

Tuesday July 14, 2020
Medway Planning and Economic Development Board

REMOTE MEETING

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

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, no in-person attendance of members of the public will be permitted at this meeting. Board members will be participating remotely via ZOOM. Meeting access via ZOOM is provided for the opportunity for public participation; information for participating via ZOOM is included at the end of the agenda. Members of the public who wish to watch the meeting may do so on Medway Cable Access: channel 11 on Comcast Cable, or channel 35 on Verizon Cable; or on Medway Cable’s Facebook page @medwaycable.

ALSO PRESENT IN ZOOM MEETING:

- Susy Affleck-Childs, Planning and Economic Development Coordinator
- Amy Sutherland Recording Secretary
- Steve Bouley, Tetra Tech
- Barbara Saint Andre, Director of Community and Economic Development

The Vice Chairman opened the meeting at 7:04 pm.

There were no Citizen Comments.

The Chairman arrived at 7:10 pm.

PUBLIC HEARING – PROPOSED AMENDMENTS TO THE ADAPTIVE USE OVERLAY DISTRICT (AUOD) RULES AND REGULATIONS:

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

- Public Hearing Notice
- Draft amendments dated 6-24-20

The public hearing for the proposed amendments to the *Adaptive Use Overlay District Rules and Regulations* was opened.

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted by Roll Call vote to waive the reading of the public hearing notice.

Roll Call Vote:

Rich Di Iulio	aye
Matthew Hayes	aye
Bob Tucker	aye
Tom Gay	aye
Andy Rodenhiser	aye

Among others, the following changes are recommended:

- The date has been amended
- The name of Jessica Chabot has been added to document
- Title has been changed to Planning and Economic Development
- Wording changed from “Planning Board” to Board
- Writing out numbers in text.
- Changing the # of submittal copies from 18 to 3.
- Changing title from Zoning Enforcement Officer to Building Commissioner
- Distribution of application within 35 days.
- Add reference to MGL Chapter 44, Section 53 G for consultant fees.
- Replace the word bond to surety.
- Include language that AUOD special permits are subject to the lapse provisions of Section 3.4.E of the Zoning Bylaw.
- Retain the requirement of the public hearing process for any amendments.
- Delete the requirement to file the AUOD Rules and Regulations with the Registry of Deeds.

The public was asked to provide comments. There were no comments presented.

On a motion made by Matt Hayes and seconded by Bob Tucker, the Board voted by Roll Call vote to adopt the Rules and Regulations as discussed.

Roll Call Vote:

Rich Di Iulio	aye
Matthew Hayes	aye
Bob Tucker	aye
Tom Gay	aye
Andy Rodenhiser	aye

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted by Roll Call vote to close the public hearing.

Roll Call Vote:

Rich Di Iulio	aye
Matthew Hayes	aye
Bob Tucker	aye
Tom Gay	aye
Andy Rodenhiser	aye

MEDWAY MILL SITE PLAN PUBLIC HEARING: (See Attached)

- 7-9-20 Andy Rodenhiser declaration to continue the Medway Mill public hearing from July 14, 2020 to July 28, 2020.

On a motion made by Bob Tucker and seconded by Rich Di Iulio, the Board voted by Roll Call to affirm the chairman's declaration and continue the hearing for Medway Mill Site Plan to July 28, 2022 at 8:15 pm.

Roll Call Vote:

Bob Tucker	aye
Tom Gay	aye
Andy Rodenhiser	aye
Matt Hayes	aye
Rich Di Iulio	aye

ELECTION OF OFFICERS AND SELECTION OF COMMITTEE APPOINTMENTS AND LIAISON ASSIGNMENT:

Chairman:

On a motion made by Matt Hayes and seconded by Rich Di Iulio, the Board voted by Roll Call vote to select Andy Rodenhiser as the Chairman of the Planning and Economic Development Board.

Roll Call Vote:

Bob Tucker	aye
Tom Gay	aye
Andy Rodenhiser	aye
Matt Hayes	aye
Rich Di Iulio	aye

Vice Chairman:

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted by Roll Call vote to select Bob Tucker as the Vice Chairman to the Planning and Economic Development Board.

Roll Call Vote:

Bob Tucker	aye
Tom Gay	aye
Andy Rodenhiser	aye
Matt Hayes	aye
Rich Di Iulio	aye

Clerk:

On a motion made by Matt Hayes and seconded by Rich Di Iulio, the Board voted by Roll Call vote to select Tom Gay as the clerk to the Planning and Economic Development Board.

Roll Call Vote:

Bob Tucker	aye
Tom Gay	aye
Andy Rodenhiser	aye
Matt Hayes	aye
Rich Di Iulio	aye

Committee Assignments: (See Attached)

The Board discussed the variety of committee representatives and liaison assignments. Alternate Member Chabot is interested in serving as the Board's liaison to the ZBA liaison. Member Tucker is happy to pass that assignment to her and retain his other existing liaison duties (Energy and Sustainability, Agricultural Committee, Conservation Commission, and Finance Committee). Member Hayes would like to remain with his current assignments (Community Preservation Committee member and liaison to Capital Improvements Committee and Historical Commission). Member Gay would like to remain on the Design Review Committee and Sign Bylaw task force and take on small projects as needed. Member Di Iulio would like to keep with his assignments (member of the Economic Development Committee, alternate to the DRC, SWAP, and liaison to Open Space Committee) but there has been a conflict with the meetings with OSC since the dates of OSC meetings on the first Tuesday of the month sometimes conflict with PEDB (extra meetings). Andy Rodenhiser will continue on the Redevelopment Authority as a regular member and liaise with Affordable Housing, Board of Assessors, Board of Health, Water/Sewer Commissioners, Town Manager and Board of Selectmen. Susy Affleck-Childs encouraged the Board to see more effort put into liaising with the Energy and Sustainability Committee and the Open Space Committee.

SALMON SENIOR LIVING COMMUNITY-PROJECT UPDATE

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

- 6-29-20 Susy Affleck-Childs email to Jeff Robinson as a follow-up from PEDB discussion during the 6-23-20 PEDB meeting.
- Follow-Up emails between Salmon development team and Susy Affleck-Childs in response to the above email
- Updated construction schedule dated 7-9-20
- 6-29-20 communication from abutter Tim Choate after heavy rain
- Tetra Tech inspection report dated 6-30-20
- Email dated 7-14-20 from Tom Geer
- SWPPP Site Inspection Report dated 7-2-20 from Coneco Engineering

Present during the ZOOM call were:

- Jeff Robinson, Managing Partner
- Conservation Agent, Bridget Graziano
- Tetra Tech Consultant, Steve Bouley
- Coneco Engineering, Jonathan Novak
- Abutter, Tim Choate

The Board was informed that the Salmon site had significant issues with the recent rainstorms on June 28 - 30, 2020. There was over 5½ inches of rain over two hours. There was damage to Mr. Choate's property to the immediate east of the Salmon site. Consultant Bouley explained that the silt sacks clogged up and stopped working properly. Consultant Bouley and Conservation Agent Graziano visited the site on June 30, 2020 to evaluate the situation. There was discussion on how to mitigate for future potential storm events. Ms. Graziano noted that no sediment had been discharged into the wetlands. The location of the flooding was on Waterside Run between the eastern abutters. The flooding occurred when the DCB-1 inlet protection constricted water flow through the structure. The grates on DCB-1 were removed during the storm to allow floodwaters to discharge through the cross culvert.

The contractor intends to mitigate future stormwater impacts to abutters' properties by modifying the proposed swale high point elevation to an elevation lower than the abutter's basement to allow the flow to enter the DCB's. Mr. Choate communicated that the Rubicon representative came to site and found the storm drain and took off the cover to the drain to allow the water to drain. He further stated that Salmon was taking care of the damage to his home.

Ms. Graziano indicated that neither she nor Mr. Bouley were contacted directly after this storm event. She was notified by Mr. Choate. For future storm issues on site, she would like to be added to the contact list. Rubicon will take responsibility on contacting Tetra Tech and the Conservation Commission after any rain event over .25". Rubicon has installed a new rain gauge on the construction trailer on site to replace the defective one. Ms. Graziano communicated that one of the biggest issues was that the roof drains from the main building were not connected. Jeff Robinson responded that the roof drains were not yet installed because the siding and roof need to go on first. One of the mitigation measures will be to add a secondary silt sack to assist in mitigating the flow.

The construction schedule was also updated and provided to the Board. Susy Affleck-Childs asked about the status of their plans for the eastern slope. Project developer Jeff Robinson communicated that they did consider putting in sod, but it is July and the sod would not do well due to the heat. Ms. Graziano wants erosion blankets placed along the slope to stabilize site area. Susy Affleck-Childs asked if a field change is needed. Consultant Bouley does not think a field change is needed since the final design has not changed. There was a recommendation to put some documentation about the new mitigations in place for the record as a revision to the SWPPP. Coneco will handle that.

The next item discussed was the fencing. There will be a temporary visual screen on top of guardrails where installed. However, there are not guardrails at the northern section of Waterside Run near the Barstow and Hickey properties. A smaller temporary safety fence will be installed to separate Waterside Run from the neighbors. There has been a fence and gate installed at the bridge at the end of Waterside Run, so that the building is securely removed from Waterside Run.

TETRA TECH CONSTRUCTION REPORTS: (See Attached)

Medway Community Church:

The Medway Community Church project is near completion. Member Gay visited the site and reviewed the punch list from Tetra Tech's previous inspection. The remaining items are landscaping along the interior of the fence line and islands within the parking lot. There was a requirement for a tree, but this area is too small to accommodate this tree and would require a field change. This will be placed on the next agenda.

Millstone Village:

The Board was informed that there were erosion issues which occurred on site during the June 28, 2020 storm. There was flooding at the low point of the site. Conservation Agent Graziano and Consultant Bouley did a site visit and there a sink hole near basin 4P. Consultant Bouley is getting further data to see if the lining in the system fabric was compromised in the corner of the system. GLM did communicate that they did complete a test pit. The slope has been stabilized.

Williamsburg Way:

The Board was informed that there was a tree which was to be placed in a specific area and it cannot be placed there due to an electrical conduit. Developer Paul Yorkis has indicated he will provide a check for \$250 to the Williamsburg condo association management in lieu of this tree planting. The management company, on behalf of the condo association, is amenable to this. Consultant Bouley indicated that planting a tree in this location is not a good idea since the roots could potentially cause an issue. There will need to be a punch list inspection by Tetra Tech for project completion, but it has not yet been requested by Mr. Yorkis.

MEDWAY PLACE SHOPPING PLAZA SITE PLAN: (See Attached)

- 7-8-20 email from Attorney Gareth Orsmond requesting a continuation of the public hearing.

On a motion made by Bob Tucker and seconded by Rich Di Iulio, the Board voted by Roll Call to continue the hearing for Medway Place Shopping Plaza Site Plan to July 28, 20220 at 7:15 pm.

Roll Call Vote:

Bob Tucker	aye
Tom Gay	aye
Andy Rodenhiser	aye
Matt Hayes	aye
Rich Di Iulio	aye

ZBA PETITION – 14 PHILLIPS STREET:

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

- ZBA petition from Kerry & Kevin Graves
- Email dated 6-25-20 from Andy Rodenhiser to the ZBA with personal comments
- Photos
- Email from Kerry Graves 7.10.20

The Zoning Board of Appeals received a petition from the owners of 14 Phillips Street. The applicant is requesting a nonconforming special permit and/or side setback variance. The owner wants to demolish the existing, non-conforming and dilapidated garage and replace it with a comparably sized garage structure that would still be non-conforming in terms of side setbacks. The house on this property is vintage 1880 but the age of the garage structure is not known. The former property owner had secured a permit from the ZBA in 2011 to allow the garage demolition and new construction, but never acted on it, so it has expired. The applicant, Kerry Graves, was present on ZOOM. She indicated a new garage will improve the neighborhood visually since the current garage is falling down. A question was asked that the previous special permit was for 5 ft from the side property line, but the current application is proposing only a 3½ foot side setback. The Chairman communicated that if this is pre-existing non-conforming structure, shouldn't the proposed structure be exactly the same. He noted the access could be achieved by constructing a conforming structure outside the setback area closer to the home without needed a variance. The other members of the PEDB had no objections or issues with the application and would like to remain silent on this application and not provide any comments to the ZBA.

Master Plan Discussion:

The Board discussed the next steps for the master plan update. Susy asked the Board if they wanted to get started on this process now or postpone working on this until the COVID State of Emergency limitations on meetings and gatherings are removed. There would be several steps to take to establish the Master Plan Update Committee. The Board is in agreement that they would like to hold off on working on the Master Plan and revisit the issue in the fall.

CENTRAL BUSINESS ZONING DISCUSSION:

The Board discussed at their 6-23-20 meeting the possible steps for developing new zoning regulations for the Central Business District. Susy Affleck-Childs had suggested establishing a CBD Zoning Task Force to work with a zoning consultant on this project, similar in concept to how it was done with the Oak Grove zoning task force. The Board was advised that there will need to be a Request for Quote process for hiring a consultant with the \$15,000 approved at Town Meeting. This would be in lieu of a more formal RFP process.

The Board discussed having the Planning Board serve as the “task force” in lieu of creating a separate committee to undertake this work with a consultant. Barbara Saint Andre indicated that the work could be accomplished more readily with the Board as lead. The goal would be to have something ready for the November town meeting. It was decided to handle it as a Board and look at what had initially been proposed for the May town meeting to submit for the November town meeting. was accomplished in May 2020.

Rich Di Iulio made a motion, seconded by Matt Hayes for the Board to set up a task force to look at the Central Business District and report back to the Board and town.

Discussion - Member Chabot noted that there could be a hybrid option to accomplish working with the Consultant and Board. This could include a two-session workshop with various boards to collect ideas/options. The Board could then take this information and craft the zoning from this.

Member Di Iulio withdrew his motion.

The Board discussed having responsibility for this be with the PEDB, but part of the process would be to have a community engagement opportunity which would be similar to Oak Grove Task Force. The committee members/focus group would participate for two or three meetings with Consultant to brainstorm ideas. The Board can then take the information and create the changes.

OTHER BUSINESS

Planning Board in Person Option for Public Hearings:

Susy Affleck-Childs reported she has been exploring how to get back to the business of the Board conducting hearings on development projects. She is working to get permission to use the Presentation Room at the middle school for meetings. It would be a hybrid meeting with Medway Cable doing the standard broadcast, then offer meeting open to the public for a maximum of 25 people. There will be social distancing within the room. Then offer a ZOOM option where citizens can pose questions through the ZOOM chat feature. This input would be part of the record. This could be a suitable option to hold the public hearings in person. There would need to be clarification of when masks need to be worn. The Board is in support of this option. Barbara Saint Andre communicated that the Board needs to be careful when planning to hold a public hearing since the meeting needs to have room for 10 or 100 people. It needs to accommodate those who want to be heard. There are still logistics which need to be figured out. The goal is to start this at the August 11, 2020 meeting for the Medway Mill project.

PEDB MINUTES:

June 23, 2020:

On a motion made by Rich Di Iulio and seconded by Matt Hayes, the Board voted by Roll Call to approve the PEDB meeting minutes as revised from June 23, 2020.

Roll Call Vote:

Bob Tucker	aye
Tom Gay	abstained
Andy Rodenhiser	aye
Matt Hayes	aye
Rich Di Iulio	aye

FUTURE MEETING:

- Tuesday, July 28, 2020

ADJOURN:

On a motion made by Matt Hayes and seconded by Bob Tucker, the Board voted by Roll Call vote to adjourn the meeting.

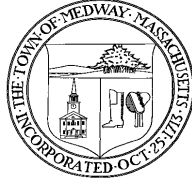
Roll Call Vote:

Bob Tucker	aye
Tom Gay	aye
Andy Rodenhiser	aye
Matt Hayes	aye
Rich Di Iulio	aye

The meeting was adjourned at 9:47 pm.

Prepared by,
Amy Sutherland
Recording Secretary

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



July 14, 2020

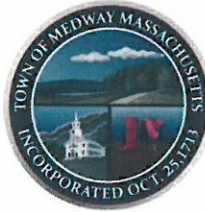
**Medway Planning & Economic Development Board
Meeting**

**Public Hearing – Proposed Amendments
to the Adaptive Use Overlay District
(AUOD) Rules and Regulations**

- Public Hearing Notice
- Draft amendments dated 6-24-20

Board Members

Andy Rodenhiser, Chair
Robert Tucker, Vice Chair
Thomas Gay, Clerk
Matthew Hayes, P.E.,
Member
Richard Di Iulio, Member
Jessica Chabot, Associate
Member



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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS PLANNING AND ECONOMIC DEVELOPMENT BOARD

June 24, 2020

NOTICE OF PUBLIC HEARING ***Proposed Amendments to Medway Adaptive Use Overlay District*** ***(AUOD) Rules and Regulations*** ***Tuesday, July 14, 2020***

The Medway Planning and Economic Development Board will conduct a public hearing on Tuesday, July 14, 2020 at 7:00 p.m. to receive comments on proposed amendments to the Medway Adaptive Use Overlay District (AUOD) Rules and Regulations. The hearing will occur during a ZOOM meeting of the Planning and Economic Development Board.

The purpose of the hearing is to give the public an opportunity to comment on a proposed series of minor revisions of the *AUOD Rules and Regulations* which include provisions for authority, definitions, permit application, permit decision, and administration. The hearing and amendments do not pertain to any changes to the AUOD section of the Zoning Bylaw.

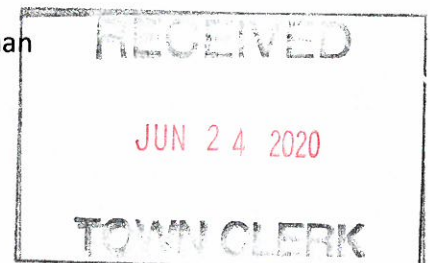
The complete text of the proposed amendments to the *AUOD Rules and Regulations* are on file with the Town Clerk and the Planning offices at Medway Town Hall, 155 Village Street, Medway, MA. The proposed amendments are posted online at the Planning and Economic Development Board's web page at the Town's web site – <https://www.townofmedway.org/planning-economic-development-board>. For further information or questions, please contact the Medway Planning office at 508-533-3291.

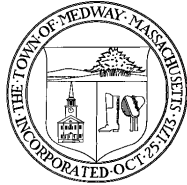
Interested persons or parties are invited to review the proposed amendments, participate in the public hearing, and express their views at the designated time. Written comments are encouraged and may be sent to the Planning and Economic Development Board, 155 Village Street, Medway, MA 02053 or emailed to: planningboard@townofmedway.org. All written comments will be entered into the record during the hearing.

Andy Rodenhiser

Planning & Economic Development Board Chairman

To be published in the *Milford Daily News*
Monday, July 6, 2020





TOWN OF MEDWAY

Planning and Economic Development Board Rules & Regulations

Chapter 500

**ADAPTIVE USE OVERLAY DISTRICT
(AUOD)**

Rules & Regulations for the Review and Approval of
Adaptive Use Overlay District (AUOD) Plans
and Issuance of Adaptive Use Special Permits

Adopted: ~~July 26, 2005~~ July 26, 2005

Amended:

Medway Planning and Economic Development Board

~~Matthew J. Hayes~~ Andy Rodenhiser, Chairman

~~Robert K. Tucker~~ Andy Rodenhiser, Vice-Chairman

~~Alan DeToma~~ Tom Gay, Clerk

~~Karyl Spiller Walsh~~ Matthew J. Hayes, P.E.

~~Cranston (Chan) Rogers~~ Richard Di Iulio

~~Jessica Chabot~~, Associate Member

TOWN OF MEDWAY
Planning and Economic Development Board Rules & Regulations

Chapter 500
**ADAPTIVE USE OVERLAY DISTRICT
(AUOD)**

Rules & Regulations for the Review and Approval of Adaptive Use Overlay District (AUOD)
Plans and Issuance of Adaptive Use Special Permits

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Chapter 500

ADAPTIVE USE OVERLAY DISTRICT (AUOD)

Rules and Regulations for Review and Approval of AUOD Plans and Issuance of Adaptive Use Special Permits

Adopted by the Medway Planning and Economic Development Board: ~~July 26, 2005~~

ARTICLE I AUTHORITY

s. **501-1 ADOPTION** – The Planning and Economic Development Board (hereinafter referred to as the “Board”), hereby adopts these *Rules and Regulations* governing the review and approval of AUOD plans and the issuance of Adaptive Use Special Permits for AUOD developments pursuant to ~~SECTION 5-V, SECTION USE REGULATIONS, 5.6.2, Sub-Section W,~~ of the Medway Zoning Bylaw, ~~approved as Article 19 at the June 28, 2004 Special Town Meeting and as further revised as Articles 43 and 44 at the June 6, 2005 Annual Town Meeting.~~

s. **501-2 PURPOSE** – These *Rules and Regulations* provide for the procedural and substantive requirements of ~~SECTION 5-V, 5.6.2 Adaptive Use Overlay District Sub-Section W,~~ of the ~~Medway~~ Zoning Bylaw including the process for submission, review and processing of AUOD plans, issuance of Adaptive Use Special Permits, applicable site, open space, design and construction standards, and the corresponding fees. The purpose of these *Rules and Regulations* is to guide the applicant and their consultants, Town officials and Boards, and others involved in the preparation, processing and review of AUOD plans and issuance of Adaptive Use Special Permits.

ARTICLE II DEFINITIONS

s. **502-1 APPLICABILITY** – The terms used in these *Rules and Regulations* shall have the meaning as specified in the ~~Medway~~ Zoning Bylaw, Section ~~2H~~. **DEFINITIONS** in effect at the time the AUOD application is submitted, unless a contrary meaning is required by the context or is specifically prescribed.

ARTICLE III ADAPTIVE USE SPECIAL PERMIT APPLICATION

s. **503-1 GENERAL INFORMATION**

A. **General** – An AUOD development shall be permitted only upon the granting of an Adaptive Use Special Permit by the Board. An applicant shall apply for an Adaptive Use Special Permit by submitting an AUOD Plan and all other required information in accordance with the requirements set forth in these *Rules and Regulations*. The ~~Planning~~ Board shall review an Adaptive Use Special Permit Application pursuant to the submission and procedural requirements set forth in these *Rules and Regulations*, and shall review the AUOD Plan for conformance with all standards of ~~SECTION 4-V, 5.6.2, Sub-Section W~~ of the ~~Medway~~ Zoning Bylaw. The application, submission, and

procedural review process for an Adaptive Use Special Permit shall adhere to all minimum requirements specified herein. The exact content of an Adaptive Use Special Permit Application beyond the minimum requirements may vary depending on the exact use(s) and structure(s) proposed by the applicant.

