

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

Andy Rodenhiser, Chairman
Robert K. Tucker, Vice-Chairman
Thomas A. Gay, Clerk
Matthew Hayes, P.E.
Karyl Spiller-Walsh
Richard Di Iulio, Associate Member

January 15, 2014

SITE PLAN DECISION
Murphy Insurance Site Plan Modification
131-133 Milford Street
APPROVED with CONDITIONS

You are hereby notified that on January 14, 2015, at a duly called and properly posted meeting, the Medway Planning and Economic Development Board, after reviewing the application and information compiled during the public review process which commenced on November 26, 2013, *(the date of application submittal)*, voted on a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh with 5 in favor (Rodenhiser, Tucker, Gay, Hayes and Spiller-Walsh) and 0 against to approve with conditions as specified herein, the application of Dennis F. Murphy, Jr. of Hudson, MA to modify the previously approved site plan for Murphy Insurance as such pertains to the acquisition and development of adjacent property at 131 Milford Street.

This Decision includes the following sections:

- I. Project Location
- II. Background
- III. Project Description – Proposed Modification
- IV. Procedural Summary
- V. Index of Site Plan documents
- VI. Testimony
- VII. Findings
- VIII. Waivers
- IX. Special Conditions of Approval
- X. General Conditions of Approval

I. PROJECT LOCATION - The application pertains to an expansion project for Murphy Insurance which is presently located at 133 Milford Street (Parcel 99-133). The applicant is the buyer on a purchase and sale agreement to acquire the adjacent .25 acre property at 131 Milford Street (Parcel 99-131). Both parcels are located in the Industrial III zoning district. The 131 Milford Street property is presently owned by Mustafa Demir and Reyne Charest Demir of Hudson, MA.

II. BACKGROUND – A site plan decision for Murphy Insurance for 133 Milford Street was previously approved by the Medway Planning and Economic Development Board on July 15, 2008. The associated site plan was endorsed by the Board on August 26, 2008.

III. PROJECT DESCRIPTION/PROPOSED MODIFICATION - The primary purpose of this site plan modification is to provide additional parking for Murphy Insurance. The project will include demolition of the existing house at 131 Milford Street in order to consolidate that parcel with 133 Milford Street to add parking for 9 vehicles. The applicant plans to use pervious pavement for the parking area. Construction will include on-site sidewalks, lighting and landscaping and the extension/ continuation of the public sidewalk along the frontage of 131 Milford Street.

IV. PROCEDURAL HISTORY

- A. *October 16, 2013* – An application to modify a previously approved site plan was filed with the Medway Planning & Economic Development Board.
- B. *November 5, 2013* – Public Hearing notice was filed with the Town Clerk and posted to the Town’s web site. The public hearing was advertised in the *Milford Daily News* on November 12 and 19, 2013. Abutters were notified by certified sent mail on November 11, 2013.
- C. *November 14, 2013* – The PED office notified Town staff, boards, committees of the application and the planned public hearing for November 26, 2013. The plans were posted to the Town’s common drive and were available at the PEDB office for review.
- D. *November 26, 2013* – The public hearing was opened and closed on the same date.

V. INDEX OF SITE PLAN DOCUMENTS

- A. The application package to modify the previously approved Murphy Insurance Site Plan as submitted on October 16, 2013 included the following documents:
 - *Application to Modify a Previously Approved Site Plan* dated August 2013.
 - *Project Description/Submittal Letter* dated October 15, 2013 from Robert Oliva, of David E. Ross Associates, Inc. (engineer for applicant)
 - *Murphy Insurance Agency – Modification of Approved Site Plan - August 2013 prepared by David E. Ross Associates, Inc. of Ayer, MA (5 sheet plan set)*
 - *Determination Letter* dated July 29, 2013 from Building Commissioner John Emidy indicating that the scope of the proposed project constituted a Substantial Modification of a previously approved site plan.
 - *Drainage Report* entitled *Stormwater Analysis for Murphy Insurance Agency, 131 & 133 Milford Street, Medway, MA, dated October, 2013* prepared by David E. Ross Associates, Inc. of Ayer, MA
 - *Waiver Requests and Letter* dated October 15, 2013 prepared by Robert Oliva, David E. Ross Associates.
 - *Site Plan Decision* for Murphy Insurance agency dated July 15, 2008 – Medway Planning and Economic Development Board.
 - *Sheets 4 and 6 of the Previously Approved Site Plan* endorsed August 26, 2008.
 - *Certified Abutters List*

VI. TESTIMONY - In addition to the site plan application materials submitted and provided during the course of the Board's review, the Board received written or verbal testimony as follows:

Review Letters

- Review letter dated November 21, 2013 from David Pellegri, P.E., Tetra Tech Engineering, the Town's consulting engineer;
- Review letter dated November 19, 2013 from Gino Carlucci, AICP, PGC Associates, the Town's consulting planner.

