

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

*Andy Rodenhiser, Chairman  
Robert K. Tucker, Vice-Chairman  
Thomas A. Gay, Clerk  
Matthew J. Hayes, P.E.  
Richard Di Iulio*

October 30, 2017

**MULTIFAMILY HOUSING & GROUNDWATER PROTECTION DISTRICT**  
**SPECIAL PERMIT and SITE PLAN DECISION**  
**143 Village Street**  
**APPROVED with Waivers and Conditions**

**Decision Date:** October 30, 2017

**Project Location:** 143 Village Street

**Name/Address of Applicant:** N.E. Premier Properties, LLC  
5 Sheila Lane  
Franklin, MA 02038

**Name/Address of Property Owner:** Estate of Virginia Heavey  
6 Sanford Street  
Medway, MA 02038

**Engineer:** Dale MacKinnon, P.E.  
Guerriere & Halnon  
55 West Central Street  
Franklin, MA 02038

**Architect:** James Gilmour  
JG Architecture  
200 Winter Street  
Holliston, MA 01746

**Site Plan:** *Multi Family Housing Special Permit – 143 Village Street*  
Dated September 6, 2017, last revised October 27, 2017

**Assessors' Reference:** 60 – 92

**Zoning District:** Village Commercial  
Multifamily Housing Overlay District  
Adaptive Use Overlay District  
Groundwater Protection Overlay District

**I. PROJECT DESCRIPTION** – The applicant plans to develop a 3 unit, residential condominium in the existing building at 143 Village Street. The parcel is located at the southwest corner of Village and Sanford Streets in the Village Commercial zoning district. The 5,868 sq. ft. site (*Medway Assessors Map 60, Parcel 92*) is currently owned by the Estate of Virginia Heavey. This is a pre-existing, non-conforming parcel which includes a building constructed in 1910. The building is also pre-existing, non-conforming in terms of zoning setbacks on the property. The property is located within the Town’s multifamily housing overlay district, adaptive use overlay district, and the groundwater protection district.

The proposed redevelopment of the existing building will include three dwelling units. Six parking spaces will be provided – 3 under the building and 3 surface. Vehicular access will be from Sanford Street. Stormwater management facilities will be installed on site as will landscaping, walkways, and retaining walls. The *Multi Family Housing Special Permit 143 Village Street* site plan is dated September 6, 2017, last revised October 27, 2017 and was prepared by Guerriere and Halnon of Franklin, MA

The proposed use and location require a groundwater protection district special permit pursuant to Section 5.6.3 of the *Medway Zoning Bylaw* and a multifamily housing special permit pursuant to Section 5.6.4 along with site plan review and approval pursuant to Section 3.5.

**II. VOTE OF THE BOARD** – After reviewing the application and information gathered during the public hearing and review process, the Medway Planning and Economic Development Board, on October 30, 2017, on a motion made by Robert Tucker and seconded by Richard Di Iulio, voted to approve with CONDITIONS a multifamily housing and groundwater protection district special permit and to approve with WAIVERS and CONDITIONS as specified herein, a site plan for the construction of a three unit, condominium development on the property at 143 Village Street as shown on the plan titled *Multi Family Housing Special Permit – 143 Village Street*, dated September 6, 2017, last revised October 27, 2017, drawn by Guerriere and Halnon of Franklin, MA, to be further revised as specified herein before endorsement and recording.

The motion was approved by a vote of five in favor and none opposed.

<b>Planning &amp; Economic Development Board Member</b>	<b>Vote</b>
Richard Di Iulio	Yes
Matthew Hayes	Yes
Thomas A. Gay	Yes
Andy Rodenhiser	Yes
Robert Tucker	Yes

### **III. PROCEDURAL HISTORY**

- A. September 6, 2017 – Application for special permit and site plan and associated materials filed with the Medway Planning & Economic Development Board and the Medway Town Clerk
- B. September 7, 2017 – Public hearing notice filed with the Town Clerk and posted at the Town of Medway web site.
- C. September 13, 2017 – Site plan information distributed to Town boards, committees and departments for review and comment.



- D. September 11, 2017 - Public hearing notice mailed to abutters by certified sent mail.
- E. September 12 & 18, 2017 - Public hearing notice advertised in *Milford Daily News*.
- F. September 26, 2017 - Public hearing commenced. The public hearing was continued to October 24 and again to October 30<sup>th</sup>, when the hearing was closed and a decision rendered.

#### **IV. INDEX OF SITE PLAN DOCUMENTS**

- A. The special permit application for the proposed development included the following plans, studies and information that were provided to the Planning and Economic Development Board at the time the application was filed on September 6, 2017.
  - 1. Multifamily Housing Special Permit application dated September 6, 2017 with Project Description, certified abutters' list, property ownership documentation, ZBA special permit from October 2004, groundwater protection district calculations dated September 6, 2017, and purchase and sale agreement dated August 11, 2017.
  - 2. *Multi Family Housing Special Permit – 143 Village Street* site plan dated September 6, 2017, prepared by Dale MacKinnon, P.E. of Guerriere & Halnon, Inc. of Franklin, MA.
  - 3. *Pre-Post Development Stormwater Narrative for 143 Village Street* prepared by Dale MacKinnon, P.E. of Guerriere & Halnon, Inc. of Franklin, MA dated September 6, 2017.
  - 4. Architectural drawings/floor plans dated 9/6/17 by JG Architects of Holliston, MA.
- B. During the course of the review, revised plans and a variety of other materials were submitted to the Board by the Applicant and its representatives:
  - 1. Property owner's authorization letter dated 9/9/17 allowing the Applicant to seek development permits for the subject property.
  - 2. *Multi Family Housing Special Permit – 143 Village Street* site plan dated September 6, 2017, revised October 10, 2017, last revised October 27, 2017 prepared by Dale MacKinnon, P.E. of Guerriere & Halnon, Inc. of Franklin, MA
  - 3. Requests for Waivers of the *Medway Site Plan Rules and Regulations*, prepared by Dale MacKinnon, P.E. of Guerriere and Halnon, dated September 7, 2017, October 10, 2017 and October 24, 2017
  - 4. Colonial Fencing brochure
  - 5. Techo-Bloc Stone brochure
  - 6. Guerriere & Halnon response letter dated 10/10/17 to the 9/19/17 Tetra Tech review letter.
  - 7. Guerriere & Halnon response letter dated 10/10/17 to the 9/19/17 PGC Associates review letter.

