



July 12, 2022, 2022

**Medway Planning & Economic Development Board
Meeting**

PEDB Meeting Minutes

- Draft of June 14, 2022 meeting minutes
- Draft of June 28, 2022 meeting minutes

Tuesday, June 14, 2022
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053

Members	Bob Tucker	Tom Gay	Matt Hayes	Rich Di Iulio	Jessica Chabot	Sarah Raposa
Attendance	Absent with Notice	X	X	X	Absent with Notice	X

PRESENT:

Barbara Saint Andre, Director of Community and Economic Development attended via Zoom.

The meeting was opened at 7:00 pm

PUBLIC COMMENTS:

There were no public comments

APPOINTMENTS TO DESIGN REVIEW COMMITTEE AND OPEN SPACE COMMITTEE:

The Board is in receipt of the following: (See Attached)

- Memo dated June 7, 2022 from Susy Affleck-Childs re: appointments to the Design Review Committee
- Memo dated June 7, 2022 from Susy Affleck-Childs re: appointments to the Open Space Committee.

Design Review Committee Appointments:

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted unanimously to appoint Matt Buckley and Janine Clifford to the Design Review Committee for a two-year term ending June 30, 2024 and to appoint Tom Gay as the PEDB representative for a yearly appointment until June 30, 2023.

Open Space Committee Appointments:

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted unanimously to approve the reappointments of Denise Legee, Charlie Ross, Jim Wickis, Joanne Williams, and Andrea Burke to the Open Space Committee for a two-year term to June 30, 2023 as noted in the memo from June 7, 2022.

FIELD CHANGE DISCUSSION – SALMON WILLOWS COTTAGES:

The developer's representative Peter Beemis was present along with developer John Burns. Mr. Burns

communicated that there is another modification in order to proceed. **See attached proposal.** In November 2021, the PEDB approved their requested field change to reduce the footprint of the duplex buildings on Waterside Run and modify the architectural style of those cottages. They now wish to further reduce the building footprint to address site constraints and further refine the architecture. They had planned to discuss this with the DRC on June 6, 2022 but there was an issue with the Zoom link, so the DRC meeting was rescheduled to June 22, 2022.

Reducing the footprint will provide for more green space and move the houses further away from wetland resources.

The Board is in agreement that the reduction of the unit footprints does make sense but wants to hear from the DRC regarding the architecture.

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted unanimously to approve the requested field change conditioned on a positive recommendation of Design Review Committee for the architecture.

The developer is also looking to be able to have an option for single-family detached homes since the original ARCPUD decision did not mandate duplexes. They will discuss this with the DRC on June 22. The Board will place this matter on the June 28, 2022 agenda at 7:30 pm. for further discussion on the single-family home approach.

APPROVAL OF MINUTES:

May 24, 2022 Regular Meeting Minutes:

On a motion made by Rich Di Iulio, seconded by Sarah Raposa, the Board voted to approve the minutes from May 24, 2022 as written.

May 24, 2022 Executive Session Meeting Minutes:

On a motion made by Rich Di Iulio, seconded by Sarah Raposa, the Board voted to approve the minutes from May 24, 2022 Executive Session minutes as written.

BOUNDARY LANE SUBDIVISION PLAN PUBLIC HEARING:

The Board is in receipt of the following which was entered into the record: (See Attached)

- Public Hearing Notice dated May 16, 2022
- Definitive Subdivision Plan Application
- Definitive Subdivision Plan dated February 17, 2022
- Development Impact Report dated April 1, 2022
- Request for waivers from *Subdivision Rules and Regulations*
- Abutter notification dated May 17, 2022
- Email dated May 23, 2022 from Marshall family in support of proposed subdivision.
- Tetra Tech review letter dated June 8, 2022

Chair Hayes noted that members Tucker and Chabot are absent tonight but will complete a Mullin Rule Certification which will enable them to vote on this subdivision.

On a motion made by Rich Di Iulio, seconded by Sarah Raposa, the Board voted to dispense with reading of the public hearing notice.

The Chairman opened the hearing for Boundary Lane Definitive Subdivision Plan for 67 R and 69 Summer Street:

The application was submitted by Zachary Lindsey with approval of property owners Linda Lindsay and David Sistrand. Also present for the applicant were Vito Colonna of Connorstone Engineering, attorney Steve Kenney, and Gerry Lindsey.

Project engineer Vito Colonna noted that the combined 11.38-acre site is located on the west side of Summer Street near the Summer Street/Highland Street intersection in the Agricultural Residential I zoning district. The Definitive Subdivision Plan of Boundary Lane is dated August 20, 2021, last revised February 17, 2022 and was prepared by Connorstone Engineering, Inc. The plan shows the reorganization of the subject properties into three residential lots, one lot with the existing house at 67 Summer Street, one lot with the existing house at 69 Summer Street, and a new lot for construction of a single-family house. All of the properties have frontage on an approximately 260' long permanent private road to be known as Boundary Lane. The project has been reviewed by the Conservation Commission and an Order of Condition was issued. There are two existing driveways. There is water, gas, and sewer on site. The new site will have a well which was approved by the Board of Health. There was a letter from the Fire Chief. There will be a hydrant and the house will be sprinklered. There will be no new utility infrastructure however, the applicant intends to drill a geothermal well for the new lot and not connect to existing gas service. The existing driveway is 12ft. and will go to 20 ft. This will be a permanent private way. There will be a Homeowner's Association for this site.