Verbal Testimony

- Robert Oliva, David E. Ross Associates (for the applicant)
- David Pellegri, P.E., Tetra Tech (for the Town)
- Gino Carlucci, AICP, PGC Associates (for the Town)
- Attorney Paul Giannetti of Giannetti & Hastings (for the applicant)

VII. WAIVERS – At its January 14, 2014 meeting, the Board, on a motion by Bob Tucker and seconded by Karyl Spiller-Walsh, voted 5 in favor (Rodenhiser, Tucker, Gay, Hayes and Spiller-Walsh) and 0 against to approve the requested waivers from the following provisions of the *Rules and Regulations for the Submission and Approval of Site Plans, as amended December 3, 2002*. The Board's action and reasons for granting each waiver are listed below. All waivers are subject to the *Special and General Conditions of Approval*, which follow this section.

A. SUBMITTAL REQUIREMENTS/PLAN CONTENTS

1. 204-3 (A) 7 – A written *Development Impact Statement* shall be prepared. It shall describe the potential and anticipated impacts of the proposed development, identify all positive and adverse impacts, and propose an acceptable program to prevent or mitigate adverse impacts. The *Development Impact Statement* shall address traffic, environmental, community and parking impacts.

*The scope of work for this site plan modification involves the removal of a single structure and the construction of 9 parking spaces with associated site amenities at 131 Milford Street. The nature and low intensity of the existing office use at 133 Milford Street is readily apparent and has become an attractive entryway to Medway. Traffic volume is not expected to increase. The site plan modification can be readily evaluated without the comprehensive impact evaluation called for in the Site Plan Rules and Regulations which was intended for larger scale development projects. **The waiver is granted.***

2. 204-5 (C) 3 – An *Existing Landscape Inventory* shall be prepared by a Professional Landscape Architect licensed in the Commonwealth of Massachusetts. This inventory shall include a "mapped" overview of existing landscape features and structures and a general inventory of major plant species including the specific identification of existing trees with a diameter of one (1) foot or greater at four (4) feet above grade.

The Existing Conditions sheet shows the landscaping that was previously installed when the Murphy Insurance building was first constructed at 133 Milford Street in 2009. The proposed construction at 131 Milford Street requires only minor clearing and

removal of trees. Trees of significance to either be removed or relocated are shown on the Existing Conditions Sheet. **The waiver is granted.**

- 3 204-5 (D) 7 – A *Landscape Architectural Plan* shall be prepared by a Landscape Architect licensed in the Commonwealth of Massachusetts. This *Plan* shall be prepared as an overlay of the existing conditions sheets and shall incorporate, whenever possible, the significant features of the existing site and topography, particularly existing trees with a diameter of one (1) foot or greater at four (4) feet above grade. The *Landscape Architectural Plan* shall indicate the areas slated for excavation; any woodlands, trees or other existing features or structures to be retained; all new plantings by common and Latin name including their proposed locations and sizes at the time of installation. Plan graphics for tree canopies shall reflect, as closely as possible, the actual canopy dimension of proposed tree plantings at the time of installation with a “lesser” intensity graphic used to represent potential canopy at maturity.

Sheet 3 of the site plan set includes a Planting Schedule of proposed plantings that are indigenous to this area. The plantings will be spaced around the proposed new parking area. Murphy Insurance has an excellent track record with its handsome and well maintained landscaping at their existing property at 133 Milford Street. The proposed plantings are adequate for their intended purposes for both buffer use and aesthetic value. The waiver is granted.

B. CONSTRUCTION STANDARDS – Site Plan Rules and Regulations

1. 205-9 (C) – *Landscaping/Parking Areas* - Internal landscape planted divisions (*islands and peninsulas*) shall be constructed within all parking lots to provide shading and buffering. At least one deciduous tree of a minimum two and one-half (2 1/2) inches caliper in diameter shall be provided for every six (6) parking spaces. Only trees providing shade to the parking area shall be counted as meeting this requirement. This requirement may be waived in lieu of the preservation of existing trees subject to approval by the Planning Board.

