The Commonwealth of Massachusetts
Department of Conservation and Recreation
Office of Dam Safety | 180 Beaman Street | West Boylston, MA 01583
mass.gov/office-of-dam-safety | Tel: 617-620-8583

Maura T. Healey, ***Governor*** | Kimberley Driscoll, ***Lieutenant Governor*** | Rebecca L. Tepper, ***Secretary*** | Nicole LaChapelle, ***Commissioner***

November 20, 2025

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

Town of Medfield, DPW
459 Main St
Medfield, MA 02052

Subject: Dam Safety Regulatory Requirement Compliance Report

National ID Number (NATID):	MA01154; MA03351
Dam Name:	Kingsbury Pond Dam; Danielson Mill Dam
Town:	Medfield
Dam Registration Status:	Registration Certificate Recorded (Registration Process Complete)
Hazard Potential Classification:	Significant
Current Known Condition:	Fair; Poor
Date of Last Phase I Inspection:	2021/11/19; 2020/06/30
Phase I Inspection Frequency (Years):	5
Next Phase I Inspection Due Date:	2026/11/19; OVERDUE
Date of Last Follow-Up Inspection:	Not applicable; 2024/05/24
Follow-Up Inspection Frequency (Months):	Not required; 6
Next Follow-Up Inspection Due Date:	Not required; OVERDUE
Date of Phase II Investigation Report:	None on File; Not applicable
Phase II Investigation Status:	Not required; OVERDUE
Date of Most Recent Emergency Action Plan:	2020/12/01
Emergency Action Plan Status:	OVERDUE FOR YEARLY REVIEW AND UPDATE
Ch. 253 Dam Safety Permit Status:	Not applicable

Dear Dam Owner(s)/Caretaker(s):

Above, please find a report detailing the status of Dam Safety regulatory requirements pertaining to your dam(s). Please note that all above listed dates are in the format of Year/Month/Day.

A complete copy of the Dam Safey regulatory requirements 302 CMR 10.00 is available on the Department of Conservation and Recreation (DCR), Office of Dam Safety (ODS) website at the following link: https://www.mass.gov/doc/302-cmr-10-dam-safety. **Please be advised that you, as the dam owner, are responsible for ensuring compliance with all applicable regulatory requirements.** If you find that your records reflect a different status than what is noted above, please contact Dam.Safety@mass.gov or 617-620-8583 to update the official record.

Dam Registration (302 CMR 10.05)
All dams regulated by the ODS must be registered to create a public record of ownership.

The first step in the Registration process is to complete and submit a Dam Registration Form (DRF) to ODS. If you have not yet completed and submitted a DRF (Dam Registration Status = DRF OVERDUE), please find one enclosed for your use. Please complete, sign, and return the DRF to: Office of Dam Safety, Attn: Registration, 180 Beaman Street, West Boylston, MA 01583.

In order to complete your DRF, you will need to know the Parcel ID and Registry of Deeds reference for the property on which the dam is located. Oftentimes, you can call or visit the Assessors Department website of the municipality in which the dam is located for assistance in determining this information. Additional information that you will be required to include on the DRF can often be found in your most recent dam safety Phase I Inspection report or you can call or email ODS for assistance in locating this additional information.

The Registration process is complete when, after you have submitted a DRF to ODS, ODS issues you a "Certificate of Registration," which then needs to be recorded at the Registry(ies) of Deeds in the County(ies) in which your dam parcel(s) is (are) located, and return proof of recording to ODS (Dam Registration Status = Registration Certificate Recorded). Until you return proof of recording of the "Certificate of Registration" to ODS, you are out of compliance with the Dam Registration requirement.

If you were issued a Certificate of Registration and did not record at the time of receipt (Dam Registration Status = Registration Certificate Issued), you will need to contact the ODS and request a re-issue. If you have recorded your Certificate of Registration and have not yet forwarded a copy to ODS, please forward a copy to update the official record.

For questions related to Dam Registration or to request a re-issue of a Certificate of Registration, please contact Korina Senior at Korina.L.Senior@mass.gov or 857-276-1879.

Ch. 253 Dam Safety Permit (302 CMR 10.09)
It is the obligation of a dam owner to contact and notify all applicable local, state, and/or federal permitting agencies prior to conducting any work at a dam, including manipulation of water levels. Additionally, any dam owner planning to conduct any material alterations or repairs to a dam is obligated to file a Ch. 253 Dam Safety Permit Application with the Office of Dam Safety. Please be advised that no work can begin until the dam owner/project proponent is issued a Ch. 253 Dam Safety Permit, or ODS issues a written determination that no Ch. 253 Dam Safety Permit is required for the proposed scope of work, and also obtains all other applicable local, state, and/or federal permits.

For questions related to an open Ch. 253 Dam Safety Permit or questions related to submitting a Ch. 253 Dam Safety Permit application, please contact Bryan Carignan at Bryan.Carignan@mass.gov.

Other Local, State, and/or Federal Permits

In order to maintain compliance with the Commonwealth's Wetlands Protection Laws, you may have to seek requisite approval from your local Conservation Commission in accordance with G.L. c. 131, §40. You are obligated to contact and maintain communication with your local Conservation Commission and any other local, state, and/or federal permitting agencies to ensure compliance with the Wetlands Protection Act and any other regulatory requirements, which may include, but not be limited to, Department of Environmental Protection, Wetlands and Waterways Program, whose website can be viewed at the following link: https://www.mass.gov/topics/wetlands-waterways, the Massachusetts Environmental Policy Act (MEPA) Office, whose website can be viewed at the following link: https://www.mass.gov/orgs/massachusetts-environmental-policy-act-office, and the US Army Corps of Engineers Regulatory/Permitting Division, whose website can be viewed at the following link: https://www.usace.army.mil/missions/civil-works/regulatory-program-and-permits/.

