



TOWN OF MEDFIELD

MEETING NOTICE

POSTED:

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TOWN OF MEDFIELD, MASS.
TOWN CLERK
2019 AUG -9 4 11 52

OFFICE OF THE
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 August 13, 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

Action Items

Police Chief Guerette requests the Selectmen vote to sign Request for Transfer from Franklin Police Department to Medfield for Conor Ashe

Discussion

Review 2018 Consultant's public and private parking report

Licenses and Permits (consent agenda)

Medfield Youth Basketball, David Higgins coordinator, requests permission to place signs August 15 to September 15 announcing registration

Trustees of Reservations requests a one-day wine and malt beverage permit for August 24 event, Fireside Yoga and Sunset Brew Hike at Rocky Woods Reservation 7-9:30PM. Beverage provided by Jack's Abby Brewery

Bike to the Beach for Autism organization requests permission to ride through a part of Medfield on Saturday August 31 beginning at 7:00 AM

Kenney Road neighborhood requests a Block Party permit for Saturday September 14, 2019 from 3-8PM. Rain date Sunday September 15, 3-7PM

Pending

Meeting Minutes

January 8; February 5; March 19; April 2; April 23

Review updated Board of Selectmen Action List

Town Administrator Update

Selectmen Report

Informational

Medfield Conservation Commission information packet

Next meeting dates

Thursday August 29; Tuesday September 3

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E. Clarke
8-9-19



Downtown Medfield Parking Study

Final Report and Recommendations

May 2018





Study Background

The Town of Medfield is located in Norfolk County, and lies nearly 20 miles southwest of Downtown Boston. Bordered to the west by the Charles River, Medfield is one of Massachusetts' smaller communities with only 12,000 residents. The downtown features a rich variety of assets including varied land uses, accessible natural features, architectural variety, historic buildings, retail and restaurants, as well as open spaces. Formed as a crossroads market town, the center of Medfield is accessible along Massachusetts Route 109 and Route 27. The town lies several miles from any interstate or expressway, situated along one of the arteries towards Boston. Currently, there is no commuter rail service within the town, though, the neighboring towns of Walpole and Norfolk, about 10-15 minutes away, are served by the MBTA Commuter Rail's Forge Park line.

Downtown Medfield features a traditional New England mixed-use environment, with local walking destinations, retail, and housing. Over the last several years, the Town has seen an increase in new projects and developments in the downtown including a local private school, a new market, and a Starbucks coffee shop. This increase in commercial destinations, as well as the Town's new green space in the downtown, created a need for a strategic review of the parking system in downtown Medfield.

Medfield residents came together in February 2016 in a community forum, and identified four primary challenges in the downtown area:

- Traffic congestion is extreme
- Unsafe road conditions for pedestrians and vehicles alike
- Lack of downtown parking
- Pedestrians are not safe



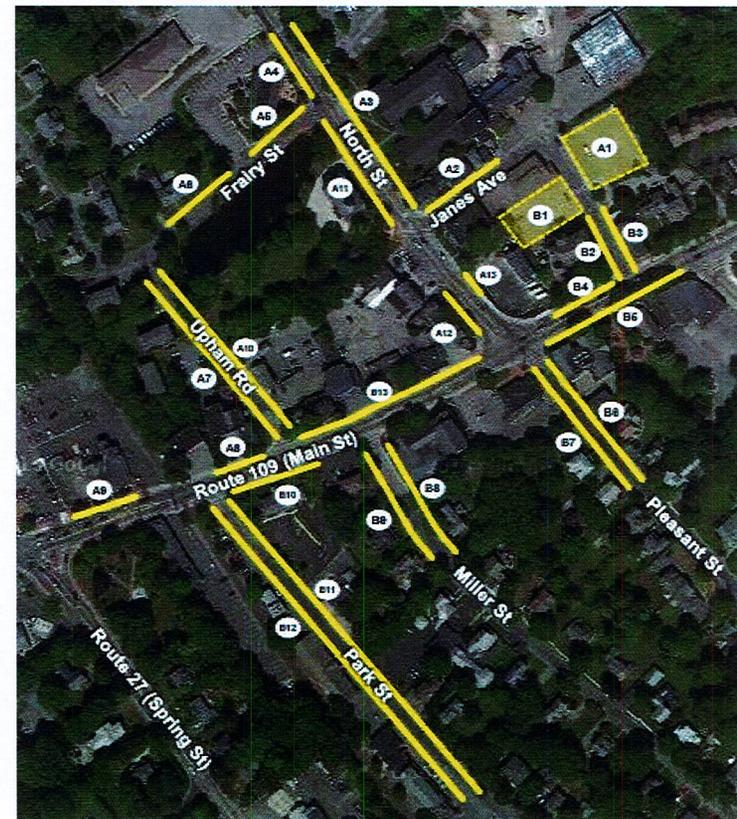
Study Understanding

As local growth and development efforts advance within Medfield, the Town has recognized the need for a comprehensive evaluation of parking and mobility in the downtown area. To aid further development and maintain an attractive and vibrant downtown center, parking policies and practices must align with the broader goals for the community while addressing the realistic needs of locals and visitors.

An effective parking management plan helps to strategically maximize existing parking assets without compromising the character of downtown Medfield, which supports the area's long-term success. The development of a parking plan for downtown Medfield helps set a baseline against which to measure and support future investments, land developments, and economic activity.

This parking study follows up on a 2014 downtown Medfield parking study. The 2014 study measured parking demand on a weekday and a weekend, and found that 65% of public parking spaces were occupied at both 10 am and 1 pm. The highest areas of parking occupancy were found along Main Street, North Street, and Janes Avenue. While the 2014 study demonstrated moderate demand for parking in the downtown area, the study only looked at publically owned parking facilities.

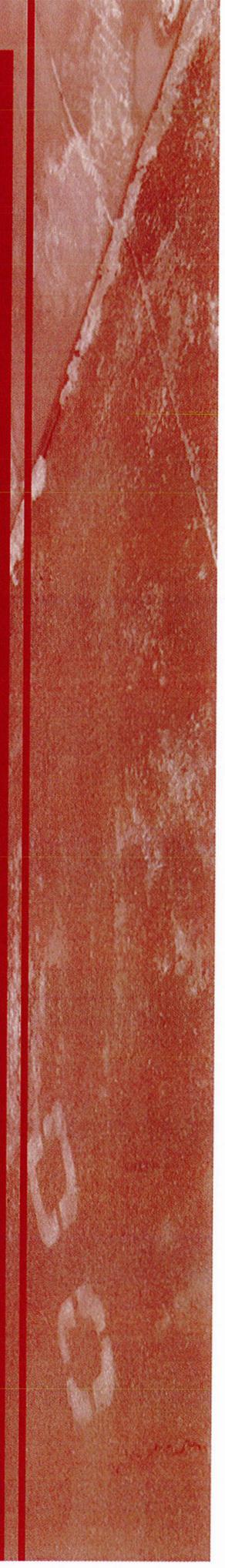
This parking study follows up on the 2014 study, and includes a measure of private parking demand, as well as a look at ancillary parking issues, and finally provides a series of recommendations designed to promote more cohesive and efficient parking management in downtown Medfield.



2014 Study Area



Existing Conditions



Existing Conditions

This section documents the current conditions of downtown Medfield parking facilities based on extensive data collection efforts conducted in the fall of 2017. This includes identifying the existing parking assets, how they are used today, and the Town’s current parking management strategies.

STUDY AREA

The study area selected for the parking management study encompasses the commercial and mixed-use town center and covers a majority of the public and private parking spaces in downtown. As shown in Figure 1, the study area is centered along Main Street and includes several blocks north and south of Main Street for from north Meadows Road to South Road.

Within the boundaries of the study area, there many off-street parking lots, including two municipal lots. The majority of lots contain private off-street accessory parking for customers and employees of downtown businesses. Some on-street parking is painted along Main Street and North Street. Informal on-street parking exists on most of the remaining residential streets within the study area.

Figure 1: Downtown Medfield Study Area & Parking Inventory



Note: Detailed inventory map in the Appendix.

Existing Conditions

PARKING INVENTORY

Based on field work conducted in September 2017, there are approximately 1,700 public and private parking spaces in the downtown Medfield study area. The parking inventory includes all on- and off-street spaces. As noted in Figure 2, less than 15% of the total supply is available to the public, meaning that they are not restricted to particular users. A majority of private spaces are restricted to designated users, such as customer-only or employee-only parking.

The full parking inventory is depicted in the parking regulations map in Figure 1. Other key findings from the inventory are shown below.

KEY FINDINGS

- There are approximately 1,700 existing parking spaces in the study area, an eighth of which are on-street;
- Few spaces of the publicly-available parking have time limits ;
- Only 5% of all off-street parking is publicly accessible, equal to fewer than 70 spaces; these spaces are not regulated;
- The vast majority (95%) of the off-street parking supply is private and restricted to specific user groups;
- There are two municipal parking lots within the study area. In addition to these 70 spaces, there are a further 200 on-street spaces.

Figure 2: Parking Inventory in Downtown Medfield

Parking Location	# of Spaces	% of Total Parking	% Publicly Available	% Restricted Access
On-Street	206	12%	100%	0%
One Hr.	21	1%	-	-
Off-Street	1,488	88%	5%	95%
Total	1,694	100%	18%	82%



Existing Conditions

PARKING UTILIZATION

Parking utilization counts provide a time series of typical parking demand for a typical day in an area. Trained individuals counted parked cars in each on-street segment and lot at pre-determined time intervals in the study area. Land usage, regulation, pricing, and convenience drastically impact how individual parking assets are utilized. By compiling parking utilization for all assets at once, one can begin to clearly identify patterns of high or low usage, the impact of regulations, or how much of the total parking supply is available throughout the day.

In order to ensure that parking management systems are operating efficiently, a certain level of vacancy is preferred both on-and off-street. It is ideal to have at least one empty on-street space per block face in a downtown, ensuring easy customer access to businesses. This typically equates to about 1 out of 8 spaces free, or a target of 15-percent vacant per block face. Similarly a goal of at least 10-percent vacancy is considered ideal in off-street lots. If any facility has less availability, it is effectively at its functional capacity and drivers perceive parking problems.

The project team conducted parking utilization counts on a typical weekday and weekend. Weekday counts were conducted on a typical, autumn Wednesday in October from 8 am until 8pm to understand parking demand throughout the day associated with downtown's peak activities. A typical Saturday and Sunday was counted in October, also from 8am to 2pm in order to better understand the weekend parking demands occurring in the area.

Spatial Analysis of Parking Utilization

Understanding how downtown parking is managed requires being able to describe how parking facilities and on-street parking interact with each other during the peak times of day. A chart of hourly utilization rates for one specific location is valuable, but seeing how that location behaves among others located nearby can reveal patterns and trends not evident in numbers alone. The lot which is completely full may be right around the corner from another lot that has plenty of availability at the same time.

Using the utilization data, the consultant team developed a series of maps based on the parking inventory map. Color represents the percentage of spaces utilized at each location based on notable breaks used to evaluate the adequacy of a parking facility:

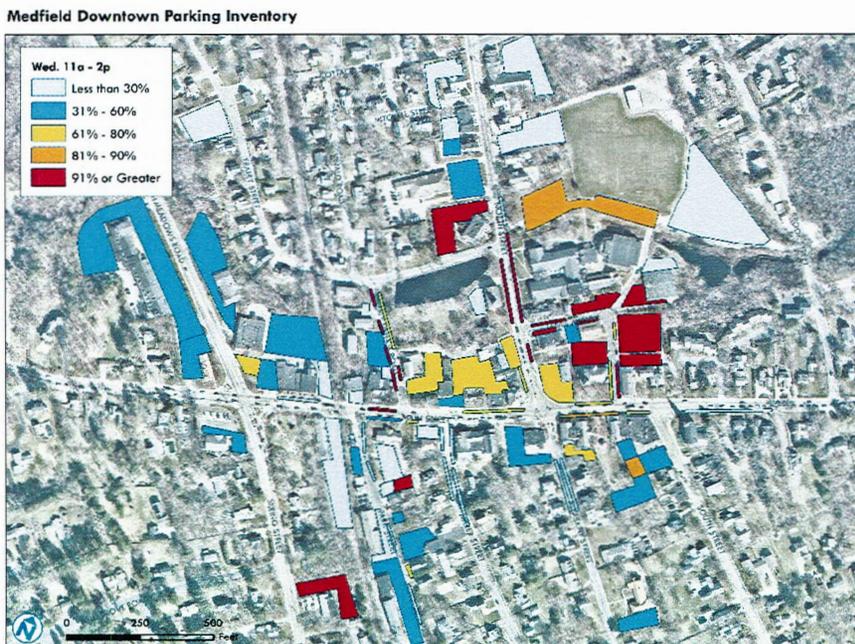
- **“Cool” light blue / blue** refers to 0-30% and 30-60% utilization, points at which on-street blocks and off-street facilities are viewed as underutilized.
- **Yellow** refers to blocks and facilities with 61% to 80% utilization and represent regularly-used resources, but that still have opportunity for additional demand.
- **Orange** refers to utilization between 81% and 90%, and are considered to be at the ideal level of parking demand.
- **Red** represents demand 91% or higher and is considered at functional capacity or beyond capacity. While fully maximizing efficiency, these blocks or facilities are full or near full, giving the impression of lack of parking.

Existing Conditions

PARKING UTILIZATION

On the right are the key findings for weekday and weekend utilization, followed by the spatial analysis maps below which show the peak utilization for downtown Medfield on a typical weekday and weekend, during the lunchtime peak hours of 11am-2pm. These hours are chosen to capture peak hour customer, retail, and residential activity within downtown Medfield. A full suite of utilization maps are attached in the Appendix.

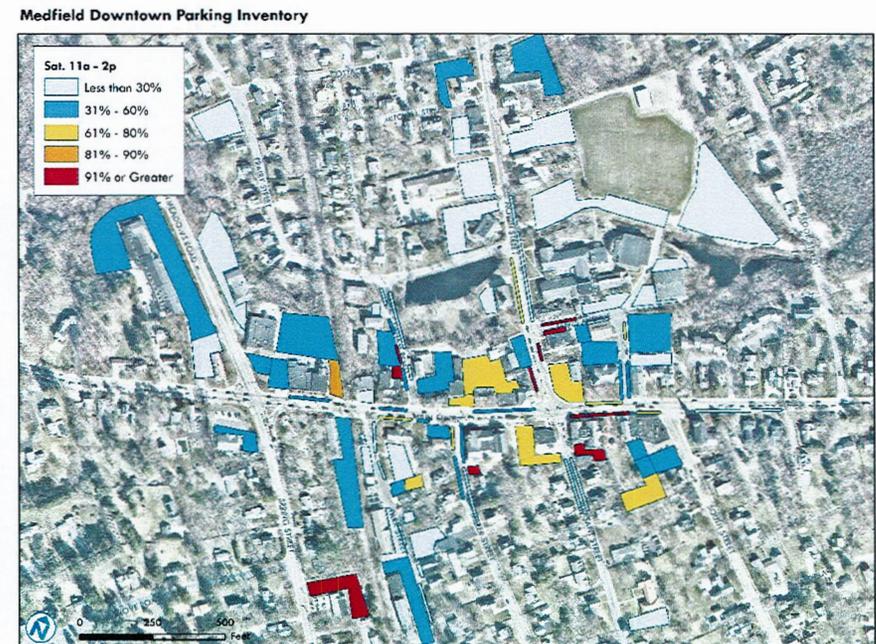
Figure 3: Medfield Parking Peak Utilization – Wednesday 11am-2pm



KEY FINDINGS

- Overall, there is parking availability during the lunchtime peak period on weekdays and weekends, with only a few public and private lots nearly full, especially north of Main St and east of North St;
- Wednesday has higher utilization than Saturday or Sunday;
- On-street parking demand is concentrated along Janes Ave, and Upham Rd, where shops and major destinations to customers and visitors locate;
- The two municipal lots are 55% to 100% full on Wednesday.

Figure 4: Medfield Parking Peak Utilization – Saturday 11am-2pm



Existing Conditions

PARKING UTILIZATION

The utilization charts show a detailed picture of how full parking gets on-street and off-street. The blue bars indicate how many cars are parked each hour; the beige areas indicate the number of available parking spaces. Based on the detailed data collection effort, the utilization data can be analyzed in multiple ways, including regulations, location, and type of parking. This helps to reveal that parking demand is not uniform throughout the study area.

Overall, downtown Medfield parking supply is under 45% utilized, indicating an excess of available parking during the lunchtime peak period. On-street and off-street parking is roughly equally used on weekdays. However, nearly 20% of total demand is concentrated in the seven lots to the north east of Main and North Streets, which includes the only two publicly accessible lots, with over 90% utilization (Figure 10).

Figure 6: Utilization For All Saturday Parking in Downtown Medfield

Utilization chart

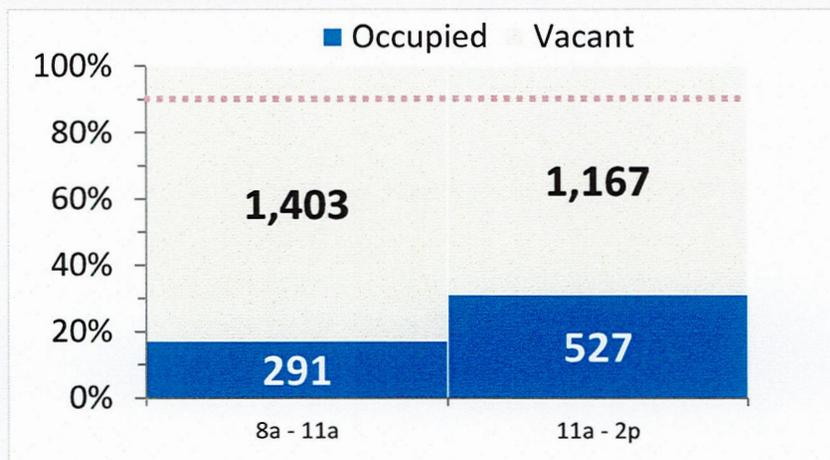


Figure 5: Utilization For All Wednesday Parking in Downtown Medfield

Utilization chart

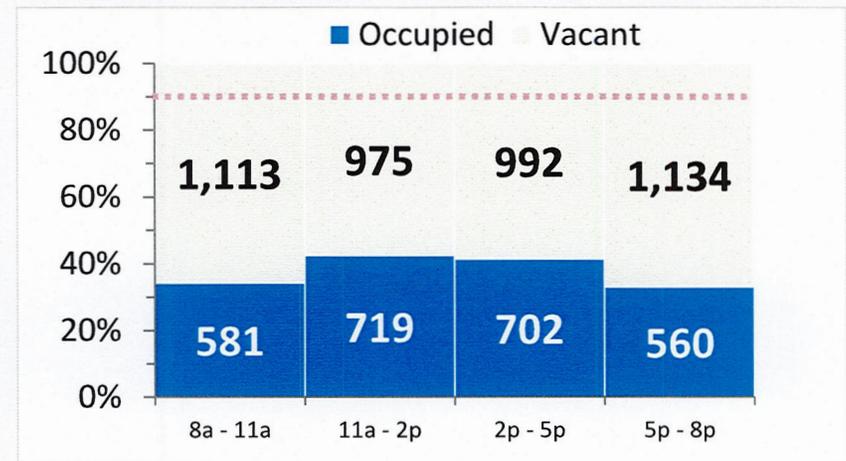
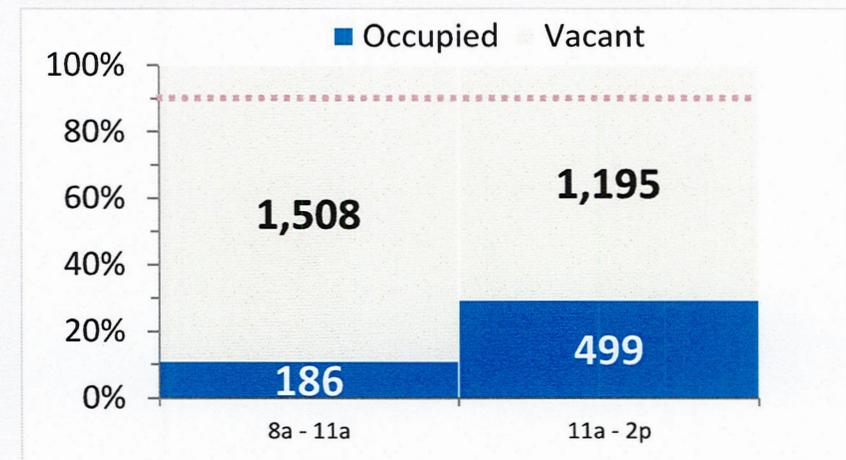


Figure 7: Utilization For All Sunday Parking in Downtown Medfield

Utilization chart



Existing Conditions

Figure 8: On-Street Parking Utilization for Wednesday

Utilization chart

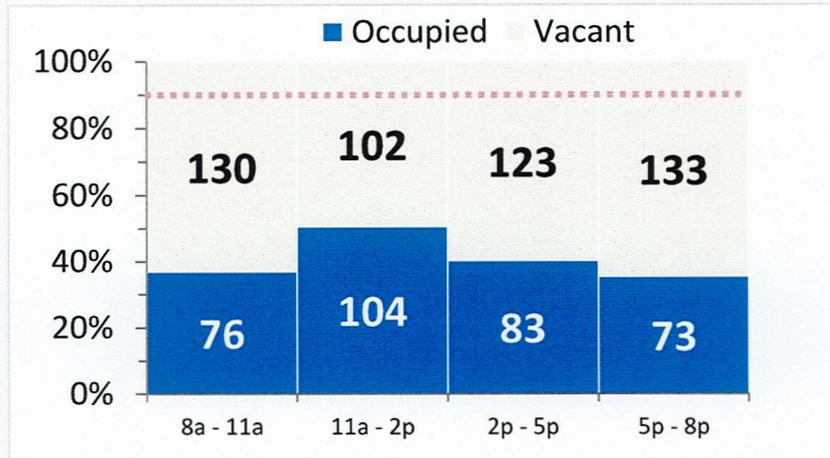


Figure 9: Off-Street Parking Utilization for Wednesday

Utilization chart

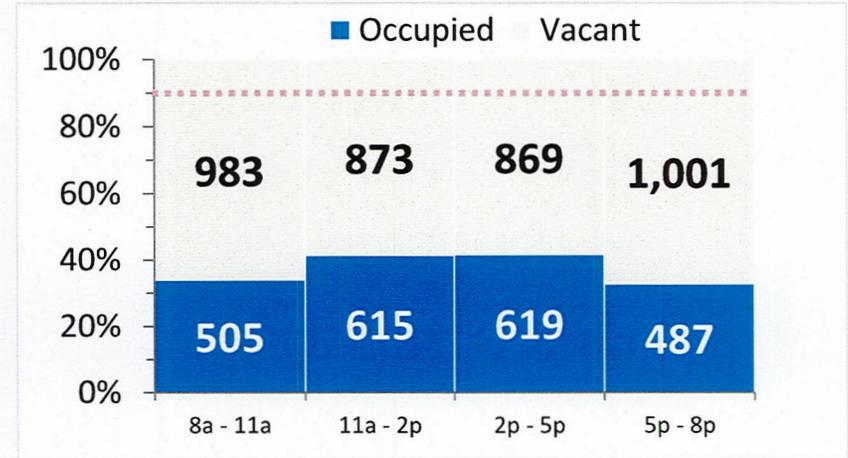


Figure 10: Weekday Utilization Profile of Core Area Off-Street Parking

Utilization chart

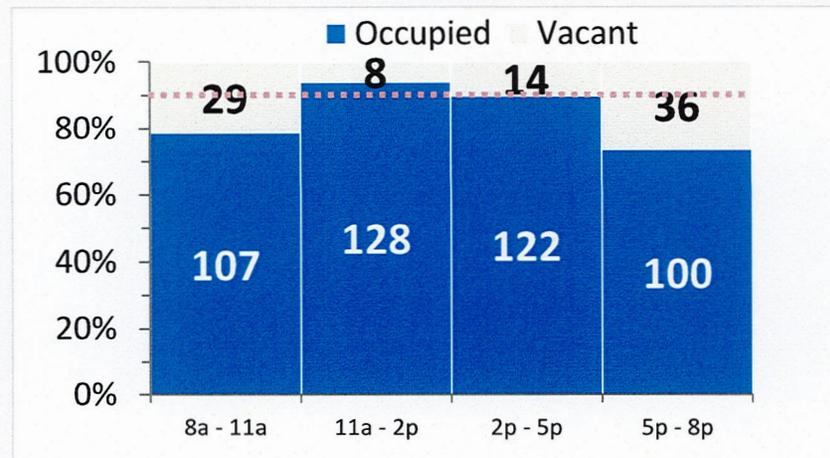
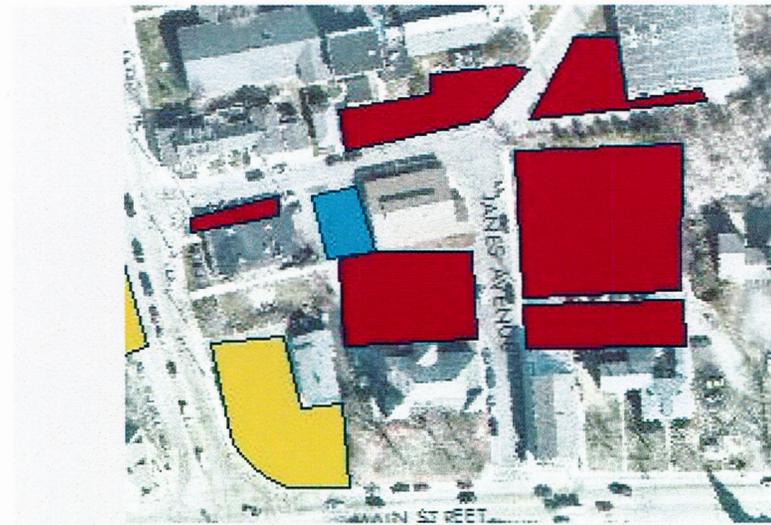


Figure 11: Core Area Off-Street Parking Spaces





Land Use and Zoning

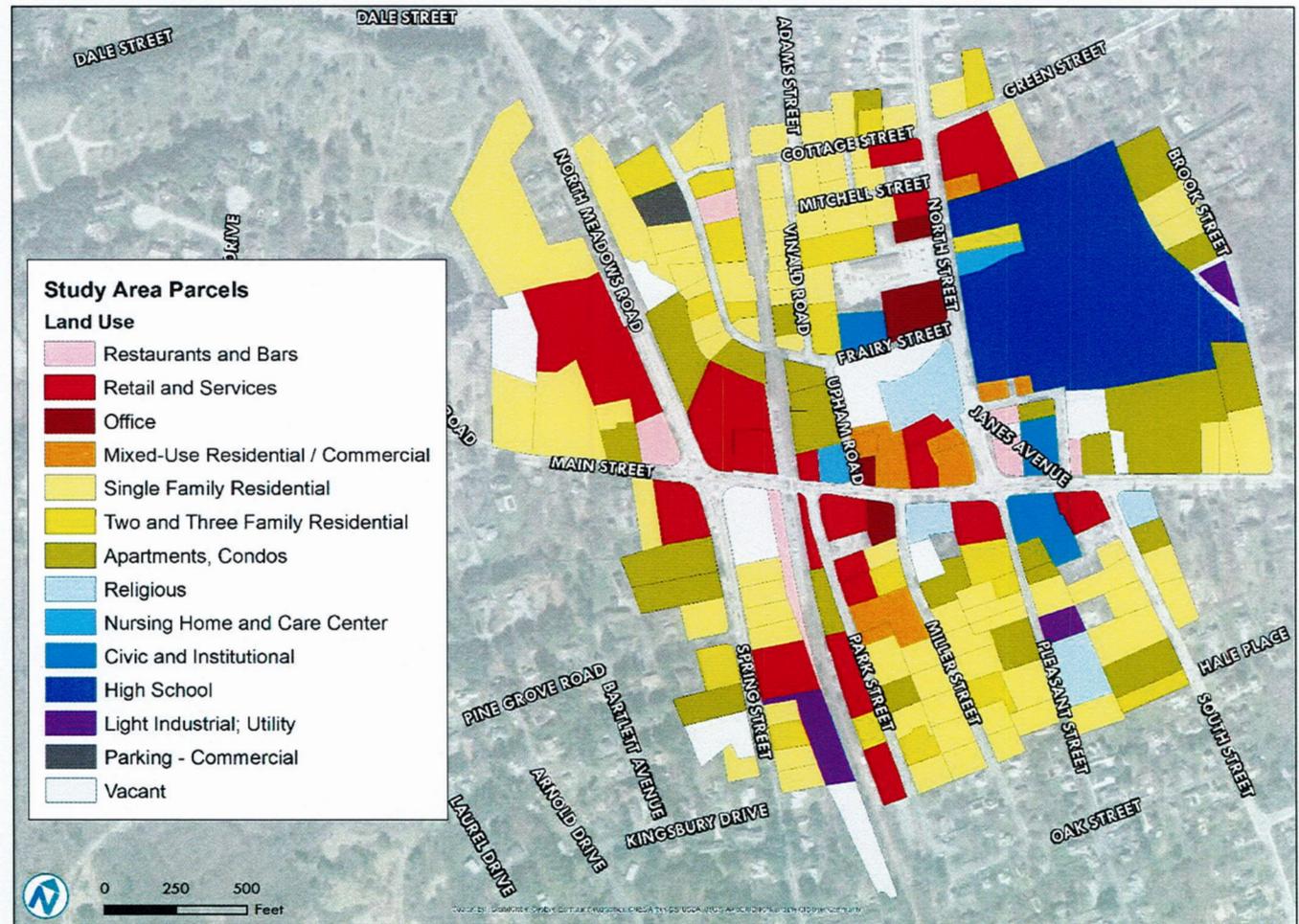
Land Use & Zoning

EXISTING LAND USE

Parking does not exist independently. It is intricately intertwined with the overall mix of land uses and activities it serves. Unlike other neighborhoods, downtown Medfield does not currently represent typical suburban development. The mix of land uses and small-scale retail has the bones of a walkable environment, although its current form is still suburban in nature. As downtown Medfield continues to evolve and attract a variety of land uses, the balance and relationship between land use and parking is critical. Careful consideration of what the land is dedicated to (built environment, roadways, open space, parking) has a significant impact on the vitality of the downtown.

This following land use and parking analysis helps to illustrate the existing ratio of land use, and associated parking supply, to expected demand in downtown Medfield. The combined results of these analyses are then compared to the actual observed parking demand. The model determines how much parking would be needed assuming that parking is often shared between land uses and people (customers, employees, visitors) visiting multiple destinations.

Figure 12: Medfield Study Area Land Use



Note: Detailed land use map in the Appendix.

Land Use & Zoning

PARKING REQUIREMENTS

A review of the most up-to-date Zoning Ordinance (April 2013) indicates that Medfield’s parking requirements are frequently higher than industry standard peak parking demand rates promulgated by the Institute of Transportation Engineers (ITE). ITE produces a periodic report titled *Parking Generation*, which is the prevailing national standard in determining parking demand for a development. ITE standards are based on parking demand studies submitted to ITE by a variety of parties, including public agencies, developers and consulting firms.

Although widely considered an industry standard, the peak parking demand rates found in the ITE guide are primarily derived from studies conducted in auto-dependent suburban settings. When applied as minimum requirements in a more dense setting –such as downtown Medfield - these tend to reproduce a similar auto-dependent parking ratio that is incongruous with downtown Medfield’s mixed-use development.

Many of Medfield’s parking requirements exceed most current ITE rates (*Parking Generation, 4th Edition, 2010*) for the described land use (Figure 13); though some are in-line with or even below the ITE rates. These parking requirements in the code are particularly important, as they guide the required parking - and therefore land area - needed to develop an existing or new property in the town. Other land uses have different measurements for parking requirements. Additionally, Medfield’s use of multiple inputs to derive parking for one use greatly increases the amount of parking.

