

**November 8, 2011
Medway Planning and Economic Development Board
155 Village Street
Medway, MA 02053**

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

ABSENT WITH NOTICE:

ABSENT WITHOUT NOTICE:

ALSO PRESENT: Susy Affleck Childs, Planning and Economic Development Coordinator
Amy Sutherland, Meeting Recording Secretary
Gino Carlucci, PGC Associates Consultant
Dave Pellegrini, Tetra Tech Rizzo

The Chairman opened the meeting at 7:00 pm.

The Chairman asked for any citizen comments.

Susy Affleck-Childs informed the Board that there may be neighbors from the Franklin Creek subdivision at the meeting.

Residents from Franklin Creek:

Paul Sampson, 2 Franklin Street:

Mr. Sampson is concerned about the recent paving. There was no inspector on site when the paving was completed. It seems like there should be a warranty for 5 to 10 years.

NOTE – O'Brien Paving has provided a 3 year warranty.

Dave Pellegrini indicated that the basic warranty for paving is one year. This is typical. The binder needs to settle for a year.

Woodstructure Construction has submitted revised as-built plans. This was received October 31, 2011.

The formal establishment of the Homeowner's Association has been filed.

The observations noted that some of the samples did not meet standards.

There is currently \$40,000 in the bond account.

The developer was not invited to the meeting.

The residents would like the road to be repaved.

Member Tucker communicates that a three year warrantee is reasonable.

Member Gay noted that maybe the Board needs to think outside of the box. Some of the money could be given to the property owners for the Homeowners Association.

Dave Pellegri indicated that the samples were not terrible. There was a range.

It has been brought up that tack may not have been used.

Member Tucker would like this issue brought back to Dave Pellegri in relation to the tack.

Dave Pellegri will follow-up and provide feedback to the Board.

The Board will start the next meeting on November 22, 2011 at 6:30 pm to discuss the recommendation from Dave Pellegri.

On a motion made by Bob Tucker and seconded by Tom Gay, the Board voted by Roll Call vote to go into executive session for the purpose of discussing pending litigation pertaining to the Charles River Village Open Space Residential Development Special Permit and will return to open session after adjourning the executive session.

Roll Call Vote:

Bob Tucker	aye
Tom Gay	aye
Karyl Spiller-Walsh	aye
Chan Rogers	aye
Andy Rodenhiser	aye

The Board entered into executive session at 7:25 p.m.

The Board returned to open session at 8:10 pm.

Village Estates:

The Board is in receipt of revisions from Village Estates which were submitted to the Board and Tetra Tech late this afternoon. The latest revision includes two swales on each side. This will be rip rap for run off control. This will also have three or four inch stone. This is six inches deep.

Dave Pellegri had suggested the swale idea as there is a natural berm. This will be for stabilization for the edges of the road. Dave has not yet seen or reviewed the revisions as he was out of the office.

There is a note from the Fire Chief's office in terms of payment in lieu of installing a fire alarm. This is for \$1,000.

Dave Pellegri will review the newest set of plans.

Paul DeSimone would like to be on the agenda for the November 29, 2011 meeting. This will be an extra meeting.

The Board briefly reviewed the revised draft Certificate of Action for the Village Estates subdivision. **(See Attached.)** It includes revisions discussed at the last meeting.

On a motion made by Bob Tucker and seconded by Tom Gay, the Board voted unanimously to continue the public hearing until November 29, 2011 at 7:15 pm

On a motion made by Bob Tucker and seconded by Chan Rogers, the Board voted unanimously to extend the deadline for the Certificate of Action for Village Estates until December 30, 2011.

There was a Mullin Rule Certification filled out by member Andy Rodenhiser for the October 11, 2011 meeting. He has viewed the audio and minutes. The certification has been signed. **(See Attached).**

71 Main Street/Norm Greene Auto Site Plan Pre-Application:

The Board is in receipt of an email dated November 1, 2011 from William Hutchinson. **(See Attached)**

The representative at the meeting was Mr. William Hutchinson.

The email also referenced drawings for the proposed expansion at 71 Main Street. The plans indicate that two new service bays are to be constructed. The two existing service bays are to be converted to a convenience store. **(See Attached).**

The plan shows the elevations. The intent of the site plan is to square off the building.

The Chairman wanted to know how the traffic will flow.

The applicant indicated that the traffic flow will stay the same.

Another question was asked about the parking.

There is enough parking to the left side. The applicant will take photos to show the parking.

The Board recommends showing the parking and how the property will be used for the convenience store. Also explain how the plan will address the flow for the customers using the store.

The Board would like to see a new site plan with an updated date.

The right of way is noted on the plan. There needs to be more information about the right-of-ways.

Karyl Spiller-Walsh noted that the Design Review Committee had met previously with an architect for the owner and had provided some comments for revisions which have not yet been incorporated into the existing plan as presented to the Board tonight.

If the signs will be new, make sure that the sign bylaw is followed.

The applicant does not want to change anything relating to the curb cuts.

Susy wanted to get Dave Pellegrini's opinion about the drainage due to the additional area.

The Board notes that the entire site is already impervious as it is paved.

The Board would like to know where the water will be going.

It was suggested that a letter be provided from an engineer that there will not be an increase in the runoff.

The plans will need to be clearer about what is occurring on site.

Scenic Road Work Permit Modification – Applegate Farm/Ellis Street:

The Board is in receipt of a memo and drawing from GLM Engineering Consultants dated October 31, 2011. (See Attached). Rob Truax was present along with property owner Brian Griffin.

Andy Rodenhiser stepped down and recused himself from the meeting at 8:43 pm as GLM Engineering is the consulting engineer for his subdivision development. He left the room.

Vice-Chairman Tucker ran the meeting.

Lots 4-6 have been sold. The new owner is proposing to construct a home on Lot 5. There are no immediate plans to construct homes on the other two lots. The previously approved driveway opening is located on Lot 6. This was approved as a common access for all three lots. The owner is proposing to construct a house on Lot 5 with a driveway as shown on the proposed house location plan. The last plan was approved in 2006. The Griffins purchased all lots (Lots 4, 5, 6). The applicant wants to take the driveway opening and move it to access Lot 5.

A new scenic road work permit application would have to be filed in the future if access is sought across the stone wall on lots 4 and 6.

The Board would like the engineer to check the requirement for the distance between a curb cut and a cross street.

Rob Truax noted that large oak tree will not be taken down. The gate will be left as is.

The corners of the driveway will be wrapped in the removed stone.

The Board does not have any issues.

On a motion made by Tom Gay and seconded by Karyl Spiller-Walsh, the Board voted unanimously to approve the revised street opening for Scenic Road Work Permit Modification for Applegate Farm/Ellis Street. (Andy Rodenhiser was not part of the vote)

The Chairman came back to the meeting at 8:54 pm.

Lawrence Waste, 40 Alder Street Site – Site Plan Pre-application Meeting

The Board is in receipt of a memo and a drawing from Guerriere & Halnon entitled Project Description Lot 41, Alder Street Lawrence Waste Services received November 1, 2011. **(See Attached)**

The owners were present for a pre-application meeting to get the opinion from the Board members on how to proceed. Robert Poxon from Guerriere and Halnon was also present.

The applicant is proposing to construct a 7,400 s.f. building for the operation of a waste removal business. The building will be divided into 2,400 square foot office area and a 5,000 square foot garage. The site has 13.2 acres. 35% of the site will be developed.

There is good drainage and soil. There will be detention underground in chambers with discharge into fore bays.

This site will be serviced by sewer, water and gas.

The Board would like further clarification of the impact. The site location was created from an extension to the Trotter Drive development.

Member Spiller-Walsh was wondering about the landscape. Verizon has added islands and she suggested leaving existing trees as islands.

There may be needed a Special Permit from the Zoning Board of Appeals as the site is located in a groundwater protection district.

The applicant indicated that the trucks are contracted out. They will not keep trucks on site.

There was discussion about the fact that there will be no pressure washing on site.

It was recommended that the garage may need floor drains.

The applicant communicated that this could be done and will include a separator.

The water protected area was shown on the plan. It is to the right of the site. The water protected area runs through the middle of the site.

The groundwater may need to be reviewed by Dave Pellegrini.

It was suggested that the applicant meet with the Design Review Committee. This could happen before the site application is officially filed.

Consultant Carlucci indicated that the parking seems to be more than is actually needed.

Susy Affleck-Childs offered to coordinate a meeting with other town boards/departments.

Williamsburg Way:

The Board is receipt of an email dated October 20, 2011 from Gerald Swanson of 67 West Street expressing concern about the bright street lights at Williamsburg Condominium.

