



Board of Selectmen  
Meeting Packet  
September 27, 2022



**State Election  
November 8, 2022  
EARLY VOTING - MEDFIELD**

**Early Voting Dates & Times:**

<b>Saturday</b>	<b>Oct. 22</b>	<b>9:00 AM – 3:00 PM</b>
<b>Monday</b>	<b>Oct. 24</b>	<b>11:00 AM – 3:00 PM</b>
<b>Tuesday</b>	<b>Oct. 25</b>	<b>3:00 PM – 7:00 PM</b>
<b>Wednesday</b>	<b>Oct. 26</b>	<b>11:00 AM - 3:00 PM</b>
<b>Thursday</b>	<b>Oct. 27</b>	<b>11:00 AM – 3:00 PM</b>
<b>Friday</b>	<b>Oct. 28</b>	<b>9:00 AM – 12:00 PM</b>
<b>Saturday</b>	<b>Oct. 29</b>	<b>11:00 AM – 5:00 PM</b>
<b>Monday</b>	<b>Oct. 31</b>	<b>9:00 AM – 4:00 PM</b>
<b>Tuesday</b>	<b>Nov. 1</b>	<b>1:00 PM – 7:00 PM</b>
<b>Wednesday</b>	<b>Nov. 2</b>	<b>9:00 AM – 4:00 PM</b>
<b>Thursday</b>	<b>Nov. 3</b>	<b>9:00 Am – 4:00 PM</b>
<b>Friday</b>	<b>Nov. 4</b>	<b>9:00 AM – 12:00 PM</b>

***Voting in Person at the Polls after submitting an early ballot is prohibited as outlined in 950 CMR 4 7.19.***

**Location: Medfield Town House  
2<sup>st</sup> Floor Hearing Room, 459 Main Street, Medfield, MA 02052**



**KNOW BEFORE YOU GO!!  
Save Time. Avoid Aggravation.  
Know these 6 things BEFORE going to the polls:**

**1. Are you a registered voter?**

The deadline to register to be eligible to vote in the State Election is Saturday, October 29th @ 5:00 pm. The Town Clerk's Office will be open on this date from 11:00 AM – 5:00 PM for in person voter registration or register to vote online at <https://www.sec.state.ma.us/ovr/>

**2. Is your voter status "active"?**

Voters must return their signed street list census form annually to the Town Clerk's office to maintain an active voter status. Inactive voters are still eligible to vote but will be required to complete additional forms and show an ID at the polls in order to vote. To avoid having to complete additional paperwork at the polls, voters who appear as inactive can change their status to active by stopping by the Town Clerks Office to sign a census form in person up until Saturday, October 29th @ 5:00 pm. Changes to the voting lists cannot be made after the deadline of October 29, 2022

**3. Can I vote Early in person or by Mail?**

Yes! You can vote early either in person or by mail. See the Early Voting schedule above for dates, hours and location! You can also vote by mail by submitting an application to the Office of the Town Clerk not later than 5 pm on the 5<sup>th</sup> business day before the election – **For the 11/8 State Election, Tuesday, November 1st at 5:00 pm.** Applications can be found on the Town Clerk's website or the Secretary of States website.

**4. Where do I vote on ELECTION DAY?**

The Town of Medfield has 1 polling locations and 4 precincts. All voters vote at: **COUNCIL OF AGING CENTER, 2 ICE HOUSE ROAD, MEDFIELD**

**5. What is the 150 Foot Rule?**

The 150 ft. rule prohibits campaigning at polling locations – including Early Voting, No campaigning for or against candidate or question on ballot within 150 feet of any entrance to the Early Voting/Polling location. NO SIGNATURE GATHERING OF ANY KIND ALLOWED WITHIN 150 FEET OF THE EARLY VOTING LOCATION. No t-shirts, hats or merchandise can be worn in support or against any candidate or question at Early Voting/polling location.

**6. What will I be voting on?**

Voters are encouraged to educate themselves on the many races and questions that will appear on their ballot PRIOR to arriving at the polls. By visiting the website: <https://www.sec.state.ma.us/ele/eleupcomingelections/upcoming-elections.htm>

WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH  
NOVEMBER 8, 2022

SS.

To either of the Constables of the Town of Medfield,

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Elections to vote at the CENTER at Medfield, Ice House Road on TUESDAY, THE EIGHTH OF NOVEMBER, 2022 from 6:00 a.m. to 8:00 p.m. for the following purpose:

To cast their votes in the State Election for the candidates of political parties for the following offices:

GOVERNOR.....	FOR THIS COMMONWEALTH
LT. GOVERNOR.....	FOR THIS COMMONWEALTH
ATTORNEY GENERAL.....	FOR THIS COMMONWEALTH
SECRETARY OF STATE.....	FOR THIS COMMONWEALTH
TREASURER.....	FOR THIS COMMONWEALTH
AUDITOR.....	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.....	4 <sup>TH</sup> DISTRICT
COUNCILLOR.....	2 <sup>ND</sup> DISTRICT
SENATOR IN GENERAL COURT.....	NORFOLK,MIDDLESEX & WORCESTER DISTRICT
REPRESENTATIVE IN GENERAL COURT	9 <sup>TH</sup> & 13 <sup>TH</sup> NORFOLK DISTRICT
DISTRICT ATTORNEY.....	NORFOLK DISTRICT
SHERIFF.....	NORFOLK DISTRICT
COUNTY COMMISSIONER.....	NORFOLK COUNTY

QUESTION 1: PROPOSED CONSTITUTIONAL AMENDMENT

Do you approve of the adoption of an amendment to the constitution summarized below, which was approved by the General Court in joint sessions of the two houses on June 12, 2019 (yeas 147 – nays 48); and again on June 9, 2021 (yeas 159 – nays 41)?

SUMMARY

This proposed constitutional amendment would establish an additional 4% state income tax on that portion of annual taxable income in excess of \$1 million. This income level would be adjusted annually, by the same method used for federal income-tax brackets, to reflect increases in the cost of living. Revenues from this tax would be used, subject to appropriation by the state Legislature, for public education, public colleges and universities; and for the repair and maintenance of roads, bridges, and public transportation. The proposed amendment would apply to tax years beginning on or after January 1, 2023.

A YES VOTE would amend the state Constitution to impose an additional 4% tax on that portion of incomes over one million dollars to be used, subject to appropriation by the state Legislature, on education and transportation.

A NO VOTE would make no change in the state Constitution relative to income tax.



## QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2022?

### SUMMARY

This proposed law would direct the Commissioner of the Massachusetts Division of Insurance to approve or disapprove the rates of dental benefit plans and would require that a dental insurance carrier meet an annual aggregate medical loss ratio for its covered dental benefit plans of 83 percent. The medical loss ratio would measure the amount of premium dollars a dental insurance carrier spends on its members' dental expenses and quality improvements, as opposed to administrative expenses. If a carrier's annual aggregate medical loss ratio is less than 83 percent, the carrier would be required to refund the excess premiums to its covered individuals and groups. The proposed law would allow the Commissioner to waive or adjust the refunds only if it is determined that issuing refunds would result in financial impairment for the carrier.

The proposed law would apply to dental benefit plans regardless of whether they are issued directly by a carrier, through the connector, or through an intermediary. The proposed law would not apply to dental benefit plans issued, delivered, or renewed to a self-insured group or where the carrier is acting as a third-party administrator. The proposed law would require the carriers offering dental benefit plans to submit information about their current and projected medical loss ratio, administrative expenses, and other financial information to the Commissioner. Each carrier would be required to submit an annual comprehensive financial statement to the Division of Insurance, itemized by market group size and line of business. A carrier that also provides administrative services to one or more self-insured groups would also be required to file an appendix to their annual financial statement with information about its self-insured business. The proposed law would impose a late penalty on a carrier that does not file its annual report on or before April 1.

The Division would be required to make the submitted data public, to issue an annual summary to certain legislative committees, and to exchange the data with the Health Policy Commission. The Commissioner would be required to adopt standards requiring the registration of persons or entities not otherwise licensed or registered by the Commissioner and criteria for the standardized reporting and uniform allocation methodologies among carriers.

The proposed law would allow the Commissioner to approve dental benefit policies for the purpose of being offered to individuals or groups. The Commissioner would be required to adopt regulations to determine eligibility criteria.

The proposed law would require carriers to file group product base rates and any changes to group rating factors that are to be effective on January 1 of each year on or before July 1 of the preceding year. The Commissioner would be required to disapprove any proposed changes to base rates that are excessive, inadequate, or unreasonable in relation to the benefits charged. The Commissioner would also be required to disapprove any change to group rating factors that is discriminatory or not actuarially sound.

The proposed law sets forth criteria that, if met, would require the Commissioner to presumptively disapprove a carrier's rate, including if the aggregate medical loss ratio for all dental benefit plans offered by a carrier is less than 83 percent.

The proposed law would establish procedures to be followed if a proposed rate is presumptively disapproved or if the Commissioner disapproves a rate.

The proposed law would require the Division to hold a hearing if a carrier reports a risk-based capital ratio on a combined entity basis that exceeds 700 percent in its annual report.

The proposed law would require the Commissioner to promulgate regulations consistent with its provisions by October 1, 2023. The proposed law would apply to all dental benefit plans issued, made effective, delivered, or renewed on or after January 1, 2024.

**A YES VOTE** would regulate dental insurance rates, including by requiring companies to spend at least 83% of premiums on member dental expenses and quality improvements instead of administrative expenses, and by making other changes to dental insurance regulations.

**A NO VOTE** would make no change in the law relative to the regulations that apply to dental insurance companies.

### **QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2022?

#### **SUMMARY**

This proposed law would increase the statewide limits on the combined number of licenses for the sale of alcoholic beverages for off-premises consumption (including licenses for “all alcoholic beverages” and for “wines and malt beverages”) that any one retailer could own or control: from 9 to 12 licenses in 2023; to 15 licenses in 2027; and to 18 licenses in 2031.

Beginning in 2023, the proposed law would set a maximum number of “all alcoholic beverages” licenses that any one retailer could own or control at 7 licenses unless a retailer currently holds more than 7 such licenses.

The proposed law would require retailers to conduct the sale of alcoholic beverages for off-premises consumption through face-to-face transactions and would prohibit automated or self-checkout sales of alcoholic beverages by such retailers.

The proposed law would alter the calculation of the fine that the Alcoholic Beverages Control Commission may accept in lieu of suspending any license issued under the State Liquor Control Act. The proposed law would modify the formula for calculating such fee from being based on the gross profits on the sale of alcoholic beverages to being based on the gross profits on all retail sales.

The proposed law would also add out-of-state motor vehicle licenses to the list of the forms of identification that any holder of a license issued under the State Liquor Control Act, or their agent or employee, may choose to reasonably rely on for proof of a person’s identity and age.

**A YES VOTE** would increase the number of licenses a retailer could have for the sale of alcoholic beverages to be consumed off premises, limit the number of “all-alcoholic beverages” licenses that a retailer could acquire, restrict use of self-checkout, and require retailers to accept customers’ out-of-state identification.

**A NO VOTE** would make no change in the laws governing the retail sale of alcoholic beverages.

#### **QUESTION 4: REFERENDUM ON AN EXISTING LAW**

Do you approve of a law summarized below, which was approved by the House of Representatives and the Senate on May 26, 2022?

#### **SUMMARY**

This law allows Massachusetts residents who cannot provide proof of lawful presence in the United States to obtain a standard driver's license or learner's permit if they meet all the other qualifications for a standard license or learner's permit, including a road test and insurance, and provide proof of their identity, date of birth, and residency. The law provides that, when processing an application for such a license or learner's permit or motor vehicle registration, the registrar of motor vehicles may not ask about or create a record of the citizenship or immigration status of the applicant, except as otherwise required by law. This law does not allow people who cannot provide proof of lawful presence in the United States to obtain a REAL ID.

To prove identity and date of birth, the law requires an applicant to present at least two documents, one from each of the following categories: (1) a valid unexpired foreign passport or a valid unexpired Consular Identification document; and (2) a valid unexpired driver's license from any United States state or territory, an original or certified copy of a birth certificate, a valid unexpired foreign national identification card, a valid unexpired foreign driver's license, or a marriage certificate or divorce decree issued by any state or territory of the United States. One of the documents presented by an applicant must include a photograph and one must include a date of birth. Any documents not in English must be accompanied by a certified translation. The registrar may review any documents issued by another country to determine whether they may be used as proof of identity or date of birth.

The law requires that applicants for a driver's license or learner's permit shall attest, under the pains and penalties of perjury, that their license has not been suspended or revoked in any other state, country, or jurisdiction.

The law specifies that information provided by or relating to any applicant or license-holder will not be a public record and shall not be disclosed, except as required by federal law or as authorized by Attorney General regulations, and except for purposes of motor vehicle insurance.

The law directs the registrar of motor vehicles to make regulations regarding the documents required of United States citizens and others who provide proof of lawful presence with their license application.

The law also requires the registrar and the Secretary of the Commonwealth to establish procedures and regulations to ensure that an applicant for a standard driver's license or learner's permit who does not provide proof of lawful presence will not be automatically registered to vote.

The law takes effect on July 1, 2023.

**A YES VOTE** would keep in place the law, which would allow Massachusetts residents who cannot provide proof of lawful presence in the United States to obtain a driver's license or permit if they meet the other requirements for doing so.

**A NO VOTE** would repeal this law.

And you are directed to serve this warrant by posting an attested copy thereof, in the usual place for posting warrants in said Medfield seven days at least before the time of holding said State Election.

Hereof fail not and make due return of this warrant with your doings thereon, unto the Town Clerk at the time and place of the State Election aforesaid. Given unto our hands this 27th day of September, 2022.

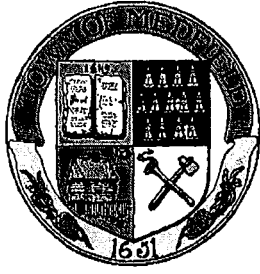
Gustave Murby, Chair /s/  
Eileen Murphy /s/  
Osler Peterson /s/  
BOARD OF SELECTMEN

By virtue of this warrant, I have notified and warned the inhabitants of the Town of Medfield, qualified to vote in elections, to meet at the time and for the purpose named, by posting attested copies of said warrant in not less than five public places in the Town of Medfield at least seven days before the time of holding the election.

Constable:  
Date:

A TRUE COPY ATTEST:

Marion Bonoldi  
Town Clerk



**TOWN OF MEDFIELD**  
*Office of*  
**Marion Bonoldi, TOWN CLERK**  
459 Main Street  
Medfield, Massachusetts

(508) 906-3024  
Fax: (508) 359-6182  
mbonoldi@medfield.net

Dear Board of Selectmen:

In accordance with Massachusetts General Law, Part I, Title VIII, Chapter 54, Section 12, the Town Clerk's requests a vote to appoint Ms. Tracey Klenk as Warden of the State Election to be held on Tuesday, November 8, 2022 for Precincts 1 through 4.

The Town Clerk also requests a vote to appoint the following as Inspectors for the State Election, to be held Tuesday, November 8, 2022 as well as Early Voting to be held at Town Hall from October 22, 2022 through November 4, 2022.

James Feeney  
Linda Kimball  
Laura Mulready  
Linda Frawley  
Bill Southwick  
Theresa Knapp  
Heidi Erickson  
Robert Costello  
Andrea Sullivan  
Joanne LaFrancesca  
Molly Sliney  
Sharon Tatro  
Kim Price  
Joe Calo  
Wendi Ayer  
Christine Alessi  
Annette Wells  
Christine Babson  
Maureen Lifsz  
Robert Winograd  
Roseli Wiess

Sincerely,

Marion Bonoldi  
Town Clerk



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION I**

IN THE MATTER OF:	)	DOCKET NO.
	)	CWA-AO-R01-FY22-15
	)	
Town of Medfield Massachusetts	)	FINDINGS OF
	)	VIOLATION
NPDES Permit No. MA0100978	)	
	)	AND
	)	
Proceedings under Sections 309(a)(3) of	)	ORDER FOR
	)	COMPLIANCE
the Clean Water Act, as amended,	)	
33 U.S.C. §1319(a)(3)	)	

**I. STATUTORY AUTHORITY**

The following Findings are made and ORDER issued pursuant to Sections 308(a) and 309(a)(3) of the Clean Water Act, as amended (the “CWA” or “Act”), 33 U.S.C. §§ 1318 and 1319(a)(3). Section 309(a)(3) of the Act grants to the Administrator of the U.S. Environmental Protection Agency (“EPA”) the authority to issue orders requiring persons to comply with Sections 301, 302, 306, 307, 308, 318 and 405 of the Act and any permit condition or limitation implementing any of such sections in a National Pollutant Discharge Elimination System (“NPDES”) permit issued under Section 402 of the Act, 33 U.S.C. §1342. Section 308(a) of the Act, 33 U.S.C. § 1318(a), authorizes EPA to require the submission of any information required to carry out the objectives of the Act. These authorities have been delegated to EPA Region I’s Administrator, and in turn to the Director of EPA, Region I’s Office of Enforcement and Compliance Assurance Division (“Director”).

The Order herein is based on findings of violation of Section 301 of the Act, 33 U.S.C. § 1311, and the conditions of NPDES Permit No. MA0100978. Pursuant to Section 309(a)(5)(A) of the Act, 33 U.S.C. § 1319(a)(5)(A), the Order provides a schedule for compliance which the Director has determined to be reasonable.

## **II. DEFINITIONS**

Unless otherwise defined herein, terms used in this Order shall have the meaning given to those terms in the Act, 33 U.S.C. § 1251 *et. seq.*, the regulations promulgated there-under, and any applicable NPDES permit. For the purposes of this Order, “NPDES Permit” means the Town of Medfield’s NPDES Permit, No. MA0100978, and all amendments or modifications thereto and renewals thereof as are applicable, and in effect at the time.

## **III. FINDINGS**

The Director makes the following findings of fact:

1. The Town of Medfield (“Permittee” or “Town”) is a municipality, as defined in Section 502(4) of the Act, 33 U.S.C. § 1362(4), established under the laws of the Commonwealth of Massachusetts.
2. The Town is a person under Section 502(5) of the Act, 33 U.S.C. § 1362(5). The Town is the owner of a publicly-owned wastewater treatment works (the “POTW”) from which it discharges pollutants, as defined in Section 502(6) and (12) of the Act, 33 U.S.C. §§ 1362(6) and (12), from a point source, as defined in Section 502(14) of the Act, 33 U.S.C. § 1362(14), to the Charles River (Charles River Watershed), which flows to the Atlantic Ocean, all Class B waterways. These water bodies are all waters of the United States under Section 502(7) of the Act, 33 U.S.C. § 1362(7).
3. On December 27, 2011, EPA issued NPDES Permit No. MA0100978 to the Town.
4. The NPDES Permit authorizes the Town to discharge pollutants from the POTW to the Charles River (Charles River Watershed), subject to the effluent limitations, monitoring requirements and other conditions specified in the NPDES Permit.
5. Section 301(a) of the Act, 33 U.S.C. § 1311(a), makes unlawful the discharge of pollutants to waters of the United States except, in



compliance with the terms and conditions of an NPDES permit issued pursuant to Section 402 of the Act, 33 U.S.C. § 1342.

6. Part A.1.a. of the NPDES Permit establishes effluent limitations and monitoring requirements for the discharge of treated effluent from outfall serial number 001.
7. Since at least July 1, 2019, to the present, in violation of the NPDES Permit, the Town has discharged wastewater containing Total Suspended Solids (“TSS”), Biological Oxygen Demand (“BOD”), Aluminum, and Phosphorus in concentrations greater than the effluent limitations contained in the Permit.
8. The Town’s discharges of pollutants from the POTW to the Charles River (Charles River Watershed) in violation of the NPDES Permit have occurred in violation of Section 301(a) of the Act, 33 U.S.C. § 1311(a).
9. On July 27, 2022, the Town submitted to EPA a maintenance and repair schedule for upgrading its wastewater treatment plant (“Facility”) which included the items listed in section IV below, which the Town anticipates will allow it to meet the discharge limits set forth in the NPDES permit for BOD, TSS, Aluminum, and Phosphorus.

#### **IV. ORDER**

Accordingly, pursuant to Section 309(a)(3) of the Act, 33 U.S.C. § 1319(a)(3) it is hereby ordered that:

1. By September 30, 2022, the Town shall repair and make operational the second primary clarifier at the Facility.
2. By November 30, 2022, the Town shall replace necessary components within the UltraViolet (UV) disinfection mechanism and ensure that the UV disinfection mechanism is fully operational at the Facility. The Town shall ensure that sufficient spare parts for the UV system are on site and available at all times.

3. By December 31, 2022, the Town shall complete maintenance work on the DynaSand filter and its components at the Facility returning it to an operational level.
4. By January 31, 2023, the Town shall achieve compliance with all effluent limitations as outlined in the Town's NPDES permit.

#### **Interim Effluent Limits**

5. Upon the effective date of this Order, the Permittee shall, at a minimum, comply with the interim effluent limitations for Phosphorus and Aluminum set forth in Attachment 1 of this Order. The Permittee shall also comply with all other effluent limitations, monitoring requirements and other conditions specified in the NPDES Permit for parameters not addressed in Attachment 1. These interim effluent limits shall remain in effect until January 31, 2023 (or the Permittee meets its aluminum and phosphorus effluent limits), or until this Order is Terminated by EPA, or EPA provides written notice to the Town that the interim effluent limits in this Order are being revoked, whichever occurs first.

#### **V. NOTIFICATION PROCEDURES**

1. Until further notice, beginning September 30, 2022, and by the last day of each month thereafter, the Town shall submit to EPA and MADEP a monthly progress report describing any actions taken to improve the Facility's operations with respect to meeting its NPDES permit limits. This report shall include a description of any relevant maintenance and repairs, observations of process improvements, as well as any problems encountered with respect to fulfilling the Town's obligations under this Order.
2. Where this Order requires a specific action to be performed within a certain time frame, the Permittee shall submit to EPA a written notice of compliance or noncompliance with such action within seven (7) days following the applicable deadline; however, written notice of compliance is

not necessary if the action required by the Order includes submission of a document, report, or other written material, and the Town has timely submitted such document, report, or written material to EPA.

3. If noncompliance is reported, the written notice submitted to EPA must include the following information:
  - a. A description of the noncompliance.
  - b. A description of any actions taken or proposed by the Permittee to comply with the lapsed schedule requirements.
  - c. A description of any factors that explain or mitigate the noncompliance.
  - d. The date by which the Permittee will perform the required action<sup>1</sup>.
4. After notification of noncompliance has been submitted to EPA, the Permittee must achieve compliance as expeditiously as possible, but by no later than the date submitted to EPA in section IV of this Order, and submit to EPA the required document, report, or written material, as applicable, or a written notice that compliance with the action has been achieved.
5. Submissions required by this Order shall be via email (unless such submission is in a format that the Permittee needs to send as a hard copy) and shall be emailed or mailed to the following addresses:

U.S. Environmental Protection Agency  
Region I  
5 Post Office Square, Suite 100  
Mail Code OES04-04  
Boston, MA 02109-3912  
Attn: Damian Bednarz  
[Bednarz.damian@epa.gov](mailto:Bednarz.damian@epa.gov)

6. Submissions to MassDEP required by this Order shall be in writing to David Boyer and shall be provided in electronic format at the following addresses:

[david.boyer@state.ma.us](mailto:david.boyer@state.ma.us)

When notification in an electronic format is not appropriate, submission shall be sent to MassDEP at the following addresses:

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1. Note that this is not an extension to the original deadline.

David Boyer  
Massachusetts Department of Environmental  
Protection  
Central Regional Office  
8 New Bond Street  
Worcester, MA 01606  
Attn: David Boyer

7. EPA shall notify the Permittee in writing of any changes to the contact persons or email addresses provided above.

## **VI. GENERAL PROVISIONS**

1. This Order does not constitute a waiver or a modification of the terms and conditions of the NPDES Permit. The NPDES Permit remains in full force and effect. EPA reserves the right to seek any and all remedies available under Section 309 of the Act, 33 U.S.C. § 1319, as amended, for any violation cited in this Order.
2. The Town may seek federal judicial review of the Order pursuant to Chapter 7 of the Administrative Procedure Act, 5 U.S.C. §§ 701-706.
3. This Order shall become effective upon receipt by the Town.

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Karen McGuire, Director  
Enforcement and Compliance Assurance Division  
U. S. Environmental Protection Agency, Region 1

## ATTACHMENT 1

### Interim Effluent Limits and Monitoring Requirements

1. From the effective date of this Order, the Town shall, at a minimum, comply with the following interim effluent limitations and monitoring requirements:

	Average Monthly	Measurement Frequency	Sample Type
Phosphorus (April 1 – October 31)	0.2 mg/L	2/Month	24-Hour Composite <sup>2</sup>
Phosphorus (November 1 – March 31)	0.36 mg/L	1/month	24-Hour Composite <sup>2</sup>
Aluminum	506 ug/L	1/Month	24-Hour Composite <sup>2</sup>

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2. A 24-hour composite sample will consist of at least twenty-four (24) grab samples taken during one consecutive 24-hour period (e.g., 0700 Monday to 0700 Tuesday), either collected at equal intervals and combined proportional to flow or continuously collected proportionally to flow. Once per day (1/Day) is defined as one time each day, during regular business hours.





**TOWN OF MEDFIELD, MASSACHUSETTS**

**AGREEMENT FOR FACILITATION CONSULTING SERVICES,  
RE: WATER SYSTEM HYDRAULIC MODEL AND WATER MASTER PLAN UPDATE**

**CONTRACT #** DPW 2022-09

**STATE CONTRACT #** (if applicable) \_\_\_\_\_

This Contract is made this 13<sup>th</sup> day of September 2022 by and between the Town of Medfield, a Municipal Corporation, duly organized under the laws of the Commonwealth of Massachusetts and having a usual place of business at the Medfield Town House, 459 Main Street in said Medfield, MA 02052 (hereinafter referred to as the "Town") and Environmental Partners, Inc., of 1900 Crown Colony Drive, Suite 402, Quincy, MA 02169 (hereinafter referred to as the "Contractor").

**WITNESSED:**

Whereas, the Town requested a proposal for Consulting Engineering Services to develop a Water System Hydraulic Model and Update the Water Master Plan, for the Department of Public Works hereinafter referred to as "Program"; and

Whereas, the Contractor submitted a Proposal to perform the Consulting Engineering Services for the work required for the Program (see Attachment A), and the Town has decided to award the contract therefore to the Contractor,

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

1. Contract Documents: The Contract Documents consist of this Agreement together with the proposal for Scope of Work and Compensation only, (Attachment A). The Contract Documents constitute the entire Agreement between the parties concerning the services and all are as fully a part of this Agreement as if attached hereto. In the event of conflicting provisions, the language of this Agreement shall govern provided that if the conflict relates to quantity or quality of goods or services, the greater quantity or higher quality specified shall be required. "Terms and Conditions" reference in Attachment A is expressly excluded.
2. Scope of Services: The Contractor shall furnish services related to the Program in accordance with the Scope of Services provided in the work plan (Attachment A), as well as, all services necessary or incidental there to.

3. Performance of Work: The Contractor shall furnish all equipment, staffing, and materials to accomplish the Program in strict conformity with all applicable Federal, State, and local laws, each of which is incorporated by reference and shall be responsible for obtaining all necessary approvals/permits as required for the performance of the Program.
4. Receivable: The Contractor shall deliver according to the proposal identified in Attachment A.
5. Contract Term: In accordance with the schedule provided by the Department of Public Works, September 6, 2022 to June 30, 2023. The project shall commence and be completed within the contract term dates.
6. Payment for Work: The Town shall pay **\$95,500.00** for the Program in accordance with the pricing in Attachment A. The Contractor to Town shall submit monthly invoices for payment of the Program. The Town shall make payments within thirty (30) days after its receipt of the invoice. All additional service will require a contract amendment signed by the Board of Selectmen completed in advance of the authorization to proceed.
7. Indemnification of the Town: The Town's liability hereunder shall be limited to the amounts due the Contractor for services actually rendered. The Contractor shall defend, indemnify and hold harmless the Town, its officers, boards, agents and employees, to maximum extent permitted by law, from any liability loss, damage, cost, charge, or expense, but only to the extent, they result from any employees or third party contractor or supplier's claim for payment for wages, labor, materials, goods or services rendered to Contractor or from any claim for injury to person or property, which area result of any negligent act or omission on the part of the Contractor, or any of its agents or employees. If any such claim is made, the Town may retain out of any payments, then or thereafter due to the Contractor a sufficient amount to protect the Town against such claims, costs and expenses. Neither party shall be responsible or liable to the other for special, indirect or consequential damages.
8. Contractor's Standard of Care: The Contractor shall provide Consulting Engineering Services and obligations hereunder in conformity with the standard of professional skill and care applicable to other professionals performing similar services in the same geographic area at the time services are rendered. Contractor represents that it is knowledgeable about Federal and State statutes and regulations applicable to public water supply systems, including water quality standards, the purpose of which is to purify water drawn from wells to meet said standards.
9. Contractor's Personnel: The Consultant's employees and Consultant's consultants shall be those identified in Attachment A and no others without prior written approval of Town.



10. Liability Insurance Requirements: The Consultant shall at its own expense obtain and maintain a Professional Liability Policy covering negligent error, omissions and acts of the Consultant. The Town will require a Certificate of Insurance, indicating evidence of Professional Liability, General Liability, Automobile Liability with minimum limits of \$2,000,000.00, and of any person or business entity for whose performance the Consultant is legally liable, arising out of the performance of this Agreement. The insurance shall be in force from the date of this Agreement until the expiration of the applicable period of limitations. The Consultant shall notify the Town should coverage become unavailable during that period. The Consultant shall obtain and provide a certificate of insurance for each consultant employed or engaged by Consultant, evidencing the existence of the same type of policy and coverage. The Consultant shall also maintain liability insurance for all vehicles and equipment, which it owns or operates in connection with the project. The Consultant shall also obtain and maintain in force worker compensation, as required by law.

Certificates evidencing that the required insurance coverage is in effect shall be submitted by the Consultant to Town prior to the signing of this Agreement. Any cancellation of insurance whether by the insurers or by the insured shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to Town at least thirty (30) days prior to the intended effective date thereof, which date shall be stated in such notice.

11. 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.

12. 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.

13. 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.

14. Termination:

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

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

- b. For Convenience - The Town may terminate this Agreement at any time for any reason upon submitting to the Contractor thirty (30) days prior a written notice of its intention to terminate. Upon receipt of such notice, the Contractor shall immediately cease to incur expenses pursuant to this Agreement unless otherwise directed in the Town's termination notice. The Contractor shall promptly notify the Town of costs incurred to date of termination and the Town shall pay all such reasonable and supportable costs which payment shall not exceed the unpaid balance due on this Agreement.
- c. Return of Property - Upon termination, the Contractor shall immediately return to the Town, without limitation, all documents and items of any nature whatever, supplied to Contractor by the Town or developed by the Contractor in accordance with this Agreement.

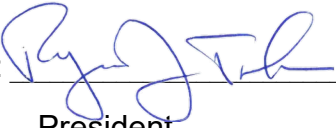
15. Notice: Any notice required to be given to Consultant under the terms of this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, return receipt requested, to: Environmental Partners Group, LLC, of 1900 Crown Colony Drive, Suite 402, Quincy, MA 02169 or such other address as Consultant from time to time may have designated by written notice to the Town and shall be deemed to have been given when mailed by the Town. Any notice required to be given to the Town by the Consultant under the terms of the Agreement shall be in writing and sent by registered or certified mail, postage prepaid, return-receipt requested to: Department of Public Works, 55 North Meadow Road, Medfield, Massachusetts 02052 or such other address as the Town from time to time may have designated by written notice to the Consultant and shall be deemed to have been given when mailed by the Town together with simultaneous copy to Mark G. Cerel, Town Counsel, at Medfield Professional Building, Post Office Box 9, Medfield, MA 02052.

16. Severability: If any term of this Contract or application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, legality, and enforceability of the remaining terms and conditions of the Contract shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
17. 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.
18. Entire Agreement: This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Contract supersedes all prior agreements; negotiations, either written or oral and it shall not be modified or amended except by a written document executed by the parties hereto.

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

(Contractor)

Board of Selectmen

By:   
Title: President

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

Approved as to Form: \_\_\_\_\_

Town of Medfield, MA

\_\_\_\_\_  
Mark G. Cerel, Town Attorney

\_\_\_\_\_  
Kristine Trierweiler, Town Administrator

### CERTIFICATION OF GOOD FAITH

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

The Contractor by:

Ryan J. Trahan

Print Name

President

Title/Authority

### CERTIFICATE OF STATE TAX COMPLIANCE

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

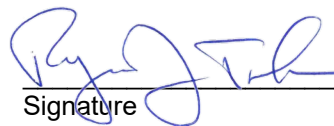
Ryan J. Trahan, authorized signatory for  
name of signatory

Environmental Partners Group, LLC, whose  
name of contractor

principal place of business is at 1900 Crown Colony Drive, Quincy, MA 02169,

Environmental Partners Group, LLC does hereby certify under the pains and penalties of perjury that  
name of contractor has paid all

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

  
Signature

9-1-2022

Date

## EXAMPLE CLERK'S CERTIFICATE

Action of Shareholders

Written Consent

(Date)

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

VOTED: That the President, Ryan J. Trahan, acting singly is authorized to execute any and all contract documents and to enter into and negotiate the terms of all contracts and to accomplish same and to execute any and all documents, instruments, and agreements in order to effectuate the transaction and that said transaction shall be valid, binding, effective, and legally enforceable.

