



Board of Selectmen  
Meeting Packet  
August 3, 2021



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APTIVE ENVIRONMENTAL LLC

### LEGAL NOTICE PERMIT TO SOLICIT

Notice is hereby given that under the provisions of Section 28 of Article IV of the Town of Medfield By-Laws a public hearing will be held on Tuesday August 3, 2021 at 7:00 PM on application of Aptive Environmental LLC, Foxborough, MA, a full-service pest control company, to solicit in Medfield. All town boards and interested parties are invited to attend.

Please note that for those who prefer not to attend the hearing in-person, this hearing will take place **virtually via Zoom**. Please consult the Town's website for instructions for participation in the hearing.

Michael T. Marcucci, Chairman  
Board of Selectmen

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The Press 7/30/21

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NOTICE TO PROCEED

To: **Biszko Building Systems, Inc.**  
**20 Development Street**  
**Fall River, MA 02721**

Date: **August 3, 2021**

**PROJECT: Wells 3 & 4 Water Treatment Plant, Town of Medfield, Massachusetts**

You are hereby notified to commence the Work in accordance with the Agreement dated **July 13, 2021**, on or before **August 3, 2021**, you are to reach Completion on all work within five hundred and fifty (550) consecutive calendar days thereafter. The date of completion of all work is, therefore, **February 4, 2023**.

**FOR THE TOWN ADMINISTRATOR**  
**MEDFIELD, MASSACHUSETTS**

BY: \_\_\_\_\_

END OF SECTION 00550





## MANAGE TOWN FINANCES IN A FISCALLY PRUDENT MANNER THAT STRIKES A PROPER BALANCE BETWEEN FUNDING OF IMPORTANT TOWN SERVICES AND AFFORDABILITY FOR TAXPAYERS

***GOAL #1: Charting a course for the town calls for an unwavering commitment to prudently impose financial burdens on taxpayers, while also ensuring that essential, or, in some cases, highly desired services are provided to the town's residents and businesses. The natural tension between these two imperatives requires that a thoughtful balance between the two be maintained.***

Key Focus Areas	Long-term (5 – 10 year timeframe)	2018 – 2019 Goals
Maintain a Responsible/Fiscally Prudent Financial Position	Keep the Town's Operating Budgets within the limits imposed by Prop 2 ½ and overall town debt at or below the size of the town budget	Implement an agreed-to structured budgeting policy that improves residents' understanding of town budgets and better prepares them to vote on annual budgets at the Annual Town Meeting
Reduce Reliance on the Residential Tax Base for Revenues by either diversifying the tax base and/or building revenue positive housing	Generate 10% of the Town's Tax Revenue from Non-Residential Sources and/or the net gain on revenue positive housing (i.e., tax revenue – added cost to town)	<p>Work with Town Planner to identify parcels of land that could be rezoned as commercial. Present recommendations to the Planning Board –</p> <ol style="list-style-type: none"> <li>1. Identify 1 parcel of town-owned land suitable for commercial development and create a plan for its reuse and disposition.</li> <li>2. Identify at least 1 parcel of land, not town-owned, even if zoned residential, that could be commercially developed. Work with Town Planner/Planning Board to evaluate potential to be re-zoned.</li> <li>3. Rezone the business district in the downtown to provide more business/retail spaces. Find ways to extend the downtown business district to enhance areas like Park Street as integral components of the downtown business district.</li> </ol> <p>Appoint a Town-Wide Master Planning Committee to revamp the current town Master Plan by September 2019</p>
Promote a "Business Friendly" Atmosphere to Retain Current and Attract Potential New Businesses		Work with the downtown business community and residents to identify a committee to assume the responsibilities previously held by the Downtown Study Committee and the Economic Development Committee with a goal of promoting economic development in the extended downtown area that balances business needs and the needs of downtown residents. (Probably under the leadership of the Town Planner)
		Incorporate the State Hospital Master Plan into the Town-Wide Master Plan before effecting any MSH land sales in order to secure the LDA bonus money

***GOAL #2: Many decisions made by the town carry long-term financial implications that can easily be missed, if they are not consciously taken into account. Hiring decisions; major capital acquisitions; program expansions; and even public or state “seed money” contributions in support of new initiatives can all introduce long-term financial ramifications for the town that should be recognized up front before an initial financial decision is made. Unexpected major capital requirements; significant structural budget deficits; and unfunded long-term financial liabilities should rarely, if ever, arise.***

Key Focus Areas	Long-Term (5 – 10 year timeframe)	2018 – 2019 Goals
Proactively plan for the maintenance and upgrade of town buildings	Maintain and update (annually?) a 20-year plan for building maintenance expenditures	Complete and approve 20-year capital maintenance plan  Develop a plan to fund those building improvements/repairs deemed necessary and appropriate for funding from the 20-year capital plan
Ensure adequate funding for the ongoing maintenance and upkeep of the town’s transportation, water, and sewer infrastructure	Establish and annually update a 20-year capital plan for Water & Sewer System  Establish and annually update a road maintenance plan  Align long-range plans with financing policies that are capable of supporting those plans	Meet with W & S board/town administration and determine solutions for issues identified by W & S Board, develop plan going forward  Develop a sidewalk development plan for the town that lays out specific plans, priorities, and sequencing to increase the extent and quality of the sidewalks in town.
Recognize and plan for the full costs associated with expansions of town staff, programs, and services	Double the current level of funding for the Town’s OPEB obligation  Apply funds obtained through major capital sales of town assets to the town’s long-term financial obligations  Restructure department budgets to reflect the full costs of staff, programs, and services, including benefits costs that are currently consolidated in separate town-wide budgets  Explore options for establishing reserve accounts to accrue funds to support long-range maintenance/ replacement expenditures	Increase from \$400,000 to \$425,000 the OPEB contribution in next year’s FY20 budget -- Modify OPEB goals in light of recently approved Financial Policy     Develop a plan to reduce employee usage of town health benefits  Establish procedures to ensuring that full long-term financial obligations of the town are taken into account when hiring staff. Increase public visibility into the full financial implications associated with staff hiring decisions.

**PURSUE COMMUNITY HOUSING GOALS TO MAINTAIN AN ECONOMICALLY STABLE AND SOCIALLY BALANCED TOWN  
POPULATION THAT ALLOWS MEDFIELD TO BE A SELF-SUFFICIENT AND ACCESSIBLE COMMUNITY**

***GOAL #3: Medfield does a good job of producing responsible citizens who live with confidence in the safety and support of their community, regardless of economic or social status. Medfield residents can be confident that the town cares about them and will support them where possible. One of the most visible ways for the town to demonstrate its commitment to its residents is to work to address specific housing needs of long-standing town residents and other residents with particular needs that the town is in a position to help address.***

Key Focus Areas	Long-Term (5 – 10 year timeframe)	2018 – 2019 Goals
Achieve 40B Affordable Housing Goals to Enable Medfield to Control Its Development Path	Achieve 10% Affordable Housing mandate imposed by Chapter 40B within the next 8 years	Support construction of 21 units of SHI-eligible housing to extend safe harbor protection for another year, and commence planning for 21 SHI per year in future years. (Implement construction of affordable housing so as to keep the town in G.L. c. 40B Safe Harbor)
Provide Housing for Medfield's Adults Who Are Capable of Living Independently With Assistance	Develop 8 units of housing for adults with intellectual disabilities	
Increase Availability of Senior Housing to Enable Seniors to Afford to Live in Medfield	Provide a minimum of 120 additional units of senior housing across the economic spectrum over the next 6 years	Dispose of Hinkley Property  Adopt Senior Housing Overlay District
		Schedule and hold Town Meeting vote on zoning changes and disposition of Medfield State Hospital property  Begin to implement the final Medfield State Hospital Master Plan  Resolve question of water and sewer capacity required to support the redevelopment of the State Hospital property  Transition responsibility for the redevelopment of the State Hospital property from the MSH Master Planning Committee to a successor "Development Committee", responsible for initiating action to redevelop the property, consistent with the objectives reflected in the State Hospital Master Plan.

## PROMOTE THE HEALTHY AND RESPONSIBLE DEVELOPMENT OF MEDFIELD'S YOUTH

***GOAL #4: Medfield has a long-standing tradition of consciously working to instill in Medfield's youth an appreciation for what it takes to form a vibrant, respectful, and supportive community to provide the best life possible for all who live in it. This appreciation doesn't arise on its own. It is the result of conscious action by teachers, adult leaders, community leaders, neighbors, and youth organizations to introduce the town's youth to town history, principles of democracy in action, public events and activities that encourage reflection and involvement in actions to bring a community together. Town government isn't always the initiator or driver of these activities, but town government should always remain cognizant of them and should work to support these activities where needed and feasible.***

Key Focus Areas	Long-Term (5 – 10 year timeframe)	2018 – 2019 Goals
Maintain/ Improve the School System's Solid Academic Performance	Plan for the replacement of the Dale Street School	Complete the Feasibility Study for the replacement of the Dale Street School
Support the Cultural/ Physical/ Emotional/ Civic Development of Our Children	<p>Develop and implement a thoughtful framework for addressing the full range of challenges confronting the town's young people</p> <p>Support and strengthen the opportunities available to the town's young people to help them realize their full potential in life</p>	Implement the Connections program to enhance contact between the town's seniors and the town's youth (grant funded)
Provide Appropriate Opportunities for the Town's Young People to Observe and Participate in Town Governance		Work with the School Department and the Town Departments to assess the potential for identifying opportunities for town youth to get involved with town operations with a goal of promoting a deeper appreciation of the importance of a citizen-led local government

***GOAL #5: Medfield is a unique town because of its character, history and heritage. Built upon the principles, ideals and values of our country, Medfield has taken that foundation and refined it to build a town that recognizes the importance of preserving the heritage, values, and culture that have made Medfield the community that it has become. This goal focuses on ensuring that the best parts of Medfield are preserved for future generations and that Medfield retains its unique identity and character.***

Key Focus Areas	Long-Term (5 – 10 year timeframe)	2018 – 2019 Goals
Preserve/ Protect the Town's Character, Understanding of its History, and its Historic/ Cultural Resources		Rationalize responsibilities between DPW, Parks & Recreation, and the School Department for maintaining natural town assets, including parks, athletic fields, building grounds, and other maintained open space. Make appropriate adjustments to department maintenance budgets to reflect adjustments in responsibilities.
Support Environmental Protection Efforts and Promote the Public's Responsible Use of Our Natural Resources		Town Administrator coordinate with the DPW Head to develop a public tree inventory and tree planting plan
Support and Protect/ Maintain Attractive Open Space Acquisitions to Enhance Recreational Opportunities and to Maintain the Open Character of the Town		





Kristine Trierweiler &lt;ktrierweiler@medfield.net&gt;

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## Letter of Interest - Board of Selectmen's Name Change Advisory Committee

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**Nathan Bazinet**

To: ktrierweiler@medfield.net

Wed, Jun 30, 2021 at 2:40 PM

Dear Ms. Trierweiler:

Thank you for receiving this letter of interest, on behalf of the Board of Selectmen, regarding my interest in volunteering for the Board of Selectmen's Name Change Advisory Committee.

As a regular attendee of meetings of the Board of Selectmen for the past several years, the formation of this advisory committee is of special interest to me.

This topic has been raised in the past and the Board is correct in its determination that greater introspection is due on this matter than a simple, rote name change to "Select Board."

That board name could be the final consensus choice, but I believe it is imperative that potential new names be examined with regard to accessibility, clarity, dignity, and unity. The history of Medfield and Massachusetts should also be of consideration in the process.

My previous experience volunteering for the town includes stints on the Safety Committee and Board of Registrars. In the community, I was excited to take a turn as a "Wise Man" actor in the Nativity display at the 2020 Winter Lights celebration held at Medfield State Hospital.

I look forward to the chance to work with my fellow residents to achieve a result favorable to the Board and, with the Board's support, ultimately, Town Meeting.

Thank you for your consideration.

Nathan Bazinet  
30 Oriole Rd



## Theresa Knapp Enos

96 West Street | Medfield, MA 02052 |

(home) |

(cell/text)

June 1, 2021

Medfield Board of Selectmen  
Town Hall  
Medfield, MA 02052

Re: Letter of Interest - Possible renaming of Board of Selectmen

Dear Selectmen:

Please consider this my letter of interest to be appointed to the committee to study the possible renaming of the Medfield Board of Selectmen. I am an active member of the community and consider this another way to take an active role in making Medfield an even more inclusive community.

My "day job" is at Harvard Law School where I am a member of the library administrative team, and my duties vary from promoting community engagement, examining/improving user experiences, project organization, event planning and promotion, and much more. In addition, I am a member of a committee to promote and increase diversity, equity, inclusion and belonging in our workplace, and serve on a committee that aims to diversify the library collection.

Finally, I believe these additional qualifications would make me a good candidate for the committee:

- Bachelor's in Social Sciences, minor in Race & Ethnic Relations
- Master's in Applied Sociology
- Graduate Certificate in Survey Methodology (ie: user experience surveys)
- Currently pursuing, Master's in Industrial & Organizational Psychology
- Current President, Hannah Adams Woman's Club

Thank you for your consideration. I welcome the opportunity to be part of this important committee.

Sincerely,



Theresa Knapp Enos



Kristine Trierweiler &lt;ktrierweiler@medfield.net&gt;

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**Board of Selectmen name committee**

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**Alexandra Maider** <[REDACTED]>  
To: ktrierweiler@medfield.net

Wed, May 26, 2021 at 1:29 PM

Hi all,

I commend you all for recognizing the importance of considering a new name for Medfield's esteemed Board of Selectmen, an essential leadership group that has significant operational, tactical, and symbolic impacts on our community. I've lived in Medfield most of my life, (and I was privileged to have been taught by former Selectman Mr. Richard DeSorgher), so I understand the importance and relevance of the Board of the Selectmen. I have a deep respect for the intense level of often thankless civic engagement the roles require.

That said, a name change can be a challenging undertaking in a town as steeped in pride and tradition as Medfield. To that end, if help is needed, I'd love to support the change management process and join the committee. If you have enough interest already to seat a committee, then I have trust in my neighbors to recommend an appropriate inclusive change forward. Happy to help however I can!

Kindly,  
Alex Maider  
58 Frairy St.

June 30, 2021

Dear Ms. Trierweiler,

I am writing to express my interest in joining the Name Change Advisory Committee for the Board of Selectmen. I am a nurse who is currently a stay at home parent, and in both my parenting and professional life I understand the importance of language and the impact it can have on mental health and inclusion. I have lived in town for 10 years, and love living in Medfield. To change our governance to reflect more inclusive language helps to create an environment where all feel welcome in our town. I want to be a part of the process of making it feel accessible and inclusive to everyone who comes here.

Thank you,  
Julie Maviglia  
49 Brook Street  
Medfield



Kristine Trierweiler &lt;ktrierweiler@medfield.net&gt;

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## Renaming Committee

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**Sue Newark** [REDACTED]

Fri, Jun 4, 2021 at 10:59 AM

To: "gusmurby@earthlink.net" <gusmurby@earthlink.net>, "osler.peterson@olserpeterson.com" <osler.peterson@olserpeterson.com>, "selectmanmarcucci@gmail.com" <selectmanmarcucci@gmail.com>  
Cc: Kristine Trierweiler <ktrierweiler@medfield.net>

Good morning gentlemen- I would like to volunteer for the renaming committee. I have been a Medfield resident for 12 years and an employee for the Town of Wellesley for over 19 years.

I would like to offer my time and experience to the Town to help offer a recommendation for a renaming of the current Board of Selectmen. The past year has required so much from the Board and Town's Staff to be able to help in some small way is the least I can offer.