- B. Coordination with Site Plan Approval** – As specified in SECTION ~~V. 5.6.2.H. Sub-Section W~~, of the ~~Medway~~-Zoning Bylaw, the uses and improvements that are the subject of an Approved Adaptive Use Special Permit shall be exempt from the Site Plan Approval requirements of SECTION ~~III. 3.5.5V. Sub-Section C~~. Site Plan Approval of the ~~Medway~~-Zoning Bylaw. However, in reviewing Adaptive Use Special Permit applications, the ~~Planning~~ Board will consider the impacts of features that are normally the subject of Site Plan Approval including but not limited to drainage, parking, lighting and landscaping. The Development Standards included in the *Site Plan Rules and Regulations* shall be adhered to to the extent feasible in light of the AUOD purposes of preserving the architectural integrity of the existing buildings and maintaining community character.
- C. Pre-Application Meeting** – A Pre-Application Meeting with the ~~Planning~~ Board prior to submission of an Adaptive Use Special Permit Application is highly recommended. A Pre-Application Meeting will provide the applicant with the opportunity to present preliminary concepts for its AUOD project and gain informal feedback and input from the ~~Planning~~ Board, other Town officials and interested citizens at an early stage of project planning. This meeting will also allow the ~~Planning~~ Board and other involved officials to provide guidance to the applicant regarding the proposed project as well as the Adaptive Use Special Permit application and review process.
- D. Application Form** – The ~~Planning~~ Board has prepared an application form for the Adaptive Use Special Permit that may be obtained from the ~~Planning Board~~ Planning and Economic Development office or the Town's web site at townofmedway.org. The form requests general information about the applicant and its agents, the location, size and nature of the proposed AUOD development site and a general description of the proposed AUOD development project.

s. **503-2 STANDARDS FOR AUOD PLAN PREPARATION**

- A.** The AUOD Plan shall be prepared by a Professional Engineer (PE) ~~and or~~ a Registered Land Surveyor (RLS) licensed to perform work in ~~Massachusetts, and Massachusetts and~~ certified by same with their seal stamp and signature. At the discretion of the ~~Planning~~ Board, this requirement may be waived for projects whose impact on the site and abutting properties is minimal, in the ~~Planning~~ Board's opinion. Conversely, additional professionals, such as an architect and/or landscape architect, may be required in cases where the ~~Planning~~ Board determines that the impact on the site and/or abutting properties is significant.
- B.** In cases where site changes are minimal, the ~~Planning~~ Board may consider waiving the requirement for an AUOD plan of proposed improvements to be prepared by a Professional Engineer. ~~Examples of minimal changes include proposals in which the architectural features of the existing building(s) are not altered, and site work is limited to repairs such as painting; replacement of siding, windows or roof; adding fencing or landscaping; increasing impervious surface by no more than one thousand (1,000) square-~~ feet. At a minimum, however, an AUOD application shall include a plan, prepared by an

RLS, of all existing conditions, including bearings and distances of lot lines, building locations, driveways and parking spaces, utilities, fences and walls, any other impervious surfaces, and significant landscape features.

- C. The ~~Planning~~ Board may also require that plans prepared by a Registered Architect, licensed to perform work in Massachusetts, be submitted in cases where the existing building(s) is being altered by increasing the footprint; relocating or adding windows or doors; adding or removing porches, dormers or other architectural features; changing the roof style, etc. The Board, at its discretion, may also require that a plan, prepared by a professional landscape designer or Registered Landscape Architect, be submitted in cases where landscaping comprises a significant component of the character of the site or neighborhood or where significant buffers for abutting properties are required by the Board.
- D. All plans submitted in support of the AUOD Application shall be clearly and legibly presented in black or blue ink. The plan illustrating site improvements shall be prepared in accordance with Rules and Regulations of the Registry of Deeds, Chapter 36, Section 13A, as amended, pertaining to plan size, materials, ink, lettering height, and related requirements.
- E. The AUOD plan shall be at a scale of ~~one inch one (1")~~ equals forty feet (40'), or such other scale as the ~~Planning~~ Board may have accepted in advance to show details clearly and adequately.
- F. All existing and proposed elevations shall refer to the North American Vertical Datum of 1988 (NAVD88).
- G. Sheet sizes shall be ~~twenty four~~ twenty-four by thirty-six inches (~~24" X 36"~~), including a three quarter inch (~~3/4"~~) border on the top, bottom and right sides and a one and one-half inch (~~1 1/2"~~) border on the left side.

s. **503-3 TOWN CLERK SUBMITTAL REQUIREMENTS – TOWN CLERK**

- A. The applicant shall file by delivery in hand, or registered or certified mail, the following:
 - (1) A copy of the Adaptive Use Special Permit Application filed on a form supplied by the ~~Planning~~ Board.
 - (2) One set of the AUOD Plans in conformance with these *Rules and Regulations* and the requirements of the ~~Medway~~ Zoning Bylaw, SECTION ~~5-V. Sub-Section W5.6.2.~~ Adaptive Use Overlay District.
 - (3) Project Narrative as described in s. 503-4, B. 12 of these *Rules and Regulations*.
- B. The applicant shall secure a receipt from the Town Clerk and provide a copy of such to the ~~Planning~~ Board. Said receipt shall include the date and time the application was filed with the Town Clerk.

s. **503-4 BOARD SUBMITTAL REQUIREMENTS**

- A. **Basic Information** – Any person or entity that submits an application and plan for an Adaptive Use Special Permit shall file with the ~~Planning~~ Board all items required herein

for the application to be “*duly submitted*” in accordance with these *Rules and Regulations*. Such submissions shall be made directly to the ~~Planning~~ Board.

B. Submittals - The applicant shall file by delivery in hand, or registered or certified mail, the following items to constitute a complete Adaptive Use Special Permit Application:

- (1) The original Adaptive Use Special Permit Application Form, properly executed, filed on a form supplied by the ~~Planning~~ Board including the names, addresses, [email](#) and telephone numbers of the applicant, land owner if other than the applicant, and all agents such as architect, engineer and attorney;
- (2) ~~Eighteen (18) Three~~ copies of the AUOD Plan in conformance with these *Rules and Regulations* and the requirements of the ~~Medway~~-Zoning Bylaw, SECTION ~~5.V. Use Regulations, 5.6.2 Sub-Section W~~ - Adaptive Use Overlay District.
- (3) An AUOD Plan Filing Fee as established in s. 505-2 of these *Rules and Regulations* and an advance of the Plan Review Fee, both of which are specified in the ~~Planning~~ Board’s Fee and Bond Schedule.
- (4) A list of all abutters within three hundred ~~(300)~~ feet of the site’s property lines as appearing on the most recent tax list as certified by the Board of Assessors.
- (5) Three ~~(3)~~ copies of a storm drainage report. At a minimum, this report must consist of a letter signed and stamped by a Professional Engineer discussing the existing drainage on the site and how the proposed drainage design will address the proposed site changes. The ~~Planning~~ Board reserves the right to require higher levels of drainage information (*up to and including complete drainage system design and calculations*) depending on the extent of changes proposed and the sensitivity of the site and its abutting properties.
- (6) Copies of all relevant approvals received to date by the applicant from other Boards or commissions (*i.e. Determination of Applicability or Order of Conditions from the Conservation Commission; zoning variance from the Zoning Board of Appeals, etc.*)
- (7) Three ~~(3)~~ sets of Layout/Floor plans with the uses of areas labeled and three ~~(3)~~ sets of Elevation Drawings of the building(s) facades from all four directions. If no major changes are planned to the buildings, photographs may be substituted for elevation drawings.
- (8) Locus Map – A locus map of the project area showing the street configuration, major land uses, major natural features and zoning district boundaries within two thousand ~~(2,000)~~ feet of the perimeter boundaries of the site, at a minimum scale of one ~~(+)~~ inch equals eight hundred ~~(800)~~ feet.
- (9) Context Plan – A plan showing all property lines and buildings, as shown on the current Assessor’s Maps, structures, freestanding signs, driveways and walkways on abutting properties at a minimum scale of one ~~(+)~~ inch equals one hundred ~~(100)~~ feet.
- (10) Plot Plan, certified by a Registered Land Surveyor, indicating total land area boundaries, angles, and dimensions of the site and a north arrow.

- (11) AUOD Plan(s) or plan sets, at a minimum scale of one ~~(1)~~-inch equals forty ~~(40)~~ feet, showing the following on-site conditions:
- (a) Existing use(s) of land and existing buildings, if any;
 - (b) Proposed use(s) of land and proposed buildings;
 - (c) Dimensions of existing and proposed building(s) or other structures including height, setbacks from property line and total square footage of building area;
 - (d) Design features of the buildings(s) and structures, including, as appropriate, elevations, materials, colors, etc.
 - (e) For non-residential buildings and for non-residential uses in any building, the total square footage of building area on each floor or the total square footage occupied on a given floor by non-residential uses;
 - (f) Locations and dimensions of any easements, public or private rights-of-way, or other burdens (existing or proposed);
 - (g) All parking and loading areas, including surface (at-grade) parking lots and parking structures, showing the number, location and dimension of parking and loading spaces, driveways, other access ways, sidewalks and the like;
 - (h) Other existing and proposed site features including, but not limited to, topography, walls, fences, signs, utilities, trash disposal facilities, landscaping, impervious surface and drainage facilities, and natural features (including wetlands).
- (12) Project Narrative – A written narrative describing the proposed AUOD development including the following information:
- (a) The architectural features of the existing building(s) on site, as well as any historic character of the site;
 - (b) The current and proposed uses of the site;
 - (c) The impacts of the proposed uses on the architectural and historic features of the building and site, with particular emphasis on how such features will be preserved and/or enhanced;
 - (d) Existing and proposed means of access and egress, including how pedestrian access will be accommodated and encouraged;
 - (e) Impacts of the proposed site changes and uses on abutting properties and the neighborhood in general in terms of landscaping, lighting, parking and drainage;
 - (f) A statement describing how the proposed project complies with the purposes and requirements of SECTION ~~5.V~~, ~~5.6.2~~ Sub Section ~~W~~. Adaptive Use Overlay District of the ~~Medway~~ Zoning Bylaw and the ~~Decision Special Permit Standards and Criteria specified in paragraph 7 thereof.~~

~~(13) Receipt from the Town Clerk acknowledging the date and time of the filing of the Adaptive Use Special Permit Application with the AUOD Plan.~~

C. Completeness Review

- (1) To ensure the Adaptive Use Special Permit Application contains all required information and to avoid the possibility of denial due to an incomplete application, the applicant is encouraged to review the application and plan documents with the ~~Planning~~ Board or its designee prior to filing the application with the Town Clerk to determine if it meets all submission requirements. Once this completeness review is completed, the applicant may officially file the Adaptive Use Special Permit Application with the Town Clerk and the ~~Planning~~ Board to commence the formal review process.
- (2) The ~~Planning~~ Board may, within fourteen ~~(14)~~ days of the date of receipt of an Adaptive Use Special Permit application, reject the application upon a determination that it does not satisfy the information/submission requirements of these *Rules and Regulations*. The ~~Planning~~ Board shall provide the applicant with a written explanation as to the specific reason(s) for the determination of incompleteness with a citation of the specific provisions of these *Rules and Regulations* regarding the missing or incomplete information and the remedies required to make the application complete. The ~~Planning~~ Board shall send a notice of its determination to the Town Clerk. The Adaptive Use Special Permit Filing Fee shall be retained by the ~~Planning~~ Board and be applied to any future resubmission of the application. When brought into conformity with the content requirements of these *Rules and Regulations*, an Adaptive Use Special Permit application may be resubmitted for consideration by the ~~Planning~~ Board without prejudice.

- s. **503 - 5 USE OF OUTSIDE CONSULTANTS** - Upon receipt of an Adaptive Use Special Permit application, the ~~Planning and Economic Development~~ Board may determine that the assistance of outside consultants is warranted due to the size, scale, or complexity of the proposed project or its potential impact on the Town and community. In hiring outside consultants, the ~~Planning~~ Board may engage the services of engineers, planners, traffic consultants, lawyers, urban designers or other appropriate professionals who can assist the ~~Planning~~ Board in analyzing the application and project to ensure compliance with all relevant laws, Bylaws and regulations. If the ~~Planning~~ Board determines that such services are required, the applicant shall pay an *AUOD Plan Review Fee* as specified in s. 505 – 3 of these *Rules and Regulations*.

s. **503 – 6 REVIEW BY TOWN OFFICIALS**

- A. Within ten ~~(10)~~ business days of receipt of an Adaptive Use Special Permit application, the ~~Planning~~ Board shall circulate ~~one (1) copy of~~ the AUOD Plan, Application and Narrative to the following boards, commissions, and departments, inform them of the public hearing schedule and request their review and preparation of an advisory report to assist the ~~Planning~~ Board in evaluating the project.
- (1) ~~Building Commissioner~~ ~~Zoning Enforcement Officer~~
 - (2) Conservation Commission
 - (3) Fire Department

- (4) Police Department
- ~~(5) Water/Sewer Department~~
- (5) Assessor's Office
- (6) Board of Health
- (7) Department of Public ~~Works~~Services
- (8) Design Review Committee
- (9) Historical Commission
- ~~(11) Disability Commission~~
- (10) Others as determined to be appropriate depending on the nature of the project.

- B. Said boards, commissions, and departments may submit an advisory report or recommendation to the ~~Planning~~ Board at their discretion. If no report is submitted to the ~~Planning~~ Board within ~~twenty-one (21)~~ thirty-five days of distribution, this shall be deemed lack of opposition thereto.
- C. The advisory report may include an assessment of the project's impact on the community, the status of any meetings or actions the respective board or department has taken or is taking regarding the project and any recommended conditions or remedial measures to avoid, accommodate or mitigate the expected impacts of the proposed development. All reports shall be entered into the public record during the public hearing.
- D. The ~~Zoning Enforcement Officer~~Building Commissioner is requested to review the Adaptive Use Special Permit application and all associated submittals for compliance with the ~~Medway~~-Zoning Bylaw and provide written communication to the ~~Planning~~ Board, prior to the first public hearing date. Said communication may include, but not be limited to, the ~~Zoning Enforcement Officer's~~Building Commissioner's findings and any questions or concerns that could be clarified during the Adaptive Use Special Permit review process so as to avoid the need for subsequent modifications after special permit approval and plan endorsement.

s. **503 – 7 PUBLIC HEARING — The Board shall conduct a public hearing in accordance with G.L. c. 40A**

- ~~A. **General**—The Planning Board shall hold a public hearing at which the applicant shall present their proposed AUOD plan and the public shall have an opportunity to be heard, in person, or by agent or attorney, or in writing.~~
- ~~B. **Timing**—The public hearing shall commence within sixty-five (65) days after the Adaptive Use Special Permit Application is duly filed with the Town Clerk. The Planning Board may continue the public hearing as needed.~~
- ~~C. **Abutter Notice**—The Planning Board shall prepare the public hearing notice and provide it to the applicant who shall notify all abutters and parties of interest of the time, date and location of the public hearing. The notice shall include a brief description of the site plan project. Said notification shall be sent by certified mail, return receipt requested, at least fourteen (14) days prior to the date of the public hearing. The cost of certified mailing shall be borne by the applicant. The applicant shall submit the signed certified mail cards and receipts from all parties of interest to the Planning Board shall provide notice in accordance with G.L. Chapter 40A prior to the public hearing.~~

~~**D. — Legal Notice** The Planning Board shall provide notice of the public hearing by advertisement in a newspaper of general circulation in the community fourteen (14) days prior to the public hearing and again eight (8) days prior to the public hearing. The cost of the advertisement shall be borne by the applicant. The Planning Board shall also file the public hearing notice with the Town Clerk for posting in a conspicuous place in Town Hall for a period of not less than fourteen (14) days before the day of the hearing.~~

~~**E. — Closing the Public Hearing** Before making its Special Permit Decision, the Planning Board shall close the public hearing.~~

ARTICLE IV ADAPTIVE USE SPECIAL PERMIT DECISION

s. **504-1 TIMING** - The ~~Planning~~ Board shall file a copy of its decision with the Town Clerk along with a detailed record of its decision within ninety ~~(90)~~ days of the close of the public hearing and within fourteen ~~(14)~~ days of its vote. A minimum of four ~~(4)~~ affirmative votes is necessary to grant the special permit. A certified copy of the decision shall be provided to the applicant. The ~~Planning~~ Board shall send a notice of the decision to all parties in interest.

s. **504-2 GENERAL REQUIREMENTS** - In making its decision, the ~~Planning~~ Board must find that the parcel proposed for the Adaptive Use Special Permit has a minimum of fifty ~~(50)~~ feet of frontage on Main Street within the boundaries of the Adaptive Use Overlay District, ~~as illustrated in the Adaptive Use Overlay District map, attached to these Rules and Regulations.~~

s. **504-3. ALLOWABLE USES — USES** - In approving an Adaptive Use Special Permit, the ~~Planning~~ Board may provide for the following uses or combination of uses and ~~no others~~ uses as set forth in Section 5.6.2 of the Zoning Bylaw:

- ~~**A. —** Offices for business or professional uses, including, but not limited to accountants, architects, attorneys, counselors, engineers, insurance agents, medical practitioners, planners, real estate sales, and similar uses;~~
- ~~**B. —** Studios for artists, photographers, interior decorators, and similar design related uses;~~
- ~~**C. —** Retail sales for handcrafted merchandise, original arts and crafts or copies thereof, antiques, and second hand goods;~~
- ~~**D. —** Food services, including but not limited to, bakeries, cafes, coffee shops, delicatessens, frozen dessert shops, pastry shops, or sandwich shops;~~
- ~~**E. —** Repair shops for small electronic equipment, appliances or tools;~~
- ~~**F. —** Personal care services such as barber shops, beauty parlors, and nail salons;~~
- ~~**G. —** Florists;~~
- ~~**H. —** The alteration of, addition to, and/or conversion of an existing building to one or two residential dwelling units and one or more business uses listed in items A-G above, provided that the exterior appearance of the building is characteristic of a single family dwelling~~

An Adaptive Use Special Permit ~~shall indicate which of the above allowed uses is specifically permitted and~~ may impose conditions, safeguards and limitations on the permitted use(s).

s. **504-4 SITE DEVELOPMENT STANDARDS** - The following site development standards shall apply to any Adaptive Use Special Permit development.

- A. Each lot subject to an Adaptive Use Special Permit shall have a building or buildings located on it that was constructed prior to June 28, 2004.
- B. Each Adaptive Use project shall include restoration, renovation or improvement of the primary existing building(s) to maintain, restore or enhance its original architectural integrity. Construction of an addition to an existing building or construction of a new building on the premises may be permitted provided that it is designed to be compatible with other building(s) on the lot and maintain the overall residential character of the Adaptive Use Overlay District.
- C. Unless determined by the ~~Planning~~ Board to be not feasible, all parking shall be to the rear and side of the building and not in the front yard. Parking areas shall be screened from the public way and abutting properties by structures and/or landscaping. Adequate provisions for on-site retention and treatment of stormwater shall be included. Parking areas shall include provisions for current or future shared and/or linked parking with adjacent properties when such linking can be accomplished without significant degradation of the character of the neighborhood.
- D. Lighting shall be ~~of residential scale,~~ architecturally compatible with the building and character of the neighborhood and shall be designed to ensure that no glare is produced on abutting properties or the public way.
- E. No new curb cuts shall be added, and no existing curb cut shall be expanded, unless the ~~Planning~~ Board finds that such changes are necessary to ensure safe access to the property.
- F. Significant pedestrian and bicycle access (including bicycle parking) shall be provided.
- G. All developments shall include a landscape plan that maintains or enhances the residential character of the property. The landscape plan shall also provide, in the opinion of the ~~Planning~~ Board, a buffer zone (including one or more of shrubs, trees, grass and fencing) appropriate for the proposed use along any property boundaries with an adjacent residential use, as well as screening for parking, loading and refuse storage facilities.
- H. For every 300 square feet of gross floor space, at least one ~~(+)~~ off-street parking space shall be provided, unless the ~~Planning~~ Board finds that a lesser number is adequate based ~~on-site on-site~~ characteristics and the proposed use (s).
- I. For every residential unit in a building with one ~~(+)~~ or more residences or mixed commercial and residential uses, at least two ~~(+)~~ off-street parking spaces shall be provided, unless the ~~Planning~~ Board finds that a lesser number is adequate based on site characteristics and the proposed use(s).

The ~~Planning~~ Board may also consider the Development Standards of the *Site Plan Rules and Regulations* for matters not specifically covered by these Adaptive Use Site Development

Standards. Design and construction details not covered by either these *Rules and Regulations* or the *Site Plan Rules and Regulations* shall follow accepted engineering, construction and landscape architectural practice.

s. **504-5 SPECIAL PERMIT STANDARDS AND CRITERIA** - To approve an Adaptive Use Special Permit, the ~~Planning~~ Board must make ~~the following~~ findings pursuant to SECTION ~~5.V. USE REGULATIONS, 5.6.2. Sub-Section W. Adaptive Use Overlay District of the Zoning Bylaw, I, Decision Criteria, paragraph 7 of the Zoning Bylaw,~~ as follows:

~~A. The proposed use(s) is allowed under the provisions of paragraph 3. b) of SECTION 5.V. USE REGULATIONS, 5.6.2. Sub-Section W. Adaptive Use Overlay District of the Zoning Bylaw;~~

~~B. The site is adequate for the proposed use in terms of size, configuration and uses of abutting properties;~~

~~C. Provisions for traffic and parking are adequate for the proposed use(s);~~

~~D. Provisions for pedestrian and bicycle access are adequate, based on site characteristics and the proposed use(s);~~

~~E. The proposal restores or enhances the aesthetic appeal of the primary building and its site;~~

~~F. The impact on the neighborhood's visual character, including views and vistas, is positive;~~

~~G. The provision for utilities, including sewage disposal, water supply and stormwater management are adequate;~~

~~H. The proposed project complies with the goals of the Master Plan and the purposes of SECTION 5.V., 5.6.2. Sub-Section W. of the Zoning Bylaw;~~

ARTICLE V. ADMINISTRATION

s. **505-1 VARIATION** - Strict compliance with the requirements of these *Rules and Regulations* may be waived when, in the judgment of the ~~Planning~~ Board, such action is in the public interest and is not inconsistent with SECTION ~~5.V. USE REGULATIONS, 5.6.2 Sub-Section W.~~ of the ~~Medway~~-Zoning Bylaw.

s. **502 -2 CONSTRUCTION OBSERVATION** - When an Adaptive Use Special Permit and AUOD Plan are approved by the ~~Planning~~ Board, the Board may determine that the assistance of outside consultants is warranted to observe and inspect the construction due to the size, scale or complexity of the approved plan with any terms or conditions or because of its impact on the Town and the community. In hiring outside consultants, the ~~Planning~~ Board may engage the services of engineers or other appropriate professionals who can assist the ~~Planning~~ Board in the inspection of the Adaptive Use project. The assistance of these consultants may include but not be limited to pre-construction meetings, monitoring or inspecting a project during construction or implementation, preparation of bond estimates and reductions, review of as-built plans and other related professional services. The cost for such services shall be borne by the applicant.

s. **502 - 3 AUOD FEES** – The ~~Planning~~ Board shall adopt a Fee and ~~Bond~~ Surety Schedule, which shall specify the amount of the filing, plan review, construction observation, other applicable fees, and minimum ~~bonds~~ surety amounts for ~~all~~ AUOD projects.

