

**July 22, 2008**

**Medway Planning Board & Economic Development Board Meeting**

PRESENT: Bob Tucker, Karyl Spiller-Walsh, Andy Rodenhiser, Chan Rogers, John Williams, Tom Gay

ALSO PRESENT: Susy Affleck-Childs, Planning Board Assistant  
Gino Carlucci, PGC Associates  
Open Space Committee Members – John Schroeder, Jim Wickis, Dawn Rice Norton, Glenn Murphy, Pat McHallam, Tina Wright

Meeting was called to order at 7:07 pm.

**Joint session with Open Space Committee**

Andy Rodenhiser – Let's have all the Open Space Committee members introduce themselves.

John Schroeder – I chairman of committee, formerly of the PB, resident for 15 years, 2 teen age children, anxious to take advantage of economic situations now and work toward preserving and protecting undeveloped land and open space in Medway

Jim Wickis – resident since 1974, live on West Street; former scout leader in town, have not been on any board or committee until now; retired; I volunteer with New England Wildflower Society; psychologist by profession

Glenn Murphy – 12 Kimberly drive, 7 years, formerly of Natick; one daughter; joined this committee in part because I also serve on ConCom and can serve a liaison function; attorney

Pat McHallam– 5 years, Philips St., 2 children; I have been working in GIS industry in software development for a number of years, hoping to use those skills to help out – where is the open space and what can we do it;

Dawn Rice Norton – lived in Medway for quite a few years; grew up and went to school here – I remember Medway when traffic was stopped for cows to cross the street – my interest is to help preserve what is available and make sure that when development does occur, it is coordinated – I enjoy open space – my work is as a physical therapist – I also serve on the school committee

John Schroeder –Bruce Hamblin who is our vice chair is also on the committee; he is a retired town planner

Tina Wright – I have lived here forever, employee benefits specialist; believe in open space; member of various land conservation groups

John Schroeder - Karyl Spiller-Walsh is PB liaison to the OSC – we communicate a lot . . .

John Schroeder made a presentation - Handouts

1. bylaw that created the OS Committee – that is the starting point – we reviewed it before it went to town meeting and we are OK with it . . .
2. one page document with mission statement and goals – we want town/residents to really be aware of open space importance
3. one page fiscal year 09 goals and objectives

Andy Rodenhiser – any priority?

John Schroeder – I feel a sense of urgency because of the real estate market right now – this market creates opportunities; we are not against development; we want to encourage compact development – we would like to work with the PB primarily to encourage compact development and on key parcels in town to retain – we want to advocate for open space preservation

Andy Rodenhiser – will the open space plan identify those, etc. so we will have the tools needed as plans come in – maybe even look at some zoning bylaw changes that may be needed

John Schroeder – the open space and recreation plan is a very wordy document; we want to put the new plan on a map and see the pieces – there is a corridor running up the center of Medway – it is being stewarded very well by the current owners – but we want to put that info out for everybody – web site, walls in city hall, etc.

Andy Rodenhiser – as part of developing the culture we need to communicate out to the community the need to preserve that corridor or buy development rights – is that going to be part of what you are going to do?

John Schroeder – there might be something as simple as promoting farmers and what products can be acquired

Tina Wright– we have developed a ranking system in terms of how to value various parcels – now that we have a map, outreach - what are the right pieces and keep open communications – we need to answer the question - WHY IS THIS a good piece of land to acquire?. our goal for 2009 is to complete the evaluation/analysis of all the parcels

John Schroeder – I believe you have a handout of our fiscal year 2009 objectives – I would like to go thru these

### **Complete map of undeveloped land with water features –**

Pat McHallam – one of the things I have done is to get some data that is available, the bulk of which is available thru MassGIS from which you can produce maps or download data – and then I did get some data from the assessors office – we wanted to show a map that gave us some indication as to where the open space in the town is and some of the features that relate to our goals, especially the water features – there are a lot more layers that are available, I find it is difficult to limit it –there are so many layers out there – what is already designated? Designated to initiate some analysis – add in some – protected open space is shown –

John Schroeder – I prefer to use the words “undeveloped land” which has no protection – it may be owned by a farmer

Pat McHallam – this is an analysis tool, we will start digging into the details – also looks at these parcels in terms of their further potential for trails . . .

