

**July 12, 2011**  
**Medway Planning and Economic Development Board**  
**155 Village Street**  
**Medway, MA 02053**

**BOARD MEMBERS PRESENT:** Andy Rodenhiser, Bob Tucker, Tom Gay, and Karyl Spiller-Walsh

**ABSENT WITH NOTICE:** Chan Rogers

**ALSO PRESENT:** Susy Affleck-Childs Planning and Economic Development Coordinator  
Gino Carlucci, PGC Associates (Planning Consultant)  
David Pellegrri, Tetra Tech Rizzo (Engineering Consultant)  
Barbara Saint Andre, Petriani & Associates (Town Counsel)  
Fran V Hutton Lee, Administrative Secretary

The Chairman opened the meeting at 7:04 pm.

The Chairman asked for any citizen comments before they went into Executive Session. There were no citizen comments.

Bob Tucker moved that the board go into Executive Session to discuss pending litigation because an open discussion would have a detrimental effect upon the Board's litigation strategy with the intent to return to regular session. Karyl Spiller-Walsh seconded the motion.

ROLL CALL VOTE:

|                     |     |
|---------------------|-----|
| Andy Rodenhiser     | Yes |
| Karyl Spiller-Walsh | Yes |
| Bob Tucker          | Yes |
| Tom Gay             | Yes |

The motion passed. The board went into executive session at 7:06 p.m.

**NOTE – The Regular Public Session resumed – 7:25 pm**

**Village Estates – Santoro**

There was discussion about the Building Commissioner's opinion about the potential creation of a corner lot where an existing building (on an abutting lot) may not meet zoning setbacks if a road is created.

Tom Gay – to Barbara St Andre –John Emidy talked with you about the corner, and what corner lots were and setbacks. Santoro wants to put a road in to the old Dill property, and create a corner and frontage, something about setbacks, and one of the lots is not really a corner lot.

Barbara Saint Andre – I need to better refresh my memory on this.

Susy Affleck-Childs– it was a phone conversation, as I have come to find out that John Emidy had with Barbara. There was nothing in writing on Barbara's part. With the creation of this subdivision and the

roadway that would go in, the adjacent property would, essentially, to all general laypersons' eyes, become a corner lot. There is an existing structure on that lot, and that structure would not then have the necessary setback.

Barbara St Andre – From what?

Susy Affleck-Childs – from the new roadline

Karyl Spiller-Walsh—That would make that lot non-compliant.

Bob Tucker – The creation of a non-conforming lot instead of maintaining its current status as a conforming lot.

Barbara Saint Andre – Well, I don't have your bylaw in front of me, but I think I have a vague memory of this...the by-law says you can't construct a house

Bob Tucker – The house is already there...I want to know how this works, and I'm sure we're going to run into this again...what is the philosophy...

Tom Gay – What John Emidy communicated was that the adjacent parcel to the west, at 274 Village Street, which is the health club, should not be considered a corner lot, as defined by the zoning bylaw, and therefore not in violation of the frontage setback.

Andy Rodenhiser – Is it for the building Inspector to determine this?

Tom Gay – The existing buildings that are encroaching upon the proposed road on the development site will be required to maintain the 35 foot setback.

Susy Affleck-Childs – We have something else in our subdivision rules and regs that says that by our action in a subdivision decision we can't create a zoning violation on an adjacent parcel.

Barbara Saint Andre – all, right so there is a subdivision issue. He of course wouldn't rule on that.

Susy Affleck-Childs – We had raised this issue at the preliminary plan stage, and did a cautionary note that we were concerned about it and that the applicant gets some sort of a clarification. I think they got in touch with John Emidy.

Karyl Spiller-Walsh— I think we had an issue like this before where we said, no, you can't create a road where you're creating an existing non-conformance.

Barbara Saint Andre – So how close will the building be?

Karyl Spiller-Walsh— 15 feet.

Tom Gay – Yes, it is set back from a side lot line right now, and that is not non-conforming,

Karyl Spiller-Walsh— Right, but it would be to a road.

Tom Gay – Right.

Andy Rodenhiser – but why would it not have frontage if it abuts onto what is essentially going to be a road that others are going to derive frontage from, and who's to say that the building inspector makes that determination today that a future planning board doesn't allow for it in the future.

Barbara Saint Andre – I didn't follow that last part.

The board consults the Village Estates definitive subdivision plan to better see the issue being discussed. (Village Estates Definitive Subdivision, Permanent Private Way; May 19, 2011.)

Andy Rodenhiser – If this is sitting on the parcel, and this is 15 feet, and this road goes in along the property line, isn't this frontage along that?

Barbara Saint Andre – Yes it is. Again, I'm not going to...

Andy Rodenhiser – How can this not be considered a corner lot? Because it has frontage on a public way, that these things are deriving frontage from...

Barbara Saint Andre - Well, it's not a public way yet, of course...I need to look at the bylaw.

Andy Rodenhiser – How can we deny him frontage?

Karyl Spiller-Walsh– You can't.

Bob Tucker – That was the discussion that we started...

Tom Gay – Right now the lot line is here, this is the lot to be subdivided, and this is where the new road will go. So it's right on this property line. So his question is...why is that not frontage?

Barbara Saint Andre – I'm not saying it isn't.

Gino Carlucci – well here's something about non-conforming...I know it's not meant for this situation, but the first paragraph here, that if it was lawful, it is still lawful...

Barbara Saint Andre – And he's not creating a problem here...this fellow is putting in...

Tom Gay – This is the one who is creating the...so this one has to conform, and this one has to conform, but you can't create a problem...you can't call that a problem now because of this going in.

Andy Rodenhiser – It pre-exists...where it is on the lot.

Barbara Saint Andre – I understand.

Andy Rodenhiser - Because it pre-exists shouldn't spoil the right of the abutter to subdivide his land

Barbara Saint Andre - I haven't said that it would.

Andy Rodenhiser - I know that.

Tom Gay – We're just trying to get it clear in our own brain.

Barbara Saint Andre – again, I need to go back at my notes and look at the zoning bylaw.

Bob Tucker – That's fine...I just figured while you were here, I'd just throw it out there.

Susy Affleck-Childs – One of the challenges is that we don't have a definition of a corner lot in the bylaw, so the definition has to be inferred from other texts.

Andy Rodenhiser – Are we okay to move on?

**Construction Observation Estimate - 25 Summer Street Definitive Subdivision Plan**

(See attached – from Tetra Tech Rizzo, Construction Administration Services; July 6, 2011.)

Andy Rodenhiser – Does anyone have any questions about it? We can vote this for approval? Is there a line item you want to discuss?

Bob Tucker – no, it's an estimate. I don't have a problem with the estimate. The place where I have issues, typically, is on retainage, and the cost to complete.

Bob Tucker moved that the Construction Observation Estimate from Tetra Tech Rizzo dated July 5, for \$5,518.62, be approved, seconded by Karyl Spiller-Walsh. The motion was approved unanimously.

**Proposed Modification to Site Plan Decision for Restaurant 45**

Paul Yorkis – My name is Paul Yorkis, I'm the president of Patriot Real Estate, and I'm representing Restaurant 45.

Paul Yorkis presents information on Restaurant 45, and the proposal to use an outdoor deck for eating and drinking, a use currently not allowed under the original site plan decision. (See attached plan and application package which he references.) He stresses that the proposed modification is not a request for an increase in the capacity of the restaurant, which will remain at 213, but a shift in where the patrons will be permitted to eat and drink. He also noted that there will be lighting directed at the deck from the existing building, not to spill over into the parking area or abutting roads or parcels, as well as table lights on the tables. No outdoor sound system will be installed.

Karyl Spiller-Walsh—What mechanism will provide that only 213 are in the restaurant?

Paul Yorkis – Management personnel will control how many enter, as they do now. At any moment police, fire, the Building Commissioner or a representative of the insurance holder could enter, inspect, note a violation, and take the appropriate action that is needed to be taken. Three of the “no parking” signs have been installed (Rustic and Little Tree Roads). Twelve signs have been ordered, picked up, and are being installed.

Andy Rodenhiser – The neighbors will be happy.

Tom Gay – There is a number disparity on some of the documents...is the capacity 213 or 214?

Paul Yorkis – In the application it is 213. In the revised information that was presented to the board it cites...the Building Commissioner issued an occupancy permit for 214, but all our documentation shows 213.

Andy Rodenhiser – any other questions?

Karyl Spiller-Walsh– I’m not so guaranteed in my own mind you can control that number.

Tom Gay – it has to be flexible

Andy Rodenhiser – He has to regulate it himself.

Tom Gay – It really is a parking issue. The building could handle more, but he has to self-regulate.

Paul Yorkis – I walk there.

Andy Rodenhiser – The Fire Chief (Paul Trufant) and the Building Commissioner (John Emidy) are here. Do either of you have comments, any problems with anything.

John Emidy – No. But they do need to formally apply to me officially for the changes. Plan a, plan b.

Karyl Spiller-Walsh– Who do people complain to? Us or him?

John Emidy – For what, parking? That’s different. But for capacity or for overcrowding, that would be me or the police or fire.

Paul Yorkis – I specifically asked Sergeant Watson about parking complaints and he says they average less than one every other month.

Susy Affleck-Childs – So that means than 6 a year.

Andy Rodenhiser – Where do we go from here?

Susy Affleck-Childs – A motion to authorize me to draw up a modification document.

There was discussion about the closing time of Restaurant 45.

Paul Yorkis – They stop serving at 10:00 PM. Some may stay later to finish up. But the kitchen closes at 10:00. Last call is basically at 10:00. Maybe on New Year’s Eve or Thanksgiving it is a little later.

Paul Trufant – (Fire Chief) – On nights that we have an alarm, if we have a call at 9 or 9:30 pm, the place is cleared out.

Bob Tucker moved that Susy Affleck-Childs write a modification to the present site plan decision to allow for the proposed changes, seconded by Karyl Spiller-Walsh. The motion passed unanimously.

Paul Yorkis and the board thanked each other, and Andy Rodenhiser noted that Paul Yorkis was willing to work on model language for the zoning bylaw to help other area businesses in town to establish this kind of seating.

**Status Report on Speroni Acres**

(See attached – from Tetra Tech Rizzo, Speroni Acres Drainage Review; July 12, 2011)

Dave Pellegrini – We asked Merrikin Engineering and they submitted revised calculations on both retention basins along with an as-built. Susy Affleck-Childs and I responded by saying we'd like to see a response letter that addresses all the previous review comments. They did provide that. We reviewed the revised calculations. One thing that they did that I thought was good was that they did start from scratch - this is what we have as an as built condition, revisited the pre- vs. post-, treated it like a new subdivision, treating conditions as they exist now. I provided a letter late today to Susy Affleck-Childs, providing our comments on those drainage calculations. I'm not prepared to say whether we accept it or not...we have questions...they need to provide more calculations...back up...things like that. Nothing huge, no major problems...so we'll wait to give our approval. At our last meeting you had asked me to provide costs for me to go out and to take some shots to verify the as-built conditions, so I emailed to Susy Affleck-Childs. I estimate my costs at about \$800. If you approve the costs we can go out next week, and then we can review the whole package.

Bob Tucker – As you evaluate the drainage calculations do you take into consideration the over-grown nature of the basins...trees, scrub, brush, trash?

Dave Pellegrini – We haven't yet, but when we go out in the field we will. We will...we know about it. We will report on the existing status of those basins.