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

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

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

Clerk of Corporation Certificate

I, Ryan J. Trahan the Clerk of the foregoing corporation, do hereby certify that the above vote was taken at a duly called meeting of the shareholders of the Corporation on 7-23, 2021.



Clerk of Corporation

SEAL



# ATTACHMENT

A

May 13, 2022

Mr. Maurice Goulet  
Director of Public Works  
Town of Medfield  
55 North Meadows Road  
Medfield, MA 02052

**RE: Medfield Public Water System  
Water System Hydraulic Model and Water Master Plan Update  
Proposal for Professional Engineering Services**

Dear Mr. Goulet:

At your request, Environmental Partners Group, LLC (Environmental Partners) prepared this letter proposal to create a calibrated water system hydraulic model and update sections of the Water Master Plan (WMP), which will include an updated water system Capital Improvement Plan (CIP). The prepared scope and budget were based on Environmental Partners' discussions with you, initial review of the Town's existing WMP, and our familiarity with the Town's water distribution system.

## Project Understanding

The Medfield Water Department supplies approximately 1.4 million gallons of drinking water per day on average to more than 13,000 residents. The distribution system includes approximately 90 miles of mains, two (2) water storage tanks, five (5) active well stations, and one (1) booster pump station that serves a high pressure zone.

A calibrated hydraulic model is a powerful tool for every public water system. It allows systems to assess performance, prioritize capital improvements, and estimate future impacts to the system. Environmental Partners understands that the Town does not currently have a calibrated hydraulic model of the water system. Our proposed scope includes building and calibrating a hydraulic model of the water distribution system and developing recommendations for distribution system capital improvements.

Environmental Partners understands that the current water system WMP and CIP were originally developed in 2012 and have not been updated since then, however the Town has completed or is in the process of implementing several of the recommended capital improvements (e.g. Wells 3 & 4 Water Treatment Plant and Fixed Network Water Meter System). Our proposed scope includes developing a water system CIP based on the hydraulic model and utilizing recent project information provided by the Town to update sections of the existing WMP.



## Task 1 – Water System Hydraulic Model Development

Under this task, Environmental Partners will provide the following services:

### Task 1.1 – Kick-off Meeting and Site Visit

- Coordinate and attend one (1) kick-off meeting between the Town and Environmental Partners to discuss the hydraulic model development process, the existing WMP and CIP, and the overall project scope of work. The meeting will include initial coordination for the proposed hydrant flow testing work. Environmental Partners will prepare a meeting agenda and summary.
- Conduct a site visit accompanied by Town staff to the Town's well stations (Wells 1, 2, 3, 4, & 6), storage tanks (Mt. Nebo Tank & Hospital Road Tank), and the booster pump station.

### Task 1.2 – Data Collection and Records Review

- Collect existing available water system information from the Town including record drawings for recently completed projects, distribution system mapping, GIS databases, previous engineering reports, well pump curves, historical water main breaks, annual statistical reports (ASRs), SCADA system water system reports and data, and proposed future buildouts.
- Gather and evaluate historical flow test data. Sources of flow test data shall include the Fire Department, Insurance Services Office (ISO), previous reports, and Water Department records.

### Task 1.3 – Flow Testing

- Environmental Partners will develop a hydrant flow testing plan for the Town's review. Flow test locations will be adjusted based on input from the Town prior to the start of field work.
- Perform up to five (5) days of hydrant fire flow tests at a minimum of twenty-five (25) hydrant locations and "C" factor flow tests at a minimum of five (5) locations. Environmental Partners will coordinate the flow testing schedule with the Town. Flow testing sites will be selected based on an assessment of the distribution system material, age, and size. During field testing, Medfield personnel will assist in operating hydrants, gate valves, and setting up flow testing equipment (pressure gauges, data loggers, flow measuring equipment, etc.).
- Collect pumping and operational data (for a period of no less than 1-week, and during the flow tests described above) from the SCADA system for the water supplies and water storage tanks. Certified submitted pump curves will be used to model the new Well 3 & 4 Water Treatment Plant currently under construction.

### Task 1.4 – Model Calibration

- Develop a water distribution base model (WaterCAD by Bentley Systems, Haestad Solutions) using previously gathered information. Input system data and field test results into the model. Inputs include boundary node (supply) information, pump characteristics, pipe diameter, Hazen-Williams "C" values, elevations, and other pertinent information required to build and complete the hydraulic model.
- Utilize water consumption and billing data to calculate and systematically allocate demands into the model. Factors relating each demand scenario will be determined and input into the model to obtain the maximum day, peak hour, minimum hour, and other site-specific

demands. Unaccounted for water will also be uniformly allocated based on demand calculations.

- Calibrate the model using data obtained from investigations and field-testing. The model will be calibrated by adjusting pipe roughness “C” values.

#### Task 1.5 – Model Development Summary Meeting

- Coordinate and attend one (1) meeting with the Town to present the results of Task 1.

#### Task 1 Exclusions and Assumptions

- Furnishing model software, licenses and/or training Town personnel in utilizing the hydraulic model software is not included in this scope of work, but can be added at the Town’s request.
- It is assumed that all flow tests will be performed during the day and during off peak demand periods based on input from the Town.

### Task 2 – Distribution System Updated WMP and CIP

This Task is intended to provide the Town with an update to the existing WMP and new CIP based on information provided by the Town and the calibrated hydraulic model completed as part of Task 1.

Under this task, Environmental Partners will provide the following services:

#### Task 2.1 – Model Simulations

- Analyze the distribution system using the hydraulic model by simulating existing and future proposed supply and demand conditions (average day, peak day) as well as fire flow requirements to determine deficient areas within the distribution network. Deficiencies, such as low pressures, inadequate fire flows, and poor water age, will be identified using the model results for static and residual pressures, head loss, velocity, and flow.

#### Task 2.2 – Proposed System Improvements

- Evaluate the distribution system and determine the need and priority for looping, replacement and extension of the distribution system water mains to address identified deficiencies, and performance limiting factors such as pipe diameters, “C” values, and redundancy. Evaluation will include review of historical semi-annual leak test reports, water main break/repair history, and customer complaints (e.g. dirty water or low pressure).
- Develop recommended improvements to address deficiencies identified in the previous tasks.
- Identify additional distribution system capital improvements related to storage tank and pump station rehabilitation projects.
- Prepare planning level capital opinion of probable cost estimates for the recommended improvements.
- Categorize the recommended improvements in order of importance (hydraulic criticality, public health and safety, water age, or similar.).
- Prepare an implementation plan for the recommended improvements. The implementation plan will categorize the improvements into various groups (i.e. those recommended immediately, within the next 3-5 years, 6-10 years, and 11-20 years). The implementation plan will also be coordinated with the Town’s roadway and sewer capital improvement

programs, with water main improvements on streets planned for rehabilitation given higher priority.

### Task 2.3 – WMP Update

- Prepare a draft update to the existing WMP, which shall include an updated CIP. The following sections from the existing WMP will be included in the update:
  - Section 2 – Water System Overview
  - Section 5 – Distribution System Assessment
  - Section 6 – Recommended Improvements
  - Section 7 – Capital Improvement Plan

The WMP shall include updates from projects completed after the 2012 WMP. The CIP section of the WMP shall include the process and methods used to develop and calibrate the water distribution system hydraulic model, tables of any data used to support the conclusions and recommendations made in the report, and a printed map of the distribution system showing the recommended improvements highlighted in color. Submit five (5) copies of the draft update to the existing WMP to the Town for review.

- Coordinate and attend a total of two (2) meetings with the Town to review the draft reports. One (1) meeting will be held with the Town DPW staff and one (1) meeting with the Water and Sewer Board.
- Finalize the report based on input from the Town. Deliver to the Town five (5) copies of the final printed WMP update and CIP, including all printed maps generated as part of the report.

### Exclusions and Assumptions

- This scope of work excludes any work associated with performing a rate study based on recommended capital improvements. A rate study can be added to the scope of work at the Town's request.
- This scope of work excludes any work associated with performing an analysis of the State Hospital Redevelopment impacts. Further analysis of the State Hospital Redevelopment can be added to the scope of work at the Town's request.
- This scope of work excludes any public presentations or communications to local or state agencies besides those specifically stated in the scope of work.

## Fee

Environmental Partners proposes to perform the indicated Scope of Services for the lump sum fee of Ninety-Five Thousand Five Hundred Dollars (\$95,500). A breakdown of the fee by tasks is presented in the table below.

Task Description	Budget
Task 1: Water System Hydraulic Model Development	\$54,100
Task 2: Distribution System Updated WMP and CIP	\$41,400
<b>Total</b>	<b>\$95,500</b>

## Schedule

Environmental Partners estimates that Task 1 will be completed within fourteen (14) weeks from receiving notice to proceed. Task 2 would be completed within eight (8) weeks of completing Task 1.

The proposed schedule assumes that the Town will provide access to records and assistance with field work activities in a timely and complete manner.

## Acceptance

If this proposal is acceptable to you, we will coordinate with you for the execution of a formal contract agreement.

We appreciate the opportunity to continue to assist the Town with their water system planning. Please feel free to contact me with any questions or concerns.

Very Truly Yours,



Environmental Partners Group, LLC  
Paul C. Millett, P.E.  
Senior Principal  
P: 617.657.0276  
E: [pcm@envpartners.com](mailto:pcm@envpartners.com)



Environmental Partners Group, LLC  
Eric A. Kelley, P.E.  
Principal and Project Manager  
P: 617.657.0282  
E: [eak@envpartners.com](mailto:eak@envpartners.com)

Cc: William Harvey, Medfield Water & Sewerage Board

September 19, 2022

Mr. Maurice Goulet  
Director of Public Works  
Town of Medfield  
55 North Meadows Road  
Medfield, MA 02052

**RE: Medfield Public Water System  
Water System Hydraulic Model and Water Master Plan Update  
Supplemental Information**

Dear Mr. Goulet:

At your request, Environmental Partners Group, LLC (Environmental Partners) prepared this letter with supplemental information related to our proposal to create a calibrated water system hydraulic model and update sections of the Water Master Plan (WMP), which will include an updated water system Capital Improvement Plan (CIP). The prepared scope and budget were based on Environmental Partners' discussions with you, initial review of the Town's existing WMP, and our familiarity with the Town's water distribution system. Environmental Partners has prepared this supplemental information to provide additional background regarding the project's proposed schedule and budget as presented in our proposal dated May 13, 2022.

## Supplemental Information

### Task 1 – Water System Hydraulic Model Development

Environmental Partners shall develop a water system hydraulic model over the course of two months as described under Task 1 of the proposed scope of work. The initial month will be focused on reviewing existing system records and identifying data gaps to be addressed during model development. The second month will include the fieldwork associated with hydrant flow testing to collect field data under existing conditions. This data will be used to support calibration of the hydraulic model, which will be completed in the third month of work when Environmental Partners will meet with the Town to review the results of the hydraulic model development task. The work under Task 1 will be invoiced based upon percent complete each month with approximately 33% of the task undertaken in month 1 and 66% of the task in month 2.

### Task 2 – Distribution System Updated WMP and CIP

Environmental Partners shall begin work on updating the Town's WMP and CIP following the completion of Task 1. Task 2 is estimated to be completed over the course of two months. The

hydraulic model developed under task 1 will be analyzed under a series of supply and demand alternatives to identify system deficiencies such as low pressures, inadequate fire flows, and poor water age. The hydraulic model analysis will be relied upon to develop a series of proposed system improvements. The model analysis and recommended improvements will be developed over the course of two months and reviewed with the Town prior to proceeding with updating the Water System Master Plan.

The findings and recommendations from Task 2 will be used to update the WMP over the final month of the project. A final meeting will be held with the Water & Sewerage Board to discuss the project's overall findings and recommendations. The work under Task 2 will be invoiced upon percent complete each month with approximately 50% of the task in first month and remaining 50% of the task in the final month of the project.

## Exclusions and Assumptions

The proposed schedule assumes the Town will provide access to records and assistance with field activities in a timely and complete manner. The schedule for fieldwork will be coordinated with the Town to accommodate weather and water system conditions. Meetings will be coordinated directly with the Town during each task to review project progress, findings, and recommendations.

We appreciate the opportunity to continue to assist the Town with their water system planning. Please feel free to contact me with any questions or concerns.

Very Truly Yours,



Environmental Partners Group, LLC

Eric A. Kelley, P.E.

Principal and Project Manager

P: 617.657.0282

E: [eak@envpartners.com](mailto:eak@envpartners.com)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Graham Company The Graham Building 1 Penn Square West Philadelphia PA 19102-	<b>CONTACT NAME:</b> John Kilgariff/Brett Nealis <b>PHONE (A/C, No, Ext):</b> 215-701-5291 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> KILGARRIFF_UNIT@grahamco.com
<b>INSURED</b> Environmental Partners Group, LLC 1900 Crown Colony Drive, Ste 402 Quincy, MA 02169	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Starr Surplus Lines Insurance Company <b>INSURER B:</b> Liberty Insurance Corporation <b>INSURER C:</b> Tokio Marine America Insurance Company <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** 897010391**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		1000065707221	7/31/2022	7/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> \$2,500 Comp <input checked="" type="checkbox"/> \$2,500 Coll			AS5-Z51-294467-022	7/31/2022	7/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			1000336571221	7/31/2022	7/31/2023	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WC7-Z51-294467-012	7/31/2022	7/31/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional/Pollution Liability			1000065707221	7/31/2022	7/31/2023	Per claim/Aggregate 1M/2M
C	Contractors Equipment			CPP6411631	7/31/2022	7/31/2023	Leased/Rented Equip 325,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Property Policy - Tokio Marine America Insurance Company Policy #CPP6411631; Policy Period 7/31/2022 - 7/31/2023

RE: PROJECT NAME: WATER SYSTEM HYDRAULIC MEDEL AND WATER MASTER PLAN UPDATE, CONTRACT# DPW 2022-09

Certificate Holder is additional insured on the above General Liability Liability Policy if required by written contract.

The above Excess Liability Policy provides coverage excess over the above General Liability, Auto Liability, and Employers Liability Policies.

**CERTIFICATE HOLDER****CANCELLATION**Town of Medfield  
459 Main Street  
ATTN: Maurice Goulet  
Medfield, MA 02052

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Memo to: Medfield Energy Committee

Memo from: Board of Selectmen

Date: March 25, 2008

Re: Charge to the Medfield Energy Committee

The Board of Selectmen appointed an Energy Committee to look, first and foremost, at the Town's energy use and, secondly, at the energy use of Town residents and businesses to see if the Town and its residents/businesses could save money and improve the environment, through the more efficient use of energy resources. In addition, the Board recognizes the responsibility of each and every individual to do his/her part in reducing energy consumption and/or reducing potentially harmful emissions as part of a national energy conservation effort.

To this end, the Selectmen ask the Committee to look at the following areas:

- Establishment of a baseline for measuring progress on reduction of energy usage
- Reduction of energy consumption through retrofitting of existing buildings, equipment, vehicles or processes.
- Design or purchase of energy efficient buildings, equipment, vehicles or processes.
- Utilization of alternative energy sources.
- Development of public relations measures to encourage energy conservation
- Transportation initiatives

The Selectmen recognize that the above list may not address all of the possible solutions to this problem, and encourage the Committee to develop its own agenda and initiatives. To keep the Committee size at a reasonable level, Town officials were either made ex-officio members of the Committee or not appointed to the Committee, but they are available for consultation with you or for development of information, which will assist you in your deliberations. It is hoped that your Committee will meet, regularly, with the Board of Selectmen to keep board members and the general public informed of its progress. On behalf of the residents of Medfield, the Selectmen would like to thank you for undertaking this critical task.



In 2021, the residents of Medfield voted to support a Net Zero 2050 climate goal and charged the Town with writing a climate action plan.

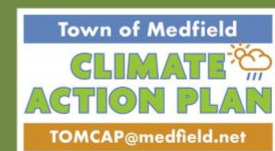
The Energy Committee is proud to presenting the draft of the Town of Medfield Climate Action Plan (TOMCAP) for public comments.

The strategies and actions identified in the TOMCAP mirror the sustainability goals set in plans that Medfield has developed in the last few years such as the [Townwide Masterplan](#), the [Municipal Vulnerability Plan](#) and the [Rapid Recovery Plan](#).

Please use [this form](#) to comment on the TOMCAP 2022 draft. Thank you!



# Town of Medfield **CLIMATE ACTION PLAN**



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## Abbreviations and Definitions

<b>ASHP</b>	Air-Source heat pump
<b>BEV</b>	Battery Electric Vehicle
<b>Carbon Footprint</b>	Used as a benchmarking tool to measure the total amount of the GHG emissions produced over a defined period of time. Can relate to an individual, household, building, town, goods, or a process.
<b>COA</b>	Council on Aging
<b>Embodied carbon</b>	Sum of all the GHG emissions released during the life cycle of a product or process: raw material extraction, transportation, manufacturing, construction, maintenance, renovation and end-of-life. <sup>1</sup>
<b>EV</b>	Electric Vehicle
<b>DOER</b>	Department of Energy Resources
<b>GHG</b>	Greenhouse Gas
<b>GSHP</b>	Ground-source Heat Pump
<b>High-priority homes</b>	Rentals and homes using oil or propane, or build before 1983
<b>HP</b>	Heat Pump
<b>ICE</b>	Internal Combustion Engine
<b>MAPC</b>	Metropolitan Area Planning Council
<b>MEC</b>	Medfield Energy Committee
<b>MUD</b>	Multi-unit dwelling
<b>Municipal GHG Inventory</b>	A comprehensive, quantified list of the GHG emissions emanating from a municipality and their sources
<b>Natural transition points</b>	The time when one is looking to replace, upgrade or purchase a new car, heating or cooling equipment, or appliance is the best time to

	transition to low or zero carbon technology ('decarbonize')
<b>Net-zero emissions</b>	The balancing of gross emissions with removals of greenhouse gases from the atmosphere.
<b>Net Zero 2050 Goal</b>	Medfield supports Massachusetts commitment to reduce statewide GHG emissions by 85% or more and to reach net zero emissions by 2050 by offsetting the remainder,
<b>PACE</b>	Property Assessed Clean Energy Massachusetts <sup>2</sup>
<b>ZEV</b>	Zero Emissions Vehicle (such as electric or hydrogen fuel powered)

<sup>1</sup> <https://se2050.org/resources-overview/embodied-carbon/what-is-embodied-carbon/>

<sup>2</sup> <https://www.massdevelopment.com/what-we-offer/key-initiatives/pace/>

# Acknowledgements

---

Thank you to the many members of the community who participated in public input opportunities throughout the Plan's development.

## **Town of Medfield Staff**

Kristine Trierweiler, Town Administrator  
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## **Town Boards, Committees and Commissions**

Board of Selectmen

School Committee

Planning Board

Conservation Commission

Board of Health

Council on Aging

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Thank you to the many volunteers and town officials from multiple Massachusetts towns for all the support and ideas they shared, in particular Jillian Shaw, Sustainability Director for the Town of Natick; Ken Pruitt, Author of the Arlington Climate Action Plan and now Sustainability Director for the Town of Winchester, and Marybeth Martillo, Sustainability Director for the Town of Wellesley



# Letter from the Future Sustainability Committee

***Medfield residents living in the year 2022, your fellow residents living in 2050 are grateful for your bold foresight and leadership.***

As we approach our town's 400-year anniversary, the community is coming together to reflect on our history and achievements, and to celebrate our town in numerous festive events. One of our most important and meaningful achievements in recent decades, starting in 2022, has been Medfield's participation in a rapid transition to limit greenhouse gas pollution.

Congratulations to you, our foresightful elders, on adopting an ambitious, achievable plan to reach net zero greenhouse gas emissions by 2050. We are writing to thank you and tell you about the positive consequences of the actions you took in 2022.



Your pursuit of net zero greenhouse gas pollution has bettered our world, and, nearly 30 years later, the Sustainability Committee is pleased to report your success. Both our power generation and storage are cheaper, more decentralized, and resilient than 30 years ago, without use of any fossil fuels. Most private homes, now electrified, are more comfortable and efficient as improvements installed during renovations continue to reduce energy needs and increase comfort. Passive house standards are routinely used for new construction as the benefits have become apparent. While most residents still rely on individual transportation, there are many more

options for getting around, for both young and old, without the use of internal combustion engines – although we still see some vintage cars that aficionados keep as relics of a by-gone era.

Looking back on this transformation, it is clear that you acted at a pivotal moment. In 2022, the challenge was great, but the escalating cost of inaction could not be ignored. Medfield, you rose to the challenge!

After the Net Zero Action Plan was adopted, implementation became an all-out effort, driven by members of the Energy Committee, who drew on the expertise and participation of diverse boards, departments, committees, and civic organizations. They soon took charge of tasks under their purview, and the Sustainability Director coordinated and guided the efforts. Volunteers and community groups assembled under the Sustainable Medfield networking umbrella shared responsibility for educating residents, providing resources, and creating momentum.

Together you sought to fulfill the vision of plans, including the Medfield Master Plan, Massachusetts 2050 Decarbonization Roadmap and the Clean Energy and Climate Plan for 2030. Energetic, creative partnerships with like-minded neighboring communities helped accelerate momentum. Frequent updates of the TOMCAP have allowed for adjustments as needs and opportunities changed and created opportunity to

pursue environmental justice and stewardship of our natural resources.

With your contribution, Massachusetts has continued to lead the nation on her journey to eliminating greenhouse gas pollution. Thank you for embarking on the town-wide, all-hands-on-deck effort to reach net zero GHG emissions at a critical moment.



MEDFIELD'S NET ZERO ACTION PLAN 00

## Statements from Elected Officials

### ***Board of Selectmen Members Thoughts on the Town of Medfield's 2022 Climate Action Plan***

2022 was a fraught time in the Town of Medfield, just as it was in the entire United States. There were deep divisions among people over the role of government in solving problems for the people.

It is in this context that we Medfield residents had gradually both come to understand and generally accept that climate change is indeed both man-made and an existential threat to humanity, that required dramatic action. However, it had taken a long time for our world, and us in the United States and us in Medfield, to come to this agreement about those essential facts. It is a conclusion none of us wanted as fossil fuels are essential to the way we live our lives in 2022.

The good news is that we now have generally come to understand and agree that we humans are causing the climate to warm too quickly, because of our long term and extensive use of fossil fuels, and that we need to take action to stop the use of fossil fuels. We have used fossil fuels to do almost everything, and fossil fuels have done it well for over a hundred years, in most every aspect of our lives. However, we now know that we need to live in ways that limit and

replacement heating system being a heat pump – climate friendly alternative solutions.

For years we have been hearing that the climate changes that we have caused are in fact likely to cause dire consequences for our world, so it was with great delight that at a recent Medfield Energy Committee meeting, I heard Penni Conner quote former Vice President Al Gore, as saying in a meeting she attended, that if we proceed on the trajectories that the United States is embarked upon and meet the goals that we are seeking to meet, that we can in fact control the causes of the climate change and even reverse the

control future increases in the temperature of the world, and that we can only do so by stopping our dependency on fossil fuels.

It is with this background that the Town of Medfield in 2021 enacted at our annual town meeting a warrant article calling for the town to decarbonize so as to get to net zero by the year 2050. After that town meeting action last year, the Medfield Energy Committee undertook to prepare a Climate Action Plan (known as TOMCAP, an acronym for “Town of Medfield Climate Action Plan”) for the town, that would lay out a road map on how the town could get to net zero by 2050.

It is my understanding that currently most of our climate impacts in Medfield come from our use of our gas cars and from heating our homes with natural gas and oil. Fossil fuels are long standing ways of heating our homes and driving our cars. Changing those two things will not be either easy or inexpensive, as we all grew up using fossil fuels and count on the benefits we have enjoyed that they have provided. However, we now recognize that our future must be electric cars and heat pumps, but the reality is that at this moment in history, we have very few electric cars and even fewer heat pumps - our buying habits and attitudes will have to change.

The price differential to purchase an electric vehicle is still such that many people buy gasoline powered cars based on the cost alone. Similarly, the current cost for a heat pump that runs on electricity to heat our homes, is more expensive than a fossil fuel based natural gas boiler. For that cost savings reason most of us still have gasoline powered cars and either oil or natural gas burners. The good news is that the price differential is rapidly narrowing, and the environmental choices will soon also be the economic choices too.

I have benefited from being on the Medfield Energy Committee since its inception in 2008, and I have hugely benefited from attending the Medfield Energy Committee and TOMCAP meetings where I have been able to hear the energy experts of Medfield explain the ways in which we will be able to decarbonize and get our town to net zero.

We will have to have everybody eventually switch to electric cars and electric heat. At the moment the advice is that when the lifecycle of your current car or heating system is up, you should seriously look at any replacement car being electric and any

temperature increases that we humans have caused. For me that was an epiphany to hear good news from the environmental and climate action world,

### *SEE YOURSELF IN 2050*

The transition to Net Zero has benefits across all aspects of society.  
Massachusetts will become cleaner, healthier, and more resilient.



Indoor and outdoor air will be cleaner and healthier for residents.

Action Plan for the town, that will hopefully have guided our small town to being net zero by 2050.

I hope that the residents of Medfield in 2050 will also look back at us today in 2022 and say, it is too bad those people did not know in 2022 just how much the technological discoveries allowed the world to get to net zero so much faster and more easily.<sup>3</sup>

*Osler L. Peterson, Board of Selectmen*  
*September 20, 2022*

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<sup>3</sup> Image from the Massachusetts 2050 Decarbonization Roadmap  
<https://www.mass.gov/doc/ma-2050-decarbonization-roadmap/download>

## Statements from Elected Officials

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### ***The Chair of the Planning Board's thoughts on the Town of Medfield's 2022 Climate Action Plan***

Speaking as a historian and engaged citizen, rather than in any capacity as a town volunteer, I am quite heartened by the initial efforts and focus of Medfield's climate action plan.

Historical moments of change -- as well as those moments that did not change but seemed ripe or necessary to do so -- fascinate me. With my students, we consider how a single action or decision, no matter how large or small, initiated a cascade of consequences. And we also consider why change might not have occurred in hindsight. We examine the actors' motivations and contexts, strengths and limitations.

It is from that perspective that I view the drafted climate action plan.

As it takes shape, the plan has the potential to orientate the town in a direction that promotes general sustainability of resources and facilitates the healing of our environment.



The plan, to that end, can help raise the consciousness of individuals, families, and town officials to the consequences of their actions so all of us make the right decisions for the right reasons.

Further, I see the potential for the plan to help unite residents in a worthy cause that is larger than themselves, that informs them, that galvanizes them, and that multiplies the impact of their efforts to benefit generations to come.

Done right, the final climate action plan should one day be recognized as a historical moment of critical change, doing much for the long-term sustainability of our local environment but also for the short-term needs of our community.

I hope that all aspects of our town —citizens, elected officials, and town employees -- could one day soon rally around such a vision.

*Seth Meehan, Chairman, Planning Board  
April 28th, 2022*

# Introduction

# Historical Experience of Energy Transition in Medfield

---

## ***Fred Davis, Chair of Medfield Energy Committee (2019-2022)***

As one of the original members of the Medfield Energy Committee (MEC), I have been asked to provide a historical perspective, for this, a historic document.

TOMCAP is being written by a dedicated team of civic-minded Medfielders, united in concern about the current climate emergency, and committed to community action. We are quite conscious of the transitions being delineated. Certainly, we hope that today's Medfielders will take heed, but we also would like our successors to know what we were thinking in 2022.

Looking backward provides some good news, Medfielders, because we see we have done this before! See below for a depiction of Medfield's predominant form of transportation<sup>4</sup>:



Below is a picture of Medfield's first horseless carriage (1903).



In the early 1900s, many would have considered the new technology to be an “infernal contraption” – it was uncouth, noisy, smelly, dangerous, inconvenient, expensive, certainly way too fast, etc.

That is, until it wasn't.

Few would have foreseen just how quickly this new ‘automobility’ would become widespread. In less than thirty years, 60% of American households would have a motor car. In other words, adoption accelerated dramatically.

Medfield can do this again!

---

<sup>4</sup> Photographs courtesy of the Medfield Historical Society



# How Do People Adopt New Technologies?

## ***Uptake of New Technology Always Follows a Distinct Pattern<sup>5</sup>***

Indeed, all sorts of new technology have followed similar adoption trends over the last century (see chart).

No matter how popular they eventually became, each new technology had to overcome initial hurdles. Early technology and early adopters first test things out, during which time, public attitudes are highlighted by fear, skepticism, high costs, all suppressing adoption. At some point, some combination of innovation, competition, mass production and marketing overcome the obstacles and consumers adopt the technology in large numbers.

That's what's needed now. The climate emergency demands that the adoption of new technology accelerates. Medfield households need to adopt electric vehicles (EVs) in place of the internal-combustion-engine passenger vehicles that are prevalent today. And existing gas- and oil-fired home heating systems need to be replaced with high-efficiency heat pump systems (HPs).

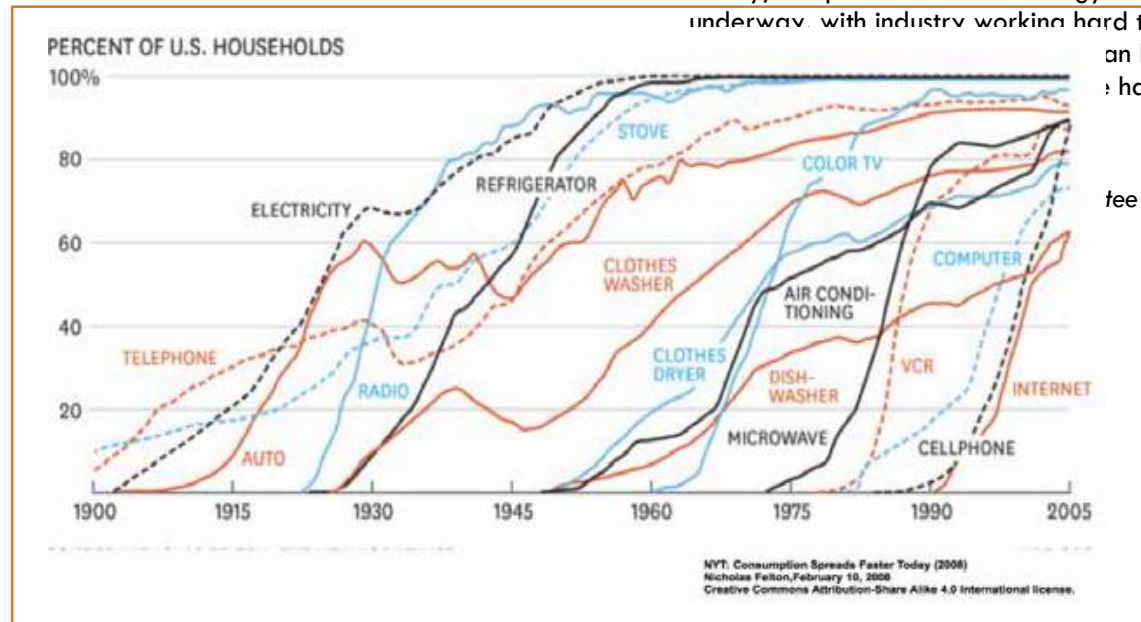
As the MEC has been working for the past few years to inform Medfielders, various obstacles and issues and differences emerge in discussion; and certainly, there are many valid elements.

But apprehension of the "new" can be expected. The historical perspective demonstrates that "the nature of the new" is not new; it is a constant at every moment of change.

The reality in 2022 is that hundreds of Medfield households already have transitioned to EVs and HPs. More and more Medfielders are doing so all the time, especially as they realize that the

change is not strange or difficult for their friends and neighbors.