~~A. **Pre Application Meeting Fee** – A non-refundable Pre Application Meeting Fee shall be remitted to the Planning Board at such time as a Pre Application Meeting with the Planning Board is requested.~~

~~B. **Adaptive Use Special Permit Filing Fee** – A non-refundable Adaptive Use Special Permit Filing Fee shall be remitted to the Planning Board at the time the Adaptive Use Special Permit application and AUOD Plan are submitted to the Planning Board.~~

~~C. **AUOD Plan Review Fee**~~

- (1) Pursuant to MGL Chapter ~~40, 22F 44, section 53G, as adopted by the Medway Town Meeting on October 16, 2000,~~ an AUOD Plan Review Fee shall be established by the ~~Planning~~ Board for review of the AUOD Plan based on an itemized budget estimate prepared by an outside consultant(s). This fee shall be the reasonable costs to be incurred by the ~~Planning~~ Board to assist in the review of the proposed project. The AUOD Plan Review Fee shall not be a fixed amount but will vary with the costs incurred by the Board.
- (2) The applicant shall remit the AUOD Plan Review Fee to the ~~Planning~~ Board upon receipt of notice and invoice of the estimated AUOD Plan Review Fee and prior to the public hearing. Failure of the applicant to pay the AUOD Plan Review Fee shall be grounds for the ~~Planning~~ Board to reject the plan, withhold plan approval and endorsement, and deny the AUOD Special Permit.
- (3) Should the services of outside consultants be required after the initial AUOD Plan Review Fee has been expended, the applicant shall be required to pay additional fees for the subsequent review of resubmitted and/or revised documents. A new estimate for additional review services shall be remitted to the applicant. Failure of the applicant to pay the necessary additional AUOD Plan Review Fee shall be grounds for the ~~Planning~~ Board to reject the plan, withhold plan approval and endorsement, and deny the AUOD Special Permit.

~~D. **C. AUOD Construction Observation/Inspection Fee**~~

- (1) If the ~~Planning~~ Board determines that construction observation services are required, the applicant shall pay an AUOD Construction Observation Fee to the Town ~~of Medway~~ as a condition of AUOD plan endorsement.
- (2) This fee shall be the reasonable costs to be incurred by the ~~Planning~~ Board to observe and inspect the construction of the proposed project and shall be based on an estimate provided by an outside consultant. The AUOD Construction Observation Fee shall not be a fixed amount but will vary with the costs incurred by the ~~Planning~~ Board.
- (3) Should the services of outside consultants be required after the initial AUOD Construction Observation Fee has been expended, the applicant shall be required

to pay an additional fee for the subsequent observation of construction. The ~~Planning~~ Board will keep the developer apprized of the status of the account and invoice as needed. Failure of the applicant to pay necessary additional AUOD Construction Observation Fees shall be grounds for the ~~Planning~~ Board to direct its outside consultant to halt all construction observation services. This may constitute a zoning violation subject to enforcement by the ~~Zoning Enforcement Officer~~ Building Commissioner.

~~E.D~~ **Other Costs and Expenses** – All expenses for advertising, publication of notices, postage and mailings, recording and filing of documents and all other expenses in connection with an AUOD project including without limitation sampling and/or testing required by the Board or its agents shall be borne solely by the applicant.

~~F.E~~ **Payment of Fees**

- (1) Fees paid by the applicant shall be by ~~certified~~ check made payable to the Town of Medway and submitted to the ~~Planning~~ Board. When the AUOD Plan Review Fee and the Construction Observation/Inspection Fee are received by the ~~Planning~~ Board pursuant to this section, they shall be deposited with the Town Treasurer who shall establish a special account for this purpose. Expenditures from this special account may be made at the direction of the ~~Planning~~ Board, by majority vote, without further appropriation. Expenditures from the special account shall be made only for services rendered in connection with a specific AUOD project or projects for which a fee has been or will be collected from the applicant. Accrued interest may also be spent for this purpose.
- (2) At the completion of the project, any excess amount in the account, including interest, attributable to a specific project shall be repaid to the applicant or the applicant's successor in interest. A final report of said account shall be made available to the applicant or the applicant's successor in interest. For the purpose of this regulation, any person or entity claiming to be an applicant's successor in interest shall provide the Board with documentation establishing such succession in interest.

s. **505 –4** **APPEAL**

A. Selection of Outside Consultant – Any applicant may make an administrative appeal of the ~~Planning~~ Board's selection of the outside consultant (*for plan review or construction observation services*) to the Medway Board of Selectmen. Such appeal must be made in writing and may be taken only within twenty ~~(20)~~ days after the ~~Planning~~ Board has mailed or hand-delivered notice to the applicant of the consultant's selection. The grounds for such an appeal shall be limited to claims that the consultant selected has a conflict of interest or does not possess the minimum, required qualifications. The minimum qualifications shall either consist of an educational degree in, or related to, the field at issue or three or more years of practice in the field at issue or a related field. The required time limit for the ~~Planning~~ Board's action upon an application shall be extended by the duration of the administrative appeal. In the event that the Board of Selectmen makes no decision within one ~~(1)~~ month following the filing of the appeal, the consultant selection made by the ~~Planning~~ Board shall stand.

B. Appeal of Special Permit Decision - Any person aggrieved by an Adaptive Use Special Permit decision of the ~~Planning~~ Board may file an appeal to the Court of the

Commonwealth by bringing an action within twenty ~~(20)~~ days of the date the ~~Planning~~ Board filed its decision with the Town Clerk.

s. **505 – 5 PERFORMANCE GUARANTEE**

- A. **General Information** – In situations it deems appropriate, the ~~Planning~~ Board may require that a performance guarantee be posted with the Town of Medway to secure faithful and satisfactory construction of the proposed improvements.
- B. **Cash ~~Bond Surety~~**– If the Adaptive Use Special Permit includes a requirement for a performance guarantee, a deposit of funds shall be made ~~in a joint passbook account~~ with the Town of Medway. Prior to ~~Planning~~ Board’s endorsement of the AUOD Plan, the account shall be ~~established~~~~established and a signed withdrawal slip provided to the Treasurer for this account.~~
- C. **Amount** - The ~~Planning~~ Board shall set the amount of the guarantee, which shall be in the form of a cash ~~bond, surety~~. The amount shall reflect the estimated cost to the Town of Medway to complete the work or remediate environmental concerns caused by construction activities should the applicant fail to do so.
- D. **~~Bond Surety~~ Release** – Upon submission of the as-built plan (*s. 505-6 C*) and execution of the Certificate of Completion (*s. 505-6 D*), the ~~Planning~~ Board shall vote to release the applicant from the performance obligation.

s. **505 –6 PROJECT COMPLETION**

- A. ~~AUOD special permits are subject to the lapse provisions of Section 3.4.E of the Zoning Bylaw. Construction on an approved AUOD Plan must commence within one (1) year of the issuance of an Adaptive Use Special Permit and must be completed within two (2) years, unless otherwise specified by the Planning Board in the Adaptive Use Special Permit.~~
- B. The applicant shall construct the improvements in compliance with the Adaptive Use Special Permit and approved AUOD Plan. An applicant may make limited on-site changes based on unforeseen conditions, situations or emergencies. Prior to undertaking any on-site alteration, the applicant shall submit a letter to the ~~Planning~~ Board detailing the proposed changes and the reasons therefore. The ~~Planning~~ Board shall make a determination of minor or major revision pursuant to *s. 505-7* of these *Rules and Regulations*.
- C. **As-Built Plans**
- (1) The applicant shall file with the ~~Planning~~ Board an original ~~and six (6) copies~~ of the “as-built” plan of the completed site work. ~~Additionally, and~~ an electronic file ~~may be required by the Planning Board~~ in a format to be specified by the Town of Medway. The “as-built” plans shall show all improvements on the site, including driveways and parking areas, walkways, utilities, drainage facilities, landscaping, fencing and lighting as constructed on the site.
 - (2) The “as-built” plans shall be drawn with a minimum lettering height of 1/8 inch (Registry of Deeds standards) and to a 1” = 40’ scale or other approved scale.

- (3) The “as-built” plans will contain the following:
- (a) graphical scale;
 - (b) property lines and all easements;
 - (c) reference to the approved Adaptive Use Special Permit and AUOD Plan including all plan recording data;
 - (d) locus map;
 - (e) curb type/limits, sidewalks, pedestrian ramps and driveways;
 - (f) all monumentation, including vertical benchmarks;
 - (g) all utilities (water, water services and valves, sanitary sewers, storm drains, manholes, catch basins, electric/telephone/cable TV, gas and fire alarm system) in plan view. A Symbol Key shall be provided along with appropriate labels.
 - (h) water, sanitary sewer and drainage shown on the profile, noting inverts, rims, pipe type and sizes; and
 - (i) centerline stationing with the starting and ending of the layout clearly noted.

D. Certificate of Completion – Upon completion of all required improvements as specified in the Adaptive Use Special Permit and AUOD Plan, the applicant’s registered Professional Engineer shall submit a Certificate of Completion to the ~~Planning~~ Board verifying that the improvements were constructed in accordance with the AUOD Plan. The ~~Planning~~ Board, or its agent, shall conduct a final inspection of the site within twenty-one (21) days of receipt of the Certificate of Completion. If all work has been completed to the ~~Planning~~ Board’s satisfaction, the Board shall sign the Certificate of Completion at the next regularly scheduled ~~Planning~~ Board meeting and file such Certificate with the Town Clerk and the Inspector of Buildings. If the ~~Planning~~ Board does not sign a Certificate of Completion, a complete list of work yet to be completed on or off-site in compliance with the Adaptive Use Special Permit and AUOD Plan shall be provided to the applicant.

~~**E. Occupancy Permit** – The Inspector of Buildings shall not issue an Occupancy Permit for an Adaptive Use Project without a Certificate of Completion signed by the Planning Board or a notification from the Planning Board that adequate security has been provided in an amount determined by the Planning Board to be sufficient to cover the cost of the remaining work.~~

s. 505 – 7 REVISIONS TO APPROVED ADAPTIVE USE SPECIAL PERMIT AND AUOD PLAN

A. Minor Revisions - Subsequent to an Adaptive Use Special Permit granted by the ~~Planning~~ Board, minor revisions in the AUOD Plan and/or Permit may be made from time to time in accordance with applicable law, ordinances, and regulations but the use(s) or development approved under the Adaptive Use Special Permit shall otherwise be in accordance with the plan referred to, and such conditions as may be included, in the decision of the ~~Planning~~ Board.

- (1) If revisions to an approved AUOD Plan and/or Permit are requested by the applicant, the applicant shall provide written notification to the ~~Planning~~ Board in advance of such revision including an explanation as to the need for the change. Proposed revisions, which in the opinion of the ~~Planning~~ Board are minor in nature, must be reviewed and may be approved by a majority of the ~~Planning~~

Board without a public hearing. Such revisions shall not be effective until approved by vote of the ~~Planning~~ Board.

- (2) The ~~Planning~~ Board will notify the Town Clerk of any approved minor revisions to an approved AUOD Plan and/or Permit.

B. Major Revisions - Subsequent to an Adaptive Use Special Permit granted by the ~~Planning~~ Board, major revisions in the AUOD Plan and/or Permit may be made from time to time in accordance with applicable law, ordinances, and regulations but the use(s) or development approved under the Adaptive Use Special Permit shall otherwise be in accordance with the plan referred to, and such conditions as may be included, in the decision of the ~~Planning~~ Board.

- (1) If revisions to an approved AUOD Plan and/or Permit are requested by the applicant, the applicant shall provide written notification to the ~~Planning~~ Board in advance of such revision including an explanation as to the need for the change. Proposed revisions, which in the opinion of the ~~Planning~~ Board, are major in nature, must be reviewed and may be approved by a majority of the ~~Planning~~ Board with a public hearing. Such revisions shall not be effective until approved by vote of the ~~Planning~~ Board.
- (2) The ~~Planning~~ Board shall determine whether the proposed revisions are major. Major revisions may include but are not limited to any significant change in the size, type, or location of buildings, access and exit curb cuts, overall parking layout, buffer strips or screening, overall appearance of the building, including building material or fenestration, or the type or intensity of use, or in the conditions specifically addressed in the decision of the ~~Planning~~ Board.
- (3) The ~~Planning~~ Board shall order that an application for a Revised Adaptive Use Special Permit and AUOD Plan be filed and that additional plan reviews and a new public hearing will be held in the same manner as set forth herein.
- (4) The ~~Planning~~ Board will notify the Town Clerk of any proposed major revisions to an approved AUOD Plan.

C. Revision Fees

- (1) Whenever additional reviews by the ~~Planning~~ Board, its staff or consultants are necessary due to plan revisions, the applicant shall be billed for all costs incurred including but not limited to additional AUOD Filing and Plan Review Fees and any other expenses including but not limited to advertising and mailing costs.
- (2) If the revisions affect only specific limited aspects of the site, the ~~Planning~~ Board may reduce the scope of the required review and waive a portion of the additional AUOD Filing and Plan Review Fees.

s. **505 – 8 PENALTIES** – Any applicant, individual, property owner or business entity that violates or permits a violation of these *Rules and Regulations* shall be subject to enforcement pursuant to Section 3 of the Zoning Bylaw. a fine as follows:

~~Maximum fine allowed:~~ \$3100.00

~~Enforcement Agent:~~ Building Commissioner ~~Zoning Enforcement Officer~~

~~Fine Schedule:~~

~~First Offense:~~ Warning (verbal or written)

~~Second Offense: \$ 10025.00~~
~~Third Offense: \$ 20050.00~~
~~Fourth and each subsequent offense: \$ 300100.00 maximum per day~~

~~Each day to constitute a separate violation.~~

s. **505 – 9** **AMENDMENTS** – These *Rules and Regulations* may be amended from time to time by the ~~Planning~~ Board. ~~A public hearing shall be held with appropriate notice with the Town Clerk, the Town’s web page, and once in a newspaper of general circulation at least seven days before the date of the public hearing, in compliance with state statute and local Bylaws.~~

s. **505 – 10** **VALIDITY** – If, in any respect, any provision of these *Rules and Regulations* in whole or in part, shall prove to be invalid for any reason, such invalidity shall only affect the part of such provision which shall be held invalid and in all other respects these *Rules and Regulations* shall stand.

These *Adaptive Use Overlay District Rules and Regulations* were initially adopted by a vote of the Medway Planning Board on July 26, 2005. ~~A series of amendments were approved on [redacted]. A copy thereof has been filed with the Town Clerk and the Norfolk County Registry of Deeds.~~

Attest:

Susan E. Affleck-Childs
Planning and Economic Development Coordinator ~~Board Assistant~~

Date

Commented [SA1]:

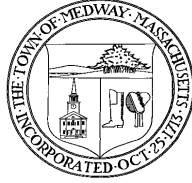
There is no requirement in the zoning bylaw that you have to have a public hearing to adopt or amend Rules and Regulations.

Commented [BSA2R1]: Yes, there is no requirement in state statute or local bylaws, so I would delete.

Commented [SA3]:

PEDB decided at its 6-23 meeting to retain requirement for a public hearing.

Commented [SA4]: There is no requirement to file these rules and regs with the Registry of deeds.



July 14, 2020

**Medway Planning & Economic Development Board
Meeting**

Medway Mill Site Plan Public Hearing

- 7-9-20 Andy Rodenhiser declaration to continue the Medway Mill public hearing from July 14, 2020 to July 28, 2020

Susan Affleck-Childs

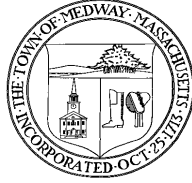
From: Andy Rodenhiser <Andy@rodenhiser.com>
Sent: Thursday, July 09, 2020 11:08 AM
To: Susan Affleck-Childs
Subject: Medway Mill Site Plan

Dear Susy,

In my role as Chairman of the Medway Planning and Economic Development Board, I declare that the public hearing for the Medway Mill Site Plan scheduled for Tuesday, July 14, 2020 has been continued to Tuesday, July 28, 2020 at 7:15 PM due to the COVID-19 pandemic and the Commonwealth's associated limitations on public meetings.

Thank you.

Andy S. Rodenhiser
President
Rodenhiser Home Services Inc.



July 14, 2020

**Medway Planning & Economic Development Board
Meeting**

**Election of Officers and Selection of
PEDB Members to Serve on Various
Committees and Committee Liaisons**

- SAC memo to PEDB dated 6-16-20 re: the various boards and committees on which the PEDB has official representation and the boards and committees with which the PEDB liaises.

TASKS

1. Elect PEDB officers – chair, vice-chair and clerk
2. Decide who will serve as the PEDB's official representative (voting member) on various Town committees – DRC, EDC, Energy & Sustainability, CPC, etc.
3. Decide who will serve as PEDB liaisons to other Town boards and committees

Susan E. Affleck-Childs

Planning and Economic
Development Coordinator



Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 533-3291
Fax (508) 321-4987
Email: sachilds@
townofmedway.org
www.townofmedway.org

TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
PLANNING AND ECONOMIC
DEVELOPMENT OFFICE

June 16, 2020

TO: Planning & Economic Development Board Members
FROM: Susy Affleck-Childs
RE: Board Reorganization - Board/Committee Representatives and Liaisons

It is that time of year for the PEDB to elect its officers and to select PEDB members to serve on or function as liaisons to other Town boards and committees for Fiscal Year 21 (July 1, 2020 – June 30, 2021).

Please review the list below and be prepared to discuss your interests at the June 23rd PEDB meeting.

Presently Assigned

FY 21

The PEDB has official representation on the following committees.

This involves regular attendance at meetings.

Community Preservation Committee	Matt Hayes	_____
Design Review Committee	Tom Gay	_____
	(Rich Di Iulio alt.)	_____
Street Naming Committee	Susy Affleck-Childs	_____
Economic Development Committee	Rich Di Iulio	_____
Energy & Sustainability Committee	Bob Tucker	_____
Open Space & Recreation Plan Update Task Force	Matt Hayes	_____
Sign Bylaw Review Task Force	Tom Gay	_____
Oak Grove Zoning Task Force	Matt Hayes	No longer needed.
EPFRAC (Evaluation of Parks, Fields and Recreation Areas Committee)	None	_____
Town Bylaw Review Committee	Tom Gay	_____

Board/Committee Liaisons – Regular meeting attendance not required

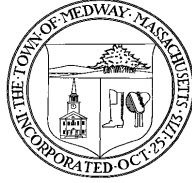
Affordable Housing Committee & Trust	Andy Rodenhiser	_____
Agricultural Commission	Bob Tucker	_____
Board of Assessors	Andy Rodenhiser	_____
Board of Health	Andy Rodenhiser	_____
Board of Water/Sewer Commissioners	Andy Rodenhiser	_____
Capital Improvements Planning Committee	Matt Hayes	_____
Conservation Commission	Bob Tucker	_____
Finance Committee	Bob Tucker	_____
Historical Commission	Matt Hayes	_____
Open Space Committee	Rich Di Iulio	_____
Redevelopment Authority	Andy Rodenhiser	_____
Route 109 Reconstruction	Matt Hayes	No longer needed.
SWAP	Rich Di Iulio	_____
Town Administrator/Board of Selectmen	Andy Rodenhiser	_____
Zoning Board of Appeals	Bob Tucker	_____

Please also discuss who wants to be involved as an active participant on the:

- Master Plan Steering Committee _____
- Central Business District Zoning Task Force _____

Other Groups

Medway Business Council	Andy Rodenhiser	_____
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July 14, 2020

**Medway Planning & Economic Development Board
Meeting**

**Salmon Senior Living Community –
Project Update**

Developer Jeff Robinson will “attend” the PEDB mtg.

Construction Schedule

- 6-29-20 Susy Affleck-Childs’ email to Jeff Robinson as a follow-up from the PEDB discussion during the 6-23-20 PEDB meeting
- Follow-up emails between the Salmon development team and Susy Affleck-Childs in response to the above email
- Updated construction schedule dated 7-9-20

Stormwater Issues

- 6/29/20 communication from abutter Tim Choate after heavy rain
- Tetra Tech inspection report dated 6-30-20

**Abutters’ Safety Concerns during construction of
Waterside Run**

- Collection of emails between Susy Affleck-Childs and Salmon development team and a drawing showing temporary fencing plan

Susan Affleck-Childs

From: Susan Affleck-Childs
Sent: Monday, June 29, 2020 8:51 AM
To: Jeff Robinson; Rachel Whitermore
Cc: Jack Mee ; Barbara Saint Andre; Michael Boynton; Andy Rodenhiser
Subject: Willows - Medway

Dear Jeff and Rachel,

The Planning and Economic Development Board discussed the Salmon Willows development at its June 23rd meeting. Abutters Tim Choate and Kathy Hooper "attended" the ZOOM meeting.

The Board was pleased to learn that you are not going to install rip rap and arborvitae along 400' of the eastern slope of the Salmon property adjacent to the Charles River neighborhood as you had reported to me. Good decision. Instead, you will pursue the revised landscaping plan from May 2019. However, we understand that there are understandable concerns about the capability of that slope to support the planned landscaping. How are you planning to address that issue? Please advise.

Tim Choate informed the Board of his conversation with you and reported that you had agreed to action on the following three items for which we would like confirmation.

1. You have agreed to immediately install 400 linear feet of temporary fencing.
2. You have indicated that the permanent fence will be installed in approximately 8 weeks.
3. You have indicated that a binder course will be laid down the week of June 29th on Waterside Run.

The Board asks that you prepare and submit an updated schedule for completion of the site's road work, infrastructure work, and landscaping with particular attention to key performance dates as specified in the original decision and the approved modifications and field changes. Please forward that to me by July 1st.

The Board was extremely troubled to learn that construction timing continues to be an issue, with work commencing regularly before 7 am. This is in direct contradiction to the ARCPUD special permit decision and conditions. This is not acceptable. The other concern expressed was that more attention needs to be paid to dust control and management, particularly in the eastern portion of the site. I discussed both of these issues this morning with Building Commissioner Jack Mee who will be addressing these matters with you.

Thank you for your attention to these matters.

Best regards,

Susy

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291

Susy

Susan E. Affleck-Childs

Planning and Economic Development Coordinator

Town of Medway Public Schools 155 Village Street

Medway, MA 02053

508-533-3291

Susan Affleck-Childs

From: Susan Affleck-Childs
Sent: Thursday, July 09, 2020 7:52 AM
To: Jeff Robinson; Tom Geer
Cc: Andy Rodenhiser ; Rachel Whitermore; Steve Bouley ; Bridget Graziano
Subject: RE: Willows - Medway

Good morning,

Thanks for the information.

Tom . . . yes, please send me the updated schedule Thursday afternoon so I can include it in the board packet for next Tuesday's meeting.

Jeff, thank you for agreeing to "attend" the 7-14-20 PEDB meeting. We are doing ZOOM meetings. Will send you the access information later. 7:30 pm please.

Best regards,

Susy

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291

From: Jeff Robinson <jrobinson@salmonhealth.com>
Sent: Wednesday, July 08, 2020 5:19 PM
To: Tom Geer <tgeer@willowsatmedway.com>; Susan Affleck-Childs <sachilds@townofmedway.org>
Cc: Andy Rodenhiser <andy@rodenhiser.com>; Rachel Whitermore <rwhitermore@willowsatmedway.com>
Subject: RE: Willows - Medway

Susy, I can attend the meeting if needed.

