

**Medway Economic Development Committee**  
**Medway High School – Room 138 – 88 Summer Street**  
**January 9, 2013**

**ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:**

Ray Himmel, Ann Sherry, Paul Yorkis, and Ken Bancewicz

**ALSO PRESENT:** Amy Sutherland, Meeting Recording Secretary

The meeting was called to order at 7:00 pm.

**Website:**

Claire spoke with Lisa Miller the Bolton website developer. The program which the members viewed at the last meeting would cost \$4,500.00 to develop. She explained that the hardest part of putting the website together is the photographs. This would take about six weeks to build and then there will be training for maintaining. If this were mobile there would be additional \$1,200.00. This would be easy for procurement.

The other options are simpler. The website would have a homepage with facts and figures. There would also be an area with building availability which could be connected to loopnet. There would also be development guidelines. This could be done in house. Claire indicated that she could put this together herself. It is not a marketing piece.

There was a question if the Bolton website was beneficial. The town feels it is very marketable and the fact that it has streaming updated information and is linked to dynamic pieces.

Member Yorkis likes what the town of Bolton has done, but we may want to identify a few other people or companies locally that can do such. He would prefer a better comfort level when spending this money. Member Yorkis also offered to take photographs.

The Committee does not see the photography as an obstacle. It would be nice to have one of our local residents assist. One suggested name is Tim Rice.

Photographs which could be included would be Charles River Banks, Medway Mills, the public schools, and the other smaller buildings. There are nice looking buildings throughout town. There are also beautiful natural photographs, for example, Stanford Mill Dam.

There was a presentation at the last meeting from go local about developing a directory. Claire spoke with the representative from Chelmsford. The representative explained that this was an enormous undertaking, and very few local businesses took advantage of this and are not looking to renew the contract in June.

Claire also spoke with Leo Larivee and this is a side business for him, and he would be happy to link to shop local through his site and he would link through us.

It would be nice to just have a directory of businesses which linked to the businesses just as a connection through the website.

The Committee would like to continue to do this through Economic Development Committee.

The Committee appreciates the work the economic development director has put into this.

Claire noted that the next steps would be to move forward to seek and identify other examples from other towns. She will get some cost estimates. Member Sherry will see if there is a name of someone local.

### **Zoning Review and Update and Discussion:**

The Economic Development Committee has worked with the Planning Board at providing recommendations to the parking regulations.

The Economic Development Committee had been invited to a joint meeting with the Board of Selectmen and the Planning Board to discuss amendments or changes to the Zoning Bylaw.

Claire noted that one of the problems is that Medway uses gross floor area when determining parking area. The SWAP study referenced that this could be an issue. There was a comparison chart created from other towns. It shows that Medway is generous with parking compared with other towns.

Member Yorkis noted that the setbacks were also addressed. The setback focus was in the Industrial and Commercial Zones. By changing this it would encourage some flexibility. Having buildings closer to street would encourage people to walk to a building. Pad sites could also be created. There is a fair amount of vacant land on Main Street which could be improved.

**Sign Bylaw:**

The Economic Development Committee discussed that there is nothing on the website which explains the process for sign permits. Claire is researching how other towns do this. The goal is to communicate more clearly the procedures in a more open way for potential business owners.

**Oak Grove Meeting:**

The Economic Development Committee has been invited to attend the Oak Grove meeting which is scheduled for Tuesday, February 5, 2013.

**EDC Calendar:**

The Economic Development Committee will be changing their scheduled meeting day from Tuesday to the second Wednesday of the month.

**Attended three business workshops:**

There were three business workshops offered the business owners. These were held on December 6<sup>th</sup>, 10<sup>th</sup> and January 7<sup>th</sup>. Local business representatives were present. The purposes of the meetings were to provide opportunities to identify what is working for businesses and what is hindering business. It was communicated that the permitting has gotten easier. There was a suggestion to increase the lighting in some of the industrial and commercial zones.

There is an approved warrant for a light at Trotter Drive. This item needs to be placed on the agenda for further discussion. It was suggested that the DPS be invited.

There is a perception that MASS Highway has held this up, but member Yorkis disagrees. It may be a question about who will pay for this. Member Yorkis will do preliminary inquiry about this. There needs to be a light at the intersection turning with left and right. It would make it easier for all. The EDC wants to have a first class business park.

The Committee agreed to invite Tom Holder to the March 13, 2013 EDC meeting.

Mr. Calarese went to the Zoning Board of Appeals on December 19, 2012. There were two positive votes taken. The applicant is seeking a special permit.

Member Yorkis communicated that we need to look at why this type of business needed a special permit. It would make more sense to deal with one board as part of site plan review and not have to go to two boards. He is not advocating for applicant, but is this the best we can do for applicant?

Mr. Calarese will be filing for site plan review in February. A copy of the site plan was shown on the overhead for Tri-County Commons 72 Main Street. This was a concept plan. There was a comment that this should have some sidewalks and easy walkability.

### **Office Space:**

The EDC Director informed that Committee that office space should be ready in February 2013. Ken has offered a file cabinet. There is a concern about business representatives accessing the space during the school hours. This will need to be worked out. There will be a space for the Economic Development Committee to have their meetings.

### **Route 109:**

There was a meeting in January 17, 2013 with Tom Holder, Dave D'Amico and representatives from GPI to go over the comments received. This was a productive



meeting where questions and answers were provided. The Committee wants to continue to include the public. The official public hearing will take place in February or March.

The group is looking for alternatives for the entrance concepts. We have not received anything yet, but it is going well. State Representatives from Ms. Warren and Mr. Kennedy's office have been informed and are aware of the project and Paul will try to have a representative present at the hearing.

**Acceptance of Meeting Minutes:**

**November 20, 2012:**

**On a motion made by Paul Yorkis and seconded by Ann Sherry, the Committee voted unanimously to accept the minutes from November 20, 2012 as revised.**

**Future Meeting Date:**

The next EDC meeting is scheduled for February 13, 2013 at 7:00 pm.

**Adjourn:**

**On a motion made by Paul Yorkis and seconded by Ann Sherry, the Committee voted unanimously to adjourn the meeting at 9:20pm.**

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

**Oak Grove Presentation**  
**Joint Meeting – Medway Board of Selectmen, Planning and Economic  
Development Board and Economic Development Committee**  
**Medway Senior Center – 76 Oakland Street**  
**Tuesday, February 5, 2013**

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**Planning and Economic Development Board:**

**PEDB Members Present:** Andy Rodenhiser, Bob Tucker, Tom Gay, Chan Rogers, Karyl Spiller-Walsh, and Matthew Hayes.

**Also Present:** Susy Affleck-Childs, Planning and Economic Development Coordinator  
Dave Pellegrini, Consulting Engineer  
Amy Sutherland Recording Secretary

Andy Rodenhiser, Chairman of the Planning and Economic Development Board, asked for a motion to open the meeting

**On a motion made by Chan Rogers and seconded by Karyl Spiller-Walsh, the Planning and Economic Development Committee opened the joint meeting with the Board of Selectmen and the Economic Development Committee. The motion passed unanimously.**

**Board of Selectmen:**

**BOS Members Present:**

Chairman Andy Espinosa, Dennis Crowley, Rick D’Innocenzo, John Foresto, and Glenn Trindade

**Also Present:** Town Administrator Suzanne Kennedy

Chairman Espinosa asked for a motion to go into a joint meeting with the Planning and Economic Development Board and the Economic Development Committee.

**On a motion made by Dennis Crowley and seconded by Glenn Trindade, the Board of Selectmen voted unanimously to open the joint meeting with the Planning and Economic Development Committee and the Economic Development Committee.**

**Economic Development Committee:**

**Members Present:** Ray Himmel, Ann Sherry, Ken Bancewicz and Chan Rogers.

Chairman Ray Himmel asked for a motion to go into the joint meeting with the Planning and Economic Development Board and the Board of Selectmen.

**On a motion made by Ann Sherry and seconded by Ken Bancewicz, the Economic Development Committee voted unanimously to open the joint meeting with the Planning and Economic Development Board and the Board of Selectmen.**

**Also present:** Economic Development Director Claire O'Neill

Also present at the joint meeting were:

Mike Mitchell: Mass Development

Cynthia Wall: Metropolitan Area Planning Council (MAPC)

Russ Burke: BSC Group

Andy Rodenhiser from the Planning and Economic Development Board welcomed all parties and gave a brief introduction.

This presentation was prepared for the Town of Medway and Mass Development by the BSC Group in cooperation with Ninigret Partners. They were asked to conduct a study of the Oak Grove/bottle cap lots area back in 2011.

The study was done to determine the viability of a business park at the Oak Grove site. This area has been identified as a priority area for “smart” redevelopment. The Town was been able to receive financial support from MassDevelopment to perform the Economic Development Feasibility study.

The site includes 1018 mini parcels. 365 are owned by the Town. 376 are owned by a single private owner. Combined this equals 741 parcels which is 73%. 183 remaining parcels are owned by over 94 owners. Some of those are unknown.

The site access on the base plan was determined to be Routs 109, West Street, Alder Street and Trotter Drive.

One of the key features of the site is that there is excellent access to Route 109. The water and sewer capacity needs to be looked since the town is at their limits with withdrawal permits. There are restrictions for the types of uses.

The map of the existing zoning was shown.

There is split zoning at this site. This includes the Agricultural Residential II district on the east side of the area and the Industrial District III zoning on the west side. There are also 15 acres in the Groundwater Protection Overlay District. With the ARII zoning, there is a required 200 ft. buffer between manufacturing/industrial uses and any pre-existing residents. The Industrial III

District would have general industrial, warehouse/distribution and office space. A site plan would be required for 2,500 square feet or more.

A plan of the estimated development was shown. This does not take building height into consideration. This is for a one story footprint. The plan shows ownership by colors and the plan identified clusters which would be developed. There were eight clustered areas. There are out parcels not owned by the Town or the Williams family. This was used as the base of showing what can currently be done with minimum acquisition. The next step would be to have the Town determine the priority parcels which need to be pursued.

There are some constraints on the site. This includes specific zoning setback requirements along with a wetland buffer which is 25' from the no disturb zone. The capacity of sewer is another constraint. The current residential abutters do hinder this development.

The opportunities which are presented for this site include the fact that this is a relatively undeveloped site. It is positive that there is frontage on Route 109. The access to I-495 is also an advantage to this site.

The assembly of this area is can be done through the urban renewal. The process is available and could be done for Medway. The map shows the problem with assembling the land. This could be solved with special legislation. This should be reviewed as potential.

The estimated development potential would be 31.1 acres.

There was a market analysis completed. The major finding included uses and sizes which met favorably in the market place. An out-parcel cluster design was shown. The development components from the market analysis showed 70-110 housing units. It could also include a 150-200 bed hotel with a conference space. This could be a mixed plan with retail and office space. This could be easily subdivided space. The industrial lot design would allow tech businesses on site.

The next step was to look at the concept for the planning process and how is this optimized. The Town would need to try to build on massing properties relative to the type, location, and size. Also consider Non Bottle Cap Out Parcels which would optimize the use of site.

The framework of site planning was reviewed. This included limiting some of the access points. The parking would need to be addressed and changes to the existing parking bylaws may have to occur. The Planning Board will have to work on new zoning for the site.

**Building Typology:** The various types of building typology were reviewed. This was broken up into three areas:

**Residential:** The residential section might include attached and detached townhouses with mixed flat and townhouses.

**Commercial:** The Commercial building types would include retail, hotel, office, and specialty retail.

**Industrial:** The Industrial building type would include pharma/biotech, manufacturing, flex space and research and development.

The site analysis plan was shown. The design principles were reviewed.

The following plans were shown.

1. All the properties in area would be developed. (This plan was abandoned since there was no transition to abutting areas)
2. Include the area which the power company and another owner have. The Town should consider this as a priority and strategic importance and created a quad approach with larger buildings and two story retail first floor office retail and office. Possible a three story hotel.
3. Avoid the out parcels: Concept 3 – three story hotel with residential with town houses units and small two story office uses on easterly side. Avoid the out parcels.

This would be best management practices. The design principles would employ low impact development. It would also promote internal pedestrian circulation and minimize ingress and egress points.

The members looked at the summary of alternatives. There were four options compared. The concepts were provided from comments provided at the public forum on March 28, 2011.

Chairman Rodenhiser indicated that the Town we will need to determine what we want to see in the future. This information will be gathered at a future meeting. The Town is currently working on zoning with Cynthia Wall.

There was a suggestion that a better way to do this is through the establishment of a master plan. This can be done in sections and will need to adhere to the plan. This could be done in a single lot with multiple buildings.

The Concept Plans were noted:

Preferred Concept A was with no out parcel participation.

Preferred Concept B was with full participation.

There was a comparison plan provided of preferred Concept A and B. The dotted lines are pedestrian network for circulation and this remains constant. This was done purposefully conservative to give magnitude to scale.

A cost estimate was provided using a very rough evaluation method for the fiscal impact for two of the options. The education cost formula was explained.

No traffic impact study was done, but this would need to be done if one of the options is explored. The Planning Board is currently looking to revise the Town's parking standards. There probably would need to be a signal light at Trotter Drive and Milford ST. Proper signalization would provide an opportunity to fix the current problem with traffic.

This development would all need to be phased. This will take many years to complete. The analysis for the number of units would be for empty nesters. It was suggested that back-up analysis be completed. This is not a detailed fiscal impact study. There needs to be a cost estimate for the taking of properties.

The next step would be to have a project launch. This is the critical path to take. This involves finalizing of the plan. The second step would be to raise the initial project capital. This would be to get grant money or town funds. The Town would need to be proactive and secure site control and then secure the permitting and proceeding with the development approach.

The cost implications would need to be determined for acquisition. There would need to be a cost, feasibility and fiscal impact assessment. The land assemblage would be getting a handle on what strategy do you want to pursue.

The development approached would be looking at if the town serves as developer or is a master developer hired through an RFP/RFQ process.

The last item discussed was land pooling and land re-adjustment. This is the willingness to cooperate with the residents and having an agreement to work together. There would be shared objectives and there would need to be agreement on the development plan. This type of dialogue tends to break down. With land pooling, all agree to a master development plan and focus on selling shares in a development entity. All share in the risk and reward. This is probably not impossible but it takes the how much is my property worth out of the picture. All are on same page and all will share equally.

