

**Medway Planning Board Meeting
Tuesday, July 31, 2007**

NOTE – This is a joint Planning Board and IDC meeting

Planning Board Members Present: Andy Rodenhiser, John Schroeder, Bob Tucker, Chan Rogers

IDC Members Present: Bill Wright, Dave Harrington, Kelli Ployer, Rick Kaplan,

ALSO PRESENT: Susy Affleck-Childs, Planning Board Assistant
Gino Carlucci, Planning Consultant
Andy Espinosa, Board of Selectmen
Glenn Trindade, Board of Selectmen
Kevin Wittman, Inframation Networks

Development Review Handbook

NOTE – Andy distributed the draft handbook.

Andy - We want to jazz it up with some photos and pictures and make it more interesting – get it published and pretty it up over time - include letters from IDC, Medway Business Council and BOS

Dave – bottom of page 4 – change to multi family

Karyl – more emphasis in the PB section on special permits. This needs more meat . . .

Chan – less emphasis on scenic road stuff

Susy – how to distribute, make use of this document

Andy – would you use this?

Dave – yes, I would use this

Karyl – this has a dryness – boring – it needs to be more of a promotional piece – have pictures, graphics

Andy – could we give it to the DRC to pretty up?

Susy – I would suggest we allocate some money and have Gino hire a graphic artist to help punch this up

Rick – is it worth it to spend money on this?

SEWER PROJECT UPDATE

Bill Wright - Timing issue is a concern – we need to get a better clarification from the state on the criticalness of the timing – the funding is tied to job creation – there are time constraints that have to be met – we will get that buttoned down tomorrow

Chan – does the grant have a time window?

Bill – yes, it has changed – but I was told that the jobs have to be created within 2 years of accepting the grant – so our strategy is to delay accepting the grant until we really need the money

Andy – would bond counsel approve our using this money on the back side?

Bill – we should be using the town’s money last and the state money first

Karyl – how many jobs

Bill – 120

Andy – I cannot imagine Cybex will want to start construction until the pipe is in

Chan – you will probably need an engineer full time for the next 3 months to make the time frame work – I think it is good for the BOS to put something in place to expedite getting the sewer in the ground – it could be in the ground in a year if all the right decisions are made

Bill – based on what engineer Tate and Howard said, pursuing the pump station requirement would be a wise option – we need to learn what the ramifications are to change the plan

Andy E – what are the hot spots in the projects – lets work out a game plan for tackling those issues

Andy R – is there a mechanism for us to allow pumping stations by way of a special permit?

Gino – you could certainly allow them in certain zones by special permit – but as a general policy – who would be the granting authority – BOS? May be possible . . .

Bill – it may not be a bylaw at all

Chan – I think it is a policy of the water/sewer – I don’t think this is a bylaw – it could be changed

Bill – we need to learn what the ramifications are of changing

Andy – I think of the Marian community and what they had to do when they couldn’t connect

Bill – the governor was at CYBEX yesterday – this has been targeted as a showcase for the MORE grant program – good publicity from this . . .

Chan – I think you can have a sewer in the ground in a year – incentives to do – everyone of these decisions can be done

Karyl – maybe that is a question –

Kevin O'Connor – legal counsel to IDC – I will be researching this issue -

Expedited Permitting Project – Gino Carlucci

Gino - The two things are going on concurrently right now – evaluate rules and regs to see if they can be coordinated and Kevin Wittman is evaluating permit tracking software – look to provide a web based permit application process

Kevin – we are looking at about 30 vendors to supply the right solution – we are weeding out the ones that are too big, too expensive, or don't integrate well with the existing in house system some departments have - we are soliciting comments – problems with current systems – or things that you would like to include in new system

Gino – since the PB since it is a permit granting board, and perhaps the IDC, and those of you that represent developers – might have some ideas –

Kevin – what have you seen in other towns?

Andy E – in the meeting you had yesterday on this, one of the more critical pieces was missing – ConCom wasn't able to attend. The BOS met with ConCom last night – they are a critical piece in the development review process

Andy – Kevin and myself and Gino will go to a ConCom meeting – I will get an appointment with them

Karyl – we need them to expedite everything – they are key to zooming things through

Andy – we are trying to expedite – meet more often . . . what are you hearing in the community? Do you think we are being more aggressive? What do you hear from developers?

Kellie – I have no data points on that to comment

Dave Harrington – there is so much for sale or lease in surrounding towns – everyone I have talked to, the permitting process has not been an issue yet – but these folks are 2 years away - I have been with 3 different groups in town – we lost a French company to Swiftwater, Pennsylvania – tax credit and free land . . .

Kellie – Forge Park in Franklin sold for 68 million –

Karyl – we are a baby Wellesley – how can you compete with east Wahoo, PA

Kellie – what is the time frame?

Gino – 4 months

Dave – when we get a grant for something – does town get money and put it in the bank?

Gino – no, usually it is a reimbursement type program

Kellie – what towns are you trying to emulate with expedited permitting? Newton?

Andy – they don't exist and we hope to become an example for how to streamline

Andy – our grant application was photocopied and distributed to other towns that were told by the state board that this is what the towns should be doing

Rick Kaplan – what can it be used for?

