

**Tuesday July 10, 2018**  
**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>Remote Participation</b>	<b>X</b>	<b>X</b>	<b>X</b>

**ALSO PRESENT:**

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

The Chairman opened the meeting at 7:00 pm.

There were no Citizen Comments.

Member Bob Tucker was called on the telephone to participate remotely. Mr. Tucker's Remote Participation Form was referenced. (**See Attached**)

Consultant Bouley was contacted by telephone and participated remotely.

**PEDB Meeting Minutes:**

**June 26, 2018:**

On a motion made by Rich Di Iulio, and seconded by Matt Hayes, the Board voted unanimously to accept the minutes from the June 26, 2018 meeting.

**Roll Call:**

<b>Rich Di Iulio</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>
<b>Bob Tucker</b>	<b>aye</b>
<b>Tom Gay</b>	<b>aye</b>
<b>Bob Tucker</b>	<b>aye</b>

**Public Hearing Continuation - Converting Technical Services Site Plan, 9 Trotter Drive**

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

- Public Hearing Continuation Notice filed with the Town Clerk on 6-27-18.
- Mullin Rule Certification for Matt Hayes' absence from June 12, 2018 hearing.
- Revised Site Plan dated 6/12/18.
- Revised plan review letter from PGC Associates dated 6/29/18.

- Draft DRC project review letter dated 7/2/18.
- Draft Site plan decision dated 7/6/18.
- Revised plan review letter from Tetra Tech dated 7/9/18.

NOTE – Project engineer Peter Bemis was present for the hearing.

Susy Affleck-Childs guided the Board through a review of the draft decision.

### **Findings**

**On a motion made by Matt Hayes, and seconded by Rich Di Iulio, the Board voted by roll call vote to approve the Findings as presented in the draft decision.**

### **Roll Call:**

<b>Rich Di Iulio</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>
<b>Bob Tucker</b>	<b>aye</b>
<b>Tom Gay</b>	<b>aye</b>
<b>Matt Hayes</b>	<b>aye</b>

### **Waivers:**

The Board reviewed the Request for Waivers from the Site Plan Rules and Regulations as included in the draft decision and as discussed at the previous meeting.

**On a motion made by Rich Di Iulio, and seconded by Matt Hayes the Board voted by roll call vote to approve the Waivers as presented.**

### **Roll Call:**

<b>Rich Di Iulio</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>
<b>Bob Tucker</b>	<b>aye</b>
<b>Tom Gay</b>	<b>aye</b>
<b>Matt Hayes</b>	<b>aye</b>

### **Conditions:**

The following revisions will be made to the conditions:

- “No cut” zone on northern property line. The distanced will be calculated from the building. Peter Bemis will provide that information to Susy
- Show direct connection to sewer manhole in Trotter Drive instead of through the adjacent property to the south.
- Remove item D regarding a sewer easement.

Consultant Bouley noted that the following need to be included as a condition:

- The inlet and outlets needs to be inspected for maintenance. (Steve and Susy will work on language)
- There needs to be revisions to the light trespass so that there is no light spillage onto Trotter Drive.

**On a motion made by Rich Di Iulio, and seconded by, Matt Hayes the Board voted by roll call vote to approve the Decision for Converting Technical Services Site Plan as presented and revised.**

**Roll Call:**

<b>Rich Di Iulio</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>
<b>Bob Tucker</b>	<b>aye</b>
<b>Tom Gay</b>	<b>aye</b>
<b>Matt Hayes</b>	<b>aye</b>

**On a motion made by Rich Di Iulio, and seconded by, Matt Hayes the Board voted by roll call vote to close the hearing for Converting Technical Services Site Plan.**

**Roll Call:**

<b>Rich Di Iulio</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>
<b>Bob Tucker</b>	<b>aye</b>
<b>Tom Gay</b>	<b>aye</b>
<b>Matt Hayes</b>	<b>aye</b>

**Medway Cultural Council**

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

- Medway Cultural Council cultural resources inventory sheet, information on grants from Mass Cultural Council, and photos of artist “decorated” benches, artist’s shacks and electrical boxes.

Chairman of the Medway Cultural Council, Carla Cataldo was present. She explained that the Cultural Council is a recipient of funds from the Mass Cultural Council, state agency which promotes excellence, education, diversity and inclusion in the arts, humanities, and sciences to foster a rich cultural life for all MA residents and contribute to the vitality of our communities and economy. The Council partners with government, the cultural community, and across public and private investments in the arts, humanities and sciences.

There are now 5 members of the Medway Cultural Council and they would like 2 more members. She presented a question to the Board “What is your power of culture? She responded that it is the power connection of all shared human experiences from other cultures. Ms. Catalado also informed the Board that each year the town gets a grant for a total of \$5,000 from the State to pass through to local artists for various presentations, performances and activities. Applications for next year’s grant funds are due October 15, 2018. The Council is putting together a Medway Cultural Inventory list. The Board was provided with a regional list of what other communities have for cultural events. There was discussion that Worcester is enhancing their cultural experiences by showcasing artist work in empty storefront window spaces, and painting cross walks. There are towns at the Cape which have artists showcasing their work on utility boxes and benches. The Board discussed that they could help with enhancing cultural in Medway by changing zoning for pop up uses. There should be discussion

with the DRC about guidelines for such pop ups. A suggestion was made to have a band shell at Thayer House. There is state grant money for festivals such as “Taste of Medway”.

### **O’Brien and Sons Project Completion**

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

- 7-9-18 memo from Steve Bouley with inspection report and punch list.
- 7-10-18 bond estimate prepared by Tetra Tech.

NOTE – Erin O’Brien and Mark Beaudry of Meridian Associates were present for the discussion.

The Board was informed that O’Brien and Sons is moving toward project completion. The applicant has requested a Certificate of Completion but the Board is not quite ready to consider that. The as-built plans were provided today and will need to be reviewed by Consultant Bouley.

Consultant Bouley reviewed the eight items of the punch list which still need to be completed. This includes the following:

- Monument Sign – not installed - but not part of decision (applicant wants off punch list).
- Catch basin hoods need to be installed.
- Area Drain #2 needs to be set to grade and a frame and grate installed.
- Installation of inspection ports for the subsurface stormwater facilities.
- Silt sacks should be removed.
- Temporary electric panel needs to be removed.
- Needs well for irrigation (applicant pursuing this through BOH).
- As- Built plans (have been submitted but not checked).

The members are in receipt of a bond estimate from Tetra Tech. The various items were discussed, some were eliminated, and it was reduced to \$5,075. The Board would like to set a tentative bond amount of \$5,075 with the understanding that a majority if not all of the work will be completed by the July 24, 2018 meeting. Collecting the bond funds will depend on whether the Building Department issues a permanent or temporary certificate of occupancy.

**On a motion made by Rich Di Iulio, and seconded by, Matt Hayes the Board voted by roll call vote to set the bond amount at \$5,075 for O’Brien and Sons.**

#### **Roll Call:**

<b>Rich Di Iulio</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>
<b>Bob Tucker</b>	<b>aye</b>
<b>Tom Gay</b>	<b>aye</b>
<b>Matt Hayes</b>	<b>aye</b>

### **APPLEGATE FARM SUBDIVISION:**

Chairman Rodenhiser stepped down from table. Member Gay took over running the meeting.

The Board was informed that Ralph Costello has not responded to any of the recent emails. Susy



called Needham Bank which also has not responded and spoke directly with Mr. Rodenhiser informing him of the punch list items. The Conservation Commission will be meeting on this during its next meeting. The silt sacks need to be replaced and maintained. There are several options, but the leverage for the Town is the bond. The bank has objected to the amount of the revised bond estimate. This is the legal amount of money needed if the Town needs to complete the project. The Board needs to figure out the options to proceed. It was recommended by the Planning and Economic Development Coordinator that a meeting with all parties take place to discuss a plan of action with a time table for completion. An invitation for this meeting will be sent to Mr. Costello by both certified and regular mail.

The Chairman rejoined the meeting at 8:35 pm.

Member Tucker left the meeting at 8:35 pm.

Consultant Bouley left the meeting at 8:35 pm.

### **SALMON – PLAN MODIFICATION ENDORSEMENT:**

The members were reminded that at the May 22 meeting, a pre-construction change for the Salmon project was approved. This pertained to the wetland crossing bridges and the sewer line. (See Attached)

**On a motion made by Matt Hayes, and seconded by Rich Di Iulio, the Board voted unanimously to endorse the Salmon Plan modification.**

### **CONSTRUCTION REPORTS:**

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

- June 27, 2018 Steve Bouley Inspection report for Applegate
- June 28, 2018 emails re: Applegate
- Exelon monthly progress report dated June 29, 2018.

It was communicated that the silt sacks at Applegate were supposed to be changed out on June 29, 2018. To date this has not been done. Conservation Agent Bridget Graziano is aware of the situation.

### **Goal Priorities for FY2019:**

The Board discussed the goals and priorities for FY 2019:

- Update Site Plan Rules and Regulations.
- Updating Master Plan
- Conduct an Annual Meeting to go over site plan triggers.
- Set up a joint meeting work session.
- Discuss further, what triggers site plan.
- There is scope creep after things have already been done and then they go to ZBA.
- Clarify if the abandoned properties bylaw includes commercial zones.
- Suggestion to pull back multifamily density to suit tiny houses.
- Look at the bylaw for smaller neighborhood clusters.
- Stewarding the implementation of the new open space and recreation plan.

**FUTURE MEETING:**

- Tuesday, July 24, 2018.

**ADJOURN:**

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

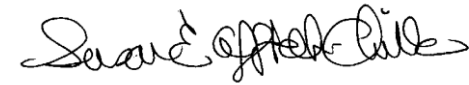
The meeting was adjourned at 9:19 pm.

Prepared by,

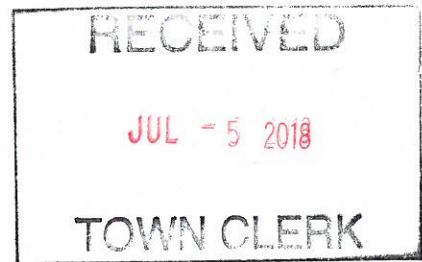


Amy Sutherland  
Recording Secretary

Reviewed and edited by,



Susan E. Affleck-Childs  
Planning and Economic Development Coordinator



**TOWN OF MEDWAY**  
**Planning and 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*

**REGULAR MEETING NOTICE**  
**Tuesday, July 10, 2018 @ 7:00 p.m.**

**LOCATION**

*Sanford Hall @ Medway Town Hall, 155 Village Street*

**AGENDA**

**CALL TO ORDER**

**CITIZEN COMMENTS**

**PUBLIC HEARINGS**

- 7:05 p.m. Public Hearing Continuation - Converting Technical Services Site Plan, 9 Trotter Drive
- Peter Bemis, PE, Engineering Design Consultants, Inc.

**APPOINTMENTS**

- 7:45 pm Carla Cataldo, chair of the Medway Cultural Council  
Overview of Cultural Council activities and brainstorm on cultural economy

**OTHER BUSINESS**

1. Discussion on Applegate Subdivision – Performance Security and Completion Status
2. O'Brien & Sons Site Plan – Review inspection report, punch list and bond estimate
3. Endorse Salmon ARCPUD plan modification re: sewer line and wetlands crossing
4. Discussion – FY19 PEDB goals and priorities
5. Consideration of minutes of the June 26, 2018 PEDB meeting
6. Reports – Staff, Consultants and Committee Liaisons
7. PEDB Members' Comments and Concerns
8. Review Correspondence/Communications

**OTHER BUSINESS AS MAY PROPERLY COME BEFORE THE BOARD**

**ADJOURN**

*The listed agenda items are those reasonably anticipated by the Chair to be discussed at the meeting.*  
*Public hearings cannot commence before the specified time. Appointment times are approximate and may be adjusted.*  
*Not all of the listed items may in fact be discussed.*

*The Board may address and consider other matters not specified to the extent permitted by law.*

**UPCOMING PEDB MEETINGS**

Tuesdays - July 24, August 14 & 28, and September 11 & 25, 2018



I, Robert K. Tucker (print name), hereby request to participate remote meeting of the Planning & Econ. Development (Board/Committee/Commission) to be held on 6/26, 7/10, 7/24, 8/14 & 8/28 (date). I certify to the Chair that my absence is the result of one or more of the following factors which make my physical presence unreasonable or difficult:

\_\_\_\_\_ (1) Personal Illness or Disability      \_\_\_\_\_ (2) A Family or Other Emergency  
\_\_\_\_\_ (3) Military Service      ✓ (4) Geographic Distance (Employer Board Business)

Explanation: Working out of the area

During the meeting, I will be at the following location:

Springfield, MA  
Address

617-901-1967  
Phone Number

Robert K. Tucker  
Signature of Member

6-22-2018  
Date

**Please sign and return to Chair**

Request received by Andrew Rodenhiser \_\_\_\_\_  
Chair (please print) \_\_\_\_\_ Date \_\_\_\_\_

Method of Participation	Phone	(e.g. speakers)
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Request Approved Yes Request Denied\*



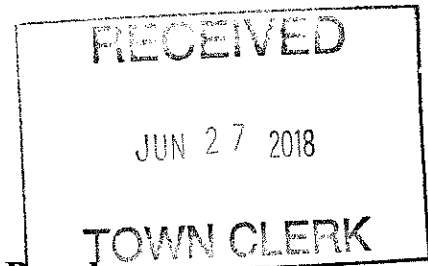
**July 10, 2018**

**Medway Planning & Economic Development Board  
Meeting**

**Converting Technical Services Site Plan**  
**– Public Hearing Continuation**

**UPDATED**

- Public Hearing Continuation Notice dated 6/27/18
- Mullins Rule Certification for Matt Hayes absence from the 6/12/18 hearing
- Revised site plan dated 6/12/18 (*This is the same as the one you reviewed at the 6/26/18 PEDB meeting*)
- Revised plan review letter from PGC Associates dated 6/29/18
- DRAFT DRC project review letter dated 7/2/18.  
This awaits final approval of DRC chairman Matt Buckley
- DRAFT site plan decision dated 7/6/18
- **Revised plan review letter from Tetra Tech dated 7/9/18**




**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**

June 27, 2018

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

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

RE: **Public Hearing Continuation: Converting Technical Services, 9 Trotter Drive**  
**Continuation Date: Tuesday, July 10, 2018 at 7:05 p.m.**  
**Hearing Location: Medway Town Hall – Sanford Hall, 155 Village Street**

At its meeting on June 26, 2018, the Planning and Economic Development Board voted to continue the public hearing on the application of CTS Property Management of Franklin, MA for approval of a major site plan for the proposed construction of a light manufacturing facility at 9 Trotter Drive. ***The continued public hearing will take place on Tuesday, July 10, 2018 at 7:05 p.m. in Sanford Hall at Medway Town Hall, 155 Village Street.***

The subject property is 1.14 acres and is located on the east side of Trotter Drive in the 495 Business Park in the West Industrial zoning district. The parcel, shown on the Medway Assessors Map as #54-004-0004, is owned by Marguerite Mele of Medway, MA.

The proposed project includes construction of a 6,000 sq. ft. one-story building with associated parking and loading facilities for Converting Technical Services, a light manufacturing/warehouse business. The site plan shows parking for 21 vehicles, landscaping, stormwater drainage facilities, site and building lighting, and connections to municipal water and sewer. Site access/egress is planned with two curb cuts on Trotter Drive.

The plan is titled *9 Trotter Drive Site Plan*, is dated March 26, 2018 and was prepared by Engineering Design Consultants, Inc. of Southborough, MA.

The application, site plan, and other documents are on file with the Medway Town Clerk and at the office of the Planning and Economic Development Board at Medway Town Hall, 155 Village Street and may be reviewed during regular business hours. The application, site plan, and other documents are also posted at the Planning and Economic Development Board's web page at: <https://www.townofmedway.org/planning-economic-development-board/pages/9-trotter-drive-converting-technical-services-major-site>

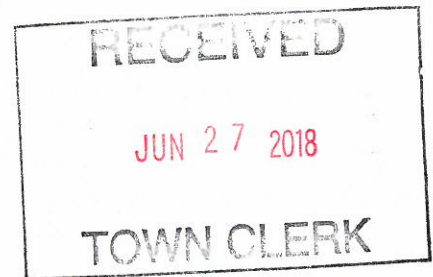
***The Board expects to make its decision at the July 10<sup>th</sup> meeting. It welcomes your review comments and suggestions on ways to improve this site plan. Kindly forward those to me as soon as possible. Please do not hesitate to contact me if you have any questions. Thanks.***

Telephone: 508-533-3291 Fax: 508-321-4987  
planningboard@townofmedway.org





Town of Medway, Massachusetts



**CERTIFICATION  
PURSUANT TO G.L. c. 39, Section 23D  
OF PARTICIPTION IN A SESSION OF AN  
ADJUDICATORY HEARING  
WHERE THE UNDERSIGNED MEMBER MISSED  
A SINGLE HEARING SESSION**

Note: This form can only be used for missing a single public hearing session.  
This cannot be used for missing more than one hearing session.

I, Matthew Hayes (name), hereby certify under the pains and penalties of perjury as follows:

1. I am a member of Planning and Economic Development Board
2. I missed a public hearing session on the matter(s) of: Converting Technical Services Site Plan

which was held on June 12, 2018

3. I have reviewed all the evidence introduced at the hearing session that I have missed which included a review of (initial which one(s) is/are applicable):
  - a. ☐ audio recording of the missed hearing session; or
  - b. ☒ video recording of the missed hearing session: or
  - c. ☐ a written transcript of the missed hearing session.

This certification shall become part of the record of the proceedings in the above matter.

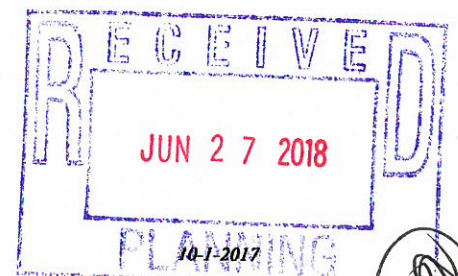
Signed under the pains and penalties of perjury this 27 day of June, 20 18.

Matthew Hayes  
(Signature of Board Member)

\*\*\*\*\*

Received as part of the record of the above matter:

Date: June 27, 2018  
By: Nancy White  
Position: Town Clerk





# 9 TROTTER DRIVE

## A SITE PLAN

### IN

## MEDWAY, MASSACHUSETTS

### (NORFOLK COUNTY)

**OWNER:**

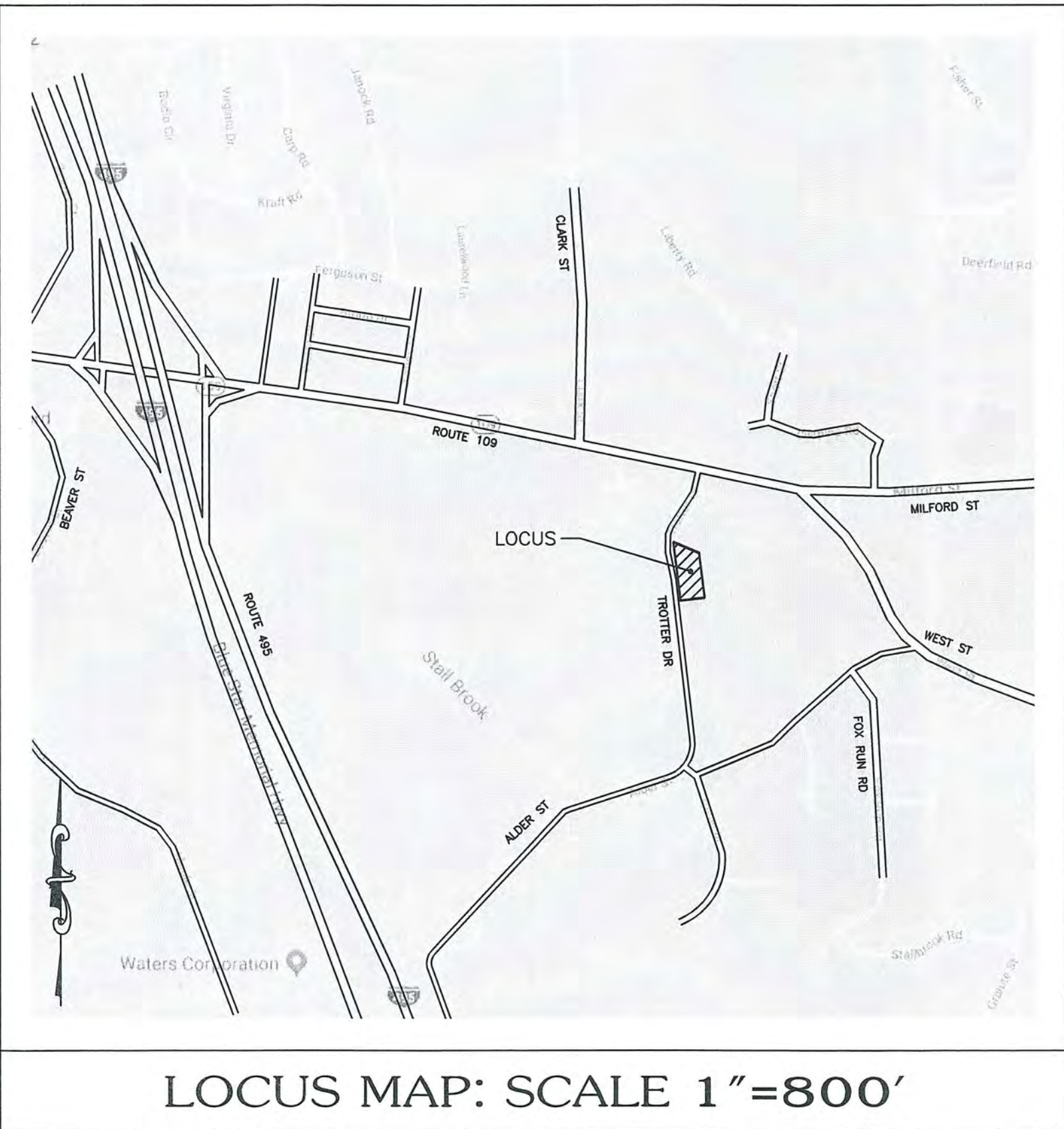
MARGUERITE K. MELE  
203 MAIN STREET  
MEDWAY, MASSACHUSETTS 02053

**APPLICANT:**

CTS PROPERTY MANAGEMENT  
430 FRANKLIN VILLAGE DRIVE - SUITE 177  
FRANKLIN, MASSACHUSETTS 02038

**ENGINEER:**

ENGINEERING DESIGN CONSULTANTS, INC.  
32 TURNPIKE ROAD  
SOUTHBOROUGH, MASSACHUSETTS 01772



MARCH 26, 2018

REVISED: JUNE 12, 2018

TOWN OF MEDWAY ASSESSORS ID: 54-004

ZONING DISTRICT: W1

WAIVERS FROM SITE PLAN RULES AND REGULATIONS

- 1) SECTION 204-3 PLANNING BOARD SUBMITTALS, A. 7. DEVELOPMENT IMPACT REPORT
- 2) SECTION 204-4 STANDARDS FOR SITE PLAN PREPARATION - B
- 3) SECTION 204-5 SITE PLAN CONTENTS C. 3. EXISTING LANDSCAPE INVENTORY
- 4) SECTION 204-5 SITE PLAN CONTENTS D. 7. REGISTERED LANDSCAPE ARCHITECT
- 5) SECTION 204-5 SITE PLAN CONTENTS D. 9. COLOR RENDERINGS
- 6) SECTION 205-3 TRAFFIC, B. VERTICAL GRANITE CURB, 6
- 7) SECTION 205-6 PARKING, C. DESIGNATED EMPLOYEE PARKING
- 8) SECTION 205-6 PARKING, G. PARKING SPACES AND STALLS, 3. a
- 9) SECTION 205-6 PARKING, G. PARKING SPACES AND STALLS, 3. b
- 10) SECTION 205-6 PARKING, G. PARKING SPACES AND STALLS, 4. b
- 11) SECTION 205-9 TREES, F. INVENTORY

WAIVER FROM ZONING BYLAW

- 1) SECTION 7.1.1 OFF-STREET PARKING AND LOADING, I. BICYCLE PARKING

**SHEET LIST:**

**SITE PLANS**

- 1 COVER SHEET
- 2 EXISTING CONDITIONS
- 3 PROPOSED LAYOUT
- 4 GRADING & UTILITIES
- 5 LIGHTING & LANDSCAPING
- 6 DETAILS

**STORMWATER PLANS**

- 1 STORMWATER (SWPPP) PLAN

**ARCHITECTURAL PLANS**

- S-1 FLOOR PLAN  
S-2 ELEVATION PLAN

APPROVED BY:  
MEDWAY PLANNING & ECONOMIC  
DEVELOPMENT BOARD

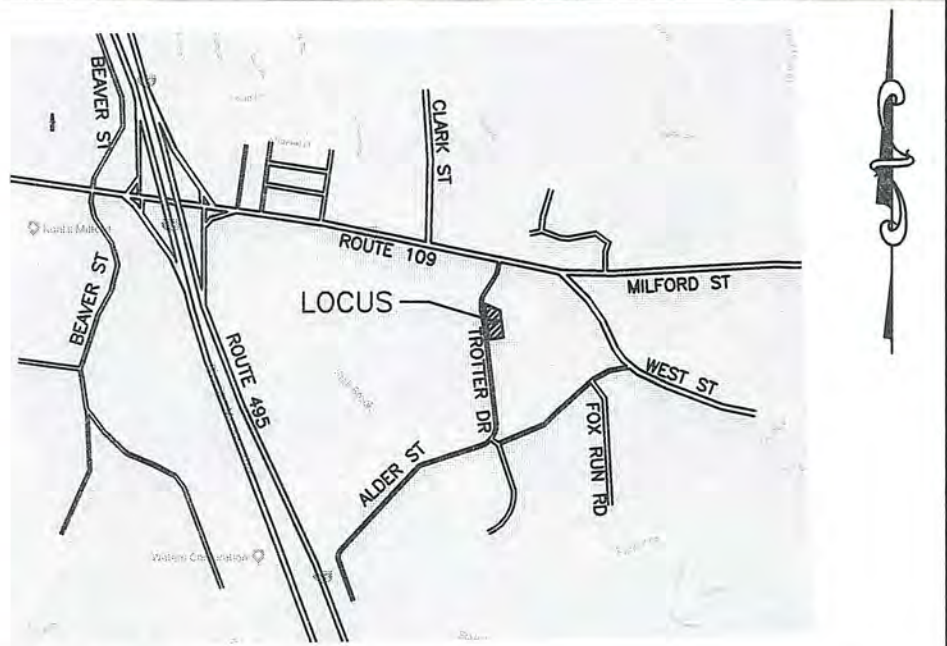
DATE: \_\_\_\_\_

**CERTIFICATE OF VOTE**

SEE CERTIFICATE OF VOTE FOR SITE PLAN APPROVAL DATED, MAY , 2018 FOR PLAN ENTITLED, '9 TROTTER DRIVE, A SITE PLAN IN MEDWAY MASSACHUSETTS,' FROM THE MEDWAY PLANNING BOARD, VOTED TO APPROVE WITH STANDARD CONDITIONS.



\\SERVER\DC\_DESIGN\PROJECTS\18-002\18-002.DWG



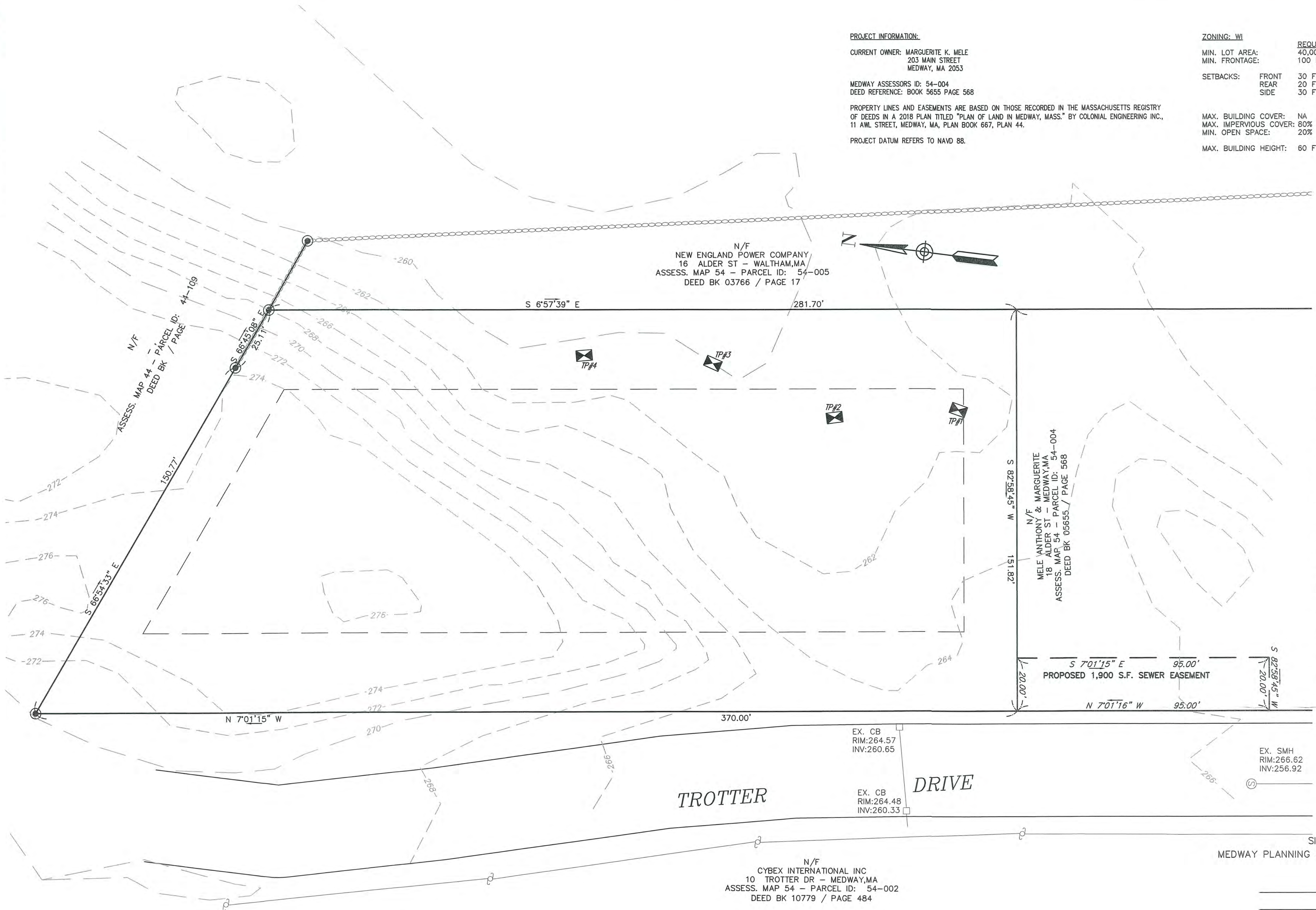
SCALE 1"=2,000'

LOCUS

NOTE:  
UNDERGROUND UTILITY LOCATIONS ARE  
NOT GUARANTEED.

IT SHALL BE THE RESPONSIBILITY OF THE  
CONTRACTOR TO VERIFY LOCATIONS AND  
ELEVATIONS OF EXISTING UTILITIES PRIOR  
TO COMMENCEMENT OF ANY CONSTRUCTION

DIGSAFE IS TO BE NOTIFIED 72 BUSINESS  
HOURS IN ADVANCE OF CONSTRUCTION.  
CALL DIGSAFE AT 811

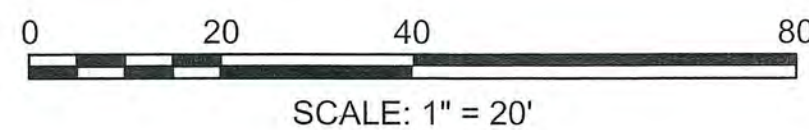


LEGEND

BIT CONC	BITUMINOUS CONCRETE
BORING	BORING
CB	CATCH BASIN
CO	CLEAN OUT
CLF	CHAIN LINK FENCE
CONC	CONCRETE
CW	CROSSWALK
DMH	DRAIN MANHOLE
D	DRAIN LINE
ELEC	ELECTRIC
EMH	ELECTRIC MANHOLE
ECB	EROSION CONTROL BARRIER
FD	FOUNDATION DRAIN
GG	GAS GATE
GAS	GAS LINE
GG	GAS GATE
HC	HANDICAPPED RAMP
HYD	HYDRANT
INV	INVERT
LP	LIGHT POLE
MH	MANHOLE
PVC	POLY-VINYL-CHLORIDE
RCP	REINFORCED CONCRETE PIPE
RD	ROOF DRAIN
S	SEWER LINE
SMH	SEWER MANHOLE
S	SEWER
SD/DH	STONE BOUND/DRILLHOLE
TELE	TELEPHONE LINE
TMH	TELEPHONE MANHOLE
TP	TEST PIT
TRANS	TRANSFORMER
VGC	VERTICAL GRANITE CURB
WG	WATER GATE
W	WATER LINE
W5	WETLAND FLAG

SITE PLAN REVIEW  
MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD

DEEP HOLE #	TP-1	ELEV.	DEEP HOLE #	TP-2	ELEV.	DEEP HOLE #	TP-3	ELEV.	DEEP HOLE #	TP-4	ELEV.
	GROUND			GROUND			GROUND			GROUND	
6"	A	261.0	6"	A	260.4	6"	A	259.5	6"	A	259.9
24"	Bw	259.5	24"	Bw	258.9	24"	Bw	258.0	24"	Bw	258.4
90"	C	254.0	84"	C	253.9	78"	C	253.5	78"	C	253.9
MOTTLING: 72" 5YR5/6 255.5			MOTTLING: 66" 5YR5/6 255.4			MOTTLING: 56" 5YR5/6 255.3			MOTTLING: 60" 5YR5/6 255.4		
PERCOLATION TEST: N.A.			PERCOLATION TEST: N.A.			PERCOLATION TEST: N.A.			PERCOLATION TEST: N.A.		
SOIL CLASS: CLASS I			SOIL CLASS: CLASS I			SOIL CLASS: CLASS I			SOIL CLASS: CLASS I		



CERTIFICATE OF VOTE

SEE CERTIFICATE OF VOTE FOR SITE PLAN APPROVAL DATED, MAY 18, 2018 FOR PLAN  
ENTITLED, '9 TROTTER DRIVE, A SITE PLAN IN MEDWAY MASSACHUSETTS,' FROM THE  
MEDWAY PLANNING BOARD, VOTED TO APPROVE WITH STANDARD CONDITIONS.

DATE: \_\_\_\_\_

ENGINEERING DESIGN CONSULTANTS, INC. SHALL NOT BE  
RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS,  
TECHNIQUES, OR PROCEDURES UTILIZED BY THE  
CONTRACTOR, NOR FOR THE SAFETY OF PUBLIC OR  
CONTRACTOR'S EMPLOYEES; OR FOR THE FAILURE OF THE  
CONTRACTOR TO CARRY OUT THE WORK IN ACCORDANCE  
WITH THE CONTRACT DOCUMENTS.