John Schroeder – the Assessors office has been nothing but cooperative in this work – we just went down there and they have been very helpful

**Priority Ranking System** – we want to be very consistent and objective when we look at open space parcels – we want to rate them – we came up with a ranking system –

Jim Wickis – there are many parcels of land that are undeveloped - how do begin to determine which ones would be good for meeting open space needs for Medway – we wanted to develop a set of criteria to judge parcels as to their relative worth for open space – criteria that we could use to explain to PB and Medway residents how we came to a decision on which parcels to pursue - we think we are off to a good start – tried to cover useful criteria – you can see that it is fairly comprehensive – we will judge parcels with this tool and come to you later with recommendations on certain parcels of land

Andy Rodenhiser – nice job – takes away the subjective nature of public perceptions might be of how we go about acquiring land

John Schroeder – I would like to point out a connection – a lot of the info on here comes from directly from the CONCOM – there is no sense in duplicating efforts – when we need to find out if a piece of land has certain features, we will need CONCOM’s help

Glenn Murphy – with 50 Winthrop street, there is a brook in the back and a certified vernal pool. Concom would have to be involved to determine setbacks for the farm project

John Schroeder – We now have a list of individual parcels of 5 acres or greater that are undeveloped – Kristen Domurad (PB intern) put this list together – we are not shy about taking advantage of resources – we now have a listing of all the parcels – I don’t think it is appropriate to put the names on the list at this point – we have the names of the owners so we can get in touch with them once we determine how

Bob Tucker – when do you expect to do the property evaluation?

John Schroeder – the key 5-10 acre parcels, we will have communicated with them in some way – establish a relationship and so they know we are here - some of that has already happened; try to get to know what their interests are – one land owner is acting as an unpaid consultant to the open space committee, but wants to be involved – he has been extremely helpful in getting info -

### **Open Space Walks**

John Schroeder – next thing we want to do – we have parcels that are already protected as open space whoever did it . . . we don’t know those parcels very well – we want to walk those pieces

of land and to get to know them – Jim Wickis took me on a little stroll – he identified every species of plant and animal

Jim Wickis – we went up to Idlebrook – what is there and what is the current condition? Promote the concept of stewardship of open space – we looked at the recreation parts, the wetlands there, we even saw a chestnut grove – (cared for by Gary Jacob) – We want to do that with all the open space properties in town to monitor them – who takes care of them?

Karyl Spiller-Walsh – I bet Gary Jacob would be willing to be helpful to you

John Schroeder – I wonder how many people know what Gary is doing up there with the chestnut tree grove!! Maybe we can help communicate that to people – folks can walk up there to see it

Susy Affleck-Childs – we should credit the Open Space Committee of the mid 90's - those folks were instrumental in completing the open space plan and securing funds for the Idlebrook fields

John Schroeder – Jim Wickis had talked about picking a different parcel each week and walking it – maybe we can put some info on our web site

Andy Rodenhiser – that gives some verbiage to a parcel number, - description, etc.

### **Open Space and Recreation Plan**

John Schroeder – I am going to ask Gino Carlucci to speak on that – this is the official plan that we have to provide to the state to be on record and be eligible for any grants and for consideration as a legitimate open space concerned community - the Medway CPC has voted and agreed to fund the updating of the 1996 Open Space Plan – we voted to hire PGC to complete the plan using CPA \$ - it is budgeted thru CPA funds -

Gino Carlucci – OSC has a goal of having a draft of the plan done by August 22 – then we will need time for comments from PB, BOS and MAPC (required) – also ask for input from CONCOM, ZBA, BOH – open space and rec plan is a state required plan that needs to be completed to be eligible for grants – they are very specific for how you prepare the plan - almost a formula – very specific detailed instructions on what is to be included – plan summary, introduction section, community setting, history section, population characteristics, and then a section on growth and development patterns, environmental inventory and analysis, inventory of lands of conservation and recreation interest (protected, 61A, recreation facilities, undeveloped property); community vision/goals;

The public forum would occur after the first draft of the plan –

Andy Rodenhiser – timeframe for submission to the state?? October??

Gino Carlucci – We will need to do a public forum to solicit citizen input. We could schedule the forum in September

John Schroeder – it is my understanding that we can turn in a draft to the state and be eligible for grants

Andy Rodenhiser – are there grants available for purchase of development rights?

Gino Carlucci – there is a program for acquiring land and another one for constructing recreation facilities – those would come up again next year to apply for

Gino Carlucci – we also need to complete a needs analysis (community, resource and management); specific open space goals and objectives – we have done a little work on that – needs more input from the committee – I will give them a draft – finally there is a 5 year action plan which is the recommendation of actions to take, who will be responsible, etc. (includes other boards)

John Schroeder – don't they consider this as an update vs. a whole new plan?

