

MINUTES

2017

MEDFIELD STATE HOSPITAL

MASTER PLANNING

COMMITTEE (MSHMPC)

Attendance Roster

Committee Members		
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Stephen Nolan - absent	Patrick Casey	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members		
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Alec Stevens	Ros Smythe	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson		

Others		
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Sarah Raposa	Kathy McCabe	Stephen Dragotakis
Betsy Jacobson	Dave Jacobson	Kristen Chin
Nneka Sobers	Tom Sweeney	

Meeting Objectives

- Approve minutes from 21 Dec 16 and 04 Jan 17
- Review four concept visualizations, narratives and comparison tables
- Review key choices for financial analysis
- Review other meeting materials

Agenda

- 7:00 PM Welcome, intros, review previous sessions
 - Confirm completion of action items from 21 Dec 16 and 04 Jan 17
 - Discuss and vote on meeting minutes
- 7:10 Review four concepts
 - Visualizations, narratives and comparison tables
 - Explore key questions
- 8:10 Financial Analysis
 - Discuss key questions
- 8:40 Review other materials
 - Draft orientation materials (overview, concept principles, etc)
 - Surveys and other feedback
- 9:00 Review publicity plan
- 9:20 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. Eliminate the word 'study' from the concept title
2. Request \$30 from the Board of Selectmen to purchase FaceBook Boost

Holdover Action Items

#	Item	Responsible	Due
1.	S. Nolan, S Raposa and B.Erb to meet with VHB regarding lessons learned	S. Nolan	Open
2.	Schedule Tangerini Farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
3.	C. Hulet revise narratives	C. Hulet	30 Jan

New Action Items

#	Item	Responsible	Due
4.	Forward link to Board of Selectmen meeting video recording to all members	S. Raposa	19 Jan
5.	Place a hold on individual calendars for a public meeting on Wednesday, 24 May.	All committee members	19 Jan
6.	Review the committee charter from the Board of Selectmen, the 'Mission, Goal and Objectives of Medfield State Hospital Reuse Master Plan – 2014' and the 'Concept Principles' draft document.	All committee members	Prior to next meeting
7.	Send revised overview of open house, including number and type of boards and handouts, assignments to bring materials and equipment, and a staffing plan	C. Hulet	30 Jan
8.	Meet to discuss financial analysis. Assess whether unit cost assumptions are satisfactory and discuss a proposed method for presenting the financial analysis of each concept to the public.	P. Casey and K. McCabe	30 Jan
9.	Have all materials posted electronically to MSHvision.net by 6 Feb	C. Hulet, N. Sobers, S. Nolan, A. Stevens, B. Erb	6 Feb

Summary Notes

Meeting began: 19:02

Meeting minutes for 21 Dec 16 and 04 Jan 17 unanimously approved

Motion: B. Erb Second: P. Casey

A report on senior housing needs was presented to the Board of Selectmen at their meeting of the previous evening. All committee members are encouraged to view the video recording of the meeting on either YouTube or Medfield TV. Sarah Raposa will forward a link to all members. A member of the Medfield Senior Housing Study Committee (MSHSC) would like to come to a future meeting to present and discuss the potential implications of the study on the master planning process.

Kathy McCabe reviewed the timing for the next public meeting after the session scheduled for February. She recommended Wednesday 24 May as the best date. Brandie Erb and Jean Mineo noted that they have unavoidable conflicts with this date.

Carri Hulet led a review and discussion of the proposed meeting process and collateral materials. Major takeaways from the conversation include-

- Significant modifications to the concept description materials. Nneka Sobers noted changes for follow up.
- Attendees' entrance into the meeting should be facilitated to enable them to become engaged quickly versus waiting in an entrance line. This means that time at the welcome table should be minimized to get folks out on the floor quickly.
- Nomenclature needs to be simplified and made more approachable to attendees
- The process for moving from 4 concepts to 2 alternatives to a single recommended plan needs to be better explained
- Paperwork distributed to attendees should be minimized to avoid distracting them from engaging in the posters and conversations
- All supporting materials need to be posted on the website by Monday, 06 February
- Eliminate the word 'study' from the title for the concepts
- Additional public outreach on narrow, focused topics may be required between this meeting and the meeting on 24 May
- Concern was raised about the Board of Selectmen charter, the objectives list approved on 17 Dec 14 and the current draft guiding principles document. Action item was created to have everyone review documentation prior to next meeting.

Next steps for planning the meeting include.

- Staffing plan (who works where)
- Draft all the handouts and send around for feedback
- Draft the survey online and distribute for feedback
- Finalize detail on concept principles and distribute for feedback along with the Dec. 2014 Goals and Objectives and the original charter from the Selectmen
- Incorporate feedback from tonight on the visuals and narratives.

B. Erb reviewed the publicity and promotion plan for the meeting. A suggestion by Lucille Fisher was made to spend a modest sum to do a FaceBook Boost that would reach all Medfield FaceBook users.

Motion: Request \$30 from the Board of Selectmen to buy the FaceBook Boost

Moved: B. Erb Second: P. Casey Vote: Unanimous

Brandie noted that sufficient easels for mounting posters were identified as a critical gap in meeting materials. Carri Hulet committed to bring 6 easels that will fill the gap.

Meeting concluded: 22:12

Attendance Roster

Committee Members		
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Stephen Nolan Teresa James Gil Rodgers	Patrick Casey Randal Karg	Ralph Costello Brandie Erb
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Resource Members		
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Alec Stevens Lucille Fisher John Thompson	Ros Smythe Jean Mineo	Frank Perry - absent Bill Massaro
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Others		
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Sarah Raposa Kathy McCabe Dave Jacobson Antonio Hoernle	Michael Taylor Gus Murby Betsey Jacobson Nneka Sobers	John Harney Stephen Dragotakes Erin Haley C. Hulet
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Agenda

- 7:00 PM Welcome, intros, review previous sessions
 - Confirm completion of action items from 01 Dec 17
 - Discuss and vote on meeting minutes
- 7:10 Financial analysis
 - Report on discussion of unit cost assumptions
 - Discussion of proposed method for presenting results of financial analysis at open house
- 7:50 Review revised concepts
 - Discuss concept visuals and narratives and decide what to present to the public
- 8:40 Review key "other materials" and staffing plan
 - Discuss "guidance statement" and decide which one to use
 - Review draft FAQ's, survey, and "What I Think" cards
- 9:30 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. The approach for presenting scenario financial data at the Open House was finalized.
2. Scenario names, Open House staffing assignments and the decision to not post the committee's objectives and principles at the Open House were agreed.

Holdover Action Items

#	Item	Responsible	Due
1.	S. Nolan, S. Raposa and B. Erb to meet with VHB regarding lessons learned	S. Nolan	Open
2.	Schedule Tangerini Farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
3.	Have all materials posted electronically to MSHvision.net	C. Hulet N. Sobers A. Stephens B. Erb	06 Feb

New Action Items

#	Item	Responsible	Due
4.	Review unit costs, market value of property and advise P. Casey on appropriate changes to financial model	K. McCabe	02 Feb
5.	Finalize Open House presentation materials and financial information	C. Hulet, N. Sobers, P. Casey	03 Feb
6.	Review scenario descriptions and financial data for all scenarios with particular focus on each individual Open House assignment to prepare for Open House	All Committee Members	06 Feb
7.	Forward draft survey questions to K. McCabe for review/revision	C. Hulet	02 Feb
8.			
9.			

Summary Notes

Meeting began: 19:01

Meeting minutes for 18 January 2017 unanimously approved

Motion: S. Nolan Second: R. Costello

Financial Model Review –

P. Casey and G. Rodgers continue to improve the model. G. Rodgers has created a report writer that calculates summary result such as financial impacts on the Town and on personal property taxes. The report writer includes a bond amortization schedule.

These issues remain to be addressed prior to the Open House on 07 February.

- Unit costs
Most of the unit cost data entered by VHB appropriate with the exception of landscape costs (low), utility piping systems (low) and demolition costs (requiring verification)

Attendance Roster

Committee Members

Stephen Nolan	Patrick Casey	Ralph Costello - absent
Teresa James	Randal Karg - absent	Brandie Erb
Gil Rodgers		

Resource Members

Alec Stevens	Ros Smythe	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others

John Harney	Erin Haley	Dave Jacobson
Kathy McCabe	Gus Murby	Betsy Jacobson

Agenda

Welcome, intros, review previous sessions

- Confirm completion of action items from 2/1/17
- Discuss and vote on meeting minutes

Debrief Open House

- What worked? What could have been done better?
- Key points to remember when planning for the May 24 meeting

Survey responses

- High level review of survey responses so far
- First impressions
- Demographics – who are we missing? Can we do anything different with outreach?

Review Next Steps in Planning Process

- Planning Process Moving Forward
- Planning Parameters Review (McCabe)

Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. Survey results completed by March 15 at the latest
2. Target date for Special Town Meeting (STM) scheduled for early November 2017

Holdover Action Items

#	Item	Responsible	Due
1.	S. Nolan, S. Raposa and B. Erb to meet with VHB regarding lessons learned	S. Nolan	Open
2.	Schedule Tangerini Farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open

New Action Items

#	Item	Responsible	Due
3.	Confirm Blake Middle School Cafeteria for May 24	S. Raposa	Done
4.	Review RKG Market Analysis Report	K. McCabe	24 Feb 17
5.	Transmittal letter to DCAMM for Market Analysis Report	S. Nolan	24 Feb 17
6.	Raw Survey Data Sent to Committee	C. Hulet & CBI	3 March 17
7.	Survey data analyzed and draft report completed	C. Hulet	13 March 17
8.	List of all stakeholders	C. Hulet	15 March 17
9.	Release of survey results to public	Comm. Cmte.	15 March 17

Summary Notes

Meeting began: 19:00

Meeting minutes for 1 Feb 2017 unanimously approved

Motion: B. Erb Second: P. Casey

- All new action items from 1 Feb 17 meeting completed.

Community Meeting

Debriefed on very successful open house; comments and suggestions made for “tweaking” at next open meeting on May 24, 2017. Photo of written comments is in Attachment #2

Many positive comments:

- Great turnout and excellent marketing
- Good demographic mix
- Timing from 4 pm to 8 pm on weekday worked well
- People very engaged, lots of questions and interests
- Strong informational and educational function performed
- Concept display posters were fantastic
- Big win for committee, built credibility
- Good staffing plan, design, and organization
- Good after-meeting buzz and local media coverage

Constructive suggestions:

- Dry-run five minute elevator speeches
- Include fliers in school packets
- More separation of poster positions to lessen crowding and improve hearing
- More computers in feedback area
- Use larger type on posters – consider using two separate boards
- Place financial backup information at each station; review and refine financial estimates
- Improve colors on maps so they “pop”
- Provide small cards with web-site details
- Conduct post-event ‘Coffee House’ sessions

Preliminary Results

- B. Erb presented some preliminary demographics but wished to wait until survey was closed and results analyzed before releasing conclusions.
 - Estimated 428 attendees
 - Approx. 150 completed on-site electronic entries (*very high completion rate*)
 - Estimate at least another 150 paper entries, and additional internet and paper entries
 - Increased e-mail list from 819 to 928 (+13%)
 - Increased Facebook “likes” from 515 to 592 (+15%)
 - Based on samples of 135 – 140 completed surveys (*excellent sample size*):
 - 14% age group 26 – 40 years (*some representation of younger population*)
 - 84% age group 41 years and older (*skewed to older population*)
 - About 20% lived in Medfield for five years or less (*represented newer pop.*)
 - About 71% lived in Medfield ten years or more (*represented older pop.*)
 - 55% of HH had four people or more (*HH – Households*)
 - 79% had or currently have children in Medfield schools
 - 26% of HH incomes in \$81,000 – 140,000/yr. bracket
 - 61% of HH incomes in \$141,000/yr. or greater bracket

- Survey remains open until night of February 23, 2017. Because of the many open questions it will be a major job to enter data, code, and analyze results. C. Hulet will undertake this task with her team at CBI and provide raw data back to Committee by first week in March, and prepare final analysis and make presentation at March 15 meeting. K. McCabe stressed that it was exceedingly important to meet these deadlines for otherwise will put in jeopardy entire schedule for remainder of the year challenging Special Town Meeting announced for the fall.

- Stakeholder list to be prepared by C. Hulet used in planning outreach meetings for key constituents presenting and discussing survey results and reuse concepts.

Important Upcoming Events (Please Mark your Calendars!):

Event	Date
Final Date for Survey	February 23, 2017
Presentation by Albert Rex, Historic Tax Credits	March 1, 2017
Field Trip to Lowell, MA and Meeting with Peter Aucella	March 2, 2017
Survey Analysis Completed: Results Presentation	March 15, 2017
Arts Market Final Report and Presentation (Louise Stevens)	April 5, 2017
Open Community Meeting, Blake Middle School, Cafeteria	May 24, 2017
Target Date for Special Town Meeting	TBD in Early November 2017

Disposition Agreement and Memorandum of Agreement

- K. McCabe presented work schedule, highlights of DCAMM Disposition Agreement, financial incentives for profit sharing with the Commonwealth, and summary of Massachusetts Historic Planning Parameters. Her presentation is attached below. Suggestion made to show on schedule proposed date for Special Town Meeting in early November.

Meeting concluded: 21:30

MEDFIELD STATE HOSPITAL

GENERAL VIEW FROM GROUNDS, MEDFIELD, MASS.

MSHMPC

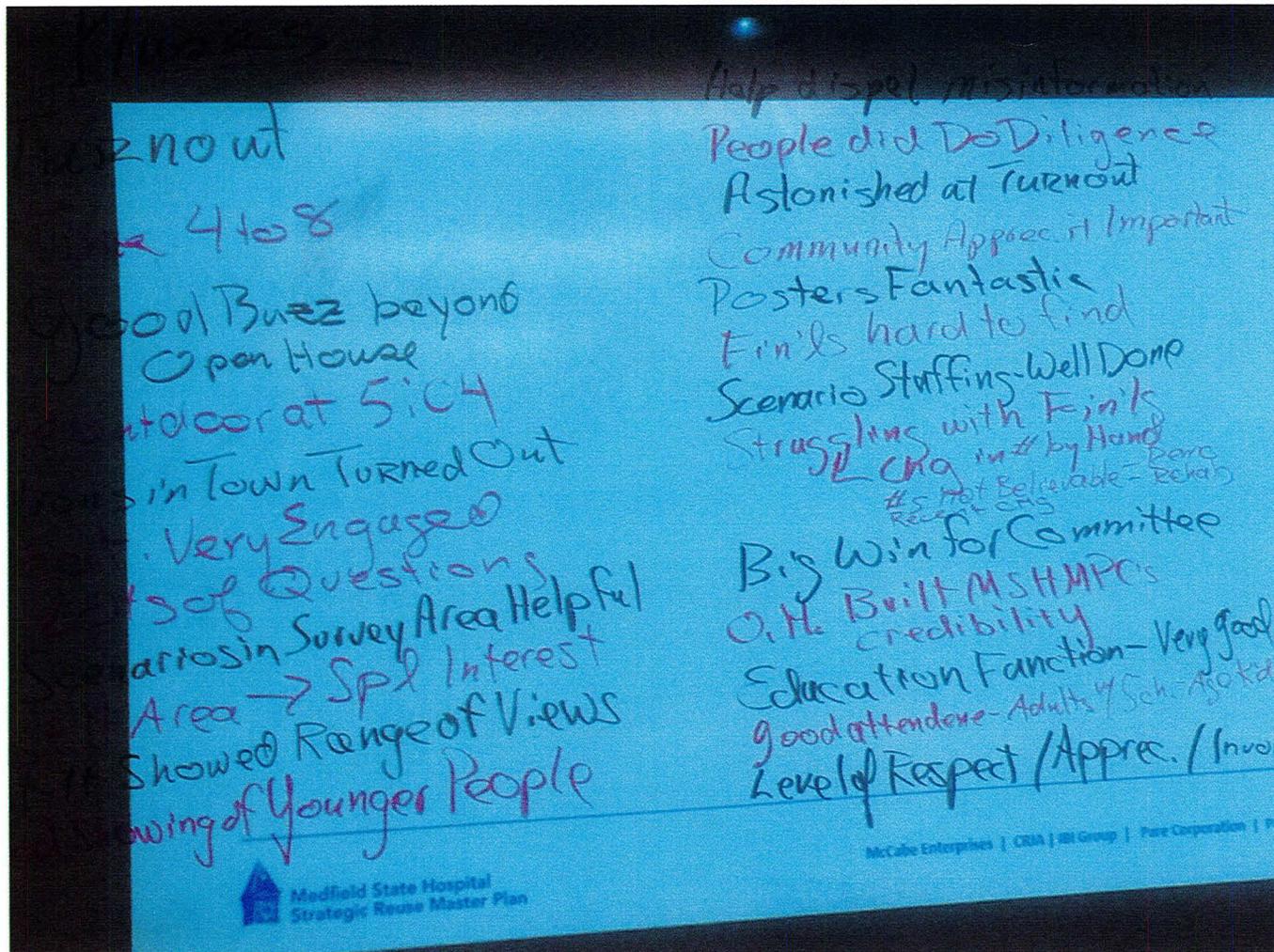
February 15, 2017 Meeting



Medfield State Hospital
Strategic Reuse Master Plan

McCabe Enterprises | CRJA | IBI Group | Pare Corporation | Paul Lukez Architecture | PM&C

Attachment #2 – Brainstorm List of Open House Comments



Mass Historic Planning Parameters 3:



- **New Construction**

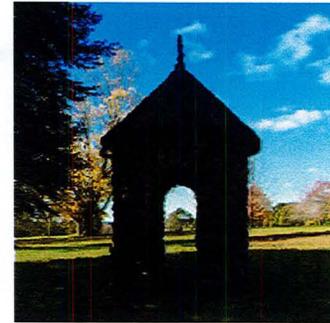
- **Sympathetic/ compatible to character-defining attributes of contributing buildings**
- **Potential trigger of an archeological survey (on undisturbed land)**

- **Photographic Record & Documentation**

- **Potential for Historic Tax Credits**

2003 Lozano Baskin/ Finegold Alexander Study

Design Guidelines -- **Landscape**



- Preserve existing or later integral landscape features that enhance the historic site
- **Existing landforms shall not be altered unless shown to be necessary for maintenance.**
- Additional landforms shall only be considered if they will not obscure the original design.
- **Original layout & material of walks, steps, and paved areas should be maintained**
 - Alterations will be considered if it can be shown that better site circulation is needed and change will improve this without altering integrity of site.

Mass Historic Parameters:



- **Preserve character-defining features of contributing bldgs, structures and landscapes, where feasible**
- **Where not feasible:**
 - Preserve character defining features of portions of B/S/L will be examined and encouraged
- **All rehab per Secretary of Interior Standards for Rehab of Historic Properties**
- **Rehab of bldgs in “extremely poor condition” will be encouraged**

Mass Historic Planning Parameters 2:



- **Marketing Plan for Site:**

- **Subject to review by MHC, Medfield HC and HDC prior to distribution (14 day comment period)**

- **Draft RFP**

- **Subject to review by MHC, Medfield HC and HDC prior to distribution (14 + 7 day comment periods)**
- **Include appendix on National Register nomination and Historic Resources**
- **Medfield – good faith effort to generate interest of preservation developers**

- **Bidders' Conferences**

- **Involve MHC, Medfield HC and HDC**

Re-Use Incentives

**Operating
Baseline:
50/50 split
of net
income
from
property
sales/leases**



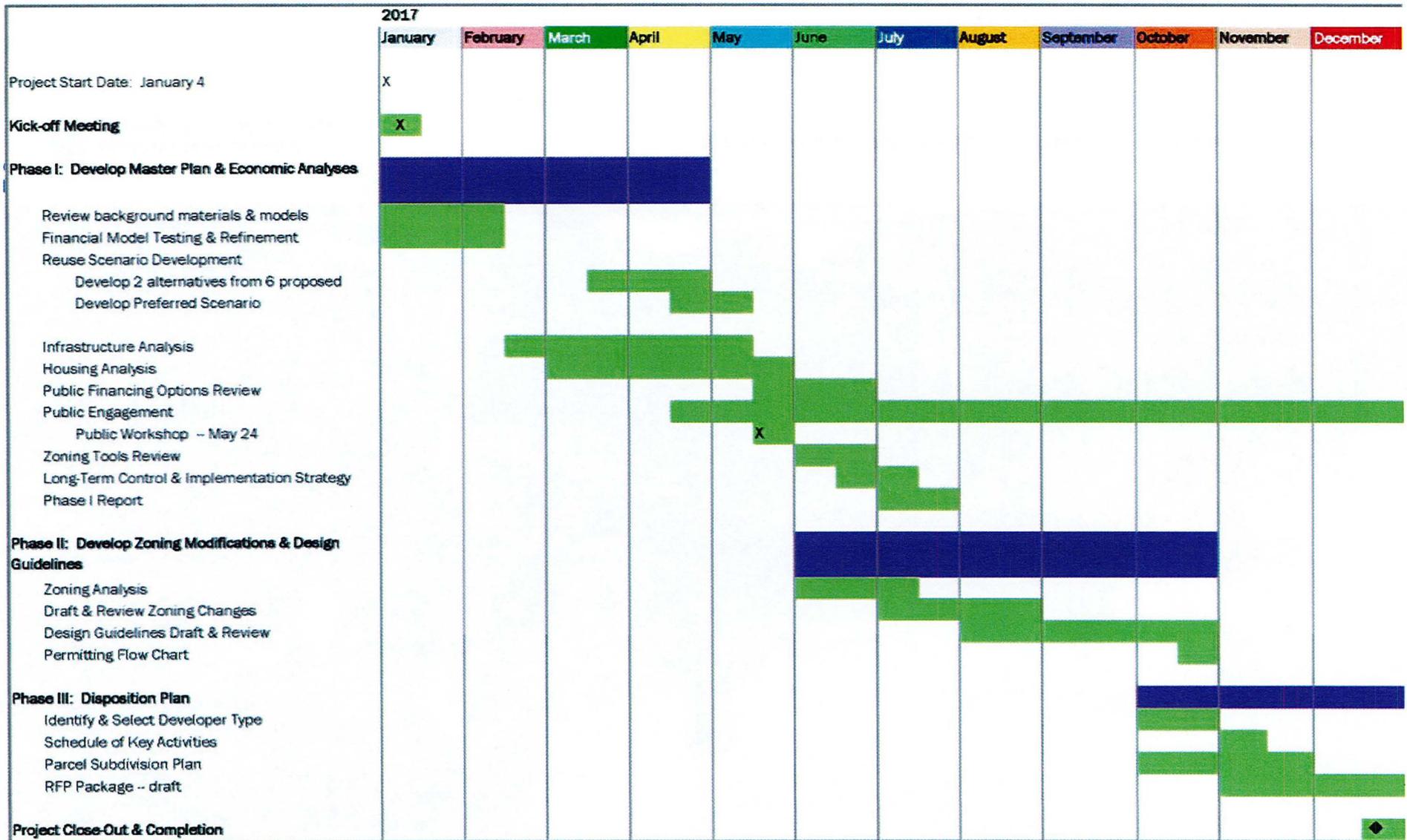
Criteria	Incentive Percentage
Resell/ground lease the Property within 1 – 2 years of original Closing Date	10.0%
Resell/ground lease the Property within 3 – 5 years of original Closing Date	5.0%
Complete comprehensive market analysis to inform land use decisions including zoning for site	2.5%
Adopt by-right zoning (to be informed by market study) on the site a portion of which must be used for residential housing of at least 4 units per acre for single-family units and 8 units per acre for multi-family units.	2.5%
Adopt 43D of the Acts of 2006, Section 11 of Chapter 205 entitled “Local Expedited Permitting” which provides expedited permitting (180 day) on a redevelopment site	2.5%
Adhere to Commonwealth’s Sustainable Development Principles in planning of future development of the site.	2.5%

Sustainable Development Principles

1. Concentrate Development & Mix Uses
2. Advance Equity
3. Make Efficient Decisions
4. Protect Land & Ecosystems
5. Use Natural Resources Wisely
6. Expand Housing Opportunities
7. Provide Transportation Choice
8. Increase Job & Business Opportunities
9. Promote Clean Energy
10. Plan Regionally

Issues for Discussion

- Schedule
- Planning / Re-Use Parameters
 - Incentives
 - MHC/ Town DCAMM MoA



- Market value
K. McCabe completed a cursory review of the property values entered by VHB. They appear realistic, but should be reviewed. She cautioned that any revenue for sales will not be realized until at least three years in the future and present a challenge for accurate forecasting.

- Re-hab and Leasing cost models
A consistent algorithm for how these financial arrangements are treated in the model needs to be developed along with an explanation for communication.

Financial Data Display –

After a detailed discussion of how to best present the information generated by the financial model, several agreements were achieved.

- Incorporate some elements of the tabular data into the element text description
- Post these two items on the board
 - Cumulative impact on taxes
 - Average annual tax impact
- Consider creating a comparison table which summarizes all the key financial results across all scenarios for a backup information document

C. Hulet took detailed notes of the changes and agreements to finalize the presentation materials with P. Casey and N. Sobers.

Scenario names, Open House staffing and Committee Objectives –

The scenarios will be named

- Parkland
- Public Destination
- Open space Community
- Care and Community

Alternate #1 as proposed by C. Hulet will be used Staffing for the Open House

Agreed to NOT post the Committee’s objectives/principles at the Open House

Meeting concluded: 22:25

Attendance Roster

Committee Members

Stephen Nolan	Patrick Casey - absent	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members

Alec Stevens - absent	Ros Smythe	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others

Sarah Raposa	Erin Haley	Dave Jacobson
Betsy Jacobson	Jerry Potts	Jen Mecca, McCabe
Carri Hulet, CBI	Kathy McCabe, McCabe	

Agenda

- 7:00 PM Welcome, intros, review previous sessions
 - Confirm completion of action items from 01 Mar 17
 - Discuss and vote on meeting minutes
 - Report/Q&A on trip to Lowell National Historical Park
- 7:10 Review of survey results
 - Discuss synthesis of feedback from survey
 - Discuss social media report prepared by Lucille Fisher
- 7:45 Moving forward: Setting planning direction
 - Planning exercise led by McCabe
- 8:40 Review other materials
 - Draft orientation materials (overview, concept principles, etc)
 - Surveys and other feedback
- 9:15 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. The Communication Sub Committee will develop a strategy for publishing the results of the survey conducted during the February public meeting.
2. Jen Mecca and Kathy McCabe will develop a 'program list' based upon the survey results from the February public meeting for review at the next Planning Committee meeting.

Holdover Action Items

#	Item	Responsible	Due
1.	Schedule Tangerini Farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
2.	Review RKG Market Analysis Report and issue transmittal letter to DCAMM	K. McCabe & S. Nolan	05 Apr 17
3.	Review list of committee stakeholders and distribute to all members	S. Raposa & C. Hulet	20 Mar 17
4.	Finalize survey results summary	C. Hulet	22 Mar 17
5.	Develop survey publication and promotion strategy to release final survey results to public	Comm. Cmte.	01 Apr 17
6.	Ask M. Sullivan and K. Trierweiler to pursue Chapter 43D Expedited Local Permitting	S. Raposa	05 Apr 17
7.	Distribute Albert Rex' presentation to committee members	S. Nolan	Done

New Action Items

#	Item	Responsible	Due
8.	Advise Committee of Ice House Road property survey completion	S. Raposa	Upon completion
9.	Send notes from Catalyst Committee walk through of Hinkley property to K. McCabe	G. Rodgers	17 Mar 17
10.	Send J. Mineo notes for Lowell National Historical Park visit to all committee members	R. Karg	17 Mar 17
11.	Forward suggestions for improvements to survey summary to C. Hulet	All	20 Mar 17
12.	Develop a 'program list' of two plausible but differentiated scenarios based on all we have learned from the committee's work thus far including the survey results from the February public meeting	J. Mecca & K. McCabe	05 Apr 17
13.			
14.			

Summary Notes

Meeting began: 19:01

Meeting minutes for 01 Mar 17 unanimously approved

Motion: G. Rodgers Second: R. Costello

Action Item Review –

Action items completed were reviewed. The action item to pursue the cost to survey Lot 3 ice House Road and Hinkley Property has been completed by K. McCabe. Funds are available and this work will be completed as soon as weather conditions permit.

Lowell National Historical Park Visit –

Jean Mineo summarized the impressions and lessons learned from the site visit with additional comments from other participants.

An action item was taken to distribute her notes to all committee members.

Survey Results Review –

Summary data from the Facebook and Vimeo participation and viewership was reviewed by Lucille Fisher. The data suggests a higher than normal level of interest for the public meeting event.

Carri Hulet led a thorough review of her summary of the 574 responses to the survey conducted as part of the public meeting event. Suggestions were made to improve the clarity of several charts.

All members were asked to forward their suggestions for improvement to Cari.

Project Planning: Moving Forward –

Kathy McCabe kicked off this section of the meeting by reviewing two critical project milestones: a public meeting scheduled for 24 May and the special Town Meeting scheduled for early November.

A review of the priorities and public inputs over the past fifteen years related to the disposition and redevelopment of Medfield State Hospital were posted for display, as well as handed out. McCabe pointed out there is a remarkable level of consistency over time. There is a great deal of interest and value placed on open space, trails and an interest in recreation, culture and historic preservation. Concern about cost is a recurring theme. While the results of the Open House survey indicate a strong interest in senior housing and addressing the 40 B affordable housing requirements, residents' views towards housing at MSH have evolved.

McCabe Enterprises walked the MSHMPC Committee through the similarities and differences as to program element of each of the four concepts presented at the February Open House. A summary of the similarities and differences amongst the three concepts that entailed reuse of buildings and new construction are detailed in the table below. In the table, purple indicates points where there appears to be a common perspective. Light yellow indicates where the concepts offered different uses or approaches.

Area	Use
Hinckley Farm	Develop as housing (affordable senior and/ or market rate condo); possible medical office to support senior housing
Lot 3	

Area	Use		
Sledding Hill	Preserve as Open Space for Recreation, possible rec facility		
Sledding Hill Area between Hill & McCarthy Park	2,4: Recreation bldg. (public or privately owned)	3: Horticulture/ Agriculture/ Barn.	
Great Lawn	Public Open Space – incorporate events or outdoor programming (possible amphitheater)		
Lee Chapel	Cultural Center (performance/ events with supporting programming)		
Buildings Surrounding Lee Chapel/ Core Area	2 & 3: uses that support the cultural center	4: demolish or rehab for housing	
East Hall	Market to determine	Hotel; parks & rec facility	New multifamily construction
West Hall			
SE sector of Hospital Site	2&4: Senior housing area; other housing	2: Arboretum; Retreat Center + short-term artist rentals	
North End	Market to determine	Educational campus	Sr Complex: continuum of care
Demolition	13 bldgs	None	All
Historic Preservation	10 bldgs (16 mothball)	All if possible	Lee Chapel only
Rehabbed Bldgs	Rehab as housing	Most if possible	Lee Chapel only
Roads	Improve all roads		
Parking Lot	Plan should include		
Multi-Use Paths	Plan should include		
Open Space	All include the great lawn and sledding hill (at least part) as open space.		
	2: N-S corridor	4: Common area at Chapel; Public access to Charles River	
Housing	Housing: all include a variety of housing types. Senior housing should be included as part of the housing.		

EXERCISE

To gain a better understanding of potential measures for scenario evaluation in May and specific developer proposals in the future, the committee as a whole was divided into 3 groups for small

group discussions and reconvened. The results of each small group discussion were shared. Three topic areas – ‘Medfield values’, ‘Character & Image’; and ‘Balance’ – were discussed. Each small group was asked to identify a potential benchmark or metric for Lot 3, Hinkley Farm, Sledding Hill, Medfield State Hospital, and Overall.

The reports from each small group follow.

Medfield Values:

This group looked at this from a town-wide perspective (overall - and not site based)

- Education
- Heritage/ town history -- > historic preservation
- Fiscal prudence
- Open Space
- Fitness
- Appreciation for nature
- Rural character / scale
- Family
- Community involvement
- Community spirit/ local events
- Acceptance / inclusion
- Caring & compassionate community

Character & Image:

- % of open space - create a metric
- Walkability & connectivity (people can get around and interact with each other)
- Sense of peace and tranquility (minimize noise, light and other pollution – like air pollution)
- We see the need for consistency in architectural standards

Lot 3	Architectural standards should be consistent with the rural home style that is prevalent in Medfield (scale, materials, colors.)	Density may be greater on the site – might be more compact than a typical Medfield neighborhood, but it should fit with what is around it.
Hinkley	Architectural standards should be consistent with the rural home style that is prevalent in Medfield (scale, materials)	Density may be greater on the site – might be more compact than a typical Medfield neighborhood, but it should fit with what is around it.
Sledding Hill	View and vista should be maintained.	
Medfield State Hospital	Architectural consistency with character of what is there. (Height, materials)	Landscape was designed in the Olmstead era, and we should respect the original design – plantings break up massing of buildings.
	Lee chapel was the central	

	focus: maintain this and do not overpower it.	
Overall	Cottage area is a different scale, and does not need to match the main campus scale.	

Comment: This is a good start, and will probably evolve as there is a lot to discuss.

Balance:

Set up 5 different groupings:

Open space vs density (density defined here as the footprint of the buildings)

- all properties worked into the equation of balancing open space and development so that some are more dense t

Balance of uses: residential, commercial, open space, agricultural

Age & stakeholders: did not like the idea of deed restrictions.

Monetary balance

New construction vs preservation (did not get time to assess this).

	Open space vs density	Use	Age & stakeholders	Monetary
Lot 3	Densely develop	Residential, commercial, retail	All age, but cater to senior and or starter homes	Income producing
Hinkley	Densely develop	Residential, commercial	All age, but cater to senior and or starter homes	Income producing
Sledding Hill	Develop with just one building, keep more open	Open space, agricultural, recreation	Youth	Break even
Medfield State Hospital		Everything	Everybody	?
Overall				

Again, good starting point – but need more exploration.

Also, are you looking at balance in this plan, or across the whole town of Medfield?...

Following each report-out, the Committee as a whole discussed the findings. The general feeling was each small group made a good start and seemed to get it right.

