operating expense due to hiring a consultant to assist during
staffing shortage period (total \$6,937.50), and shortage in Opeb consultant line

J. A. Riccanti
Requesting Department Head Signature

Availability of funds:

TOWN ACCOUNTANT 6/3/19
Title Date

JR 6/14/19
Town Accountant Date

	Approved _____	Disapproved _____
Signature for BOARD OF SELECTMEN	Number Present and Voting	
Date	_____	

	Approved _____	Disapproved _____
Signature for WARRANT COMMITTEE	Number Present and Voting	
Date	_____	

APPROPRIATION TRANSFERS

Requested Under The Provisions Of Chapter 77 of the Acts of 2006

amends M.G.L. Chapter 44 section 33B

amended per Municipal Modernization Act of 2016

(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

Board of Selectmen & Warrant Committee
Town of Medfield

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid appropriation deficits.

Transfer from: 0122071-510100 Fire & Rescue ^{OP} Salaries
Account Number Account Name

Transfer to: 0122061-510100 Fire & Rescue Admin Salaries
Account Number Account Name

Requested amount of transfer: \$10,000.00

Reason for request: The Fire & Rescue Admin Salary line was underfunded prior to my arrival. This transfer will provide enough funding within the Admin Salaries line and leave enough within the Fire & Rescue Ops Salaries lines to finish the FY.

~~WCS~~
Requesting Department Head Signature

Availability of funds:

Fire Chief 06-03-19
Title Date

JR 6/14/19
Town Accountant Date

Signature for BOARD OF SELECTMEN	Approved _____	Disapproved _____	
Date _____	Number Present and Voting _____		

Signature for WARRANT COMMITTEE	Approved _____	Disapproved _____	
Date _____	Number Present and Voting _____		

APPROPRIATION TRANSFERS

Requested Under The Provisions Of Chapter 77 of the Acts of 2006

amends M.G.L. Chapter 44 section 33B

amended per Municipal Modernization Act of 2016

(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

Board of Selectmen & Warrant Committee
Town of Medfield

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid appropriation deficits.

Transfer from: 014261 EQUIP SALARY
Account Number Account Name

Transfer to: 014262 EQUIP OPERATIONS
Account Number Account Name

Requested amount of transfer: \$10,000.00

Reason for request: UNEXPECTED VEHICLE REPAIRS

Maurice Goulet
Requesting Department Head Signature

Availability of funds:

DPW DIRECTOR 5/29/19
Title Date

OR 6/14/19
Town Accountant Date

Signature for BOARD OF SELECTMEN
Date
Approved _____ Disapproved _____
Number Present and Voting _____

Signature for WARRANT COMMITTEE
Date
Approved _____ Disapproved _____
Number Present and Voting _____

APPROPRIATION TRANSFERS

Requested Under The Provsions Of Chapter 77 of the Acts of 2006

amends M.G.L. Chapter 44 section 33B

amended per Municipal Modernization Act of 2016

(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

Board of Selectmen & Warrant Committee
Town of Medfield

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid appropriation deficits.

Transfer from: 014332 TFS OPERATING
Account Number Account Name

Transfer to: 014331 TFS SALARY
Account Number Account Name

Requested amount of transfer: \$15,000.00

Reason for request: MORE STAFF NEEDED TO ACCOMMODATE ADDITIONAL HOURS
FOR RESIDENTS AND ADDITIONAL PERSONNEL FOR SWAP OPERATIONS

Maurice Spriet
Requesting Department Head Signature

Availability of funds:
JP 6/4/19
Town Accountant Date

DPW DIRECTOR 5/29/19
Title Date

Signature for BOARD OF SELECTMEN
Date
Approved _____ Disapproved _____
Number Present and Voting _____

Signature for WARRANT COMMITTEE
Date
Approved _____ Disapproved _____
Number Present and Voting _____

APPROPRIATION TRANSFERS

Requested Under The Provisions Of Chapter 77 of the Acts of 2006

amends M.G.L. Chapter 44 section 33B

amended per Municipal Modernization Act of 2016

(Requests allowed at fiscal year end, May, June, and the first 15 days of July)

Board of Selectmen & Warrant Committee
Town of Medfield

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B of the Massachusetts General Laws to avoid appropriation deficits.

