

**Medway Planning Board Meeting
Tuesday, August 7, 2007
Sanford Hall**

PRESENT: Andy Rodenhiser, John Schroeder Schroeder, Chan Rogers, Karyl Spiller-Walsh,
Bob Tucker

ALSO PRESENT: Susy Affleck-Childs, Planning Board Assistant

Meeting called to order at 7:13 pm

CITIZEN COMMENTS - None

Karyl Spiller-Walsh – I had a very brief impromptu meeting yesterday with Mr. Yorkis re: his prospective building next to the Cybex facility (495 Business Park). I gave him some feedback.

Andy Rodenhiser – I heard from Paul Yorkis today and he said he was grateful and appreciated the comments.

INVOICES

PGC ASSOCIATES – \$131.25 for consulting services (PB goals meeting) - Motion by Karyl Spiller-Walsh to approve, seconded by Chan Rogers. Approved.

PGC ASSOCIATES - \$131.25 for plan review services. Motion by Karyl Spiller-Walsh to approve, seconded by Bob Tucker. Approved.

Community Newspaper Co – \$186 for contracted services (public hearing notice on Design Review Guidelines). Motion by Karyl Spiller-Walsh to approve, seconded by John Schroeder. Approved.

Public Hearing – Site Plan Modification for 51 Alder Street – VERIZON Work Center

7:15 p.m.

Michael Snow, Meridian Associates
Greg Drake, Meridian Associates
Joe Lynch, Conroy Development

Motion by Karyl Spiller-Walsh to waive reading of public hearing notice, seconded by Bob Tucker. Approved.

Michael Snow - 164,000 sq. ft industrial building – built in 2001/2002 – building has been occupied at north end by AZZ/CGIT (82,000 sq. ft.) - remaining southern half has been vacant since it was constructed – this application focuses on a prospective tenant – VERIZON – I would like to go around and highlight the changes - originally there were 632 parking spaces constructed as approved in the original site plan. When AZZ/CGIT came in, they modified the northern end of the building – eliminated some parking spaces – and reduced the total parking down to 507 parking spaces. We will be meeting with the CONCOM a week from Thursday (August 16th) because there are some wetlands issues.

We are focusing on the southwest corner of the building. We need to remove the two window sections facing west and replace with overhead doors – consistent architecture – of course, there will be lots of work going on inside the building – in support of the overhead doors, we are proposing to displace some of the existing parking spaces on the west side to construct ramps to allow vehicles to enter the building for servicing, restocking, etc.

Moving to the parking lot. In our application, we had proposed to remove 5 landscape islands to restripe a portion of parking spaces to allow for 10 x 20 foot spaces for vans. The tenant wants the southern area enclosed with a fence for security purposes – we must maintain access all around – the landscape materials lost by removing the islands we were going to replant at the southwest corner of the site to provide screening from I-495.

We reviewed the plan with the DRC 2 weeks ago – we made some changes to the layout based on the DRC's recommendations

NOTE – Michael Snow handed out an 11x17 version that was reviewed with the DRC on 8-6-07

The DRC had asked us to try to get green back into the parking – we have introduced 4 diamond planters with trees in the parking lot that don't displace parking spaces – granite curbing to surround – 6 feet square – corners are chamfered -

We also took 6 trees that were displaced and added to the building entrances.

Also able to free up a 4' wide planting strip

We also introduced evergreen material to screen 495 – hemlocks – we will place where there are holes among the trees

We heard from NSTAR re: their easement – they are concerned about the fence restricting access to their lines – we have added a gravel pathway to allow them access to their easement - we also adjusted snow storage area

Bob Tucker – your parking area – is that intended to be used for daytime parking?

Mike Snow – there are 72 10 x 20 foot spaces and about 60+ 9 x 18 spaces for a total of approximately 140 spaces within the secure fenced area

Joe Lynch – the intent of the larger parking spaces is for the Verizon FIOS vans –

Bob Tucker – how many vans?

