



Select Board Meeting  
Meeting Packet  
January 20, 2026



## 2026 ANNUAL TOWN MEETING WARRANT ARTICLES

<b>Annual Town Report</b>	
<b>Article Description</b>	<b>Sponsor</b>
Annual Town Report	Select Board
<b>Human Resources</b>	
<b>Article Description</b>	<b>Sponsor</b>
Elected Officer Compensation	Select Board
Personnel Administration Plan	Personnel Board
<b>Financial Articles</b>	
<b>Article Description</b>	<b>Sponsor</b>
Annual Revolving Fund Expenditure Limit Authorization	Select Board
Cemetery Perpetual Care Trust Funds	Cemetery Commission/DPW
Local PEG Access Appropriation	Select Board
Create a Special Stabilization Fund for MSH Redevelopment Mitigation Payment	Select Board
Create a Community CPR Training Revolving Fund	Select Board/Fire Chief
Appropriation/Transfer to the Capital Stabilization Fund	Select Board
Capital Projects Appropriation: Non-Buildings	Select Board/Capital Budget Committee
Transfers to the Municipal Building Capital Stabilization Fund	Select Board
Capital Project Appropriation: Municipal Buildings	Select Board/Capital Budget
FY2027 Operating Budget	Warrant Committee

FY2027 Operating Override Placeholder	Select Board
FY2027 Water and Sewer Enterprise Fund Budget	Board of Water and Sewerage/DPW Director
Reappropriate Remaining Borrowing for the Completed Water Treatment Plant to Inflow/Infiltration Harding St. Project	Board of Water and Sewerage/DPW Director
Additional Appropriation for Pre-Fabricated Building at Hinkley	Parks and Recreation
Appropriation to Elementary School Tax Mitigation Stabilization Fund	Select Board/Warrant Committee/SBC
Appropriation for MSH Maintenance/Operations/Environmental	Select Board
Appropriation for Landfill Closure Attorney and Engineering	Select Board
Appropriation for MSH Sledding Hill Engineering	Select Board
Appropriation to Conservation Trust Fund	Conservation Commission
Additional appropriation for Danielson Pond Dam	Conservation Commission
Appropriation to Economic Vitality Fund	Select Board
Prior Year Bills	Select Board

### General Articles

Article Description	Sponsor
Reduce Town Meeting Quorum Bylaw	Select Board
Change Local Election Date	Select Board
Opt-In Specialized Energy Code	Medfield Energy Committee
Castle Hill Sewer System	Select Board
Enforcement of Water Restrictions for Private Wells	Conservation Commission
Special Legislation to Allow Digital Legal Notices	Select Board
Special Legislation to Waive Mandatory Retirement Age for Fire Department Member	Select Board
Transfer of Care Custody and Control of Baxter Park	Select Board/Parks and

Updated Jan 13th, 2026

	Recreation
<b>Zoning Articles</b>	
Article Description	Sponsor
Sign Bylaw Update	Planning Board
Mixed Use Zoning Overlay	Planning Board
<b>Citizen Petitions</b>	
Article Description	Sponsor
Amend Town Bylaw - Sign Surface Area	Christian Donner
Feasibility Study Intergenerational Community Center	Peter Saladino
<b>Free Cash</b>	
Article Description	Sponsor
Free Cash	Board of Assessors



**To:** Town of Medfield  
**From:** Xia Chafel  
**Subject:** Medfield Community Electric  
**Address:** 95 Philip Street

Dear Members of the Town of Medfield,

My name is Xia Chafel, and I am a resident of Medfield. I am writing to express my interest in serving on the Medfield Energy Committee.

I am passionate about helping our town reduce energy usage, lower costs, and advance renewable energy initiatives. I bring a background in the energy industry, including prior experience at National Grid, where I supported efforts focused on grid modernization and energy strategy. In my current role at American Wire Group, I continue to work closely with the energy sector by supporting the supply of materials essential to maintaining a reliable and resilient grid.

I would be honored to contribute my experience and enthusiasm to the committee's mission of driving energy efficiency and sustainability in Medfield.

Thank you for your consideration.