The urban renewal plan provides a way of for municipalities to dispose of property in a controlled and planned context. This is a powerful technique. It allows the town to acquire land with an approved plan which is vacant and eligible and blighted and underutilized. The town can negotiate with developer and have more control. This also puts the agencies on notice that you have done a planning process and provides a leg up with state grants. With Urban Renewal the power of the plan is critical. This is a dc-good leveraging tool. This is a vehicle for the town to go through the assemblage process. It cannot be assembled for free. The taking does require full compensation. The town may or may not consider this.

Claire O'Neill wanted to know how we project the costs and take the next step.

If the Town decides to put together an Urban Renewal Plan, there will be some upfront cost.

One would need to look at the land sales and take the residential piece off and fund the whole thing.

Cynthia Wall suggested as an option leasing the land since it creates a cash stream for the Town.

The Town would need to have a master plan to know where drainage and water is going. The Town could do this one section at a time.

Chairman Rodenhiser thanked all parties for their attendance.

NOTE – The PowerPoint version of the presentation is attached.

**On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Planning and Economic Development Board voted unanimously to adjourn their meeting at 9:15 pm.**

**On a motion made by Ann Sherry and seconded by Ken Bancewicz, the Economic Development Committee voted unanimously to adjourn their meeting at 9:15 pm.**

Adjourned at 9:15 pm.

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

Edited by,

Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

Edited by,

Claire M. O'Neill  
Economic Development Director





**Medway Economic Development Committee**  
**Medway High School – Room 138 – 88 Summer Street**  
**March 13, 2013**

**ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:**

Ray Himmel, Ann Sherry, Paul Yorkis, Ken Bancewicz, and Chan Rogers.

**ALSO PRESENT:** Claire O’Neil, Economic Development Coordinator and Amy Sutherland, Meeting Recording Secretary

The meeting was called to order at 7:00 pm.

**Proposed Parking Regulations:**

The members are in receipt of a memo entitled draft of proposed changes to Town of Medway Zoning Bylaws: Parking Regulations. This memo provides an overview of the goals of the proposed changes that will provide sufficient parking to meet the needs of the businesses and to encourage Economic Development .

This document has input from Claire O’Neill, Consultant Carlucci, Susy Affleck-Childs, Paul Yorkis, and the Metropolitan Area Planning Council.

One of the suggested changes would be to use the Net Floor Area instead of the Gross Floor Area for the calculation of the parking requirements. Another suggestion is to increase the number of small car spaces from 30% to 40% .

There was discussion about page 4 section 6 location of parking area. The Committee suggested that number two change to number three and number three change to number two. They also wanted to add the word “or” instead of “and”. The Committee would like to see the section about the recording at the Norfolk County Registry of Deeds struck.

**Oak Grove:**

The Committee discussed some ideas from the meeting with Oak Grove which took place in February 2013. Claire shared that she had a meeting with the Board of Selectmen, Susy Affleck-Childs and Paul Yorkis relative to Oak Grove.

The Economic Development Committee explored the current situation and reviewed development options. There was a suggestion to split the Oak Grove into a small achievable development. The Commission was in agreement that determining the fiscal impact is going to be very difficult.

Paul Yorkis would like to meet with Chan Rogers to explore how the process of this might take place. Paul will also speak with legislation about the process related to land taking since we do not know who owns some of this. The town is able to petition land. We must identify which heirs are not known. The Committee is comfortable with Paul taking this conversation to his friends in the legislature.

It was communicated that the Board of Selectmen executed a contract to do vital statistics on the red parcels as unknown owners.

The problem with land court is that this would take over five years. The land court process is very slow.

The Committee next viewed the landpooling document. This is the process of identifying the sites as acquisition . The goal of this is to package and create a development site. This is done to minimize the upfront costs. This is done through the Chapter 30 B procurement process. This requires upfront negotiations and disposition agreements. The redevelopment authority does not have to follow the 30 B procurement laws. Claire recommended that this run on parallel tracks.

The Economic Development Committee wants to explore multiple ways to achieve the goal as expeditiously as possible including as an option a redevelopment authority and any other possibilities.

**On a motion made by Paul Yorkis and seconded by Chan Rogers, the Economic Development Committee voted unanimously to send a letter recommending that this potential is worth putting in as a priority for expedited process.**

**New Office Space:**

The Committee was made aware that the new office space should be available for the next meeting.

**Website Update and Discussion:**

Claire will be working on this further in the next couple months. She did speak with Lady Bugs and the cost would be \$4,500.00

**Business Resource Guide:**

Claire presented a business resource guide for the members to view. This brochure has Medway contacts included and information relative to elected state officials, local and regional organizations. This pamphlet also contains information about the Offices of Massachusetts Office of Business Development. The Committee recommended that Claire put her name and contact information on the pamphlet. There was also a suggestion to mention that we are a Green Community.

**Route 109:**

There was a meeting in January 17, 2013 with Tom Holder, Dave D'Amico and representatives from GPI to go over the comments received. This was a productive meeting where questions and answers were provided. The Committee wants to continue to include the public. The official public hearing will take place in March 2013.

The group is looking for alternatives for the entrance concepts. There has not been anything received yet, but it is going well. State Representatives have been informed and are aware of the project. Mr. Yorkis is trying to have a State Representative present at the hearing.

**Acceptance of Meeting Minutes:****January 9, 2013:**

**On a motion made by Paul Yorkis and seconded by Ann Sherry, the Committee voted unanimously to accept the minutes from November 20, 2012 as revised**

**February 5, 2013:**

These minutes will be tabled until the next meeting.

**Future Meeting Date:**

The next EDC meeting is scheduled for April 10, 2013 at 7:00 pm.

**Adjourn:**

**On a motion made by Paul Yorkis and seconded by Ann Sherry, the Committee voted unanimously to adjourn the meeting at 9:20pm.**

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

**June 11, 2013  
Medway Planning and Economic Development Board  
155 Village Street  
Medway, MA 02053**

**BOARD MEMBERS PRESENT:** Andy Rodenhiser, Bob Tucker, Tom Gay, Karyl Spiller-Walsh, and Matthew Hayes.

**ABSENT WITH NOTICE:**

**ALSO PRESENT:** Susy Affleck-Childs, Planning and Economic Town Coordinator  
Amy Sutherland, Meeting Recording Secretary  
Gino Carlucci, PGC Associates

The Chairman opened the meeting at 7:00 pm.

There were no Citizen Comments.

**PUBLIC HEARING - Williamsburg Condominium – Proposed Modification to OSRD and Affordable Housing Special Permit, OSRD Concept Plan, Definitive Plan and Definitive Plan Certificate of Action**

The Board is in receipt of a packet including the public hearing notice and the associated applications for the Williamsburg Condominium proposed modifications.

Mr. Paul Yorkis, owner/developer was present for the public hearing along with David Faist of Faist Engineering.

**On a motion made by Bob Tucker, and seconded by Matthew Hayes, the Board voted unanimously to dispense of the reading of the public hearing notice for the Williamsburg Condominium. (See Attached)**

The Board is in receipt of an email communication from Community Housing Coordinator J. Douglas Havens dated June 11, 2013. **(See Attached)**

Doug Havens was present and explained that the noted email includes a chart/schedule for construction of the market rate and affordable dwelling units. The certificates of occupancy for any market rate unit must be issued at a ratio of certificates of occupancy for the required affordable housing units or fees paid in lieu of.

Mr. Yorkis wanted to review the most recent communication prior to providing any comments since he had just received the document.

The Board is in receipt of a letter from Town Administrator Suzanne K. Kenney dated May 30, 2013 to the Medway Affordable Housing Trust (**See Attached**) in response to the Trust's May 6, 2013 letter in which the Trust expressed its concern about the lack of progress on constructing affordable units at Williamsburg.

Bob Ferrari from the Affordable Housing Committee was present and indicated that the Committee is in support of the proposed change from three affordable dwelling units to two.

The Board is also in receipt of a letter dated May 30, 2013 from Building Commissioner John Emidy to the Medway Affordable Housing Trust (**See Attached**) in response to the Trust's May 6, 2013 letter in which the Trust expressed its concern about the lack of progress on constructing affordable units at Williamsburg. Mr. Emidy's letter confirms that the next building permit issued for a two family dwelling must contain an affordable unit and that no further occupancy permits will be issued until the Affordable Housing Regulatory Agreement is executed and recorded.

The Board was presented with a letter from J. Douglas Havens on behalf of the Medway Affordable Housing Trust dated June 7, 2013 to Town Administrator Suzanne Kennedy and Building Commissioner John Emidy. (**See Attached**) This letter notes that the Affordable Housing Trust would like the postponement of any further issuance of occupancy permits until the affordable housing regulatory agreement is executed.

Mr. Jim Wickis from the Open Space Committee wanted to know if the open space area would change.

It was indicated that the total amount of open space area would not change. Only the boundaries are being modified.

The affordable housing units will be built at 7 and 12 Williamsburg Way.

Mr. Yorkis wanted it noted on the record that he would not recommend any developer go through with the affordable housing construction route. He feels the process is poorly managed.

Susy Affleck-Childs placed on the record the previous Williamsburg special permit and definitive decisions and plans since they are referred to throughout the application and various review comments and letters.

Susy Affleck-Childs distributed a chart dated 6/11/2013 she had prepared. (**See Attached**) It provides the assessor's parcel id, location address and original unit numbers from the OSRD plans and narrative location along with the dates that building permits and occupancy permits were issued. This chart is used to assist with the overseeing of the project. The chart lets us see the unit number and correspondence addresses.

Mr. Yorkis reviewed that he has proposed reducing the number of affordable dwelling units from three to two and will be adding a garage to each affordable dwelling. Another modification

would be to adjust the shape of the development and open space parcels by adjusting the boundary lines without changing the overall size of each parcel.

The Board is also in receipt of a review letter provided by Gino Carlucci of PGC Associates dated June 4, 2013. **(See Attached)** It was explained that the open space has been reconfigured to eliminate the 15-foot strip. The report also explains that the average separation distance between buildings is 34.2 feet.

The Board is also in receipt of a Construction Observation report on Williamsburg from Tetra Tech dated June 11, 2013. **(See Attached)**. The items which need to be addressed include:

- Broken concrete near entrance
- Broken berm throughout development
- Damaged sidewalk
- Puddle adjacent to catch basin
- Utility box leaning
- Landscaping items (leaning trees)

Mr. Yorkis indicated that these items will be addressed and taken care of.

It was noted that the applicant has filed the required Affordable Housing Regulatory Agreement with Mass DHCD and a resolution is in process.

**On a motion made by Bob Tucker and seconded by Matthew Hayes, the Board voted unanimously to close the hearing for the proposed modification to the Williamsburg OSRD Special Permit, concept plan, certificate of action and definitive plan.**

Susy will draft a decision for view by the Board at the June 25, 2013 meeting.

### **Charles River Village Definitive Plan**

Applicant/developer John Claffey was present along with official representative Paul Yorkis.

An email note dated June 4, 2013 from Dave Pellegri at Tetra Tech was provided. **(See Attached)** It indicates that Tetra Tech has reviewed the final definitive plan presented for endorsement. Tetra Tech has determined that all items specified in the May 14, 2013 Certificate of Action have been addressed and are shown on the plan.

Susy Affleck-Childs indicated that the applicant/developer has requested that the Board endorse the definitive plan. She reported that Charles River LLC is not yet the owner of the property but is expected to close on it within the next two weeks. She recommended the Board endorse the plan and sign the covenant but hold on releasing it until proof of ownership is presented.

**On a motion made by Bob Tucker and seconded by Tom Gay, the Board voted unanimously to sign but hold the covenant definitive plan for Charles River Village until the closing occurs and the applicant, Charles River LLC, provides proof of ownership.**

### **PUBLIC HEARING - Medway Commons Site Plan Modification:**

The Board is in receipt of an email from Karen Johnson dated June 5, 2013 seeking a continuation to July 23, 2013 and a deadline extension to August 6, 2013. (See Attached).

**On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to open and continue the public hearing for the proposed site plan modification for Medway Commons for Starbucks until July 23, 2013.**

**On a motion made by Matthew Hayes and seconded by Bob Tucker, the Board voted unanimously to approve the applicant's request for an extension of the action deadline to August 6, 2013.**

### **PEDB Minutes:**

#### **April 23, 2013:**

**On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to accept the minutes from April 23, 2013.**

(Matthew Hayes abstained from voting as he was not a member at the time.)

#### **April 30, 2013:**

**On a motion made by Karyl Spiller-Walsh, and seconded by Bob Tucker, the Board voted unanimously to accept the minutes from April 30, 2013.**

(Matthew Hayes abstained from voting as he was not a member at the time.)

#### **May 14, 2013:**

**On a motion made by Bob Tucker, and seconded by Karyl Spiller-Walsh, the Board voted unanimously to accept the minutes from April 30, 2013.**

(Tom Gay abstained from voting as he did not attend that meeting.)

#### **May 28, 2013:**

**On a motion made by Bob Tucker, and seconded by Karyl Spiller-Walsh, the Board voted unanimously to accept the minutes from May 28, 2013.**

### **Contract for Planning Services**

The Board has within their packet a copy of the proposal to provide planning services dated June 3, 2013 from PGC Associates. (See Attached).

Susy noted that changes in the state's 30B procurement law now make it possible for municipalities to retain planning consultant services without having to go through a formal RFP process. This would be for a new 3 year contract through June 30, 2016.



**The Board expressed its support for continuing with PGC Associates and directed Susy Affleck-Childs to indicate the Board's support to the Board of Selectmen at such time as the contract is presented to them for approval.**

### **Construction Reports:**

The Board is in receipt of construction reports on the noted sites: **(See Attached)**

- Fox Run Farm: (report 24 - Lot #7) Installation of water and Sewer service connection.
- Fox Run Farm: (report 25 - Lot #4) Installation of water and sewer service connection.
- Fox Run Farm: (report 26 - Lot #9) Installation of water and sewer service connection.

### **Lawrence Waste Services – Site Plan Project - 49 Adler Street – PROJECT COMPLETION**

The Board is in receipt of a memo dated June 4, 2013 from Tetra Tech relative to the punch list bond estimate for the site at 49 Adler Street. **(See Attached)** The only outstanding issue is the removal of the construction fencing which will occur after the Conservation Commission issues its Certificate of Compliance.

The applicant is eager to get into the facility.