Strict compliance with this regulation is unnecessary due to the small size of the expanded parking lot (9 spaces) and the substantial landscape plan that has been included for perimeter planting of the parking area. Furthermore, one substantial existing tree is to be relocated onsite. This waiver is granted.

VIII. FINDINGS – The Planning & Economic Development Board must determine whether the proposed site plan modification constitutes a suitable development based on conformance with the purposes of Site Plan Review as specified in the *Medway Zoning Bylaw* and with the various site development standards and criteria set forth in the Board’s *Site Plan Rules and Regulations*. The Planning & Economic Development Board, at its meeting on January 14, 2014, on a motion made by Karyl Spiller-Walsh and seconded by Bob Tucker, voted 5 in favor (Rodenhiser, Tucker, Gay, Hayes and Spiller-Walsh) and 0 against to approve the following **FINDINGS** regarding the Murphy Insurance site plan modification.

ZONING BYLAW – Section V. C - Site Plan Review & Approval

- (1) Are the buildings, uses and site amenities properly located on the development site in relation to the terrain and scale of other buildings in the vicinity and adjacent neighborhoods?

No new buildings are proposed and the use will not change. The expanded parking lot is properly designed and suitably landscaped. Therefore, the PEDB finds that this criterion is met.

- (2) Are the construction and renovation of buildings and the installation of site amenities thoughtfully designed to reflect or be compatible with Medway's New England architectural style as further detailed in the *Design Guidelines*?

Since no new building is proposed and the expanded parking lot is suitably landscaped, the PEDB finds that this criterion is met.

- (3) Are adjacent and neighboring properties protected from nuisance and harmful effects caused by noise, fumes, and the glare of headlights and other light sources generated by uses on the development site?

No additional noise or fumes are being created. Headlight glare will not be increased and there is vegetation screening on the east side of the parking lot to protect the abutter from such glare. Therefore, the PEDB finds that this criterion is met.

- (4) Are significant natural features on a development site (*i.e. hills, water bodies, wetlands, trees, tree groves, wooded areas, rock outcrops, native plants, wildlife habitats, and other areas of aesthetic and ecological interest*) preserved with as minimal site disturbance as possible?

The proposed parking lot expansion impacts an already-developed site. Therefore, the PEDB finds that this criterion is met.

- (5) Are off-street loading facilities and methods for unloading vehicles, goods, products materials and equipment incidental to the normal operation of the establishment(s) on the development site conveniently and safely provided while the visual intrusion thereof is appropriately screened from public view?

No additional loading facilities are proposed. As an office use, loading needs are minimal. Therefore, the PEDB finds that this criterion is met.

- (6) Are facilities for the storage, handling and disposal of sewage, refuse and other solid wastes resulting from the normal operations of the establishment(s) on the development site provided and adequately screened from public view?

None of these issues is being changed due to the proposed parking lot expansion. Therefore, the PEDB finds that this criterion is met.

- (7) Are pedestrian ways, access driveways, loading and parking facilities properly designed for the convenience and safety of customers, employees and the general public?

The proposed parking lot expansion has been reviewed by Town public safety officials and the design has been deemed to provide adequate safety and convenience. Therefore, the PEDB finds that this criterion is met.

- (8) Is convenient and safe access for fire-fighting and emergency rescue vehicles provided to and within the development site in relation to adjacent streets?

The parking lot expansion does not diminish access to the site for fire-fighting and emergency rescue vehicles. In fact, it adds a second access drive from Milford Street and expands the area available to park and set up fire-fighting and emergency equipment. Therefore, the PEDB finds that this criterion is met.

- (9) Are satisfactory methods for drainage of surface water to and from the development site provided?

The existing drainage system will remain unchanged. Pervious pavement is being used to minimize the increase in runoff to the drainage system. The drainage system has been reviewed by the Town's Consulting Engineer and no design issues have been identified. Therefore, the PEDB finds that this criterion is met.

- (10) Are public ways and private drives properly designed to be constructed to serve the intended use and provide an adequate level of service in relation to the traffic to be generated by the development site?

The expanded parking lot provides a second driveway at Milford Street allowing for a one-way traffic pattern to be instituted which enhances the level of service on the site. The Town's Consulting Engineer has reviewed the design and has identified no significant issues. Therefore, the PEDB finds that this criterion is met.

