



Select Board
Meeting Packet
February 6, 2024

FY2025 Budget Worksheet

	FY2022	FY2023	FY2024	FY2025	\$ Change	% Change
REVENUES	Per Recap	Per Recap	Per Recap	Estimated	FY24 to FY25	FY24 to FY25
Property Tax Levy	\$46,047,741	\$47,717,256	\$49,521,862	\$51,283,621	\$1,761,759	3.56%
2 1/2 Levy Increase	\$1,151,194	\$1,192,931	\$1,238,047	\$1,282,091	\$44,044	3.56%
New Growth	\$518,321	\$611,675	\$523,712	\$475,000	-\$48,712	-9.30%
Debt Exclusions	\$3,305,035	\$3,129,882	\$2,592,050	\$2,382,869	-\$209,181	-8.07%
Operational Overrides	\$0	\$0	\$0	\$0	\$0	0.00%
Capital Overrides	\$0	\$0	\$0	\$0	\$0	0.00%
Municipal Buildings Stabilization Fund Override	\$1,076,890	\$1,103,812	\$1,131,407	\$1,159,692	\$28,285	2.50%
Total Property Tax Levy	\$52,099,181	\$53,755,556	\$55,007,078	\$56,583,273	\$1,576,195	2.87%

	FY2022	FY2023	FY2024	FY2025	\$ Change	% Change
	Per Recap	Per Recap	Per Recap	Estimated	FY24 to FY25	FY24 to FY25
State Aid	\$8,116,943	\$8,384,126	\$8,552,764	\$8,639,196	\$86,432	1.01%
Local Receipts	\$3,845,816	\$4,184,381	\$4,307,337	\$4,872,307	\$564,970	13.12%
Other Available General Funds	\$2,793,971	\$2,177,780	\$1,976,129	\$2,124,887	\$148,758	7.53%
Municipal Buildings Stabilization Fund (as an Available fund)	\$1,090,500	\$1,159,000	\$1,405,500	\$1,770,000	\$364,500	25.93%
Free Cash to Capital Stabilization Fund	\$751,000	\$2,000,000	\$850,000			
Free Cash to OPEB Trust	\$42,500	\$500,000	\$525,000	\$551,250	\$26,250	5.00%
Free Cash to General Stabilization Fund	\$700,000	\$700,000	\$500,000			
Free Cash to Monetary articles		\$25,000	\$362,139			
Enterprise Fund Offset	\$2,516,105	\$2,298,280	\$2,263,466	\$2,219,432	-\$44,034	-1.95%
Total Other Revenue	\$19,856,835	\$21,428,567	\$20,742,335	\$20,177,072	-\$565,263	-2.73%

Total Revenue	\$71,956,016	\$75,184,123	\$75,749,413	\$76,760,344	\$565,290	0.75%
----------------------	---------------------	---------------------	---------------------	---------------------	------------------	--------------

EXPENDITURES	FY22 Town Meeting Approved	FY23 Town Meeting Approved	FY24 Town Meeting Approved	FY25 Budget	\$ Change	% Change
Workers Compensation Insurance	\$238,201	\$248,000	\$280,878	\$294,922	\$14,044	5.00%
Property, General Liability, and Professional	\$247,713	\$276,000	\$279,507	\$293,482	\$13,975	5.00%
Police and Fire 111F Injured on Duty Insurance	\$83,600	\$90,000	\$95,000	\$90,000	-\$5,000	-5.26%
Total Insurance	\$569,514	\$614,000	\$655,385	\$678,404	\$23,019	3.51%

FY2025 Budget Worksheet

	FY22 Town Meeting Approved	FY23 Town Meeting Approved	FY24 Town Meeting Approved	FY25 Budget	\$ Change	% Change
Unemployment Trust Fund	\$161,788	\$0	\$30,000	\$25,000	-\$5,000	-16.67%
Life Insurance	\$13,124	\$15,000	\$15,900	\$16,000	\$100	0.63%
Health Insurance	\$4,200,000	\$4,677,109	\$4,928,810	\$5,175,251	\$246,441	5.00%
OPEB Appropriation	\$467,500	\$500,000	\$525,000	\$551,250	\$26,250	5.00%
Medicare Tax	\$579,623	\$624,000	\$665,000	\$708,000	\$43,000	6.47%
Norfolk County Retirement	\$3,162,435	\$3,394,258	\$3,296,275	\$3,434,727	\$138,452	4.20%
Total Town and School Employee Benefits	\$8,584,470	\$9,210,367	\$9,460,985	\$9,910,228	\$449,243	4.75%