Respectfully,

**Xia Chafel**

*Attachment: Resume*

# Xia H. Chafel

Medfield MA

[linkedin.com/in/xiachafel/](https://www.linkedin.com/in/xiachafel/)

## Profile

Accomplished Procurement and Supply Chain Executive with a proven track record of building and leading high-performing Supply Chain functions from the ground up. Established the first-ever Supply Chain department at the company, transforming operations to maximize efficiency, mitigate risks, and deliver exceptional customer value. Adept at driving cost reductions, improving operational processes, and fostering collaborative supplier relationships to exceed customer expectations. A forward-thinking leader who leverages analytical insights and innovation to create value and enhance organizational competitiveness.

### Areas of Expertise

- Strategic Planning & Analysis
- Inventory Management
- Risk Assessment & Mitigation
- Supplier Relationship Management
- Cost Control & Reduction
- Project Management
- Stakeholder Engagement
- Contract Negotiations
- Continuous Process Improvement

## Experience

### American Wire Group, Miami-Fort Lauderdale Area

2021 – Present

*American Wire Group, LLC is the leading material supplier of wire and cable, hardware, equipment, and accessory solutions*

VP – Procurement & Supply Chain

As a key member of the Leadership team, designed and implemented the company's first-ever strategic sourcing and supply chain functions, managing \$400M in annual expenditures.

- **Supplier Management:** Developed supplier diversification and segmentation strategies, expanding the supplier base five-fold to mitigate risks and ensure supply continuity. Transitioned the company from a tactical purchasing model to a value-added strategic sourcing approach. Established sourcing strategies including development of robust supplier relationship and performance management framework.
- **Inventory Optimization:** Reduced inventory levels by 40% within a year, improving cash flow and reducing carrying costs by \$4M annually, and maintain high gross margin of 30% compared to industry benchmark.
- **Process Development:** Established and institutionalized processes, including a supplier compliance program, non-conformance management, supplier performance scorecard frameworks, RFQ and supplier selection protocols, demand planning, and order expediting. The developed processes results in operational efficiency, improved gross margin and maintained high quality supply chain to exceed customer satisfaction.
- **Logistics Oversight:** Managed the logistics team to overcome global supply chain disruptions, ensuring timely delivery and adherence to customer requirements while navigating international complexities.
- **Customer Service Excellence:** Led the project management team to assist customers with problem-solving, risk management, and project planning, enhancing satisfaction and strengthening relationships. Total project value managed \$120M.
- Lead three functions of Supply Chain - Procurement, Logistics, Project Management of 15 people. Report to CEO/President.

### National Grid, Waltham, MA

2008 – 2021

*National Grid is one of the largest investor-owned energy companies in the United States*

Manager – Strategic Relationship Management (SRM) (2019 – 2021)

- Established strategic supply partners portfolio to unlock value potential, ranging from continuous improvement, access to R&D capabilities, and joint innovations and investments. Examples include Digital Substation Development, eMobility, etc.

- Maintained strong communication between National Grid internal stakeholders and strategic suppliers to ensure relationships deliver intended and optimal value. Supported wider business and Global Procurement strategies using supplier and market research.
- Devised and implemented Supplier Relationship Management Program for high-efficiency levels and cost savings. Formed deep and mutually beneficial partner relationships with key strategic suppliers. Discussed and closed contract negotiations with suppliers on favorable terms through skilled communication.

#### Manager – Process Performance Improvement, (2016 – 2019)

- Reduced costs and maximized resource utilization by driving end-to-end process improvement projects, including defining project objectives, deliverables, benefits, and milestones. Enabled stakeholders to make informed business decisions by formulating and communicating project status reports related to key decisions, dependencies, issues, risks, and metrics.
- Automated KPI tracking process in coordination with functional process working group members.
- Improved efficiency and quality levels by analyzing and optimizing business processes. Uncovered process inefficiencies, secured enhancement opportunities, and slashed waste via process map workshops.
- Boosted operational efficiency levels by tracking KPIs and sharing constructive/valuable feedback.
- Enhanced multi-skilled competencies of team members via inspirational leadership and coaching.
- Developed, executed, and standardized process documentation as well as training programs.

#### Strategic Buyer – Global Procurement (2011 – 2016)

- Oversaw global wire and cable category for company and executed all sourcing events to accomplish cost-efficiency objectives globally. Directed cross-functional global teams and strategic sourcing process. Produced RFP documentation, led bidding process, conducted financial analysis for global tender, negotiated agreements with vendors, made recommendations for contract award, and managed suppliers in contract period.
- Forecasted and administered \$50M global annual budget with emphasis on minimizing additional expenses.
- Attained cost objectives by increasing number of reliable suppliers through excellent relationship management skills.
- Met company's strategic goals and objectives by researching and sourcing high-quality products/services.