Meeting concluded: 22:04

Attendance Roster

Committee Members		
Stephen Nolan	Patrick Casey	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		
Resource Members		
Alec Stevens - absent	Ros Smythe	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		
Others		
Kevin Ryder	Carri Hulet	Kathy McCabe
Jen Mecca	Osler Peterson	Erin Haley
Antonio Hoernle	Betsy Jacobson	David Jacobson
Mel Seibolt	Donna McClellan	Douglas Brown, DBWW
Martha Festa	Gus Murby	Bob Tormey

Agenda**Meeting objectives**

- Approve minutes from 3/15
- Review final results of Cultural Feasibility Study
- Identify key stakeholders for check-in meetings and plan for publicizing survey results
- Discuss approach for providing information for folks at Town Meeting

7:00 pm Welcome, intros, review previous sessions

- Confirm completion of action items from 3/15/17
- Discuss and vote on meeting minutes

7:05 pm Cultural Feasibility Study

- Presentation by Doug Brown and Louise Stevens
- Q&A

8:00 pm Options for the next round of concepts

- McCabe present program plans for next concepts

8:40 pm Survey Results

- Confirm plan for publicizing survey results
- Discuss proposed newsletter articles

9:00 pm Key Stakeholders

- Assign responsibilities for contacting, meeting with, and presenting any information or materials to key stakeholders
- Discuss approach to providing current information at Town Meeting

Agreements

1. Communications Subcommittee will prepare a one page summary for a handout and a list of bullet items for Steve Nolan to verbalize at 24 April Town Meeting.
2. Summary of results for survey questions 1 & 2 written by Ros Smythe will be posted tomorrow
3. Summary of results for survey question 4 written by Ros Smythe will be posted next week after review and comment by committee members
4. Survey summaries for questions 6, 7 & 8 covering implementation and tax questions will be posted to the newsletter at a later date with draft review by committee members

Holdover Action Items

#	Item	Responsible	Due
1.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
2.	Review RKG Market Analysis Report and issue transmittal letter to DCAMM	K. McCabe & S. Nolan	05 Apr 17
3.	Advise Committee of Ice House Road property survey completion	S. Raposa	Upon completion
4.	Develop a 'program list' of two plausible but differentiated scenarios based on all we have learned from the committee's work thus far including the survey results from the February public meeting	J. Mecca & K. McCabe	Ongoing

New Action Items

#	Item	Responsible	Due
5.	Read and comment on draft newsletter item written by Ros Smythe	All	10 April
6.	Write draft summary of results for survey question 3, "What's missing"	R. Karg	11 April
7.	Write draft summary of results for survey question 6, "Implementation strategy"	R. Costello	11 April
8.	Create handout summary and talking points for Town Meeting on 24 April	Communications Subcommittee	12 April

Summary Notes

Meeting began: 19:05

Meeting minutes for 15 Mar 17 unanimously approved

Motion: G. Rodgers Second: T. James

43D Expedited Local Permitting –

Kathy McCabe gave an update on this action item. She and Sarah Raposa met with Town administrators and Town Board members. She reported reserved support for this approach. Individual Boards will be reviewing their permit review obligations before moving seeking approval of this permitting approach at Annual Town Meeting 2018.

Cultural Feasibility Study –

Douglas Brown of DBVW Architects reviewed key points from the site assessment work he has completed and the conceptual design plans for Lee Chapel, the Administration Building and the former Infirmary Building. A copy of his report was distributed to all Committee members.

Key Findings include –

- Buildings are generally sound but require “gut re-habbing”, masonry re-pointing and new roofs
- The cost estimate in his report is based upon a walk through with a knowledgeable general contractor and a very early conceptual design. Greater accuracy can be obtained by conducting a more thorough conceptual design study.
- The cost estimate assumes utilities hookups are available at building perimeters. No site infrastructure cost is included.

Doug shared his strong opinion favoring housing re-uses for the core campus buildings. He suggested that retail/commercial uses should be directed to those activities that support activities at the arts and culture facility, e.g., small cafés.

Options for next round of concepts –

Kathy McCabe shared the summary results of concept design principles for the site.

Key Points include –

- Hinkley property may have a significant wetland area that entirely bisects the property. Survey work is underway by Pare Engineering.
- Lot 3 Ice House Road is currently zoned commercial, but that use is not highly advantaged due to ‘sensitive use’ at the Senior Clubhouse with attendant truck traffic concerns.
- Mature trees on the hospital grounds are a significant financial asset and need to be preserved to retain site value
- Housing in the southeast sector of the property could be readily re-habbed. Noise from public uses on the ‘great lawn’ may be a detraction to housing uses there.
- Cautionary comments were shared about potential commercial activity at the hospital site competing with downtown Medfield
- Housing absorption rates will determine the pace of housing development at the site
- With respect to historical tax credits, Federal credits from the National Park Service require a design review and there fore are not available at this time. State tax credits can be obtained early in the re-development process
- Kathy committed to reviewing results of Catalyst Committee activities as input to her deliberations

Planning for Town Meeting on 24 & 25 April –

Committee agreed to have the Communications Subcommittee prepare a one page summary as a handout and a list of bullet items for Steve Nolan to verbalize.

Survey communication agreements –

- Summary of results for survey questions 1 & 2 written by Ros Smythe will be posted tomorrow
- Summary of results for survey question 4 written by Ros Smythe will be posted next week after review and comment by committee members
- Summary of results for question 3, “What’s missing” to be drafted by R. Karg.
- Summary review of implementation strategy, question 6, to be drafted by R. Costello
- Summary review of questions 7 & 8 relating to taxes to be created after review and discussion of data with committee.

Meeting concluded: 21:52

Attendance Roster

Committee Members

Stephen Nolan	Patrick Casey	Ralph Costello - absent
Teresa James	Randal Karg - absent	Brandie Erb
Gil Rodgers		

Resource Members

Alec Stevens - absent	Ros Smythe - absent	Frank Perry - absent
Lucille Fisher	Jean Mineo - absent	Bill Massaro
John Thompson		

Others

Kathy McCabe	Jen Mecca (McCabe)	John Shevlin (PARE)
Tim Thies (PARE)	Betsy Jacobson	David Jacobson
Mel Seibolt	Gus Murby	John Harney
Sara Raposa		

Agenda

- 7:00 pm Welcome, intros, review previous session**
 - Confirm completion of action items from 4/5/17
 - Discuss and vote on meeting minutes

- 7:10 pm Program Discussion**
 - Infrastructure analysis review and questions
 - Update/discussion on other program elements
 - Update on progression toward two scenarios

- 8:15 pm Outreach Update**
 - Committee members report on key stakeholder outreach efforts and any results that need to be raised to the full committee
 - Publicity update: newsletters, FB, Twitter, etc.
 - Plan for Town Meeting

- 8:35 pm Community Meeting**
 - Review proposed format and agenda for meeting
 - Discuss roles for consultants and committee

- 9:00 pm Conclude**

Agreements

1. Draft news articles summarizing conclusions of Open House Survey will be reviewed by CSC and MSHMPC
2. Committee members make outreach calls to designated stakeholder groups and schedule meetings
3. Communications Sub Committee (CSC) to launch marketing plan for May 24th Community Meeting

Wetlands Flagging Report

Hinkley Farm, Lot #3 Ice House Road, and Center at Medfield properties flagged for wetland areas by PARE Corp. Based on these markings, PARE will prepare report giving estimates of buildable acreages to be used in refining financial model assumptions.

Outreach Meetings

Reviewed list of Stakeholder Groups and assignments. PLEASE SEE ATTACHED LIST FOR YOUR ASSIGNMENTS. Committee and Resource Committee members are to follow-up with assigned stakeholders making phone calls and offering individual discussions with groups or arranging other methods of conversation. Confer purpose and content of Open Community Meeting on May 24th. Members should be prepared to update their progress at next meeting on May 3rd.

Communications Sub Committee (CSC) will prepare talking points to support discussions and establish some degree of consistency in the message. List of FAQ's prepared for the prior Open Community Meeting on February 7th will also be helpful in responding to commonly asked questions.

Planning May 24 Open Community Meeting

K. McCabe outlined draft agenda for Open Community Meeting on May 24 which aroused comments and questions. Some of the key points:

- Meeting will be held in the Blake Middle School cafeteria from 7:00 PM to 9:30 PM on Wednesday, May 24, 2017.
- Purpose is to get community feedback and refinements to help in narrowing down proposed scenarios to a single recommended master plan scenario.
- Preparation under by McCabe of two plausible, defensible scenarios that are differentiated with analysis back-up including quantified financial impacts. This will be a main topic of MSHMPC next meeting on May 3.
- Agenda includes opening presentations, small break-away discussions, and final summaries to full audience with goal of building Town consensus.
- Need to determine maximum capacity of cafeteria under fire regulations. Hypothetically could have 200 or more people attending and hence need backup plan if number surpasses limits possibly by using nearby classrooms.
- Ideas offered on how to tighten-up and improve agenda.

Follow-up actions:

- S. Raposa will contact Blake Middle School (and if necessary fire dept.) to determine room constraints and availability of nearby classrooms.
- CSC will discuss venue, agenda, and logistics, and provide recommendations.
- CSC will implement multi-faceted marketing plan to announce and promote meeting.
- K. McCabe and team to revise meeting agenda based on comments and new inputs.

Meeting concluded: 9:45 PM

Stakeholder Group Contact Assignments

Stakeholder Group	Key contact(s)	Committee/Resource member to reach out	Notes on status
Affordable Housing Committee	Steve Nolan (chair)	Steve Nolan	
Buildings and Grounds	John Thompson	John Thompson	
Conservation Agent	Leslee Willets	Alec Stevens	I am scheduled to appear at the May 4 Con Comm meeting to give an update and hear any concerns
Conservation Commission	Ralph Parmigiane	Alec Stevens	
Council on Aging	Roberta Lynch	Gil and Randy	
Cultural Council	Ron Gustavson	Pat Casey	
Democrat Club	Susan Bemstein	Lucille Fisher	
Economic Development Committee	Pat Casey (chair)	Ralph Costello or Pat Casey	
Garden Club	Michelle Feinsilver	Jean Mineo	
Historical Commission	Michael Taylor	Ros Smythe	
Historical Society	David Temple	Ros Smythe	
Housing Authority	Candice	Steve Nolan	
Lions Club	Steve Levin/ Ted Wolfstich/Colleen Sullivan/ Russ Hallisey	Lucille Fisher	
Medfield Cultural Alliance	Jean Mineo (chair)	Jean Mineo	
MEMO		Brandie Erb	May 11th Meeting - I'm running it - I'll add to the agenda!
New 'n Town		Teresa James	
Open Space and Recreation	Rob Aigler	Gil and Randy	
Parks and Recreation Commission		They will attend MSHMPC meetings	
Permanent Planning and Building Committee	Mike Quinlan	Teresa James	
Planning Board	Sarah Raposa (town planner) & Wright Dickinson (chair)	Teresa (member of PB)	
Republican Club		Pat Casey	
School Committee	Maryanne Sullivan	Alec Stevens	
Selectmen	Kristine Trierweiler	Steve Nolan	
Senior Housing Study Committee	Tony Centore	Ralph Costello	
State Hospital Environmental Review Committee	John Thompson	John Thompson	
Town Administration	Scott McDermott Michael Sullivan Kristine Trierweiler	Steve Nolan	
Town Master Planning Committee	Mike Quinlan	Teresa (planning board representative to this committee)	
Warrant Committee	Martha Festa Jack Wolfe	Steve Nolan	
ZBA	Steve Nolan (chair)	Steve Nolan	

Attendance Roster**Committee Members**

Stephen Nolan	Patrick Casey	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members

Alec Stevens	Ros Smythe	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson		

Others

Sarah Raposa	Jen Mecca - McCabe	John Shevlin -Pare Corp
Mel Seibolt	Betsy Jacobson	Dave Jacobson

Agenda

- 7:00 PM Welcome, intros, review previous sessions
- Confirm completion of action items from 19 Apr 17
 - Discuss and vote on meeting minutes
- 7:10 Town Meeting Report
- Outcomes and implications for committee's work
- 7:25 Scenarios
- McCabe team presents two draft scenarios
 - Group Discussion
- 8:25 Finalize plans for Community Workshop
- Report on key stakeholder outreach
 - Discuss overflow space and plans for hot weather
 - Eventbrite registration
 - Report on public outreach (newsletters, FB, Twitter, mshVision.net website, etc.)
 - Confirm next steps on outreach
- 9:00 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. Motion approved for \$300 to pay for expenses for the Community Workshop.
2. Meeting room set up assistance by volunteers organized by E. Haley and A. Hoernle was accepted

Holdover Action Items

#	Item	Responsible	Due
1.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
2.	Prepare talking points for outreach meetings	CSC	After 24 May Mtg.

New Action Items

#	Item	Responsible	Due
3.	Prepare news letter item about film production activities at MSH and gain approval from production company for release	J. Thompson	08 May
4.	Revise agenda for 24 May Open Community Meeting	K. McCabe	17 May
5.	Implement FaceBook Boost for 24 May	L. Fisher	17 May
6.	Organize high school volunteers for room set up	E. Haley/ A. Hoernle	17 May
7.	Set up meeting sign up via Eventbrite	L. Fisher	15 May

Summary Notes

Meeting began: 19:04

Meeting minutes for 19 Apr 17 unanimously approved

Motion: B. Erb Second: G. Rodgers

Town Meeting Update –

Requested funding was approved.

Movie activity update –

John Thompson reviewed work done to date and future plans. He will write a public announcement for these activities and seek approval for publication from the production company. Options to notify adjacent neighborhoods were reviewed, but no agreements were achieved.

Scenario Review –

Two scenarios titled “Multi Generational” and “Well Being” for the central campus were shared.

General comments/constraints

Both proposals seek to maximize use of existing buildings versus tear down. This results in high occupancy/density on the campus with large parking, ~700 spaces, requirements. This number can be reduced with shared parking. In general, consider teardown of some historically non-essential or poor condition buildings to open the north end of the campus and to lighten the density.

The floor plates of existing buildings dictate large scale apartments/condos of 1200 sf – 2000 sf. This would lead to higher cost rents than may be desirable to provide a variety of housing options for moderate cost senior or millennial housing.

The models assume 6 units/building with an option for 9 units if the attic space can be converted to living space by the addition of dormers. This modification may compromise historic tax credits; a negative impact on project financials. This issue requires investigation.

Placing a public school building on the campus is a non-starter despite an initial positive response from the School Superintendent.

Green houses in the northeast corner are not an attractive option.

Hinkley and Lot 3 property review –

Wetlands that bisect the property result in a single residential building lot on the north half of the property. Land contours and ledge on site create a very expensive building opportunity for a single residential dwelling with access from Harding street.

Proposed building opportunities for the southern half proposed a 21-unit complex with either a drive through or a cul-de-sac traffic flow. A concern was raised that the small size of this project is not attractive to project developers/financiers. Recommendations were made to increase density: consider incorporating some land from adjacent Senior Center lot, having the developer seek approval from the Conservation Committee to expand the buildable footprint on the Hinkley property. Target doubling the unity count to 42.

The proposal for a Park & Recreation facility on Lot 3 is a non-starter. The Town is prohibited by Restrictions in the land lease agreement prohibit any use which competes directly with the Kingsbury Club.

Consider building a parking lot at McCarthy park and building an offsetting new soccer field on Lot 3. Support for solar structures was voiced.

Community Workshop -

Preparations for the public meeting on 24 May were shared. B. Erb, R. Karg, J. Mineo will be out of town.

Action items for meeting preparation were reviewed.

Erin Haley and Antonia Hoernle's offer to seek high school volunteers for meeting room set up assistance was accepted.

A proposal to provide \$300 for miscellaneous expenses, e.g., refreshments, supplies, Face Book Boost, etc. was unanimously approved.

Meeting sign up via Eventbrite will be organized by L. Fisher.

Meeting concluded: 21:51

Attendance Roster

Committee Members

Stephen Nolan	Patrick Casey - absent	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members

Alec Stevens	Ros Smythe	Frank Perry - absent
Lucille Fisher	Jean Mineo - absent	Bill Massaro
John Thompson - absent		

Others

John Harney	Erin Haley	Mel Seibolt
Jen Mecca - McCabe	Kathy McCabe -McCabe	

Agenda

- 7:00 PM Welcome, intros, review previous sessions
 - Confirm completion of action items from 03 May 17
 - Discuss and vote on meeting minutes
- 7:05 Scenarios
 - McCabe team review two draft scenarios
 - Planning priorities and key issues
 - Group discussion
- 8:30 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. The meeting on 17 May will begin at 18:30 to allow additional time.

Holdover Action Items

#	Item	Responsible	Due
1.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
2.	Prepare talking points for outreach meetings	CSC	After 24 May Mtg.
3.	Prepare news letter item about film production activities at MSH and gain approval from production company for release	J. Thompson	08 May

4.	Revise agenda for 24 May Open Community Meeting	K. McCabe	17 May
5.	Implement FaceBook Boost for 24 May	L. Fisher	17 May
6.	Organize high school volunteers for room set up	E. Haley/A. Hoernle	17 May
7.	Set up meeting sign up via Eventbrite	L. Fisher	15 May

New Action Items

#	Item	Responsible	Due
8.	Modify scenarios with input from this meeting	K. McCabe/J. Mecca	17 May

Summary Notes

Meeting began: 19:05

Meeting minutes for 03 May 17 unanimously approved after suggested edits are complete.

Motion: B. Erb Second: R. Costello

Scenario Review –

Kathy McCabe began this session with a review of the summary of land use objectives that led to specific design elements in the proposed scenarios. She then reviewed the proposed designs with focused discussions in three parts: 1- Hinkley/Lot 3; 2- Main campus; 3- Sledding hill.

Hinkley/Lot 3 –

Preliminary plot plan analysis demonstrates that approximately 13 single family, single level cottages of 1600 sq ft could be built on this lot. This is significantly below the desire to place sufficient housing there to meet the safe harbor 40-B target of 42 units. That target can be achieved on this plot if multi-story buildings are incorporated into the design.

Several uses of Lot 3 were discussed including multi-story/multi family housing and parking with a solar power array. The land lease agreement with the Kingsbury Club precludes placement of facilities that compete with their business model.

McCabe will incorporate two options of uses of these plots for the scenarios.

Main Campus –

Kathy McCabe reviewed the three design objectives for this plot: public amenities, public access development density. The goal of the design is to optimize the collective realization of these objectives.

Opposite design density, a review of senior housing/elder care facilities in the region was reviewed. This included the following:

- Northhill
- Fox hill Village
- New Bridge on Charles
- Waterstone at Wellesley
- Brookdale in Dedham

A detailed review of the proposed draft scenarios for the central campus and sledding hill was conducted. Recommended changes to the design were captured for the next version that will be reviewed on 17 May.

The committee agreed to meet at 18:30 on the 17th to allow more time.

Meeting concluded: 21:57

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Ralph Costello
Teresa James	Randal Karg - absent	Brandie Erb - absent
Gil Rodgers		

Resource Members		
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Alec Stevens	Ros Smythe	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others		
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John Harney	Erin Haley	Mel Seibolt
Jen Mecca - McCabe	Kathy McCabe -McCabe	Sadie Durham (intern)
Jasmin Chan (intern)	Dave Jacobson	Betsy Jacobson
Antonia Hoemle	Sarah Raposa	Carri Hulet
Gus Murby	Martha Festa	Jack Wolfe
Kevin Ryder		

Agenda

- 6:30 PM Welcome, intros, review previous sessions
- Confirm completion of action items from May 10, 2017
 - Discuss and vote on meeting minutes
- 6:35 Review Scenarios
- McCabe team presents updated scenarios and accompanying information including financial modeling
 - Group discussion
- 8:30 Community Workshop
- Review agenda
 - Small Group exercise and role of Committee Members
 - Review roles and logistics
 - Discuss final publicity
 - Discuss follow-up with public
- 9:00 pm Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

- Master Plan and Resource Committee members who are able to do so should be at the **Blake Middle School Gymnasium by 4:00 PM on Wednesday, May 24th** to help arrange chairs and tables, hang posters, test sound system, and prepare room for the workshop.

Holdover Action Items

#	Item	Responsible	Due
1.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
2.	Prepare talking points for outreach meetings	CSC	After May 24 Mtg.
3.	Prepare newsletter item about film production activities at MSH and gain approval from production company for release	J. Thompson	May 25

New Action Items

#	Item	Responsible	Due
4.	Prepare final scenarios, dash board summary, financial analyses, and display information/handouts for workshop	K. McCabe/J. Mecca	May 22
5.	Follow-up phone calls with all out-reach assignments	All Committee members	May 22

Meeting began: 6:30 PM

Meeting minutes for May 10, 2017 unanimously approved.

Motion: G. Rodgers Second: P. Casey

Scenario Review –

K. McCabe and J. Mecca summarized revisions of two scenarios that incorporated changes recommended from May 10 meeting. In general the element by element description seemed to be acceptable to the group and adequately captured the prescribed changes.

Some discussion of scenario names commenced that would capture the core theme as the placeholders “Well Being” and “Multi-Generation” didn’t seem to be expressive of the scenarios. C. Hulet suggested just labeling them with a color such as “green” or “purple.” Some felt that the scenario name should feature some prominent aspect or characteristic of the scenarios themselves that could be easily remembered during discussions and while providing feedback. The McCabe team will use a color and provide a simple statement that summarizes the key features of each scenario.

Extensive discussion also occurred on distinguishing features of the two scenarios; what are the similarities and differences between the two scenarios? This resulted in recommendation that a “dash-board” style table be put together that summarized key attributes, such as:

- Common attributes
- Differentiating attributes
- Acres of open space
- Number of buildings demolished
- Number of housing units
- Number of housing units qualifying as 40B
- Square feet of commercial and retail space

It was strongly recommended that high-level financial impacts for each of the scenarios be developed and presented at the workshop. The focus would be primarily short-term impacts (e.g., next five years) on Medfield including: net cash-flows, municipal investments required, and private sector investments required, and some indication of long-term profitability.

Workshop Logistics –

K. McCabe distributed a revised agenda with instructions for “round table” discussions.

- While entering people will be randomly assigned to specific tables that have been pre-marked. Master Plan and Resource committee members will be assigned tables to act as discussion facilitators and coaches.
- Discussion guidance included completion of a large matrix mapping MSH Goals with locations on property and how scenarios addressed each goal. About 45 minutes is allocated to this task, followed by oral reports back to the full group on key points.
- Live polling using cell-phones was discussed. Suggestions were made for obtaining responses to questions using gradations versus binary answers. McCabe will revise questionnaire to reflect these suggestions, and test gymnasium to see if cell phone connections will be adequate to allow connection for immediate tabulation and display of answers.
- All Committee and Resource members who are able should plan to be at the **Blake Middle School Gymnasium by 4:00 PM on May 24th** to help arrange chairs and tables, hang posters, test sound system, and prepare room for the workshop.
- Concern was raised about possibility of having a very large turnout with over-flow of capacity limited by fire regulations. A “Plan B” needs to be developed in case workshop exceeds capacity such as use of adjoining classrooms. S. Raposa will check on fire capacity.
- Recommendation that drinking water and possibly light refreshments be available to refresh people for the 2 ½ hours. S. Raposa said \$300 was available and that she would procure the water and snacks.

Publicity –

Communications Subcommittee has implemented extensive publicity campaign including postings on MSHVision Website, social media, and articles on Medfield Patch; fliers distributed around town; electronic bulletin board at Dale and North Streets announcing meeting; featured articles submitted to local media and published in *Hometown Weekly* and *Medfield Press*; Eventbrite pre-registration over internet; e-mailings through Parks and Recreation, COA, Friends of Medfield and other town groups. Medfield TV is planning video recording (and possibly live streaming) during the introductory presentations, but will not record the breakout discussions to avoid impeding open discussions.

Outreach Calls –

Quick review and update was conducted of assignments for out-reach phone calls and meetings. The primary purposes are notifying stakeholders about the May 24th community workshop, and, if appropriate, scheduling a meeting in June. One additional organization was made to the list -- P. Casey (supported by B. Massaro) will contact Medfield Water & Sewer Board.

Meeting concluded: 9:45 PM

Attendance Roster**Committee Members**

Stephen Nolan	Patrick Casey	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members

Alec Stevens - absent	Ros Smythe	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others

Sarah Raposa	Kathy McCabe	Jen Mecca
Kevin Ryder	John Harney	Betsy Jacobson
Dave Jacobson	Martha Festa	Sadie Durham
Jasmin Chan	Paul McKechnie	Tom Caragliano
Rob Gregg	Gus Murby	

Agenda**Meeting objectives**

- Approve minutes from 5/17/17
- Review 5/24 community workshop – outcomes and learning
- Review schedule for remainder of the year
- Plan for next meeting

7:00 pm Welcome, intros, review previous sessions

- Confirm completion of action items from 5/17/17
- Discuss and vote on meeting minutes

7:10 pm Schedule Overview

- Review proposed schedule of key milestones between now and Special Town Meeting
- Discuss implications for community engagement and committee meetings

8:00 pm Review 5/24 community workshop

- What did we learn?
- Follow-up (key stakeholder outreach, website, other)

8:30 pm Discuss and confirm next steps in development of preferred scenario

- McCabe team presents preliminary summary of “settled” and “TBD” elements of the emerging preferred scenario
- Group discussion of process to develop the preferred scenario

9:15 pm Conclude

Agreements

1. \$75.00 approved for Medfield Day booth reservation fee
2. Meeting minutes for 17 May 2017 meeting approved
3. 08 January 2018 was selected as the date for the Special Town Meeting

Holdover Action Items

#	Item	Responsible	Due
1.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
2.	Prepare newsletter item about film production activities at MSH and gain approval from production company for release	J. Thompson	May 25

New Action Items

#	Item	Responsible	Due
3.	Pay Medfield Day booth rental fee	S. Raposa	12 June
4.	Clarify the relationship and approval process required by the Town Planning Board	S. Raposa	
5.	Contact DHCD about availability of training workshops for 40R and 43D zoning regulations.	S. Raposa	12 June
6.	Schedule a review of zoning issues and their application to our process to inform the committee and enable it to provide the necessary information to facilitate zoning ordinance creation	C. Hulet/ K. McCabe	
7.	Send workshop summary presentation to all committee members	R. Karg	Done

Summary Notes

Meeting began: 19:02

Medfield Day booth reservation fee of \$75.00 is due immediately. Motion to approve funds was approved unanimously. Motion: R. Karg Second: T. James

Meeting minutes for 17 May 2017 unanimously approved after review of action item status. Motion: G. Rodgers Second: R. Karg

Schedule Overview -

The committee reviewed the two potential project plan timelines created by McCabe Enterprises. The two alternatives were driven by potential Special Town Meeting (STM) dates from the Town Moderator, either 13 November 2017 or 08 January 2018.

The proposed project timelines are milestone-based schedules that incorporate key deliverables by or for Town boards with mandated statutory intervals for public notice and comment.

After review and comments on the two proposals the schedule for a January 2018 STM was selected. This schedule provides some contingency time for development of the master plan and an appropriate financial analysis from the perspective of the Town. The earlier STM date plan does not provide 'float time' or contingencies for delays or rework of critical path tasks.

Specific items that must be incorporated into the STM agenda are:

- Articles requiring a 2/3 majority vote -
 - Zoning ordinance
 - Design guidelines (if part of the Zoning ordinance)
- Articles requiring a simple majority approval -
 - 43D Expedited Zoning
 - Land disposition plan
 - Financial incentives

Questions were raised about the details of the role of the Planning Board and the required deliverables from the MSH master plan. S. Raposa will follow up.

The plan to incorporate a 40R Smart Growth Zoning Overlay into the project prompted questions specifically about this item as well as the overall topic of zoning activities as they impact and drive implementation of the master plan.

40R Smart Growth Zoning provides economic incentives to the Town for each 40B compliant dwelling unit in the master plan. Realization of the incentives requires incorporation of 40R zoning elements into the overall zoning ordinance and mandated plan review by the Department of Housing and Community Development.

Additional comments and concerns raised during this discussion –

- The financial review may cause some re-working of the master plan
- Concern about the delay from the previously announced STM date causing a credibility issue for the committee
- An additional public meeting should be considered. There is a placeholder of 15 November for this in the schedule. Medfield Day is another option for public commentary.
- Pursuing early disposition of the Hinkley Farm and Ice House Road properties would address two high priority Town goals/needs: 40B safe harbor status and senior housing needs.
- The lack of detail at the task level in the current project timeline is a concern and risk to the proposed schedule.

- A key deliverable, the final site plan, must be sufficiently detailed to provide the necessary inputs for the financial model

Community workshop review –

K. McCabe reviewed a summary of the results of the scenario discussions conducted at the public workshop, which highlighted areas of alignment as well as areas requiring further definition. Her presentation will be distributed to the committee. A 23-page summary of all comments was distributed at the meeting.

Financial analysis was discussed as a critical part of the plan creation and review process. The financial results shared at the workshop meeting were preliminary, high-level estimates of the proposed scenarios from the developer's point of view. These initial developer-focused analyses are necessary fundamental tests of a plan's practicality, but not sufficient. Additional financial analysis of all proposed plans must be completed to assess the financial impact on the Town and taxpayer. K. McCabe stated that the financial model developed by VHB/KRG, in combination with some tools the McCabe team has developed, are adequate to the task, and that she would seek support from P. Casey and G. Rodgers as needed.

This discussion elicited the question of the Town's financial goal for the site. A suggestion was made to use 'financial net-neutral' as a target for our deliberations with an aspirational hope that a positive financial outcome might be achieved. The committee did not commit to this target, as they do not have enough information to do so, but no one disagreed with the notion if it is possible.

Stakeholder Outreach –

Talking points, list of accomplishments, and draft Powerpoint presentation to aid in discussions with stakeholder groups that had been previously distributed were briefly delineated. Presentation and discussion at each meeting is to be customized by adding specific priorities and questions appropriate to that group. For some stakeholders it may be appropriate to conduct these meetings after financial impacts are available, while for others the sessions should be conducted immediately.

Assignments were reviewed and confirmed.

C. Hulet encouraged everyone to critically assess what information would be of use to each stakeholder, what kind of information the committee needs to acquire from each stakeholder, and plan to effectively present information and actively seek their input.

S. Nolan informed the committee that he is scheduled to meet with the Selectmen along with the Warrant Committee on 20 June at 19:00 and encouraged committee members to attend if possible.

Meeting concluded: 21:49

Attendance Roster

Committee Members

Stephen Nolan	Patrick Casey	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members

Alec Stevens - absent	Ros Smythe	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others

Carri Hulet	Kathy McCabe	Jen Mecca
Betsy Jacobson	Dave Jacobson	Erin Haley
Sadie Durham	Jasmin Chan	John Harney
Mel Seibolt	Martha Festa	Jack Wolfe
Tom Caragliano		

Agenda

- 7:00 PM Welcome, intros, review previous sessions
 - Confirm completion of action items from 21 Dec 16 and 04 Jan 17
 - Discuss and vote on meeting minutes
- 7:10 Building Consensus – How do we get from here to there?
 - Review group norms and decision rule
- 7:40 Project Work Plan
 - Review detailed work plan for next several meetings and overall schedule for Special Town Meeting
 - Follow-up (messaging going forward, key stakeholder outreach, website, other)
- 8:00 Preferred Scenario
 - Confirm elements of plan that are “decided” and the options within the elements that are TBD
- 8:30 “Big Ticket Item” Financials
 - Review Potential costs for large-scale investments
- 9:15 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. Lot 3 Ice House Rd should be used for 42 rental units of 40B compliant housing
2. Hinkley property should be used for 15-16 single family homes of approximately 1600 sq ft each and a senior appropriate floor plan design
3. The portion of the Hinkley property accessed from Harding Street shall not be sold and will remain as open space and Town owned property for now.

New Action Items

#	Item	Responsible	Due
1.	Distribute process protocol slides presented at meeting to committee members	C. Hulet	Done
2.	Distribute summary of stakeholder engagement to date to committee members	C. Hulet	28 June
3.	Create draft schedule for public engagement and forward to Communications Sub Committee for review. Approval will be sought from full committee.	C. Hulet/K. McCabe	28 June
4.	Create a draft memorandum to the Selectmen outlining the committee's point of view on separating Lot 3 and the Hinkley property from the MSHMPC charter. Send draft to committee for review and discussion at meeting on July 5.	S. Nolan	30 June
5.	Distribute copies of the financial analysis slides shared during the meeting	K. McCabe	Done

Holdover Action Items

#	Item	Responsible	Due
6	Schedule Tangerini Farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open

Summary Notes

Meeting began: 19:06

Meeting Minutes/Acton Register review –

Members were reminded of the briefing session for 40R zoning that is scheduled for 28 June at 19:00. Venue has been changed to the Public Safety Building first floor conference room.

Meeting minutes for 07 Jun 17 unanimously approved

Motion: G. Rodgers Second: B. Erb

Process Protocol Review –

C. Hulet reviewed consensus-building fundamentals: Goals/Roles/Process

Key goals, the committee's role in achieving those goals, and process by which those goals are achieved were discussed. The group still seeks additional clarity on the master plan deliverable(s). The group discussed the need for building appropriate flexibility into the plan. A document outlining strategic goals prepared by R. Costello was distributed.

C. Hulet reviewed the decision making process/methods section of the process protocols and meeting management/participation guidelines with a reminder to all that the committee has a very challenging schedule so following our own rules becomes more important than ever.

Project Plan Discussion –

A project Gantt chart prepared by J. Mecca was distributed. Discussion of the document noted a couple of points –

- For the sake of visual simplicity, dependencies between tasks are not indicated on the chart. Continued modification of interdependent elements such as scenario definition and financial modeling are anticipated
- Public engagement activities such as stakeholder outreach meetings are not included. A public engagement section will be added to the Gantt chart.
- Overall, the project has an aggressive timeline with 'Scenario Development', 'Zoning', and 'Setting Stage for Development' activities proceeding in parallel

Preferred Scenario Discussion –

S. Nolan began the conversation by reviewing feedback from the prior night's meeting with the Board of Selectmen. Two items of interest were:

- Mike Marcucci suggested as his personal opinion that the planning and disposition of Lot 3 Ice House Rd. and the Hinkley property could be handed over to the Affordable Housing Trust so an RFP could go out sooner than later.
- A reminder that any profits generated by the sale of MSH parcels will be treated as general Town revenues rather than funds specifically earmarked for MSH development funds.

Concern was expressed relative to the impact of separating Lot 3 and Hinkley from the Committee's purview as we have spent considerable time of this and have reached a consensus agreement on how the properties would be used. Another important concern was loss of key stakeholder support from seniors for the broader plans for the central campus and sledding hill parcels. Concerns were also raised regarding the impact on financial analysis and zoning activities attendant with the proposed Committee scope change. An alternative point of view stated if another group takes on the lead role for planning and disposition and if their plans are consistent with our plans then little harm is done and our scope of work is reduced. Whether or not another group can implement a disposition more quickly is an open issue given the legal requirements involved in a disposition activity and the fact that the Affordable Housing Trust has not yet by staffed or organized.

S. Nolan took an action item to create a draft memo outlining the Committee's point of view on this topic for consideration at the 11 July Board of Selectmen, BoS, meeting. The draft will be circulated for review prior to July 5th.