	FY22 Town Meeting Approved	FY23 Town Meeting Approved	FY24 Town Meeting Approved	FY25 Budget	\$ Change	% Change
Town Debt - Principal	\$4,748,543	\$3,958,200	\$2,914,709	\$2,931,249	\$16,540	0.57%
Town Debt - Interest	\$1,489,458	\$1,312,070	\$1,160,574	\$1,035,984	-\$124,590	-10.74%
Lease Purchase Finance Payment		\$100,686	\$48,095	\$48,095	\$0	0.00%
Total Debt	\$6,238,001	\$5,370,956	\$4,123,378	\$4,015,328	-\$108,050	-2.62%

General Stabilization Fund	\$700,000	\$700,000	\$500,000			
Total to General Stabilization	\$700,000	\$700,000	\$500,000	\$0	-\$500,000	-100.00%

TOWN DEPARTMENTS	FY22 Town Meeting Approved	FY23 Town Meeting Approved	FY24 Town Meeting Approved	FY25 Budget	\$ Change	% Change
Selectmen	\$15,520	\$15,520	\$15,859	\$15,859	\$0	0.00%
Town Administrator	\$419,247	\$430,888	\$460,327	\$460,327	\$0	0.00%
Town Accountant	\$240,191	\$277,000	\$256,752	\$272,529	\$15,777	6.14%
Assessors	\$224,610	\$234,737	\$257,973	\$259,139	\$1,166	0.45%
Treasurer/Tax Collector	\$289,731	\$297,773	\$318,072	\$325,122	\$7,050	2.22%
Town Counsel	\$116,150	\$123,533	\$124,944	\$114,944	-\$10,000	-8.00%
Human Resources	\$88,987	\$105,016	\$43,888	\$196,770	\$152,882	348.35%
Information Technology	\$225,551	\$235,209	\$241,299	\$236,349	-\$4,950	-2.05%
Town Clerk/Elections	\$109,635	\$160,832	\$164,396	\$166,272	\$1,876	1.14%
Conservation Commission	\$45,355	\$44,609	\$43,990	\$44,575	\$585	1.33%
Planning Board	\$133,064	\$138,810	\$146,636	\$142,907	-\$3,729	-2.54%
Facilities	\$636,379	\$647,428	\$756,027	\$735,467	-\$20,560	-2.72%

FY2025 Budget Worksheet

Town Report/Meeting	\$15,000	\$15,000	\$16,750	\$18,250	\$1,500	8.96%
Police	\$2,743,656	\$2,786,346	\$2,905,942	\$3,175,942	\$270,000	9.29%
Traffic Markings/Signs	\$65,024	\$65,024	\$37,007	\$37,007	\$0	0.00%
Fire & Rescue	\$1,473,000	\$1,590,437	\$1,664,832	\$1,716,344	\$51,512	3.09%
Inspections	\$238,597	\$254,420	\$297,912	\$300,912	\$3,000	1.01%
Sealer	\$3,054	\$3,117	\$3,200	\$8,000	\$4,800	150.00%
Emergency Management	\$11,500	\$11,500	\$11,500	\$11,500	\$0	0.00%
Animal Control Officer	\$112,661	\$114,594	\$117,556	\$117,556	\$0	0.00%
Tree Care	\$67,611	\$68,091	\$74,326	\$74,326	\$0	0.00%
Highway	\$1,470,218	\$1,496,648	\$1,560,530	\$1,576,572	\$16,042	1.03%
Snow & Ice	\$293,435	\$293,436	\$293,437	\$293,438	\$1	0.00%
Street Lights	\$10,000	\$12,500	\$12,500	\$12,500	\$0	0.00%
Equipment Repair/Maintenance	\$445,799	\$450,559	\$472,004	\$474,928	\$2,924	0.62%
Sidewalks	\$35,000	\$35,000	\$35,000	\$35,000	\$0	0.00%
Solid Waste Disposal	\$609,179	\$625,814	\$638,848	\$644,938	\$6,090	0.95%
Cemetery	\$200,229	\$207,386	\$200,156	\$215,120	\$14,964	7.48%
Board of Health	\$147,779	\$190,595	\$207,371	\$207,371	\$0	0.00%
Council on Aging	\$245,579	\$250,838	\$259,900	\$257,402	-\$2,498	-0.96%
Veterans	\$56,048	\$55,878	\$59,831	\$49,831	-\$10,000	-16.71%
Medfield Outreach	\$178,340	\$185,345	\$276,972	\$281,250	\$4,278	1.54%
Library	\$766,693	\$801,729	\$850,242	\$863,081	\$12,839	1.51%
Parks & Recreation	\$302,131	\$311,625	\$337,255	\$383,775	\$46,520	13.79%
Historical Commission	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.00%
Memorial Day/Veterans Day	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.00%
Cultural Council	\$6,000	\$6,500	\$7,300	\$7,300	\$0	0.00%
Reserve Fund	\$150,000	\$170,000	\$170,000	\$170,000	\$0	0.00%
Total Town Budgets	\$12,194,253	\$12,717,037	\$13,343,834	\$13,905,903	\$562,069	4.21%