The Board is in receipt of an email communication dated October 28, 2011 from Dave Pellegrini from Tetra Tech Rizzo in relation to the light issue. **(See Attached)**. Dave Pellegrini conducted a visit at Williamsburg Way on October 27, 2011. The memo is noted. **(See Attached)**

The light levels primarily matched those noted on the approved development plan for Williamsburg. Dave Pellegrini communicated that the only solution is putting a shield on the light.

The Board has no issue with adding a shield.

The Board will send a letter to the subdivision developers.

Speroni Acres:

The Board is in receipt of the Board's letter which was sent to the residents of Speroni Acres dated October 31, 2011 inviting them to a briefing on 11/22/2011. **(See Attached)**

Dave Pellegrini provided an update about Speroni Acres. He has been in touch with Merrikin Engineering which has not received approval from the client to participate in the meeting.

The Board agreed that if Dave has not met with Merrikin Engineering by next Wednesday (11/16), the residents' meeting for 11/22 will need to be cancelled.

Dave wanted to know from Susy if there have been any complaints about the drainage over the years.

Susy communicated that there have been no complaints about drainage.

The easement issues will need to be addressed.

The Board will proceed based on feedback from Dave about his meeting with Merrikin.

Thayer House Funding Proposal:

On a motion made by Bob Tucker and seconded by Karyl Spiller-Walsh, the Board voted unanimously to support the Thayer House Funding Proposal for action at the Town Meeting. (Member Rogers abstained)

Endorse Adaptive Use Overlay District Plans for 146 Main Street/Steinoff:

The Board signed the plans for the Adaptive Use Overlay District project for 146 Main Street.

Budget:

The Board is in receipt of a PED budget report dated November 4, 2011. **(See Attached)**. Susy asked members to contact her directly if there were any questions.

Consultant Report:

Gino Carlucci communicated that there will be a SWAP meeting in Franklin on November 16, 2011. The topics will be affordable housing and the Commuter Rail Study to add a permanent Foxborough schedule to the Franklin MBTA line. The study is still in draft form.

Emergency Transfer:

The Board has in their packet a copy of the proposed emergency transfer in the amount of \$21,000. This is for continued title research for the Oak Grove area. This was approved by the BOS on 11/7 and will be submitted next to the FinCom. Susy expects that will be on December 14, 2011. **(See Attached.)**

Minutes:

October 25, 2011:

On a motion made by Karyl Spiller-Walsh and seconded by Tom Gay, the Board voted unanimously to accept the minutes from October 25, 2011.

Private Way Standards:

This will be discussed at the next meeting.

Adjourn:

On a motion made by Karyl Spiller-Walsh, and seconded by Bob Tucker, the Board voted unanimously to adjourn the meeting.

The meeting was adjourned at 10:08 p.m.

Future Meetings:

The next meetings scheduled are: Tuesday, November 22, 2011. Town Meeting is November 14th.


*Minutes of November 8, 2011 Meeting
Medway Planning & Economic Development Board
Approved – November 22, 2011*

Respectfully Submitted,



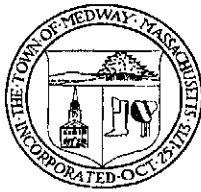
Amy Sutherland

Meeting Recording Secretary



Susan E. Affleck-Childs

Planning and Economic Development Coordinator



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

REVISED DRAFT – November 4, 2011

CERTIFICATE OF ACTION
VILLAGE ESTATES – A PRIVATE WAY DEFINITIVE SUBDIVISION PLAN
(Approved with Waivers and Conditions)

Name/Address of Applicant: Russell & Dorothy Santoro
372 Village Street
Medway, MA 02053

Name/Address of Property Owner: Russell & Dorothy Santoro
372 Village Street
Medway, MA 02053

Official Representative: Paul DeSimone
Colonial Engineering, Inc.
11 Awl Street
Medway, MA 02053

Engineer: Merkin Engineering, LLP
730 Main Street
Millis, MA 02054

Land Surveyor: Colonial Engineering, Inc.
11 Awl Street
Medway, MA 02053

Plan Dated: May 19, 2011, last revised October 21, 2011

Location: 272 Village Street

Assessors' Reference: Map 1C – Parcel 114

Zoning District: AR-II

Definitive Subdivision Plan Application Materials

Form C – Definitive Subdivision Plan application Dated May 25, 2011
Form D – Designer’s Certificate – Dated May 25, 2011
Form F – Development Impact Report – Dated December 15, 2010
Street Naming Application – Dated May 24, 2011
Property Deed (Johnson for Dill Family Trust to Santoro) – Dated January 24, 2008
WPA Form 4B – Order of Resource Area Delineation by Medway Conservation Commission
for MassDEP file # 2160780 – October 2010

Definitive Subdivision Plan – Colonial Engineering, Inc.

May 19, 2011
Revised – July 25, 2011
Revised – September 19, 2011
Revised - October 21, 2011

Drainage Calculations – Merrikin Engineering, LLP

May 19, 2011
Revised – July 20, 2011

Request for Waivers from Subdivision Rules and Regulations – Colonial Engineering

July 27, 2011
September 27, 2011

Town Engineering Consultant Reviews – David Pennino, P.E. Tetra Tech

June 23, 2011 letter
August 3, 2011 letter
September 12, 2011 report 8/25/2011 site visit
September 22, 2011 letter
October 11, 2011 email

Town Planning Consultant Review Letters – Gino Carlucci, AICP, PGC Associates

June 23, 2011 letter
August 1, 2011 letter

Supplemental Information Provided By Applicant’s Consultants

Merrikin Engineering, LLP – Letter dated July 21, 2011 from Dan Merrikin in response to June 23, 2011 Tetra Tech review letter

Colonial Engineering, Inc. – Letter dated July 25, 2011 from Paul DeSimone in response to June 23, 2011 review letters from PGC Associates and Tetra Tech.

Colonial Engineering, Inc. - Revised roadway layout showing road moved 2 feet easterly -- received August 15, 2011

Merrikin Engineering, LLP – Letter dated October 10, 2011 from Dan Merrikin with additional drainage analysis in response to questions raised at the September 27, 2011 public hearing

Citizen/Resident Letters - None

SECTION 7.7.2 p) Stormwater Management – Detention and retention basins and underground infiltration systems and any related drainage structures shall be located on separate parcels and shall not be included on individual house/building lots. The limits of detention and retention basins and related structures shall not be closer than thirty feet (30') from its lot/parcel line and any right-of-way. The limits of a detention pond are characterized by a distinct break in the proposed grading. For a pond cut into the existing grade, the limit is defined as the top of the proposed slope where it meets the existing grade. For a pond built above the existing grade using berms, the limit is defined as the bottom of the berm slope on the exterior side of the pond where it meets the existing grade.

FINDINGS - The applicant requests that the proposed detention basins be allowed to be located within the right-of-way and less than 30 feet from lot lines. The Board finds that the proposed drainage system is designed in accordance with LID standards as well as DEP Stormwater Management standards. Furthermore, the closest basin is about 45 feet from the foundation of the proposed new house and its bottom elevation is close to the bottom elevation of the foundation so it pose no danger to that foundation. As mitigation, the applicant proposes landscaping to help the basins blend into the site better than a conventional detention basin. Also, as noted in Condition #10 below, in order to ensure that the stormwater management system continues to operate effectively and in a manner to prevent runoff to abutting property, there will be a deed restriction on Lot 1 to require that the grades of the lot as shown on the plans not be altered in the future.

SECTION 7.9.2 d) Alignment – Property lines at street intersections shall be rounded or cut back to provide a property line radius of twenty-eight feet (28') or for a curb radius of not less than forty feet (40'), whichever is more stringent or as required to provide a distance between street pavement and property lines.

FINDINGS - The applicant proposes a 24' curb radius on the west side of the proposed permanent private way because the property line on that side is perpendicular to the Village Street right-of-way so there is insufficient room for the required 40' curb radius. Due to the limited traffic on this permanent private way, the Board finds this design acceptable.

SECTION 7.9.7 h) ROADWAY CONSTRUCTION – Pavement for roadways in subdivisions shall be Hot Mix Asphalt Pavement. The material and construction methods for laying pavement shall conform in every way to the applicable sections of Section 400 and Section M of the Standard Specifications except that no such construction shall be undertaken before April 15th of any year, not after November 15th of any year. Pavement on minor and secondary residential subdivision streets shall be laid to a compacted depth of four inches (4") and laid in two (2) courses. The intermediate (binder) course shall consist of Dense Binder and be compacted to two and one-half inches (2-1/2"); the surface shall consist of Top Course and shall be compacted to one and one half inches (1-1/2").