ENGINEERING DESIGN CONSULTANTS, INC.'S LIABILITY FOR  
THIS PLAN IS LIMITED TO THE EXTENT OF ITS FEE LESS  
THIRD PARTY COSTS.

DRAWN BY: ZRB  
CHECKED BY: PSB  
APPROVED BY: WML

REVISIONS:  
1 6/12/18 PEER REVIEW COMMENTS  
2 3/26/18 SITE PLAN REVIEW  
3 DATE DESCRIPTION



PREPARED BY:  
**Engineering Design Consultants, Inc.**  
32 Turnpike Road  
Southborough, Massachusetts  
ph:(508) 480-0225 fax:(800)832-5781

PROJECT:  
**SITE PLAN**  
9 TROTTER DRIVE  
MEDWAY, MASSACHUSETTS 02053

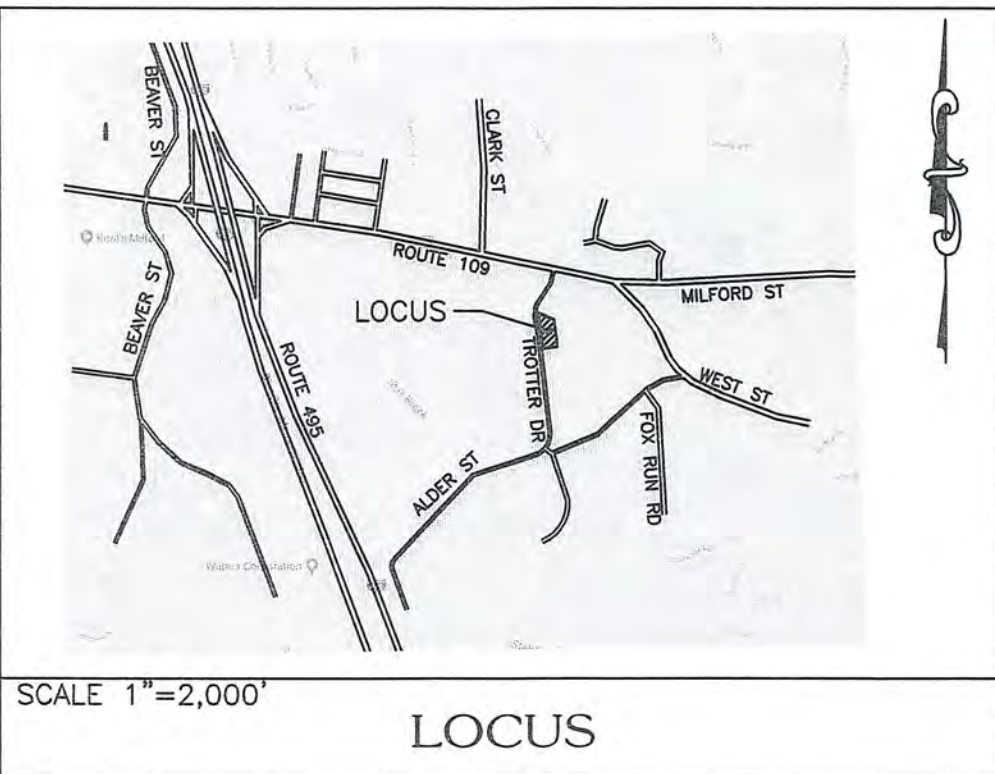
TITLE:  
**EXISTING CONDITIONS**  
**SITE PLAN**  
OWNER: MARGUERITE K. MELE  
203 MAIN STREET  
MEDWAY, MASSACHUSETTS 02053

APPLICANT:  
**CTS PROPERTY MANAGEMENT**  
430 FRANKLIN VILLAGE DRIVE - SUITE 177  
FRANKLIN, MASSACHUSETTS 02038

FILE NO: 3583  
EXISTING CONDITIONS  
DATE: MARCH 26, 2018  
PLAN NUMBER  
2 of 6  
2



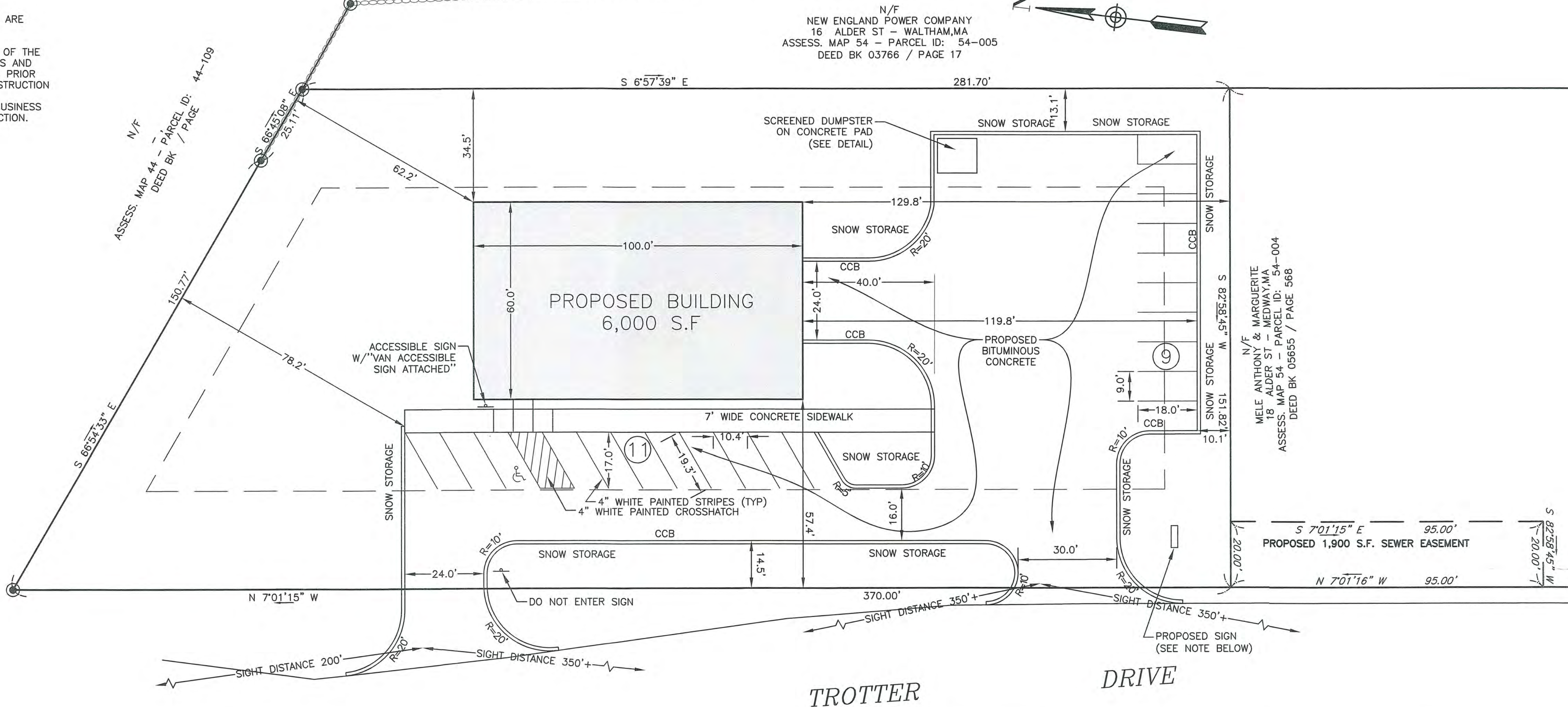
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NOTE:  
UNDERGROUND UTILITY LOCATIONS ARE NOT GUARANTEED.

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION.

DIGSAFE IS TO BE NOTIFIED 72 BUSINESS HOURS IN ADVANCE OF CONSTRUCTION. CALL DIGSAFE AT 811



**PARKING SCHEDULE:**

REQUIRED: 1 SPACE PER 300 SF OF OFFICE = 1/200 x 264 = 1 SPACE  
1 SPACE PER 2 EMPLOYEES = 1/2 x 10 = 5 SPACES  
1 SPACE PER 1,000 SF OF BUILDING = 1/1000 x 6,000 = 6 SPACES

TOTAL OF 12 SPACES REQUIRED.

PROVIDED: 20 SPACES ARE PROVIDED INCLUDING 1 "VAN ACCESSIBLE" SPACE.

**PROJECT INFORMATION:**

CURRENT OWNER: MARGUERITE K. MELE  
203 MAIN STREET  
MEDWAY, MA 02053

MEDWAY ASSESSORS ID: 54-004

PROPERTY LINES AND EASEMENTS ARE BASED ON THOSE RECORDED IN THE MASSACHUSETTS REGISTRY OF DEEDS IN A 2018 PLAN TITLED "PLAN OF LAND IN MEDWAY, MASS." BY COLONIAL ENGINEERING INC., 11 AUL STREET, MEDWAY, MA, PLAN BOOK 667, PLAN 44.

PROJECT DATUM REFERS TO NAVD 88.

ZONING: W1		REQUIRED	EXISTING	PROPOSED
MIN. LOT AREA:		40,000 S.F.	49,528±S.F.	
MIN. FRONTAGE:		100 FT.	370.00±FT.	
SETBACKS:	FRONT	30 FT.	NA	57.4± FT.
	REAR	20 FT.	NA	34.5± FT.
	SIDE	30 FT.	NA	62.2± FT.
MAX. BUILDING COVER:	NA	0%	13%	
MAX. IMPERVIOUS COVER:	80%	0%	48%	
MIN. OPEN SPACE:	20%	100%	52%	
MAX. BUILDING HEIGHT:	60 FT.	NA	<60 FT.	

LEGEND	
BIT CONC	BITUMINOUS CONCRETE
BORING	BORING
CB	CATCHBASIN
CCB	CAPE COD BERM
CO	CLEAN OUT
CLF	CHAIN LINK FENCE
CONC	CONCRETE
CW	CROSSWALK
DMH	DRAIN MANHOLE
D	DRAIN LINE
ELEC	ELECTRIC
EMH	ELECTRIC MANHOLE
ECB	EROSION CONTROL BARRIER
FD	FOUNDATION DRAIN
GG	GAS GATE
GAS	GAS LINE
GG	GAS GATE
HC	HANDICAPPED RAMP
HYD	HYDRANT
INV	INVERT
LP	LIGHT POLE
MH	MANHOLE
PVC	POLY-VINYL-CHLORIDE
RCP	REINFORCED CONCRETE PIPE
RD	ROOF DRAIN
S	SEWER LINE
SMH	SEWER MANHOLE
SIGN	SIGN
SB/DH	STONE BOUND/DRILLHOLE
TELE	TELEPHONE LINE
TMH	TELEPHONE MANHOLE
TRANS	TRANSFORMER
VGC	VERTICAL GRANITE CURB
WG	WATER GATE
W	WATER LINE
W5	WETLAND FLAG

SITE PLAN REVIEW  
MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD

DATE: \_\_\_\_\_

**SIGN NOTE:**

PROPOSED SIGN SHALL BE 6'-8" LONG BY 3'-0" HIGH BY 2'-0" MONUMENT SIGN SETBACK 10'-0" FROM PROPERTY LINES. BASIS FOR SIGN DESIGN IS WEST INDUSTRIAL GROUND MONUMENT SIGN AS ALLOWED PER SIGN BYLAW HAVING MAXIMUM SIZE OF 20.0 SF. PER SIDE FOR A 2 SIDED SIGN. A TWO SIDED 20.0 SF. PER SIDE SIGN IS PROPOSED.

SNOW STORAGE IS LIMITED ALONG THE PERIMETER OF THE PARKING AREA LIMITS AND AS SUCH WILL REQUIRE PERIODIC REMOVAL SHOULD SNOWFALL EVENTS EXCEED STORAGE LIMITS. WHEN SNOW ACCUMULATION EXCEEDS STORAGE CAPACITY IT SHALL BE REMOVED FROM THE SITE AND DISPOSED OF WITH A LICENSED FACILITY.

**CERTIFICATE OF VOTE**

SEE CERTIFICATE OF VOTE FOR SITE PLAN APPROVAL DATED, MAY , 2018 FOR PLAN ENTITLED, '9 TROTTER DRIVE, A SITE PLAN IN MEDWAY MASSACHUSETTS,' FROM THE MEDWAY PLANNING BOARD, VOTED TO APPROVE WITH STANDARD CONDITIONS.

ALL RIGHTS RESERVED

NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE PRIOR WRITTEN PERMISSION OF ENGINEERING DESIGN CONSULTANTS, INC. ANY MODIFICATIONS TO THIS DOCUMENT WITHOUT THE WRITTEN PERMISSION OF ENGINEERING DESIGN CONSULTANTS, INC. SHALL RENDER THEM INVALID AND UNUSABLE.

ENGINEERING DESIGN CONSULTANTS, INC. SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, OR PROCEDURES UTILIZED BY THE CONTRACTOR, NOR FOR THE SAFETY OF PUBLIC OR CONTRACTORS EMPLOYEES, OR FOR THE FAILURE OF THE CONTRACTOR TO CARRY OUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.

ENGINEERING DESIGN CONSULTANTS, INC.'S LIABILITY FOR THIS PLAN IS LIMITED TO THE EXTENT OF ITS FEE LESS THIRD PARTY COSTS.

DRAWN BY: ZRB  
CHECKED BY: PSB  
APPROVED BY: WML

REVISIONS:

REV #	DATE	DESCRIPTION
1	6/12/18	PEER REVIEW COMMENTS
0	3/26/18	SITE PLAN REVIEW



PREPARED BY:



Engineering Design Consultants, Inc.  
32 Turnpike Road  
Southborough, Massachusetts  
ph:(508) 480-0225 fax:(800)832-5781

PROJECT:

SITE PLAN  
9 TROTTER DRIVE  
MEDWAY, MASSACHUSETTS 02053

TITLE:

PROPOSED LAYOUT  
SITE PLAN

OWNER:

MARGUERITE K. MELE  
203 MAIN STREET  
MEDWAY, MASSACHUSETTS 02053

APPLICANT:

CTS PROPERTY MANAGEMENT  
430 FRANKLIN VILLAGE DRIVE - SUITE 177  
FRANKLIN, MASSACHUSETTS 02038

FILE NO: 3583

PROPOSED LAYOUT

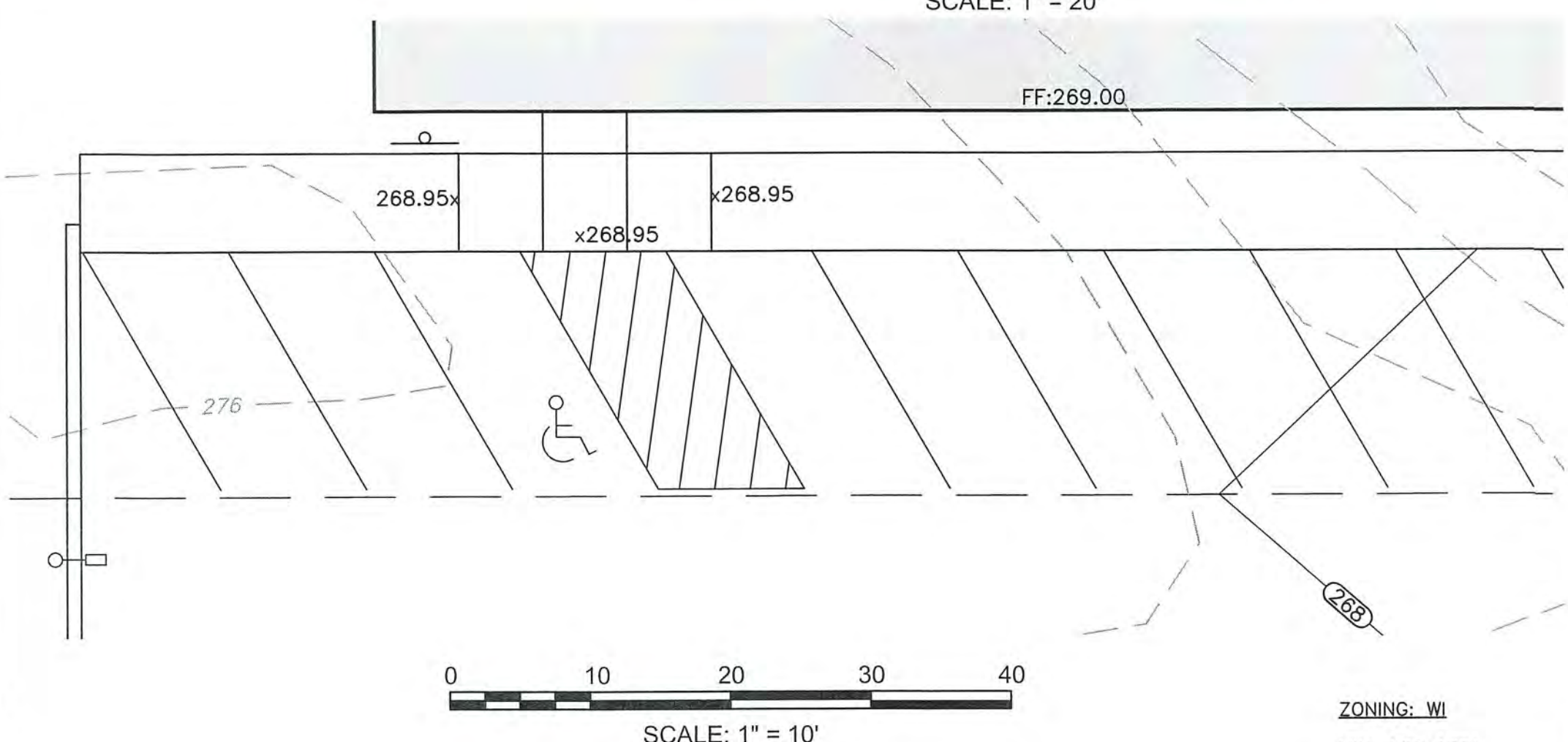
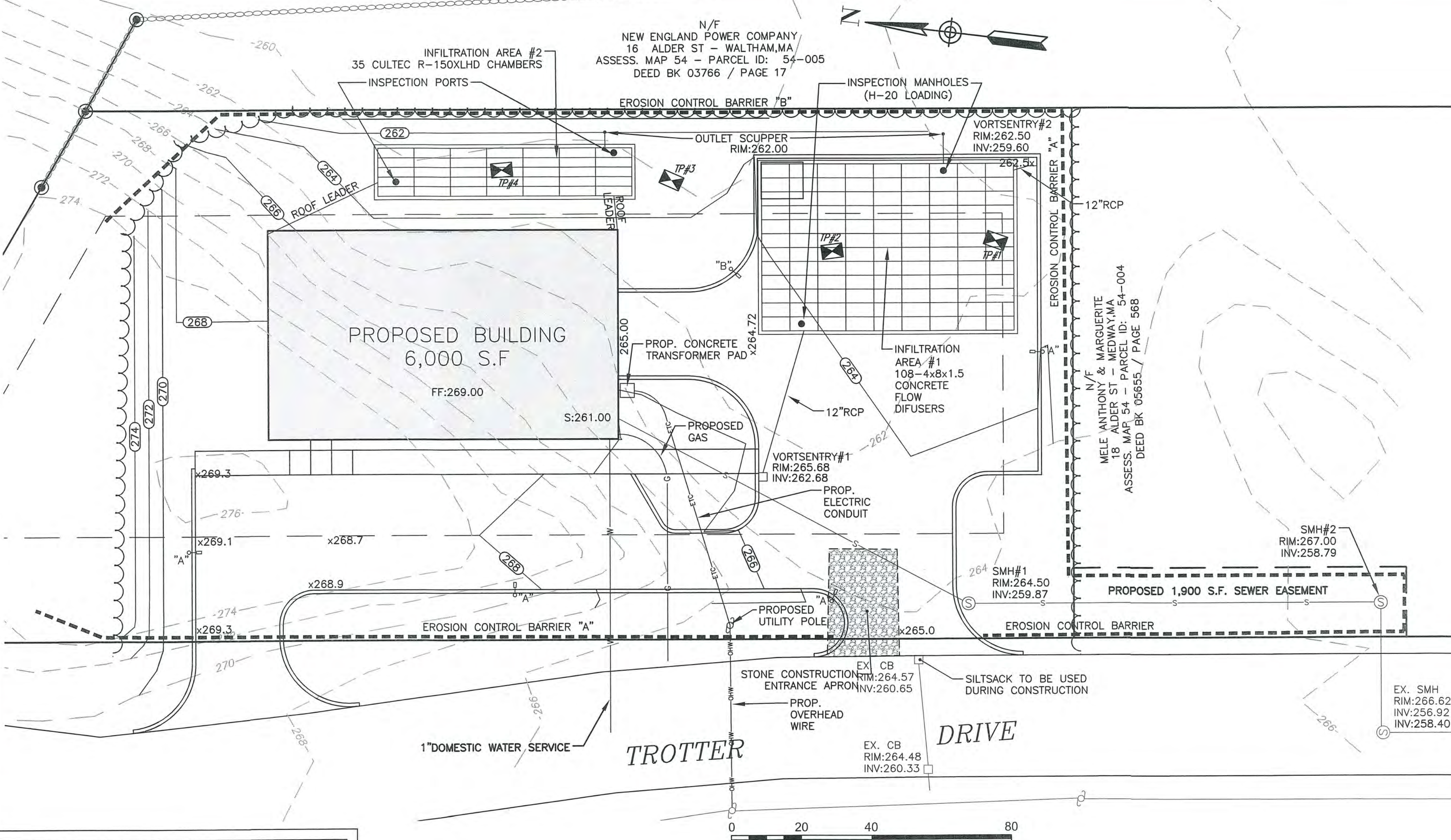
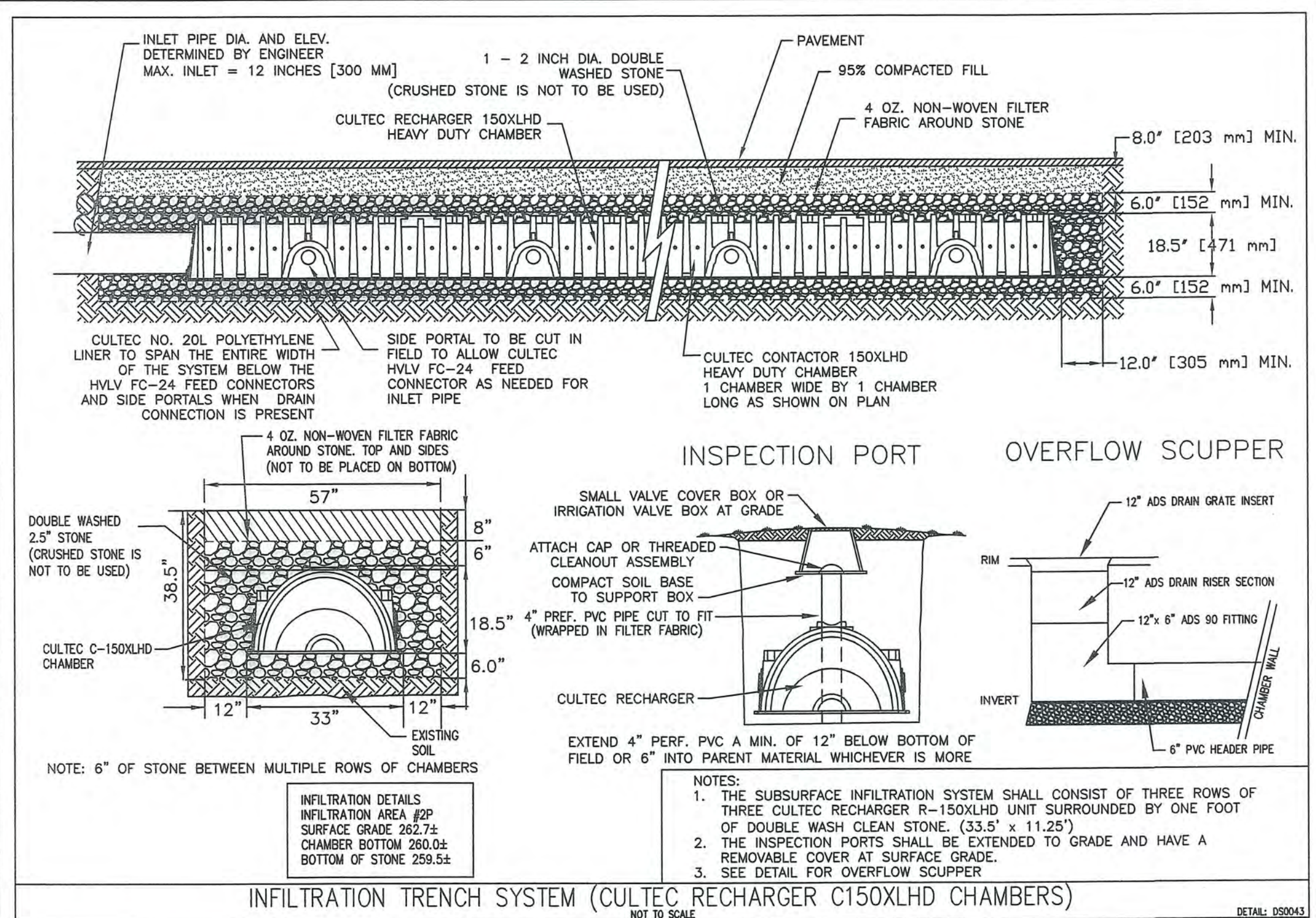
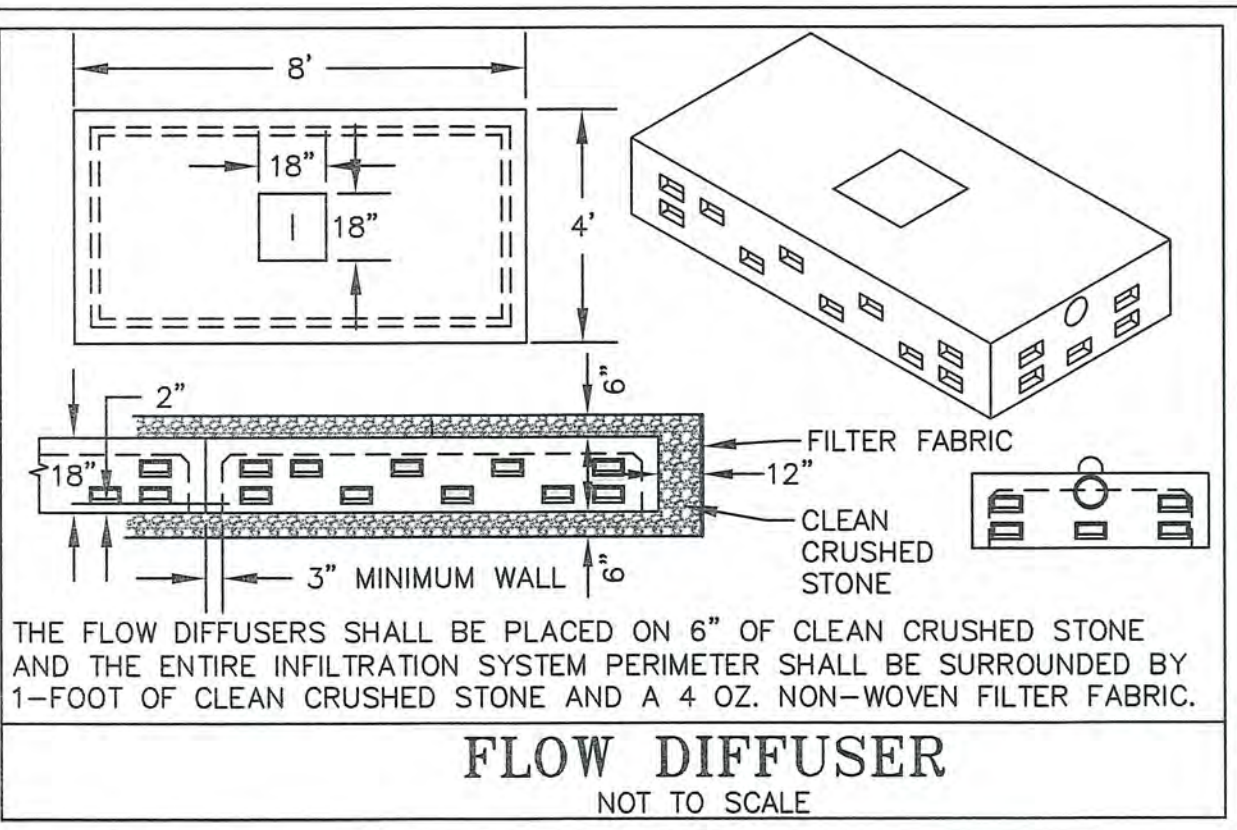
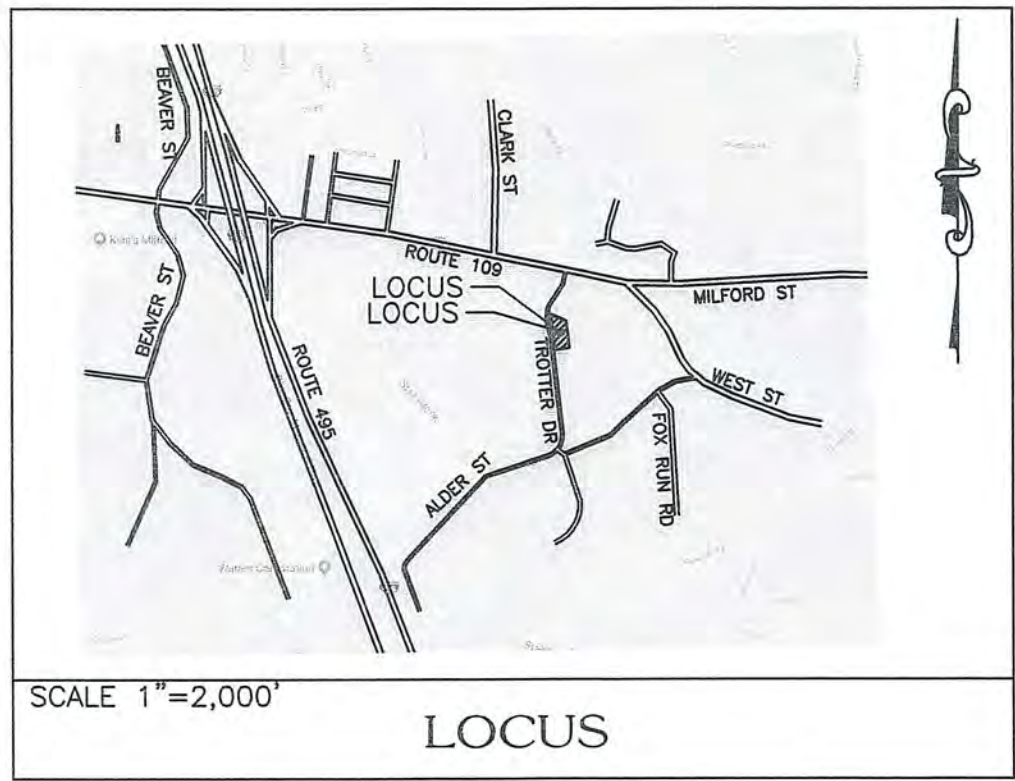
DATE: MARCH 26, 2018

PLAN NUMBER:

3 of 6  
3



\\SERVER01\DRG\_2005\USERS\AUTOCAD FILES\VIN\2005 3P



AREA		SIZE	BOTTOM ELEVATION	OUTLET	TYPE
1	74'x50' (108 units)	259.50	8"	260.30	DIFFUSER
2	75'x15.75' (35 units)	260.00	8"	260.80	CULTEC 150

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DIGSAFE IS TO BE NOTIFIED 72 BUSINESS HOURS IN ADVANCE OF CONSTRUCTION. CALL DIGSAFE AT 811.

**SITE PLAN REVIEW**  
MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD

ZONING: W1	REQUIRED	EXISTING	PROPOSED
MIN. LOT AREA:	40,000 S.F.	49,529±S.F.	57.4± FT.
MIN. FRONTAGE:	100 FT.	370.00±FT.	34.5± FT.
SETBACKS:			62.2± FT.
FRONT	30 FT.	NA	
REAR	20 FT.	NA	
SIDE	30 FT.	NA	
MAX. BUILDING COVER:	NA	0%	13%
MAX. IMPERVIOUS COVER:	80%	0%	48%
MIN. OPEN SPACE:	20%	100%	52%
MAX. BUILDING HEIGHT:	60 FT.	NA	<60 FT.

**CERTIFICATE OF VOTE**

SEE CERTIFICATE OF VOTE FOR SITE PLAN APPROVAL DATED, MAY, 2018 FOR PLAN ENTITLED, '9 TROTTER DRIVE, A SITE PLAN IN MEDWAY MASSACHUSETTS,' FROM THE MEDWAY PLANNING BOARD, VOTED TO APPROVE WITH STANDARD CONDITIONS.

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ENGINEERING DESIGN CONSULTANTS, INC.'S LIABILITY FOR THIS PLAN IS LIMITED TO THE EXTENT OF ITS FEE LESS THIRD PARTY COSTS.

