

Tuesday, July 27, 2021
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053
Live and Remote

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

PRESENT:

- Susy Affleck-Childs, Planning and Economic Development Coordinator
- Steve Bouley, Tetra Tech (remote)
- Gino Carlucci, PGC Associates (remote)

PUBLIC COMMENTS:

- There were no public comments.

PUBLIC HEARING CONTINUATION - MEDWAY PLACE SHOPPING PLAZA SITE PLAN 98, 108, AND 114 MAIN STREET:

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

- Notice dated 6-25-21 to continue the public hearing to 7-27-21
- Cover letter dated 7-14-21 from Attorney Gareth with revised site plan submittal
- Supplemental site plan narrative overview dated 7-14-21
- Revised landscape plan dated 7-13-21
- Revised temporary seating plan dated 7-13-21
- Tetra Tech review letter dated 7-21-21
- PGC Review letter dated 7-22-21

Attorney Gareth was present via ZOOM. He explained the update from the last hearing. A share screen was provided to display the revised plans.

The following changes were explained:

- Replaced the honey locus trees with dogwoods. These are easier to prune and maintain.
- Fencing on the west side is proposed to be a 6-foot-high cedar fence.
- There is a new landscape strip.
- The three charging stations were included on the plan. There was also the addition of three more stations on the east side.
- Added details were provided for the landscaping by the monument signs. This will be low lying landscaping.

- The shaded area of the plan shows those portions which will be milled and repaved. It was further explained that there will be paving, patching, sealcoating and restriping which will be done over a five-year period. The Board is concerned that there will be ghost lines from the old stripping and also that the paving will not look uniform.
- There will be overhead lighting which will be put underground when there is work on the utility corridor. The Board communicated that the utility corridors need to be shown on the plan.
- It was explained that the food truck area will be demarcated with barriers. There is no proposal to regrade this area. There is a concern about the slope in Area A.
- The shed around the irrigation well head will be designed for review by the DRC as a condition of the decision. The applicant was not able to provide something specific at this time. The Board prefers to cover this with landscaping and prefers to not see a shed there at all. The intent was to cover the well for irrigation.
- The applicant will be submitting a master signage plan for the DRC's review next week. The applicant was advised to follow the requested design guidelines for storefronts.

The Board asked for engineer Bouley's opinion on the asphalt which is proposed on site and the paving. Tetra Tech communicated there could be an issue with break up and puddling with the old pavement versus new. There will break out in the existing pavement if the new pavement cannot be transitioned enough to stop it from heaving. Tetra Tech does not think this will work well. This current pavement is at the end of its life span and is in poor condition. Attorney Orsmond noted that there is not enough money to do all recommended work and there needs to be an agreed upon plan for completion. It was recommended to put a condition in the approval that the entire paving needs to be completed within a certain time frame. A recommendation was made that a bond be put place before the work begins.

A question was asked about the handicap parking spots. These need to be clarified on the plans and updated. There was also a recommendation that there needs to be a pedestrian ramp in front of Ocean State area. The snow storage was next discussed. Where it is currently proposed, it will take over the planting area at the Rt. 109 location. There needs to be more information on the details of this area. A question was asked about the width of the driveway isle on east side of plaza where Rocky's is looking to add an outdoor garden center and propane tank filling area. One of the plans referenced the width as 20 ft. and the other has 23 ft. This needs to be clarified. The applicant communicated that they are not part of the above noted Rocky's plan.

The applicant will not be providing any more information on the lighting. The Board reminded the applicant that there is a lighting bylaw which needs to be met. The applicant communicated that this is a grandfathered lot and does not need to meet the bylaw. The Board disagrees and informs the applicant that the bylaw needs to be met as there are proposed changes to the lighting.

A question was asked about the fence at the west end of the site and the logic behind this being a six-foot solid fence separating Medway Place from Drybridge Crossing. The fence blocks the sight lines. The applicant responded that they are trying to clean up the appearance and thus installed the fence. This cost was \$15,000.00. The applicant thought this is what the Board wanted.

The applicant informed the Board that there will be 70 new planters installed. They would also like to continue with the food truck concept but are hesitant to put too much money into this area if there is no interest. A question was asked if the planters will be permanent or moved in the winter. There will need to be a written plan in place for the maintenance and possible storage of these planters. The applicant was informed that there is no outside storage in this area. The applicant informed the Board that he will work with Rocky's to work with both plans.

It was recommended that the hearing be continued to the August meeting.

On a motion made by Jessica Chabot and seconded by Rich Di Iulio, the Board voted unanimously to continue the hearing for the Medway Plaza to August 10, 2021 at 7:30 pm.

CONTINUATION PUBLIC HEARING - St. Joseph's Church – Minor Site Plan:

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

- Public Hearing continuation notice dated April 28, 2021
- Withdrawal letter dated July 23, 2021 from official representative Peter Bemis, project engineer.

The applicant has requested that the Board approve their withdrawal without prejudice of the site plan application. They have also asked that the filing fees be applied to a future application.

On a motion made by Bob Tucker seconded by Rich Di Iulio, the Board voted unanimously to accept the withdrawal without prejudice of the site plan submittal from St. Joseph's Church with the waiving of filing fees in the applicant applies in the future.

CONTINUATION PUBLIC HEARING - WINGATE FARM SUBDIVISION MODIFICATION:

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

- Public hearing continuation notice dated July 14, 2021.
- Letter dated July 19, 2021 from engineer Dan Merrikin
- Revised draft DENIAL decision dated July 21, 2021
- Email dated July 23, 2021 from Karyl and Gene Walsh requesting a continuation of the hearing to second PEDB meeting in August.

The Chairman opened the continued hearing for Wingate Farm Subdivision.

The applicant's representative Dan Merrikin was present by ZOOM. Mr. Merrikin explained that he is in the process of responding to the issues previously raised by the Board. He is preparing a new stormwater report and O & M plan. He is in need of time to address and complete this. It has been requested to continue this hearing to the second meeting in September.

On a motion made by Jessica Chabot, there was a motion to continue the hearing to September 28, 2021. There was no second. The motion failed.

The Board needs detailed findings in the denial decision. It was recommended to redraft this denial to focus on the length of time that has passed for the completion date of the subdivision permit. It was suggested that Susy Affleck-Childs discuss with Barbara Saint Andre the process for clarification of a denial decision.

Susy Affleck-Childs communicated to the Board that a good amount of the infrastructure has been completed and the Board has never had an application like this before and recommends providing the applicant with 8 weeks to address the stormwater and site issues. The applicant has been making steps to provide what the Board would like on this application.

On a motion made by Jessica Chabot, seconded by Bob Tucker, the Board voted to continue hearing for Wingate Farm to September 28, 2021 at 7:00 pm. (Member Di Iulio voted nay)

CONTINUATION PUBLIC HEARING - THE SETTLEMENT SITE PLAN AND MIXED-USE SPECIAL PERMIT:

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

- Public Hearing continuation notice dated 5-25-21
- Letter from applicant's representative Dan Merrikin dated July 19, 2021 requesting continuation to first meeting in August.

The Board is in receipt of a request from the applicant to continue the hearing to the first meeting in August.

On a motion made by Rich Di Iulio, seconded by Jessica Chabot, the Board voted unanimously to continue the hearing for the Settlement Site Plan and Mixed-Use Special Permit on August 10, 2021 at 8:30 pm.

CONTINUATION PUBLIC HEARING PHYTOPIA – 6 INDUSTRIAL PARK ROAD:

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

- Public Hearing Continuation notice dated July 14, 2021
- Reduced parking special permit application dated May 1, 2021.
- Parking memo from Attorney Ted Cannon dated July 8, 2021
- Parking Evaluation Memorandum prepared by MDM Transportation Consultants dated May 12, 2021.
- Tetra Tech review letter dated July 1, 2021 prepared by Courtney Sudak
- Cultivation Facility Parking Guidelines Summary prepared by Tetra Tech, dated July 13, 2021.
- Additional information on municipal parking requirements for marijuana cultivation facilities prepared by Morgan Harris, CED staff.

- Letter from Attorney Ted Cannon dated July 22, 2021 in response to Tetra Tech's July 1 review letter.

The Chairman opened the continued public hearing.

Attorney Ted Cannon was present representing the applicant.
Daniel Dumais, P.E. – Senior Project Manager for MDM Transportation Consultants was present and provided a presentation.

The applicant provided a screen share of the parking presentation. (**See Attached**) During Phase 1, there will be 53 employees. The peak parking demand is 30 vehicles. During Phase 2, there will be the need for parking for an additional 34 employees. The peak demand for parking vehicles is 19. A chart was provided for the parking analysis comparing a variety of locations ex. Abington, Becket, Belmont, and Dartmouth. There was also an auto turn analysis provided for the fire vehicles.

MDM Transportation Consultants provided a letter dated July 27th in response to the Tetra Tech review letter dated July 1, 2021. Phase 1 includes the occupancy of 53,128 sf of floor area. Under the Phase 1, the facility is anticipated to operate 8:00 am to 8:00 pm. During Phase 2 the employment levels would result in approximately 87 total employees operating over two shifts. With Phase 2, the hours of operation at the facility will expand to 6:00 am to 11:30 pm with shift times staggered by 30 minutes. The resulting shifts times would be 6:00 am to 2:30 pm and 3:00 pm to 11:30 pm. The project will include approximate 2-3 company vehicles which will be assigned to park within designated on the lot. There will be no parking on the street.

There was a suggestion to have angled parking and possible one way on Jayar Lane. The applicant is confident that this current plan accommodated all the turning movements. This industrial park has low traffic volumes. The applicant will maintain the 24 ft. aisle. They do not want to add more impervious area.

The Board was informed that the applicant met with the DRC last week. There is a concern that there is one entrance and parking in the back. There needs to be a sidewalk to assist with pedestrians going from the parking lot at the back of the site to the entrance at the front of the site. The applicant communicated that one option is to have a walkway installed for safety. This will be included as part of a comprehensive revision.

The plans need to be provided to the Fire Chief for comments. The applicant is in the process of reviewing and addressing the comments from Tetra Tech.

Tetra Tech provided the following comments prepared by transportation engineer Courtney Sudak who was present via ZOOM.

- The parking memo and site plans do not reference any proposed electric vehicle parking spaces.
- The applicant should conduct Auto Turn analyses for the Town's largest emergency apparatus and delivery vehicle anticipated at the site to ensure safe circulation.
- The handicap parking space on the easterly end of the parking aisle does not have adequate room to exit the space without conflicting with vehicles entering the driveway.

The applicant will prepare a memo addressing the comments from Tetra Tech.

The topic for the next meeting will be groundwater and security. There was a suggestion to discuss the security in executive session due to the sensitivity of the topic. Susy Affleck-Childs will ask Town Counsel about this. Another option would be to hold meeting fire and police with one member of the Board (Member Tucker) and then this can be reported back to the Board. The Board was amenable to this idea as was the applicant.

On a motion made by Jessica Chabot, seconded by Rich Di Iulio, the Board voted to continue the hearing to August 10, 2021 at 8:45 pm.

CONSTRUCTION REPORTS:

The following construction reports were provided: (**See Attached**)

- Tetra Tech inspection report for 7-13-21 site visit at Salmon Willows.
- Tetra Tech inspection reports for 7-13-21 and 7-19-21 21 site visits at William Wallace Village
- Tetra Tech inspection report for 7-13-21 site visit at Evergreen Village.
- Tetra Tech inspection reports for 7-13-21 and 7-19-21 21 site visits at Choate Trail subdivision.
- Tetra Tech Inspection report for 7-13-21 site visit at Harmony Village.

William Wallace:

There were erosion issues on site. This will be addressed on site. The Consultant will be on site tomorrow. There is a stockpile of excavated material and material from demolition which is present throughout the site. There was a cease-and-desist order issued by Conservation due to insufficient erosion control measures. This is being addressed.

42 Highland St./Choate Trail Subdivision

The silt sacks will be installed. There were traces of sediment at the construction entrance due to the wet conditions. The binder will be installed. The project is moving along.

Evergreen Street:

The stormwater chambers were delivered.

Harmony Village:

The applicant is working on the drainage. The compost filter socks have been installed along the western and southern portions of the site and appear to be in good condition.

20 Broad Street:

There was a preconstruction meeting. A formal schedule will be provided.

21 Trotter Drive:

The Conservation Agent is looking at the erosion on site. There is still some oil sheen on site and this will possibly be tested.

DISCUSSION OF TREE REPLACEMENT FORMULA:

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

- Table summarizing a collection of tree replacement formulas from various communities.

The Board is in receipt of a variety of tree replacement formulas from different towns. The goal to update the current tree replacement formula in the Subdivision Rules and Regulations along with the Site Plan Rules and Regulations. It was suggested that the Town of Wrentham and Concord had a very straight forward and easy to read regulations. The regulations have language about “protected trees”. The Board discussed that there are trees which become dangerous at a certain height especially pine trees.

It was noted that the Conservation Commission is working on a bylaw about tree preservation. This will be discussed at the PEDB’s September 14, 2021 meeting. There was a suggestion to talk with the tree warden. The Board is in favor of keeping the payment in lieu option. There should be discussion about type of trees work together and which do not. There should not be any invasive species included in trees to be protected. There was a recommendation to put some language into the master plan document as well. Susy Affleck-Childs will work on some draft language.

BATTERY ENERGY STORAGE SYSTEM - STATUS

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

- Request for Quote issued 7-22-21

The Board was informed that the RFQ has been sent to 14 firms. Quotes are due August 2. The plan is to select the firm and have a contract approved by the Select Board on August 9, 2021.

ZONING FOR FALL TOWN MEETING:

The Board was informed that the schedule for town meeting has not been determined but draft articles are usually due in mid-September. The Town Meeting date is November 8, 2021.

The expected amendments include:

- Environmental Standards
- BESS
- Housekeeping items
- Updated provisions for outdoor dining
- Minor revisions to the façade review section of the Site Plan Review provisions as recommended by the Design Review Committee

Member Gay continues to work with the consultants on the Environmental Standards. The goal is to work on how to model noise and measure it. There will be modeling of four sound distance points of origin. This will include measurement from the outside in. There needs to be a reference point. The noise consultants (Jeff Komrower of Noise Control Engineering and Andy Caballaria of Acentech) will agree on the design modeling and will validate and run the model. This will be placed on the August 24, 2021 agenda for discussion. The Board was informed that

Building Commissioner Jack Mee is still concerned about the odor bylaw. It was suggested that funds be used to pay a consultant to address his concerns.

RE: the BESS work, there is a concern that the October 15th deadline will not be able to be met. There was a suggestion to prepare a modest bylaw change to address immediate concerns about BESS in the existing Energy Resource zoning district and proceed with a more complete proposal for the Spring meeting. Currently, BESS is allowed in energy district without any provisions or limitations.

Member Chabot asked for the Board to review the entire table of uses in the Energy Resource District since there are many things allowed by right. The immediate goal would be to have some of the uses as Special Permit.

Resident Paul Yorkis, owner of 39 Alder Street, communicated he was not able to attend the PEDB meeting when the Board discussed the use variance petition to the ZBA for 39 Adler Street. This application was ultimately denied by the ZBA. Mr. Yorkis would like to have a construction equipment business from Hopedale be able to locate there. This business leases construction equipment and needs some outside storage. The business will have 18 employees. Mr. Yorkis stated the use is not a contractor's yard, but there is no definition in the Zoning Bylaw or the Table of Uses which fits this type of business. There was a recommendation that Mr. Yorkis provide a definition for this type of business for the Board's consideration. Board members indicated that the Hopedale business also rents and sells construction equipment.

MASTER PLAN UPDATE:

The Board was informed that there was a very productive Master Plan Committee meeting held on July 26th. The meeting focused on reviewing the Existing Conditions report. Comments were submitted to the consultant by committee members and staff. The comments will be addressed in a detailed report with matrix. There has been a lot of community outreach completed. All continue to be encouraged to fill out the survey. There is an opportunity to host a "meeting in a box". It is suggested to only have 4 or 5 people as part of this meeting. There is an online "crowd mapping" activity which has been a successful activity for the town. There were over 70 comments or tags and 30% were about the plaza. There was a recommendation to put something on the website about completing of the survey. The last day to complete the survey is September 6, 2021. There will be fliers distributed at the recycling center. There will also be an insert put within the water bills.

PEDB MEETING MINUTES:

July 13, 2021:

On a motion made by Matt Hayes and seconded by Bob Tucker, the Board voted unanimously to approve the PEDB meeting minutes of July 13, 2021 as revised.

FUTURE MEETING:

- August 10, 2021

ADJOURN:

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

The meeting was adjourned at 9:52 pm.

Prepared by,
Amy Sutherland
Recording Secretary

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



July 27, 2021

**Medway Planning & Economic Development Board
Meeting**

Public Hearing Continuation
Medway Place Shopping Plaza Site Plan
98, 108 and 114 Main Street

- Notice dated 6-25-21 to continue the public hearing to 7-27-21
- Cover letter dated 7-14-21 from attorney Gareth Orsmond provided with the supplementary Site Plan submittal
- Supplemental Site Plan narrative overview dated 7-14-21
- Revised Landscape Plan dated 7-13-21 prepared by Howard Stein Hudson
- Revised Temporary Seating Plan dated 7-13-21 prepared by Howard Stein Hudson
- Tetra Tech review letter dated 7-21-21 re: revised site plan submittal
- PGC review letter dated 7-22-21 re: revised site plan submittal

NOTE – The deadline for PEDB action on this site plan is September 30, 2021

Board Members

Andy Rodenhiser, Chair
Robert Tucker, Vice Chair
Richard Di Iulio, Clerk
Jessica Chabot, Member
Matthew Hayes, P.E., Member
Thomas Gay, Associate
Member



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TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
PLANNING AND ECONOMIC
DEVELOPMENT BOARD

MEMORANDUM

June 25, 2021

TO: Stefany Ohannesian, Town Clerk
Town of Medway Departments, Boards and Committees
FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator
RE: **Public Hearing Continuation for Medway Place Shopping Plaza Site Plan**
98, 108 and 114 Main Street
Continuation Date – Tuesday, July 27, 2021 at 7:00 p.m.

At its June 22, 2021 meeting, the Planning and Economic Development Board voted to continue the public hearing on the application of Medway Realty LLC of Boston, MA for approval of a major site plan for proposed site improvements at the Medway Place shopping plaza to Tuesday, July 27, 2021 at 7:00 p.m.

Proposed are a series of changes in the layout of and landscaping for the Medway Place parking lot as a result of the recently completed Route 109 improvement project. The proposed parking lot work will align the plaza's parking space layout with the Mass DOT constructed boulevard style main entrance. Also proposed are new stormwater management controls to treat stormwater collected from the parking lot before it is discharged to the Town's municipal storm drain system. Other site improvements will include landscaping and electric vehicle charging stations.

The site plan and landscaping revisions are shown on *Medway Place Site Plan and Landscape Plan* dated October 16, 2019, last revised April 22, 2021 by Howard Stein Hudson of Boston, MA. The *Drainage Improvement Plan for 98, 108 and 114 Main Street* is dated September 7, 2019, last revised March 2, 2021 and was prepared by Grady Consulting, LLC of Kingston, MA. The documents are on file with the Medway Town Clerk and the Community and Economic Development office at Medway Town Hall. The information is also posted at the Planning and Economic Development Board's page at the Town's web site at: <https://www.townofmedway.org/planning-economic-development-board/pages/medway-plaza-site-plan>

As a result of the public hearing discussions and consultant review comments, the applicant is revising the site plan. It is expected to be submitted to the Board by July 9th. Upon receipt, I will notify you; the revised plan will be posted to the Board's web page for your review. The Board welcomes any review comments you wish to provide.

Please don't hesitate to contact me if you have any questions. Thanks.

Gareth I. Orsmond

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Admitted in: MA, NH

July 14, 2021

By Electronic Mail

Andrew Rodenhiser, Chair
Town of Medway Planning and Economic Development Board
Town Hall
155 Village Street
Medway, MA 02053

Re: Medway Plaza, 98, 108, 114 Main Street, Medway, Massachusetts
Application for Major Site Plan Review

Dear Chairman Rodenhiser and Board Members:

On behalf of Medway Realty LLC, I submit the following materials in connection with the above-referenced application:

1. Plan entitled “Site Plan & Landscape Plan”, Sheets C1.00 and C2.00, dated July 13, 2021; and
2. Document entitled “Supplementary Site Plan Submittal”, dated July 13, 2021;

Medway Realty has made a good faith effort to address the comments made by the Board and others on the plans and materials submitted to date and to explain its position where it disagrees with a comment.

As I have said, this can be viewed as part of an ongoing effort to make improvements at Medway Place. It is not practical – nor is it necessarily wise – to do too much at once. To that end, if the Board approves the revised site plan, I urge the Board to consider including a condition allowing Medway Realty to make some changes to the Revised Site Plan where approved by the Administrative Site Plan Review Team or the Design Review Committee, whichever the Board thinks is most appropriate, while retaining the right of either the Administrative Site Plan Review Team or the Design Review Committee to refer a proposed change to the full Board for consideration.

Andy Rodenhiser, Chairman
July 13, 2021
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Thank you for your attention to this matter.

Very truly yours,



Gareth I. Orsmond

GIO/smg

SUPPLEMENTARY SITE PLAN SUBMITTAL
July 14, 2021

MEDWAY REALTY, LLC
SITE PLAN REVIEW APPLICATION DATED OCTOBER 28, 2019

I. UPDATED PROJECT NARRATIVE

Medway Realty LLC (“Medway Realty”) provides this updated project narrative in connection with its revised site plan entitled “Site Plan & Landscape Plan”, Sheet C1.00, dated July 13, 2021 (the “Revised Site Plan”).

Background

In October 2019, Medway Realty submitted an application for major site plan review (the “Application”) under reservation of rights, and a plan entitled “Site Plan & Landscape Plan,” Sheet C1.00,” dated October 15, 2019 (the “Initial Site Plan”). The Initial Site Plan shows changes to the existing parking lot that Medway Realty believes it can do by right (i.e., without site plan review) to realign the main driveway and the existing parking spaces. The realignment is necessary due to changes made to Medway Plaza’s main entrance in connection with MassDOT’s Route 109 project and the taking of approximately 5,668 square feet of land for permanent easements over Medway Plaza.

After Medway Realty submitted the Initial Site Plan, further review of the Application was put on hold while Medway Realty focused on designing and obtaining approval for stormwater improvements during the COVID-19 pandemic. Medway Realty designed a new stormwater system to comply with the Town’s evolving stormwater management program, which the Town, in turn, adopted to comply with the requirements imposed by the U.S. Environmental Protection Agency’s Municipal Separate Storm Sewer System (“MS4”) program.¹ Medway Realty’s proposed stormwater improvements were reviewed in detail by the Town’s Department of Public Works (the “DPW”) and Tetra Tech (the DPW’s and the Board’s engineering consultant). On March 17, 2021, the DPW issued Medway Realty an MS4 connection and discharge permit, Permit No. MAC020000018 (the “MS4CD Permit”). The MS4CD Permit approves Medway Realty’s proposed stormwater improvements.

Having addressed stormwater to the DPW’s satisfaction, Medway Realty reviewed the comments that it had collected from the Board, the Board’s peer review consultants, and Town staff regarding improvements that they would like to see for the parking lot. On April 22, 2021, Medway Realty submitted a revised site plan entitled “Site Plan & Landscape Plan,” Sheet C1.00, last revised April 22, 2021 (the “April 2021 Site Plan”).

¹ The Town first adopted regulations for MS4 connection and discharge permits in January 2020. Medway Realty filed an application on the Town-provided forms on May 13, 2020. In reality, Tetra Tech had been reviewing the proposed stormwater improvements since the date of the Application. In October 2020, the Town revised its MS4 connection and discharge regulations.

In response to comments, the April 2021 Site Plan proposed considerably more changes in the landscaping and layout of the parking lot than the Initial Site Plan. On May 3, 2021, Medway Realty appeared before the Design Review Committee to discuss the April 2021 Site Plan. On May 11, 2021, the day of the continued public hearing on the Application, Medway Realty received the following comment letters: (a) a letter dated May 10, 2021, from Matthew Buckley, Chair of the Design Review Committee; (b) a memorandum dated May 7, 2021, from Susy Affleck-Childs, Planning and Economic Development Coordinator; (c) a letter dated May 4, 2021, from PGC Associates, LLC; and (d) a letter dated December 10, 2019, revised May 6, 2021, from Tetra Tech (collectively, the “Comment Letters”)

On May 11, 2021, Medway Realty appeared before the Board at a public hearing on the April 2021 Site Plan. At the hearing, some Board members offered additional comments.

Summary of Revised Site Plan

In an effort to be responsive to the Comment Letters and the Board’s verbal comments at the May 11th hearing, Medway Realty submits the Revised Site Plan while continuing to reserve its rights (Section III below). Specific responses to the Comment Letters and the verbal comments are set forth below. The Revised Site Plan addresses many of these comments, but ongoing operations, contractual commitments, and cost considerations make it infeasible for Medway Realty to satisfy all comments.

The Revised Site Plan proposes many improvements over existing conditions. These include, but are not limited to, the following:

- Medway Realty will plant 22 kousa dogwoods in the locations identified on the Revised Site Plan.
- Medway Realty will widen both the east and west entrances to Medway Plaza to 20 feet to provide better emergency access.
- Medway Realty will change the landscaping in the approximately 20-foot wide passageway between Ocean State Job Lot and the adjacent building to grass and/or soft, low-lying plants that will not interfere with the use of this passageway by emergency vehicles.
- Medway Realty will improve the west side of the property with a six-foot high cedar fence, which is the same fencing on the Cumberland Farms property cited by the Board.
- Portions of the parking lot will be reserved for flex space and will be cordoned off by large concrete planters for use as outdoor seating and for food trucks, in the event those uses receive all other necessary approvals.

- Medway Realty will landscape the areas surrounding the monument signs with Virginia Rose, Glabra Shamrock, and Coronation Gold Yarrow, all low-lying plants that will not obstruct the signs.
- Medway Realty will build a custom-designed shed to contain the equipment serving the on-site well that Medway Realty installed at its cost to irrigate landscaping (since town water cannot be used for this purpose). This design will be submitted for further review and approval to ensure integration with other site improvements.
- Medway Realty will install landscaped beds with granite curbing at the end aisles (except in a few locations where they would interfere with emergency access) and between adjacent parking rows to prevent drivers from driving through parking spots.
- Medway Realty will make the parking spaces perpendicular to the aisles instead of angled, and will increase the aisle width to 24 feet except where an aisle is limited to one-way traffic.
- Medway Realty will landscape the front of the parking lot adjacent to Route 109 as shown on the Revised Site Plan.
- Medway has added bike racks and motorcycle parking, and has identified two separate locations where electrical vehicle charging stations will be located in the near future.

II. RESPONSE TO COMMENTS

A. LETTER BY PGC ASSOCIATES, LLC, DATED MAY 4, 2021

1. **The project qualifies for major site plan review since it involves “The redesign of the layout/configuration of an existing parking lot of forty or more parking spaces,” as specified in Section 3.5.3.c of the Zoning Bylaw.**

RESPONSE: *See Section III, Reservation of Rights.*

2. **Section 204-5-A of the Site Plan Rules and Regulations requires a cover sheet. The applicant has requested a waiver. However, a cover sheet could consolidate the separate sheets that have been submitted into a cohesive set, as well as list waivers and provide other identifying information.**

RESPONSE: Medway Realty believes that a cover sheet is not necessary given the nature of changes proposed, but if this is important to the Board, Medway Realty will provide a cover sheet listing the approved plans and waivers as a condition of site plan approval.

3. **Section 204-5-D(8) specifies the contents of a landscape plan. A waiver has been requested. Most of the required information has been presented. A waiver of the requirement for a Landscape Architect may be appropriate, but another requirement that should be complied with is a maintenance program to ensure the viability of the new plants. I haven't seen a maintenance program, but an irrigation well has been installed to ensure the plants are watered.**

RESPONSE: Medway Realty does not believe that a written "maintenance program" is necessary to ensure the viability of the new plants. It went to the considerable effort of having an on-site irrigation well approved by the Board of Health, which in and of itself required engaging specific engineering expertise. Medway Realty does not intend to install the landscaping and the irrigation well only to have the new plantings die. Nonetheless, to the extent that a written plan is important to the Board, Medway Realty would agree to produce one as a condition of site plan approval.

4. **Section 205-5-D(13) requires details of certain site amenities. Among these are bike racks. Details of the proposed bike racks should be provided. A detail of the bike racks has now been provided.**

RESPONSE: This appears to be resolved.

5. **Section 205-5-D(14) requires a master signage plan. While new signage is not proposed, one element of the signage plan is "standards for tenant signs." These could be established. Directional and instructional signage within the parking lot is shown.**

RESPONSE: Although Medway believes that the requirement for a master signage plan is beyond the scope of proposed changes in a parking lot to address the misalignment caused by the Route 109 project, Medway Realty will provide the Board with a master signage plan prior to the hearing.

6. **Section 207-13-G(3)(a) requires parking drive aisles to be 24 feet wide. Most of the aisles are one-way for angle parking and those aisles are 18 or 19 feet wide. Section 207-13-G(2)(b) allows for angle parking if the applicant can show proper maneuverability can be achieved. However, pull through angle parking is not allowed. It is not clear if this is achieved. The aisles are now 24' wide except for one-way aisles.**

RESPONSE: This appears to be resolved. Notably, in addition to increasing the aisle width, Medway Realty will realign the parking spaces so that they will be perpendicular to the aisles, and will install granite

curbing and raised landscaping between adjacent parking rows to prevent vehicles from driving through the rows.

7. **Section 207-13-I requires electric charging stations. Under the formula, 9 charging stations are required for 400-500 spaces. Electric charging stations providing 9 charging ports are now included in the plan.**

RESPONSE: Medway Realty has proposed a total of nine charging stations. In response to comments, the charging stations will be split up into two locations, as shown on the Revised Site Plan. Medway Realty would agree to a condition that the charging stations be installed and operable within five years. Prior to resurfacing the relevant portion of the parking lot, Medway Realty will put in place the conduits necessary to connect these charging stations to the grid when installed.

8. **Section 207-19-B(2) requires perimeter landscaping around the entire site. The plan now shows perimeter landscaping along most of the Main Street frontage. The areas are labeled as “Landscaped area”, but details of the landscaping are not provided.**

RESPONSE: The Revised Site Plan includes substantial landscaping in light of the existing conditions and shows what plants and flowers will be planted in these areas.

