



## **TOWN OF MEDWAY**

### **Administrative Site Plan Review Team**

155 Village Street  
Medway, Massachusetts 02053

### **Meeting Minutes**

Friday November 15, 2019 @ 9:00 a.m.  
Sanford Hall, Medway Town Hall  
155 Village Street

**Present:** Jack Mee, Building Commissioner; Barbara Saint Andre, Director, Community and Economic Development; Susy Affleck-Childs, Planning and Economic Development Coordinator; Stefany Ohannesian, Administrative Assistant, Community and Economic Development

Susy Affleck-Childs called the meeting to order at 9:06 a.m. and introduced Henry Marcel, property owner of 11 Awl Street, Medway, MA 02053.

Mr. Marcel discussed the plans for Bright Start Child Care Center to occupy space at 11 Awl Street in the larger, one story building. Mr. Marcel discussed some of the changes which include a fenced area for the children to play and reworking the driveway and parking lot to flow as a one way with the entrance being on Awl Street and the exit being on High Street. A curb cut on High Street is necessary to make this new traffic flow possible. They applied and secured a street opening permit from the Medway DPW and the driveway has been cut through to High Street. The parking lot is scheduled to be seal coated in the near future and once that is completed it will be re-stripped. There will be an additional handicapped parking spot added, resulting in two handicapped spots in the parking lot instead of just one. The second building on the property, at the back of the site, is occupied by Colonial Engineering in one of the office spaces and Mr. Marcel utilizes the garage space. In the larger building the daycare center will occupy the majority of the building (3,950 sq. ft.) and a small duct cleaning company occupies 1,600 sq. ft.

Mr. Marcel explained a little bit about the requirements the daycare needs to abide by with the Commonwealth of Massachusetts Department of Early Education and Care. Ms. Affleck-Childs asked a question about the number of parking spaces required for the child care center and if there is a sufficient number. Mr. Marcel explained that per the State requirements the childcare must have one employee per every 3 infants and one employee per every 9 toddlers. Mr. Marcel explained that the childcare is expected to have up to 8 employees. He explained that the fence for the play area has already been put in. It is a black vinyl coated chain link fence with two gates. Ms. Affleck-Childs inquired about the existing dumpsters and if they will be fenced in. Mr. Marcel explained there is a proposed three-sided fence around the

dumpsters on the plan. It would be chain link with vinyl strips. Ms. Affleck-Childs suggested it be changed to a vinyl fence instead of chain link and that it would need to be at least 6 feet high to cover the top of the dumpsters. Mr. Marcel explained that the dumpsters are 4 ½ feet high and did not see an issue with that request.

Ms. Affleck-Childs stated that the proposed traffic flow is a great idea and inquired if the parking lot will have arrows to show the flow being one way. Mr. Marcel indicated that there will be arrows painted on the pavement to show the flow of traffic as well as an “Entrance only” sign at the Awl Street opening and an “Exit only” sign at the High Street opening as well as an additional sign that says “Not an Entrance” on the other side. Mr. Mee suggested he look into putting wheel stops in the handicapped spots. Mr. Mee also asked about the lighting for the area. Mr. Marcel explained the lighting on the plan is only for the parking lot. They are LED lights and do not spill onto the abutting properties. Ms. Affleck-Childs inquired about the lighting for the main entrance to the childcare. Mr. Marcel explained that the lighting is under the overhang at the main entrance and again does not spill out.

There was a discussion about the status of the curb cut at High Street. Mr. Marcel stated the curb cut has been completed and the final inspection by DPW is forthcoming. Mr. Marcel explained that a small stone wall has been put in at the exit as well as evergreen trees to add some screening from High Street. Ms. Affleck-Childs asked if there was any discussion with the Fire Chief about the size of the driveway at the exit. Mr. Marcel stated that per the plan he thinks there is no problem with the width of the driveway. Ms. Affleck-Childs noted that the south façade of the main building lacks landscaping and asked what improvements can be included. Mr. Marcel stated that the new tenant will work with him to improve the landscaping for that building. At that point there were no other questions.

Ms. Affleck-Childs gave an overview of the process regarding the decision and stated Mr. Marcel would be invited to the meeting next week regarding the decision.

A motion to adjourn the meeting at 9:37 a.m. was made by Jack Mee, seconded by Barbara Saint Andre, and passed with a vote of 3-0.

Respectfully submitted,

Stefany Ohannesian  
Administrative Assistant  
Community and Economic Development