



TOWN OF MEDFIELD

MEETING NOTICE

POSTED:

TOWN CLERK
TOWN OF MEDFIELD, MASS.

2018 MAR -2 A 10:19

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 39 SECTION 23A AS AMENDED.

OFFICE OF THE
TOWN CLERK

Board of Selectmen

Board or Committee

PLACE OF MEETING	DAY, DATE, AND TIME
Town Hall, Chenery Meeting Room 2 nd floor	Tuesday March 6, 2018 @7:00 PM

AGENDA (SUBJECT TO CHANGE)

Announcement

Disclosure of Video Recording

We want to take a moment of appreciation for our Troops serving in the Middle East and around the world

The Transfer Station will be closed Easter Sunday April 1, 2018

Appointments

7:05 PM

Dawn Alcott, Youth Outreach budget presentation

Citizen Comment

Action Items

Vote to sign Warrant for the Annual Town Election, March 26, 2018

Discussion of Board and Committee appointment policy

Pending

Assignment of 2018 Annual Town Meeting Warrant Articles

Town Administrator Update

Selectmen Report

Informational

Notice from the Agi School regarding number of Medfield students attending and 2018-19 tuition rates
massDOT announces Chapter 90 funding for Medfield \$394352

E. Clarke
3-2-18

Prevention Specialist Proposal, January 2018

Respectfully Submitted by Dawn Alcott, Director of Medfield Youth Outreach

Medfield Youth Outreach together with the Medfield Public Schools and Medfield Police request a new Town of Medfield staff position of Prevention Specialist/Prevention Services Coordinator. This position is requested due to the inability to effectively reduce substance misuse in the community without a position of dedicated leadership.

History

A community coalition was developed in 2004 and grew into what is currently known as Medfield Cares About Prevention (MCAP). MCAP is community coalition comprised of multiple sectors of the community working to solve and address substance misuse issues among youth and the broader community.

MCAP's current membership includes: *Leslie Aldrich, Prevention Professional /Parent; Julia Farrell, Student at Medfield High School; Chelsea Goldstein-Walsh, Youth Outreach Worker; Amaura Kemmerer, Social Worker/college age prevention/Parent; Michelle Manganello, School Resource Officer; Bob Meaney, Chief of Police; Osler Peterson, Selectman; Liz Sandeman, RN/Parent/Volunteer Sector Representative; Kathy Thompson, Nurse Leader for the Medfield Public Schools; Dawn Alcott, Director of Medfield Youth Outreach; Dr. Jeff Marsden, Superintendent of Schools; Cathleen Farrell, Business Community Representative/MEMO/Parent; Dr. Susan Anderson, Harvard Researcher on Teen Brain/Parent; Rev. Jonathan Chechile, Clergy Representative/Parent, Parent; Arturo Rodriguez, Youth Pastor UCC/Parent; Susan Cowell, Content Specialist for Wellness, MPS; Anna Mae O'Shea-Brooke, School Committee, St. Edwards Religious Education/Parent; Robert Parga, MHS Principal; Nat Vaughn, Blake Middle School Principal; Kevin Ryder, Medfield Park & Rec; Melissa Zilinski, Parent/Marketing Volunteer; David Traub, DA's Office/Parent; Andreea Cazacu, Physician/Parent*

In 2006, Medfield Youth Outreach wrote and received a grant for \$250,000 to hire a Youth Substance Abuse Prevention Coordinator for three years. This position was not continued by the town at the end of its 3 year funding cycle. This program, funded by the Metrowest Health Foundation, was designed to provide substantial training and support in order for the coordinator to apply for the federal Drug Free Communities Program (DFC) at the conclusion of foundation funding. The hired coordinator did not apply for the DFC in order to continue the position's funding and grow the capacity of the town in addressing youth substance abuse. During the years the coordinator was in place, she provided a much heralded training program to over 400 parents through a parent coffee model. The region experienced a decline (Medfield as well) in youth problem drinking behaviors at the end of the three years, but the decline was not sustained in Medfield when the program discontinued and has grown well above regional and over all state percentages in the binge drinking domain.