9. **Section 207-19-C(1)(a) requires that a minimum of 10% of internal parking area shall be provided as landscaped island areas, exclusive of perimeter landscaping. 207-19-C(1)(b) requires landscape islands at the ends of rows with more than 15 parking spaces. ... Section 207-19-C (1)(d) requires at least 1 deciduous shade tree per 6 parking spaces. ... The plan says there are 433 spaces so 72 trees would be required. There are 22. The parking rows now have landscaped islands except for the three rows in front of Ocean State Job Lot. The applicant says that contractual obligations preclude the islands at these locations.**

RESPONSE: Medway Realty believes that the proposed landscaping, consisting of 22 kousa dogwoods, raised landscape islands at the end of aisles except for those few aisle ends by Ocean State Job Lot, raised landscape areas between parking rows, and other features is appropriate given the reason for and the scope of changes in the parking lot. Medway Realty has not proposed raised landscape islands at the end of the parking rows near Ocean State Job Lot due to concerns with emergency vehicle access, not contractual obligations. However, the absence of trees in the portion of the parking lot that primarily serves Ocean State Job Lot is due to concerns with contractual obligations.

10. **Section 207-19-C(2) requires perimeter landscaping to screen parking areas to prevent direct views of parked vehicles from streets and sidewalks. Perimeter landscaping is now provided. The details are not shown so it is not clear if screening of parking areas is achieved. The row along Main Street on the easterly side of the sight does not have landscaping. It should be noted that two of the three parking rows along Main Street are also proposed to serve as temporary outdoor dining sites.**

RESPONSE: Medway Realty has provided perimeter landscaping consisting of primarily low-lying plantings due to the low building height and contractual obligations prohibiting visual obstruction of storefronts. Where these issues are not a cause for concern, Medway Realty has proposed taller plantings, including a kousa dogwood by the eastern property boundary. Medway Realty believes that the extent of perimeter landscaping is appropriate given the reason for and the scope of changes in the parking lot.

11. **Section 207-19-F specifies the allowable species of trees. The proposed honey locusts are not on the list. However, alternatives are allowed to be proposed if they are more suitable to the site. The Board may seek advice from the Tree Warden on this issue. Honey locusts are still proposed and may be acceptable.**

RESPONSE: Medway Realty originally selected the honey locusts and other landscaping features to match the landscaping installed by MassDOT as part of the Route 109 project. However, due to comments about the canopy width and potential interference with emergency vehicle access to the site, Medway Realty now proposes kousa dogwoods in place of the honey locusts. Kousa dogwoods are on the list set forth in Section 207-19-F of the Site Plan Rules.

12. **Section 207-19-I specifies that tree size shall be at least 2 ½” caliper and 12 feet in height upon planting. No specifications for the proposed trees are provided.**

RESPONSE: Medway Realty would agree to a condition requiring that the trees planted be at least 2½” caliper and 12 feet in height upon planting.

B. LETTER BY TETRATECH DATED DECEMBER 10, 2019 (REVISED JANUARY 29, 2020 and MAY 6, 2021)

SITE PLAN REVIEW

- 1. A Development Impact Statement has not been provided. A waiver has been requested from this Regulation. (Ch. 200 §204-3.F)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, pp. 5-6.²

- 2. The applicant has requested a waiver from providing Stormwater Documentation. However, a Report has been provided and contains the necessary documents. (Ch. 200 §204-3.G)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, p. 6. Additionally, since the Application was filed, Medway Realty applied for the MS4CD Permit, underwent substantial technical review, and, after all issues were resolved, was granted the MS4CD Permit.

- 3. A Construction Management Plan has not been provided. A waiver has been requested from this Regulation. (Ch. 200 §204-3.H)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, p. 6. Medway Realty does not believe that a construction management plan meeting the requirements of the Site Plan Rules is necessary given the limited scope of the construction. However, if the Board feels a construction management plan is necessary, Medway Realty would agree to provide a construction management plan for review and approval by the Building Department as a condition of site plan approval prior to commencing construction.

- 4. Earth Removal Calculations have not been provided. It does not appear this regulation is applicable to this site. A waiver has been requested from this Regulation. (Ch. 200 §204-3.I)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, p. 6. Medway Realty agrees that this regulation is not applicable.

² The Project Narrative is part of the Application filed on October 28, 2019.

5. **Earth Fill Estimates have not been provided. It does not appear this regulation is applicable to this site. A waiver has been requested from this Regulation. (Ch. 200 §204-3.J)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, p. 6. Medway Realty agrees that this regulation is not applicable.

6. **A copy of an Oder of Resource Area Delineation (ORAD) from the Medway Conservation Commission has not been provided. It does not appear this regulation is applicable to this site. A waiver has been requested from this Regulation. (Ch. 200 §204.3.K)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, p. 7. Medway Realty agrees that this regulation is not applicable.

7. **A cover sheet has not been provided. (Ch. 200 §204-5.A)**

RESPONSE: *See* Response A.2 above.

8. **A Site Context Sheet has not been provided. However, the Plan provides the necessary information that would be present in the Site Context Sheet. A waiver has been requested from this Regulation. (Ch. 200 §204-5.B)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, p. 7. Medway Realty agrees that the plans provide the necessary information.

9. **An Existing Conditions Sheet has not been provided. However, due to the nature of work proposed, the Plan clearly shows the existing infrastructure on the project site and abutters. A waiver has been requested from this Regulation. (Ch. 200 §204-5.C)**

RESPONSE: Since this comment was made, Medway Realty prepared a detailed survey and existing conditions plan as part of the application for the MS4CD Permit. Medway Realty submitted this plan to the Board previously.

10. **Site grading has not been provided on the Plan. It does not appear this regulation is applicable to this site as existing grades are being maintained at the site. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.2)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, p. 7. Medway Realty agrees that this regulation is not applicable.

- 11. An Erosion and Sediment Control Plan has not been provided. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.5)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, p. 7. Medway Realty has provided an erosion and sediment control plan in connection with the MS4CD Permit, as shown on a plan included with this submittal, and will provide similarly appropriate erosion and sediment controls in consultation with the Town for site plan improvements. Aside from the implementation of stormwater controls, which is controlled by the MS4CD Permit, Medway Realty anticipates very little excavation and therefore does not believe that an additional erosion and sedimentation control plan (that is, one separate from the MS4CD Permit erosion and sediment control plan) is necessary, but will agree to a condition requiring that the MS4CD erosion and sedimentation control plan be modified to the extent necessary and reviewed and approved by the Building Department prior to construction.

- 12. A Post Construction Stormwater Management Plan has not been provided. However, an operations and maintenance plan has been provided during construction and post-construction for the proposed drainage system in the Report. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.6)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, p. 7. In addition, this comment was responded to separately by letter dated January 10, 2020, from Darren Grady, P.E., and an operations and maintenance plan was provided and approved in connection with the MS4CD Permit. In addition, Tetra Tech has since stated that this item has been resolved.

- 13. A Site Utilities Plan has not been provided. It does not appear this regulation is applicable to this site as existing utilities will remain. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.7)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, pp. 7-8. Medway Realty agrees that this regulation is not applicable

- 14. A Landscape Plan has not been provided. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.8)**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, p. 8. Landscaping information is shown on the Revised Site Plan.

15. **Applicant is requesting waivers from Ch. 200 §204-5.D.9 through Ch. 200 §204-5.D.20. It does not appear these regulations are applicable to the scope of work for this Project.**

RESPONSE: The reasons for the waiver request are stated in the Project Narrative, pp. 8-9. Medway Realty agrees that these regulations are not applicable.

STORMWATER REVIEW MA DEP Stormwater Standards

16. **The Applicant shall provide third-party testing to confirm Total Suspended Solids (TSS) removal rates for the proposed Stormceptor Water Quality Units (Stormceptors) as well as removal efficiencies for nutrients and heavy metals as described in the Stormwater Report. Consistent rainfall data shall also be used to size the structures, Blue Hill and Worcester were both used in the sizing. (Standard 4, Vol. 2, Ch. 4, Pg. 5)**

RESPONSE: This comment was responded to separately by letter dated January 10, 2020, from Darren Grady, P.E. Tetrtech provided additional comment, and has since stated that this item has been resolved.

PEDB Stormwater Regulations Review (Ch. 200 §207-14)

17. **The Applicant has not incorporated Low Impact Development Techniques into the design of the drainage modifications. Subarea D does not appear to be captured and treated in the proposed plan. This portion of the site slopes toward Route 109 and the landscaped islands adjacent to the roadway which could be used as rain gardens or other LID treatment with careful design. (Ch. 200 §207-14.B)**

RESPONSE: This comment was responded to separately by letter dated January 10, 2020, from Darren Grady, P.E. Tetrtech provided additional comment, and has since stated that this item has been resolved.

Town Stormwater Management and Land Disturbance Bylaw Review (Article 26)

18. **The proposed plan does not appear to be disturbing greater than 20,000 sf and would not apply to the Bylaw. However, it appears the intention of the Project is to address disconnection of illicit discharges to the Municipal Separate Storm Sewer System (MS4).**

RESPONSE: This comment was responded to separately by letter dated January 10, 2020, from Darren Grady, P.E. Tetrattech provided additional comment, and has since stated that this item has been resolved.

General Stormwater Comments (Article 26)

19. **There is no mention in the Stormwater Report if the site could reduce peak rate impacts to the MS4. The site is nearly entirely impervious, and soil and groundwater elevation encountered during the test pitting do not completely rule out providing subsurface recharge at the site. We believe the Applicant could provide recharge and/or detention through use of rain gardens or subsurface infiltration systems to help reduce peaks, increase water quality and delay discharge to the MS4 to help reduce impact to the system.**

RESPONSE: This comment was responded to separately by letter dated January 10, 2020, from Darren Grady, P.E. Tetrattech provided additional comment, and has since stated that this item has been resolved.

GENERAL COMMENTS

20. **The proposed striping and berm addition are not included on the Plans provided.**

RESPONSE: At the time it made this comment, Tetra Tech apparently did not have a copy of the Initial Site Plan accompanying the Application. Tetrattech has stated that this item has been resolved.

21. **We recommend the applicant provide erosion control measures to protect existing catch basins from sediment-laden stormwater that may develop during excavating. If excavated material is anticipated to be stockpiled within the existing parking lot, we recommend the applicant to also provide stockpile control measures that will prevent sediment from traveling off-site.**

RESPONSE: *See Response B.11 above.*

ADDITIONAL COMMENTS

22. **The Applicant has not provided an Erosion and Sediment Control Plan associated with construction activities for improvements. (Ch. 200 §204-5.D.5)**

RESPONSE: *See Response B.11 above.*

**C. LETTER DATED DECEMBER 10, 2019 FROM JOHN D. RUSSELL, ESQ.,
ADDLER POLLOCK & SHEEHAN P.C.**

- 1. The proposed reduction in said curb [adjacent to 86 Main Street] would greatly and detrimentally affect the ingress and egress to and from the Colbea Property from Route 109 and could raise traffic concerns. Further, Colbea maintains an express easement over a portion of Sunset Lane pursuant to a quitclaim deed granted to one of Colbea's predecessors in interest (Shell Oil Company) with respect to the Medway Place Property.**

RESPONSE: As shown on the Revised Site Plan, the proposed landscaping on the southeast corner of the property is now outside of the layout of Sunset Drive (a/k/a Sunset Lane). The existing sidewalk and granite curb were put in place by MassDOT and are not part of the work proposed through the Revised Site Plan. Medway Realty takes no position with respect to the easement or traffic concerns raised by the above-mentioned letter, but is respectful of any rights or concerns its neighbor may have and has addressed these concerns with respect to the work that is the subject of the Application.

**D. COMMENTS BY BOARD MEMBERS, PLANNING AND ECONOMIC
DEVELOPMENT COORDINATOR, AND PLANNING AND ECONOMIC
DEVELOPMENT DIRECTOR AT MAY 11, 2021 HEARING**

- 1. Consider sign guidelines for tenant signs.**

RESPONSE: *See Response A.5 above.*

- 2. Consider changing the proposed fence design along the property line by Ocean State Job Lot by selecting different materials or color.**

RESPONSE: Medway Realty has changed the fence design to a cedar fence along the referenced property line, in keeping with the fence approved for Cumberland Farms.

- 3. Consider changing the landscaping next to the building to allow fire department access.**

RESPONSE: As shown on the Revised Site Plan, Medway Realty has changed the landscaping to grass and other soft plantings that will allow for emergency vehicle access. Medway Realty reserves all rights with respect to the status of this passageway and maintains that the obstruction of this passageway is not prohibited by the Fire Code for the reasons that include, but are not limited to, the opinion of its fire safety engineer stated in a letter from Jensen Hughes dated March 15, 2019, a copy of which was

provided to the Fire Department at the time. Medway Realty nonetheless proposes this change in spirit of cooperation.

4. Consider screening the well water equipment differently.

RESPONSE: Medway Realty attempted to engage a firm to custom design a site-specific shed for the well water equipment but was not able to find a firm that could do the work by the time of this submittal. Medway Realty would agree to a condition that the well water equipment be contained within a custom-designed shed approved by the Administrative Site Plan Review Team or the Design Review Committee prior to installation.

5. Consider whether the trees near the main entrance provide enough clearance for the Fire Department.

RESPONSE: Medway has replaced the honey locusts originally proposed with kousa dogwoods, which have a smaller canopy and are not likely to interfere with emergency vehicle access. In addition, Medway Realty would agree to a condition requiring that the kousa dogwoods be maintained so as not to interfere with emergency vehicle access through pruning and other appropriate practices.

6. Please provide some details for the landscaping around the sign.

RESPONSE: The Revised Site Plan shows additional details of the landscaping around the two monument signs. Due to the low clearance between the signs and the ground, this landscaping is limited to low-lying plants. As a result, Medway Realty proposes a mix of Virginia Rose, Glabra Shamrock, and Coronation Gold Yarrow.

7. Please provide information on how the outdoor seating areas will be buffered and protected from motor vehicle traffic.

RESPONSE: As shown on the Revised Site Plan, Medway Realty will install large planters around the temporary outdoor dining spaces restaurant space that will protect the seated patrons and provide additional landscaping.

8. Consider making the diagonally striped area in front of the building more distinct.

RESPONSE: In light of the comments received, Medway Realty has decided not to pursue any changes in this area at this time, but will reconsider this area after gauging the use of the flex space and the food

truck areas, if the proposed activities in those areas are otherwise approved. If the Board approves the Revised Site Plan, Medway Realty encourages the Board to adopt a condition allowing Medway Realty to make changes to the Revised Site Plan where approved by the Administrative Site Plan Review Team or the Design Review Committee while retaining the right of either the Administrative Site Plan Review Team or the Design Review Committee to refer a proposed change to the full Board. Designing more outdoor space in the diagonally-striped area is the type of improvement that could be approved through such a condition.

9. Consider better screening of the trash containers behind the buildings.

RESPONSE: To the extent practicable given existing lease agreements, Medway Realty will work with tenants to screen/fence in all the trash containers. Medway Realty would agree to a condition that it make a diligent effort to incorporate language regarding proper screening and/or fencing of these areas in future leases and lease renewals.

10. Consider relocating the electric charging stations so they are spread throughout the parking area.

RESPONSE: Medway Realty has split up the charging stations on the plan so that they are located in two separate areas and would agree to a condition that all of the charging stations be installed and operable within 5 years.

11. Consider repaving the entire parking lot.

RESPONSE: While Medway Realty understands the Board's desire to have the entire parking lot repaved immediately, grinding down the existing asphalt and repaving the entire parking lot immediately is cost prohibitive for the reasons, among others, that Medway Realty has incurred huge expenses in connection with the review, approval, and construction of the stormwater improvements; the pandemic has adversely affected rental income and required Medway Realty to work with tenants facing difficult financial times; and the proposed parking lot improvements do not provide any new income to fund improvements; rather, current rents are dictated by other factors.

The Revised Site Plan shows the portions of the parking lot where Medway is willing to grind down existing asphalt and repave the parking lot immediately upon site plan approval. In addition, Medway Realty would agree to a condition that the rest of the parking lot will be repaved as the existing asphalt reaches the end of its useful life, which Medway Realty anticipates will be within five years. In the meantime, those

portions not scheduled for immediate repaving will be seal-coated and re-stripped.

12. Consider placing the wiring for the overhead lights underground.

RESPONSE: Medway Realty would agree to a condition requiring it place the overhead wires underground whenever it replaces the asphalt beneath the overhead wire. With respect to replacing the asphalt, please see Response D.11 above.

13. Please provide more information on snow management.

RESPONSE: Snow storage areas are now shown on plans included with this submittal.

E. MEMORANDUM TO BOARD DATED MAY 7, 2021 FROM SUSAN E. AFFLECK-CHILDS, MEDWAY PLANNING AND ECONOMIC DEVELOPMENT COORDINATOR

- 1. The proposed landscaping for the parking area shows 22 honey locust trees with ten of those to be planted on islands at the southern end of 5 double sided parking rows. The caliper of the trees is not noted on the landscaping table. The caliper should meet or exceed the required caliper specified in the Site Plan Rules and Regulations. Further, the quantity of parking area trees to be installed falls far short of the 72 required. The applicant should be asked to revise the landscape plan further to include some more trees to provide some additional shade in the main parking area.**

RESPONSE: See Response A.9, Response A.10, and Response A.12.

- 2. The previous review letter offered by PGC Associates from December 2019 noted the absence of a master signage plan for the property as required by the Site Plan Rules and Regulations. The recent submittal did not include any such document. This is an opportune time for the plaza owners to establish some standards for tenant façade signs for the center. The applicant should be asked to prepare such a signage plan as part of this project.**

RESPONSE: See Response A.5

- 3. The revised site plan indicates that there will be a 4' landscaped base around the two curved, previously installed monument located at the entrances to Medway Place. However, no details are provided except to indicate that the area will be sodded. That is not a sufficient or acceptable landscaping plan. This should be remedied.**

RESPONSE: See Response D.6.

4. The plan shows the location for a 6' by 5' shed to cover the irrigation controls and electrical panel. However, no details are provided. The shed is to be located at the front of the property, near the main entrance and will be readily visible to all Main Street traffic. A drawing to depict the type and design of the shed cover should be provided for review.

RESPONSE: See Response D.4.

5. Details are not provided for the fencing around the 1,600 square foot outdoor display area associated with the operation of the Rocky's Hardware store at the eastern end of the building.

RESPONSE: Medway Realty has changed the square footage to 1,200 square feet to assure proper clearance for fire trucks as shown on the Site Plan. Rocky's Ace Hardware has submitted an application for an outdoor display special permit that will be heard by the Board. Details regarding this fencing were provided to the Board in conjunction with that application.

6. The fence installation at the western edge of the site has been referred to the PEDB by the Administrative Site Plan Review Team. As installed, the solid fence appears as a barricade. Further its height poses safety concerns for pedestrians and vehicular traffic moving between Medway Place and Drybridge Crossing. A preferable fence style would be something that has openings and is fabricated from a natural color, non-shiny product. Applicant should check the Design Review Guidelines for further guidance. In addition, the site plan shows an area to the east of the fence that includes two existing trees. That stretch of fencing could be enhanced with some additional form of landscape treatment.

RESPONSE: See Response D.2 regarding the fence. The Revised Site Plan includes additional landscaping by the proposed fence.

7. The plan shows the installation of electric vehicle charging stations. However, they are all sited in one location at the southwest corner of the parking area. It would be helpful to consumers if some EVC stations were installed at other locations on the site as well.

RESPONSE: See Response A.7 and Response D.10.

**F. MEMORANDUM DATED MAY 10, 2021 TO THE BOARD FROM THE
MEDWAY DESIGN REVIEW COMMITTEE**

- 1. The DRC is pleased with the layout of parking islands and incorporation of vegetation. There are concerns regarding the relationship of traffic flow of delivery vehicles and tree canopies that should be discussed with the PEDB.**

RESPONSE: See Response D.5. Medway Realty believes that delivery vehicles will behave similarly to emergency vehicles. Medway has proposed kousa dogwoods in place of the honey locusts to address concerns about the tree canopies.

- 2. The DRC also agreed with the inclusion of the patio area by the BBQ restaurant and striping along the larger main building heading to the east. These areas need to be more well defined and planned.**

RESPONSE: See Response D.7 and Response D.8.

- 3. The DRC recommends the inclusion of larger safety barriers along these areas to protect patrons from delivery trucks who will follow this route.**

RESPONSE: See Response D.7 and Response D.8.

- 4. The DRC recommends the use of concrete planters in this area to create attractive and secure buffers. (See Cumberland Farms for similar examples.)**

RESPONSE: Medway Realty agrees. See Response D.8.

- 5. The DRC recommends to create a master signage program for the site. Incorporate the monument signs and wayfinding signs with a codified façade sign plan to create a cohesive appearance for the site. This will also create a more efficient process for new tenants processing sign permit and sign design review applications.**

RESPONSE: See Response A.5.

- 6. The monument signs at the site entry driveways should have landscaped beds and lighting incorporated at this time. This was detailed in the sign application when the signs were installed and is a requirement of the Sign Bylaw.**

RESPONSE: See Response D.6.

7. **The proposed shed to cover irrigation controls should be designed to be attractive and relate to site elements, like monument signs. The DRC requests the chance to review the structure.**

RESPONSE: See Response D.4.

8. **The DRC requests the fencing at the west property line should be of a natural color and texture. Include intermittent landscaping features on each side to break up this great length of fencing.**

RESPONSE: See Response D.2 and E.6.

9. **Fencing at new hardware store was not shown but described as black pool fencing. The DRC requested to see illustrations. The DRC also requests that no additional signage by tenant appear on this fence or any other within the site.**

RESPONSE: Rocky's Ace Hardware has submitted an application for an outdoor display special permit that will be heard by the Board. Details regarding this fencing were provided to the Board in conjunction with that application.

10. **A proposed propane filling area was discussed. The DRC notes that no additional signage should appear in this area, aside from safety indicators. Also, no signage should appear on filling tanks. The DRC requests to see detailed plans of this aspect of the site.**

RESPONSE: These matters will be discussed and determined in connection with the above-referenced special permit application.

11. **The DRC agreed that the food truck area at the front of the site would be a welcome improvement. The DRC suggests that site amenities like benches or pocket parks be added to reinforce this gathering spot and bring walking customers to the site.**

RESPONSE: Medway Realty appreciates these ideas. The food trucks require further permitting, and Medway Realty would like to see how they fare, if permitted, before investing in additional changes to the parking lot at this time. If the Board approves the Revised Site Plan, Medway Realty encourages the Board to adopt a condition allowing Medway Realty to make changes to the Revised Site Plan where approved by the Administrative Site Plan Review Team or the Design Review Committee while retaining the right of either the Administrative Site Plan Review Team or the Design Review Committee to refer a proposed change to the full Board. Benches, pocket parks, and gathering spots in the vicinity of

the food trucks are the types of changes that could be implemented efficiently in this manner if the proposed use is successful.

- 12. The DRC raised a concern that snow storage would impinge on these food truck areas. No designated snow storage areas are included on the current site plan. The DRC notes that the snow storage areas which have been traditionally positioned at the front of the site, block visibility of tenants and their façade signs.**

RESPONSE: Snow storage is now shown on plans included with this submittal.

- 13. While pleased to see electric vehicle charging stations, the DRC recommends that they be distributed throughout the site for better usage. The DRC also notes that the proposed location is too traditionally a snow storage area and would interfere with charging.**

RESPONSE: See Response A.7.

- 14. The DRC recommends that all sight lighting be made consistent and compliant with photometric regulations. All light poles should be powered through underground conduit and exterior draped wires should be eliminated. It was explained that some light poles will be moved to align with new parking scheme but exterior wiring will remain.**

RESPONSE: See Response D.11 and Response D.12.

- 15. The DRC recommends that plans be proposed for both EV stations and lighting. The DRC understands that these elements are not to be incorporated immediately but plans should be developed so they may be implemented as the site work progresses.**

RESPONSE: See Response A.7, Response D.10, and Response D.12.

- 16. The applicant indicated that repaving will only occur in disturbed areas of the site and not the entire surface. The DRC strongly recommends that the entire site be paved to create a clear and cohesive appearance. Restriping pavement over a patchwork of surfaces will create a confusing pattern and the appearance of disarray.**

RESPONSE: See Response D.11.

III. RESERVATION OF RIGHTS

In the spirit of cooperation, Medway Realty volunteered to undergo major site plan review because, in a meeting to discuss the status of potential future development, the Town Administrator and the Director of Planning and Economic Development requested that it undergo this review. In Medway Realty's opinion, there are other, lawful ways to move forward with improvements. As noted in the Application, in the letter dated February 6, 2020 from Pierce Atwood LLP, and during the public hearing, Medway Realty submits the Application, the Revised Site Plan and other materials, and makes all proposed conditions, under reservation of rights with respect to the applicability of major site plan review and the Site Plan Rules, especially (but not solely) on account of Medway Plaza's legal status as a lawfully nonconforming, pre-existing use. In addition, Article VII of Site Plan Rules applies solely to "development projects," an undefined term, and imposes a broad set of development standards on these types of projects, many of which simply refer to or incorporate zoning bylaw provisions. These standards do not apply to the proposed reconfiguration of Medway Realty's existing parking lot, which is not a "development project".

IV. WAIVERS

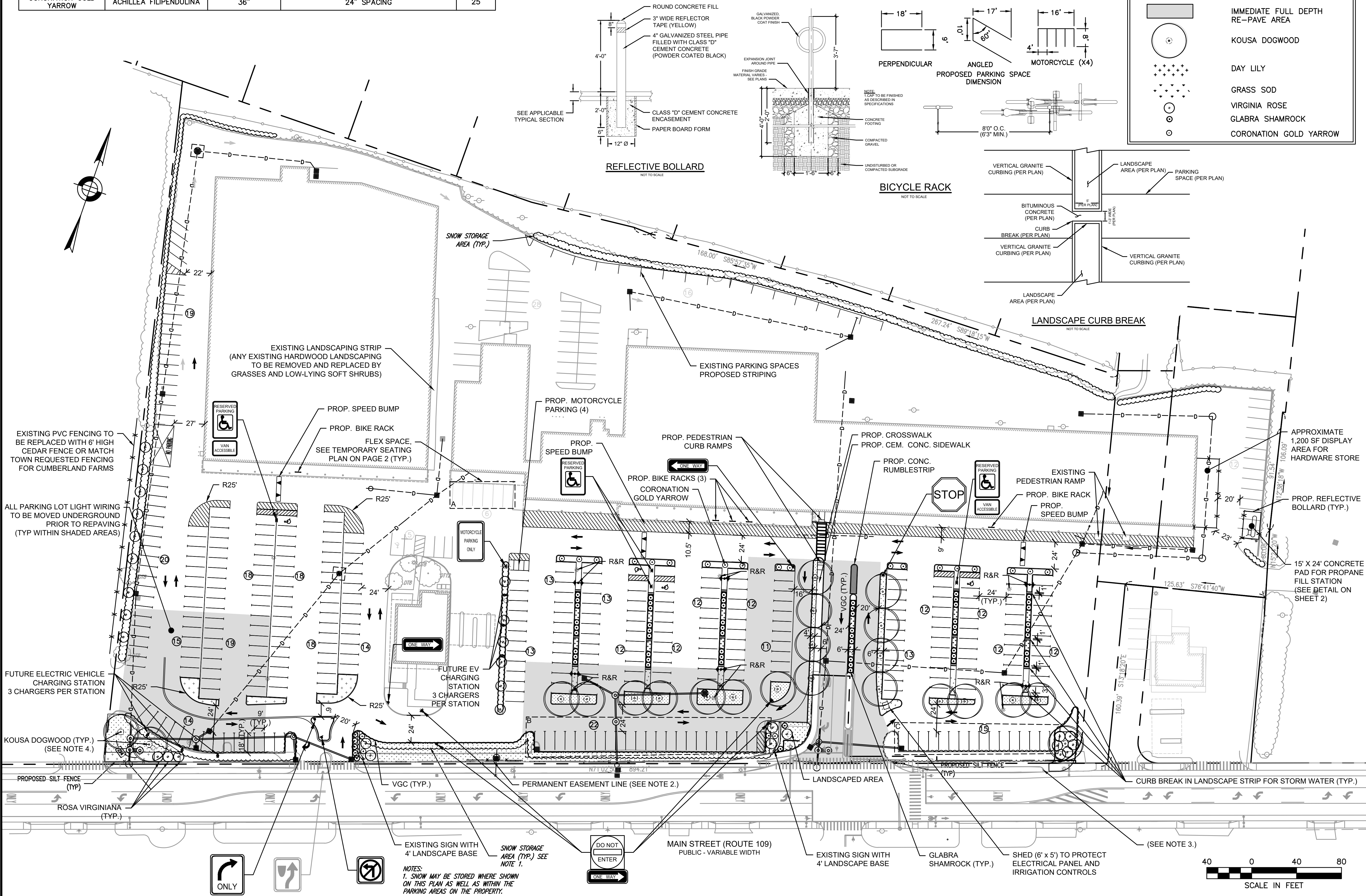
Medway Realty has reviewed the waivers requested in the Application and confirms that the requested waivers are still applicable in light of the Revised Site Plan. In addition, although Medway Realty believes that it is not a "development project" as contemplated by Section 207 of the Site Plan Rules, some comments purport to apply some of the provisions in that section. Medway Realty extends its waiver request to include all such provisions. If requested, Medway will supplement the file with formal waiver requests for these sections of Article VII.

PLANTING AREAS – PLANT LIST				
SHRUB	GENUS/SPECIES	SIZE (HEIGHT)	PLANTING SPECIFICATIONS	QUANTITY
GRASS SOD				
KOUSA DOGWOOD	CORNUS KOUSA	15'–25"	25" SPREAD	22
GLABRA SHAMROCK	ILEX GLABRA	36"–48"	36" SPACING	59
DAY LILY	HEMEROCALLIS STELLA D'ORO	12"	12"–18" SPACING	
VIRGINIA ROSE	ROSA VIRGINIANA	6–8'	96" SPACING	29
CORONATION GOLD YARROW	ACHILLEA FILIPENDULINA	36"	24" SPACING	25

- NOTES:
- EXISTING CONDITIONS INFORMATION OBTAINED FROM A SURVEY PLAN CONDUCTED BY GRADY CONSULTING LLC ON JUNE 12, 2019.
 - PERMANENT EASEMENT TAKEN BY TOWN OF MEDWAY BY ORDER OF TAKING FILED WITH THE NORFOLK COUNTY LAND COURT ON 8/18/2015, DOC. #1,335,903, AND RECORDED WITH THE NORFOLK COUNTY REGISTRY OF DEEDS AT BOOK 33407, PAGE 214.
 - EXISTING SIDEWALK AND GRANITE CURB INSTALLED BY MASSDOT AS PART OF THE ROUTE 109 PROJECT; NOT PART OF THE SITE PLAN.
 - PLANTS SELECTED TO MATCH PLANTINGS INSTALLED BY MASSDOT AS PART OF THE ROUTE 109 PROJECT.
 - ALL PROPOSED CHANGES ARE SUBJECT TO LOCAL APPROVALS REQUIRED UNDER THE ZONING BYLAWS.