Andy – hardware and software

Gino – there are towns that have permitting tracking software but nothing quite like what we are envisioning. .

Andy - tie to map and parcels

Kevin – tie into zoning and GIS – makes it easier, faster – boards will be talking to various

Kellie – somebody could make a request,

Andy E – we are even thinking of on-line payments for application fees

Bob – credit card, bank transfer, paypal

Andy – good work Gino . . .

Bob – what is the schedule for the project?

Gino – 4 months window

UMASS Student Project on bottle cap lots – Oak Grove

Andy – I have given Bill a copy of the draft report . . .

Andy – as a group, what we should do is just to meet on that topic – what do we want to see there – look at some of the power points of the student presentations- see what the potential is for up there – students created a gateway idea for route 109 - Clark street down toward west street - shops, mixed use – retail and apartments – along trotter as it goes in, opposite Cybex – parking behind the retail – and a hotel and conference center opposite Cybex and then an epicenter out of housing to stretch out – single family, to multi family, to a mid rise 200 units – area for “workforce” housing for the industrial park and retail areas – almost create a little village type area – sewer is going to make it possible – it could also be a place for a possible transportation

link to tie into the GATRA shuttle bus project – a lot of potential – students did an incredible job – tons of data to support their recommendations

NOTE – Send electronic version of the UMASS report to Bill Wright and Andy Espinosa

Andy – pretty much everybody along route 109 except the doggie groomer is interested – Williamson who is the biggest owner, he came and saw the presentation – Karen Johnson from Charter Realty said they would be interested

Chan – the power point presentation is excellent

Andy – the students have done an outstanding job on this – there are a couple of different streetscapes – I think it represents what can happen – this is a concept – basis for developing a design document – letter to developers to solicit interest – want to put this into an eminent domain – we are meeting with town counsel on August 21 to frame what this would look like – what can people expect – we don't want a 2B Oak Street situation again

Chan – critical path for the BOS to authorize Town Counsel to participate –

Andy – I have been talking with Melanie Phillips in the Treasurer's office for months – to look at expedited taking process for smaller lots – that is in process – Melanie is meeting with town counsel to work on this – we want to talk and all be on the same page – provide a format how it would all happen – eminent domain takings would occur, developer is in –

Andy – zoning changes that would take place would allow us to essentially net almost \$900,000 from the state if it was a 40R project -

Kellie – so it wouldn't be a 40B

John – the focus of the UMASS project is the development of work force housing – I saw 3 things – industrial development, commercial development, and workforce housing – we now need to make it our plan – the industrial piece may occur on its own after the sewer gets in – the commercial piece seems to be a little more difficult to make happen

Andy – some of the people along there are excited about a big cash out

Kellie – you don't think there might be demand for the retail part of it

Andy – it will be pretty close to 495 – plus if we were to put in 300 units of housing

Chan – the planning department at UMass did this as a textbook – really a quality product by a 20 person graduate class – master degrees

Rick Kaplan – one big hindrance can be wetlands . . . did they look at that?

Andy – yes . . .

John – they put in buffer areas between the existing homes and where new construction would occur

Andy – even language for a suggested bylaw change was provided. . . You can write language that says this and that are or offer what is called a form based code so you can accomplish the desired aesthetic

Karyl – there are certain standards in the design review handbook – there are certain things we do not want - the last thing we would want to see is something like what we see in Bellingham or Franklin

Karyl - what is shown in the draft report are very brief design concepts

Andy – a mid rise with 200 units in it would help us solve our 40B problem

Karyl – there is a tradeoff with this approach . . . implications of the architectural design within the amount of acreage that is available

Andy E – for Medway to put workforce housing along route 495 and receive the benefit of such without it being in the middle of town would be excellent

Bill – so you would like us to look at this and give you some feedback?

Andy – yes

Rick – I think it is a great thing . . .

MAPC Technical Assistance grant program

Gino Carlucci - Another aspect of the 43D program is that the state provided some funds to the regional planning agencies – to provide technical assistance to the towns – it is supposed to be tied to economic development – among the high priorities are projects that involve more than one town – Andy made contact with Bellingham Planning Board to look at the border area between Bellingham and Medway – the idea would be to try to open up some of the land in Medway that is presently landlocked by getting access thru Bellingham – also, some sort of connection between trotter drive and alder down to farm street in Bellingham or perhaps to connect to route 126

Andy – the same night we were at the Bellingham Planning Board to discuss this, the proposed Shoppes at Bellingham project was being heard – people are up to here with traffic issues - so we are now looking at route 126 and route 109 as a horseshoe – idea . . . it will save resources over time – bring in reused water to the power plant

Gino – there is no approval yet from MAPC yet on the proposal – they have not gotten back to us yet - but we expect it to be well received – part of the scope is to evaluate development potential of the land and how to relieve traffic situation in Bellingham . . .

Dave Harrington – I've got to go

Zoning Initiatives

Andy – we pursued all of the things based on the cues you gave us last time we met

Andy – can we agree to work on the bottle cap lots and the zoning changes that would need to be adopted to make it happen?