In 2011, Medfield Youth Outreach took on a coordinating role of MCAP on a temporary basis in addition to its many other duties with the understanding that the work would be shared by the coalition. The coalition was then modeled after the multi-sector Drug Free Communities national model which had proven successful nationwide and in other local communities who had obtained the grant. A leadership team of six members was developed of community leaders with the intention to move MCAP forward in

How will this position be funded?

While a full time position would be the best option for Medfield, a part time position would allow the continued growth of the work already being done, complete the data collection necessary to base initiatives on good science, and prepare the coalition for possible federal grant funding. It should be noted that communities with only a part time coordinator are ineligible for state grant funding.

Funding for at least a half-time position is hoped for in this year's Medfield Youth Outreach budget with a combination of other possible funding.

Options currently being explored include:

- Cost sharing the role between Medfield Public Schools / Medfield Police Department and Medfield Youth Outreach
- Grant writing to support and enhance the resources the town provides (three grant initiatives are being presently explored)
- Independent fundraising through resident support or local business

What is the proposed salary range for the Prevention Specialist?

Full-time: \$53,000-\$60,000 (depending on experience and education) 37.5 Hours

Part-time: \$26,600-\$30,000 (depending on experience and education) 20 Hours

HIRING PLAN FOR PREVENTION SPECIALIST
for
Medfield Cares About Prevention (MCAP)

The Prevention Specialist Position will be subject to all the terms and conditions of Town of Medfield. Medfield Youth Outreach in coordination with MCAP will follow all the terms and conditions of the hiring practices of the Town of Medfield and work closely with the Town of Medfield Personnel Department in its process of hiring.

Medfield Youth Outreach will be the department hosts the Prevention Specialist position and provides oversight to personnel management, community relations, fiscal management, and implementation. The hiring of a Prevention Specialist will be a team effort between Medfield Youth Outreach, The Superintendent of School, The Medfield Police Chief, and the MCAP coalition steering committee. A hiring team will be assembled from this group, with support from the Town of Medfield Personnel Board.

An aggressive search for a Prevention Specialist will begin when the position is funded. Job postings/advertisements will be placed in major state periodicals and their websites, with schools of public health, state prevention resource websites and professional association websites and periodicals. A listing of such agencies and contacts is already developed and the job posting in draft form. The cost for this will be absorbed by Medfield Youth Outreach.

Resumes will be screened by the Director of Medfield Youth Outreach and assembled hiring team. Qualified applicants will be judged based on their alignment with the job description requirements and experience in prior prevention initiatives. When a pool of the most qualified applicants is established, appropriate candidates will be scheduled with the hiring team from for a first interview. A second interview will be established with finalists with the MCAP coalition at large where each candidate who progressed beyond the first interview can present how their leadership will be unique for the coalition. Final candidates will be reviewed from the coalition, hiring team, and Director of Medfield Youth Outreach with input from the MCAP coalition membership and from this process a candidate will be selected.

- Coordinate Strategic Planning for substance and mental health initiatives with aide from consultant
- Maintain established MCAP coalition of community partners including schools, religious organizations, civic organizations, parents, youth, youth service organizations, and recreation/sport leagues
- Coordinate MCAP initiatives with community partners
- Maintain MCAP meeting minutes, maintain coalition records, disseminate information to MCAP members
- Promote a campaign for community wide training and implementation of social norms marketing campaign with youth
- Partner with the parent community through providing support, education, and avenues for community action
- Creatively approach barriers to the successful implementation of MCAP strategic plan
- Maintain grant records and complete grant reports
- Conduct outreach and promotion of all MCAP activities
- Foster a relationship with all stakeholders (Faith Communities, Board of Health, Town Government, School Administration and Staff, Business Community, Law Enforcement, Medfield Youth Action Committee, and Medfield Youth Outreach, Media outlets, and Religious/Civic Organizations
- Oversee consultants that may be hired for the grant initiative
- Assist with the development and maintenance of MCAP website
- Identify and apply for revenue streams for continued sustainability of programming
- Retain a clear set of boundaries regarding mission and focus of MCAP objectives
- Utilize established referral network when needed.
- Maintain confidentiality of referral information while maintaining the safety and welfare of youth and families, the coalition, and community at large

Reports to: *The Director of Medfield Youth Outreach, Chief of Police, and Superintendent of Schools

Hours: Part time, year round. Approximately 20 hours per week. Flexible schedule that is responsive to community need. Evenings and occasional weekends required. Timesheets submitted upon request.