Consultant Bouley reviewed the plan for Conservation Commission. There are no encroachments on the proposed right of way. There will be a private sewer lateral connection. The DPW did review this. The applicant will follow-up with DPW to secure a review letter from them.

It was noted that connecting to gas service is a requirement of the Subdivision Rules and Regulations. The applicant will need to request a waiver to not do so and to install geothermal service instead.

There was an email of support from abutter, Kathy Marshall.

Ms. Saint Andre reminded the Board that the Town has a moratorium on sewer extensions. The applicant should have the DPW review this. The applicant noted that this was checked, and this is a connection to an existing line and is not an extension. The applicant will follow-up with a letter from DPW.

The Board also wants to see review letters from the Fire Department and from the Board of Health regarding the well.

Attorney Steve Kenney noted that the 3 property owners will create a homeowners' association to manage the road, stormwater, etc. and will send it to Susy Affleck-Childs

It was recommended that a decision be drafted for action at the next hearing.

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted unanimously to continue the hearing to July 26, 2022 at 7:15 pm.

PLAN REVIEW FEE for Master’s Touch Site Plan – 83 Main Street:

The Board is in receipt of the following: (See Attached)

- Tetra Tech plan review fee estimate dated June 8, 2022 for \$4,893.00

The Board is in receipt of the Tetra Tech review fee estimate dated June 8, 2022 in the amount of \$ 4,893.00 for the minor site plan for 83 Main Street for Masters Touch.

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted unanimously to approve the plan review fee for 83 Main Street in the amount of \$4,893.00.

ANR PLAN – 14 Franklin Street:

The Board is in receipt of the following: (See Attached)

- ANR Application
- ANR Project Narrative
- ANR Plan of Land for 14 Franklin Street dated March 12, 2022, revised May 20, 2022, stamped June 6, 2022
- Review memo from Susy Affleck-Childs dated June 6, 2022

The Board is in receipt of an ANR application for 14 Franklin Street. The plan shows the division of the 46,103 sq. ft. property at 14 Franklin Street in the AR-II zoning district as follows:

- Parcel A – 5,359 sq. ft., located in the northeast corner of the property
- Lot 3 – 40,744 sq. ft. with 89.31 linear feet of frontage on Franklin Street, for which a frontage variance was granted by the Zoning Board of Appeals in August 2019. NOTE – The ZBA also granted a 2-family special permit.

Ms. Tatevosian wishes to convey Parcel A to abutting property owners Paul and Santususso at 2 Franklin Creek Lane so that they may have a larger side yard.

Because of the previously granted special permit and variance granted by the ZBA for the property, the applicant sought further authorization from the ZBA to change the shape of the lot as shown on the noted ANR plan by splitting off Parcel A. The ZBA approved this modification on May 4, 2022.

It was recommended to endorse the ANR plan.

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted unanimously to endorse the ANR Plan dated May 20, 2022, stamped June 6, 2022 for 14 Franklin Street.

MASTER PLAN UPDATE:

There was a joint meeting on June 13 with the MP Committee, Select Board and Planning and Economic Development Board to discuss the strategies in the Master Plan. The language within the document was also discussed. The draft will be provided next week, and the goal continues to be approval at the Fall town meeting.

PEDB Officers, Representatives and Liaisons:

The Board is in receipt of the following: **(See Attached)**

- Memo dated June 8, 2022 from Susy Affleck-Childs

It was decided to hold off on officers and liaisons until the full Board is present.

CONSTRUCTION REPORTS:

The Board is in receipt of the following: **(See Attached)**

- Monthly report (Guerriere & Halnon) – Medway Site Plan
- Monthly report (Legacy Engineering) – William Wallace Village
- Monthly report (Connorstone Engineering) – Choate Trail Subdivision
- Monthly report (Rob Tiberi) – Cutler Place
- Monthly report (Rob Tiberi) – Evergreen Village

CORRESPONDENCE

The Board is in receipt of the following: **(See Attached)**

- ZBA decision dated May 18, 2022 regarding outdoor display special permit for Shaw's at Medway Commons
- Recent MA Supreme Judicial Court decision Tracer Lane II Realty LLC vs. City of Waltham re: validity of zoning bylaw regulation of installation of solar energy systems.

