



Board of Selectmen  
Meeting Packet  
January 24, 2023



December 7, 2022

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

Re: Petition of Cellco Partnership d/b/a Verizon Wireless ("Verizon") for  
Pole Attachment of Small Cell Communications Equipment:  
**MEDFIELD\_SC26\_MA, 154 Granite Street, Utility Pole #35/56**

Dear Honorable Members of the Board of Selectmen:

Enclosed please find a Petition to the Honorable Medfield Board of Selectmen for permission to attach, maintain and operate small cell communications equipment on a utility pole located in the public right-of-way (the "Petition"). The proposed small cell equipment installation included with this petition is to be located on a utility pole near the property with an address of 154 Granite Street.

Verizon's radio frequency engineers targeted the proposed location due to the high traffic and data demands on Verizon's network in the area. Verizon's existing macro and small cell sites are not providing adequate data capacity in this location due to population, vehicular and foot traffic, multiple wireless devices being used simultaneously and other contributing factors. This small cell site will work to offload the demand of the macro sites and will allow for increased data capacity and speed within the vicinity of the proposed small cell location.

The small cell equipment will be installed using standard commercially acceptable methods in accordance with all applicable federal, state and local laws and regulations. The proposed attachment is to a utility pole jointly owned with Eversource. Verizon has entered into a pole attachment agreement with Eversource and is licensed to attach its wireless facilities to the pole.

As shown on the attached detailed plans, the small cell installation on the utility pole will include fiber optic cables, an unobtrusive side-mount antenna measuring 35.4" in height and 14" in diameter; a remote radio head unit, conduits and cable protectors, and an electric meter with a shut-off switch. The attached plans show the proposed location, pole height, mounting height, equipment specifications and utility plan.

Without this installation, Verizon would be unable to provide specifically established coverage and capacity objectives. The utility pole is located within the limited



geographic area where Verizon's radio frequency engineers determined that a wireless facility is required.

### **The Telecommunications Act of 1996**

The Telecommunications Act of 1996 (the "Act") imposes restrictions affecting the standard for granting the requested relief, specifically (1) no laws or actions by any local government or planning or zoning board may prohibit, or have the effect of prohibiting, the placement, construction, or modification of communications towers, antennas or other wireless facilities in any particular geographic area, see 47 USC § 332(c)(7)(B)(i); (2) local government or planning or zoning boards may not unreasonably discriminate among providers of functionally equivalent service, see 47 USC § 332(c)(7)(B)(i); (3) health concerns may not be considered so long as emissions comply with the applicable standards of the FCC, see 47 USC § 332(c)(7)(B)(iv); and (4) decisions must be rendered within a reasonable period of time, see 47 USC § 332(c)(7)(B)(ii). The presumptively reasonable period of time established by the FCC in this instance is 60 days from the submission of a complete Petition, see 47 CFR § 1.6003(c)(1)(i).

Accordingly, under Massachusetts General Laws Chapter 166, Sections 21, 22, 25A, and the above-mentioned federal provisions, Verizon respectfully requests that the Medfield Board of Selectmen issue a Grant of Location Order to install and operate fixtures as specified herein.

Verizon respectfully requests that the Petition be added to the Board of Selectmen agenda.

In accordance with the filing requirements, please find the following:

1. Petition for Pole Attachment;
2. Site Drawing;
3. Proposed Order; and
4. Letter of Authorization issued to Verizon from Eversource.



Verizon looks forward to presenting this Petition to the Medfield Board of Selectmen. Should you require any additional information, please don't hesitate to contact me. Thank you very much.

Very truly yours,

*Paula Foley*

Paula Foley  
Network Real Estate / Regulatory  
M: 508.269.0172  
[Paula.foley@verizonwireless.com](mailto:Paula.foley@verizonwireless.com)

## PETITION FOR SMALL CELL POLE ATTACHMENT

To the Board of Selectmen for the Town of Medfield, Massachusetts

Cellco Partnership d/b/a Verizon Wireless hereby provides a petition to this Honorable Board for the location of a small cell wireless antenna, and the necessary sustaining and protecting fixtures, on a utility pole in Medfield, Massachusetts, as more particularly shown on the plans included herewith.

### Pole Location

Pole Location:	154 Granite Street - Utility Pole Number: 35/56
Proposed Equipment:	Antenna, Remote Radio Heads, AC/DC Converter, associated wires, cables, meter and fiber demark box on a utility pole as shown on the attached Plans titled MEDFIELD_SC26_MA prepared by MD7 LLC with a date of 11/17/22
Purpose:	To address network coverage and capacity in the immediate area of the subject pole. Offload wireless traffic from macro sites and designed to increase throughput to customers in proximity to the pole.

Respectfully submitted,

PETITIONER:

Cellco Partnership d/b/a Verizon Wireless

*Paula Foley*

Paula Foley  
Network Real Estate / Regulatory  
15 Chestnut Street, 4<sup>th</sup> Floor  
Worcester, MA 01609  
M: 508.269.0172  
[Paula.foley@verizonwireless.com](mailto:Paula.foley@verizonwireless.com)

MEDFIELD\_SC26\_MA  
CLUSTER: MEDFIELD

UTILITY POLE #35\56  
154 GRANITE ST  
MEDFIELD, MA, 02052

ISSUE STATUS

REV	DATE	DESCRIPTION	BY
0	07/25/2022	LEASE EXHIBIT	JN
1	09/06/2022	LEASE EXHIBIT	JN
2	10/26/2022	LEASE EXHIBIT	RA
3	11/17/2022	LEASE EXHIBIT	RA

MD7  
MD7, LLC  
10590 West Ocean Air Dr., Suite 300  
San Diego, CA 92130  
619 564 7439



SMALL CELL PROJECT

LEASE EXHIBIT  
NOT FOR  
CONSTRUCTION

MEDFIELD\_SC26\_MA

154 GRANITE ST  
MEDFIELD, MA, 02052

SHEET TITLE:  
LOCATION PLAN /  
AERIAL IMAGE

LE-1



LOCATION PLAN / AERIAL VIEW

50' 0 25' 50' SCALE: 1" = 50'-0" (24x36)  
(OR) 1/2" = 50'-0" (11x17) 1

CONTRACTORS NOTES

- THESE DRAWINGS ARE INTENDED TO PROVIDE GENERAL INFORMATION REGARDING THE PROPOSED LOCATION, SIZE, AND ORIENTATION OF VERIZON WIRELESS EQUIPMENT INSTALLATION AND NOT INTENDED FOR CONSTRUCTION.
- EXACT EQUIPMENT LOCATION MAY BE ADJUSTED TO MEET SYSTEM REQUIREMENTS.
- CONTRACTOR TO COMPLY WITH ALL HOLYOKE REQUIREMENTS REGARDLESS OF ANY DISCREPANCIES BETWEEN THE DRAWINGS AND EXISTING CONDITIONS.

ACCESSIBILITY REQUIREMENTS:  
FACILITY IS UNMANNED AND NOT FOR HUMAN HABITATION.  
HANDICAPPED ACCESS REQUIREMENTS ARE NOT REQUIRED.

SITE LOCATION

UTILITY POLE# 35\56  
LAT (Decimal): 42.151502°(NAD 83)  
LONG (Decimal): -71.287338° (NAD 83)  
LAT (Deg.Min.Sec): 42° 9' 5.4072" N  
LONG (Deg.Min.Sec): -71° 17' 14.4168" W  
ELEV: 190' (AMSL)  
POLE OWNER: EVERSOURCE  
JURISDICTION: CITY OF MEDFIELD

SHEET

DESCRIPTION

LE-1	LOCATION PLAN / AERIAL IMAGE
LE-2	UTILITY POLE PHOTOGRAPH AND ELEVATION
LE-3	ANTENNA & ANCILLARY EQUIPMENT ORIENTATION PLANS & MOUNTING DETAILS
LE-4	ANTENNA & ANCILLARY EQUIPMENT SPECIFICATIONS AND ONE LINE DIAGRAM



GENERAL NOTES:

1. THESE DRAWINGS ARE INTENDED TO PROVIDE GENERAL INFORMATION REGARDING THE PROPOSED LOCATION, SIZE, AND ORIENTATION OF VERIZON WIRELESS EQUIPMENT INSTALLATION AND NOT INTENDED FOR CONSTRUCTION.
2. EXACT EQUIPMENT LOCATION MAY BE ADJUSTED TO MEET SYSTEM REQUIREMENTS.
3. CONTRACTOR TO COMPLY WITH ALL MEDFIELD REQUIREMENTS REGARDLESS OF ANY DISCREPANCIES BETWEEN THE DRAWINGS AND EXISTING CONDITIONS.



ANTENNA AND MOUNT NOTE:

CONTRACTOR SHALL POSITION/ROTATE PROPOSED ANTENNA MOUNT/BACKET IN SUCH A WAY SO AS TO NOT INTERFERE WITH EXISTING STREET LIGHT, PRIMARY POWER CROSSARM(S) (IF PRESENT), BRACKETS, BRACES. SECONDARY POWER SUPPORTS OR ANY OTHER MISCELLANEOUS APPURTENANCES AND RELATED SUPPORT BRACKETS ENCOUNTERED LOCATED ON THE EXISTING POLE.

TOP OF EXISTING POLE  
ELEV. 39'-0" (39.0') A.G.L.

EXISTING PRIMARY  
ELEV. 34'-6" (34.5') A.G.L.

RELOCATED SECONDARY  
ELEV. 29'-0" (29.0') A.G.L.

TOP OF PROP. "CANTENNA"  
ELEV. 25'-0" (25.0') AGL

CENTER LINE OF "CANTENNA"  
ELEV. 23'-3" (23.3') A.G.L.

BOTTOM OF PROP. "CANTENNA"  
ELEV. 22'-0" (22.0') AGL

TOP OF PROPOSED MOUNTING BRACKET STANDOFF ARM  
ELEV. 20'-6" (20.5') A.G.L.

RELOCATED EXISTING COMM. LINE  
ELEV. 18'-0" (18.0') A.G.L.

EXISTING COMM. LINE  
ELEV. 17'-0" (17.0') A.G.L.

TOP OF PROPOSED ANCILLARY EQUIP. MOUNTING BRACKET  
ELEV. 15'-6" (15.5') A.G.L.

BOTTOM OF PROPOSED ANCILLARY EQUIP. MOUNTING BRACKET  
ELEV. 12'-0" (12.0') A.G.L.

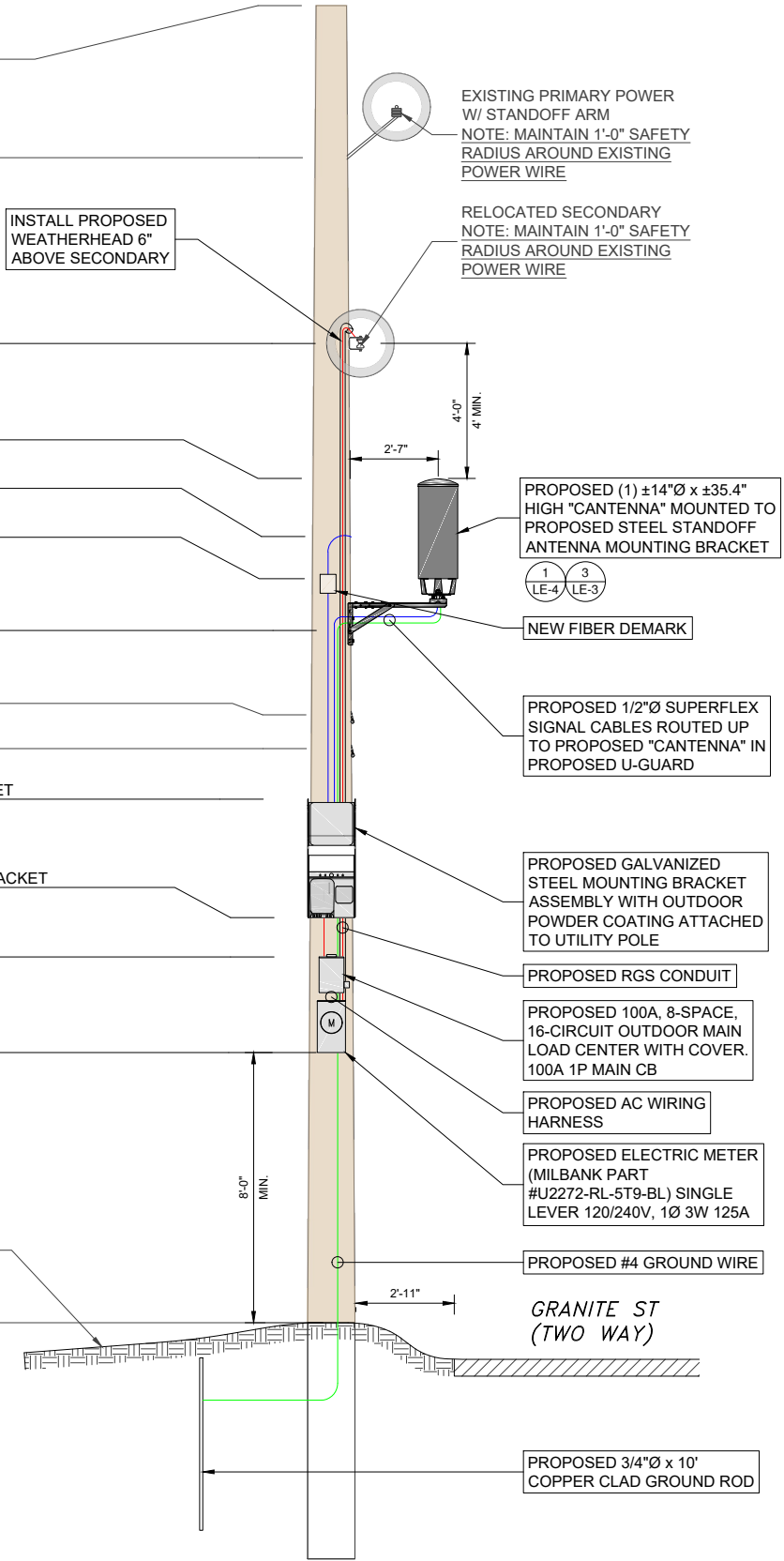
TOP OF PROPOSED LOAD CENTER  
ELEV. 10'-10" (10.8') A.G.L.

BOTTOM OF PROPOSED SERVICE METER HOUSING  
ELEV. 8'-0" (8.0') A.G.L.

GRADE LEVEL  
ELEV. 0'-0" (0.0') AGL

EQUIPMENT AND MOUNT NOTE:

CONTRACTOR SHALL POSITION/ROTATE PROPOSED EQUIPMENT AND ASSOCIATED MOUNTS/BRACKETS IN SUCH A WAY SO AS TO NOT INTERFERE WITH EXISTING WIRES/PANELS ETC. OR ANY OTHER MISCELLANEOUS APPURTENANCES AND RELATED SUPPORT BRACKETS ENCOUNTERED LOCATED ON EXISTING UTILITY POLE



ISSUE STATUS

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0	07/25/2022	LEASE EXHIBIT	JN
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2	10/26/2022	LEASE EXHIBIT	RA
3	11/17/2022	LEASE EXHIBIT	RA



SMALL CELL PROJECT

LEASE EXHIBIT  
NOT FOR  
CONSTRUCTION

MEDFIELD\_SC26\_MA

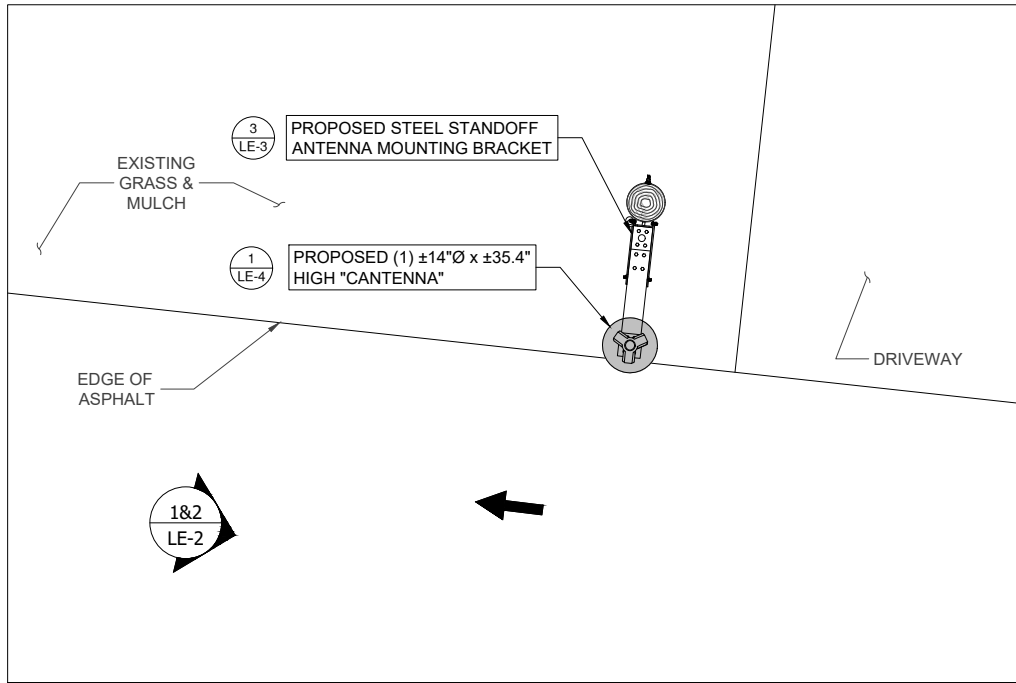
154 GRANITE ST  
MEDFIELD, MA, 02052

SHEET TITLE:  
UTILITY POLE  
PHOTOGRAPH AND  
ELEVATION

LE-2



NOTE: THE ORIGINAL SIZE OF THIS DRAWING IS 24" X 36". SCALE RATIO IS NOT VALID FOR REDUCED OR ENLARGED SHEET SIZES.



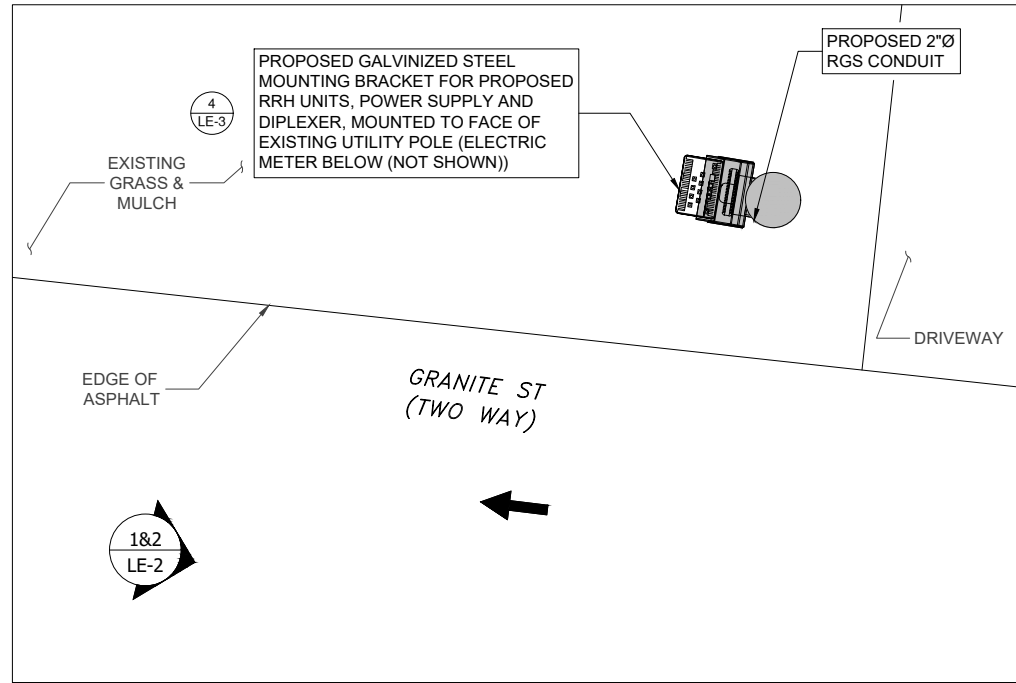
(INDICATES DIRECTION OF VEHICULAR TRAFFIC)

#### ANTENNA ORIENTATION PLAN

0 6" 1' 2'

SCALE: 1/2" = 1'-0" (24x36)  
(OR) 1/4" = 1'-0" (11x17)

1



(INDICATES DIRECTION OF VEHICULAR TRAFFIC)

#### ANCILLARY EQUIPMENT ORIENTATION PLAN

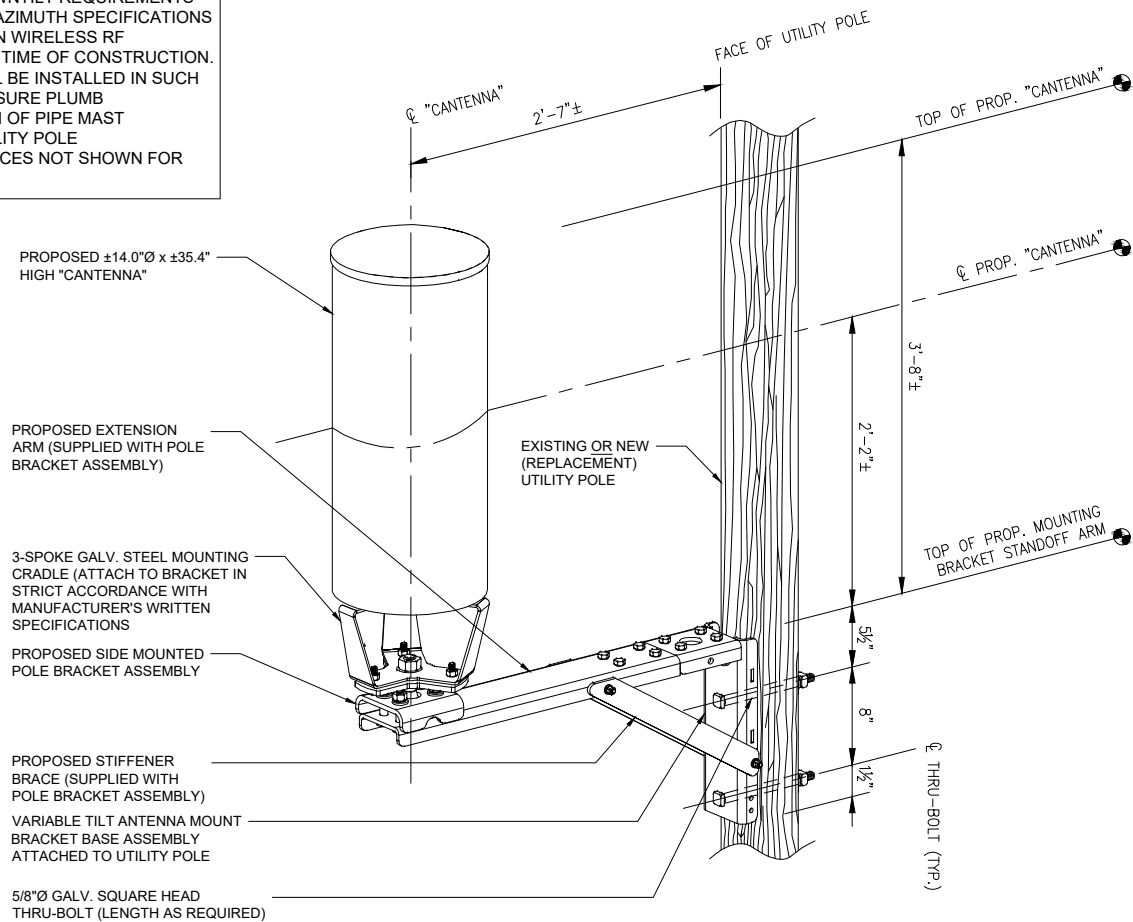
0 6" 1' 2'

SCALE: 1/2" = 1'-0" (24x36)  
(OR) 1/4" = 1'-0" (11x17)

2

##### NOTES:

- CONFIRM DOWNTILT REQUIREMENTS (IF ANY) AND AZIMUTH SPECIFICATIONS WITH VERIZON WIRELESS RF ENGINEER AT TIME OF CONSTRUCTION.
- MOUNT SHALL BE INSTALLED IN SUCH A WAY TO ENSURE PLUMB INSTALLATION OF PIPE MAST
- EXISTING UTILITY POLE APPURTENANCES NOT SHOWN FOR CLARITY.



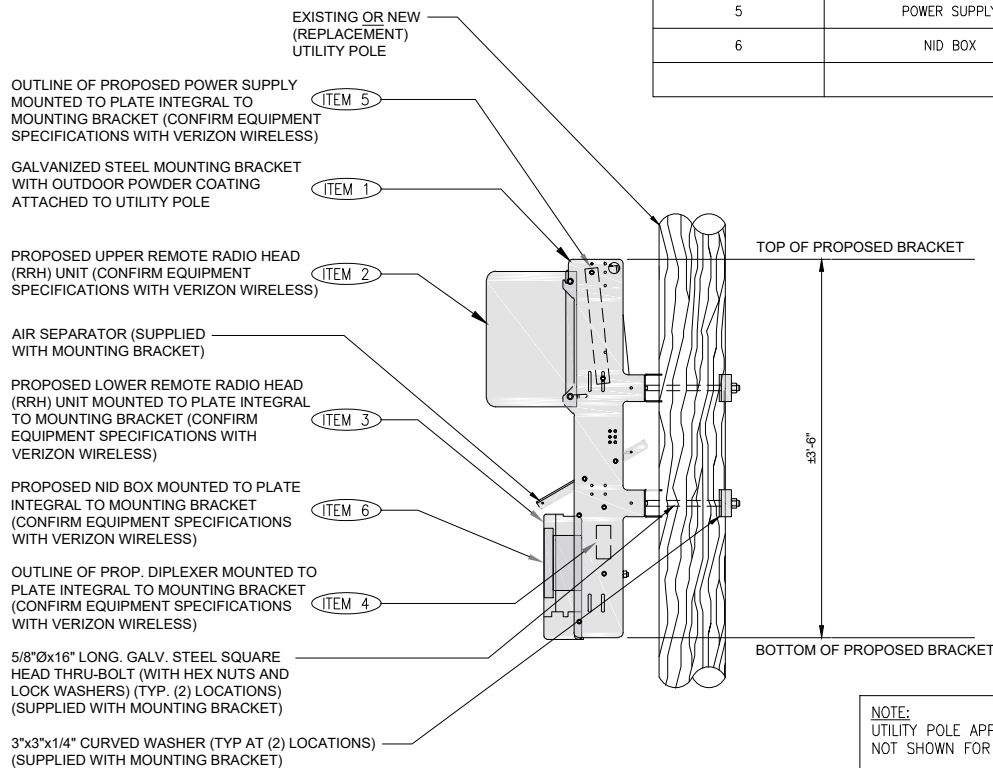
#### CANTENNA MOUNT DETAIL

SCALE  
N.T.S.