#### Lead Analyst – Investment Planning (2008 – 2011)

- Supervised \$700M per year budget for five-year gas distribution project. Enforced end-to-end controls for compliance with regulatory settlements and global investment guidelines. Prioritized projects and delivered strategic recommendations to senior management on capital spending.
- Headed rollout of risk scoring system across all regions, including training and guidance of stakeholders.
- Presented financial scenario for main replacement program for Massachusetts rate case and received approval.

#### Additional Experience

<b>Senior Financial Analyst</b> , PerkinElmer, Inc., Waltham, MA	2007-2008
<b>Project Financial Analyst</b> , Rolls Royce Naval Marine, Inc., Walpole, MA	2005-2007
<b>Senior Business Development Analyst</b> , EMC Corporation, Hopkinton, MA	2001-2005

#### Education

**Master of Business Administration**, Bentley Graduate School of Business, Waltham, MA  
**Bachelor of Economics**, Guangzhou Foreign Trade Institute, Guangzhou, China

#### Languages

English, Fluent • Chinese, Fluent





Comprehensive Environmental Inc.  
21 Depot St  
Merrimack, NH 03054  
1 (800)-725-2550

## INVOICE

Invoice Date: 10/31/25  
Total Due This Invoice: \$1,860.00  
Number: 1: 287-10  
Time Period: Before 09/30/25  
PO Number:  
Terms: Net 30  
Project: 287-10 12 Bridge Street - Green Street  
- Harding Street

Town of Medfield  
Finn Kelley  
Conservation Agent  
459 Main St, Rm 209  
Medfield, MA 02052

### INVOICE SUMMARY

Source	Date	Code	Description	Billed Hrs	Rate	Amount
Iain Church	7/14/25	IWC-1	Site Visit Reports (Green Street / Harding Street)	2.00	\$145.00	\$290.00
Iain Church	7/8/25	IWC-1	Medfield-Site Visits - (Green Street / Harding Street)	4.00	\$145.00	\$580.00
Robert Hartzel	3/14/25	RMH-1	12 Bridge St. review/coordination/client calls	1.50	\$240.00	\$360.00
Iain Church	3/14/25	IWC-1	Bridge Street - Site visit and plan markup	4.00	\$145.00	\$580.00
<b>TOTAL TIME</b>				<b>11.50</b>		<b>\$1,810.00</b>
						<b>940.00</b>

Source	Date	Code	Description	Amount
IAN W. CHURCH	7/11/25	Fees	CEI - IC, 07/08, Company truck for site visits	\$50.00
<b>TOTAL EXPENSES</b>				<b>\$50.00</b>

**TOTAL DUE THIS INVOICE** **\$1,860.00**

**940.00**

### Payment

Previous unpaid invoices may have been paid since the current invoice was issued. Please verify before payment.

Please include CEI invoice reference number with payment.

Verified By: RH Approved By: RH Date: 11/6/2025  
Page 1 of 1





January 5, 2026

Maria De La Fuente, Director of Land Use  
Town of Medfield  
459 Main Street  
Medfield, MA 02052

**RE: 40B Technical Assistance—Rosebay**

Dear Ms. De La Fuente,

I have enclosed the town's award letter and a copy of the agreement between MHP and the selected 40B consultant for the project referenced above.

Also enclosed is the award supplement. Please have it signed and then email a copy to me and keep a second copy for your records.

Contact me at any time with questions or concerns at [emcgurren@mhp.net](mailto:emcgurren@mhp.net) or 857-317-8517.

Sincerely,

*Emma McGurren*

Emma McGurren (Jan 5, 2026 15:09:50 EST)

Emma McGurren  
Associate Program Manager  
Community Assistance



January 5, 2026

Gustave H. Murby  
Chair, Board of Selectmen  
Town of Medfield  
459 Main Street  
Medfield, MA 02052

John J. McNicholas  
Chair, Zoning Board of Appeals  
Town of Medfield  
459 Main Street  
Medfield, MA 02052

**PROJECT NAME: Rosebay**

Dear Mr. Murby and Mr. McNicholas:

I am pleased to inform you that the Massachusetts Housing Partnership ("MHP") has approved the application of the Town of Medfield for up to **\$7,000** under the 40B Technical Assistance Grant program. This award is provided to the Zoning Boards of Appeal and will be used to pay for the consulting services of **Paul Haverty** to assist with the review of **Rosebay**.