Gino Carlucci – yes, but they are specific on which sections need to be updated

Tom Gay – I would like to work with Pat McHallam on some GIS ideas for the Town . . we might be able to bring in some various software vendors -

Pat McHallam – sure . . .

John Williams – I get a sense that open space is very important to towns people – do you have any feedback from the master plan committee on the survey?

John Schroeder – I have seen the raw data, it looked to me like it was important – Jim Wickis is on the master plan committee – they are still looking at rough data

Jim Wickis – the data is what it is – you can look at it – generally citizens indicated that open space is of high importance – most people ranked it 4 – conversely on the satisfaction side of it, people generally are less satisfied with it so there is work to be done – more, better managed, higher quality

John Williams – do we have a sense of where we are compared to other towns?

Jim Wickis – of all the towns around here, Medway has just about the lowest percentage of “protected” land

Gino Carlucci – I don't have the full results of the survey, but I was looking at some of it in the last few days – open space ranks pretty high in terms of importance but road repair and sidewalks ranked higher – satisfaction side is fairly low regarding the amount of open space, rec programs, choate park, small town character . . . we have high importance and low satisfaction

Tina Wright – maybe we need to look at developing property differently, people get value for the land and then we still get to protect open space portion – goal to develop a more collaborative effort

Tom Gay – people ask why is the town pursuing a certain parcel for open space? How to explain?

John Schroeder – if somebody asked me why that piece of land (50 Winthrop St) – it was difficult to answer then – if somebody asks us now, we can give them a rating – we have a tool to do that – we can go to them with a solid consistent approach as to why a certain piece of land is important and how it would be accessed

### **Open Space Committee Web Site**

John Schroeder - we now have a web site – it gets updated, it has pictures of wildlife on Medway; there is a tool now to communicate with the community –

Pat McHallam – the task is to complete the update – it is really an on-going effort – I set up a structure within the town’s web page format – we put a little work into that – we are developing the content and the web site will be our primary way to communicate to the town – we set up a photo album to the town – we have links so people can send us photos – we can put up trail maps – so it is there and hopefully people will look at –

Karyl Spiller-Walsh – my husband has a bunch of photos – I should ask him to pull them up and give them to you - even if you have some assignments for him, he would love it – give him a priority list – he has a good eye –

Susy Affleck-Childs – We need to pull the Open Space Committee out from under the PB on the web page . . . there needs to be some advocacy to be out there on your own (also DRC and Master Plan Committee). This is a policy issue . . .

Karyl Spiller-Walsh – on that list of what Gino Carlucci had from the state – I am concerned about the characteristics of land - it is very important that town residents understand that open spaces do not need to have jobs, they can exist purely as open space, and be aesthetically light – they don’t have to be active recreational – and they don’t necessarily have to have trails – but everybody should have access – just magnificent pieces of land – divine . . .

### **Open Space Amazing Race**

Tina Wright – part of the reason people rank open space so low in terms of satisfaction is perhaps that people don’t know much about it – look at the existing open space we have in town – meet with PB, BOS – parks, friends of choate park, all sports groups – highlighting the different open spaces – also historical society as part of it – great way to have a town thing – advocate for open space – promote, and get participation – as part of that – we want to have teams, etc. – help people see what it means to town – people need to know what we have and where are we going – creating the culture – Dawn is going to be the creative writer – like a scavenger hunt - you will be amazed at the open space we will find - spring 2009

Also, we want to do a quarterly newsletter – hopefully out in September – it will involve a lot of coordination

John Schroeder – goal is spring of 2009 - maybe connect to Medway pride day

## **Presentations to other Boards/Committees**

John Schroeder – we want to open the door for communication – that is what we are doing tonight here with you - the BOS is next; I want to meet with them as soon as possible.

Andy Rodenhiser – the movement of the web site – is it possible we can do that before you start meeting with other boards?

John Schroeder – I want to get on the next BOS agenda and brief them. I don't want to wait . . . we will meet with the boards, give them a packet, and let them know we are going to be working with ConCom on what these parcels have – we need that info to evaluate – Susy gives me the agendas for your meetings – you will see us before you and other boards speaking at the public hearings on various proposals

Susy Affleck-Childs – I encourage you to get in touch with the Parks Commissioners sooner than later to reach out to them . . . they need to have some sense of ownership in the open space and recreation plan -

Karyl Spiller-Walsh – I would like to see some sort of discussion between PB and OSC about small collections – about small parcels of open space that are considered – maybe we need to talk more about them – how would you like to see them - naturalized, landscaped – is that considered open space?