Andy Rodenhiser – does it look like a genuine effort was put forth in responding to the comments?

Dave Pellegrini – I think so, yes, because the drainage calculations are what I would expect of a new development.

There was discussion regarding the old Speroni Acres plan. It was wondered if the old basins could be reconstructed, and who owns the basins. And whether or not the basins and plans can be used or may need to be reconstructed.

Bob Tucker – Are these basins owned by the landowners? They are not on separate lots; they are on the lots the homeowner owns. To get to them you need homeowner permission.

Susy Affleck-Childs – I think Owen Sullivan retained the easements.

Bob Tucker – but the easements are not where they belong.

Dave Pellegrini – Ah, that's an interesting point...matching the easement and deeds to what's actually there (location of basins as built).

Karyl Spiller-Walsh – Because they're way different from what was designed.

Dave Pellegrini – We want to do the surveys from the houses. We were planning to knock on doors.

There was more discussion regarding the current location of the detention ponds, and who owns the land they are on, and access to them.

Andy Rodenhiser – Confirm deed matches easements

Susy Affleck-Childs – or if it is in the definitive plan

Bob Tucker – This is why you build things to the drawing, not vice versa.

Susy Affleck-Childs – We will send out notices to the homeowners...folks coming from Tetra Tech Rizzo, permission to go on the property and evaluate. We will extend the courtesy.

**Pine Meadow Bond Reduction**

**(See attached – from Tetra Tech Rizzo, Bond Value Estimate, Pine Meadows II; July 11, 2011.)**

Dave Pellegrini -We looked at Pine Meadow to update the Bond Estimate. Nothing, no problems, just some questions. I sent an e-mail to Susy Affleck-Childs. There was a question on the fence. There's a chance I wasn't looking at the right plan.

Gary Feldman – According to this one, the revised one...the final location is to be determined by Nick Turi.

Susy Affleck-Childs – Nick says the fence looks nice, the landscaping looks nice. There is a question on who will maintain it.

There was discussion on the bond.

Bob Tucker - -What is our minimum (to be retained)?

Susy Affleck-Childs – \$40,000.

Bob Tucker – Dave, can you put that in as a note on the bond estimates what the minimum is?

There was discussion on other landscaping issues, a three foot grass strip around the cul de sac island, the evergreens and mulch that was put in, granite, short plantings and dead or sick trees.

Gary Feldman - We did hire Fasolino to mow, water, and maintain the plants.

Susy Affleck-Childs - The maintenance responsibility is yours.

Gary Feldman – Until the road is accepted.

Dave left in 25% of the lump sum in his calculation for contingencies.

Dave Pellegrini – Are concrete bounds all installed? I saw some, but not all.

Gary Feldman – I am not sure.

There was more discussion on the bond numbers.

Bob Tucker moved to reduce the Pine Meadow bond to \$40,000, with \$3,000 of the reduction to be directed to the construction account, seconded by Karyl Spiller-Walsh. The motion passed unanimously.

Susy Affleck-Childs - I will do a memo to the Treasurer's office tomorrow.

#### Franklin Creek Road Paving

Dave Pellegrri – I got a call from Susy Affleck-Childs last week that they were paving the top coat on Franklin Creek, and I went there to look and they were all done. They had not contacted us before.

Andy Rodenhiser – do you know the depth?

Dave Pellegrri – No, no I don't. My biggest concern is the depth, but there were also soft spots. I talked to Marco (Vajentic); he doesn't have a site guy any more. So what I need to figure out now is what I do to verify. He said all the right things, but...I need to talk to the paver, see the paving slips, see proof of tack coat, compare and calculate quantities, review the transitions at the roadway, review the pictures during installation, and core the corners if needed. I hate to do that. You'll get potholes there...

Bob Tucker – Do you know where the soft spots were?

Dave Pellegrri – Right in the middle of the entrance.

Karyl Spiller-Walsh– At the pipe, there?

Dave Pellegrri – right where the sewer line came in.

Bob Tucker – Core, then, right in the middle. I'm concerned about compaction of soil at that site.

Karyl Spiller-Walsh– doesn't it flood there?

Bob Tucker – I think they can tear the whole thing up, and do it again.

Tom Gay – He has a point here.

Dave Pellegrri – They may have to. Let's go through the above, first, and then see. If they put down the tack it will all come up. May have to grind it down. It's still on the table.

Andy Rodenhiser – if it was a settling problem and it wasn't addressed...

Dave Pellegrri – I don't know if it was a settling problem so much, it was more...it had settled once...or was soft at one point so the binder broke, and they cut it out and they left it there put some stone down in front of it...so it wasn't like they kept paving it and it settled, paving and settled...they just did it once, and the pavement cracked and broke, so we know that's one area we have to fix when we come back.

Karyl Spiller-Walsh– Is there any subterranean washing out, when the water come downhill there?



Dave Pellegrini – I don't think so, but when I go to look at the pavement, I will look at the shoulders...see if there is any evidence of washout or erosion.

Andy Rodenhiser – if you talk about grinding it I'm sure they'll be cooperative on everything else.

Dave Pellegrini – I would be, too. Let me do my home work on this and come back with a report for you.

**Subdivision Rules and Regs – Discussion re: Standards for permanent private ways**

(See attached memorandum re Standards for Permanent Private Ways and accompanying Ideas worksheet.)

Susy Affleck-Childs – I put together for you a synopsis of the current standards that we have for permanent private ways for our subdivision rules and regs both in text and in a roadway cross section. At the bottom I put down some of the standards that apply to all subdivisions. The second page is a list of some of the issues that we seem to be grappling with.

Andy Rodenhiser – Flowage easements...I know it is something that has emanated from the Hartney Acres II litigation, but is there such a thing as a flowage easement?

Gino Carlucci – Yes. I think they are the same as drainage easements.

Susy Affleck-Childs – it is a form of a drainage easement.

Andy Rodenhiser – Okay, so it is a legitimate term. And when a flowage easement exists do we have language in our bylaw that addresses...like a definition...and what that means for the people on filling them?

Susy Affleck-Childs – It's not in the (zoning) bylaw. It is part of our subdivision rules and regs. John Q Citizen is not going to know whether there is a flowage easement or not on their property and frankly that is why we were uncomfortable with flowage easements, because regular citizens are not going to be aware that they should be protecting it and not doing something, and that's why we now have written in here that we're not allowing flowage easements.

Andy Rodenhiser – And when someone takes their property and uses a plow or furrow or disc to change the land, or change the flow of the water on the land, are they by virtue of doing that implementing a flowage easement? When they direct water off their property does that require a flowage easement?

Karyl Spiller-Walsh – it becomes a flowage pattern...an easement is something that is recognized in a plan.

There was discussion on the flowage easement, what it meant, how it was applied, and its limitations.

Tom Gay - We discussed them in Daniels Woods II and on Hill Street. They were going to have this fan shaped area that they weren't going to disturb. That is different...protecting it and setting it aside. That is different from someone plowing up a field to plant something that they might cut at a later date that may have inadvertently changed the topography and the way the water runs off the land.

Susy Affleck-Childs – if they were messing with something that had a flowage easement on it...

Tom Gay – That's different.

Andy Rodenhiser – so flowage easement protects the intended course of water...so in the instance of planning we are talking about swales and drainage, things of that nature for the purposes of smart, low impact development.

Tom Gay – the flowage easements in both of the cases I mentioned were chunks of land that were defined and they weren't going to disturb them.

Bob Tucker – And I think the term flowage easement in that respect is appropriate.

There was discussion about individuals changing the flow of water on their land...by plowing, or building or other means...and the results of neighbors impacting neighbors

Tom Gay – Then that is between them, that's not our issue. That's between those two guys.

Karyl Spiller-Walsh - It's between them and their attorneys, not us.

Susy Affleck-Childs–It a neighbor to neighbor kind of thing

Tom Gay – If they've got an ANR they've got a right to plow it up.

Andy Rodenhiser – I get that. But if you'll remember, the guy that was complaining was complaining about a water course moving onto his property. By virtue of us approving a plan are we approving...?

Susy Affleck-Childs – It's part of storm water management design.

Andy Rodenhiser – So if it called out and identified it...just because we approve something and water is going that way...unless it is something Dave calculates and it is called out in the plan, it is not as if we are tacitly approving whatever is going on there.

Susy Affleck-Childs – And by regulation we are not supposed to be allowing flowage easements...per our subdivision rules and regs. In a suburban community, the use of a flowage easement in somebody's backyard, when it is part of a neighborhood drainage system...designed...is ridiculous. With people's use of pools and decks and porches and sheds...

Dave Pellegrini – and in fairness people don't know when they buy a house

Andy Rodenhiser – and then they'll have dump trucks come in with dirt and reshape the land.

It was noted that there is no process for rebuilding or reshaping a backyard in Medway that involves the planning board, and that there may be a dilemma in promoting low impact development without flowage easements.

There was discussion about streets in subdivisions, and longer streets winding through open space. The focus then moved to those in the small subdivisions.

Susy Affleck-Childs – What we have been getting the last two years are these little two and three lot...little private way subdivisions that we've been grappling with. When we set up those private way standards, it was 2006, and everyone was very comfortable with an 18 foot paved width. Well, we've come a long way from 18 foot pave down to 14 foot paved width.

Tom Gay – I think we've also gone to a whole lot of effort to accommodate the needs of the developers, and these odd shaped lots.

Susy Affleck-Childs – Talk to me about what you'd like, what do you think is reasonable in these small private ways.

Andy Rodenhiser – I spent a lot of time driving around in the Mudville area of Holliston, and it's a pretty dense area...but the speed with which the traffic moves through there is remarkably slower with narrower streets, and it has a more quaint appeal to it than a giant wide street. Even when people are shortcutting through there, even when there are cars parked in the street, there's a politeness. It (narrower streets) has a slowing and calming effect on the traffic.

Susy Affleck-Childs – The thinking on a 50 foot ROW is that a road can become a through road at some time.

Bob Tucker – And the ability to construct utilities, and put in amenities, but do you need 50 feet?

Karyl Spiller-Walsh – 50 feet is a waste of space. I could be doing other things with that space.

Susy Affleck-Childs – So what about a 40 foot ROW?

Karyl Spiller-Walsh – Well how big do we need it? For an 18 foot road or less.

There was discussion as to how much space was needed for the flair, 14 foot road, turn radius, sidewalk, handicapped ramps...if sidewalks were needed, whether the development was condos, mixed, or stand-alone homes...and if Dave could give them sketches for minimum space requirements for flairs, turnarounds and with or without sidewalks, a curb, and so forth. Whether or not sidewalks and curbing was needed was discussed, and the use of berms and mini swales. There was discussion on giving builders some flexibility. There was discussion as to the type of paving, whether these short roads needed to be paved or could have pervious surfaces such as gravel or T-Base...recycled asphalt, cobble stone aprons to protect the public way.

Andy Rodenhiser – It looks nice and is a nice trade off

Karyl Spiller-Walsh – T-base...excellent...it's a binder, recycled asphalt.

Susy Affleck-Childs – Maybe we give a couple of options.

Bob Tucker – Give choices. Compaction, but pervious.

Dave Pellegrini – Gravel loses its permeability pretty quick, and becomes compacted.

Andy Rodenhiser – So the drainage calculations need to be considered for the worst case scenario, even if they go with the most light of standards.

Tom Gay – So drainage has to be calculated as if paved, but allow pervious for a savings.

Andy Rodenhiser – I love the idea of the cobble at the end...

