

Board Members

Andy Rodenhiser, Chair
Sarah Raposa, A.I.C.P.,
Vice-Chair
Timothy Harris, Clerk
Jessica Chabot, Member
John Parlee, Member



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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

Meeting Minutes

Tuesday, November 28, 2023 @ 7:00 p.m.
Medway Town Hall, 155 Village Street, Medway, MA

	Andy Rodenhiser Chairperson	Sarah Raposa Vice Chairperson	Timothy Harris Clerk	Jessica Chabot	John Parlee
Attendance	X	X	X	X	X

Also in attendance:

Barbara J. Saint Andre, Director of Community and Economic Development (zoom)
Jeremy Thompson, Planning and Economic Development Coordinator

The Chair opened the meeting at 7:00 p.m.

98, 108, 114 Main Street:

The Board is in receipt of an application for a special permit pursuant to Zoning Bylaw 10.2.D.2.d to permit the temporary utilization of excess off-street parking for the following commercial uses: food trucks, (not to exceed two at a time) and holiday tree vending.

The applicant was represented by attorney Donald Gentile and property manager Todd Wilson. Attorney Gentile communicated that the Medway Lions have been running a seasonal Christmas tree business in this parking lot for decades. Mr. Rodenhiser stated it has probably been for about 35 years. There is a request to have food trucks. The members stated that there needs to be a site plan provided with the application, which will show where the food trucks are allowed to park along with customers. Ms. Chabot noted that the location for the food trucks should be consistent with the site plan approved by the Board in 2021. Ms. Raposa asked for information to support the applicant's position that the parking spaces that the food trucks will use are not needed. The Board would like to have information regarding the hours of operation along with possible queuing patterns, where traffic cones would be, any noise, hours of operation, and details regarding disposal of trash and recycling. The applicant was asked to provide a narrative about how the criteria for a special permit under Section 3.4 is met. The applicant asked if there could be a draft decision for the next meeting.

A draft decision will be provided at the next meeting.

On a motion made by Sarah Raposa, seconded by Jessica Chabot, the Board voted unanimously (5-0) to continue the hearing for Medway Realty LLC for December 12, 2023 at 7:00 p.m.

68A Main Street Request for Field Change:

Amanda Cavalarie from Guerriere and Halnon and Walter Swift (Massachusetts Certified Horticulturist) were present representing applicant Kevin Lobbiser. It was explained that the ten existing maple trees on the east side of the new building needed to be moved prior to construction. These were able to be removed and replanted and have survived. The request is to leave these trees in the current location. A sketch of the location of the trees was shown, as well as a plan for landscaping on the east side of the building. A letter from Mr. Swift was provided.

Member Chabot needed to leave the meeting.

The Board has no issue with the field change.

On a motion made by Sarah Raposa, seconded by John Parlee, the Board voted unanimously (4-0) to approve the field change for 68A Main Street.

Construction Report:

- No construction reports were presented.

Economic Development Committee:

The Board discussed the Economic Development Committee and the problem with this Committee not being able to achieve a quorum. Vice Chairman, Mark Schultz was present in the audience and Member, Kristen Salera was present via zoom. The members agree that there is a problem with quorum. All agreed that there should be new members recruited who have specialized skills with economic development. Outreach to the Medway Business Council was also suggested to recruit prospective members. The next meeting of the EDC is in January. It was recommended that the PEDB have a joint meeting with the EDC and try to renew the charge of the committee. A suggestion was made to look at the mission statement and Master Plan strategies along with the numbers for quorum for meetings.

High School Road ANR Plan:

The Board is in receipt of an ANR plan for the High School Road, which was accepted as a public way at the recent Town Meeting. Endorsement is needed in order to have the plan recorded at the Registry.

On a motion made by Sarah Raposa, seconded by John Parlee, the Board voted unanimously to endorse the Approval under the Subdivision Control Law not required (ANR) plan for the High School Road.

Discussion of Master Plan Initiatives and implementation tracking:

The Board is in receipt of an Excel matrix prepared by Mr. Thompson which included information relative to parcels within the Village Commercial district. Mr. Thompson showed as an example the

Town of Grafton website as it related to marketing available commercial and industrial spaces. There was a suggestion to create a similar informational matrix for the industrial zones. There will be more information gathered to place into the charts. The website loop.net was mentioned. A suggestion was made to reach out to realtors to get more information on what potential owners may want for vacant space in town. The Board thinks that the website could include more information. The Chair will provide Mr. Thompson with his IT representative's name. The Board recommended that Sandy Johnston, who runs the social media for the town, be included. contacted.

Subdivision Regulations:

The Board was informed that the subdivision regulations are being updated. A red lined copy was provided by Ms. Saint Andre to Tetra Tech for review. It was suggested that the Subdivision Regulations document be separated into sections for review by the Board. The sections to be discussed at the next meeting will be 1, 2, and 3.

Approval of Minutes:

- October 24, 2023
- November 14, 2023

On a motion made by Sarah Raposa, seconded by Tim Harris, the Board voted unanimously (4-0) to approve the minutes from October 24, 2023 and November 14, 2023 with noted revisions.

General Business:

- Ms. Raposa introduced Sasha Vinton, who was present at the meeting, and has submitted a letter of interest for the associate member position.
- There was an email received from Jeff Robinson regarding the (Tim Choate) catch basin and swale. This work has been completed.

Adjourn:

On a motion made by Sarah Raposa, seconded by John Parlee, the Board voted unanimously (4-0) to adjourn the meeting at 8:50 p.m.

Respectfully Submitted,

Amy Sutherland
Recording Secretary

Edited by
Barbara J. Saint Andre
Director, Community and Economic Development

Documents Reviewed at this Meeting

1. Medway Place parking lot plan
2. Medway Place Project Description and Narrative
3. Grafton website sample Land For Sale