Andy Rodenhiser – for example, the little park area at route 109 and west street

John Schroeder – if left alone it could be unpleasant –

Karyl Spiller-Walsh – it needs its own type of category – how do we want them to be – not just a leftover chunk -

John Schroeder – maybe we could do an adopt a parcel thing – for little areas where the town doesn't have the money to maintain – have neighbors or business get involved

Andy Rodenhiser – neighborhood associations would be a good thing to do this . . .

Karyl Spiller-Walsh - little areas, green spaces provide a breather . . .

Tom Gay – re: smaller spaces – I think as you develop more information – look at adjacent other lots that are smaller, even down to small parcels that cannot be used for anything else – on my side of Choate Pond near Maple Street, there are a whole series of little parcels – I would not stop by searching only for the big stuff.

John Schroeder – we had to start the search somewhere – as we mark the parcels off, the pieces in between will stand out

Tom Gay – especially when they line a waterway

Karyl Spiller-Walsh – the little piece next to Mechanic Street near the whole food store - perfect spot

John Schroeder – if we get the culture going, people will start to call in and the thing starts to build on it

Chan Rogers – have you researched whether the state has programs to fund open space acquisition –

John Schroeder – yes we have done some research –

Gino Carlucci – The state programs are now called Land and Park

Chan Rogers – You and your committee should be commended – you have done a fantastic effort in less than a year – also . . . whether you realize it or not you have formed your own coalition

John Schroeder – thank you – one of the things I ran into in making phone calls – I spoke with one of the big Trustees organizations – I learned they were doing work with all the surrounding towns, they didn't have anyone to really contact here in Medway town – our next meeting, one of those groups will attend.

John Schroeder – I would like to say thank you so much to the town of Medway for participating in CPA – we have tools – other towns don't have access to any money – they are borrowing against the future stream of CPA money to protect open space – this Town voted early on and has continued to do so – we are a contender as a town – these organizations say this town has some tools –

Tina Wright - List of contacts – develop relationships with outreach – people will start to hear about and from the open space committee

John Schroeder – Susy has the 4 megabyte file of the open space map.

Karyl Spiller-Walsh – we should have that map up on the wall up here –

NOTE - Pat McHallam and Tom Gay will work together to produce some maps . . .

### **Revisions to ARCPUD and OSRD**

John Schroeder – we will monitor these applications as they come before you

Susy Affleck-Childs – Would you be willing to assist us with – help with brainstorming – when we learn about a prospective developer – send them to OSC to discuss which land to preserve –

John Schroeder – YES

Karyl Spiller-Walsh – we are really going to need advocacy for open space, especially with the new affordable housing bylaw that is going to push for more density . . . what do you want in the open space areas – OS is going to butt heads with AH



Susy Affleck-Childs – I also think you should carve out a roll for yourself with 61A properties – to assist the Town in evaluating sites when they come up for consideration – work out something with the BOS – they haven't had an OSC for several years to use as a resource

John Schroeder – maybe we can be a resource to some of the property owners to envision OSRD possibilities . . .

Session between OSC and PB ended. Thanks to all

### **Pre-application Meeting – Possible OSRD for 88 Lovering Street**

Susy Affleck-Childs – The applicant (the Koudinyas) decided to hold off and look at their site some more – it is a 2 acre site with many easements. In the ARII zone. Question about whether the open space has to be on a separate parcel. I told them yes.

### **Franklin Creek Subdivision Plan Revision**

Susy Affleck-Childs – We have a request for a minor revision regarding the rooftop infiltration units. They want to change the particular model to something smaller. I asked Dave Pellegrini at Tetra Tech Rizzo to look at it. Dave has asked their engineer for some calcs to make sure the stormwater numbers are OK before he gives you a recommendation. So that will be before you at the next meeting.

John William – seems like a lot of bother to make a change – is there money to pay Dave?

Susy Affleck-Childs – Yes, from their construction inspection account . . .

### **Committee Reports/Updates**

Chan Rogers – Route 109 stuff; the letter Andy wrote was fantastic and it is one of about 10 letters that Paul Yorkis was able to generate to send to the Senate and House joint committee from other town officials, local businesses, and SWAP – to try to get an earmark for design funds for route 109 – there is going to be a briefing at the BOS meeting next from David Geogrande of Design Consultants

Tom Gay – we were talking about the Design Review and look at local people - there is an architect on Phillips Street who is a neighbor of Pat McHallam

Susy Affleck-Childs – I had Kristen go thru the town directory to look for architects for the DRC – we thought we would send a letter.