The meeting then focused on refinement of the scenario uses for Lot 3 and Hinkley with the following comments/observations -

- Feedback from the BoS meeting indicated some preference for retaining commercial use and zoning for Lot 3. Our understanding is that the land lease for the Kingsbury Club precludes siting of a competing commercial use on Lot 3, however the BoS and Town Administrator apparently feel that this could be successfully negotiated with the Club.
- The Senior Center is a 'sensitive use' that argues against using Lot 3 for commercial purposes with the attendant commercial traffic on Ice House Rd.
- The Hinkley property is better suited to small cottage style houses than Lot 3
- Roberta Lynch has indicated that we can plan on using a small portion of the Senior Center property to improve siting of cottage style housing on Hinkley property. This will require formal approval by the Board of the Council on Aging for the transfer of the property and establishment of new lot lines
- There are other 40B projects in the planning phase which may reduce some of the time urgency for MSH related 40B housing development

The following agreement was formally approved for use of the Hinkley Property and Lot #3.

Motion by G. Rodgers -

Ice House Rd. Lot #3 should be used for 42 rental units of 40B compliant housing. Hinkley property should be used for 15-16 single-family homes of approximately 1600 sq ft each and with a senior appropriate floor plan design

The portion of the Hinkley Farm property accessed from Harding Street shall not be sold and will remain as Town owned property

Second – S. Nolan --- Unanimously approved

Big Ticket Item Financial review –

K. McCabe reviewed the financial analysis conducted thus far. She made two points for this work –

- These are preliminary numbers which are subject to further refinement and are expected to change with new information or revisions to the scenario uses
- Conservative assumptions are the default position for estimates. As an example, the per pupil educational cost in the estimate is the average, fully burdened cost per pupil. This number is much higher than the marginal incremental cost per pupil. It was noted that historical pupil headcounts indicate that incremental increases in the student population can be accommodated without a major capital or operating expense infusion to the school system and thus a marginal cost was more appropriate until this maximum capacity is reached.
- The basis used for municipal costs is the number of households. This basis aligns with conventional economic analysis used in the municipal planning discipline, but is not consistent with prior estimates developed by Town officials and used in Medfield that are based upon costs per resident.

Meeting concluded: 22:00

Attendance Roster

Committee Members

Stephen Nolan	Patrick Casey - absent	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers – Absent		

Resource Members

Alec Stevens - absent	Ros Smythe	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others

Sarah Raposa	Dave Jacobson	Betsey Jacobson
John Harney	Tom Caragliano	Jim Brand
Paul McKechnie	Gregory Sullivan	

Agenda

- 7:00 Welcome and introductions
- 7:10 40R Smart Growth & Starter Home Zoning Program review
by Bill Reyelt & Elaine Wijnja

Agreements & Action Items

- No agreements or Action Items recorded

Summary Notes

Meeting began: 19:05

Bill Reyelt reviewed the 40R subject with a prepared presentation. Information was shared with all attendees and specific questions and clarifications were shared with the group.

Meeting concluded: 20:43

Attendance Roster**Committee Members**

Stephen Nolan	Patrick Casey	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members

Alec Stevens - absent	Ros Smythe - absent	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others

Carri Hulet	Kathy McCabe	Jen Mecca
Ona Ferguson	Dave Jacobson	Betsy Jacobson
Mel Seibolt	Dave Temple	Antonia Hoernle
John Harney	Martha Festa	Jack Wolfe
Gus Murby		

Agenda

- 7:00 PM Welcome, intros, review previous sessions
- Confirm completion of action items from 21 Jun 17
 - Discuss and vote on meeting minutes
- 7:10 Financials on "big ticket" items
- Review potential costs for large-scale investments
- 7:45 Preferred Scenario
- Confirm elements of plan that are "decided" and the elements that are still under discussion
- 8:25 Hinkley Property and Lot #3 Ice House Road Proposal
- Review and seek approval for draft statement to Selectmen regarding the disposition of Hinkley Property and Lot #3 Ice House Road
- 8:45 Project Work Plan
- Review revisions to project work plan, focusing on public engagement efforts
 - Review draft engagement and communications plan
- 9:25 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. Committee agreed by consensus to leave the Stone Gate entrance road in its current location.
2. By formal motion, the Committee agreed to request that the Selectmen support the MSHMPC in maintaining planning responsibility for Lot #3 Ice House Road and the Hinkley property.

New Action Items

#	Item	Responsible	Due
1.	Send financial review presentation to committee members	K. McCabe/R. Karg	Done
2.	Provide financial estimate basis, assumptions and details used to develop the summary results presented in this meeting.	K. McCabe	19 Jul 17
3.	Verify the need for a sewer lift station in the plan	K. McCabe	19 Jul 17
4.	Provide information regarding the premium / cost adder for segmental construction of site infrastructure to support a phased implementation strategy	K. McCabe	To be addressed during phasing discussion
5.	Advise committee of timing for Steve Nolan's presentation to the Board of Selectmen next week.	S. Nolan	07 Jul 17

Holdover Action Items

#	Item	Responsible	Due
6.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
7.	Distribute summary of stakeholder engagement to date to committee members	C. Hulet	12 Jul 17
8.	Create draft schedule for public engagement forward to communications Sub Committee for review. Approval will be sought from full committee	C. Hulet/K. McCabe	13 Jul 17

Summary Notes

Meeting began: 19:03

Meeting minutes for 21 Jun 17 and 28 Jun 17 unanimously approved

Motion: G. Rodgers Second: B. Erb

40R Zoning Information & Thoughts –

The committee was asked to give their thoughts on the 40R zoning briefing meeting held on 28 Jun 17.

Points raised include:

- Good to clarify that the areas designated as being within the 40R district do not have to be contiguous, so all applicable areas could be considered one district, but the whole site wouldn't be considered 40R – only targeted locations.
- 40R zoning provides a funding source in return for ceding some elements of control, especially affordability elements
- The 'starter home' concept in 40R aligns well with our thoughts and early plans
- A concern about the ability to incorporate an additional activity for 40R zoning into our project plan
- This is an element that we should keep in mind for possible inclusion into the plan

“Big Ticket” financial items –

K. McCabe reviewed the results of order of magnitude cost estimates for significant items in the project scope.

She thought the costs were in current (nominal) dollars with no consideration of project implementation timing or inflation and said she would confirm. In addition to costs, the presentation included preliminary thoughts about potential financing sources and strategies for each element. Details are included in the presentation.

The following comments/observations were made:

- The “big ticket” cost numbers presented did not explicitly address to whom the costs applied such as to private developers, investors or the Town. Also, costs assume “full buildout” at some undetermined time in the future. No phasing or implementation schedule has been considered as yet.
- Some committee members asked to see the assumptions and calculations that were used to develop the cost estimates. K. McCabe said she would provide the committee with some underlying information.
- One committee member commented that the sewer/water costs appear to be high.
- Another possible “big ticket” item may be roads and sidewalks.
- The need for a sewer lift station was questioned (though it was also stated that there was a lift station historically)
- Davis/Bacon or prevailing wages were used because that results in more conservative estimates and because McCabe thinks that it will be hard to do most of this work at non-union rates, given the scale.
- Demolition cost estimates were questioned as one person perceived the demolition estimate to be inconsistent with the scope of demo required.
- Will a phased implementation strategy add construction costs?
- What refinement of estimates should be anticipated at what points in the process?
- A caution was made to the group to avoid attempting to optimize costs at this planning stage when the scope of work has not been fully defined.
- In general, a ‘green’ building costs 3%-6% more than a conventional building

- It was suggested that the Arts & Culture concept incorporating significant renovation and upgrades to the Chapel Building and surrounding areas could be considered as a separate project and not included in the project financials. Some voiced disagreement with this idea, too. Also, a fallback use strategy would need to be developed for this portion of the central campus in the event that the Arts & Culture concept fails to be implemented.
- The Parks and Recreational building may be treated as a separate project that requires only a commitment for land allocation in the Master Plan. M. Seibolt stated that this is the strategy that the Parks and Recreation department is expecting. They intend to wrap up their project estimates and provide the study results to MSHMPC and other Town organizations, and proceed to Annual Town Meeting in April 2018 for approval.

Scenario Review –

Two proposed designs for the Stone Gate entrance road were reviewed. The first approach moved the road to the west and incorporated a roundabout. The second leaves the road in its current location.

After discussion an agreement was reached by consensus to leave the road in its current location.

Memo to Board of Selectmen –

Steve Nolan's draft memo was reviewed. He took suggestions for improvement and clarity for the final version.

The following motion was made by G. Rodgers and seconded by R. Costello:

The Committee will retain planning responsibility for Lot #3 Ice House Road and the Hinkley property within its purview and the committee agrees that an RFP to develop the property should be issued expeditiously.

Motion unanimously approved.

Members were encouraged to attend the Board of Selectmen meeting next Tuesday, July 11, 7:00 PM. Steve will present the memo.

Meeting concluded: 21:37

Attendance Roster

Committee Members

Stephen Nolan – absent	Patrick Casey - absent	Ralph Costello
Teresa James	Randal Karg – absent	Brandie Erb – absent
Gil Rodgers – absent		

Resource Members

Alec Stevens - absent	Ros Smythe – absent	Frank Perry - absent
Lucille Fisher	Jean Mineo – absent	Bill Massaro
John Thompson - absent		

Others

Sarah Raposa	Erica Krueter	Seth Meehan
Paul McKechnie	Gregory Sullivan	Sarah Lemke
John Harney		

Agenda

- 7:00 Welcome and introductions
- 7:10 Erica Kreuter, Director, MassWorks Infrastructure Program
Executive Office of Housing & Economic Development
 - o Chapter 43D program
 - o Presentation & Discussion

Agreements & Action Items

- No agreements or Action Items recorded

Summary Notes

Meeting began: 19:05

Erica Kreuter reviewed the 43D subject with a prepared presentation. Information was shared with all attendees and specific questions and clarifications were shared with the group.

Meeting concluded: 20:30

Attendance Roster

Committee Members		
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Stephen Nolan Teresa James Gil Rodgers	Patrick Casey Randal Karg	Ralph Costello Brandie Erb
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Resource Members		
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Alec Stevens – absent Lucille Fisher John Thompson	Ros Smythe Jean Mineo John Harney	Frank Perry - absent Bill Massaro
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Others		
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Sarah Raposa Jerry Potts Dave Jacobson Carri Hulet	Kathy McCabe Gus Murby Christine Potts Betsy Jacobson	Jen Mecca Mel Seibolt Bob Tormey William F. Pope
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Agenda

- 6:30 PM Welcome, intros, review previous sessions
 - Confirm completion of action items from 05 Jul 17
 - Discuss and vote on meeting minutes

- 6:35 Hinkley and Lot #3 Proposal - Review Board of Selectmen’s meeting

- 6:40 Review 43D meeting – Key Takeaways

- 6:45 First draft preferred scenario
 - Decide on elements included in the draft preferred scenario on the north side of Hospital road, making decision zone by zone

- 9:50 Public Comment

- 10:00 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

Motion was unanimously approved that K. McCabe will provide by August 14, 2017 detailed financial backup assumptions and calculations for major costs and revenues in spreadsheet format based on the draft scenario proposal. K. McCabe agreed to this timing and the action items here capture the adjusted timeframe.

Motion by G. Rodgers, Seconded by R. Costello; unanimously approved

This table provides an overall understanding of the agreements for the draft scenario along with the site map included on the final page of notes. A more thorough understanding of the agreements is possible within the context of the commentary made in the meeting summary section of the minutes.

Zone	Agreement
A	Designate as residential and revisit potential for ground floor retail in Bldgs. 3,4,5, with artist live-work and affordable housing. Review density with concern for revenue generation in a high-value zone (viewscape is valuable). Also consider commercial uses in southern half. Anticipate demolishing Building 9 and consider demolition of Building 3, though it has some unique architectural features (trusses). Evaluate 45-74 units as a range.
B	Designate Zone B a cultural/creative hub with performance and office space in Bldgs. 22, 22A, 23, 24 and 25, but to be decided if this should be an off-balance sheet project with economic and financial viability on a stand-alone basis. Use Bldgs. 22 and 23 as artist live/work space.
C	Demolish Bldg. 27B and expand public uses from Zone B into this area. Retain the center of Bldg. 27A and expand north for commercial purposes and rehab or replace the “wings” for commercial or residential use.
D	Demolish Bldgs. 28 and 21. Use buildings 16-20 for senior living (independent living, assisted living, CCRC) with higher density. Buildings may be in-filled as deemed necessary for functional requirements so long as campus symmetry is retained. Develop Bldg. 29 with apartments of moderate size with potential to expand building to north. Consider 70-150 units to start, but consultants to explore.
E	Use Bldg. 2 for Inn with high-end housing as back-up; possible rec center (work-out facility in it). Use Bldg. 7 for mixed use commercial (distillery, office, function space/ restaurant, gallery). Bldg. 10 and former laundry area: art gallery/historical museum/recreational/ retail with housing above. Extend zone to the northern property boundary after laundry area is remediated and turned over to Town
F	Demolish paint building and Bldg.13. Extend zone to eastern and western edges of property. Leave open for the same agricultural use it’s been used for: haying (other ag. uses a concern because of equipment and structures). Reserve for future use. Considerations: Even though building 13 has been upgraded more recently, consensus is that its doesn’t fit with the rest of the campus and has a problematic history due to use for incarceration.
G	Residential use with the potential to expand the buildings themselves to the north; look at range of 42-80 units.
H	Demo most of the existing structures and construct residential cottages without compromising the tree population. The best tree collectin is closest to Bldg. 30. Plot plan will arrange buildings to screen them from entrance view. 3 buildings

	are priority contributors to the historical context and may be considered for preservation. Evaluate 20-40 units in zone.
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New Action Items

#	Item	Responsible	Due
1.	Contact Suzanne Siino to clarify/confirm requirements for a group home	S. Nolan	28 July 17

Holdover Action Items

#	Item	Responsible	Due
2.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
3.	Provide financial estimate basis, assumptions and details used to develop the summary financial analysis of the draft scenario plan, most likely in spreadsheet format.	K. McCabe	14 Aug 17
4.	Distribute summary of stakeholder engagement to date to committee members	C. Hulet	DONE

Summary Notes

Meeting began: 18:39

Meeting concluded: 23:29

Meeting minutes for 05 Jul 17 unanimously approved
 Motion: B. Erb Second: R. Costello

Board of Selectmen Feedback from 11 July meeting -

Key takeaways:

Selectmen generally agree with our desire to retain planning responsibility for Hinkley property and Lot #3 Ice House road with some concerns.

- Loss of commercially zoned land at Lot #3
- Quantity of senior appropriate housing stock and the concerns of the Senior Housing Committee
- Their ability to understand and fully support our plan. They requested more contact to keep them informed of progress and plan details

A recommendation was made to conduct a tour of buildings that have been renovated/upgraded for movie production once filming activity is complete to demonstrate the potential for building re-hab.

43D Briefing Takeaways (from meeting on Wednesday, July 12) –

- Dependent upon Planning Board actions

- Requires Town Meeting approval – could be January or Annual Town Meeting in April
- Marketing of properties supported via listing on Massachusetts agency websites
- S. Raposa is investigating timeline to determine whether when the committee would have to commit to pursuing 43D in order to fit with our planning process.

First draft preferred scenario discussion –

C. Hulet reviewed the meeting rules and reinforced the need for disciplined, timed conversation in order to achieve the meeting objective - creating a first draft preferred scenario. The committee agreed to use consensus rules for agreement. The context for conversation was set by the drawings and summary data provided to each committee member by K. McCabe. This includes a map of the central campus that has been divided into arbitrary zones for discussion purposes as well as a table of preliminary information about each zone. The zone designations do not reflect any agreement or suggestions for land disposition, parcelization, or project phasing purposes. The map is included on the last page of these minutes for reference. The draft scenario will be used as the basis for financial analysis, zoning, and design guidelines and will be subject to further adjustment as the committee moves toward a final scenario for public review and approval.

J. Harney was invited to participate as an honorary Resource Committee Member.¹

The record of the discussion for each zone includes a list of comments that were made and is followed by the agreement achieved by consensus. Each zone was reviewed individually.

Zone A – West side of campus quad

Comments noted:

- Consider commercial for Bldgs. 3,4,5 and housing for 6,8,9
- Consider low-income housing in this residential zone
- Consider Bldg. 3 as arts space; building 9 demo
- Evaluate residential with possible consideration
- Consider residential with potential for artist live-work or ground floor retail possibly incorporated
- Keep options open
- Residential with some cafés / convenience stores
- Demolish Bldg. 9
- Plan for fewer units – luxurious (45 units total) – premium views and value

Agreement:

Designate as residential and revisit potential for ground floor retail in Bldgs. 3,4,5, with artist live-work and affordable housing. Review density with concern for revenue generation in a high-value zone (viewscape is valuable). Also consider commercial uses in southern half. Anticipate demolishing Building 9 and consider demolition of Building 3, though it has some unique architectural features (trusses). Evaluate 45-74 units as a range.

¹ It was later confirmed via communication with Assistant Town Manager Kristine Trierweiler that Mr. Harney was officially appointed to the Resource Committee and that he should be recognized as such going forward.

Zone B – Southern half of central quad

Comments noted:

- Move forward with this as a creative place making area
- Use Lee Chapel for arts; also like to see space for historic function/museum
- Café and live-work buildings
- 16 units of live-work space is less than the projected needs
- Continue of arts & culture development process
- Concerned about the south side – this is what you see when you arrive – it sets the tone for the entire project
- Zone B is the “nucleus of values” (arts, volunteerism, health, worship, fresh air, etc.)
- Prefer the more expansive version of the arts, include regional history center, worth discussing live-work space (integrate or isolate?)
- Consider “B” a cultural hub. (Put daycare in 3, 4 or 5)
- This is the strategic center for the development; need a good back-up plan as this financing is aspirational
- Need to get this space right as it will determine the value of all around it
- In favor of a cultural hub, but want it off the balance sheet and must be financially viable on its own

Agreement:

Designate Zone B a cultural/creative hub with performance and office space in Bldgs. 22, 22A, 23, 24 and 25, but to be decided if this should be an off-balance sheet project with economic and financial viability on a stand-alone basis. Use Bldgs. 22 and 23 as artist live/work space.

Zone C – Northern half of central quad

Comments noted:

- Good spot to consider for recreation
- “Wings” on Bldg. 27A should be removed (in poor condition) and center kept (in good condition)
- Consider culinary institute/ incubator in 27A - Know a restaurateur that would take this on
- Senior housing building proposal is too monolithic - can't fill open space that people have become used to
- Keep open but reserve as option for future development
- Dog park locale
- Line streets w some new buildings?
- Town square - Develop Bldg. 27a “wings” as new construction (prime units on new construction)
- Not a good space for the town square - Too big as an open space - Senior living bldg. activates the space – this is prime real estate
- Expand core of 27A - reduce some of the green space – think of it as a courtyard with horticultural paths -This is such a campus; should be preserved
- C as a compliment to B, as something that gives this place vitality - Can it be programmed with a skate park, winter skating rink

- Bldg. 27A can be a core public space that expands out into the common as a patio/ gathering area - Needs to be enough commercial stuff going on to make it feel public, but can have housing surrounding it

Agreement:

Demolish Bldg. 27B and expand public uses from Zone B into this area. Retain the center of Bldg. 27A and expand north for commercial purposes. Rehab or replace the "wings" with new construction for commercial or residential use.

Zone D – East side of campus

Comments noted:

- Remove Bldg. 21 and expand Bldg. 29 as assisted living - no group home
- Bldg. 29 problematic as senior given the activity in the public green
- Prefer this for the continuing care community (preserve value of views for higher revenue)
- Bldg. 29 residential - remaining area in D for senior housing
- Demo Bldgs. 16, 17 & 21, extend Bldg. 29 (highest topo spot on site) - no group home
- Reduce the density from 108, do not make it monolithically senior housing.
- Move senior living further to the north - Take out Bldgs. 16 & 17 - Make Bldgs. 15 & 17 senior living
- Rebuilding Bldgs. 16 & 17 will require a variance due to the water tower proximity
- Expand Bldg. 29 by taking down Bldg. 21 – use 29 for millennial housing
- Not in favor of reducing density here because we will need units to attract a CCRC - Would sell with the option to connect buildings and build amenity/service needs.
- Aligned with keeping this area flexible as it may help drive the revenue - Support group home but not sure it should be isolated
- In favor of higher density here to support some of the open space desire - Treat 29 as a premium property

Agreement:

Demolish Bldg. 28. Use buildings 16-21 for senior living (Independent living, Assisted living, CCRC) with higher density. Buildings may be in-filled as deemed necessary for functional requirements so long as campus symmetry is retained. Demolish Bldg. 21 and develop Bldg. 29 with apartments of moderate size with potential to expand building to north. Consider 70-150 units to start, but consultants to explore.

Zone E – West side of campus

Comments noted:

- Make building 2 the inn - Extend Zone E down to road and develop duplexes or such at the road
- Use as commercial zone with new construction - Save Bldg.10 for a gallery - Hold Bldg. 2 for Parks and Rec back-up
- Make this public space – galleries, hotel, reception hall in building 7 - Take advantages of the view
- Put the inn in building 2
- Concerned about the commercial viability of an inn - Optimize the views

- Demolish Bldg.10 and reserve for future development along with laundry area - Expand southern area as more cottage housing. (Charles River views here.) - Bldgs. 2 & 7 as residential
- Make building 7 commercial or a small inn - Make Bldg. 2 a high-end condo or apartment complex - Keep 10 for distillery or gallery
- Bldg. 2 is a good spot for an inn or high-end condo - Do not extend Zone E to hospital road – keep as open space. Bldg. 7 maybe mixed residential - Retain Bldg.10: distillery or restaurant
- Bldg. 2 an inn, front as parking for both inn and green event area - garden or greenhouses between Bldgs. 2 and 7 - use this area for receptions, put distillery in Bldg. 7 adjacent to open space - Demolish 10 because this is prime real estate.
- Tear down or replace Bldg. 7 for commercial or residential - concerned about economic viability of inn, but let market dictate
- Extend zone to hospital road - Why tear down Bldg. 10 if people are interested in it - Use Bldg. 7 as residential. 2 condos - let market dictate inn viability
- ‘Commercial public use’ – can Bldg. 7 be subdivided into complimentary uses – incubator space - Put parking where letter “E” is - See Bldg. 2 as educational facility- easy to add to back of building: recreation component/ community space
- Commercial recreation opportunities related to the river - Do not extend zone: this is part of the entry/ attractiveness - Bldg. 7 mixed commercial with office/ incubator potential - Bldg. 2 as high end residential

Consistent opinions expressed:

- Take advantage of views across open fields down to Charles River
- Use for public access and active uses

Agreement:

Use Bldg. 2 for Inn with high-end housing as back-up; possible rec center (work-out facility in it)
Use Bldg. 7 for mixed use commercial (distillery, office, function space/ restaurant, gallery)
Bldg. 10 and former laundry area: recreational/ retail with housing above
Explore extending zone to the north after laundry area is remediated and turned over to Town

Zone F – Northern most parcel

Comments noted:

- Building 13 has been remediated so possibly retain for housing; remove paint shop.
- Remove Bldg.13 – bad juju - Keep as open space
- Concern about any development in the open space/ forest. This is the area people enjoy going to - Not opposed to development, but we need to be judicious and this is not the place for it.
- Like the agricultural use, but it’s problematic from buildings needed (although hay field here is ok) - Vistas and open space is important to protect
- Building 13 and paint building need to come down - Nice place for community gardens in the interim.
- Consider keeping Bldg.13 if it’s in good shape - Ok with open space
- The view north is one of the finest - don’t want to do anything in Zone F that compromises value in Zone G - Keep Bldg.13 if its in good condition
- Liked idea of opening up north view alee by tearing down Bldg.13, but if it has value or is viable would consider keeping it

- Tear Bldg. 13 down unless there is a real compelling reason - Keep vista; maybe use for hay but no more than that - Can see another layer of high end condos
- Paint shop and Bldg. 13 should go – Zone F is a huge parcel (22 acres) and the most valuable parcel of entire site - Do not use for agriculture
- No agriculture here - expand Zone F to west but don't do anything with it - Get rid of Bldg.no 13 – it doesn't fit with other buildings and has a gruesome reputation

Agreement:

Demolish paint building and Bldg.13. Extend zone to eastern and western edges of property. Leave open for the same agricultural use it's been used for: haying (other ag. uses a concern because of equipment and structures). Reserve for future use. Considerations: Even though building 13 has been upgraded more recently, consensus is that its doesn't fit with the rest of the campus and has a problematic history due to use for incarceration.

Zone G – Northern perimeter of campus quad

Comments noted:

- Strong support for residential
- Bldg. 12 good shape, 14 bad shape. 11 “spiritual entrance to campus” – don't do anything bad with it
- More senior housing can go into Bldgs. 14 & 15
- 38-42 residential units is fine
- Think about whether buildings can expand northward to create more units, but preserve view sheds

Agreement -

Residential use with the potential to expand the buildings themselves to the north; look at range of 42-80 units.

Zone H – Southeast Parcel

Comments noted:

- Use as arboretum for public resource to maintain the notion of the great lawn - Use Bldgs. 34 & 36 as arboretum resources/ education - No housing development here - Group home somewhere on campus does not have to be here
- Use for housing if plantings/ trees can be kept, housing in this zone may not be necessary if housing is expanded in Zone G - building 36 ok for group home
- Trees are valuable and need to be preserved
- Good sense to have an attractive entrance - favor group home on campus, but no opinion as to where
- Rare trees centered around building 30 - Would not make this a group home - Keep slope north of building 30 - Not sure housing needed if we expand on campus.
- Group home could be building 36 – good access, open space – What is done here is hidden from campus - build between the trees to preserve them
- Demolish houses, preserve trees, and develop housing in this area - In favor of group home: good for diversity, not sure where it should go - This is a good starting point for development.

- Preserve trees, but favor creating a housing development around the trees - good starting point for development - Single story 1800-2000sf. - Include building 29 as part of this area.
- Save the trees - No development on south portion of Zone H, this is the entry to the campus - support development closer to building 29 – favor a group home on campus, but not sure where to locate on campus
- Develop this with respect for trees - Put development where the letter H is so it is further buffered from view. Support group home idea but they like new construction - it could be built here where it might blend in.
- This is the entrance to the campus - should not have housing right at front - Might be ok with housing by letter H along property edge or further north. Prefer upper campus development first. Group home: prefer integration, not segregation as independent living, maybe in building 9
- Development will not take away from trees, especially if it is to the east, north – Support group home, but not sure where.

Agreement:

Demo most of the existing structures and construct residential cottages without compromising the tree population. The best tree collection is closest to Bldg. 30. Plot plan will arrange buildings to screen them from entrance view. 3 buildings are priority contributors to the historical context and may be considered for preservation. Evaluate 20-40 units in zone.

Parked items and Issues -

Zone A

- What is structural condition of buildings 3 and 9?

Zone B

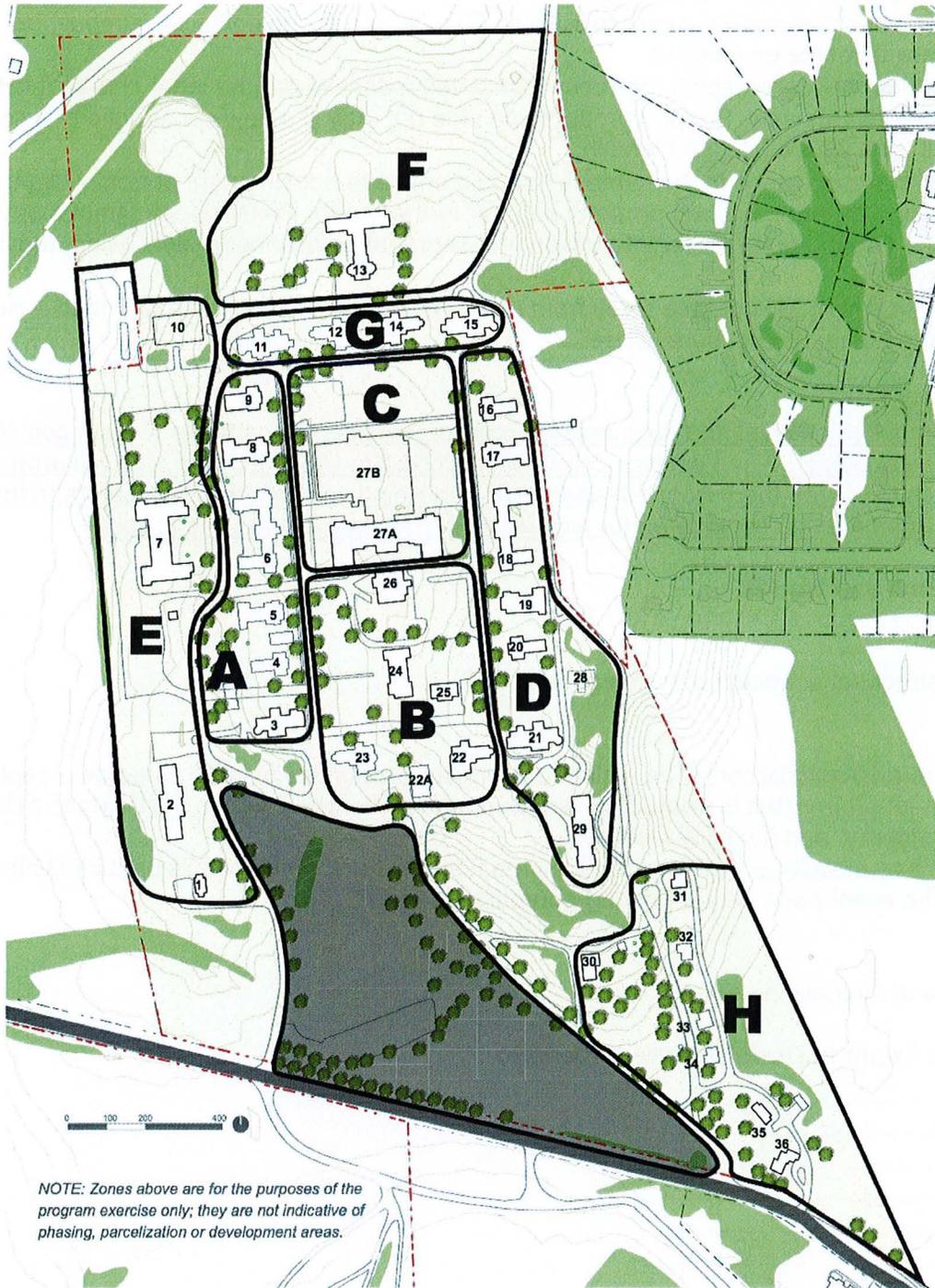
- Should the arts/cultural center be included in project economics or considered as a separate off-balance sheet project that is treated on its own financial merits? There is a difference between economic viability and financial viability.
- Need to have a back-up plan for the core area if arts/cultural concept fails or is infeasible.
- What is the event / arts center parking approach needed?

Zone F

- Park idea of maintaining 13

Total Unit Count in Draft Preferred Scenario

Zone	Units
A	45-74
B	16
C	?
D	70-150
E	24
F	0
G	42-80
H	20-40
Hinkley/Lot 3 Ice House Rd.	57
Total	274 - 441

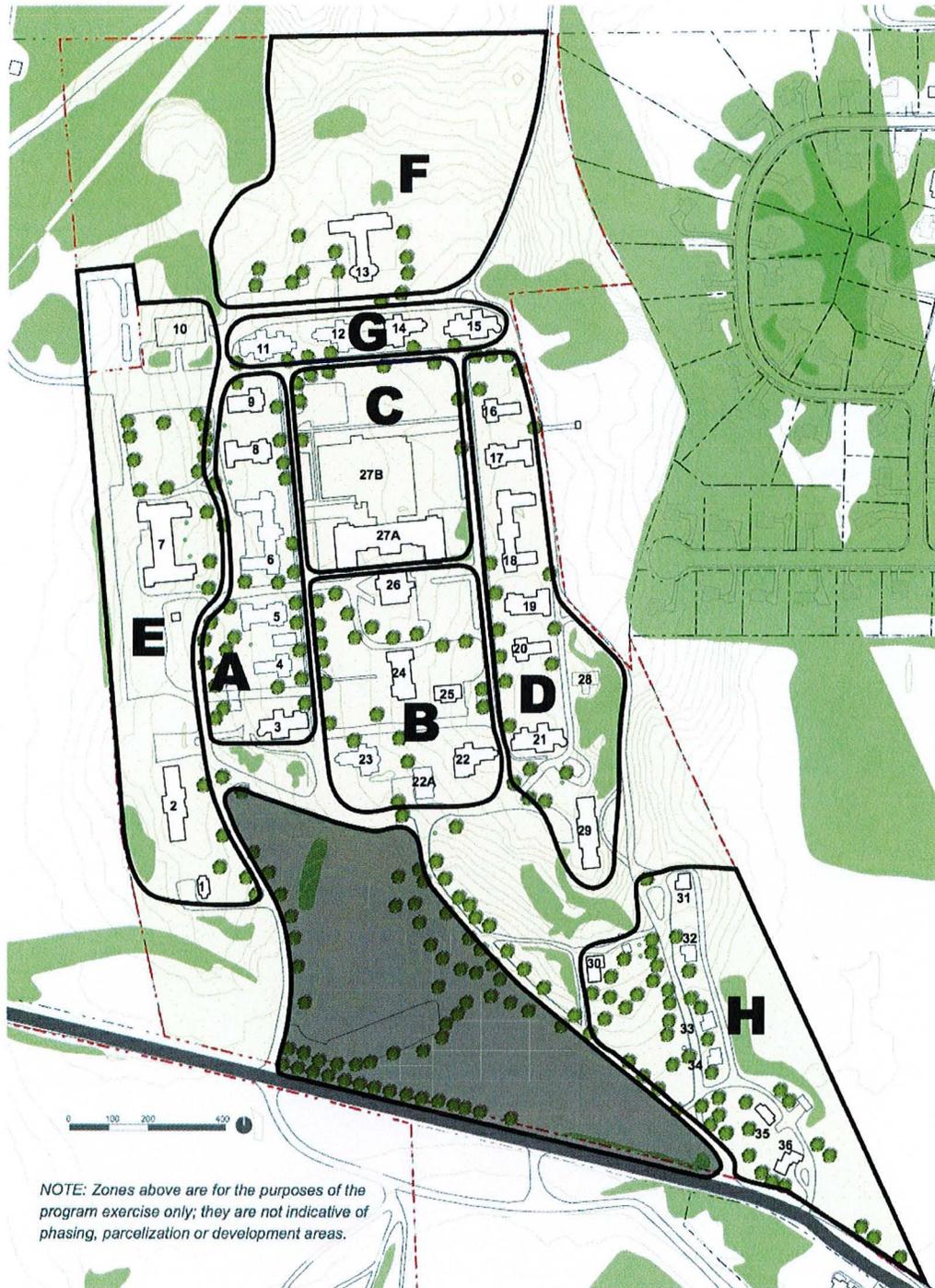


Medfield State Hospital Strategic Reuse Master Plan

Medfield State Hospital Master Plan Committee, Town of Medfield, MA

McCabe Enterprises Team

McCabe Enterprises | CRJA - IBI Group | PARE Corporation | Paul Luker Architecture | Project Management & Cost



Medfield State Hospital Strategic Reuse Master Plan

Medfield State Hospital Master Plan Committee, Town of Medfield, MA

McCabe Enterprises Team

McCabe Enterprises | CRJA - IBI Group | PARE Corporation | Paul Lukasz Architecture | Project Management & Cost

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Ralph Costello - absent
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members		
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Alec Stevens – absent	Ros Smythe - absent	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent	John Harney	

Others		
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Sarah Raposa	Kathy McCabe	Jen Mecca
Ona Ferguson	Carri Hulet	Martha Festa
David Temple	Mel Seibolt	Dave Jacobson
Betsey Jacobson	Erin Haley	Jerry Potts
Jack Wolfe		

Agenda

- 7:00 PM Welcome, intros, review previous sessions
 - Confirm completion of action items from 19 Jul 17
 - Discuss and vote on meeting minutes
 Review four concepts
 - Visualizations, narratives and comparison tables
 - Explore key questions
- 7:10 Public Comment
 - Discuss key questions
- 7:20 Preferred Scenario
 - Review the draft preferred scenario, including all areas north and south of Hospital Road and the Hinkley Property and Lot #3 and make any appropriate changes
- 8:40 Work Plan and Next Steps
- 9:15 Public Comment
- 9:30 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. The committee revisited the 21 June agreement for Ice House Rd. properties and amended it with the word 'senior' (in bold text for emphasis here). Ice House Rd. Lot #3 should be

- used for 42 **senior** rental units of 40B compliant housing. Hinkley property should be used for 15-16 single-family homes of approximately 1600 sq ft each and with a senior appropriate floor plan design. The portion of the Hinkley Farm property accessed from Harding Street shall not be sold and will remain as Town owned property.
2. For the 12-acre buildable allotment south of Hospital Rd., designate sufficient space for a recreational facility of up to 80,000 sq. ft. plus parking with the balance to be used as currently zoned for agriculture. To the extent possible, the committee encourages agricultural use on the balance of the land south of Hospital Road.