REV	DATE	DESCRIPTION
1	6/12/18	PEER REVIEW COMMENTS
2	3/26/18	SITE PLAN REVIEW
3		

**Engineering Design Consultants, Inc.**  
32 Turnpike Road  
Southborough, Massachusetts  
ph:(508) 480-0225 fax:(800)832-5781

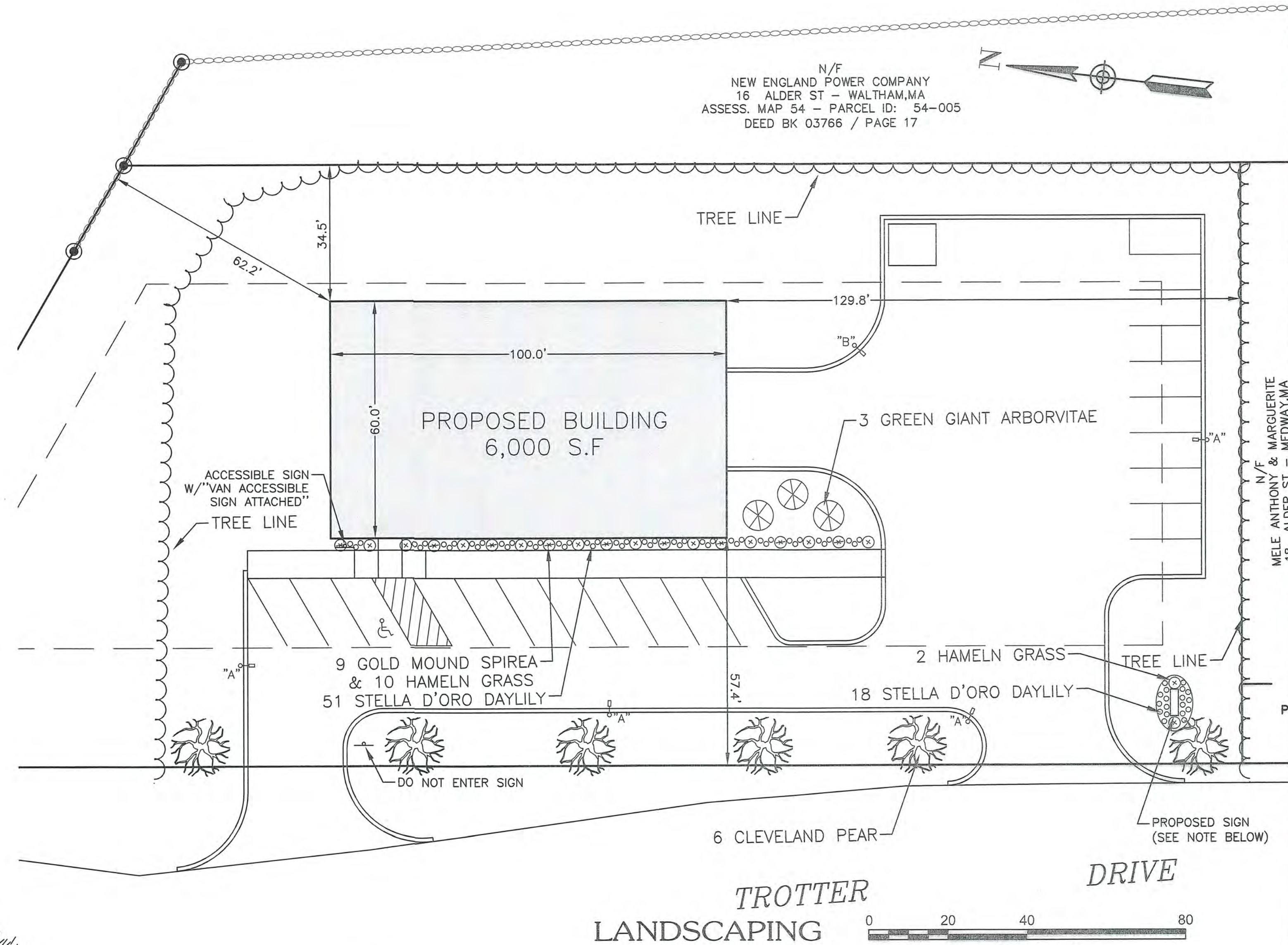
**SITE PLAN**  
9 TROTTER DRIVE  
MEDWAY, MASSACHUSETTS 02053

**OWNER:**  
MARGUERITE K. MELE  
203 MAIN STREET  
MEDWAY, MASSACHUSETTS 02053

**APPLICANT:**  
CTS PROPERTY MANAGEMENT  
430 FRANKLIN VILLAGE DRIVE - SUITE 177  
FRANKLIN, MASSACHUSETTS 02038

**FILE NO:** 3583  
**GRADING & UTILITIES**  
**DATE:** MARCH 26, 2018  
**PLAN NUMBER:** 4 of 6  
**4**





Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Parking Area	+	1.5 fc	3.0 fc	0.5 fc	6.0:1	3.0:1
Spill	+	0.1 fc	2.9 fc	0.0 fc	N/A	N/A

DIGSAFE IS TO BE NOTIFIED 72 BUSINESS  
HOURS IN ADVANCE OF CONSTRUCTION.  
CALL DIGSAFE AT 811

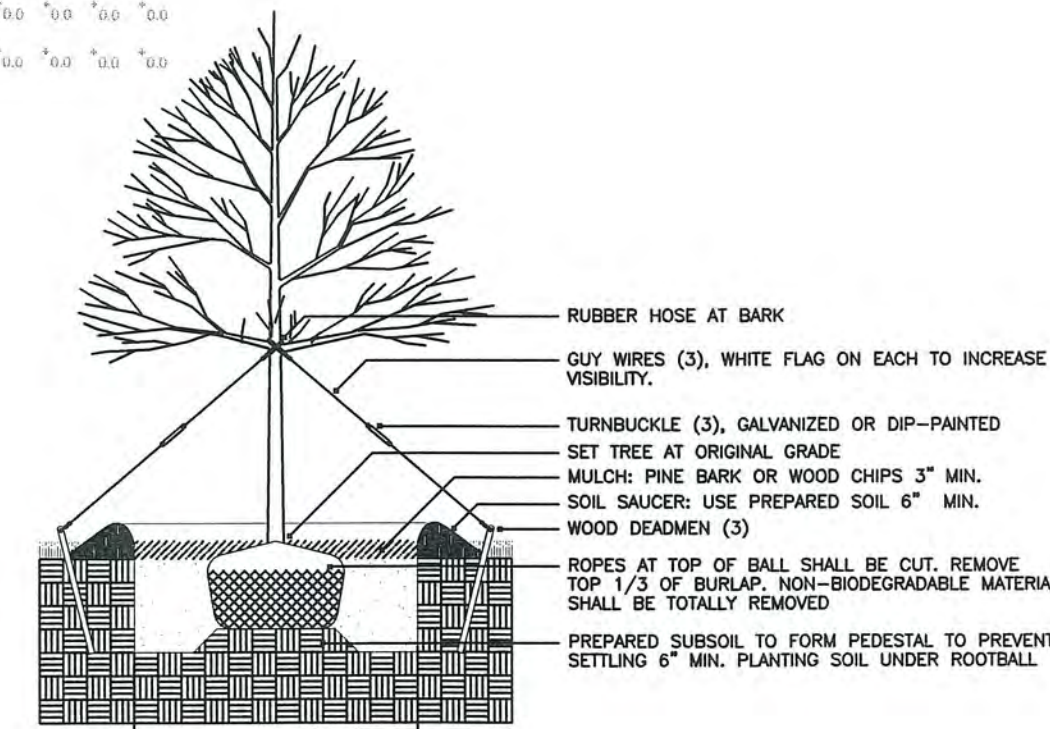


Diagram illustrating the construction of a tree in a burlap ball, showing the following components and instructions:

- THIN BRANCHES BY 1/3 RETAINING NORMAL PLANT SHAPE.
- BARK MULCH 3" MIN.
- CREATE SAUCER WITH TOPSOIL 6" MIN.
- ROPES AT TOP OF BALL SHALL BE CUT. REMOVE ALL OF BURLAP.
- GENTLY COMPACTED TOPSOIL MIXTURE
- TAMPED ADMIXTURE BACKFILL.
- 2X BALL DIA. MIN.

## BALL AND BURLAP SHRUB PLANTING

Percent Passing  
100  
70-80  
50-80  
15-40  
0-3

PLANT LIST			
QUANTITY	COMMON NAME	LATIN NAME	SIZE
TREES			
6	CLEVELAND PEAR	PYRUS CALLERYANA	2-2.5" CAL.
3	GREEN GIANT ARBORVITAE	THUJA PLICATA	5'-6" B&B
SHRUBS			
9	GOLD MOUND SPIREA	SPIREA JAPONICA 'GOLD MOUND'	2 GALLON
10	DWARF HAMELEN GRASS	PENNISTUM ALOPEUROIDES	2 GALLON
PERENNIALS			
51	STELLA D'ORO SPRUCE	HEMEROCALLIS 'STELLA D'ORO'	1 GALLON

PROPOSED SIGN SHALL BE 6'-8" LONG BY 3'-0" HIGH BY 2'-0" MONUMENT  
SIGN SETBACK 10'-0" FROM PROPERTY LINES. BASIS FOR SIGN DESIGN IS WEST  
INDUSTRIAL GROUND MONUMENT SIGN AS ALLOWED PER SIGN BYLAW HAVING  
MAXIMUM SIZE OF 20.0 SF. PER SIDE FOR A 2 SIDED SIGN. A TWO SIDED 20.0  
SF. PER SIDE SIGN IS PROPOSED.

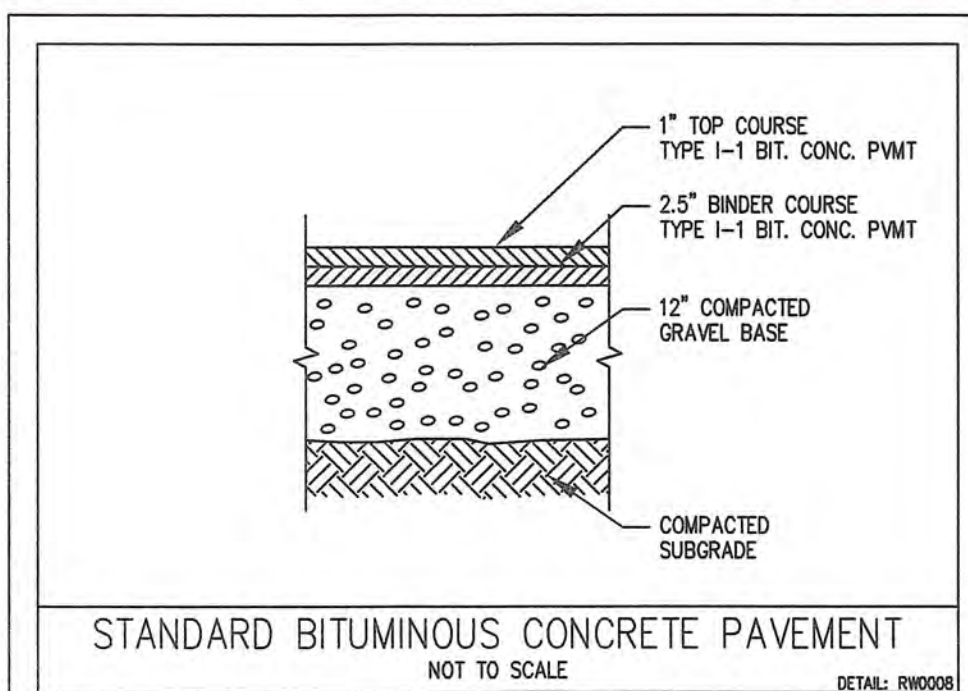
SEE CERTIFICATE OF VOTE FOR SITE PLAN APPROVAL DATED, \_\_\_\_\_, 2018 FOR PLAN ENTITLED, '9 TROTTER DRIVE, A SITE PLAN IN MEDWAY MASSACHUSETTS,' FROM THE MEDWAY PLANNING BOARD, VOTED TO APPROVE WITH STANDARD CONDITIONS.

DATE: \_\_\_\_\_

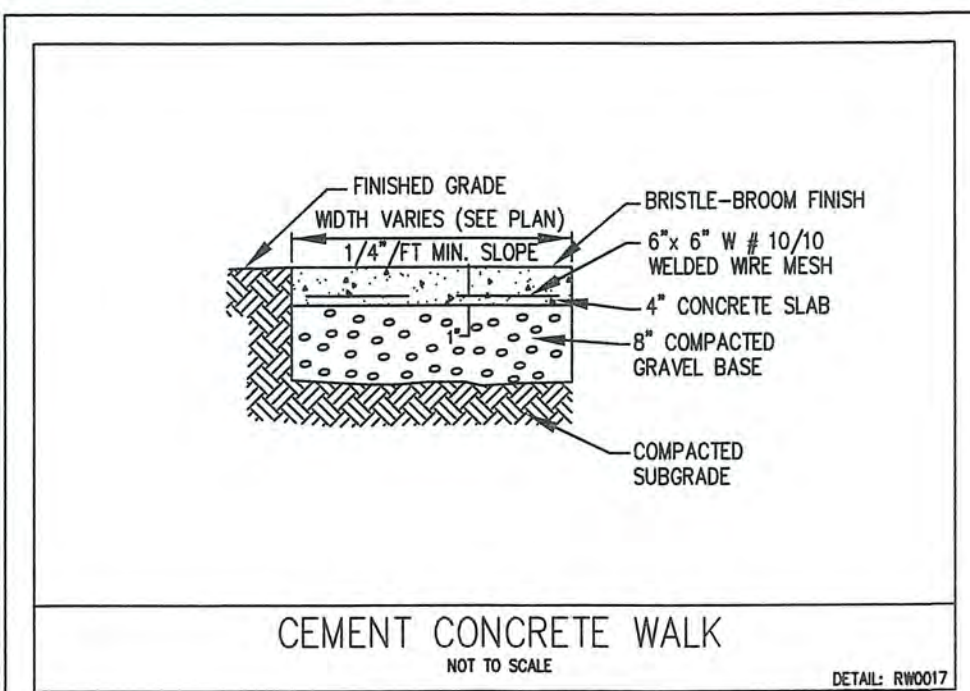
E NO: 3583  
 LIGHTING & LANDSCAPING  
 DATE: MARCH 26, 2018  
 AN NUMBER:  
 5 OF 6  
 5



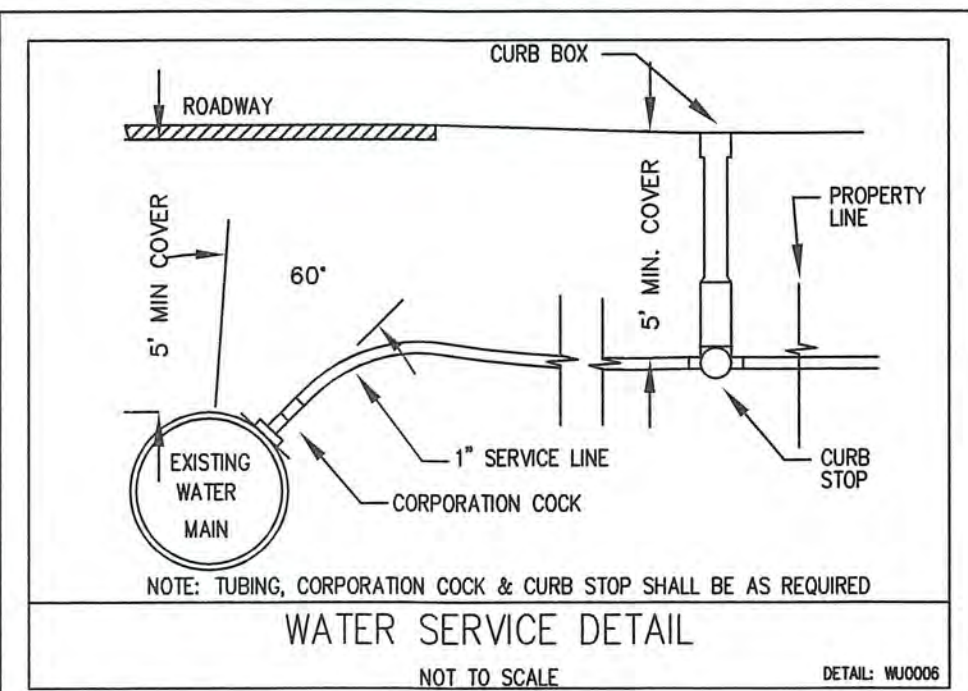
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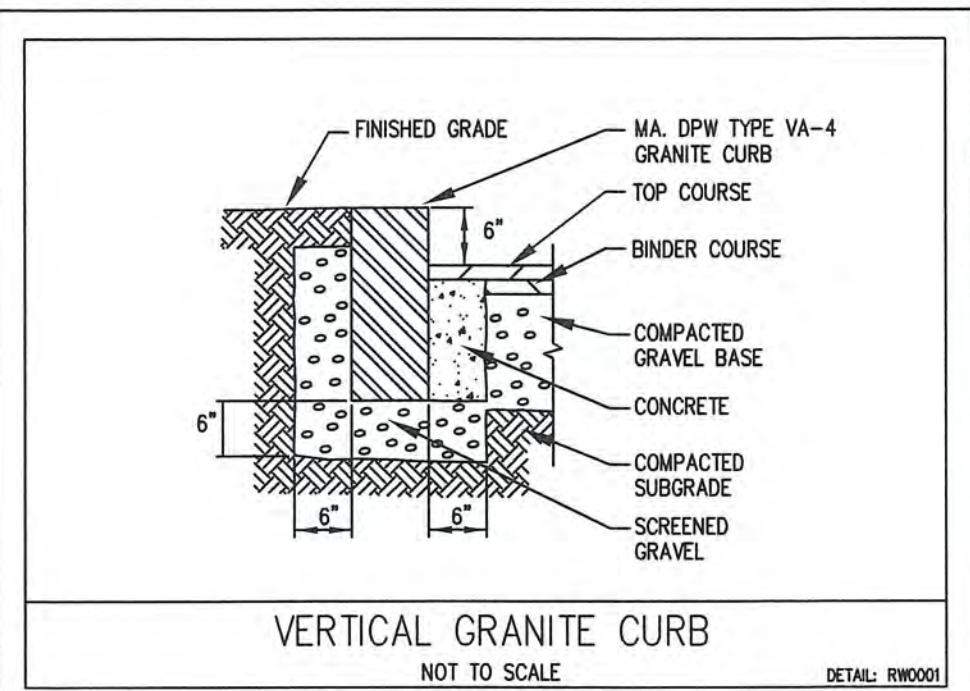
STANDARD BITUMINOUS CONCRETE PAVEMENT  
NOT TO SCALE  
DETAIL: RW0008



CEMENT CONCRETE WALK  
NOT TO SCALE  
DETAIL: RW0017



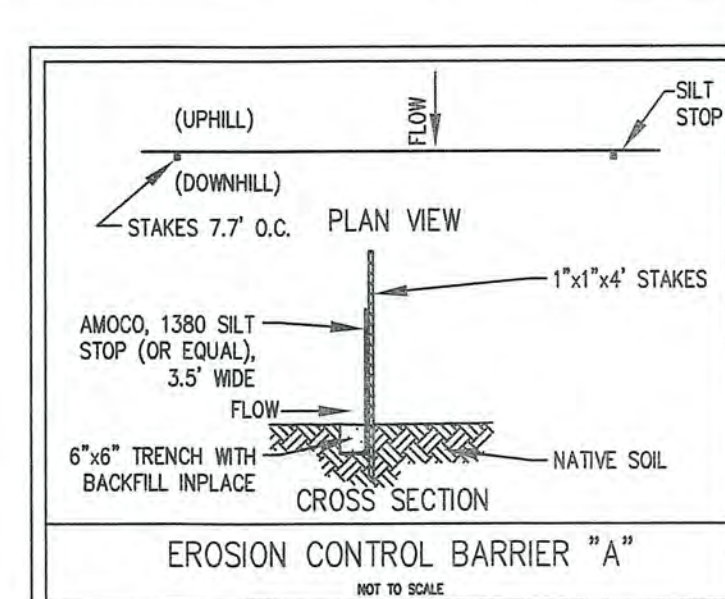
WATER SERVICE DETAIL  
NOT TO SCALE  
DETAIL: RW0006



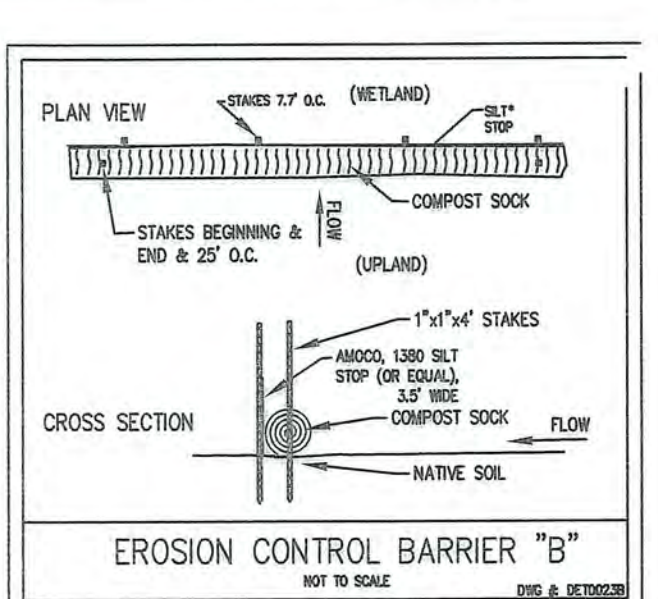
VERTICAL GRANITE CURB  
NOT TO SCALE  
DETAIL: RW0001

1. EROSION CONTROL MEASURES (SEE DETAILS) SHALL BE INSTALLED PRIOR TO COMMENCEMENT OF CONSTRUCTION AS INDICATED.  
2. MEASURES SHALL BE TAKEN TO LIMIT THE TRACKING OF MATERIAL FROM THE SITE ONTO RUSTIC ROAD AND SUMMER STREET.  
3. DUST SHALL BE CONTROLLED BY SPRINKLING OR OTHER APPROVED MEASURES AS NECESSARY.  
4. THROUGHOUT CONSTRUCTION, ALL DISTURBED AREAS SHALL BE LOAMED AND SEEDED AND MULCHED AS SOON AS PRACTICABLE IN ORDER TO AVOID OVERLAND TRANSPORT OF SEDIMENT.  
5. EROSION CONTROL MEASURES ARE TO BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD AND PARTICULARLY AFTER SIGNIFICANT RAINFALL. DILAPIDATED HAYBALES AND SILT STOP SHALL BE REPLACED AS REQUIRED TO MAINTAIN THE INTEGRITY OF THE BARRIER.  
6. WITH SLOPES STABILIZED AND FINAL INSPECTION COMPLETE, THE EROSION CONTROL BARRIER SHALL BE REMOVED AND PROPERLY DISPOSED OFF-SITE.

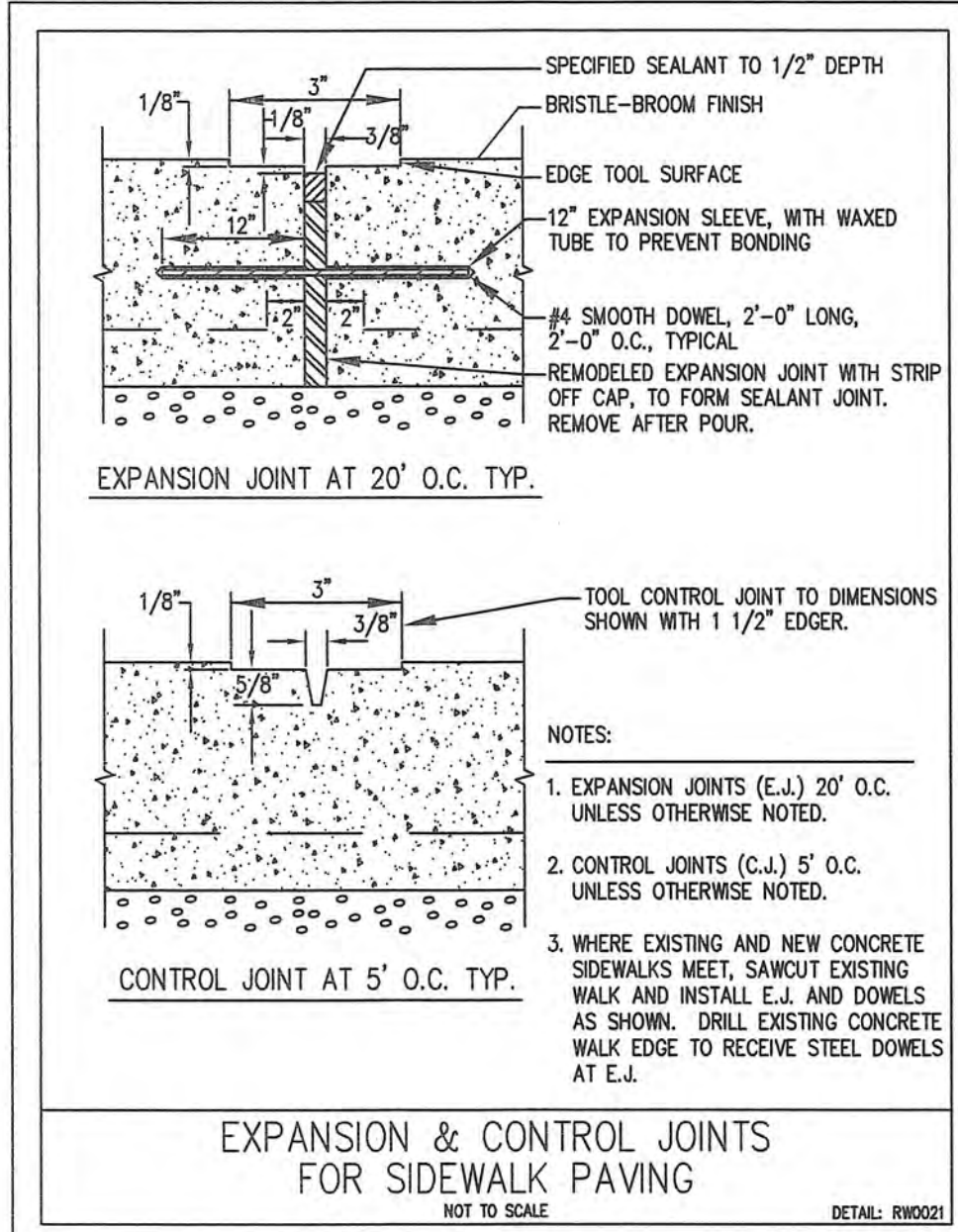
SEDIMENTATION & EROSION CONTROL METHODS & PROCEDURES  
DETAIL: EC0002



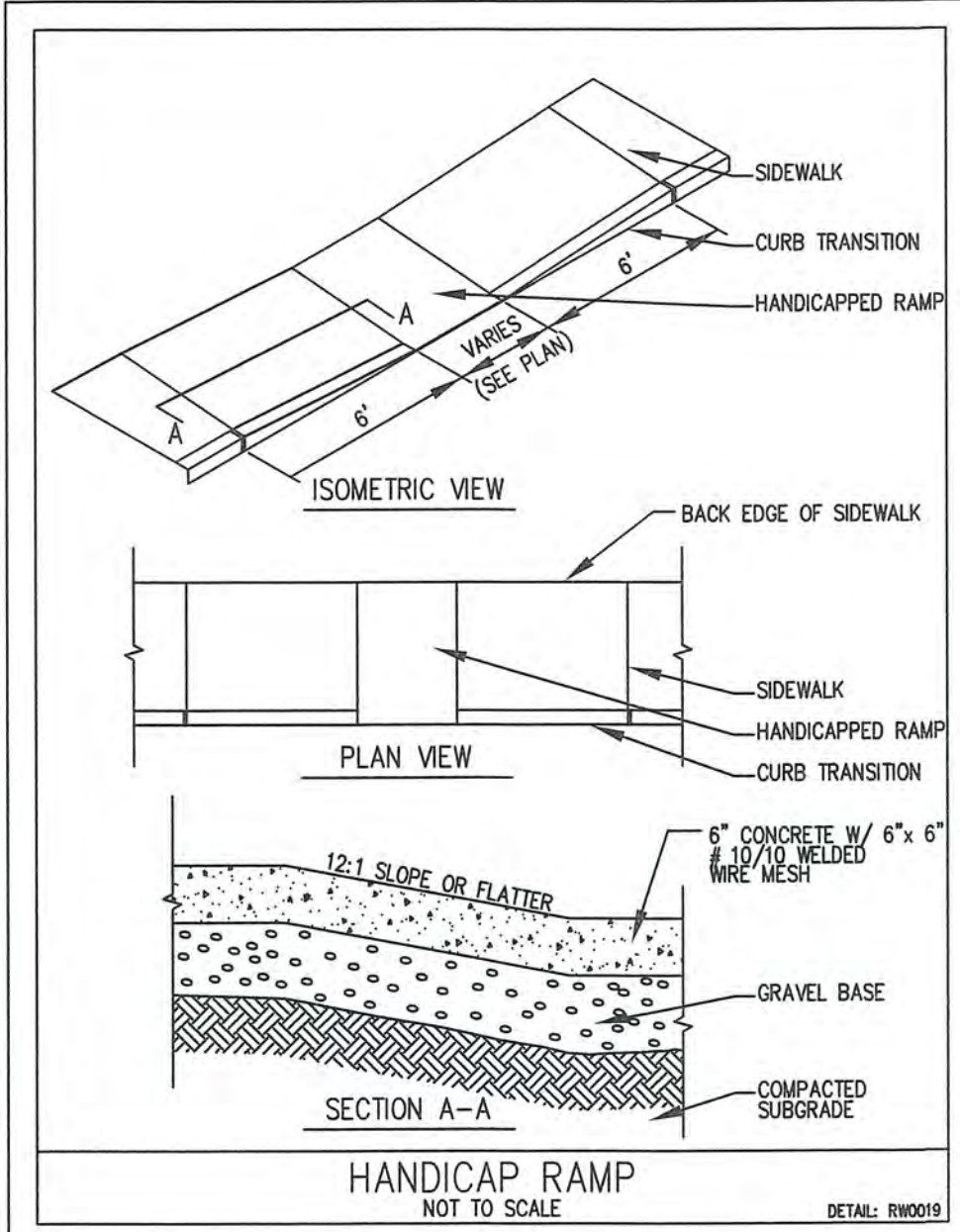
EROSION CONTROL BARRIER "A"  
NOT TO SCALE



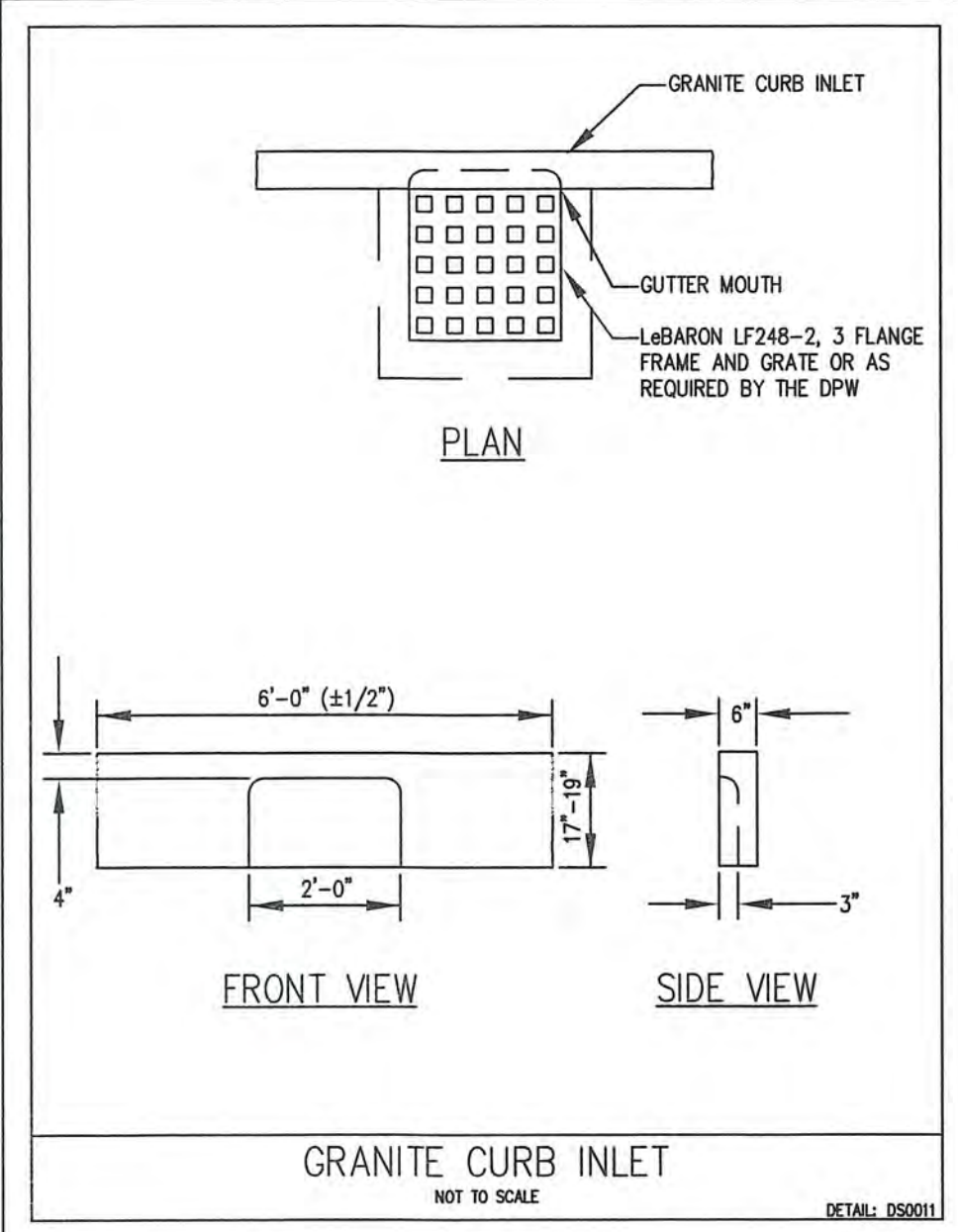
EROSION CONTROL BARRIER "B"  
NOT TO SCALE  
DES. & DETAIL: DSG & WED008



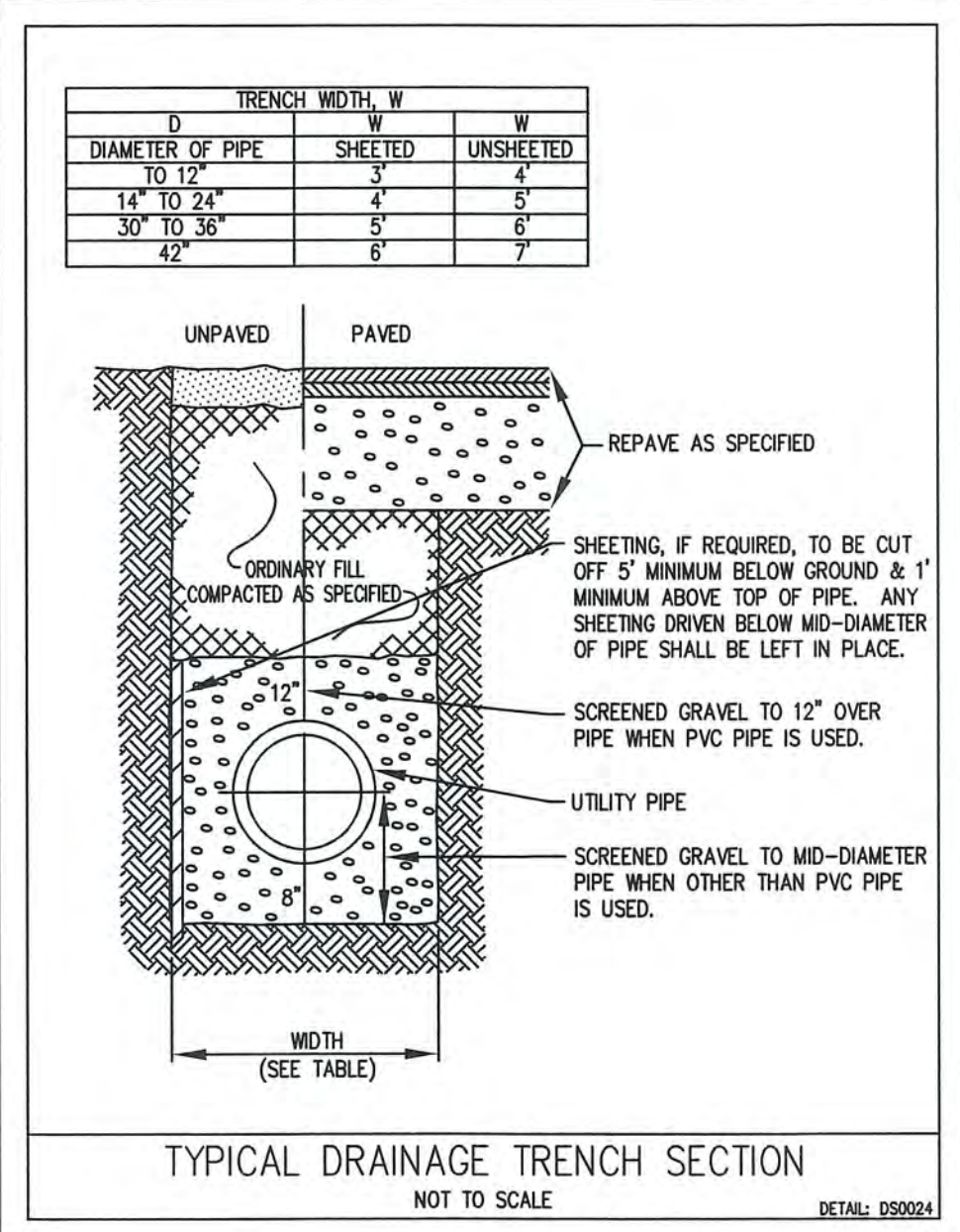
EXPANSION & CONTROL JOINTS FOR SIDEWALK PAVING  
NOT TO SCALE  
DETAIL: RW0021



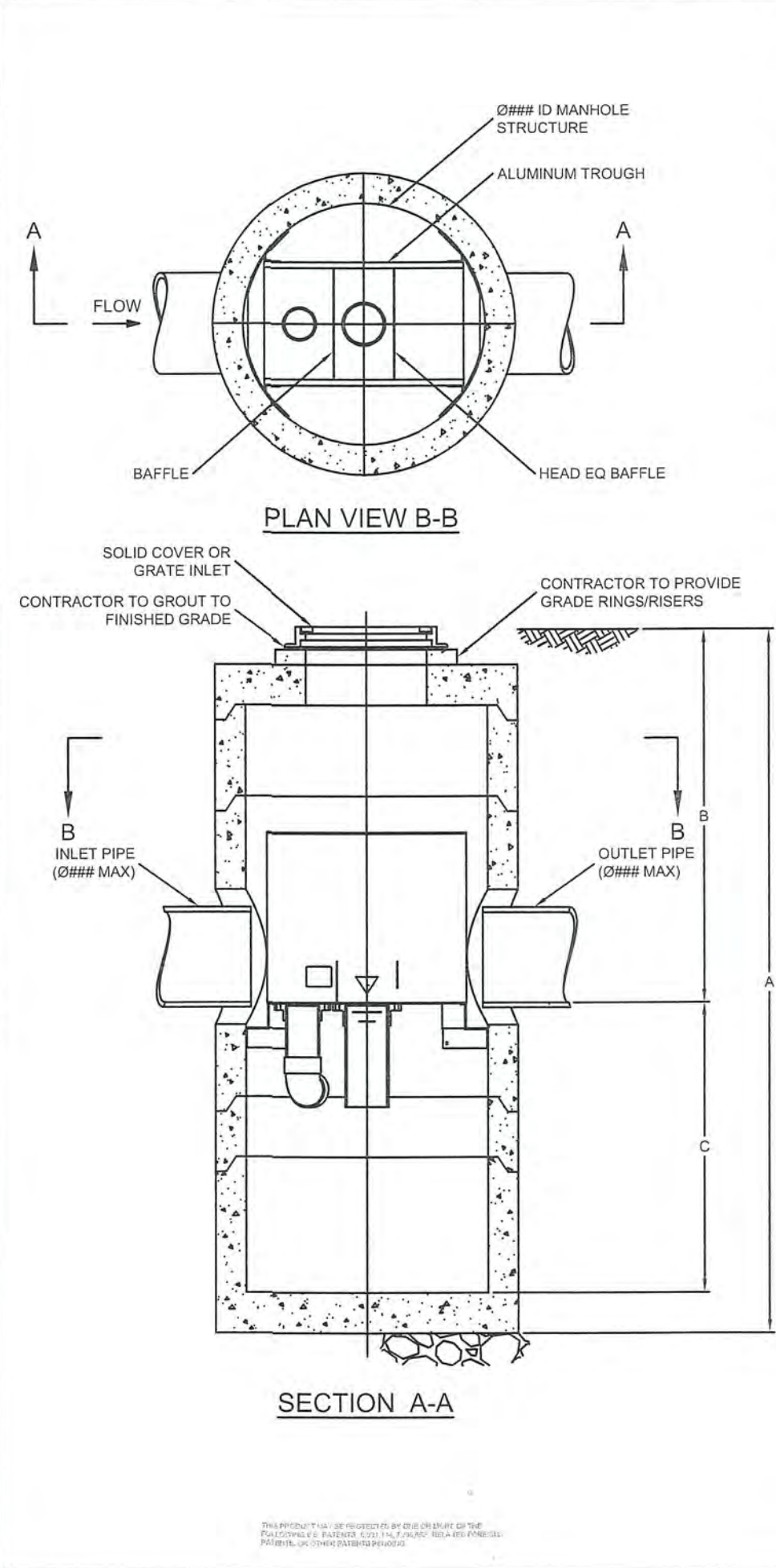
HANDICAP RAMP  
NOT TO SCALE  
DETAIL: RW0019



GRANITE CURB INLET  
NOT TO SCALE  
DETAIL: RW0001



TYPICAL DRAINAGE TRENCH SECTION  
NOT TO SCALE  
DETAIL: DS0004



# VORTSENTRY HS DESIGN NOTES

#### RATED TREATMENT CAPACITY IS SHOWN IN THE TABLE BELOW, OR PER LOCAL REGULATIONS. MAXIMUM HYDRAULIC INTERNAL BYPASS CAPACITY VARIES. CONTACT YOUR CONTECH REPRESENTATIVE FOR ADDITIONAL INFORMATION.