MILFORD REGIONAL HOSPITAL SITE PLAN AND GROUNDWATER PROTECTION DISTRICT PUBLIC HEARING CONTINUATION

The Board is in receipt of the following documents which were entered into the record: **(See Attached)**

- Public Hearing Continuation Notice dated May 11, 2022
- Site Plan dated April 14, 2022 by Guerriere & Halnon
- Traffic Impact Assessment report dated April 2022 by Vanasse & Associates
- Tetra Tech project review letter dated May 23, 2022 which included traffic review comments
- Review memo dated May 10, 2022 from Sergeant Jeff Watson
- Email dated May 15, 2022 from resident Matt Fricker
- Email dated May 11, 2022 from resident Andrew Page

The public hearing was opened by the Chairman. Chair Hayes noted that members Tucker and Chabot are absent tonight but will complete a Mullin Rule Certification which will enable them to vote on this project.

The focus of the presentation was on the report from Vanesse & Associates Inc. dated April 2022. Present were applicant Kevin Lobisser, project engineer Mike Hassett of Guerriere and Halnon, and Jeffrey Dirk of Vanasse and Associates.

The traffic report indicted the following:

- Project will generate 788 vehicle trips during week.
- The project will not result in significant increase on motorist delay or vehicle queuing over the future conditions.
- The study area intersections were found to have a motor vehicle crash rate that is below the Mass DOT Highway Division District 3 average crash rate.
- The lines of sight to and from the project site driveway intersection were found to exceed the recommended minimum distances for safe and efficient operation.

The shared access driveway (with Walgreens) should continue to provide two existing travel lanes and two entering travel lanes with existing traffic under traffic signal control. A sidewalk is proposed within the project site that will extend to the existing sidewalk along the north side of Route 109. The pedestrian crossing will include marked crosswalks. There will be width provided within the driveway to accommodate bicycle travel in a shared traveled-way configuration. There will be no GATRA bus service in this location. There will be an exit only from the front drive aisle based on Sergeant Watson's recommendation. The timing of the signals at both intersections will be looked at to reduce the length of the queues. Vanasse is preparing a response letter to the Tetra Tech review letter and will forward that to the Board and Tetra Tech.

Tetra Tech Consultants Steve Bouley and Courtney Sudak reviewed the Tetra Tech consultant letter dated May 23, 2022.

The following needs to be addressed:

- It is recommended that the Mass DOT crash data be provided for completeness
- Work with the Town to identify which safety improvements be implemented as part of the proposed medical office building project.
- The applicant should provide the supporting trip distribution calculations for review.
- Recommend the applicant consider evaluating traffic signal timing modifications at the 2 study intersections to determine if improved vehicle queuing can be achieved.
- The proposed parking of 102 spaces exceeds the Town requirement of 73 spaces.
- Evaluate the feasibility of restricting the southerly intersection with Walgreens to minimize vehicle conflicts on the north leg of the Route 109/Walgreens driveway intersection.
- Recommended that MUTCD compliant stop bar pavement markings be installed.

The applicant explained that there was a site walk with the Conservation Commission since the last hearing. The Conservation Commission want a full analysis of the condition of drainpipe. This was conducted with cameras and videos and the report will be provided at the next meeting. The Board did

request more information on the trash operations. This will be addressed with a single container. There will be transportation management measures. There will be two lanes entering and exiting with two connecting driveways. There will be about 41 employees which will need parking. The intent is for employee parking to be at the back of the site.

The applicant has approached Walgreens about possible shared parking.

There will be a contract for trash service which will stipulate the parameters for times of pick-up.

Ms. Saint Andre reminded the Board and the applicant that a supplemental special permit application may be needed to address the Central Business District zoning regulations.

The Chairman entered into the record the following email communications:

- Andrew Page, 11 Applegate Road – It was suggested to move the building closer to Route 109, remove some of the front parking and replace with more trees.
- Matthew & Courtney Fricker, 110 Village Street – They strongly disapproval of project as it will destroy agricultural land.

Comments from Public:

Resident, Jessica Collins, 9 Robin Circle. She wanted clarity that the snow will be hauled away.

At the last hearing, there was discussion about the applicant granting an easement to the Town for the stormwater pipe running through the property. The applicant was informed that Conservation and DPW is not interested in the granting of an easement to the Town.

The Board was informed that a forthcoming plan revision will also address comments from the Design Review Committee. The applicant communicated that they wish to discuss waivers from the *Site Plan Rules and Regulations* at the next meeting.

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted unanimously to continue the hearing to July 26, 2022 at 7:45 pm.

The Board took a recess until the next agenda item at 8:45 pm.

**4 MARC ROAD (NEOORGANICS SPECIAL PERMIT MODIFICATION
PUBLIC HEARING:**

The Board is in receipt of the following documents which were entered into the record: **(See Attached)**

- Public Hearing Notice dated May 24, 2022
- Application to modify previously approved marijuana special permit decision
- Application submittal letter and narrative dated April 27, 2022 from Chad Blair
- Neoorganics marijuana special permit decision from January 2022.
- Email dated May 31, 2022 from Susy Affleck Childs to Town staff requesting review comments.
- Email dated June 7, 2022 from abutter John Lally

- Noise Survey letter dated April 11, 2022 from Andy Caballeria of Acentech, the applicant's noise consultant.
- Current Section 7.3 Environmental Standards of the Zoning Bylaw.