Bob Tucker – Gravel, cobble, helps with the country look...

Susy Affleck-Childs – With these small subdivisions if there does end up needing to be a detention pond...we've been grappling with this issue of a separate parcel for that.

Gino Carlucci – Put it in the roadway.

Karyl Spiller-Walsh—The reason for the 30 foot setback was to prevent leaning back and flicking a cigar into the detention pond, like at Ishmael Coffee or Speroni Acres.

There was more discussion on retention ponds.

Susy Affleck-Childs – Light posts at the end of each driveway?

All – Light pollution. Get rid of them.

Susy Affleck-Childs – Well, this is a good start.

Discussion of issues in old subdivisions to be considered, such as spite strips, the corner lot issue, driveways, connecting roads

Susy Affleck-Childs recaps the list of items discussed: 35 ft ROW, curbs as needed, no sidewalks, OK to use roadway as drainage parcel, adjust setbacks, compact pervious paving and connectors—standard, concrete, cobble.

More discussion of possibilities with small subdivisions. Karyl Spiller-Walsh noted her own situation (Wingate Farm) ... back and forth thinking what do we do...ROW, turnarounds. Came up with 14 feet on 3 lots or less subdivisions. Hammerheads or cul-de-sacs

Susy Affleck-Childs – The key is we want safe turnarounds.

Bob Tucker – Be creative...we need to have freedom and not everything proscribed. Get away from bulb and allow for turnarounds.

Susy Affleck-Childs – good discussion.

**Committee Appointments:**

**See attached memo.**

Susy Affleck-Childs recommended the reappointment of Julie Fallon to the Design Review Committee. Bob Tucker moved that she be reappointed, seconded by Karyl Spiller-Walsh. The Board voted unanimously to reappoint Julie Fallon to the DRC for a 2 year term through June 30, 2013.

Susy Affleck-Childs recommended the reappointment of both Tina Wright and Pat McCallum, whose terms have expired, to the Open Space Committee. Bob Tucker moved that they be reappointed, seconded by Karyl Spiller-Walsh. The Board voted unanimously to reappoint Tina Wright and Pat McCallum to the OSC for two year terms through June 30, 2013.

Susy Affleck-Childs noted that John Schroeder has resigned from the OSC, but that there are letters of interest from two others. She recommended both Paul Marble and Mike Francis as new members to the Open Space Committee. Bob Tucker moved that they be appointed, seconded by Karyl Spiller-Walsh. The Board voted unanimously to appoint Paul Yorkis Marvel and Mike Francis to the OSC for 2 year terms through June 30, 2013.

Susy Affleck-Childs recommended the reappointment of both Ann Sherry and Kai Imgenberg, whose terms have expired, to the Economic Development Committee. Bob Tucker moved that they be reappointed, seconded by Karyl Spiller-Walsh. The Board voted unanimously to reappoint Ann Sherry and Kai Imgenberg to the Economic Development Committee for 2 year terms through June 30, 2013.

Susy Affleck-Childs noted that she has not heard from Mike O'Mara whose term on the EDC had also expired. Therefore, she is not recommending him for reappointment.

Susy Affleck-Childs also recommended the appointment of James Byrnes, who is with the Mass Technology collaborative and has presented a letter of interest, to be appointed as a new member to the Economic Development Committee. Bob Tucker moved that he be appointed, seconded by Karyl Spiller-Walsh. The Board voted unanimously to appoint James Byrnes to the EDC for a 2 year term through June 30, 2013.

Karyl Spiller-Walsh noted that Julie Fallon does a lot of work in the DRC, and that her efforts can be seen in many of the signs around the town. Susy Affleck-Childs noted that they are still searching for an architect to join the Design Review Committee.

### **Meeting Minutes**

#### **June 28, 2011:**

**On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to approve the minutes from the June 28, 2011 as amended.**

#### **Adjourn:**

**On a motion made by Karyl Spiller-Walsh, and seconded by Bob Tucker, the Board voted unanimously to adjourn the meeting at 9:50 pm.**

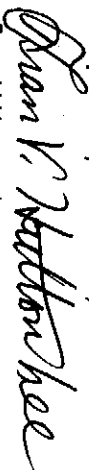
#### **Future Meetings:**

The next meetings scheduled are:

- Tuesday, July 26<sup>th</sup> and August 9<sup>th</sup> and 23<sup>rd</sup> , 2011

The meeting was adjourned at 9:50 PM.

Respectfully Submitted,



Fran V Hutton Lee  
Administrative Secretary

Reviewed and edited by,



Susan E. Affleck-Childs  
Planning and Economic Development Coordinator



TETRA TECH

July 6, 2011

RECEIVED  
JUL 07 2011  
TOWN OF MEDWAY  
PLANNING DEPT

Mr. Andy Rodenhiser, Chairman  
Planning and Economic Development Board  
Town Hall  
155 Village Street  
Medway, Massachusetts

Re: Construction Administration Services  
25 Summer Street Subdivision  
Summer Street, Medway, Massachusetts

Dear Mr. Rodenhiser:

We are pleased to submit this Proposal to The Town of Medway (the Client) for professional engineering services associated with the proposed Subdivision at 25 Summer Street. (the Project) in Medway, Massachusetts. The objective of our services is to provide limited construction administration services on behalf of the Town of Medway.

**Scope of Services**

We will undertake the following task:

**Task 1 Preconstruction Meeting**

- Prepare preconstruction agenda and attend meeting with the applicant, contractor, and appropriate Town of Medway officials;

**Task 2 Inspectional Services**

- Inspect construction activities for conformance with the approved plans and good engineering and construction practices. Inspections will be dictated by work schedule, however the attached spreadsheet represents the proposed allocation of our time based on our current understandings;
- Act as a technical liaison between the Owner/Contractor and the Town;
- Provide inspection reports for each site visit to the Client and the designated project Point of Contact;
- Provide monthly invoices to the Client.



TETRA TECH

### Cost

Our cost for the above Scope of Services will be on a time and expenses basis in accordance with the Project Fee Schedule. The Construction Inspection Budget is attached, and breaks down the hours anticipated to be spent during the inspections. Please be advised that this estimate is based on our current understanding of the Project needs and is for budget purposes only. Changes to the project scope or schedule beyond that assumed by the engineer could require additional inspections if deemed necessary by the Planning Board. Additionally, the contractor's inefficiency, quality of work, or lack of communication may require additional inspections and compensation by the Owner.

### Schedule

We are prepared to begin work immediately upon receipt of this executed Proposal. We recognize that timely performance of these services is an important element of this Proposal and will put forth our best effort, consistent with accepted professional practice, to complete the work in a timely manner. We are not responsible for delays in performance caused by circumstances beyond our control or which could not have reasonably been anticipated or prevented.

### General Terms and Conditions

This Proposal shall be in accordance to the Terms and Conditions signed for the general services agreement between the Town of Medway and Tetra Tech Rizzo. Should it meet with your approval, please sign and return a copy to us for our files. Your signature provides full authorization for us to proceed. We look forward to working with you on this Project.

Very truly yours,

David R. Pellegri, P.E.  
Senior Project Manager

Sean P. Reardon, P.E.  
Vice President

Date Approved by Medway Planning and Economic Development Board \_\_\_\_\_





TETRA TECH

Certified by:

Susan E. Affleck-Childs  
Medway Planning and Economic Development Coordinator

Date

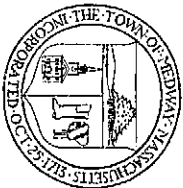
Attachments

\\SITE04\VDPR\MEDWAY-DANIELS\_WOOD\_IL-CLERK\_OF\_THE\_WORK-2010-04-01.DOC

| Item No. | Inspection                          | Site Visits | Hrs/Inspection | Rate     | Total             |
|----------|-------------------------------------|-------------|----------------|----------|-------------------|
| 1        | Erosion Control                     | 1           | 2              | \$72.00  | \$144.00          |
| 2        | Clear & Grub (Included in Item 1)   |             |                | \$72.00  | \$0.00            |
| 3        | Subgrade/Staking                    | 1           | 2              | \$72.00  | \$144.00          |
| 4        | Drainage System                     | 2           | 3              | \$72.00  | \$432.00          |
| 5        | Detention Pond (Included in Item 4) |             |                | \$72.00  | \$0.00            |
| 6        | Roadway Gravel                      | 1           | 3              | \$72.00  | \$216.00          |
| 7        | Water System                        | 1           | 4              | \$72.00  | \$288.00          |
| 8        | Sewer System                        | 1           | 4              | \$72.00  | \$288.00          |
| 9        | Roadway Binder                      | 1           | 6              | \$72.00  | \$432.00          |
| 10       | Curb/Berm (N/A)                     |             |                | \$72.00  | \$0.00            |
| 11       | Private Utilities (N/A)             |             |                | \$72.00  | \$0.00            |
| 12       | Sidewalk Base/Gravel (N/A)          |             |                | \$72.00  | \$0.00            |
| 13       | Sidewalk Binder (N/A)               |             |                | \$72.00  | \$0.00            |
| 14       | Sidewalk Reconstruction             | 1           | 3              | \$72.00  | \$216.00          |
| 15       | Roadway Top                         | 1           | 6              | \$72.00  | \$432.00          |
| 16       | Sidewalk Top (N/A)                  |             |                | \$72.00  | \$0.00            |
| 17       | Frames and Covers/Grates (N/A)      |             |                | \$72.00  | \$0.00            |
| 18       | Adjust Frames & Covers/Grates (N/A) |             |                | \$72.00  | \$0.00            |
| 19       | DMH Inverts (N/A)                   |             |                | \$72.00  | \$0.00            |
| 20       | Bounds                              | 1           | 2              | \$72.00  | \$144.00          |
| 21       | Landscape/Plantings                 | 1           | 3              | \$72.00  | \$216.00          |
| 22       | Roadway Sub-Drain (N/A)             |             |                | \$72.00  | \$0.00            |
| 23       | Guard Rail/Fencing (N/A)            |             |                | \$72.00  | \$0.00            |
| 24       | Periodic Inspections (See Note 1)   | 2           | 4              | \$100.00 | \$800.00          |
| 25       | Bond Estimates                      | 2           | 3              | \$100.00 | \$600.00          |
| 26       | As-Built Plans                      | 1           | 4              | \$100.00 | \$400.00          |
| 27       | Meetings                            | 2           | 2              | \$120.00 | \$480.00          |
| 28       | Admin                               | 2           | 1              | \$50.00  | \$100.00          |
|          | Subtotal                            |             |                |          | \$5,392.00        |
|          | Expenses                            |             |                | 3.5%     | \$186.62          |
|          | <b>TOTAL</b>                        |             |                |          | <b>\$5,578.62</b> |

Notes:

- 1 Periodic Inspection includes a final inspection and punch list memo provided to the town. It also includes one final inspection to verify that comments from the punch list have been addressed.
- 2 If installation schedule is longer than that assumed by engineer for any item above, or if additional inspections are required due to issues with the contract work, additional compensation may be required.