Transfer from: 014911 CEMETERY SALARY
Account Number Account Name

Transfer to: 014912 CEMETERY OPERATIONS
Account Number Account Name

Requested amount of transfer: \$7,000.00

Reason for request: ENCOUNTERED ADDITIONAL CARE OF GROUNDS DUE TO
INCLEMENT WEATHER

Maurice Goulet
Requesting Department Head Signature

DPW DIRECTOR 5/29/19
Title Date

Availability of funds:
Je 6/14/19
Town Accountant Date

Signature for BOARD OF SELECTMEN	Approved _____	Disapproved _____
Date _____	Number Present and Voting _____	

Signature for WARRANT COMMITTEE	Approved _____	Disapproved _____
Date _____	Number Present and Voting _____	

**SERSG Contract Award
FY20 DPW Supplies**

The Board of Selectmen of the Town of Medfield voted at its meeting held on _____, 2019 to award contracts to the bidders listed below under the SERSG DPW Supplies IFB for a twelve month period commencing July 1, 2019. This award is conditioned upon the receipt of the appropriate documents specified in the above IFB. The SERSG Regional Administrator will collect these documents on behalf of the Town Manager and present them to him for final approval and signature.

<u>winning vendor</u>	<u>Estimated Quant.</u>	<u>Bid Price</u> per quantity	<u>Est. Value</u>
4 3/4" Stone Lorusso Corp., Plainville, MA	75	16.35 per ton	\$1,226.25
6 Stone dust P A Landers Co. Hanover, MA	100	15.00 per ton	\$1,500.00
9 Washed Sand for Snow and Ice Removal Zone A: Canton, Medfield, Milton, Sharon G. Lopes, Taunton, MA	200	16.88 per ton	\$3,376.00
13 Redi-Mix Concrete (< 4 yds per delivery) Boro Sand & Stone, N. Attleboro, MA	5	165.00 per yard	\$825.00
15 Drain Manhole Frames & Covers John Hoadley and Sons, Rockland, MA	8	332.50 per each	\$2,660.00
16 Sewer Manhole Frames & Covers John Hoadley and Sons, Rockland, MA	20	332.50 per each	\$6,650.00
17 Manhole Extension Rings			
1"	10	87.25 per each	\$872.50
1-1/2"	0	90.40 per each	\$0.00
2"	0	101.00 per each	\$0.00
John Hoadley and Sons, Rockland, MA			
20 Catch Basin Frames (3 flange) includes grates John Hoadley and Sons, Rockland, MA	12	313.75 per each	\$3,765.00
21 Catch Basin Frames (4 flange) includes grates John Hoadley and Sons, Rockland, MA	12	318.00 per each	\$3,816.00
23 Catch Basin Extension Rings			
1"	12	87.25 per each	\$1,047.00
1-1/2"	0	93.50 per each	\$0.00
2"	0	106.25 per each	\$0.00
John Hoadley and Sons, Rockland, MA			

**SERSG Contract Award
FY20 DPW Supplies**

<u>winning vendor</u>	<u>Estimated Quant.</u>	<u>Bid Price</u>	<u>Est. Value</u>
26 Cast Iron Detectable Warning Plate			
	6		
18" x 24"		58.00 per each	\$348.00
24" x 30"		96.00 per each	\$576.00
24" x 24" square		77.00 per each	\$462.00
18" x 24" powder coated		84.00 per each	\$504.00
24" x 30" powder coated		139.00 per each	\$834.00
24" x 24" square, powder coated		111.00 <u>per each</u>	\$666.00
Ferguson Waterworks, Canton, MA		\$3,390.00	
29 Class I Bituminous Concrete Patching Mix (FOB) Cold Patch			
Zone A: Canton, Medfield, Milton, Sharon			
T L Edwards, Inc., Avon, MA	25	96.00 per ton	\$2,400.00
30 Class I Bituminous Hot Mix (FOB)			
Zone A: Medfield, Norfolk, Plainville, Wrentham			
Lorusso Corp., Plainville, MA	500	62.45 per ton	\$31,225.00
31 Class I Bituminous Winter Mix (FOB)			
Zone E: Canton, Medfield, Milton, Sharon			
T L Edwards, Inc., Avon, MA	100	94.75 per ton	\$9,475.00
36 Mid-Grade Unleaded Gasoline			
Peterson Oil, Worcester, MA	35,000	2.27 per gallon **	\$79,555.00
		*\$0.0585	