**On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to “close out” the Lawrence Waste Site Plan project.**

### **COMMITTEE APPOINTMENTS:**

The Board is in receipt of a memo dated June 6, 2013 from Susy regarding the appointments to the Medway Economic Development Committee. **(See Attached)**

**On a motion made by Bob Tucker and seconded by Matthew Hayes, the Board voted unanimously to appoint Ann Sherry and Chan Rogers to the Economic Development Committee through June 30, 2015.**

The Board is in receipt of a memo from Susy regarding the appointment to the Design Review Committee. **(See Attached).**

**On a motion made by Bob Tucker and seconded by Matthew Hayes, the Board voted unanimously to appoint Julie Fallon and Rod MacLeod to the Design Review Committee through June 30, 2015.**

### **COMMITTEE LIAISON**

The Board completed the Board and Liaison assignment sheet dated May 20, 2013.

**On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to adjourn the meeting.**

The meeting adjourned at 8:46 pm.

Respectfully Submitted,

  
Amy Sutherland  
Recording Secretary

Edited by,

  
Susan E. Affleck-Childs  
Planning and Economic Development Coordinator



## Town of Medway

RECEIVED  
JUN 11 2013

TOWN OF MEDWAY  
PLANNING BOARD

### MEMORANDUM

Date: Tuesday, June 11, 2013  
To: Medway PEDB c/o Susan Affleck-Childs  
From: J. Douglas Havens  
*Affordable Housing Trust Fund*  
*Community Housing Coordinator*  
(508)321-4922 - [dhavens@townofmedway.org](mailto:dhavens@townofmedway.org)  
RE: Statement for PEDB Public Hearing on Proposed Modification to Williamsburg Condominium OSDR Special Permit and Certificate of Action

In accordance with the Affordable Housing Trust's 6/7/13 letter to Suzanne Kennedy and John Emidy, (previously copied to PEDB), the Board is urged to predicate amendment approval upon:

- the amended documents including the petitioner's clearly identified location and order in which the affordable units are to be built, and further upon;
- an agreed clarification of the application of Medway Zoning Bylaw's timing schedule of market rate/affordable ratios referred to in V, X, 9, (b) to mean that the issuance of an occupancy permit for the 14<sup>th</sup> market rate unit is conditioned upon the prior issuance of the occupancy permit for the 2<sup>nd</sup> affordable unit.

#### 6/5/13 Williamsburg Schedule (Calculations in Grey) for Constructing 16 Market & 2 Affordable Units

9. Timing of Construction

a) Affordable housing units on or off site shall be provided coincident to the development of market-rate units, but in no event shall the development of affordable housing units be delayed beyond the schedule below. Fractions of units shall not be counted.

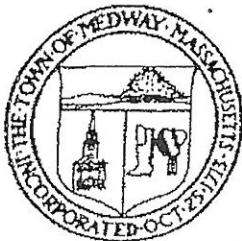
Market Rate Unit %	# of market rate units (16)	AH Unit % Required	# of affordable rate units (2)
Up to 30%	4.8; round down to 4 units	none required	not applicable
30% plus 1 unit	4.8 + 1 = 5.8; round down to 5 units	at least 10%	.5 units; round down to 0 AH units
Up to 50%	8 units	at least 30%	.6 units; round down to 0 AH units
Up to 75%	12 units	at least 50%	1 unit
75% plus 1 unit	13 units	at least 70%	1.4 units; round down to 1 AH units
Up to 90%	14.4 units; round down to 14	100%	2 units

b) Certificates of occupancy for any market-rate housing units shall be issued at a ratio of certificates of occupancy for required affordable housing units or fees paid in lieu of units in accordance with the schedule above.

c) In the case of cash payments being made in lieu of ...

d) In no case shall a building permit for the last market rate dwelling unit in the development be issued prior to the issuance of the building permit for the last affordable housing unit.

6/5/2013 Calculations by JDHavens: Text Excerpt from Medway Zoning Bylaws Section V, Sub-Section X. as of 5/14/12



*Suzanne K. Kennedy*  
*Town Administrator*

Town of Medway  
**OFFICE OF THE TOWN ADMINISTRATOR**

155 Village Street, Medway MA 02053

Tel: (508) 533-3264

Fax: (508) 321-4988

**R E C E I V E D**  
**MAY 30 2013**

May 30, 2013

Mr. Michael J. Heineman, Chairman  
Medway Afford Housing Trust  
155 Village Street  
Medway, Ma.

**TOWN OF MEDWAY  
PLANNING BOARD**

Dear Mike,

I am writing in response to your May 6, 2013 letter in which the Medway Affordable Housing Trust expressed its concerns about the lack of progress in constructing affordable housing units at the Williamsburg Condominium development located on Williamsburg Way off of West Street. Thank you for bringing your concerns to our attention. You reference the previously approved Williamsburg special permit decision and definitive plan certificate of action which included various conditions requiring the construction of three affordable dwelling units. The Trust has asked that the Town take all steps necessary to bring the project into compliance with those provisions.

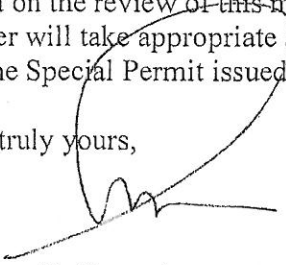
Upon receipt of your letter, I consulted with Planning and Economic Development Coordinator Susy Affleck-Childs, Building Commissioner John Emidy, and Town Counsel Barbara Saint Andre of Petrini and Associates. Based on that research and additional information I have received, please note the following information regarding the Williamsburg Condominium development.

1. Building permits have been issued for 10 dwelling units, none of which have affordable housing restrictions in place. The first building permit was issued June 15, 2010. Occupancy permits have been issued for 8 of those. The first occupancy permit was issued December 8, 2010.
2. In January 2011, the Town submitted a Local Action Unit application for the Williamsburg Condominium development to the Massachusetts DHCD. This included a draft Marketing Plan prepared by MCO Housing Services under contract with the Williamsburg Condominium Corporation.
3. An Affordable Housing Regulatory Agreement among the developer, the Town of Medway and the Massachusetts Department of Housing and Community Development has not yet been executed by the parties nor recorded at the Norfolk County Registry of Deeds.

4. On April 29, 2013, the Williamsburg Condominium Corporation submitted an application to the Medway Planning and Economic Development Board to modify the previously approved Williamsburg OSRD Special Permit and Definitive Plan decisions. The proposal is to reduce the number of affordable dwelling units from three to two and is made pursuant to a change in the affordable housing provisions of Medway's Zoning Bylaw approved May 12, 2012. The public hearing on the proposed modification will commence on June 11, 2013. Until any decision on the proposed modification is made, filed with the Town Clerk and the appeal period concluded, the existing Williamsburg special permit and definitive plan decisions and their conditions remain in effect.
5. The current developer, the Williamsburg Condominium Corporation, represented by Paul Yorkis, submitted a draft Affordable Housing Regulatory Agreement and a copy of a proposed LIP Affordable Housing Deed Rider to DHCD on May 13, 2013. It is presently under review. Mass DHCD indicates that, in light of the pending application for a modification, it will process these documents when it receives the decision of the Planning and Economic Development Board regarding the proposed modification.

Based on the review of this matter, the Building Commissioner acting as the Code Enforcement Officer will take appropriate steps to enforce the provisions of the Affordable Housing By-law and the Special Permit issued for the Williamsburg Condominium.

Very truly yours,



Suzanne K. Kennedy  
Town Administrator

C: Susan Affleck-Childs, Planning and Economic Development Coordinator  
John Emidy, Building Commissioner  
Barbara Saint André, Town Counsel  
Medway Planning and Economic Development Board  
Board of Selectmen  
Paul Yorkis, President, Williamsburg Condominium Corp.



TOWN OF MEDWAY  
BUILDING DEPARTMENT  
155 VILLAGE STREET  
MEDWAY MASSACHUSETTS  
PHONE 508-533-3253  
FAX-508-533-3252  
[jemidy@townofmedway.org](mailto:jemidy@townofmedway.org)

May 30, 2013

Town of Medway  
Affordable Housing Trust  
Michael Heineman Esq. *Chair*  
155 Village Street  
Medway, MA 02053

RECEIVED  
MAY 30 2013  
TOWN OF MEDWAY  
PLANNING BOARD

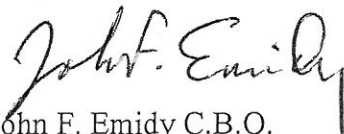
Re: Williamsburg Condominiums

Dear Chairman Heineman:

I am in receipt of your letter dated May 6, 2013 regarding the above referenced location. You have stated in your letter dated May 6, 2013 outlining your concerns that the development is not in compliance with the Affordable Housing By-Law, Section V.X of the Zoning By-laws. I have reviewed the chart that was prepared by Ms. Affleck-Childs with respect to the schedule of affordable units under Section 9.a. of the Affordable Housing By-law for the Williamsburg Condominium Development. I agree that the next building permit issued for a two family dwelling must contain an affordable unit. In my opinion, under Section 9.b of the Affordable Housing By-law, no certificates of occupancy may be issued for any market-rate units after the eleventh unit unless the affordable housing unit obtains a certificate of occupancy. Therefore, any future building permits or certificates of occupancy will be issued in accordance with the schedule in Section 9.a.

Please contact me if you have any questions.

Respectfully,

  
John F. Emidy C.B.O.  
Building Commissioner  
Zoning Enforcement Officer

JFE

Cc: file  
Mr. Yorkis  
Town Administrator  
Town Counsel  
Planning and Economic Development Board

72 WEST STREET

6/11/2013



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**PGC ASSOCIATES, INC.**

1 Toni Lane  
Franklin, MA 02038-2648  
508.533.8106  
508.533.0617 (Fax)  
gino@pgcassociates.com

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June 4, 2013

Mr. Andy Rodenhiser, Chairman  
Medway Planning Board  
155 Village Street  
Medway, MA 02053



**Re: Williamsburg Condominiums Proposed Modifications**

Dear Mr. Rodenhiser:

I have reviewed the proposed modifications submitted by owner/applicant of Williamsburg Condominiums for the project on West Street. A revised OSRD concept plan (revised through April 23, 2013) and a revised definitive plan (revised through February 6, 2013) have been submitted along with an application. The plans were prepared by Faist Engineering of Sturbridge. The primary change is a reduction in the number of affordable units from 3 to 2, but a few other minor changes are proposed as well.

The amended affordable housing provision of the Zoning Bylaw reduces the number of units required so providing 2 units is in compliance with the new bylaw. I have comments as follows:

1. There is a request for a waiver to allow one more street-facing garage door than allowed in the bylaw. Similarly, there is a request to allow 3 (up from 2) garages to not be set back 5 feet from the primary façade of the dwelling unit. In both cases, it is my opinion that adding garages for the affordable units justifies these waivers.
2. There is a question as to whether the yield plan complies with the new formula. Since the only change in the new formula is a deduction from the total area for any area within a utility easement and there are no utility easements on the parcel, the yield plan remains unchanged.
3. The open space has been reconfigured to eliminate a 15-foot strip, which is no longer allowed. However, the new configuration is in compliance with the new bylaw.
4. It should also be noted that bonus units for affordable housing has been reduced from 1 market rate per each affordable unit to 1 market rate unit for each 2 affordable units. However, since the original formula (with bonuses) provided for 20 (17 plus 3 bonus units for the 3 affordables) units but only 18 were proposed, this change does not affect the total number of 18 units (17 plus 1 bonus for the two affordables).
5. The concept plan shows a 20-foot separation distance between two buildings. The separation distances between the other buildings exceed 30 feet and the average separation distance is 34.2 feet, which complies with the minimum required average of 30 feet (regardless of unit size).



6. The sizes of the affordable units are not specified, but they are required to have a minimum of 1500 square feet and 3 bedrooms.
7. Both the old bylaw and the revised bylaw address the timing of construction regarding building the affordable units in proportion to the market rate units. Under the original approval, there were 15 market rate units and 3 affordable units. In the modification, there would be 16 market rate units and 2 affordable units. Fractions of units are not counted. The following chart indicates the ratio of issuing occupancy permits under both scenarios:

Market Rate	Affordable
Up to 30% of 15 or 16 = 4	None
30% + 1 of 15 or 16 = 5	At least 10% of 3 or 2 = 0
Up to 50% of 15 or 16 = 7 or 8	At least 30% of 3 or 3 = 0
Up to 75% of 15 or 16 = 11 or 12	At least 50% of 3 or 2 = 1
75% plus 1 of 15 or 16 = 12 or 13	At least 70% of 3 or 2 = 2 or 1
Up to 90% of 15 or 16 = 13 or 14	100% of 3 or 2 = 3 or 2

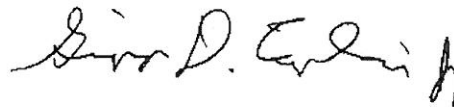
Therefore, under either scenario, no occupancy permit is allowed to be issued beyond 75% of the market rate units (i.e. beyond 11 under the current permit or beyond 12 if the modification is granted) until an occupancy permit is issued for one of the affordable units.

Under the current permit, no occupancy permit for a market rate unit beyond 75% plus 1 (12) is allowed until an occupancy permit is issued for the second affordable unit. Also, no occupancy permit beyond the 13<sup>th</sup> market rate unit should be issued until the third and final affordable unit has been issued an occupancy permit.

Under the proposed modification, no occupancy permit for a market rate unit beyond 90% (13) should be issued until the second and final affordable unit has been issued an occupancy permit.

If there are any questions about these comments, please call or e-mail me.

Sincerely,



Gino D. Carlucci, Jr.

Tetra Tech Rizzo  
One Grant Street  
Framingham, MA 01701

Project Williamsburg Way OSRD	Date 06-11-2013	Report No. 35
Location West Street, Medway, MA	Project No. 127-21583-10002	Sheet 1 of 1
Contractor Canesi Bros. Inc.	Weather A.M. 60 P.M.	Temperature A.M. 60 P.M.

#### FIELD OBSERVATIONS

On Tuesday, June 11, 2013 Dave Pellegrini from Tetra Tech visited the project site at the request of the Medway Planning and Economic Development Board to review the overall condition of the project site. The board requested the review in preparation for the Special Permit modification hearing scheduled for Tuesday evening (6/11/13).

1. There were two places where the bituminous concrete berm was broken. The longest section was a 30' length near the entrance to the subdivision.
2. There are other smaller damaged sections of berm throughout the development.
3. Portions of the landscaping have not been completed. This includes the grass between the berm and the sidewalk, the grass in the island near the open space parking, and the shoulders of the roadway in general.
4. There is a large puddle adjacent to the catch basin near Sta 1+00 (RT). The grades in this area should be investigated before placement of the Top Course.
5. The cross slope on a portion of the sidewalk near Sta 2+00 appears to be steep. This can be remedied during the installation of the Top Course.
6. A portion of the sidewalk near Sta 5+50 is damaged and requires repair.
7. A private utility box near Sta 9+75 is leaning and will require repair.
8. A couple of landscape trees are leaning and need to be straightened. They don't appear to be dead.