SCHOOL DEPARTMENT	FY22 Town Meeting Approved	FY23 Town Meeting Approved	FY24 Town Meeting Approved	FY25 Budget	\$ Change	% Change
Vocational School Assessment	\$155,240	\$143,023	\$107,355	\$110,039	\$2,684	2.50%
Schools	\$38,348,229	\$39,506,948	\$41,176,784	\$43,183,072	\$2,006,288	4.87%
Total School Budgets	\$38,503,469	\$39,649,971	\$41,284,139	\$43,293,111	\$2,008,972	5.07%
Total Town Meeting Appropriations	\$66,789,707	\$68,262,331	\$69,367,721	\$71,802,974	\$1,105,390	1.62%

EXPENDITURES NOT REQUIRING APPROPRIATION	FY22 Town Meeting Approved	FY23 Town Meeting Approved	FY24 Town Meeting Approved	FY25 Budget	\$ Change	% Change
Snow Deficit/Land Damages/Tax Title	\$42,281	\$56,235	\$0	\$25,000	\$25,000	N/A

FY2025 Budget Worksheet

State Aid Offsets	\$21,868	\$26,061	\$30,132	\$31,337	\$1,205	4.00%
Deficit to be raised on the Recap	\$2,129	\$0	\$8,494	\$0	-\$8,494	0.00%
State Assessments	\$908,687	\$964,734	\$898,871	\$749,762	-\$149,109	-16.59%
Overlay	\$216,327	\$206,873	\$214,265	\$200,000	-\$14,265	-6.66%
Total Not Requiring Approp	\$1,191,292	\$1,253,903	\$1,151,762	\$1,006,099	-\$145,663	-11.62%

Total Operating Budget	\$67,980,999	\$69,516,234	\$70,519,483	\$72,809,073	\$2,289,590	3.25%
-------------------------------	---------------------	---------------------	---------------------	---------------------	--------------------	--------------

MONETARY ARTICLES	FY22 Town Meeting Approved	FY23 Town Meeting Approved	FY24 Town Meeting Approved	FY25 Budget	\$ Change	% Change
Capital Budget from Capital Stabilization Fund / Revolving Funds	\$970,326	\$1,106,000	\$908,000	\$1,340,000	\$432,000	32.24%
Transfer to Capital Stabilization Fund	\$751,000	\$2,000,000	\$850,000			
Transfer into Municipal Buildings Stabilization Fund	\$1,076,891	\$1,103,812	\$1,131,407	\$1,159,692	\$28,285	2.44%
Transfer out of Municipal Buildings Stabilization Fund	\$1,090,500	\$1,159,000	\$1,405,500	\$1,770,000	\$364,500	20.59%
Downtown Improvements	\$0	\$0	\$0	\$0	\$0	0.00%
Transfer into Sewer Betterments Paid in Advance Stabilization Fund	\$0	\$0	\$0	\$0	\$0	0.00%
Vaccines Revolving Fund	\$0	\$0	\$5,000	\$0	-\$5,000	0.00%
Affordable Housing Trust	\$0	\$0	\$15,000	\$0	-\$15,000	0.00%
School Building Committee	\$0		\$250,000			
Opioid Settlement Stabilization Fund			\$92,139	\$0	-\$92,139	0.00%
Monetary Articles	\$267,113	\$25,000	\$337,357			
Total Monetary Articles	\$4,155,830	\$5,393,812	\$4,994,403	\$4,269,692	-\$399,409	-7.40%