Transitions Medfielders made over a century ago certainly must have seemed strange: carriages needing gasoline, lights needing wires. Today, adoption of new technology is well underway, with industry working hard to make it can be. : have done



tee Chair

<sup>5</sup> [https://www.mass.gov/doc/transportation-sector-](https://www.mass.gov/doc/transportation-sector-technical-report/download)

[technical-report/download](https://www.mass.gov/doc/transportation-sector-technical-report/download), p.30

# Energy Management in Medfield

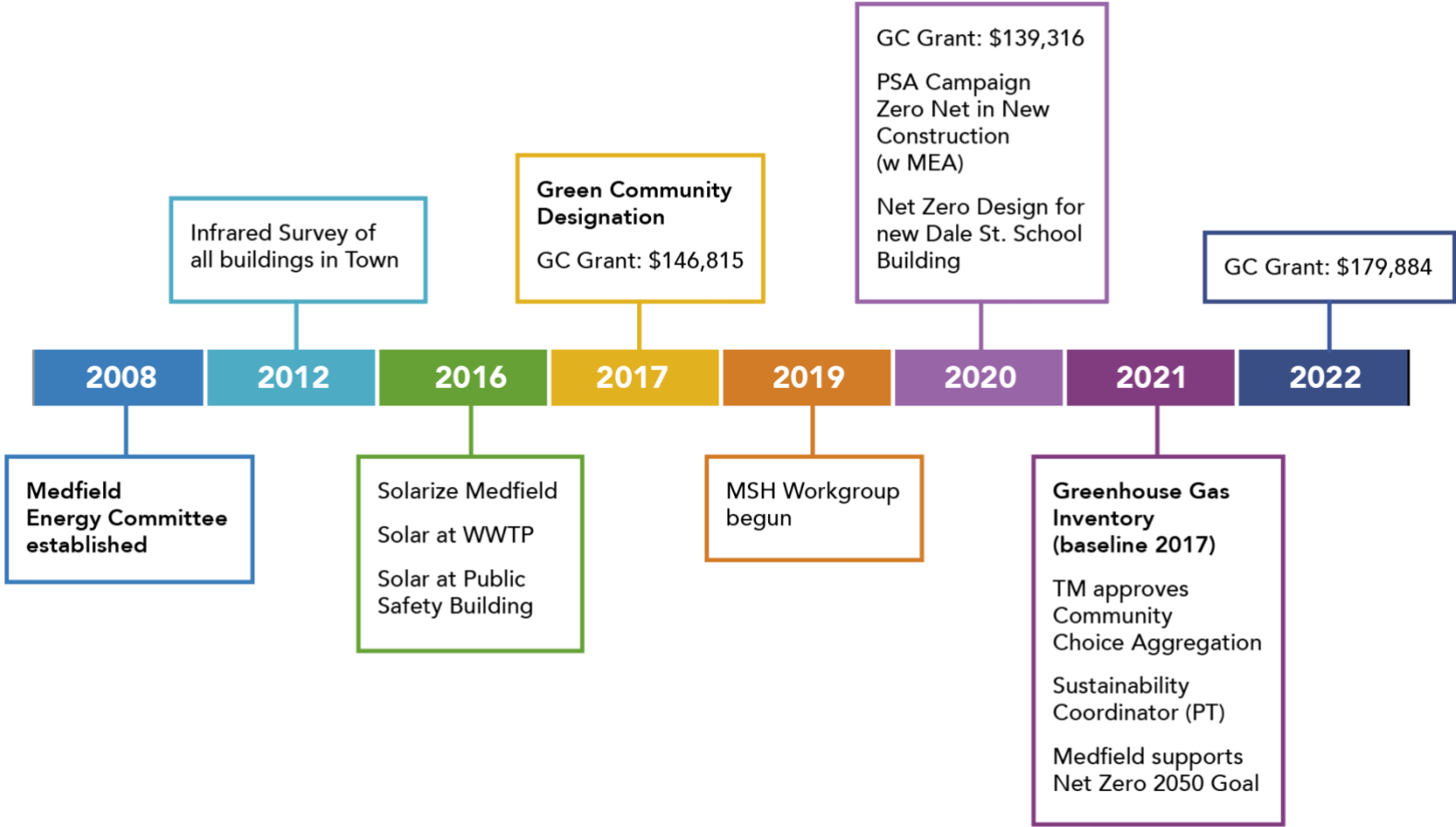
## Recent Energy Related Work in Medfield

Since its formation in 2008, the Medfield Energy Committee has advised the Town on a number of

energy conservation and efficiency measures. Savings to the Town and grants realized during this time because of the MEC's work have so far

exceeded \$9.2 million. Highlights of the MEC's work are illustrated below.

## Highlights of the Medfield Energy Committee Activities





## Medfield Supports the Net Zero Goal and Needs a Climate Action Plan

---

**Medfield voted to support the Net Zero 2050 Goal and to develop a climate action plan at Town Meeting in May 2021. The article approved is below.**

To see if the town will adopt the following resolution:

Greenhouse gas content of our atmosphere has increased alarmingly as a result of human activities with negative impact on our climate as evidenced by rising temperatures, rising sea level and ocean acidity, increased flooding with more intense and frequent storms, droughts, forest fires, other unpredictable weather patterns and increased health risks.

Therefore, the Town of Medfield supports a goal of eliminating or offsetting all greenhouse gas emissions originating in the Town by the year 2050 or earlier (known hereafter as the Net Zero 2050 goal); and encourages the Board of Selectmen, all Town Boards and Committees, and residents and businesses to take action in the furtherance of Medfield's Climate Goal by developing a Net Zero Action Plan by March 2022 that outlines specific strategies and sets measurable, attainable and realistic interim targets aligned with State and Federal goals, roadmaps and incentives; or do or act anything in relation thereto.



*Residents are sitting socially distanced on the Medfield high school turf during the May 2021 Town Meeting, due to Covid -19 restrictions.*

# Medfield's Energy Goals Align with State and Federal Commitments

---

The goals set in the Town of Medfield Climate Action Plan “align with commitments set at the state and federal levels. In 2021, the Biden administration pledged a national target of 50% GHG emissions reductions from 2005 levels by 2030. Here in Massachusetts, new climate policies put the state on a path to achieving net zero emissions by 2050. Specific relevant policies adopted at the state and federal levels include:

## **MA Decarbonization Roadmap** (Issued December 2020)<sup>6</sup>

This Roadmap was developed by the MA Executive Office of Energy and Environmental Affairs and includes planning scenarios for Massachusetts to achieve net zero carbon emissions by 2050. These planning scenarios serve as a model for local governments and were used to identify emissions reduction pathways for [this] Climate Action Plan. They include building and vehicle electrification, efficiency, and clean energy pathways that prioritize equity and affordability.

## **Interim Clean Energy and Climate Plan** (CECP) for 2030 (On-going)<sup>7</sup>

Building on the MA Decarbonization Roadmap, the CECP details sector-specific strategies the Commonwealth will pursue to achieve interim emissions reduction targets by 2030, making it a useful resource for local governments to align their initiatives with the Commonwealth's strategies.

## **An Act Creating a Next-Generation Roadmap for Massachusetts Climate Policy** (Enacted March 2021)<sup>8</sup>

Signed into law in 2021, the Next-Generation Roadmap codifies the Commonwealth's goal of net zero emissions by 2050 and sets interim emissions

limits of at least 50% below 1990 levels by 2030, and at least 75% below 1990 levels by 2040. The law also expands protections for environmental justice communities, requires the development of an opt-in net zero energy code within 18 months, and authorizes an increase in the Commonwealth's procurement of offshore wind energy.

## **Net Zero Stretch Energy Code** (Under Development)<sup>9</sup>

The Next Generation Roadmap law requires the Department of Energy Resources to develop a new building code with stricter energy efficiency standards for new buildings, including net zero building performance standards and a definition of a net zero building. Draft Code language was released in June 2022. Municipalities will have the option of adopting this new stretch code in order to reduce GHG emissions from the building sector. Adoption of the code by municipalities throughout Massachusetts will play an important role in the Commonwealth's ability to meet its climate goals.

## **American Rescue Plan Act** (Enacted March 2021)

President Biden signed the American Rescue Plan Act (ARPA) into law in March 2021. ARPA funds provide direct relief to state and local governments to assist with recovery from the COVID-19 pandemic. These funds can be used for important infrastructure improvements to help build resilience and mitigate the effects of climate change.”<sup>10</sup>

<sup>6</sup> <https://www.mass.gov/info-details/ma-decarbonization-roadmap#final-reports->

<sup>7</sup> <https://www.mass.gov/doc/interim-clean-energy-and-climate-plan-for-2030-december-30-2020/download>

<sup>8</sup> <https://www.mass.gov/info-details/massachusetts-clean-energy-and-climate-plan-for-2025->

[and-2030, https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter8](https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter8)

<sup>9</sup> <https://www.mass.gov/info-details/stretch-energy-code-development-2022>

<sup>10</sup> <https://wellesley.ma.gov/DocumentCenter/View/27281/Climate-Action-Plan>

### **Infrastructure Investment and Jobs Act (IIJA) (November 2021)<sup>11</sup>**

Signed into law in November 2021, the Infrastructure Investment and Jobs Act provides federal funds to modernize the organization and structure of our roads, bridges, transit, rail, ports, airports, broadband and drinking water and wastewater. It includes strategies to reduce the climate change impacts of surface transportation and promotes greater electrification. Investment will be made in power infrastructure and clean energy transmission, focusing on residential and commercial energy efficiency as well as improvements in public schools. The work needing to be done is expected to generate well-paying union jobs.

### **Inflation Reduction Act (IRA) (August 2022)<sup>12</sup>**

Signed into law in August 2022, the Inflation Reduction Act covers a plethora of significant investments in conservation, climate resilience, energy security, clean energy, and energy efficiency. Funding to agencies and state and local governments will support local programs that encourage a wide range of investments in clean energy technology, energy efficiency, emissions reduction and avoidance, and environmental equity. In addition, taxpayers can claim investment tax credits of up to 30% for investing in clean energy generation and storage, a \$7,500 tax credit for purchasing new electric vehicles, and a \$4,500 tax credit for used ones. The IRA eliminates the previous “per-manufacturer” limits that applied to the new vehicle credit.<sup>13</sup>

### **An Act Driving Climate Policy Forward (MA Climate Bill, August 2022)<sup>14</sup>**

The bill “involves clean energy workforce and economic development, offshore wind procurement, potential large scale procurement of energy storage, regional coordination of clean energy development, changes to the treatment of other clean energy resources, further adoption of electric vehicles, energy efficiency and building electrification, the transition away from the use of natural gas, and modernization of the electric distribution system to enable increased adoption of renewable energy, energy storage, and vehicle and building electrification.”<sup>15</sup>

### **An Act Relative to Massachusetts’s Transportation Resources and Climate (MA Transportation Bond Bill, August 2022)**

The transportation bond bill provides “over \$11 billion in funding for a wide range of clean transportation projects, including making streets safer for biking and walking, investing in fare-free bus pilot programs, electrifying buses and commuter rail, cleaning up pollution from heavy-duty vehicles, building out electric vehicle charging infrastructure, promoting e-bikes as a replacement for car trips through rebates, and repair our bridges and roads.”<sup>16</sup>

Since 2008, Massachusetts has already enacted and implemented a series of tools and policies, such as MassSave, that have earned the Commonwealth the 2<sup>nd</sup> place in the ACEEE State Energy Efficiency Scorecard rankings.<sup>17</sup>

Since 2008, Massachusetts has already enacted and implemented a series of tools and policies, such as Mass Save, that have earned the Commonwealth “first or second place every year” in the ACEEE State Energy Efficiency Scorecard rankings.<sup>17</sup>

<sup>11</sup> <https://www.congress.gov/bill/117th-congress/house-bill/3684> , <https://www.whitehouse.gov/briefing-room/statements-releases/2021/08/02/updated-fact-sheet-bipartisan-infrastructure-investment-and-jobs-act/>

<sup>12</sup> <https://www.natlawreview.com/article/general-overview-inflation-reduction-act-2022> , <https://www.congress.gov/bill/117th-congress/house-bill/5376>

<sup>13</sup> <https://www.natlawreview.com/article/relief-arrives-renewable-energy-industry-inflation-reduction-act-2022>

<sup>14</sup> <https://malegislature.gov/Bills/192/S2819> , [https://www.natlawreview.com/article/significant-new-clean-energy-and-climate-](https://www.natlawreview.com/article/significant-new-clean-energy-and-climate-act-becomes-law-massachusetts)

[act-becomes-law-massachusetts](https://www.natlawreview.com/article/significant-new-clean-energy-and-climate-act-becomes-law-massachusetts)

<sup>15</sup> <https://www.natlawreview.com/article/significant-new-clean-energy-and-climate-act-becomes-law-massachusetts>

<sup>16</sup> <https://www.sierraclub.org/press-releases/2022/08/massachusetts-passes-113-billion-transportation-bond-bill> , <https://landline.media/massachusetts-governor-signs-11-3-billion-transportation-bond-bill/> ,

<https://malegislature.gov/Laws/SessionLaws/Acts/2022/Chapter176>

<sup>17</sup> <https://database.aceee.org/state-scorecard-rank>

# Town of Medfield **Climate Action Plan (2022)**

# How Did We Go About It?

This document, the Town of Medfield Climate Action Plan (TOMCAP) was developed by the Town of Medfield in response to a climate goals resolution passed at Town Meeting in May 2021<sup>18</sup>. TOMCAP is designed to identify and prioritize practical, near-term actions the town can take, paired with the long-term, aspirational goals set by the climate resolution. The town, having created a common goal and a bold vision with the adoption of this resolution, is expected to use TOMCAP to inform and guide Town actions, stimulate discussion, and disseminate information to encourage appropriate actions for residents, businesses, and the Town.

The development of the TOMCAP was a collaborative effort between municipal staff, the Medfield Energy Committee (MEC), residents and community groups, with support from the Metropolitan Area Planning Council (MAPC).

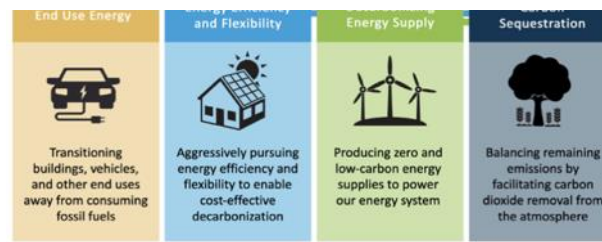
The TOMCAP workgroup, an eleven-member workgroup that included MEC members, resident volunteers and Osler Peterson, Selectman, served as the primary advisor in developing the plan. Additional volunteers participated in the three sections: renewable energy, buildings, transportation.

The strategies and actions identified in the TOMCAP were primarily informed existing Medfield plans: the Town-wide Masterplan, the Municipal Vulnerability Plan and the Rapid Economic Recovery Plan. TOMCAP aligns with research the MAPC completed on other communities' climate action plans and with the Municipal Net Zero Playbook, a regional guide for municipalities seeking to reduce emissions. The

final priority strategies and actions included reflect Medfield's net zero journey, community feedback, the major sources of greenhouse gas emissions in Medfield, and the availability of relevant technologies, rebates, and incentives.

The MA 2050 Decarbonization Roadmap<sup>19</sup> identifies four pillars on which decarbonization in Massachusetts will rely:

Four key "pillars of decarbonization" for the Commonwealth



TOMCAP has adapted the first three of these pillars to best suit Medfield's current needs and opportunities: Renewable Energy pillar, Buildings pillar and Transportation pillar.

The authors of TOMCAP intentionally chose to not attempt determinations or financial analyses of the economics underlying these transitions, although we are fully aware and sympathetic to these considerations. In the future, as the Town and residents are implementing various measures, economic efficiency continue to be individually evaluated, considering conventional risk analysis. In developing recommendations for expenditures for the town, a cost benefit analysis will be conducted. Those projects with a cost/benefit analysis ratio (CBA) above 1.0, including externalities (also called total resource costs [TRC]) will be put forward first.

The TOMCAP will guide the Town's decarbonization efforts by determining and prioritizing specific actions that to be taken in the near term. As goals are achieved and new opportunities and challenges arise continually, TOMCAP is an ever-green plan that will be assessed and updated regularly and frequently.

<sup>18</sup>

<https://www.town.medfield.net/DocumentCenter/View/4968/Proposed-Climate-Goals-Warrant-Article-1>

<sup>19</sup> <https://www.mass.gov/doc/ma-2050-decarbonization-roadmap/download>

<https://www.mass.gov/doc/ma-2050-decarbonization-roadmap/download>

## Engaging the Community

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The Town sought to engage the public in drafting and finalizing the TOMCAP. Medfielders were able to learn about and participate in the development of the plan in several ways.

A webinar held in June 2021 introduced Medfield to the TOMCAP. In September 2021, the Energy Committee engaged residents at the town's annual Medfield Day. During the event, Committee members offered residents to sign up to stay informed and shared information about the net zero planning process. Throughout the development of the plan, members of the work group seized opportunities to speak to community groups and representatives, such as MEMO, church leaders, seniors and to a variety of groups at Sustainable Medfield networking meetings. Partnering with Medfield Environment Action and SustainableMedfield.org allowed for increased distribution of news to the community. A questionnaire distributed in the fall of 2021 had

over 100 responses and showed citizens' interest in access to more education and resources on how to make changes. A preview of the TOMCAP draft was presented to the public in a webinar in January 2022.

Departments, elected boards and committees, including the Board of Selectmen, Planning Board, and the School Committee were engaged throughout 2021 and 2022. These groups were provided with updates during public meetings, via email and in person regarding the plan's development. These groups also received draft documents in April 2022 and were invited to provide input in finalizing the plan.

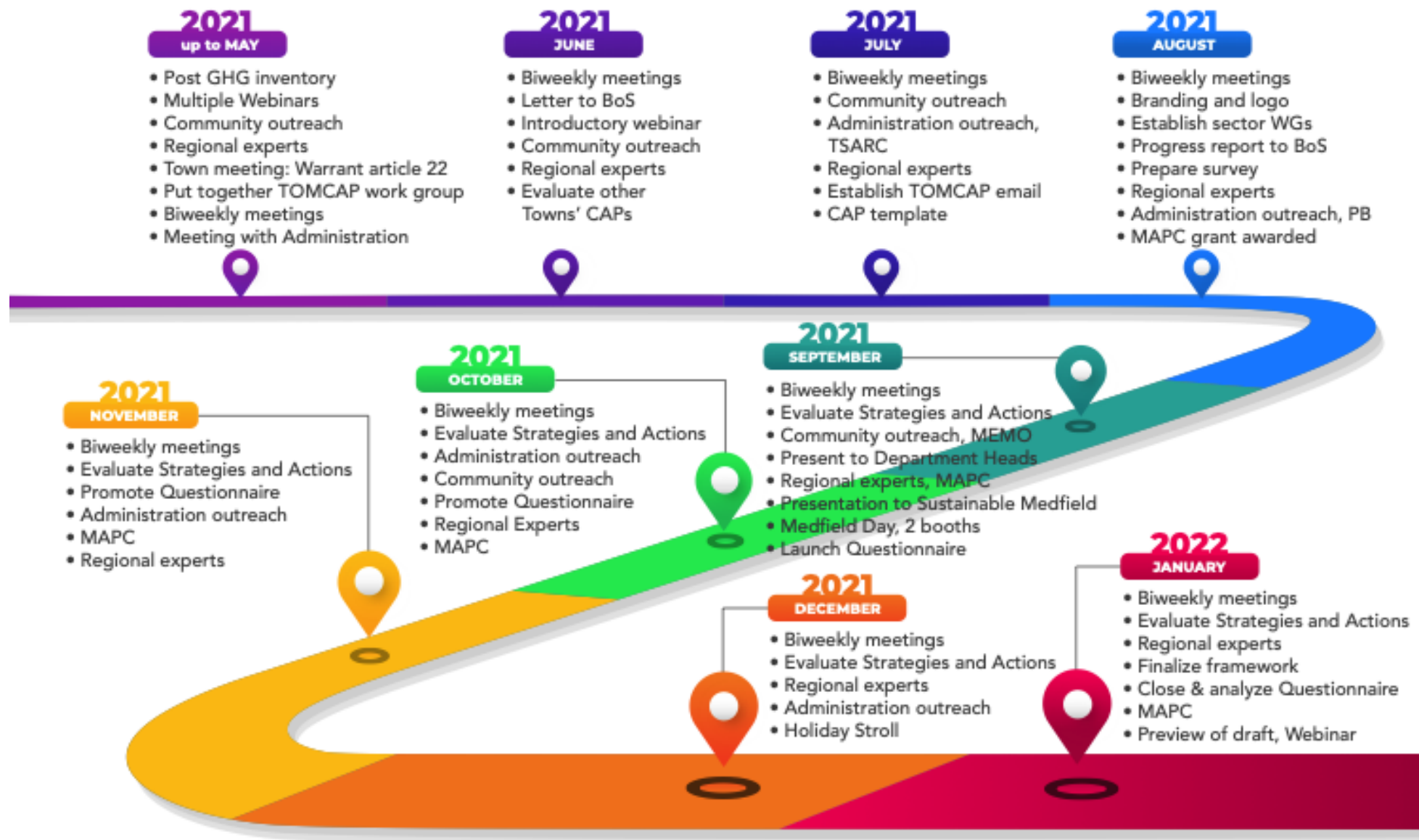
The MEC and TOMCAP work group are actively engaged in regional networks and collaborations which have helped to inspire and inform the development of TOMCAP.

The Town of Medfield was awarded a grant securing the support of the Metropolitan Area Planning Council (MAPC) for the development of TOMCAP. In May 2022, MAPC in partnership with the Town and TOMCAP group, held a public workshop that focused on educating on TOMCAP and gathering input from the public (see Appendix A).

TOMCAP is designed to be an ever-green plan, meaning it will be updated regularly as goals are achieved and new priorities and opportunities arise. As a result, TOMCAP will continually welcome input from the public, and, in consultation with boards and committees, will seek broadening and widening of its scope. Medfield residents are invited to submit comments and suggestions at any time to [TOMCAP@medfield.net](mailto:TOMCAP@medfield.net).



## TOMCAP Activities and Outreach 2021



## TOMCAP Activities and Outreach 2022





# Where Do Our Carbon Emissions Come From?

In 2020, Medfield Energy Committee volunteers, using the MAPC Community Greenhouse Gas Inventory tool, worked to identify the primary sources of emissions across our community in 2017, the most recent year for which complete data were available, and to calculate a baseline for future emission reductions. The team followed the Global Protocol for Community-Scale Greenhouse Gas Emission Inventories (GPC), an internationally recognized greenhouse gas accounting and reporting standard.<sup>20</sup> Neighboring communities including Ashland, Framingham, Sherborn, Natick and Wellesley have completed GHG inventories using the same tool and methodology. The goal is for the same methodology to be used to determine future GHG emissions to chart progress toward and achievement of the 2030 and 2050 goals.

The total carbon footprint of Medfield in 2017 was calculated to be 112,301 MT CO<sub>2</sub>e (metric tons carbon dioxide equivalent).

## What are the sources of emissions in Medfield?

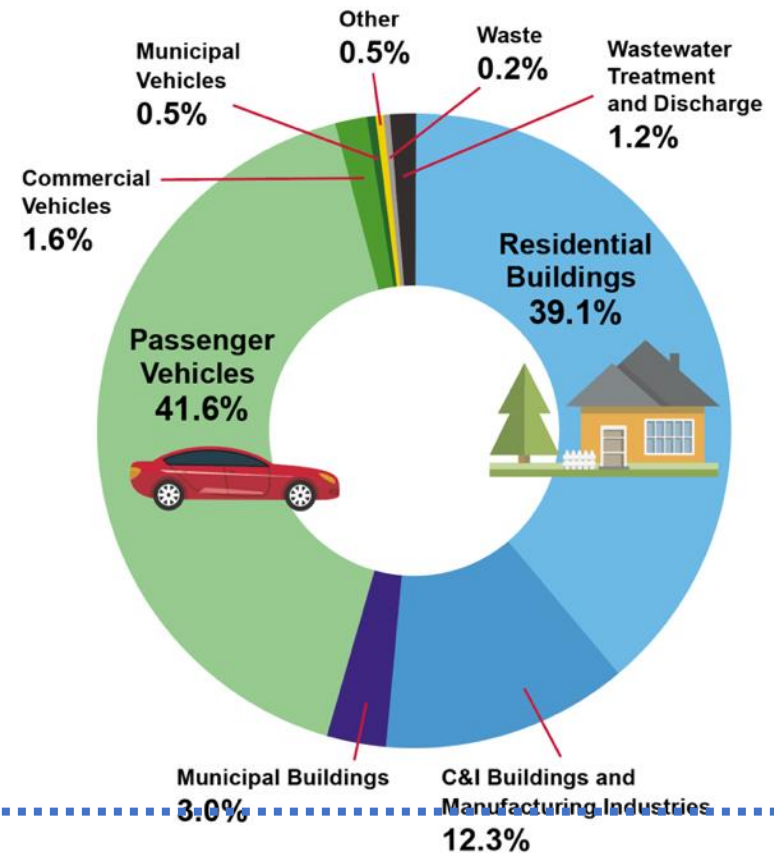
- In Medfield, buildings are the largest source of emissions (55.2%).
- On-road transportation is another major source of emissions (43.7%).
- Private homes and passenger cars make up the biggest share, together accounting for 87.7% of Medfield's GHG emissions.

## Determination of Medfield's GHG Emission Level

Every day, Medfield residents and businesses rely on fossil fuels to heat and cool our homes, keep the lights on, power our electronics and drive our cars. In doing so, we release greenhouse gas emissions. We must steadily and rapidly reduce these emissions to meet our state and federal goals and to limit global warming.

<sup>20</sup> <https://www.mapc.org/resource-library/community-ghg-inventory-resources/>,

Note that this is a community inventory of the GHG emissions originating in Medfield, not to be confused with a personal carbon footprint. Calculators vary greatly, and may additionally count emissions resulting from: travel not originating in Medfield (air, rail, cruise), and products created outside of Medfield (food, durables, consumer goods).



(2017 Baseline)

## Medfield GHG Levels

Actuals 1990-2017; Limits 2030-2050



carbon footprint as 112,301 MT CO<sub>2</sub>e as of 2017.

Massachusetts' methodology relies on a 1990 baseline year for emissions. Since statewide carbon emissions are known to have declined 23% between 1990 and 2017, the simplifying assumption is made that Medfield's level decreased by the same percentage over the same period. With this reasoning, Medfield's 1990 level is pegged as 145,000 MT CO<sub>2</sub>e.

Medfield's upcoming limits are shown in the graph and are determined using the statewide percentage decreases that were recently set by legislation:

- by 2030: 50% below 1990
- by 2040: 75% below 1990
- by 2050: 85% below 1990

*Medfield GHG levels: calculated for 2017, and back-extrapolated for 1990. Percentage reductions were as set by state for 2030, 2040, 2050..*

Note that these numbers do not include air, rail or cruise travel, or embodied carbon in food, consumer goods or building material, which are part of each resident's personal carbon footprint.

# What Does Net Zero Mean?

Reaching “net zero” GHG emissions means that most GHG emissions are eliminated and any GHG emissions are balanced with removal of greenhouse gases from the atmosphere, so that the “net” is zero GHG emissions.

To become net zero, our community will reduce GHG pollution as much as possible and remove or offset any remaining emissions by 2050, and ideally sooner. Limiting emissions is cumulative: any emissions eliminated today will not be emitted tomorrow or thereafter. This aspirational, necessary goal will require that we all work towards reaching net zero and shows the need and impact of starting now.

Initially, the biggest reductions in GHG emissions can be achieved with a shift in the way we run our homes, how we get around, and where our energy comes from. Thus the priority areas that TOMCAP focuses on:

- Decrease energy use:
  - Increase energy efficiency in buildings
  - Maximize low-energy-intensity travel
- Locally produce and store renewable energy
- Electrify everything

Many of the solutions offered in the priority areas are also often relatively straight forward to put in place: next time one needs to buy a new car, replace a heating system, or upgrade an appliance, one can choose a climate friendly solution and still be able drive a car and be comfortable at home. While removing the largest sources of emissions in the priority areas first, Medfield will also continue to identify ways to limit GHG emissions from smaller sources of emission.

Reaching net zero GHG emissions also presents a huge opportunity to change our community. Massachusetts is committed to climate equity and to making sure everyone can afford to choose climate-friendly actions, such as insulating one’s home to reduce energy costs. Many new jobs are being created along the way. Less pollution means better health. Alongside reducing GHG emissions, we can achieve cleaner air, healthier people, and a more equitable and prosperous community for everyone.

In 2020, Massachusetts has achieved a 25% reduction in the state-wide GHG emissions from 1990 levels by reducing GHG pollution in the electricity supply. Remarkably, this was achieved while the state’s population increased and the Commonwealth’s economy grew.<sup>21</sup>

In the future, it may be possible to reduce atmospheric GHG levels through carbon capture and sequestration by technological means. For now, Medfield’s best strategy is to effectively steward its abundant natural resources, to preserve biodiversity and to support the biosphere to remove more carbon from the atmosphere: Maintaining trees, open spaces, soils

and healthy wetlands, and engaging in sustainable gardening are oft-cited approaches. Achieving net zero emissions in Medfield will require sustained efforts and continued commitment of residents. With the support of the Commonwealth, the Federal government, public utilities, the Town and the business community, and aided by technological progress, Medfielders will make “Net Zero 2050” a reality.

**“Net-zero emissions: the balancing of gross emissions with removals of greenhouse gases from the atmosphere<sup>22</sup>”.**

<sup>21</sup> <https://www.mass.gov/service-details/gwsa-implementation-progress>,  
<https://www.usgs.gov/media/images/massachusetts-population-trends-1990-2015>,  
<https://www.census.gov/library/stories/state-by-state/massachusetts-population-change-->

<between-census-decade.html>

<sup>22</sup> <https://www.mass.gov/doc/ma-2050-decarbonization-roadmap/download>

## Why Net Zero?<sup>23</sup>

“Climate scientists have made it clear that we need to reduce global GHG emissions to net zero by 2050, or sooner, to avoid catastrophic climate change. We know that the planet has already warmed by about 1° Celsius since we started burning fossil fuels like coal, oil, and gas in the mid-1800s.<sup>24</sup> We also know that if we can keep warming below 1.5° Celsius, we can avoid the worst impacts of climate change like extreme floods, wildfires, and droughts.”<sup>25</sup>

We have a limited “carbon budget,” the amount we can put into the air without passing 1.5° Celsius of warming. The longer we wait to start reducing our GHG pollution, the faster we use up our carbon budget and the less time we give ourselves to meet our goal. We recognize that climate change is a global problem and that many of the solutions are beyond our control. To reach our net zero goal, we will need help from global, federal, state, and regional policies that support our transition to clean energy, but we can lead at the local level. TOMCAP, Medfield’s net zero roadmap, highlights the strategies that we can deploy locally to accelerate this transition over the next few years.

### GETTING THERE EQUITABLY

Climate change is an existential challenge, but it is also an opportunity to reimagine Medfield’s future, and to make that future both safe and equitable for all who live and work in our community. Massachusetts municipalities are increasingly undertaking climate mitigation and adaptation strategies and are starting to seek out ways in which to advance equity within those measures. By centering equity in this Plan, we can build a future that is not only safer for all, but also allows each individual in Medfield to thrive. An equitable net zero carbon future must be our goal.

In equitable planning, we must be conscious of the history of our region, the differences in how populations are able to respond to a changing climate, and the needs of residents and businesses. We recognize that the effects of climate change disproportionately impact communities suffering from environmental and social injustice. Socially or economically disadvantaged people are likely to experience greater harm from climate change.

Action to mitigate climate change by reducing GHG pollution will benefit socially or economically disadvantaged people. But we must also ensure that those strategies do not hurt the most vulnerable among us, for example by increasing the cost of housing or utilities to unacceptable levels. In addition, the action items in this Plan should be structured and marketed so that all Medfield residents and businesses can take advantage of them. There are challenges to including the broadest possible range of people as Medfield implements the measures in this Plan, including reaching those with a primary language other than English, homes without high speed (or any) Internet access, and the huge challenge of marketing energy efficiency and renewable energy programs to renters and landlords, who have a split incentive (tenants typically pay for utilities, but landlords typically pay for building upgrades). For our Plan to be actionable and for our vision of the future to be equitable, we must center equity throughout the planning and implementation of our net zero strategies. This plan attempts to do this, including equity considerations throughout the document.

<sup>23</sup> This page was adapted from <https://www.natickma.gov/DocumentCenter/View/10920/2017-Community-wide-Greenhouse-Gas-Inventory-and-Draft-Net-Zero-Action-Plan>

<sup>24</sup> Visualization of global temperature change at <https://apod.nasa.gov/apod/ap220822.html>

# Town of Medfield **Climate Action Plan (2022)**

# How to Read the Town of Medfield Climate Action Plan?

***The Town of Medfield developed this Climate Action Plan to inform and guide Medfield's next few years of action to reduce green-house gas emissions across all sectors of Medfield.***

The journey on the road to Net Zero in Medfield will be a long one, but we know where we need to be by 2050 to achieve this goal and where we are today.

TOMCAP outlines the six priority objectives, organized on three major sections: Renewable Energy, Buildings and Transportation.

Informed by engagement with Medfield's Energy Committee members, municipal staff, and the public, these objectives in TOMCAP have been prioritized to identify immediate next steps for the Town to implement based on potential for impact.

The priority objectives are those that target the biggest pollution sources, where action can be taken most easily because cleaner technology solutions exist. These are often more economical and/or supported by State or federal rebates, incentives, or tax credits.

For each objective, the plan outlines several strategies leading to the 2030 and 2050 goals.

Actions describe activities the Town can carry out in the near future as it works towards advancing each strategy. Future iterations of the plan will update near-term actions and incorporate appropriate modifications.

All the actions contribute to the core objectives and goals of the TOMCAP. Future updates of TOMCAP will include sections on Natural Resources and Waste as these areas play roles in achieving the Net Zero goal.

## NAVIGATING THE ROADMAP

For each strategy in the TOMCAP, there are a few important indicators identified to support the Town's implementation of the plan over the next several years:

### Potential Co-Benefits

This section identifies the high-level potential for the types of benefits, *in addition to green-house gas emissions reductions*, that our community may experience through effective implementation of the action.

- PUBLIC HEALTH BENEFITS
- ECONOMIC BENEFITS
- ENERGY SYSTEM BENEFITS
- ENVIRONMENTAL BENEFITS

### Equity Considerations

This section describes issues the Town will consider to ensure that implementation of the action does not cause undue burden on historically disadvantaged populations in Medfield and that this implementation creates direct benefits and co-benefits for these populations. Additional consultations with relevant groups and representatives will result in refined recommendations in future TOMCAP updates.







### Partners for Implementation

This section calls out those members within municipal operations and the broader community-at-large that will be critical to successful implementation of the action.

### Measures of Success

This section identifies the key performance indicators the Town intends to track through-out implementation of the roadmap and the particular action. Some measures may be data-driven, while others may indicate key achievements to work toward (interim goals).