THE STANDARD SOLID COVER CONFIGURATION IS SHOWN. ALTERNATE CONFIGURATIONS ARE AVAILABLE AND ARE LISTED BELOW.

CONFIGURATION OPTION DESCRIPTION
GRATE INLET (NO INLET PIPE)
GRATE INLET WITH INLET PIPE

## VORTSENTRY HS GENERAL INFORMATION

Model	Manhole Diameter (ID)	Total Treatment Flow Rate	Typical Total Distance Rim to Outside Bottom		Typical Depth Below Invert (inside)		Approximate Minimum Distance Rim to Invert	Maximum Pipe Diameter (ID)						
			FT	M	FT	M								
HS36	3	900	0.55	15.6	10.16	3.10	4.08	1.24	5.58	1702	3.00	0.91	18	450
HS48	4	1200	1.00	30.5	15.23	4.64	0.00	1.83	0.73	2037	4.00	1.22	24	600
HS60	5	1500	1.50	45.7	15.13	4.61	0.00	1.83	0.73	2128	4.82	1.47	30	750
HS72	6	1800	2.00	61.0	10.66	3.23	0.00	0.96	0.46	2700	5.50	1.70	36	900
HS84	7	2100	2.50	76.2	10.23	3.11	0.00	0.96	0.46	2800	6.00	1.83	42	1050
HS96	8	2400	3.00	91.4	10.07	3.07	0.00	0.96	0.46	2900	6.50	1.98	48	1200

### SITE SPECIFIC DATA REQUIREMENTS

STRUCTURE ID	
WATER QUALITY FLOW RATE (CFS)	
PEAK FLOW RATE (CFS)	
RETURN PERIOD OF PEAK FLOW (YRS)	

PIPE DATA: I.E. MATERIAL	DIAMETER
INLET PIPE 1	
OUTLET PIPE	

RIM ELEVATION	
ANTI-FLOTATION BALLAST	WIDTH HEIGHT

NOTES/SPECIAL REQUIREMENTS:

\* PER ENGINEER OF RECORD

**GENERAL NOTES**

- CONTECH TO PROVIDE ALL MATERIALS UNLESS NOTED OTHERWISE.
- DIMENSIONS MARKED WITH (1) ARE REFERENCE DIMENSIONS. ACTUAL DIMENSIONS MAY VARY.
- FOR FABRICATION DRAWINGS WITH DETAILED STRUCTURE DIMENSIONS AND WEIGHT, PLEASE CONTACT YOUR CONTECH ENGINEERED SOLUTIONS LLC REPRESENTATIVE. [www.conteches.com](http://www.conteches.com)
- VORTSENTRY HS WATER QUALITY STRUCTURE SHALL BE IN ACCORDANCE WITH ALL DESIGN DATA AND INFORMATION CONTAINED IN THIS DRAWING.
- STRUCTURE SHALL MEET AASHTO H20 AND CASTINGS SHALL MEET AASHTO M306 LOAD RATING, ASSUMING GROUNDWATER ELEVATION AT, OR BELOW, THE OUTLET PIPE INVERT ELEVATION. ENGINEER OF RECORD TO CONFIRM ACTUAL GROUNDWATER ELEVATION.

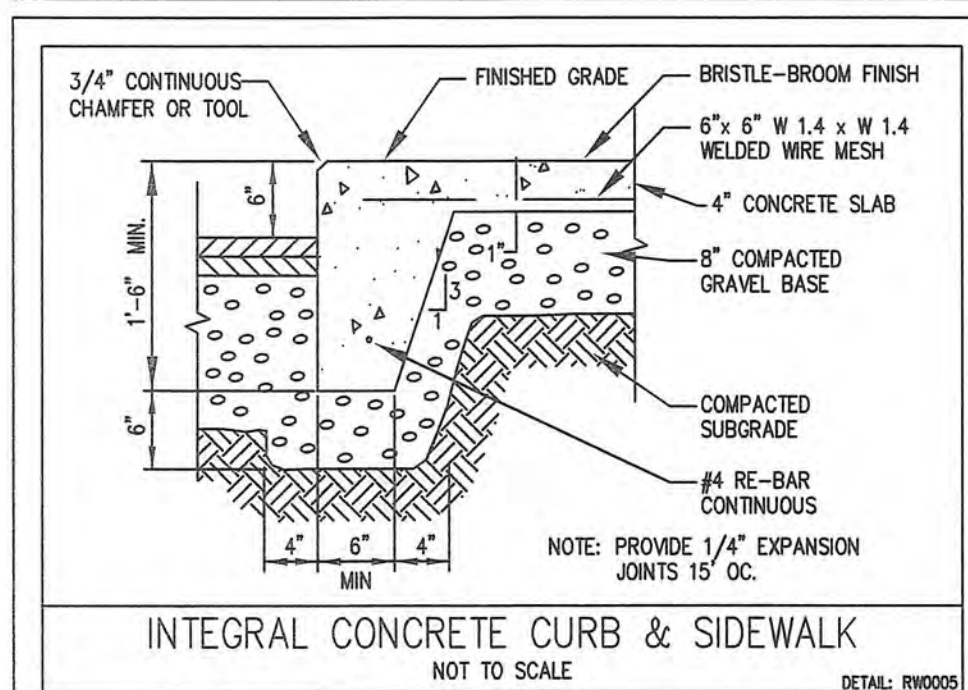
**INSTALLATION NOTES**

- ANY SUB-BASE, BACKFILL DEPTH, AND/OR ANTI-FLOTATION PROVISIONS ARE SITE-SPECIFIC DESIGN CONSIDERATIONS AND SHALL BE SPECIFIED BY ENGINEER OF RECORD.
- CONTRACTOR TO PROVIDE EQUIPMENT WITH SUFFICIENT LIFTING AND REACH CAPACITY TO LIFT AND SET THE VORTSENTRY HS MANHOLE STRUCTURE (LIFTING CLUTCHES PROVIDED).
- CONTRACTOR TO INSTALL JOINT SEALANT BETWEEN ALL STRUCTURE SECTIONS AND ASSEMBLE STRUCTURE.
- CONTRACTOR TO PROVIDE, INSTALL, AND GROUT PIPES. MATCH PIPE INVERTS WITH ELEVATIONS SHOWN.
- CONTRACTOR TO TAKE APPROPRIATE MEASURES TO ASSURE UNIT IS WATER TIGHT, HOLDING WATER TO FLOWLINE INVERT MINIMUM. IT IS SUGGESTED THAT ALL JOINTS BELOW PIPE INVERTS ARE GROUTED.

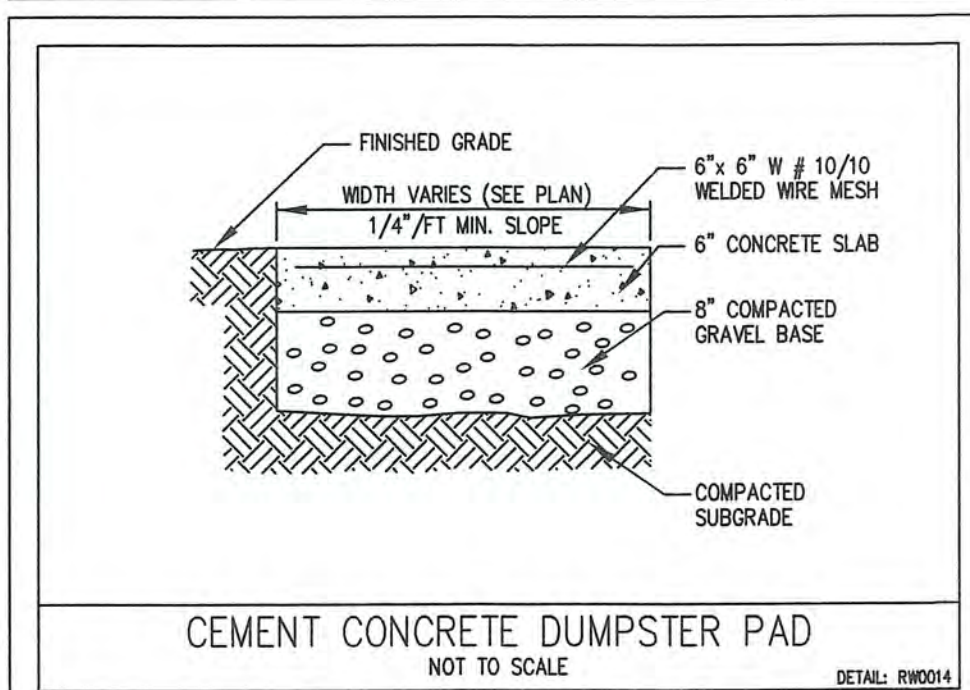
9075 C-Route, Plainfield, NJ 07054-1102 | 800-321-1122 | 973-682-7000 | 973-682-7003 FAX

VORTSENTRY HS  
STANDARD DETAIL

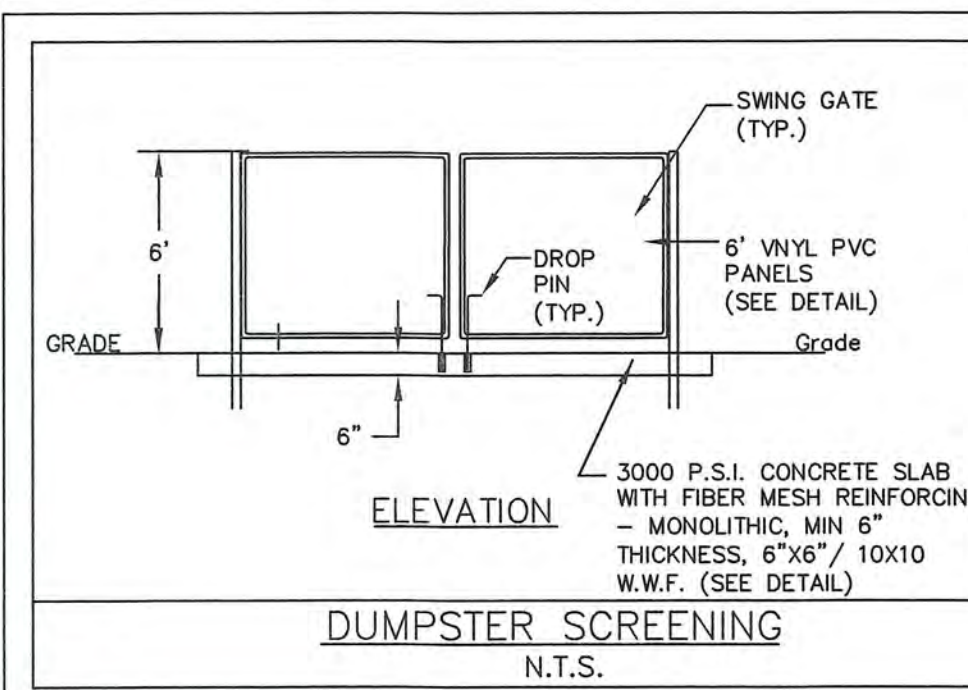
DETAIL: DS0048



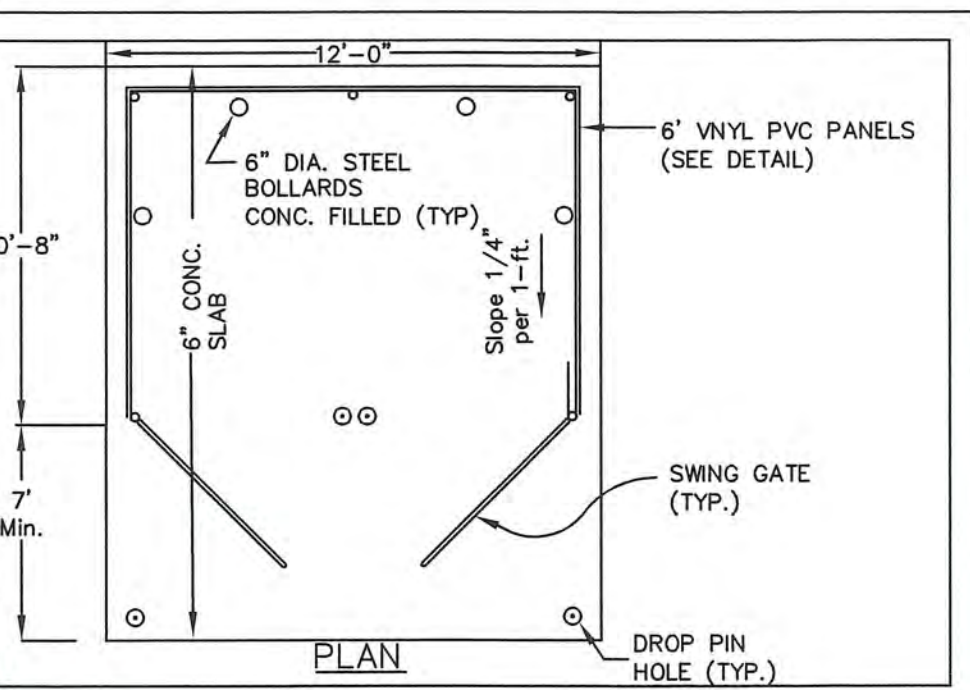
INTEGRAL CONCRETE CURB & SIDEWALK  
NOT TO SCALE  
DETAIL: RW0005



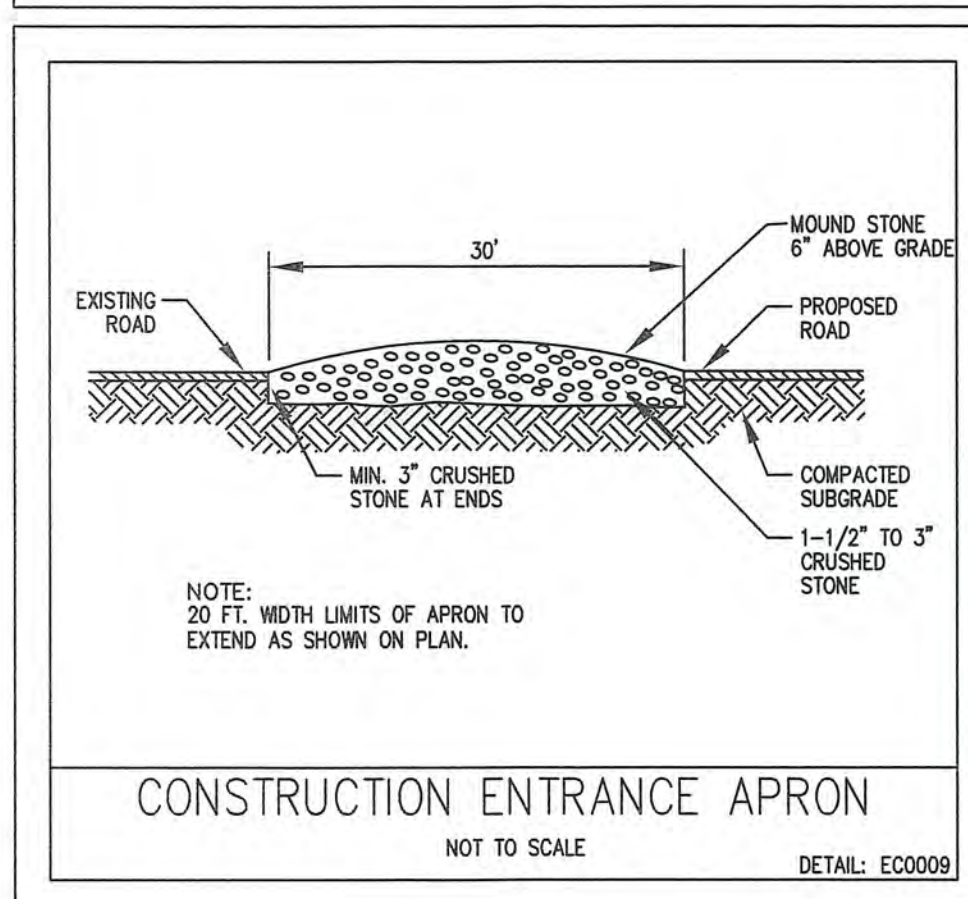
CEMENT CONCRETE DUMPSTER PAD  
NOT TO SCALE  
DETAIL: RW0014



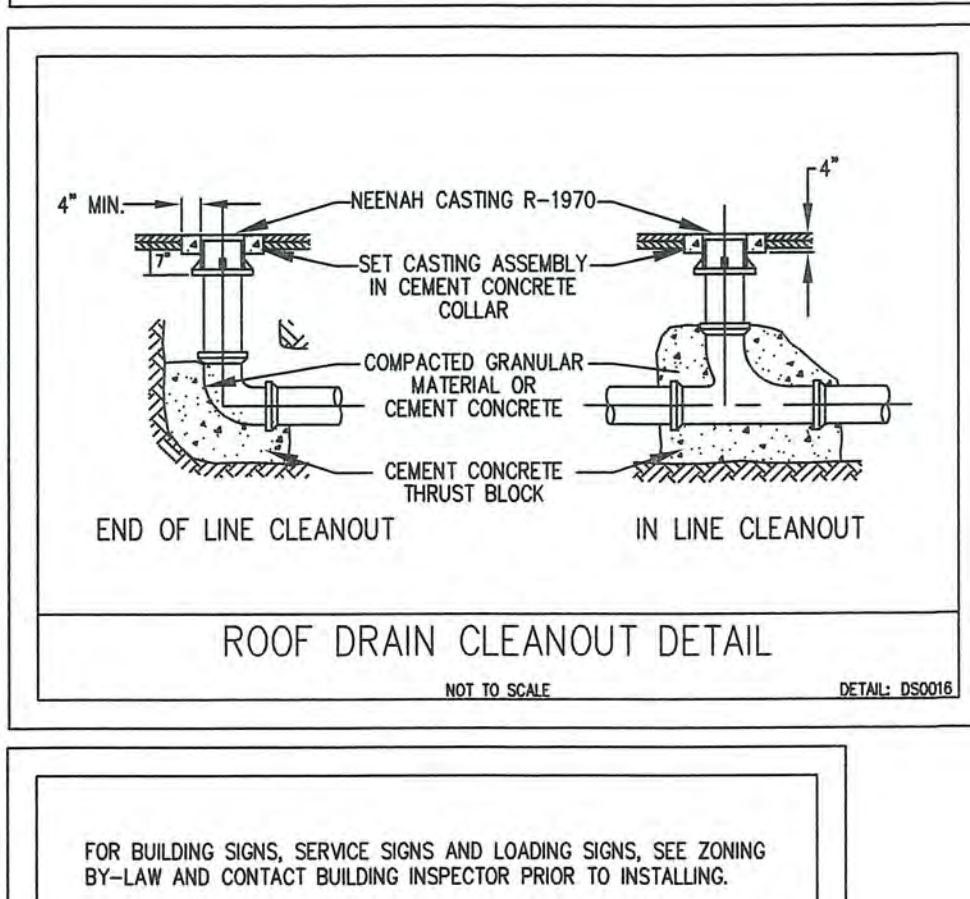
DUMPSTER SCREENING  
N.T.S.



TYPICAL DRAINAGE TRENCH SECTION  
NOT TO SCALE  
DETAIL: DS0004



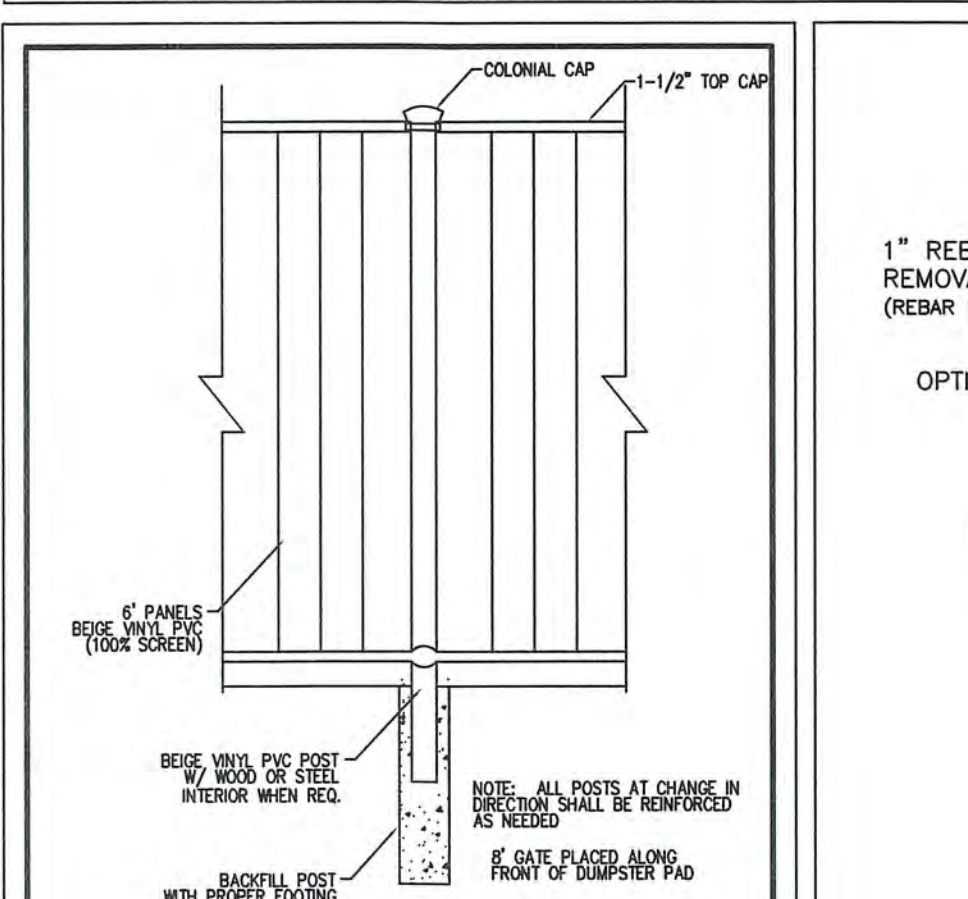
CONSTRUCTION ENTRANCE APRON  
NOT TO SCALE  
DETAIL: EC0009



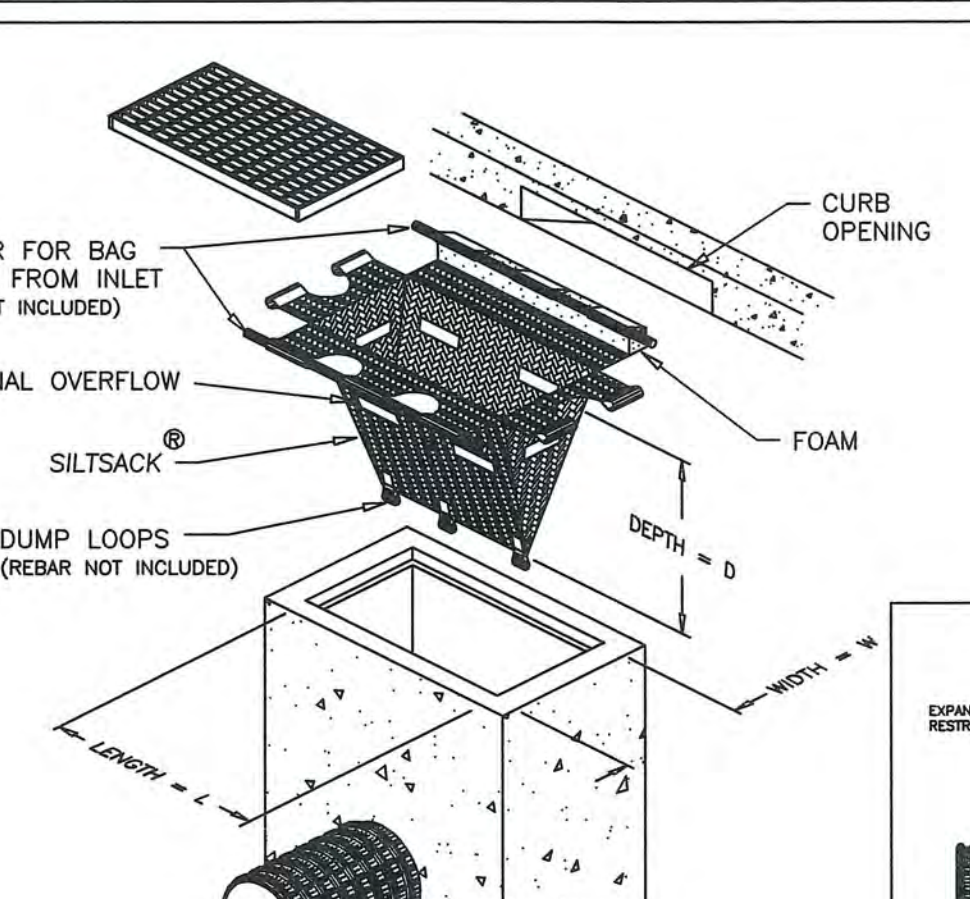
ROOF DRAIN CLEANOUT DETAIL  
NOT TO SCALE  
DETAIL: DS0018

FOR BUILDING SIGNS, SERVICE SIGNS AND LOADING SIGNS, SEE ZONING BY-LAW AND CONTACT BUILDING INSPECTOR PRIOR TO INSTALLING.

DIRECTIONAL SIGNS  
NOT TO SCALE  
DES. & DETAIL: DSG & WED007



6" BEIGE VINYL PANEL FENCE  
NOT TO SCALE  
DES. & DETAIL: DSG & WED007



SILTSACK  
NOT TO SCALE

**SILTSACK® SPECIFICATIONS**

NOTE: THE SILTSACK® WILL BE MANUFACTURED FROM A WOVEN POLYPROPYLENE FABRIC THAT MEETS OR EXCEEDS THE FOLLOWING SPECIFICATIONS.

**REGULAR FLOW SILTSACK®**

(FOR AREAS OF LOW TO MODERATE PRECIPITATION AND RUN-OFF)

PROPERTIES	TEST METHOD	UNITS
GRAB TENSILE STRENGTH	ASTM D-4632	300 LBS
GRAB TENSILE ELONGATION	ASTM D-4632	20 %
PUNCTURE	ASTM D-4633	120 LBS
MULLEN BURST	ASTM D-3786	800 PSI
TRAPEZOID TEAR	ASTM D-4535	120 LBS
UV RESISTANCE	ASTM D-4355	90 %
APPARENT OPENING SIZE	ASTM D-4751	40 US SEIVE
FLOW RATE	ASTM D-4491	40 GAL/MIN/SQ FT
PERMITTIVITY	ASTM D-4491	0.35 SEC -1

**HI-FLOW SILTSACK®**

(FOR AREAS OF MODERATE TO HEAVY PRECIPITATION AND RUN-OFF)

PROPERTIES	TEST METHOD	UNITS
GRAB TENSILE STRENGTH	ASTM D-4632	265 LBS
GRAB TENSILE ELONGATION	ASTM D-4632	20 %
PUNCTURE	ASTM D-4633	135 LBS
MULLEN BURST	ASTM D-3786	420 PSI
TRAPEZOID TEAR	ASTM D-4535	45 LBS
UV RESISTANCE	ASTM D-4355	90 %
APPARENT OPENING SIZE	ASTM D-4751	20 US SEIVE
FLOW RATE	ASTM D-4491	200 GAL/MIN/SQ FT
PERMITTIVITY	ASTM D-4491	1.5 SEC -1

**OIL-ABSORBANT SILTSACK®**

(FOR AREAS WHERE THERE IS A CONCERN FOR OIL RUN-OFF OR SPILLS)

DEPENDENT ON YOUR PARTICULAR APPLICATION, THE SILTSACK® CAN BE MADE FROM EITHER ONE OF THE ABOVE FABRICS WITH AN OIL-ABSORBANT PILLOW INSERT OR, MADE COMPLETELY FROM AN OIL-ABSORBANT SILTSACK®, WITH A WOVEN PILLOW INSERT.

**SITE PLAN REVIEW**

MEDWAY PLANNING & ECONOMIC DEVELOPMENT BOARD

DATE: \_\_\_\_\_

**CERTIFICATE OF VOTE**

SEE CERTIFICATE OF VOTE FOR SITE PLAN APPROVAL DATED, MAY, 2018 FOR PLAN ENTITLED, '9 TROTTER DRIVE, A SITE PLAN IN MEDWAY MASSACHUSETTS, FROM THE MEDWAY PLANNING BOARD, VOTED TO APPROVE WITH STANDARD CONDITIONS.

ALL RIGHTS RESERVED  
NO PART OF THIS DOCUMENT MAY BE REPRODUCED, STORED IN A RETRIEVAL SYSTEM, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF ENGINEERING DESIGN CONSULTANTS, INC. SHALL BE IN VIOLATION OF THE COPYRIGHT AND UNLAWFUL.

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ENGINEERING DESIGN CONSULTANTS, INC.'S LIABILITY FOR THIS PLAN IS LIMITED TO THE EXTENT OF ITS FEE LESS THIRD PARTY COSTS.