Jeff

Jeffrey S. Robinson
Managing Partner
Continuing Care Management, LLC
One Lyman Street
Westborough, MA 01581

508 898-3416
Cell 508 254-2745
Fax 508 366-1930
jrobinson@salmonhealth.com

From: Tom Geer <tgeer@willowsatmedway.com>
Sent: Wednesday, July 8, 2020 5:09 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>
Cc: Jeff Robinson <jrobinson@salmonhealth.com>; Andy Rodenhiser <andy@rodenhiser.com>; Rachel Whitermore <rwhitermore@willowsatmedway.com>
Subject: RE: Willows - Medway

Susy,

Attached is the most up to date schedule. We are actually updating the schedule Thursday. I can re-send tomorrow afternoon with a more up to date version, somewhere early afternoon.

Also attached is a temp fence plan for Waterside Run. I've discussed this plan with Jeff Robinson, Jeremy Barstow and Tim Choate.

At the first three lots, we are going to re-install 6' chain link panels, but that will not be available for a week or so, so we have put up 4' snow fence at this location for now.

From this point we will run 4' snow fence to the first neighbor's fence and then pick that up again after their fencing ends. In front of Kelly & Choate's we will install privacy screen on the guardrails, as has been agreed. Next is Hooper who has a fence. South from there we will leave the temp driven fence for a while and if needed swap it out with snow fence to complete landscaping. The key component for all of this is inspecting it twice daily, as this fence will have to be moved at certain times to complete the work.

As far as response to weather events, we have installed a rain gauge to replace our broken one, replaced catch basin silt sacks and we will visit the site in the event of a major rainstorm (over 1"/hr).

The date for permanent vinyl fence is approximately 8/20 as of today. Please note that the vinyl fence does not provide a 100 percent barrier between neighbors and waterside run. We can still deploy 4' snow fence to infill the gaps while we use Waterside Run for access.

Lastly, we will maintain gates at the Village St entry to Waterside Run as well as at the east side of the bridge to the building throughout.

Rubicon does not plan to attend the 7/14 meeting, but please let me know if you need any more information.

Regards, Tom



Tom Geer
Superintendent
800 South Main Street
Mansfield, MA 02048
c. 508.509.4682

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Wednesday, July 8, 2020 11:33 AM
To: Tom Geer <tgeer@willowsatmedway.com>
Cc: Jeff Robinson <jrobinson@salmonhealth.com>; Andy Rodenhiser <andy@rodenhiser.com>
Subject: RE: Willows - Medway

Good morning,

I am finalizing the agenda for next Tuesday's Planning and Economic Development Board meeting. I would like to schedule Salmon Willows for a 7:30 pm update with the Board.

Who will be available to attend?

Please forward your updated construction schedule to me by 12 noon on Thursday so I can include in the Board packet.

What is your resolution to the safety concerns at the end of Narragansett?

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

From: Tom Geer <tgeer@willowsatmedway.com>
Sent: Monday, July 06, 2020 4:23 PM
To: Jeff Robinson <jrobinson@salmonhealth.com>; Susan Affleck-Childs <sachilds@townofmedway.org>
Cc: Rachel Whitermore <rwhitermore@willowsatmedway.com>; Jack Mee <jmee@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Michael Boynton <mboynton@townofmedway.org>; Andy Rodenhiser <andy@rodenhiser.com>; Sean Ditto <sditto@willowsatmedway.com>; John Laperle <jlaperle@willowsatmedway.com>; Zachary Tarolli <ztarolli@willowsatmedway.com>; Jon Pinto <jpinto@willowsatmedway.com>; Steve Bouley <steven.bouley@tetrattech.com>
Subject: RE: Willows - Medway

What we are doing for Choate & Kelly is not a safety measure, so we are on the same page on that. We will work on an acceptable way to address the safety at Hickey & Barstow.

I spent about 20 minutes with Jeremy Barstow this afternoon; he will speak with Kathleen Hickey. I will discuss this with our team and Jeff Robinson on Tuesday morning and get back in touch with everyone afterwards.

Tom



Tom Geer
Superintendent
800 South Main Street
Mansfield, MA 02048
c. 508.509.4682

From: Jeff Robinson <jrobinson@salmonhealth.com>

Sent: Monday, July 6, 2020 3:37 PM

To: Susan Affleck-Childs <sachilds@townofmedway.org>; Tom Geer <tgeer@willowsatmedway.com>

Cc: Rachel Whitemore <rwhitemore@willowsatmedway.com>; Jack Mee <jmee@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Michael Boynton <mboynton@townofmedway.org>; Andy Rodenhiser <andy@rodenhiser.com>; Sean Ditto <sditto@willowsatmedway.com>; John Laperle <jlaperle@willowsatmedway.com>; Zachary Tarolli <ztarolli@willowsatmedway.com>; Jon Pinto <jpinto@willowsatmedway.com>; Steve Bouley <steven.bouley@tetrattech.com>

Subject: RE: Willows - Medway

Susy, per Tom," We will be putting up a smaller temporary fence over the next two days that will separate Waterside Run from the neighbors. The driven chain link fence straddled the area of work and had to be removed. We'll make it a point to communicate this better. Please also know that we have installed a fence & gate at the bridge at the end of waterside run, so the building is securely removed from Waterside Run. When our permanent fence goes in, we will remove the temporary fence. When we make the switch to accessing this road with all of construction traffic in a few weeks, we will be sure to have a continuous separation".

Does this answer your concern?

Jeffrey S. Robinson
Managing Partner
Continuing Care Management, LLC
One Lyman Street
Westborough, MA 01581
508 898-3416
Cell 508 254-2745
Fax 508 366-1930
jrobinson@salmonhealth.com

From: Susan Affleck-Childs <sachilds@townofmedway.org>

Sent: Monday, July 6, 2020 2:37 PM

To: Tom Geer <tgeer@willowsatmedway.com>

Cc: Jeff Robinson <jrobinson@salmonhealth.com>; Rachel Whitemore <rwhitemore@willowsatmedway.com>; Jack Mee <jmee@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Michael Boynton <mboynton@townofmedway.org>; Andy Rodenhiser <andy@rodenhiser.com>; Sean Ditto <sditto@willowsatmedway.com>; John Laperle <jlaperle@willowsatmedway.com>; Zachary Tarolli

<ztarolli@willowsatmedway.com>; Jon Pinto <jpinto@willowsatmedway.com>; Steve Bouley
<steven.bouley@tetrattech.com>

Subject: RE: Willows - Medway

Hi Tom,

Your comment – “Choate & Kelly have a direct line of site to the building and we are mounting a temporary visual screen on top of guardrails we are putting in. There are not guardrails at the northern section of Waterside Run and they do not have a view of the building. 3 Narragansett has a substantial buffer of trees as well. This can be open for discussion of course.”

I appreciate that the temporary screen on top of the new guardrails is to screen the views of the main building for Choate and Kelly. The concern at the western end of Narragansett is one of safety and protection. I ask again that you find some way to address this until the permanent fencing is installed. Perhaps a visit this afternoon to Kathleen Hickey and Jeremy Barstow is in order so you can hear their concerns and devise a way to remedy the situation. Thank you.

Best regards,

Susy

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291

From: Tom Geer <tgeer@willowsatmedway.com>

Sent: Monday, July 06, 2020 2:29 PM

To: Susan Affleck-Childs <sachilds@townofmedway.org>

Cc: Jeff Robinson <jrobinson@salmonhealth.com>; Rachel Whitermore <rwhitermore@willowsatmedway.com>; Jack Mee <jmee@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Michael Boynton <mboynton@townofmedway.org>; Andy Rodenhiser <andy@rodenhiser.com>; Sean Ditto <sditto@willowsatmedway.com>; John Laperle <jlaperle@willowsatmedway.com>; Zachary Tarolli <ztarolli@willowsatmedway.com>; Jon Pinto <jpinto@willowsatmedway.com>; Steve Bouley <steven.bouley@tetrattech.com>

Subject: RE: Willows - Medway

Susy,

See responses in black below.

Have a good day, Tom



Tom Geer
Superintendent
800 South Main Street

Mansfield, MA 02048
c. 508.509.4682

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Monday, July 6, 2020 12:13 PM
To: Tom Geer <tgeer@willowsatmedway.com>
Cc: Jeff Robinson <jrobinson@salmonhealth.com>; Rachel Whitermore <rwhitermore@willowsatmedway.com>; Jack Mee <jmee@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Michael Boynton <mboynton@townofmedway.org>; Andy Rodenhiser <andy@rodenhiser.com>; Sean Ditto <sditto@willowsatmedway.com>; John Laperle <jlaperle@willowsatmedway.com>; Zachary Tarolli <ztarolli@willowsatmedway.com>; Jon Pinto <jpinto@willowsatmedway.com>; Steve Bouley <steven.bouley@tetrattech.com>
Subject: RE: Willows - Medway

Dear Tom,

Thank you for your note from last week. I have been away on vacation. And yes, I would like to receive the narrative on the construction schedule for Waterside Run.

I received a phone call this morning from long-time Medway resident Kathleen Hickey. She lives at 3 Narragansett. She is upset, angry and disappointed about the recent removal of the chain link fence at the property line in preparation for the roadway work on Waterside Run. She has serious concerns for her grandchildren's safety and the safety of the children of the Barstow family who reside across the street from her at 4 Narragansett during the construction process.

We will be putting up a smaller temporary fence over the next two days that will separate Waterside Run from the neighbors. The driven chain link fence straddled the area of work and had to be removed. We'll make it a point to communicate this better. Please also know that we have installed a fence & gate at the bridge at the end of waterside run, so the building is securely removed from Waterside Run. When our permanent fence goes in, we will remove the temporary fence. When we make the switch to accessing this road with all of construction traffic in a few weeks, we will be sure to have a continuous separation.

I had just read your email and informed her that some temporary fencing was going to be installed in the areas to the west of the Choate property on Iroquois and the Kelly property on Nipmuc as you had reported. She wants comparable temporary fencing to be installed to the west of the Hickey and Barstow properties on Narragansett. Please arrange for that to happen immediately. Thank you.

Choate & Kelly have a direct line of site to the building and we are mounting a temporary visual screen on top of guardrails we are putting in. There are not guardrails at the northern section of Waterside Run and they do not have a view of the building. 3 Narragansett has a substantial buffer of trees as well. This can be open for discussion of course.

I also informed her that the permanent fencing is scheduled for installation in mid-August. She was pleased to hear that.

We will continue to push that this goes in as soon as available throughout Waterside Run.

She reported that construction work is starting too early and I advised her that the Town, developer and contractor are working to remedy that problem.

I am 100 percent sure that no early work is occurring, other than vehicles carrying workers into the site, since the last early morning Jack Mee was onsite (approximately 2 weeks ago). I will continue to police the area between the building and Waterside Run every morning between 6:30am & 7am.

I would like someone from the Willows to attend the ZOOM meeting of the Planning and Economic Development Board on Tuesday, July 14th to provide an overall update to the Board including how you are handling the recent stormwater issues.

We will discuss at our next project meeting and determine who should attend.

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

From: Tom Geer <tgeer@willowsatmedway.com>

Sent: Tuesday, June 30, 2020 4:50 PM

To: Susan Affleck-Childs <sachilds@townofmedway.org>

Cc: Jeff Robinson <jrobinson@salmonhealth.com>; Rachel Whitermore <rwhitermore@willowsatmedway.com>; Jack Mee <jmee@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Michael Boynton <mboynton@townofmedway.org>; Andy Rodenhiser <andy@rodenhiser.com>; Sean Ditto <sditto@willowsatmedway.com>; John Laperle <jlaperle@willowsatmedway.com>; Zachary Tarolli <ztarolli@willowsatmedway.com>; Jon Pinto <jpinto@willowsatmedway.com>

Subject: RE: Willows - Medway

Susy,

See comments below in red. Also attached is our site schedule. Last week we put together a small narrative of work on Waterside Run. I would be happy to share that with anyone you see fit, and get it to you by whatever timeline necessary each week. We can tailor it to just Waterside Run, all sitework, all exterior work, the entire project, whatever you like, if it will make the Town of Medway's lives easier.

Have a good night, Tom



Tom Geer
Superintendent
800 South Main Street

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Monday, June 29, 2020 8:51 AM
To: Jeff Robinson <jrobinson@salmonhealth.com>; Rachel Whitermore <rwhitermore@willowsatmedway.com>
Cc: Jack Mee <jmee@townofmedway.org>; Barbara Saint Andre <bsaintandre@townofmedway.org>; Michael Boynton <mboynton@townofmedway.org>; Andy Rodenhiser <andy@rodenhiser.com>
Subject: Willows - Medway

Dear Jeff and Rachel,

The Planning and Economic Development Board discussed the Salmon Willows development at its June 23rd meeting. Abutters Tim Choate and Kathy Hooper "attended" the ZOOM meeting.

The Board was pleased to learn that you are not going to install rip rap and arborvitae along 400' of the eastern slope of the Salmon property adjacent to the Charles River neighborhood as you had reported to me. Good decision. Instead, you will pursue the revised landscaping plan from May 2019. However, we understand that there are understandable concerns about the capability of that slope to support the planned landscaping. How are you planning to address that issue? Please advise.

This design is still being finalized. We will be preforming remediation to better handle water runoff pending Bridget Graziano's report and Coneco's direction. We are pushing resolution to this as soon as we can.

Tim Choate informed the Board of his conversation with you and reported that you had agreed to action on the following three items for which we would like confirmation.

1. You have agreed to immediately install 400 linear feet of temporary fencing. I discussed this with Jeff Robinson and Tim Choate directly. We will be placing asphalt binder 7/8-7/10, including berm and sidewalks the following week. To complete this work we will remove the temporary chain link fence at the property line. Week of 7/13 we will begin installing steel and wood guardrails at the east edge of roadway. As a visual barrier we will install temporary fencing and scrim on top of this guardrail to the west of the Choate and Kelly houses only (approx. 250 LF). At this point we would plan to open Waterside Run to construction traffic and take out the Willow Pond Circle temporary bridge.
2. You have indicated that the permanent fence will be installed in approximately 8 weeks. Permanent fence is still tracking approximately mid-August.
3. You have indicated that a binder course will be laid down the week of June 29th on Waterside Run. We are locked in with Allied Paving for 7/8-7/10 pending weather.

The Board asks that you prepare and submit an updated schedule for completion of the site's road work, infrastructure work, and landscaping with particular attention to key performance dates as specified in the original decision and the approved modifications and field changes. Please forward that to me by July 1st. See attached. We may have done better on some dates, if not for waiting for Eversource and Columbia, but we've been able to maintain some milestone targets.

The Board was extremely troubled to learn that construction timing continues to be an issue, with work commencing regularly before 7 am. This is in direct contradiction to the ARCPUD special permit decision and conditions. This is not acceptable. The other concern expressed was that more attention needs to be paid to dust control and management, particularly in the eastern portion of the site. I discussed both of these issues this morning with Building Commissioner Jack Mee who will be addressing these matters with you. Jack and I have been in contact. We have a good system to prevent early work. We thought we were pretty good but stepped it up. Workers will arrive at 6:30am and no work will occur before 7:00am. I am positioning myself on the west side of the building during this time to police any noises. If I

am out, I will have someone in my place that will be authorized to shut down work. We have been watering the entire site all day long on non-rainy days since April and will continue to do so.

Thank you for your attention to these matters.

Best regards,

Susy

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291

SALMON Health and Retirement is proud to offer The Willows Premier Retirement Communities, Whitney Place Assisted Living Residences, SALMON Adult Day Health, Beaumont Rehabilitation and Skilled Nursing Centers, SALMON Centers for Early Education and home care through SALMON VNA, Private Care Options and Hospice. The Salmon family's well-respected senior living and healthcare choices are the culmination of over 60 years of tradition and innovation. Visit www.SalmonHealth.com.

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Activity ID	Activity Name	Orig Dur	Rem Dur	Start	Finish	2019														2020														2021													
						N	D	Jan	F	Mar	Apr	M	J	Jul	A	S	Oct	N	D	Jan	F	M	Apr	M	Jun	Jul	A	S	Oct	N	D	Jan	F	M	Apr	M	J	Jul	A	S	Oct	N	D				
Conservation Commission Coordination																																															
Permitting																																															
A1120	NPDES Permit	15	0	11/01/18 A	11/21/18 A	NPDES Permit																																									
A1090	SWPPP Plan Submission	20	0	12/10/18 A	01/10/19 A	SWPPP Plan Submission																																									
A1110	SWPPP Plan Con Comm Approval	5	0	01/09/19 A	01/17/19 A	SWPPP Plan Con Comm Approval																																									
A1100	DEP Signage Installation	1	0	03/01/19 A	03/01/19 A	DEP Signage Installation																																									
Administration																																															
A1180	Wetland Replication Areas Bond Submission	5	0	12/19/18 A	12/28/18 A	Wetland Replication Areas Bond Submission																																									
A1150	Clearing & Sequencing Plan	10	0	01/07/19 A	01/21/19 A	Clearing & Sequencing Plan																																									
A1160	Construction Staging Area Established	5	0	01/17/19 A	01/23/19 A	Construction Staging Area Established																																									
A1170	Written Statement Submission	5	0	02/01/19 A	02/15/19 A	Written Statement Submission																																									
A1140	Pre-Construction Condition Photo Documentation	5	0	03/01/19 A	03/01/19 A	Pre-Construction Condition Photo Documentation																																									
A5900	Meeting with CONCOM on Replication Plan	0	0	06/20/19 A		Meeting with CONCOM on Replication Plan																																									
A1200	Wetland Replication Certification to Con Comm	2	0	07/09/19 A	07/09/19 A	Wetland Replication Certification to Con Comm																																									
A1190	Wetland Replication Area Weeding Plan Submission	10	0	07/22/19 A	08/02/19 A	Wetland Replication Area Weeding Plan Submission																																									
Erosion Controls																																															
A1220	Wetlands Boundary Flagging	10	0	01/16/19 A	03/01/19 A	Wetlands Boundary Flagging																																									
A1230	Pre-Construction Meeting	1	0	02/07/19 A	02/07/19 A	Pre-Construction Meeting																																									
Construction Notifications																																															
A1280	Commencement of Construction 5 Day Notification	5	0	02/01/19 A	02/07/19 A	Commencement of Construction 5 Day Notification																																									
A1290	Con Comm Approval to Start Construction	0	0	02/07/19 A		Con Comm Approval to Start Construction																																									
A1300	Wetland Replication Area 5 Day Notification	5	0	06/20/19 A	06/26/19 A	Wetland Replication Area 5 Day Notification																																									
Material Fabrication																																															
04 - Masonry (Lighthouse)																																															
A2840	Prepare Submittals / SD - Masonry	15	0	01/21/19 A	02/06/19 A	Prepare Submittals / SD - Masonry																																									
A2850	Approve Submittals / SD - Masonry	10	0	02/06/19 A	02/06/19 A	Approve Submittals / SD - Masonry																																									
A2860	Fabricate & Deliver - Masonry	10	0	08/30/19 A	12/06/19 A	Fabricate & Deliver - Masonry																																									
04 - Masonry (Quality Stone)																																															
A5140	Prepare Submittals / SD - Masonry	15	0	01/21/19 A	02/28/19 A	Prepare Submittals /SD - Masonry																																									
A5150	Approve Submittals / SD - Masonry	10	0	03/01/19 A	03/15/19 A	Approve Submittals / SD - Masonry																																									
A5160	Fabricate & Deliver - Masonry	30	0	01/23/20 A	02/03/20 A	Fabricate & Deliver - Masonry																																									
03 - Concrete																																															
A2800	Prepare Submittals / SD - Concrete	15	0	05/29/19 A	06/18/19 A	Prepare Submittals / SD - Concrete																																									
A2810	Approve Submittals / SD - Concrete	10	0	06/19/19 A	08/12/19 A	Approve Submittals / SD - Concrete																																									
A2820	Fabricate & Deliver - Concrete (Rebar)	15	0	08/13/19 A	09/03/19 A	Fabricate & Deliver - Concrete (Rebar)																																									
05 - Structural Steel																																															
A3950	Prepare Submittals / SD - Structural Steel	20	0	03/15/19 A	03/26/19 A	Prepare Submittals / SD - Structural Steel																																									
A3960	Approve Submittals / SD - Structural Steel	10	0	03/27/19 A	05/03/19 A	Approve Submittals / SD - Structural Steel																																									
A3970	Fabricate & Deliver - Structural Steel	20	0	10/09/19 A	12/27/19 A	Fabricate & Deliver - Structural Steel																																									
05 - Stairs																																															
A2880	Prepare Submittals / SD - Stairs	15	0	03/23/20 A	04/02/20 A	Prepare Submittals /SD - Stairs																																									
A2890	Approve Submittals / SD - Stairs	10	0	04/02/20 A	04/13/20 A	Approve Submittals / SD - Stairs																																									
A2900	Fabricate & Deliver - Stairs	15	0	04/14/20 A	05/06/20 A	Fabricate & Deliver - Stairs																																									
06 - Wall Panels / Trusses																																															
Building A																																															
A2920	Prepare Submittals / SD - Trusses - Bldg A 3rd Fl	20	0	04/03/19 A	06/10/19 A	Prepare Submittals/ SD - Trusses - Bldg A 3rd Fl																																									
A5410	Prepare Submittals / SD - Wall Panels - Bldg A 1st Fl	20	0	04/10/19 A	07/08/19 A	Prepare Submittals / SD - Wall Panels - Bldg A 1st Fl																																									
A5350	Prepare Submittals / SD - Trusses - Bldg A 4th Fl	20	0	04/10/19 A	07/19/19 A	Prepare Submittals / SD - Trusses - Bldg A 4th Fl																																									
A5440	Prepare Submittals / SD - Wall Panels - Bldg A 2nd Fl	20	0	04/17/19 A	07/08/19 A	Prepare Submittals / SD - Wall Panels - Bldg A 2nd Fl																																									
A5500	Prepare Submittals / SD - Trusses - Bldg A Roof	20	0	04/17/19 A	08/01/19 A	Prepare Submittals /SD - Trusses - Bldg A Roof																																									
A5470	Prepare Submittals / SD - Wall Panels - Bldg A 3rd Fl	20	0	04/24/19 A	07/08/19 A	Prepare Submittals / SD - Wall Panels - Bldg A 3rd Fl																																									
A2930	Approve Submittals / SD - Trusses - Bldg A 3rd Fl	10	0	06/11/19 A	08/30/19 A	Approve Submittals /SD - Trusses - Bldg A 3rd Fl																																									
A5420	Approve Submittals / SD - Wall Panels - Bldg A 1st Fl	10	0	07/09/19 A	08/30/19 A	Approve Submittals /SD - Wall Panels - Bldg A 1st Fl																																									
A5450	Approve Submittals / SD - Wall Panels - Bldg A 2nd Fl	10	0	07/09/19 A	08/30/19 A	Approve Submittals /SD - Wall Panels - Bldg A 2nd Fl																																									
A5480	Approve Submittals / SD - Wall Panels - Bldg A 3rd Fl	10	0	07/09/19 A	08/30/19 A	Approve Submittals /SD - Wall Panels - Bldg A 3rd Fl																																									
A5360	Approve Submittals / SD - Trusses - Bldg A 4th Fl	10	0	07/22/19 A	08/30/19 A	Approve Submittals /SD - Trusses - Bldg A 4th Fl																																									