**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*  
*Cranston (Chan) Rogers, P. E.*  
*Karyl Spiller Walsh*

June 30, 2011

***Abutter Notification***

***Proposed Modification to the Restaurant 45 Site Plan Decision***

***On July 12, 2011 at 7:30 p.m. in the Sanford Room of Medway Town Hall at 155 Village Street, the Medway Planning and Economic Development Board will review and consider an application submitted by Mark Smith/Restaurant 45 to modify the previously approved Site Plan Decision dated April 26, 2006 relative to improvements to the Restaurant 45 building and site at 45 Milford Street.***

The applicant proposes that the Board amend Condition G. of the 4-26-2006 Site Plan Decision regarding the use of the outdoor deck area at Restaurant 45. Condition G. specified that the outdoor deck area was to be used only as a waiting area with "no food or beverage service allowed". Mr. Smith has asked the Board to modify that Decision to now permit the serving and consumption of food and beverages for up to 40 people on the deck of Restaurant 45. However, no expansion in the overall allowed capacity of Restaurant 45 (213 occupants) is sought. To offset the addition of outdoor seating, a reduction in indoor seating capacity will be implemented.

You are being notified of the July 12<sup>th</sup> meeting as you are the owner of record for property located within 300 feet of Restaurant 45 at 45 Milford Street.

The application and explanatory narrative are on file with the Medway Town Clerk at the Medway Town Hall, 155 Village Street, Medway, MA and may be inspected Monday through Thursday from 8:00 a.m. to 4:00 p.m. and Fridays from 8:00 a.m. to 1:00 p.m. The information is also available at the Planning and Economic Development office.

Interested persons or parties are invited to review the information, attend the July 12<sup>th</sup> meeting, and express their views at the designated time and place. Written comments are welcome and may be forwarded to the Board at [saffleckchilds@townofmedway.org](mailto:saffleckchilds@townofmedway.org).

If you have any questions, please contact Susy Affleck-Childs at the Planning and Economic Development office at 508-533-3291.

***Andy Rodenhiser***, Chairman

Telephone: 508-533-3291      Fax: 508-533-3252  
[planningboard@townofmedway.org](mailto:planningboard@townofmedway.org)



## TOWN OF MEDWAY

### Planning Board

155 Village Street  
Medway, Massachusetts 02053

TOWN OF MEDWAY

APR 28 2006

TOWN CLERK

Matthew J. Hayes, P.E., Chairman  
Andy Rodenhiser, Vice-Chairman  
Karyl Spiller-Walsh  
Cranston (Chan) Rogers, P.E.  
John Schroeder  
Eric Alexander, Associate Member

April 25, 2006

### **SITE PLAN DECISION** **Restaurant 45 Site Redevelopment Plan** **45 Milford Street** **Approved with Waivers and Conditions**

You are hereby notified that on April 25, 2006, at a duly called and properly posted meeting, the Medway Planning Board, after reviewing the application and information compiled during the public review process which commenced December 7, 2005, (*the date of application submitted*), on a motion by Andy Rodenhiser, seconded by Karyl Spiller-Walsh, voted unanimously to approve with waivers and conditions as specified herein, the site plan application of PMAM Group, LLC of Medway, MA for new construction, site improvements, drainage, parking and landscaping at 45 Milford Street, an approximately 1.66 acre parcel located at the southwest corner of the intersection of Route 126/Summer Street and Route 109/Milford Street, in the Commercial V zoning district, as shown on Medway Assessors Map 2, parcel 24. The proposed scope of work constitutes a *Major Site Plan Project* pursuant to the Medway Zoning Bylaw, V. C. 2 and therefore has been subject to *Complete Site Plan Review*.

This Decision includes the following sections:

- I. Summary of Site Plan
- II. Procedural Summary
- III. Index of Site Plan documents
- IV. Testimony
- V. Findings
- VI. Waivers
- VII. Special Conditions of Approval
- VIII. General Conditions of Approval

I. **SUMMARY OF SITE PLAN** - The application for site plan approval proposed the following scope of work:

- A. Construct a new, one-story, 5,150 sq. foot building to be used for retail purposes allowed in the Commercial V zoning district.

Telephone: 508-588-9295      Fax: 508-588-9297  
email: medwayplanningboard@townofmedway.org

D. *Construction 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.

E. *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 Rustic or Little Tree Roads.

F. *Snow Plowing/Trash Removal* - The Applicant shall be responsible for providing snow plowing and trash pick-up with respect to the subject property.

~~G.~~ *Use of Outdoor Deck* - The outdoor deck shall be used only as a waiting area with no food or beverage service allowed.

H. *Deliveries* - Deliveries shall occur between 8 am and 8 pm. The present delivery/loading area for the restaurant shall be retained. Deliveries for tenants in the new building shall be conducted through the main customer entrance.

~~I.~~ *Parking* – No customer or employee parking for any businesses at this location is allowed on Rustic and Little Tree Roads. The Applicant shall purchase and install *No Parking* regulatory signage as depicted in the 1/13/06 Proposed Sign Plan prepared by Fast Engineering. Until such time as Rustic and Little Tree Roads are accepted by the Town of Medway as public ways, the Town is not responsible for enforcement of the no parking restrictions on Rustic and Little Tree Roads.

J. *Landscaping* – It is understood that landscaping on the Summer Street side of the site will be installed in conjunction with the Route 126 Reconstruction project and may not be completed when an occupancy permit is sought for the new retail building. In such case, the Applicant shall be required to provide suitable security/performance guarantee to the Town of Medway, in a form and manner to the Planning Board's satisfaction, to cover the cost of the remaining work.

K. *Construction Inspection*

1. The Department of Public Services will conduct inspections for site plan work in the Town's right-of-way in conjunction with the Town of Medway Street Opening Permit.

2. The Town's Consulting Engineer, VHB, Inc. shall inspect the construction of site improvements located outside of the Town's right-of-way. This shall include but not be limited to the stormwater drainage system, parking, sidewalks, and landscaping. Prior to plan endorsement, the Applicant shall establish a construction observation account with the Medway Planning Board. The Applicant shall pay a construction observation fee to the Town of Medway in an amount to be determined by the Planning Board based on an estimate provided by VHB Engineering. The Applicant shall provide supplemental payments to the Town, upon invoice, as needed for reasonable inspection services until the site work is completed and the as-built plan has been reviewed and determined to be satisfactory.

**APPLICATION TO MODIFY/REVISE a SITE PLAN DECISION**

Town of Medway  
Planning & Economic Development Board  
155 Village Street - Medway, MA 02053  
508 533-3291

This application to modify/revise a Site Plan decision is made pursuant to the Medway Zoning By-Law, Section V. USE REGULATIONS, Subsection C. SITE PLAN APPROVAL and the Planning Board's Rules and Regulations for the Submission and Review of Site Plans (as approved December 3, 2002)

RECEIVED  
JUN 29 9 01 AM

Date: June 28, 2011

TOWN OF MEDWAY undersigned herewith submits this application to the Medway Planning and Economic Development Board to modify/revise a previously issued site plan decision.

Site Plan Title: Restaurant 45 Site Redevelopment Plan

Property Location Address: 45 Milford Street

Approval Decision Date: April 25, 2004

Plan Endorsement Date: June 22, 2006

Property Owner: Mark Smith

Address: 45 Milford Street

Medway, MA 02053

Primary Contact: Paul G. Yorkis

Telephone: 508-509-7860 FAX: 508-533-2295

Email address: PEYORKIS@AOL.COM

Applicant (if other than property owner): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Primary Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email address: \_\_\_\_\_

NOTE – If someone other than the property owner or the equitable owner is the applicant or will be representing the applicant, then the property owner or equitable owner must designate an Official Representative below:

Official Representative: Paul G. Yarkis

Address: 159 Main Street

Medway, MA 02053

Primary Contact: Paul G. Yarkis

Telephone: 508-509-7860 Fax: 508-533-2295

Email address: PEYARKIS@AOL.COM

**Explanation** – Please attach an explanation of what changes you propose to the site plan decision. Include a detailed description of the changes and an explanation as to why the changes are needed. Provide any suitable documentation to justify the change. Provide any other explanatory material you wish for the Board to consider in reviewing your request.

**Building Inspector's Determination - Scope of Proposed Modification/Revision**

- On-Site Construction Change
- Minor Site Plan - Modification
- Major Site Plan - Substantial Modification
- Major Site Plan - Not Substantial

Please attach a copy of the Building Inspector's determination.

**SIGNATURES** – I hereby certify, under the pains and penalties of perjury, that the information contained in this application is true and complete to the best of my knowledge and belief. (If Applicable, I hereby authorize Paul G. Yarkis to serve as my Official Representative to represent my interests before the Town of Medway with respect to this application to modify a previously issued site plan decision.) In submitting this application, I also authorize the Planning & Economic Development Board, its agents, and other Town officials to access the site during the site plan decision modification review process.

[Signature]  
Signature of Property Owner 6/27/2011  
Date

[Signature]  
Signature of Applicant (if other than Property Owner) 6/24/2011  
Date

[Signature]  
Signature of Official Representative 6/24/2011  
Date

# SUBMITTAL INSTRUCTIONS – Required Submittals

**Town Clerk**

One (1) Application form with original signatures

## Planning & Economic Development Board

One (1) Application form with original signatures

An updated list of all abutters and parties of interest as defined in the Site Plan Rules & Regulations, certified by the Assessor

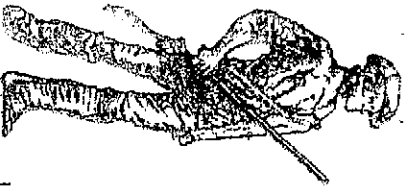
Site Plan Modification Filing Fee – Made payable to the Town of Medway

|  |          |
|--|----------|
| For Minor Site Plan Projects   | \$ 250   |
| For Major Site Plan projects up to 4,999 sq. ft./gross floor area        | \$ 500   |
| For Major Site Plan projects of 5,000 - 9,999 sq. ft./gross floor area   | \$ 750   |
| For Major Site Plan projects of 10,000 -14,999 sq. ft./gross floor area  | \$ 1,000 |
| For Major Site Plan projects of 15,000 sq. ft./gross floor area and more | \$ 1,500 |

Advance toward Review Expenses – Made payable to Town of Medway - \$500 for Minor Site Plan Projects/\$1,000 for Major Site Plan Projects

**NOTE – Please submit two separate checks.**





# PATRIOT REAL ESTATE

---

159 Main Street  
Medway, MA 02053  
Tel: 508-533-4321  
Fax: 508-533-2295  
[www.patriotrealestate.com](http://www.patriotrealestate.com)

June 27, 2011

Mr. John F. Emidy  
Building Commission  
Town of Medway  
155 Village Street  
Medway, MA 02053

Dear Mr. Emidy:

I am writing you as the official representative of the owner/management of Restaurant 45.

As you know the owners of Restaurant 45 are in the process of requesting approval from the Town of Medway Planning and Economic Development Board (PEDB) to serve food and beverages on the deck immediately adjacent to the restaurant.

Part of the approval process from the PEDB requires the submission of an application to Modify/Revise a Site Plan Decision. Specifically, the application asks for the Building Commissioner's Determination – Scope of Proposed Modification/Revision and a copy of the Building Commissioner's written determination.

The owner/management is requesting of the PEDB the following:

The owner/management respectfully requests that the Town of Medway Planning and Economic Development Board amend the language of the site plan approval for Restaurant 45 to permit the serving and consumption of food and beverages on the deck at Restaurant 45.

The owner/management is NOT proposing any change to the approved site plan (see attachment #1).

The owner/management proposes seating for 40 persons on the deck even though a capacity of 49 has been identified by Michael Blanchette, architect (see attachment #2). This is the only proposed change, seating for 40 persons on the deck.