PARKING SPACES SUMMARY	
EXISTING	433
TOTAL PROPOSED	433
PROPOSED STANDARD	411
PROPOSED ACCESSIBLE	9
PROPOSED MOTORCYCLE	4
PROPOSED ELECTRIC VEHICLE CHARGING	9
NET CHANGE	0

LEGEND	
VGC	VERTICAL GRANITE CURB
R&R	REMOVE AND RESET
+	LIGHT
⊕	SIGN
⊕	HANDICAP PARKING
⊕	NUMBER OF PARKING SPACES
⊕	TEMPORARY EASEMENT LINE
⊕	PERMANENT EASEMENT LINE
⊕	IMMEDIATE FULL DEPTH RE-PAVE AREA
⊕	KOUSA DOGWOOD
⊕	DAY LILY
⊕	GRASS SOD
⊕	VIRGINIA ROSE
⊕	GLABRA SHAMROCK
⊕	CORONATION GOLD YARROW



HOWARD STEIN HUDSON
11 Beacon Street, Suite 1010
Boston, MA 02108
www.hshassoc.com

PREPARED FOR:

MEDWAY PLACE
98, 108-114 MAIN STREET (ROUTE 109)
MEDWAY, MA 02053
NORFOLK COUNTY

REVISIONS:			
NO	BY	DATE	DESCRIPTION
1	ML	2/11/20	LANDSCAPE PLAN
2	ML	4/22/21	LANDSCAPE PLAN
3	JC	7/13/21	LANDSCAPE PLAN

PERMIT SET
NOT FOR CONSTRUCTION

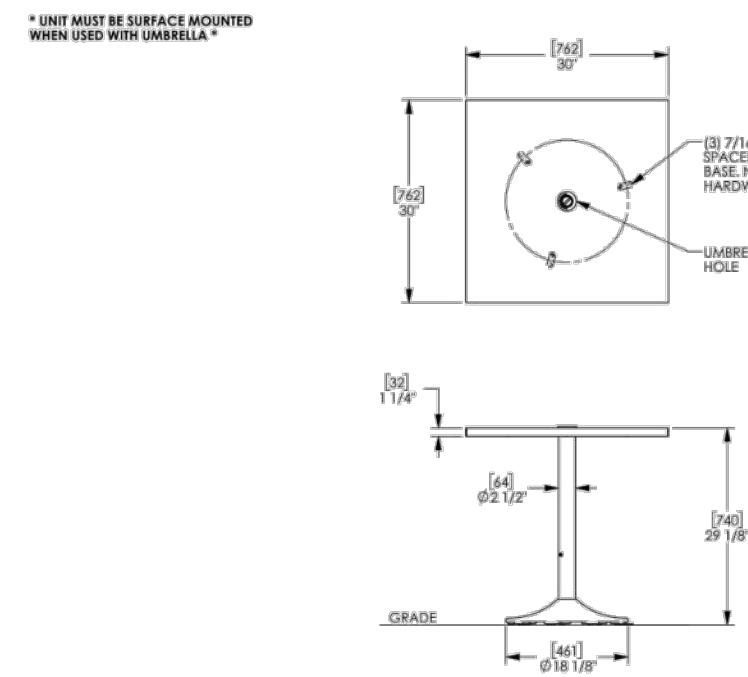
**SITE PLAN &
LANDSCAPE
PLAN**

DATE:	4/22/2021
PROJECT NUMBER:	2014041
DESIGNED BY:	ML
DRAWN BY:	ML
CHECKED BY:	RL

C1.00

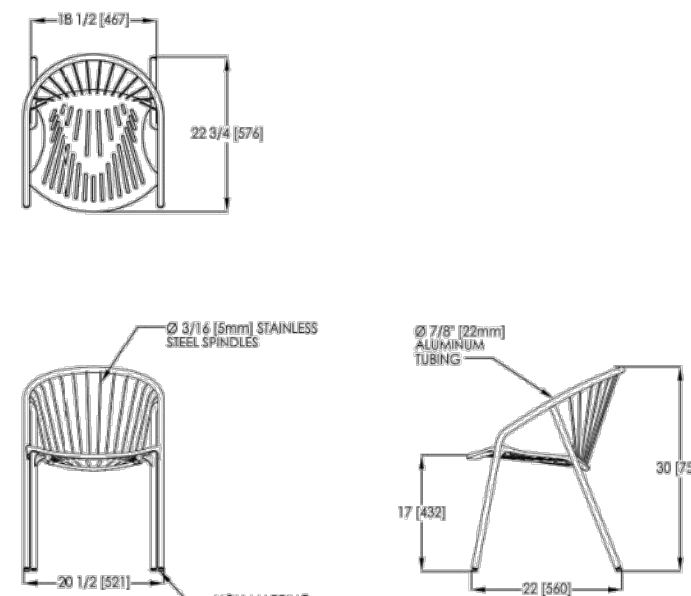
SHEET 1 OF 2

TABLE
NOT TO SCALE



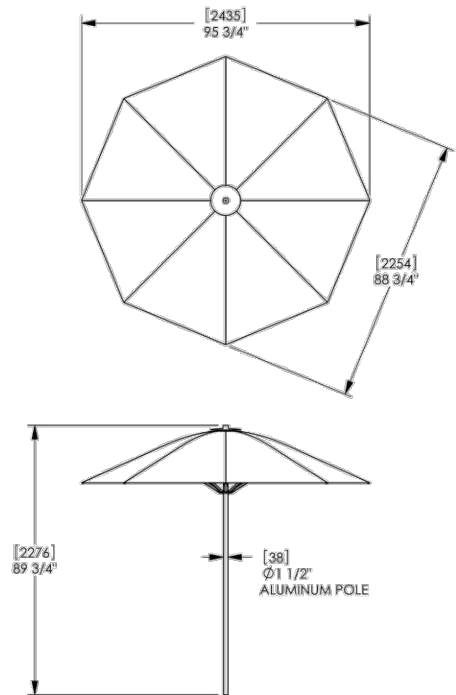
landscapiform Drawing: CTS402
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CHAIR
NOT TO SCALE



landscapiform Drawing: CTS401-01
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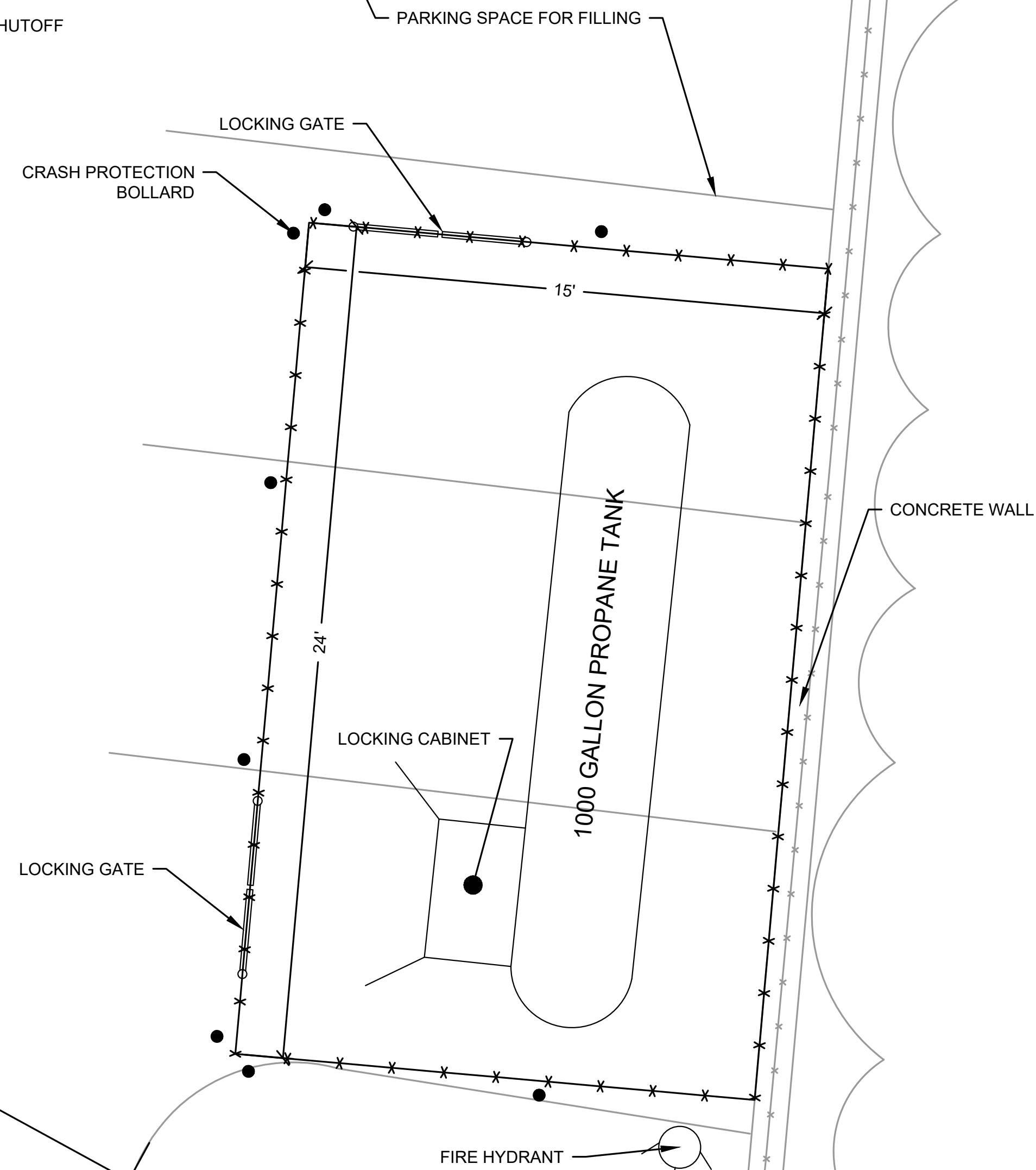
UMBRELLA
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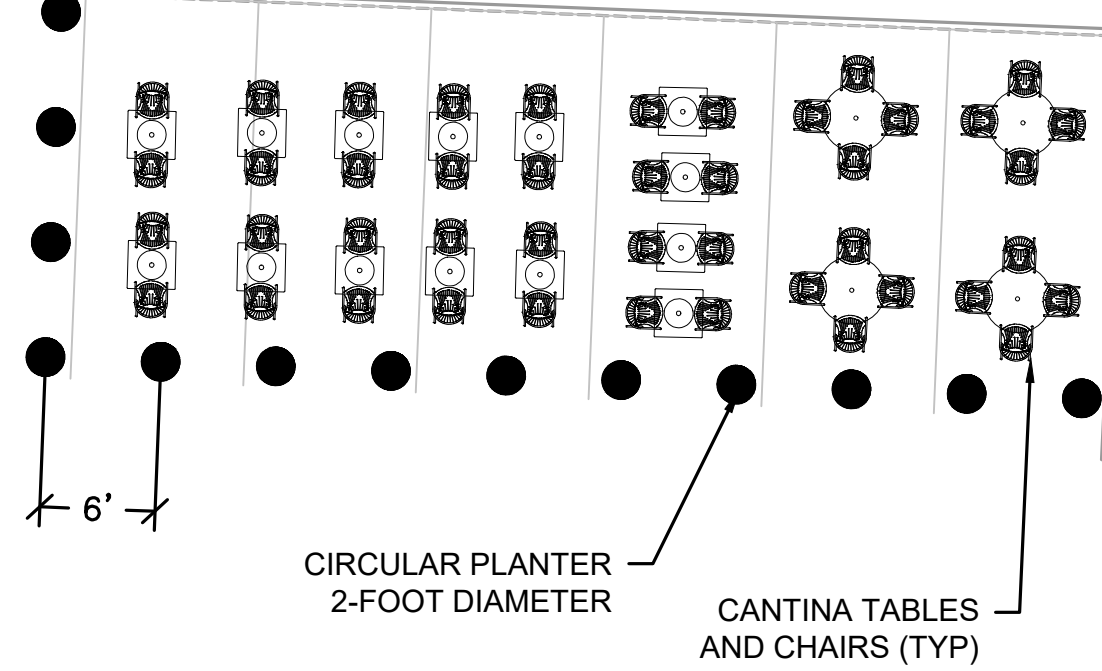
landscapiform Drawing: CTS401-01
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- NOTES:
- ALL PROPER FIRE CODES WILL BE MET INCLUDING:
1. INSTALLATION OF NO SMOKING SIGNAGE
 2. INSTALLATION OF EMERGENCY PULL CABLE SHUTOFF FROM OUTSIDE FENCE

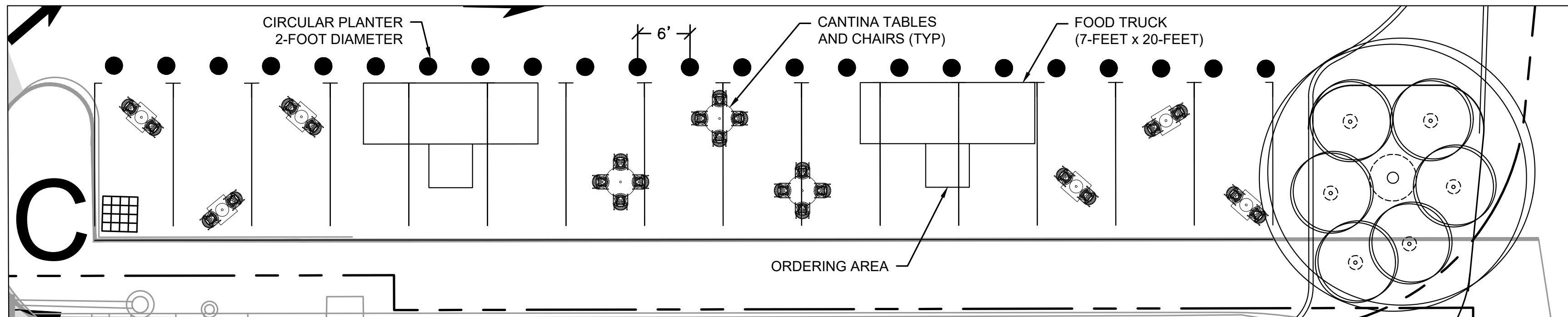
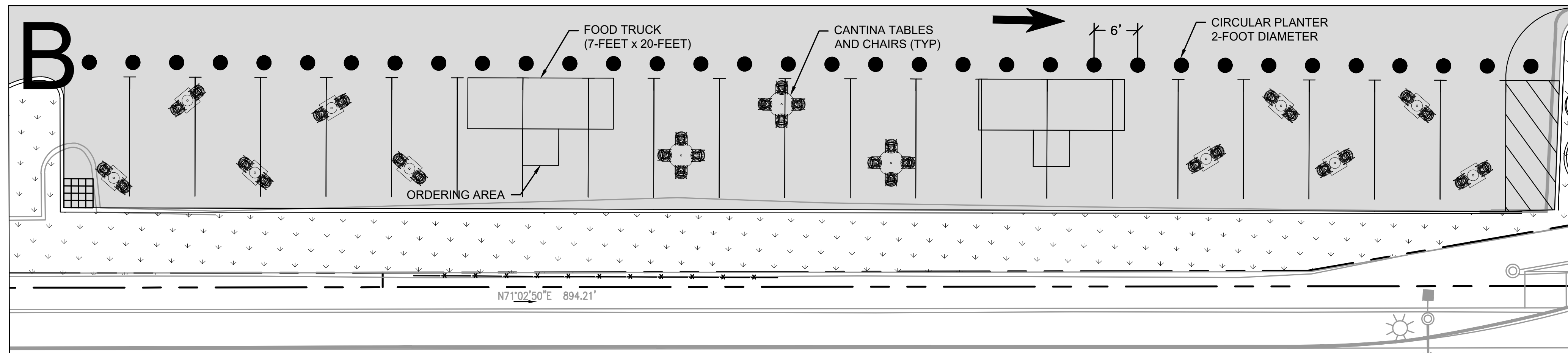
PROPANE FILL STATION DETAIL
SCALE 1"=3'



A



B



- NOTES:
1. ALL PROPOSED CHANGES ARE SUBJECT TO LOCAL APPROVALS REQUIRED UNDER THE ZONING BYLAWS.



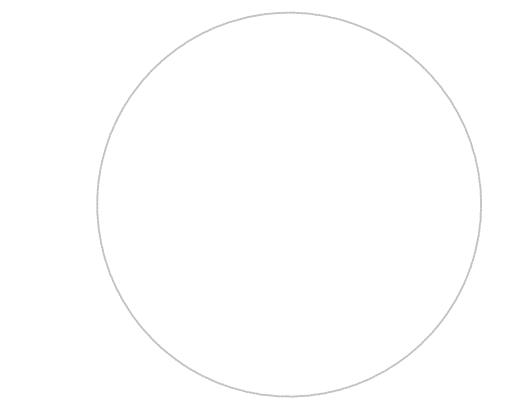
HOWARD STEIN HUDSON
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PREPARED FOR:

MEDWAY PLACE
98, 108-114 MAIN STREET (ROUTE 109)
MEDWAY, MA 02053
NORFOLK COUNTY

REVISIONS:

NO	BY	DATE	DESCRIPTION
1	ML	4/22/21	TEMP SEATING
2	JC	7/13/21	TEMP SEATING



PERMIT SET
NOT FOR CONSTRUCTION

**TEMPORARY
SEATING
PLAN AND
GATE DETAIL**

DATE:	4/22/2021
PROJECT NUMBER:	2014041
DESIGNED BY:	ML
DRAWN BY:	ML
CHECKED BY:	RL

C2.00

SHEET 2 OF 2



December 10, 2019
(revised January 29, 2020)
(revised May 6, 2021)
(revised July 21, 2021)

Ms. Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
Medway Town Hall
155 Village Street
Medway, MA 02053

**Re: Medway Plaza
Site Plan Review
Medway, Massachusetts**

Dear Ms. Affleck-Childs:

Tetra Tech (TT) has performed a review of the proposed Site Plan for the above-mentioned Project at the request of the Town of Medway Planning and Economic Development Board (PEDB). The proposed Project is located at 98, 108, and 114 Main Street (Route 109) in Medway, MA. Proposed Project includes re-stripping of an existing parking lot, landscaping installation, and stormwater infrastructure installation.

TT is in receipt of the following materials:

- A plan (Plans) titled "Drainage Improvement Plan, #98, #108, & #114 Main Street, Medway, Massachusetts", dated September 7, 2019, prepared by Grading Consulting, LLC (GC).
- A stormwater report (Stormwater Report) titled "Stormwater Report, #98, 108, #114 Main Street, Medway, Massachusetts" dated October 2, 2019, prepared by GC.
- An Application for Major Site Plan Approval, dated October 25, 2019.
- A Drainage Improvement Plan, dated September 7, 2019, prepared by GC.
- A cover letter dated October 28, 2019, prepared by Pierce Atwood, LLP.
- A project narrative detailing project summary, current and proposed uses, and requested waivers.
- A waiver request package dated October 24, 2019, prepared by Joel Quick, Esq.

The Plans and accompanying materials were reviewed for conformance with Chapter 200 of the Town of Medway PEDB Rules and Regulations (Regulations) and good engineering practice. Review of the project for zoning, stormwater and wetland related issues was not completed as these reviews are conducted by separate consultants/town permitting authorities.

TT 1/29/20 Update

The Applicant has supplied TT with a revised submission addressing comments provided in our previous letter including the following documents:

- A Cover Letter dated January 13, 2020, prepared by Lawson & Weitzen (LW).
- A plan titled "Drainage Improvement Plan", dated September 7, 2019, prepared by GC.
- A Response to Comments Letter dated January 10, 2020, prepared by GC.
- Email correspondence from David D'Amico, Medway DPW Director dated January 22, 2020.

TT 5/6/21 Update

The Applicant has supplied TT with a revised submission addressing comments provided in our previous letter including the following documents:

- A Cover Letter dated April 23, 2021, prepared by Pierce Atwood, LLP.
- A plan titled "Site Plan & Landscape Plan", dated April 22, 2021, prepared by Howard Stein Hudson.
- A plan titled "Temporary Seating Plan", dated April 22, 2021, prepared by Howard Stein Hudson.
- A letter dated April 22, 2021, prepared by GC regarding 98, 108, 114 Main Street, Medway/Site Plan and Landscape Plan, Medway Place.
- A copy of the Application for Administrative Site Plan Review for the proposed fencing along a portion of the western property boundary of Medway Place.
- A plan set (Plans) titled "Drainage Improvement Plan, #98, #108 & #114 Main Street, Medway, Massachusetts", dated September 7, 2019, revised March 1, 2021, prepared by GC.

The revised Plans and supporting information were reviewed against our previous comment letter (January 29, 2020) and comments have been tracked accordingly. Text shown in gray represents information contained in previous correspondence while new information is shown in black text.

TT 7/21/21 Update

The Applicant has supplied TT with a revised submission addressing comments provided in our previous letter including the following documents:

- A Cover Letter dated July 14, 2021, prepared by Pierce Atwood, LLP.
- A plan titled "Site Plan & Landscape Plan", dated April 22, 2021, revised July 13, 2021, prepared by Howard Stein Hudson.
- A plan titled "Temporary Seating Plan", dated April 22, 2021, revised July 13, 2021, prepared by Howard Stein Hudson.
- A submittal package titled "Supplementary Site Plan Submittal: dated July 14, 2021, prepared by Medway Realty, LLC. (MRL)

The revised Plans and supporting information were reviewed against our previous comment letter (May 6, 2021) and comments have been tracked accordingly. Text shown in gray represents information contained in previous correspondence while new information is shown in black text.

SITE PLAN REVIEW

1. A Development Impact Statement has not been provided. A waiver has been requested from this Regulation. (Ch. 200 §204-3.F)
 - ***MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative.***
 - TT 7/21/21 Update: We support the waiver request as we believe the overall impacts of the Project are minimal. The Applicant has proposed enhancing stormwater mitigation at the site, reducing impervious coverage and modifications to the overall site plan are not expected to result in additional traffic generation.
2. The applicant has requested a waiver from providing Stormwater Documentation. However, a Report has been provided and contains the necessary documents. (Ch. 200 §204-3.G)
 - ***MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative. Additionally, since the Application was filed, Medway Realty applied for the MS4CD Permit,***

underwent substantial technical review, and, after all issues were resolved, was granted the MS4CD Permit.

- TT 7/21/21 Update: We support the waiver request as the site stormwater design was reviewed during the MS4CD Permitting process.
3. A Construction Management Plan has not been provided. A waiver has been requested from this Regulation. (Ch. 200 §204-3.H)
- ***MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative. Medway Realty does not believe that a construction management plan meeting the requirements of the Site Plan Rules is necessary given the limited scope of the construction. However, if the Board feels a construction management plan is necessary, Medway Realty would agree to provide a construction management plan for review and approval by the Building Department as a condition of site plan approval prior to commencing construction.***
 - TT 7/21/21 Update: We support a Condition requiring a construction management plan, particularly focusing on parking during construction and method for protecting the general public from entering the work areas during construction. The work is spread out across the site and public safety shall be prioritized.
4. Earth Removal Calculations have not been provided. It does not appear this regulation is applicable to this site. A waiver has been requested from this Regulation. (Ch. 200 §204-3.I)
- ***MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative. Medway Realty agrees that this regulation is not applicable.***
 - TT 7/21/21 Update: We support the waiver request as earthwork is minimal on this Project.
5. Earth Fill Estimates have not been provided. It does not appear this regulation is applicable to this site. A waiver has been requested from this Regulation. (Ch. 200 §204-3.J)
- ***MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative. Medway Realty agrees that this regulation is not applicable.***
 - TT 7/21/21 Update: We support the waiver request as earthwork is minimal on this Project.
6. A copy of an Order of Resource Area Delineation (ORAD) from the Medway Conservation Commission has not been provided. It does not appear this regulation is applicable to this site. A waiver has been requested from this Regulation. (Ch. 200 §204.3.K)
- ***MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative. Medway Realty agrees that this regulation is not applicable.***
 - TT 7/21/21 Update: The Applicant shall confirm with the PEDB if a waiver request is required from this Regulation since jurisdictional conservation areas do not appear to be located on or around the site. We support the waiver request if required by the PEDB.
7. A cover sheet has not been provided. (Ch. 200 §204-5.A)
- ***MRL 7/14/21 Response: Medway Realty believes that a cover sheet is not necessary given the nature of changes proposed, but if this is important to the Board, Medway Realty will provide a cover sheet listing the approved plans and waivers as a condition of site plan approval.***
 - TT 7/21/21 Update: We recommend the PEDB require a cover sheet as is standard of most projects with multiple plan sheets.

8. A Site Context Sheet has not been provided. However, the Plan provides the necessary information that would be present in the Site Context Sheet. A waiver has been requested from this Regulation. (Ch. 200 §204-5.B)
- ***MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative. Medway Realty agrees that the plans provide the necessary information.***
 - TT 7/21/21 Update: We support the waiver request as the necessary information is provided on the Plans that were submitted.
9. An Existing Conditions Sheet has not been provided. However, due to the nature of work proposed, the Plan clearly shows the existing infrastructure on the project site and abutters. A waiver has been requested from this Regulation. (Ch. 200 §204-5.C)
- ***MRL 7/14/21 Response: Since this comment was made, Medway Realty prepared a detailed survey and existing conditions plan as part of the application for the MS4CD Permit. Medway Realty submitted this plan to the Board previously.***
 - TT 7/21/21 Update: The Existing Conditions Plan should be included in this plan set as is standard on most projects. This will assist the PEDB and additional reviewers understand the overall scope of work as it relates to existing conditions.
10. Site grading has not been provided on the Plan. It does not appear this regulation is applicable to this site as existing grades are being maintained at the site. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.2)
- ***MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative. Medway Realty agrees that this regulation is not applicable.***
 - TT 7/21/21 Update: The Applicant is proposing to install curbed islands with curb breaks which may affect drainage patterns at the site. Proposed contours should be included on the Plans to help understand if stormwater runoff issues will occur. It appears that the proposed islands are situated perpendicular to the contours which may trap runoff at the downhill ends of the island particularly in winter months when snow and ice may block the curb breaks. Additionally, it appears a proposed island to the west of the main entrance is situated over an existing catch basin meant to drain the parking lot which would render it useless.
11. An Erosion and Sediment Control Plan has not been provided. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.5)
- ***MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative. Medway Realty has provided an erosion and sediment control plan in connection with the MS4CD permit, as shown on the plan included with this submittal, and will provide similarly appropriate erosion and sediment controls in consultation with the Town for site plan improvements. Aside from the implementation of stormwater controls, which is controlled by the MS4CD Permit, Medway Realty anticipates very little excavation and therefore does not believe that an additional erosion and sedimentation control plan (that is, one separate from the MS4CD Permit erosion and sediment control plan) is necessary, but will agree to a condition requiring that the MS4CD erosion and sedimentation control plan be modified to the extent necessary and reviewed and approved by the Building Department prior to construction.***
 - TT 7/21/21 Update: We recommend the Applicant submit an erosion and sediment control plan as part of this Plan set as the limits of work are spread throughout the site with potential to

affect multiple drainage catchments. Additionally, it is our understanding that the MS4CD Permit considered only the drainage improvements that were proposed at that time and not work to the overall site plan. We anticipate these site plans will need to be submitted to DPW for review and potential amendment of the existing MS4CD Permit for the site.

12. A Post Construction Stormwater Management Plan has not been provided. However, an operations and maintenance plan has been provided during construction and post-construction for the proposed drainage system in the Report. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.6)
 - *GC 1/10/20 Response: The Drainage Improvement Plan may be considered a Post Construction Management Plan since it shows the improvements to the drainage system.*
 - TT 1/29/20 Update: In our opinion, this item has been resolved.
13. A Site Utilities Plan has not been provided. It does not appear this regulation is applicable to this site as existing utilities will remain. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.7)
 - *MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative. Medway Realty agrees that this regulation is not applicable.*
 - TT 7/21/21 Update: Work is proposed on this Project related to utilities including light poles and EV charging stations. Additionally, existing utility information should be shown to confirm if trees, signage and light pole bases, that require subsurface installations, are in potential conflict with existing utilities. We do not support this waiver request.
14. A Landscape Plan has not been provided. A waiver has been requested from this Regulation. (Ch. 200 §204-5.D.8)
 - *MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative. Landscaping information is shown on the Revised Site Plan.*
 - TT 7/21/21 Update: The Applicant has submitted a Landscape Plan with appropriate legend, plant list and quantity, etc. The Applicant shall coordinate with the PEDB to determine if a waiver request is required from this Regulation.
15. Applicant is requesting waivers from Ch. 200 §204-5.D.9 through Ch. 200 §204-5.D.20. It does not appear these regulations are applicable to the scope of work for this Project.
 - *MRL 7/14/21 Response: The reasons for the waiver request are stated in the Project Narrative. Medway Realty agrees that these regulations are not applicable.*
 - TT 7/21/21 Update: Consistent with prior projects submitted to the PEDB we anticipate a rendering of the Project (Ch. 200 §204-5.D.10) may be required to assist the PEDB and reviewers in understanding the overall aesthetic of the Project after completion. Additionally, confirmation from the fire department that the proposed scope will not inhibit their ability to respond to emergencies at the site (Ch. 200 §204-5.D.18). We support waivers for all other Regulations mentioned in our original comment if required by the PEDB.