**SERSG Contract Award
FY20 DPW Supplies**

<u>winning vendor</u>	<u>Estimated Quant.</u>	<u>Bid Price</u>	<u>Est. Value</u>
38 Ultra Low Sulfur Diesel Peterson Oil, Worcester, MA	45,000	2.41 per gallon ** *\$0.0625	\$108,535.50
	Total Estimated Value		\$260,318.25

***Fixed Bid Increment and tax are added to the Boston Low from the Journal of Commerce for the date of fuel delivery.**

****Based on reference price of 4/10/19**

Signatures

Chair, Board of Selectmen

**SERSG Contract Award
FY20 Water and Sewer Treatment Chemicals**

The Board of Selectmen of the Town of Medfield voted at its meeting held on _____, 2019 to award contracts to the bidders listed below under the SERSG DPW Supplies IFB for a twelve month period commencing July 1, 2019. This award is conditioned upon the receipt of the appropriate documents specified in the above IFB. The SERSG Regional Administrator will collect these documents on behalf of the Town Manager and present them to him for final approval and signature.

<u>Winning Bidder</u>	<u>Estimated Quantity</u>	<u>Bid Price</u>	<u>Est. Value</u>
8 Sodium Hydroxide 50% Solution, gallons			
Univar Co., Providence, RI	8,000	1.9197 per gallon	15,357.60
10 Sodium hypochlorite 15% Solution, 5 gal. pails			
REJECT ALL BIDS	800	0 per pail	0.00
19 Polyaluminum Chloride, gallons (PCH-101 equiv.)			
Holland Company Inc., Adams, MA	27,000	2.62 per pound	70,740.00
22 Sodium Aluminate, gallons			
Holland Company Inc., Adams, MA	15,000	3.62 per gallon	54,300.00
Total Estimated Value			\$140,397.60

Signatures

Chair of the Board of Selectmen

**SERSG Contract Award
OFFICE SUPPLIES for 7/1/19-6/30/21**

The Board of Selectmen of the Town of Medfield voted at its meeting held on _____, 2019 to award a contract to W.B. Mason Co., Inc., Brockton, MA for Office Supplies for a two-year period commencing on July 1, 2019. W. B. Mason submitted a responsive bid with the largest discount of 61.6% off the prices of office supplies, and with 36.6% off ink and toner cartridges contained in the 2019 United Stationer's Supply Catalog (subject to specific exclusions) in response to the SERSG cooperative Invitation for Bids for Office Supplies for Fiscal Years 2020 and 2021. This award is conditioned upon receipt of the appropriate documents specified in the above IFB. The SERSG Regional Administrator will collect these documents and present them for final approval and signature.

Signatures

Chair, Board of Selectmen

**SERSG PAPER Contract Award
for July 1, 2019 - June 30, 2020**

The Board of Selectmen of the Town of Medfield at its meeting on _____, 2019 voted to award a contract for paper supplies to W.B. Mason Co. Inc. as detailed below for a twelve month period commencing July 1, 2019. This award is conditioned upon the receipt of the appropriate documents specified in the above IFB. The SERSG Regional Administrator will collect these documents on behalf of the Board of Selectmen and present them to the Board for final approval and signature.

	TYPE OF PAPER	Bid Price	Estimated Quantity	Estimated Value
	COMPUTER PAPER -92 BRIGHTNESS			
4	20 lb. White, 8 1/2" x 11" (Carton- 5000 sheets) LETTER	\$ 32.90	48	\$ 1,579.20
	TOTAL ESTIMATED CONTRACT VALUE			\$ 1,579.20

Signature(s)

Chair, Board of Selectmen

Board Member

Board Member

Board Member

Board Member



June 4, 2019

RECEIVED

JUN 07 2019

MEDFIELD SELECTMEN

Dear Board of Selectmen:

I am writing to request your approval for the **2019 CF Cycle for Life** to travel through the town of Medfield. The event is a single day fundraising bicycle ride to benefit the Cystic Fibrosis Foundation. Over the past twenty-one years, nearly \$2.4 million have been raised by dedicated CF volunteers and participants to support the mission of the Cystic Fibrosis Foundation.