The owner/management is NOT proposing to increase the overall seating capacity of 214 now approved by the Town of Medway Building Commissioner (see attachment #3) which is based upon the approved site plan (see attachment 1) and the maximum capacity plan under the state building code prepared by by Michael Blanchette, architect (see attachment #4).

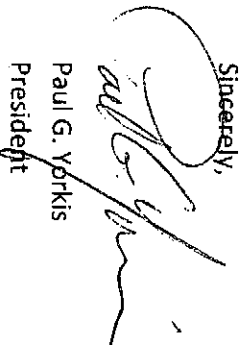
The owner/management will monitor the seating capacity inside and outside to ensure that the seating capacity does not exceed the permitted capacity approved by the Town of Medway Building Inspector of 214 persons. The applicant will modify indoor seating capacity to take into consideration the proposed outside seating capacity. Please see attached Plan A (attachment #5) which reflects indoor capacity only and Plan B (attachment #6) which reflects indoor and outdoor capacity.

The owner/management understands and recognizes that the Town of Medway Building Commissioner, Fire Department, and Police Department may monitor the actual number of patrons at Restaurant 45 at any time. In addition, the applicant's insurance carrier may also monitor the actual number of patrons at any time.

I am meeting with the PEDB on Tuesday evening. As soon as you are able to review this request, please call me on my cell phone, 508-509-7860, and I will be happy to respond to your questions and comments.

Thank you in advance for your assistance.

Sincerely,



Paul G. Yorkis  
President

ATTACHMENT 1

ZONING INFORMATION TABLE - MEDWAY, MA  
#45 MILFORD STREET (ROUTE 109)

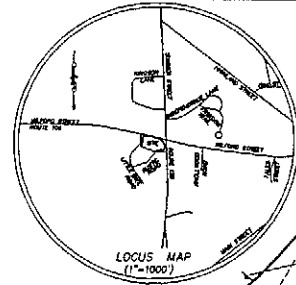
OWNER: PMAH GROUP, LLC  
45 MILFORD STREET, MEDWAY, MA 02053  
EXISTING LOT AREA = 72,489 S.F. (1.66 ± Ac)  
ASSESSOR'S MAP ID: MAP 2 / PARCEL 2/24  
ZONING: COMMERCIAL DISTRICT V  
EXISTING USE: RESTAURANT  
PROPOSED USE: RESTAURANT & 4,800 S.F. RETAIL BUILDING

| REQUIREMENT       | EXISTING    | PROPOSED             |
|-------------------|-------------|----------------------|
| LOT AREA          | 72,489 S.F. | 72,489 S.F.          |
| FRONTAGE          | 828.91 FT.  | 828.91 FT.           |
| FRONT YARD        | 50 FT.      | 27.4 FT.             |
| SIDE YARD         | 10 FT.      | 10.7 FT.             |
| BUILDING HEIGHT   | 40 FT.      | 25 FT. ±             |
| BUILDING COVERAGE | 30.3%       | 31.74% (12,615 S.F.) |

CARSPACES:  
Restaurant: 1 Per 3 Seats x 215 Seats = 71 Spaces  
1 Per Employee x 15 Employees = 15 Spaces  
Total Spaces = 86 Spaces

Retain:  
1 Space / 200 sq ft x 4,800 S.F. Gross Retail Floor Space = 24 Spaces  
Total Spaces = 110 Spaces

Handicap Accessible Spaces (101-150 Spaces) = 3 HC Spaces  
Motorcycle (M.C.) Parking Spaces (2-10) = 5 Spaces



I, MARYJANE WHITE, CLERK OF THE TOWN OF MEDWAY, HEREBY CERTIFY THAT THE NOTICE OF APPROVAL OF THIS PLAN BY THE PLANNING BOARD HAS BEEN RECEIVED AND RECORDED AT THIS OFFICE AND NO NOTICE OF APPEAL HAS BEEN RECEIVED DURING THE TWENTY DAYS NEXT AFTER SUCH RECEIPT AND RECORDING OF SAID NOTICE.

TOWN OF MEDWAY PLANNING BOARD

TOWN CLERK \_\_\_\_\_ DATE \_\_\_\_\_

APPROVAL DATE \_\_\_\_\_

ENDORSEMENT DATE \_\_\_\_\_

\* REDUCED SCALE PLOT \*  
SEE FULL SIZE (24"X36")  
1"=20' SCALE PLAN

- LEGEND**
- MON. MONUMENT
  - CON. CONCRETE
  - N.P. NOT FOUND
  - N.P.F. NOT FOUND
  - EX. EXISTING
  - PRO. PROPOSED
  - WH. WETLAND
  - R.C.P. REINFORCED CONCRETE PAVEMENT
  - H.R. HIGHWAY
  - S.M. SEWER MANHOLE
  - D.M. DRAIN MANHOLE
  - 200. EXISTING CENTER LINE
  - U.P. UTILITY POLE
  - WH. WETLANDS
  - CONC. CONCRETE
  - CB. CURB
  - DR. DRAIN
  - CA. CATCH BASIN
  - EX. EXISTING LIGHT
  - HL. HAIN LIGHT
  - EX. EXISTING LIGHT
  - BL. BOLLARD LIGHT
  - CH. CHAIN LINK FENCE

PROPOSED  
NO PARKING  
EITHER SIDE  
SIGNS WITHIN  
GRASS STRIP

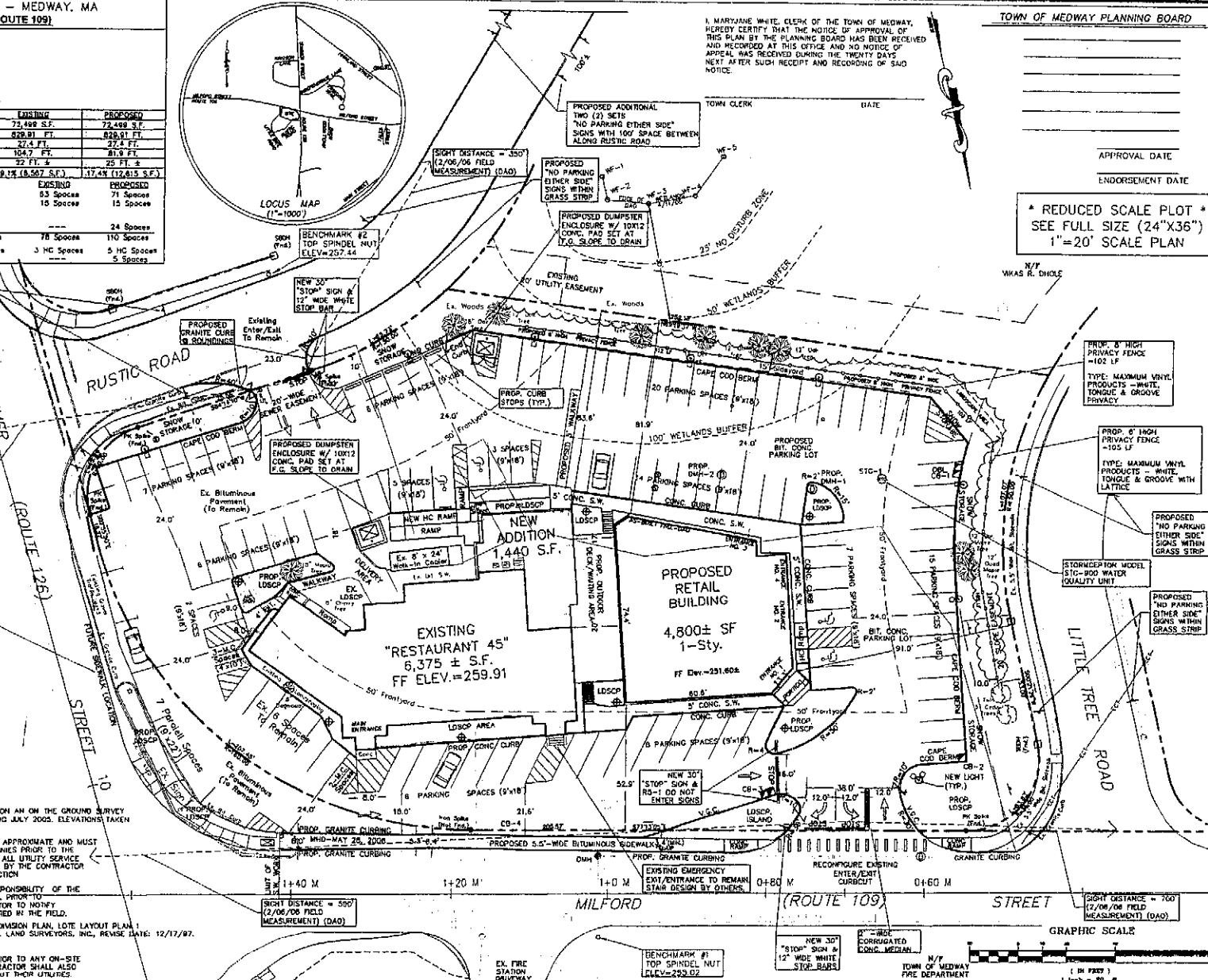
SIGHT DISTANCE = 120'  
(2/06/06 FIELD MEASUREMENT) (DAD)

FUTURE R.I.C. 128  
RE-CONSTRUCTION WORK  
WITHIN RIGHT-OF-WAY BY  
OTHERS.

- WAIVER REQUESTED**
- SECTION 205-60.34 PARKING SPACE SIZE = 9' X 10' INSTEAD OF 10 X 20'
  - SECTION 205-9.0 WAIVER REQUEST FOR REPLACEMENT OF ALL EXISTING TREES OVER 10 INCHES IN DIAMETER TO BE REMOVED.

- GENERAL SITE NOTES:**
- SITE EXISTING CONDITIONS AND TOPOGRAPHY ARE BASED ON AN ON THE GROUND SURVEY BY O'DRISCOLL LAND SURVEYING OF MEDWAY, MA DURING JULY 2005. ELEVATIONS TAKEN FROM PLAN REF. #1 ARE BASED ON MAD 1988 DATUM.
  - LOCATION OF ALL EXISTING AND PROPOSED SERVICES ARE APPROXIMATE AND MUST BE CONFIRMED INDEPENDENTLY WITH LOCAL UTILITY COMPANIES PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION OR EXCAVATION. ALL UTILITY SERVICE CONNECTION POINTS SHALL BE CONFIRMED INDEPENDENTLY BY THE CONTRACTOR IN THE FIELD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
  - ALL UTILITY LOCATIONS ARE APPROXIMATE. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE CONDUITS, PRODUCT PIPING, ETC., PRIOR TO COMMENCEMENT OF EXCAVATION OF ANY TYPE. CONTRACTOR TO NOTIFY ENGINEER OF ALL DISCREPANCIES FROM THIS PLAN IDENTIFIED IN THE FIELD.
  - OFF-SITE WETLAND LOCATIONS BASED ON DEFINITIVE SUBDIVISION PLAN, LOTS LAYOUT PLAN #1 FOR SPERMUM ACRES IN MEDWAY, MA PREPARED BY C.E.C. LAND SURVEYORS, INC., REVISE DATE: 12/17/07.

**DIG-SAFE NOTE:**  
CONTRACTOR REQUIRED TO NOTIFY "DIG SAFE" 72 HOURS PRIOR TO ANY ON-SITE EXCAVATION OR CONSTRUCTION AT 1-888-344-7233. CONTRACTOR SHALL ALSO NOTIFY LOCAL WATER AND SEWER DEPARTMENTS TO MARK OUT THEIR UTILITIES.



