

**April 12, 2016**  
**Medway Planning and Economic Development Board**  
**155 Village Street**  
**Medway, MA 02053**

<b>Members</b>	<b>Andy Rodenhiser</b>	<b>Bob Tucker</b>	<b>Tom Gay</b>	<b>Matt Hayes</b>	<b>Rich Di Iulio</b>
<b>Attendance</b>	<b>X</b>	<b>X</b>	<b>X</b> (arrived at 7:27 pm)	<b>X</b>	<b>X</b>

**ALSO PRESENT:**

Susy Affleck-Childs, Planning and Economic Development Coordinator  
Amy Sutherland, Recording Secretary  
Gino Carlucci, Planning Consultant

The Chairman opened the meeting.

The Chairman asked for **Citizen Comments**.

The Board is in receipt of the following: **(See Attached)**

- Communication dated 4/5/16 from Paul Yorkis on behalf of John Claffey regarding the status of Pine Ridge, Candlewood and Hartney Acres.

**Resident, Thomas Anderson, 16 Candlewood Drive:**

Mr. Anderson was present to ask the Board about the plan for the completion of the emergency access between Candlewood Drive and Island Road. He also wanted to know when the street was going to be accepted.

The Board referenced Mr. Yorkis' letter in which he indicated that he will provide a schedule of work later in April. There is a meeting scheduled for April 15, 2016 with DPS to discuss the punch list items for Candlewood. Completion of Pine Ridge will be the first focus with the hopes of getting the bond released for that. Once that bond is released, the next focus will be Candlewood. There will need to be a Notice of Intent filed through the Conservation Commission for the work on the emergency access way between Candlewood Drive and Island Road. There will be a meeting with Consultant Bouley from Tetra Tech and the developer's engineer David Faist to lay out the next steps. The releasing of the bond money could take at least three weeks. The emergency access was required as part of the Pine Ridge plan and not Candlewood. The language regarding the bonding needs to be reviewed.

**CORRESPONDENCE:**

The Board is in receipt of the following: **(See Attached)**

- MAPC Executive Director Mark Draisen's Report dated March 14, 2016.

- The Chairman read out loud an email dated 4-12-16 from Tri Valley Commons developer Rich Landry regarding the problems with getting power at his site from Eversource. It took over 7 months to get this power.
- Email memo from Steve Bouley dated 4-8-16.

### **EVERSOURCE SITE PLAN – Public Hearing Continuation**

**NOTE** - Member Gay was not present for the Eversource hearing.

The Chairman opened the continued hearing for Eversource.

The Board is in receipt of the following: **(See Attached)**

- Email dated April 12, 2016 from Planning Consultant Gino Carlucci indicating he has reviewed the site plan and his previous comments have been addressed.
- Email dated April 8, 2016 from Engineering Consultant Steve Bouley
- Draft decision dated April 8, 2016

All parties are in receipt of the draft decision and it has been reviewed by the applicant and consultants from Beals and Thomas. The representative from Beals and Thomas Mary Kate Schneeweis and the Eversource Project Manager Duane Boyce were present.

It was recommended to add a reference to the most recent dated plans as of April 12, 2016.

#### **Findings:**

**On a motion made by Matt Hayes and seconded by Rich Di Iulio, the Board voted unanimously to accept the Findings for Eversource as written.**

#### **Waivers:**

**On a motion made by Bob Tucker and seconded by Rich Di Iulio, the Board voted unanimously to accept the waivers for Eversource as written.**

It was noted that the applicant did not need to go to Design Review Committee due to the limited scope of this project.

#### **Decision:**

**On a motion made by Bob Tucker and seconded by Matt Hayes, the Board voted unanimously to accept the decision for Eversource as written.**

#### **Close Hearing:**

**On a motion made by Matt Hayes and seconded by Rich Di Iulio, the Board voted unanimously to close the hearing for Eversource.**

Susy informed the applicant that the decision will be filed tomorrow. There will be a 20 day appeal period.

**NOTE** - Member Tom Gay arrived at 7:27 pm.

## **PEDB Meeting Minutes**

### **March 22, 2016:**

**On a motion made by Bob Tucker and seconded by Rich Di Iulio, the Board voted unanimously to accept the minutes from the March 22, 2016 PEDB meeting.**

### **March 24, 2016:**

**On a motion made by Bob Tucker and seconded by Rich Di Iulio, the Board voted unanimously to accept the minutes from the March 24, 2016 PEDB meeting.**

### **March 29, 2016:**

**On a motion made by Bob Tucker and seconded by Rich Di Iulio, the Board voted unanimously to accept the minutes from the March 29, 2016 meeting.**

## **2 Marc Road - Site Plan and Special Permit Plan Review Fee Estimates**

The Board is in receipt of the following estimates: (See Attached)

- Tetra Tech Plan Review Estimate dated 4/7/16 for \$8,368
- PGC Associates Plan Review Estimate dated 4/6/16 for \$1,947.50

**On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously to accept the plan review estimates for 2 Marc Road as presented.**

## **General Bylaw Amendments - Public Hearing Continuation**

The continued public hearing for proposed amendments to the Medway General Bylaws was reopened.

The Board is in receipt of the following: (See Attached)

- Public Hearing Continuation Notice
- Proposed Article re: Design Review Committee
- Proposed Revised Article re: parking of Commercial vehicles
- Collection of illustrations and photos for gross vehicle weight rating (GVWR)
- Email comment dated 4-7-16 from Paul Yorkis
- Information on Massachusetts commercial driver's license (CDL)

The Chairman indicated that due to the audience in attendance, this article will be discussed first.

### **Section 12.26: Regulations of Parking and Storage of Recreational Commercial Vehicles:**

The Board is in receipt of possible revisions which were the result of the discussion from the public and Board comments at the last hearing. The **green** text on the sheet references what will be removed. The **yellow** text is the comments from feedback. The Board is comfortable with removing word "motor" from the definition of commercial vehicle and eliminating the definition for "recreation vehicle" in (b) Definitions, The Building Inspector is in agreement.

The next section discussed was (c) Prohibitions/Limitations. There was a consensus to strike item (2) regarding recreational vehicles under (c) Prohibitions/Limitations. It was suggested to change the limitation on commercial vehicles from a Class 4 GVWR to Class 5 and to increase the period of time to allow on-street parking from 4 hours to 6 hours. The reference to service being temporary was eliminated. The Board is comfortable with these recommendations although Member Tucker indicated that he doesn't believe the graphic presented of various vehicles is accurate. The Building Inspector has no issue with this revision. There was also consensus from the last meeting to eliminate former item (3) which stated "not more than one unregistered vehicle of any kind may be parked or stored outside on any property in a residential zoning district" as that is already included elsewhere in the General Bylaws

**Resident Brueckner James, 24 Summer Hill Rd.:**

Mr. Brueckner resident wants to allow for a heavier vehicle than Class 5. He does not think the language is written with clarity.

**Resident Charles Wright, 15 Broad St:**

This resident has a problem with the vehicle rating. A resident should be able to use a U-Haul or long truck for rental more than a 24 hour period.

It was explained that a vehicle servicing a property is allowed.

**Resident David Clifford, 2 Summer Hill Rd.:**

Mr. Clifford indicates that the class ratings for vehicles are misleading. Some trucks in Class 5 or 4 are bigger than Class 6 and 7 by physical size like car hauler or box truck.

**Resident John Kairit, 167 Main Street:**

Mr. Kairit was inquiring about the setbacks for a private way. It was communicated to him that the setbacks are 35 ft. in the front and 15 ft. on the side and rear.

**Resident Wayne Podzka, 15 Broad Street:**

Mr. Podzka disagrees with the Class 5 and up limitation. He also asked about campers and indicates that some residents have commercial riders attached onto the vehicle. There are many uncertainties in this article.

Mr. Brueckner is concerned that we are trying to define something that does not work for everyone. This is to address those few complaining neighbors.

The Chairman responded that the vehicles need to be tied to a definition and the camper is exempt. These are reasonable standards.

Since this is being presented as a general bylaw, the enforcement of it is with a citation from the police. This is not appealable to the Zoning Board of Appeals.

The Chairman explained that the intent is to protect property values. With trucks on the roads, it brings down the property values. The Board agrees that certain commercial vehicles do not belong in residential areas on a regular basis.

Resident Podzka mentions that a bigger issue is hoarding. He would like to see balance throughout this bylaw. It is not fair. This is all interpretation with gray areas.

**Resident Charlene Kairit, 167 Main Street:**

Ms. Kairit informed the Board that her husband uses his truck for a living and wants to be able to park it. Her property is residential and commercially zoned. This is in the overlay district. She indicated that they have paid \$3,600.00 to park her vehicle elsewhere. They are just trying to make a living.

The resident was informed that her property is in the adaptive use overlay district. This would need a special permit. The building inspector indicated that the intent is to protect neighbors within the side setback.

The email dated April 7, 2016 from resident Paul Yorkis was entered into the record.

The Board would like a clean copy of the proposed revisions before voting.

**On a motion made by Matt Hayes and seconded by Bob Tucker, the Board voted unanimously to continue the public hearing for proposed amendments to the General Bylaw to April 26, 2016 at 6:30 pm at the middle school presentation room at the Medway Middle School.**

**ANR Plan: 2 West Street:**

The Board is in receipt of the following: (See Attached)

- Cover letter dated 3/26/16 and ANR application dated 3/31/16.
- ANR Plan dated 3/21/16 by Paul DeSimone, PLS.
- ANR Plan (Land Court #127150) dated 3/21/16 by Paul J. DeSimone, PLS.
- 4/11/16 review letter from Gino Carlucci, PGC Associates.

The Board was made aware that the application for 2 West Street was reviewed by Consultant Carlucci. The plan was prepared by Colonial Engineering. The plan proposes to divide a 103,220 lot at 2 West Street with an existing house into two lots.

The setbacks were added to the plan as requested by consultant Carlucci.

Paul DeSimone was present to explain the plans which were submitted. Two plans were submitted – one for Land Court because a portion of the land is registered and one for the Registry of Deeds.

Susy will make the Exelon representatives aware of this ANR plan.

**On a motion made by Bob Tucker and seconded by Matt Hayes, the Board voted unanimously to endorse the ANR plans dated March 21, 2016 as revised.**

### **Medway Zoning Bylaw Public Hearing Continuation**

The Chairman opened the continued hearing for the proposed amendments to the Medway Zoning Bylaw.

The Board is in receipt of the following: (See Attached)

- March 31, 2016 public hearing continuation notice
- Full packet of all articles
- Memo dated March 8, 2016 from Stephanie Mercandetti on behalf of the Economic Development Committee requesting the PEDB withdraw the article to rezone some parcels along West Street from ARII to Industrial II.
- Memo dated April 8, 2016 from Stephanie Mercandetti re: ZBA's support for the accessory family dwelling unit article
- Email dated April 11, 2016 from Charles Myers, 9 Curtis Lane

### **Section 3.5 Site Plan Review:**

Under B. Exemptions, the following was added after accessory structures, *except as specified in Section 3.5.3.A.1.c.herein*. This was added to make the bylaw consistent that ground mounted solar accessory structures are subject to site plan approval.

The Board referenced Charlie Myers email dated April 11, 2016 and agrees it has merit, but this could be addressed in another way possibly through a special permit requirement. The Board is in agreement that they do not want to start regulating and reviewing in residential areas. All are in agreement that Mr. Myers' recommendations for changes were outside of the scope of the initial article as they expanded the Board's jurisdiction.

NOTE - Member Tucker left the meeting at 8:52 pm.

### **Site Plan Comments:**

- The Board wants to make sure the revision on ground mounted solar and the language is consistent in both sections.
- Ground mounted solar requires site plan.

Stephanie Mercandetti had a few items to discuss relating to 3.5.5 B re: standards for site plan review:

- #4 should include site access/egress, how the site circulation works with an intersection
- #6 should say stormwater "management"
- #7 should include loading areas and unloading areas with parking.
- #8 should include other creative means of buffering

All are in agreement that these edits could constitute an expansion of the initial article.

Consultant Carlucci indicated that some of the noted issues could be included in the *Site Plan Rules and Regulations*.

### **Section 8.2 Accessory Family Dwelling Unit:**

The Board is in receipt of an email that the Zoning Board of Appeals voted 4-0 to support and co-sponsor Article 28 relative to Accessory Family Dwelling Unit bylaw.

**Section 1.7 Formatting:**

Stephanie Mercandetti noted that having this type of section within the zoning bylaw is not typical. It was indicated that Town Counsel had provided this language. Susy indicated that she would edit one of the major sections of the Bylaw and have the board review and approve it and then proceed to edit the rest of the document based on that format. Stephanie recommended this not be in the zoning bylaw but achieve the intent in another manner or phase. Consultant Carlucci suggested that a sunset be placed on this. Susy will speak with Allison if this is possible. The Board did not take a formal vote.

**Expansion of the Industrial II:**

The Board is in receipt of a letter from the EDC not supporting this article and requesting the PEDB withdraw it.

**On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted unanimously to WITHDRAW the article to amend the Medway Zoning May by rezoning the noted parcels from AR II to Industrial II.**

There was discussion about having a meeting with the EDC to see what they may envision for this area.

The members would like a clean copy of the draft of the warrant articles with revisions. It was also suggested to place the most recent copy on the website.

**Zoning Bylaw Amendments Public Hearing Continuation:**

**On a motion made by Matt Hayes, and seconded by Rich Di Iulio, the hearing for the Zoning Bylaw will be continued to April 26, 2015 at 6:45 pm in the school committee presentation room at the Medway Middle School.**

**Salmon ARCPUD Construction Services Estimate:**

The Board is in receipt of the following: (See Attached)

- Tetra Tech Construction Services Estimate dated 4/6/16 for \$31,345.

Inspection of the landscaping installation is not included and will be added at a later date. Some of this would be determined in the field.

**On a motion made by Matt Hayes, and seconded by Tom Gay, the Board voted unanimously to accept the construction services estimate for Salmon ARCPUD as provided.**

**Tri Valley Commons Construction Changes**

The Board is in receipt of the following: (See Attached)

- Email note dated 3/13/16 with renderings from Matt Buckley re: window painting at the Advance Auto Building
- Undated letter from TVC developer Rich Landry

- Email note dated 3-28-16 from Barry Steinberg, owner of Direct Tire
- Elevation Sheet dated 9/8/15 of the Direct Tire building facades.
- Email note received 4-12-16 from TVC developer Rich Landry

The first item was to discuss if the Board is comfortable with removing one faux window in the back (west façade) of the Direct Tire Building. The DRC did review this and they are fine with the removal of this window.

**On a motion made by Tom Gay and seconded by Matt Hayes, the Board voted unanimously to authorize removing the faux window from the west elevation back side of Direct Tire building.**

The second issue is in relation to the window colors on the referenced photos of the faux windows at the Advance Auto building. Tri Valley Commons owner/developer Rich Landry disagrees with the recommendation from the Design Review Committee to add shadowing. Member Gay agrees with the interpretation from Rich Landry of the color selection. All are in agreement to use the medium grey color as noted in the photo of the middle window but with high gloss paint.

#### **Update Reports:**

- The Salmon ARCPUD decision was filed on April 5, 2016.
- There was a Stormwater Task Force Meeting.
- Timbercrest 40 B application was submitted and the public hearing will be May 4, 2016. Susy will be putting together comments on behalf of the Board. Matt Hayes will also review and provide comments. The initial comments will need to be submitted by April 29, 2016 to the Zoning Board of Appeals.


#### **Adjourn:**

**On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted to adjourn the meeting.**

**The meeting was adjourned at 9:55 pm.**

Respectfully Submitted,

  
Amy Sutherland  
Recording Secretary

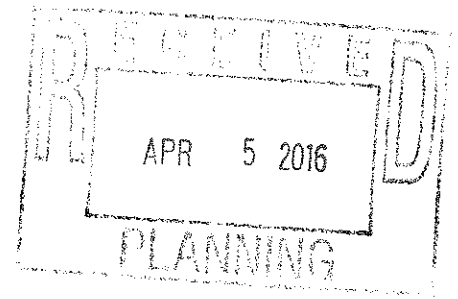
Reviewed and edited by  
  
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

TO: Mr. Andy Rodenheiser, Chair  
Medway Planning and Economic Development Board

FROM: Paul G. Yorkis

DATE: April 5, 2016

RE: Pine Ridge, Candelwood and Island Road, Hartney Acres, Update



I have been asked to provide the Planning and Economic Development Board with an update regarding the Pine Ridge Subdivision, Candlewood and Island Road, and Hartney Acres Subdivision.

1. Agreements exist with McClure Engineering, Inc., (David Faist) and Dan O'Driscoll regarding the above three projects.
2. The Town of Medway Conservation Commission Agent is requiring a notice of intent be filed to perform the work to install the emergency access between Candlewood and Island Road. Dan O'Driscoll is managing this process.
3. A meeting has been scheduled for April 11, 2016 by David Faist and Dan O'Driscoll with the Planning and Economic Development Board's consulting engineer to examine all three sites.
4. A meeting has been scheduled for April 15, 2016 by me with Director of Public Services Tom Holder and Jimmy Smith to discuss the Department of Public Services punch list regarding Candlewood.
5. Following the meeting with the consulting engineer and with Tom Holder a schedule of work will be developed to address all of the agreed to items.
6. The schedule of work is going to focus first on the Pine Ridge Subdivision.
7. After 100% of the agreed to work has been completed, reviewed, and approved in writing by the consulting engineer, the applicant will be requesting 100% of the Pine Ridge Subdivision bond be released by the Planning and Economic Development Board.
8. Following the 100% release of the Pine Ridge Subdivision bond, the applicant will complete the agreed to work associated with Candlewood.
9. After 100% of the agreed to work associated with Candlewood has been completed, reviewed, and approved in writing by the consulting engineer or Tom Holder the applicant will be requesting 100% of the bond be released by the Planning and Economic Development Board.
10. Following the 100% release of the Candlewood bond, the applicant will complete the agreed to work associated with Hartney Acres.
11. After 100% of the agreed to work at Hartney Acres has been completed, reviewed, and approved in writing by the consulting engineer, the applicant will be requesting 100% of the bond be released by the Planning and Economic Development Board.

I will be providing the Planning and Economic Development Board with a copy of the schedule of work prepared after the April 11 and April meetings. I expect that schedule to be available within ten (10) days following the two meetings.

# **Executive Director's Report**

## **March 14, 2016**

### **Submitted to the Executive Committee**

### **By Marc Draisen, Executive Director**

#### ***Smart Growth Planning***

##### **Transportation**

###### Value Capture Consultant

MAPC has selected Strategic Economics in partnership with RKG Associates and former Transportation Secretary Jeff Mullan from Foley Hoag, for the following purposes:

- to conduct an analysis of the potential to support the Green Line Extension using various value capture mechanisms;
- to analyze two other transportation infrastructure projects that could be funded, in part, using value capture; and
- to review and assess existing state value capture laws and policy tools, and to make recommendations for their improvement.

###### Wellesley Route 9 Enhancement Study and Plan

Following a summary presentation given by Alison Felix and Cynthia Wall on March 7, the Wellesley Planning Board voted unanimously to accept the *Summary of Identified Issues and Opportunities* report, the last deliverable for Phase One.

Following the presentation of the *Issues and Opportunities* report, Alison and Cynthia facilitated a discussion at the Planning Board to confirm the goals and process for Phase Two of the Route 9 Enhancement Study and Plan - developing a plan and recommendations for improving the corridor.

The *Issues and Opportunities* report has been published and is available online at: [wellesleyma.gov/Pages/WellesleyMA\\_Planning/projects/Route9Study&Plan](http://wellesleyma.gov/Pages/WellesleyMA_Planning/projects/Route9Study&Plan).

##### **Land Use**

###### District Local Technical Assistance for 2015

Attached at the end of this Executive Director's Report is the summary of the projects undertaken during calendar 2015 using DLTA funds.

###### District Local Technical Assistance 2016

MAPC sent out a solicitation of DLTA project proposals at the end of last year, and we have, to date, made allocations to nearly 40 projects in the areas of land use, environment, energy and municipal services. Announcements to the communities of these approvals are in the process of being sent out.

As part of the project review process, MAPC has used not only MetroFuture Goals and MAPC Strategic Priorities, but we are also coordinating with the Community Compact Best Practices selected by the communities.

As in previous years, the number of excellent project proposals has greatly exceeded MAPC's DLTA funding availability. I have therefore already begun making allocations from the FY2017 Planning for MetroFuture Technical Assistance (PMTA) program to augment funds allocated to projects. I expect to have all final approvals made, and announcements out to communities, by the end of this week.

#### Swampscott Master Plan

The Swampscott Master Plan is approaching its final phase as the full draft was released for public comment on February 26. The comment period ends on March 30, after which MAPC staff will produce the final plan to be presented to the Planning Board for approval on May 9. The draft can be downloaded at <http://swampscott2025.mapc.org/2016/02/publiccomment/>.

#### Hanover Master Plan

MAPC staff met with a core group of town staff in February to discuss the initiation of Phase I of the Hanover Master Plan. Working with MAPC, Hanover will conduct a series of outreach activities to develop a vision statement that will guide the development of the master plan. A visioning forum is tentatively scheduled for the end of April.

#### Beverly Great Estates Zoning

Draft zoning to encourage preservation of historic properties and landscapes has been completed. The ordinance allows for an alternative to standard subdivision by allowing flexible site planning, and a bonus unit in exchange for maintaining the historic property. It is expected that the City Council will review the draft later this spring.

#### Littleton Open Space and Recreation Plan

The second public forum will be held March 15 to review the draft Open Space and Recreation Plan. Participants will be asked to confirm the Plan's draft vision and priority action items.

#### Housing Production Plans

Several members of the Land Use Department, including Ralph Willmer, Amanda Chisholm and Karina Milchman, are working on Housing Production Plans (HPPs) for Arlington, Brookline, Woburn, Rockland and Gloucester. Additionally, HPPs are in the final draft stage in Swampscott and Quincy, with hearings being planned for adoption this spring. In Arlington and Brookline, MAPC is working with private consultants to assist with various aspects of the Plan including the housing needs assessment and the regulatory analysis. MAPC participated in recently convened successful public meetings in Arlington, Gloucester and Rockland over the last couple of months and a public forum is scheduled in Woburn this week. Additional HPPs are just getting started in Saugus and Millis.

The HPPs in Arlington, Rockland and Millis are expanding the scope of a typical HPP by incorporating the interconnection between public health and housing. This can include such issues as housing rehabilitation, aging in place, and meeting the social service needs for a growing elderly population. It will also create a guide for residents so that they can find services to support housing stability, housing modifications, and healthy living. Working with MAPC's Public Health Department, the effort will involve conducting local outreach to those in local public health and healthcare, and identifying health promoting action items and resources that can be added to the plan.

## Environment

### Hazard Mitigation Planning

MAPC completed revised draft Hazard Mitigation Plans for Cambridge, Chelsea, and Dover and submitted them to MEMA. FEMA has issued a final approval for Boston's plan update, and an "Approval Pending Adoption" (APA) for Cambridge's plan. MAPC is beginning work on updating Reading's plan.

### Neponset Stormwater Partnership

On March 10, MAPC and NepRWA sponsored a regional workshop on Stormwater Utilities in Canton. The workshop provided participating town officials with stormwater costs and rates specific to each municipality for an interactive session considering various stormwater fee alternatives. MAPC is also continuing to provide technical assistance to the Town of Milton, as they prepare to implement the stormwater enterprise fund and fee that was approved at Town Meeting in January.

### MEPA Project Review

The projects listed below for the region were filed with the MEPA office and were ranked by MAPC for the level of review. The MAPC review categories are defined as follows:

- A Major regional project to be reviewed by the Officers and/or Executive Committee
- B Regional project to be reviewed by staff and approved by Executive Director
- C Local or regional project to be tracked by MAPC; no MEPA review needed

Summary of MEPA Projects reviewed and ranked by MAPC, February/March 2016:

EOEA #	Project Name	Location	MEPA Review Phase	MAPC Review
15482	Mystic Station Barge Berth Structure and Outfall Structure Repairs	Everett	ENF	C
15484	Cinemaworld Salem	Salem	ENF	C
15476	Pine Hollow Estates	Bellingham	ENF	C
15478	South Middleton Dam Removal	Middleton	ENF	C
15479	526 and 528 Boston Post Road Redevelopment	Sudbury	ENF	B
15459	Ashland Rail Transit Apartments	Ashland	Single EIR	B
15363	West Medway II	Medway	FEIR	C

### Draft Section 61 Findings – Wynn Everett

In accordance with MEPA requirements, Section 61 Findings describe the environmental impacts and detail the measures a developer will implement to avoid, minimize, and mitigate impacts and prevent environmental damage from the project. MAPC submitted comments on the draft Section 61 Findings for the Wynn Everett Casino earlier this month.