Joe Lynch – at the most 72 outside

Bob Tucker – plus 29 spaces inside for a total of about 100 vans – how do you plan on handling the work staff for their parking – where will you put them?

Joe Lynch – they would park next to the eastern face of the building, around the entrance on the western side and some in the southern parking lot

Bob Tucker– parking for about 100 vans and then for employees – what is the worse case for practical applications? - 299 parking spaces conceivably needed (100 vans plus 199 maximum employees)

Joe Lynch – per the lease, they have 246 parking spaces available to them

Joe Lynch – re: AZZ/CGIT – I know there are some concerns about their outdoor storage – we heard that from the DRC – I have been speaking with them about the pipe storage – I have told them they cannot store on the grass –

Karyl Spiller-Walsh – get them to lease more inside space for pipe storage

Joe Lynch – we want to make sure we have enough parking available for the remaining 40,000 sq. ft in the middle of the building

Bob Tucker – how would you feel if the fire department couldn't have access to the building - AZZ's piping is blocking fire hydrant access

Joe Lynch – they need to consolidate or move the piping off site - I am going to go straight to them

Andy Rodenhiser – they (AZZ) are violating the site plan – we want you to do what you say you are going to do – we don't mean to be unfriendly to business but this is a safety matter

Chan Rogers – Joe, you are speaking for the building owner?

Joe Lynch – yes, we are the building owner and we are the applicant –

Chan Rogers – you have authority to make AZZ fulfill their lease requirements –

Joe Lynch – we gave them some freedom at the beginning – it is time for them to clean up

Chan Rogers – you should tell the board this – that you as the owner are going to make the problem go away

Joe Lynch – it is a top priority for us – not just for site plan approval. We need to lease the rest of the building - it hurts us

Bob Tucker– are there any issues from a code standpoint – do they need oil trap separators?

Andy Rodenhiser – I reference Gino Carlucci's review letter. They provided at PE's statement that there will be no impact.

NOTE - Karyl Spiller-Walsh read updated 8-7-07 Letter of recommendation from the DRC re: their 8-6-07 meeting with the applicant to review the proposed changes

John Schroeder – you are putting the overhead doors on the front - you have an array of doors on the back of the building – I am curious why the offices didn't get the windows and the trucks got the end of the building?

Joe Lynch – the end of the building was important because of the outside storage of the vans –

Bob Tucker – any comments from the Fire Department – did they get the plans?

Susy Affleck-Childs – yes they received the plans – no comments were provided

Chan Rogers – would you describe this space as telephone center, indoor storage/maintenance and outdoor storage of vans? 199 employees for both office staff and technicians

Andy Rodenhiser – we haven't seen anything on signage

Joe Lynch – that is correct. . we talked briefly with them about signage – we don't have the actual plan – logical location – on west façade –

Susy Affleck-Childs – I encourage you to develop a master signage strategy for the building so it doesn't end up with 3 entirely different kinds of signs – the issue is materials – when the original 51 Alder Street site plan was approved in 2002, we didn't have any requirements for a master sign plan – we do now

Andy Rodenhiser – have you filed with CONCOM?

Joe Lynch – yes - they didn't have a quorum at the first hearing – it was continued to next Thursday (August 16th)

Karyl Spiller-Walsh – there was tiny conversation last night (at the DRC meeting) on chain link fence – whether there should be the brown strips

Joe Lynch – I am not a fan of the slats – I think we can do better with the landscaping we are proposing as well as what we are showing

Bob Tucker – it may not be needed

Andy Rodenhiser – so maybe just black vinyl coated?

Joe Lynch – one point on that area – I think they are more attractive than the galvanized – but they are more expensive – I would rather see a little more landscaping instead

Bob Tucker – if they would rather address this thru greenery that would be OK with me

Karyl Spiller-Walsh – the landscaping is not like massive covering – you are going to see a lot of the chain link fence

Joe Lynch – we have committed to 9 evergreens to fill in the holes –

Karyl Spiller-Walsh – they will soften the look but they are small going in

Karyl Spiller-Walsh – I think the brown vinyl slats at AZZ is not as effective as I hoped it would be

John Schroeder - you are concerned about the view from the building?