#### CONTRACTOR'S FORCE AND EQUIPMENT

#### WORK DONE BY OTHERS

Sup't				Dept. or Company	Description of Work
Foreman	Bulldozer	0	Asphalt Paver		
Laborers	Backhoe	0	Asphalt Reclaimer		
Drivers	Loader	0	Vib. Roller		
Oper. Engr.	Rubber Tire Backhoe/Loader		Static Roller		
Carpenters	Bobcat		Vib. Walk Comp.		
Masons	Hoeram		Compressor		
Iron Workers	Excavator		Jack Hammer		
Electricians	Grader		Power Saw		
Flagpersons	Crane		Conc. Vib.		
Surveyors	Scraper		Tree Remover		
	Conc. Mixer		Chipper		
	Conc. Truck		Screener		
	Pickup Truck		Drill Rig		
	Dump Truck 6 Whl		Boom Lift		
	Dump Truck 10 Whl		Water Tank		
	Dump Truck 14 Whl		Lull		
	Dump Truck 18 Whl		Gradall		

#### OFFICIAL VISITORS TO JOB

Police Details: n/a	RESIDENT REPRESENTATIVE FORCE	
Time on site: 8:00 A.M.-9:00 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative Dave Pellegrini	

Project Williamsburg Way OSRD	Date 06-11-2013	Report No. 35
Location West Street, Medway, MA	Project No. 127-21583-10002	Sheet 2 of 2
Contractor Canesi Bros. Inc.	Weather A.M. 60 P.M.	Temperature A.M. 60 P.M.

**FIELD OBSERVATIONS CONTINUED**

Schedule

- A. TTR will continue to inspect the site when notified of work being conducted.

New Action Items

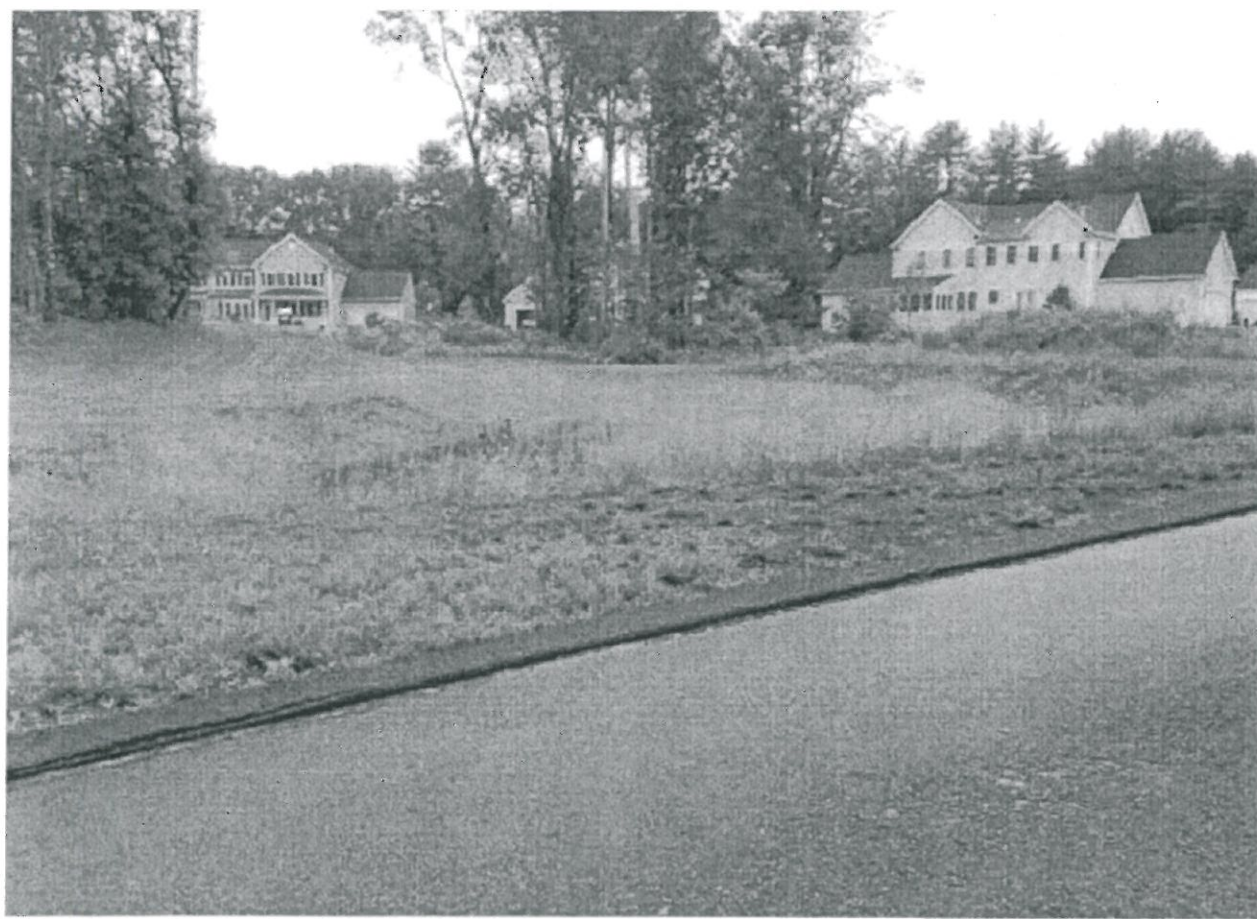
- A. TT will discuss the items noted on page 1 and decide on an appropriate course of action.

Previous Open Action Items

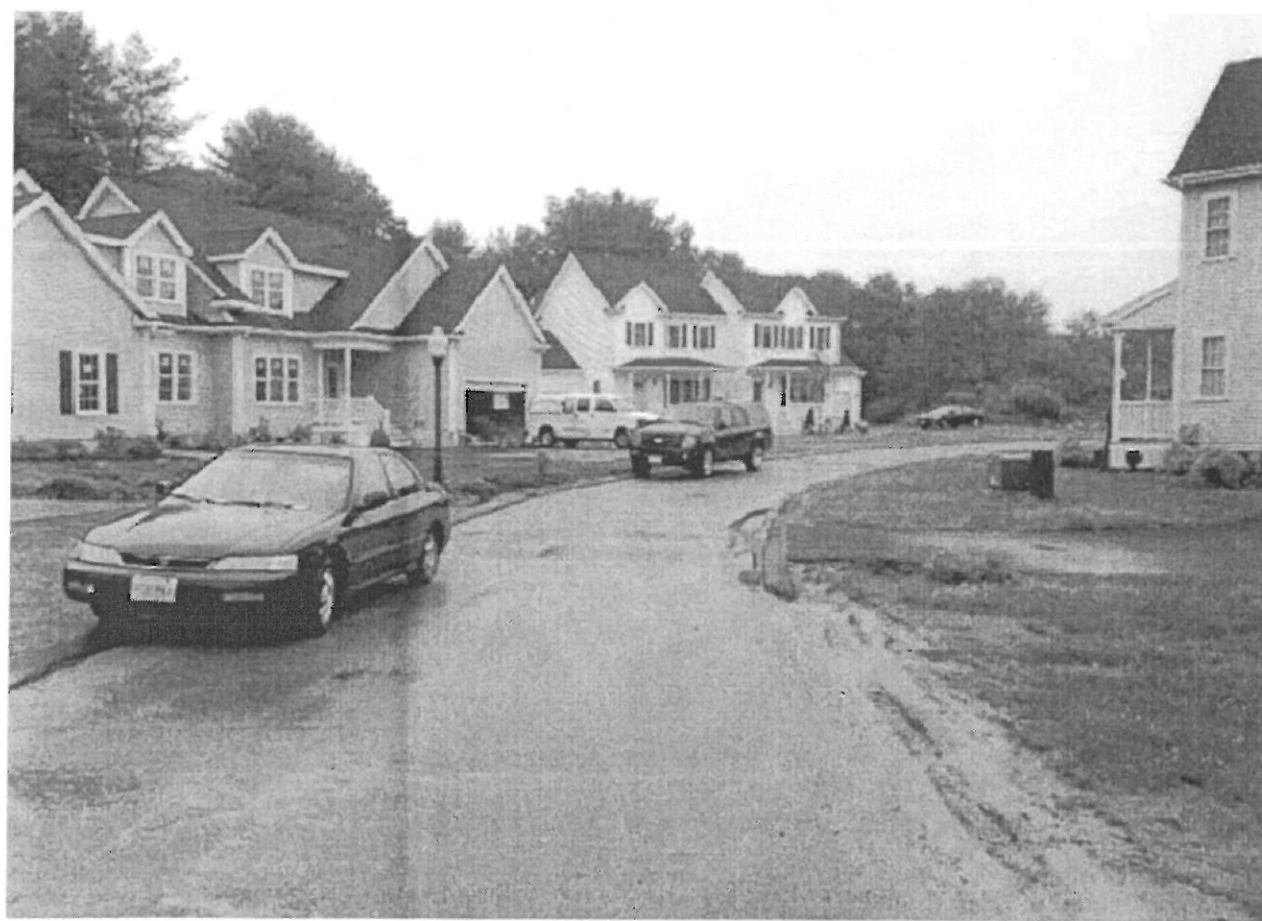
- A. The surface grades adjacent to Drainage Basin #1 need to be modified slightly to a grade of 214.5.
- B. The approved plans call for bituminous curb to be installed from STA 0+00 to approximate STA 4+00. Cape Cod berm has been installed on the western side of the roadway from STA 0+00 to STA 4+00. The installation of the berm does not change the designed intent of using either curb/berm to convey storm water to the catch basins. The installation of the berm may be more aesthetically pleasing than changing the edge treatment from bituminous curb to berm. However, it is at the discretion of the board to allow the change.
- C. Some of the trees planted on-site appear to be dead or dying. A determination should be made in the growing season to determine the condition of the trees.

Materials Delivered to Site Since Last Inspection:

- A. N/A









## Susan Affleck-Childs

---

**From:** Karen Johnson [karen@chartweb.com]  
**Sent:** Wednesday, June 05, 2013 4:50 PM  
**To:** Susan Affleck-Childs  
**Subject:** Medway Commons Site Plan Modification - Starbuck's - 67 Main Street

Susy,

As discussed yesterday, we are reviewing potential changes to the drive through configuration with Starbuck's this week. They are reevaluating the internal layout for the remodel of the space and these changes may impact the location of the pick-up window. We hope to have any plan changes completed shortly however this will not be in time for the scheduled June 11, 2013 hearing. As such, please consider this email a request for continuation of the hearing to July 23, 2013. We want to make sure we have enough time to complete the peer review as well as return to the Design Review Board if necessary prior to the hearing before the Planning and Economic Development Board. Please also consider this email a request for extension for an additional two weeks for the time required for a decision. Thank you for your cooperation and I appreciate the flexibility for the hearing continuation so that we are able to present a complete plan to the Board that satisfies our tenants needs.

Regards,

Karen

**Karen Johnson, AICP**  
Charter Realty & Development Corp.  
800 Westchester Avenue, Suite S-632  
Rye Brook, NY 10573  
914 701-4002 Fax 914 701-4003

1666 Massachusetts Avenue, Suite 4  
Lexington, MA 02173  
617 431-1091

[karen@chartweb.com](mailto:karen@chartweb.com)  
[www.chartweb.com](http://www.chartweb.com)



# Request for Extension of Deadline for Action by Medway Planning Board

6/7/13  
Date

The undersigned applicant requests that the deadline for the Planning Board's action on the application for:

- ☐ an ANR Plan
- ☐ a Preliminary Subdivision Plan
- ☐ a Definitive Subdivision Plan
- ☐ an Adult Retirement Community Planned Unit Development (ARCPUD) Special Permit
- ☐ an Adaptive Use Overlay District (AUOD) Special Permit
- ☐ an Open Space Residential Development (OSRD) Special Permit
- ☐ a Scenic Road Work Permit
- ☒ Site Plan Approval

for the project entitled Medway Commons

be extended to August 6, 2013

Respectfully submitted,

Name of applicant: Karen Johnson, Charter Realty & Development

Signature of applicant or representative: [Signature]

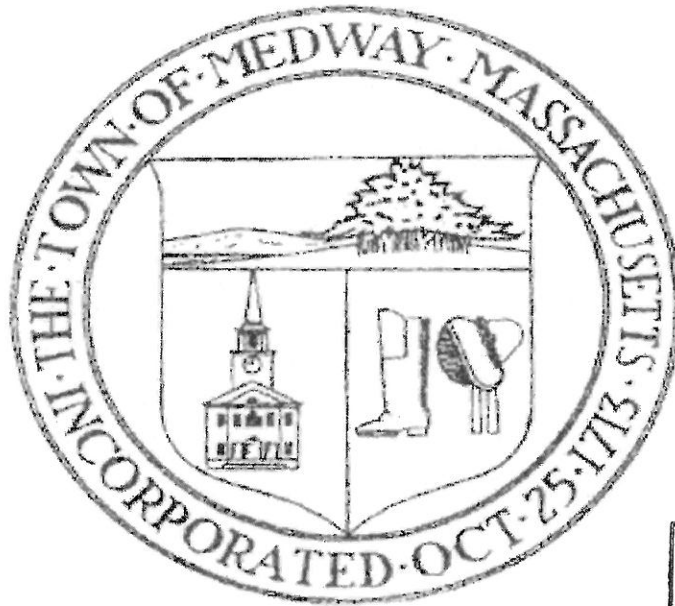
Date approved by Planning Board: 6-11-13

Date of deadline extension: 8-6-13

ATTEST: [Signature]  
Susan E. Affleck-Childs, Planning Board Assistant



# PROPOSAL TO PROVIDE PLANNING SERVICES TO:



RECEIVED  
JUN 05 2013

TOWN OF MEDWAY  
PLANNING BOARD

## TOWN OF MEDWAY

PGC Associates, Inc.  
1 Toni Lane  
Franklin, MA 02038-2648  
[gino@pgcassociates.com](mailto:gino@pgcassociates.com)

**June 3, 2013**

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**PGC ASSOCIATES, INC.**

1 Toni Lane  
Franklin, MA 02038-2648  
508.533.8106  
gino@pgcassociates.com

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June 3, 2013

Suzanne Kennedy, Town Administrator  
Town of Medway  
155 Village Street  
Medway, MA 02053

Dear Ms. Kennedy:

Enclosed is a copy of my Technical Proposal for providing planning services to the Town of Medway. Also enclosed is a Price Proposal containing my proposed fee for these services.