Our primary recommendation suggested the inclusion of language to outline and enforce the project's mode share goals. The intent is to ensure that mode share goals are achieved and traffic impacts do not exceed what has been identified through the MEPA process. MAPC also stressed the importance of having consistent language between the Final Section 61 Findings and the Massachusetts Gaming License for Wynn Everett.

MAPC submitted a MEPA comment letter on the ENF for the Ashland Rail Transit Apartments, and the EENF for the Park Central project in Southborough.

## ***Strategic Initiatives***

### **Fundraising**

The Barr Foundation informed MAPC that our grant application, titled *Climate Resilient Metro Boston*, will be funded in full.

The \$4.25 million, 3-year grant will fund a wide-range of projects to advance *MetroFuture* and our 4 Strategic Priorities. The grant's main goal is to reduce greenhouse gas emissions, while creating a more resilient region. Activities include equitable transit-oriented development planning, advancing bus rapid transit, expanding our clean energy programs, and creating new tools and policies that will help guide state and local investments in housing, transportation, and economic development. Eric Hove and Cammy Peterson prepared the application with input from many MAPC staff.

### **Community Engagement**

Below is a recap of our efforts to craft inclusive outreach for current MAPC projects.

#### Lynn Open Space

MAPC's Community Engagement team connected with the New American Center in Lynn to gather input from its members about open space needs in the city. Our team meet with ten former refugees who are now case managers for new refugee arrivals. We collected insightful feedback from these interactions which will help MAPC create a more comprehensive Open Space Study for the City of Lynn.

#### Chelsea Waterfront

MAPC's Engagement Specialist and Chelsea Waterfront Project Manager attended a "Green Space Community Meeting" hosted by the Chelsea Collaborative. This meeting gave MAPC an opportunity to hear from historically underrepresented communities about their vision for Chelsea's working waterfront.

#### Everett Parking Study

As part of the Everett Square Parking Study, MAPC partnered with La Comunidad Inc. to ensure immigrant entrepreneurs in Downtown could share their thoughts about parking conditions in the area. Thanks to the assistance of Barr Mini-Grant funds, La Comunidad Inc. supported MAPC's outreach efforts by providing one Spanish interpreter and one Portuguese interpreter to visit these small business owners. La Comunidad Inc. also completed 31 parking surveys with their non-English speaking clients.

## ***Subregions***

### **Inner Core Committee (ICC)**

ICC worked with the Government Affairs Team to host a Community Compact Forum on February 3<sup>rd</sup>. The Forum was very well attended with over 30 municipal staff in attendance. The Inner Core meets again on Wednesday, March 16<sup>th</sup> for a meeting to discuss a variety of topics pertaining to housing, economic development, and arts and culture. The meeting includes an update on the Arts and Planning Toolkit that has been underway since August 2015, which was made possible with Planning for MetroFuture Technical Assistance funding.

### **Three Rivers Interlocal Council (TRIC)**

Greg Miao, Municipal Services Specialist, talked with TRIC communities about signs and billboards, municipalities, and public sector regulation. Greg gave a thorough and understandable picture of factors that shape what municipalities can and cannot do regarding signs and billboards.

### **MetroWest Regional Collaborative (MWRC)**

The MWRC has been discussing the future organization of that subregion since its Executive Director left in December. Over the course of several meetings in January and February, the Board made the decision to transition the MWRC to become a "MAGIC-style" or "augmented subregion." MAPC will provide a subregional coordinator to this subregion (as it does to the other seven subregions). In addition, the member communities will continue to levy a (somewhat smaller) special assessment annually, and the Board will use this assessment to pay for time of MAPC staff that will take on special projects for the subregion.

### **Minuteman Group for Inter-local Cooperation (MAGIC)**

MAGIC's Annual Legislative Breakfast has been rescheduled for April 29, 8-10 AM. The next MAGIC Climate Resilience Working Group meeting is scheduled for March 25. This meeting will include a project update and presentation of draft findings from the Vulnerability Assessment.

### **North Shore Task Force (NSTF)**

The North Shore Task will not meet in March. For April, the NSTF meeting will partner with DHCD staff to present an overview of 40R and 40S, with an emphasis on crafting design guidelines under 40R and a review of current and anticipated 40R districts around the North Shore.

### **North Suburban Planning Council (NSPC)**

In March, NSPC hosted a workshop on Community Branding & Marketing. We welcomed presenter Mark Favermann, an urban designer with Favermann design who focuses on the details and enhancement of the urban fabric. Through both interactive exercises and presentations, he discussed the various elements that can advance branding and wayfinding within communities, particularly at their gateways and in their downtowns. Participants learned how to build a civic brand and identity in order to market their communities more effectively. The workshop was extremely popular with over 40 registrants, many attending from outside the subregion. In April, NSPC will be discuss middle income housing, featuring presentations from our Director of Data Services, Tim Reardon as well as Regional Planner & Housing Specialist, Karina Milchman.

### **SouthWest Advisory Planning Committee (SWAP)**

In February, SWAP welcomed Christine Madore as their new subregional coordinator. At that meeting, SWAP members voted to adopt amended bylaws and 2016 work plan and heard from two local attorneys on recent activities in medical marijuana dispensaries in nearby towns. SWAP also drafted a letter to Stephanie Pollack, Secretary of Transportation, to voice their support for the proposed changes to the schedule for the Franklin/Forge Park commuter rail line.

### South Shore Coalition

On March 9, SSC held a Community Preservation Act Forum in Hull with 25 attendees. It was an opportunity for towns to get together, share best practices, discuss challenges and learn about new resources. Shelly Goering from the Massachusetts Affordable Housing Alliance and part of the CPA Coalition, presented on CPA, what it could look like for Hull, and answered questions on how to use funds for affordable housing. Peter Matchak, SSC Co-Chair and Hanover Town Planner, and Marilee Hunt, Bridgewater Town Clerk, also spoke on their towns' best practices and processes.



There was an Open House portion of the forum where participants visited stations showcasing ways to use the funds for affordable housing, parks and recreation, open space and historic preservation.

## ***Clean Energy***

### **Gas Leaks Project Update**

MAPC has met its goal to recruit 25 municipalities to participate in roadway surveys and municipal staff interviews as part of a grant to study gas leaks from USDOT's Pipeline & Hazardous Materials Safety Administration. Most of these communities have already completed the initial interview with MAPC and our partner on the grant, the Home Energy Efficiency Team (HEET). The interviews are designed to understand the challenges facing municipalities in their coordination with gas utilities for the replacement of leak-prone natural gas pipelines, as well as solutions and best practices for coordination that they may have developed. This summer, MAPC will publish a series of best practices based on the interview findings, intended to help accelerate the process of replacing leak-prone pipe. MAPC is now beginning to work with participating municipalities to prepare for the next phase of the grant: performance of gas leak surveys. Through a sub-contractor, MAPC plans to survey 10-15 miles of road in each participating municipality. The surveys will be conducted following the same procedures as those utilized by the utilities, after which MAPC will analyze the data and present findings that recommend actionable coordination practices.

### **Stoughton Business Energy Efficiency Meeting**

On March 9, MAPC held a meeting in Stoughton to discuss a new collaborative effort around energy audits for businesses in the town. In the summer of 2015, MAPC worked with Stoughton's Planning Department, the Energy and Sustainability Committee, and the two utilities (National Grid and Columbia Gas) to conduct energy audits for all of the town's municipal facilities. Through this effort, MAPC was able to ensure that both electric and gas measures were evaluated at the same time. At that point, we began discussions to bring this innovative dual-audit approach to Stoughton businesses.

At the March 9 meeting, we reached consensus on how to conduct outreach and make businesses aware of this collaborative effort. A case study approach - which will involve guiding one or two businesses through the process and then highlighting their experiences as part of the messaging to other businesses - was strongly favored.

## ***Public Health***

### **Healthy Food Access and Distribution**

MAPC continues to advance work under our Plan4Health grant from the American Planning Association (APA) and the American Public Health Association (APHA). This month the Public Health Division will be partnering to host two meetings to kick-off the Greater Boston Alliance of Convenience Stores. The purpose of this effort is to support stores joining together to create cost savings and to share business practices while creating the conditions for more collective purchasing of healthy foods.

Working with convenience store owners, we found that assisting with business practices and economic stability is a key step for increasing the availability of healthful foods. In addition, this month, the division hopes to start the first healthy checkout aisle at grocery store. This pilot effort will take place at multiple stores in a single chain in Chelsea and Lynn. The aisle will make healthy, fresh food – rather than sugary foods and beverages – available and easy to grab as customers check out. If you want an aisle like this in your grocery store, please send us an email!

### **Healthy Community Design Projects**

MAPC is partnering with multiple cities and towns in the region for Healthy Community Design projects through a grant from the Massachusetts Association of Health Boards (MAHB). The projects include the following towns and projects:

- Millis, Rockland, and Arlington – We will be working to bring health considerations into the Housing Production Plan process.
- Hudson and Needham – We will be working with these towns to inform their municipal zoning with a healthy aging perspective.
- Norwood – We will be working with the town's Health Department to identify and communicate walking routes for seniors to use in accessing recreational areas.
- Melrose – We will be working with project leads to bring health consideration into the Master Plan project that is ongoing.

## ***Data Services***

### **DataCommon Survey Released**

Data Services requests input on the DataCommon website to assist in setting priorities for upcoming edits to the site. We would like input from a broad range of potential users, so please respond even if you have not used the website before.

- DataCommon Survey: <http://mapc.ma/datacommon2016>
- MetroBoston DataCommon: <http://metrobron.datacommon.org/>

### **Data Requests**

Data Services filled six data requests this month for the press, municipal staff, and for academics. The department provided information on transit fares and demographic projections to Boston Globe columnist Yvonne Abraham.

Data Services also provided land surface temperature data to the Medical Academic and Scientific Community Organization (MASCO) to help them assess the impact of various recent green roof installations in the Longwood Medical Area.

### **ULI Workforce Housing Study**

The Urban Land Institute invited MAPC to conduct a study on workforce housing needs in Metro Boston. This research will seek to develop a more specific definition for the term “workforce households,” based on income, household type, and other factors; and will assess the current housing conditions, geographic distribution, and occupational characteristics of such households. MAPC will assess how the number and characteristics of such households have changed over time, and will estimate projected growth in the need for workforce housing in the coming decade. The project will also include an assessment of barriers to the delivery of moderately priced housing and will identify key findings for policy makers. The final report is due to be completed in April for a May release at the annual ULI Housing Conference to be held in Boston in mid-May. ULI intends to fund a second phase focused on policy solutions to the problems identified in the report.

### **Minimum Land Area Guidance**

Data Services began work on an effort to develop guidance for the calculation of the “minimum land area” safe harbor under Chapter 40B. This clause in the statute allows municipalities with more than 1.5% of their land area used for subsidized housing to qualify as having met their local requirements for affordable housing. While little used in the past, the minimum land area safe harbor has seen increasing interest, with a half-dozen MAPC municipalities having filed paperwork to claim this exemption in recent years.

However, there is no current guidance on the calculation of the land area requirement and no clear evaluation criteria for DHCD to evaluate such applications. The Massachusetts Housing Partnership is funding MAPC to develop such guidance, which is likely to recommend the use of standardized data sources, electronic submittals, and evidence-based calculations to provide more transparency and reproducibility to the process. A draft of the guidance is expected in early summer.

### **Municipal Data Standards**

Data Services Director Tim Reardon participated in a roundtable discussion on the topic of municipal data standards at the Microsoft NERD Center in Kendall Square on March 17. The discussion, which included municipal staff, researchers, and state officials, focused on examples of successful data standards in Massachusetts, barriers to widespread adoption of such standards for other datasets, and opportunities for municipalities to deliver more efficient and effective services through the use of such standards.

## ***Municipal Collaboration***

### **Homeland Security**

MAPC recently coordinated a 40 hour comprehensive Supervision and Management Training for SWAT Team personnel from across the state. This course is designed for command level law enforcement personnel who are responsible for resolving high-risk incidents using tactical officers.

Serving as manager for the project, MAPC worked with SWAT Team commanders from across the Commonwealth, as well as representatives from the Central, Northeast, Southeast, and Western Homeland Security Regions and the Metro Boston Homeland Security Region. Course attendees received training on the techniques they can use to bring critical incidents to peaceful conclusions in an effort to minimize risks faced by officers and civilians.

### **Metro Mayors Shannon Grant**

MAPC's Municipal Collaboration Department will now serve as the grant manager for the Metro Mayors Shannon Grant Program, taking over these responsibilities from the Government Affairs Division. Government Affairs will still oversee all advocacy and special events related to our work with this coalition, working in tandem with Communications to do outreach and publicity around grant. The first Steering Committee meeting for Year 10 of the program was held on March 4 in Revere. Goals for the year were discussed including adding additional representation from youth at Steering Committee meetings, implementation of a youth risk assessment to be utilized by all partners, and enhanced coordination among Shannon Grant recipients statewide.

### **Procurement**

#### Fire Chiefs Association (FCAM)

Sales so far for 3<sup>rd</sup> Quarter of FY2016 have been slow. Only 1 pumper and 3 ambulances have been purchased over the past 2 months. Total sales for the quarter are at \$1.3 million with total fees at \$17,000 and just over \$15,000 coming to MAPC.

Overall though, the FCAM Collective Purchasing Program is having another successful year. Fifty-seven pieces of equipment have been purchased so far – 18 pumpers, 6 aerials, 3 quints, and 30 ambulances – equaling \$24 million in sales in through the middle of the 3<sup>rd</sup> quarter of FY16.

MAPC estimates that comes out to close to \$540,000 in savings and almost \$27,000 in rebates for the communities that have made purchases in FY16 so far.

#### Greater Boston Police Council (GBPC)

FY2016 3<sup>rd</sup> Quarter sales for the GBPC Collective Purchasing have been good. One hundred-sixty five vehicles have been purchased with a total sales value of \$6.3 million with total fees at \$59,000 and \$47,000 in fees to MAPC.

### Public Works

MAPC recently performed \$12.6 million in roadway paving services and other cooperative bids for the towns in our South Shore public works group including for Hanover, a new group member. Bids were received on March 3 and the results sent to the towns on March 8.

We are currently preparing several bids including a roadway paving services bid for the towns in our Metro West public works group. Wellesley, new to the group last year, has provided the bulk of the quantities for this year's roadway paving services bid. They plan to use the resulting contract for work associated with their Washington Street Reconstruction project.

## **Communications**

Communications has focused on booking MAPC and local elected officials for **editorial board meetings** throughout the region on the subject of zoning reform this past month. We met last week with the MetroWest Daily News, and will be heading to the Salem (Daily) News next week; a sit-down with the Hampshire Gazette is also being scheduled, with assistance from that region's RPA.

Our Communications team has also supported **press** on the Swampscott Master Plan, the Cohasset Master Plan, value capture legislation, MBTA fare increases, population and transit growth predictions, vehicle ownership trends, the Natick Center plan, and housing production plans in Arlington and Saugus this month. We have also assisted the transportation staff in collecting non-English language survey results for some recent parking studies, and we continue to take a stronger role in helping subregional coordinators craft their monthly newsletters as part of our new role streamlining subregion communications and outreach. Our current intern, Hannah Casey, has also spent countless hours helping to build the new **Arts and Planning Toolkit** website from scratch. We hope it will be a strong addition to our online portfolio of projects and a meaningful tool for public engagement in this new area of work.

On the **website redesign project**, consultants from Design Principles will be leading a discovery workshop with our communications staff at the end of this month to formally kick off the website overhaul. There will be opportunities for the Executive Committee and other groups to engage directly in the project this spring, and we will have more information about that after our first meeting with the design consultants. We are very excited to see this project getting started!

## **Government Affairs**

The legislative session is very busy, with Committees rushing to report bills out by Joint Rule 10 Day on March 16. That is the date by which all "timely filed" bills must be reported out of Committee. Our utility data transparency and parking benefits districts bills were both reported out favorably in the last several days, and we are ramping up our advocacy efforts on these items as they move through the building.

We held legislative briefings this month with our partners at T4MA on MAPC's regional ballot initiatives bill as well as the value capture bill filed by Chairman William Straus (D-Mattapoisett). The briefings were well attended and we are continuing to do outreach in the building on these issues.

The House reported out a bill on Transportation Network Companies (Uber/Lyft) that addresses many of the concerns municipalities have voiced. We are working with Metro Mayors and our legislative allies to further strengthen the bill as it moves over to the Senate.

The Transportation Committee reported out the Transportation Bond Bill but did not include the changes to the Complete Streets program that the Governor proposed. The bill does include bond funding for the Chapter 90 program.

We also anticipate that the HUD Committee will release a bill on housing production and preservation tomorrow. Although it will probably include a so-called multi-family zoning requirement, it will include several other important financial and programmatic items that represent an important "first step" in addressing the housing shortage in Massachusetts.

The House will release their budget next month, so we are setting up meetings and having conversations with legislators about supporting an increase in DLTA funding.

We met with staff from Senate Ways and Means to discuss the Zoning Reform bill, and are engaging our allies in the Senate to advocate in favor of the bill. We remain concerned about an amendment that the committee attached to the bill that would expand the scope of "Approval Not Required" developments, but we are working with the committee to draft alternative language. I joined several zoning reform allies to meet with the Editorial Board of the MetroWest Daily News, and we have set up another meeting with the Salem News.

**Community Safety Day on the Hill** will be held on **March 30** and we would welcome your attendance. We will be asking for an increase in funding to the Shannon grant program, from \$7M to \$10M in the FY17 budget.

At our March Legislative Committee meeting, the Committee voted to support two items that are up for consideration at the March Executive Committee meeting: the Community Compact program, which we would like to support through our budget advocacy, and several sections of the Economic Development bill filed by the Governor.

### ***Staffing Update***

**Rosaline Valcimond** has joined MAPC as the Acting General Counsel while Jennifer Garcia is out on maternity leave until mid-September. Prior to joining MAPC, Rosaline practiced management-side labor and employment law at Morgan, Brown & Joy LLP. She also worked in the public sector as an Assistant General Counsel for the Boston Public Health Commission. Since graduating from Boston College Law School, Rosaline has remained active with the law school and has previously served on various committees as well as a Director of the Black Alumni Network. She is an alumna of the University of Massachusetts, Amherst. Rosaline is originally from Haiti and grew up in Boston.



SMART GROWTH AND REGIONAL COLLABORATION

**Metropolitan Area Planning Council (MAPC)**  
**Final Report for District Local Technical Assistance (DLTA) Activities**  
**2015**  
**3-14-16**

During 2015, the Metropolitan Area Planning Council (MAPC) undertook a total of 31 projects for communities under the District Local Technical Assistance (DLTA) program. These projects fell into the broad categories of 1) Planning ahead for Housing, Economic Development and Preservation and 2) Regional Collaboration in Service Delivery and Procurement.

For the projects which either were completed or had significant progress over 2015, a project report will soon be available through the web link on the MAPC web site. For additional information on any project, please contact the staff members listed in the project reports or the appropriate department directors:

Mark Racicot, Director, Land Use Division: [mracicot@mapc.org](mailto:mracicot@mapc.org) or 617-933-0752

Mark Fine, Director, Municipal Services Division: [mfine@mapc.org](mailto:mfine@mapc.org) or 617-933-0789

Cammy Peterson, Clean Energy Manager, [cpeterson@mapc.org](mailto:cpeterson@mapc.org) or 617-933-0791.

The DLTA program is described on the MAPC web site, and includes reports of past DLTA projects: [http://www.mapc.org/DLTA\\_Reports](http://www.mapc.org/DLTA_Reports).

The total amount of funding budgeted during 2015 for DLTA expenditures (including both the state funding and the required MAPC 10% match) was \$606,680. MAPC expended a total of \$608,056 on the program in 2015, exceeding the target budget by approximately \$1,376, or .2%. In addition, MAPC used other funds (municipal funds, Unified Planning Work Program, DHCD PATH funds, etc.) to significantly extend the scopes of these projects beyond what could be funded solely by the DLTA program (these additional funds are not included in the MAPC DLTA totals below).

**LAND USE PLANNING ACTIVITIES**

**M1080.002 - Woburn Master Plan Supplement - \$50,038**

The City of Woburn has been working with MAPC to update its 2005 master plan with the 2015 Plan for Progress. The project also involved updating the City's Natural Hazard Mitigation Plan and its Open Space and Recreation Plan, both of which have been completed.

Beginning with a Visioning Forum held in December, 2014 and followed by two additional public meetings focused on housing and economic development (January, 2015) and land use, transportation and hazard mitigation (March, 2015), as well as hosting a Downtown Economic Development meeting in May, the MAPC planning team presented its draft recommendations to the City at another public meeting in September. MAPC submitted the draft Master Plan document to the city in January 2016.

**M1080.005 - Foxborough Rte 1 Corridor Analysis - \$8,960**

The goal of the Foxborough Route 1 Corridor was to determine the type of development that can be supported by the market along Route 1, to identify where there are key development opportunities and to develop strategies for the Town to attract desired development throughout the corridor. The study includes a market assessment of office, retail, and residential uses. It also includes a build out analysis to give the Town a sense of what kind of development could occur along the corridor within the current zoning ordinance and existing environmental constraints. MAPC staff conducted an overall assessment of development opportunities and constraints as well as a review of national development practices near major NFL football stadiums. The project involved two public meetings (one of which was hosted through the concurrent Master Plan process) and one final presentation to the Town Administrator, Planning Board, and Board of Selectmen. MAPC staff also collected feedback from stakeholders along the corridor throughout the project through one-on-one interviews. Recommendations were drafted based on the results of the analysis and feedback from Route 1 stakeholders. This project also received significant financial support from the South Coast Rail Technical Assistance program.

**M1080.007 - Braintree TOD Study - \$17,455**

The purpose of the Braintree Transit Oriented Development (TOD) Study is to develop a vision for the corridor in the vicinity of the Braintree MBTA Red Line station. The area is viewed by the Town of Braintree as having much potential, but there is no consensus for what could be developed. The project involves extensive community outreach; developing land use scenarios, including multi-family housing and mixed use; and analyzing the impacts of these uses. These analyses will inform the vision and the zoning recommendations to achieve the vision. DLTA funds supplement federal Unified Planning Work Program funds, and funding from property owners and the Town of Braintree. To date, a public forum and three steering committee meetings have been held. Existing conditions have been reviewed and a transportation assessment completed, Scenario modeling will be underway shortly, with the final products expected in late spring, 2016.

**M1080.015 - Boston - Fairmount - Indigo Line - \$7,802**

MAPC continued working with the Boston Redevelopment Authority on the visioning and planning of three new station areas as a part of the Fairmount Indigo Planning Initiative. MAPC provided overall regional planning expertise with particular emphasis on facilitation and public outreach for the Four Corners/Geneva Station Area.

During the past year MAPC provided assistance with monthly community meetings and the culminating Open House outdoor meeting in September.

The Fairmount Indigo Planning Initiative was a three-year BRA study begun in February 2012 by the City of Boston. The planning initiative looked at short and long term strategies for improving capital investment, public realm improvements and job access along the 9.2 mile Fairmount Indigo commuter rail line, which links South Station to Readville, crossing through Roxbury, Dorchester, Mattapan, and Hyde Park. The initiative is the BRA's largest planning study to date and will impact 132,000 residents who live within a half-mile of the commuter rail line. The study identified corridor wide opportunities for commercial and residential development, transit access, public realm enhancements, and community building initiatives. This study will lay the groundwork for new opportunities to improve resident quality of life.

**M1080.016 - Chelsea Silver Line Study - \$50,274**

The City of Chelsea has been working with MAPC to develop a Chelsea Silver Line Corridor TOD (Transit Oriented Development) Action Plan, which is examining policies and strategies for facilitating equitable transit-oriented development in the neighborhoods surrounding the forthcoming Chelsea Silver Line bus route and shared-use path. The Action Plan builds on several components of work, including a residential and retail market analysis, a managing neighborhood change analysis, and a health impact assessment. The city and MAPC convened a TOD Advisory Group to oversee the planning process, which has met four times over the course of the project. The City and the MAPC project team have worked together to hold two community-wide public forums and a series of focus groups that have engaged over 100 residents to date. MAPC is presently working with City staff to finalize a draft of the Action Plan and anticipates releasing the final draft for public comment in early 2016. The City and MAPC will also commence work on recommended zoning changes identified in the Action Plan using Planning Ahead Towards Housing (PATH) resources from the Commonwealth.