3

##### NOTES:

- EXISTING UTILITY POLE APPURTENANCES NOT SHOWN FOR CLARITY.



NOTE:  
UTILITY POLE APPURTENANCES  
NOT SHOWN FOR CLARITY.

#### ANCILLARY EQUIPMENT MOUNTING BRACKET MOUNT DETAIL

SCALE  
N.T.S.

4

#### ISSUE STATUS

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0	07/25/2022	LEASE EXHIBIT	JN
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3	11/17/2022	LEASE EXHIBIT	RA

**MD7**  
MD7, LLC  
10580 West Ocean Air Dr., Suite 300  
San Diego, CA 92130  
619 564 7439

**verizon**

SMALL CELL PROJECT

LEASE EXHIBIT  
NOT FOR  
CONSTRUCTION

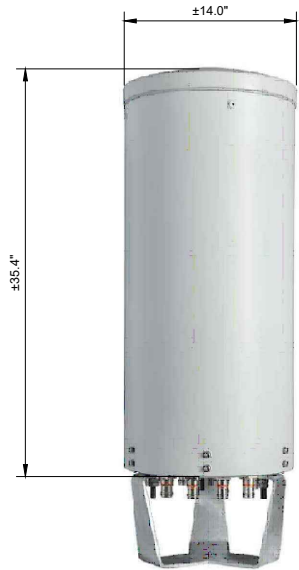
MEDFIELD\_SC26\_MA

154 GRANITE ST  
MEDFIELD, MA, 02052

SHEET TITLE:  
ANTENNA & ANCILLARY  
EQUIPMENT ORIENTATION  
PLANS AND MOUNTING DETAILS

**LE-3**

SMALL CELL "CANTENNA"  
HEIGHT: 35.4"  
DIA: 14.0"  
WIEIGHT: 35.0 LBS



### PANEL SCHEDULE

VOLTAGE: 120/240V, 1Ø, 3-WIRE 100A      TRANSFER LOAD CENTER IN  
MAIN CB: 2P/100A GND : 1 #4 CU      NEMA 3R OUTDOOR ENCLOSURE

DESCRIPTION	BKR	CIR	CIR	BKR	DESCRIPTION
MAIN BREAKER	100	1	2	20	SURGE ARRESTOR
	2	3	4	2	
POWER DIST. UNIT	20	5	6	-	SPARE
	2	7	8	-	SPARE

### ANTENNA DETAIL

SCALE  
N.T.S.

1

### ELECTRIC LOAD CENTER

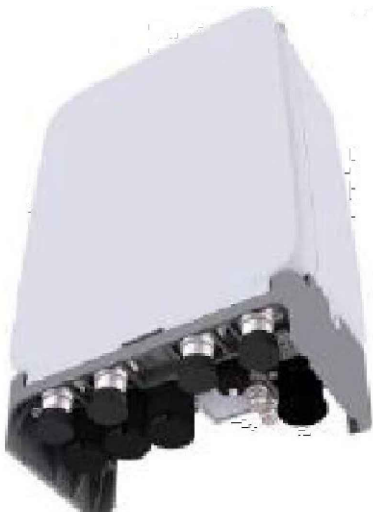
SCALE  
N.T.S.

2

REMOTE RADIO HEAD UNIT:  
HEIGHT: 17.3"  
WIDTH: 17.3"  
DEPTH: 11.5"  
WEIGHT: 102.5 LBS



REMOTE RADIO HEAD UNIT:  
HEIGHT: 13.9"  
WIDTH: 9.8"  
DEPTH: 4.8"  
WEIGHT: 21.4 LBS



### TYPICAL REMOTE RADIO HEAD (RRH) UNIT DIMENSIONS

SCALE  
N.T.S.

3

DIPLEXER:  
HEIGHT: 4.8"  
WIDTH: 7.9"  
DEPTH: 3.3"  
WEIGHT: 7.6 LBS



NID BOX:  
HEIGHT: 7.7"  
WIDTH: 7.7"  
DEPTH: 4.2"  
WEIGHT: N/A



### TYPICAL DIPLEXER DIMENSIONS

SCALE  
N.T.S.

4

### TYPICAL NID BOX DIMENSIONS

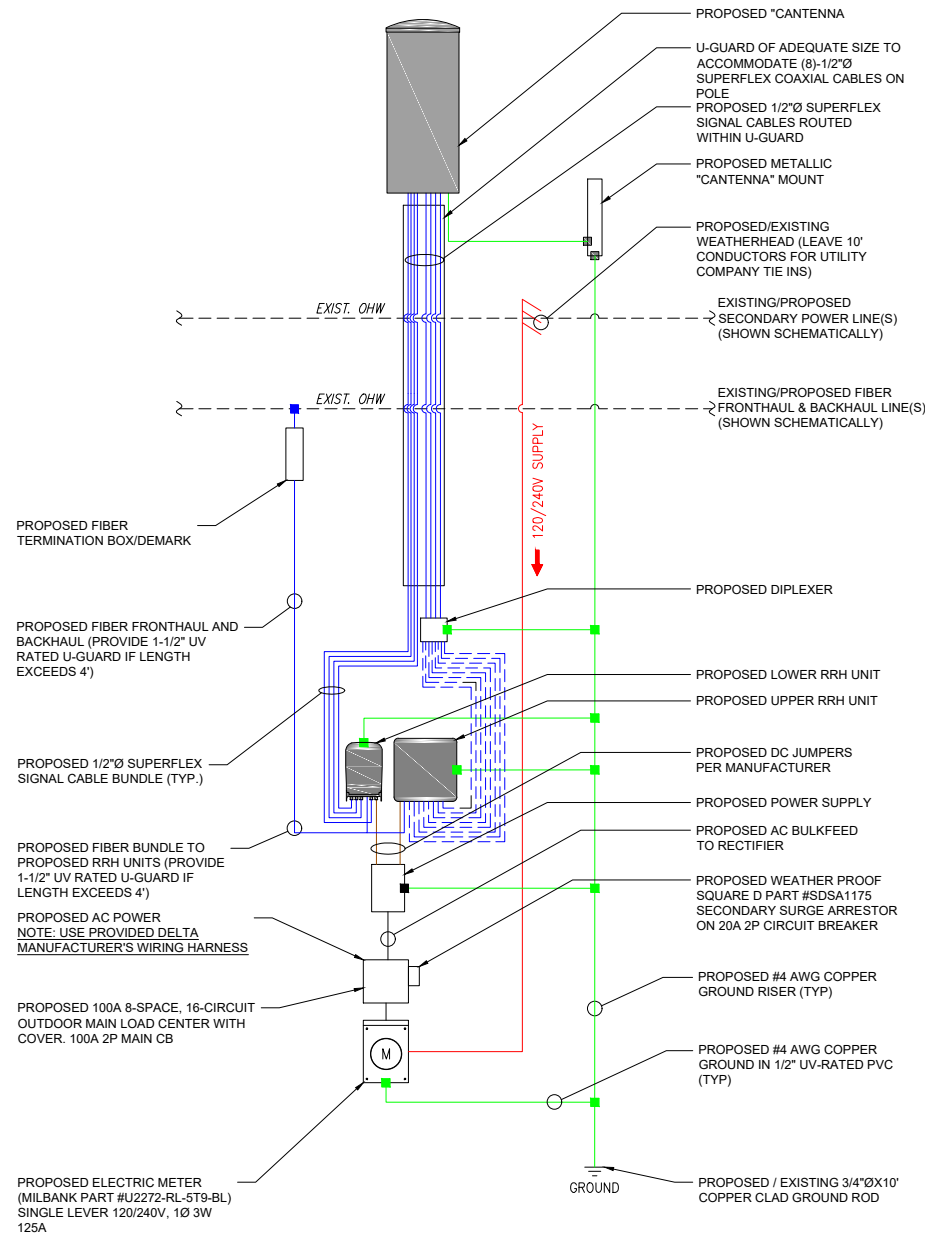
SCALE  
N.T.S.

5

### FIBER / ELECTRICAL ONE-LINE DIAGRAM

SCALE  
N.T.S.

6



#### ONE-LINE DIAGRAM NOTES:

1. PROVIDE WEATHER TIGHT SEAL CONNECTORS ON ALL CONNECTIONS EACH SIDE OF ENCLOSURE HOUSING.
2. COORDINATE ANY FURTHER MISCELLANEOUS WIRING AND CONDUIT REQUIREMENTS WITH VERIZON WIRELESS AND ELECTRIC COMPANY.

#### LEGEND

<span style="color: blue;">—</span> BLUE <span style="color: blue;">—</span>	= FIBER BUNDLE/JUMPER
<span style="color: red;">—</span> RED <span style="color: red;">—</span>	= AC POWER
<span style="color: orange;">—</span> ORANGE <span style="color: orange;">—</span>	= DC POWER
<span style="color: green;">—</span> GREEN <span style="color: green;">—</span>	= GROUND
<span style="color: blue;">- -</span> BLUE <span style="color: blue;">- -</span>	= 1/2" SUPERFLEX SIGNAL CABLES

### ISSUE STATUS

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**verizon**

SMALL CELL PROJECT

LEASE EXHIBIT  
NOT FOR  
CONSTRUCTION

MEDFIELD\_SC26\_MA

154 GRANITE ST  
MEDFIELD, MA, 02052

SHEET TITLE:  
**ANTENNA & ANCILLARY  
EQUIPMENT SPECIFICATIONS  
AND ONE LINE DIAGRAM**

**LE-4**

## ORDER FOR POLE ATTACHMENT

### UNDER MGL c. 166, §§ 22 and 25A

By the Board of Selectmen of the Town of Medfield, Massachusetts

Notice having been given and public hearing held, as provided by law,

#### IT IS HEREBY ORDERED:

That Cellco Partnership d/b/a Verizon Wireless (“Verizon”) be and is hereby granted a location for and permission to install and maintain telecommunications wires and wireless attachments and appurtenances, including fiber optic cable, remote nodes and pole-top antenna, to be attached to an existing Eversource / Verizon utility pole located in the Public Right of Way within the Town of Medfield, as substantially shown on the plans filed with said Petition for MEDFIELD\_SC26\_MA.

The foregoing permission is subject to the following conditions:

#### **See Plans filed with this order.**

There may be attached to said pole:

- Antenna;
- Remote Radio Head(s);
- Mounting Brackets;
- Overhead Wires;
- Conduit;
- Cable;
- Diplexer;
- Meter;
- Converter;
- Disconnect; and
- Each sustaining and protecting fixtures as it may find necessary.

I hereby certify that the foregoing was adopted at a meeting of the Board of Selectmen of the Town of Medfield, Massachusetts, held on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

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Town Clerk

We hereby certify that on \_\_\_\_\_, 202\_\_, at \_\_\_\_\_ o'clock \_\_M., at Medfield, Massachusetts, a public hearing was held on the petition of Celco Partnership d/b/a Verizon Wireless for permission to install a small cell wireless antenna, and the necessary sustaining and protecting fixtures on utility pole #35/56 described in the order herewith recorded, and that we mailed written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the way or parts of ways upon which said Company is permitted to install a small cell wireless antenna, and the necessary sustaining and protecting fixtures on utility pole #35/56 under said order and that thereupon said order was duly adopted.

Board of Selectmen of the Town of Medfield,  
Massachusetts:

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#### **CERTIFICATE**

I hereby certify that the foregoing is a true copy of a location order, and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Medfield, Massachusetts, on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_ and recorded with the records of location orders of said Town, Book \_\_\_\_, Page \_\_\_\_\_. This certified copy is made under the provisions of Chapter 166 of the General Laws and any additions thereto or amendments thereof.

Attest:

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Town Clerk





247 Station Drive, SE280  
Westwood, Massachusetts 02090

December 2, 2022

Attention: State and Municipal Permitting Authorities

Re: **Evidence of Pole Attachment Agreement and Consent to File for  
Permits Granted to Verizon Wireless**

**\*\*Authorization to perform work on Eversource Utility Pole(s) listed in table within Medfield, MA) \*\***

To Whom It May Concern:

NSTAR Electric d/b/a Eversource Energy ("Eversource") is aware that Verizon Wireless is in the process of permitting for the installation of necessary telecommunications equipment and corresponding aerial fiber optic cable in various locations on Eversource-owned poles throughout our service territory. As part of the approval process, we understand that there is a requirement for Eversource to review these locations and provide the Towns with confirmation of its approval in advance of Verizon Wireless proposed attachment.

Accordingly, Eversource hereby submits its initial authorization for Verizon Wireless to install its equipment and corresponding aerial fiber routes to Eversource poles in the geographic locations as depicted on the plans submitted by Verizon Wireless and on file with the Towns. The installations on Eversource poles will be subject to the underlying terms and conditions of agreements by and between Eversource and Verizon Wireless, as the same may be in effect from time to time.

<b>Name</b>	<b>Address</b>	<b>Pole Number</b>
MEDFIELD_SC26_MA	154 Granite Street	35/56

If there is anything further that I can provide you with for your analysis, please do not hesitate to contact me at 781-441-8162.

Sincerely,

***Richard A Comeau***

Richard A Comeau  
Manager – Distribution Engineering, Single Pole Administration  
NSTAR Electric d/b/a Eversource Energy  
247 Station Drive, SE280  
Westwood, MA 02090  
Ph: (781) 441-8162



# Memorandum



To: Board of Selectmen

From: Michael T. Marcucci, Chair, Affordable Housing Trust

Date: January 5, 2023

Re: 441 Main Street Proposed "LIP" Local Initiative Project

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At their duly posted meeting on January 5, 2023, the present members of the Medfield Affordable Housing Trust voted to support the project concept and recommend the 441 Main Street Project to the Board of Selectmen for Local Initiative Program project review. The Trust found that the project meets Housing Production Plan goals of promoting smaller scale developments throughout Town, particularly the renovation of an existing non-SHI eligible apartment through the acquisition of an affordability deed restriction by the Trust.

The Board considered the following criteria in determining whether to support the proposal:

- ☑ 50% of the units (4) of the total 8 units will be affordable to persons at 70% of AMI in perpetuity. As rental units, this is an addition of 8 units to the Subsidized Housing Inventory.
- ☑ The implementation of the Housing Options Program to create SHI-eligible rental units through small-scale new development or conversions of existing buildings is a strategy identified in the 2022 Housing Production Plan which meets the local goals of "Housing Production" and "Local Needs & Diversity".
- ☑ The location has available sewer infrastructure and is located in Downtown Medfield
- ☑ The developer, Brook Run Development Corp., appears to have the organizational and financial capacity to carry out the project and to complete the LIP process.

The Affordable Housing Trust reviewed a conceptual site plan, elevations, and floor plans to ensure that design standards with respect to unit size, composition, and locations are met. Over several publicly posted meetings, the Trust heard from abutters and neighborhood residents with questions regarding setbacks, buffering, stormwater, and other quality of life concerns. While the Trust is supportive of the concept of the proposed development, we defer to the ZBA process to analyze the technical impacts of the project.

Thank you for further consideration of this affordable rental housing coupled with historic preservation project in relation to the recommendation of the Affordable Housing Trust.



**TOWN OF  
MEDFIELD**  
*Affordable  
Housing Trust*

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

January 6, 2023

Dear Resident,

On January 5, 2023 the Affordable Housing Trust voted to recommend the affordable housing project located at 441 Main Street to the Board of Selectmen. The developer, Brook Run Development, is proposing a Chapter 40B project under the *Local Initiative Program* (“LIP”) that includes Brook Run Development Corp. is proposing the construction of two new rental homes and the rehabilitation of six existing rental homes consisting of a total of eight two bedroom units; 50% of the units (4 units) will be affordable at 70% of area median income (AMI).

The Board of Selectmen will meet on **Tuesday, January 24, 2023 at 7:00 PM** to consider the application for the LIP at 441 Main Street. Please note: the exact time of the agenda item to be determined closer to the meeting date. Please check the town’s website within 48 hours of the meeting.

If the LIP application is 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 application under Chapter 40B to the Medfield Zoning Board of Appeals, which will follow its established procedures for reviewing such permits.

Information previously submitted to the Affordable Housing Trust is available on the Town's webpage: <http://ma-medfield.civicplus.com/471/Affordable-Housing-Trust>

- Click the "Affordable Housing Projects" link on the left side of the page
- Click the "441 Main Street" folder
- Plans and supporting documents may be found in the "AHT Meeting" folders

If you need further assistance, please email Sarah Raposa, Town Planner, at [sraposa@medfield.net](mailto:sraposa@medfield.net).

**Local Initiative Program  
Board of Selectmen  
Application  
441 Main Street**



*PROPOSED ADDITION TO 441 MAIN ST., MEDFIELD, MA*

**441 Main Street  
Medfield, MA  
January 11, 2023**

Submitted by:

**Brook Run Development Corp.  
266 Main Street,  
Unit 34  
Medfield, MA  
508.359.6227**

**Dean E. Harrison  
Consultant  
59 Lockwood Ave  
Attleboro, MA 02703  
508.813.1388**

**441 Main Street  
Local Initiative Application**

TABLE OF CONTENTS

1. COVER LETTER
2. PROJECT ELIGIBILITY APPLICATION
3. SITE CONTROL
4. MAXIMUM RENT CALCULATION
5. MAPS AND PHOTOGRAPHS
6. PLANS
7. AFFIRMATIVE FAIR HOUSING MARKETING PLAN
8. 21E SUMMARY
9. FINANCING LETTER
10. LOCAL SUPPORT LETTER

## COVER LETTER



**The Jacob R. Cushman Realty Trust  
266 Main Street  
Unit #34  
Medfield, MA 02052**

January 11, 2023

Mr. Gus Murby,  
Chairman  
Board of Selectmen  
Town of Medfield  
459 Main Street  
Medfield, MA 02052

RE: 441 Main Street, Medfield  
LIP Application

Dear Chairman:

Attached is a copy of the LIP application for the above-mentioned development. We have completed our application and are ready to make the submission to the Department of Housing and Community Development.

The Applicant is proposing the construction of 2 rental homes and the rehabilitation of 6 existing rental homes consisting of a total of 8 two bedroom. 25% will be affordable at 70% of area median income. The Developer has met with the Medfield Affordable Housing Trust on various occasions to discuss the proposal. The Committee voted on January 5, 2023 to endorse the application and recommend approval to the Board of Selectmen.

Please feel free to contact me if you have any questions. We look forward working with the Board of Selectmen and the Town regarding the proposed development.

Very truly yours,



Dean E. Harrison,  
Housing Consultant for The Jacob R. Cushman Realty Trust

Cc: David MacCready, The Jacob R. Cushman Realty Trust  
Craig Rafter, The Jacob R. Cushman Realty Trust

## {Town's Letter Head}

January \_\_, 2023

Rieko Hayashi  
Local Initiative Program  
Department of Housing and Community Development  
Suite 300  
100 Cambridge Street  
Boston, MA 02114

RE: Local Initiative Program Application for Comprehensive Permit.  
441 Main Street  
441 Main Street, Medfield

Dear Ms. Hayashi:

The Medfield Board of Selectman supports the Local Initiative Program (LIP) comprehensive permit application for the proposed development to be known as 441 Main Street. The development is located in the downtown at 441 Main Street. The Board formally endorsed LIP Application at the Selectman's meeting on \_\_\_\_\_.

The Applicant is proposing the construction of 2 rental homes and the rehabilitation of 6 existing rental homes consisting of a total of 8 two bedroom. 25% will be affordable at 70% of area median income. The Developer has met with the Medfield Affordable Housing Trust on various occasions to discuss the proposal. The Trust on \_\_\_\_\_ to endorse the application and recommend approval to the Board of Selectmen. A support letter is attached to the application.

We are hopeful that the Department of Housing and Community Development will look favorable upon the application and approve the development under the Local Initiative Program. Feel free to contact me if you have any questions or concerns about the application.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

Gus Murby, Chairman  
Medfield Board of Selectman

Cc: Dean E. Harrison, Housing Consultant  
David McCready, Owner  
Craig Rafter, Owner

# PROJECT ELIGIBILITY APPLICATION

**MASSACHUSETTS**  
Department of Housing and Community Development  
**Local Initiative Program**  
**Application for Comprehensive Permit Projects**

**INSTRUCTIONS**

Please submit three copies of the application and attachments. Note: only one set of site plan and sample elevations (attachments 11 and 12 noted on page 22) are required. An application fee, payable to the Department of Housing and Community Development, shall be submitted with the application. The schedule of fees is as follows:

	Project Fee	plus	Per Unit Fee
Municipality	\$1,000		\$30
Non-Profit	\$1,750		\$40
All Others	\$4,000		\$50

Mail to:

**Local Initiative Program**  
**Department of Housing & Community Development**  
**100 Cambridge Street, Suite 300**  
**Boston, MA 02114**  
**Attn: Alana Murphy, Deputy Associate Director**

To complete the application electronically, simply position your cursor on a line and type. Use the tab key to move between questions.

If you have any questions, please refer to the DHCD 40B Guidelines, specifically Section VI. For further assistance, contact Alana Murphy at 617-573-1301 or [alana.murphy@mass.gov](mailto:alana.murphy@mass.gov).

NOTE: For Rental Projects, to complete information on Project Feasibility (Section X), go to the One Stop Application at <http://www.mhic.com> and complete Section 3 Sources and Uses and Section 4 Operating Pro Forma. Submit the sections with the Application

Application Contents:

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| I. General Information             | VIII. Surrounding Area              |
| II. Community Support              | IX. Financing                       |
| III. Municipal Contact Information | X. Project Feasibility              |
| IV. Development Team               | XI. Development Schedule            |
| V. Project Information             | XII. Marketing Outreach and Lottery |
| VI. Site Information               | XIII. Checklist of Attachments      |
| VII. Design and Construction       |                                     |

January 2016

**MASSACHUSETTS**  
Department of Housing & Community Development  
**Local Initiative Program**  
**Application for Comprehensive Permit Projects**

**I. GENERAL INFORMATION**

Community: Medfield  
Name of Development: 441 Main Street  
Site Address: 439-441 Main Street  
Developer: The Jacob R. Cushman Realty Trust

1. Type of Housing:  
☐ Single Family house ☒ Rental  
☐ Condominium ☐ Age Restricted
2. Project Characteristics:  
☒ New Construction ☐ Conversion  
☒ Rehabilitation ☐ Other
3. Total Acres .50 Density of Project (units/acre) 16
4. Unit Count:  
  
Total Number of Units 8  
Market Rate 4  
Affordable 4
5. Unit Prices/Rents: These are the maximum rents that can be charged for the units. Based on the current residents, we are expecting the initial rents to below the maximum rents.  
Market Rate 2br - \$2,700  
Affordable 2br - \$2,208 (70%)

Required Signatures for the  
Comprehensive Permit Project Application  
Chief Executive Official  
of Municipality:

Chair, Local Housing Partnership  
(if applicable):

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: Gus Murby

Print Name: Michael T. Marcucci

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

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

## II. COMMUNITY SUPPORT

1. Letter of Support from Municipality - Attach a letter containing a short narrative on the basics of the project, the history of the project, the ways in which the community is providing support, and how the development team has addressed any concerns the community has. The letter must be signed by the chief elected official of the community.

2. Letter of Support from Local Housing Partnership - If the community has a housing partnership, please attach a letter from them indicating their support for the project. The letter should summarize how the partnership has been working with the developer.

3. Local Contributions - Check off all that apply and provide a brief description at the end.

- ☐ Land donation (dollar value\_\_\_\_\_)
- ☐ Building donation (dollar value\_\_\_\_\_)
- ☒ Marketing assistance
- ☒ Other work by local staff
- ☒ Density increase
- ☐ Waiver of permit fees
- ☐ Other regulatory or administrative relief (specify) \_\_\_\_\_
- ☒ Local funds (cash)  
Amount \$400,000      Source: AHT Funds
- ☐ HOME funds
- ☐ Agreement by a lender to provide favorable end-loan financing (ownership projects only)
- ☐ Other (specify) \_\_\_\_\_

Briefly explain the contributions: \_\_\_\_\_

4. Municipal Actions and Local Plans - Briefly describe how the project fits with any planning the community has done (e.g. master plan, community development plan, affordable housing plan) and other local land use and regulatory actions that provide the opportunity for affordable housing (including multi-family and overlay districts, inclusionary zoning by-laws and ordinances).

The development fits in to the Town's plans to produce more affordable. In addition, the development will continue to assist the Town in maintaining the Town's 10%.

### III. MUNICIPAL CONTACT INFORMATION

#### Chief Elected Official

Name Gus Murby  
Address 459 Main Street, Medfield, MA 02052  
Phone 508.359.8505  
Email [gmurby@earthlink.net](mailto:gmurby@earthlink.net)

#### Town Administrator/Manager

Name Kristine Trierweiler  
Address 459 Main Street, Medfield, MA 02052  
Phone 508.906.3011  
Email [ktrierweiler@medfield.net](mailto:ktrierweiler@medfield.net)

#### Town Planner

Name Sarah Raposa, AICP  
Address 459 Main Street, Medfield, MA 02052  
Phone 508.906.3027  
Email [sraposa@medfield.net](mailto:sraposa@medfield.net)

#### City/Town Counsel

Name Mark Cerel, Esq.  
Address 459 Main Street, Medfield MA 02052  
Phone 617.378.4256  
Email [mcerel@franklinma.gov](mailto:mcerel@franklinma.gov)

#### Affordable Housing Trust

Name Sarah Raposa, AICP  
Address 459 Main Street, Medfield, MA 02052  
Phone 508.906.3027  
Email [sraposa@medfield.net](mailto:sraposa@medfield.net)

#### Community Contact Person for this project

Name Sarah Raposa, AICP  
Address 459 Main Street, Medfield, MA 02052  
Phone 508.906.3027  
Email [sraposa@medfield.net](mailto:sraposa@medfield.net)

#### IV. DEVELOPMENT TEAM INFORMATION (include all development members)

##### Developer

Name The Jacob R. Cushman Realty Trust (David McCready)  
Address 266 Main Street, #34, Medfield MA 02052  
Phone 508.359.6227  
Email [davemac500@msn.com](mailto:davemac500@msn.com)  
Tax ID 04-3102802

##### Contractor

Name Brook Run Development Corporation  
Address 266 Main Street, #34, Medfield MA 02052  
Phone 508.359.6227  
Email [davemac500@msn.com](mailto:davemac500@msn.com)  
Tax ID 04-3102802

##### Architect

Name David Sharff  
Address 800 Boylston Street, Boston, MA 02199, POB 990431  
Phone 508.359.5737  
Email [david@dsarchdesign.com](mailto:david@dsarchdesign.com)  
Tax ID Provided upon request.

##### Engineer

Name Robert Truax, GLM Engineering  
Address 19 Exchange Street, Holliston, MA 01746  
Phone 508.429.1100  
Email [Robert.truax@glmengineering.com](mailto:Robert.truax@glmengineering.com)  
Tax ID Provided upon request.