New Action Items

#	Item	Responsible	Due
1.	Reconcile the date for the Special Town meeting on Mike Sullivan’s proposed Board of Selectmen schedule with our plan of work	S. Raposa	Done
2.	Distribute the unresolved issues list (Parking Lot) to members.	C. Hulet	Done
3.	Review the town survey results and the Board of Selectmen Goals and Objectives for the committee and assess whether our draft preferred scenario is aligned with these guidance documents.	All	14 Aug

Holdover Action Items

#	Item	Responsible	Due
4.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open

Summary Notes

Meeting began: 19:05

Meeting concluded: 22:18

Meeting minutes for 19 Jul 17 unanimously approved

Motion: G. Rodgers Second: P. Casey

New CBI Professional –

Ona Ferguson introduced herself as the new CBI meeting facilitator for our group. The group expressed their appreciation to Carri Hulet as she leaves the project for maternity leave.

Board of Selectmen Meeting Summary –

Bill Massaro attended the previous night's Board of Selectmen and shared these observations/comments.

- Gus Murby's guidance document was not reviewed
- John Kelly reviewed the new revised proposal for the Dale St. 40-B project. During discussion, one Selectman suggested that John should consider the State Hospital as a potential site for this project.
- Mike Sullivan reviewed his draft plan of work for the Selectmen. It included a special Town Meeting in early February. Sarah Raposa took an action item to reconcile this date with our proposed special Town Meeting in January.

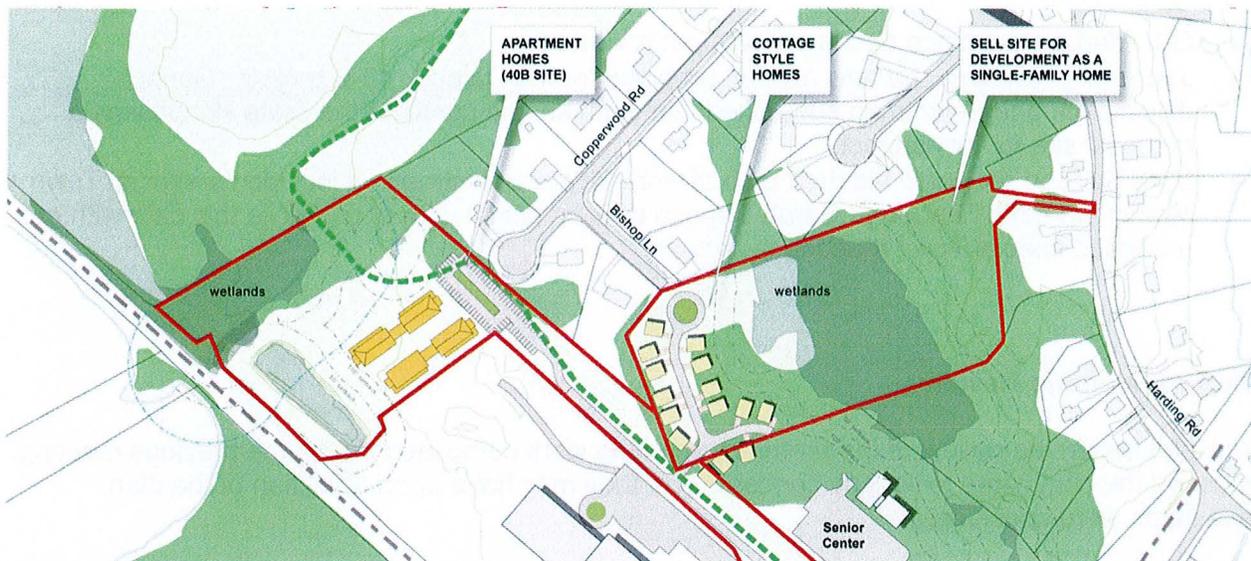
Preferred Scenario Review –

Carri Hulet began the review of the preferred scenario work completed during the previous meeting. She asked the committee to list any concerns that they may have upon reflection of the plan. These items were considered.

- The total housing count for the plan appears to be too high and therefore placing too much emphasis on housing
- Demolition remains a concern: Should the Town or the developer perform it? Should some demolition be pursued as a means to upgrade the value of the property to a developer? What is the current cost? A reminder that a Demolition Request for Information was previously prepared and is available for our use prompted strong advice from K. McCabe to not pursue this approach. RFI pursuits typically do not work well for the issuing town.
- A third party review of the financial analysis methods and assumptions was suggested as a means validate our model and bolster our credibility
- Chapel renovation: Can this be achieved in a timely manner such that this 'lynch pin' development item supports other development activity and enhances the site value?
- Social consequences of decisions for land use at the site.

Carri reviewed the issues placed in the "Parking Lot". She stressed that these items will need to be addressed at some point in our deliberations. A suggestion was made that a different name should be attached to the list to prevent confusion with parking designs inherent in the campus site plan. An action item to distribute the list was taken.

Kathy McCabe introduced the review of the prior decisions for Lot #3 Ice House Road and Hinkley Farm.



The potential to connect the units on Lot #3 with Copperwood Drive was reviewed. This has the advantage of reducing traffic on Ice House Road and its connecting streets. The impact of additional traffic on Copperwood would likely cause resistance from residents that needs to be balanced against the greater good provided by more direct access.

Opposition to changing Lot #3 zoning from its current commercial zoning to residential was reviewed. There are two primary reasons for using this property for 40-B housing.

1. It provides a more predictable path for achieving safe harbor status when compared with other proposed 40-B projects currently being considered in town.
2. The loss of commercial zoning here can be offset with commercial zoning incorporated into the plan for the main campus.

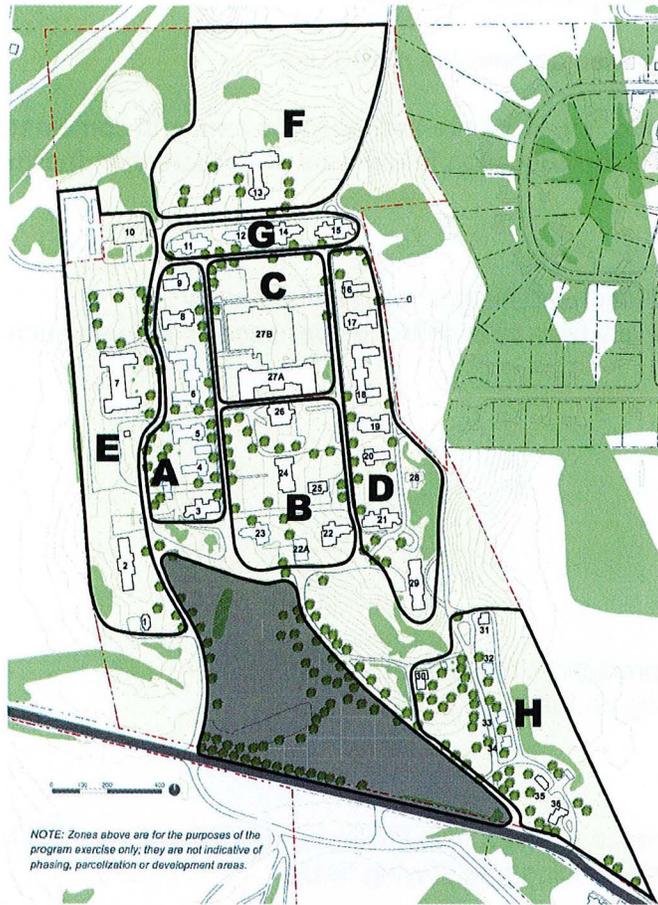
The proposed plan for Hinkley property was accepted. The support of the Council on Aging to use some portion of the Senior Center land for developing this plot was reiterated.

Abutters to these parcels and the main campus were highlighted as a target for focused outreach communication.

Later in the meeting, the committee revisited the 21 June agreement for these properties and amended it with the word 'senior' in bold text.

Ice House Rd. Lot #3 should be used for 42 **senior** rental units of 40B compliant housing. Hinkley property should be used for 15-16 single-family homes of approximately 1600 sq ft each and with a senior appropriate floor plan design. The portion of the Hinkley Farm property accessed from Harding Street shall not be sold and will remain as Town owned property

Main Campus Discussion -



 **Medfield State Hospital Strategic Reuse Master Plan**
Medfield State Hospital Master Plan Committee, Town of Medfield, MA
McCabe Enterprises Team | CRA - iGroup | STATE COOPERATION | PAJ LANE ARCHITECTURE | PROJECT MANAGEMENT & COST

Southeast Quadrant -

- This area provides an opportunity where alternative types of residential housing could be built to provide new construction options for seniors and ownership potential (which is not possible on the main campus where historical tax credits would be necessary).
- The placement of group home here would allow new construction, which is preferred. Other preferences for group housing include access to an 'inclusion center' (a good potential tenant for commercial space in the main campus) and a non-isolated location.
- Given the concern about the total housing unit number, reduce units in this area to 20.

Additional Main Campus comments:

Recommend that there can be ground floor commercial, i.e., office and retail, not just retail on west side

Building 22A should be designated "office/commercial/arts/cultural

The 'wings' of building 27A should be designated as possible mixed use

Building 2 should be designated as a potential inn. A health and wellness center in combination with an inn could be possible. It is not a candidate location for a Parks and Recreation facility.

Building 10 site

- Provides opportunity for new construction, no historic tax credit potential
- Consider incorporating a comfort facility here to encourage river access and use such as canoe/kayak activity

Housing Unit Count

Main Campus	270-380
Hinkley	15
Lot #3	42

Two concerns were identified:

1. What is the school age population prediction for the scenario?
2. What is he ratio of affordable housing on the main campus?

Land south of Hospital Road –

Parks and Recreation have a strong preference to site a new facility on this side of the road to provide safe pedestrian access between this building and playing fields.

A reminder that survey results identified sports and recreation as one of the three high priority uses for MSH. This led to an action item to review the survey results and the Board of Selectmen Goals and Objectives for the committee.

Concerns were raised about a building negatively impacting the viewscape and the architectural alignment of typical new construction sports facilities with the buildings in the main campus area.

A consensus agreement was reached for this area:

For the 12-acre buildable allotment south of Hospital Rd., designate sufficient space for a recreational facility of up to 80,000 sq. ft. plus parking with the balance to be used as currently zoned for agriculture. To the extent possible, the committee encourages agricultural use on the balance of the land south of Hospital Road.

End of Meeting



Sarah Raposa <sraposa@medfield.net>

Copperwood Road and Bishop Lane home owners

Osler L. Peterson <osler.peterson@verizon.net>

Sat, Aug 19, 2017 at 11:59 AM

Reply-To: Osler.Peterson@oslerpeterson.com

To: Randal Karg <randal.karg@verizon.net>, Stephen Nolan <nolan@nspllp.com>, Teresa James <tjreesie@gmail.com>, gil rodgers <Gilrodgers@aol.com>, Ralph Costello <rmc@uniquenewhomes.com>, Patrick Casey <patrick.casey@s-p-insight.com>, Brandie Erb <blm@electrictime.com>, Bill Massaro <wmassaro@comcast.net>, Rosamond Smythe <rpsmythe@me.com>, Lucille Fisher <lucille@sageandsavvymarketing.com>, Alec Stevens <astevens@dmiinc.com>, Frank Perry <fjp83@comcast.net>, Jean Mineo <jeanmineo@aol.com>, John Thompson <jthompson406@verizon.net>, Sarah Raposa <sraposa@medfield.net>, Kristine Treierweiler <ktrierweiler@medfield.net>, Michael Sullivan <msullivan@medfield.net>, Kevin Ryder <medfieldrecreation@gmail.com>, Roberta Lynch <medfieldcoa@hotmail.com>, Barbara Gips <mediapa@aol.com>, Martha Festa <marthafesta1@gmail.com>, Nikolaos Athansiadis <nathanas@yahoo.com>, Sharon Kingsley Tatro <statro@kbsfw.com>, Thomas Marie <tcmmarie@aol.com>, Jack Wolfe <jwolfe@morassociates.com>, "Robert M. Skloff" <rob@silverpinecapital.com>, Greg Sullivan <gregorysullivan@verizon.net>, Candace Loewen <medfieldha@comcast.net>, Paul Hinkley <hinkley2@gmail.com>, Mike Quinlan <mikequinlan.is@gmail.com>, Mike Taylor <circa1680@aol.com>

Cc: Kathy McCabe <McCabe@plan-do.com>, jen@tekkamecca.com, Carri Hulet <chulet@cbuilding.org>, debbyras@comcast.net, RER@rogers-suleski.com, amcr729@aol.com, paul.lanzilla@verizon.net, JFN1000@aol.com, ljnealon@aol.com, Rnplumhoff@aol.com, rwscullary@yahoo.com, linda.bonfatti@verizon.net, tbonfatti@compasspminc.com, ghenebry@yahoo.com, katiehazen@yahoo.com, lscier@email.medfield.net, gmccarthy139@gmail.com, deborahbero@gmail.com, Osler.Peterson@oslerpeterson.com, francis.farraye@bmc.org, rmremily@comcast.net, bogdan.deval@gmail.com, lauren.deval@gmail.com, khall1129@aol.com

August 19, 2017

Stephen Nolan, Chair

Medfield State Hospital Master Planning Committee

Re: Proposed developments on Lot 3 and the Hinkley land

Dear Mr. Nolan and members of the Medfield State Hospital Master Planning Committee:

We are all 100% of the owners of homes on Copperwood Road and Bishop Lane, and we are writing to share our views on the two proposed projects abutting our neighborhood.

First, we support the concept of both proposals: the twelve ranch homes for seniors on the Hinkley land and the forty-two unit 40B development for seniors on Lot 3.

However, we do not support vehicular access to either development through our neighborhood. When we bought our homes we did so knowing that there was open land abutting our neighborhood and that uses might be made of that land, but we also knew that the zoning precluded making road connections to and

from our neighborhood from the industrial land. A connection between Copperwood and Lot 3 would have a direct and negative impact on our home values.

Our thanks to you and the Committee members for all the work that you have done and are doing for the town and for us. Please let us know if you have any questions or would like to meet with us.

Sincerely,

Glen and Debby Ras debbyras@comcast.net

Randy and Anne Marie Rogers RER@rogers-suleski.com; amcr729@aol.com

Paul and Maryellen Lanzilla paul.lanzilla@verizon.net

John and Laurie Nealon JFN1000@AOL.COM; ljnealon@aol.com

Ron and Nancy Plumhoff Rnplumhoff@aol.com

Dick Scullary rWSCullary@yahoo.com

Tim and Linda Bonfatti linda.bonfatti@verizon.net; tbonfatti@compasspminc.com

Greg and Katie Henebry ghenebry@yahoo.com; katiehazen@yahoo.com

Joe and Leslie Scier lscier@email.medfield.net

Gerry McCarthy gmccarthy139@gmail.com

Debbie Bero and Pete Peterson deborahbero@gmail.com; Osler.Peterson@OslerPeterson.com

Frank Farraye and Renee Remily francis.farraye@bmc.org; rmremily@comcast.net

Bogdan and Lauren Deval bogdan.deval@gmail.com; lauren.deval@gmail.com

Kathy Hall and Bill Mullally khall1129@aol.com

Attendance Roster

Committee Members		
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Stephen Nolan Teresa James Gil Rodgers	Patrick Casey Randal Karg	Ralph Costello - absent Brandie Erb
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Resource Members		
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Alec Stevens – absent Lucille Fisher John Harney	John Thompson Jean Mineo - absent	Frank Perry - absent Bill Massaro
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Others		
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Sarah Raposa Ona Ferguson Mel Seibolt Dave Jacobson Erin Haley	Kathy McCabe Osler Peterson Jadie Durham Betsy Jacobson Jack Wolfe	Jen Mecca Gus Murby Bob Tormey Antonia Hoernle Walt Kinkaid
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Agenda

- 7:00 PM Welcome, intros, review previous sessions
 - Confirm completion of action items from 02 Aug 17
 - Discuss and vote on meeting minutes
- 7:10 Updated Financial projections, Part 1*
 - Review key outcomes of in-progress updated analysis
 - Discuss key infrastructure questions/issues
 - Introduce various funding mechanisms

** Note: this discussion will be continued with additional information at the 06 Sep 17 meeting*
- 8:30 Preferred Reuse Scenario, Town Objectives and Public Feedback
 - Discuss (a) how the preferred reuse scenario currently meets town objectives and public feedback and (b) how it could better meet these objective sand feedback
- 9:00 Presentation on Design Guidelines, Part 1 **
 - What are design guidelines and how do we develop them for the MSH?
 - How do design guidelines and zoning work together?

***Note: This discussion will be continued at the 06 Sep 17 committee meeting*
- 9:25 Review action items and the next meetings agenda
- 9:30 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

No agreements were reached.

New Action Items

#	Item	Responsible	Due
1.	Invite Jack Wolfe and members of the Board of Selectmen to the financial analysis working session on 24 August	P. Casey	Done
2.	Distribute slides from K. McCabe to all	R. Karg	Done

Holdover Action Items

#	Item	Responsible	Due
3.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
4.			

Summary Notes

Meeting began: 19:03

Meeting concluded: 22:04

Meeting minutes for 02 Aug 17 unanimously approved

Motion: B. Erb Second: P. Casey

Financial Projections, Part 1 –

Pat Casey reported that a working session of the financial sub committee has been arranged to review the latest iteration of the financial analysis. It will be held at Pare Engineering’s Foxboro offices on Thursday 24 August at 18:00. Pat has arranged to have two community members, Scott Colwell and Ken Richard, participate. An action item was noted for Pat to invite Jack Wolfe as a representative of the Warrant Committee and to invite members of the Board of Selectmen.

Kathy McCabe reviewed the key decision gates in the financial analysis process: Private Investment Test, Municipal Impact Test and Taxpayer Test. These decision gates must all be successfully traversed for any proposal to be satisfactory to all critical development stakeholders. She also reviewed the high level elements of the development process at along with preliminary site development cost estimates. Discussion of the timeline required from issuance of a developer RFP to construction start suggests that it will likely require two years for all details to be adequately addressed. Mass EPA reviews and concurrence by state and local historical commissions add to the complexity of this process. An action item was taken to distribute her slides to everyone.

Kathy reviewed traffic flow options for the Lot #3 Ice House Rd. residential complex as a follow up to the last working session. Her analysis of the two options, access via Copperwood St. or alternatively Ice House Rd., shows the Copperwood option is lower cost. A related issue to this decision is access to the Hinkley cottages. Copperwood access to both Lot #3 and Hinkley results in a more 'neighborhood' design for Hinkley versus Ice House Rd. access which allows a senior center centric design for the Hinkley property. No decision was called for at this point.

Kathy then reviewed some preliminary financial analysis of building renovation costs for selected buildings on the main campus. Cost elements were estimated using current construction costs for direct construction items and typical unit ratios for construction project soft costs. HUD Fair Market Rental rates were used for revenue calculations. The analysis highlights the financial challenges and need for both historical tax credits and low-income housing tax credits to achieve financial viability for this development strategy. A request was made to compare these results with the experience at the Foxboro and Northampton sites. Gil Rodgers has data from these sites.

Jack Wolfe, representing the Warrant Committee, requested that information be provided to the Warrant Committee six weeks prior to the special town meeting to allow sufficient time to formulate an opinion on the project. He also recommended error ranges for financial analysis that would be acceptable to the Warrant Committee. He encouraged the committee to focus on deliverables required for the Warrant Committee as well as the special Town Meeting as we complete our work plan.

Preferred Reuse Scenario, Town Objectives and Public Feedback –

Committee members shared their opinion of the current preferred use scenario. Observations shared include the following points.

- Feel good meeting multiple objectives but then need to balance financial implications and perhaps adjust
- Multiple objectives: cultural, open space, housing, sense of place but is it finance-able?
- > Trails and paths need to be identified for public access
- Use Building 2 as an inn with high-end housing as back-up; possible rec center (work-out facility in it), Building 7: mixed use commercial (distillery, office, function space/ restaurant, gallery)
- 337 total dwelling units is too high
- Cultural center and park & recreation department building should be 'off balance sheet' for this project
- Design guidelines are required
- Importance of some of the goals depends cost to Town – balance cost vs. benefit
- Too much, too fast and too uncertain: consider town character -- education and open space have always been the two top priorities for the town, not uncontrolled growth
- Cultural center and parks and rec have overlapping services – want to see coordination for both to succeed
- Project risk management – may need to develop alternate plans for contingency purposes - What happens if tax credits go away – what is the contingency plan
- Want to imagine now what our scenario would feel like to people; what is the experience?
- Is there another revenue stream to consider? For example entertainment or medical?

- Town wanted: open space, recreation and housing – we've answered housing and open space, but what are we doing for recreation?
- Worried about making the chapel the lynchpin in the project
- Message for the town – it's going to cost more: either density to cover cost or cost of demolition to land bank the property

Permanent Building Committee report back -

Teresa James, Randy Karg and John Harney met with the Permanent Building Committee on Tuesday 15 August.

They have just wrapped up the two primary projects on their 2008 list: the DPW Building and the Police and Fire building. Replacement of the Dale Street School has been identified as the next major capital project to address along with a potential new Park and Recreation Department building if approved by the Town. Dale Street School replacement requires approval at the State level to qualify for state funding. This is a multi year process that is just beginning.

The Permanent Building Committee has no identified need for a building at MSH but they are available to assist our committee if we identify a demolition or construction project.

Attendance Roster

Committee Members		
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Stephen Nolan - absent	Patrick Casey - absent	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members		
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Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher - absent	Jean Mineo	Bill Massaro
John Thompson - absent		

Others		
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Sarah Raposa	Kathy McCabe	Jen Mecca
Ona Ferguson	Osler Peterson	Gus Murby
Jasmin Chan	Dave Jacobson	Betsy Jacobson
Sadie Durham	Martha Festa	Jack Wolfe
Russell Morse		

Agenda

- 7:00 PM Welcome, intros, review previous sessions
 - Confirm completion of action items from 16 Aug 17
 - Discuss and vote on meeting minutes
- 7:10 Public comment
 - Opportunity for member of the public to share any pressing questions or thoughts
- 7:15 Parking and on-site transportation options
 - Introduction to parking considerations and options
 - Discussion of and agreement on preferred parking approach
- 8:15 Updated financial projections and key concepts
 - Share key points from financial subcommittee meeting in late August
 - Review key elements of the updated analysis
 - Discuss next steps and approach
- 9:15 Medfield Day
 - Discuss Medfield Day messages and approach
- 9:40 Public comment
 - Opportunity for members of the public to share any pressing questions or thoughts
- 10:00 Adjourn

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

No agreements were recorded in this session.

New Action Items

#	Item	Responsible	Due
1.	Distribute all slides from K. McCabe Assoc.	R. Karg	Done
2.	Verify ability to use land adjacent to water tower for parking with Town counsel	K. McCabe	
3.	Forward Water Tower Land Disposition Agreement to K. McCabe	B. Massaro	
4.	Review parking proposal and issues with absent committee members	O. Ferguson	
5.	Create a spreadsheet that summarizes parking allocations by land use for next meeting	J. Mecca	
6.	Provide current version of financial analysis to Jack Wolfe for review with Warrant Committee members	K. McCabe	Done
7.	Prepare materials for Medfield Day and schedule volunteer committee members at booth	Communications Subcommittee	Done

Holdover Action Items

#	Item	Responsible	Due
8.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open

Summary Notes

Meeting began: 19:06

Meeting concluded: 22:03

Meeting minutes for 16 Aug 17 unanimously approved

Motion: G. Rodgers Second: T. James

Public Comment –

A Harding St. resident, Russell Morse, expressed concern about the right-of-way access to the east side of the Hinkley property and the potential for development. The agreement of 02 Aug 17 was reviewed. No development of this parcel is planned.

Osler Peterson reported that he had approached the Olsons, adjacent landholders. They are not interested in selling their property for development at this time.

Parking and on-site transportation –

Preliminary plans for parking to support the preferred scenario were reviewed. A summary of the key parking data from the presentation:

Description	Parking Spaces
Existing main campus parking capacity	618
Required parking capacity to meet current Medfield zoning guidelines	1488
Required parking to meet standards of the Institute of Transportation Engineers	798

A significant takeaway from this analysis is the need to incorporate revised parking requirements in the zoning language for this parcel.

Comments and considerations noted during the discussion:

- Preserve view sheds as parking is incorporated into the plan
- Provide adequate parking to support non-resident uses. The site should not be viewed as a ‘Gated Community’
- Consider adding more parking in the southwest corner by the visitor center
- Consider adding more parking for in the northwest corner for river overlook users
- Consider using the area north of the paint shop (the former salvage yard) for parking

A proposal to review and consider emerging autonomous vehicle shuttles to support off site parking was presented.

Several action items were recorded for this topic in the action register.

Updated financials -

A summary of the 24 Aug 17 meeting of the Financial Analysis Subcommittee was provided in a handout.

The importance of accurate financial analysis as part of the master plan was reinforced. Concerns were voiced regarding unit costs associated with some elements of the site development cost estimate. Another member noted that McCabe’s site development cost estimate is consistent with prior cost analysis completed by DCAMM and VHB. Cost assumptions require additional vetting and reaching convergence on realistic and defensible ranges.

A major issue for this project is how to address site infrastructure costs such as utilities, roads and storm water management, and who should fund this portion of the project? If this burden is placed on the site developers it may result in unfavorable project economics that can only be offset by higher densities. The alternative is to fund site development by the Town, but this will be bond financing that requires approval at a Town meeting. J. Wolfe requested preliminary cost estimate data for review by Warrant Committee members (noted in the action register).

Tax credits are essential element of the financing of redevelopment at MSH. This includes federal historic tax credits, state historic tax credits and Low Income Housing Tax Credits (LIHTC).

Next steps include further refinement of the project focused financial assumptions and analysis as a foundation for estimating municipal and taxpayer financial impacts.

Medfield Day –

Preliminary plans for the MSHMPC booth were reviewed. The Communications Subcommittee will finalize messaging and prepare supporting collateral materials next week. Volunteers to work in the booth are needed.

Public Comment –

A concern about conducting public outreach at Medfield Day without incorporating any financial information was raised. Given the preliminary status of financial analysis the consensus opinion was to avoid presenting any financial numbers but forewarn interested parties that the committee and consultant are working on financials and that the project will probably cost the Town money.

The utility of using a Request for Information, RFI, to the developer community to assess the practicality of our preferred use scenario was discussed. Developers, however, are typically not motivated to respond to these requests. The practical utility of this vehicle to assess marketability of a development proposal is therefore limited.

Attendance Roster

Committee Members

Stephen Nolan	Patrick Casey	Ralph Costello
Teresa James	Randal Karg	Brandie Erb - absent
Gil Rodgers - absent		

Resource Members

Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others

Sarah Raposa	Kathy McCabe	Gus Murby
Mel Seibolt	Osler Peterson	Dave Jacobson
Betsy Jacobson	Ona Ferguson	

Agenda

- 7:00 PM Welcome, intros, review previous sessions
 - Confirm completion of action items from 6 Sep 17
 - Discuss and vote on meeting minutes
- 7:10 Public comment
 - Opportunity for member of the public to share any pressing questions or thoughts
- 7:15 Medfield day report out
 - Reflection on Medfield Day from those who participated
- 7:25 Maintaining control over the Medfield State Hospital Site
 - Discuss what committee and resource committee members think the town needs to have control over so they and residents will be comfortable with the plan to help shape policy and other master planning decisions
- 7:45 Zoning: Deciding about 40R
 - Deliberate on and decide if 40R makes sense for MSH
- 8:30 Financials
 - Review and discuss the ranges and trade-offs possible that could make the private financing work
- 9:20 Parking
 - Present and discuss key transportation issues including shared parking implications to ensure public access
- 9:50 Project timeline
 - Discuss work plan and proposed adjusted timeline to get to a town vote
- 10:10 Public comment
 - Opportunity for members of the public to share any pressing questions or thoughts

- 10:20 Review action items and topics for the next meeting's agenda
- 10:30 Adjourn

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. A motion to pay a charge order of \$22,420 to McCabe Assoc. was unanimously approved.
2. Obtain the transportation study scope of work by direct contract with Pare Engineering once the decision is made to use either a transportation assessment or a transportation analysis.
3. 40R zoning will be incorporated in the MSH zoning strategy.

New Action Items

#	Item	Responsible	Due
1.	Obtain more information on the scope of work included in transportation assessment versus a transportation analysis to enable the Committee to make an informed decision on which service to obtain from Pare Engineering	K. McCabe	17 Sep 17
2.	Distribute Board of Selectmen's final guidance document to all committee members	S. Nolan	Done
3.	Respond to social media posting on "Medfield Concerned Citizens"	L. Fisher	22 Sep 17
4.	Distribute K. McCabe slides from this meeting	R. Karg	Done
5.	Create an agenda and schedule a meeting of the Financial Sub Committee.	P. Casey	
6.	Review draft timeline and forward comments on concerns and omissions to O. Ferguson	All	27 Sep 17
7.	Forward draft timeline to Board of Selectmen and Warrant Committee	S. Raposa	Done
8.	Follow up with Mark Cerel about the ability to use the water tower parcel for parking based upon the 2014 legislation	S. Raposa	Done

Holdover Action Items

#	Item	Responsible	Due
9.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
10	Forward B. Massaro's email note Re: land use adjacent to new water tower to S. Raposa	K. McCabe	22 Sep 17

Summary Notes

Meeting began: 19:04

Meeting concluded: 22:35

Meeting minutes for 06 Sep 17 unanimously approved

Motion: S. Nolan Second: R. Karg

McCabe Associates Change Order -

K. McCabe submitted a change order request for seven items that include both retrospective and prospective activities. The final item in the request is for a traffic study with two different approaches: A transportation assessment or a transportation analysis. The transportation analysis is listed at \$8,000 while the transportation assessment costs \$3,700. Kathy will investigate the scope difference for the two options and report back to the committee for their deliberation.

The change order total for the first seven items totals \$22,420. A motion to approve payment of this sum was made.

Motion: S. Nolan Second: R. Costello Unanimous approval

It was agreed to obtain the transportation study scope of work by direct contract with Pare Engineering once the decision is made to use either a transportation assessment or a transportation analysis. Prior transportation studies from DCAMM (2005), Park and Recreation and the Larkin development are available to assist this activity.

Motion: P. Casey Second: R. Costello Unanimous approval

Spending for this change order, the transportation study and spending for CBI services will effectively exhaust the entire budget professional service approved by the Town for the Committee's work.

Public comment –

G. Murby reviewed the final guidance to the committee from the Board of Selectmen. Their agreements are captured in a document forwarded to S. Nolan. An action item was taken to distribute this to all committee members for their review and understanding. He also stated that his position on the Ice House Lot #3 property was shared with all committee members in a prior email.

Medfield Day feedback –

The MSHMPC booth was well-attended throughout the day with a steady stream of interested visitors including Town Officials. The Preferred Scenario received a great deal of interest and was well-received. Some follow-up will be required to address a posting on the Medfield Concerned Citizen social media site.

Control –

K. McCabe led a discussion on control issues that were given to the committee as an off line work assignment. The assignment posed two questions:

- What do you believe the Town needs to have control of as to MSH re-use, so that you and the residents are comfortable with the desired re-use plan?
- What do you fear if the Town does not have “control” at MSH?

The subsequent discussion was captured on flipcharts.

What does Medfield need to control
Design guideline – mentioned 3 times
Ownership – mentioned 2 times
User experience – guidelines, public access, density, aesthetics, use
Go slow in build out, keep options open, make no mistakes, buy time
Zoning
Maintain public access
Manage community amenities
Owning and controlling public spaces especially important
Historic rehab will be controlled by National Park Service
If we have one master developer, they can absorb infrastructure costs more easily but we might have less control. If we have sub-developers, we might have more control but they might not be able to easily absorb the cost of the infrastructure.
Control objectives & allow for flexibility as context changes
Full time project manager
What we fear if we don't adequately control MSH
\$573m project with long timeframe and difficulties due to changes in uses, number of units, market condition and requirements
107 extra 40B units, depending upon 40B to get credits for buildings we may not need
Lose control when sold
Don't know what town wants beyond semi-rural, cost avoidance, good schools. What can we absorb financially
One developer controlling whole site = loss of town control
Our mixed-use vision is not implemented and achieved
Lousy appearance
Unanticipated use mix
No developers respond
Antagonized or frustrated developers
How to control master developer and sub-developers
Discussion Items
Focus on outcomes
Timing matters to make it work
Disposition agreement transferred when permitting completed
Select developer who share your vision
Ground leasing for rentals/long-term option
Want keepers of the vision over decades using these tools
Land disposition agreements can incorporate performance requirements, covenants and restrictions with deeds held in escrow as a means of control

Zoning –

McCabe Associates will commence creating draft zoning language shortly. To facilitate this activity, a decision regarding the use of 40R zoning is required. K. McCabe reviewed the essential elements and benefits of using 40R zoning. This approach has financial benefits without imposing unattractive constraints on the zoning strategy.