Figure 13: Sample of General Parking Requirements under Medfield Zoning Ordinance

Use	Amount of Use	Medfield Parking Rate	ITE Rates	Above/Below
Dwelling	1 Unit	2 spaces	1.83 spaces	Above
Accessory dwelling unit in an R District	1 Bedroom	1 space	1.23 spaces	Below
Dwelling in a B District	1 unit	1.5 spaces	1.23 spaces	Above
Lodging House, Motel or Hotel	1 unit	1.5 spaces	1.2 spaces	Above
	20 SF meeting space	1 space	-	Above
	2 Employees	1 space	-	Above
Retail	120 SF	1 space	0.56 spaces	Above
	2 Employees	1 space	-	Above
Medical offices and clinics	1 doctor	5 spaces	3.2 spaces per KSF	-
Other professional offices	1 employee	2 spaces	2.84 spaces per KSF	Above
	Minimum	3 per office	-	Above
Wholesale Establishment	500 SF	1 space	2.3 spaces	Below
Manufacturing or industrial establishment	1000 sf	1 space	1.02 spaces	Below
Auditorium, theater, church, or other place of assemblage	4 seats	1 space	0.8 spaces	Above
	-- OR --			
	8 ft. bench	1 space	-	Above
Public housing for elderly	1 unit	1/4 spaces	0.59 spaces	Below
School (junior or elementary)	1 classroom	2 spaces	0.17 per student	-
School (high)	1 classroom	4 spaces	0.09 per student	Above
	Assembly area	As above	-	Above
Community facility	300 SF	1 space	0.96 spaces	Above
	Assembly area	As above	-	Above
Restaurants, night clubs or eating places	3 seats	1 space	1.47 spaces	Below
	2 Employees	1 space	-	Above
	2 feet of linear takeout service counter	4 spaces	-	Above
Bowling alley	1 lane	7 spaces	3.13 spaces	Above
Barber shop, beauty parlor	1 chair	2 spaces	-	-
	2 Employees	1 space	-	-
Self service dry cleaners and self service laundries	2 machines	1 space	1.4 per KSF	-
Gasoline and service stations	1 service bay	3 spaces	0.75 spaces	Above
Hospitals, extended care facilities or homes	1 Bed	2 spaces	3.47 spaces	Below
Day-care facility for children	1 FTE or equivalent	1 space	1.38 spaces	Below
	300 SF classroom	1 space	0.95 spaces	Above
Bed-and-breakfast	1 Bedroom	1 space	1.2 spaces	Below
	Owner Occupant	2 spaces	1.83 spaces	Above

Land Use & Zoning

ITE EXPECTED DEMAND

Within the study area, there is approximately 376,000 square feet of commercial, office and retail space, and 52 residential units (single-family houses not included), as well as a gas station and 200 hundred middle and high school students. Below, individual land uses are grouped as accurately as possible into categories created by ITE's *Parking Generation, 4th Edition* in order to calculate the expected amount of parking needed to support the level of development and activity within the study area.

KEY FINDINGS

- Based on national parking standard calculations the recommended number of unshared parking spaces in Medfield (based on existing land use) is 2,162 spaces
- At 1,694 total spaces, the study area's existing parking supply is approximately 684 spaces under what ITE would recommend without any sharing.
- The modeled demand peak is at 7pm with 821 spaces, less than half of the total number of spaces in downtown Medfield.
- Observed demand (based on utilization survey) indicates that the midday peak demand is approximately 720 spaces, with 975 spaces available during the 11a-2p peak period

Figure 14: Medfield Study Area Existing Land Use

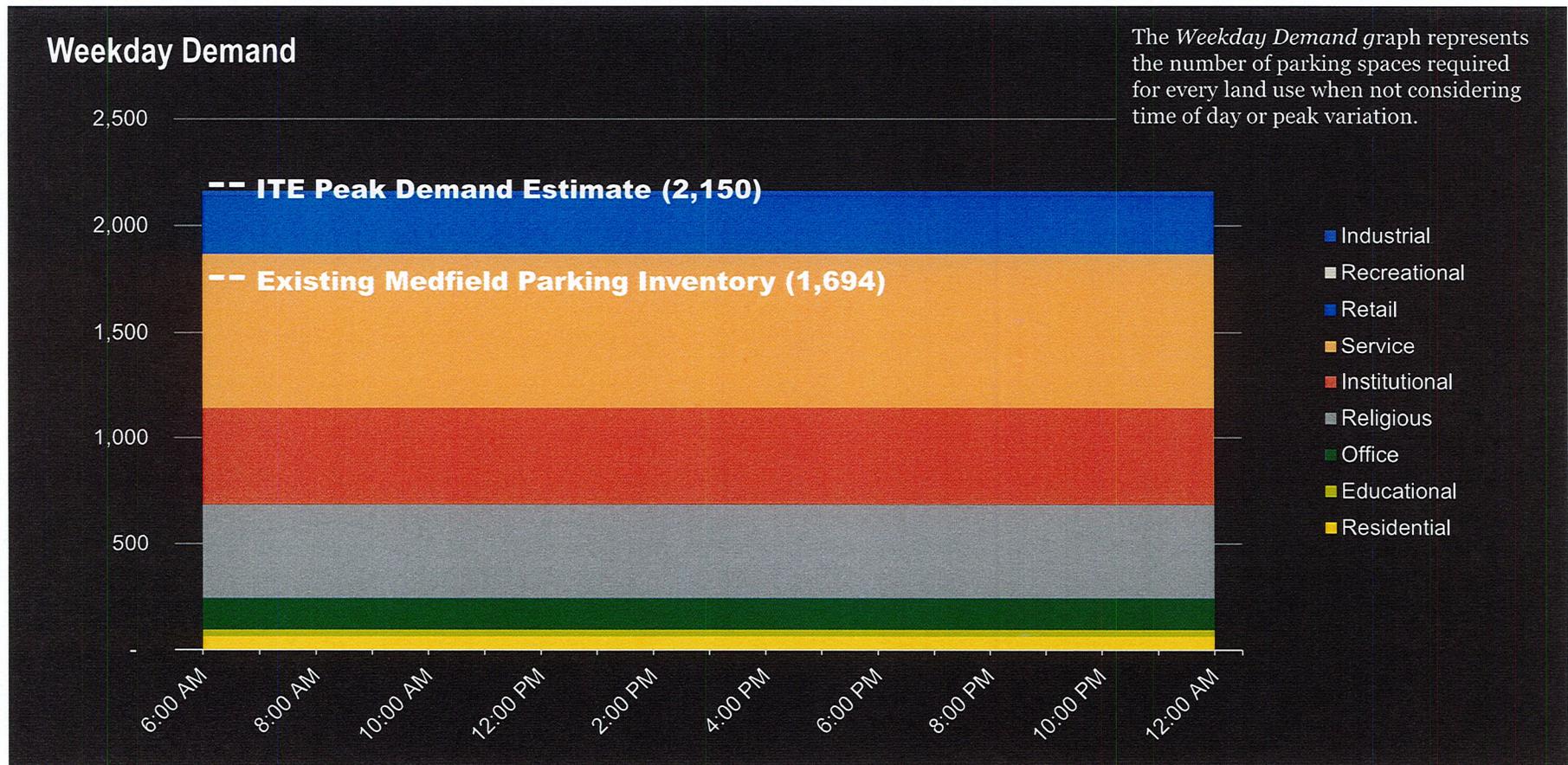
Land Use	SF / Units
General Light Industrial	30,568
Auto Parts and Sales	3,402
Supermarket (Suburban)	14,231
Convenience Market - 24 hours (Urban)	2,156
Pharmacy/Drugstore (w/Drive Thru)	15,195
Gas Station w/Convenience Market	16 fueling stations
Liquor Store	16,852
Furniture/Carpet Store	1,872
Generic Retail	49,602
Sit-Down Restaurant (no bar)	13,253
Sit-Down Restaurant (Bar)	19,517
High Turnover Restaurant (Suburban)	16,300
Fast-Food - Suburban (w/out Drive Through)	2,654
Coffee/Donut Shop (w/out Drive Through)	4,039
Coffee/Donut Shop with Drive Through	4,195
Dry Cleaners	4,260
Bank	23,225
Hospital (Suburban)	17,172
Clinic	1,000
US Post Office	11,832
Day Care Center	4,294
Church	51,001
Funeral Home	17,666
Office (Suburban)	48,884
Medical/Dental Office	3,000
Middle School/Junior High	100 students
High School (Suburban)	100 students
Low to Mid Rise Apartment (Suburban)	52 units

Land Use & Zoning

MODELED ITE PARKING ANALYSIS

Based on national suburban standards, ITE shows an expected demand of more than 2,150 spaces to meet the study area's existing land uses. This assumes that every land use would have their own dedicated parking supply which would not be shared between other uses. The existing inventory within the downtown study area is almost 1,700, approximately 460 spaces below what ITE would recommend.

Figure 16: ITE Modeled Demand



Land Use & Zoning

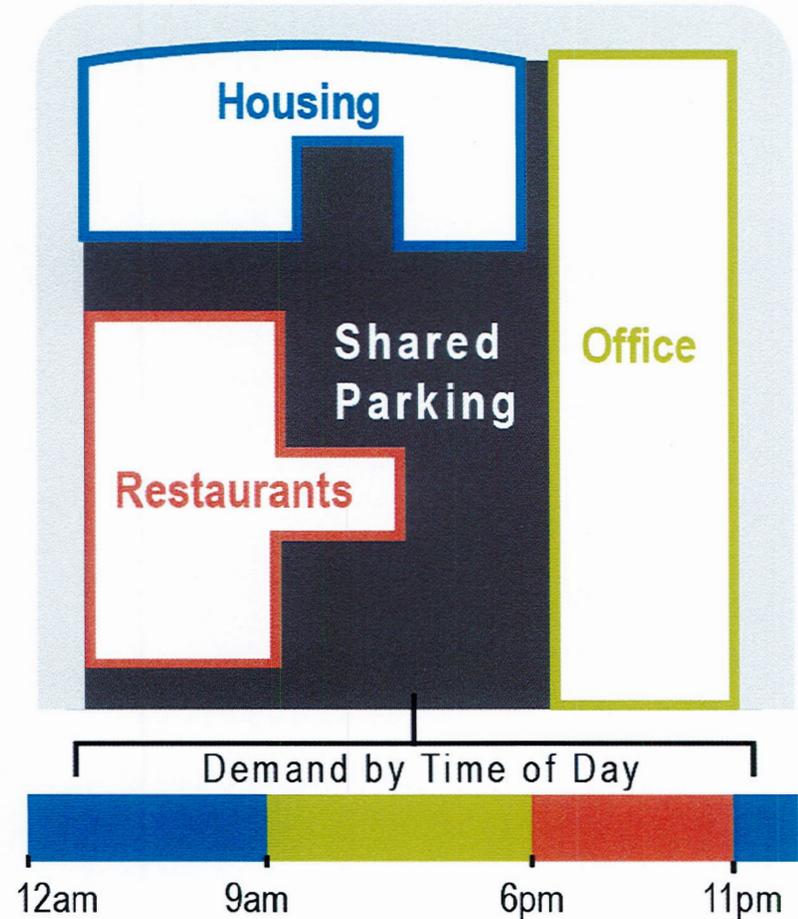
SHARED PARKING DEMAND

National experience indicates that projections using standard ITE parking rates tend to overestimate demand for downtown areas like Medfield. Mixed-use areas offer the opportunity to use one parking space for multiple land uses. This reduces the total number of spaces which would be required by the same land-uses in stand-alone developments.

To demonstrate the efficiency of a park-once environment, Nelson\Nygaard used an adapted shared parking model using inputs from the Urban Land Institute's (ULI) *Shared Parking Manual (2nd Edition, 2005)* and *ITE's Parking Generation (4th Edition, 2010)*.

Demand for parking varies by use throughout the day: Office space creates parking demand during business hours; Parking for residential housing is often most full overnight as residents take their cars during the day; and Restaurant uses peak at lunch and dinner. The shared parking model aggregates parking demand by time of day across all land uses to derive an overall parking expectation within the study area.

Besides demand by time of day, the model is calibrated for downtown Medfield with a reduction for internal capture. Mixed-use downtowns allow for parking efficiencies through "internal capture" or "captive market" trips. Such trips are made by patrons who, having already parked once, walk between uses without accessing their vehicle. The model includes a conservative percent reduction to account for the mix of Medfield's development patterns.

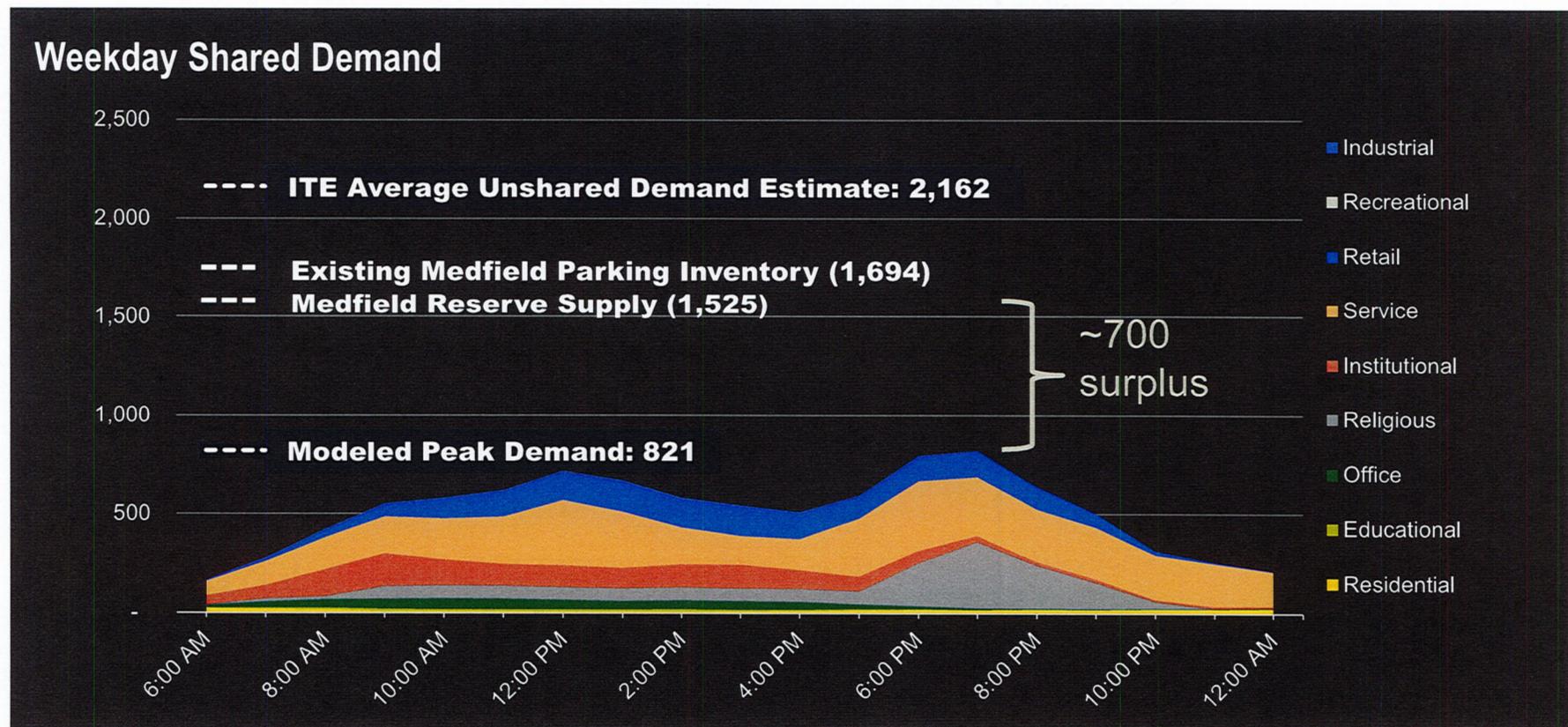


Land Use & Zoning

MODELED SHARED PARKING ANALYSIS

The same land use totals for downtown Medfield were added to the modified ULI Shared Parking Model to show the number of parking spaces needed in Medfield's mixed-use environment after factoring in time of day demands by land use. The estimates show that the peak demand at 7:00 pm is only 821 spaces. There is adequate supply to meet demand, with a surplus of 700 spaces* during the peak demand period. This assumes full use of downtown's land uses, which today only peak at 719 spaces, suggesting an even higher surplus is already available.

Figure 17 Modeled "Shared" Demand



*Note: This available parking "surplus" includes an assumption for a 10% operational reserve.



Public Process

Public Process

The public outreach process is an integral piece of the parking analysis, as it can help unlock another level of understanding of how parking is used or not used and the reasons why. In addition to parking data collection, the study team conducted a series of stakeholder meetings with the Economic Development Committee, facilitated a public meeting in March 2018, and launched an online parking user survey between February and April in 2018—all done in order to understand and represent the community perspective of parking in downtown Medfield.

STAKEHOLDER MEETINGS

A series of targeted stakeholder meetings were conducted as a part of the public outreach process to gather input from those most familiar with parking issues and challenges in Medfield. The study team met with the Economic Development Committee and Town planning staff to discuss the initial findings of the study. The primary goal of this small-group meeting was a free flowing exchange about parking and an understanding of specific parking experiences and perspectives in Downtown Medfield. Several common themes emerged, which are summarized at right.

Interviewed stakeholders

- Economic Development Committee
 - Bob Callaghan
 - Pat Casey
 - Ralph Costello
 - Paul Hinckley
 - Joe Scier (associate)
 - Ann Thompson
 - Alex Jowdy
- Town planner: Sarah Raposa
- Medfield Chief of Police: Robert Meaney

Stakeholder interview summary

- Conflict exists between employee and customer parking
- Existing parking spaces should be formalized and regulated by striping and enforcement, e.g. on-street
- Shared parking among private owners exists and should be encouraged by the Town
- The Downtown Parking District already allows for flexibility in downtown parking requirements
- Directional and parking signage is generally needed.
- A more walkable downtown is desired. Crossing Main Street can be quite challenging with speeding through-traffic, poor visibility at turning corners, long cycle times, and improperly-placed crosswalks.
- Some on-street parking hinders traffic as people pull in and out
- Many off-street lots are too far away from the downtown to be used
- Turnover is a problem, with people parking all day

Public Process

OPEN HOUSE

On March 6th 2018, local residents, business owners, employees and others were invited to the Medfield Public Safety Building to participate in a hands-on parking public meeting designed to gather input on parking in Medfield. The public meeting included a brief presentation of the study background and initial findings through field observation of parking occupancy, as well as initial issues and opportunities identified. A majority of the meeting time was used to gather feedback from the public through a number of interactive activities and an open comments period. More than twenty public participants showed up and voiced their comments and concerns directly to the study team.

Figure 18: Parking Study Public Meeting Flyer (March 2018)



Open House key findings

- Improving the pedestrian experience is key. Participants believed the sidewalks downtown are too dangerous for small kids, especially to go to the library or Medfield Children’s Center with multiple children or strollers.
- Traffic congestion, distracted driving, and high-speed turns has created an unsafe and unpleasant walking environment along North Street and Main Street.
- Many pointed out hazardous locations in downtown Medfield for pedestrians crossing Main Street, especially at the intersection with North Street at the heart of activity.
- Generally, participants agreed that long-term employee parking should be found farther from the Town Hall and Janes Ave at the Montrose School lot, but pedestrian connections make it appear as an unpleasant and unsafe option.
- Many noted that high parking turnover in downtown in the public lot was important to increase business and allow residents to run errands.
- Parking is always in high demand at the lot behind Brothers Marketplace. Cars turning into and out of the entrances on South Street can be chaotic.
- Participants suggested that events on weekday evenings need more formalized agreements on where spillover parking can be found. Managing drop-offs for after-schools programs at the Library and First Baptist Church is also important.
- Parking and wayfinding signage could be made more informative and be placed in more locations.

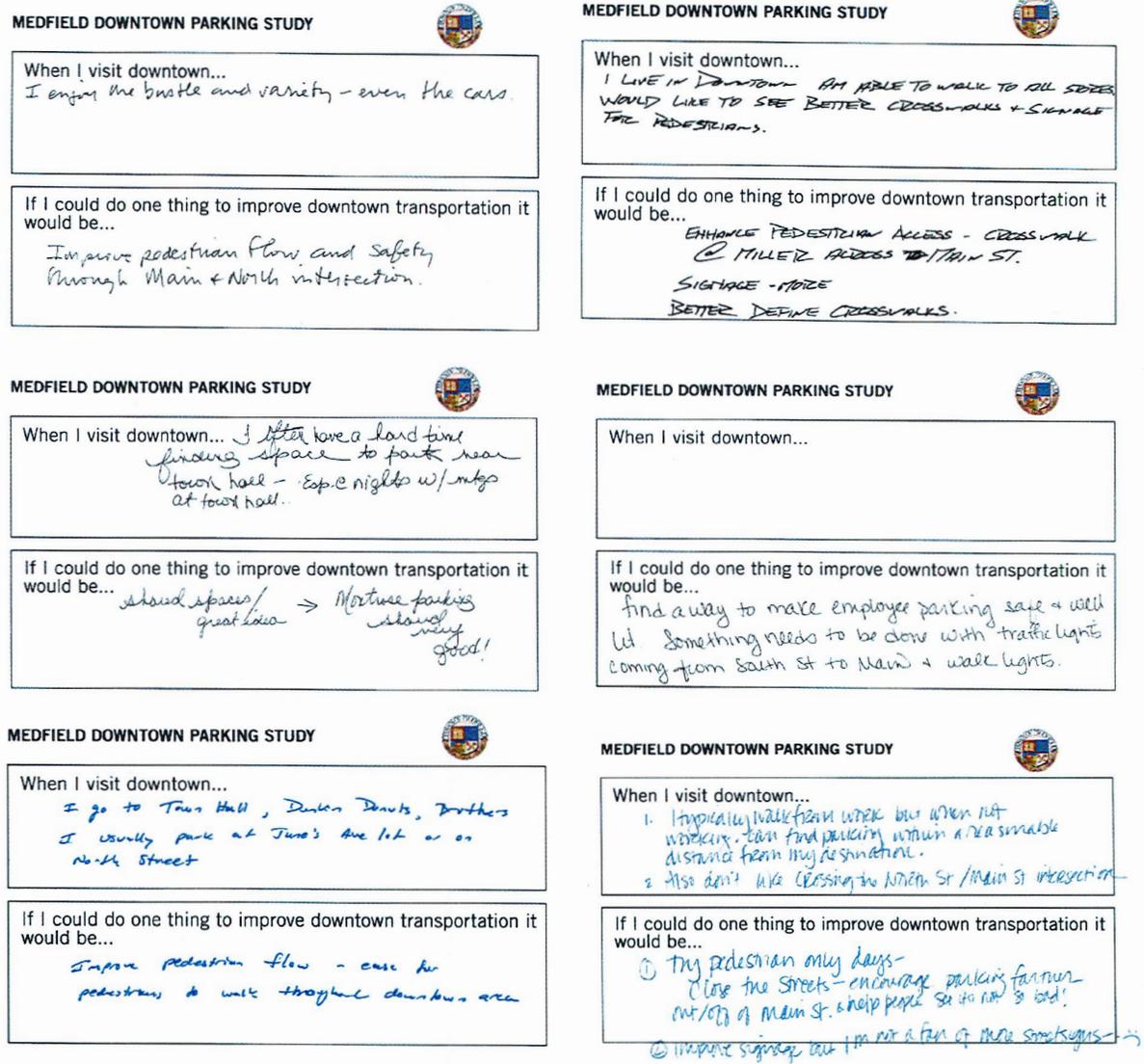
Public Process

OPEN HOUSE

Comment Exercises

In the comment activity, participants were asked to complete two statements related to their parking experiences and priorities in downtown Medfield. The first statement detailed participants' typical activities in downtown, whereas the second ask for participants' top priority for transportation improvements. The pedestrian environment and sidewalk conditions were most frequently cited. Examples of participant comments can be seen in Figure 19.

Figure 19: Participant Parking Experience Comment Forms



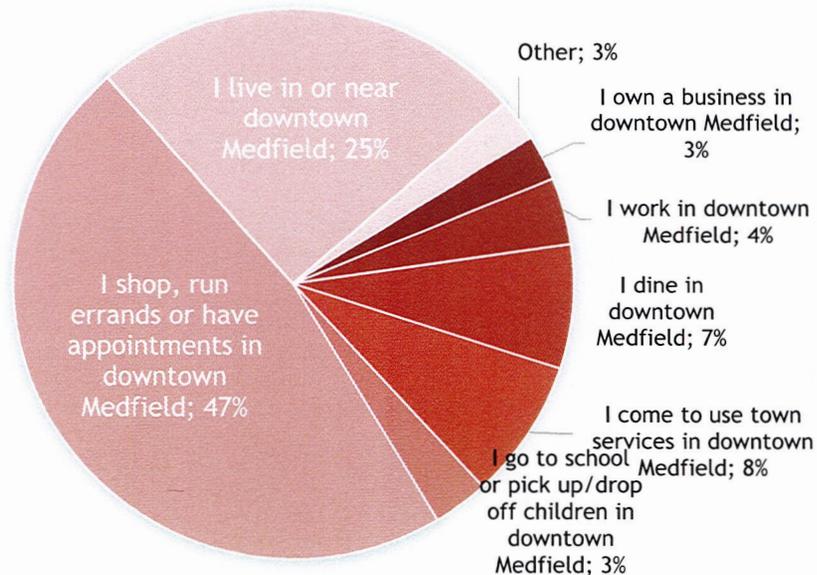
Public Process

ONLINE SURVEY

This section summarizes findings from the online parking user survey, which incorporated input from parkers regarding their parking preference, habits, experiences, and perceptions. Respondents reported about their most recent day in downtown Medfield along with more generalized perceptions. The online survey was launched on February 1st, 2018 and was widely distributed and publicized on the Town website and through local media. By April 1st, 2018 when the survey was closed, it had attracted over 560 responses.

Figure 21: Respondents by User Group

WHAT WAS YOUR PRIMARY PURPOSE FOR COMING TO DOWNTOWN MEDFIELD?



Online survey key findings

- 47% of the total 563 survey respondents are shop and run errands downtown; 25% are downtown residents; 8% use downtown services, 7% dine downtown, and; 13% identified as other user groups
- Most survey respondents are frequent visitors to downtown Medfield– 42% visit downtown every day, 46% several times a week
- Most respondents park on Main Street (24%) or a private parking lot (23%), while another 15% park on North Street
- Most respondents are short-term parkers – 40% park less than 30 minutes, 36% within 1 hour. Only 5% park for longer than 4 hours
- A majority of respondents (approximately 97%) can find a parking spot within 5 minutes on the day they filled in the survey or on an average day; and even on the worst day, still over half (55%) can find parking within 5 minutes
- Close to 40% of the respondents noted they at least once failed to find parking downtown and left
- More than 60% of respondents visit more than one establishment when visiting downtown. 70% of travel between establishments is on foot.
- On perceived pedestrian safety at the corner of Main and North Streets, participants reported an average of 6.5 on scale of 1 to 10. At Main and Route 27, the perception of safety is worse; respondents reported an average of 5.2
- A significant majority (93%) of survey respondents are not willing to pay to get a guaranteed parking space
- On the question of what would enhance the transportation and parking experience in downtown Medfield, most think “more publicly available off-street parking” would help visitors to downtown; and “better walking conditions” are desired

Public Process

ONLINE SURVEY

Figure 21: Most Survey Respondents are Frequent Visitors

HOW OFTEN DO YOU COME TO DOWNTOWN MEDFIELD?

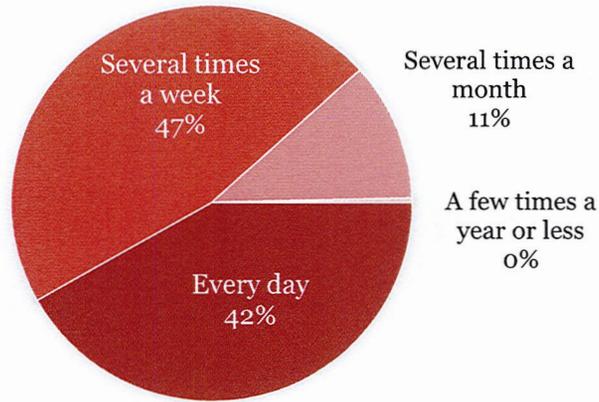


Figure 22: Most Survey Respondents are short-term parkers

HOW LONG DO YOU TYPICALLY PARK?

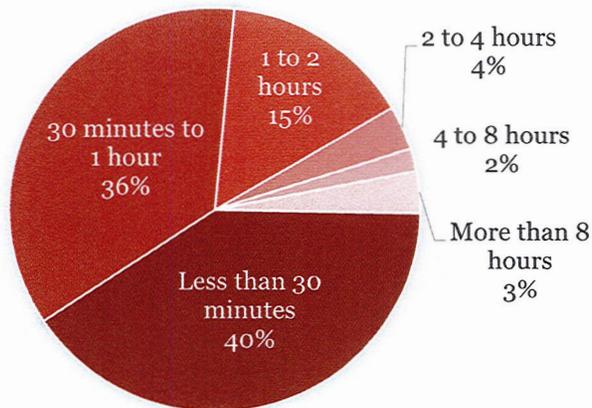
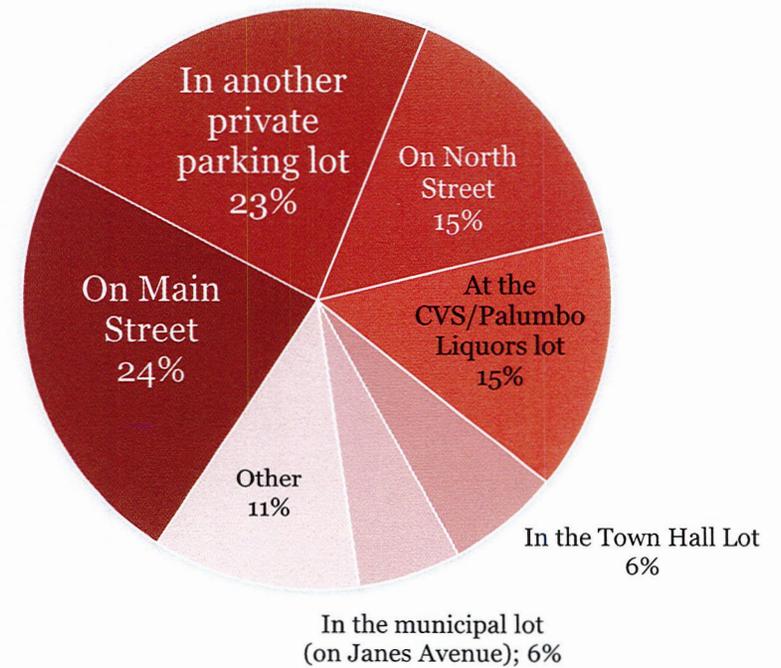


Figure 23: Most Respondents Park on Main Street or in a private lot

TODAY, OR THE MOST RECENT DAY YOU DROVE TO DOWNTOWN MEDFIELD, WHERE DID YOU PARK?



Public Process

ONLINE SURVEY

Figure 22: Some who can't finding parking will leave

Have you ever failed to find parking and just left?

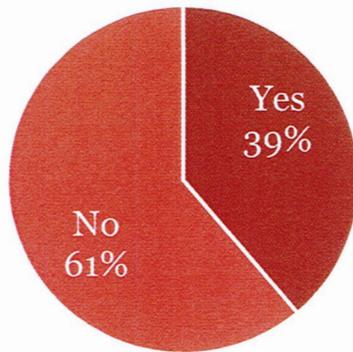


Figure 23: Most downtown Medfield visitors go multiple places.

During your last visit to downtown Medfield, did you travel to multiple establishments?