Karyl Spiller-Walsh – just the massing of the chain link

John Schroeder – might I suggest a hybrid – use black chain link fencing across the front that faces the south end of the building and the balance could be the galvanized

Joe Lynch – that sounds good

Karyl Spiller-Walsh – I would like to comment – they responded nicely to the DRC comments – integrating green into the parking lot – nice job

Mike Snow – we used the diamonds at Sudbury Plaza

Chan Rogers – the linear planter will have granite curbing?

Mike Snow – no, it would be concrete for the linear planter to match the rest of the parking lot curbing – the diamond shaped islands will have granite

Andy Rodenhiser – we have adopted a policy change to keep at least \$3,000 in the revolving funds – we have to pay the bills within 45 days – we need to collect money from all the developers

Susy Affleck-Childs – in this instance, the total plan review fee estimate from Gino is only \$675 which they have provided – also, they have already paid for the postage and newspaper ad

Andy Rodenhiser – how are we going to handle construction observation?

Chan Rogers – I move we close the public hearing and commend the applicant for taking the advice of the DRC. Seconded by Karyl Spiller-Walsh. Approved.

Mike Snow – we will be glad to give you the certification from the engineers that all work is done in compliance with the plan

Chan Rogers – why don't we just vote on this now?

Susy Affleck-Childs – I strongly encourage you to not vote on a project without the corresponding written document

Andy Rodenhiser – final approval will be contingent on all bills being paid

Chan Rogers – I think we should give the applicant notice that we approve the concept

Joe Lynch – it would be helpful – to move this along – I wish the building inspector would look at the plans while the 20 day appeal period is going on after the decision is filed with the town clerk

Susy Affleck-Childs – you can vote at the next meeting

APPOINTMENT at 7:45 pm on August 21, 2007 to vote on site plan decision.

SUSY to prepare draft decision.

INVOICES

PGC Associates - \$4,750.00 for 43D program expenses. Motion by Karyl Spiller-Walsh to approve, seconded by John Schroeder. Approved.

Country View Estates Definitive Subdivision Plan Modifications

8:15 p.m.

Greg Whelan – Broad Acres Management

Andy Rodenhiser – I have handed out minutes from the 10-10-06 PB meeting when we discussed this at length – also the VHB bond estimates for Phase I, II and III – and the current bond status as of today for the 3 phases

Andy Rodenhiser – has any of the work been completed?

Greg Whelan – I couldn't – I was waiting for you to approve the plan revisions (for detention pond repairs at 37 Broad Acres Farm Road)

Andy Rodenhiser – there are other issues in the subdivision too - we had asked for a schedule – it is in the minutes – this project will be 8 years November 2007 – it is difficult for us to expect that you will get it done – we are looking to you

Greg Whelan – it has to be wrapped up – I am hoping I can get the road accepted at the fall town meeting this year

Andy Rodenhiser – what do you need from us to start next week?

Greg Whelan – you need to sign all the plans – I need to know that the \$50,000 that we set aside with the bond (for phase III) to do the work is going to be available to pay the contractors when they finish and when things are inspected . . .

Andy Rodenhiser – this is a very prickly situation for all of us here in the room – everybody wants it done – you are the one calling the shots – you have to make it happen – we are prepared to move on the bond – we have a meeting with town counsel on the 8-21-07 - we have met with Dave D'Amico (DPS Director) – we know what needs to be done – we issue an RFP thru the winter – do the work based on the bond estimates – how do you feel board? anything you want to add?

Bob Tucker – You are right on target

Chan Rogers – why can't it be done now – I think we should set a deadline

Greg Whelan - give me till September 30th – give me a date – it will be done – I couldn't get anything done until the plans were approved

Andy Rodenhiser – no progress has been made on any of the other work - you got back \$70,000 of your bond money last fall and you haven't done anything

Greg Whelan – September 30th . . .