Thank you for your consideration and I look forward to hearing from you.

Suzanne M Newark  
2 Hale Place

To Medfield Board of Selectmen and Committee to Study Selectmen Naming Options

From: Richard DeSorgher, Town Historian

To obtain knowledge on the origins and history of the office of selectmen here in New England, one really needs to go back to the arrival of the Pilgrims and the signing of the Mayflower Compact

The 102 passengers on the Mayflower were divided into two groups. Only 41 of them were Pilgrims--religious dissenters called Separatists, who had fled England for Holland. Now they sought a new life in America where they could practice their religion in the manner they chose. The rest of the passengers, called "strangers" by the Pilgrims, included merchants, craftsmen, skilled workers and indentured servants, and several young orphans. All were common people. About one-third of them were children.

The 3,000-mile voyage across the Atlantic lasted more than two months. When they finally sighted land on November 9, 1620, the captain of the Mayflower knew right away that they were at Cape Cod, far north of their destination. The captain headed the Mayflower southward, but dangerous sand bars and heavy seas of present-day Chatham forced them to turn back. The Mayflower finally dropped anchor in a harbor at the tip of Cape Cod. Rather than chancing more days at sea, the Pilgrims decided to land.

Almost immediately, an argument broke out. According to William Bradford several "strangers" made "discontented and mutinous speeches." They apparently argued that, since the Cape Cod area was outside the jurisdiction of the Virginia Company, its rules and regulations no longer applied. The troublemakers threatened to do as they pleased "for none had power to command them," wrote William Bradford. Three thousand miles from home, a real crisis faced the colonists even before they stepped ashore.

Imagine the situation: over 100 people, cut off from any government, with a rebellion brewing. Only staunch determination would help the Pilgrims land and establish their colony. If they didn't work as a group, they could all die in the wilderness.

The Pilgrim leaders realized that they needed a temporary government authority. Back home, such authority came from the king. Isolated as they were in America, it could only come from the people themselves. Aboard the Mayflower, by necessity, the Pilgrims and "Strangers" made a written agreement or compact among themselves.

The Mayflower Compact is very similar to the written agreements used by the Pilgrims to establish their Separatist churches in England and Holland. Under these agreements the male adult members of each church decided how to worship God. They also elected their own ministers and other church officers. This pattern of church self-government served as a model for political self-government in the Mayflower Compact.

Make no mistake, the colonists had no intention of declaring their independence from England when they signed the Mayflower Compact. In fact, in the opening line of the Compact, both Pilgrims and "Strangers" refer to themselves as "loyal subjects" of King James.” The rest of the Mayflower Compact is very short. It simply bound the signers into a "Civil Body Politic" by virtue hereof “to enact, constitute, and frame, such just and equal laws, ordinances, acts, constitutions, and offices, from time to time, as shall be thought most meet and convenient for the general good of the colony; unto which we promise all due submission.” These officers they elected for the general goods of the colony became the foundation for the current selectmen we have today in the towns of New England. The idea that they would meet from time to time to enact just and equal laws became the foundation for the town meeting form of government we have today in those same New England towns.

Early in the history of the Commonwealth of Massachusetts, it would be at Town Meetings where they would periodically “select” prominent citizens to perform the business of the town between town meetings. Gradually, town functions became involved enough to require more consistent supervision. Borrowing the concept of councils from their English heritage, the colonists began to elect between three and nine “select-men to serve for fixed terms. Beginning with Dorchester in 1633, towns in Massachusetts quickly adopted this unique form of government.

Initially, the powers and duties of selectmen differed from town to town. In general, selectmen were required to carry out and enforce the votes of the town meeting, but were granted additional authority over specific administrative areas of town government. During the late 17<sup>th</sup> century, the Massachusetts General Court began passing laws that shaped the character of the office. Selectmen were given significant authority over town finances, care of the poor, schools, admission of new residents into the town, roads and other public works, land regulation, local defense, and appointment of other town officials not elected by the town meeting. Selectmen were almost solely responsible for the content of warrant articles until 1715, when the General Court passed a law requiring them to accept articles on the petition of ten or more property owners.

In colonial times, when the concerns of towns were simple and their populations' small, most "executive" business of the towns was conducted by their boards of selectmen. As Massachusetts grew, the activities of towns expanded and became increasingly sophisticated.

Up until the start of the 18<sup>th</sup> century, citizens were meeting twice a year at Town Meeting and leaving much of the decision making to the selectmen. But starting in the early 1700s, citizens via Town Meeting began to take back some of the powers they had left to the selectmen.

Instead of meeting just twice a year at Town Meeting, towns began meeting 4-5 times per year, with the list of problems to be acted upon larger and larger. It was now not just the selectmen who were calling the meeting but the townsmen as well.

Town Meeting was expanding its powers by taking over a larger and larger share of the total town business and not just leaving it to the selectmen. One of the most significant shifts in power was taking away the power of the purse from the selectmen; now town meeting, newly appointed positions of treasurer and assessors, would have the greatest say on who and how much the individual tax levy would be. Hence every tax was now specifically authorized not by the selectmen but by the town.

The new local office that of Moderator, was created. Always a respected townsman, it would be now the Moderator who would run town meeting.

All this led to a declining influence of the Board of Selectmen. The Board was further undermined by its constituents growing independence at election time. The town was no longer leaving selectmen in office year after year but rejecting incumbent selectmen and bringing in new men. Towns like Dedham, for example, reduced the size of their Board of Selectmen from seven to five. Fewer posts meant fewer opportunities to obtain election and once elected a man was now likely to be replaced within a year. The days of selectmen serving 20 or more terms seemed over.

Generally, today, the selectmen in each town have charge of all public safety agencies of the town (civil defense, the fire department, the police department, and the inspection department). The town counsel, the board of registrars of voters, board of appeals, the conservation commission, and veterans' services officials are usually appointed by the selectmen. Frequently, the selectmen control one or more of the public works functions organized as separate departments. In the great majority of towns, the selectmen appoint a town accountant.

In addition to the school committee, which is commonly the biggest spending agency in a town, there are other independent elected bodies and officers. Among the more important are the town clerk, town treasurer, town collector or tax collector, board of assessors, planning board, housing authority, library trustees, park and recreation commission, board of health, and one or more agencies with specialized public utility or public works functions (municipal light boards, and street, water, sewer or cemetery commissions).

Currently, the Massachusetts General Laws authorize towns to elect boards of three or five selectmen, on an at-large basis, for terms of one or three years, as determined by the vote of the town, or local home rule charter provisions. In most towns, selectmen are elected annually for overlapping three-year terms. In one town, Saugus, the selectmen are elected biennially for two-year terms. In a majority (186 of the 304 towns), the board has three members, with five-



member boards of selectmen elected in the 118 other towns. For the most part, five-member boards of selectmen are found in the more populous towns in Massachusetts.

Massachusetts towns have either “weak” or “strong” selectmen systems of executive branch organizations, according to the extent to which their boards of selectmen control town administrative activities. A “weak” selectmen system is characterized by a long local ballot for the election of many town administrative officers and boards which are responsible directly to the local voters, and are, therefore, independent of selectmen supervision. In “strong” selectmen towns, the selectmen, the school committee, and possibly a few other executive officers and boards are elected by the voters, while most major administrative officials are appointed by the board of selectmen. This would be the case in the Town of Medfield.

Most people think of selectmen as the all-powerful political leaders of the town, at the top of the governmental pyramid. This is far from the truth. Selectmen have less authority in their towns than the governor does in the Commonwealth, or the president does in the federal government, to say nothing of executives in the business world. While selectmen are the principal administrative officers of the town, other boards, including the school committee, the planning board, and the board of health, may wield at least as much authority over certain aspects of town government. Very often, the board of selectmen does not have the only word, or even the last word, on what gets done in town. Town government in New England is largely government by committee, and the legal authority of selectmen is limited to actions taken by the board as a whole. This structure, so different from what most people have experienced in their professional and social lives, is often a difficult adjustment for new selectmen.

If a board member wants to accomplish specific objectives, the member must find a way to work with the other members of the board and with other boards in town. This may be very difficult for a new board member who ran “against the board,” but an effective selectman must become an expert in the political arts of courtesy and compromise.

The board of selectmen’s formal, legal responsibilities are scattered throughout hundreds of statutes and in a town’s bylaws, home rule charter, and in the special laws (special acts) enacted

by the Legislature for a particular town. Boards of selectmen have general supervision over all matters that are not specifically delegated by law, or by vote of the town, to another office or board.

While the specific role of the selectman is broad, it varies from town to town. Generally, boards of selectmen have at least several important responsibilities under state law: the power to prepare the town meeting warrant; the power to make appointments to town boards and offices; the power to employ professional administrative staff and town counsel; the power to sign warrants for the payment of all town bills; and the authority to grant licenses and permits.

By law, the selectmen are charged with calling town elections and town meetings and with publishing the warrants for them. In towns that have a finance, warrant, or advisory, committee, that body makes recommendations to the town meeting on warrant articles. In all towns, however, the selectmen govern what appears in the warrant, as well as the order of the articles. While State law gives petitioners the right to demand a town meeting and to submit warrant articles, the selectmen actually issue the call, establish the date, time, and place, and in general organize matters up to the point that the moderator calls the gathering to order.

The selectmen's appointing authority may be vast or limited, depending on how the town is organized. Other elected boards and committees, the town meeting moderator, and the professional administrator (if the town has one) all have some appointment responsibility. In most cases, however, the selectmen have the power to appoint more local officials than does any other person or group.

Again, this responsibility can be an enormous one; for example, it can extend beyond hiring the police chief to the entire police force. With so many other obligations, selectmen must necessarily delegate some of this power to department heads. It is important, however, that selectmen retain sufficient control to ensure that the appointment process is always open, fair, and properly implemented.

A town's legal representatives must be designated by the board of selectmen, unless a charter provides otherwise. This power to appoint town counsel is, in effect, the power to direct all legal affairs of the town. In most cases, documents that would bind the town legally must be approved by the town counsel. Regulating the use of town counsel by other town boards and officials is a delicate matter that requires good judgment and political skill.\

For most towns, the complexity of running town government demands that there be a professional administrator to assist the board of selectmen, whether it be an administrative assistant, executive secretary, town administrator, or town manager. While these positions must be authorized by charter or town meeting, it is the board that does the hiring. This responsibility must be taken very seriously. Depending on the responsibility vested in the position, the professional administrator can have a significant impact both on the ability of the selectmen to do their job and on how the town is run. In the early 1970s, there were only 40 to 45 professional administrative positions (managers, administrators, executive secretaries) in Massachusetts; today, there are more than 200 such positions.

The town treasurer may not issue a check unless a majority of the board of selectmen signs a warrant of authorization. This affects the town's payroll, as well as every provider of goods and services. Other boards, committees, department heads, and town officials may approve whatever payrolls and bills they wish, and certainly they should be required to do so before the warrants come to the selectmen, but the bills cannot be paid until the selectmen sign off on them.

Because of the enormity of this task, selectmen should rely on department heads to monitor day-to-day spending and make recommendations. However, the power to delay or veto expenditures gives the board of selectmen an important role in overseeing the operation of the town.

In most towns, the board of selectmen is the local licensing authority, with the ability to issue licenses and permits for a broad range of activities, such as sale of alcoholic beverages, entertainment provide by an innholder, lodging houses, blasting operations, automobile dealers, yard sales, block parties, junk dealers, pawnbrokers, parking lots, storage and sale of gasoline, theatrical events, restaurants, and many other purposes.

An effective selectman has the ability to take the patchwork of laws and bylaws that comprise the board's authority and turn it into an action agenda which can be summed up in a single word: leadership. Leadership is the most important, yet the least understood, role of a selectman. It involves both personal leadership and, perhaps more important, leadership by the board, as a team. Teamwork can be developed if individual selectmen understand that effectiveness is not achieved by individual action, but by a board of selectmen acting in concert.

A board's behavior sets a tone for the town. A board which is constantly bickering, trying to embarrass each other, or frequently stymied by disagreements, loses credibility with the public, other town officials, and town employees. If, on the other hand, members are consistently trying to overcome differences and seeking to take new initiative, it is far more likely that their lead will be followed.



	Name	Questionnaire Complete?	Recommended Action	Term	Current Term Expires
<b>ADA Compliance Review Committee</b>		No			
	Maurice Goulet		Reappoint	3 years	2021
	Amy Colleran		Reappoint	3 years	2021
	Ann Thompson				2022
	Tina Consentino				2022
	Kristine Trierweiler				2023
	Chief William Carrico				2023
<b>Medfield State Hospital Development Committee</b>		Yes			
	Todd Trehubenko		Reappoint	1 year	2021
	Johnny Martinez		Reappoint	1 year	2021
	Patrick Casey		Reappoint	1 year	2021
	Randy Karg				2021
	Mike Metzler		Reappoint	1 year	2021
	Gus Murby		Reappoint	1 year	2021
	Chris McMahon		Reappoint	1 year	2021
	Nicholas Milano, <i>Ex Officio</i>		Reappoint	1 year	2021
<b>Transfer Station and Recycling Committee</b>		Yes			
	Donna Knott	Appoint		1 year	
<b>Affordable Housing Trust</b>		Yes			
	Jim Brand (Chair)				2022
	Brett Heyman				2022
	Michael Marcucci		Reappoint	2 years	2021
	Ann Thompson		Reappoint	2 years	2021
	Kerry McCormack		Reappoint	2 years	2021
	Newton Thompson				2022
	Greg Sandomirsky				2022
<b>Planning Board</b>		N/A			
	Blake McDermott, Associate		Reappoint	1 year	2021
	Jamie Sullivan, Associate		Reappoint	1 year	2021
<b>Zoning Board of Appeals</b>		No			
	William McNiff				2023
	Michael W. Whitcher				2022
	John J. McNicholas		Reappoint	3 years	2021
	Jared Spinelli, Associate		Reappoint	1 year	2021
	Charles H. Peck, Associate		Reappoint	1 year	2021
	Jared Gustafson, Associate		Reappoint	1 year	2021
<b>Individual Appointments:</b>					
	David Maxson	Wireless Communications Advisor		1 year	



Nicholas Milano &lt;nmilano@medfield.net&gt;

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## Online Form Submittal: Annual Committee Questionnaire

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noreply@civicplus.com &lt;noreply@civicplus.com&gt;

Sun, Jul 11, 2021 at 12:02 AM

Reply-To: [REDACTED]

To: nmilano@medfield.net

### Annual Committee Questionnaire

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

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#### Contact Information

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First Name	Jim
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Last Name	Brand
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Email	[REDACTED]
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Name of Board / Committee / Commission	Affordable Housing Trust
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Chair	Jim Brand
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List of Members	Jim Brand Mike Marcucci Ann Thompson Kerry McCormick Brett Heyman Newton Thompson Greg Sandomirsky
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Charter	Charter on Town website.
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Upload Charter Here	<i>Field not completed.</i>
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Dates of Meetings Held	All monthly meetings were held between September 2020 and June 2021, with an additional few to address specific topics or votes. Meeting minutes were taken, reviewed, voted and posted in a timely manner.
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Status towards the Committee's Goals	The AHT has been productive in progressing in its goals to stay in annual safe harbor, progress towards 10% safe harbor, and increase the availability of affordable housing in Medfield. In the past year, the trust has issued an RFP and the town has awarded the development of the Hinkley South property for ownership senior affordable housing. The trust has also started the development of an RFP to incentivize through its 1 mill bond authorization, property conversion, renovation, or
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development of smaller rental projects similar to those at 67 and 71 North St, but open to other RFP ideas that submit with an affordable restriction incentive. The trust through its liaison member and chair had open dialogues with the director and board about their potential project on Pound St.