Andy E – who is going to take the lead on this?

Andy – we are. . .

Chan – I think the board of selectmen need to charge each committee with the cooperation responsibility – this plan tonight – getting that sewer design and making decisions on a daily basis is going to be essential to getting – somebody has to set responsibilities

Andy – hopefully, we have a cooperative effort (with the IDC) and we will continue to work cooperatively together – and I enjoy my interactions with each of you – I can assure the BOS that we will be cooperative - please bring any zoning ideas to our attention so we can be as effective as possible

Chan – I apologize if I have offended any of you fellas – I am sorry –

Kellie – I haven't been called a fella in a while

51 alder street site

Karyl - It seems as though AZZ is in pipe business – outdoor storage is way beyond what they indicated – it seems like they are leasing the building with the right to use the outdoor area . . . How do you feel about that? Is this an affront to other areas or other projects that might come into the industrial zone?

Andy – it is not exactly what we understood you wanted out there

Rick Kaplan – 51 Alder Street was trying to go after the higher end tenants – they couldn't do that so they have had to work with who is interested

Karyl – for the Verizon project at the south end of the building, the DRC met with them last night. They are planning to take out the landscaped islands, put in fencing all around so secure the area for parking

Bob – I hope that Medway gets the excise taxes on the Verizon trucks

Andy – how does this latest development affect your desires for the industrial park?

Bill – it is not what we would optimally like to see there – what I don't know is that allowed by zoning – the outdoor storage

Chan – I would hope that you guys would take an interest – I have a fear that the DRC will chase a lot of people out of town

John – we had some conversations a while back – about a particular forthcoming applicant's plans for property in the industrial park – we discussed the concept of highest and best use – the impression I had is that you are seeking more high end businesses – that does not seem what is happening – are we lowering our standards here – your recommendation for that applicant's idea was to say no – I want to get a gauge of what you want out there

Kellie – it has to be fluid – highest and best use will vary from time to time . . .

Bill – we can say Conroy was desperate but so is the town. .

Karyl – we knew there would be pipe storage

Bill – is AZZ doing something they shouldn't be doing?

Bob – remember they are at the end of the industrial park – not easy to see from 495 - maybe azz and Verizon is OK for the end of the park . . .

Bill - we would like to elevate the type of business

Andy – can we use form based code to require block buildings?

Gino – I don't think so in Massachusetts because it is a building code matter

Bob – I would hate to limit people to just block buildings

Susy – there may be something to look at – to allow outside storage based on a percentage of the size of the structure . . .

Kellie – ratio of 1:1 is way too much.

Rick – when Conroy built, they did as much as they could –

Andy – are they outside the designated storage area? AZZ

Kellie – ask them about where they are going to store? Leave enough parking,

Karyl – the DRC doesn't know how far to push this issue. What about the other prospective users?

Kellie – to serve on the DRC as liaison from the IDC - get her email info and add her –

Invoices

\$82.80 Community Newspaper Company for legal ad for smart growth grant public hearing - motion by bob, seconded by Chan – all yes

\$114.18 for Aspen Publishing – Mass Handbook of Land Use law update – motion by john, seconded by Karyl – all yes

\$ 262.50 to PGC associates for plan review services – motion by john, seconded by bob – all yes

Revised ANR Plan for 24 Pond Street/Byron Vinton

Gino - I have reviewed revisions. Looks OK – all items have been corrected

Motion to approve the ANR plan for 24 Pond Street prepared by Dunn McKenzie – motion by Karyl, seconded by bob – all yes.

NOTE – the PB signed the plan and form A-1

DRC Appointments

Reference memo from Susy

Motion by john, seconded by bob to appoint Katie Tortorello, Julie Fallon, Gary Jacob, Mickey Whitney and Karyl Spiller-Walsh to the DRC. – All yes . . .

Consulting Planner contract

Susy – we have had a contract with Gino Carlucci/PGC Associates for 3 years plus a one year extension . . . the Town Accountant has indicated we need to conduct another bid process since the annual amount exceeds certain thresholds. We cannot do another one year extension. We do have an extension through October. I have drafted a revised RFP.

NOTE - Send out to PB members for comments.

Invoicing/Bill Collections

Andy – with the new contract with Tetra Tech we have to pay our bills in 45 days. We need to do a better job at collecting money from the developers

Bob – we need to better use the tools are available – controlled construction options

Susy – there is a big difference between subdivision infrastructure and private property site plans

Andy – we need to be more aggressive in billing and establish higher minimum balances

Andy – VHB should give us notice when they go out for construction inspections – day, number of hours, so Susy knows when we need to collect more money before the invoice comes in

John – we need to be tougher, third time in and comment not addressed, we are not going to meet tonight for you . . .

Keep the right balance in place –

Andy – we can say bill us between 10-15th and 20-25th of each month.

The 45 days should start upon our receipt of consultant invoices . . .

Bob – give consultants a 5 day window to submit their invoices

Motion to adjourn by Karyl, seconded by John. All yes.

The meeting was adjourned at 9:35 pm

Respectfully submitted,

Susy Affleck-Childs
Planning Board Assistant