Andy Rodenhiser – we have a new policy that we have put in place – we have to keep a minimum of \$3,000 in the revolving fund accounts to be able to pay the bills within 45 days – we can't be your bank anymore and not pay our bills – we need you to bring this up to the minimum

Greg Whelan – Will VHB continue with this project (for inspections)?

Andy Rodenhiser – yes. Tetra Tech Rizzo is the new firm as we move forward – we also know the new town counsel bill came in at around \$800 instead of the \$3,500 that Dick Maciolek had estimated

Andy Rodenhiser – get a schedule of the things you need to have done – if we don't hold you accountable, who will? You need to show some good faith

Chan Rogers – you have to know that this board supports the chairman

Greg Whelan – I have no problem doing that.

Susy Affleck-Childs – I would suggest you sign the plans and tell me to hold them until the CO money is paid

Andy Rodenhiser – and the schedule

A motion was made by Bob Tucker, seconded by Chan Rogers to approve Detention Pond Repair Plans for 37 Broad Acres Farm Road/Lot 34 Country View Estates subdivision, dated August 6, 2007, prepared by Faist Engineering of Southbridge, MA, contingent on Greg Whelan providing \$3,000 for construction inspection services and a time schedule for completion of all subdivision construction work. Approved.

Greg Whelan – I will bring a check and a schedule to Susy.

Susy Affleck-Childs – I will be on vacation next week. Also, I will write up something that can be filed with the Town Clerk.

INVOICES

Blatman, Bobrowski and Mead – \$2,242.42 for plan review legal services for the Marian community ARCPUD project – Motion by Karyl Spiller-Walsh to approve, seconded by John Schroeder. Approved.

Susan Affleck-Childs – reimburse \$60 for Notary Public registration fee – Motion by John Schroeder to approve, seconded by Karyl Spiller-Walsh. Approved.

VHB –\$ 4,385.50 for plan review services for the Marian community RCPUD project – Motion by Karyl Spiller-Walsh to approve, seconded by Bob Tucker. Approved.

OTHER BUSINESS

1. Transition to Tetra Tech Rizzo for Engineering Services

Susy Affleck-Childs – I am meeting with Dave Pelligri, the TTR project manager, tomorrow morning to start the transition process. I am trying to figure out how to handle the projects that are in process for both plan review and construction. I am thinking we should have VHB continue with the Marian plan review – but we have subdivisions that are under construction – does it make sense to switch over and stay with VHB?

Bob Tucker – it might be easier to just let tetra tech take over those projects

John Schroeder – if it started with VHB, I think it should finish with them

Chan Rogers – I think we should keep River Bend with VHB - I think we should discuss each project on a case by case basis

Andy Rodenhiser – We can stay with VHB as long as the contract goes – Susy, where does that stand?

Susy Affleck-Childs – I believe it is still being negotiated

Chan Rogers – Can't the board make a recommendation to the TA? I think we should stay with the consultant an applicant started with. . it would be unfair to both

Bob Tucker – with plan reviews, I agree with you . . . but what about in terms of construction observation? I think you can make a split. .

Andy Rodenhiser – we are done with the review on River Bend – so go to the new firm for inspection services

Karyl Spiller-Walsh – that was such a difficult plan – but if the engineers on our board feel that would work, I will go along

Chan Rogers – I think we should do a quarterly evaluation – and each give our own opinion candidly – I don't want to see a consultant go way down the pike

Bob Tucker – I think anytime we are doing an evaluation we should do it in executive session

Susy Affleck-Childs – I am not sure if that is one of the allowable topics for exec session – I can check

Andy Rodenhiser – at least at the beginning, we should lay out our expectations – we look to this person as a professional to say yes it meets standard for eng practices – we need to be clear to tell him that

Bob Tucker – we need to give him our expectations

Andy Rodenhiser – let's codify it in writing – and then go back quarterly as Chan Rogers has suggested, maybe in time it becomes biannual – members will change as board changes – we need to make sure we keep a pulse on what the board wants from a consulting engineer

2. PB Membership

Karyl Spiller-Walsh – It is possible there is a potential PB candidate among the new ranks of the DRC . . .