**FAIST ENGINEERING**  
600 Charlton Street  
Southbridge, MA 01550  
MA Phone/Fax: (508) 765-7755  
CT Phone/Fax: (860) 928-2384

PREPARED FOR:  
PMAH GROUP, LLC  
45 Milford Street  
Medway, MA 02053  
Phone: (508) 533-8171  
Fax: (508) 533-8064

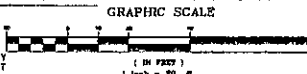
REVISIONS PER:

| DATE     | DESCRIPTION |
|----------|-------------|
| 11/15/05 | DATE ISSUED |
| 11/15/05 | DWG. SCALE  |
| 11/15/05 | DRAWN BY    |
| 11/15/05 | REVIEWED BY |
| 11/15/05 | PROJECT NO. |

DATE ISSUED: 11/15/05  
DWG. SCALE: 1"=20'  
DRAWN BY: OTF/ARL  
REVIEWED BY: OTF  
PROJECT NO.: SW-2221

**SITE PLAN**  
Restaurant 45 - Pad Site  
#45 MILFORD STREET  
MEDWAY, MA

**C-1**



ATTACHMENT 2



ATTACHMENT 3

*Commonwealth of Massachusetts*  
*Town of Medway*

In accordance with the Massachusetts State Building Code, Section 106.5, this

*Certificate of Inspection*

Issued to: **Pauline Lambirth**

I CERTIFY that I have inspected the premises - Use Group (A-3) known as: Restaurant 45

Located at: 45 Milford Street in the Town of Medway, County of Norfolk, and Commonwealth of Massachusetts. The means of egress are sufficient for the following number of persons.

| Place of Assembly: | Location:        | Capacity: | Place of Assembly: | Location: | Capacity: |
|--------------------|------------------|-----------|--------------------|-----------|-----------|
| First Floor        | Main Dining Room | 100       | Function Room      |           | 58        |
| First Floor        | Lounge           | 36        | Waiting Area       |           | 20        |

Certificate Number 10-259

Issue Date: November 15, 2010

Expiration Date: November 15, 2011

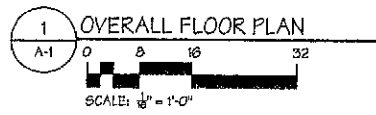
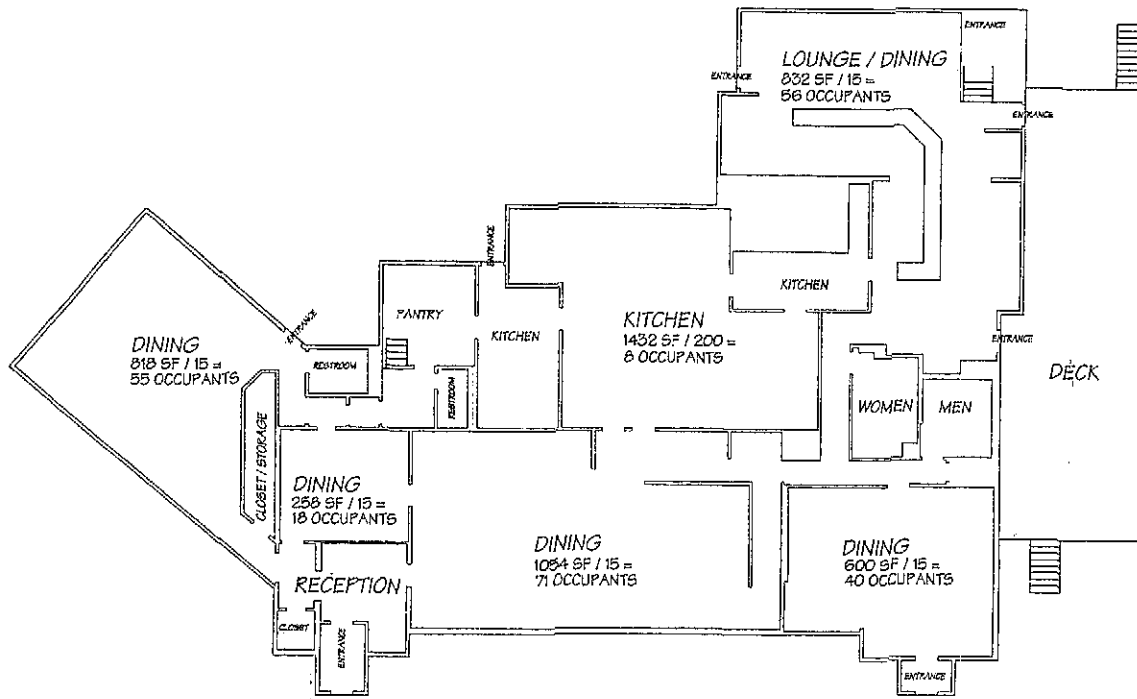
  
Building Commissioner

  
Fire Official

**POST IN A CONSPICUOUS PLACE**



ATTACHMENT 4



| OCCUPANT LOAD SUMMARY            |               |
|----------------------------------|---------------|
| TOTAL DINING AREA OCCUPANT LOAD  | 240 OCCUPANTS |
| TOTAL KITCHEN AREA OCCUPANT LOAD | 8 OCCUPANTS   |
| TOTAL CALCULATED OCCUPANT LOAD   | 248 OCCUPANTS |

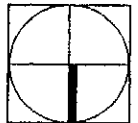
I, MICHAEL H. BLANCHETTE, CONFIRM THAT THE CALCULATED OCCUPANT LOAD CONFORMS WITH THE REQUIREMENTS OF SECTION 1004.0, OCCUPANT LOAD, OF THE 7TH EDITION OF THE MASSACHUSETTS STATE BUILDING CODE.

MICHAEL H. BLANCHETTE  
 ARCHITECT  
 49 MAIN STREET  
 MEDWAY, MASSACHUSETTS  
 508-321-0111

| NO. | DATE | REVISION | DESCRIPTION |
|-----|------|----------|-------------|
|     |      |          |             |
|     |      |          |             |
|     |      |          |             |
|     |      |          |             |

Michael H. Blanchette  
 Architect  
 49 Main Street  
 Medway, Massachusetts  
 508-321-0111