# The Six Priority Objectives and Milestones of the TOMCAP

ROADMAP MILESTONES	TODAY	2030	2050
 <b>Green the grid with renewable energy sources</b>	Our electricity supply comes from 51% carbon-free sources.*	Our electricity supply comes from 100% carbon-free sources.	Our electricity supply comes from 100% carbon-free sources and is more affordable.
 <b>Produce more renewable energy locally.</b>	2.5MW of solar production from 165 facilities**	Half of all viable roofs in Medfield have solar.	Solar capacity is maximized in Medfield.
 <b>Make our homes and buildings super efficient.</b>	All new buildings are built to the state stretch energy code.	All new buildings are built to net zero standards and all high priority homes have at least one improvement.	Nearly all existing homes and businesses in Medfield have been retrofitted.
 <b>Electrify heating, hot water and cooking equipment.</b>	73% of Medfield's building emissions come from oil and natural gas fuels.	Every new heating, hot water and cooking system installed is electric.	Nearly all municipal buildings, homes and businesses are 100% electric.
 <b>Electrify cars, trucks, buses, trains, and other ways we get around.</b>	Less than 1% of vehicles registered in Medfield are zero emissions. There are 4 public charging stations.***	Nearly all new vehicle purchases are zero emissions. More accessibility to charging.	Nearly all vehicles registered in Medfield, including public transportation, are zero emissions.
 <b>Make walking, biking, and local public transit the best way to get around.</b>	Medfield has school buses and one late school bus, but many parents and students drive to school. Medfield uses The Ride. The Medfield Rail Trail has opened.	The Town has plans in place to make biking and walking in Medfield safe and accessible. Public transportation has expanded.	All Medfield residents have access to a diverse set of mobility options that are zero-emission, safe, convenient, and accessible.

\* <https://www3.epa.gov/region1/npdes/merrimackstation/pdfs/ar/AR-1744>

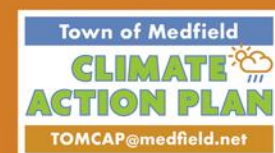
\*\* Source: Renewable Energy Pillar MEC.

\*\*\* Currently at Bank of America. Three more public charging locations, at Wheelock school, Blake middle school and Town House, are planned to be installed in 2022.





# Renewable Energy





# Decarbonizing Our Electricity

**Medfield will plan for and support the adoption of renewable sourced electricity and installation of clean energy technology throughout town.**

Currently there are 205 solar installations in Medfield with another 29 pending inspection<sup>26</sup>.

There are two municipally owned solar arrays. Significant future municipal opportunities include the reuse of the former town landfill site, as well as additional rooftop and parking lot applications involving town and school department buildings.

The successful Solarize Medfield campaign (2016) is a blueprint for similar future programs.

The plan envisions affordable, renewably sourced electricity available to all residents and businesses with the objectives of:

## **OBJECTIVE 1**

**Achieve 100% renewably sourced electricity supply by 2030**

## **OBJECTIVE 2**

**Encourage renewable energy solutions throughout Medfield**



*The largest solar array in Medfield, located at the commercial facility at 7<sup>th</sup> Wave Brewing, 120 North Meadows Road, Medfield, MA 02052.*

*Photo by Silas Trotter*

<sup>26</sup> Medfield Town Assessor, 9/2022 data

## 1.1 Transition Medfield municipal electricity supply to 100% renewable by 2030

***The Town of Medfield will implement Medfield Community Electricity and adopt supply options with increasing amounts of renewable energy with the goal of achieving 100% of Medfield electricity supply being renewable by 2030.***

Foundational to achieving the Town of Medfield's goal of carbon neutrality by 2050 is ensuring that the Town's electricity supply is entirely renewable. The great news is that this can be an early action and achieved through municipal aggregation with leadership by the Town.

Municipal aggregation involves the Town of Medfield contracting with a fully vetted energy supplier for electricity. The Medfield Community Electricity program will allow the Town to select from electricity supply options with increasing amounts of renewable energy content for the Town's properties.

**1.1.1** The Town of Medfield will adopt a goal of sourcing electric supply for all municipal properties with increasing percentages of renewables over the next 8 years, with the goal of sourcing ALL electric supply from 100% renewable energy by 2030.

While the future of energy supply is difficult to predict, it is possible that by the town adopting this goal, a cost premium may be incurred associated with the selection of 100% renewable energy. Any possible additional cost can be reduced through increases in efficiency, which reduce the Town's energy need, and revenue from solar installations. Any potential increase in cost would be reflected in the Town budgets<sup>27</sup>.

Recognizing that it is vital that citizens of the town are aware and have the opportunity for input on the Town's adoption of this leadership goal of sourcing all electricity from 100% renewable energy by 2030, there will be a series of open houses, webinars, surveys, and other town listening posts to gather citizen input and support on adopting this goal.

### Potential Co-Benefits

- Stability of electricity prices by the Town contracting for a long-term contract with an electric supplier.
- Higher percentage of renewables than required by Commonwealth.

### Equity Considerations

- Explore municipal aggregation electricity suppliers that are minority owned.

### Partners for Implementation

- Board of Selectmen
- Energy Broker
- Electricity supply vendor
- Sustainability Consultant
- Energy Committee
- Department of Public Utilities
- Department of Energy Resources

### Measures of Success

- Percentage of electricity sourced from renewable energy by the Town

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<sup>27</sup> In developing recommendations for expenditures for the town, a cost benefit analysis will be

conducted. Those projects with a cost/benefit analysis ratio (CBA) above 1.0, including externalities (also

called total resource costs [TRC]) will be put forward.

## 1.2 Transition Medfield residential electricity supply to 100% renewable by 2030

***With the implementation of Medfield Community Electricity, citizens will have the opportunity to select electricity supply options with increasing amounts of renewable energy. The goal is that 100% of Medfield electricity supply is renewable by 2030 with the adoption by citizens in Medfield Community Electricity of 100% renewable.***

With the introduction of Medfield Community Electricity, all citizens of the town can engage in achieving the Town of Medfield's goal of carbon neutrality by 2050 by selecting 100% renewable electricity supply.

**1.2.1** Citizens will be able to choose their energy supply. There will be extensive community outreach and education provided to all Town citizens on Medfield Community Electricity so informed personal choices can be selected on energy supply.

There will be tools to help citizens understand the impact of respective supply elections on reducing carbon footprint. Medfield Community Electricity will offer several options to citizens for energy supply, which will include one that is competitive with current default electric supply provided by the utility, and other options with increased percentages of renewables.

### Potential Co-Benefits

- Stability of electricity prices by the Town contracting for a long-term contract with an electric supplier.
- Higher percentage of renewables than required by Commonwealth.

### Equity Considerations

- As the Town of Medfield offers Medfield Community Electricity, there will be an option available that is competitive to the utility electric price.
- Additionally, outreach and communication to citizens to maximize awareness of options such as the utility low-income discount rate and fuel assistance so these

programs can be fully leveraged (i.e., LIHEAP).

- Mitigate language and other barriers in educational material and programs.

### Partners for Implementation

- Board of Selectmen
- Energy Broker
- Electricity Supply Vendor
- Sustainability Consultant
- Community Action Agencies
- Energy Committee
- Department of Public Utilities
- Department of Energy Resources

### Measures of Success

- Percentage of renewably sourced electricity purchased by town residents
- Percentage of renewable electricity offered in the default product
- Percentage of customers choosing 100% renewable when provided options
- Percentage of customers who remain in the program

## 2.1 Address regulations to make it easier to install clean energy technology.

***The Town of Medfield will reduce barriers to installing clean energy technology such as renewables, EVs, batteries, energy efficiency and others by identifying any current regulatory barriers and developing recommendations to address and remove these barriers.***

More and more, Medfield homeowners and businesses are interested in clean energy solutions. In addition to the measures covered in other sections of the Plan, this includes partnering solar photovoltaic installation with battery storage. In order to fully leverage the opportunity of these clean energy solutions, it is important to explore if there are hurdles to installing clean energy technology, to surface and mitigate any regulatory constraints.

**2.1.1** The Renewable workgroup will conduct an overview of current Town regulations to screen for potential regulatory concerns and bring them to the Town's attention. (Completed August 2022)

**2.1.2.** In an effort to understand potential barriers, community focus groups with builders, inspectors, developers, and advocates will be undertaken. These sessions will both explore the potential of clean energy technology and identify barriers associated with this potential. Based on what is learned, focus groups will tackle developing recommendations to address barriers. Action plans to implement the recommendations will be developed and vetted with the Medfield Community and as appropriate, submitted to the town and/or state for recommended consideration, approval, and adoption.

**2.1.3** The plan proposes the Town to explore the Massachusetts PACE program, which can make additional funding available for clean energy technology on commercial properties, non-profits and multi-unit dwellings.

### Potential Co-Benefits

- Clean energy solutions improve air quality both indoors and outdoors.
- Building resiliency is enhanced with the implementation of storage solutions.
- Homeowners and businesses investing in clean energy solutions will see reduced total energy costs.

- Advocate and seek community based clean energy solutions that can benefit Medfield's most vulnerable citizens.
- Provide the opportunity for broad community input and feedback on proposed regulatory changes to fully vet for any unintended consequences.
- Ensure multilingual outreach.

### Partners for Implementation

- Planning Department
- Zoning Board
- Planning Board
- Building Department
- Sustainability Consultant
- Board of Selectmen
- State regulatory agencies
- State representatives
- Developers
- Building professionals
- Energy Committee

### Measure of Success:

- Number of permits issued for clean energy technology
- Number of net new clean energy technology installations
- Number of regulatory barriers identified/mitigated

## Equity Considerations



## 2.2 Maximize clean energy technology on municipal and school properties.

*The Town of Medfield will assess clean energy technology (i.e., solar arrays, EV, batteries) potential for publicly owned facilities, and work to build municipal renewable energy projects at 100% of all viable facilities by 2030.*

The Town has a strong start in clean energy technologies with the installation of two photovoltaic arrays. The Wastewater Treatment Plant has a 237kW ground mount system, and the Public Safety Building has a 70kW roof mount system. Both of these installations were developed by the town, using specifications provided by Solar Design Associates and are owned by the town. Another method of implementing clean energy solutions is to secure a purchase power agreement (PPA) with a clean energy developer. In the case of the Department of Public Works, the Town is pursuing the PPA approach. This will provide the Town with experience in both ownership and PPA business models.

The Town has many additional properties that may be candidates for clean energy technologies. A recent, high-level analysis of the town's properties has identified a maximum potential, assuming no barriers to implementation, to be well over 2,844MW on 10 properties. This would be sufficient to cover 83% of the electricity used in these buildings.

**2.2.1** The town will strengthen efforts to remove regulatory hurdles to build a large



solar installation at the old landfill. Such a large array could produce more electricity than the Town currently uses and would make the transition towards all 100% renewably electricity, and all-electric heating, cooling and transportation more cost-effective.

**2.2.2** The opportunities identified in the assessment will be reviewed and prioritized for clean energy investment. Business cases will be developed for each clean energy investment and vetted with the

community and town leaders for review and approval.<sup>28</sup>

### Potential Co-Benefits

- Clean energy solutions improve air quality both indoors and outdoors.
- Building resiliency is enhanced with the implementation of storage solutions.

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<sup>28</sup> All recommendations for expenditures by the Town will have a cost/benefit analysis (CBA) above 1.0; including externalities

(TRC, total resource costs).

- The Town, by investing in clean energy solutions, will see reduced total energy costs.
- Investment by the Town in clean energy solutions, particularly on school properties, provides an educational opportunity for students, and town businesses and residents.

### Equity Considerations

- Leadership by the Town in the investment in clean energy solutions provides the opportunity for citizens to see and learn more completely about the benefits of these investments.
- This will also afford time to discuss how the Town taps into these investments to benefit all citizens including the Town's most vulnerable citizens.
- Clean energy solutions improve air quality both indoors and outdoors.

### Partners for Implementation

- Eversource
- MassCEC
- Board of Selectmen
- School Committee
- Facilities Manager
- Sustainability Consultant
- Public School Department
- Public Works Department
- Town Administrator and staff
- Town Departments
- Energy Committee

### Measures of Success

- Reduction of CO2 emissions as municipal buildings' PV arrays contribute to renewably sourced electricity
- Percentage of viable facilities with solar installations
- Percentage of municipal operations supplied by onsite carbon free electricity
- Number of additional clean energy technology projects identified <sup>29</sup>

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<sup>29</sup> All recommendations for expenditures by the Town

will have a cost/benefit analysis (CBA) above 1.0;

including externalities (TRC, all resource costs)



*The DPW garage will be the next Town building to receive a rooftop solar array (foreground). The Town continues to work towards building a solar field on the old landfill. (Background) (Photo credit: Solect Energy)*



## 2.3 Create programs to help home and small business owners adopt renewable energy solutions

The Town will support and encourage homeowners and businesses to invest in clean energy solutions. Implementation and adoption of clean energy solutions such as renewable energy photovoltaic systems, energy storage, and energy efficiency will substantially advance Medfield towards the Massachusetts 2050 Net Zero goal.

Medfield successfully implemented the Solarize Medfield campaign a few years ago with great success. Several business leaders have placed solar installations on their facilities providing them with both a profitable investment as well as a demonstration to their customers of their commitment to the environment.

**2.3.1** Going forward, the Town will offer programs similar to the Solarize Medfield-type campaign, which provide citizens and business owners with information and the business case for investing in renewable energy solutions. Additionally, this approach often pre-vets and selects a solar provider, simplifying the selection process for the homeowner or business owner.

In this initiative, new Solarize Medfield campaigns would be developed. These campaigns would include community engagement through community meetings and webinars. Additionally, events to promote the campaign would be offered, allowing citizens to learn more about the benefits of investing in clean energy solutions. Tools that will help residents and business owners assess their solar potential are being considered as well as information on the Sustainable Medfield website.

**2.3.2** The plan proposes for the Town to explore the Massachusetts PACE (Property Assessed Clean Energy) program, which can make additional funding available for clean energy technology on commercial properties, non-profits and multi-unit dwellings.

**2.3.3.** Explore the possibility of offering Community Solar programs to residents<sup>30</sup>.

### Potential Co-Benefits

- Clean energy solutions improve air quality both indoors and outdoors.
- Building resiliency is enhanced with the implementation of storage solutions.
- Homes and businesses will see reduced total energy costs.
- Businesses can achieve a competitive advantage both from reduced energy costs, and from promotion of their leadership on being an environmentally responsible enterprise.

### Equity Considerations

- The Town to explore community based solar and renewable solutions that can benefit all citizens, particularly our most vulnerable.

- State-vetted PACE program allows more businesses, non-profits and multi-family homeowners to secure funding.
- Renters and small businesses benefit from reduced electricity cost.
- Mitigate language and other barriers in educational material and programs.

### Partners for Implementation

- HeatSmart Alliance
- Energy Committee
- Sustainability Consultant
- MEMO
- Sustainable Medfield
- Medfield Environment Action
- Assessor
- Tax Collector
- Building Inspector
- Board of Selectmen
- Town Administrator and staff

### Measures of Success:

- Number of homes and businesses installing photovoltaic arrays, or PV/storage combinations
- Number of kW from solar arrays installed
- Number of homes and businesses engaged and participating in program

<sup>30</sup>[https://communitysolar.energysage.com/?utm\\_campaign=CDG%201%3A%20Transactional&utm\\_medium=email&hsmi=217776527&hsenc=p2ANqtz--0oVkn-A6RD99080ZXnlxXbAwcBY-H6iN\\_2ckHXbHhn-P9z-ouXr-G-DQDByppeQi38\\_JYcUjJQvb7zZaz9-DO02AGA&utm\\_content=217776527&utm\\_source=h](https://communitysolar.energysage.com/?utm_campaign=CDG%201%3A%20Transactional&utm_medium=email&hsmi=217776527&hsenc=p2ANqtz--0oVkn-A6RD99080ZXnlxXbAwcBY-H6iN_2ckHXbHhn-P9z-ouXr-G-DQDByppeQi38_JYcUjJQvb7zZaz9-DO02AGA&utm_content=217776527&utm_source=h)

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[s\\_automation](https://communitysolar.energysage.com/?utm_campaign=CDG%201%3A%20Transactional&utm_medium=email&hsmi=217776527&hsenc=p2ANqtz--0oVkn-A6RD99080ZXnlxXbAwcBY-H6iN_2ckHXbHhn-P9z-ouXr-G-DQDByppeQi38_JYcUjJQvb7zZaz9-DO02AGA&utm_content=217776527&utm_source=h)





# Buildings



# Decarbonizing Our Homes and Businesses

Strategies to reduce emissions from our homes, schools, town buildings, and commercial buildings can be summarized in two words: reduce, electrify.

## OBJECTIVE 3

### Increase Building Efficiency

## OBJECTIVE 4

### Electrify Heating

In Medfield, buildings - including schools, town buildings, homes, and commercial buildings - emit over one-half of our GHG emissions. Homes alone account for almost 40% of our GHG emissions. So, all building owners in Medfield play a part in achieving the carbon emissions reductions the Commonwealth is pursuing.

### Most Buildings Waste Energy Needlessly.

On average, 30% of the energy used in commercial buildings and 45% of the energy used in residential homes is wasted.<sup>31</sup>

Increasing energy efficiency is the single largest way to eliminate this waste, reduce emissions, and save money. Depending on the building, efficiency improvements can include upgrades such as LED lighting, induction cooktops, and efficient

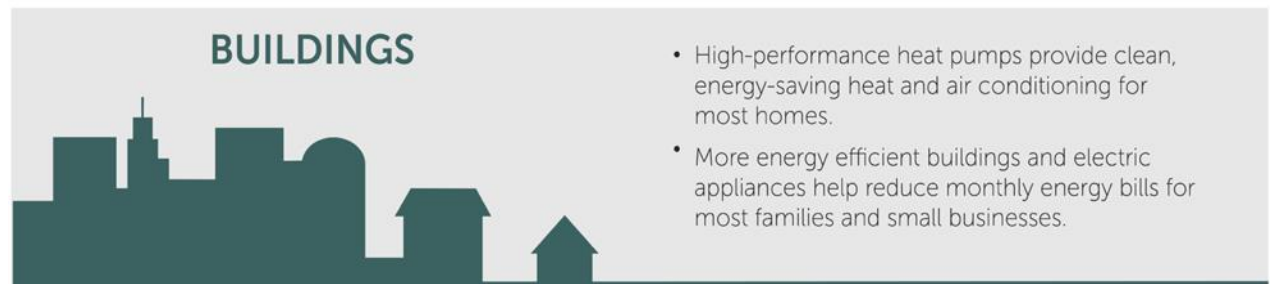
appliances.

The largest efficiency gains often come from improvements to the "building envelope": insulation in walls and roof, windows, and "air sealing" to reduce the amount of heated or cooled air that escapes the building. Medfield will support residents in dramatically improving their buildings, including deep energy retrofits in municipal buildings, commercial buildings, and residential homes. **However, efficiency improvements alone will not result in net zero. Electrification of heating is critical.**

Heating typically accounts for over half of all the energy used in buildings and net zero is not possible with fossil fuel combustion.

residents with this technology so that as their current equipment is replaced, they upgrade to a cleaner heat pump. Homeowners and facility owners should develop a comprehensive plan to decarbonize at natural transition points: efficiency improvements in combination with high efficiency heat pumps over time will optimize the costs and benefits.

All **new buildings** must be designed to minimize carbon emissions. The Commonwealth is expected to upgrade building codes in 2023 as well as offer an optional net zero building standard.



- High-performance heat pumps provide clean, energy-saving heat and air conditioning for most homes.
- More energy efficient buildings and electric appliances help reduce monthly energy bills for most families and small businesses.

Heat pump technology which uses electricity replaces gas and oil burning heating equipment. Paired with the renewable electricity discussed in the first section, heating and cooling will have zero carbon emissions.

The plan envisions to educate and familiarize

<sup>31</sup><https://www.energy.gov/eere/buildings/about->

[commercial-buildings-integration-program](#)

### 3.1 Accelerate energy efficiency improvements in existing residential buildings

The Town will educate, encourage, and guide Medfield residents to improve insulation and air sealing, and to pursue other carbon emission reduction opportunities in their homes. The goal is that by 2030, all high-priority homes will have had a MassSave audit and have implemented at least one energy efficiency improvement, and all homeowners and landlords will report energy usage when advertising for sale or lease.

Medfield has 4,490 residential housing units, 81% of which are single family homes or duplexes<sup>32</sup>. Residential buildings account for 39.2% of Medfield's carbon emissions, making them the top priority for the Climate Action Plan.

The Plan strongly encourages all eligible Medfield residents to have a MassSave assessment; this program recently announced a new set of incentives so even residents who have had a prior assessment may qualify for new benefits.

The Plan includes education of residents to incorporate energy efficiency and low carbon emissions anytime they replace a heating or cooling system, hot water heater, appliances, or undertake a significant home improvement project. The Town will track progress by the number of residents reached and the actions they take to increase energy efficiency.

All facilities with fossil-fuel heating (with gas, oil, propane) are excellent candidates for rapidly

upgrading to heat pump heating. But not all buildings have the same energy and carbon emissions reduction potential, so the plan specifically targets these high-priority homes:

Homes built before 1983 (when energy efficiency was not a major factor in building codes). Unless they have undergone major renovations, these homes would likely benefit the most from these measures.

Homes using oil or propane heat. About 30% of Medfield homes use oil which is both less efficient and has a higher carbon footprint than methane gas.

Rentals. Rental units are known to be the most challenging type of building to improve but renters may have lower income and so will benefit from energy savings. The plan will engage both landlords and tenants in implementing energy efficiency.

Energy expenses are a significant part of a homeowner's budget so they should be a consideration whenever first purchasing or renting a home. The plan will include outreach to real estate agents in town to educate them on the interest among homeowners in energy efficiency. Realtors and homeowner will be encouraged to build greater transparency in the disclosure of energy use in homes through voluntary disclosure of data, benchmarking, or a formal assessment such as a HERS rating.

#### Potential Co-Benefits

- Residents save money.
- Homes are more comfortable: warmer and less drafty in the winter, cooler in the summer.
- Residents get a return on the money they have paid into the MassSave program through their monthly energy bills.
- New homeowners and tenants are aware of the anticipated energy use they will experience so household budgets are more informed.

<sup>32</sup> Town of Medfield Assessor's data, 2022

## Equity considerations

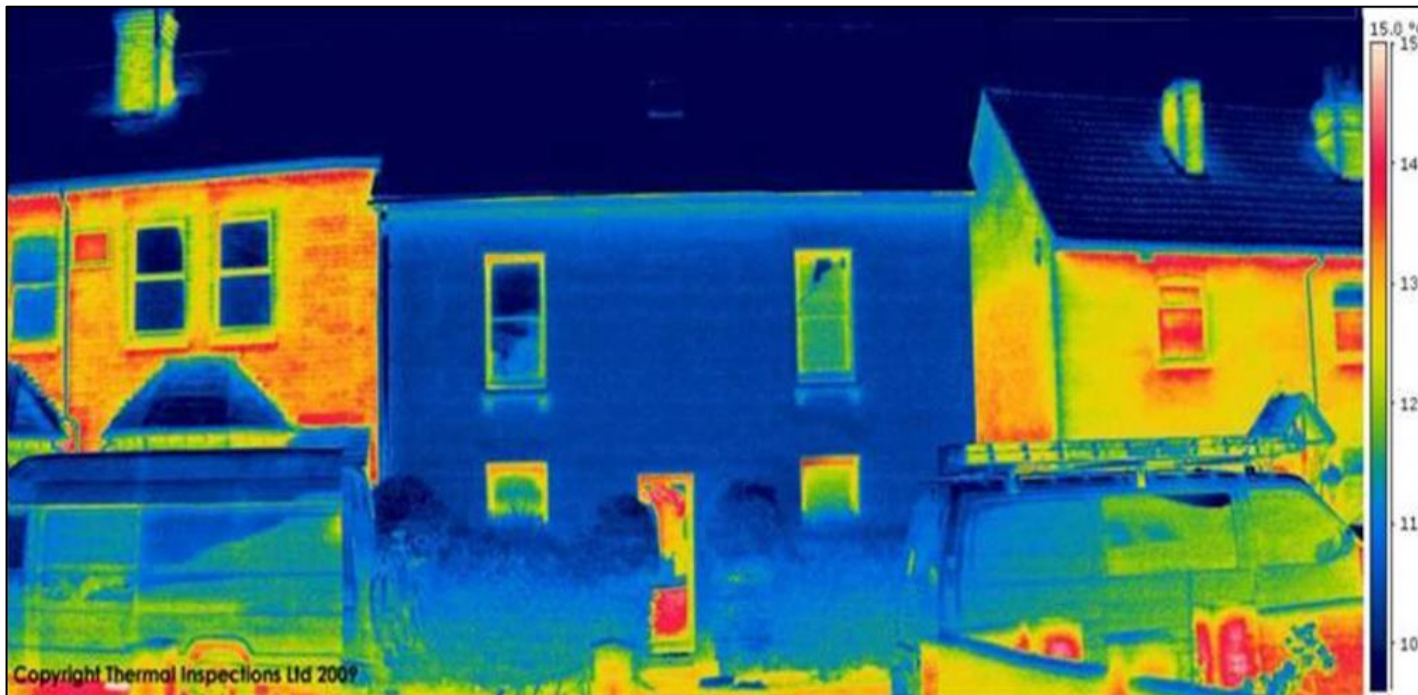
- Create programs targeting landlords and renters to ensure they realize the savings benefits.
- Mitigate language and other barriers in educational material and programs.
- Identify low- and moderate-income residents to educate them about additional incentives available to them.
- Identify and address hurdles for hard-to-reach populations such as language, time constraints and technological and cultural barriers.

## Partners for implementation

- MassSave
- Medfield Environment Action
- Sustainable Medfield
- Affordable Housing Trust
- Medfield Housing Authority
- Council on Aging
- Veterans
- CAP agencies
- Building Department
- Assessor
- Energy Committee,
- Sustainability Consultant,
- HeatSmart Alliance
- Real estate agencies

## Measures of success

- Number of outreach events, number of attendees at each event, total number of people reached
- Number of MassSave audits and improvements
- Number of permits issued for heat pumps, energy efficiency renovations, etc
- Percentage of high-priority homes that have had a MassSave audit
- Percentage of homes listed for sale that include energy efficiency information
- Reduction of fossil fuel/energy used in Medfield homes as reported periodically in public databases



*This infrared photograph shows that a well-insulated building, such as the one in the center, is highly energy efficient and loses much less heat.*

## 3.2. Accelerate energy efficiency improvements in municipal buildings

The Town will evaluate all town buildings and create a prioritized list of projects, beginning with the biggest opportunities for cost and carbon emissions reductions. The town will achieve 50% emission reductions from buildings by 2030 and eliminate fossil fuel use in all town buildings by 2050.

Medfield owns 11 buildings totaling 596,000 gross square feet (GSF). Energy consumption from the operation of municipally owned buildings is estimated to be 3% of the town's total carbon emissions. Given that the School Department owns 5 of these buildings and accounts for 456,000 GSF, schools will be the primary focus of this strategy. Medfield High School, Blake Middle School, and Memorial Elementary account for nearly two thirds of the energy consumption of all town buildings and will be a first focus.

As of FY21, 35% of the Town's carbon foot-print comes from consumption of electricity and 50% from methane ('natural') gas; the remaining 15% is from transportation fuels<sup>33</sup>. As grid electricity will continue to be

decarbonized, the proportion of GHG emissions from fossil fuel heating will only increase over future years.

Since its inception in 2008, the Medfield Energy Committee has worked with the town to identify and implement energy efficiency projects in a number of

town buildings including LED lighting upgrades in the schools and for street lighting as well as heat system upgrades in the schools. But there is much more work to be done.

The Plan seeks to further reduce operational energy consumption within existing municipally owned buildings by encouraging simple shifts in occupant use, implementation of enhanced monitoring devices, optimization of HVAC controls, targeting the least-efficient buildings for deep envelope retrofits and upgrades to heating and cooling systems. Robust measuring, verification, and benchmarking of energy data will quantify and validate the impact of these measures.

A subset of buildings will also undergo a significant renovation or be replaced with a new building in the next 30 years, most immediately the Dale Street School and the Pfaff Center. Any such new construction must achieve the lowest possible energy use and highest emissions reductions because those buildings may not undergo significant rebuilding for another 50 to 100 years. Commissioning services that analyze and measure thermal performance of existing architectural assemblies and HVAC commissioning that measures energy efficiency under a variety of conditions can inform the town on what measures will have the most energy impact and cost benefit. This process can include the installation of energy management systems to provide consistent ongoing reporting and more sophisticated control of HVAC equipment.

**3.2.1** Increase efficiency by improving occupant behavior. The largest and least expensive way to reduce emissions is by promoting sustainably

mindful occupant use. Creating building operation manuals for facility staff to troubleshoot problems, including staff training, or adding signage with suggested steps for efficient building operation are examples of how an increased awareness can reduce energy use by improving occupant behavior.

**3.2.2** Create a schedule of anticipated replacement of existing HVAC equipment and anticipated renovations of all municipal buildings. Once the schedule is established, look for ways to accelerate implementation such as when other significant building maintenance projects occur.

**3.2.3** Conduct energy assessments of the first priority schools (High School, Blake Middle School, and Memorial School), and document age, condition, type, and models of existing HVAC equipment.

Create customized energy conservation measures that include and target energy use intensity and recommended actions to achieve it.

**3.2.4** Engage with the town Capital Planning process to schedule and budget for equipment replacement and electrification of all municipal buildings (see Strategy 4.2).

**3.2.5** Establish a regular, monthly, town-led process using MEI Insight data (a report available to the town of consumption by building). This process would actively monitor energy consumption in each building, identify unusual increases, diagnose the reason for the increase and act to reduce it.

<sup>33</sup> MassEnergyInsight, "Overall Use, Emissions and Cost

## Equity considerations

- Procurement practices encouraging diversity in suppliers

## Partners for implementation

- MassSave
- Board of Selectmen
- Permanent Planning and Building Committee
- Town Administrator
- Facilities Director
- Sustainability Consultant
- School Committee
- School Superintendent
- School Building Staff
- Other relevant Department Heads
- Capital Budget Committee
- School Building Committees
- Energy Committee

## Potential Co-Benefits

- Lower energy costs to the town.
- Minimize taxes to residents and/or spend tax receipts in ways that provide additional benefits to residents.
- Improved comfort for Town employees, students and residents.

## Measures of success/Interim goals

### By 2025:

- Perform energy assessments on three (3) municipal buildings and take at least two actions that result in at least a 20% reduction in energy use in those buildings.

### By 2030:

- All municipal buildings have had an energy assessment, customized energy conservation plans, and 7 buildings have implemented actions resulting in at least a 20% reduction in energy use and 50% GHG emission reduction.

### By 2050:

- 50% average total reduction in municipal building energy use and 100% GHG emission reduction.
- All municipal buildings have had energy efficiency improvements and have been electrified.



*As of August 2022, the Thomas Blake middle school now boasts four heat pump hot water heaters.*

*(Photo credit: Amy*



### 3.3 Propose regulations that promote sustainable building practices

*Educate on and support town actions that lead to lower carbon emissions., such as advocating for the adoption of the Specialized Opt-in Stretch Code and PACE financing by 2023.*

**3.3.1** Medfield will consider the adoption of the new Specialized Opt-In Stretch code<sup>34</sup>.

The Department of Energy Resources (DOER) released a "Straw Proposal" of new energy efficiency codes on February 8, 2022, with the goal of implementing them in 2023. In addition to a Stretch Code with higher energy performance, they have created what they call a "Specialized Opt-in Stretch Code" which will result in buildings that are Net Zero or Net Zero ready the moment they are built.

As a Stretch Code community Medfield will automatically implement the new Stretch Code, but must vote to adopt the Specialized Opt-In Stretch Code. The DOER's analysis shows that

buildings built to these higher efficiency standards are less expensive to construct than homes built to the base code due to generous incentives.

The Medfield Energy Committee will lead a dialogue in town to explain the new requirements to the public, hear concerns, and assess whether these requirements are feasible and affordable.

**3.3.2** The Plan proposes that the Town explore the Massachusetts PACE program, which can make additional funding available for clean energy technology on commercial properties, non-profit and multi-unit dwellings.

#### Potential Co-Benefits

- Builders and new homeowners save money on construction with MassSave incentives for Net Zero homes.
- Homeowners save money every year due to the lower energy use.
- Homeowners enjoy better indoor air quality and live in a healthier home.
- Homes using the techniques required to meet these energy requirements typically need less maintenance.

- Learn from other towns and groups what climate actions are most effective.

#### Equity considerations

- Ensure that upgraded housing remains affordable.

#### Partners for implementation

- Planning Board
- Town Planner
- Building Department
- Board of Selectmen
- Tax Collector
- Assessor
- Sustainability Consultant
- Energy Committee
- Town Meeting
- Warrant Committee

#### Measures of success/Interim goals

- Adoption of the Specialized Opt-in Stretch Code at Town Meeting, 2023
- Explore PACE in 2022 and begin conversation with key stakeholders in Town departments and committees

<sup>34</sup> <https://www.mass.gov/info-details/stretch-energy->

[code-development-2022](#)

### 3.4. Accelerate energy efficiency improvements in commercial buildings

***Educate and encourage commercial building owners to pursue the benefits of energy efficiency with the goal of having 20% of commercial buildings improve energy efficiency by 2030.***

Commercial and institutional properties within Medfield account for approximately 13% of GHG emissions.

Increasing energy efficiency in commercially owned properties has immediate bottom-line benefits to landlords and business owners. The Plan will educate facility and business owners on the positive financial benefits of energy efficiency, the incentives available to businesses through the MassSave program, and the appeal of being seen as an environmentally responsible company by customers and prospective customers.

The primary areas of focus of this strategy are similar to the types of actions seen for existing buildings in Strategy 3.1. Efficiency in residences such as weatherization, transition to efficient equipment and taking advantage of programs and incentives offered by the utilities will be the areas of focus. An added priority

when dealing with energy efficiency in commercial buildings is the issue of peak demand, i.e., when demand for electricity spikes due to weather conditions such as a hot summer day. The grid typically must activate "peaker" power plants which are typically dirtier sources of electricity. "Shaving", i.e., lowering, peak demand thus lowers pollution and overall electricity production costs.