MHP's 40B Technical Assistance Grant program supports Zoning Boards of Appeal in reviewing applications for Chapter 40B Comprehensive Permits. Technical assistance is provided by qualified third-party professionals who are pre-approved by MHP. Consultants are hired to advise the ZBA and review technical reports submitted as part of a comprehensive permit application. The Ch. 40B technical assistance award is available for **12 months** from the date of this letter. Repayment of these funds is not expected.

MHP will contract with the Program Consultant who will render services directly to the Town and shall be required to submit invoices to MHP, with a copy to the Town. MHP will make payment directly to the Program Consultant upon confirmation by the Town that the services were rendered and were deemed satisfactory.

As part of 40B Technical Assistance Grant program, an MHP evaluation form will be mailed to the municipality at the time the ZBA issues a decision for the project. It is the municipality's responsibility to notify MHP in a timely manner of the issuance of the decision.

MHP is pleased to offer support to this proposal. **Please indicate your acceptance of this technical assistance by signing the attached copy of the supplement and return one to Emma McGurren by email at [emcgurren@mhp.net](mailto:emcgurren@mhp.net).**

Sincerely,

*Christine Madore*

Christine Madore  
Director of Community Assistance

CC: Maria De La Fuente, Director of Land Use



**ATTACHMENT A: Award Letter Supplement  
PROJECT NAME: Rosebay**

MHP provides the following supplement to Zoning Boards of Appeal for use of the 40B Technical Assistance funds. If you should have questions please don't hesitate to contact MHP staff about your award, disbursement procedures or your consultant's technical assistance scope.

**Use of Technical Assistance (TA) Funds**

TA funds are to be used only for the engagement of an MHP 40B consultant to assist the ZBA in responding to the proposed project. MHP's technical assistance funds may not be used for services that are typically the financial responsibility of the developer, such as Peer Review of engineering, traffic, architecture and other technical issues. Legal costs for municipal counsel and mediation are not within the scope of our services.

**Scope of Services for MHP 40B Consultants**

Ideally consultants are engaged early enough in the review process to provide a training and education session to ZBA members, city boards and other interested citizens about the Ch. 40B process and proposal review.

**Responding to the Developer's Proposal**

Consultant services may include, but are not limited to the following:

- 1) Educating the Town boards about the comprehensive permit process as needed;
- 2) In conjunction with the Town, reviewing the comprehensive permit application for completeness and appropriateness, with specific attention to specific issues depending on the Town needs and consultant expertise
- 3) Assisting the Town and local ZBA to identify local concerns and issues that might require outside consultants and/or additional impact studies;
- 4) Facilitating productive discussion between the Town and the developer about the proposed development. Assisting the Town with negotiations as appropriate;
- 5) Advising Zoning Board of Appeals as needed.

**Municipality's Responsibilities**

Responsibilities of the municipality include:

- 1) Keeping MHP informed of any unusual delays in the decision schedule.
- 2) Notifying MHP, in a timely manner, of final decisions and/or permit issuance.

**Billing Procedure**

MHP prepares the contract for 40B technical assistance. Consultants bill MHP directly.

AGREED AND ACCEPTED BY:

By: \_\_\_\_\_  
Gustave H. Murby, Chair of BOS

By: \_\_\_\_\_  
John J. McNicholas, Chair, ZBA

Date: \_\_\_\_\_  
Hereunto duly authorized

Date: \_\_\_\_\_  
Hereunto duly authorized



**Contract ID:** VR\_00299  
**Consultant/Contractor:** Blatman, Bobrowski, Haverty, & Silverstein, LLC  
**Contact Name:** Paul Haverty  
**Contact Email:** paul@bbhslaw.net  
**Project:** Rosebay\_Medfield  
**Project ID:** 40BF-0081  
**Amount:** not to exceed \$7,000.00  
**Completion Date:** 01/05/2027  
**Account:** 81010\_40BF-0081\_500\_R220  
**PO No.:** PO-00969  
Included in Annual Budget

## **CONTRACT FOR SERVICES**

This Contract for Services ("Contract") is made as of this 5th day of January, 2026 by and between the Massachusetts Housing Partnership Fund Board, a body politic and corporate having its principal place of business at 160 Federal Street, Boston, Massachusetts 02110 ("MHP"), and Blatman, Bobrowski, Haverty, & Silverstein, LLC, a limited liability company with a principal place of business at 9 Damonmill Square, Suite 4A4, Concord, Massachusetts 01742 ("Contractor").