Introductory Period: All new and rehired employees work an introductory period for the first 90 calendar days after their date of hire or rehire. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. At the end of the 90 days, the Town of Medfield will evaluate employee capabilities, work habits, and overall performance. Either the employee or the Town of Medfield may end the employment at will any time during or after the introductory period, without cause or advance notice.

Rosina (Kitty) Bowman, M.Ed., CPS
37 Leicester St.
Brighton, MA 02135

December 14, 2017

Town of Medfield
Medfield, MA

To Whom It May Concern:

My name is Kitty Bowman. I am a consultant to the community substance abuse prevention coalition, Medfield Cares About Prevention (MCAP) and have been for the last two years. Previously, I led a nationally recognized substance abuse prevention coalition for 18 years. As a consultant I have attended MCAP meetings; advised on assessment activities and coalition activities; and trained members on coalition and assessment processes. Based on this experience and current national and state practices I recommend MCAP hire full time coalition staff and that the position sit within Medfield Youth Outreach.

MCAP has many strengths. It has conducted activities to reduce substance use among youth for 14 years, 8 years as MCAP and 6 years under a different name and model. MCAP grew its' membership to reflect the 12 community sectors of the Drug Free Communities (DFC) model; conducted a community assessment; and collaborates with surrounding communities to address youth substance use. Its membership includes the Superintendent of Schools, the Chief of Police, and representatives from Medfield Youth & Families, the business community, the media, the schools, the police department, the District Attorney's Office, and the faith based community as well as parents and residents.

Medfield Youth Outreach (MYO), a division of the town's Youth and Family service agency, has maintained strong commitment to MCAP, even when other departments' commitment wavered. MCAP is coordinated by MYO's Director and Outreach Worker who contribute countless hours to the prevention effort and to the support of the relationships that are vital to coalition work. This is in addition to a full set of responsibilities associated with their primary role. MYO is under resourced and is unable to provide the level of staffing required to maintain and grow strong community based efforts to prevent substance abuse among youth. Both the federal and state government grants now require coalitions to have a full time coordinator who is a certified prevention specialist (CPS). The certified prevention specialist does not have to be supervised by a CPS. MYO's Director has a strong working knowledge of prevention best practices; has established regional partnerships that have extended MCAP's capacity; and has successfully obtained resources to support MCAP and is the only individual with the skills and knowledge in Medfield to provide the necessary supervision for the prevention specialist.

While its' membership and efforts are impressive, MCAP fall short of its' potential. Over the two years I have worked with MCAP the group, it has worked on assessment and has conducted educational activities in the community. In the area of assessment the group has been unable to complete the focus groups, conduct key informant interviews, or analyze the parent surveys. There were some focus groups completed by an intern assigned to MCAP. When the intern left, progress stopped. While the group has the knowledge, skills, and commitment, its' membership does not have the time. MCAP has planned several educational events and activities. The group has no problem recruiting volunteers to cover the events/activities or planning it, but is unable to adequately attend to the details. Therefore, the events/activities fall short of their goals. With dedicated full time staff both the assessment and educational activities would achieve their objectives.

**TOWN OF MEDFIELD
WARRANT FOR THE ANNUAL TOWN ELECTION
MARCH 26, 2018**

Norfolk, ss

To the Constables of the Town of Medfield in Said County, Greetings:

In the Name of the Commonwealth, you are directed to notify and warn the Inhabitants of the Town of Medfield, qualified to vote in elections and in town affairs, to meet at the Center at Medfield on Ice House Road in said Medfield on **MONDAY, THE TWENTY-SIXTH** day of March, A.D. 2018 at 6:00 o'clock A.M., then and there to act on the following purpose:

To choose all Town Officers required to be elected annually by ballot, viz:

One Moderator for One year

One Trust Fund Commissioner for Two years

One Town Clerk, One Selectmen, One Assessor, One School Committee Member, Two Library Trustees, One Park Commissioner and One Trust Fund Commissioner for Three years.

One Member of the Planning Board for five years.

The polls will open at 6:00 o'clock A.M. and shall be closed at 8:00 o'clock P.M.