8. Updated *Pre-Post Development Stormwater Narrative for 143 Village Street* prepared by Dale MacKinnon, P.E. of Guerriere & Halnon, Inc. of Franklin, MA, received October 10, 2017
9. On-site car turning exhibit dated 10/10/17, prepared by Guerriere & Halnon, Inc. of Franklin, MA

C. Other documentation entered into the record

1. Design Review Committee review letter dated 9/20/17.
2. Review memorandum dated 9/18/17 from Fire Chief Jeff Lynch
3. Review comment letter dated 9/26/17 from Medway Police Sergeant Jeff Watson.
4. Tetra Tech plan review letter dated 9/19/17, revised 10/18/17.
5. PGC Associates plan review letter dated 9/19/17, revised 10/19/17.
6. A series of emails from Sean Reardon, P.E. of Tetra Tech, dated 10/27 and 10/30/17.

V. **TESTIMONY** - In addition to the site plan application materials as submitted and provided during the course of our review, the Planning and Economic Development Board heard and received verbal or written testimony from:

- Sean Reardon, P.E. of Tetra Tech, Inc., the Town's Consulting Engineer – Site plan review letters dated 9/19/17 and 10/18/17 and commentary provided throughout the public hearing process.
- Gino Carlucci, PGC Associates, the Town's Consulting Planner – Site plan review letters dated 9/19/17 and 10/19/17, and commentary provided throughout the public hearing process.
- Danell Baptiste, project engineer from Guerriere & Halnon for the Applicant
- Dale MacKinnon, P.E. from Guerriere & Halnon for the Applicant
- Rev. Msgr. Timothy Moran, St. Joseph's Catholic Church

VI. **FINDINGS** - The Planning and Economic Development Board, at its meeting on October 30, 2017, on a motion made by Robert Tucker, and seconded by Thomas Gay, voted to approve the following **FINDINGS** regarding the site plan and special permit application for 143 Village Street. The motion was approved by a vote of five in favor and none opposed.

**MULTIFAMILY HOUSING SPECIAL PERMIT FINDINGS** - The Board makes the following findings in relation to this application's compliance with Section 5.6.4 Multifamily Housing of the *Medway Zoning Bylaw*.

- 1) The subject property, located at 143 Village Street, is located within the Multifamily Housing Overlay District and therefore is eligible for a multifamily housing special permit. The site has more than 50' of frontage on Village Street and Sanford Street and therefore complies with the *Zoning Bylaw* requirement for a minimum of 50 feet of frontage on an existing street located within the Multifamily Housing Overlay District.
- 2) Village Street and Sanford Street have sufficient capacity to accommodate the additional traffic flow to be generated by three additional housing units in the subject development.



- 3) The size of the subject parcel is 5,868 sq. ft. It is a pre-existing, nonconforming parcel which does not meet the minimum lot size of 10,000 sq. ft. for the Village Commercial District. The setbacks also do not comply with those of the underlying zoning district (20' front and 10' side). However, as authorized by Section 5.6.4 C. 1. of the *Zoning Bylaw*, and for the purpose of this application, the Board hereby adjusts the setbacks and allowable minimum lot size. Further, this pre-existing, nonconforming building is eligible for a multifamily housing special permit as there is no increase in the building's dimensional nonconformity and the project can meet the open space and parking requirements of Section 5.6.4.
- 4) The 38' height of the pre-existing building is not proposed to be increased, so therefore complies with the maximum building height of 40'
- 5) The maximum density for a multifamily housing project is 12 units/acre before any density bonus. With its size of 0.1347 acres, the site is eligible for 1.6 dwelling units. The proposed development includes the rehabilitation of a 100+ year old building and the complete interior reconstruction of 2,858 sq. ft. for 3 residential units, so it qualifies for density bonuses offered in Section 5.6.4. The Affordable Housing requirements of Section 8.6 of the *Zoning Bylaw* do not apply to this development because of its small number of dwelling units. Therefore, the proposed 3 unit development complies with the density requirements of Section. 5.6.4.
- 6) 37% percent of the site is open yard area which meets the minimum required amount of 15%.
- 7) With 6 parking spaces, the project meets the requirements for 1.5 off-street parking spaces per unit plus .5 off-street parking spaces for visitor parking for every 2 dwelling units.
- 8) Town water and sewer service is presently available in both Village and Sanford Streets adjacent to the subject property.
- 9) The Multifamily Housing section of the *Zoning Bylaw* (Section 5.6.4) was first adopted by the Town in 2015 to encourage the provision of a diversity of housing types, to promote pedestrian oriented development, and to increase the number of affordable housing units in Medway. This development will include three apartment style condominium dwelling units to add much needed supply to Medway's housing stock. The site's location is within the Medway Village Commercial District and includes ready access to the Charles River, Town Hall and local convenience retail.
- 10) The 2009 Medway Master Plan encourages the provision of a diversity of housing options for households of all incomes and backgrounds. The amendment of the *Zoning Bylaw* in 2015 to add Section 5.6.4 Multifamily Housing under which this development is proposed is a direct response to the Master Plan housing goal #4 to provide needed changes to the *Zoning Bylaw*. The 2016 Medway Housing Production plan promotes the use of *Zoning Bylaw* provisions for the development of multifamily housing in appropriate locations. The 143 Village

Street development is an outstanding example of a modest scale multifamily housing development for Medway's Village Commercial District and the Medway Village Historic District.

- 11) The location of the 143 Village Street development is within the Village Commercial Zoning District and the multifamily use is allowed by special permit under Section 5.6.4 of the *Zoning Bylaw*. The site is nearby other multifamily buildings/developments (50+ units in Sanford Mill). The Board finds that this development is suitably located, is not detrimental to the neighborhood and does not significantly alter the character of the zoning district.

