



**TOWN OF MEDWAY**  
**Administrative Site Plan Review Team**  
155 Village Street  
Medway, Massachusetts 02053

## **Meeting Minutes**

Monday, June 26, 2023, at 3:00 p.m.  
Sanford Hall

**Present** – Barbara Saint Andre, Director, Community and Economic Development  
Jon Ackley, Building Commissioner  
Jeremy Thompson, Planning and Economic Development Coordinator  
Anna Rice, Administrative Assistant, Community and Economic Development

### **Review of Administrative Site Plan Application**

The Administrative Site Plan Review Team reviewed the application.

Susan Dietrich, Executive Director of the Medway Village Food Pantry, was present to discuss the application.

Ms. Dietrich stated the location for the generator will be where the dumpsters currently are, next to the building, not near the windows or doors. Mr. Ackley asked if the dumpsters have any screening or fence around them, Ms. Dietrich said they do not. Ms. Saint Andre asked if there will be a platform for the generator, Ms. Dietrich stated there will be a concrete pad.

Ms. Dietrich stated the manufacturer has an acoustic foam that absorbs 95% of the sound, which would go inside the enclosure of the condenser. The enclosure for the condenser has openings for the airflow, so it will not be completely silenced, but much of the noise will be absorbed. Mr. Ackley asked if there are any decibel ratings or testing available, Ms. Dietrich stated they are unable to properly test in their environment due to ambient noise, but the decibels did decrease when moving 6 feet away from the freezer, without the acoustic foam.

The applicant requested waivers of the Site Plan Submittal requirements, Section 206-3 of the Site Plan Regulations. The Team voted to grant a waiver from the Site Plan Rules and Regulations for any items that were not submitted with the application.

**Motion to grant a waiver of the Administrative Site Plan Rules and Regulations for any items that were not submitted with the application, made by Barbara Saint Andre, seconded by Jeremy Thompson, passed with a vote of 3-0.**

**Motion to approve the Administrative Site Plan Decision as presented and amended, made by Jon Ackley, seconded by Jeremy Thompson passed by a vote of 3-0.**

The group reviewed and approved the draft decision for the application and added the following condition:

“The freezer must comply with Section 7.3.D of the Zoning Bylaw regarding noise. The applicant has agreed to install a contoured sound absorbing sheet around the condenser enclosures to help mitigate any noise from the freezer.”

**Motion to approve the Administrative Site Plan Decision as presented and amended, made by Jon Ackley, seconded by Jeremy Thompson passed by a vote of 3-0.**

The Team took a five-minute recess, and reconvened at 3:35 p.m.

**Motion to approve the minutes of the June 16, 2023, meeting, as amended, made by Jon Ackley, seconded by Jeremy Thompson, passed with a vote of 3-0.**

**Motion to adjourn the meeting at 3:38 p.m., made by Jeremy Thompson, seconded by Jon Ackley, passed with a vote of 3-0.**

Submitted by

Anna Rice, Administrative Assistant, Community and Economic Development

Edited by

Barbara J. Saint Andre  
Director, Community and Economic Development