



Town of Medway
DESIGN REVIEW COMMITTEE
155 Village Street, Medway MA 02053
(508) 533-3291

DRC Meeting Minutes
Monday, March 21, 2022
Zoom (Remote) Meeting

Call to Order: – With a quorum present, this remote meeting was called to order by DRC Chair Mr. Buckley at 7:06 p.m. after a roll call vote of members.

Attendees:

	12/20/2021	03/21/2022			
Matthew Buckley	X	X			
Rich Di Iulio	-	-			
Jessica Chabot	-	X			
Tom Gay	X	X			
Rachel Walsh	Absent with Notice	Absent with Notice			
Dan Connolly	X	Absent with Notice			
Janine Clifford	X	X			

Also Present via Zoom:

- Jim Cray - Project Engineer for Water Treatment Facility @ 19 Populatic St
- Barry Smith - Superintendent, Medway DPW
- Sean Harrington - Deputy Director, Medway DPW
- Susan Affleck Childs - Medway Planning and Economic Development Coordinator
- Sreelatha Allam, Recording Secretary

Approval of Meeting Minutes-

None.

Site Plan Review – Medway DPW Water Treatment Facility 19 Populatic Street

Project engineer Jim Cray briefed the DRC on further details about the planned outdoor storage canopy is located at the northern section of the site. (**See attached information provided.**) The area where the canopy is to be installed is enclosed by three large pine trees with some existing vegetation around. The area is currently used for equipment storage. The proposed canopy will be 25'x60' (2200 Sq. ft. approx.) in dimension. It will be used for off season equipment storage, snowplows, and occasional trucks, etc. The proposed structure will be like the one at DPW building (on Broad Street) but with a smaller footprint. Galvanized structural steel with plastic membrane roof is proposed. He stated the material requires minimal maintenance. Grey color sides are recommended with black, grey, or white color roof. Existing overhead power lines in the vicinity will be removed as part of the project and will be installed underground via another

project. An existing garage will serve as a buffer between the house on the abutting property and the proposed canopy. An additional row of vegetation is proposed to create screening. Committee members supported the canopy design as presented.

OTHER BUSINESS

Review proposed signage for Medway Police Station, 315 Village Street

Susy Affleck-Childs briefed the Committee that the Select Board voted to rename Medway Police Station in the honor of Former Police Chief David Lambirth to recognize his years of service for the town. It includes 34 sq. ft. of signage with cut metal aluminum letters and will be installed on the building. (**See Attached.**) The overall sign concept was liked but there was a comment by Mr. Gay about adding more to the name for completeness. During discussion, it was suggested to add the word “Building” underneath the name to make it appear as “W. David Lambirth Building”. There was also discussion on reformatting/respacing/repositioning the sign to add the word “Building” and reducing spacing between “Medway Police” and “W. David Lambirth” within the archway. With this approach, the sign size will be within the allowed 30 sq. ft. threshold. DRC letter will be sent to Police Chief Allen Tingley. During the discussion, Ms. Affleck-Childs stated that Chief Tingley will be retiring in July 2022.

Master Plan Update

Ms. Chabot provided a brief update on the Town’s Master Plan project. The four focus group (FG) sessions are complete. The intent of the focus groups was to review a variety of strategies and receive public feedback. The focus group members were a combination of stakeholders, members at large, boards/ committee members, and Select Board members. There’s an online community forum scheduled on 04/05. The draft Master Plan is anticipated to be ready in late June and presented to boards/committees in August with a goal to get it voted at the November town meeting.

DRC 2021 Annual Report - Mr. Buckley will draft the report and send it to Ms. Affleck-Childs.

Motion was made by Ms. Chabot to adjourn the meeting, seconded by Mr. Gay.

Roll Call Vote:

Matt Buckley- Aye

Janine Clifford- Aye

Tom Gay- Aye

Jessica Chabot-Aye

The motion passed.

The meeting was adjourned at 7:55 p.m.

The next DRC meeting will be on 04-11-2022.

Respectfully Submitted,

Sreelatha Allam
Recording Secretary

Date: 3/16/2022

Project No.: 20600

To: Medway Design Review Committee and Medway Planning and Economic Development Board

From: Wright-Pierce

Subject: Populatic WTP – Proposed Storage Canopy – Supplemental Information

As requested, we have compiled additional information on the proposed equipment storage canopy to be located at the new Populatic Water Treatment Plant (WTP) in Medway. The purpose of this memorandum is to provide additional information to assist the Board/Committee with visualizing the existing conditions at the site including screening, what the proposed canopy design will resemble, and the anticipated footprint against existing conditions.

Existing Conditions

The storage canopy is proposed to be installed over an existing paved area of approximately 1,300 sq ft. This area is currently used for equipment storage by Water Department. The area is already very well screened from the adjacent property at 15 Populatic St. by three large white pines and various other trees and vegetation of differing sizes. Refer to the photo below:



Proposed Canopy Design

The proposed design of the canopy will closely resemble the storage canopy that has been built at the newly constructed DPW Facility. Some primary differences to note from the DPW facility design include a plastic membrane roof in lieu of the insulated metal panel roof, the elimination of the gutters, and a smaller overall footprint. The height of the proposed canopy will be similar to the DPW facility with a low side height of approximately 16-ft and high side height of approximately 18-ft. Refer to the photos below:



Front View



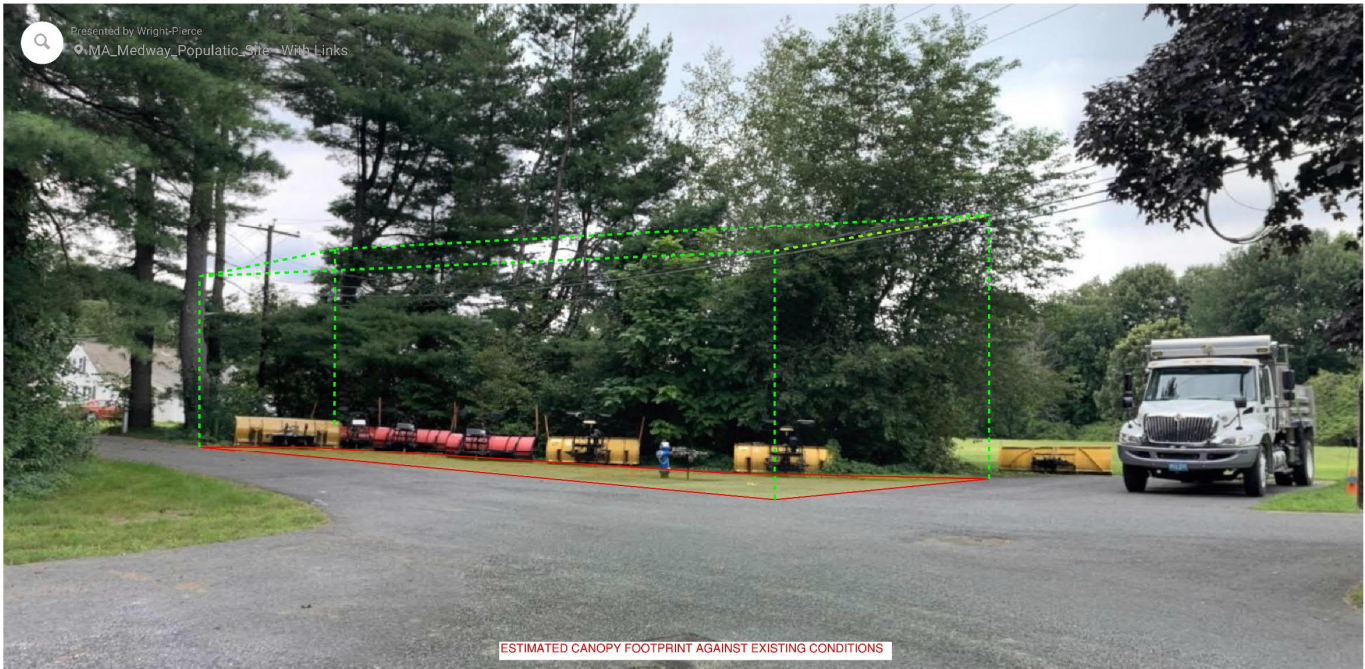
Side View



Underside View

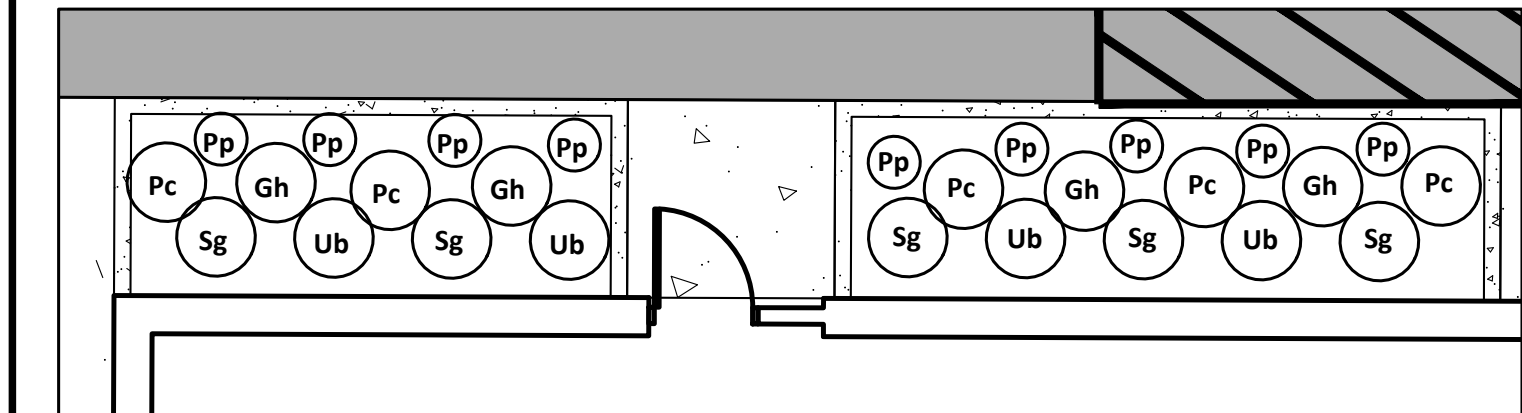
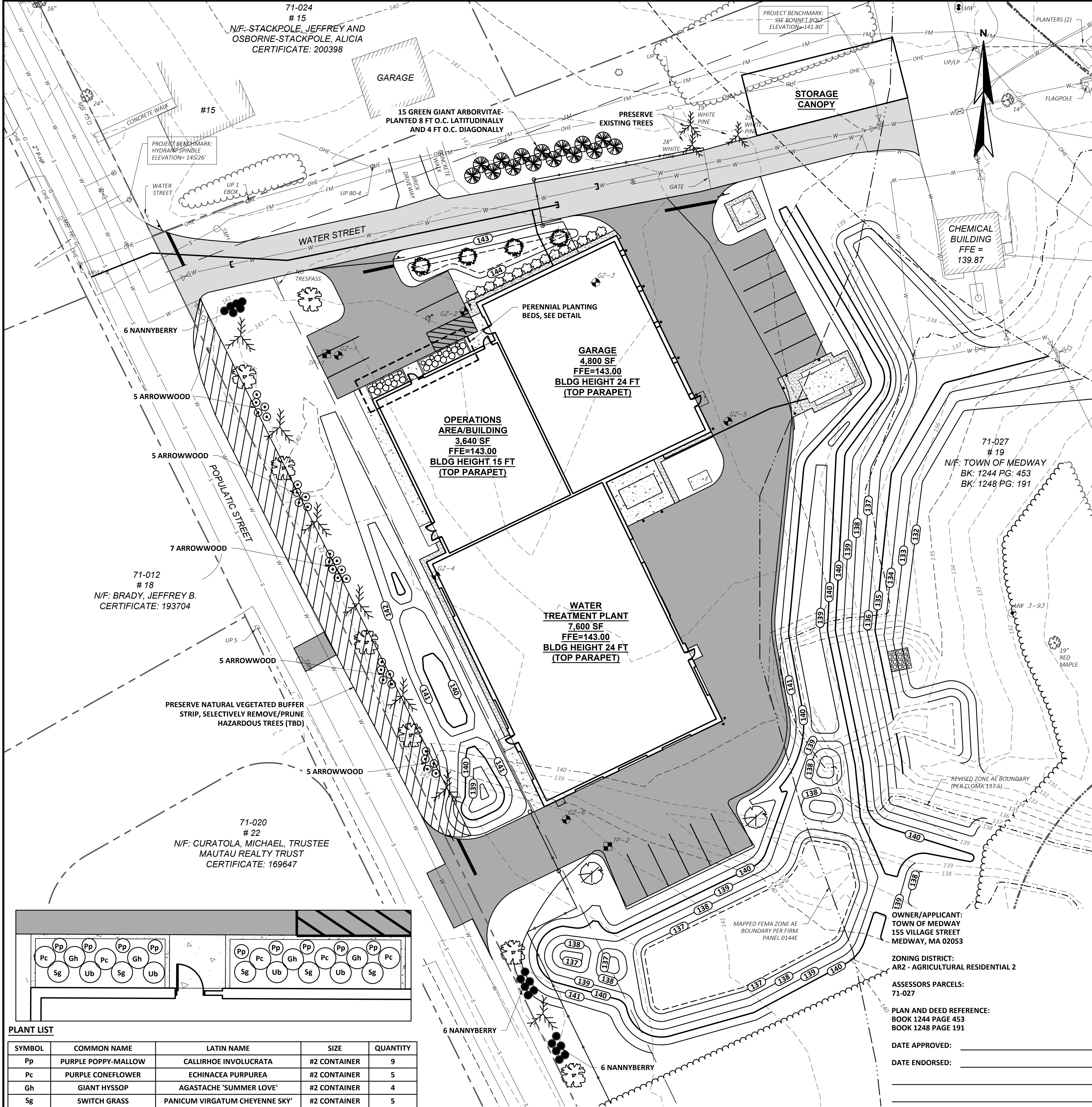
Proposed Footprint