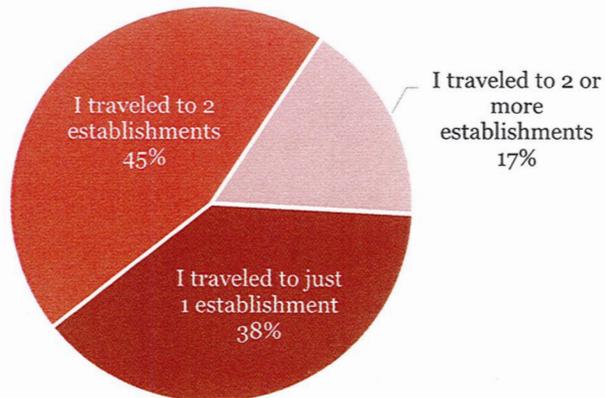
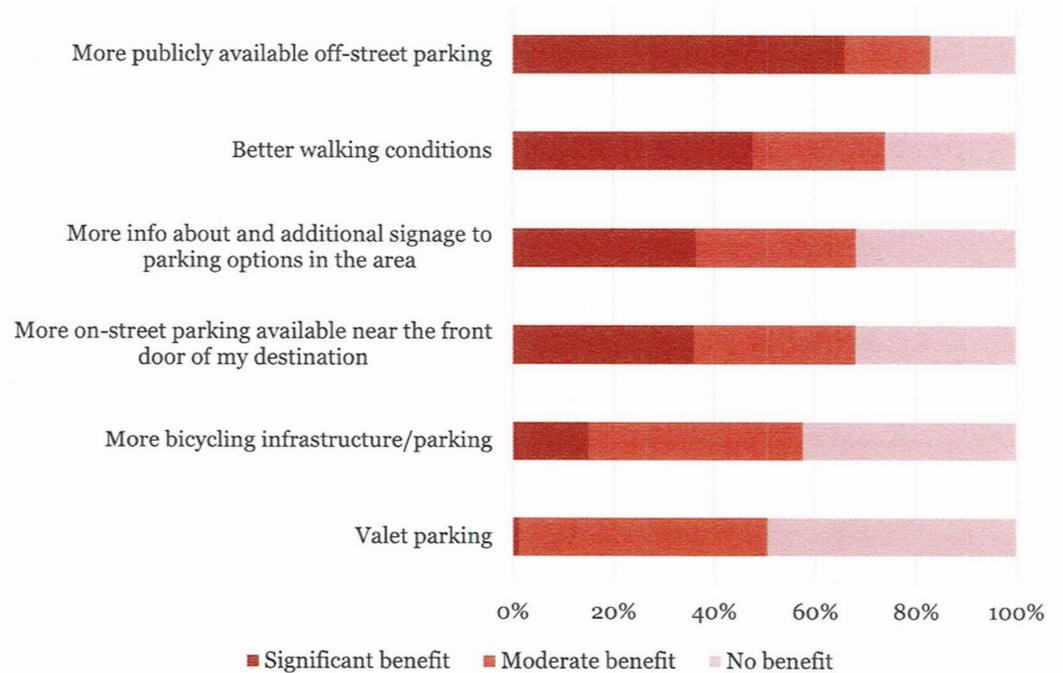


Figure 24: Preference of transportation and parking improvement

In your opinion, what would enhance the transportation and parking experience in downtown Medfield?





Recommendations



Recommendations

The following pages provide a series of recommendations for how to improve parking in downtown Medfield. They focus on the following issues found in the downtown parking area:

- Mismatch of parking demand and available supply
- Informal on-street parking regulations may actually discourage on-street parking
- Wayfinding signage in the downtown area does not alert visitors on where to park
- Pedestrian connections do not provide easy access to more remote parking areas
- Existing zoning requires far more parking than needed

Medfield is blessed with a dense and walkable downtown core that connects mixed-use retail, offices, organizations, and restaurants to nearby residential streets and neighborhoods.

Downtown's built environment has the strong bones to support pedestrian and bicycle access, however, there are several barriers that currently deter this activity. This is often due to actual and/ or perceived barriers such as safety, visibility, and connectivity to and from parking lots and destinations. These barriers often affect user groups' perception of the downtown differently, and if left unaddressed, will not incentivize changes travel or parking behavior. The second set of recommendations integrate and enhance multimodal access throughout downtown. These investments will not only help reduce future parking demand but also provide safe and attractive access choices and a variety of alternatives for residents, visitors, and employees to get to their destinations.

Recommendations

Explore Smarter Parking Management

- Clarify existing supply by striping on-street spaces
- Encourage shared parking between businesses
- Coordinate with local churches and Montrose school during event parking management
- Simplify drop-offs during peak periods
- Incentivize long-term employee parking
- Reconfigure Montrose School Lot

Enhance Downtown Multimodal Experience

- Provide better parking information and signage
- Improve overall walking and bicycling environment

Encourage Redevelopment in Downtown

- Amend parking requirements for commercial and residential development under a certain amount of square footage; monitor spare parking capacity and re-evaluate periodically

Explore Smarter Parking Management

Clarify existing supply by striping on-street spaces

Most of the spaces along North Street and Janes Ave are used throughout the day, but other on-street areas near the downtown are less utilized. Informal on-street parking regulations may actually discourage on-street parking by not making it obvious that it is available to the public. Few of the available spaces are striped in the downtown area, as streets south of Main Street appear exclusively residential, even as public parking is allowed during the day.

These blocks do not have any regulatory signage noting that parking is allowed, creating an environment of confusion, even for long-time residents and employees of downtown businesses. Having clear guidance for patrons who are unfamiliar with the area is an important component of the customer experience. Parking signage should clearly indicate where the public is welcome.

Identifying suitable areas to formalize parking, whether on residential or main thoroughfare streets, will help to provide short and long term parking demand for existing and future users. A checklist of criteria can be created as a standard way of evaluating and prioritizing streets for their potential to accommodate parking. Criteria includes factors such as street width, sidewalks, adjacent land uses, existing regulations, and other physical elements such as hydrants, bus stops, etc.

In order ease the on-street congestion along Janes Avenue, additional steps may be taken including the addition time-specific loading zones, and emergency vehicle parking.

Potential locations to add on-street parking include along North Street, South Street, Upham Road, Miller Street, Frairy Street, Oak Street, and even Main Street.

	ONE-WAY STREETS	TWO-WAY STREETS
PARKING 1 SIDE	12' TRAVEL LANE 7' PARKING LANE = 19' WIDTH	16' TRAVEL ROW 7' PARKING LANE = 23' WIDTH *
PARKING 2 SIDES	12' TRAVEL LANE 2 X 7' PARKING LANES = 26' WIDTH	16' TRAVEL ROW 2 X 7' PARKING LANES = 30' WIDTH *



On-Street Spaces on Upham Road are not well-defined, and there is no indication that visitors may park on the street due to a lack of regulatory signs.

Explore Smarter Parking Management

Encourage shared parking between businesses

Mixed-use areas offer the opportunity to use one parking space for multiple land uses throughout the day without conflict. In general, effective shared parking can take advantage of three opportunities in districts like downtown Medfield:

- **Captive Markets** - Residents and office workers that can walk or bike to nearby shops and services.
- **Off-setting Peaks** - Off-setting parking demand patterns among nearby land uses.
- **Park-Once Management** – Public policies and facilities that allow drivers to leave their cars in one place while they circulate amongst local destinations on foot.

Shared parking agreements provide an opportunity to make more efficient use of existing parking supply, by addressing the fact that most spaces are only used during certain times of day by particular groups. A shared parking district provides separate set of parking standards, and would also allow and encourage organizations and businesses to cooperate to provide sufficient parking at peak hours for the relevant group.

Opportunities for shared parking in Medfield include:

- Montrose School Lot
- Unitarian Church, Bank of America, Middlesex Savings Bank

These parking lots already tolerate some public parking, in addition to customer and employee parking, however a shared parking district will make this practice officially permitted and permanent. Businesses or organizations that traditionally restrict their facilities to on-site customers or employees should make arrangements with other businesses – either directly or through a third-party “broker” – that are both willing to share their facilities and offer excess capacity at suitable times.



Explore Smarter Parking Management

Coordinate with local churches and Montrose school for routine and special event parking management.

Medfield should improve the parking management system during routine events by working with stakeholders, like the Unitarian or First Baptist Churches, and businesses downtown, like Brothers Marketplace, to develop targeted Event Management Plans. These plans should have specific actions and strategies that can be implemented during events to make parking more efficient and convenient. These strategies may include:

- Online parking information in advance of the event, including websites for the Town, venues, the Medfield Employers and Merchants Organization, Inc., and the Neponset Valley Chamber of Commerce.
- Temporary on-street directional signs
- Secure additional parking facilities for use during event times
- Signage during the event that indicates when lots are full
- Remote parking and shuttles
- Valet parking
- Access for disabled/special permit parking



Special events, such as the Tree Lighting, summer concerts, and Discovery Medfield Day, also place unique demands on the parking system, attracting even infrequent visitors who are most likely to come downtown. Each event has a different dynamic, mix of users, and localized impact on parking and transportation.

Special event management programs allow towns to better leverage and manage parking supply/demand during large events. These agreements help to formalize the informal practices that already occur or are negotiated again for each event, providing peace of mind to organizers and attendees.

Using such a system, a town can prevent excessive parking on residential streets proximate to the event site and find partners to share reserve supply for patrons, especially during after-work hours. For events that occur regularly, such as sports events, concerts, or festivals, a town can create parking districts that allow for certain regulatory designations on public streets, such as resident-only, vendors-only, or temporary public parking.



“THANK YOU TO OUR LAND PARTNERS. Montrose School for the use of their parking lots for our Kids’ Alley rides and event parking, First Parish Unitarian Universalist for the use of their land, Brook Run Development for the use of their parking lot, and the Town of Medfield for the use of their land.” - 2017
<http://medfieldmemo.org/>

Explore Smarter Parking Management

Simplify drop-offs during peak periods

Parking can be challenging when almost all activities surround one intersection downtown. Pick-ups and drop-offs cause delays and traffic congestion on Main Street, North Street, and South Street. With limited publicly available parking close to Town Hall, the library, restaurants, churches, and Brothers Marketplace, there is an opportunity to simplify the short-term parking activities.

In order to accommodate short-term parking and drop-offs for school, after-school programs, and other events, the Town can create a public valet program in order to better accommodate public parking demand. By linking just a few on-street spaces used for drop-off and pick-up to under-utilized off-street facilities, public valet can expand curbside parking resources in high-demand areas, at high-demand times, and make greater use of all area parking resources. For customers, these services offer an easy alternative to finding parking by allowing drivers to drop-off their car at a convenient location. Essentially, it combines the convenience of on-street parking with the expansive capacity of off-street facilities.

A public valet can also help facilitate shared parking arrangements, by limiting access to the shared facility to an identifiable service operated by a party that can assume responsibility for all risk. This can open up access to private parking lots that might otherwise remain significantly under-utilized or to lot owners that are resistant to providing more open access to their facilities.



Explore Smarter Parking Management

Incentivize long-term employee parking

Stakeholders noted that employees of downtown businesses frequently park in the limited municipal spaces on Janes Ave, reducing the number of short-term spaces available for downtown visitors running errands or seeking to dine at local restaurants. Most parking survey respondents noted they were short-term parkers – 40% park less than 30 minutes, and 36% less than 1 hour – indicating that parking turnover in prime spaces should be encouraged.

There are large parking facilities near the downtown that are underutilized, that employees can be encouraged to use instead of more choice parking locations near downtown retail. While Brothers Marketplace has long encouraged its employees to park in a lot owned by the Montrose School off of Janes Avenue, more relationships such as this should be encouraged.

In coordination with encouraging long-term parking areas, would be the enforcement of 2-Hour parking behind Town Hall. The 2006 Medfield Downtown Vision and Action Plan includes the recommendation to “continue to encourage employees to park in more remote locations, saving prime parking spaces for customers/clients/shoppers.”

The Town can facilitate these relationships, and encourage more walking by enhancing the walking conditions to places like the Montrose lot, the CVS lot, or other large and underused lots near downtown.



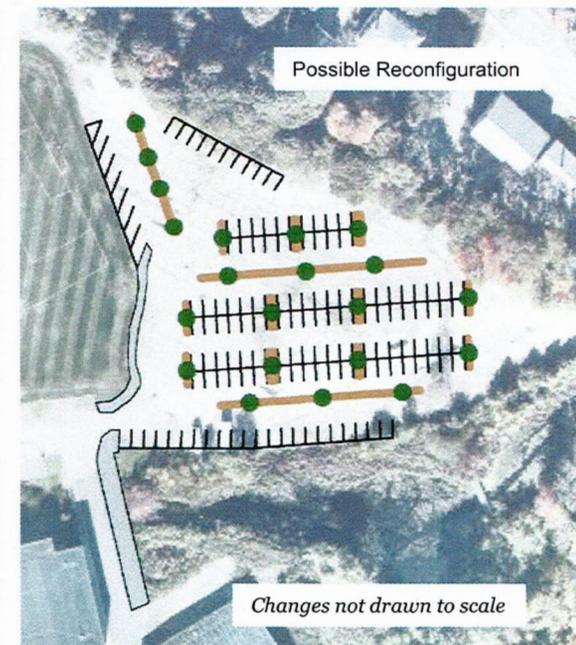
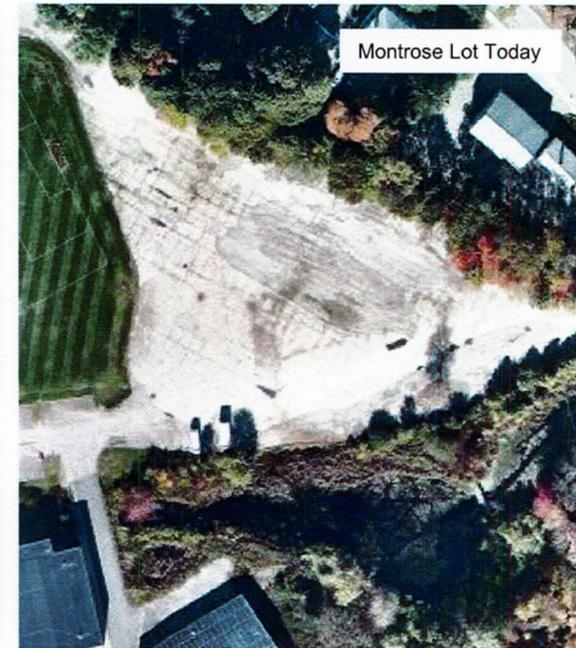
Explore Smarter Parking Management

Coordinate and Reconfigure Montrose School Lot

Parking demand is greatest north of Main Street, and east of North Street. The off-street parking lots along Janes Avenue have the highest levels of demand in the study area. One potential solution is to unlock the supply potential of the large parking facility adjacent to the Montrose School athletic fields. The Montrose lot could support 150+ formal parking spaces, which would greatly increase the amount of available off-street parking in the heaviest demand areas of downtown, and would eliminate the need for drivers to cross a major roadway.

There are several steps necessary to make this a recommendation reality. The first, and most important, is to gain the consent of the school. The Town should take all necessary steps to assure the safety of students, and to minimize the school's liability. Secondly, the Town should improve access to the parking lot by building a formal sidewalk from Janes Avenue to the parking lot as well as a pedestrian bridge across the creek. Third, the Town should improve the parking lot to add lighting, signage, security cameras, emergency phones, landscaping, and formalized parking spaces. Finally, the Town should manage the lot throughout the year to include plowing and upkeep, and for the Town police to regularly patrol the lot.

Complemented by clear wayfinding and regulatory signing, this lot could become a long-term parking area for downtown employees and visitors during events. This lot could additionally function as a lot for valet parking, as well as employee parking.



Enhance Downtown Multimodal Experience

Provide better parking information and signage

Downtown Medfield visitors – particularly out-of-town visitors – are unaware of public parking options. There are only two small signs guiding drivers to the municipal spaces on Janes Ave. Visitors arriving along North Street have no signals to alert them to the location of off-street parking areas. Having clear guidance and signage for patrons who are unfamiliar with the area is also an important component of the customer experience.

A wayfinding program can help brand downtown Medfield and should encourage visitors, diners, and employees to “park once” or “park and walk.” Signage should focus on directing cars to parking facilities, as well as encouraging people to visit multiple destinations on foot without moving their cars. In addition to parking facilities, signage should identify key sites of interest and their approximate walking distance (in minutes), such as the Meeting House Pond, Medfield Historical Society, town hall, and other points of interest.

Overall, signage should work to eliminate confusion and ensure that all users understand the rules and locations of parking. Parking signage should clearly indicate where the public is welcome and lay out any time-limits. Existing regulatory signage for the few time-limited spaces downtown is often faded and unclear. Signage should aim to accomplish four things:

- Define clear parking rules
- Identify free and long-term parking
- Identify major points of interests
- Guide pedestrians walking around downtown and back again to their car



The entrance to Janes Avenue has the only signs to alert drivers to public parking areas.

Enhance Downtown Multimodal Experience

Improve overall walking and bicycling environment

Parking is not just about parking: it is about getting from the car to your destination or destinations, and then back to the car. The Town should explore improvements to the walking environment to encourage a more connected network and more pedestrians on the street, which in turns helps others feel safer. Customers, residents, and employees choosing to walk to downtown rely heavily on existing pedestrian infrastructure to provide safe and secure access to their destination. After parking their vehicles, motorists become pedestrians, and wayfinding and safe access become crucial components of their experience.

Encouraging walking, cycling, and transit can help to create a “park once” environment where people park their car and visit multiple destinations on foot, effectively reducing the number of parking spaces required to support activity downtown.

All crosswalks in downtown Medfield should conform to best practice; ideally 1-2’ thick “continental” ladder bars that run parallel to traffic. These bars should be a minimum of 16’ long, rather than the 8-10’ length that they are today. Appropriate crosswalk signs should be included, and advanced yield “shark’s teeth” should be installed 30’ before each crosswalk where a stop sign is not installed.

A new crosswalk on Main Street could be added on the eastern side of Miller Street

- East of Woodman’s, terminating the north side on-street parking with a curb extension
- Before the south side spaces at their protecting extension

Relatively small infrastructure investments such as secure bicycle racks encourage and welcome people to travel by bicycle, while improved crosswalks can extend the reach of transit as riders feel safe walking to and from stops.

The Town should invest in enhancing the presence, location, type, and supply of bicycle racks to promote biking as a means of travel to and from downtown. Short-term bicycle racks should be strategically placed in front-door locations, nearest to shops and businesses to allow visitors and customers using the multiuse path the option of stopping the Center to visit retail shops, cafes, or restaurants. Long-term, covered, and secure bicycle parking should be provided in easy to access locations, consistent with the Association of Pedestrian and Bicycle Professionals bicycle parking guidelines.



There is no crosswalk across Main Street at Miller Street or Upham Road.

Enhance Downtown Multimodal Experience

Improve Main Street and North Street Intersection

The wide curb radii at the intersection of Main and North Streets, especially the northeast corner, encourages high speed right turns through the heart of downtown. Squaring up the corners will reduce speeds as well as reduce the crossing distance for pedestrians.

The current location of pedestrian crosswalks are not designed to be as short as possible, angling diagonally across a farther distance in the middle of the road. Crosswalks are natural points of conflict between vehicles and pedestrians. Crosswalks should also be repainted with high-visibility continental markings, and pedestrian signals should respond more ably to waiting pedestrians.

While crosswalks are used by pedestrians, they are designed to warn drivers. Advanced signage, yield triangles or “sharks’ teeth,” and broad, reflective crosswalk bars are all designed not simply to direct the pedestrian but to inform the driver of possible conflicts and to prepare to yield to someone walking. These can be added to Main Street east of South Street.



The intersection of Main and North Streets today (above) encourages high speed right turns. Additionally the pedestrian crossings are not designed to be as short as possible. Extending the curbs and painting continental markings (below) will encourage pedestrian safety at a key intersection downtown.



Encourage Redevelopment in Downtown

Amend zoning

Existing zoning requires far more parking than needed. Individual uses in the current off-street parking regulations may have several different criteria they must meet in order to provide parking. There is already excessive amounts of parking in the downtown.

Though the Town already allows for lower parking amounts though the Downtown Parking District, it is at the discretion of the committee to determine the amount of parking. The Town can update zoning to allow parking to be shared by multiple users, and to waive requirements for commercial and residential development under a certain amount of square footage. This would formalize the process of how parking amounts are determined.

RECOMMENDED ZONING CHANGES

In-Lieu Fees: As a best practice, many communities have allowed developers to build less than the required or desired number of spaces by making a payment in-lieu of providing parking to a municipality. This one time or annual fee can be built into the zoning code to be used toward other transportation and streetscape improvements suggested in previous recommendations. These funds can help support the overall parking system (streetscape, bicycle, pedestrian, or other parking improvements), or be “banked” towards the future provision of parking by the Town. In order to implement in lieu fees as part of zoning, the Town should develop a rate schedule for an in-lieu fee option.

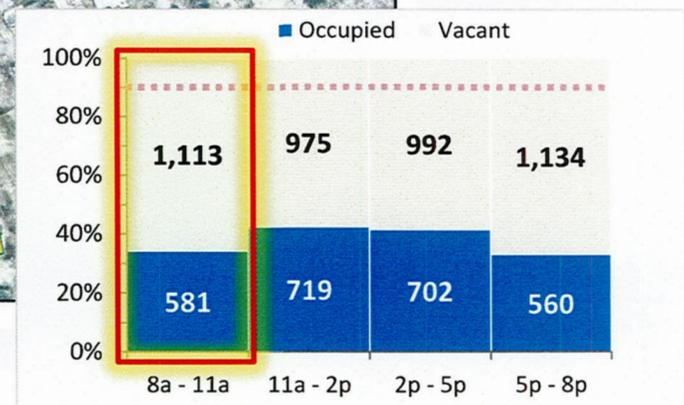
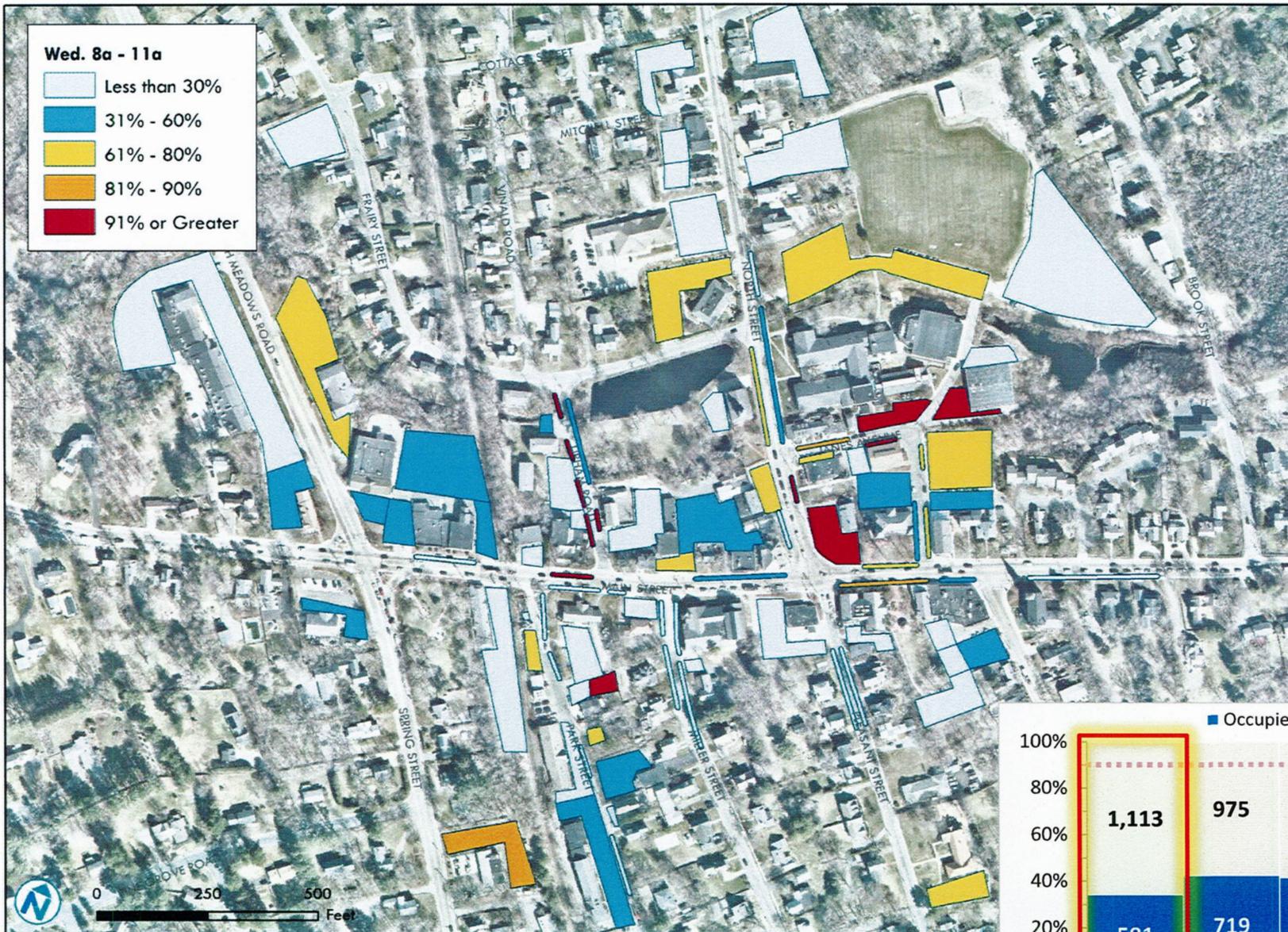


Shared parking allows customers and visitors from different uses to park in the same areas. Medfield's current zoning requires all uses to provide their own parking supply.

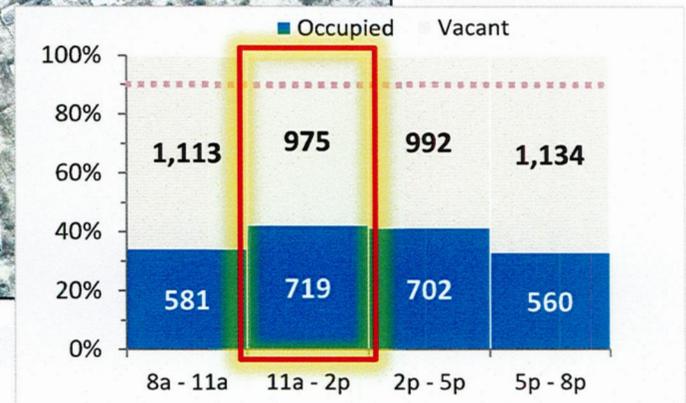
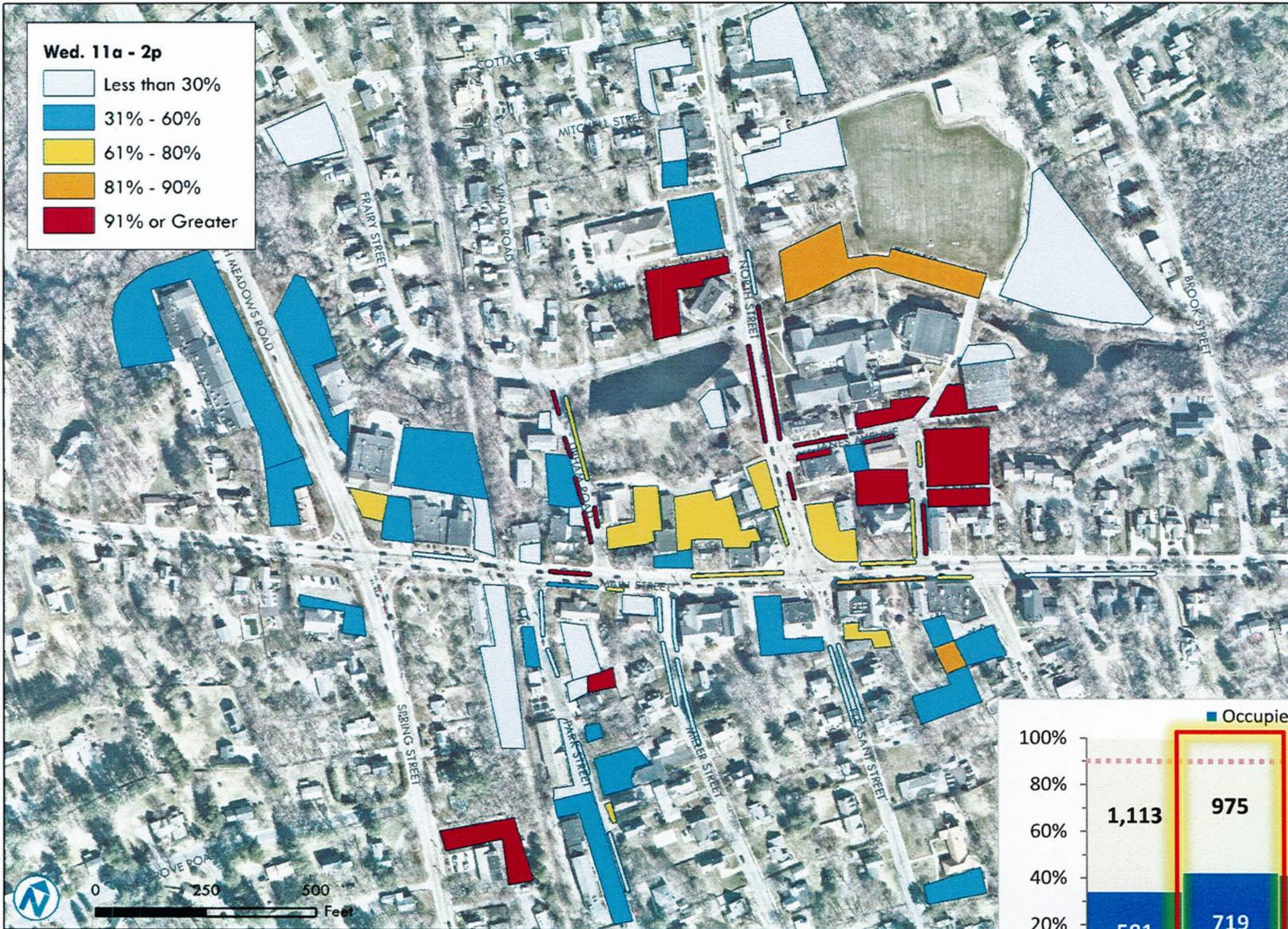


TECHNICAL APPENDIX

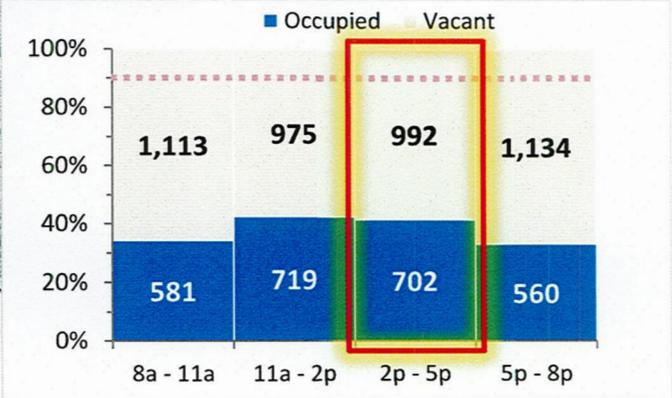
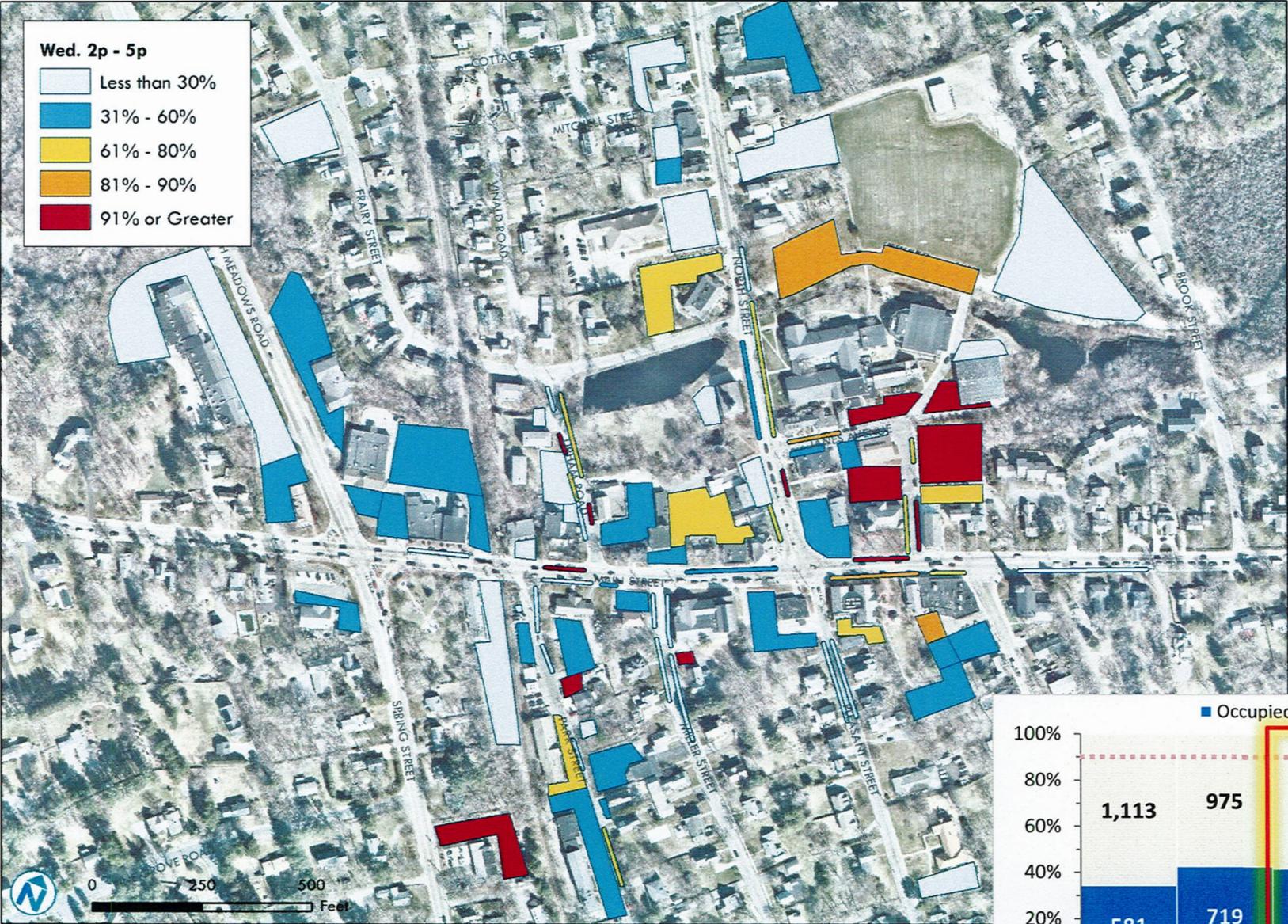
Parking Utilization: Wednesday 8a - 11a