STORMWATER REVIEW

MA DEP Stormwater Standards

16. The Applicant shall provide third-party testing to confirm Total Suspended Solids (TSS) removal rates for the proposed Stormceptor Water Quality Units (Stormceptors) as well as removal efficiencies for

nutrients and heavy metals as described in the Stormwater Report. Consistent rainfall data shall also be used to size the structures, Blue Hill and Worcester were both used in the sizing. (Standard 4, Vol. 2, Ch. 4, Pg. 5)

- *GC 1/10/20 Response: Third party testing and the revised sizing report for the STC 450i #1 are attached.*
 - TT 1/29/20 Update: The Applicant shall provide sizing calculations for the Stormceptor units based on MassDEP's *Standard Method to Convert Required Water Quality Volume to a Discharge Rate for Sizing Flow Based Manufactured Proprietary Stormwater Treatment Practices*. Additionally, correspondence from Medway DPW Director further requires the treatment practices to be sized to fully treat (without bypass) one-inch of runoff from the entire site due to town's required conditions of the NPDES MS4 permit and associated Town Stormwater Bylaw (Article 26).
 - TT 5/6/21 Update: The Applicant has provided the sizing information for Contech Cascade water quality units in the Municipal Separate Storm Sewer System Connection and Discharge (MS4CD) Permit Application. **Comment resolved.**

PEDB Stormwater Regulations Review (Ch. 200 §207-14)

17. The Applicant has not incorporated Low Impact Development Techniques into the design of the drainage modifications. Subarea D does not appear to be captured and treated in the proposed plan. This portion of the site slopes toward Route 109 and the landscaped islands adjacent to the roadway which could be used as rain gardens or other LID treatment with careful design. (Ch. 200 §207-14.B)
 - *GC 1/10/20 Response: We have reviewed the soils on the site. Infiltration is not a viable alternative due to poor soils and high groundwater. The soils could not meet the criteria for "Rules for Groundwater Recharge" presented in Volume 1 of the Stormwater Handbook including minimum infiltration rate of 0.17 inches per hour and the minimum setback to the property line of 10 feet. Soil logs are presented on Sheet 2. The rain garden adjacent to the roadway and or sidewalk would also be located in an area currently used for snow storage during winter months. Snow storage is not allowed within rain gardens.*
 - TT 1/29/20 Update: Comment unresolved. We believe with careful planning and coordination with the Town that snow storage areas could be relocated on-site in order to accommodate BMP's to mitigate flow from the site to the MS4. Subarea D is required to be treated since it is an indirect connection to the MS4.
 - TT 5/6/21 Update: The Applicant has provided a water quality unit for Subarea D in the Municipal Separate Storm Sewer System Connection and Discharge (MS4CD) Permit Application. **Comment resolved.**

Town Stormwater Management and Land Disturbance Bylaw Review (Article 26)

18. The proposed plan does not appear to be disturbing greater than 20,000 sf and would not apply to the Bylaw. However, it appears the intention of the Project is to address disconnection of illicit discharges to the Municipal Separate Storm Sewer System (MS4).
 - *GC 1/10/20 Response: We agree.*

- TT 1/29/20 Update: Although the project does not meet the thresholds for the land disturbance portion of the Bylaw it is required to meet provisions related to stormwater connections to the MS4 in Section 26.4 Illicit Discharges. See correspondence from Town of Medway DPW Director David Damico dated January 22, 2020.
- TT 5/6/21 Update: The Applicant has coordinated with Medway DPW and TT and submitted a MS4CD Permit Application. **Comment resolved.**

General Stormwater Comments (Article 26)

19. There is no mention in the Stormwater Report if the site could reduce peak rate impacts to the MS4. The site is nearly entirely impervious, and soil and groundwater elevation encountered during the test pitting do not completely rule out providing subsurface recharge at the site. We believe the Applicant could provide recharge and/or detention through use of rain gardens or subsurface infiltration systems to help reduce peaks, increase water quality and delay discharge to the MS4 to help reduce impact to the system.
 - *GC 1/10/20 Response: We have reviewed the soils on the site. Infiltration is not a viable alternative due to poor soils and high groundwater. The soils could not meet the criteria for "Rules for Groundwater Recharge" presented in Volume 1 of the Stormwater Handbook including minimum infiltration rate of 0.17 inches per hour and the minimum setback to the property line of 10 feet. Soil logs are presented on Sheet 2. The rain garden adjacent to the roadway and or sidewalk would also be located in an area currently used for snow storage during winter months. Snow storage is not allowed within rain gardens.*
 - TT 1/29/20 Update: Comment unresolved. We believe with careful planning and coordination with the Town that snow storage areas could be relocated on-site in order to accommodate BMP's to mitigate flow from the site to the MS4. Additionally, we believe lined stormwater detention is also an option to support peak runoff reduction to the MS4. Subarea D is also required to be treated since it is an indirect connection to the MS4.
 - TT 5/6/21 Update: The Applicant has provided a water quality unit for Subarea D in the Municipal Separate Storm Sewer System Connection and Discharge (MS4CD) Permit Application. **Comment resolved.**

GENERAL COMMENTS

20. The proposed striping and berm addition are not included on the Plans provided.
 - *GC 2/6/20 Response: The proposed striping and berm addition are on the Site Plan. At the time it made this comment, Tetra Tech apparently did not have a copy of the October 15, 2019 site plan accompanying the Application; regardless, the revised Site Plan supersedes the prior version.*
 - TT 5/6/21 Update: Proposed striping and curb locations are shown on the Site Plan & Landscape Plan. Comment resolved.
21. We recommend the Applicant provide erosion control measures to protect existing catch basins from sediment-laden stormwater that may develop during excavating. If excavated material is anticipated to be stockpiled within the existing parking lot, we recommend the applicant to also provide stockpile control measures that will prevent sediment from traveling off-site.

- *GC 2/6/20 Response: Medway Realty will provide appropriate erosion control in consultation with the Town during the excavation, most of which will occur when stormwater controls are constructed. Aside from the implementation of stormwater controls very little excavation is anticipated.*
 - TT 5/6/21 Update: Comment unresolved. The excavation associated with the proposed curbing, landscaping and stormwater controls may generate sediment-laden stormwater. We recommend the Applicant provide an Erosion and Sediment Control Plan that shows how the existing catch basin will be protected and measures that will prevent sediment from traveling off-site.
- **MRL 7/14/21 Response: See Response at Comment 11.**
 - TT 7/21/21 Update: See Update at Comment 11.

ADDITIONAL COMMENTS

22. The Applicant has not provided an Erosion and Sediment Control Plan associated with construction activities for the improvements. (Ch. 200 §204-5.D.5)
 - TT 5/6/21 Update: Comment unresolved. Refer to comment #21.
23. The scope of pavement restoration is unclear on the plans. During a site visit TT observed that the overall condition of the pavement is in poor condition. We recommend the Applicant mill and overlay the parking lot.
 - **MRL 7/14/21 Response: (No Applicant response for this comment)**
 - TT 7/21/21 Update: The Applicant is proposing to pave a portion of the parking lot which appears to be somewhat arbitrarily chosen. Paving will also occur around all proposed curb at the islands approximately one foot from the edge of curb which is not shown on the plan or in a detail. We expect issues will occur at the joints between the existing deteriorated pavement and the newly paved areas. We recommend, at a minimum, repaving the portions of the parking lot that are receiving new curbed islands to ensure localized low spots, cracking and other deterioration does not impact the proposed work.
24. The Applicant has provided three (3) electric vehicle charging stations in the southwest corner of the parking lot however proposed utility work associated with the charging stations has not been provided on the plans.
 - **MRL 7/14/21 Response: (No Applicant response for this comment)**
 - TT 7/21/21 Update: See Update at Comment 13.
25. We recommend the Applicant provide a plan showing all proposed work to ensure that the proposed curbing and landscaping is not in conflict with the proposed drainage improvements.
 - **MRL 7/14/21 Response: (No Applicant response for this comment)**
 - TT 7/21/21 Update: The Applicant has provided a Plan that shows this work however additional information should be shown on the Plan as discussed herein.
26. The proposed Site Plan shall be coordinated with the proposed Ace Hardware Outdoor Display Area Plan, specifically the proposed parking and striping for that Project. That project is currently under review by the PEDB.

27. It is unclear why the northern end of the islands located at the western portion of the site are proposed to be striped, but all other islands are curbed. Additionally, stormwater ponding may occur at the southern island of the westernmost parking aisle.
28. It is unclear why the proposed one-way lane immediately adjacent to the western portion of the main entrance is required. It may presumably be proposed to access the bank and drive-up teller/atm, however this area may be better suited for a larger landscape island to help reduce impervious cover at the site.
29. The Applicant shall provide details of proposed vertical granite curbing installation, sidewalk, speed bump, pavement section, pavement matching, signage, light bases, etc. All proposed work shall include a standard detail to assist the PEDB and other reviewers understand the true scope of work.
30. The Applicant is proposing square edges at most outside curb corners which should be radius to avoid tire puncture.
31. Existing dumpsters and other miscellaneous items at the rear of the site have not been shown on the Plans. We anticipate the PEDB may require these to coordinate overall site plan efficiency.

These comments are offered as guides for use during the Town's review and additional comments may be generated during the course of review. The applicant shall be advised that any absence of comment shall not relieve him/her of the responsibility to comply with all applicable local, state and federal regulations for the Project. If you have any questions or comments, please feel free to contact us at (508) 786-2200.

Very truly yours,



Steven M. Bouley, P.E.
Project Manager



Bradley M. Picard, E.I.T.
Civil Engineer

P:\21583\143-21583-20006 (PEDB MEDWAY PLZ)\DOCS\MEDWAY PLAZA-PEDBREV(2021-07-21).DOCX

PGC ASSOCIATES, LLC

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

July 22, 2021

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

RE: MEDWAY PLACE SITE PLAN REVIEW

Dear Mr. Rodenhiser:

I have reviewed the revised site plan for parking lot alterations and drainage improvements at Medway Place under the Site Plans Rules and Regulations adopted by the Planning and Economic Development Board on October 8, 2019. The owner/applicant is Medway Realty, LLC of Boston.

The proposal is to restripe and install drainage improvements within the existing parking lot. According to the applicant, the number of parking spaces remains the same at 433. I counted 424. According to the applicant based on its mix of uses, this still exceeds the number required. Also 4 motorcycle spaces will be added. Landscaping has been significantly expanded from the initial proposal. The Site Plan and Landscape Plan was prepared by Howard Stein Hudson of Boston and is dated April 22, 2021, with a most recent revision date of July 13, 2021. The comments from my December 5, 2019 and May 4, 2021 (**in bold**) letter are repeated with new comments in ***bold italics*** as follows:

1. The project qualifies for major site plan review since it involves “The redesign of the layout/configuration of an existing parking lot of forty or more parking spaces,” as specified in Section 3.5.3.c of the Zoning Bylaw.
2. Section 204-5-A of the Site Plan Rules and Regulations requires a cover sheet. The applicant has requested a waiver. However, a cover sheet could consolidate the separate sheets that have been submitted into a cohesive set, as well as list waivers and provide other identifying information. ***The applicant now agrees to provide a cover sheet it included as a condition of site plan approval.***
3. Section 204-5-D (8) specifies the contents of a landscape plan. A waiver has been requested. Most of the required information has been presented. A waiver of the requirement for a Landscape Architect may be appropriate, but another requirement that should be complied with is a maintenance program to ensure the viability of the new plants. ***I haven’t seen a maintenance program, but an irrigation well has been installed to ensure the plants are watered. The applicant does not believe a written maintenance plan is necessary but will produce one if included as a condition of site plan approval. It should be noted that such a maintenance plan should go beyond watering and address pruning as needed (e.g., to ensure site distance is maintained), and treatment/replacement of diseased or dead plants.***
4. Section 205-5-D (13) requires details of certain site amenities. Among these are bike racks. Details of the proposed bike racks should be provided. ***A detail of the bike racks has now been provided. OK.***

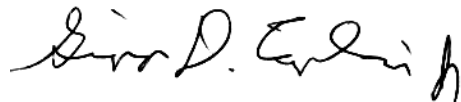
5. Section 205-5-D (14) requires a master signage plan. While new signage is not proposed, one element of the signage plan is “standards for tenant signs.” These could be established. **Directional and instructional signage within the parking lot is shown. The applicant has agreed to provide a master signage plan prior to the next hearing.**
6. Section 207-13-G (3)(a) requires parking drive aisles to be 24 feet wide. Most of the aisles are one-way for angle parking and those aisles are 18 or 19 feet wide. Section 207-13-G (2)(b) allows for angle parking if the applicant can show proper maneuverability can be achieved. However, pull through angle parking is not allowed. It is not clear if this is achieved. **The aisles are now 24’ wide except for one-way aisles. OK**
7. Section 207-13-I requires electric charging stations. Under the formula, 9 charging stations are required for 400-500 spaces. **Electric charging stations providing 9 charging ports are now included in the plan. The plan now shows two locations for charging stations, each with three stations and a note stating that there are three chargers per station. It is not clear if 18 total charging ports are now being proposed. Also, the applicant states that conduits will be installed as part of the repaving and the stations will be installed and operable within 5 years. Although the type of charging port is not specified in the regulations, the applicant should ensure that the conduits and dedicated parking spaces are capable of accommodating Level 3 Fast Charging Stations and to ensure that space is available for the necessary utility company infrastructure to support the stations.**
8. Section 207-19-B (2) requires perimeter landscaping around the entire site. **The plan now shows perimeter landscaping along most of the Main Street frontage. The areas are labeled as “Landscaped area”, but details of the landscaping are not provided. Additional details are now provided.**
9. Section 207-19-C (1) (a) requires that a minimum of 10% of internal parking area shall be provided as landscaped island areas, exclusive of perimeter landscaping. 207-19-C (1)(b) requires landscape islands at the ends of rows with more than 15 parking spaces. The plan shows striping rather than islands. Section 207-19-C (1)(d) requires at least 1 deciduous shade tree per 6 parking spaces. At 446 car spaces, 75 trees are required. The plan shows 11. **The plan says there are 433 spaces so 72 trees would be required. There are 22. The parking rows now have landscaped islands except for the three rows in front of Ocean State Job Lot. The applicant says that contractual obligations preclude the islands at these locations. The applicant clarifies the areas where there are not raised islands are due to concern with emergency access, not contractual obligations, but the lack of trees in front of Ocean State Job Lot is due to contractual obligations.**
10. Section 207-19-C (2) requires perimeter landscaping to screen parking areas to prevent direct views of parked vehicles from streets and sidewalks. **Perimeter landscaping is now provided. The details are not shown so it is not clear if screening of parking areas is achieved. The row along Main Street on the easterly side of the sight does not have landscaping. It should be noted that two of the three parking rows along Main Street are also proposed to serve as temporary outdoor dining sites. The applicant explains that low-lying plantings are used due to contractual obligations prohibiting visual obstruction of storefronts but is proposing taller plantings where not constrained by such obligations.**
11. Section 207-19-F specifies the allowable species of trees. The proposed honey locusts are not on the list. However, alternatives are allowed to be proposed if they are more suitable to the site. The Board may seek advice from the Tree Warden on this issue. **Honey locusts are still**

proposed and may be acceptable. *Kousa dogwoods are now proposed instead of honey locusts.*

12. Section 207-19-I specifies that tree size shall be at least 2 ½" caliper and 12 feet in height upon planting. No specifications for the proposed trees are provided. **The plan does not indicate the caliper or height upon planting.** *The applicant agrees to a condition that the proposed trees will meet these specifications.*
13. A fence along the westerly property boundary has been added. It has been partially constructed due to a misunderstanding of permit requirements. It is proposed to run from approximately a few feet back from the façade of the Ocean State Job Lot building to just short of the vehicular connection to DryBridge Crossing. *The plan now states that the existing fence will be replaced by one similar to that at Cumberland Farms.*
14. The 19 parking spaces west of Ocean State Job Lot are accessed via a one-way driveway that requires vehicles to exit by traveling the full length of the rear of the buildings. These spaces plus the 44 spaces that are behind the buildings should be limited to employees. The 12 spaces across from the hardware store outdoor display area also appear to be accessible only from behind the buildings since it has a 20' aisle. *This comment has not been addressed.*
15. Section 207-9 B (2) says that sidewalks that are proposed to be used for outdoor display shall be 5' wider to allow pedestrian passage. The proposed outdoor display area appears to be fenced and accessible only from the interior of the store, so this isn't applicable. However, Section 207-22 regarding outdoor storage says such areas shall be screened from streets and adjacent properties. Since its labeled as "display" rather than storage, it's not clear if this will be (or needs to be) screened. *The display area has been reduced from 1600 to 1200 square feet, and Rocky's Ace Hardware is submitting a separate special permit for the display area which has the details.*

If there are any questions about these comments, please call or email me.

Sincerely,

A handwritten signature in black ink, appearing to read "Gino D. Carlucci, Jr.", with a stylized flourish at the end.

Gino D. Carlucci, Jr.



July 27, 2021

**Medway Planning & Economic Development Board
Meeting**

St. Joseph's Church – Minor Site Plan
Public Hearing Continuation

- Public hearing continuation notice dated April 28, 2021
- Withdrawal letter dated July 23, 2021 from official representative Peter Bemis, project engineer.

Board Members

Andy Rodenhiser, Chair
Robert Tucker, Vice Chair
Thomas Gay, Clerk
Matthew Hayes, P.E.,
Member
Richard Di Iulio, Member
Jessica Chabot, Associate
Member



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

TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

MEMORANDUM

April 28, 2021

RECEIVED TOWN CLERK
APR 28 '21 PM 1:39

TO: Stefany Ohannesian, Town Clerk
Town of Medway Departments, Boards and Committees

FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator

RE: *Public Briefing Continuation for St. Joseph's Church Site Plan – 151 Village Street*
Continuation Date – Tuesday, July 27, 2021 at 7:15 p.m.

At its April 27, 2021 meeting, the Planning and Economic Development Board voted to continue the public hearing on the applications of St. Joseph's Parish – Roman Catholic Archbishop of Boston, MA for approval of a minor site plan and a land disturbance permit for proposed site improvements at the St. Joseph worship facility at 151 Village Street to Tuesday, July 27, 2021 at 7:15 p.m.

The applicant plans to reclaim and resurface the existing parking lot on the premises and install a new stormwater collection, treatment and infiltration system to recharge and infiltrate 100% of stormwater on site. The drainage system is designed to meet the MA Department of Environmental Protection (DEP) stormwater guidelines. The parking lot resurfacing will allow the proper placement of a handicap van and vehicle accessible parking space along with 40 standard parking spaces. The proposed site improvements are shown on a plan titled *Map 60, Parcel 90 Site Plan, St. Joseph's Parish-Catholic Church*, prepared by Engineering Design Consultants, Inc. of Southborough, MA, dated February 18, 2021.

The .93-acre site (Medway Assessor's Map 60, Parcel 90) is owned by the Roman Catholic Archbishop of Boston, MA. The property is located within the Village Commercial zoning district on the south side of Village Street.

The application, site plan, and supporting documentation are on file with the Medway Town Clerk and the Community and Economic Development Department at Medway Town Hall, 155 Village Street, Medway, MA. Project information has been posted to the Planning and Economic Development Board's page at the Town's web site at: <https://www.townofmedway.org/planning-economic-development-board/pages/st-josephs-church-151-village-st>

Please review the proposed site plan and provide your review comments to me at your earliest convenience. Please don't hesitate to contact me if you have any questions. Thanks.

July 22, 2021

Planning Board
Town Hall
155 Village Street
Medway MA 02053

Reference: Minor Site Plan Review
St. Joseph's Parish
151 Village Street, Medway, Massachusetts
EDC Job No.: 3705

Dear Board Members:

On behalf of St. Joseph's Parish Roman Catholic Archbishop of Boston, owner and applicant of the above referenced project, we writing to respectfully request that the Minor Site Plan Review Petition filed with the Board be withdrawn without prejudice. In addition, we anticipate the church will resume this task in the future and would ask the Board to consider allowing the filing fees that were submitted with this petition be applied to a future petition. Thank you for your consideration and we apologize in advance for the inconvenience that this may have caused the Board and it's support staff. Again, thank you for your consideration and assistance with this project.

Very truly yours,

ENGINEERING DESIGN CONSULTANTS, INC.

Peter Bemis

Peter Bemis

cc. Fr. Linus Mendis, St. Joseph's Parish
Stephen Archambault, Archambault Construction



July 27, 2021

**Medway Planning & Economic Development Board
Meeting**

**Wingate Farm Subdivision Modification
Public Hearing Continuation**

UPDATED

- Public hearing continuation notice dated 7-14-2021
- Letter dated 7-19-2021 from Dan Merrikin
Note: On the applicant's behalf, Dan Merrikin has requested to continue to the second meeting in September
- Revised draft DENIAL decision dated 7-21-21
- Email dated 7-23-21 from Karyl and Gene Walsh requesting a continuation of the hearing to the second PEDB meeting in August.
- Email dated 7-26-21 from Karyl Spiller-Walsh with comments on draft DENIAL decision

Board Members

Andy Rodenhiser, Chair
Robert Tucker, Vice Chair
Jessica, Chabot, Member
Richard Di Iulio, Member
Matthew Hayes, P.E.,
Member
Thomas A. Gay, Associate
Member



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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

MEMORANDUM

July 14, 2021

TO: Stefany Ohannesian, Town Clerk
Town of Medway Departments, Boards and Committees

FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator

RE: **Public Hearing Continuation for Wingate Farm Subdivision Modification**
168 Holliston Street and Wingate Farm Road
Continuation Date – Tuesday, July 27, 2021 at 7:30 p.m.

RECEIVED TOWN CLERK
JUL 14 '21 PM 3:23

At its July 13, 2021 meeting, the Planning and Economic Development Board voted to continue the public hearing on the application of Karyl and Eugene Walsh of Medway, MA for approval of a modification to the previously issued subdivision decision and plan for Wingate Farm to Tuesday, July 27, 2021 at 7:30 p.m. The Wingate Farm definitive subdivision plan was approved in 2005; it divided the property into 4 lots with a permanent private roadway known as Wingate Farm Road.

Considerable work has been undertaken to install the subdivision's infrastructure. However, the specified completion deadline and various extensions have expired. The primary purpose of the current application is to establish a new deadline for project completion and for the Board to consider the applicant's request for waivers from certain provisions of the Board's *Subdivision Rules and Regulations* which are now in effect.

The application and associated documents are on file at the offices of the Town Clerk and the Planning and Economic Development Board at Medway Town Hall, 155 Village Street and may be reviewed during regular business hours. The as-built plan and application materials have also been posted at the Board's web page at: <https://www.townofmedway.org/planning-economic-development-board/pages/wingate-farm-subdivision-plan>

If you have any comments or recommendations about the proposed modification, please email those to me by July 22nd. Thanks.



dan@legacy-ce.com
508-376-8883(o)
508-868-8353(c)
730 Main Street
Suite 2C
Millis, MA 02054

July 19, 2021

Planning & Economic Development Board
155 Village Street
Town Offices
Medway, MA 02053

Ref: Wingate Farm
168 Holliston Street
Definitive Subdivision Construction/Modification

Dear Members of the Board:

I am writing to advise you that I have been retained by the Applicant to address comments raised by the Board and Tetra Tech relative to Wingate Farm. I am in receipt of the approved plans, the stormwater report and several memoranda prepared by Tetra Tech. We are reviewing these documents and intend to provide a written response to each of Tetra Tech's outstanding comments. I have conducted a preliminary review of the stormwater management system design and believe additional stormwater BMPs may be needed to meet current regulations. Our work would include the design of these BMPs along with the preparation of a new stormwater report including a new O&M plan and SWPPP. We will also investigate the sight distance issues.

Unfortunately, I am unavailable on July 27th and cannot attend your meeting. Regardless, however, the work described above is significant and will take some time to complete. On behalf of the Applicant, we therefore ask that you reconsider, and allow a continuance to your second meeting in September, which will give us time to investigate these matters more thoroughly so that we can be prepared to discuss resolution with the Board.





Do not hesitate to contact me should you have any questions or comments.

Yours Truly,

LEGACY ENGINEERING LLC

Daniel J. Merrikin, P.E.
President

cc: File

Board Members

Andy Rodenhiser, Chair
Robert Tucker, Vice Chair
Jessica Chabot, Member
Richard Di Iulio, Member
Matthew Hayes, P.E., Member
Thomas A. Gay, Associate
Member



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TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
PLANNING AND ECONOMIC
DEVELOPMENT BOARD

DRAFT – July 21, 2021

CERTIFICATE OF ACTION
Wingate Farm
Modification to DEFINITIVE SUBDIVISION PLAN
DENIAL

Location: 168 Holliston Street and Wingate Farm Road

Assessors' Reference: Map 09, Parcels 037-0000, 036-0000, 035-0000, and 034-0000

Parcel Size: 5.77 acres

Name/Address of Applicant: Karyl and Eugene Walsh
168 Holliston Street
Medway, MA 02053

Name/Address of Property Owner: Karyl and Eugene Walsh
168 Holliston Street
Medway, MA 02053

Land Surveyor: O'Driscoll Land Surveying, Inc.
Cottage Street
Medway, MA 02053

Plan Dated: As-Built Plan Wingate Farm Road, February 22, 2021

Zoning District: Agricultural Residential I

I. BACKGROUND: The Wingate Farm subdivision was approved by a Planning Board decision issued on 5-23-2000. That decision was modified on 4-28-2005; the corresponding modified Wingate Farm subdivision plan was endorsed on 11-8-2005 and recorded in October and November 2007 at the Registry of Deeds. That plan divided the property into 4 lots with a permanent private roadway known as Wingate Farm Road; one lot includes the existing single-family home at 168 Holliston Street. The modified subdivision approval required the subdivision to be completed by November 8, 2008. This time limit was extended four years due to the state's Permit Extension Act, to November 8, 2012. Considerable work has been undertaken to install the subdivision's utilities and stormwater infrastructure and roadway. However, the project is not complete and the specified (and extended) completion deadline has expired.

II. MODIFICATION DESCRIPTION: The applicant requests an extension of time to complete the subdivision, and has requested associated waivers from the Board's current *Subdivision Rules and Regulations*. The applicant has also requested that the Board waive its regulation allowing rescission of the subdivision if not completed in a timely manner.

II. PROCEDURAL SUMMARY:

A. On March 31, 2021, the Planning and Economic Development Board received an application for approval of a modification to the Wingate Farms subdivision decision and plan. The application was filed with the Town Clerk the same date.

B. On May 10, 2021, the Board notified various Town boards and departments, including the Board of Health, of the public hearing on the proposed subdivision modification, provided copies of the plan, and requested review comments. The information was also posted to the Board's web page.

C. On May 25, 2021, the Board commenced a public hearing. The public hearing was duly noticed in the *Milford Daily News* on May 10 and May 13, 2021. The public hearing notice was posted with the Medway Town Clerk on May 4, 2021 and was sent by *Certified Sent Mail* on May 6, 2021 to abutters in Medway within 300 feet of the subject property and to parties of interest. The public hearing was continued to June 22, July 13, and July 27, 2021 and to _____ when it was closed.

D. All members voting on this Certificate of Action were present at all sessions of the public hearing or have provided a certification pursuant to General Laws c. 39 section 23D.

III. PUBLIC HEARING SUMMARY: The public hearing and the Board's review of the proposed Wingate Farm subdivision were conducted over the course of ____ Board meetings, during which substantive information was presented and evaluated. The project was reviewed for compliance with the *Subdivision Rules and Regulations* dated April 26, 2005 which are currently in effect.

Specified below is a list of plan documents and support materials, public comments, consultant and Town departmental board review documents, and supplemental information which have been provided by the Applicant or placed on the record by the

Planning and Economic Development Board. All information is on file in the Medway Planning and Economic Development office and is available for public review.

Wingate Farm Definitive Subdivision Plan Modification Application Materials

- *Application to Modify Previously Approved Subdivision Plan and/or Decision*
- *Wingate Farm Subdivision As-Built Plan* - Prepared by O'Driscoll Land Surveying, Inc. dated 2-22-2021
- *Requests for Waivers from Subdivision Rules and Regulations* – Prepared by applicant
- *CWV-UNIFLOW 3*
- *168 Holliston Street – VZ Conduit Sketch*
- *Applicant's Response dated 11-13-18 to Tetra Tech's punch list dated 12-7-17*

Town Engineering Consultant Reviews

- Steven Bouley, P.E. Tetra Tech – 12-5-2017 email re: sight distance
- Steven Bouley, P.E. Tetra Tech – 12-7-2017 punch list and bond estimate
- Steven Bouley, P.E. Tetra Tech – 3-23-2018 review letter
- Steven Bouley, P.E. Tetra Tech – 6-22-2021 email

Supplemental Information Provided by Applicant's Consultants

- Letter from Daniel Merrikin, P.E. Legacy Engineering – July 19, 2021

Supplemental Information Entered into the Record by the Medway Planning and Economic Development Board

- Wingate Farm Certificate of Action 4-28-2005
- Wingate Farm modified definitive Subdivision Plan endorsed 11-8-2005
- Wingate Farm subdivision chronology prepared by Susan Affleck-Childs, dated 12-6-2017
- Notes summarizing Applicant's request, prepared by Susan Affleck-Childs, dated 5-25-2021
- Compilation of PEDB Meeting Minutes from 2017 and 2018 when Wingate Farm was discussed
- Excerpt from Timber Crest 40B decision (3-23-2016) - Condition #35 regarding required Holliston Street roadway regrading improvements to address sight distances and safety.
- Green International Sight Distance letter dated 3-15-2017 regarding regrading work on Holliston Street for the Timber Crest development.
- Email communication dated 6-18-2021 from PEDB member Jessica Chabot
- Notes from 6-15-21 site visit by 3 PEDB members

Professional Testimony

- Steven Bouley, P.E. Tetra Tech

Medway Departmental/Board Review Comments

- Email dated 7-12-21 from Fire Chief Jeff Lynch

IV. PROJECT EVALUATION CRITERIA – Before taking action on a definitive subdivision plan, the Board shall evaluate the proposed subdivision according to the criteria as specified in Section 5.16 of the *Subdivision Rules and Regulations*. At the public hearing on _____, the Board voted to _____ the Project Evaluation Findings below

5.16.1 Completeness and technical accuracy of all submissions.

FINDINGS – All submissions were reviewed by Town staff and/or the Town’s Consulting Engineer. The Board’s consulting engineer has reviewed the 2005 modified subdivision plan against the current Subdivision Rules and Regulations and has identified numerous ways in which the previously endorsed subdivision plan does not meet the current subdivision standards.

5.16.2 Determination that the street pattern is safe and convenient and that proper provision is made for street extension. The Board may disapprove a plan where it determines that dangerous traffic or unsafe conditions may result from the inadequacy of the proposed ways within the subdivision.

FINDINGS – The Board finds that the proposed street pattern within the subdivision is safe and convenient. The layout has been reviewed by the Board’s Consulting Engineer. Future roadway extension to adjacent property is not feasible so provisions to do so are not required. The roadway shown on the approved subdivision plan was designed to the Board’s construction specifications for a permanent private way subdivision road. However, the 18-foot roadway width does not meet the current national Fire Code standard of 20-foot paved width according to the Fire Chief.

5.16.3 Determination that development at this location does not entail unwarranted hazard to the safety, health and convenience of future residents of the development or of others because of possible natural disaster, traffic hazard or other environmental degradation.

FINDINGS – The Applicant has not provided the required sight distance documentation and analysis in accordance with the Subdivision Rules and Regulations. The Board’s consulting engineer, in a 12-5-2017 email, advises that the sight distances for traffic exiting from Wingate Farm Road onto Holliston Street may not be sufficient according to current standards and that the intersection at Wingate and Holliston Street may not be safe. Accordingly, the Board finds that the development may entail unwarranted hazard to the safety, health and convenience of future residents of the development and others because of the sight distance inadequacy.

5.16.4 Determination, based on the environmental impact analysis, where submitted, that the subdivision as designed will not cause substantial and irreversible damage to the environment, which damage could be avoided or ameliorated through an alternative development plan.

FINDINGS – Due to the small size of the subdivision, an environmental impact analysis is not required. The site is not within a Priority Habitat area and the wetlands of the site will be protected through action of the Medway Conservation Commission. The as-built condition of the stormwater management facilities has been reviewed by the

Town's consulting engineer and does not comply with the current stormwater regulations and standards (Tetra Tech review letter dated 3-23-2018). The project will result in a net increase of three single-family houses. Significant trees on site that are not within the house footprints or infrastructure elements will be protected and retained. The Board finds that the subdivision does not cause substantial and irreversible damage to the environment

5.16.5 Determination that the roads and ways leading to and from the subdivision shall be adequate to provide emergency medical, fire and police protection as well as safe travel for the projected volume of traffic. The Board may disapprove a plan where it determines that dangerous traffic or unsafe conditions may result from the inadequacy of the proposed access or of any ways adjacent to or providing access to the subdivision.