The proposed footprint will completely cover the existing pavement in that area. The existing trees and vegetation that provide screening will remain in place following construction. The photo below shows the estimated footprint of the proposed canopy overlayed in front of the existing conditions to provide a visual reference of the size.



We hope this additional information meets the expectations of the Design Review Committee and Planning Board. Please let us know if you have any further questions or comments.

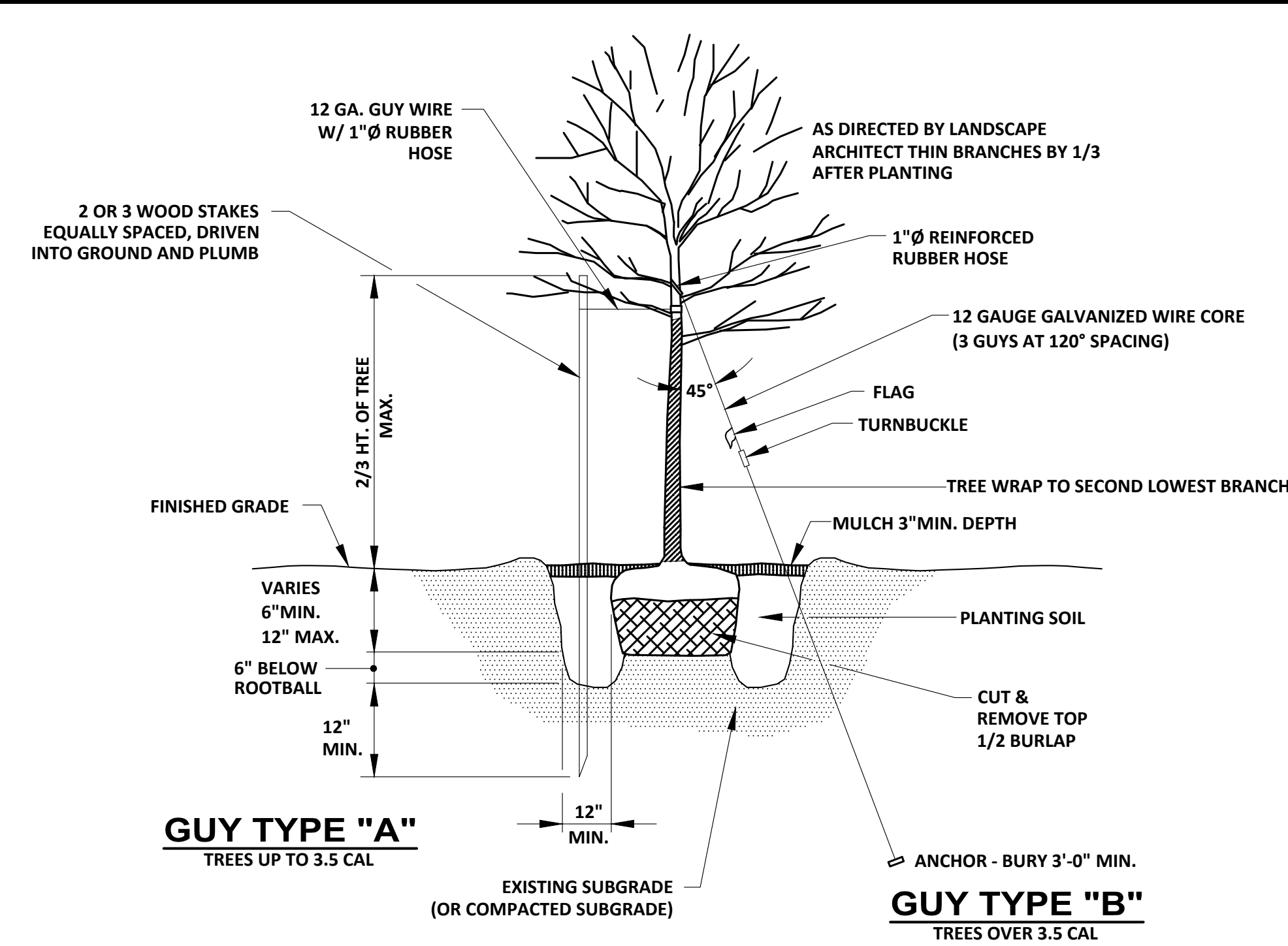
LAST SAVED BY: DANIEL.METZ 3/14/2022 2:15 PM
A:\ENGINE\MEDWAY\20600-WTP_DESIGN\DRAWINGS\CUV 20600-CS LANDSCAPE PLAN.DWG | 20600-CS LandscapePlan | 11.2.5849 | — | 3/6/2022 7:38:26 AM | DANIEL.METZ