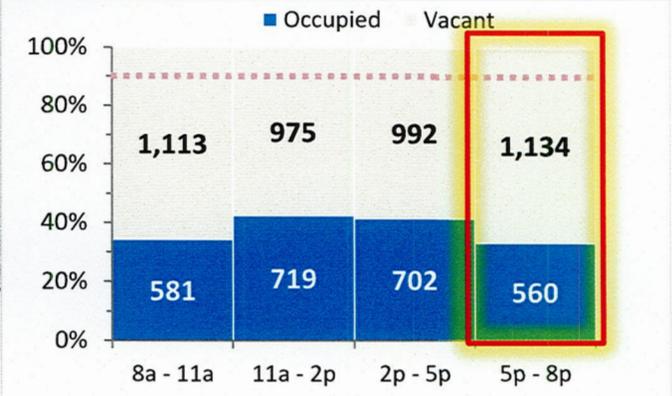
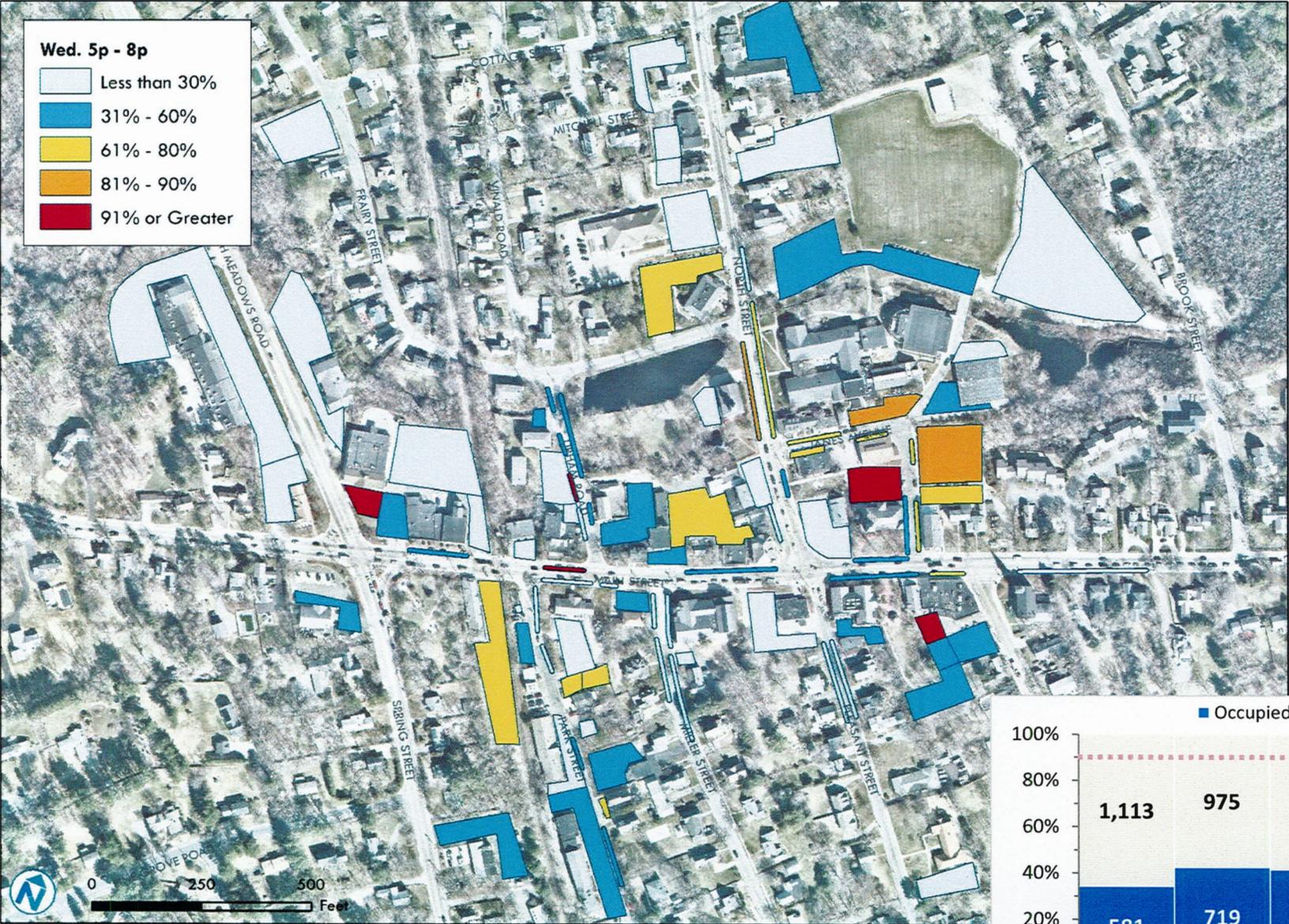
Parking Utilization: Wednesday 11a - 2p



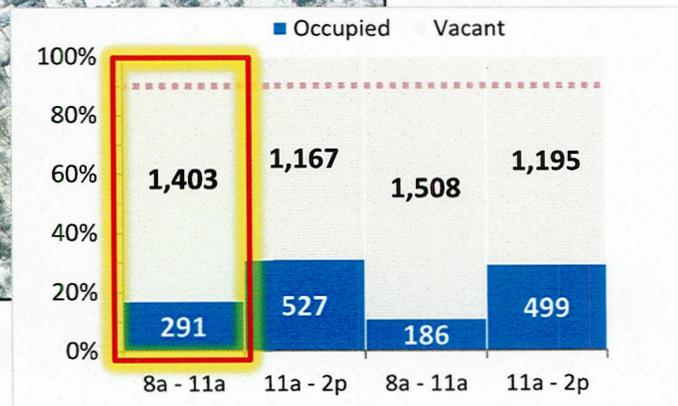
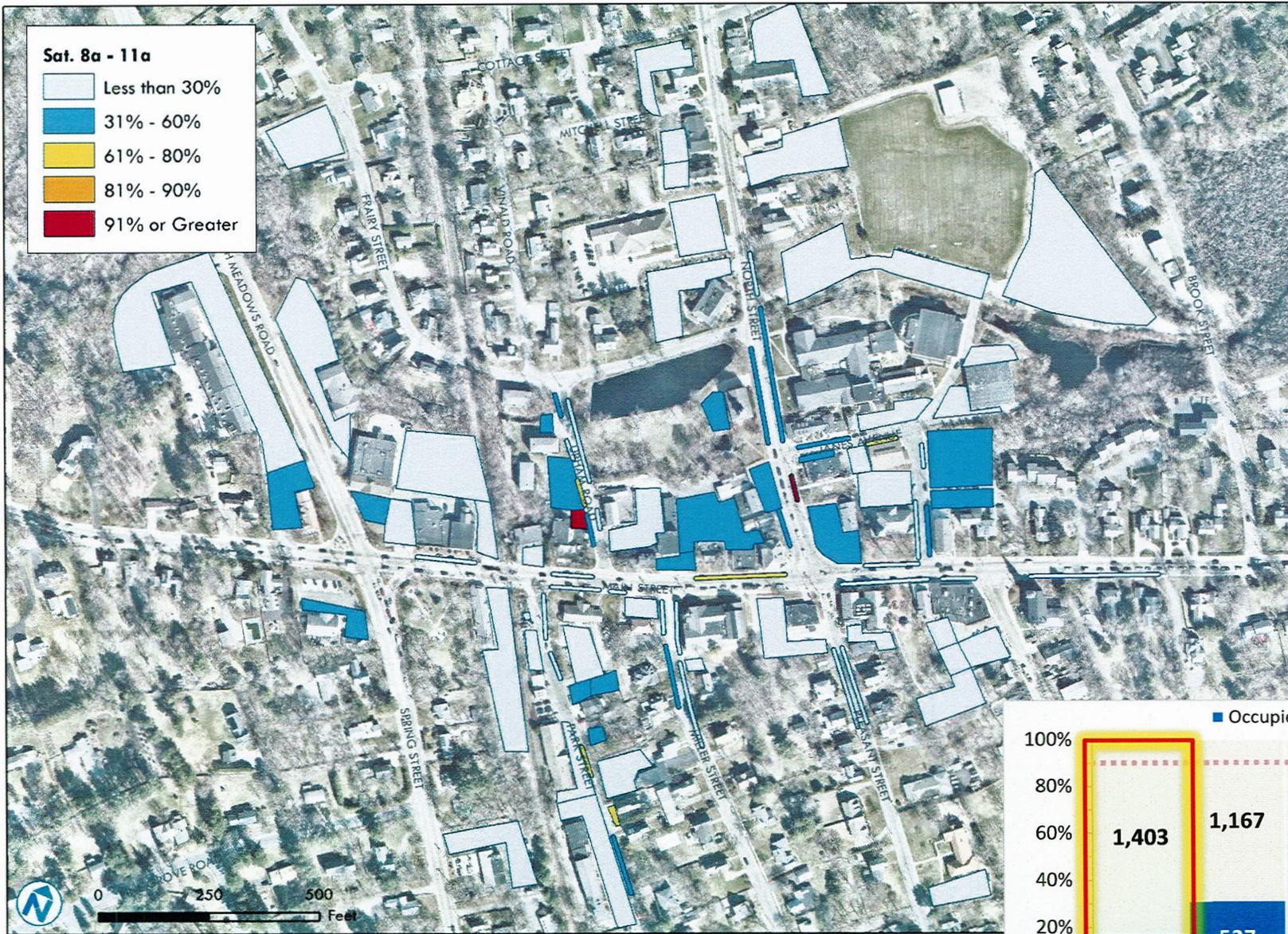
Parking Utilization: Wednesday 2p - 5p



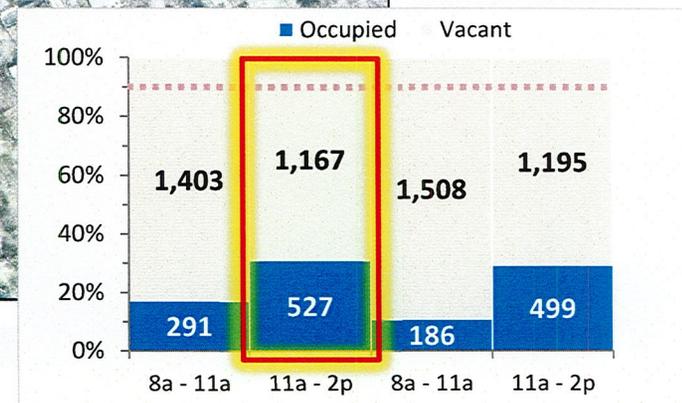
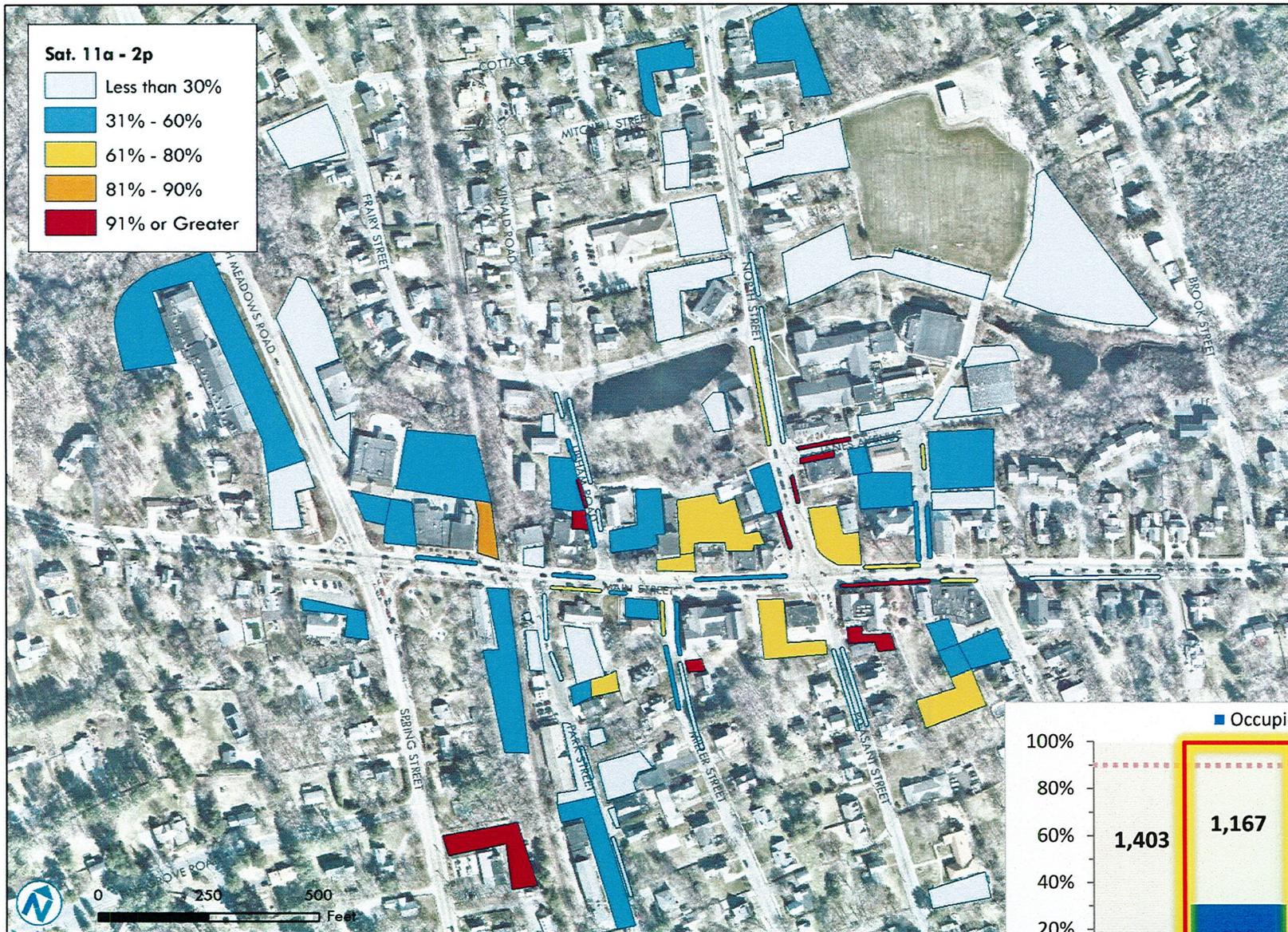
Parking Utilization: Wednesday 5p - 8p



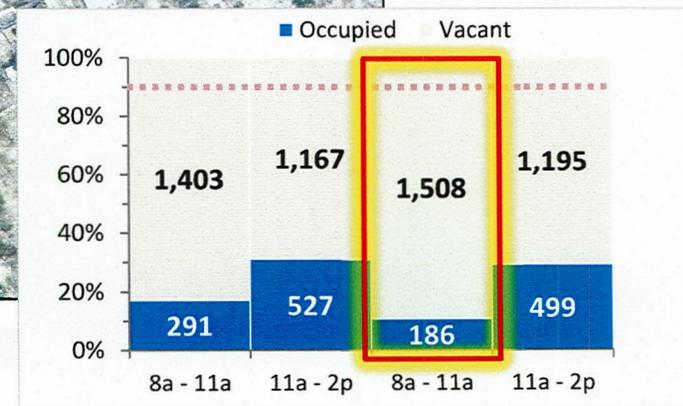
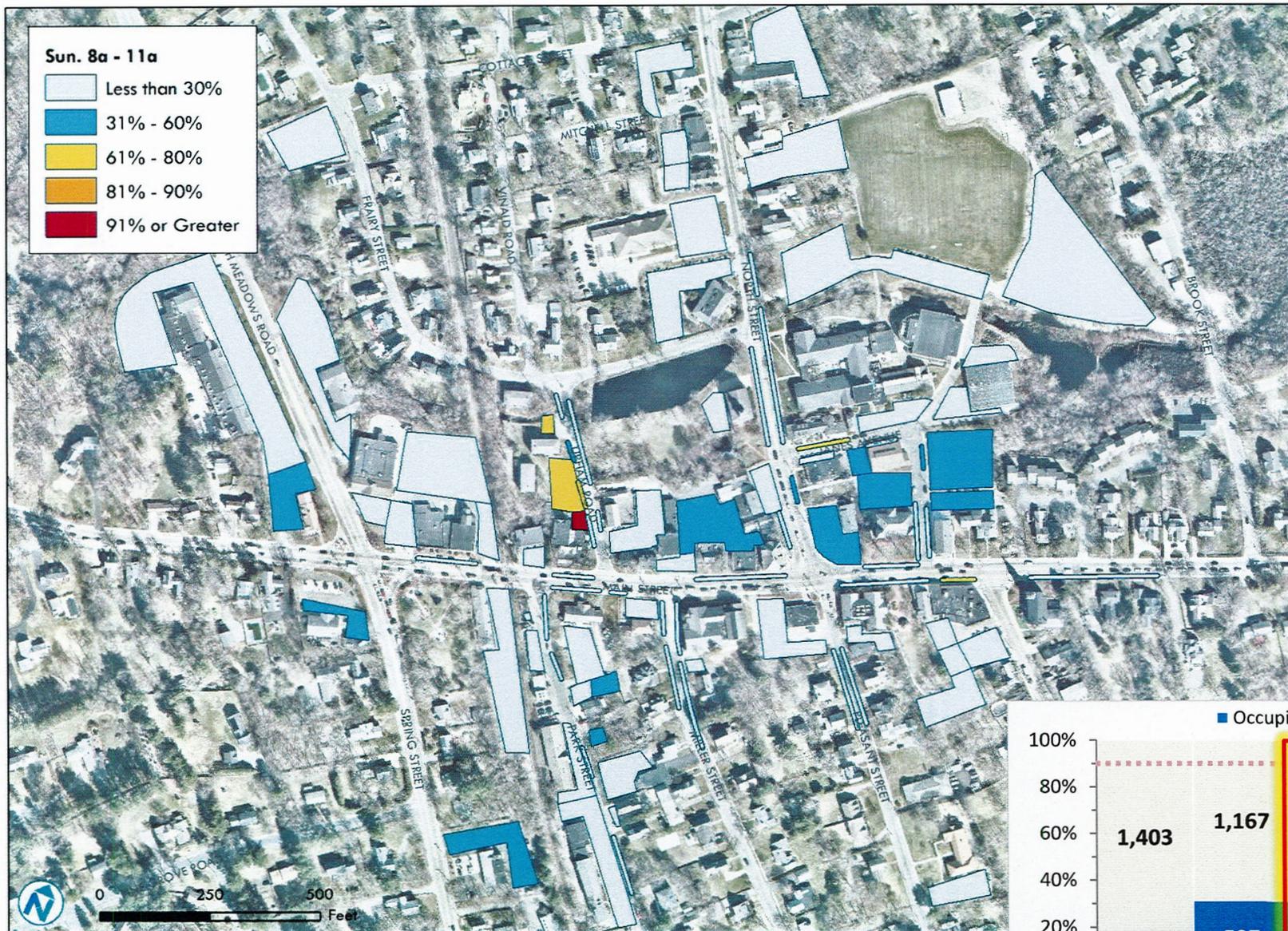
Parking Utilization: Saturday 8a - 11a



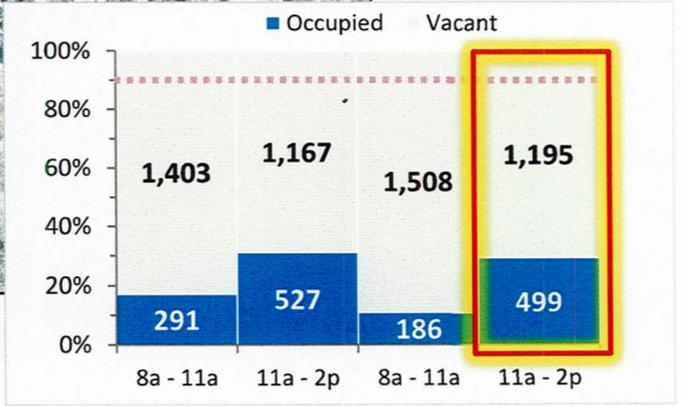
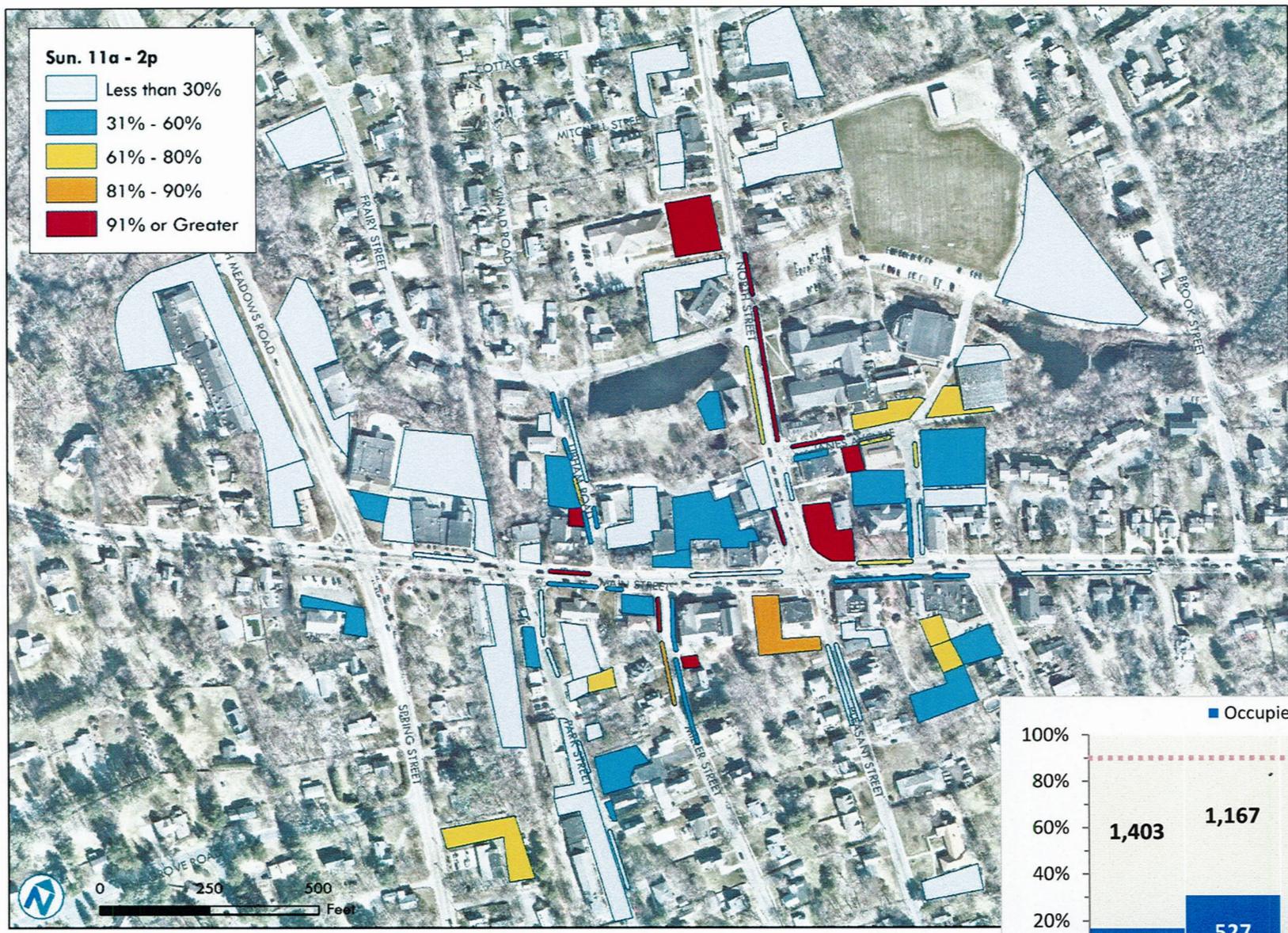
Parking Utilization: Saturday 11a - 2p



Parking Utilization: Sunday 8a - 11a



Parking Utilization: Sunday 11a - 2p





Medfield Youth Basketball, David Higgins coordinator, requests permission to place signs August 15 to September 15 announcing registration



Evelyn Clarke <eclarke@medfield.net>

Liquor License Request for Rocky Woods Event on August 24th

1 message

Nicole Lewis <nlewis@thetrustees.org>

Fri, Aug 2, 2019 at 10:33 AM

To: "eclarke@medfield.net" <eclarke@medfield.net>

Cc: Jamie Picard <jpicard@thetrustees.org>

Hello Ms. Clarke,

I'm writing on behalf of my colleague, Jamie Picard (who is cc'd on this email), to request a one-day liquor license for an event at Rocky Woods (property of The Trustees) on August 24th from 7:00pm-9:30pm. The event is called Fireside Yoga and Sunset Brew Hike. Beer is being provided by Jack's Abby Brewery and served by Jamie Picard who is TIPS certified.

Please let us know what our next steps are to complete this request. We can bring a check to Town Hall today or next week. Thank you for your prompt attention to this request.

**Nicole Lewis***Engagement Manager*

Powisset Farm

Please note my schedule:

- Mondays, 8am-3pm
- Wednesdays, 8am-3pm
- Fridays, 8am-2pm

I look forward to responding to your email as soon as possible.

Trustees | Powisset Farm

37 Powisset Street | Dover, MA 02030

nlewis@thetrustees.org | 508-785-0339, ext. 1605

web: thetrustees.org | Facebook: facebook.com/thetrustees | Twitter: twitter.com/thetrustees



SHARE THIS MESSAGE

Take a hike... we dare you!

The 2019 HIKE TRUSTEES Challenge is on.

thetrustees.org/hiketrustees



Evelyn Clarke <eclarke@medfield.net>

Bike to the Beach for Autism 8/31/19 - Medfield, MA Event Notification

1 message

Carl Sylvester <csylvester@biketothesea.org>

Thu, Aug 8, 2019 at 1:33 PM

To: Evelyn Clarke <eclarke@medfield.net>

Good afternoon,

Please see the attached event notifications for the Bike to the Beach for Autism charity bike ride taking place on Saturday 8/31. The event requires no road closures or assistance from the town, and is fully supported by volunteers and private EMS staff. Most riders will pass through the town in small groups within 2 hours, and are instructed to take extra precaution to have a minimal impact on the surrounding area and roads.

Included along with the event notifications is a small route description and a link to a map of the full route.

Bike to the Beach hosts events in 8 cities, and annually donates over \$1 million to our national and local partners. Our ability to have a significant impact on the lives of people affected by autism would not be possible without the generosity and willingness of local government departments to support our community and events.

If you have any questions or concerns, please feel free to reach out to our Executive Director Robby Walsh at (301) 580-7321, or myself at your earliest convenience.

Thank you, and all the best,

Estimated Time of Arrival: 7:00 am

Distance of Route through Medfield: 3.52 miles

Directions of Route through Medfield:

Continue onto Elm St
Turn left onto South St
Turn left onto MA-27 S/South St
Turn right onto South St
Continue onto Seekonk St

A full map of the route can be found here: [Bike to the Beach New England Route](#)

Carl Sylvester
Operations Manager

Bike to the Beach For Autism

[202.256.7887](tel:202.256.7887) (m)

[202.280.1418](tel:202.280.1418) (f)

www.Biketothesea.org

Nil Volentibus Arduum - "Nothing is impossible for the willing"

 **Medfield, MA_Town Admin_B2BNE Event Notifications_8.8.19.pdf**
305K

August 8, 2019

Osler L. Peterson
Michael Marcucci
Gus Murby
Medfield Board of Selectmen
459 Main Street
Medfield, MA 02052

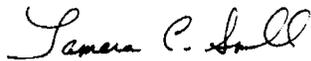
Re: Request for a Medfield Day Block Party on Kenney Road

Dear Selectmen,

I am writing to request a permit for a block party on Kenney Road. The event will be held on Saturday, September 14 from 3:00 – 8:00PM in front of 25 and 27 Kenney Road. The rain date will be Sunday, September 15 from 3:00 – 7:00PM. We plan to invite all residents of Kenney and Emerson Roads to this family-friendly event.

Please let me know if you need any additional information from me. Thank you for considering this request.

Sincerely,



Tamara Small
9 Kenney Road
Medfield
M: (617) 515-9728
T: (508) 359-6754

cc: Evelyn Clarke

Meeting Minutes
January 8, 2019
Chenery Meeting Hall

Present: Selectmen Peterson and Murby; Selectman Marcucci absent; Town Administrator Sullivan; Town Administrator Trierweiler; Town Counsel Cerel; Administrative Assistant Clarke

In the absence of Chairman Marcucci Selectman Murby made a motion to declare Selectman Peterson serve as Chairman of the Board of Selectmen. Vote was unanimous
Mr. Marcucci joins the meeting by remote participation

Appointments

7:00 PM Public Hearing / Eversource Electric Company petition to install one new utility pole at 71 North Street. Chris Cosby is representing Eversource.

The work is necessary to provide service to new eight unit apartment building; Robert Borelli developer. Selectman Peterson questioned will the service come from across the road. Ms. Cosby answered no, pole will be in front of the house; this is a span issue.

Motion: Selectman Murby made a motion to approve Eversource petition to install one utility pole at 71 North Street for service to eight unit apartment building. Selectman Murby called for a roll call vote; Mr. Marcucci yes; Mr. Peterson yes; Mr. Murby yes

Massachusetts Historical Commission

Jean Mineo was recognized and she explained that she received notice that the application for state historic credits was rejected for minor reasons; this was expected. The Cultural Alliance is encouraged to reapply before the January 15 deadline. Ms. Mineo requests the Selectmen sign a second letter of support. (initial letter was signed on August 28, 2018) Selectmen agree they are in support.

Vote: Authorize Selectman Murby, as Clerk of the Board, to sign letter supporting the Cultural Alliance of Medfield to submit Massachusetts Historic Tax Credit application for the Chapel Building and the Infirmary. Selectman Murby called for a roll call vote; Mr. Marcucci yes; Mr. Peterson yes; Mr. Murby yes

Resignations

Conservation Commission members Ralph Parmigiane, and Phil Burr submitted letters of resignation. Between the two members they have given 44 years of service to the Town.

Motion: Selectman Murby made a motion to accept the resignation of Ralph Parmigiane and Phil Burr, with regrets, from the Medfield Conservation Commission. Selectman Murby called for a roll call vote; Mr. Marcucci yes; Mr. Peterson yes; Mr. Murby yes

New Building Commissioner

Motion: Selectman Murby made a motion to authorize acting Chairman Osler L. Peterson sign the Commonwealth's Certification form for Gary Pelletier, appointed as a building code enforcement official for the Town of Medfield as of December 1, 2018. Selectman Murby called for a roll call vote; Mr. Marcucci yes; Mr. Peterson yes; Mr. Murby yes

Committee Member

Selectmen are requested to vote to appoint resident Nate Bazinet as a member of the Public Safety Committee. Mr. Bazinet submitted his resume for the Board to review. He was in the audience and he read from his resume his goals should he be appointed; "to prioritize a culture of safety with a foundational emphasis on the most vulnerable members of our community, the disabled, children and seniors, with the aim of implementing simple, cost-effective and ultimately scalable, outcomes and to positively support the Safety Committee in achieving, thoughtful and responsible safety recommendations to benefit the people in Medfield."