**SITE PLAN RULES AND REGULATIONS FINDINGS** – The Planning and Economic Development Board shall determine whether the proposed development is in conformance with the standards and criteria set forth in the *Site Plan Rules and Regulations*, unless specifically waived. In making its decision, the Planning and Economic Development Board shall determine the following:

- 12) Has internal circulation, queuing and egress been designed such that traffic safety is protected, access via minor streets servicing residential areas is minimized, and traffic backing up into the public way is minimized?  
*The site is situated at the southwest corner of Village and Sanford Streets. Access/egress is from Sanford Street only, so no minor streets are impacted. The parking spaces are all internal to the site – 3 surface and 3 within the building. Pursuant to Specific Condition M, no vehicular backing onto a public way is allowed.*
- 13) Does the site plan show designs that minimize any departure from the character, materials, and scale of buildings in the vicinity as viewed from public ways and places?  
*The designs of the site and building have been reviewed by the Design Review Committee, a review letter has been provided and the Applicant has incorporated the recommendation changes. The setbacks of the building are comparable to others in the area and the materials and scale are appropriate for the site.*
- 14) Is reasonable use made of building location, grading and vegetation to reduce the visible intrusion of structures, parking areas, outside storage or other outdoor service areas (e.g. waste removal) from public views or from (nearby) premises residentially used and zoned.  
*The building is located close to both Village and Sanford Streets with a grass area along the southern portion of the site. The stormwater management areas are located under the parking area and under the grass/yard area in the southwest portion of the site. There is no dumpster planned; each unit will have its own individual trash receptacles that will be stored indoors. A fence shall be installed along the western and southern boundaries of the site.*
- 15) Is adequate access to each structure for fire and service equipment provided?  
*The site is situated at the southwest corner of Village and Sanford Streets. The St. Joseph's Church parking lot is immediately adjacent to the west of the subject site. The Fire Chief has reviewed the plans and determined that there is adequate access for fire and emergency service equipment.*



- 16) Will the design and construction minimize, to the extent reasonably possible, the following environmental impacts?
- a) the volume of cut and fill;
  - b) the number of trees to be removed with particular care taken with mature trees and root systems;
  - c) the visual prominence of man-made elements not necessary for safety;
  - d) the removal of existing stone walls;
  - e) the visibility of building sites from existing streets;
  - f) the impacts on waterways and environmental resource areas;
  - g) soil pollution and erosion;
  - h) noise.

*Since the project involves the renovation of an existing building on an already developed site, the impacts listed above are minimal. Cuts and fills are the minimum needed to expand the driveway. No significant trees are being removed, a portion of an existing stone wall is being removed to improve safe access to the site, the existing building is highly visible from the street but is being renovated and the aesthetics improved, a stormwater management system ensures minimal impacts on waterways and environmental resources, the minimal disturbance keeps soil pollution and erosion to a minimum, and the impact of construction noise will be minimized with limits on the hours of construction activity. (See General Condition C.).*

- 17) Is pedestrian and vehicular safety both on the site and egressing from it maximized?

*The site has been designed with an entrance/egress only on Sanford Street. The driveway width meets the minimum recommended by the Fire Chief. The southbound sight distance from the driveway is acceptable. The northbound sight distance is limited due to the driveway's location close to the intersection of Village and Sanford Street. During the course of review, the driveway location was adjusted southerly and reduced in width to the maximum extent possible from 36' to 30'. The project was reviewed for pedestrian and vehicular safety by the Fire Chief and the Town's Consulting Engineer and found to be adequate with Specific Condition M prohibiting rear facing vehicular exits from the premises onto Sanford Street. The sidewalk on Sanford Street will be reconstructed by the Town and the Applicant during the fall of 2017 and will enhance pedestrian access and safety.*

- 18) Does the design and will the construction incorporate, to the maximum extent possible, the visual prominence of natural and historic features of the site?

*While the site has no visually prominent natural features on it, its location is visually prominent at the corner of Village and Sanford Streets within the Medway Village National Register Historic District. The construction will result in an improved appearance due to both renovation of the building and the addition of landscaping to the site.*

- 19) Does the lighting of structures and parking area avoid glare on adjoining properties and minimize light pollution within the town?

*The lighting plan has been adjusted from the original proposal to ensure that there is no light glare outside the property boundaries.*

- 20) Is the proposed limit of work area reasonable and does it protect sensitive environmental and/or cultural resources? The site plan as designed should not cause substantial or irrevocable damage to the environment, which damage could be avoided or ameliorated through an alternative development plan or mitigation measures.

*The limit of work will encompass the entire site. Given the size and location of the site, this is reasonable. The primary environmental concern is stormwater runoff, and the site generally meets state and local stormwater management regulations. The building will be serviced by Town water and sewer. Any other environmental impacts will be less than would be expected from 3 single family houses on individual lots.*

**ADAPTIVE USE OVERLAY DISTRICT SITE STANDARDS** – Section 5.6.4.B.1 of the *Zoning Bylaw* requires that multifamily housing developments that are located within the boundaries of Medway's Adaptive Use Overlay District (AUOD) also meet the Adaptive Use Site Development Standards which are articulated in Section 504-4 of the *AUOD Rules and Regulations*. The property located at 143 Village Street is located within the AUOD. The Board makes the following findings in relation to this application's compliance with the AUOD Site Development Standards.

- 21) Standard 504-4 B provides that an existing building must be restored or renovated to maintain, restore or enhance its architectural integrity. *The building is being completely renovated to create three residential units.*
- 22) Standard 504-4 C specifies that parking be located to the side or rear of the building and that the parking be screened from the public way. *The parking for 143 Village Street is located within the building and along the Sanford Street side of the building. Landscaping will be provided along the property's eastern boundary and a fence will be installed along the property's western boundary to provide screening.*
- 23) Standard 504-C indicates that parking areas shall include provisions for current or future shared and/or linked parking with adjacent properties when such linking can be accomplished without significant degradation of the character of the neighborhood. *The owner of the adjacent property at 151 Village Street and 4 Sanford Street is not receptive to providing access to link parking areas on the respective properties. Furthermore, linked parking is more appropriate for commercial properties.*
- 24) Standard 504-D specifies that lighting shall be of residential scale, architecturally compatible with the building, and shall be designed to ensure that no glare is produced on abutting properties or the public way. *The proposed lighting is appropriate for the residential use. The selection of lighting fixtures and light levels have been revised so as to not produce glare on abutting properties or the public way.*
- 25) Standard 504-E prohibits new curb cuts and expansion of existing curb unless the PEDB finds that such changes are necessary to ensure safe access. *The existing curb cut on Sanford Street is being adjusted and reduced in width to 30 feet to improve safety and sight lines.*



- 26) Standard 504-F provides that significant pedestrian and bicycle access (including bicycle parking) shall be provided. *There is an existing sidewalk on Village and Sanford Streets so both pedestrians and cyclists will be able to access the site. However, there is no provision for the installation of a bicycle rack on the premises. The Applicant has requested a waiver from the requirement to install a bicycle rack on the premises. See Waiver Request #5 of this decision. As this development is 100% residential, there is no need to provide for bicycle parking for consumers as would be the case with a commercial development. Storage of personal bicycles for residents/guests can be readily accomplished in the garage parking available for each unit.*
- 27) Standard 504-G specifies that a landscape plan is provided to maintain or enhance the residential character of the property and to provide screening for parking, loading and refuse storage facilities. *A landscaping plan is included in the plan set.*
- 28) Standard 504-I provides that at least two off-street parking spaces shall be provided for every residential unit in a building with one (1) or more residences. *The site plan for 143 Village Street shows a total of 6 on-site parking spaces. This meets the minimum required for 3 units.*