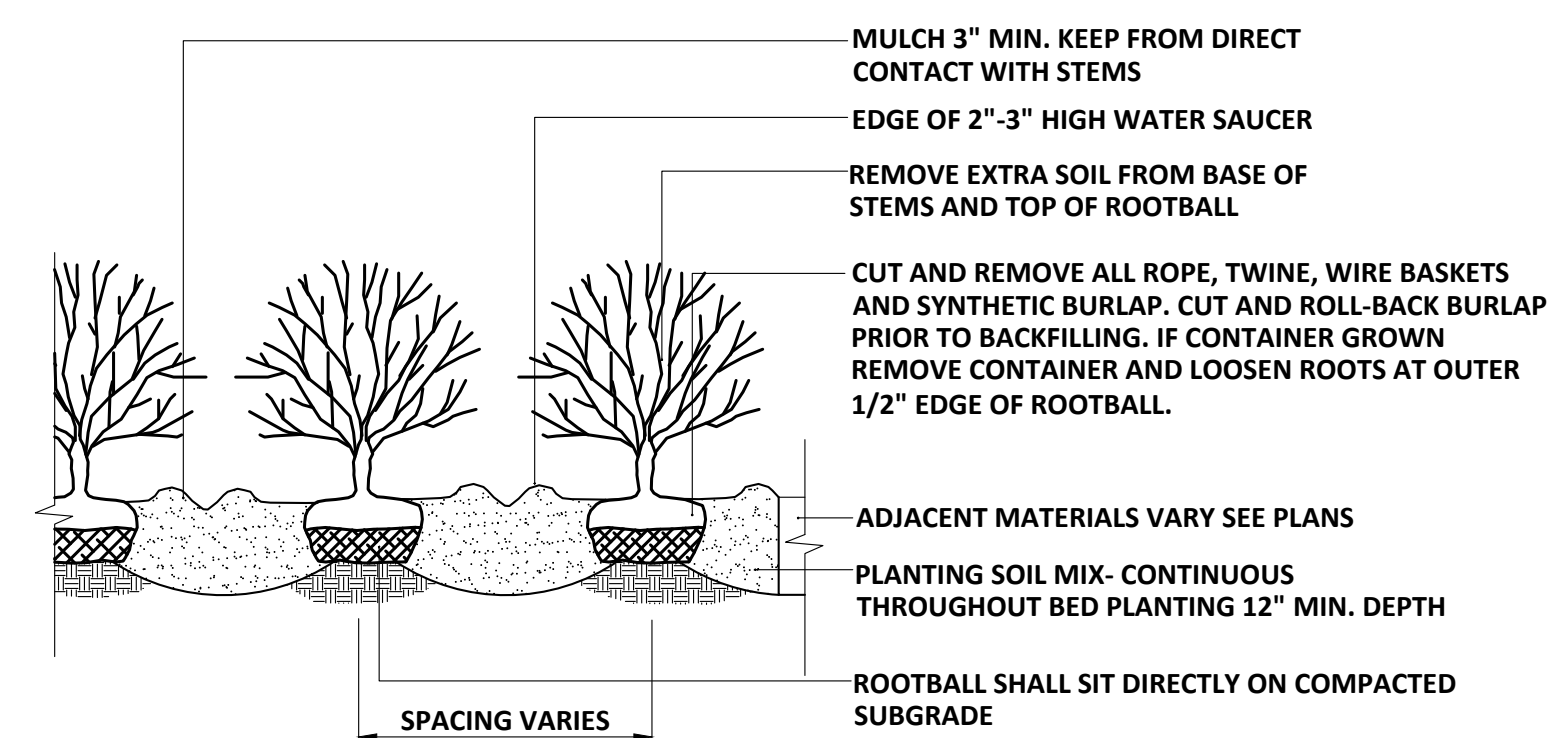
SYMBOL	COMMON NAME	LATIN NAME	SIZE	QUANTITY
Pp	PURPLE POPPY-MALLOW	CALLIRHOE INVOLUCRATA	#2 CONTAINER	9
Pc	PURPLE CONEFLOWER	ECHINACEA PURPUREA	#2 CONTAINER	5
Gh	GIANT HYSSOP	AGASTACHE 'SUMMER LOVE'	#2 CONTAINER	4
Sg	SWITCH GRASS	PANICUM VIRGATUM CHEYENNE SKY	#2 CONTAINER	5
Ub	UPRIGHT LITTLE BLUESTEM	SCHIZACHRYIUM 'STANDING OVATION'	#2 CONTAINER	4

PERENNIAL PLANTING BEDS PLAN
SCALE: NTS

SITE LANDSCAPE PLAN AND DETAILS
SCALE: 1"=20'