Motion: Selectman Murby made a motion to accept Nate Bazinet's request to become a member of the Public Safety Committee. Selectman Murby called for a roll call vote; Mr. Marcucci yes; Mr. Peterson yes; Mr. Murby yes

Mr. Peterson offered that Nate share his resume with Frank Perry, Medfield Wildlife Management Committee as he may be looking for new members. Nate is interested in hunting and outdoor activities. Mr. Sullivan interjected that only bow hunting is allowed on public property.

Pending / Town Wide Master Planning Committee Charter

Selectmen need to change the date for the initial committee meeting date to February. There are several formatting changes that Selectman Murby has made and distributed copies electronically to the Board for their review; this is the third and final version. Mr. Marcucci said that he is fine with the charter substance. Selectmen agree to defer appointing committee members to the January 15, 2019 meeting.

Motion: Move to adopt the Town Wide Master Planning Charter as reflected in the third version of the draft and do formatting changes. Selectman Murby called for a roll call vote; Mr. Marcucci yes; Mr. Peterson yes; Mr. Murby yes

Town Administrator Update

Mr. Sullivan announced that there are vacancies on the Conservation Commission, Council on Aging and the Master Planning Committee. Interested residents please send resumes to Town Hall. Several neighborhoods in Medfield experienced power outages today, however, the cause remains unknown at this time. Electricity out for 15-20 minutes or much longer. The Town's new Facilities Director Amy Colleran is on board; Jack Wolfe submitted his resignation from the Warrant Committee as he is moving out of Town and Assistant

Town Accountant Matthew Violette has accepted a position in Mansfield where he is a resident. Matthew has agreed to fill in temporarily. Our beaver trapper Barry Mandell reported that the beavers are inactive due to the high water levels. December to April is the trapping season. Pot holes have appeared on the Rte 109 bridge over the Charles; some vehicles suffered damage. Town cannot do repair work as this is state owned

MSBA Feasibility Study Agreement

Superintendent Marsden reported to the Board that the Town will advance to the next phase of the feasibility study for the Dale Street School. Phase one involved the enrollment needs and we were looking at 600 students in grades 3, 4, 5 building, however the state projects 850 in the next ten years. MSBA uses a variety of data to arrive at that number. Selectmen Murby said that isn't what the state is looking towards in a report he heard. Young people are more interested in living in cities. Dr. Marsden remarked that towns like Medfield, Hopkinton, Acton are and will continue to be attractive to home buyers according to the state. He continued saying that on December 12 Kristine, Mike Quinlan, Michael Lafrancesca, Anna Mae O'Shea Brooke and myself were invited to meet with the MSBA in Boston, where they approved the feasibility study and now Medfield is in the program. We received the letter from the agency confirming that the feasibility study will move forward and will take eight or nine months. Mike Quinlan remarked that usually Towns request higher enrollment numbers but the state would say no. This is unusual because the state told Medfield to use a higher number.

Motion: Move to approve and sign the Feasibility Study Agreement for the next phase for the Dale Street Elementary School. Selectman Murby called for a roll call vote: Mr. Marcucci yes; Mr. Peterson yes; Mr. Murby yes

Selectmen Report

Mr. Marcucci has no report

Mr. Murby remarked that the results for the senior housing study are completed and ready to present to the Selectmen although the Affordable Housing Trust is scheduled to have the presentation before the Selectmen. He continued saying that even with the downturn OPEB Trust has a 3.2 million dollar balance as of November; State Hospital Development Committee will meet January 30. Mr. Murby then commented on the Historical Society water bill; we should not force them to pay the bill. They are a volunteer group that is diligent and conscientious about preserving the heritage of the Town. They already paid \$12,000 for a new roof; the \$900.00 water bill seems unreasonable. Comment made that the \$900 covers several years of water used and is not just one recent water bill. If Selectmen pay Society's water bill will this apply to all groups, i.e. Dwight-Derby House. Mr. Murby advised that the Water and Sewerage Board attend a meeting for discussion as to what they will do about the water bill.

Mr. Peterson had discussion with resident Richard Mastronardi at the First Parish Meeting House about a desk from the 1600's and a 1746 bible that he recently acquired for First Parish upon seeing them on ebay. The desk is interesting as it has a slanted top and opens to reveal several cubby holes; suggests that the items be put on display perhaps here at the Town Hall.

Comment made that Library Trustees be contacted for a place at the library that would be more suitable. Resident Stephen Resch sends compliments to the Town for having Town information on the website. Mr. Peterson announced that nominations are due the end of January for the MFi Volunteer Awards. Reception will be held in March.

Meeting adjourned at 8:10 PM

Respectfully submitted,

Evelyn Clarke

Board of Selectmen

February 5, 2019

7:00 PM

Minutes

Present: Michael Marcucci, Osler Peterson, Gus Murby, Kristine Trierweiler, Mark Cerel, Evelyn Clarke

Mr. Michael Marcucci said the meeting is being video recorded and asked for a moment of appreciation for our Troops serving in the Middle East and around the world.

Announcements

Chairman Marcucci announced that the Norfolk County Registry of Deeds, William O'Donnell, Register will hold Office Hours on Thursday, February 14, 2019 10:00 AM – 12:00 PM in the Town Hall Chenery Meeting Room.

Citizen Comment – no comment given

Appointments

Public Hearing / Eversource Electric Company and Verizon petition to install one new utility pole at 80 North Meadows Road to provide service to new 16 unit building; Eversource Representative, Christine Cosby

Mr. Gus Murby declared the public hearing open.

Chairman Marcucci recused himself from the hearing due to Verizon. Ms. Cosby said the request is for a new utility pole on West Street to provide service for the new construction located at 80 North Meadows Road. Mr. Murby asked if anyone would like to speak for or against the request for the new utility pole. No comments were given. Mr. Osler Peterson had no comments. Mr. Mark Cerel asked if the Police have been consult due to traffic issues. Ms. Cosby said the Police and the DPW will be notified and Eversource/Verizon will cooperate with any recommendations or conditions they have.

At approximately 7:09 pm, Mr. Peterson made a motion to close the hearing. At approximately 7:10 pm, Mr. Peterson made a motion to approve the petition to install one new utility pole at 80 North Meadows Road to provide service to new 16 unit building. Seconded by Mr. Murby. The Vote 2-0-1.

Geoff Pedder, owner Zelus Beer Company and Mark Walter, Sun Multisport Events Rae Director discuss proposed race event to be held Sunday, June 30, 2019

Mark Walter, Sun Multisport Events Rae Director presented to the Board. Mr. Walter said the event proposed will be called the Zelus Light Run. Mr. Walter said Zelus is a craft beer and they hope to have a tap room established at One Green Street in Medfield. The concept behind the event is to have it start and end at the Zelus tap room. Mr. Walter said he is a full-time event

coordinator with over 10 years' experience. The proposed event will have 2 running distance events; a 6 mile and a 3 mile. Mr. Walter is estimating approximately 500 attendees. The parking plan is to utilize the Montrose School and permission to do so has already been granted. The overflow parking site will be at Hinkley Swim Pond. Mr. Walter said the event would begin at 8:30 am and end approximately around 12:30 pm. Mr. Walter referenced documentation distributed to the BOS. The documentation includes the running event route map.

Mr. Peterson said the Police Chief usually approves the route for the event before the proposal comes before the BOS. Mr. Walter asked Evelyn Clarke if the information has been circulated to the Police Department. Ms. Clarke responded no. Mr. Peterson said the BOS turned down another event that wanted beer and alcohol in the morning. Mr. Murby said the impression of running events with alcohol in the morning is not a message the Town wants to be sending to their children. Mr. Murby feels the concept of alcohol drinking in the morning is a problematic message.

Mr. Geoffrey Pedder, owner of Zelus Beer Company, said the tap room at One Green Street is not currently open however; it has been approved by the ZBA and a lease has been signed. Mr. Pedder said they hope to be open by March or April.

Chairman Marcucci said they can discuss the event tonight but Mr. Pedder would need to come back after the Police Department has approved the running route. Mr. Peterson told Mr. Pedder that Medfield is very happy to have his business and that serving alcohol in the afternoon of the event would suit the town's preference rather than in the morning.

Mr. Bill Massaro asked if the running route goes through the Medfield State Hospital. Mr. Walker said yes. Mr. Massaro said they will need to go before the Building and Grounds Committee of the Medfield State Hospital for approval.

Mr. Mel Seibolt, 13 Snyder Road, of Park and Recreation said this is the first that he has heard of an overflow parking concept at Hinkley Pond. Mr. Seibolt said the parking lot is Park and Recreation property and the swim pond will be in full operation on the proposed date of June 30, 2019. Mr. Seibolt said he has not seen a plan but the overflow parking at Hinkley Pond will be a problem.

Ms. Laurel Scotti, 10 Green Street, said she is one of the residents who will be displaced due to the race and she simply doesn't want it. Ms. Scotti said does not want 500 people on Green Street. Ms. Scotti said the residents will not be able to get in and out of their residences. Ms. Scotti said the race should be started at Medfield High School; similar to the Angel Run. Ms. Scotti said that people could be accumulated safely at the High School versus in a residential neighborhood that is densely populated. Ms. Scotti said this concept does not make sense to her at all. Mr. Pedder said the race is to promote the opening of the tap room at One Green Street. Mr. Walker said the plan is to congregate people and cars at the Montrose School parking lot; not on Green Street. Mr. Walker said they are requesting a road closure due to the start and finish line being at One Green Street. Ms. Scotti said a lot of businesses open without a road race and the concept of 500 people showing up to promote a tap room and drinking alcohol is not something she is happy about.

Mr. Cerel asked if runners are being asked to pre-register and is there a cutoff date. Mr. Cerel asked if runners can show up on the day of the event and participate. Mr. Walker said that most runners will pre-register but they will accept non-registered runners on the day of the event.

Mr. Marcucci said Mr. Walker and Mr. Pedder need to take the information that they gathered tonight and meet with the Police Chief and then come back with more of the details worked out.

Action Items

Sarah Raposa, Town Planner, requests the Selectmen vote to authorize Chairman Marcucci to approve and sign MAPC Technical Assistance Scope of Work for a Creative Placemaking Project at former Medfield State Hospital site

Ms. Trierweiler said this is a grant for \$25,000 that Ms. Sarah Raposa, Town Planner, applied for to focus on the cultural aspects for the MSH campus. Ms. Trierweiler said there will be an event to celebrate the cultural aspects of the campus and a date is to be determined.

Mr. Peterson has no comments. Mr. Murby has a couple of concerns and is disappointed that Ms. Jean Mineo of the Cultural Alliance of Medfield is not present at the meeting. Mr. Murby said he is concerned that promotion of the Cultural Center will heighten expectations before the Town knows how they are going to get the Cultural Arts Center on campus. Mr. Murby is okay with hold the event however he would like to raise the concern about “putting the cart before the horse.” Ms. Trierweiler said she will raise the concern with Ms. Raposa and Ms. Mineo. Chairman Marcucci said it is a timing concern and Mr. Murby agrees.

At approximately 7:42 PM, Mr. Murby made a motion to authorize Chairman Marcucci to approve and sign MAPC Technical Assistance Scope of Work for a Creative Placemaking Project at former Medfield State Hospital site. Seconded by Mr. Peterson. The Vote: 3-0.

Selectman Murby recommends the appointment of Sean Kay to the Town Wide Master Planning Committee

At approximately 7:13 PM, Mr. Murby made a motion to appoint Sean Kay to the Town Wide Master Planning Committee. Seconded by Mr. Peterson. The Vote: 3-0.

Vote to authorize Chairman Marcucci or his designee to sign documents for MSBA Dale Street School Project

At approximately 7:14 PM, Mr. Murby made a motion to to authorize Chairman Marcucci or his designee to sign documents for MSBA Dale Street School Project. Seconded by Mr. Peterson. The Vote: 3-0.

On-going FY2020 Budget Review and Discussion

Vote to approve preliminary Town Budgets – Facilities Director, Amy Colleran; Park and Recreation, Kevin Ryder; Fire Department, Fire Chief William Carrico

Mr. Michael LaFrancesca, Director of Finance and Operations for Medfield Public Schools, said he has joined Ms. Amy Collieran, Facilities Director, because the budget request came in prior to Ms. Collieran being hired. Mr. LaFrancesca said the increase in the Facilities budget for the fiscal year 2020 will be a .6 position. Mr. LaFrancesca said a lot of the maintenance on the town side has been contracted out in the past. Mr. LaFrancesca didn't feel a full time position was needed but a .6 position would be sufficient on the town side. Mr. LaFrancesca referenced documentation distributed to the BOS. Mr. LaFrancesca said the new position would also help the Facilities Manager focus on task that are not involving general maintenance. Mr. Peterson said the .6 position makes sense to him. Ms. Trierweiler said the Personnel Board approved the request unanimously. The BOS thanked Mr. LaFrancesca and Ms. Collieran for attending the meeting.

Mr. Kevin Ryder distributed documents to the BOS. Mr. Ryder said Park and Recreation is level funded this year; same as the last 3 year. Mr. Ryder said the only budget increase is the step increase for the 2 full time staff members. Mr. Ryder discussed the expenses paid out of the revolving account. Mr. Ryder said the revolving account is above the operating budget; when the operating budget runs out, they rely on the revolving account. Mr. Peterson congratulated Mr. Ryder on a great job. Mr. Murby said he appreciates the hard work Mr. Ryder is doing at the Park and Recreation department. Mr. Marcucci referenced a memorandum the BOS sent to several departments. Mr. Ryder has not seen the MEMO. Ms. Trierweiler said she will redistribute the memorandum. Mr. Marcucci said the memo went to several departments that are looking for buildings and expansion. The memo encourages the departments to talk to one another and collaborate to find usable space in town.

Fire Chief William Carrico, Fire Department, presented to the Board. Chief Carrico opened the discussion with ALS. Chief Carrico said ALS started November 30, 2018 and they now have 6 paramedics on staff. Chief Carrico said in the first 10 days of having ALS, the department had 44 calls. The department was given the "go ahead" during the third week in December to operate as a full ALS system. Chief Carrico said there are two shifts of double medics and two shifts of single medics. The second ambulance is now licensed and in place. The December revenue is up about \$12,000.

Chief Carrico said the budget for the Fire Department is at an increase of 8 ½% and the majority of the increase is the hiring of the 4 additional paramedics. Chief Carrico feels the first year of transitioning to ALS is going to be the most difficult financially. Chief Carrico said there are a lot of unknowns in the first year. Chief Carrico is concerned about unused vacation time pay-outs affecting the budget in a negative way. Chief Carrico is working with the union on the timing of the pay-outs.

Chief Carrico said the "recall" line of the budget has been lowered by \$60,000 from the original estimate. The "recall" is when off-duty employees have to come back. Chief Carrico said in fiscal year 2018 there were 180 recalls. Chief is estimating 220 recalls in 2019 due to the second ambulance. Chief Carrico said the proposed budget is \$1,449,000 total for the fire department.

Mr. Peterson asked for further explanation of single shift staffing. Chief Carrico said they are operating under a waiver that allows for single shift staffing. Mr. Murby asked about salary

increase line item. Mr. Murby said he believes Chief Carrico is below the anticipated \$400,000. Chief Carrico said the increase from 2018 to 2020 is \$322,338. Mr. Murby said he appreciates the work Chief Carrico is doing to bring down the costs. Chairman Marcucci asked why the call lieutenant position is not being filled after the employee retired. Chief Carrico said it is not necessary at this time.

Chairman Marcucci said the Warrant Committee asked him, at their meeting last night, what is going to happen with the budgets that are under the BOS jurisdiction; the budgets on the town side. Chairman Marcucci wanted to bring the topic up to the BOS for discussion. Mr. Peterson said he would like the Warrant Committee to recommend budget numbers to the BOS. Mr. Murby said that he would like the Warrant Committee to recommend a number as to what the overall spending of the town should be after they review the budgets. Mr. Murby said that if the budgets do not fall within a 2 ½ prop limit then the framework that he is setting up with Ms. Trierweiler should be used. The framework lays out the town and school side limits.

Chairman Marcucci reviewed a chart from the Assessor's office to understand the assessment increase of properties with the BOS. Chairman Marcucci also distributed documentation from Ms. Courtney Starling, COG. The information is referencing surrounding town information on the real estate market. Chairman Marcucci said the information is for reference and can be discussed later after Mr. Murby and Mr. Peterson have had an opportunity to read it.

Vote to approve Town Administrator six month goals

Ms. Trierweiler said she is trying to formalize the policies. Ms. Trierweiler has distributed to the BOS the Town Administrator Review policy and the Review Evaluation sheet. Chairman Marcucci asked if there are any comments on the discussed Town Administrator goal. Mr. Peterson had no comment. Mr. Murby said he has a lot to discuss. Mr. Murby said all of his question are centered around, "what does it actually mean?" and "how does the BOS know if Ms. Trierweiler has done it?"

Mr. Murby said the questions are:

Update budget projections with the financial team – does this mean get ready for the ATM? Ms. Trierweiler said yes.

Create budget calendar and budget process – are we asking you to change the process? Ms. Trierweiler said yes; she has been asked to come up with a complete budget calendar that the town has not had in the past. Ms. Trierweiler said the process will begin much earlier than it has in the past. Mr. Murby said the wording should be changed to "clear accelerated calendar."

Communication – external communication – what are the specific targets? Ms. Trierweiler said we need to get more of the information that is at the Town House on to the existing website. Ms. Trierweiler said the Fiscal 2020 budget is online for the first time for townspeople to review.

Mr. Murby said his personal preference with "goals" is to have fewer of them and to have them more focused but agrees that in the first 6-months Ms. Trierweiler needs to be able to step into this role of Town Administrator and keep a momentum going.

Internal Monthly Department Meetings – what is the hoped for outcome of these meetings? Ms. Trierweiler said there have never been department head meetings. Ms. Trierweiler is hoping to improve communication between the departments.

HR files audit – not sure what this means. Ms. Trierweiler said there are new rules and regulations as to how personnel files need to be set up; I-9 forms and medical information can no longer be kept in personnel files.

Mr. Murby said the section of “5 high priorities,” he is hoping implementation of the priorities will be included in the process to discuss in 6 months. Mr. Murby said he would like to add a category of “Personal Goals for Personal Development.” Mr. Murby said the Personal Development” section can be formal or informal but he would like to hear Ms. Trierweiler’s thoughts at the next meeting. Chairman Marcucci asked Mr. Murby if the “Personal Development Goals” are something that Ms. Trierweiler will be evaluated on in June. Mr. Murby said yes. Chairman Marcucci suggested editing the goals as discussed and voting next meeting.

License and Permits – Consent Agenda

Trustees of Reservations request a one-day wine and malt beverage permit for event on February 16- Brew Moon Hike from 6:00 PM to 8:00 PM. Beverage provided by Jack’s Abby Brewing, Framingham

Medfield High School Field Hockey Team request permission to hold a fundraising car wash behind Town Hall on Saturday, September 7, 2019 9:00 AM to 1:00 PM

Council on Aging request a one-day wine and malt beverage permit for event on Wednesday, February 20 – Dancing and Dining with Frankie 4:00 PM to 7:00 PM

At approximately 9:08 pm, Mr. Murby made a motion to approve all the items on the Consent Agenda. Seconded by Mr. Peterson. The Vote: 3-0.

Town Administrator Update

Update on Police Chief Search; schedule of interviews

Ms. Trierweiler said the Police Chief Search Committee met last Thursday. The Committee is still reviewing and has not made any recommendations yet. The Committee is meeting again on February 12, 2019. The Committee is hoping interviews can take place on March 5, 2019.

Selectmen Report

Mr. Peterson attended the Medfield Coalition meeting on suicide prevention. The meeting was with 2 consultants; one from Riverside and one from William James.

Mr. Peterson attended Denise Garlick’s report to the town and MAPC Climate Change seminar. Mr. Peterson said he had someone come in to his office hours regarding Affordable Housing.

Mr. Murby also attend Denise Garlick's annual report and Mr. Murby noted how candid Ms. Garlick was about how challenging it is to go to legislature to try and make a case to help a town like Medfield in the face of less affluent towns.

Mr. Murby said the Senior Housing Survey presentation was given at the Center today. Mr. Murby said one of the many ideas that came out of the meeting was to hold a BOS meeting at the Center. The seniors noted the parking at the Town House is difficult for them. Chairman Marcucci and Mr. Peterson believe this is a good idea. Chairman Marcucci noted the meetings will not be able to be viewed "live" but the parking would be easier.

Chairman Marcucci announced the Affordable Housing Trust will be meeting with Mayrock/American Legion on this Thursday at Medfield High School in room 125 at 7:00pm.

Chairman Marcucci proposed a March 26, 2019 BOS meeting for the Mayrock/American Legion.

Vote to close 2019 Annual Town Meeting Warrant

Chairman Marcucci suggested adding the Free Cash Article. Ms. Trierweiler said she will add it.

At approximately 9:25 pm, Mr. Murby made a motion to close the 2019 Annual Town Meeting Warrant with the addition of the Free Cash Article. Seconded by Mr. Peterson. The Vote: 3-0.

Informational

From Community Opportunities Group, Inc Mini Market Analysis
Letter from newly elected Norfolk County Sheriff, Jerome P. McDermott
Received from Verizon Form 500, 2018 Annual Complaint Filing
Received from COMCAST Form 500, 2018 Annual Complaint Filing

At approximately 9:27 pm, Mr. Murby made a motion to adjourn the meeting. Seconded by Mr. Peterson. The Vote: 3-0. Chairman Marcucci announced the next BOS meeting is February 19, 2019.

Respectfully Submitted,
Marion Bonoldi, Recording Clerk

**Board of Selectmen
March 19, 2019
6:00 PM
Chenery Hall**

Present: Michael Marcucci, Osler Peterson, Gus Murby, Kristine Trierweiler, Mark Cerel

Warrant Committee: Michael Pastore, Amanda Hall, Kristine Barton, Jeremy Marsette, Sharon Kingsley Tatro, Newton Thompson, Robert Sliney

Mr. Marcucci called the meeting to order and disclosed the meeting is being video recorded.

The Selectmen observed a moment of appreciation for our Troops serving around the world.

Police Chief Discussion and Appointment

Discussion and deliberation on appointment of Police Chief, and whether or not to offer the position of Police Chief to one of the following candidates: Michelle Guerette or John Wilhelmi

Mr. Marcucci said the search committee has submitted all of the needed materials to the Selectmen. Mr. Marcucci explained the deliberation process of the meeting.

Mr. Peterson said he has studied all of the information and the numerous emails from townspeople. Mr. Peterson expressed gratitude for the search committee and noted that the process was very diligent and thorough. Mr. Peterson said that Mr. Wilhelmi didn't make the initial cut in the search committee's process but is being looked at again because of Mr. Wilhelmi's exceptional record in Medfield. Mr. Peterson said his decision is based on finding the best Police Chief for Medfield. The Police Chief needs to have the best experiences, knowledge, and be the person the townspeople feel the most comfortable with. Mr. Peterson said his choice for Police Chief is Michelle Guerette.

Mr. Murby said that he agrees with Mr. Peterson; his choice is Michelle Guerette. Mr. Murby said both candidates are good candidates. Mr. Murby said in making his decision, the hope is that Medfield stays a sleepy, predictable town however, Mr. Murby thought about what if there was a low probability, high impact event. Mr. Murby felt Ms. Guerette's expertise would put her in a good position to handle such an event.

Mr. Murby addressed a comment made by an audience member at the last meeting. The comment was that since Mr. Wilhelmi has been in Medfield for 40 years; it would be an insult not to promote him to Chief. Mr. Murby said no one deserves a promotion because they have been in a position for 40 years. Mr. Murby said they deserve consideration. Mr. Murby said Mr. Wilhelmi's hard work and contributions to Medfield are not in question. Mr. Murby stressed that his choice for Ms. Guerette is not meant to insult Mr. Wilhelmi. Mr. Murby said this decision was not an easy one and believes Ms. Guerette will have a "fresh set of eyes" when looking at Medfield. Mr. Murby said he hopes Mr. Wilhelmi will stay on the police force. Mr.

Murby is completely satisfied with the information from the search committee and thanked them for an extraordinary job well done.

Mr. Marcucci said he is also in support of Captain Guerette. Mr. Marcucci said he believes Captain Guerette deserves a unanimous decision by the Board of Selectmen. Mr. Marcucci said the Board of Selectmen moved Mr. Wilhelmi into the final decision round. Mr. Marcucci felt the decision about Mr. Wilhelmi being included in the final process should have been made by the Board of Selectmen and not by the search committee. Mr. Marcucci said it was not a token of appreciation to move Mr. Wilhelmi into the final decision; it was an earned consideration. Mr. Marcucci said that this was a very difficult decision for all of the Selectmen.

Mr. Marcucci noted that there are two points that came through in all of the emails and public comments during this process. Mr. Marcucci said the first point is that the town needs to think about the path forward for development and advancement of Medfield's police officers. Mr. Marcucci said this needs to be thought about when reviewing budgets moving forward. Mr. Marcucci said the second point that came out during this process is the relationship that townspeople have with their hired town officials including the police chief. Mr. Marcucci believes that Captain Guerette wants to have a close and familiar type of relationship with townspeople. Mr. Marcucci said he kept on hearing, "Wilhelmi is Medfield!" Mr. Marcucci said he agrees but believes all department heads are working to "be Medfield." Mr. Marcucci said that he knows Captain Guerette will strive to have accessibility to the community and closeness to the townspeople. Mr. Marcucci said the Board of Selectmen want to hire people that want to build those relationships. Mr. Marcucci agrees with Mr. Murby and hopes Mr. Wilhelmi stays on at the police department. Mr. Marcucci said he appreciates all of the comments he has received from the community on this issue. Mr. Marcucci is hopeful that the townspeople, in time, will be as happy with the decision of Captain Guerette as the Board of Selectmen.

At approximately 6:33 PM, Mr. Murby made a motion to offer the position of Police Chief to Captain Michelle Guerette subject to a pre-employment physical, contract negotiations and completing a full background check. Seconded by Mr. Peterson. The Vote: 3-0.

Mr. Peterson wanted to address the police officer's in the room. Mr. Peterson said he is appreciative of all the information shared with the BOS and is hoping that the police department and BOS can work together to try and solve the problems raised during this process.

Mr. John Harney, Maplewood Avenue, said it is difficult, in light of the vote, to believe that the Selectmen heard the community and are willing to pay attention to the community. Mr. Harney said the community knows the police chief search committee worked hard but it remains a question as to whether or not they should have been asked to search at all. Mr. Harney said all of the words that the Selectmen just said will be offset by the words that the community has communicated to the Board of Selectmen. Mr. Harney said that Mr. Wilhelmi has been dedicated to Medfield and is more than competent. Mr. Harney said now the Selectmen are saying "we have someone better, who we really don't know." Mr. Harney said this is a small town and big extraneous, irrelevant aspects were added to the search. Mr. Harney said Mr. Wilhelmi has proven leadership in the police department and the police officers told the Board of Selectmen that information. Mr. Harney said it is terribly sad that "you three have now decided

that you are right and that all of the people that contacted you are wrong.” Mr. Harney said the Board of Selectmen are rationalizing that they are right; and they are wrong. Mr. Harney said the Board of Selectmen is not appointing a chief that the town knows and a chief that knows the town. Mr. Harney said this decision is really regrettable. Mr. Harney said the smugness that the Board of Selectmen used to present this decision should not be tolerated by the community.

Mr. Marcucci said he doesn’t detect any smugness in the Board of Selectmen’s comments but if that is Mr. Harney’s perception; he will not debate it. Mr. Harney said the Board of Selectmen are wrong on this decision; fundamentally wrong. Mr. Harney said the Board of Selectmen has approached this whole decision with “certainty of their own wisdom”. Mr. Harney said “believe me; it is flawed.” Mr. Marcucci said the “certainty of their own wisdom” was to overrule the search committee and move Mr. Wilhelmi to the final decision round. Mr. Marcucci said Mr. Harney doesn’t need to agree with the Board of Selectmen’s decision but Mr. Marcucci rejects the notion that the Board of Selectmen didn’t think this decision through and are being smug.

Mr. Harney said the search committee looked at the filling of this position from a “textbook” procedure. Mr. Harney said they didn’t look at it as, “who is the best person for the town of Medfield.” Mr. Harney said town will have to live with their infallibility.

Rebecca (address and last name not given) said she wanted to review the words respect and trust with the audience. Rebecca said she respects the service that Mr. Wilhelmi has given to this town through years of dedication. Rebecca said that it is admirable to see the outpouring of support that Mr. Wilhelmi has received. Rebecca said she respects the members of the search committee that sacrificed their time to go through this vigorous process. Rebecca said she also trusts in the committee’s findings. Rebecca understands that all of the townspeople are not privy to all of the information but should trust in the committee. Rebecca said she also trusts her elected officials, the Board of Selectmen, to make the decision for the best interest of the town and the people in it. Rebecca said that is why she is thankful for the decision that was made for Captain Guerette. Rebecca agrees that a chief with a fresh perspective is needed. Rebecca hopes all townspeople will welcome Captain Guerette.

Mr. Paul Hinkley said he is aware that the Board of Selectmen did the best they could but there was one thing that went wrong. Mr. Hinkley feels that since Mr. Wilhelmi didn’t get a public interview, it hurt his chances. Mr. Hinkley feels both applicants that made it to the final round should have had the same process. Mr. Hinkley feels if Mr. Wilhelmi was given the opportunity to be interviewed in front of the Board of Selectmen; there would be no question that he would have been selected.

Mr. Murby addressed the Police Officers in the meeting room. Mr. Murby said the officers helped the Board of Selectmen tremendously in this process. Mr. Murby said he understands that some of the police officers are disappointed with the Board of Selectmen’s decision but wants the officers to know that his thought process was thorough. Mr. Murby said that he believes that Captain Guerette is someone who can assist them in opening up development paths for officers in the future.

Appointments

Kingsbury Club, Sarah Tricot, Esq. - Discussion of Solar Panel Ground Lease

At approximately 7:05 pm, Mr. Peterson recused himself from the Kingsbury Club appointment because he is an abutter and has represented the owner of the property. Mr. Marcucci welcomed Sarah Tricot, attorney for the Kingsbury Club. Ms. Tricot said she is accompanied by John Porter of Clean Footprint, and TJ Coveney, CEO of Energy Tree. Ms. Tricot said the Kingsbury Club has a ground lease with the town of Medfield and she has attended the meeting to get approval for the sub-leases of approximately five acres of solar panels. The existing roof, the new building roof (completion scheduled for December 2019), the current parking lot with canopy solar panels and new proposed parking area are the proposed locations for the panels. Ms. Tricot explained there is a 10 million dollar expansion underway at Kingsbury including pickle ball and basketball courts. The solar panels will help to bring solar to the community, to Kingsbury Club and is an incentive to reduce the carbon footprint of the site. The solar panels will also help offset the costs of the 10 million dollar expansion.

Ms. Tricot noted there are 4 separate leases for the solar panels but are essential all mirror images of each other. Ms. Tricot said the leases have been approved by the financing attorney of Eastern Banks. Mr. Cerel said he is interested in the pilot agreement and who it would be with.

Mr. John Porter, CEO of Clean Footprint took the podium. Mr. Porter said Clean Footprint has been in business for approximately 8 years and has done over 50 million dollars of solar projects within Massachusetts. Mr. Porter said Clean Footprint has negotiated many pilot agreements with cities around the Commonwealth. Mr. Porter said the Kingsbury project could be the largest project in Eversource East.

Mr. Porter distributed a handout to the Board of Selectmen outlining the benefits of solar projects to the town. Mr. Porter said one item on the handout notes the \$300,000 value to the town. Mr. Porter said the number could be as high as \$400,000. Mr. Porter said the SMART program has been rolled out in Massachusetts and the program is a block system. Mr. Porter said that once one block of incentives has been used up; it waterfalls into the next block of a lower value. Mr. Porter said essentially towns are playing a game of "the early bird gets the worm." Mr. Porter said the sooner the project gets going the higher the pilot payment to the town. Mr. Porter said time is a factor.

Mr. Porter said if the town was interested in purchasing the energy from the array at a discount that could be part of the negotiations too. Mr. Porter said that could be a savings of approximately \$20,000.

Mr. Porter said the environmental attributes are in the handout distributed. Mr. Porter said this is positive step for the environment as well as a fiscal help to the town.