DRWN BY: ZRS  
CHKD BY: PSB  
APPROV BY: VML

REVISIONS:

NO.	DATE	DESCRIPTION
1	6/12/18	PEER REVIEW COMMENTS
2	3/26/18	SITE PLAN REVIEW
3		DESCRIPTION

PREPARED BY:

WALTER M. LEWINSKY  
CIVIL  
No. 32327  
REGISTERED PROFESSIONAL ENGINEER

PROJECT:

Engineering Design Consultants, Inc.  
32 Turnpike Road  
Southborough, Massachusetts  
ph:(508) 480-0225 fax:(508)832-5781

SITE PLAN

9 TROTTER DRIVE  
MEDWAY, MASSACHUSETTS 02053

OWNER: MARGUERITE K. MELE  
203 MAIN STREET  
MEDWAY, MASSACHUSETTS 02053

APPLICANT: CTS PROPERTY MANAGEMENT  
430 FRANKLIN VILLAGE DRIVE - SUITE 177  
FRANKLIN, MASSACHUSETTS 02038

DETAILS

SITE PLAN

FILE NO: 3583

DATE: MARCH 26, 2018

PLAN NUMBER: 6 of 6







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**PGC ASSOCIATES, LLC.**

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

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June 29, 2018

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

**RE: Converting Technical Services (CTS) Site Plan**

Dear Mr. Rodenhiser:

I have reviewed the revised site plan submitted on behalf of applicant CTS Property Management of Franklin. The owner is Marguerite Mele. The proposed work is to construct a 6000 square-foot building and associated parking, drainage, landscaping, lighting, etc. on a lot of 49,529. The plan was prepared by Engineering Design Consultants, Inc. of Southborough and is dated March 25, 2018. The comments from my June 6 letter are repeated with new comments in **bold** as follows:

**Zoning**

1. The proposed primary uses are for light manufacturing and warehouse. This is allowed in the West Industrial zoning district, and the proposed development appears to comply with the Zoning Bylaw. **OK**
2. The plan proposes 20 parking spaces, including 1 van-accessible handicapped space, and 19 standard parking spaces. No parking calculation was provided. The Zoning Bylaw requires 1 space per 300 square feet of office space and 1 space per 2 employees and 1 per 1000 square feet of manufacturing or warehouse space. The proposed building has 264 square feet of office space and the maximum number of employees expected is 10. Therefore 1 space is required for the office space, 5 for the ten employees and 6 for the square footage of the building for a total of 12 spaces required. **OK**
3. Section 7.1.2 states that light trespass onto any abutting street or lot is not permitted. There is light trespass ranging from .1 to .8 foot-candles on 3 sides of the lot. **The applicant states that the lighting has been adjusted to eliminate light trespass. However, there is still trespass along the frontage. The applicant agreed at the hearing to make further adjustments.**
4. The dimensional requirements of Table 2 of Section 6 limit impervious coverage to 80% of the lot and requires 20% open space. The plan documents that it meets these requirements with 52% open space and 48% impervious surface. **OK**
5. The plans show a location for a monument sign. The proposed dimensions of 20 feet per side comply with the maximum size requirements of 40 square feet total as well as the required setback of 10 feet. No height off the ground is shown but the maximum height is 6 feet. No

landscaping is shown at the base of the sign (and the sign is not shown on the landscape plan). The building elevations do not show a building sign. **The monument sign has been added to the landscape plan. The applicant states that no building sign is planned at this time but may be an option in the future.**

6. Section 7.1.1 G requires parking not be located in front of the building unless no reasonable alternative exists. **The applicant makes a case that no reasonable alternative exists and requests a waiver.**
7. Under Section 7.1.1 I, a bicycle parking spot is required unless the PEDB waives this requirement. The waiver is requested. **The applicant agreed to add a bicycle space at the hearing.**

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

8. Section 204.3 A. (7) requires a Development Impact Report. Most elements are only applicable to projects with 30 or more parking spaces so mostly not applicable to this project. A waiver is requested but a letter describing minimal traffic generation is provided. **The waiver is requested.**
9. Section 204-5 B. requires a Site Context Sheet. This was not provided. **The applicant believes the Cover Sheet and Existing Conditions Sheet provide the necessary information. OK..**
10. Section 204-5 C. (3). The Existing Conditions Sheet also does not include an Existing Landscape Inventory prepared by a Landscape Architect. A waiver is requested based on the lack of significant landscape features on the site. **Applicant agrees to provide a “no cut” zone as mitigation for this, tree inventory and landscape architect to prepare landscape plan.**
11. Section 204-5 D. (3) requires dimensions of proposed improvements. This was not provided for some features, including the northerly entrance drive, loading zone area, maneuvering area and other features. **The dimensions have been added.**
12. Section 204-5 D. (7) requires that a landscape architect prepare the landscape plan. A landscape plan was provided but there is no indication it was prepared by a landscape architect. **See comment #10.**
13. Section 204-5 D. (12) requires a signage plan indicating the design, location, materials, dimensions and lighting. As stated above, a monument sign location and dimensions are indicated on the plan, but no other details are provided. There is no indication of a building sign. **Applicant states that only a monument sign is proposed at this time, but a building sign may be an option.**
14. Section 204-5 D. (13) requires a lighting plan. As stated above a lighting plan has been provided, but it shows light trespass onto abutting properties. **See comment #3.**



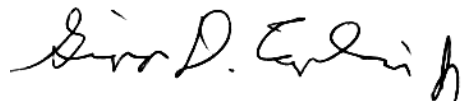
15. Section 204-5 (14) requires horizontal sight distances be show on the plan. This information was not provided. **The sight distances have been added.**
16. Section 204-5 (16) requires information about fire prevention and suppression. This was not provided. **Applicant states building size is below threshold for required fire suppression system. However, there are other features that should be considered (e.g. Knox box) but dependent on Fire Chief comments.**
17. Section 205-3 D requires pedestrian-friendly sidewalks in front of site. This is not provided and no waiver is requested. **Applicant notes sidewalk across street and agrees to provide easement for a future sidewalk on his side.**
18. Section 205-6 G. (3)(b) requires wheel stops where a parking space abuts a walkway. A waiver is requested to allow a curb instead. **Sidewalk expanded in lieu of curb stops.**
19. Section 205-6 G. (4)(d) requires a 12' x 20' turning area at the end of the parking row. This is not provided and no waiver is requested. **A parking space on the end is eliminated.**
20. Section 205-6 (H) requires vertical granite curbing "or similar" around the perimeter of a parking lot. The plan proposes Cape Cod berm. **Applicant agrees to provide vertical granite curbing on roundings.**
21. Section 205-9 C requires that there be substantial landscaped islands within parking lots to reduce the "sea of asphalt" effect. More specifically, Section 209-6 C requires at least 1 deciduous tree per 6 spaces and only trees that provide shade to the parking area are to count toward this requirement. With 20 spaces, 4 trees are required. The trees proposed along the front of the property likely meet this requirement (at least when grown), but consideration should be given to adding trees in the islands at the ends of the parking rows. **OK**

### **General Comments**

22. The plan appears to meet the criteria specified in Section 203-9 C.

If there are any questions about these comments, please call or e-mail me.

Sincerely,



Gino D. Carlucci, Jr.



Town of Medway  
**DESIGN REVIEW COMMITTEE**

155 Village Street  
Medway MA 02053  
508-533-3291

[drc@townofmedway.org](mailto:drc@townofmedway.org)

July 2, 2018

TO: Medway Planning and Economic Development Board  
FROM: Matthew Buckley, Chairman  
RE: DRC Comments – CTS Site Plan, 9 Trotter Street

Dear Members of the Medway Planning and Economic Development Board,

The Medway Design Review Committee [DRC] is pleased to provide a comment letter on the proposed one-story building at 9 Trotter Drive for CTS Property Management. The DRC met with a representative for CTS, Mr. Peter Bemis of Engineering Design Consultants, Inc on June 4, 2018 and again on June 18, 2018. During the meetings, we first reviewed the site plan dated March 26, 2018 and the subsequently revised site plan dated June 12, 2018 along with revised building elevation drawings and received presentations from Mr. Bemis. On July 2<sup>nd</sup>, 2018 the DRC reviewed updated building elevations and stonework material.

The DRC is satisfied that the designs put forward, to date, have been modified and improved to be consistent with *Medway Design Review Guidelines*. Mr. Bemis provided updates related to the recommendations offered by the DRC during the June 4<sup>th</sup> meeting. The DRC is confident that these changes have satisfied each of our prior recommendations. These include:

- The use of color on the exterior siding to augment the contemporary industrial design of the structure. Alternate color cladding is available at no additional cost and offers the client the ability to create a more attractive building.
- The DRC recommended that the dumpster enclosure material be of a natural appearance and color other than white. An example is provided in the adjacent image. This enclosure should also be of a greater height than the dumpster within to sufficiently screen it. The current plans show a grey



The DRC requests the inclusion of several details on the plans and offers these corresponding recommendations and requests that these details be included on the final plan presented for Board's endorsement:

- The color of the pair of garage bay doors is not indicated on the plan. The DRC recommends a grey color consistent with the proposed structure.
- The color for the front entry door is not indicated on the plan. The DRC recommends a grey or aluminum color consistent with the proposed structure. If any other door is required on the structure, this too should match the front entrance.
- No rendering of a wall or monument sign was shown to the DRC during the meetings. A position for a monument sign on the site is shown on the plan. Currently, no application for this sign or any other sign has been filed and the DRC has not made a formal review. The DRC requests that an application be filed in the future for sign design review to allow for its review and approval of the monument sign and any other sign on the site that falls within the sizes requiring permitting. The DRC recommends that a master signage program be created for the site to establish a cohesive style and appearance.

The DRC respectfully submits these review comments for the Planning and Economic Development Board's consideration. As always, the DRC is available to discuss any of these points and would gladly offer any additional recommendations.

Sincerely,



Matthew Buckley  
Chairman

cc: Peter Bemis, Engineering Design Consultants



**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*

July 5, 2018

***Major Site Plan Review Decision  
Converting Technical Services (CTS) – 9 Trotter Drive  
APPROVED with Waivers and Conditions***

**Decision Date:** July 10, 2018

**Name/Address of Applicant:** CTS Property Management  
430 Franklin Village Drive  
Suite 177  
Franklin, MA 02038

**Name/Address of Property Owner:** Marguerite Mele  
203 Main Street  
Medway, MA 02053

**Project Location:** 9 Trotter Drive  
**Assessors' Reference:** 54-004-0004  
**Zoning District:** West Industrial (formerly known as Industrial III)

**Engineer:** Engineering Design Consultants, Inc.  
32 Turnpike Road  
Southborough, MA 01772

**Site Plan:** 9 Trotter Drive Site Plan  
Medway, MA  
Dated March 26, 2018, last revised June 12, 2018

**I. PROJECT DESCRIPTION** – The proposed project includes construction of a 6,000 sq. ft., one-story building with associated parking and loading facilities for Converting Technical Services, a light manufacturing/warehouse business. The site plan shows parking for 20 vehicles, landscaping, stormwater drainage facilities, site and building lighting, and connections to municipal water and sewer. Site access/egress is planned with two curb cuts on Trotter Drive.

**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 July 10, 2018, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, **voted to \_\_\_\_\_ with WAIVERS and CONDITIONS** as specified herein, a site plan for the construction of an approximately 6,000 sq. ft. building and site improvements at 9 Trotter Drive, to be owned by CTS Property Management of Franklin, MA as shown on *9 Trotter Drive Site Plan* prepared by Engineering Design Consultants, Inc. of Southborough, MA dated March 26, 2018, last revised June 18, 2018 to be further revised as specified herein.

All members voting on this Certificate of Action were present at all sessions of the public hearing or have provided a certification pursuant to General Laws c. 39 section 23D.

The motion was approved by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

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

**III. PROCEDURAL HISTORY**

- A. May 18, 2018 - Site plan application and associated materials filed with the Medway Planning & Economic Development Board.
- B. May 29, 2018 – Site plan application and associated materials field with the Medway Town Clerk
- C. May 24, 2018 – Site plan public hearing notice filed with the Town Clerk and posted at the Town of Medway web site.
- D. May 24, 2018 – Site plan information distributed to Town boards, committees and departments for review and comment.
- E. May 25, 2018 – Site plan public hearing notice mailed to abutters by certified sent mail.
- F. May 29 and June 4, 2018 - Site plan public hearing notice advertised in *Milford Daily News*.
- G. June 12, 2018 - Site plan public hearing commenced. The public hearing was continued to June 26 and July 10, 2018 when the hearing was closed and a decision rendered.

#### IV. INDEX OF SITE PLAN DOCUMENTS

- A. The site plan application for the proposed CTS project included the following plans, studies and information that were provided to the Planning and Economic Development Board at the time the application was filed on May 18, 2018.
1. Major Site Plan Application dated May 7, 20018 with project description, purchase and sale verification, certified abutters' list, and traffic report letter dated May 11, 2018 from Peter Bemis, Engineering Design Consultants, Inc. of Southborough, MA.
  2. *9 Trotter Drive Site Plan* dated March 26, 2018 prepared by Engineering Design Consultants, Inc. of Southborough, MA.
  3. *Stormwater Calculations for 15 Trotter Drive*, dated March 26, 2018 prepared by engineering Design Consultants, Inc. of Southborough, MA
  3. *Requests for Waivers from the Medway Site Plan Rules and Regulations*, dated May 11, 2018, prepared by Engineering Design Consultants of Southborough, MA.
  4. Building Elevations dated April 16, 2018 prepared by Ted Greenlaw of Hanover, MA.
- B. During the course of the public hearing and review, a variety of other materials were submitted to the Board by the applicant and its representatives:
1. Walter Lewinski, P.E. of Engineering Design Consultants, Inc. – Letter dated June 12, 2018 in response to Tetra Tech and PGC
  2. *Truck Turning Movements*, dated June 12, 2018 by Engineering Design Consultants, Inc.
  3. Revised building elevations for CTS, by Ted Greenlaw of Hanover, MA, received June 12, 2018
  4. Revised building elevations and floor plan for CTS, by Ted Greenlaw of Hanover, MA, received June 22, 2018
  5. *9 Trotter Drive Site Plan* dated March 26, 2018, REVISED June 12, 2018, prepared by Engineering Design Consultants, Inc. of Southborough, MA.
- C. All documents and exhibits received during the public hearing are contained in the Planning and Economic Development Board's project file.

#### V. **TESTIMONY** - In addition to the site plan application materials as submitted and provided during the course of the Board's review, the Board also received verbal or written testimony from:

- Steve Bouley, P.E. of Tetra Tech, Inc., the Town's Consulting Engineer – Site plan review letters dated June 6 and [REDACTED] 2018 and commentary throughout the public hearing process.
- Gino Carlucci, PGC Associates, the Town's Consulting Planner – Site plan review letters dated June 6 and June 29, 2018 and commentary throughout the public hearing process.
- Email review comments dated May 30, 2018 from Fire Chief Jeff Lynch
- Review letter from the Medway Design Review Committee dated July 5, 2018.

**VI. FINDINGS** – In making its findings and reaching the decision described herein, the Board is guided by Board's *Site Plan Rules and Regulations*, and the *Medway Zoning Bylaw*. The Board also considered evidence and testimony presented at the public hearings and comments submitted by Town departments, boards and committees as well as the Board's peer review consultants and residents placed in the public record during the course of the hearings.

The Planning and Economic Development Board, at its meeting on July 10, 2018, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, voted to \_\_\_\_\_ the following **FINDINGS** regarding the site plan application for Converting Technical Services at 9 Trotter Drive. The motion was approved by a vote of \_\_\_\_ in favor and \_\_\_\_ opposed.

**Site Plan Rules and Regulations Findings** – The Planning and Economic Development Board shall determine whether the proposed development is in conformance with the standards and criteria set forth in the *Site Plan 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?

*Ingress and egress is off Trotter Drive, an industrial roadway designed to handle this type of facility. Two curb cuts are provided which will facilitate internal site movement. There are no residential properties abutting the subject parcel.*

- (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 proposed building and site are in an industrial style and scale with materials similar to other buildings within the industrial park. The building design has been positively reviewed by the Design Review Committee and is acceptable for its location with the DRC's recommended modifications.*

- (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.

*The outside dumpster is located at the back of the site and will be screened in accordance with the DRC's recommended trash enclosure. The property immediately surrounding the building is industrially zoned so there are no impacts on residentially used or zoned property.*

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

*The building is accessible from two sides. There are 360' linear feet of frontage along Trotter Drive and two curb cuts. The site plan was provided to the Fire Chief and he determined that access is acceptable.*

- (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 volume of cut and fill is the minimum necessary to construct the building and associated facilities. The proposed stormwater drainage system has been reviewed by the Town's Consulting Engineer and has been determined to be adequate to protect waterways and environmental resources. Appropriate soil pollution and erosion controls have been incorporated into the plan.*

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

*The entrance and egress to the site and its parking and loading facilities have been designed for safe operation and to minimize conflict. A sidewalk already exists along the western side of Trotter Drive. The turning movements for the loading area have been identified and reviewed by the Town's Consulting Engineer and found to be acceptable.*

- (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?

*There are no visually prominent natural or historic features on site.*

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

*Site lighting does not produce glare to adjoining properties. The shown light trespass onto Trotter Drive will be eliminated in the final site plan presented for endorsement.*

- (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.



*The limit of work is reasonable for the proposed facility. There are no wetland resources on the site.*

**VII. WAIVERS** – At its July 10, 2018 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.

1. **Section 204-3 Planning Board Submittals, A. 7.** - A written *Development Impact Statement* which shall describe the potential and anticipated impacts of the proposed development, identify all positive and adverse impacts, and propose an acceptable program to prevent or mitigate adverse impacts.

At its discretion, the Planning Board, upon written request of the applicant, and based on the Board’s preliminary assessment of the scale and type of development proposed, may waive or modify the requirements for submission of any of the elements of the *Development Impact Statement*.

The *Development Impact Statement* shall consist of the following four elements:  
Traffic, Environmental, Community and Parking

*The applicant has requested a waiver from the full extent of this requirement and seeks relief from having to prepare an environmental, community and parking impact report. Most elements of a development impact report apply to projects with 30 or more parking spaces and this development is planned for 20. The subject site, project scale and scope are small; there will be approximately 8-10 employees. Adequate parking and stormwater management facilities will be provided. There is no impact on schools and emergency access has been found to be adequate. Therefore, the Board APPROVES this waiver request.*

2. **Section 204-4 B. Standards for Site Plan Preparation** - The site plan shall be drawn at a scale of 1” = 40’.

*The applicant has requested a waiver from this plan scale requirement and instead has proposed a scale of 1” = 20’ and 1” = 10’. The small size of the project necessitates a larger plan scale to show the detail of the design. The site plan would be difficult to read at a scale of 1”=40’. The revised scale results in a more efficient plan review and construction process as the plan is clearer, more readable and more accurately interpreted. Therefore, the Board APPROVES this waiver request.*

3. **Section 204-5 C. 3. Existing Landscape Inventory** - An *Existing Landscape Inventory* shall be prepared by a Professional Landscape Architect licensed in the Commonwealth of Massachusetts. This inventory shall include a “mapped” overview of existing landscape features and structures and a general inventory of

major plant species including the specific identification of existing trees with a diameter of one (1) foot or greater at four (4) feet above grade.

*The applicant has requested a waiver from this requirement. The project engineer has indicated that the 1.14 acre site has no significant or redeeming vegetation or landscape features meriting identification or protection. Approximately 75% of the site has to be cleared to accommodate the building, drainage, and parking. The remaining land in the northern portion of the site will remain wooded. A landscaping plan has been provided which will enhance the site and the applicant has agreed to show a NO CUT zone on the plan presented for the Board's endorsement. Therefore, the Board APPROVES this waiver request.*

4. **Section 204-5 D. 7 Landscape Architectural Plan** - A Landscape Architectural Plan shall be prepared by a Landscape Architect licensed in the Commonwealth of Massachusetts. This Plan shall be prepared as an overlay of the existing conditions sheets and shall incorporate, whenever possible, the significant features of the existing site and topography, particularly existing trees with a diameter of one (1) foot or greater at four (4) feet above grade. The Landscape Architectural Plan shall indicate the areas slated for excavation; any woodlands, trees or other existing features or structures to be retained; all new plantings by common and Latin name including their proposed locations and sizes at the time of installation. Plan graphics for tree canopies shall reflect, as closely as possible, the actual canopy dimension of proposed tree plantings at the time of installation with a "lesser" intensity graphic used to represent potential canopy at maturity.

*A waiver is needed from this requirement. Due to the small scale of the site and the amount of clearing needed to construct the building, parking and drainage system, the area for planting is extremely limited. A limited but acceptable scope of planned landscaping has been provided as part of the site plan submittal prepared by Engineering Design Consultants, Inc. Therefore, the Board APPROVES this waiver.*

5. **Section 204-5 D. 9 – Color renderings of the project shall be provided depicting structures, signage and common views of the site from a public way and other views helpful in illustrating the totality of the proposed site improvements.**

*A waiver is needed from this requirement. The relatively small size of this site and the project make this a burdensome requirement for a small business. The building elevations have been reviewed, revised and re-reviewed by the Design Review Committee and found to be in general conformance with the Design Review Guidelines. Therefore, the Board APPROVES this waiver.*

6. **Section 204-5 D. 16 - Locations of proposed fire hydrants, fire alarm boxes, fire lanes and access for equipment shall be provided to the satisfaction of the Fire Department.**

*A waiver is needed from this requirement. The building size is below the threshold for the required fire suppression system. According to the Town's GIS*

mapping, a fire hydrant is located directly across Trotter Drive from the subject property. The plan has been reviewed by Fire Chief Jeff Lynch and found to be acceptable. *Therefore, the Board APPROVES this waiver.*

7. **Section 205-3 D. 2. Pedestrian and Bicycle Access and Connections -** Safe pedestrian and bicycle access to the site must be provided by walkways or other means which ensure protection and separation from vehicular traffic.

A waiver is needed from this regulation. The cost to install 340 linear feet of sidewalk is prohibitive for a small business. There is an existing sidewalk along the western side of Trotter Drive. A sidewalk is provided internal to the site along the front of the building to accommodate pedestrians walking from their vehicles to the front entry. *Therefore, the Board APPROVES this waiver.*

8. **Section 205-6 Parking C. Designated Parking Areas – Designated employee parking area, customer parking areas, and delivery areas as required under the Medway Zoning By-Law should be separated and shown on the plan.**

NOTE – You need to decide if you want to grant a waiver on this or make this a condition of the decision that the respective parking areas need to be designated and shown on the plan.

9. **Section 205-6 Parking - G. Parking Spaces & Stalls, 3. a) -** Car parking spaces/stalls shall be ten (10) feet by twenty (20) feet, except that handicap stalls shall be in accordance with the current ADA standards. Each handicapped space/stall must be identified on the ground surface and by a sign.

*The applicant has requested waiver from this regulation and has proposed parking space stalls at a size of 9' by 18' and a number of angled parking spaces as well. The reduced size is the allowed minimum standard parking space size per Section 7.1.1. E. 3. a. of the Medway Zoning Bylaw. Smaller parking spaces reduce the amount of space needed for the parking area and the associated amount of paved impervious surface area. Therefore, the Board APPROVES this request.*

10. **Section 205-6 Parking – G. Parking Spaces & Stalls, 3. b)** Wheel stops are required at the head of each car stall where a space/stall abuts a walkway, pedestrian way, or special site feature such as an abrupt change in grade. Acceptable materials include pre-cast concrete, granite, or like materials. All wheel stops shall be properly anchored into the ground and located approximately twenty-four (24) inches from the head of a car space/stall.

*The applicant has requested a waiver from this requirement for parking space wheel stops. The applicant seeks a waiver from this regulation as they believe wheel stops pose a potential tripping hazard to pedestrians. Their removal will also simplify snow removal efforts. To make up for the needed space, the adjacent sidewalk area has been expanded from \_\_\_ feet to \_\_\_ feet and incorporates a concrete curb. Therefore the Board APPROVES this request.*

11. **Section 205-6 Parking - G. Parking Spaces & Stalls, 4. b)** - Stalls shall not be located within 15' of the front, side or rear property lines.

*The applicant has requested a waiver from this setback standard for the parking stalls. The applicant has proposed a 10' setback from the south property line instead of the standard 15' setback. The space is needed to accommodate the vehicular movement within the parking area to access the loading zone. The adjacent southern property will be buffered by landscaping screening along the lot line. The Town's consulting engineer has no objection to this waiver. Therefore, the Board APPROVES this waiver.*

12. **Section 205 - 6 H. Curbing** – The perimeter of the parking area shall be bounded with vertical granite curb or similar type of edge treatment to delineate the parking lot.

*The applicant proposes to use Cape Cod berm in lieu of granite curbing around the perimeter of the parking area. Granite curbing is very expensive and is not necessary for this site. The applicant believes the proposed alternative curbing material is an appropriate method to delineate the boundary of the proposed parking lot, is consistent with the general industrial park area, and will appropriately improve the site. Granite curbing shall be retained for use at the roundings of the entrance and exits to the site. The Board has approved this same waiver request for other recent site plan projects in the 495 Business Park area. Therefore, the Board APPROVES this waiver.*

**VIII. CONDITIONS** 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

#### **SPECIFIC CONDITIONS OF APPROVAL**

- A. **Plan Endorsement** - Within sixty (60) days after the Board has filed its *Decision* with the Town Clerk, the site plan for the CTS development at 9 Trotter Drive, dated March 26, 2018, last revised June 12, 2018, prepared by Engineering Design Consultants, Inc. of Southborough, MA with building elevations provided by Ken Greenlaw of Hanover, MA shall be further revised to reflect all Conditions and required revisions, including those as follows, and submitted to the Planning and Economic Development Board to review for compliance with the Board's *Decision*. (*Said plan is hereinafter referred to as the Plan*). The Applicant shall provide a set of the revised Plan in its final form to the Board for its signature/endorsement. All plan sheets shall be bound together in a complete set.
- B. **Cover Sheet Revisions** – Prior to plan endorsement, the cover sheet of the 9 Trotter Drive Site Plan dated March 30, 2016, last revised April 2, 2018 shall be further revised to:

1. List the **approved** waivers from the *Site Plan Rules and Regulations* as specified herein. The Board cannot grant waivers from the Medway Zoning Bylaw, therefore none should be listed.
  2. Add a line for Approval Date within the signature box area.
- C. **Other Plan Revisions** – Prior to plan endorsement, the following plan revisions shall be made to the 9 Trotter Drive Site Plan dated March 26, 2018, last revised June 12, 2018.
1. The date on the revised building elevation drawings by Ken Greenlaw submitted to the Board on June 22, 2018 shall be modified to include a date other than the original April 12, 2018 date. The drawings shall be further revised to indicate:
    - a. The use of two MBCI grey colors for the siding – Slate Gray and Ash Gray
    - b. A grey color for the front entry door and loading dock garage doors to complement the siding colors
  2. A ' NO CUT zone along the eastern and northern property lines
  3. Lighting details on Sheet 5 showing with no light trespass onto Trotter Drive.
  4. An additional line for Approval Date within the signature box area on all site plan sheets including the stormwater pollution prevention plan and building elevation drawings.
  5. The location of and specification for a bicycle rack.
  6. A change in the dumpster enclosure detail to indicate it will have a natural textured appearance (non-glossy) and a color compatible with the building materials and design scheme. The indicated 6' height of the dumpster enclosure may also need to be increased beyond the planned 6' height of in order to sufficiently screen the planned dumpster equipment within.
- D. **Sewer Easement on Adjacent Property at 15 Trotter Drive** – Prior to plan endorsement, the applicant shall provide to the Board a letter from the adjacent property owner Marguerite Mele or her representative agreeing in principle to the granting of a sewer easement across the northwestern portion of the 15 Trotter Drive property to CTS Property Management in order to access the municipal sewer line located in front of the 15 Trotter Drive property.
- E. **Use Limitations** – Parking or use of the parking area on site at 9 Trotter Drive shall be limited only to vehicles for Converting Technical Services, its employees, deliveries, and customers, and any future lessees, tenants or users of the building space. The parking area may not be leased or made available to any non-occupant business for any purpose.
- F. **Site Access** – Access to the site is provided from Trotter Drive. The applicant shall instruct its employees, delivery companies and customers to use only Trotter Drive to access the property. Any printed or electronic marketing materials that provide directions to the CTS site shall indicate the Trotter Drive route.

- G. **Trash Removal** – Trash removal shall be scheduled to occur only between 7 am and 6 pm.
- H. **Stormwater Management Operations and Maintenance Plan** - The applicant and any future property owner has ongoing and perpetual responsibility and obligation to carry out the post construction stormwater operations and maintenance plan included as Sheet 1 *Stormwater Pollution Prevention Plan* dated March 26, 2018 prepared by Engineering Design Consultants, Inc. which is part of the site plan set to be endorsed by the Board.
- I. **Signage** – The site plan shows the location of a planned free-standing, monument sign in front of the building at the southwest corner of the site. The applicant shall secure the required sign permit from the Medway Building Department which shall include prior review by the Medway Design Review Committee before the permit is issued as specified in Section 7.2.6.3 Sign Regulation of the *Zoning Bylaw*.
- J. **Lighting**
  - 1. Lighting shall not result in any light spillage off the property or onto Trotter Drive. This may be accomplished through the addition of light shields, the lowering and/or relocating of light fixtures, and other suitable measures.
  - 2. LED lights shall be of a lower color temperature [2700-3000K] to provide a more natural appearance.

#### **GENERAL CONDITIONS OF APPROVAL**

- A. **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.
- B. **Other Permits** – This permit does not relieve the applicant from its responsibility to obtain, pay and comply with all other required federal, state and Town permits. The contractor for the applicant or assigns shall obtain, pay and comply with all other required Town permits.
- C. **Restrictions on Construction Activities** – During construction, all local, state and federal laws shall be followed regarding noise, vibration, dust and blocking of town roads. The applicant and its contractors shall at all times use all reasonable means to minimize inconvenience to abutters and residents in the general area. The following specific restrictions on construction activity shall apply.

1. *Construction Time* - Construction work at the site and in the building and the operation of construction equipment including truck/vehicular and machine start-up and movement shall commence no earlier than 7 a.m. and shall cease no later than 6 p.m. Monday – Saturday. No construction shall take place on Sundays or legal holidays without the advance approval of the Inspector of Buildings.
2. *Neighborhood Relations* – The applicant shall notify neighbors in the general area around the site when site work and construction are scheduled to begin and provide a phone number for them to use for questions and concerns that arise during construction.
3. The applicant shall take all measures necessary to ensure that no excessive dust leaves the premises during construction including use of water spray to wet down dusty surfaces.
4. There shall be no tracking of construction materials onto any public way. Daily sweeping of roadways adjacent to the site shall be done to ensure that any loose gravel/dirt is removed from the roadways and does not create hazardous or deleterious conditions for vehicles, pedestrians or abutting residents. In the event construction debris is carried onto a public way, the Applicant shall be responsible for all clean-up of the roadway which shall occur as soon as possible and in any event within twelve (12) hours of its occurrence.
5. The Applicant is responsible for having the contractor clean-up the construction site and the adjacent properties onto which construction debris may fall on a daily basis.
6. All erosion and siltation control measures shall be installed by the Applicant prior to the start of construction and observed by the Planning and Economic Development Board's consulting engineer and maintained in good repair throughout the construction period.
7. *Construction Traffic/Parking* – During construction, adequate provisions shall be made on-site for the parking, storing, and stacking of construction materials and vehicles. All parking for construction vehicles and construction related traffic shall be maintained on site. No parking of construction and construction related vehicles shall take place on adjacent public or private ways or interfere with the safe movement of persons and vehicles on adjacent properties or roadways.
8. *Noise* - Construction noise shall not exceed the noise standards as specified in the *Zoning Bylaw*, Section 7.3.C.2. Environmental Standards.

**D. *Landscape Maintenance***

1. The site's landscaping shall be maintained in good condition throughout the life of the facility and to the same extent as shown on the endorsed Plan. Any

shrubs, trees, bushes or other landscaping features shown on the Plan that die shall be replaced by the following spring.

2. Within 60 days after two years after the occupancy permit is issued, the Town's Consulting Engineer or the Inspector of Buildings shall conduct an initial inspection of the landscaping to determine whether and which landscape items need replacement or removal and provide a report to the Board. At any time subsequent to this initial inspection, the Town's Consulting Engineer or the Inspector of Buildings may conduct further inspections of the landscaping to determine whether and which landscaping items need replacement or removal and provide a report to the Board. The Board may seek enforcement remedies with the Inspector of Buildings/Zoning Enforcement Officer to ensure that the comprehensive landscaping plan is maintained.

E. ***Snow Storage and Removal***

1. On-site snow storage shall not encroach upon nor prohibit the use of any parking spaces required by the *Zoning Bylaw*.
2. The applicant shall make the fullest possible effort to remove accumulated snow which exceeds the capacity of the designated on-site snow storage areas from the premises within 48 hours after the conclusion of a storm event.

F. ***Construction Oversight***

1. Construction Account

- a) Inspection of infrastructure and utility construction, installation of site amenities including landscaping, and the review of legal documents by Town Counsel is required. Prior to plan endorsement, the applicant shall establish a construction account with the Planning and Economic Development Board. The funds may be used at the Board's discretion to retain professional outside consultants to perform the items listed above as well as the following other tasks - inspect the site during construction/installation, identify what site plan work remains to be completed, prepare a bond estimate, conduct other reasonable inspections until the site work is completed and determined to be satisfactory, review as-built plans, and advise the Board as it prepares to issue a *Certificate of Site Plan Completion*).
- b) Prior to plan endorsement, the Applicant shall pay an advance toward the cost of these services to the Town of Medway. The advance amount shall be determined by the Planning and Economic Development Board based on an estimate provided by the Town's Consulting Engineer.
- c) Depending on the scope of professional outside consultant assistance that the Board may need, the Applicant shall provide supplemental payments to the project's construction inspection account, upon invoice from the Board.



- d) Any funds remaining in the applicant's construction inspection account after the *Certificate of Site Plan Completion* is issued shall be returned to the applicant.
2. Pre-Construction Meeting - Prior to the commencement of any work on the Property, the Applicant and the site general contractor shall attend a preconstruction conference with Planning and Economic Development Coordinator, the Building Commissioner, Department of Public Services Director, the Conservation Agent, the Town's Consulting Engineer and other Town staff or Applicant's representatives as may be determined. The general contractor shall request such conference at least one week prior to commencing any work on the property by contacting the Planning and Economic Development office.
3. Planning and Economic Development Board members, its staff, consultants or 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.
4. The Department of Public Services will conduct inspections for any construction work occurring in the Town's right-of way in conjunction with the Town of Medway Street Opening/Roadway Access Permit.
5. The applicant shall have a professional engineer licensed in the Commonwealth of Massachusetts conduct progress inspections of the construction of the approved infrastructure and site improvements. Inspections shall occur at least on a monthly basis. The engineer shall prepare a written report of each inspection and provide a copy to the Planning and Economic Development Board within 5 days of inspection.

**G. *Modification of Plan and/or Decision***

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 the approved site plan or this Decision 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.

**H. *Compliance with Plan and Decision***

1. The Applicant shall construct all improvements in compliance with the approved and endorsed site plan and this Decision 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.

**I. *Performance Security***

1. No occupancy permit for the building shall be granted until the Planning and Economic Development Board has provided a written communication to the Inspector of Buildings/Zoning Enforcement Officer that the project, as constructed, conforms completely and fully to the approved site plan and that 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 cost of all remaining work.
2. If performance security is needed, the applicant shall propose a form of performance security which shall be of a source and in a form acceptable to the Planning and Economic Development Board, the Treasurer/Collector and Town Counsel. The Board requires that the performance guarantee be accompanied by an agreement which shall define the obligations of the developer and the performance guarantee company including:
  - a) the date by which the developer shall complete construction
  - b) a statement that the agreement does not expire until released in full by the Planning and Economic Development Board
  - c) procedures for collection upon default.
3. The amount of the performance guarantee shall be equal to 100% of the amount that would be required for the Town of Medway to complete construction of the site infrastructure including installation of stormwater management facilities, utilities, services, parking, pedestrian facilities and all site amenities as specified in the Site Plan that remain unfinished at the time the performance guarantee estimate is prepared if the developer failed to do so.
4. The security amount shall be approved by the Planning and Economic Development Board based on an estimate provided by the Town's Consulting

Engineer based on the latest weighted average bid prices issued by the Mass Highway Department. The estimate shall reflect the cost for the Town to complete the work as a public works project which may necessitate additional engineering, inspection, legal and administrative services, staff time and public bidding procedures. The estimate shall also include the cost to maintain the infrastructure in the event the developer fails to adequately perform such and the cost for the development of as-built plans. In determining the amount, the Board shall be guided by the following formula in setting the sum: estimate of the Town's Consulting Engineer of the cost to complete the work plus a twenty-five percent (25%) contingency.