1. **Services.** Contractor agrees to provide timely the services described in Schedule A to this Contract (the "Services"). Contractor warrants that the Services will be consistent with generally accepted business practices in Contractor's area of expertise. Contractor agrees that the Services will be completed on or before the 5<sup>th</sup> day of January 2027 unless otherwise agreed in writing by MHP.
2. **Compensation and Payment Terms.** In full consideration for Contractor providing the Services, MHP agrees to pay the compensation described in Schedule B to this Contract (the "Compensation") subject to the payment terms set forth in such Schedule B.
3. **Termination.** Either party may terminate this Contract with or without cause upon seven (7) days prior written notice to the other party. In the event of an unforeseen public emergency mandating immediate action, MHP may terminate this Contract immediately upon written notification to Contractor. Upon termination of this Contract, Contractor will promptly (a) submit to MHP a final invoice for work performed up to the effective date of termination (or the date of default if MHP terminates the Contract for default), (b) turn over to MHP all Confidential Information, including, without limitation, drawings, notes, memoranda, specifications, devices and documents, (c) deliver to MHP any work product described in Section 7.
4. **Independent Contractor; Contractor and Its Personnel Not MHP Employees.** Contractor and its employees, subcontractors and agents, if any (collectively, "personnel") are independent contractors and not employees of MHP. Nothing in this Contract shall be interpreted as creating or establishing the relationship of employer and employee between MHP and Contractor or its personnel. Contractor shall enter into written agreements with its personnel who performs any Services and shall bear sole responsibility for compensation and benefits to any personnel, including, if applicable, state and federal tax withholding, social security, unemployment, health or disability insurance, retirement benefits or other benefits to which such personnel may be entitled.
5. **Conflict of Interest Law.** If Contractor is a special state employee as defined in Massachusetts General Laws, Chapter 268A, MHP shall require, as a condition to payment hereunder, Contractor's submission of a current Certificate of Completion of the on-line training course offered by the State Ethics Commission.
6. **Confidential Information.** Contractor will not disclose any "Confidential Information" as defined below without the express written consent of MHP, and will take all reasonable steps to prevent the disclosure of Confidential Information by any personnel. Contractor shall comply with M.G.L. c. 66A (fair information practices) if Contractor has access to personal information, as defined in M.G.L. c. 93H, and personal data, as defined in M.G.L. c. 66A, and shall comply in all respects with the Contractor Certification attached hereto and made a part hereof (the "Contractor Certification"). As used herein, Confidential Information shall mean information that (i) is disclosed to Contractor and is designated in a writing or other tangible form as confidential or proprietary (or, if disclosure is made orally, is described as confidential by the person disclosing the information or is of a nature that Contractor knew or reasonably should have

known would be regarded as confidential); (ii) is not generally known in the relevant industry; or (iii) is information deemed confidential as described below. The following shall be deemed conclusively to be Confidential Information, whether in electronic, hard copy, or other format: (i) any and all documents, spreadsheets, data, financial statements, or other information containing the identity of and/or pertaining to past, present and prospective MHP borrowers, clients, customers or business partners (“MHP Parties”), any and all financial information pertaining to MHP Parties; (ii) any data, information, documents, flow charts, logic diagrams, relating to Confidential Information; and (iii) any accounting, financial or statistical data or information, sales and marketing information, development plans, business plans, strategies, forecasts, client lists or data or the like, not generally known to the public; and (iv) any documents created by Contractor containing, summarizing or referring to the foregoing. Except as otherwise permitted by this Contract, Contractor shall not copy, duplicate, compile, record, or otherwise reproduce any Confidential Information, nor shall Contractor disclose any Confidential Information to any third party without MHP’s prior written consent, provided, however, that Contractor may disclose Confidential Information to any personnel who have a need to know the information in question in connection with performance of the Services so long as such personnel have been instructed that such Confidential Information is subject to the obligation of confidence set forth herein. Contractor will maintain all Confidential Information under secure conditions, using reasonable security measures, and shall promptly report to MHP any attempt by any person of which Contractor has knowledge to use, disclose or copy Confidential Information without MHP’s express authorization. Any tangible embodiments of Confidential Information that may be generated, either pursuant to or in violation of this Contract, will, in accordance with Section 6 below, be deemed to be the sole property of MHP and fully subject to the obligations of confidence set forth herein. If Contractor is ordered by a court, administrative agency, or other governmental body to disclose Confidential Information, or if it is served with or becomes aware of a motion or similar request that such an order be issued, then Contractor will not be liable for such disclosure if Contractor complies with the following: (i) if an already-issued order calls for immediate disclosure, then Contractor shall request a stay of such order to permit MHP to respond as set forth in clause (iii) below, (ii) Contractor immediately notifies MHP of the motion or order by the most expeditious possible means; and (iii) Contractor joins or agrees to (and in any case shall not oppose) a motion or similar request by MHP for an order protecting the confidentiality of the Confidential Information, including joining or agreeing to (and in any case not opposing) a motion for leave to intervene by MHP.