3. Ryan Road property – ZBA hearing in Millis

Andy Rodenhiser – I resident called who lives on Ryan Road about a Millis ZBA hearing coming up – Bernard Lewis wants to build a home in Millis but access it from Medway – he cannot fill anymore wetlands in Medway – he needs a bunch of variances from the Millis ZBA – he started to build a house on the Medway portion of the site – he tried to build a house on the Medway side before – the project was stopped after a foundation had been poured but he never restored the foundation – Dave Travalini of the Medway ConCom will be at the meeting in Millis tomorrow night along with me – apparently CONCOM denied a wetlands crossing before

4. Revolving Funds

Susy Affleck-Childs – You had asked for a report on the two revolving funds. Here are reports on both funds (plan review and construction observation) for FY07 – They don't show beginning or ending balances but activity during the fiscal year

Andy Rodenhiser – does this show due dates for invoices? how can we work on a tracking system to know when we are behind in paying our bills?

5. Camp Sunshine

Chan Rogers - I met the person running the kids summer program held at the senior center – camp sunshine – she asked me, because I am friendly with people at the senior center, where is a site in town where they could have a permanent structure if they raise the money – I thought that the whole playground area up at Oakland Park where the fields are would be good – she asked why not 2B Oak Street – I gave a personal opinion of NO but I did say that I would ask the PB for an opinion – they will get their \$ from a private donor – they seem very confident that it can be done – they want our suggestions on property locations

John Schroeder – 2B Oak Street was suggested as a possible location for Camp Sunshine – the CPC is looking for a non-profit organization to take over the property and run with it – the land is there to do that –

Andy Rodenhiser – at last night's BOS meeting, they are concerned about cleaning up the site –

John Schroeder – The Friends of Choate Park have plans for a gazebo up there – we should try to get everybody together

Andy Rodenhiser – Perhaps we could use the services of our new engineering that we have to put something together

Susy Affleck-Childs – I spoke with her as well – They need a place for their summer program – I said the community has a need for community meeting rooms – they have a donor already in place

John Schroeder – Karyl has mentioned the need for a community facility for meeting rooms – maybe the barn could be expanded in some way to meet the needs of Camp Sunshine

6. Sewer Project

Chan Rogers – I do want to bring up the issue with the sewer and the IDC – I feel the PB has the ultimate responsibility for getting in the sewer and getting the property on the tax rolls – we should express our interest to move the project along – the sewer commission is at odds with how the design should be done – the BOS should sort it out – we should give our opinion and our guidance on how these things should be done –

Andy Rodenhiser – the PB is not saying that any board is getting in the way

Andy Rodenhiser – is there a motion from anybody to take such action?

Chan Rogers – I am not suggesting any action but other boards should be encouraged to move ahead

Andy Rodenhiser – The IDC is getting back together on August 14th with their engineering firm

John Schroeder – it seems logical if it is a design of a water/sewer system that the Sewer/Water department would be involved – is it not a good assumption on my part that they should be involved?

Andy Rodenhiser – I think that is that most people would agree with – the reason IDC got involved in the first place is that there wasn't an aggressive enough effort to get sewer up there

John Schroeder – but now that we have the funding, a the design piece should be driven by the water/sewer board

Bob Tucker – and the BOS

Minutes of the August 7, 2007 Planning Board Meeting
Approved – August 21, 2007

Andy Rodenhiser – there is a meeting on August 14th - it is not our meeting – I can tell you and promise you that whenever I meet I try to invite as many people as possible – I can't tell any board what to do -

Chan Rogers – I want to point out to the town – now is the time to save time on the design

Andy Rodenhiser – august 14th – the IDC will review logistics and issues at that time

Chan Rogers - moving ahead with design without guidance could be a disaster

Bob Tucker– Chan, will you be at the meeting on august 14th?

A motion was made by John Schroeder, seconded by Bob Tucker to adjourn. Approved.

The meeting was adjourned at 9:08 pm

Respectfully submitted,

Susan E. Affleck-Childs
Planning Board Assistant