Total Appropriations	\$72,136,829	\$74,910,046	\$75,513,887	\$77,078,766	\$603,842	0.81%
-----------------------------	---------------------	---------------------	---------------------	---------------------	------------------	--------------

Total Revenues	\$71,956,016	\$75,184,123	\$75,749,413	\$76,760,344	\$1,010,932	1.33%
Total Expenditures	\$72,136,829	\$74,910,046	\$75,513,886	\$77,078,765	\$1,564,879	2.07%

General Fund Surplus/Deficit	-\$180,813	\$274,077	\$235,526	-\$318,421		
-------------------------------------	-------------------	------------------	------------------	-------------------	--	--



**Town of Medfield
List of Warrant Articles
Annual Town Meeting
May 6, 2024**

Annual Town Reports

Sponsor

1	Annual Town Reports	Select Board
---	---------------------	--------------

Human Resource Articles

2	Elected Officials Compensation	Select Board
3	Personnel Administration Plan	Personnel Board
4	Classification and Compensation Plan	SB/Personnel Board

Financial Articles

5	Dissolve Opioid Stabilization Fund	Select Board
6	Create Opioid Special Revenue Fund	Select Board
7	Create Departmental Revolving Fund Account: EV Chargers	Select Board
8	Create Departmental Revolving Fund Account: Parks and Recreation	Parks and Recreation Commission
9	Create Departmental Revolving Fund Account: Council on Aging	Select Board
10	Revolving Fund Expenditure Limit Authorization	Select Board
11	Cemetery Perpetual Care	Cemetery Commission/DPW Director
12	Local PEG Access Appropriation	Select Board

13	Create Route 27/Dale Street Traffic Mitigation Special Revenue Fund	Select Board
14	Create a Special Education Stabilization Fund/Reserve Fund	School Committee
15	Create an Elementary School Tax Mitigation Stabilization Fund	SBC/SC/WC/SB
16	Create MSH School Mitigation Stabilization/Special Revenue Fund	Select Board/SC
17	Transfer to Municipal Building Stabilization Fund	Select Board
18	Capital Project Appropriation: Municipal Buildings	Select Board
19	Appropriation to the Capital Stabilization Fund	Select Board
20	Capital Projects Appropriation: Non Buildings	Select Board
21	Elementary School Feasibility Study Funding	SB/SC/SBC
22	Prior Year Bills	Select Board
23	FY2025 Operating Budget	Select Board
24	FY2025 Water and Sewer Enterprise Fund Budget	Board of Water and Sewerage/DPW Director
25	Rescind Bond Authorization for the Mt. Nebo Water Tower Painting Project (ATM 2018 Art 35)	Select Board Treasurer/Collector
26	Appropriation to 375th Anniversary Trust Fund	Select Board
27	Appropriation to Economic Vitality Fund	Select Board
28	Appropriation for Pond Survey(s)	Conservation Commission
29	Appropriation for Conservation Commission Property Signage	Conservation Commission
30	Appropriation for maintenance and security at the Medfield State Hospital	Select Board
31	Appropriation for Danielson Pond	Con Com/Select Board

General Articles

32	Town Moderator 3-Year Term	Select Board
33	Zoning Enforcement Fees	Select Board
34	Dog Bylaw	Select Board
35	Authorize Select Board name change in Town Bylaws	Select Board
36	Hinkley North Disposition Authority	Select Board

Zoning Articles

37	MBTA Communities Zoning District	Planning Board
38	Inclusionary Zoning	Select Board

Citizen Petitions

39	Sale of MSH Chapel Property to Bellforge	Jean Mineo
----	--	------------

Free Cash

40	Free Cash	Board of Assessors
----	-----------	--------------------

ALS PROVIDER MEDICATION EXCHANGE AGREEMENT

This Medication Exchange Agreement (the “Agreement”) is entered into and effective as of _____, 2024 (the “Effective Date”), by and between Newton-Wellesley Hospital with a principal place of business at 2014 Washington Street, Newton, MA 02462 (“Hospital”) and Medfield Fire Department having a usual place of business at 114 North Street, Medfield, MA 02052 (hereinafter referred to as “ALS Provider”).