7. **Ownership of Work Product.** All Contractor's interim and final work product, including, without limitation, all reports or other documents prepared pursuant to this Contract, shall be forward upon completion to MHP and all become the exclusive property of MHP. MHP may duplicate, reproduce, publish, and distribute materials prepared pursuant to this Contract without providing additional compensation to Contractor.

8. **Assignment.** This Contract may not be assigned by Contractor, and the Services may not be subcontracted or delegated in whole or in part by Contractor, without the prior written consent of MHP.

9. **State Contract Certifications.** Contractor certifies, acknowledges and agrees that it shall observe and at all times be in compliance with the Contractor Certification, and that Contractor's representation and covenant concerning observance and compliance with the Contractor Certification shall be confirmed without any further action by the Contractor upon execution of any future contract for goods or services between Contractor and MHP.

10. **Indemnification.** Contractor will indemnify and hold harmless MHP, its officers, and employees, against any and all claims, liabilities, losses, damages, costs and expenses that MHP sustains or incurs arising out of Contractor' or its personnel's failure to comply with this Contract or performance of the Services.

11. **Miscellaneous.** This Contract contains the entire agreement of the parties and may not be modified except by a writing signed by the parties. If any portion of this Contract is found to be unenforceable, the remaining portions will continue to be enforced to the fullest extent permitted by law. Time is of the essence of this Contract. Any notice required or permitted under this Contract will be deemed to have been given if in writing and (a) if delivered by hand, when delivered, (b) if sent by certified mail, three (3) business days after such mailing, postage prepaid, or (c) if sent by overnight courier, one (1) business day after delivery to the courier, in each case, to the party at the address set forth above. This Contract is governed by the laws of the Commonwealth of Massachusetts.

*Signatures on next page*

IN WITNESS WHEREOF, the parties have entered into this Contract under seal as of the date set forth above.

**MASSACHUSETTS HOUSING  
PARTNERSHIP FUND BOARD**

**BLATMAN, BOBROWSKI,  
HAVERTY & SILVERSTEIN, LLC**

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

Christine Madore  
Director of Community Assistance

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

Paul Haverty  
Partner

<b>Approved as to form:</b>	_____	_____
	<b>Legal Counsel</b>	<b>Date</b>
<b>Approved as to funds:</b>	_____	_____
	<b>Finance Approval</b>	<b>Date</b>

Contractor's Tel. No. \_\_\_\_\_

Contractor is a minority business enterprise/sole proprietor \_\_\_\_\_

Contractor is a women's business enterprise/sole proprietor \_\_\_\_\_

Contractor is a MA Supplier Diversity Office (SDO) certified minority business enterprise \_\_\_\_\_

Contractor is a MA Supplier Diversity Office (SDO) certified women's business enterprise \_\_\_\_\_

## **CONTRACTOR CERTIFICATION**

In connection with the engagement of Blatman, Bobrowski, Haverty, & Silverstein, LLC, a limited liability company (“Contractor”), by the Massachusetts Housing Partnership Fund Board (collectively with its successors and assigns, “MHP”) with regard to 40BF-0081\_Rosebay\_Medfield, Contractor hereby certifies to MHP, under the pains and penalties of perjury, as follows:

The Contractor is qualified to perform the engagement and possesses, or shall obtain, all requisite licenses and permits to complete performance under the engagement; the Contractor is in compliance with all federal and state tax laws, including M.G.L. c. 62C, §49A; pursuant to M.G.L. c. 151A, §19A and M.G.L. 152, the Contractor will comply with all laws and regulations relating to payments to the Employment Security System and required workers’ compensation insurance policies; if consistent with accepted business practice in the area of the Contractor’s expertise, the Contractor will carry professional and personal liability insurance sufficient to cover its performance under this engagement; the Contractor will comply with all relevant prevailing wage rate and employment laws; the Contractor is in compliance with the provisions of Section 7 of Chapter 521 of the Acts of 1990, as amended by Chapter 329 of the Acts of 1991, and 102 CMR 12.00, and the Contractor is either a “qualified employer” (the Contractor has fifty (50) or more full time employees and has established a dependent care assistance program, child care tuition assistance, or on-site or near-site child care placements) or an “exempt employer”; pursuant to M.G.L. c. 156B, §109 (business corporations), c. 180, §26A (non-profit corporations), and c. 12, §8F (public charities), if applicable, the Contractor has filed all required certificates and reports with the Secretary of State and the Attorney General’s Office; the Contractor is not currently debarred or suspended by the federal government or the Commonwealth of Massachusetts under any law or regulation, including Executive Order 147, M.G.L. c. 29, §29F and M.G.L. c. 152, §25C; the Contractor will comply with Executive Orders 130 (anti-boycott covenant) and 346 (privatization and hiring state employees), M.G.L. c. 268A (Conflict of Interest Law), and M.G.L. c. 7, §22C (companies with offices in Northern Ireland). Pursuant to Executive Order 481, the Contractor shall not knowingly use undocumented workers in connection with the performance of this engagement; Contractor shall verify the immigration status of all workers assigned to such engagement without engaging in unlawful discrimination and the Contractor shall not knowingly or recklessly alter, falsify or accept altered or falsified documents from any such worker(s). The Contractor understands and agrees that breach of any of these terms during the period of the engagement may be regarded as a material breach, subjecting the Contractor to sanctions, including but not limited to monetary penalties, withholding of payments, contract suspension or termination.

For all contracts involving the Contractor’s access to personal information, as defined in M.G.L. c. 93H, and personal data, as defined in M.G.L. c. 66A, owned or controlled by Executive Department agencies, or access to agency systems containing such information or data (herein collectively “personal information”), Contractor certifies under the pains and penalties of perjury that the Contractor: (a) has read Commonwealth of Massachusetts Executive Order 504 and agrees to protect any and all personal information, and (b) has reviewed all of the Commonwealth of Massachusetts Information Technology Division’s Security Policies available at <https://www.mass.gov/handbook/enterprise-information-security-policies-and-standards>; under Policies and Standards.

Notwithstanding any contractual provision to the contrary, in connection with the Contractor’s performance under the engagement, for all state agencies in the Executive Department of the Commonwealth, including all executive offices, boards, commissions, agencies, departments, divisions, councils, bureaus, and offices, now existing and hereafter established, the Contractor shall:

- (1) obtain a copy, review, and comply with the contracting agency’s Information Security Program (ISP) and any pertinent security guidelines, standards and policies;
- (2) comply with all of the Commonwealth of Massachusetts Information Technology Division’s Security Policies (“Security Policies”) available at <https://www.mass.gov/handbook/enterprise-information-security-policies-and-standards>; under Policies and Standards.

- (3) communicate and enforce the contracting agency's ISP and such Security Policies against all employees (whether such employees are direct or contracted) and subcontractors;
- (4) implement and maintain any other reasonable appropriate security procedures and practices necessary to protect personal information to which the Contractor is given access by the contracting agency from the unauthorized access, destruction, use, modification, disclosure or loss;
- (5) be responsible for the full or partial breach of any of these terms by its employees (whether such employees are direct or contracted) or subcontractors during or after the term of this Agreement, and any breach of these terms may be regarded as a material breach of this Agreement;
- (6) in the event of any unauthorized access, destruction, use, modification, disclosure or loss of the personal information (collectively referred to as the "unauthorized use"): (a) immediately notify the contracting agency if the Contractor becomes aware of the unauthorized use; (b) provide full cooperation and access to information necessary for the contracting agency to determine the scope of the unauthorized use; and (c) provide full cooperation and access to information necessary for the contracting agency and the Contractor to fulfill any notification requirements.

Breach of these terms may be regarded as a material breach of the engagement, such that the Commonwealth may exercise any and all contractual rights and remedies, including without limitation indemnification, withholding of payments, contract suspension, or termination. In addition, the Contractor may be subject to applicable statutory or regulatory penalties, including and without limitation, those imposed pursuant to M.G.L. c. 93H and under M.G.L. c. 214, §3B for violations under M.G.L. c. 66A.