Mr. Cerel said Medfield is a Green Community and believe the Selectmen are in favor of solar projects. Mr. Cerel said he is concerned as to how the agreements will be structured after reviewing the documents. Mr. Cerel asked if Clean Footprint stays with the lease for the long-

term or are they just brokering the deal. Mr. Cerel asked what happens when Clean Footprint goes out of the picture.

Mr. Porter said Clean Footprint stays with the deal through construction and then typically brings in another company. Mr. Porter said they are large, successful companies and the chance of them going bankrupt is minimal. Mr. Cerel asked who would sign the pilot agreement with the town. Mr. Porter said Clean Footprint would sign. Mr. Cerel asked about Clean Footprints ability to assign the agreement to a third party. Mr. Porter said they have done them both ways. Mr. Cerel said the pilot documents seem to be structured to flip the agreement to a third party after the construction. Mr. Porter said it is a normal course of events in the solar business for the developer (Clean Footprint) to bring the financing to the project and then are bought out.

Mr. Murby this is like personal property that is subject to taxation. Mr. Murby said this is new territory and is trying to figure out how the town should be thinking about it. Mr. Porter said the solar panels are like having a clean power plant in the town that bring in energy and revenue. Mr. Porter said the solar panels will also strengthen the town's tenant, the Kingsbury Club.

Mr. Marcucci asked if the pilot agreement has been drafted for review. Mr. Porter said no; the pilot agreement cannot be drafted until the leases are signed. Mr. Murby asked is the Board needs to decide tonight. Mr. Porter said that would be preferable because time is the enemy. Mr. Cerel asked if the BOS decide to vote tonight he would advise for a vote subject to no issuance of building permits until a pilot agreement is reached. Mr. Porter said that would not be a problem.

Mr. Murby is wondering if the fire department would be in favor of canopies in a parking lot. Mr. Porter said they would be going through the regular permitting process in the town and they don't miss a step with safety concerns. Mr. Murby also noted that one of the lots on Ice House Road is not developed and is not sure how appealing solar panels on either side of the lot will be to future, potential developers. Mr. Cerel said the town does need to look at how this development with impact or restrict the potential development for Lot 3.

Fire Chief Carrico said he has been a part of a lot of solar panel installations in the past and as long as there is an opportunity for the plans to be reviewed during the permitting process; there should not be a problem. Mr. Cerel asked if the Fire Chief feels solar canopies would be a problem. Fire Chief Carrico said he has some experience in canopies and he is not anticipating a problem. Ms. Kristine Trierweiler asked how many applications for this area are in on the SMART program. Mr. Porter said quite a few.

Mr. Bill Massaro, Evergreen Way, said he briefly read the documents and asked who Sunspire is. Mr. Porter said Sunspire is owned by Clean Footprint. Mr. Massaro said the Kingsbury Club land is owned by the town of Medfield and the contract should have "subject to the Town of Medfield" all over it. Ms. Tricot said the contract does have that wording.

Mr. Tom Caragliano, 124 Philip Street, asked what the efficiency of the solar panels are 5, 10 and 20 years out. Mr. Caragliano said solar panels are only 28% efficient initially and decay with

time. Mr. Porter said the panels do degrade a ½ % every year and this is a 20 year project and those numbers can be worked into the models.

At approximately 7:30, Mr. Murby made a motion to approve the Kingsbury Club's request to negotiate a sub-lease with Clean Footprint with the purpose of constructing solar panels on roof tops and canopies subject to a satisfactory pilot payment agreement and standard town oversight for a project of this nature. No building permit shall be issued until a satisfactory pilot agreement is executed. Seconded by Mr. Marcucci. The Vote 2-0-1.

Annual Budget/Warrant Hearing

Mr. Michael Pastore, Chairman of the Warrant Committee, said the Warrant Committee is present at the meeting to go through the Town Warrant. Committee members read the articles:

Article 2 –Warrant Committee recommends passage

Article 3 - Warrant Committee recommends passage

Article 4 - Warrant Committee recommends passage

Article 5 - Warrant Committee recommends passage

Article 6 - Warrant Committee recommends passage

Article 7 - Warrant Committee recommends passage

Article 8 - Warrant Committee recommends passage

Article 9 - Warrant Committee will support an operating budget that will not require an override; budget cut options will be reviewed that the WC meeting on March 25, 2019 at 7:00 pm at the Medfield High School Library. Everyone is urged to attend.

Article 10 - Warrant Committee recommends passage

Article 11 - Warrant Committee recommends passage

Article 12 - Warrant Committee recommends passage

Article 13 - Warrant Committee recommends passage

Article 14 - Warrant Committee recommends passage

Article 15 - Warrant Committee recommends passage

Article 16 - Warrant Committee recommends passage

Article 17 - Warrant Committee recommends passage

Article 18 - Warrant Committee recommends passage

Article 19 - Warrant Committee recommends passage

Article 20 - Warrant Committee recommends passage

Article 21 - Warrant Committee recommends passage

Article 22 - Warrant Committee recommends passage

Article 23 - Warrant Committee recommends passage

Article 24 - Warrant Committee recommends passage

Article 25 - Warrant Committee recommends passage

Article 26 - Warrant Committee recommends passage

Article 27 - Warrant Committee recommends passage

Article 28 - Warrant Committee recommends passage

Article 29 - Warrant Committee recommends passage

Article 30 - Warrant Committee recommends passage

Article 31 - Warrant Committee recommends passage

Article 32 - Warrant Committee will be heard

Mr. Scott McDermott, Town Moderator, made a few announcements. Mr. McDermott said anyone that would like to provide handouts at town meeting need to do so by request and approval. Mr. McDermott said all PowerPoint or presentation materials need to be approved prior to town meeting. Mr. McDermott said all interested parties could reach out to him. Mr. McDermott noted the town election on March 25, 2019, and the town meeting on April 29, 2019. Mr. McDermott thanked the Warrant Committee for all of their hard work.

Action Items

Vote to open the 2019 Town Meeting Warrant for inclusion of potential Operating Budget override

Mr. Marcucci noted the BOS needs to vote to open the 2019 Town Meeting Warrant to include an article. Mr. Marcucci said the article needs to be added just in case an override budget is proposed. Mr. Marcucci noted the budgets are still being worked on so an override might not be necessary but administratively this article needs to be added.

At approximately 7:20 pm, Mr. Murby made a motion to open the 2019 Town Meeting Warrant for inclusion of potential Operating Budget override. Seconded by Mr. Peterson. The Vote: 3-0.

Mr. Marcucci said the Warrant is now open.

At approximately 9:55 pm, Mr. Murby made a motion to close the Warrant. Seconded by Mr. Peterson. The Vote: 3-0.

Mr. Marcucci said the Warrant is now closed.

Ongoing FY2020 Budget Review and Discussion

Discussion of Proposed Budget Cuts- Ms. Trierweiler distributed information to the Selectmen and said the handout reflects the first round of department head suggestions for budget cuts per department. Ms. Trierweiler noted after the last meeting's discussion, Sunday hours at the Library would not be eliminated, the Town Hall would remain open one evening per week and the Senior Center would remain open on Saturdays. Ms. Trierweiler noted \$152,000 worth of budget cuts. Ms. Trierweiler is hoping the Board of Selectmen will tell her tonight if they approve moving forward with the proposed budget cuts.

Mr. Marcucci asked if Ms. Trierweiler recommends the proposed budget cuts. Ms. Trierweiler responded yes.

Discussion of Cemetery Fee and Transfer Station Sticker Fees Increase- Ms. Trierweiler said revenue also been discussed with the department heads. Ms. Trierweiler has been working with Maurice Goulet, Director of Public Works regarding the transfer station sticker fee increase. Mr. Goulet said that recycling costs have more than tripled. Mr. Goulet said recycling costs were \$24 per ton in 2018 and went up to \$70 per ton in January 2019. Mr. Goulet said some towns are paying \$80 – 100 per ton. Mr. Goulet said the \$70 per ton price will hold until the end of 2019. Mr. Goulet said the increase adds approximately \$10,000 to the needed budget. Ms. Trierweiler said the current sticker fee is \$75 for 2 years. Ms. Trierweiler and Mr. Goulet have been working with the Transfer and Recycling Committee to approve a \$100 for 2 year sticker. Ms. Trierweiler said the increase would raise an estimated \$89,000 based on the stickers that were sold last year.

Mr. Goulet said Medfield is incredibly low on the sticker fees in comparison to other towns in the area. Ms. Trierweiler said the \$100 is for one car and it would be \$25 for a second car.

Mr. Marcucci, Mr. Peterson and Mr. Murby felt the increase is reasonable. Mrs. Chris Potts, Curve Street, asked if townspeople are being charged for recyclables. Mr. Goulet said yes; the fee has tripled since last year. Mr. Murby said he is amazed that single stream recycling actually works and asked if there are any performance incentives to generate a better product. Mr. Goulet said Medfield has very clear recyclables when being compared to the general area. Mr. Goulet said although \$70 per ton is a high cost; some surrounding towns are paying more.

Mr. Goulet announced that Transfer Station Stickers can be purchased online starting May 1, 2019. Stickers can still be purchased at the Town Hall at the DPW department located on the ground level.

At approximately 8:27 pm, Mr. Murby made a motion to increase the Transfer Station Sticker Fee to \$100 for 2 years effective as of May 1, 2019. Seconded by Mr. Peterson. The Vote: 3-0.

Mr. Goulet said information has been given to the BOS regarding the Cemetery fee increase. Mr. Goulet said on January 7, 2019, the Cemetery Commission met with Mr. Goulet and approved the recommended fee increases for the cemetery. The information shows surrounding town's cemetery information in comparison to Medfield. Mr. Goulet said some of the increases are:

Full burials	from \$500 to \$700
Double depth	from \$750 to \$1,025
Winter rates	from \$75 to \$150
Cremation winter rate	from \$75 to \$150
Full burial disinterment	from \$500 to \$2,000
Double depth disinterment	from \$750 to \$3,000
Cremation disinterment	from \$150 to \$300
Foundation Markers	installation is \$55 each

At approximately 8:35 pm, Mr. Murby made a motion to approve the Cemetery fee increases as captured in the documentation provided by Mr. Goulet. Seconded by Mr. Peterson. The Vote: 3-0.

Pending

- **Town Administrator Goals-** Mr. Marcucci said the BOS has just received the information and asked the Town Administrator goals to be added to the agenda on March 26, 2019.
- **Town Administrator Update-** Ms. Trierweiler does not have an update.
- **Selectmen Reports-** Mr. Peterson said the Medfield Foundation will be having the Volunteer of the Year Awards on March 31, 2019.

Mr. Murby said he has been talking to Michael Pastore about presenting to the Warrant Committee on the "5 component" framework. Mr. Murby hopes to meet with the Warrant Committee on April 8, 2019.

Mr. Marcucci said he has nothing to report. Mr. Marcucci said there have been a lot of hours spent on the Police Chief search.

Mr. Cerel reported that the Goldman matter (Noon Hill Road) has been referred back to the Conservation Commission for a hearing on April 4, 2019. Mr. Cerel said the judge decided last week the appropriate forum was the Conservation Commission. Mr. Cerel noted the Goldman's have never appeared before the Conservation Commission before.

Informational

- **MassDOT announces Medfield Chapter 90 apportionment for FY20 \$413,135**
- **Selectmen invited to attend the Medfield Foundation's Volunteer Awards, March 31**
- **Letter from resident Jerry Cianciolo** - Mr. Marcucci said each Selectman received a letter from Mr. Jerry Cianciolo, 7 Steven Lane. Mr. Marcucci said he believes the letter was also published in the Medfield Press and the Medfield Hometown Weekly. Mr. Marcucci read the letter. The letter highlighted The Center at Medfield in terms of hospitality, welcoming atmosphere, programming, and staff. Mr. Marcucci said the letter is an excellent endorsement of The Center.
- **Letter from Sovereign Consulting regard service station at 26 Spring Street, Phase V Remedy Status report**
- **Received copy of COMCAST's policies and procedures**
- **Received Verizon Annual Billing Practice Documentation**
- **Con Com Information Packet**
- **West and Sampson letter regarding PIP responses February 27, 2019** – Mr. Bill Massaro, Evergreen Way, said they received a response from DCAM. Mr. Massaro said there is nothing objectionable in the letter. Mr. Massaro said basically DCAM didn't do anything of one year. Mr. Massaro said they are in the PIP process and submitting the town's comments.

Mr. Marcucci said the Board of Selectmen would like to extend condolences to the family of June Kelly.

At approximately 10:00 pm, Mr. Peterson made a motion to adjourn. Seconded by Mr. Marcucci. The Vote: 3-0.

Respectfully Submitted,
Marion Bonoldi, Recording Clerk

Board of Selectmen

April 2, 2019

7:00 PM

Chenery Hall

Present: Michael Marcucci, Osler Peterson, Gus Murby, Kristine Trierweiler, Mark Cerel

Minutes

Mr. Murby called the meeting to order at approximately 7:00 PM and disclosed the meeting is being video recorded.

The Selectmen observed a moment of silence in appreciation for our Troops serving around the world.

Mr. Murby noted that former Town Counsel, Chuck Fuller, recently passed away. Mr. Murby acknowledged Mr. Fuller's service to the town and passed on condolences to his family.

Announcements

Affordable Housing Lotteries; to take place at Town Hall, Chenery Meeting Room, 2nd floor

Information Sessions:

April 24 at 6:00 PM for 71 North Street

April 25 at 6:30 PM for Chapel Hill Landing

Lottery:

May 22 at 6:00 PM for 71 North Street

June 5 at 6:30 PM for Chapel Hill Landing

Citizen Comment

Appointments

**Swearing in and badge pinning ceremony, John Wilhelmi, Interim Police Chief
Police Officers Paul Treggiari and Michael Stanley**

Rob Gregg, President Peak House Heritage Center, Inc.

Discuss request of \$3,000 for new roof on Peak House

Mr. Gregg noted the Peak House Heritage Center has been approved as a landscape preservation initiative of the Medfield Foundation. Mr. Gregg said he is pleased for the mutual benefit of this action.

Mr. Gregg said he has had communication with the Massachusetts Department of Transportation and edits for a new sign have been accepted. Mr. Gregg hopes the new signs will be completed this summer.

Mr. Gregg said he is requesting funding from the local Meal Tax Fund for ½ of the funding required to replace the south-facing roof of the Peak House. Mr. Gregg noted the present condition and proposed solution has been outlined to the Selectmen.

Mr. Marcucci said the current budget that the Warrant Committee has approved, eliminated the local Meal Tax Fund. Mr. Marcucci said he is hesitant to approve anything regarding that fund right now. Mr. Cerel said the Peak House is not a publically owned building; the Peak House is privately owned. Mr. Cerel said in terms of funding, this creates obstacles.

Mr. Murby told Mr. Gregg that the Board of Selectmen cannot fund the roof at this time. Mr. Cerel said he will research the legal obstacles and then the possible funding can be properly discussed.

Maurice Goulet, DPW Director

Discuss coordinating a roadside community trash/litter pickup during Earth Day weekend, April 27 and 28, 2019

Mr. Goulet said after many discussions with the DPW Highway Supervisors, Paul Hinkley and Bobby Kennedy and Ms. Trierweiler, the DPW is looking to conduct a town-wide cleanup day. The DPW is looking for the Board of Selectmen's support and to encourage town involvement. Mr. Goulet said the DPW staff will be cleaning up the main roads but are looking for help in the neighborhoods. The DPW will have bags and gloves for volunteers. The volunteers will leave full bags by the side of the road and the DPW staff will pick up the bags and take them to the Transfer Station.

Mr. Goulet said this is a two-day event on April 27 and April 28 from 8:00 AM – 3:00 PM. Mr. Goulet is asking interested volunteers to sign up at the DPW Town Hall Office.

Mr. Murby, Mr. Marcucci and Mr. Peterson support the idea.

Mr. Goulet also announced that Friday, April 26, 2019 is Arbor Day and there will be a celebration at the Center for tree planting. Mr. Goulet invited the Board of Selectmen to come to the celebration and read the proclamation. Mr. Goulet said he is waiting for time confirmation from Ms. Roberta Lynch at the Council of Aging and will let the Board of Selectmen know.

Mr. Peterson asked about tree planting in front of the Post Office. Mr. Goulet said the Post Office tree planting is in the works and "we are almost there." Mr. Peterson noted the publication of Mr. Goulet's newsletter called "The Works" was very helpful.

Action Items

Board of Selectmen receive invitation from Troop 89 to attend Eagle Scout Court of Honor for Brian M. Shubert, Nicholas Joseph Iannone III and Isacc Drew Popper on Saturday, May 18, 2019 at the United Church of Christ

Mr. Murby noted that he will be out of town but hopes Mr. Marcucci or Mr. Peterson can make it.

Medfield Cultural Council Chair, Ron Gustavson requests the Selectmen vote to appoint Lucinda Davis as a member

Mr. Peterson made a motion to appoint Lucinda Davis as a member of the Medfield Cultural Council. Seconded by Mr. Marcucci. The Vote: 3-0.

Vote to approve refinance application for 4 John Crowder Road

Ms. Trierweiler noted that the application was not given to the Selectmen because it is a loan application and there is too much private information on it. Mr. Trierweiler noted that this home is located in Allendale and in the past she has signed off on all of the refinance applications however, DHCD would like her to sign it and have a vote from the Board of Selectmen.

Ms. Trierweiler noted the vote would be to approve the refinancing with the condition that the financing is a fixed rate and not to exceed \$100,000. Mr. Murby asked why the Board of Selectmen have to approve it. Ms. Trierweiler said the town is listed first on the mortgage. Mr. Murby asked if there is anything on the application or with the home that the Board of Selectmen should be aware of. Ms. Trierweiler said no; there are no concerns to discuss.

Mr. Peterson made a motion to approve the refinance application for 4 Joh Crowder Road. Seconded by Mr. Marcucci. The Vote: 3-0.

Review and vote on Town Meeting Articles

Mr. Marcucci confirmed that the time of ATM has been changed to 7:00 PM. Ms. Trierweiler confirmed. Ms. Trierweiler noted the Mr. Scott McDermott announced the time change at the last town meeting and the town website has been updated.

Mr. Murby said he will call the Articles out by numbers and if anyone has questions, they can be discussed.

Article 2, Article 3, Article 4, Article 5 had no questions or discussion.

Article 6: Mr. Murby asked if it is being carried at \$125,000. Ms. Trierweiler noted Article 6 is up for dismissal. Ms. Trierweiler said there in only one unpaid bill for the Police Department and it is still being discussed.

Article 7 and Article 8 had no questions or discussion.

Article 9: Mr. Marcucci noted the Fire Department listed EMT's and not paramedics. Ms. Trierweiler noted that it has been changed to read "medic."

Article 10 and Article 11 had not questions or discussion.

Article 12: Ms. Trierweiler noted this article is now up for dismissal.

Article 13: Mr. Murby asked what the background was on this article. Mr. Cerel said the DPW wants to be able to dispose of some equipment and the bylaw is very restrictive.

Article 14 and Article 15 had no questions or discussion.

Article 16: Mr. Peterson said this lot has no vehicle access to it and would like the article changed to municipal purposes instead of conservation purposes. Mr. Marcucci asked if the gift of land is contingent upon it being used for conservation purposes. Mr. Cerel said no; the owner

just doesn't want to pay taxes on it anymore. Mr. Cerel said most of the parcel is in Norfolk and it is not sub dividable at the moment. Mr. Marcucci has no objection to the word change. Mr. Peterson made a motion to change the wording of Article 16 to read "municipal purposes" instead of "conservation purposes." Seconded by Mr. Marcucci. The Vote: 3-0.

Article 17 had no questions or discussion.

Article 18: Mr. Marcucci said, this year, he is not inclined to have a disagreement with the Warrant Committee over this article. Mr. Marcucci said he might see more value in this number being \$1,000 next year. Mr. Peterson agrees with Mr. Marcucci. Mr. Murby agrees that this isn't the year to have the conversation but next year it will be needed.

Article 19 had no questions or discussion.

Article 20: Mr. Murby said next year this fund should be moved up to another grouping rather than being a stand-alone item.

Article 21: Mr. Marcucci said this is regarding the plastic bag initiative. Mr. Marcucci said the BOS sponsored this article. Mr. Cerel said the state legislation proposed is almost identical to this initiative. Mr. Murby said, he believes, the state legislation proposed is more restrictive than the initiative proposed. Mr. Murby said he assumes the state legislation will be the new minimum. Mr. Murby also noted the state legislation will charge 10 cents per paper bag at stores which is unlike what Medfield is proposing. Mr. Cerel said it will come down to a timing issue with the Attorney General if Article 21 passes at ATM.

Mr. Murby said he would like Article 21 written like a bylaw instead of a brochure. Mr. Cerel said Article 21 is written like a bylaw. Mr. Murby said the editorial paragraphs are not necessary. Mr. Cerel said bylaws that could be controversial have "findings" in the bylaw to put the court on notice as to what the rationale was when the bylaw was adopted. Mr. Murby said he feels the wording doesn't belong in the bylaw because it is irrelevant. Mr. Murby said the Article is 3 pages long and has a lot of excess words. Mr. Cerel noted the majority of the article wording came directly for the state legislation. Mr. Marcucci said the warrants are closed at this point and doesn't believe the wording can be changed. Mr. Murby said the Board of Selectmen has never discussed them. Mr. Murby said he is in favor of supporting Article 21 but wishes the article wording itself was about ½ as long as it is.

Article 22: Ms. Treirweiler said the Fire Chief Carrico said the information is in the fire code and doesn't see a need for an article. Ms. Trierweiler said Mr. Cerel and the Water and Sewer Board wanted the article. Mr. Cerel said the article is important for the Water and Sewer Department when they flush hydrants. Mr. Murby asked if the Water and Sewer Department has ever had an issue. Mr. Marcucci said if the Water and Sewer Department want the BOS in favor of the article they should come and explain it however; it is going to ATM regardless. Mr. Marcucci said he has no opinion on the article at all and would have liked to have heard from the Water and Sewer Board. Mr. Murby said this article is a solution to a problem that doesn't exist.

Article 23: Ms. Trierweiler asked the BOS defer discussing this article at this time. The residents in support of this article would like to speak to the BOS directly about it and they are not present at the meeting. Mr. Murby asked some questions regarding the wording of the article. Ms. Trierweiler said she will ask the Planning Board members to attend the meeting the residents attend.

Article 24: Mr. Cerel said this article takes the changes from the Planning Board and adds them to the Zoning Board of Appeals.

Article 25: Ms. Trierweiler said this article provides consistence within the zoning bylaw. Mr. Murby asked about "4.30 Adult Uses". Ms. Trierweiler said she would get Mr. Murby a copy of the zoning bylaw.

Article 26: Mr. Marcucci said he will be speaking about this article for the Affordable Housing Trust at Town Meeting. Mr. Marcucci is in favor of the article. Mr. Peterson said he needs to recuse himself from this article. Mr. Murby is in favor of the article and asked if this article includes the Council of Aging portion of the land. Mr. Marcucci responded not yet; that part still is being worked out.

Article 27: had no questions or discussion

Article 28: Mr. Cerel said 10-8-1 is currently in the Code. Mr. Cerel created 10-8-2 to add the Town Clerk's additional duties to the Code.

Article 29: Mr. Cerel noted the land is already under conservation restriction so there is no other use for it.

Article 30: Mr. Marcucci is in favor of the article but believes the BOS should talk about what will be said regarding the article at town meeting. Mr. Marcucci feels the article needs a lot of preparatory work to convey it properly at ATM. Mr. Bill Massarro, Evergreen Way, said the BOS should mention that there are unfinished environmental issues at the Medfield State Hospital site.

Article 31: Ms. Trierweiler said this article is in case of an override. Ms. Trierweiler said at this point the article could be dismissed.

Article 32: Mr. Cerel noted a typo on the draft.

Ms. Trierweiler asked if the BOS could take a stand on each article. Ms. Trierweiler would like to create the same website she created last year. The website has direction as to how to seek additional information on the article, the Warrant Committee members stand on the articles and the Board of Selectmen's stand on the articles.

Mr. Marcucci said Article 9, Article 10, Article 22 and Article 23 are on hold.

Mr. Peterson made a motion to support **Article 2** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 3** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 4** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 5** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to dismiss **Article 6** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 7** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 8** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 11** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to dismiss **Article 12** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 13** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 14** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 15** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 16** as amended of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 17** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 18** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 19** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 20** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 21** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 24** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 25** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Marcucci made a motion to support **Article 26** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Murby. Mr. Peterson was recused The Vote: 2-0.

Mr. Peterson made a motion to support **Article 27** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 28** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 29** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Peterson made a motion to support **Article 30** of the Report on the Warrant for the Annual Town Meeting, 2019. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Murby noted he has been very impressed with the accurate coverage the Medfield Press has had on town issues. Mr. Murby thanked the Medfield Press for the hard work. Mr. Marcucci and Mr. Peterson agreed.

Mr. Trierweiler asked the BOS about the size of the warrant report. Mr. Trierweiler said she is leaning toward having the warrant report be 8 ½ x 11. Ms. Trierweiler said there will be a cost increase to get the 8 ½ x 11. Mr. Marcucci said the budget would be much easier to read and follow if the warrant report was bigger. Mr. Peterson and Mr. Murby agreed.

1:14

Vote to sign Annual Town Warrant

Ongoing FY2020 Budge Review and Discussion

Town Finance/Budget discussion

Discussion of Proposed Budget Cuts

Vote to approve preliminary Town Budgets

Discussion of Budget Policy

Minutes

At approximately 7:15 PM, Mr. Peterson made a motion to approve the minutes from March 26, 2019 with noted edits from Mr. Peterson and Mr. Murby. Seconded by Mr. Marcucci. The Vote: 3-0.

Town Administrator Update

Review Board of Selectmen Action List

Selectmen Report

Informational

From Conservation Commission; copy of Determination of Applicability for 15 Quail Run

At approximately 9:05, Mr. Peterson made a motion to adjourn. Seconded by Mr. Marcucci. The Vote: 3-0.

Respectfully Submitted,
Marion Bonoldi, Recording Clerk

**Board of Selectmen
April 23, 2019
7:00 PM
Chenery Hall**

Present: Michael Marcucci, Osler Peterson, Gus Murby, Kristine Trierweiler, Mark Cerel

Minutes

Mr. Murby called the meeting to order at approximately 7:00 PM and disclosed the meeting is being video recorded.

The Selectmen observed a moment of silence in appreciation for our Troops serving around the world.

Citizen Comment

Mr. Murby asked the audience if anyone had a "Citizen Comment." No response was given.

Appointments

Ron Gustavson to request permission to hold the annual "Lions Toll Booth" on Saturday, May 11, 2019 from 9:00 AM to 12:00 PM

The Selectmen voted to approve the "Lions Toll Booth" for Saturday, May 11, 2019. 3-0.

Jay Duncan, Townwide Master Planning Committee – Review and approve red-lined charter; review and approve draft RFP for distribution

Mr. Marcucci noted that other than a few minor edits, he approves the RFP draft. Mr. Peterson had no questions on the RFP. Mr. Murby said he doesn't have any issues with the charter however, he noted a lot of comments on the RFP.

Mr. Murby is concerned with the consultant's role vs. the committee's role. Mr. Murby feels the consultant's role should be to support the committee. Mr. Jay Duncan said the consultant's role will be very collaborative with the committee. Mr. Murby noted the wording of the RFP "sounded a lot of alarms" for him. Mr. Murby noted the wording regarding Sarah Raposa's, Town Planner, involvement with the committee concerned him. Mr. Murby noted that we would assume Ms. Raposa will be involved since she is the Town Planner. Ms. Raposa clarified the confusion and noted that she is involved on more than an administrative level with the committee. Mr. Murby said he doesn't believe there is a clear scope of work on the RFP and wants the committee to have clear expectations with the consultant. Mr. Duncan noted that is a typical concern for this type of an RFP. Mr. Duncan feels the committee has their "eyes wide open" and will make sure expectations are clear. Mr. Murby said he would like strategic thinking to drive the process of the Master Plan. Mr. Duncan believes the committee feels the same way. Mr. Peterson, who is also on the Master Planning Committee, said he is confident in the group that has been put together to form the Town Wide Master Planning Committee.

At approximately 7:35 PM, Mr. Peterson made a motion to approve the charter as amended. Seconded by Mr. Marcucci. The Vote: 3-0.

At approximately 7:36 PM, Mr. Peterson made a motion to approve the draft RFP for distribution with noted edits. Seconded by Mr. Marcucci. The Vote: 3-0.

Sarah Raposa, Town Planner – Discussion of zoning articles including Upper Spring Street Overlay District

Ms. Raposa presented Article 23 to the BOS. Ms. Raposa noted the article is a package of amendments. The overlay district is a portion of Spring Street located between Olde Village Square and Baxter Park. The overlay restores pre-2017 provisions relating to lot sizes and permit process. The Planning Board created the Upper Spring Street Overlay Districts in response to resident's request.

Mr. Marcucci had no questions regarding the article. Mr. Peterson had no questions but noted that he hopes establishments like Randy's Automotive would be looked at in the future. Mr. Peterson noted the establishment is in a residential zone and Mr. Peterson said all zoning should be looked at to make sure it is layout properly, especially near the downtown of Medfield. Ms. Raposa noted that Randy's is grandfathered; it is in a residential zone and if the establishment was abandoned, another gas station could not go there. Mr. Cerel noted that the Town Wide Master Planning Committee should be looking at those types of zoning issues. Mr. Murby had no questions on the article.

Maurice Goulet, DPW Director – Discuss proposed policy for Transfer Station Stickers

Mr. Goulet said that on May 1, 2019 the Transfer Station Stickers will be accessible for purchase online. Mr. Goulet discussed a potential policy for vehicles that are not garaged in Medfield. Mr. Goulet suggested a \$25 surcharge if it is vehicle not garaged in Medfield. Ms. Kristine Trierweiler said this had been handled on a case by case basis in the past however; there are enough cases to create a policy. Mr. Marcucci believes the policy makes sense. Mr. Peterson believes the policy make sense too. Mr. Murby asked if commercial vehicles are allowed. Mr. Goulet said some residents use commercial/vehicles but the DPW makes sure they only take in residential trash. Mr. Goulet noted the Transfer Station is for residential only.

At approximately 7:50 PM, Mr. Peterson made a motion to approve Mr. Goulet's proposed policy for a \$25 surcharge of non-garaged, Medfield residents Transfer State Stickers. Seconded by Mr. Marcucci. The Vote: 3-0.

Action Items

Vote to sign Mayrock LIP Application and LIP MOU

Ms. Sarah Raposa, Town Planner, said this is an administrative item since the Selectmen has previously voted to approve the project. Ms. Raposa said the completed application with supporting documents is in the Selectmen's packet. Ms. Raposa noted the MOU needs to be revised. Ms. Raposa introduced Mr. Coolbrith, owner of Mayrock Development. Mr. Peterson made a motion to approve signature of the LIP Application and the MOU (once revised). Seconded by Mr. Marcucci. The Vote: 3-0.

Maurice Goulet, DPW Director – requests Selectmen to vote and sign:

FEMA Contract regarding March 13, 2018 Winter Snowstorm and Contract with Stumpy's Tree Service, term April 23, 2019 through December 31, 2020 (Town Counsel reviewed)

Mr. Goulet noted that FEMA has issued a contract regarding disaster reimbursement for the March 13, 2018 snowstorm. The amount is for \$98,900.2 and the town is entitled to 75% of the amount. Mr. Peterson made a motion to approve and sign the FEMA contract regarding disaster reimbursement. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Goulet noted that Stumpy's Tree Service has been used by Medfield for the past few years. Stumpy's has issued a 2-year contract. Mr. Goulet noted Stumpy's is used because Medfield does not have a tree department. Mr. Peterson asked if other companies offered quotes. Mr. Goulet said multiple companies were asked to bid but Stumpy's is the only company that responded. Mr. Goulet feels the price from Stumpy's is reasonable. Mr. Peterson made a motion to approve and sign Stumpy's Tree Service contract. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Murby asked Mr. Goulet if he had any messages regarding the town wide clean up. Mr. Goulet said there is a 2-day clean up this weekend, April 27 and April 28 from 8:00 AM until 3:00 PM and the DPW is asking the residents to volunteer. Mr. Goulet said the DPW office at Town Hall on the ground level has bags and gloves for volunteers.