FINDINGS – The Board's consulting engineer advises that the sight distances for traffic exiting from Wingate Farm Road onto Holliston Street are not sufficient and that the intersection at Wingate and Holliston Street is not safe. The Board finds that this creates a dangerous or unsafe traffic condition.

5.16.6 Conformity with all applicable requirements of the Medway Zoning Bylaw including but not limited to minimum area and frontage standards.

FINDINGS – The Board finds that the lots created by this plan conform to all applicable requirements of the Medway Zoning Bylaw, including minimum area and frontage requirements for the Agricultural Residential I zoning district.

5.16.7 Consistency with the purposes of the Subdivision Control Law.

FINDINGS – The Board finds that the subdivision is not consistent with the purposes of the Subdivision Control Law because the plan does not comply with the current Subdivision Rules and Regulations and the traffic safety concerns have not been addressed.

V. ADDITIONAL FINDINGS - At the public hearing held on July 27, 2021, the Board voted to _____ the Additional Findings noted below.

A. The original time period for project completion expired in November 2012. This includes the initial standard 3-year construction period plus 4 years of extensions through the Commonwealth's Permit Extension Act.

B. The Board's consulting engineer has inspected the site and determined that the subdivision's as-built condition does not fully comply with previously approved and endorsed modified Wingate Farm Definitive Subdivision Plan (Tetra Tech review letter dated 12-7-2017) nor the current *Subdivision Rules and Regulations*. (Tetra Tech review letter dated 3-23-2018). Based on the information received from the consulting engineer, testimony at the public hearing, and observations during the site visit, the Board finds that the current as built condition does not comply with the approved and endorsed Plan, nor the current *Subdivision Rules and Regulations*.

VI. ACTION ON REQUEST FOR WAIVERS OF SUBDIVISION RULES & REGULATIONS — The Applicant has requested waivers from the following sections of the *Subdivision Rules and Regulations*, dated April 26, 2005.

Section 6.1.3 Time for Completion - *An extension of time to complete the ways and improvements within the subdivision may be granted by the Board if there are mitigating circumstances. At least ninety (90) days prior to the expiration of the three (3) year approval period, the Applicant and/or owner may request in writing to the Board an extension of time, if necessary, to complete the construction of subdivision roadways, etc. The developer shall submit a written request to the Board outlining the mitigating circumstances necessitating such extension request. An extension request shall constitute a modification of the approved Definitive Subdivision Plan and shall be processed in accordance with Section 6.2 herein. Any modification is subject to the Rules and Regulations in effect at the time the modification is sought. Prior to approving any extension of time, the Board will review and revise the amount of the bond deposit or other surety and the Applicant shall provide a new or revised security instrument prior to the Board's vote to approve the requested extension. An extension shall not exceed one (1) year. Additional extensions after the first may be applied for but not until at least nine (9) months have expired on the extension in effect.*

EXPLANATION — The completion deadline for the Wingate Farm subdivision was November 8, 2012. That date is based on the original standard 3-year time window for completion after plan endorsement (November 8, 2005 → November 8, 2008) which was extended 4 years as a result of the Commonwealth's permit extension statute after the Great Recession of 2008. The Applicant's request for an extension of time to complete the subdivision was not made before November 8, 2012. The Applicant first started talking with the Planning and Economic Development Board in 2017 about an extension. The Applicant has requested a waiver from this particular regulation pertaining to the timetable for project completion.

The Applicant has provided written testimony documenting a series of mitigating circumstances in the lives of the Walsh family which halted project completion. These included great financial hardship resulting from the economic crash of 2008-2009 and serious health issues experienced by both Gene and Karyl Walsh.

FINDINGS - The applicant has not proposed a new project completion date. The Board finds that the applicant has not presented evidence of their ability to complete the subdivision improvements as previously approved nor to meet the current subdivision standards.

Section 6.2.1 Plan Modification — *The Board, on its own motion or on the petition of the Applicant or any person interested, shall have power to modify or amend its approval of a subdivision, or to require a change in a plan as a condition of its retaining the status of an approved plan. All of the provisions of the Subdivision Control Law and these Rules and Regulations relating to the submission and approval of a plan of a subdivision shall, so far as apt, be applicable to the approval of the modification or amendment of such approval and to a plan which has been changed under this section. Any modification is subject to the Rules and Regulations in effect at the time of the modification is sought.*

EXPLANATION - The Applicant has requested a waiver of the requirement that a plan modification comply with the *Subdivision Rules and Regulations* in effect at the time the modification is sought. The Applicant states that substantial infrastructure work has been completed pursuant to the previously approved, endorsed and recorded plan as represented on the as-built plan. The Applicant indicates that it would be extremely burdensome to be held to the current subdivision standards when a significant amount of the infrastructure has already been installed.

FINDINGS – The Board believes it must uphold the more stringent *Subdivision Rules and Regulations* currently in effect, particularly as such relate to stormwater management and intersection safety.

Section 6.3.1 Plan Rescission – The Board, on its own motion or on the petition of the Applicant or any person interested, shall have power to rescind its approval of a subdivision. The following shall constitute sufficient reasons for the Board to rescind its approval of a Definitive Subdivision Plan in accordance with the provisions of M.G.L., Chapter 41, Section 81-W.

- a) Failure of the Applicant to present the revised plans and other required submittals to conform to the conditions or modifications required in the Certificate of Approval, within ninety (90) days of said approval, for the Board's endorsement.
- b) Failure of the Applicant to record the endorsed Definitive Subdivision Plan with the Registry of Deeds within a six (6) month period of its endorsement.
- c) Failure of the Applicant to perform within the three (3) year completion period (*unless otherwise specified in the Certificate of Approval and approved performance agreement*) or to request an extension thereof in accordance with the provisions of Section 6.1.2 herein. This may result in the Board's notifying the Inspector of Buildings that no additional building permits shall be issued in said development.

EXPLANATION - The Applicant wishes to complete the subdivision work and asks that the Board waive this provision and not rescind its previous approval.

FINDINGS – The public hearing notice was only for a modification to the decision and did not include the Board's possible action to rescind the subdivision approval and endorsed plan. The Board may initiate future action to rescind the subdivision decision and plan due to lack of performance.

ACTION ON WAIVERS – At the public hearing held on _____, the Board voted to deny the above noted requests for waivers from the *Subdivision Rules and Regulations*.

VII. DECISION – At a duly called and properly posted meeting of the Medway Planning and Economic Development Board held on _____, a motion was made by _____ and seconded by _____ to deny the applicant's requests to modify the previously endorsed site plan and modified subdivision certificate of action.

The motion was _____ by a vote of _____ in favor and _____ opposed.

WINGATE FARM DEFINITIVE SUBDIVISION PLAN – Modification

Certificate of Action

Medway Planning and Economic Development Board

Date of Action by the Medway Planning and Economic Development Board: _____

AYE:

NAY:

_____	_____
_____	_____
_____	_____
_____	_____

Date Signed: _____

Copies to: Karyl and Eugene Walsh
Michael Boynton, Town Manager
Bridget Graziano, Conservation Agent
Donna Greenwood, Assessor
Beth Hallal, Health Agent
Jeff Lynch, Fire Chief
Jack Mee, Building Commissioner
Pete Pelletier, DPW Director
Joanne Russo, Treasurer/Collector
Barbara Saint Andre, Director of Community and Economic Development
Sergeant Jeffrey Watson, Police Safety Officer
Steve Bouley, Tetra Tech
Dan O'Driscoll, O'Driscoll Land Surveying
Dan Merrikin, Legacy Engineering

Susan Affleck-Childs

From: Karyl Walsh <wingatefarm@hotmail.com>
Sent: Friday, July 23, 2021 9:33 AM
To: Susan Affleck-Childs
Cc: Rachel Walsh ; Daniel Merrikin; bob tucker; Andy Rodenhiser
Subject: Re: Wingate Farm Modification - REVISED DRAFT DECISION

Hello Susy, planning board members, and Dan Merriken. We would like to request that our meeting be moved from this coming Tuesday until the end of September as reflected in Dan's letter from last week. There are outstanding questions and issues that deserve to be considered prior to such a vote taking place. This was what Bob Tucker and Matt Hayes were alluding to in the last meeting. Thank you for your consideration. -Karyl and Gene Walsh

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Thursday, July 22, 2021 10:36 AM
To: Karyl Spiller-Walsh <wingatefarm@hotmail.com>
Cc: Rachel Walsh <bostonbootstress@gmail.com>; Daniel Merrikin <dan@legacy-ce.com>
Subject: Wingate Farm Modification - REVISED DRAFT DECISION

Hi,

As directed by the Board, I have revised the previous draft decision to reflect the Board's expected denial of the requested modification.

This will be provided to the Board in its packet for Tuesday's meeting.

Susy

Susan E. Affleck-Childs
Planning and Economic Development Coordinator



Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291
sachilds@townofmedway.org

Susan Affleck-Childs

From: Karyl Walsh <wingatefarm@hotmail.com>
Sent: Monday, July 26, 2021 4:11 PM
To: Susan Affleck-Childs; Barbara Saint Andre; Rachel Walsh; Andy Rodenhiser; Hayes, Matthew
Subject: Re: Wingate Farm Modification - REVISED DRAFT DECISION

Hi after reading the draft decision certificate of action, there were a few items that need to be adjusted as we noticed they were not accurate. Please review those responses and changes that we highlight below in bold after each section. I appreciate your time and consideration -Karyl

- 5 16 3..."applicant has not provided site distance documentation and analysis"**This section should be changed or modified to reflect that this site distance study WAS completed and submitted and was part of the approval of the subdivision. The Town of Medway has only recently notified us that you longer have the study "in the box". Susy, you let us know that you no longer had it recently. So it was originally submitted, and should have still been a part of the information on hand just as the drainage study was still in the packet. So stating that it was never submitted is not accurate. If it needs to be redone because you no longer have it, then we haven't had enough time to have that completed. But this passage infers that it was never done.**

- 5.16.5 "the roads and ways leading to and from the
subdivision shall be adequate to provide emergency medical, fire and
police protection as well as safe travel for the projected volume of traffic.

The Board may disapprove a plan where it determines that dangerous
traffic"

FINDINGS –. The Board’s consulting engineer advises that the sight distances for traffic
exiting from Wingate Farm Road onto Holliston Street are not sufficient and that the
intersection at Wingate and Holliston Street is not safe. The Board finds that this

creates a dangerous or unsafe traffic condition. **...as stated above...if the Town no longer has a copy of the traffic study like you said in 5 16 3, then what is this determination based on?....**

- 5.16.7 Consistency with the purposes of the Subdivision Control Law.

FINDINGS – The Board finds that the subdivision is not consistent with the purposes of the Subdivision Control Law because the plan does not comply with the current Subdivision Rules and Regulations and the traffic safety concerns have not been

addressed. **The traffic safety concerns were addressed in the approval and the mitigation to add safety was the installation of a sign "road entering left" on the southbound side of Holliston Street. The subdivision is already installed, and is not just a "plan" currently.**

- 5.16.4"FINDINGS"The as-built condition of the stormwater management facilities has been reviewed by the

Town's consulting engineer and does not comply with the current stormwater

regulations and standards (Tetra Tech review letter dated 3-23-2018).".. "The project will

result in a net increase of three single-family houses."...**The first portion, we would like to reiterate and respond that we are working with an engineer to mitigate/upgrade the system to be more compliant. The second portion is inaccurate, the new plan will result in a net DECREASE not increase. There will still be the same number of structures as before, so that remains the same, but the building on lot 3 will have a much smaller displacement as it is a single-family home rather than the indoor riding facility with the apartment in it. That building would have had a much larger roof and a large parking area. So the water displacement has a decrease, and the number of buildings total is the same. There is NOT a net increase of 3 single-family houses. As a note, this change will also lead to a net decrease of overall car trips and the 8 renters of the riding facility plus their trainers plus the on site manager who would have resided in the apartment would all be gone, and only normal traffic to a single family home would remain. A HUGE impact to decrease the traffic.**

- 6.1.3 "FINDINGS - The applicant has not proposed a new project completion date. The Board

finds that the applicant has not presented evidence of their ability to complete the

subdivision improvements as previously approved nor to meet the current subdivision

standards." **This section is not totally accurate. Originally in 2017 Steve Boulet presented a bullet list of about 10 outstanding items which we responded to in agreement and with an update of our plan to complete those items that were actually outstanding. We did respond and agree to complete the previously approved subdivision. The second part, we are working with Dan Merrikin of Legacy Engineering to present more information relating to the upgrading of the stormwater system to more closely align with the new rules and regulations. The access and site distance item is not something we can affect in any way other than agreeing to installation of signage as approved , or perhaps augmented signage. The only access to these subdivided registered lots is by this entrance. As-is we have been taxed for 16 years on these "buildable house lots" that are only such with this**

access. If this access is considered not viable, then they would be assessed as unbuildable parcels due to being land locked and in that case the Town would have been wrongly charging us this entire time.

- **6.2.1 "FINDINGS** – The Board believes it must uphold the more stringent Subdivision Rules and

Regulations currently in effect, particularly as such relate to stormwater management

and intersection safety." **The first issue is mentioned above, we intend to work toward stormwater upgrades to the existing infrastructure to ensure the best functionality and more compliance with the new rules. As far as intersection safety, this access is already installed and has been used every day for 16 years. This access is NOT just on paper and has never had any issues with accidents or safety. The sign remains to be installed and that would only add to the safe use of this access. We have large delivery trucks for the farms use this access as well as regular vehicles.**

From: Susan Affleck-Childs <sachilds@townofmedway.org>
Sent: Friday, July 23, 2021 6:39 AM
To: Karyl Walsh <wingatefarm@hotmail.com>
Cc: Rachel Walsh <bostonbootstress@gmail.com>; Daniel Merrikin <dan@legacy-ce.com>
Subject: RE: Wingate Farm Modification - REVISED DRAFT DECISION

Received. Thanks.

From: Karyl Walsh [mailto:wingatefarm@hotmail.com]
Sent: Friday, July 23, 2021 9:33 AM
To: Susan Affleck-Childs <sachilds@townofmedway.org>
Cc: Rachel Walsh <bostonbootstress@gmail.com>; Daniel Merrikin <dan@legacy-ce.com>; bob tucker <btucker@amconstructionco.com>; Andy Rodenhiser <andy@rodenhiser.com>
Subject: Re: Wingate Farm Modification - REVISED DRAFT DECISION

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Susy

Susan E. Affleck-Childs
Planning and Economic Development Coordinator



Town of Medway
155 Village Street
Medway, MA 02053
508-533-3291
sachilds@townofmedway.org



July 27, 2021

**Medway Planning & Economic Development Board
Meeting**

**The Settlement Site Plan and
Mixed Use Special Permit
Public Hearing Continuation**

- Public hearing continuation notice dated 5-25-21
- Letter from applicant's representative Dan Merrikin, dated 7-19-21 requesting a continuation to the first PEDB meeting in August

Board Members

Andy Rodenhiser, Chair
Robert Tucker, Vice Chair
Jessica, Chabot, Member
Richard Di Iulio, Member
Matthew Hayes, P.E.,
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**

RECEIVED TOWN CLERK
MAY 26 '21 PM2:16

MEMORANDUM

May 25, 2021

TO: Stefany Ohannesian, Town Clerk
Town of Medway Departments, Boards and Committees

FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator

RE: ***Public Hearing Continuation for The Settlement Site Plan, Mixed-Use Special Permit, and Shared Parking Special Permit***
119A & B Main Street, 1 & 3 Elm Street
Continuation Date – Tuesday, July 27, 2021 at 8:00 p.m.

At its May 25, 2021 meeting, the Planning and Economic Development Board voted to continue the public hearing on the application of Thomas Steeves of Bellingham, MA for approval of a major site plan, a central business district mixed-use special permit, and a shared parking special permit for a proposed business and residential development at 119 A & B Main Street and 1 & 3 Elm Street to Tuesday, July 27, 2021 at 8:00 p.m.

The applicant's proposed development includes six mixed-use, village style buildings, one at the front of the site facing Main Street and five at the back of the site, along with associated driveways, parking areas to accommodate 57 vehicles, landscaping, utility systems, and stormwater management systems. The proposal specifies a total of 12,544 sq. ft. of ground floor commercial/office space and 25,448 sq. ft. of residential space (26 apartment style dwelling units) of which 6 would be affordable. The proposed site improvements are shown on a plan titled *The Settlement, 1657, Medway MA Site Plan*, dated March 8, 2021, prepared by Legacy Engineering, of Millis, MA.

The applications, site plan, and associated documents are on file at the offices of the Town Clerk and the Planning and Economic Development Board at Medway Town Hall, 155 Village Street and may be reviewed during regular business hours. The site plan and application materials have also been posted at the Board's web page at: <https://www.townofmedway.org/planning-economic-development-board/pages/settlement-1657-119-main-street>

The applicant will be revising the plan based on the initial review comments and discussion at the April 13th hearing. The updated plan will be loaded to the web page upon receipt. Review comments are requested.



dan@legacy-ce.com

508-376-8883(o)

508-868-8353(c)

730 Main Street

Suite 2C

Millis, MA 02054

July 19, 2021

Planning & Economic Development Board
155 Village Street
Town Offices
Medway, MA 02053

Ref: The Settlement, 1657
Major Site Plan Application
Special Permit Application
Proposed Mixed-Use Development
Assessors parcels 48-047, 48-047-01, 02, & 03

Dear Members of the Board:

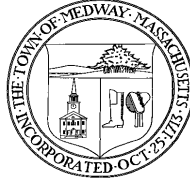
On behalf of the Applicant, I am writing to request that the public hearing for the above-referenced application be continued without discussion to your first meeting in August. As you may be aware, the Applicant expects to be selling the property at the end of July. Assuming that transaction is completed, we will request a withdrawal of the applications at your August hearing. Please do not hesitate to contact me if you have any questions or comments.

Sincerely,

LEGACY ENGINEERING LLC

Daniel J. Merrikin, P.E.
President

cc: File



July 27, 2021

**Medway Planning & Economic Development Board
Meeting**

**Phytopia, 6 Industrial Park Road –
Public Hearing Continuation**

**FOCUS TOPIC – PARKING
UPDATED**

- Public hearing continuation notice dated July 14, 2021
- Reduced parking special permit application dated May 1, 2021
- Parking memo from attorney Ted Cannon dated July 8, 2021 re: compliance with reduced parking special permit criteria
- Parking Evaluation for Phytopia memorandum prepared by MDM Transportation Consultants (applicant's parking consultant), dated May 12, 2021
- Tetra Tech review letter dated July 1, 2021 prepared by Courtney Sudak, PE
- Cultivation Facility Parking Guideline Summary prepared by Tetra Tech, dated July 13, 2021
- Additional information on municipal parking requirements for cultivation facilities prepared by Morgan Harris, Medway CED office
- Letter from attorney Ted Cannon dated 7-22-21 in response to questions posed in Tetra Tech's parking study review letter
- **Email dated July 13, 2021 from abutter Maria Walzer re: odor monitoring equipment**

Board Members

Andy Rodenhiser, Chair
Robert Tucker, Vice Chair
Richard Di Iulio, Clerk
Jessica Chabot, Member
Matthew Hayes, P.E., Member
Thomas Gay, Associate
Member



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TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

MEMORANDUM

July 14, 2021

RECEIVED TOWN CLERK
JUL 14 '21 PM3:23

TO: Stefany Ohannesian, Town Clerk
Town of Medway Departments, Boards and Committees

FROM: Susy Affleck-Childs, Planning and Economic Development Coordinator

RE: *Public Hearing Continuation for Phytopia, Inc
Marijuana Special Permit, Major Site Plan, Groundwater Protection Special
Permit, and Reduced Parking Special Permit
Continuation Date – Tuesday, July 27, 2021 at 8:00 p.m.*



At its July 13, 2021 meeting, the Planning and Economic Development Board voted to continue the public hearing on the application of Phytopia, Inc. of Peabody, MA for approval of special permits to operate a non-retail Registered Medical Marijuana cultivation and processing establishment and a Recreational Marijuana (adult-use) cultivation and processing establishment, a major site plan, a groundwater protection district special permit, and a reduced parking special permit for a proposed development at 6 Industrial Park Road to Tuesday, July 27, 2021 at 8:00 p.m. in Sanford Hall at Medway Town Hall, 155 Village Street.

The applicant proposes to use the existing 53,128 sq. ft. industrial manufacturing building at 6 Industrial Park Road and construct a 66,238 sq. ft., 2-story addition to the existing building for the cultivation, manufacturing, processing, and packaging of marijuana for medical use and adult recreational use and the delivery of such products off site to retail marijuana establishments in other communities. A retail marijuana operation is NOT proposed.

The planned scope of work includes interior renovations to the existing building, construction of the addition, improvements to the access/egress driveways, installation of curbing, parking area improvements, landscaping, lighting, and installation of and improvements to stormwater drainage facilities. The planned work is shown on a plan titled *Industrial Park Road*, dated April 1, 2021 prepared by Williams & Sparages Engineers, Planners and Surveyors of Middleton, MA. The architectural drawings dated April 6, 2021, last revised June 2, 2021 were prepared by Anderson Porter Design of Cambridge, MA. Noise and odor mitigation plans have also been provided. The project is also subject to the Conservation Commission for an Order of Conditions and a Land Disturbance Permit.

The application, site plan and supporting documentation were filed with the Town on May 12, 2021 and are on file with the Medway Town Clerk and the Community and Economic Development Department at Medway Town Hall, 155 Village Street, Medway, MA. Project

information including the revised site plan has been posted to the Planning and Economic Development Board's page at the Town's web site at: <https://www.townofmedway.org/planning-economic-development-board/pages/phytopia-inc-6-industrial-park-road-marijuana-facility>.

The Board welcomes review comments from Town staff, boards and committees. *The July 27th public hearing will address parking and the applicant's request for a reduced parking special permit plan.* Subsequent public hearings will focus on groundwater protection, security and reviewing a forthcoming revised site plan.

Please do not hesitate to contact me if you have any questions.



Planning & Economic Development Board - Town of Medway, MA SPECIAL PERMITS

Application for Special Permit Approval

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to the Medway Zoning Bylaw. Certain special permits are issued by the Planning and Economic Development Board instead of the Zoning Board of Appeals.

The Town's Planning and Engineering Consultants may review the Application and associated submittals and provide review letters to the Planning and Economic Development Board.

A copy of those review letters will be provided to you in advance of the meeting.

You and/or your duly authorized Agent/Official Representative are expected to attend the Board meeting at which your Application will be considered to answer any questions and/or submit such additional information as the Board may request.

Your absence may result in a delay the Board's review of the special permit application.

_____ May _____, 2021

APPLICANT INFORMATION

Applicant's Name: Phytopia, Inc.

Mailing Address: 25 Newbury St.

Peabody, MA 01960

Name of Primary Contact: Alex Athanas

Telephone: _____
Office: _____ Cell: 603 630-4575

Email address: alex.athanas@gmail.com

☐ Please check here if the Applicant is the equitable owner (purchaser on a purchase and sales agreement.)

PROPERTY INFORMATION

Location Address: 6 Industrial Park Rd.

The land shown on the plan is shown on Medway Assessor's Map # 33 as Parcel # 004

Size of Development Parcel(s): 4.24 acres

Development Name: 6 Industrial Park Rd.

General Description of Property: Existing industrial block building
on flat upland.

Medway Zoning District Classification: East Industrial

TYPE OF SPECIAL PERMIT

Check all that apply:

- ☐ Infill Dwelling Unit (Section 8.1)
- ☐ Mixed-Use Development in the Central Business District (Section 5.4.1)
- ☒ Reduced Parking (Section 7.1.1.J.)
- ☐ Vehicle fuel station with repair services
- ☐ Vehicle fuel station with car wash
- ☐ Vehicle fuel station with convenience store
- ☐ Car wash
- ☐ Vehicle repair
- ☐ Auto body shop
- ☐ Drive-thru facility
- ☐ Assisted living residence facility
- ☐ Other special permit uses, normally reviewed by the Zoning Board of Appeals, such as a Groundwater Protection District Special Permit and a Flood Plain Special Permit, but which are reviewed instead by the Planning and Economic Development Board when the project also requires site plan review (Section 3.4 H)

NOTE – There are separate application forms for the following special permits:

- Open Space Residential Development (OSRD)
- Adult Retirement Community Planned Unit Development (ARCPUD)
- Multi-Family Housing Overlay District (MHOD)
- Adaptive Use Overlay District (AUOD).
- Marijuana Facilities and Establishments (medical and adult recreational)
- Affordable Housing
- Oak Grove

Do not use this application form for the above noted types of developments.

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner's Name: Medway Flower, LLC

Mailing Address: 990 Paradise Rd.

Swampscott, MA 01907

Primary Contact: Alex Athanas

Telephone:

Office: _____ Cell: 603 630-4875

Email address: alex.athanas@gmail.com

DESIGNATED REPRESENTATIVE INFORMATION

Name: _____

Address: _____

Telephone:

Office: _____ Cell: _____

Email address: _____

Relationship to Applicant: _____

SIGNATURES

The undersigned, being the Applicant, herewith submits this application for a special permit(s) to the Medway Planning and Economic Development Board for review and action.

I hereby certify, under the pains and penalties of perjury, that the information contained in this application is a true, complete and accurate representation of the facts regarding the property under consideration.

(If applicable, I hereby authorize _____ to serve as my Agent/Designated Representative to represent my interests before the Planning & Economic Development Board with respect to this application.)

In submitting this application, I authorize the Board, its consultants and agents, Town staff, and members of the Design Review Committee and other Town boards and committees to access the site during the special permit review process.

Christopher Adams, Mayor
Signature of Property Owner (printed name)

April 30, 2021
Date

Signature of Property Owner (printed name)

Date

Edward V. Carson, Jr.
Signature of Applicant (if other than Property Owner) printed name

4/30/21
Date

Atty for Phytoplan, Inc.
Signature of Agent/Designated Representative (printed name)

Date

SPECIAL PERMIT APPLICATION/FILING FEES

There is no separate special permit application fee when the project also requires site plan review.

SPECIAL PERMIT APPLICATION CHECKLIST

It is understood that the applicant shall simultaneously file a corresponding application for Site Plan Review and Approval with all required submittals.

- ☒ Special Permit Application (2 signed originals) – one for the Town Clerk and one for the Planning and Economic Development Board
- ☐ Submit a detailed narrative on how the proposed development project meets the special permit criteria included in the Medway Zoning Bylaw, SECTION 3.4 Special Permit Criteria AND any specific criteria included in the particular section(s) of the Zoning Bylaw for which a special permit is sought.
- ☒ ^{to be submitted from traffic expert promptly} Any additional information required by the specific section of the Zoning Bylaw for the requested type of special permit

Project Description

6 Industrial Park Road

This is the proposed redevelopment of a vacant industrial building at 6 Industrial Park Road and the currently paved parking area, all of which site on 4.24 acres of land. The building contains approximately 53,128 square feet of finished floor area on one floor. The proposed redevelopment includes the construction of an attached two-story addition with 33,119 square feet per story. The proposed new use is for a registered medical and recreational marijuana cultivation and manufacturing facility. There will be no retail sales out of this location. All vehicular and pedestrian access is off Industrial Park Road which runs northerly off of Main Street/Route 109. The proposed use will consist of growing and processing marijuana plants and byproducts, all of which will be shipped offsite. The operation will consist of approximately 90 employees on site at any one time with the hours of operation being daily from 8:00 a.m. to 8:00 p.m. The applicant anticipates completing all redevelopment within 12 months from the start of work. The property is located in the groundwater protection district and includes a small portion of work within wetlands jurisdiction. The proposed use requires a Special Permit from the Planning & Economic Development Board, and the overall project requires major site plan review and approval. The applicant is also requesting a Special Permit from the Planning & Economic Development Board to allow fewer parking spaces than the strict calculation of required spaces under the Zoning Bylaw, and the applicant will require a Land Disturbance Permit. Proposed site work includes improvement of existing access/egress driveways, curbing, 92 off-street parking spaces, landscaping, lighting, installation or improvement of stormwater drainage facilities. The property has existing connections to municipal water and sewer.

COMMONWEALTH OF MASSACHUSETTS

Town of Medway

Planning & Economic Development Board

In Re:

Phytopia, Inc.
Application for a Parking Special Permit
6 Industrial Park Road

MEMORANDUM OF PHYTOPIA, INC. IN SUPPORT
OF ITS APPLICATION FOR A PARKING SPECIAL PERMIT

ISSUE:

Whether the applicant's request for a Special Permit from the Town of Medway Planning & Economic Development Board (hereinafter the "Board") to operate a recreational and medical marijuana cultivation facility at 6 Industrial Park Road, as required by Section 7.1.1.J of the Zoning By-Law (hereinafter the "By-Law"), should be granted where the applicant meets each of the requirements for a Special Permit as set forth in Section 7.1.1.J of the By-Law.

BACKGROUND:

Locus is 6 Industrial Park Road in Medway, which is presently the location of a vacant industrial building that is in need of environmental cleanup and improved stormwater management. Locus is in East Industrial Zoning District. The building, in its present configuration, has been the site of industrial businesses for many years. Locus enjoys the benefit of public water and sewer. The applicant expects to have up to 90 employees working on the location once both Phase 1 (the existing building) and Phase 2 (the proposed addition) are complete. For both Phase 1 and Phase 2 the applicant proposes 119,366 square feet of building space. For a basic manufacturing use the required parking per the Bylaw is 2 spaces for each employee ($90 / 2 = 45$ spaces) plus 1

space for every 1,000 square feet of building space ($119,366 / 1000 = 120$ spaces) resulting in a total of 165 spaces required by strict adherence to the Bylaw. However, the applicant believes the vanilla “manufacturing” characteristic of this project does not accurately portray the proposed operation and does not reflect the parking data for uses such as this site. A typical Registered Medical Marijuana Facility (hereinafter “RMMF”) used only for cultivation generates a need for 1 space for every 1,000 square feet of cultivation space ($89,247 / 1000 = 87$ spaces) per acceptable industry standards for an RMMF cultivation only facility. The applicant is proposing a total of 92 parking spaces, which is five more than the 87 spaces called for per RMMF industry standards. Accordingly, the applicant seeks a Special Permit from the Board to allow the 92 parking spaces proposed.

ARGUMENT:

1. The reduction shall not exceed 30 percent of the minimum number of spaces required under Table 3.

The applicant urges the Board to consider that there is no appropriate standard under Bylaw Table 3 that accurately reflects the proposed marijuana cultivation and manufacturing facility. As a result, requiring a parking reduction “cap” of 30 percent of a generic “manufacturing” is misplaced. For example, the plan calls for an addition of 33,119 square feet, but this area will be entirely dedicated to cultivation, which will not generate the same amount of parking as the existing physical plan which also includes office and meeting space. The applicant believes, and suggests that the Board determine, that there is no appropriate minimum number of spaces required by Table 3 of the Bylaw and that the parking space reduction cap of 30 percent imposed under Section 7.1.1.J.1 of the Bylaw is not applicable.