#### **GROUNDWATER PROTECTION DISTRICT SPECIAL PERMIT FINDINGS**

- 29) The area of the parcel within the Groundwater Protection District is 5,456.6 sq. ft. This comprises 93% of the site.
- 30) Post construction impervious coverage = 3,719 sq. ft. This comprises 63% of the site.
- 31) The proposed residential use is not prohibited by Section 5.6.3 of the *Zoning Bylaw*. New residential construction is a permitted use, subject to certain restrictions, within the Groundwater Protection District. As conditioned and noted below, the project will comply with those restrictions.
- 32) Storage of hazardous materials is prohibited unless in a free-standing container within a building. Storage of hazardous materials is not anticipated. In any case, as a precautionary measure, any hazardous materials that will be used at the facility will be identified and a list provided to the Board (*See Specific Condition N herein*). All storage and use of hazardous materials will be contained within the building. Any accidental spillage will also be contained within the building and any that enters the sewer system will be treated prior to being discharged to the municipal sewer system.
- 33) Fertilizers may be used on landscape material but will be the minimum necessary (*See Specific Condition N herein*). All storage will be contained within the building.
- 34) Any use of hazardous materials will occur within the building.
- 35) There will be no earth removal within six feet of the historical high groundwater level except for construction of the open stormwater basin that is receiving required pre-treatment as reviewed by the Town's Consulting Engineer.

- 36) Water control devices are prohibited unless they can be shown to prevent adverse impacts on groundwater. The stormwater management plans have been reviewed by the Town's Consulting Engineer to ensure that no adverse impacts will result.
- 37) The Town's Consulting Engineer has reviewed the planned stormwater management facilities to ensure that groundwater recharge does not degrade groundwater quality.
- 38) As required by Section 5.6.F. of the Zoning Bylaw, the plans were distributed to the Board of Health, Conservation Commission, Water and Sewer Commission, and Department of Public Services for review and comment to ensure that no adverse impacts on the quality or quantity of water available within the Groundwater Protection District, and that disturbance of the soils, topography, drainage, vegetation and other characteristics is minimized. Due to the planned stormwater management facilities, the proposed facility will reduce impacts on the quality of water available within the Groundwater Protection District.

**VII. WAIVERS** – At its October 30, 2017 meeting, the Planning and Economic Development Board, on a motion made by Robert Tucker and seconded by Richard Di Iulio, voted to approve waivers from the following provisions of the *Rules and Regulations for the Submission and Approval of Site Plans, as amended December 3, 2002, and the Adaptive Use Overlay District Rules and Regulations*. The Planning and Economic Development Board's action and reasons for granting each waiver request are listed below. All waivers are subject to the *Special and General Conditions of Approval*, which follow this section. The motion was approved unanimously by a vote of five in favor and none opposed.

#### **SITE PLAN RULES AND REGULATIONS**

- 1) **Section 204-3 A. 7. Development Impact Statement** - The Applicant shall submit a written *Development Impact Statement* which shall describe the potential and anticipated impacts of the proposed development, identify all positive and adverse impacts, and propose an acceptable program to prevent or mitigate adverse impacts.

At its discretion, the Planning Board, upon written request of the Applicant, and based on the Board's preliminary assessment of the scale and type of development proposed, may waive or modify the requirements for submission of any of the elements of the *Development Impact Statement*.

The *Development Impact Statement* shall consist of the following four elements – traffic, environmental, community and parking.

*The Applicant has requested a full waiver from this requirement. The scale of the project is minimal and it is costly to prepare an impact report. The Town's Consulting Engineer has no objection to this alternative. Therefore, the Board APPROVES this waiver request.*

- 2) **Section 204-4 Standards for Site Plan Preparation, B. Plan Scale** - The site plan shall be drawn at a scale of one (1) inch equals forty (40) feet or such other scale that has been approved in advance by the Planning Board and that clearly and adequately represents the proposed improvements.



*The Applicant has requested a waiver from this requirement and used a 1" = 10' scale in lieu of the standard 1" = 40' scale. As the site is relatively small, this scale provides for a clearer and neater plan than can show more detail than a comparable plan at 1" = 40'. The Town's Consulting Engineer has no objection to this alternative. Therefore, the Board APPROVES this waiver request.*

- 3) **Section 204-5 C. 3. Existing Landscape Inventory** - An *Existing Landscape Inventory* shall be prepared by a Professional Landscape Architect licensed in the Commonwealth of Massachusetts. This inventory shall include a "mapped" overview of existing landscape features and structures and a general inventory of major plant species including the specific identification of existing trees with a diameter of one (1) foot or greater at four (4) feet above grade.

**Section 204-5 D7 – Landscape Architectural Plan** –A *Landscape Architectural Plan* shall be prepared by a Landscape Architect licensed in the Commonwealth of Massachusetts. This *Plan* shall be prepared as an overlay of the existing conditions sheets and shall incorporate, whenever possible, the significant features of the existing site and topography, particularly existing trees with a diameter of one (1) foot or greater at four (4) feet above grade. The *Landscape Architectural Plan* shall indicate the areas slated for excavation; any woodlands, trees or other existing features or structures to be retained; all new plantings by common and Latin name including their proposed locations and sizes at the time of installation. Plan graphics for tree canopies shall reflect, as closely as possible, the actual canopy dimension of proposed tree plantings at the time of installation with a "lesser" intensity graphic used to represent potential canopy at maturity.

*The Applicant has requested waivers from these requirements. There are minimal landscape features on the site. As the site is so small and the project scale is modest, there is no added value in preparing an inventory of the existing landscape given the site's existing conditions. The Applicant proposes to have an experienced site designer prepare the landscape plan in lieu of a licensed landscape architect. Therefore, the Board APPROVES this waiver request.*

- 4) **Section 205-3 Traffic. A. Curb Cuts. 6) Driveway Distance from Intersection** - Where a site occupies a corner of two (2) intersecting roads, the curb cut shall be as remote from the intersection as possible. No curb cut shall be located within fifty (50) feet of the point of tangency of the existing or proposed curb radius of that site.