[illegible]

Activity ID	Activity Name	Orig Dur	Rem Dur	Start	Finish	2019														2020														2021													
						N	D	Jan	F	Mar	Apr	M	J	Jul	A	S	Oct	N	D	Jan	F	M	Apr	M	Jun	Jul	A	S	Oct	N	D	Jan	F	M	Apr	M	J	Jul	A	S	Oct	N	D				
31 - Sitework																																															
A3880	Prepare Submittals / SD - Earthwork	20	0	01/17/19 A	07/05/19 A	Prepare Submittals / SD - Earthwork																																									
A3890	Approve Submittals / SD - Earthwork	10	0	01/22/19 A	08/30/19 A	Approve Submittals /SD - Earthwork																																									
A1320	York Timber Bridge - Submit / Review / Approve	20	0	03/04/19 A	08/14/19 A	York Timber Bridge - Submit / Review / Approve																																									
A3900	Fabricate & Deliver - Manholes & Piping	20	0	03/29/19 A	08/07/19 A	Fabricate & Deliver - Manholes & Piping																																									
A1330	York Timber Bridge - Fabrication	40	0	08/15/19 A	11/15/19 A	York Timber Bridge - Fabrication																																									
32 - Site Improvements																																															
A5940	Prepare Submittals / SD - Fence	20	0	07/11/19 A	07/31/19 A	Prepare Submittals / SD - Fence																																									
A5970	Prepare Submittals / SD - Guardrail	20	0	07/11/19 A	07/31/19 A	Prepare Submittals / SD - Guardrail																																									
A5950	Approve Submittals / SD - Fence	10	0	08/01/19 A	08/23/19 A	Approve Submittals / SD - Fence																																									
A5980	Approve Submittals / SD - Guardrail	10	0	08/01/19 A	08/23/19 A	Approve Submittals / SD - Guardrail																																									
A5910	Prepare Submittals / SD - Replication Plantings	20	0	08/15/19 A	08/26/19 A	Prepare Submittals / SD - Replication Plantings																																									
A5990	Fabricate & Deliver - Guardrail	30	13	08/26/19 A	07/27/20	Fabricate & Deliver - Guardrail																																									
A5920	Approve Submittals / SD - Replication Plantings	10	0	08/27/19 A	10/18/19 A	Approve Submittals / SD - Replication Plantings																																									
A5930	Fabricate & Deliver - Replication Plantings	10	0	10/21/19 A	11/01/19 A	Fabricate & Deliver - Replication Plantings																																									
A3920	Prepare Submittals / SD - Plantings	20	0	10/21/19 A	12/20/19 A	Prepare Submittals / SD - Plantings																																									
A3930	Approve Submittals / SD - Plantings	10	0	12/23/19 A	01/03/20 A	Approve Submittals / SD - Plantings																																									
A5960	Fabricate & Deliver - Fence	30	29	07/08/20 A	08/18/20	Fabricate & Deliver - Fence																																									
A3940	Fabricate & Deliver - Plantings	20	20	07/09/20	08/05/20	Fabricate & Deliver - Plantings																																									
MEP Coordination																																															
Building A																																															
A5680	MEP Coordination - Bldg A UG	5	0	04/29/19 A	06/26/19 A	MEP Coordination - Bldg A UG																																									
A5690	MEP Coordination - Bldg A 1st FI	5	0	05/06/19 A	08/23/19 A	MEP Coordination - Bldg A 1st FI																																									
A5700	MEP Coordination - Bldg A 2nd FI	10	0	05/13/19 A	08/23/19 A	MEP Coordination - Bldg A 2nd FI																																									
A5710	MEP Coordination - Bldg A 3rd FI	11	0	05/28/19 A	08/24/19 A	MEP Coordination - Bldg A 3rd FI																																									
A5720	MEP Coordination - Bldg A 4th FI	11	0	06/19/19 A	08/24/19 A	MEP Coordination - Bldg A 4th FI																																									
Building B																																															
A5740	MEP Coordination - Bldg B UG	10	0	08/08/19 A	09/10/19 A	MEP Coordination - Bldg B UG																																									
A5750	MEP Coordination - Bldg B 1st FI	21	0	09/11/19 A	12/23/19 A	MEP Coordination - Bldg B 1st FI																																									
A5760	MEP Coordination - Bldg B 2nd FI	8	0	11/15/19 A	01/25/20 A	MEP Coordination - Bldg B 2nd FI																																									
A5770	MEP Coordination - Bldg B 3rd FI	8	0	11/27/19 A	03/20/20 A	MEP Coordination - Bldg B 3rd FI																																									
A5780	MEP Coordination - Bldg B 4th FI	5	0	12/20/19 A	01/25/20 A	MEP Coordination - Bldg B 4th FI																																									
Building C																																															
A5800	MEP Coordination - Bldg C UG	5	0	08/23/19 A	09/10/19 A	MEP Coordination - Bldg C UG																																									
A5810	MEP Coordination - Bldg C 1st FI	16	0	11/08/19 A	06/22/20 A	MEP Coordination - Bldg C 1st FI																																									
A5820	MEP Coordination - Bldg C 2nd FI	12	0	12/04/19 A	06/22/20 A	MEP Coordination - Bldg C 2nd FI																																									
Building D																																															
A5860	MEP Coordination - Bldg D UG	1	0	07/01/19 A	08/07/19 A	MEP Coordination - Bldg D UG																																									
Pre-Op Meetings																																															
A13640	New England Fire	0	0	03/19/20 A		◆ New England Fire																																									
A13630	Combined Energy Pool	0	0	03/20/20 A		◆ Combined Energy Pool																																									
A13670	May Food Service	0	0	03/30/20 A		◆ May Food Service																																									
A13690	Kone	0	0	04/06/20 A		◆ Kone																																									
A13700	Academy Glass	0	0	04/09/20 A		◆ Academy Glass																																									
A13680	Gypcrete	0	0	04/16/20 A		◆ Gypcrete																																									
A13650	Quality Stone	0	0	04/16/20 A		◆ Quality Stone																																									
A16490	Pre-Op Meeting - Academy Glass	0	0	05/14/20 A		◆ Pre-Op Meeting - Academy Glass																																									
A16500	Pre-Op Meeting - McGinness Floors	0	0	05/21/20 A		◆ Pre-Op Meeting - McGinness Floors																																									
A16510	Pre-Op Meeting - Master Millwork	0	0	05/21/20 A		◆ Pre-Op Meeting - Master Millwork																																									
A16520	Pre-Op Meeting - Continental Stone	0	0	05/28/20 A		◆ Pre-Op Meeting - Continental Stone																																									
A16530	Pre-Op Meeting - ACT	0	0	06/11/20 A		◆ Pre-Op Meeting - ACT																																									
A16580	Pre-Op Meeting - Advantage Fireplace	0	0	06/17/20 A		◆ Pre-Op Meeting - Advantage Fireplace																																									
A16540	Pre-Op Meeting - Pappas	0	0	06/24/20 A		◆ Pre-Op Meeting - Pappas																																									
A16590	Pre-Op Meeting - GE Appliances	0	0	07/16/20*		◆ Pre-Op Meeting - GE Appliances																																									
A16570	Pre-Op Meeting - Joerns Healthcare	0	0	07/23/20*		◆ Pre-Op Meeting - Joerns Healthcare																																									

Susan Affleck-Childs

From: Timothy Choate <choatie.sudfd@verizon.net>
Sent: Monday, June 29, 2020 1:22 PM
To: Susan Affleck-Childs; Jack Mee; Michael Boynton; Bridget Graziano; Jeff Lynch; Mike Fasolino; Mary Jane White; Beth Hallal; David Damico
Cc: dan.hooper@verizon.net; kathyhooper1@verizon.net; michelle.delmarre@state.ma.us
Subject: Flooding from Salmon Project
Attachments: Flooding from 7 Iroquois St.pdf

Hi all- Attached is a presentation of yesterdays overflow from the Salmon Property. First, a thank you to all who responded to this yesterday. Great work!! Mike B. for jumping on Salmon and Rubicon telling them they needed to fix this NOW, FD for helping out and DPW for the "sand bags." I hate to say this but I called it. In the PBEC meetings my concern was the volume of water coming from all along Charles River Rd and how it went through the field and into the brook/swamp. I knew because I grew up in this neighborhood. I've lived in this house for 25 years. I knew this would happen the way it was designed. The road is too tall to block how mother nature wants to move the water. Man made drains and theoretical engineering may try to prove otherwise but debris still can cover their storm drains. From my discussions with them today they are now talking about doing raised drain covers. They too can get blocked. Yes there was a lot of rain yesterday but this has NEVER happened nor should it have happened. One of the workers last night tried to explain I needed to understand there was heavy rain. Heavy rain doesn't exempt them from responsibility.

If someone can forward this to the Select Board and PEBC to see the issue I'd appreciate it. Thank you again to all who helped yesterday. Let's hope this is a one time event and I can be made whole as soon as possible.

Tim Choate

"One Person can make a difference, and everyone should try."
John F. Kennedy

Flooding from 7 Iroquois St. result of Salmon Health drain not working.- June 28, 2020



Water draining from Iroquois St and points north
flooded the swail coming over stonewall



In my 25 years living here, this has never happened. The new built up Salmon road prevents water from dispersing like it always did.



The “bowl” that was created had no place for the water to go. The installed drains for the swail were covered.





Water funneled into my basement. This too has never happened before.



Home made obstruction put into place since I didn't have sandbags.

- Still got water in basement and into the boiler.
- FD came to investigate. Unable to pump out because no place to put water.
- DPW came down and supplied 2 silt tubes to act as better barrier.
- This helped considerably.



Water continued to fill area



As storm subsided checked on shed



- As you can see on back wall at this point water had gone down a few inches.
- Push mower under water as well as engine and wiring of ride on mower.
- Both flooded out with water.



Tom from Rubicon came out and found storm drain and took off the cover to the drain



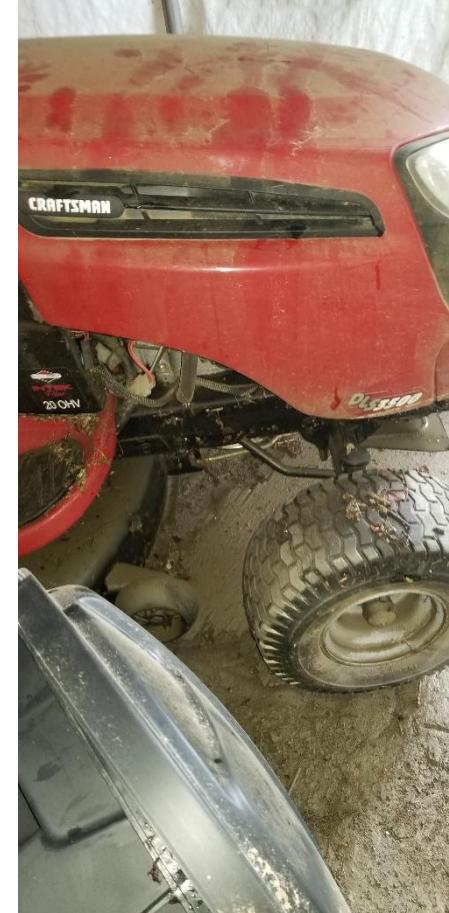
You can see on back wall the water line and see the water line on mower. Engine and wiring under water and were flooded in water.



Water line



Sent email to Jeff with Mike cc'd to show type of mowers ruined and comparable mowers for replacement.



- Email from Jeff on Sunday night (with Mike B cc'd) saying Salmon Health will make whole for expenses occurred.
- Subsequent emails were made to try to file insurance claims. My insurance broker said put claims into Salmon; Jeff trying to see about Rubicon.
- Medway Oil came out to check on boiler . Still awaiting status of how to go out and get the 2 new lawn mowers.

Huge Thank you to:

- Mike Boynton for working on this Sunday and making sure it was dealt with immediately.
- Fire Dept. for coming out to check on it and document. They offered to pump it but there was no place to pump the water.
- DPW for coming out and providing silt barriers to block more water from entering basement. Also told to keep them until Salmon fixes drainage problem. This is peace of mind.

- Face to face discussion with Jeff addressed issues and reassurance he will compensate for the items discussed. The question still remains how to get payment.
- During PBEC meetings I called this would happened and wasn't believed. This is proof. My concern is that it will continue to happen.
- Jeff says they will put dome covers on drain. If they get clogged with debris results may be the same. What if the drain is covered in snow?
- This whole area needs to be fixed and worked on immediately.

FIELD REPORT

Project Salmon Health and Retirement Community (The Willows)	Date 6/30/2020	Report No. 41
Location Village Street, Medway, MA	Project No. 143-21583-15011	Sheet 1 of 2
Contractor Rubicon Builders (General Contractor) Marois Brothers, Inc. (Site Contractor)	Weather A.M. CLOUDY P.M.	Temperature A.M. 75°F P.M.

FIELD OBSERVATIONS

On Tuesday, June 30, 2020, Steven M. Bouley, PE and Bradley M. Picard, EIT from Tetra Tech (TT) visited the project location with Bridget Graziano (Medway Conservation Commission) to inspect the current condition of the site after intense rainfall on Sunday 6/28 and Monday 6/29. The report outlines observations made during the site visit.

1. OBSERVATIONS

- A. Site Conditions/Erosion Controls: The western portion of the site along Willow Pond Circle is firm, puddles and muddy conditions are present throughout the site from recent intense storms and construction vehicle traffic. Stockpiled construction materials, crushed stone, and soil are present throughout the main open portion of the site but appear to be properly protected from erosion. Silt fence barrier throughout the site is in overall good condition, however, several locations on-site require immediate attention and change to erosion controls to mitigate future impacts. The areas include proposed drainage along the eastern portion of Waterside Run and several locations along the toe of slope downgradient of CB-30.
- B. The first location along Waterside Run flooded during the flash flood emergency on Sunday 6/28. Flooding occurred between the eastern abutters and the filled roadway at DCB-1 (low point in the area). It appears the flooding occurred when debris clogged the DCB-1 inlet protection constricting flow through the structure. DCB-1 grates were removed during the storm event to allow floodwaters to discharge through the cross culvert under Waterside run to FES-7. No concerns were identified by Medway Conservation related to impacts to the downstream wetlands. Contractor intends to mitigate future impacts to abutters' properties by modifying the proposed swale high point elevation between DCB-1 and DCB-5 to an elevation lower than the abutters' basements (the current elevation is approximately equal to the neighboring basement elevation at the Choate property which is the low point in the area) to allow flow to enter the DCB's prior to flooding the abutters' basement. Additionally, the Contractor plans to install rip-rap plunge pools around

CONTRACTOR'S FORCE AND EQUIPMENT					WORK DONE BY OTHERS	
Sup't	1	Bulldozer		Asphalt Paver	Dept. or Company	Description of Work
Foreman	1	Backhoe		Asphalt Reclaimer		
Laborers	2	Loader	1	Vib. Roller		
Drivers	1	Rubber Tire Backhoe/Loader		Static Roller		
Oper. Engr.	2	Skid Steer		Vib. Walk Comp.	1	
Carpenters		Hoeram		Compressor		
Masons		Excavator	1	Jack Hammer		
Iron Workers		Grader		Power Saw		
Electricians		Crane		Conc. Vib.		
Flagpersons		Scraper		Tack Truck		
Surveyors		Conc. Mixer		Man Lift		
		Conc. Truck		Skidder		
		Conc. Pump Truck		Compact Track Loader	Bridget Graziano	Conservation Agent
		Pickup Truck	5+	Water Truck		
		Tri-Axle Dump Truck		Crane Truck		
		Trailer Dump Truck		Lull		
		Art. Dump Truck	1	BOMAG Remote Comp.		
Police Details: N/A					RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 3:30 P.M.					Name	Time on-site
					Steven M. Bouley, PE	9:30 A.M. – 11:30 A.M.
					Bradley M. Picard, EIT	9:30 A.M. – 11:30 A.M.

NOTE: Please use reverse side for remarks and sketches

Project Salmon Health and Retirement Community	Date 6/30/2020	Report No. 41
Location Village Street, Medway, MA	Project No. 143-21583-15011	Sheet 2 of 2

FIELD OBSERVATIONS CONTINUED

the grates of DCB-1 and DCB-5 and install check dams in the proposed swale to help decrease velocity of runoff and collect debris (leaves, lawn trimmings, etc.) prior to discharge to the DCB's and their inlet protection. TT and Medway Conservation also stated that the contractor shall be aware of weather conditions at all times and that the site shall be staffed during future events to ensure flow is maintained to the Waterside Run cross-culverts. Slopes adjacent to DCB-1 and DCB-5 have been proposed to be loamed and sodded to prevent material displacement and blockages caused by future rainfall events of similar intensity, however, the contractor must confirm with the owner prior to the change.

- C. A second location on the southwestern side of Willow Pond Circle adjacent to the main campus building and downgradient of CB-30 has encountered several erosion control breaches. Areas were cleaned, repaired and seeded prior to TT arrival. Contractor discussed to plant wildflower mix in breached areas outside of the erosion control limit. It appears this issue is caused by lack of roof drain connection to stormwater infrastructure allowing all runoff to spill to grade and runoff at the low point in the adjacent area at CB-30 (which is protected by a silt sack). The contractor stated they will progress roof drain installation as soon as possible to prevent this from occurring in the future.
- D. TT and Medway Conservation Agent expressed that the SWPPP must be followed and that the document shall be revised continually to account for changing site conditions as construction progresses. Contractor to generate a plan for Town and TT review, which details mitigation efforts for high-intensity storms in these two areas of concern as well as addressing other potential areas which may be affected by intense storm events.

2. SCHEDULE

- A. Contractor to begin rough grading Waterside Run later this week in preparation for binder paving the first week of July along that roadway. Once paving is complete on that side of the project, the contractor will begin installing the bridge at the Willow Pond Circle wetland crossing.
- B. TT will maintain communication with contractor and will inspect the site as construction progresses.

3. NEW ACTION ITEMS

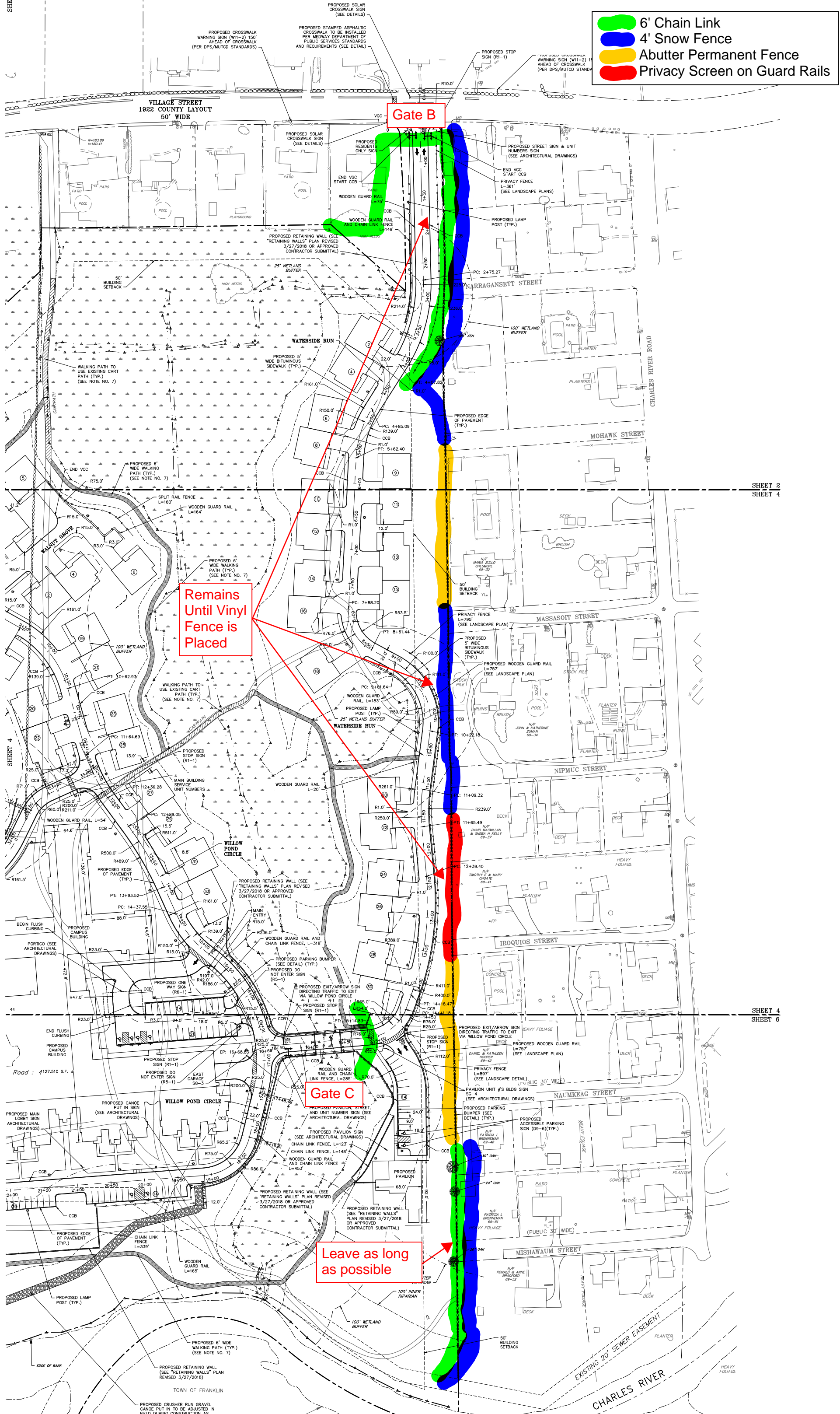
- A. Contractor to generate a plan which details mitigation efforts for high-intensity storms in these two areas of concern as well as addressing other potential areas which may be affected by intense storm events.

