

**December 27, 2016
Medway Planning and Economic Development Board Meeting
155 Village Street
Medway, MA 02053**

Members	Andy Rodenhiser	Bob Tucker	Tom Gay	Matt Hayes	Rich Di Iulio
Attendance	X	X	X	X	X

ALSO PRESENT:

Susy Affleck-Childs, Planning and Economic Development Coordinator

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

**Medway Greens Multifamily Housing Special Permit (176-178 Main Street) –
Plan Review Fee Estimates**

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

- Tetra Tech plan review fee estimate dated 12-19-16
- PGC & Associates plan review fee estimate dated 12-22-16

The Board reviewed the plan review fee estimates provided by PGC Associates and Tetra Tech.

Member Hayes noted some arithmetic errors in the Tetra Tech estimate. When corrected, the total is \$5,334. Member Tucker asked Susy to check the contract on the hourly rate and expense percentage.

On a motion made by Bob Tucker, seconded by Matt Hayes, the Board voted unanimously to approve the plan review fee estimate of \$1,235 for PGC Associates and \$5,334 for Tetra Tech.

Other Business

Susy Affleck-Childs reminded the Board about the joint meeting on Tuesday, January 3, 2017 with the Board of Selectmen and Town Counsel to discuss recreational marijuana.

Adjournment

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

The meeting was adjourned at 7:07 pm.

Respectfully Submitted,



Susan E. Affleck-Childs
Planning and Economic Development Coordinator



December 19, 2016

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

**Re: Medway Greens
Multi-Family Special Permit Review
Medway, Massachusetts**

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 Medway Greens submittal in Medway, Massachusetts (the Project). The objective of our services is to review the proposed Multi-Family submittal package and provide review comments as they relate to applicable Town of Medway Rules and Regulations, Department of Environmental Protection Stormwater Management Standards, 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 (1) site visits to review the site and its surroundings;
- Budget Assumption: 1 Visit
2 hours @ \$135/hr = \$210
Total = \$270

Task 2 Design Review

- A. Review the Application for Major Site Plan Approval, and supporting documentation, prepared by Ronald Tiberi P.E. and incorporate comments into review letter in item D below;
- Budget Assumption: 1 hour @ \$235/hr = \$235
1 hour @ \$135/hr = \$135
1 hour @ \$135/hr = \$135
Total = \$370
- B. Review the proposed Site Plans prepared by Mr. Tiberi dated December 18, 2016 and incorporate comments into review letter in item D below;
- Budget Assumption: 1 hours @ \$235/hr = \$235
3 hours @ \$135/hr = \$405
3 hours @ \$135/hr = \$405
Total = \$640
- C. Review the Stormwater Report prepared by Mr. Tiberi for compliance with the latest Massachusetts Department of Environmental Protection Stormwater Management Standards and good engineering practice and incorporate comments into review letter in item D below;
- Budget Assumption: 1 hours @ \$235/hr = \$235
3 hours @ \$135/hr = \$405
3 hours @ \$135/hr = \$405
Total = \$640

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

- Budget Assumption: 2 hours @ \$235/hr = \$470
4 hours @ \$135/hr = \$540
Total = \$1,010

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

- Budget Assumption: 2 hours @ \$235/hr = \$470
2 hours @ \$135/hr = \$270
Total = \$740

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 @ 2 hours per meeting = 6 Hours
6 hours @ \$235/hr = \$1,260
Total = \$1,410

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 (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	\$3,400
Task 3	Meeting Attendance	\$1,410
	Labor Subtotal	\$5,020
	Expenses (5%)	\$251
Total Fee		\$5,271

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 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

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PGC ASSOCIATES, INC.

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December 22, 2016

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

RE: MEDWAY GREENS MULTIFAMILY SPECIAL PERMIT/SITE PLAN

Dear Mr. Rodenhiser:

PGC Associates is pleased to present the following cost estimate to review and comment on the proposed multifamily housing special permit and site plan, for 8 townhouse units on Main and Mechanic Streets. The applicant is John Kelly of 176 Medway LLC of Dover. The owner is Joshua Grant of Medway.

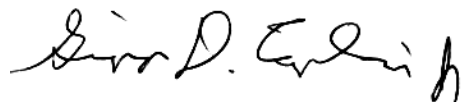
The proposal is to construct two 4-unit 2 ½-story buildings with a footprint of 2880 square feet each along with associated parking, drainage, lighting, and landscaping. The plan was prepared by Ron Tiberi, P.E. of Natick, Cheney Engineering (surveyor) of Needham, Llammer and Walsh Design (landscape design) of Boston, and SFG Studios (architects) of Somerville. The plan is dated December 18, 2016.

The property is located at 176 Main Street in the AR-II, Adaptive Overlay and Multifamily Overlay zoning districts.

<u>Task</u>	<u>Hours</u>
Technical review and comment on initial submittal in relation to zoning and regulations pertaining to multifamily housing special permits and site plans.	3.5
Attendance at Planning Board meetings/hearings	4.0
Review and comment on revised plans	2.0
Review and comment on draft decision	3.5
Total	13.0
TOTAL ESTIMATE (@\$95)	\$1235.00

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

Sincerely,



Gino D. Carlucci, Jr.