**M1080.017 - Reading EDA & Housing Visualizations - \$19,197**

The Town of Reading has been working with MAPC to develop a Reading Strategic Economic Development Action Plan, which articulates an economic development vision for the Town of Reading and a seven-year action plan for advancing economic development in four priority redevelopment areas (PDAs) in Reading. The Action Plan builds on several components of work, including a residential and retail market analysis, scenarios modeling of redevelopment potential, and conceptual urban design work of redevelopment potential. The Plan also builds upon work performed through the North Suburban Planning Council (NSPC) Priority Mapping Project report, which was completed in January 2014 and identified locally and regionally significant PDAs in the NSPC subregion. The Town and the MAPC project team worked together to hold three town-wide public forums that engaged over 100 residents. MAPC is integrating feedback from the public comment period and from town staff and will release the final Action Plan report in January 2016.

In addition to DLTA, this project was made possible with funding from the Department of Housing and Community Development Priority Development Fund and FY15 and FY16 resources from the Town of Reading.

**M1080.018 - WestMetro Home Consortium - \$12,166**

In the first two quarters of 2015, MAPC was awarded a contract from the West Metro HOME Consortium via the City of Newton to create a five-year Regional Fair Housing Plan (RFHP) for thirteen municipalities. The award was augmented by DLTA funds. The RFHP identified impediments to fair housing in each municipality and across the region, provided fair housing data and information about rules and regulations related to fair housing, and created goals and strategies with an action plan for each member municipality and the region to affirmatively further fair housing. Recommendations ranged from increasing public awareness and education around fair housing choice to providing trainings to the private sector, a key stakeholder in the process of advancing fair housing choice. Many recommendations focused on strengthening each member community and the region to adopt local and regional policies, including ADA Transition plans, Language Assistance Plans, and amending zoning laws to encourage affordable housing development. The plan went through a 30-day review period, was reviewed and adopted by the City of Newton Board of Alderman land use committee in May, and approved by HUD in July. The plan was viewed as a model RFHP for other consortia and HUD program participants throughout the U.S. who will need to comply the Affirmatively Furthering Fair Housing Final Rule.

**M1080.019 - MAGIC: Food System Project enhancement - \$40,151**

MAPC led a team engaged by the Massachusetts Food Policy Council (FPC) to draft a food system plan, providing “a general framework for goals and objectives that will improve Massachusetts’ agricultural economy, enhance the resiliency of the Commonwealth’s food system, and improve the nutritional health of the State’s population.” Through more than 100 meetings – from public forums with 100+ attendees, to individual interviews with key stakeholders – the planning process engaged more than 1,500 people involved in the State’s food system. Consumers, farmers, policymakers, advocates, fishermen, processors, and others all contributed to the planning process. The result was a set of actions that focus on how to support the people, government agencies, organizations, businesses, institutions, and activities that make up Massachusetts’ food system, with an eye toward making that system more resilient, more responsive to the needs of all residents of the Commonwealth, and better able to engage with the broader systems that shape what the State’s residents consume. The Plan was accepted by the FPC on December 10, and the legislature, state agencies, and private food system stakeholders are already taking steps to implement many of the action items. The Plan is available for review at [www.mafoodplan.org](http://www.mafoodplan.org). The DLTA augment to the funding available for the Food Plan was requested by the MAGIC subregion as a follow up to the MAGIC Agricultural Project previously funded under the Sustainable Communities federal grant received by MAPC.

**M1080.021 - Saugus Sustainable Development Zoning Mapping - \$5,452**

2015 DLTA funds were used to develop parcel maps for the entire U.S. Route 1 corridor in Saugus, some 300 individual parcels. The parcel maps were necessary in order to rezone the corridor for redevelopment, including allowing a mix of uses and multi-family housing. This project continued the work initiated with 2014 DLTA funds for community outreach and analysis to develop a vision for the area. MAPC worked with the town to update parcel information and create the maps so that the boundaries for the proposed zoning district could be determined. On May 4, 2015, the Saugus Town Meeting voted to create the Business Highway Sustainable Development Zoning District, providing opportunities for smarter growth along this corridor.

**M1080.023 - Marlborough Southwest Quadrant Analysis - \$4,529**

MAPC undertook a zoning analysis of the Southwestern quadrant of the city, an area predominantly zoned for Industrial, Light Industrial and Business uses. The MAPC analysis indicated that the goal of developing significant additional growth in the Southwest Quadrant appears to be more than achievable without any changes to current zoning. MAPC provided a series of recommendations designed to meet the city's goals while encouraging smarter growth and protecting environmental quality. Recommendations include a Transfer of Development Rights (TDR) program to shift density to preserve habitats and to make development more efficient and appropriately located, removal of disincentives for large tract development, allowing for mixed use development including housing and retail in specific locations within the Southwest Quadrant, utilizing Planned Unit Development (PUD) zoning as an option, use of parking garages to lower development footprints, and removal of disincentives for redevelopment of existing developed properties.

**M1080.024 - Framingham Southeast Neighborhood - \$39,318**

MAPC is providing DLTA technical assistance to the Town of Framingham for a short-term neighborhood action plan to improve existing residential/business/environmental conditions for an Environmental Justice neighborhood. The plan also aims to attract more affordable and market rate housing, businesses and services, once investment and regulatory actions have been taken to improve conditions. MAPC has conducted extensive community outreach with various stakeholders, and held two well-received community workshops with interpretation services. The first workshop included a visual preference poll with mapping and discussion exercises. MAPC also conducted a physical buildout scenario with additional visual preference polling at the last community workshop. Two summary memos of the workshops findings have been drafted and submitted to the Town. MAPC is presently drafting the action plan report, and will be meeting with the Town staff to discuss the format and content of the last public meeting. The last meeting will present the final draft of the plan for public discussion. MAPC anticipates conducting the meeting in late spring 2016.

**M1080.026 - North Reading 2020 Route 28 Economic Development Strategic Plan \$18,007**

MAPC is providing DLTA technical assistance to the Town of North Reading for a short-term economic development strategic plan. The study area is a commercial corridor along Route 28 (Main Street) and the purpose is to promote economic development for a cluster of underutilized parcels. To date, MAPC staff has conducted a retail/housing/office market analysis for the study area to help inform the demand for such land uses town-wide as well as specifically within the smaller study area. MAPC met with the Advisory Committee of stakeholders and presented the findings of the market analysis as well as discussed the infrastructure constraints and environmental features that will affect how much of the market demand the Town can reasonably attract to the study area. MAPC also conducted a physical buildout analysis to assess existing land use and dimensional regulations, and to develop recommended zoning amendments and Town infrastructure investments. MAPC hosted a community workshop in early 2016 to present the market and buildout analyses, and ask participants to discuss what decisions and actions need to happen to attract investment. MAPC anticipates a final public meeting and report completion in spring 2016.

**M1080.027 - Ashland Comprehensive Plan support - \$23,400**

MAPC worked with the Town of Ashland to continue work on their Comprehensive Plan. This phase focused on revamping the comprehensive plan committee, working more closely with town planning staff and department heads, and revising the scope of work to reflect three products: a Land Use Element, Housing Production Plan, and Community Vision and Goals. The Community Vision and Goals are completed. The Land Use Element is in progress. The Housing Production Plan (HPP) was completed and adopted by the town in December. The HPP is being submitted to DHCD for approval in January 2016.

**M1080.028 - Bellingham HPP & NECC Area Study support - \$6,682**

The Town of Bellingham contracted with MAPC to update its Housing Production Plan (HPP) and to analyze potential future land use alternatives for the New England Country Club (NECC) site. DLTA funds supplemented the MA DHCD Priority Development Fund grant the Town received. The Housing Production Plan was updated, and MA DHCD approved the Update effective September 22, 2015. The 323 acre NECC property includes an 18-hole golf course and surrounding open space. The owners approached the Town because they wished to develop the site, and the Town was interested in exploring whether the golf course might be retained while also providing housing opportunities. MAPC performed a build-out analysis to understand the number of units that might be built using four scenarios utilizing the existing zoning regulations. The project also included an environment evaluation, aided by a series of maps that included soils, wetlands, endangered species, and other environmental resources. The final recommendations were informed by the work underway to update the Housing Production Plan, in particular the needs assessment. This assessment verified that additional housing in Bellingham was necessary, particularly smaller units to accommodate smaller households/seniors looking to downsize and more diverse styles of housing, including more multifamily and rental housing.

MAPC attended a site visit and two working group meetings. The project was presented at a public meeting of the Board of Selectmen on June 1, 2015, at which time the BOS voted to establish a study committee to further pursue MAPC's recommendations, including creating a new zone that would allow a variety of housing types.

**M1080.029 - Littleton Open Space and Recreation Plan assistance - \$5,221**

MAPC is assisting the Town of Littleton complete its Open Space and Recreation Plan update. MAPC completed the Americans with Disabilities (ADA) Handicapped Accessibility Self-Evaluations for Littleton's conservation and recreation resources, and drafted the required series of maps. One public forum has been held, with a second to be scheduled in early 2016 to review the Goals and Objectives element and the Seven Year Action Plan map. The Town of Littleton is also contributing funding to this project.

**M1080.030 - Stoughton Business Guide - \$5,865**

The Town of Stoughton requested MAPC's assistance, using DLTA funds, to develop a Business Guide. The purposes of the Guide are to provide detailed descriptions of the requirements and processes to start and operate a business in the Town of Stoughton and to serve as a marketing tool to encourage businesses to locate/expand in the Town. MAPC has attended two meetings with Town officials, prepared maps and updated census information, as well as provided samples of permitting flowcharts and timelines. It is anticipated that the Business Guide will be completed in early 2016.

**M1080.031 - Boxborough Master Plan - \$8,488**

MAPC used a combination of Town funding, DLTA, and PMTA to complete Boxborough2030, the Master Plan for the Town of Boxborough. The DLTA and PMTA supplements helped MAPC to hold additional meetings with the Master Plan Update Committee at the request of the Town. Between October 2014 and January 2016, the Master Plan Update Committee met thirteen times. A public project kickoff and visioning forum was held in November 2014 at Boxborough Town Hall and was attended by approximately 100 participants. Following this public forum, in December 2015, the town adopted a vision statement for Boxborough as a "rural, engaged community for all." MAPC used this vision, feedback collected through community surveys and interviews with local businesses, and other input from the public to guide research on various plan topics and to identify community aspirations, goals, strategies, and actions. *Boxborough2030* was featured at a booth at the Town's annual Fifer's Day Festival in June 2016, when activities related to the plan received over 150 responses. The entire Master Plan is available as a website at <http://www.boxborough-ma.gov/boxborough2030>. Two documents are available for download and in print: a magazine-style summary of the plan and the plan's recommendations. The plan was approved by the Boxborough Board of Selectmen and Planning Board in early 2016.

**M1080.032 Arlington Housing Production Plan assistance - \$3,727**

MAPC and JM Goldson were awarded a contract to complete the Town of Arlington's HPP in October 2015. MAPC augmented this award with DLTA funding.

MAPC completed a Housing Needs and Demand Assessment and an Analysis of Development Constraints, held three brainstorming sessions with an advisory committee formed by the Town to assist with plan development, and facilitated a focus group interview session with realtors, brokers, and builders to discuss the local real estate market. MAPC and JM Goldson have been working on developing materials and designing the public forums for the plan, which will continue into 2016.

**M1080.033 Wellesley Route 9 Enhancement Study and Plan - Phase 1 - \$5,765**

The overall goal of the Route 9 Enhancement Study and Plan is to analyze existing conditions along the Route 9 corridor in Wellesley from the Natick Town Line to the Newton Town Line and make recommendations for improvements in advance of a pending MassDOT roadway resurfacing project. Comprised of two phases, the Route 9 Enhancement Study and Plan is a partnership with MAPC, the MetroWest Regional Collaborative, and the Town of Wellesley.

Phase 1, the inventory and assessment phase, included two Stakeholder Group meetings, a Public Forum held in November 2015, and two reports - *Inventory and Assessment of Existing Conditions* and *Identification of Issues and Opportunities*. A wide range of sources including recently completed studies prepared for the Town of Wellesley, fieldwork, Stakeholder feedback, the Public Forum, and an on-line survey informed both reports. Based on the work conducted as part of Phase 1, during 2016 Phase 2 will identify the Town's goals and recommendations for the roadway, address issues, and capitalize on opportunities.

**M1080.001 Land Use Project Supervision and Overall DLTA project Management, Reporting and Supervision - \$47,065**

Funds in this project code were used to prepare project solicitation letters, review municipal project proposals, meet with staff and Executive Director to discuss projects, reply to all project solicitations, manage budgets, complete reports to DHCD, and most significantly, to supervise all Land Use related DLTA projects.

## **MUNICIPAL SERVICES AND COLLABORATION ACTIVITIES**

### **M1080.003 - Cambridge Emergency Preparedness - \$24,407**

MAPC and the City of Cambridge Community Development Department (CDD) partnered in February 2015 to develop post-emergency business continuity and emergency preparedness strategies for small businesses in Cambridge. Through this work, MAPC and the Cambridge CDD held a series of 5 workshops for small business owners outlining the steps they can take to prepare their business for an emergency and recover quickly after one occurs. These workshops also served to launch the Cambridge CDD Business Emergency Preparedness Website to the public - [camb.ma/bizeprep](http://camb.ma/bizeprep). This site is a resource for businesses that showcases MAPC's best practice research on small business emergency preparedness efforts nationwide. These resources will help businesses prepare for emergencies and make recovery plans to enable them to survive with minimal loss and/or disruption of productivity following an event.

As a key next step to help facilitate preparedness planning in the Cambridge business community, MAPC recommended that the City establish an economic recovery team. The Cambridge Economic Recovery Team's goal would be to prepare and assist businesses in the City of Cambridge to survive disruption, whether through a small localized incident or large scale emergency. The team would work to ensure that the critical services local business offer community members are available soon after an emergency.

### **M1080.004 - Reading 2020 Municipal Services - \$13,530**

The Town of Reading asked MAPC to assist with its 2020 strategic planning efforts. As part of those efforts, the Town was exploring how it could continue to provide residents with high-quality public services in the face of challenging financial circumstances by thinking creatively about how service delivery could be more efficient and less costly. MAPC worked with Town officials to develop a services inventory with all of its Department heads. The inventory examined which services offered by the Town were core (mission critical) and which were discretionary. It then collated ideas from across Town government for how services could be delivered more effectively by the Town, in partnership with private bodies, other communities, or whether certain services should be discontinued. The inventory was then presented to the Board of Selectmen by MAPC staff. Town leaders were asked to determine any further work MAPC could support as part of the 2020 initiative and they chose to have MAPC work with the Elder Services Department to survey Town residents on the needs of its aging residents. MAPC authored the survey and Town officials disseminated it. Ultimately 378 responses were given. MAPC then provided Elder Services Department leaders with an analysis of the results, which will be considered as part of the Town's budget and staff planning.

**M1080.006 - Essex County Paramedicine - \$20,156**

In early 2015 the Essex County Fire Chiefs Association (ECFCA) approached MAPC with a request for help in examining the emerging field of Mobile Integrated Health (MIH), the provisions of out-of-hospital health care services, and what role fire-department-based EMS may be able to take in it, with the ultimate goals of improving health outcomes in their communities and providing an additional funding source for fire-department-based EMS programs. Working with the ECFCA, MAPC conducted research on the current state of MIH in the Commonwealth and reviewed the two paramedicine MIH pilot programs in Massachusetts as well as the major MIH programs nationwide. MAPC then facilitated a number of meetings with the ECFCA to present the research and discuss how a regional fire-department-based paramedicine program could work, conducted a survey of member departments' capabilities and service load, and engaged with the Department of Public Health (DPH), which is currently considering new regulations in this emerging field. MAPC has collated this information into a final report and has recommended steps for the ECFCA to pursue while DPH finalizes the new regulations.

**M1080.011 - SWAP Collaborative for Procurement/Services - \$15,361**

MAPC was asked to work with five communities (Millis, Medfield, Sherborn, Walpole and Norfolk) to explore opportunities for shared contracting and equipment usage. Ultimately only Millis, Medfield and Sherborn actively participated in the project due to staff and Selectmen turnover. MAPC helped the communities determine a list of services areas they would be interested in jointly procuring. Through interviews with Town officials and department heads, MAPC then helped the communities decide which area they would like to jointly procure. The three communities agreed to look at Heating, Ventilation and Air Conditioning services as the area to prioritize for collective procurement. MAPC developed the bid document and issued the procurement, receiving two bids. Medfield ultimately decided not to participate in the bid but the other two communities are now working with the bid winner to agree a contract. MAPC also asked communities to share their vehicle lists with each other to consider areas of overlap and equipment needs. These lists were collated and presented to Town officials for their consideration.

**M1080.012 - North Suffolk Shared Health Services - \$18,492**

The Chief Executives from Revere, Chelsea and Winthrop sought MAPC's support in developing a regionalized approach to public health service provision. The Chief Executives had determined that resources individually were insufficient to fully staff and offer the type of robust public health response desired in the three communities. Collaboration was seen as the best means of enhancing their public health services. After initial meetings and activity in the Spring, MAPC worked to develop recommendations for the creation of a Collaborative that would work to improve health outcomes through shared programs and services for the residents of the three communities. The recommended model, endorsed by the Chief Executives, was to use an Inter-Municipal Agreement to formally create the North Suffolk Public Health Collaborative, which would be staffed by a public health professional reporting to a Board with representatives from each community.

**M1080.013 - Metro Mayors 911 Regional Emergency Communications Center Oversight - \$25,086**

Funds for this project were used to continue previous effort by the communities of Chelsea, Everett, Medford, Melrose, and Somerville to develop a Regional Emergency Communications Center (RECC). Project activities included project management, consultant oversight, and the development of an inter-municipal agreement (IMA) by MAPC to create the RECC. Stakeholder meetings were held throughout the year and individual presentations were made to each community to explain the financial impacts of creating the RECC. During this process the cities of Chelsea and Everett decided to withdraw from the project, necessitating further refinement of the RECC's anticipated staffing levels and finances. Nevertheless, it is anticipated that after the next stakeholder meeting in Medford, the remaining communities of Medford, Melrose, and Somerville will sign the IMA to create a three city RECC in the spring of 2016.

**M1080.014 - Sherborn & SWAP & MetroWest Animal Control - \$12,543**

The Town of Sherborn and five of its neighboring communities (Framingham, Holliston, Natick, Hopkinton and Ashland) asked MAPC to explore opportunities for sharing animal control services and facilities. Working with the police Chiefs and Town managers from the six communities, MAPC first explored shared animal control models across the state and developed draft facility licensing and mutual aid agreements that could be used to formalize cross-municipal animal control support arrangements. Town managers then asked MAPC to develop options for a full six-town animal control district. MAPC analyzed staffing, equipment and budget needs across the communities and presented Town leaders with options for a district that would save money for all the communities while ensuring sufficient staff coverage. MAPC also surveyed and met with animal control staff to develop the analysis. These options were presented to the chiefs and managers and further refinements were made based on feedback received. MAPC concluded the project by surveying Town managers as to whether they wanted to agree to a district option.

**M1080.020 - Ashland-Hopkinton Fire Services continuation - \$5,625**

MAPC provided technical assistance to the Towns of Ashland and Hopkinton to bring the fire services merger to vote at the Towns' Spring Town Meetings. Assistance included project management, meeting facilitation for the fire services merger working group, development of the fire services public presentation, and coordination of the public presentations. In response to tentative feedback from the public presentations, both Towns decided to pass over voting on the merger of the two fire services at their Spring Town Meetings.

**M1080.022 - Essex Strategic Plan - \$13,211**

The Town of Essex asked MAPC for support in developing a Strategic Plan which would establish priorities for the Town's government over the next five years. Through a series of seven workshops with a committee of Town board and commission members, the Essex Strategic Planning Committee (SPC), a Plan with nine strategic goals and 35 action steps was developed and published for public comment.

The nine goals agreed by the SPC were to: renew and finance critical Town infrastructure by building a new public safety facility, replacing the Memorial School in Manchester and renovating the Essex Elementary School, replacing old water system components and maintaining the Town's ten-year-old sewer system; increase participation in Town government; maintain and develop a strong business community; increase the amount of protected land in Essex; improve the health of and access to Essex's rivers and lakes; expand the range of recreational opportunities and assets, particularly for young people; develop and deliver a fiscally responsible school budget consistent with multi-year forecasts; maintain the viability of the Town's call Fire Service; and meet the housing needs of all Essex residents. The SPC will stay constituted to oversee implementation of the Strategic Plan's action steps and track overall progress on the Plan's goals.

#### **ENERGY PLANNING, EFFICIENCY AND COLLABORATION ACTIVITIES**

##### **M1080.008 - Regional Solar Initiative Continuation - \$36,437**

The purpose of the Regional Solar Initiative is to facilitate the regional procurement of solar energy management services (EMS) for multiple municipal sites in the MAPC region. In 2012, MAPC issued an RFQ under M.G.L. Ch. 25A §11i for solar EMS on behalf of 17 interested communities. Broadway Electrical Company, Inc. was selected. In 2014, MAPC learned that Broadway intended to wind down its operations. The selection committee ultimately voted to move forward with the 2nd most highly qualified respondent to the original RFQ, BlueWave Capital LLC. Throughout 2015, MAPC has worked with BlueWave to facilitate multiple meetings with all interested municipalities. For all interested parties with viable sites, BlueWave has continued a rigorous evaluation of potential solar sites, design, pricing, permitting, interconnection, letters of intent, and contract terms, as prescribed in the terms and conditions of the MOU between MAPC and BlueWave. MAPC has also continued to negotiate the final pieces of a template Net Metering Credit Purchase Agreement (NMCPA) and comparable Power Purchase Agreement (PPA) as well as a Letter of Intent (LOI), and to ensure that the goal of the program to support a spectrum of municipalities to implement solar projects regardless of their scale and scope is upheld. MAPC further monitors the progress of each project and the overall initiative weekly during check-in conference calls, and provides additional support to all MAPC communities through policy advocacy, technical assistance, and informational webinars. Lastly, MAPC has taken many steps to research and design the next municipal solar procurement.

##### **M1080.009 - Regional Methane Leak Reduction - \$17,641**

In February 2015, the Department of Public Utilities (DPU) released data about the location, age, and severity of each leak in the natural gas distribution system that existed in the previous year. MAPC began working with municipalities to determine how to utilize the data to accelerate the rate of repair of leaks and replacement of leak-prone pipes. In spring, MAPC met with DPU to discuss concerns about the format of the data.

Additionally in spring, MAPC applied for a grant from the Department of Transportation's Pipeline Safety and Hazardous Materials Administration to collect data to improve our understanding of the extent and risk of gas leaks and to identify policies that municipalities can use to accelerate repair and replacement. MAPC was awarded the grant, which will fund third-party leak surveys and research on municipal planning and coordination practices in 2016. Finally, MAPC organized a workshop to educate municipal officials and concerned citizens about the natural gas leaks issue. National Grid, State Senator Eldridge, DPW Commissioner of the City of Cambridge, and a Boston University researcher presented at the workshop, with over 50 individuals attending from across the region.

#### **M1080.010 - LED Streetlight Retro-Fits - \$26,003**

In the beginning of 2015, MAPC completed a regional procurement for a turnkey LED streetlight retrofit provider ("EMS 4") for 5 municipalities, the Cities of Lowell and Malden and the Towns of Hopkinton, Millis, and Sudbury. These five municipalities have with roughly 10,000 streetlights. In the fall of 2015, MAPC launched a regional procurement for an LED streetlight retrofit designer and project manager ("Designer 03") on behalf of six municipalities, the Cities of Everett and Leominster and the Towns of Andover, Warren, Watertown and Wayland. These six municipalities have a total of 10,000 streetlights. The City of Boston joined this procurement after it had been issued, which added 67,000 streetlights. Boston will only use the designer to perform a GIS inventory assessment of their streetlights, and it will handle design, product procurement, and installation on its own. The Designer 03 procurement refined a pilot procurement strategy MAPC had managed for the City of Brockton in the summer of 2015, and MAPC believes it will provide lower costs than the traditional turnkey approach.

## Susan Affleck-Childs

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**From:** Gino Carlucci <gino@pgcassociates.com>  
**Sent:** Tuesday, April 12, 2016 5:38 PM  
**To:** Susan Affleck-Childs  
**Subject:** Eversource

Hi Susy,

I just wish to confirm that I have reviewed the revised Eversource site plan and that all of my previous comments have been addressed. -- Gino

Sent from my iPad

## Susan Affleck-Childs

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**From:** Bouley, Steven <Steven.Bouley@tetrattech.com>  
**Sent:** Friday, April 08, 2016 9:32 AM  
**To:** Susan Affleck-Childs  
**Subject:** Eversource Plan

Hi Susy,

Per the hearing on 3/26, we are satisfied with the March 8 Revision of the plan set. However, as was brought up in the meeting they did need to change the signature block to "Planning and Economic Development Board Signature Block" but that is a minor change.