##### Attorney

Name Doherty, Dugan, Cannon, Raymond and Weil, P.C. Ted Gannon, Esq.  
Address 124 Grove Street, Franklin, MA 02038  
Phone 508.541.3000  
Email [evc@ddcrwlaw.com](mailto:evc@ddcrwlaw.com)  
Tax ID Provided upon request.

##### Housing Consultant

Name Dean E. Harrison  
Address 59 Lockwood Ave, Attleboro, MA 02703  
Phone 508.813.1388  
Email [deanharrison13@outlook.com](mailto:deanharrison13@outlook.com)  
Tax ID Provided upon request.

##### Marketing/Lottery Agent

Name To Be Determined.  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Tax ID \_\_\_\_\_



## TEAM EXPERIENCE – DEVELOPER/CONTRACTOR QUALIFICATIONS

Complete the charts on the following pages for all housing projects undertaken by the developer and the contractor during the past five years. Include projects currently in construction. Provide owner references for each project, including a current phone number. Alternatively, a resume outlining the experience that covers the items listed on the chart below may be submitted.

### 1. Developer: The Jacob R. Cushman Realty Trust

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:	Turtle Brook	Old Medfield Sq.	Eastmount	Jadewalk
Community Address:	Medfield	Medfield	Medfield	Medfield
Housing Type:	Condo – 40B LIP	Office Condos	Residential	Residential
Number of Units:	24	27	11	20
Total Development Costs:				
Subsidy Program (if applicable):	40B LIP			
Date Completed:	2000	1989	2003	1998
Reference: Name and Telephone #:				

### 2. Contractor: Brook Run Development Corp.

Project Summary	Project #1	Project #2	Project #3	Project #4
Project Name:	Turtle Brook	Old Medfield Sq.	Eastmount	Jadewalk
Community Address:	Medfield	Medfield	Medfield	Medfield
Housing Type:	Condo – 40B LIP	Office Condos	Residential	Residential
Number of Units:	24	27	11	20
Total Development Costs:				
Subsidy Program (if applicable):	40B LIP			
Date Completed:	2000	1989	2003	1998
Reference: Name and Telephone #:				

### 3. Other Chapter 40B Experience

Have you or any members of your team had previous Chapter 40B experience with DHCD and/or other subsidizing agencies? ☒ Yes ☐ No

If yes, please explain. The Housing Consultant has over 30 years' experience in the permitting, development, financing and construction of affordable housing. The Engineer has over 10 years' experience in the permitting and development of 40B developments. See attached resumes for Housing Consultant and Engineer.

### 4. Bankruptcy / Foreclosure

Have you or any entities you control ever filed for bankruptcy or have had a property foreclosed? ☐ Yes ☒ No

If yes, please explain.

## DEVELOPER CERTIFICATION

The undersigned hereby certifies that he is Agent (Title) of The Jacob R. Cushman Realty Trust (Legal Name of Applicant) and that the information requested below for the project known as 441 Main Street (Project Name) is complete and that all information contained in this application is true and correct to the best of his/her knowledge. The Developer agrees to execute DHCD model documents, as required. If the Developer is other than a non profit corporation or public entity, the Developer hereby certifies that it shall comply with all reporting requirements described in 760 CMR 56.00 and as set forth in the LIP Guidelines.

Signature of Developer \_\_\_\_\_

Print Name: Agent for the Developer - Dean E. Harrison

Date 01/11/23

## V. PROJECT INFORMATION

1. Type of Housing: Total Number of Units  
Single-Family House \_\_\_\_\_  
Condo \_\_\_\_\_  
Rental 8  
Other \_\_\_\_\_
2. Total Number of Units Affordable 4 Market 4
3. Project Style: Total Number of Units  
Detached single-family house \_\_\_\_\_  
Rowhouse/townhouse \_\_\_\_\_  
Duplex \_\_\_\_\_  
Multifamily house (3+ family) \_\_\_\_\_  
Multifamily rental building 1 – 8 unit building.  
Other (specify) \_\_\_\_\_
4. Is this an age-restricted (55+) Development? Yes ☐ No ☒  
If yes, please submit a marketing study that demonstrates an understanding of the region's demographics, market demand and the particular strategies necessary to attract buyers to both market and affordable units.
5. Estimate the percentage of the site used for:  
  
Buildings 19.9%      Parking & Paved Areas 23.5%  
Usable Open Space 44.8%      Unusable Open Space 11.8%
6. Is any portion of the project designed for non-residential use? Yes  
If yes, explain the non-residential uses. Seasonal Stand – Sunny Hill.
7. Sustainable Development Design and Green Building Practices

In accordance with the Sustainable Development Principles adopted by Governor Patrick's Administration in 2007, DHCD encourages housing development that is consistent with sustainable development design and green building practices. For more information, see Appendix VI.A-1 and VI.B-1 of the 40B Guidelines for a list of links to resources and opportunities related to sustainable development.

A. How will this development follow Sustainable Development Principles?  
The 10 sustainable development principles are: concentrate development and mix uses; advance equity; make efficient decisions; protect land and ecosystems; use natural resources wisely; expand housing opportunities; provide transportation choice; increase job and business opportunities; promote clean energy; and plan regionally. The project is in keeping with each of these principles. The site is serviced by existing infrastructure (Town Road, Town water and sewer) and located a short distance of the town center. For suburban location, the site is within a reasonable distance of community services such as schools, doctor offices, retail, and so on. The property does not include wetlands. The affordable housing units would satisfy a regional need for low- or moderate-income housing that is particularly acute in this area of Massachusetts, where most of the towns are significantly below the 10% goal for affordable

housing units set by Chapter 40B. The project would be permitted through a comprehensive permit issued under Chapter 40B, thereby providing a process for more efficient decision-making whereby the Board of Appeals is the sole permit-granting authority for local bylaws and regulations. The apartments will be equipped with energy-star appliances; in addition, the project will be developed in a way to address concerns with energy efficiency in other ways. For instance, the commercial uses in the area that are close to the project are useful to residents (grocery stores and so on) in order to prevent unnecessary long vehicle trips.

B. How will the project maximize energy efficiency and meet Energy Star Standards?

The project will contain Energy Star Appliances, low water usage plumbing fixtures, enhanced insulation, windows and HVAC equipment that are energy efficient.

C. What elements of "green design" are included in the project (e.g. reduction of energy and water consumption, increasing durability and improving health)?

Implementation of water saving toilets, shower heads and faucets. Use of large overhangs to protect from solar heat gain in summer months. Double glazed High efficient Low-e windows. Use of high R value closed cell spray-on foam insulation. Use of LED and other high efficiency lighting fixtures. Use of low maintenance siding, windows, roofing and sustainable building products.

8. Project Eligibility

A. Have you ever applied for a project eligibility letter involving any portion of the site, or are you aware of any prior application for a project eligibility letter involving any portion of the site?

☐ Yes ☒ No If yes, explain.

B. Has the municipality denied a permit on another proposal for this site within the last 12 months? ☐ Yes ☒ No

9. Outstanding Litigation

Is there any outstanding litigation relating to the site? ☐ Yes ☒ No  
If yes, explain.

# 10. Unit Composition

Complete the chart below. Include a separate entry for each unit type according to its square foot/age and/or sales price/rent.

Type of Unit	# of Units	# of Bdrms	# of Baths	Gross Sq. Ft.	# of Parking Spaces	Sales Price/ Rent	Condo Fee	Handicap Accessible
Affordable	<u>4</u>	<u>2</u>	<u>1.5</u>	<u>1058</u> (avg)	_____	\$2,208 (70% AMI)	<u>NA</u>	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
Market	<u>4</u>	<u>2</u>	<u>1.5</u>	<u>1058</u> (avg)	_____	<u>\$2,700</u>	<u>NA</u>	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
Other	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____
	_____	_____	_____	_____	_____	_____	_____	<input type="checkbox"/> # _____

## VI. SITE INFORMATION

1. Total Acreage .50 Total Buildable Acreage .50
2. Describe the current and prior uses of the subject site: The current use is multifamily residential.

Existing buildings on site? Yes ☒ No ☐

If yes, describe plans for these buildings: The existing building will be renovated as part of construction.

3. Current Zoning Classification:

Business (minimum lot size) 40,000 S.F.

Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_

4. Does any portion of the site contain significant topographical features such as wetlands?

Yes ☐ No ☒ If yes, how many acres are wetlands? \_\_\_\_\_

If yes, attach map of site noting wetland areas.

Is map attached? ☐ Yes ☐ No

5. Is the site located within a designated flood hazard area?

Yes ☐ No ☒

If yes, please attach a map of the site with flood plain designations.

Is map attached? ☐ Yes ☐ No

6. Is the site or any building located on the site listed, nominated or eligible for listing on the National Register of Historic Places? Yes ☐ No ☒

7. Is the site within a Historic District? Yes ☒ No ☐

If yes, describe the architectural, structural and landscape features of the area:

**The property lays within the Town's Downtown Historic District.**

8. In the past three years, have there been any defaults on any mortgage on the property or any other forms of financial distress?

Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_

9. ☒ Indicate which utilities are available to the site:

Public Sewer ☒

Private Septic ☐

Public Streets ☒

Public Water ☒

Private Wells ☐

Private Ways ☐

Natural Gas ☒

Electricity ☒

On-site Sewer Treatment Facility ☐

Other ☐ Explain: \_\_\_\_\_

10. Describe any known or suspected hazardous waste sites on or within a ½ mile radius of the project site. None that the Developer is aware of at this time.

11. Has a 21E hazardous waste assessment ever been done on this site? If so, attach a summary of the filing. ☐ Yes ☒ No

12. What waivers will be requested under the comprehensive permit?

The specific waivers to be requested will be determined as part of the time of the submission of the application for the comprehensive permit.

13. Describe the current status of site control and attach copies of relevant deeds or executed agreements.

A. ☒ Owned by Developer **See Attachment**

B. ☐ Under Purchase and Sale Agreement \_\_\_\_\_

C. ☐ Under Option \_\_\_\_\_

Seller: \_\_\_\_\_ Buyer: \_\_\_\_\_

Is there an identity of interest between the Buyer and Seller? If yes, please explain:

\_\_\_\_\_.

Date of Agreement \_\_\_\_\_ Expiration Date \_\_\_\_\_

Extensions granted? Yes ☐ No ☐ Date of Extension \_\_\_\_\_

Purchase Price \$\_\_\_\_\_

## VII. DESIGN AND CONSTRUCTION

### 1. Drawings

Please submit one set of drawings.

#### Cover sheet showing written tabulation of:

- ☒ Proposed buildings by design, ownership type, and size. Identity and describe affordable units and handicapped accessible units.
- ☒ Dwelling unit distribution by floor, size, and bedroom/bath number
- ☒ Square footage breakdown of commercial, residential, community, and other usage in the buildings
- ☒ Number of parking spaces

#### Site plan showing:

- ☒ Lot lines, streets, and existing buildings
- ☒ Proposed building footprint(s), parking (auto and bicycle), and general dimensions
- ☒ Zoning restrictions (i.e. setback requirements, easements, height restrictions, etc).
- ☒ Wetlands, contours, ledge, and other environmental constraints
- ☒ Identification of affordable units
- ☒ Identification of handicapped accessible units.
- ☒ Sidewalks and recreational paths
- ☒ Site improvements, including landscaping
- ☐ Flood plain (if applicable)

#### Utilities plan showing:

- ☒ Existing and proposed locations and types of sewage, water, drainage facilities, etc.

Graphic depiction of the design showing:

- ☒ Typical building plan
- ☒ Typical unit plan for each unit type with square footage tabulation
- ☒ Typical unit plan for each accessible unit type with square footage tabulation
- ☒ Elevation, section, perspective, or photograph
- ☒ Typical wall section



2. **Construction Information**

<b><u>Foundations</u></b>	# Mkt. Units	# Aff. Units	Attic	# Mkt. Units	# Aff. Units
Slab on Grade	<u>4</u>	<u>4</u>	Unfinished	<u>4</u>	<u>4</u>
Crawl Space	_____	_____	Finished	_____	_____
Full Basement	_____	_____	Other	_____	_____
<b><u>Exterior Finish</u></b>	# Mkt. Units	# Aff. Units	Parking	# Mkt. Units	# Aff. Units
Wood	<u>4</u>	<u>4</u>	Outdoor	<u>4</u>	<u>4</u>
Vinyl	_____	_____	Covered	_____	_____
Brick	_____	_____	Garage	_____	_____
Fiber Cement	_____	_____	Bicycle	_____	_____
Other	_____	_____			

**Heating System**

Fuel: ☐ Oil ☒ Gas ☐ Electric ☐ Other

Distribution method (air, water, steam, etc.): Air

**Energy Efficient Materials**

Describe any energy efficient or sustainable materials used in construction:

The project will contain Energy Star Appliances, low water usage plumbing fixtures, enhanced insulation, windows and HVAC equipment that are energy efficient.

**Modular Construction**

If modular construction will be used, explain here:

\_\_\_\_\_

**Amenities**

Will all features and amenities be available to market buyers also be available to affordable buyers? If not, explain the differences.

Yes.

## VIII. SURROUNDING AREA

1. Describe the land uses in the surrounding neighborhood:

The surrounding uses is a mix of commercial and residential properties.

2. What is the prevailing zoning in the surrounding neighborhood?

The prevailing zoning is Business in the surrounding neighborhood.

3. How does the project's proposed site plan and design relate to the existing development pattern(s) of the immediately surrounding area?

The development is an existing 6 unit building and include a new addition that will have 2 additional units. The building along with the addition will be compatible with the mix uses in the surrounding area.

4. Describe and note distances to nearby amenities and services such as shopping, schools, parks and recreation, or municipal offices.

The development is located in a short distance amenities and services, including, shopping, schools, recreation, municipal office, churches other downtown amenities and services.

5. Explain how developing the site contributes to smart growth development in the area (e.g. mixed use, reuse, concentrated development).

The development contributes to smart growth development by being a concentrated development on previously developed land that is serviced by existing infrastructure

6. Is the site located near public transit (bus, subway, commuter rail, etc.)? If so, indicate the type, distance to the nearest stop, and frequency of service.

Medfield is in the service area for the MBTA RIDE service which provides transportation to the area and surrounding communities. In addition, the site is located approximately 3.7 to the Walpole MBTA station. In addition, there are ride sharing services available in the area.

## **IX. FINANCING**

1. Attach a letter of interest from a construction lender.

Are there any public funds to be used for this project? If yes, indicate the source, amount, use and status of funds:

Yes, the applicant is receiving funding in the amount of \$400,000 from the Medfield Affordable Housing Trust. See Attached.

Describe the form of financial surety to be used to secure the completion of cost certification for this project

Cash or Cash Equivalent

## X. PROJECT FEASIBILITY

The section is for developers of home ownership projects.

Developers of multi-family rental projects must use the One Stop Application at <http://www.mhlc.com> and complete Section 3 Sources and Uses and Section 4 Pro Forma.

**See attached proforma for the rental development.**

### Ownership Pro Forma

	Total Costs	Per Unit	Per Sq. Ft.	% of Total
(a) Site Acquisition	\$ _____	\$ _____	\$ _____	\$ _____
<b>Hard Costs:</b>	\$ _____	\$ _____	\$ _____	\$ _____
Earth Work	\$ _____	\$ _____	\$ _____	\$ _____
Site Utilities	\$ _____	\$ _____	\$ _____	\$ _____
Roads & Walks	\$ _____	\$ _____	\$ _____	\$ _____
Site Improvement	\$ _____	\$ _____	\$ _____	\$ _____
Lawns & Planting	\$ _____	\$ _____	\$ _____	\$ _____
Demolition	\$ _____	\$ _____	\$ _____	\$ _____
Unusual Site Conditions	\$ _____	\$ _____	\$ _____	\$ _____
(b) Total Site Work	\$ _____	\$ _____	\$ _____	\$ _____
Concrete	\$ _____	\$ _____	\$ _____	\$ _____
Masonry	\$ _____	\$ _____	\$ _____	\$ _____
Metals	\$ _____	\$ _____	\$ _____	\$ _____
Carpentry	\$ _____	\$ _____	\$ _____	\$ _____
Roofing & Insulation	\$ _____	\$ _____	\$ _____	\$ _____
Doors & Windows	\$ _____	\$ _____	\$ _____	\$ _____
Interior Finishes	\$ _____	\$ _____	\$ _____	\$ _____
Cabinets & Appliances	\$ _____	\$ _____	\$ _____	\$ _____
Plumbing & HVAC	\$ _____	\$ _____	\$ _____	\$ _____
Electrical	\$ _____	\$ _____	\$ _____	\$ _____
(c) Total Construction	\$ _____	\$ _____	\$ _____	\$ _____
(d) General Conditions	\$ _____	\$ _____	\$ _____	\$ _____
<b>(e) Subtotal Hard Costs (a+b+c+d)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
(f) Contingency	\$ _____	\$ _____	\$ _____	\$ _____
<b>(g) Total Hard Costs (e+f)</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

<b>Soft Costs:</b>	\$	\$	\$	\$
Permits/Surveys	\$	\$	\$	\$
Architectural	\$	\$	\$	\$
Engineering	\$	\$	\$	\$
Legal	\$	\$	\$	\$
Bond Premium	\$	\$	\$	\$
Real Estate Taxes	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Security	\$	\$	\$	\$
Developer's Overhead	\$	\$	\$	\$
General Contractor's				
Overhead	\$	\$	\$	\$
Construction Manager	\$	\$	\$	\$
Property Manager	\$	\$	\$	\$
Construction Interest	\$	\$	\$	\$
Financing/Application Fees	\$	\$	\$	\$
Utilities	\$	\$	\$	\$
Maintenance (unsold units)	\$	\$	\$	\$
Accounting	\$	\$	\$	\$
Marketing	\$	\$	\$	\$
<b>(h) Subtotal Soft Costs</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>(i) Contingency</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>(j) Total Soft Costs (h+i)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>(k) Total Development Costs (g+j)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Profit Analysis (should conform to the pro forma)

Sources:

Affordable projected sales \$\_\_\_\_\_

Market sales \$\_\_\_\_\_

Public grants \$\_\_\_\_\_

**(A) Total Sources \$\_\_\_\_\_**

Uses:

Construction Contract Amount \$\_\_\_\_\_

**(B) Total Development Costs \$\_\_\_\_\_**

Profit:

**(C) Total Profit (A-B) \$\_\_\_\_\_**

**(D) Percentage Profit (C/B) \$\_\_\_\_\_**

Cost Analysis (should conform to the pro forma)

Total Gross Building Square Footage 8466

Residential Construction Cost per Sq. Ft. \$110

Total Hard Costs per Sq. Ft. \$110

Total Development Costs per Sq. Ft. \$127.45

Sales per Sq. Ft. \$\_\_\_\_\_

(do not include proceeds from public grants)

## XI. DEVELOPMENT SCHEDULE

Complete the chart below by providing the appropriate month and year. Fill in only as many columns as there are phases. If there will be more than three phases, add columns as needed.

	Phase 1	Phase 2	Phase 3	Total
Number of affordable units	<u>4</u>	_____	_____	_____
Number of market units	<u>4</u>	_____	_____	_____
Total by phase	<u>8</u>	_____	_____	_____

Please complete the following chart with the appropriate projected dates:

	Phase 1	Phase 2	Phase 3	Total
All permits granted	<u>Winter 2023</u>	_____	_____	_____
Construction start	<u>Winter 2023</u>	_____	_____	_____
Marketing start – affordable units	<u>Spring 2023</u>	_____	_____	_____
Marketing start – market units	<u>Spring 2023</u>	_____	_____	_____
Construction completed	<u>Summer 2023</u>	_____	_____	_____
Initial occupancy	<u>Summer 2023</u>	_____	_____	_____

## **XII. MARKETING OUTREACH AND LOTTERY**

Affirmative Fair Housing Marketing Plan: **To be submitted as part of final approval**

Please submit your Affirmative Fair Housing Marketing Plan (AFHMP), prepared in accordance with Section III of the 40B Guidelines, and a description of the lottery process that will be used for this project. This shall describe:

- Information materials for applicants that will be used that provides key project information;
- Eligibility requirements;
- Lottery and resident selection procedure;
- Any preference system being used (Note: if local preference is proposed for this project, demonstration of the need for local preference must be demonstrated and accepted by DHCD);
- Measures to ensure affirmative fair marketing including outreach methods;
- Application materials that will be used; and
- Lottery Agent.



### **XIII. CHECKLIST OF ATTACHMENTS**

The following documentation must accompany each application:

1. ☒ Letter of support signed by Chief Elected Officer of municipality – **See Tab #1**
2. ☒ Letter of support from local housing partnership (if applicable) - **See Tab #10**
3. ☒ Signed letter of interest from a construction lender – **See Tab #9**
4. ☒ Map of community showing location of site – **See Tab #5**
5. ☒ Check payable to DHCD
6. ☒ Rationale for calculation of affordable purchase prices or rents (see Instructions)  
- **See Tab #4**
7. ☒ Copy of site control documentation (deed or Purchase & Sale or option agreement) - **See Tab #3**
8. ☐ 21E summary (if applicable) - **Not Applicable**
9. ☒ Photographs of existing building(s) and/or site– **See Tab #5**
10. ☒ Site Plan showing location of affordable units– **See Tab #5**
11. ☒ Sample floor plans and/or sample elevations– **See Tab #5**
12. ☐ Proposed marketing and lottery materials – **Will be submitted as part of final approval.**

N. B.: Appraisal: DHCD will commission an appraisal, for which the sponsor of the project will pay. We will not issue a Project Eligibility Letter until that appraisal has been completed and accepted by DHCD.

## Section 3

# SOURCES AND USES OF FUNDS

### Sources of Funds

**Private Equity:**

81 .	Developer's Cash Equity	\$632,762
82 .	Tax Credit Equity (net amount) <i>(See line 360, Section 5, page 18.)</i>	\$0
83 .	Developer's Fee/Overhead, Contributed or Loaned	\$154,048
84 .	Other Source: Land Contributed	\$0

Optional user calculations

77,024		

**Public Equity:**

85 .	HOME Funds, as Grant	\$
86 .	Grant:	\$0
87 .	Grant:	\$
88 .	<b>Total Public Equity</b>	<b>\$0</b>

**Subordinate Debt (see definition):**

	Amount	Rate	Amortiz	Term
89 .	Home Funds-DHCD, as Subordinate Debt	\$0	0.00%	
	Source:			
90 .	Home Funds-Local, as Subordinate Debt	\$0	0.00%	
	Source:			
91 .	Subordinate Debt	\$400,000	0.00%	
	Source: AHT			
92 .	Subordinate Debt	\$0	%	yrs.
	Source:			
93 .	Subordinate Debt	\$0	%	yrs.
	Source:			
94 .	<b>Total Subordinate Debt</b>	<b>\$400,000</b>		

**Permanent Debt (Senior):**

Permanent Debt (Senior):		Amount	Rate	Override	Amortiz	Term	MIP	
95 .	MHFA	MHFA Program 1	\$	%	%	yrs.	yrs.	%
96 .	MHFA	MHFA Program 2	\$	%	%	yrs.	yrs.	%
97 .	MHP Fund Permanent Loan		\$	%		yrs.	yrs.	%
98 .	Other Permanent Senior Mortgage		\$0	4.50%		30.00	20.00	%
	Source:							
99 .	Other Permanent Senior Mortgage		\$	%		yrs.	yrs.	%
	Source:							
100 .	Total Permanent Senior Debt		\$0	DSCR:		N/A		
101 .	Total Permanent Sources		\$1,186,810	Surplus/(Gap):		(\$0)		

**Construction Period Financing:**

Construction Period Financing:		Amount	Rate	Term
102 .	Construction Loan	\$0	4.50%	18.0
	Source:	TBD		
	Repaid at:	Conversion (event)		
103 .	Other Interim Loan	\$0	%	mos.
	Source:			
	Repaid at:	(event)		
104 .	Syndication Bridge Loan	\$0	%	mos.
	Source:			
	Repaid at:	(event)		

## Uses of Funds

The Contractor certifies that, to the best of their knowledge, the construction estimates, and trade-item breakdown on this page are complete and accurate.

**Direct Construction:**

105 . Who prepared the estimates?

Owner/Consultant

Name

Signature

106 . Basis for estimates?