**BLATMAN, BOBROWSKI, HAVERTY & SILVERSTEIN, LLC**

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

Name: Paul Haverty

Its: Partner

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

*This certification may be signed and photocopied to be attached to any Commonwealth Contract that does not already contain this Certification Language and shall be interpreted to be incorporated by reference into any applicable contract subject to Executive Order 504 for this Contractor.*

**Schedule A**  
**Services**

Contractor agrees to provide and oversee the following services:

1. Educate the Town of Medfield (“Town”) boards about the comprehensive permit process as needed.
2. In conjunction with the Town, review the comprehensive permit application for completeness and appropriateness, with specific attention to specific issues depending on the Town needs and consultant expertise.
3. Assist the Town and local ZBA to identify local concerns and issues that might require outside consultants and/or additional impact studies.
4. Facilitate productive discussion between the Town and the developer about the proposed development. Assist the Town with negotiations as appropriate.
5. Advise Zoning Board of Appeals as needed, with specific attention to site plan review, design, traffic, and public safety concerns.

**Schedule B**  
**Compensation**

**Billing Rate and Maximum Billable Amount:** Contractor shall bill MHP for Services up to a maximum of \$7,000.00 (the “Maximum Billable Amount”) inclusive of out-of-pocket expenses (which shall be billed to MHP at cost to Contractor without any upcharge). Contractor shall not bill in excess of the Maximum Billable Amount without MHP’s prior written consent. Notwithstanding any other provision hereof, travel time of Contractors providing services under M.G.L. Chapter 40B shall be billed at 50% of the hourly rate set forth above.

**Estimated Hours:** Contractor will bill only for actual hours expended on the Services. If Contractor determines that the actual number of hours necessary to complete the Services is substantially in excess of Contractor’s estimate, Contractor shall notify MHP, and the parties shall cooperate to determine whether Contractor should perform the Services without increasing the Maximum Billable Amount, or whether to increase the Maximum Billable Amount, adjust the hourly billing rates, scale down the Services, or some combination of the foregoing.

**Invoices; Use of BILL.COM:** Contractor shall submit invoices monthly in arrears for the preceding month, with the last invoice submitted no more than thirty (30) days after the first to occur of completion of the Services or termination of the Contract. Invoices shall be payable within thirty (30) days of receipt. Contractor shall submit all invoices by email to [mhp\\_payables@bill.com](mailto:mhp_payables@bill.com). To ensure prompt payment, such invoices must include the Project ID and PO numbers set forth in the box on the upper righthand corner of page 1 of this Contract. Invoicing may also be done through MHP’s automated billing service, BILL.COM. Enrollment in BILL.COM is at <https://app-signup.us.bill.com/onboarding/signup>. Questions regarding invoicing and BILL.COM shall be directed to [mhpfinance@mhp.net](mailto:mhpfinance@mhp.net).



**Select Board**

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

**Kristine Trierweiler**

*Town Administrator*

**Frank Gervasio**

*Assistant Town Administrator*

**TOWN OF MEDFIELD**

*Office of the Select Board*

Town House • 459 Main Street • Medfield, Massachusetts 02052-0315

Phone: 508-906-3011 • [www.town.medfield.net](http://www.town.medfield.net)

**ONE DAY LIQUOR LICENSE APPLICATION**

**As of July 18, 2023**

Applicants Name: Zullo Gallery Center For The Arts Email: wpopel@mac.com

Street Address: 456A Main Street Telephone: 508-359-3711

City/Town, State: Medfield, MA 02052

**Event and Purpose:**

Live music by Tom Duprey and Scott Sandvik performing songs of Stephen Sondheim - a free concert for the enjoyment of all who wish to attend.

Location of Event: Zullo Gallery 456A Main Street, Medfield

Date and Hours of Event: Thursday February 5, 2026 6-11:00 pm

Type of License Requested: All Alcohol    Or Malt/Wine only x

Sketch of Area Where Liquor to be Served attached: Yes x No    ON FILE

Copy of Valid Bartender Trainings attached: Yes x No    ON FILE

Copy of Certificate of Liability Insurance attached: Yes x No    ON FILE

If Requested All Alcohol License, proof of non-profit status attached: Yes    No   

William F Poppe

Signature of Applicant

Jan. 15, 2026

Date filed

Licensing Authority Signature

Date approved

Conditions: \_\_\_\_\_