**3.4.1** Create a database of commercial buildings, their owners, and tenants. Document use types (office, retail, manufacturing, etc.), building age, type of fuels used. Such a database can be modeled on existing programs such as BERDO, simplified and scaled appropriately. This would become the core asset to enable the following actions.

**3.4.2** Create an education campaign targeting commercial building owners about the paths and benefits of energy efficiency and decarbonization. Encourage and educate owners on a range of small yet practicable building practices that can achieve an overall reduction in electric use during times when electricity use is at its highest.

Research and compile a list of energy measures that will have the most impact on reducing energy use within the most common use types with specific focus on peak electric demand reduction.

**3.4.3** Encourage property owners to perform deep energy retrofits beyond MassSave - incentivized measures. They should begin with a more comprehensive energy assessment (e.g., ASHRAE Level 2) and create customized energy conservation measures. Curate a set of resources to support the selection and implementation of conservation measures.

**3.4.4** Encourage owners to participate in the Energy Star Portfolio Manager program to track energy use. Further, encourage disclosure of

energy use to the town to aid in MEC's ongoing effort towards refining the town wide GHG inventory.

#### Potential Co-Benefits

- Lower costs and decarbonization improve Medfield businesses' ability to thrive and potentially expand.
- Health benefits for tenant companies, their employees and customers.

#### Equity considerations

- Create programs targeting landlords and tenants to ensure they realize the savings benefits to building owners, tenants, and employees of all ages, income levels and backgrounds.
- Mitigate language and other barriers in educational material and programs.



### Partners for implementation

- MassSave
- MEMO
- Commercial building landlords
- Medfield Environment Action
- Sustainable Medfield
- Building Department
- Sustainability Consultant
- Energy Committee
- Assessor

### Measures of success/Interim goals

- Create a database of commercial properties in Medfield with building owners and tenants.

- Create a schedule of annual outreach communications and events.
- Create (voluntary) energy use disclosure program, seeking ongoing participation.

#### By 2030:

- 30% of commercial buildings have had an assessment and 20% have implemented least one envelope or HVAC efficiency measure.
- 50% have converted to heat pump for heating and cooling.
- Commercial building energy use disclosure has become adopted into standard building practices and includes large participation.

- Expanded benchmarking of energy use to track GHG emissions from embodied carbon.

#### By 2050:

- 100% overall reduction in GHG emissions
- 100% of commercial properties have had an energy assessment performed and 70% have implemented (3) energy conservation measures
- 80% of existing properties have transitioned to heat pump technology



## 4.1 Electrify residential HVAC, hot water, and cooking equipment

**Educate, encourage, and guide residents to replace heating, hot water and cooking equipment with electric equipment.**

The combustion of fossil fuels like oil, propane and natural gas in homes is a substantial source of greenhouse gas emissions, responsible for an estimated 40% of carbon emissions in the town of Medfield.

The Town of Medfield's Climate Action Plan reflects the high-priority on electrification of residential heating systems that the Commonwealth's 2050 Decarbonization Roadmap envisions which states "Electrification of space and water heating is a low-risk, cost-effective strategy for decarbonizing the majority of the Commonwealth's building stock".

The Decarbonization Roadmap also states, "Implementing electrification in this context implies the widespread deployment of ... heat pump-based electrified heating systems in place of gas and oil furnaces and boilers."

While the electricity used for heat pumps is generated partially by fossil fuel combustion in 2022, the Commonwealth's Renewable Portfolio Standard mandates a steadily increasing percentage of renewably sourced electricity. Over time, electrified heating using grid electricity will become zero carbon. Further, we anticipate that the Medfield Community Energy program currently in development will offer an affordable 100% renewable electricity option. This would enable Medfield residents to dramatically reduce their emissions by 2025.

"Electrification" of homes primarily focuses on heating and hot water generation, but it also includes changes to electricity for other common household uses of fossil-fuel gas such as propane or methane ("natural gas") for cooking and clothes drying.

The Plan envisions to educate and encourage residents to replace gas cooktops with induction units, gas ovens with electric units, and gas clothes dryers with heat pump models. Not only does burning gas for these uses emit carbon dioxide into the atmosphere, it also emits methane and carbon monoxide into homes. Eliminating the use of gas will eliminate these emissions and improve indoor air quality.

**4.1.1** Create an outreach plan to target homes most likely to benefit the most from electrification. The Plan envisions:

Educational and informational events, many to repeat year after year, as the town makes progress to achieve its decarbonization goals. Local events will include webinars, presentations at the library, senior center and high school, and Medfield Day.

Articles in our local newspapers, and programming on Medfield TV, and social media will also be made.

Targeted and general mailings, brochures, oral presentations, and social media. Promotion of resources such as the induction cooktop available for lending at the Medfield Public Library, which allows residents to try out the technology.

**4.1.2** Create a resource with information and links to credible, reliable information about heat pumps, high quality HVAC companies, and financial considerations.

**4.1.3** Showcase the stories of local residents who already own heat pumps: "Medfield Decarbonizers".

### Objectives

Encourage homeowners to become educated about new technologies and plan ahead for natural transition points. Preemptively installing a heat pump when nearing natural transition points will avoid the necessity of an emergency replacement of a boiler, furnace, air conditioner, or water heater.

### Potential Co-Benefits

- Increased comfort due to the performance characteristics of heat pumps.
- Improved indoor air quality as a result of not burning fossil fuels in a home.
- Residents will likely save money, especially those heating with oil or propane.

### Equity considerations

- Create programs targeting landlords and renters to ensure they realize the savings benefits.
- Mitigate language and other barriers in educational material and programs.

### Partners for implementation

- MassSave
- Medfield Environment Action
- Sustainable Medfield
- Building Department
- Assessor
- Sustainability Consultant
- Energy Committee
- Medfield Public Library
- HeatSmart Alliance

## Measures of success/Interim goals

By 2027:

- 20% of housing units in Medfield have converted to heat pumps. 80% of housing units that replace a piece of heating/cooling equipment opt for heat pumps.

By 2030:

- 50% of housing units in Medfield have installed a heat pump for at least part of their heating/cooling.
- 100% of housing units that replace a heating/cooling system opt for heat pumps

- 100% of housing units that replace a hot water boiler with a heat pump

in Medfield have  
pumps and induction



*Mini splits and heat pump condenser*



## 4.2 Electrify heating and cooling systems in municipal buildings

*Create a long-term, strategic plan to convert all town buildings to electrified heating and cooling upon replacement of existing HVAC equipment.*

This strategy dovetails with Strategy 3.2: Increase efficiency of municipal buildings. Planning for building envelope improvements and HVAC upgrades go hand-in-hand. As discussed, the data gathered about the buildings will include detailed information about the current HVAC equipment and its condition.

It is expected that the majority of HP conversions will happen as existing components age and need replacing at the end of their expected useful service life. Likely there will be only one opportunity to replace and upgrade equipment before 2050, so making the lowest carbon choice at the next natural transition point is crucial.

**4.2.1** Document the age, condition, and develop an anticipated end-of-life schedule for existing HVAC equipment in all municipal and school buildings.

**4.2.2** Identify and mitigate obstacles to transitioning to electrification and ensure all replacement of HVAC equipment within municipal and school buildings are all-electric.

**4.2.3** Develop a process to ensure proper selections for all HVAC equipment.

### Objectives

Plan ahead to install heat pumps. (Avoid any emergency replacement.)

### Potential Co-Benefits

- Minimize energy costs to the town and minimize taxes to residents while decarbonizing.
- A disciplined capital planning process enables efficient procurement, enables prudent financial management, and avoids expensive system failures and emergency replacement situations.
- Improved comfort for town employees.

### Equity considerations

- Procurement practices encouraging diversity in suppliers.

### Partners for implementation

- Medfield Energy Committee
- MassSave
- Board of Selectmen
- Planning Board
- Permanent Building Committee

- Town Administrator
- Facilities Director
- Sustainability Consultant
- School Committee
- Public School Department
- School building staff
- Town Planner
- Capital Budget Committee
- School Building Committee

### Measures of success/Interim goals

#### By 2023:

- Have a capital plan that includes HVAC replacement schedules and estimated costs for all town buildings that is integrated into the overall town Capital Budget Plan.

#### By 2030:

- 20% average reduction in municipal building energy use and 50% GHG emission reduction.

#### By 2050:

- 50% average reduction in municipal building energy use and 100% GHG emission reduction.
- All municipal buildings have had optimal energy efficiency improvements and have been electrified to the maximum extent feasible.

## ADDITIONAL STRATEGY:

### Adopt climate-conscious decision-making in Town administration and operations

*Ensure consideration of environmental impacts becomes embedded in all Town decision-making and evolves as understanding of the issues evolves and new technologies become available.*

In order to fully leverage the opportunity of these clean energy solutions, it is important to surface and mitigate any barriers or constraints to incorporate sustainability as a key evaluation factor in town decisions.

This strategy will also explore and develop action plans to embed sustainability criteria in town processes, vetted with key stakeholders, and presented to the appropriate town governance for review and approval.

**AS 1.1** Prioritize sustainable building construction and operation practices within town's administrative priorities. Interviews and discussions with key town department heads and staff members will explore the role of sustainability in decision processes and define barriers to incorporating it more substantively. Ensure there is a clear, transparent, objective process for incorporating sustainability concerns.

**AS 1.2** Investigate whether town bylaws or regulations are barriers to optimal implementation of energy efficient and clean technology. Interviews and discussions with key town department heads and staff members may identify examples or cases where existing requirements might discourage or disallow desirable carbon reduction measures. If such barriers are found, begin the process of modifying them to enable clean technology implementation.

**AS 1.3** Incorporate checklist of sustainability concerns. Collaborate with Town, residents and regional partners to develop a sustainability checklist for all Town operations, planning and procurement. Formulate and adopt a pertaining policy.

**AS 1.4** Incorporate evaluation of embodied carbon into town decision-making. Not only does the ongoing operation of buildings and systems emit carbon, but the manufacture, transportation and installation of products and materials has significant carbon emissions in the immediate term. This is embodied carbon. The goal is that Town decisions take into account the totality of embodied and operational carbon to optimize the lifetime carbon emissions of actions taken.

#### Potential Co-Benefits

- Improved coordination and decision making; fewer conflicting goals across departments.
- Continued qualification for further grant and funding opportunities.
- Having all departments consider the impacts of their decisions /spending plans as they relate to the town-wide effort to reach net-zero will make the best use of the town's financial resources, avoiding having to re-do something down the road.





# Getting Around Medfield



# Decarbonizing Transportation

**Electrification of transportation and a reduction in the passenger miles traveled with subsequent reduction of direct emission are at the core of the transportation plan and involve two objectives:**

## **OBJECTIVE 5**

**Reduce emissions from motorized vehicles**

## **OBJECTIVE 6**

**Encourage a variety of low/no carbon mobility options**

In Medfield, cars and trucks represent the second largest source of GHG emissions, with private vehicles producing nearly 42% of the total town GHG emissions. All Medfield drivers have a role in achieving the Town's GHG emissions reductions.

Internal Combustion Engine vehicles (ICE) produce a variety of pollutants, including the GHGs carbon dioxide and nitrogen oxides, as well as ozone, sulfur dioxide, unburned hydrocarbons and volatile organic compounds. All of these are of concern to the environment and human health.

Electric vehicles (EVs) offer the best choice to quickly and significantly reduce GHG emissions.

The adoption of electric vehicles must accelerate for Massachusetts to reach its climate goals and the specific goal of 300,000 ZEVs registered in Massachusetts by 2025<sup>35</sup>. Massachusetts, public utilities, and the federal government are supporting EVs with regulations and incentives. Similarly, these same entities are committing major resources towards building grid resilience and charging infrastructure. Beginning in 2035, Massachusetts will allow only the sale of ZEVs.<sup>36</sup>

Auto manufacturers around the world are investing in the development of new electric models, battery improvements and dedicated factories. Currently, electric passenger vehicles and buses are cleaner, less costly to operate, and require little maintenance as compared to gasoline and diesel vehicles. The cost to purchase an EV depends on the type and size and spans from economical to luxury, just like ICEs. Massachusetts rebates and federal tax incentives up to a combined \$10,000 in many cases, will help encourage EV adoption among consumers.

In addition, EVs ready for bidirectional charging, when combined with a modernized electrical grid, can contribute to grid resilience, reduce the cost of electricity by reducing peak demand, and create income to the EV owner.<sup>37</sup>

Medfield will plan for and work to encourage other modes of low carbon mobility, such as walking, biking, ride shares and public transportation. Continued and broader implementation of Massachusetts "Complete Streets" funding program<sup>38</sup>, which promotes

safety in mobility for pedestrians and bicycles, will help achieve our low carbon mobility goals. In addition, it will provide access to federal infrastructure funds administered by DOT, which require a Complete Streets plan and policy adoption.

<sup>35</sup><https://www.mass.gov/files/documents/2016/08/nk/massachusetts-zero-emission-vehicle-action-plan2015.pdf>

<sup>36</sup><https://www.nbcboston.com/news/local/sales-of->

[new-gas-powered-cars-wont-be-allowed-in-massachusetts-in-2035/2818583/](https://www.mass.gov/files/documents/2016/08/nk/massachusetts-zero-emission-vehicle-action-plan2015.pdf)

<sup>37</sup><https://www.connectedsolutionsev.com/faqs/eversourceev-faq/>

<sup>38</sup><https://www.mass.gov/complete-streets-funding-program>



## 5.1 Accelerate adoption of EVs by Medfield residents

***The Plan accelerates the adoption of private and commercial electric vehicles through comprehensive and sustained outreach efforts to educate and influence residents on the benefits, options, and incentives for electric vehicles. Medfield's goal matches the State goal of 15% of passenger vehicles registered in Medfield are electric by 2025<sup>39</sup>. By 2030, all new, purchased passenger vehicles and light duty trucks are electric, and by 2050 all private and commercial vehicles registered in Medfield are electric.<sup>40</sup>***

Massachusetts law mandates that, beginning in 2035, all new, purchased vehicles must be ZEV. The Plan sets an accelerated goal for Medfield of all new, purchased vehicles being electric by 2030.

As of 2022, there are approximately 11,600 passenger cars registered in Medfield. About 4,200 vehicles are from model years 2000-2013 and are most likely to be replaced soon. Since 2013, approximately 800-900 vehicles have been registered for each model year. With hundreds of cars replaced every year, there is ample opportunity for residents to choose an EV

when they purchase a new car or light truck. The 15% goal would require 1740 PAN (the MassDMV code for passenger vehicles) registered EVs in Medfield by 2025.<sup>41</sup>

Residents will continue to be encouraged to drive electric through ongoing education and outreach:

### 5.1.1 Education and outreach

- Support EV information on Sustainable Medfield website
- Webinars, newspaper articles and informational fliers
- Showcase Medfielders who already own EVs: "Decarbonizers"

### 5.1.2. Promote EVs at community events, such as:

- Medfield Day
- "Medfield on the Charles Antique, Classic and Custom Auto Show"
- New 'n Towne "Touch a Truck"

### Potential Co-Benefits

- Cleaner air and improved public health
- Price advantage of operating costs
- Support grid resiliency by integrating bi-directional vehicle charging and mitigate expensive peak demand

## Equity Considerations

- Promote rebates and incentives to increase accessibility
- Mitigate language and other barriers in educational material and programs
- Charging infrastructure at multi-unit dwellings and rental properties

## Partners for Implementation

- Landlords
- Planning Board
- Sustainable Medfield
- Medfield Environment Action
- Assessor
- Energy Committee
- Green Energy Consumers Alliance
- EV car dealerships
- Town departments

Local Service groups: Veteran's groups, Medfield Food Cupboard, Churches, Medfield Home Committee, Medfield Together, Medfield Outreach, Service organizations (e.g., Lion's Club)

## Measure of Success:

- Number of electric vehicles purchased
- Number of electric vehicles registered in Medfield
- Development of supporting infrastructure.



<sup>40</sup> Excepting Historic Vehicles

<https://www.dmv.org/ma-massachusetts/special-license-plates.php#Historic-Vehicle-License-Plates>



## 5.2 Develop electric charging infrastructure

***The Plan supports charging station infrastructure that may include Town vehicle stations, public access stations, commercial stations, and residential stations. The goals are to make charging stations available town-wide, to cover at least 80% of need by 2030, and to provide full access by 2050.***

Most EV owners will likely continue to charge at home. Eversource offers rebates and incentives for home charging stations through the EV Infrastructure Phase II and Connected Solutions programs.

Investments going into EV charging systems nationwide are making EV's easier to use, versatile, and practical. Medfield must accelerate planning and development for Town vehicle charging, and other opportunities to apply for upcoming incentives and grants.

The Town has begun this journey by installing charging stations near Town House, Blake Middle School and Wheelock Elementary. Town departments, such as the DPW, Fire, Police and others have identified potential public and Town vehicle charging locations for their vehicles.

Some other potential locations include the library, Medfield State Hospital, and commercial parking lots. Some local commercial businesses<sup>42</sup> have already installed charging stations and more are likely to do so. The Plan proposes that the Town encourage landlords, commercial property owners and developers of MUDs to install chargers for their residents, employees, and customers. The Plan encourages the Town to consider requiring a

minimum number of EV charging stations at multi-unit dwelling lots, similar to the requirements at the Medfield State Hospital development.

While there are grant opportunities through Make Ready and MassEVIP programs for the installation of public charging stations, details of the metering and price of the electricity will be part of the considerations of each project. Some charger owners may see a benefit in subsidizing the cost of electricity.

Public chargers will include a combination of Level 2 and Level 3 chargers. The Level 3 chargers are faster and are also known as Direct Current Fast Charge (DCFC).

Some upcoming actions will include:

**5.2.1.** Participation in Eversource Make Ready Program and MassEVIP<sup>43</sup>.

**5.2.2.** Encourage developers and landlords to install charging stations at MUDs and commercial properties.

**5.2.3.** Town to consider regulations requiring minimum EV charging in MUD lots.

**5.2.4.** Educate residents about home charging equipment and rebates.

### Potential Co-Benefits

- Electric grid stability.
- Support economic development by supporting local businesses to be attractive to customers and employees.

### Equity Considerations

- Access to capital; Short term affordability vs long-term savings
- Mitigate language and other barriers in educational material and programs

- Access to charging infrastructure at multi-unit dwellings and rentals

Install charging at affordable housing to enable EV ownership, while directing landlords to incentive programs and otherwise encouraging rent stability.

### Partners for Implementation

- Board of Selectmen
- Town Administrator
- Town Planner
- Department Heads (e.g., COA)
- Energy Efficiency Consultant
- Eversource Make Ready
- MassEVIP
- MEMO and commercial landlords
- MUD landlords and developers
- Sustainable Medfield
- Medfield Environment Action
- Local Service groups: COA, Veteran's groups (e.g., American Legion), Medfield Food Cupboard, Churches, Medfield Home Committee, Medfield Together, Medfield Outreach, local service organizations (e.g., Lion's Club)

### Measure of Success:

- Number of publicly available charging stations installed
- Number of residential chargers in Medfield

<sup>42</sup> Bank of America, Montrose School

<sup>43</sup> [https://www.mass.gov/how-to/apply-for-massevip-](https://www.mass.gov/how-to/apply-for-massevip-public-access-charging-incentives)

[public-access-charging-incentives](https://www.mass.gov/how-to/apply-for-massevip-public-access-charging-incentives)

## 5.3 Efficient electrification of Town and school vehicles

*The Plan calls for the electrification of the municipal fleet through the budgeting process, as appropriate department by department<sup>44</sup>. The goal is for all new vehicles purchased or leased to be electric by 2030, wherever financially and operationally feasible. (The Committee recognizes that some specialized vehicles may not be feasible to be electric but is optimistic that this will change over time.). The goal for 2050 is for all vehicles to be electric.*

Medfield can lead by example through its emphasis on making disciplined decisions in its proactive efforts to address critical issues affecting the town and community. As a Green Community, municipal vehicle purchasing and selection follow GC Criterion 4, a process that considers fuel efficiency, operating cost and acquisition costs.

EV manufacturers have focused on certain types of municipal vehicles. For example, one manufacturer of police vehicles has a hybrid SUV and an acclaimed EV line of pursuit vehicles. Additionally, many departments are looking at new EV pick-up trucks and how they may be integrated into their fleet.

## 5.4 Support regulations that encourage the transition to low carbon mobility

*The Plan encourages continued improvements of the regulatory landscape to facilitate the*

The transition to electric school buses is a national priority and resources are becoming available for electrification. The Plan encourages the School Department to monitor and pursue options, to engage with regional partners, bussing contractors and EV Fleet specialists, and integrate e-busses into their future plans.

The following are components of the Plan to electrify Town vehicles:

**5.3.1** Plan efficient electrification of eligible municipal vehicles for each department.

**5.3.2** Integrate purchases with capital planning.

**5.3.3** Allocate space and plan for municipal electric charging stations 2-3 years prior to acquiring EVs.

**5.3.4** Pursue grants for electric school buses and other special electric vehicles, as well as charging stations.

**5.3.5** Explore partnerships with programs that facilitate fleet electrification, such as fleet assessment services for commercial, municipal or non-profit fleets.

### Potential Co-Benefits

- Cleaner air, improved public health.
- Less noise.
- Additional revenue from Eversource for using vehicle batteries for peak use and night use in the summer.

*adoption of electric vehicle and charging infrastructure. The plan also encourages the exploration of solutions through work with relevant stakeholders and agencies to adopt regulations.*

Widespread adoption of EVs and electric charging infrastructure is made safer and easier

vehicles may not be feasible to be electric.

- Greater price stability of electricity due to long-term utility contracts in comparison to imported gasoline/diesel.
- No idling needed for police vehicles when parked at Public Safety Building.

### Partners for Implementation

- Board of Selectmen
- School Committee
- School Department
- Town Administrator
- Facilities Director
- DPW Director (DPW has responsibility for the maintenance of town vehicles)
- Departments that own fleet vehicles: Police, COA, P&R, Building Inspector
- Sustainability Consultant
- Bussing contractor
- EV fleet specialist
- Eversource Make Ready
- MassEVIP
- Energy Committee

### Measure of Success:

- Number of electric vehicles purchased by the town
- Number of electric school buses
- Number of light-duty, medium-duty, and heavy-duty trucks
- Number of electric police cruisers

with the adoption of rules that account for the new technology. Current initiatives in the Massachusetts legislature include that the RMV specifically tag EVs, which will enable towns and policy makers to accurately measure the number of EVs, and regulations relating to the safe use of e-bikes.

<sup>44</sup> The Committee recognizes that some specialized

The equitable implementation of new charging infrastructure may require regulations stipulating a minimum density on lots or specific locations, and the Plan encourages the Town to explore equitable and potentially progressively stringent solutions, as needs are likely to change over the next decades.

The following action items will contribute to the process.

**5.4.1** Support legislation for the State/RMV to code for EVs (metrics).

**5.4.2** Advocate for sufficient charging station requirements for multi-unit dwellings.

**5.4.3** Support effective and safe regulation of e-bikes, e-scooters and similar devices.

**5.4.4** Support regulations that phase out gas-powered lawn care and landscaping equipment in Medfield.

### **Potential Co-Benefits**

- Support of e-vehicles that will provide improved customer experiences for local businesses.
- Public health benefits.

### **Equity Considerations**

- Mitigate language and other barriers in educational material and programs.
- Equitable access to charging infrastructure at multi-unit dwellings and rentals.

### **Partners for Implementation**

- Board of Selectmen
- Town Administrator
- Town Planner
- Energy Committee
- Sustainability Consultant
- State legislators
- Regional partnerships
- Medfield Environment Action
- Planning Board

### **Measure of Success:**

- Absence of identifiable barriers discouraging the expanded use of e-vehicles

## 6.1 Make Biking and Walking Safer and More Common in Medfield

*The Plan envisions biking and walking become more common in Medfield not only through inclusive Town planning policies, but also by educating children and parents on safe bike use through training and workshops. A goal is to extend the Complete Streets program to all major roads, and to achieve Complete Street Certification by 2025. The 2030 goal is 50 % more bike usage, and safe bike access for all by 2050<sup>45</sup>.*

Medfield has been leading by example, making bike access a high-priority in street planning. The town has produced a sidewalk and bike lane inventory, has created marked bike lanes, provided bike parking at schools and other improvements. Friends of Medfield Rail Trail have successfully developed a 1.3-mile trail as part of the Bay Colony Railroad trail. Continued improvements will encourage riders and pedestrians of all ages and abilities.

Obtaining federal and state grant support is crucial for climate conscious infrastructure improvements, and the Plan encourages the Town to accelerate and broaden its plan and policy for Complete Street certification and the planning of projects ready for grant funding<sup>46</sup>. Medfield's Rapid Recovery Plan 2021 envisions Complete Streets in the center of town. While acknowledging the financial and practical hurdles, the plan strongly encourages the Town to extend

bike-friendly and pedestrian-friendly Complete Streets plans and policies to all streets leading from outlying neighborhoods to downtown, the schools and business centers.

The town has been exploring mixed use zoning and higher density zoning/cottage housing. Such regulations can reduce the distances traveled by residents within town and facilitate low carbon mobility modes, which are needed to reach the 2030 50%GHG limit.

Training older children on traffic rules and bike handling will serve to make them and their parents more comfortable to ride bikes in town and will increase traffic safety. The Plan envisions systematic education on bike and traffic safety for 4/5th graders as part of the school education.

**6.1.1** Work with DPW, Town Planner, Masterplan, Rapid Recovery Plan to accelerate Complete Street certification, which will give access to funds disbursed by MassDOT. Shared Streets and Spaces Program, Local Bottleneck Reduction Program and the recently filed \$9.78 bond bill offer additional sources of funding.

**6.1.2** Support the ongoing implementation of Complete Streets plan and policy that encourage low carbon mobility on all streets.

**6.1.3** Plan and build a network of bike lanes, walking paths and access lanes that connect neighborhoods to the center of town, business centers and schools.

**6.1.4** Work with local businesses to install or provide bike sheds and racks in strategic locations to encourage economic development.

funding-program.

<sup>46</sup> Complete Streets makes Medfield eligible for MassDOT funding, including Infrastructure Investment and Jobs Act

<sup>47</sup> Similar to

**6.1.5** Support and plan for e-bikes, e-scooters, Segway and other alternative transportation. Monitor and publicize new federal e-bike tax credits, when enacted.

**6.1.6** Work with School Department, Blake and Dale Street school staff, police, parents, and advocacy groups to develop and run bike safety courses for 4-8<sup>th</sup> graders.<sup>47</sup>

**6.1.7** Explore a crossing flag program.<sup>48</sup>

### Potential Co-Benefits

- Public health: reduced pollution and more exercise/recreational opportunities.
- Economic development supporting local businesses.
- Mental health and social benefits.

### Equity Considerations

- Greater opportunities for more varied forms of transportation expands opportunities for residents who may not have cars.
- Alternative transportation in case school bus fees are implemented.
- Bike and walking lanes provide safer travel for wheelchairs users, independence for disabled citizens and youth.

### Partners for Implementation

- Town Planner
- DPW
- School Department
- School Committee
- Friends of the Medfield Rail Trail

<https://www.sustainablewellesley.com/news/wellesleys-rules-of-the-ride-bike-event-grade-5>

<sup>48</sup> <https://www.motherearthnews.com/sustainable-living/green-transportation/crossing-flags-zb0z1304zpit/>

<sup>45</sup> “Complete Streets Funding Program

A Complete Street is one that provides safe and accessible options for all travel modes - walking, biking, transit and vehicles – for people of all ages and abilities” <https://www.mass.gov/complete-streets->

- Board of Selectmen
- Town Administrator
- Energy Committee
- Sustainability Consultant
- Warrant committee
- MEMO
- Sustainable Medfield
- Medfield Environment Action
- Local Service groups: Veteran's groups (e.g., American Legion), Medfield
- Food Cupboard, Churches, Medfield Home Committee, Medfield Together, Medfield Outreach, local service organizations (e.g., Lion's Club)
- Bike safety and advocacy groups<sup>49</sup>

#### **Measure of Success:**

- Complete Streets certification
- Number and length of bike and walking paths that connect neighborhoods to town destinations
- Adequacy of bike racks/sheds installed in public locations and by businesses
- Number of students passing bike safety course
- Number of students biking to school, events, and locations around town.

*Found on an afternoon walk:  
Kids' sidewalk art showing how Medfield children envision bike lanes as part of a complete and safe street, safe for all ages.*

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• <sup>49</sup> <https://www.massbike.org/education>,  
<https://www.sustainablewellesley.com/news/wellesleys-rules-of-the-ride-bike-event-grade-5>

## 6.2 Support and Expand Public Transportation and Shared Rides

***The Plan calls for Medfield to explore options and expand programs and infrastructure that reduce the miles driven in single-occupancy vehicles.***

Medfield's transit and shared ride options are mainly limited to bus and van services. The Council on Aging operates three vans. The Plan calls for a periodic review of available options and support for those that make shared rides more accessible to Medfield residents.

Ride sharing is an expanding opportunity that Medfield will explore. Some surrounding towns have good models that Medfield will evaluate.

**6.2.1** Support and expand on demand ridesharing while electrifying the vehicles.

**6.2.2** Explore transit or shuttle services to MBTA regional rail stations.

**6.2.3** Explore options that other towns have found useful, such as Ride with Via.

**6.2.4** Explore apps that facilitate carpooling for commutes and other regular trips.

**6.2.5** Explore ways to reduce parents' trips to and from school and to make school bus travel more agreeable to students and parents, including shorter routes and extended service.

### Potential Co-Benefits

- Support local businesses
- Reduce congestion
- Improve air quality
- Increase youth and elderly mobility and independence

### Equity Considerations

- Mitigate language and other barriers in educational material and programs.
- Develop fee structure and routing to meet the needs of those most vulnerable.



*Council on Aging provides local transportation for Medfield seniors.*

### Partners for Implementation

- Board of Selectmen
- Town Administrator
- Town Planner
- Medfield Energy Committee
- Department Heads and Boards
- Sustainability Consultant
- Energy Committee
- MEMO
- Sustainable Medfield
- [ridewithVia.com](https://ridewithvia.com) or similar
- Medfield Environment Action
- Local Service groups: Veteran's groups (e.g., American Legion), Medfield
- Food Cupboard, Churches, Medfield Home Committee, Medfield Together, Medfield Outreach, local service organizations (e.g., Lion's Club)

### Measure of Success:

- Number of rides shared.
- Number of ride share programs
- Number of routes that perform within budget
- Number of parents' school drop offs and pickups



## ADDITIONAL STRATEGIES:

### Enforce the No-Idling Law

The Commonwealth of Massachusetts seeks to improve air quality and public health by reducing unnecessary idling.

“Idling can produce more pollution per minute than driving. Studies have linked various types of vehicle emissions to asthma symptoms, cardiopulmonary disease, lung cancer and other serious health problems. Children are even more vulnerable to air pollution than adults because they breathe much more air per pound of body weight and their respiratory defenses are not fully developed.”<sup>50</sup>

engine power is needed for another use<sup>51</sup>. The law specifies fines of up to \$100 for a first offense and \$500 for repeat violations. Offenses found to violate clean air provisions could see fines up to \$25,000 per violation. Drivers and/or companies can be held responsible for paying the fine.

The Massachusetts Department of Environmental Protection has developed a toolkit for Towns and other organizations to publicize and enforce this law<sup>52</sup>.

The Plan encourages the Town to adopt a no-idling policy, and to publicize and enforce such policy. Local enforcement can be handled by appropriate Town officials such as health officials or the police.

### Support Mixed Use Zoning and Higher Density Use Zoning, Cottage Housing

Recognizing space limitations in town development, the Plan encourages the Town to continue exploring higher density housing, cottage housing, accessory dwellings, and mixed-use zoning in appropriate locations to help increase walking and biking.