Also, our satisfaction is contingent upon them providing test pit data and a soil evaluation of the stormwater detention areas once construction commences. This is required for them to confirm NRCS soil types used in the stormwater report.

Please let me know if you need anything else, thanks.

Steve

**Steven M. Bouley, EIT** | Project Engineer  
Direct: 508.786.2382 | Main: 508.786.2200 | Fax: 508.786.2201  
[steven.bouley@tetrattech.com](mailto:steven.bouley@tetrattech.com)

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Marlborough Technology Park | 100 Nickerson Road, Suite 200 | Marlborough, MA 01752 [www.tetrattech.com](http://www.tetrattech.com)

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**TOWN OF MEDWAY**  
**Planning & Economic Development Board**  
155 Village Street  
Medway, Massachusetts 02053

*Andy Rodenhiser, Chairman  
Robert K. Tucker, Vice-Chairman  
Thomas A. Gay, Clerk  
Matthew J. Hayes, P.E.  
Richard Di Iulio*

DRAFT April 8, 2016

**SITE PLAN DECISION**  
**Eversource – 34 West Street**  
**with Waivers and Conditions**

**Decision Date:** April 12, 2016

**Name/Address of Applicant:** NSTAR Electric Company, d/b/a Eversource Energy  
One STAR Way, NE 250  
Westwood, MA 02090

**Name/Address of Property Owner:** Sithe West Medway, LLC  
c/o NSTAR Services Co.  
PO Box 270  
Hartford, CT 061410270

**Engineer:** Beals and Thomas, Inc.  
144 Turnpike Road  
Southborough, MA 01772

**Site Plan:** Station 65 and 446 Control Buildings  
34 West Street – Medway, MA  
Dated January 26, 2016, last revised March 21, 2016

**Location:** 34 West Street

**Assessors' Reference:** 66-012

**Zoning District:** Industrial II

**I. PROJECT DESCRIPTION** – The project entails the construction of two pre-fabricated control buildings, each 30' by 64' for a total of 1,920 sq. ft. per building, both of which are accessory structures integral to the primary use of the property for electrical power transmission. Each of the structures will house equipment to protect the high voltage equipment located in the substation yards. Each new control building is an upgrade to the existing control buildings on the site. The proposed new buildings will be accessed via the existing facility site driveway from West Street. The construction of the building at Station 65 requires the installation of 150' linear feet of retaining wall that will vary in height from 2' to 6' topped by a 7' high fence. No additional parking is proposed.

The 48.8 acre parcel is owned by Sithe West Medway LLC. The property is bordered on the north by transmissions easements, on the east by the existing West Medway generating facility, and on the south and west by West Street and adjacent residential properties.

**II. VOTE OF THE BOARD** – After reviewing the application and information gathered during the public hearing and review process, the Medway Planning and Economic Development Board, on April 12, 2015, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, **voted to APPROVE with WAIVERS and CONDITIONS** as specified herein, the site plan application of NSTAR Electric Company, d/b/a Eversource to construct two pre-fabricated control buildings and various site improvements at 34 West Street. The vote was \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

<b>Planning &amp; Economic Development Board Member</b>	<b>Vote</b>
Richard Di Iulio	
Matthew Hayes	
Andy Rodenhiser	
Robert Tucker	

NOTE – Member Thomas Gay recused himself from participating in the public hearing on this project due to a professional conflict of interest.

**III. PROCEDURAL HISTORY**

- A. January 26, 2016 - Site plan application and associated materials filed with the Medway Planning & Economic Development Board and the Medway Town Clerk
- B. February 2, 2016 – Public hearing notice filed with the Town Clerk and posted at the Town of Medway web site.
- C. February 2, 2016 - Public hearing notice mailed to abutters by certified sent mail
- D. February 4, 2016 – Site plan information distributed to Town boards, committees and departments for review and comment.
- E. February 9 & 15, 2016 - Public hearing notice advertised in *Milford Daily News*.
- F. February 23, 2016 - Public hearing commenced. The public hearing was continued to March 22, March 29 and April 12, 2016 when the hearing was closed and a decision rendered.

#### **IV. INDEX OF SITE PLAN DOCUMENTS**

A. The site plan application for the Eversource equipment buildings at 34 West Street included the following plans, studies and information that were provided to the Planning and Economic Development Board at the time the application was filed:

1. Site Plan Application dated January 26, 2016 with project narrative, site access authorization, and certified abutters' lists
2. Site plan - *Station 65 and 446 Control Buildings, 34 West Street – Medway, MA*, dated January 26, 2016, prepared by Beals and Thomas of Southborough, MA
3. *Stormwater Report* including an operations and maintenance plan, dated January 26, 2016 prepared by Beals and Thomas
4. Requests for Waivers from the *Medway Site Plan Rules and Regulations*, dated January 26, 2016, prepared by Beals and Thomas

B. During the course of the review, a variety of other materials were submitted to the Board by the applicant and its representatives:

1. Supplemental Request for Waiver from the *Medway Site Plan Rules and Regulations*, prepared by Beals and Thomas, dated March 8, 2016
2. Photos and product information of building paneling system from ecoFICIENT
3. Photos and product information for HPS "Tall" wallpack lamp
4. Product information – Redi-Rock Texture Limestone Block
5. Retaining Wall Design Sheets 1 & 2 dated December 17, 2015 by Eric Merluzzi, Wentworth, NH
6. Site plan - *Station 65 and 446 Control Buildings, 34 West Street – Medway, MA*, dated January 26, 2016, revised March 8, 2016 and March 21, 2016
7. Landscape Plan, Station 65, dated March 8, 2016 prepared by Beals and Thomas
8. Photometric drawing prepared by RAB Lighting, Northvale, NJ, received March 9, 2016
9. Disposal site map prepared by RAM Environmental, Plymouth, MA, received March 9, 2016
10. Beals and Thomas letter dated March 7, 2016 in response to PGC and Tetra Tech plan review letters dated February 18, 2016
11. Beals and Thomas letter dated March 21, 2016 in response to Tetra Tech review letter dated March 17, 2016.

**V. TESTIMONY** - In addition to the site plan application materials as submitted and provided during the course of our review, the Planning and Economic Development Board heard and received verbal or written testimony from:

- Steve Bouley, of Tetra Tech, Inc., the Town's Consulting Engineer – Site plan review letters dated February 18, March 17, and April 8, 2016 and commentary throughout the public hearing process.

- Gino Carlucci, PGC Associates, the Town's Consulting Planner – Site plan review letters dated February 18, March 17, and April 2016 and commentary throughout the public hearing process.
- Mary Kate Schneeweis of Beals and Thomas, the applicant's engineer.
- John Zicko, P.E. Director of Substation Engineering, Eversource Energy
- Jack Lopes, Community Relations Specialist, Eversource Energy
- Duane Boyce, Project Manager, Eversource Energy

**VI. FINDINGS** – The Planning and Economic Development Board must determine whether the proposed project constitutes a suitable development based on conformance with the various site development standards and criteria set forth in the *Site Plan Rules and Regulations*. The *Special and General Conditions* included in this Decision shall assure that the Board's approval of this site plan is consistent with the *Site Plan Rules and Regulations*, that the comments of various Town boards and public officials have been adequately addressed, and that concerns of abutters and other town residents which were aired during the public hearing process have been carefully considered.

The Planning and Economic Development Board, at its meeting on April 12, 2016, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, voted to approve the following **FINDINGS** regarding the site plan application for Eversource at 34 West Street. The motion was \_\_\_\_\_ by a vote of four in favor and none opposed. .

**SITE PLAN RULES AND REGULATIONS** – The Planning and Economic Development Board shall determine whether the proposed development is in conformance with the standards and criteria set forth in the *Rules and Regulations*, unless specifically waived. In making its decision, the Planning and Economic Development Board shall determine the following:

- (1) Has internal circulation, queuing and egress been designed such that traffic safety is protected, access via minor streets servicing residential areas is minimized, and traffic backing up into the public way is minimized?

*The equipment storage buildings which are the subject of this site plan application are accessory structures which is anticipated to generate negligible, if any, additional traffic. There will be no additional employees on site due to these structures. The access point for these buildings is from West Street which serves as a secondary arterial roadway in Medway. Thus, there will be no impacts on minor residential streets. No new curb cuts are proposed. There will be no traffic backing up onto public ways. Therefore, the Board finds this criteria is met.*

- (2) Does the site plan show designs that minimize any departure from the character, materials, and scale of buildings in the vicinity as viewed from public ways and places?

*The site has been used for many years for power generation and transmission facilities. The addition of two equipment shelter facilities as shown on the subject site plan does not depart from the character, materials and scale of buildings*

*scattered throughout the site as viewed from public ways. Therefore, the Board finds this criteria is met.*

- (3) Is reasonable use made of building location, grading and vegetation to reduce the visible intrusion of structures, parking areas, outside storage or other outdoor service areas (e.g. waste removal) from public views or from (nearby) premises residentially used and zoned.

*At the Board's request, the applicant has added a landscaping plan for the southwest corner of the site where Main and West Streets converge. This will provide an aesthetic improvement. Therefore, the Board finds this criteria is met.*

- (4) Is adequate access to each structure for fire and service equipment provided?

*The new equipment storage buildings are accessible from three sides (of which 2 have large door openings). The Fire Chief had no suggestions for changes. Therefore, the Board finds this criteria is met.*

- (5) Will the design and construction minimize, to the extent reasonably possible, the following environmental impacts?

- a) the volume of cut and fill;
- b) the number of trees to be removed with particular care taken with mature trees and root systems;
- c) the visual prominence of man-made elements not necessary for safety;
- d) the removal of existing stone walls;
- e) the visibility of building sites from existing streets;
- f) the impacts on waterways and environmental resource areas;
- g) soil pollution and erosion;
- h) noise.

*The environmental impacts of the project are minimal. The stormwater management system has been reviewed and approved by the Town's Consulting Engineer. Therefore, the Board finds this criteria is met.*

- (6) Is pedestrian and vehicular safety both on the site and egressing from it maximized?

*The site is not open to the public. The only vehicular traffic related to these buildings will be for equipment maintenance/repair. The Public Safety Officer and the Town's Consulting Engineer and Consulting Planner had no suggestions for changes. Therefore, the Board finds this criteria is met.*

- (7) Does the design and will the construction incorporate, to the maximum extent possible, the visual prominence of natural and historic features of the site?

*Due to the nature of the long-standing existing uses, much of the site is already disturbed. The planned equipment storage buildings are located outside the jurisdiction of the Conservation Commission. There are no visually prominent natural and historic features on site to incorporate. Therefore, the Board finds this criteria is met.*

- (8) Does the lighting of structures and parking area avoid glare on adjoining properties and minimize light pollution within the town?

*The site plan proposes only two wallpack type light fixtures on each building above the access doors which represent the minimum needed for safety and security purposes. The photometric plan indicates that the lighting will meet the Town's standards. The Station 65 control building is sited approximately 150 feet from the nearest public way. The Station 446 control building is sited approximately 250 feet from the nearest public way. Thus the lights are not anticipated to impact adjoining properties or generate glare or light trespass across property lines. Therefore, the Board finds this criteria is met.*

- (9) Is the proposed limit of work area reasonable and does it protect sensitive environmental and/or cultural resources? The site plan as designed should not cause substantial or irrevocable damage to the environment, which damage could be avoided or ameliorated through an alternative development plan or mitigation measures.

*Due to the limited scale of this project, the proposed limit of work area is very small. No sensitive environmental or cultural resources are impacted. Therefore, the Board finds this criteria is met.*

#### **OTHER FINDINGS**

- (10) The proposed use of the property/building for electric power generation and transmission is an allowed use in the Industrial II zoning district pursuant to the *Medway Zoning Bylaw*.

**VII. WAIVERS** – At its April 12, 2016 meeting, the Planning and Economic Development Board, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, voted to grant waivers from the following provisions of the *Rules and Regulations for the Submission and Approval of Site Plans, as amended December 3, 2002*. The Planning and Economic Development Board's action and reasons for granting each waiver request are listed below. All waivers are subject to the *Special and General Conditions of Approval*, which follow this section. The motion was approved by a vote of \_\_\_ in favor and \_\_\_ opposed.

#### **SUBMITTAL REQUIREMENTS/PLAN CONTENTS**

1. **Section 204 – 3.A.7.a. Traffic Impact Assessment** – A traffic impact report is required as part of the Development Impact Assessment.

*The applicant has requested that this requirement be waived as the project's scope is not anticipated to generate new vehicular trips nor does the project propose any new parking spaces. No new employees will be hired as a result of these equipment storage buildings. The preparation of a traffic impact assessment is not expected to reveal any useful information related to the site or the project's impacts. Therefore, the Board APPROVES this waiver.*

2. **Section 204-4 Standards for Site Plan Preparation – C.** Site Sheet sizes shall be twenty-four (24) by thirty-six (36) inches.

*The applicant has asked that this requirement be waived. The site plan set is a compilation of sheets prepared by different engineering firms and some sheets were solely provided at 11" x 17" size. Waiving this requirement will not impact the development at all; requiring compliance will result in additional expense to the applicant without any real public benefit. The Board's Consulting Engineer has determined that the needed information about the project is adequately shown on 11" by 17" plan sheets. The Board has the plans in electronic format so they can be readily enlarged electronically for easier viewing when needed. Therefore, the Board approves this waiver.*

3. **Section 204-5 Site Plan Contents, A – E.** The contents of the site plan shall include a cover sheet, site context sheet, existing conditions sheet including an existing landscape inventory, and other individual sheets for grading, landscaping, signage, lighting, soil erosion, utilities, etc.

*The applicant has requested a waiver from this requirement as the level of detailed information required is excessive and doesn't apply to a project of such a limited scope.*

*However, the information provided by the applicant includes most or all of the required information to include on a cover sheet for the plan set. So, it is not unreasonable for the applicant to prepare a specific cover sheet with the required information which will identify all sheets included in the plan set, provide for a plan endorsement signature box, and list the approved waivers. The applicant has provided a Cover Sheet and has responded to the Board's request for a Landscape Plan to provide screening at the southwest corner of the site where Main and West Streets converge.*

*Therefore, the Board approves this waiver request with the exception of 204-5 A. Cover Sheet and 204-5 E. 7. Landscape Architectural Plan.*

4. **205-2 Design Standards, A – P.** The Planning Board strongly believes that the architectural and design elements which contribute to Medway's unique and rural New England character should be preserved and enhanced. All new structures should not detract from the scale and character that the Town is committed to preserving as reflected in the Medway Master Plan.

*The Design Standards generally apply to new structures undergoing site plan review and specifically the exterior design of buildings. The proposed buildings are to house equipment, will generally not be viewed by the public, and are completely utilitarian in nature. Therefore, the Board approves this waiver request.*

## **VIII. SPECIFIC CONDITIONS –**

- A. Prior to endorsement, the Cover Page of the site plan set dated 3-21-16 shall be further revised to list the approved Requests for Waivers from the *Site Plan Rules*

and Regulations that the applicant submitted to the Planning and Economic Development Board for review and action.

- B. The applicant or its representative shall provide test pit data and a soil evaluation of the stormwater detention areas once construction commences. This is required for them to confirm NRCS soil types used in the stormwater report.

## **IX. GENERAL CONDITIONS OF APPROVAL**

- A. **Plan Endorsement** - Within thirty (30) days after the Planning and Economic Development Board has filed its *Decision* with the Town Clerk, the Applicant shall submit a final site plan reflecting all Conditions and required revisions, if any, to the Planning and Economic Development Board to review for compliance with the Board's *Decision*. The Applicant shall provide one set of the revised site plan in its final form to the Planning and Economic Development Board for signature/endorsement. All plan sheets shall be bound together in a complete set.
- B. **Fees** - Prior to site plan endorsement by the Planning and Economic Development Board, the Applicant shall pay:
  - 1. the balance of any outstanding plan review fees owed to the Town for review of the site plan by the Town's engineering, planning or other consultants; and
  - 2. any construction inspection fee that may be required by the Planning and Economic Development Board; and
  - 3. any other outstanding expenses or obligations due the Town of Medway pertaining to this property, including real estate and personal property taxes and business licenses.

The Applicant's failure to pay these fees in their entirety shall be reason for the Planning and Economic Development Board to withhold plan endorsement.

- C. **Other Town Permits** - The contractor for the applicant or assigns shall obtain, pay and comply with all other required Town permits.
- D. **Construction Inspection** - Planning and Economic Development Board members, its staff and consultants, and other designated Town agents and staff shall have the right to inspect the site at any time, for compliance with the endorsed site plan and the provisions of this Decision.
- E. **Plan Modification**
  - 1. This Site Plan Approval is subject to all subsequent conditions that may be imposed by other Town departments, boards, agencies or commissions. Any changes to the site plan that may be required by the decisions of other Town boards, agencies or commissions shall be submitted to the Planning and Economic Development Board for review as site plan modifications.
  - 2. Any work that deviates from an approved site plan shall be a violation of the *Medway Zoning Bylaw*, unless the Applicant requests approval of a plan modification pursuant to Section 3.5.2.A.3.c. and such approval is provided in writing by the Planning and Economic Development Board.

3. Whenever additional reviews by the Planning and Economic Development Board, its staff or consultants are necessary due to proposed site plan modifications, the Applicant shall be billed and be responsible for all supplemental costs including filing fees, plan review fees and all costs associated with another public hearing including legal notice and abutter notification. If the proposed revisions affect only specific limited aspects of the site, the Planning and Economic Development Board may reduce the scope of the required review and waive part of the filing and review fees.

F. ***Plan Compliance***

1. The Applicant shall construct all improvements in compliance with the approved and endorsed site plan and any modifications thereto.
2. The Planning and Economic Development Board or its agent(s) shall use all legal options available to it, including referring any violation to the Building Commissioner/Zoning Enforcement Officer for appropriate enforcement action, to ensure compliance with the foregoing Conditions of Approval.
3. The Conditions of Approval are enforceable under Section 3.1. F. of the *Medway Zoning Bylaw* (non-criminal disposition) and violations or non-compliance are subject to the appropriate fine.

G. ***Project Completion/Performance Security***

1. Site plan approval shall lapse after one (1) year of the grant thereof if substantial use has not commenced except for good cause. Approved site plans shall be completed by the applicant or its assignees within two (2) years of the date of plan endorsement. Upon receipt of a written request by the applicant filed at least thirty (30) days prior to the date of expiration, the Planning and Economic Development Board may grant an extension for good cause. The request shall state the reasons for the extension and also the length of time requested. If no request for extension is filed and approved, the site plan approval shall lapse and may be reestablished only after a new filing, hearing and decision.
2. No occupancy permit shall be granted until the Planning and Economic Development Board has provided a written communication to the Inspector of Buildings to verify that the project, as constructed, conforms to the approved site plan and any conditions including construction of any required on and off-site improvements, have been satisfactorily completed OR that suitable security/performance guarantee has been provided to the Town of Medway, to the Planning and Economic Development Board's satisfaction, to cover the costs of all remaining work.
3. Prior to issuance of a final occupancy permit, the Applicant shall secure a ***Certificate of Site Plan Completion*** from the Planning and Economic Development Board and provide the ***Certificate*** to the Inspector of Buildings. The ***Certificate*** serves as the Planning and Economic Development Board's confirmation that the completed work conforms to

the approved site plan and any conditions and modifications thereto, including the construction of any required on and off-site improvements. The **Certificate** also serves to release any security/performance guarantee that has been provided to the Town of Medway. To secure a **Certificate** of Site Plan Completion, the applicant shall:

- a) provide the Planning and Economic Development Board with written certification from a Professional Engineer registered in the Commonwealth of Massachusetts that all building and site work has been completed in strict compliance with the approved and endorsed site plan, and any modifications thereto; and
- b) submit an electronic version of an As-Built Plan, prepared by a registered Professional Land Surveyor or Engineer registered in the Commonwealth of Massachusetts, to the Planning and Economic Development Board for its review and approval. The As-Built Plan shall show actual as-built locations and conditions of all work shown on the original site plan and any modifications thereto. The final As-Built Plan shall also be provided to the Town in an electronic format as may be specified by the Board of Assessors.

H. **Construction Standards** – All construction shall be completed in full compliance with all applicable local, state and federal laws, including but not limited to the Americans with Disabilities Act and the regulations of the Massachusetts Architectural Access Board for handicap accessibility.

I. **Conflicts** – If there is a conflict between the site plan and the Decision's Conditions of Approval, the Decision shall rule. If there is a conflict between this Decision and/or site plan and the Medway Zoning Bylaw, the Bylaw shall apply.

**X. APPEAL** – Appeals if any, from this Decision shall be made to the court within twenty (20) days of the date the Decision is filed with the Town Clerk.

After the appeal period has expired, the applicant must obtain a certified notice from the Town Clerk that no appeals have been made and provide such certification to the Planning and Economic Development Board before plan endorsement.

###

**Medway Planning and Economic Development Board  
SITE PLAN DECISION  
Eversource Site Plan – 34 West Street**

*Approved by the Medway Planning & Economic Development Board:*

**AYE:**

**NAY:**

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**ATTEST:**

\_\_\_\_\_  
Susan E. Affleck-Childs  
Planning & Economic Development Coordinator

\_\_\_\_\_  
Date

**COPIES TO:** Michael Boynton, Town Administrator  
Bridget Graziano, Conservation Agent  
Donna Greenwood, Assessor  
Beth Hallel, Health Agent  
Tom Holder, Department of Public Services  
Jeff Lynch, Fire Chief  
Jack Mee, Inspector of Buildings and Zoning Enforcement Officer  
Stephanie Mercandetti, Director of Community and Economic Development  
Joanne Russo, Treasurer/Collector  
Jeff Watson, Police Department  
Gino Carlucci, PGC Associates  
Steven Bouley, Tetra Tech  
Duane Boyce, NSTAR Electric Company d/b/a Eversource Energy  
Eric Las, Beals and Thomas  
Mary Kate Schneeweis, Beals and Thomas



**TETRA TECH**

April 7, 2016

Ms. Susan E. Affleck-Childs  
Medway Planning and Economic Development Coordinator  
155 Village Street  
Medway, MA 02053

**Re: 2 Marc Road  
Major Site Plan Review  
Medway, Massachusetts 02053**

Dear Ms. Affleck-Childs:

We are pleased to submit this Proposal to the Town of Medway (the Client) for professional engineering services associated with the proposed Medical Marijuana Cultivation Facility (2 Marc Road) Major Site Plan Review submittal in Medway, Massachusetts (the Project). The objective of our services is to review the proposed Site Plan submittal package and provide review comments as they relate to the Medway Planning Board's Rules and Regulations for the Submission and Review of Site Plans (Chapter 200), Department of Environmental Protection Stormwater Management Regulations, and sound engineering practice. We have excluded from our scope, the review of the application package as it relates to the Town of Medway Zoning By-Laws which will be conducted by a separate consultant.

### **Scope of Services**

The following specifically describes the Scope of Services to be completed:

#### **Task 1 Site Visit**

- A. Perform one (2) site visits to review the site and its surroundings;
  - Budget Assumption: 1 Visit  
2 hours @ \$105/hr = \$210  
Total = \$210

#### **Task 2 Design Review**

- A. Review the Application for Major Site Plan Approval, and supporting documentation, prepared by Merrikin Engineering, LLP (ME) and incorporate comments into review letter in item D below;
  - Budget Assumption: 0.5 hour @ \$210/hr = \$105  
2 hours @ \$105/hr = \$210  
Total = \$315
- B. Review the proposed Site Plans prepared by ME dated March 30, 2016;
  - Budget Assumption: 2 hours @ \$210/hr = \$420  
12 hours @ \$105/hr = \$1,260  
Total = \$1,680

- C. Review the Stormwater Report prepared by ME dated March 30, 2016 for compliance with the latest Massachusetts Department of Environmental Protection Stormwater Management Standards and good engineering practice;

- Budget Assumption: 2 hours @ \$210/hr = \$420  
8 hours @ \$105/hr = \$840  
Total = \$1,260

- D. Prepare a letter summarizing findings for presentation to the Town of Medway Planning and Economic Development Board;

- Budget Assumption: 2 hours @ \$210/hr = \$420  
6 hours @ \$105/hr = \$630  
Total = \$1,050

- E. Coordinate with applicant to address items in review letter and issue an updated letter upon receipt of modifications:

- Budget Assumption: 2 hours @ \$210/hr = \$420  
6 hours @ \$105/hr = \$630  
Total = \$1,050

### Task 3 Meeting Attendance

- A. Participate in three (3) hearings/meetings with the Town of Medway Planning and Economic Development Board.