FINDINGS – The applicant proposes to construct the road with gravel only, and not pave it. A paved apron is proposed at the intersection with Village Street within the Village Street right-of-way and for a distance of approximately 20 feet onto the site. The Board finds this acceptable, subject to replacing gravel with dense-graded crushed stone (See condition #6 below), due to the limited traffic on the permanent private way, the protection provided by the paved apron and because the drainage design is based on a paved road so it will continue to be valid in the event the owners pave the road in the future.

Action on Waiver Findings - At a duly called and properly posted meeting of the Medway Planning and Economic Development Board held on _____, a motion was made by _____ and seconded by _____ to approve the above noted Waiver Findings. The motion was _____ by a vote of ___ in favor and ___ opposed.

Action on Mitigation Plan - At a duly called and properly posted meeting of the Medway Planning and Economic Development Board held on _____, a motion was made by _____ and seconded by _____ to _____ the above noted Mitigation Plan. The motion was _____ by a vote of ___ in favor and ___ opposed.

Action on Waiver Request - At a duly called and properly posted meeting of the Medway Planning and Economic Development Board held on _____ a motion was made by - _____ and seconded by _____ to _____ the Applicant's request for all of the above noted waivers from the *Subdivision Rules and Regulations*. The motion was _____ by a vote of ___ in favor and ___ opposed.

V. PROJECT EVALUATION CRITERIA Before taking action on a Discretionary Subdivision Plan, the Board shall evaluate the proposed subdivision according to the criteria as specified in Section 5.16 of the *Subdivision Rules and Regulations*. At a duly called and properly posted meeting of the Medway Planning and Economic Development Board held on _____, a motion was made by _____, seconded by _____ to _____ the Project Evaluation Findings noted below. The motion passed by a vote of ___ in favor and ___ opposed.

5.16.1 Completeness and technical accuracy of all submissions.

FINDINGS - The Planning and Economic Development Board finds that the submissions were complete and technically accurate.

5.16.2 Determination that the street pattern is safe and convenient and that proper provision is made for street expansion. The Board may disapprove a plan where it determines that dangerous traffic or unsafe conditions may result from the inadequacy of the proposed ways within the subdivision.

FINDINGS - The Board finds that the proposed street is safe and convenient. It has been reviewed by both the Fire Chief and the Police Safety Officer and the Town's consulting engineer. As a permanent private way, it will handle a minimum amount of traffic.

5.16.3 Determination that development at this location does not entail unwarranted hazard to the safety, health and convenience of future residents of the development or of others because of possible natural disaster, traffic hazard or other environmental degradation.

FINDINGS - The Board finds that the location of the development does not entail unwarranted hazard. A drainage plan has been designed to handle anticipated stormwater runoff and the sight distances from the proposed road onto Village Street are adequate. The site will be tied into Town water and sewer, and erosion controls will be in place during construction. The Town's Safety Officer has reviewed the plans and has not found any unwarranted safety deficiencies.

5.16.4 Determination, based on the environmental impact analysis, where submitted, that the subdivision as designed will not cause substantial and irreversible damage to the

VII. CONDITIONS – The following specific and general conditions shall apply to the Applicant, its executors, administrators, devisees, heirs, successors and assigns:

Specific Conditions

1. It is expressly understood that this subdivision is authorized for no more than 2 residential house lots. It is understood the applicant intends to apply for a special permit from the Medway Zoning Board of Appeals to construct a 2 family structure on Lot 2. As a permanent condition of this plan, no further subdivision of the property beyond these 2 lots will be allowed.
2. The Applicant shall construct the roadway and all related infrastructure including the stormwater management system, and install all utilities as shown on the definitive subdivision plan, to the satisfaction of the Planning and Economic Development Board, within three (3) years of the date of endorsement of the plan.
3. It is understood that the existing curb cuts for 272 Village Street will be eliminated. Access for Lots 1 and 2 will come only from Bedelia Lane.
4. *Ownership of Bedelia Lane* - It is understood that Bedelia Lane shall remain privately owned in perpetuity. There is no intention or expectation that the Town of Medway will ever accept the roadway as constructed pursuant to this plan. There shall be established the Village Estates Homeowners Association, to be composed of the owners of Lots 1 and 2 as shown on the definitive subdivision plan. The Association shall ultimately own and maintain the parcel with the private roadway to be known as Bedelia Lane, including snowplowing and sanding, and maintain and operate the stormwater detention/infiltration system and related infrastructure.
5. The Applicant shall specifically reserve to itself ownership of the fee in Bedelia Lane and easements shown on the subdivision plan in any deeds or other conveyances or transfers of any of the lots. The Applicant shall convey the fee in the roadways and all easements to the Village Estates Homeowners Association before the Planning and Economic Development Board approval of final bond release or, if there is no bond, then approval of the as-built plan.
6. Prior to endorsement the plan dated October 21, 2011 shall be revised to include the following references:
 - A note shall be added to all plan sheets to indicate that present and future owners are subject to a *Declaration of Protective Covenants & Restrictions and Private Roadway Agreement Governing the Village Estates Subdivision*
 - Location and specification for post lights for each house lot. The light shall not spill onto adjacent properties in accordance with the lighting provisions of the Medway Zoning Bylaw.
 - A note indicating that Bedelia Lane shall be constructed of dense-graded crushed stone, conforming to MassDOT specifications, to a depth of at least 4”.
7. Prior to endorsement, the plan shall be revised to incorporate all conditions as specified in this Certificate of Action. The Applicant shall provide such revised plan to the Planning and Economic Development Board and the Town’s Consulting Engineer for review and approval. All conditions of this Certificate of Action must be addressed to the satisfaction of the Town’s

conditions or tree planting requirements of the Scenic Road Work Permit shall be depicted on the final definitive subdivision plan presented for endorsement.

13. *Document/Plan Recording* – Within thirty (30) days of recording the endorsed definitive subdivision plan, the *Subdivision Covenant, the Declaration of Protective Covenants and Restrictions and Private Roadway agreement Governing the Village Estates subdivision*, any articles of association establishing the Village Estates Homeowner’s Association, with the Norfolk County Registry of Deeds, the Applicant or his assign shall provide the Planning and Economic Development Board with a receipt from the Norfolk County Registry of Deeds indicating that all documents have been duly recorded, or supply another alternative verification that such recording has occurred.
14. *Sidewalk Construction* –
15. *Maintenance Responsibility During Construction* – The Applicant shall provide snow plowing, sanding and full maintenance of Village Estates Lane and all related stormwater management infrastructure throughout the entire construction process until the roadway is conveyed to the Village Estates Homeowners Association.

General Conditions

18. *Expiration of Appeal Period* – Prior to endorsement, the Planning and Economic Development Board must receive the statutory notification of the expiration of the twenty (20) day appeal period from the Town Clerk’s office.
19. *Payment of Balance of Fees/Taxes* – Prior to endorsement, the Applicant shall pay the balance of any outstanding professional review services by any outside consultants retained by the Planning and Economic Development Board and all other outstanding expenses, obligations or fees due the Town of Medway pertaining to these properties. The Applicant shall also provide proof from the Medway Town Treasurer/Collector that all real estate taxes are current for all property owned in Medway at the application date.
20. *Establishment of Bond Account* – Prior to endorsement, the Applicant shall establish a statement savings account (with the Town of Medway) at an area financial institution with which the Applicant will place a cash bond. The applicant shall provide the Medway Treasurer with a signed withdrawal slip from said account which shall be retained by the Medway Treasurer.
21. *Subdivision Covenant* – Prior to endorsement, the Applicant shall sign a *Subdivision Covenant*, on a form acceptable to the Planning and Economic Development Board, to be reviewed and approved by Town Counsel, to secure construction of the ways and all related infrastructure and installation of utilities and services as specified in the approved subdivision plan. Reference to the *Subdivision Covenant* shall be noted on the cover sheet of the Definitive Subdivision Plan. The *Covenant* shall specify that the roadway and all relevant infrastructure including the stormwater management system shall be constructed and all utilities and services shall be installed to the satisfaction of the Planning and Economic Development Board within

Assessors (ArcInfo shape file - .shp). The Applicant shall pay any reasonable associated costs, as may be determined by the Board of Selectmen, to update the Medway GIS/Assessor's maps relative to this subdivision.