*The Applicant has requested a waiver from this requirement. The proposed entrance to the site from Sanford Street is located close to the intersection of Village and Sanford Streets. The Applicant has reduced the size of the driveway opening from its existing width of 36' down to 30', thus increasing the distance from the intersection as far as is practical given the property boundaries and site access requirements. Furthermore, the curb radius at the intersection has been reduced to help slow down vehicles turning southbound onto Sanford Street from Village Street and improve sight distance in order to help mitigate the proximity of the curb cut to the intersection. Therefore, the Board APPROVES this waiver request.*

### **ADAPTIVE USE DISTRICT SITE DEVELOPMENT STANDARDS**

- 5) **Section 504-4 F.** - Significant pedestrian and bicycle access (including bicycle parking) shall be provided.

*The Applicant has requested a waiver from the bicycle parking portion of this regulation. Secure bicycle parking will be available in the lower level entry area and garage of each dwelling unit for residents. Bicycle parking for customers is not needed as the development is 100% residential. Therefore, the Board APPROVES this waiver.*

- VIII. CONDITIONS** - The *Special and General Conditions* included in this Decision shall assure that the Board's approval of this site plan complies with the *Medway Zoning Bylaw*, Section 5.6.4, is consistent with *Site Plan Rules and Regulations*, that the comments of various Town boards and public officials have been adequately addressed, and that concerns of abutters and other community residents which were aired during the public hearing process have been carefully considered

### **SPECIFIC CONDITIONS OF APPROVAL**

- A. Notwithstanding any future amendment of the *Medway Zoning Bylaw*, G.L. c.40A, or any other legislative act:
1. The maximum number of dwelling units to be constructed under this special permit shall be three.
  2. The tract(s) of land on which this ARCPUD is to be located shall not be altered or used except:
    - a) as granted by this special permit;
    - b) substantially as shown on the plan entitled 143 Village Street dated September 6, 2017, last revised October 27, 2017 to be further revised as referenced herein; and
    - c) in accordance with subsequent approved plans or amendments to this special permit.
  3. The tract of land and building shall not be used, sold, transferred or leased except in conformity with this special permit and shall not be further divided.
- B. **Plan Endorsement** - Within sixty (60) days after the Board has filed its *Decision* with the Town Clerk, the site plan set for 143 Village Street, dated September 6, 2017, last revised October 27, 2017, prepared by Guerriere & Halnon, Inc. of Franklin, MA and building elevations by JG Architects of Holliston, MA, shall be further revised to reflect all Conditions and required revisions, including those as follows, and shall be submitted to the Planning and Economic Development Board to review for compliance with the Board's *Decision*. (*Said plan is hereinafter referred to as the Plan*). Upon approval, the Applicant shall provide a Mylar of the revised Plan in its final form to the Board for its signature/endorsement prior to recording at the Norfolk County Registry of Deeds along with this decision. All Plan sheets shall be bound together in a complete set.



- C. **Cover Sheet Revisions** – Prior to plan endorsement, the Cover Sheet of the October 27, 2017 site plan shall be revised as follows:
1. Revised plan date shall be prominently displayed.
  2. Include the list of APPROVED Requests for Waivers
  3. Revise the Index List to include the architectural drawings by JG Architects.
  4. Add a Town Clerk's signature area for verification that the 20 day appeal period has expired.
  5. Add a note referencing this special permit and that it will be recorded with the plan at the Norfolk County Registry of Deeds
  6. Revise item #5 under Notes to indicate that the referenced "Board" is the Zoning Board of Appeals.
- D. **Other Plan Revisions** – Prior to plan endorsement, the following plan revisions shall be made to the October 27, 2017 site plan.
1. Incorporate a separator row into the Cultec system.
  2. Include the signature block for the Planning and Economic Development's Board's signature on all plan sheets including the building elevations.
  3. Label the 35' turning radius at the southwest corner of Sanford and Village Streets.
  4. Specify changes to the exterior appearance of the building per the recommendations of the Design Review Committee as follows:
    - a) Install or paint the shutters black
    - b) Paint the garage doors a contrasting color and/or provide a decorative trim or architecture feature that would provide some color contrast between the colors of the garage doors and the siding.
    - c) The block retaining wall shall be constructed using the Sandlewood color for the SEMMA style wall and the architectural style cap by Techo Bloc (or equivalent).
    - d) Install fencing along the western elevation of the site having a naturalized wood look with a non-white, matte finish. Use Scallop Hamilton fence by Colonial Fencing with a Dado Capstrip with 1" spacing (or equivalent)
  5. Show the installation of a "No Parking Here to Corner" sign on Sanford Street south of the driveway at the lot line. (Per the recommendation of the Medway Police Department.)
  6. Add a note that site grading and landscaping within 10 feet of Sanford Street shall be completed to be as low as possible so as to accomplish the best possible sight lines for vehicles exiting from the property. (Per the recommendation of the Medway Police Department.)
  7. Include a specification that the underground stormwater structures shall include a separator.
- E. **Open Space/Yard Area** - At least 15% of the site shall be retained as open space and/or yard area in perpetuity. This area shall be unpaved but may be landscaped or left natural, with the balance being trees, shrubs and grass suitable for the site. This area shall not be built upon but may include a play area. This requirement applies to the Applicant and its assigns and successors (*future condominium owners*) and shall be clearly specified in the various condominium documents.

- F. **Sidewalk Construction** – The Applicant’s portion of the sidewalk reconstruction to be undertaken along the west side of Sanford Street is the 30’ wide area at the driveway opening. The Applicant shall complete the work to the Town’s satisfaction before the occupancy permit is issued for the first condominium unit. Sidewalk construction shall meet ADA/AAB requirements.
- G. **Architectural and Site Design Details**
1. Before construction commences, the Applicant shall meet with the Design Review Committee with product samples to finalize plans for:
    - a) lighting fixtures for front entrance, rear walkway and stairs and recessed down lights above the garage doors
    - b) landscaping and/or fencing to screen the mechanical equipment located at the southwest corner of the property
    - c) conversion of 3 small round windows to larger openings or awning style windows
    - d) retaining wall, fencing, and stone wall work
    - e) painting the brick on the building’s north elevation where it appears a basement window was removed or reinstalling a window back in this location.
  2. Construction or reconstruction of stone walls on the Sanford Street frontage shall be completed in manner where the appearance is reminiscent of or compatible with the existing stone walls on the premises.
- H. The Declaration of Trust for the 143 Village Street Condominium shall include the following language: *“The construction and operation of the 143 Village Street Condominium is authorized by a Multifamily Housing Special Permit, Groundwater Protection District Special Permit and Site Plan Approval granted by the Medway Planning and Economic Development Board on October 30, 2017, a copy of which is available for inspection at the Town Clerk’s office and which is recorded at the Norfolk County Registry of Deeds.*
- I. **Water Conservation** – The development is relying on the Town’s public water system and the Town is being held to its Water Management Act Permit with the Mass Department of Environmental Protection. The Applicant shall incorporate the following water conservation measures for construction of the development: well water for landscape irrigation, rain-gauge controlled irrigation systems, low flow household fixtures, and conservation rated appliances.
- J. **Addresses** –The addresses for the condominium units shall be 143 Village Street, Units A, B and C as determined by the Medway Assessor upon consultation with the Fire and Police Chiefs.
- K. **Development Signage** – Any future development signage for this project shall comply with the sign regulations of the Medway *Zoning Bylaw*.
- L. **Drainage/Stormwater Management**