I have very much enjoyed working with the Planning and Economic Development Board and the Town in general in providing these services for the past 11 years. It would be my pleasure and honor to continue to provide them.

I appreciate the opportunity to submit this proposal. I would be happy to address any questions you may have about it.

Sincerely,



Gino D. Carlucci, Jr.

---

**PGC ASSOCIATES, INC.**

1 Toni Lane  
Franklin, MA 02038-2648  
508.533.8106  
508.533.0617 (Fax)  
gino@pgcassociates.com

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**PRICE PROPOSAL**

PGC Associates, Inc.

Planning Services

June 3, 2013

July 1, 2013 – June 30, 2014:

Gino Carlucci -- \$90.00/hour

Nate Carlucci -- \$50.00/hour

July 1, 2014- June 30, 2016:

Gino Carlucci -- \$95.00/hour

Nate Carlucci -- \$55.00/hour

## EXHIBIT A

### STATEMENT OF UNDERSTANDING SCOPE OF SERVICES

Generally, I believe that my work in other towns and participation in regional and state organizations, such as the SouthWest Area Planning (SWAP) group, 495/Metrowest Corridor Partnership and Massachusetts Association of Planning Directors, exposes me to ideas, concepts and potential solutions that are applicable to Medway. This exposure also results in knowledge of current planning and land use issues and helps improve the quality of the desired scope of services. In addition, my experience working in a range of settings including a city of more than 500,000 and a town of under 4000, as well as different parts of the country and in the private sector helps provide a broad perspective in addressing issues.

More specifically, I propose the following tasks:

#### A. Planning and Economic Development Board

- Work with Planning and Economic Development Board and Town staff to review development project applications – I will review the plans and written documentation in light of applicable sections of the Zoning Bylaw, Planning Board Rules and Regulations, and Special Permit and Site Plan Rules and Regulations. I will then draft a letter noting instances where the plan is not in compliance with any of the above. In addition, where applicable, I will include additional comments that may raise questions about certain aspects of the plan or suggest areas or issues that may need to be addressed further.
- Assist in reviewing draft decisions of applications made to the Board – I will review drafts of decisions prepared by the Board's Planning and Economic Development Coordinator and/or prepare drafts as needed. In reviewing or drafting decisions, I will take notes of issues of concern raised during the public hearing, review comments from other reviewers, and, where applicable, review the minutes of public hearings to formulate or refine findings and/or conditions to be included in the decisions. In the case of subdivisions, I will also review the list of waiver requests and draft responses based on my knowledge of the Board's action on a previous similar request and/or based on discussions from the public hearing. In the case of special permits, I will address the special permit criteria based on the requirements of the Zoning Bylaw and the discussions at the public hearing. In all cases, I will note areas needing particular attention by using a bold font. In some cases alternative responses to waiver requests or possible conditions may be suggested.

As the Board reviews the first draft, I will note their responses or comments to the first draft and make changes as applicable. The changes in the second draft will be highlighted in bold font, and, as warranted, additions will be underlined and deletions will be shown with strikethrough font. This facilitates Board review of the second draft. This process will be repeated for any subsequent drafts.

- Work with the Board to develop and review zoning bylaw amendments on behalf of the Board and those bylaws presented by other Town boards by petition – I will assist the Board in determining the goal or objective of the bylaw in question (regardless of origin) and in evaluating whether the bylaw is consistent with the Town's Master Plan, Open Space and Recreation Plan, Housing Production Plan, or other plans of the town. I will perform research, as necessary, as part of such evaluation, and assist in formulating revisions that may result in closer conformity to such plans or goals.
- Work with the Board to develop Rules and Regulations for the Subdivision of Land, Site Plan Approval, Scenic Roads, Adult Retirement Community Planned Unit Developments, Open Space Residential Developments, and other Special Permit programs. – Again, the first step would be to determine if the regulation will be effective in achieving a particular goal or objective, and whether it is consistent with the Master Plan, or other goals of the town.
- Assist the Board in negotiating suitable mitigation measures to help manage the impact of such projects on the community – Suitable mitigation measures will be recommended and/or evaluated in terms of a nexus

with the proposed development and its impacts, as well as in accordance with applicable Town policies and precedents.

- Review applications transmitted to the Board by other Town entities, as appropriate – In the case of a Town entity submitting an application for a site plan or special permit, the application will be reviewed in the same manner as discussed in the first bullet point above. In the case of a Town entity requesting comments on an application or proposal, comments will be drafted for Board consideration in terms of the Board's statutory authority and/or its relation to the Master Plan, or other Town plan goal.
- Assist in updating and addressing action items in the Master Plan -- I will assist the Board in implementing action items in the Master Plan by providing research and analysis as needed, helping to identify innovative measures from other communities and assisting in formulating and refining proposed new bylaws and/or other growth management measures.
- Assist the Board in meeting statutory and policy requirements and other office duties when office staff is unavailable to do so –Being readily accessible, I have no problem covering the office when necessary. I can also assist in ensuring that statutory requirements such as hearing advertisements and filings with the Town Clerk are done in a timely manner.
- Assist with zoning map updates – I will assist the Board in evaluating and determining potential zoning map changes, and prepare potential map changes as requested.
- Prepare grant proposals on behalf of the Board – I have been successful in preparing grant applications for the Board and the Town to both state and federal agencies. These include MORE, CDAG, CDBG, Smart Growth Technical Assistance, Priority Development Fund, and Expedited Permitting (all state). I have also prepared grant applications for Hazard Mitigation (federal), and improving security at the schools (federal). Therefore, I would continue to be available to prepare a wide variety of grant applications that are a good match for the Town.

## **B. OTHER BOARDS/DEPARTMENTS**

I have previously performed various tasks for other boards and departments of the Town including the Economic Development Committee, Affordable Housing Committee, Open Space Committee and Town Administrator. I would continue to be available to assist these or other Town boards/departments as needed.

## **C. SERVICE REQUIREMENTS**

I am available to continue to meet the service requirements of the Town, including attendance at Board meetings, attendance at other meetings as requested by the Board and consultation with the Board office as needed. I also have the required equipment for communication and transportation as required. All work will be performed by me (Gino Carlucci) with occasional assistance in mapping or general research by Nate Carlucci.

## **EXHIBIT B**

### **PROJECT TEAM**

As stated above, Gino Carlucci will perform all work with occasional assistance provided by Nate Carlucci for mapping and general research. Resumes of each are attached.

## VITA

### GINO D. CARLUCCI JR.

1 Toni Lane  
Franklin, Massachusetts 02038

(508) 533-8106 (C)  
(508) 533-6170 (H)  
gino@pgcassociates.com

## PROFESSIONAL EXPERIENCE

### TOWN OF SHERBORN

Sherborn, Massachusetts

*Town Planner* (1995-present)

Part-time position whose main responsibilities are to review development applications, draft revisions to Zoning Bylaw and Subdivision Rules and Regulations, conduct studies of Town Center or other specific issues, prepare and help implement master plan and assist residents with development-related issues. Drafted Planned Unit Development bylaw, wireless communications bylaw and regulations, a stormwater management bylaw and assisted in preparing Open Space Subdivision bylaw. Also represents Planning Board and Town to regional organizations.

### PGC ASSOCIATES, INC.

Franklin, Massachusetts

*Principal and Senior Planner* (1989 - present)

Serves as consultant to Norfolk, Medway, Dover and Blackstone Planning Boards. Conducts policy and planning research and analysis, reviews plans, drafts decisions and manages implementation of projects. Assisted in preparation of a District Improvement Financing (DIF) program and MORE grant to extend sewer service to a business park. Prepared Chapter 43D Expedited Permitting grant application and program. Prepared open space and recreation plans for nine towns, prepared Community Development Plans for two towns, completed sewer expansion impact study, prepared market feasibility study for an industrial park, analyzed economic impacts of universities on central cities, conducted "environmental scan" for Dean College, and prepared several successful grant applications (including CDBG, PWED, MORE, Ready Resource, Self-Help, Smart Growth Technical Assistance, Priority Development Fund, and CDAG, about \$6 million). Also directed the design and/or construction of subdivisions (including infrastructure as well as houses) in Franklin and Shirley, MA, performed a feasibility and management study for an affordable housing project in Ashland, managed a downtown revitalization program in Franklin, and participated in a riverfront park design in Woonsocket, RI.

### MORPHY MAKOFSKY MUMPHREY MASSON, INC.

Franklin, Massachusetts and New Orleans, Louisiana

*Senior Planner* (1985-1989)

Directed various research projects involving environmental and land use analysis, strategic and economic development planning, and economic base analysis. Managed an economic revitalization study. Provided project management services for an urban street reconstruction project. Participated in statewide transit plan, and airport master planning.

## **MAYOR'S OFFICE OF PLANNING AND DEVELOPMENT**

New Orleans, Louisiana

*Director of Analysis and Planning* (1981-1985)

*Director of Environmental Affairs* (1978-1981)

Supervised staff of 20 to develop policy and manage programs involving environmental quality, transportation, recreation, emergency response, downtown and neighborhood development, and data analysis. Served as Mayor's liaison to numerous boards and commissions. Sample accomplishments:

Drafted and implemented a comprehensive environmental strategy for the City; completed new emergency response plan and conducted regular drills; developed bid specifications and negotiated lease with private developer for City-owned land; coordinated City's effort to implement a major mixed-use development on a site involving City, State, and Federal properties; led effort to create a Transportation Center Authority to upgrade the City's railroad station into a multi-modal facility; and procured and/or managed grants from the U.S. Departments of Transportation, Energy, Housing and Urban Development, and Interior, as well as the Environmental Protection Agency.

## **LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

Baton Rouge, Louisiana

*Coastal Resources Analyst* (1977-1978)

Provided technical assistance to six jurisdictions in preparing local coastal management plans.

## **ACADEMIC EXPERIENCE**

### **UNIVERSITY OF NEW ORLEANS**

*Special Lecturer*, School of Urban and Regional Studies (Fall, 1982)  
Environmental Planning, URBN 4140

*Graduate Assistant*, Urban Studies Institute (1976-1977)

## **EDUCATION**

**MURP**            Master of Urban and Regional Planning, 1978  
University of New Orleans  
New Orleans, Louisiana

**A.B.**            Government, 1974  
Georgetown University  
Washington, D.C.



## BOARDS AND COMMISSIONS

495/Metrowest Corridor Partnership Board of Directors (2003-present, Legislative Committee 2004-present, Executive Steering Committee, 2005-present)  
Southwest Area Planning (SWAP) subregion of Metropolitan Area Planning Council (1995-present, Chair 1999-present)  
Corporator, Strata Bank (1998-2009)  
Franklin Water and Wastewater Task Force (1998-2000)  
Georgetown Alumni Admissions Program (1994-present)  
Franklin Industrial Development Finance Committee (1989-1999)  
Economic Development Committee, United Chamber of Commerce (1993-1998)  
Tri-Town Community Development Corporation (Board of Directors, 1994-1995)  
Metacomet Land Trust (Board of Directors, 1988-1993)  
Regional Planning Commission for New Orleans (1981-1985)  
State Planning Council on Radioactive Waste Management (Alternate, 1980-1981)  
New Orleans Mosquito Control Board (1979-1985)  
Louisiana-Mississippi-Alabama Rapid Rail Transit Commission (Technical Advisory Committee, 1982-1985)  
Louisiana Coastal Commission (Alternate, 1979-1984)  
New Orleans Preservation Resource Center (1978-1980)

## PROFESSIONAL ORGANIZATIONS

American Institute of Certified Planners  
American Planning Association  
Massachusetts Association of Planning Directors

## HONORS

Metacomet Land Trust Award, 2008 (for ongoing efforts to preserve and protect open space)  
Who's Who in the East 1999-2000, 1998  
Louisiana Chapter, APA, Outstanding Planning Award, 1985  
Outstanding Young Men in America, 1980, 1982

## PUBLICATIONS

The Role of Colleges and Universities in Central City Vitality (with P. Carlucci), The National Center for the Revitalization of Central Cities, New Orleans: College of Urban and Public Affairs, University of New Orleans, 1998

An Innovative Financing and Incentive Package To Reduce Municipal Energy Consumption, Urban Consortium for Technology Initiatives, Washington, D.C.: 1984

Financial Options For Energy Efficiency: A Program to Reduce the Energy Cost Burden On Low Income Residents, Urban Consortium for Technology Initiatives, Washington, D.C.: 1983

Environmental Planning for Offshore Oil and Gas, Volume V: Regional Status Reports. Part 3: Gulf Coast Region. (with A. J. Mumphrey), The Conservation Foundation, Washington, D.C.: U.S. Fish and Wildlife Service, 1978

OCS Development in Coastal Louisiana: A Socio-Economic Impact Assessment (with A.J. Mumphrey and 9 others), a report to the Louisiana State Planning Office, New Orleans: Urban Studies Institute, University of New Orleans, 1977.

The Impacts of Outer Continental Shelf Development on Lafourche Parish, (with A.J. Mumphrey, F. Wagner, M. Landry, and J. Miller), a report to the Louisiana State Planning Office, New Orleans: Urban Studies Institute, University of New Orleans, 1976.