Massachusetts law prohibits idling with any vehicle for longer than 5 minutes unless the vehicle is being serviced, engaged in a delivery or similar, or the

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<sup>50</sup> <https://airqkc.org/pdf/Idling-myths-and-facts.pdf>

<sup>51</sup> <https://www.hampshire.edu/sites/default/files/envhealthsafety/files/massidlinglaw.pdf>

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90/Section16A>

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section142A>

<sup>52</sup> <https://www.mass.gov › doc › massdep-idling-reduction-kit › download>





## Proposed 6<sup>th</sup> Medfield Town goal: Sustainability

**Advance decarbonization and care for the environment in all municipal, residential and commercial sectors to raise Medfield's sustainability profile**

*Goal #6: Medfield has a high standard of living and a rich natural environment that is enjoyed by all residents. Human activity currently is using more resources and producing more pollution than the planet can support, endangering the environment, infrastructure, food systems, property, livelihoods, social peace, biodiversity, and human health. Global warming is the foremost and most urgent threat. Climate mitigation, or decarbonization, must be achieved in the next few years to prevent devastating damage to the environment and so that there can be a future when damages to the environment can be addressed. Medfield vote to support the net-zero 2050 climate goal and with the town-wide Master Plan and Town of Medfield Climate Action Plan, Medfield already has plans in place to guide its sustainability policies and actions. The town has the tools to decarbonize quickly if actions are prioritized and accelerated.*

Key Focus Area	Long-term (5-10yr timeframe)	2023-24 goals
Priority Focus Area: Rapid decarbonization	Meet and exceed the State 2030 climate goals and work towards Medfield's 2050 net zero goal.	<ul style="list-style-type: none"><li>• Seek funding for and employ a Sustainability Director</li><li>• Take the lead on implementing Medfield's 2022 Climate Action Plan (TOMCAP) and subsequent updates. Work to meet Medfield's carbon reduction goals to reduce GHGs to net zero by 2050 by implementing the priority actions of TOMCAP and the sustainability goals of the Town-wide Master Plan and Municipal Vulnerability Plan.</li><li>• Develop and implement a climate conscious Town policy pertaining to capital planning, operations, decision-making and employee training.</li></ul>

		<ul style="list-style-type: none"> <li>• Develop and administer programs, policies and initiatives to advance Medfield's sustainability profile in all residential, commercial, and municipal sectors.</li> <li>• Create a cultural shift toward greater sustainability in operations, practices, and resource allocation in Town government and the community at large.</li> <li>• Ensure all boards, departments and committees look for opportunities to incorporate climate goals in their charges, prepare departmental climate action plans, incorporate appropriate policies and climate-conscious decision making.</li> <li>• Facilitate collaborations among Town boards, committees, and departments, and residential and commercial sectors to design and follow roadmaps for meeting these goals, and to track progress.</li> <li>• Identify grant opportunities, develop grant-eligible projects with departments, seek funding for these projects, coordinate project implementation and report results.</li> </ul>
Priority Focus Area: Carbon sequestration	<p>Maintain and enhance tree canopy in Medfield</p> <p>Maintain and enhance healthy wetlands and soils</p>	DPW
Subordinate Area <u>Biodiversity</u> -Pollinator protection -Invasive species	TBD	ConCom

<ul style="list-style-type: none"> <li>-Sustainable Landscaping</li> <li>-Wetland protection</li> <li>-Pesticide use</li> </ul>		
Subordinate Area <u>Water</u> <ul style="list-style-type: none"> <li>-Aquifer protection &amp; Drought response</li> <li>-Wetland protection</li> <li>-Sustainable landscaping</li> <li>-Chemical pollution (PFAS, phosphate,..)</li> <li>-</li> </ul>	TBD	Water and Sewer Work to have private wells fall under the Town tier system
Subordinate Area <u>Circular economy</u> <ul style="list-style-type: none"> <li>-Zero waste</li> <li>-</li> </ul>	TBD	TSARC/DPW
Subordinate Area <u>Light</u> <ul style="list-style-type: none"> <li>-Light pollution</li> </ul>	TBD	

**Medfield voted to support the Net Zero 2050 Goal and to develop a climate action plan at Town Meeting in May 2021. The article approved is below.**

To see if the town will adopt the following resolution:

Greenhouse gas content of our atmosphere has increased alarmingly as a result of human activities with negative impact on our





## MEMORANDUM

TO: Board of Selectmen, Town of Medfield  
Kristine Trierweiler, Town Administrator, Town of Medfield  
FROM: Richard Massina, Labor Counsel, Clifford & Kenny, LLP  
RE: Town Administrator Review – Board Consensus Summary  
DATE: September 21, 2022

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The purpose of this memorandum is to provide the Medfield Board of Selectmen (“Board”) and Kristine Trierweiler, the Town of Medfield’s (“Town”) Town Administrator, with a consensus summary of the Board’s individual member’s ratings that shall comprise the Town Administrator’s annual review for Fiscal Year 2022-2023. Upon receipt and review of the same, the Board intends to discuss this consensus summary at a forthcoming Board meeting in Open Session.

The Board’s review included a rubric containing seven (7) categories comprised of twenty (20) individual goals that were graded on a scale to measure each goal’s level of completion. The instrument was agreed to by the Board and the Town Administrator and the scale used to grade is included below:

Grade	Completion Level
1	Complete (100%)
2	Almost Complete (85%)
3	In-Process (50%)
4	Started (20%)
5	On Hold (0%)

### Medfield Board of Selectmen’s Consensus Review Summary

#### **OVERALL SCORE: 82.50%**

1. Goal – Civic Engagement
  - a. Average Score: 32.83%
  - b. Consensus Score: Started
2. Goal - Inter/Intra Governmental Operations
  - a. Average Score: 95%
  - b. Consensus Score: Almost Complete
3. Goal – Grounds and Open Space Maintenance and Improvement Plan Proposal
  - a. Average Score: 60.33%
  - b. Consensus Score: In-Process
4. Goal – Long Term Financial Planning
  - a. Average Score: 94.33%
  - b. Consensus Score: Almost Complete

5. Goal – Communications
  - a. Average Score: 100%
  - b. Consensus Score: Complete
6. Goal – Board of Selectmen Policy Updates
  - a. Average Score: 95%
  - b. Consensus Score: Almost Complete
7. Goal – Labor Relations
  - a. Average Score: 100%
  - b. Consensus Score: Complete

In addition to the general scores, certain members of the Board included additional commentary to be considered when voting to determine the bonus, if any, to be presented to the Town Administrator, as stated in Section XIV – Performance Review of the Town Administrator’s employment agreement. A general consensus of those comments follows:

More than one member of the Board noted the Town Administrator’s ability to successfully schedule and complete Special and Annual Town Meetings throughout the COVID-19 pandemic. The Town Administrator led the Town and its staff through sometimes difficult and contentious issues, coordinating with all of the Town departments to ensure work was completed. Special mention was made of projects relating to the State Hospital, the Dale Street building project, information requests received by the Town, maintaining good financial standing and the implementation of a new Town department – Land Use. More than one member of the Board championed the Town Administrator’s handling of prospective litigation and avoiding the same through negotiations, while still ensuring the Town’s high standard of performance for employees.

#### Conclusion

With a total average score of 82.50%, it is the Board’s consensus opinion that the Town Administrator has “almost completed” all of her goals for this review period. As such, the Board should use this summary, in reference to the goals contained in the agreed-upon review instrument, to determine the amount of the Town Administrator annual salary bonus, if any.

If you have any questions regarding the foregoing, please do not hesitate to contact my office directly.







## TOWN OF MEDFIELD

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

TOWN HOUSE,

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**Kristine Trierweiler**  
*Town Administrator*

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

Gustave H. Murby, Chair  
Osler L. Peterson, Clerk  
Eileen Murphy, Third Member

### **Town Administrator Goals July 1, 2022 to June 30, 2023**

**Goal:** Develop strategies to increase public participation and ensure that citizens have the opportunity to be actively engaged in planning and implementation of services.

- A. Finalize Committee Handbook to reflect the most current information on the roles and responsibilities of committees and their members
- B. Work with Town Moderator and Town Clerk to develop a Town Meeting 101 Session
- C. Town Administrator Monthly Office Hours
- D. Monthly Written Town Administrator Reports
- E. Conduct survey of existing Board/Committee members

**Goal:** Identify and advance opportunities for cooperation between Town departments, Medfield Public Schools, neighboring municipalities, non-profit organizations, and regional governments as ways to improve services and reduce costs.

- A. Investigate opportunity for a Human Services Department
- B. Develop a Building Grounds and Open Space Maintenance and Improvement Plan Proposal
  - a. Identify responsibility for building grounds, open space, and recreational parcels
  - b. Prepare maintenance plan for all identified locations

**Goal:** Continue to manage town finances in a fiscally prudent manner that strikes a proper balance between the funding of important town services and affordability for taxpayers.

- A. Present final ARPA project plan

- B. Submit FY2023 Budget for approval to the Government Finance Officers Association (GFOA)
- C. Capital Plan presented to the BOS prior to December 1, 2022
- D. Oversee the development of an Annual Grant funding report to the BOS by June, 30, 2023
- E. Continue to work with and support the new Elementary School Project Committee

**Goal:** Provide support for implementing economic development initiatives and promote local businesses.

- A. Written Board of Selectmen Policy for liquor licenses
- B. Identify Funding Source and implement Wayfinding Project identified in the Local Rapid Recovery Grant
- C. Develop and Finalize *Welcome to Medfield* Local Business Landing page

**Town Administrator should continue to work to carry out Board of Selectmen Goals.**

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Voted  
BOS:

by

the



## 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)	2022 - 2023 Goals
Maintain a Responsible/Fiscally Prudent Financial Position	Keep the Town's Operating Budgets within the limits imposed by Prop 2 Yi 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 – <b>COMPLETE</b> – What do we have to do beyond this?
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><b>Find a suitable replacement for the Assistant Town Administrator</b></p> <p>Work with Town Planner to identify parcels of land that could be rezoned as commercial. Present recommendations to the Planning Board – <b>NOT DONE YET</b></p> <ol style="list-style-type: none"> <li>Identify 1 parcel of town-owned land suitable for commercial development and create a plan for its reuse and disposition. – <b>COMPLETE? (MSH?)</b></li> <li>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>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. – <b>IN PROCESS</b></li> <li>Support a process for redesigning the Gun Range in support of the Trinity project</li> <li>Pursue reuse of the Town Landfill for solar energy generation</li> </ol> <p>Appoint a Town-Wide Master Planning Committee to revamp the current town Master Plan by September 2019 -- <b>COMPLETE</b></p>
Promote a "Business Friendly" Atmosphere to Retain Current and Attract Potential New Businesses		<p>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) – <b>DO WE STILL WANT TO DO THIS?</b></p> <p>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 -- <b>COMPLETE</b></p>

**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 (S -10 year timeframe)	2022 - 2023 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 -- <b>COMPLETE</b>  Develop a plan to fund those building improvements/repairs deemed necessary and appropriate for funding from the 20-year capital plan – <b>COMPLETE?</b> Update/ revise the Capital Maintenance 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 – <b>IN PROCESS?</b>  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.— <b>IN PROCESS?</b> Tap ARPA funding to accelerate progress on sidewalk construction?  Are there other things that need to be done in this area?
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 – <b>COMPLETE/ OBE IN LIGHT OF FINANCIAL POLICIES</b>  Develop a plan to reduce employee usage of town health benefits – <b>COMPLETE</b> Anything further here?  Establish procedures to ensure 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.— <b>IN PROCESS</b>

**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 (S -10 year timeframe)	2022 - 2023 Goals
Achieve 408 Affordable  Housing Goals to Enable Medfield to Control Its Development Path	Achieve 10% Affordable  Housing mandate imposed by Chapter 408 within the next 8 years	Complete construction of 21 units of all SHI-eligible housing required to achieve the 40B goal extend safe harbor protection for another year, and commence planning for 21 SHI per year in future years. (Implement...
Provide Housing for Medfield's Adults Who Are Capable of Living Independently With Assistance	Develop 8 units of housing for adults with intellectual disabilities	Do we need a goal for group home development here?
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 -- COMPLETE  Adopt Senior Housing Overlay District -- CANCELLED What's the current number of senior housing units?
		Schedule and hold Town Meeting vote on zoning changes and disposition of Medfield State Hospital property -- COMPLETE Begin to implement the final Medfield State Hospital Master Plan -- COMPLETE Resolve question of water and sewer capacity required to support the redevelopment of the State Hospital property -- COMPLETE 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.—COMPLETE Gun Range action could also go here instead of further forward



## 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 (S -10 year timeframe)	2022 - 2023 Goals
Maintain/ Improve the School System's Solid Academic Performance	Plan for the replacement of the Dale Street School	<del>Complete</del> Update the Feasibility Study for the replacement of the Dale Street School/ Develop a revised concept for the new school
Support the Cultural/ Physical/ Emotional/ Civic Development of Our Children	Develop and implement a thoughtful framework for addressing the full range of challenges confronting the town's young people  Support and strengthen the opportunities available to the town's young people to help them realize their full potential in life	Implement the Connections program to enhance contact between the town's seniors and the town's youth (grant funded) – IN PROCESS?  Medfield Outreach action here as follow up to strategic plan development??
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 – CURRENT STATUS?  What else? (Fire Department Cadet program, Police Dept internships, Town Hall internships?)

***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 (S -10 year timeframe)	2022 - 2023 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 – SHOULD THIS BE ON KRISTINE'S GOAL LIST? Does Sarah's work in this area fit here?
Support and Protect/ Maintain Attractive Open Space Acquisitions to Enhance Recreational Opportunities and to Maintain the Open Character of the Town		The prerequisite action here is to answer the maintenance question –(CORPS Plan? – Conservation, Open-Space, Recreation, Public Spaces Plan)



September 12, 2022

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

Re: Open Space Committee Membership

Dear Selectmen:

Please consider this letter to be my formal expression of interest to join Medfield's Open Space Committee.

Having grown up in the neighboring town of Dover, I've always had a fond appreciation for green space, and preserved land. Hikes in Rocky Woods were some of my favorite weekend activities with friends.

As years have passed I've grown to appreciate the relationship between conscious preservation and development. When I moved away to college in Washington DC, I had first-hand experience on an urban environment that had been long scared by riots in the 60's, and was desperate for revitalization. When I entered the work-force after school, I selected one of the most prominent privately owned developers in the DC and Boston area - Spaulding & Slye Colliers. I got my first introduction into how land owners and transfer of ownership can have far reaching effects on not just the parcel itself, but ripple effects into its surrounding community. After their corporate acquisition by Jones Lang LaSalle, I realized my values were better aligned with a more boutique company that honored it's influence on the land it became involved in - and so I joined Akridge. The largest privately owned developer in Washington, DC - the founder, Chip Akridge, was a firm believer in sustainable development and conscientious impact on the land. He led by example and personally purchased hundreds of acres of land for preservation in Maryland's endangered Chesapeake Bay. He set a corporate mandate to become the most sustainable developer in the Washington Metro area, and lead city-wide sustainability efforts with the preservation of dozens of historic row-homes, rehabilitation of local schools, and more. He was an excellent mentor in my career and continues to inspire me to be more involved in my direct community in a long-lasting and impactful way.

When my family and I made the decision to return to Massachusetts four years ago, I was unsure where my employment path would take me next. I connected with an old high-school friend, Evan Walsh, and joined his locally-based real estate team. While I'm not as involved in the commercial world anymore - I like to think I was able to take that same lens and apply it to the residential and local communities. One of the best parts of my job today is connecting builders with sustainable opportunities to either retrofit an older home, or identify sustainable and thoughtful development. The preservation of open spaces and land are crucial to the identify of this town and the long-term sustainability of its environment. I've seen it happen in the past, and know it can be true for Medfield too! I deeply welcome the opportunity to be involved in Medfield's Open Space Committee.

Thank you for your consideration,

Corinne Schieffer

# CORINNE PIGNATELLI SCHIEFFER

BACKGROUND EXPERIENCE - MEDFIELD OPEN SPACE COMMITTEE

## **William Raveis Real Estate, Mortgage & Insurance | Realtor**

Wellesley, MA (2019 - Present)

Member of The Walsh Team, the area's top producing real estate team specializing in Luxury Homes, New Construction, Antique Homes and Equestrian Properties.

## **Union Station Redevelopment Corporation | Outreach and Communications**

Washington, DC (2013-2016)

- Primary strategist and lead communicator with all news and media outlets to promote ongoing station restoration projects and future planned developments, including the \$7.5 billion station expansion
- Organized community meetings and associated materials with key stakeholders, local and federal agencies, non-profit organizations, and the public throughout the federally mandated National Environmental Policy Act (NEPA)/Environmental Impact Statement (EIS) process for the Union Station Expansion project and ensured that all public engagement requirements were met in order to achieve appropriate project approvals
- Launched a full rebrand including the development of a new logo, identity materials, quarterly newsletter, Facebook and Twitter profiles; and wrote, designed, and distributed the organization's first-ever Annual Report to promote awareness of organizational accomplishments
- Built and expanded upon relationships with key stakeholders, local and federal agencies, non-profit organizations, and the community to promote the preservation of the station's architectural history, enhance awareness of the ongoing restoration projects throughout the station, and solicit support for the station expansion project that will allow for future growth and enable the station to meet future demands for capacity.
- Managed the design, development, product launch and marketing of a self-guided iPhone and Android application for Union Station.
- Created and expanded upon community programs and relationships with the station, including the launch and maintenance of the station's public lending library and information pavilion.
- Suggested and managed a combined effort with the National Park Service to host a 'cleanup' event for Columbus Plaza, the main entrance at Union Station, and solicited donations for time and materials, resulting in over 600 new plantings and re-mulching of the landscape.

## **Akridge | Director of Marketing and Communications**

Washington, DC (2006-2013)

- Lead an in-house marketing department for a full-service commercial real estate firm with a portfolio of over \$4 billion in existing assets and 4 million square feet under management.
- Managed the existing corporate brand and identity, and created new opportunities for expansion where appropriate (i.e. 'Building Sustainability – an Akridge brand that is exclusive to 'green' sustainable initiatives)

# CORINNE PIGNATELLI SCHIEFFER

BACKGROUND EXPERIENCE - MEDFIELD OPEN SPACE COMMITTEE

## Akridge | Director of Marketing and Communications, cont.

Washington, DC (2011-2013)

- Updated and maintained the corporate website, project websites and applications
- Responsible for submitting new business proposals and coordinating presentations
- Managed all media inquiries, coordinated interviews and responses, drafted and distributed press releases
- Researched and executed corporate and project sponsorships, speaking opportunities, and public appearances including press conferences, ribbon cuttings, and ground-breaking events with local and federal officials for projects up to \$3 billion in projected value
- Managed department budget and overhead
- Responsible for overseeing creation and execution of specialized advertising campaigns for projects
- Designed and coordinated annual corporate events hosting high-net worth industry partners

## Marketing Manager (2008 - 2011)

- Managed project marketing and budgeting for leasing and development portfolio of over 35 commercial buildings
- Responsible for creating and executing specialized campaigns for projects
- Recommend and executed annual contract commitments for corporate and project advertising
- Researched, created, and submitted award submissions for project and corporate recognition
- Assisted with public relations and press efforts on a corporate and project specific level
- Coordinated annual corporate events hosting industry partners

## Marketing Assistant / Marketing Coordinator (2006 - 2008)

- Managed monthly client events program for a management portfolio of 35 commercial buildings
- Responsible for writing and design of written and visual communication to over 14,000 building tenants
- Assisted in proposal preparation for development, acquisition, and property management
- Coordinated annual corporate charitable and industrial sponsorship commitments

## Spaulding & Slye Colliers / Jones Lang LaSalle | Brokerage Assistant

Washington, DC (2004-2006)

- Provided administrative support to a team of two leasing brokers and seven investment sales executives.

## Education

American University | BSBA Marketing  
Washington, DC (2000 - 2004)







**Brittney Franklin** <bfranklin@medfield.net>

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**Re: FW: Medfield PBC**

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**Brittney Franklin** <bfranklin@medfield.net>  
To: Brittney Franklin <bfranklin@medfield.net>

Fri, Sep 23, 2022 at 9:23 AM

-----Original Message-----

From: Walter Kincaid <[REDACTED]>  
Sent: Monday, September 19, 2022 10:10 AM  
To: Michael Quinlan <[REDACTED]>  
Subject: Medfield PBC

Hey Mike,

Just writing to confirm our discussion regarding my resignation from MPBC. This summer I sold our house and have relocated to the Cape full time.

I really enjoyed this group and grateful to be involved with such a great community.

Walt



Kristine H. Barton  
3 Jefferson Way  
Medfield, MA 02052

September 15, 2022

Gus Murby, Chairman of Select Board  
John J. McNicholas, Chairman of Zoning Board of Appeals  
Town of Medfield  
459 Main Street  
Medfield, MA 02052

RE: Zoning Board of Appeals – Associate Member

Dear Chairman Murby, Members of the Select Board and Chairman McNicholas:

I am writing to express my interest in the Associate Member position on the Medfield Zoning Board of Appeals. By way of background, my husband, Kevin and I have lived in Medfield for almost 15 years raising our two daughters. Kevin grew up in Medfield and his father taught history at Medfield High School for over 35 years. Since moving here, I have been involved in various volunteer capacities such as, Treasurer and Social Chair at New 'N Towne, MAP Board of Directors, numerous school volunteer positions and, most recently, a four (4) year term on the Warrant Committee.

I am a practicing land use and permitting attorney with Riemer & Braunstein, a national law firm. I have obtained local and state permits for the construction of e-commerce logistic centers, industrial flex buildings and life science buildings for major developers throughout Massachusetts, drafted zoning bylaw text amendments, and assisted in the permitting of a so-called "friendly" 40B development in a nearby municipality. I think my experience with land use and entitlement matters would make me an ideal candidate for this position.

Thank you for your time and consideration.

Sincerely,



Kristine H. Barton





Brittney Franklin &lt;bfranklin@medfield.net&gt;

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**Interest in Medfield Leash Law Bylaw Committee**

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**Frank Moran** <[REDACTED]>  
To: "bfranklin@medfield.net" <bfranklin@medfield.net>  
Cc: Eileen Murphy <emurphy@medfield.net>

Mon, Aug 1, 2022 at 3:35 PM

Brittany,

Eileen Murphy and Kristin Trierweiler suggested I email you regarding my interest in the potential committee on dog leash bylaws. My name is Francis (Frank) Moran and I have lived at [19 Partridge Rd](#) in Medfield since May 2001. My email address is [REDACTED] and cell phone number is [REDACTED].

I believe that I could add tremendous value on the committee as the town continues to struggle with the needs of dog owners walking their dogs on and off leash at Medfield State Hospital (MSH) verses the safety of MHS patrons walking, biking, etc. My wife Kim and I started a petcare business approx. six years ago as a type of "retirement" business. We walk dogs primarily at MSH two/three times a day. Over the course of the last six years I have spent thousands of hours walking the MSH property with dogs on and off leash. Through the many hours spent at MSH, I would consider myself an expert as it relates to witnessing the good and the not so good that happens at "the hill" and is routinely communicated through social media. Obviously whatever decisions are made by the committee will affect our business and also our "dog" customers who are primarily Medfield residents. I think its important to ensure that the committee is made up of a diverse group of stakeholders who can work together in the best interest of all Medfield Residents. I'm confident that if given the opportunity I could assist in the creation of a fair and unbiased Medfield leash law.

Regards,

Frank Moran

Sent from [Mail](#) for Windows





Brittney Franklin &lt;bfranklin@medfield.net&gt;

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**Re: Volunteer for Town Dog Bylaw Group**

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**Brittney Franklin** <bfranklin@medfield.net>  
To: Brittney Franklin <bfranklin@medfield.net>

Fri, Sep 23, 2022 at 9:46 AM

On Mon, Jul 25, 2022 at 7:45 AM John Thompson <[REDACTED]> wrote:

Hi Kristine

My name is John Thompson (we have corresponded in the past, my mother was selectman for a long time in town as well). I would like to submit myself as a potential volunteer for the town bylaw committee. I am not sure what information you need about me to make a decision but I thought I would include some bullet points on my background.

Please let me know if you need any additional information.

Thank you

John Thompson

1. Long time Medfield resident (40 of the last 53 years), graduate of MHS
2. Very frequent user of our towns public spaces
3. Dog owner
4. Education: BS Marketing UMASS Amerherst. MBA Babson College
5. Employment: Currently VP of Marketing for a healthcare services firm

--

John Thompson  
Sturbridge Growth Partners, Inc  
[REDACTED]







Brittney Franklin &lt;bfranklin@medfield.net&gt;

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**Fwd: Interest in serving on the Dog Control Bylaw Committee**

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**Kristine Trierweiler** <ktrierweiler@medfield.net>  
To: Brittney Franklin <bfranklin@medfield.net>

Thu, Jul 28, 2022 at 6:11 PM

Sent from my iPhone

Begin forwarded message:

**From:** Mark Farrell <[REDACTED]>  
**Date:** July 28, 2022 at 5:41:44 PM EDT  
**To:** ktrierweiler@medfield.net  
**Subject:** Interest in serving on the Dog Control Bylaw Committee

Hello Kristen,

I am Mark Farrell, from 8 Oxbow Road. I have lived in town since 2005.

I am a Mechanical Engineer by training. Currently I work in the legal department of J&J as a Patent Manager.

I grew up with dogs as a kid, but do not currently own dogs. I have 2 indoor cats right now.

My 3 kids are 24, 22, and 20. My wife is a business owner here in Medfield.

I feel that something has to be done regarding the off-leash dogs that are running around the state hospital. I am open to all suggestions regarding the solution, but the current situation has to change. In my opinion, many of these dogs are not even from Medfield, but it seems that Medfield is the last town in the area to still "allow" off leash dogs. It is not fair to all of the taxpayers in town that supported the acquisition and development of that property, and now no longer feel comfortable using it, both dog owners and non dog owners.

If you have any questions, please let me know.

Mark Farrell  
[REDACTED]

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.



## Membership Application & Facility Agreement Instructions for Completion

Thank you for your interest in becoming an MMCAP Infuse member.

New member applications generally take less than one week to process upon receipt. Once your membership has been approved and activated, you will receive a welcome letter and a copy of the fully-executed Membership Application and Facility Agreement.

### Eligibility

MMCAP Infuse membership is limited to facilities that:

1. Have legal authority to contract with the State of Minnesota, and
2. The State of Minnesota has legal authority to contract with the entity. Minnesota's authority is limited by Minnesota Statutes Section 471.59, subdivision 10 to:
  - Other states
  - Agencies of other states
  - Counties
  - Cities
  - School Districts
  - Federally recognized Indian tribes
  - Entities recognized by the member state's statutes as authorized to use that state's commodity or service contracts (Minnesota Statutes Section 16C.03, subdivision 10 – found at: <https://www.revisor.mn.gov/statutes/?id=16C.03>)

### Application Check List

☐ Membership Application completed with each question answered

**If this application includes multiple ship-to locations contact MMCAP Infuse Membership at 651.201.2420 or [mmcap\\_infuse.membership@state.mn.us](mailto:mmcap_infuse.membership@state.mn.us).**

☐ Facility Agreement signed by proper authority of the facility applying

☐ Membership Application and Facility Agreement forwarded to MMCAP Infuse for final processing, at [mmcap\\_infuse.membership@state.mn.us](mailto:mmcap_infuse.membership@state.mn.us)

If you have any questions, please contact MMCAP Infuse at (651) 201-2420.

## Membership Application and Facility Agreement

Forward the completed Membership Application and executed Facility Agreement to MMCAP Infuse for final processing, at [mmcap\\_infuse.membership@state.mn.us](mailto:mmcap_infuse.membership@state.mn.us)

### 1. Facility Information:

\* If this application includes multiple ship-to locations contact MMCAP Infuse Membership at 651.201.2420

Legal Name (no abbreviations or acronyms):		
"Bill To" Street Address:		
City:	State:	Zip:
"Ship To" Street Address:		
City:	State:	Zip:
Facility Website:		
Primary Contact Name:	Title:	
Primary Contact Email:	Primary Contact Phone:	
Second Contact Name (two contacts must be listed for facility):	Title:	
Second Contact Email:	Second Contact Phone:	

### 2. What type of entity is the facility? (Check one)

- |   |  |
|---|--|
| <input type="checkbox"/> State Government         | <input type="checkbox"/> Non-government Private - non-profit |
| <input type="checkbox"/> County/Parish Government | <input type="checkbox"/> Federal Government                  |
| <input type="checkbox"/> Municipal Government     |  |

### 3. What is the primary purpose of your facility? (Check one)

- |   |   |
|---|---|
| <input type="checkbox"/> Central Purchasing/Business Office | <input type="checkbox"/> Public Health                  |
| <input type="checkbox"/> Correctional Facility              | <input type="checkbox"/> Public Safety/First Responders |
| <input type="checkbox"/> Convalescence/Nursing Facility     | <input type="checkbox"/> Veterinary                     |
| <input type="checkbox"/> Mental Health                      | <input type="checkbox"/> Other: _____                   |

#### 4. Facility Identifiers

a) Health Industry Number (HIN) - <b>if unknown, leave blank:</b>
b) Facility's State Pharmacy License Number, if applicable:
c) DEA Number, if applicable (required for controlled substances):

#### 5. Indicate which MMCAP Infuse programs the facility intends to use (Check all that apply):

##### ☐ Pharmacy

- ☐ Pharmaceutical Wholesaler Services (AmerisourceBergen, Cardinal Health, or Morris & Dickson)
- ☐ Products
  - ☐ Prescription Drugs (other than vaccines)
  - ☐ Vaccines (other than influenza)
  - ☐ Over-the-Counter
  - ☐ Nutritionals
  - ☐ Diabetic Supplies (meters/strips/syringes)
  - ☐ Containers and Vials
- ☐ Contract Price Auditing
- ☐ Pharmaceutical Reverse Distribution
- ☐ Pharmaceutical Repackaging

##### ☐ Influenza Vaccine

##### ☐ Prescription Filling/Pharmacy Services

##### ☐ Animal Health

##### ☐ Emergency Preparedness/Stockpiling

##### ☐ Healthcare Products & Services

- ☐ Medical Supplies & Distribution Services
- ☐ Dental Supplies & Distribution Services
- ☐ Drug Testing Kits & Services
- ☐ Condoms

#### 6. If anything under "Pharmacy Program" was checked please answer this question, otherwise skip.

Within the past year, has this facility been affiliated with a pharmaceutical group purchasing organization (GPO) other than MMCAP Infuse? (Please check one.)

- ☐ No
- ☐ Yes, but the facility is switching to MMCAP Infuse. Attach a signed letter on the facility's letterhead stating that it wishes to discontinue your association with its current pharmaceutical GPO and use MMCAP Infuse instead.
- ☐ Yes, and the facility will remain with its current GPO.

Current pharmaceutical GPO Name: \_\_\_\_\_

Products the facility currently purchases: \_\_\_\_\_

**\*\*\* MMCAP Infuse will complete these two questions \*\*\***

#### 7. Specific legal authority under which this facility may purchase goods and services from MMCAP Infuse:

#### 8. Is the facility **340B (PHS)\* Eligible?**

*\*The Federal 340B Drug Pricing Program provides significant pharmaceutical discounts to facilities receiving certain types of federal government funding.*

- ☐ Yes
- ☐ No

9. Which best describes the facility? (Check all that apply)

- ☐ Acute Care
  - ☐ Adult Daycare
  - ☐ Ambulatory Care Pharmacy
  - ☐ Assisted Living
  - ☐ Clinic (if checked, then check all that apply)
    - ☐ City
    - ☐ Dental
    - ☐ Dialysis
    - ☐ Oncology infusion clinic or practice
    - ☐ Outpatient
    - ☐ Radiology services
    - ☐ State
    - ☐ Surgical
    - ☐ WIC (women, infant, children)
  - ☐ Central Purchasing/Business Office
  - ☐ Community/Public Health Nursing
  - ☐ Corrections
    - ☐ City Jail
    - ☐ County Jail
    - ☐ Juvenile Detention
    - ☐ State Prison
  - ☐ Dentist
  - ☐ Detoxification
  - ☐ Education
    - ☐ School District
    - ☐ Elementary
    - ☐ Secondary
    - ☐ Post-secondary
  - ☐ Emergency First Responders
  - ☐ Emergency Medicine & Ambulance
  - ☐ Emergency Preparedness
  - ☐ Health Service Home Health
    - ☐ Home health provider, non-pharmacy
    - ☐ Home infusion
    - ☐ Home medical equipment
  - ☐ Hospice
  - ☐ Hospital (if checked, then check all that apply)
    - ☐ Acute care
    - ☐ City/county/state dialysis
    - ☐ Long-term care
    - ☐ Oncology infusion clinic or practice
    - ☐ Outpatient
    - ☐ Radiology services
    - ☐ Surgical
  - ☐ Juvenile Detention
  - ☐ Laboratory services
  - ☐ Long Term Care
  - ☐ Mail Order Pharmacy
  - ☐ Mental Health (if checked, then check all that apply)
    - ☐ ICF / IDD
    - ☐ Inpatient outpatient
    - ☐ Developmental disabilities
  - ☐ No Care Provided
  - ☐ Nursing Facility
    - ☐ Convalescences
    - ☐ Nursing home
    - ☐ Inpatient
    - ☐ Outpatient
  - ☐ Nutrition Services
  - ☐ Other (State and Local Gov't) healthcare related:
- 
- ☐ Patient Population Served
    - ☐ Pediatrics
    - ☐ Adult
    - ☐ Geriatrics
  - ☐ Public Health
  - ☐ Public Safety
  - ☐ Rehabilitation (if checked, then check all that apply)
    - ☐ Inpatient
    - ☐ Outpatient
    - ☐ Skilled nursing facilities
  - ☐ Research/Training
  - ☐ Senior Services
  - ☐ Skilled Nursing Facilities
  - ☐ Specialty Pharmacy/Special Care
  - ☐ Student Health
  - ☐ Surgery Center
  - ☐ University (if checked, then check all that apply)
    - ☐ Teaching hospital
    - ☐ Training or research (clinic research centers)
    - ☐ College student health services
    - ☐ Pharmacy school
  - ☐ Urgent Care Center
  - ☐ Veterans Home – State
  - ☐ Veterinary
    - ☐ Veterinary medicine
    - ☐ Veterinary medicine – university dept.
    - ☐ Veterinary zoological medicine





**MMCAP Infuse**  
**50 Sherburne Avenue, Suite 112, St. Paul, MN 55155**  
**(651) 201-2420**  
**<https://infuse-mn.gov>**

## **Member Facility Agreement**

This Agreement is by and between the State of Minnesota, acting through its Commissioner of Administration on behalf of MMCAP Infuse and the facility named in line one of the Membership Application.

MMCAP Infuse is a free, voluntary, public sector group purchasing organization for government-authorized facilities and is operated by the Office of State Procurement of the State of Minnesota's Department of Administration. It combines the purchasing power of its members to receive the best prices available for the products and services for which it contracts. Membership in MMCAP Infuse is limited to facilities with which the State of Minnesota may contract, as defined by Minnesota Statutes Section 471.59, subdivision 10.

The Member Facility desires to access MMCAP Infuse's programs to purchase products and services for the Member Facility.

