

**Medway Redevelopment Authority**  
**Wednesday, March 15, 2018 at 6:30 pm**  
**Sanford Hall**  
**Medway Town Hall**  
**155 Village Street**  
**Medway, MA 02053**

<b>Members</b>	<b>Andy Rodenhiser</b>	<b>Rori Stumpf</b>	<b>Michael Griffin</b>	<b>Doug Downing</b>	<b>Paul Yorkis</b>
<b>Attendance</b>	<b>X</b>		<b>X</b> <b>Remote</b> <b>Participation</b>	<b>X</b>	<b>X</b>

**ALSO PRESENT:**

Susy Affleck-Childs, Planning and Economic Development  
Mackenzie Leahy, Administrative Assistant  
Amy Sutherland, Recording Secretary

The Chairman called the meeting of the Medway Redevelopment Authority to order at 6:30 pm.

**Consultant Interview:**

The MRA was in receipt of the list of planning questions for the interview for the Oak Grove Zoning Consultant Interview. The MRA will be asking the questions in a round robin format off of the sheet provided.

Present were: Brovitz Community & Design and Dodson & Flinker.

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The Consultant Tom Brovitz introduced himself and also introduced Dan Shaw who is the landscape architect for Dodson & Flinker.

Mr. Brovitz explained his credentials and explained the variety of his projects which included:

**Projects:**

Danvers Maple Street  
Northampton Downtown Form Based Zoning (FBZ) design standards

New Bedford FBZ Regulation Form Based Code  
Portsmouth NH Gateway Corridors Mixed Use Based Zoning  
Scituate Greenbush Driftway Transit Oriented Development (TOD) Conceptual Plan and FBZ  
Chelmsford CEIOD & Design Standards  
Shelbourne VT- corridor vision Plan and FBZ

**Scope of Services were reviewed:**

**Part 1:**

Project Area Evaluation:

- Team kick off and listening session
- Review Plans and studies
- Analysis of land use development patterns and URA Concept Plan

The land characteristics of the Oak Grove area were reviewed.

**Part 2: Visioning**

- Stakeholder meetings
- Mixed use and public realm concept plan
- Prepare preliminary recommendations
- Project workshop
- Visioning for grants of funding
- Marketing for potential investors

The projects and examples are shown visually with the techniques showing full build out.

A building visual preference survey would be done for the different types of buildings:

- Take Styrofoam blocks and replace with buildings to see 3-D modeling/scenarios buildings
- 3-D modeling scenario building
- Need to have standards for good quality design
- Show the Community case studies with the noted projects.
- Wellesley Linden Square Infill Development was shown for former strip development on site.
- West Concord, MA Brookside Square Mixed Use
- Flexible and incubator space was discussed.

The MRA explained that important parts of the project should include:

- Scalability to the project is important.
- Possible three story development with small restaurant and bowling, dry cleaner, walkable concept. Demand for conference center and restaurant to support the hotel.

The Consultant reviewed the Form Based Code design standards.

- Prepare Form Based Zoning Amendments; an example of Scituate was shown.

The Consultant was asked if they will be able to complete this in a timely manner. The consultant indicated that the timeline will be met.

The Consultant was asked what do you need from the MRA to get a form based standard established for this project? The Consultant replied that there should be a workshop session with the task force to determine what you want and then this is translated into development standards.

The Consultant communicated that the current conceptual plan only shows one type of housing. He envisions different types of housing. This needs to be flexible. The MRA communicated that an important goal is to have work force housing and walkability. This would be a village within itself.

The Consultant was asked: What interests you about the project?

The Consultant responded that he loves taking challenging areas and creating opportunities. He enjoys this type of work.

The Consultant asked if the MRA has reached out to the stakeholders.

The Chairman informed them that some of the stakeholders have been contacted.

The MRA thanked the Consultants for their time.

### **Request for Qualifications and Expressions of Interest:**

The MRA was provided with a document entitled “Request for Qualifications and Expression of Interest”. This document was reviewed by town counsel. There was discussion if the language should indicate “development” instead of “redevelopment”. There was also a concern that the language indicated a conceptual proposal. The MRA does not think the word “conceptual” is needed. This document should also include where the document can be found on the website. The current zoning could also accompany this document. All were in agreement that this document needs to be reworked.

### **Oak Grove Task Force:**

The MRA then announced that the new Director of Community and Economic Development is Barbara Saint Andre and she will determine who will comprise the team that will be working with the consultant.

The MRA members are in receipt of a memo about the purpose of the Oak Grove Task Force. This will be a group which will serve as a working group to work with the selected consultant to develop substantive zoning bylaw amendments for Oak Grove, mixed -use zoning. This group will also assist with community education and advocacy in preparation for a future town meeting vote.