- (11) Have the effects and impacts of the proposed use of land or structures on vehicular and pedestrian traffic, municipal services and utilities, roadways, parking, drainage, environmental quality, water resources, signage, lighting, and community economics, character, values, amenities and appearance been identified and evaluated?

The impacts on these issues have been evaluated by Town officials and the Town's Consulting Engineer and Consulting Planner. Due to the minimal nature of the site modification, no significant impacts have been identified. Therefore, the PEDB finds that this criterion is met.

- (12) Have site design modifications been proposed and evaluated to lessen the negative and harmful impacts?

While the site changes are minimal, landscaping has been provided and pervious pavement is being used to mitigate the minor impacts caused by the parking lot expansion. Therefore, the PEDB finds that this criterion is met.

- (13) Have reasonable conditions, limits, safeguards and mitigation measures been established?

While the impacts are minor, reasonable conditions, safeguards and mitigation measures have been established below. Therefore, the PEDB finds that this criterion is met.

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

- (14) Has internal circulation, queuing and egress been designed such that traffic safety is protected, access via minor streets servicing residential areas is minimized, and traffic backing up into the public way is minimized?

The expanded parking lot will have a minor impact but its additional parking and one-way design will enhance internal circulation. Since there is no access from residential streets, there are no impacts on that either. Therefore, the PEDB finds that this criterion is met.

- (15) Does the site plan show designs that minimize any departure from the character, materials, and scale of buildings in the vicinity as viewed from public ways and places?

No changes to the building are proposed so this criterion is not applicable to this application for site plan modification.

- (16) Is reasonable use made of building location, grading and vegetation to reduce the visible intrusion of structures, parking areas, outside storage or other outdoor service areas (e.g. waste removal) from public views or from (nearby) premises residentially used and zoned.

The expanded parking lot is suitably graded and landscaped and there is no outside storage or outside service areas. Therefore, the PEDB finds that this criterion is met.

- (17) Is adequate access to each structure for fire and service equipment provided?

The parking lot expansion does not diminish access to the site for fire-fighting and emergency rescue vehicles. In fact, it adds a second access drive and expands the area available to park and set up equipment. Therefore, the PEDB finds that this criterion is met.

- (18) Will the design and construction minimize, to the extent reasonably possible, the following environmental impacts?

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

The parking lot expansion impacts an already-developed site. The volume of cut and fill is minor. Only trees necessary to be removed to accommodate the new parking lot are being removed. The visual prominence of man-made elements not necessary for safety is not being diminished. No stone walls are being removed. There are no impacts on waterways or environmental resource areas since drainage is being directed to the existing stormwater management system. Soil pollution and erosion are

adequately addressed and, other than during construction, noise will not be increased. Therefore, the PEDB finds that this criterion is met.

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

The expanded parking lot will have a minor impact but its additional parking and one-way design will enhance internal circulation. Adequate provisions have been made for pedestrian safety by adding a connecting walkway from the new parking area. Therefore, the PEDB finds that this criterion is met.

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

There are no significant natural or historic features on this site. Therefore, this criterion is not applicable to this application.

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

The new lot will have lighting identical to that provided on the existing parking area. It has been shown to prevent glare on adjoining properties and, as conditioned, will be shielded to minimize light pollution. Therefore, the PEDB finds that this criterion is met.

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

The limit of work is the minimum necessary to accommodate the expanded parking lot. There are no significant natural or cultural features on this site. Therefore, this criterion is not applicable to this application. The plans show adequate measures will be taken to minimize soil erosion and water pollution, and stormwater management is adequately addressed through the use of pervious pavement and the existing stormwater management system.

IX. SPECIFIC CONDITIONS OF APPROVAL – Approval of this site plan modification is subject to the following specific conditions:

- A. **Plan Revisions** - Prior to endorsement, the sheet plan set 131-133 Milford Street dated July 2013 prepared by David E. Ross Associates, Inc. of Ayer, MA shall be further revised to incorporate the following:

1. The plan endorsement signature box on all plan sheets shall be revised to specify the Planning and Economic Development Board.
2. The cover sheet shall be revised to include reference to the previously approved site plan decision and plan set.
3. At the applicant's discretion, the parking spaces may be reduced in size from 10' wide to 9' wide.
4. A plan sheet shall be added to include lighting photometrics.