RECITALS

WHEREAS, ALS Provider is a licensed ambulance service as defined by Massachusetts 105 CMR 170.020 and provides Advanced Life Support (“ALS”) Emergency Medical Services (“EMS”) to the community;

WHEREAS, Hospital is licensed by the Massachusetts Department of Public Health (the “Department”) pursuant 105 CMR 130.000 et seq. and has established policies and procedures through which ALS Provider may obtain replacement medications from Hospital’s pharmacy; and

WHEREAS, Hospital desires to provide medication exchange services to the ALS Provider related urgent and emergent patient transports to Hospital.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is understood and agreed by and between the parties as follows:

1. Hospital Obligations.

- 1.1.** Hospital will provide ALS Provider with the appropriate Controlled Substances Schedules II – V and VI restocking for the provision of ALS services and transport work by its listed Emergency Medical Technician (“EMT”) personnel authorized to administer controlled substances employed by the ALS Provider and to monitor their use and control.
- 1.2.** Hospital agrees to provide these medications to ALS Provider through the presented submission of a completed ALS Provider Requisition Sheet.
- 1.3.** Such restocking will comply with the Office of Inspector General’s final rule regarding ambulance replenishing safe harbor under the anti-kickback statute (42 CFR Part 101). The controlled substances and medications and their respective pricing to be restocked in accordance with this Section are identified in “Exhibit A” to this Agreement.

- 1.4. Hospital shall supply medication in accordance with the Department's Office of Emergency Medical Service protocols for the level of service.

2. ALS Provider Obligations.

- 2.1. ALS Provider shall ensure EMTs providing ALS services are fully trained, oriented and certified at the appropriate ALS level and meet all Department requirements. To the extent Hospital deems necessary and appropriate, Hospital may, in consultation with ALS Provider, request ALS Provider personnel participate in remedial training or reassignment.
- 2.2. ALS Provider will provide Hospital copies of its valid Advance Life Support ("ALS") license, a copy of its valid Massachusetts Controlled Substance Registration ("MCSR") both from the Department of Public Health ("DPH"), and a list of EMT personnel authorized to administer controlled substances.
 - 2.2.1. ALS Provider will ensure that the copies of its ALS license and MCSR provided to Hospital remain up-to-date and will maintain and revise the list of EMT personnel to ensure it is current and provide updates as warranted.
 - 2.2.2. ALS Provider shall immediately notify Hospital Medical Director, Chief Pharmacy Officer, Associate Chief Pharmacy Officer, and Pharmacy Quality Assurance and Compliance Specialist of any Department action against any EMT's certification (i.e., denial, suspension, revocation or refusal to renew certification), or other Department disciplinary action (i.e., letter of reprimand, letter of clinical deficiency, advisory letter) against any ALS Provider personnel employed by or contracted with ALS Provider related to any personnel's right to requisition controlled substances.
- 2.3. ALS Provider shall ensure that EMT personnel, included on a list of EMT personnel who are authorized to administer controlled substances, have and present a valid photo identification.
- 2.4. ALS Provider shall ensure that all medications replaced by Hospital will be stored in accordance with the required legal storage regulations and be administered by the listed licensed qualified personnel.
- 2.5. ALS Provider will adhere to and will ensure that all EMTs adhere to Hospital's *Emergency Medical Service Provider Medication Exchange* policy, including recording their signature for controlled substance medications received on the Ambulance Medication Sign-Out Sheet located in the ALS Provider Controlled Substances Logbook.
- 2.6. ALS Provider shall maintain all documentation and patient records in full accordance with state EMS and federal regulations, to provide Hospital with copies of ambulance trip/patient care records where patients were transported to Hospital and to provide for the preservation of patients' rights to privacy and confidentiality in the maintenance of records.

2.7. ALS Provider shall provide Hospital a valid and complete Patient Care Report (“PCR”) within twenty-four to forty-eight (24-48) hours from the receipt of replacements for any medication listed on Controlled Substances Schedule II – V. In no case shall the submission of the required PCR exceed seventy-two (72) hours from the ALS Provider’s receipt of such replacements.