The public hearing was opened by Chairman Hayes. Chair Hayes noted that members Tucker and Chabot are absent tonight but will complete a Mullin Rule Certification which will enable them to vote on this project.

COO-NeoOrganics, Chad Blair was present. He explained that NeoOrganics wants to amend certain provisions of the previously issued (2020) marijuana special permit pertaining to the parameters of the required continued noise monitoring. The NeoOrganics decision specifies that the required noise monitoring needs to include measurements of ambient background noise levels without the influence of noise emanating from the adjacent marijuana facility at 2 Marc Road. This would necessitate the turning off of noise generating equipment at 2 Marc Road. Mr. Blair noted that the 2 Marc Road facility is a 24-hour operation and NEO has no ability to successfully request a shutdown of their operation. Accordingly, they are asking for relief on that specific testing protocol.

They would also like to reduce the number of noise monitoring points. The applicant noted that sound monitoring locations denoted as R01 to R07 are all on private property. Instead, they would like to substitute those for 4 sites that are on public property (street lines closest to 4 Marc Road. Acentech, the noise consultant for NeoOrganics, has indicated that 14 locations are not needed to obtain a suitable noise assessment.

Member Gay indicating he was not OK with eliminating the noise monitoring locations as proposed. He wants to see reasonable substitute locations. He wants to find the "sweet spot" between the 14 locations and the 4 spots now proposed. He referenced information submitted by the applicant to the Board in March and discussed at the April 12th meeting (when the applicant has requested authorization for an occupancy permit). That discussion was that there would be 7 agreed upon public locations. The Building Inspector, Jack Mee had agreed with those type of measurements.

It was suggested that future noise measurements be taken at the 4 Marc Road facility cardinal property lines, rather than the previously identified 14 property line points and to also measure noise levels at the 7 previously agreed upon community locations. It was proposed that the next facility noise monitoring test be based on the normal operating conditions of the building at each of the locations for 20 minutes during daytime operations and again for 20 minutes at each location after midnight.

The Chairman asked if the applicant could secure data on background ambient noise levels from 2 Marc Road which was already gathered (by CommCan). It was suggested that the applicant use points on the street with the same height.

A letter from Acentech from April 27, 2022 was referenced about the noise monitoring locations. The Board is fine using the 7 noted community location points since they were approved before. It was noted that some of the residents may be willing to allow for noise measurements to be taken on their property. The applicant has one more test to conduct. Accentech has indicated that they do not want to go on private property.

The Board feels this is really important to the abutters and that NeoOrganics needs to try to obtain access to the private properties.

Comments from Public:

Resident John Lally, 35 Coffee Street

John Lally sent an email dated June 7, 2022. He is terribly disappointed that the 4 Marc Road facility is producing noise that is adversely impacting his family. The noise along the back and westerly side of the facility varies considerably. Points PL04 – PL07 are on his property. He wants these included in the future noise monitoring.

It was explained that when standing at his property line and facing the NeoOrganics facility, the noise is propagating vertically from the HVAC equipment and spreading out over his family's property. That equipment has sound barriers around it but none on top. This is a nuisance. His personal observation is consistent with the 44dBA noise level that was documented in the April 2022 noise report. This is 16 dBA above the late-night minimum of 28 dBA measured in this area.

Allowing the 4 Marc Road facility to increase the noise at a residential property line is well beyond the bounds of reasonableness. Mr. Lally requests that the Board deny the applicant's request for relief from some of the noise testing requirements and that that the request not be considered until the adverse noise impacts of the 4 Marc Road facility are addressed. NeoOrganics needs to supply noise analysis and offer further noise mitigation measures.

Mr. Lally further noted that he wants the all the measurement points included. He expressed concern about taking measurement at the street instead of at the rear property line. Houses serve as buffers so the noise level at the street does not accurately measure the noise impact. The true noise is more accurately represented if measured at the back side of the homes. The applicant should reach out to the abutters. He reiterated that this is a nuisance situation.

It was noted that Ms. Affleck-Childs forwarded John Lally's June 6th email to Building Commissioner (Zoning Enforcement officer) Jack Mee as a complaint about the noise levels at 4 Marc Road for further investigation.

The Board would like a map showing the locations of the noise collection points and would like to see what the Building Commissioner has to say about the current complaint before acting on granting the applicant's requested relief.

Members Gay and Hayes indicated that they would be OK with reducing the number of measurement points particularly on the site's eastern property line adjacent to 2 Marc Road.

The applicant would like to stay with the existing plan but can reach out to the abutters about possibly taking measurements on their property. The applicant has spent thousands of dollars trying to mitigate this and the permit was approved by the Board in April.

The Board would like the applicant to make a good faith effort to contact the abutters with the intent to schedule noise testing at their properties.