## **Nathan A. Carlucci**

57 Washington Street, Apt. 2 Franklin, Massachusetts 02038 508.498.3552 nathan.carlucci@gmail.com

### **EDUCATION**

**Suffolk University Law School**, Boston, Massachusetts

*Juris Doctorate*, May 2013

- Customized curriculum for a specialty in Land Use Planning including elective courses in Land Use, Fair Housing, Real Estate Litigation, Advanced Real Estate, Conveyances and Mortgages, Municipal Law, Administrative Law and Energy Law
- Authored a legal research paper analyzing smart growth principles for Massachusetts municipalities

**University of Massachusetts Lowell**, Lowell, Massachusetts

*Bachelor of Arts*, Economics, December 2008

### **EXPERIENCE**

**Gilmore, Rees, & Carlson, P.C.**, Franklin, Massachusetts

June, 2012 – Present

*Law Clerk: Real Estate Department*

- Researched issues arising in litigation matters in the areas of Land Use, Real Estate and Bankruptcy using Westlaw Next online and printed legal resources
- Prepared documents in connection with litigation for filing with state and federal courts, including Complaints, Answers, Motions and Memoranda of Law
- Drafted Real Estate documents in connection with conveyances including Deeds, Purchase and Sale Agreements, Declarations of Homesteads and Certificates of Trust and recorded them with Massachusetts registries of deeds

**PGC Associates, Inc.**, Franklin, Massachusetts

January 2007- Present

*Planning Associate*

- Conducted research and drafted planning documents including Open Space and Recreation plans, Economic Development Plans and Housing Production Plans
- Analyzed municipal land use for development feasibility
- Created GIS maps with Arcview software to accompany plans
- Created, organized and maintained project records

**Ranieri Real Estate**, Franklin, Massachusetts

Summer, 2011

*Intern*

- Developed and maintained a database of residential and commercial tenants
- Managed and organized electronic and physical legal resources and subscriptions

**U.S. Bureau of the Census**, Boston, Massachusetts

April – August 2010

*Decennial Census Operation Crew Leader*

- Supervised 15 enumerators and 2 crew leader assistants during field operations
- Conducted training sessions for 17 trainees
- Assigned duty areas to employees, observed employees in the field, and provided on-the-spot assistance
- Reviewed and certified daily payroll and progress reports and ensured timely work completion

**Professional Services Corporation**, Foxboro, Massachusetts

Summer, 2006

*Intern*

- Observed subdivision construction in Eastern Massachusetts
- Tracked development phasing and installation inventory for subdivision construction
- Coordinated work with municipal offices and project representatives
- Maintained office records for construction observation

### **HOBBIES, INTERESTS AND ACTIVITIES**

- Property management including a multi-family apartment building and a free-standing commercial building
- Member of 2012 Franklin Master Plan Committee and Community Services Subcommittee
- Captain of multiple teams in recreational sports leagues
- Eagle Scout

## **EXHIBIT C**

### **LIST OF CLIENTS**

#### **2008-Present**

Town of Medway (primarily Planning and Economic Development Board)

Town of Norfolk (primarily Planning Board)

Town of Dover (primarily Planning Board)

Town of Blackstone (Planning Board)

Town of Bellingham (Conservation Commission and Town Administrator)

Town of Natick (Open Space Advisory Committee)

#### **Prior to 2005** (representative only, not a complete list)

Town of Ashland

Town of Medfield

Town of Franklin

Town of Walpole

City of Woonsocket

Downtown Franklin, Inc.

Dean College

Metacomet Land Trust

Trust for Public Land

Town of Uxbridge (Conservation Commission)

## **EXHIBIT D**

### **PRIVATE SECTOR CLIENTS IN MEDWAY**

PGC Associates, Inc. has not represented any private sector clients before any board in Medway during the previous five years.

## **EXHIBIT E**

### **DESIGNATION OF PROJECT MANAGER**

The project manager for this contract will be Gino Carlucci, who will do all assigned work with the assistance of Nate Carlucci on mapping and general research.

<b>Tetra Tech</b> One Grant Street Framingham, MA 01701		
Project	Date	Report No.
Fox Run Farm	05-30-2013	24
Location	Project No.	Sheet 1 of
Holliston Street, Medway, MA	127-21583-11001	2
Contractor	Weather	Temperature
Dowling Corporation (Mike Rose)	A.M. SUNNY P.M.	A.M. 80 P.M.

### FIELD OBSERVATIONS

On Thursday, May 30, 2013 Steve Bouley from Tetra Tech (TT) visited the project site to observe the installation of the water service connection and sewer service connection for Lot #7 and general site conditions. The following observations were made:

#### 1. Observations

- A. Dowling Co. was in the process of installing the water service connection upon arrival to the site. The service connection was made from the house to the existing curb stop which was previously installed by Dowling Co. in 2010. One length of 1" polyethylene tubing, approximately 40 ft. in length, was used to connect the house to the curb stop. The service was backfilled with sand in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).
- B. Dowling Co. was in the process of installing the sewer service connection upon arrival to the site. The service connection was made from the house to the existing stub with approximately 43 ft of 6" sdr 35 pvc pipe. The 6" pvc sewer pipe was backfilled 6" all sides with crushed stone in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).

### CONTRACTOR'S FORCE AND EQUIPMENT

### WORK DONE BY OTHERS

Sup't					Dept. or Company	Description of Work
Foreman	1	Bulldozer		Asphalt Paver		
Laborers		Backhoe	1	Asphalt Reclaimer		
Drivers	1	Loader		Vib. Roller		
Oper. Engr.		Rubber Tire Backhoe/Loader		Static Roller		
Carpenters		Bobcat		Vib. Walk Comp.		
Masons		Hoeram		Compressor		
Iron Workers		Excavator	1	Jack Hammer		
Electricians		Grader		Power Saw		
Flag persons		Crane		Conc. Vib.		
Surveyors		Scraper		Tree Remover		
		Conc. Mixer		Chipper		
		Conc. Truck		Screeener		
		Pickup Truck		Drill Rig		
		Dump Truck 6 Whl		Boom Lift		
		Dump Truck 10 Whl		Water Tank		
		Dump Truck 14 Whl		Lull		
		Dump Truck 18 Whl		Gradall		

### OFFICIAL VISITORS TO JOB

Police Details: n/a	<b>RESIDENT REPRESENTATIVE FORCE</b>	
Time on site: 8:30 A.M. – 8:45 A.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative: Steve Bouley	

Project Fox Run Farm	Date 05-30-2013	Report No. 24
Location Holliston Street, Medway, MA	Project No. 127-21583-11001	Sheet 2 of 2
Contractor Dowling Corporation (Mike Rose)	Weather A.M. SUNNY P.M.	Temperature A.M. 80 P.M.
<b>FIELD OBSERVATIONS CONTINUED</b>		

2. Schedule

- A. TT will inspect the current condition of the site on an as needed basis.

3. New Action Items

- A. N/A

4. Previous Open Action Items

- A. Outback Engineering will shoot elevations to verify the vertical placement of the water quality unit and Cultec system. *Outback Engineering has provided an as-built of the drainage system to the satisfaction of TT. All elevations are within acceptable ranges as compared to the proposed design and we consider this item to be closed.*
- B. Grades appear to be high in several locations and spongy area in the roadway gravel base at approximate STA 0+50 was observed. TT will consult with Dowling about these issues. It appears that under an inch of compacted asphalt remains in this location due to the "pumping" effect of the gravel base when the roller passes over it. *The Owner is aware that the gravel in this location is not acceptable to pave over however due to scheduling there isn't enough time to excavate, replace and compact it today before paving. The Owner understands that this section of pavement will have to be cut out and replaced in the spring. The remainder of the roadway was in acceptable condition.*

5. Materials Delivered to Site Since Last Inspection:

- A. N/A



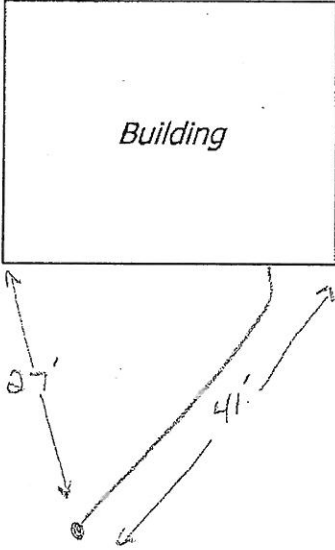
TOWN OF MEDWAY  
DEPARTMENT OF PUBLIC SERVICES  
MEDWAY, MASSACHUSETTS

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### Water Service Layout/Profile

- All connections within the building and to a point 10 feet outside of the building shall meet the requirements of the Massachusetts State Plumbing Code. All piping beyond **10** feet up to the property line (curb stop) shall meet AWWA standards. All piping within the Town right of way shall be Copper or C.L.D.I pipe on all buildings.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour** notice is required for inspections. Do not backfill until after inspections are complete.
- Service connection to be shown on plan below with measurements.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

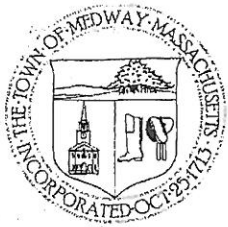
Service Address 12 Morningview Drive Permit # 20130751

<p><i>Include street location on diagram</i></p> <p><i>Include all measurements and ties to building</i></p> 	<p>Date Completed: <u>5/30/13</u></p> <p>Pipe Size <u>1</u> Inch</p> <p>(If more than one size, submit a detailed plan/drawing.)</p> <table border="1"><tr><td>Copper</td><td><u>N/A</u></td><td>Ft.</td></tr><tr><td>C.L.D.I.</td><td><u>N/A</u></td><td>Ft.</td></tr><tr><td>Plastic</td><td><u>40'</u></td><td>Ft.</td></tr><tr><td><b>Total Length</b></td><td><b><u>40'</u></b></td><td><b>Ft.</b></td></tr></table> <p>Depth @ Bldg. <u>5.5'</u> Ft.</p> <p>Depth @ Street <u>5.5'</u> Ft.</p> <p>Fittings <u>N/A</u></p> <p>Slope of Pipe <u>N/A</u></p>	Copper	<u>N/A</u>	Ft.	C.L.D.I.	<u>N/A</u>	Ft.	Plastic	<u>40'</u>	Ft.	<b>Total Length</b>	<b><u>40'</u></b>	<b>Ft.</b>
Copper	<u>N/A</u>	Ft.											
C.L.D.I.	<u>N/A</u>	Ft.											
Plastic	<u>40'</u>	Ft.											
<b>Total Length</b>	<b><u>40'</u></b>	<b>Ft.</b>											

Contractor Signature M. Rose Date 5/30/13

DPS Inspector Signature [Signature] Date 5/30/13





TOWN OF MEDWAY  
DEPARTMENT OF PUBLIC SERVICES  
MEDWAY, MASSACHUSETTS

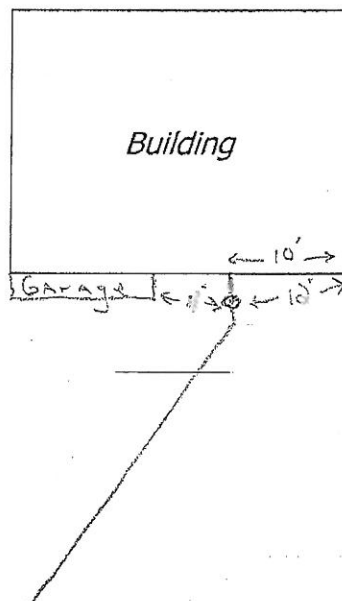
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### Sewer Service Layout/Profile

- All piping within **10** feet of building will be C.I. or Schedule 40 PVC on residential and C.I. on commercial buildings.
- Cleanouts are required when total change in direction is greater than 22 degrees.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour notice is required for inspections. Do not backfill until after inspections are complete.**
- Service connection to be shown on plan below with ties to cleanouts and L.F. of pipe used.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

Service Address 12 Morningside Drive Permit # 20130748

Include street location on diagram  
Include all measurements



Date Completed: 5/30/13  
Pipe Size 6" Inch  
(If more than one size, submit a detailed plan/drawing.)

PVC 43 Ft.  
C.I. \_\_\_\_\_ Ft.  
**Total Length** 43 Ft.

Depth @ Bldg. 3" Ft.  
Depth @ Street 5' Ft.  
Fittings one 6" 45° bend  
with clean out at  
building  
Slope of Pipe \_\_\_\_\_

Contractor Signature M. Rose Date 5/30/13

DPS Inspector Signature [Signature] Date 5/30/13

Tetra Tech  
One Grant Street  
Framingham, MA 01701

RECEIVED  
JUN 05 2013

Project  
Fox Run Farm

Date  
06-05-2013

Report No.  
25

Location  
Holliston Street, Medway, MA

TOWN OF MEDWAY  
PLANNING BOARD

Project No.  
127-21583-11001

Sheet 1 of  
2

Contractor  
Dowling Corporation  
(Mike Rose)

Weather  
A.M. SUNNY  
P.M.

Temperature  
A.M. 75  
P.M.

#### FIELD OBSERVATIONS

On Wednesday, June 5, 2013 Steve Bouley from Tetra Tech (TT) visited the project site to observe the installation of the water service connection and sewer service connection for Lot #4 (House #7) and general site conditions. The following observations were made:

#### 1. Observations

- A. Dowling Co. was in the process of installing the water service connection upon arrival to the site. The service connection was made from the house to the existing curb stop which was previously installed by Dowling Co. in 2010. One length of 1" polyethylene tubing, approximately 43 ft. in length, was used to connect the house to the curb stop. The service was backfilled with sand in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).
- B. Dowling Co. was in the process of installing the sewer service connection upon arrival to the site. The service connection was made from the house to the existing stub with approximately 60 ft of 6" sdr 35 pvc pipe. The 6" pvc sewer pipe was backfilled 6" all sides with crushed stone in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).

#### CONTRACTOR'S FORCE AND EQUIPMENT

#### WORK DONE BY OTHERS

Sup't				Dept. or Company	Description of Work
Foreman	1	Bulldozer	Asphalt Paver		
Laborers	1	Backhoe	Asphalt Reclaimer		
Drivers		Loader	Vib. Roller		
Oper. Engr.		Rubber Tire Backhoe/Loader	Static Roller		
Carpenters		Bobcat	Vib. Walk Comp.		
Masons		Hoeram	Compressor		
Iron Workers		Excavator	Jack Hammer		
Electricians		Grader	Power Saw		
Flag persons		Crane	Conc. Vib.		
Surveyors		Scraper	Tree Remover		
		Conc. Mixer	Chipper		
		Conc. Truck	Screenner		
		Pickup Truck	Drill Rig		
		Dump Truck 6 Whl	Boom Lift		
		Dump Truck 10 Whl	Water Tank		
		Dump Truck 14 Whl	Lull		
		Dump Truck 18 Whl	Gradall		

#### OFFICIAL VISITORS TO JOB

Police Details: n/a

#### RESIDENT REPRESENTATIVE FORCE

Time on site: 9:30 A.M. - 10:00 A.M.

Name

Name

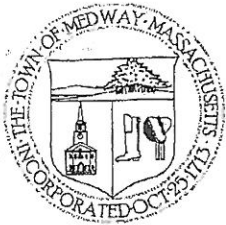
CONTRACTOR'S Hours of Work:

Resident Representative: Steve Bouley

Project Fox Run Farm	Date 06-05-2013	Report No. 25
Location Holliston Street, Medway, MA	Project No. 127-21583-11001	Sheet 2 of 2
Contractor Dowling Corporation (Mike Rose)	Weather A.M. SUNNY P.M.	Temperature A.M. 75 P.M.