A motion was made to proceed with 40R zoning as part of the zoning strategy.

Motion: P. Casey Second: R. Costello Unanimous approval

Project financial review –

Financials were explored in two parts. Detailed information for this segment of the meeting is contained in the slides that have been distributed electronically to all members.

The first segment addressed the site development/infrastructure costs. K. McCabe presented a cost summary and the basis used to estimate site water and sewer items. One member disagreed with the estimate for utility piping developed by Pare Engineering based upon their own investigation.

Overall, the total site development cost developed by Pare is consistent with prior estimates prepared by both DCAMM and VHB that range from \$23m to \$28m.

The second part reviewed project financials with a building-by-building analysis. This exercise determined that the financial attractiveness of the project to developers remains a significant challenge. K. McCabe reviewed a couple alternative approaches to address this dilemma.

K. McCabe also shared preliminary thoughts about how to address financing of Lee Chapel into a community performing arts center. This activity will require a mix of public/private financing that may include a capital campaign, grants and Town funding. The timing to arrange and coordinate all these financing vehicles is a challenge.

P. Casey will follow up by scheduling a meeting of the Financial Sub Committee to further pursue these issues.

Parking –

This subject was deferred. A summary of parking needs analysis and options was distributed to attendees.

Project Timeline –

O. Ferguson reviewed a proposed draft for a timeline. Key elements of the schedule include:

- Changing the frequency of meetings to every third week to allow more time between meetings for McCabe to complete their scope of work
- The identification of additional tasks related to critical stakeholder outreach and alignment
- Moving the Special Town Meeting to the March timeframe

Concerns were raised about yet again delaying the Special Town Meeting and the burden placed on the Warrant Committee to prepare for both the Annual Town Meeting and the Special Town Meeting. Notes were taken on the concerns and an action item was recorded for all Committee members to review the draft and comment.

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Ralph Costello
Teresa James - absent	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members		
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Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher - absent	Jean Mineo - absent	Bill Massaro
John Thompson - absent		

Others		
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Sarah Raposa	Kathy McCabe	Jen Mecca
Ona Ferguson	Betsy Jacobson	Dave Jacobson
Jack Wolfe	Martha Festa	Mel Seibolt
Gus Murby	Osler Peterson	Tom Caragliano
Jasmin Chan	Sadie Durham	

Agenda

- 6:30 Welcome, intros, review previous sessions
 - Confirm completion of action items from 20 Sep 17
 - Discuss and vote on meeting minutes
- 6:40 Public comment
 - Opportunity for members of the public to share any pressing questions or thoughts
- 8:10 Financials: Town and taxpayer financial options and implications
 - Presentation and discussion of predicted impacts to the Town of Medfield and Medfield taxpayers, including estimated number of school children
 - Discussion of and decision about adoption of cost estimates
- 8:45 Design guideline principles
 - Presentation and discussion of principles to use in developing design guidelines for MSH
- 9:45 Committee business
 - Review revised committee timeline
 - Discuss letter for the Cultural Alliance of Medfield
- 9:55 Public comment
 - Opportunity for members of the public to share any pressing questions or thoughts
- 10:05 Review action items and topics for the next meeting agenda
- 9:20 Adjourn

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. An appropriate level traffic study should be incorporated into our timeline at a later date. The need for the study and level of detail will be determined later.
2. The proposed financial analysis work plan should be incorporated into our timeline.
3. The draft letter in support of the Medfield Cultural Alliance’s initial fund raising efforts was approved.

New Action Items

#	Item	Responsible	Due
1.	Create a proposal to incorporate an appropriate level traffic study into the work plan. The proposal should include use of prior traffic studies performed by both MEPA and Larkin Builders	S. Nolan/K. McCabe	18 Oct
2.	Verify the building permit revenue estimate	K. McCabe	18 Oct
3.	Get the number of school-aged children at The Parc development on West Street and review the estimated projection for school-aged children in the preferred plan	K. McCabe	18 Oct
4.	Refine the cost/pupil number with input from the school department	K. McCabe/M. Festa	18 Oct
5.	Forward the draft senior housing study plan to all committee members	S. Raposa	Done
6.	Update the financial summary slide deck with input from this session. Separate the one- time costs and revenues from the annual ongoing cash flows.	K. McCabe	06 Oct
7.	Revise timeline and link with financial decision-making process	P. Casey, S. Nolan, O. Ferguson, K. McCabe	17 Oct
8.	Communicate with PARE about what reports the committee already has and what it might need from a traffic study at this stage.	S. Nolan, O. Ferguson	31 Oct
9.	Share the DCAM estimate of number of children per household with the committee.	B. Massaro	17 Oct

Holdover Action Items

#	Item	Responsible	Due
10	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open
11			

Summary Notes

Meeting began: 18:36

Meeting concluded: 22:29

20 Sep 17 Meeting Minutes/Action Item Review -

K. McCabe reported back on her findings regarding transportation *assessment* versus transportation *analysis*. In summary an *analysis* provides a more thorough survey of traffic patterns based on quantitative data with more detailed and specific recommendations for traffic management methods. The group felt that this level of detail was not needed at this time for our master planning activity, but would be appropriate when the master plan is more defined. An action item was taken to communicate with PARE about what information the committee might need given that we have several previous reports. Prior studies from both MEPA and Larkin Builders are available to assist this effort.

Meeting minutes for 20 Sep 17 approved by consensus with one dissenting vote. One member felt that the notes about the utility cost estimate did not adequately capture his disagreement. A member of the Warrant Committee stated that he would not accept cost estimates based upon anecdotal project data but only those estimates prepared by credible professionals.

Motion: P. Casey

Second: R. Karg

Financials: Town and taxpayer financial options and implications -

K. McCabe presented the analysis of the potential financial impact to the Town.

Major revenue sources include one-time items such as land acquisition (revenue from property (land and building) sale to a developer), building permit fees and connection fees. Ongoing revenue is created by real estate taxes and personal property taxes.

Major ongoing costs to the town include the cost for incremental school-aged children and the cost of general Town services.

Meeting participants asked for clarification about or challenged several assumptions used in the analysis.

- \$10/sq. ft. assumption for renovated or new building space and assigning zero value for land used in estimating acquisition value to Town
- Building permit revenue
- Impact of revenue sharing with DCAMM
- Average vs. variable costs per pupil for incremental students in Medfield schools
- Estimated number of school-aged children in the proposed plan
- Market demand for senior housing stock
- Need to use ranges (e.g., high, low, & mid-point) for both costs and revenues to quantify sensitivities and uncertainties of the analysis

Action items were identified to clarify and confirm these assumptions.

A request was made to separate the one-time items from the recurring annual items in the summary tables. K. McCabe will make that adjustment prior to distributing the slide deck to committee members.

K. McCabe described how District Improvement Financing (DIF) can help with Town costs. The advantage of this approach compared to straight bond financing by the Town is that it does not count against the Town's debt limit.

P. Casey reviewed his proposed work plan for gaining concurrence and alignment of the financial analysis of the preferred plan. He suggested involving the Board of Selectmen and the Warrant Committee to gain their understanding, constraints, and recommendations with the project and its financial implications. There are a number of key cost and revenue assumptions fundamental to the analysis that need to be vetted, but he did not feel the task will impede the work. His proposal for next steps was accepted and will be incorporated into the committee's work plan.

Design Guidelines –

J. Mecca conducted a quick review of the design guideline concept and conducted a visual preference exercise using photos of selected developments. Committee members identified key design aspects like rooflines, massing, street walls and materials that they think are important. A suggestion was made to review other projects (such as other state hospital redevelopments and the Wentworth Institute of Technology student exercises) for ideas and examples to guide this effort. Jen noted other recommendations and feedback on the visual preference exercise were noted for her follow up.

Committee Business –

O. Ferguson reviewed the 04 Oct 17 draft timeline. Suggestions were solicited for the best point to involve the Board of Selectmen. The consensus opinion was that at least one more Committee meeting was needed to firm up the financials prior to involving other groups formally in the discussion. O. Ferguson will incorporate P. Casey's proposed work plan into the timeline.

S. Nolan noted that the Board of Selectmen approved the McCabe and CBI change orders requested, but strongly cautioned that this is the final approval for additional funding for consulting services. He asked all committee members to involve him in any requests for additional services from our consultant team.

The draft letter for the Cultural Alliance of Medfield was reviewed. It was accepted as written but it raised the issue of how an arts/cultural center will be treated in the financial analysis and if this should be an "off-balance sheet" element similar to a sports and recreational complex. O. Ferguson will add this topic to the agenda for discussion at the October 18th meeting.

Public Comment –

One public attendee related his conversation with an acquaintance who is a master developer. In this person's opinion the Lee Chapel is not in the correct location at the site for a culture center and would be better suited to a community center type use. He also volunteered to respond to an RFI if it were sent to him.

Another person raised concern about "front-loading" and timing of fundraising for the proposed Lee Chapel culture center prior to having an agreement upon Master Plan proposal.

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members		
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Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher - absent	Jean Mineo	Bill Massaro
John Thompson - absent		

Others		
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Sarah Raposa	Kathy McCabe	Jen Mecca
Ona Ferguson	Betsy Jacobson	Dave Jacobson
Bob Tormeg	Mel Seibolt	Gus Murby
Osler Peterson	Jerry Potts	Sadie Durham
		Isabella Szabolcs

Agenda

- 6:30 pm Welcome, Introductions, Review Previous Action Items
 - Confirm completion of action items from 9/20/17.
 - Discuss and vote on meeting minutes.
- 6:40 Public Comment
 - Opportunity for members of the public to share any pressing questions or thoughts.
- 6:45 Reuse Qualities & Services
 - Confirm the list of key qualities and services the committee hopes to provide through the MSHMPC reuse plan.
- 7:00 Financial Assumptions (Costs and Revenues)
 - Discuss and provide guidance on financial assumptions, including local market conditions, in preparation for trade-offs discussion at the next meeting.
- 8:10 Committee Business
 - Review revised committee timeline.
 - Discuss facilitation contract / RFP.
- 8:15 Public Comment
 - Opportunity for members of the public to share any pressing questions or thoughts.
- 8:25 Review Action Items and Topics for the Next Meeting's Agenda
- 8:30 Adjourn

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. Use Building #2 for a proposed inn versus Building #7 as presented in this version of the financial analysis

New Action Items

#	Item	Responsible	Due
1.	Create a forced ranking instrument for committee members to indicate the relative importance of the elements identified in the 10/17 "Uses and Services" list	O. Ferguson	19 Oct
2.	Verify the new construction cost basis for Building #8 in the next iteration of the financial analysis	K. McCabe	01 Nov
3.	Review the market demand for market- priced rental housing by demographic segment and product type in the next iteration of the financial analysis	K. McCabe	01 Nov
4.	Obtain clarification of the Warrant Committee's financial objectives for the MSH site	P. Casey	01 Nov
5.	Create a proposal for a new facilitation services scope of work and cost estimate to be presented to the Board of Selectmen for their approval.	S. Nolan/O. Ferguson	01 Nov

Holdover Action Items

#	Item	Responsible	Due
6.	Outline the traffic study options, seek info as needed from McCabe team, but start with what we have/know.	S. Nolan/O. Ferguson	01 Nov
7.	Refine the cost/pupil number with input from the school department.	K. McCabe/M. Festa	01 Nov
8.	Revise timeline and link with financial decision-making process.	P. Casey, S. Nolan, O. Ferguson, K. McCabe	01 Nov
9.	Share the DCAM estimate of number of children per household with the committee.	B. Massaro	01 Nov
10	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open

Summary Notes

Meeting began: 18:34

Meeting concluded: 21:27

Meeting minutes for 04 Oct 17 unanimously approved with one abstention

Motion: B. Erb Second: G. Rodgers

Public Comment -

An attendee voiced his personal opinion on the preferred scenario

- In favor of attempting to save the buildings – What does this cost?
- Favors some modest up-front investment to launch site if it will bring the town future revenue
- Supports components of the plan that are attractive and foster a vibrant destination of interest to people in the broader area (e.g. density, the proposed arts & culture center)
- Feels that housing on the Ice House Road town owned property is the best use of those parcels; Proximity to senior center is attractive for senior housing

Uses and Services in the Strategic Re-use Plan –

O. Ferguson solicited feedback on a draft list of uses and services the committee hopes to see in the MSH reuse. Participants noted the desire for mixed-uses, suggested adding ‘Agriculture’ to the list, and agreed that she should conduct a forced ranking exercise by the committee using weighing factors prior to the next committee meeting.

Financial Analysis Review –

K. McCabe presented the fourth iteration of the building-by-building financial analysis that has been conducted by her team. This analysis is the first step of the overall financial analysis process that also includes assessing the financial impact on the Town and Town taxpayers. The objective of this exercise was to determine a financially attractive re-use development scenario from a development investor’s point of view. With particular focus on which components work now from a developer’s perspective and which likely do not along with options for making adjustments. The site development (including infrastructure) costs are not included at this point in the process. The fundamental assumptions used for costs and rents and land acquisition fees were shared, discussed and – in some cases – debated.

In summary, these points were made –

- Agreement was reached to use and run numbers on Building #2 as a proposed inn (versus Building #7, as presented in this iteration).
- The strategy for improving the financial viability of building re-use is based upon a mix of increased density (i.e., more dwelling units,) changing uses, addressing financial assumptions regarding arts/cultural center, and expanded use of tax credits for historical preservation and low income housing. This strategy has consequences and limitations: potential greater population of school age children, limitations on the flexibility of phasing selective demolition and using rental vs. ownership properties to preserve historic tax credits, and creating a large, rental-oriented development
- The construction cost assumption for Building #8 should be verified; the value used in this iteration appears to be too high.
- The amount of space allocated to non-residential uses is above what the RKG market forecast says the market can bear.
- There was a question about whether there is sufficient demand for the proposed number of market-priced residential rental units. A recommendation proposed that analysis of the demand-side housing assumptions be completed by major demographic segments such as

seniors, down-sizers, assisted-living residents, full-care residents, millennials, new residents, etc.

P. Casey reviewed the recent work of the Financial Subcommittee. They have continued their analysis with participation of J. Wolfe and M. Festa, who represent the Warrant Committee. He shared the Warrant Committee's and Town Administrator's recommendations.

- Keep the March Special Town Meeting in the timeline.
- Aim for 'break even' overall project economics with no town financing required. P. Casey strongly cautioned against 'rejecting' or 'ignoring' this guidance. However, the exact definition and detail of this guidance requires some clarification. Action item noted.
- Joint working sessions with the Warrant Committee and the MSH Master Planning Committee are not recommended. J. Wolfe and M. Festa will continue to serve as liaisons from the Warrant Committee to the MSH MPC.

Committee Business –

The committee work plan timeline will be reviewed at the next meeting.

Revisions to the project timeline have resulted in almost full expenditure of all the approved funding in the current CBI facilitation contract. S. Nolan and O. Ferguson will create a proposal for a new scope of work and cost estimate to be presented to the Board of Selectmen for their approval.

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Ralph Costello
Teresa James	Randal Karg	Brandie Erb
Gil Rodgers		

Resource Members		
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Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher - absent	Jean Mineo	Bill Massaro
John Thompson - absent		

Others		
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Sarah Raposa	Kathy McCabe	Jen Mecca
Ona Ferguson	Bob Tormey	Dave Jacobson
Jack Wolfe – WC	Martha Festa – WC	Mel Seibolt
Osler Peterson	Mike Taylor	Jerry Potts

Agenda

- 6:00 pm** **Welcome, Introductions and Review Previous Action Items**
 - Confirm completion of action items from 10/18/17.
 - Discuss and vote on meeting minutes.
- 6:10** **Public Comment**
 - Opportunity for members of the public to share any pressing questions or thoughts.
- 6:15** **Trade-Offs**
 - Quick discussion of the results of the committee poll on qualities and uses.
 - Work through a series of possible trade-offs, considering additional impact (both positive and negative) of making particular changes, seeking the best combination of elements for a proposed plan that will meet a variety of important interests for the Town of Medfield.
- 9:10** **Public Comment**
 - Opportunity for members of the public to share any pressing questions or thoughts.
- 9:20** **Committee Business, Review Action Items and Topics for the Next Meeting's Agenda**
- 9:30** **Adjourn**

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

These two modules from K. McCabe’s presentation are viable methods to improve financial results via density increases. Members support the McCabe team looking into modifying the Aug 2 preferred scenario by working with these two ideas, considering whether there is an option for a new building that makes sense, plus refining the estimated education cost per child.

- Module “A” – adding 14 duplex units in the southeast quadrant
- Module “F” – adding 60 units via extensions buildings of 11, 12, 14 and 15 at the north end (especially if there’s any way to have it lean toward more senior living/decreasing the number of school children.)

New Action Items

#	Item	Responsible	Due
1.	Revise the preferred scenario and static model with results of this meeting’s discussion.	K. McCabe	01 Nov
2.	Review the local market for 1-3 family units with R. Costello	K. McCabe	01 Nov

Holdover Action Items

#	Item	Responsible	Due
3.	Create a proposal for a new facilitation services scope of work and cost estimate to be presented to the Board of Selectmen for their approval.	S. Nolan/O. Ferguson	01 Nov
4.	Refine the education cost/pupil with input from the school department.	K. McCabe/M. Festa	01 Nov
5.	Revise timeline and link with financial decision-making process.	P. Casey, S. Nolan, O. Ferguson, K. McCabe	01 Nov
6.	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open

Summary Notes

Meeting began: 18:06

Meeting concluded: 21:33

Meeting minutes for 18 Oct 17 unanimously approved

Motion: B. Erb Second: G. Rodgers

Trade-Offs –

O. Ferguson reviewed the results of the weighted ranking of re-use priorities conducted online between meetings with all committee members. Because the survey was imperfect, it provides a general feel for the sense of the committee rather than a fully prioritized set of qualities and uses.

The top four priorities that those who responded to the survey would like the MSH reuse plan to provide are:

1. A destination for the whole town
2. Open spaces, views
3. A plan that will work
4. Reasonable costs to the town

K. McCabe presented a series of trade off ‘modules’ that could be implemented to adjust the preferred scenario on the main campus. Each module contained a possible set of uses at particular places within the main campus with summary financial data and changes to the school aged children population.

The basis for the financial data is a static model with these assumptions:

- One time revenue items -
 - \$10/sq. ft. development rights
 - Fees for building permits and sewer/water connections based upon unit sq. ft
- One time expense charges to base scenario due to road and water/sewer impact
- Ongoing, annual *net* tax revenue equal to the real estate taxes based upon valuations at 5-year full build out stabilization LESS the increased cost for school children and the pro-rated share of increased general municipal services based upon dwelling count.

Some committee members raised some challenges to the simplifying assumptions embodied by these basis but agreed to proceed with the exercise. Accurately determining the incremental education cost per pupil remains an open action item. The school system has capacity to absorb 300 additional students before triggering a facility expansion.

Members each had the opportunity to indicate which module(s) if any they would like to consider as an option for adjusting the preferred plan. Participants worked hard to figure out how they might make the preferred plan more financially viable while still maintaining the key aspects of the MSH main campus that they care most about. After review of all the modules, the consensus was that these two modules are viable methods to improve financial results via density increases.

Module “A” – adding 14 duplex units in the south east quadrant [or some version of more duplex units here, aiming overall to maximize density in this area if there’s a need to go higher.]

Module “F” – adding 60 units via extensions buildings 11, 12, 14 and 15 at the north end

K. McCabe then asked committee member to identify their ‘sacred cows’ of what is most essential preserve/provide on the main campus. People expressed divergent opinions about rental versus ownership of dwelling units and mothballing buildings for future use, but there was consensus was that Lee Chapel and Buildings 22, 22A and 23 should be preserved. In addition, many people named open space and access as very important, especially on the western and northern portion of the main campus. Other aspects people named as ‘sacred cows’ include:

- Reducing the total number of units to be in line with what has been previously presented in open workshops and meetings (e.g., 268 units – including Hinkley and #3 Ice House Road on May 24, 2017 and June 12, 2017)
- Protecting the layout and the design, rehabbing buildings if possible, keeping the quad framed enough to provide a sense of that beautiful layout.
- Not developing this site in a way that is too fast or limits future choices or needs. And, in contrast, others expressed concern that going step by step and moth-balling certain buildings isn't feasible.
- Programming, cultural center.
- Trees and the 'town green' aspect of the main campus.

It was noted that zoning does not address the issue of rental versus ownership, instead, zoning indicates housing and the level of density of that housing. The developer makes this decision in response to market and financial considerations .

K. McCabe reviewed a scenario that analyzed infrastructure funding by use of MassWorks grants and District Improvement Financing, DIF. The static analysis shows that there may be a reasonable possibility of meeting the Warrant Committee's financial objective with this funding strategy when future cash flows are analyzed.

The next meeting of the committee will be a joint meeting with the Planning Board on 15 November at the Public Safety Building.

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb - absent

Resource Members		
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Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others		
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Sarah Raposa	Kathy McCabe	Jen Mecca
Ona Ferguson	Mel Seibolt	Dave Jacobson
Sadie Durham	Jasmin Chan	Martha Festa
Jack Wolfe	Osler Peterson	Bob Tormey
Mary Cusano	Jerry Potts	Joanna Hilvert
Paul McKechnie	Seth Mehane	Jim Brand
Greg Sullivan	Sarah Lemke	

Agenda

- 6:30 pm** ***MSH MPC Member Arrival***
- 6:30** **Welcome, Introductions and Review Previous Action Items**
 - Confirm completion of action items from 10/25/17.
 - Discuss and vote on previous meeting minutes.
 - Historic tax credits letter.
- 6:50** **Public Comment**
 - Opportunity for members of the public to share any pressing questions or thoughts.
- 7:00** ***Medfield Planning Board Member Arrival***
- 7:00** **Review Medfield State Hospital Preferred Scenario**
 - Overview presentation of the preferred scenario – Kathy McCabe
- 7:15** **Zoning Overview**
 - Presentation of proposed zoning approach – Kathy McCabe
 - Discussion of key zoning questions
- 8:30** **Design Guidelines**
 - Presentation of draft content for design guidelines – Jen Mekka
 - Discussion of any key design guideline questions
- 9:15** ***Medfield Planning Board Members Depart***
- 9:15** **Parcelization / Land Ownership**
 - Presentation of possible approach to land ownership at the state hospital.
 - Kathy McCabe
- 9:45** **Committee Business**
 - Review timeline, action items, future topics for discussion

- 10:00 Public Comment**
- Opportunity for members of the public to share any pressing questions or thoughts.
- 10:15 Adjourn**

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. A motion to request \$25,000 for additional facilitation services was unanimously approved.

New Action Items

#	Item	Responsible	Due
1.	Bring thank you note card to next meeting for signatures to recognize R. Costello's contribution to the committee's progress.	S. Raposa	13 Dec ??
2.	Distribute school cost analysis compiled by M. Festa to all committee members	S. Nolan	Done
3.	Post an announcement via the MSH email channel that explains the financial impact of proposed changes in the Federal Historic Tax Credit program to the MSH project and encourage citizens to contact appropriate Congressional members.	L. Fisher	22 Nov
4.	Write draft letter to Congressional delegates to request support for continuation of Federal Historical Tax Credits.	S. Nolan	22 Nov
5.	Distribute slides and draft version of MSH Smart Growth Overlay District document to committee members	R. Karg	Done
6.	Provide comments/modifications recommendations on Smart Growth Overly District to K. McCabe	All	22 Dec
7.	Re-schedule coordination call on 29 Nov 17 if necessary	O. Ferguson	

Holdover Action Items

#	Item	Responsible	Due
8.	Revise the preferred scenario n and static model with results of the 25 Oct 17 meeting discussion	K. McCabe	01 Dec
9.	Review the local market for 1-3 fammily units with R. Costello	K. McCabe	01 Dec
10	Revise timeline and link with financial decision-making process.	P. Casey, S. Nolan, O. Ferguson, K. McCabe	01 Dec
11	Schedule Tangerini farms to meet with the Committee regarding potential agricultural uses	G. Rodgers	Open

Summary Notes

Meeting began: 18:35

Meeting concluded: 22:50

Meeting minutes for 25 Oct 17 unanimously approved

Motion: G. Rodgers Second: P. Casey

Committee membership –

S. Nolan reported that the Board of Selectmen determined that R. Costello should leave the committee to avoid the appearance of a conflict. The Committee noted his valuable service to the planning effort and will recognize his contribution with a formal personal note. S. Raposa will bring a card to next meeting for signatures. Committee membership totals six people: 4 votes are necessary for a simple majority vote and 5 votes are necessary for a super majority vote.

Action item review –

Items #1, #2 and #5 remain open and will be moved to the holdover section. P. Casey noted that the issue of calculating the net present value of the preferred scenario remains to be completed and that coordination of the tasks and timeline must be addressed quickly.

The second action item prompted a discussion of the scope of work that McCabe Associates contracted to complete. The contract does not include a market assessment study. The prior work completed by RKG has been the basis for assumptions guiding this phase of analysis. K. McCabe stated that it is a challenge to meet the timing and deliverables in the current contract scope and further work is not possible within the budget.

S. Nolan requested that a unit summary of the housing types incorporated into the preferred scenario should be prepared.

Historic tax credit issue –

The current preferred scenario depends heavily upon gaining approximately \$42 million in tax credit funds. The current U.S. House of Representatives tax proposal eliminates this program while the Senate version reduces the program by 50%. If the historic tax credit program is eliminated or reduced it will present a significant financial challenge to the proposal.

L. Fisher will use the MSH email outlet to inform citizens of the impact of these proposed changes and encourage them to contact appropriate Congressional members. S. Nolan will draft a letter to appropriate Congressional members requesting support for continuation of the program for the Committee to sign at the next meeting.

Senior Housing/Council on Aging Public Meeting –

The Board of Selectmen have scheduled a public meeting from 16:00 – 19:00 on 07 Dec 17. S. Nolan encouraged committee members to attend.

Preferred scenario review, zoning, parking, design guidelines –

K. McCabe reviewed the master plan for the Planning Board members in attendance. Questions were raised about the mix of residential versus commercial uses. The current plan contains an 80/20 mix of residential/commercial. This is higher than the existing mix in Medfield. Question was also raised about commercial use on west side versus housing.

A comprehensive review of zoning options, administrative process and implementation methods were reviewed with a recommendation to use a 40-R smart growth overlay strategy. Use of sub zones was proposed within the overlay to facilitate implementation of unique design guidelines and disposition strategies tailored to each zone's requirements. Recommendations for each zoning sub district were made for future consideration as this element of the implementation plan is finalized. Question was raised about including parcel A-1 but not A-2 in the 40-R overlay zone. The existence of an easement from Hospital Rd. to the water tower was identified.

The 40-R zoning strategy will qualify the Town for incentive payments that could total more than \$1 million if the current plan is implemented completely. It will also position the project favorably for MassWorks and other grants. 40-S money is also available, but Medfield is not a high priority candidate for these funds. A hard copy of the draft version of the Smart Growth Overlay District document was distributed. An electronic version of the document and presentation slides will also be distributed. All committee members were encouraged to review and provide comments/modifications to K. McCabe.

The traffic and parking plan for the main campus was reviewed with a recommendation that the Town's current parking requirements be relaxed for the site. Current requirements will result in approximately 11 acres of parking space distributed across the site. Use Institute of Traffic Engineers guidelines results in a total of 6 acres of parking. Use of autonomous electric vehicles as a shuttle service from remote parking areas may be a feasible future solution to the need for additional event parking in the central campus area.

J. Mecca reviewed a summary of the design guidelines developed thus far. An observation was made that graphics can be more useful than text based guidelines.

Facilitation Services Contract –

A motion to request \$25,000 for additional facilitation services was unanimously approved.

Motion: G. Rodgers Second: R. Karg

Agreement was reached to tentatively schedule an expanded coordination call with O. Ferguson, S. Raposa, S. Nolan, P. Casey, K. McCabe, J. Mecca, T. James and L. Fisher for 08:30-10:30 on 29 Nov 17. O. Ferguson will lead re-scheduling activity if timing is not practical.

Next meeting –

Tentatively scheduled for 13 December.

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb

Resource Members		
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Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher - absent	Jean Mineo	Bill Massaro
John Thompson - absent		

Others		
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Sarah Raposa	Kathy McCabe	Jen Mecca
Carri Hulet	Jim Brand	Seth Meehan
Paul McKechnie	Martha Festa	Joanna Hilvert
Dave Jacobson	Gus Murby	Mel Seibolt
Tom Caragliano	Jerry Potts	Osler Peterson

Agenda

- 6:30 Welcome, Introductions and Review Previous Action Items**
 - Confirm completion of action items from 11/15/17.
 - Discuss and vote on previous meeting minutes.
 - Share any relevant updates
- 6:40 Public Comment**
 - Opportunity for members of the public to share any pressing questions or thoughts.
- 6:45 Review Medfield State Hospital Preferred Scenario**
 - Review the revised preferred scenario and broad financial summary. – Kathy McCabe
- 7:30 40R Zoning**
 - Presentation of zoning language and committee feedback. – Kathy McCabe
 - Presentation of design guideline framework within 40R
 - Review adoption process and public hearings
 - Decide on any outstanding zoning questions.
- 8:30 Disposition and Implementation**
 - Presentation of possible approaches for disposition and implementation. – Kathy McCabe
 - Discussion and decision on key disposition and implementation questions.
- 9:10 MSH Strategic Reuse Master Plan Overview**
 - Presentation on the outline and initial content of the master plan document. – Kathy McCabe
- 9:30 Preparation for the December 19 Board of Selectmen’s Meeting**
 - Discussion of how to present the MSHMPC’s work on Dec 19. - All

9:50 Committee Business

- Review timeline, action items, and future topics for discussion.

10:10 Public Comment

- Opportunity for members of the public to share any pressing questions or thoughts.

10:30 Adjourn

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. Keep the costs, revenues, and net income an arts & culture center including renovation of Building 24 (Lee Chapel) and Building 25 (Infirmary) out of the financial analysis. They will be treated as a standalone independent project with a specific timeframe for completion.
2. Consideration for Town support of the arts and culture center should be incorporated into site infrastructure cost
3. The southeast quadrant should include 24 units of market-rate senior-appropriate housing. This can be an early phase development given proximity to Hospital Road and utilities. A subsidy for senior buyers is not included in the financials.
4. The impact to taxpayers in terms of incremental property taxes will be estimated by using the results of the net present value calculation

New Action Items

#	Item	Responsible	Due
1.	Forward tonight's slides to all	R. Karg	Done
2.	Review development strategy incorporating 40R zoning with the Department of Housing and Community Development	S. Raposa/K. McCabe	19 Dec
3.	Review and reconcile comments collected in the draft Smart Growth Overlay District document's use table.	S. Nolan/K. McCabe	Next meeting
4.	Provide the proposed draft 40R boundaries map (SGOD Map) for committee review	K McCabe	19 Dec
5.	Prepare briefing materials for Board of Selectmen meeting on 19 December	S. Nolan/K. McCabe/B. Erb	19 Dec

Holdover Action Items

#	Item	Responsible	Due
6.	Revise timeline and link with financial decision-making process	P. Casey, S. Nolan, C. Hulet K. McCabe	

Summary Notes

Meeting began: 18:41

Meeting concluded: 23:34

Meeting minutes for 15 Nov 17 unanimously approved

Motion: G. Rodgers Second: S. Nolan

Initial Public Comment –

- Concern was raised about conducting financial analysis while the plan development and definition is being finalized
- Concern about using a 40R overlay zoning strategy with requirements that lead to loss of control over property, especially minimum density mandates. Question whether a 40R strategy can be reversed if the requirements ultimately become overly burdensome to the Town.
- S. Raposa reported that the Town has received a grant to prepare a 40R zoning ordinance. She will need to monitor our decisions to manage this grant appropriately.

Preferred Scenario Review –

K. McCabe reviewed the latest iteration of the preferred scenario and the building-by-building financial analysis.

Salient points from this review and discussion include:

- Site development infrastructure costs are not incorporated into the financial analysis. K. McCabe noted that the current estimate of this cost is \$20 million.
- The annual Town cash flow at full build out is a positive \$2.8 million over the time period of the financial analysis (5 years)
- The cost of the arts and culture center should not be incorporated into the financial analysis
- Housing density on the central campus remains a concern. The trade-off between the Town's desire for limited housing against the financial objectives will be tested using sensitivity analyses

Formal agreements achieved during the review include:

- Keep the cost of renovating Building 24 (Lee Chapel) and Building 25 (Infirmary) for an arts & culture center out of the financial analysis. They will be treated as an independent project with a specific timeframe for completion.
- Consideration for Town support of the arts and culture center should be incorporated into site infrastructure cost
- The southeast quadrant should include 24 units of market rate senior appropriate housing. This can be an early development given proximity to utilities on Hospital Road. A subsidy for senior buyers is not included in the financials.
- The impact to taxpayers by the incremental change in property taxes will be estimated using the results of the net present value calculation

Remaining work to be completed includes:

- Summarize in a single document all key cost and revenue assumptions and the basis used for these assumptions in a format that will facilitate review and provide backup documentation. As part of this work, K. McCabe will include any specific sources that she has in hand.
- Summarize in a single document the methodology and key assumptions used in the financial analysis

- Conduct sensitivity analysis to test the major tradeoffs such as variation of number of housing units and impact on NPV.

40R Zoning –

The zoning and land disposition strategy is a combination of 40R zoning to capture financial incentives from the State and development agreements (vs land sales) as a means to maintain long term local control over the site. This is a novel approach that has no known precedents and is not explicitly referenced in 40R legislation. K. McCabe and S. Raposa have a phone meeting with the Department of Housing and Community Development, DHCD, on 19 Dec 17 to assess feasibility of this approach.

Many questions were raised during the discussion.