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

Hereof fail not and make due return of this Warrant with your doings thereon, unto the Town Clerk at the time and place of the Town Election aforesaid. Given unto our hands this ____ day of March, Two Thousand and eighteen.

Osler Peterson, Chair

Michael Marcucci,

Gustave Murby
BOARD OF SELECTMEN

By virtue of this Warrant, I have notified and warned the inhabitants of the Town of Medfield, qualified to vote in elections and at town meetings, by posting attested copies of the same at five public places, seven days before the date of the elections, as within directed.

Constable:
Date:

A TRUE COPY ATTEST:
Carol A. Maver. CMMC



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO

3/6
massDOT
Massachusetts Department of Transportation

February 26, 2018

Town of Medfield
Town Administrator
459 Main Street
Medfield, MA 02052

Dear Town Administrator,

We are pleased to inform you that Chapter 90 local transportation aid funding for Fiscal year 2019 will total \$200 million statewide, pending final legislative approval.

This letter certifies that, pending final passage of the bond authorization, your community's Chapter 90 apportionment for Fiscal year 2019 is \$394352. This apportionment will automatically be incorporated into your existing 10-year Chapter 90 contract, which will be available on the MassDOT website www.massdot.state.ma.us/chapter90.

The Chapter 90 program is an integral part of the maintaining and enhancing your community's infrastructure and is an essential component of our state-local partnership. We look forward to working with you in the coming year to continue the success of this program.

Thank you for all that you do to make the Commonwealth of Massachusetts a great place to live, work and raise a family.

Sincerely,

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

RECEIVED

FEB 26 2018

MEDFIELD SELECTMEN

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot



NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL

The County of Presidents

400 MAIN STREET, WALPOLE, MA 02081

Telephone: (508) 668-0268

Fax: (508) 668-0612

Email: ncahs@norfolkaggie.org

Web Site: www.norfolkaggie.org

TRUSTEES

EDWIN S. LITTLE, Sharon, Chairman Ext. 10599
MICHAEL McFARLAND, Quincy, Vice Chairman
PETER H. COLLINS, Milton
FRANCIS W. O'BRIEN, Dedham
JOSEPH P. SHEA, Quincy
MATTHEW J. SHEEHAN, Dedham
ELIZABETH SMITH, Franklin

TAMMY T. QUINN, Ed. D, Superintendent-Director, Ext. 11207
RICHARD D. FITZPATRICK, Business Manager, Ext. 11211
MICHAEL T. COURNOYER, Principal, Ext. 12102
HEIDI C. BLACK, Director of Special Education, Ext. 12207
LINDA M. RADZVILLA, Vocational Assistant Principal, Ext. 19128
SEAN G. CROWLEY, Academic Assistant Principal, Ext. 15119
DAWN K. CARON, Dean of Students/Director of Guidance, Ext. 13124

February 22, 2018

Medfield Town Administrator
459 Main Street
Medfield, MA 02052

Dear Town Administrator:

The Norfolk County Agricultural High School held its February 14, 2018 Board of Trustees meeting. The Board of Trustees voted on the following tuition rates for the 2018 – 2019 school year as follows:

In-County tuition rate: \$1,965.00

Out-of-County tuition rate: \$22,286.00

Currently, the town/city of Medfield has the following number of students enrolled at the Norfolk County Agricultural High School:

Grade 9: 2
Grade 10: 1
Grade 11: 1
Grade 12: 0

If you require additional details, please don't hesitate to contact my office directly.

Sincerely,

Tammy T. Quinn, Ed.D.
Superintendent-Director

TTQ/lis

RECEIVED

FEB 26 2018

MEDFIELD SELECTMEN

The Norfolk County Agricultural High School is an equal opportunity employer who does not discriminate on the basis of race, color, sex, gender identity, sexual orientation, religion, national origin, disability status, genetic information and testing or the Family and Medical Leave Act in its education activities or employment practices as required by Title IX of the 1972 Federal Education Amendments, by Section 504 of the 1973 Rehabilitation Act and by Chapter 622 of the General Laws of the Commonwealth of Massachusetts.

A service to Norfolk County-Regional Government representing twenty-eight communities of: Avon, Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Plainville, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, Wrentham