2. Potential for Shared Parking.

There is no shared parking at this well developed industrial park.

3. Demographic or other characteristics of site users.

The site will be used only by employees as no retail sales is proposed. The applicant expects that most employees will drive to the facility for work. There is no unique demographic or other characteristics of the workforce.

4. The applicant agrees to participate in a transportation demand management program.

The applicant will be pleased to work with the town in this regard should the town determine a reasonable transportation demand assessment is necessary.

5. The extent to which the applicant's proposal accommodates other means of transportation to or circulation within the site.

Locus sites near the town line with Millis on a stretch of Route 109 that does not easily lend itself to pedestrian access. It is possible that some employees may be able to transport themselves to work via bicycle, but the applicant anticipates that large majority of employees will drive to work.

6. Safe, convenient forms of pedestrian access between the proposed development and nearby residential uses.

This section of Route 109 does not lend itself to safe or convenient forms of pedestrian access from nearby residential uses. However, since there is no retail component, the applicant anticipates very few nearby residents will want or need to access the facility. Hopefully, there are some local residents who will want to work at the facility, but the applicant expects most local residents to drive to work.

7. The presence of a public or private parking lot within 400 feet of the proposed use.

The applicant is not aware of any public parking nearby. There are several private parking lots in this industrial park, but as they are privately owned and serve the individual properties, there is no opportunity to share parking space.

8. The availability of legal on-street parking.

There is very little, if any, legal on-street parking available.

9. The availability in a residential or mixed use development project of an active car-sharing program....

This requirement does not apply to this application.

10. The reduced number of parking spaces is consistent with the general purposes of this Section 7.1.1.

The 92 parking spaces proposed by the applicant is consistent with the general purpose of Section 7.1.1 of the Bylaw. The applicant wants to have sufficient parking so that its work force can safely and readily access the facility. However, no one wants fields of asphalt installed, particularly at this property so close to wetlands resources. Over parking results in added costs to the applicant, and additional non-pervious surface coverage which adds to the difficulty in proper stormwater management. The parking proposed by the applicant is consistent with the demand shown for this kind of use from industry data.

11. The proposed number of parking spaces will be sufficient for the proposed use.

The applicant restates its response in #10 above as if fully set forth here.

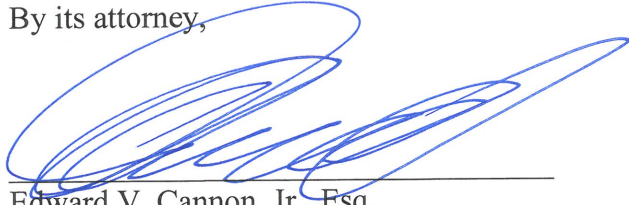
12. The decrease in required off-street parking is supported by a parking analysis prepared by a registered professional engineer. Such analysis shall consider existing and proposed uses on the site; rate of parking turnover for various uses; expected peak traffic and parking loads for various uses based on customary hours of operation; availability of public transportation; industry parking standards for various uses; and other factors.

See the report of MDM Transportation Consultants, Inc. dated May 12, 2021, as amended, which has been filed with the Board and addresses the above concerns.

CONCLUSION:

For the reasons set forth above, the applicant respectfully requests that the Board grant a Special Permit to allow for the 92 parking spaces proposed.

Respectfully submitted,
Phytopia, Inc.,
By its attorney,

A handwritten signature in blue ink, appearing to read 'E. Cannon, Jr.', is written over a horizontal line.

Edward V. Cannon, Jr., Esq.
Doherty, Dugan, Cannon, Raymond & Weil, P.C.
124 Grove Street, Suite 220
Franklin, MA 02038
Tel (508) 541-3000 x218
E evc@ddcrwlaw.com
BBO#561137

Date: July 8, 2021

DATE: May 12, 2021

TO: Alexander Athanas
Phytotherapy, Inc.
25 Newbury Street
Peabody, MA 01960

FROM: Robert J. Michaud, P.E. – Managing Principal
Daniel A. Dumais, P.E. – Senior Project Manager



RE: **Parking Evaluation – Proposed Marijuana Cultivation Facility**
6 Industrial Park Road, Medway, MA

MDM Transportation Consultants, Inc. (MDM) has prepared this parking evaluation for the proposed Marijuana Cultivation Facility to be located at 6 Industrial park Road in Medway, Massachusetts. The location of the site relative to adjacent roadways is shown in **Figure 1**. This memorandum provides a basis for local permitting purposes that quantifies anticipated parking needs based on proposed employment levels, empirical data for other cultivation facilities and parking generation characteristics for industrial uses with characteristics that are aligned with the proposed use as published by the Institute of Transportation Engineers (ITE).

Key findings of the parking evaluation are as follows:

- *Projected Parking Demands, Empirical Basis:* The empirical employment levels anticipated by the Proponent for the proposed Marijuana Cultivation facility include up to 87 total employees operating over two shifts, with a primary (daytime) shift peak of fewer than 75 employees. Assuming partial overlap of arriving and departing employees the peak parking demand would be no more than 87 vehicles, providing a reserve of at least 5 spaces for visitors. Visitor spaces will be located proximate to the building to facilitate these higher turnover trips.
- *Projected Parking Demands, ITE Basis:* The Institute of Transportation Engineers (ITE) *Parking Generation* 5th Edition provides parking rates for various industrial land use categories that are aligned with the proposed use and that provides a reasonable basis for estimating parking demands based on employment levels. Relevant land use categories include Land Use Code (LUC) 110 General Light Industrial and LUC 140 Manufacturing. Based on these land use categories the project at 87 employees would result in a peak parking demands ranging from 54 to 80 spaces inclusive of visitor activity. Accordingly, the proposed 92 parking space supply is expected to reasonably accommodate peak parking demands of the proposed cultivation facility.

- *Projected Parking Demands, Freetown Facility:* MDM was involved in permitting of a 880,000± sf cultivation facility in Freetown, MA with up to 300 total employees. This facility, while larger in size than the proposed Medway facility, provides a relevant reference point for proposed parking ratios based on proposed employment levels. The Freetown facility is permitted to include a parking supply of 315 spaces representing a parking supply ratio of 1.05 spaces per employee. Application of the Freetown parking ratio of 1.05 spaces per employee to the 87 employees cap for the Medway facility results in a parking supply of 92 spaces which is equivalent to the proposed parking supply for the Site.
- *Projected Parking Demands, Zoning Basis:* The Applicant proposes a parking supply based on building area and application of local zoning requirements 1 space per 1,000SF to the existing building (at 53,128 SF) and the first floor of the proposed addition (at 33,119 SF) totaling 86,247 SF. As the proposed building expansion beyond this area represents space primarily for growing product supported by the total anticipated 87 employee at buildout, additional parking for the expansion area is not required. The resulting parking supply of 92 spaces represents 87 required spaces under zoning on this basis plus 5 additional spaces available for visitors. This parking supply is consistent with the empirical and industry-standard parking demand projections cited above.

In summary, based on a review of proposed employment levels and programming for the facility, parking demand rates for relevant industrial uses published by ITE and prior permitted parking ratios for a similar cultivation facility in Freetown Massachusetts the 92-space parking supply for the proposed Marijuana Cultivation facility will in the opinion of MDM reasonably accommodate the peak parking demands for the use assuming a maximum employment level of 87 employees over two shifts at full buildout.

Existing and Proposed Site Programming

The Site includes an existing 53,128± square foot (sf) industrial building located on an approximate 4.2-acre tract of land within the Medway Industrial Park. The Site currently includes 6 marked parking spaces and undefined paved parking areas with access/egress provided via two (2) curb cuts along Industrial Park Road and one (1) curb cut along Jayar Road.

The proposed project under Phase I entails the conversion of the 53,128± sf of floor area occupied by a manufacturing company (General Display, Inc.) to a proposed Marijuana Cultivation facility with up to 53 employees. Phase II of the project assumes up to 66,238± sf of additional floor area within a 33,119± sf footprint addition for a total of 119,366± sf of Marijuana Cultivation use. Under Phase II the employment levels would result in up to 87 total employees operating over two shifts. As the proposed building expansion beyond this area represents space primarily for growing product supported by the total anticipated 87 employee at

buildout, additional parking for the expansion area is not required. Access/egress would be provided via two (2) driveways along Industrial Park Road and two (2) driveways along Jayar Road with 92 marked parking spaces. For reference purposes, the existing store layout as provided by Williams & Sparages is shown in **Figure 2**.

Estimated Peak Parking Demand – ITE Basis

This section provides estimated peak parking demand characteristics for the site based on industry standard parking rates and empirical parking rates for comparison to proposed parking developed per zoning by-law requirements described above.

Estimated Peak Parking Demand – ITE Based Methodology

The Institute of Transportation Engineers (ITE)¹ has documented peak parking demand characteristics for industrial uses in *Parking Generation* for Land Use Code (LUC) 140 Manufacturing and LUC 110 – General Light Industrial. For planning purposes, the following land uses as defined by ITE reasonably reflects the nature of likely programming at site and are defined as follows:

Manufacturing (LUC 140): “A manufacturing facility is an area where the primary activity is the conversion of raw materials or parts into finished products. Size and type of activity may vary substantially from one facility to another. In addition to the actual production of goods, manufacturing facilities generally also have office, warehouse, research, and associated functions. General light industrial (Land Use 110) and industrial park (Land Use 130) are related uses.”

General Light Industrial (LUC 110): “A light industrial facility is a free-standing facility devoted to a single use. The facility has an emphasis on activities other than manufacturing and typically has minimal office space. Typical light industrial activities include printing, material testing, and assembly of data processing equipment. Industrial park (Land Use 130) and manufacturing (Land Use 140) are related uses.”

The peak parking demand for space based on industry standard methodology is summarized in **Table 1** assuming the two closest land use categories (LUC 140 and LUC 110) based on total employment levels at full buildout of the project (87 employees). For reference, the ITE parking data is provided in the **Attachments**.

¹ *Parking Generation, 5th Edition*, Institute of Transportation Engineers, Washington, D.C. (2019)

TABLE 1
PROJECTED PEAK PARKING DEMAND – ITE BASIS

Land Use	Size (Employees)	Peak Parking Rate (Vehicles per Employee)		Peak Parking Demand (Vehicles Parked)	
		Average	95% Confidence	Average	95% Confidence
<i>General Light Industrial¹</i>					
Phase I	53	0.55	0.62	30	33
<u>Phase II</u>	<u>34</u>	<u>0.55</u>	<u>0.62</u>	<u>19</u>	<u>22</u>
Total	87	0.55	0.62	48	54
<i>Manufacturing²</i>					
Phase I	53	0.81	0.91	43	49
<u>Phase II</u>	<u>34</u>	<u>0.81</u>	<u>0.91</u>	<u>28</u>	<u>31</u>
Total	87	0.81	0.91	71	80

¹Based on peak parking rates using ITE LUC 110 General Light Industrial applied to employment levels.

²Based on peak parking rates using ITE LUC 140 Manufacturing applied to employment levels.

As summarized in **Table 1**,

- *General Light Industrial.* Based on ITE methodology as general light industrial, the use would generate a peak parking demand of 48 to 54 spaces under full build-out and occupancy by 87 employees.
- *Manufacturing.* Based on ITE methodology as manufacturing, the use would generate a peak parking demand of 71 to 80 spaces under the full build-out and occupancy by 87 employees.

In summary, based on relevant ITE land use categories the project's 92 parking space supply will provide ample parking to accommodate the peak parking demands at the upper limits of the employment at 87 total employees.

Summary & Conclusions

In summary, based on a review of proposed employment levels and programming for the facility, parking demand rates for relevant industrial uses published by ITE and prior permitted parking ratios for a similar cultivation facility in Freetown Massachusetts the 92-space parking supply for the proposed Marijuana Cultivation facility will in the opinion of MDM reasonably accommodate the peak parking demands for the use assuming a maximum employment level of 87 employees over two shifts at full buildout.

Attachments

- ITE Parking Data
 - LUC 110 (General Light Industrial)
 - LUC 140 (Manufacturing)

Land Use: 110 General Light Industrial

Description

A light industrial facility is a free-standing facility devoted to a single use. The facility has an emphasis on activities other than manufacturing and typically has minimal office space. Typical light industrial activities include printing, material testing, and assembly of data processing equipment. Industrial park (Land Use 130) and manufacturing (Land Use 140) are related uses.

Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand on a weekday at 29 general urban/suburban study sites.

Hour Beginning	Percent of Weekday Peak Parking Demand
12:00–4:00 a.m.	0
5:00 a.m.	2
6:00 a.m.	15
7:00 a.m.	41
8:00 a.m.	83
9:00 a.m.	100
10:00 a.m.	99
11:00 a.m.	98
12:00 p.m.	94
1:00 p.m.	90
2:00 p.m.	94
3:00 p.m.	88
4:00 p.m.	68
5:00 p.m.	49
6:00 p.m.	9
7:00 p.m.	3
8:00 p.m.	3
9:00 p.m.	3
10:00 p.m.	0
11:00 p.m.	0

Additional Data

The number of employees for this land use was the total number of employees working on all shifts. Facilities with employees that work on shifts may peak at different hours. It is unclear from the data collected for this land use whether the parking demand counts occurred during, prior to, or after shift changes at the study sites.

The average parking supply ratio for the nine study sites with parking supply information is 1.2 spaces per 1,000 square feet GFA.

The sites were surveyed in the 1980s, the 1990s, and the 2010s in California, Illinois, Oklahoma, Texas, and Washington.

Source Numbers

149, 151, 201, 235, 261, 560, 561

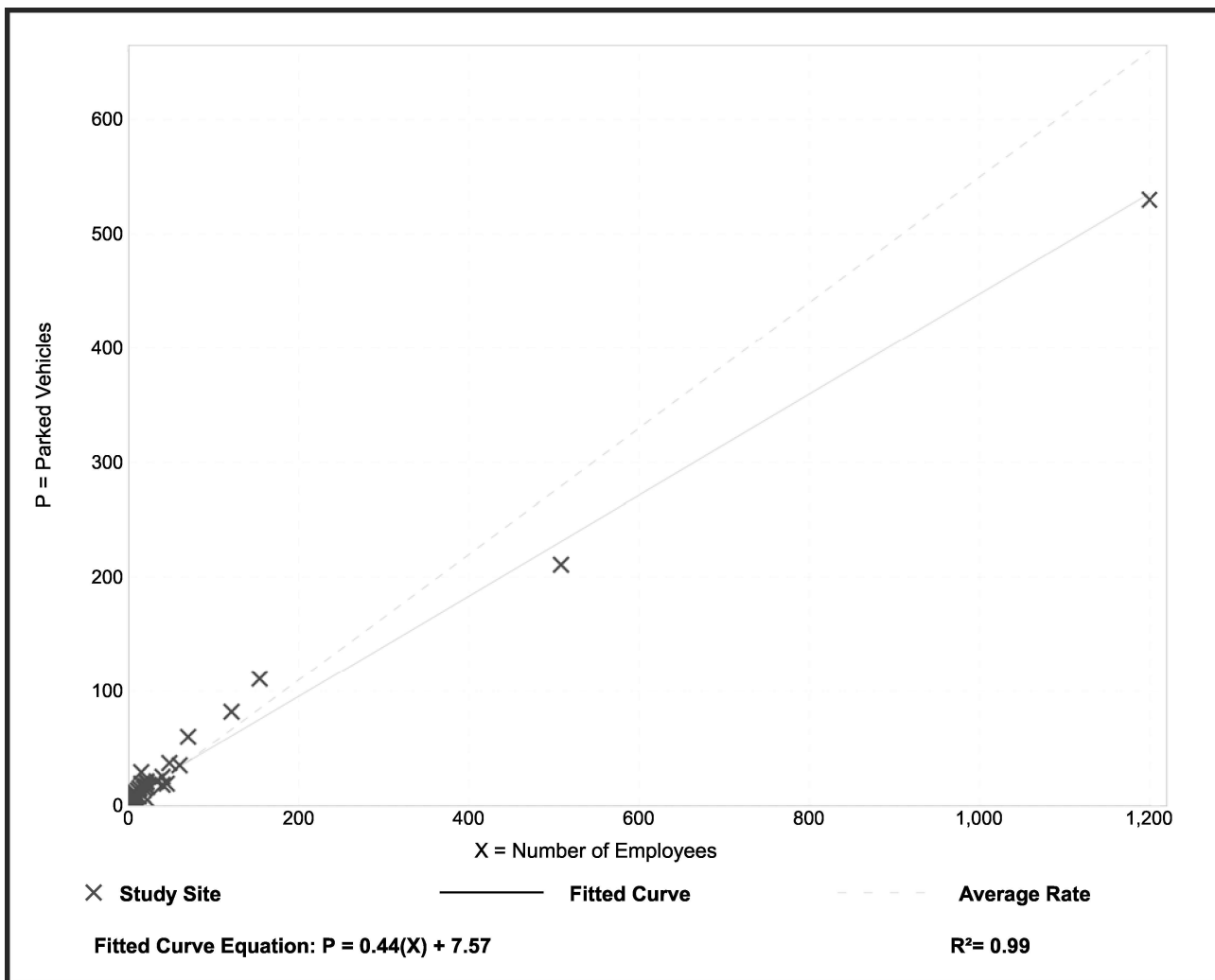
General Light Industrial (110)

Peak Period Parking Demand vs: Employees
 On a: Weekday (Monday - Friday)
 Setting/Location: General Urban/Suburban
 Peak Period of Parking Demand: 9:00 a.m. - 3:00 p.m.
 Number of Studies: 38
 Avg. Num. of Employees: 68

Peak Period Parking Demand per Employee

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
0.55	0.23 - 3.00	0.68 / 1.39	0.48 - 0.62	0.23 (42%)

Data Plot and Equation



Land Use: 140 Manufacturing

Description

A manufacturing facility is an area where the primary activity is the conversion of raw materials or parts into finished products. Size and type of activity may vary substantially from one facility to another. In addition to the actual production of goods, manufacturing facilities generally also have office, warehouse, research, and associated functions. General light industrial (Land Use 110) and industrial park (Land Use 130) are related uses.

Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand on a weekday at 16 general urban/suburban study sites.

Hour Beginning	Percent of Weekday Peak Parking Demand
12:00–4:00 a.m.	5
5:00 a.m.	5
6:00 a.m.	15
7:00 a.m.	55
8:00 a.m.	76
9:00 a.m.	82
10:00 a.m.	84
11:00 a.m.	85
12:00 p.m.	90
1:00 p.m.	99
2:00 p.m.	100
3:00 p.m.	95
4:00 p.m.	58
5:00 p.m.	36
6:00 p.m.	15
7:00 p.m.	12
8:00 p.m.	11
9:00 p.m.	9
10:00 p.m.	9
11:00 p.m.	8

Additional Data

The average parking supply ratio for the three study sites with parking supply information is 1.4 spaces per 1,000 square feet GFA and 1.4 spaces per employee.

The sites were surveyed in the 1990s and the 2010s in Texas and Washington.

Source Numbers

122, 561

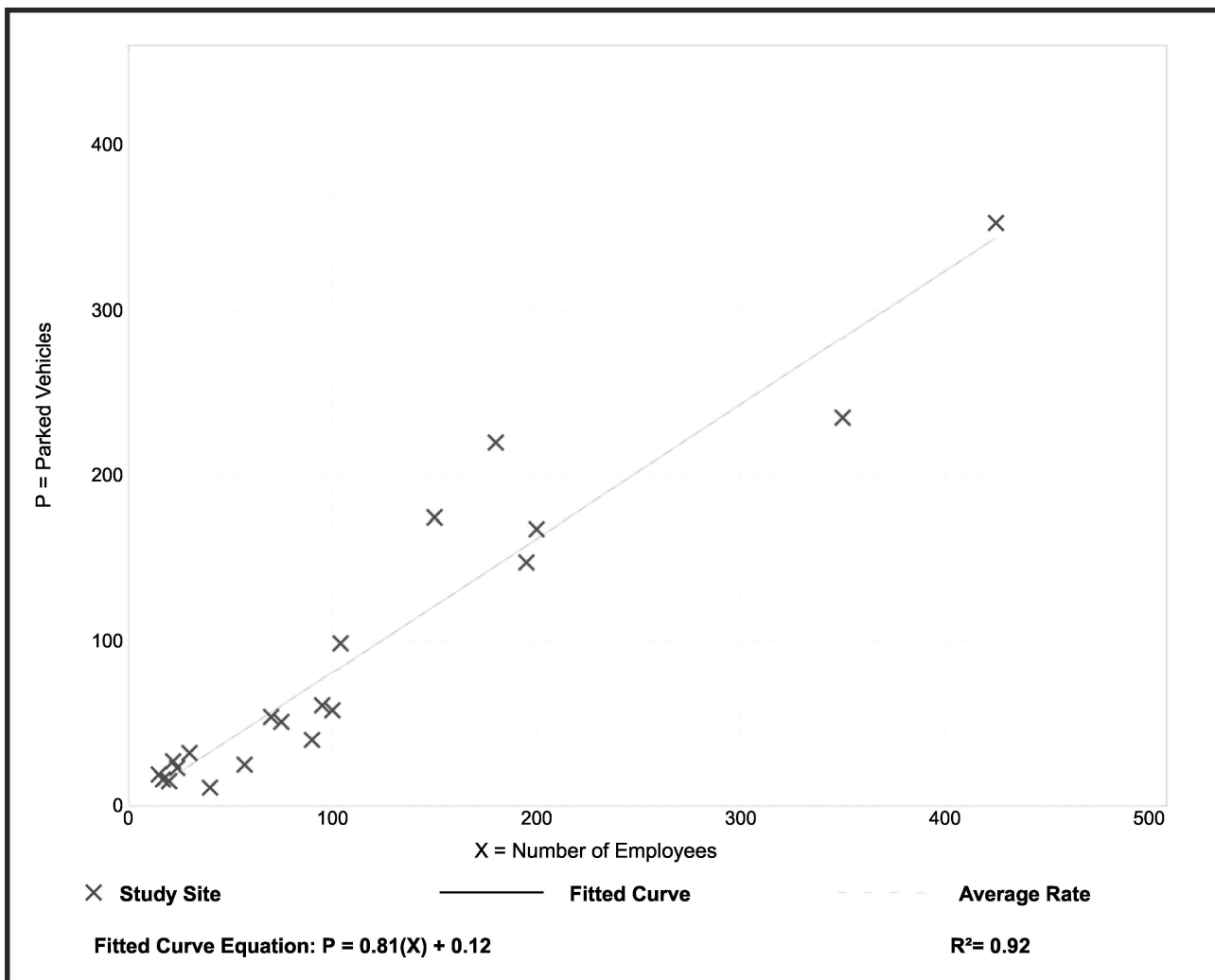
Manufacturing (140)

Peak Period Parking Demand vs: Employees
 On a: Weekday (Monday - Friday)
 Setting/Location: General Urban/Suburban
 Peak Period of Parking Demand: 10:00 a.m. - 3:00 p.m.
 Number of Studies: 20
 Avg. Num. of Employees: 113

Peak Period Parking Demand per Employee

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
0.81	0.28 - 1.27	0.68 / 1.21	0.71 - 0.91	0.23 (28%)

Data Plot and Equation





July 1, 2021

Ms. Susan E. Affleck-Childs
Medway Planning and Economic Development Coordinator
Medway Town Hall
155 Village Street
Medway, MA 02053

**Re: Phytopia Inc.
Major Site Plan Review – Parking
6 Industrial Park Road
Medway, Massachusetts**

Dear Ms. Affleck-Childs:

Tetra Tech (TT) has performed a review of the parking evaluation provided for the above-mentioned Project at the request of the Town of Medway Planning and Economic Development Board (PEDB). The proposed Project is located at 6 Industrial Park Road in Medway, Massachusetts. The Project consists of redeveloping the vacant industrial building along with constructing a two-story addition for the purpose of growing and processing marijuana plants and byproducts. The scope of work also includes improving existing access driveways, curbing, 92 off-street parking spaces, landscaping, lighting, and installation of stormwater drainage facilities.

TT is in receipt of the following materials:

- *Parking Evaluation – Proposed Marijuana Cultivation Facility, 6 Industrial Park Road, Medway, MA* prepared by MDM Transportation Consultants, Inc. (MDM), dated May 12, 2021.
- A cover letter dated May 12, 2021, prepared by Edward V. Cannon, Jr.
- A plan (Plans) set titled "Industrial Park Road, 6 Industrial Park Road, Medway, MA" dated April 1, 2021, prepared by MEM.
- An Application for Major Site Plan Approval, dated April 30, 2021, prepared by Edward V. Cannon, Jr.
- An Application for Reduced Parking Special Permit Approval, dated May 1, 2021, prepared by Edward V. Cannon, Jr.
- An Application for Groundwater Protection District Special Permit Approval, dated May 1, 2021, prepared by Edward V. Cannon, Jr.
- A Marijuana Special Permit Application, dated April 30, 2021, prepared by Edward V. Cannon, Jr.

The May 12, 2021 memo (parking memo) was reviewed for conformance with the Town of Medway PEDB Rules and Regulations (Regulations) last amended October 8, 2019, Town of Medway Zoning Bylaw and good engineering practice.

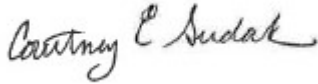
SITE PLAN REVIEW

1. The parking memo states the proposed facility is anticipated to include up to 87 employees operating in two shifts, with the daytime shift including up to 75 employees. The applications prepared for the project state that the facility will include approximately 90 employees on-site at any one time and that the hours of operation will be 8AM to 8PM. The Applicant should confirm the anticipated employee levels, operating times and employees per shift.

2. If 87 employees (or more depending on the response to comment 1 above) are expected to be on-site at any one time, the parking utilization could be close to capacity if alternative modes of transportation (i.e., carpooling, walk, bike, etc.) at the site are low. Given that employee parking at the site will be provided in two separate parking fields served by three driveways, employees may have to drive around the parking fields to locate vacant parking spaces. It is recommended that the Applicant consider implementing assigned parking to minimize vehicle trips into and out of the site driveways by employees searching for open parking.
3. The parking memo references the parking ratio of 1.05 parking spaces/employee approved for a cultivation facility in Freetown, MA. The Medway facility is proposing the same parking ratio assuming 87 employees. It should be noted that peak parking demand observation data was not provided for this development to verify that the 1.05 parking spaces/employee adequately accommodates the facility's parking demand.
4. The parking memo and the site plans exclude the expanded area (which will be limited to growing product) from the zoning parking requirement for registered medical marijuana facilities (RMMF).
5. The parking memo included estimates of peak parking demand for the facility based on number of employees applied to industry-standard trip rates (average and 95th percent confidence rates) published by the Institute of Transportation Engineers (ITE) *Parking Generation, 5th Edition* for Land Use 110 (General Light Industrial) and Land Use 140 (Manufacturing) which are the most closely related land use categories. This methodology is generally consistent with industry standards.
6. The parking memo and site plans do not reference any proposed bicycle parking spaces. It is recommended that bicycle parking be provided consistent with the Town's regulations to help reduce auto usage at the site.
7. The parking memo and site plans do not reference any proposed electric vehicle parking spaces. It is recommended that electric vehicle parking be provided consistent with the Town's regulations.
8. AutoTurn analyses were not provided in the site plans. It is recommended that the Applicant conduct AutoTurn analyses for the largest emergency apparatus and delivery vehicle anticipated at the site to ensure safe and efficient access and circulation.
9. The first dedicated handicap parking space on the easterly end of the parking aisle does not have adequate room to exit the space without conflicting with vehicles entering the driveway. It is recommended that the Applicant provide a small turnaround in this area.
10. The two existing site driveways on Industrial Park Road are proposed to remain. These driveways only serve six parking spaces. To minimize vehicle conflict points on Industrial Park Road, it is recommended that the Applicant redesign the site access at this location to only provide one driveway for the existing six parking spaces to remain.

These comments are offered as guides for use during the Town's review and additional comments may be generated during the course of review. The Applicant shall be advised that any absence of comment shall not relieve them of the responsibility to comply with all applicable local, state and federal regulations for the Project. If you have any questions or comments, please feel free to contact us at (508) 786-2200.

Very truly yours,

A handwritten signature in black ink, reading "Courtney E. Sudak". The signature is written in a cursive, flowing style.