Additionally, the Trust issued an RFP and awarded to a firm an update of the Housing Production Plan and Action Plan. This is a required step in maintaining our ability to stay in safe harbor through DCHD requirements.

Significant Issues Anticipated in the Coming Fiscal Year (if any)	<p>- Staying in annual safe harbor, and progressing to 10% perpetual safe harbor. The Medfield Housing Authority potential project timeline is unknown.</p> <p>- Funding for the AHT operations: The bond authorization does not allow for our annual operations and engaging consulting services to provide professional. The remaining gift contribution from the MDC and other funds has been committed to the Housing Production Plan renewal and Action Plan Update. The trust has operated with zero town funds thus far.</p> <p>- Filling an anticipated vacancy on the trust board.</p>
Should this committee continue to exist?	Yes, the work is critically important to the town.
List Members for Reappointment	<p>This is the member appointments as published:</p> <p>Jim Brand, Chair - 2022  Michael Marcucci - 2021  Newton Thompson 2022  Brett Heyman - 2022 (potential vacancy)  Ann Thompson - 2021  Greg Sandomirsky - 2022  Kerry McCormack - 2021</p> <p>As I understand it, only the potential vacancy is unfilled, and the other trust board members wish to continue and if due, be re-appointed.</p>
Committee Composition	No changes were considered. We have benefitted from a range of talented, interested and enlisted members with diverse skill sets to join the AHT. We hope to continue to benefit from the range of experienced citizens being part of the AHT. Size is appropriate.
New Members	As I understand it, one vacancy will be realized by Sept with a member moving out of town.
Key Committee Accomplishments in past year	See above.
Requested budget for the	The trust would like to maintain a \$50k balance in its available



coming fiscal year.

funds in any given year, annually replenished from town funds in consideration for the debt appropriation not allowing operational expenses and the trust being able to advance affordable housing to date without tapping the debt inclusion. The housing units produced thus far generate far more tax revenue than is being requested. The AHT dropped the ATM warrant article to request this from this year's warrant in consideration of COVID revenue uncertainties for the town. The AHT cannot continue to be successful in meeting its goals without an operational revenue stream. The trust board is open to meeting with the BoS if desired.

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Meeting with the Board of Selectmen

None specifically needed to discuss our plans for the year unless requested by the BoS.  
We have a BoS member as a member of the AHT, keeping the BoS up-to-date.  
The trust board is open to meeting at any time with the BoS, or if further discussion should occur around the annual funding request by the AHT prior to the ATM rush in the spring, we would like to have the BoS endorsing any funding position negotiated.

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Nicholas Milano &lt;nmilano@medfield.net&gt;

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**Online Form Submittal: Annual Committee Questionnaire**

1 message

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**noreply@civicplus.com** <noreply@civicplus.com>

Wed, Jul 28, 2021 at 2:57 PM

Reply-To: nmilano@medfield.net

To: nmilano@medfield.net

## Annual Committee Questionnaire

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

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**Contact Information**

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First Name	Nicholas
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Last Name	Milano
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Email	<a href="mailto:nmilano@medfield.net">nmilano@medfield.net</a>
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Name of Board / Committee / Commission	Medfield State Hospital Development Committee
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Chair	Todd Trehubenko
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List of Members	Todd Trehubenko Johnny Martinez Patrick Casey Randy Karg Mike Metzler Gus Murby Chris McMahon Nicholas Milano, Ex Officio
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Charter	<i>Field not completed.</i>
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Upload Charter Here	<i>Field not completed.</i>
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Dates of Meetings Held	<ul style="list-style-type: none"><li>• March 24, 2021</li><li>• March 23, 2021</li><li>• February 24, 2021</li><li>• February 23, 2021</li><li>• February 9, 2021</li><li>• January 20, 2021</li><li>• January 13, 2021</li><li>• December 16, 2020</li><li>• November 18, 2020</li><li>• November 4, 2020</li><li>• October 28, 2020</li></ul>
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- October 7, 2020
- September 23, 2020
- August 19, 2020
- August 5, 2020
- July 22, 2020

Status towards the Committee's Goals	<p>- In FY2021, the Development Committee procured services of Beverly Gallo (Peregrine Urban Initiative) to assist in developing a Request for Proposals for the Medfield State Hospital redevelopment opportunity. The Committee met numerous times to work on the Request for Proposals and to respond to public comments. The Town released the RFP in April 2021 and proposals are due on August 2, 2021.</p> <p>MSHDC also worked with Town staff to secure MassDevelopment Technical Assistance in the amount of \$50,000 to fund consultant services from Peregrine Group to assist in the administration of the RFP process and evaluation of proposals.</p>
Significant Issues Anticipated in the Coming Fiscal Year (if any)	In FY2022, MSHDC will evaluate proposals, rank proposals, enter the due diligence phase and hopefully be prepared to make a recommendation to the Board of Selectmen and the Town with an identified developer.
Should this committee continue to exist?	Yes
List Members for Reappointment	<p>Todd Trehubenko          Johnny Martinez          Patrick Casey          Randy Karg          Mike Metzler          Gus Murby          Chris McMahon          Nicholas Milano, Ex Officio</p>
Committee Composition	No recommended changes
New Members	The Development Committee will be seeking a new member in anticipation of Randy Karg's resignation and departure from Medfield.
Key Committee Accomplishments in past year	<p>- Procure consultant to assist with the RFP</p> <p>- Draft RFP, make available for public comment, review and incorporate public comment, and finalize RFP with the Board of Selectmen</p> <p>- Issue the RFP</p> <p>- Administer the RFP process</p>
Requested budget for the coming fiscal year.	To Be Determined. MSHDC still has \$56,000 of funding available to it from prior Town Meeting appropriations, however the need for additional funds cannot be determined at this time as developer proposals have not yet been received or evaluated. Proposals are due on Monday, August 2, 2021.
Meeting with the Board of	The Committee is not requesting to meet with the Board of

Selectmen

Selectmen, but is available if you would like.

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Nicholas Milano &lt;nmilano@medfield.net&gt;

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## Online Form Submittal: Annual Committee Questionnaire

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noreply@civicplus.com &lt;noreply@civicplus.com&gt;

Sun, Aug 1, 2021 at 11:37 AM

Reply-To: jmcnicholas@fletcherilton.com

To: nmilano@medfield.net

### Annual Committee Questionnaire

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

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#### Contact Information

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First Name	Jack
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Last Name	McNicholas
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Email	XXXXXXXXXXXX
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Name of Board / Committee / Commission	Zoning Board of Appeals (ZBA)
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Chair	Jack McNicholas
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List of Members	<ul style="list-style-type: none"><li>• John J. McNicholas, Chair (exp. 2021)</li><li>• William McNiff, Member (exp. 2023)</li><li>• Michael W. Whitcher, Member (exp. 2022)</li><li>• Charles H. Peck, Associate Member (exp. 2021)</li><li>• Jared Spinelli, Associate Member (exp. 2021)</li><li>• Jared Gustafson, Associate Member (exp. 2021)</li></ul>
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Charter	The ZBA is established and authorized by Massachusetts General Law Chapters 40A, 40B, and 41; as well as the zoning bylaws of the Town of Medfield.
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Medfield Zoning Bylaw § 300-14.9:

Board of Appeals.

There shall be a Board of Appeals of three members and three associate members appointed as provided in MGL c. 40A, as amended, which shall act on all matters within its jurisdiction under this Bylaw in the manner prescribed in said Section, subject always to the rule that it shall give due consideration to promoting the public health, safety, convenience, and welfare, and conserving property values; that it shall permit no building or use injurious, noxious, offensive or detrimental to a neighborhood; special permits may be issued only for uses which are in harmony with the general purpose and interest of this Bylaw and shall be subject to general or specific provisions

set forth herein; and that it shall prescribe appropriate conditions, safeguards and limitations on time or use.

Upload Charter Here	<i>Field not completed.</i>
Dates of Meetings Held	<p>FY 21 meeting dates (minutes are posted on the Town's website):</p> <ul style="list-style-type: none"> <li>• July 8, 2020</li> <li>• August 3, 2020</li> <li>• August 12, 2020</li> <li>• September 8, 2020</li> <li>• September 9, 2020</li> <li>• September 18, 2020</li> <li>• September 18, 2020</li> <li>• September 21, 2020</li> <li>• October 8, 2020</li> <li>• October 14, 2020</li> <li>• October 14, 2020</li> <li>• October 28, 2020</li> <li>• November 12, 2020</li> <li>• December 2, 2020</li> <li>• December 9, 2020</li> <li>• December 17, 2020</li> <li>• January 13, 2021</li> <li>• January 22, 2021</li> <li>• March 10, 2021</li> <li>• April 14, 2021</li> <li>• May 7, 2021</li> <li>• May 12, 2021</li> <li>• June 11, 2021</li> <li>• July 14, 2021</li> </ul>
Status towards the Committee's Goals	<p>2020 Annual Report: During 2020 the Board of Appeals met on 33 occasions for public meetings, hearings, or site visits and received the following applications: (some applications had multiple requests for relief from the Town of Medfield Zoning Bylaw). Applications reviewed and approved, except where noted:</p> <ul style="list-style-type: none"> <li>• Two (2) Special Permits to allow a home occupation</li> <li>• Two (2) Special Permits to allow a recreational structure within the setback</li> <li>• Four (4) Special Permit Findings that renovations/additions to houses or teardowns would not be detrimental to the neighborhood</li> <li>• One (1) Special Permit to allow a sake brewery</li> <li>• One (1) Special Permit to allow used auto sales</li> <li>• Three (3) Special Permit Extensions</li> <li>• Two (2) Modifications of previous decisions</li> <li>• Two (2) Appeals of enforcement actions by the Building Commissioner (both upheld by the ZBA)</li> <li>• Two (2) Variance applications</li> <li>• One (1) Variance for dimensional relief denied</li> <li>• One (1) Variance for dimensional relief granted</li> <li>• One (1) Special Permit to permit a municipal water treatment facility off Elm Street</li> </ul>

	<ul style="list-style-type: none"> <li>• One (1) Special Permit under the Historic Properties section of the Zoning Bylaw to permit a multi-family development at an historic property on Main Street (Clark Tavern)</li> <li>• Comprehensive Permit Applications:               <ul style="list-style-type: none"> <li>o One (1) seeking 45 age-restricted all-affordable rental units in one building at 30 Pound Street (The Rosebay at Medfield); continued from 2019; Withdrawn by Applicant</li> <li>o One (1) seeking 56 non-age restricted one-, two-, and three-bedroom rental units in one building with 25% affordable at <a href="#">50 Peter Kristof Way</a> (The Aura at Medfield); continued from 2019; Approved.</li> <li>o One (1) Modification to an existing Comprehensive Permit via Agreement and Stipulation for Entry of Final Decision from the Housing Appeals Committee. (Chapel Hill Landing)</li> <li>o One (1) Approval Not Required (ANR) endorsement to a Plan related to an existing Comprehensive Permit (Medfield Meadows)</li> </ul> </li> </ul> <p>Several of the approved applications included provisions associated with the Aquifer Protection District. The Board received no requests for Special Permits to allow work in the Flood Plain District and/or Watershed Protection District. There were no changes to the composition of the Board in 2020.</p>
Significant Issues Anticipated in the Coming Fiscal Year (if any)	<ul style="list-style-type: none"> <li>• Routine applications for extending nonconforming structures, teardowns</li> <li>• Participate in Zoning Diagnostic with Planning Board</li> <li>• Comprehensive permits for Hinkley South and Tilden Village if the MHA reissues the RFP</li> </ul>
Should this committee continue to exist?	<p>Statutory Responsibilities</p> <ul style="list-style-type: none"> <li>• Hears and decides appeals by persons aggrieved by an order or decision of the Building Commissioner, in violation of any provision of applicable law.</li> <li>• Hears and decides appeals by persons aggrieved by reason of their inability to obtain a permit or enforcement action from the Building Commissioner/Zoning Enforcement Officer.</li> <li>• Hears and decides applications for special permits upon which the board is empowered to act under the zoning bylaws.</li> <li>• Hears and decides petitions for variances from the terms of the zoning bylaw, including variance for use, with respect to particular land or structures.</li> <li>• Hears and decide applications for comprehensive permits under MGL Ch. 40B.</li> </ul>
List Members for Reappointment	<ul style="list-style-type: none"> <li>• John J. McNicholas, Chair (exp. 2021)</li> <li>• Charles H. Peck, Associate Member (exp. 2021)</li> <li>• Jared Spinelli, Associate Member (exp. 2021)</li> <li>• Jared Gustafson, Associate Member (exp. 2021)</li> </ul>
Committee Composition	<p>The zoning bylaw outlines Board composition. This works well, considering the number of applications and meetings the Board has had the past couple of years. The Board is able to create a panel for regular applications and a panel for 40B applications.</p>

New Members	<i>Field not completed.</i>
Key Committee Accomplishments in past year	See 2020 Annual Report above for accomplishments.
Requested budget for the coming fiscal year.	The individual Board budget was merged in FY21 to create a Planning & Zoning Department Budget to accommodate broadening of staff focus and expenses.
Meeting with the Board of Selectmen	Not necessary unless the BoS would like to meet.

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Nicholas Milano &lt;nmilano@medfield.net&gt;

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**Fwd: Application letter for a position on the Transfer Station and Recycling Committee - thx!**

---

**Evelyn Clarke** <eclarke@medfield.net>  
To: Nicholas Milano <nmilano@medfield.net>

Thu, Jul 22, 2021 at 2:07 PM

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

From: **Donna Knott** <dfk1031@gmail.com>  
Date: Thu, Jul 8, 2021 at 12:10 PM  
Subject: Application letter for a position on the Transfer Station and Recycling Committee - thx!  
To: Evelyn Clarke <eclarke@medfield.net>

Good afternoon, Evelyn!

I've enclosed my letter for application for the TSARC Committee. Please let me know if you have any questions.

Thanks so much,  
Donna Knott

*When I was growing up, people routinely tossed trash out of their car windows. Highways and roadways were littered with garbage. Fortunately, this practice isn't as common today - and our roadways are much cleaner.*

*Unfortunately, I still see people throwing things in the trash when the items could easily be recycled. Often there is a recycling bin right next to the trash can! I can't count how many water bottles I've fished out of garbage cans to make sure they get recycled.*

*I'd like to be a member of the Transfer Station and Recycling Committee to help educate the public about what can and cannot be recycled, alternatives other than trash for those items that can't be recycled, and really just how easy it is to recycle. For the most part, recycling requires little extra effort when you're aware of the options and it becomes part of your daily routine.*

*I've already started publishing a Transfer Station and Recycling Committee Quick Tip every Thursday in the Hometown Weekly. I try to make the tips light and easy to read to hopefully catch peoples' attention. I think that the consistency of publishing the tips each week will encourage readers to look for them in every issue of the paper. My goal? Hopefully that a little bit of recycling knowledge will add up over time and make a positive difference in peoples' habits.*

*Thank you,  
Donna Knott  
9 Charlesdale Road*

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MUTUAL AID AGREEMENT  
FOR DETENTION OR ARRESTEES OR PRE-TRIAL DETAINEES  
AT THE NORFOLK COUNTY CORRECTIONAL CENTER

This agreement entered into by and between the Sheriff of Norfolk County, Commonwealth of Massachusetts, (hereinafter "Sheriff") and the Town of \_\_\_\_\_, Massachusetts, Police Department, (hereinafter the "Department").