**RESTAURANT 45**  
 45 MILFORD STREET  
 MEDWAY, MASSACHUSETTS



A-1

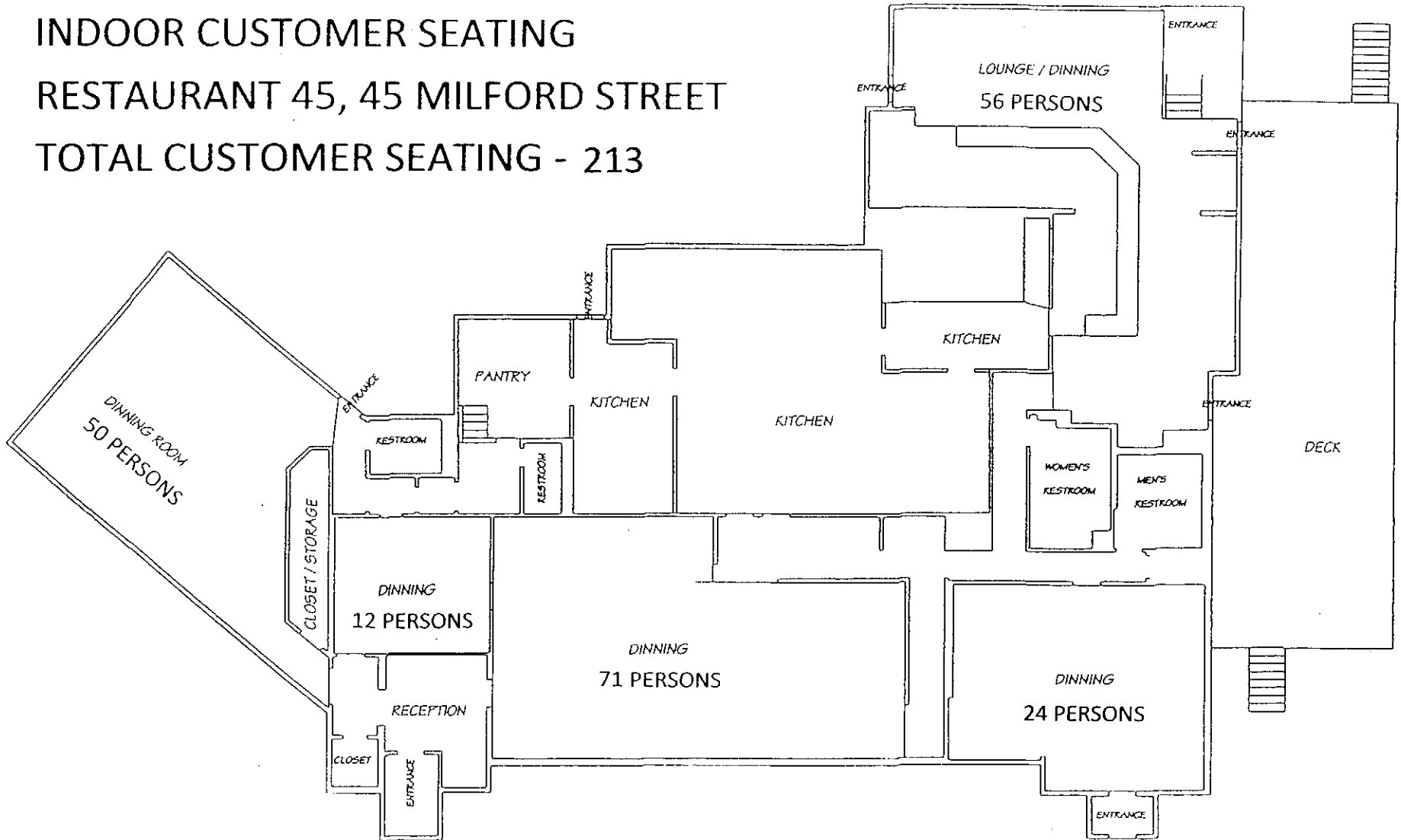
ATTACHMENT 5

# PLAN A

## INDOOR CUSTOMER SEATING

RESTAURANT 45, 45 MILFORD STREET

TOTAL CUSTOMER SEATING - 213



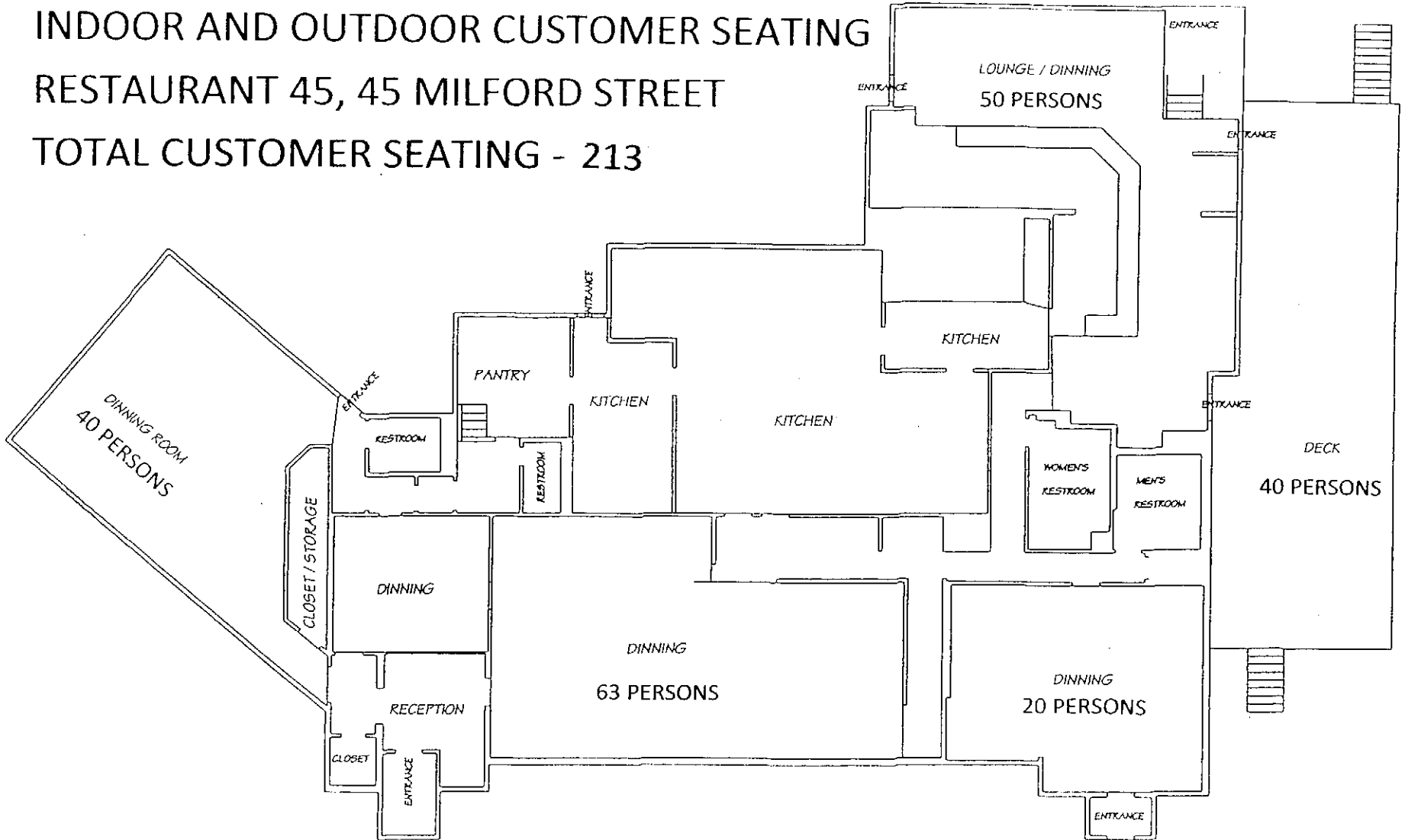
ATTACHMENT 6

# PLAN B

INDOOR AND OUTDOOR CUSTOMER SEATING

RESTAURANT 45, 45 MILFORD STREET

TOTAL CUSTOMER SEATING - 213





TOWN OF MEDWAY  
BUILDING DEPARTMENT  
155 VILLAGE STREET  
MEDWAY MASSACHUSETTS

PHONE 508-533-3253  
FAX 508-533-3252

[jemidyv@townofmedway.org](mailto:jemidyv@townofmedway.org)

June 28, 2011

Mr. Paul G. Yorkis, President  
Liberty Real Estate  
159 Main Street  
Medway, MA. 02053

Re: 45 Millford Street

Dear Mr. Yorkis:

I am in receipt of your letter dated June 27, 2011 regarding the above referenced location. It is my understanding that the owners seek to use the outside deck area that seats 40 persons. On April 26<sup>th</sup> 2006, the Medway Planning Board approved a site plan and stipulated several conditions. Condition G, expressed the limited use of the deck as a waiting area only. Currently, the Certificate of Inspection, as issued by the Building Department has a total seating of 214 persons for the restaurant. Seating may be decreased in areas of the restaurant with the difference applied to accommodate 40 persons for the deck area. The total numbers of 214 persons cannot be increased without additional parking spaces or zoning relief. Therefore, it is my opinion that the use of the deck area for seating requires a minor modification to the conditions of the approved site plan.

Please contact me if you have any questions regarding this matter.

Respectfully,

John F. Emidy C.B.O.  
Building Commissioner  
Zoning Enforcement Officer

JFE

Cc: Selectmen, S. Kennedy, PEDB, file



TETRA TECH

July 12, 2011

Town of Medway  
Planning and Economic Development Board  
155 Village Street  
Medway Massachusetts 02053

**Re: Speroni Acres Drainage Review  
Medway, Massachusetts**

Dear Board Members:

At the request of the Medway Planning and Economic Development Board (PEDB), Tetra Tech Rizzo (TTR) reviewed the Speroni Acres Definitive Subdivision Modification Drainage Calculations and Stormwater Management Report dated January 12, 2011 to verify compliance with previous drainage review letters prepared by the Town of Medway's former engineering consultant and good engineering practice. This letter summarizes the results of that review.

On June 8, 2007 Vanasse Hangen Brustlin Inc. (VHB) issued a comment letter addressing the package of materials submitted by Attorney Michael Paolini on behalf of the applicant Owen Sullivan. Since that time, Merrikin Engineering LLP has been hired to identify existing conditions of the detention basins and address all issues identified in the field and the 6/8/07 VHB letter. After coordination between TTR, Merrikin, and Susy Affleck Childs, Merrikin has now submitted the necessary documentation to continue the review process.

The analysis conducted by TTR was based on the following documents provided by the PEDB.

- Drainage Review Letter dated June 8, 2007 written by Vanasse Hangen Brustlin, Inc. (VHB)
- Drainage Review Letter dated March 27, 2009 written by VHB
- Drainage Modification Letter dated January 28, 2011 written by Merrikin Engineering, LLP



- Definitive Subdivision Modification Drainage Calculations and Stormwater Management Report dated January 12, 2011 prepared by Merrikin Engineering, LLP
- Drainage Review Response Letter dated June 1, 2011 written by Merrikin Engineering, LLP

The following is a list of comments generated during the review of the design documents and previous comment letters.

**TT review comments related to Response Letter dated June 1, 2011 written by Merrikin Engineering, LLP  
(Original Comments)**

1. VHB requested Merrikin provide detailed as-builts of the final detention basins stamped by a Land Surveyor registered in the Commonwealth of Massachusetts. In Merrikin's response to the VHB letter, he states that his intent is to have the current as-built plan reviewed first and then will have the final plan stamped. TTR verified that the as-built has been provided in the revised drainage calculations and consider the intent to submit a final stamped as-built after final review to be reasonable.
2. Existing and proposed conditions watershed plans have been provided in the revised drainage analysis.
3. Weighted curve number calculations, basin details and Tc calculations have been provided in the revised drainage analysis.

**(Field Observations)**

1. Merrikin acknowledges that detention ponds 1, 2 and 3 have not been built according to the proposed design, and note that the basins side slopes are stable and heavily vegetated. It is also stated that the as-built plan does reflect the current basin contours and the provided drainage calculations reflect the current basin operating conditions. TTR acknowledges this statement and will comment on the drainage design in a later section.

**(Drainage Report – June 16, 2008 Drainage Report Prepared by Others)**

This drainage report was not provided to TTR for review therefore no comments are offered.

**IT review comments related to the Definitive Subdivision Modification Drainage Calculations and Stormwater Management Report dated January 12, 2011**

1. It is stated within the drainage report that recharge was not incorporated into the original design, however the Hydro CAD calculations utilize infiltration to reduce the post development peak discharge rate. If infiltration is to be utilized, recharge calculations should be provided with supporting data to substantiate the exfiltration rates utilized in Hydro CAD.
2. The peak discharge for the 2-year storm exceeds the predevelopment condition by 0.67 CFS. Though this exceedance in the discharge rate is minor, the applicant should explore additional modifications to the outlet structure to mitigate the increase in the discharge rate.
3. The required water quality volume calculations were provided for each basin however no calculations were provided for what was actually provided. Provided water quality volumes should be included in the report for the as-built conditions of the basins.
4. The required and as-built sediment forebay volume calculations should be provided in the analysis. If it is found that the as-built condition does not meet or exceed the required volume, the sediment forebay should not be accounted for in the TSS removal calculations.
5. The applicant states that this project is a redevelopment, therefore several standards are only met to the maximum extent practical. This statement is confusing because this drainage analysis is intended to model the as-built condition of the site and no development is proposed. The applicant should explain / verify the intent of this statement.
6. The as-built condition of the rip rap should be verified at each basin. The detention basins were not modeled with spillways therefore the 100-year flood volume stages to within 1 foot of the top of each basin. If spillways have been installed within each basin, they are to be modeled within HydroCAD. Modeling spillways will allow the high flood stages to discharge from the detention basins, significantly increasing the proposed peak discharges from the basins.

The PEDB has requested that TT provide a cost to field verify the as-built grading at the existing basins. TT has provided that cost to the PEDB and will await further direction.

TTR will attend the June 12, 2011 PEDB hearing for this project and will be available to answer any questions that arise after the review of this letter. If you have any questions or require additional information, please don't hesitate to contact us at (508) 903-2000.

Very truly yours,

Dave Pellegri  
Senior Project Manager

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TETRA TECH RIZZO

**Bond Value Estimate**  
**Pine Meadows II**  
**Definitive Subdivision**  
**Medway, Massachusetts**  
 July 11, 2011

One Crane Street  
 Framingham, MA 01701  
 Tel: 508.903.2000 Fax: 508.903.2001

| DESCRIPTION                               | QUANTITY | UNIT  | UNIT COST  | ENGINEERS ESTIMATE |
|---|----------|-------|------------|--------------------|
| Roof Runoff recharge (Std 4 chamber unit) | 7        | EA    | \$1,500.00 | \$10,500           |
| (2) Landscaping @ Cul-de-sac Island       | 0.25     | LS    | \$4,200.00 | \$1,050            |
| (3) 4 Ft. High Split Rail Fence           | 20       | LF    | \$15.00    | \$300              |
| Concrete Monuments                        | 15       | EA    | \$200.00   | \$3,000            |
| Pavement Markings                         | 1        | LS    | \$250.00   | \$250              |
| 2 year Snow Plowing                       | 800      | LF/YR | \$2.50     | \$4,000            |
| 2 year Road Maintenance                   | 800      | LF/YR | \$2.00     | \$3,200            |
| 2 year Drainage Maintenance               | 800      | LF/YR | \$2.00     | \$3,200            |
| As-built Plans                            | 800      | LF    | \$5.00     | \$4,000            |
| Legal Fees                                | 1        | LS    | \$2,000.00 | \$2,000            |

\$31,500

**Subtotal**

\$31,500

**Contingency (25%)**

\$7,875

**Recommended Bond Value**

\$39,375

(1) Unit prices are taken from the latest information provided on the Mass DOT website. They utilize the Mass DOT weighted bid prices (Combined - All Districts) for the time period 5/2010 - 5/2011.

(2) Landscaping in island varies slightly from that proposed on plan, and two of the larger trees appeared to be dead. We therefore recommend the release of 75% of lump sum at this time.

(3) 4' High Split Rail Fence was installed for 60 linear feet as opposed to the 80 linear feet approved.

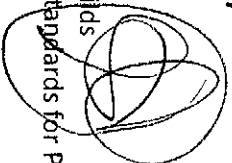


**TOWN OF MEDWAY**  
**Planning & Economic Development**  
155 Village Street  
Medway, Massachusetts 02053

**MEMORANDUM**

July 7, 2011

TO: PEDB members  
FROM Susy Affleck-Childs  
RE: Discussion re: ~~Standards~~ Standards for Permanent Private Ways



Thanks to Gino Carlucci and Dave Pellegrini for their input on this memorandum.