26. *Pre-Construction Meeting* – At least seven days prior to the start of any construction on the site, a pre-construction meeting shall take place with the Town's Consulting Engineer, the Planning and Economic Development Coordinator, the Medway Department of Public Services, the developer and his contractors. The construction schedule shall be reviewed and the procedures for inspections discussed. A copy of the final Stormwater Pollution Prevention Plan (SWPP) as filed with the Mass Department of Environmental Protection (DEP) shall be provided to the Town.
27. *Proof of Taxes Paid* – Prior to the Planning and Economic Development Board's approval of the *Release of Covenant* for the first building lot, the Applicant shall provide proof from the Medway Town Treasurer/Collector that all real estate taxes and other fees due the Town of Medway are current to that date for all property included in this subdivision.
28. *As-Built Plans* - The Applicant agrees to prepare and provide as-built construction plans prepared in accordance with the approved subdivision plan and with the *Subdivision Rules and Regulations* in effect at the time the as-built plans are submitted, to the satisfaction of the Planning and Economic Development Board. The Applicant shall provide the final as-built plan in CAD format compatible with the Medway GIS and acceptable to the Medway Board of Assessors (ArcInfo shape file - .shp). The Applicant shall pay any reasonable associated costs, as may be determined by the Board of Selectmen, to update the Medway GIS/Assessor's maps relative to this subdivision.
29. *Compliance* - All construction shall be as specified in the approved definitive subdivision plan and in full compliance with the *Subdivision Rules and Regulations* and all applicable local, state and federal laws, including but not limited to the Americans with Disabilities Act, the NPDES permit requirements of the Massachusetts Department of Environmental Protection (DEP) Stormwater Management Requirements, MEPA requirements, the Massachusetts Wetlands Protection Act (Chapter 131, Section 40, M.G.L.) and the regulations of the Massachusetts Architectural Access Board for handicap accessibility.

###

Town of Medway, Massachusetts

CERTIFICATION
PURSUANT TO G. L. c. 39, SECTION 23D
OF PARTICIPATION IN A SESSION OF AN
ADJUDCATORY HEARING
WHERE THE UNDERSIGNED MEMBER MISSED
A SINGLE HEARING SESSION

Note: This form can only be used for missing one single public hearing session.
This cannot be used for missing more than one hearing session.

I, ANDY RODENHISER, hereby certify under the pains and penalties of perjury as follows:

1. I am a member of the Medway Planning and Economic Development Board
2. I missed a public hearing session on the matter of the Village Estates Definitive Subdivision Plan which was held on October 11, 2011.
3. I have reviewed all the evidence introduced at the hearing session that I missed which included a review of (initial which one(s) applicable):
 - a. audio recording of the missed hearing session; or
 - b. video recording of the missed hearing session; or
 - c. _____ a transcript of the missed hearing session.

This certification shall become a part of the record of the proceedings in the above matter.

Signed under the pains and penalties of perjury this 8 day of November, 2011.



Signature of Board Member

Received as part of the record of the above matter:

Date: 11-8-2011
By: Sharon E. O'Brien-Chubb
Position: Planning & Economic Development
Coordinator

Susan Affleck-Childs

From: bill hutchinson [hutchinson2@comcast.net]
Sent: Tuesday, November 01, 2011 4:01 PM
To: Susan Affleck-Childs
Cc: Joe Greene; Arcadio Gonzalez; Bill Hutchinson
Subject: 71 Main Street Expansion
Attachments: 71 Main Street Medway Greene Ele_.pdf; 71 Main Street Medway Greene Flo_.pdf; siteplan71mainst.pdf

Suzy

Attached are our drawings for the proposed expansion at 71 Main Street.

The plans indicate that two new service bays are to be constructed.

Two existing service bays are to be converted to a convenience store.

We look forward to meeting with the Board on Tuesday, November 8, 2011 at 8:00 PM.

Thank you.

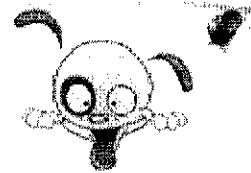
RECEIVED
NOV 01 2011

TOWN OF MEDWAY
PLANNING BOARD



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Click Here!



GLM ENGINEERING CONSULTANTS, INC.

19 EXCHANGE STREET, HOLLISTON, MASSACHUSETTS 01746 - (508)429-1100 - FAX (508)429-7160

REGISTERED CIVIL ENGINEERS AND LAND SURVEYORS

October 31, 2011

Medway Planning Board
Town Hall
Medway, MA 02053

RECEIVED
OCT 31 2011

Re: Scenic Road Work Permit
Dated: June 8, 2006
Applicant: Unique Homes, Inc.
Location: East Side of Ellis Street

TOWN OF MEDWAY
PLANNING BOARD

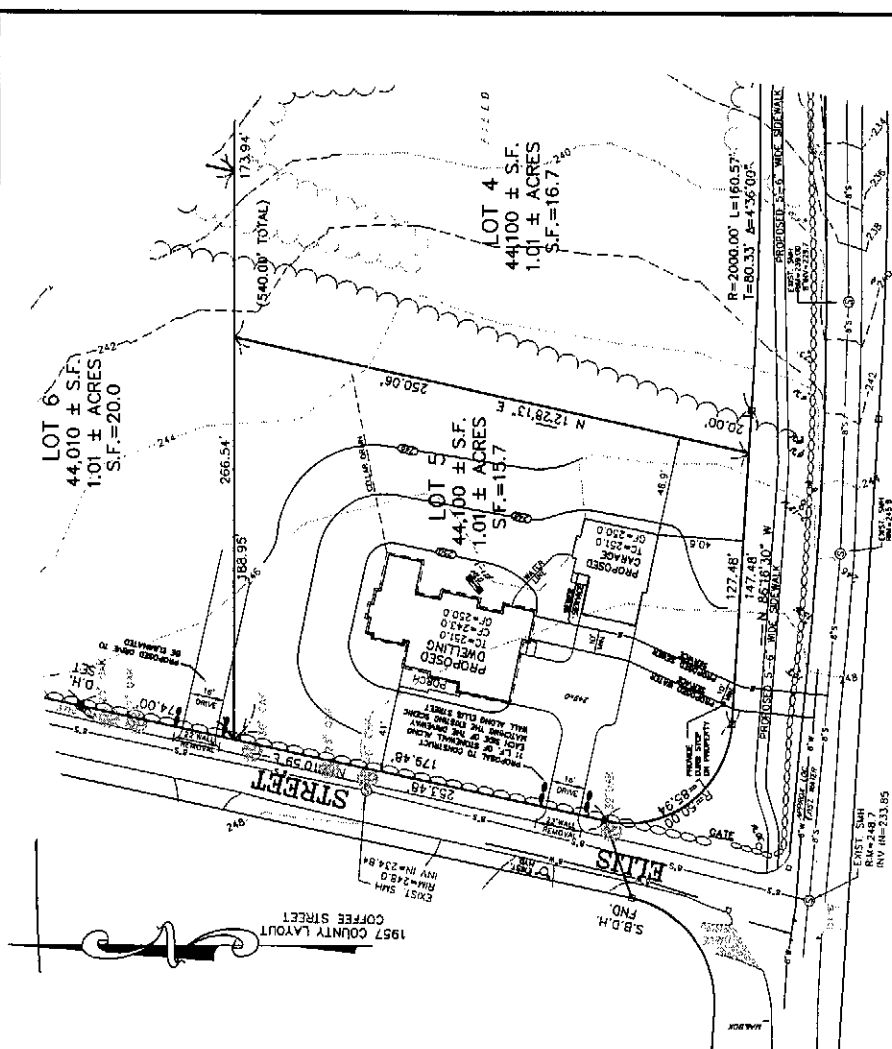
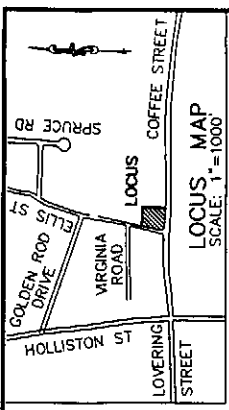
Dear Board Members,

We are requesting an amendment to the Scenic Road Work Permit referenced above. The applicant of record, Unique Homes, Inc., sold Lots 4-6 to BKG Realty, LLC. At this time the new owner is proposing to construct a home on Lot 5. The approved driveway opening is located on Lot 6 and was approved as a common access for all three lots. The owner is proposing to construct a house on Lot 5 with a driveway as shown on the proposed house location plan. At this time, there are no immediate plans to construct homes on the other two lots.

Enclosed is a copy of the "Proposed House Location Plan" for Lot 5 Ellis Street for your review. If you have any further questions, please do not hesitate to contact our office.

Yours truly,
GLM Engineering Consultants, Inc.