**I. TERM OF AGREEMENT**

The term of this agreement shall commence on \_\_\_\_\_, 20\_\_ and thereafter shall continue until **February 1, 2023**. Each of the parties reserves the right to cancel or extend their participation in this Agreement by extending said notice to each other, in writing, within sixty days of expiration of said notice.

**II. PREA COMPLIANCE**

The \_\_\_\_\_ Police Department hereby acknowledges that the Norfolk Sheriff's Office is hereby compliant with the provisions set forth in the Prison Rape Elimination Act of 2003 (PREA), 42. U.S.C. 15601 et seq., and with all applicable PREA standards, all NSO policies related to PREA and the State of Massachusetts standards related to PREA for preventing, detecting, monitoring, investigating and eradicating any form of sexual abuse and sexual harassment within the Norfolk Sheriff's Office and Correctional Center. The \_\_\_\_\_ Police Department acknowledges that failure to comply with PREA standards may result in termination of this agreement with the Norfolk Sheriff's Office.

**III. ACCEPTANCE OF PRISONERS**

The Sheriff agrees to accept, detain and house at the Norfolk County Correctional Center, Dedham, MA, any prisoners who are detained by the Department pending their appearance before the District Court Department of the Trial Court during non-business hours of the court.

The parties agree that the Sheriff shall accept, house and detain only adult (defined as 18 years or older at the time of receipt/acceptance) male prisoners and detainees who have criminal matters in Norfolk County. The Sheriff shall not accept any juvenile prisoners or female prisoners or detainees.

- A. The bed space capacity is limited to eight prisoners/detainees for pre-arraigned detainees.
- B. The Sheriff shall not accept any inmate that is being held in Protective Custody.
- C. The Sheriff may accept, on a case by case basis, individuals detoxing from drugs and/or alcohol, who have been medically cleared, according to Section V.
- D. The Sheriff shall not accept any inmate until the Bail Commissioner has been contacted and bail has been set.

The Sheriff reserves the right to reject any prisoner or detainee brought to the lock-up facility at the Norfolk County Correctional Center, Dedham, MA, for reasons of institutional security, the prisoner's medical condition or the failure of the Department to complete the booking process of the prisoner and/or detainee.

The Department will transport any person who they seek to have held in custody, and the Norfolk Sheriff's Office will accept prisoners only with the following documents, information and items completed:

- A. A copy of the arrest warrant, if there is one;
- B. A copy of the booking slip, form, and/or sheet;
- C. A copy of Q-5 Suicide Prevention Printout, if there is one;
- D. A copy of Board of Probation check indicating prior arraignment status of the prisoner, if any;
- E. A copy of the prisoner's photograph;
- F. A copy of the prisoner's property sheet;
- G. Information regarding bail status;
- H. Documentation as to the medical pre-screening/clearance (as described in Section V);
- I. All property other than personal items such as wallets or personal jewelry will be stored at the Department, and;
- J. A copy of a completed Detention Acceptance Checklist<sup>1</sup>

As set out aforesaid, prisoners/detainees will be accompanied with a copy of the arrest warrant, booking slip and other information and items at the time of presentment to the Sheriff's Office. The transporting officer from the Department will not leave the Norfolk Sheriff's Office until directed by the Sheriff's Office Facility Shift Commander that the Sheriff's Office has formally accepted the prisoner.

#### **IV. TRANSPORTATION TO COURT**

The Norfolk Sheriff's Office accepts the responsibility of delivering prisoners/detainees to the appropriate Trial Court the following morning, or next scheduled opening of court.

During the term of this Agreement, prisoners and detainees will be accepted only in accord with the ability of the Sheriff's Office to provide occupancy for housing said Department's prisoners.

#### **V. MEDICAL PRE-SCREENING AND EXPENSES**

It is agreed that the prisoners/detainees who are being held in the custody of the Norfolk Sheriff's Office for the Department under this Agreement continue to be and are prisoners/detainees of the Department.

It is agreed that the individuals who are being held in the custody of the Norfolk Sheriff's Office for the Department will be medically pre-screened prior to transport, at a medical facility

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<sup>1</sup> A completed Detention Acceptance Checklist must accompany every prisoner/detainee accepted

or at a minimum by the Departments Town EMS, to the Sheriff's Office. This pre-screening will include, but not be limited to the following procedures:

- A. Informing the Sheriff's Office that the Department has observed no visible injuries to the prisoner/detainee;
- B. Informing the Sheriff's Office that if there are injuries to the prisoner/detainee that the Department has transported the prisoner/detainee to a medical facility for "medical clearance" prior to transport to the Sheriff's Office;
- C. Informing the Sheriff's Office that if the prisoner/detainee has a known need of prescription medication that the Department will have an on-duty physician at a hospital prescribe medication for the prisoner/detainee;
- D. Informing the Sheriff's Office that if the prisoner/detainee is psychologically impaired, that the Department transports the prisoner/detainee to a medical facility for "psychological clearance" prior to transport to the Sheriff's Office. **Please note:** Town EMS clearance is not acceptable in this circumstance;
- E. Informing the Sheriff's Office of any other special circumstances pertaining to the prisoner/detainee known to the Department in order to ensure the health and safety of the employees of the Sheriff's Office, the Department and the prisoner/detainee;
- F. If the prisoner/detainee is known to be a substance abuser and/or mentally impaired, the Department may utilize several other statutory "remedies":
  - i. Invoking the provisions of M.G.L. Chapter 123, s.18(a) for petition of commitment to the Massachusetts Correctional Institution at Bridgewater
  - ii. Invoking the provisions of M.G.L. Chapter 123, s. 35 for commitment of an alcoholic or substance abuser to inpatient care in a public or private facility approved by the Department of Public Health

It is expressly understood the Department will deliver any prisoner/detainee for detention only after processing and pre-screening in the Department and with any medical or substance abuse questions identified and/or resolved in accord with the conditions required in the Detention Acceptance Checklist.

If a prisoner or detainee is required by the Sheriff's Office to be removed on an emergency basis from the Norfolk County Correctional Center to a hospital facility, the Sheriff's Office will notify the Department of this necessity. The Sheriff may determine to assess costs incurred for security to the Department until relieved of the security responsibility by the Department.

If a prisoner or detainee is required to be secured in a hospital outside of the Norfolk County Correctional Center, the Department will be responsible for security requirements coordinated through the Norfolk Sheriff's Office.

In accordance with the \_\_\_\_\_ Police Department's operational policies and procedures and the Massachusetts General Laws, prisoners/detainees accepted under this agreement will be responsible for their own medical expenses, except in the case of a PREA incident or allegations of such.

## **VI. CONTACT PERSONS**

The Sheriff and the Chief of the \_\_\_\_\_ Police Department will provide each other with the name, title and telephone number of a contact person who has the responsibility and authority to make determinations in accordance with this agreement and related procedures.

## **VII. RULES AND REGULATIONS**

It is agreed that any person who is placed in the Norfolk Sheriff's Office and Correctional Center will be subject to all rules and regulations of the Correctional Center while in the Sheriff's Office custody.

## **VIII. SEVERABILITY**

If any provision of this Agreement is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations under that provision. The remainder of the Agreement shall be enforced to the fullest extent possible.

## **IX. HEADINGS**

The headings used herein are for reference and convenience only and shall not be a factor in the interpretation of this Agreement.

## **X. AMENDMENTS**

This Agreement or any section therein may be amended upon the written agreement of both parties.

## **XI. MULTIPLE COPIES**

The parties execute this agreement with original copies being provided to each of the parties. Said original copies in the possession of each of the parties shall be deemed to be an original and true copy at law.

IN WITNESS WHEREOF, the parties hereby execute this Agreement on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NORFOLK COUNTY,

TOWN OF \_\_\_\_\_ POLICE,

BY: \_\_\_\_\_  
Sheriff  
Norfolk County

BY: \_\_\_\_\_  
\_\_\_\_\_ Police Department

DATED: \_\_\_\_\_







## TOWN OF MEDFIELD, MASSACHUSETTS

### AGREEMENT

This Contract is made this 1<sup>st</sup> day of July 2021 by and between the Town of Medfield, acting by and through its Board of Selectmen, duly organized under the laws of the Commonwealth of Massachusetts and having a usual place of business at the Town House Building, 459 Main Street in said Medfield, MA 02052 hereinafter referred to as the “Town” and Norel Service Co., Inc., having a usual place of business at 230 2<sup>nd</sup> Avenue, Waltham, MA 02451 hereinafter referred to as the “Contractor”.

#### WITNESSED:

Whereas, the Town solicited submission of Fire and Sprinkler Alarm Testing for the following Building and Services hereinafter referred to as “Service”:

**Medfield Town Hall:** (2/semi-annually) / Dry Valve Sprinkler System Trip Test (1/annually) / Dry Valve Sprinkler System Low Point Drain (1/annually).

**Medfield Town Library:** Fire and Sprinkler Alarm Testing (2/semi-annually) / Dry Valve Sprinkler System Trip Test (1/annually) / Dry Valve Sprinkler System Low Point Drain (1/annually).

**Medfield Parks and Recreational Building:** Fire Alarm Testing (1/annually).

**Medfield DPW Building:** Fire and Sprinkler Alarm Testing (2/semi-annually) / Dry Valve Sprinkler System Trip Test (3/annually) / Dry Valve Sprinkler System Low Point Drain (3/annually).

**Medfield Senior Center:** Fire and Sprinkler Alarm Testing (2/semi-annually) / Dry Valve Sprinkler System Trip Test (1/annually) / Dry Valve Sprinkler System Low Point Drain (1/annually).

**Medfield Public Safety Building:** Fire and Sprinkler Alarm Testing (2/semi-annually).

Whereas, the Contractor submitted a Proposal to perform the work and the Town has decided to award the contract therefore to the Contractor.

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

1. Contract Documents: The Contract consists of this Agreement together with the technical speciation “Testing Agreement”. (Attachment A) The Contract Documents constitute the entire Agreement between the parties concerning the services and all are as fully a part of this Agreement as if attached hereto. In the event of conflicting provisions, the language of this Agreement shall govern provided that if the conflict relates to quantity or quality of goods or services, the greater quantity or higher quality specified shall be required.

2. Scope of Services: The Contractor shall furnish services related to the Program in accordance with the Scope of Services provided in Attachment A, as well as, all services necessary or incidental thereto.
3. Performance of Work: The Contractor shall furnish all equipment, staffing, and materials to accomplish the Program in strict conformity with all applicable Federal, State, and local laws, each of which is incorporated by reference and shall be responsible for obtaining all necessary approvals/permits as required for the performance of the Program.
4. Delivery: The Contractor shall deliver Services to **Town Buildings as noted.**
5. Warranties: The Contractor guarantees that the goods sold are merchantable; that they are fit for the purpose for which they are being purchased; that they are of uniform quality and consistency and absent from any latent defects and that they are in conformity with any sample, which may have been presented to the Town. The Contractor warrants that all work will be performed in a good and workmanlike manner and in strict conformity with the Contract Documents. The Contractor shall replace, repair, or make good, without cost to the Town, any defects or faults arising within one (1) year after date of Town's acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Contractor.
6. Contract Term: The Contract Term is as follows: **7/1/21 through 6/30/22.** A new contract will need to be issued after this time period.
7. Payment for Work: The Town shall pay for the Service in accordance with the pricing as noted on attached proposals per building. The Contractor to Town shall submit invoices for payment for the Service according to terms set forth by the Town. The Town shall make payments within thirty (30) days after its receipt of the invoice.
8. Indemnification of the Town: The Town's liability hereunder shall be limited to the amounts due the Contractor for services actually rendered. The Contractor shall indemnify and hold harmless the Town, its officers, boards, agents and employees to the maximum extent permitted by law, from any liability loss, damage, cost, charge, or expense resulting from any employees or third party contractor or supplier's claim for payment for wages, labor, materials, goods or services rendered to Contractor or from any claim for injury to person or property, which be made as a result of any act, omission or default on the part of the Contractor, or any of its agents or employees and will pay promptly on demand all costs and expenses of the investigation thereof, including attorney's fees and expenses. If any such claim is made, the Town may retain out of any payments, then or thereafter due to the Contractor a sufficient amount to protect the Town against such claims, costs and expenses.
9. Contractor's Standard of Care: The Contractor shall perform its services and obligations hereunder in conformity with the standard of professional skill and care applicable to established suppliers. Contractor warrants and represents that it is familiar with the supply and services of specified products.
10. Contractor's Personnel: The Contractor shall utilize only its employees and shall not utilize any third-party contractors without prior written approval of the Town.
11. Insurance: The Contractor shall provide the following insurance policies. The Town will require a Certificate of Insurance, indicating evidence of General Liability, Automobile Liability with minimum limits of \$2,000,000.00 and Worker's Compensation (per Statute). The Town will require the Certificate of Insurance to include naming the Town of Medfield as an additional insured.

12. Independent Contractor: The Contractor is an independent contractor and is not an agent or employee of the Town and is not authorized to act on behalf of the Town. The Town will not withhold Federal, State or payroll taxes of any kind, on behalf of the Contractor or the employees of the Contractor. The Contractor is not eligible for, and shall not participate in, any employee pension, health or other fringe benefit plan of the Town.
13. Successors and Assigns: This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the Town nor the Contractor shall assign or transfer any interest in the Agreement without the written consent of the other.
14. Inspection and Reports: The Town shall have the right at any time to inspect the records of the Contractor relative to the services provided to the Town pursuant to this Agreement. This shall include the right to enter upon any property owned or occupied by the Contractor, whether situated within or beyond the limits of the Town. Upon request the Contractor shall immediately furnish to the Town any and all written reports relative to such services arising out of its operations under this Contract during and/or after the termination of the contract.
15. Termination:
  - a. For Cause – The Town shall have the right to terminate this Agreement if (i) the Contractor neglects or fails to perform or observe any of its obligations hereunder and a cure is not effected by the Contractor within seven (7) days next following its receipt of a termination notice issued by the Town, (ii) if an order is entered against the Contractor approving a petition for an arrangement, liquidation, dissolution or similar relief relating to bankruptcy or insolvency and such order remains unvacated for thirty (30) days; or (iii) immediately if the Contractor shall file a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief for debtors or shall seek or consent or acquiesce in appointment of any trustee, receiver or liquidation of any of the Contractor's property.

The Town shall pay all reasonable and supportable costs incurred prior to termination, which payment shall not exceed the value of services provided.
  - b. For Convenience – The Town may terminate this Agreement at any time for any reason upon submitting to the Contractor thirty (30) days prior a written notice of its intention to terminate. Upon receipt of such notice, the Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the Town's termination notice. The Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.
  - c. Return of Property – Upon termination, the Contractor shall immediately return to the Town, without limitation, all documents and items of any nature whatever, supplied to the Contractor by the Town or developed by the Contractor in accordance with this Agreement.
16. Notice: Any and all notices, or other communications required or permitted under this Contract, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, be registered or certified mail or by other reputable delivery service, to the parties at the address set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service.

17. Severability: If any term of this Contractor application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, legality, and enforceability of the remaining terms and conditions of the Contract shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
18. Governing Law: The performance of this Contract shall be governed, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, Claims and Disputes and Resolution Procedure. Claims, disputes, or other matters in question with the Town and Contractor or any other party claiming rights under this Agreement relating to or arising from the Project, the Work, or interpretation of any terms of the Contract or Contract Documents shall be resolved only by a civil action commenced in the Commonwealth of Massachusetts in either the Superior Court Department, Norfolk County, or the District Court Department, Dedham Division, of Massachusetts Trial Court; in the alternative, private arbitration or mediation may be employed if the parties mutually agree in writing to do so.
19. Entire Agreement: This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This contract supersedes all prior agreements; negotiations, either written or oral and it shall not be modified or amended except by a written document executed by the parties hereto.