4. PREVIOUS OPEN ACTION ITEMS

- A. N/A

5. MATERIALS DELIVERED TO SITE SINCE LAST INSPECTION

- A. N/A



- 6' Chain Link
- 4' Snow Fence
- Abutter Permanent Fence
- Privacy Screen on Guard Rails

SHEET 2
SHEET 4

SHEET 4
SHEET 6

General Information (see reverse for instructions)					
Name of Project	Salmon Health and Retirement Community	NPDES ID No.	MAR1001Q3	Inspection Date	07/02/2020
Weather conditions during inspection	Sunny, 87°F	Inspection start time	11:45 AM	Inspection end time	2:45 PM
Inspector Name, Title & Contact Information	Damien Dmitruk, P.E., (508) 697-3191 Ext. 108				
Present Phase of Construction	Construction of the main campus building, roadway and site grading, and utility installation.				
Inspection Location (if multiple inspections are required, specify location where this inspection is being conducted)	Salmon Health and Retirement Community 261 Village Street Medway, MA 02053				
Inspection Frequency <i>(Note: you may be subject to different inspection frequencies in different areas of the site. Check all that apply)</i> Standard Frequency: <input type="checkbox"/> Every 7 days <input type="checkbox"/> Every 14 days and within 24 hours of a 0.25" rain or the occurrence of runoff from snowmelt sufficient to cause a discharge Increased Frequency: <input checked="" type="checkbox"/> Every 7 days and within 24 hours of a 0.25" rain (for areas of sites discharging to sediment or nutrient-impaired waters or to waters designated as Tier 2, Tier 2.5, or Tier 3) Reduced Frequency: <input type="checkbox"/> Twice during first month, no more than 14 calendar days apart; then once per month after first month; (for stabilized areas) <input type="checkbox"/> Twice during first month, no more than 14 calendar days apart; then once more within 24 hours of a 0.25" rain (for stabilized areas on "linear construction sites") <input type="checkbox"/> Once per month and within 24 hours of a 0.25" rain (for arid, semi-arid, or drought-stricken areas during seasonally dry periods or during drought) <input type="checkbox"/> Once per month (for frozen conditions where earth-disturbing activities are being conducted)					
Was this inspection triggered by a 0.25" storm event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how did you determine whether a 0.25" storm event has occurred? <input type="checkbox"/> Rain gauge on site <input checked="" type="checkbox"/> Weather station representative of site. Specify weather station source: Worcester Regional Airport Station Total rainfall amount that triggered the inspection (in inches): 2.07					
Was this inspection triggered by the occurrence of runoff from snowmelt sufficient to cause a discharge? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Unsafe Conditions for Inspection Did you determine that any portion of your site was unsafe for inspection per CGP Part 4.5? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "yes", complete the following: <div> - Describe the conditions that prevented you from conducting the inspection in this location: </div> <div> - Location(s) where conditions were found: </div>					

Condition and Effectiveness of Erosion and Sediment (E&S) Controls (CGP Part 2.2) (see reverse for instructions)				
Type/Location of E&S Control [Add an additional sheet if necessary]	Maintenance Needed?*	Corrective Action Required?*	Date on Which Maintenance or Corrective Action First Identified?	Notes
1. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8/17/2019	The slope at the back of basin 3 washed into the compost sock and silt fence. Sediment build up against the compost sock should be removed and any damaged compost sock should be repaired (11 in Photo Log)
2. Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	5/15/2020	Compost sock has deteriorated along the western side of Willow pond circle and should be replaced.
3. Construction Entrance	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6/4/2020	The construction entrance of Waterside Run has been removed as the paving of this area has been initiated. Travel in this area should be limited to prevent off site tracking (16 in Photo Log).
4. Silt Fence/Compost Sock	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6/19/2020	Erosion controls have been removed along the eastern length of Waterside Run per MCC direction (14, 15, and 22 in Photo Log).
5. Silt Fence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6/26/2020	Silt fence around the outlet east of the Pavilion building and should be repaired (13 in Photo Log).
6. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6/26/2020	Coneco recommends that erosion controls remain in place currently should not be removed along the southeastern edge of Willow Pond Circle leading to the Waterside Run Crossing per MCC direction (6, 9, and 10 in Photo Log).
7. Silt Fence/Compost Sock	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	7/2/2020	Compost sock and silt fence in need of repair (4, 7, and 8 in Photo Log) Additional silt fence has been placed along Willow Pond Circle above a steep slope (5 in Photo Log). Additional silt fence should be placed along the top of the retaining wall along southwestern edge of Willow Pond Circle leading to the Waterside Run Crossing (8 in Photo Log).
8. Silt Sacks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	7/2/2020	Recent storm events have cause flooding along the eastern side of Waterside Run. Silt sacks should continue to be maintained and slopes should be stabilized to prevent clogging of the system (14 and 15 in Photo Log).
9.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

* **Note:** The permit differentiates between conditions requiring routine maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition. Corrective actions are triggered only for specific conditions, which include: 1) A stormwater control needs repair or replacement (beyond routine maintenance) if it is not operating as intended; 2) A stormwater control necessary to comply with the permit was never installed or was installed incorrectly; 3) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 4) One of the prohibited discharges in Part 1.3 is occurring or has occurred; or 5) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.8. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at <https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>. See Part 5 of the permit for more information.

Condition and Effectiveness of Pollution Prevention (P2) Practices (CGP Part 2.3)				
(see reverse for instructions)				
Type/Location of P2 Practices [Add an additional sheet if necessary]	Maintenance Needed?*	Corrective Action Required?*	Date on Which Maintenance or Corrective Action First Identified?	Notes
1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

* **Note:** The permit differentiates between conditions requiring routine maintenance, and those requiring corrective action. The permit requires maintenance in order to keep controls in effective operating condition. Corrective actions are triggered only for specific conditions, which include: 1) A stormwater control needs repair or replacement (beyond routine maintenance) if it is not operating as intended; 2) A stormwater control necessary to comply with the permit was never installed or was installed incorrectly; 3) You become aware that the stormwater controls you have installed and are maintaining are not effective enough for the discharge to meet applicable water quality standards or applicable requirements in Part 3.1; 4) One of the prohibited discharges in Part 1.3 is occurring or has occurred; or 5) EPA requires corrective actions as a result of a permit violation found during an inspection carried out under Part 4.8. If a condition on your site requires a corrective action, you must also fill out a corrective action form found at <https://www.epa.gov/npdes/stormwater-discharges-construction-activities#resources>. See Part 5 of the permit for more information.

Stabilization of Exposed Soil (CGP Part 2.2.14)			
(see reverse for instructions)			
Stabilization Area [Add an additional sheet if necessary]	Stabilization Method	Have You Initiated Stabilization?	Notes
1. Stockpiles	Hydro-seeding	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date:	Stockpiles that are not actively in use have been hydro-seeded to prevent erosion of the piles. Hydroseeded inactive stockpiles have established vegetation and have no apparent signs of erosion. Many stockpiles are in active use and will not be hydro-seeded.
2. Finished areas behind retaining walls	Hydro-seeding	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date:	Areas between retaining walls and erosion control line have been hydro-seeded to prevent erosion.
3. Infiltration Basins	Hydro-seeding	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date:	The slopes of basins 1 & 3 have been hydro-seeded to prevent erosion.
4. Exposed Soils	Hydro-seeding	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date:	Completed areas with exposed soils have been hydro-seeded to prevent erosion.
5. Bridge abutments	Rip rap protection	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide date:	The base of the bridge abutments parallel with the stream have been stabilized with rip rap.

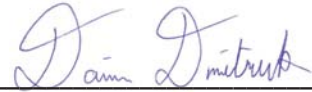
Description of Discharges (CGP Part 4.6.6)	
(see reverse for instructions)	
Was a stormwater discharge or other discharge occurring from any part of your site at the time of the inspection? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "yes", provide the following information for each point of discharge:	
Discharge Location [Add an additional sheet if necessary]	Observations
1.	Describe the discharge: At points of discharge and the channels and banks of waters of the U.S. in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:
2.	Describe the discharge: At points of discharge and the channels and banks of waters of the U.S. in the immediate vicinity, are there any visible signs of erosion and/or sediment accumulation that can be attributed to your discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe what you see, specify the location(s) where these conditions were found, and indicate whether modification, maintenance, or corrective action is needed to resolve the issue:

Contractor or Subcontractor Signature and Certification

(see reverse for instructions)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Contractor or Subcontractor:



Date: 7/02/2020

Printed Name and Affiliation: Damien Dmitruk - Coneco Engineers & Scientists**Operator Signature and Certification**

(see reverse for instructions)

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I have no personal knowledge that the information submitted is other than true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Signature of Operator or "Duly Authorized Representative": _____ Date:

Printed Name and Affiliation: _____

The Willows SWPPP Inspection Photo Log



Photo 1 (looking southeast)
View of Willow Pond Circle construction entrance.



Photo 2 (looking southwest)
Compost sock and silt fence along the end of the swale near Willow Pond Circle entrance.

*Erosion control maintenance in these areas shall be a priority for the contractor
07/02/2020

The Willows SWPPP Inspection Photo Log



Photo 3 (looking south)
Compost sock and silt fence at the outlet of basin 1.



Photo 4 (looking southwest)
The double compost sock and silt fence along the western side of Lilac Path has been torn and should be repaired.

*Erosion control maintenance in these areas shall be a priority for the contractor
07/02/2020

The Willows SWPPP Inspection Photo Log



Photo 5 (looking southwest)

Regraded slope west of the main campus building. A double silt fence has been in place at the bottom of the slope. Additional silt fence has been added along the top of the slope after recent storm events caused erosion. Coneco has recommended the silt fence is extended further along the top of the slope. The slope should be stabilized per the plan as soon as possible to prevent further erosion.

The Willows SWPPP Inspection Photo Log



Photo 6 (looking east)

Coneco does not recommend that the compost sock along the retaining wall south of the future main campus building should be removed per Medway Conservation Commission direction. Stormwater travels along the side and back of the wall in this area. During large storm events sediment is held on site by the silt fence and compost sock. Built up sediment along and on top of the compost sock should be removed.

The Willows SWPPP Inspection Photo Log



***Photo 7 (looking southeast)**

The silt fence at the end of the eastern sewer easement has fallen and should be repaired. It is recommended that the construction zone for the eastern sewer line structure installation shall have additional moveable compost filter sock placed at the bottom of the site slope to mitigate erosion due to high flows to the sewer easement area.



***Photo 8 (looking south)**

Coneco recommends that silt fence should be added along the top of the retaining wall leading to the southern side of Waterside Run Crossing to prevent sediment flowing over the top of the wall.

*Erosion control maintenance in these areas shall be a priority for the contractor
07/02/2020

The Willows SWPPP Inspection Photo Log



Photo 9 (looking north)

Coneco does not recommend that the compost sock and silt fence leading to the southern side of Waterside Run Crossing to be removed per Medway Conservation Commission direction. Extreme storm events have caused stormwater to flow over the retaining wall.



Photo 10 (looking east)

Seeding along the southern abutment of the waterside crossing. Coneco does not recommend that the compost sock and silt fence leading to the southern side of Waterside Run Crossing to be removed per Medway Conservation Commission direction. Extreme storm events have caused stormwater to flow over the retaining wall.

*Erosion control maintenance in these areas shall be a priority for the contractor
07/02/2020

The Willows SWPPP Inspection Photo Log



Photo 11 (looking east)

The slope at the back of basin 3 washed into the compost sock and silt fence. Slope should be repaired, and soil should be removed from in front of the sock.



Photo 12 (looking south)

The compost sock and silt fence around the outlet for basin 3.

*Erosion control maintenance in these areas shall be a priority for the contractor
07/02/2020

The Willows SWPPP Inspection Photo Log



***Photo 13 (looking south)**

The compost sock and silt fence around outlet east of the Pavilion building. Silt fence should be repaired.

*Erosion control maintenance in these areas shall be a priority for the contractor
07/02/2020

The Willows SWPPP Inspection Photo Log



Photo 14 (looking north)

Erosion control has been removed along the eastern length of Waterside Run. During the recent storm events Rubicon indicated excessive ponding in this area. Coneco believes stormwater flow was impeded by the silt sacks within the catch basins, along with the elevated grate due to finish grade not being established in this area and did not flow as freely as the drainage system had been designed. Coneco recommends that additional cleaning of the silt sacks is maintained throughout the completion of the project. Grade should be established and stabilized as soon as possible to prevent sediment from entering the system.

The Willows SWPPP Inspection Photo Log



Photo 15 (looking northeast)

Erosion control has been removed along the eastern length of Waterside Run. During the recent storm events Rubicon indicated excessive ponding in this area. Coneco believes stormwater flow was impeded by the silt sacks within the catch basins, along with the elevated grate due to finish grade not being established in this area and did not flow as freely as the drainage system had been designed. Coneco recommends that additional cleaning of the silt sacks is maintained throughout the completion of the project. Grade should be established and stabilized as soon as possible to prevent sediment from entering the system.

The Willows SWPPP Inspection Photo Log



Photo 16 (looking southeast)

View of Waterside Run entrance. This entrance is being prepared for paving. Rubicon has indicated that use of the entrance has been limited to necessary travel only until the pavement has been placed.



Photo 17 (looking southwest)

Compost sock and silt fence have been removed per the Medway Conservation Commission as indicated by Marois. Soils in this area should be stabilized once construction in this area has been completed.

*Erosion control maintenance in these areas shall be a priority for the contractor
07/02/2020

The Willows SWPPP Inspection Photo Log



Photo 18 (looking west)

Compost sock and silt fence at the outlet along the western side of Waterside Run across from Narragansett Street.



Photo 19 (looking west)

Compost sock and silt fence along the western side of Waterside Run at the outlet across from Mohawk Street.

*Erosion control maintenance in these areas shall be a priority for the contractor
07/02/2020

The Willows SWPPP Inspection Photo Log



Photo 20 (looking west)

Silt fence along the western side of Waterside Run leading to the outlet across from Massasoit Street.



Photo 21 (looking southwest)

Silt fence along the western side of Waterside Run at the outlet across from Iroquois Street.

*Erosion control maintenance in these areas shall be a priority for the contractor
07/02/2020

The Willows SWPPP Inspection Photo Log



Photo 22 (looking west)

Compost sock and silt fence along the northern side of the bridge abutments at the Waterside Run crossing will be removed per Medway Conservation Commission direction. Exposed soils have been seeded. Erosion is not expected in this area during this time.



Photo 23 (looking north)

Compost sock and silt fence east of the Willow Pond Circle south of the Medical Building.

*Erosion control maintenance in these areas shall be a priority for the contractor
07/02/2020



July 14, 2020

**Medway Planning & Economic Development Board
Meeting**

Construction Reports

- Medway Community Church status report
- Millstone stormwater issues

Susan Affleck-Childs

From: tag70c3@verizon.net
Sent: Wednesday, July 08, 2020 3:43 PM
To: Susan Affleck-Childs
Cc: Bouley, Steven
Subject: RE: Medway Community Church project completion
Attachments: 20200708_112544.jpg; 20200708_112536.jpg

I stopped by the church late this morning and things look good.

From my perspective the plan as approved has essentially been executed. The only thing missing is the trees in the islands in the parking lot. From Carl's perspective there is some concern about trees growing up and interfering with the light poles. I explained the purpose of the trees (not just aesthetic) which seemed to help him understand the requirement. From my perspective, I don't think it's a big deal if they are left out. I did tell Carl the PB could talk that out Tuesday evening.

Fence looks real good.

Stone walls have been filled in.

Entrances have been dressed up and look nice.

Pavement and striping looks good.

Although it's been dry it does appear drainage system is doing its job.

Buffer beyond fence is thick and filling in. There are some dead trees that will be coming out in the next month at the request of a neighbor... that should further promote growth of natural undergrowth. My personal opinion is that additional plantings in the buffer will be challenging and difficult to maintain as overcrowding might be all that's accomplished... I don't think additional is needed.

I think overall result (after all it is a parking lot) is positive.

Attached are some pictures.... will send additional pictures as size dictates.

TAG

On Jul 8, 2020 3:04 PM, Susan Affleck-Childs <sachilds@townofmedway.org> wrote:

Pastor Carl says he doesn't believe any additional landscaping is needed. I really want both of your thoughts on whether any supplemental landscaping is needed to provide suitable buffer to the neighbors. Thanks.

From: Bouley, Steven <Steven.Bouley@tetrattech.com>
Sent: Wednesday, July 08, 2020 2:23 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>
Cc: Tom Gay <tag70c3@verizon.net>
Subject: RE: Medway Community Church project completion

I believe we only have the final inspection remaining. I suggest they finish everything to substantial completion, including landscaping, and we can take a look.

Steven M. Bouley, P.E. | Senior Project Engineer | Tetra Tech
Direct +1 (508) 786-2382 | Business +1 (508) 786-2200 | steven.bouley@tetrattech.com

While we are operating remotely in response to COVID-19, Tetra Tech teams remain fully connected and hard at work servicing our clients and ongoing projects. We would also like to wish health and wellness to you and your family.

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From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Monday, July 6, 2020 8:15 AM
To: Bouley, Steven <Steven.Bouley@tetrattech.com>
Cc: Tom Gay <tag70c3@verizon.net>
Subject: FW: Medway Community Church project completion

⚠ CAUTION: This email originated from an external sender. Verify the source before opening links or attachments. **⚠**

Hi Steve,

See note below from Pastor Carl Schultz.

Tom, when you are back in town, could you visit the site and see what you think about project completion?

Steve, what do you think about another site inspection?

Susy

From: Carl Schultz <pastor.carl@medwaycc.org>
Sent: Wednesday, July 01, 2020 1:38 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>
Subject: Re: MCC project completion

Hi Susy,

Sorry I was away last week. I think from our perspective - only some landscaping remains. We have planted grass around the perimeter of the parking lot and added some plantings. The plan specified "supplement existing landscaped buffer as needed" but from our perspective this isn't really any more needed.

Thanks,

Carl

On Jun 16, 2020, at 7:50 AM, Susan Affleck-Childs <sachilds@townofmedway.org> wrote:

Hi Carl,

Thanks very much for the update. I will forward your note to Steve Bouley.

From your perspective, what else remains to be completed?

Susy

From: Carl Schultz <pastor.carl@medwaycc.org>
Sent: Monday, June 15, 2020 7:58 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>
Subject: Re: MCC project completion

Hi Susy,

Just to give you an update, in addition to the Clover repairs that Tetrattech was onsite for, the following items have been completed:

Rock wall sections were rebuilt to close up the two driveways that we discontinued the use of.

A total of seven bollards that were specified in the plan have been put in place.

Required signage - (Stop Sign and No left turn) has been installed.

We have hydroseeded/mulched the islands and surrounding areas bordering the parking lot.

Added to our landscaping contract monthly sweeping of the parking lot.

Best Regards,

Carl

On Jun 15, 2020, at 4:31 PM, Susan Affleck-Childs <sachilds@townofmedway.org> wrote:

Hi Carl,

Check received. Thanks very much.

Take care,

Susy

Susan E. Affleck-Childs

Planning and Economic Development Coordinator

Town of Medway

155 Village Street

Medway, MA 02053

508-533-3291

From: Carl Schultz <pastor.carl@medwaycc.org>
Sent: Thursday, June 04, 2020 1:04 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>
Subject: Re: MCC project completion

Hi Susy,

I submitted a check request and it should be processed by our bank tomorrow. Depending on the US mail, it should arrive early next week.

Thank You,

Carl

From: Susan Affleck-Childs
<sachilds@townofmedway.org>

Subject: RE: MCC project completion

Date: June 3, 2020 at 1:23:25 PM EDT

To: Carl Schultz <pastor.carl@medwaycc.org>

Cc: "Steve Bouley " <steven.bouley@tetrattech.com>

Hi Carl,

Hope you and yours and MCC are doing well. Challenging but interesting times we are in. Doing church in new ways must be fascinating!

Attached is an updated project accounting sheet which reflects the partial payment you provided in March and the invoice we received from Tetra Tech for its recent inspection. The account now has a balance of -\$910.98.

Please forward a check for \$910.98 made payable to the Town of Medway to us. Please let me know when you believe it will arrive and I will alert the Treasurer's office to expect it and direct it to me upon receipt. If you need an invoice, please advise.

Thanks. Take care.

Best regards,

Susy

Susan E. Affleck-Childs

**Planning and Economic Development
Coordinator**

Town of Medway

155 Village Street

Medway, MA 02053

508-533-3291

From: Susan Affleck-Childs
Sent: Monday, February 10, 2020 1:05 PM
To: Carl Schultz <pastor.carl@medwaycc.org>
Subject: RE: MCC project completion

Hi Carl,

The letter and invoice I sent you reflected Tetra Tech's services provided through the end of November, 2019. They have not provided any services since then. So the invoice is primarily to cover their last bill for \$679 and to be ahead of the game come the spring when work will resume.

All communication to applicants regarding invoices, etc. comes from this office. The timing of invoices rests with me and fitting that work in among my other duties.

Would you like to see the Tetra Tech invoices? I can certainly scan them and email to you.

Best regards,

Susan E. Affleck-Childs

**Planning and Economic Development
Coordinator**

Town of Medway

155 Village Street

Medway, MA 02053

508-533-3291

From: Carl Schultz [<mailto:pastor.carl@medwaycc.org>]
Sent: Monday, February 10, 2020 11:28 AM
To: Susan Affleck-Childs
Subject: [BULK] Re: MCC project completion
Importance: Low

Hi Susy,

I'm a bit puzzled and disappointed at the timing of this invoice. The last communication we had with Tetrattech was on Nov. 14, when we told Steve that the remaining punch list items would need to wait until spring, to which he agreed to. I would think it would be appropriate for the project owner to receive ongoing updates & notifications of billable hours by Tetrattech, instead of receiving an invoice a couple of months after work had stopped until spring.

Regards,

Carl Schultz

From: Susan Affleck-Childs
<sachilds@townofmedway.org>
Date: Tuesday, February 4, 2020 at 8:49 AM
To: Carl Schultz <pastor.carl@medwaycc.org>
Subject: FW: MCC project completion

Good morning,

Just wanted to follow-up on this. Please let me know when you are processing this for payment and I will alert the Medway Treasurer/Collector's office to be on the lookout. I want to make sure it gets deposited correctly this time around.

Thanks.

Susan E. Affleck-Childs

**Planning and Economic Development
Coordinator**

Town of Medway

155 Village Street

Medway, MA 02053

508-533-3291

From: Susan Affleck-Childs
Sent: Tuesday, January 28, 2020 8:34 AM
To: 'Carl Schultz'
Subject: RE: MCC project completion

Good morning,

Hope the winter season is going well for everyone
at MCC!

See attached letter and yes, another construction
services invoice.

Let me know if you have any questions.

Best regards

Susan E. Affleck-Childs

**Planning and Economic Development
Coordinator**

Town of Medway

155 Village Street

Medway, MA 02053

508-533-3291

From: Carl Schultz [<mailto:pastor.carl@medwaycc.org>]
Sent: Friday, January 03, 2020 8:41 AM
To: Susan Affleck-Childs; Matthew Barry
(mbarry@tataandhoward.com)
Subject: [BULK] Re: MCC project completion
Importance: Low

Happy New Year. We have an open "punch list" with Rodenhiser. We were not able to complete the project before the colder weather arrived and the remaining items will need to wait for spring. The stone walls are included in the list.

From: Susan Affleck-Childs
<sachilds@townofmedway.org>
Date: Thursday, January 2, 2020 at 11:49 AM
To: Carl Schultz <pastor.carl@medwaycc.org>, "Matthew Barry (mbarry@tataandhoward.com)" <mbarry@tataandhoward.com>
Subject: FW: MCC project completion

Hi there.

Happy New Year!

See attached photos of the stone rubble along Slocumb Place. Clearly the stone wall infill has not

been completed. Hopefully, this can be attended to in the near future.

Thanks.

Susan E. Affleck-Childs

**Planning and Economic Development
Coordinator**

Town of Medway

155 Village Street

Medway, MA 02053

508-533-3291

From: tag70c3@verizon.net [mailto:tag70c3@verizon.net]
Sent: Thursday, January 02, 2020 11:29 AM

To: Susan Affleck-Childs

Subject: MCC project completion

As discussed, I don't know that the stone piles in old curb cuts comply with the definition of or requirement to "fill" the openings....