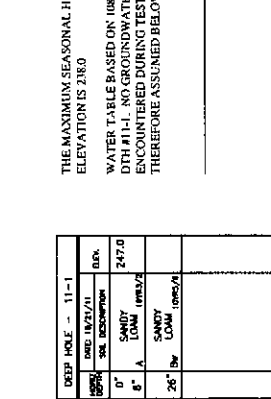
Robert S. Truax
Project Manager/Design Eng.



- NOTES:**
- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY SHALL REQUIRE A ROAD OPENING PERMIT FROM THE TOWN OF MEDWAY DEPARTMENT OF PUBLIC WORKS.
 - ALL CONSTRUCTION SHALL CONFORM TO THE REQUIREMENTS OF THE TOWN OF MEDWAY HIGHWAY DEPT. AND THE WATER & SEWER DEPT.
 - BUILDING SEWER TO BE 6" SCH 40 PVC.
 - ALL PIPES JOINTS TO BE WATERIGHT.
 - BUILDING SEWER TO BE LAID ON COMPACTED FIRM BASE.
 - ALL COMPONENTS SHALL BE MARKED WITH MAGNETIC MARKING TAPE PRIOR TO BACK FILLING.
 - BACKFILL MUST BE SUFFICIENTLY COMPACTED TO PREVENT SETTLING.
 - SOIL PLACED AS BACKFILL OVER THE SEWER SERVICE MUST BE CLEAN AND FREE OF STONES > 4".
 - FINAL COVER OVER THE SYSTEM SHALL BE STABILIZED (LOANED & SEEDED)
 - PRIOR TO CONSTRUCTION CONTRACTOR TO VERIFY LOCATION OF UNDERGROUND UTILITIES.
 - COMPUTER EXAMINATION DRAWN (4") TO BE INSTALLED & OUTLETED TO DAYLIGHT AS SHOWN.

SEWER SERVICE CHIMNEY DETAIL

NOT TO SCALE



THE MAXIMUM SEASONAL HIGH GROUNDWATER ELEVATION IS 218.0
 WATER TABLE BASED ON 108" DEPTH OF TEST PIT DATA. ALL NO GROUNDWATER WAS ENCOUNTERED DURING TESTING AND THEREFORE ASSUMED BELOW 108".

DATE _____

ZONING CLASSIFICATION:
 AGRICULTURAL AND RESIDENTIAL DISTRICT 1 (AR1)
 AREA: 44,000 S.F., FRONTAGE: 180'
 REQUIRED LOTLINE SETBACKS:
 FRONT: 35'
 SIDE: 15'
 REAR: 15'

DEPTH	SOIL DESCRIPTION	DEPTH (FEET)
0'	SANDY LOAM	247.0
6"	SANDY LOAM	247.5
26"	SANDY LOAM	248.5

NOTE: IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION TO COMMENCEMENT OF ANY CONSTRUCTION.

DIGSAFE IS TO BE NOTIFIED 72 WORKING HOURS IN ADVANCE OF CONSTRUCTION.

DIGSAFE 1-888-344-7233



JOB No. 11130-LOT 5.dwg
 DATE: OCTOBER 26, 2011
 SCALE: 1" = 40'
 PLAN No.: 19,827

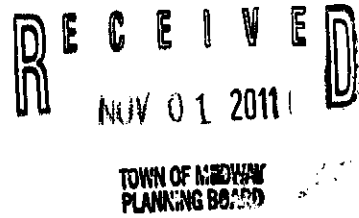
PROPOSED HOUSE LOCATION PLAN
 LOT 5 ELLIS STREET
 MEDWAY, MASSACHUSETTS
 PREPARED FOR:
 BKG REALTY, LLC

GLM ENGINEERING CONSULTANTS, INC.
 19 EXCHANGE STREET
 HOLLISTON, MASSACHUSETTS 01746
 (508)429-1100 fax:(508)429-7160

PROJECT DESCRIPTION

Lot 41, Alder Street

Lawrence Waste Services



The site is a predominantly wooded 13.2 acre parcel of land located along the easterly side of Alder Street. Stall Brook flows through the southeast corner of the site and the property does contain bordering vegetated wetlands.

The applicant, Lawrence Waste Services, is proposing to construct a 7,400 s.f. building for the operation of a waste removal business. The building will be divided into a 2,400 s.f. office area and a 5,000 s.f. garage. Paved areas for customer and employee parking, and truck and container storage will also be constructed. The proposed development will disturb approximately 35% of the property with 65% undisturbed.

Runoff from the proposed development will be collected in a catch basin to drain manhole system. Peak flows and recharge will be attenuated by subsurface detention/recharge structures, with overflows discharging to the wetlands.

Susan Affleck-Childs

From: Gerald Swanson [swansonj2@hotmail.com]
Sent: Thursday, October 20, 2011 5:38 PM
To: Susan Affleck-Childs
Subject: Williamsburg Street Lighting

October 20, 2011

Planning & Economic Development Coordinator
Medway, MA

Dear Ms. Affleck-Childs:

I am writing to see if you will consider changing the wattage on the street lighting on Williamsburg Way. We talked to Mr. Papdopoulos and he said the wattage was set by the Planning Board. We find the the lights extremely bright as they shine in our home at night. We find it very disruptive having our whole house light up by these street lights. We understand the need for street lighting but it appears that a lower wattage could accomplish the same results. Plus the lower wattage would be beneficial in saving energy.

Thank you for your consideration.

Sincerely,

Gerald R. Swanson
67 West Street
Medway, MA 02053
508-446-1315

Susan Affleck-Childs

From: Pellegrini, David [david.pellegrini@tetrattech.com]
Sent: Friday, October 28, 2011 1:54 PM
To: Susan Affleck-Childs
Subject: Field Report-2011-10-28.doc
Attachments: SHT 16 - LIGHTING PLAN.PDF; Field Report-2011-10-28.doc

Susy,

Attached is the report for Williamsburg along with a plan showing the readings found in the field. As noted in the report, since everything is in compliance with the plans and regs we can't direct the applicant to change anything. However we would recommend approaching the owner/applicant to see if any other remedies would be appropriate. The only two options I see would be to reduce the wattage of the bulb or install some type of shield. Reducing the wattage would need to be decided by the applicant because it may defeat the purpose of having the light in the first place. I don't know what wattage is in their now and how much lower you can go. Also, I'm not exactly sure what the intent of the lighting is. Typically, it's to provide a safety feature for pedestrians and vehicles, so by lowering the wattage what does that do to the light levels? Also, I know the manufacturer produces a "House side shield" however I'm not sure if that's applicable for this fixture and if it would look decent. Someone really needs to talk to the lighting manufacturer or designer directly and get their opinions/input. However, since the project is currently in compliance we might want the applicant to research this as opposed to me. If I spend money researching this when the applicant is not obligated to do it, I have a feeling they will complain. Also, even if I find solutions, it will be the applicants' decision whether to implement or not.

Let me know what you think.

Thanks,

Dave

Tetra Tech Rizzo
 One Grant Street
 Framingham, MA 01701

Project Williamsburg Way OSRD	Date 10-28-2011	Report No. 34
Location West Street, Medway, MA	Project No. 127-21583-10002	Sheet 1 of 1
Contractor Canesi Bros. Inc.	Weather A.M. P.M. SNOW	Temperature A.M. 30 P.M.

FIELD OBSERVATIONS

On Thursday, October 27, 2010 Dave Pellegri from Tetra Tech visited the project site at the request of the Medway Planning and Economic Development Board to review a lighting complaint filed by the resident at 67 West Street. We visited the project site with the intention of measuring light levels at the exit to the Williamsburg project, and compare them to the levels provided on the Lighting Plan (dated 10/15/09 and revised 11/30/09) included in the approved plan set.

1. The existing light levels obtained in the field are provided on the attached sketch. The light levels primarily match those provided on the approved plans referenced above. The light levels at the property line register 0.0, thus meeting town requirements. There is a street light on West Street at this location that provides additional lighting at the intersection with West Street.
2. Reducing the wattage of the bulb in the fixture may be an option, however that would result in reduced light levels at the light pole location and may defeat the intent of the light.
3. The manufacturer of the light produces a "House Side Shield" which may be an option, however this should be discussed with the applicant. Not being familiar with this specific product we cannot verify whether this product is appropriate for this specific light type, or whether it would be appropriate aesthetically.