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

*Contractor:*

*Board of Selectman:*

By: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**NOREL**  
Service Co., Inc.

230 2nd Avenue  
Waltham, MA 02451-1123

T: 781-768-5500 or 800-828-FIRE  
F: 781-768-5502  
www.norelservice.com

ATTACHMENT  
"A"

## Testing Agreement

TH

### Customer Information

Name: Town of Medfield  
Address: 459 Main Street  
Medfield, Ma. 02052  
CSZ: \_\_\_\_\_  
Cust #: \_\_\_\_\_  
Contact Name: Wayne Langille  
Contact #: 339 206 9722  
Email Address: Wlangille@medfield.net

### Site Info

Medfield Town Hall  
459 Main Street  
Medfield, Ma. 02052

Site Contact: \_\_\_\_\_  
Contact #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Agreement Date: 3/24/2021

NOREL Service Company, Inc. is pleased to provide pricing on the following items:

Dates Prices Effective: 4/1/21-3/31/22

Quantity	Frequency	Service	Price	Total
		Fire and Sprinkler Alarm Test		\$0.00
1	Annually	Fire Alarm Test (includes battery testing)		\$550.00
		Sprinkler Test (includes 2" main drain flow test)		\$0.00
		Dry Valve Sprinkler System Trip Test(s)		\$0.00
		Dry Valve Sprinkler System Low Point Drain(s)		\$0.00
		Fire Pump Flow Test (municipal charges not included if required)		\$0.00
		Standpipe Test (municipal charges not included if required)		\$0.00
		Fire Hydrant Test		\$0.00
		Pre-action System Test		\$0.00
		Carbon Monoxide Test		\$0.00
		Saturday/Sunday Testing		\$0.00
Total:				\$550.00

### Special Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign agreement and send back via fax 781-768-5502 or email renewals @NORELService.com .

Proposal does not include state elevator or sensitivity tests, HVAC, smoke control, or stairwell pressurization testing. All testing to be performed during normal business hours Monday through Friday 7:00AM - 4:00PM unless specified as otherwise above. A rescheduling fee will apply to any cancellation received within 48 hours of confirmed scheduled appointment.

Renewals could be subject to increased rates (not to exceed 3 %)

Pricing in this proposal valid from 1<sup>st</sup> day of the month following the date agreement is signed and returned to NOREL. Pricing subject to change if approval is received after 30 days of agreement date. Agreement can be cancelled at any time with 60 days written notice by either party. This is a self-renewing contract between both parties unless there is a 60-day advance notification of cancellation.





**NOREL**  
Service Co., Inc.

230 2nd Avenue  
Waltham, MA 02451-1123

T: 781-768-5500 or 800-828-FIRE  
F: 781-768-5502  
www.norelservice.com

## Testing Agreement

TH

### Customer Information

Name: Town of Medfield  
Address: 459 Main Street  
Medfield, Ma. 02052  
CSZ: \_\_\_\_\_  
Cust #: \_\_\_\_\_  
Contact Name: Wayne Langille  
Contact #: 339 206 9722  
Email Address: Wlangille@medfield.net

### Site Info

Medfield Town Hall  
459 Main Street  
Medfield, Ma. 02052  
\_\_\_\_\_  
\_\_\_\_\_  
Site Contact: \_\_\_\_\_  
Contact #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Agreement Date: 3/24/2021

NOREL Service Company, Inc. is pleased to provide pricing on the following items:

Dates Prices Effective: 4/1/21-3/31/22

Quantity	Frequency	Service	Price	Total
2	Semi-Annually	Fire and Sprinkler Alarm Test	\$500.00	\$1,000.00
		Fire Alarm Test (includes battery testing)		\$0.00
		Sprinkler Test (includes 2" main drain flow test)		\$0.00
1	Annually	Dry Valve Sprinkler System Trip Test(s)		\$650.00
1	Annually	Dry Valve Sprinkler System Low Point Drain(s)		\$275.00
		Fire Pump Flow Test (municipal charges not included if required)		\$0.00
		Standpipe Test (municipal charges not included if required)		\$0.00
		Fire Hydrant Test		\$0.00
		Pre-action System Test		\$0.00
		Carbon Monoxide Test		\$0.00
		Saturday/Sunday Testing		\$0.00
			<b>Total:</b>	<b>\$1,925.00</b>

### Special Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign agreement and send back via fax 781-768-5502 or email renewals @NORELService.com.

Proposal does not include state elevator or sensitivity tests, HVAC, smoke control, or stairwell pressurization testing. All testing to be performed during normal business hours Monday through Friday 7:00AM - 4:00PM unless specified as otherwise above. A rescheduling fee will apply to any cancellation received within 48 hours of confirmed scheduled appointment.

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F: 781-768-5502  
www.norel-service.com

## Testing Agreement

Library

### Customer Information

Name: Town of Medfield  
Address: 459 Main Street  
Medfield, Ma. 02052  
CSZ:  
Cust #:  
Contact Name: Wayne Langille  
Contact #: 339 206 9722  
Email Address: WLangille@medfield.net

### Site Info

Medfield Town Library  
468 Main Street  
Medfield, Ma. 02052  
Site Contact:  
Contact #:  
Email Address:

Agreement Date: 3/24/2021

NOREL Service Company, Inc. is pleased to provide pricing on the following items:

Dates Prices Effective: 4/1/21-3/31/22

Quantity	Frequency	Service	Price	Total
2	Semi-Annually	Fire and Sprinkler Alarm Test	\$500.00	\$1,000.00
		Fire Alarm Test (includes battery testing)		\$0.00
		Sprinkler Test (includes 2" main drain flow test)		\$0.00
1	Annually	Dry Valve Sprinkler System Trip Test(s)		\$650.00
1	Annually	Dry Valve Sprinkler System Low Point Drain(s)		\$275.00
		Fire Pump Flow Test (municipal charges not included if required)		\$0.00
		Standpipe Test (municipal charges not included if required)		\$0.00
		Fire Hydrant Test		\$0.00
		Pre-action System Test		\$0.00
		Carbon Monoxide Test		\$0.00
		Saturday/Sunday Testing		\$0.00
			<b>Total:</b>	<b>\$1,925.00</b>

### Special Notes:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign agreement and send back via fax 781-768-5502 or email renewals @NORELService.com.

Proposal does not include state elevator or sensitivity tests, HVAC, smoke control, or stairwell pressurization testing. All testing to be performed during normal business hours Monday through Friday 7:00AM - 4:00PM unless specified as otherwise above. A rescheduling fee will apply to any cancellation received within 48 hours of confirmed scheduled appointment.

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## Testing Agreement

*Pfaff*

### Customer Information

Name: Town of Medfield  
Address: 459 Main Street  
Medfield, Ma. 02052  
CSZ: \_\_\_\_\_  
Cust #: \_\_\_\_\_  
Contact Name: Wayne Langille  
Contact #: 339 206 9722  
Email Address: WLangille@medfield.net

### Site Info

Medfield Parks and Recreational Building  
124 North Street  
Medfield, Ma. 02052  
Site Contact: \_\_\_\_\_  
Contact #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Agreement Date: 3/24/2021

NOREL Service Company, Inc. is pleased to provide pricing on the following items:

Dates Prices Effective: 4/1/21-3/31/22

Quantity	Frequency	Service	Price	Total
		Fire and Sprinkler Alarm Test		\$0.00
1	Annually	Fire Alarm Test (includes battery testing)		\$300.00
		Sprinkler Test (includes 2" main drain flow test)		\$0.00
		Dry Valve Sprinkler System Trip Test(s)		\$0.00
		Dry Valve Sprinkler System Low Point Drain(s)		\$0.00
		Fire Pump Flow Test (municipal charges not included if required)		\$0.00
		Standpipe Test (municipal charges not included if required)		\$0.00
		Fire Hydrant Test		\$0.00
		Pre-action System Test		\$0.00
		Carbon Monoxide Test		\$0.00
		Saturday/Sunday Testing		\$0.00
Total:				\$300.00

### Special Notes:

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Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign agreement and send back via fax 781-768-5502 or email renewals @NORELService.com.

Proposal does not include state elevator or sensitivity tests, HVAC, smoke control, or stairwell pressurization testing. All testing to be performed during normal business hours Monday through Friday 7:00AM - 4:00PM unless specified as otherwise above. A rescheduling fee will apply to any cancellation received within 48 hours of confirmed scheduled appointment.

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Waltham, MA 02451-1123

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F: 781-768-5502  
www.norelservice.com

## Testing Agreement

DPW

### Customer Information

Name: Town of Medfield  
Address: 459 Main Street  
Medfield, Ma. 02052  
CSZ: \_\_\_\_\_  
Cust #: \_\_\_\_\_  
Contact Name: Wayne Langille  
Contact #: 339 206 9722  
Email Address: Wlangille@medfield.net

### Site Info

Medfield DPW  
55 North Meadows Road  
Medfield, Ma. 02052  
\_\_\_\_\_  
\_\_\_\_\_  
Site Contact: \_\_\_\_\_  
Contact #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Agreement Date: 3/24/2021

NOREL Service Company, Inc. is pleased to provide pricing on the following items:

Dates Prices Effective: 4/1/21-3/31/22

Quantity	Frequency	Service	Price	Total
		Fire and Sprinkler Alarm Test		\$0.00
1	Annually	Fire Alarm Test (includes battery testing)		\$550.00
		Sprinkler Test (includes 2" main drain flow test)		\$0.00
		Dry Valve Sprinkler System Trip Test(s)		\$0.00
		Dry Valve Sprinkler System Low Point Drain(s)		\$0.00
		Fire Pump Flow Test (municipal charges not included if required)		\$0.00
		Standpipe Test (municipal charges not included if required)		\$0.00
		Fire Hydrant Test		\$0.00
		Pre-action System Test		\$0.00
		Carbon Monoxide Test		\$0.00
		Saturday/Sunday Testing		\$0.00
Total:				\$550.00

### Special Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign agreement and send back via fax 781-768-5502 or email renewals @NORELService.com .

Proposal does not include state elevator or sensitivity tests, HVAC, smoke control, or stairwell pressurization testing. All testing to be performed during normal business hours Monday through Friday 7:00AM - 4:00PM unless specified as otherwise above. A rescheduling fee will apply to any cancellation received within 48 hours of confirmed scheduled appointment.

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Waltham, MA 02451-1123

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## Testing Agreement

DPW

### Customer Information

Name: Town of Medfield  
Address: 459 Main Street  
Medfield, Ma. 02052  
CSZ: \_\_\_\_\_  
Cust #: \_\_\_\_\_  
Contact Name: Wayne Langille  
Contact #: 339 206 9722  
Email Address: Wlangille@medfield.net

### Site Info

Medfield DPW  
55 North Meadows Road  
Medfield, Ma. 02052  
\_\_\_\_\_  
\_\_\_\_\_  
Site Contact: \_\_\_\_\_  
Contact #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Agreement Date: 3/24/2021

NOREL Service Company, Inc. is pleased to provide pricing on the following items:

Dates Prices Effective: 4/1/21-3/31/22

Quantity	Frequency	Service	Price	Total
2	Semi-Annually	Fire and Sprinkler Alarm Test	\$500.00	\$1,000.00
		Fire Alarm Test (includes battery testing)		\$0.00
		Sprinkler Test (includes 2" main drain flow test)		\$0.00
3	Annually	Dry Valve Sprinkler System Trip Test(s)	\$550.00	\$1,650.00
3	Annually	Dry Valve Sprinkler System Low Point Drain(s)	\$250.00	\$750.00
		Fire Pump Flow Test (municipal charges not included if required)		\$0.00
		Standpipe Test (municipal charges not included if required)		\$0.00
		Fire Hydrant Test		\$0.00
		Pre-action System Test		\$0.00
		Carbon Monoxide Test		\$0.00
		Saturday/Sunday Testing		\$0.00
			<b>Total:</b>	<b>\$3,400.00</b>

### Special Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign agreement and send back via fax 781-768-5502 or email renewals @NORELService.com .

Proposal does not include state elevator or sensitivity tests, HVAC, smoke control, or stairwell pressurization testing. All testing to be performed during normal business hours Monday through Friday 7:00AM - 4:00PM unless specified as otherwise above. A rescheduling fee will apply to any cancellation received within 48 hours of confirmed scheduled appointment.

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F: 781-768-5502  
www.norelservice.com

## Testing Agreement

COA

### Customer Information

Name: Town of Medfield  
Address: 459 Main Street  
Medfield, Ma. 02052  
CSZ: \_\_\_\_\_  
Cust #: \_\_\_\_\_  
Contact Name: Wayne Langille  
Contact #: 339 206 9722  
Email Address: WLangille@medfield.net

### Site Info

Medfield Senior Center  
1 Ice House Road  
Medfield, Ma. 02052  
\_\_\_\_\_  
Site Contact: \_\_\_\_\_  
Contact #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Agreement Date: 3/24/2021

NOREL Service Company, Inc. is pleased to provide pricing on the following items:

Dates Prices Effective: 4/1/21-3/31/22

Quantity	Frequency	Service	Price	Total
2	Semi-Annually	Fire and Sprinkler Alarm Test	\$500.00	\$1,000.00
		Fire Alarm Test (includes battery testing)		\$0.00
		Sprinkler Test (includes 2" main drain flow test)		\$0.00
1	Annually	Dry Valve Sprinkler System Trip Test(s)		\$650.00
1	Annually	Dry Valve Sprinkler System Low Point Drain(s)		\$275.00
		Fire Pump Flow Test (municipal charges not included if required)		\$0.00
		Standpipe Test (municipal charges not included if required)		\$0.00
		Fire Hydrant Test		\$0.00
		Pre-action System Test		\$0.00
		Carbon Monoxide Test		\$0.00
		Saturday/Sunday Testing		\$0.00
			<b>Total:</b>	<b>\$1,925.00</b>

### Special Notes:

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Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign agreement and send back via fax 781-768-5502 or email renewals @NORELService.com .

Proposal does not include state elevator or sensitivity tests, HVAC, smoke control, or stairwell pressurization testing. All testing to be performed during normal business hours Monday through Friday 7:00AM - 4:00PM unless specified as otherwise above. A rescheduling fee will apply to any cancellation received within 48 hours of confirmed scheduled appointment.

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F: 781-768-5502  
www.norelservice.com

## Testing Agreement

Public  
Safety

### Customer Information

Name: Town of Medfield  
Address: 459 Main Street  
Medfield, Ma. 02052  
CSZ: \_\_\_\_\_  
Cust #: \_\_\_\_\_  
Contact Name: Wayne Langille  
Contact #: 339 206 9722  
Email Address: WLangille@medfield.net

### Site Info

Medfield Public Safety Building  
112 North Street  
Medfield, Ma. 02052

Site Contact: \_\_\_\_\_  
Contact #: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Agreement Date: 3/24/2021

NOREL Service Company, Inc. is pleased to provide pricing on the following items:

Dates Prices Effective: 4/1/21-3/31/22

Quantity	Frequency	Service	Price	Total
2	Semi-Annually	Fire and Sprinkler Alarm Test	\$500.00	\$1,000.00
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		Sprinkler Test (includes 2" main drain flow test)		\$0.00
		Dry Valve Sprinkler System Trip Test(s)		\$0.00
		Dry Valve Sprinkler System Low Point Drain(s)		\$0.00
		Fire Pump Flow Test (municipal charges not included if required)		\$0.00
		Standpipe Test (municipal charges not included if required)		\$0.00
		Fire Hydrant Test		\$0.00
		Pre-action System Test		\$0.00
		Carbon Monoxide Test		\$0.00
		Saturday/Sunday Testing		\$0.00
			<b>Total:</b>	<b>\$1,000.00</b>

### Special Notes:

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Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

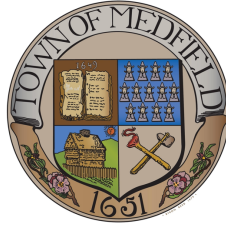
Please sign agreement and send back via fax 781-768-5502 or email renewals @NORELService.com .