TREE PLANTING DETAIL
SCALE: NTS



SHRUB PLANTING BED
SCALE: NTS

SITE LANDSCAPE WORK-LAWS

- ALL AREAS DISTURBED DUE TO CONSTRUCTION OPERATIONS AND NOT DESIGNATED FOR OTHER SURFACE TREATMENT SHALL RECEIVE A 6" DEPTH OF TOPSOIL, AND SHALL BE FINE-GRADED AND SEEDED TO LAWN, PER LANDSCAPE SPECIFICATIONS.
 - ALL LAWN AREAS SHALL RECEIVE ADEQUATE TEMPORARY IRRIGATION, AS SPECIFIED AND REQUIRED.
 - NEW LAWNS AREAS SHALL BE HYDRO-SEEDED WHERE SHOWN AND AS SPECIFIED. MECHANICAL SEEDING (BRILLION OR APPROVED EQUIPMENT) MAY BE ALLOWED IF APPROVED BY THE OWNER'S REPRESENTATIVE. THOSE AREAS SHALL BE HYDRO-MULCHED OR STRAW-MULCHED WITH A CHOPPER/BLOWER AND A TACKIFIER AFTER MECHANICAL SEEDING.
- PLANTING NOTES:**
- LANDSCAPE CONTRACTOR SHALL REVIEW ALL SITE UTILITY PLANS AND COORDINATE WITH THE GENERAL CONTRACTOR TO AVOID HAZARDS AND CONFLICTS WITH EXISTING/NEW UNDERGROUND UTILITIES.
 - ALL PLANTS SHALL BE HEALTHY NURSERY STOCK MEETING REQUIREMENTS OF NURSERYMEN'S ASSOCIATION STANDARDS FOR TYPE, SIZE, AND CONDITION. ALL OTHERS WILL BE REJECTED.
 - OWNER'S REPRESENTATIVE WILL INSPECT ALL PLANT BEDS PRIOR TO ANY PLANTING.
 - ALL PLANT BEDS SHALL RECEIVE A 3" SETTLED DEPTH OF AGED SHREDDED HEMLOCK BARK MULCH, IMMEDIATELY AFTER INSTALLATION OF MULCH, THE CONTRACTOR SHALL THOROUGHLY WET ALL BEDS WITH THE EQUIVALENT OF 2" RAINFALL TO SETTLE MULCH TO 3" DEPTH.
 - PLANT LIST IS INFORMATIONAL ONLY. IF THERE IS A DISCREPANCY BETWEEN QUANTITIES SHOWN ON THE PLANT LIST AND THOSE SHOWN ON THE PLANS, QUANTITIES SHOWN ON THE PLAN SHALL GOVERN.
 - ALL TREE PITS AND PLANT BEDS SHALL RECEIVE PREPARED PLANTING SOIL MIXTURE AS DETAILED AND SPECIFIED. PLANT BEDS: 12" DEPTH WITH SURFACE 3" BELOW FINISHED GRADE TO ALLOW FOR MULCH.

SYMBOL	COMMON NAME	LATIN NAME	SIZE	QUANTITY
	NORTHERN RED OAK	QUERCUS RUBRA	2.5"-3" CALIPER	7
	WHITE PINE	PINUS STROBIS	8'-10' HEIGHT	7
	FLOWERING DOGWOOD	CORNUS FLORIDA	2"-2.5" CALIPER	4
	RED MAPLE	ACER RUBRUM 'OCTOBER GLORY'	2.5"-3" CALIPER	2
	THUJA STANDISHII X PLICATA 'GREEN GIANT'	GREEN GIANT ARBORVITAE	8-10 FT HEIGHT	15
	CREeping JUNIPER	JUNIPEROUS HORIZONTALIS	#5 CONTAINER	15
	NANNYBERRY	VIBURNUM LENTAGO	#5 CONTAINER	18
	ARROWWOOD	VIBURNUM DENTATUM	#5 CONTAINER	27



APPD	DATE	REVISIONS	PERMITTING SET	NO
	3/2022			

PROJECT NO: 20600
DESIGNED: A.DUFFY(GZA)
CAD COORD: B.JONES
CAD: D.METZ
CHECKED: J.PREBLE
DATE: 03-01-2022
APPROVED: J.CRAY
DATE: 03-07-2022
SUBMISSION: CONTRACT DRAWINGS

COMMONWEALTH OF MASSACHUSETTS
JAMES E. CRAY
JULY 1, 2022
REGISTERED PROFESSIONAL LANDSCAPE ARCHITECT

WRIGHT-PIERCE
978.416.8000 | www.wright-pierce.com
600 FEDERAL STREET, SUITE 2151, ANDOVER, MA 01810

MEDWAY, MASSACHUSETTS
POPULATIC WATER TREATMENT PLANT

SITE LANDSCAPE PLAN AND DETAILS

DRAWING
C-6

Susan Affleck-Childs

From: James Cray <jim.cray@wright-pierce.com>
Sent: Thursday, March 17, 2022 8:40 AM
To: Susan Affleck-Childs
Subject: RE: Medway WTP Draft Final Plan Review

Hi Susy,

With respect to colors, there's not a lot of components to the canopy where colors would need to be selected for. We are currently proposing the steel framing to be hot-dipped galvanized because it's the most durable and requires little to no maintenance. The EPDM membrane roof we typically go with black, but could also go with white or gray, however it won't be that visible from the ground due to the low slope. There are some color options for the roof edge trim, but if we keep the galvanized steel, we would probably just go with a gray for the trim. But there are other options available – below is sample color chart from the company we specified around. As I've noted before during these meetings, the final colors on the project are not selected until construction starts and we receive the submittals so a decision doesn't need to be made next week on the colors.

-Jim

STOCK COLORS

STANDARD FINISH

70% PVDF resin-based coatings provide high performance durability for exterior and interior applications. These coatings are designed to resist fading, chalking and abrasion. Meets the requirement of AAMA 2605-13 for aluminum substrates. [Download color chart.](#)



James Cray, PE

Wright-Pierce | Senior Project Manager
direct 978.416.8002 | cell 978.509.3960

WRIGHT-PIERCE 
Engineering a Better Environment

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

Sent: Wednesday, March 16, 2022 5:23 PM

To: James Cray <jim.cray@wright-pierce.com>
Subject: RE: Medway WTP Draft Final Plan Review

Thanks Jim.

This is very helpful. Any info available on colors? I expect the DRC will ask.

Susy

From: James Cray [<mailto:jim.cray@wright-pierce.com>]
Sent: Wednesday, March 16, 2022 5:17 PM
To: Susan Affleck-Childs <sachilds@townofmedway.org>; Bouley, Steven <steven.bouley@tetrattech.com>
Cc: Peter Pelletier <ppelletier@townofmedway.org>; Sean Harrington <sharrington@townofmedway.org>; Barry Smith <bsmith@townofmedway.org>
Subject: RE: Medway WTP Draft Final Plan Review

Hi Susy,

As requested, please find the attached supplemental information on the proposed storage canopy. I'll be prepared to speak to this in more detail if questions come up on Monday or Tuesday.