Chair Hayes asked Mr. Blair to try to obtain the background ambient noise data for 2 Marc Road.

The applicant will provide a written update.

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted unanimously to continue the hearing to August 9, 2022 at 7:15 pm.

MEDWAY COMMONS – BRIGHT PATH CHILD CARE CENTER – MINOR SITE PLAN PUBLIC BRIEFING:

The Board is in receipt of the following: (See Attached)

- Public Briefing Notice dated May 24, 2022
- Minor Site Plan Application dated May 20, 2022
- Email dated May 3, 2022 from Jack Mee
- Project narrative and parking information
- Site Plan dated May 19, 2022 by Tighe and Bond
- Stormwater memo dated March 19, 2022 from John Lorden, P.E., Tighe and Bond
- Abutter notification dated May 25, 2022
- Susy Affleck-Childs email dated May 31, 2022 to Town staff requesting review and comments
- Traffic Memorandum dated June 3, 2022 from Tighe and Bond
- Tetra Tech site plan review letter dated June 9, 2022

John Lorden from Tighe and Bond, Karen Johnson from Charter Realty and Development, and Harry Freeman from BrightPath Child Care participated by Zoom.

Chair Hayes noted that members Bob Tucker and Jessica Chabot cannot attend tonight's hearing but will fill out a Mullin Rule Certification to be able to participate in voting on the project.

The applicant seeks a minor site plan approval to modify a section of the existing parking lot in front of a portion of existing Medway Commons retail and restaurant spaces to accommodate construction of an approximately 15,000 sq. ft. outdoor play area for a new 12,700 sq. ft. childcare facility to be located within existing space at the southwestern end of the shopping center. The subject property is owned by Hidden Acres Realty Trust which holds a long-term lease with Charter Medway II LLC to operate the shopping center. The planned construction includes removal of pavement from 33 parking spaces, adding 7 parking spaces at the northern end of the play area, removal of an estimated 440 linear feet of curbing, removal of approximately 80 linear feet of driveway space, and removal of an estimated 2,040 sq. ft. of sidewalk to be replaced with installation of various play area surface materials, decorative fencing, landscaping, play space equipment, and amenities to be directly accessed from the childcare center. There will be 184 student spaces with 35 staff. The expected hours of operation are 6 am - 6pm Monday-Friday. The drainage will be addressed on site. The landscaping island will have shrub and trees. Changes to the access drive aisle were shown. The functioning of the rear drive will be primarily for tenants loading area. Peak drop off hours are 6 – 8 am or so and peak pick-up times are 4 – 6 pm.

They have opened other facilities in Quincy, Braintree, Norwood, Canton and will open in Maynard next week. Children are walked or carried into the facility by their parents; there is no drop off option.

The site plan was shown via Share Screen.

Board Discussion

There was a recommendation that the west end of the northern drive aisle be blocked. This is a dangerous area. There will need to be some mitigation with the traffic flow on site. The drop off area for the students was explained. There will be a two hour drop off and pick up time. The children will be walked into the classrooms by the parents. The lease obligation of the tenant has a parking requirement.

The applicant addressed the review comments from Tetra Tech and showed a slide with a map.

- Maintain 29 parking spaces
- Will add signature block on the plan sheets
- Stormwater drainage calculation were noted, and the applicant has met the requirements
- Will provide as built plan
- They will remove one triple head light pole and change an existing double head light pole to have 3 light fixtures.
- Parking count will be included in plan set
- There is an emergency access for fire truck access. Deputy Chief Fasolino provided an email expressing no concerns with the plan as presented.
- Pavement detail will be changed to specify 3.5 inches
- Lighting plan was shown and will comply
- The guard rail protection will be on playground area side
- Bollard will be added.
- There was a recommendation to have an area where staff can walk children in stroller and will utilize the crosswalk. The east/west cross walk across the main drive aisle will remain.
- The curb will show radius on the next plan set
- The construction fencing will be put on the demolition plan
- Fire lane stripping will be added
- There will be further discussion about recommendation for sidewalk
- There will be no impact to traffic

The applicant wants to be on the next agenda on the June 28, 2022 agenda at 8:00 pm. The applicant will revise the site plan and resubmit. The Board would like a draft of a decision to discuss at the June 28, 2022 meeting. Chair Hayes asked Ms. Saint Andre to prepare a draft.

The Board discussed whether Electric Vehicle charging stations would be needed. It was felt that this would not be required due to the nature of the tenant (quick turnover). The Board also discussed whether a sidewalk along the eastern side of the playground (outside the fence) is needed. The Board felt it was not needed as there is a sidewalk within the island of the next parking area that can be used to walk and carry kids into the center. TT traffic consultant suggested lengthening the island in the north/south drive aisle which the applicant agreed to do.

It was suggested that the applicant work with Tetra Tech to address the remaining issues.

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted unanimously to continue the hearing to June 28, 2022 at 8:00 pm by Zoom.