**Summary of current Permanent Private Way standards per Subdivision Rules and Regulations**

|                            |                               |
|----------------------------|-------------------------------|
| Applicable to:             | Subdivisions up to 3 lots     |
| Roadway ROW                | 50'                           |
| Minimum width of paved way | 18'                           |
| Design speed               | 25 mph                        |
| Minimum Centerline Radii   | 150'                          |
| Curbing                    | hot mix asphalt/cape cod berm |
| Sidewalks                  | not required                  |
| Grass strip                | not required                  |
| Open space                 | not required                  |
| Stormwater management      | required                      |

**Standards applicable to all Subdivisions**

|  |   |
|--|---|
| Street Trees                             | at least 3 trees per lot                          |
| Street Lights                            |   |
| Separate parcels for stormwater drainage |   |
| Roadway length for dead end streets      | 600' maximum and a turnaround adequate for safety |

**Issues that have emerged with private way developments**

Advisability of using the existing Permanent Private Way construction standards for condominium developments which generally have private roadways longer than 600', include considerably more dwelling units than 3, and probably merit having some sort of internal pedestrian circulation system.

Paved width of roadway - requests for as narrow as 14 feet paved. This may be OK for 2 dwelling units. ALSO . . . paved width of one-way roads.

Curbing – requests for no curbing at all. This may be OK with country drainage if erosion probability is low. An alternative could be curbing with occasional breaks

Stormwater – use of country style drainage . . . swales, flowage easements; applicability of stormwater regulations depends on size of parcel; merits of requiring separate drainage parcels for these very small subdivisions vs. allowing drainage facilities on house lots or primarily within the private roadway parcel. Perhaps this should be handled on a case-by-case basis.

Street lights - requests for no street lights at all. Use post lights at end of each driveway instead.

Street names

ROW width – Does it make sense to require a 50' ROW for these tiny subdivisions??

Use of new roadway as partial frontage for house lot with an existing structure. Perhaps a requirement (zoning) that continuous frontage must be met on a single street could be considered. Credit could be given to halfway point around curb radius. That would not stop the requirement from being met all on the new street. Still dependent on compliance with covenant. Not sure what other mechanism we could use. Any thoughts from Town Counsel?

Ownership of roadway parcel and drainage facilities. If there is more than one user of road and drainage, a homeowner's association should probably be mandatory

Sidewalks – requests for no sidewalks at all. The requirement for sidewalk along existing frontage should probably be maintained with clarification as to when it should be provided. Perhaps, consideration should be given to bring an existing sidewalk up to current standards or make a contribution to the Sidewalk Fund. For example, if existing sidewalk is 4' wide and in good condition, an estimate should be made to bring it up to 5.5 feet with curb as appropriate. In many cases, it might make sense to make the contribution rather than have one short stretch of sidewalk at standard while both sides are substandard.

## **Suggestions**

Modify existing private way standards for subdivisions up to 3 lots. Or, review on case-by-case basis. Concerned about unintended consequences. However, we should ensure that current standards **COULD** be met before waiving them.

Develop separate condominium development private way standards - provide for variable standards for width, sidewalks, curbing, etc. depending on # of dwelling units, type of roadway, etc.



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

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**MEMORANDUM**

June 27, 2011

TO: Medway Planning and Economic Development Board  
FROM: Susy Affleck-Childs  
RE: Committee Appointments

Per Town Bylaws, the Planning and Economic Development Board is responsible for making appointments to the Design Review Committee, Open Space Committee and Economic Development Committee.

**Design Review Committee** -- Per the General Bylaw establishing the DRC, this committee shall have at least 5 members who are Medway residents. There is no maximum # of members specified. One member of the DRC shall be a representative of the Planning and Economic Development Board and one member shall be a representative of the Medway Business Council.

The term of office for 2 members (Julie Fallon and Gary Jacob) expires June 30, 2011. Both of these long-standing members were contacted regarding their interest in continuing to be involved. Julie Fallon would like to serve again. Gary Jacob has not responded to my inquiry. Please note that due to a very demanding work travel schedule, Gary has not been able to attend DRC meetings for most of the past 2 years.

**NOTE** - The other DRC members include Mary Weafer, Matthew Buckley, Rachel Walsh and Dan Hooper. Their term of office expires June 30, 2012. Karyl Spiller-Walsh regularly serves as the PEDB's representative to the DRC. Presently, the Medway Business Council has not appointed anyone to serve on the DRC as its representative, despite many requests on my part.

I recommend the PEDB reappoint Julie Fallon to the DRC for a 2 year term through June 30, 2013. We need to remind the MBC that a representative from its organization is needed. Also, the DRC would greatly benefit from having an architect or architectural designer as a member; it has been an on-going challenge to find someone with that background to serve on the DRC.

**Open Space Committee** – The General Bylaw which established the OSC provides that there will be at least 5 and no more than 9 members who are Medway residents.

The term of office for 3 members of the OSC expires June 30, 2011 – Tina Wright, Patrick McHallam and John Schroeder. All 3 members were contacted regarding their continued involvement. Tina Wright and Patrick McHallam would like to be reappointed. John Schroeder has resigned his position.

NOTE - The other OSC members include Jim Wickis, Glenn Murphy, Jim Sullivan and Bruce Hamblin. Their term of office expires June 30, 2012.

I recommend the PEDB reappoint Tina Wright and Patrick McHallam to the Open Space Committee for 2 year terms through June 30, 2013. NOTE – There is still room for 3 additional OSC members.

*Paul  
Mackie  
2/15  
Kai Imgenberg  
6-30-2013*

**Economic Development Committee** – Per the General Bylaw establishing the EDC, this committee shall have a maximum of 11 members.

The term of office for 3 members expires June 30, 2011 – Ann Sherry, Kai Imgenberg and Mike O'Mara. All 3 members were contacted regarding their continued involvement. Ann Sherry and Kai Imgenberg both responded that they would like to continue. Mike O'Mara has not responded to my inquiry.

The other EDC members include Kent Scott, Ray Himmel, Andy Rodenhiser, Paul Yorkis, Ken Bancewicz, David Hathaway, and Hasan Husain. Their term of office expires June 30, 2012.

I recommend the PEDB reappoint Ann Sherry and Kai Imgenberg to the EDC for a 2 year term through June 30, 2013.

We have received an inquiry and request to be appointed to the EDC from James Byrnes. James has been attending EDC meetings during the past 6 months. He works at the Mass Technology Collaborative. His information is attached. I believe he would be a good addition to the EDC and recommend his appointment for a 2 year term thru June 30, 2013.



## **Susan Affleck-Childs**

---

**From:** James Byrnes [byrnes@masstech.org]  
**Sent:** Monday, June 27, 2011 9:28 AM  
**To:** Susan Affleck-Childs  
**Subject:** Medway - Economic Development Council  
**Attachments:** Resume.doc

Hello,

I would like to express my interest in becoming a member of Medway's Economic Development Council. After having attended a number of meetings I believe that my experience working for a quasi-public state economic development agency, as well as my personal interest in Medway and local economic development, would allow me to contribute to the efforts of the council.

Attached is a brief resume for your review, I look forward to hearing from you.

Thank you,  
James

**James F. Byrnes Jr.**  
**Operations Supervisor**  
John Adams Innovation Institute  
Massachusetts Technology Collaborative  
508.870.0312 Ext. 1262  
75 North Drive  
Westborough, Massachusetts 01581  
[www.MassTech.org/JAII](http://www.MassTech.org/JAII)

## *James F. Byrnes Jr.*

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*Address:* 21 High St., Medway, MA 02053  
*Phone:* (202) 321-6094  
*Email:* [jbynesjr@gmail.com](mailto:jbynesjr@gmail.com)

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**Objective:** Obtain position, which allows for increased responsibility within the field of grant management

**Education:** **Westfield State College, Westfield, MA**  
Bachelor of Science  
Graduation: 12/99  
Major: Economics; Concentration: Criminal Justice

**Work Experience:** **Operations Supervisor, Massachusetts Technology Collaborative, (12/08-Present)**  
-John Adams Innovation Institute

1. **FINANCIAL ADMINISTRATION** - Ensure the satisfactory financial administration and management of all contract administration, processing and related management tasks in support of the Innovation Institute, including:
  - Processing of award contracts within JAIL and MTC
  - Process and execution of invoices, budget trackers, work orders and related contract management documents
  - Coordinate, process and track all management, consultant and related contracts;
  - Execute review of invoices submitted by vendors and others for divisional approval
  - Collaborate with managers on matters relating to M&E and portfolio management
2. **DIVISION OPERATION SUPPORT** - Provide administrative support, financial management and project management assistance to the Innovation Institute, including:
  - Interface with MTC finance, administrative and legal personnel on contract management and implementation matters
  - Provide budgeting and other financial planning information for investments and other Innovations Institute programs
  - Implement and maintain M&E system requirements in collaboration with other division managers
  - Develop formats and create reports within the division and with a financial management system to facilitate improvements in contract administration and overall investment performance
3. **PROGRAM SUPPORT AND SPECIAL PROJECTS** Work senior managers on selected projects to advance progress toward achievement of key priorities, including (but not limited to):
  - Address information and other unmet needs for priority investments, including all aspects of lead management and the implementation of investments
  - Propose and implement upgrades to Innovation Institute management systems including the Lead Management and M&E systems
  - Prepare proposals for internal and external audiences
4. **MANAGE OPERATIONS ASSISTANT** – Manage and utilize the Operations Assistant in support of all Innovation Institute administrative responsibilities

**Operations Assistant, Massachusetts Technology Collaborative, (5/07- 12/08)**

- John Adams Innovation Institute
- Support scheduling and processing of award contracts within JAII and MTC
- Organize and process invoices, work orders and deliverables to ensure contractual conformity
- Coordinate, process and track all management, consultant and related contracts in support of divisional directives

**Economist, Commonwealth of Massachusetts (1/02-5/07)**

-Department of Telecommunication and Energy, Rates and Revenue Requirements Division

- Analyze petitions and filings, review applicable laws and DTE decisions, develop record so Commission may issue decision compliant with applicable laws, consistent with DTE precedent and the public policy of the Commission
- Inform Commission and Supervisors of issues that need to be resolved and options available to decide petitions
- Write draft sections of orders following Department's writing style that are consistent with directives of Commission with supporting findings with direct evidence

**Economic Research Assistant, National Association of Realtors (2/00-12/01)**

-Economic Research Department

- Assist in production of economic indicator (Existing Home Sales)
- Production of economic indicator (Housing Affordability Index)
- Author monthly articles for research publication
- Wrote monthly review of real estate economic indicators for research publication

**Policy Analyst, Interstate Natural Gas Assoc., Washington DC (Summer 99)**

-Policy and communications Department

- Provided research and data collection support to analyses of current economic and policy issues
- Wrote reports summarizing Congressional and Senatorial Hearings

**Intern, Office of the Governor, Springfield, MA (Spring 99)**

- Handle constituent issues
- Inform Governor of Western MA issues
- Represent and assist Governor at community events

**Software:**

Microsoft products (Outlook, Excel, Word, PowerPoint), Internet Applications, Acrobat, Various Database and Financial Accounting systems

**Activities:**

Member – Maspensock Rod & Gun Club; Motorcycle Enthusiast; Avid Gardener