- Budget Assumption: 3 Meetings  
6 hours @ \$210/hr = \$1,260  
Total = \$1,260

### Cost

Our cost for the above Scope of Services will be on a time and expenses basis in accordance with Tetra Tech's and existing Town of Medway contract rates. Direct expenses will be billed at a fixed fee of three and a half (3.5) percent of labor costs. We suggest that you establish a budget identified below for these services, which will not be exceeded without your approval. Please be advised that this estimate is based on our current understanding of the Project needs and is for budget purposes only. The total cost of our services will depend greatly on the completeness and adequacy of the information provided.

The breakdown of this fee by task is as follows:

Task	Task Description	Fee
Task 1	Site Visit	\$210
Task 2	Design Review	\$6,615
Task 3	Meeting Attendance	\$1,260
	Labor Subtotal	\$8,085
	Expenses (3.5%)	\$283
Total Fee		\$8,368

### Schedule

We are prepared to begin work immediately upon receipt of this executed Proposal. We recognize that timely performance of these services is an important element of this Proposal and will put forth our best effort, consistent with accepted professional practice, to comply with the project's needs. We are not responsible for delays in performance caused by circumstances beyond our control or which could not have reasonably been anticipated or prevented

### General Terms and Conditions

This Proposal is subject to the existing Terms and Conditions signed by Tetra Tech and the Town of Medway. Should this proposal meet with your approval, please sign and return a copy to us for our files. Your signature

TETRA TECH  
Infrastructure Northeast

provides full authorization for us to proceed. We look forward to working with you on this Project. Please contact us with any questions, or if you require additional information.

Very truly yours,



Sean P. Reardon, P.E.,  
Vice President

Date Approved by Medway Planning and Economic Development Board \_\_\_\_\_

Certified by:

\_\_\_\_\_  
Susan E. Affleck-Childs  
Medway Planning and Economic Development Coordinator

\_\_\_\_\_  
Date

M:\SITE\BOULEY\MEDWAY\_PEDB\_2 MARC ROAD SITE PLAN REVIEW\_2016-04-07.DOCX

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**PGC ASSOCIATES, INC.**

1 Toni Lane  
Franklin, MA 02038-2648  
508.533.8106  
gino@pgcassociates.com

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April 6, 2016

Mr. Andy Rodenhiser, Chairman  
Medway Planning Board  
155 Village Street  
Medway, MA 02053

**RE: 2 MARC ROAD MEDICAL MARIJUANA SITE PLAN AND SPECIAL PERMITS**

Dear Mr. Rodenhiser:

PGC Associates is pleased to present the following cost estimate to review and comment on the proposed site plan, and special permits for a medical marijuana cultivation facility and for development within a Groundwater Protection District. The owner/applicant is Ellen Realty Trust of Millis.

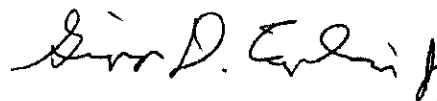
The proposal is to construct a 2-story, 60,000 square foot building for the cultivation of medical marijuana along with associated parking, drainage, lighting, landscape and security measures. The plan was prepared by Merrikin Engineering, LLP of Millis and Keenan+ Kenny Architects, LTD of Falmouth. The plan is dated March 30, 2016.

The property is located at 2 Marc Road in the Industrial I zoning district..

<b><u>Task</u></b>	<b><u>Hours</u></b>
Technical review and comment on initial submittal in relation to zoning and regulations pertaining to site plans, and special permits for medical marijuana facilities and development within a groundwater protection district	5.5
Attendance at Planning Board meetings/hearings	8.0
Review and comment on revised plans	2.5
Review and comment on draft decisions	4.5
Total	20.5
<b>TOTAL ESTIMATE (@\$95)</b>	<b>\$1947.50</b>

If there are any questions about this estimate, please call me.

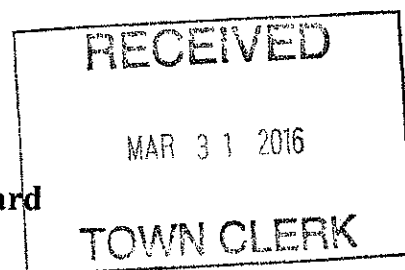
Sincerely,



Gino D. Carlucci, Jr.



**TOWN OF MEDWAY**  
**Planning & Economic Development Board**  
155 Village Street  
Medway, Massachusetts 02053



*Andy Rodenhiser, Chairman*  
*Robert K. Tucker, Vice-Chairman*  
*Thomas A. Gay, Clerk*  
*Matthew Hayes, P.E.*  
*Richard Di Iulio*

**MEMORANDUM**

March 31, 2016

TO: Maryjane White, Town Clerk  
Town of Medway Departments, Boards and Committees

FROM: Susy Affleck-Childs, Planning & Economic Development Coordinator

RE: **Public Hearing Continuation – Proposed Amendments to the Medway General By-Laws**  
**CONTINUATION DATE – Tuesday, April 12, 2016 at 7:30 p.m.**  
**LOCATION – Medway Town Hall, 155 Village Street**

At its meeting on March 29, 2016, the Planning and Economic Development Board voted to continue the public hearing on proposed amendments to the Medway General By-Laws to Tuesday, April 12, 2016 at 7:30 p.m. The public hearing will occur during a regular meeting of the Planning and Economic Development Board to be held at Medway Town Hall, 155 Village Street.

Please contact me if you have any questions.

# PROPOSED GENERAL BYLAW – ARTICLE A

## MEDWAY DESIGN REVIEW COMMITTEE Bylaw

REVISED – March 3, 2016

ARTICLE : To see if the Town of Medway will vote to amend the Medway General Bylaws, Section 2.15 Design Review Committee as follows. Items to be deleted are noted with a ~~strikethrough~~. Items to be added are noted in **bold text**.

### Section 2.15 – Design Review Committee

- (a) **Establishment** - There shall be a Design Review Committee (**DRC**) consisting of at least five ~~(5)~~ **and up to seven voting** members who reside in Medway ~~who~~ **and** shall be sworn to the faithful performance of their duties. **The DRC may also have up to three non-voting advisors who reside and/or work in Medway.**
- (b) **Mission** - To serve the people of Medway in a capacity that openly, creatively and appropriately reviews site, building and sign design for private and public development. The DRC is tasked with serving as an advocate for the preservation and enhancement of Medway's natural, scenic and aesthetic qualities to achieve the pleasing composition of places within the context of the *Medway Master Plan*. The DRC works with the broad intention of maintaining and/or improving the quality of life, value of property and viability of commerce through the use of thoughtful and community-appropriate design practices as represented by the *Medway Design Review Guidelines*.
- ~~(b)(c)~~ **Appointments** - ~~The Design Review Committee~~ **DRC** members and advisors shall be appointed by the Planning and Economic Development Board. ~~Committee~~ Members shall serve two ~~(2)~~ year staggered terms, ~~with the majority of the first members appointed for a two (2) year term and the remaining initial members appointed for a one (1) year term. Thereafter, each member shall serve for two (2) years or until his successor has been appointed. Advisors shall serve one (1) year terms.~~
- ~~(e)~~ (d) **Composition**
  - 1. **Members** - ~~The Design Review Committee~~ **DRC** shall include one member of the Planning and Economic Development Board. ~~and a representative of the Medway Business Council. The majority of the remaining members should have~~ **be design professionals with** experience and/or training in architecture, landscape design, site design, **graphic arts**, graphic design, sign design, planning, **environmental design**, **urban design** or other suitable design professions. ~~that could be helpful to the Committee's work. Other members may include individuals representing various business interests such as real estate, building trades, and local business organizations.~~
  - 2. **Advisors** – Advisors shall include individuals with particular design expertise who are able to provide periodic design consultation to the DRC in reviewing development permit applications and proposals.

(d) (e) Responsibilities of the Design Review Committee

1. Assist and advise the Planning and Economic Development Board; and its applicants, and other Town boards, committees and departments as may request such assistance, with regard to proposals, applications and plans for Town issued development permits, subdivisions, site plans, special permits, sign permits, scenic road work permits, and other development proposals. The Design Review Committee's recommendations are advisory and may include suggestions for modifications to proposed designs and conditions for approval of development proposals.
2. Serve as a design resource, providing site, building, landscape, signage, and graphic design expertise and assistance to Town boards, committees, and departments with regard to Town sponsored programs, proposals, capital improvement projects and municipal building projects.
3. The DRC's recommendations are advisory and may include suggestions for modifications to proposed designs, and/or conditions for approval of development proposals to be consistent with the *Medway Design Review Guidelines*.
- ~~2. Assist and advise the Planning Board regarding possible amendments to the *Medway Zoning Bylaw* and various *Rules and Regulations*.~~
- ~~3. Continue to promote and improve the use of the *Medway Design Guidelines*; recommend changes and improvements to the *Medway Design Guidelines*.~~
4. Perform other duties and responsibilities as may be specified by the *Medway Zoning Bylaw*, or other Town bylaws, and various land use *Rules and Regulations* as may be requested by various Town boards, committees and departments. ~~the Planning and Economic Development Board.~~
5. Assist and advise the Planning and Economic Development Board regarding possible amendments to its various *Rules and Regulations* and to the *Zoning Bylaw*.
6. Promote and improve the use of the *Medway Design Review Guidelines* by both public and private entities. As needed, recommend changes and improvements to the *Design Review Guidelines* to the Planning and Economic Development Board.
- ~~5. Advocate for good design in municipal programs and capital projects.~~

(e) (f) **Design Review Guidelines** - In performing its work, the Design Review Committee shall be guided by the *Medway Master Plan* and by the *Medway Design Review Guidelines* to be developed by the Committee and as adopted and published by the Planning and Economic Development Board. ~~after a duly called and advertised public hearing. The Planning Board may amend the *Design Guidelines* from time to time after a duly called and noticed public hearing in accordance with customary Planning Board practice.~~

Or to act in any manner relating thereto.

Planning and Economic Development Board  
Design Review Committee

# ARTICLE on Parking of Commercial and Recreational Vehicles

## FURTHER REVISED – April 8, 2016

NOTE – Yellow is new text. Green is text to be removed.

ARTICLE : To see if the Town of Medway will vote to amend the Medway General By-laws by adding the following Section 12.26 in Article XII:

### Section 12. 26 Regulation of Parking and Storage of Recreational and Commercial Vehicles

(a) **Purpose** - The purpose of this By-law is to regulate the on-street parking of certain commercial and recreational vehicles and the outdoor parking/storage of unregistered vehicles and certain commercial vehicles. This By-law is adopted to promote safe vehicular traffic, to preserve peace and good order, to protect the character of residential neighborhoods, to promote the aesthetic beauty of the community and hence the value of the property located therein, and to promote the health, safety and general welfare of the citizens of the Town of Medway.

#### (b) Definitions

- (1) **Commercial Motor Vehicle** - Any vehicle defined as such by the Massachusetts Registry of Motor Vehicles in 540 CMR 2.05
- (2) **Gross Vehicle Weight Rating (GVWR)** – The value specified by the manufacturer as the loaded weight of a single vehicle including the vehicle's chassis, body, engine, engine fluids, fuel, accessories, driver, passengers and cargo but excluding that of any trailers, as established by the National Highway Traffic Safety Administration, U.S. Department of Transportation.
- (3) **Recreational Vehicle** - A vehicular type portable structure without a permanent foundation that can be towed, hauled, or driven and that is primarily designed or modified to serve as a temporary living accommodation for recreational, camping and travel use and includes but is not limited to travel trailers, truck campers, caravans, camping trailers, and self-propelled motor homes.

~~(4) **Trailer** – A non-motorized vehicle, often a long platform or box/container with two or more wheels, which is pulled behind a motorized vehicle and used to transport things.~~

#### (c) Prohibitions/Limitations

- (1) No person shall allow, permit, or cause ~~a trailer, recreational vehicle, or a~~ commercial ~~motor~~ vehicle having a Class ~~4~~ 5 gross vehicle weight rating or higher to be parked at any location on any public or private way within the Town of Medway for any period in excess of ~~four~~ six hours in any twenty-four hour period, unless said vehicle is in the process of loading, unloading, or providing a ~~temporary~~ service to

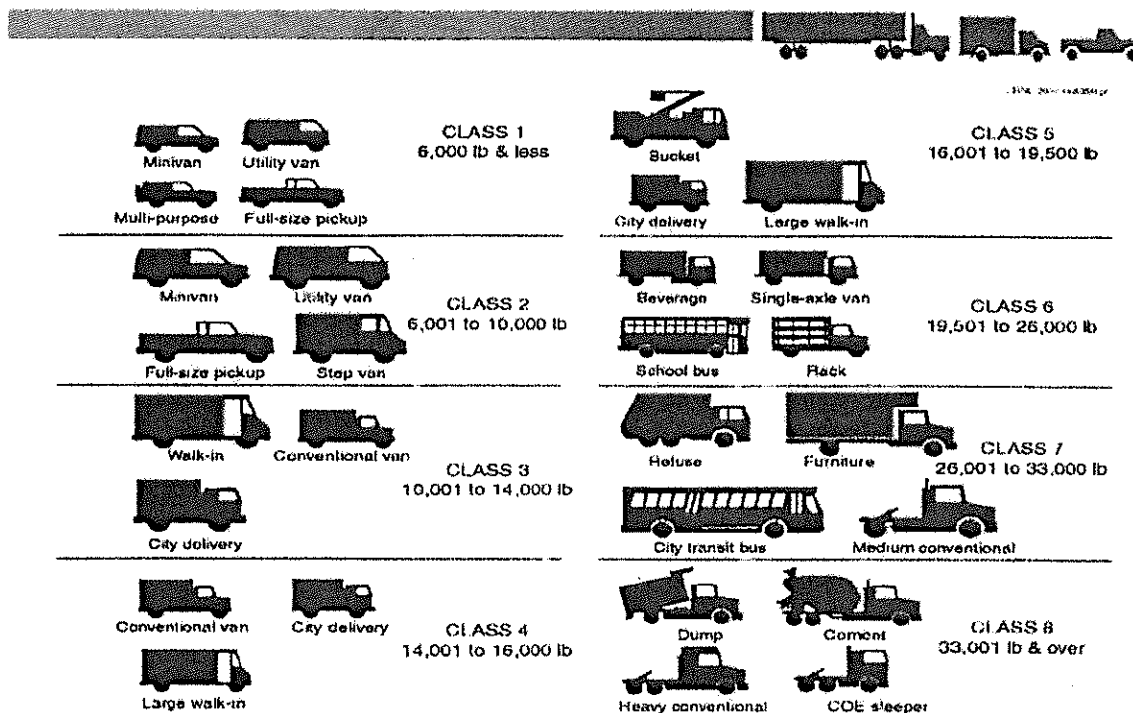
one or more adjacent properties including but not limited to landscaping, construction, driveway paving, etc.

- (2) Recreational vehicles owned and/or occupied by an adjacent property owner or by a family member of an adjacent property owner may be parked on any public or private way within the Town of Medway along the frontage of the adjacent property for up to three weeks. After that period of time, a permit from the Board of Selectmen is required.
- (2) (3) ~~For a business use authorized under the Medway Zoning Bylaw by right, by special permit or variance, or for a pre-existing non-conforming business use, No commercial motor vehicles with a Class 4 5 gross vehicle weight rating or higher owned by the business shall not be parked within the standard front, side and rear setback areas established in as set forth in Section 6.1 the Zoning Bylaw for the applicable zoning district where the property is located except that such vehicle may be parked in the property's paved driveway when located within one of the setback areas.~~
- ~~(3) Not more than one unregistered vehicle of any kind may be parked or stored outside on any property in a residential zoning district.~~

Or to act in any manner relating thereto.

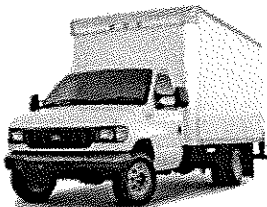



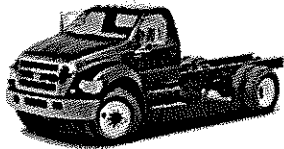


PLANNING AND ECONOMIC DEVELOPMENT BOARD  
INSPECTOR OF BUILDINGS

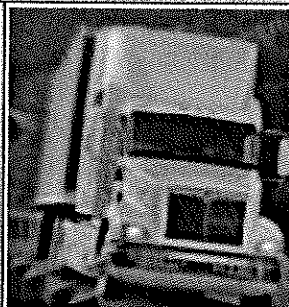
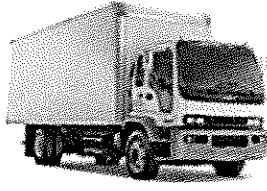
# Truck Classifications



A Gross Vehicle Weight Rating (GVWR) of Class 4 and higher is for medium and heavy duty vehicles weighing 14,000 pounds and more. Examples of Class 4 GVWR vehicles include a Ford E-450, a Ford F-450, a Dodge Ram 4500 and a GM C4500.

Weight Class »	1	2	3	4	5	6	7	8
Common Category »	Light			Medium			Heavy	
Chevrolet Silverado 1500		2						
Chevrolet Silverado 2500HD		2						
Chevrolet Silverado 3500		2	3					
Dodge Ram 1500		2						
Dodge Ram 2500		2						
Dodge Ram 3500		2	3					
Dodge Ram 3500 Chassis Cab			3					
Dodge Ram 4500 Chassis Cab				4				
Dodge Ram 5500 Chassis Cab					5			
Ford F-150		2						
Ford F-250		2						
Ford F-350			3					
Ford F-450				4				
Ford F-550					5			
Ford F-650						6	7	
Ford F-750							7	
GMC Sierra 1500		2						
GMC Sierra 2500HD		2						
GMC Sierra 3500		2	3					
GM C4500				4	5			
GM C5500					5	6		
GM C6500						6	7	
GM C7500						6	7	8
GM C8500							7	8
Semi-trucks								8

Class 4 Heavy Duty Vehicles (14,001-16,000 lbs. GVWR)	Flat bed and stake trucks	
Class 5 Heavy Duty Vehicles (16,001-19,500 lbs. GVWR)	Flat bed trucks and step-vans	 
Class 6 Heavy Duty Vehicles (19,501-26,000 lbs. GVWR)	Dump trucks, garbage trucks, and concrete trucks	 
Class 7 Heavy Duty Vehicles (26,001-33,000 lbs. GVWR)	Fuel trucks, dump trucks, and beverage delivery	 

Class 8a Heavy Duty Vehicles (33,001-60,000 lbs. GVWR)	Tractor trailer trucks (single)	 
Class 8b Heavy Duty Vehicles (>60,000 lbs. GVWR)	Tractor trailer trucks (double)	

## NOTES

Chevy Tahoe is 7,100 lbs. GVWR is Class 2

Standard US Postal Service Delivery Van is 14,000 – 16,000 lbs. GVWR is Class 4.

Chevy Kodiak is 17,500 lbs. GVWR is Class 5

Standard UPS box truck is 23,000 lbs. GVWR is Class 6

Compiled by sac (3-23-16)

## Susan Affleck-Childs

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**From:** Paul G Yorkis <pgyorkis@aol.com>  
**Sent:** Thursday, April 07, 2016 8:12 AM  
**To:** Susan Affleck-Childs  
**Subject:** Comments Regarding Article 27

Please share the following comments with members of the Planning and Economic Development Board regarding Article 27:

(C) (1) please consider adding after "...unless said vehicle is" BEING USED to make the article correct because the vehicles do not act on their own.

(C) (3) there are residential locations in Medway that have more than one residence ie., apartment buildings, duplexes, etc. How is is applicable? One per residence? First come first served? I think this needs some additional thought and consideration.

Thank you for your consideration.

Paul G. Yorkis  
Cell 508-509-7860  
Sent from my iPad

# Section 1

## INTRODUCTION

### This Section Covers

- **Commercial Driver License Tests**
- **Medical Requirements**
- **Driver Disqualifications**
- **Other Safety Rules**
- **International Registration Program**

There is a federal requirement that each state have minimum standards for the licensing of commercial drivers.

This manual provides driver license testing information for drivers who wish to have a commercial driver license (CDL). This manual does NOT provide information on all the federal and state requirements needed before you can drive a commercial motor vehicle (CMV). You may have to contact your state driver licensing authority for additional information.

You must have a CDL to operate:

Any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more.

A combination vehicle with a gross combination weight rating (GCWR) of 26,001 or more pounds, provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.

A vehicle designed to transport 16 or more passengers (including the driver).

Any size vehicle which requires hazardous material placards or is carrying material listed as a select agent or toxin in 42 CFR part 73. Federal regulations through the Department of Homeland Security require a background check and fingerprinting for the Hazardous Materials endorsement. Contact your local department of driver licensing for more information.

(Your state may have additional definitions of CMVs.)

To get a CDL, you must pass knowledge and skills tests. This manual will help you pass the tests, however, it is not a substitute for a truck driver training class or program. Formal training is the most reliable way to learn the many special skills required for safely driving a large commercial vehicle and becoming a professional driver in the trucking industry. Figure 1.1 helps you determine if you need a CDL

### Gross combination weight rating (GCWR)

Means the value specified by the manufacturer of the power unit, if the value is displayed on the Federal Motor Vehicle Safety Standard (FMVSS) certification label; or the sum of the gross vehicle weight ratings (GVWRs) or the gross vehicle weights (GVWs) of the power unit and the towed unit(s), or any combination thereof, that produces the highest value.

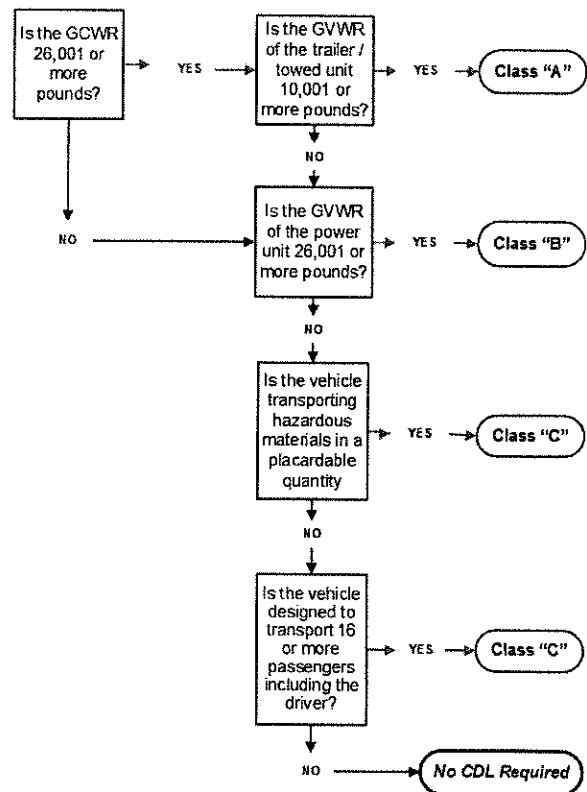
**NOTE:** GVWs are for use by roadside enforcement only for the purpose of determining whether the driver/vehicle is subject to CDL regulations. It is not used to determine whether a vehicle is representative for the purposes of Skills testing.

### Gross vehicle weight rating (GVWR)

Means the value specified by the manufacturer as the loaded weight of a single vehicle.

Figure 1.1

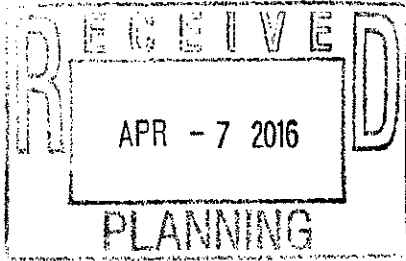
### Determining Class of CDL Required



**NOTE:** A bus may be Class A, B, or C depending on whether the GVWR is over 26,001 pounds or is a combination vehicle.

# Colonial Engineering, Inc.

Surveying and Engineering



11 Awl Street  
Medway, Ma. 02053  
(508) 533- 1644  
(508) 533-1645 FAX  
colonial.eng@verizon.net

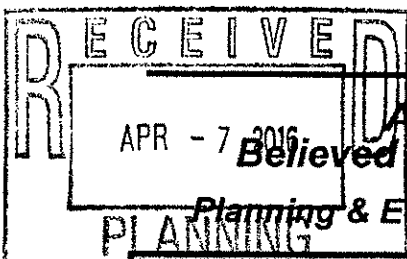
March 26, 2016

Medway Planning Board  
155 Village Street  
Medway, Ma. 02053

Re: Approval Not Required Plan for 32 West Street

Please accept this submission for Jon and Lorreen Hollingsworth to subdivide 2 West Street containing 2.369 acres in to two lots consisting of 48,171 s.f. and 55,049 s.f.. Lot 2 will have the existing house and garage. Lot 1 will become a buildable lot for residential use.