FUTURE MEETING:

- June 28, 2022

ADJOURN:

On a motion made by Sarah Raposa, seconded Rich Di Iulio by the Board voted to adjourn the meeting.

The meeting was adjourned at 10:26 pm.

Prepared by,
Amy Sutherland
Recording Secretary

Reviewed and edited by,
Susan E. Affleck-Childs

Wednesday June 28, 2022
Medway Planning and Economic Development Board
Zoom Meeting

Members	Bob Tucker	Tom Gay	Matt Hayes	Sarah Raposa	Rich Di Iulio	Jessica Chabot
Attendance	Absent	X	X	X	X	X

ALSO PRESENT via ZOOM:

Susy Affleck-Childs, Planning and Economic Development Coordinator

The meeting was called to order by Chairman Hayes.

PUBLIC HEARING CONTINUATION – 288 VILLAGE STREET MULTI-FAMILY HOUSE SPECIAL PERMIT, SITE PLAN, AND LAND DISTURBANCE PERMIT:

The Board is in receipt of the following: (See Attached)

- Public Hearing Continuation Notice dated 5-31-2022
- Email from Stephanie Carlisle re: MS4 permit dated 6-3-2022
- Tetra Tech review comments dated 5-17-2022, revised 6-13-2022
- Land Planning, Inc. response letter to Tetra Tech review comments dated 5-25-2022
- Site Plan dated 4-1-2022, revised 5-25-2022, by Land Planning, Inc.
- Site Plan dated 4-1-2022, revised 6-21-2022, by Land Planning, Inc.
- Request for Waiver dated 4-26-2022, 6-1-2022, 6-23-2022
- Email from Barry Smith re: DPW utility confirmation dated 6-13-2022
- Revised Land Disturbance Permit dated 6-23-2022
- Revised Stormwater Report dated 6-23-2022
- Email communication dated May 23, 2022 from Deputy Fire Chief Mike Fasolino.

The continuation of the public hearing for 288 Village Street was opened.

The applicant Tony Leland and his representatives Bill Halsing and Steve Bacewicz of Land Planning Inc. were present via Zoom. It was explained that the majority of the comments from Tetra Tech's 5-17-22 review letter had been addressed in the updated site plan (dated 6-21-22).

The Applicant wanted to discuss the following with the Board:

- The Applicant does not think they need a full Construction Management Plan since this is a residential dwelling and not a commercial space. The Applicant will provide a written request to waive this requirement.
- The Earth Removal calculations have been provided.
- The Architectural plans were attached and emailed to the Town.
- Floor plans were provided.

- The Fire Department approved the 16 ft. wide pavement for the driveway into the site from Village Street. There is written approval from Fire Department dated 5-23-22. The applicant will provide the waiver request.
- The Applicant would like the electric service to go above ground due to the utility pole being on the other side (south) of Village Street. This will need a waiver. It was suggested to have the above ground connection be from the building to the pole on the south side of Village Street. There was a recommendation to add a note on this detail to the design plan.
- The DPW provided a review letter dated June 13, 2022 regarding the sewer/water plan.
- It was recommended by Tetra Tech that there be a larger radius at the driveway intersection at Village Street. It was suggested that this be granite curbing. Chair Hayes suggested matching what is done along the rest of Village Street but with 6' of granite curbing at entrance. There will need to be a waiver to waive the radius requirement.
- There is no curbing on the perimeter of the parking lot.
- The Land Disturbance permit application was updated and provided last week.
- The proposed rain garden is designed with an exfiltration rate of 2.41 inches per hour. There needs to be at least 44% TSS pretreatment required.
- There was a question on the landscaping plan. The updated site plan does not include one. The Applicant noted it had been included in the original submittal. That sheet needs to be included in the plan set.
- The Applicant has not supplied information related to phosphorus removal. This matter needs to be further reviewed by Tetra Tech.
- There was a suggestion to have the pop-up emitters with a stone or rip rap collar to prevent them from being damaged during grass mowing and prevent erosion during discharge.
- There was an email from Medway DPW Compliance Officer indicating that a MS4 connection permit will not be needed.
- The Board would like confirmation from the Conservation Commission that this site is not within their jurisdiction.
- The building/porch will be moved closer to the street.
- A waiver is needed for the driveway setback from the property line.

A share screen was shown of the various waiver requests. The following were noted:

- Chapter 200 Section 204-3 F.1 – Traffic Assessment
- Chapter 200 Section 204-3 F.2 – Full Environmental Impact Assessment
- Chapter 200 Section 204-3 F.3 – Full Neighborhood Impact Assessment
- Chapter 200 Section 204-3 F.4 – Parking Impact Assessment
- Chapter 200 Section 204-5 D.8 – Landscape Plan by Landscape Architect
- Chapter 200 Section 204-D. 14 – Master Signage Plan
- Chapter 200 Section 207-11 A.3 – Reduce driveway width requirement from 20' to 16'
- Chapter 200 Section 207-11 A.4 – Eliminate vertical granite curb at driveway entrance
- Chapter 200 Section 207-11 A.13 – Reduce 15 ft. driveway side lot setback requirement from 15' to 11'
- Chapter 200 Section 207-12 G. 3. b. – Reduce parking space property line setback requirement from 15' to 9'

- Chapter 200 Section 207-12 G. 3 d – Reduce two-way parking drive aisle width requirement from 24' to 16'
- Chapter 200 Section 207-12 H.1 – Eliminate requirement for perimeter parking granite curb
- Chapter 200 Section 207-12 H.2 – Reduce driveway apron radii requirement from 3' to 2'
- Zoning Bylaw Section 6.1-Table 2. Dimensional & Density Regulations (reduce front yard setback to 30 ft.)