Similar Developments

	DV	Trade Item	Amount	Description
107 .	3	Concrete	20,000	Foundation/Slab
108 .	4	Masonry	-	
109 .	5	Metals	2,000	Bulkheads, Misc
110 .	6	Rough Carpentry	250,000	Framing/Roof
111 .	6	Finish Carpentry	75,000	Interior Finishes
112 .	7	Waterproofing	\$0	
113 .	7	Insulation	30,000	Insulations
114 .	7	Roofing	\$0	Included in Framing
115 .	7	Sheet Metal and Flashing	\$0	
116 .	7	Exterior Siding	40,000	Ext wood and gutters
117 .	8	Doors	6,000	Garages included
118 .	8	Windows	6,000	
119 .	8	Glass	\$0	
120 .	9	Lath & Plaster	\$0	
121 .	9	Drywall	30,000	Blueboard/Plastering
122 .	9	Tile Work	\$3,000	
123 .	9	Acoustical	\$0	
124 .	9	Wood Flooring	5,000	Flooring
125 .	9	Resilient Flooring	\$0	
126 .	9	Carpet	\$0	
127 .	9	Paint & Decorating	75,000	Painting (interior and exterior)
128 .	10	Specialties	\$0	
129 .	11	Special Equipment	\$0	
130 .	11	Cabinets	20,000	Kitchen/Cabinets/Granite Counters/vanity and tops
131 .	11	Appliances	15,000	Appliances
132 .	12	Blinds & Shades	\$1,000	
133 .	13	Modular/Manufactured	\$0	
134 .	13	Special Construction	\$0	
135 .	14	Elevators or Conveying Syst.	\$0	
136 .	15	Plumbing & Hot Water	50,000	Plumbing
137 .	15	Heat & Ventilation	40,000	
138 .	15	Air Conditioning	40,000	
139 .	15	Fire Protection	\$0	Sprinklers
140 .	16	Electrical	50,000	Electrical and Fixtures
141 .		Accessory Buildings	\$0	
142 .		Other/misc	\$15,000	permits etc.
143 .		<b>Subtotal Structural</b>	<b>\$773,000</b>	
144 .	2	Earth Work	10,000	Clearing/excavation
145 .	2	Site Utilities	10,000	Drainage, Water, Septic, Electric and Gas
146 .	2	Roads & Walks	7,500	Roads, curbs, driveways
147 .	2	Site Improvement	4,000	Decks and Ext Steps
148 .	2	Lawns & Planting	10,000	Landscaping
149 .	2	Geotechnical Conditions	\$0	
150 .	2	Environmental Remediation	\$0	
151 .	2	Demolition	\$0	
152 .	2	Unusual Site Cond	\$0	
153 .		<b>Subtotal Site Work</b>	<b>\$41,500</b>	
154 .		<b>Total Improvements</b>	<b>\$814,500</b>	
155 .	1	General Conditions	\$16,290	2% of Improvements
156 .		<b>Subtotal</b>	<b>\$830,790</b>	
157 .	1	Builders Overhead	\$49,847	6% of improvements
158 .	1	Builders Profit	\$49,847	6% of improvements
159 .		<b>TOTAL</b>	<b>\$930,485</b>	

160 304561

Total Cost/square foot:

\$110

Residential Cost/s.f.:

\$110

**Development Budget:**

	<i>Total</i>	<i>Residential</i>	<i>Commercial</i>	<i>Comments</i>
161 . Acquisition: Land	\$0	\$0		
162 . Acquisition: Building	\$0	\$0		
163 . <b>Acquisition Subtotal</b>	\$0	\$0	\$0	
164 . Direct Construction Budget	\$930,485	\$930,485		(from line 159)
165 . Construction Contingency	\$0	\$0		0.0% of construction
166 . <b>Subtotal: Construction</b>	\$930,485	\$930,485	\$0	

**General Development Costs:**

167 . Architecture & Engineering	\$25,000	\$25,000		
168 . Building Permits	\$2,500	\$2,500		
169 . Survey/Geotech Eng	\$4,000	\$4,000		
170 . Environmental	\$1,000	\$1,000		
171 . Bond Premium	\$0	\$0		
172 . Legal	\$12,500	\$12,500		
173 . Title and Recording	\$2,500	\$2,500		
174 . Accounting & Cost Cert.	\$7,500	\$7,500		
175 . Marketing and Rent Up	\$1,000	\$1,000		
176 . Real Estate Taxes	\$500	\$500		during constructionn
177 . Insurance	\$2,500	\$2,500		
178 . Relocation	\$0	\$0		
179 . Appraisal/Market Study	\$5,000	\$5,000		
180 . Security	\$0	\$0		
181 . Construction Loan Interest	\$10,000	\$10,000		
182 . Inspecting Engineer	\$0	\$0		
183 . Fees to: Lender's	\$2,500	\$2,500		
184 . Fees to: Masshousing/M	\$10,350	\$10,350		
185 . MIP	\$0	\$0		
186 . Credit Enhancement Fees	\$0	\$0		
187 . Letter of Credit Fees	\$0	\$0		
188 . Other:	\$0	\$0		
189 . Development Consultant	\$15,000	\$15,000		
190 . Other: Maint/Util	\$0	\$0		Maintenance, Utilities during Lease-up
191 . Other:	\$0	\$0		
192 . Soft Cost Contingency	\$5,000	\$5,000		4.9% of soft costs
193 . <b>Subtotal: Gen. Dev.</b>	\$106,850	\$106,850	\$0	

194 . <b>Subtotal: Acquis., Const., and Gen. Dev.</b>	\$1,037,335	\$1,037,335	\$0	
---	-------------	-------------	-----	--

195 . Capitalized Reserves	\$0	\$0		3 months of debt and operating expenses
196 . Developer Overhead	\$74,738	\$74,738		
197 . Developer Fee	\$74,738	\$74,738		

198 . <b>Total Development Cost</b>	\$1,186,810	\$1,186,810	\$0	<b>TDC per unit</b> \$148,351.23
-------------------------------------	-------------	-------------	-----	----------------------------------

199 . <b>TDC, Net</b>	\$1,032,762	\$1,032,762	\$0	<b>TDC, per Sq. Ft.</b> \$127.45
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Surplus/(Gap): \$0

## Section 4

# OPERATING PRO-FORMA

Operating Income				
<b>Rent Schedule:</b>				
	<i>Contract Rent</i>	<i>Utility Allowance</i>	<i>Total Gross Rent</i>	<i>No. of Units</i>
200 . Low-Income (Rental Assisted):				
SRO			\$0	
2 bedrooms			\$0	
2 bedrooms			\$0	
2 bedrooms			\$0	
3 bedrooms			\$0	
4 bedrooms			\$0	
201 . Low-Income (below 50%):				
SRO			\$0	
2 bedrooms			\$0	
2 bedrooms	\$1,578		\$1,578	0
2 bedrooms			\$0	
3 bedrooms			\$0	
4 bedrooms			\$0	
202 . Low-Income (below 60%):				
SRO			\$0	
2 bedrooms			\$0	
2 bedrooms			\$0	
2 bedrooms			\$0	
3 bedrooms			\$0	
4 bedrooms			\$0	
203 . Other Income 80%	Below 80% of the median income for the region			
1 bedrooms	\$1,840	\$0	\$1,840	0
2 bedrooms	\$2,209	\$0	\$2,209	4
3 bedrooms	\$2,558	\$0	\$2,558	0
4 bedrooms			\$0	
5 bedrooms			\$0	
204 . Market Rate (unrestricted occupancy):				
1 bedrooms				0
2 bedrooms	\$2,700			4
3 bedrooms				
4 bedrooms				
5 bedrooms				
<b>Commercial Income:</b>				
205 . Square Feet:	0	@	(average)	/square foot =
				\$0
<b>Parking Income:</b>				
206 . Spaces:	8	@	(average)	/month x 12 =
				\$0

**Other Operating Income Assumptions:**

207 . Laundry Income (annual):

\$ -

*Optional user calculations*

208 . Other Income: a. \$35/unit/year

\$ 3,360

b.

c.

d.

e.

f.

**Vacancy Allowance:**

209 . Low-Income (Rental Assistance)

210 . Low-Income (below 50%)

211 . Low-Income (below 60%)

212 . Other Income 80%

5.0%

213 . Market Rate

5.0%

214 . Commercial

**Trending Assumptions for Rents:**

215 . Low-Income (Rental Assistance)

216 . Low-Income (below 50%)

217 . Low-Income (below 60%)

218 . Other Income 80%

219 . Market Rate

220 . Commercial Space Rental

221 . Laundry Income

222 a Other Income \$35/unit/year

b Other Income -

c Other Income -

d Other Income -

e Other Income -

f Other Income -

Year 2

Year 3

Years 4-5

Years 6-20

3.0%

3.0%

3.0%

3.0%

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**Operating Subsidy and Capitalized Operating Reserves:**

223 . Subsidy Source I .....

224 . Subsidy Source II .....

225 . Capitalized Operating Reserve Amount:

\$

Source:

226 . Yearly Draws on Subsidies and Reserves:

Subsidy  
Source ISubsidy  
Source IIDraw on  
Oper. Reserve

Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Year 4	\$	\$
Year 5	\$	\$
Year 6	\$	\$
Year 7	\$	\$
Year 8	\$	\$
Year 9	\$	\$
Year 10	\$	\$
Year 11	\$	\$
Year 12	\$	\$
Year 13	\$	\$
Year 14	\$	\$
Year 15	\$	\$
Year 16	\$	\$
Year 17	\$	\$
Year 18	\$	\$
Year 19	\$	\$
Year 20	\$	\$
Year 21	\$	\$

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227 . Annual Operating Income (year 1)

\$227,188

Operating Expenses				
Annual Operating Exp.:	Total	Residential	Commercial	Comments
228 . Management Fee	\$13,631	\$13,631		6%
229 . Payroll, Administrative	\$0	\$0		
230 . Payroll Taxes & Benefits, Admin.	\$0	\$0		
231 . Legal	\$1,500	\$1,500		
232 . Audit	\$5,000	\$5,000		
233 . Marketing	\$250	\$250		
234 . Telephone	\$250	\$250		
235 . Office Supplies	\$100	\$100		
236 . Accounting & Data Processing	\$0	\$0		
237 . Investor Servicing	\$0			
238 . 40B Monitoring Fee	\$800	\$800		
239 . Other:	\$0			
240 . Other:	\$0	\$0		
241 . <b>Subtotal: Administrative</b>	\$7,900	\$7,900	\$0	
242 . Payroll, Maintenance	\$0	\$0		
243 . Payroll Taxes & Benefits, Admin.	\$0	\$0		
244 . Janitorial Materials	\$500	\$500		
245 . Landscaping	\$750	\$750		
246 . Decorating (inter. only)	\$0	\$0		
247 . Repairs (inter. & ext.)	\$250	\$250		
248 . Elevator Contract	\$0	\$0		
249 . Trash Removal	\$1,500	\$1,500		
250 . Snow Removal	\$1,000	\$1,000		
251 . Extermination	\$0	\$0		
252 . Recreation	\$0			
253 . Outside Service Contracts	\$4,000	\$4,000		
254 . <b>Subtotal: Maintenance</b>	\$8,000	\$8,000	\$0	
255 . <b>Resident Services</b>	\$0	\$0		
256 . <b>Security</b>	\$0	\$0		
257 . Electricity	\$4,400	\$4,400		Common Area
258 . Natural Gas	\$0	\$0		
259 . Oil	\$0			
260 . Water & Sewer	\$7,200	\$7,200		
261 . <b>Subtotal: Utilities</b>	\$11,600	\$11,600	\$0	
262 . <b>Replacement Reserve</b>	\$3,200	\$3,200		
263 . <b>Operating Reserve</b>	\$0			
264 . Real Estate Taxes	\$6,400	\$6,400		
265 . Other Taxes	\$0			
266 . Insurance	\$4,000	\$4,000		
267 . MIP	\$0			
268 . Other:	\$0			
269 . <b>Subtotal: Taxes, Insurance</b>	\$10,400	\$10,400	\$0	
270 . <b>TOTAL EXPENSES</b>	\$54,731	\$54,731	\$0	
				O/E per unit/yr.: \$6,841.41

**Other Operating Expense Assumptions****Trending Assumptions for Expenses**

	<i>Year 2</i>	<i>Year 3</i>	<i>Years 4-5</i>	<i>Years 6-20</i>
271 . Sewer & Water .....	4.0%	4.0%	4.0%	4.0%
272 . Real Estate Taxes .....	2.5%	2.5%	2.5%	2.5%
273 . All Other Operating Expenses .....	3.0%	3.0%	3.0%	3.0%

**Reserve Requirements:**

274 . Replacement Reserve Requirement .....	\$400.00	per unit per year
275 . Operating Reserve Requirement .....		per unit per year

**Debt Service:**

		<i>Annual Payment</i>
276 . MHFA .....	MHFA Program 1	N/A
277 . MHFA .....	MHFA Program 2	N/A
278 . MHP Fund Permanent Loan .....		N/A
279 . Other Permanent Senior Mortgage .....		\$0
Source:	N/A	
280 . Other Permanent Senior Mortgage .....		N/A
Source:	N/A	
281 . <b>Total Debt Service (Annual)</b> .....		\$0
282 . <b>Net Operating Income</b> .....		\$172,456 (in year one)
283 . <b>Debt Service Coverage</b> .....		N/A (in year one)



## SITE CONTROL

# Unofficial Property Record Card - Medfield, MA

## General Property Data

Parcel ID **43-033**  
Prior Parcel ID **0-0-0-**  
Property Owner **RAFTER CRAIG L**  
**MACREADY DAVID A**  
Mailing Address **266 MAIN ST UNIT # 34**

City **MEDFIELD**  
Mailing State **MA** Zip **02052**  
ParcelZoning **B**

Account Number  
Property Location **441 MAIN ST**  
Property Use **APT 4-8**  
Most Recent Sale Date **3/1/1984**  
Legal Reference **6355-095**  
Grantor  
Sale Price **200,000**  
Land Area **0.335 acres**

## Current Property Assessment

Card 1 Value Building Value **512,400**

Xtra Features  
Value **0**

Land Value **286,000**

Total Value **798,400**

## Building Description

Building Style **APARTMNT-OLD**  
# of Living Units **6**  
Year Built **1815**  
Building Grade **Good**  
Building Condition **Avg-Good**  
Finished Area (SF) **6265**  
Number Rooms **26**  
# of 3/4 Baths **0**

Foundation Type **LSE MSRY STN**  
Frame Type **WOOD**  
Roof Structure **GABLE**  
Roof Cover **ASPHALT SH**  
Siding **CLAPBOARD**  
Interior Walls **PLASTER**  
# of Bedrooms **14**  
# of 1/2 Baths **0**

Flooring Type **SOFTWOOD**  
Basement Floor **CONCRETE**  
Heating Type **FORCED H/A**  
Heating Fuel **GAS**  
Air Conditioning **0%**  
# of Bsmt Garages **0**  
# of Full Baths **6**  
# of Other Fixtures **0**

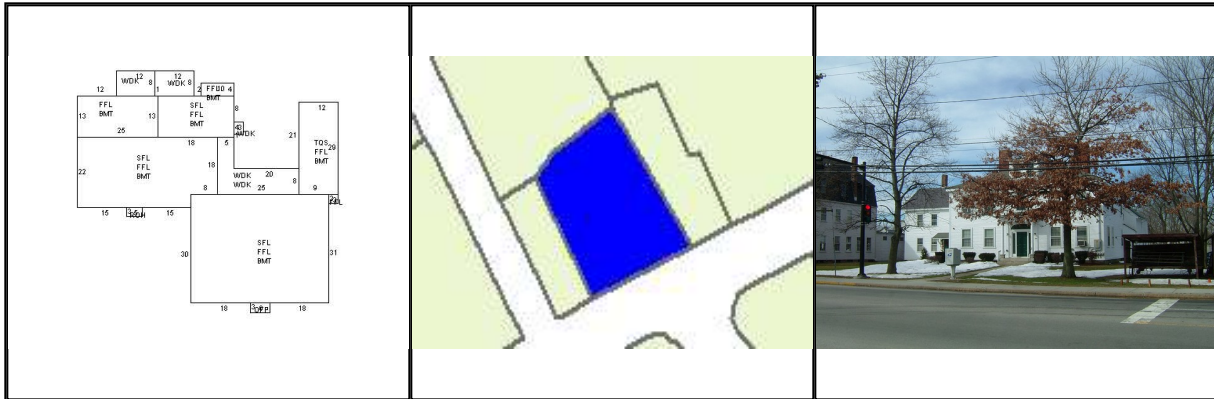
## Legal Description

(3 PARCELS) /// NO PLAN

## Narrative Description of Property

This property contains 0.335 acres of land mainly classified as APT 4-8 with a(n) APARTMNT-OLD style building, built about 1815 , having CLAPBOARD exterior and ASPHALT SH roof cover, with 6 unit(s), 26 room(s), 14 bedroom(s), 6 bath(s), 0 half bath(s).

## Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

N O T  
A N  
O F F I C I A L  
C O P Y

MASSACHUSETTS OUTCLAIM DEED INDIVIDUAL (LONG FORM) 602

N O T  
A N  
O F F I C I A L  
C O P Y

I, Sarah L. Harris, also known as Sara L. Harris,

of Medfield,

Norfolk

County, Massachusetts

being unmarried, for consideration paid, and in full consideration of

Two Hundred Thousand (\$200,000.00) Dollars

grant to R. Edward Beard and David A. MacCready, Trustees of Jacob R. Cushman Realty Trust under Declaration of Trust, to be recorded herewith

of 66 North Street, Medfield, Massachusetts

with quitclaim covenants

the following parcels of land:

[Description and encumbrances, if any]

**FIRST PARCEL:** The premises off the Northerly side of Main Street in the central part of Medfield, Massachusetts, bounded and described as follows:

Beginning at a point on the Easterly side of James Avenue, One Hundred Twenty-Nine (129) feet distant Northerly from Main Street, more or less, and at the Westerly corner of land formerly of James Ord;

Thence the line runs Northeasterly on said land formerly of Ord, Forty-One (41) feet, more or less, to land formerly of Hamant;

Thence the line turns and runs a little more Northerly on said land formerly of Hamant, Thirty-Five and 5/10 (35.5) feet, more or less, to a point;

Thence the line runs Northwesterly on said formerly of Hamant land, and land formerly of James Ord, Fifty-Four and 5/10 (54.5) feet to a point of land formerly of Ryan;

Thence turning the line runs Southwesterly on said land formerly of Ryan by a line which runs exactly mid-way between the two dwelling houses as now situated, one on the said premises formerly of Ryan and one on the granted premises, Seventy-Five (75) feet and Ten (10) inches, more or less, to a point on the said Easterly line of said James Avenue;

Thence turning the line runs Southeasterly Sixty-Seven (67) feet, more or less, to the point of beginning.

Meaning and intending to convey all and the exact same premises conveyed by Mary E. McLaughlin to me and my late husband, Clarence M. Harris, by deed dated May 7, 1927, and recorded with Norfolk County Deeds, Book 1744, Page 130, however otherwise bounded, described or measured.

The premises are hereby conveyed subject to any rights of way which may lawfully exist over the same. Also hereby conveying any and all rights of way or other rights which I have over or upon any adjoining premises.

**SECOND PARCEL:** The premises situated Northwesterly of, and near Main Street in the central part of Medfield, Massachusetts, containing one-fifth (1/5) of an acre of land, more or less, and bounded and described as follows:

Beginning at a point where a stone post once stood in the division fence which once stood between land formerly of Francis D. Hamant, et al, and land formerly of Margaret E. Hewins, life tenant, and James Hewins, remainderman, distant Two and One-Half (2.50) feet, more or less, Northwesterly from a large elm tree formerly standing in said line; and

Thence running Southwesterly, Sixty-Nine (69) feet and Six (6) inches, more or less, to the point where a stone post was once set in the ground at land formerly of Elijah Sherman and Laura S. Moyes, and bounded Southeasterly for the length of said boundary by a strip of adjoining land formerly of Francis D. Hamant et al, Twelve and One-Half (12.50) feet in width, more or less, and extending from land formerly of said Margaret E. and James Hewins, as far in a Southwesterly direction as land formerly of Francis D. Hamant et al extends, which strip of land is always to be kept open, free and unobstructed and used by the grantors named in a certain deed dated February 27, 1906, and recorded with Norfolk Deeds, Book 1041, Page 428, their heirs and assigns and the grantee, his heirs and assigns, in common, for all purposes of a way;

1984 MAR -9 AM 11:41

N O T  
A N  
O F F I C I A L  
C O P Y

N O T  
A N  
O F F I C I A L  
C O P Y

Thence turning and running Northwesterly and bounded Southwesterly by land formerly of said Sherman and Noyes, in part, and in part by land formerly of the heirs of Hughena Ryan, One Hundred Twenty-Three (123) feet and Nine (9) inches, more or less, to a corner;

Thence turning and running Northeasterly and bounded Northwesterly by land formerly of said heirs, Sixty-Three (63) feet and Six (6) inches, more or less, to land formerly of said Margaret E. and James Hewins; and

Then turning and running Southeasterly and bounded Northeasterly by land formerly of said Margaret E. and James Hewins, One Hundred Thirty-One (131) feet, more or less, to the point of beginning.

Together with a right of way in, through and over said twelve and one-half (12.50) foot way and the right to use the same for all purposes for which similar ways are or may be used. Also together with a right of way in, through, over and across land formerly of Henry M. Parker from the Southwesterly end of said twelve and one-half (12.50) foot way to Janes Avenue.

Being exactly and all the same premises conveyed to me and my late husband, Clarence M. Harris, by deed from Alexander Allan dated January 31, 1933, and recorded with Norfolk County Registry of Deeds in Book 1983, Page 428, however otherwise bounded, described or measured.

**THIRD PARCEL:** The premises situated on the Northerly side of Main Street, Medfield, Massachusetts, bounded and described as follows:

Beginning at the Southeasterly corner of the granted premises at land formerly of Hewins;

Thence the line runs Northerly on said land formerly of said Hewins One Hundred Forty-Four (144) feet, more or less, to a point where a stone post once stood at land formerly of Hamant Trust used for a right of way;

Thence the line runs about Westerly on said right of way, Sixty-Nine and 5/10 (69.5) feet to the point where a stone post once stood;

Thence continuing in the same general direction on said right of way, Thirty-Four (34) feet, more or less, to the point where an iron pipe once stood at land formerly of James Ord;

Thence turning the line runs Southerly on said land formerly of Ord One Hundred Thirty-Three and 5/10 (133.5) feet, more or less, to said Main Street;

Thence turning the line runs Easterly on said Main Street, One Hundred Eleven and 5/10 (111.5) feet, more or less, to the point of beginning. T

97

Together with the use of said right of way in common with others entitled thereto.

OFFICIAL COPY

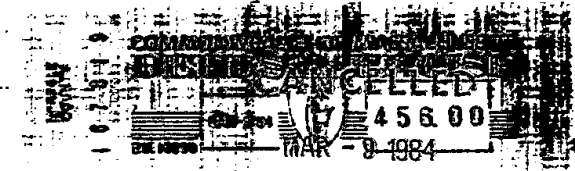
OFFICIAL COPY

Being all and exactly the same premises conveyed to me and my late husband, Clarence M. Harris, by deed dated October 2, 1944, recorded with Norfolk Deeds in Book 2511, Page 286, however otherwise bounded, described or measured.

The said three parcels are conveyed subject to easements, restrictions, takings and rights of way of record, and said three parcels are conveyed together with the benefit of any and all easements, restrictions and rights of way in any way relating to said three parcels, or any one of them.

Witness my hand and seal this 3rd day of February 1984

*Sarah L. Harris*  
Sarah L. Harris also known as Sara L. Harris



State of Rhode Island  
The Commonwealth of Massachusetts

~~Providence~~ Providence ss.

February 3, 19 84

Then personally appeared the above named Sarah L. Harris also known as Sara L. Harris

and acknowledged the foregoing instrument to be her

free act and deed, before me

*Marquise C. [Signature]*  
Notary Public  
My Commission Expires *June 30* 19 *86*

## MAXIMUM RENT CALCULATION

441 Main Street  
Medfield, MA  
Calculation of Maximum Affordable Rents  
Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area  
11-Jan-23

MSA Income {1}	1 person	2 person	3 person	4 person	5 person	6 person
70% Area Median Income (AMI) {1}	68,750	78,540	88,340	98,140	106,500	113,890

1. Incomes are from HUD DATASET, 2022 Income Limits for the Boston-Cambridge-Newton, MA-NH MSA, Norfolk County, MA.

Calculation of Maximum Rents

70% RENTS	# of bedrooms X 1.5 person/bd rms	80% Income {2}	Monthly Income {3}	Maximum {4} Rent (30 % of Income)	Utility Allowances	Net Rent
Studio	1 bdrm x 1 = 1	68,750	5,729	1,718	0	1,718
1 Bedroom	1 bdrm x 1.5 = 1.5	73,645	6,137	1,840	0	1,840
2 Bedroom	2 bdrm x 1.5 = 3	88,340	7,362	2,209	0	2,208
3 Bedroom	3 bdrm x 1.5 = 4.5	102,320	8,527	2,558	0	2,558

2. Maximum Rent for a unit is based on the # of bedroom x 1.5 persons.

3. To calculate the income for 1.5 persons - the average of a 1 person and 2 person income. To calculate the 4.5 persons

Step 1 - Find 1 person and 2 person Income

1 person	2 person	4 person	5 person
68,750	78,540	98,140	106,500

63,100

Step 2 - Add the 2 Income

1 bedroom	68,750 +	78,540	=	147,290
3 bedroom	98,140 +	106,500	=	204,640

Step 3 - Divide total income by 2

1 bedroom	147,290 /	2	=	73,645
3 bedroom	204,640 /	2	=	102,320

1,578

4. Monthly Income is the 80% Income divided by 12 (months in year).

5. Maximum Rent is the Monthly Income times 30%. 30% represent the maximum amount a person or family should pay for

## MAP AND PHOTOGRAPHS





Image capture: Jul 2022 © 2022 Google



441 Main St

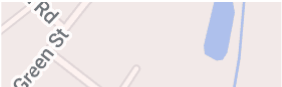
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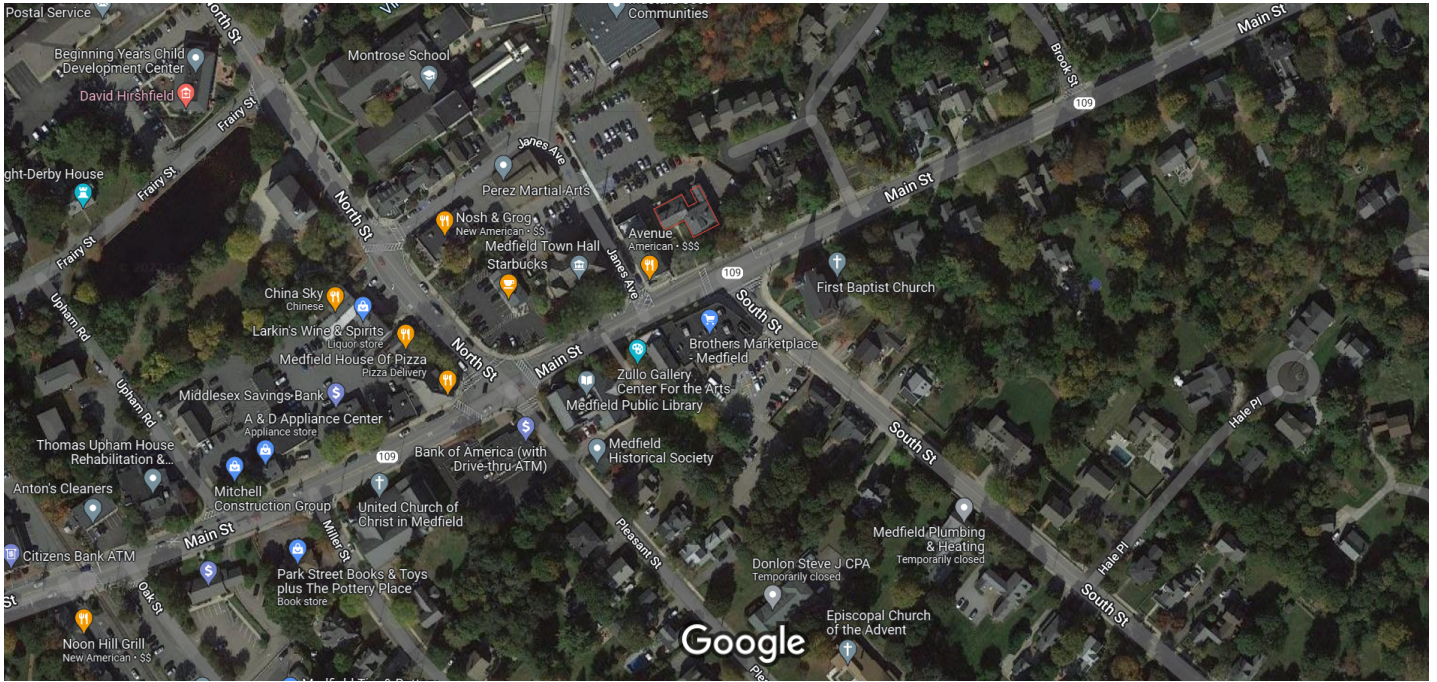
Street View & 360°