This year's 22nd Anniversary ride is scheduled for Saturday, October 5, 2019. We offer three routes, 12, 30 and 65 miles. The format of the ride is a split start, one hundred 65-mile riders will leave Holliston at 8:30 am traveling through various towns and back. Two hundred, 30/12-mile riders will leave Holliston at 10:00 am. The event starts and finishes at the Fatima Shrine on Summer Street in Holliston. All cue sheets are enclosed.

As always, our priority is making the ride as safe as possible by keeping to side roads when practical and providing support to all riders. We anticipate having 300 riders and 80 volunteers ensuring the safety of our riders this year.

The mission of the Cystic Fibrosis Foundation is to cure cystic fibrosis and to provide all people with the disease the opportunity to lead full, productive lives by funding research and drug development, promoting individualized treatment, and ensuring access to high-quality, specialized care.

If you have any questions, please do not hesitate to contact me at the Cystic Fibrosis Foundation in Natick at (508) 655-6000 or email us at kstarke@cff.org. Can you please let us know about any road closures or planned construction? Thank you for your past support and willingness to help.

Sincerely,

Kristin Starke

Senior Development Manager

MASS/RI Chapter | 220 North Main St., #104 | Natick, MA 01760 | 508-655-6000 |
<https://www.cff.org/Mass-RI/>



12 MILE ROUTE • JENNA LOOP

Saturday October 5, 2019

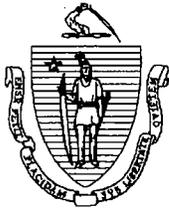
Leg	Total	Dir	Cue
0	0	R	MA-126 S/ Summer Street into Medway
0.8	0.8	L	Lovering Street
0.9	1.7	L	Winthrop Street
0.7	2.4	R	Hill Street into Holliston
0.9	3.3	L	Norfolk Street
1.4	4.7	BR	Franklin Street
0.2	4.9	R	Central Street. Stay on Central Street bearing to the right. (avoiding Fiske Street)
0.9	5.8	L	MANDATORY REST STOP (Lutheran Church, 600 Central Street, Holliston)
			Please check in with volunteers
			From Rest Stop:
1.1	6.9	R	Bullard Lane
0.6	7.5	R	Orchard Street (becomes Goulding Street in Holliston)
1.5	9.0	L	Norfolk Street
0.2	9.2	R	Hill Street into Medway
0.9	10.1	L	Winthrop Street
1.0	11.1	R	Partridge Street
0.1	11.2	BL	Partridge Street
0.1	11.3	R	Lovering Street
0.6	11.9	R	MA-126 N/ Summer Street into Holliston
0.9	12.8	L	FINISH LINE at Fatima Shrine *Please check in with volunteers*