Thank-You  
Paul DeSimone P.L.S.



## LAND SUBDIVISION – FORM A

APR - 7 2016

PLANNING

### Application for Endorsement of Plan Believed Not to Require Subdivision Approval (ANR)

Planning & Economic Development Board - Town of Medway, MA

#### INSTRUCTIONS TO APPLICANT/OWNER

*This Application is made pursuant to the Medway Planning Board Subdivision Rules and Regulations.  
Please complete this entire Application.*

*Submit two (2) signed originals of this Application, one copy of the ANR Plan, and one Project Explanation  
to the Town Clerk who will date stamp both Applications.*

*Provide one original ANR Application date stamped by the Town Clerk, one Project Explanation, eight  
copies of the ANR Plan, an electronic version of the ANR plan and the appropriate ANR Filing Fee  
to the Medway Planning & Economic Development office.*

*The Applicant certifies that the information included in this Application is a true, complete and accurate  
representation of the facts regarding the property under consideration.*

*In submitting this application, the Applicant and Property Owner authorize the Planning & Economic  
Development Board and its agents to access the site during the plan review process.*

*The Town's Planning Consultant will review the Application, Project Explanation and ANR plan and  
provide a recommendation to the Planning & Economic Development Board. A copy of that letter  
will be provided to you.*

***You or your duly authorized agent is expected to attend the Board meeting  
when the ANR Plan will be considered to answer any questions and/or submit such  
additional information as the Board may request.  
Your absence may result in a delay in its review.***

MARCH 31, 2016

**TO:** The Planning & Economic Development Board of the Town of Medway, MA

The undersigned, wishing to record the accompanying plan of property in the Town of Medway and believing that the plan does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits this Application and ANR Plan to the Medway Planning and Economic Development Board and requests its determination and endorsement that the Board's approval under the Subdivision Control Law is not required.

#### ANR PLAN INFORMATION

Plan Title: Plan of Land in Medway, MA.

Prepared by: Paul J Desimone

P.E. or P.L.S registration #: 30466 Plan Date: MARCH 21, 2016

#### PROPERTY INFORMATION

ANR Location Address: 2 West Street

The land shown on the plan is shown on Medway Assessor's Map # 66 Parcel # 17

Total Acreage of Land to be Divided: 10322 S.F. or 2.369 AC

Subdivision Name (if applicable): N/A

Medway Zoning District Classification: AR II

Frontage Requirement: 150' Area Requirement: 22,500 S.F.

Is the road on which this property has its frontage a designated **Medway Scenic Road**? No

The owner's title to the land that is the subject matter of this application is derived under deed from: Jon B. Hollingsworth to Jon & Correen Hollingsworth dated Feb. 10, 2016 and recorded in Norfolk County Registry of Deeds, Book \_\_\_\_\_ Page \_\_\_\_\_ or Land Court Certificate of Title Number 192791, Land Court Case Number 12715, registered in the Norfolk County Land Registry District Volume \_\_\_\_\_, Page \_\_\_\_\_.

#### APPLICANT INFORMATION

Applicant's Name: Jon Hollingsworth

Applicant's Signature: \_\_\_\_\_

Address: 59 Standish Rd.  
Wellesley, MA.

Telephone: 781-290-8431 Email: jbhrealty@comcast.net

The Applicant hereby appoints Paul F. DeSimone to act as its Agent/ Official Representative for purposes of submitting this application for endorsement of this ANR Plan.

#### PROPERTY OWNER INFORMATION (if different than applicant)

Property Owner Name: Jon Hollingsworth

Owner's Signature: [Signature]

Address: 2 West St

Telephone: 781 290 8431 Email: JBHREALTY@COMCAST.NET

#### ENGINEER or SURVEYOR INFORMATION

Name: Paul J. DeSimone

Address: 403 Mahan Circle  
Medway, MA. 02053

Telephone: 508-533-1644 Email: Colonial.eng@verizon.net

#### ATTORNEY INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## PROJECT EXPLANATION

Provide a cover letter with a detailed explanation of how you propose to divide the land, what land transaction will occur, and what land reconfiguration will result from the endorsement and recording of this ANR Plan.

## APPROVAL NOT REQUIRED JUSTIFICATION

The Applicant believes that the Board's approval under the Subdivision Control Law is not required for the following reasons: *(Check all that apply.)*

- ☐ 1. The accompanying plan does not show a division of land.
- ☒ 2. Every lot shown on the plan has frontage as required by the Medway Zoning Bylaw. The frontage required by the Zoning Bylaw is located on West Street (name of way(s), which is:
- ☒ a. A public way. Date of street acceptance: Nov 25 1850
- ☒ b. A way certified by the Town Clerk as being maintained and used as a public way. *(Attach Town Clerk's certification)*
- ☐ c. A way shown on a definitive subdivision plan entitled \_\_\_\_\_
- that was previously endorsed by the Planning and Economic Development Board on \_\_\_\_\_ and recorded at the Norfolk County Registry of Deeds on \_\_\_\_\_
- Provide detailed recording information: \_\_\_\_\_
- ☐ d. A private way in existence on the ground before 1952 when the Subdivision Control Law was adopted in the Town of Medway, which has, in the opinion of the Planning & Economic Development Board, adequate width, suitable grades, and adequate construction to provide vehicular access to the lot(s) for their intended purpose of \_\_\_\_\_ and to permit the installation of municipal services to serve the lot(s) and any buildings thereon.
- ☒ 3. The division of land shown on the accompanying plan is not a "subdivision" for the following reasons: \_\_\_\_\_

No New Way or STREETS

**ANR PLAN FILING FEE**

*\$250 plus \$100/lot or parcel for a plan involving three (3) or more lots/parcels,  
not to exceed a maximum of \$750.*

*Please prepare two checks: one for \$95 and one for the balance.  
Each check should be made payable to: Town of Medway*

*Fee approved 11-2-06*

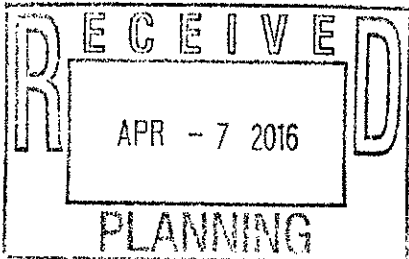
**APPLICATION CHECKLIST – All items must be submitted**

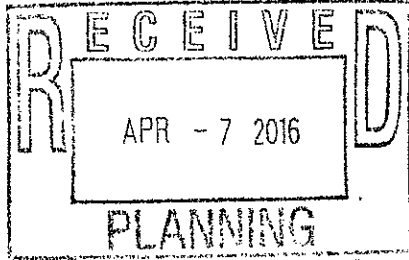
- \_\_\_\_\_ 2 signed original ANR applications (FORM A)
- \_\_\_\_\_ 8 prints of ANR plan – 1 for Town Clerk and 7 for Planning
- \_\_\_\_\_ Electronic version of ANR plan for Planning
- \_\_\_\_\_ Project Explanation - 1 for Town Clerk and 1 for Planning
- \_\_\_\_\_ Application/Filing Fee (2 checks)

\*\*\*\*\*

Date Form A, ANR Plan, and Project Explanation Received by Planning & Economic  
Development Board: \_\_\_\_\_

ANR Application/Filing Fee Paid: Amount: \$ 250- Check # 576  
\$ 95 Check # 577





Doc:1,348,301 03-01-2016 11:40  
Ctf#:192791  
Norfolk County Land Court

QUITCLAIM DEED

I, Jon B. Hollingsworth, Trustee of Hollingsworth 1031 Exchange Trust, u/d/t dated October 28, 2015, Trust Certificate filed with Norfolk Registry of Deeds District of the Land Court as Document No. 1341023

For consideration paid and in full consideration of One Dollar (\$1.00)

Grant to Jon B. Hollingsworth and Lorreen Hollingsworth, husband and wife as tenants by the entirety, of 59 Standish Road, Wellesley, Norfolk County, Massachusetts

With QUITCLAIM COVENANTS

Of that certain parcel of land situate in Medway in the County of Norfolk and said Commonwealth, bounded and described as follows:

Southerly by Main Street and West Street, three hundred eleven and 92/100 (311.92) feet;

Southwesterly and Westerly by lot A, shown on the plan hereinafter referred to, four hundred three and 82/100 (403.82) feet; and

Northeasterly, four hundred eighteen and 58/100 (418.58) feet, and

Easterly, one hundred seventy four and 93/100 (174.93) feet, by land now or formerly of Eli Slotnick et al.

Said parcel is shown as lot B on a plan drawn by C.B. Humphrey, Engineer for Court, dated August 2, 1928, No. 12715B, and filed in Norfolk Registry District with Certificate No. 11947, Book 60.

The above described land is subject to easements as set forth in a deed given by Dudley B. Fowler to Franklin Holmes, dated September 27, 1917, duly recorded in Book 1383, Page 8, so far as applicable.

Grantor hereby releases any and all rights of Homestead and state under the pains and penalty of perjury that no other persons are entitled to any benefits of an existing estate of Homestead.

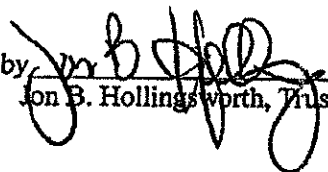
Being the same premises conveyed by deed filed with Norfolk County District of the Land Court as Document No. 1341022 and noted on Certificate No. 192116.

Property Address: 2 West Street, Medway, MA  
Certificate: 59 Standish Road and

Wellesley, MA 02467

WITNESS under oath my hand and seal this 10<sup>th</sup> February day of ~~January~~ 2016.

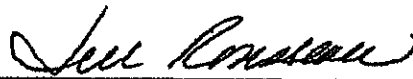
Hollingsworth 1031 Exchange Trust

by   
Jon B. Hollingsworth, Trustee

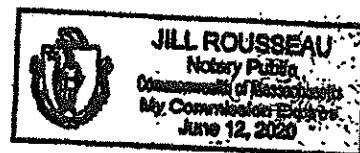
COMMONWEALTH OF MASSACHUSETTS


Norfolk, ss

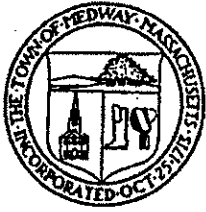
On this 10<sup>th</sup> day of February 2016, before me, the undersigned notary public, personally appeared Jon E. Hollingsworth, Trustee as aforesaid, proved to me through satisfactory evidence of identification, which was driver's license, to be the person whose name is signed on the preceding or attached document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief and acknowledged to me that he signed it voluntarily for its stated purpose.



Notary Public:  
My Commission Expires:



A true copy of Document No. 1348301  
filed in Norfolk Registry District  
of the Land Court on March 1, 2016  
Certified   
Asst. Recorder



## MEDWAY TOWN CLERK

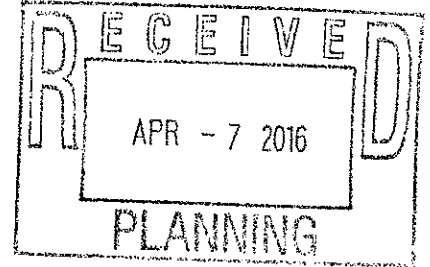
155 VILLAGE STREET  
MEDWAY, MASSACHUSETTS 02053  
(508) 533-3204 • FAX: (508) 533-3287  
mwhite@townofmedway.org

MARYJANE WHITE, CMMC

CERTIFIED MASSACHUSETTS MUNICIPAL CLERK

JUSTICE OF THE PEACE

Notary Public



March 31, 2016

To Whom It May Concern,

West Street was accepted by the Town of Medway on Nov 25, 1850 and is maintained as a public way.

Mary Jane White  
Town Clerk



PAUL J. DESIMONE P.L.S.

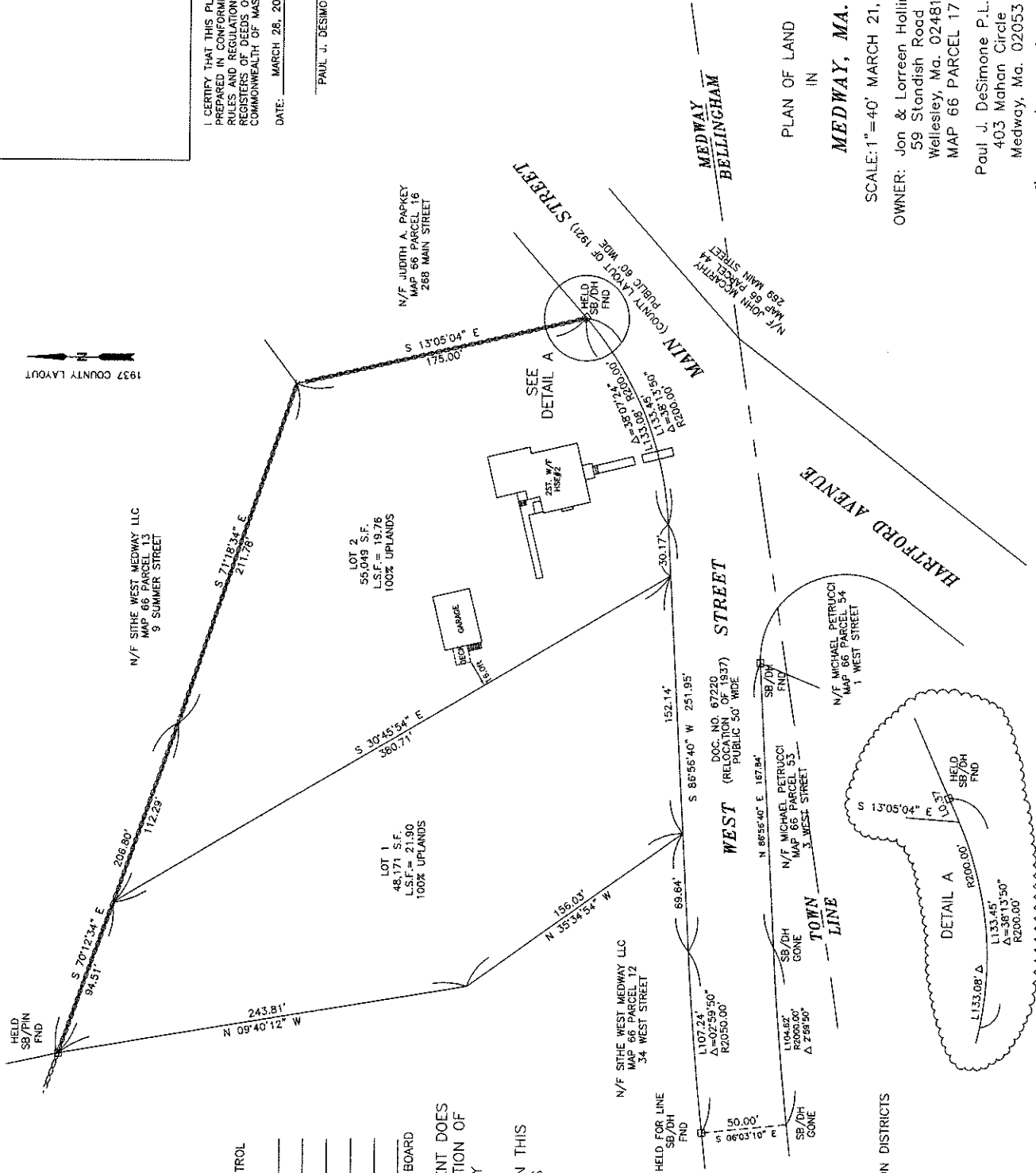
APPROVAL UNDER SUBDIVISION CONTROL  
LAW IS NOT REQUIRED.  
DATE APPROVED:

TOWN OF MEDWAY PLANNING BOARD

"PLANNING BOARD ENDORSEMENT DOES NOT CONSTITUTE A DETERMINATION OF COMPLIANCE WITH THE MEDWAY ZONING BY-LAWS."

NOTE: PROPERTY SHOWN ON THIS  
PLAN IS NOT CLASSIFIED AS  
CHAPTER 61A OR 61B.

ZONE AR II  
AREA=22,500 S.F.  
FRONTAGE= 150.00'  
FRONT SETBACK= 35.00'  
SIDE SETBACK= 15.00'  
REAR SETBACK= 15.00'  
SHAPE FACTOR= 22.00  
NOT IN GROUNDWATER PROTECTION ZONE  
NOT WITHIN THE FLOOD PLAIN



PLAN OF LAND  
IN  
MEDWAY, MA

SCALE: 1"=40' MARCH 21, 2016  
OWNER: Jon & Lorreen Hollingsworth  
59 Storridish Road  
Wellesley, Ma. 02481  
MAP 66 PARCEL 17

Paul J. DeSimone P.L.S.  
403 Mahan Circle  
Medway, Ma. 02053

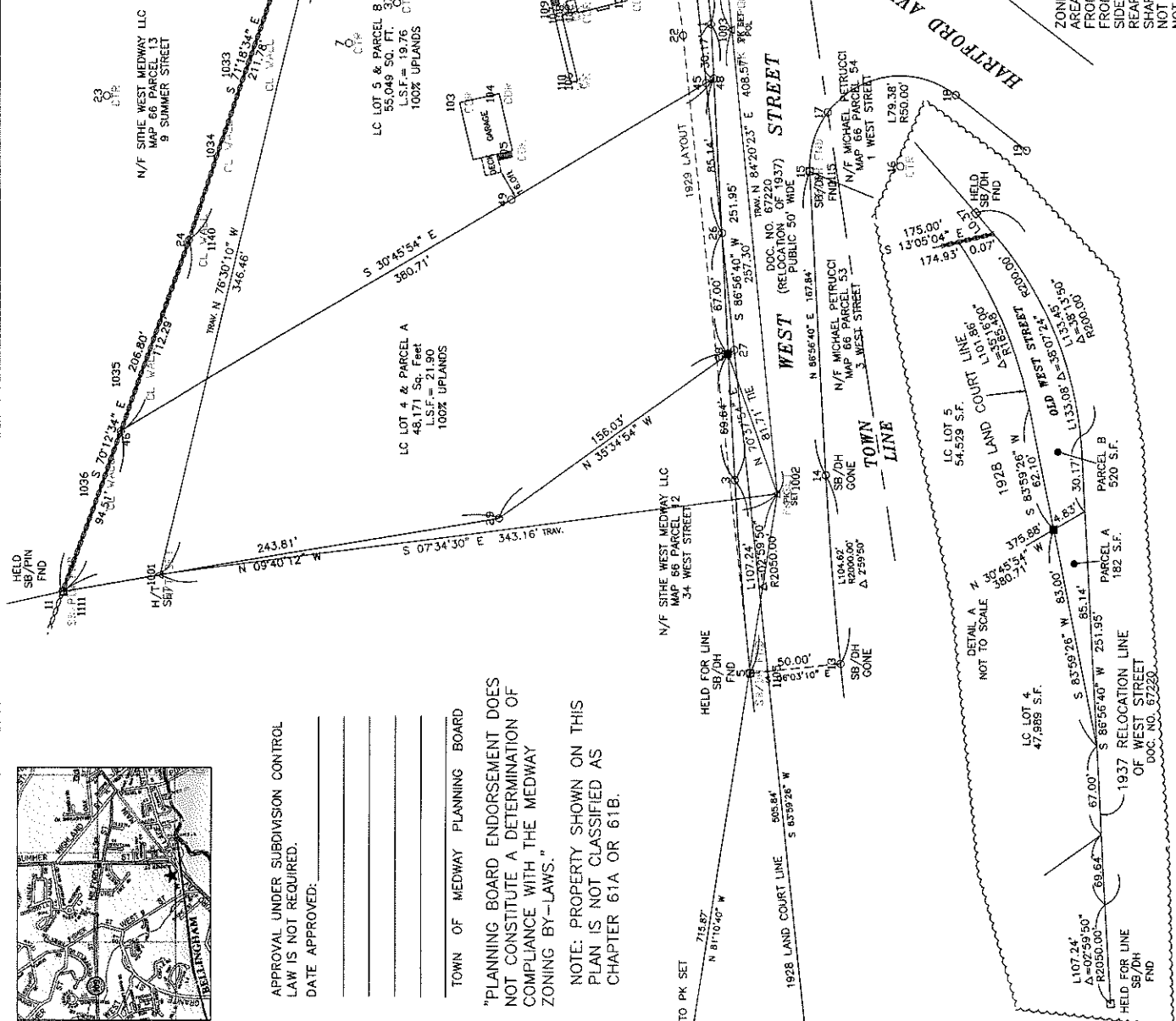
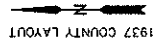


I CERTIFY THAT THIS ACTUAL SURVEY  
WAS MADE ON THE GROUND IN ACCORDANCE  
WITH THE LAND COURT INSTRUCTIONS OF 2006.  
BETWEEN JAN. 21, 2016 & FEB. 16, 2016.

REGISTERED LAND SURVEYOR

DATE: MARCH 28, 2016

PRECISION RATIO= 1' IN 35,408'  
UNADJUSTED LINEAR ERROR  
OF CLOSURE = 0.038'  
DIRECTIONAL ERROR OF  
CLOSURE = S 19°20'11.6" W  
EDM TOPCON GTS 225  
ACCURACY +/- (5MM + 5PPM)  
■ = PERMANENT MARKER TO BE SET  
BY OWNER.



APPROVAL UNDER SUBDIVISION CONTROL  
LAW IS NOT REQUIRED.  
DATE APPROVED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOWN OF MEDWAY PLANNING BOARD

"PLANNING BOARD ENDORSEMENT DOES  
NOT CONSTITUTE A DETERMINATION OF  
COMPLIANCE WITH THE MEDWAY  
ZONING BY-LAWS."

NOTE: PROPERTY SHOWN ON THIS  
PLAN IS NOT CLASSIFIED AS  
CHAPTER 61A OR 61B.

LC #127150  
PLAN OF LAND

IN

MEDWAY, MA.

SCALE: 1" = 40' MARCH 21, 2016

OWNER: Jon & Lorreen Hollingsworth  
59 Standish Road  
Wellesley, Ma. 02481  
MAP 66 PARCEL 17

Paul J. DeSimone P.L.S.  
403 Mahan Circle  
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SIDE SETBACK= 15.00'  
REAR SETBACK= 15.00'  
SHAPE FACTOR= 22.00  
NOT IN GROUNDWATER PROTECTION DISTRICTS  
NOT WITHIN THE FLOOD PLAIN.



---

**PGC ASSOCIATES, INC.**

1 Toni Lane  
Franklin, MA 02038-2648  
508.533.8106  
gino@pgcassociates.com

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**MEMO TO:** Medway Planning Board

**FROM:** Gino D. Carlucci, Jr.

**DATE:** April 11, 2016

**RE:** Hollingsworth ANR on West Street

---

I have reviewed the ANR plan submitted for endorsement by Jon and Lorreen Hollingsworth of Wellesley. The plan was prepared by Colonial Engineering Engineering, Inc. of Medway, and is dated March 21, 2016. The plan proposes to divide a 103,220 square foot lot (with an existing house into two lots. The existing house would remain on a conforming lot of 55,049 square feet (2 West Street) and there would be a new lot of 48,171 square feet.

Two plans have been submitted. The land is registered at the Land Court. One plan is a conventional plan suitable for recording at the Registry of Deeds. The other complies with the requirements of Land Court with additional information for dimensional closure and parcels as they are on record at the Land Court.

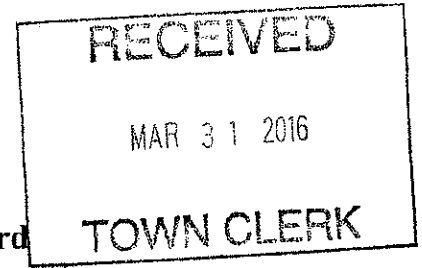
There is a 1928 "Land Court Line" along the frontage of the property as well as a 1937 West Street layout that illustrates a slightly different front lot line. Land Court records indicate the land between the Land Court front lot line and the 1937 layout as a separate parcel. This plan incorporates that land into the two lots with Parcel A and Land Court Lot 4 forming the 48,171 square feet lot ((shown as Lot 1 on the Registry of Deeds plan) and Land Court Lot 5 and Parcel B forming the 55,049 square foot lot. (shown as Lot 2 on the Registry of Deeds plan).

The plan meets the technical requirements of the Rules and Regulations with the exception of indicating the yard depths of the house and garage (one side yard depth is shown for the garage). The buildings appear to meet the setback requirements.

I recommend that the setbacks be added to the plan and that it then be endorsed by the Board.