Thanks,
-Jim

James Cray, PE
Wright-Pierce | Senior Project Manager
direct 978.416.8002 | cell 978.509.3960



From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Wednesday, March 16, 2022 8:57 AM
To: James Cray <jim.cray@wright-pierce.com>; Bouley, Steven <steven.bouley@tetrattech.com>
Cc: Peter Pelletier <ppelletier@townofmedway.org>; Sean Harrington <sharrington@townofmedway.org>; bsmith@townofmedway.org
Subject: RE: Medway WTP Draft Final Plan Review

Yay. Excellent. Will do. Stay tuned.

Thanks.

From: James Cray [<mailto:jim.cray@wright-pierce.com>]
Sent: Wednesday, March 16, 2022 8:56 AM
To: Susan Affleck-Childs <sachilds@townofmedway.org>; Bouley, Steven <steven.bouley@tetrattech.com>
Cc: Peter Pelletier <ppelletier@townofmedway.org>; Sean Harrington <sharrington@townofmedway.org>; Barry Smith <bsmith@townofmedway.org>
Subject: RE: Medway WTP Draft Final Plan Review

Hi Susy,

1. Plan will be updated with specific date.
2. Will provide info by EOB on Thursday and I am available Monday night for Zoom, please forward the invite/link.

3. I am available Tuesday night – please forward invite/link.

Thanks,
-Jim

James Cray, PE

Wright-Pierce | Senior Project Manager
direct 978.416.8002 | cell 978.509.3960



From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Wednesday, March 16, 2022 8:31 AM
To: James Cray <jim.cray@wright-pierce.com>; Bouley, Steven <steven.bouley@tetrattech.com>
Cc: Peter Pelletier <ppelletier@townofmedway.org>; Sean Harrington <sharrington@townofmedway.org>
Subject: RE: Medway WTP Draft Final Plan Review

Hi.

1. Month and year on the plan is not OK. It needs to include a specific plan date.
3. Next DRC meeting is Monday, March 21. Please provide the canopy info by close of business on Thursday. Can you Zoom in Monday night for discussion? 7 pm.
4. Will need to discuss with the PEDB. Next meeting is Tuesday, March 22. I will add this as an agenda item. I will share with them your notes and the photo. Can you zoom in?

Susy

From: James Cray [<mailto:jim.cray@wright-pierce.com>]
Sent: Tuesday, March 15, 2022 11:37 AM
To: Susan Affleck-Childs <sachilds@townofmedway.org>; Bouley, Steven <steven.bouley@tetrattech.com>
Cc: Peter Pelletier <ppelletier@townofmedway.org>; Sean Harrington <sharrington@townofmedway.org>
Subject: RE: Medway WTP Draft Final Plan Review

Hi Steve,

Please refer to my feedback below in Red.

Thanks,
-Jim

James Cray, PE

Wright-Pierce | Senior Project Manager
direct 978.416.8002 | cell 978.509.3960



From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Tuesday, March 15, 2022 10:48 AM
To: Bouley, Steven <steven.bouley@tetrattech.com>

Cc: James Cray <jim.cray@wright-pierce.com>; Peter Pelletier <ppelletier@townofmedway.org>; Sean Harrington <sharrington@townofmedway.org>

Subject: RE: Medway WTP Draft Final Plan Review

Thanks, Steve.

Jim, would be glad to speak further with you about these items.

Thanks.

Susy

From: Bouley, Steven [<mailto:Steven.Bouley@tetrattech.com>]

Sent: Tuesday, March 15, 2022 10:37 AM

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

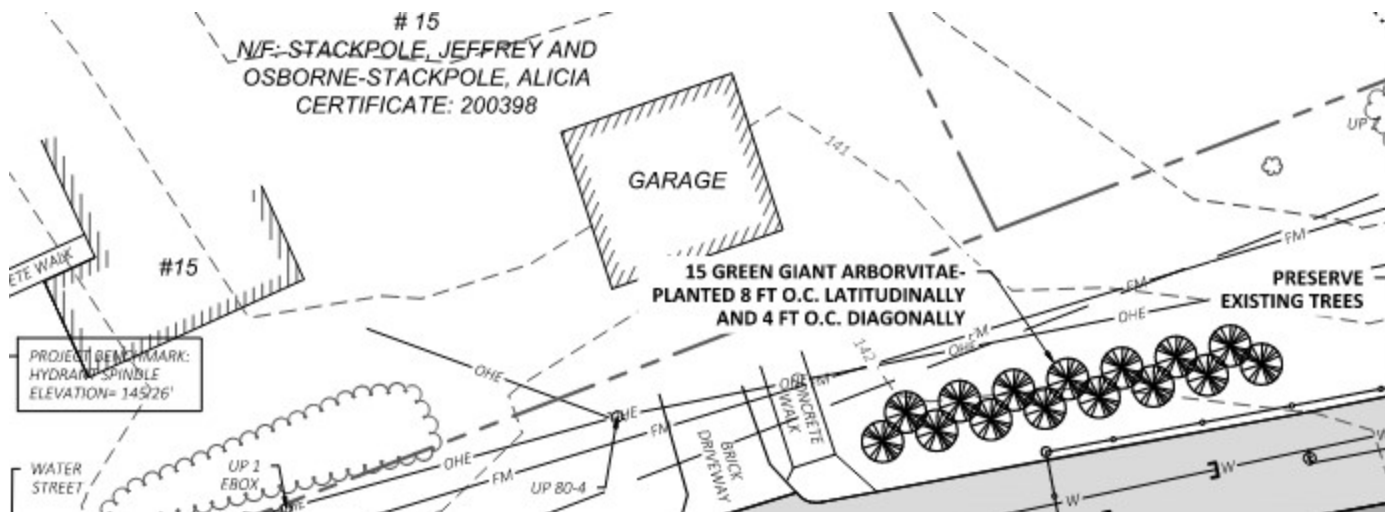
Cc: James Cray <jim.cray@wright-pierce.com>; Peter Pelletier <ppelletier@townofmedway.org>; Sean Harrington <sharrington@townofmedway.org>