Medfield, Massachusetts

Google

Street View - Jul 2022











- MA Places
  - Fire Station
  - Police Station
  - Town Hall
  - Public Library
  - School
- MBTA Commuter Rail Station
- MBTA Commuter Rail
- Parcels
- Buildings
- MA Highways
  - Interstate
  - US Highway
  - Numbered Routes
- Town Boundary
- Abutting Towns
- Streets
- Streams



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0 160 320 ft

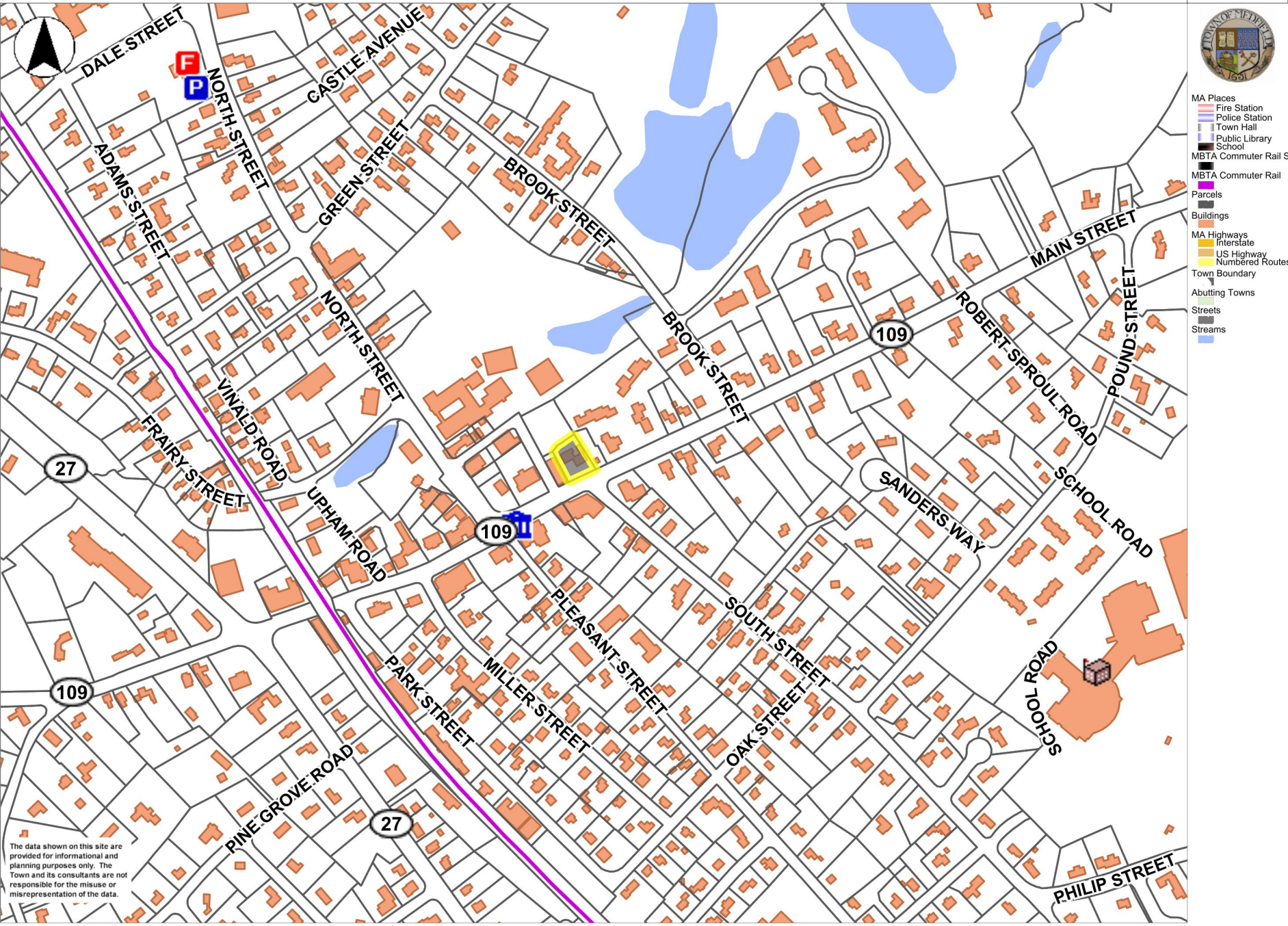
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MapsOnline



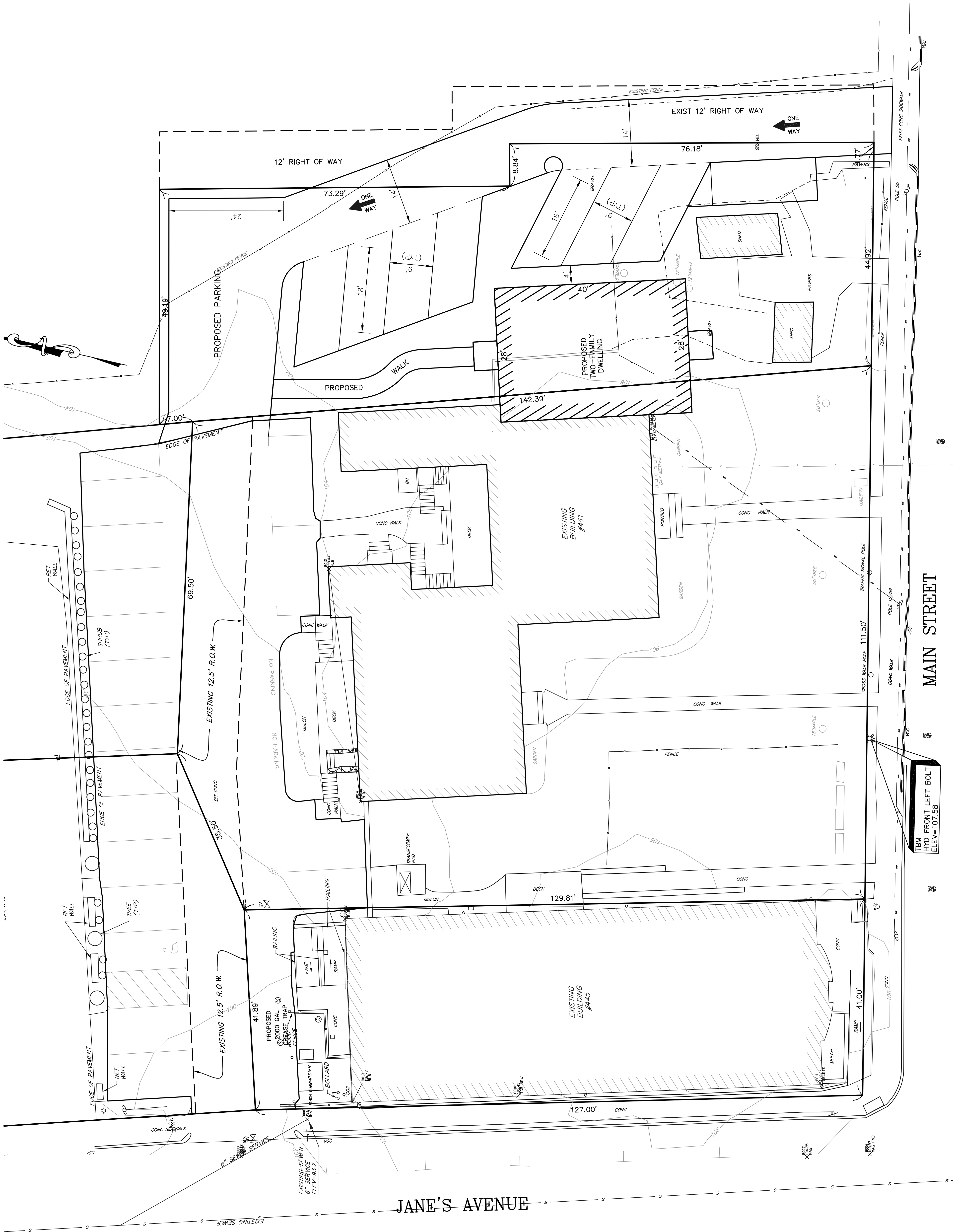
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## CONCEPTUAL SITE AND ARCHITECTURAL PLANS



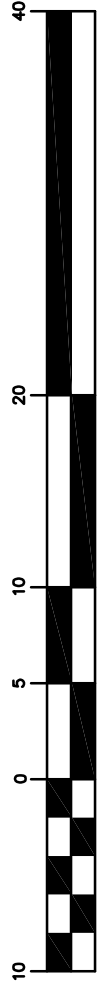


JANE'S AVENUE

MAIN STREET

- LEGEND
- CCB (CAPE COD BERM)
  - VGC (VERTICAL GRANITE CURB)
  - EDGE OF GRAVEL
  - CONC
  - CONTOUR (EXISTING)
  - SPOT GRADE (EXISTING)

GRAPHIC SCALE



( IN FEET )

1 inch = 10 ft.

REVISIONS

No.	DATE	DESCRIPTION	DES. CKD.	FIELD:
1	5/31/22	PARKING LAYOUT		RMC, JRT
				DESIGN BY:
				DRAWN BY:
				CNG
				CHECKED BY:

GLM ENGINEERING  
CONSULTANTS, INC.

19 EXCHANGE STREET

HOLLISTON, MASSACHUSETTS 01746

(508)429-1100 fax:(508)429-7160

PROPOSED BUILDING EXPANSION

441 MAIN STREET

MEDFIELD, MASSACHUSETTS

FOR

OPEN SPACES BUILDERS, LLC

266 MAIN STREET, SUITE 34

MEDFIELD MA 02052

JOB No.

15202

DATE:

JANUARY 24, 2022

PLAN No.

26,835

SHEET No.

1 of 1



# 441 MAIN STREET



SHEET INDEX	
ID	NAME
C1.1	COVER SHEET
A1.1	FOUNDATION - BASEMENT PLAN - PROPOSED
A1.2	FIRST LEVEL FLOOR PLAN - PROPOSED
A1.3	SECOND LEVEL FLOOR PLAN - PROPOSED
A1.4	PROPOSED ROOF PLAN
A2.1	ELEVATIONS SOUTH & WEST - PROPOSED
A2.2	ELEVATIONS NORTH EAST - PROPOSED
A3.1	BUILDING SECTIONS
A4.1	ENLARGED WALL SECTIONS
A7.1	DOOR & WINDOW SCHEDULES
A8.1	EXTERIOR VIEWS

DWELLING UNIT DISTRIBUTION						
UNIT No.	NEW (N) OR EXISTING (E)	FLOOR	SQ. FT.	BEDROOMS	BATHS	AFFORDABLE (A) HANDICAP ACCESSIBLE (HA)
1	EXISTING	1ST.	1,088.17	3	1	
2	EXISTING	1ST.	1,029.52	2	1	
3	EXISTING	2ND.	1,073.50	2	1	
4	EXISTING	2ND.	1,101.67	2	1	
5	EXISTING	1ST. & 2ND.	833	2	2	
6	EXISTING	1ST. & 2ND.	1,099.72	2	2	
7	NEW	1ST. & 2ND.	1,120	2	2	
8	NEW	1ST. & 2ND.	1,120	2	2	

NOTE: UNIT AREA IS GROSS SQ. FT.

STAMP

REVISIONS

PROJECT TITLE

441 MAIN STREET  
441 MAIN STREET  
MEDFIELD, MA 02052

DAVID SHARFF  
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P.O. BOX 990431  
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DATE: 8/26/2022

SCALE: NOT TO SCALE

DRAWN BY: PN

DRAWING NAME:

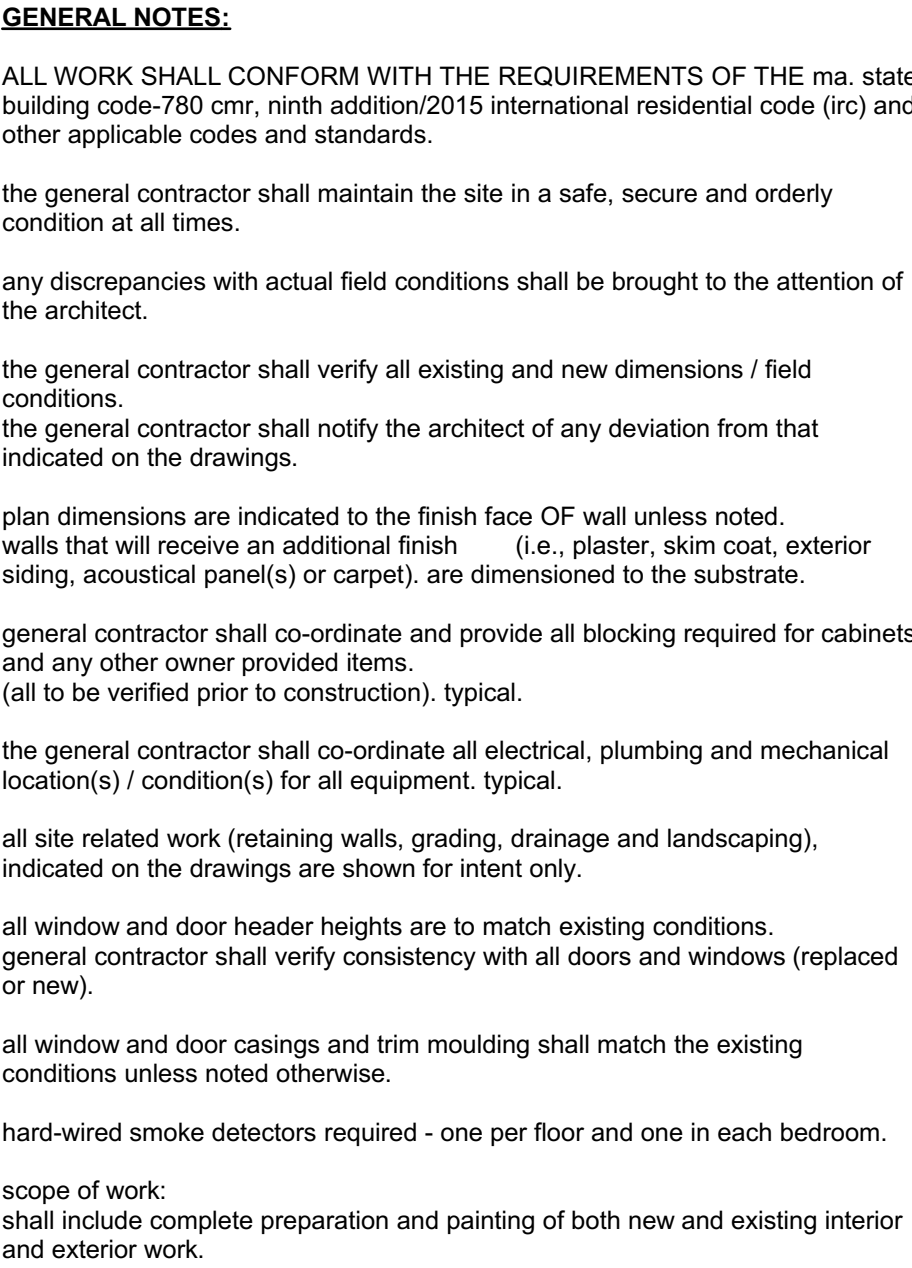
COVER SHEET

NORTH

SHEET NO.

C1.1



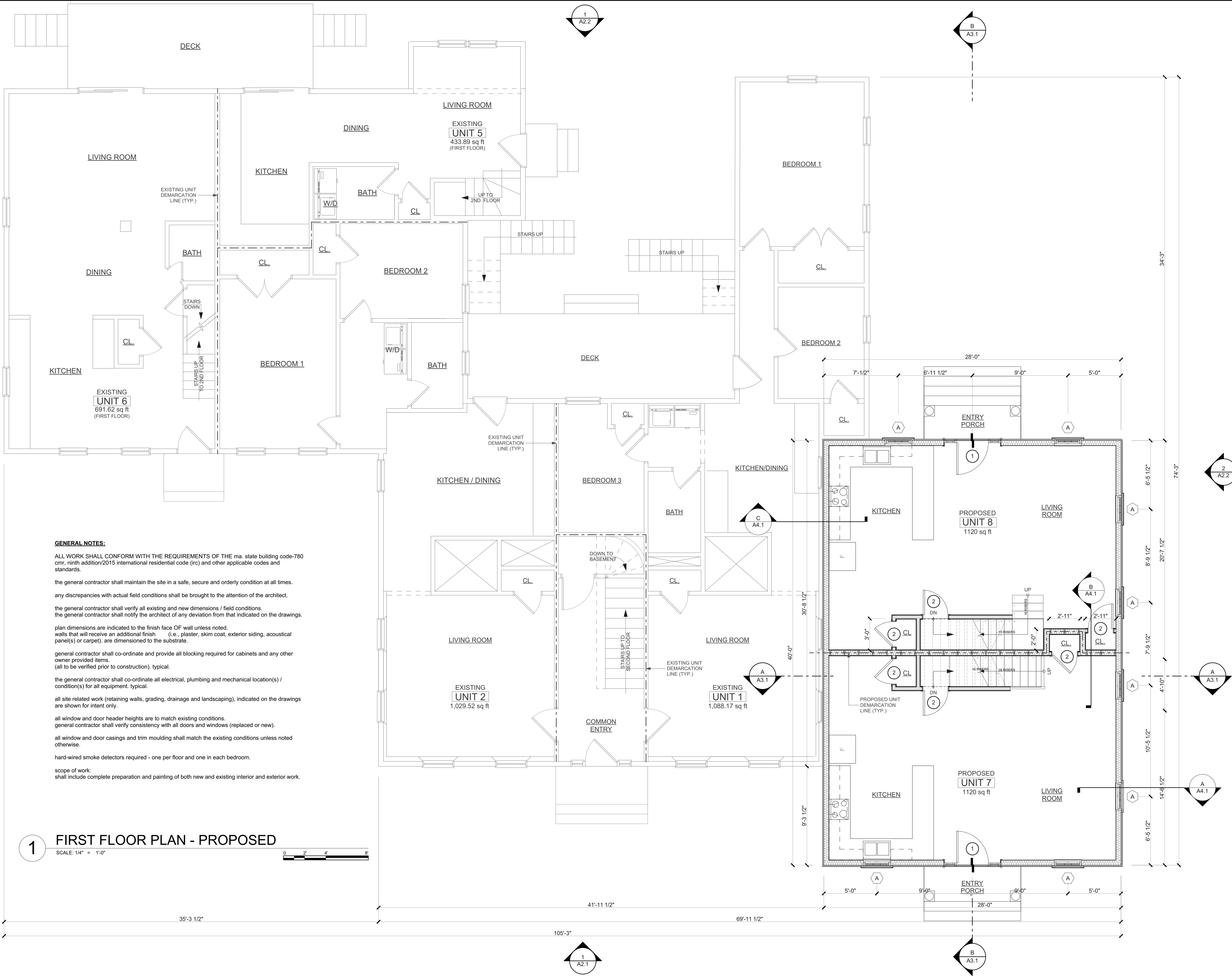
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FOUNDATION -  
BASEMENT PLAN -  
PROPOSED

## A1.1



**GENERAL NOTES:**

ALL WORK SHALL CONFORM WITH THE REQUIREMENTS OF THE ma. state building code-780 cmr, ninth addition/2015 international residential code (irc) and other applicable codes and standards.

the general contractor shall maintain the site in a safe, secure and orderly condition at all times.

any discrepancies with actual field conditions shall be brought to the attention of the architect.

the general contractor shall verify all existing and new dimensions / field conditions.  
the general contractor shall notify the architect of any deviation from that indicated on the drawings.

plan dimensions are indicated to the finish face OF wall unless noted.  
walls that will receive an additional finish (i.e., plaster, skim coat, exterior siding, acoustical panel(s) or carpet), are dimensioned to the substrate.

general contractor shall co-ordinate and provide all blocking required for cabinets and any other owner provided items.  
(all to be verified prior to construction). typical.

the general contractor shall co-ordinate all electrical, plumbing and mechanical location(s) / condition(s) for all equipment. typical.

all site related work (retaining walls, grading, drainage and landscaping), indicated on the drawings are shown for intent only.

all window and door header heights are to match existing conditions.  
general contractor shall verify consistency with all doors and windows (replaced or new).

all window and door casings and trim moulding shall match the existing conditions unless noted otherwise.

hard-wired smoke detectors required - one per floor and one in each bedroom.

scope of work:  
shall include complete preparation and painting of both new and existing interior and exterior work.

**FIRST FLOOR PLAN - PROPOSED**

SCALE: 1/4" = 1'-0"



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441 MAIN STREET  
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MEDFIELD, MA 02052

DAVID SHARFF  
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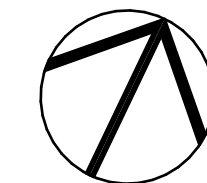
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DRAWN BY: PN

DRAWING NAME:

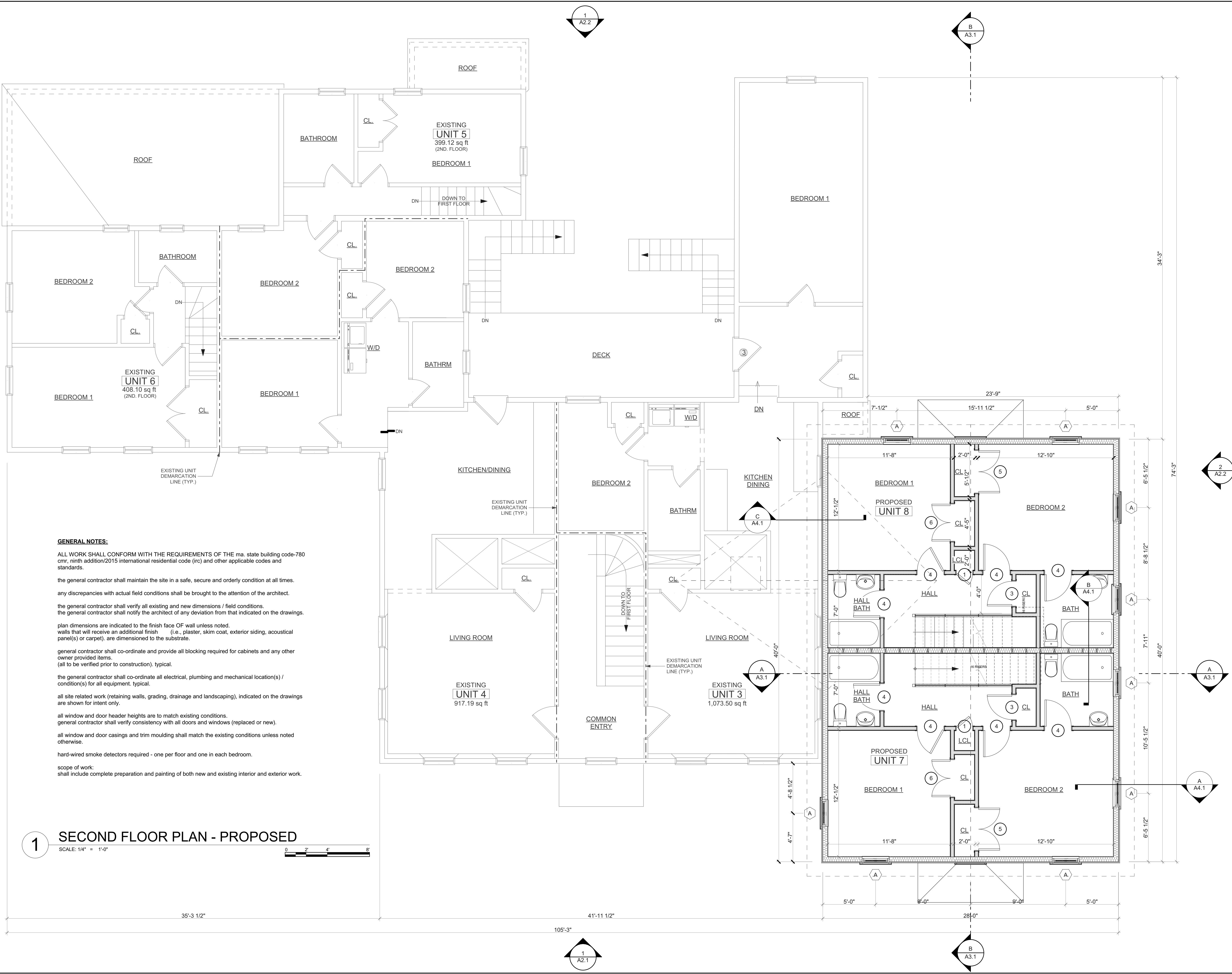
FIRST LEVEL FLOOR  
PLAN - PROPOSED

NORTH



SHEET NO.

A1.2



**GENERAL NOTES:**

ALL WORK SHALL CONFORM WITH THE REQUIREMENTS OF THE ma. state building code-780 cmr, ninth addition/2015 international residential code (irc) and other applicable codes and standards.

the general contractor shall maintain the site in a safe, secure and orderly condition at all times.

any discrepancies with actual field conditions shall be brought to the attention of the architect.

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plan dimensions are indicated to the finish face OF wall unless noted. walls that will receive an additional finish (i.e., plaster, skim coat, exterior siding, acoustical panel(s) or carpet), are dimensioned to the substrate.

general contractor shall co-ordinate and provide all blocking required for cabinets and any other owner provided items. (all to be verified prior to construction). typical.

the general contractor shall co-ordinate all electrical, plumbing and mechanical location(s) / condition(s) for all equipment. typical.

all site related work (retaining walls, grading, drainage and landscaping), indicated on the drawings are shown for intent only.

all window and door header heights are to match existing conditions. general contractor shall verify consistency with all doors and windows (replaced or new).

all window and door casings and trim moulding shall match the existing conditions unless noted otherwise.

hard-wired smoke detectors required - one per floor and one in each bedroom.

scope of work: shall include complete preparation and painting of both new and existing interior and exterior work.