Proposal does not include state elevator or sensitivity tests, HVAC, smoke control, or stairwell pressurization testing. All testing to be performed during normal business hours Monday through Friday 7:00AM - 4:00PM unless specified as otherwise above. A rescheduling fee will apply to any cancellation received within 48 hours of confirmed scheduled appointment.

Renewals could be subject to increased rates (not to exceed 3 %)

Pricing in this proposal valid from 1<sup>st</sup> day of the month following the date agreement is signed **and returned** to NOREL. Pricing subject to change if approval is received after 30 days of agreement date. Agreement can be cancelled at any time with 60 days written notice by either party. This is a self-renewing contract between both parties unless there is a 60-day advance notification of cancellation.





## **Town of Medfield**

### **Request for Proposals**

### **Sustainability Coordinator Services**

#### **General Information**

- A. Request for Proposals (RFP) documents will be available beginning August 9, 2021 on the Town of Medfield website at <https://www.town.medfield.net/Bids.aspx>. Documents may also be requested by contacting Nicholas Milano, Assistant Town Administrator, at 781-856-5287 or [nmilano@medfield.net](mailto:nmilano@medfield.net).
  - B. All proposals must be submitted no later than **11 am on September 15, 2021**. Proposals will be received in the Board of Selectmen's office: Medfield Town House, 2nd Floor, 459 Main Street, Medfield, MA 02052. Late proposals will not be accepted.
  - C. All questions must be submitted in writing to Nicholas Milano at [nmilano@medfield.net](mailto:nmilano@medfield.net) no later than 11 am on August 31, 2021. The Town will post responses to questions no later than 1 pm on September 3, 2021.
  - D. Technical Proposals must be submitted in a sealed envelope, marked "Sustainability Coordinator Services"
- Any addenda must be acknowledged on the Technical Proposal form. The proposal must also contain signed Attachments B and C. Any questions or requested edits to the Town's standard contract shall be submitted with the proposal. The Town reserves the right to reject any and all changes to its standard contract.
- E. Applicants should submit proposed fee requirements in a separate sealed envelope, marked "Price Proposal," using the enclosed Price Proposal Form.
  - F. All costs associated with proposal preparation and submission are to be borne by the proposer. Under no circumstances will the Town bear any costs associated with preparation and submission of any proposal in response to this RFP.
  - G. The Town shall evaluate and rank responses based on the enclosed Comparative Evaluation Criteria. The Town anticipates requiring interviews as part of the evaluation process.



- H. The Town Administrator shall make a recommendation of contract award to the Board of Selectmen. The Town is seeking a one-year contract with two one-year options to renew. The Board of Selectmen is the contracting authority for this contract.

## **Background**

The Town of Medfield is seeking the services of a Sustainability Coordinator to provide planning assistance, advice, and guidance regarding sustainability initiatives and the Town's transition to net-zero. The Sustainability Coordinator will assist the Town in identifying, planning, and implementing projects that reduce its carbon footprint following financial and technical best practices.

The Town currently owns two solar installations, is preparing to solicit proposals for a new installation on the DPW Town Garage, and is seeking to expand its solar footprint to additional Town-owned land and buildings, including a former landfill and a potential new elementary school currently in Feasibility Study with the Massachusetts School Building Authority.

Medfield is a Green Community and has been awarded two project grants from the Department of Energy Resources. The Town seeks to maintain its Green Communities designation and maximize Green Communities project funding, in addition to other grant funding opportunities.

Formed in 2008, the Medfield Energy Committee plays an active role in encouraging and facilitating the Town's clean energy efforts. Medfield voted to adopt a resolution regarding climate goals and the creation of a climate action plan at the 2021 Annual Town Meeting.

## **Scope of Services**

The scope of services anticipated for the Sustainability Coordinator include, but are not limited to, the following, in approximate order of priority:

1. Work with the Facilities Director to identify and prioritize projects. Help procure, manage, and implement contracts for clean-energy activities, including audits of facilities.
2. Seek out, apply for, and manage grants from the federal or state government, public utilities, foundations, or others in order to help fund clean-energy efforts.
3. Provide planning assistance, advice, and guidance regarding sustainability initiatives to help the Town transition to net-zero.
4. Help devise, propose, and implement, a multi-year renewable energy and electrification plan for the Town, with stepped change-outs of building systems, vehicles, and equipment that currently use fossil fuels, taking into account Town finances, operational needs, and technical feasibilities.

5. Perform financial analyses and prioritization plans to assess costs, benefits, and returns on investment of clean-energy efforts.
6. Assist in identifying projects for Green Communities grant funding and assist the Facilities Director in submitting Green Communities applications, overseeing projects, and ensuring the Town is able to maximize state funding from Green Communities.
7. Provide advice about and assist in the Town's efforts to expand solar installations, including municipal and school building roofs and parking canopies. Assist the Town's efforts to close out the former landfill, make the property solar-ready, and install solar on the former landfill.
8. Assist the Town in implementing Community Choice Aggregation and other efforts to optimize and lower the costs of the procurement of energy, including electricity, natural gas, heating fuel, diesel fuel, and gasoline, moving toward lower-carbon consumption.
9. Work with the Town to develop and maintain energy and carbon consumption data in Mass Energy Insight ("MEI") and to prepare annual reports (for example, for the Annual Green Communities Report and Town Report) that track usage and expenditures. Such data will serve in planning and evaluating clean-energy projects and initiatives and ensure continued Green Communities designation.
10. Serve as a resource for clean-energy and sustainability efforts for Town Departments, the Medfield Energy Committee, other Town boards and committees, and the Medfield community.
11. Support the Medfield Energy Committee by preparing for and attending meetings, as needed.

## **Plan of Services**

The plan of services will illustrate the applicant's understanding of the scope of services and the applicant's approach to the work. The plan must include the following components:

- a) Title Page – Should include the RFP subject, the applicant's name, address, and email and telephone number of the contact person and the date of the proposal.
- b) References – A complete list of client references for which the applicant has completed Sustainability Coordinator services or provided comparable consulting within the last five years. The Town reserves the right to conduct reference checks of all client references as well any clients not included on the submitted list.
- c) Workplan – Describe the applicant's level of experience. Explain the applicant's understanding of the project requirements and approach to providing services. The applicant should clearly identify team members who will be responsible for working with the Town. The applicant's specific project approach and project methodology must establish a clear and precise path to completing the Town's stipulated scope of services.

## **Comparative Evaluation Criteria**



The proposals will be reviewed by the Town Administrator.

Each proposal will be evaluated on the selection criteria listed in the RFP.

SELECTION: Applicants will be evaluated using the Evaluation Criteria by the measures set forth below. A rating of *Not Advantageous*, *Advantageous* or *Highly Advantageous* will be assigned to responses.

Plan of Services:

- Applicants submitting a plan of services that is reasonably expected to meet the minimum requirements of the Scope of Services shall be considered not advantageous
- Applicants submitting a plan of services whose features demonstrate an understanding of the scope of services and the ability to deliver satisfactory Sustainability Coordinator services shall be considered advantageous
- Applicants submitting a plan of services that provides a thorough understanding of the scope of services and demonstrates ability to deliver high-quality Sustainability Coordinator services shall be considered highly advantageous

Related Experience:

- Applicants having minimal experience in providing Sustainability Coordinator Services for state government, municipal government, or private entities shall be considered not advantageous.
- Applicants having some level of experience in providing Sustainability Coordinator Services for state government, municipal government, or private entities shall be considered advantageous.
- An applicant having extensive experience and a proven track record of accomplishment in Sustainability Coordinator Services for state government, municipal government, or private entities shall be considered highly advantageous.

References:

The Town anticipates contacting three references from past projects that it deems most applicable to this work. The Town would like references having direct experience with the Applicant from a municipality in the Commonwealth of Massachusetts, but lack of municipal references is not a disqualifier. The Town reserves the right to select the references at random or contact more than three references per applicant.

- Applicants having achieved successful project experiences (*ability to collaborate and deliver on projects similar to those identified in the Scope of Services*) from one (1) reference will be considered not advantageous.

- Applicants having achieved successful project experiences (*ability to collaborate and deliver on projects similar to those identified in the Scope of Services*) from two (2) but less than three (3) references will be considered advantageous.
- Applicants having achieved successful project experiences (*ability to collaborate and deliver on projects similar to those identified in the Scope of Services*) from three (3) or more references will be considered highly advantageous.

## **Price Proposal**

The fee for Sustainability Coordinator Services shall be an hourly rate that incorporates all costs to provide the services identified in the RFP. The Town will determine the lowest price proposal to be the lowest hourly rate. Applicants should submit proposed fee requirements in a separate sealed envelope, marked "Price Proposal", using the enclosed Price Proposal Sheet.

## **Rule for Award**

The Town will select the responsive and responsible applicant submitting the most advantageous proposal, taking into consideration the applicant's related experience, plan of services, references, as well as the proposal price. The Town reserves the right to accept any and all proposals and to waive all informalities in a proposal, to reject any and all proposals, and to award a contract in the best interest of the Town. The award of the contract and any renewal options shall be subject to an appropriation.

## **Instructions and Conditions for Applicants**

Each applicant shall submit 1 hard copy proposal. An electronic copy of the Technical Proposal shall be submitted on a USB memory stick or equivalent. The USB memory stick shall be sealed in the same envelope along with the original and hard copy. The Town will not accept any proposals submitted by email, fax or other electronic means.

All proposals shall be unconditional; no proposal that purports to impose conditions not included in this RFP will be deemed responsive.

The Town reserves the right to interview or to seek additional information relating to criteria already in the RFP from any candidate after opening of bids but before entering into a contract. The Town reserves the right to check references identified by any candidate or associated with any previous employer of any candidate.

Consistent with the provisions of M.G.L. c. 30B, the Chief Procurement Officer has determined that in order to procure the services of the most advantageous proposal for a Sustainability Coordinator, comparative judgements of experience and technical factors, in addition to price, is necessary. This proposal is being sought to ensure that the best services available from the applicant are received by the Town and its employees at competitive costs.

All proposals shall be deemed to be public records with the meaning of G.L. c. 4, § 7(26). If an applicant believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the Applicant is not willing to make public, such information should not be submitted. No part of a proposal involving the payment of compensation to the Applicant may be designated as confidential.

Proposals may be corrected, modified, or withdrawn prior to the deadline for submission of proposals by submitting 1 copy of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the response deadline. Proposals may not be withdrawn or modified for a period of 60 days after the opening of proposals.

The Chief Procurement Officer may cancel the request for proposals or may reject in whole or in part any and all bids or proposals if determined that cancellation or rejection serves the best interests of the governmental body. The Chief Procurement Officer shall state in writing the reason for the cancellation or rejection.

## **Attachment A**

### **Price Proposal Sheet**

PROJECT: Sustainability Coordinator Services

*Enclose an hourly rate sheet for services*

SIGNATURE BY INDIVIDUAL AUTHORIZED TO SUBMIT PROPOSAL:

By: \_\_\_\_\_  
(Print Name)

Signed: \_\_\_\_\_

Contact Person (Name and Title): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **Attachment B**

### **Certificate of Non-Collusion**

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

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Signature of person signing bid or proposal

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Print Name

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Title

---

Name of Organization

---

Date

## Attachment C

### Certificate of Tax Compliance

#### CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Ch. 151A, Section 19A, the undersigned acting on behalf of the Contractor, certifies under the penalty of perjury that, to the best of the undersigned's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support\*.

\_\_\_\_\_  
\*\*Signature of Individual

\_\_\_\_\_  
\*\*\*Contractor's Social Security Number or Corporate Contractor Federal Identification Number

By: \_\_\_\_\_  
Corporate Officer (Mandatory, if applicable)

Date: \_\_\_\_\_

\*The provision in the Attestation of relating to child support applies only when the Contractor is an individual.

\*\*Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

\*\*Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, section 49A.

## **Attachment D**

### **Town of Medfield Standard Contract for Goods/Services (Draft)**

The awarded bidder will be required to complete and submit documents substantially similar in form to the following. These forms may need to be modified on account of changed circumstances, and are provided for informational purposes only.







**TOWN OF MEDFIELD**  
*Office of the*  
**BOARD OF SELECTMEN**

TOWN HOUSE, 459 MAIN STREET  
MEDFIELD, MASSACHUSETTS 02052-0315  
(508) 906-3011 (phone)  
(508) 359-6182 (fax)

**Kristine Trierweiler**  
*Town Administrator*

**Nicholas Milano**  
*Assistant Town Administrator*

**Board of Selectmen**  
Michael T. Marcucci, Chair  
Gustave H. Murby, Clerk  
Osler L. Peterson, Member

VOTE OF THE BOARD OF SELECTMEN

DETERMINATION OF MAXIMUM  
USEFUL LIFE

I, the Clerk of the Board of Selectmen of the Town of Medfield, Massachusetts, certify that at a meeting of the board held on \_\_\_\_\_, 2021, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

**Voted:** that the maximum useful life of the equipment listed below to be financed with a portion of the proceeds of the \$1,018,000 borrowing authorized by the vote of the Town passed on May 17, 2021 at the 2021 Annual Town Meeting under Article 11, is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

<b><u>Purpose</u></b>	<b><u>Borrowing Amount</u></b>	<b><u>Maximum Useful Life</u></b>
Fire Engine	\$500,000	10 Years
DWP Dump Truck	\$188,000	7 Years
DPW Sidewalk Tractor	\$180,000	7 Years

I further certify that the vote was taken at a meeting open to the public, that the vote was not taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building where the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: \_\_\_\_\_, 2021

\_\_\_\_\_  
Clerk of the Board of Selectmen



Nicholas Milano &lt;nmilano@medfield.net&gt;

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## Fire engine useful life

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**William Carrico** <wcarrico@medfield.net>

Thu, Jul 29, 2021 at 9:07 AM

To: Nicholas Milano &lt;nmilano@medfield.net&gt;, Kristine Trierweiler &lt;ktrierweiler@medfield.net&gt;

The 2021 Spartan S-180 fire engine will have a useful life of 25 years if properly maintained and serviced per NFPA 1911 - Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles.

William C. Carrico II  
Fire Chief/EMD  
Medfield Fire  
112 North Street  
Medfield, MA 02052  
(O) 508-359-2323 Ext 3186  
(C) 508-498-3570  
(F) 508-359-2212

This email is intended for municipal use only and must comply with the Town of Medfield's policies and state/federal laws. Under Massachusetts Law, any email created or received by an employee of The Town of Medfield is considered a public record. All email correspondence is subject to the requirements of M.G.L. Chapter 66. This email may contain confidential and privileged material for the sole use of the intended recipient. Any review or distribution by others is strictly prohibited. If you are not the intended recipient please contact the sender and delete all copies.