TAG











MCC MEDWAY
COMMUNITY CHURCH

↑ OFFICES

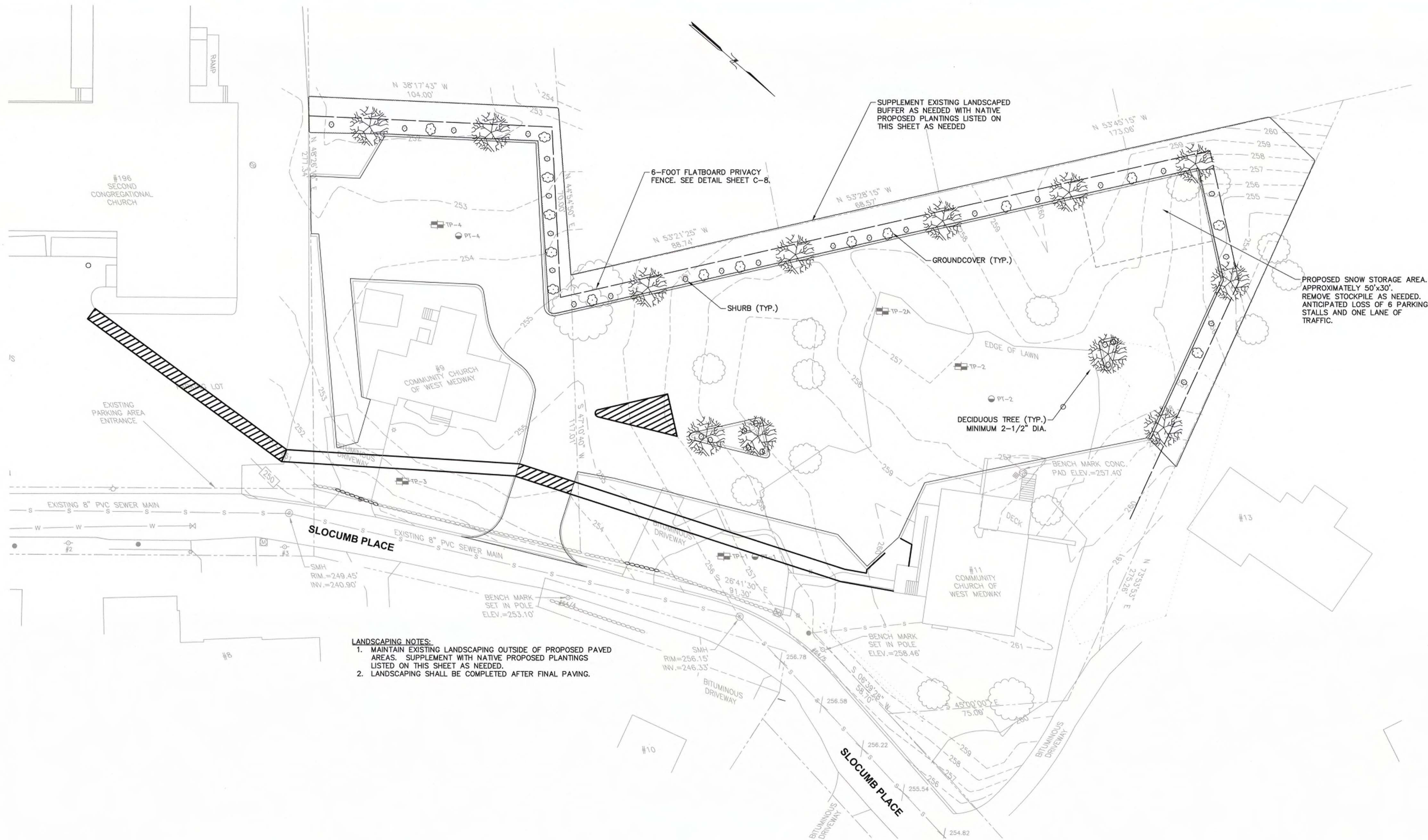
← PARKING











- LANDSCAPING NOTES:
1. MAINTAIN EXISTING LANDSCAPING OUTSIDE OF PROPOSED PAVED AREAS. SUPPLEMENT WITH NATIVE PROPOSED PLANTINGS LISTED ON THIS SHEET AS NEEDED.
 2. LANDSCAPING SHALL BE COMPLETED AFTER FINAL PAVING.

PROPOSED PLANTINGS (NATIVE)	
LATIN NAME	COMMON NAME
JUNIPERUS VIRGINIANA	EASTERN RED CEDAR
THUJA OCCIDENTALIS	ATLANTIC WHITE CEDAR (NOT DEER RESISTANT)
TSUGA CANADENSIS	EASTERN WHITE HEMLOCK
PINUS STROBUS	WHITE PINE
PICEA SPP.	SPRUCE
ILEX VERTICILLATE	WINTERBERRY (GROUNDCOVER)
TAXUS CANADENSIS	CANADA YEW (SHRUB)

LANDSCAPING PLAN
SCALE: 1" = 20'

MINOR SITE PLAN APPLICATION	
OWNER/APPLICANT: MEDWAY COMMUNITY CHURCH 11 SLOCUMB PLACE MEDWAY, MA 02053	PROPERTY ADDRESS: 9 & 11 SLOCUMB PLACE MEDWAY, MA 02053 ASSESSORS MAP 47 LOTS 079 & 078
7/24/18	Planning & Econ. Dev. Board Submittal
8/22/18	Planning & Econ. Dev. Board Review Meeting
9/6/18	Planning & Econ. Dev. Board Information Session
11/19/18	Planning & Econ. Dev. Board Final Decision
11-19-18	Date
Description	
LANDSCAPING PLAN NOT FOR CONSTRUCTION	
TATA & HOWARD 67 FOREST STREET MARLBOROUGH, MA 01752 (508) 303-9400	
FOR REGISTRY USE ONLY:	
T&H NO.: 5328	
DATE: NOVEMBER 2018	
SCALE: AS NOTED	
C-7	

Susan Affleck-Childs

From: Bouley, Steven <Steven.Bouley@tetrattech.com>
Sent: Monday, June 29, 2020 6:01 PM
To: Robert Truax
Cc: Bridget Graziano; Susan Affleck-Childs; Andy Rodenhiser ; Andy Rodenhiser; 'brian-clarke@live.com'
Subject: Millstone Flooding
Attachments: fieldstone flood.jpg

Hi Rob,

Got a few calls and emails this morning related to flooding at Millstone. Particularly at the low point at CB #55 and #56, see attached file "fieldstone flood" from a resident. I suggest you take a look at this area because these intense storms are happening with greater frequency and I expect this to be an on-going issue. There was no ponding when I got there this afternoon but the outlet from Basin #4 (HW #61) was flowing about half full during the inspection and flow was brown. Soil from the newly landscaped walking path/common area on the west side of the site appeared to be washing into the roadway between units #27/#28 and into the system.

Additionally, the forebay at Basin #1 (HW#4) washed out again. I suggest the berm be rebuilt or armored with riprap to prevent this from occurring in the future.

Please let us know if you have any questions, thanks.

Steve

Steven M. Bouley, P.E. | Senior Project Engineer
Direct +1 (508) 786-2382 | Business +1 (508) 786-2200 | Fax +1 (508) 786-2201 | steven.bouley@tetrattech.com

Tetra Tech | *Leading with Science®* | United States Infrastructure Division – INE Operating Unit
100 Nickerson Road, Suite 200 | Marlborough, MA 01752 | tetrattech.com

While we are operating remotely in response to COVID-19, Tetra Tech teams remain fully connected and hard at work servicing our clients and ongoing projects. We would also like to wish health and wellness to you and your family.

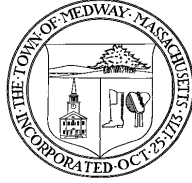
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Please consider the environment before printing. [Read more](#)







July 14, 2020

**Medway Planning & Economic Development Board
Meeting**

Medway Place Shopping Plaza Site Plan
Public Hearing

- 7-8-20 email from attorney Gareth Orsmond requesting a continuation of the public hearing.

Susan Affleck-Childs

From: Gareth Orsmond <gorsmond@PierceAtwood.com>
Sent: Wednesday, July 08, 2020 3:40 PM
To: Susan Affleck-Childs
Subject: RE: Medway Place - Public Hearing Continuation

Hi Susan,

I hope you're well.

I understand there has been a hold-up on the stormwater permit. Can we please continue this matter?

Also, can we try to schedule that call I requested for sometime next week?

Thx.
Gareth

Gareth Orsmond

PIERCE ATWOOD LLP

PH 617.488.8181

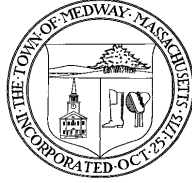
From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Wednesday, June 24, 2020 11:13 AM
To: Gareth Orsmond <gorsmond@PierceAtwood.com>
Subject: Medway Place - Public Hearing Continuation

*****This message originated outside your organization*****

FYI.

Susy

Susan E. Affleck-Childs
Planning and Economic Development Coordinator
Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291



July 14, 2020
Medway Planning & Economic Development Board
Meeting

ZBA Petition – 14 Phillips Street

The ZBA has received a petition requesting a nonconforming special permit and/or side setback variance for 14 Phillips Street. The owners wish to demolish the existing, non-conforming and dilapidated garage and replace it with a comparably sized garage structure that would still be non-conforming (but less so) in terms of side setback. The hearing is scheduled for July 15th. The ZBA has asked for the Board's review and comments.

- ZBA petition from Kerry & Kevin Graves
- Email dated 6-25-20 from Andy Rodenhiser to the ZBA with personal comments
- Photos

The house on this property is vintage 1880 according to the Assessor's office. We do not know the age of the garage structure. Please note that the former property owner had secured a permit from the ZBA in 2011 to allow the garage demolition and new construction, but never acted on it, so it has expired. That decision is included with the ZBA application materials.

I would recommend the Board encourage the ZBA to ask the applicant to provide a drawing of the proposed garage structure and include a condition that the garage design is appropriate for the site and reflective of the character of this older neighborhood.

GENERAL APPLICATION FORM



TOWN OF MEDWAY

ZONING BOARD OF APPEALS

155 Village Street
Medway MA 02053

Phone: 508-321-4915 | zoning@townofmedway.org
www.townofmedway.org/zoning-board-appeal

NOTE: THE APPLICATION WILL NOT BE CONSIDERED "COMPLETE" UNLESS ALL NECESSARY DOCUMENTS, FEES, & WAIVER REQUESTS ARE SUBMITTED. A GENERAL APPLICATION FORM MUST BE COMPLETED FOR ALL APPLICATIONS.

TO BE COMPLETED BY THE APPLICANT

Applicant/Petitioner(s): Kerry & Kevin Graves	Application Request(s):
Property Owner(s): Kerry & Kevin Graves	Appeal <input type="checkbox"/>
	Special Permit <input checked="" type="checkbox"/>
Site Address(es): 14 Phillips St	Variance <input type="checkbox"/>
	Determination/Finding <input type="checkbox"/>
	Extension <input type="checkbox"/>
	Modification <input type="checkbox"/>
Parcel ID(s): 58-171	Comprehensive Permit <input type="checkbox"/>
Zoning District(s): VR-Village Residential	
Registry of Deeds Book & Page No. and Date or Land Court Certificate No. and Date of Current Title: Book # 29787 Page 180 3/26/12	

TOWN CLERK STAMP

TO BE COMPLETED BY STAFF:

Check No.:
Date of Complete Submittal:
Comments:

APPLICANT/PETITIONER INFORMATION

The owner(s) of the land must be included as an applicant, even if not the proponent. Persons or entities other than the owner may also serve as co-applicants in addition to the owner(s), however, in each instance, such person shall provide sufficient written evidence of authority to act on behalf of the owner(s). For legal entities such as corporations, LLCs, etc., list the type and legal status of ownership, the name of the trustees/officer members, their affiliation, and contact information. Please provide attachment for information if necessary.

Applicant/Petitioner(s): Kerry & Kevin Graves	Phone: 617-777-2546
	Email: KerryL613@yahoo.com
Address: 14 Phillips Street	
Attorney/Engineer/Representative(s): N/A	Phone:
	Email:
Address:	
Owner(s): Same	Phone:
	Email:
Mailing Address:	

Please list name and address of other parties with financial interest in this property (use attachment if necessary):
N/A

Please disclose any relationship, past or present, interested parties may have with members of the ZBA:
N/A

I hereby certify that the information on this application and plans submitted herewith are correct, and that the application complies with all applicable provisions of Statutes, Regulations, and Bylaws to the best of my knowledge, and that all testimony to be given by me during the Zoning Board of Appeals public hearing associated with this application are true to the best of my knowledge and belief.

Signature of Applicant/Petitioner or Representative *Date*

Signature Property Owner (if different than Applicant/Petitioner) *Date*

APPLICATION INFORMATION

		YES	NO
Applicable Section(s) of the Zoning Bylaw:	Requesting Waivers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
page 47 section 5.5e	Does the proposed use conform to the current Zoning Bylaw?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Present Use of Property: garage	Has the applicant applied for and/or been refused a building permit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Is the property or are the buildings/ structures pre-existing nonconforming?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proposed Use of Property: garage	Is the proposal subject to approval by the BOH or BOS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Is the proposal subject to approval by the Conservation Commission?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Date Lot was created: unknown	Is the property located in the Floodplain District?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Date Building was erected: unknown	Is the property located in the Groundwater Protection District?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the property meet the intent of the Design Review Guidelines? yes	Is the property located in a designated Historic District or is it designated as a Historic Landmark?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describe Application Request: We would like to tear down our existing garage and replace it with a new one, that will be built to code. Our current garage has fallen into disrepair due to age, weather and lack of maintenance prior to our purchase of the house. With the snowstorms back a few years ago, the roof of the garage split open and is caving in. This is an eyesore for our neighbors at 16 Phillips St as they get to see that portion of the garage from their backyard. The existing structure is not safe and could fall into the backyard of 16 Phillips as there is no foundation or slab and rotting wood is holding it up. The current structure is right on the lot line, and we would like to rebuild a new garage, to code in 3.5 feet from the lot line. The land is flat, so drainage is not an issue, but due to the narrowness of the lot (65 feet) we don't have much room to work with. We love our neighborhood and all of the antique homes and want a structure to match the look and feel of all of the homes on our street. This will increase the property value and benefit the neighborhood since the falling down structure will no longer be a derogatory part of the area.			

FILL IN THE APPLICABLE DATA BELOW

Required Data	Bylaw Requirement	Existing	Proposed
A. Use		garage	garage
B. Dwelling Units	1	1	same
C. Lot Size	22500'	16888'	same
D. Lot Frontage	150'	65.96'	same
E. Front Setback	20'	approx 15'	same
F. Side Setback	10'	1.5'	3.5'
G. Side Setback	10'	44.1'	38.1'
H. Rear Setback	10'	approx 160	143.8
I. Lot Coverage	30%		
J. Height	35'	12'	20'
K. Parking Spaces		2	2
L. Other			

FOR TOWN HALL USE ONLY

To be filled out by the Building Commissioner:

Date Reviewed

Medway Building Commissioner

Comments:

After completing this form, please submit an electronic copy to zoning@townofmedway.org and 4 paper copies to the Community & Economic Development Department.



TOWN OF MEDWAY

ZONING BOARD OF APPEALS

155 Village Street
Medway MA 02053

Phone: 508-321-4915 | zoning@townofmedway.org
www.townofmedway.org/zoning-board-appeal

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TO BE COMPLETED BY THE APPLICANT

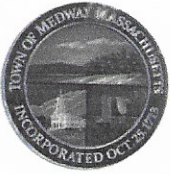
Please provide evidence regarding how the Special Permit Decision Criteria, outlined below, is met. Please write "N/A" if you believe any of the Criteria is Not Applicable. Provide attachments if necessary.

<p>1. The proposed site is an appropriate location for the proposed use: The proposed garage will sit at the end of the driveway.</p>
<p>2. Adequate and appropriate facilities will be provided for the operation of the proposed use: n/a</p>
<p>3. The proposed use as developed will not create a hazard to abutters, vehicles, pedestrians, or the environment: The rebuild of the garage will remove the hazard to abutters.</p>
<p>4. The proposed use will not cause undue traffic congestion or conflicts in the immediate area: No additional traffic will be generated.</p>
<p>5. The proposed use will not be detrimental to the adjoining properties due to lighting, flooding, odors, dust, noise, vibration, refuse materials, or other undesirable visual, site, or operational attributes of the proposed use: This will improve the neighborhood visually since the current garage is falling down.</p>
<p>6. The proposed use as developed will not adversely affect the surrounding neighborhood or significantly alter the character of the zoning district: We intend to mirror the style and character of the neighborhood in the new garage.</p>

<p>7. The proposed use is in harmony with the general purpose and intent of this Zoning Bylaw: Correct.</p>
<p>8. The proposed use is consistent with the goals of the Medway Master Plan: n/a</p>
<p>9. The proposed use will not be detrimental to the public good: n/a</p>

Signature of Applicant/Petitioner or Representative

Date



TOWN OF MEDWAY
ZONING BOARD OF APPEALS

155 Village Street
 Medway MA 02053

Phone: 508-321-4915 | zoning@townofmedway.org
www.townofmedway.org/zoning-board-appeal

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TO BE COMPLETED BY THE APPLICANT

Please provide evidence regarding how the Variance Criteria, outlined below, is met. All Variance Criteria must be met to be considered. Provide attachments if necessary.

1. What circumstances exist relating to the shape, topography, or soil conditions of the subject property which do not generally affect other land in the zoning district? (See MGL c. 40A Section 10)

- land is flat
- will not affect anyone else's property with regards to drainage

2. What substantial hardship, financial or otherwise, is caused by the circumstances listed above when the literal enforcement of Medway Zoning Bylaw is applied? (See MGL c. 40A Section 10) (Cannot be *personal hardship*)

- lot is too narrow - 65 feet
- want to replace existing structure moving in from the lot line
- too far back would be close to Chicken Brook

3. State why desirable relief may be granted without substantial detriment to the public good.

- garage that exists is a hazard
- new garage will improve neighborhood
- new garage built to code
- the current garage could fall in neighbors yard

4. State why relief may be granted without nullifying or substantially derogating from the intent or purpose of the Zoning Bylaw.

- current garage is closer to lot line than proposed
- being able to rebuild in the approx. location but further in will be better for both properties
- moving to 10' feet in would prohibit truck access to back yard for tree work etc.

Signature of Applicant/Petitioner or Representative

Date

**PLOT PLAN
PREPARED FOR
HOLLY M. PARENT
14 PHILLIPS STREET
MEDWAY, MASSACHUSETTS**

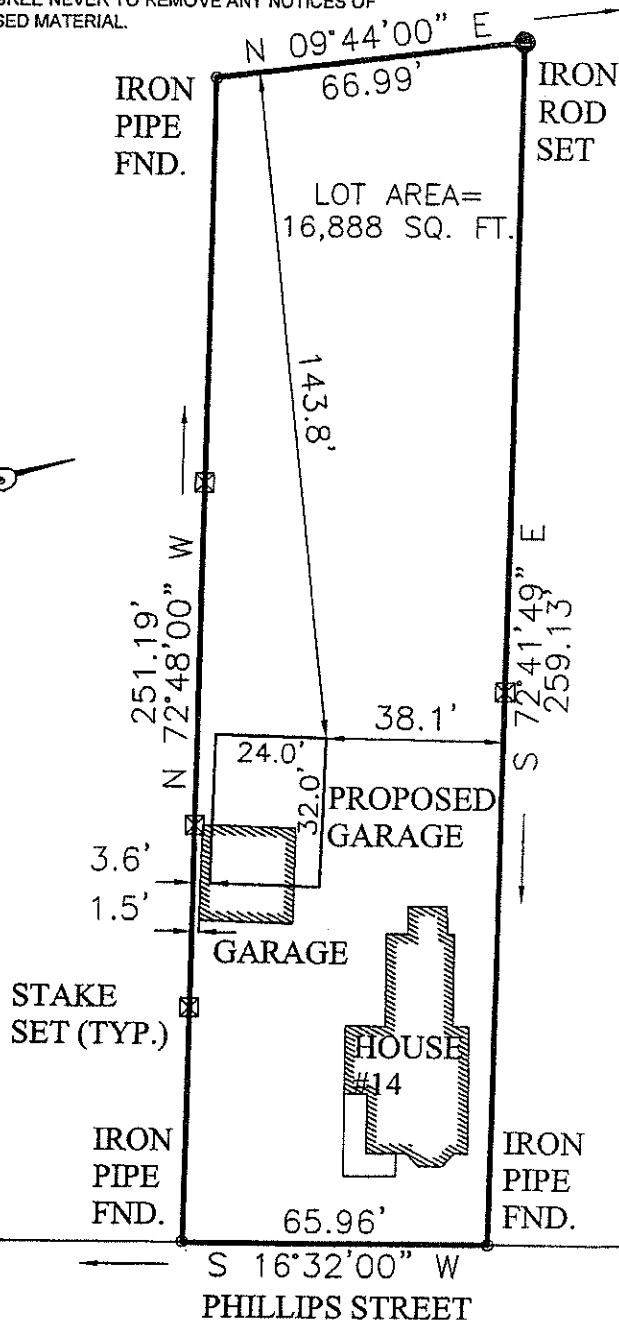
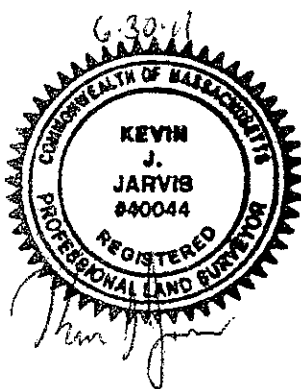
**JUNE 20, 2011
SCALE: 1 INCH = 40 FEET**

**JARVIS LAND SURVEY, INC
29 GRAFTON CIRCLE
SHREWSBURY, MA 01545
TEL. (508) 842-8087
FAX. (508) 842-0661
EMAIL: JARVISLAND@AOL.COM**

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WITHOUT PERMISSION FROM THE SURVEYOR.

1. THIS PLAN HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO THE FINDINGS SUCH A REPORT MIGHT DISCLOSE.
2. THIS PLAN HAS NOT BEEN PREPARED FOR RECORDING PURPOSES.
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**ASSESSORS MAP 2A
LOT 136**



COMMONWEALTH OF MASSACHUSETTS

NORFOLK, SS

IN THE MATTER OF: Holly Parent
Petitioner

Property Owner: Holly Parent
14 Phillips St.
Medway, MA 02053

RECEIVED
OCT 05 2011
TOWN CLERK
OCT 25, 2011

OPINION OF THE BOARD

REQUEST FOR SPECIAL PERMIT

14 Phillips St.

Hearing: September 21, 2011

Decision: October 5, 2011

MEMBERS PRESENT: Joseph F. Musmanno, Chairman
David Cole
Anthony Biocchi
Carol Gould

THE WRITTEN OPINION WAS DELIVERED ON OCTOBER 5, 2011

OPINION OF THE BOARD

This is a proceeding of the Zoning Board of Appeals of the Town of Medway, MA (hereinafter the Board) acting under the Zoning By-Laws of the Town of Medway, MA, 02053 and the Massachusetts General Law C40A, as amended, in which the petitioner, Holly Parent, requests relief to allow the demolition and reconstruction of a garage structure at 14 Phillips St, Medway, MA 02053.