**FIELD OBSERVATIONS CONTINUED**

2. Schedule
  - A. TT will inspect the current condition of the site on an as needed basis.
3. New Action Items
  - A. N/A
4. Previous Open Action Items
  - A. Grades appear to be high in several locations and spongy area in the roadway gravel base at approximate STA 0+50 was observed. TT will consult with Dowling about these issues. It appears that under an inch of compacted asphalt remains in this location due to the "pumping" effect of the gravel base when the roller passes over it. *The Owner is aware that the gravel in this location is not acceptable to pave over however due to scheduling there isn't enough time to excavate, replace and compact it today before paving. The Owner understands that this section of pavement will have to be cut out and replaced in the spring. The remainder of the roadway was in acceptable condition.*
5. Materials Delivered to Site Since Last Inspection:
  - A. N/A



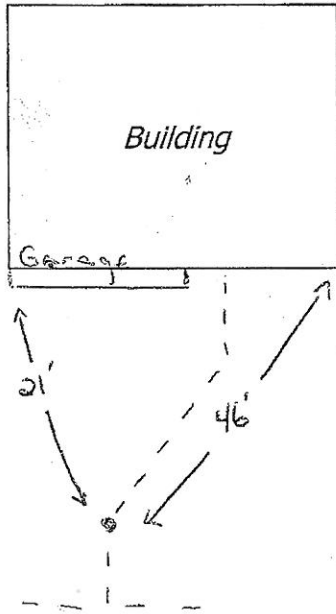
TOWN OF MEDWAY  
DEPARTMENT OF PUBLIC SERVICES  
MEDWAY, MASSACHUSETTS

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**Water Service Layout/Profile**

- All connections within the building and to a point 10 feet outside of the building shall meet the requirements of the Massachusetts State Plumbing Code. All piping beyond **10** feet up to the property line (curb stop) shall meet AWWA standards. All piping within the Town right of way shall be Copper or C.L.D.I pipe on all buildings.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour notice is required for inspections. Do not backfill until after inspections are complete.**
- Service connection to be shown on plan below with measurements.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

Service Address 7 Morningside drive Permit # 20130749

<p><i>Include street location on diagram</i></p> <p><i>Include all measurements and ties to building</i></p> 	<p>Date Completed: <u>June 5 2013</u></p> <p>Pipe Size <u>1"</u> Inch</p> <p>(If more than one size, submit a detailed plan/drawing.)</p> <table border="1"><tr><td>Copper</td><td><u>N/A</u></td><td>Ft.</td></tr><tr><td>C.L.D.I.</td><td><u>N/A</u></td><td>Ft.</td></tr><tr><td>Plastic</td><td><u>43'</u></td><td>Ft.</td></tr><tr><td colspan="2"><b>Total Length</b></td><td><b><u>43'</u> Ft.</b></td></tr></table> <p>Depth @ Bldg. <u>5'</u> Ft.</p> <p>Depth @ Street <u>5'</u> Ft.</p> <p>Fittings <u>N/A</u></p> <p>Slope of Pipe <u>N/A</u></p>	Copper	<u>N/A</u>	Ft.	C.L.D.I.	<u>N/A</u>	Ft.	Plastic	<u>43'</u>	Ft.	<b>Total Length</b>		<b><u>43'</u> Ft.</b>
Copper	<u>N/A</u>	Ft.											
C.L.D.I.	<u>N/A</u>	Ft.											
Plastic	<u>43'</u>	Ft.											
<b>Total Length</b>		<b><u>43'</u> Ft.</b>											

Contractor Signature M. Rose Date 6/5/2013

DPS Inspector Signature [Signature] Date 6/5/2013



TOWN OF MEDWAY  
DEPARTMENT OF PUBLIC SERVICES  
MEDWAY, MASSACHUSETTS

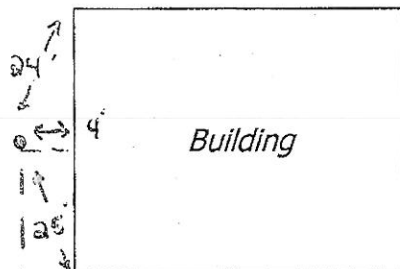
Entrusted To  
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Public  
Infrastructure

### Sewer Service Layout/Profile

- All piping within **10** feet of building will be C.I. or Schedule 40 PVC on residential and C.I. on commercial buildings.
- Cleanouts are required when total change in direction is greater than 22 degrees.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour notice is required for inspections.** Do not backfill until after inspections are complete.
- Service connection to be shown on plan below with ties to cleanouts and L.F. of pipe used.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

Service Address 7 Morningside Dr. Permit # 20130746

Include street location on diagram  
Include all measurements



Date Completed: 6/5/13  
Pipe Size 6" Inch  
(If more than one size, submit a detailed plan/drawing.)

PVC 60' Ft.  
C.I. N/A Ft.  
**Total Length** 60' Ft.

Depth @ Bldg. 2 Ft.  
Depth @ Street 8 Ft.

Fittings \_\_\_\_\_  
Ty with clean out  
at building  
Slope of Pipe 1/4" per Foot

Contractor Signature M. Rose Date 6/5/2013

DPS Inspector Signature Steve Perry Date 6/5/2013

**Tetra Tech**  
One Grant Street  
Framingham, MA 01701

Project	Date	Report No.
Fox Run Farm	06-06-2013	26
Location	Project No.	Sheet 1 of
Holliston Street, Medway, MA	127-21583-11001	2
Contractor	Weather	Temperature
Dowling Corporation (Mike Rose)	A.M. SUNNY P.M.	A.M. 75 P.M.

#### FIELD OBSERVATIONS

On Thursday, June 6, 2013 Steve Bouley from Tetra Tech (TT) visited the project site to observe the installation of the water service connection and sewer service connection for Lot #9 (House #8) and general site conditions. The following observations were made:

##### 1. Observations

- A. Dowling Co. was in the process of installing the water service connection upon arrival to the site. The service connection was made from the house to the existing curb stop which was previously installed by Dowling Co. in 2010. One length of 1" polyethylene tubing, approximately 24 ft. in length, was used to connect the house to the curb stop. The service was backfilled with sand in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).
- B. Dowling Co. was in the process of installing the sewer service connection upon arrival to the site. The service connection was made from the house to the existing stub with approximately 32 ft of 6" sdr 35 pvc pipe. The 6" pvc sewer pipe was backfilled 6" all sides with crushed stone in the pipe zone, warning tape was placed and then backfilled with excavated material to grade (see attached as-built provided by Dowling Co.).

#### CONTRACTOR'S FORCE AND EQUIPMENT

#### WORK DONE BY OTHERS

Sup't					Dept. or Company	Description of Work
Foreman	1	Bulldozer		Asphalt Paver		
Laborers	1	Backhoe	1	Asphalt Reclaimer		
Drivers		Loader		Vib. Roller		
Oper. Engr.		Rubber Tire Backhoe/Loader		Static Roller		
Carpenters		Bobcat		Vib. Walk Comp.		
Masons		Hoeram		Compressor		
Iron Workers		Excavator	1	Jack Hammer		
Electricians		Grader		Power Saw		
Flag persons		Crane		Conc. Vib.		
Surveyors		Scraper		Tree Remover		
		Conc. Mixer		Chipper		
		Conc. Truck		Screener		
		Pickup Truck		Drill Rig		
		Dump Truck 6 Whl		Boom Lift		
		Dump Truck 10 Whl		Water Tank		
		Dump Truck 14 Whl		Lull		
		Dump Truck 18 Whl		Gradall		

#### OFFICIAL VISITORS TO JOB

Police Details: n/a

#### RESIDENT REPRESENTATIVE FORCE

Time on site: 9:30 A.M. - 10:00 A.M.

Name

Name

CONTRACTOR'S Hours of Work:

Resident Representative: Steve Bouley

Project Fox Run Farm	Date 06-06-2013	Report No. 26
Location Holliston Street, Medway, MA	Project No. 127-21583-11001	Sheet 2 of 2
Contractor Dowling Corporation (Mike Rose)	Weather A.M. SUNNY P.M.	Temperature A.M. 75 P.M.

**FIELD OBSERVATIONS CONTINUED**

2. Schedule

- A. TT will inspect the current condition of the site on an as needed basis.

3. New Action Items

- A. N/A

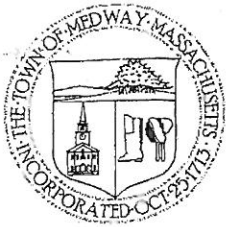
4. Previous Open Action Items

- A. Grades appear to be high in several locations and spongy area in the roadway gravel base at approximate STA 0+50 was observed. TT will consult with Dowling about these issues. It appears that under an inch of compacted asphalt remains in this location due to the "pumping" effect of the gravel base when the roller passes over it. *The Owner is aware that the gravel in this location is not acceptable to pave over however due to scheduling there isn't enough time to excavate, replace and compact it today before paving. The Owner understands that this section of pavement will have to be cut out and replaced in the spring. The remainder of the roadway was in acceptable condition.*

5. Materials Delivered to Site Since Last Inspection:

- A. N/A





TOWN OF MEDWAY  
DEPARTMENT OF PUBLIC SERVICES  
MEDWAY, MASSACHUSETTS

Entrusted To  
Manage The  
Public  
Infrastructure

**Water Service Layout/Profile**

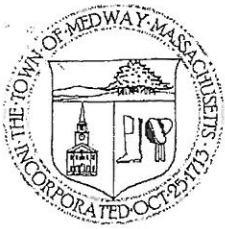
- All connections within the building and to a point 10 feet outside of the building shall meet the requirements of the Massachusetts State Plumbing Code. All piping beyond **10** feet up to the property line (curb stop) shall meet AWWA standards. All piping within the Town right of way shall be Copper or C.L.D.I pipe on all buildings.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour** notice is required for inspections. Do not backfill until after inspections are complete.
- Service connection to be shown on plan below with measurements.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

Service Address 8 Morningside Dr Permit # 20130750

<p><i>Include street location on diagram</i> <i>Include all measurements and ties to building</i></p> <p>Building</p> <p>41'</p> <p>35'</p>	<p>Date Completed: <u>6/6/2013</u> Pipe Size <u>1"</u> Inch (If more than one size, submit a detailed plan/drawing.)</p> <table border="1"><tr><td>Copper</td><td><u>N/A</u></td><td>Ft.</td></tr><tr><td>C.L.D.I.</td><td><u>N/A</u></td><td>Ft.</td></tr><tr><td>Plastic</td><td><u>24'</u></td><td>Ft.</td></tr><tr><td><b>Total Length</b></td><td><u>24'</u></td><td><b>Ft.</b></td></tr></table> <p>Depth @ Bldg. <u>5.5'</u> Ft. Depth @ Street <u>5.5'</u> Ft. Fittings <u>N/A</u></p> <p>Slope of Pipe <u>N/A</u></p>	Copper	<u>N/A</u>	Ft.	C.L.D.I.	<u>N/A</u>	Ft.	Plastic	<u>24'</u>	Ft.	<b>Total Length</b>	<u>24'</u>	<b>Ft.</b>
Copper	<u>N/A</u>	Ft.											
C.L.D.I.	<u>N/A</u>	Ft.											
Plastic	<u>24'</u>	Ft.											
<b>Total Length</b>	<u>24'</u>	<b>Ft.</b>											

Contractor Signature M. Rose Date 6/6/13  
DPS Inspector Signature [Signature] Date 6/6/13





TOWN OF MEDWAY  
DEPARTMENT OF PUBLIC SERVICES  
MEDWAY, MASSACHUSETTS

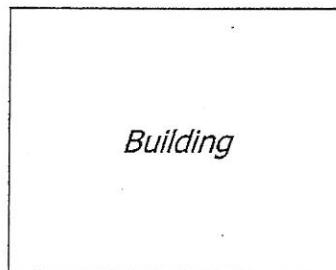
Entrusted To  
Manage The  
Public  
Infrastructure

### Sewer Service Layout/Profile

- All piping within **10** feet of building will be C.I. or Schedule 40 PVC on residential and C.I. on commercial buildings.
- Cleanouts are required when total change in direction is greater than 22 degrees.
- By State Law, Dig-Safe must be contacted at least 72 business hours in advance of all non-emergency work in order to have all public utilities marked clearly. For all emergency work, Dig-Safe must be contacted within 2 hours of the start of work.
- **24-hour** notice is required for inspections. Do not backfill until after inspections are complete.
- Service connection to be shown on plan below with ties to cleanouts and L.F. of pipe used.
- **This plan will be completed and submitted to the inspector at the time of inspection. If not complete you may be subject to penalties and fines.**

Service Address 8 Morningside Drive Permit # 2013 0747

Include street location on diagram  
Include all measurements



Date Completed: 6/6/2013  
Pipe Size 6 Inch  
(If more than one size, submit a detailed plan/drawing.)

PVC 32' Ft.  
C.I. N/A Ft.  
**Total Length** 32' Ft.

Depth @ Bldg. 3 Ft.

Depth @ Street 6 Ft.

Fittings \_\_\_\_\_

45° bend with  
clean out at building

Slope of Pipe > 1/4 per Foot

Contractor Signature M. Rose Date 6/6/2013

DPS Inspector Signature Sto. [Signature] Date 6/6/13



## MEMORANDUM

**To:** Susan Affleck-Childs – Medway Planning and Economic Development Board  
Coordinator

**Fr:** Steven Bouley–Tetra Tech (TT)

**Re:** Lawrence Waste (49 Alder Street)  
Site Review (Punch List Bond Estimate)  
Medway, MA

**Dt:** June 4, 2013

RECEIVED  
JUN 05 2013

TOWN OF MEDWAY  
PLANNING BOARD

On June 3, 2013 at the request of the Medway Planning and Economic Development Board, Tetra Tech (TT) performed a Punch List Bond Estimate inspection of The Lawrence Waste Facility located at 49 Alder Street against the approved plans dated January 10, 2012 revised March 26, 2012, the As-Built Plan dated May 10, 2013 and the response letter by Guerriere and Halnon, Inc. dated May 24, 2013. The following is a list of outstanding items and observations as compared to the above documentation:

### Site

1. The owner should remove the construction fencing and mulch sock upon receiving the Certificate of Compliance from the Medway Conservation Commission.


It is in our opinion that all site activities have been completed satisfactorily as shown on the approved plans. If you have any questions or require additional information, please don't hesitate to contact me at (508) 903-2382.