5. Final release of performance security is contingent on project completion.

J. ***Project Completion***

1. Site plan and special permit 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. 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 buildings and site work shown on the original site plan and any modifications thereto. The final As-Built Plan shall also be provided to the Town in CAD/GIS file format per MASS GIS specifications.

- K. **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.
- L. **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.

**IX. 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  
Converting Technical Services, 9 Trotter Drive**

*APPROVED with Waivers and Conditions by the Medway Planning & Economic Development Board: July 10, 2018*

**AYE:**

**NAY:**

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**ATTEST:**

Susan E. Affleck-Childs  
Planning & Economic Development Coordinator

Date

**COPIES TO:** Michael Boynton, Town Administrator  
David D'Amico, DPS Director  
Bridget Graziano, Conservation Agent  
Donna Greenwood, Assessor  
Beth Hallal, Health Agent  
Jeff Lynch, Fire Chief  
Jack Mee, Inspector of Buildings and Zoning Enforcement Officer  
Joanne Russo, Treasurer/Collector  
Barbara Saint Andre, Director of Community and Economic Development  
Jeff Watson, Police Department Safety Officer  
Peter Bemis, Engineering Design Consultants, Inc.  
Steve Fisk, CTS  
Steven Bouley, Tetra Tech  
Gino Carlucci, PGC Associates



June 6, 2018  
(revised July 9, 2018)

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

**Re: Converting Technical Services  
Site Plan Review  
9 Trotter Drive  
Medway, Massachusetts**

Dear Ms. Affleck-Childs:

Tetra Tech (TT) has performed a review of the proposed Site Plan for the above-mentioned Project at the request of the Town of Medway Planning and Economic Development Board (PEDB). The proposed Project is located at 9 Trotter Drive in Medway, MA. Proposed Project includes construction of a 6,000 sf light manufacturing/warehouse building with associated parking, utilities and drain infrastructure.

TT is in receipt of the following materials:

- A plan (Plans) set titled "9 Trotter Drive, A Site Plan in Medway, Massachusetts (Norfolk County)", dated March 26, 2018, prepared by Engineering Design Consultants, Inc. (EDC).
- A stormwater management report (Stormwater Report) titled "Stormwater Calculations for 15 Trotter Drive a Site Development located in Medway, Massachusetts 02053" dated March 26, 2018, prepared by EDC.
- Waiver requests from Site Plan Rules and Regulations, dated May 11, 2018, prepared by EDC.
- A Cover Letter and Traffic Letter both dated May 11, 2018, prepared by EDC.
- An Application for Major Site Plan Approval, dated May 7, 2018, prepared by EDC.
- A Certified Abutters List, certified date of March 26, 2018 by Medway Board of Assessors.

The Plans, Stormwater Report and accompanying materials were reviewed for conformance with Chapter 200 of the Town of Medway PEDB Rules and Regulations (Regulations), MA DEP Stormwater Management Standards (Standards), additional applicable town standards and good engineering practice. Review of the project for zoning and wetland related issues was not completed as these reviews are conducted by separate consultants/town agencies.

#### **TT 7/9/18 Update**

EDC has supplied TT with a revised submission addressing comments provided in our previous letter including the following site-related documents submitted by the applicant:

- A plan (Plans) set titled "9 Trotter Drive, A Site Plan in Medway, Massachusetts (Norfolk County)", dated March 26, 2018, revised June 12, 2018, prepared by Engineering Design Consultants, Inc. (EDC).
- A Response Letter dated June 12, 2018, prepared by EDC.
- A "Truck Turning Movements" exhibit plan dated June 12, 2018, prepared by EDC.

- Architectural elevations and floor plans dated June 20, 2018 and April 16, 2018 respectively.

The revised Plans were reviewed against our previous comment letter (June 6, 2018) and comments have been tracked accordingly. Text shown in gray represents information contained in previous correspondence while new information is shown in black text.

The following items were found to be inconsistent with current Town of Medway PEDB Site Plan Review Regulations (Chapter 200). Reference to applicable regulation requirement is given in parentheses following each comment.

- 1) The applicant has not supplied a written Development Impact Statement. A waiver has been requested from this Regulation. (Ch. 200 §204-3.A.7)
  - *EDC 6/12/18 Response: Waiver pending with Board, no response necessary.*
    - TT 7/9/18 Update: No action necessary until Board decision on waivers.
- 2) The Plans are drawn at a scale of 1"=20', Regulations require 1"=40'. However, the plans as drawn are sufficient to adequately show the proposed work. A waiver has been requested from this Regulation. Waivers have been granted from this Regulation on previously approved projects. (Ch. 200 §204-4.B)
  - *EDC 6/12/18 Response: Waiver pending with Board, no response necessary.*
    - TT 7/9/18 Update: No action necessary until Board decision on waivers.
- 3) Project assessors map and parcel number and zoning district classification are not shown on the cover sheet. (Ch. 200 §204-5.A)
  - *EDC 6/12/18 Response: The Town of Medway Assessors' ID as well as the zoning district have been added to the cover sheet.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.
- 4) Existing utilities have not been shown on the Existing Conditions Plan. (Ch. 200 §204-5.C.1)
  - *EDC 6/12/18 Response: The existing utilities have been added to the plan.*
    - TT 7/9/18 Update: Existing water main is not shown. We do not anticipate this is necessary due to nature of proposed connection (1" water service tap). However, no fire service is shown for the building, we recommend the applicant confirm with Medway Building/Fire Departments that fire service is not necessary.
- 5) The applicant has not supplied an Existing Landscape Inventory. A waiver has been requested from this Regulation. (Ch. 200 §204-5.C.3)
  - *EDC 6/12/18 Response: Waiver pending with Board, no response necessary.*
    - TT 7/9/18 Update: No action necessary until Board decision on waivers.
- 6) Setbacks from property lines to proposed parking limits and curb radii have not been included on the Plans. (Ch. 200 §204-5.D.2)
  - *EDC 6/12/18 Response: The dimensions have been added to the proposed layout plan.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.

- 7) The applicant has not included dimensioning of the proposed north exit driveway, loading dock and loading maneuvering area. (Ch. 200 §204-5.D.3)
- *EDC 6/12/18 Response: The dimensions have been added to the proposed layout plan.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.
- 8) Proposed landscape plan does not appear to be designed by a registered landscape architect and does not include existing landscape inventory, particularly along the property boundaries. There are notes (Spirea and Daylily) included in the plan that are not pointing to the correct location. (Ch. 200 §204-5.D.7)
- *EDC 6/12/18 Response: Waiver on inventory pending with the Board, however landscape design edits as requested by staff and Design Review Committee have been completed.*
    - TT 7/9/18 Update: No action necessary until Board decision on waivers.
- 9) Color Renderings of the site have not been submitted. (Ch. 200 §204-5.D.9)
- *EDC 6/12/18 Response: Waiver pending with Board, no response necessary.*
    - TT 7/9/18 Update: No action necessary until Board decision on waivers.
- 10) Horizontal sight distances are not shown on the Plan. (Ch. 200 §204-5.D.14)
- *EDC 6/12/18 Response: Horizontal sight distances have been added to the plans.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.
- 11) The applicant has not supplied parking information on the zoning table. (Ch. 200 §204-5.D.15)
- *EDC 6/12/18 Response: A parking schedule has been added to the layout plan.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.
- 12) Existing or proposed hydrants have not been included on the Plans. Truck turning template should be run on the site to determine if fire apparatus can maneuver sufficiently. Confirmation from Medway Fire Chief recommended. (Ch. 200 §204-5.D.16)
- *EDC 6/12/18 Response: We will supply a turning movement template analysis for your review.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.
- 13) The applicant is proposing two curb cuts to access the site. Regulations recommend one per street frontage. (Ch. 200 §205-3.A.2.a)
- *EDC 6/12/18 Response: The limitations with the depth of the property and sloping land on the northerly side of the property require the design to incorporate angled parking and an exit only for the front portion of the parking lot.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.
- 14) The applicant is proposing cape cod berm in lieu of vertical granite curbing, which does not comply with the Regulations. (Ch. 200 §205-3.B.6)
- *EDC 6/12/18 Response: Waiver pending with Board, no response necessary.*
    - TT 7/9/18 Update: No action necessary until Board decision on waivers.



- 15) Designated employee parking areas have not been shown on the Plans. (Ch. 200 §205-6.C)
- *EDC 6/12/18 Response: Waiver pending with Board, no response necessary.*
    - TT 7/9/18 Update: No action necessary until Board decision on waivers.
- 16) The applicant is proposing 9' x 18' standard parking stalls which do not comply with the Regulations. A waiver has been requested from this Regulation. (Ch. 200 §205-6.G.3.a)
- *EDC 6/12/18 Response: Waiver pending with Board, no response necessary.*
    - TT 7/9/18 Update: No action necessary until Board decision on waivers.
- 17) Wheel stops are required in parking stalls abutting sidewalks. However, we recommend extending the depth of the parking stalls and eliminating wheel stops as they tend to cause issues during winter months during snow plowing operations. A waiver has been requested from this Regulation. (Ch. 200 §205-6.G.3.b)
- *EDC 6/12/18 Response: The sidewalk has been widened to seven feet for the vehicle overhang.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.
- 18) Parking stalls are located within the fifteen foot minimum parking setback. Parking shall not be located within 15-feet of front-side or rear property lines. A waiver has been requested from this Regulation. (Ch. 200 §205-6.G.4.b)
- *EDC 6/12/18 Response: Waiver pending with Board, no response necessary.*
    - TT 7/9/18 Update: No action necessary until Board decision on waivers.
- 19) The final space located along the southern parking area does not include the required "maneuvering strip". (Ch. 200 §205-6.G.4.d)
- *EDC 6/12/18 Response: Last parking space eliminated in order to properly address this provision.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.
- 20) The applicant has not shown proposed snow removal areas on the Plans. A note exists however it should be graphically shown in areas where the snow will be placed. (Ch. 200 §205-7)
- *EDC 6/12/18 Response: Snow storage areas have been labeled on the layout plan (sheet 3).*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.
- 21) Proposed foot-candle readings exceed the minimum allowed by the Regulation at the property lines. Light spill onto neighboring properties should not occur at the site from proposed lighting. (Ch. 200 §205-8)
- *EDC 6/12/18 Response: The cut-off shields were further adjusted by the lighting design company and there is no longer light trespass.*
    - TT 7/9/18 Update: Light trespass remains along the right of way (western portion of the site).

- 22) The applicant has not provided existing tree inventory of the site and thus cannot determine if tree replacement is necessary or how many trees will be required to be replaced. (Ch. 200 §205-9.F)
- *EDC 6/12/18 Response: Waiver pending with Board, no response necessary.*
    - TT 7/9/18 Update: No action necessary until Board decision on waivers.

**The following items were found to not be in conformance with MA DEP Storm Water Management Standards and/or Town stormwater standards.**

MA DEP Stormwater Management Standards

- 23) Proposed runoff in the 2-year event for the “West” design point is greater than existing. Post development peak runoff for all storms required must be less than pre-development conditions. (Standard 2)
- *EDC 6/12/18 Response: The slight increase in the peak developed runoff for the 2-year event is due to the computer program roundoff and the 0.1 cfs increase is insignificant. If we rounded the results to the tenth, the results for the pre-developed and post-developed runoff would be zero. The volume of runoff is less for the post-developed state also, 219 cubic feet for post-developed versus 240 cf for the existing.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.
- 24) The applicant has not provided test pit information for the Site. Test pit information is required to confirm hydrologic soil groups and ground water elevation at the proposed recharge locations. (Standard 3)
- *EDC 6/12/18 Response: Test pit data was inadvertently set to a non-plotting layer and that has now been corrected and is on the site plans.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.

PEDB Stormwater Regulations (Ch. 200 §205-4)

- 25) The applicant has not provided test pit information for the proposed recharge areas. (Ch. 200 §205-4.B)
- *EDC 6/12/18 Response: Test pit data was inadvertently set to a non-plotting layer and that has now been corrected and is on the site plans.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.

Town Stormwater Bylaw (Article XXVI)

- 26) We recommend the applicant provide a narrative documenting compliance with “Article XXVI Stormwater Management and Land Disturbance” of the Town of Medway General Bylaws.
- *EDC 6/12/18 Response: A SWPPP Plan has been made part of the Site Plan set, however the site alters less than 1 acre of land and will not require a NPDES Permit from EPA.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.

## General Stormwater Comments

- 27) Two types of subsurface infiltration BMPs are proposed for the Project, a Cultec Recharger system and Precast Concrete Flow Diffuser system. We recommend the applicant provide commentary on the decision to place two different systems in the design.
- *EDC 6/12/18 Response: The cultic chambers are located in a grassed area and the concrete flow diffusers are located under pavement to stand up to the truck loads.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.
- 28) We recommend the applicant provide greater detail on the Concrete Flow Diffuser system proposed for stormwater management of the parking area. It is unclear if the diffusers are placed on crushed stone, wrapped with fabric or if an "Isolator Row" or "Separator Row" type of TSS removal treatment can be incorporated into the design. We also recommend adding manhole at each inlet point for ease of inspection and maintenance. Inspections ports will also be required throughout the limits of the BMP.
- *EDC 6/12/18 Response: We have added a note to the detail indicating that the flow diffusers shall be placed on 6" of clean crushed stone and a 4 oz. non-woven filter fabric. The design does include an inspection manhole above the inlet pipe and outlet pipe, more inspection ports are not required because the VortSentry's will provide the requires TSS removal.*
    - TT 7/9/18 Update: We recommend the applicant place an additional inspection manhole at the inlet location from Vortsentry #2 structure.
- 29) We recommend the applicant provide O&M Plan and appurtenant inspection/maintenance log forms in the Stormwater Report to properly direct post-construction maintenance personnel on inspecting and maintaining the stormwater system. Maintenance requirements should be clearly stated on the forms.
- *EDC 6/12/18 Response: We have prepared a Bi-Annual Stormwater Inspection Report for the project.*
    - TT 7/9/18 Update: In our opinion, this item has been addressed.

**The following is a list of general items that TT recommends the applicant take into consideration prior to the next submission:**

- 30) We recommend the applicant provide written confirmation from abutting property owner of proposed sewer easement. Furthermore, it is unclear why the easement is necessary as a connection could be made directly from SMH #1 to the existing manhole located in Trotter Drive. If it is to limit disturbance to the right-of-way, a perpendicular connection should be made from SMH #2 to the existing manhole.
- *EDC 6/12/18 Response: The property owner had preferred that we prepare a sewer connection through the easement to the first sewer manhole as drawn.*
    - TT 7/9/18 Update: No action necessary until Board decision on this item.

31) We recommend the applicant label proposed vertical granite curb at both curb cuts on the Plan.

- *EDC 6/12/18 Response: The existing curb lines along Trotter Drive are bituminous concrete which is why we have proposed cape cod berm for the entrances.*
  - TT 7/9/18 Update: No action necessary until Board decision on this item.

These comments are offered as guides for use during the Town's review and additional comments are likely to be generated during the course of review. If you have any questions or comments, please feel free to contact us at (508) 786-2200.

Very truly yours,



Steven M. Bouley, P.E.  
Senior Project Engineer

P:\21583\143-21583-18008 (MEDWAY TROTTER DR SITE REVIEW)\DOCS\CTS-PEDBREV(2018-07-09).DOCX



**July 10, 2018**

**Medway Planning & Economic Development Board  
Meeting**

**Appointment with Carla Cataldo, Chair  
of the Medway Cultural Council**

Carla Cataldo has asked for some time to meet with you to discuss and brainstorm the role of culture and arts in the local economy. The Council is compiling an inventory of Medway arts and cultural organizations.

See link below to the relatively new program area within MAPC on Arts and Cultural Planning.

<https://www.mapc.org/our-work/expertise/arts-and-culture/>

Looking ahead to the master plan update, I would definitely like to include a section on arts and culture.



**July 10, 2018**  
**Medway Planning & Economic Development Board**  
**Meeting**

**O'Brien & Sons**  
**UPDATED**

O'Brien and Sons is moving toward project completion. They have requested a Certificate of Completion but we are not ready to consider that.

We expect to receive an as-built plan during the week of July 9<sup>th</sup>.

**The following documents have been provided:**

- **7-9-18 memo from Steve Bouley with inspection report and punch list**
- **7-10-18 bond estimate prepared by Tetra Tech**

**I would like you to decide on a bond amount.**

---

**To:** Susan Affleck-Childs – Medway Planning and Economic Development Board Coordinator

**Cc:**

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**From:** Steven M. Bouley, P.E. – Tetra Tech 

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**Date:** July 9, 2018

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**Subject:** O'Brien & Sons Punch List

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On July 9, 2018 at the request of the Medway Planning and Economic Development Board (PEDB), Tetra Tech (TT) conducted a punch list inspection of the O'Brien & Sons Corporate Office site plan project in Medway, MA. The site was inspected and a punch list and bond estimate generated of outstanding items which have not yet been completed or are deficient in quality.

The inspection was conducted using the following documents:

- A plan (Plans) set titled "O'Brien & Sons Corporate Office", dated May 23, 2017, revised November 3, 2017, prepared by Meridian Associates, Inc. (MAI).
- A Special Permit Decision titled "Major Site Plan Review and Groundwater Protection District Special Permit Decision, O'Brien & Sons – 17 Trotter Drive, Approved with Waiver and Conditions" dated August 8, 2017.

## **Punch List**

1. The applicant has not installed the proposed monument sign at the northerly driveway entrance to the site. (Photo 1)
2. Catch basin hoods have not been installed in catch basins.
3. Area Drain #2 (AD-2) shall be set to grade and a frame and grate installed. (Photo 2)
4. It does not appear inspection ports have been installed within the footprint of the subsurface stormwater storage/recharge system. Inspection ports are essential to ensuring proper inspection/maintenance of the system and are standard practice for this type of BMP.
5. Silt sacks should be removed upon receiving appropriate approvals from Medway Conservation Commission.
6. Temporary electric panel located adjacent to the at-grade detention basin should be removed prior to project completion. (Photo 3)
7. The site does not appear to have dedicated sprinkler system for irrigation of landscape plantings and lawn as the lawn was being watered by moveable sprinklers. (Photo 4)
8. The applicant has not submitted an as-built for review.

These comments are offered as guides for use during the Town's review. If you have any questions or comments, please feel free to contact us at (508) 786-2200.



Photo 1

Proposed monument sign  
not installed



Photo 2

Area Drain #2 (AD-2) not  
at grade, no frame and  
grate installed





Photo 3

Remove temporary electric  
pane



Photo 4

It does not appear  
dedicated irrigation system  
has been installed



**TETRA TECH**

**Bond Estimate**  
**O'Brien & Sons Corporate Offices**  
**Medway, Massachusetts**  
July 10, 2018

Marlborough Technology Park  
100 Nickerson Road  
Marlborough, MA 01752  
Tel 508.786.2200 Fax 508.786.2201

DESCRIPTION	QUANTITY	UNIT	UNIT COST <sup>1</sup>	ENGINEERS ESTIMATE
Catch Basin Hoods	4	EA	\$390.00	\$1,560
Area Drain 2 Installation	1	LS	\$500.00	\$500
Stormtech Inspection Ports	1	LS	\$1,500.00	\$1,500
Remove Erosion Controls	1	LS	\$500.00	\$500
Remove Temp. Electric Panel	1	LS	\$500.00	\$500
As-Builts	1	LS	\$5,000.00	\$5,000
Legal Services	1	LS	\$3,000.00	\$3,000
<b>Subtotal</b>				\$12,560
<b>25% Contingency</b>				\$3,140
<b>Total</b>				<b>\$15,700</b>

**Notes:**

<sup>1</sup>Unit prices are taken from the latest information provided on the MassDOT website. They utilize the MassDOT weighted bid prices (Combined - All Districts) for the time period 7/2017 - 7/2018. Quantities which are too small for accurate representation using the weighted bid pricing were estimated based on industry construction experience.



**July 10, 2018**  
**Medway Planning & Economic Development Board**  
**Meeting**

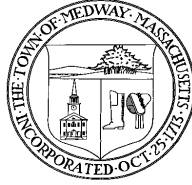
**Applegate Farm Subdivision**

- 4/30/18 letter to Ralph Costello with 3/7/18 Tetra Tech inspection report, punch list and bond estimate. Emailed on 4/30/18 to Ralph Costello, John Shea at Needham Bank, and Bill Rodenhiser, contractor for Needham Bank.
- 5/21 and 5/22 emails between Susy Affleck-Childs and John Shea in response to the 4/30/18 letter.
- 6/21/18 email from Susy Affleck-Childs to Ralph Costello, John Shea and Bill Rodenhiser reminding them of the 6/29 deadline and resending them the construction services invoice I had emailed to them on 5/19/18.

The deadline (June 29, 2018) by which Mr. Costello was asked to provide an additional \$128,552 in performance security has come and gone.

It is not apparent that any work has or is occurring on completing the subdivision infrastructure.

Next steps??



**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*

April 30, 2018

Mr. Ralph Costello  
Unique Homes  
503 Main Street  
Medfield, MA 02052

RE: Applegate Farm Subdivision – Performance Security

Dear Mr. Costello,

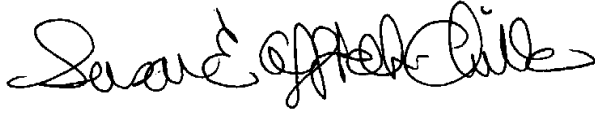
I am writing to you regarding the amount of performance security for the Applegate Farm subdivision provided in accordance with General Laws chapter 41, §81U. The present level of performance security is \$290,969 and is held through a tri-party agreement among you, the Planning and Economic Development Board (the Board) and Needham Bank dated February 23, 2016.

As you know, the Board recently asked Tetra Tech to inspect the Applegate Farm subdivision site, prepare an updated punch list, and revise the surety estimate. A copy of Tetra Tech's surety estimate and updated punch list dated March 7, 2018 is provided. The revised estimate is \$419,521 to complete the construction of ways and installation of municipal services as required by the Subdivision Control Law, the Board's *Rules and Regulations Governing Subdivision of Land*, and the approved modified subdivision plan endorsed October 22, 2014. The revised surety information was emailed to you on March 8, 2018 and thereafter on March 12, 20, and 26, 2018. On April 10, 2018, we spoke and I informed you that the Board would consider increasing the amount of the required surety during one of its April meetings. You indicated you would not attend Board meetings on this matter.

At its meeting on April 24, 2018, the Board voted unanimously to increase the amount of subdivision performance security for the Applegate Farm subdivision from \$290,969 to \$419,521. This letter serves as notification of that increase. In accordance with the Subdivision Control law, you are required to provide supplemental surety in the amount of \$128,552. The Board established a sixty day deadline; the funds must be paid within sixty days (by June 29, 2018).

Thank you for your immediate attention to this matter. Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan E. Affleck-Childs". The signature is fluid and cursive, with the first name "Susan" being the most prominent.

Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

cc: John Shea, Needham Bank  
Bill Rodenhiser, Rodenhiser Excavating



TETRA TECH

**Bond Estimate  
Applegate Farm  
Medway, Massachusetts  
March 7, 2018**

Marlborough Technology Park  
100 Nickerson Road  
Marlborough, MA 01752  
Tel 508.786.2200 Fax 508.786.2201

DESCRIPTION	QUANTITY	UNIT	UNIT COST	ENGINEERS ESTIMATE
<b>Applegate Development</b>				
Mobilization	1	LS	\$8,000.00	\$8,000
Crack Filling (allowance)	1,500	FT	\$0.53	\$795
HMA Top Course-Roadway	442	TON	\$100.00	\$44,200
HMA Top Course-Sidewalk	72	TON	\$100.00	\$7,200
Repair Damaged Sidewalk Binder	1	LS	\$3,000.00	\$3,000
Vertical Granite Curbing	275	FT	\$50.00	\$13,750
Cape Cod Berm (R & R)	500	FT	\$12.00	\$6,000
Adjust Castings	32	EA	\$380.00	\$12,160
Catch Basin Hoods	12	EA	\$360.00	\$4,320
Rehandled Topsoil	683	CY	\$27.00	\$18,441
Seed	2,050	SY	\$2.00	\$4,100
Street Trees	84	EA	\$650.00	\$54,600
Drainage Basin Landscaping	26	EA	\$400.00	\$10,400
Tree Pruning <sup>2</sup>	1	LS	\$12,300.00	\$12,300
Extend Stone Walls <sup>2</sup>	152	LF	\$100.00	\$15,200
Line Striping	1	LS	\$500.00	\$500
Repair Electrical Box	1	LS	\$1,500.00	\$1,500
Clean Drainage System	1	LS	\$6,000.00	\$6,000
Bounds	34	EA	\$450.00	\$15,300
Remove Erosion Controls	1	LS	\$3,000.00	\$3,000
2 Year Snow Plowing	1,747	LF/YR	\$2.50	\$8,735
2 Year Road Maintenance	1,747	LF/YR	\$2.00	\$6,988
2 Year Drainage Maintenance	1,747	LF/YR	\$2.00	\$6,988
As-Built Plans	1,747	LF	\$5.00	\$8,735
Engineering Services <sup>3</sup>	1	LS	\$5,000.00	\$5,000
Legal Services	1	LS	\$3,000.00	\$3,000
<b>Applegate Development Subtotal</b>				<b>\$280,212</b>
<b>Coffee Street Sidewalk (Off-Site)</b>				
Mobilization	1	LS	\$5,000.00	\$5,000
Erosion Controls	1	LS	\$1,500.00	\$1,500
Sawcutting	900	FT	\$3.00	\$2,700
Tree Removal (allowance) <sup>4</sup>	2	EA	\$1,800.00	\$3,600
Excavation	180	CY	\$30.00	\$5,400
Gravel Borrow	140	CY	\$35.00	\$4,900
HC Ramp	20	SY	\$99.00	\$1,980
Drainage	1	LS	\$4,000.00	\$4,000
HMA Binder Course	68	TON	\$115.00	\$7,820
Type 3 Bituminous Curb	575	FT	\$11.00	\$6,325
HMA Top Course	45	TON	\$100.00	\$4,500
Sign/Mailbox Relocation	1	LS	\$1,000.00	\$1,000
Rehandled Topsoil	20	CY	\$27.00	\$540
Seed	70	SY	\$2.00	\$140
Remove Erosion Controls	1	LS	\$1,000.00	\$1,000
As-Built Plans	700	LF	\$5.00	\$3,500
Legal Services	1	LS	\$1,500.00	\$1,500
<b>Coffee Street Sidewalk Subtotal</b>				<b>\$55,405</b>
<b>Project Subtotal (Applegate + Coffee Street)</b>				<b>\$335,617</b>
<b>25% Contingency</b>				<b>\$83,904</b>
<b>Total</b>				<b>\$419,521</b>

**Notes:**

<sup>1</sup> Unit prices taken from the latest information provided by MassDOT. They utilize the MassDOT weighted bid prices (Combined - All Districts) for the time period 3/2017 - 3/2018.

<sup>2</sup> Unit pricing for this item is per the amount as listed in Scenic Road Work Permit and Sheet Supplemental A in the approved Plans.

<sup>3</sup> Unit pricing for this item is for engineering services associated with as-builts of houses and impervious cover on private lots to confirm if these areas match the stormwater analysis for the site.

<sup>4</sup> Unit pricing for this item is an allowance for expected removal of trees as a result of construction of the proposed sidewalk along Coffee Street. It appears portions of the sidewalk may be located within the root zone or close to tree trunks.

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**To:** Susan Affleck-Childs – Medway Planning and Economic Development Board Coordinator

**Cc:**

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**From:** Steven M. Bouley, P.E. – Tetra Tech 

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**Date:** March 7, 2018

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**Subject:** Applegate Farm Punch List

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On February 27, 2018 at the request of the Medway Planning and Economic Development Board (PEDB), Tetra Tech (TT) and Medway Department of Public Services (Barry Smith) conducted a punch list inspection of the Applegate Farm site in Medway, MA. Medway Conservation Commission Agent (Bridget Graziano) conducted a separate inspection and provided comments which have been included in this memo. The site was inspected and a punch list generated of outstanding items which have not yet been completed by the Applicant or items that are deficient in quality. A photo log has been attached to this document, particular photos are referenced at the end of each item below.

The inspection was conducted using the following documents:

- A plan (Plans) set titled "Amended Definitive Subdivision Plan, Applegate Farm, Twelve Lot Single Family Residential Subdivision, Medway, Massachusetts", dated February 20, 2013, latest revision April 28, 2014, prepared by GLM Engineering Consultants, Inc.(GLM).
- A PEDB Certificate of Action titled "Certificate of Action Amendment to Applegate Farm Definitive Subdivision Plan" dated January 14, 2014.
- A Scenic Road Work Permit dated June 8, 2006 and modified November 11, 2011.

### **Punch List (Missing Items)**

1. The contractor has not installed any portion of the proposed off-site Coffee Street sidewalk as shown on Sheet 19 of the Plans. We have included an allowance for removal of two trees due to proximity of proposed sidewalk to root systems. These items are reflected in the attached bond estimate. (Photo #1-#4)
2. Bituminous concrete top course has not been installed on roadway and adjacent sidewalk.
3. Granite curb radii at both ends of Applegate Road have not been installed. (Photo #5-#6)
4. Castings will require adjustment prior to top course paving.
5. It does not appear the contractor has installed hoods in catch basin structures as shown on "Catch Basin Detail" detail on Sheet 16 of the Plans.
6. Street Trees have not been installed along the roadway.
7. Detention basin landscaping has not been installed. (Photo #7-#8)



8. Tree pruning along Coffee and Ellis Street as stated in the Scenic Road Work Permit does not appear to have been conducted.
9. Stone walls at both entrances and driveway openings require “arcing end caps” as stated in the Scenic Road Work Permit and as shown on Sheet Supplemental A of the approved modified plans.
10. Final stop line and word “STOP” is required after top course paving is completed.
11. Bounds could not be located during the inspection and do not appear to have been installed.
12. Erosion controls should be removed upon completion of the Project and receipt of Final Certificate of Compliance from Medway Conservation Commission.

### **Punch List (Deficient Items)**

13. We recommend crack sealing at all trenches across the development roadway to help mitigate expected reflective cracking in the top course once it is installed. We have assumed a length of 1,500 feet of crack sealing in the attached bond estimate. (Photo #9-#12)
14. Portions of sidewalk binder are breaking up and require repair. (Photo #13-#16)
15. Various sections of Cape Cod Berm throughout the project are damaged. Furthermore, driveway openings were not considered during original placement of cape cod berm which requires cutting/removal of berm to install driveways. We recommend cut edges of berm be cleanly transitioned to driveway grade during driveway installation. We have assumed a length of 500 feet of damaged berm that requires replacement in the attached bond estimate. (Photo #17-#20)
16. Lots 1-6 require loam and seed along the frontage of the properties.
17. Electrical box damaged and not anchored adjacent to Lot 9B. (Photo #21)
18. Detention basin rip-rap outlets require maintenance as woody vegetation, grass and leaves have collected. (Photo #22-#23)
19. Stormwater infrastructure requires cleaning prior to town acceptance particularly due to history with issues of erosion control at the site.
20. Base flow was observed entering the detention basin during the site inspection (dry weather day). The flow was tested and confirmed to have traces of chlorine which may suggest a water main leak in the area. TT and DPS personnel tracked the flow to DMH #12-4 as shown on Sheet Supplemental B. Flow was observed entering the structure through the barrel block walls. DPS is in the process of determining the cause of the issue and will remedy as soon as a solution is found. (Photo #24)
21. We recommend the applicant confirm that all roof runoff infiltration systems have been installed for each house within the development. Furthermore, as-built information of house footprints has been requested by the town to confirm if additional mitigation is required to meet the original stormwater analysis for the site. Several house lots appear to include additional impervious area not shown on the plan which may increase runoff at the site.

These comments are offered as guides for use during the Town's review. If you have any questions or comments, please feel free to contact us at (508) 786-2200.

P:\21583\143-21583-18007 (APPLEGATE FARM 2018)\CONSTRUCTION\PUNCH LIST\MEMO\_APPLEGATE FARM PUNCH LIST\_2018-03-07.DOC



Photo 1



Photo 2





Photo 3



Photo 4





Photo 5



Photo 6





Photo 7



Photo 8





Photo 9



Photo 10





Photo 11



Photo 12





Photo 13



Photo 14





Photo 15



Photo 16





Photo 17



Photo 18





Photo 19



Photo 20





Photo 21



Photo 22





Photo 23



Photo 24



## Susan Affleck-Childs

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**From:** Susan Affleck-Childs  
**Sent:** Tuesday, May 22, 2018 12:52 PM  
**To:** 'John T. Shea'  
**Cc:** Bill Rodenhiser; Ralph Costello  
**Subject:** RE: Surety for Applegate Farm Subdivision

Dear Mr. Shea,

Thank you for your email note in response to the April 30<sup>th</sup> letter to Mr. Costello regarding the needed adjustment in performance security for the Applegate subdivision.

Perhaps some clarification is needed. You do not need the Board's authorization to undertake a review of the revised scope of work as outlined in the Tetra Tech punch list or to obtain cost estimates for that work. Nor do you need the Board's permission to proceed with the needed work. Nor is the Board, at this time, requesting that the Bank provide the funds to the Town to complete the subdivision infrastructure and off-site improvements.

The April 30<sup>th</sup> letter was and continues to be a notification that Mr. Costello must provide additional performance security to the Town in the amount of \$128,552 by June 29, 2018 in order to increase the level of performance security to \$419,521, the value of the March 7, 2018 bond estimate. Mr. Costello can meet that obligation through an amendment to the existing tri-party agreement, or any of the other forms of performance security authorized under G.L. Chapter 41, Section 81U.

Best regards,

*Susy Affleck-Childs*

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.*

---

**From:** John T. Shea [mailto:jshea@NeedhamBank.com]  
**Sent:** Monday, May 21, 2018 11:01 AM  
**To:** Susan Affleck-Childs  
**Cc:** Bill Rodenhiser; Ralph Costello  
**Subject:** RE: Surety for Applegate Farm Subdivision

Dear Ms. Affleck-Childs,

Thank you for keeping me apprised of the developments regarding the Applegate Farm Inspection & Punchlist. I have gone through the report from Tetra Tech and have some questions and ongoing concerns that I need to delve into.

While the Bank is more than willing to immediately live up to its commitment set forth in the existing tri-party agreement, we would like the opportunity to undertake a more thorough review and get a more informed understanding of the current and ongoing site issues.

As you are aware, the Bank has contracted Bill Rodenhiser to liaison with the Town on the Banks' behalf for matters concerning this tri-partite agreement. Now that the road scope of work has been re-estimated, with increased costs and additional line items added, the Bank would like to review the scope of work and obtain estimates from 3<sup>rd</sup> party contractors to understand how much work can actually get done based on our \$290,969 commitment obligation under the tri-partite agreement.