3. Term and Termination:

- 3.1. This Agreement will be effective for an initial term of one (1) year and shall be reviewed and renewed every two (2) years or sooner if updates are required.
- 3.2. The Agreement may be terminated at any time by either NWH or Ambulance Service upon thirty (30) days’ prior written notice to the other party, without cause.
- 3.3. At any time during the term of this Agreement, either party may terminate this Agreement for “Good Cause” (as hereinafter defined) by giving the other party at least thirty (30) days prior written notice if the other party fails to cure such breach to the reasonable satisfaction of the non-breaching party within the thirty (30) day period. “Good Cause” means the arrangement reflected by this Agreement has become unsatisfactory to the terminating party as determined in such terminating party’s sole and reasonable discretion.

4. Pricing and Payment.

- 4.1. Hospital will furnish ALS Provider the necessary medications to maintain ambulance drug kits. Hospital will bill ALS Provider for the cost of all medications plus 5% Fair Market Value, on a monthly basis. ALS Provider shall execute a receipt and account for all medications.
- 4.2. ALS Provider shall pay all invoices within thirty (30) days of the date of invoice.

5. Miscellaneous

- 5.1. This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. The Agreement shall not become legally binding unless executed by a Hospital representative and a representative from ALS Provider. This Agreement may not be amended or modified except by mutual written agreement.
- 5.2. This Agreement shall be construed in accordance with the laws of the Commonwealth of Massachusetts. The provisions of this Section shall survive expiration or other termination of this Agreement regardless of the cause of such termination.
- 5.3. This Agreement may be executed in one or more counterparts, all of which together shall constitute only one Agreement.
- 5.4. ALS Provider shall not assign or transfer, in whole or in part, this Agreement or any of ALS Provider’s rights, duties or obligations under this Agreement without the prior written consent of Hospital.

5.5. It is the intention of the parties that the arrangements provided for herein not violate any provision of federal or state law including, without limitation, the Department's licensure laws and regulations, Medicare provider-based organization regulations, the so called "Stark Laws," and the Federal and Commonwealth of Massachusetts anti-kickback laws, and this Agreement shall be construed accordingly. The parties shall take such reasonable steps, including modification of this Agreement, as may be appropriate to implement such intention while preserving the overall relationship contemplated hereunder. Without limiting the foregoing, no arrangement contemplated hereunder is intended to be, nor shall it be construed to be, an inducement or payment for the referral of any patient or the generation of any business between the parties. Specifically, the parties acknowledge that none of the benefits granted ALS Provider hereunder are conditioned on any requirement that ALS Provider make referrals to, be in a position to make or influence referrals to, or otherwise generate business for Hospital or its affiliates. The parties further acknowledge that ALS Provider is not restricted from referring any patient to, or otherwise generating any business for, any other hospital of ALS Provider's choosing.

[Signatures on Following Page]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

Newton-Wellesley Hospital

By: _____

Name: _____

Title: _____

Medfield Fire Department

By: _____

Name: _____

Title: _____

EXHIBIT A

Controlled Substances and Medications Restocking List

Refer to: Massachusetts Department of Public Health - Office of Emergency Medical Services

Required Medications on Ambulances per Statewide Treatment Protocols, available @

<https://www.mass.gov/lists/emergency-medical-services-statewide-treatment-protocols>

Note: Pricing for controlled substances and medications restocked by Newton-Wellesley Hospital (Hospital) is based on Hospital Pharmacy designated Wholesaler cost of the item plus 5% Fair Market Value (FMV). Hospital Pharmacy submits invoices to ALS Provider monthly.

Memorandum of Understanding between the Town of Medfield and Medfield Cares About Prevention

This agreement between the Town of Medfield and Medfield Cares About Prevention shall be from May 8, 2019 until terminated by mutual agreement:

RESPONSIBILITIES OF THE COALITION:

- a. Set policy for and oversee its own programs including goals and objectives in alignment with the DFC Support Program's Terms and Conditions.
- b. Participate, advise, and/or direct staff and volunteers, set goals and objectives for contract employees, and negotiate and make recommendations for contracts in collaboration with the grant recipient/legal applicant.
- c. Create, approve, and partner in the management of the DFC budget in compliance with grant requirements.
- d. Provide copies of all required documents to the grant recipient/legal applicant as requested.
- e. Reimburse grant recipient/legal applicant for any indirect or direct expenses incurred by the coalition with prior approval.
- f. Be solely responsible for liabilities arising out of its program and its interaction with program participants.