[Quoted text hidden]

[Quoted text hidden]

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Nicholas Milano &lt;nmilano@medfield.net&gt;

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## Useful Life Cycle for Vehicles and Equipment

1 message

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**Maurice Goulet** <mgoulet@medfield.net>  
To: Kristine Trierweiler <ktrierweiler@medfield.net>  
Cc: Nicholas Milano <nmilano@medfield.net>

Fri, Jul 30, 2021 at 9:52 AM

Kristine,  
Please see attached APWA Equipment Codes and Standard Factors from their Motor Vehicle Fleet Management Report. The documents are highlighted for the Dump Truck and Sidewalk Tractor designations. The dump truck's standard life in years is 8 years and the sidewalk tractor is 7 years.

--


***Maurice G. Goulet***  
Director of Public Works  
Medfield, Massachusetts

**Department of Public Works**  
[55 North Meadows Road](#)  
[Medfield, MA 02052](#)  
[\(508\) 906-3003](#) office  
[\(508\) 359-4050](#) fax  
[mgoulet@medfield.net](mailto:mgoulet@medfield.net)  
[www.town.medfield.net](http://www.town.medfield.net)

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 **DOC073021.pdf**  
2122K

APWA EQUIPMENT CODES AND STANDARD FACTORS

APWA Equip Code	Abbreviated Description	Long Description	Standard Life Years	Minimum Usage Factor %	Standard Non Productive Factor	Minimum Fuel Consumption Gal/Hr
2514	TRK VAN	Truck, Van	8	50	2.000	
2515	TRK VAN REFRIG	Truck, refrigerated Van	"	"	"	
2516	TRK WRECKER	Truck, wrecker	"	"	"	
2517	TRK DRILL CORE	Truck, with mounted core drill	"	"	"	
2518	TRK GENERATOR	Truck, with mounted electric generator	"	"	"	
2519	TRK CLEANER VAC	Truck, with mounted vacuum cleaner, leaf and litter type	"	"	"	
2520	TRK CLEANER CATCH	Truck, with mounted catch basin cleaner, vacuum-hydraulic eduction types	"	"	"	
2521	TRK CLEANER SEPTIC	Truck, with mounted septic tank/cesspool cleaner w/ sludge pump	"	"	"	
2522	TRK CLEANER PRES JET	Truck with mounted pipe and sewer line cleaner, water pressure jet type	"	"	"	
2523	TRK MARKER LINE	Truck, traffic line marker	"	"	"	
2524	TRK SANDER	Truck, sander street, single purpose, self-contained unit	"	"	"	
2600		TRUCKS, 28,000 lbs to 33,499 lbs GVW				
2601	TRK BUS	Truck, bus	9	50	2.000	
2602	TRK CONC DRY	Truck with dry mix concrete plant mounted	"	"	"	
2603	TRK CONC WET	Truck with wet mix concrete plant mounted	"	"	"	

APWA EQUIPMENT CODES AND STANDARD FACTORS

APWA Equip Code	Abbreviated Description	Long Description	Standard Life Years	Minimum Usage Factor %	Standard Non Productive Factor	Minimum Fuel Consumption Gal/Hr
2604	TRK CRANE	Truck with mounted crane	9	50	2.000	
2605	TRK DUMP	Truck, dump	8	50	2.000	
2606	TRK FIRE AER PLT	Truck, fire apparatus with mounted aerial platform	15	N.A.	N.A.	
2607	TRK FIRE CHEM	Truck, fire apparatus, chemical	10	N.A.	N.A.	
2608	TRK FIRE LAD	Truck, fire apparatus, aerial ladder	15	N.A.	N.A.	
2609	TRK FIRE PUMP	Truck, fire apparatus, pumper	"	"	"	
2610	TRK FIRE MSC	Truck, fire apparatus, miscellaneous	10	"	"	
2611	MOBILE DENTAL	Mobile Dental Unit	12	"	"	
2612	MOBILE LIBR	Mobile Library Unit	12	"	"	
2613	MOBILE MACH	Mobile Machine Shop	12	"	"	
2614	MOBILE X-RAY	Mobile X-Ray Unit	12	"	"	
2615	TRK REF COMP 16Y	Truck, refuse compactor, 16 cu. yd.	7	50	2.000	
2616	TRK REF COMP 20Y	Truck, refuse compactor, 20 cu. yd.	"	"	"	
2617	TRK REF COMP 25Y	Truck, refuse compactor, 25 cu. yd.	"	"	"	
2618	TRK STAKE	Truck, stake	9	50	2.000	
2619	TRK TANK	Truck, tank, general purpose	"	"	"	
2620	TRK TANK ST-FL	Truck, tank, streetflusher	"	"	"	
2621	TRK TRACTOR	Truck, tractor, with mounted fifth wheel	"	"	"	



APWA EQUIPMENT CODES AND STANDARD FACTORS

APWA Equip Code	Abbreviated Description	Long Description	Standard Life Years	Minimum Usage Factor %	Standard Non Productive Factor	Minimum Fuel Consumption Gal/Hr
4018	LOADER FRONT END	Loader, scoop type, wheel mounted	7	30	3.333	
4019	LOADER BUCKET	Loader, bucket elevator, wheel or crawler mounted	"	"	"	
4020	LOADER SNOW	Loader, snow, belt/bucket type, crawler or wheel mounted	10	"	"	
4021	ROLLER COM-PACT	Roller, compaction type, pneumatic tired, towed	12	"	"	
4022	ROLLER WOBBLE	Roller, wobble wheel, pneumatic tire	8	"	"	
4023	ROLLER OSCIL	Roller, oscillating, self-powered, pneumatic tire	7	"	"	
4024	ROLLER SHEEP-FT	Roller, sheepsfoot, tamping, towed	10	"	"	
4025	ROLLER GRID	Roller, grid type, towed	12	"	"	
4026	ROLLER TAN-DEM	Roller, road, tandem, self-powered, all sizes	10	"	"	
4027	ROLLER, 3 WHL	Roller, road, 3 wheeled self-propelled, all sizes	"	"	"	
4028	COMPACTOR VBR	Compactor, vibrator, earth/aggregate	4	30	3.333	
4029	COMPACTOR H/H	Compactor, hydraulic hammer, self-powered, w/attachments	"	"	"	
4030	SCRAPER DRN 3-5Y	Scraper, carry all, cable or hydraulic operated, towed 3-5 cu. yd.	7	"	"	
4031	SCRAPER DRN 8-10Y	Scraper, " " 8-10 cu. yd.	"	"	"	
4032	SCRAPER DRN 12Y	Scraper, " " 12 cu. yd. & over	"	"	"	
4033	SCRAPER DRN 14-18Y	Scraper, carry all, 2 wheel universal hitch, 14-18 cu. yd	"	"	"	

APWA EQUIPMENT CODES AND STANDARD FACTORS

APWA Equip Code	Abbreviated Description	Long Description	Standard Life Years	Minimum Usage Factor %	Standard Non Productive Factor	Minimum Fuel Consumption Gal/Hr
4034	DOLLY SCRPR DRN	Dolly, converter, drawn scraper (for use with code 4033 scraper)	7	30	3.333	
4035	SCRAPER TRACTOR	Tractor-scraper, integral unit, self-propelled, 18-24 cu. yd.	"	"	"	
4036	TRCTR CRAWL LT	Tractor crawler, gas or deisel driven to 5500 DBHP, with or without attachments	6	30	3.333	
4037	TRCTR CRAWL 10/34DBHP	Tractor, crawler, gas or deisel driven 10-34 DBHP, with or without attachments	7	"	"	
4038	TRCTR CRAWL 35	" " min. 35 DBHP	"	"	"	
4039	TRCTR CRAWL 50 DBHP	" " min. 50 DBHP	"	"	"	
4040	TRCTR CRAWL 75 DBHP	" " min. 75 DBHP	9	"	"	
4041	TRCTR CRAWL 110 DBHP	" " min. 110 DBHP	"	"	"	
4042	TRCTR CRAWL 180 DBHP	" " min. 180 DBHP	"	"	"	
4043	TRCTR TOURNAP	Tractor, wheel, prime mover 2 wheel (tournopull)	7	"	"	
4044	TRAILER DUMP	Trailer, dump, earth moving, wheel or crawler mounted	"	"	"	
5000		<u>CRUSHING, MIXING, BATCHING AND PAVING EQUIPMENT</u>				
5001	CRUSHER, ROCK	Crusher, rock, and screening plant, portable (secondary & primary) to TPH	8	30	3.333	
5002	CRUSHER ROCK	" " to TPH	"	"	"	
5003	CRUSHER ROCK	" " to TPH	"	"	"	





## CHAPTER 90 – REIMBURSEMENT REQUEST

City/Town: MEDFIELD Project: North Street Design

Project request was approved on 5/04/2016 for \$ 200,000.00

at 100% Reimbursement Rate = \$ 200,000.00.

1) Attached are forms which document payment of approved expenditures totaling \$3580.16  
for which we are requesting \$3580.16 at the approved reimbursement rate of 100%.

2) The amount expended to date on this project is \$17,846.80.

3) Is this request for a FINAL payment on this project? Yes ☐ No ☒

4) Remarks:

### CERTIFICATION

A. I hereby certify under the pains and penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

Maurice Goulet  
(Signed)

DPW DIRECTOR  
(Municipal Highway Official - Title)

7/26/2021  
(Date)

B. I/we certify under the pains and penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 is acknowledge as applicable.

### REVIEWED AND APPROVED FOR TRANSMITTAL

by Joy A. Piccinini

Signed : \_\_\_\_\_

(Accounting Officer's Title)

TOWN ACCOUNTANT

(Duly Authorized)

DAT 7/26/2021  
E \_\_\_\_\_







50878-09

May 20, 2021

TOWN OF MEDFIELD  
Office of  
Superintendent of Public Works  
Medfield, MA 02052

**HNTB**

In Account With

HNTB CORPORATION  
P.O. Box 802741  
Kansas City, MO 64180-2741

INVOICE NO.: 440-13551-DS-019

Period November 23, 2019 to April 23, 2021

RE: Task Orders 1 – 5 - Reconstruction of North St and Green St

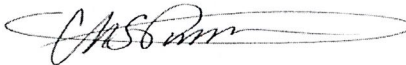
Contract Maximum \$611,000.00

	AMOUNT INVOICED THIS PERIOD	TOTAL AMOUNT PREVIOUSLY INVOICED	TOTAL INVOICED TO DATE
A) DIRECT SALARY COSTS (T.O. 1 - 4)	\$ -	\$ 103,555.72	\$ 103,555.72
B) OVERHEAD & PROFIT @ 1.8 OF DIRECT LABOR	\$ -	\$ 201,284.37	\$ 201,284.37
A) DIRECT SALARY COSTS (T.O. 5)	\$ 1,059.14	\$ 3,101.16	\$ 4,160.30
B) OVERHEAD & PROFIT @ 1.692 OF DIRECT LABOR	\$ 1,792.06	\$ 5,247.16	\$ 7,039.22
C) DIRECT EXPENSES	\$ -	\$ 59,495.24	\$ 59,495.24
<b>TOTAL</b>	<b>\$ 2,851.20</b>	<b>\$ 372,683.65</b>	<b>\$ 375,534.85</b>
<b>AMOUNT DUE THIS INVOICE:</b>	<b>\$ 2,851.20</b>	<b>\$ 372,683.65</b>	<b>\$ 375,534.85</b>

788.06

We certify that the above invoice is just and  
correct and payment has not been received

HNTB CORPORATION



BY: \_\_\_\_\_  
Clayton S. Patterson  
Enterprise Operations Accounting Manager

Please Remit Payment To: HNTB Corporation (Massachusetts P.C.) P.O. Box 802741 Kansas City MO 64180-2741

June 9, 2021

TOWN OF MEDFIELD  
Office of  
Superintendent of Public Works  
Medfield, MA 02052



In Account With

HNTB CORPORATION  
P.O. Box 802741  
Kansas City, MO 64180-2741

INVOICE NO.: 441-13551-DS-019  
Period April 24, 2021 to May 21, 2021

RE: Task Orders 1 – 5 - Reconstruction of North St and Green St

Contract Maximum \$611,000.00

	AMOUNT INVOICED THIS PERIOD	TOTAL AMOUNT PREVIOUSLY INVOICED	TOTAL INVOICED TO DATE
A) DIRECT SALARY COSTS (T.O. 1 - 4)	\$ -	\$ 103,555.72	\$ 103,555.72
B) OVERHEAD & PROFIT @ 1.8 OF DIRECT LABOR	\$ -	\$ 201,284.37	\$ 201,284.37
A) DIRECT SALARY COSTS (T.O. 5)	\$ 960.82	\$ 4,160.30	\$ 5,121.12
B) OVERHEAD & PROFIT @ 1.692 OF DIRECT LABOR	\$ 1,625.71	\$ 7,039.22	\$ 8,664.93
C) DIRECT EXPENSES	\$ 205.57	\$ 59,495.24	\$ 59,700.81
TOTAL	\$ 2,792.10	\$ 375,534.85	\$ 378,326.95
AMOUNT DUE THIS INVOICE:	\$ 2,792.10	\$ 375,534.85	\$ 378,326.95

We certify that the above invoice is just and  
correct and payment has not been received

HNTB CORPORATION

A handwritten signature in black ink, appearing to read "C. Patterson", enclosed within a large, horizontal oval.

BY: \_\_\_\_\_  
Clayton S. Patterson  
Enterprise Operations Accounting Manager

Please Remit Payment To: HNTB Corporation (Massachusetts P.C.) P.O. Box 802741 Kansas City MO 64180-2741





Nicholas Milano &lt;nmilano@medfield.net&gt;

---

## Fire engine useful life

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**William Carrico** <wcarrico@medfield.net>

Thu, Jul 29, 2021 at 9:07 AM

To: Nicholas Milano &lt;nmilano@medfield.net&gt;, Kristine Trierweiler &lt;ktrierweiler@medfield.net&gt;

The 2021 Spartan S-180 fire engine will have a useful life of 25 years if properly maintained and serviced per NFPA 1911 - Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles.

William C. Carrico II  
Fire Chief/EMD  
Medfield Fire  
112 North Street  
Medfield, MA 02052  
(O) 508-359-2323 Ext 3186  
(C) 508-498-3570  
(F) 508-359-2212

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[Quoted text hidden]

[Quoted text hidden]

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Evelyn Clarke &lt;eclarke@medfield.net&gt;

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**Liquor License Request August 13th & 14th Rocky Woods Medfield MA -- The Trustees --**

1 message

**Jamie Picard** 

Wed, Jul 28, 2021 at 9:25 AM

To: Evelyn Clarke &lt;eclarke@medfield.net&gt;

Hello Evelyn,

I hope you are having a wonderful summer. My name is Jamie Picard and I am the Camp Director at Powisset Farm in Dover, MA. We've emailed before about events at Rocky Woods in Medfield, MA that needed one day liquor licenses. I'm writing again because we'd like to obtain two one-day liquor licenses at Rocky Woods for August.

We would like to obtain a one-day liquor license to serve beer and wine at our events we have planned at Rocky Woods this summer. We have two movie nights planned with Coolidge Corner Movie Theater. Our events are on **Friday, August 13th and Saturday, August 14th**. On **Friday we will host a Scary Movie Night** playing Friday the 13th and on **Saturday we will host a Comedy Movie Night** playing Summer Camp.

This is the description for our **Friday, August 13th** event:

**About Friday the 13th in the Rocky Woods Scary Movie Night**

A terrifying Friday the 13th double feature, featuring Jason Goes to Hell and Freddy VS Jason, outdoors in the Rocky Woods.

Coolidge After Midnite is partnering again with the Trustees of Reservations for a highly immersive film-going experience. You'll feel like Jason is lurking in the trees as you watch him wreak havoc on our giant screen, next to a pond eerily similar to the infamous Crystal Lake.