CONTRACTOR'S FORCE AND EQUIPMENT

WORK DONE BY OTHERS

Sup't		Bulldozer		Asphalt Paver		Dept. or Company	Description of Work
Foreman		Backhoe	1	Asphalt Reclaimer			
Laborers		Loader	1	Vib. Roller			
Drivers		Rubber Tire Backhoe/Loader		Static Roller			
Oper. Engr.		Bobcat		Vib. Walk Comp.			
Carpenters		Hoeram		Compressor			
Masons		Excavator	1	Jack Hammer			
Iron Workers		Grader		Power Saw			
Electricians		Crane		Conc. Vib.			
Flagpersons		Scraper		Tree Remover			
Surveyors		Conc. Mixer		Chipper			
		Conc. Truck		Screener			
		Pickup Truck		Drill Rig			
		Dump Truck 6 Whl		Boom Lift			
		Dump Truck 10 Whl		Water Tank			
		Dump Truck 14 Whl		Lull			
		Dump Truck 18 Whl		Gradall			

OFFICIAL VISITORS TO JOB

Police Details: n/a	RESIDENT REPRESENTATIVE FORCE	
Time on site: 1:30 P.M.-2:45 P.M.	Name	Name
CONTRACTOR'S Hours of Work:		
	Resident Representative Steven Bouley	

Project Williamsburg Way OSRD	Date 10-28-2010	Report No. 34
Location West Street, Medway, MA	Project No. 127-21583-10002	Sheet 2 of 2
Contractor Canesi Bros. Inc.	Weather A.M. P.M. SNOW	Temperature A.M. 32 P.M.

FIELD OBSERVATIONS CONTINUED

4. Schedule

A. TTR will continue to inspect the site when notified of work being conducted.

3. New Action Items

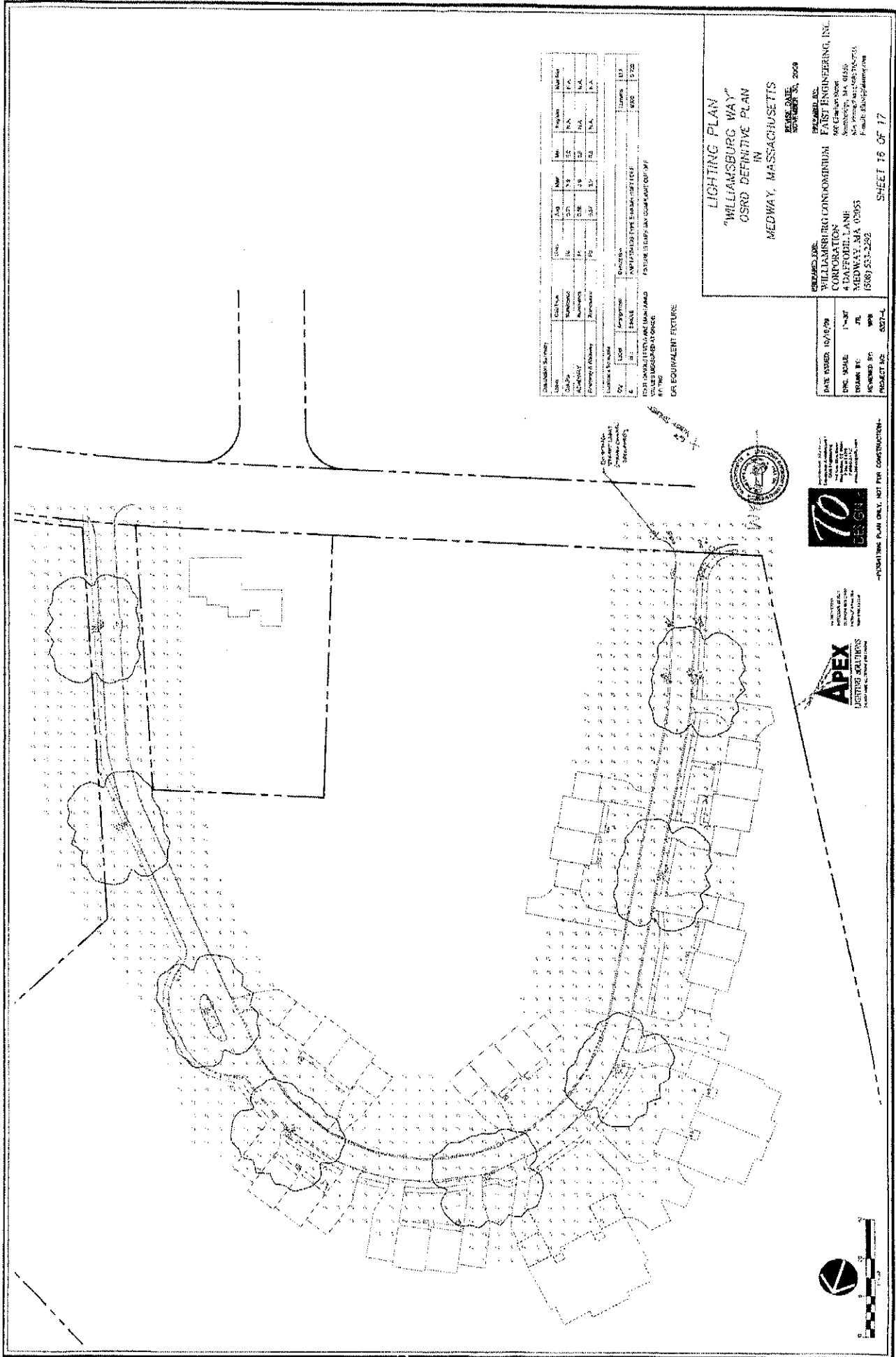
A. Since the lighting on the project is in compliance with the approved plans, TTR recommends that the PEDB approach the applicant and request suggestions for addressing the neighbor's lighting concern.

4. Previous Open Action Items

- A. The surface grades adjacent to Drainage Basin #1 need to be modified slightly to a grade of 214.5.
- B. The approved plans call for bituminous curb to be installed from STA 0+00 to approximate STA 4+00. Cape Cod berm has been installed on the western side of the roadway from STA 0+00 to STA 4+00. The installation of the berm does not change the designed intent of using either curb/berm to convey storm water to the catch basins. The installation of the berm may be more aesthetically pleasing than changing the edge treatment from bituminous curb to berm. However, it is at the discretion of the board to allow the change.
- C. Some of the trees planted on-site appear to be dead or dying. A determination should be made in the growing season to determine the condition of the trees.

5. Materials Delivered to Site Since Last Inspection:

A. N/A



CONTRACT NO.	DATE	DESCRIPTION	BY	DATE	DESCRIPTION	BY	DATE	DESCRIPTION	BY
100-100000000	10/18/09	CONTRACT NO.	100-100000000	10/18/09	CONTRACT NO.	100-100000000	10/18/09	CONTRACT NO.	100-100000000
100-100000000	10/18/09	DATE	100-100000000	10/18/09	DATE	100-100000000	10/18/09	DATE	100-100000000
100-100000000	10/18/09	DESCRIPTION	100-100000000	10/18/09	DESCRIPTION	100-100000000	10/18/09	DESCRIPTION	100-100000000
100-100000000	10/18/09	BY	100-100000000	10/18/09	BY	100-100000000	10/18/09	BY	100-100000000
100-100000000	10/18/09	DATE	100-100000000	10/18/09	DATE	100-100000000	10/18/09	DATE	100-100000000
100-100000000	10/18/09	DESCRIPTION	100-100000000	10/18/09	DESCRIPTION	100-100000000	10/18/09	DESCRIPTION	100-100000000
100-100000000	10/18/09	BY	100-100000000	10/18/09	BY	100-100000000	10/18/09	BY	100-100000000

DATE ISSUED: 10/18/09
 DATE: 10/18/09
 SCALE: 1"=40'
 DRAWN BY: JH
 CHECKED BY: WPE
 PROJECT NO.: 027-1

PREPARED FOR:
 WILLIAMSBURG CONDOMINIUM
 CORPORATION
 4 DANFORTH LANE
 MEDWAY, MA 02955
 (508) 553-2282

PREPARED BY:
 FAJST ENGINEERING, INC.
 400 E. 10th St.
 Northampton, MA 01060
 Fax: (413) 253-1234
 E-mail: info@fajst.com

REVISIONS:
 REVISION NO. 01
 DATE: 11/18/09

TITLE:
 LIGHTING PLAN
 "WILLIAMSBURG WAY"
 OSRD DEFINITIVE PLAN
 IN
 MEDWAY, MASSACHUSETTS

SHEET NO. OF 17



PROSPECTIVE PLAN ONLY, NOT FOR CONSTRUCTION.