1. Prior to plan endorsement, the Applicant shall provide a memo summarizing how the stormwater design complies with each of the 10 Massachusetts stormwater standards to the Board for its review and approval.
2. Prior to plan endorsement, the Applicant shall provide a long term stormwater operations and maintenance plan to the Board for its review and approval.
3. Until transferred to the 143 Village Street Condominium Trust, the Applicant shall be responsible for keeping the constructed stormwater drainage system in a clean and well-functioning condition, and shall do nothing which would alter the drainage patterns or characteristics as indicated on the Plan approved herein without the express written approval of the Planning and Economic Development Board.
4. The stormwater drainage system shall be maintained by the Applicant and its successors and assigns and shall not be the Town's responsibility. It is the intent of the Planning and Economic Development Board and the Applicant that this stormwater system not be accepted by Town Meeting.
5. The Applicant and its successors and assigns (*future condominium owners*) shall maintain the stormwater management system in accordance with the approved operation and maintenance plan.
6. In the event a management company is engaged by the condominium association, the stormwater maintenance and operation plan shall be incorporated by reference in the management contract.
7. In the event that the Applicant, its successors, or agent fails to maintain the stormwater management system in accordance with the applicable guidelines for operation and maintenance, the Town may conduct such maintenance or repairs as the Town determines in its sole discretion are reasonably necessary, and the Applicant hereby consents to allow the town and its agents, employees and contractors entry onto the Property to implement the measures set forth in such guidelines. In the event the Town conducts such maintenance or repairs, the Applicant shall promptly reimburse the Town for all reasonable expenses associated therewith; if the Applicant fails to so reimburse the Town, the Town may place a lien on the site or any unit therein to secure such payment.

M. **Parking**

1. Residents and guests shall exit the premises facing out to Sanford Street. The backing out of vehicles onto Sanford Street shall be violation of this decision/permit. This requirement shall be clearly specified in the various condominium documents.
2. Parking or use of the parking area at 143 Village Street shall be limited only to vehicles for residents and their guests. The parking area may not be leased or made available to any other business for any purpose.

N. **Groundwater Protection**

1. Storage of hazardous materials is prohibited unless in a free-standing container within a building. Any hazardous materials that will be used on the premises shall be identified and a list provided to the Board. All use of hazardous materials shall be contained within the building. Any accidental spillage shall also be contained within the building and any that enters the sewer system shall be treated prior to being discharged to the municipal sewer system.
2. Any fertilizers used on landscape material anywhere on the site shall be the slow-release organic granular type, and only the absolute minimum necessary. All storage of fertilizers shall be contained within the building.
3. Outdoor storage anywhere on the site shall consist only of non-hazardous materials. Metal materials stored outside shall be under cover of a building or structure to prevent leaching of the metal into the groundwater.
4. There shall be no use of pesticides, herbicides, fungicides or insecticides anywhere on the exterior of the site.
5. Deicing materials shall be limited to calcium chloride or other deicer material approved by the Medway Department of Public Services.
6. Plowed snow for the site shall be stored only in the designated areas shown on the plan or taken off site in times of substantial storms.
7. The stormwater management facilities shall be maintained in accordance with the stormwater operations and maintenance plan.
8. All vehicles shall be parked/stored on the paved surface to ensure treatment of any leaks of fluids from the vehicles. There shall be no outdoor maintenance or cleaning of vehicles.
9. The Town reserves the right to periodically inspect the site to ensure compliance with these conditions.
10. Any future changes to roofing materials shall be reviewed by the Board and may necessitate an amendment to the Groundwater Protection District Special Permit to ensure that roofing materials do not result in negative impacts to the groundwater supply.

O. **Recording of Plans and Documents**

1. The Plan of Record associated with this special permit is: *Multi Family Housing Special Permit 143 Village Street*, last revised October 27, 2017 to be further revised as specified herein, prepared by Dale MacKinnon, P.E. of Guerriere and Halnon of Franklin, MA. with architectural drawings by JG Architects of Holliston, MA.
2. No construction shall begin on the site and no building permit shall be issued before the following documents/plans are recorded at the Norfolk County Registry of Deeds:
  - a) This special permit decision
  - b) The Plan of Record endorsed by the Planning and Economic Development Board



3. The following documents, which shall be in compliance with the conditions of this decision, shall be recorded at the Norfolk County Registry of Deeds prior to the issuance of an occupancy permit for the first dwelling unit.
  - a) 143 Village Street Condominium Master Deed
  - b) Declaration of Trust of 143 Village Street Condominium Trust
4. Within thirty days of recording, the Applicant or his assign shall provide the Planning and Economic Development Board with a receipt from the Norfolk County Registry of Deeds indicating that all documents have been duly recorded, or supply another alternative verification that such recording has occurred.

### **GENERAL CONDITIONS OF APPROVAL**

- A. **Fees** - Prior to plan endorsement by the Planning and Economic Development Board, the Applicant shall pay:
1. the balance of any outstanding plan review fees owed to the Town for review of the site plan by the Town's engineering, planning or other consultants; and
  2. any construction inspection fee that may be required by the Planning and Economic Development Board; and
  3. any other outstanding expenses or obligations due the Town of Medway pertaining to this property, including real estate and personal property taxes and business licenses.

The Applicant's failure to pay these fees in their entirety shall be reason for the Planning and Economic Development Board to withhold plan endorsement.

- B. **Other Permits** – This permit does not relieve the Applicant from its responsibility to obtain, pay and comply with all other required federal, state and Town permits. The contractor for the Applicant or assigns shall obtain, pay and comply with all other required Town permits.
- C. **Restrictions on Construction Activities** – During construction, all local, state and federal laws shall be followed regarding noise, vibration, dust and blocking of town roads. The Applicant and its contractors shall at all times use all reasonable means to minimize inconvenience to abutters and residents in the general area. The following specific restrictions on construction activity shall apply.
1. **Construction Time** - Construction work at the site and in the building and the operation of construction equipment including truck/vehicular and machine start-up and movement shall commence no earlier than 7 a.m. and shall cease no later than 6 p.m. Monday – Saturday. No construction shall take place on Sundays or legal holidays without the advance approval of the Inspector of Buildings.