- What are the proposed boundaries for the 40R overlay district (SGOD Map)
- Do these boundaries including parking, sidewalks and landscaping around buildings?
- Can upper bounds for number of housing units be included to prevent excessive development?
- Will the total amount of open space in the current plan exceed the maximum allowable amount allowed in 40R zoning?
- Are land leases allowed in 40R zoned developments?
- Can we convert a proposed 40R overlay into a conventional overlay district?
- Are Town lighting zoning requirements applicable and available?
- What is the impact of a development rights strategy on the financial analysis?
- What is the best way to structure the land disposition agreement to maximize revenue to the Town?
- Should we address uses for the north field in the design guidelines or be silent on any uses beyond open space?
- What is the best way to structure the development implementation guiding documents (zoning ordinance, design guidelines and land disposition agreement) to simultaneously meet the Town objectives and the restrictions of 40R legislation and DHCD requirements? This is a topic for the 19 Dec 17 meeting with DHCD.
- Parking plan needs to be refined
- Many questions were raised in the draft Smart Growth Overlay District document's use table. These should be reviewed and resolved by the committee.
- Need to have a public hearing on 40R at the Selectmen's meeting on 16 Jan 18 or at a special meeting TBD.

Draft Design Guidelines --

- Jen Mecca distributed and briefly summarized outline for Design Guidelines that will become an integral part of the zoning overlay document.

Board of Selectmen Update –

The Committee has a review/briefing scheduled for the BoS meeting on 19 Dec 17 at 19:00. The content and format for the session was discussed. Agreement was reached to provide a briefing packet created from this evening's slide deck. S. Nolan, K. McCabe will take the lead in preparing materials with assistance by B. Erb. All committee members are encouraged to attend.

MINUTES

2018

MEDFIELD STATE HOSPITAL

MASTER PLANNING

COMMITTEE (MSHMPC)

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb

Resource Members		
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Alec Stevens – absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others		
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Sarah Raposa	Carri Hulet	Mel Seibolt
Osler Peterson	Gus Murby	Jack Wolfe
Bob Tormey	Jerry Potts	

Agenda

6:30 Welcome, Introductions and Review Previous Action Items

- Confirm completion of action items from 12/13/17.
- Discuss and vote on previous meeting minutes.
- Share any relevant updates

6:45 Lot 3 Decision by Board of Selectmen

- Opportunity for members of the public to share any pressing questions or thoughts.

7:00 Timeline and Communications strategy

- Review timeline, including deadlines, meetings, and deliverables
- Review communications strategy, including three-meeting plan to inform and engage Board of Selectmen

8:00 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

No agreements recorded.

New Action Items

#	Item	Responsible	Due
1.	Follow up with K. McCabe to assure that financial model in Excel executable format is distributed to Committee members no later than 17:00 22 Jan so that they can review prior to next meeting	C. Hulet	18 Jan 18
2.	Send comments/edits on the Draft Communication Strategy to C. Hulet	All Committee members	22 Jan 18

3.	Forward McCabe documents to selected Warrant Committee members	P. Casey	Done
4.	Obtain a list of questions to the Committee from the Board of Selectmen prior to meeting with them.	C. Hulet	31 Jan 18
5.	Update project timeline with input from this meeting	C. Hulet	23 Jan 18

Holdover Action Items

#	Item	Responsible	Due
6.	Review and reconcile comments collected in the draft Smart Growth Overlay District document's use table	K. McCabe	22 Jan 18
7.	Gain understanding of an independent overlay district being proposed by another housing committee for Hinkley and/or #3 Ice House Road that would be duplicative and conflicting with the work underway by MSHMPC	S. Nolan	29 Jan 18

Summary Notes

Meeting began: 18:36

Meeting concluded: 20:49

Meeting minutes for 13 Dec 17 unanimously approved

Motion: B. Erb Second: P. Casey

Agenda Review –

The revised agenda with limited topics was agreed for this meeting. Next week's meeting on the 24th will focus on 40R zoning and the preferred scenario documents that have been prepared by McCabe Associates. Members noted that these documents were made available to the Committee shortly before tonight's meeting.

A concern was raised about McCabe Associates reluctance to share interim financial analysis work product with the team. C. Hulet reviewed her conversation with K. McCabe in which the concerns about distributing interim financial results were raised. Cautions were expressed about treating interim results carefully to avoid misinforming stakeholders. A note was taken that the project timeline needs to reflect the deliverable date for the final financial analysis.

J. Wolfe reflected on the Warrant Committee's point of view and concerns about the economic impact of this project; Fundament to its success it must be attractive to developers.

An action item was recorded to assure that Committee members receive the financial model prior on Monday, January 20, 2018 at 5:00 PM..

Lot 3 Discussion –

S. Nolan reviewed the decision taken by the Board of Selectmen to issue an RFP to developers for Lot 3 Ice House Road. The RFP will solicit proposals for either a residential development or a commercial sports/recreational facility development. G. Murby shared the discussion on criteria to be used to select the desired proposal from the anticipated responses as well as the Selectmen's desire to move this property to the RFP stage more quickly. Strong opposition was voiced into

arbitrarily handicapping senior housing with a higher hurdle compared to the spots/recreational facility.

The Committee indicated its preference to retain this plot within our planning process but made no strong objection to the Selectmen's desire to speed up the process.

There are two issues that need to be managed going forward.

1. Coordination of Lot 3 zoning boundaries and language for Town Meeting to avoid conflict between the Committee's work and the group driving the Lot 3 disposition process.
2. Reflecting the financial impact of this decision accurately in the MSH financial model.

Communications Strategy –

The draft communications outreach strategy was distributed at the meeting as well as in electronic form to all Committee members. An action item was noted to forward comments and edits to C. Hulet. It was mentioned that the Communications Sub-Committee is already working on a series of videos with Medfield TV.

Timeline Discussion –

C. Hulet recorded changes and revisions to the draft document that was shared at the meeting. A note was made that securing the Warrant Committee's approval was essential prior to meeting with the Board of Selectmen on 20 Feb 18.

February 20th was recommended as the target date for reaching final decision on a date for the STM providing BOS, Planning Board and Warrant Committee adequate time to review and reach support for the overall plan.

It was suggested that another open community meeting and Q&A session be included in the schedule prior to the formal Special Time Meeting (earmarked for March) presenting the final preferred plan and financials. There was general acceptance for this idea.

Action items were recorded for follow-up.

40R Discussion –

G. Rodgers expressed a strong opinion against acceptance of 40R zoning as part of the plan without further review and debate. 40R zoning was formally agreed upon at the 20 Sep 17 meeting, although, unfortunately, he was absent at that meeting. He suggested that the Committee re-visit this decision as part of the preferred plan review and develop an objective analysis of the pros, cons and constraints that 40R presents, and compare 40R with an overlay district explicitly designed for the Medfield State Hospital and related properties.

Attendance Roster

Committee Members		
Stephen Nolan	Patrick Casey - absent	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb

Resource Members		
Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others		
Rebecca Gilbert	Kathy McCabe	Jen Mecca
Carri Hulet	Martha Festa	Osler Peterson
Jasmin Chan	Sadie Durham	Tom Caragliano

Agenda

- 6:30 Welcome, Introductions and Review Previous Action Items
- Confirm completion of action items from 1/17/18.
 - Discuss and vote on previous meeting minutes.
 - Share any relevant updates
- 6:40 Public Comment
- Opportunity for members of the public to share any pressing questions or thoughts.
- 6:50 Review Master Plan draft documents and discuss 40R
- Revised Master Plan outline
 - 40R Zoning overlay map and descriptive chart
 - Zoning Bylaw
 - Design Guidelines
- 9:00 Financials
- Cost assumptions memo
 - Sensitivity analyses report
- 9:30 Consultant budgets update
- McCabe and CBI report on state of budgets and work plans
- 9:40 Public Comment
- 9:50 Conclude

Agreements

1. Planning responsibility for the Ice House Road properties needs to be clarified to avoid confusion and duplication of efforts.
2. We will not pursue 40R zoning for the main campus. We think that 40R zoning may be appropriate for Lot 3 Ice House Road and will advise the Board of Selectmen accordingly.

New Action Items

#	Item	Responsible	Due
1.	Identify the required lead time between Warrant Committee/Board of Selectmen approval of the preferred scenario and the Special Town Meeting. Add critical deadlines for Warrant Committee and Planning Board review/approval to the timeline.	C. Hulet	29 Jan
2.	Encourage Selectmen to resolve ownership of planning activities for the Ice House Road properties.	S. Nolan	30 Jan
3.	Forward dropbox link with images of the site to K. McCabe	B. Erb	26 Jan
4.	Compile questions and comments on cost assumptions memo and the sensitivity analysis. Send to C. Hulet and K. McCabe	All committee members	31 Jan
5.	Send MSHMPC revised timeline	C. Hulet	26 Jan
6.	Identify the outcomes of the financial analysis that are missing and desired. Identify, to the extent possible, the current gaps in information needed to produce those outcomes. Suggest who (McCabe Team or Financial Subcommittee/Warrant Committee) should produce those outcomes.	Financial subcommittee and warrant committee	2 Feb
7.	Submit materials for Board of Selectmen's meeting	K. McCabe	25 Feb

Holdover Action Items

#	Item	Responsible	Due
8.	Provide the latest financial model to the full committee.	K. McCabe	Late February (after draft master plan is complete)
9.	Obtain a list of questions to the Committee from the Board of Selectmen prior to meeting with them on 30 January	S. Nolan	26 Jan

Summary Notes

Meeting began: 18:36

Meeting concluded: 22:46

Meeting minutes for 17 Jan 18 unanimously approved

Motion: G. Rodgers Second: B. Erb

Action Item Review –

The Financial Analysis Subcommittee, in partnership with the Warrant Committee continues to analyze the plan's potential impact on the Town. There are some gaps in the information required to conduct sensitivity tests of the net present value (NPV) and other criteria assessment to identify the dominant project economic risk factors. The Financial Subcommittee and Warrant Committee will identify the exact outputs they need from the analysis and the gaps that need to be filled in order to do the analyses they are asking for. They will also make suggestions about who (whether themselves or the McCabe team) should do these analyses. G. Rodgers will be involved in these discussions going forward.

The current project timeline calls for a draft of the master plan in mid February. The McCabe team is focusing all of their efforts on producing this draft. They are willing to provide the most current financial model after the draft master plan is produced, which means the second half of February. This may present a conflict with the time required for the Warrant Committee to prepare their analysis and recommendations to the Board of Selectmen by the time they need to decide whether or not to schedule Special Town Meeting. Action item was taken to gain clarity on the lead time required to schedule Special Town Meeting.

S. Nolan reviewed the Board of Selectmen's current point of view vis-à-vis the Ice House Road properties. After discussion, it was agreed that clarity as to which planning group is responsible for this activity is required as soon as possible to avoid confusion and duplication of efforts.

Master Plan Review –

K. McCabe reviewed the outline of items that will be incorporated into the final master plan. She noted three key changes they will make, based on feedback. 1) They will explicitly address phasing. 2) They will add in a summary section near the front of the document describing public engagement. A detailed record of public engagement activities will be included as an appendix. 3) The plan will include compelling visuals. In addition to photos, the McCabe team is considering the most appropriate "renderings" or other representative image(s) to convey the future vision of the site. B. Erb will forward the link to a dropbox where site photographs are stored.

40R Zoning –

S. Nolan reviewed the list of questions and answers that was distributed prior to the meeting. The ensuing discussion along with a summary of the pros and cons and comparison with a non-40R zoning overlay district prepared by G. Rodgers was fruitful in identifying the essential 40R zoning issue – Is the financial benefit of 40R incentive payments, bonus payments, and potential MassWorks grants commensurate with the attendant loss of Town flexibility over the site and other constraints inherent with 40R? For example, primary concerns were over constraints that the state may impose on project phasing and the development requirements that might be hard to meet if the market is unfriendly to development of the master plan exactly as envisioned or exactly on the

timeline the committee would hope for. The committee agreed that maintaining flexibility and local control was of greater value than the payments and potential increase in favorability for MassWorks grant dollars.

The discussion revealed that 40R zoning might be more attractive for Lot 3 than for the main campus.

- Incentive and bonus payments could help fund infrastructure (\$75K upon approval of the application and \$3000/unit upon permitting)
- Relatively simple development – single building, new construction
- Able to move forward more quickly
- Position Town more favorably for MassWorks infrastructure grant

The following motion was unanimously approved.

We will not recommend 40R zoning for the main campus. We feel that 40R zoning may be appropriate for Lot 3 Ice House Road and will advise the Board of Selectmen accordingly.

This decision will require changes to the preferred plan deliverables. For example, the draft design guidelines were tailored to a 40R implementation and will be revised. Also, a different zoning overlay strategy will need to be proposed. Extensive discussion provided guidance to the McCabe team, who will craft a zoning strategy (likely a similar overlay approach, but tailored to the Master Plan such as protecting open space, viewscales, appropriate uses, connecting trails and walkways) for the committee to review.

Cost Assumptions Memo and Sensitivity Analysis –

These topics were only discussed briefly as Pat Casey was not in attendance and his perspective on these two documents and the financial analysis in general is of value to the committee. Discussion of these documents will be undertaken at the next meeting.

P. Casey/M. Festa/J. Wolfe/G. Rodgers have reviewed the memos. The Financial Subcommittee will follow up with specific questions to K. McCabe.

K. McCabe will draft a layperson's explanation of the methodology and assumptions used in the financial analysis to be included in the Master Plan document.

The Financial Analysis Subcommittee needs to identify the critical remaining tasks and gain alignment with K. McCabe on who should complete the work. G. Rodgers emphasized that the financial analyses -- including sensitivity studies -- must show results from three key perspectives: (1) Developer's financial feasibility, (2) Town of Medfield impacts, and (3) Resident's property tax changes. Management of McCabe resources is critical to assure deliverables within budget constraints.

Design Guidelines –

As noted earlier, the existing draft design guidelines will be rewritten to fit the new zoning strategy. The new deliverable will be titled "Design Principles" that is more descriptive for this approach. The Sledding Hill will be included in the Design Principles document.

Contract Status Update –

The CBI contract is a 'time and materials' based agreement. At the current burn rate, funds are sufficient for three more months of support.

The McCabe contract is a deliverable-based agreement. Scope and activity management are required to complete the necessary work within the budget.

Planning for the Board of Selectmen Meeting 30 January –

Agenda:

- Plan update
 - Summary of proposed uses (include information/discussion of the different residential types, the likely development process for the Cultural Center, and likely number of school-age children)
 - Summary of financial impacts (note financial mindset, including the cultural center as the flagship project at the heart of the development and the likely benefits to developing it up-front;
- Address directly the ways that MSHMPC has sought to address BoS guidance to the committee
- Report on 40R discussion
 - Note key pros/cons the committee discussed
 - Note suggestion that the BoS consider 40R for Lot 3 and why (see above)
- Address any questions the BoS sends in advance of the meeting
- Request that a decision be made asap to keep or remove the Ice House Road properties from the committee's purview
- Preview topics for the February and March BoS updates
 - February: Substantive updates to master plan and financial implications, stakeholder engagement report
 - March: Stakeholder engagement report and planning for STM

Nearly all committee and resource members will be in attendance at the meeting. Steve Nolan will give the presentation.

Slides and/or handouts need to be produced. C. Hulet agreed to clearly map out the agenda but no assignment was made to produce the slides.

Committee members are encouraged to attend this meeting on January 30th at 7:00 PM.



TOWN OF MEDFIELD

POSTED: TOWN CLERK

MEETING

NOTICE

RECEIVED
TOWN OF MEDFIELD, MASS

2018 JAN 17 P 2: 56

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

OFFICE OF THE
TOWN CLERK

MSH MASTER PLANNING COMMITTEE AT BOARD OF SELECTMEN'S MEETING

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Town Hall, 2nd Floor, Chenery Room	Tuesday, January 30, 2018 at 7:00 pm

DRAFT AGENDA & TIMES (Subject to change)

Agenda

- 7:00 Review and Discuss Master Plan draft documents**
- Revised Master Plan outline
 - Zoning Bylaw
 - Design Guidelines

Pursuant to the provisions of MGL Chapter 40R and 760 CMR 59.00, the Medfield Board of Selectmen will hold a Preliminary Public Hearing at 7:00 p.m. on Tuesday, January 30, 2018, at the Medfield Town House, 459 Main Street, for the purpose of considering whether the provisions of the proposed Medfield State Hospital Smart Growth Overlay District should be adopted by the Municipality at an upcoming Special Town Meeting and to solicit public input prior to submitting the proposals to the State Department of Housing and Community Development and to the Planning Board for consideration in accordance with MGL ch. 40A §5. The preliminary text and maps relative to the proposed amendments are available for inspection during regular business hours at the Office of the Town Clerk and the Planning Department. Additionally, a copy is posted on the Town's website. Any person interested in, or wishing to be heard on, the proposed Zoning By-law and Zoning Map amendments should appear at the time and place designated for the public hearing.

Medfield Press Publication Dates:

Friday, January 19, 2018

Friday, January 26, 2018

1/17/18

MSHMPC Minutes
1/30/18

Board of Selectmen
Tuesday, January 30, 2018
7:00PM
Chenery Hall
Minutes

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

MSHMPC Public Hearing for 40R

Steve Nolan introduced the MSHMPC and the resource committee. Purpose of the meeting is to bring the Board of Selectmen a status update, discuss 40R and present a preferred development scenario. This redevelopment scenario includes core campus, Lot 3, and the Hinkley property. Infrastructure costs are driving the financial model with an estimated cost of \$25 million. Lee Chapel would be redeveloped first and would require private/public partnership funding. Selectmen reviewed historic issues and demolition potential for the buildings.

Selectmen discussed the benefits of doing a master plan approach versus phasing of the property. MSHMPC stated master plan approach provides predictability for developers who would see the entire vision for the site. Zoning and overlay district will need to address the potential for the Town changing its mind on development.

Selectmen discussed the Town's ability to manage the development of the site with existing staff. The municipal staff doesn't have the time/expertise to manage this property. Selectmen discussed the possibility of disposing of portions of the site by subdivision, which could fund the arts center. This plan will need to be marketed to attract developers, the catalyst committee met with several developers interested in the site.

Mr. Nolan stated the MSHMPC has voted to abandon the 40R District after reviewing it at the last meeting. The constraints of 40R were too limiting for the site. The sledding hill has been included for recreational purposes but has not limited it to Parks and Recreation, that is the decision of the Selectmen.

Mr. Harney cautioned the Selectmen that not all residents would support development at the site. Mr. Potts strongly urged the Selectmen to work on the town wide master plan before looking at the MSH site.

MSHMPC will come back in February to present a draft master plan after incorporating comments and input from the meeting tonight.

Lot 3

Selectmen Peterson recused himself from the discussion of Lot 3.

Selectmen Murby would like to take Lot 3 and Hinkley property out of the master plan for the MSHMPC. The Town is already delayed on Hinkley property for basic tasks that need to be completed on site. Doesn't need to be further delayed by this process.

Courtney Starling from Community Opportunities Group (COG) was present and cautioned some of the articles that are on the warrant for Town Meeting. There are limitations when looking at Hinkley and how the Commonwealth defines community housing and affordable housing. The Affordable Housing Trust will work with the developers on the projects for 40B. The initial thoughts for Hinkley have hit some roadblocks related to affordability, market rate, age restricted, subsidized, etc. COG will continue working with Ms. Raposa on Lot 3.

Selectmen discussed bundling Lot 3 and Hinkley together but the Selectmen already have authority to dispose of Lot 3. This discussion will continue with the Senior Housing Study Committee at the meeting on 2/6/2018.

Selectmen Reports

Selectmen Marcucci discussed the proposal for Dale Street and scheduling. It will be put on the agenda for 2/27/2018.

Selectmen Murby updated the Selectmen on the Senior Housing Survey progress.

2018 Annual Town Meeting Warrant

Selectmen discussed the warrant for the ATM.

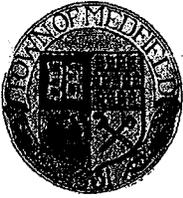
Vote: Selectmen Marcucci made a motion to close the 2018 Annual Town Meeting Warrant, seconded by Selectmen Murby and the vote was unanimous.

Snow Emergency

Selectmen discussed the recent storms and the need for a snow emergency as requested by Public Works Director Maurice Goulet.

Vote: Selectmen Marcucci made a motion declare the snow emergency, seconded by Selectmen Murby and the vote was unanimous.

Meeting adjourned at 10:00 PM.



TOWN OF MEDFIELD

POSTED: TOWN CLERK

MEETING

NOTICE

RECEIVED
TOWN OF MEDFIELD, MASS

2018 FEB -5 P 2: 32

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 39A SECTION 21A AS AMENDED.

OFFICE OF THE
TOWN CLERK

MSH MASTER PLANNING COMMITTEE

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Town Garage Training Room, 55 North Meadows Road	Wednesday, February 7, 2018 at 7:00 pm

DRAFT AGENDA & TIMES (Subject to change) REVISED START TIME 2/5/18

Meeting objectives

- Approve minutes from 1/24/18
- Formalize communications strategy and make assignments
- Discuss possible accelerated disposition of cultural hub

Agenda

- 7:00** **Welcome, Introductions and Review Previous Action Items**
 - Confirm completion of action items from 1/24/18.
 - Discuss and vote on previous meeting minutes.
 - Discuss feedback from Selectmen
 - Share any relevant updates

- 7:30** **Cultural Hub Accelerated Disposition**
 - Jean Mineo will review and the committee will discuss a proposed strategy for moving forward with the disposition of various properties to kickstart the cultural hub development

- 8:15** **Review Timeline and Discuss Communications Strategy**
 - Review updated timeline
 - Activity: Why this plan is EXCITING!!
 - Review strategy and make assignments

- 8:50** **Public Comment**

- 9:00** **Conclude**

2/3/18
**CANCELLED
DUE TO
WEATHER**

SPM
Revised 2/5/18

Attendance Roster

Committee Members		
Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb
Resource Members		
Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		
Others		
Sarah Raposa	Kathy McCabe	Jen Mecca
Carri Hulet	Mel Seibolt	Dave Jacobson
Jasmin Chan	Gus Murby	Pete Peterson
Bob Tormey	Joanna Hilvert	Jack Wolfe
Martha Festa		

Agenda

- 7:00 Welcome, Introductions and Review Previous Action Items**
- Confirm completion of action items from 1/24/18.
 - Discuss and vote on previous meeting minutes.
- 7:15 Plan flowchart**
- Carri Hulet review the key actions required to complete the plan and general timeframes
- 7:30 Cultural Hub Accelerated Disposition**
- Jean Mineo will review and the committee will discuss a proposed strategy for moving forward with the disposition of various properties to kickstart the cultural hub development
- 8:00 BREAK**
- 8:05 Implementation orientation**
- Staffing and outside counsel
 - Pros/cons of one developer vs. more than one
 - Phasing considerations
- 8:45 Warrant Committee strategy for assessing plan financials**
- Warrant Committee sensitivity analysis and potential outcome
- 9:15 Consultant budgets update**
- McCabe and CBI report on state of budgets and work plans

9:20 Public Comment
 9:30 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

No agreements reached.

New Action Items

#	Item	Responsible	Due
1.	Schedule meeting with Board of Selectmen	S. Raposa	Done
2.	Distribute electronic files for slides presented	K. McCabe/R. Karg	Done
3.	Continue to inform the committee of development of the plan for the arts and culture facility on the core campus	J. Mineo	Ongoing
4.	Confirm location of new sewer lift station	K. McCabe	07 Mar 18
5.	Review student population forecast and financial impact with J. Harney	M. Festa	09 Mar 18

Summary Notes

Meeting began: 19:00

Meeting concluded: 21:49

Action Item Review –

Action Item #1 called for identification of the minimum time interval required to call a Special Town Meeting. Town’s bylaws require 14 days notice and public posting requirements. During discussion of overall timing requirements, a need to schedule a review with the Board of Selectmen was identified. An action item was taken for this.

All other action items were closed out prior to the meeting or will be addressed during this meeting.

Meeting minutes for 24 Jan 18 unanimously approved

Motion: G. Rodgers Second: B. Erb

Committee Process Check/Review –

C. Hulet reviewed the work of the committee and commended the efforts of everyone to create a master plan that is both *Desirable* and *Feasible*.

- Desirable – meets the needs and objectives for the Town as outlined in the charter
- Feasible – the plan is both economically acceptable and politically acceptable to the Town

She encouraged everyone to continue working together to conclude the final phase of work.

J. Harney challenged her assertion that the Town had ‘rejected’ the open space plan that calls for no development at the site.

Cultural Hub Accelerated Disposition –

J. Mineo reviewed this part of the plan and distributed a detailed written status summary of the activities undertaken by the Cultural Alliance of Medfield.

Key points include:

- Phased implementation with the initial phase encompassing conversion of Lee Chapel and the Infirmary building into a performing arts and educational center. Use of historical tax credits will reduce the required capital campaign to the \$10 million range for the first phase.
- The second phase of the project is an expanded scope for a 'cultural overlay district' that includes buildings 27A and 27B.
- Early disposition of the buildings and appropriate land via a warrant at a Town Meeting to grant a long-term lease to the arts and culture business entity.
- Financial analysis of the arts and culture business entity is proceeding with creation of a 10 year pro forma business plan. Initial results are very encouraging.

Expanding the scope of the arts/culture center to buildings 27A and 27B has impact on the scope of the development and overall project financials. Concerns were raised over the aesthetic aspects of building 27B. This building is identified for demolition due to its large footprint, architectural misalignment with the core campus and lack of compelling new use. Any plan to re-use it will require significant façade modification to conform with architectural design guidelines.

No decision or inference was given about changing the proposed uses/demolition for Buildings 27A and 27B.

A concern was raised about the viability of the arts and culture center as the 'flagship' element of the preferred scenario that creates a sense of place for the site. A contingency plan was recommended to create an alternative in the event that the anticipated arts plan fails to move forward.

A commitment was made to keep the committee informed on the status of the work completed by the Cultural Alliance.

Implementation orientation –

K. McCabe distributed and reviewed several documents outlining some of the key tasks, timelines, roles and selection criteria for making choices amongst multiple options in the implementation phase of the project. Electronic versions of the materials will be distributed.

Updated infrastructure costs were distributed. An action item was taken to confirm the location of the new sewer lift station. Questions were raised over the issue of how to fairly allocate infrastructure costs if the arts and culture center or the arboretum area proceeds prior to development of the remainder of the site.

Warrant Committee strategy for financial analysis –

An outline for the financial analysis work was reviewed. It will involve building upon the work done thus far and extending it via sensitivity analysis of net present value (NPV) and other metrics using a scenario model. In addition a “Monte Carlo” analysis will be conducted to get probabilistic estimations of the financial outcomes. Additional support by McCabe associates and involvement of members of the Warrant Committee will be required to complete this work, and G. Rodgers will be involved drawing on his expertise in stochastic financial analysis.

J. Harney raised concerns about the impact of additional students from housing units in the plan. M. Festa agreed to review the planning and financial impact analysis with him.

Consultant budget update –

C. Hulet reported that her contract balance has sufficient funding to support the committee at current utilization rates through March and April.

K. McCabe and S. Nolan reported that McCabe Associates have changed their deliverables by mutual agreement. Additional support for financial analysis will be substituted for creation of the RFP documents as called for in the deliverables in the contract.

A concern about establishing the date for the Special Town Meeting (STM) was made as it limits the ability to implement a market strategy. The critical path appears to be: (1) conduct the financial and sensitivity analyses and obtain acceptable results → (2) present and gain support from BOS, Warrant Committee, and Planning Board of the feasible plan → and then (3) select dates for another Open Meeting and the STM.

Next MSHMPC meeting – 07 March 2018; BOS meeting regarding MSH – 20 March 2018.



TOWN OF MEDFIELD

POSTED: TOWN CLERK

MEETING

3/7/18 -
CANCELLED DUE
SNOW STORM

NOTICE

RECEIVED
TOWN OF MEDFIELD, MASS
2018 MAR -5 P 3:09

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

MSH MASTER PLANNING COMMITTEE

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Town Garage Training Room, 55 North Meadows Road	Wednesday, February ^{MARCH} 7, 2018 at 7:00 pm

REVISED 3/5/18

DRAFT AGENDA & TIMES (Subject to change)

Meeting objectives

- Approve minutes from 2/21/18
- Discuss and confirm issues relative to partnering with developers
- Update on the warrant committee's financial review
- Plan for next MSHMPC Meeting and the next update to the Selectmen

Agenda

- 7:00 Welcome, Introductions and Review Previous Action Items**
- Confirm completion of action items from 2/21/18.
 - Discuss and vote on previous meeting minutes.
 - Share any relevant updates
- 7:20 Development Process**
- Continue conversation started on 2/21 about key development process issues, focused on the number of developers and Town preparations to partner, protect Town interests, and "staff up" appropriately.
 - Discuss best way to communicate these issues to Town leadership
- 8:00 Conservation Areas & Conservation Restrictions**
- Discuss potential options for conservation
- 8:25 Financial Review Update**
- Report from Pat Casey on coordinated review with the Warrant Committee
- 8:35 Preparations for upcoming meetings (MSHMPC and update to Selectmen)**
- Agenda items
 - Key messages
 - Assignments
- 8:50 Public Comment**
- 9:00 Conclude**

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* Revised 3/5/18 *



TOWN OF MEDFIELD

POSTED: TOWN CLERK

MEETING

3/7/18 -
CANCELLED DUE
SNOW STORM

NOTICE

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2018 MAR -5 P 3:09

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OFFICE OF THE
TOWN CLERK

MSH MASTER PLANNING COMMITTEE

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Town Garage Training Room, 55 North Meadows Road	Wednesday, February 7 ^{MARCH 7} , 2018 at 7:00 pm

REVISED 3/5/18

DRAFT AGENDA & TIMES (Subject to change)

Meeting objectives

- Approve minutes from 2/21/18
- Discuss and confirm issues relative to partnering with developers
- Update on the warrant committee's financial review
- Plan for next MSHMPC Meeting and the next update to the Selectmen

Agenda

- 7:00** **Welcome, Introductions and Review Previous Action Items**
- Confirm completion of action items from 2/21/18.
 - Discuss and vote on previous meeting minutes.
 - Share any relevant updates
- 7:20** **Development Process**
- Continue conversation started on 2/21 about key development process issues, focused on the number of developers and Town preparations to partner, protect Town interests, and "staff up" appropriately.
 - Discuss best way to communicate these issues to Town leadership
- 8:00** **Conservation Areas & Conservation Restrictions**
- Discuss potential options for conservation
- 8:25** **Financial Review Update**
- Report from Pat Casey on coordinated review with the Warrant Committee
- 8:35** **Preparations for upcoming meetings (MSHMPC and update to Selectmen)**
- Agenda items
 - Key messages
 - Assignments
- 8:50** **Public Comment**
- 9:00** **Conclude**

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* Revised 3/5/18 *



TOWN OF MEDFIELD
MEETING
NOTICE

Meeting Cancelled -
 Snowstorm
 No Minutes
 POSTED: TOWN CLERK

RECEIVED
 TOWN OF MEDFIELD, MASS
 2018 MAR 19 A 8:46
 OFFICE OF THE
 TOWN CLERK

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

MSH MASTER PLANNING COMMITTEE

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Town Garage Training Room, 55 North Meadows Road	Wednesday, March 21, 2018 at 6:30 pm

DRAFT AGENDA & TIMES (Subject to change)

Meeting objectives

- Approve minutes from 2/21/18
- Discuss and confirm issues relative to partnering with developers
- Update on the warrant committee's financial review
- Plan for next MSHMPC Meeting and the next update to the Selectmen

Agenda

- 6:30 Welcome, Introductions and Review Previous Action Items**
- Confirm completion of action items from 2/21/18.
 - Discuss and vote on previous meeting minutes.
 - Share any relevant updates
 - Review critical path items to STM
- 6:45 Development Process**
- Continue conversation started on 2/21 about key development process issues, focused on the number of developers and Town preparations to partner, protect Town interests, and "staff up" appropriately.
 - Discuss best way to communicate these issues to Town leadership
- 7:40 BREAK**
- 7:50 Conservation Areas & Conservation Restrictions**
- Discuss potential options for conservation
- 8:15 Update on Warrant Committee financial analysis process**
- 8:35 Preparations for upcoming meetings (MSHMPC and update to Selectmen)**
- Agenda items
 - Key messages
 - Assignments
- 9:00 Conclude**

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 03/19/2018

Attendance Roster**Committee Members**

Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb

Resource Members

Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson		

Others

Sarah Raposa	Kathy McCabe	Jen Mecca
Carri Hulet	Mel Seibolt	Dave Jacobson
Osler Peterson	Gus Murby	Martha Festa
Joanna Hilvert	Sharon Tatro	Tom Marie
Mike Festa		

Agenda**6:30 Welcome, Introductions and Review Previous Action Items**

- Confirm completion of action items from 2/21/18.
- Discuss and vote on previous meeting minutes.
- Review critical path items to Special Town Meeting

6:45 Coordinating with other Town entities

- Updates from Selectmen
- Scheduling discussion with Parks & Rec Commission

7:10 Development Process

- Continue conversation started on 2/21 about key development process issues, focused on the number of developers and Town preparations to partner, protect Town interests, and "staff up" appropriately.
- Discuss best way to communicate these issues to Town leadership

8:00 BREAK**8:10 Conservation Areas & Conservation Restrictions**

- Discuss potential options for conservation

8:35 Update on current financial review in collaboration with the Warrant Committee**8:55 Preparations for upcoming meetings (MSHMPC, update to Selectmen, Parks & Rec)****9:30 Conclude**

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. Building 26 should be incorporated into the financial analysis. It should be zoned for mixed use exclusive of housing, ie, Café/Arts/Commercial
2. Buildings 24 & 25 will be reserved for use as part of the cultural facilities including the Lee Chapel with a definitive timeline (to be determined) for development of the legal structure, funding mechanism and operational entity required for a culture and arts facility. Zoning for these buildings will allow publicly accessible community serving commercial use by either a for-profit or non-profit entity.
3. Building 27 A will be included in the base case financial analysis. Zoning will be mixed use including housing, commercial, education and arts. Re-use will allow both refurbishing of existing structure as well as new construction with a building envelope that accommodates either adding to the building wings or an alternative in-fill of the space between the wings.
4. Retain preferred plans use of Building 2 as an inn/restaurant/fitness facility. Designate a building envelope that will accommodate expansion of the building.
5. Allow potential in-fill between buildings 16-17 and 19-20.

New Action Items

#	Item	Responsible	Due
1.	Distribute slides from M. Festa/J. Hilvert	RWK	30 Mar 18

Summary Notes

Meeting began: 18:35

Meeting concluded: 22:05

21 Feb 18 Meeting Action Item Review –

#3 – “Continue to inform the committee of development of the plan for the arts and culture facility on the core campus.”