**TOWN OF MEDWAY**  
**Planning & Economic Development Board**  
155 Village Street  
Medway, Massachusetts 02053



*Andy Rodenhiser, Chairman*  
*Robert K. Tucker, Vice-Chairman*  
*Thomas A. Gay, Clerk*  
*Matthew Hayes, P.E.*  
*Richard Di Julio*

**MEMORANDUM**

March 31, 2016

TO: Maryjane White, Town Clerk  
Town of Medway Departments, Boards and Committees

FROM: Susy Affleck-Childs, Planning & Economic Development Coordinator

RE: **Public Hearing Continuation – Proposed Amendments to the Medway Zoning Bylaw**  
**CONTINUATION DATE – Tuesday, April 12, 2016 at 8:00 p.m.**  
**LOCATION – Medway Town Hall, 155 Village Street**



At its meeting on March 29, 2016, the Planning and Economic Development Board voted to continue the public hearing on proposed amendments to the Medway Zoning Bylaw to Tuesday, April 12, 2016 at 8:00 p.m. The public hearing will occur during a regular meeting of the Planning and Economic Development Board to be held at Medway Town Hall, 155 Village Street.

Please contact me if you have any questions.

## **SITE PLAN REVIEW**

### **REVISED 4-8-16**

**ARTICLE** : To see if the Town will vote to amend the Medway Zoning Bylaw by deleting sub-SECTION 3.5 Site Plan Review and replacing it as follows: Note the text to be deleted is indicated with a ~~strikethrough~~ and new or relocated text is indicated in **bold**.

### **3.5. SITE PLAN REVIEW**

#### **3.5.1 Purposes**

Site plan review is a means of managing the aesthetics and environmental impacts of land use by the regulation of permitted uses, not their prohibition. Its purpose is to:

- assure protection of the public interest consistent with a reasonable use of the site for the purposes permitted in the district; and
- **promote and encourage desired community characteristics as expressed in the *Master Plan and Design Review Guidelines***

~~Accordingly, no building permit shall be issued for any use, site, or building alteration, or other improvement that is subject to this Section 3.5 unless an application for site plan review has been prepared in accordance with the requirements herein and unless such application has been approved by the Planning and Economic Development Board (hereinafter referred to in this Section as the Board)~~

#### **3.5.2 Requirements**

- A. No building permit shall be issued for any use, site, or building alteration, or other improvement that is subject to this Section 3.5 unless an application for site plan review has been prepared in accordance with the requirements herein and unless such application has been approved by the Planning and Economic Development Board (hereinafter referred to in this Section as the Board) or its designee in the instance of administrative site plan review.**
- B. Unless specifically authorized by the terms of the site plan review decision, a final certificate of occupancy shall not be issued until the applicant has complied with or satisfied all conditions of the site plan review decision.**
- C. Any work done in deviation from an approved site plan shall be a violation of this Bylaw unless such deviation is approved in writing by the Board or its designee or is determined by the Building Inspector to be an insubstantial change.**

#### **3.5.2 3.5.3. Applicability**

A. Site plan review shall apply to the following:

1. Major Site Plan Review:

- a. New construction or any alteration, reconstruction, **change in use** or renovation of any multi-family, commercial, industrial, institutional, or municipal use **which involves one or more of the following:** involving: 2,500-square-foot or more of gross floor area;
    - i. **the addition of 2,500 square feet or more of gross floor area; or**
    - ii. **the addition of fifteen or more new parking spaces; or**
  - ~~b. New construction or any alteration, reconstruction, or renovation of an existing building, or any change in use of an existing building requiring fifteen or more parking spaces; or~~
  - e. ~~b. Construction, expansion, redesign, or alteration~~ **The redesign, alteration or modification** of an existing parking area involving the addition of fifteen or more new parking spaces.
  - c. **Construction of ground mounted solar photovoltaic installations of any size including solar canopy type systems in parking areas.**
2. ~~Minor Site Plan Review: Any construction, alteration, reconstruction or renovation project or change of in use that is not subject to Major Site Plan Review but which requires a building permit and involves one or more of the following:~~
- a. **New construction or any alteration, reconstruction, change in use or renovation of any multi-family, commercial, industrial, institutional, or municipal use which is not subject to Major Site Plan Review but which involves one or more of the following:**
    - i. **the addition of 1,000 to 2,499 square feet of gross floor area; or**
    - ii. **the addition of five or more but less than fifteen new parking spaces; or**
  - ~~a. Exterior alteration of an existing building or premises, visible from a public or private street or way, except where such alteration is exempt under Section B below; or~~
  - ~~b. New construction, expansion of an existing structure, or a change in use in an existing building requiring five or more but less than fifteen parking spaces; or~~
  - e. ~~b. Construction;~~ **The redesign, alteration** or modification of **a an existing** parking area involving the addition of five or more but less than fifteen new parking spaces; or
  - ~~d. c. Any use or structure or expansion thereof exempt under Massachusetts G.L. c. 40A, § 3. ; if one or more of the above criteria a-e also apply, and only to the extent allowed by law.~~
3. **Administrative Site Plan Review:**
- a. **New construction or any alteration, reconstruction, or renovation of any multi-family, commercial, industrial, institutional, or municipal use which is not subject to Major or Minor Site Plan Review but which involves one or more of the following:**
    - i. **The addition of less than 1,000 square feet of gross floor area, or**

- ii. Exterior alteration/renovation of an existing building or premises, visible from a public or private street or way which includes any of the following:
    - a) installation or replacement of awnings
    - b) change in a building's exterior surface material
    - c) rearrangement or addition of windows or doors
    - d) façade reconstruction/replacement
    - e) roofing if the Building Inspector determines the roof to be a distinctive architectural feature of the building
  - b. The redesign, alteration or modification of an existing parking area involving the addition of up to four new parking spaces
  - c. A change in curb cuts/vehicular access to a site from a public way
  - d. Installation or alteration of sidewalks and other pedestrian access improvements
  - e. Removal of hedges, living shrubs, and trees greater than four inches in caliper
  - f. Installation of fencing or retaining walls.
4. Consideration of planned activities subject to administrative site plan review may be advanced to minor site plan review status at the determination of the Building Inspector or the Board when the collective scope and/or quantity of the proposed activities is substantial enough to merit review at a public meeting.

### **3- 5. Relationship to Other Permits and Approvals.**

- a. If an activity or use requires both major or minor site plan review and one or more special permits, the Planning and Economic Development Board shall serve as special permit granting authority.
- b. If both a special permit and major or minor site plan review are required, they shall be considered together under the provisions of Section 3.4. the Board shall review and conduct the public hearing concurrently and the Board may issue a single decision.
- c. The Building Inspector shall not issue a building permit for any project subject to this Section 3.5 unless:
  - i. the Board has approved a site plan therefor or allowed ninety calendar days (in the instance of a major site plan project) to elapse from the site plan submission date unless the applicant has requested an extension in writing; or
  - ii. the Board has approved a site plan therefor or allowed sixty calendar days (in the instance of a minor site plan project) to elapse from the site plan submission date unless the applicant has requested an extension in writing; or
  - iii. Administrative site plan approval has been granted or twenty-one calendar days have elapsed from the site plan submission date unless the applicant has requested an extension in writing.

~~Any work done in deviation from an approved site plan shall be a violation of these Bylaws unless such deviation is approved in writing by the Board or determined by the Building Inspector to be an insubstantial change.~~

B. Exemptions. The following shall be exempt from Site Plan Review under this Section 3.5:

1. Single-family and two-family homes, including additions or enlargements **and accessory structures, except as specified in Section 3.5.3.A.1. c. herein.**
2. Residential subdivisions approved by the Board under the Medway Subdivision Rules and Regulations.
3. ~~Projects submitted to the PEDB under Section 8.5, Adult Retirement Community Planned Unit Development.~~
4. **Projects in which the only exterior change that is visible from a public or private way, requiring a building permit, pertains to the removal of architectural barriers to comply with the Americans with Disabilities Act (ADA) or regulations of the Massachusetts Architectural Access Board (AAB)**
  - a. ~~Architectural barrier removal to comply with the Americans with Disabilities Act (ADA) or regulations of the Massachusetts Architectural Access Board (AAB); or~~
  - b. ~~Installation of awnings, exterior siding, or roofing, or replacement of windows or doors;~~

#### **~~3.5.4 Site Plan Review Standards~~**

~~The Board's Site Plan Rules and Regulations shall adopt standards for site plan review that will at a minimum address the following:~~

- A. ~~Siting of facilities;~~
- B. ~~Design guidelines;~~
- C. ~~Open space and natural features;~~
- D. ~~Pedestrian, bicycle, and vehicular circulation;~~
- E. ~~Water quality;~~
- F. ~~Stormwater;~~
- G. ~~Utilities, exterior lighting, parking, and snow removal;~~
- H. ~~Trees and landscaping;~~
- I. ~~Town character and historic significance;~~
- J. ~~Impacts on public services and facilities;~~
- K. ~~Signage;~~
- M. ~~Safety;~~
- N. ~~Energy efficient site design;~~

~~O. Potential adverse effects and mitigation thereof.~~

### **3.5.3. 3.5.4 Procedures for Site Plan Review**

- ~~A. The Board shall promulgate, after public notice and hearing, Site Plan Rules and Regulations to effectuate the purposes and intent of this Section 3.5, including submission requirements and procedures for major and minor site plans, modification of approved site plans, delegating administrative review to the Board's designee for review of small scale projects without a public meeting, and standards of review consistent with Section 3.5.4 below.~~
- A. Pre-Application Review – Before filing a site plan application, applicants for major site plan review shall and applicants for minor site review may schedule a pre-application meeting with the Town's interdepartmental project review team. Applicants may also request an informal, pre-application meeting with the Board to review conceptual plans.**
- B. Applicants shall submit an application for major and minor site plan review to the Town Clerk and the Board.**
- C. The site plan submission date shall be the date the site plan application is filed with the Town Clerk and the Board, unless the Board notifies the applicant within twenty-one days of submission that the application is incomplete. In such case, the site plan application will not be deemed to have been submitted.**
- D. For Major Site Plan Review applications, the Board shall hold a public hearing on the proposed site plan. The public hearing shall conform to the requirements for public hearings and notice under G.L. c. 40A, § 11, and the Board's Site Plan Rules and Regulations. All costs of the public notice requirements shall be at the expense of the applicant.**
- E. For Minor Site Plan Review applications, the Board shall review the site plan at a duly posted open meeting. Any public notice to abutters and other parties of interest shall be conducted in accordance with the Site Plan Rules and Regulations.**
- F. The Board shall review and act upon the applications for major and minor site plan review, requiring such conditions as necessary to satisfy the Site Plan Review Standards under Section 3.5.4 3.5.5 B. below, and notify the applicant of its decision. The decision shall be by majority vote of the membership, shall be made in writing and shall be filed with the Town Clerk within ninety days of the date of application for Major Site Plan Review, or sixty days of the application date for Minor Site Plan Review. The applicant may request, and the Board may grant by majority vote of the membership, an extension of the time limit set forth herein.**
- G. The Board may approve the a major and minor site plan or approve it with the conditions, limitations, safeguards and mitigation measures or deny a site plan only if the plan does not include adequate information as required by the Site Plan Rules and Regulations, or if the plan depicts a use or structure so contrary to health, safety and welfare of the public that no set of conditions would render the project tenable. The Board's decision shall be by majority vote of the membership, and the decision shall be in writing.**
- ~~H. The applicant shall satisfy or comply with all conditions of the site plan review decision prior to the issuance of a building permit except for those conditions that by their terms are intended to be satisfied during construction or later.~~

- ~~I. Unless specifically authorized by the terms of the site plan review decision, a final certificate of occupancy shall not be issued until the applicant has complied with or satisfied all conditions of the site plan review decision.~~
- H. The Board's designee shall review and act on applications for administrative site plan review and may require conditions as necessary to satisfy the Administrative Site Plan Review Standards.

### **3.5.5 Site Plan Rules and Regulations**

- A. The Board shall promulgate, after public notice and hearing, Site Plan Rules and Regulations to effectuate the purposes and intent of this Section 3.5, including but not limited to the following requirements and procedures for:
  - 1. submission and review of major and minor site plans
  - 2. administrative review of small-scale projects by the Board's designee without a public hearing or meeting
  - 3. waivers
  - 4. conditions/limitations/safeguards and mitigation measures
  - 5. performance security
  - 6. construction inspection
  - 7. standards of review consistent with Section 3.5.5 B. below
  - 8. decision criteria
  - 9. modification of approved site plans and/or decisions
- B. The Board's Site Plan Rules and Regulations shall include standards for major, minor and administrative site plan review that will at a minimum address the following:
  - 1. Siting of facilities
  - 2. Design guidelines
  - 3. Open space and natural features
  - 4. Pedestrian, bicycle, and vehicular circulation
  - 5. Water quality
  - 6. Stormwater
  - 7. Utilities, exterior lighting, parking, and snow removal
  - 8. Trees and landscaping
  - 9. Site Amenities
  - 10. Town character and historic significance

**11. Impacts on public services and facilities**

**12. Signage**

**13. Safety**

**14. Energy efficient site design**

**15. Potential adverse effects and mitigation thereof.**

### **3.5.5 3.5.6 Appeal**

- A. Any person aggrieved by the Board's major or minor site plan decision may appeal to the court within 20 days of the date the decision is filed with the Town Clerk, as provided in G.L. c. 40A, § 17.**
- B. Any person aggrieved by an administrative site plan decision may appeal to the Planning and Economic Development Board.**

## Accessory Family Dwelling Units Amendments – 3/8/2016

ARTICLE : To see if the Town of Medway will vote to amend the Zoning Bylaw by deleting SECTION 8.2 Accessory Family Dwelling Unit in its entirety and replacing it as follows: Note that eliminated text is shown with a ~~strikethrough~~ and new text is shown in **bold**.

### 8.2 ACCESSORY FAMILY DWELLING UNIT

A. Purposes. The purposes of this ~~sub-section~~ Accessory Family Dwelling Unit bylaw are to:

1. **establish an option for the creation of Accessory Family Dwelling units to provide suitable housing** ~~assist Medway residents with creating suitable housing to accommodate for a family member and/or a caregiver for a family member who is an occupant of the premises;~~
2. **provide opportunities to support residents who wish to age in place; and**
3. **maintain the residential character of neighborhoods.**

B. Applicability. The Board of Appeals may grant a special permit for an accessory family dwelling unit in accordance with this Section 8.2 and Table 1: Schedule of Uses.

C. Basic Requirements.

1. An accessory family dwelling unit shall be located within:
  - a. a detached single-family dwelling (**principal dwelling unit**); ~~or and designed so as to preserve the appearance of the single-family dwelling.~~
  - b. **an addition to a detached single-family dwelling (principal dwelling unit); or**
  - c. **a separate structure on the same premises as a detached single-family dwelling (principal dwelling unit).**
2. ~~There shall be only no more than one accessory family dwelling unit associated with a detached single-family dwelling (principal dwelling unit). per premises on a lot, and no accessory family dwelling unit shall have more than one bedroom.~~
3. **No accessory family dwelling unit shall have more than one bedroom, unless a second bedroom is authorized by the Board of Appeals pursuant to 8.2.C. 8. herein.**
4. **An accessory family dwelling unit shall not exceed 800 sq. ft. of gross floor area unless:**
  - a. **there is an existing detached accessory structure larger than 800 sq. ft. located on the same lot as a detached single-family dwelling (principal dwelling unit) and the Board of Appeals determines its use as an accessory family dwelling unit is in character with the neighborhood; or**
  - b. **authorized by the Board of Appeals pursuant to 8.2.C.8. herein.**
3. ~~5.~~ There shall be at least one **designated** off-street parking space for the accessory family dwelling unit in addition to parking for the **occupants of the detached single-family (principal dwelling unit)**. The off-street parking **space** shall be located in a garage ~~or carport~~, or in the

driveway, and **shall have vehicular access to the driveway.** ~~shall not be permitted within any required yard area or setback. There shall be no additional driveway or curb cut providing access to the accessory family dwelling unit.~~ The location, quantity and adequacy of parking for the accessory family dwelling unit shall be reviewed by the Board of Appeals to ensure its location and appearance are in keeping with the residential character of the neighborhood.

6. Occupancy of the single-family dwelling (**principal dwelling unit**) and accessory family dwelling unit shall be restricted as follows:

- a. The owners of the property shall reside in one of the units as their primary residence, **except for bona fide temporary absences due to employment, hospitalization, medical care, vacation, military service, or other comparable absences which would not negate the primary residency standard.** For purposes of this section, "owners" shall mean one or more individuals who hold legal or beneficial title to the premises.
- ~~b. The unit not occupied by the owners may only be occupied by the owners' immediate family or step-family members, grandparents, or in-laws. A notarized statement of the owner's relationship to the occupant shall be submitted to the Building Inspector prior to the issue of a certificate of occupancy for the accessory family dwelling unit.~~
- b. **The accessory dwelling unit and the detached single-family dwelling (principal dwelling unit) shall be occupied by any one or more of the following:**
  - i. **the owner(s) of the property**
  - ii. **the owner's family by blood, marriage, adoption, foster care or guardianship**
  - iii. **an unrelated caregiver for an occupant of the detached single-family dwelling or the accessory family dwelling unit, who is an elder, a person with a disability, handicap or chronic disease/medical condition, or a child.**

**Prior to the Town's issuance of a certificate of occupancy for the accessory family dwelling unit, the property owner shall submit to the Building Inspector a notarized statement of the property owner's relationship to the occupant of the dwelling unit not occupied by the property owner.**

7. **An accessory family dwelling unit shall be designed so as to preserve the appearance of the single-family dwelling (principal dwelling unit) and be compatible with the residential character of the neighborhood. Any new separate outside entrance serving an accessory family dwelling unit shall be located on the side or in the rear of the building.**
8. **In order to encourage the development of housing units for disabled and handicapped individuals and persons with limited mobility or a chronic medical condition, the Board of Appeals may allow reasonable deviations from the Basic Requirements where necessary to install features in the accessory family dwelling unit to facilitate the care of, and access and mobility for, disabled and handicapped individuals and persons with limited mobility or a chronic medical condition. This may include, but is not limited to, authorizing a second bedroom in the accessory family dwelling unit.**

~~D. — Limitations of Special Permit. The special permit for an accessory family dwelling unit shall expire not more than three years after the date of issuance unless extended by the Board of~~

Appeals. Upon transfer or conveyance of the property, the special permit granted hereunder shall become null and void.

#### **D. Decision**

1. The Board of Appeals, in making its decision, shall make findings that all of the special permit criteria specified in SECTION 3.4 C. herein are met.
2. Conditions, Limitations and Safeguards – Special permits shall be subject to the conditions, limitations, and safeguards set forth in SECTION 3.4.D. herein subject to such exceptions as the Board of Appeals may deem appropriate. Every special permit shall include the following conditions:
  - a. Recording. The special permit shall be recorded with the Registry of Deeds prior to issuance of an occupancy permit for the accessory family dwelling unit.
  - b. Transfer of Ownership. If the new owner(s) desires to continue to exercise the special permit, they must, within thirty (30) days of the conveyance, submit a notarized letter to the Building Inspector stating that they will occupy one of the dwelling units on the premises as their primary residence, except for bona fide temporary absences, and that the accessory family dwelling unit is to be occupied by one of parties specified in C. 6. b. herein.
  - c. Bi-Annual Certification. The owner of the property shall provide a bi-annual certification to the Building Inspector verifying that the unit not occupied by the owner is occupied by one of the parties specified in C. 6. b. herein or that the space is being used for another lawfully allowed use pursuant to this Bylaw.

And by deleting the current definition of Accessory Family Dwelling Unit in SECTION 2 DEFINITIONS and replacing it as follows:

~~Accessory Family Dwelling Unit: A separate and complete housekeeping unit contained within, or being an extension of, a single family dwelling to accommodate additional family members of a resident of the primary dwelling.~~

**Accessory Family Dwelling Unit: A separate dwelling unit contained within or attached to a detached single-family dwelling unit (principal dwelling unit) or in an accessory structure thereto and which is subordinate in size to the principal dwelling unit, that is designed to accommodate family members of and/or caregivers for a resident of the primary or accessory family dwelling unit and which includes its own living, sleeping, sanitary and food preparation facilities such that the occupant(s) of the accessory family dwelling unit does not need to rely on the corresponding facilities located in the principal dwelling unit.**

And by adding the following definition in SECTION 2 DEFINITIONS as follows:

**Caregiver: An individual who regularly looks after a child or a sick, elderly, disabled, or handicapped person or an individual with a chronic medical condition, by providing for or assisting with the tasks of daily living such as, but not limited to activities necessary to maintain good health, personal care, meal preparation, child care, household and property maintenance, and transportation.**

And to act in any manner relating thereto.

ZONING BOARD OF APPEALS

DRAFT

## Definition Ideas – 2/8/16

**ARTICLE :** To see if the Town of Medway will vote to amend the Zoning Bylaw by deleting item F. Building Height from Section 6.2. General Provisions and inserting the following definition in alphabetical order in SECTION 2 DEFINITIONS:

**Building Height** – The vertical distance from grade plane to the average height of the highest roof surface.

And by inserting the following definitions in alphabetical order in SECTION 2 DEFINITIONS:

**Garage, private residential:** A structure which is accessory to a residential building and used by the residents thereof for personal household storage and/or the parking and storage of motorized vehicles and other moveable items such as campers, boats and other types of recreational vehicles owned by the residents of the building, and which is not a separate commercial enterprise available to the general public.

**Membrane Structure:** An air-inflated, air-supported, tensioned, cable or frame-covered structure as defined by the International Building Code and not otherwise defined as a tent or canopy.

**Tent:** A structure, enclosure or shelter constructed of fabric or pliable material with or without sidewalls or drops, supported by any manner except by air or the contents that it protects.

**Self -Storage Facility:** A structure containing separate, individual, and private storage spaces of varying sizes leased or rented for varying periods of time for personal, household, and/or business storage.

**Automated Teller Machine (ATM) Kiosk:** A free-standing, electronic banking outlet which allows customers to complete various banking transactions without the aid of a branch representative or teller. NOTE – Sometimes referred to as automated banking machines.

**Abandonment of Use:** The intentional cessation or discontinuation of a particular use of property. The abandonment of a nonconforming use occurs when the owner forms an intent to abandon the use and engages in conduct that carries the implication of abandonment.

Abandonment does not include temporary or short-term interruptions to a use or activity during periods of remodeling, maintaining, or otherwise improving or rearranging a facility, or during normal periods of vacation or seasonal closure.

**Museum:** A premises open to the public for the procurement, care, conservation, storage, study and display of inanimate objects of lasting historical, scientific, artistic or cultural interest or value.

**Movie Theatre/Cinema:** A venue, usually a building that contains an auditorium for viewing movies (films) for entertainment.

**Theatre:** A building, part of a building or outdoor area where plays, dramatic presentations and stage entertainment, etc., are performed.

**Recreational Vehicle:** A vehicular type portable structure without a permanent foundation that can be towed, hauled, or driven and that is primarily designed or modified to serve as a

temporary living accommodation for recreational, camping and travel use and includes but is not limited to travel trailers, truck campers, caravan, camping trailers, and self-propelled motor homes.

And by eliminating the following existing definitions in SECTION 2 DEFINITIONS (noted in strikethroughs) and replacing them (as noted in **bold text**) as follows:

~~Shopping Center (Current): A group of commercial establishments planned, constructed, and managed as a total entity, with customer and employee parking provided on-site and provision for good delivery separated from customer access.~~

**Shopping Center/Multi-Tenant Development** (proposed): A group of two or more business establishments designed, planned, constructed and managed as a total entity, located in one or more buildings on one or more lots under single or multiple ownership, with customer and employee parking provided on-site.