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

October 31, 2011

Dear Speroni Acres neighbor,

I am writing to you because you are a property owner and/or resident of Little Tree or Rustic Road in the Speroni Acres subdivision or an adjacent property. As you know, these streets and the stormwater drainage system have not been accepted by the Town of Medway. The maintenance of the roads and stormwater drainage system continues to be the responsibility of Owen Sullivan, the subdivision developer.

**You are invited to attend the November 22' 2011 meeting of the
Medway Planning and Economic Development Board
7:15 pm at Medway Town Hall, 155 Village Street.**

There are several topics we want to address with you:

1. **Repairs needed to the subdivision's drainage system.** The Town's consulting engineer, Dave Pellegrini of Tetra Tech Engineering and Owen Sullivan's engineer, Rick Merrikin of Merrikin Engineering, will provide a status report on the subdivision drainage system and what repair work is needed to ensure that the system functions properly. The actual as-built location of some elements of the drainage system and the needed repairs will likely necessitate some adjustments to the location of drainage easements on selected subdivision lots.
2. **Establishment of a neighborhood association** to be responsible for the on-going maintenance, repair and replacement of the force main sewer line and grinder pumps as these are not going to be transferred to the Town. As there are property owners outside of Speroni Acres who are tied into the system or may wish to connect to it in the future, the association should be comprised of all parties which will use this utility.
3. **Discussion on the street acceptance process for Little Tree and Rustic Roads.** It appears that when the house lots were first conveyed, the developer did not retain ownership of the land comprising the roadway right-of-way for Little Tree and Rustic Roads. Consequently, Mr. Sullivan may not be in a position to provide clear title to

(over)

Telephone: 508-533-3291

Fax: 508-533-3287

email: medwayplanningboard@townofmedway.org

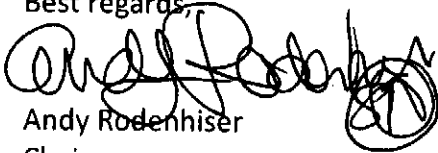
Speroni Acres neighbors
October 31, 2011

convey these roads to the Town. Instead, we believe the property owners along Rustic and Little Tree Roads may also own to the centerline of the roadway in front of their property. If so, it is the residents who would need to convey their respective portion of the road to the Town. However, in most cases, property owners may not actually be able to convey clear title for the roadway land to the Town as most residential properties are subject to mortgages. When there is a mortgage on a property, the company that holds the mortgage must assent to any conveyance that may affect the mortgagees' interest in the land. Obtaining consent from all of the abutters and all the mortgagees to convey the road to the Town can be a very challenging and time-consuming process, particularly if the mortgagees are national corporations. Accordingly, some other form of land conveyance for the roadways such as a friendly eminent domain process may become the best option for this subdivision.

We want you to be fully informed about the issues with this subdivision as we work toward street acceptance. We encourage you to attend the November 22nd meeting. Please contact the Planning & Economic Development office if you have any questions.

Thanks for your continued cooperation.

Best regards,

A handwritten signature in black ink, appearing to read "Andy Rodenhiser", with a circular flourish at the end.

Andy Rodenhiser
Chairman

FOR 2012 04

JOURNAL DETAIL 2012 1 TO 2012 4

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0001 GENERAL FUND							
01175001 PLAN BOARD SALARIES							
5110 FULL TIME SALARIES							
01175001 5110 PLAN BD FULL TIME SAL	59,301	.00	59,301.00	18,246.40	.00	41,054.60	30.8%
2012/01/000018 07/07/2011 PRJ	.00 REF 070711			WARRANT=1153P	RUN=1 TOWN PAY		
2012/01/000127 07/21/2011 PRJ	2,280.80 REF 0312P			WARRANT=0312P	RUN=1 TOWN PAY		
2012/01/000348 07/01/2011 BUC	59,301.00 REF			ORIGINAL BUDGET 2012			
2012/02/000006 08/04/2011 PRJ	2,280.80 REF			WARRANT=125P	RUN=1 TOWN PAY		
2012/02/000128 08/18/2011 PRJ	2,280.80 REF			WARRANT=127P	RUN=1 TOWN PAY		
2012/02/000322 09/01/2011 PRJ	2,280.80 REF			WARRANT=129P	RUN=1 TOWN PAY		
2012/03/000264 09/15/2011 PRJ	2,280.80 REF			WARRANT=1211P	RUN=1 TOWN PAY		
2012/03/000533 09/29/2011 PRJ	2,280.80 REF			WARRANT=1213P	RUN=1 TOWN PAY		
2012/04/000053 10/13/2011 PRJ	2,280.80 REF			WARRANT=1215P	RUN=1 TOWN PAY		
2012/04/000362 10/27/2011 PRJ	2,280.80 REF			WARRANT=1217P	RUN=1 TOWN PAY		
TOTAL FULL TIME SALARIES	59,301	.00	59,301.00	18,246.40	.00	41,054.60	30.8%
5111 PART TIME SALARIES							
01175001 5111 PLAN BD PART TIME SAL	21,000	.00	21,000.00	6,451.20	.00	14,548.80	30.7%
2012/01/000018 07/07/2011 PRJ	.00 REF 070711			WARRANT=1153P	RUN=1 TOWN PAY		
2012/01/000031 06/23/2011 PRJ	-92.11 REF 1151V			WARRANT=1151V	RUN=V VOID PAY		
2012/01/000127 07/21/2011 PRJ	898.51 REF 0312P			WARRANT=0312P	RUN=1 TOWN PAY		
2012/01/000348 07/01/2011 BUC	21,000.00 REF			ORIGINAL BUDGET 2012			
2012/02/000006 08/04/2011 PRJ	806.40 REF			WARRANT=125P	RUN=1 TOWN PAY		
2012/02/000128 08/18/2011 PRJ	806.40 REF			WARRANT=127P	RUN=1 TOWN PAY		
2012/02/000322 09/01/2011 PRJ	806.40 REF			WARRANT=129P	RUN=1 TOWN PAY		
2012/03/000264 09/15/2011 PRJ	806.40 REF			WARRANT=1211P	RUN=1 TOWN PAY		
2012/03/000533 09/29/2011 PRJ	806.40 REF			WARRANT=1213P	RUN=1 TOWN PAY		
2012/04/000053 10/13/2011 PRJ	806.40 REF			WARRANT=1215P	RUN=1 TOWN PAY		
2012/04/000362 10/27/2011 PRJ	806.40 REF			WARRANT=1217P	RUN=1 TOWN PAY		

FOR 2012 04

JOURNAL DETAIL 2012 1 TO 2012 4

	ORIGINAL APPROP	TRANSFRS/ADJSTWTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL PART TIME SALARIES	21,000	.00	21,000.00	6,451.20	.00	14,548.80	30.7%
5150 FRINGE LONGEVITY							
01175001 5150 PLAN BD FRINGE LONGEV	250	.00	250.00	.00	.00	250.00	.0%
2012/01/000348 07/01/2011 BUC	250.00 REF					ORIGINAL BUDGET 2012	
TOTAL FRINGE LONGEVITY	250	.00	250.00	.00	.00	250.00	.0%
TOTAL PLAN BOARD SALARIES	80,551	.00	80,551.00	24,697.60	.00	55,853.40	30.7%
01175002 PLAN BOARD EXPENSES							
5305 CONSULTING SERVICES							
01175002 5305 PLAN BD CONSULTING SE	3,006	.00	3,006.00	1,105.00	.00	1,901.00	36.8%*
2012/01/000348 07/01/2011 BUC	3,006.00 REF					ORIGINAL BUDGET 2012	
2012/03/000377 09/22/2011 API	1,105.00 VND	001535 VCH	PGC ASSOCIATES INC				95090
TOTAL CONSULTING SERVICES	3,006	.00	3,006.00	1,105.00	.00	1,901.00	36.8%
5306 ADVERTISING							
01175002 5306 PLAN BD ADVERTISING	1,000	.00	1,000.00	.00	.00	1,000.00	.0%
2012/01/000348 07/01/2011 BUC	1,000.00 REF					ORIGINAL BUDGET 2012	
TOTAL ADVERTISING	1,000	.00	1,000.00	.00	.00	1,000.00	.0%
5342 COPYING BINDING PRINTING							
01175002 5342 PLAN BD COPYING BINDI	315	.00	315.00	.00	.00	315.00	.0%
2012/01/000348 07/01/2011 BUC	315.00 REF					ORIGINAL BUDGET 2012	

FOR 2012 04

JOURNAL DETAIL 2012 1 TO 2012 4

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL COPYING BINDING PRINTING	315	.00	315.00	.00	.00	315.00	.0%