5. Any plan revisions that may be needed as specified in the Tetra Tech plan review letter dated November 21, 2013.

- B. **Parking Limitations** – Parking at 131 and 133 Milford Street shall be limited only to vehicles for Murphy Insurance Agency. The parking lot spaces may not be leased or made available to any other business for parking purposes.

- C. **Wetlands Protection** – Prior to plan endorsement, the Applicant is required to provide the Planning and Economic Development Board with a copy of the *Order of Conditions* or other form of approval from the Medway Conservation Commission. If any changes to the site plan are required due to the Conservation Commission's decision, a revised site plan shall be provided to the Board for the Building Commissioner's review. If the changes are determined to be Non-Substantial they may be considered for approval at a public meeting. If such changes are Substantial, they will require a formal site plan modification with a new public hearing, notice to abutters, etc.

- D. **Light fixtures shall be shielded to prevent light pollution and shall comply with Section V. B. 7 of the Zoning Bylaw.**

- E. **Maintenance of Pervious Paved Parking Lot** - The pervious pavement requires special maintenance to ensure that it does not become clogged and thus rendered impervious. The plans adequately specify the monitoring and maintenance that must be provided. The applicant shall provide documentation that such maintenance is being performed upon request of the Town.

- F. **Site Consolidation** – Prior to receiving a Demolition permit from the Medway Building Commissioner to raze the house at 131 Milford Street, the applicant shall prepare and submit an ANR or comparable plan to the Board for endorsement. The plan shall show the consolidation of 131 and 133 Milford Street into one parcel.

- G. **Construction Activities**
 1. **Commencement** – Site construction work shall not begin until after the Inspector of Buildings has issued a Demolition permit for the structure at 131 Milford Street

 2. **Time** - Construction work at the site and in the building shall commence no earlier than 7 a.m. and shall cease no later than 7 p.m. No construction shall take place on Sundays or legal holidays unless authorized in advance by the Medway Building Commissioner.

 3. **Construction Traffic/Parking** – All parking for construction and construction related traffic shall be maintained on site. No parking of construction and construction related vehicles shall take place on Milford Street/Route 109.

 4. **Construction Materials/Debris** - There shall be no tracking of construction materials/debris onto any public way. Sweeping of the roadway adjacent to the site shall be done as needed to ensure that loose gravel/dirt does not create hazardous or deleterious conditions for vehicles, pedestrians and neighborhood

residents. In the event any construction debris is carried onto a public way, the applicant shall be responsible for all clean-up of the roadway within 24 hours of its occurrence.

5. During the construction period, the contractors shall maintain suitable access at all times for employees and customers of Murphy Insurance.
- H. **Construction Inspection** - Planning & Economic Development Board members, its staff or its designated agents shall have the right to inspect the site at any time, for compliance with the provisions of this Decision. Inspectors may include Town employees or consultants. The cost for inspections by the Town's outside consultants shall be borne by the applicant.
- I. **Plan Compliance**
1. The Applicant shall construct all improvements in compliance with the approved and endorsed site plan modification.
 2. Any construction work that deviates from this and the previous site plan decisions shall be a violation of the Zoning Bylaw. The Board or its agents may use all legal options available to it, including referring any violation to the Building Commissioner/Zoning Enforcement Officer for appropriate enforcement action, to ensure compliance with this decision and its conditions.
 3. The Conditions of Approval are enforceable under Section V. C. 12 of the Medway Zoning Bylaw (non-criminal disposition) and violations or non-compliance are subject to the designated fine.
- J. **Plan Changes** – Any change to the approved site plan modification shall necessitate a further modification of the site plan requiring Planning & Economic Development Board approval pursuant to SECTION V. C. 8 of the Medway Zoning Bylaw. Whenever additional reviews by the Planning & Economic Development Board, its staff or consultants are necessary due to proposed site plan modifications, the Applicant shall be billed and be responsible for all supplemental costs including filing fees, plan review fees and all costs associated with another public hearing if required including legal notice and abutter notification. If the proposed revisions affect only very limited aspects of the site, the Planning & Economic Development Board may reduce the scope of the required review, public notice and waive part of the filing and review fees.
- K. **Schedule for Project Completion** – The Planning and Economic Development Board's approval of this site plan modification shall lapse after one (1) year of the grant thereof if substantial use has not commenced except for good cause. Construction shall be completed by the applicant or its assignees within two (2) years of the date of plan endorsement.