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441 MAIN STREET  
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MEDFIELD, MA 02052

DAVID SHARFF  
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DATE: 8/26/2022

SCALE: 1/4" = 1'-0"

DRAWN BY: PN

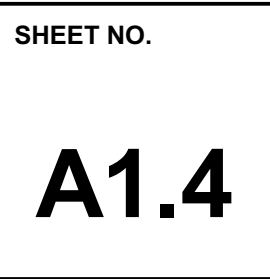
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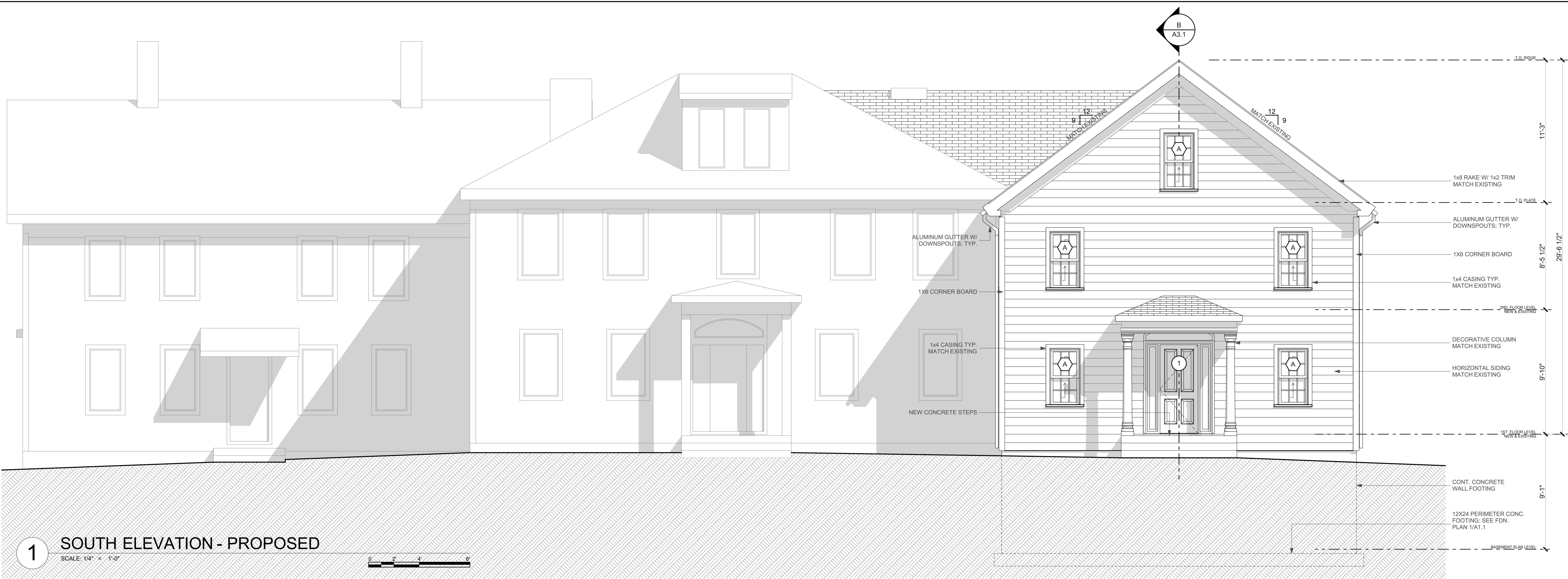
SECOND LEVEL FLOOR  
PLAN - PROPOSED

NORTH

SHEET NO.

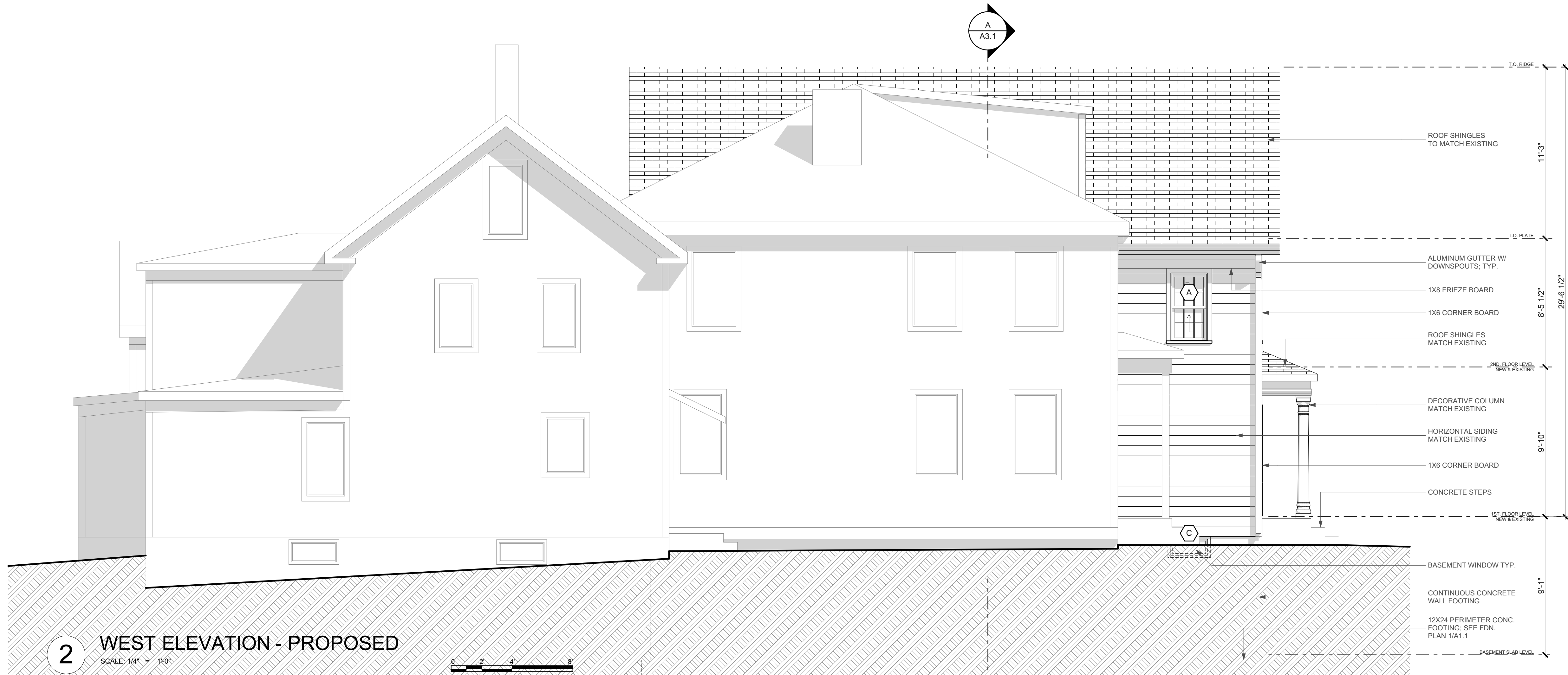
A1.3





1 SOUTH ELEVATION - PROPOSED

SCALE: 1/4" = 1'-0"



2 WEST ELEVATION - PROPOSED

SCALE: 1/4" = 1'-0"

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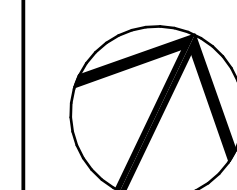
SCALE: 1/4" = 1'-0"

DRAWN BY: PN

DRAWING NAME:

ELEVATIONS SOUTH &  
WEST - PROPOSED

NORTH



SHEET NO.

A2.1





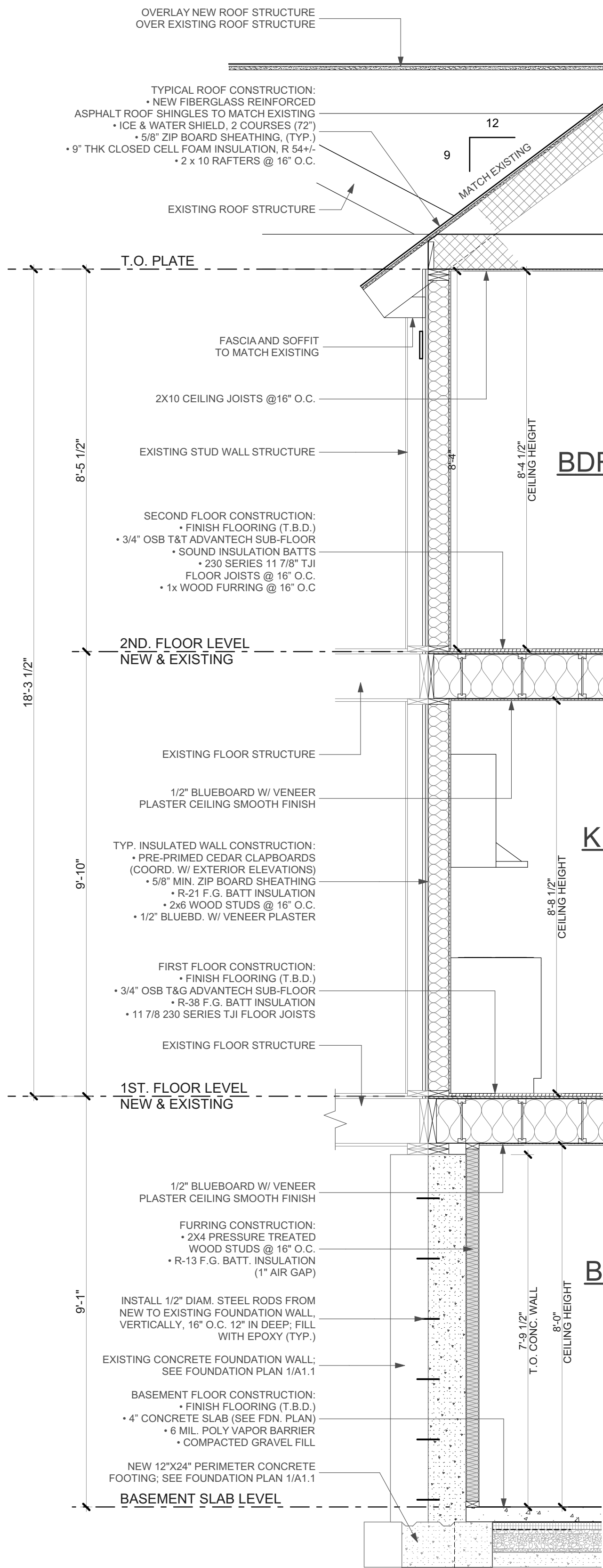
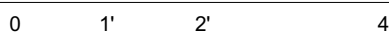




C

WALL SECTION

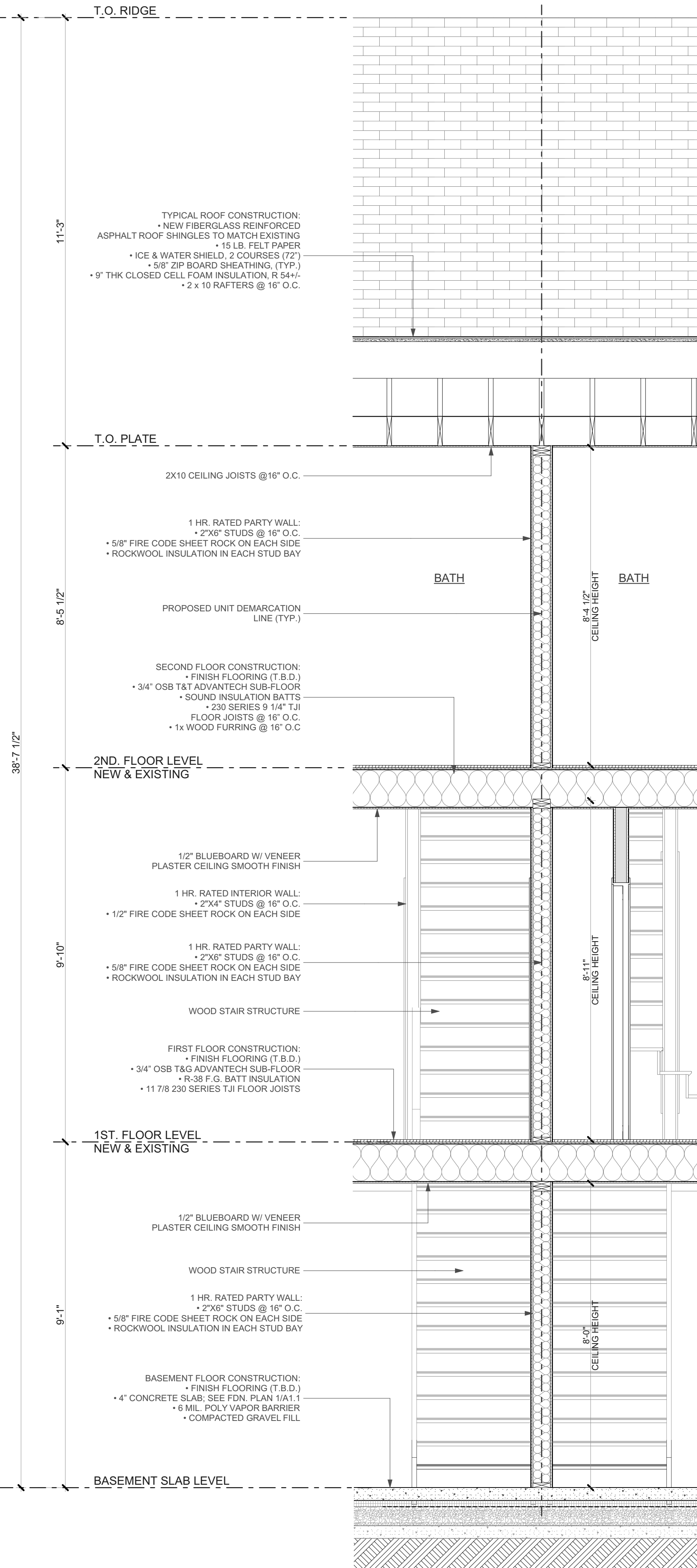
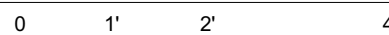
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B

WALL SECTION

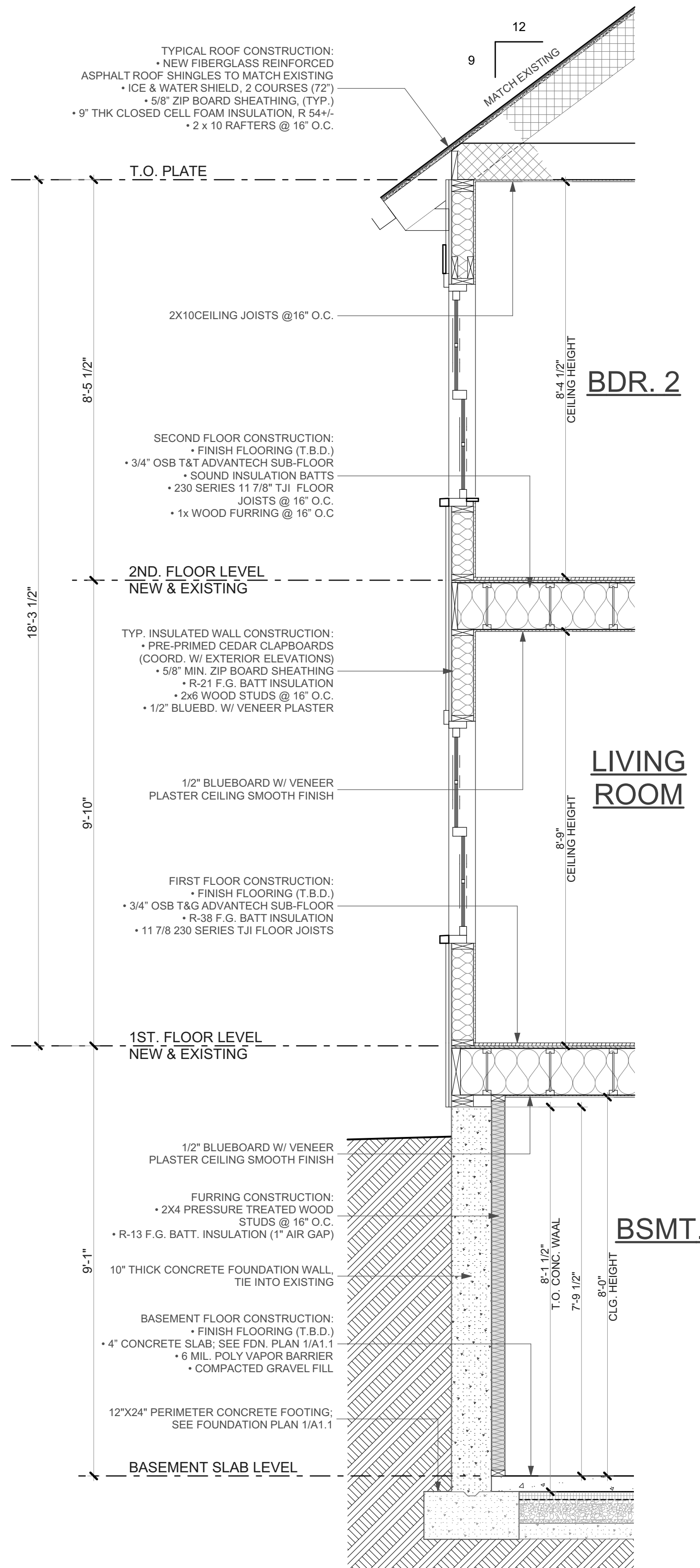
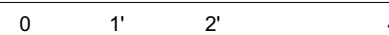
SCALE: 1/2" = 1'-0"



A

WALL SECTION

SCALE: 1/2" = 1'-0"



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MEDFIELD, MA 02052

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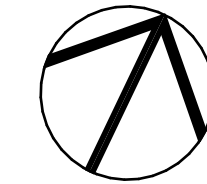
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ENLARGED WALL  
SECTIONS

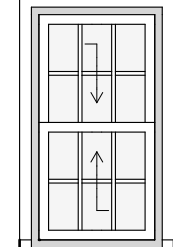

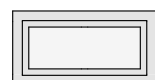
NORTH



SHEET NO.

A4.1

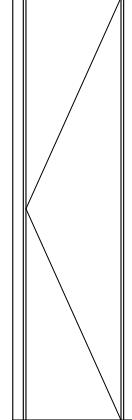
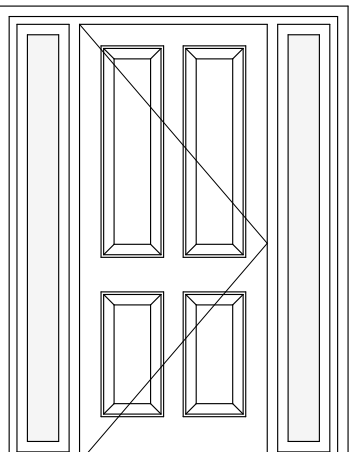
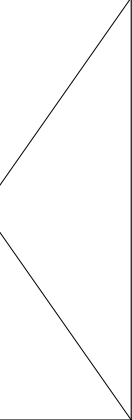
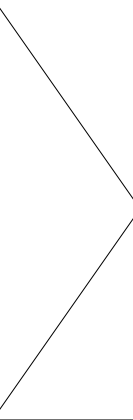
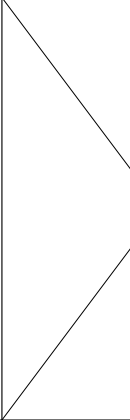
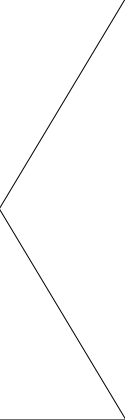
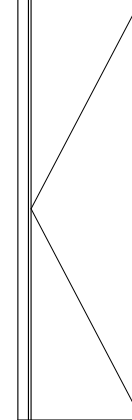
## WINDOW TYPES

ID	A	B	C
QTY	19	2	2
TYPE			
VIEW			
OPERATION			
SIZE	2'-6"×4'-8"	5'-7"×1'-6"	2'-6"×1'-3"
HEAD HEIGHT			

## WINDOW SCHEDULE

ID	R.O. SIZE	UNIT SIZE	TYPE	MANUFACTURER	MODEL	OPERATION	NOTES	GLAZING	TEMPERED
A	2'-6 1/2"x4'-8 1/4"	2'-6"x4'-8"	A						---
B	5'-7"x1'-6"	5'-7"x1'-6"	B						---
C	2'-9 1/2"x1'-4 3/4"	2'-6"x1'-3"	C						---

## ROOM TYPES

ID	1	1	2	3	4	5	6
QTY	2	2	6	2	8	2	2
TYPE	Flush	Standard 4 Panel	Flush	Flush	Flush	Flush	Flush
VIEW							
DIMS	1'-6"×6'-8"	3'×7'	2'-4"×6'-8"	2'-4"×6'-8"	2'-6"×6'-8"	4'×6'-8"	3'-6"×6'-8"
STYLE TYPE							

## FOR SCHEDULE

I.D.	Quantity	Manufacturer	Type	Model	Size	Frame Details			Hardware	Finish	Tempered
						Head	Jamb	Sill			
1	2				1'-6"×6'-8"						---
1	2				3'×7'						---
2	6				2'-4"×6'-8"						---
3	2				2'-4"×6'-8"						---
4	8				2'-6"×6'-8"						---
5	2				4'×6'-8"						---
6	2				3'-6"×6'-8"						---

**STAMP**

## REVISIONS

[illegible]

## PROJECT TITLE

441 MAIN STREET  
441 MAIN STREET  
MEDFIELD, MA 02052

**DAVID SHARFF  
ARCHITECT, P.C.**  
P.O. BOX 990431  
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508.359.5737

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PROJECT NO.: J000118

DATE: 8/26/2022

SCALE: N.T.S.