Do you dare to spend all night near the cabin? Campsites are available-movie tickets sold separately. Register with the Trustees directly.

This is the description for our **Saturday, August 14th** event:

**About Summer Camp in the Rocky Woods Movie Night**

Join us for a day of Summer Camp activities in the Rocky Woods, followed by screenings of two hilarious 80s Summer Camp send-ups; Wet Hot American Summer and The Final Girls!

The screenings will begin at sunset, but the Trustees will have canoe rentals available for rent during the day.

Our events will take place on **Friday, August 13th from 5 PM- Midnight**, and on **Saturday August 14th from 5 PM- Midnight**. We will serve alcohol during the event and last call will be at 11 PM. We will have small concessions stand selling chips, popcorn, s'mores, and nonalcoholic beverages as well.

I will be serving the alcohol- I am TIPS certified and have attached a copy of my cards in this email. During our ongoing health crisis, we are happy to be able to bring a little bit of "normal" activity back into the lives of our guests. We follow all COVID-19 protocols.

If you have any questions, please let me know. Thank you for your attention to this request and considering our requests for one-day liquor licenses at Rocky Woods. I look forward to hearing from you.

Enjoy the rest of your day.

Stay well.

Best,  
Jamie Picard



Jamie Picard  
Children's Programming/Camp Director

Trustees | Powisset Farm  
[37 Powisset Street | Dover, MA 02030](#)



[thetrustees.org](http://thetrustees.org)

### **While at Home: Stay Connected with Trustees!**

Games, kids' activities, food & garden tips, virtual doses of nature, and more!

[thetrustees.org/athome](http://thetrustees.org/athome)

### **For updates on our COVID 19 response**

[thetrustees.org/COVID19](http://thetrustees.org/COVID19)

IMG\_0107.jpg  
3585K





7/29/2021

Town of Medfield Mail - Fwd: One-Day License



Nicholas Milano <n milano@medfield.net>

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## Fwd: One-Day License

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Evelyn Clarke <eclarke@medfield.net>  
To: Nicholas Milano <n milano@medfield.net>

Thu, Jul 29, 2021 at 3:50 PM


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

From: **Mo McGraw Bentley** [REDACTED]  
Date: Thu, Jul 22, 2021 at 3:33 PM  
Subject: One-Day License  
To: <eclarke@medfield.net>

Hi Evelyn,

My name is Mo and I am hoping to host a staff appreciation event at Rocky Woods on Wednesday, August 4th and need to apply for a one day liquor license. Please find my TIPS card attached below.

Let me know if you have any questions or need any additional information!  
Thank you,  
Mo

 IMG-6342.jpg

**MO BENTLEY** | General Manager  
100 - 102 Clinton Street, Framingham, MA 01702  
[jacksabby.com](http://jacksabby.com) | [REDACTED]

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June 24, 2021

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

Dear Board of Selectmen:

I am writing to request your approval for the **2021 CF Cycle for Life** to travel through the town of Medfield. The event is a single day fundraising bicycle ride to benefit the Cystic Fibrosis Foundation. Over the past 23 years, nearly \$3.0 million have been raised by dedicated CF volunteers and participants to support the mission of the Cystic Fibrosis Foundation.

This year's 24<sup>th</sup> Anniversary ride is scheduled for Saturday, October 2, 2021. We offer three routes, 12 30 and 65 miles. The format of the ride is a split start, approximately 60 65-mile riders will leave Holliston at 8:00 am traveling through 10 towns and back. This is the only route that travels through Hopkinton. 150 - 30/12-mile riders will leave Holliston at 10:00 am. The event starts and finishes at the Fatima Shrine on Summer Street in Holliston. The cue sheets are attached.

Please let me know if there are any other requirements.

As always, our priority is making the ride as safe as possible by keeping to side roads when practical and providing support to all riders. We anticipate having 200 riders and 60 volunteers ensuring the safety of our riders this year.

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

If you have any questions, please do not hesitate to contact me at the Cystic Fibrosis Foundation in Natick at (800) 966-0444 or email us at [twait@cff.org](mailto:twait@cff.org). Thank you for your past support and willingness to help. Can you please let us know about any road closures or planned construction?

Sincerely,

*Terry Waite*

Associate Executive Director

MASS/RI Chapter 1 220 North Main St., #104 1 Natick, MA 01760 1 508-655-6000 1  
<https://www.cff.org/Mass-RI/>



Nicholas Milano &lt;nmilano@medfield.net&gt;

---

## 2021 CF Cycle for Life Letter

---

**Waite, Theresa** <twait@cff.org>  
To: Nicholas Milano <nmilano@medfield.net>

Wed, Jul 14, 2021 at 10:18 PM

Hello Nick –

Thank you very much for your email. You are correct – the letter should have been modified for Medfield.

The 12 mile route does not go through Medfield here are the links to the two segments:

<https://ridewithgps.com/routes/6097330>

<https://ridewithgps.com/routes/6097332>

Sorry for the confusion.

Terry Waite

Associate Executive Director

Cystic Fibrosis Foundation

[twait@cff.org](mailto:twait@cff.org), o: 508-655-6000 c: 508-333-7400

[Quoted text hidden]

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## 30 MILE ROUTE – (HAYLEE LOOP)

CF Cycle for Life Saturday October 2, 2021

Leg	Total	Dir	Cue
0	0	R	MA-126 S/ Summer Street into Medway
0.8	0.8	L	Lovering Street
0.9	1.7	L	Winthrop Street
0.7	2.4	R	Hill Street into Holliston
0.9	3.3	L	Norfolk Street
1.4	4.7	BR	Franklin Street
0.2	4.9	R	Central Street
0.2	5.1	BL	Fiske Street (becomes Mill Street in Sherborn)
3.1	8.2	BR	Woodland Street
0.2	8.4	BR	Continue on Woodland Street
0.3	8.7	L	Woodland Street into Sherborn
500 ft	8.7	S	Cross S. Main Street (MA-27) onto Forest Street
0.8	9.5	BL	Lake Street
0.5	10.0		<b>MANDATORY REST STOP (Farm Pond, 201 Lake St, Sherborn) *Please check in with volunteers*</b>
0.7	10.7	S	Cross Farm Road; continuing on Lake Street
0.9	11.8	R	MA-16 E/ Eliot Street into Natick
2.8	14.6	R	Mill Lane (very small side road beside S. Natick dam)
300 ft	14.6	R	Pleasant Street - Cross Bridge
0.2	14.8	R	Glen Street into Dover
2.4	17.2	R	Farm Street
1.3	18.5	BR	Junction Street (Junction St becomes Harding St in Medfield)
1.1	19.6	R	Hospital Road
1.1	20.7	R	MA-27 N/ South Main Street
0.7	21.4	L	MA-115 S/ Bullard Street (becomes Orchard Street in Millis)
1.9	23.3	BR	Stay on Orchard Street (leaving MA-115)
300 ft	23.3	S	Cross Middlesex Street, continue on Orchard Street
1.3	24.6	S	<b>OPTIONAL REST STOP (Holliston Senior Center, 150 Goulding St, Holliston))</b>
1.2	25.8	L	Norfolk Street
0.2	26.0	R	Hill Street into Medway
0.5	26.5	L	Winthrop Street
1.0	27.5	R	Partridge Street
0.1	27.6	BL	Partridge Street
0.1	27.7	R	Lovering Street
0.6	28.3	R	MA-126 N/ Summer Street into Holliston
0.9	29.2	L	<b>FINISH LINE at Fatima Shrine</b> <b>*Please check in with volunteers*</b>





## 65 MILE ROUTE

CF Cycle for Life Saturday October 2, 2021

Leg	Total	Dir	Cue
0	0	R	MA-126 S/ Summer Street into Medway
0.8	0.8	L	Lovering Street
0.9	1.7	L	Winthrop Street
0.7	2.4	R	Hill Street into Holliston
0.9	3.3	L	Norfolk Street
1.4	4.7	BR	Franklin Street
0.2	4.9	R	Central Street
0.2	5.1	BL	Fiske Street (becomes Mill Street in Sherborn)
3.1	8.2	BR	Woodland Street
0.2	8.4	BR	Continue on Woodland Street
0.3	8.7	L	Woodland Street into Sherborn
500 ft	8.7	S	Cross S. Main Street (Rt. 27) onto Forest Street
0.8	9.5	BL	Lake Street
0.5	10.0		<b>OPTIONAL REST STOP (Farm Pond, 201 Lake St, Sherborn)</b>
0.7	10.7	S	Cross Farm Road; continuing on Lake Street
0.9	11.8	R	MA-16 E/ Eliot Street into Natick
2.8	14.6	R	Mill Lane (very small side road beside S. Natick dam)
300 ft	14.6	R	Pleasant Street - cross bridge
0.2	14.8	R	Glen Street into Dover
2.4	17.2	R	Farm Street
1.3	18.5	BR	Junction Street (Junction St becomes Harding St in Medfield)
1.1	19.6	R	Hospital Road
1.1	20.7	R	MA-27 N/ South Main Street
0.7	21.4	L	MA-115 S/ Bullard Street (becomes Orchard Street in Millis)
1.9	23.3	BR	Stay on Orchard Street (leaving Rte 115)
300 ft	23.3	S	Cross Middlesex Street, continue on Orchard Street
1.3	24.6	S	<b>MANDATORY REST STOP (Holliston Senior Center, 150 Goulding St, Holliston) *Check in with volunteers*</b>
1.2	25.8	L	Norfolk Street
0.2	26.0	R	Hill Street into Medway
0.5	26.5	L	Winthrop Street
1.6	28.1	R	Adams Street
1.0	29.1	L	MA-126 S/ Summer Street
1.0	30.1	R	MA-109 W/ Milford Street
1.6	31.7	R	Clark Street (turns into South Street in Holliston)
1.3	33.0	L	Rockland Street
0.3	33.3	S	Cross MA-16 onto Adams Street
0.0	33.3	R	Adams Street
1.9	35.2	L	Hanlon Road (turns into College St in Hopkinton)

0.9	36.1	R	MA-85 N/Hayden Rowe Street
0.3	36.4		<b>OPTIONAL REST STOP (Cornell's Pub, 229 Hayden Rowe Street, Hopkinton)</b>
0.1	36.5	L	Granite Street
0.8	37.3	R	Lumber Street
2.1	39.4	S	Cross West Main Street; continue on Lumber Street Extension
200 ft	39.4	R	Elm Street
0.7	40.1	L	MA-135 W/Wood Street
2.2	42.3	R	Fruit Street
0.3	42.6	BR	Continue on Fruit Street
2.4	45.0	R	Flanders Road (becomes Southville Rd, then Cordaville Rd)
2.9	47.9	R	Howe Street
0.7	48.6	L	Cross Street
0.8	49.4	R	Stay on Cross Street
0.9	50.3	R	MA-135 W/East Main Street
0.1	50.4	L	Clinton Street
0.4	50.8		<b>MANDATORY REST STOP (Legacy Farms, Clinton St.)</b> <b>*Check in with volunteers*</b>
1.1	51.9	BR	Stay on Clinton Street (becomes Mill Street in Holliston)
1.7	53.6	R	Prentice Street (becomes Ash Street in Hopkinton)
1.7	55.3	L	South Mill Street (becomes Wilson Street in Holliston)
1.3	56.6	L	Hanlon Street
0.6	57.2	R	Marshall Street
0.7	57.9	BL	Courtland Street
0.8	58.7	S	Cross MA-16 onto South Street
0.7	59.4	L	Fisher Street
0.2	59.6	L	Stay on Fisher Street into Medway
1.6	61.2	L	MA-109 E/ Milford Street
0.6	61.8	L	MA-126 N/ Summer Street into Holliston
2.4	64.2	L	<b>FINISH LINE (FATIMA SHRINE) *Check in with volunteers*</b>

### **Rules of the Road:**

*Always ride single file. Although we have help from the local police details at certain locations, they are NOT closing any roads.*

*Communicate with other riders when passing.*

*Use hand signals where possible and never assume a motorist can see you.*

**Remember, safety first!**

*If you need assistance, please wait at roadside and flag down a sagwagon.*

*Don't be shy about asking for help. Dial **911** in an Emergency.*

*Dial **617-592-4392** if you get off the route and cannot find your way back.*



# ZULLO GALLERY

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## CENTER FOR THE ARTS

456A Main Street  
Medfield, Massachusetts 02052

William F. Pope  
*Executive Director*

August 2, 2021

To The Medfield Selectmen,

The Zullo Gallery is requesting a one day beer & wine permit, from 5:30-11:00PM for two THURSDAYS, and one FRIDAY to coincide with having visitors into the gallery to see the art exhibitions and enjoy our rooftop deck. (Weather and covid-19 protocols permitting) We've have had great success extending our hours to publicize our programs, celebrate the arts and bring more people to the downtown area.

Thank you for your consideration, and for your past support.

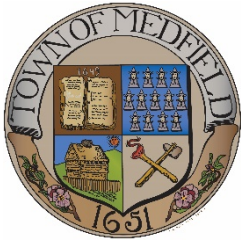
Sincerely,

William F. Pope  
Executive Director  
Zullo Gallery Center For The Arts

### DATES REQUESTED

Thursday August 26 and September 2  
and Friday October 1 (all from 5:30-11PM)





## TOWN OF MEDFIELD

### *Office of the* **BOARD OF SELECTMEN**

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

(508) 906-3011 (phone)

(508) 359-6182 (fax)

**Kristine Trierweiler**

*Town Administrator*

**Nicholas Milano**

*Assistant Town Administrator*

#### ***Board of Selectmen***

Michael T. Marcucci, Chair

Gustave H. Murby, Clerk

Osler L. Peterson, Member

### **Sandwich Board Policy**

1. Application will be available online and must be submitted the Thursday prior to a Board of Selectmen's meeting in order to appear on the BOS agenda for approval
2. Signs may publicize non profit, community events only.
3. Only one sign per group per location.
4. Sandwich board signs may be no larger than standard 36" by 48" tall.
5. Signs may be displayed for a maximum of two weeks, unless a longer term is authorized by the Board of Selectmen.
  - a. Requesting individual/organization must remove the sign the day after the event
6. The following are the **only** approved sign locations:
  - a. Medfield Transfer Station
  - b. Corner of North and Main Street (Sidewalk jetout)
  - c. Corner of Route 109 and Hartford Street
  - d. Northeast Corner of Route 27 and South Street





**TOWN OF MEDFIELD**  
*Office of the*  
**BOARD OF SELECTMEN**

TOWN HOUSE, 459 MAIN STREET  
MEDFIELD, MASSACHUSETTS 02052-0315  
(508) 906-3011 (phone)  
(508) 359-6182 (fax)

**Kristine Trierweiler**  
*Town Administrator*

**Nicholas Milano**  
*Assistant Town Administrator*

***Board of Selectmen***

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

**CAR WASH FUNDRAISER POLICY**

1. Applicants must be local Town of Medfield non profit organizations
2. Application will be available online beginning March 1<sup>st</sup> of each calendar year, until all dates are filled
3. Requests are on a first come first serve basis as received
  - a. Dates are available beginning 2<sup>nd</sup> Saturday in April through last Saturday in September
  - b. Only one car wash per Saturday, choice of 9AM to 1PM or 10AM to 2PM
4. Applicant is responsible for picking up water key the Friday before the Fundraiser, water key must be returned in the Green Box on Janes Avenue at the conclusion of the fundraiser
5. An Adult must be present at all car wash fundraisers
6. **All car wash fundraisers will be postponed if the Board of Selectmen has declared a partial or total Water Ban**