Tom Gay – I will contact Boston chapter AIA to see about any people in Medway

Chan Rogers – I volunteered to talk with Mark Flaherty to discuss the potential for the new sewer to accommodate new development – he says it is very unlikely that any land that abuts new route would have come on line any sooner – people may hook up but they already have reasonably functioning septic systems

Karyl Spiller-Walsh - something that came up last night at the DRC – we were trying to help an applicant with a sign – it is a 24 hour business – Anytime Fitness (to be located in the Medway Shopping Center) – they will use a key card entry – apparently hours of operation is not called out in Commercial I - at this point, they haven't gotten a permit or gone before the BOS to get permission; Bob Speroni has said that because the zoning bylaw does not address it, we can't restrict it – should we be working on a bylaw to address this? Should we be an advocate of this or encourage some restraint?

John Williams are there other restrictions in town?

Gino Carlucci – what is that use? It looks to me like it would be a commercial indoor amusement place which needs a special permit – I wonder what Bob Speroni considers this use to be?? It certainly is not a retail use.

Susy Affleck-Childs – I don't know the scope of what licenses the BOS has to review – what types of licenses – grocery stores, liquor stores, etc.

Susy Affleck-Childs – There will be a fall town meeting for 11/10 - articles are due to the BOS/TA by 9/5/08

Karyl Spiller-Walsh – should we put forth something on hours of operation? Should we do something?

Bob Tucker – Susy, can you find out what we do now?

Chan Rogers – Do we get agendas for ZBA meetings?

Susy Affleck-Childs – they do not distribute their agendas electronically – they do post their agendas at the town clerk's office and post them to the town's web site

Tom Gay – I plan to go to their next meeting and introduce myself as the PB liaison – I can mention that it would be helpful to me to get the agendas electronically when I travel so much

Andy Rodenhiser – I met today with Susy Affleck-Childs and Kristen Domurad and some folks from Mass Development re: pre-development technical assistance and grant programs – we are refining the steps and the problematic land mines to doing this – they are going to produce a time line with critical milestones – will get it to us the week of August 11 – they expect to get approval of a scope of services – I am going to get together a meeting of the Oak Grove Task Force and give them an overview – mass development has consultants under contract to help with a master plan, development agreements, rfp, etc. – really focusing on economic development aspect of what we have been charged with for that particular area . . .

Chan Rogers – I would like to suggest that we see if the legislature would pass a special bill to take all those properties by eminent domain and relieve us of all that responsibility

Andy Rodenhiser – Mass Development had an attorney who was at the meeting with us – they are going to formalize it and put it into a presentation that we can give to the task force –

**Endorse Site Plan for John's Auto Body, 27 Jayar Road**

Susy Affleck-Childs – They submitted their final site plan ready to be endorsed – I reviewed it based on the conditions in the site plan decision and it looks fine.

A motion was made by Bob Tucker, seconded by Chan Rogers to endorse the site plan for John's Auto Body at 27 Jayar Road. APPROVED unanimously.

The site plan was endorsed

### **Bond Refund – Blueberry Hills Subdivision**

Susy Affleck-Childs – Town meeting accepted Blueberry Hill Road in June. We had agreed to close out the bond account and refund the remaining bond money for Blueberry Hills subdivision. It is \$4,000 plus interest.

### **Other Business**

Andy Rodenhiser – Susy and I had a discussion about minutes – we are all OK with minutes that are in shorthand – they are not perfect, the spelling is not great – as we review minutes, we have said we are OK with style – she feels like she is letting us down or not doing the job up to par, she is afraid somebody will look at minutes 10 years from now and not think well of her – we get the gist of what is being said – I asked her to put together a blanket paragraph - she is going to type up a caveat – due to the workload, these things don't have to be perfect

Tom Gay – some sort of disclaimer . . .

Andy Rodenhiser – we are asking her to do a lot more important things than spend time on meeting minutes

Bob Tucker – I think it is a great idea – I have no issue with that at all -

Chan Rogers – I would be glad to sign any disclaimer

Karyl Spiller-Walsh – I will say that a couple of times when there have been legal issues – there have been times we referred back verbatim to minutes – it was very important – is there any legal issue

Andy Rodenhiser – quality is not an issue –

Andy Rodenhiser – we would still have an opportunity to approve them –

A motion was made by Bob Tucker, seconded by Chan Rogers to adjourn the meeting.

APPROVED unanimously.

The meeting was adjourned at 10 pm.

Respectfully submitted,

*Minutes of the July 22, 2008 Medway Planning Board Meeting*  
*Approved 12-22-2008*

Susan E. Affleck-Childs  
Planning Board Assistant