Subject: Medway WTP Draft Final Plan Review

Hi Susy,

We have reviewed the draft final plan submission titled "Town of Medway Massachusetts, Contract Drawings for Populatic Water Treatment Plant, March 2022 Permit Submittal" dated March 2022, prepared by Wright Pierce. We reviewed the Plans against *Section VIII. Conditions* in the Decision and have the following comments:

1. The Decision references specific plan revision date be shown on the Plans. The Applicant has shown "March 2022" on the Cover Sheet and "3/2022" in the revision block. We recommend the PEDB confirm whether that is sufficient or if the intent of the condition was to include an actual date on the Plans. (VIII.C.3) **JEC: PEDB to confirm if Month/Year is sufficient.**
2. The Applicant has included a signature block for Board signatures. However, only four lines have been provided and there are five members of the PEDB. (VIII.C.4 and VIII.D.4) **JEC: We will add a 5th line.**
3. We recommend the PEDB confirm with Design Review Committee that the proposed canopy structure has been reviewed and approved. (VIII.D.2) **JEC: We still owe the DRC some additional photos showing similar canopy structures so they can get a better visual of what the proposed canopy will look like once completed.**
4. It does not appear additional landscaping is proposed to screen the Storage Canopy location as compared to the previous Plan Set. (VIII.D.7) **JEC: We discussed adding more landscaping to screen the canopy with our landscape architect. We were having a hard time determining what additional landscaping would really be needed. The goal was to screen the canopy from the abutting neighbor (#15 Populatic) as best we could and what we are showing now for screening appears adequate. There is not a lot open space to add additional plantings along that side of Water Street. We are keeping 3 large existing pines in place that already provide significant screening and we are also keeping the existing vegetation behind the proposed structure. So it's essentially surrounded by vegetation/screening. We also added a row of 15 Arborvitae to provide even more additional screening. See below. What is the PEDB's expectation for screening? We can certainly add more if needed, we just need some direction on where/what they would like added.**



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

Steve

Steven M. Bouley, PE | Project Manager

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SIGN SPECIFICATIONS

DESCRIPTION

1/2" waterjet cut aluminum letters above and on archway

TYPEFACES

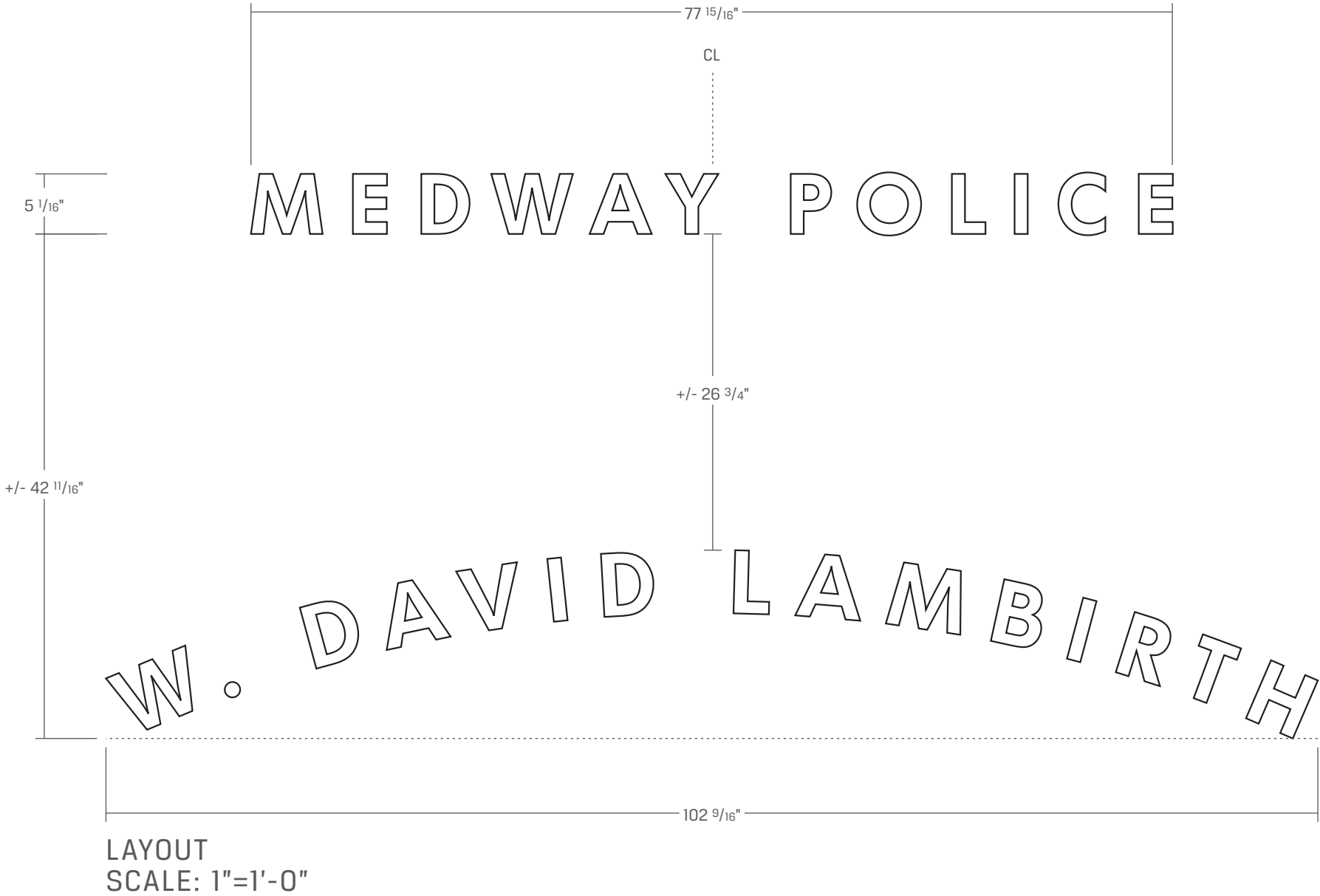
futura demibold

COLORS/FINISHES

horizontal grain with matte edges,

INSTALLATION

stud mount with silicone adhesive to existing brick archway, and to existing brick building face



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Project

Medway Police

315 Village Street
Medway, MA 02053

Scale: See Layout/Section/Elevations

Original Page Size: 11" x 17"

Notes

Revisions

REV	DESCRIPTION	BY	DATE
.			