J. Mineo will continue to drive this process, but progress details will be shared with a reduced audience with a need to know to preserve a competitive bidding environment during the disposition phase of work.

#4 – “Confirm location of new sewer lift station.”

K. McCabe followed through on this item and determined that this is an issue that is best resolved as part of the detailed design package. Confirmation and approval of the location by the State will likely be required as part of the design.

Meeting minutes for 21 Feb 18 unanimously approved

Motion: G. Rodgers Second: B. Erb

Project Review –

C. Hulet reviewed a summary of the team's progress status and observed that the proposed plan is very close to completion with a couple items remaining to be resolved – the focus for tonight's meeting.

Concerns were raised about the plan's alignment with Town objectives and the potential for gaining Town approval of the plan. The need for effective plan explanation to citizens was noted. This should include

- Explaining the alignment of the plan elements with stated objectives and review of plan options that were explored and rejected (660 housing units/400 housing units/park land) due to misalignment with objectives
- Explaining the plan's public benefit
- Flexibility of the plan to adapt to changing conditions by phasing

Plan Review –

K. McCabe directed discussion of two areas requiring a decision to wrap up the preferred plan: Building 27A and Building 2.

The fate of the former food service building, 27B, was reviewed. This issue remained unresolved at the prior meeting. Once again, the aesthetic unsuitability and re-use utility of this 1964 vintage building was challenged. The preferred plan includes demolition of this building at a cost of \$2.4 million. While no formal agreement on the fate of this building was achieved, the consensus opinion during discussion was for demolition for aesthetic reasons and to open space for additions to Building 27A.

After review of the re-use options for central core campus buildings the following agreements were achieved.

6. Building 26 should be incorporated into the financial analysis. It should be zoned for mixed use exclusive of housing, ie, Café/Arts/Commercial
7. Buildings 24 & 25 will be reserved for use as part of the cultural/arts facilities including the Lee Chapel with a definitive timeline (to be determined) for development of the legal structure, funding mechanism and operational entity required for a culture and arts facility. Zoning for these buildings will allow publicly accessible community serving commercial use by either a for-profit or non-profit entity.
8. Building 27 A will be included in the base case financial analysis. Zoning will be mixed use including housing, commercial, education and arts. Re-use will allow both refurbishing of existing structure as well as new construction with a building envelope that accommodates either adding to the building wings or an alternative in-fill of the space between the wings.

Building 2:

The current plan's uses for this building include an inn, restaurant and fitness facility. K. McCabe stated that these uses will require more time to achieve and represent later activity in the re-development cycle. After discussion the following agreement was achieved.

- Retain the use as an inn/restaurant/fitness facility. Designate a building envelope that will accommodate expansion of the building.

Building 13:

The decision to demolish this building was confirmed due to three factors:

- Open viewscales for Buildings 11-12-13 and 15
- Increase value of Buildings 11-12-13 and 15 by allowing for potential expansion to the north and/or parking facilities at lower grade elevations
- Architectural inconsistency and troubled history of this building

Buildings 16-17-17-18-19-20:

Current plan calls for infill between buildings 17-18-19. The value of allowing additional in-fill between buildings 16-17 and 19-20 to allow interior movement through the entire building string was discussed. Some provision for access to parking located east of the buildings may be necessary once the parking and circulation plan is developed. After discussion the following agreement was reached:

Allow potential in-fill between buildings 16-17 and 19-20.

Other discussion items:

- Parking on the south side of Hospital road to accommodate activity at McCarthy Park
- Agricultural uses including a farm market and community gardens
- Soil preservation

Warrant Committee Review –

J. Hilvert and M. Festa reviewed the role and activity of the Warrant Committee in collaboration with the Master Planning Committee. In summary they are fulfilling an advisory and oversight role to assure that the planning and financial analysis is sound and fulfills the Warrant Committee's obligation to advise citizens on the viability and impact to the Town.

The praised the work done by P. Casey to conduct the financial analysis of a very challenging and unique municipal project.

Chairman's Comments –

S. Nolan advised that the Board of Selectmen may have a discussion of MSH at their meeting tomorrow evening. Members are encouraged to attend.

The Park and Recreation Commission has a meeting to review the MSH preferred plan at their meeting on Wednesday 28 March at 18:30 at the Pfaff center. Members are encouraged to attend.

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb

Resource Members		
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Alec Stevens - absent	John Harney - absent	Frank Perry - absent
Lucille Fisher - absent	Jean Mineo	Bill Massaro
John Thompson – absent		

Others		
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Sarah Raposa	Kathy McCabe	Jen Mecca
Carri Hulet	Martha Festa	Michael J Marcucci
Mel Seibolt	Peter Smith	Osler Peterson
Jack Wolfe		

Agenda

- 7:00 PM Welcome, Introductions and Review Previous Action Items**
 - Confirm completion of action items from 3/26/18.
 - Discuss and vote on previous meeting minutes.
 - Share relevant updates
- 7:15 Conservation Areas & Agricultural Uses**
 - Discuss potential options for conservation and/or agricultural uses
- 7:45 Financial Analysis Results and Recommendations**
 - Pat Casey present key takeaways from NPV, Monte Carlo, and sensitivity analyses.
 - Group discussion of implications for master plan
- 8:30 Path to Master Plan Completion**
 - Consultant budget and scope updates
 - Discussion of next steps
- 9:00 Conclude**

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. Changes and adjustments made by consensus during the meeting will be incorporated into draft version of the preferred plan. Consensus agreement was reached on open space reservations, control methods and allowable uses. Additionally, the location of community garden plots was determined. The draft preferred plan will incorporate these agreements.
2. The current master plan with 311 units is acceptable in its current form once changes agreed tonight for open spaces and provision for public recreation facilities on the 12-acre parcel on the south side of Hospital Road are incorporated. The draft plan will include a section for implementation strategy to allow for phasing.

New Action Items

#	Item	Responsible	Due
1.	Modify the work plan based upon this meeting's discussion and distribute to all.	C. Hulet	15 Apr 18
2.	Distribute slides presented during the meeting	K. McCabe/C. Hulet/R. Karg	15 Apr 18
3.	Arrange a meeting with the key stakeholders: Board of Selectmen, Warrant Committee and Planning Board.	S. Raposa	15 Apr 18

Summary Notes

Meeting began: 19:05

Meeting concluded: 22:28

Meeting minutes for 26 Mar 18 unanimously approved

Motion: B. Erb Second: P. Casey

Project Plan and Objectives –

C. Hulet reviewed the overall plan from this point forward and noted that the major remaining issues to be decided are on this meeting agenda. She further noted that the plan she outlined matches the consulting resources that are currently under contract. The plan was reviewed at the end of the meeting with adjustments resulting from the meeting discussion. An action item was taken to modify the work plan.

Parks and Recreation Commission Meeting Review –

S. Nolan summarized the meeting held on 28 March that he attended along with T. James and B. Erb.

The Commission strongly believes that the 12-acre parcel south of Hospital Road should be reserved for public recreational use. They will not support any preferred use plan that does not include this provision, but committed to strong support of the plan if the parcel is designated for *public* recreational use. M. Seibolt cited the strong opinion for this use as expressed in the survey conducted early in our deliberations. Another attendee noted that the surveys showed strong

support for recreation, but they were not asked whether they preferred public or private recreation. M. Seibolt said there is a lack of successful public/private recreational use models across the country beyond that of the National Park system.

After discussion the committee was generally supportive of this position but did not make a formal vote of approval.

Conservation Areas & Agricultural Uses –

K. McCabe and J. Mecca led a discussion and review of the potential open space reservations in the plan as well as siting for community gardens. Details of the issues and proposals for review are contained in the slide deck that will be provided to everyone.

With respect to open space, the identified parcels within the preferred plan were reviewed. Two areas were added to the plan:

1. A strip of land fronting the south side of Hospital Road
2. The space west of Buildings 8 & 9 with a potential for additional parking space if it can be screened

Control of the open spaces will be implemented with zoning language that allows temporary uses of the land for events and temporary facilities as well as exterior artwork with appropriate oversight by a town board.

Community garden siting criteria was reviewed and several potential sites were suggested. After discussion, plots 2 & 3 were preferred.

Changes and adjustments made by consensus during the meeting will be incorporated into draft version of the preferred plan.

Financial Analysis –

P. Casey reviewed the summary insights from the extensive analysis conducted with input data developed during the engagement with McCabe Associates, including risk analysis using a Monte Carlo probabilistic approach.

After discussion of risks, implementation strategy and potential next steps this consensus agreement was achieved.

The master plan with 311 units is acceptable in its current form once changes agreed to tonight for open spaces and provision for public recreation facilities on the 12-acre parcel on the south side of Hospital Road are incorporated. The draft plan will include a section on the implementation strategy, which may include phasing.

Path to Master Plan Completion –

C. Hulet reviewed the work plan through mid-June. Changes and clarifications were made. An action item was taken to update the work plan.

A further action item was noted to arrange for a meeting with the key stakeholders to discuss implementation strategies: Board of Selectmen, Warrant Committee, and Planning Board.

Attendance Roster

Committee Members

Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb

Resource Members

Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo - absent	Bill Massaro
John Thompson - absent		

Others

Sarah Raposa	Kathy McCabe	Bob Tormey
Erin Haley	Antonio Hoernle	Dave Jacobson

Agenda

- 7:30 Welcome and Agenda Review
 - Response to feedback/input from Board of Selectmen
 - Committee involvement in Zullo Gallery Exhibit
 - Preparation for 29 May meeting with Board of Selectment, Warrant Committee and Planning Board
- 9:20 Adjourn

Agreements

1. We will proceed with completion of the preferred site master plan with recommended zoning and design guidelines as completed by McCabe Associates. This will fulfill the objectives and deliverables called out in the charter from the Board of Selectmen.
2. We will conduct a planning meeting on 22 May to prepare for the meeting with key stakeholders on 29 May.
3. The final version of the Master Plan will not be distributed beyond committee and resource committee members prior to the meeting on 29 May.
4. Committee members will attend the Zullo Gallery
5. We intend to conduct a rigorous communication and outreach initiative prior the fall Special Town Meeting unless the Board of Selectmen makes significant changes to the plan.

New Action Items

#	Item	Responsible	Due
1.	Send out McCabe slides reviewing implementation approaches to selecting a development partner	R. Karg	Done
2.	Create a google schedule for Zullo Gallery staffing by committee members	S. Raposa	Done
3.	All members will sign up to represent the Master Planning Committee at the Zullo Gallery MSH exhibit	All Members	ASAP

Summary Notes

Meeting began: 19:03

Meeting concluded: 21:52

Response to feedback/input from the Board of Selectmen -

Steve Nolan opened the meeting with a review of the agenda and reason for calling an additional meeting without our consultants. Essentially this gathering was prompted by a memo from Selectmen Marcucci which outlined his thoughts about the plan. Everyone on the committee was allowed an opportunity to share their point of view on the memo and their individual suggestions for how the committee should proceed.

B. Massaro commented that there are prior agreements with MEPA and Mass Historic Commission that mandate open space. These requirements appear to be in conflict with the zoning recommendation in the memo from M. Marcucci.

P. Casey shared some additional financial modeling work that he is conducting at the request of the Warrant Committee liaisons to our committee. This entails two additional scenarios –

- 1. Demolish the most financially negative buildings in the preferred scenario
- 2. Demolish all buildings on the core campus

After discussion, the following agreement was reached by consensus:

We will proceed with completion of the preferred site master plan with recommended zoning and design guidelines as completed by McCabe Associates. This will fulfill the objectives and deliverables called out in the charter from the Board of Selectmen.

Furthermore, it was acknowledged that the Selectmen will ‘own’ the plan and may make any changes to it that they deem to be prudent improvements. We further agreed to not distribute the draft plan to anyone outside of the committee until after we have had time to review and edit the draft version from McCabe Associates.

Zullo Gallery MSH Exhibit –

L. Fisher reviewed the exhibit that featuring the Medfield State Hospital. It runs from an opening on 03 May through 23 June. There is a reception on 07 June. Hours for the exhibit are 3:00 – 5:00 on Saturday and Sunday.

We agreed to support this exhibit with committee members in attendance to answer questions from attendees.

S. Raposa will create a Google schedule site for committee members to sign up for coverage.

Preparation for 29 May meeting –

We agreed to take up this item in detail at a meeting scheduled for 22 May. This will allow everyone to have an opportunity to review the final version of the preferred scenario as prepared by McCabe.

One section of the McCabe report that will likely require some additional thinking and discussion is the implementation section. Everyone was asked to review the implementation strategy options table that K. McCabe shared with us at the 21 Feb 18 meeting. This document was shared in hard copy form with the committee. A request was made to distribute the document to all committee members.

The need for a substantial public outreach communication plan prior to the Special Town Meeting in the fall was noted.

At the end of the meeting our interns from the prior year, Antonio Hoernle and Erin Haley shared their impressions of their first year at the University of Michigan.

Attendance Roster

Committee Members

Stephen Nolan	Patrick Casey - absent	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb

Resource Members

Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others

Sarah Raposa	Kathy McCabe	Jen Mecca
Carri Hulet	Martha Festa	Dave Jacobson
Mel Seibolt	Bob Tormey	

Meeting objectives

- > Approve minutes from 5/2/18
- > Review Draft Master Plan
- > Plan for meeting with Town officials on 5/29/18

Agenda

- 7:00 Welcome, Introductions and Review Previous Action Items**
- Confirm completion of action items from 5/2/18.
 - Discuss and vote on previous meeting minutes.
 - Share relevant updates
- 7:10 Draft Master Plan Review**
- Discuss review process (best use of time in the meeting vs. suggested edits that can be done offline)
 - What’s working: figures, descriptions, structure, etc.
 - What needs editing/adjustment
- 8:30 Planning for Upcoming Meetings**
- Discuss overall plan for May 29th, including preparation
 - Determine whether to meet again on May 22nd to continue planning
- 9:00 Conclude**

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

Numerous agreements were achieved. They are included in the relevant sections of the minutes and not repeated here for brevity.

New Action Items

#	Item	Responsible	Due
1.	Modify the preferred plan document with suggestions that are recorded on pages 2 & 3 of the minutes. Where specific committee members are directly involved with a suggestion, it is noted in the text.	McCabe/ Committee members	See below
2.	Forward any ideas or materials that may be useful for the 29 May meeting to C. Hulet for incorporation into the presentation materials that she will prepare for us	All Committee Members	21 May by 5:00 pm
3.	Prepare communication materials as described on page 4 of the minutes	L. Fisher	22 May

Summary Notes

Meeting began: 19:03

Meeting concluded: 21:40

Meeting minutes for 02 May 18 unanimously approved

Motion: G. Rodgers Second: T. James

Draft Master Plan Review –

Timeline to complete the draft plan and prepare for the joint meeting with the Board of Selectmen, Planning Board, and Warrant Committee on 29 May at the Public Safety Building.

19 May – McCabe Associates delivers final sections of the plan to committee members

21 May – All comments on draft plan submitted to McCabe for incorporation into final draft

22 May – Working session of the committee or a sub committee to prepare for the 29 May meeting

23 May – McCabe sends out final version to committee; committee makes distribution to all groups attending the 29 May meeting

Draft Plan Comments & Suggestions for Improvement –Comments

- Good summary of the process used to deliver the plan
- Good alignment and audit trail of inputs/requests/desires/constraints for the site to the design elements in the preferred plan
- Concern about the order of the document. The beginning sections are too long and contain too much historic detail before the reader gets to the draft plan. The suggestion was made to move all this information to the back of the document as an appendix.

After discussion, the agreement was reached to retain the current organization of the plan but to add a crisp, cogent executive summary and a 'roadmap' to guide readers to the salient elements that are of most interest to each individual.

- Add a section covering the extensive social media campaign. L. Fisher to provide details.
- Parks & Recreation section – The language in this section was extensively reviewed and revised. The final version will state, "MSHMPC has reserved this space for the prospective municipal parks and recreation facility and/or uses."

Zoning language will need to be sufficiently flexible to allow the 12-acre parcel to be sited at a location to be determined. Parks and Recreation have a strong desire to locate their facility adjacent to the athletic fields at McCarthy Park: for safety, because a new structure could be built there without demolition, there is room for ample parking, and because their camps could be managed from one location. Some of this justification should be included in the draft document.

- Resolve the disparity of acreage numbers, building numbers and building square footage numbers presented so they are consistent across various sections of the plan. Provide attribution for the source of the data used.
- Review how the water tower area is presented in the report. This land was conveyed to the Town in a separate transaction. This land area should not be included in the core campus descriptions.
- Include a summary paragraph/section of Catalyst Sub Committee activities. G. Rodgers to provide verbiage.
- Clarify the issue of access to the Charles River Overlook. K. McCabe to work directly with B. Massaro to assure that the final report accurately reflects the current status of agreements with the state.
- Add pedestrian flow elements to the open space diagram
- Expand the explanation of the culture center and add images from their independent study to better capture its vision and key role in activating the rest of the site. Also, explain the funding

strategy for the cultural center on page 78. Assure that the financial analysis section is consistent and accurately reflects this 'off balance sheet' approach.

- Add more explanation and justification for the number of rental units displayed in the charts on page 91. In essence, plainly state that rental units are a consequence of using historical tax credits to restore the buildings versus a teardown and replacement in kind approach.
- Adjust formatting of tables so the second page of the table is easier to read.
- Add the total parking space number

Summary of actions

1. Add a roadmap (McCabe)
2. Add details on communications through social media (L. Fisher and McCabe)
3. Edit sentence about the municipal recreational facility and/or use per language above and add some justification (McCabe)
4. Ensure the draft zoning for the parcels south of Hospital Road allow for the required 12-acre agricultural parcel to be sited later. (McCabe)
5. Update all numbers so they are consistent. Identify their source. (McCabe)
6. Ensure that the water tower area is accurately labeled/described (McCabe. M. Massarro sent some thoughts already.)
7. Add information about the catalyst activities (G. Rodgers and McCabe)
8. Ensure information about access to the overlook is accurate (McCabe. B. Massarro already sent some thoughts on this)
9. Create a visual that conveys public access for pedestrians (McCabe)
10. Amplify section on the cultural center (McCabe and J. Mineo)
11. Explain why and how the cultural center is off balance sheet (McCabe)
12. Add simple justification for the number of rental units (McCabe)
13. Adjust formatting for tables to improve readability (McCabe)
14. Add total number of parking spots (McCabe)

Planning for upcoming meetings –

The preferred plan lacks support from at least one member of the Board of Selectmen and some members of the Warrant Committee. At this point it is unclear whether the Selectmen will put the plan forward for Town Meeting discussion and a vote. The committee and resource members feel strongly that the Town should be able to determine whether it supports the plan or not. The committee will meet on 22 May to plan for the 29 May meeting with town leadership. C. Hulet will prepare the slides for this meeting with ideas/materials suggested by Committee members.

After discussion of the situation the following actions were determined.

1. Send ideas/recommendations for the organization and presentation of content for the 29 May meeting to C. Hulet. (All committee members)
2. Draft a proposed communication announcement on the status of the master plan. (L. Fisher) (Done)
3. Draft a proposed communication plan for preferred plan rollout. (L. Fisher)

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James	Randal Karg - absent	Brandie Erb - absent

Resource Members		
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Alec Stevens - absent	John Harney - absent	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others		
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Sarah Raposa	Mel Seibolt	Dave Jacobson
Carri Hulet		

Agenda

7:00 Prepare for May 29th meeting with MSHMPC, Board of Selectmen, Warrant Committee, and Planning Board

9:30 Conclude

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. No agreements were made at this meeting.

New Action Items

#	Item	Responsible	Due
1.	Revised Power Point Summary presentation incorporating discussion points and send to MSHMPC for review and completion	C. Hulet	On-going
2.	Prepare slide showing pros and cons of alternative phasing strategies	G. Rodgers	Done
3.	Develop cost and revenue estimates for BOS presentation and send to C. Hulet for inclusion in presentation	P. Casey	On-going
4.	Review, edits, and completion of final master plan document	McCabe and MSHMPC	See detailed schedule below

Summary Notes

Meeting began: 7:15 PM

Meeting concluded: 10:25 PM

Project Review –

Most of this long but productive meeting was spent on discussing the draft master plan; schedule of edits and deliverables; and preparation for the meeting with Board of Selectmen, Planning Board and Warrant Committee. As a result a number of short-term action steps were developed as summarized below.

L. Fisher reported on a very constructive and cordial meeting with Selectman M. Marcucci that helped guide the discussion. Some of the main points espoused by the selectman during this meeting that are being incorporated in the presentation and in the final plan document were:

- Phasing is critical for implementation and must be addressed explicitly in the plan
- Concern with Town's administrative burden that would be incurred during implementation
- Need to address and clarify the infrastructure costs estimated by McCabe and how this will be managed
- Flexibility required in plan and proposed zoning to be responsive to developer's responses

C. Hulet presented a draft outline for the meeting that received numerous comments and inputs. The discussion points raised by Marcucci were addressed and preliminary responses formulated that have been incorporated in the draft slides. Guidance to MSHMPC received from BOS on 9/19/2017 was also reviewed and considered for the draft presentation.

Suggested changes to presentation were included on following topics:

- Phasing
- Administrative Costs
- Infrastructure Costs
- Soliciting Additional Developer Inputs
- Zoning Flexibility

An updated version of the presentation is attached for your review. This is a work-in-progress and more versions will be forthcoming shortly.

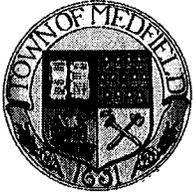
Master Plan Review Schedule –

The following revised time-line and action items were developed by C. Hulet, S. Nolan and K. McCabe for editing, final review, drafting, deliverables, and presentation of the Master Plan document. This is in preparation for the meeting with BOS, PB and WC scheduled for June 12th and release of final plan to the public scheduled for June 19th.

Revised Time-Schedule (Everyone Please Take Notice)

Date	Task Description	Responsibility
May 29	All edits on draft chapters sent to McCabe	MSHMPC and Resource Committee Members
June 1	MSHMPC receives full document including appendices from McCabe and including revised versions of Chapters II - XIII and a list of issues/comments that the committee needs to discuss and resolve	McCabe
June 1 - 5	B. Erb (and anyone else brave enough) completes a thorough review of the full document	B. Erb + ??
June 6	MSHMPC meeting to resolve remaining issues in Master Plan and plan for June 12 meeting	MSHMPC and Resource Committee
June 7 - 11	Final revisions to slides and handouts for meeting	C. Hulet, L. Fisher, others
June 7	Send final draft document to BoS, PB, & WC	S. Nolan
June 12	Meeting with BoS, PB, & WC	MSHMPC and Resource Committee
June 13	Someone from MSHMPC compiles all edits and sends to McCabe	??
June 13-19	McCabe makes final revisions based on feedback from BoS, PB, & WC	McCabe
June 13-19	MSHMPC promotion letting people know the master plan will be posted the following week	Communications Subcommittee
June 18	McCabe sends final master plan to MSHMPC	McCabe
June 19	Post final master plan for the public to review	Communications Subcommittee

Attachment: *Draft Master Plan Presentation to Medfield Board of Selectmen, Planning Board, and Warrant Committee, June 12, 2018, Version 2, 5/31/2018*



TOWN OF MEDFIELD

POSTED:
TOWN CLERK

Meeting Cancelled

MEETING NOTICE

RECEIVED
TOWN OF MEDFIELD, MASS
2018 MAY -7 P 3:20
OFFICE OF THE
TOWN CLERK

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

MSH MASTER PLANNING COMMITTEE

Board or Committee

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Public Safety Building Training Room 112 North Street	Tuesday, May 29, 2018 at 7:00 pm

AGENDA & TIMES (Subject to change)

7:00 pm – Joint Meeting with MSHMPC, Board of Selectmen, Warrant Committee, Planning Board

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

5/7/18

Attendance Roster

Committee Members		
Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James - absent	Randal Karg	Brandie Erb

Resource Members		
Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo - absent	Bill Massaro
John Thompson - absent		

Others	
Carri Hulet	Dave Jacobson

Agenda

- 7:00 Welcome, Introductions and Review Previous Action Items**
- Confirm completion of action items from 5/22/18.
 - Discuss and vote on previous meeting minutes.
 - Share relevant updates
- 7:10 Draft Master Plan Review**
- Review schedule for completion and posting to the public
 - Review conflicting comments and resolve disagreements
- 7:50 Plan for Meeting with Town leadership**
- Review presentation for June 12
 - Discuss/assign responsibilities for final preparations
- 9:00 Conclude**

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. The complete LDA document should be attached to the report in the Appendix.
2. S. Nolan will lead the presentation of the report findings and slide review on the 12th. Committee members will support him with additional commentary and explanation at his request.

New Action Items

#	Item	Responsible	Due
1.	Print large format poster of the preferred plan map	S. Raposa	11 June
2.	Write recommended text for Section VI of the report that summarizes all the details of the LDA with the state	B. Massaro	08 June
3.	Add the complete LDA document to the appendix	K. McCabe	11 June
4.	Confirm the software application used to create the report	C. Hulet	Done
5.	Summarize committee membership changes with dates	R. Karg	Done
6.	Edit the Executive Summary and forward to C. Hulet	B. Erb	08 June
7.	Complete revisions to the slide deck	C. Hulet	08 June
8.	Distribute meeting materials to members of the Board of Selectmen, Warrant Committee and Planning Board	S. Nolan	08 June
9.	Prepare updated schedule for completion of the final report	S. Nolan, C. Hulet, S. Raposa, K. McCabe	15 June

Summary Notes

Meeting began: 19:11

Meeting concluded: 22:45

Meeting minutes for 16 May 18 unanimously approved

Motion: G. Rodgers Second: P. Casey

Meeting minutes for 22 May 18 unanimously approved after corrections to date in document

Motion: G. Rodgers Second: B. Erb

Report Status –

C. Hulet distributed a summary of the report status by section. The work remaining to complete the document is beyond the time available prior to the meeting on 12 June. A decision was made to provide the following materials for that meeting in lieu of having a complete report ready:

- The Executive Summary
- A slide deck of presentation slides to be used during the meeting
- The report's Table of Contents
- The plot plan/map of the preferred plan
- A physical copy of the current version of the draft report to be displayed at the meeting

All materials will be electronically distributed to the meeting attendees on Friday, 08 June by Steve Nolan.

The content of the Executive Summary was reviewed and extensively debated. A request to incorporate additional early phase development details was not supported by the committee. B. Erb will conduct an additional edit of this section and provide it to C. Hulet by Friday.

S. Nolan will lead the presentation of the report findings and slide review on the 12th. Committee members will support him with additional commentary and explanation at his request.

Presentation Review/Edits –

The remainder of the meeting was dedicated to making revisions to the slide deck. C. Hulet will organize the addition of specific items from McCabe Associates to finalize the slides and distribute the revised set to the committee on Friday morning.

Everyone was notified that the 12 June meeting will take place at the High School Library. The meeting begins at 19:00, but our portion of the meeting begins at 20:00.

Final report completion -

An action item was taken to create an updated, realistic plan and schedule for final report completion.

Next meetings –

Committee members were asked to place a hold on their calendars for potential meetings on the 20th and 27th of June.

Farewell to Carri –

Carri informed the committee that this meeting completes her scope of work. She will attempt to be with us on the 12th. The committee thanked her for her strong support of our efforts and greatly appreciated her leadership of our deliberations.



MEDFIELD STATE HOSPITAL

MASTER PLANNING COMMITTEE

(508) 359-3027
(508) 359- 6182 Fax

MEETING OF:
June 12, 2018
MINUTES

Board of Selectmen: Michael Marcucci, Gus Murby, Osler Peterson

Planning Board Members Present: Paul McKechnie, Member Greg Sullivan, Member; James Brand, Associate Member; Seth Meehan, Associate Member

Planning Board Members Absent: George Lester, Chairman; Sarah Lemke, Member; Teresa James, Member

Warrant Committee: Tom Marie, Chairman; Jack Wolfe; Michael Pastore; Sharon Tatro; Joanna Hilvert; Tom Mulvoy; Abby Marble; Martha Festa, Liaison

MSH Master Planning Committee: Stephen Nolan, Chairman; Patrick Casey; Brandie Erb; Randy Karg; Gil Rodgers

MSHMPC Resource Committee Members: Lucille Fisher; Bill Massarro, Jean Mineo

Staff Present: Mike Sullivan, Town Administrator; Kristine Trierweiler; Assistant Town Administrator; Mark Terel, Town Counsel; Sarah Raposa, Town Planner; Marion Bonoldi, Recording Clerk

Others Present: Stephen Callahan, Jerry Potts, Bill Pope, Christopher McManon, Colleen Sullivan, Suzanne Siino; Dave Jacobson; Michael Taylor; Kerry McCormack; Jeremy Marsette; Mel Seibolt; John Kraus; Todd Trehubenko; Ancelin Wolfe; Kathy McCabe; Jen Tekka; Stephen Greene; Wendy Ayer

Location: Public Safety Building, 1st floor training room

Mike Marcucci called the meeting to order at 8:00 pm and stated the meeting was being recorded but not televised live.

A moment of silence was taken in appreciation for our Troops serving around the world.

Steve Nolan, Chairman of the MSH Master Planning Committee presented the presentation titled "A Long-term Vision and Plan for Medfield State Hospital." Nolan noted the presentation was previously circulated to all the Boards present. Nolan stated this is a draft of the Master Plan. Many edits have been received by the committee. Once the edits have been completed the final draft plan will be circulated.

The Key Takeaways for the presentation are (1) We are confident the Medfield community will rally around this plan (2) This plan balances community goals with many constraints, (3) Medfield State Hospital is our generation's legacy - Creating a sense of place at MSH requires long-term thinking and long-term investment, (4) There is a lot of flexibility in this plan and the development will occur in phases, (5) the financials indicate a workable starting point. Nolan stated that the financial have been tested enough on the side of the town that the committee feels confident about them. The developer side is more of the unknown.

The Key Drivers for the Committee have been (1) Charter from Selectmen and concerns expressed by Town leadership (2) Community's interests and likelihood of support. The Committee has had 4 formal public outreach meetings/workshops, 30 catalyst meetings with businesses and other organizations interested in locating at MSH, 4 appearances at Medfield Day, 3 separate public surveys, 2,840 total survey responses, 10 videos: Our Town - Our Land – Our Future, Weekly News Blasts to our robust e-mail list, 700 followers on the MSH Facebook page, 300 on Twitter, and 115 on Instagram, and 86 MSH master planning committee meetings; totaling over 2,600 hours.

Nolan presented the map of the Draft master Plan outline the layout of the campus. The mixed uses outlined are Residential at 62%, Commercial at 26.2%, Civic at 8.2% and Arts at 3.5%. The elements of the plan that contribute to the overall feel or "Sense of Place" are parking, possible park and recreation facility, space for agriculture, community gardens, inn, office space, continuing care facility, restaurant, gallery, and other small retail businesses.

Nolan said the housing would be 73.5% Market Rate Housing Units and 26.5% Affordable (40B) Units. The percentages are broken down to 181 historic rehab apartments (can convert to condos in five years), 22 to 40 market rate condos, 23 to 25 senior-appropriate single family & duplex housing, 18 millennial-appropriate apartments, 16 live/work studios for creative professionals, 52 to 75 Continuing Care Retirement Community (CCRC) or independent living units. The total number of units is 312 – 355.

Nolan said that surveys and other public engagement have shown over and over again that open space and recreation should be placed at a premium in the plan. The Open Space areas are The Green (14.4 acres), The Common (.8 acres), The Town Square (2.6 acres), The Overlook (1.3 acres), The North Field (18.5 acres), Water Tower site for community gardens (1.9 acres), The Arboretum (8.4 acres), Hospital Road View shed setback (2.4 acres) and the South Field and Sledding Hill (27.9 acres). The Open Space total area is 78.2 acres.

To address the concerns about uses the committee looked at comparable plans. Nolan stated that MSH is a unique site so finding a true comparable site is difficult. The Committee visited and/or spoke with someone from the development teams of several other state hospitals and produced a full report on what was learned. The Committee also drew upon lessons learned from similar redevelopments, such as Ames Shovel Factory in Easton and redeveloped mill buildings in Lowell. Site visits included: Foxboro, Metropolitan State (Waltham/Lexington), Danvers, Westborough, Northampton, Lowell, Tewksbury, Pineland Farms (New Gloucester, Maine), Grand Traverse Commons (Traverse City, Michigan).

The Committee conducted a developer roundtable early in the process that demonstrated that developers have strong interest in the site. The Committee reviewed DCAMM's market study from Jones Lang LaSalle and commissioned market studies from RKG Associates and McCabe Enterprises. All showed substantial potential for the uses chosen, although the level of commercial uses is likely higher than can be supported in the near-term. The Cultural Alliance of Medfield also commissioned a market study for their activities, which resulted in positive projections for the success of the cultural hub.

Biggest unsolved financial challenge is infrastructure: (1) Developer returns may not be robust enough to absorb full cost, but some contribution expected, (2) Developers may seek direct Town assistance or increased density, (3) Phasing may allow infrastructure to be addressed in segments. Nolan said while phasing of infrastructure may be attractive, early-phase infrastructure must be designed with later-phase infrastructure in mind to avoid expensive re-construction at the time later phases are developed. This would exacerbate an already challenging problem. An early goal should be installation of infrastructure to Lee Chapel in order to

allow the cultural center to proceed, which should have a positive effect on the core campus by “activating” the site.

Nolan explained that Medfield can take advantage of a number of financing mechanisms for this redevelopment.

Historic tax credits provide important incentive for developers to rehabilitate and reuse existing buildings. The available federal historic tax credit is estimated to be \$34.2 million.

The TIF Agreement (Tax Increment Financing) would insulate the town from project risk, shares future real estate tax revenue with developer, used by developer to secure up-front financing and requires specific authority, i.e. special legislation or designation of MSH as an economic opportunity zone by the Commonwealth.

The DIF (District Improvement Financing) Bond would require town bond issuance, future real estate tax revenue used by town to secure up-front financing and either general obligation bonds or revenue bonds; the latter would require higher interest rates but the former poses more risk for the town. A principal issue in DIF financing is whether the municipality issues general obligation bonds or revenue bonds backed solely by the future tax receipts from the redevelopment. The former subjects the municipality to risk of project failure and therefore may be unacceptable to taxpayers. The latter, however, would bear higher interest rates because the bondholders would be absorbing that project risk.

MassWorks and other grants is another financial mechanism to consider. Grants require town application, but grant proceeds can be passed to developer, they do not require repayment if infrastructure built per plans, they are discretionary, so cannot be counted on as a secure source and grants may require up-front investment by town to prepare partial design drawings

Nolan explained leasing land vs. selling it. Leasing, rather than selling the developable plots, gives Medfield more control over what gets built and when. Leasing works best for commercial and residential rental but less well for homeownership. Ground leases can provide an on-going revenue stream to the town and provide a good mechanism for imposing long-term covenants on a developer. Due to the limited term of ground-leases, they are less utilized in homeownership developments because they impair the ability to pass housing to heirs.