2. The Applicant shall take all measures necessary to ensure that no excessive dust leaves the premises during construction including use of water spray to wet down dusty surfaces.
3. There shall be no tracking of construction materials onto any public way. Daily sweeping of roadways adjacent to the site shall be done to ensure that any loose gravel/dirt is removed from the roadways and does not create hazardous or deleterious conditions for vehicles, pedestrians or abutting residents. In the event construction debris is carried onto a public way, the Applicant shall be responsible for all clean-up of the roadway which shall occur as soon as possible and in any event within twelve (12) hours of its occurrence.
4. The Applicant is responsible for having the contractor clean-up the construction site and the adjacent properties onto which construction debris may fall on a daily basis.
5. All erosion and siltation control measures shall be installed by the Applicant prior to the start of construction and observed by the Planning and Economic Development Board's consulting engineer and maintained in good repair throughout the construction period.
6. *Construction Traffic/Parking* – During construction, adequate provisions shall be made on-site for the parking, storing, and stacking of construction materials and vehicles. All parking for construction vehicles and construction related traffic shall be maintained on site. No parking of construction and construction related vehicles shall take place on adjacent public or private ways or interfere with the safe movement of persons and vehicles on adjacent properties or roadways.
7. *Noise* - Construction noise shall not exceed the noise standards as specified in the *Medway General Bylaws* and the *Medway Zoning Bylaw*, SECTION V. USE REGULATIONS, Sub-Section B. Area Standards, Paragraph 2. b). as may be amended.

D. ***Landscape Maintenance***

1. The site's landscaping shall be maintained in good condition throughout the life of the facility and to the same extent as shown on the endorsed Plan. Any shrubs, trees, bushes or other landscaping features shown on the Plan that die shall be replaced by the following spring.
2. Within 60 days after two years after the last occupancy permit is issued, the Town's Consulting Engineer or the Inspector of Buildings shall conduct an initial inspection of the landscaping to determine whether and which landscape items need replacement or removal and provide a report to the Board. At any time subsequent to this initial inspection, the Town's Consulting Engineer or the Inspector of Buildings may conduct further inspections of the landscaping to determine whether and which landscaping items need replacement or removal and provide a report to the Board. The Board may seek enforcement remedies with the Inspector of



Buildings/Zoning Enforcement Officer to ensure that the comprehensive landscaping plan is maintained.

E. **Snow Storage and Removal**

1. On-site snow storage shall not encroach upon nor prohibit the use of any parking spaces required by the *Zoning Bylaw*.
2. Accumulated snow which exceeds the capacity of the designated on-site snow storage areas shall be removed from the premises within 24 hours after the conclusion of the storm event.

F. **Right to Enter Property** – Duly authorized agent(s) of the Town of Medway shall have the right to enter upon the common areas of the condominium to ensure continued compliance with the terms and conditions of this special permit.

G. **Construction Oversight**

1. Construction Account
  - a) Inspection of infrastructure and utility construction, installation of site amenities including landscaping, and the review of legal documents by Town Counsel is required. Prior to plan endorsement, the Applicant shall establish a construction account with the Planning and Economic Development Board. The funds may be used at the Board's discretion to retain professional outside consultants to perform the items listed above as well as the following other tasks - inspect the site during construction/installation, identify what site plan work remains to be completed, prepare a bond estimate, conduct other reasonable inspections until the site work is completed and determined to be satisfactory, review as-built plans, and advise the Board as it prepares to issue a *Certificate of Site Plan Completion*).
  - b) Prior to plan endorsement, the Applicant shall pay an advance toward the cost of these services to the Town of Medway. The advance amount shall be determined by the Planning and Economic Development Board based on an estimate provided by the Town's Consulting Engineer.
  - c) Depending on the scope of professional outside consultant assistance that the Board may need, the Applicant shall provide supplemental payments to the project's construction inspection account, upon invoice from the Board.
  - d) Any funds remaining in the Applicant's construction inspection account after the *Certificate of Site Plan Completion* is issued shall be returned to the Applicant.
2. Planning and Economic Development Board members, its staff, consultants or other designated Town agents and staff shall have the right to inspect the site at any time, for compliance with the endorsed site plan and the provisions of this Decision.

3. The Department of Public Services will conduct inspections for any construction work occurring in the Town's right-of way in conjunction with the Town of Medway Street Opening/Roadway Access Permit.
4. The Applicant shall have a professional engineer licensed in the Commonwealth of Massachusetts conduct progress inspections of the construction of the approved site improvements. Inspections shall occur at least on a monthly basis. The engineer shall prepare a written report of each inspection and provide a copy to the Planning and Economic Development Board within 5 days of inspection.

H. **Plan Modification**

1. This Site Plan Approval is subject to all subsequent conditions that may be imposed by other Town departments, boards, agencies or commissions. Any changes to the site plan that may be required by the decisions of other Town boards, agencies or commissions shall be submitted to the Planning and Economic Development Board for review as site plan modifications.
2. Any work that deviates from an approved site plan shall be a violation of the *Medway Zoning Bylaw*, unless the Applicant requests approval of a plan modification pursuant to Section 3.5.2.A.3.c. and such approval is provided in writing by the Planning and Economic Development Board.
3. Whenever additional reviews by the Planning and Economic Development Board, its staff or consultants are necessary due to proposed site plan modifications, the Applicant shall be billed and be responsible for all supplemental costs including filing fees, plan review fees and all costs associated with another public hearing including legal notice and abutter notification. If the proposed revisions affect only specific limited aspects of the site, the Planning and Economic Development Board may reduce the scope of the required review and waive part of the filing and review fees.

I. **Plan Compliance**

1. The Applicant shall construct all improvements in compliance with the approved and endorsed site plan and any modifications thereto.
2. The Planning and Economic Development Board or its agent(s) shall use all legal options available to it, including referring any violation to the Building Commissioner/Zoning Enforcement Officer for appropriate enforcement action, to ensure compliance with the foregoing Conditions of Approval.
3. The Conditions of Approval are enforceable under Section 3.1. F. of the *Medway Zoning Bylaw* (non-criminal disposition) and violations or non-compliance are subject to the appropriate fine.