RESPONSIBILITIES OF THE LEGAL APPLICANT/GRANT RECIPIENT:

- a. Provide the coalition staff with office space.
- b. Compile financial reports on a mutually agreed upon schedule and provide them to the coalition.
- c. Provide accounting services to prepare and distribute payroll, pay invoices, prepare and submit the appropriate forms for employment, wages and payroll taxes on behalf of the coalition.
- d. Negotiate and/ or bid and approve contracts in collaboration with the coalition.
- e. Maintain all records pertaining to costs and expenses to reflect costs of labor, materials, equipment, supplies, services, and other costs and expenses when reimbursement is claimed or payment is made and share such information with the coalition.
- f. Obtain Workman's Compensation Insurance and liability coverage for the coalition's employees.

The Town of Medfield and Medfield Cares About Prevention mutually agree to abide by all applicable federal and state anti-discrimination statutes, regulations, policies, and procedures. This agreement shall be subject to all applicable provisions of state and federal law and regulations related to the delivery and funding of grant activities.

Kathy McDonald
Official Coalition Representative's
Name

Kathy McDonald
Official Coalition Representative's
Signature

Director 2/1/24
Title Date

Grant Award Recipient/Legal Applicant's
Name

Grant Award Recipient/Legal Applicant's
Signature

Title Date

NOTE: All forms must be dated between January 2024 and the deadline for submission of this application. All forms require handwritten signatures and dates or they will be screened out and not move forward to peer review.



99 High Street
Boston, MA 02110

Main: 617-330-2000
Fax: 617-330-2001

massdevelopment.com

VIA Electronic Mail

September 27, 2023

Ms. Kristine Trierweiler
Town of Medfield
459 Main Street
Medfield, MA 02052

RE: Application: FY24-Medfield-00372

Dear Ms. Trierweiler:

Maura Healey
Governor

Kim Driscoll
Lieutenant Governor

Yvonne Hao, Chair
*Secretary of Economic
Development*

Dan Rivera
President and CEO

Thank you for submitting this application to the FY24 Round of the Community One Stop for Growth. The Executive Office of Economic Development (EOED), Executive Office of Housing and Livable Communities (EOHLC), and Massachusetts Development Finance Agency (MassDevelopment) worked together to evaluate all eligible applications and recommended the most ready and highest-impact projects for a grant. This application, submitted by Medfield was reviewed by the program(s) that could best serve the project's funding needs.

On behalf of the Healey-Driscoll Administration, I am pleased to inform you that a grant in the amount of **\$500,000.00** from the Underutilized Properties Program (UPP) has been approved to support the redevelopment of the Medfield State Hospital into a 334-unit mixed income residential development with 25% affordable units (your project).

In order to obtain the grant funds, you must enter into an Underutilized Properties Program Grant Agreement with MassDevelopment. Enclosed please find the form Grant Agreement (**the "Grant Agreement"**) which will be used for all Underutilized Properties Program grants. Please read the sample Grant Agreement carefully so as to understand the terms of your agreement with MassDevelopment.

For the Grant Agreement, you must provide MassDevelopment with the following:

- 1) A scope of work, detailing all the work that will be completed using grant funds.
- 2) A detailed budget providing costs for all the items outlined in the scope of work (please use the template provided with the Grant Agreement).
- 3) Proof of all funding necessary to make the project viable due by June 7, 2024, at 5:00pm.

Once we have received this documentation, MassDevelopment will prepare a grant agreement specific to your project and send it to you for signature.

After you have signed the grant agreement and returned it to MassDevelopment, a fully executed copy will be sent to you for your records. At that point, you may begin submitting requests for payment using the Invoice Submission Form located at Exhibit B of the enclosed sample Grant Agreement. Requests for payment with attached invoices should be sent by email to Shayvonne Plummer at splummer@massdevelopment.com. Funds will not be paid for invoices for work done prior to execution of the Grant Agreement.

Finally, please note that public announcement of this award is embargoed until the Administration has had the opportunity to formally announce it through a local event and/or media release. Please refrain from sharing or publicizing news about this award outside of your organization until it is officially announced.

Sincerely,



Daniel Rivera

President & CEO

Enclosure – FY24 Form UPP Grant Agreement

cc: Town Administrator Christine Trierweiler
Senator Rebecca L. Rausch
Representative Marcus S. Vaughn