5383 CONTRACTED SERVICES							
01175002 5383 PLAN BD CONTRACTED SE	10,180	.00	10,180.00	.00	.00	10,180.00	.0%
2012/01/000348 07/01/2011 BUC	10,180.00 REF			ORIGINAL BUDGET 2012			
TOTAL CONTRACTED SERVICES	10,180	.00	10,180.00	.00	.00	10,180.00	.0%

5384 MAPPING							
01175002 5384 PLAN BD MAPPING	788	.00	788.00	.00	.00	788.00	.0%
2012/01/000348 07/01/2011 BUC	788.00 REF			ORIGINAL BUDGET 2012			
TOTAL MAPPING	788	.00	788.00	.00	.00	788.00	.0%

5420 OFFICE SUPPLIES							
01175002 5420 PLAN BD OFFICE SUPPLI	600	.00	600.00	117.67	.00	482.33	19.6%
2012/01/000348 07/01/2011 BUC	600.00 REF			ORIGINAL BUDGET 2012			
2012/02/000188 08/25/2011 API	15.00 VND	002046 VCH		W. B. MASON CO. INC		94623	
2012/03/000051 09/08/2011 API	52.50 VND	003364 VCH		IN STOCK DESIGN		94828	
2012/04/000004 10/06/2011 API	50.17 VND	003364 VCH		IN STOCK DESIGN		95283	
TOTAL OFFICE SUPPLIES	600	.00	600.00	117.67	.00	482.33	19.6%

5521 BOOKS							
01175002 5521 PLAN BD BOOKS	210	.00	210.00	150.15	.00	59.85	71.5%*
2012/01/000348 07/01/2011 BUC	210.00 REF			ORIGINAL BUDGET 2012			
2012/02/000070 08/11/2011 API	150.15 VND	000128 VCH		ASPEN PUBLISHERS INC		94236	

FOR 2012 04

JOURNAL DETAIL 2012 1 TO 2012 4

	ORIGINAL APPROP	TRANFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL BOOKS	210	.00	210.00	150.15	.00	59.85	71.5%
5710 INSTATE TRAVEL MILEMEALHOTEL							
01175002 5710 PLAN BD INSTATE TRAVE	135	.00	135.00	.00	.00	135.00	.0%
2012/01/000348 07/01/2011 BUC	135.00 REF			ORIGINAL BUDGET 2012			
TOTAL INSTATE TRAVEL MILEMEALH	135	.00	135.00	.00	.00	135.00	.0%
5730 DUES SUBSCRIPTIONS MEETINGS							
01175002 5730 PLAN BD DUES SUBSCR M	500	.00	500.00	165.00	.00	335.00	33.0%
2012/01/000348 07/01/2011 BUC	500.00 REF			ORIGINAL BUDGET 2012			
2012/03/000377 09/22/2011 API	55.00 VND	006154 VCH		CHAMPLAIN PLANNING			95019
2012/03/000377 09/22/2011 API	75.00 VND	006155 VCH		MASSACHUSETTS ASSOC			95065
2012/04/000004 10/06/2011 API	35.00 VND	005330 VCH		MASSACHUSETTS ECONOM			95302
TOTAL DUES SUBSCRIPTIONS MEETI	500	.00	500.00	165.00	.00	335.00	33.0%
5851 OFFICE EQUIPMENT							
01175002 5851 PLAN BD OFFICE EQUIPM	500	.00	500.00	100.00	.00	400.00	20.0%
2012/01/000348 07/01/2011 BUC	500.00 REF			ORIGINAL BUDGET 2012			
2012/04/000004 10/06/2011 API	100.00 VND	006066 VCH		MAINE TECHNICAL SOUR			95300
TOTAL OFFICE EQUIPMENT	500	.00	500.00	100.00	.00	400.00	20.0%
TOTAL PLAN BOARD EXPENSES	17,234	.00	17,234.00	1,637.82	.00	15,596.18	9.5%
TOTAL GENERAL FUND	97,785	.00	97,785.00	26,335.42	.00	71,449.58	26.9%
TOTAL EXPENSES	97,785	.00	97,785.00	26,335.42	.00	71,449.58	26.9%
GRAND TOTAL	97,785	.00	97,785.00	26,335.42	.00	71,449.58	26.9%

** END OF REPORT - Generated by Fran Hutton Lee **

REPORT OPTIONS

Field #	Total	Page Break
Sequence 1	Y	N
Sequence 2	Y	N
Sequence 3	Y	N
Sequence 4	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
Print totals only: N
Print Full or Short description: F
Print full GL account: N
Format type: 2
Double space: N
Suppress zero bal accts: Y
Include requisition amount: Y
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N
Include Fund Balance: N
Print journal detail: Y
 From Yr/Per: 2012/ 1
 To Yr/Per: 2012/ 4
Include budget entries: Y
Incl encumb/liq entries: N
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: Y
Sort/Total Budget Rollup: N
Print M's in one year view: N
Amounts/totals exceed 999 million dollars: N

Year/Period: 2012/ 4
Print MTD Version: N
Incl inception to soy: N
Roll projects to object: N
Carry forward code: 1

**TOWN OF MEDWAY - FINANCE COMMITTEE
EMERGENCY TRANSFER REQUEST**

Department: Planning/Eco Dev

Amount

Account. No. 02141015300

Requested:

\$ 21,000

Date: November 2, 2011

Salary: _____ Expenses: _____

\$

Bills on Hand:

TO BE USED FOR: Continued Oak Grove Work – See attached Scope of Work.

Since the Reserve fund, under the responsibility of the Finance Committee, is intended for **EMERGENCY USE ONLY**; and the burden is on the Finance Committee to carry out the will of the Town Meeting, answers to the following questions are necessary for the Finance Committee to take action on each request.

1. **What makes the nature of this request an emergency and why was this request not made at the last town meeting?** Most important, it is imperative that every land parcel in Medway be included on the tax rolls. The initial funding provided for the Oak Grove title research work has addressed close to 50% of the 1000+ Oak Grove mini parcels. Supplemental funding is needed to complete the work. Furthermore, the completion of the Planning and Economic Development Board's Oak Grove Development Feasibility Study has been put on hold until the Oak Grove title research work is concluded. It is critically important that Feasibility Study proposals are based on accurate property ownership so that potentially developable areas can be properly identified.
2. **Why cannot this request be held until the next town meeting?** Due to MassDevelopment's funding of the Oak Grove Feasibility Study, there is some urgency to conclude the title work during this fiscal year. Waiting until the next Town Meeting in May 2012 to consider supplemental funding in FY 13 may jeopardize the MassDevelopment funding. It would also considerably delay completion of the study and consequently also delay implementation efforts. In keeping with the Town's desire to have accurate assessments, we need to continue the title work so that all Oak Grove parcels are properly taxed.
3. **Please note any other information which may be helpful.** With its fractured ownership and unusually sized parcels, the Oak Grove/bottle cap lots have been a problematic land area for the Medway Assessor's since the area was first subdivided in 1926. Clarifying ownership of these 1000+ mini parcels has been attempted several times over the past 30 years by the Assessors and other groups but has not ever reached definitive conclusion. The continuation of this title research project to completion would resolve long-standing valuation and property tax revenue problems. Due to the success of the Oak Grove title work undertaken to date, it would be in the Town's best interest to complete the project as soon as possible. Continued title research will be more readily accomplished now due to the extensive information garnered from the recently completed work.

Balance remaining in control account at present: \$ 1,400.00

Est. Total Expenditure \$ 15,000.00

Submitted by: _____
(Department Head)

Approved by the Board of Selectmen:

Finance Committee:

Finance Committee action date: _____

Amount approved:

\$

(Please submit form to FinCom secretary. Finance Committee meetings are held on the second Wednesday of the month)

Oak Grove - Continued Scope of Work

1. Continue the title examination, report and abstract work for the Oak Grove/bottle cap lots area. NOTE - The \$15,000 approved by FINCOM in May 2011 has pretty much been expended. Title research and reports have been completed by Marsh, Moriarty, O'Neill and Golder for approximately 50% of the Oak Grove parcels. That information has been used to update the Assessor's records and the FY12 tax bills to be issued in January 2012 will reflect that data. \$15,000 estimate for continued work.
2. Land survey to specifically ascertain the actual boundaries and land area of the Oak Grove site. \$4,800 estimate from Tetra Tech, the Town's Consulting Engineer. *(See attached.)*
3. Based on the land survey work, the Oak Grove portion of the Medway Assessor's Map will be updated to be consistent with the title research information. \$1,200 quote from DesLauriers & Associates, the Assessor's office mapping vendor. *(See attached.)*