The Board would like to see the landscape plan and it should be noted on the index of the plan cover sheet. It is not included in the plan set dated 6-21-22.

On a motion made by Sarah Raposa, seconded by Jessica Chabot, the Board voted by roll call vote to approve the waivers as presented. The motion passed unanimously.

Roll Call Vote:

Matt Hayes	aye
Jessica Chabot	aye
Sarah Raposa	aye
Rich Di Iulio	aye

The Board would like Susy to begin drafting a decision for review at the next meeting.

On a motion made by Sarah Raposa, seconded by Jessica Chabot, the Board voted by Roll Call to continue the hearing to July 12, 2022 at 8:30 pm. The motion passed unanimously.

Roll Call Vote:

Matt Hayes	aye
Jessica Chabot	aye
Sarah Raposa	aye
Rich Di Iulio	aye

NOTE - Member Tucker will sign a Mullin Rule certification to allow him to participate in the vote on this project.

PUBLIC BRIEFING CONTINUATION – MEDWAY COMMONS – Bright Path Child Care Center:

The Board is in receipt of the following: (See Attached)

- Email from Deputy Fire Chief Michael Fasolino dated June 14, 2022
- Charter Realty response letter dated June 14, 2022 to Tetra Tech review comments (6-9-22).
- Waiver Request dated June 22, 2022
- Revised Site Plan dated June 22, 2022 by Tighe and Bond
- Tetra Tech review letter dated June 28, 2022
- Draft Decision

The continued public briefing for the Medway Commons BrightPath Child Care site plan was opened.

The Applicant was represented via Zoom by Karen Johnson, Charter Realty and Development; Harry Freeman of BrightPath; and John Lorden from Tighe and Bond.

The Applicant presented the changes made to the site plan since the last meeting and provided a response letter to the previous Tetra Tech comments. The following changes were noted:

- Inclusion of a signature block
- Included as built plans
- Revised pavement detail
- Lighting post will be removed with the triple head and will be a double head
- Southerly corner – three bollards will be added
- Added the parking count for the entire plaza
- Will maintain the crosswalk with egress gate to get out. This is a new addition. The median strip within the drive aisle has been extended down (southerly)
- There will be fencing from the playground to building
- The pavement will be squared off as requested and smooth the curved transitions
- There is a note about the construction fencing, this is on the plan
- The paving of the fire lane was noted and included
- The striped island will be provided
- The correct configuration of the Starbucks driveway through was included.

Comments from Public:

Resident Charlie Myers, 9 Curtis Lane was present via Zoom. He is concerned about the drive-thru lines from Starbucks which may run into day care parking lot and the queue lines in the morning when the drive-thru lines are worse. His concern is the shutting down of the second entrance and that the traffic will need to go through the one intersection. It was also asked if the tenant who leases space has rights of parking areas in front of their business.

Mr. Freeman communicated that the drop off times is over a period of 2 to 2 ½ hours with varied times. There maybe be 12 cars during this time frame. Those cars will be parked, and parents will need to walk the students in. They do not think there will be a backup in the Starbucks area.

Ms. Johnson noted the parking area in question is under the control of Shaw's Supermarket. The hope is to have a new occupant for the McDonalds space which could affect the traffic pattern. If there are modifications needed to this area, the landlord does not have the right to make a change without Shaw's approval. There has been a struggle with tenant occupancy. This business would be a good fit for the center. The Applicant is making a big investment since some of the current tenants will need to be moved. Mr. Freeman noted this is a big investment for BrightPath and they intend to be there for a 20-year lease.

There was a suggestion to look at developing some internal directory signage to guide vehicles throughout the site. The applicant will work with the sign contractor to look at locations for possible directional and wayfinding signs. It was suggested to maybe have a fourth stop sign at the major intersection of the two internal driveways (toward the front of the site). What are the rules for stopping at this location?

The Board does have confirmation from Deputy Fire Chief Fasolino that there are no concerns. The Board would like to get written confirmation from Safety Officer Sergeant Watson about his comments on this project. Both Susy Affleck-Childs and Karen Johnson reached out twice to request comments.

The Applicant is in receipt of draft decision. The decision was shown on the share screen. Tetra Tech provided a review letter this afternoon. The applicant has not been able to review those comments.