Hearing

Notice of the Public Hearing by the Zoning Board of Appeals in this matter was published in the Milford Daily News on September 7 and 14, 2011. Notice also was sent to all "parties in interest" and posted in the Town Hall as required by Massachusetts General Laws Chapter 40A, Section 11.

The Public Hearing was held and the record closed on September 21, 2011. At the hearing, no one spoke in favor of, nor did anyone speak in opposition to, the application.

Hearing Summary

The Applicant, Holly Parent, came before the Board to request relief to allow the demolition of an existing garage structure that has fallen into disrepair and rebuild a new garage structure. The property is located at 14 Phillips St., within the ARII zoning district, and pre-existing, non-conforming to current zoning standards. This is an older neighborhood, with homes and accessory buildings over 100 years old. Plot plans and photos were submitted showing the existing garage to be 1.5 feet from the side lot line, and the proposed new 24' x 32' garage construction to be 3.6 feet from the side lot line. Ms. Parent testified that the new structure could not be constructed in conformance with current side setback requirements due to the position of the house, large trees, and need to maintain vehicular access to the rear of the property, as well as a stream in the rear of the property. Further, she testified the new construction would pose no detriment to the public good and in fact would enhance the property.

Findings:

By Vote of 4-0:

1. The side setbacks of buildings on adjoining lots deviate significantly from side setback requirements.
2. Grant of relief in this instance would be consistent with the Special Permit criteria set forth in Section III.J of the Medway Zoning Bylaw.

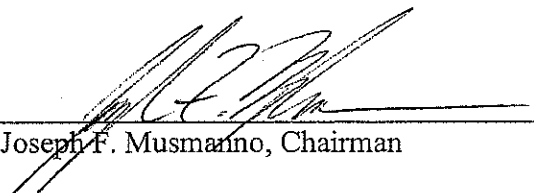
Relief Granted:

By vote of 4-0:

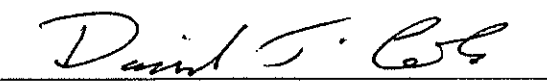
Grant a Special Permit to Holly Parent, 14 Phillips St., Medway, MA 02053 in accordance with Section V.F.7 of the Medway Zoning By-Law for the construction of a garage as described in the petition, subject to the condition that the garage shall be placed no nearer than 5 feet from south side lot line.

The Board hereby makes a detailed record of its findings and proceedings relative to this petition, sets forth its reasons for its findings and decision, incorporates by reference any plan or diagram received by it, directs that this decision be filed in the office of the Town Clerk and be made a public record and that notice and copies of its decision be made forthwith to all parties or persons interested.

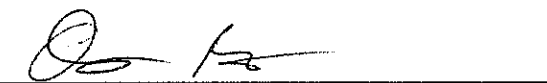
IN ACCORDANCE WITH MASSACHUSETTS GENERAL LAW, CHAPTER 40A, SECTION 11 NO VARIANCE, SPECIAL PERMIT OR CONSTRUCTIVE GRANT OF A VARIANCE TAKES EFFECT UNTIL RECORDED IN THE REGISTRY OF DEEDS.



Joseph F. Musmanno, Chairman



David Cole



Anthony Biocchi



Carol Gould

Susan Affleck-Childs

From: Andy Rodenhiser <Andy@rodenhiser.com>
Sent: Thursday, June 25, 2020 12:12 AM
To: Stefany Ohannesian
Cc: Susan Affleck-Childs
Subject: Re: REQUEST FOR COMMENTS: 14 Phillips Street

My thoughts:

Is there a current building department order condemning the existing structure that appears to be in worse shape today than it was in 2011?

Is there any complaints or history of enforcement?

If it's a pre existing non conforming structure that's being proposed to be rebuilt 8 ft taller...Shouldn't the proposed structure be exactly the same regardless of the specifics of the non conformity.

If the reason for the minimal movement within the setback is the access...then couldn't the access be achieved by constructing a conforming structure outside the setback closer to the home and afford access to the rear of the lot through the setback.

It seems as though the previous owner was granted a variance and did nothing. The current owner has room to rebuild to the right of the existing and was aware of the condition of the existing structure when they purchased the home. The idea that the neighborhood would benefit from rebuilding the garage is not a reason to grant relief. If the structure is unsafe and at risk of collapse , than the building commissioner should condemn the building and order it raised.

Andy Rodenhiser
President
Rodenhiser Home Services Inc.

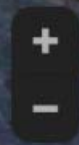
On Jun 23, 2020, at 2:24 PM, Stefany Ohannesian <sohannesian@townofmedway.org> wrote:

<14 Phillips Street Application.pdf>





Google



Stefany Ohannesian

From: Kerry Graves <kerryl613@yahoo.com>
Sent: Friday, July 10, 2020 9:44 AM
To: Stefany Ohannesian
Cc: Barbara Saint Andre
Subject: Re: Zoning Board Zoom Information
Attachments: pic of walkway and back door.pdf; plot plan with drawing of driveway, walkway and location if garage were at 10 from lot line.pdf

Hi Stefany,

Thank you for the reminder, I hope you enjoy your vacation!

Attached is a picture of our existing back door and walk way as well as a copy of the plot plan with the driveway walkway and garage location if it were to be moved to outside the setbacks. Our backdoor is our main entrance, and if we were to move it to outside the setbacks, the garage would line up with the back of the house and we would have to pave over that part of our lawn, losing the walkway and completely changing the way our family functions and the aesthetic of the house.

As for the state of the garage as it stands, after the 2015 snowstorms, we called our insurance company to replace it, and they were only willing to give us about 3K to fix it, to which we knew wouldn't be enough, and we could not at the time afford to fix it properly. We have saved up over the last few years, to be able to build a structure that lines up with the other buildings in our neighborhood.

Thanks,

Kerry

On Thursday, July 9, 2020, 10:57:58 AM EDT, Stefany Ohannesian <sohannesian@townofmedway.org> wrote:

Hi Kerry,

Just a quick reminder to contact Barbara Saint Andre (she is CC'ed) next week if any questions or concerns come up. I know you mentioned sending some additional pictures along so if you send them after tomorrow please send them to Barbara. Thank you!

Stefany Ohannesian

Administrative Assistant

Community and Economic Development

Town of Medway

155 Village Street

Medway, MA 02053

(508) 321 - 4915

From: Stefany Ohannesian
Sent: Thursday, July 9, 2020 8:54 AM
To: Kerry Graves <kerryl613@yahoo.com>
Subject: Zoning Board Zoom Information

Hi Kerry,

Below is the information for next week's Zoning Board meeting. Let me know if you need anything else!

Topic: Zoning Board of Appeals Zoom Meeting July 15, 2020
Time: Jul 15, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/82818990392>

Meeting ID: 828 1899 0392
One tap mobile
+13126266799,,82818990392# US (Chicago)
+19294362866,,82818990392# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 436 2866 US (New York)
+1 301 715 8592 US (Germantown)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
Meeting ID: 828 1899 0392

Stefany Ohannesian

Administrative Assistant

Community and Economic Development

Town of Medway

155 Village Street

Medway, MA 02053

(508) 321 - 4915



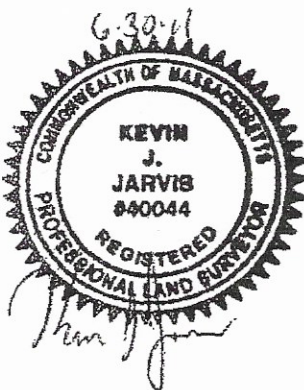
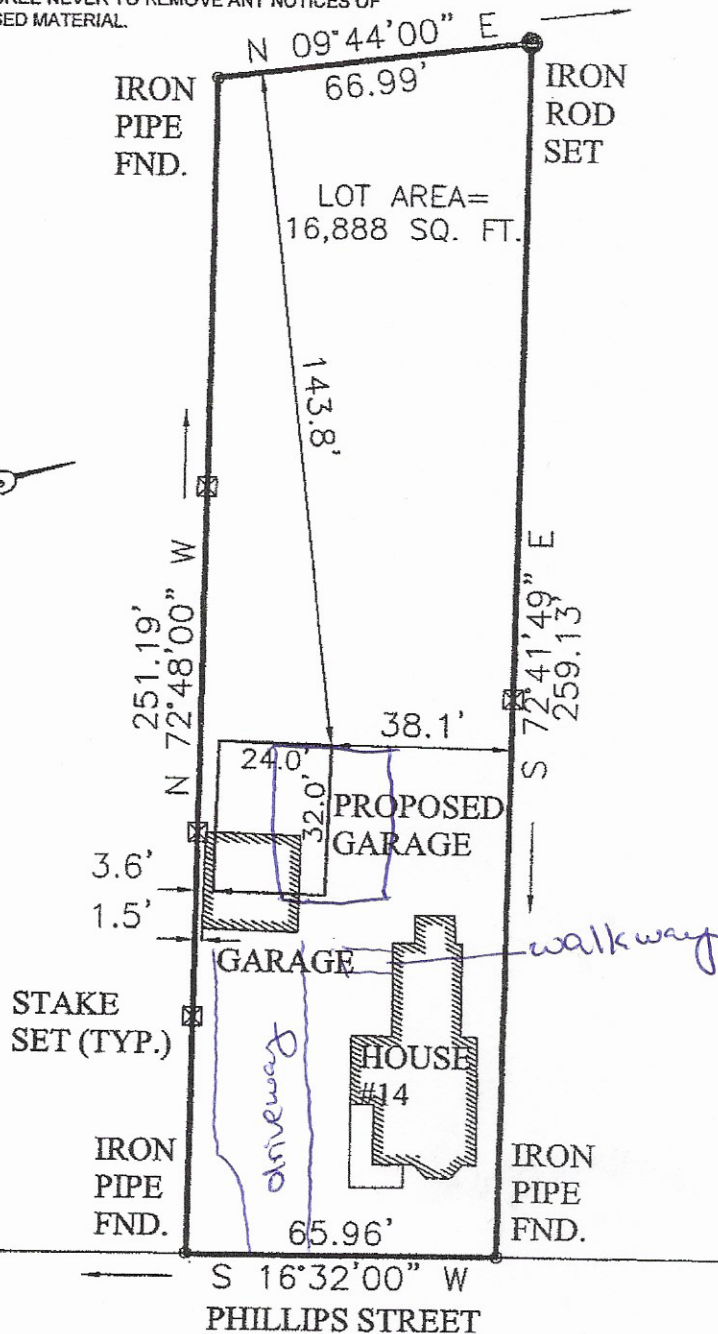
JUNE 20, 2011
SCALE: 1 INCH = 40 FEET

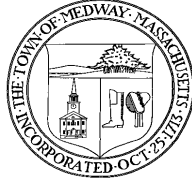
JARVIS LAND SURVEY, INC
29 GRAFTON CIRCLE
SHREWSBURY, MA 01545
TEL. (508) 842-8087
FAX. (508) 842-0661
EMAIL: JARVISLAND@AOL.COM

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ASSESSORS MAP 2A
LOT 136

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July 14, 2020

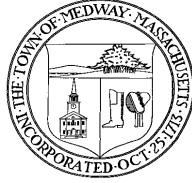
**Medway Planning & Economic Development Board
Meeting**

CBD Zoning Discussion

At the June 23rd PEDB meeting, we discussed next steps for developing new zoning regulations for the Central Business District. At that time, I had suggested establishing a CBD Zoning Task Force to work with a zoning consultant on this project, similar in concept to how we had approached the Oak Grove zoning initiative.

I recently updated Barbara Saint Andre on the plan of action. She has advised that we need to do a Request for Quote process as the funding available is \$15,000. This is in lieu of a more formal RFP process. Also, Barbara has suggested an alternative organizational approach which is for the PEDB to serve as the “task force” in lieu of creating a separate committee to undertake this work with a consultant. She feels the work could be accomplished more readily with the Board as lead in the hope of having something ready for consideration at the November town meeting.

On 7-7, Barbara and discussed this with Andy and me. We decided to ask the Board to review and consider this alternative approach.



July 14, 2020

**Medway Planning & Economic Development Board
Meeting**

PEDB Meeting Minutes

- Draft minutes of the June 23, 2020 PEDB meeting

Tuesday June 23, 2020
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053

Members	Andy Rodenhiser	Bob Tucker	Tom Gay	Matt Hayes	Rich Di Iulio	Jessica Chabot
Attendance	X	X	Absent with Notice	X	X	X

Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, no in-person attendance of members of the public will be permitted at this meeting. Members of the public who wish to watch the meeting may do so, on Medway Cable Access: channel 11 on Comcast Cable, or channel 35 on Verizon Cable; or on Medway Cable’s Facebook page @medwaycable.

ALSO PRESENT IN ZOOM MEETING:

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

The Chairman opened the meeting at 7:03 pm.

There were no Citizen Comments.

SALMON SENIOR LIVING COMMUNITY

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

- Collection of emails among Salmon project manager Rachel Whitemore, Susy Affleck-Childs, and Steve Bouley regarding possible changes to landscaping along the eastern property boundary.

The Board was made aware that there were a series of emails regarding changes to the landscaping along the eastern property boundary by installing rip rap with arborvitae. Salmon has since withdrawn their request for these changes.

Consultant Bouley indicated that the approved plan shows a slope of 2:1 in this area. The untouched buffer area will increase that slope beyond 2:1 where it would be difficult to grow grass or properly maintain vegetation. Slopes which are steeper than the 2:1 are prone to erosion. The issue is also that the neighbors will be looking at a wall of rip rap until the arborvitae grows in. If the plan is to now go back to the original plan, this slope area will be susceptible to erosion.

Abutter Tim Choate was part of the ZOOM meeting and he referenced the ARCPUD decision’s requirement for a permanent privacy fence. It was supposed to be installed in 2019 prior to the building permit being issued. Mr. Choate reported that Salmon principal Jeff Robinson had

informed him that there will be another 8 weeks before that fence is installed. Mr. Choate reported that Mr. Robinson had agreed to install about 400 ft. of temporary fence to screen the adjacent neighborhood during construction of Waterside Run. The natural buffer will remain, and the 2019 plan modification will be in effect for the landscaping requirements. Susy sent that document to Mr. Choate during the meeting. He also informed the Board that the contractor is on site prior to the work hours in the decision. There has been a significant issue with dust. It was recommended that Mr. Choate inform the Building Inspector. Mr. Choate responded that Building Inspector Jack Mee was on site after his telephone call to look at the dust control measures.

Consultant Bouley indicted that there is a water truck on the property throughout the entire day.

The Board would like Susy to follow-up with Jack Mee with any of the items with specific date requirements in the decision. The applicant should provide an update on these items.

CONSTRUCTION REPORTS: (See Attached)

- 6-15-20 email from Pastor Carl Schultz re: Medway Community Church
- Field Report - 50 Adler Street – Report No. 7 (2020-06-03)
- Field Report - 50 Adler Street – Report No. 8 (2020-06-06)
- Field Report - 50 Adler Street – Report No. 9 (2020-06-08)
- Field Report - Salmon Health – Report No. 38 (2020-06-15)
- Field Report - Salmon Health – Report No. 39 (2020-06-16)

Medway Community Church:

The Board was made aware that the following items have been completed. The rock wall sections were rebuilt to close off the driveways that were discontinued. There has also been installation of signs and bollards. There has also been hydroseeding of the island and surrounding areas bordering the parking lot. There has not been a request for a final inspection punch list.

Salmon:

There was installation of infiltration trench #23 located on the northern side of the main campus building. The gas line has been installed. The binder will be down within the next few weeks. Tetra Tech will be present during the paving.

50 Adler Street:

There was the installation of the top course paving and driveway apron installation and sidewalk. There has been no request for the final punch list.

Medway Greens:

The final inspection for Medway Green was completed. There are only a few benches which need to be installed.

Millstone Village:

There was a drive through of the site. Landscaping has been completed. There will need to be inspection of the final punch list items but to date this has not been requested. GLM Engineer, Rob Truax called and informed Steve Bouley that there was a catch basin installed and it was not

shown on the plan, Steve will follow-up and review the as built. There has been a delay on the planting of the grasses and plantings. This is projected to be a 2-month delay.

NOTE - Resident Kathy Hooper joined the Zoom meeting to express her concerns with the Salmon development about construction work starting on site prior to 6:30 am. Ms. Hooper is a resident on Naumkeag adjacent to the Salmon development.

ELECTION OF OFFICERS:

The Board would like to hold the election of officers at the July 14, 2020 when the full board is present.

COMMITTEE APPOINTMENTS:

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

- SAC Memo to PEDB dated 6-16-20 re: appointment of Keith Peden to the Economic Development Committee for another 2-year term.

On a motion made by Bob Tucker, seconded by Rich Di Iulio, the Board voted unanimously to appoint Keith Peden to the Economic Development Committee through June 30, 2022.

Roll Call Vote:

Bob Tucker	aye
Rich Di Iulio	aye
Andy Rodenhiser	aye
Matt Hayes	aye

SELECTION OF PEDB MEMBERS TO SERVE ON VARIOUS COMMITTEES & COMMITTEE LIASONS

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

- SAC memo to PEDB dated 6-16-20 re: the various boards and committees on which the PEDB has a representative and the boards and committees with which the PEDB liaison

Since there is not a full Board present, the liaison committee appointments will be determined at the July 14, 2020 meeting.

The Chairman asked Associate Member Jessica Chabot if she would consider the list and look at what would interest her. Member Chabot will look at the list and will communicate back to Susy.

MEDWAY MILLS SITE PLAN PUBLIC HEARING:

- Due to the State of Emergency the Chairman declared that this hearing will be continued until July 14, 2020. (See Attached)

PLAN REVIEW FEE ESTIMATE - HARMONY ESTATES 218 MAIN STREET:

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

- PGC estimate dated June 16, 2020
- Tetra Tech estimate dated June 17, 2020

On a motion made by Bob Tucker and seconded by Rich Di Iulio, the Board voted by Roll Call to approve the plan review fee estimates for the proposed Harmony Estates Multi-Family development at 218 Main Street in the amount of \$7,598.00 for Tetra Tech and \$900 for PGC Associates.

Roll Call Vote:

Bob Tucker	aye
Rich Di Iulio	aye
Andy Rodenhiser	aye
Matt Hayes	aye

PEDB MEETING MINUTES:

June 9, 2020:

On a motion made by Bob Tucker and seconded by Matt Hayes, the Board voted by Roll Call to approve the minutes of the June 9, 2020 PEDB meeting as presented.

Roll Call Vote:

Bob Tucker	aye
Rich Di Iulio	aye
Andy Rodenhiser	aye
Matt Hayes	aye

RED GATE SUBDIVISION:

Susy informed the Board that the Board has been carrying Redgate Subdivision on the unaccepted street list for many years. In the late 1980's the Town and developer were sued by an abutter. This went to court and lingered, and former town counsel advised not accepting the street until the lawsuit was resolved. The court dismissed the lawsuit this past fall. The Board has since been contacted by the developer and asked for the street to be accepted and the bond funds returned (approximately \$13,000.00). They have indicated that the as-built plan was previously provided. Susy has asked them to resupply but they have not been able to do such. Susy will work with Barbara on a response. Member Tucker would like a copy of this response.

ADAPTIVE USE OVERLAY DISTRICT RULES AND REGULATIONS:

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

- Draft amendments to the AUOD Rules and Regulations

The Board is looking to update the Adaptive Use Overlay District Rules and Regulations at the encouragement of Community and Economic Development Director Barbara Saint Andre. They were first adopted in 2005 and have not been changed since then. The amendments are about the process on how the Board reviews an application. They are more editing than content driven. The document contains the red line edits which were done by Susy, Barbara and Stefany. Barbara. Many of the edits were clean up items and clarity on language. Redundant text was taken out. The numbering within the document will be corrected with the recommended edits to correspond to the Zoning Bylaw. There was a question about the section with the requirements for As-Built plans and the allowance for the electronic file with a wet stamp. Member Hayes referenced page 11 h. and noted the original change was correct not the red line version. There is a recommendation to not have to hold a public hearing to make these types of changes to the rules and regulations but instead to make these changes during a PEDB regular meeting. The Board would like to retain the public hearing requirement and appreciates receiving comments from the public and wishes for its work to remain transparent. The Chairman explained that since the Board has held these public hearings in the past, he felt that it is important to continue to do so for transparency. Susy will check what is in the bylaw to see if a public hearing is required. The Board would like Susy to check the requirements for an electronic wet stamping as related to filing of As-Built plans. The Board would like to hold a public hearing on this during the July 14, 2020 meeting.

CENTRAL BUSINESS DISTRICT ZONING:

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

- SAC Memo to PEDB dated 6-17-20 re: next steps

The Board discussed that at the May town meeting, the Town allocated \$15,000.00 for the PEDB to develop new zoning regulations for a Central Business District. This money will be available on July 1, 2020. It is recommended to set up a task force with representatives from the Planning and Economic Development Board, Design Review Committee, Economic Development Committee, Medway Business Council, and a member of the Board of Selectmen. If the Board wants to move forward with this an RFP will need to be drafted. There will also need to be scope of work. The Board did mention that Ted Browvitz was good to work with on the Oak Grove plan. The Board would like to move forward with this task. Susy will put together some recommendations and will present to Board the scope of the task force which will be created. The timeframe to accomplish this would be a 6 to 8-month period. It was suggested to keep the committee to 5 or 6 and structure in some group meetings with various committees or departments and those ideas would be brought back to the main task force. The first meeting of the task force would be the time to establish the vision. The Consultant should be part of the vision as part of a brainstorming session and be included in the RFP scope. Susy will begin working on the RFP.

A question was asked about drive-thru services which had been eliminated as an allowed use. Is this too restrictive now with COVID? The Committee would need to think about this and with COVID and the latest pandemic issues. Maybe allow for outdoor dining and dedicated parking for curbside delivery.

OTHER BUSINESS:

- The Board was made aware that the final revisions to the Open Space and Recreation Plan have been updated. This has been sent to the Division of Conservation Services for final approval.

MEDWAY PLACE SHOPPING PLAZA SITE PLAN CONTINUATION PUBLIC HEARING:

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

- Public Hearing continuation hearing
- Minutes of the last public hearing held on February 11, 2020
- Confidential Memorandum dated March 2, 2020 from Town Counsel Amy Kwessel, KP Law
- Confidential Memorandum, dated May 4, 2020 from Town Counsel Amy Kwessel, KP Law
- Collections of photos of site conditions at the plaza taken by Andy Rodenhiser on or around March 5, 2020.

The Board was informed that 5 representatives of Medway Place had been asked to attend the meeting to update the Board on their stormwater planning work with the Medway Department of Public Works. They did not do so.

On a motion made by Matt Hayes and seconded by Bob Tucker, the Board voted by Roll Call to continue the public hearing for Medway Place Shopping Plaza to July 14, 2020 at 8:15 pm.

Roll Call Vote:

Bob Tucker	aye
Rich Di Iulio	aye
Andy Rodenhiser	aye
Matt Hayes	aye

FUTURE MEETING:

- Tuesday, July 14, 2020

ADJOURN:

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

Roll Call Vote:

Bob Tucker	aye
Andy Rodenhiser	aye
Matt Hayes	aye
Rich Di Iulio	aye

The meeting was adjourned at 8:36 pm.

Prepared by,
Amy Sutherland
Recording Secretary

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

DRAFT