Courtney E. Sudak, PE
Senior Project Engineer

P:\21583\143-21583-21011 (PEDB 6 INDUSTRIAL PARK RD)\DOCS\6 INDUSTRIAL PARK RD-PEDBREV_PARKING (2021-07-01).DOCX

SUMMARY OF VARIOUS AGENCY OFF-STREET PARKING REQUIREMENTS CANNABIS CULTIVATION FACILITIES

Agency	State	Government Level	Type of Regulation	Regional Population	Regulation Document	Date Approved	Type of Facility	Off-Street Parking Requirement	Notes
Becket	MA	Town/City	Zoning Bylaws	1,700	Section 6.8, Marijuana Establishments & Medical Marijuana Treatment Centers Bylaw	5/12/2018	Marijuana Cultivation	one (1) parking space for each employee plus adequate space for service and supply vehicles or one (1) parking space for each 1,000 square feet (SF) of gross floor area, whichever is greater.	
Summit County	CO	County	Zoning	31,000	Development Code Zoning Regulations	10/8/2013	Optional Premises Marijuana Cultivation Operation	1.25 spaces per 1,000 SF floor area	Parking for an Optional Premises Cultivation Operation, a Retail Marijuana Cultivation Facility, and a Retail Marijuana Testing Facility shall be in accordance with manufacturing/warehousing facilities, per Figure 3-7.
Adelanto	CA	Town/City	Municipal Code	33,500	Cannabis Parking Requirements	n/a	Indoor Agricultural	1 space per 1,000 SF-GFA for the first 20,000 sq. ft; 1 space per 2,000 SF-GFA for that portion between 20,000 and 40,000 sq. ft.; 1 space per 4,000 SF-GFA for that portion over 40,000; Plus 1 space/300 SF-GFA of office use	
Downers Grove	IL	Town/City	Municipal Code	49,500	Ord. Nos. 5804, 5760	12/8/2020	Adult Use Cannabis Graft Grower	6 spaces per 1,000 sq. ft. (where shared parking is available) or 7.5 spaces per 1,000 sq. ft. (where shared parking is not available) for dispensary portion of business plus 1.17 spaces per 1,000 sq. ft. for non-dispensary areas of business	
Santa Rosa	CA	Town/City	Municipal Ordinance	180,000	Ord. No. ORD-2017-025	n/a	Cannabis - Cultivation	1 space for each 1, 000 sf. or as determined by CUP.	Bike Parking = 1 space per 14,000 sf or as determined by CUP.
Santa Rosa	CA	Town/City	Municipal Ordinance	180,000	Ord. No. ORD-2017-025	n/a	Cannabis - Manufacturing (Equal to or greater than 50 ksf)	1 space for each 700 sf or as determined by CUP. The gross floor area may include accessory office space comprising less than 5% of the total gross floor area.	Bike Parking = 1 space per 14,000 sf or as determined by CUP.
Colorado Springs	CO	Town/City	City Council	465,000	Medical Marijuana Land Use Regulations	7/7/2014	Optional Premises Medical Marijuana Cultivation Operation	1 space per 5,000 GSF grow and process, 1 space per 400 GSF office	

NOTE: Table prepared by Tetra Tech on July 13, 2021

Marijuana Facility Parking Regulations		
Town	Parking Requirement	Specifically for Cultivation
Barnstable	The required number of parking spaces for marijuana cultivators, research facilities and independent testing laboratories shall be one space for every 700 square feet of gross floor area. The Planning Board shall also rely on the recommendation of site plan review.	yes
Waltham	Any marijuana establishment permitted under this article shall provide one space for each 400 gross square feet of floor area used for sale, dispensing and processing and one space for each 2,000 gross square feet of floor area used for cultivation. All parking areas shall be designed and built according to the standards contained in Sections 5.4 to 5.48.	yes
Belmont	Wholesale and industrial establishments: one parking space per 1.5 employees on the largest shift, but capable of expansion to not less than one space per 400 square feet gross floor area.	no
Abington	One parking space for each two employees during the shift of maximum employment or one space for each 600 square feet of open or enclosed area devoted to the compounding, manufacturing or processing of any goods or articles, whichever is less, plus one space for each vehicle used in conjunction with the business	no
Becket	Marijuana cultivation facilities and marijuana product manufacturers: one (1) parking space for each employee plus adequate space for service and supply vehicles or one (1) parking space for each 1,000 square feet (SF) of gross floor area, whichever is greater. b. Marijuana research facilities and independent testing laboratories: one (1) parking space for each 300 SF of gross floor area.	yes
Dalton	In addition to the requirements listed in Article X, off-street parking must be provided for as follows. For buildings or sites that contain more than one type of marijuana use, each use shall be calculated separately and parking provided for each on site, based on gross floor area of the individual uses. These requirements may be modified or waived by the special permit granting authority. (a) Retail uses: one parking space for every 250 square feet of gross floor area of the building(s). (b) Cultivation, processing, packaging, manufacturing or storage uses: one parking space for every 1,000 square feet of gross floor area of the building(s). (c) Testing or research uses: one parking space for every 350 square feet of gross floor area of the building(s)	yes
Dartmouth	Parking at a Marijuana Establishment shall comply with the requirements of Article 24, Site Plan Review, except that parking spaces shall be provided at the rate of one parking space per employee for the largest shift, plus one parking space for each 250 square feet of building floor space that is devoted to customer service;	yes
7-13-21 prepared by Morgan Harris, Medway CED office		



Doherty, Dugan, Cannon,
Raymond & Weil, P.C.

Edward V. Cannon, Jr.
evc@ddcrwlaw.com

124 Grove Street
Suite 220
Franklin, MA 02038
TEL. NO. (508) 541-3000
FAX NO. (508) 541-3008

July 22, 2021

Planning & Economic Development Board
Town of Medway
155 Village Street
Medway, MA 02053

RE: 6 Industrial Park Road, Medway, MA
Medway Flower LLC
Site Plan & Special Permit Applications

Dear Susy:

The following is a breakdown of the proposed staffing to aid in our parking discussions for next week.

The Phytopia Medway operation includes cultivation, production and support teams.

A cultivation team includes managers, directors, and associates.

The processing team consists of those working logistics, kitchen, packaging, filling, extraction, operations support, and product conversion teams, including managers, directors, and associates.

Security, human resources, and operations leadership will be present at various times.

Shift times will be coordinated such that the parking limit is observed at all times. That is, limiting the overlap between shifts by phasing start times across teams. Parking will only be permitted in designated spaces on the property. No parking will be permitted on the street.

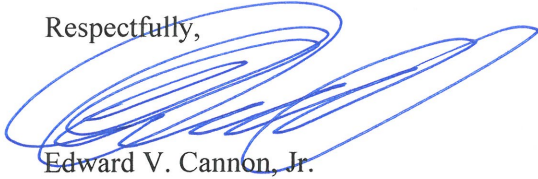
The initial plan to make Phase 1 operational is to begin with a single shift between 8:00 a.m. and 8:00 p.m. with most employees working 8:00 a.m. to 4:30 p.m. A small number of employees will remain after 4:30 p.m. to make sure the operation for the next day is in order. It is anticipated that this single, startup shift will include a number of employees well below the 92 available parking spaces.

As the operation grows and Phase 2 comes online, it is anticipated that Phytopia will move to two (2) shifts with the first being from 6:00 a.m. to 2:30 p.m. and the second being from 3:00 p.m. to 11:30 p.m. The separation of shifts being intentional to ensure that the parking requirements are observed at all times.

Planning & Economic Development Board
Town of Medway
July 22, 2021
Page 2,

We look forward to discussing the parking details further with the Board next week. Please contact me with any questions or if you need any additional information.

Respectfully,

A handwritten signature in blue ink, appearing to read "Edward V. Cannon, Jr.", is written over the word "Respectfully,".

Edward V. Cannon, Jr.

Enclosures

cc: Alex Athanas
Angelo Frangoulidis
Peter D'Agostino
Chris Sparages
Brian Anderson

F19-039

Parking Analysis – ITE

Land Use	Size (Employees)	Peak Parking Rate (Vehicles per Employee)		Peak Parking Demand (Vehicles Parked)	
		Average	95% Confidence	Average	95% Confidence
<i>General Light Industrial</i> ¹					
Phase I	53	0.55	0.62	30	33
<u>Phase II</u>	<u>34</u>	<u>0.55</u>	<u>0.62</u>	<u>19</u>	<u>22</u>
Total	87	0.55	0.62	48	54
<i>Manufacturing</i> ²					
Phase I	53	0.81	0.91	43	49
<u>Phase II</u>	<u>34</u>	<u>0.81</u>	<u>0.91</u>	<u>28</u>	<u>31</u>
Total	87	0.81	0.91	71	80

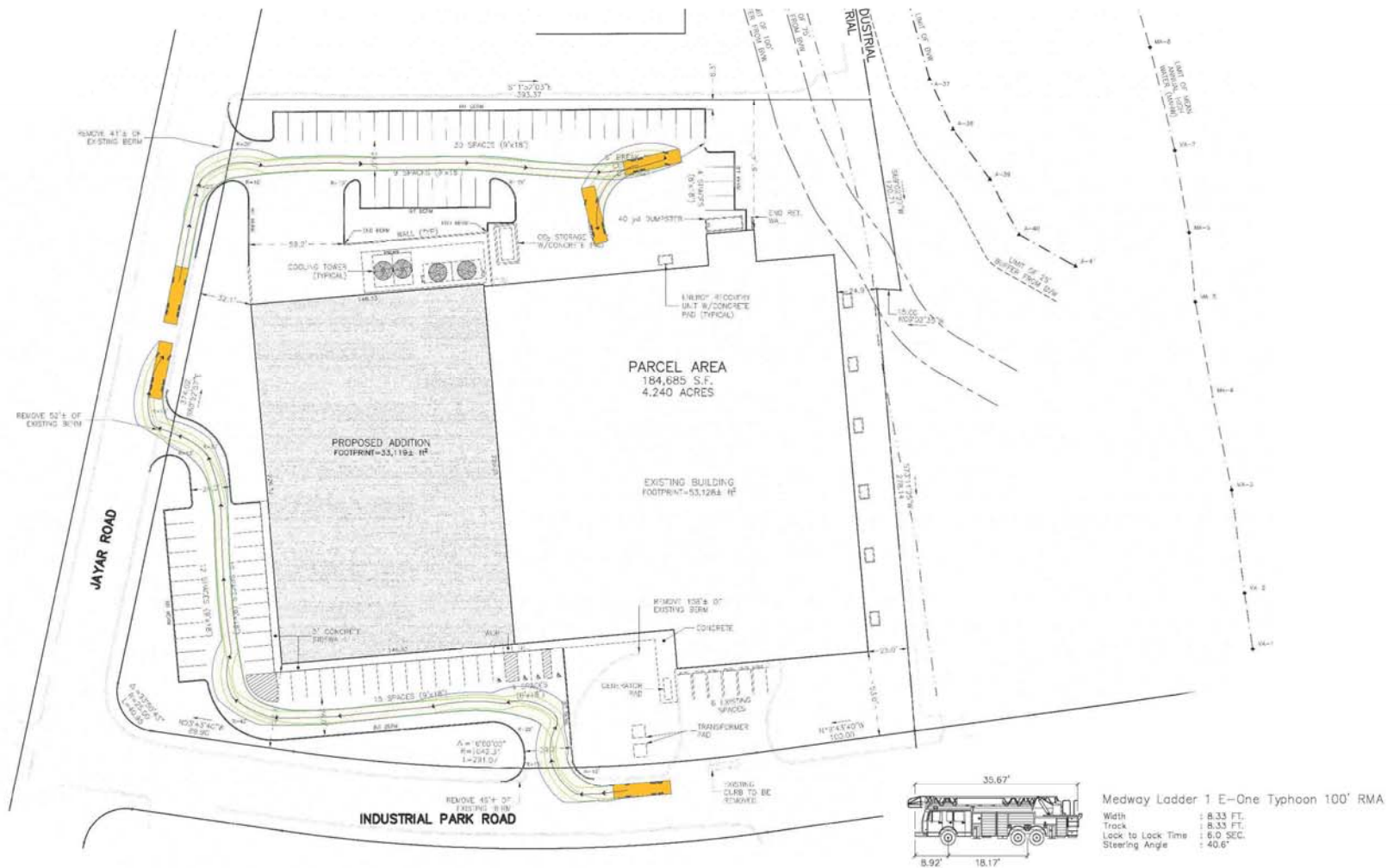
¹Based on peak parking rates using ITE LUC 110 General Light Industrial applied to employment levels.

²Based on peak parking rates using ITE LUC 140 Manufacturing applied to employment levels.

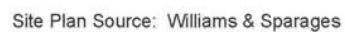
Parking Analysis – Zoning Requirements

City	Zoning Requirement	Total Spaces
<i>Abington, MA</i>	1 space per 2 employees on largest shift	33 spaces
<i>Becket, MA</i>	1 space per employee plus spaces for service vehicles	90 spaces
<i>Belmont, MA</i>	1 space per 1.5 employees on largest shift	44 spaces
<i>Dartmouth, MA</i>	1 space per employee on largest shift	65 spaces
<i>Waltham, MA</i>	1 space per 2,000 sf Cultivation area	60 spaces

AutoTurn Analysis – Fire



Site Plan Source: Williams & Sparages





July 27, 2021

**Medway Planning & Economic Development Board
Meeting**

CONSTRUCTION REPORTS

- Tetra Tech inspection report for 7-13-21 site visit - Salmon Willow
- Tetra Tech inspection reports for 7-13-21 and 7-19-21 site visits - William Wallace Village
- Tetra Tech inspection report for 7-13-21 site visit – Evergreen Village
- Tetra Tech inspection reports for 7-13-21 and 7-19-21 site visits – Choate Trail subdivision
- Tetra Tech inspection report for 7-13-21 site visit – Harmony Village

FIELD REPORT

Project Salmon Health and Retirement Community (The Willows)	Date 07/13/2021	Report No. 73
Location Village Street, Medway, MA	Project No. 143-21583-15011	Sheet 1 of 2
Contractor Rubicon Builders (General Contractor) Marois Brothers, Inc. (Site Contractor)	Weather A.M. CLOUDY P.M. CLOUDY	Temperature A.M. 68 °F P.M. 68 °F

FIELD OBSERVATIONS

On Tuesday, July 13, 2021, Tucker D. Paradee, E.I.T. from Tetra Tech (TT) visited the project location to inspect the current condition of the site and monitor construction progress. The report outlines observations made during the site visit.

1. OBSERVATIONS

- A. Site Conditions/Erosion Controls: The western portion of the site along Willow Pond Circle is firm with traces of ponding water. Silt fence barrier (SFB) throughout the site appears to be recently maintained and is in good condition. Silt sacks have been removed from structures and should be re-installed once construction continues. Sediment accumulation present on road surfaces, TT suggest routine sweepings be scheduled to reduce accumulation in drainage structures.
- B. Upon inspection, at-grade basin 1 contained 2 inches of water while at-grade basin 2 contained traces of ponding water. Both basins appear to be achieving their designed 72-hour drawdown.
- C. Contractor not on site, field offices have been removed from the entrance to Willow Pond Circle.

CONTRACTOR'S FORCE AND EQUIPMENT					WORK DONE BY OTHERS	
Sup't	1	Bulldozer		Asphalt Paver	Dept. or Company	Description of Work
Foreman	1	Backhoe		Asphalt Reclaimer		
Laborers	5+	Loader		Vib. Roller		
Drivers	5+	Rubber Tire Backhoe/Loader		Static Roller		
Oper. Engr.	2	Skid Steer		Vib. Walk Comp.		
Carpenters		Hoeram		Compressor		
Masons		Excavator		Jack Hammer		
Iron Workers		Grader		Power Saw		
Electricians		Crane		Conc. Vib.		
Flagpersons		Scraper		Tack Truck		
Surveyors		Conc. Mixer		Man Lift		
		Conc. Truck		Skidder	OFFICIAL VISITORS TO JOB	
		Conc. Pump Truck		Compact Track Loader		
		Pickup Truck		Water Truck		
		Tri-Axle Dump Truck		Crane Truck		
		Trailer Dump Truck		Sweeper		
		Art. Dump Truck		BOMAG Remote Comp.		
Police Details: N/A					RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 3:30 P.M.					Name	Time on-site
					Tucker D. Paradee, EIT	11:45 A.M. – 12:15 P.M.

Project Salmon Health and Retirement Community	Date 07/13/2021	Report No. 73
Location Village Street, Medway, MA	Project No. 143-21583-15011	Sheet 2 of 2

FIELD OBSERVATIONS CONTINUED

2. SCHEDULE

- A. Contractor to perform CCTV inspections of drainage infrastructure within Waterside Run.
- B. TT will maintain communication with contractor and will inspect the site as construction progresses.

3. NEW ACTION ITEMS

- A. N/A

4. PREVIOUS OPEN ACTION ITEMS

- A. Contractor to coordinate with Conservation Commission on drainage modification at the mechanical area south of Infiltration Trench 20. **TT Update: This item has been coordinated with the PEDB and Conservation Commission. In our opinion this item has been resolved.**

5. MATERIALS DELIVERED TO SITE SINCE LAST INSPECTION

- A. N/A

Tetra Tech
100 Nickerson Road, Suite 200
Marlborough, MA 01752

FIELD REPORT

Project William Wallace Village	Date 07/13/2021	Report No. 15
Location Village Street, Medway, MA	Project No. 143-21583-19012	Sheet 1 of 2
Contractor M. Phillips Industries (Site Contractor) Larry Rucci (Developer)	Weather A.M. CLOUDY P.M.	Temperature A.M. 68 °F P.M.

FIELD OBSERVATIONS

On Tuesday, July 13, 2021, Tucker D. Paradee, EIT from Tetra Tech (TT) visited the project location to inspect the current condition of the site and monitor construction progress. The following report outlines observations made during the site visit.

1. OBSERVATIONS

- A. Site Conditions/Erosion Controls: Firm ground surface throughout site with traces of ponding water. Sterling Circle entrance off of Village Street has been filled to approximate subbase elevations, contractor to install temporary paved driveway apron at a future date. No tracking of sediment was observed on Village Street. Stockpiles of excavated material and material from demolition are present throughout the site. New silt fence barrier (SFB) and compost filter tubes have been installed along the southern limits of work. Other SFBs remain around the perimeter of the site. Temporary sediment basins are present on the northeast and northwest regions of the site and appear to be functioning.
- B. Contractor recently received a cease-and-desist order after insufficient erosion control measures lead to off-site issues. Legacy Engineering has suggested control measures to address these runoff issues and prevent future events. New riprap construction entrance has been installed with two stone checkdams on the eastern side of the entrance. Temporary sediment trap has been installed at the end of the construction entrance to catch a majority of sediment runoff before reaching the riprap apron. Compost filter tubes have been installed at the top and toe of slope adjacent to Bedelia Lane. Existing SFB and compost socks along the southern limits of work have been updated and reinforced with crushed stone berms. All eroded material has been cleaned along Village St. and Bedelia Lane as instructed by the Conservation Commission (CC).

CONTRACTOR'S FORCE AND EQUIPMENT					WORK DONE BY OTHERS	
Sup't	1	Bulldozer		Asphalt Paver	Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer		
Laborers	3	Loader	1	Vib. Roller		
Drivers		Rubber Tire Backhoe/Loader		Static Roller		
Oper. Engr.		Skid Steer	1	Vib. Walk Comp.		
Carpenters		Hoeram		Compressor		
Masons		Excavator	2	Jack Hammer		
Iron Workers		Mini-Excavator		Power Saw		
Electricians		Grader		Conc. Vib.		
Flagpersons		Crane		Tack Truck		
Surveyors		Scraper		Man Lift		
Roofers		Conc. Mixer		Skidder	OFFICIAL VISITORS TO JOB	
Mechanical/HVAC		Conc. Truck		Compact Track Loader	Bridget Graziano	Medway Conservation
		Conc. Pump Truck		Porta-John		
		Pickup Truck	3	Dumpster (15 Yard)		
		Tri-Axle Dump Truck				
		Trailer Dump Truck				
Police Details:					RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 6:00 P.M.					Name	Time on-site
					Tucker D. Paradee, EIT	12:15 P.M. – 12:45 P.M.

NOTE: Please use reverse side for remarks and sketches

Project William Wallace Village	Date 07/13/2021	Report No. 15
Location Village Street, Medway, MA	Project No. 143-21583-19012	Sheet 2 of 2

FIELD OBSERVATIONS CONTINUED

- C. Contractor to install drainage structures upstream of the field as well as outlet piping once operations begin again. Upon completion of outlet piping, TT recommended to install gutters on Units 1/2 and tie into the drain lines to ensure roof runoff does not erode un-stabilized regions around the perimeter of the building.

2. SCHEDULE

- A. Contractor to continue construction of proposed Dwelling Units 1 and 2.
- B. TT will maintain communication with contractor and will inspect the site on an as-need basis.

3. NEW ACTION ITEMS

- A. Install compost sock along western side of construction entrance.
- B. Remove any accumulated sediment in Bedelia Lane stormwater basin.

4. PREVIOUS OPEN ACTION ITEMS

- A. Contractor to place compost filter tubes along the toe of the slope adjacent to Bedelia Lane once construction activities are completed in this region. **TT update: Following cease-and-desist order, contractor has installed compost socks along the top and toe of the slope adjacent to Bedelia Lane. In our opinion, this item has been resolved.**
- B. Contractor to relocate portions of the stockpile adjacent to Unit 1/2 away from the erosion control line and properly protect the stockpile until vegetation can establish during the growing season.

5. MATERIALS DELIVERED TO SITE SINCE LAST INSPECTION

- A. N/A

Tetra Tech
100 Nickerson Road, Suite 200
Marlborough, MA 01752

FIELD REPORT

Project William Wallace Village	Date 07/19/2021	Report No. 16
Location Village Street, Medway, MA	Project No. 143-21583-19012	Sheet 1 of 2
Contractor M. Phillips Industries (Site Contractor) Larry Rucci (Developer)	Weather A.M. CLOUDY P.M.	Temperature A.M. 68 °F P.M.

FIELD OBSERVATIONS

On Monday, July 19, 2021, Tucker D. Paradee, EIT from Tetra Tech (TT) visited the project location with Ariel Powers (Medway Conservation) to inspect the current condition of the site and monitor construction progress. The following report outlines observations made during the site visit.

1. OBSERVATIONS

- A. Site Conditions/Erosion Controls: Soft and dry surface throughout the site with traces of ponding water. Entrance to Village St. is clean with no signs of sediment. Silt fence barrier (SFB) have been installed around the entire perimeter of the site. Sections of SFB have fallen of the stakes and should be repaired as needed. Compost socks have been placed at the toe and top of the slope adjacent to Bedelia Lane. Loam and seed should be established around Units 1/2 once construction is complete to stabilize slopes. Temporary sediment basins are present on the northeast and northwest regions of the site and appear to be functioning.
- B. Contractor has resumed construction following the cease-and-desist order. Items recommended by Legacy Engineering for erosion control have been addressed and appear to be functioning properly. Compost socks have been placed at the toe of the slope adjacent to construction entrance.
- C. Developer not on-site during inspection. Medway Conservation informed TT the fire department was called to Bedelia Lane to clean leaked fuel. Source of the fuel was believed to be from contractor's truck but not confirmed. Sediment still present in Bedelia Lane stormwater basin which should be cleaned as soon as possible.

CONTRACTOR'S FORCE AND EQUIPMENT					WORK DONE BY OTHERS	
Sup't		Bulldozer		Asphalt Paver	Dept. or Company	Description of Work
Foreman	1	Backhoe		Asphalt Reclaimer		
Laborers	2	Loader	1	Vib. Roller		
Drivers		Rubber Tire Backhoe/Loader		Static Roller		
Oper. Engr.		Skid Steer	1	Vib. Walk Comp.		
Carpenters		Hoeram		Compressor		
Masons		Excavator	2	Jack Hammer		
Iron Workers		Mini-Excavator		Power Saw		
Electricians		Grader		Conc. Vib.		
Flagpersons		Crane		Tack Truck		
Surveyors		Scraper		Man Lift		
Roofers		Conc. Mixer		Skidder		
Mechanical/HVAC		Conc. Truck		Compact Track Loader	OFFICIAL VISITORS TO JOB	
		Conc. Pump Truck		Porta-John	Ariel Powers	Medway Conservation
		Pickup Truck	3	Dumpster (15 Yard)		
		Tri-Axle Dump Truck				
		Trailer Dump Truck				
Police Details:					RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 6:00 P.M.					Name	Time on-site
					Tucker D. Paradee, EIT	10:30 A.M. – 11:00 A.M.

NOTE: Please use reverse side for remarks and sketches

Project William Wallace Village	Date 07/19/2021	Report No. 16
Location Village Street, Medway, MA	Project No. 143-21583-19012	Sheet 2 of 2

FIELD OBSERVATIONS CONTINUED

2. SCHEDULE

- A. Contractor to continue construction of proposed Dwelling Units 1 and 2.
- B. TT will maintain communication with contractor and will inspect the site on an as-need basis.

3. NEW ACTION ITEMS

- A. N/A

4. PREVIOUS OPEN ACTION ITEMS

- A. Install compost sock along western side of construction entrance. **TT update: Compost sock has been placed at the toe of the slope adjacent to the construction entrance. In our opinion, this item has been resolved.**
- B. Remove any accumulated sediment in Bedelia Lane Stormwater basin.
- C. Contractor to relocate portions of the stockpile adjacent to Unit 1/2 away from the erosion control line and properly protect the stockpile until vegetation can establish during the growing season.

5. MATERIALS DELIVERED TO SITE SINCE LAST INSPECTION

- A. N/A

Tetra Tech
100 Nickerson Road, Suite 200
Marlborough, MA 01752

FIELD REPORT

Project Evergreen Village	Date 07/13/2021	Report No. 6
Location 22 Evergreen Street, Medway, MA	Project No. 143-21583-20001	Sheet 1 of 2
Contractor Mark Muntz (General Contractor)	Weather A.M. CLOUDY P.M.	Temperature A.M. 68°F P.M.

FIELD OBSERVATIONS

On Tuesday, July 13, 2021, Tucker D. Paradee, EIT from Tetra Tech (TT) visited the project location to inspect the current condition of the site and monitor construction progress. The following report outlines observations made during the site visit.

1. OBSERVATIONS

- A. Site Conditions/Erosion Controls: Firm ground surface with a few soft spots throughout the limits of work. Silt fence barriers (SFB) remain in place around the limit of work and are in good condition, however, a section of SFB along the edge of Evergreen Street is damaged and requires repairs. Compost filter tubes are staked just inside of the SFB and most seem to be in good condition, however, some compost filter tubes along the north and west limits are torn and should be replaced. Stockpiles of excavated material and construction equipment are present throughout the site.
- B. Infiltration chambers have been delivered to the site and are stockpiled near the site entrance. Contractor to provide notice to TT and schedule site visits for necessary inspections prior to work. Temporary sediment basins on site appear to be placed near the proposed limit of the subsurface infiltration system. Prior to installation, TT recommends for the contractor to excavate and remove any accumulated sediment within the temporary basin that is located within the footprint of the subsurface infiltration system.
- C. Contractor to continue work in units #4, #5, and #6.

CONTRACTOR'S FORCE AND EQUIPMENT					WORK DONE BY OTHERS	
Sup't	1	Bulldozer		Asphalt Paver	Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer		
Laborers	2	Loader		Vib. Roller		
Drivers		Rubber Tire Backhoe/Loader		Static Roller		
Oper. Engr.		Skid Steer	1	Vib. Walk Comp.		
Carpenters		Hoeram		Compressor		
Masons		Excavator	1	Jack Hammer		
Iron Workers		Grader		Power Saw		
Electricians		Crane		Conc. Vib.		
Flagpersons		Scraper		Tack Truck		
Surveyors		Conc. Mixer		Man Lift		
Roofers		Conc. Truck		Skidder		
Mechanical/HVAC		Conc. Pump Truck		Compact Track Loader		
		Pickup Truck	2			
		Tri-Axle Dump Truck				
		Trailer Dump Truck				
Police Details: N/A					RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 6:00 P.M.					Name	Time on-site
					Tucker D. Paradee, EIT	11:15 A.M. – 11:45 A.M.

NOTE: Please use reverse side for remarks and sketches

Project Evergreen Village	Date 07/13/2021	Report No. 6
Location 22 Evergreen Street, Medway, MA	Project No. 143-21583-20001	Sheet 2 of 2

FIELD OBSERVATIONS CONTINUED

2. SCHEDULE

- A. TT will maintain communication with contractor and will inspect the site on an as-need basis.

3. NEW ACTION ITEMS

- A. N/A

4. PREVIOUS OPEN ACTION ITEMS

- A. Install construction entrance per the approved plans. **TT Update: Item remains outstanding, TT recommends contractor to install construction entrance as soon as possible to prevent sediment tracking on Evergreen Street.**
- B. Repair sections of SFB throughout the site as needed.

5. MATERIALS DELIVERED TO SITE SINCE LAST INSPECTION

- A. N/A

Tetra Tech
100 Nickerson Road, Suite 200
Marlborough, MA 01752

FIELD REPORT

Project Choate Trail – Copper Drive	Date 07/13/2021	Report No. 13
Location 42 Highland Street, Medway, MA	Project No. 143-21583-20008	Sheet 1 of 2
Contractor Bob Pace (Owner/General Contractor) Rhino Construction (Site Contractor)	Weather A.M. CLOUDY P.M.	Temperature A.M. 68°F P.M.

FIELD OBSERVATIONS

On Tuesday, July 13, 2021, Tucker D. Paradee, E.I.T. from Tetra Tech (TT) visited the project location to inspect the current condition of the site and monitor construction progress. The following report outlines observations made during the site visit.

1. OBSERVATIONS

- A. Site Conditions/Erosion Controls: Site is firm and dry throughout the limit of work. Highland Street is clean and free of sediment at the location of the construction entrance. Compost filter sock has been installed throughout the project limit as indicated on the endorsed Plans and appears to be in good condition. Silt fence has been installed along the western portion of the site adjacent to the existing wetland resource area and appears to be in good condition as well. Temporary sediment basins have been installed at the low points and appear to be functioning.
- B. Upon inspection, contractor is setting CB0+50L, CB0+50R, and STC0+59 at their final grades using brick and mortar. A laser level and rod have been used to ensure proper elevations are achieved.

CONTRACTOR'S FORCE AND EQUIPMENT						WORK DONE BY OTHERS	
Sup't		Bulldozer	1	Asphalt Paver		Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer			
Laborers	3	Loader	1	Vib. Roller	1		
Drivers		Rubber Tire Backhoe/Loader		Static Roller			
Oper. Engr.	1	Skid Steer		Vib. Walk Comp.			
Carpenters		Hoeram		Compressor			
Masons		Excavator	1	Jack Hammer			
Iron Workers		Grader		Power Saw			
Electricians		Crane		Conc. Vib.			
Flagpersons		Scraper		Tack Truck			
Surveyors		Conc. Mixer		Man Lift			
Roofers		Conc. Truck		Skidder		OFFICIAL VISITORS TO JOB	
Mechanical/HVAC		Conc. Pump Truck		Compact Track Loader			
		Pickup Truck	3	Rock Truck	1		
		Tri-Axle Dump Truck		Soil separator	1		
		Trailer Dump Truck					
Police Details: N/A						RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 6:00 P.M.						Name	Time on-site
						Tucker D Paradee, EIT	1:45 P.M. – 2:00 P.M.

NOTE: Please use reverse side for remarks and sketches

Project Choate Trail – Copper Drive	Date 07/13/2021	Report No. 13
Location 42 Highland Street, Medway, MA	Project No. 143-21583-20008	Sheet 2 of 2

FIELD OBSERVATIONS CONTINUED

2. SCHEDULE

A. TT will maintain communication with contractor and will inspect the site on an as-need basis.

3. NEW ACTION ITEMS

A. Repair fallen SFB along the western limits of work.

4. PREVIOUS OPEN ACTION ITEMS

A. Lift and stabilize leaning/fallen trees along the southeast property line per discussion with Conservation Agent.

5. MATERIALS DELIVERED TO SITE SINCE LAST INSPECTION

A. N/A

Tetra Tech
100 Nickerson Road, Suite 200
Marlborough, MA 01752

FIELD REPORT

Project Choate Trail – Copper Drive	Date 07/19/2021	Report No. 14
Location 42 Highland Street, Medway, MA	Project No. 143-21583-20008	Sheet 1 of 2
Contractor Bob Pace (Owner/General Contractor) Rhino Construction (Site Contractor)	Weather A.M. CLOUDY P.M.	Temperature A.M. 68°F P.M.

FIELD OBSERVATIONS

On Monday, July 19, 2021, Tucker D. Paradee, E.I.T. from Tetra Tech (TT) visited the project location with Ariel Powers (Medway Conservation) to inspect the current condition of the site and monitor construction progress. The following report outlines observations made during the site visit.

1. OBSERVATIONS

- A. Site Conditions/Erosion Controls: Site is soft and wet throughout the limit of work. Highland Street had traces of sediment at the construction entrance due to wet conditions. Compost filter sock has been installed throughout the project limit as indicated on the endorsed Plans and appears to be in good condition. Silt fence has been installed along the western portion of the site adjacent to the existing wetland resource area and appears to be in good condition as well. Temporary sediment basins have been installed at the low points and appear to be functioning.
- B. Upon inspection, contractor had finished installing gravel for the roadway subbase. Surface appears to be wet with some ponding water from recent rainfall. Grade stakes are laid out on either side of the proposed roadway with final grades marked, which the contractor achieved. Contractor plans to schedule a grader at a later date then pave once weather permits it.