\*\*\*\*\*

~~Family (current): Any number of individuals living and cooking together on the premises as a single housekeeping unit, as distinguished from a group occupying a boarding or lodging house, motel or hotel.~~

**Family** (proposed):

- An individual or two or more persons including children, who are related by blood, marriage, foster care, legal adoption or guardianship, living together as a single housekeeping unit
- A group of up to four individuals not related by blood, marriage, foster care, legal adoption or guardianship, living together as a single housekeeping unit
- Two unrelated adults and their related children living together as a single housekeeping unit

\*\*\*\*\*

~~Commercial Motor Vehicle (current): Any vehicle licensed by the Commonwealth of Massachusetts as a commercial motor vehicle (540 CMR 4.02 Special Definitions)~~

**Commercial Motor Vehicle** (proposed): Any vehicle defined as such by the Massachusetts Registry of Motor Vehicles in 540 CMR 2.05

\*\*\*\*\*

~~Dwelling Unit (current): One or more rooms providing complete living facilities for one family, including equipment for cooking or provisions for same, and including room or rooms for living, sleeping, and food preparation.~~

**Dwelling Unit** (proposed): One or more rooms providing complete living facilities for one family, including room or rooms for living, sleeping, food preparation and sanitary facilities.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

## **ZBL Amendments - EDITING ZBL**

### **February 3, 2016**

ARTICLE :

To see if the Town will vote to amend the Medway Zoning Bylaw by adding a new Section 1.7 as follows:

#### **1.7 FORMAT**

The Planning and Economic Development Coordinator, under the auspices of the Planning and Economic Development Board, is authorized to edit this Zoning Bylaw for format only through use of bold, italics, underscores, bullets, font style, font size, spacing, and other similar editing measures to improve the Bylaw's readability and ease of use without changing the text, section and heading titles, numbering, or content in any manner; and to clearly denote those terms throughout the Bylaw that are officially defined within SECTION 2 of the Bylaw.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

## **REVISE PROHIBITED USES**

Draft – February 8, 2016

**ARTICLE :** To see if the Town of Medway will vote to amend SECTION 5.2 of the Zoning Bylaw by inserting the following to Sub-Section 5.2 B. PROHIBITED USES:

B. 13. Self-Storage Facilities

And by revising the identification of item B. 13 to become B. 14.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

DRAFT

## **ZONING DISTRICT BOUNDARIES**

**Revised Draft – March 3, 2016**

**ARTICLE** : To see if the Town will vote to amend the Medway Zoning Bylaw by adding a new Section 4.4 as follows:

### **4.4 ZONING DISTRICT BOUNDARIES**

Where a zoning district boundary line is shown on the Zoning Map as being within a public or private street or right-of-way, the center line of the street or right-of-way shall be the zoning district boundary line.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

## **EXPAND INDUSTRIAL II**

**January 22, 2016 draft**

ARTICLE: To see if the Town of Medway will vote to amend the Medway Zoning Map by rezoning the following parcels from ARII to Industrial II:

<b>Address</b>	<b>Map/Parcel</b>	<b>Owner</b>	<b>Size</b>	<b>Notes</b>
12 West Street	66 - 010	Sithe W. Medway LLC – c/o NSTAR	.2 acres	Electrical sub-station
Portion of 34 West Street	66 - 012	Sithe W. Medway LLC – c/o NSTAR	???	Electrical ROW. This parcel has split zoning – part Ind II and part ARII
30 West Street	66 - 011	New England Power Co	.7 acres	Electrical ROW
15 West Street	66 - 005	West ST. Realty Trust	6.97 acres	Mobile Excavating and American Stripping
23 West Street	65 - 028	New England Power Co	8.52 acres	Electrical ROW
27 West Street	66 - 004	New England Power Co	.37 acres	Electrical ROW
29 West Street	65 - 027	New England Power Co	12.97 acres	Electrical ROW
0 West Street	55 - 026	Boston Edison/NSTAR	6.7 acres	Electrical ROW
Portion of 0 Summer Street	66 - 013	Sithe W. Medway LLC - Excelon	???	Electricity Generation Facility. This parcel has split zoning – part Ind II and part ARII

And by revising Table 1 Schedule of Uses in Section 5.4 to add Contractor's Yard as an allowed, by right use, in the Industrial II zoning district.

Or to act in any manner relating thereto.

PLANNING AND ECONOMIC DEVELOPMENT BOARD

# Proposed Expansion of Industrial II Zoning District

## ZONE CODE

C-V

AR-II

IND-II

Proposed IND-II  
Expansion

IND-II

66-013  
9 Summer St  
36.5 acres

55-026  
0 West St  
6.7 acres

65-027  
29 West St  
12.97 acres

66-004  
27 West St  
0.37 acres

66-011  
30 West St  
0.7 acres

66-012  
34 West St  
48.78 acres

66-005  
15 West St  
1.97 acres

66-010  
12 West St  
0.2 acres

65-028  
23 West St  
8.52 acres

AMELIA DRIVE

ARDMORE CIRCLE

OLD SUMMER STREET

SUMMER STREET

MAIN STREET

ROB WAY

VILLAGE STREET

SUMMIT VALLEY LANE

LITTLE TREE ROAD

RUSTIC ROAD

LANTERN LANE

PINE MEADOW DRIVE

MILLBROOK ROAD

GLENBROOK WAY

WEST STREET

HOLBROOK STREET

WILLIAMSBURG WAY

HIKON ROAD

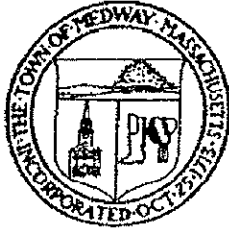
2,000 Feet

1,000

500

0

Map created January 28, 2014  
Fran V. Hutton, Lee



Town of Medway  
**Economic Development Committee**  
155 Village Street, Medway MA 02053  
(508) 321-4918 • FAX: (508) 321-4988

*Paul Yorkis, Chairman  
Andy Rodenhiser, Vice Chairman  
Eric Arbeene, Member  
Ken Bancewicz, Member  
Tina Chemini, Member  
Scott Habeeb, Member  
Hugh McKinnon, Member  
Keith Peden, Member  
Alissa Rodenhiser, Member  
Cranston Rogers, Member*

Date: March 8, 2016

To: Planning and Economic Development Board

From: Economic Development Committee

Re: Proposed Town Meeting warrant article relative to rezoning parcels from ARII to INDII

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At our February 10, 2016 meeting and during a discussion on long-term planning for economic development, it was brought to the Committee's attention that the Planning and Economic Development Board submitted a warrant article to rezone some parcels along West Street from ARII to INDII for inclusion on the 2016 Annual Town Meeting warrant. The Economic Development Committee would like to see an evaluation performed to make sure that the highest and best use of this area is explored. Further discussion on the rezoning of this area is warranted and we ask for a joint meeting to discuss.

Therefore by a vote of 6-0-1, the Economic Development Committee voted to request that the Planning and Economic Development Board withdraw the proposed article at this time and ask that the Board work with this Committee to make sure that the parcels on West Street will be utilized for the highest and best use.

**Community & Economic  
Development Department**

Stephanie A. Mercandetti,  
Director



Medway Town Hall  
155 Village Street  
Medway, MA 02053  
Phone: (508) 321-4918  
Email:  
smercandetti@townofmedway.org

## TOWN OF MEDWAY

Date: April 8, 2016

To: Planning and Economic Development Board

From: Stephanie Mercandetti, Director, Community & Economic Development 

Re: Article 28: Accessory Family Dwelling Unit Bylaw

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At their meeting on April 6, 2016, the Zoning Board of Appeals voted 4-0-0 to support and co-sponsor Article 28 relative to the Accessory Family Dwelling Unit bylaw before Town Meeting.

The Board discussed proposed changes to this bylaw at two prior scheduled meetings, one of which was attended by Chairman Rodenhiser and Susan Affleck-Childs, Planning and Economic Development Coordinator. The Board was appreciative of the work by staff and that their comments were incorporated into the latest draft of the article presently before the Planning and Economic Development Board.

## Susan Affleck-Childs

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**From:** Charles Myers <cmyers@massh2.org>  
**Sent:** Monday, April 11, 2016 9:11 PM  
**To:** Susan Affleck-Childs  
**Cc:** Andy Rodenhiser  
**Subject:** Public Hearing Comments to Section 3.5 Site Plan Review

To the Medway Planning and Economic Development Board,

I regret that my job takes me out of town for this evenings public hearing on the Zoning Bylaws. I am certain that the Board knows from my attendance at prior meetings and the history behind it that I am keenly interested in seeing a positive change that can benefit all in the town.

Within the Bylaws is a list of Decision Criteria to be used when reviewing projects. Much of that list was reaffirmed by the Board at the recent public hearing. I call attention to the phrasing "not detrimental to the neighborhood...neighboring properties due to the effects of ....visual".

The inclusion of "accessory structures" in B. Exemptions opens up considerable room for residential structure development without control. There is no definition associated with "accessory structure". As noted by the staff at the last meeting, that structure could be large statue like artwork or it could be a 10,000 sq foot walled structure, both of which would be detrimental if placed within an established residential development within Medway.

My ask is two part.

First, do not add the term "accessory structure" to B. Exemptions. There is no definition for the term Accessory Structure. Do not let the unintended consequence be the construction of something detrimental to an existing residential development.

Two, include the term "Accessory Structure" as noted in the handout I provided at the last public hearing into all sections of the Site Review. Doing so does NOT prevent the homeowner from taking action. Rather, this gives the town and residential location the ability to provide input on appearance and other site characteristics that minimize any detrimental impacts. If, as was stated at the public hearing, the effort is to preserve the tax base at the same time, including an Accessory Structure in the Site Plan review process does just that.

The Site Plan review process matches the square feet of the structure footprint to the appropriate review and community inputs. The combined footprint of my 1<sup>st</sup> floor and garage is 1696 sq feet. In an established residential neighborhood of homes with 1700 sq ft footprints, is it appropriate to add a 5,000 square foot structure? A structure with nearly three times the footprint surely should have some consideration for appearance, access and landscaping, not to mention safety considerations and go through the appropriate Site Plan Review process.

The Public Hearing process is a time for the public to provide input, which is what I am doing. I hope that I am presenting logic for you to consider and approve.

I appreciate the Board taking the time to listen to me and consider the issue.

Respectfully,

Charlie

Charles Myers  
9 Curtis Lane  
Medway, MA 02053  
(508) 380-1759  
[cmyers@massh2.org](mailto:cmyers@massh2.org)



TETRA TECH

**Construction Administration Budget  
"The Willows"  
Medway, MA**

Item No.	Inspection	Site Visits	Hrs/Inspection	Rate	Total
1	Erosion Control	2	2	\$105	\$420
2	Clear & Grub	3	2	\$105	\$630
3	Tree Protection	1	2	\$105	\$210
4	Subgrade/Staking	2	2	\$105	\$420
5	Drainage Collection System	5	3	\$105	\$1,575
6	Subsurface Detention System	8	2	\$105	\$1,680
7	At-Grade Detention System	6	2	\$105	\$1,260
8	Canoe Put In	2	3	\$105	\$630
9	Roadway Gravel	1	4	\$105	\$420
10	Water System Installation	8	2	\$105	\$1,680
11	Water System Testing	2	3	\$105	\$630
12	Sewer System Installation	8	2	\$105	\$1,680
13	Sewer System Testing	2	3	\$105	\$630
14	Private Utilities	2	2	\$105	\$420
15	Roadway Binder	3	12	\$105	\$3,780
16	Curb/Berm	2	3	\$105	\$630
17	Sidewalk Base/Gravel	2	2	\$105	\$420
18	Sidewalk Binder	1	8	\$105	\$840
19	Roadway Top	3	12	\$105	\$3,780
20	Sidewalk Top	1	8	\$105	\$840
21	Frames and Covers/Grates	1	2	\$105	\$210
22	Adjust Frames & Covers/Grates	1	2	\$105	\$210
23	Landscape/Plantings <sup>2</sup>	-	-	-	-
24	O & M Inspections <sup>3</sup>	10	1	\$105	\$1,050
25	Bond Estimates <sup>4</sup>	3	6	\$105	\$1,890
26	Punch List <sup>5</sup>	2	6	\$105	\$1,260
27	As-Built Plans	1	6	\$105	\$630
28	Meetings <sup>6</sup>	10	2	\$105	\$2,100
29	Admin	3	2	\$60	\$360
	Subtotal				\$30,285
	Expenses			3.5%	\$1,060
	<b>TOTAL</b>				<b>\$31,345</b>

See Page 2 for notes.

**Notes:**

1. This estimate does not include items which may be reviewed under jurisdiction to the Medway Conservation Commission. These items include but are not limited to compensatory flood storage, wetland replication, wetland crossings and walking path clearing/construction.
2. Landscaping inspections are not included in this estimate. TT will provide estimate for this work at a later date upon Medway PEDB request.
3. This item includes 10 bi-monthly inspections of the completed drainage system to determine if the system is functioning as designed and being properly maintained.
4. This item includes three (3) bond estimate inspections and three (3) bond estimates/estimate reductions associated with each inspection.
5. This item includes a site inspection upon substantial completion of the project, punch list memorandum and a follow-up inspection to determine if items from the punch list have been addressed. Additional memo revisions and/or inspection may require additional funding from the applicant.
6. This item includes a pre-construction meeting and attendance at public meetings in order to update the PEDB of construction progress/issues.

M:\SITE\BOULEY\MEDWAY\_PEDB\_THE WILLOWS-INSPECTION ESTIMATE\_2016-04-08.DOCX

## Susan Affleck-Childs

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**From:** Matthew J Buckley <matt\_buckley2@yahoo.com>  
**Sent:** Sunday, March 13, 2016 12:51 PM  
**To:** Susan Affleck-Childs  
**Cc:** Andy Rodenhiser; Andy Rodenhiser; Bob Tucker; Bob Tucker; Matthew Hayes; Rich Di Iulio; Thomas Gay; Julie Fallon; Julie Fallon; Lisa Graves; Mary Weafer; Rachel Walsh  
**Subject:** Re: Faux Windows at Tri Valley Commons

I offer the attached image for review. In this image I colored four windows along a portion of the top and one side with the lightest grey used at the site. I then added a narrow dark edge along the mullion edge along with a broader darkened grey inner border. This drop-shadow should be added to the southern side of any window [that is the eastern side of the building would have them on the left and western on the right]. Those windows at the front could have this done on three sides. An example of this is shown as well. I have left some windows unchanged to offer a comparison. The paint should have some more luster, perhaps semi gloss.

Regards,  
Matt





# Thurken Medway LLC

PO Box 857  
New Castle, NH 03854

Town of Medway  
Planning and Economic Development Board  
155 Village Street  
Medway, MA 02053  
Attn: Susan Affleck-Childs

RE: Tri Valley Commons - Additional Window Treatment - Advanced Auto Parts

Dear Susan,

I have received the comments on the color selection of the additional paint treatment to the windows at the Advanced Auto Building at my project at 72 Main Street in Medway. I have reviewed the comments and suggestions and computer mock up from Matt Buckley. Below is my response .

First as you are aware it is my firm position that what we are building is what was shown on the approved plans as submitted to the town. I have agreed that the decorative windows and accent trim all being painted white as shown on the plans has resulted in an appearance which is very monotone. As an act of goodwill and a desire to have a project be as aesthetically pleasing as possible, I agreed to provide a painting treatment adding a color to the portions which would be glass on an actual window unit. We first did a mockup in a dark grey and then after the last meeting agreed to try 3 additional colors the board could select from. This was done and I was expecting a simple color selection from the town as to their preference.

The suggestion from the DRC to add an additional step of painting on shadows is beyond the scope of what I am willing to do and believe going that way, even if I were willing to, would be a mistake. We would be taking a decorative element we decided to make a change to because they looked too fake and adding an additional step painting a fake shadow which is going to make them look much more fake as a result. First you will have shadow treatments painted on windows, which during significant portions of the day in reality would show now shadows. So you will have shadows there when really there should be none. Also at night you will still have shadows painted based on a southern position of the sun when there is no sun and the buildings are being lit from multiple angles by site lighting. In short this additional treatment is going to backfire.

As to the comment on luster. We did instruct the painter to use a high gloss paint and it was my understanding they did, however we are told the painter thought this was purely for color selection and used a satin finish instead. (please see attached comments from the general contractor). It is our intention to use a high gloss paint for the additional color treatment.

It is my hope that the board can simply take action on selecting the lightest grey color preferred by myself and the DRC so we can proceed forward with completing these buildings.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Landry Jr.', with a stylized, cursive script.

Richard E Landry Jr.  
Manager, Thurken Medway LLC

## Susan Affleck-Childs

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**From:** Barry Steinberg <barry@directtire.com>  
**Sent:** Monday, March 28, 2016 12:07 PM  
**To:** Susan Affleck-Childs  
**Subject:** Re: Direct Tire at Medway Commons - Possible facade change

Good morning Susy,  
We are certainly making some progress on our building.  
If you could please look at the left side elevation and there is one Faux window to the left of the doors.  
The other three windows at the sidewalk level are real and I am having a challenge trying to make it look as good.  
I know you helped me to eliminate the two on the right side and I am wondering if not having this one faux window in the back could be considered.  
I just want my building to look as special as possible and to have something all parties will be proud of. I certainly can't control what goes on with the other building but I do care very much so about how my building will look.  
I look forward to hearing from you.

Barry

**From:** Susan Affleck-Childs  
**Sent:** Wednesday, March 16, 2016 10:40 AM  
**To:** Rich Landry  
**Cc:** Barry Steinberg  
**Subject:** FW: Direct Tire at Medway Commons - Possible facade change

Hi Rich,

Any concerns or issues about removing two faux windows?

Susy

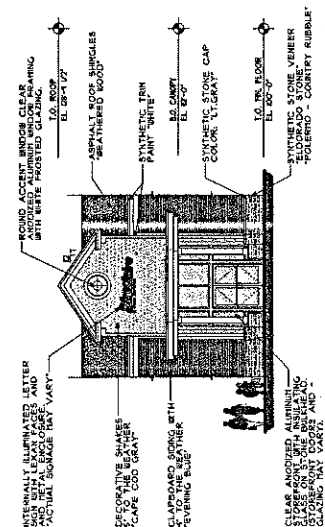
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

Town of Medway  
155 Village Street  
Medway, MA 02053  
508-533-3291  
[sachilds@townofmedway.org](mailto:sachilds@townofmedway.org)

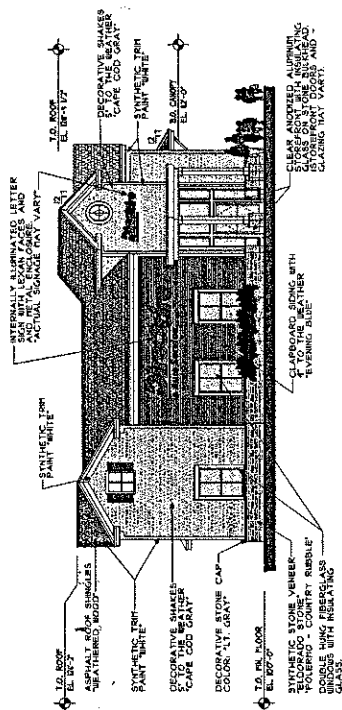
Town of Medway – *A Massachusetts Green Community*

*Please remember when writing or responding, the Massachusetts Secretary of State has determined that e-mail is a public record.*

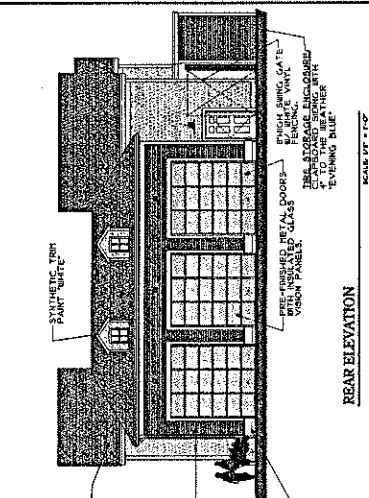
*The information in this e-mail, including attachments, may contain privileged and confidential information intended only for the person(s) identified above. If you are not the intended recipient, you are hereby notified that any dissemination, copying or disclosure of this communication is strictly prohibited. Please discard this e-mail and any attachments and notify the sender immediately.*



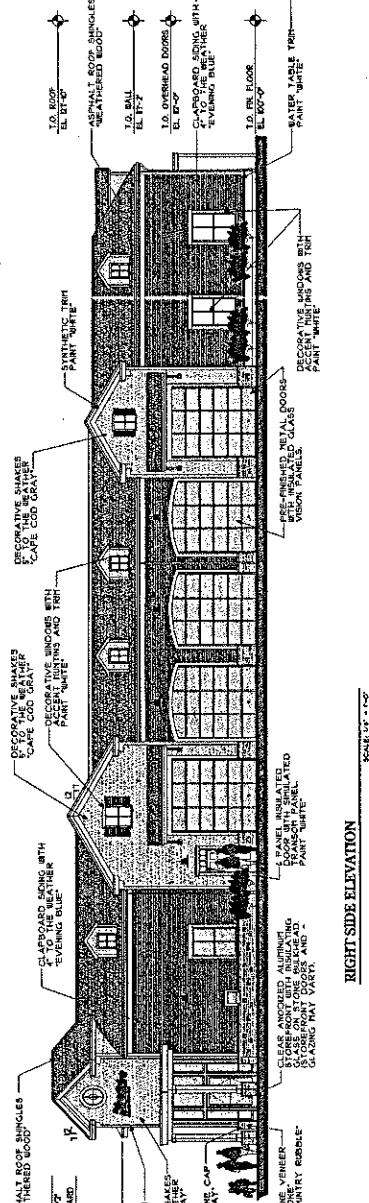
### PARTIAL FRONT ELEVATION



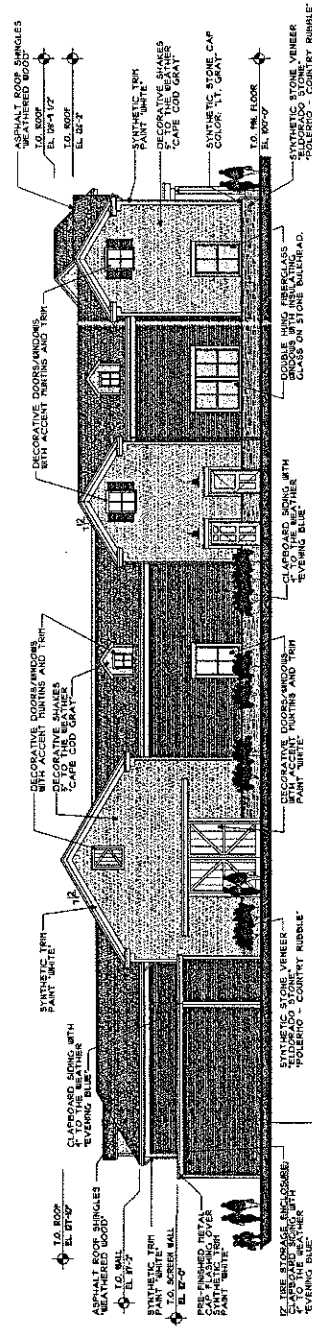
### FRONT ELEVATION



### REAR ELEVATION



RIGHT SIDE ELEVATION



**LEFT SIDE ELEVATION**

APPROVED DATE: 8-11-15  
MIDWAY PLANNING AND  
ECONOMIC DEVELOPMENT BOARD

SIGNATURE DATE: 9-8-15  
BEING A MAJORITY

NOTE:  
TIRE STORAGE UNIT SHALL BE  
A "CONEX" TYPE STORAGE UNIT  
WITH ENCLOSED TOP.

## Susan Affleck-Childs

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**From:** Andy Rodenhiser <Andy@rodenhiser.com>  
**Sent:** Tuesday, April 12, 2016 7:17 PM  
**To:** Susan Affleck-Childs  
**Subject:** Fwd: Power

Andy Rodenhiser  
President & CEO  
Andy Rodenhiser Plumbing & Heating Inc.

Begin forwarded message:

**From:** Richard Landry <[morefunplease12@gmail.com](mailto:morefunplease12@gmail.com)>  
**Date:** April 12, 2016 at 11:00:34 AM EDT  
**To:** Andy Rodenhiser <[andy@rodenhiser.com](mailto:andy@rodenhiser.com)>  
**Subject:** Power

As an FYI I'm not going to be at the meeting tonight. I spoke to Susy and it sounded like you have a full meeting and will have to squeeze the discussion in. Plus I have a pretty set position on what I am willing to do on the AAP building windows so I have sent a letter to Susy with my thoughts and response to the DRCs comments.

No on the power we have had Work Order Numbers on the project since October. It sat in engineering for months with little to no response for request for updates from us. Once they finally came up with a design we asked them to look at options that would not involve additional poles in the ROW, given the electrical engineer had spoken with someone in there engineering department on the service path before designing it originally. They said no we have to do it our way. Ok that was fine. Then more time passed with no movement on anything. Verizon became involved because the handle the town permitting. Then Verizon sat waiting for a response from Eversource. Every time they said they needed something signed or a payment we had it to them within 24 hours or the same day they asked for it. Verizon waited more then a month to get what they needed from Eversource just to file the paperwork with the Town. We provided only one comment to their design which was to push their pole back to the very edge of the ROW, they ignored that. I also asked if they would consider having me obtain rights from the property owner across the street so the pole could be out of the ROW which would have been a 12" shift of the location they said no. So here we are in April finally getting power while a building has been sitting waiting for power for over 2 months. The cost to me has been in the tens of thousands. I don't believe there has been one occasion where Eversource gave the slightest hint of any sense of urgency or concern. Verizon on the other hand did display good responsiveness and also tried to push Eversource.

We did get some assistance from Senator Spilka's office in trying to push them, frankly Eversouce couldn't have cared less.