

**Board Members**

Andy Rodenhiser, Chair  
Sarah Raposa, AICP, Vice Chair  
Timothy Harris, Clerk  
Jessica Chabot, Member  
John Parlee, Associate Member



Medway Town Hall  
155 Village Street  
Medway, MA 02053  
Phone (508) 533-3291  
Fax (508) 321-4987  
Email: planningboard  
@townofmedway.org  
www.townofmedway.org

**TOWN OF MEDWAY**  
**COMMONWEALTH OF MASSACHUSETTS**  
**PLANNING AND ECONOMIC**  
**DEVELOPMENT BOARD**

**Tuesday, June 27, 2023**  
**Medway Planning and Economic Development Board**  
**155 Village Street**  
**Medway, MA 02053**

<b>Member</b>	<b>Andy Rodenhiser Chairperson</b>	<b>Sarah Raposa Vice Chairperson</b>	<b>Timothy Harris Clerk</b>	<b>Jessica Chabot</b>	<b>John Parlee</b>
<b>Attendance</b>	<b>absent</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**PRESENT:**

Barbara J. Saint Andre, Director of Community and Economic Development  
Jeremy Thompson, Planning and Economic Development Coordinator

There were no Citizen Comments.

The Vice Chairperson opened the meeting at 7:03 pm. Sarah Raposa will be conducting the meeting in the absence of the Chairperson.

**Continued Public Hearing, 39 Alder Street:**

The applicant has requested that the public hearing be continued to July 25, 2023.

**On a motion made by Jessica Chabot, seconded by Tim Harris, the Board voted (4 to 0) to continue the hearing for 39 Alder Street to July 25, 2023.**

### **Extension of Deadline Decision:**

The applicant has also submitted a request to extend the deadline for the Board to act on the site plan application to be the same as the deadline for action on the special permit application under chapter 40A.

**On a motion made by Jessica Chabot, seconded by John Parlee, the Board voted (4 to ) to extend the deadline decision as requested by the applicant.**

### **Other Business:**

#### **6 Cutler Street, Certificate of Completion:**

The applicant Anthony Varrichione was present via zoom. He explained that the as built plans have been provided to the Town's engineering consultant. There were five items noted in the email from consultant Bouley. The Board was made aware that there were shields and additional blockers placed on the lights to address the concern from a neighbor. The plans have been updated to show the electric service overhead. The Board discussed that the landscaping on site is different from the as built. There were 23 trees planted in the back but they are smaller than shown on the plan. Mr. Varrichione noted that an 8-foot fence was built along the back which was not in the original plan. He is fine placing more plants if requested but not now with the heat. A suggestion was made to have the applicant fund a payment in lieu. Another suggestion was that the applicant extend the warrantee on the trees. Consultant Bouley does not think adding more trees is a good idea but extending the warrantee is a good idea. The Board was also informed that the sidewalk binder was fixed today. The area was also loamed.

**On a motion made by Tim Harris, seconded by John Parlee, the Board voted (4 to 0) to accept the plantings with adding one additional year warrantee with the starting date being June 27, 2023.**

**On a motion made by Jessica Chabot, seconded by John Parlee, the Board voted (4 to 0) to approve the Certificate of Completion for 6 Cutler Street.**

### **SWAP APPOINTMENT:**

**On a motion made by Jessica Chabot, seconded by Tim Harris, the Board voted (4 to 0 ) to appoint Jeremy Thompson as the Board's SWAP representative.**

### **CONSTRUCTION REPORTS:**

- Boundary Lane- The basin was graded, and sand was backfilled. It was seeded. There has been a delay from the electric company.
- 68A Main St: - The footings have been poured along with the foundation walls. The site is clean, and the work has been progressing nicely.

### **Discussion of PEDB fees:**

The Board is in receipt of a chart comparing the PEDB fees of surrounding communities: Bellingham, Franklin, Holliston, Milford, Millis, and Norfolk. This document was prepared by the Planning and Economic Development Coordinator Jeremy Thompson. Ms. Saint Andre stated that there needs to be discussion about what fees will be charged for site plan applications with no buildings such as solar arrays or battery storage. She stated that another goal is to simplify the fee schedule since there are multiple tiers which is confusing. Some of the towns use lot coverage/impervious areas to determine fee. Mr. Thompson explained that Medway has a three-tier site plan. Most other communities have two tiers. There are other towns which bundle the tiers. The fees range within all the communities. The special

permit formula for Medway is similar to Holliston. The goal of the review of the document is to simplify the fee schedule. A suggestion was made to reduce the number of tiers and to not adopt more fees. It was recommended to look at how Franklin ties this into the impervious area. The Board does not think there should be a fee for attending the PEDB meeting for applicants. The fee schedule has not been updated since 2016. In regard to the storage/battery projects, there could be a separate fee for this district.

This chart will be revised and presented at a later meeting.

**Approval of Meeting Minutes:**

**June 13, 2023:**

**On a motion made by Tim Harris, seconded by John Parlee, the Board voted (3-0-1 Jessica Chabot abstention) to approve the meeting minutes from June 13, 2023.**

**NEXT MEETING:**

- **June 27, 2023**

**ADJOURN:**

**On a motion made by Jessica Chabot, seconded by Tim Harris, the Board voted (4-0) to adjourn the meeting at 7:53 p.m.**

Respectfully Submitted,

Amy Sutherland  
Recording Secretary

**List of Documents Reviewed at this Meeting**

1. Chart comparing filing fees in neighboring towns with Medway