This task can be undertaken immediately as 3<sup>rd</sup> party resources are in place. However, this review work and construction estimates will require at least 45 days to complete. The cost of this work is estimated to be in the \$25,000 - \$35,000 range and the Bank would request that these funds be counted toward the "contingency" line item contained within the tri-partite agreement.

The Bank fully understands that the Town is well within its rights to request that the Bank provide the \$290,969 payment immediately to the Town so that you can contract the road construction work at your direction and work with, or without, the developer to complete the tasks at hand. However, the Bank is more than willing to see if there can be more to be gained by fully vetting the scope of work with 3<sup>rd</sup> party contractors that would provide the services needed to complete the road.

Please review this request with the board members and let us know if you can support our request to look into the cost of the work required for Applegate Road to see if we can get more done for the same amount of money given the anticipated shortfall of funding for the scope of work.

Best regards,

John Shea

John T. Shea | SVP - Managed Assets | P: 781-474-5862 | F: 781-474-5957  
**Needham Bank** | 1063 Great Plain Avenue, Needham, MA 02492

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**From:** Susan Affleck-Childs [mailto:sachilds@townofmedway.org]  
**Sent:** Monday, April 30, 2018 4:50 PM  
**To:** Ralph Costello



**Cc:** John T. Shea; Bill Rodenhiser  
**Subject:** Surety for Applegate Farm Subdivision

**External Email:** The e-mail below is from an external source and did not originate from Needham Bank.

Hi Ralph,

Please see the attached letter and referenced inspection report/punch list/bond estimate re: the Board's decision to adjust the performance surety for the Applegate Farm subdivision.

Please advise if you wish to adjust the tri-party agreement or provide the required supplemental funds via other means.

Best regards,

*Susy Affleck-Childs*

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*

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## Susan Affleck-Childs

---

**From:** Susan Affleck-Childs  
**Sent:** Thursday, June 21, 2018 9:00 AM  
**To:** Ralph Costello  
**Cc:** 'John T. Shea'; Bill Rodenhiser; Barbara Saint Andre  
**Subject:** Applegate Subdivision  
**Attachments:** 4-30-18 SAC letter to Ralph Costello re adjustment of bond amount (FINAL).pdf; 5-10-18 CO invoice - Applegate.pdf; 6-6-18 SB inspection email - #1.pdf; 6-15-18 SB inspection email - #2 with photos.pdf

Good morning,

I am writing to follow-up on my recent communications to you regarding completion of the Applegate subdivision.

Attached is my letter dated April 30, 2018 regarding an adjustment in the performance security amount. That letter specified a deadline of June 29, 2018 by which you need to provide an additional \$128,552 in performance security for Applegate. How will you be handling this obligation? Please let me know prior to June 29<sup>th</sup>.

I have also attached the May 10, 2018 invoice for \$2,678 for continued construction inspection/monitoring services. I had previously emailed it to you on May 10, 2018. This amount is overdue and must be paid immediately.

In addition, attached are two recent erosion control inspection communications with photos from Tetra Tech, our consulting engineer. Both specify needed actions that must be undertaken to address the continuing and unaccepted site maintenance concerns. Please have this work completed and notify me when it is done.

I have not heard back from you at all with respect to these matters. I would appreciate the courtesy of a response so that this subdivision can be completed in an appropriate manner.

Best regards,

*Susy Affleck-Childs*

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*

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**July 10, 2018**

**Medway Planning & Economic Development Board  
Meeting**

**Salmon – Plan Modification  
Endorsement**

At your May 22, 2018 meeting, you approved a pre-construction change for the Salmon project. It pertained to the wetlands crossings bridges and the sewer line.

This is a change that does require the Board's signature.

- Salmon Health and Retirement Community –  
ARCPUD Special Permit Plans – Supplemental  
Wetland Crossing and Sewer Line Package



FOR REGISTRY USE ONLY

# SALMON HEALTH AND RETIREMENT COMMUNITY ARCPUD SPECIAL PERMIT PLANS

## SUPPLEMENTAL WETLAND CROSSING AND SEWER LINING PACKAGE

### VILLAGE STREET, MEDWAY, MASSACHUSETTS 02053

#### DESCRIPTION

COVER SHEET

CIVIL  
NOTES & LEGEND  
PLAN & PROFILE KEY SHEET  
PLAN AND PROFILE  
CROSSING ELEVATIONS  
SEWER MANHOLE MODIFICATIONS  
SEWER MANHOLE DETAILS & NOTES

#### SHEET

COVER

C1  
C35  
C36 & C41  
C42-C43  
S1  
S2



SCALE: 1" = 300'



2008 AERIAL PHOTO  
SCALE: 1" = 500'

PREPARED FOR:

CONTINUING CARE MANAGEMENT, LLC  
1 LYMAN STREET  
WESTBOROUGH, MASSACHUSETTS 01581

PREPARED ON:  
May 21, 2018  
*Revised June 11, 2018*

PLANNING BOARD APPROVAL  
REQUIRED UNDER THE SPECIAL  
PERMIT ARCPUD ZONING BY-LAW.  
MEDWAY PLANNING BOARD:  
DATE OF APPROVAL:  
DATE OF ENDORSEMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



4 FIRST STREET, BRIDGEWATER, MASSACHUSETTS 02324  
PHONE: 508.697.3191, FAX: 508.697.5996  
WEBSITE: [www.coneco.com](http://www.coneco.com)

ENGINEER:  
DAVID A. HARRINGTON, P.E.  
CONECO ENGINEERS & SCIENTISTS, INC.  
BRIDGEWATER, MA 02324

MASSACHUSETTS REGISTERED PROFESSIONAL ENGINEER #47093

DATE: \_\_\_\_\_

SALMON HEALTH AND RETIREMENT COMMUNITY			
259, 261, 261R AND 263 VILLAGE STREET, MEDWAY, MASSACHUSETTS 02053			
R E V I S I O N S			
NO.	DATE	DESCRIPTION	DR/CK
1	5/30/18	TOWN COMMENTS	DJD/JEN
2	6/11/18	TOWN COMMENTS	MSD/JEN









PLANNING BOARD APPROVAL  
REQUIRED UNDER THE SPECIAL  
PERMIT ARCPUD ZONING BY-LAW.

MEDWAY PLANNING BOARD:

DATE OF APPROVAL:  
DATE OF ENDORSEMENT:

_____
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_____
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REVISIONS			
NO.	DATE	DESCRIPTION	DR/CK
1	5/30/18	TOWN COMMENTS	DJD/JEN

PREPARED FOR: CONTINUING CARE MANAGEMENT, LLC 1 LYMAN STREET WESTBOROUGH, MASSACHUSETTS 01581	DRAWN: PLAN & PROFILE KEY SHEET
--	---------------------------------------

PROJECT: SALMON HEALTH AND RETIREMENT COMMUNITY 259, 261, 261R AND 263 VILLAGE STREET MEDWAY, MASSACHUSETTS 02053	PLAN SET: ARCPUD SPECIAL PERMIT PLANS
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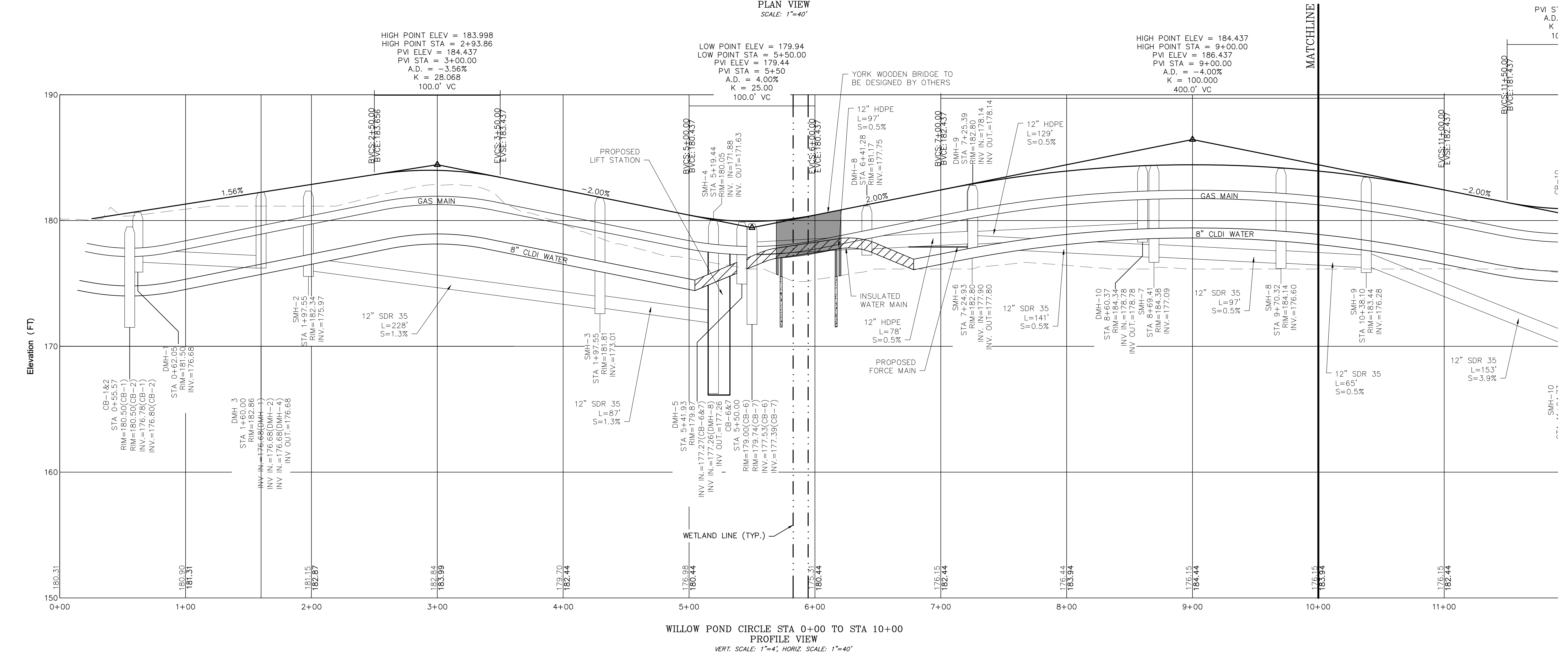
CONECO


Engineers & Scientists

4 FIRST STREET, BRIDGEWATER, MASSACHUSETTS 02324  
PHONE 508-697-3191 OR 800-548-3355 FAX 508-697-5996  
WEBSITE: www.coneco.com

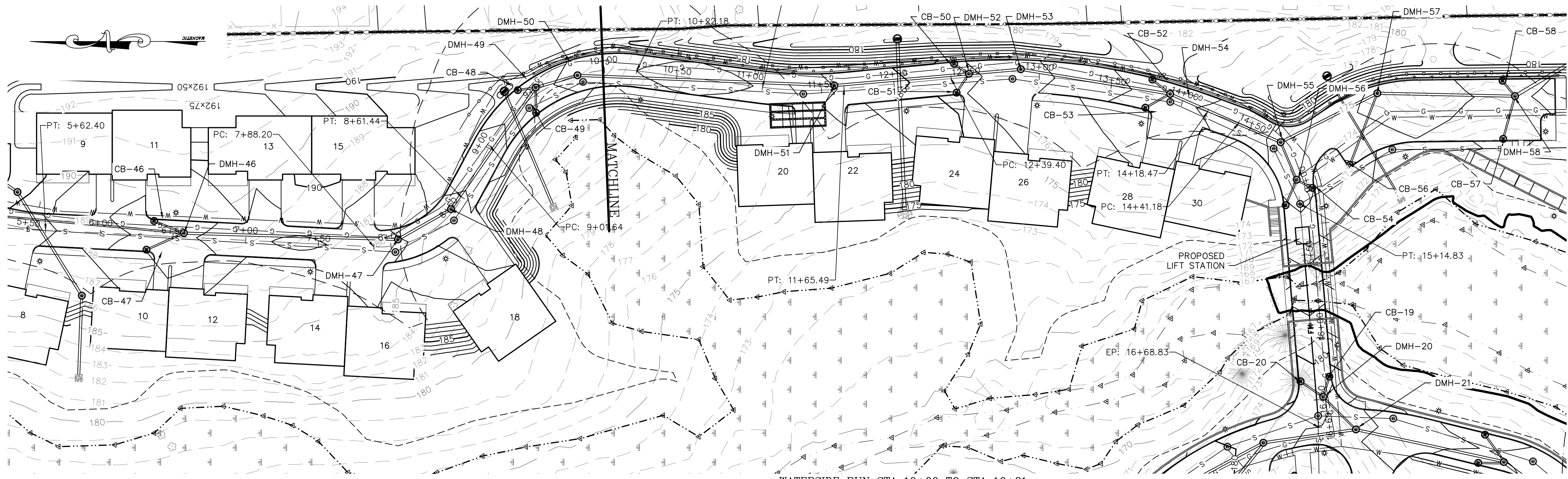
DATE	5/21/2018
DESIGNED: JEN	CHECKED: DAH
DRAFTED: DJD	IN CHARGE: JEN
SCALE:	1"=100'
PROJECT NO.	8548.0
SHEET NO.	C35





 <p><b>CONECO</b> <i>Engineers &amp; Scientists</i></p> <p>4 FIRST STREET, BROCKWATER, MASSACHUSETTS 02324 PHONE 508-697-3191, OR 800-546-4356, FAX 508-697-5996 WEBSITE: <a href="http://www.coneco.com">www.coneco.com</a></p>		<p>PROJECT: SALMON HEALTH AND RETIREMENT COMMUNITY 259, 261, 261P AND 263 VILLAGE STREET MEDWAY, MASSACHUSETTS 02053</p>		<p>PREPARED FOR: CONTINUING CARE MANAGEMENT, LLC 1 LYMAN STREET WESTBOROUGH, MASSACHUSETTS 01581</p>		<p>NO.</p> <p>DATE</p> <p>5/20/18</p>		<p>REVISIONS</p> <p>DESCRIPTION</p> <p>TOWN COMMENTS</p>		<p>DR./CK</p> <p>D./A/E</p>	
<p>PLAN SET: ARCPUD SPECIAL PERMIT PLANS</p>		<p>DRAWING: PLAN &amp; PROFILE SHEET 1 OF 6</p>									
<p>DATE</p> <p>5/21/2018</p>		<p>DESIGNED: JEN</p>		<p>CHECKED: DAH</p>		<p>DRAFTED: DJD</p>		<p>IN CHARGE: JEN</p>		<p>SCALE: AS SHOWN</p>	
<p>PROJECT NO.</p> <p>8548.0</p>		<p>SHEET NO.</p> <p><b>C36</b></p>									





WATERSIDE RUN STA 10+00 TO STA 16+81  
PLAN VIEW  
SCALE: 1"=40'

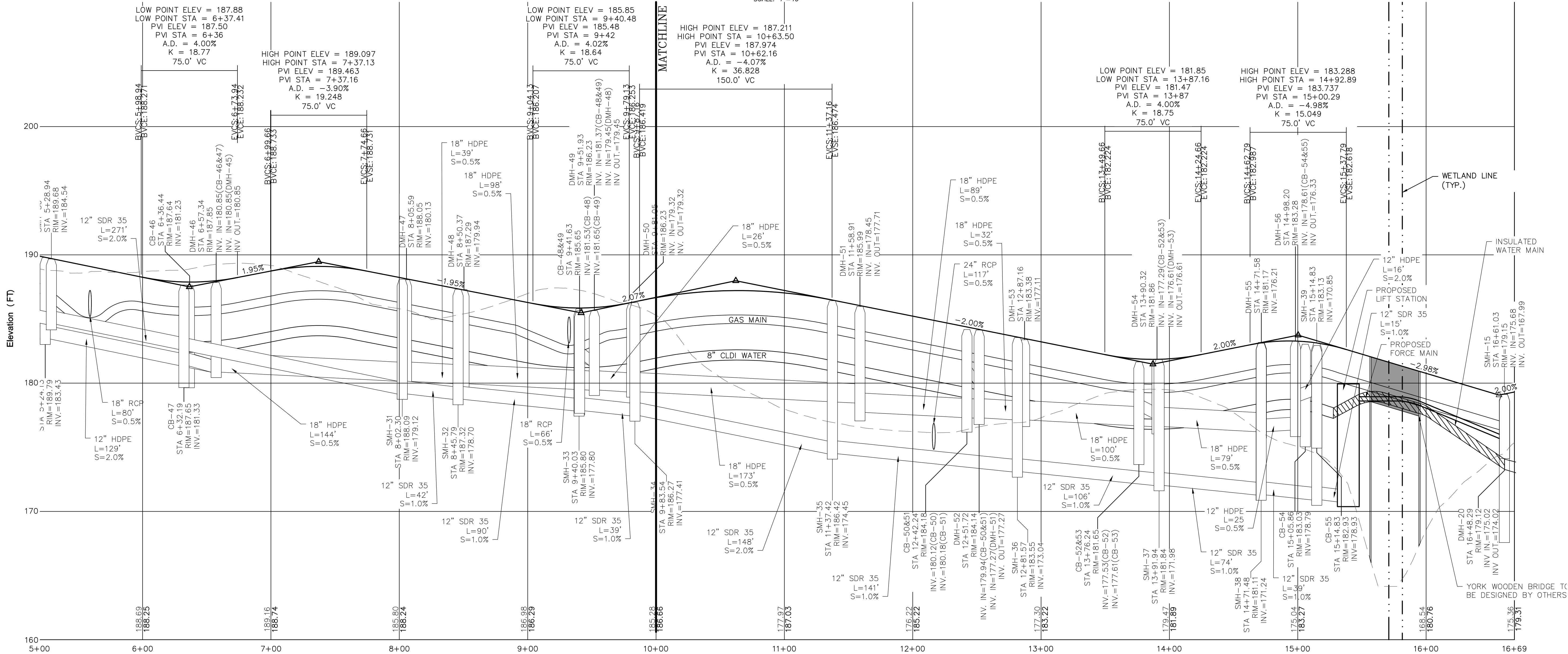
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REQUIRED UNDER THE SPECIAL  
PERMIT ARCPUD ZONING BY-LAW.

MEDWAY PLANNING BOARD:

DATE OF APPROVAL:  
DATE OF ENDORSEMENT:

40' 0 40' 80'  
SCALE IN FEET



WATERSIDE RUN STA 10+00 TO STA 16+81  
PROFILE VIEW  
VERT. SCALE: 1"=4'; HORIZ. SCALE: 1"=40'



REVISIONS		DR/CK
NO.	DATE	DESCRIPTION
1	5/30/18	TOWN COMMENTS

PREPARED FOR:  
CONTINUING CARE MANAGEMENT, LLC  
1 LYMAN STREET  
WESTBOROUGH, MASSACHUSETTS 01581

PROJECT:  
SALMON HEALTH AND RETIREMENT  
COMMUNITY  
259, 261, 261R AND 263 VILLAGE STREET  
WESTBOROUGH, MASSACHUSETTS 02053

DATE: 5/21/2018  
DESIGNED: JEN  
DRAFTED: DJD  
SCALE: AS SHOWN  
PROJECT NO.: 8548.0  
SHEET NO.: C41

PLAN & PROFILE  
SHEET 6 OF 6

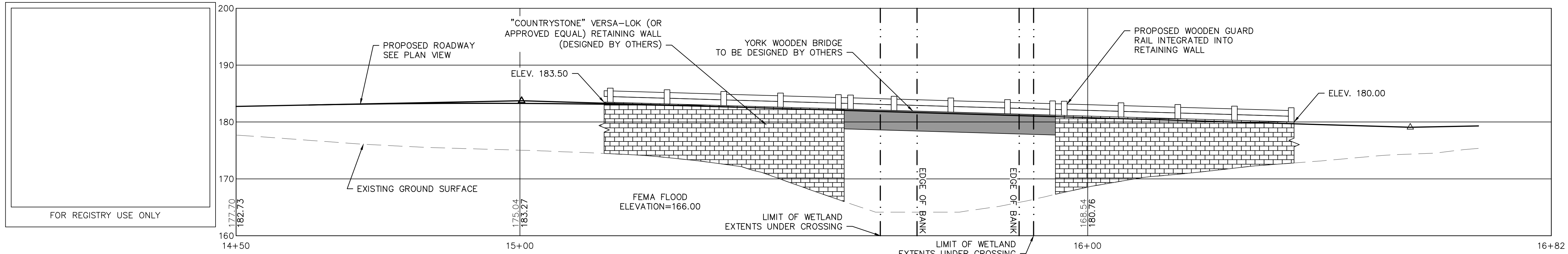
ARCUPUD SPECIAL PERMIT  
PLANS

CONNECO  
Engineers & Scientists  
4 FIRST STREET, BRIDGEWATER, MASSACHUSETTS 03324  
PHONE 508-697-3100  
FAX 508-697-5996  
WEBSITE: www.conneco.com









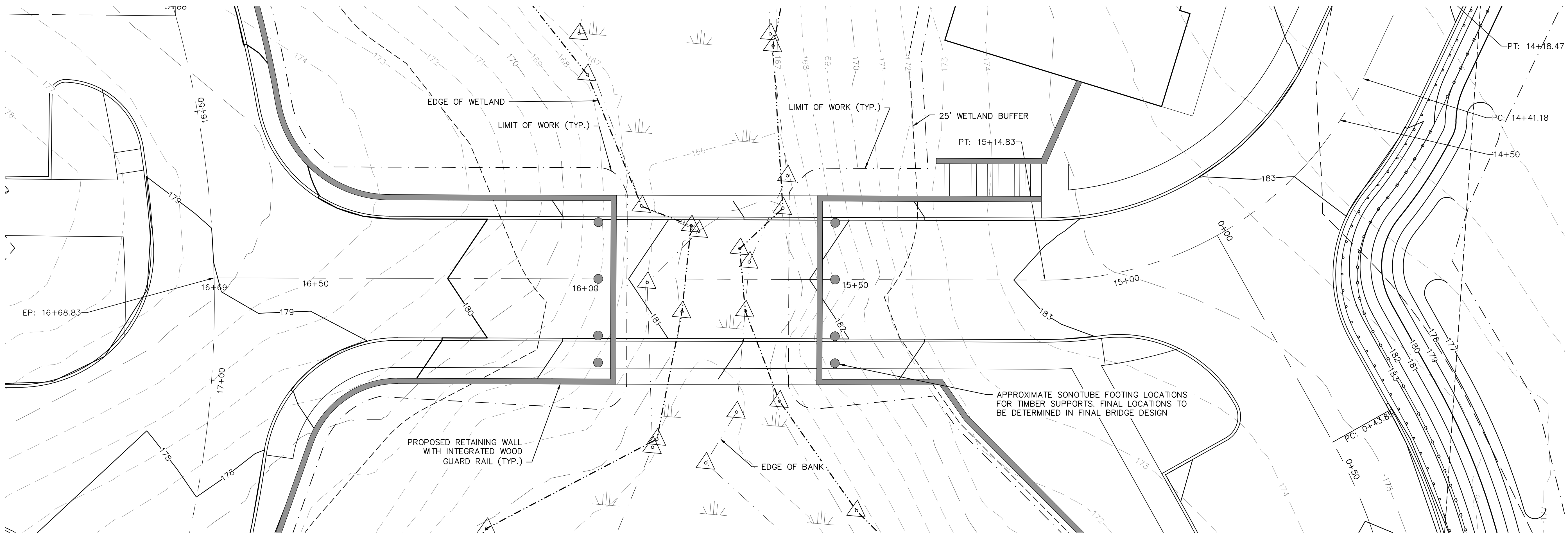
PLANNING BOARD APPROVAL  
REQUIRED UNDER THE SPECIAL  
PERMIT ARCPUD ZONING BY-LAW.

MEDWAY PLANNING BOARD:

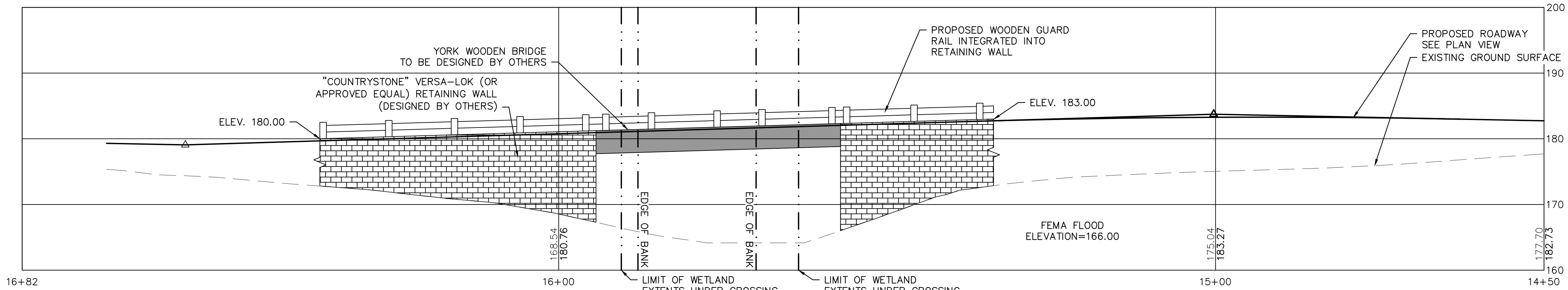
DATE OF APPROVAL: \_\_\_\_\_

DATE OF ENDORSEMENT: \_\_\_\_\_

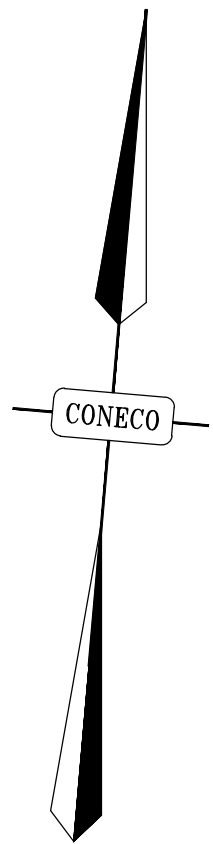
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RIGHT ELEVATION VIEW  
VERT. SCALE: 1"=10'; HORIZ. SCALE: 1"=10'



WATERSIDE RUN STA 14+50 TO STA 16+82  
PLAN VIEW  
SCALE: 1"=10'



WATERSIDE RUN STA 14+50 TO STA 16+87  
LEFT ELEVATION VIEW  
VERT. SCALE: 1"=10'; HORIZ. SCALE: 1"=10'



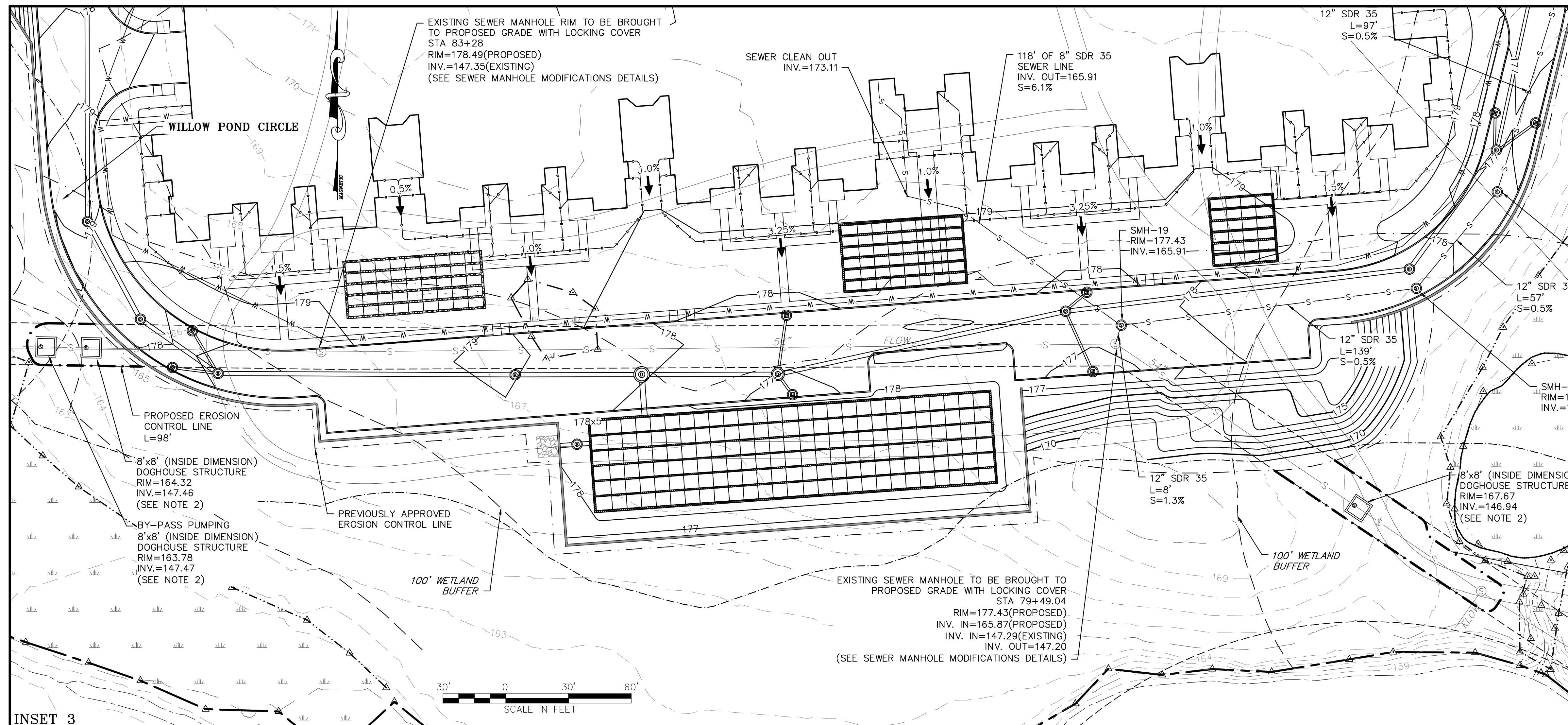
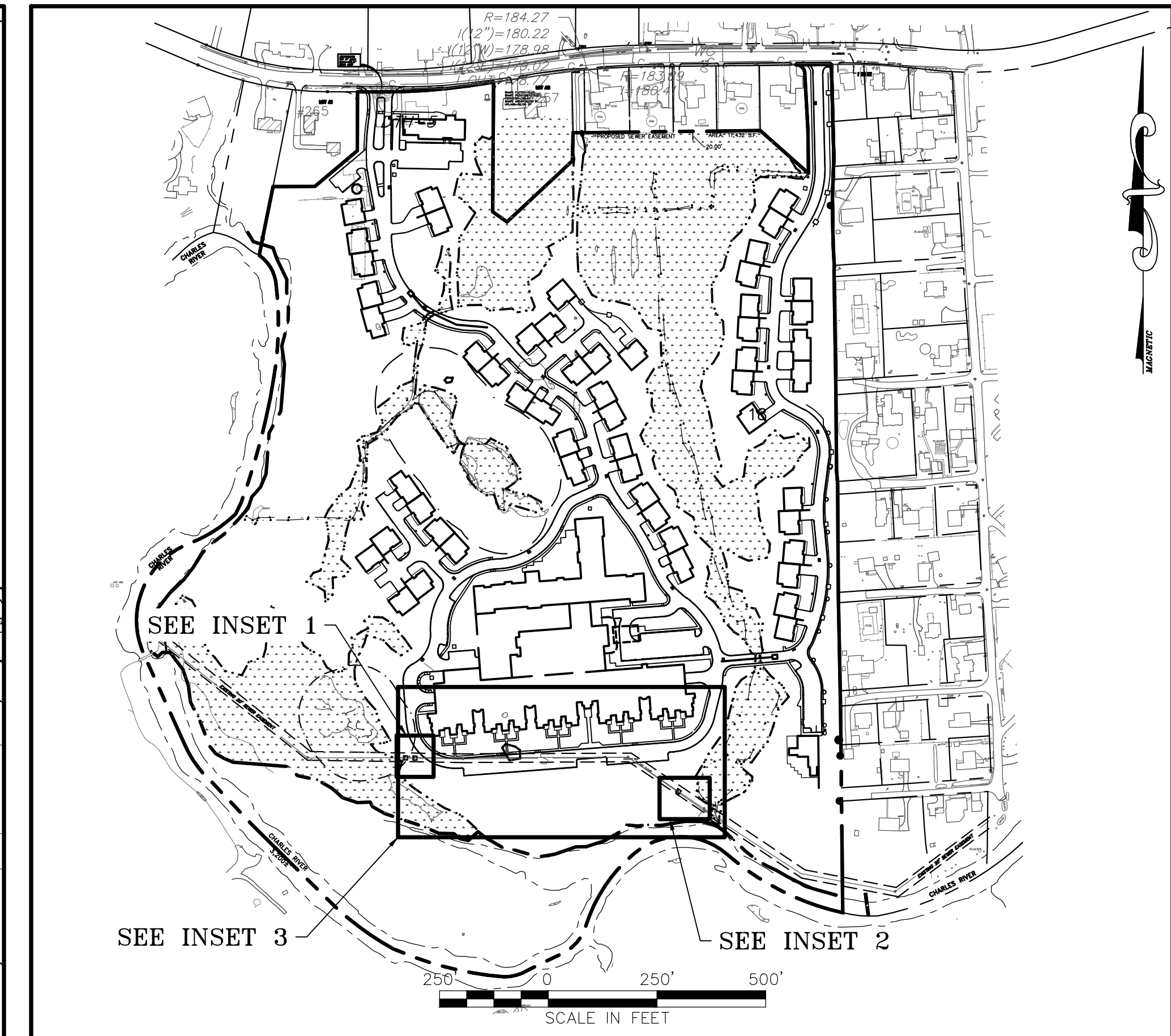
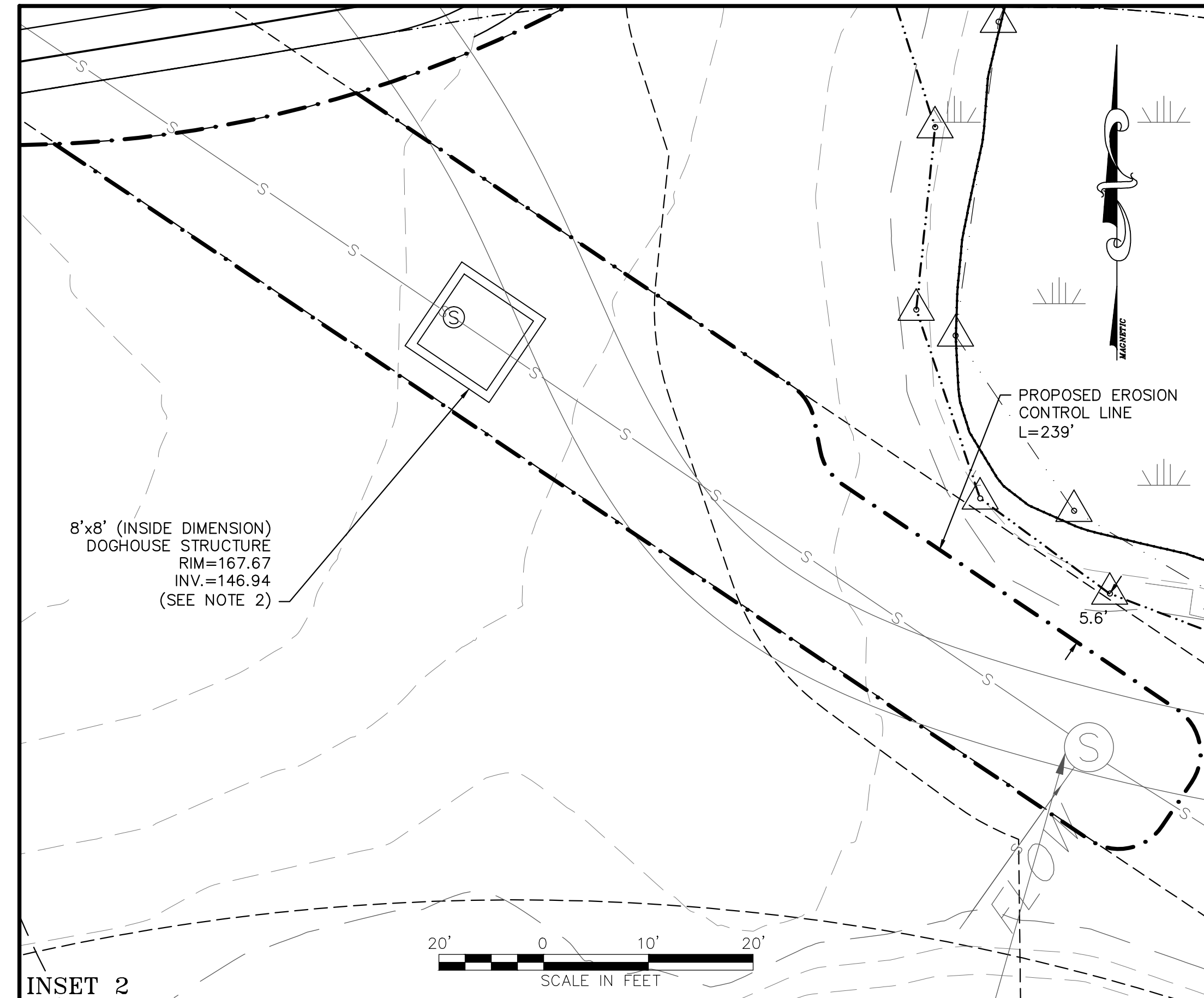
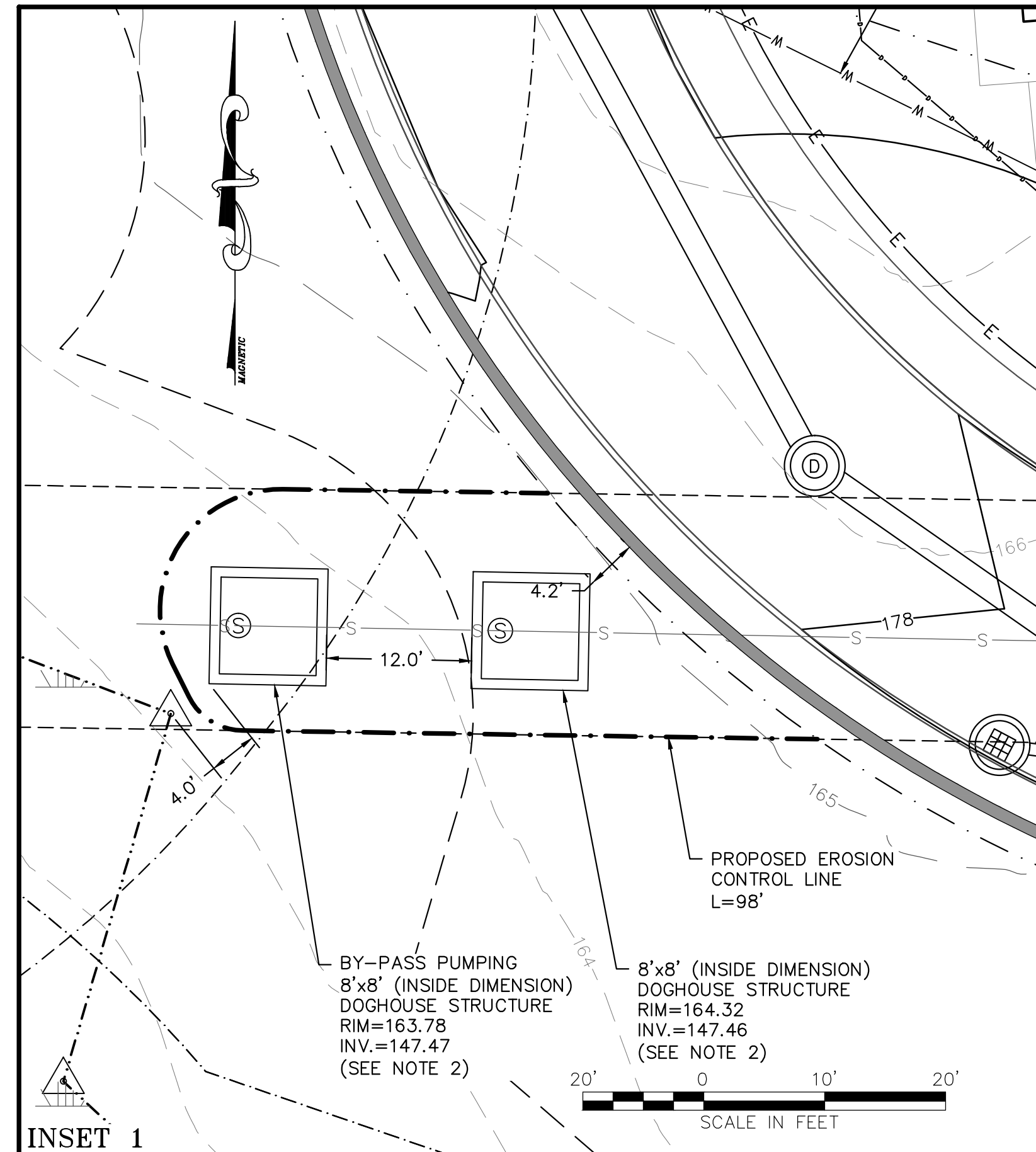
REVISIONS		DR/CK	D.O/EN
NO.	DATE	DESCRIPTION	TOWN COMMENTS
1	5/30/18		