Megan Sullivan, Chair Transfer Station and Recycling Committee requests the Selectmen to vote to appoint Cheryl Dunlea as a member of the Committee

Mr. Peterson made a motion to appoint Cheryl Dunlea as a member of the Transfer Station and Recycling Committee. Seconded by Mr. Marcucci. The Vote: 3-0.

Michelle Gaudet, resident, requests permission to hold a fundraising car wash behind Town Hall this summer, date TBD, to benefit Save Children with Autism Uganda

Mr. Murby this is a private charitable organizations request. Mr. Murby said the Selectmen should think about if they wanted to open up Town Hall to all charitable organizations and if town water should be allowed to be used. Mr. Peterson believes some policy needs to be established as to which groups can use Town Hall. Mr. Marcucci agrees and believes the number of car washes needs to be capped.

Mr. Murby feels the approval of this request needs to be deferred until further protocol is developed and a date for the event is specified.

Mr. Cerel noted that water usage needs to be discussed. Mr. Cerel believes that water usage at Town Hall is a budget item and the usage needs to be accounted for. Ms. Trierweiler said the minimum usage charge is a \$100 cost for the Town Hall.

Mr. Cerel asked Mr. Goulet if a car wash can be held if the town is on a water ban. Mr. Goulet said due to all of the recent rain, the town is in good shape but that could turn very quickly. Mr. Murby asked that if the car wash is to be at the town hall and if the town is under a water ban, then the car wash would need to be conditional on an odd day. Mr. Peterson asked Mr. Goulet for some type of a policy for water restricting. Mr. Goulet said he is proposing a tier system; a 5

tier system. Mr. Goulet said the tier system is in the water rules and regulations. Mr. Goulet is looking to purchase signs for display and putting the information on the website to explain what each tier represents. Mr. Peterson asked policy be added regarding car wash fundraising.

Ms. Laurel Scotti, 20 Green Street, said that lawns don't need to be watered every day. Ms. Scotti believes the town should start at an even/odd water ban. Mr. Goulet said the town's unaccountable water percentage has dropped and water bans are important; however water does bring in revenue as well, it's a difficult balance. The Water and Sewer Board is looking at all issues. Mr. Peterson asked for the current unaccountable water percentage. Mr. Goulet said it is currently 18%; down from 26%.

Mr. Murby recommended deferral of this agenda item. Mr. Peterson and Mr. Marcucci agreed. Ms. Treirweiler said that she, Mr. Cerel and Mr. Goulet will work to get a draft of the protocol.

Town Accountant requests the Selectmen to vote to approve Fraud Risk Assessment Policy

Mr. Murby doesn't believe he received the Policy in his packet of information. Ms. Trierweiler suggests deferring until the next meeting's agenda. Mr. Murby, Mr. Marcucci and Mr. Peterson agreed.

Kingsbury Pond Committee requests the Selectmen to vote to appoint Rick Ebbs and Angela Filice to the Committee.

Mr. Peterson made a motion to appoint Rick Ebbs and Angela Filice to the Kingsbury Pond Committee. Seconded by Mr. Marcucci. The Vote: 3-0.

Selectmen are requested to proclaim Friday, April 26, 2019 as Arbor Day in Medfield and to sign the Proclamation

Mr. Goulet said the DPW will be planting trees at the Senior Center on Friday, April 26, 2019 in celebration of Arbor Day. Mr. Goulet said there will be a ceremony at 10:00 AM and invited the Selectmen to the event. Mr. Peterson made a motion for the Selectmen to sign the proclamation of Arbor Day. Seconded by Mr. Marcucci. The Vote: 3-0.

Kristine Trierweiler, Town Administrator requests the Selectmen to sign the LED installation contract

Ms. Trierweiler said this is the second administration piece for the LED contract. The Selectmen have already signed the maintenance contract. This contract is for the installation of the 346 fixtures. Ms. Trierweiler said the fixtures were delivered one month ago. Mr. Peterson clarified that this contract is regarding the LED street lights. Ms. Trierweiler said once the contract is signed, installation will begin immediately. Mr. Peterson made a motion to sign the LED installation contract. Seconded by Mr. Marcucci. The Vote: 3-0.

Kristine Trierweiler, Town Administrator requests the Selectmen to sign Abacus contract for Park and Recreation feasibility study

Ms. Trierweiler said this contract was awarded in the fall and the contract was just put together. Ms. Trierweiler said Mr. Cerel has reviewed the contract with the Permanent Building and Planning Committee. Mr. Murby asked if there is a preliminary cost projection for this potential facility. Ms. Trierweiler said the cost projection is one of the items the feasibility study will

hopefully produce. Mr. Murby said it is unfortunate that no one from Park and Recreation is at the meeting. Mr. Murby asked what the three potential sites are. Ms. Trierweiler is unsure but can find out. Mr. Murby said his questions are (1) where are the 3 potential sites, (2) who selected the sites, (3) and is the MSH site included. Ms. Trierweiler said she will talk to Mike Quinlan and get the answers for Mr. Murby. Mr. Murby also noted that in the contract it states the purpose of the building will be determined in the study. Mr. Murby feels that is up to Park and Recreation to designate a purpose. Mr. Marcucci said the program needs verse the building that is used for a facility will need to be worked out. Mr. Murby said Park and Recreation has wanted a building for a long time and he doesn't understand why programming needs is not decided upon already.

Mr. Murby asked if the Council of Aging is going to be involved at all. Mr. Murby doesn't believe so but wanted to confirm. Mr. Murby said the contract (after #10) is written in a way that requires a commitment to a site. Mr. Murby doesn't feel the site will be confirmed until the Town Wide Master Plan is completed. Mr. Murby said the Town Wide Master Plan is scheduled to be completed in July of 2020.

Mr. Murby said all of his questions will not stop him from signing the contract however; these are glaring questions on the purpose of this feasibility study. Ms. Trierweiler suggests having a meeting with the Permanent Building and Planning Committee as well as Park and Recreation. Mr. Marcucci agrees however suggests meeting with them when the preliminary phase is over.

Mr. Peterson made a motion to sign the Abacus contract. Seconded by Mr. Marcucci. The Vote: 3-0.

Kristine Trierweiler, Town Administrator requests the Selectmen to vote to approve and sign insurance proposal for state hospital property

Ms. Trierweiler said this is the annual renewal for the insurance at the state hospital property. The insurance started in 2017 and this is the 3rd year of having it. Ms. Trierweiler said since there are hosted events and toured events the insurance is essential. Mr. Peterson made a motion to sign the insurance proposal. Seconded by Mr. Marcucci. The Vote: 3-0.

Selectmen are requested to approve and sign Police Chief Employment Agreement for Michelle Guerette

Mr. Peterson made a motion to approve and sign the Police Chief Employment Agreement for Michelle Guerette. Seconded by Mr. Marcucci. The Vote: 3-0. Ms. Trierweiler noted Chief Guerette's first day of employment will be Monday, April 29, 2019.

Selectmen are requested to vote to sign Eagle Scout citations for Alexander Jason Hissong, Christopher Liam Johnson, Collin Robert Judge. Eagle Court of Honor will be held on Saturday April 27, 2019 at the United Church of Christ at 1:00 PM

Mr. Peterson made a motion to sign Alexander Jason Hissong, Christopher Liam Johnson, Collin Robert Judge Eagle Scout citations. Seconded by Mr. Marcucci. The Vote: 3-0.

Review and vote on Town Meeting Articles

Mr. Murby noted there are only two articles left to discuss. Ms. Trierweiler agreed; the zoning article and the article regarding the fire hydrants.

Mr. Murby asked if further discussion is need on Article 23 regarding Upper Spring Street Overlay. Mr. Marcucci and Mr. Peterson said no. Mr. Peterson made a motion to recommend approval of Article 23 regarding Upper Spring Street Overlay district. Seconded by Mr. Marcucci. The Vote: 3-0.

Mr. Murby said Article 22 is the fire hydrant access article. Mr. Murby said he spoke with Fire Chief Carrico and Chief Carrico said the article is not necessary and recommends dismissal. Chief Carrico feels fire hydrant access is already in the law. Mr. Cerel is not sure of that. Mr. Cerel said he has not discussed this article with Chief Carrico. Mr. Cerel said this is also an issue for the Water and Sewer Department. Mr. Cerel feels the bylaw is a “tool in the box” if needed. Mr. Cerel doesn’t see any downside to the article. Mr. Murby said if there is already a law; a bylaw is not necessary. Mr. Marcucci said he doesn’t feel strongly one way or the other however; the Warrant Committee and Water/Sewer are in favor of the article and he is not going to second guess them. Mr. Peterson made a motion to recommend approval of Article 22. Seconded by Mr. Marcucci. The Vote: 2-1.

Mr. Marcucci said the Selectmen need to deliver a clear message at town meeting about the MSH funding article. Mr. Marcucci doesn’t want discussion of this article to turn into a proxy fight about what happens at the MSH. Ms. Trierweiler said the request in the article is for \$150,000. Ms. Trierweiler said it is approximately \$160,000 to maintain the hospital annually. Ms. Trierweiler said if the town doesn’t approve the \$150,000 to move this project forward; the town is still committed to approximately \$160,000 per year to maintain what is currently there.

Mr. Murby said he will speak in favor of this Article at Annual Town Meeting.

Pending

Discussion on Selectmen’s email policy- Mr. Murby recommended deferring discussion to a future meeting. Mr. Marcucci and Mr. Peterson agreed.

Licenses and Permits (consent Calendar)

Council on Aging requests permission to place signs to advertise the annual FOSI Yard Dale to take place on April 27, 2019 from 8:00 AM to 12:00 PM. The COA also requests wine and malt beverage permits for the following events:

Spring Fling	May 11, 2019	4:00-7:00PM
Supper Club	May 22, 2019	4:00-7:00PM
Chico’s Fashion Show	June 18, 2019	4:00-6:00PM
Summer Cookouts	June 26; July 10; July 31; August 14 & 28	4:00-7:00 PM

Medfield Lions Club request a one-day wind and malt beverage permit for the Spring Fundraising event on May 4, 2019 7:30-10:00 PM to be held at the CENTER

Medfield Youth Baseball and Softball Opening Day is May 5, 2019. Request is made for a parade permit and to post signs announcing the event. Board of Selectmen are invited to participate in the parade and festivities

Church of the Advent requests permission to place signs two weeks prior to promoting their Annual Plant Sale to be held on May 11, 2019

Medfield Girl Scouts request permission to conduct a Can and Bottle Drive on May 11, 2019 9:00-2:00 PM at Bullard's Market and to place signs two weeks prior promoting the event

Erica Cote, Medfield Library, requests permission to use the Gazebo area for two outdoor events: Flying High Dogs on May 18 at 2:00 PM and Summer Kickoff with Gaming and Laser Tag on June 25, 2019 6:00 -8:00 PM

Geoffrey Pedder, Managing Partner ZELUS Beer Company requests a one-day wine and malt permit for Father's Day Trail Run and Post Race After Party on Saturday, June 16, 2019 from 12:00 – 4:00 PM at Rocky Woods – Mr. Marcucci asked if this proposal take the previous road race request from Mr. Pedder off the table. Ms. Trierweiler said she believes so.

Mr. Peterson made a motion to approve the entire "consent calendar". Seconded by Mr. Marcucci. The Vote: 3-0.

Town Administrator Update- Ms. Trierweiler said the Town Hall hours are changing on May 7, 2019. From that date forward the Town Hall will be open until 7:30 PM on Tuesday evenings and closed on Thursday evenings.

Ms. Trierweiler said the conversation has come up several time about the dedication of Chenery Hall to Michael Sullivan. Ms. Trierweiler said if the BOS is going to move that forward she would like to work on it with his family. Ms. Trierweiler said the town never gave Michael Sullivan his proclamations from the state house. Ms. Trierweiler would like to present the proclamations to his family at the room dedication. Ms. Trierweiler noted the hall name would change from Chenery Hall to the Michael J. Sullivan Hall. Mr. Richard Deorgher said several town residents have approached him and Mr. Desorgher said the renaming would be appropriate.

Ms. Trierweiler also noted there is a one-year old beaver stuck in Meeting House Pond. Ms. Trierweiler said since it is past beaver permitting season, the Animal Control Officer cannot pull the beaver out of the pond. The Animal Control Officer is working with the DPW to try and free the beaver another way.

Review Board of Selectmen Action List – to be discussed this summer

Selectmen Report-

Mr. Marcucci noted the Affordable Housing Trust will be discussing potential Group Homes at their meeting on May 2, 2019. Mr. Marcucci announced there is an opening on the Affordable Housing Trust since Jack Wolfe has moved to Medway.

Mr. Peterson attended the meeting for the Coalition for Suicide Prevention. The Coalition is trying to establish funding to have the contract with Interface to provide the referrals to anyone seeking mental health counseling.

Mr. Peterson said he attended the Regional Board of Selectmen meeting with Mr. Murby in Medway.

Mr. Murby said there is going to be a Budget Information Session this Thursday, location is TBD.

Mr. Murby will be meeting with the MSH Development Committee tomorrow night.

Mr. Murby said he briefed the Warrant Committee at their April 8, 2019 meeting.

Informational

Received letter from DEP approving pilot study for Well #3

Received letter from DEP granting extension to repair the DynaSand filter at the wastewater treatment plant

Copy of Board of Appeals decision #1363

Received from Verizon Condensed Financial Statements as of December 31, 2018

At approximately 9:05, Mr. Peterson made a motion to adjourn. Seconded by Mr. Marcucci.
The Vote: 3-0.

Respectfully Submitted,
Marion Bonoldi, Recording Clerk

Medfield Board of Selectmen Action Item List -- Draft as of 10/16/18

orig order	REQUESTED BY	ACTION/ PROJECT	RESP CODE	RESPONSIBLE DEPARTMENT	REQUESTED COMPLETION DATE	PROJECTED COMPLETION DATE	BUDGET REQUIRED/ ALLOCATED	COMP CODE	COMPLETION STATUS	COMMENTS
1										
2 PREVIOUS		Regular Written Reports to Residents	1	Town Administration					1 Proposed	
3 PREVIOUS		Regular Meetings of Department Heads	1	Town Administration					1 Completed	While the Town Administrator meets with Department Heads on a regular basis, formal department head meetings will take place monthly. First meeting is scheduled for January.
4 PREVIOUS		Landscaping at the Town Hall	1	Town Administration					1 Proposed	Discussion of using the meals tax money set aside for downtown improvements but no vote was taken.
6 PREVIOUS		Pavement Management Plan	2	Department of Public Works					3 In-Process	Harding Street has been removed. Farm Street application is still being completed, as questions are still being addressed with MBTA. Roadway redesign/realignment will need to be completed to accommodate guardrails. Increased speed makes the redesign necessary.
7 PREVIOUS		Public Tree Inventory and Tree Planting Plan	2	Department of Public Works					1 Proposed	MG submitted an application for a grant through our insurance company. We were notified in November we did not receive the grant. KT and MG are working on a solution through the capital funds that were appropriated at ATM2016
8 PREVIOUS		Metacomet Sidwalk	2	Department of Public Works					1 Proposed	Downtown tree planting plan was not developed. There is grant funding available if the Town would like to pursue for an official tree inventory of the downtown area.
9 PREVIOUS		Dale Street Sidwalk from Charlesdale to Grove	2	Department of Public Works					1 Proposed	The Metacomet sidewalk will be planned for the spring. Depending on weather and the severity of the winter and what priorities need to be addressed, the sidewalk project will commence soon after.
10 PREVIOUS		Sidwalk estimates for East Main Street and Harding Street	2	Department of Public Works					1 Proposed	On Dale Street there are numerous trees and a slight embankment that need to be removed to accommodate a new sidewalk in this stretch. This section of roadway may also need to be realigned if the decision is made to try and save the trees.
11 PREVIOUS		Green Street telephone poles	2	Department of Public Works					1 Proposed	Most of the telephone poles on Green Street (6 or 8) have been relocated during the project. However there are 2 or 3 locations that still need to be addressed for ADA compliance. We feel that at these locations, we may be able to do cut-outs on the back end of the sidewalks to get the necessary width for the ADA requirements depending on the ROW.
12 PREVIOUS		Metacomet Sidwalks	2	Department of Public Works					1 Proposed	Sidwalk is planned for the spring. Depending on the weather and severity, winter priorities, sidewalk project will commence soon after.
14 PREVIOUS		DPW Garage Signage	2	Department of Public Works					7 Completed	Robert Kennedy Way sign will be ordered and placed at the entrance to the DPW garage on North Meadows Road. Town Seal will be added to "main" roadway signage to enhance signs. Due to frost levels, installation will wait until the Spring. Working with Ken Feeney on plaque for entrance way.
15 PREVIOUS		Upham Road	2	Department of Public Works					1 Proposed	During severe winter, DPW would push back the snow or remove impeding snow banks as time allows. Enforcement of winter parking ban may help situation.
16 PREVIOUS		Spring Clean Up	2	Department of Public Works					1 Completed	DPW Director will investigate partnering with other groups in town to take this project on.
17 PREVIOUS		Roadside Clean Up with Sherriff	2	Department of Public Works					1 Proposed	
18 PREVIOUS		Regular Witten Reports	3	Police Department					1 Proposed	
19 PREVIOUS		Traffic Lights at Route 27 and South/West	3	Police Department					4 Delayed/Deferred	Route 27 at South is not on the priority list. Could cause additional traffic in a residential neighborhood vs the center. Route 27 and West Street is high priority and working with Maurice Goulet on several different options. Currently working with the State to see
20 PREVIOUS		Curve Street--No Trucks	3	Police Department					1 Proposed	Police and Town Admin met with residents on site to discuss the issue and walk the Street. Police and DPW working together to confirm the process with the State. This will not stop commercial deliveries, safety vehicles, and or buses. It will be based on a weight limit.

21	PREVIOUS	Officers enforce the sign rules	3	Police Department	1	Proposed	The Building Inspector regularly removes signs that are in the public way and not allowed per the sign bylaw. While police have done it in the past, it does come under the jurisdiction of the Building Inspector, however if there is a safety issue due to visibility then Police will remove the sign.
22	PREVIOUS	Regular Written Reports	4	Fire Department	1	Proposed	
23	PREVIOUS	MSH Need to provide information to residents	5	Town Planner/ Planning Board	3	In-Process	The MSH Communications sub group of the MSH Planning Committee provides weekly updates to the residents via social media.
24	PREVIOUS	Master Plan	5	Town Planner/ Planning Board	4	In process	Master Planning Committee has been appointed and meeting regularly
25	PREVIOUS	Housing Production Plan	5	Town Planner/ Planning Board	7	Completed	Housing Production plan was finalized and has been approved by DHCD. RFP was issued in Dec 2016 for an Affordable Housing Specialist to guide the Town in achieving the 10% goal of affordable Housing.
26	PREVIOUS	Integrate Downtown Study and Economic Development Committee	5	Town Planner/ Planning Board	1	Proposed	
27	PREVIOUS	Auditors Interview	6	Finance	1	Proposed	The Board of Selectmen are invited annually to attend the auditors exit interview and presentation of final report.
28	Pete/Mike	Hire new Town Administrator by October 1, 2018	1	Town Administration	3	In-Process	Requested completion date by 12/31/18??
29	Mike	Hire new Police Chief by January 1, 2019	1	Town Administration	3	Completed	
30	Mike	Adopt local options on speed limits	3	Police Department	1	Delayed	Determined it should not move forward at STM 2018
31	Mike	Convert Town Clerk to become an appointed position	1	Town Administration	1	Delayed/Deferred	Action did not pass at the STM 2018
32	Pete	Implement policies to formalize annual procedures	1	Town Administration	1	In process	
33	Pete	Town Administrator plan, prepare, and implement an annual planning calendar for BoS meetings and the budget cycle leading to the Annual Town Meeting	8	Board of Selectmen	3	In-Process	First draft completed, document will continue to be updated.
34	Pete	Weekly written reports from Town Administrator to residents with informational updates	1	Town Administration	1	Proposed	Need to define this in more specific terms that identify exactly what information needs to be provided, beyond the information that is already being provided on the town web site and through Medfield TV
35	Pete	Town Administrator schedule weekly meetins with department heads	1	Town Administration	1	Completed	TA meetings weekly with key dept public heads such as public safety. Monthly dept head meetings.
36	Pete	Install a sidewalk on Dale Street from Charlesdale to Grove	2	Department of Public Works	1	Proposed	Should this be transferred to the 2018 Goals list, but more broadly stated as "revisit the sidewalk construction plan"?
37	Pete	Provide cost estimates for sidewalks on East Main Street and Harding Street	2	Department of Public Works	1	Proposed	
38	Pete	Solve Green Street telephone poles by Hinkley Swim Pond in sidewalk	2	Department of Public Works	1	Proposed	
39	Pete	Turn on the bubbler in front of Town Hall	2	Department of Public Works	1	Proposed	
40	Pete	Remove railroad tracks across Farm Street	2	Department of Public Works	1	Proposed	
41	Pete	Install a crosswalk across Main Street at Miller Street	2	Department of Public Works	1	Proposed	
42	Pete	Get regular written reports	3	Police Department	1	Proposed	
43	Pete	Increase regular, consistent enforcement of traffic laws, especially speed limit enforcement	3	Police Department	1	In process	Chief conducting speed enforcement and interacting with residents on twitter to suggest locations.
44	Pete	Develop plans for installing traffic lights at Rt. 27 and South Street	3	Police Department	1	Proposed	
45	Pete	Develop plans for installing traffic light at Rt 27 and West Street	3	Police Department	4	Delayed/Deferred	
46	Pete	Develop a solution to the parking/traffic conditions on Upham Road	3	Police Department	1	Proposed	
47	Pete	Implement Curve Street as a No-Truck street	3	Police Department	1	Proposed	
48	Pete	Increase enforcement of signs in public ways rules	3	Police Department	1	Proposed	
49	Pete	Resolve the dog poop problems in town, especially at Wheelock and Medfield State Hospital	9	Building & Grounds	1	Proposed	
50	Pete	Get regular written reports from the Fire Department	4	Fire Department	1	Proposed	
51	Pete	Provide information to residents	1	Town Administration	1	Proposed	Need to clarify what this is focused on and who needs to do it.
52	Colleen Sullivan	Get Eversource to remove the 4 remaining double poles in town	2	Department of Public Works	1	Proposed	
53	Pete	Plant trees in front of the Post Office	2	Department of Public Works	1	Proposed	Transferred from 2018 Town Goals list, as per 8/21/18 BoS meeting discussion

54 Pete

Dress up/ landscape the lawn in front of the Town Hall

2 Department of Public Works

1 Proposed

Transferred from 2018 Town Goals list, as per 8/21/18 BoS meeting discussion

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Massachusetts Department of Environmental Protection

Bureau of Resource Protection - Wetlands

WPA Form 5 - Order of Conditions

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40 and the Medfield Wetlands Bylaw, Chapter 290

Provided by MassDEP: MassDEP File #:214-0669 eDEP Transaction #:1126508 City/Town:MEDFIELD

A. General Information

- 1. Conservation Commission MEDFIELD
2. Issuance a. [checked] OOC b. [] Amended OOC

3. Applicant Details

- a. First Name BRAD b. Last Name AULENBACK
c. Organization
d. Mailing Address 4 SANDSTONE LANE
e. City/Town MILLIS f. State MA g. Zip Code 02054

4. Property Owner

- a. First Name DEIDRA b. Last Name DICKSON
c. Organization
d. Mailing Address 27 PINE SREET
e. City/Town MEDFIELD f. State MA g. Zip Code 02052

5. Project Location

- a. Street Address 27 PINE STREET
b. City/Town MEDFIELD c. Zip Code 02052
d. Assessors Map/Plat# 57 e. Parcel/Lot# 84
f. Latitude 42.19691N g. Longitude 71.30794W

6. Property recorded at the Registry of Deed for:

- a. County NORFOLK b. Certificate 194358 c. Book d. Page

7. Dates

- a. Date NOI Filed : 7/3/2019 b. Date Public Hearing Closed: 7/18/2019 c. Date Of Issuance: 8/1/2019

8. Final Approved Plans and Other Documents

- a. Plan Title: SITE PLAN 27
b. Plan Prepared by: GLM ENGINEERING
c. Plan Signed/Stamped by: JOYCE E HASTINGS, PLS
d. Revised Final Date: 06/15/2019
e. Scale: 1"=20'

B. Findings

1. Findings pursuant to the Massachusetts Wetlands Protection Act

Following the review of the the above-referenced Notice of Intent and based on the information provided in this application and presented at the public hearing, this Commission finds that the areas in which work is proposed is significant to the following interests of the Wetlands Protection Act.

Check all that apply:

- a. [checked] Public Water Supply b. [checked] Land Containing Shellfish c. [checked] Prevention of Pollution
d. [checked] Private Water Supply e. [checked] Fisheries f. [checked] Protection of Wildlife Habitat
g. [checked] Ground Water Supply h. [checked] Storm Damage Prevention i. [checked] Flood Control

2. Commission hereby finds the project, as proposed, is:

Approved subject to:

- a. The following conditions which are necessary in accordance with the performance standards set forth in the wetlands regulations. This Commission orders that all work shall be performed in accordance with the Notice of Intent referenced above, the following General Conditions, and any other special conditions attached to this Order. To the extent that the following conditions modify or differ from the plans, specifications, or other proposals submitted with the Notice of Intent, these conditions shall control.

Denied because:

- b. The proposed work cannot be conditioned to meet the performance standards set forth in the wetland regulations. Therefore, work on this project may not go forward unless and until a new Notice of Intent is submitted which provides measures which are adequate to protect interests of the Act, and a final Order of Conditions is issued. **A description of the performance standards which the proposed work cannot meet is attached to this Order.**
- c. The information submitted by the applicant is not sufficient to describe the site, the work or the effect of the work on the interests identified in the Wetlands Protection Act. Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides sufficient information and includes measures which are adequate to protect the interests of the Act, and a final Order of Conditions is issued. **A description of the specific information which is lacking and why it is necessary is attached to this Order as per 310 CMR 10.05(6)(c).**

3. Buffer Zone Impacts: Shortest distance between limit of project disturbance and the wetland resource area specified in 310CMR10.02(1)(a). 50
 a. linear feet

Inland Resource Area Impacts:(For Approvals Only):

Resource Area	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
4. <input type="checkbox"/> Bank	<u> </u> a. linear feet	<u> </u> b. linear feet	<u> </u> c. linear feet	<u> </u> d. linear feet
5. <input type="checkbox"/> Bordering Vegetated Wetland	<u> </u> a. square feet	<u> </u> b. square feet	<u> </u> c. square feet	<u> </u> d. square feet
6. <input type="checkbox"/> Land under Waterbodies and Waterways	<u> </u> a. square feet	<u> </u> b. square feet	<u> </u> c. square feet	<u> </u> d. square feet
7. <input type="checkbox"/> Bordering Land Subject to Flooding	<u> </u> e. c/y dredged	<u> </u> f. c/y dredged		
	<u> </u> a. square feet	<u> </u> b. square feet	<u> </u> c. square feet	<u> </u> d. square feet
Cubic Feet Flood Storage	<u> </u> e. cubic feet	<u> </u> f. cubic feet	<u> </u> g. cubic feet	<u> </u> h. cubic feet
	<u> </u> a. square feet	<u> </u> b. square feet		
8. <input type="checkbox"/> Isolated Land Subject to Flooding	<u> </u> a. square feet	<u> </u> b. square feet		
Cubic Feet Flood Storage	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Massachusetts Department of Environmental Protection

Bureau of Resource Protection - Wetlands

WPA Form 5 - Order of Conditions

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File #214-0669

eDEP Transaction #:1126508

City/Town: MEDFIELD

	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
9. <input type="checkbox"/> Riverfront Area	c. cubic feet	d. cubic feet	e. cubic feet	f. cubic feet
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Sq ft within 100 ft	a. total sq. feet	b. total sq. feet		
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Sq ft between 100-200 ft	c. square feet	d. square feet	e. square feet	f. square feet
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	g. square feet	h. square feet	i. square feet	j. square feet
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Coastal Resource Area Impacts:

Resource Area	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement

10. Designated Port Areas Indicate size under Land Under the Ocean, below

11. <input type="checkbox"/> Land Under the Ocean	<u> </u>	<u> </u>
	a. square feet	b. square feet
	<u> </u>	<u> </u>
	c. c/y dredged	d. c/y dredged

12. Barrier Beaches Indicate size under Coastal Beaches and/or Coastal Dunes below

13. <input type="checkbox"/> Coastal Beaches	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	a. square feet	b. square feet	c. c/y nourishment	d. c/y nourishment
14. <input type="checkbox"/> Coastal Dunes	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	a. square feet	b. square feet	c. c/y nourishment	d. c/y nourishment

15. <input type="checkbox"/> Coastal Banks	<u> </u>	<u> </u>
	a. linear feet	b. linear feet

16. <input type="checkbox"/> Rocky Intertidal Shores	<u> </u>	<u> </u>
	a. square feet	b. square feet

17. <input type="checkbox"/> Salt Marshes	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	a. square feet	b. square feet	c. square feet	d. square feet

18. <input type="checkbox"/> Land Under Salt Ponds	<u> </u>	<u> </u>
	a. square feet	b. square feet
	<u> </u>	<u> </u>
	c. c/y dredged	d. c/y dredged

19. <input type="checkbox"/> Land Containing Shellfish	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	a. square feet	b. square feet	c. square feet	d. square feet

20. Fish Runs Indicate size under Coastal Banks, inland Bank, Land Under the Ocean, and/or inland Land Under Waterbodies and Waterways, above

	<u> </u>	<u> </u>
	c. c/y dredged	d. c/y dredged

21. <input type="checkbox"/> Land Subject to Coastal Storm Flowage	<u> </u>	<u> </u>
	a. square feet	b. square feet

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City/Town:MEDFIELD

22.

Restoration/Enhancement (For Approvals Only)

If the project is for the purpose of restoring or enhancing a wetland resource area in addition to the square footage that has been entered in Section B.5.c & d or B.17.c & d above, please entered the additional amount here.

_____ a. square feet of BVW

_____ b. square feet of Salt Marsh

23.

Streams Crossing(s)

If the project involves Stream Crossings, please enter the number of new stream crossings/number of replacement stream crossings.

_____ a. number of new stream crossings

_____ b. number of replacement stream crossings

C. General Conditions Under Massachusetts Wetlands Protection Act

The following conditions are only applicable to Approved projects

1. Failure to comply with all conditions stated herein, and with all related statutes and other regulatory measures, shall be deemed cause to revoke or modify this Order.
2. The Order does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights.
3. This Order does not relieve the permittee or any other person of the necessity of complying with all other applicable federal, state, or local statutes, ordinances, bylaws, or regulations.
4. The work authorized hereunder shall be completed within three years from the date of this Order unless either of the following apply:
 - a. the work is a maintenance dredging project as provided for in the Act; or
 - b. the time for completion has been extended to a specified date more than three years, but less than five years, from the date of issuance. If this Order is intended to be valid for more than three years, the extension date and the special circumstances warranting the extended time period are set forth as a special condition in this Order.
5. This Order may be extended by the issuing authority for one or more periods of up to three years each upon application to the issuing authority at least 30 days prior to the expiration date of the Order.
6. If this Order constitutes an Amended Order of Conditions, this Amended Order of Conditions does not exceed the issuance date of the original Final Order of Conditions.
7. Any fill used in connection with this project shall be clean fill. Any fill shall contain no trash, refuse, rubbish, or debris, including but not limited to lumber, bricks, plaster, wire, lath, paper, cardboard, pipe, tires, ashes, refrigerators, motor vehicles, or parts of any of the foregoing.
8. This Order is not final until all administrative appeal periods from this Order have elapsed, or if such an appeal has been taken, until all proceedings before the Department have been completed.
9. No work shall be undertaken until the Order has become final and then has been recorded in the Registry of Deeds or the Land Court for the district in which the land is located, within the chain of title of the affected property. In the case of recorded land, the Final Order shall also be noted in the Registry's Grantor Index under the name of the owner of the land upon which the proposed work is to be done. In the case of the registered land, the Final Order shall also be noted on the Land Court Certificate of Title of the owner of the land upon which the proposed work is done. The recording information shall be submitted to the Conservation Commission on the form at the end of this Order, which form must be stamped by the Registry of Deeds, prior to the commencement of work..
10. A sign shall be displayed at the site not less than two square feet or more than three square feet in size bearing

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the words,

" Massachusetts Department of Environmental Protection"
[or 'MassDEP']
File Number : "214-0669"

11. Where the Department of Environmental Protection is requested to issue a Superseding Order, the Conservation Commission shall be a party to all agency proceedings and hearings before Mass DEP.
12. Upon completion of the work described herein, the applicant shall submit a Request for Certificate of Compliance (WPA Form 8A) to the Conservation Commission.
13. The work shall conform to the plans and special conditions referenced in this order.
14. Any change to the plans identified in Condition #13 above shall require the applicant to inquire of the Conservation Commission in writing whether the change is significant enough to require the filing of a new Notice of Intent.
15. The Agent or members of the Conservation Commission and the Department of Environmental Protection shall have the right to enter and inspect the area subject to this Order at reasonable hours to evaluate compliance with the conditions stated in this Order, and may require the submittal of any data deemed necessary by the Conservation Commission or Department for that evaluation.
16. This Order of Conditions shall apply to any successor in interest or successor in control of the property subject to this Order and to any contractor or other person performing work conditioned by this Order.
17. Prior to the start of work, and if the project involves work adjacent to a Bordering Vegetated Wetland, the boundary of the wetland in the vicinity of the proposed work area shall be marked by wooden stakes or flagging. Once in place, the wetland boundary markers shall be maintained until a Certificate of Compliance has been issued by the Conservation Commission.
18. All sedimentation barriers shall be maintained in good repair until all disturbed areas have been fully stabilized with vegetation or other means. At no time shall sediments be deposited in a wetland or water body. During construction, the applicant or his/her designee shall inspect the erosion controls on a daily basis and shall remove accumulated sediments as needed. The applicant shall immediately control any erosion problems that occur at the site and shall also immediately notify the Conservation Commission, which reserves the right to require additional erosion and/or damage prevention controls it may deem necessary. Sedimentation barriers shall serve as the limit of work unless another limit of work line has been approved by this Order.