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**DRAWING NAME:**

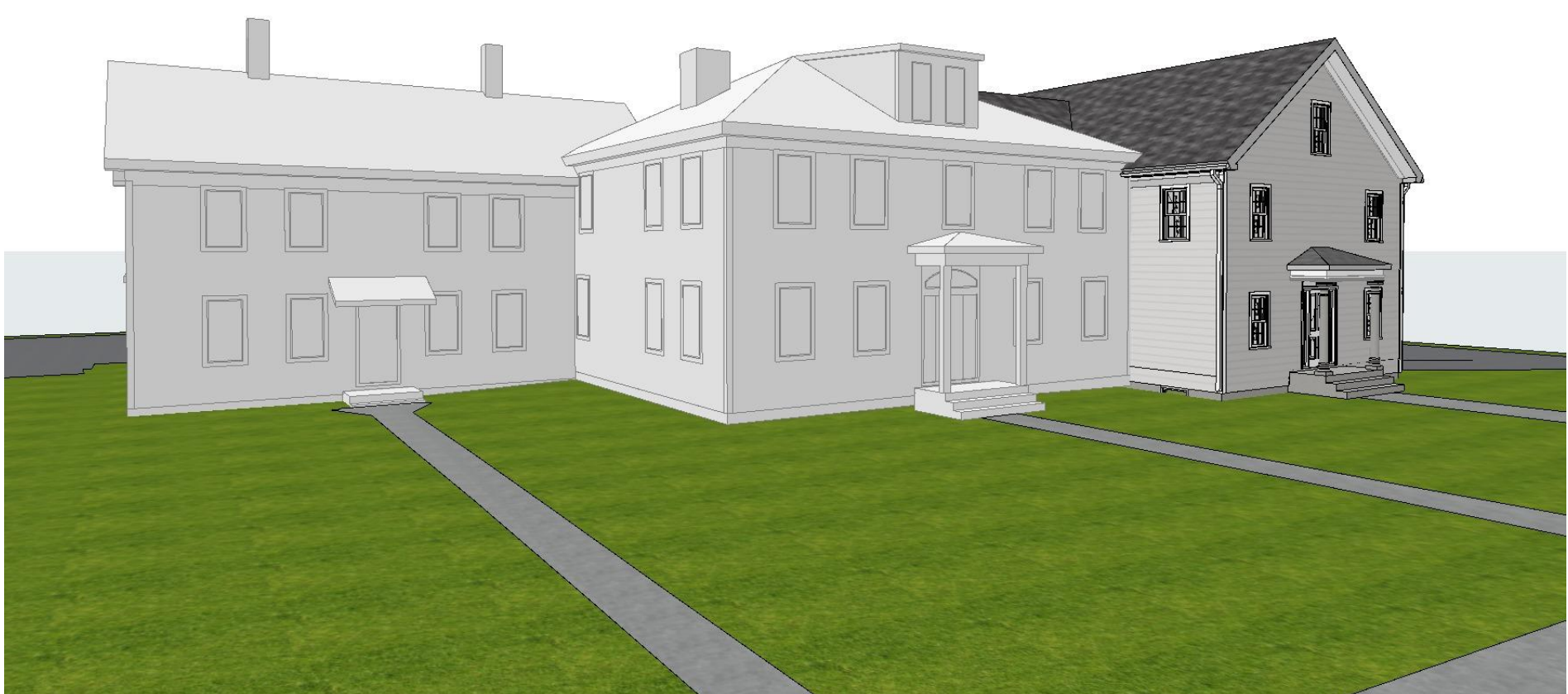
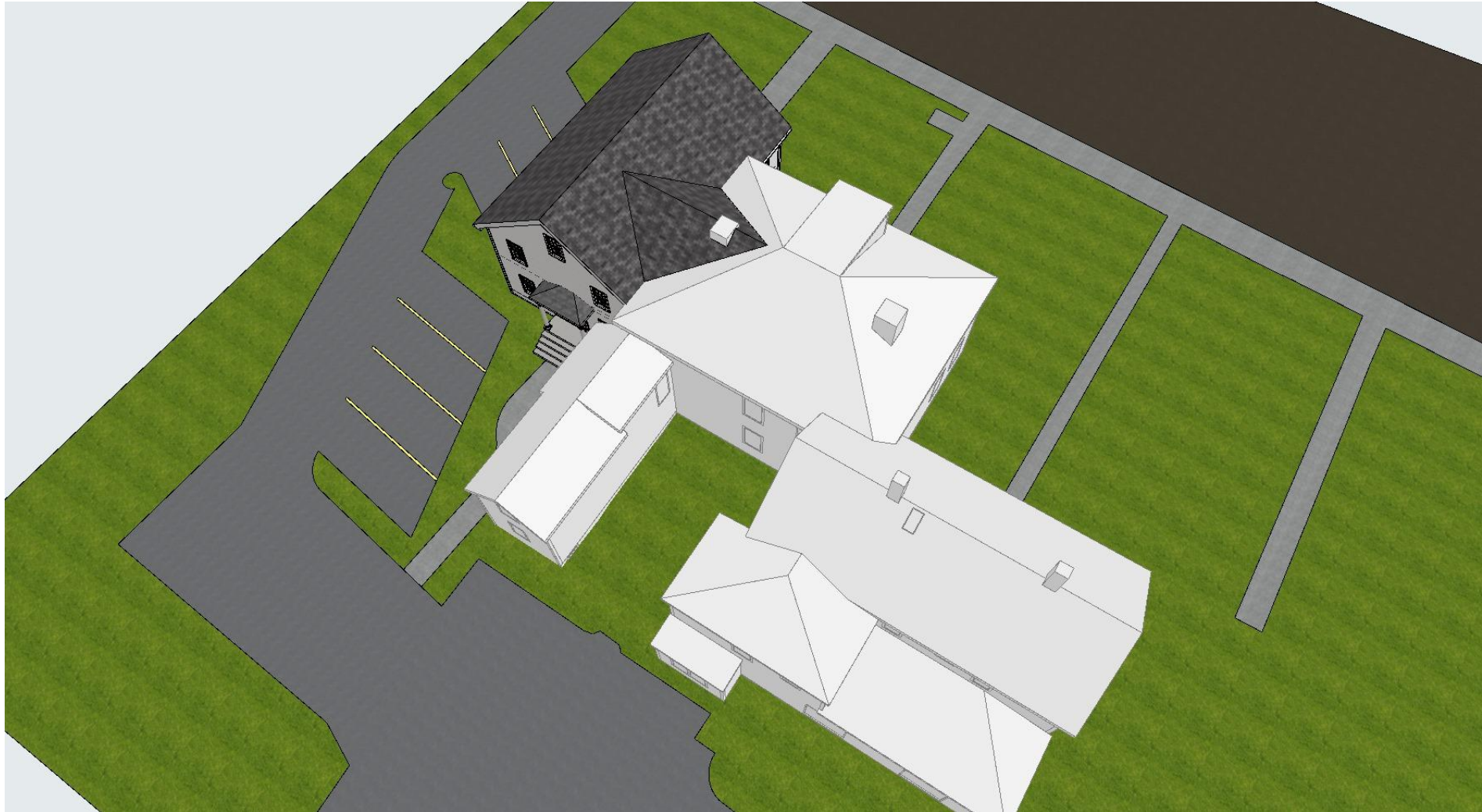
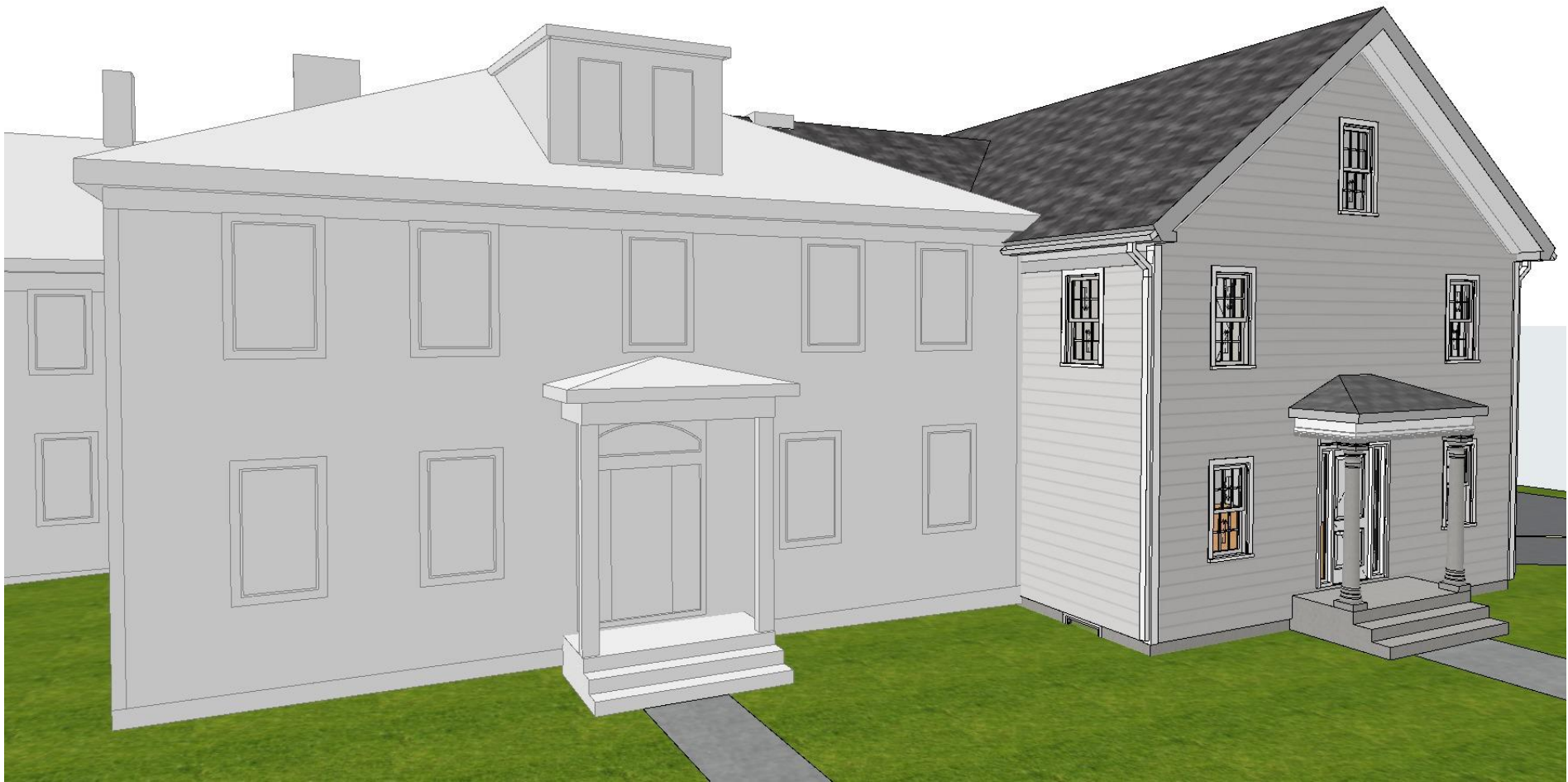
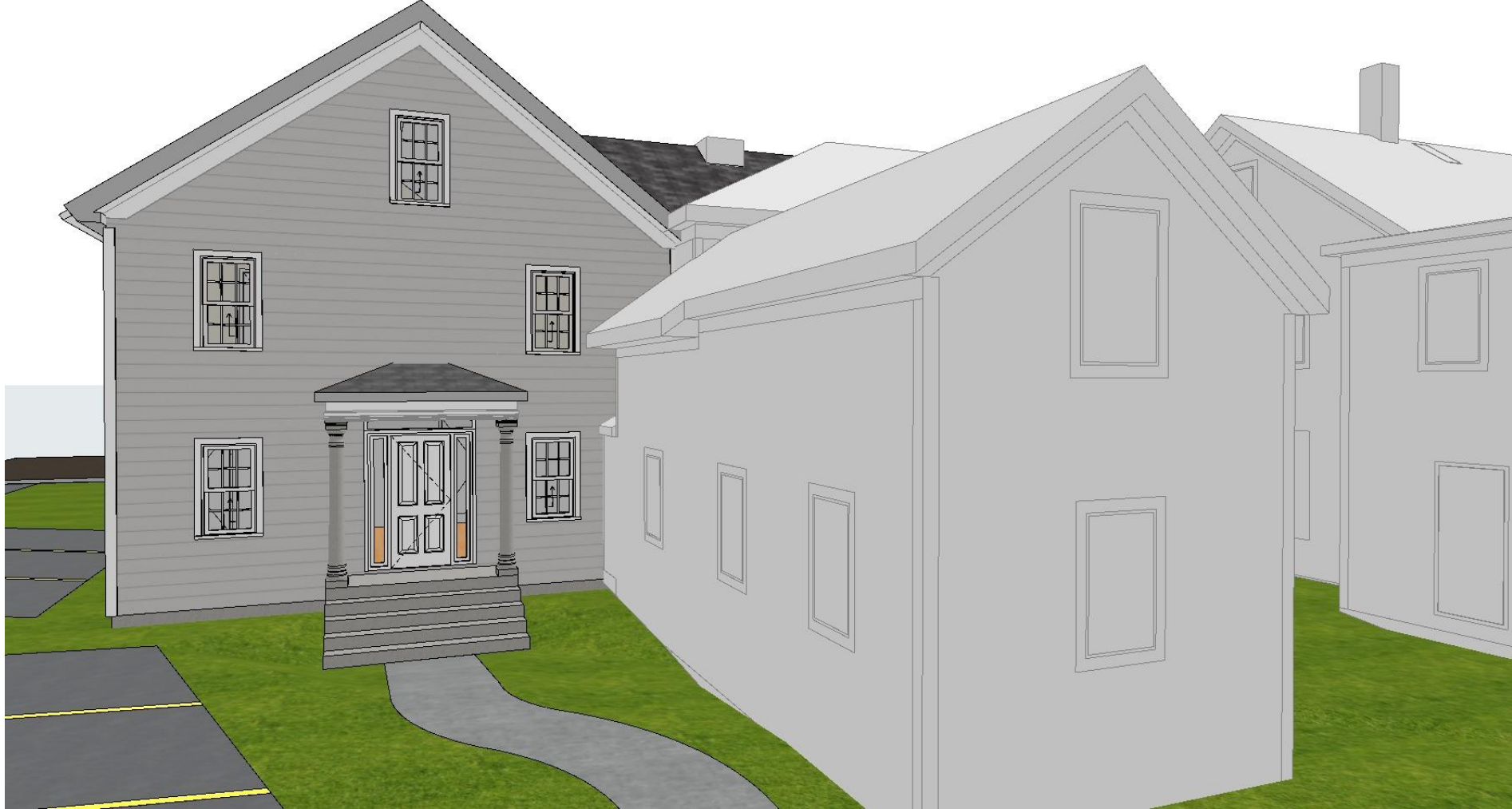
## DOOR & WINDOW SCHEDULES

**NORTH**

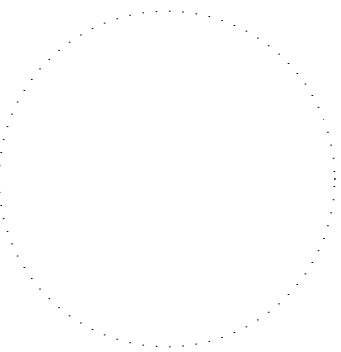
**SHEET NO.**

## A7.1





STAMP



REVISIONS


PROJECT TITLE

441 MAIN STREET  
441 MAIN STREET  
MEDFIELD, MA 02052

DAVID SHARFF  
ARCHITECT, P.C.  
P.O. BOX 990431  
BOSTON, MA  
02199  
508.359.5737  
Copyright © 2020  
David Sharff Architect, P.C.  
441 MAIN STREET,  
All rights reserved.  
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PROJECT NO.:	J000118
DATE:	8/26/2022
SCALE:	N.T.S.
DRAWN BY:	PN

DRAWING NAME:

EXTERIOR VIEWS

NORTH

SHEET NO.

A8.1



# AFFIRMATIVE FAIR HOUSING MARKETING PLAN

(To be submitted at Final Approval

## 21E SUMMARY

Not Applicable

# FINANCING LETTER



August 26, 2022

Re: Craig Rafter and David MacCready

To whom it may concern:

Craig Rafter and David MacCready are longstanding, well-regarded customers of the account officer and Needham Bank. All commercial accounts have been handled in professional and timely manner.

Based on the successful and fine reputation we would welcome the opportunity to continue working with them on future endeavors. However, please be advised that this is not a commitment by Needham Bank and is subject to review and approval of the particular details of this transaction.

If you have any questions, please do not hesitate to contact me at 508-962-2164.

Sincerely,

*Melissa A. Glowa*

Melissa A. Glowa  
Vice President  
Commercial Real Estate Lending

LOCAL SUPPORT LETTER  
Affordable Housing Trust



# Memorandum



To: Board of Selectmen

From: Michael T. Marcucci, Chair, Affordable Housing Trust

Date: January 5, 2023

Re: 441 Main Street Proposed "LIP" Local Initiative Project

---

At their duly posted meeting on January 5, 2023, the present members of the Medfield Affordable Housing Trust voted to support the project concept and recommend the 441 Main Street Project to the Board of Selectmen for Local Initiative Program project review. The Trust found that the project meets Housing Production Plan goals of promoting smaller scale developments throughout Town, particularly the renovation of an existing non-SHI eligible apartment through the acquisition of an affordability deed restriction by the Trust.

The Board considered the following criteria in determining whether to support the proposal:

- ☑ 50% of the units (4) of the total 8 units will be affordable to persons at 70% of AMI in perpetuity. As rental units, this is an addition of 8 units to the Subsidized Housing Inventory.
- ☑ The implementation of the Housing Options Program to create SHI-eligible rental units through small-scale new development or conversions of existing buildings is a strategy identified in the 2022 Housing Production Plan which meets the local goals of "Housing Production" and "Local Needs & Diversity".
- ☑ The location has available sewer infrastructure and is located in Downtown Medfield
- ☑ The developer, Brook Run Development Corp., appears to have the organizational and financial capacity to carry out the project and to complete the LIP process.

The Affordable Housing Trust reviewed a conceptual site plan, elevations, and floor plans to ensure that design standards with respect to unit size, composition, and locations are met. Over several publicly posted meetings, the Trust heard from abutters and neighborhood residents with questions regarding setbacks, buffering, stormwater, and other quality of life concerns. While the Trust is supportive of the concept of the proposed development, we defer to the ZBA process to analyze the technical impacts of the project.

Thank you for further consideration of this affordable rental housing coupled with historic preservation project in relation to the recommendation of the Affordable Housing Trust.



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

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

**Board of Selectmen**  
Gustave H. Murby, Chair  
Osler L. Peterson, Clerk  
Eileen Murphy, Member

**Kristine Trierweiler**  
*Town Administrator*

**Frank Gervasio**  
*Assistant Town Administrator*

January 24, 2023

Rieko Hayashi  
Local Initiative Program  
Department of Housing and Community Development  
Suite 300  
100 Cambridge Street  
Boston, MA 02114

RE: Local Initiative Program Application for Comprehensive Permit.  
441 Main Street  
441 Main Street, Medfield

Dear Ms. Hayashi:

The Medfield Board of Selectman supports the Local Initiative Program (LIP) comprehensive permit application for the proposed development to be known as 441 Main Street. The development is located in the downtown at 441 Main Street. The Board formally endorsed LIP Application at the Selectman's meeting on January 24, 2023.

The Applicant is proposing the construction of 2 rental homes and the rehabilitation of 6 existing rental homes consisting of a total of 8 two bedroom. 25% will be affordable at 70% of area median income. The Developer has met with the Medfield Affordable Housing Trust on various occasions to discuss the proposal. The Trust on January 5, 2023 to endorse the application and recommend approval to the Board of Selectmen. A support letter is attached to the application.

We are hopeful that the Department of Housing and Community Development will look favorable upon the application and approve the development under the Local Initiative Program. Feel free to contact me if you have any questions or concerns about the application.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

Gus Murby, Chairman  
Medfield Board of Selectman

Cc: Dean E. Harrison, Housing Consultant  
David McCready, Owner  
Craig Rafter, Owner

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") executed upon the dates set forth below, is a binding agreement by and between the Town of Medfield, acting by and through its Board of Selectmen, having a usual address of 459 Main Street, Medfield, Massachusetts, 02052 ("Medfield" or the "Town"); and Brook Run Development Corp., 266 Main Street, Unit 34, Medfield, MA a Massachusetts business corporation and its principals, David MacCready and Craig Rafter, trustees of The Jacob R. Cushman Realty Trust and individually, (collectively "Developer"):

WHEREAS, Developer is in the business of developing residential properties and has proposed a the construction of two rental homes and the rehabilitation of six existing rental homes consisting of a total of eight two bedroom units; 50% will be affordable at 70% of area median income (the "Project") to be located on a parcel of land measuring approximately 0.335 Acres situated at 441 Main Street in Medfield, as depicted on a certain plan prepared by GLM Engineering Consultants Inc., entitled "Proposed Building Expansion"" and dated January 24, 2022 (the "Plan");

WHEREAS, Developer proposes to develop the Project under the Commonwealth's affordable housing statute G.L. c. 40B, §§20-23 and more particularly through the Local Initiative Program ("LIP") administered by the Commonwealth of Massachusetts Department of Housing and Community Development ("DHCD");

WHEREAS, in order for project to be eligible for the LIP, the Town must affirmatively endorse the Project before it may be submitted to the Medfield Zoning Board of Appeals under an application for a so-called "Comprehensive Permit" under c. 40B;

WHEREAS, the Town is willing to consider a LIP endorsement of the Project if the Applicant agrees to implement the terms and conditions of this MOU;

WHEREAS, Developer is amenable to implementing the terms and conditions hereof in exchange for the Town's consideration of a LIP endorsement,

NOW THEREFORE, in consideration of the foregoing recitals and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged the parties hereby agree as follows:

1. Developer represents that David MacCready and Craig Rafter are the sole owners of The Jacob R. Cushman Realty Trust and Brook Run Development Corp. and no other person has a financial interest, direct or indirect, in the Project.
2. By March 1, 2023, Developer will complete and present for the Town's review, a LIP Application for the Project as depicted in the Plan and as contemplated hereunder.
3. The Town will execute the LIP application, subject to any proposed revisions thereto that are reasonably acceptable to the parties, and include a letter or letters of community support, as required under LIP.

4. Upon submission of the LIP application to DHCD, Developer and the Town shall both comply with any reasonable requests for information by DHCD and shall work cooperatively to secure DHCD approval as soon as possible.
5. Within thirty (30) days following DHCD's approval of the LIP Application and issuance of a Project Eligibility letter pursuant thereto, Developer will submit a complying comprehensive permit application to the Medfield Zoning Board of Appeals (ZBA) and diligently pursue a hearing thereon.
6. Developer shall provide the ZBA with all reasonable required information, and shall adequately fund a peer review account for all reasonably required peer review, including but not limited to, peer review for traffic, parking, emergency access, legal counsel, utilities, stormwater management and other engineering issues.
7. Developer shall diligently pursue final approval by DHCD, upon (a) Developer's receipt of a comprehensive permit from the ZBA that is satisfactory to Developer in its sole discretion; (b) the issuance of any and all other discretionary permits, approvals and/or endorsements from the Town and any of its boards, committees, agencies and/or instrumentalities, (together with (a), above, collectively, the "Town Approvals"); and (c)(i) the expiration of any all appeals periods related to each Town Approval without any appeal having been taken or (ii) in the event that an appeal of any Town Approval has occurred, the favorable resolution of each such appeal by a court or agency, as the case may be, of competent and final jurisdiction. Upon Developer's receipt of the DHCD final approval, Developer shall immediately and diligently pursue construction such that a building permit is issued within six (6) months from the date that the last outstanding appeal period and/or appeal with regard to a Town Approval has either expired or been resolved consistent with the requirements of clause (c) above, subject to delays beyond the reasonable control of Developer, as may be determined by the Town. Additionally, Developer agrees to obtain building permits for all affordable units within one (1) year of date of filing decision with the Town Clerk.
8. Upon the issuance of occupancy certificates for all 8 units associated with the project, the Town agrees to pay Developer \$400,000 of subsidy funds to support the conversion or construction of affordable rental apartment units that will count on the Town's Subsidized Housing Inventory (SHI). The Program is funded by the proceeds of a \$1 million bond for affordable housing approved by the 2017 Medfield Town Meeting and governed by M.G.L., which places some constraints on the scope of the Program. As such, a permanent affordable housing deed restriction, as defined in GL Chapter 184 Section 31 and DHCD Regulations will be executed
9. Following the grant of the Comprehensive Permit by the ZBA, Developer shall be permitted to make immaterial or insubstantial revisions to the Plan without affecting the parties' rights and obligations hereunder, provided that all such Plan revisions are forwarded to the Medfield Board of Selectmen, Town Planner, and the Board of Trustees of the Affordable Housing Trust. In the event that, within twenty-one (21) days of Developer's submission, the Selectmen reasonably determine in their sole discretion that the Plan revisions are material or substantial, the Selectmen's approval shall be required in order for Developer to proceed with such changes, such approval not to be unreasonably denied, conditioned or delayed. In the event that Developer shall desire to make a substantial or material change to the Plan, such changes shall be submitted to

the Selectmen and the Selectmen's approval shall be required in order for Developer to proceed with such changes. The Board of Selectmen shall make a decision on such submittal within twenty-one (21) days of receipt of the proposed changes. In the event that the Selectmen do not issue a decision on either insubstantial or substantial changes within said 21-day period, such changes shall be deemed approved. Noting in this paragraph shall relieve Developer from its obligations to the ZBA under 760 CMR 56.05(11) as such regulation applies to project changes.

10. In the event that Developer chooses not to proceed with the Project because the ZBA denies the Project or imposes conditions beyond those that are contained in this MOU that are deemed unacceptable to Developer, and in the event that Developer desires, in its sole discretion, to challenge such denial or conditions and Developer is unsuccessful in any challenge thereto or chooses not to continuing pursuing such challenge, at any time after commencing the same, Developer shall provide the Town with written notice accordingly, and the parties respective obligations hereunder shall immediately be discharged (except as included in this Section 10) and this MOU shall be deemed null and void and without any further force or effect, In such event, the Town shall inform DHCD that the LIP application is being withdrawn. Nothing in this paragraph, however, shall be deemed to prevent the parties from negotiating revisions to this MOU in the event that the ZBA imposes conditions beyond those that are contained in this MOU that are deemed unacceptable to Developer, in its sole discretion, provided, however, that nothing in this MOU shall require the parties to negotiate such an amendment. Notwithstanding the foregoing, Developer including all the principals/managers/owners, hereby agrees that neither it nor any entity in which it or any of its principals has a financial interest shall pursue a Comprehensive permit for the Project or at 441 Main Street or any portion of the land included as part of the Project, unless such Comprehensive permit is the subject of a LIP endorsement by the Town.
11. Nothing herein may be construed as limiting the authority of the Medfield Zoning Board of Appeals in any ultimate hearing on an application for Comprehensive Permit filed by Developer; included within said Board's authority is the authority to issue a denial or a conditional approval of the project.
12. This MOU may only be amended by a written instrument executed by all of the parties hereto.
13. This MOU is a Massachusetts contract, shall be governed by Massachusetts law and is enforceable only in a Massachusetts State Court of competent jurisdiction. This MOU may only be enforced in equity.
14. This MOU may be executed in multiple counterparts.

IN WITNESS WHEREOF, the undersigned have caused this MOU to be executed on the date(s) set forth below.

TOWN OF MEDFIELD, by its  
Board of Selectmen:

Brook Run Development Corp by its duly  
authorized corporate officer:

\_\_\_\_\_  
Gus Murby

\_\_\_\_\_  
Osler Peterson

\_\_\_\_\_  
Eileen Murphy

\_\_\_\_\_  
Date

\_\_\_\_\_  
David MacCready, Trustee and individually

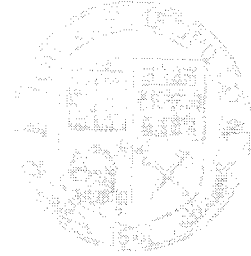
\_\_\_\_\_  
Craig Rafter, Trustee and individually

\_\_\_\_\_  
Date





# Memorandum



To: Gus Murby, Chair, Board of Selectmen  
CC: Kristine Trierweiler, Town Administrator  
From: Sarah Raposa, Town Planner  
Date: January 10, 2023  
Re: Planning Board Associate

---

At their duly posted meeting on January 9, 2023, the Planning Board unanimously recommended appointment of Doug Larence as an Associate Member of the Planning Board. A vacancy announcement was posted on the Town website's "Board / Committee Appointment Information" webpage on October 25<sup>th</sup>. The Board receive one letter of interest and interviewed the candidate at their December 5<sup>th</sup> meeting.

The Planning Board respectfully requests that the Board of Selectmen appoints Doug Larence to Planning Board as an Associate Member (annual appointment). His letter of interest is attached for your consideration.

Please advise of your next meeting date.



November 26, 2022

Sarah Raposa  
Town Planner  
Town of Medfield  
sraposa@medfield.net

Dear Sarah,

I am pleased to submit my letter of interest for the vacant associate member position on Medfield's planning board. I believe my commitment to the town as well as my experience working within the planning and design industry will make me a valuable addition to the board. This experience includes the past eight years working as associate principal and director of marketing at Sasaki.

The vacancy notice asks to provide input about my ideas for the direction of the planning board. Since I have no previous planning board experience I don't feel comfortable providing input about its direction. My philosophy is to first listen and learn which I plan to do if selected. My impression is that I'll need to first understand existing zoning bylaws and other guiding documents and regulations. And of course, learning the groundwork and additional nuance from members of the planning board. From there, I will be able to contribute informed ideas.

I understand the need to avoid any conflict of interest, not to pursue special privileges, and maintain confidentiality as a member of the planning board. As a principal and stockholder at my firm, I am often involved in confidential discussions and decision-making that require careful and thoughtful communication. And as a leader of a 15-person marketing and communications team, I often need to lead the process of sensitive decision-making, from which projects we pursue as a firm, to which projects are amplified through our communications channels and which are not, to promotion and salary decisions, and many others. Since we are a professional services firm, these decisions are people-based that directly affect the practices of individual planning and design professionals.

I have found that clarity of communication and intent behind why decisions are made—what guides decisions and how they contribute to a broader strategy—are critical for those involved in the process to understand and share. It's also important to note that from my experience, decisions are rarely made unilaterally. Instead, it's a process of collaboration, information sharing, listening, and perspective-taking that leads to successful outcomes. Not everyone will agree with the decision, of course, but I believe the hero/villain dynamic can be greatly minimized if the decision-making process is inclusive and the intent behind the decision is both clear and grounded in a broader guiding vision.

# Doug Larence



Lastly, you ask about balancing the need to act both proactively and reactively. My work at Sasaki requires the same balance. At any given time, there are many long-, mid-, and short-term strategic goals for the practice that I am directly involved in across our various disciplines and markets. At the same time, there is always a flurry of activity that requires immediate attention. I work in a variety of team settings that operate both proactively and reactively, including the principal and stockholder group, which is responsible for the firm's strategic direction; the management committee, which is responsible for the operations of the practice; and as the leader of the marketing and communications team, which is responsible for business development, winning new work, and communicating it out to our audiences.

I do see important overlaps between working proactively and reactively. Both require established ground rules, an open culture of debate, clear guiding processes and well-articulated strategy so that whether it's a proactive or reactive situation, those involved are operating within a shared decision-making framework and understanding of where the organization wants to go. Without that, the outcome of each individual decision—proactive or reactive—can become disparate and misaligned with the strategic direction of the organization. Process, transparency, and consistency are all critical.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "D Larence".

Doug Larence



# Doug Larence

## Profile

Marketing professional with more than 20 years of experience leading strategic planning and implementation of business development, project pursuits, communications, brand strategy and departmental operations for in the AEC industry.

## Experience

Associate Principal/Director of Marketing  
August 2014 – Present  
Sasaki Associates, Boston, MA

Associate/Marketing Manager  
May 2008 – August 2014  
GUND Partnership, Cambridge, MA

Associate/Senior Marketing Coordinator  
May 2005 – May 2008  
CBT Architects, Boston, MA

Marketing Coordinator  
October 2002 – May 2005  
Parsons Corporation, Boston, MA

Marketing Specialist  
August 2001 – October 2002  
Stream International, Canton, MA

Marketing Associate  
June 2000 – August 2001  
PharmaCare, Lincoln, RI

## Software

Adobe Creative Suite  
Microsoft and Google Platforms  
Salesforce, Deltek Vision

## Education

Bryant University, Smithfield, Rhode Island  
Bachelor of Science in Business Administration,  
Concentration in Marketing

## References

Available Upon Request

"It is hard to overstate the contribution Doug has made to Sasaki's business development and marketing efforts. As a multidisciplinary firm, BD and marketing strategies were historically disparate and varied widely between the disciplines. Doug brought logic and rigor to our efforts, unifying a diverse group of Principals, motivating the Marketing staff, and improving our success—all while remaining consistently good humored and unflappable."