The Board discussed the waiver request to use the NGVD29 datum instead of the required NAVD88. This is because the original Medway Commons survey and site plan were prepared in 2003 and 2004 using HGVD29.

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted by roll call to approve the waiver as discussed. The motion was approved unanimously.

Roll Call Vote:

Matt Hayes	aye
Jessica Chabot	aye
Sarah Raposa	aye
Rich Di Iulio	aye

The Board was informed that Member Tucker will not be able to submit a Mullin Certification for this project as he also missed the June 14th meeting. Member Chabot will need to sign a Mullin Certificate for the June 14, 2022 meeting to vote on the decision.

The draft decision was reviewed. There was a concern that the Findings could change based on the recommendation of Safety Officer Sergeant Watson. The applicant is fine with what was noted regarding the Findings so far. It was recommended that Susy review the previous decision from 2002 for the entire center. The Board would like to keep the language regarding having a pre-construction meeting within the decision. There will be a section added on field changes.

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted by roll call to continue the briefing to July 12, 2022 at 7:00 pm. The motion was unanimously approved.

Roll Call Vote:

Matt Hayes	aye
Jessica Chabot	aye
Sarah Raposa	aye
Rich Di Iulio	aye

OTHER BUSINESS:

Medway Mill – Field Change 165 Main Street:

The Board is in receipt of proposed field changes for the Medway Mill project for 165 Main Street. (See Attached.) Developer and owner John Greene was present via Zoom. This field

change is to change the footings on the light poles in the parking lot from 20” by 20” square to an 18” round cylinder. The round footing will include more rebar. A photo of this was shown. This is a more reinforced method.

The next change would involve planting the new trees in front of the new fence on the northern edge of the site instead of outside the fence. The maple trees on the outside of the fence have been saved. Mr. Greene provided photos of the trees. There were to be 6 trees as shown on the previously approved plan. The developer plans to plan the 6 trees on the inside and south of the fence. Consultant Tetra Tech has no concerns with the field change. The Board does not have an issue with the field change.

On a motion made by Sarah Raposa, seconded by Jessica Chabot, the Board voted by roll call vote to approve the requested field change. The motion was unanimously approved.

Roll Call Vote:

Matt Hayes	aye
Jessica Chabot	aye
Sarah Raposa	aye
Rich Di Iulio	aye

Salmon Field Change:

Salmon representatives wanted to meet with the Board about changing the cottages from duplex to single family buildings in Phase one. Cottage developer John Burns of Black Brook Realty was present via Zoom along with project engineer Peter Bemis. (See attached.) They met last week with the Design Review Committee and received comments in support of this field change. (See attached.) A site plan was provided showing the footprints of the singles. This option would provide more flexibility. There was a screen share of the singles footprints shown by John Burns. The Phase 2 of the units will be discussed at a later date.

The Consultant Tetra Tech has no issue with smaller units and proposed changes.

On a motion made by Sarah Raposa, seconded by Rich Di Iulio, the Board voted by roll call vote to approve the requested field change for architecture and single-family dwellings for phase one. The motion was unanimously approved.

Roll Call Vote:

Matt Hayes	aye
Jessica Chabot	aye
Sarah Raposa	aye
Rich Di Iulio	aye

Susy Affleck-Childs reminded the developer that they need to provide their stormwater reports to the Conservation Commission.

Zoning Bylaw discussion for Fall Town Meeting.

A share screen was provided of the possible Zoning Bylaws for the Fall 2022. **See Attached.** Ms. Affleck-Childs reported that she had met with Jack Mee and Barbara Saint Andre and the master zoning list was updated. There was a question about the status of a BESS zoning bylaw.

Susy reported that Barbara was working on a draft based on the New York State model and the information provided by ARUP, the Town's BESS consultant.

Other possible ideas:

Multi-Family/Triplexes:

Updating the Multi-Family section and density. There was a suggestion to adjust or change the language to include something similar to the OSRD language and take into account wetland resources and reducing overall density accordingly. The Board would like to look at triplexes and how they are differentiated from a multi-family. Another suggestion was looking at density and tying it into the existing structure. The density could be higher when a conversion is involved. The Harmony Village project did a good job keeping in line with the bylaw.

Solar Bylaw:

The Board would like this added to the zoning list for discussion. The Board would like to see solar parking canopies these on parking lots. There was a suggestion to have rooftop solar required for new commercial and industrial buildings.

Common Driveways:

Interest was expressed in developing common driveway language for the bylaw.

Adjourn:

On a motion made by Jessica Chabot, seconded by Sarah Raposa, the Board voted by roll call vote to adjourn the meeting. The motion was passed unanimously.

Roll Call Vote:

Matt Hayes	aye
Jessica Chabot	aye
Sarah Raposa	aye
Rich Di Iulio	aye

The meeting was adjourned at 9:57 p.m.

Respectfully Submitted,
Amy Sutherland
Recording Secretary

Reviewed and edited by,
Susan E. Affleck-Childs
Planning and Economic Development Coordinator