The following was recommended:

**Composition of Task Force:**

- 2 members of MRA
- 1 PEDB member not on MRA
- 1 or 2 DRC members
- 1 Open Space Committee member
- 1 EDC member not on MRA

The support staff on this will be determined by the new Director of Community and Economic Development. The MRA would like to see the following as support staff:

- Director of Community and Economic Development
- Planning and Economic Development Coordinator
- CED Administrative Assistant
- DPS for long term planning
- Affordable Housing Director
- Historical Commission (if needed)

**On a motion made by Mike Griffin and seconded by Paul Yorkis, the MRA voted by roll call vote to include the following as the composition of the Oak Grove Task Force and with support staff to be determined.**

**Roll Call Vote**

<b>Mike Griffin</b>	<b>aye</b>
<b>Doug Downing</b>	<b>aye</b>
<b>Paul Yorkis</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>

**Composition of Task Force**

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### **Annual Report:**

The Chairman will work with Mackenzie Leahy next week to get the annual report completed.

### **Professional Services Agreement:**

The members are in receipt of the professional services agreement with BSC group. The Chairman will sign the document since it was authorized at the last meeting.

### **Draft Letter:**

The MRA are in receipt of a draft letter for the property owners in the Urban Renewal Area. The MRA agreed that they would like to hold off on sending out the letter until they reach out to those who may possibly be interested in donating their piece of land. When the letter is ready to be sent to the property owners it was suggested sending out ten letters at a time so the office is not overwhelmed with telephone calls. The MRA would also like a list of those parcels which are a majority of wetlands. Member Yorkis would like this list when it created.

### **Article for Conveyance of Property to Medway Redevelopment Authority:**

The members are in receipt of the article to see if the town will vote to transfer town owned parcels in the Oak Grove Urban Renewal Area to the Medway Redevelopment Authority. This article was drafted by Town Counsel. There was a question if the MRA needs to be added as a proponent of the article. Susy Affleck Childs will follow-up with town counsel.

### **Invitation for Bids:**

The MRA is in receipt of a document entitled, "Invitation for Bids". This is to seek bids for real estate services for appraisals for parcels located within the Oak Grove Urban Renewal Area.

The following comments were noted:

- Be sure to explain in the bid that there is vacant and developed land.
- Under Rule for Award: Include language noting the lowest and qualified bid.
- On the acknowledgement page, put a spot for the appraiser's license number and expiration of such license.

### **Contract with Brovitz Community and Planning & Design and Dodson & Flinker:**

The MRA would like to enter into an agreement with Brovitz Community and Planning & Design and Dodson & Flinker for consulting services for the Zoning Regulations for the Oak Grove Urban Renewal Plan.

**On a motion made by Doug Downing and seconded by Paul Yorkis, the MRA voted by roll call vote to allow the Chairman to sign a contract agreement with Brovitz Community and Planning & Design and Dodson & Flinker.**

**Roll Call Vote**

<b>Mike Griffin</b>	<b>aye</b>
<b>Doug Downing</b>	<b>aye</b>
<b>Paul Yorkis</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>

**EXPENSES:**

The MRA is in receipt of an invoice for BSC in the amount of \$609.88.

The Town Accountant provided a sheet showing which accounts the invoice could be paid from.

**On a motion made by Paul Yorkis seconded by Doug Downing and, the MRA voted by roll call vote to pay the bill to the BSC subject to confirmation of the funds from the town Accountant.**

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**Roll Call Vote**

<b>Mike Griffin</b>	<b>aye</b>
<b>Doug Downing</b>	<b>aye</b>
<b>Paul Yorkis</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>

**Other Business:**

Member Yorkis informed the MRA that the EDC had a meeting last night and there was a decision made to invite the DPS to discuss putting signs at Trotter Drive.

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**Future Meeting:**

**On a motion made by Paul Yorkis and seconded by Doug Downing, the Medway Redevelopment Authority voted unanimously by roll call vote to hold their next meeting on April 25, 2018 at 6:30 pm at the Medway Town Hall.**

**Roll Call Vote**

<b>Mike Griffin</b>	<b>aye</b>
<b>Doug Downing</b>	<b>aye</b>

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<b>Paul Yorkis</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>

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**Adjourn:**

**On a motion made by Paul Yorkis and seconded by Mike Griffin the Medway Redevelopment Authority voted unanimously by roll call vote to adjourn the meeting at 9:30 pm.**

**Roll Call Vote**

<b>Mike Griffin</b>	<b>aye</b>
<b>Doug Downing</b>	<b>aye</b>
<b>Paul Yorkis</b>	<b>aye</b>
<b>Andy Rodenhiser</b>	<b>aye</b>

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Respectfully Submitted,

Amy Sutherland  
Recording Secretary  
Approved April 25, 2018