BRYAN IRWIN, AIA, LEED AP  
PRINCIPAL, S&B (FORMER SASAKI PRINCIPAL)

## Current Role

At Sasaki, I lead a 15-person team within a 350-person global planning and design firm responsible for business development, project pursuits and communications. I work directly with, and as part of, firm leadership to plan and execute strategy across a variety of disciplines, market sectors, geographies and project types. My specific responsibilities include:

### MARKETING PLANNING & OPERATIONS

- ▶ Develop and manage firm's strategic business development and communications direction with Principals
- ▶ Support key initiatives such as recent office launch and two M&A processes
- ▶ Organize and run strategy meetings across all sectors and disciplines
- ▶ Oversee all operational aspects of business development, project pursuits and communications globally
- ▶ Complete and monitor annual budgets
- ▶ Monitor and report business development performance metrics
- ▶ Develop and present strategic recommendations to CEO and Board
- ▶ Define, implement and enforce process workflows firm-wide
- ▶ Lead the interviewing and hiring of new team members
- ▶ Nurture the professional development of marketing team members

### PROJECT IDENTIFICATION & POSITIONING

- ▶ Establish and execute proactive business development strategy working with a broad cross-section of the firm
- ▶ Lead the use and administration of Salesforce CRM system
- ▶ Review, assess and provide strategic input for all project opportunities
- ▶ Lead 'go/no go' process with discipline and sector leaders for all opportunities firm-wide
- ▶ Direct firm-wide and opportunity-specific positioning strategy and drive action/follow-through

### PROJECT PURSUITS

- ▶ Direct point of contact for all inbound opportunities
- ▶ Oversee development of 150+ competitive pursuits per year
- ▶ Provide hands-on material development for major pursuits
- ▶ Develop pursuit strategy with firm leadership for key opportunities
- ▶ Complete thorough research on client organization/decision makers
- ▶ Provide input into interview strategy
- ▶ Complete post-pursuit debrief with clients

### COMMUNICATIONS & PUBLIC RELATIONS

- ▶ Collaborate on firm-wide communications strategy and editorial calendar
- ▶ Oversee firm website updates
- ▶ Assess and refine conference participation and speaking proposals
- ▶ Direct project photography
- ▶ Define sponsorship opportunities and levels of involvement
- ▶ Collaborate with Public Relations consultant

### PRINCIPAL & STOCKHOLDER RESPONSIBILITIES

- ▶ Attend and participate in stockholder discussions about key firm issues
- ▶ Participation as part of ad-hoc committees to investigate and provide recommendations about strategic initiatives
- ▶ Present business development and marketing trends, metrics and recommendations during stockholder meetings





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

---

**RE: question about town committee**

---

Hilary Ziven &lt;[REDACTED]&gt;

Tue, Jan 10, 2023 at 2:49 PM

To: Osler.Peterson@oslerpeterson.com

Cc: ktrierweiler@medfield.net, Frank Gervasio &lt;fgervasio@medfield.net&gt;, "bfranklin@Medfield.net" &lt;bfranklin@medfield.net&gt;, KateDVM

&lt;[REDACTED]&gt;

Hi Pete,

Kate and I received the Select Board charge for the committee. She isn't a big typist, so I am going to type her response.

From Kate:

I am interested in helping the town to make a wise compromise on the use of our open space for dogs and their families and the people who fear they may be harmed by dogs. While there is no mention of having a veterinarian on the committee, I would certainly serve as an advocate for the dogs' well being and that of their owners/families. As a veterinarian, I have many years of experience in helping dog owners to safely and healthily promote their pet's well-being.

Hilary

Hilary Ziven, Psy.D.

11 Elm St.

Medfield, MA 02052



On Tue, Jan 10, 2023 at 9:34 AM Osler Peterson <osler.peterson@oslerpeterson.com> wrote:

[Quoted text hidden]



January 17, 2023

Sarah Raposa, AICP  
Town Planner  
459 Main Street  
Medfield, MA 02052  
(508) 906-3027  
[sraposa@medfield.net](mailto:sraposa@medfield.net)

Re: Town of Medfield Affordable Housing Trust

Dear Ms. Raposa:

I am writing to express my interest in serving on the Medfield Affordable Housing Trust. I am a resident of Medfield and a lawyer with extensive experience in affordable housing, real estate, and financing. I have more than seven years of professional experience working with investors, developers, lenders, and governmental agencies on real estate transactions that utilize low-income housing tax credits, new markets tax credits, and corresponding state tax credits. These programs serve as an important resource for creating affordable housing and incentivizing community development and economic growth in the United States.

My wife and I moved to Medfield before my eldest son was born in 2018. We fell in love with Medfield for its sense of community, its open spaces, its school system, and the opportunity for civic engagement. I support the production of new housing and the redevelopment of existing properties in Medfield to provide an opportunity for others to benefit equally from what Medfield has to offer.

I believe that my professional experience would make me a valuable addition to the Affordable Housing Trust. It would be an honor to be considered for the vacancy and to have the opportunity to help plan for Medfield's affordable housing needs.

Should you need any additional information, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,



Eric Lavin

142 Harding Street  
Medfield, MA 02052






# Eric J. Lavin

## JD, LLM (Taxation)

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 · Medfield, MA 02052

### **EXPERIENCE**

#### **Morse, Barnes-Brown & Pendleton, PC, Waltham, MA**

*Associate, February 2022 to Present*

- Assist clients with tax efficient structures and strategies, including corporate formation and choice of entity, equity allocations among founders, entity conversions and reorganizations, and acquisitions and dispositions of business interests and assets.
- Represent clients in M&A transactions and venture capital equity and debt financings.
- Draft, negotiate, and review corporate governance documents, partnership and limited liability company agreements, purchase agreements, and other transactional documents.

#### **Holland & Knight LLP, Boston, MA**

*Senior Associate, March 2015 to February 2022*

- Served as tax counsel to banks, insurance companies, investment funds, hotels, institutional lenders, universities, and national syndicators in the acquisition, disposition, and financing of a variety of properties and investments, including tax advantaged and social impact investments.
- Advised on matters of partnership law, federal and state tax law, general corporate law, and real estate law.
- Assisted clients with investment structures and strategies, technical tax issues, and interpretation of IRS and other regulatory guidance.
- Prepared and negotiate key transaction documents in partnership transactions, including business joint ventures, and related debt financing.
- Closed more than 60 investments across the country, as well as nearly a dozen syndicated tax credit funds.
- First-chaired representation of a major university in connection with the development and syndication of a hydroelectric power plant.
- Extensive experience with the low-income housing tax credit, historic rehabilitation tax credit, solar tax credit, renewable energy tax credit, new markets tax credit, opportunity zone program, and numerous state tax credit programs.
- Significant experience with a wide array of debt financing instruments, including commercial construction and permanent loans, tax-exempt bonds, state and local grants and loans, HUD-supported loans, and soft subordinate loans.

#### **Ernst & Young LLP, Boston, MA**

*Senior Tax Staff, July 2013 to March 2015*

- Developed tax planning strategies for multinational business reorganizations, intercompany transfer pricing transactions, and headquarter cost allocations.
- Assisted multinational corporations and startup biopharmaceutical companies with the cross-border transfer of core intellectual property rights to tax efficient jurisdictions.
- Collaborated with international advisory teams to analyze business value chains and establish effective international transfer pricing policies.

- Conducted economic analyses and produced tax compliant transfer pricing documentation to ensure compliance with US and OECD transfer pricing guidelines.
- Prepared discounted cash flow models for intellectual property valuations and asset acquisition valuations.
- Analyzed and prepared client financial data for SEC reporting and tax return filing.

**MA Attorney General's Office, Boston, MA**

*Legal Intern, June 2011 to August 2011*

- Conducted legal research and prepared technical legal memoranda on issues including unfair and deceptive trade practices, admissibility of evidence, and mandated health coverage.
- Drafted, edited, and cite-checked motions and pleadings.
- Engaged in extensive electronic and traditional document review for discovery and civil investigative demands.

**Los Angeles Superior Court, Los Angeles, CA**

*Judicial Extern for the Honorable Elia Weinbach, May 2010 to August 2010*

- Prepared case files by summarizing pleadings and motions, researching statutes and case law, highlighting relevant arguments, and recommending judicial determinations.
- Conducted legal research and drafted memoranda for complex substantive and procedural matters.

**EDUCATION**

**Graduate Tax Program, Boston University School of Law, Boston, MA**

LL.M. in Taxation; January 2013

**Boston University School of Law, Boston, MA**

Juris Doctor; May 2012

**Occidental College, Los Angeles, CA**

B.A., *magna cum laude*; May 2007

**BAR MEMBERSHIP**

Massachusetts (Admitted November 2012)

California (Admitted January 2018)

**PUBLICATIONS**

*Co-Author, Bloomberg Tax Portfolio, Low-Income Housing Tax Credit, No. 584*



# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> TOWN OF MEDFIELD (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office of Public Safety and Security <b>MMARS Department Code:</b> EPS	
<b>Legal Address: (W-9, W-4):</b> 459 Main Street, Medfield MA 02052		<b>Business Mailing Address:</b> One Ashburton Place, Room 2133 Boston, MA 02108	
<b>Contract Manager:</b> Kristine Trierweiler	<b>Phone:</b> 508-906-3011	<b>Billing Address (if different):</b>	
<b>E-Mail:</b> ktrierweiler@medfield.net	<b>Fax:</b>	<b>Contract Manager:</b> Christina Lento	<b>Phone:</b> 617-312-5691
<b>Contractor Vendor Code:</b> VC6000191876		<b>E-Mail:</b> Christina.M.Lento2@mass.gov	<b>Fax:</b>
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001 (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> 2023MEDFIELDTOWNEARM	
<b>RFR/Procurement or Other ID Number:</b> M.G.L Chapter 126 of the Acts 2022			
<div style="text-align: center;"><u>  X  </u> <b>NEW CONTRACT</b></div> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<div style="text-align: center;"><u>      </u> <b>CONTRACT AMENDMENT</b></div> Enter <b>Current Contract End Date</b> <u>  Prior  </u> to Amendment: _____, 20____. Enter <b>Amendment Amount:</b> \$ _____ (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget)	
<b>The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding:</b> (Check ONE option): <u>  X  </u> <a href="#">Commonwealth Terms and Conditions</a> <u>      </u> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <u>      </u> <a href="#">Commonwealth IT Terms and Conditions</a>			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . <input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <b>new</b> total if Contract is being amended). \$ <u>  75,000.00  </u> .			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days <u>      </u> % PPD; Payment issued within 15 days <u>      </u> % PPD; Payment issued within 20 days <u>      </u> % PPD; Payment issued within 30 days <u>      </u> % PPD. If PPD percentages are left blank, identify reason: <u>  X  </u> agree to standard 45 day cycle <u>      </u> statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); <u>      </u> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Earmark line item 8000-0313 funds will be utilized for the Town of Medfield, that not less than \$50,000 shall be expended to the town of Medfield to purchase and install wired automated external defibrillators in town parks. that not less than \$25,000 shall be expended for the town of Medfield for Wired AEDs at the 3 sports fields in town.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>  June 30, 2023  </u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the <b>"Effective Date"</b> of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b>  X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature)  Print Name: _____ Print Title: _____		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b>  X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature)  Print Name: <u>  Nilsa Morales  </u> Print Title: <u>  Director of Fiscal Affairs  </u>	





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

**Board of Selectmen**  
Gustave H. Murby, Chair  
Osler L. Peterson, Clerk  
Eileen Murphy, Member

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

**Kristine Trierweiler**  
*Town Administrator*  
**Frank Gervasio**  
*Assistant Town Administrator*

Andrea Harris-Long  
Raul Gonzalez  
Technical Assistance Program Coordinators  
Metropolitan Area Planning Council  
60 Temple Street  
Boston, MA 02111

Dear. Ms. Harris-Long and Mr. Gonzalez,

On behalf of Medfield's Board of Selectmen, I write to support the Cultural Alliance of Medfield's (CAM) application to MAPC's Technical Assistance Program.

Since CAM acquired its 99-year lease on two buildings at the former Medfield State Hospital (MSH) for a performing arts and education center, they have made significant progress in launching an outdoor performing arts series attracting 10,000 visitors and achieved 30% of their capital campaign goal. CAM's project is consistent with the Town's 2018 master plan to improve the site.

The Town has also made progress in rezoning the property and voting to sell the surrounding buildings to Trinity Financial for historic preservation and creation of 334 housing units, with 25% affordable. Trinity anticipates construction will begin in early 2024 and be completed by May, 2026. Trinity is also assuming responsibility for installing new infrastructure.

CAM anticipates a second phase of new construction for visual and culinary arts on property Trinity will own. To that end, it's important for CAM to complete its study in 2023 and realize efficiencies when Trinity installs the new infrastructure. We understand from CAM's updated market analysis that the regional economic activity from their combined facilities could be \$7 million annually.

We strongly encourage MAPC to support CAM's application.

Sincerely,

Gustave H. Murby  
Chair, Board of Selectmen







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

**Fwd: Maverick 5k**

1 message

**Kristine Trierweiler** <ktrierweiler@medfield.net>

Tue, Jan 17, 2023 at 9:07 AM

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

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

From: **Kathy Schickel** <[REDACTED]>

Date: Mon, Jan 16, 2023 at 6:16 PM

Subject: Maverick 5k

To: Kristine Trierweiler &lt;ktrierweiler@medfield.net&gt;, Michelle Guerette &lt;mguerette@medfield.net&gt;

Dear Selectmen and Chief Guerette,

Happy New Year. The 2022 5k was a success with over 300 runners and another 50 volunteering or stopping by for our Pancake Breakfast following the race. The Medfield Community was so gracious and we are grateful for the assistance of the Police Department. We would like to request to hold the annual Run Like a Maverick 5K this spring on Sunday, May 7, 2023. The 5K is in memory of our daughter, Elizabeth, a student at Montrose School, who passed away of brain cancer in February 2014. The race will begin and end at Montrose School, 20 North St.

Thank you for your consideration,  
Kathy and Abe Schickel  
617-799-1606

--  
Kristine Trierweiler  
Town Administrator  
Town of Medfield  
459 Main Street  
Medfield, MA 02052  
508 906 3011 phone  
508 359-6182 fax

**Follow us:**[www.town.medfield.net](http://www.town.medfield.net)

Twitter: @townofmedfield

## Town House Hours:

**Monday 8:30 AM to 4:30 PM****Tuesday 8:30 AM to 7:30 PM****Wednesday 8:30 AM to 4:30 PM****Thursday 8:30 AM to 4:30 PM****Friday 8:30 AM to 1:00 PM**

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.

Informational



# TOWN OF MEDFIELD

## *Affordable Housing Trust*

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

468 MAIN ST	43-132
19 NORTH ST	43-022
TOWN OF MEDFIELD	LUC: 930
459 MAIN ST	43-024
15 JANES AVE	43-025
TOWN OF MEDFIELD	LUC: 930
459 MAIN ST	
MEDFIELD, MA 02052	

January 6, 2023

Dear Resident,

On January 5, 2023 the Affordable Housing Trust voted to recommend the affordable housing project located at 441 Main Street to the Board of Selectmen. The developer, Brook Run Development, is proposing a Chapter 40B project under the *Local Initiative Program* ("LIP") that includes Brook Run Development Corp. is proposing the construction of two new rental homes and the rehabilitation of six existing rental homes consisting of a total of eight two bedroom units; 50% of the units (4 units) will be affordable at 70% of area median income (AMI).

The Board of Selectmen will meet on **Tuesday, January 24, 2023 at 7:00 PM** to consider the application for the LIP at 441 Main Street. Please note: the exact time of the agenda item to be determined closer to the meeting date. Please check the town's website within 48 hours of the meeting.

If the LIP application is 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 application under Chapter 40B to the Medfield Zoning Board of Appeals, which will follow its established procedures for reviewing such permits.

Information previously submitted to the Affordable Housing Trust is available on the Town's webpage: <http://ma-medfield.civicplus.com/471/Affordable-Housing-Trust>

- Click the "Affordable Housing Projects" link on the left side of the page
- Click the "441 Main Street" folder
- Plans and supporting documents may be found in the "AHT Meeting" folders

If you need further assistance, please contact Sarah Raposa, Town Planner, at [sraposa@medfield.net](mailto:sraposa@medfield.net) / 508-906-3027



SOVEREIGN CONSULTING INC.

January 4, 2023

Ms. Kristine Trierwieler  
Town Administrator  
Medfield Town Hall  
459 Main Street  
Medfield, MA 02052

Re: **Groundwater Sampling Events: March, June, September, & December 2023**  
In the Vicinity of:  
Former Texaco-branded Service Station 100084  
26 Spring Street  
Medfield, MA 02052  
RTN 2-3003830

Dear Ms. Trierwieler;

On behalf of Equilon Enterprises LLC dba Shell Oil Products US (Equilon), Sovereign Consulting Inc. (Sovereign) is submitting this notice of the planned upcoming environmental sampling activities on Town of Medfield property. During the months of March, June, September, and December 2023, Sovereign will be collecting groundwater samples from previously installed monitoring wells within the shoulder of Spring Street. This letter provides written notification of the planned activities as per 310 CMR 40.1403(10)(a)(2).

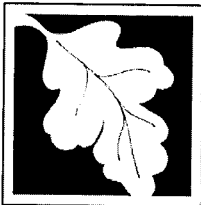
In accordance with 310 CMR 40.1403(10)(b)(1), the results of the sampling will be forwarded to you within 30 days of Sovereign's receipt and data validation of the laboratory analytical report.

As always, we thank you for your continued consideration and cooperation in our remediation efforts related to RTN 2-3003830. If you have any questions regarding this submittal, please feel free to contact the undersigned at 508-339-3200.

Sincerely,  
SOVEREIGN CONSULTING INC.

Barbara K. Laughlin  
Project Manager

cc: Edward Henke, Equilon  
Sovereign File - 2L883



## NOTICE OF ENVIRONMENTAL SAMPLING

As required by 310 CMR 40.1403(10) of the Massachusetts Contingency Plan

**BWSC 123**

This Notice is Related to  
Release Tracking Number

2

3003830

**A. The address of the disposal site related to this Notice and Release Tracking Number (provided above):**

1. Street Address: 26 Spring Street  
City/Town: Medfield Zip Code: 02052

**B. This notice is being provided to the following party:**

1. Name: Kristine Trierwieler, Town Administrator  
2. Street Address: 459 Main Street  
City/Town: Medfield Zip Code: 02052

**C. This notice is being given to inform its recipient (the party listed in Section B):**

- ☒ 1. That environmental sampling will be/has been conducted at property owned by the recipient of this notice.  
☐ 2. Of the results of environmental sampling conducted at property owned by the recipient of this notice.  
☐ 3. Check to indicate if the analytical results are attached. (If item 2. above is checked, the analytical results from the environmental sampling must be attached to this notice.)

**D. Location of the property where the environmental sampling will be/has been conducted:**

1. Street Address: Bartlett Street, Spring Street & Pine Grove Road  
City/Town: Medfield Zip Code: 02052

2. MCP phase of work during which the sampling will be/has been conducted:

- |   |   |
|---|---|
| <input type="checkbox"/> Immediate Response Action              | <input type="checkbox"/> Phase III Feasibility Evaluation                   |
| <input type="checkbox"/> Release Abatement Measure              | <input type="checkbox"/> Phase IV Remedy Implementation Plan                |
| <input type="checkbox"/> Utility-related Abatement Measure      | <input checked="" type="checkbox"/> Phase V/Remedy Operation Status         |
| <input type="checkbox"/> Phase I Initial Site Investigation     | <input type="checkbox"/> Post-Class C Operation, Maintenance and Monitoring |
| <input type="checkbox"/> Phase II Comprehensive Site Assessment | <input type="checkbox"/> Other _____  |
- (specify)

3. Description of property where sampling will be/has been conducted:

- ☐ residential ☐ commercial ☐ industrial ☐ school/playground ☒ Other Municipal ROWs  
(specify)

4. Description of the sampling locations and types (e.g., soil, groundwater) to the extent known at the time of this notice.

Groundwater from monitoring wells.

**E. Contact information related to the party providing this notice:**

Contact Name: Barbara K. Laughlin  
Street Address: 9 Payson Road, Suite 150  
City/Town: Foxborough Zip Code: 02035  
Telephone: (508) 339-3200 Email: blaughlin@sovcon.com

## **NOTICE OF ENVIRONMENTAL SAMPLING**

As required by 310 CMR 40.1403(10) of the Massachusetts Contingency Plan

### **MASSACHUSETTS REGULATIONS THAT REQUIRE THIS NOTICE**

This notice is being provided pursuant to the Massachusetts Contingency Plan and the notification requirement at 310 CMR 40.1403(10). The Massachusetts Contingency Plan is a state regulation that specifies requirements for parties who are taking actions to address releases of chemicals (oil or hazardous material) to the environment.

### **THE PERSON(S) PROVIDING THIS NOTICE**

This notice has been sent to you by the party who is addressing a release of oil or hazardous material to the environment at the location listed in **Section A** on the reverse side of this form. (The regulations refer to the area where the oil or hazardous material is present as the "disposal site".)

### **PURPOSE OF THIS NOTICE**

When environmental samples are taken as part of an investigation under the Massachusetts Contingency Plan at a property on behalf of someone other than the owner of the property, the regulations require that the property owner (listed in **Section B** on the reverse side of this form) be given notice of the environmental sampling. The regulations also require that the property owner subsequently receive the analytical results following the analysis of the environmental samples.

**Section C** on the reverse side of this form indicates the circumstance under which you are receiving this notice at this time. If you are receiving this notice to inform you of the analytical results following the analysis of the environmental samples, you should also have received, as an attachment, a copy of analytical results. These results should indicate the number and type(s) of samples (e.g., soil, groundwater) analyzed, any chemicals identified, and the measured concentrations of those chemicals.

**Section D** on the reverse side of this form identifies the property where the environmental sampling will be/has been conducted, provides a description of the sampling locations within the property, and indicates the phase of work under the Massachusetts Contingency Plan regulatory process during which the samples will be/were collected.

### **FOR MORE INFORMATION**

Information about the general process for addressing releases of oil or hazardous material under the Massachusetts Contingency Plan and related public involvement opportunities may be found at <http://www.mass.gov/dep/cleanup/oview.htm>. For more information regarding this notice, you may contact the party listed in **Section E** on the reverse side of this form. Information about the disposal site identified in Section A is also available in files at the Massachusetts Department of Environmental Protection. See <http://mass.gov/dep/about/region/schedule.htm> if you would like to make an appointment to see these files. Please reference the **Release Tracking Number** listed in the upper right hand corner on the reverse side of this form when making file review appointments.



# TOWN OF MEDFIELD

Office of the

## PLANNING BOARD

TOWN HOUSE, 459 MAIN STREET  
MEDFIELD, MASSACHUSETTS 02052  
[planningboard@medfield.net](mailto:planningboard@medfield.net) [www.town.medfield.net](http://www.town.medfield.net)

### ABUTTERS NOTICE Medfield Planning Board LEGAL NOTICE

A public hearing will be held on Monday, February 6, 2022, at 7:45 p.m. by the Planning Board, via **Zoom**, regarding the following application:

**7:45 pm** – Trinity Acquisitions, LLC (applicant) seeks Site Plan Approval for the project known as “Former Medfield State Hospital Redevelopment.” The Applicant is a designated developer under a Land Disposition Agreement between it and the Town of Medfield, dated June 21, 2022.

The Applicant seeks plan approval pursuant to Section 300-20 of the Town of Medfield Zoning Bylaw, inclusionary zoning approval pursuant to Section 300-14.16, a special permit pursuant to Sections 300-14.15 and 300-14.16, site plan approval pursuant to Section 300-14.12, and stormwater management approval under Chapter 235 of the Town’s General Bylaws for the certified historic rehabilitation of 27 existing buildings on the former Medfield State Hospital Property located at Hospital Road, Medfield, Massachusetts (Parcel ID #71-001 and #71-017), resulting in the creation of 334 mixed-income rental apartment homes (25% affordable), with related open space, amenities and pedestrian and traffic circulation and parking all as more fully shown on the submitted Site Plan.

Plans are available on the Planning Boards webpage on the Town’s website [www.town.medfield.net](http://www.town.medfield.net) and on file in the Planning Board Office and may be viewed during regular business hours. All town boards and other interested parties wishing to be heard should appear at the time and place designated. Please check the Town website or contact Sarah Raposa, Town Planner, 508-906-3027 or [sraposa@medfield.net](mailto:sraposa@medfield.net).

PAUL MCKECHNIE, CHAIR  
MEDFIELD PLANNING BOARD

#### HOMETOWN WEEKLY

- January 19, 2023
- January 26, 2023

*Most applications and plans are available on the Town’s website:  
[www.town.medfield.net](http://www.town.medfield.net) > Boards and Committee > Planning Board*

#### **Questions? Comments?**

Contact Sarah Raposa, Town Planner: (508) 906-3027 or [sraposa@medfield.net](mailto:sraposa@medfield.net)

## **ZOOM INFORMATION**

Join from a PC, Mac, iPad, iPhone or Android device:

**<https://medfield-net.zoom.us/j/88330845134?pwd=YWY5c1BKVGtsTlI4akxacTMrZzA2Zz09>**

**Passcode: 291696**

A clickable Zoom link is also available on the Town's website  
(under "Calendar" or "Agenda Center")

There will be a distinct portion of the meeting for public comments on cases. Use the raise hand or Q&A feature as directed during the meeting.

**Or join by phone:** (for higher quality, dial a number based on your current location)

**+1 312 626 6799 or +1 929 436 2866 or +1 301 715 8592 or +1 346 248 7799  
or +1 669 900 6833 or +1 253 215 8782**

**Webinar ID: 883 3084 5134 / Passcode: 291696**

**(enter \*9 to raise hand)**

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**Please note: phone users will not be able to view materials on the screen, however, documents are available on the PB's webpage for viewing at your convenience.**

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**Any issues? Please contact Town Planner Sarah Raposa at  
[sraposa@medfield.net](mailto:sraposa@medfield.net)  
or (508) 906-3027 (office) or Work Cell / Text: (339) 206-1773 (after hours)**

*Most applications and plans are available on the Town's website:  
[www.town.medfield.net](http://www.town.medfield.net) > Boards and Committee > Planning Board*

**Questions? Comments?**

Contact Sarah Raposa, Town Planner: (508) 906-3027 or [sraposa@medfield.net](mailto:sraposa@medfield.net)