Nolan said MSH is unlikely to be developed all at once; therefore, the development will be phased. Medfield could exert more control over the phasing by disposing of the property in sections.

Medfield could recommend phasing in an RFP for a master developer or could require certain phasing as a condition to bidding. A master developer, in its response to an RFP, would likely suggest its own phasing strategy.

For disposition, the town can decide when to sell or lease pieces of the land to one or multiple developers or the town can put the whole redevelopment out to bid as one project and a master developer can propose a phasing plan that meets the terms of the town’s RFP.

The key questions (1) disposition: Should the town dispose of the property in pieces or put the full development out to bid so Medfield can review different phasing approaches as part of its selection?, and (2) expertise/management: Does the town of Medfield need to hire a program manager and retain legal counsel

with real estate expertise for this project?

Nolan explained that on the disposition strategy, the MSHMPC has no recommendation and the MSHMPC recommends hiring a program manager and retaining expert legal counsel.

Nolan said the Committee feels the next steps should be (1) Finalize Master Plan, (2) share the Master Plan with community, (3) decide whether to convene another committee to guide implementation, (4) schedule Special Town Meeting for vote on proposed zoning, (5) decide whether to hire a project manager and legal counsel and (6) prepare RFP(s).

The Committee anticipates having the final Master Plan by the end of June. The final plan will be put on the town website and sent out through an email blast, message, and tweet when it is posted. Nolan said the Committee would be happy to offer some thoughts on how to structure a future committee if the Selectmen decide to form one. Nolan noted the town does not need to vote on the plan itself, but a 2/3 vote at Town Meeting to approve the zoning changes is needed and any disposition plan also needs a Town Meeting vote. In anticipation of the zoning being approved by the town at STM, it would behoove the town to begin preparing the RFP or RFPs as soon as possible.

Marcucci asked the Planning Board for any questions or comments. None were given.

Tom Marie, Warrant Committee said the financials are general and he is hoping for more specifics. Nolan responded that the plan is still being finalized but specific financials are difficult at this stage. Pat Casey added that a Monte Carlo analysis has been re-done and is not dialed in yet. Casey feels a subsequent session will be need to discuss financials. Marie asked how the Park and Recreation and the Cultural Component generate venue. Nolan said they are responsible for raising their own money and are not on the town budget.

Tom Mulvoy, Warrant Committee asked what the Committee learned from the off site visits to other similar sites. Nolan said the Danvers site was not a great model for us. The site was too dense. Gil Rodgers said the Foxboro site was a great model for Medfield. They restored some buildings and made them into condos. Foxboro had bad timing with the market, though. Northampton was a good example too. It is mostly a mixed use site and not much restoration.

Randy Karg said the Committee learned to be firm on objectives and flexible on details. That was the advice given to the Committee by other towns.

Jack Wolfe, Warrant Committee asked about the Monto Carlo further analysis. Casey responded that he is working on the numbers but the best way to clear up uncertainty is through an RFP. Martha Festa, Liaison for the Warrant Committee, noted the cost of infrastructure is what is choking us and asked is any other communities had the same problem. Nolan said the comparable were different and density was adjusted to help cost.

Mark Cerel, Town Counsel, suggested another roundtable with developers should happen. Cerel said an understanding of the market is need before the RFP.

Pete Peterson asked if the Committee was interested in carrying the project forward. Brandie Erb responded that she feels it would be beneficial to for this committee to work with the implementation committee. Rodgers agreed and feels at a minimum there needs to be a period of transition between the current Committee and a

new one. Lucille Fisher said the current Committee needs to be the one to explain the plan to the town before a vote on zoning at a Special Town Meeting.

Murby stated that the public needs to understand the monetary trade off before a STM vote. Murby is unsure how to get the information to the public clearly. Kathy McCabe, McCabe Enterprises, any solution needs to contain the cost for infrastructure. Murby asked is a full demolition of the site was reviewed. McCabe said that it was an option explored and proved to be about 25 million dollars. Karg noted that demolition by neglect would be more expensive than 25 million due to the hazardous materials removal.

Murby asked is anything other than a Park and Recreation facility was discussed for South Hospital Road. Nolan responded it would depend on zoning. Murby noted the South Field, North Field and Green are big chunks of land for inventory and need to be accounted for. Nolan said they would be zoned as open space until the townspeople decided otherwise.

McCabe noted the entire property is on the National Historical register; including the land. The 34 million dollar cash stream could be jeopardized if the open space is altered.

Jean Mineo asked what the number of potential new school children is with the draft plan. Festa responded they are not sure because it is every changing and hard to determine.

Murby asked how the catalyst meetings fit into the plan. Rodgers said senior housing ideas, developer meetings, ideas of how to possibly modernize old buildings, and agricultural aspects of the land ideas come out of the catalyst meetings. Rodgers feels the catalyst meetings should continue.

Marcucci asked why the draft master plan is so long. Nolan said there is a lot to cover and wanted to give all of the explanatory information. Marcucci's concern is that people will get bogged down in the detail and we need information to go to the town meeting with zoning. We need to put the information in a clear way. Marcucci does not feel that all of the background information is necessary for the votes to understand zoning. Nolan agreed and said the draft is a full blown document. There are Executive Summaries that could be used for article information. This draft is the total sum of the Committee's work.

Marcucci said that is the townspeople want to develop MSH, we need to be able to implement it. Marcucci said that is this is the plan, he does not see how to do it other than with a Master Developer. Marcucci feels our Medfield government is too small for this complex plan. Marcucci asked is we could authorize a disposition at the town meeting. Nolan said he doesn't see any reason why not, it just going to be tricky. Marcucci said we are either planning or developing and we could lose another two years developing the implementation plan.

McCabe noted that everything the town purchased for MSH is subject to Mass Historic. Bill Massarro noted that through Mass Historic you have to make the best effort to use the buildings. Massarro assumes the use of the land is the same. McCabe believes selling off portions of the land will jeopardize potential tax credits.

Cerel said that unless you propose flexible zoning, you need to know the market. Cerel said that you should get some feedback from developers and then set up zoning from there. He suggested that gathering developer input in an open forum such as a roundtable would not violate state procurement procedure.

Marcucci said the plan needs to be finalized and then another meeting will be needed.

Erb noted that all documents regarding the plan are transferred to the Town website.

The Medfield State Hospital Planning Committee and Planning Board were dismissed at 10:30 pm. The Board of Selectmen and the Warrant Committee remained.

ADJOURNMENT

Murby made a motion to adjourn at 10:54 PM. Seconded by Peterson.

Respectfully submitted,

Sarah Raposa, Town Planner; and Marion Bonoldi, Recording Clerk

Attendance Roster**Committee Members**

Stephen Nolan	Patrick Casey - absent	Gil Rodgers
Teresa James - absent	Randal Karg	Brandie Erb

Resource Members

Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro -absent
John Thompson - absent		

Others

Sarah Raposa	Bob Tormey
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Agenda

- 7:00 Welcome, intros, review previous sessions
- Discuss and vote on meeting minutes for 06 June and 12 June 2018
 - Review issues in draft version of final report
 - Plan report completion, editing and distribution
 - Plan for Board of Selectmen meeting 10 July
- 9:20 Adjourn

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. The process and main talking points to be used during the second preferred plan review on 10 July with the Board of Selectmen was determined. See page 3 for details.

New Action Items

#	Item	Responsible	Due
1.	Update notes for 06 June meeting and distribute	R. Karg	21 June
2.	Hold the following dates for MSH MPC Meetings: <ul style="list-style-type: none"> • 27 June for working session of committee • 10 July for review with Board of Selectmen 	All Members	
3.	Forward Executive Summary markup and resolution of the "Issues and Conflicts" document to K. McCabe	S. Nolan	21 June
4.	Apprise K. Trierweiler of need to complete filings related to the Holmquist land swap agreement to finalize acquisition of the sledding hill for Town use.	S. Nolan	27 June

5.	Request that McCabe provide final draft versions of Chapters VIII and IX to committee for review by 22 June	S. Nolan	21 June
6.	Encourage M. Taylor to attend 10 July meeting with Board of Selectmen	G. Rodgers	Done

Summary Notes

Meeting began: 19:02

Meeting concluded: 21:32

Meeting minutes for 06 Jun 18 unanimously approved

Motion: B. Erb Second: G. Rodgers

Meeting minutes prepared by M. Bonoldi for 12 Jun 18 unanimously approved after revisions

Motion: B. Erb Second: R. Karg

06 June Issues &/or Conflicts for Draft Documents –

S. Nolan opened the meeting by reviewing the schedule for completion of the final report by McCabe Associates. Considerable editing and verification of the draft remains with a very tight timeline. He informed the committee that an additional review session with the Board of Selectmen has been scheduled for 10 July and asked all members to hold this time for their participation.

The Executive Summary was reviewed by using a markup provided by S. Nolan. He took additional notes for recommended changes and will forward to K. McCabe.

Additional comments from the McCabe issues list.

- Asphalt grindings comment: Delete reference in report. Action item created for S. Nolan to take up this issue with appropriate Town authority for resolution.
- Chapter 4, History: Decision was made to leave the report organization intact with the background information in the initial chapters.

Agreement was achieved on the following changes to the report organization

1. Place chapters VIII and IX in a new main group titled “Preferred Plan”
2. Place chapters X, XI, XII and XIII in a new main group titled “Redevelopment Process”

Odyssey House: This building is where the head farmer, his family, and some non-married farm workers were housed.

- Agricultural Preservation Restriction: Agreed to keep the comment in the report. An action item was taken to apprise K. Trierweiler of a follow up action required by the Town to finalize the Holmquist land swap agreement. This action will secure the sledding hill land for Town use.
- Tax strategy verbiage: S. Nolan will suggest appropriate descriptive nomenclature for this topic to K. McCabe

- 40-R: This section of the report should be simplified dramatically to only a short statement that 40-R zoning was considered but rejected because the economic incentives were not a compelling trade for the attendant restrictions.

The explanation of 40-R zoning should be moved to the appendix section for reference by future users of this report.

Report Finalization –

The Committee agreed that the most important sections of the entire report are contained in Chapter VIII, Preferred Plan, and Chapter IX, Financials. Extensive comments have been provided to McCabe on these chapters and it's critical that the Committee review how these revisions have been incorporated prior to releasing the final report.

Therefore, S. Nolan will request that McCabe focus on these two chapters and provide drafts for review by the committee on Friday, 22 June.

The method of distribution and the recipients for the final draft version of the report will be determined at next week's work session.

Board of Selectmen Meeting 10 July –

The format and desired outcomes of this meeting were reviewed with preliminary agreement on the following meeting elements.

- Limited, or no Powerpoint slides
- Use the preferred plan plot diagram as the main visual tool
- Provide each attendee with an 11x17 color copy and the large poster for the group
- Conduct a building by building or sector by sector review of the plan and make the following points for each
 - Preferred use
 - Other uses considered and the rationale for the preferred, selected use
 - Alignment with goals and objectives
- Inform the Selectmen of the committee's strong desire to remain engaged in communicating and presenting the plan through and at the Special Town Meeting in the fall.

Attendance by plan supporters such as M. Taylor is preferred. Action item to reach out was noted.

Next meeting, 27 June, objectives –

- Finalize edits to Chapters VIII and IX
- Prepare for Selectmen meeting on 10 July
- Create action plan for final proofreading of report
- Create plan for report distribution

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey - absent	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb

Resource Members		
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Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others		
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Sarah Raposa	Bob Tormey	Jack Wolfe
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Agenda

- 19:00 Welcome, intros, review previous sessions
 - Confirm completion of action items from 20 Jun 18
 - Discuss and vote on meeting minutes
 - Share relevant updates

- 19:10 Draft Master Plan Review
 - Review conflicting comments and resolve disagreements
- 20:00 Prepare for 10 July 18 Meeting with BoS
- 21:00 Adjourn

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

New Action Items

#	Item	Responsible	Due
1.	Send financial summary chapter comments to P. Casey for his input and follow-up	G. Rodgers	Done
2.	Send electronic versions of Executive summary and Chapter IX to Warrant Committee	S. Nolan/J. Wolfe	28 June
3.	Forward markups from Chapter VIII review to K. McCabe	S. Nolan	28 June

4.	Distribute draft version of final report to Board of Selectmen, Town Administrators, Warrant Committee and Planning Board	S. Nolan	01 July
5.	Advise P. Peterson to keep this draft version confidential and not distribute in any form	S. Nolan	01 July
6.	Send infrastructure section on pages 112-115 to Board of Sewerage with caution against distribution	S. Nolan/B. Massaro	Done
7.	Prepare the timeline for activities leading to Special Town Meeting in the fall	S. Raposa	Done
8.	Book a venue for a community outreach meeting on 20 September	S. Raposa	02 July
9.	Create video presentation of preferred plan	L. Fisher/G. Rodgers	07 July

Summary Notes

Meeting began: 19:04

Meeting concluded: 21:34

Meeting minutes for 20 Jun 18 unanimously approved
 Motion: B. Erb Second: G. Rodgers

Board of Selectmen Meeting of 26 June –

Members shared their impressions of the previous evening’s meeting of the Board of Selectmen. Peter Bean and Christopher McMahon from Boston Realty Advisors addressed the meeting at the invitation of G. Murby.

Consensus feedback was of a very informal meeting with no prepared materials. The salient points from the guests include:

- Getting the zoning done is critical
- An RFI can introduce the site to a broad array of developers and investors including global investors
- The site is beautiful but expensive to develop
- They are willing to continue to share their point of view and will attend the 10 July meeting
- They will provide an example of a timeline for moving the project to the next stage of implementation

Draft Master Plan Review –

The group reviewed editorial and proofreading markups for Chapter VIII (*Preferred Plan*) with S. Nolan taking notes of the details to share with K. McCabe.

S. Nolan informed the group that K. McCabe has committed to delivering a final draft version that incorporates all of our input and corrections by Sunday 01 July. After much discussion, it was agreed that this version will be distributed to the Board of Selectmen to prepare for the meeting on 10 July. However, Chapter IX, *Overall Financial Strategy*, was not reviewed during this meeting.

Additionally, P. Casey, the most knowledgeable committee member to critique this chapter is not available to review it prior to distribution on 01 July. G. Rodgers expressed vigorous concern about releasing a draft version of this chapter without having an adequate review. He took an action item to provide his summary editorial and content comments with P. Casey in a timely manner to provide feedback to K. McCabe.

J. Wolfe, representing the Warrant Committee, relayed request for electronic versions of the Executive Summary and Chapter IX. This request was granted with the proviso that this preliminary draft version was not to be distributed outside of the Warrant Committee. J. Wolfe and S. Nolan took an action item to follow up appropriately.

Board of Selectmen Meeting –

The format for this outlined in the 20 June meeting was reviewed and confirmed. S. Nolan will lead the discussion.

In addition, a review of our recommended timeline for activities leading to a Special Town Meeting in October prepared by S. Raposa will be shared with the Board for their support and concurrence.

Creation of a video presentation of the report based upon the Power Point Presentation used for the 12 June meeting for Medfield TV was discussed and agreed upon. S. Nolan and L. Fisher took the action item, but it was later agreed that G. Rodgers will do the voice-over in order to complete this on a timely basis.

Final Report Preparation –

A final review of the draft document that incorporates input from all committee members will be conducted on 18 July. B. Erb's markup copy will be the base document for the final revisions to be forwarded to K. McCabe. All committee members are expected to come to this meeting prepared to contribute.

Delivery of the final report version expected by 27 July.

Special Town Meeting --

Following discussion it was the consensus of the Committee to proceed with action items over the next several months (such as announcements and promotional activities) that would lead up to an open community meeting in September to present the final plan, followed in the last two weeks of October with a Special Town Meeting to formally present and vote on the proposed zoning overlay district for the core hospital grounds and Sledding Hill.

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey- absent	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb - absent

Resource Members		
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Alec Stevens - absent	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others

Sarah Raposa

Agenda

- 7:00 Welcome, intros, review previous sessions
- Discuss and vote on 27 June meeting minutes
- Review draft of Master Plan for edits prior to publishing
- Adjourn

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. Committee agreed to modify the plan to allow up to 6 acres of commercial development within the 12-acre parcel on the South Field.
2. Committee agreed to extend the west slope zone south to Hospital Road.
3. Committee will meet on 25 July to review the financial and zoning sections of the Master Plan.

New Action Items

#	Item	Responsible	Due
1.	Forward the markups completed tonight to McCabe for the final report edit	S. Nolan	Done
2.	Revise Fig. III-2 to delete Parcel G and provide copy to S.Nolan.	B. Massaro	Done
3.	Distribute mark up version of zoning language to committee members	S. Nolan	Done
4.	Make an offer to K. McCabe to have T. James complete edits to the report	S. Nolan	Done

Summary Notes

Meeting began: 19:10

Meeting concluded: 00:15

Meeting minutes for 27 Jun 18 unanimously approved

Motion: G. Rodgers Second: T. James

Board of Selectmen Feedback –

T. James reported on the conversation that she had with Selectman Marcucci. He feels the report is too long and would prefer to have more flexibility in the zoning than is currently described in the plan. He also reported that our committee has been chartered through the Special Town Meeting.

He further shared the Board of Selectmen's plan to charter an implementation advisory committee of knowledgeable developers to conduct a process of gathering developer input via an Request for Information mechanism.

Master Plan Review –

The main focus of the meeting was a comprehensive review and edit of the draft version of the Master Plan. Significant modifications were noted for follow up by K. McCabe, et al.

T. James offered to facilitate the process by performing some or all of the edits to the source document. Action item noted to take this offer to K. McCabe.

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb

Resource Members		
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John Thompson	John Harney	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro

Others		
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Sarah Raposa		
Jim Brand	Jerry Potts	Bob Tormey

Agenda

7:00 Review previous sessions & approve minutes 10 Jul 18 & 18 Jul 18

- MSH Master Plan draft report review
- Zoning
 - Financial report chapter

10:00 Adjourn

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. The Committee will meet on 15 August to sign off on the final report.
2. We will retain the Medfield Day booth as a forum to review/explain the final plan.
3. The final report will be made available publicly on MSHMP Town website and via social media outlets.

New Action Items

#	Item	Responsible	Due
1.	Request that K. McCabe incorporate final financial analysis results and complete the final version of the report by 10 Aug.	S. Nolan	03 Aug
2.	Create the press release for the final report	Communications Committee	15 Aug
3.	Assemble comments on draft zoning by-laws and forward to K. McCabe for final edits.	S. Nolan	03 Aug

Summary Notes

Meeting began: 19:09

Meeting concluded: 22:44

Meeting minutes for 18 Jul 18 unanimously approved

Motion: G. Rodgers Second: R. Karg

Financial Chapter Review –

P. Casey summarized the telephone conference call that he conducted with K. McCabe after receiving the financial model. The summary conclusion that he gained from an initial review of the model is that it has some errors and omissions which need to be addressed. The 'bottom line' conclusion regarding the results of the revisions that he completed thus far is that the errors do not introduce material differences in the results. The conclusions formulated by results of previous versions of the model appear to be valid. However, charts, tables, and numbers in the current version of the Master Plan financial analysis chapter will need to be revised to be consistent with the model results.

His plan is to complete a review of the model and forward revisions to K. McCabe to incorporate into the final report. If that approach is not possible, alternate editing approaches will be explored. An action item was taken to make a request for these edits to K. McCabe.

Board of Selectmen Input –

S. Nolan reviewed the Board of Selectmen's tentative plan for implementation. It will involve chartering an Implementation Committee to oversee activities. This group will seek developer input via a Request for Information (RFI) prior to proceeding to finalizing zoning and creating disposition documents. Volunteers interested in participating in Implementation Committee are requested to contact board members.

A critical date for this process is delivery of the final master plan report on 21 August. To meet that deadline it will be necessary for K. McCabe to deliver the final report to us by 10 August.

MSH MPC Plans for Completion of Charter –

Given the milestone date for report delivery to the BoS, we agreed to wrap up all our report corrections and have McCabe deliver the final report to us by 10 August to facilitate a final meeting on 15 August to sign off.

Once the report is complete it will be made available to the public via the Town MSHMP website and social media outlets. The previously reserved booth at Medfield Day will be retained and used to explain the plan to the public.

Review of Zoning Bylaws –

The major portion of the meeting was taken up with a page by page review of the draft zoning by-laws document. Committee members contributed detailed comments and revisions which were documented by S. Nolan, who will assemble and send to K McCabe for final editing of the document.

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James	Randal Karg	Brandie Erb

Resource Members		
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Alec Stevens - Absent	John Harney	Frank Perry - Absent
Lucille Fisher - Absent	Jean Mineo	Bill Massaro
John Thompson - Absent		

Others	
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Sarah Raposa	Erin Haley
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Agenda

- 7:00 Welcome, intros, review previous sessions
Discuss and vote on meeting minutes for 10 Jul 18 and 01 Aug 18

- 7:20 MSH Master Plan wrap-up

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. The MSH Master Planning Committee approves the Master Plan with the final revisions completed tonight.
2. The Committee supports J. Mineo's requests to the Board of Selectmen for actions to begin the creation of an arts and culture center on the hospital grounds
 - a. Request that a warrant be added to the fall Special Town Meeting for early disposition of the Lee Chapel and Infirmary Building to the Medfield Cultural Alliance so that fund raising activity may be initiated
 - b. Request that the Selectmen provide their letter of support for the Cultural Alliance application for MA State Historical Tax Credits.

New Action Items

#	Item	Responsible	Due
1.	Forward changes to the financial chapter to S. Nolan	P. Casey	16 Aug
2.	Forward agreed upon revisions of the plan to K. McCabe for the final plan version	S. Nolan	16 Aug
3.	If Action Item #1 is not feasible, T. James will complete revisions and create the final plan	T. James	19 Aug
4.	Finalize letter of transmittal	S. Raposa	Done
5.	Sign letter of transmittal at S. Raposa's office	All Cmte. Members	17 Aug

6.	Prepare communication campaign for the approved Master Plan	Communication Committee	22 Aug
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Holdover Action Items

#	Item	Responsible	Due
1	Create the press release for the final Master Plan	Communications Sub Committee	17 Aug

Summary Notes

Meeting began: 19:09

Meeting concluded: 21:03

Meeting minutes for 10 Jul 18 unanimously approved
 Motion: G. Rodgers Second: B. Erb

Meeting minutes for 01 Aug 18 unanimously approved
 Motion: B. Erb Second: G. Rodgers

MSH Master Plan Review –

The group shared comments and suggested changes to the current version of the Master Plan. The summary of comments and recommendations include:

- Change the comment on page 3 of the Executive Summary to more accurately state the Plans financial viability for developers
- Financial chapter modifications –
 - Replace two paragraphs on page 136 with new paragraphs drafted by P. Casey to more accurately describe the Monte Carlo simulation results
 - Modify various statements and descriptions throughout the chapter as recommended by P. Casey
 - Review and reconcile all the numerical results in the text and charts for consistency
- Modify Table V-2 which lists all known environmental incidents/actions to reverse the notation between “Town-owned” and “State-owned” land
- Modify page 22 of the Zoning Ordinance Appendix to remove references to 40R and make the time durations consistent
- Modifications and suggestions for improvement to the transmittal letter were compiled to create the final version of this document. S. Raposa will finalize the letter for signature by committee members.

S. Nolan will forward the changes to K. McCabe for correction to the final document. If that approach is not acceptable, T. James will complete them.

A motion by B. Erb, seconded by T. James, was made at 20:43 and unanimously approved to fulfill the Board of Selectmen’s charter for the team.

Motion: The MSH Master Planning Committee approves the Master Plan with the final revisions completed tonight.

Additional Items and Activities –

- The final version of the Master Plan will be posted to the Town website. Initial preparations for this have been completed by S. Raposa.
- The Communications Committee will review and complete public announcements for the plan's delivery to the Board of Selectmen
- The Committee will present the plan at a booth at Medfield Day
- The Communications Committee will meet on Wednesday 22 Aug to prepare a communications campaign for the final plan.
- J. Mineo will attend the 21 August Board of Selectmen meeting to make two requests.
 - Request that a warrant be added to the fall Special Town Meeting for early disposition of the Lee Chapel and Infirmary Building to the Medfield Cultural Alliance so that fund raising activity may be initiated
 - Request that the Selectmen provide their letter of support for the Cultural Alliance application for MA State Historical Tax Credits.

A motion supporting Jean in these activities was made by P. Casey, seconded by B. Erb and unanimously approved.

- Committee members are encouraged to attend the Board of Selectmen meeting
- Committee members are encouraged to attend the Board of Water and Sewerage Committee meeting on Thursday, 23 Aug 18.
- The Communications Sub Committee will meet on Wednesday 22 August to complete the communications plan for the Master Plan announcement
- A party to celebrate the completion of the Master Plan was set for 23 September at T. James home

Attendance Roster

Sub-Committee Members	
Gil Rodgers	Randal Karg
Brandie Erb	Lucille Fisher

Others

Agenda

17:00 pm - Open Meeting

- Approve Draft Minutes for 05 Feb 18
- Finalize communication campaign for Approved Master Plan
- Prepare for Medfield Day Booth

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

No new agreements were achieved.

New Action Items

Follow up responsibilities are listed in text.

Summary Notes

Meeting began: 17:07

Meeting end: 18:00

Meeting minutes for 05 Feb 18 unanimously approved

Motion: B. Erb

Second: R. Karg

Approved Master Plan Communications Campaign –

Weekly newsblast mailing schedule and topics:

- August 29 – Promote hospital grounds driving tour video
- September 5 – Walking Tour story authored by B. Erb
- September 12 – Medfield Day promotion and farewell announcement for Master Planning Committee/hand off to successor Development Committee

Press Release outlet coverage/responsible member:

- Medfield Patch / B. Erb
- Medfield Press / G. Rodgers
- Hometown Weekly / G. Rodgers
- Medfield Cultural Alliance / G. Rodgers

Medfield Day Preparations/responsible member -

Physical materials / B. Erb & S. Raposa

- Reference copy of Master Plan
- Display posters
 - Master Plan rendering, Figure VIII-1
 - Culture Center rendering (from J. Mineo)
 - Master Plan 'Uses' plan view, Figure VIII-2
- Notebook to collect feedback to Selectmen
- Tent
- Easels
- Tables and chairs
- Banner and decorations for tent
- Candy
- Name tags
- Miscellaneous supply kit (pencils, markers, etc)

Staffing schedule / G. Rodgers

MINUTES

2019

**MEDFIELD STATE HOSPITAL
MASTER PLANNING
COMMITTEE (MSHMPC)**



TOWN OF MEDFIELD
**MEETING
NOTICE**

POSTED:
RECEIVED
TOWN OF MEDFIELD, MASS.
TOWN CLERK
2018 DEC 17 P 1:03

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 39 SECTION 28A AS AMENDED.

MSHMPC

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Medfield Public Safety Building, 114 North Street	Monday, January 7, 2019; 5:30 PM

AGENDA (Subject to change)

- **Discuss strategy for MSHMPC**
- **Response to Marcucci e-mail of 11/25/2018**
- **Review media articles for APA award**
- **Other business**

Minutes:
 Present: Karg, Casey, James, Erb, Rodgers, Mineo, Massaro, Harney
 The Committee discussed steps since the master plan was delivered to the BoS in August and the role of the Development Committee.
 The Committee decided to become involved if and when the BoS want to move forward with the master plan.
 Erb and Fisher to issue press release for MA-APA award.

Signature

12/15/2018

Date



TOWN OF MEDFIELD
MEETING
NOTICE

POSTED: TOWN CLERK

RECEIVED
TOWN OF MEDFIELD, MASS.
2019 AUG 29 A 11:35
OFFICE OF THE
TOWN CLERK

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

PLANNING BOARD
MSH DEVELOPMENT COMMITTEE
MSH MASTER PLANNING COMMITTEE
WARRANT COMMITTEE
Board or Committee

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Room 125 Medfield High School 88 South Street	Tuesday, September 3, 2019 at 7:00 pm

AGENDA (Subject to change)

7:00 pm – Attend Board of Selectmen Meeting re Medfield State Hospital Zoning

Minutes:

Present: Erb, Karg, James, Rodgers

Attend BoS meeting and contribute to discussion. Volunteer to assist in communications and outreach.

[https://www.youtube.com/watch?](https://www.youtube.com/watch?v=IDoFCflzHlc&list=PLypOIIJHc4M0USspapt9RpdvOqujwNZrR&index=2&t=1266s)

[v=IDoFCflzHlc&list=PLypOIIJHc4M0USspapt9RpdvOqujwNZrR&index=2&t=1266s](https://www.youtube.com/watch?v=IDoFCflzHlc&list=PLypOIIJHc4M0USspapt9RpdvOqujwNZrR&index=2&t=1266s)

And, any additional business that came in after the deadline that must be discussed prior to the next meeting
OLD BUSINESS / NEW BUSINESS / VOUCHERS / MINUTES / INFORMATIONAL



TOWN OF MEDFIELD

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MEETING NOTICE

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MSH MASTER PLANNING COMMITTEE

Board or Committee

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Warrant Room, First Floor Town Hall, 459 Main Street	Thursday, September 12, at 5:15 pm 2019

AGENDA & TIMES (Subject to change)

5:15 pm - Open Meeting

- Communications and Outreach Plan
 - Including but not limited to:
 - Newsletters, Media, Social Media
 - Preparations for 10/7 Public Forum
 - Preparations for 10/3 Public Hearing
 - Preparations for 11/18 Special Town Meeting

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

09/05/19

Minutes - Present: Erb, Rodgers, Fisher, Raposa

Our approach was to brainstorm ways to publicize the public forum in October, an important step to informing the community before STM in November. The public forum will allow us to discern information gaps and concerns about the rezoning effort which we can address in the weeks leading up to STM. **This week:** Shared Medfield Press feature article on the September 3rd Selectmen's meeting

Week 2 (Sept 15-21) Newsletter Article: What is zoning? Why do we need new zoning at MSH? Create an Event on Facebook and post articles on MSH Vision. Lucille / Get signage for John Thompson at MSH (his request)

Week 3 (Sept 22-28) Newsletter: Reintroduce the Master Plan. Zoning in a very initial step in moving forward.

Week 4 (Sept 29-Oct 5) Newsletter: Date, Place and Time of Forum. Who will be there? The Public Forum will inform the content and action plan to be executed in the weeks preceding the STM.



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MSH MASTER PLANNING COMMITTEE

Board or Committee

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Warrant Room, First Floor Town Hall, 459 Main Street	Thursday, October 3, 2019 at 6:00 pm

AGENDA & TIMES (Subject to change)

6:00 pm - Open Meeting

- Communications and Outreach Plan
 - Including but not limited to:
 - Newsletters, Media, Social Media
 - Preparations for 10/7 Public Forum
 - Preparations for 10/3 Public Hearing
 - Preparations for 11/18 Special Town Meeting

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Minutes:

Present: Erb, Rodgers, James, Casey, Karg, Fisher, Trehubenko, Murby, Martinez, Richard

Members organize the presentation for the Oct 7, 2019 public information session.

[https://www.youtube.com/watch?](https://www.youtube.com/watch?v=dtkHKfmbUpA&list=PLypOIIJHc4M2U2oI6IHNwXp2aOubxeL9O)

[v=dtkHKfmbUpA&list=PLypOIIJHc4M2U2oI6IHNwXp2aOubxeL9O](https://www.youtube.com/watch?v=dtkHKfmbUpA&list=PLypOIIJHc4M2U2oI6IHNwXp2aOubxeL9O)

09/18/19



TOWN OF MEDFIELD

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MSH MASTER PLANNING COMMITTEE

Board or Committee

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Warrant Room, First Floor Town Hall, 459 Main Street	Monday, October 21, 2019 at 6:00 pm

AGENDA & TIMES (Subject to change)

6:00 pm - Open Meeting

- Communications and Outreach Plan
 - Including but not limited to:
 - Newsletters, Media, Social Media
 - Preparations for 10/21 Public Hearing
 - Preparations for 11/18 Special Town Meeting

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Minutes:

Present: Erb, Rodgers, James, Casey, Mineo, Fisher, Jacobson, Mason, Harney

Erb: Reboot after forum; schedule mtg on 10/30; list of town meeting voters; Outreach at Library on Saturdays; Order new map panel for sandwich board; relocate MSH sandwich board; postcard/flier (& costs); BoS to announce STM at meetings; discuss STM presentations; Hometown Weekly column by DeSorgher; last day to register is 10/29; Randy is writing an article about process and levels of control, monitoring, enforcement

Rodgers: Historical Society meeting on 11/4, Gil is attending and has 10 minutes to speak; review nearby traffic studies, new subdistrict map, Video clips for facebook and newsletters

Fisher: video clips; live stream Q&A

Casey: article about trade-offs; working with Warrant Committee

James: article about Planning Board; neighborhood fire pit events

10/16/19



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MSH MASTER PLANNING COMMITTEE

Board or Committee

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
DPW Meeting Room 55 North Meadows Road	Wednesday October 30, 2019 at 6:00 pm

AGENDA & TIMES (Subject to change)

6:00 pm - Open Meeting

- Communications and Outreach Plan
 - Including but not limited to:
 - Newsletters, Media, Social Media
 - Preparations for 11/18 Special Town Meeting

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Minutes

Present: Erb, Karg, Casey, James, Fisher, Harney
 -Previous minutes were approved (Karg, Casey; 4-0)
 -The Committee intends to meet with the Development - Committee at their meeting at 7 pm.
 -Karg was identified as the speaker for the presentation at STM.
 -Casey indicated there should be an article on zoning (what it is and how it works). Raposa drafted an article on that subject. James to edit the article.
 -Reviewed library hours outreach schedule over next few weeks.
 -Raposa to add the final zoning to the book at the library.
 -Committee discussed messaging.
 -There is a BoS meeting on 10/31 where their vote will be taken. The warrants will be posted, printed, and mailed.
 -Committee discussed presentation content and handout with Development Committee (both must be approved by the moderator).

10/22/19



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MSH MASTER PLANNING COMMITTEE

Board or Committee

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Town Hall, Warrant Room First Floor Meeting Room	Wednesday, November 13, 2019 at 5:00 pm

AGENDA & TIMES (Subject to change)

5:00 pm - Open Meeting

- Communications and Outreach Plan
 - Including but not limited to:
 - Newsletters, Media, Social Media
 - Preparations for 11/18 Special Town Meeting

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

MINUTES

Erb, Rodgers, Fisher, James, Karg, Mineo, Casey
 Karg reviewed his STM presentation
 Committee reviewed format and speakers
 Committee discussed potential Q&A

11/04/19