### **1. Term of Agreement and Cancellation**

This Agreement, which is required by 42 C.F.R. § 1001.952(j) and Minnesota law, will be effective upon the date it is fully executed by all parties; and will remain in effect until canceled by MMCAP Infuse or the Member Facility. This Agreement may be canceled by either party upon 30 days' written notice to the other party, or immediately upon material breach by one of the parties.

### **2. Member Facility**

The Member Facility:

- A. Certifies it has authority to enter into this Agreement with the State of Minnesota and, where applicable, authorizes MMCAP Infuse to negotiate contracts on its behalf. For non-government entities, also certifies it has statutory authority under which it may purchase goods and services from its state's contracts.
- B. Must comply with all applicable laws, rules, and regulations governing government purchasing of pharmaceuticals, and related healthcare products and services when utilizing MMCAP Infuse contracts and programs.
- C. Should endeavor, where practical, to purchase its goods and services from MMCAP Infuse contracts.
- D. Acknowledges it will be bound by applicable antitrust laws (Robinson-Patman (15 U.S.C. 13 (a)) and purchase products for its "own use" as defined by Abbott Labs v. Portland Retail Druggists (425 U.S. 1(1976)) and Jefferson County Pharmaceutical Association, Inc. v. Abbott Labs (460 U.S. 150 (1983)).
- E. Will not resell (as may be prohibited by law) or divert products obtained under the MMCAP Infuse contracts. If there are any questions about the propriety of the use of products purchased from the MMCAP Infuse contracts, the Member Facility will obtain an opinion from its legal counsel and notify MMCAP Infuse of the decision.
- F. When applicable, acknowledges that the prices made available under MMCAP Infuse's contracts may represent a discount to price that must be properly and accurately accounted for and reported in accordance with all federal and state laws, including the anti-kickback law (42 C.F.R. § 1320a- 7b(b)(3)(A)) and regulations thereunder (42 C.F.R. §1001.952(h)).
- G. Must comply with the terms and conditions of the applicable MMCAP Infuse vendor contracts and usual and customary industry standards, upon making a purchase.
- H. Understands that MMCAP Infuse is not liable for any denied pricing, chargeback, refusal of vendors to honor contract pricing, or failure of vendors to deliver the products or services. THE

MEMBER FACILITY ACKNOWLEDGES THAT MMCAP INFUSE IS NOT THE MANUFACTURER OR DISTRIBUTOR OF ANY PRODUCT AND SERVICE AND MAKES NO REPRESENTATION AS TO WARRANTY OF QUALITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, CONDITION, OR OTHER ATTRIBUTE OF THE PRODUCTS SUPPLIED BY VENDORS UNDER MMCAP INFUSE CONTRACTS.

I. Must update MMCAP Infuse regarding changes to the Member Facility information and contact person information.

J. Must promptly pay MMCAP Infuse-contracted vendors for all products or services purchased. MMCAP Infuse does not assume any responsibility for the accountability of funds expended by the member Facility.

### **3. MMCAP Infuse**

MMCAP Infuse will:

- A. Select products or services for cooperative contracting under the programs offered.
- B. Comply with Minnesota laws, including procurement and data practices, that require fair and open competition.
- C. Make available copies of contract documents.
- D. Maintain vendor performance records.
- E. Assist in resolving administrative, contract, or supplier problems that cannot be resolved by the Member Facility.
- F. Provide information to the Member Facility regarding products and services available through the MMCAP Infuse program.
- G. Distribute to Member Facilities any unused administrative fees collected from contracted vendors (Article 4 below); and annually disclose in writing to Member Facilities, and to the Secretary of the United States Department of Health and Human Services upon request, the amounts received by MMCAP Infuse from vendors that were directly attributable to the Member Facility's purchases.

### **4. Administrative Fee Collected from MMCAP Infuse's Vendors**

The MMCAP Infuse Managing Director may, pursuant to contract terms and conditions, require the contracted vendors (not Member Facilities) to pay an administrative fee to MMCAP Infuse. The fee of not more than three percent will be based on a percentage of sales made through the individual contracted vendor. Fees will be collected by the MMCAP Infuse office and used to pay for the administrative costs incurred in the operation of MMCAP Infuse as approved by the MMCAP Infuse Managing Director. Any remaining balance of funds will be returned to active members by means of either a credit to their wholesaler or distributor account, or other mechanism agreed to by the parties, in an amount proportional to the Member Facility's on-contract purchases.

### **5. Assignment, Amendments, Waiver, and Contract Complete**

**5.1 Assignment.** Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a fully executed assignment agreement.

**5.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement.

**5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

### **6. Liability**

Each party will be responsible for their own acts and behavior and the results thereof. Nothing in this membership agreement will be construed as expanding the limits of liability of the Member Facility beyond the limits of the law of its state. MMCAP Infuse's liability is governed by the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, and other applicable laws.

## 7. State Audits

As mandated by Minnesota Statutes Section 16C.05, subdivision 5, “the books, records, documents and accounting procedures and practices of the [Member Facility] relevant to this Agreement shall be made available and subject to examination by the State of Minnesota, including the contracting agency/division, Legislative Auditor, and State Auditor” for a minimum period of six years after the termination of this Agreement.

**IN WITNESS WHEREOF**, the undersigned parties represent they have the authority to bind their respective party and have signed intending to be bound thereby.

<p><b>Member Facility:</b> (Person with legal authority to bind the facility)</p> <p>Signature: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p><b>State of Minnesota, through its Commissioner of Administration on behalf of MMCAP Infuse:</b></p> <p>Signature: _____</p> <p>Title: _____</p> <p>Date: _____</p> <p><b>Commissioner of Administration, as delegated to the Office of State Procurement:</b></p> <p>Signature: _____</p> <p>Title: _____</p>
--	--

## IN AN APPROVAL CAPACITY ONLY:

**State Contact:** I have reviewed and approve the facility’s eligibility for membership in MMCAP Infuse.

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

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



## **AGREEMENT FOR PAYMENT IN LIEU OF TAXES**

**55 North Meadows Rd  
Medfield, MA 02052**

THIS AGREEMENT FOR PAYMENT IN LIEU OF TAXES (this “PILOT Agreement” or this “Agreement”) is made and entered into as of \_\_\_\_\_, \_\_\_\_\_ by and between Solect Energy Development LLC, a limited liability company located in Hopkinton, Massachusetts, (“Provider”), and the Town of Medfield, a municipal corporation duly established and located in the Commonwealth of Massachusetts (the “Host”). Provider and the Host are collectively referred to in this PILOT Agreement as the “Parties” and are individually referred to as a “Party”.

WHEREAS, on or about the date of this Agreement, the Parties have entered into a Solar Power Purchase Agreement (“PPA”) and lease or easement, which serves one or more municipal purposes;

WHEREAS, Provider proposes to build and operate a solar electric generating facility (the “Project”) with a nameplate capacity of (229 kW DC, 200 kW AC), as determined by the final design and engineering plans, on Property owned by Host and located at **55 North Meadows Rd, Medfield, MA 02052** as more particularly described in Exhibit A (the “Property”);

WHEREAS, the municipal purposes of the PPA and Project include the establishment of renewable energy facilities and the realization of savings in electricity costs;

WHEREAS, the Parties wish to avoid uncertainty as to the future tax liability attributable to the Project that may be incurred by the Provider;

WHEREAS, it is the intention of the Parties that Provider make payments to the Host for the term of this PILOT Agreement in lieu of property taxes on the Project, in accordance with General Laws Chapter 59, §5, clause Forty-fifth (Acts of 2021 Chapter 8, Section 61) and the Massachusetts Department of Revenue (DOR) Guidelines published in connection therewith;

WHEREAS, because both Provider and the Host need an accurate projection of their respective expenses and revenues with respect to the Project that is taxable under law, the Parties believe that it is in their mutual best interests to enter into this Agreement fixing the payments that will be made with respect to the lease or easement and all taxable personal property incorporated within the Project for the term of the Agreement;

WHEREAS, the Parties intend that, during the term of the Agreement, Provider will not be assessed for any personal property taxes to which it might otherwise be subjected under Massachusetts law on account of the Project, and this Agreement will provide for the exclusive payments in lieu of such property taxes that Provider (or any successor owner of the Project) will be obligated to make to the Host with respect to the Project during the term hereof; and

WHEREAS, the Host is authorized to enter into this Agreement with Provider, as the culmination of good faith negotiations that anticipate that the payments in lieu of property taxes over the life of the

Agreement will amount to the equivalent, taking into account other benefits to be received by the Host in the PPA, of the tax payments that would otherwise be received had the property been assessed taxes.

NOW THEREFORE, in exchange for the mutual commitments set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

1. Payment in Lieu of Personal Property Taxes. Provider agrees to make payments to the Host in lieu of property taxes on and after the Commercial Operation Date, as defined in the PPA, in an annual fixed amount as shown in Exhibit B until the expiration or early termination of the PPA, as it may be extended in accordance therewith. Within thirty (30) days following the Commercial Operation Date, a bill will be issued by the Host to the Provider, with the amount due and the payment due date noted on the bill (the due date of the payment shall be at least thirty (30) days after the date of the bill). The first annual PILOT payment shall be pro-rated based on the number of days remaining in the fiscal year from and after the Commercial Operation Date. Thereafter, each annual payment will be paid to the Town on or before the payment due date for such fiscal tax year. The annual payment amount and payment due date will be noted on a bill issued by the Host to the Provider at least thirty (30) days prior to the due date. Alternatively, Host may require the annual payment amount to be paid in quarterly installments. In such case, Host shall send Provider invoices on or about January 1, April 1, July 1 and October 1 of each calendar year for the amount due in the next succeeding quarter. All quarterly PILOT payments which are not paid prior to the due date shall incur interest at the Interest Rate. Upon the expiration of the term of the PPA and this PILOT Agreement (and not the earlier termination thereof, which shall be governed by the terms of Section 12 below), the Host shall reimburse the Provider a pro-rated amount of the PILOT for days remaining in the fiscal year after the date of expiration. Provider agrees that the payments in lieu of taxes under this Agreement will not be reduced on account of a depreciation factor, revaluation or reduction in the Host's tax rate or assessment percentage and the Host agrees that the payments in lieu of taxes will not be increased on account of an inflation factor, revaluation or increase in the Host's tax rate or assessment percentage. The Parties further agree that the annual PILOT Payment shall not be changed on account of legislative action fixing, exempting or otherwise setting taxes or payments in lieu thereof for photovoltaic solar facilities. If the as-built capacity of the Project varies from the proposed capacity herein, it shall be Provider's burden to demonstrate such change in capacity to the Host through as-built drawings and equipment specifications, and upon Host's approval, which shall not be unreasonably withheld or delayed, the annual payment amount owed and due the Host as described herein shall be adjusted by the percentage of increase or decrease of the capacity of the Project from the capacity proposed herein.

2. Payment Collection. The provisions of Massachusetts General Laws Chapters 59 and 60 and other applicable law shall govern the collection of any payments in lieu of taxes provided for in this Agreement as though they were personal property taxes due and payable to the Host.

3. Tax Status. The Host agrees that during the term of this PILOT Agreement, it will not assess Provider for any personal property taxes with respect to the Project or the Property to which Provider might otherwise be subject under Massachusetts law other than the payments in lieu of personal property taxes described in this PILOT Agreement. The Host agrees that it will assess the Provider for real estate property taxes per the methodology in the PPA concerning real property tax.

4. Successors and Assigns. This Agreement will be binding upon the successors and assigns of Provider, and the obligations created hereunder will run with the Property and the Project. In the event the Provider sells, transfers, leases or assigns its interest in the Property or all or substantially all, of its interest in the Project, this Agreement will thereafter be binding on the purchaser, transferee or assignee.

5. Statement of Good Faith. The Parties agree that the payment obligations established by this Agreement were negotiated in good faith in recognition and with due consideration of the benefits to be received by the Host in the PPA and in accordance with Massachusetts General Laws Chapter 59, §5, clause Forty-fifth. Each Party was represented by counsel in the negotiation and preparation of this PILOT Agreement and has entered into this PILOT Agreement after full and due consideration and with the advice of its counsel and its independent consultants. The Parties further acknowledge that this PILOT Agreement is fair and mutually beneficial to them because it reduces the likelihood of future disputes over taxes, establishes tax and economic stability at a time of continuing transition and economic uncertainty in Massachusetts and the region, and fixes and maintains mutually acceptable, reasonable and accurate payments in lieu of taxes for the Project that are appropriate and serve their respective interests. The Host acknowledges that this Agreement is beneficial to it because it will result in mutually acceptable, steady, predictable, accurate and reasonable payments in lieu of taxes to the Host. Provider acknowledges that this Agreement is beneficial to it because it ensures that there will be mutually acceptable, steady, predictable, accurate and reasonable payments in lieu of taxes for the Project.

6. Additional Documentation and Actions. Each Party will, from time to time hereafter, execute and deliver or cause to be executed and delivered, such additional instruments, certificates and documents, and take all such actions, as the other Party reasonably requests for the purpose of implementing or effectuating the provisions of this Agreement and, upon the exercise by a Party of any power, right, privilege or remedy pursuant to this Agreement that requires any consent, approval, registration, qualification or authorization of any third party, each Party will execute and deliver all applications, certifications, instruments and other documents and papers that the exercising Party may be so required to obtain.

7. Invalidity. If, for any reason, including a change in applicable law, it is ever determined that this Agreement is invalid, then this Agreement shall terminate as of the date of such determination, and the Property and Project will thereafter be assessed and taxed as though this Agreement does not exist. The Parties will cooperate with each other and use reasonable efforts to defend against and contest any challenge to this Agreement by a third party.

8. Notices. All notices, consents, requests, or other communications provided for or permitted to be given hereunder by a Party must be in writing and will be deemed to have been properly given or served upon the personal delivery thereof, via courier delivery service, by email or otherwise. Such notices shall be addressed or delivered to the Parties at their respective addresses shown below.

To Provider:

Solect Energy Development LLC  
89 Hayden Rowe Street  
Hopkinton, Massachusetts 01748  
Attention: Legal Notices  
legal@solect.com

To Host:

Town of Medfield  
55 North Meadows Rd  
Medfield, MA 02052

Attention: Town Administrator

Any such addresses for the giving of notices may be changed by either Party by giving written notice as provided above to the other Party. Notice given by counsel to a Party shall be effective as notice from such Party.

9. Applicable Law. This Agreement is made and shall be interpreted in accordance with the laws of the Commonwealth of Massachusetts without regard to conflicts of laws principles. Provider and the Host each consent to the jurisdiction of the Massachusetts courts or other applicable agencies of the Commonwealth of Massachusetts regarding any and all matters, including interpretation or enforcement of this Agreement or any of its provisions.

10. Change of Law. The Parties agree that if the Commonwealth of Massachusetts or the Department of Revenue subsequently enact a law or regulations establishing a fixed level of payments to be made in lieu of property taxes that would apply to the Provider and the Project, or exempts the Project from taxation in the absence of this PILOT Agreement, then the new law shall not supersede this PILOT Agreement unless required by law or mutually agreed by the Parties, in which case, the Parties shall confer and amend this Agreement accordingly, if necessary. If, for any reason, including a change in applicable law not referenced herein, a property tax is imposed on the Project or the Property as a result of the Project, in addition to the payments in lieu of taxes due under this PILOT Agreement, the payments in lieu of taxes due under this PILOT Agreement shall be decreased on an annual basis by the amount of the property taxes actually paid to the Host.

11. Good Faith. The Host and Provider shall act in good faith to carry out and implement this Agreement.

12. Term; Early Termination. The term of this Agreement shall be co-terminus with the PPA and Lease. Provider's PILOT obligation shall be reduced in all or in any proportional part due to the early termination of the PPA or Lease in whole or in part, or if all or part of the Project is permanently removed from service.

13. Force Majeure/ Casualty. The Provider and Host both recognize that there is the possibility during the term of this Agreement that all or a portion of the Property or Project may be damaged or destroyed or otherwise rendered unusable due to events beyond the control of either Party on account of "Force Majeure" (as such term is defined in the PPA) or casualty event ("Facility Loss"). In the event of an event of Force Majeure or a Facility Loss during the term of this Agreement with respect to any portion of the Property or Project that renders the Property or Project unusable for the customary purpose of the production of electricity, and the Provider requests a reduction in its payment in lieu of taxes under this PILOT Agreement, a pro rata adjustment for the number of days of such Force Majeure period shall be made in the PILOT bill in the next ensuing tax bill period.

14. Covenants of Provider. During the term of the Agreement, Provider shall not do any of the following:

- a. seek to invalidate this Agreement, or otherwise take a position adverse to the purpose or validity of this Agreement, except as expressly provided herein; or
- b. convey, without the express consent of the Host, by sale, lease or otherwise any interest in the lease or easement area to any entity or organization that qualifies as a charitable organization pursuant to General Laws Chapter 59, §5 (Third).

15. Covenants of the Host. So long as Provider is not in breach of this Agreement during its term, the Host will not do any of the following:



- a. seek to invalidate this Agreement or otherwise take a position adverse to the purpose or validity of this Agreement;
- b. seek to collect from Provider any property tax upon the leased area or the improvements thereon (including the Project) in addition to the amounts herein other than as described in Section 3 of this Agreement;
- c. impose any lien or other encumbrance upon the lease or easement area or the improvements thereon (including the Project) except as is expressly provided herein.

16. Provider Represents and Warrants.

- a. It is a corporation or other business entity duly organized, validly existing and in good standing under the laws of the state in which it was formed, and if a foreign corporation or other legal entity, is registered with the Massachusetts Secretary of the Commonwealth, and has full power and authority to carry on its business as it is now being conducted.
- b. This Agreement constitutes the legal, valid and binding obligation of Provider enforceable in accordance with its terms, except to the extent that the enforceability may be limited by applicable bankruptcy, insolvency or other laws affecting other enforcement of creditors' rights generally or by general equitable principles.
- c. It has taken all necessary action to authorize and approve the execution and delivery of this Agreement.
- d. The person executing this Agreement on behalf of Provider has the full power and authority to bind it to each and every provision of this Agreement.
- e. The performance of its obligations under this Agreement will not violate or result in a breach or default of any agreement or instrument to which Provider is a party or to which Provider is otherwise bound.

17. Host Represents and Warrants.

- a. This Agreement constitutes the legal, valid and binding obligation of the Host enforceable in accordance with its terms, except to the extent that the enforceability may be limited by applicable bankruptcy, insolvency or other laws affecting other enforcement of creditors' rights generally or by general equitable principles.
- b. The Host has taken all necessary action to authorize and approve the execution and delivery of this Agreement, including votes of all necessary public bodies.
- c. The person executing this Agreement on behalf of Host has the full power and authority to bind the Host to each and every provision of this Agreement

18. Certification of Tax Compliance. Pursuant to G.L. c. 62C, s49A the undersigned Provider by its duly authorized representative certifies that as of the Effective date it is in tax compliance with the tax laws of the Commonwealth of Massachusetts.

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

**HOST**

**Town of Medfield**

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

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

Printed Name: \_\_\_\_\_

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

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

Printed Name: \_\_\_\_\_

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

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

Printed Name: \_\_\_\_\_

**PROVIDER**

**Solect Energy Development LLC**

Federal Tax ID#: 85-0592881

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

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

Printed Name: \_\_\_\_\_

**EXHIBIT A**  
**DESCRIPTION OF THE SITE and PREMISES**

**Property Address: 55 North Meadows Rd., Medfield, MA 02052**

The land and improvements thereon known and numbered as 55 North Meadows Rd., Medfield, MA, Map 42, Lot 140 and Map 48, Lot 027, being the site of the Town of Medfield Department of Public Works garage and facility. Being the same property that is the subject of the Special Permit granted in the Town of Medfield Board of Appeals Decision recorded with the Norfolk County Registry of Deeds on October 4, 2013, in Book 31803, Page 540.

For Landlord's title see Document No. 55494 noted on Certificate No. 18400 and recorded with the Norfolk Country Registry of Deeds, Land Court Division on October 9, 1934 and the Order of Taking recorded with the Norfolk County Registry of Deeds on May 1, 1970 in Book 4660, Page 678, copies of which are set forth below:

3. 55  
Statute Form of  
55494  
**Quitclaim Deed**  
**AN**  
**OFFICIAL**  
GENERAL RECORD  
TO  
INHABITANTS OF THE TOWN OF  
MEDFIELD  
*Norfolk County Registry District*  
OCT 9 1934  
RECEIVED FOR REGISTRATION  
10 O'CLOCK 25 m. 8 M.  
NOTED ON CERTIFICATE NO. 18400  
IN REGISTRATION BOOK 31803 PAGE 540  
192  
at \_\_\_\_\_ o'clock and \_\_\_\_\_ minutes \_\_\_\_\_ m.  
Received and entered with \_\_\_\_\_ Deeds  
Book \_\_\_\_\_ Page \_\_\_\_\_  
Attest: \_\_\_\_\_  
Register.  
FROM THE OFFICE OF  
Frank D. McCarthy  
60 State Street  
Boston, Mass.

N O T  
A N  
O F F I C I A L  
C O P Y

Every deed in substance in the above form when duly executed shall have the force and effect of a deed in fee simple to the grantee, his heirs and assigns to his and their own use, with covenants on the part of the grantor for himself, his heirs, executors, administrators, and successors, with the grantee, his heirs, successors and assigns, that at the time of the delivery of such deed the premises were free from all encumbrances made by him and that he will, and his heirs, executors and administrators shall warrant and defend the same to the grantee and his heirs and assigns forever against the lawful claims and demands of all persons claiming by, through or under the grantor, but against none other.

EXTRACT FROM CHAPTER 502, SECTION 3, ACTS OF 1912.

(THIS PHOTOGRAPH IS NOT A PART OF THE DEED, AND IS NOT TO BE RECORDING.)

I, Geni Catannucci, <sup>N O T</sup> of Medfield, Norfolk County, <sup>N O T</sup> Massachusetts  
A N  
O F F I C I A L O F F I C I A L  
C O P Y C O P Y

of-

County, Massachusetts

~~being unmarried~~, for consideration paid, grant to the Inhabitants of the Town of  
Medfield, a municipal corporation duly established under the laws  
of the Commonwealth of Massachusetts

of-

with quitclaim covenants

~~the land in~~ a certain parcel of land situated in the northerly part of  
said Medfield and shown as Lot C on <sup>(Description and encumbrances, if any)</sup> "plan of land in Medfield, Mass.  
subdivision of land court case 185 B. Land Court Certificate 5772,  
E. Worthington, Engineer, June 12, 1934" and to be recorded herewith  
and bounded and described as follows: Beginning at a stone point  
on the northerly side of Grove St., thence bounded westerly by land  
now, or formerly, of Dasey E. Wilber 774.87 ft.; northerly by other  
land of said Wilber 376.66 ft.; southeasterly by land of the Town  
of Medfield in part and in part by land of Geni Catannucci 945.52 ft.  
to point of beginning. Containing, according to said plan,  
177,522 sq. ft.

For my title reference may be had to Norfolk Registry  
District of Land Court as ~~document~~ No. ~~noted on~~ Certificate  
of Title No. 5772.

I, *Vingenza B. Catenacci* wife of said grantor  
release to said grantee all rights of dower and homestead and other interests therein.

Witness ~~my~~ <sup>our</sup> hands and seals this *fourth* day of *October* 19*34*.

*Witness to the above*  
*James D. L...*

*Geni Catenacci*  
*Vingenza B. Catenacci*

Commonwealth of Massachusetts

Norfolk, ss.

*October 4,* 19*34*.

Then personally appeared the above named *Geni Catenacci*  
and acknowledge the foregoing instrument to be *his* free act and deed,  
before me

*James D. L...*  
*Notary Public*  
My commission expires *Dec 23, 1938*.

NOT  
AN  
OFFICIAL  
COPY

NOT  
AN  
OFFICIAL  
COPY

October 11, 1934

C.B. Humphrey, Engr.  
Land Court  
Boston, Mass.

In re Case No. 185

Dear Sir:

We are enclosing herewith the following in order that subdivision plan may be made therefrom: Document No. 55494 Deed Catanacci to Town of Medfield, Owner's Duplicate Certificate No. 5772, plan and fee of five dollars.

Very truly yours,

Acting Assistant Recorder.

Engineering Dept.

The Commonwealth of Massachusetts

Case No.

185C

NOT  
AN  
OFFICIAL  
COPY

**Land Court**  
Boston

NOT  
AN  
OFFICIAL  
COPY

October 22 1934

C.E.Houghton, Acting Asst.Recorder,  
Registry of Deeds,  
Dedham, Mass.

Dear Sir:--

We are returning herewith duplicate certificate of title No.5772, Geni Catenacci owner, also document 55494, and beg to advise that subdivision plan 185C will be forwarded you within a few days.

Very truly yours,

*E B Humphrey*

Engineer for Court

with  
55494

Annual Town Meeting---March 5, 1934

OFFICIAL OFFICIAL

Article 17. See if the town will vote to transfer the sum of \$900 from the Lowell Mason School Fund to the Sewer Department for the purchase of approximately 4 acres of land owned by Gemi Catenacci and approximately 21 acres of land owned by Daisey Wilbur adjoining the present sewer beds.

Article 17. The Finance Committee recommended this article be accepted.

Voted, to accept the recommendation.

Grace W. Everett.  
Town Clerk.



with  
55494

NOT  
AN  
OFFICIAL  
COPY

NOT  
AN  
OFFICIAL  
COPY

I, Grace W. Everett, of Medfield, Norfolk County, Massachusetts, on oath depose and say that I am the duly elected and qualified clerk of the Town of Medfield; that the deed from Geni Catenacci to the Town of Medfield and duly recorded with the Norfolk County Registry of Deeds, Land Court Division, Docket No. 55494, is the same parcel of land which the Town voted to purchase at the annual Town Meeting held on March 12, 1934.

Grace W. Everett

Commonwealth of Massachusetts

October 31<sup>st</sup> 1934.

Norfolk, ss.

Then personally appeared the above named Grace W. Everett and made oath that the foregoing statement by her subscribed is true to the best of her knowledge, belief and opinion,

Before me,

Francis D. Lantry  
Notary Public.

my Comm. Expires  
Dec 31,

See also Transfer Certificate of Title from Transfer Certificate No. 5772 originally registered March 24, 1922, in Registration Book 29, Page 172 for the Registry District of Norfolk County and transferred to Certificate No. 18400 which is recorded with the Norfolk County Registry of Deeds, Land Court Division on October 9, 1934, and described as follows:

# Transfer Certificate of Title.

No. 18400

From Transfer Certificate No. 5772 , Originally Registered March 24, 1922 , in  
Registration Book 29 Page 172 for the Registry District of Norfolk County.

This is to Certify that the Town of Medfield, a municipal corporation duly organized  
and existing under the laws of the Commonwealth of Massachusetts,

-of in the County of - and Commonwealth of Massachusetts,  
married to -

is the owner in fee simple

of that certain parcel of land situate in MEDFIELD

in the County of Norfolk and said Commonwealth, bounded and described as follows:

Northwesterly, seven hundred seventy four and 87/100 (774.87) feet,  
Northerly, three hundred twelve and 86/100 (312.86) feet, and  
Northeasterly, sixty three and 80/100 (63.80) feet by land now or formerly of  
Blanche E. Mitchell;  
Southeasterly by land now or formerly of the Town of Medfield, three hundred  
fifty eight (358) feet; and  
Southeasterly again by land now or formerly of Geni Catenacci, five hundred  
eighty seven and 52/100 (587.52) feet.

Said parcel is shown as lot C on a plan drawn by E. Worthington, Engineer,  
dated June 12, 1934, as approved by the Land Court, filed in the Land Registration  
Office as No. 1850, a copy of a portion of which is filed in Norfolk Registry  
District with Certificate No. 18400, Vol. 92.

And it is further certified that said land is under the operation and provisions of Chapter 185 of the General Laws,  
and that the title of said Town of Medfield

to said land is registered under said chapter, subject, however, to any of the encumbrances mentioned in Section forty-six  
of said Chapter, which may be subsisting, and subject also to the encumbrances noted on next page of  
this certificate.

WITNESS, CHARLES THORNTON DAVIS, Esquire, Judge of the Land Court, at Dedham, in said County of  
Norfolk, the ninth day of October in the year nineteen hundred and  
thirty-four, at 10 o'clock and 25 minutes in the forenoon.

Attest with the Seal of said Court,

*C. Broughton*

ACTING Assistant Recorder.

42-140

ORDER OF TAKING

TOWN OF KEDFIELD

NORFOLK COUNTY, MASSACHUSETTS

APRIL 7, 1970

IN THE BOARD OF SELECTMEN

WHEREAS at the 1970 Annual Town Meeting of the Town of Kedfield, the voters acting upon Article 38 of the warrant for said meeting, by a count of 369 for and 25 against, adopted the following vote:

"Voted to authorize the Board of Selectmen to acquire by purchase, taking by eminent domain or otherwise, additional land for dump purposes, shown on the Town of Kedfield Assessors' maps as part of lots 847 and 848, adjacent to the present Town dump and that the sum of \$16,200.00 be raised and appropriated for that purpose."

NOW THEREFORE, acting under the provisions of Massachusetts General Laws, Chapter 40, Section 14 and Chapter 79 of said General Laws, and all other acts thereto enabling the Board of Selectmen of the Town of Kedfield, Commonwealth of Massachusetts, adjudges that public necessity and convenience require that the Town of Kedfield acquire by eminent domain for dump purposes all title to the land in said Kedfield referred to in the aforementioned Town Meeting Vote.

IT IS NOW ORDERED that there be and hereby is taken by eminent domain all right, title, fee and interest, including all trees and structures thereon, in behalf of the said Town of Kedfield the aforesaid land more particularly bounded and described as follows:

PARCEL ONE. Commencing at the point of intersection of the Southerly line of West Street with the Southerly line of the right of way of the Penn Central Railway Company; thence running by land now or formerly of P. Stokes Gaither and Elizabeth H. Gaither the following four courses and distances: S. 18' W. 191 feet to a stake and stone; running thence S. 68' E. 430 feet to a stake and stone; running thence N. 40' E. 175 feet to a marked telephone pole by the right of way of said Railway; running thence in a Southeasterly direction along side said Railway 375 feet to a corner of land now or formerly of P. Stokes Gaither and Elizabeth H. Gaither; running thence by said land S. 65' W. 52 feet to an old ditch; thence following said ditch S. 18' E. 294 feet to the corner of another ditch by land now or formerly of D.D. Curtis; thence following said ditch in a Southwesterly direction 1140 feet to the corner with another ditch; thence along said ditch by land now or formerly of Jonathan Battelle N. 57½' W. 322 feet to a maple tree; thence N. 79' W. 115 feet to a pile of stones; thence N. 22' E. 179 feet to a big stump on the edge of the swamp; thence N. 21' W. to a stake and stones at the corner of land now or formerly of Robert Powell; thence by line of said ditch N. 58' E. 175 feet to corner with another ditch; thence by line of said ditch N. 30' W. 450 feet to corner with another ditch at land now or formerly of J.P. Tobbeday; thence by line of said ditch N. 56' E. 140 feet to a stone wall; thence N. 27' E. 100 feet to a wall in the Southerly side of West Street; thence following in an Easterly direction along West Street to the point or place of beginning, containing approximately 25½ acres, and shown as part of lot 848 on the Kedfield Assessors' Maps, excluding therefrom approximately 3.94 acres as shown on a plan of land

entitled "Plan of Land in Medfield to be conveyed by Frederick Bowers and Grace A. Bowers to Town of Medfield, November 1953" filed as Plan No. 3224/64 with Norfolk Registry of Deeds, which has previously been acquired by said Town of Medfield.

PARCEL TWO. Beginning at the intersection of the Southerly line of West Street and the Westerly line of the right of way of the Penn Central Railway Company; thence running South 18' West 191 feet to a stake and stones; thence running South 68' <sup>East NK</sup> ~~West~~ 429 feet; thence running South 55' East 193 feet to a stake and stones; thence running North 40' East 170 feet to a marked telegraph pole; thence running Northwesterly by said right of way of said Railway to the point of Beginning; containing approximately 2.6 acres and shown as part of lot 847 on the Medfield Assessors' Maps.

No betterments are to be assessed in connection with this taking.