NOTICE OF STORMWATER CONTROL AND MAINTENANCE REQUIREMENTS

19. The work associated with this Order(the "Project") is (1) is not (2) subject to the Massachusetts Stormwater Standards. If the work is subject to Stormwater Standards, then the project is subject to the following conditions;
 - a) All work, including site preparation, land disturbance, construction and redevelopment, shall be implemented in accordance with the construction period pollution prevention and erosion and sedimentation control plan and, if applicable, the Stormwater Pollution Prevention Plan required by the National Pollutant Discharge Elimination System Construction General Permit as required by Stormwater Standard 8. Construction period erosion, sedimentation and pollution control measures and best management practices (BMPs) shall remain in place until the site is fully stabilized.
 - b) No stormwater runoff may be discharged to the post-construction stormwater BMPs unless and until a Registered Professional Engineer provides a Certification that: *i.* all construction period BMPs have been removed or will be removed by a date certain specified in the Certification. For any construction period BMPs intended to be converted to post construction operation for stormwater attenuation, recharge, and/or treatment, the conversion is allowed by the MassDEP Stormwater Handbook BMP specifications and that the BMP has been properly cleaned or prepared for post construction operation, including removal of all construction period sediment trapped in inlet and outlet control structures; *ii.* as-built final construction

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BMP plans are included, signed and stamped by a Registered Professional Engineer, certifying the site is fully stabilized; *iii.* any illicit discharges to the stormwater management system have been removed, as per the requirements of Stormwater Standard 10; *iv.* all post-construction stormwater BMPs are installed in accordance with the plans (including all planting plans) approved by the issuing authority, and have been inspected to ensure that they are not damaged and that they are in proper working condition; *v.* any vegetation associated with post-construction BMPs is suitably established to withstand erosion.

- c) The landowner is responsible for BMP maintenance until the issuing authority is notified that another party has legally assumed responsibility for BMP maintenance. Prior to requesting a Certificate of Compliance, or Partial Certificate of Compliance, the responsible party (defined in General Condition 19(e)) shall execute and submit to the issuing authority an Operation and Maintenance Compliance Statement ("O&M Statement") for the Stormwater BMPs identifying the party responsible for implementing the stormwater BMP Operation and Maintenance Plan ("O&M Plan") and certifying the following: *i.*) the O&M Plan is complete and will be implemented upon receipt of the Certificate of Compliance, and *ii.*) the future responsible parties shall be notified in writing of their ongoing legal responsibility to operate and maintain the stormwater management BMPs and implement the Stormwater Pollution Prevention Plan.
- d) Post-construction pollution prevention and source control shall be implemented in accordance with the long-term pollution prevention plan section of the approved Stormwater Report and, if applicable, the Stormwater Pollution Prevention Plan required by the National Pollutant Discharge Elimination System Multi-Sector General Permit.
- e) Unless and until another party accepts responsibility, the landowner, or owner of any drainage easement, assumes responsibility for maintaining each BMP. To overcome this presumption, the landowner of the property must submit to the issuing authority a legally binding agreement of record, acceptable to the issuing authority, evidencing that another entity has accepted responsibility for maintaining the BMP, and that the proposed responsible party shall be treated as a permittee for purposes of implementing the requirements of Conditions 19(f) through 19(k) with respect to that BMP. Any failure of the proposed responsible party to implement the requirements of Conditions 19(f) through 19(k) with respect to that BMP shall be a violation of the Order of Conditions or Certificate of Compliance. In the case of stormwater BMPs that are serving more than one lot, the legally binding agreement shall also identify the lots that will be serviced by the stormwater BMPs. A plan and easement deed that grants the responsible party access to perform the required operation and maintenance must be submitted along with the legally binding agreement.
- f) The responsible party shall operate and maintain all stormwater BMPs in accordance with the design plans, the O&M Plan, and the requirements of the Massachusetts Stormwater Handbook.
- g) The responsible party shall:
 - 1. Maintain an operation and maintenance log for the last three (3) consecutive calendar years of inspections, repairs, maintenance and/or replacement of the stormwater management system or any part thereof, and disposal (for disposal the log shall indicate the type of material and the disposal location);
 - 2. Make the maintenance log available to MassDEP and the Conservation Commission ("Commission") upon request; and
 - 3. Allow members and agents of the MassDEP and the Commission to enter and inspect the site to evaluate and ensure that the responsible party is in compliance with the requirements for each BMP established in the O&M Plan approved by the issuing authority.
- h) All sediment or other contaminants removed from stormwater BMPs shall be disposed of in accordance with all applicable federal, state, and local laws and regulations.
- i) Illicit discharges to the stormwater management system as defined in 310 CMR 10.04 are prohibited.
- j) The stormwater management system approved in the Order of Conditions shall not be changed without the prior written approval of the issuing authority.

**Massachusetts Department of Environmental
Protection**

Bureau of Resource Protection - Wetlands

WPA Form 5 - Order of Conditions

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

MassDEP File #:214-0669

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-
- k) Areas designated as qualifying pervious areas for the purpose of the Low Impact Site Design Credit (as defined in the MassDEP Stormwater Handbook, Volume 3, Chapter 1, Low Impact Development Site Design Credits) shall not be altered without the prior written approval of the issuing authority.
 - l) Access for maintenance, repair, and/or replacement of BMPs shall not be withheld. Any fencing constructed around stormwater BMPs shall include access gates and shall be at least six inches above grade to allow for wildlife passage.

Special Conditions:

SEE ATTACHED.

D. Findings Under Municipal Wetlands Bylaw or Ordinance

1. Is a municipal wetlands bylaw or ordinance applicable? Yes No

2. The Conservation Commission hereby (check one that applies):

a. DENIES the proposed work which cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw specifically:

1. Municipal Ordinance or Bylaw _____ 2. Citation _____

Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures which are adequate to meet these standards, and a final Order or Conditions is issued. Which are necessary to comply with a municipal ordinance or bylaw:

b. APPROVES the proposed work, subject to the following additional conditions.

1. Municipal Ordinance or Bylaw WETLANDS 2. Citation CHAPTER 290

3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above. To the extent that the following conditions modify or differ from the plans, specifications, or other proposals submitted with the Notice of Intent, the conditions shall control.

The special conditions relating to municipal ordinance or bylaw are as follows:
SEE ATTACHED.

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
WPA Form 5 - Order of Conditions
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:
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E. Signatures

This Order is valid for three years from the date of issuance, unless otherwise specified pursuant to General Condition #4. If this is an Amended Order of Conditions, the Amended Order expires on the same date as the original Order of Conditions.

8/1/2019
1. Date of Original Order

Please indicate the number of members who will sign this form. This Order must be signed by a majority of the Conservation Commission.

4
2. Number of Signers

The Order must be mailed by certified mail (return receipt requested) or hand delivered to the applicant. A copy also must be mailed or hand delivered at the same time to the appropriate Department of Environmental Protection Regional Office, if not filing electronically, and the property owner, if different from applicant.

Signatures:

Michael Perloff
George H. D'Amico

George H. D'Amico
Michael Perloff

by hand delivery on
August 1, 2019

by certified mail, return receipt requested, on

Date

Date

F. Appeals

The applicant, the owner, any person aggrieved by this Order, any owner of land abutting the land subject to this Order, or any ten residents of the city or town in which such land is located, are hereby notified of their right to request the appropriate MassDEP Regional Office to issue a Superseding Order of Conditions. The request must be made by certified mail or hand delivery to the Department, with the appropriate filing fee and a completed Request for Departmental Action Fee Transmittal Form, as provided in 310 CMR 10.03(7) within ten business days from the date of issuance of this Order. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant, if he/she is not the appellant.

Any appellants seeking to appeal the Department's Superseding Order associated with this appeal will be required to demonstrate prior participation in the review of this project. Previous participation in the permit proceeding means the submission of written information to the Conservation Commission prior to the close of the public hearing, requesting a Superseding Order, or providing written information to the Department prior to issuance of a Superseding Order.

The request shall state clearly and concisely the objections to the Order which is being appealed and how the Order does not contribute to the protection of the interests identified in the Massachusetts Wetlands Protection Act (M.G.L. c. 131, § 40), and is inconsistent with the wetlands regulations (310 CMR 10.00). To the extent that the Order is based on a municipal ordinance or bylaw, and not on the Massachusetts Wetlands Protection Act or regulations, the Department has no appellate jurisdiction.

Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
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Provided by MassDEP:
MassDEP File #:214-0669
eDEP Transaction #:1126508
City/Town:MEDFIELD

G. Recording Information

This Order of Conditions must be recorded in the Registry of Deeds or the Land Court for the district in which the land is located, within the chain of title of the affected property. In the case of recorded land, the Final Order shall also be noted in the Registry's Grantor Index under the name of the owner of the land subject to the Order. In the case of registered land, this Order shall also be noted on the Land Court Certificate of Title of the owner of the land subject to the Order of Conditions. The recording information on this page shall be submitted to the Conservation Commission listed below.

MEDFIELD
Conservation Commission

Detach on dotted line, have stamped by the Registry of Deeds and submit to the Conservation Commission.

To:

MEDFIELD
Conservation Commission

Please be advised that the Order of Conditions for the Project at:

459 MAIN STREET. TOWN HOUSE
Project Location

214-0669
MassDEP File Number

Has been recorded at the Registry of Deeds of:

<u>County</u>	<u>Book</u>	<u>Page</u>
---------------	-------------	-------------

for:

Property Owner DEIDRA DICKSON

and has been noted in the chain of title of the affected property in:

<u>Book</u>	<u>Page</u>
-------------	-------------

In accordance with the Order of Conditions issued on:

Date

If recorded land, the instrument number identifying this transaction is:

Instrument Number

If registered land, the document number identifying this transaction is:

Document Number

Signature of Applicant

Rev. 4/1/2010

ORDER OF CONDITIONS
with Findings of Fact

DEP File No. **214-0669**

Applicant: Brad Aulenback
Owner: Deidra Dickson
Location of Land: **27 Pine Street, Medfield, MA 02052**
Assessor Map 57, Parcel 84

The following conditions supplement those on the attached Form 5 and apply to both the Massachusetts Wetlands Protection Act, Chapter 131, Sec. 40, its associated Rules and Regulations, 310 CMR 10.00 and the Medfield Wetlands Bylaw, Chapter 290 and its associated Rules and Regulations:

GENERAL CONDITIONS OF THE COMMISSION

19. This Order of Conditions (Order) applies to the applicant, the owner of the lot described in the Notice of Intent (Land), and the successors and assigns of each. Accordingly, applicant means the applicant, the owner, and the agents, successors, and assigns of each.

20. The work authorized hereunder shall be completed within one year from the date of issue. This Order may be extended by the issuing authority for one or more periods of one year intervals upon written request at least 30 days prior to the expiration date of the Order. [Bylaw]

21. Before altering any part of the Land, the applicant shall provide the Commission, in writing, with the name, work and home address, and work and home telephone number of each person responsible for supervising the project and complying with this Order; notify the Commission in writing of the date work will begin at least seven (7) days before it will begin; if the Commission so requests, meet on the site with the Commission, the project supervisor identified above, and other persons the Commission specifies to review the project and this Order, including siltation controls; and explain the requirements of this Order to the developer or contractor responsible for carrying out the project so that he understands them.

22. This Order shall be included by reference in all contracts, plans and specifications with

contractors and subcontractors dealing with the activity proposed in this Order and that are created or modified after the issuance date of this Order, along with a statement that this Order shall supersede any conflicting contractual arrangements, plans or specifications or requirements.

23. The applicant shall notify the Commission in writing within 30 days of any transfer in the title to the Land or any change in contractor or developers before the Certificate of Compliance is issued. The notice shall include the name, address, and telephone numbers of the new owner or new contractor or developer, as well as a statement made under the penalties of perjury that the new owner or new contractor or developer has been provided with a copy of this Order.

24. A copy of this Order shall be available on the Land at all times during the course of the activities described in the Notice of Intent for contractors and subcontractors to review and adhere to and for the Commission, the DEP, or the agents of either to review to check compliance.

25. The applicant shall provide a copy of this Order to the person or persons supervising the activity that is the subject of this Order, and will be responsible for ensuring that all persons performing the permitted activity are fully aware of the terms and conditions of this Order.

26. Any person performing work on the activity that is the subject of this Order is individually responsible for understanding and complying with the requirements of this Order, the Act, 310 CMR 10.00 and the Medfield Wetland Bylaw and Wetland Bylaw Regulations.

27. All work shall conform to the Notice of Intent, all plans, and all other documents, records, correspondence, and representations of the applicant as presented to and approved by the Commission.

28. If the applicant changes any aspect of the Notice of Intent, including the plans submitted with it, he shall notify the Commission in writing and shall cease work on the project until receiving a decision from the Commission. If the Commission deems the change significant, the applicant shall submit a new or Amended Notice of Intent, at the discretion of the Commission, with any necessary documentation, and obtain a new or amended Order. If the applicant, the owner, the Commission, or the agents of any of them find any error in the plans or information submitted by the applicant, the error shall be considered a change, and the applicant shall follow the procedures outlined above.

29. The Commission, the DEP, and the agents of either shall have the right to enter and inspect the Land to determine compliance with this Order and the right to require the submission of any data the Commission or DEP deems necessary for that determination. If the Commission or DEP determines, in its sole discretion, that a violation has occurred or is likely to occur, it shall notify the applicant and may order that work shall stop until the Commission or DEP approves measures to correct the violation.

30. It is the responsibility of the applicant to complete any review required by all agencies with jurisdiction over the activity that is the subject of this Order, and to procure all required permits or approvals.

31. All construction materials, earth stockpiles, landscaping materials, slurry pits, waste products, refuse, debris, stumps, slash, or excavate may only be stockpiled or collected in areas as shown and labeled on the approved plan(s), or if no such areas are shown must be placed or stored outside all resource areas and associated buffer zones under cover and surrounded by a double-staked row of straw bales to prevent contact with rain water.

32. No material of any kind may be buried, placed or dispersed in areas within the jurisdiction of the Commission by activities that are the subject of this Order, except as are expressly permitted by this Order or the plans approved herein.

33. There shall be no pumping of water from wetland resource areas.

34. This Order authorizes only the activity described on the approved plan(s) and approved documents referenced in this Order. Any other or additional activity in areas within the jurisdiction of the Commission will require separate review and approval by the Commission or its agent.

35. If any unforeseen problem occurs during the work activity which affects or may affect any of the interests of the Massachusetts Wetlands Protection Act, ch. 131, sec. 40, or the Medfield Wetlands By-Law, Chapter 290, including but not limited to plans to conduct substantial blasting of bedrock or large rock formations or discovery of unanticipated soil conditions, the applicant shall notify the Commission immediately in writing (or if the Commission discovers the problem, the Commission shall notify the applicant), and the Commission may require an immediate meeting between the Commission, applicant, engineer, and contractor to determine whether any measures should be taken to protect the interests of the Act and, if so, the precise measures. The applicant shall then correct the problem or prevent a possible problem by using the measures that the Commission requires.

36. All biodegradable erosion control barriers (ECB) shall be installed according to the manufacturer's specifications. Any ECB installed as a tube (sock, log, etc.) shall include the installation of an orange construction fence or other highly visible devise, on the upland side of the tube.

Any silt fence used on a project site shall be entrenched 6 inches into the ground.

Any bales used as an ECB shall be straw bales. The applicant shall provide the Commission with verification that bales are composed of straw. All straw bales shall be double-staked, with

one stake angled through the top of a bale into the bottom of the bale next to it to ensure that the bales remain tight against each other. Straw bales shall be entrenched into the ground at least three (3) inches. Where the straw bales are required to be backed by silt fencing, the silt fencing shall be placed immediately on the edge of the bales closer to the resource areas and shall be entrenched six (6) inches into the ground. Grading towards straw bales shall be tapered so that it ends at the base of the bales; the straw bales shall not serve as temporary retaining walls. **Hay bales shall not be used.**

37. Loaming and seeding of all disturbed areas shall occur within 15 days of final grading. Barren areas shall be stabilized by temporary seeding if work on the project is interrupted by more than 30 days, unless the 30 days are in the winter. If the interruption occurs during winter, the applicant shall request, in writing, that the Commission determine whether temporary seeding should be done. Where necessary, the loaming and seeding shall be held in place with jute netting, cheesecloth, or straw. Because of the danger of introducing nutrients into resource areas, an applicant who proposes to use hydroseeding shall notify the Commission in writing and must obtain the written consent of the Commission.

38. Ground disturbed by work activity shall be stabilized with straw of at least three (3) inches in depth, seeding, loaming, suitable stone or other material.

39. All fill and excavated material shall be stockpiled in such a manner or far enough away from the resource area, under cover and surrounded by a double-staked row of straw bales to prevent contact with rain water and at a suitable location to prevent sediment from runoff from entering the resource area.

40. All stumps, brush, solid waste, and other debris shall be removed from the Land, including any found on the Land before the proposed activity begins and any debris specified by the Commission.

41. The applicant shall maintain construction debris and waste materials in compliance with all applicable laws, and shall keep the Land in a clean condition. He shall place refuse in containers at the end of every workday and shall empty them promptly when filled. He shall maintain records of the destination of all materials to be removed from the Land, including stumps, brush, debris, construction waste, excess fill, loam, and peat, and shall make them available to the Commission upon request. The Commission may require that it must approve in advance the disposal of such materials. Refuse, debris, and waste materials shall not be placed or left within any resource area or within any part of the buffer zone if they may alter the adjacent resource area.

42. During and after work on the project, there shall be no discharge or spillage of fuel, oil, or other pollutants onto any part of the Land. If stored on the Land, toxic materials (e.g., petroleum products, paints, thinners, etc.) shall be locked up at the end of each work day. The applicant

shall notify the Commission immediately if any discharge or spillage occurs.

43. In conjunction with the sale or other transfer of the Land or any part of it, the applicant shall submit to the Commission a signed and dated statement by the buyer or transferee that he is aware of resource areas and buffer zones in the vicinity of the property and this Order of Conditions and has received a copy of it.

44. This Order in no way implies, certifies, or guarantees that the property or adjacent or downstream areas will not be subject to flooding, storm damage, or any other form of damage from run-off, ground water, or other water. By accepting this Order, the applicant and owner agree on behalf of themselves and their successors and assigns to indemnify and hold harmless the Town of Medfield, its agents, employees, and residents, and the Commission, the DEP, and the employees, members, and agents of either for any damage caused by alterations undertaken on the Land pursuant to this Order; that the Town of Medfield, its agents, employees, and residents, and the agents, employees, or members of the Commission and the DEP shall not be responsible for maintaining any drainage system or detention or retention basins proposed in the Notice of Intent or required by this Order; and that the Town, its agents, employees, and residents, and the agents, employees and members of the DEP and the Commission shall not be liable for any damage if such systems or basins fail.

45. Every request for waiver or modification of a condition must be made in writing to the Commission, which may require a hearing on the request. No waiver or modification of any condition or any part of one shall be implied from the Commission's failure to discover or to take any action with respect to the applicant's non-compliance with any condition or with any part of one. The Commission's waiver of the applicant's compliance with any part of any condition shall affect only that part of the condition, and in all other respects the condition shall stand as though the waiver had not been made. Similarly, the Commission's waiver of the applicant's compliance with any entire condition shall affect only that condition, and in all other respects this Order shall stand as though the waiver had not been granted.

46. If a court or administrative agency declares any of these conditions or any part of one invalid for any reason, the invalidity shall affect only that condition or part of one declared invalid, and in all other respects the provision shall stand as though the invalid part of the condition had not been made, and no other portion of the condition, no other conditions, nor this Order as a whole shall be affected.

FINDINGS OF FACTS AND SPECIAL CONDITIONS

I. FINDINGS OF FACTS:

The proposed project approved under this Order of Conditions (Order) is the construction of a retaining wall in the rear yard of an existing single-family house at 27 Pine Street, Medfield, MA, Assessor Map 57, Parcel 084. The retaining wall proposed is four (4) feet at the highest point to two (2) feet at the lowest point.

The Notice of Intent was received on July 3, 2019. The site plan, dated June 15, 2019, was received on July 3, 2019. Notice of the public hearing was published in the Medfield Press on July 12, 2019. The public hearing was held on July 18, 2019. The public hearing was closed on July 18, 2019. No one was in attendance to speak for or against the proposed project.

The applicant proposes the construction of retaining wall in the rear yard of a single-family dwelling. All work for the project is located in an overgrown area of the property. Erosion controls are proposed for the project. No work is proposed in the 50-foot No[Disturb Resource Area of the site (Bylaw).

The Commission finds that the work is significant to the following interests of the MA Wetlands Protection Act and the Medfield Wetland Bylaw: protection of 1) public and private water supplies, 2) groundwater supply, 3) flood control, 4) storm damage prevention, 5) prevention of pollution, 6) protection of fisheries, and 7) protection of wildlife habitat. The site is hydrologically linked to the Medfield Watershed Protection District and is within the watershed of the Charles or Neponset Rivers. All of the town's water supply wells are located within these watersheds.

The Bordering Vegetated Wetlands on this property and the other resource areas in this area form an important part of a rich, extensive and beautiful wetland system that comprises other significant wetlands, marshes, and swamps. Subsequently the Commission finds that the resource - Bordering Vegetated Wetlands and 50-Foot No-Disturb Resource Area - are significant to the following interests under the Act and the Medfield Wetland Bylaw: protection of public and private water supplies, groundwater supply, drainage and flood control, prevention of storm damage, prevention of pollution and protection of fisheries and wildlife habitat. See 310 CMR Sec. 10:55 and the Medfield Wetlands Bylaw, Chapter 290.

The Commission's preeminent concerns are protecting Medfield's public water supply and groundwater supply by protecting the Charles and Neponset River, their tributaries, their aquifer areas and the associated wetlands--all hydraulically connected with the Sub-Watershed Areas and eventually the Charles and Neponset River watersheds and the Town wellfields--by keeping silt and nutrients out of them; and preserving the flood storage capacity of the rivers,

their tributaries, and the wetlands and floodplains associated with them.

The Commission also finds that an undisturbed forest buffer of at least fifty (50) feet between the edge of the area to be disturbed and the resource area (except riverfront area) is necessary to protect the resource areas. Undisturbed buffer zones reduce harm to wetlands / resource areas caused by adjacent development and other activities and provide essential habitat for wetlands species. The effectiveness of buffers increases with width, and buffers less than fifty (50) feet wide are generally ineffective in protecting wetlands. See "The Role and Function of Forest Buffers in the Chesapeake Bay Basin for Nonpoint Source Management," by Forestry Work Group of the Nonpoint Source Subcommittee, Chesapeake Bay Program, EPA Contract No. 68-WO-0043 (Feb. 1993); and the publications cited in the bibliography entitled "General References on Buffers," compiled by Robert Buchsbaum, Massachusetts Audubon Society: North Shore, including without limitation, "Vegetated Buffers in the Coastal Zone: A Summary and Bibliography," by A. Desbonnet *et al.*, Coastal Resources Center Tech. Rep. No. 2064 (Univ. of R.I. Graduate School of Oceanography, Narragansett, R.I., 1994) (concluding that even buffer zones 20 and 30 meters wide remove as little as 70 percent of sediments and pollutants), and "Wetland Buffers: Use and Effectiveness," by A.J. Castelle *et al.*, Washington State Univ. Dep't of Ecology, Pub. No. 92-10 (Olympia, Wash., Feb. 1992).

The Commission finds that the resource areas are a Bordering Vegetated Wetlands and the 50-foot No-Disturb Resource Area (Medfield Wetlands Bylaw, Chapter 290) and the 100-foot buffer zone are significant for protecting ground water, preventing pollution, preventing damage from storms, storing flood waters, protecting fisheries and providing wildlife habitat. See 310 Code Mass. Regs. §10:55 and the Medfield Wetland Bylaw, Chapter 290.

Based on these Findings of Fact, the Commission imposes the following Special Conditions, which supersede any general conditions that conflict with them or that impose lesser requirements:

II. SPECIAL CONDITIONS:

47. General Condition 10, Page 4 of 10 * ELECTRONIC COPY, requires that a sign shall be displayed at the site not less than two square feet or more than three square feet in size, and that it shall read, "**Massachusetts Department of Environmental Protection (or MA DEP) File No. 214-0669.**" That sign shall be located and the lettering made clear enough so that the sign can be read from the street in front of the proposed project. The sign shall not be attached to a live tree. The sign shall remain in place and visible until a Certificate of Compliance is issued for the activity.

48. A continuous line of an erosion control barrier (ECB) shall be installed along the line

marked on the Plan of Record as “PROPOSED EROSION CONTROL”. **Hay bales** shall not be used at the site. The ECB location shall be marked in the field and inspected by the Commission or its agent. Field adjustments may be necessary in order to account for the location of the large brush pile and the earth disturbance from its removal.

49. A bark mulch burlap sock (log) with an orange construction fence or other high visibility fencing shall be installed along the **upland (work) side of the erosion control sock**. The erosion control barrier (ECB) shall be installed according to the manufacturer’s specifications.

50. Once installed, the erosion control barrier will be inspected by the Commission or its agent **prior to** any site preparation and/or construction activities.

51. The erosion control barrier mentioned in Conditions 48, 49, 50 and 51 shall mark the limit of regrading, disturbance of the surface, cutting or removal of vegetation, and any other work activity associated with the proposed site work approved in the Order.

52. The applicant shall provide the name(s) and telephone number(s) of all person(s) responsible for compliance with this Order.

53. Unless otherwise specified in this Order, all work shall conform to the following:

PLANS:

- | | |
|----------------------|--|
| A) <u>Title:</u> | Notice of Intent |
| <u>Dated:</u> | Received: July 3, 2019 |
| <u>Signed by:</u> | Joyce Hastings, the applicant’s representative |
| <u>on file with:</u> | Medfield Conservation Commission (MCC) |
| | |
| B) <u>Title:</u> | “SITE PLAN, 27 PINE STREET, MEDFIELD, MASSACHUSETTS” |
| <u>Dated:</u> | June 15, 2019 |
| <u>Prepared by:</u> | GLM Engineering Consultants, Inc. |
| | Stamped by Joyce E. Hastings, Land Surveyor # 39393 |
| <u>on file with:</u> | MCC |

54. The Commission reserves the right to impose additional conditions on portions of this project to mitigate any impacts which could result from site erosion, or any noticeable degradation of surface water quality discharging from the site.

55. The area of construction shall remain in a stable condition at the close of each construction day. Erosion controls shall be installed at this time as necessary.

56. Refueling, oil changes, and lubrication of all equipment used in construction shall take

place outside all areas within the jurisdiction of the Commission unless otherwise indicated on the plan of record.

57. No yard waste, including without limitation grass clippings, branches, leaves, bark mulch, and stones, shall be disposed of or placed in the resource area shown on the Plan and described in the Notice of Intent. This condition shall be referenced in any Certificate of Compliance issued for **27 Pine Street**, Medfield.

58. To prevent contamination of the aquifer supplying water to the Town, no herbicides, pesticides (except on the person), or any other harmful chemicals shall be used on that part of the lawn that is within the buffer zone, and any fertilizers used on that part of the lawn shall be of the slow-release organic granular type, low-nitrogen variety. This condition shall be referenced in any Certificate of Compliance issued for **27 Pine Street**, Medfield

59. The "Findings of Facts" are incorporated as special condition #59 and given equal status as such.

60. Within thirty (30) days upon completion of construction and final soil stabilization, the applicant shall submit the following to the Conservation Commission to request a Certificate of Compliance (COC):

- (1) A Completed Request for a Certificate of Compliance form (WPA Form 8A) or a written request to the Commission for a Certificate of Compliance.
- (2) A letter, signed under the penalties of perjury, from a Registered Professional Engineer certifying compliance of the property with this Order of Conditions, and detailing any deviations that exist, and their potential effect on the project. A statement that the work is in "substantial compliance" with no detailing of the deviations shall not be accepted.
- (3) Two "As-Built" plans signed and stamped by a Registered Professional Engineer or Land Surveyor showing post-construction conditions within all areas under the jurisdiction of the Massachusetts Wetlands Protection Act and the Medfield Wetlands Protection Bylaw. This plan shall include at a minimum:
 - (a) All wetland resource area boundaries with associated buffer zones and regulatory setback areas taken from the plan(s) approved in this Order of Conditions and at the same scale as the proposed plan of record;
 - (b) Locations and elevations of all stormwater management conveyances, structures and best management designs, including foundation drains, dry wells, and raised bounds, constructed under this Order within any wetland resource area or buffer zone;

- (c) Distances from any structures constructed under this Order to wetland resource areas - “structures” include, but are not limited to, all buildings, septic system components, wells, utility lines, fences, retaining walls, and roads/driveways;
- (d) A line delineating the limit of work, ECB location and wetlands line with flag numbers, - “work” includes any filling, excavating and/or disturbance of soils or vegetation approved under this Order;
- (e) Final grading elevations shown at 2-foot intervals;
- (f) Any other items, elevations, raised bounds or distances the Commission may specify to ensure compliance with this Order.

61. Pesticides, herbicides, fungicides, and fertilizers **shall not be used** within 100 feet of the wetlands. Organic pesticides, herbicides, fungicides and fertilizers may be used subject to the review and approval of the Conservation Commission. This shall be noted in the Certificate of Compliance and shall be an ongoing condition.

62. De-icing chemicals (e.g. sodium, potassium, and calcium chloride) are prohibited on driveways located in wetland resource areas and buffer zones. This condition shall survive the expiration of this Order, and shall be included as a continuing condition in perpetuity on the Certificate of Compliance.

63. Only slow-release organic granular type, low-nitrogen fertilizers shall be used within the wetland buffer zone. This condition shall survive the expiration of this Order, and shall be included as a continuing condition in perpetuity on the Certificate of Compliance.

64. Dumping Prohibited: There shall be no dumping of leaves, grass clippings, brush, or other debris into the wetland resource area. This condition shall survive the expiration of this Order, and shall be included as a continuing condition in perpetuity on the Certificate of Compliance.

65. Additional Alteration Prohibited: There shall be no additional alterations of areas under Conservation Commission jurisdiction without the required review and permit(s). This condition shall survive the expiration of this Order, and shall be included as a continuing condition in perpetuity on the Certificate of Compliance.

66. Prior to the issuance of a Certificate of Compliance and/or upon the sale of the property to subsequent owners, the new owner shall provide a letter to the Conservation Commission acknowledging that he/she understands the wetland restrictions bound to this property. A copy of this letter shall accompany the written request for a Certificate of Compliance. This condition

shall be an ongoing condition and **shall be recorded in the deed and on subsequent deeds.**

67. The following conditions: 57, 58, 61, 62, 63, 64, 65, 66 and 67 shall run with the Land and be binding in perpetuity on all successors in title and assigns of the applicant. This Condition shall be noted on any Certificates of Compliance issued for this Order.