65 MILE ROUTE

CF Cycle for Life Saturday October 5, 2019

Leg	Total	Dir	Cue
0	0	R	MA-126 S/ Summer Street into Medway
0.8	0.8	L	Lovering Street
0.9	1.7	L	Winthrop Street
0.7	2.4	R	Hill Street into Holliston
0.9	3.3	L	Norfolk Street
1.4	4.7	BR	Franklin Street
0.2	4.9	R	Central Street
0.2	5.1	BL	Fiske Street (becomes Mill Street in Sherborn)
3.1	8.2	BR	Woodland Street
0.2	8.4	BR	Continue on Woodland Street
0.3	8.7	L	Woodland Street into Sherborn
500 ft	8.7	S	Cross S. Main Street (Rt. 27) onto Forest Street
0.8	9.5	BL	Lake Street
0.5	10.0		OPTIONAL REST STOP (Farm Pond, 201 Lake St, Sherborn)
0.7	10.7	S	Cross Farm Road; continuing on Lake Street
0.9	11.8	R	MA-16 E/ Eliot Street into Natick
2.8	14.6	R	Mill Lane (very small side road beside S. Natick dam)
300 ft	14.6	R	Pleasant Street - cross bridge
0.2	14.8	R	Glen Street into Dover
2.4	17.2	R	Farm Street
1.3	18.5	BR	Junction Street (Junction St becomes Harding St in Medfield)
1.1	19.6	R	Hospital Road
1.1	20.7	R	MA-27 N/ South Main Street
0.7	21.4	L	MA-115 S/ Bullard Street (becomes Orchard Street in Millis)
1.9	23.3	BR	Stay on Orchard Street (leaving Rte 115)
300 ft	23.3	S	Cross Middlesex Street, continue on Orchard Street
1.3	24.6	S	MANDATORY REST STOP (Holliston Senior Center, 150 Goulding St, Holliston) *Check in with volunteers*
1.2	25.8	L	Norfolk Street
0.2	26.0	R	Hill Street into Medway
0.5	26.5	L	Winthrop Street
1.6	28.1	R	Adams Street
1.0	29.1	L	MA-126 S/ Summer Street
1.0	30.1	R	MA-109 W/ Milford Street
1.6	31.7	R	Clark Street (turns into South Street in Holliston)
1.3	33.0	L	Rockland Street



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle L. Chan, Undersecretary

June 10, 2019

Mr. Gustave Murby, Chairman
Medfield Board of Selectman
Town House/ 459 Main Street
Medfield, MA 02052

Housing Production Plan – Certification Approved

Dear Mr. Murby:

The Department of Housing and Community Development (DHCD) certifies that the Town of Medfield is in compliance with its Housing Production Plan. This certification is effective for a one year period beginning on May 10, 2019 to May 9, 2020. This Certification of Municipal Compliance is based on the following findings:

1. Medfield has provided evidence that the required number of units described in its request is eligible to be counted towards certification.
2. The 27 Subsidized Housing Inventory (SHI) eligible units in this project (Medfield Meadows SHI ID # 10290 meet the number (21) necessary to satisfy a one year certification threshold.
3. The housing development is consistent with the production goals outlined in Medfield Housing Production Plan.

Please note that all units must retain eligibility for the SHI for the entire certification period. If units are no longer eligible for inclusion on the SHI, they will be removed and will no longer be eligible for certification. This action may affect the term of your certification. I have included an updated list of SHI eligible units. Medfield's current SHI stands at 8.29%. If you have any questions or need assistance, please contact Phillip DeMartino, Technical Assistance Coordinator, at (617) 573-1357 or Phillip.DeMartino@state.ma.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Louis Martin", with a long horizontal flourish extending to the right.

Louis Martin
Associate Director, DHCD

cc Senator Paul Feeney
Representative Shawn Dooley
Representative Denise C. Garlick
Sarah Raposa, Town Planner, Medfield
Michael J. Sullivan, Town Administrator, Medfield
John J. McNicholas, Acting Chair, Zoning Board of Appeal

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CH40B SUBSIDIZED HOUSING INVENTORY

Medfield

DHCD ID #	Project Name	Address	Type	Total SHI Units	Affordability Expires	Built w/ Comp. Permit?	Subsidizing Agency
1890	Tilden Village	30 Pound Street	Rental	60	Perp	Yes	DHCD
1891	Allendale	Dale Street	Ownership	17	Perp	YES	DHCD
1892	The Village at Medfield	Turtle Brook Way	Ownership	6	Perp	YES	DHCD
1893	Wilkins Glen	Wilkins Glen Road	Rental	103	2042	YES	MassHousing
4360	DDS Group Homes	Confidential	Rental	5	N/A	No	DDS
9953	The Parc at Medfield	One Gateway Drive	Rental	92	Perp	YES	DHCD
10062	Country Estates	21, 25, & 29 Hospital Rd	Ownership	8	Perp	YES	MassHousing
10063	Cushman House aka Cushing House	67 North Street	Rental	8	Perp	YES	DHCD
10221	71 North Street	71 North Street	Rental	8	Perp	YES	DHCD
10222	Hillside Village	80 North Meadows Road	Rental	16	Perp	YES	DHCD
10290	Medfield Meadows	41 Dale St	Mix	27	Perp		DHCD
Medfield Totals				350	Census 2010 Year Round Housing Units	4,220	8.29%
					Percent Subsidized		

6/10/2019

This data is derived from information provided to the Department of Housing and Community Development (DHCD) by individual communities and is subject to change as new information is obtained and use restrictions expire.