Upon receipt of a written request by the applicant filed at least thirty (30) days prior to the date of expiration, the Planning & Economic Development Board may grant an extension for good cause. The request shall state the reasons for the extension and also the length of time requested. If no request for extension is filed and approved, the

site plan approval shall lapse and may be reestablished only after a new filing and hearing have been held.

- L. **Project Completion** - The applicant shall:
1. provide the Board with a **written certification from a Professional Engineer** registered in the Commonwealth of Massachusetts that all approved site plan modification work has been completed in strict compliance with the approved and endorsed site plan modification, the decision and any conditions thereto; and
 2. submit six (6) copies of an **As-Built Plan**, prepared by a registered Professional Land Surveyor or Engineer registered in the Commonwealth of Massachusetts, to the Planning & Economic Development Board for its review and approval. The As-Built Plan shall show actual as-built locations and conditions of all work shown on the approved site plan and any modifications thereto. The final As-Built Plan shall also be provided to the Town in an electronic form.

X. GENERAL CONDITIONS OF APPROVAL

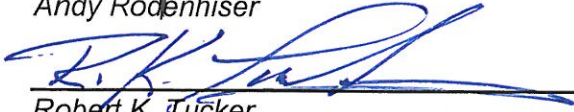
- A. **Appeal** – Any person aggrieved by the Planning & Economic Development Board's Decision may appeal such to the court within twenty (20) days of the date the Decision is filed with the Town Clerk.
- B. **Plan Endorsement** - Within thirty (30) days after the Planning & Economic Development Board has filed its *Decision* with the Town Clerk, the Applicant shall submit a final site plan modification drawing reflecting all required revisions, if any, to the Planning and Economic Development Board to review for compliance with the Board's *Decision* before plan endorsement. All plan sheets shall be bound together in a complete set.
- C. **Fees/Taxes** - Prior to endorsement of the modified site plan by the Planning & Economic Development Board, the Applicant shall pay the balance of any outstanding plan review fees owed to the Town for review of the site plan by the Town's engineering and planning consultants, and any other outstanding expenses or obligations due the Town of Medway, including real estate and personal property taxes and business licenses. The Applicant's failure to pay these fees in their entirety shall be reason for the Planning & Economic Development Board to withhold plan endorsement.
- D. **Construction Standards** - All construction shall be in full compliance with all applicable local, state and federal laws, including but not limited to the Americans with Disabilities Act and the regulations of the Massachusetts Architectural Access Board for handicap accessibility.
- E. **Other Permits** –The contractor for the applicant or assigns shall obtain, pay and comply with all other required Town permits, including but not limited to a Street Opening/Roadway Access Permit from the Department of Public Services.

Approved by the Medway Planning & Economic Development Board: January 14, 2014

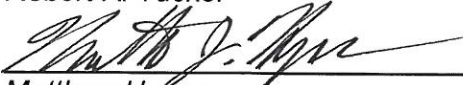
AYE:



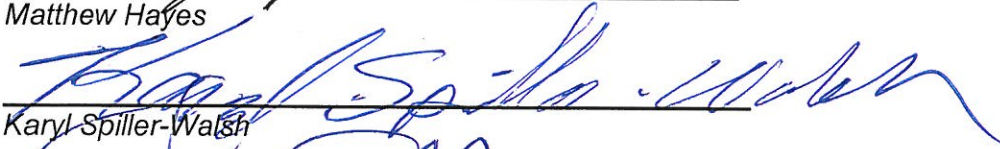
Andy Rodenhiser



Robert K. Tucker



Matthew Hayes

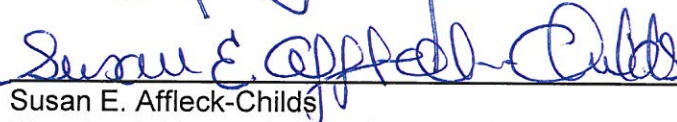


Karyl Spiller-Walsh



Thomas Gay

ATTEST:



Susan E. Affleck-Childs
Planning & Economic Development Coordinator

1-15-14
Date

COPIES TO: Stephanie Bacon, Health Agent
Patty Barry, Conservation Agent
John Emidy, Building Commissioner/Zoning Enforcement Officer
Donna Greenwood, Principal Assessor
Thomas Holder, DPS
Suzanne K. Kennedy, Town Administrator
Jeff Lynch, Fire Department
Melanie Phillips, Treasurer/Collector
Jeff Watson, Police Department
Dave Pellegrini, Tetra Tech