J. **Performance Security**

1. No occupancy permit shall be granted until the Planning and Economic Development Board has provided a written communication to the Inspector of Buildings/Zoning Enforcement Officer that the project, as constructed, conforms completely and fully to the approved site plan and



- that any conditions including construction of any required on and off-site improvements, have been satisfactorily completed OR that suitable security/performance guarantee has been provided to the Town of Medway, to the Planning and Economic Development Board's satisfaction, to cover the cost of all remaining work.
2. The Applicant shall propose a form of performance security which shall be of a source and in a form acceptable to the Planning and Economic Development Board, the Treasurer/Collector and Town Counsel. The Board may require that the performance guarantee be accompanied by an agreement which shall define the obligations of the developer and the performance guarantee company including:
    - a) the date by which the developer shall complete construction
    - b) a statement that the agreement does not expire until released in full by the Planning and Economic Development Board
    - c) procedures for collection upon default.
  3. The amount of the performance guarantee shall be equal to 100% of the amount that would be required for the Town of Medway to complete construction of the site infrastructure including installation of stormwater management facilities, utilities, services, pedestrian facilities and all site amenities and all mitigation measures as specified in the Plan that remain unfinished at the time the performance guarantee estimate is prepared if the developer failed to do so.
  4. The security amount shall be approved by the Planning and Economic Development Board based on an estimate provided by the Town's Consulting Engineer based on the latest weighted average bid prices issued by the Mass Highway Department. The estimate shall reflect the cost for the Town to complete the work as a public works project which may necessitate additional engineering, inspection, legal and administrative services, staff time and public bidding procedures. The estimate shall also include the cost to maintain the infrastructure in the event the developer fails to adequately perform such and the cost for the development of as-built plans. In determining the amount, the Board shall be guided by the following formula in setting the sum: estimate of the Town's Consulting Engineer of the cost to complete the work plus a twenty-five percent (25%) contingency.
  5. Final release of performance security is contingent on project completion.

**K. Project Completion**

1. Site plan approval shall lapse after one (1) year of the grant thereof if substantial use has not commenced except for good cause. The approved site plan shall be completed by the Applicant or its assignees within two (2) years of the date of plan endorsement. Upon receipt of a written request by the Applicant filed at least thirty (30) days prior to the date of expiration, the Planning and Economic Development Board may grant an extension for good cause. The request shall state the reasons for the extension and also the length of time requested. If no request for extension

is filed and approved, the site plan approval shall lapse and may be reestablished only after a new filing, hearing and decision.

2. Prior to issuance of the occupancy permit for the eighth dwelling unit, the Applicant shall secure a ***Certificate of Site Plan Completion*** from the Planning and Economic Development Board and provide the ***Certificate*** to the Inspector of Buildings. The ***Certificate*** serves as the Planning and Economic Development Board's confirmation that the completed work conforms to the approved site plan and any conditions and modifications thereto, including the construction of any required on and off-site improvements. The ***Certificate*** also serves to release any security/performance guarantee that has been provided to the Town of Medway. To secure a ***Certificate*** of Site Plan Completion, the Applicant shall:
  - a) provide the Planning and Economic Development Board with written certification from a Professional Engineer registered in the Commonwealth of Massachusetts that all building and site work has been completed in strict compliance with the approved and endorsed site plan, and any modifications thereto; and
  - b) submit an electronic version of an As-Built Plan, prepared by a registered Professional Land Surveyor or Engineer registered in the Commonwealth of Massachusetts, to the Planning and Economic Development Board for its review and approval. The As-Built Plan shall show actual as-built locations and conditions of all buildings and site work shown on the original site plan and any modifications thereto. The final As-Built Plan shall also be provided to the Town in CAD/GIS file format per MASS GIS specifications.

L. ***Construction Standards*** - All construction shall be completed in full compliance with all applicable local, state and federal laws, including but not limited to the Americans with Disabilities Act and the regulations of the Massachusetts Architectural Access Board for handicap accessibility.

M. ***Conflicts*** – If there is a conflict between the site plan and the Decision's Conditions of Approval, the Decision shall rule. If there is a conflict between this Decision and/or site plan and the Medway *Zoning Bylaw*, the Bylaw shall apply.

***IX. APPEAL*** – Appeals if any, from this Decision shall be made to the court within twenty (20) days of the date the Decision is filed with the Town Clerk.

After the appeal period has expired, the Applicant must obtain a certified notice from the Town Clerk that no appeals have been made and provide such certification to the Planning and Economic Development Board before plan endorsement.

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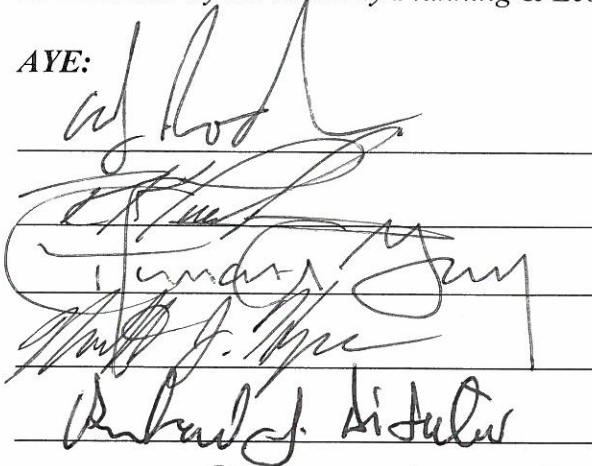


**Medway Planning and Economic Development Board  
SITE PLAN and SPECIAL PERMIT DECISION  
143 Village Street**

*APPROVED by the Medway Planning & Economic Development Board: October 30, 2017*

**AYE:**

**NAY:**

  
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**ATTEST:**

  
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Susan E. Affleck-Childs  
Planning & Economic Development Coordinator

10-30-2017

Date

**COPIES TO:** Michael Boynton, Town Administrator  
David D'Amico, Department of Public Services  
Bridget Graziano, Conservation Agent  
Donna Greenwood, Assessor  
Beth Hallal, Health Agent  
Jeff Lynch, Fire Chief  
Jack Mee, Inspector of Buildings and Zoning Enforcement Officer  
Stephanie Mercandetti, Director of Community and Economic Development  
Joanne Russo, Treasurer/Collector  
Jeff Watson, Police Department  
N.E. Premier Properties, LLC  
Dale MacKinnon, Guerriere & Halnon  
Danell Baptiste, Guerriere & Halnon  
Steven Bouley, Tetra Tech  
Gino Carlucci, PGC Associates