TOWN OF MEDFIELD

Office of the
BUILDING DEPARTMENT

Phone (508) 906-3005

Fax (508) 359- 6182

Gary D Pelletier, CBO
**Building Commissioner/
Zoning Enforcement Officer**

June 5th, 2019

Mr. William Joyce, Compliance Officer
Commonwealth of Massachusetts
Division of Professional Licensure
Office of Public Safety and Inspection
Architectural Access Board

Dear Sir

I received the attached "First Notice" and violation letter on May 28th, 2019. I have conducted a site visit and observed the 2 violations cited to be valid. I immediately informed and conferred with the appropriate department heads regarding the corrective actions needed to bring Medfield Senior Center into compliance with the current requirements of 521 CMR 23.2.2 for Van Accessibility and 521 CMR 23.6.1 for Signage.

The current lot requires 4 Accessible Spaces in accordance with 521 CMR 23.2.1, and there are currently 6 Accessible Spaces, so we will reconfigure space #6 to be Van Accessible. (See plan attached) We will be generating work orders without delay and procuring and installing the appropriate signage as soon as it is available. We anticipate being able to complete corrective actions within 45 days. We will notify your office upon full compliance and provide verification as requested. Thank you for bringing this matter to our attention.

Please feel free to contact me with any questions or concerns.

Regards,

Gary D Pelletier, CBO
Building Commissioner
Zoning Enforcement Officer

Cc: Amy Colleran
Kristine Trierweiler
Maurice Goulet



CHARLES D. BAKER
GOVERNOR

EDWARD A. PALLESCHI
UNDERSECRETARY OF CONSUMER
AFFAIRS AND BUSINESS REGULATION

KARYN E. POLITO
LIEUTENANT GOVERNOR

**Commonwealth of Massachusetts
Division of Professional Licensure
Office of Public Safety and Inspections
Architectural Access Board**

DIANE M. SYMONDS
COMMISSIONER, DIVISION OF
PROFESSIONAL LICENSURE

MIKE KENNEALY
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT

1000 Washington St., Suite 710 Boston MA 02118
V: 617-727-0660 www.mass.gov/aab Fax: 617-979-5459

TO: Town of Medfield
459 Main Street
Medfield, MA 02052

Docket Number **C 18 057**

RE: Medfield Senior Center
1 Ice House Road
Medfield

DATE: 5/23/2019

Enclosed please find a copy of the following material regarding the complaint against the above location:

- First Notice Stipulated Order
 Second Notice Letter of Meeting
 Notice of Hearing Application for Variance
 Correspondence Decision of the Board

Please review all enclosed documents carefully.

cc: Local Building Inspector
Independent Living Center
Local Commission on Disability
Complainant



CHARLES D. BAKER
GOVERNOR

EDWARD A. PALLESCHI
UNDERSECRETARY OF CONSUMER
AFFAIRS AND BUSINESS REGULATION

KARYN E. POLITO
LIEUTENANT GOVERNOR

**Commonwealth of Massachusetts
Division of Professional Licensure
Office of Public Safety and Inspections
Architectural Access Board**

DIANE M. SYMONDS
COMMISSIONER, DIVISION OF
PROFESSIONAL LICENSURE

MIKE KENNEALY
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT

1000 Washington St., Suite 710 Boston MA 02118
V: 617-727-0660 www.mass.gov/aab Fax: 617-979-5459

January 16, 2019

Town of Medfield
459 Main Street
Medfield, MA 02052

Docket Number **C18 057**

RE: Medfield Senior Center 1 Ice House Road , Medfield

Dear Sir/Madam:

Upon information received by the Architectural Access Board, the facility referenced above has been reported to violate M.G.L. c. 22, § 13A and the Rules and Regulations (521 CMR) promulgated thereunder. Reported violations, include the following items:

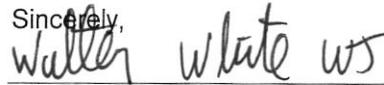
Section: Reported violation:

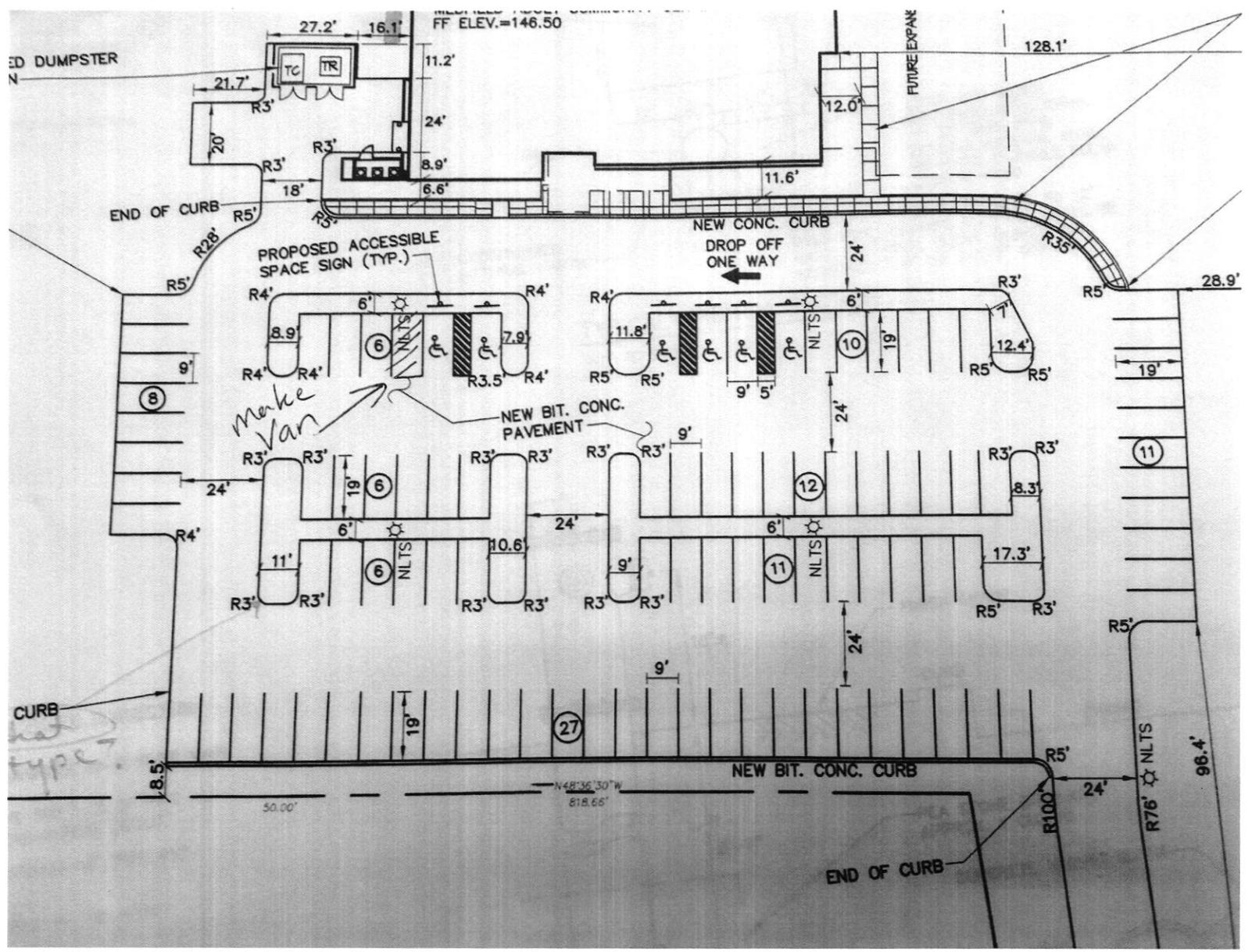
23.2.2	One in every eight accessible spaces, but not less than one, shall be van accessible, See 521 CMR 23.4.7. Complainant reports that no van-accessible spaces are provided.
23.6.1	A sign shall be located at the head of each space and no more than ten feet (10' = 3048mm) away, and at accessible passenger loading zones and may also include wording identifying its use. Complainant reports that signs are not provided at the heads of accessible spaces. See attached photos.