PREPARED FOR:	PROJECT:	PLAN SET:
CONTINUING CARE MANAGEMENT, LLC 1 LYMAN STREET WESTBOROUGH, MASSACHUSETTS 01581	SALMON HEALTH AND RETIREMENT COMMUNITY 259, 261, 261R AND 263 VILLAGE STREET MEDWAY, MASSACHUSETTS 02053	ARCPUD SPECIAL PERMIT PLANS

**Engineers & Scientists**  
4 FIRST STREET, BRIDGEWATER, MASSACHUSETTS 03324  
PHONE 508-697-3100 FAX 508-697-5996  
WEBSITE: www.coneco.com

DATE	DESIGNED:	CHECKED:
5/21/2018	JEN	DAH
DRAFTED:	DJD	IN CHARGE: JEN
SCALE:	AS SHOWN	
PROJECT NO.	8548.0	
SHEET NO.	C43	





SEE SEWER MODIFICATION NOTES ON PAGE S2 - "SEWER MANHOLE MODIFICATION NOTES AND DETAILS"

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PERMIT ARCPUD ZONING BY-LAW.

MEDWAY PLANNING BOARD:

DATE OF APPROVAL:  
DATE OF ENDORSEMENT:

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REVISIONS			DR/CK
NO.	DATE	DESCRIPTION	D/JD/JEN
1	5/30/18	TOWN COMMENTS	

CONTINUING CARE MANAGEMENT, LLC  
1 LYMAN STREET  
WESTBOROUGH, MASSACHUSETTS 01581

PRODUCT:  
SALMON HEALTH AND RETIREMENT  
COMMUNITY  
59, 261, 261R AND 263 VILLAGE STREET  
MEDWAY, MASSACUSETTS 02053

ARCPUD SPECIAL PERMIT PLANS



**CONECO**  
*Engineers & Scientists*

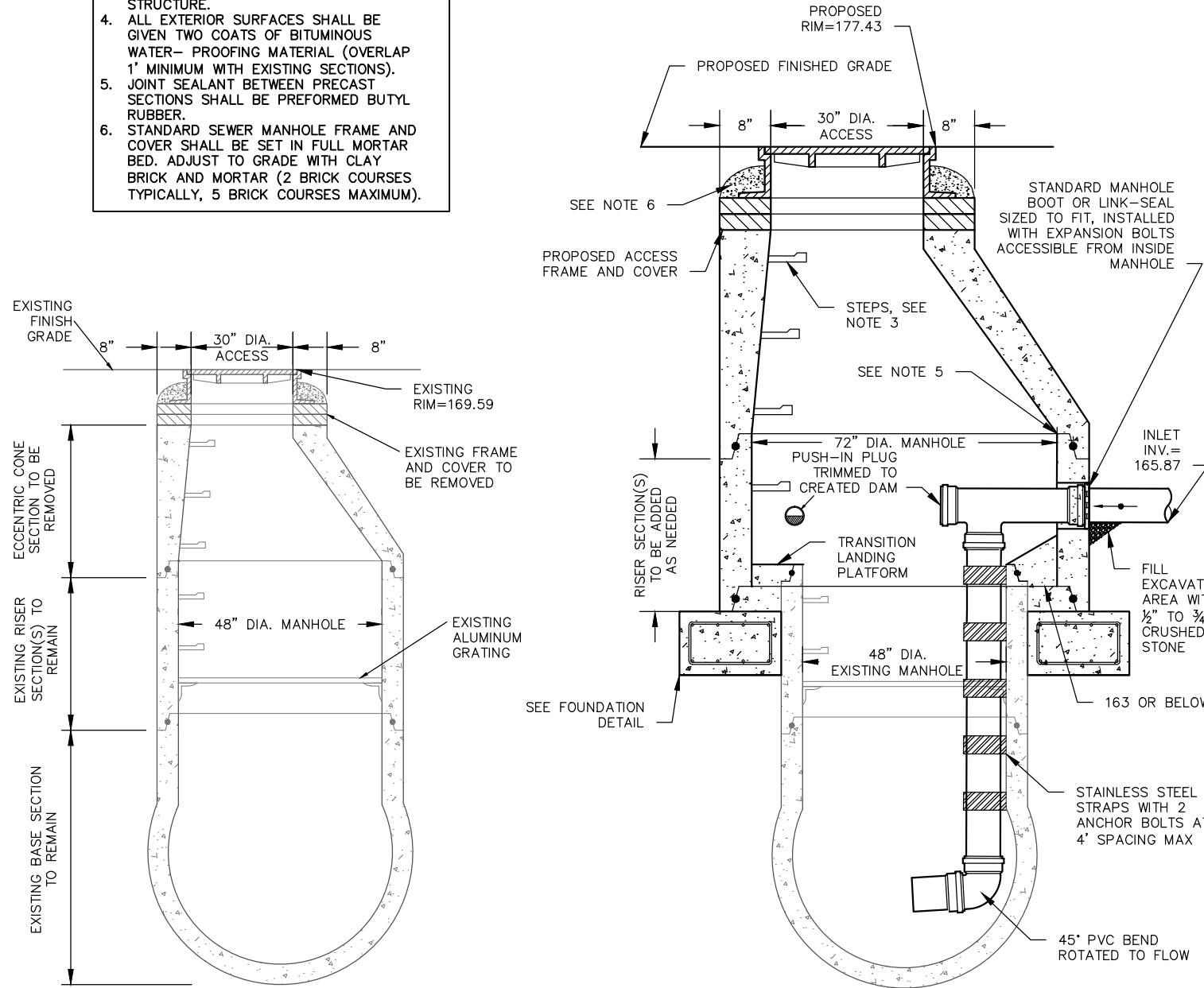
4 FIRST STREET, BROADWATER, MASSACHUSETTS 02324  
508-487-7319, OR 800-549-1355; FAX: 508-637-5986  
PHONE \_\_\_\_\_  
WEB SITE: [www.coneco.com](http://www.coneco.com)

DATE		5/21/2018	
DESIGNED:	JEN	CHECKED:	DAH
DRAFTED:	DJD	IN CHARGE:	SMO
SCALE:		AS SHOWN	
PROJECT NO.		8548.0	
SHEET NO.			

# S1

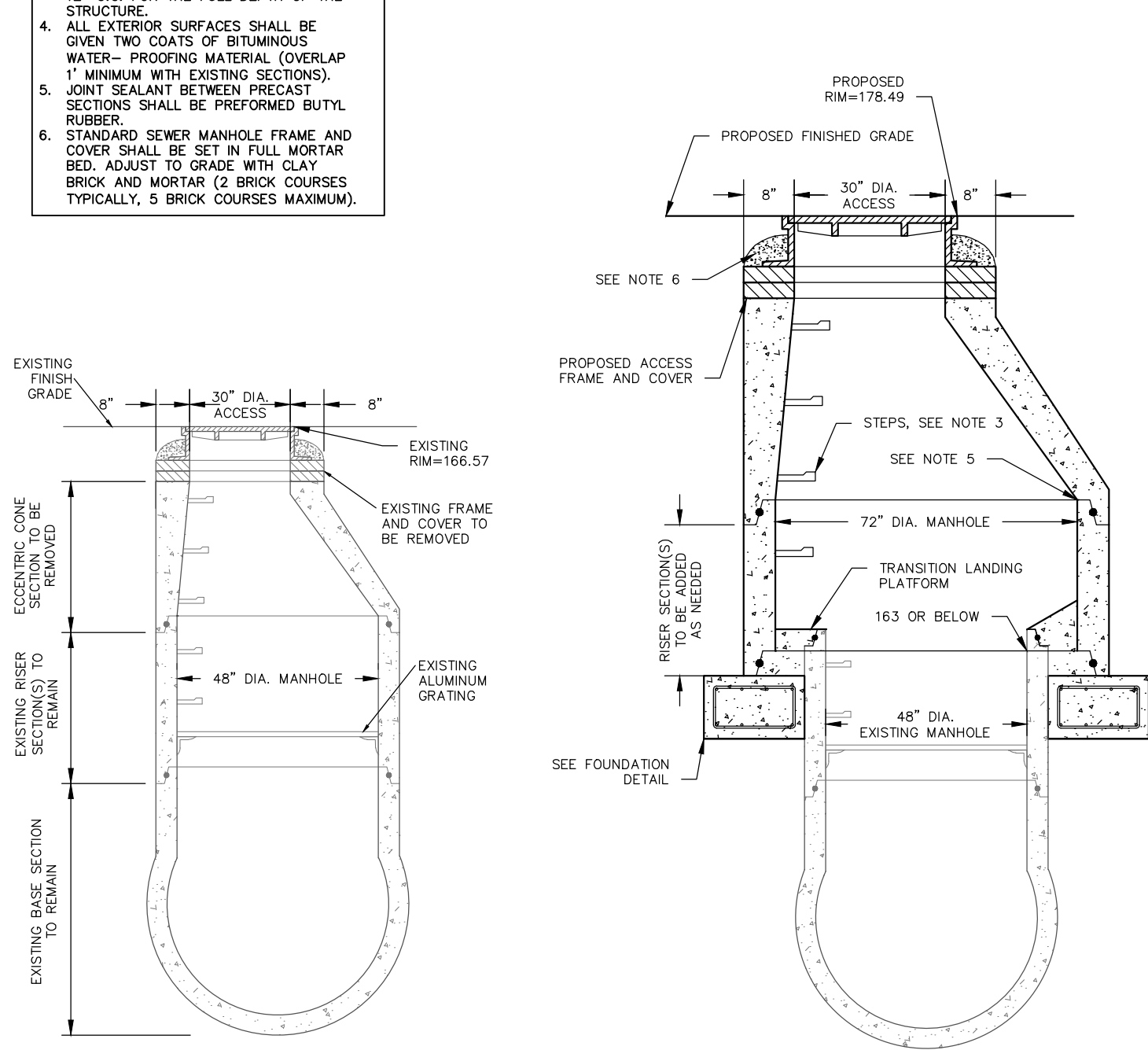


- NOTES:
1. ALL SECTIONS SHALL BE DESIGNED FOR HS-20 LOADING.
  2. CONCRETE SHALL BE COMPRESSIVE STRENGTH 4000 PSI TYPE II CEMENT.
  3. MANHOLE STEPS SHALL BE INSTALLED AT 12" O.C. FOR THE FULL DEPTH OF THE STRUCTURE.
  4. ALL EXTERIOR SURFACES SHALL BE GIVEN TWO COATS OF BITUMINOUS WATER-PROOFING MATERIAL (OVERLAP 1" MINIMUM WITH EXISTING SECTIONS).
  5. JOINT SEALANT BETWEEN PRECAST SECTIONS SHALL BE PERFORMED BUTYL RUBBER.
  6. STANDARD SEWER MANHOLE FRAME AND COVER SHALL BE SET IN FULL MORTAR BED. ADJUST TO GRADE WITH CLAY BRICK AND MORTAR (2 BRICK COURSES TYPICALLY, 5 BRICK COURSES MAXIMUM).

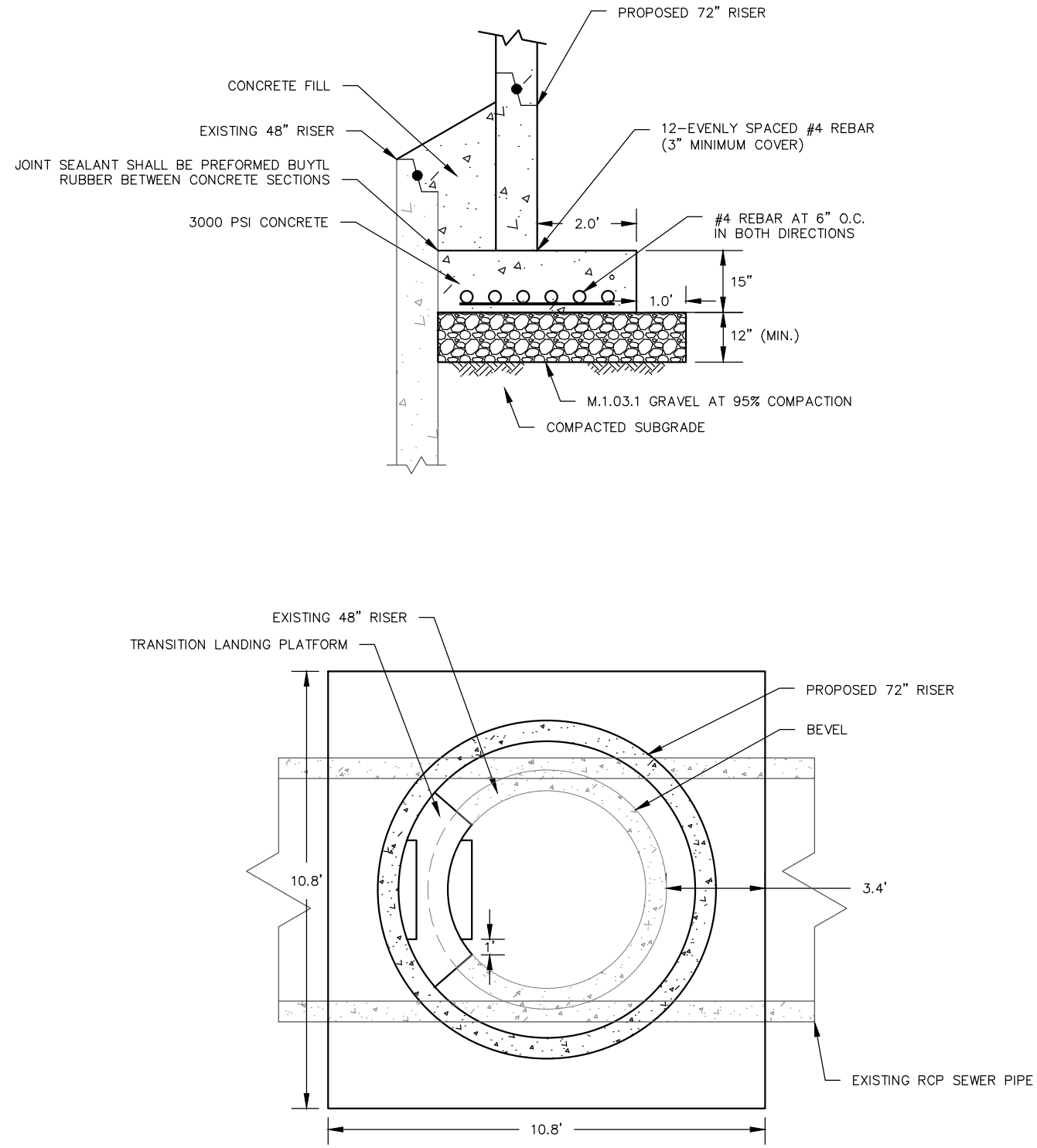


**SANITARY SEWER MANHOLE (SMH) - STA 79+49.04**  
N.T.S.

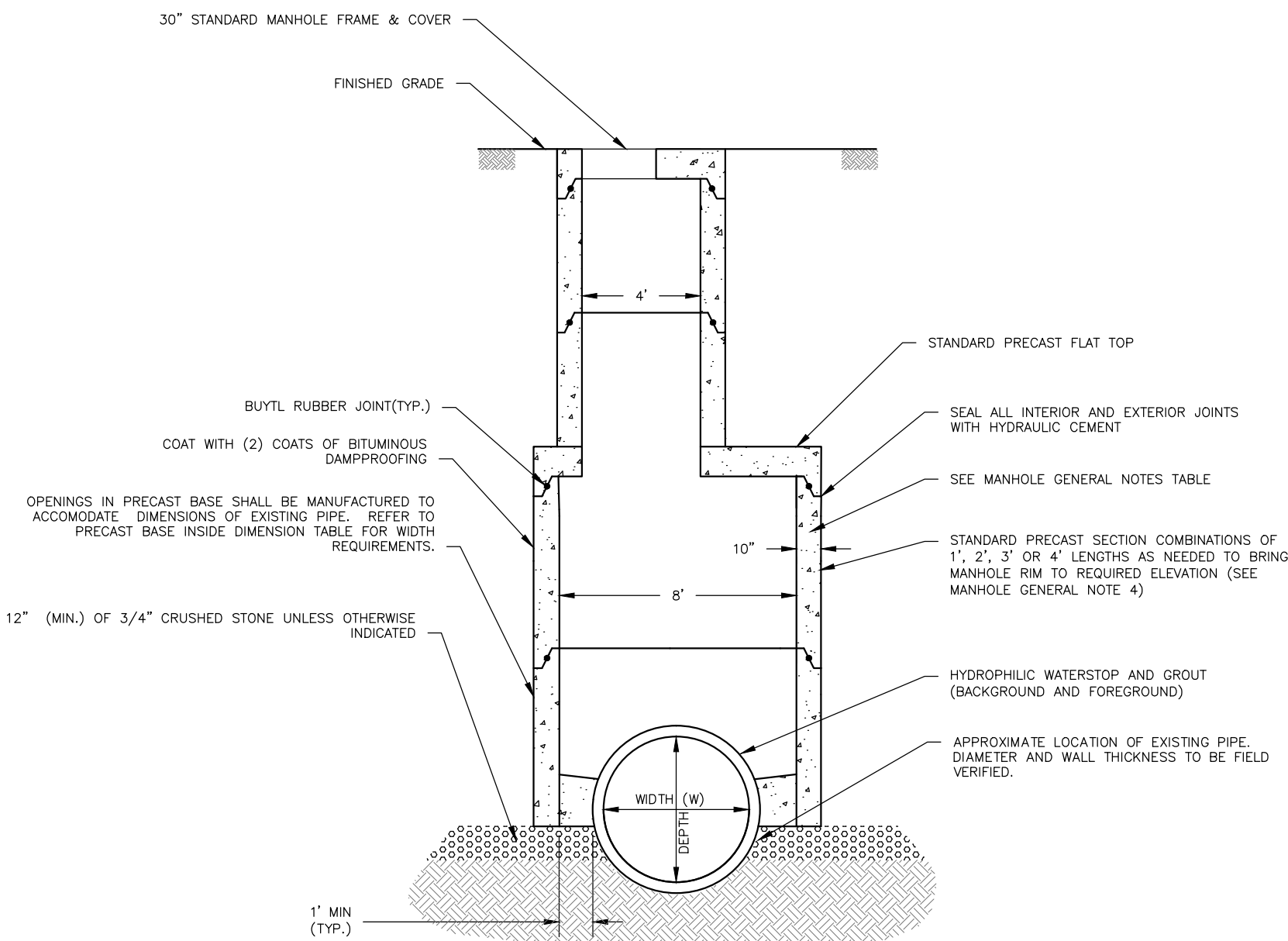
- NOTES:
1. ALL SECTIONS SHALL BE DESIGNED FOR HS-20 LOADING.
  2. CONCRETE SHALL BE COMPRESSIVE STRENGTH 4000 PSI TYPE II CEMENT.
  3. MANHOLE STEPS SHALL BE INSTALLED AT 12" O.C. FOR THE FULL DEPTH OF THE STRUCTURE.
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  5. JOINT SEALANT BETWEEN PRECAST SECTIONS SHALL BE PERFORMED BUTYL RUBBER.
  6. STANDARD SEWER MANHOLE FRAME AND COVER SHALL BE SET IN FULL MORTAR BED. ADJUST TO GRADE WITH CLAY BRICK AND MORTAR (2 BRICK COURSES TYPICALLY, 5 BRICK COURSES MAXIMUM).



**SANITARY SEWER MANHOLE (SMH) - STA 83+28**  
N.T.S.



**FOUNDATION DETAIL**  
N.T.S.



**DOGHOUSE STRUCTURE DETAIL**  
N.T.S.

NOTES:

1. EXISTING SEWER MANHOLES TO BE ADJUSTED TO FINAL PROPOSED GRADE AND COVERS REPLACED WITH LOCKING COVERS AS NOTED.
2. SEWER INVERTS AT THESE MANHOLES ARE APPROXIMATE AND SHALL BE CONFIRMED BY CONTRACTOR PRIOR TO CONSTRUCTION.
3. ALL AREAS DISTURBED WITHIN THE WETLAND BUFFER ZONE SHALL BE RESTORED TO ORIGINAL GRADES AND SEEDED WITH NEW ENGLAND CONSERVATION SEED MIX OR EQUIVALENT.
4. NO PLANT MATERIALS SHALL BE INSTALLED UNTIL ALL EARTH REMOVAL AND GRADING WORK HAS BEEN COMPLETED AND APPROVED BY THE WETLAND SCIENTIST.
5. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE APPROPRIATE WATERING ACTIVITIES AS NEEDED TO SUSTAIN EMERGENT HERBACEOUS SEEDS AND PLANTED WOODY MATERIAL.
6. UPLAND AREAS THAT ARE DISTURBED SHALL BE RESEEDING WITH A NEW ENGLAND CONSERVATION SEED MIX OR EQUIVALENT AT AN APPLICATION RATE OF 1 POUND PER 1250 SQUARE FEET. UPON COMPLETION OF THE SEEDING, ADDITIONAL EROSION CONTROLS SHALL BE PLACED AT THE TOE OF SIDE SLOPES AS NECESSARY TO PREVENT SEDIMENTATION.
7. PLANT AND SEED SURVIVAL IS GENERALLY OPTIMIZED BY SPRING PLANTING. DURING GROWING SEASON EARLY FALL PLANTING IS ALSO ACCEPTABLE UNDER NON-DROUGHT CONDITIONS. THE USDA GROWING SEASON FOR NORFOLK COUNTY IS APRIL 17 TO OCTOBER 26.
8. LEAKAGE TESTING TO BE PERFORMED BY CONTRACTOR TO MEET MANUFACTURER SPECIFICATIONS FOR MANHOLE LINER.
9. WHEN ACCESSING SEWER MAIN, ALL PERSONNEL ARE REQUIRED TO MEET APPLICABLE OSHA STANDARDS (I.E. PERSONAL FALL ARREST SYSTEM).

PLANNING BOARD APPROVAL  
REQUIRED UNDER THE SPECIAL  
PERMIT ARCPUD ZONING BY-LAW.

MEDWAY PLANNING BOARD:

DATE OF APPROVAL:  
DATE OF ENDORSEMENT:

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\_\_\_\_\_  
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REVISIONS		DR/CK	DESCRIPTION	TOWN COMMENTS
NO.	DATE	NO.	DATE	
1	5/30/18			

PREPARED FOR:  
**CONTINUING CARE MANAGEMENT, LLC**  
1 LYMAN STREET  
WESTBOROUGH, MASSACHUSETTS 01581

DRAWING:  
**SEWER MANHOLE MODIFICATIONS  
DETAILS AND NOTES**

PROJECT:  
**SALMON HEALTH AND RETIREMENT  
COMMUNITY**  
259, 261, 263 VILLAGE STREET  
MEDWAY, MASSACHUSETTS 02053

PLAN SET:  
**ARCPUD SPECIAL PERMIT  
PLANS**

**CONECO**  
**Engineers & Scientists**  
4 FIRST STREET, BRIDGEWATER, MASSACHUSETTS 03324  
PHONE 308-697-3101 FAX 308-697-5966  
WEBSITE: www.coneco.com

DATE	5/21/2018
DESIGNED: JEN	CHECKED: DAH
DRAFTED: DJD	IN CHARGE: JEN
SCALE:	AS SHOWN
PROJECT NO.	8548.0
SHEET NO.	

**S2**





**July 10, 2018**

**Medway Planning & Economic Development Board  
Meeting**

**Construction Reports**

- June 27, 2018 Steve Bouley inspection report for Applegate
- June 28, 2018 emails re: flooding at Applegate.  
NOTE – The silt sacks were supposed to be changed out on June 29<sup>th</sup>. Either Steve Bouley or Bridget Graziano will visit to determine if this has been addressed.
- Exelon monthly progress report dated June 29, 2018



## Susan Affleck-Childs

---

**From:** Bouley, Steven <Steven.Bouley@tetrattech.com>  
**Sent:** Wednesday, June 27, 2018 12:37 PM  
**To:** Susan Affleck-Childs  
**Cc:** Bridget Graziano  
**Subject:** Applegate EC Inspection #4  
**Attachments:** EC Inspection #4 Photos\_2018-06-27.pdf

Hi Susy,

I visited the site yesterday and have the following comments:

1. The silt sacks in the catch basins at the low point of the roadway remain in a state where they need to be cleaned, there is also sediment built up down there that needs to be swept. Work on Lot 6B is tracking sediment into the roadway immediately adjacent to the catch basins. The berm is also taking a beating in that area from workers driving over it.
2. Stockpile of material on Lot 5B is unprotected and will require either covering or placing erosion controls around to prevent migration in the event of a storm.
3. The infiltration basin requires mowing and removal of the tree that has fallen adjacent to the outlet control structure. Vegetation should also be removed from the rip-rap at the inlet to the basin as well as the rip-rap cleaned. It does not appear groundwater is discharging to the basin any longer.

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

Steve

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

**Tetra Tech, Inc.** | United States Infrastructure (USI) Division  
Marlborough Technology Park | 100 Nickerson Road, Suite 200 | Marlborough, MA 01752 [www.tetrattech.com](http://www.tetrattech.com)

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BUMP NO WASTE DRAINS TO WAT



## Susan Affleck-Childs

---

**From:** Ralph Costello <rmc@uniquenewhomes.com>  
**Sent:** Thursday, June 28, 2018 10:15 PM  
**To:** Susan Affleck-Childs  
**Cc:** John T. Shea; Bill Rodenhiser; Barbara Saint Andre  
**Subject:** Re: Applegate Flooding TODAY

Suzy, Our landscape company will change out the silt sacks on Friday.  
Ralph

Get [Outlook for iOS](#)

---

**From:** Susan Affleck-Childs <sachilds@townofmedway.org>  
**Sent:** Thursday, June 28, 2018 11:09:37 AM  
**To:** Ralph Costello  
**Cc:** John T. Shea; Bill Rodenhiser; Barbara Saint Andre  
**Subject:** FW: Applegate Flooding TODAY

Hi,

See note below from Tetra Tech engineer Steve Bouley and photo of Applegate.

You must clean the silt sacks. Please let us know when this is completed.

Best regards,

Susy Affleck-Childs

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*

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---

**From:** Bouley, Steven [mailto:Steven.Bouley@tetrattech.com]  
**Sent:** Thursday, June 28, 2018 10:35 AM



**To:** Susan Affleck-Childs  
**Cc:** Bridget Graziano  
**Subject:** Applegate Flooding

Hi Susy,

Some flooding at Applegate at the low point in the roadway, silt sacks need to be cleaned once this storm ends.







Steve

Sent from my iPhone



## Susan Affleck-Childs

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**From:** Rodgers, Mark J:(BSC) <Mark.Rodgers@exeloncorp.com>  
**Sent:** Friday, June 29, 2018 2:05 PM  
**To:** Rodgers, Mark J:(BSC)  
**Subject:** Monthly Construction Update: Exelon Generation Medway Peaker Project

### **Exelon Generation Medway Peaker Project: Monthly Construction Update, 6/22/18**

Recent construction and site activities have included:

- Finished grading of the central portion of the site infrastructure is nearing completion.
- The demineralized water tank and raw water tank installations are complete. Tanks await completion of painting and testing.
- Fuel oil tank installation is complete. Hydrostatic testing is in progress. Once the test is complete, water will be pumped into the demineralized and raw water tanks.
- Installation of the earthen containment berm around fuel oil tank is in progress.
- Installation of fuel piping throughout the central portion of the site is in progress.
- Excavation and shaping of the rain garden is in progress.
- Concrete pours have diminished with only a few small miscellaneous pours remaining.
- Installation of the acoustic barriers is in progress in the central portion of the site.
- Installation of the ammonia tank enclosure is in progress.
- Interior finish work continues on the Admin Building.
- Various components of the power generating system are now set on foundations and are being plumbed and wired.
- Electric utility installation at the Metering & Regulating Station will be completed in June to connect to the adjacent existing transformer.
- Installation of the security fence around the Metering & Regulating Station is in progress.
- Various soil stockpiles are actively stabilized via tarps and seeding where necessary.
- Silt fences, straw bales, and straw wattles are being routinely monitored and maintained as needed.
- Silt sacks in the catch basins in Summer Street are being routinely monitored and maintained as needed.
- 24/7 security details remain in place at site entrance.



*Aerial view facing west. Work continues in the central portion of the site. Acoustic walls, overhead wires, and rain garden installation is in progress.*





*Aerial view facing northeast. Heat exchanger installation is complete. Water tanks await hydrostatic testing.*



*View facing north. Installation of the acoustic walls around the energy generating components is in progress in the central portion of the site.*

Construction updates are also posted to our project website: [www.medwayenergy.com](http://www.medwayenergy.com).

*Please note, you are receiving this because you signed up to receive our monthly construction updates. If you wish to no longer receive these emails, please reply and write Unsubscribe in the subject line.*

**Thank you for your interest in our project. If you ever have any questions, concerns, or complaints, we have a 24x7 hotline you can call: 508-321-7311. We respond to all calls within 24 hours. Alternatively, you can use our online contact form, we also respond to those inquiries within 24 hours, that link is:**  
<http://www.medwayenergy.com/submit-project-construction-message>.

You can also feel free to reach out directly to me at the contact information below.

Thank you.

Best,

Mark



Mark Rodgers



Manager, Generation Communications – NE Region

617-381-2214 (desk)

617-699-6327 (cell)

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