CONTRACTOR'S FORCE AND EQUIPMENT						WORK DONE BY OTHERS	
Sup't		Bulldozer	1	Asphalt Paver		Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer			
Laborers	3	Loader	1	Vib. Roller	1		
Drivers		Rubber Tire Backhoe/Loader		Static Roller			
Oper. Engr.	1	Skid Steer		Vib. Walk Comp.			
Carpenters		Hoeram		Compressor			
Masons		Excavator	1	Jack Hammer			
Iron Workers		Grader		Power Saw			
Electricians		Crane		Conc. Vib.			
Flagpersons		Scraper		Tack Truck			
Surveyors		Conc. Mixer		Man Lift			
Roofers		Conc. Truck		Skidder		OFFICIAL VISITORS TO JOB	
Mechanical/HVAC		Conc. Pump Truck		Compact Track Loader			
		Pickup Truck	3	Rock Truck	1		
		Tri-Axle Dump Truck		Soil separator	1		
		Trailer Dump Truck					
Police Details: N/A						RESIDENT REPRESENTATIVE FORCE	
Contractor's Hours of Work: 7:00 A.M. to 6:00 P.M.						Name	Time on-site
						Tucker D. Paradee, EIT	11:00 A.M. – 11:30 A.M.

NOTE: Please use reverse side for remarks and sketches

Project Choate Trail – Copper Drive	Date 07/19/2021	Report No. 14
Location 42 Highland Street, Medway, MA	Project No. 143-21583-20008	Sheet 2 of 2

FIELD OBSERVATIONS CONTINUED

2. SCHEDULE

- A. Paving Copper Drive to be scheduled for a later date once weather conditions permit it.
- B. TT will maintain communication with contractor and will inspect the site on an as-need basis.

3. NEW ACTION ITEMS

- A. N/A

4. PREVIOUS OPEN ACTION ITEMS

- A. Repair fallen SFB along the western limits of work. **TT update: Fallen SFB has been re-staked. In our opinion this has been resolved.**
- B. Lift and stabilize leaning/fallen trees along the southeast property line per discussion with Conservation Agent.

5. MATERIALS DELIVERED TO SITE SINCE LAST INSPECTION

- A. N/A

Tetra Tech
100 Nickerson Road, Suite 200
Marlborough, MA 01752

FIELD REPORT

Project Harmony Village	Date 07/13/2021	Report No. 3
Location 218-220 Main Street, Medway, MA	Project No. 143-21583-20018	Sheet 1 of 2
Contractor Gary Feldman, Marcelo Alves (Applicant/Developer)	Weather A.M. CLOUDY P.M.	Temperature A.M. 68°F P.M.

FIELD OBSERVATIONS

On Tuesday, July 13, 2021, Tucker D. Paradee, E.I.T. from Tetra Tech (TT) visited the project location to inspect the current condition of the site and monitor construction progress. The following report outlines observations made during the site visit.

1. OBSERVATIONS

- Site Conditions/Erosion Controls: Dry ground surface that is firm throughout. Compost filter socks have been installed along the Western and Southern portions of the site and appear to be in good condition. The rest of the site slopes towards the temporary basin which is adjacent to Main St. Stockpiles of excavated material present near proposed temporary stockpile area.
- Contractor not on-site during inspection. Foundation for Unit #3 and Unit #4 has been poured and needs backfill on the western and northern sides. Excavation for the foundation of Unit #5 and Unit #6 has completed.
- Upon inspection, a telephone wire that connects from Unit #1 to the Main St. line fell. Medway police were notified of the low hanging wire and TT stayed on site until they arrived.

CONTRACTOR'S FORCE AND EQUIPMENT					WORK DONE BY OTHERS		
Sup't		Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman		Backhoe		Asphalt Reclaimer			
Laborers		Loader		Vib. Roller			
Drivers		Rubber Tire Backhoe/Loader		Static Roller			
Oper. Engr.		Skid Steer		Vib. Walk Comp.			
Carpenters		Hoeram		Compressor			
Masons		Excavator	1	Jack Hammer			
Iron Workers		Grader		Power Saw			
Electricians		Crane		Conc. Vib.			
Flagpersons		Scraper		Tack Truck			
Surveyors		Conc. Mixer		Man Lift			
Roofers		Conc. Truck		Skidder		OFFICIAL VISITORS TO JOB	
Mechanical/HVAC		Conc. Pump Truck		Compact Track Loader			
		Pickup Truck		Well Drilling Rig			
		Tri-Axle Dump Truck					
		Trailer Dump Truck					
Police Details: N/A					RESIDENT REPRESENTATIVE FORCE		
Contractor's Hours of Work: 7:00 A.M. to 6:00 P.M.					Name		Time on-site
					Tucker D. Paradee, EIT		12:45 A.M. – 1:15 A.M.

NOTE: Please use reverse side for remarks and sketches

Project Harmony Village	Date 07/13/2021	Report No. 3
Location 218-220 Main Street, Medway, MA	Project No. 143-21583-20018	Sheet 2 of 2

FIELD OBSERVATIONS CONTINUED

2. SCHEDULE

A. TT will maintain communication with the Developer and will inspect the site on an as-needed basis.

3. NEW ACTION ITEMS

A. N/A

4. PREVIOUS OPEN ACTION ITEMS

A. N/A

5. MATERIALS DELIVERED TO SITE SINCE LAST INSPECTION

A. N/A



July 27, 2021

**Medway Planning & Economic Development Board
Meeting**

Tree Replacement Formula – Discussion

- Table summarizing a collection of tree replacement formulas from various communities. This is a first draft of the compilation of information.

Tree Replacement			
Community	Rule/Formula	Type of Bylaw or Regulation	Payment in Lieu of Option
Medway	Site Plan Rules and Regs - Trees over 24" in diameter must be replaced. Formula is not specified. We have been using the Scenic Road formula of one square inch of replacement tree per two square inches of trees removed. $[\frac{1}{2} \text{ diameter}^2 \times 3.14] \div 2 = \# \text{ of square inches of replacement trees}$. A 3" caliper tree = 7 square inches. 2 shrubs = one 3" caliper tree (per the Tree Warden).	Part of Site Plan Rules and Regs	Yes. Contribution in lieu of tree planting option is available at \$200 per 3" caliper of tree.
Franklin	Trees destroyed are replaced with nursery grade trees as follows: - up to 12 inches dbh . . . 1 tree minimum, 4" caliper - 12 inches to 24 inches dbh . . . 3 trees minimum, 4" caliper - over 24 inches dbh . . . 4 trees minimum, 4" caliper	Scenic Road General Bylaw	no
Wrentham	Trees destroyed are replaced with nursery grade trees as follows: - up to 12 inches dbh . . . 2 trees minimum 2" caliper - 12 inches to 24 inches dbh . . . 6 trees minimum, 2" caliper - over 24 inches dbh . . . 8 trees minimum, 2" caliper	Scenic Road General Bylaw	no
Concord	Applies to "protected trees" which are any trees with a diameter of 6" or more dbh that are removed within the front, side and rear setbacks of a residentially zoned parcel. Invasive species trees are not included. For each inch of "protected" tree removed, no less than one-half inch of caliper of new trees shall be replanted. Each tree must have a minimum caliper of 2".	Tree Preservation General Bylaw	yes. To be used solely for buying, planting and maintaining trees in residential neighborhoods
Greenfield	Less than 12" DBH - 1 tree with a minimum of 3" caliper if in a Tree Pit, 1.5 – 2 in all other locations... During the same calendar year's growing season or, if removed in winter, the following spring or fall Greater than 12" DBH 2 trees with a minimum of 3" caliper if in a Tree Pit, 1.5 – 2 in all other locations... During the same calendar year's growing season or, if removed in winter, the following spring or fall	General Code: Trees	no

Lexington	<p>Replanting of trees: such replanting shall be on the basis of 1/2 inch of caliper of new tree(s) for each inch of DBH of tree(s) removed, and each replanted tree must have a minimum caliper of three inches. The replanting shall occur no later than 12 months after completion of the construction work.</p> <p>Level 1: Less than 24" DBH; or a tree of any size to be removed in order to comply with a condition, restriction or requirement of a local, state, or federal permit - Same as inches removed</p> <p>Level 2: 24" DBH and larger - 2 times inches removed</p>	Trees: General Bylaws	yes. Contribution to the Selectmen's Tree Gift Account shall be \$50 per DBH inch of protected tree or Town tree removed not already mitigated
Newton	<p>(1) A replacement tree shall be of the same or similar species or such other species as deemed advisable by the tree warden in accordance with the Tree Manual and shall have the same or equivalent size as measured in DBH inches as that of the protected tree that has been removed.</p> <p>(2) In the event that a tree of the same or equivalent size as measured in DBH inches cannot be planted, then multiple smaller replacement trees may be planted provided that, wherever practicable, as determined by the tree warden, the total DBH of the replacement trees shall, when added together, equal the total DBH of the protected tree that has been removed. The tree warden may specify that replacement trees be of a minimum caliper when consistent with current accepted practice as stated in the Tree Manual.</p> <p>(3) A replacement tree shall be required to survive for a minimum of one (1) year from the date it is planted.</p> <p>The person planting the tree shall provide documentation as to the date of planting and file the same with the tree warden within fifteen (15) days of the planting of said replacement tree.</p>	Miscellaneous Provisions	Yes. a person who has been granted a tree removal permit may make a contribution to a tree replacement fund in an amount equal to the cost to replace the tree in accordance with the provisions of section 20-35, which cost shall be determined by the tree warden who shall obtain written estimates from at least two (2) tree companies
Wellesley	For each inch of DBH of the tree(s) removed no less than one-half (0.5) inch of caliper of new tree(s) shall be replanted in accordance with the following: 1. Each new tree must have a minimum caliper of two (2) inches;	Tree Protection and Preservation Bylaw	Yes. Removal of a Protected Tree not already mitigated for

Arlington	(1) a replacement tree planted on the property no later than 180 days after the Certificate of Occupancy is issued, of a minimum caliper of two and a half (2.5) inches and of a species native to the area and expected to reach a height of 50 feet or more at maturity	Tree Protection Bylaw	Yes. A \$500 payment made to the Tree Fund prior to commencement of work on the property, which the Town shall use to plant replacement trees in the vicinity of the tree removal or in other locations in the discretion of the Tree Warden
7/12/2021			



July 27, 2021

**Medway Planning & Economic Development Board
Meeting**

Battery Energy Storage System

- RFQ (Request for Quote) issued 7-22-21

NOTE – The RFQ has been sent to 14 firms. Quotes are due August 2. The plan is to select the firm and have a contract approved by the Select Board on August 9th.



TOWN OF MEDWAY REQUEST FOR QUOTATIONS Battery Energy Storage System Consultant

Date: July 22, 2021

The Town of Medway (Town) acting by and through its Town Manager seeks quotations (sometimes referred to herein as “quotes” or “bids”) for a consultant to assist the Planning and Economic Development Board (the Board) in its review, study and preparation of zoning regulations for battery energy storage systems. The Town reserves the right to reject any or all quotes or to cancel this Request for Quotes (RFQ) if it determines it is in the Town’s best interest to do so.

Quotes must be received by 5:00 p.m. on Monday, August 2, 2021 at the Office of the Town Manager, Town of Medway, 155 Village Street, Medway, MA. 02053, by email, delivery, or fax. Quotes received after this deadline will not be considered. Email to: ta@townofmedway.org ; fax: (508) 321-4988.

Written questions concerning this RFQ may be submitted to the Community and Economic Development office at saffleckchilds@townofmedway.org, no later than five days before the deadline for submission of bids. The Town will endeavor but shall not be required to answer any such request for information. If it does, the answer shall be provided to all persons who were sent this RFQ.

The selected contractor will enter into an agreement for services with the Select Board. See sample agreement at the end of this RFQ.

Please note: This contract will be awarded to the lowest responsible bidder, subject to the Town’s right to reject any or all quotes or cancel this RFQ. It is not necessary to provide your qualifications or a scope of work. The only required submittals are the two forms that are included below (Bid Pricing Sheet and Certificate of Good Faith, Non-Collusion, Tax Compliance and Authority).

I. BACKGROUND

The Town was contacted by Able Grid, which is interested in siting a 250 MW/500 MWh battery energy storage system in Medway. The proposal has generated a great deal of public interest. The Medway Town Meeting in May voted the following:

That the Planning and Economic Development Board conduct a review and study of Battery Energy Storage Systems (BESS) and engage the services of consultants and other experts as may be necessary to provide information on all

aspects of the operation, safety, security, and technology of such systems, ... with a report to be completed by October 15, 2021 of the board's findings and recommendations, to include but not be limited to, consideration of potential amendments to the Zoning By-Law.

The purpose of this RFQ is to obtain quotations from qualified consultants to assist the Board in carrying out this Town Meeting vote.

II. SCOPE OF SERVICES

- Organize and facilitate a series of **virtual public educational briefings** for the Board and the community by industry experts on various aspects of BESS including but not limited to types of BESS systems; siting; operations; safety and applicable national and state codes; construction best practices, inspections and monitoring; on-going maintenance requirements; community and environmental impacts including noise and risk profiles based on site proximity; liability and insurance; performance security; training and equipment needs for local emergency personnel; battery removal, recycling, disposal and decommissioning; post construction operations such as monitoring and inspections; mitigation measures; benefits of BESS; and such other information as the consultant or Board determines is appropriate.
- Assist the Board to evaluate possible Medway locations for BESS facilities.
- Facilitate a virtual meeting with Town staff to identify and respond to their questions and concerns.
- Review the experience of communities which have completed a BESS permitting process, construction and/or operation to identify lessons learned
- Provide resource information on BESS technology and installations including guidance from state and federal agencies and professional and industry organizations.
- Assist the Board to conduct a series of **community input sessions** to take public testimony.
- Prepare a report of findings and recommendations specific to drafting appropriate zoning.

Deliverables shall be electronically provided to the Town in Microsoft Office Word and Adobe Acrobat PDF formats. Report from the consultant, including any recommended zoning bylaw amendments, must be completed and submitted to the Board by October 15, 2021.

III. SUBMITTALS

All submittals shall include the following documents, attached hereto:

- _____ A completed Bid-Pricing Sheet, attached hereto
- _____ A completed and signed Certificate of Good Faith, Non-Collusion, Tax Compliance and Authority, attached hereto.

REQUEST FOR QUOTATIONS
BID PRICING SHEET
Battery Energy Storage Systems Consultant Services
Medway, MA

Prepared and submitted by: _____

Hourly rates for personnel:

NOT TO EXCEED FEE: _____

**CERTIFICATE of GOOD FAITH, NON-COLLUSION,
TAX COMPLIANCE & AUTHORITY**

The undersigned certifies under the pains and penalties of perjury that the proposal is in all respects bona fide, fair, and made without collusion or fraud with any other persons. As used in this paragraph, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Pursuant to M.G.L. Chapter 62C, Section 49A(b), the undersigned certifies under the pains and penalties of perjury that the contractor named below has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

The undersigned certifies under the pains and penalties of perjury that he/she is authorized on behalf of the contractor named below to submit bids and proposals and execute contracts in the name on behalf of said contractor. If the bidder is a corporation, a clerk's certificate of the vote of a Director's meeting will be provided.

Social Security Number or Federal Identification Number

Company Name

Printed Name of Signer

Signature

Date

**Any person or corporation which fails to execute this document
will be considered a non-responsive bidder and will be rejected pursuant to MGL
Chapter 30B.**

SAMPLE AGREEMENT BETWEEN THE TOWN OF MEDWAY and [CONSULTANT]

THIS AGREEMENT is made on the _____ day of ____, 2021, by and between the Town of Medway in the County of Norfolk and the Commonwealth of Massachusetts (hereinafter "TOWN"), and _____ (hereinafter "Consultant"), with its principal place of business at _____.

The TOWN and Consultant agree to the performance and furnishing of certain services as set forth in the TOWN's Request for Quotations (RFQ) dated July 22, 2021, including the Scope of Work attached to the RFQ.

The Town of Medway Community and Economic Development Department is responsible for administering this contract.

This Agreement will become effective on the date that the last party fully executes the same. All work must be completed by October 15, 2021.

Any amendment or modification to this Agreement must be in writing and signed by an official with the authority to bind the Town.

1.0 CONTRACT DOCUMENTS

This Agreement and the Exhibits identified in this section, all of which are attached to and form a part of this Agreement, constitute the entire agreement between the TOWN and Consultant and supersede any and all prior written or oral understandings between the TOWN and Consultant. In the event of a conflict between this Agreement and any of the Exhibits set forth below, this Agreement shall take precedence.

Exhibits:

- A. TOWN Request for Quotations (RFQ) dated July 22, 2021
- B. Addenda (if any) to RFQ dated _____, 2021
- C. Consultant's Written Quote dated _____, 2021
- D. Certificate of Insurance Required by this Agreement
- E. Certificate of Vote of Organization
- F. Certificate of Good Faith, Non-Collusion, Tax Compliance & Authority

2.0 CONSULTANT'S SERVICES

The Consultant agrees that the services provided hereunder shall conform to the standard of care and practice exercised by qualified consultants engaged in performing comparable services; that the personnel furnishing said services shall be qualified and competent to perform adequately the services assigned to them; and that the recommendations, guidance and performance of such personnel shall reflect such standards of care and practice.

The full execution of this Agreement by the TOWN and Consultant constitutes the TOWN's written authorization for Consultant to proceed with the services as described herein. At no time will any provision of this agreement make the TOWN liable for payment for performance of work under this agreement in excess of the amounts that have been appropriated by Town Meeting and designated by the TOWN for expenditure for the purpose of this agreement.

3.0 OWNERSHIP OF DOCUMENTS AND WORK PRODUCT

All documents produced pursuant to this Agreement shall be the property of the TOWN. All information acquired from the TOWN, or from others at the expense of the TOWN, in the performance of this Agreement shall be and remain the property of the TOWN. This includes but is not limited to all records, data files, computer records, work sheets, deliverable products (complete and incomplete) and all other types of information prepared or acquired by Consultant in the performance of Consultant's Services.

4.0 TOWN'S RESPONSIBILITIES

The TOWN shall appoint a person to serve as liaison between the TOWN and Consultant with respect to the Services. In addition to serving as the TOWN's liaison, this person shall be responsible for scheduling meetings between the Consultant and the TOWN's representatives. This person, however, shall have no authority to bind the TOWN to make payments in excess of the funding allocated for this Agreement. The TOWN shall provide all information requested by Consultant that is necessary for completion of the Services. However, the TOWN shall not be required to provide information not readily available to it.

5.0 PAYMENT BY THE TOWN FOR CONSULTANT'S SERVICES

The TOWN shall pay the Consultant for the performance of this Agreement a sum not to exceed \$_____ for the services as described in the Consultant's written quote. Consultant shall not be paid for any services in excess of this amount without approval and notice to proceed from the TOWN.

The TOWN and the Consultant are agreed that the Consultant may bill for and receive payment for completion of these services in separate phases, based on the following allocation: _____

In order for the TOWN to process payment, the Consultant shall invoice the TOWN for work performed and documented related expenses incurred during the invoice period. Invoices shall show individual, time per individual, itemized description of activities and hourly rate. The processing of payments to the Consultant shall be predicated upon the availability of sufficient funds within the TOWN account.

This Agreement does not provide for the payment by the TOWN to Consultant for any expenses incurred by Consultant outside the scope of this Agreement. The acceptance by Consultant of its final payment under this Agreement shall operate as a release of the TOWN of all claims and all liability by the Consultant. No payment, however, final or otherwise, shall operate to release Consultant from its obligations under this Agreement.

6.0 SUSPENSION OF WORK

If the TOWN is unable to proceed under this Agreement either before or after the execution of this Agreement for any reason, regardless of whether such inability is caused by or is within control of the TOWN, Consultant shall not be entitled to make or assert any claim for damage by reason of said delay. However, the time for completion of the Services shall be extended to such reasonable time as the TOWN may determine that will compensate for time lost by such delay, with such determination to be set forth by the TOWN in writing.

7.0 TERMINATION

7.1 By TOWN

7.1.1 In the case of any default or breach on the part of Consultant with respect to any of the terms of this Agreement, the TOWN shall give written notice thereof. If said default is not remedied by Consultant within such time as the TOWN shall specify in writing, this Agreement may be deemed terminated by the TOWN. In case of such termination for breach, Consultant shall be entitled to receive payment only for work satisfactorily completed prior to said breach and the amount of any balance due Consultant shall be determined by the TOWN in good faith.

7.1.2 Notwithstanding any other provision of this Agreement, this Agreement is subject to appropriation of adequate funds by the TOWN. The TOWN reserves the right at any time to suspend or terminate this Agreement in whole or in part for its convenience or due to an unavailability of funds upon fourteen days written notice to Consultant. The TOWN shall incur no liability by reason of such termination for convenience except for the obligation to pay for work performed and accepted accruing through the date of termination less any offset or claim of the TOWN. Such obligation shall not exceed the available appropriation. Consultant shall have no right to recover other amounts, including but not limited to amounts for lost profits, indirect, incidental or consequential damages.

7.1.3 In the event of termination by the TOWN, all finished work and documentation, complete and incomplete, shall be delivered to the TOWN. Consultant shall be entitled to receive payment for any work performed and accepted under this Agreement, which was completed prior to the date of termination. In the event of termination prior to the completion of the work, Consultant shall have no right to recover other amounts, including but not limited to amounts for lost profits, indirect, incidental, or consequential damages.

7.1.4 After the notice of termination for cause under Section 7.1.1 above, if it is determined by a court of competent jurisdiction that said cause was invalid, the termination shall be deemed to have been effected for the convenience of the TOWN under Section 7.1.2. In such event, a payment adjustment shall be made as provided in Section 7.1.2.

7.1.5 Any termination or suspension of this Agreement shall not impair the TOWN's

right to recover damages occasioned by the fault of Consultant. Any suspension shall not limit the right of the TOWN to terminate this Agreement.

7.2 By Consultant

Consultant shall have no damages for delay or hindrance. In the event of delay or hindrance not the fault of the Consultant, an extension of time shall be the Consultant's sole remedy. Consultant shall have the right to terminate this Agreement if the TOWN fails to make timely payments on the amounts due to Consultant under this Agreement.

7.3 Force Majeure

Neither party shall be liable to the other or deemed to be in breach under this Agreement for any failure to perform, including, without limitation, a delay in rendering performance due to causes beyond its reasonable control, such as an order, injunction, judgment, or determination of any Court of the United States or the Commonwealth of Massachusetts, an Act of God, war, civil disobedience, extraordinary weather conditions, labor disputes, or shortages, or fluctuation in electric power, heat, light, or air conditioning. Dates or time of performance shall be extended automatically to the extent of such delays, provided that the party whose performance is affected promptly notifies the other of the existence and nature of such delay.

8.0 INSURANCE

Consultant shall provide and maintain insurance at its own expense until the completion of Consultant's Services as set forth below:

8.1. Worker's compensation insurance in accordance with Massachusetts General Laws. The policy shall be endorsed to waive the insurer's rights of subrogation against the TOWN.

8.2 Comprehensive general liability, comprehensive automobile liability and property damage insurance in the amount of not less than \$500,000.00 for each occurrence and \$1,000,000.00 in the aggregate. This policy shall be endorsed to waive the insurer's rights of subrogation against the TOWN.

8.3 Comprehensive automobile liability insurance (including owned, non-owned and hired vehicles) at limits not less than:

- a. \$1,000,000 per occurrence for Bodily Injury;
- b. \$500,000 per occurrence for Property Damage; or
- c. \$1,000,000 combined single limit

8.4 The Consultant must furnish a certificate of insurance evidencing all insurance coverage required by this Agreement with the TOWN at the time of Agreement. This certificate of insurance will be attached to this Agreement as Exhibit ____.

8.5 All insurance coverage shall be in force from the time of the Agreement to the date when all work under the Agreement is completed and accepted by the

TOWN. The TOWN shall be added as an additional insured on each policy, with the exception of the worker's compensation insurance. Certificates and any and all renewals substantiating that required insurance coverage is in effect shall be filed with the TOWN and shall list the TOWN as additional insured for each applicable policy. Since this insurance is normally written on a year-to-year basis, the Consultant shall notify the TOWN should coverage become unavailable or if its policy should change. Any cancellation of insurance, whether by the insurers or the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the TOWN at least fifteen days prior to the intended effective date thereof, which date should be expressed in said notice. Cancellation of required insurance shall be grounds for termination of this contract. The Consultant shall provide a copy of additional insured endorsements for all policies that require the TOWN to be listed as an additional insured.

9.0 INDEMNIFICATION

Consultant hereby agrees to indemnify, defend, and hold harmless the TOWN, and its officers, attorneys, employees, and agents from and against any and all claims (including workers' compensation and wage claims) demands, suits, actions, liabilities, damages, penalties, judgments, and costs and expenses, including without limitation the costs and expenses of litigation and attorney's fees, of or by anyone that in any way is caused by, arises out of, or is occasioned by, the acts, omissions, or provision of Consultant's Services, or any activities, operations, conducts, negligence, or omissions of Consultant, regardless of whether same is caused in part by the TOWN or any third party.

10.0 MISCELLANEOUS PROVISIONS

10.1 Entire Agreement

Unless contained in this Agreement, or the Exhibits incorporated into and made a part of this Agreement, no warranties, statements, promises, or representations shall be considered a part of this Agreement or a basis upon which Consultant or the TOWN entered into this Agreement.

10.2 Binding Agreement and Assignment of Interest

This Agreement shall be binding upon Consultant and the partners, successors, heirs, executors, Managers, assigns and legal representatives of the Consultant. The Consultant shall not assign, transfer, or convey any interest in this Agreement without the prior written consent of the TOWN.

10.3 Subcontractors

Consultant shall not assign, subcontract, or delegate the performance of its Services to any person, corporation, or entity without the prior written consent of the TOWN.

Provided that such consent is obtained, it is understood and agreed that any such persons, corporations, or entities hired by Consultant shall be deemed agents of

Consultant and that Consultant shall be responsible for the methods, means, and materials used in connection with the performance of any such services, and for any breach of this Agreement or any delays or damages occasioned by such work.

10.4 Inspection by the TOWN

The authorized representatives and agents of the TOWN shall be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials and other relevant data and records of Consultant upon demand.

10.5 Incorporation of Applicable Law

Each and every provision of law required to be included in this Agreement shall be deemed to be included in this Agreement, and this Agreement shall be read and enforced as though such provisions were included herein. If through mistake or otherwise any such provision has not been included in this Agreement, or is not correctly inserted, then upon the application of either party to this Agreement, the Agreement shall forthwith be physically amended to make such inclusion or insertion.

10.6 Governing Law

The Consultant shall perform its services in conformity with the requirements and standards of the TOWN and with all applicable laws and regulations of the Commonwealth of Massachusetts and its political subdivisions, and with all applicable laws and regulations of the Federal Government.

In the event of any dispute concerning the meaning or application of this Agreement, any such dispute shall be resolved pursuant to law of the Commonwealth of Massachusetts and, if necessary, by a Court of the Commonwealth of Massachusetts. Both parties hereby consent to the jurisdiction of any such Court.

10.7 Compliance with Massachusetts Tax Law

Pursuant to Mass. G.L. c. 62C, Section 49A, the Consultant certifies under the penalties of perjury that the Consultant has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

10.8 Corporate Contractor

The Consultant shall endorse upon this Agreement (or attach hereto) a Clerk's Certificate certifying the authority of the party signing this Agreement for the corporation and the existence of such corporation as of the date of submission. This Agreement shall not be enforceable against the TOWN unless and until the Consultant complies with this section.

10.9 Interpretation & Severability

For purposes of interpreting this Agreement in the context of a dispute over its terms or otherwise neither party shall be considered the drafter of this Agreement and neither party shall have any provision of this Agreement construed in its favor as a result of its

role in drafting this Agreement or its bargaining power with respect to this Agreement, Consultant's Services, or otherwise.

10.10 Independent Contractor

The Consultant is considered an independent contractor for all services described herein and shall not be eligible for benefits, workers' compensation, or unemployment benefits. Nothing herein shall be construed so as to imply an employment relationship.

[rest of page intentionally blank; signature pages follow]

IN WITNESS WHEREOF, the parties hereto have executed copies of this Agreement on the ____ day of _____, 2021.

[Consultant]
By its duly authorized representative

[Name]

(Title)

(Firm name)

Date: _____

Town of Medway
By its duly authorized representative

Maryjane White, Chair, Select Board

Date: _____

Approved as to Form

Mark R. Reich, Esq.
KP Law, P.C. Town Counsel

Date: _____

Approved as to Funds Availability

Carol Pratt
Medway Town Accountant

Date: _____

Funding Source: _____



July 27, 2021

**Medway Planning & Economic Development Board
Meeting**

Zoning for Fall Town Meeting

It's not too soon to be thinking about this. Although a schedule has not yet been published, draft articles are usually due to the Select Board in mid-September. Town Meeting date is November 8.

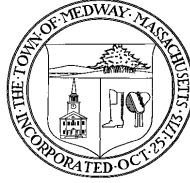
Expected amendments:

- Environmental Standards
- BESS
- Housekeeping items
- Updated provisions for outdoor dining
- Minor revisions to the Façade Review section of the Site Plan Review provisions as recommended by the Design Review Committee

Barbara Saint Andre will attend the August 10th PEDB meeting to discuss review several housing keeping items, some updates pertaining to outdoor dining, and some interim regulations to address BESS within the existing Energy Resource zoning district.

Tom can brief you on a very productive ZOOM call we had with Ellen Rosenfeld, Dan Merrikin, Andy Caballaria (noise consultant for Ellen) and Jeff Komrower (our noise consultant). We plan to have proposed revisions to the Environmental Standards for discussion at the August 24th meeting.

Is there anything else that is pressing that we should work on?



July 27, 2021

**Medway Planning & Economic Development Board
Meeting**

Master Plan Update

- Master Plan Committee meeting – Monday, July 26, 2021
[https://www.townofmedway.org/sites/g/files/vyhlf866/f/agendas/agenda for 7-26-21 mpc meeting.pdf](https://www.townofmedway.org/sites/g/files/vyhlf866/f/agendas/agenda%20for%207-26-21%20mpc%20meeting.pdf)
- Community Survey
<https://www.surveymonkey.com/r/SSC99RZ>
- Meetings in a Box
<https://storymaps.arcgis.com/stories/c53cab715e24492bf16f432327c9fa3>
- Crowdmapping
<https://storymaps.arcgis.com/stories/bb0abaabfcc240eba48a8f560c00bed1>
- Pop-up Tent/Table at community events – Movies in the Park, Concerts in the Park and Farmers' Market
- Newspaper coverage – *Country Gazette*
<https://www.wickedlocal.com/story/country-gazette/2021/07/20/medway-creating-master-plan-find-out-how-residents-can-help/8034678002/>