You may also need to seek requisite approval from MassWildlife's Natural Heritage and Endangered Species Program, whose website can be viewed at the following link: https://www.mass.gov/orgs/masswildlifes-natural-heritage-endangered-species-program.

The above reference to other local, state, and/or federal permits is meant to be a reference guide for informational purposes only. Each project and property are unique. The permits required for any project will be project specific and site specific and will require due diligence on the part of the property owner and/or project proponent. ODS recommends you consult with your chosen dam engineering consultant to determine all of the local, state, and/or federal permits that may be applicable to your proposed project.

Phase I Inspections (302 CMR 10.07)

Owners of dams are required to hire a qualified engineer to complete a Phase I Inspection and report results every 2 years for High Hazard Potential dams, every 5 years for Significant Hazard Potential dams, and every 10 years for Low Hazard Potential dams. Phase I Inspections must be conducted by a Professional Engineer registered in Massachusetts with dam engineering experience.

Condition Compliance (302 CMR 10.08)

High Hazard Potential and Significant Hazard Potential dams with condition ratings that are Poor or Unsafe are considered to be out of compliance with dam safety regulations and posing a heightened, unacceptable risk to downstream public safety. Such dams are required to be brought into compliance with Dam Safety regulations by either being repaired, adequately breached to prevent re-impoundment to a jurisdictional threshold, or completely removed. The choice of which alternative to pursue is for a dam owner to make in conjunction with their chosen engineering consultant and in consideration of any other applicable stakeholders and regulations.

Please be advised that this requirement is not applicable to dams classified as Low Hazard Potential.

Follow-Up Inspections (302 CMR 10.07(2)(a))

In addition to the periodic Phase I Inspections required of all regulated dam owners, owners of High Hazard Potential and Significant Hazard Potential dams with condition ratings that are Poor or Unsafe are also required to submit Follow-up Inspection reports once every six (6) months for Poor condition dams, or once every three (3) months for Unsafe condition dams. Follow-up Inspections are to be conducted by a Professional Engineer registered in Massachusetts with dam engineering experience at the frequency stated above until the dam is

brought back into compliance with dam safety regulations by either being repaired, adequately breached, or completely removed.

Please be advised that this requirement is not applicable to dams classified as Low Hazard Potential.

Phase II Inspections and Investigations (302 CMR 10.08(3))
High Hazard Potential and Significant Hazard Potential dams with condition ratings that are Poor or Unsafe are also required to have a Phase II Inspection and Investigation completed to prepare for design and permitting of a repair, adequate breach, or complete removal project that will bring the dam into compliance with dam safety regulations.

Additionally, dam owners with dams of any Hazard Potential Classification or condition rating may choose to complete a Phase II Inspection and Investigation to prepare for design and permitting of a proposed dam construction project that will maintain a dam in a condition that is protective of the public.

Emergency Action Plans (302 CMR 10.11)
All owners of dams classified as High Hazard Potential and Significant Hazard Potential, regardless of condition rating, shall submit an Emergency Action Plan (EAP) to the ODS, the Massachusetts Emergency Management Agency (MEMA), and your local Emergency Management Director (EMD). Please be advised that there are two different EAP templates available on the ODS website. One template is required for High Hazard Potential Dams and the other template is required for Significant Hazard Potential dams. Please ensure that you and your engineering consultant are using the correct template.

Annually, the owner shall review the EAP, update it, and provide the updated EAP to all involved agencies.

EAPs and annual updates shall be provided by the owner in both hard copy and electronic format to the ODS. MEMA currently requests only electronic copies of EAPs/updates be submitted to their general inbox at TechHazards@mass.gov. You will need to inquire directly with your local EMD for their preference of submittal format. A directory of EMDs is available at the following link: https://www.mass.gov/find-your-local-emergency-management-director-emd.

Any GIS based inundation map shapefiles are to be forwarded to ODS electronically along with the copy of the completed EAP.

Please be advised that this requirement is not applicable to dams classified as Low Hazard Potential.

For questions related to Phase I Inspections, Condition Compliance, Follow-Up Inspections, Phase II Inspections and Investigations, or Emergency Action Plans, please contact Emily Caruso at Emily.Caruso@mass.gov or 617-620-8583.

Templates for the above referenced Dam Registration Form, Ch. 253 Dam Safety Permit Application, various Inspection/Investigation reports, and EAPs are available on the ODS website at the following link: https://www.mass.gov/office-of-dam-safety.

Please be advised, the Executive Office of Energy and Environmental Affairs (EEA) will shortly be announcing that their "Dam Owners Technical Assistance Program" is again accepting applications. Please be on the lookout for that letter with instructions on how to apply for assistance completing various regulatory requirements. Please visit EEA's website at the following link for more information: https://www.mass.gov/info-details/dam-owners-technical-assistance-program.

Please contact Dam.Safety@mass.gov if you would like to have ODS email you a copy of this letter, any of the referenced templates, website links, or regulations, or if you have any questions. Please also feel free to call the office at 617-620-8583.

Thank you for your cooperation in ensuring dam safety in the Commonwealth.

Sincerely,



William C. Salomaa, Director
Office of Dam Safety

cc: Ariana Johnson, Assistant General Counsel, DCR
Rob Lowell, Deputy Chief Engineer, DCR
Dam Safety File