Under Massachusetts law, the Board is authorized to take legal action against violators of its regulations, including but not limited to, an application for a court order preventing the further use of an offending facility. The Board also has the authority to impose fines of up to \$1,000.00 per day, per violation, for willful noncompliance with its regulations.

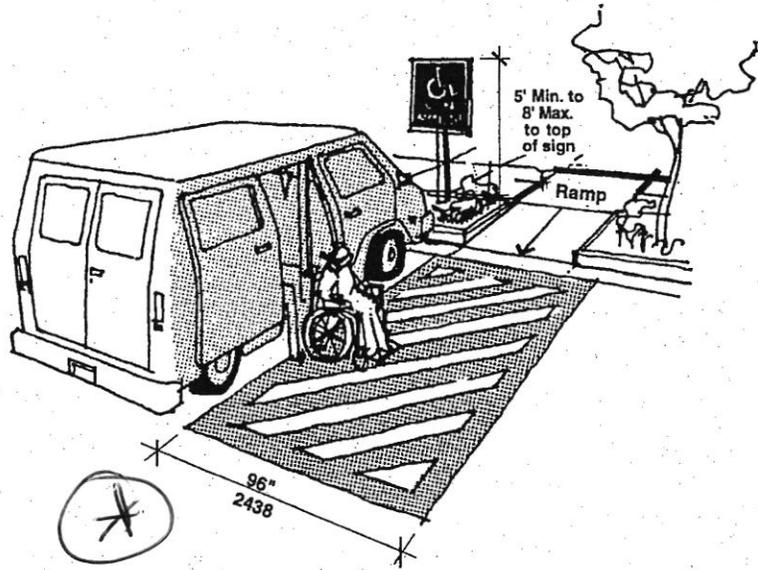
You are requested to notify this Board, in writing, of the steps you have taken or plan to take to comply with the current regulations. Please note the current sections may be different from the sections that are cited above. Unless the Board receives such notification within 14 days of receipt of this letter, it will take necessary legal action to enforce its regulations as set forth above. If you have any questions, you may contact this office.

cc: Local Building Inspector
Local Disability Commission
Independent Living Center
Complainant

Sincerely,

Walter White
Chairperson



23.00: continued



Van Accessible Space
Figure 23c

- b. Each *space* shall have a sign designating it "Van Accessible" as required by 521 CMR 23.6, **Signage**.
- c. All such *spaces* may be grouped on one level of a parking structure.
- d. Eight foot minimum (8' = 2438mm) wide *space*.
- e. Provide an *access aisle* of eight feet (8' = 2438mm).

Exception: Van *accessible* spaces do not have to be separately provided if all required *accessible* parking *spaces* are 11 feet wide (11' = 3353mm) with a five foot (5' = 1524mm) *access aisle*.

23.5 SIDEWALKS

Where *sidewalks* are provided at *accessible* parking *spaces*, a *curb cut* shall be installed at the *access aisle* of each *accessible space* or pair of *spaces*.

Exception: Where walkways and sidewalks are provided at temporary accessible parking spaces, there shall be a firm, stable path of travel, not less than 36 inches wide, from the temporary accessible parking spaces to said walkway or sidewalk. There shall be no abrupt changes in level greater than 1/2 inch. If there is a change of level greater than 1/2 inch, then vertical access shall be provided either via temporary curb ramps or via a temporary ramp.

23.6 SIGNAGE

Accessible parking *spaces* shall be identified by signs indicating that they are reserved.

- 23.6.1 A sign shall be located at the head of each space and no more than ten feet (10' = 3048mm) away, and at *accessible* passenger loading zones and may also include wording identifying its use.

Exception: Signs for temporary accessible parking spaces located within a field or otherwise unpaved area shall be located at the head of each space if there are no attendants directing people to park, or signs indicating a general area designated for accessible vehicles if parking attendants are directing people to park.

- 23.6.2 The sign shall show the international symbol of *accessibility*.

- 23.6.3 Van *accessible spaces* shall includes the words: "Van-Accessible".