Sincerely,

Steven Bouley  
Civil Engineer

P: 21583\143-21583-13\007.DOC\MEMO\MEMO-LAWRENCE WASTE BOND ESTIMATE 2013-06-04.DOC

Engineering and Architecture Services  
One Grant Street  
Framingham, MA 01701  
Tel 508.903.2000 Fax 508.903.2001

 <b>TETRA TECH</b>				
<b>Bond Value Estimate</b> <b>Lawrence Waste</b> <b>49 Alder Street</b> <b>Medway, Massachusetts</b> May 13, 2013 (revised June 4, 2013)				
One Grant Street Framingham, MA 01701 Tel 508.903.2000 Fax 508.903.2001				
DESCRIPTION	QUANTITY	UNIT	UNIT COST	ENGINEERS ESTIMATE
Erosion Control Removal	1	LS	\$750.00	\$750
<b>Subtotal</b>				\$750
<b>25% Contingency</b>				\$188
<b>Total</b>				\$938

Notes:

1. Unit prices are taken from the latest information provided on the Mass DOT website. They utilize the Mass DOT weighted bid prices (Combined - All Districts) for the time period 06/2012 - 06/2013.



**TOWN OF MEDWAY**  
**Planning & Economic Development**  
155 Village Street  
Medway, Massachusetts 02053

June 6, 2013

TO: Planning and Economic Development Board  
FROM: Susy Affleck-Childs  
RE: Appointments to Medway Economic Development Committee (EDC)

The term of office for the following members of the EDC expires on June 30, 2013:

Ann Sherry

James Byrnes

Ann Sherry wishes to be reappointed and I recommend you do so for a 2 year term through 6-30-2015.

James Byrnes has not been able to be active and I recommend you do not reappoint him.

Chan Rogers has asked to be appointed to the EDC as a regular member and the EDC is glad to have his participation. I recommend you appoint Chan Rogers effective immediately for a term through 6-30-2015.

Andy Rodenhiser has served as the PEDB's representative to the EDC.

NOTE – FYI . . . the other continuing EDC members are: Ray Himmel, Ken Bancewicz and Paul Yorkis. Their term of office expires 6-30-2014.

The Medway General Bylaw which established the EDC provides for up to 11 members. So, we clearly are in need of some additional people to serve on the EDC. EDC members have to reside OR work in the community.

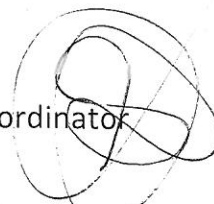


**TOWN OF MEDWAY**  
**Planning & Economic Development**  
155 Village Street  
Medway, Massachusetts 02053

*apmef*

June 10, 2013

TO: Planning and Economic Development Board  
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator  
RE: Appointments to the Medway Design Review Committee



The term of office for current DRC members Julie Fallon and Rod MacLeod and Associate DRC Member Bruce Hamblin expires on June 30, 2013.

I would recommend re-appointing Julie Fallon and Rod MacLeod for another 2 year term through 6-30-2015. Each has been an active member of the DRC. Both Julie and Rod wish to be re-appointed.

Presently, the other members of the DRC are:

Mary Weafer (term thru 6-30-14)  
Matt Buckley (term thru 6-30-14)  
Rachel Walsh (term thru 6-30-14)

Karyl Spiller-Walsh has served as the PEDB's representative on the DRC.

The provisions of the Medway General Bylaw which established the DRC require that there be at least 5 members; a maximum number of members is NOT specified.

The Bylaw provides that the DRC is to include one member of the Planning Board and a representative of the Medway Business Council (MBC). In recent years, the Medway Business Council has not been able to supply a representative to serve on the DRC. Matt Buckley and I continue to stay in touch with the MBC and we are hopeful that a possible candidate might be able to become involved in the fall of 2013.

The remaining members of the DRC are to have experience and/or training in architecture, landscape design, site design, graphic design, sign design, planning, or other suitable professions that could be helpful to the Committee's work.

**Medway Economic Development Committee  
Medway High School – Room 138 – 88 Summer Street  
August 15, 2013**

**ECONOMIC DEVELOPMENT COMMITTEE MEMBERS PRESENT:**

Andy Rodenhiser, Paul Yorkis, Ken Bancewicz, and Chan Rogers.

**ALSO PRESENT:**

Selectman Glenn Trindade

Susy Affleck-Childs, Planning and Economic Development Coordinator

Andy Rodenhiser called the meeting to order at 7:00 pm.

**ECONOMIC DEVELOPMENT UPDATES:**

Andy explained that both members Ray Himmel and Ann Sherry have resigned from the EDC. He further communicated that Economic Development Director Claire O'Neil was not reappointed to her position. The EDC is struggling for members.

Board of Selectmen Liaison Glenn Trindade explained that Town Administrator Suzanne Kennedy and Claire were not able to come to agreement on contract negotiations. Suzanne is now trying to now make contacts with others which might be interested in the position. The Board of Selectmen is aware that there needs to be someone in the position as soon as possible to continue the work on the redevelopment authority and Oak Grove. Suzanne will make it a priority to find someone on an interim basis. Selectmen Trindade communicated that Claire did a great job but we need to move forward.

Members Bancewicz and Rogers communicated that this is unfortunate for the town.

Member Rogers further noted that this is the most important position in town. The town cannot survive with just residential taxes.

Member Rodenhiser wanted to know if the town can contract with Claire on a temporary basis.

Selectmen Trindade spoke with Suzanne and she communicated that this would not be possible. Claire had made it clear to Suzanne that she did not want to work in the summer and her contract was up as of June 30, 2013. The goal is to get an interim appointment for end of September 2013.

The other concern is that the EDC needs to get more members. Susy issued a news release seeking members. Medway Business Council circulated the release to its members. Susy is convinced that we need to identify prospects and then seek them out.

The question was asked, what does the EDC want to do in regards to the process of the hiring? All were in agreement that the EDC should be part of the process for selection. The good news is that there is money in the FY 14 budget and also office space. We all still share the vision.

Member Yorkis responded that he would not want an interim person and would rather a thorough search be conducted to get someone here permanently. It takes a lot of time to educate any hire. It takes time to get someone involved. The other members concurred.

Selectmen Trindade will bring this back to the Board of Selectmen. He left the meeting at 7:20 pm.

Member Rodenhiser communicated that at a recent Planning and Economic Development Board meeting the Board discussed possible warrant articles to amend the Commercial I zoning district. The Board will look at this further. Consultant Carlucci will be providing assistance with this.

The Committee thought it would be beneficial to have a workshop with the plaza owners as we look at zoning and mixed use. This meeting could be a joint with Planning Board and the Economic Development Committee.

The Committee discussed that there are obstacles which developers must face while going through the permitting process in Town. We as a town need to be more proactive in making the permitting process more business friendly.

Member Yorkis noted that a cultural change is needed within Town boards and commissions to see the critical nature of economic development. We need to make sure the community understands how to encourage economic development for businesses. The permitting process should not hinder development. Economic development happens in small increments, and the proposed shopping center proposed by Mr. Calarese is an unusual phenomenon for Medway. We need to look at the Town's policies and procedures to see how we can do a better job.

Member Rogers noted that the applicant should not be charged fees with the commercial development. The Planning Board should be encouraging economic development. The Calarese development was hit with many excessive charges and he needed to go to all the committees. This is not fair to the applicant and the Board of Selectmen should be conscious of this. The back charging is not right to the applicant. Other surrounding towns are aggressive with economic development and do not do it by back charging to the applicant. The town needs to put up money to get money.

Susy indicated she is not aware of any other towns which do not charge fees for consultant reviews.

Member Rogers responded that it is not right when a developer has his traffic study done, which is then reviewed by another consultant and rechecked by another consultant and then the applicant is to be charged for the consultants' review services. For the Calarese project, there were two engineers on the town payroll. This is counterproductive.

Member Yorkis views it differently. We need to look at how we are charging applicants. Look at how much time it takes to get a review completed. Currently, for



example, a sign review it can take months. There needs to be a timeline. The small little things will allow bigger things to happen.

Susy responded that with the sign review, this is a two-step process. One step with the Design Review Committee and then filing the permit application with the Building Department.

Member Bancewicz responded that the concept of DRC needs to be clarified. The businesses know what they need to be successful. The DRC is an unnecessary step.

Member Yorkis responds that the DRC has the potential to assist, but they should not slow the process down.

A question was asked about who approves the Town of Medway signs? Some of those do not comply with the Town's regulations.

The DRC does review Town signs.

Member Yorkis responded that there must be a middle ground. We as a town say the businesses can't do something with their business sign, but then the town does not follow the regulations with their signs. He communicated that this is his perspective from the business side of the issue.

Member Rogers responds that we are too aggressive with the DRC recommendations. This should be guidance instead of dictating to businesses.

Member Rodenhiser suggests that Matt Buckley from DRC come to a meeting and the Committee can express their opinions. This could be a workshop meeting.

Member Bancewicz responds that the DRC makes things counterproductive. The example he gave was when a proposed sign at the entrance of the 495 Business Park was presented. The DRC looked at concept and they came back with something that was totally different and the design was a rock which looked like a tombstone with arrows. I was like nothing what we wanted. Nothing has come from this.

It was commented that the vision of a committee will always change with new ideas and people.

It was recommended that the EDC work with the DRC on buffers. DRC was trying to come up with the standard buffer in each district, but could not since the buffer is determined by the use.

Susy reminded all that not all developers/businesses are competent with design and do not submit a quality product and need design review.

Member Rodenhiser responded if the applicant spent \$10,000 for review, do they need to come to the DRC.

Member Bancewicz responds that the less regulations, the better.

Member Yorkis sees it differently. The DRC is a resource if someone wants to use them. People might not want to use them. They are a good resource, but if someone is hiring a professional sign designer, why do they need to go to the DRC since this was submitted by the hired designed.

The Committee next discussed trying to get a variety of people to serve on the EDC.

Susy noted the committee could have up to 11 people. People on the EDC either have to live in Medway or have a business in town.

Member Rogers responded that the school should also have a representative on the EDC.

Member Bancewicz communicated that Claire a great job with the business workshop. This was beneficial. This should be done more than once a year.

The next person hired for the ED Director position should be an employee and not a contracted person. This is critical for the meetings and being present as an employee. This person would report to the town administrator.

**On a motion made by Paul Yorkis and seconded by Ken Bancewicz, the Committee voted unanimously to adjourn the meeting at 8:15 pm**

**Future Meeting Date:**

The next EDC meeting is scheduled for September 11, 2013 at 7:00 pm.

Respectfully Submitted,

Amy Sutherland  
Recording Secretary  
*Based on a recording of the meeting*

Edited by,

Susan E. Affleck-Childs  
Planning and Economic Development Coordinator

**Medway Economic Development Committee**  
**T.C. Scoops in the Medway Shopping Center**  
**100 Main Street**  
**November 13, 2013**

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**MEMBERS PRESENT:**

Members: Andy Rodenhiser, Paul Yorkis, Ken Bancewicz, Hugh Mckinnon and Alyssa Parlee.

Board of Selectmen Trindade was present.

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Member Rodenhiser called the meeting to order at 7:00 pm.

**Public Comments:**

There were no public comments.

**Selectmen Report:**

Selectmen Trindade explained that the Board of Selectmen is negotiation contract for redevelopment authority position. This person would serve as an interim economic development director. The contract for this person will be presented at the November 25, 2013 Board of Selectmen meeting.

**Municipal Specialist:**

The Town is also looking to hire Judy Barrett a municipal planning and economic development specialist. She has worked with a variety of other towns. She will be looking at various board and committees throughout town to see what the needs of these various boards are. Ms. Barrett will be having a joint meeting with the Design Review Committee and the Affordable Housing next Tuesday. Her references were very strong from the surrounding communities. She has a great track record for working with municipalities.

**Traffic Light Trotter Drive:**

Member Bancewicz again spoke about the need for a traffic light at Trotter Drive.

Selectmen Trindade also concurred that it is impossible to take a left turn out of there between 3:00 – 5:00. He understands why people take West St to cut through. Selectmen Trindade did mention this concern to Selectmen Crowley and

Foresto. This needs to be an inquiry if there may be State funding for this. He totally supports this movement.

Selectmen Trindade indicated that years ago the town did look at working with the State about putting a traffic light at that location. The issue with the light is money. He remembers the cost being \$400,000.

Member Bancewicz has a blue print and will provide it to Susy to forward to the various representatives. This is a good design and provides for double traffic.

Member Rodehinsler will keep this on as an agenda item. He also suggested taking the drawing and provide it to Consultant Hall from Tetra Tech to possible look at the traffic counts.

Member Bancewicz noted that there was a traffic count completed not that long ago.

Selectmen Trindade responded that the sooner we can get the traffic number, the better it will be to find the money and bring this to the spring town meeting. The free cash number was very high and this would allow for more money to be placed into stabilization while looking for funding means for the light.

Selectmen Trindade left the meeting at 7:20 pm.

**Minutes:**

The minutes from September 11, 2013 and August 15, 2013 will be tabled until the next meeting.

**Cumberland Farms:**

The EDC was made aware that the public hearing for Cumberland Farms was recently closed. The Planning Board has begun deliberating to draft the decision. The deadline for the decision filing is December 31, 2013.

There was a question if there was support for the project.

Member Rodenhiser responded that there was support of the project. Most which opposed were the abutters. This project is an allowed use and we really cannot deny it. The decision will be written based on the evidence which was presented.

The EDC wanted to send a letter of support but we did not have a quorum so there was not follow through with a letter.

**Prospects for new members:**

The EDC is looking for prospective new members. Member Bancewicz went to a recent business council meeting and spoke with someone who may be interested in serving on EDC. His name was provided to Susy. Andy indicated that Susy did call him and is setting up a time to meet with him.

**Motorcycle business:**

The Committee next discussed a motorcycle business which is operating in Town. This business has the potential for growth. Ken did stop by the business to ask if there was anything the EDC Committee could do to assist him. There were some issues with use and zoning which may need to be worked out.

The Committee would make an inquiry and see if we could provide mitigation.

Ken will stop in and report back to the Board.

Andy asked if he should speak with the Zoning Enforcement Agent.

Ken would rather this stay as an inquiry at this point.

**146 Main St:**

The building at 146 Main Street has been restored and there will be businesses moving in. The whole building is being purchased. There has been discussion about future expansion.

**2014 EDC meeting schedule:**

The meeting date will be changed to the third wed. of the month to have the secretary present. The members had no issue.

**Maintenance of Industrial Park:**

Member Rodenhiser did have a conversation with Tom Holder from DPS about the maintenance of the Industrial Park.

**Adjourn:**

On a motion made by Hugh McKinnon, the Economic Development Committee voted unanimously to adjourn the meeting at 8:00 pm.

Respectfully Submitted,

Amy Sutherland  
Recording Secretary