Damages have been determined to be \$16,200. and award in that amount is made as follows:

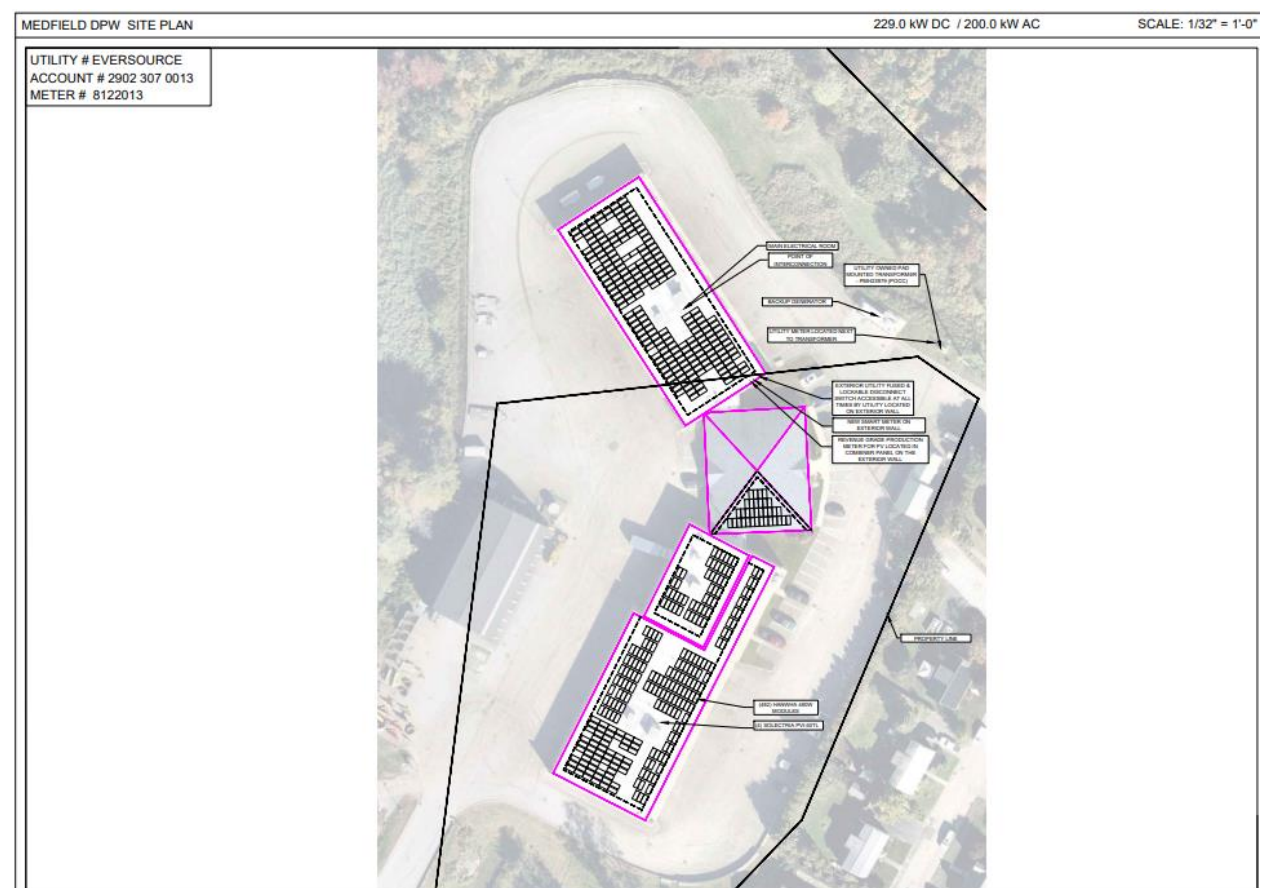
<u>Supposed Owner</u>	<u>Title Reference</u>	<u>Lot No.</u>
Elizabeth H. Gaither	34 <sup>25</sup> <del>52</del> - 259*	848
Elizabeth H. Gaither	2546 - 174*	847

We hereby certify that the foregoing is a true copy of an Order passed by this Board on April 7, 1970.

*Harry D. Kelleher*  
*Laurena C. Altar*

*Walter G. Kelso*  
 Board of Selectmen  
 Town of Medfield

Recorded May 1, 1970 at 10h.13m.A.M.



## **EXHIBIT B**

### PILOT Payment Schedule and Amounts

<b>Year</b>	<b>PILOT Amount</b>
<b>1</b>	<b>\$1,388.16</b>
<b>2</b>	<b>\$1,346.52</b>
<b>3</b>	<b>\$1,306.12</b>
<b>4</b>	<b>\$1,266.94</b>
<b>5</b>	<b>\$1,228.93</b>
<b>6</b>	<b>\$1,192.06</b>
<b>7</b>	<b>\$1,156.30</b>
<b>8</b>	<b>\$1,121.61</b>
<b>9</b>	<b>\$1,087.96</b>
<b>10</b>	<b>\$1,055.32</b>
<b>11</b>	<b>\$1,023.66</b>
<b>12</b>	<b>\$992.95</b>
<b>13</b>	<b>\$963.16</b>
<b>14</b>	<b>\$934.27</b>
<b>15</b>	<b>\$906.24</b>
<b>16</b>	<b>\$879.05</b>
<b>17</b>	<b>\$852.68</b>
<b>18</b>	<b>\$827.10</b>
<b>19</b>	<b>\$802.29</b>
<b>20</b>	<b>\$778.22</b>
<b>Total</b>	<b>\$21,109.55</b>







## TOWN OF MEDFIELD, MASSACHUSETTS

### AGREEMENT

CONTRACT # Medfield 2022-\_\_\_\_\_

STATE CONTRACT # (if applicable) \_\_\_\_\_

This Contract is made this 27<sup>th</sup> day of September, 2022 by and between the Town of Medfield, a Municipal Corporation, duly organized under the laws of the Commonwealth of Massachusetts and having a usual place of business at the Town House Building, 459 Main Street in said Medfield, MA 02052 hereinafter referred to as the "Town" and Plan Sustain, Inc., having a usual place of business at 57 Olander Dr. Northampton, MA 01060, hereinafter referred to as the "Contractor".

#### WITNESSED:

Whereas, the Contractor submitted a written quotation to the Town to coordinate the preparation of a DCS approvable Open Space and Recreation Plan, hereinafter referred to as the "Program" and the Town has decided to award the contract, therefore to the Contractor.

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

1. Contract Documents: The Contract Documents consist of this Agreement together with the Contractor's Proposal for Scope of Work and Compensation only (Attachment A). The Contract Documents constitute the entire Agreement between the parties concerning the services and all are as fully a part of this Agreement as if attached hereto. In the event of conflicting provisions, the language of this Agreement shall govern provided that if the conflict relates to quantity or quality of goods or services, the greater quantity or higher quality specified shall be required.
2. Scope of Services: The Contractor shall furnish an approvable Open Space and Recreation Plan 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. Warranties: 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.

5. Contract Term: The Contract Term is as follows: September 27, 2022 through June 30, 2023.
6. Payment for Work: The Town shall pay fees not to exceed \$25,000 for the Program in accordance with the Contractor's fee proposal as included in Attachment A. The Contractor to Town shall submit invoices for payment for the Program according to terms set forth by the Town. The Town shall make payments within thirty (30) days after its receipt of the invoice.
7. Indemnification of the Town: The Town's liability hereunder shall be limited to the amounts due the Contractor for services actually rendered. The Contractor shall 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.
8. Contractor's Standard of Care. In providing services under this Agreement, the Contractor will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the planning and zoning industry currently practicing under similar circumstances. Upon notice to the Contractor and by mutual agreement between the parties, the Contractor will, without additional compensation, correct those services not meeting such a standard.
9. 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.
10. Insurance: The Contractor shall provide the following insurance policies. The Town will require a Certificate of Insurance, indicating evidence of General Liability, Professional Liability, and 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.
11. 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.
12. 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.
13. Inspection and Reports: The Town shall have the right to inspect the records of the Contractor relative to the services provided to the Town pursuant to this Agreement. Upon request the Contractor shall 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.
14. 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.
15. 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.
  16. 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.
  17. 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.
  18. 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)

  
By: Wayne Feiden, FAICP

Title: President, Plan Sustain, Inc.

Board of Selectmen

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

Approved as to Form: \_\_\_\_\_

Town of Medfield, MA

\_\_\_\_\_  
Mark G. Cerel, Town Attorney

\_\_\_\_\_  
Kristine Trierweiler, Town Administrator

### CERTIFICATION OF GOOD FAITH

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

The Contractor by:



Wayne Feiden, FAICP

Print Name

President, Plan Sustain, Inc.

Title/Authority

### CERTIFICATE OF STATE TAX COMPLIANCE

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

Wayne Feiden, FAICP, authorized signatory for Plan Sustain, Inc., whose principal place of business is at 57 Olander Dr., Northampton, MA 01060, does hereby certify under the pains and penalties of perjury that Plan Sustain, Inc. has paid all Massachusetts taxes and has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.



Signature

9/22/2022

Date

**CLERK'S CERTIFICATE**

Plan Sustain, Inc.

Action of Shareholders

Written Consent

September 22, 2022

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

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

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

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

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

Clerk of Corporation Certificate

I, Wayne Feiden the Clerk/Secretary of the foregoing corporation, do hereby certify that the above vote was taken at a duly called meeting of the shareholders of the Corporation on 9/22/2022.

Wayne Feiden  
Clerk of Corporation

SEAL

Attachment A  
**Plan Sustain, Inc.**

*A mission-driven planning and sustainability consultancy*

---

Wayne Feiden, FAICP, Principal   [www.PlanSustain.com](http://www.PlanSustain.com)   [Wayne@PlanSustain.com](mailto:Wayne@PlanSustain.com)   413.695.2748

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**Town of Medfield**  
**Open Space and Recreation Plan**

**Proposal**  
**Open Space and Recreation Plan consulting services**

**Plan Sustain, Inc.**  
**Wayne Feiden, FAICP, Principal**

**In association with**  
**Conservation Works, LLC**  
**Christopher Curtis**

# Plan Sustain, Inc.

*A mission-driven planning and sustainability consultancy*

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September 13, 2022

Board of Selectmen's Office  
459 Main Street  
Medfield, MA 02053

Dear Ms. Raposa, Mr. Ryder, and Ms. Trierweiler,

Plan Sustain, Inc. is pleased to submit this proposal to work with the Medfield to update your Open Space and Recreation Plan.

As the principal and project manager, I will be the primary project contact. I have four decades of experience, including writing multiple open space and recreation plans, preserving of 230 parcels and several thousand acres for conservation and recreation, raising millions of dollars in applicable grants, fundraising, and foundation endowments, developing years of management experience, development of over 11 miles of shared-use paths, and completion of dozens of ADA related projects. I have also authored the primary planning publication on conservation limited development projects.

Plan Sustain, Inc., is working in association with Christopher Curtis of Conservation Works, LLC. Chris will assist in the community forums and plan writing.

Our team brings extensive experience in open space and recreation planning and implementation, including:

- Community engagement
- Open space and recreation plans
- Open space preservation
- Recreation planning and parcel acquisition
- Shared use and single use path development
- Open space management
- Open space and recreation fund raising
- Open space and recreation endowment development
- ADA transition planning and ADA self-evaluation reports
- Open space and recreation ADA improvement projects
- Project management and grant writing

Our deep experience in implementation will create process to assist the community in:

- Critical open space and recreation planning and related ADA assessment
- Create the best opportunities for future grants to implement the plan
- Create an action agenda that makes the plan implementation ready.

Thank you for your consideration. I look forward to the opportunity to work with Medfield.

Sincerely,



Wayne Feiden, FAICP, Principal  
Plan Sustain, Inc.



# Plan Sustain, Inc.

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## Project Understanding

Plan Sustain, Inc., will work with the community, the Open Space and Recreation Plan Committee (OSRP Committee), other town board and committees, the relevant department heads (Town Planner, Director of Parks and Recreation, and Town Administrator) to create:

- An Open Space and Recreation Plan (OSRP) consistent with the goals and aspirations from the Medfield community, board, and staff engagement.
- An OSRP that complies with all Commonwealth requirements and receives final Commonwealth of Massachusetts Division of Conservation Service approval, making the town eligible for LAND, Land and Water Conservation Fund, and other grants, including addressing the DCS comments from their conditional approval of the town's last OSRP.
- The necessary ADA self-assessment inventory.
- A OSRP that serves the dual purpose of guiding Medfield in its open space and recreation planning needs while ensuring that all projects submitted for grant funding are well supported in the plan.
- Additional management and planning guidance, as detailed in the town's Request for Quotations:
  - Help establish a plan and management template for the management of its open space resources including monitoring, maintenance and enforcement.
  - Suggest budget and budget approach for open space management and maintenance.
  - Assist in determining and clarifying the various roles and responsibilities of various Town boards, committees, departments and private entities such as homeowners associations to manage the Town's open space resources
  - Provide recommendations on the process and criteria for the Town to use in considering future land acquisitions, conservation restrictions and/or easements for open space, trails and recreational activities
  - Identify opportunities for public connections to other open space and recreational resources in nearby communities.
  - Serve as the focal point for seeking public and private grants and financial resources to support the acquisition of additional open space and recreational resources
  - Considers and coordinates with other relevant Medfield planning documents, especially the Medfield Town-wide Master Plan, the past 2017 OSRP, current land management plans, regional open space and recreation efforts.

## Approach

1. The process will start with kickoff meetings (one for OSRP Committee, other relevant boards, and town staff and a more technical town staff only meeting).
2. Town staff will provide any available mapping, conservation and recreation inventory, relevant ADA policies, and other relevant town planning documents not included in the current Medfield OSRP.
3. The Plan Sustain team will do the technical information gathering which is heavily prescribed by the Commonwealth's Division of Conservation Service's guidelines.
  - a. ADA Self-Study inventory (bricks and mortar facilities and town policies)
  - b. Building on the current OSRP plan: Introduction, Community Setting, Environmental Inventory and Analysis, Conservation and Recreation Inventory

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4. The Plan Sustain team will build on the current OSRP to compile that portion of the Community Need and Goals and Objectives to reflect other community plans, especially the Medfield Town-Wide Master Plan.
5. Deeply engage the public and town boards, OSRP Committee, and Town staff (see public participation plan, below)
6. Reflecting on the past OSRP, community engagement, and inventory information, the Plan Sustain team will build on the current OSRP to compile the Executive Summary, Community Vision, Analysis of Needs, Goals and Objectives, and Seven Year Action Plan (per DCS requirements). Action Plan will include management and maintenance approaches (per request for quotation).
7. The Plan Sustain team will revise the OSRP to reflect final public, board, and staff engagement and put it into a format for final town adoption and Massachusetts Division of Conservation Services approval.

All work will be completed within nine months of signing a contract.

## Deliverables

- Public process handouts and presentations
- Draft OSRP (including the components identified above) for review and comments from the Open Space and Recreation Plan Committee and the relevant department heads (Town Planner, Director of Parks and Recreation, Town Administrator)
- Final OSRP for Commonwealth of Massachusetts Review
- Any final revisions to the OSRP to reflect Commonwealth of Massachusetts review comments, including ten bound and color printed copies and an electronic WORD document.

## Public Participation Plan

The initial public participation plan is outlined below. This plan will be further developed and modified based on conversations with the Town during the kickoff:

- **On-Line Public Opinion Survey**--After the kickoff meeting, Plan Sustain, Inc. will prepare a Survey Monkey public opinion survey instrument for town review and comment.
- **Virtual Public Forum**-- Many members of the community, due to employment, children, mobility challenges, lack of vehicle access, busy lives, or other reasons, find bricks and mortar meetings difficult to attend. One of the public forums will be a virtual public forum to meet these needs.
- **Virtual Open House**—Even with a virtual public forum, many members of the public will be unable or unwilling to participate in any forum. To address these needs, we will include a several hour open house without a formal presentation where people can just stop by virtually for informal conversations. During this period, specific focus groups or user interview can be organized (e.g., any specific interest group, user community, who is interested) for direct small group engagement. (May be virtual if that is town preference.)
- **Action Plan (scoping) Public Forum**—After the initial data collection phase, a key interactive public forum will engage the community to help collect data on ideas for the action plan element, the most important element of the plan that guides future actions. The public forum will be an active workshop to ensure engagement of all participants and encourage diverse audiences. (May be virtual if that is town preference)
- **Action Plan (draft) Public Forum**—After the first draft of an action plan, the second large public forum will be held for interactive participation to refine and test the draft with the community.
- **Medfield Staff Assistance/Support Services for Public Participation**—Plan Sustain, Inc., will

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provide support to engage the community in the survey, virtual forum, virtual open house, and two high stakes public forums. Medfield staff, however, is more in touch with local media, social media, contacts, environmental justice community. The public process will be most successful if town staff can take the lead in driving traffic to the survey, informing the public of the opportunities for participation, coordinate directed outreach to environmental justice and traditionally under represented constituencies, and outreach to town boards and town staff. In addition, staff assistance is needed, as indicated in the request for quotations, to coordinate scheduling and logistics of meetings and community forums.

- **Open Space and Recreation Committee, Town Staff, and other boards**—This feedback is critical to the planning the public engagement and assessing the recommendations and comments that come out of these forums- it is a town decision what ultimately goes into the plan.

## Proposal, Tasks, and Timeline

OSRP Committee, town staff, and other board feedback for each task	Fixed Cost (est. hours @\$120/hour)	10/22	11/22	12/22	1/23	2/23	3/23	4/23	5/23	6/23
OSRP Committee, town staff, other board meetings (two physical and six virtual meetings)	\$3,000 (25 hours)									
ADA Self-Study Checklist -Review of bricks and mortar facilities and relevant Town Policies	\$3,000 (25 hours)									
Introduction, Community Setting, Environmental Inventory and Analysis, Conservation and Recreation Inventory (per DCS requirements), mapping, with town staff providing mapping and conservation and recreation area inventory raw data.	\$4,000 (33 hours)									
Public Participation (details below)	\$7,000 (58 hours)									
Executive Summary, Community Vision, Analysis of Needs, Goals and Objectives, and Seven Year Action Plan (per DCS requirements). Action Plan will include management and maintenance approaches (per request for quotation).	\$5,000 (42 hours)									
Full plan compilation	\$2,000 (17 hours)									
Expenses (e.g., mileage, copies)	\$1,000									
<b>Total fixed fee</b>	<b>\$25,000</b>									

# Plan Sustain, Inc.

*A mission-driven planning and sustainability consultancy*

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## Firm Profile

Plan Sustain, Inc., supports communities and non-profits with a wide range of planning and sustainability services help communities be more livable, healthy, sustainable, and resilient.

Services include:

- Comprehensive and strategic planning
- Climate action plans
- Open space and recreation plans
- Climate and community resilience actions
- Strategic organizational analysis
- Strategic focus
- Community engagement
- Zoning and code development
- Project management
- Grant writing
- Training and capacity building
- Community board support

Wayne Feiden, FAICP, principal, draws on four decades of planning experience, as director of planning and sustainability for Northampton, and as a planning consultant working for paid and pro bono projects. Our strategic focus identifies opportunities to connect planning and implementation to broader community goals.

Each project and community is unique and cookie cutter solutions are not appropriate. We bring a sensitivity to community needs so we can work with that community to craft a solution that is authentic and strategically serves local needs.

Plan Sustain works in association with other firms as needed to bring a broader range of expertise and respond to individual community needs.



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## Wayne Feiden, FAICP

Principal

Plan Sustain, Inc.

[www.PlanSustain.com](http://www.PlanSustain.com)

[Wayne@PlanSustain.com](mailto:Wayne@PlanSustain.com)

413.695.2748

57 Olander Dr.

Northampton, MA 01060

Wayne Feiden is Plan Sustain's principal. He is a member of the College of Fellows of the American Institute of Certified Planners.

Wayne is also Lecturer of Practice at the University of Massachusetts, Amherst. Until recently, he was Director of Planning & Sustainability for the City of Northampton (MA), where he served for three decades.

Wayne's focus includes addressing climate change, livable communities, the intersection of health and the built environment, sustainability and resilience, social equity and community empowerment, sustainability, conservation and open space preservation, community economic development, community development and revitalization, multi-modal transportation, health, tactical urbanism, and planning administration.

As Director of Planning & Sustainability for Northampton, MA, Wayne served as a change agent to bring planning, society, equity, environment, climate change, and sustainable transportation to the forefront of the agenda. His work led that city to earn LEED for Cities gold certification, the nation's first 5-STAR Communities award for sustainability and the highest "Commonwealth Capital" score, the former Massachusetts scoring of municipal sustainability efforts. Under his tenure, Northampton became one of the most livable and sustainable small cities in New England with a strong focus in social equity, affordable housing, conservation, resilience, and sustainability.

Wayne has a strong focus on strategic planning to revitalize communities and engage and empower diverse stakeholders. Over the last four decades, Wayne's has led or served on 38 strategic planning teams in 19 states and five countries on paid and pro bono consultancies.

Wayne's Rockefeller Bellagio residency (Italy), German Marshall Fund fellowship (Northern Ireland, England and Denmark), Fulbright Specialist fellowships (South Africa and New Zealand) and Eisenhower Fellowship (Hungary) all focused on healthy communities, sustainability, resiliency, revitalization, and community empowerment.

Wayne's research publications include six significant publications with the American Planning Association as well as several other publications to advance planning and sustainability in communities.



### Education

- Master City and Regional Planning  
U. of North Carolina, Chapel Hill
- B.S. Natural Resources, Cum laude  
U. of Michigan, Ann Arbor

### Fellowships/Residencies

- U. of Massachusetts Sustainability Fellowship (2018)
- Bellagio Residency (2017), Italy
- State Dept. Professional Fellowship Exchange (2017), Malaysia
- German Marshall Fund (2015)  
N. Ireland, England and Denmark
- Fulbright Specialist (2011)  
U. of Auckland, New Zealand
- Fulbright Specialist (2007)  
U. of Venda, South Africa
- Eisenhower Fellowship (1995)  
Budapest, Hungary

### Honors

- College of Fellows, American Institute of Certified Planners
- Honorary Western Mass AIA
- State Trail Advocacy, American Trails
- Bike Advocate of the Year, Mass Bike
- Distinguished Leadership, APA-MA
- Social Advocacy Housing, APA-MA
- Social Advocacy Resiliency, APA-MA
- Preservation Award, Northampton
- Coker Award, U. North Carolina

## Christopher Curtis

Christopher Curtis is a partner with the environmental consulting firm of Conservation Works, the MVP Coordinator for the Town of Deerfield and Vice President of the Deerfield River Watershed Association. He holds a master's degree in Regional Planning from the University of Massachusetts. He is retired from a long career as Chief Planner with the Pioneer Valley Planning Commission, where he developed the plans for the first National Wild and Scenic River in Massachusetts (the Westfield River), the first National Scenic Byway in Massachusetts (the Connecticut River Byway), and for the New England National Scenic Trail. He also secured over \$20 million for the clean-up of the Connecticut River, and won numerous state and national awards for planning.

Christopher has overseen the completion numerous Open Space Plans over the course of his forty-year career at Pioneer Valley Planning Commission. Most recently, working as a consultant, he completed an Open Space plans for the Town of Westhampton (which included an innovative climate change preparedness component), and for the town of Dover.

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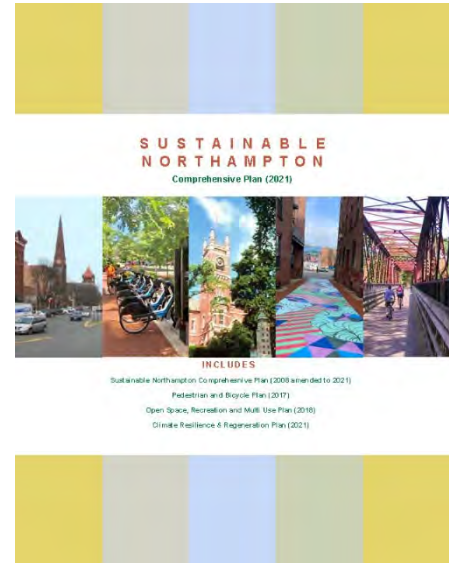
## Northampton Open Space, Recreation, and Multiuse Trail Plan (2018 and 2021)

Wayne Feiden, now principal of Plan Sustain, Inc., was project manager and author



Eight city boards (planning, conservation, parks and recreation, historical, transportation, bicycle and pedestrian, agriculture, and city council) adopted or endorsed the plan, reflecting the plan's ability to build a community consensus.

The city adopted it as a state approved plan (2018) and revised to serve as an element in the city's comprehensive plan (2021).



The 12 point action plan section, including a multiuse trail plan focus, is specific to Northampton's needs. It goes far beyond the state minimum standards.

## 9 Seven-Year Action Plan (summary excerpts)

The City, through the boards adopting and endorsing this plan, has identified the following actions to address the goals and needs outlined in this plan. This action plan includes actions that would be desirable over the next seven years. All actions are consistent with the City's commitment to fully comply with Title IX, Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Massachusetts Architectural Access Board.

### 1 Manage Conservation Land to Preserve Natural Systems and Open Space to Serve People

Direct Planning staff to implement management plans and maintain all conservation areas for habitat improvement and for visitors and increase agriculture on conservation land, with input from the Agriculture Commission. License agriculture fields in conservation areas.

Implement aggressive invasive removal with volunteers when exotics and non-native invasive plants compete with local plants and degrade animal habitat.

Develop a ONE Northampton trail that encircles the city, building on existing trails, adding trails where there are gaps, with a good treadway, and consistent signing for a trail that attracts people for long walks.

Make accessibility improvements on conservation land, both improving existing accessible boardwalks and trails and adding new accessible trails, benches, and picnic tables.

Ensure open space within walking distance of all urban neighborhoods with a focus on serving environmental justice populations, including culturally appropriate recreation

### 2 Preserve the City's Most Ecologically Valuable Areas and Fill Gaps Between Protected Parcels:

28% of Northampton has been permanently preserved. Continue preservation efforts prioritized on ecological values and on contribution to the City's broader land use goals.

### 3 Preserve Farmland

Farmland should be generally be preserved in Northampton, especially the rich fertile soil in and adjacent to our floodplains. This effort is critical to our local economy, our history and values, and to provide a healthy living environment

Meadows and other areas, especially with prime agricultural soils, need agricultural preservation restriction. Most of the farmland in Northampton has been developed or permanently preserved, but some risks remain. City farmland ownership is most appropriate as part of large conservation areas and community gardens. Generally, farmland will remain private farmland with APRs.

### 4 Support Agricultural Operations to Ensure Farmer for Farmland

Ensuring that farming is a viable occupation is as important as preserving farmland to encourage locally grown and healthy food. The state farm viability program and the City below market farm leases have helped.

Support farming operations. The city's right-to-farm ordinance acknowledges farmers right to continue to farm and not be limited in generally accepted farming practices. No-till agriculture creates far less soil erosion and loss of carbon sequestration in soil than plowing. Photovoltaics may be appropriate to help with farm income when it can be installed without loss of agricultural value. One need is to improve Meadows security. From dogs to off road vehicles, farmers have suffered abuse.

### 5 Ensure Adequate Land for Active Recreation

Land for active recreation creates healthy lifestyles. The recent purchase of the Florence Fields Recreation Area and Connecticut River Greenway Riverfront Park brings the city closer to meeting its future recreation needs.

Fill in gaps at Sheldon Field, the Oak Street parcel, and make other expansions to serve environmental justice populations, including playgrounds.

### 6 Improve Parks and Recreation Areas to Serve Active Recreation Needs

The City has been rehabilitating and adding fields at Florence Fields and Connecticut River Greenway, parking at Sheldon Field, and redeveloping Veterans' Field and Arcanum Field.

Implement next phases of Florence Recreation Fields and Connecticut River Greenway Riverfront Park. Rehabilitate and expand recreation opportunities at Sheldon Field, Maines Field, Ellarbrook Field, Bear Hill Soccer Field, and Mulberry/Leeds Park. These recreation areas all are loved, but are ready for rehabilitation, upgrading, and expansion.

Make accessibility improvements to provide more opportunities, from accessible benches to walkways to bathrooms.

### 8 Maintain Existing Parks and Recreation Areas.

Work with the new Friends of Northampton Parks and Recreation to fund and draw attention to recreation needs. Consider winter sports needs, such as parking for cross country ski use and other opportunities.

### 9 Develop Multi-Use Trails for Easy Public Access.

Northampton is a mecca for multi-use trail users and a hub for a share use path system that will

eventually extend from Northampton north to Turners Falls, east to Boston, and south to New Haven. The City's objective is to make 75% of the city easily accessible by shared use paths.

Develop bike infrastructure to complement shared use paths, including ValleyBike Share, connecting cycle tracks and bike lanes, and bike repair and storage. Implement Major trail expansions at Rocky Hill Greenway and the Connecticut River Greenway. Add shared use path Access points.

### 10 Convert Unused Pavement to Beloved Parks

Building on the success of the City Hall curb extension, the Roundhouse parklet, the Amber Lane parklet, and the Pleasant Street parklet, and the city's portable parklet kit, the city is considering more urban parklet opportunities.

Create additional downtown parklets and pavement to parks. Create marked trails connecting public and private parks. Explore easement to protect walking shortcuts.

### 11 Honor History in the Landscapes

Northampton has a rich 355 year history honored in written histories and building preservation. There has been less emphasis, however, on cemeteries, historically significant landscapes, and historical farms, and working landscapes.

Preserve historic cemeteries. Interpret the historic Gelena mine site. Add historic interpretation for Mill River. Develop heritage landscape histories.

### 12 Improve Public Awareness

open space, recreation, and multi-use trail opportunities to ensure that the public is aware of resources in the community.

Expand bicycle racks and repair stations. Improve web information. Mark all open space property boundaries.

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## **Relevant Recent Open Space and Recreation Plans**

By relevant Plan Sustain team members

### ***Northampton Open Space, Recreation, and Multiuse Trail Plan element of the Sustainable Northampton Comprehensive Plan (2011)***

- Taking the 2018 Northampton OSRP and bringing it into the City's comprehensive plan so that it has a greater influence on City's actions.
- Project lead: Wayne Feiden (then Northampton's Director of Planning and Sustainability)
- Reference: Carolyn Misch, AICP, Northampton Director of Planning and Sustainability
  - [CMisch@NorthamptonMa.gov](mailto:CMisch@NorthamptonMa.gov)
  - (413) 587-1287

### **Northampton Open Space, Recreation, and Multiuse Trail Plan (2018)**

- OSRP strongly tied to implementation
- Project lead: Wayne Feiden (then Northampton's Director of Planning and Sustainability)
- Reference: Carolyn Misch, AICP, Northampton Director of Planning and Sustainability
  - [CMisch@NorthamptonMa.gov](mailto:CMisch@NorthamptonMa.gov)
  - (413) 587-1287

### **Westhampton Open Space and Recreation Plan (2022)**

- OSRP for a community without staff to implement
- Project team: Conservation Works and Christopher Curtis
- Reference: Teri Anderson, Westhampton Open Space Committee
  - [terianderson2@hotmail.com](mailto:terianderson2@hotmail.com)
  - (413) 527-8888

### **Dover Open Space and Recreation Plan (2021)**

- OSRP for a community without staff to implement
- Project team: Conservation Works and Christopher Curtis
- Reference: Amey Moot, Chair, Dover Open Space Committee
  - [amoot@doverma.org](mailto:amoot@doverma.org)



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## FORM A - CERTIFICATION 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.

<i>Signature of person submitting contract/bid</i>  	<i>Date</i>  September 12, 2022
<i>Name of Business</i>  Plan Sustain, Inc.	

# Plan Sustain, Inc.


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Wayne Feiden, FAICP, Principal   [www.PlanSustain.com](http://www.PlanSustain.com)   [Wayne@PlanSustain.com](mailto:Wayne@PlanSustain.com)   413.695.2748

## FORM B - CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. c.62C §49A, I certify, under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

88-1149751	Plan Sustain, Inc.
<i>Social Security Number or Federal Identification Number</i>	<i>Signature of Individual or Corporate Name</i>
	Wayne Feiden, Principal
	<i>Corporate Officer (if applicable)</i>

# Plan Sustain, Inc.

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Wayne Feiden, FAICP, Principal [www.PlanSustain.com](http://www.PlanSustain.com) [Wayne@PlanSustain.com](mailto:Wayne@PlanSustain.com) 413.695.2748

## FORM C - PRICE QUOTATION

NAME:

**Plan Sustain, Inc.**

ADDRESS:

**57 Olander Dr., Northampton, MA 01060**

**Northampton, MA 01060**

CONTACT PERSON:

**Wayne Feiden**

PHONE:

**(413) 695-2748**

EMAIL:

**Wayne@PlanSustain.com**

**\$25,000** Lump Sum for the purpose(s) described in the attached proposal.

The undersigned hereby acknowledges that I/we have received and read the Request for Quotations and have acquainted myself/ourselves with matters therein referred to and understand that in making this Proposal, all rights to plead misunderstanding regarding the same have been waived in connection to the Proposal.

By: Wayne Feiden (Signature)

**Wayne Feiden**

**Principal, Plan Sustain, Inc.**

Print Signer's Name

Signer's Title

**Plan Sustain, Inc.**

**September 12, 2022**

Company Name

Date

**57 Olander Dr.**

**(413) 695-2748**

Street Address

Telephone

**Northampton, MA 01060**

City

State

ZIP Code



Informational



**TOWN OF MEDFIELD**  
*Affordable Housing Trust*

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

468 MAIN ST	43-132
	LUC: 931
19 NORTH ST	43-022
	LUC: 930
459 MAIN ST	43-024
	LUC: 930
15 JANES AVE	43-025
	LUC: 930
TOWN OF MEDFIELD	
459 MAIN ST	
MEDFIELD, MA 02052	

September 21, 2022

Dear Resident,

On Thursday, **October 6, 2022, at 7:30 PM** the Affordable Housing Trust will meet to hear a proposal for a housing development at 441 Main Street. The developer is proposing a Chapter 40B project under the *Local Initiative Program* ("LIP") that includes a total of two (2) new rental units at the site so that there would be a total of 8 rental units. Two (2) of the units will be income restricted affordable units and all eight (8) units will appear on the Town's Subsidized Housing Inventory (SHI). **As an abutter to the project, the Affordable Housing Trust invites you to attend the meeting.** The meeting will take place at Town Hall but will also be streamed via zoom. Please check the Town's website for the link.

At this meeting, the Affordable Housing Trust may vote on whether or not to recommend the project to the Board of Selectmen as a Local Initiative Project. The authority to enter a project as a Local Initiative Program project rests with the Board of Selectmen.

If the LIP application is ultimately approved by the Board of Selectmen, it will be submitted to the Commonwealth's Department of Housing and Community Development ("DHCD"). If DHCD approves the application, the developer will then submit a comprehensive permit under Chapter 40B to the Medfield Zoning Board of Appeals, which will then follow its established procedures for reviewing such permits.

If you need further information please email Sarah Raposa, Town Planner at [sraposa@medfield.net](mailto:sraposa@medfield.net).