Rep.: Pat R.

Drawn By: ELB

Orig. Date: 03.16.22

Sign Loc. No.

EX-01

Exterior Building Letters

10317

Work Order #

page 1 of 3

Drawing #

SIGN SPECIFICATIONS

DESCRIPTION

1/2" waterjet cut aluminum letters above and on archway

TYPEFACES

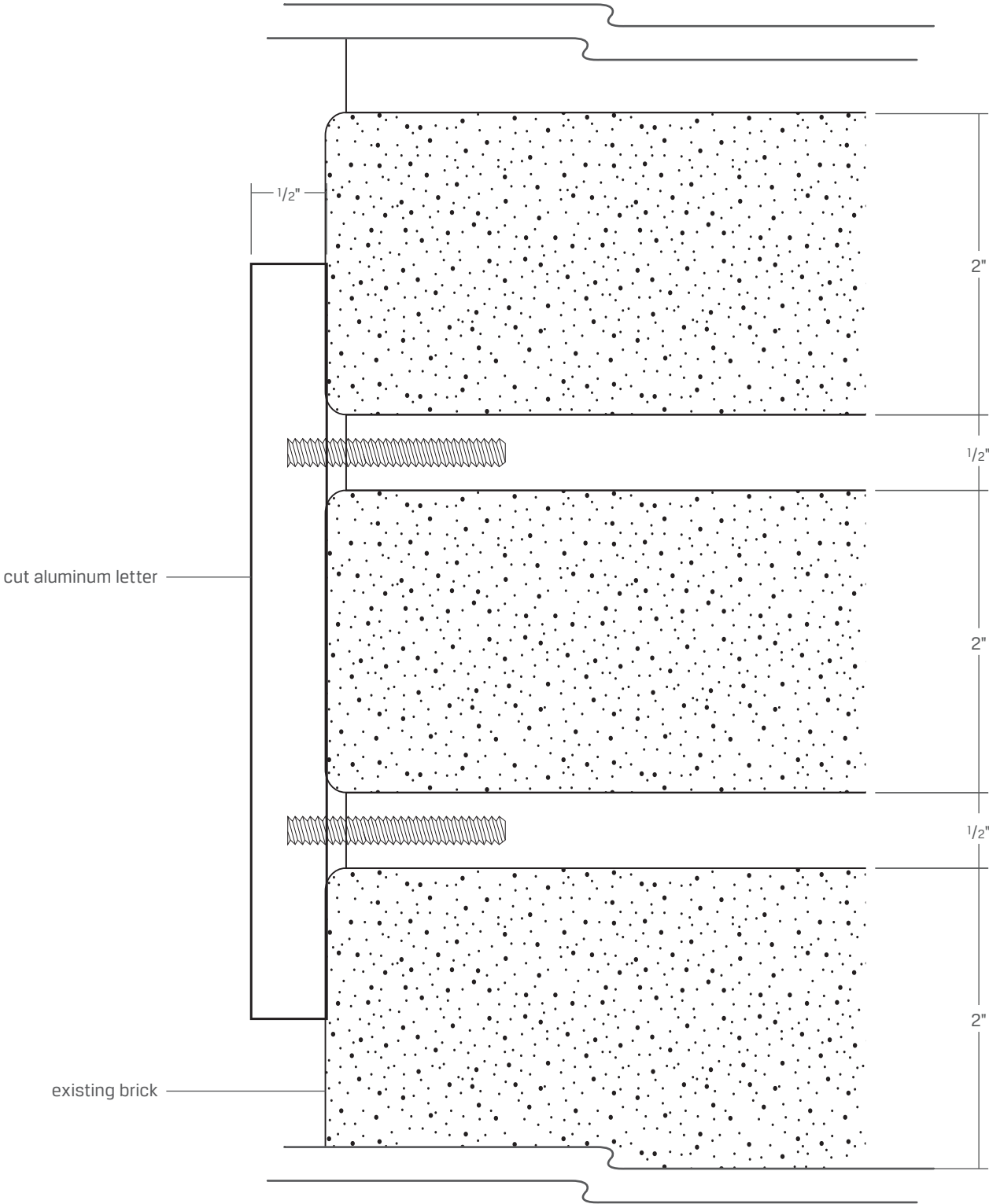
futura demibold

COLORS/FINISHES

horizontal grain with matte edges,

INSTALLATION

stud mount with silicone adhesive to existing brick archway, and to existing brick building face



SECTION
SCALE: FULL



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Project

Medway Police

315 Village Street
Medway, MA 02053

Scale: See Layout/Section/Elevations
Original Page Size: 11" x 17"

Notes

Revisions

REV	DESCRIPTION	BY	DATE

Rep.: **Pat R.**
Drawn By: **ELB** Orig. Date: **03.16.22**

Sign Loc. No.

EX-01
Exterior Building Letters

SIGN SPECIFICATIONS

DESCRIPTION

1/2" waterjet cut aluminum letters above and on archway

TYPEFACES

futura demibold

COLORS/FINISHES

horizontal grain with matte edges,

INSTALLATION

stud mount with silicone adhesive to existing brick archway, and to existing brick building face



Option D: 1/2" x 5" cut aluminum letters above and on archway

Photo Mock Up
NTS

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Project

Medway Police

315 Village Street
Medway, MA 02053

Scale: See Layout/Section/Elevations

Original Page Size: 11" x 17"

Notes

Revisions

REV	DESCRIPTION	BY	DATE
-----	-------------	----	------

Rep.: Pat R.

Drawn By: ELB

Orig. Date: 03.16.22

Sign Loc. No.

EX-01

Exterior Building Letters